



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
APRIL 12, 2023 COUNCIL MEETING  
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION &  
IN-PERSON AT THE PUSLINCH COMMUNITY CENTRE –  
23 BROCK RD S, PUSLINCH

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## **A G E N D A**

**DATE:** Wednesday April 12, 2023

**CLOSED MEETING:** Directly following Section 13 Announcements

**REGULAR MEETING:** 9:00 A.M.

**≠ Denotes resolution prepared**

1. **Call the Meeting to Order**
2. **Roll Call**
3. **Moment of Reflection**
4. **Confirmation of the Agenda ≠**
5. **Disclosure of Pecuniary Interest & the General Nature Thereof**
6. **Consent Agenda ≠**
  - 6.1 Adoption and Receipt of the Minutes of the Previous Council and Committee Meetings:
    - 6.1.1 March 22, 2023 Council Meeting Minutes
    - 6.1.2 March 22, 2023 Public Information Meeting Minutes
    - 6.1.3 February 14, 2023 Committee of Adjustment Meeting Minutes



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6.1.4 February 14, 2023 Planning and Development Advisory Committee Meeting  
Minutes

- 6.2 Grand River Conservation Authority - March General Membership Meeting
- 6.3 Grand River Conservation Authority - General Membership Meeting - Inventory of Programs and Services and Progress Report
- 6.4 Grand River Conservation Authority - Update on Programs and Services - Ontario Regulation 596-22
- 6.5 City of Guelph - Notice of Decision Meeting - Comprehensive Zoning Bylaw and Companion Official Plan Amendment
- 6.6 City of Cambridge - Barriers for Women in Politics
- 6.7 City of Welland - Barriers for Women in Politics
- 6.8 Township of Lucan Biddulph - Barriers for Women in Politics
- 6.9 Town of Plympton-Wyoming - Support Resolution for Grimsby, Barriers for Women in Politics
- 6.10 Town of Plympton-Wyoming – Stopping Harassment and Abuse by Local Leaders Act
- 6.11 Town of Plympton-Wyoming - Support Resolution for Carleton Place - Declaring Intimate Partner Violence and Violence Against Women An Epidemic
- 6.12 Town of Essex - Respecting Declarations of Emergency of Homelessness, Mental Health and Opioid Addiction
- 6.13 Municipality of North Perth - School Bus Stop Arm Cameras
- 6.14 Township of Howick - School Bus Arm Sign Cameras
- 6.15 Municipality of Wawa - Resolution Supporting the Municipality of Chatham-Kent - Reducing Municipal Insurance Cost
- 6.16 The Town of Greater Napanee - Reducing Municipal Insurance Costs
- 6.17 Town of Plympton-Wyoming - Reducing Municipal Insurance Costs
- 6.18 Municipality of South Huron - Resolution of Support for Huron County Regarding the Cannabis Act
- 6.19 Municipality of West Perth - Cannabis Act Review
- 6.20 The Town of Greater Napanee - Support Huron County's Call for Cannabis Act Review
- 6.21 Western Ontario Wardens' Caucus - Support Huron County Cannabis Act Review
- 6.22 Town of Fort Frances - Support to Town of Petrolia Regarding School Board Elections
- 6.23 Township of Lucan Biddulph - Future Accuracy of the Permanent Register of Electors
- 6.24 Town of Plympton-Wyoming - Support Resolution for Ashfield-Colbourne-Wawanosh, Accurate Voters List
- 6.25 Town of Essex - Short-Term Rental Tax Classification
- 6.26 Town of Essex - The Reinstatement of Legislation Permitting a Municipality to Retain Surplus Proceeds from Tax Sales
- 6.27 Town of Plympton-Wyoming - Municipalities Retaining Surplus Proceeds from Tax Sales





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6.28 Township of Howick - Support for CN Railway Contribution Requirements

7. **Delegations ≠**

7.1 Specific Interest (Items Listed on the Meeting Agenda)

7.1.1 None

7.2 General Interest (Items Not Previously Listed on the Meeting Agenda)

7.2.1 10:05 AM Delegation by Paul Roberts regarding water level concerns related to Aberfoyle Pit #2

8. **Public Meetings**

8.1 April 18, 2023 at 6:00 p.m. Open House and Public Information Meeting held in-person at 23 Brock Rd S. and by electronic participation through Zoom regarding the following matter:

Proposed Zoning By-law Amendment D14/WEL (Wellington Motor Freight)  
128 Brock Rd S., Puslinch

9. **Reports ≠**

9.1 **Puslinch Fire and Rescue Services**

9.1.1 None

9.2 **Finance Department**

9.2.1 Report FIN-2023-013 - Audited Financial Statements for the year ended December 31, 2022 ≠

9.2.2 Report FIN-2023-014 - Temporary Borrowing By-law ≠

9.3 **Administration Department**

9.3.1 Verbal Report and On-Site visit at 128 Brock Road South at 9:15 AM regarding the Zoning Amendment Application ≠

9.3.2 Report ADM-2023-017 – Animal Control Services - Cambridge & District Humane Society ≠

9.3.3 Report ADM-2023-018 – Human Resources Shared Services Contract ≠

9.3.4 Report ADM-2023-019 – Proposed Council Code of Conduct and Complaint Protocol ≠

9.4 **Planning and Building Department**

9.4.1 None

9.5 **Emergency Management**

9.5.1 None

9.6 **Roads and Parks Department**

9.6.1 None

9.7 **Recreation Department**



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9.7.1 None

10. **Correspondence ≠**

10.1 County of Wellington Response to Township Council Resolution regarding Lake Road Reconstruction and Project Details and Speed Limit Changes ≠

10.2 County of Wellington Joint Accessibility Advisory Committee letter to member municipalities ≠

10.3 Pit License No. 62528 Neubauer Pit 2022 Annual Water Monitoring Report and peer review prepared by Harden Environmental ≠

10.4 Pit License No. 17600 PQA Mast Pit 2022 Annual Water Monitoring Report and peer review prepared by Harden Environmental ≠

11. **Council reports ≠**

11.1 Mayor' Updates

11.2 Council Member Reports (verbal or written updates from members who sit on boards/committees)

12. **By-laws ≠**

12.1 First, Second and Third Reading

12.1.1 BL2023-019 – Being a by-law to authorize the A by-law to authorize the temporary borrowing of funds to meet current expenditures of the Corporation of the Township of Puslinch during the fiscal year ending December 31, 2023.

12.1.2 BL2023-020 Being a by-law to authorize the entering into an Animal Services Agreement with Cambridge & District Humane Society for animal control services for the Township of Puslinch.

12.1.3 BL2023-021 Being a by-law to authorize the entering into a shared service agreement with the Corporation of the Township of Centre Wellington for Human Resources Services.

13. **Announcements**

13.1 Volunteer of the Year Award recipient Cameron Tuck

14. **Closed Session – Pursuant to Section 239 of the Municipal Act, 2001**

14.1 Confidential report prepared by the Township solicitor regarding advice that is subject to solicitor-client privilege, including communications necessary for that purpose – human resource matter;



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- 14.2 Confidential verbal report by staff regarding personal matters about an identifiable individual, including municipal or local board employees – human resource matter;
- 14.3 Confidential report prepared by staff regarding personal matters about an identifiable individual, including municipal or local board employees – senior of the year nominations

- 15. **Business Arising from Closed Session**
- 16. **Notice of Motion**
- 17. **New Business**
- 18. **Confirmatory By-law #**
  - 18.1 BL2023-022 Confirm By-law – April 12, 2023 #
- 19. **Adjournment #**



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
MARCH 22, 2023 COUNCIL MEETING  
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION  
& IN-PERSON AT 23 BROCK RD S, PUSLINCH

**MINUTES**

**DATE:** March 22, 2023

**CLOSED MEETING:** Directly following section 13  
Announcements

**COUNCIL MEETING:** 10:00 A.M.

The March 22, 2023 Council Meeting was held on the above date and called to order at 10:00 a.m. via electronic participation and in-person at 23 Brock Rd S, Puslinch.

1. **CALL THE MEETING TO ORDER**

2. **ROLL CALL**

**ATTENDANCE:**

Councillor Sara Bailey  
Councillor Russel Hurst  
Councillor Jessica Goyda  
Councillor John Sepulis  
Mayor James Seeley

**STAFF IN ATTENDANCE:**

1. Glenn Schwendinger, CAO - Absent
2. Mike Fowler, Director of Public Works, Parks and Facilities
3. Mary Hasan, Director of Finance/Treasurer
4. Courtenay Hoytfox, Municipal Clerk
5. Justine Brotherston, Deputy Clerk
6. Mirela Oltean, Deputy Treasurer
7. Tom Mulvey, Fire Chief
8. Andrew Hartholt, CBO

3. **MOMENT OF REFLECTION**

4. **CONFIRMATION OF THE AGENDA**

**Resolution No. 2023-083:**

Moved by Councillor Sepulis and  
Seconded by Councillor Hurst

**That Council approves the March 22, 2023 Agenda and Addendum as circulated; and**

**That Council approves the additions to the agenda as follows:**

**Consent Item 6.1.5 Questions received from Council seeking additional information and the corresponding responses provided by staff regarding the March 22, 2023 Council agenda.**

**CARRIED**

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

Mayor Seeley declared a potential pecuniary interest related to item 14.4 as I was previously employed by the Township.

6. **CONSENT AGENDA**

6.1 Adoption and Receipt of the Minutes of the Previous Council and Committee Meetings:

6.1.1 March 1, 2023 Council Meeting Minutes

6.1.2 September 20, 2022 Recreation Advisory Committee Minutes

- 6.1.3 October 3, 2022 Heritage Advisory Committee Meeting Minutes
- 6.1.4 February 6, 2023 Youth Advisory Committee Minutes
- 6.1.5 Council questions and corresponding responses by staff
- 6.2 Grand River Conservation Authority - February General Membership Annual General Meeting Summary
- 6.3 Grand River Conservation Authority - Municipal Levy & Budget 2023
- 6.4 Ministry of Natural Resources and Forestry - Proposed Amendments to O. Reg. 161-17
- 6.5 Ministry of the Environment Conservation and Parks - Municipal Class Environmental Assessment Amendments
- 6.6 City of Port Colborne Support - County of Huron - Review of the Cannabis Act
- 6.7 County of Huron - Warden's Letter Regarding Cannabis Act
- 6.8 Township of Malahide - Review of Cannabis Act
- 6.9 Township of Dawn-Euphemia - School Board Election Expenses
- 6.10 City of Port Colborne - Support Town of Petrolia – Regarding School Board Elections
- 6.11 Township of Ashfield-Colborne-Wawanosh - Letter of Support - Petrolia - School Board Election Costs
- 6.12 Township of Howick - Ontario School Board Elections
- 6.13 Township of East Garafraxa - Ontario School Board Elections
- 6.14 Town of Lincoln Ontario - School Board Elections
- 6.15 Municipality of Moonbeam - Moratorium on Most Pupil Accommodation
- 6.16 Regional Municipality of Niagara - Respecting Declarations of Emergency for Homelessness, Mental Health and Opioid Addiction
- 6.17 Town of Coburg - Homeless and Unsheltered Persons
- 6.18 Municipality of Chatham-Kent - Reducing Municipal Insurance Costs
- 6.19 Municipality of Trent Lakes - Oath of Office
- 6.20 Township of Ashfield-Colborne-Wawanosh - Voters List
- 6.21 Municipality of Chatham-Kent - Stopping Harassment and Abuse by Local Leaders Act
- 6.22 Lanark County - Declaring Intimate Partner Violence and Partner Violence Against Women an Epidemic
- 6.23 Ministry of Environment, Conservation and Parks - Environmental Assessment Modernization Update
- 6.24 Monthly Monitoring Report - Mill Creek Pit - License 5738

**Resolution No. 2023-084:**

Moved by Councillor Sepulis and  
Seconded by Councillor Hurst

**That the Consent Agenda items with the exception of items 6.2 and 6.18 listed for MARCH 22, 2023 Council meeting be received for information.**

**CARRIED**

**Resolution No. 2023-085:**

Moved by Councillor Hurst and  
Seconded by Councillor Goyda

**That the Consent Agenda item 6.2 listed for MARCH 22, 2023 Council meeting be received; and**

**That Grand River Conservation Authority be requested to present or prepare a report for Puslinch Council and that the presentation/report focus on projects and information relevant to Puslinch; and**

**That the report include the suggested access to Puslinch Lake and any available updates.**

**CARRIED**

**Resolution No. 2023-086:**

Moved by Councillor Hurst and  
Seconded by Councillor Bailey

**That the Consent Agenda item 6.18 listed for MARCH 22, 2023 Council meeting be received for information.**

**CARRIED**

**7. DELEGATIONS:**

- (a) Specific Interest (Items Listed on the Meeting Agenda)

- 7.1.1 **10:25 AM** Delegation by Steve Edwards, GHD, and Fred Taylor, GHD regarding item 9.3.4 Report ADM-2023-016 – Badger Daylighting Zoning Amendment Application Recommendation Report ≠

**Resolution No. 2023-087:**

Moved by Councillor Bailey and  
Seconded by Councillor Sepulis

That Council receives the Delegation by Steve Edwards, GHD, and Fred Taylor, GHD regarding item 9.3.4 Report ADM-2023-016 – Badger Daylighting Zoning Amendment Application Recommendation Report for information.

**CARRIED**

7.2 General Interest (Items Not Previously Listed on the Meeting Agenda)

- 7.2.1 **10:05 AM** Delegation by Paul Roberts to request an exemption regarding the limit on Special Event Permits.

**Resolution No. 2023-088:**

Moved by Councillor Sepulis and  
Seconded by Councillor Bailey

That Council receives the Delegation by Paul Roberts to request an exemption regarding the limit on Special Event Permits; and

That Council approves the exemption request to allow two special event permits on the subject property for the 2023 year. Subject to the following additional permit conditions:

- That the the exception be limited to one additional event for the 2023 calendar year;
- That the Township is listed as an additional insured on the insurance;
- That staff notify the Water Ski Wake Board Ontario organization regarding the zoning compliance and temporary permission for the event for 2023;
- That staff notify the neighbours of the second event and advise that a planning application is being undertaken;
- That the safety plan be provided to the Township as part of the permit process;
- That staff report back to Council after the first event should any complaints be received; and
- That the owner be required to submit an application to re-zone the property in 2023 to legally permit the use going forward.

**CARRIED**

- 7.2.2 **10:15 AM** Delegation by Bruce Taylor and Bernard Akuoko regarding safety in Boreham Park.

**Resolution No. 2023-089:**

Moved by Councillor Sepulis and  
Seconded by Councillor Bailey

That Council receives the Delegation by Bruce Taylor and Bernard Akuoko regarding safety in Boreham Park; and

Whereas the Township continues to be committed to complying with all legislative requirements related to Accessibility; and

Whereas there may be opportunities to collaborate with various agencies, such as the Canadian National Institute for the Blind, and other agencies on future projects;

That Council direct staff to include consideration for collaboration on future Township projects (Boreham ditches) where applicable.

**CARRIED**

**Council recessed from 11:50 am to 12:00 pm**

**Roll Call**

**Councillor Goyda  
Councillor Sepulis  
Councillor Bailey  
Councillor Hurst  
Mayor Seeley**

**8. PUBLIC MEETINGS:**

8.1 March 22, 2023 at 7:00 p.m. Public Information Meeting held in-person at 23 Brock Rd S. and by electronic participation through Zoom regarding the following matter:

Proposed Zoning By-law Amendment D14/WEL (Wellington Motor Freight) 128 Brock Rd S., Puslinch

**Resolution No. 2023-090:**

Moved by Councillor Sepulis and  
Seconded by Councillor Goyda

**That Council direct staff to request the owner of 128 Brock Rd S to stake the property in accordance with the proposed application and also to permit Council and staff perform a site visit of the property to view the proposed development concept.**

**CARRIED**

**9. REPORTS:**

**9.1 Puslinch Fire and Rescue Services**

9.1.1 None

**9.2 Finance Department**

9.2.1 Report FIN-2023-009 - Remuneration and Expenses - Council and Others

**Resolution No. 2023-091:**

Moved by Councillor Goyda and  
Seconded by Councillor Hurst

**That Report FIN-2023-009 entitled Remuneration and Expenses Paid to Members of Council and Others – 2022 be received.**

**CARRIED**

9.2.2 Report FIN-2023-010 - Municipal Asset Management Program – Agreement

**Resolution No. 2023-092:**

Moved by Councillor Hurst and  
Seconded by Councillor Bailey

**That Report FIN-2023-010 entitled Municipal Asset Management Program – Execution of Grant Agreement be received; and**

**That Council gives 3 readings to By-law No. 2023-016 being a By-law authorizing the entering into a Grant Agreement with the Federation of Canadian Municipalities for the Municipal Asset Management Program for the Reporting of Conditions and Traffic Volumes of the Township of Puslinch's Road Network.**

**CARRIED**

9.2.3 Report FIN-2023-011 - Grant Application Policy Amendments

**Resolution No. 2023-093:**

Moved by Councillor Sepulis and  
Seconded by Councillor Bailey

**THAT Report FIN-2023-011 entitled Grant Application Policy Amendments be received; and  
That Clause 2.0 of the Grant Application Policy which discusses organizations that are not  
eligible for funding be amended to include the following wording as outlined in Schedule A to  
Report FIN-2023-011:**

- **Groups or organizations of a religious nature unless the funding request is for a local, non-denominational event, program, service, or activity open to the entire community which demonstrates a benefit to the Township and its residents. The funding request must demonstrate a distinct separation between religious events, programs, services or activities.**

**CARRIED**

9.2.4 Report FIN-2023-012 Fourth Quarter Financial Report – 2022

**Resolution No. 2023-094:**

Moved by Councillor Sepulis and  
Seconded by Councillor Hurst

**THAT Report FIN-2023-012 entitled Fourth Quarter Financial Report – 2022 be received.**

**CARRIED**

**9.3 Administration Department**

9.3.1 Report ADM-2023-013 – Youth Advisory Committee Update Report

**Resolution No. 2023-095:**

Moved by Councillor Goyda and  
Seconded by Councillor Sepulis

**That Report ADM-2023-013 entitled Youth Advisory Committee Meeting Update be received;  
And**

**That Council approve the new Youth Advisory Committee logo as presented; and**

**That Council approve the three (3) goals and objectives as outlined in this report for the 2023  
year; and**

**That Council direct staff to report back on the request to add roller skating free drop-in time at  
the ORC when the pad becomes available for the 2023 season and on-going.**

**CARRIED**

9.3.2 Report ADM-2023-014 – Application for Demolition on a property listed on the Heritage  
Register (6927 Wellington Rd 34)

**Resolution No. 2023-096:**

Moved by Councillor Bailey and  
Seconded by Councillor Sepulis

**That Report ADM-2023-014 entitled Application to demolish a structure on a property listed  
on the Heritage Register (6927 Wellington Rd 34) be received; and,**



**That Council approve the applicant's request for demolition of a non-heritage structure as presented in the application attached to this report as Schedule "A".**

**CARRIED**

**9.3.3 Report ADM-2023-015 – Bill 23 Heritage Act Designations**

**Resolution No. 2023-097:**

Moved by Councillor Goyda and  
Seconded by Councillor Sepulis

**That Report ADM-2023-015 entitled Bill 23 Heritage Act Designations be received; and**

**That Council approves the recommended action plan as outlined in this report including sending an information letter to all property owners listed on the Township Heritage Register.**

**CARRIED**

**9.3.4 Report ADM-2023-016 Zoning By-law Amendment Application Recommendation Report - 6678 Wellington Rd 34**

**Resolution No. 2023-098:**

Moved by Councillor Hurst and  
Seconded by Councillor Sepulis

**That Report ADM-2023-016 entitled Zoning By-law Amendment Application Recommendation Report - 6678 Wellington Rd 34 be received; and**

**Whereas the Township and its expert consultants have identified concerns and noncompliance with a number of policies through their comprehensive review of submission materials by the applicant; and**

**Whereas The County Planner and the Township Hydrogeologist have recommended the refusal of the Zoning Amendment application as detailed in Schedule "A" and Schedule "B" respectively; and**

**Whereas the community has expressed significant opposition and concern related to the proposed legalization of the land use;**

**Therefore,**

**That Council refuse the Zoning By-law Amendment Application for the property 6678 Wellington Rd 34; and**

**That notice of Council's decision be forwarded to the applicant and to the Provincial Officer for the Ministry of the Environment, Conservation and Parks Drinking Water and Environmental Compliance Division Guelph District Office.**

**CARRIED**

**9.4 Planning and Building Department**

**9.4.1 None**

**9.5 Emergency Management**

**9.5.1 None**

**9.6 Roads and Parks Department**

9.6.1 None

**9.7 Recreation Department**

9.7.1 None

**10. CORRESPONDENCE:**

10.1 County of Wellington Council Resolution – OPA 120 Recommendation Report

**Resolution No. 2023-099:**

Moved by Councillor Sepulis and  
Seconded by Councillor Bailey

**That Council receive correspondence item 10.1 regarding County of Wellington Council Resolution – OPA 120 Recommendation Report for information.**

**CARRIED**

10.2 Office of the Auditor General of Ontario – Value for Money Audit – Highway Planning and Management

**Resolution No. 2023-100:**

Moved by Councillor Sepulis and  
Seconded by Councillor Hurst

**That Council receive correspondence item 10.2 regarding Office of the Auditor General of Ontario – Value for Money Audit – Highway Planning and Management; and**

**That Council direct staff to reach out to the City of Guelph, The County of Wellington, City of Hamilton and the Region of Waterloo in order to draft a joint letter to all Members of Provincial Parliament and the Minister of Agriculture respectfully requesting that deferred highway projects listed in the Auditor General's report proceed as initially planned.**

**CARRIED**

**11. COUNCIL REPORTS:**

None

**12. BY-LAWS:**

12.1.1 BL2023-016 Authorize Entering into Grant Agreement - FCM MAMP

**Resolution No. 2023-101:**

Moved by Councillor Sepulis and  
Seconded by Councillor Hurst

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

**12.1.1 BL2023-016 being a by-law to Authorize Entering into Grant Agreement - FCM MAMP**

**CARRIED**

**13. ANNOUNCEMENTS:**

17.1 Mayor Seeley provided an update that the new lights at the soccer field have been installed.

**14. CLOSED SESSION:**

Council was in closed session from 12:47 p.m. to 2:18 p.m.

The Clerk stopped the recording and removed all public attendees from the webinar. The webinar was then 'locked' so no new participants are able to join.

**Resolution No. 2023-102:**

Moved by Councillor Goyda and  
Seconded by Councillor Sepulis

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

**14.1 Confidential verbal report prepared by Kevin Thompson, SV Law Firm LLP regarding litigation or potential litigation, including matters before administrative tribunals affecting municipality or local board – Ontario Land Tribunal matter update**

**14.2 Confidential report prepared by Eric Davis, SV Law Firm LLP and Township staff regarding litigation or potential litigation, including matters before administrative tribunals affecting municipality or local board – Ontario Land Tribunal matter update**

**14.3 Confidential report prepared by By-law Enforcement staff regarding litigation or potential litigation, including matters before administrative tribunals affecting municipality or local board – By-law enforcement matter in accordance with the Township's By-law Enforcement Policy Section 3.14(c)**

**CARRIED**

**Resolution No. 2023-103:**

Moved by Councillor Goyda and  
Seconded by Councillor Sepulis

**THAT Council moves into open session at 2:18 pm**

**CARRIED**

Council resumed into open session at 2:18 p.m.

**Resolution No. 2023-104:**

Moved by Councillor Sepulis and  
Seconded by Councillor Hurst

**That Council receive the:**

**14.1 Confidential verbal report prepared by Kevin Thompson, SV Law Firm LLP regarding litigation or potential litigation, including matters before administrative tribunals affecting municipality or local board – Ontario Land Tribunal matter update**

**14.2 Confidential report prepared by Eric Davis, SV Law Firm LLP and Township staff regarding litigation or potential litigation, including matters before administrative tribunals affecting municipality or local board – Ontario Land Tribunal matter update**

**14.3 Confidential report prepared by By-law Enforcement staff regarding litigation or potential litigation, including matters before administrative tribunals affecting municipality or local board – By-law enforcement matter in accordance with the Township's By-law Enforcement Policy Section 3.14(c); and**

**That staff proceed as directed.**

**CARRIED**

Mayor Seeley declared a potential pecuniary of interest related to item 14.4 as I was previously employed by the Township and refrained from all participation in the closed meeting and left the hall. Mayor Seeley passed the Chair to Councillor Hurst as the alternate Chair.

Council was in closed session from 2:20 p.m. to 2:48 p.m.

The Clerk stopped the recording and removed all public attendees from the webinar. The webinar was then 'locked' so no new participants are able to join.

**Resolution No. 2023-105:**

Moved by Councillor Sepulis and  
Seconded by Councillor Goyda

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

**14.4 Confidential report prepared by the Township solicitor regarding advice that is subject to solicitor-client privilege, including communications necessary for that purpose – human resource matter.**

**CARRIED**

**Resolution No. 2023-106:**

Moved by Councillor Sepulis and  
Seconded by Councillor Goyda

**THAT Council moves into open session at 2:48 pm**

**CARRIED**

Council resumed into open session at 2:48 p.m.

**Resolution No. 2023-107:**

Moved by Councillor Goyda and  
Seconded by Councillor Sepulis

**That Council receives the:**

**14.4 Confidential report prepared by the Township solicitor regarding advice that is subject to solicitor-client privilege, including communications necessary for that purpose – human resource matter; and**

**That staff proceed as directed.**

**CARRIED**

**15. BUSINESS ARISING FROM CLOSED SESSION:**

None

**16. NOTICE OF MOTION:**

None

**17. NEW BUSINESS:**

None

**18. CONFIRMATORY BY-LAW:**

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

**Resolution No. 2023-108:**

Moved by Councillor Sepulis and  
Seconded by Councillor Goyda

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

**By-Law 2023-017 being a by-law to confirm the proceedings of Council for the Corporation of the Township of Puslinch at its meeting held on the 22 day of March 2023.**



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
MARCH 22, 2023 COUNCIL MEETING  
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION  
& IN-PERSON AT 23 BROCK RD S, PUSLINCH

**CARRIED**

**19. ADJOURNMENT:**

**Resolution No. 2023-109:**

Moved by Councillor Sepulis and  
Seconded by Councillor Goyda

**That Council hereby adjourns at 2:51 p.m.**

**CARRIED**

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James Seeley, Mayor

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Courtenay Hoytfox, Clerk



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
MARCH 22, 2023 PUBLIC INFORMATION MEETING MINUTES  
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION  
& IN-PERSON AT 23 BROCK RD S, PUSLINCH

**MINUTES**

**DATE:** March 22, 2023

**TIME:** 7:00 P.M.

The March 22, 2023 Public Information meeting was held on the above date and called to order at 7:07 p.m. via electronic participation and in-person at 23 Brock Rd. S. Puslinch.

**1. CALL THE MEETING TO ORDER**

**2. ROLL CALL**

**ATTENDANCE:**

Councillor Sara Bailey  
Councillor Russel Hurst  
Councillor Jessica Goyda  
Councillor John Sepulis  
Mayor James Seeley

**STAFF IN ATTENDANCE:**

Courtenay Hoytfox, Municipal Clerk  
Justine Brotherston, Deputy Clerk  
Zach Prince, Senior Planner, County of Wellington

**3. DISCLOSURES OF CONFLICT OF INTEREST & THE GENERAL NATURE THEREFOR**

None

**4. PURPOSE OF PUBLIC MEETING**

Mayor Seeley read the following statement regarding the purpose of the Public Information Meeting:

The purpose of this Public Meeting is to inform and provide the public with the opportunity to ask questions, or to express views with respect to development proposals. The Councillors are here to observe and listen to your comments; however, they will not make any decisions this evening.

The Township requests that you please notify by email Planning at [planning@puslinch.ca](mailto:planning@puslinch.ca) or by phone at 519-763-1226 ext. 4 if you wish to be on record and would like to be notified of future hearings and decisions regarding these applications.

Please note the meeting is video and audio recorded and all electronic meetings are uploaded to the municipality's YouTube page. By registering to participate in the meeting by electronic means, you are consenting to have your likeness and comments recorded and posted on YouTube.

As the Chair, I am informing you that 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 Land Tribunal 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

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*Page / 2*

entitled to appeal the decision of the Township of Puslinch to the Ontario Land Tribunal. 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 Land Tribunal unless, in the opinion of the Board, there are reasonable grounds to do so. You may wish to talk to Township staff regarding further information on the appeal process.

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

The format of this Public Meeting is as follows:

- The applicant or agent 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 public are permitted 10 minutes each to ask questions and express their views. This time limit is imposed to provide each member of the public an opportunity to speak.
- Council will then have an opportunity to ask any clarification questions

The applicant and County Planning 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.

## **5. REPORTS/APPLICATIONS**

### **5.1 Zoning By-law Application D14/WEL - 2795848 ONTARIO INC – Wellington Motor Freight - Concession 7 Concession 8 Part Lot; 24 Part Road known as 128 Brock Rd S., Township of Puslinch**

Mayor Seeley read the following statement regarding the application being considered:

Zoning By-law Application D14/WEL - 2795848 ONTARIO INC – Wellington Motor Freight - Concession 7 Concession 8 Part Lot; 24 Part Road known as 128 Brock Rd S., Township of Puslinch

THE PURPOSE AND EFFECT of the proposed Zoning By-law Amendment is to amend the Township of Puslinch New Comprehensive Zoning By-law 23-2018 to rezone the lands from Highway Commercial (Special Provision 89) (HC 89) to Site Specific Industrial (IND- ) Zone to permit all the uses within the zone including a warehouse and transportation terminal. Proposed uses include a warehouse building, office building, employee parking, tractor trailer parking, loading spaces and associated landscaping and buffer strip. The proposal includes entrances on Brock Road S and Gilmour Road and would be serviced by a private well and septic system.

Mayor Seeley asked Municipal Clerk Courtenay Hoytfox to have applicant/agent present their proposal.

**Presentation:**

Pierre Chauvin, MHBC, agent for the property owner, provided an overview of the proposed zoning amendment, including:

The Wellington Group of companies is a logistics company that manages the supply chain and the process solutions in terms of storing goods and moving goods and really it's the storing of the materials and moving throughout that system. They have got 11 locations throughout North America and they are based out of Puslinch and so they are local. They are currently located on McLean Road and they are looking to relocate here to and help to consolidate their operations and this will be their new headquarters. They are certainly a local company and they are employing a number of local employees and certainly looking to invest more into this community. Again, as I said they are looking to relocate here and it would increase their warehousing opportunities and provide a more state-of-the-art facility than some of their other operations.

So just a bit of background in terms of where we are, and I may approach the screen for those who are on virtually, but the address is 128 Brock Road. I'll call it the sort of Southeast corner of Gilmore which is running sort of east-west and north-south is Brock Road. This is the property identified in red it's an irregular shape property, it's sort of a flag-shaped property. It's got a lot of Frontage over 380 meters of Frontage along Brock Road and a bit of Frontage about 70 meters along Gilmore and all told there's about six hectares of land there. It's adjacent as you know to the settlement area of Aberfoyle which is outlined in yellow on this image, and also, sort of at the terminus of the existing industrial lands that you're all quite familiar with the long Rock Road.

So the reason why they're locating here is it's ideal access. Obviously everybody knows that Brock Road has immediate access to the 401 and with the trucking industry this is a perfect location for that. These lands have been sitting vacant for some time and albeit for Highway commercial uses. It's always been zoned for a number of years as Highway commercial. This is really an opportunity here to see these lands develop for this type of use.

Next Slide, so what we are proposing is a as a warehouse and a logistics hub for the transportation of freight. It'll include over a 200 square foot Warehouse area with a three-story office building that'll be connected by a sort of a cantilever or catwalk, across the main entrance.

The intent to employ over 170 employees here, sorry over 150 employees and there will be over 170 parking spaces and 123 tractor parking spaces as well. The operation is not shift work it, intends to operate currently at from seven to seven that is that will continue with this proposed operation. There may be and depending on how trucks travel as you know there's an unforeseen circumstances there may be the odd delivery after those hours and so sometimes there may be the odd truck that comes in after those hours and may have to leave late.

Just in terms of what this looks like. Again, here is Brock Road at the bottom of the image here. Gilmore on the top sort of left-hand side limits large Warehouse facility. There's the office here with a catwalk I referred to. The main truck entrance is off of Brock Road and this is only for truck entrance only. There will be no truck access off of Gilmore Road. The access that is proposed off in Gilmore Road is entirely for employees and along that stretch we've tried to minimize or push a lot of that parking area away from Gilmore to allow for a lot of landscaping and some screening of the parking not only along Gilmore but also eventually along Brock. Now there is limited opportunity for a lot of landscaping along Brock. We are looking at trying to work with the County, it is a County road, to a landscape within the right-of-way but that



requires their permission. And I say there's limited opportunity because we have our septic system located along Brock Road and the reason why it's located there is largely because of the soil conditions that we have on site and it's downgrading from most of the uses. This is going to be a tertiary septic system which if you're not familiar with that this is the higher level of septic system and has a higher effluent reduction rate than a typical conventional septic system. This will require the Province's approval at the end of the day to get that septic system design approved. So in terms of sort of the general layout of the site that's essentially how it's laid out. I should note that there's also a noise wall proposed along this boundary and which will wrap around here. I'll speak to this later but, we had had to complete a noise study and with that analysis they concluded that there's a need for a two meter wall to address the noise issues projected from the loading spaces from the warehouse facility as well as the parking traffic as well

This is just a rendering of what, an artistic rendering, of what we propose to build. This is a view looking from Brock Road, again this will be the warehouse component, what the cantilever and walkway connect in the warehouse to the three-story office. Which is where they'll have all their staffing and for the entire operation

So what we're asking for, right now these lands are within what is called a special policy area the Puslinch Economic Development Area. And that has a broad policy framework that essentially allows economic activity or employment opportunities and predominantly locations for businesses and industries. So the official plan, the County official plan provides the broad policy framework and essentially permits this use on a broad status. The zoning that's in place on these lands currently is a Highway Commercial Zone with Special Provisions this is that special 89. Which currently does not permit warehouses, it does permit things like conference rooms, meetings, professional office, garden centers, restaurants, a retail store, a specialty food store, recreational and entertainment facilities. So a pretty broad range of existing uses in that Highway Commercial, however not warehouse and what we're proposing. We are proposing to re-zone it industrial which will permit and the intent is to permit this proposed development. And so which again would implement the designation of this Economic Development Area Special Policy. I should note there is, and some of you may know, there is a small Wetland feature at the back of the property. So as part of this application we are not only rezoning for this particular use, but we will also be rezoning the Wetland feature and its setbacks as a Natural Heritage Zone to again protect that feature. Now if I'll just back up a bit, this is where that wetland is, and so you can see we've isolated that feature. And well that will be zoned uh a Natural Heritage Zone category

So as part of our application we had a pre-consultation meeting with the county in a Township and they've identified a number of studies that we need to prepare which this lists those, those various studies. These are still being reviewed some of which have been peer-reviewed and are still being reviewed. There's obviously our planning justification report, we prepared a conceptual site plan, that you see here today. And it's being revised as we speak, as we get new information, as we hear about comments. That even tonight there may be further changes as a result. We prepared an environmental impact study to address the Wetland issues I spoke of. A Servicing of Stormwater Management Report, a servicing report to deal with the septic in the water. A geotechnical investigation and a hydrogeological assessment to deal with the groundwater regime. A transportation impact study to address the impacts of the, this proposed development on the current infrastructure and road network. And I should say that as part of those conclusions of that traffic impact study the only improvement that was required is a northbound right turn lane into the truck entrance off of Brock Road. All other road intersections and traffic or the road networks were identified to be suitable and to accommodate this proposed development. Having said that that is still being reviewed by the County and we're certainly waiting to hear the comments back from the review agencies on that.

I mentioned we did a noise study, again that is being peer reviewed by the Township's consultants. We're working with those consultants as we speak to address those comments. Once we get through this zone change application process, there is now, there'll be, if it is approved we'll be then moving forward to a site plan application. And that is a process between the applicant and the Township and the County would be involved as well because the County road but that's when we'll deal more specifically in terms of lighting, landscaping, building materials. So really the details. So some of you may have questions about those things and I may say I just don't know yet because we're not there yet. Right now we're just trying to establish the land use through the zoning.

So we prepared a few slides here, these next few slides are based on the comments that we've received. And we've had, I tried to summarize this and they may not have captured all the comments but I tried to synthesize it as best we could. We heard a lot of comments about the increased traffic on Gilmore Road. As I've as I said the traffic impact study has concluded that you know the proposed future traffic patterns will be no impact on Gilmore Road as a result of this proposed development. We are only using this access...you may disagree about it but those are our consultants findings. And if we are only using Gilmore Road as an employee entrance and I understand that a lot of people are concerned that perhaps people are will be traveling northward or call it I'll call it North down Gilmore towards the residential subdivision where it's a gravel road. That is not the intent and in fact with the fact that this is a single owner in this property they will have the ability to be able to control where their employees come and go and direct them. Now I'm not going to say it's...

I'm not going to say that people aren't going to use that. But all I'm saying is that because it is a single proprietor here as opposed to, I'll use an example of the highway commercial uses that are permitted, retail uses where you would have multiple owners and no ability to control where various people are coming from. This is a single owner. They have the ability to control, where, how and when they have their employees come to the site. So there is, I'm not saying it's a foolproof measure but it's a lot better measure than and an alternative uses that could be permitted as a right today.

Noise, light and odor pollution. So as I mentioned we've done a noise study and this has assessed the overall impact of this development. And when they do these assessments they'll look at the worst case scenario. So if everything's operating all at once what is the noise produced. That includes the not only the ventilation and mechanical systems on the building but also the truck traffic, the parking traffic, etc. With all that modeling, they do the modeling they create noise decibel levels and there are certain thresholds that the Ministry provides in terms of what is an acceptable threshold provincially for that is considered acceptable. And in order for us to meet those acceptable levels from this operation the proposal is to have this noise wall, as I noted earlier on the plan along that sort of northern property boundary wrapping around a portion of the parking area.

With respect to lighting, again going back to site plan, that would be a site plan matter. That we will be required to do a lighting plan, a photometric plan, they call it. And we are not, we are through those studies. We're not allowed to cast light beyond our property boundaries. And so that would be something that will be required as part of the site plan address at that time.

Reduced water quality was another one I was raised. So we've prepared a number of technical reports, some of which the comments were related more towards the septic system and the impacts of that septic system may have on the groundwater. As I said this is a tertiary septic system. It is sort of the highest, it is the highest level of septic system. It will be required to be reviewed and approved by the Ministry. So a certificate will be required from the Ministry. As part of that certificate they are required to be inspected annually and monitored annually. So

that is this part of a protocol that is just required and it's sort of a higher level standard there's probably a lot of the septic systems that you folks live on already today.

I should be clear there are a lot of questions about whether they'll be truck washing here. There will be none of that here.

As I mentioned earlier in terms of the natural heritage feature. It will be protected. We are also downgrading of that, that feature. So meaning that the groundwater flows actually from the wetland towards Brock Road. And so any interference, if there were in the groundwater, it would not impact that feature. In fact what we have our studies have concluded is that that feature is supported by surface runoff from the north and beyond and so away from our site.

Increased traffic and safety concerns. Well the Wellington Group of Companies their site, will be a secure site. It will be fenced and it'll be gated and it'll be secure 24/7. So we believe this will be a very secure facility at the end of the day that shouldn't, no I'll leave it at that.

Storage of hazardous materials. A lot of people question what's going to be stored in here. And I, oh maybe Mark can speak to this later if it comes up in terms of what specific products they have been storing in their facilities. But I can assure you none of the products they store are hazardous materials. That is a fact.

The potential for expansion. This is a, I get that concern, and I understand where you're coming from but I think there is opportunity here within the zoning regulations that we've put forward to put some parameters on what we're proposing. And so that may be something that we have to consider as part of our application is sort of limiting range of uses or the scale to try to address that concern about this is going to expand beyond what we're proposing or is it going to change to something else. So that's something that we will certainly be working with the County Planning Staff to probably refine the range of uses and the scale of our operation.

Hours of operation, this isn't a 24-hour operation as I noted earlier. This is going to be operating from 7 a.m. to 7 p.m.. There's no shift work here. There's no overnight, evening shifts. There may be, as I mentioned earlier there may be the odd truck that had to arrive after hours for whatever reason there are delays in the 401 or whatnot. And again our noise study has taken that into account and has adjusted their recommendations with respect to the noise mitigation that they're proposing which is to accommodate those odd operating hours during the evening. But generally 7 a.m. to 7 p.m.

So just in closing is our submission that this is consistent with provincial policy and it does conform with your county plan. We think that this obviously represents certainly an intensification of this you this property that currently is vacant and is in a great location to the existing transportation network. I should note that much of the traffic, truck traffic, will be traveling to the south or towards the 401. Very little would be going towards Guelph and are not even using Gilmore Road.

Like I said earlier this is, we're intending to be how this facility is a state-of-the-art facility to showpiece for the Wellington Group of Companies. They want this to be their headquarters and a great place for themselves and their own employees to enjoy. We've designed this site and it will continue to design the site as we receive comments from the review agencies to address and mitigate the various environmental features on the property.

So with that those are my comments and I'll be happy to answer any questions right now the community or whether myself or Mark are here to answer any questions or we can come back and answer questions following the public comments.

**Mayor Seeley**

Thank you Pierre.

**Mayor Seeley**

Are there any persons in the gallery who have questions, require further clarification or information, or wish to present their views on the proposal?

**Alastair McCluskey - 101 Aberfoyle Mill Crescent**

Mr. Mayor, member of Council thank you very much. I think that the turnout today tells you that there's...

Mayor Seeley advised the gallery that when a person comes to make comments they need to state their name and address for the record.

I am Alastair McCluskey and this is Lisa Ross and between us we're going to lead you through a presentation that is representative of the conversation we've had across the whole of the Meadows of Aberfoyle Community. And we're going to lay out a lot of the issues and a lot of the concerns that we have. And some of them are you trying to address and we'll try to talk about some of those short Falls on that as well.

**Lisa Ross - 101 Aberfoyle Mill Crescent**

We are at 101 Aberfoyle Mill Crescent part of the Meadows of Aberfoyle Community.

**Alastair McCluskey - 101 Aberfoyle Mill Crescent**

We've been told that we have 10 minutes for the entire presentation so hopefully we can get through it all so hope there's a little bit of leeway there.

Okay I'm going to get through the first probably eight or nine is live very quickly just to give you a framework for some of the discussions we've had in some of the areas we have issues with. And starting off and then Lisa will take over and go through the exact concerns we had by different areas and categories of areas.

Starting off with who we are. This, here's the development on the board and we are 250 meters from the property, from the subject property we're talking about. We're also 100 meters from the employee entrance. And the subject that has been proposed is 300 meters from are well.

We represent 45, we have 45 Acres, 55 homes, and they shared common elements. We have an advanced system septic systems, 55 of them. We have annual inspections and testing. We have two wells we have a pump house. We have water treatment plant which is monitored weekly. We have storms water strategy that consists of retention pond, constructed wetlands, and natural wetlands. And the property is managed in such a way that it ensures the ongoing quality of the property and the community and the environment. And we're contending that this application is putting all that in jeopardy.

Our position and the planning act outlines some of the tests that that people have to put have to put applications against. As outlined here. Nature of the application, desirability for the appropriateness of the development, is it in keeping with the zoning by-law, is it in keeping with the intent of the Official Plan. Our submissions contends that this application attempts to justify

the proposed use of land, deviating significantly from the provincial policy statement and the official plan. And it doesn't take into account, into consideration, the proposed use of the land, being transportation and warehousing and the future direction of the hamlet of Aberfoyle. Where is Aberfoyle going to be in the in the future and it doesn't take into consideration the impact it would have on residence today and in the long term.

I'm not going to read all the words and all the slides here which you're probably happy about. Our opposition to rezoning, we are representing 100% of the members within Meadows of Aberfoyle. Although there are some people on holidays, so it, we didn't get every single resident. But we have 100% of respondents opposing the rezoning. There may be one or two people who wanted more additional information but in general 100% are opposed to rezoning. We did a walk up and down Gilmore and talked to as many as we could. Again some holidays and some homes were not occupied at the time. Overwhelmingly supported turning down this application.

In broad terms and Lisa will go into some of the details. In broad terms the concerns were around the actual request for the zoning change itself. The proposed industrial use naming transportation and warehousing. The deviations from the Official Plan and we have three documents which have been attached for members of Council that are outlining the deviations of the, to the Official Plan. The lack of commitment from the applicant to limit time of day operations and I know we heard some there's a variation on that today. The growth and lack of considerations the impact of surrounding communities. The current studies that are being done and are in process open the door to a lot of questions, that we have questions that we'll go through as well. And the potential precedent for continued rezoning of adjacent lands. Where does this stop. The ongoing requirement for operational oversight is going to be on an ongoing basis. Environmental impacts, the use of Gilmore Road and day-to-day disruptions. So and the inherent traffic and health safety risk impacts that will be created with the approvals. That's the last point on the slide it is not the least important.

Today's reality. The county of Washington Official Plan does a great job of delineating boundaries designated for residential and industrial growth as an effort to maintain the character and the principles of strong communities. A strong and healthy environment and economic growth for the long term. And over the last few years COVID has actually changed the dynamics of small town across Ontario. And there's been an influx of people from the large cities into small communities like ours. A recent Remax study showed that about 32 to 35 percent of people want to move out of the city and move into smaller communities and into rural communities. And we don't want to be one of them that if that happens and as the growth happens which was is not a problem we don't want to struggle to maintain the identity that we have today. So we need to get the opportunity to protect and enhance the attributes that make our community attractive in the first place.

The policy and plan deviations and again we have documents that back up, their extensive and we're not going to go through all the details. At this time we, also don't have the time. But policy, Provincial Policy Statements sets the foundation for regulating the development and use of land. And it provides for development while protecting resources, public health, and safety, and the quality of the natural, natural environment and strong communities like clean and healthy environment in a strong economy are inextricably linked. The Wellington Official Plan calls for the maintenance of a clear distinction between urban and rural areas. The application requests a zone change and the elimination of the added protection under 14.0 Site-Specific Special Provisions of the Puslinch Zoning By-law and the industrial zoning would not be industrial zoning shouldn't be near or beside an adjacent from the residential zone. So it's our opinion that Section 14 confirms the Township was trying to protect against the industrial encroachments into residential areas.



If you look at the Puslinch positioning statement, I'm not going to read it to you but basic it's trying to balance business and residential uses. Trying to balance and figure out how best to attract business and attract investment and maintain and offer residents an opportunity to have a safe and an enjoyable experience while they're here. So we understand that balance. We understand that attracting is a substantial tax base, maximizing the use of existing land, infrastructure, and making a viable community both now and in the future. We understand that balance. But it should also be done to enhance and not adversely impact the residents. So it's building the brand that Aberfoyle and Puslinch are trying to accomplish.

The application itself, not going to read it, but the Highway Commercial Act was identified, sorry the Highway Commercial Zoning intended to provide commercial uses, serving traveling public, and not considered compatible with a central business, Central Business District of Aberfoyle. And down the bottom, it says, the zoning by-law amendment is required in order to rezone the property to industrial to facilitate the proposed development. In our mind the way we're reading this, is that the zoning is being requested to facilitate the development. Not whether it's the right use of the land. And the applicant's submission justifies the reason because it's required to use the land in a manner not within the Official Plan. So it's self-fulfilling. Can't put it on there now, have to rezone it and then its now, it's part of the Official Plan. It's acceptable now. So it's a little bit circular. The application disregards the notion that the land should be compatible with the Central Business District of Aberfoyle. So the separation between residential and downtown business is disappearing.

From a community perspective, this is the last one for me, it removes and deprives the community of a potential small-scale commercial, institutional, and public service facility location. There are two of them, we, I believe, and I could be wrong. There are two of them in Aberfoyle. This is one of them, the other one is down, is north of us. And it removes the buffer between industrial and resident and the downtown commercial and urban rural and agricultural lands. That piece of property is the buffer between the industrial area. From the residence perspective, again 250 meters from the neighborhood, entrance and employees 100 meters nearest to the and the septic is 300 meters from our well. So the concerns divided by category, environmental, health and safety, traffic and road conditions, property values and future impacts.

#### **Lisa Ross - 101 Aberfoyle Mill Crescent**

So first concern from an environmental perspective. There's a few that we'd like to talk about. Water usage and quality, septic size and the orientation, as well as, the storm water management overall. It's great to hear that there's a tertiary septic that's what we what we all have in the Meadows of Aberfoyle. Every single one of us. We believe in the protection of our water. We commit to it. We work with our community and we would expect the same to you.

One thing that is a is a question and we can certainly talk about this further when we get this opportunity but it does not make sense why you're not being requested for to pursue a permit to take water. We as a community have to take have a permit to take water. Maple Leaf which is a warehouse, a smaller facility, with less imprint on the community and on the environment has to have a permit to take water. Why does this proposal not include permit to take water. Is it because it shifts it from a dry to an industrial, to a wet industrial. We would hope that that wouldn't be the case because you need to do the right thing for our community. This water is a direct access and this is great to hear that you're they're looking at protecting this. Because we expect and we do the same. We have, we actually build into our, as Alistair was saying, a retention pond or constructed wetlands, natural wetlands, vegetative swell, you go past those lovely little lovely horses. That's where there's an over an overflow if need be. We do not want it into the Aberfoyle Creek. With the Aberfoyle creek goes onto the Mill Creek Mill Creek goes

into the Grand River this is all part of our aquifer. You have one well, it does not make sense even if you decide to not use this well and to access the water then that will be sufficient that 50,000 liters a day will be sufficient for the needs of the size that we're looking at for your particular facility. You're going to have a gym and that's a lovely thing for your employees, but that takes water. Because I'm hoping they would take showers after. But there's even potable water. I mean how do you do that with the capacity. We're not able to do it as a community, Maple Leaf is not able to do it as a community as an industrial property. I do not understand. So we'd like some further details around that.

From a septic size, if you're not pursuing that permit to take water, which is a distinction of water size and talks about the estimated water and the septic capacity that you will need, if it appears to us that this is understated on your septic, so we'd like more information on this.

From a stormwater perspective, as I've talked about, we protect our stormwater significantly. We are very careful as to salting our roads. What do we do with all the runoff? We do not use chemicals. We have septic. We actually care about, the kind of toilet paper we use in our septic, even. We have to. So, what are your plans to do that? This is all of our water. The impact is significant, that one of us makes a mistake, one of us impacts our water, we all are impacted. Not just in the Meadows of Aberfoyle, all of us that live in this area right into the water of Guelph.

On to the next slide. I'm not going to, we've talked about, and it's great to hear that you're looking at noise and light pollution. The noise study does concern us. Where you're proposing that to two-meter wall, it's a high altitude. I'd like to, we'd like to understand what is the strategy around that because that does protect at certain levels, but our community is built on different levels. We have communities of along the back that have wonderful balconies that they sit out and enjoy a nice cocktail and face our community. That will, actually not have any impact on these communities that are at a higher altitude. So these are things that we all need to understand because we, this would significantly impact us as a community. The light pollution, we all, you know, we actually lived in Toronto. We moved to Guelph. We were downtown Guelph. We're part of a downtown committee advisory. We are actually involved in the Heritage. We're involved in the community. We wanted a smaller community, and we wanted to, we chose to move here because of a lot of reasons, and part of this is this community and the protection that it does of the water of the community and the identity of what this is.

From the next slide, from an air pollution perspective, I think we can all talk about for a long time over concerns around diesel and the pollution concerns that it causes. And do we have certainly expressed in writing our concerns that I will not pretend to be an expert, but I, as an individual and with children that are in our community, care about the air pollution that this will also, each truck brings further diesel and pollutants and particulates into our community.

From health and safety risk, this is good. We are very pleased to hear that you are not today planning to have any dangerous or toxic or materials on the property. I don't know what that next day looks like. As you look at expansion. If you decide to have other partners, what are our protections that this is not going to change? This, as we talk about your plans, is something that is obviously still evolving, and we need to understand that because this has a direct impact.

From a safety perspective, I struggle, I truly struggle to understand how on the traffic study that it looks at this, we've seen, it's a one-second impact. This doesn't make sense, and I would try to not have a visceral response when you said there would be no impact on Gilmore Road. We heard this from the community, as you said that. I don't understand how it won't have an impact on Gilmore Road. It's an unpaved Road. It is a road that has a very small runway to the roundabout. If people are using the roundabout, yeah, and I've heard now multiple numbers of

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
MARCH 22, 2023 PUBLIC INFORMATION MEETING MINUTES  
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION  
& IN-PERSON AT 23 BROCK RD S, PUSLINCH

*Page / 11*

how many people. There's 123 parking spots, but now you're only doing a traffic study based on 15 cars. But we heard 49-59, there are questions. So we need details, because this doesn't make sense. There will be a significant impact if everyone comes to work, everyone leaves work. They will have to leave Gilmore and go to the east. It's an unpaved road that we love walking down as a community because it's a beautiful road, and there are beautiful homes that we all live in. We've chosen to live here, and this is, we moved here and this is a plan that we knew that there were commercial developments around us. We're not the NIMBY group; we are, Alistair and I, actually have MBAs; we have done big business for a long long time, but it's the right development, at the right time, that builds the foundational pieces, and this is what we're looking for.

So I will--you know we talked about that second--it just does not make sense how coming off the 401 with the traffic. I would venture every single one of us has had a challenge getting through the roundabout during traffic, other than the school buses are out in the morning and at night, the traffic is going to be an issue. At one second, I'd like to understand the one-second assessment because this does not make sense of the even if there were 15 employees coming in and leaving, which again just doesn't fit with the amount that you're building. And the roundabout. It is, as one of my neighbors likes to call it, a "Russian roulette." You have no--that would be the gentleman over there. We all love roundabouts. Alistair was raised in England; he's one of the experts, but it is a very difficult thing to do with trucks and cars, and in a community that is still learning roundabouts, you put on the blinker, and you still almost take your life in your hands. You're going to increase traffic, trucks that are leaving, whether it be on Brock going north, going through that roundabout the same time with the aggregate, same time as BlueTriton, same time as people that live in the community, and people that want to live in the community.

Next slide, so as we talk about the Gilmore Road, this really is something that just, is very close, obviously literally and figuratively, to our home. This will have a significant impact. I will just say, I do not understand how the traffic study will say there is absolutely no impact on Gilmore. There will be impacts. There will be cars. Every car will be an impact. We live here. We are concerned about this community. We love this community. We've chosen to be here based on the model, based on what we have all believed is the development of what this community is going to be.

Our property values will be impacted. When you consider not even, let's not even talk about if there is a water concern, if we have a water concern, all of our property values in our community are impacted. So again, we will ask from a water protection perspective, this is a significant concern. Why you are not doing a permit to take water where it can be monitored and controlled like all of us have committed to and living this in this community.

This is the last opportunity, one of two commercial opportunities, to create the vision of what was the Hamlet of Aberfoyle. We have a lovely Antique Market, we have a lovely Farmers Market, We have engage Puslinch the strategies that I love yhat you guys all do. This is critical. This is why we're here. This is moving industrial in and it is then taking the buffer of how do we define our community. You come into industrial, there will be no further buffer to where our community begins. It will be that beginning. It sets a precedent. It's not something that can be undone very easily. So this is really, you know, when we've heard concerns around, 'well, why would we want commercial?' or 'this is less impact than a strip mall' or 'why would we want these things because these are facilities that also continue to support our community.' Wouldn't it be great to have little restaurants or little great shops like a Market Fresh in our community? Those are things that will all go away if we remove that commercial opportunity, and when it's gone, it's gone. The plans look lovely, they're beautiful buildings. Not trying to say that they're not, but it is going to be something that will have an impact as you look at coming down. And these are homes that are not low-value homes, and this is a community that has



been a significant tax base from when you look at real estate odds. It's sorry, the details. It's lovely to be proud to be in an area that continues to develop and attract future development of beautiful homes in a beautiful community around us. This will remove the buffer. The residential properties will be impacted, not just for us in the Meadows of Aberfoyle, all the way down Gilmore, the residential areas on Brock, and potentially again if there's any water concerns or bugs, then we will all be impacted.

So, as I said, we would really like to just challenge all of us to think about who we are as a community. We have this concept of the Hamlet of Aberfoyle. We have looked at traffic-calming strategies. We have looked at engagement of how do we improve our Farmers Market. It is always going to be a blend of, we come from an agricultural area, and then there is this new concept of how do we evolve as a community? What does that look like when we become an industrial base? There will be less and less opportunities. There will be more for lease signs as we're already starting to see if we don't take a time to pause and to think about exactly what we want to be as a community because once this decision is made, if this decision is made, it's final. It changes the whole look and the feel on the blueprint of what Aberfoyle could be.

So definitively, we won't go into the concerns again. We'd love to talk about them, and certainly appreciate having the media here as well. This is a, you know, you talked about the community, and this is important, and we, we, this is the first opportunity for us to be involved and we thank you. It is discouraging, we'll put that aside, that this is our first opportunity. We found out from your lovely article about what was happening, and then the next day listening to council and listening to this proposal. One thing I will say is that spurred us all on and strengthened our community strength and the commitments that we feel towards this commitment of making sure that this is done with eyes open. As well as looking at who do we want to be as a community, all of us, not just this one opportunity that is a great opportunity for you guys, but we need to figure out how it makes sense as a community. So, appreciate the time, look forward to more questions, and I know there'll be quite a few people in this audience that I think would also want to ask questions. So, thank you for the opportunity, Mayor, Councillor, and thank you.

**Mayor Seeley**

Pierre do you want to address any of the questions from the presentation.

**Pierre Chauvin, Agent**

No, we are here to listen. If there are direct questions I will answer them.

**Greg Cook - 19 Aberfoyle Mill Crescent**

Obviously I'm a member of the Meadows of Aberfoyle. I think the things that struck me with the presentation, and we were involved in putting it together, the key elements to me are, I really believe traffic is going to be seriously affected. Most of those trucks are going to try to come out onto Brock Road. They're not going to turn left; they're going to turn right because they won't be able to get across the road because there is so much traffic going. There are two lanes on each side. They're going to turn right and go up around the roundabout, and that's going to cause serious backups.

The other thing with traffic is that if you have 150 employees, and maybe they're not all leaving at the same time, but there's probably going to be 100 employees leaving and coming at night, and it's about, I believe the exit from the proposed site is about 50 or 60 feet from the roundabout. Those cars are going to be lined up, and it's going to take forever to get around, and in the morning when they come in, if a lot of them are coming from the south, they're going to

be lined up and blocking the whole roundabout because they're all just going to be lined up around the corner. It's going to be a serious traffic problem. Okay, very serious.

And again, I think one of the key elements is that getting into the proposal here. Is to change what has been in place in the master plan as a commercial and residential and rural area, and it's going to be changed. The only way you can put this in is to change the zoning, and as Lisa said, that buffer is in there right now separating the industrial area from the residential and downtown area, and that'll be gone.

So I'm also very concerned about the septic system, but also the whole water table. It covers probably about five or six kilometers in all directions, and that water table is going to be-- we're worried about the runoff from a roof of a 200,000 square foot building. I think the parking lot, the paved area, is going to be some 150,000 square feet, if I'm not mistaken. You're going to have a bunch of trucks in there. There's going to be grease and oil and everything else under the sun, and it's going to run off of that because it's covering all the land up, and it's going to go into the ditches, and it's going to go into the aquifer. That's where it's going to go, and we're not going to be protected from that. We don't have any of that kind of stuff going on right now in the area. That's all I have to say for now. Thank you.

**Cameron McConnell - 97 Aberfoyle Mill Crescent**

I'm the current president, and I'm also very involved day-to-day in the managing of our water plant and all of our environmental aspects. So, some of the areas I may have more experience with than even some of your consultants. I'm not going to cover all the stuff I've made notes of, but maybe some things that were incomplete or missing.

When the noise study was conducted, there was a solution put forth of a two-meter fence. Well, from my experience in designing acoustic barriers for highways, I can tell you a two-meter fence won't do it. When you've got an elevation difference in our back lots and then an elevated deck above that. You'd have to build a 30-meter fence to make that problem go away. With that first row of house. Those are the people that are going to get really hammered the worst. So, that noise study just doesn't add up to anything, because it didn't take into account the actual situation that we live with.

Now how we manage our water, boy, we manage the demand side with the permit, weekly, but almost as importantly, we have constructed wetlands. We have retention ponds. We take advantage of a natural wetland. And by the time any of our stormwater makes it into the watershed, it's already pre-treated. Plus, we don't have the contentment going in, so fewer contaminants and complete pre-treatment before it enters the watershed. I don't see any of that in this plan. It's going straight into the storm sewer and then straight into the local creeks. That's a big problem, because the aquifer under us is the same one under BlueTriton, which hasn't come up today at all, which is very concerning as well.

We were not really part of this consultation, and we really think we should have been, as close as we are and as important as we are to the community. Noise. Water. We don't know what's in the warehouse. It's not hazardous. Okay, cushions in your chairs are non-hazards. They're made out of polyurethane, and once subject to fire, hydrogen cyanide, the same chemical used in the death camps. But if there's nothing hazardous about them, until they're on fire. That the worst possible thing it could be and as a firefighter, you understand about polyurethane. That's just one thing. There's nothing in there we don't know anything. So a traffic circle. Yes, I'm the one that makes jokes about it. It is "Russian roulette". It's not in your survey. It just says one-second delayed.

*Audio missing from recording from 58:22 to 59:42*

I think maybe sometimes these studies just don't reflect the fact that they don't live here, and they just don't see it. And it's obvious because the noise study is completely irrelevant. How could it be? How could they miss the fact that we have elevated lots and elevated housing but nobody mentions it? I just, I just really don't. It makes it seem inadequate, and it makes me nervous about the rest of it. Thank you.

**Martin Skretkowicz - 94 Aberfoyle Mill Crescent**

I would like to ask a few questions other than what's been brought up so far. Has Wellington actually purchased the property?

**Mayor Seeley**

Would you like to answer that?

**Pierre Chauvin, Agent**

It is under offer.

**Martin Skretkowicz - 94 Aberfoyle Mill Crescent**

Is the Township providing any tax relief or tax incentives to Wellington for relocating?

**Mayor Seeley**

Not that I am aware of.

**Martin Skretkowicz - 94 Aberfoyle Mill Crescent**

In the diagram there's an extra Lane being put in for the truck traffic. Who is paying for that?

**Pierre Chauvin, Agent**

That will be the cost of the developer.

**Martin Skretkowicz - 94 Aberfoyle Mill Crescent**

Okay so the Township or the County is not putting in any money for any improvements for the benefit of the new company.

**Mayor Seeley**

That is correct.

**Caroline Wish - 19 Aberfoyle Mill Crescent**

Okay, so the only thing I have, like, a couple of questions and really, just kind of piggybacking on what Lisa said. I would love to get a little more involved in, well, what the brand is for Puslinch, and is there one? And what is the write-up and marketing plan for this area? Because I really think, as a team, we can figure out really productive things to do with that property. And I'm not suggesting what you've got isn't productive at all, but I just really want to have a better understanding and get more involved.

I also just wanted to state that I'm very disappointed in Puslinch for giving such poor notice, and we have no idea what's going on. And I guess we moved here for a reason because we thought it was a community, and I'm not getting that feel right now. And I could be totally wrong, sir, and I apologize if I am. And if there was a way I could have gotten more involved, shame on me.

Before him, um, so First Lady, um, at the end of the day, I think that's about all I want to say. I'm disappointed and not comfortable with where we're all sitting. And I think we should have some more dialogue and some more conversation because I'm not anti-putting something on that corner. What is the right thing? What is the right fit? What are the future plans? Is that articulated, and where do I find it, and how do I get involved? Thank you.

### **Mayor Seeley**

Because I've heard a few times about concerns around notification, I'm going to ask Ms. Hoytfox to explain the process that we went through for notifying the community. One fact, one part of this fact, like it or lump it, is that we were only required to notify the properties within 120 meters. And I believe it was the recommendation of staff endorsed by this Council we notify your community, which was outside of that statutory requirement, so we did not have to. That was our understanding, so we recognized there are impacts, so we notified you. No, you get your 10 minutes up there, otherwise, this meeting will take us over tomorrow. Ms. Hoytfox if you can speak to the notification of properties.

### **Courtenay Hoytfox, Municipal Clerk**

Certainly, and I thank you, Mr. Chair. So I'm not going to repeat what the mayor said about the notice and the notice requirements, but in addition, all statutory notices under the Planning Act are required to be in the newspaper, so this was also in the Wellington Advertiser as required. And then the township also takes it one step further and we have a web page that's dedicated to any active zoning applications on our website. So it is available there with all relevant studies for the public to have full and complete transparent access to. In addition to the statutory notice that we put out, we also put out a guide to help the community can get involved, which includes something like a QR code to contact staff or go directly to the webpage. So just a couple of different ways that we try to make the community involved.

### **Cameron McKenzie - 81 Aberfoyle Mill Crescent**

My wife and I are long-time residents of Guelph, initially living in the city and then out in a rural property and then we downsized and we downsized to Meadows of Aberfoyle, seeing it as an ideal place to spend the rest of our lives. When people talk about property value, we don't see it as just a number that we can sell the property for, we're not in it for that gain. We see property value as the quality of the area we live in, and we're very happy with where we're at right now. And needless to say, our guard is up when something threatens to change that.

I'll be brief here, I not going to take 10 minutes. Traffic concerns are the big thing with my wife and I. Greg mentioned an interesting point in that trucks are going to be entering and exiting from Brock Road, but for a truck to get to the highway, essentially heading south. They have to turn out and go north first. Essentially all outbound traffic is going to go through the roundabout. One of the interesting things I've noticed in a roundabout if you have ever been behind a truck when they negotiate a roundabout, they slow down and put their flashers on because one of the features of a roundabout is that they obstruct both lanes. There has already been an accident in the roundabout involving a large truck that essentially cornered a car that was on the inside lane. And I saw that on my way to work and I thought, 'Well, trucks in a roundabout have to play nicely



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
MARCH 22, 2023 PUBLIC INFORMATION MEETING MINUTES  
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION  
& IN-PERSON AT 23 BROCK RD S, PUSLINCH

*Page / 16*

with traffic and vice versa, with more trucks there's going to be more situations like that.' So traffic concerns are our number one with us.

I'd like to ask the applicant why the employee entrance is off Gilmore, why not off Brock Rd?

**Pierre Chauvin, Agent**

That's a good questions, one of the, because we are fronting onto a County Road, they actually would like not to have any entrances on County Road, they want to move traffic, however they realize that this operation needs to have a truck entrance, so they're only allowing the truck entrance and by extension for employees that access has to be Gilmore.

I've been involved with the neighborhood group's in terms of their presentation so I won't belabor the points that they have made anymore. We have concerns about water, water quality and we will try to be present at every step of any future applications. And be consulting as that is bread and butter to us. Thank you.

**Nancy Lennox - 78 Aberfoyle Mill Crescent**

I appreciate the notice. It seems to be an issue. Is that my understanding from speaking to people in the community. Only a few of us got the notice. Can I see hands about who didn't get the notice. Many of them didn't, which resulted in us having to actually reach out to our neighbors to see if they got the information or not. So we appreciate that the Council took it, but it ended up that not a lot of people in our community got it, and we actually had to do a lot of door knocking to go around in terms of these concerns.

I reiterate a lot of the concerns that my neighbors have raised, and one question I really have is around the hours of operation. It seems to be a moving target. Before the planning council meeting, it was until 5 o'clock, and now it's extended to 7 o'clock. There were some comments made about depending on the nature of the business and the cosmos, and where they would have to go further beyond that. We know that Maple Leaf is a 24-hour industry in the industry that they run, and also the nature of the trucking business is not 9 to 5 or 7 to 5. Dispatch is likely 24/7. So there's much concern in terms of once this gets approved, the impacts it will have. Further around the hours of operation being much extended to what was originally anticipated.

Also, too once this is approved industrial, what's the future in terms of things changing at that point? Can there be hazardous materials? Can it be longer hours? Can it be more expansion, leasing out to other different owners at that point? So there's really not much control after this gets approved and so it's concerning in terms of what the future will look like. It's very much a market-driven business, and one of the markets will see in the demands, and what will the consumer response to that look like in the future? So that's my concern. Thank you.

**Ed Koe - 78 Aberfoyle Mill Crescent**

I haven't heard anybody say in the audience yet, but I am fully opposed to the rezoning of the property. That's no reflection on Wellington Freights. I understand that they are one of the top growth companies, and we certainly welcome them to remain in Puslinch. But have you explored any other properties within Puslinch? It's a Township that is land-rich, lots sale signs along the 401 that would allow for present, proposed and future growth plans, and would be more conducive to your needs and not at the expense of the residents of the Meadows of Aberfoyle. That's my question.

**Mayor Seeley**

Would you like to answer that?

**Mark Lensoff - 2184 Sideroad 10**

I'm a rural resident. So, I'm on a septic system and I'm on a well. I'm aware of your concerns. We are in a Puslinch, and we love this community. There's a bunch of us that do live in it. Everybody, all of our employees, are from Guelph or are from the area.

I want to say that I appreciate you guys coming out today, and I would love to say that you guys are fully supportive of it. But everything you are saying is valid concerns, and through this process, if it turns out that it's not the right facility, we're not going to ram this down your throat. To be honest, we want to be welcomed here. We designed this building with the thought that you guys can drive by and proudly. We are on McLean Road, and if it doesn't work out, I'm just, maybe I shouldn't say this or not, but if it doesn't work out, we're not going to be offended. All right? So, in the end, I'll take responsibility as the lead of this company that we should give in you better notice. This is the first time we did. The first time we purchased land, the first time we've gone down this road. Now, for sure, we should have come to you guys said, 'here's what we're



thinking.' We should have heard your voice earlier, but I don't think we're too late in the process to hear your voice. So, thanks for coming, and understand that in it, there's a right process in here. That the water, for sure, if we're not protecting the water, we'll be shut down 100%?

If we're not doing the right things, we're here to work with you. If that wall's not high enough for sound, we'll do it. I think the idea that they thought is that you drive in there and you won't hear the trucks. I'd like to speak to the trucks. We only use current equipment. How we do it is we lease our trucks. They're five years or newer. All trucks in early today have that fluid, so we don't have stinky, smelly trucks. We really don't. We don't own any trucks. We won't be repairing trucks. They're on full maintenance leases. I go back to the dealership that we purchased them from. They have to go mandatory there every three thousand kilometers. If there's any leak spills, anything, you name it, it's done, and then at five years, we're replaced the trucks so.

Brock Road. I can tell you whether we're talking about that is this property could be something else for you guys. Maybe if that's what you want, you want McDonald's. You want types of service that you like better. To the point of Gilmore Road. If that comes anybody go down that road, and I can assure you, as one of the partners here, I'm not the exclusive owner, but I remember saying I'm representing the Wellington Group of Companies, that we will restrict traffic down there. That's an easy no-brainer. I have a bunch of employees here, a bunch of VPs, president, here to support us, and that's really easy. That's a gravel road. Personally, I don't like driving on gravel roads. It makes my truck dirty, and call me particular on that. But that's a no brainer. I do come down your road once awhile. I come down slow. I see you guys walking around, and that's where we can do a restriction on it. We may have one or two employees doesn't do it, but that's really easy to say, 'Hey, you turn Left, you go to the roundabout.'

As far as the truck traffic, our drivers are professional. Northbound traffic, they will never go northbound. Like we can restrict that, there's no reason for them to go northbound. I am not trying to graze it. There is a light at McLean road, it's a red light, that stops traffic. Our drivers are professional. They will come out, they will take a left. We'll restrict them with a sign saying no right turns. We're here to work with you guys, and hear all the concerns you have. And again, I don't want to be seen as the enemy here. Wellington Group of Companies, we take pride to be here. We're part of your Christmas parade, we plan it here for the long term, so it means if we that if we have to stay at Mclean Road, or perhaps we look at another piece of land, perhaps we will, we're open to it.

But right now, the dream would become that we hear your concerns and we can satisfy them, and we have a year to be happy in your community and we can be happy being part of Puslinch. So, I don't know. Have we looked at over properties? Yes, there are different values and whatnot, but this seemed to make sense for what we're interested in. We actually thought this would be a perfect location for everybody from you guys. But again, let's just walk through the process, and we're prepared. We could have a conversation that after this, if you want to meet. We get together, and if you guys want to submit it, it doesn't have to happen overnight. We can talk through it and in the end hopefully we are all on the same page.

**Michael Hoffbauer - 38 Gilmour Rd**

We've lived here since about 1995. When we moved here, we moved here because we wanted a rural-type environment. We used to live downtown in Guelph, and it was a very lovely neighborhood. One of the things that I really did not like is that about a half a kilometer from our home, sometimes they would idle the GO locomotives, and you'd come out in the morning, and it really was extremely unpleasant to have that, something that you'd have to put up with. And now, those locomotives were being idled probably, I'm guessing, at least half a kilometer away.

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
MARCH 22, 2023 PUBLIC INFORMATION MEETING MINUTES  
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION  
& IN-PERSON AT 23 BROCK RD S, PUSLINCH

*Page / 19*

With regard to noise, pollution, I am still concerned, in spite of the fact that you're going to put up some fences, etc. Part of the noise, and probably the major part of the noise, is generated by the exhaust system of trucks. And in a yard like that, you're going to be accelerating and decelerating short distances, and the exhaust part of the truck is definitely more than two meters. The other thing is, when we sit on our front porch and we can hear noise coming from the gravel pit, that is, I'm not sure exactly what it is, but it's definitely probably one and a half kilometers away, and when we have visitors, they say, "What's that noise, right?" Well, it's a gravel pit over there.

The other thing is the light. When we moved here, we didn't have, when the Schneider facility opened, we didn't have the GO facility that was open there. I used to go outside with the kids and on the picnic table, we'd set up a telescope and look at the stars and all this kind of stuff. That is much more difficult to do now. Furthermore, now we know we have grandchildren, and I think that looking at stars and through the telescope is going to be a thing of the past. And certainly, the light coming from the Schneider and the industrial area down there has had a noticeable impact on how we are able to use our properties.

I'm not going to get into water quality. I think that those issues were very well addressed. With regard to odor, odor is really truly nothing. The literature on diesel exhaust emissions is huge, absolutely huge. Now, I respect the fact that you've got your diesel exhaust fluid, a newer equipped trucks, but that is an improvement, but it still doesn't eliminate, let's say, the hazards associated with it.

In one of the papers here that I looked at, now this was published awhile ago, diesel exhaust contains more than 40 air toxic contaminants. The diesel exhaust fluid does not get rid of it all.

Seventy percent of all environmental pollution deaths are attributed to diesel exhaust emissions. The EPA has done a study, and they said that children growing up within a corridor of two miles on either side of an interstate are going to have a much higher chance of getting asthma.

And that is when you have trucks going down an interstate. When you have a yard, you're starting up and stopping, starting and stopping. The exhausts that come off that is very, very different and much bigger than let's say what's happening on the 401.

Something that hasn't been raised is that we've got Aberfoyle Public School. What distance is that from the proposed location? The staff and students are there eight hours a day, or six or seven, or whatever the case may be. Are we looking after protecting them? All the residents of Aberfoyle? And I personally have been, spent my entire career studying air quality, both in the environment and in the workplace. And there is so much literature on diesel exhaust and emissions and the problems associated with it, it is just too much. I'd like to just give these three that I photocopied for the Council. I'm just going to read here. This is from the Government of Canada, Human Health and Risk Assessment for Diesel Exhaust, a summary study. I'm not sure exactly when it was dated, but it identifies the health effects associated with diesel exhaust exposure, as well as a quantitative analysis of the population health impacts associated with the contribution of diesel exhaust to criteria air content concentrations in Canada.

There's a lot of things that I highlighted, but I don't want to go over everything. The evidence reviewed, this is a summary study by Health Canada. The evidence reviewed is suggestive of a causal relationship between diesel exhaust and adverse cardiovascular outcomes following chronic exposure, adverse reproductive and developmental effects, and central nervous system effects following acute exposure. Alright, so that's for environmental exposure. I would imagine that would take into account properties like not properties that we have in Aberfoyle Meadows and Aberfoyle Creek, but just in general, very broad. The exposure of the residents within a



kilometer that would definitely be impacted, at least a kilometer, probably two, according to the EPA study about children getting asthma from that.

I mean, here's another paper from the CCOHS, so the Canadian Centre for Occupational Health and Safety. So this would maybe be geared more to your workers, down there. They list all the contaminants that are in diesel exhaust, and there are many of them.

Diesel particulate matter is primarily made up of soot particulates, carbon, ash aromatic hydrocarbons, metallic abrasion particles, sulfates, and solids. Almost all particles emitted by diesel engines is respirable, and that mean, that they don't get stuck in the upper respiratory tract but go right down to the area where you don't want them. Again, there are many major health concerns, there are many, and it is a serious issue. And I won't get into the details of this one, but the amount of information available in scientifically peer-reviewed literature is very very much. Even if trucks are equipped with diesel exhaust fluid, that does not eliminate, it reduces it but doesn't eliminate it.

The amount of traffic that is presently on Broad Road definitely has an impact on the ability of cars to exit from Gilmore onto Brock. There's a lot of traffic going up north, north, north, and I'm happy for the roundabout because without it, it was much worse. That's when you really took your life into your hands. But when you go, so there is going to a lot of vehicles coming out, and then you hope that at McLean road you have a red light give us a break to get in between.

So what happens is if you have a truck going through there, they will always go slower, and I understand they need two lanes, and I always make sure I stay behind them so I don't get caught in there, but that will slow down that traffic moving up. So any truck that wants to, that needs to go either through the traffic circle or to the bottling plant they are going to slow things down. All the cars going through will slow things down and it will actually have an impact on the traffic there that the traffic circle was trying to mitigate. I noticed on your brochure here that you're installing a turning lane coming from the south, that's great.

You do Logistics and Transportation, if you have a customer who is bringing, who is let's say, you're transporting material for them and they happen to come from the north, well then when you're going southbound after the traffic circle, making the turn into the lot is going to be a lot more different as well.

All in all, I see that even considering this zoning change is something that, from an air pollution point of view, I wouldn't even touch. And I agree with previous comments too, that eliminating the buffer between residential and Maple Leaf and the industrial area down there is something that I never would expect, I never would have expected, and if Council did allow for that, I don't think it would be in the best interests of the residents of Puslinch or Aberfoyle were kept forefront. Thank you very much.

#### **Mayor Seeley**

Okay, so one thing I want to mention, we have lots of time left. If you have concerns around the traffic, the water, or any of these common concerns, I would appreciate it if you just mentioned that you agree with those concerns. We don't need to get into every detail of every traffic scenario with these, so we have a lot of people to ask if they want to attend the podium yet. I appreciate your consideration and any specific questions that can be asked of the applicant.

**Jay Myers - 70 Aberfoyle Mill Crescent**



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MARCH 22, 2023 PUBLIC INFORMATION MEETING MINUTES  
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION  
& IN-PERSON AT 23 BROCK RD S, PUSLINCH

*Page / 21*

First of all, I want to say how much we appreciate learning a little bit more about the development here tonight. Lots of questions and lots of concerns. And let me say that I agree with all of the concerns that have been expressed.

I have two questions. One is a procedural question, and it's about the studies that have been undertaken that are underway. I think a lot of the questions that we have come because we have not actually seen results of a lot of those studies. So, will those studies be made available, and will they be peer-reviewed? Maybe available for comment going forward?

**Courtenay Hoytfox, Municipal Clerk**

Through you Mr. Chair, so, there are initial submission documents available on our website. It's very accessible to the public. And then as we move forward through peer review, you'll see those subsequent submissions with the peer reviews available in the Council reports as well as on our active planning application.

**Jay Myers - 70 Aberfoyle Mill Crescent**

Okay, thank you. And when will the studies be complete? And how many of the studies are still underway?

**Courtenay Hoytfox, Municipal Clerk**

I guess, through you Mr. Chair, again, it looks a little bit different for each of each other. Essentially, there's a submission, and then there's a review period, and then there's an opportunity for a resubmission. So, it really just depends on the case of those studies and getting the work completed. And then we are under timeframe under of the Planning Act as well, but generally, it's cooperation and that work between the proponent and the Township to get those out as quickly we can.

**Jay Myers - 70 Aberfoyle Mill Crescent**

Yeah, so I guess we all have obligations to take a look and make sure that we know what the content of those studies are. And if we're, we have an opportunity to come back to the Council and provide Council our views on those of those studies when they are posted.

Second question, is a business question, which is that Wellington is a rapidly growing company here. And this is question more about the future, I guess, which we really haven't discussed in terms of where the business is going. My question would be what capacity would the facility be working at when it is underway or when it's first built there and what sort of growth plan do you have in the future for the use of the facility.

**Mark Lensoff - 2184 Sideroad 10**

I joined Wellington as a partner about four years ago when we had an aspiration. We just talked in the office one time where we would go. My partner, Eric and I, we said, you know, we had done a three million dollar mark, we said, "How about 100 million?" That's a good number. It's a good number, that sounds like a good number. And let's aspire for that. When we hit there, let's be happy." How much money, how big do you have to grow? And then he came back to me about three weeks later, he said, "I don't like that number. I'm a very OCD guy. I think it has to be 120. It's 10 million dollars a month." And I said, "All right, I said that's sounds fair." So we just went and we surrounded ourselves with extremely professional people and great people, and we started creating that culture of a fun place to work and a place to enjoy. So we started enjoying this concept. We said then we started realizing we had an obligation to these people that were

coming to work for us to create a better place. And you know, if your business, you know if you're not growing, you're dying, so it just became kind of this entity that by all these wonderful people that we have attracted and we started growing. And we have had the accolades of being one of the fastest-growing companies in Canada. And it's, it's, because of our great leadership of our Derek our CEO.

So in this, we're just trying to be an, we're not trying to be the richest people in the world, it's become an entity that's become a life of its own, and we're just trying it right now because we're starting to learn. Just we're just trying to find a home, if it's not in Puslinch we have, we right now currently have people working out of three or four different facilities. If we amalgamate them right now, we'd probably be up to about 75-80 people that work out of that facility, and not necessarily we're involved in our business. We're thinking about taking that Cambridge Warehouse here. I'll quickly speak about what we currently have as far as products. We store flowers.

**Mayor Seeley**

Can I interject, sorry, I apologize can you just...

**Mark Lensoff - 2184 Sideroad 10**

Answer the question?

**Mayor Seeley**

Yeah, as proposed what are you going to be at 25% of the potential capacity when you first open the doors? And your thoughts on it'll take to get to 100% potentially?

**Mark Lensoff - 2184 Sideroad 10**

Okay so about square footage we were dictating how many parking spaces we had to have, that is a requirement by by-law. So that is a 170, will we ever have 170 people? I don't know, and we don't really. We're trying to figure out where we're going to go, for the size of the company, but there's no, we don't plan to expand it there, then we hope to have enough for all our warehouse staff there and our office staff and to be a source of it. How would you like me to answer that question?

**Mayor Seeley**

Will it be 50% capacity when you open the door, or 80% capacity, or?

**Mark Lensoff - 2184 Sideroad 10**

We hope to have the warehouse completely full, because this we're investing a lot of money if that warehouse is not full then...

**Mayor Seeley**

Drivers, trucks.

**Jay Myers - 70 Aberfoyle Mill Crescent**

How many trucks to start, and how many trucks over time.

**Mark Lensoff - 2184 Sideroad 10**

Fair enough, fair enough, we are largely a brokerage company, so a lot of our truckers never come to the, the freight that we move will never come in, the only freight coming in and out is specifically to it. That will be filling the warehouse in and out. Generally, right now we have the Cambridge warehouse that is 145,000 square feet, we do have about 15 trucks in, and 15 trucks out a day and it depends what kind of storage you go into is how much. Do you store, are we storing from product that stays or do you have product that comes in and out. So we haven't completely identified what product we are putting in there, as far as hazmat we don't do the hazmat goods and certainly that's been loud and clear you don't want that and that's an easy no brainer there's a lot of fish in the sea as far as product we can put in there. Right now I would say we are going to be about 60% capacity when we come in there with the ability to fill it up over over the next couple of years to fill up the maximum office space we have. That answers it, yeah. And then maybe we have a few trucks that will be the domicile there on a regular basis. In general, our process is we don't store. All our trucks. They cost a lot of money, like a lot of money. So they're on the road. If they're sitting in our facility. That's not a good thing. If we have trailers not moving, it's not a good thing.

**Michael Zelek - 66 William Street, Guelph**

So I'm not, Puslinch, no Aberfoyle, but pretty close. I'm the VP of Human Resources at Wellington Motor Freight. I grew up in a small town about 30 minutes from here called, Glenn Williams, which has a lot of the same qualities as Puslinch does, so I appreciate that. I actually really admire the sense of community and passion that both parties are speaking with here. It's all been polite and professional, except maybe when we said there'd be zero impact on traffic on Gilmore Road. I chuckled a little at that one as well.

Alistair and Lisa, thanks for your presentation. It was concise, and it was to the point. I appreciate that you didn't read the entire by-laws. I've got a nine-week-old baby at home. I already missed bath time, maybe I can catch bedtime, probably not.

I also appreciate it seems like everyone here kind of agrees that Wellington is not a bad company. You guys are just worried about your sense of community, and I respect that a lot. One thing I want to point out, long before we ever had our eyes on expansion and moving here, we did a lot within the community from our current location. We won an award for best float at the Santa Claus Parade. We did the Coldest Night of the Year for Guelph Hope House. We do all sorts of fundraisers. We raised 25 grand for Colon Cancaer Canada last year. Like, we do a lot of good stuff.

100% in terms of trucking companies, if you guys have to pick one to move there, you won't find a better one than us. Again, you know, you might want one but considering all the options out there. We would be for sure the best there.

Sorry I got a few notes here on my phone, just typed in as I was going there. A couple of other things about us. We've won many awards from being one of the best fleets to drive for in North America, one of the top 6 in Canada and top 20 in Canada and the States. Lots of awards based on our company culture, our initiatives within the community. So again, lots of good stuff there.

A couple of questions, well, I'm not sure I can ask questions but I heard people talking about a sense of community a lot. Is that specific to the neighborhood off of Gilmore Road, or is that Aberfoyle as a whole? Because I see, you know, definitely concerns from that one neighborhood, but factoring other things like the creation of jobs and you know, all of our staff, you know, there's something at the Changing Pace restaurant called Wellington because we know they're so

frequently and support them. So you know, it could be good for the economy and in that way for sure.

And, again with the land there. Is it a trucking company specific that people don't like, or is it development in general where you know, whether it's us that buys it or someone else, you know, you kind of know what you're getting. If a car mechanic, a Temple, a theater who's in there is that much better, is that going to be much less traffic? You know, does that make a big difference to people? I don't know. I don't know how that process works, but it's something that came to mind. I thought I'd at least get it on your minds as well. It's specifically the industrial. So even with like the current zoning, again it could be a theater, a Template a mechanic, maybe those are better, maybe those are worse, I don't know and one question for Mark. Are employee's allow in the truck entrance or is that only trucks?

**Mark Lensoff - 2184 Sideroad 10**

Only trucks. Sorry, there is a bit of parking for people that work for the warehouse so maybe about 10 cars could park but everyone else will have to park at the other end.

**Mayor Seeley**

For clarity around the County and access to the County Roads. They mimic provincial rules, I would call them. So, the county will not permit an entrance off of their road if there's access off of a local road. So, we've had proposals at McLean and Brock that fell through because they weren't permitted an access off of Brock. This property has an existing entrance where the old train set and the greenhouses were, that's why they're permitted to use that one. And then the County, from what I am hearing the applicant has said, "Well, and you need to have a separate entrance for the employees." That is a County driven policy that is imposing that on these applicants.

**Bert Roberts - 30 Gilmour Rd**

That'll be a very dangerous road. Its paved partially and unpaved. But I am talking about the far end of Gilmore. Very dangerous. And if you're coming from Moffat you know where you come to a t-intersection on top of the hill with two blind entrance ways. You can't, you better not just do a double-take you better do a triple-take down there.

Will that road, I don't know if there is money in the budget for paving roads, that would affect Gilmore road and the traffic. So I don't know how many of your employees live in that area.

Gilmore road in that area, you use it as a shortcut. Any increase in Gilmore Road, Gilmore road is dangerous and its unpaved and right now its punched, its potholed, and the Township does their best to maintain it but its always in rough shape so that's all I have to say.

**Mayor Seeley**

The council is still funding and increasing funding to the Gravel Roads Improvement Reserve. We've done a study that highlighted potential roads and through criteria. Gilmore Road has received a lot of discussion. Challenges of Gilmore Road is the cedar trees and everything along the sides. There'd be a lot of impacts on neighborhood properties, right? None of those discussions have been discussed changing the elevation on Victoria Road at the intersection. So is Gilmore up for potential for upgrading and paving. I would say yes, just as other roads are in the Township. It has significant challenges for trees, it will have to be widened as well.

**Bert Roberts - 30 Gilmour Rd**

I think half the people on the road don't want it paved.

**Mayor Seeley**

Well, that's the flip side to paving a road.

**Mayor Seeley**

I may ask because it's nine o'clock if anybody has an urgency to leave maybe prioritize them if you have time to stay we'll just keep working through the same process.

**Don McKay - 84 Queen St**

I just wanted to...inaudible...I worked for Environment Canada, I was a Director of Research for a number of years and I also worked for...inaudible...company which did air quality and the gentlemen who had concerns about diesel fuel that I certainly fully agree with the presentation and understand the concern would be. We are near the 401 and the 401 is giving off a lot of air pollution as well. And we're going to increase that, and I agree they're going to have to go somewhere. And you're going to put the pollution somewhere as well. And I am just concerned that in that corner, in that area that the increase in air pollution that would be there. Somehow, greater time on either mitigate that and try to reduce it because with trucks coming out. If you know that area, and they are leaving in rush hour and back up XX. So I just wanted to re-emphasize the concern of air pollution in that area and I also want to say with regard to ground water...inaudible...and also trying to have that buffer in-between industrial and commercial and residents. They need to do that in order to maintain our community that I know people out here once had but I have been here ins 1984 and this area wants to keep that community as close as we thank. I thank you, I wish you well, I am just concerns with where this is going to be located.

**Sue Stone - 42 Aberfoyle Mill Crescent**

My first question is, I would like to know when all that was posted, paper or website, all the information, because my understanding is the first I've heard of it was through an article. So, we are reading the paper, so I'm not sure how it got missed. It's a shame on us if we missed it because I think we could have saved a lot of time, money, your money as well, by getting this much sooner.

**Mayor Seeley**

I will just interject, in today's world when Keagan attends he's a machine. He gets home or wherever he goes and that article is up within hours, right. So we can make a decision to notify you through mail and post it on a webpage and that guy beats us to the punch every time.

**Sue Stone - 42 Aberfoyle Mill Crescent**

So that I am saying it the ealierst we got notice was through that article.

**Mayor Seeley**

So that's a bit of the nature of things now. Because we just had a meeting earlier today about Boreham Park and I didn't even make it home and people were telling me about my picture online. So that's how fast it is happening.



**Sue Stone - 42 Aberfoyle Mill Crescent**

I am just saying that is the earliest we got notice. And we were reading the paper, so the other methods, obviously we've missed or they weren't up as soon as they could have been. Secondly, I might be off base, but is there not a plan to extend the Hanlon to avoid the crush on the 401 and the traffic, not only of trucks but cars? And now we're planning to invite trucks into this area. So I'm just wondering why it seemed, it seems like an oxymoron to me that we're doing that to avoid traffic, to lessen the traffic, you know, get it south of Morriston on the 6 South.

**Mayor Seeley**

So there's been a proposed Highway 6 Bypass for decades. We discussed it earlier today at our Council meeting. We discovered, this is a little bit down the rabbit hole, in an Auditor General's report that stated the Ministry's office of the MTO regarding some projects took some action and most of the bypass, in my opinion, is to divert not our traffic, but traffic that is transitioning through our community. So we have these lands and the employment lands and the road networks to support our traffic, we're trying and Councillor Sepulis and this Council made a delegation last term regarding the narrowing and lane markings in Aberfoyle trying to reduce traffic because of the traffic coming from outside of our community. So there is a little bit of a difference there. The bypass, if you look at the official releases from the government they are still supportive of it...

**Sue Stone - 42 Aberfoyle Mill Crescent**

But those wheels turn slowly. In lieu of that heavy traffic could be diverted up the Hanlon.

The other thing is, is the traffic. The impact of the traffic on Gilmore Road. One house built, one single-family house built on Gilmore will have an impact with the two-car family, so to say there's zero impact brings the rest of the studies under suspect. I hate to tell you, but it makes them all questionable when that comes out as the result.

The other thing is this the UGDSB (Upper Grand District School Board) has had a postman proposal for a high school at Victoria and Arkell. That was supposed to open, I believe, in 2022, and I'm hearing this from my son-in-law who wants to move there. So, this is information that I haven't confirmed. They are still delayed because of the multiple, multiple environmental studies, and it was supposed to open in 2022. So, I'm just wondering why our environmental studies are so quick and so limited. It seems, and I think that's it. Thank you.

**Peter Dougan - 51 Gilmour Rd**

We haven't talk about children. On Gilmore several houses have kids. My youngest is 14, there are a couple families with young kids. That walk up and down the street constantly. The traffic impact on Gilmore is already existing with speed... inaudible... the speed limit is 60 km/hr an hour I clock cars with a radar gun going 120 on my street now. I've had OPP call several times in the past and sit in my driveway and catch speeders... inaudible.. so a speeding problem on Gilmore already exists. Brock road has, without the roundabout has a different problem.. inaudible.. you're going north bound cars down slow down to go in the roundabout they speed up. They go through the Town of Aberfoyle at 80, 90km/hr,... inaudible.. the traffic issue already exists. You put an entrance on Gilmour you're going to create another traffic problem. You are going to force cars out of Aberfoyle Meadows to go the other way. So its just going to put more traffic onto Gilmore. How many people drive the speed limit and ...inaudible... and the 401 is nuts towards the access roads and Victoria. I've come down my road and it's a parking lot from one end to the

other it took 20 minutes to get to my house, half way down the street. So the traffic problem already exists... inaudible..

**Mike Sherkin - 90 Gilmour Rd**

I get emotional, when, I have been there since 1993, I own a house there, and we love it there. I am very fortunate now that I have 5 grandkids and I can't take my grandkids for a walk on the road because I am scared they are going to get hurt. Now, that's with the traffic right now. And I agree with everybody about the noise, too much noise, too much diesel fumes, all this kind of stuff. But what we need is yes, we think this is a good company that they have there but they should find another place.

**Wayland Pulkkinen - 82 Gilmour Rd**

My wife and I moved here more than two decades ago and raised our children here, so I'm not going to talk about traffic - you already know about that. When I spoke about the Morriston Bypass, which is a big issue, all these things have been brought up. I really do appreciate your company coming out and doing a presentation. Prior to this council Nestle wanted to have a well on Victoria Road and they wanted to do a pipeline from Victoria Road all the way back to where Schneiders is. And we were not in the 100-meter zone around the well, but we were more like 2 kilometers but we were in the protected area that could be affected. We were invited along with all the other members in that area, and they had a red area, an amber area, and then a green area to have a meter in our well to monitor the groundwater.

They did a presentation at Aberfoyle School, that didn't go through. I forget the name, Mister Mayor, you can help me - I forget the name of the company that came in. They wanted to build a huge parking lot where you take all the busted up cars. I forget the name of it - it was called cards something and it was an American-based company. They came here and did a presentation. Same situation, the exact same concerns were expressed in terms of pollution, water quality, traffic - all the same concerns. And they took it on the chin, but they ended up not doing it.

I too have heard great things about your organization, and I fully support the development that's going on here. But I live closer to Victoria and Gilmore, and if you think Gilmore is busy, you want to see Victoria - it's a racetrack, especially coming up to Gilmore. So, I'm not going to get into anything else other than that.

I do have one question. I'm really confused about protected wetlands because when we moved here in 2000 or 2001, we've got a managed forest of over 10 acres, which you have to have. So, we do our part to try to keep the ecosystem intact. We have a water filtration system, which is awesome, which I'm very proud of. Anytime you want to see it, come on over, and I'll show it to you. Can someone explain to me what protected wetlands are? Because my understanding, correctly or incorrectly, is that it's one of the reasons why Nestle didn't put the pipeline through was not only through community opposition, but it was violating the wetlands. I also believe that when we looked at the survey right behind the Aberfoyle Mill Restaurant, that whole area was protected wetlands but was rezoned. If I'm misunderstood, can someone please explain it to me? On how and when you go through changing those wetlands? I'm certainly not opposed to Meadows of Aberfoyle its a beautiful community, and they contribute a lot to what's going on. I think that's a sensible decision. I do remember the problems that the trailer, Mini Lakes, had with their septic system. Of which the Township then had to get involved and Sani Tech had to get involved with in terms of monitoring and going in there and costing all those measures out of their own pocket where they had to upgrade it. They just could not keep up with the flow of the raw sewage that was going into the groundwater. It actually affected my well. I have the evidence to prove it, because I had to test it. There was no livestock but there was ecoli in there.

So, if someone could explain to me about wetlands and how that protection works, I thought it meant and explained to me at the time many years ago before we purchased the lot that no construction couldn't go there because it's considered an environmentally safe area. Other than that, I agree with everything else that was presented. I want to thank the people of Meadows of Aberfoyle. You did come to our door and we would not know about it unless you put the notice in there. So thank you very much.

**Pierre Chauvin, Agent**

Thank you Mr. Mayor, great question, Wayland, and it's not an easy answer because every wetland, much like us in this room, we're different and function differently. This particular wetland that we have on the property, I don't know if you were here when I made my presentation, but it's at the back of the property and is being protected. We have an environmental consultant on our team who evaluated that wetland and recommended buffers, setbacks to it. So in this case, we have a 50-meter buffer, so nothing can happen within the limits of that wetland to help protect that feature.

So in this particular situation, there are many different classifications of wetlands, and some may be provincially significant, there may be locally significant or maybe unevaluated, so wetlands that people just don't know about them and no one has identified or regulated it by the conservation authorities. This wetland is considered a locally significant wetland and has been identified by the Grand River Conservation Authority. It is regulated, and we will need a permit from them.

The environmental study that we've done is being peer-reviewed by the Township's environmental consultant, and what we have found is some wetlands either get their water from their surface or groundwater based on flow... inauadble.. so how do you protect it. The idea of the pipe to protect is that you protect the source of water that is entering the wetland and so either through surface through or that ground water sources. Because its not the ground water and we are not drawing in groundwater, substantial groundwater we don't have that aspect. What we are trying to do with the buffers is maintain the catchment area, most of the flow is from the east, from the agricultural lands towards us, and as we maintain the agriculture those flows will remain towards us and in the future will be maintain and again I'm not an ecologist but that's just the cole's notes version of it and you are welcome review the environemtnal impact statement that's online on the Township's website. And as I said it is being peer-reviewed and we are working with the Township's consultants to answer their questions. They've had similar questions regarding setbacks and how to accommodate so hopefully we resolution on that aspect. Hopefully, that helps to answer your question.

**Peter Scott - 56 Gilmour Rd**

We have been there for 35-36 years now. It the property right next door to the original Aberfoyle Spring Water place. I agree with all the comments about traffic at Gilmore and Brock, but my concern is the traffic heading the other way toward Victoria. If the traffic is forced out of the Meadows to turn left and go that way, or any of the employees or the traffic in and out of this facility. That road is surprisingly a very well-used residential road. Pretty much any time of the day, or early morning or evening, you'll find people walking or jogging, families out, dogs get walked all the time. You said you saw someone walking a dog the other day, it might have been my dogs you saw walking.

I mean the people who organized the petition from The Meadows. That's where they found us one day. And any extra traffic - it's tough enough sometimes just to get off to the side of the road as it is, so that's my big concern. The other thing somebody just brought up about the protected

wetlands – aren't the wetlands protected already? We don't have to have this development to protect them.

That's really, really all I was going to say. The other thing is, I don't mean this to sound like I don't get all this, but I don't know - are you our Councillor in that area?

**Councillor Hurst**

We are all your Councillors.

**Peter Scott - 56 Gilmour Rd**

So it's an at large Council then?

**Councillor Hurst**

Yes.

**Peter Scott - 56 Gilmour Rd**

Thank you.

**Barkley Knapp - 4402 Concession 11**

Thank you very much Mayor and Council for this. I do enjoy these exchanges of ideas in our Community and having such opportunities like this. I understand potentially with Bill 23 we may not have as many of these so this is great to have and I appreciate that. I appreciate everyone giving their opinions as well. Mine is more comments than a question. I did have a change to look at the Comprehensive Zoning By-law and I see that to have a warehouse you have to be zoned industrial. Does the site specific, does it work that you can add certain things from other zoning classes?

**Zachary Prince, Senior Planner, County of Wellington**

Through the chair, usually it's an accessory or related use to the main use on the property. This use, or the property already has a wide variety of different uses. We don't typically do that these days, that zoning is quite old on that property but we can do things in the zoning like limit the scale, as Pierre mentioned. You can do things like require different setbacks, that sort of thing. So that's what makes it site-specific within the industrial zone. You're basically tailoring it to this site. Kind of thing.

**Barkley Knapp - 4402 Concession 11**

I'm just curious, because it is Highway Commercial now, if you are just able to have a site-specific for a warehouse to avoid it being industrial. Hypothetical.

**Zachary Price, Senior Planner, County of Wellington**

Through the chair, yes you could just add it as a use. In our mind a warehouse is an industrial use. So it's the same difference, either way.

**Randy Moretti - 138 Aberfoyle Mill Crescent**

I'm trying to understand, if other trucking companies have looked at this property and they've approached the Township and they were told it will probably never go through.

**Mayor Seeley**

Is that the question?

**Randy Moretti - 138 Aberfoyle Mill Crescent**

Yes. And, so like, why is it all of a sudden being considered.

**Mayor Seeley**

I am going to take a stab at this and say I have never heard of another trucking company approaching about this particular property as of yet. I don't know if staff.. just let me finish. Staff, I will go to her in a second, she may or may not be able to disclose who has inquired about properties, but this is a true application for zoning. And this is the first time I have heard. Ms. Hoytfox?

**Randy Moretti - 138 Aberfoyle Mill Crescent**

I know they only approached the Town, they didn't put in an application.

**Courtenay Hoytfox, Municipal Clerk**

Through you Mr. Chair, we often get applications through our pre-consultation stage, again for a variety of uses. And sometimes what happens through that initial consultation is perhaps the developer didn't realize the scope of work that would be involved with getting the development permitted. So sometimes, the mere prospect of a planning application is required, outside of site-plan control, it can turn people away for other properties or different opportunities. So again, not knowing specifically what type of developments for this property over the years, it could just have been very well that they weren't up for the amount of work associated with getting a development developed on the property.

**Randy Moretti - 138 Aberfoyle Mill Crescent**

And the other thing, when you talked about the wetlands just think about what happened at the corner of the Hanlon and the 401, and we've seen how many years. What is it now, three years? They've been working there, trying to clean that up.

**Mayor Seeley**

They've been done for a while, but you guys don't haul... petroleum

**Randy Moretti - 138 Aberfoyle Mill Crescent**

If you drive by there they're still... in there sometimes though. So, I was just saying that we just have to protect our wetland.

**Mayor Seeley**

That was a big mess, I agree.

**Mayor Seeley**

Pierre, you wants to try and answer some of the questions.

**Pierre Chauvin, Agent**

Thank you, Mayor Seeley. I've got a lot of notes. I appreciate the comments that's what today is about, and certainly this is not the end of the process. For some of you who have't been engaged in the process and Mark hasn't been through this, and I do this stuff all the time, I must say that it's been a very open and frank dialogue and very cordial and I appreciate that Mayor Seeley who chaired very excellently, I think that and I hope that everyone had an opportunity to speak. When we were discussing this, Mark and I, during the presentations we are open to also adding another session, an informal session that we would host perhaps here to somewhere else and we would be happy to work with the Township staff to get that circulation list and to engage you and perhaps even invite some of our sub-consultants so you can ask questions directly with respect to the traffic, noise, environmental aspects. So this isn't the end of the road we're working with staff, Township staff, County staff, peer reviewers, as well as yourselves. So if there are things that come up, for sure we want to address those and as you have heard the Wellington Group of Companies is a good corporate citizen, they want to work Puslinch, they want to part of the community and not be adversarial. Not everyone will be happy, best we can do is compromise.

I just wanted to clarify a few things though. With respect to the water taking, I don't, I really don't know the volume of water that that is being taken. It's not a huge amount of water. We're not a water, there's no washing or truck washing going on. The operation itself is not taking a lot of water. However, if it gets to the volume that is required for a permit to take water, then obviously, of course we'll be getting a permit to take water.

With respect to the noise, just because we've done a noise study and we're proposing a wall, it doesn't mean that you won't hear it. It just means that we're controlling it within provincial standards. There are certain decibels that are acceptable, so when I say that a noise wall will be mitigating it, it is mitigating it to within what is acceptable.

The same thing with traffic. I should have qualified and I apologize if I was misleading in any way that there is no impact. It's not to say that there won't but traffic or there won't be a change in traffic. It's just that these roads are designed to accept a certain level of traffic based on acceptable standards and bases on the volumes of traffic projected as well as background growth. So these traffic studies aren't taken in isolation. They look at what has been projected in terms of growth and piling that in and saying based on their modeling analysis, and the roads will still function. It's not to say that you aren't going to see a change in traffic volumes, its just saying that the way the roads are designed, the way the roundabout is designed, it can handle this development without any changes. Except for that left turn lane or sorry right turn lane.

Last thing on water quality, just to clarify that we are not simply discharging stormwater off the property without any control. We can't do that, we are not allowed to do that. We are doing a few things, there is clean rain water, roof water we are intercepting and storing and infiltrating that back into the ground. That is clean water, its not going onto the asphalt or anywhere else. Its roof water directed into infiltration that we will have on site. In order to control the Stormwater from the parking lot and other areas we have underground storage tech and also a storm ceptor, which is an underground system that controls and takes out all those oils and grits. And lets it settle out before it discharges. There are best practices, acceptable practices that are applied across the engineering in the world.

So I just wanted to clarify these points, but again, we're open to continuing this dialogue and sharing some of this information. The reports are online but we will reach out to you and have another one off meeting. We don't need all of Council here we can do this amongst ourselves,



we can have all our consultants, you are welcome to attend but we would like to do that so that it helps you to at least understand about the proposed operation. So thank you for your time and I really appreciate everyone coming out this evening. It has been very helpful, thank you.

**Michael Hoffbauer - 38 Gilmour Rd**

Something that I think would be very constructive is before a study is done, to have other stakeholders, who let's say have an interest in this, some of the residents, to look at the planned study, what tests are being done, or how you're doing it.

Because sometimes these studies, they are, they are, they are commissioned, they are designed, but maybe there are some concerns by some of the residents around here that are not addressed by the design of the study that you're going to do. And I suggest that it would be very constructive to have maybe some other stakeholders actually involved in reviewing the test, the proposed testing. Thank you.

**Lisa Ross - 101 Aberfoyle Mill Crescent**

I have a few follow-up questions, one for Council, I'd like to understand what our next steps are. This is a community meeting, and I'd appreciate the opportunity for future discussions and we look to our elected officials to understand what the process is from here, so we can ask that, and then I'll ask my next question.

**Courtenay Hoytfox, Municipal Clerk**

Certainly, typically the next step would be that we work through the planning application and the submission and peer-reviewed, and then what would happen was, if you'd come to Council with the planning recommendation report for Council to review. There's nothing that precludes us from holding a second public meeting if required. The Planning Act only requires one, but again, nothing to preclude us from holding a second one. There's also nothing that would stop us from bringing more than one report to council, which just increases the public's opportunity to come and speak and address Council and look at the submission.

So again, normally it would be a planning recommendation report of Council once we're at that stage of the application, subsequent to that we have to go into that with making a decision, and if there was a bylaw to be passed, but we can add in steps throughout the process as we see fit.

**Lisa Ross - 101 Aberfoyle Mill Crescent**

Yes, question back to you, how do we assure that there are second discussions taking place, because there are, it's wonderful to hear that you're hearing our feedback, and there are adjustments being made potentially, or looking at what this is, but we still don't have the details. We still don't have a final plan, we still don't understand exactly what we what these are all commitments we need to see details. And so we'd like to see the details of the next meeting. So I would like to ask the Council, that we have a second opportunity to do so.

**Courtenay Hoytfox, Municipal Clerk**

So, through you Mr. Chair, I think that internally staff can have a discussion and we've certainly heard that, and I think it very well could warrant, that we do need to be cognizant of the time frame that the Planning Act lays out once we have deemed a planning application complete. It is

a short time frame, but again working with the developer and understanding the needs of the community, it's typically something we can make arrangements for. I think now I've heard that, and we're going to we would take that back.

**Mayor Seeley**

What you are referring to, is that the changes with Bill 23 where once you deem the application complete the applicant needs to receive a decisions or it can be appealed. Is that the time frame you are referencing?

**Courtenay Hoytfox, Municipal Clerk**

Yes, Mr. Chair, I think it was Bill 109 that actually implemented the time changes, I am fairly certain and there are some different changes within it but it really narrowed down the time that a municipality has to take an application from complete to getting that Council decision. But again that is contingent on working with the developer, there can be some flexibility in that and so I think we have heard that from the developer today so again I think that is something that staff can take back and look at scheduling.

**Zachary Prince, Senior Planner, County of Wellington**

Through the chair, one of the things staff is cognizant of is the changes...inaudible.

**Lisa Ross - 101 Aberfoyle Mill Crescent**

I am sorry, can you elaborate on what that means.

**Zachary Prince, Senior Planner, County of Wellington**

The province made changes where at certain time point municipalities need to return the application fee. So this if the first application submitted in Puslinch since that change...inaudible.

**Lisa Ross - 101 Aberfoyle Mill Crescent**

Since this is a new process for all of us, when did the clock start? And how long do we have.

**Courtenay Hoytfox, Municipal Clerk**

I believe February 8<sup>th</sup>, was when Council deemed the application complete. So I believe it is a date in May. But again those time frames are statutory but there is some flexibility in that, the refund is required but there are other aspects of the time such as an appeal by the applicant if there is a non decision if there is no decision by Council in the time frame. So there are a few thing we need to be cognizant of as we move forward with this, but again I think we have heard the request for more consultation so we will work the developer and staff to see how we can make that work.

**Lisa Ross - 101 Aberfoyle Mill Crescent**

I would look to this community to also respond, do you want a second meeting. Put up your hand please.

One other quick question, I expect others to ask further questions. I am not hearing the definitive number of the litres of water that will be required, and there are very clear dictions of what is

required up to the levels for a permit to take water. Again, we have to have that, Maple Leaf a warehouse, smaller facility has to have that. We need details.

**Mayor Seeley**

I am going to ask Zach when a use requires a water taking permit and we determine on the dry use if they are under that, correct?

**Zachary Prince, Senior Planner, County of Wellington**

Correct, through the chair that what it is in the Township. We rely on information from others.

**Mayor Seeley**

So they provide information that shows they require less than 50,000 metres per day then they are not required to get a water taking permit. So I don't know Ms. Hoytfox who reviews that.

**Courtenay Hoytfox, Municipal Clerk**

The Township has a hydrologists, as well as the County Source Water Protection Team, both are active peer reviewers on all of our files.

**Mayor Seeley**

So to give you some insights, I don't know exactly. Wellington County is building a road garage up in Arthur. Part of that construction process is what they described which is capturing rainwater, which is then used for washing. It's grey water, this reduces their water needs. So this where, I feel once he started mentioning it. As soon as they 50,000 mark, it requires a water taking permit.

**Lisa Ross - 101 Aberfoyle Mill Crescent**

But until there is a permit to take water it is not monitored. It has to be voluntary, so there is a concern. I look forward to the second meeting and I appreciate the opportunity.

**Greg Cook - 19 Aberfoyle Mill Crescent**

I have one question, and it's related to the stormseptic, which we have one of. Okay, so I know what it does. Our subdivisions, approximately that's about 15 acres, are the same size as the property you're looking at. We have a total sewer system running off our roads through 18 catch basins that direct everything to the stormseptic. Is that what you are planning on having? So like because you've got a great big pile of land there and just big water going to all directions, so do you have catch basins all around it that drive and take it to the stormseptic.

**Pierre Chauvin**

Great question. Through you, Mr. Mayor, absolutely. And I don't have a servicing plan with me but again it's online. And when you look at it, you'll see a network of storm sewers throughout the parking lot because of course we've got to capture that rain water at the parking lots and direct it to the stormseptic.

**Cameron McConnell - 97 Aberfoyle Mill Crescent**

A follow-up to Greg's point, yes, we have a stormceptor. My question is actually, where does the water go after it's been in the stormceptor? I appreciate you have rainwater collections, which is a better grade of water by a long shot, and it's going in an infiltration gallery that's in a different part of the lot. That's a real good thing but that's not the water problem. The water problem is the water on the lot and it going into a stormceptor doesn't begin to mitigate the problem of the water, where does it go after it goes into the underwater tanks but I know it goes into the watershed. I'm not concerned so much about the small wetland at the back of the lot, since it is actually in the opposite direction of the water flow, both groundwater and surface water, its on the other side. The rest of the watershed is in the other direction from the parking lot. Where does the water go after it's contaminated?

**Pierre Chauvin**

Through you Mr. Mayor, the water will outlet and eventually get to the roadside ditch on Brock Rd.

**Mark Godding - 4 Gilmour Rd**

Could I just get a clarification on when this proposal was first made public, not so much how, as to when?

**Mayor Seeley**

Public by the Township or in what sense.

**Mark Godding - 4 Gilmour Rd**

In any sense, and you'll understand my question in a second.

**Mayor Seeley**

When was the first meeting?

**Courtenay Hoytfox, Municipal Clerk**

Through you, Mr. Chair, I believe this was brought to Council on February 8th meeting, so that would have been in a staff report requesting that Council deem the application complete and that would have been the first time this would have been made publicly available.

**Mark Godding - 4 Gilmour Rd**

2023?

**Courtenay Hoytfox, Municipal Clerk**

Yes, 2023.

**Mark Godding - 4 Gilmour Rd**

I just wanted to make a comment, on what you said that I felt was very heartfelt that if you weren't welcomed here that you would probably reconsider. Had we known when we moved



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
MARCH 22, 2023 PUBLIC INFORMATION MEETING MINUTES  
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION  
& IN-PERSON AT 23 BROCK RD S, PUSLINCH

*Page / 36*

here, my wife and I made a significant invest, as 4 Gilmore I am sure you can appreciate this, your driveway will be right across the road from our place. We wouldn't have bought it. We really wouldn't. It's that significant. I didn't want to come up for a personal reason, but I reconsidered. But I don't know if that helps you reflect on it, but thank you.

**Mayor Seeley**

Anyone else that would like to approach the podium.

**Mayor Seeley**

Does Council have any clarification questions regarding this application?

Is there further information which the applicant wishes to provide?

**Adjournment:**

**Mayor Seeley**

I declare this Public Meeting closed. Council will take no action on the proposal tonight. Staff will be reporting at a later date with a recommendation for Council's consideration.

If you wish to receive further notification of this proposal, please email or call [planning@puslinch.ca](mailto:planning@puslinch.ca) or by phone at 519-763-1226 ext. 4, or contact Township staff during regular business hours. Only those persons who leave their names will be provided further notification. If you wish to speak to the proposal when it is brought before Council in the future, you must register as a delegation with the Township Clerk prior to the meeting.

The meeting adjourned at 9:45 PM.



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
FEBRUARY 14, 2023 COMMITTEE OF ADJUSTMENT MEETING  
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION  
& IN-PERSON AT 23 BROCK RD S, PUSLINCH

**MINUTES**

**DATE:** February 14, 2023

The February 14, 2023 Committee of Adjustment Meeting was held on the above date and called to order at 7:10 p.m. via electronic participation and in-person at 23 Brock Rd S, Puslinch.

1. **CALL THE MEETING TO ORDER (OPENING REMARKS)**

2. **ROLL CALL**

**ATTENDANCE:**

**Present:**

Councillor John Sepulis, Chair  
Paul Sadhra  
Chris Pickard

**Absent:**

Jeffery Born  
Dennis O'Connor

**STAFF IN ATTENDANCE:**

1. Lynne Banks, Secretary/Treasurer
2. Courtenay Hoytfox, Municipal Clerk
3. Justine Brotherston, Deputy Clerk
4. Joanna Salsberg, Planner, County of Wellington

3. **MOMENT OF REFLECTION**

4. **CONFIRMATION OF THE AGENDA**

**Resolution No. 2023-001:**

Moved by Committee Member Paul Sadhra and  
Seconded by Committee Member Chris Pickard

That the Committee approves the February 14, 2023 Agenda as circulated.

**CARRIED**

5. **DISCLOSURE OF CONFLICT OF INTEREST:**

None

6. **APPROVAL OF MINUTES**

**Resolution No. 2023-002:**

Moved by Committee Member Paul Sadhra and  
Seconded by Committee Member Chris Pickard

That the Committee of Adjustment approves the Minutes from the meeting held on January 10, 2023.

**CARRIED**

7. **APPLICATIONS FOR MINOR VARIANCE OR PERMISSION under section 45 of the Planning Act to be heard by the Committee this date:**

- 7.1 **Minor Variance Application D13-DEO – Ramandeep Deol – 6867 Wellington Rd 34, Concession 2, Part Lot 15, Township of Puslinch.**





THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
FEBRUARY 14, 2023 COMMITTEE OF ADJUSTMENT MEETING  
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION  
& IN-PERSON AT 23 BROCK RD S, PUSLINCH

Requesting relief of New Comprehensive Zoning By-Law #23-2018, as amended, from Section 4.10 (a) Height Restrictions

The purpose and effect is to provide relief from Section 4.10 (a) to permit a single family dwelling in the Agricultural zone to have a height of 11.3 m to the midpoint of the roof.

- Amritpal Bansal, agent for the applicant, provided an overview of the application.
- Terry Grensewich, resident and owner of 6865 Wellington Road 34 expressed his opposition to the minor variance request noting that the proposed height of the new residence will restrict access to internet and cell phone signals and further noted that the proposed design of the residence make it look like an institution.
- There were no further public questions or comments.
- There were no questions or comments from the Committee.

**Resolution No. 2023-003:**

Moved by Committee Member Paul Sadhra and  
Seconded by Committee Member Chris Pickard

**THAT Minor Variance Application D13-DEO be approved with no conditions.**

**CARRIED**

**7.2 Minor Variance Application D13-GIB – David Gibson – 4565 Watson Rd S, Concession 10, Front Part Lot 17, Township of Puslinch.**

Requesting relief of New Comprehensive Zoning By-Law #23-2018, as amended, from Section 4.2 (c) (iii.) Additional Residential Units.

The purpose and effect is to provide relief from Section 4.2 (c) (iii.) to permit an additional residential unit to be 90m from the principal dwelling unit rather than the 40m as required.

- Dave Gibson, owner, provided an overview of the application.
- There were no questions or comments from the public.
- Chris Pickard asked if it would be possible to locate the ARU closer to the house.
- Dave Gibson advised that there are water lines between the barn and the house as well as an entrance on to the property.
- Paul Sadhra asked what was the purpose of the building.
- Dave Gibson advised that it used for his family.
- There were no further questions or comments from the Committee.

**Resolution No. 2022-004:**

Moved by Committee Member Paul Sadhra and  
Seconded by Committee Member Chris Pickard

**THAT Minor Variance Application D13-GIB be approved with the following condition:**

That the owner submit a preconsultation request to the Grand River Conservation Authority to address any concerns the Grand River Conservation Authority.

**CARRIED**

**8. NEW BUSINESS**

**8.1** 7:05 p.m. - Township Procedural By-Law Review

**8.2** 7:15 p.m. - Review of Terms of Reference for Committee of Adjustment.

**Resolution No. 2022-005:**

Moved by Committee Member Paul Sadhra and  
Seconded by Committee Member Chris Pickard



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
FEBRUARY 14, 2023 COMMITTEE OF ADJUSTMENT MEETING  
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION  
& IN-PERSON AT 23 BROCK RD S, PUSLINCH

That the Committee of Adjustment receives the new business items 8.1 and 8.2 for information.

**CARRIED**

9. **ADJOURNMENT:**

**Resolution No. 2022-006**

Moved by Committee Member Paul Sadhra and  
Seconded by Committee Member Chris Pickard

**That Committee of Adjustment hereby adjourns at 7:49 p.m.**

**CARRIED**



## **MINUTES**

**DATE:** February 14, 2023

The February 14, 2023 PDAC Meeting was held on the above date and called to order at 7:50 p.m. via electronic participation and in-person at 23 Brock Rd S, Puslinch.

1. **CALL THE MEETING TO ORDER (OPENING REMARKS)**

2. **ROLL CALL**

**ATTENDANCE:**

**PRESENT:**

Councillor John Sepulis, Chair  
Paul Sadhra  
Chris Pickard

**ABSENT:**

Jeffrey Born  
Dennis O'Connor

**STAFF IN ATTENDANCE:**

1. Lynne Banks, Secretary/Treasurer
2. Courtenay Hoytfox, Municipal Clerk
3. Justine Brotherston, Deputy Clerk
4. Joanna Salsberg, Planner, County of Wellington

3. **MOMENT OF REFLECTION**

4. **CONFIRMATION OF THE AGENDA**

**Resolution No. 2023-001:**

Moved by Committee Member Paul Sadhra and  
Seconded by Committee Member Chris Pickard

**That the Committee approves the February 14, 2023 Agenda as circulated.**

**CARRIED**

5. **DISCLOSURE OF CONFLICT OF INTEREST:**

None

6. **DELEGATIONS**

None

7. **CONSENT AGENDA**

**7.1 APPROVAL OF MINUTES**

**7.1.1 January 10, 2023**

**Resolution No. 2023-002:**

Moved by Committee Member Paul Sadhra and  
Seconded by Committee Member Chris Pickard

**That the Planning and Development Advisory Committee approves the Minutes from the meeting held January 10, 2023.**



**CARRIED**

## **7.2 OTHER CONSENT ITEMS**

### **7.2.1 Correspondence summarizing Bill 23 and Bill 109 changes**

#### **Resolution No. 2023-003:**

Moved by Committee Member Paul Sadhra and  
Seconded by Committee Member Chris Pickard

**That the Committee receives the Consent Agenda Item 7.2.1 for information.**

**CARRIED**

## **8. NOTICE OF PUBLIC MEETINGS/HEARINGS**

Direction from last Council meeting that a public meeting be held for the zoning amendment application for 128 Brock Rd S on March 22, 2023 at 7:00 p.m.

## **9. LAND DIVISION (CONSENTS)**

### **9.1 LAND DIVISION (CONSENTS)**

**9.1.1 Severance application B1-23 (D10-TON) – Louis Tonin – c/o P. Willis & Lynn Brombal – Part Lots 8 & 9, Concession 10, municipally known as 900 Watson Rd S, Township of Puslinch.**

Proposed severance is 1.54 hectares with 80m frontage, existing agricultural use for proposed rural residential use.

Retained parcel is 1.37 hectares with 173m frontage, existing and proposed rural residential use with existing house and 2 sheds.

#### **Resolution No. 2023-004:**

Moved by Committee Member Paul Sadhra and  
Seconded by Committee Member Chris Pickard

**That the Committee supports Severance Application B1-23 subject to the following conditions:**

- 1. That the Owner satisfy all the requirements of the Township of Puslinch, financial and otherwise (including taxes paid in full and Consent Review/Condition Clearance fee) which the Township may deem to be necessary at the time of issuance of the Certificate of Consent for the property and orderly development of the subject lands. Any fees incurred by the Township for the review of this application will be the responsibility of the applicant; and further that the Township of Puslinch file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.**
- 2. That safe access to the proposed severed lands can be accommodated to the satisfaction of the Township; and further that the Township file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.**
- 3. That the Owner shall be required to obtain a change of use permit for the onsite storage building, or, in the alternative a demolition permit to demolish the onsite storage facility to the satisfaction of the Township; and further that Township of Puslinch file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.**

**CARRIED**

## **9.2 ZONING BY-LAW AMENDMENT APPLICATIONS**

### **9.2.1 Zoning By-Law Amendment Application D14/WEL – Wellington Motor Freight –**



**Part Lot 24, Concession 7; Part Lot 24, Concession 8; Part Road Allowance between Concessions 7 & 8 as in RO677671 and RO677672 Save & Except Part 1, 61R-21577; Township of Puslinch.**

The purpose and effect of this application is to amend the Township of Puslinch New Comprehensive Zoning By-law 23-2018 to rezone the lands from Highway Commercial (Special Provision 89) (HC 89) to:

1. Site Specific Industrial (IND- ) to permit a warehouse and transportation hub.

**Resolution No. 2023-005:**

Moved by Committee Member Chris Pickard and  
Seconded by Committee Member Paul Sadhra

**That the Planning and Development Advisory Committee receives the zoning by-law amendment application D14/WEL and submits the following comments to Council for consideration:**

1. The Committee supports application in principle.
2. Is there a possibility to use ROW for landscaping if possible to soften along the parking area along Brock Rd S. in accordance with the Township's urban design guidelines.
3. The results of noise study are to be considered.
4. The Committee has concerns regarding the impact to residents with respect to traffic noise.

**CARRIED**

**10. CORRESPONDENCE**

None

**11. NEW BUSINESS**

- 11.1 Planning and Development Advisory Committee Terms of Reference Review
- 11.2 Property Standards Appeal Committee Terms of Reference Review
- 11.3 Line Fences Act Training

**Resolution No. 2023-006:**

Moved by Committee Member Chris Pickard and  
Seconded by Committee Member Paul Sadhra

1. That the Planning and Development Advisory Committee receives the new business items 11.1 and 11.3 for information
2. That the Planning and Development Advisory Committee requests that new business item 11.2 be deferred until the all members of the Committee are in attendance.

**CARRIED**

**12. ADJOURNMENT:**

**13. Resolution No. 2023-007:**

Moved by Committee Member Paul Sadhra and  
Seconded by Committee Member Chris Pickard

**That the Planning and Development Advisory Committee hereby adjourns at 9:02 p.m.**

**CARRIED**



## **Grand River Conservation Authority**

*Summary of the General Membership Meeting – March 24, 2023*

*To GRCA/GRCF Boards and Grand River watershed municipalities - Please share as appropriate.*

### **Action Items**

*The Board approved the resolutions in the following reports as presented in the agenda:*

- GM-03-23-25 - Updated Inventory of Programs and Services - Requirement under O.Reg 687/21
- GM-03-23-24 - Progress Report #4 - Requirement under O.Reg. 687/21
- GM-03-23-28 - Financial Summary
- GM-03-23-26 - Janitorial and Sanitation Supply Request for Proposal
- GM-03-23-27 - Conestogo Pheasant Club Pilot Project
- GM-03-23-22 - Permit Application 148/23 - Development, Interference with Wetlands and Alterations to Shorelines Regulation
- Property Disposition - City of Brantford (Closed Agenda)

### **Information Items**

*The Board received the following reports as information:*

- Minutes of the Ad-Act Conservation Authorities Act Committee - March 13, 2023
- GM-03-23-23 - Cash and Investment Status
- GM-03-23-21 - Grand River Watershed Report Card
- GM-03-23-30 - Grand River Watershed Flood Notification System
- GM-03-23-29 - Current Watershed Conditions

### **Correspondence**

*The Board received the following correspondence:*

- Ministry of Natural Resources and Forestry response to MPP Ted Arnott re: Bill 23
- Don McLean, Marie Covert and Ellen Tolmie re: Wetlands Protection

### **Source Protection Authority**

*The General Membership of the GRCA also acts as the Source Protection Authority Board. No meeting was held this month.*

*For full information, please refer to the [March 24 Agenda Package](#). Complete agenda packages and minutes of past meetings can be viewed on our [online calendar](#). The minutes of this meeting will be posted on our online calendar following the next meeting of the General Membership scheduled on April 28, 2023.*

*You are receiving this email as a GRCA board member, GRCF board member, or a Grand River watershed member municipality. If you do not wish to receive this monthly summary, please respond to this email with the word 'unsubscribe'.*



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**From:** Eowyn Spencer <espencer@grandriver.ca>  
**Sent:** Friday, March 24, 2023 2:23 PM  
**To:** Submission of Grand River CA Progress Report #4 and Inventory of Programs & Services - O.Reg 687/21 under the Conservation Authorities Act  
**Subject:** GM-03-23-24 - Progress Report 4\_Requirement under OReg 687\_21.pdf; GM-03-23-25 - Inventory of Programs and Services\_Combined.pdf  
**Attachments:**

Greetings Grand River watershed participating municipalities:

Please be advised that at the General Meeting held on March 24, 2023, the Grand River Conservation Authority (GRCA) General Membership passed the following two motions:

1. *THAT the update to the Grand River Conservation Authority's Inventory of Programs and Services be approved, circulated to all participating Grand River watershed municipalities, posted on the GRCA website, and submitted to the Ministry of Natural Resources and Forestry in accordance with Ontario Regulation 687/21.*
2. *THAT Progress Report #4 be approved, circulated to all participating Grand River watershed municipalities, posted on the GRCA website, and submitted to the Ministry of Natural Resources and Forestry in accordance with Ontario Regulation 687/21.*

The GRCA Inventory of Programs and Services Update, as well as Progress Report #4 are attached for your information. In accordance with O.Reg 687/21 under the *Conservation Authorities Act*, the Inventory will also be [posted on our website](#) and circulated separately as official submission to the Ministry of Natural Resources and Forestry.

Should you have any comments on the update and progress report please reach out directly to [Samantha Lawson](#).

Kind regards,

**Eowyn Spencer**  
Executive Assistant  
Grand River Conservation Authority

400 Clyde Road, PO Box 729  
Cambridge, ON N1R 5W6  
Office: 519-621-2763 ext. 2240  
Toll-free: 1-866-900-4722

# Grand River Conservation Authority

**Report number:** GM-03-23-25

**Date:** March 24, 2023

**To:** General Membership of the Grand River Conservation Authority

**Subject:** Updated Inventory of Programs and Services – Requirement under O.Reg.687/21

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## Recommendation:

THAT the updated Inventory of Programs and Services be approved, circulated to all participating Grand River watershed municipalities, posted on the Grand River Conservation Authority website, and submitted to the Ministry of Natural Resources and Forestry in accordance with Ontario Regulation 687/21.

## Summary:

The P&S Inventory charts have been updated to reflect the:

- 1) government mandate that prohibits Conservation Authorities from providing planning services related to natural heritage, and
- 2) reallocation of certain Conservation Services activities from Category 2 to Category 3.

## Report:

As a requirement under *O.Reg.687/21*, the Grand River Conservation Authority (GRCA) has developed an Inventory of Programs and Services based on the three categories identified in the Regulation. These categories include: (1) Mandatory, (2) Municipally requested, and (3) Other (Authority determines are advisable).

On January 28, 2022, Feb 25, 2022, and December 16, 2022 draft versions of the Inventory of Programs and Services were presented to the Board. Following Board approval, they were posted on the GRCA website, and circulated to all participating municipalities and the Ministry of Environment, Conservation, and Parks.

Updated Charts A, B, C, and D are attached and a summary of the changes are provided in TABLE 1 – Summary of Changes. These updated charts reflect the government mandate that prohibits Conservation Authorities from providing planning services related to natural heritage and a reallocation of certain Conservation Services activities from Category 2 to Category 3.

Chart A updates:

- a) Eliminate Item #5 – Planning Services (Natural Heritage) as a Category 2 group given mandate by government which prevents conservation authorities from commenting on planning services related to natural heritage.
- b) Revise description wording for item #9 -Watershed Services (Category 2) to better define the scope of conservation services activities undertaken.
- c) Revise description wording for item #10 Conservation Services (other program areas) to reflect the reallocation of certain conservation services from Category 2 to Category 3.

Chart B updates:

- a) Item #4 Resource Planning-Plan Input and Review, Permitting and Solicitor Enquiries
  - Reallocated costs from item #5 to item #4. The percentage revenue distribution figures represent the estimated revenue distribution for the draft 2023 budget. The full cost from item #5 that is being eliminated has been allocated to item #4. It is expected that some of the item #5 category 2 costs will be considered category 1

activities. For example, wetland assessment related to hydrological features are considered category 1 and staff time will be reallocated to category 1 activities to meet service demands. Funding for added costs will be managed by use of the transition reserve as a short-term strategy.

- b) Item #5 Planning Services (Natural Heritage) – Category 2
  - Reallocated costs to item #4 – Category 1 planning services.
- c) Item #9 – Watershed Services
  - The cost figures remained the same given that the only specific service delivery item being reclassified are water festivals which have not been held since 2019, thus no costs were included in the draft 2022 budget and draft 2023 budget. The applicable costs being considered are nominal in nature historically.
- d) Item #10 - Conservation Services-(other program areas)
  - The costs remained the same given the nominal amounts involved. See item #9 above for rationale to not adjust costs.

Chart C updates:

- a) Remove 'Planning Services (Natural Heritage)'
- b) Revise description for Watershed Services to coincide with description from Chart A (item #9)

Chart D updates:

- a) Revise description for Conservation Services (non-municipal program areas) to coincide with description from Chart A (item #10)

TABLE 1 - Summary of Changes:

Item #	P&S Inventory Jan 1, 2023	Revised P&S Inventory April 1, 2023	Comments
4	Resource Planning-Plan Input and Review, Permitting and Solicitor Enquiries	Modify Costs	Reallocated costs from item #5 to items #4. Recalculated revenue percentages.
5	Planning Services (Natural Heritage)	Eliminated.	Reallocated costs to item #4
9	Watershed Services	Reclassify certain types of conservation services from Category 2 to Category 3 (i.e. water festivals)	Rationale: (a) the expectations of participating municipalities would be better managed by classifying certain activities as category 3, (b) benefiting municipality clearly delineated and serviced based on specific agreement, and (c ) limited available GRCA resources can be better managed (i.e. manage the capacity of existing staff resources)
10	10(a) Conservation Services (non-municipal program areas)	10(a) title changed to Conservation Services (Other Programs)	See item #9 above for rationale.

Item #	P&S Inventory Jan 1, 2023	Revised P&S Inventory April 1, 2023	Comments
	10(b) Volunteer Engagement	Reclassify certain types of conservation services from Category 2 to Category 3 (i.e. water festivals)	

Once the updated Inventory of Programs and Services is approved, it will be circulated to all participating municipalities and the Ministry of Natural Resources and Forestry (MNRF) prior to the legislative deadline of April 1, 2023. The Inventory will also be posted on the Grand River Conservation Authority's website for public access.

### **Financial Implications:**

Not applicable.

### **Other Department Considerations:**

Not applicable.

### **Submitted by:**

Samantha Lawson  
Chief Administrative Officer

CHART A

**Programs & Services Inventory Listing - Category, Description, Rationale for Category-March 24 2023 (version #4)**

GRAND RIVER CONSERVATION AUTHORITY

To March 24th, 2023 General Membership Meeting

	<b>Programs &amp; Services Inventory</b>	<b>Category</b> 1-Mandatory 2-Municipal P&S 3-Other	<b>Applicable Section of the Act</b>	<b>Description</b>	<b>Category 1 Programs &amp; Services- Applicable Section under Regulation 686/21 'Mandatory Programs and Services'</b>
<sup>1</sup>	Flood Forecasting & Warning (FFW)	1	<p><b><u>21.1 (1) para 1. (i)</u></b> P&amp;S related to risk of natural hazards</p> <p><b><u>21.1 (1) para 1. (iv)</u></b> Services provided related to duties and functions under the Act.</p> <p><b><u>21.1 (1) para 2.</u></b> Other P&amp;S not included in para 1.</p>	<ul style="list-style-type: none"> <li>• Maintain computerized (Flood Forecasting and Warning) FFW system.</li> <li>• Operate 24 hour on call/duty officer system to respond to flooding events.</li> <li>• Maintain Communications and Emergency Response systems.</li> <li>• Collect and maintain data from dams, streamflow gauges, rainfall gauges, and snow courses.</li> <li>• Issue flood warnings</li> <li>• Operate reservoirs to reduce flooding.</li> </ul>	<p>Section 2 Flood forecasting and warning</p> <p>Section 12 (1)2, 12(1)3, 12(1)4</p>
<sup>2</sup>	Water Control Structures-Flood Control, Small Dams & Ice Management	1	<p><b><u>21.1 (1) para 1. (i)</u></b> P&amp;S related to risk of natural hazards - <i>Flood Control Structures &amp; Ice Management</i></p> <p><b><u>21.1 (1) para 1. (ii)</u></b> P&amp;S related to management of lands owned by Authority- <i>Small Dams</i></p>	<p><u>Flood Control Structures</u> Operate and maintain 7 major flood control structures, 5 major dike systems.</p> <ul style="list-style-type: none"> <li>• Perform dam safety reviews, inspections, monitoring, and capital maintenance and upgrade projects.</li> <li>• Develop and implement public safety plans for structures.</li> </ul> <p><u>Small Dams</u></p> <ul style="list-style-type: none"> <li>• Operate and maintain 22 small dams and surrounding lands.</li> </ul> <p><u>Ice Management</u></p> <ul style="list-style-type: none"> <li>• Perform Ice Management Activities and respond to flooding from ice jams by issuing flood warnings</li> </ul>	<p>Section 1 (1) (3) Risk of flooding hazard</p> <p>Section 5 (1) (1) Water control infrastructure</p> <p>Section 5 (1) (2) Erosion control infrastructure</p> <p>Section 9 (2) (i), (ii), (iv) Conservation lands-required component</p> <p>Section 4 - Ice management</p>

	Programs & Services Inventory	Category 1-Mandatory 2-Municipal P&S 3-Other	Applicable Section of the Act	Description	Category 1 Programs & Services- Applicable Section under Regulation 686/21 'Mandatory Programs and Services'
				<p>and providing support to municipal emergency management personal</p> <ul style="list-style-type: none"> <li>• <b><i>NEW-Develop and Implement Operational Plan Natural Hazard Infrastructure by Dec 31, 2024</i></b></li> <li>• <b><i>NEW-Develop Asset Management Plan Natural Hazard Infrastructure by Dec 31, 2024</i></b></li> <li>• <b><i>NEW - Develop Ice Management Plan by December 31, 2024</i></b></li> </ul>	
3	Floodplain Mapping	1	<b><u>21.1 (1) para 1. (i)</u></b> P&S related to risk of natural hazards	<ul style="list-style-type: none"> <li>• Update and maintain flood line mapping.</li> <li>• Develop natural hazards mapping.</li> </ul>	Section 1 (3) (1) (i) Collect information and map areas of natural hazards.
4	Resource Planning- Plan Input and Review, Permitting and Solicitor Enquiries	1	<b><u>21.1 (1) para 1. (i)</u></b> P&S related to risk of natural hazards	<ul style="list-style-type: none"> <li>• Process permits related to development, alteration or other activities in regulated areas.</li> <li>• Review official plans, secondary and community plans, zoning bylaws, development applications and other proposals (i.e. environmental assessments)</li> <li>• Enforce applicable regulations.</li> <li>• Develop and maintain policies and guidelines to manage natural hazards.</li> <li>• Provide advisory services to the province and municipalities.</li> </ul>	<p>Section 6 - comment on applications, proposals</p> <p>Section 7 - plan review, comments</p> <p>Section 8 - administering and enforcing the act</p>
5	Planning Services (Natural Heritage)		Eliminated		
6	Watershed Resources- Planning	1	<b><u>21.1 (1) para 1. (i)</u></b> P&S related to risk of natural hazards  <b><u>21.1 (1) para 1. (iii)</u></b>	<ul style="list-style-type: none"> <li>• Operate monitoring stations.</li> <li>• Complete field sampling in support of the Provincial Water Quality Network.</li> <li>• Maintain provincial ground monitoring network (PGWN).</li> </ul>	<p>Section 3 - Drought or low water response.</p> <p>Section 5 (2) (1) - Develop Operational Plan</p> <p>Section 5 (2) (2) - Develop Asset Management Plan</p>



	Programs & Services Inventory	Category 1-Mandatory 2-Municipal P&S 3-Other	Applicable Section of the Act	Description	Category 1 Programs & Services- Applicable Section under Regulation 686/21 'Mandatory Programs and Services'
			<p>P&amp;S related to duties as a source protection authority under the Clean Water Act.</p> <p><b><u>21.1 (1) para 1. (2)</u></b> Other P&amp;S prescribed by regulations.</p>	<ul style="list-style-type: none"> <li>• Maintain water budget to support sustainable water use in the watershed.</li> <li>• Operate a drought response program.</li> <li>• Analyze and report on water quality conditions in the Grand River. Provide technical advice to municipal waste water master plans, assimilative capacity studies and municipal waste water optimization.</li> <li>• Provide advice on water use permits to province.</li> <li>• Report on emerging climate change impacts.</li> <li>• <b><i>NEW - Prepare Watershed-based Resource Management Strategy by Dec 31, 2024</i></b></li> </ul>	<p>Section 5 (4) Update operational or asset management plans Section 12 (1) 1. - Groundwater Monitoring Section 12 (1) 2. - Stream Monitoring Section 12 (1) 3. - Watershed-based Management Strategy Section 13 - Source Protection Authority under Clean Water Act</p>
<sup>7</sup>	Planning Services (Subwatershed Planning)	2	<p><b><u>21.1.1</u></b> P&amp;S provided on behalf of a municipality under an MOU</p>	<ul style="list-style-type: none"> <li>• Partner with municipalities to provide natural heritage input and review for subwatershed and other plans for streams and tributaries, which provide background on surface water, ground water, natural heritage ecosystems and recommend sustainable solutions to urban growth.</li> </ul>	<p>Not applicable. See CHART C for information required to be provided under Regulation Section 6 Subsection (5).</p>
<sup>8</sup>	Source Protection Planning	1	<p><b><u>21.1 (1) para 1. (iii)</u></b> P&amp;S related to duties as a source protection authority under the Clean Water Act.</p>	<ul style="list-style-type: none"> <li>• Deliver the provincial source protection planning program under the Clean Water Act 2006 for the Lake Erie Source Protection Region made up of four watersheds.</li> </ul>	<p>Section 13 - Source Protection Authority under Clean Water Act</p>
<sup>9</sup>	Watershed Services	2	<p><b><u>21.1.1</u></b> P&amp;S provided on behalf of a municipality under an MOU</p>	<p><u>Conservation Services:</u></p> <ul style="list-style-type: none"> <li>• Coordinate the grant program delivered to private landowners to encourage adoption of agricultural and rural landowner best management practices and projects to improve and protect water quality,</li> </ul>	<p>Not applicable. See CHART C for information required to be provided under Regulation Section 6 Subsection (5).</p>

	Programs & Services Inventory	Category 1-Mandatory 2-Municipal P&S 3-Other	Applicable Section of the Act	Description	Category 1 Programs & Services- Applicable Section under Regulation 686/21 'Mandatory Programs and Services'
				<p>soil health and related initiatives (i.e. restore natural areas and private land tree planting).</p> <ul style="list-style-type: none"> <li>Participate in and deliver community events, and agricultural/landowner workshops to promote landowner environmental stewardship action.</li> </ul> <p><u>Water Quality:</u></p> <ul style="list-style-type: none"> <li>wastewater optimization, surface water quality monitoring, modelling, analysis and reporting, and groundwater quality analysis and reporting</li> </ul> <p><u>Watershed sciences and collaborative planning:</u></p> <ul style="list-style-type: none"> <li>watershed and landscape science, reporting, plans and working groups</li> </ul>	
10	<p>10 (a) Conservation Services (other program areas)</p> <p>10 (b) Volunteer Engagement</p>	3	<p><b>21.1.2</b></p> <p>P&amp;S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.</p>	<p><u>10 (a)</u></p> <ul style="list-style-type: none"> <li>Deliver special projects that study and/or provide awareness and education related to improving and protecting water quality and related initiatives. This may include special events such as water festivals.</li> </ul> <p><u>10(b)</u></p> <ul style="list-style-type: none"> <li>Develop and deliver GRCA volunteer activities to enable public participation in GRCA environmental activities. The delivery model for this program is under review.</li> <li></li> </ul>	<p>Not applicable.</p> <p>See CHART D for information required to be provided under Regulation Section 6 Subsection (6).</p>
11	<p>Conservation Lands Management-Operating and Capital Maintenance costs related to authority owned</p>	1	<p><b>21.1 (1) para 1. (ii)</b></p> <p>P&amp;S related to conservation and management of lands owned by Authority.</p>	<ul style="list-style-type: none"> <li>Maintain passive conservation areas.</li> <li>Maintain property integrity (i.e. encroachments) and security (unauthorized use)</li> <li>Develop and maintain trail network.</li> <li>Manage wetlands and floodplain lands.</li> <li>Capital and operational support services provided to maintain the built infrastructure on GRCA lands.</li> </ul>	<p>Section 9 (1) (1) prepare a conservation area strategy by Dec 31, 2024.</p> <p>Section 9 (1) (2) Conservation lands-required component-objectives</p>

	Programs & Services Inventory	Category 1-Mandatory 2-Municipal P&S 3-Other	Applicable Section of the Act	Description	Category 1 Programs & Services- Applicable Section under Regulation 686/21 'Mandatory Programs and Services'
	lands including Trail Management, Land acquisitions and disposal, property taxes			<ul style="list-style-type: none"> <li>Create and maintain Asset Management Plan for built infrastructure on GRCA lands.</li> <li>Dispose of lands declared surplus and plan for disposition of other surplus lands.</li> <li>Acquire environmentally significant conservation lands (<i>greenspace management</i>).</li> <li><b>NEW- Prepare a conservation area strategy</b></li> <li><b>NEW - Prepare a land inventory by Dec 31, 2024</b></li> </ul>	Section 9 (1) (3) prepare land inventory by Dec 31, 2024
12	Conservation Lands Management-Hazard Tree Management, Forestry Management-Operations	1	<u><b>21.1 (1) para 1. (i)</b></u> P&S related to risk of natural hazards  <u><b>21.1 (1) para 1. (ii)</b></u> P&S related to conservation and management of lands owned by Authority.	<ul style="list-style-type: none"> <li>Operate hazard tree management program on GRCA lands</li> <li>Deliver forest management, tree planting, woodlot thinning, selective harvesting, and naturalization projects on GRCA lands</li> <li>Maintain the Managed Forest Tax Incentive Program.</li> <li>Invasive Species Management.</li> </ul>	Section 1 (1) (4) Risk of hazardous lands  Section 9 (1) (2) Conservation lands-required components
13	Conservation Lands-Natural Heritage Management	1	<u><b>21.1 (1) para 1. (ii)</b></u> P&S related to conservation and management of lands owned by Authority.	<ul style="list-style-type: none"> <li>Provide planning services/assistance to enhance, restore, rehabilitate, and protect aquatic and terrestrial ecosystems on GRCA owned lands.</li> </ul>	Section 9 (2) (iv) Conservation lands-required components
14	Private Land Tree Planting & Nursery Operations	3	<u><b>21.1.2</b></u> P&S that the authority determines to provide within its area of jurisdiction	<ul style="list-style-type: none"> <li>Provide services to private and public landowners and community groups to engage in tree planting activities.</li> <li>Operate the Burford Nursery.</li> </ul>	Not applicable. See CHART D for information required to be provided under Regulation Section 6 Subsection (6).

	Programs & Services Inventory	Category 1-Mandatory 2-Municipal P&S 3-Other	Applicable Section of the Act	Description	Category 1 Programs & Services- Applicable Section under Regulation 686/21 'Mandatory Programs and Services'
			to further the purpose of this Act.		
15	Environmental Education	3	<b>21.1.2</b> P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	Deliver outdoor education sessions: <ul style="list-style-type: none"> <li>• school classes</li> <li>• day-camp program</li> <li>• community groups</li> <li>• private groups</li> </ul> Operate six outdoor education centres-Apps, Laurel Creek, Shades Mills, Guelph, Taquanyah, Rockwood.	Not applicable. See CHART D for information required to be provided under Regulation Section 6 Subsection (6).
16	Property Rentals	3	<b>21.1.2</b> P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	<ul style="list-style-type: none"> <li>• Rent 733 cottage lots at Belwood Lake and Conestogo Lake.</li> <li>• Lease agricultural lands.</li> <li>• Lease 8 residential units.</li> <li>• Over 50 miscellaneous commercial agreements for use of GRCA lands.</li> </ul>	Not applicable. See CHART D for information required to be provided under Regulation Section 6 Subsection (6).
17	Hydro Production	3	<b>21.1.2</b> P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	<ul style="list-style-type: none"> <li>• Generate hydro revenue from turbines at four dams (Shand, Connestogo, Guelph and Drimmie).</li> </ul>	Not applicable. See CHART D for information required to be provided under Regulation Section 6 Subsection (6).
18	Conservation Areas	3	<b>21.1.2</b> P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	<ul style="list-style-type: none"> <li>• Operate 11 active Conservation Areas (8 camping and 3 day-use only).</li> <li>• Operate Luther Conservation Area</li> <li>• Offer hunting on some GRCA Lands</li> </ul>	Not applicable. See CHART D for information required to be provided under Regulation Section 6 Subsection (6).

	Programs & Services Inventory	Category 1-Mandatory 2-Municipal P&S 3-Other	Applicable Section of the Act	Description	Category 1 Programs & Services- Applicable Section under Regulation 686/21 'Mandatory Programs and Services'
19	Communications -Mandatory	1	<b><u>21.1 (1) para 1. (iv)</u></b> Services provided related to duties and functions under the Act.	<ul style="list-style-type: none"> <li>• Media Relations</li> <li>• Public Relations and awareness building</li> <li>• Website management</li> <li>• Social media management</li> <li>• Community engagement and public consultation</li> <li>• Corporate brand management</li> </ul>	Regulations pending.
20	Communications -Non-mandatory programs	3	<b><u>21.1.2</u></b> P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	<ul style="list-style-type: none"> <li>• Media Relations</li> <li>• Public Relations and awareness building</li> <li>• Website management</li> <li>• Social media management</li> </ul>	Not applicable. See CHART D for information required to be provided under Regulation Section 6 Subsection (6).
21	Corporate Services- Mandatory	1	<b><u>21.1 (1) para 1. (iv)</u></b> Services provided related to duties and functions under the Act.	<p>Provide the following administrative services that support mandatory program delivery:</p> <ul style="list-style-type: none"> <li>• Office of the CAO</li> <li>• Finance</li> <li>• Human Resources/ Health &amp; Safety</li> <li>• Payroll</li> <li>• Office Services</li> <li>• Building Services</li> </ul> <p>Administrative expenses incurred:</p> <ul style="list-style-type: none"> <li>• General membership</li> <li>• Head office building</li> <li>• Office supplies, postage, bank fees</li> <li>• Head office communication system</li> <li>• Insurance</li> <li>• Audit Fees</li> <li>• Consulting, legal, labour relations</li> <li>• H&amp;S Equipment, inspections, training</li> <li>• Conservation Ontario Fees</li> </ul>	Regulations pending.

	Programs & Services Inventory	Category 1-Mandatory 2-Municipal P&S 3-Other	Applicable Section of the Act	Description	Category 1 Programs & Services- Applicable Section under Regulation 686/21 'Mandatory Programs and Services'
				<ul style="list-style-type: none"> <li>• Corporate Professional Development</li> <li>• Unallocated Motor Pool and Information</li> <li>• Systems and Technology expenses</li> <li>• Uninsured losses, damage to GRCA assets</li> </ul>	
22	Corporate Services- Non-Mandatory programs	3	<b>21.1.2</b> P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	Allocate administrative services and expenses that are incremental to delivering non-mandatory programs: <ul style="list-style-type: none"> <li>• Finance</li> <li>• Office supplies, postage, bank fees</li> <li>• Head office communication system</li> <li>• Insurance</li> <li>• Audit Fees</li> <li>• Consulting, legal, labour relations</li> <li>• H&amp;S Equipment, inspections, training</li> <li>• Conservation Ontario Fees</li> <li>• Corporate Professional Development</li> <li>• General</li> </ul>	Not applicable. See CHART D for information required to be provided under Regulation Section 6 Subsection (6).



## CHART B

**P&S Inventory Listing - Costs & Funding Sources (note 1) – March 24 2023 (version #4)**

GRAND RIVER CONSERVATION AUTHORITY

*To March 24th, 2023 General Membership Meeting*

Ref #	P&S Inventory Name	Category	TOTAL EXPENSES (Source: draft 2023 Budget)	TOTAL EXPENSES (Source: draft 2022 Budget)	Annual EXPENSES- Five Year Average 2017-2021	Municipal Levy	Municipal MOUs/ Agreements	Provincial/ Federal / Other Municipal	Self-Generated-Program Revenue	Self-Generated-Other Revenue (note 2)	Reserves	Comment
1	Flood Forecasting & Warning (FFW)	1	\$1,113,000	\$1,033,000	\$1,063,000	78%		15%			8%	Provincial Section 39 Funding
2	Water Control Structures-Flood Control, Small Dams, Ice Management	1	\$3,643,200	\$3,457,700	\$3,413,000	70%		27%			3%	Provincial Section 39 Funding and WECL Funding
3	Floodplain Mapping	1	\$105,000	\$100,000	\$375,000	100%		TBD			TBD	Federal Funding available for special projects combined with use of reserves.
4	Resource Planning-Plan Input and Review, Permitting and Solicitor Enquiries	1	\$2,563,800 (was \$2,101,500)	\$2,291,200 (was \$2,051,200)	\$1,925,000 (was \$1,685,000)	48%		2% (was nil)	48% (was 50%)		2%	Permit, Plan Review & Solicitor Enquiry Fee Revenue Federal-Species at Risk
5	Planning Services (Natural Heritage)	eliminate	NIL (was \$462,300)	NIL (was \$240,000)	NIL (was \$240,000)		NIL Was 70%	NIL (was 9%)	NIL (was 21%)			
6	Watershed Resources-Planning	1	\$1,386,000	\$1,651,400	\$1,684,000	92%			3%		5%	

Ref #	P&S Inventory Name	Category	TOTAL EXPENSES (Source: draft 2023 Budget)	TOTAL EXPENSES (Source: draft 2022 Budget)	Annual EXPENSES- Five Year Average 2017-2021	Municipal Levy	Municipal MOUs/ Agreements	Provincial/ Federal / Other Municipal	Self-Generated-Program Revenue	Self-Generated-Other Revenue (note 2)	Reserves	Comment
7	Planning Services (Subwatershed Planning)	2	\$280,000	\$233,000	\$262,000		82%	18%				Other Municipal-Current Municipal agreements
8	Source Protection Planning	1	\$640,000	\$640,000	\$1,058,000			100%				Provincial Funding
9	Watershed Services	2	\$1,562,500	\$1,386,200	\$1,551,000		49%	51%				Provincial Funding & Other Municipal-Current Municipal agreements
10	10 (a) Conservation Services (other program areas) 10 (b) Volunteer Engagement	3	10(a) \$71,200 10(b) \$10,000	NIL	\$97,000			37%		63%		Provincial Funding
11	Conservation Lands Management-Operating and Capital Maintenance costs related to authority owned lands including Trail Management, Land acquisitions and disposals, property taxes	1	\$2,314,800	\$2,043,800	\$2,625,000	91%					9%	Reserves for Demolition expense. Land acquisition and disposal costs are funded with reserves.

Ref #	P&S Inventory Name	Category	TOTAL EXPENSES (Source: draft 2023 Budget)	TOTAL EXPENSES (Source: draft 2022 Budget)	Annual EXPENSES- Five Year Average 2017-2021	Municipal Levy	Municipal MOUs/ Agreements	Provincial/ Federal / Other Municipal	Self-Generated-Program Revenue	Self-Generated-Other Revenue (note 2)	Reserves	Comment
12	Conservation Lands Management-Hazard Tree Management, Forestry Management-Operations	1	\$539,000	\$509,900	\$478,000	92%			8%			Timber Sales Revenue, Donations
13	Conservation Lands-Natural Heritage Management	1	\$185,800	\$238,000	\$349,000	100%			TBD			TBD-Ecological Restoration special projects with external funding
14	Private Land Tree Planting & Nursery Operations	3	\$867,300	\$862,400	\$777,000				67%	33%		Fee revenue and allocation of Category 3 Fee Revenue
15	Environmental Education	3	\$675,100	\$653,600	\$1,072,000				74%	26%		Fee Revenue
16	Property Rentals	3	\$1,095,200	\$1,022,500	\$1,144,000				100%			Fee Revenue
17	Hydro Production	3	\$212,000	\$210,000	\$384,000				100%			Fee Revenue
18	Conservation Areas	3	\$10,887,000	\$9,428,000	\$9,750,000				92%	3%	5%	Fee Revenue
19	Communications-Mandatory	1	\$497,500	\$477,500	\$486,000	100%						
20	Communications-Non-mandatory programs	3	\$100,000	\$100,000	\$92,000					100%		Allocation of Category 3 Fee Revenue

Ref #	P&S Inventory Name	Category	TOTAL EXPENSES (Source: draft 2023 Budget)	TOTAL EXPENSES (Source: draft 2022 Budget)	Annual EXPENSES- Five Year Average 2017-2021	Municipal Levy	Municipal MOUs/ Agreements	Provincial/ Federal / Other Municipal	Self-Generated-Program Revenue	Self-Generated-Other Revenue (note 2)	Reserves	Comment
21	Corporate Services-Mandatory	1	\$3,372,288	\$3,498,288	\$3,125,000	84%		2%	3%		11%	Provincial SPP funding, Interest Income
22	Corporate Services-Non-Mandatory programs	3	\$1,158,000	\$1,086,000	\$874,000					100%		Allocation of Category 3 Fee Revenue

Note 1-Revenue percentages represent estimated revenue distribution of draft 2023 budget expenses under the new regulations.

Note 2-Self generated-Other Revenue represents surplus revenue from category 3 programs (Property Rentals, Hydro Production) and interest income.

CHART C

**Programs & Services Inventory Listing - Category 2 - Details of Municipal Agreements – March 24 2023 (version #4)**

GRAND RIVER CONSERVATION AUTHORITY

To March 24th, 2023 General Membership Meeting

Extract:

Ontario Regulations 687/21 - Transition Plans and Agreements for Programs and Services Under Section 21.1.2 of the Act

Section 6 Subsection 5 requirements

(5) For each Category 2 program or service listed in the inventory under clause (2) (a), the authority shall include the following information:

1. The name of the municipality on behalf of which the program or service is provided.
2. The date on which the authority and the municipality entered into a memorandum of understanding or another agreement with respect to the provision of the program or service.

Programs & Services Inventory	Category 1-Mandatory 2-Municipal P&S 3-Other	Applicable Section of the Act	Description	Memorandum of Understanding (MOU)/Agreement Status
Planning Services (Subwatershed Planning)	2	<u>21.1.1</u> P&S provided on behalf of a municipality under an MOU	<ul style="list-style-type: none"> <li>Partner with municipalities to provide natural heritage input and review for subwatershed and other plans for streams and tributaries, which provide background on surface water, ground water, terrestrial and aquatic ecosystems and recommend sustainable solutions to urban growth.</li> </ul>	Modified and/or additional MOUs will need to be negotiated with municipalities. Future updates to the P&S Inventory listing will reflect the status of MOUs.
Watershed Services	2	<u>21.1.1</u> P&S provided on behalf of a municipality under an MOU	<p><u>Conservation Services:</u></p> <ul style="list-style-type: none"> <li>Coordinate the grant program delivered to private landowners to encourage adoption of agricultural and rural landowner best management practices and projects to improve and protect water quality, soil health and related initiatives (i.e. restore natural areas and private land tree planting).</li> <li>Participate in and deliver community events, and agricultural/landowner workshops to promote landowner environmental stewardship action.</li> </ul> <p><u>Water Quality:</u></p> <ul style="list-style-type: none"> <li>wastewater optimization, surface water quality monitoring, modelling, analysis and reporting, and groundwater quality analysis and reporting</li> </ul> <p><u>Watershed sciences and collaborative planning:</u></p> <ul style="list-style-type: none"> <li>watershed and landscape science, reporting, plans and working groups</li> </ul>	Modified and/or additional MOUs will need to be negotiated with municipalities. Future updates to the P&S Inventory listing will reflect the status of MOUs.

CHART D

**Programs & Services Inventory Listing - Category 3 - Information Requirements – March 24 2023 (version #4)**

GRAND RIVER CONSERVATION AUTHORITY

To March 24th, 2023 General Membership Meeting

Extract:

Ontario Regulations 687/21 - Transition Plans and Agreements for Programs and Services Under Section 21.1.2 of the Act

Section 6 Subsection 6 requirements

For each Category 3 program or service listed in the inventory under clause (2) (a), the authority shall include the following information:

1. Whether or not the program or service was financed, in whole or in part, through municipal levies collected from participating municipalities.
2. Whether or not the authority intends to seek to enter into a cost apportioning agreement with one or more participating municipalities to ensure all or part of the financing of the program or service after the transition date.

Programs & Services Inventory	Category 1-Mandatory 2-Municipal P&S 3-Other	Applicable Section of the Act	Description	Section 6 (6) Info Requirements
- Conservation Services (other program areas) - Volunteer Engagement	3	<b>21.1.2</b> P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	<ul style="list-style-type: none"> <li>• Deliver special projects that study and/or provide awareness and education related to improving and protecting water quality and related initiatives. This may include special events such as water festivals.</li> <li>• Develop and deliver GRCA volunteer activities to enable public participation in GRCA environmental activities. The delivery model for this program is under review.</li> <li>•</li> </ul>	<p>Program and Service has been financed in part through municipal levies.</p> <p>GRCA will seek to obtain other funding sources to deliver these types of programs and services.</p>
Private Land Tree Planting & Nursery Operations	3	<b>21.1.2</b> P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	<ul style="list-style-type: none"> <li>• Provide services to private and public landowners and community groups to engage in tree planting activities.</li> <li>• Operate the Burford Nursery.</li> </ul>	<p>Program and Service has been financed in part through municipal levies.</p> <p>GRCA would seek to obtain other funding sources to deliver this program and service.</p> <p><i>Note: Indirect overhead costs related to this program are included under Communications (non-mandatory) and Corporate Services (non-mandatory) listed below.</i></p>



Programs & Services Inventory	Category 1-Mandatory 2-Municipal P&S 3-Other	Applicable Section of the Act	Description	Section 6 (6) Info Requirements
Environmental Education	3	<b>21.1.2</b> P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	Deliver outdoor education sessions: <ul style="list-style-type: none"> <li>• school classes</li> <li>• day-camp program</li> <li>• community groups</li> <li>• private groups</li> </ul> Operate six outdoor education centres-Apps, Laurel Creek, Shades Mills, Guelph, Taquanyah, and Rockwood.	Program and Service has been financed in part through municipal levies.  GRCA will seek to obtain other funding sources to deliver this program and service.  <i>Note: Indirect overhead costs related to this program included under Communications (non-mandatory) and Corporate Services (non-mandatory) listed below.</i>
Property Rentals	3	<b>21.1.2</b> P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	<ul style="list-style-type: none"> <li>• Rent 733 cottage lots at Belwood Lake and Conestogo Lake.</li> <li>• Lease agricultural lands</li> <li>• Lease 8 residential units</li> <li>• Over 50 miscellaneous commercial agreements for use of GRCA lands.</li> </ul>	Program and Service was not financed through municipal levies.  <i>Note: Indirect overhead costs related to this program included under Communications (non-mandatory) and Corporate Services (non-mandatory) listed below.</i>
Hydro Production	3	<b>21.1.2</b> P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	<ul style="list-style-type: none"> <li>• Hydro generating revenue earned at four dam locations (Shand, Conestogo, Guelph and Drimmie).</li> </ul>	Program and Service was not financed through municipal levies.  <i>Note: Indirect overhead costs related to this program included under Communications (non-mandatory) and Corporate Services (non-mandatory) listed below.</i>
Conservation Areas	3	<b>21.1.2</b> P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	<ul style="list-style-type: none"> <li>• Operate 11 active Conservation Areas (8 camping and 3 day-use only).</li> <li>• Operate Luther Conservation Area</li> <li>• Offer hunting on some GRCA Lands</li> </ul>	Program and Service was not financed through municipal levies.  <i>Note: Indirect overhead costs related to this program included under Communications (non-mandatory) and Corporate Services (non-mandatory) listed below.</i>

Programs & Services Inventory	Category 1-Mandatory 2-Municipal P&S 3-Other	Applicable Section of the Act	Description	Section 6 (6) Info Requirements
Communications -Non-mandatory programs	3	<b><u>21.1.2</u></b> P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	<ul style="list-style-type: none"> <li>• Media Relations</li> <li>• Public Relations and awareness building</li> <li>• Website management</li> <li>• Social media management</li> </ul>	<p>Program and Service has been financed in whole through municipal levies.</p> <p>GRCA will allocate revenue from other programs and services.</p>
Corporate Services- Non-Mandatory programs	3	<b><u>21.1.2</u></b> P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	<p>Allocate administrative services and expenses that are incremental to delivering non-mandatory programs:</p> <ul style="list-style-type: none"> <li>• Finance</li> <li>• Office supplies, postage, bank fees</li> <li>• Head office communication system</li> <li>• Insurance</li> <li>• Audit Fees</li> <li>• Consulting, legal, labour relations</li> <li>• H&amp;S Equipment, inspections, training</li> <li>• Conservation Ontario Fees</li> <li>• Corporate Professional Development</li> <li>• General</li> </ul>	<p>Program and Service has been financed in whole through municipal levies.</p> <p>GRCA will allocate revenue from other programs and services.</p>

# Grand River Conservation Authority

**Report number:** GM-03-23-24

**Date:** March 24, 2023

**To:** Members of the Grand River Conservation Authority

**Subject:** Progress Report #4- Ontario Regulation 687/21

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## Recommendation:

THAT Progress Report #4 be approved, circulated to all participating Grand River watershed municipalities, posted on the Grand River Conservation Authority website, and submitted to the Ministry of Natural Resources and Forestry in accordance with Ontario Regulation 687/21.

## Summary:

Not applicable.

## Report:

As a requirement under *Ontario Regulation 687/21*, the Grand River Conservation Authority (GRCA) developed and approved a Transition Plan (December 17, 2021) and Inventory of Programs and Services (version 1, dated February 28, 2022). The Inventory of Programs and Services is based on the three categories identified in the Regulation. These categories include (1) Mandatory, (2) Municipally requested, and (3) Other (Authority determines are advisable).

As required under Ontario Regulation 687/21 and identified in GRCA's Transition Plan, the GRCA is providing its Progress Report. Under the Regulation, the Progress Reports must include the following;

- Any comments or other feedback submitted by a municipality regarding the inventory
- A summary of any changes that the Authority has made to the inventory to address comments or other feedback- including a copy of the changed inventory and a description of changes
- An update on the progress of negotiations on agreements with participating municipalities
- Any difficulties that the Authority is experiencing that might affect the ability of the Authority to complete the transition plan milestones

## Progress Report Details

- 1) Municipal Comments/Feedback:
  - At this time, staff have not received any formal comments or concerns from the participating municipalities regarding the original Inventory of Programs and Services, or any of the updates including the most recent version, dated December 16, 2022.
- 2) Summary of Changes to Inventory of Programs and Services:
  - The Inventory of Programs and Services is updated to reflect refinements in Category 2 related to the Prescribed Acts Regulation (Ontario Regulation 596/22).
- 3) Update on the Progress of Negotiations with Participating Municipalities on Category 2 Programs and Services:
  - At this time, the GRCA is on track with the schedule identified in the GRCA's Transition Plan.

- Negotiation meetings with participating municipalities for Category 2 Programs and Services MOUs have started. Initial meetings have been completed with 11 out of the 22 participating municipalities.
  - GRCA staff will continue to work with neighbouring Conservation Authorities (where possible) to help streamline the process of negotiations with shared participating municipalities on Category 2 Programs and Services.
- 4) Difficulties Reaching Transition Plan Milestones:
- At this time, there have not been any difficulties identified in meeting transition plan milestones.

Once the Progress Report is approved, it will be circulated to all watershed municipalities and the Ministry of Natural Resources and Forestry. The Progress Report will also be posted on GRCA's website for public access.

**Financial Implications:**

Not applicable.

**Other Department Considerations:**

Not applicable.

**Submitted by:**

Samantha Lawson  
Chief Administrative Officer



March 21, 2023

**To: Planning Directors of Grand River Watershed Municipalities**

**Re: Communication #3 – Update on GRCA Programs and Services – Ontario Regulation 596/22**

As outlined in Samantha Lawson's email to all CAO/General Managers dated January 6, 2023, a new Minister's regulation (*Ontario Regulation 596/22: Prescribed Acts* – Subsections 21.1.1 (1.1) and 21.1.2 (1.1) of the *Conservation Authorities Act*) came into effect on January 1, 2023 which provides that Conservation Authorities (CAs) may not provide a Municipal (Category 2) or Other (Category 3) program or service related to reviewing and commenting on proposals, applications, or other matters under a prescribed Act. The prescribed Acts include, the:

- *Planning Act*
- *Aggregate Resources Act*
- *Condominium Act*
- *Drainage Act*
- *Endangered Species Act*
- *Environmental Assessment Act*
- *Environmental Protection Act*
- *Niagara Escarpment Planning and Development Act*
- *Ontario Heritage Act*
- *Ontario Water Resources Act*

As a result, impacted technical review services for development and land use planning applications that the Grand River Conservation Authority (GRCA) formerly provided under Memorandums of Understanding with municipalities will no longer be provided effective January 1, 2023. These impacted technical review services under the Prescribed Acts include:

- Natural heritage (eg. wildlife habitat, threatened/endangered species, fish habitat)
- Select aspects of stormwater management not related to natural hazards (eg. water quality, thermal mitigation)

The GRCA continues to provide plan review and commenting under the Mandatory Programs and Services Regulation (*O.R. 686/21*) which includes natural hazards. Recent changes to our non-mandatory review and commenting services for development applications as per the Prescribed Acts Regulation (*O. Reg. 596/22*) does not affect GRCA's provision of mandatory (Category 1) programs or services related to those prescribed Acts. The GRCA must continue to be circulated for mandatory program and service delivery and we will continue to review and provide comments related to natural hazard functions and regulatory requirements with a view to streamlining the overall development review and approval process while protecting life and property.

Table 1 provides an overview of the components of review that are considered in versus out of scope for GRCA's review moving forward.

To minimize disruptions to approvals processes for development and land use planning applications, the GRCA has worked with its partners to develop a transition plan for files received and under review (in progress) prior to January 1, 2023.

Below is an overview of GRCA's general transition plan.

**A. Applications/Files deemed complete and circulated after January 1, 2023**

GRCA will only provide plan review and commenting as a Category 1 program and service under the Mandatory Programs and Services Regulation (O.R. 686/21). We will continue to include comments on natural hazards, including wetlands and stormwater management (SWM) insofar as they constitute a component of natural hazard management (e.g., flood attenuation, quantity control, hydrological functions, SWM infrastructure in regulated areas) as well as any regulatory comments under *Ontario Regulation 150/06* or as amended.

Of note, where pre-consultation comments were provided prior to January 1<sup>st</sup> and the complete application was circulated after January 1<sup>st</sup>, our comments will be limited to mandatory programs and services.

**B. Applications/Files deemed complete and circulated prior to January 1, 2023**

In addition to providing plan review and commenting under the Mandatory Programs and Services Regulation (O.R. 686/21) related to natural hazards, we will continue to provide advisory review for non-mandatory, natural heritage matters for a transition period of 6 months where supported by our municipal partners. All submissions received up to July 1, 2023 will be reviewed, including multiple submissions, in support of an in-progress application.

Within our correspondence, we will separate our non-mandatory comments for municipal consideration.

Thank you for your continued patience as we work to implement these changes. I have included some frequently asked questions below for your information.

Should you have any questions or concerns, please feel free to contact me at 519-621-2763 ext. 2307 or [bbrown@grandriver.ca](mailto:bbrown@grandriver.ca).

Sincerely,



Beth Brown  
Manager of Engineering and Planning Services

c.c. Samantha Lawson, Chief Administrative Officer - GRCA



**Table 1: GRCA Plan Review Scope under O.Reg 686/21 and O.Reg 596/22**

Review Component	Within Scope	Outside of Scope
Watercourses and Inland Lakes	✓	
Flood Hazard (ie. One Zone, Two-Zone, SPAs)	✓	
Erosion Hazard (ie. slope stability, stream erosion)	✓	
Shoreline Hazards (ie. flooding, erosion, dynamic beaches)	✓	
Unstable Soils/Bedrock	✓	
Groundwater <sup>1</sup>	✓	
Wetlands <sup>1</sup>	✓	
Valleylands	✓	
Hazardous Lands /Hazardous Sites	✓	
Buffer/Setback <sup>1</sup>	✓	
Water Balance <sup>1</sup>	✓	
Erosion and Sediment Control <sup>1</sup>	✓	
Stormwater <sup>1</sup> (ie. water quantity, extended detention)	✓	
Stormwater (ie. water quality, thermal mitigation)		✗
Wildlife Habitat		✗
Threatened/Endangered Species		✗
Area of Natural and Scientific Interest (ANSI)		✗
Environmental Sensitive/Significant Area (ESA)		✗
Woodlands		✗
Natural Heritage Systems (NHS)		✗
Fish Habitat		✗

<sup>1</sup> GRCA will review and comment as it relates to natural hazards and/or regulatory requirements only

## Frequently Asked Questions

1. Is the GRCA still involved in plan review?

Yes. *Ontario Regulation 596/22* does not affect GRCA's provision of mandatory or Category 1 programs or services (i.e., natural hazards and wetlands) related to reviewing and commenting on a proposal, application, or other matter made under those Acts. Municipalities are still required to circulate planning applications and technical reports to the GRCA so that we may review and comment on natural hazard and wetland matters per *Ontario Regulation 686/21: Mandatory Programs and Services*. Comments provided will reflect a watershed-based approach to the provision of mandatory programs and services.

2. Are permits pursuant to *Ontario Regulation 150/06* (or amended) still required?

Yes. *Ontario Regulation 596/22* does not affect GRCA's provision of mandatory or Category 1 programs or services, including our regulatory responsibility under *Ontario Regulation 150/06*. Permission from the GRCA is required to develop in river or stream valleys, wetlands, shorelines or hazardous lands; alter a river, creek, stream or watercourse; or interfere with a wetland. For more information on permitting, please visit our website [here](#).

3. Where the GRCA had requested conditions of approval for Draft Plans of Subdivision related to natural heritage, will the GRCA provide clearance of those conditions during the 6 month transition period and beyond?

During the 6 month transition period, the GRCA will continue to review submissions for non-mandatory, natural heritage matters. If satisfied, staff will inform the municipality previous comments were addressed, and defer clearance to the municipality. For new files received January 1<sup>st</sup> or beyond the transition period for in progress files, the GRCA will defer clearance of natural heritage-related conditions to the municipality. GRCA will continue to provide clearance of conditions related to a mandatory program or service.

4. Will the plan review Memorandums of Understanding (MOU) with the municipalities be updated?

GRCA will continue to undertake plan review as a mandatory service and program as per *Ontario Regulation 686/21: Mandatory Programs and Services*, therefore a formal plan review MOU is no longer required. However, some municipalities have expressed an interest in creating a guidance or protocol document to outline roles and responsibilities. GRCA staff will work collaboratively with interested municipalities and neighbouring Conservation Authorities (as applicable) on this initiative.

# **Comprehensive Zoning Bylaw and companion Official Plan Amendment**

## **Notice of decision meeting of Council**

City staff will be providing a recommendation to Council on the Comprehensive Zoning Bylaw and companion Official Plan Amendment.

### **Council meeting**

April 18, 10 a.m.

This is a hybrid City Council meeting that can be watched online at [guelph.ca/live](http://guelph.ca/live) or in-person in Council Chambers, 1 Carden Street, Guelph.

### **Purpose and effect of the Zoning Bylaw**

The City is repealing and replacing the existing Zoning By-law (1995)-14864 in its entirety. The proposed Zoning Bylaw implements the vision and policies of the current Official Plan and contemporary zoning practices. The new Zoning Bylaw pre-zones land in accordance with the Official Plan, and places emphasis on built form, simplified uses and flexible zones.

### **Subject Lands**

The Comprehensive Zoning Bylaw applies to all land within the municipal boundaries of the City of Guelph.

### **Purpose and effect of the Official Plan Amendment (OPA)**

A companion Official Plan Amendment is proposed to adjust land use designations on specific properties to better reflect the existing built form, uses and zoning permissions. This amendment will ensure that lands with existing buildings do not lose their current development permissions.

### **Subject Lands**

The proposed OPA applies to the following properties:

3, 5, 7, 9 Algonquin Road; 201, 203 Alma Street North; 11 Arthur Street North; 65 Bagot Street; 5, 7, 9 Brant Avenue; 5, 6 Brentwood Drive; 29, 35 Cassino Avenue; 56, 60, 62, 64, 66, 68 Cedar Street; 7, 8 Christopher Court; 17, 18, 19, 26, 30 Drew Street; 6 Delhi Street; 30 Edinburgh Road North; 44, 46, 89, 109 Emma Street; 391 Eramosa Road; 1, 3, 5, 6, 7, 9 Forest Hill Drive; 36 Garth Street; 236 Gordon Street; 4, 6, 8, 10, 14 Home Street; 142-150 Imperial Road North; 16 James Street West; 8, 10, 17, 33 Julia Drive; 316, 324 Kathleen Street; 50, 51 Kimberley Drive; 219-225 London Road West; 57 Lonsdale Drive; 7, 8, 9, 10, 11 Manhattan Court; 46 Meadowview Avenue; 50 Mercer Street; 5, 9 Meyer Drive; 2, 8 Normandy Drive; 135 Oxford Street; 346, 350 Paisley Road; 20, 75 Preston Street; 32-46 Regent Street; 261-263, 300, 308, 310, 312, 314, 316, 318, 320, 321, 323, 460, 480 Speedvale Avenue East; 75, 77, 79, 81, 135, 136, 138, 139, 140 Speedvale Avenue West; 57 Suffolk Street West; 353, 355, 357, 361 Victoria Road North; 105, 119 Water Street; 222 Waverley Drive; 85-87, 89-93

Westwood Road; 68, 70, 72 William Street; 180 Willow Road; 14-16 Windsor Street; 524, 560-562, 576 Woolwich Street; 234 Yorkshire Street North; 70 Yorkshire Street South.

### **For more information:**

The proposed Zoning Bylaw and companion Official Plan Amendment will be available online March 29 at [guelph.ca/zoningreview](http://guelph.ca/zoningreview).

The staff report will be available on April 6 after 12 p.m. online at [guelph.ca/agendas](http://guelph.ca/agendas).

For additional information about the Comprehensive Zoning Bylaw review, contact:

Abby Watts, Project Manager  
Planning and Building Services  
Phone: 519-822-1260, extension 3314  
TTY: 519-826-9771  
Email: [abby.watts@guelph.ca](mailto:abby.watts@guelph.ca)

### **How to get involved:**

The public is invited to watch the remote meeting on [guelph.ca/live](http://guelph.ca/live) or in-person in Council Chambers at City Hall and participate by submitting written comments and/or speaking to the application.

**To speak to the Zoning Bylaw and OPA**, please notify the Clerk's department no later than 10 a.m. on Friday April 14, by any of the following ways:

- Register online at [guelph.ca/delegation](http://guelph.ca/delegation)
- By phone at 519-837-5603 or TTY 519-826-9771
- By email to [clerks@guelph.ca](mailto:clerks@guelph.ca)

**To submit written comments** and be included in the Council agenda, we request written comments no later than 10 a.m. on Friday April 14, by any of the following ways:

- By email to [clerks@guelph.ca](mailto:clerks@guelph.ca) and [abby.watts@guelph.ca](mailto:abby.watts@guelph.ca) (attachments must not exceed 15 MB)
- By regular mail or courier to Guelph City Clerk, 1 Carden Street, Guelph ON N1H 3A1 or place them in the mail slot beside the main entrance to City Hall. Comments must be received in the mail or placed in the mail slot prior to Friday April 14, to be included in the City Council agenda.

When we receive your registration, we will send you a confirmation message and instructions for participating in the hybrid Council meeting.

### **How to stay informed:**

If you wish to be notified of the City Council decision on the Comprehensive Zoning Bylaw, you must make a written request to the City Clerk by way of email or regular mail as listed above.

### **Appeals information:**

If a person or public body would otherwise have an ability to appeal the decision of the Council of the City of Guelph to the Local Planning Appeal Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the City of Guelph before the bylaw is passed, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at a public meeting, or make written submissions to the City of Guelph before the bylaw is passed, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

**Notice of collection of personal information:**

Personal information is being collected to gather feedback and communicate with interested parties regarding this Comprehensive Zoning Bylaw. Information provided or presented at a public meeting is considered a public record and may be posted on the City's website or made public upon request.

This information is collected under the authority of the Planning Act, R.S.O. 1990, cP.13. Questions about this collection should be directed to the Information and Access Coordinator at 519-822-1260 extension 2349 or [privacy@guelph.ca](mailto:privacy@guelph.ca).

**The Corporation of the City of Cambridge**  
**Corporate Services Department**  
**Clerk's Division**  
**The City of Cambridge**  
**50 Dickson Street, P.O. Box 669**  
**Cambridge ON N1R 5W8**  
**Tel: (519) 740-4680 ext. 4585**  
[\*\*mantond@cambridge.ca\*\*](mailto:mantond@cambridge.ca)

March 15, 2023

**Re: Barriers for Women in Politics**

At the Special Council Meeting of March 14, 2023, the Council of the Corporation of the City of Cambridge passed the following Motion:

**WHEREAS** the City of Cambridge values respect, integrity, equity, inclusivity and service in all areas of life, including politics;

**WHEREAS** women have historically been underrepresented in politics and continue to face barriers and discrimination in their pursuit of elected office;

**WHEREAS** misogyny and harassment have been identified as significant challenges for women in politics, both in Canada and around the world;

**WHEREAS** the City of Cambridge believes that all individuals have the right to participate in a political environment that is free from discrimination, harassment, and misogyny;

**THEREFORE, BE IT RESOLVED** that the City of Cambridge expresses its support for women in politics and their right to participate in a political environment that is free from misogyny and harassment and where everyone feels equitable;

**BE IT FURTHER RESOLVED** that the City of Cambridge commits to taking steps to ensure that our political environment is inclusive and welcoming to all individuals, regardless of gender, race, ethnicity, religion, sexual orientation, or other identity factors;

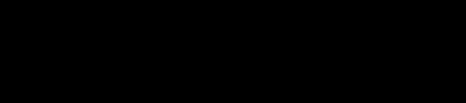
**BE IT FURTHER RESOLVED** that the City of Cambridge joins the Town of Grimsby in encouraging other municipalities in Ontario and across Canada to join us in supporting women in politics and promoting gender equity in all areas of society;

**BE IT FURTHER RESOLVED** that a copy of this resolution be sent to all Ontario Municipalities for endorsement, the Premier of Ontario, the Minister of Municipal

Affairs and Housing, Cambridge's MP and MPP, and the Association of Municipalities of Ontario to express the City of Cambridge's commitment to this issue and encourage action at the provincial level to create legislation to ensure equity, safety, and security.

Should you have any questions related to the approved resolution, please contact me.

Yours Truly,



Danielle Manton  
City Clerk

Cc: (via email)  
Hon. Premier Ford  
Minister of Municipal Affairs and Housing  
Cambridge's MP and MPP  
Association of Municipalities of Ontario  
All Ontario Municipalities



**City of Welland**  
**Office of the Chief Administrative Officer**  
Office of the City Clerk  
60 East Main Street, Welland, ON L3B 3X4  
**Phone:** 905-735-1700 Ext. 2159 | **Fax:** 905-732-1919  
**Email:** clerk@welland.ca | www.welland.ca

March 10, 2023

**File No. 23-53**

SENT VIA EMAIL

Town of Grimsby  
160 Livingston Avenue,  
Grimsby, ON L3M 0J5

Attention: Bonnie Nistico-Dunk, Town Clerk

Dear Bonnie:

**Re: March 7, 2023 – WELLAND CITY COUNCIL**

At its meeting of March 7, 2023, Welland City Council passed the following motion:

**“THAT THE COUNCIL OF THE CITY OF WELLAND receives for information the correspondence from the Town of Grimsby dated February 24, 2023 regarding barriers for women in politics.”**

Yours truly,

[Redacted Signature]  
Tara Stephens  
City Clerk

TS:cap

- c.c.: - All Ontario Municipalities, sent via email
- Steve Clark, Minister of Municipal Affairs and Housing, sent via email
  - Jeff Burch, MPP, sent via email
  - Vance Badaway, MP, sent via email
  - Association of Municipalities of Ontario, sent via email
  - Federation of Canadian Municipalities, sent via email





# Township of Lucan Biddulph

270 Main Street  
P.O Box 190, Lucan, Ontario N0M 2J0  
Phone (519) 227-4491; Fax (519) 227-4998

March 22, 2023

VIA EMAIL

Premier of Ontario  
Legislative Building  
Queen's Park  
Toronto, ON M7A 1A4

Attention: Doug Ford, Premier

Dear Mr. Ford:

**RE: Barriers for Women in Politics**

Please be advised that the Council of the Corporation of the Township of Lucan Biddulph at its meeting held on March 21, 2023 passed the following resolution:

Resolution No. 2023-095  
Moved by D. Regan  
Seconded by A. Westman

WHEREAS, the Township of Lucan Biddulph values equality and inclusivity in all areas of life, including politics;

WHEREAS, women have historically been underrepresented in politics, and continue to face barriers and discrimination in their pursuit of elected office;

WHEREAS, misogyny and harassment have been identified as significant challenges for women in politics, both in Canada and around the world;

WHEREAS, the Township of Lucan Biddulph believes that all individuals have the right to participate in a political environment that is free from discrimination, harassment, and misogyny;

THEREFORE, BE IT RESOLVED, that the Township of Lucan Biddulph expresses its support for women in politics and their right to participate in a political environment that is free from misogyny and harassment, and where everyone feels equal.

BE IT FURTHER RESOLVED, that the Township of Lucan Biddulph commits to taking steps to ensure that our political environment is inclusive and welcoming to all individuals, regardless of gender, race, ethnicity, religion, sexual orientation, or other identity factors.

BE IT FURTHER RESOLVED, that the Township of Lucan Biddulph encourages other municipalities in Ontario and across Canada to join us in supporting women in politics and promoting gender equality in all areas of society.

BE IT FURTHER RESOLVED, that a copy of this resolution be sent to all Ontario Municipalities for endorsement, the Premier of Ontario, the Minister of Municipal Affairs and Housing, Middlesex County MP and MPP, and the Association of Municipalities of Ontario to express the Township of Lucan Biddulph's commitment to this issue and encourage action at the provincial level to create legislation to ensure equality, safety, and security.

CARRIED

If you require any additional information, please contact my office.

Sincerely,



Ron Reymmer  
CAO/Clerk

cc. All Ontario Municipalities  
Steve Clark, Minister of Municipal Affairs and Housing  
Lianne Rood, MP – Lambton, Kent, Middlesex  
Monte McNaughton, MPP – Lambton, Kent, Middlesex  
Association of Municipalities of Ontario



---

The Honourable Doug Ford  
Premier of Ontario  
[premier@ontario.ca](mailto:premier@ontario.ca)

*DELIVERED VIA EMAIL*

March 22<sup>nd</sup> 2023

**Re: Barriers for Women in Politics**

Dear Premier Ford,

Please be advised that at the Regular Council Meeting on March 8<sup>th</sup> 2023, the Town of Plympton-Wyoming Council passed the following motion, supporting the resolution from the Council of the Town of Grimsby regarding *Barriers for Women in Politics*.

***Motion 19***

*Moved by Councillor Kristen Rodrigues*

*Seconded by Councillor Bob Woolvett*

*That Council support item 'I' of correspondence from the Town of Grimsby regarding Barriers for Women in Politics.*

***Carried.***

If you have any questions regarding the above motion, please do not hesitate to contact me by phone or email at [dgiles@plympton-wyoming.ca](mailto:dgiles@plympton-wyoming.ca).

Sincerely,

Denny Giles  
Deputy Clerk  
Town of Plympton-Wyoming

cc: Hon. Steve Clark, Minister of Municipal Affairs & Housing  
Bob Bailey, MPP – Sarnia-Lambton  
Association of Municipalities of Ontario  
All Ontario Municipalities



The Honourable Doug Ford  
Premier of Ontario  
[premier@ontario.ca](mailto:premier@ontario.ca)

*DELIVERED VIA EMAIL*

March 31<sup>st</sup> 2023

**Re: Bill 5 – Stopping Harassment and Abuse by Local Leaders Act**

Dear Premier Ford,

Please be advised that at the Regular Council Meeting on March 29<sup>th</sup> 2023, the Town of Plympton-Wyoming Council passed the following motion, supporting the resolution from the Council of the Municipality of Chatham-Kent regarding *Bill 5 – Stopping Harassment and Abuse by Local Leaders Act*.

***Motion 13***

*Moved by Councillor Mike Vasey*

*Seconded by Councillor John van Klaveren*

*That Council support item 'M' of correspondence from the Municipality of Chatham-Kent regarding Bill 5 – Stopping Harassment and Abuse by Local Leaders Act.*

***Carried.***

If you have any questions regarding the above motion, please do not hesitate to contact me by phone or email at [dgiles@plympton-wyoming.ca](mailto:dgiles@plympton-wyoming.ca).

Sincerely,

Denny Giles  
Deputy Clerk  
Town of Plympton-Wyoming

cc: The Honourable Steve Clark – Minister of Municipal Affairs & Housing  
Stephen Blais – MPP, Orléans; Member, Standing Committee on Justice Policy  
Bob Bailey – MPP, Sarnia-Lambton  
Association of Municipalities of Ontario  
All Ontario Municipalities

March 6, 2023

The Honourable Doug Ford  
[Premier@ontario.ca](mailto:Premier@ontario.ca)

**Re: Support Bill 5 - Stopping Harassment and Abuse by Local Leaders Act**

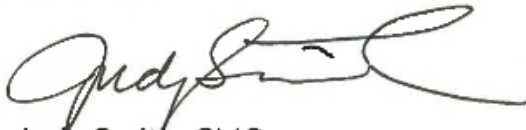
Please be advised the Council of the Municipality of Chatham-Kent, at its regular meeting held on March 6, 2023 passed the following resolution:

"That Chatham-Kent Council express its support for Bill 5 - Stopping Harassment and Abuse by Local Leaders Act which would require the code of conduct for municipal Councillors and members of local boards to include a requirement to comply with workplace violence and harassment policies and permit municipalities and local boards to direct the Integrity Commissioner to apply to the court to vacate a member's seat if the Commissioner's inquiry determines that the member has contravened this requirement;

And further that this resolution be circulated to the Honourable Doug Ford, Premier of Ontario; the Honourable Steve Clark, Minister of Municipal Affairs and Housing; the Honourable Stephen Blais, and local MPPs."

If you have any questions or comments, please contact Judy Smith at [ckclerk@chatham-kent.ca](mailto:ckclerk@chatham-kent.ca)

Sincerely,



Judy Smith, CMO  
Director Municipal Governance/Clerk

C

Minister of Municipal Affairs and Housing  
Local MPPs  
Ontario Municipalities



Stacey Blair  
Clerk, Town of Carleton Place  
[sblair@carletonplace.ca](mailto:sblair@carletonplace.ca)

*DELIVERED VIA EMAIL*

March 31<sup>st</sup> 2023

**Re: Declaring Intimate Partner Violence and Violence Against Women an Epidemic**

Dear Ms. Blair,

Please be advised that at the Regular Council Meeting on March 29<sup>th</sup> 2023, the Town of Plympton-Wyoming Council passed the following motion, supporting the resolution from the Council of the Town of Carleton Place regarding Declaring Intimate Partner Violence and Violence Against Women an Epidemic.

***Motion 15***

*Moved by Councillor Kristen Rodrigues*

*Seconded by Councillor Mike Vasey*

*That Council support item 'J' of correspondence from the Town of Carleton Place regarding Declaring Intimate Partner Violence and Violence Against Women and Epidemic.*

***Carried.***

If you have any questions regarding the above motion, please do not hesitate to contact me by phone or email at [dgiles@plympton-wyoming.ca](mailto:dgiles@plympton-wyoming.ca).

Sincerely,

Denny Giles  
Deputy Clerk  
Town of Plympton-Wyoming

cc: Association of Municipalities of Ontario  
All Ontario Municipalities



Please be advised that at their meeting of March 7, 2023, the Council of the Town of Carleton Place passed the following motion:

**Lanark County Interval House and Community Support**

**Motion No. 04-134-04**

**Moved by:** Deputy Mayor Tennant

**Seconded by:** Councillor Comley

THAT the Town of Carleton Place recognizes the issues of violence in rural communities as serious to the health and wellness of local families; and

THAT the Town of Carleton Place recognizes the rural Renfrew County inquest as important to all rural communities; and

THAT based on the statistics of 4815 crisis calls and service provision to 527 women and children in our local community, the Council of the Town of Carleton Place declares IPV (intimate partner violence)/VAW (violence against women) an epidemic as per recommendation #1 of the Renfrew County jury recommendations; and

THAT this resolution be circulated to all municipalities in Ontario and the Association of Municipalities of Ontario.

**CARRIED**

Kind Regards,

**Stacey Blair, B.A., Dipl. M.A.**

**Clerk, Town of Carleton Place**

T: 613-257-6212 E: [sblair@carletonplace.ca](mailto:sblair@carletonplace.ca)

*Content copied from email.*



## CORPORATION OF THE TOWN OF ESSEX

33 Talbot Street South, Essex, Ontario, N8M 1A8  
p: 519.776.7336 f: 519.776.8811 | [essex.ca](http://essex.ca)

### **Ann-Marie Norio**

Regional Clerk, Niagara Region  
1815 Sir Isaac Brock Way, PO Box 1042  
Thorold, ON L2V 4T7  
[clerk@niagararegion.ca](mailto:clerk@niagararegion.ca)

March 16, 2023

RE: Letter of Support – Niagara Region Motion Respecting Declarations of Emergency of Homelessness, Mental Health and Opioid Addiction

---

Dear Ann-Marie Norio,

At its Regular Council Meeting held on March 6, 2023, Council discussed your motion respecting declarations of emergency for homelessness, mental health and opioid addiction from the Niagara Region. In particular, Councillor Hammond indicated the importance of supporting this motion as the Town of Essex and other municipalities should consider similar strategies as struggles with homelessness, mental health and addictions continue to afflict our communities.

As a result of that discussion, Council passed the following resolution:

### **R23-03-078**

Moved by: Councillor Hammond

Seconded by: Councillor Verbeek

**That** the correspondence dated February 24, 2023 from the Niagara Region regarding the Declarations of Emergency for Homelessness, Mental Health and Opioid Addiction be received and supported; and

**That** a letter of support be sent to the Niagara Region and all other municipalities.

**Carried**

I trust you will find this satisfactory. If you have any questions or comments, please feel free to contact the undersigned.





**CORPORATION OF THE TOWN OF ESSEX**

33 Talbot Street South, Essex, Ontario, N8M 1A8

p: 519.776.7336 f: 519.776.8811 | [essex.ca](http://essex.ca)

Yours truly,



**Shelley Brown**

Acting Clerk, Legal and Legislative Services

[sbrown@essex.ca](mailto:sbrown@essex.ca)

**c.c.** All Ontario Municipalities



MUNICIPALITY OF

# North Perth

[www.northperth.ca](http://www.northperth.ca)

A Community of Character

330 Wallace Ave. N., Listowel, ON N4W 1L3

Phone: 519-291-2950

Toll Free: 888-714-1993

March 14, 2023

The Honourable Doug Ford  
Premier of Ontario  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1  
Via Email: [premier@ontario.ca](mailto:premier@ontario.ca)

Dear Premier Ford:

**RE: School Bus Stop Arm Cameras**

Pleased be advised that the Council of the Municipality of North Perth passed the following resolution at their regular meeting held March 6, 2023:

**Moved by** Councillor Rothwell **Seconded by** Councillor Blazek

**WHEREAS** almost 824,000 students travel in about 16,000 school vehicles every school day in Ontario and according to the Ministry of Transportation's statistics the rate of vehicles blowing by stopped school buses is over 30,000 times every day;

**AND WHEREAS** the Province of Ontario passed the Safer School Zones Act in 2017 which authorized the use of Automated School Bus Stop Arm Camera Systems to detect incidents where vehicles failed to stop when the school bus was stopped and the stop-arm extended (O. Reg. 424/20);

**AND WHEREAS** the Association of Municipalities (AMO) working on behalf of all Ontario Municipalities made its submission to the Standing Committee on General Government on May 21, 2019 in support of Administrative Monetary Penalties (AMPs) to be used to collect fine revenue for school bus stop arm infractions and other applications, including Automated Speed Enforcement (ASE) technologies deployed in school and community safety zones;

**AND WHEREAS** police resources can not be spread any thinner to enforce Highway Traffic Act offences throughout municipalities;

**AND WHEREAS** the administrative and financial costs to establish the required municipal Administrative Penalty program under the Highway Traffic Act, and its regulations, are substantial and maybe out of reach for small or rural municipalities that have insufficient amounts of traffic to generate the required funds to offset the annual operational costs of a municipal Administrative Penalty program;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Municipality of North Perth urges the Provincial Government to:

- a) Require all school buses to have stop arm cameras installed and paid for by the Province for the start of the 2023-2024 school year; and
- b) Underwrite the costs for the implementation and on-going annual costs for Administrative Monetary Penalties in small and rural municipalities;

**AND FURTHER THAT** this resolution be circulated to Premier Doug Ford, Attorney General Doug Downey, Minister of Education Stephen Lecce, Provincial opposition parties, Mathew Rae MPP, AMO and all municipalities in Ontario.

**CARRIED**

If you have any questions regarding the above resolution, please do not hesitate to contact me at [lcline@northperth.ca](mailto:lcline@northperth.ca).

Sincerely,



Lindsay Cline,  
Clerk/Legislative Services Supervisor  
Municipality of North Perth

cc.  
Hon. Doug Downey, Attorney General  
Hon. Stephen Lecce, Minister of Education  
Provincial Opposition Parties  
MPP Matthew Rea  
Association of Municipalities of Ontario (AMO)  
All Ontario Municipalities



## THE CORPORATION OF THE TOWNSHIP OF HOWICK

44816 Harriston Road, RR 1, Gorrie ON N0G 1X0

Tel: 519-335-3208 Fax: 519-335-6208

Email: [clerk@howick.ca](mailto:clerk@howick.ca)

Website: [www.howick.ca](http://www.howick.ca)

March 23, 2023

Premier of Ontario  
Legislative Building  
Queen's Park  
Toronto, ON M7A 1A4  
VIA EMAIL

Attention: Doug Ford, Premier

Dear Mr. Ford:

**RE: Support for the School Bus Stop Arm Cameras**

**Please be advised that at their meeting held on March 21, 2023, the Council of the Municipality of West Perth passed the following resolution:**

**Resolution No. 105-23**

**Moved by:** Deputy Reeve Gibson

**Seconded by:** Councillor Hargrave

*Be it resolved that Council of the Township of Howick endorse the resolution received from the Municipality of North Perth and direct the Clerk-Administrator to draft an endorsement letter to be circulated to Premier Doug Ford, Attorney General Doug Downey, Minister of Education Stephen Lecce, Provincial opposition parties and all municipalities of Ontario.*

Attached is a copy of the North Perth resolution for your reference. If you require any additional information, please do not hesitate to contact my office.

Sincerely,



Caitlin Gillis  
Clerk-Administrator  
Township of Howick  
[clerk@howick.ca](mailto:clerk@howick.ca)  
519-335-3208 ext, 2

Cc: Hon. Doug Downey, Attorney General  
Provincial Opposition Parties  
MPP Lisa Thompson  
Association of Municipalities of Ontario (AMO)  
All Ontario Municipalities



MUNICIPALITY OF

# North Perth

[www.northperth.ca](http://www.northperth.ca)

A Community of Character

330 Wallace Ave. N., Listowel, ON N4W 1L3

Phone: 519-291-2950

Toll Free: 888-714-1993

March 14, 2023

The Honourable Doug Ford  
Premier of Ontario  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1  
Via Email: [premier@ontario.ca](mailto:premier@ontario.ca)

Dear Premier Ford:

**RE: School Bus Stop Arm Cameras**

Pleased be advised that the Council of the Municipality of North Perth passed the following resolution at their regular meeting held March 6, 2023:

**Moved by** Councillor Rothwell **Seconded by** Councillor Blazek

**WHEREAS** almost 824,000 students travel in about 16,000 school vehicles every school day in Ontario and according to the Ministry of Transportation's statistics the rate of vehicles blowing by stopped school buses is over 30,000 times every day;

**AND WHEREAS** the Province of Ontario passed the Safer School Zones Act in 2017 which authorized the use of Automated School Bus Stop Arm Camera Systems to detect incidents where vehicles failed to stop when the school bus was stopped and the stop-arm extended (O. Reg. 424/20);

**AND WHEREAS** the Association of Municipalities (AMO) working on behalf of all Ontario Municipalities made its submission to the Standing Committee on General Government on May 21, 2019 in support of Administrative Monetary Penalties (AMPs) to be used to collect fine revenue for school bus stop arm infractions and other applications, including Automated Speed Enforcement (ASE) technologies deployed in school and community safety zones;

**AND WHEREAS** police resources can not be spread any thinner to enforce Highway Traffic Act offences throughout municipalities;

**AND WHEREAS** the administrative and financial costs to establish the required municipal Administrative Penalty program under the Highway Traffic Act, and its regulations, are substantial and maybe out of reach for small or rural municipalities that have insufficient amounts of traffic to generate the required funds to offset the annual operational costs of a municipal Administrative Penalty program;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Municipality of North Perth urges the Provincial Government to:

- a) Require all school buses to have stop arm cameras installed and paid for by the Province for the start of the 2023-2024 school year; and
- b) Underwrite the costs for the implementation and on-going annual costs for Administrative Monetary Penalties in small and rural municipalities;

**AND FURTHER THAT** this resolution be circulated to Premier Doug Ford, Attorney General Doug Downey, Minister of Education Stephen Lecce, Provincial opposition parties, Mathew Rae MPP, AMO and all municipalities in Ontario.

**CARRIED**

If you have any questions regarding the above resolution, please do not hesitate to contact me at [lcline@northperth.ca](mailto:lcline@northperth.ca).

Sincerely,



Lindsay Cline,  
Clerk/Legislative Services Supervisor  
Municipality of North Perth

cc.  
Hon. Doug Downey, Attorney General  
Hon. Stephen Lecce, Minister of Education  
Provincial Opposition Parties  
MPP Matthew Rea  
Association of Municipalities of Ontario (AMO)  
All Ontario Municipalities



# The Corporation of the Municipality of Wawa

## REGULAR COUNCIL MEETING

### RESOLUTION

Tuesday, March 21, 2023

Resolution # RC23080	Meeting Order: 6
Moved by: [REDACTED]	Seconded by: [REDACTED]

**WHEREAS** the Municipality of Chatham-Kent shared a resolution with all municipalities in Ontario to engage with other municipalities, the Association of Municipalities of Ontario and any other relevant municipal association, to determine what tools may be available to reduce the insurance costs, including cooperative purchasing of insurance, creation of a municipal reciprocal insurance provider, or legislative changes to address insurance costs to municipalities;

**AND WHEREAS** the Municipality of Chatham-Kent is asking Municipal Councils to support improvements to reducing municipal insurance in Ontario;

**THEREFORE BE IT RESOLVED THAT** the Corporation of the Municipality of Wawa does hereby support and endorse the Municipality of Chatham-Kent in seeking support and collaboration on reducing municipal insurance cost and advocate for solutions that help municipalities to afford insurance while protecting residents and businesses and the services they rely on;

**AND FURTHERMORE THAT** this resolution be forwarded to AMO, the Minister of the Ministry of Municipal Affairs and Housing and all municipalities in Ontario.

RESOLUTION RESULT	RECORDED VOTE		
<input checked="" type="checkbox"/> CARRIED	MAYOR AND COUNCIL	YES	NO
<input type="checkbox"/> DEFEATED	Melanie Pilon		
<input type="checkbox"/> TABLED	Cathy Cannon		
<input type="checkbox"/> RECORDED VOTE (SEE RIGHT)	Mitch Hatfield		
<input type="checkbox"/> PECUNIARY INTEREST DECLARED	Jim Hoffmann		
<input type="checkbox"/> WITHDRAWN	Joseph Opato		

#### Disclosure of Pecuniary Interest and the general nature thereof.

☐ Disclosed the pecuniary interest and general name thereof and abstained from the discussion, vote and influence.

Clerk: \_\_\_\_\_

MAYOR – MELANIE PILON	CLERK – MAURY O'NEILL
[REDACTED]	[REDACTED]

March 20, 2023

*via email*

To All Ontario Municipalities

**Re: Resolution re Reducing Municipal Insurance Costs**

Further to the meeting on March 14, 2023, the Council of the Corporation of the Town of Greater Napanee passed the following motion:

Motion #148/23

Moved by *Councillor Schenk*

Seconded by *Councillor Pinnell Jr.*

That the correspondence from Chatham-Kent dated March 6, 2023, be received;

That Council send a letter supporting the Town of Chatham-Kent calling for action to reduce insurance costs,

And that, Council direct Staff to investigate any joint municipal efforts to reduce insurance costs.

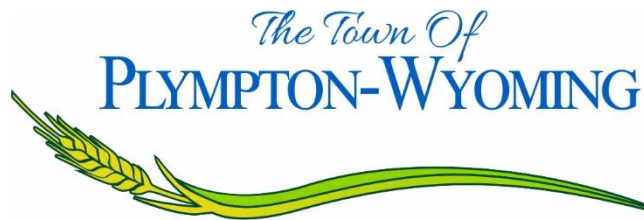
Yours truly



Katy Macpherson  
Deputy Clerk

Copy: Association of Municipalities of Ontario (AMO)





---

Judy Smith  
Director Municipal Governance/Clerk  
Municipality of Chatham-Kent  
[ckclerk@chatham-kent.ca](mailto:ckclerk@chatham-kent.ca)

*DELIVERED VIA EMAIL*

March 31<sup>st</sup> 2023

**Re: Reducing Municipal Insurance Costs**

Dear Ms. Smith,

Please be advised that at the Regular Council Meeting on March 29<sup>th</sup> 2023, the Town of Plympton-Wyoming Council passed the following motion, supporting the resolution from the Council of the Municipality of Chatham-Kent regarding Reducing Municipal Insurance Costs.

***Motion 12***

*Moved by Councillor Mike Vasey*

*Seconded by Deputy Mayor Netty McEwen*

*That Council support item 'L' of correspondence from the Municipality of Chatham-Kent regarding Reducing Municipal Insurance Costs.*

***Carried.***

If you have any questions regarding the above motion, please do not hesitate to contact me by phone or email at [dgiles@plympton-wyoming.ca](mailto:dgiles@plympton-wyoming.ca).

Sincerely,

[Redacted Signature]  
Denny Giles  
Deputy Clerk  
Town of Plympton-Wyoming

cc: Association of Municipalities of Ontario  
All Ontario Municipalities

March 6, 2023

To All Ontario Municipalities

**Resolution re Reducing Municipal Insurance Costs**

Please be advised the Council of the Municipality of Chatham-Kent, at its regular meeting held on March 6, 2023 passed the following resolution:

"Whereas Chatham-Kent has faced multiple double digit increases to insurance premiums over the past years;

And Whereas the costs on insurance are having a significant impact on municipal budgets in Chatham-Kent and around the Province;

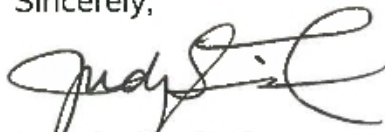
Now Therefore, Council direct administration to engage with other municipalities, the Association of Municipalities of Ontario, and any other relevant municipal associations, to determine what tools may be available to reduce insurance costs, including cooperative purchasing of insurance, creation of a municipal reciprocal insurance provider, or legislative changes to address insurance costs to municipalities.

And administration report back to Council regarding the result of this engagement and any recommended Council resolutions to support improvements to municipal insurance in Ontario.

Further that administration be directed to forward this motion to all other municipalities in Ontario seeking support and collaboration on this issue."

If you have any questions or comments, please contact Judy Smith at [ckclerk@chatham-kent.ca](mailto:ckclerk@chatham-kent.ca)

Sincerely,



Judy Smith, CMO  
Director Municipal Governance/Clerk

C AMO



**CORPORATION OF THE MUNICIPALITY OF SOUTH HURON**

322 Main Street South P.O. Box 759

Exeter Ontario

NOM 1S6

Phone: 519-235-0310 Fax: 519-235-3304

Toll Free: 1-877-204-0747

[www.southhuron.ca](http://www.southhuron.ca)

---

March 22, 2023

Via email: [mwark@huroncounty.ca](mailto:mwark@huroncounty.ca)

Meighan Wark, CAO  
County of Huron  
1 Courthouse Square  
Goderich ON

**Re: Report to Council: Cannabis Act Information**

South Huron Council passed the following resolution at their March 6, 2023  
Regular Council Meeting:

**Motion:** 071-2023

**Moved:** A. Neeb

**Seconded:** J. Dietrich

**That South Huron Council support the County of Huron resolution to  
approve the report by CAO Meighan Wark dated February 1, 2023 titled  
Report to Council: Cannabis Act Information.**

**Disposition: Carried (6-1)**

Please find attached the originating correspondence for your reference.

Respectfully,

[Redacted Signature]

Alex Wolfe, Deputy Clerk  
Municipality of South Huron  
[awolfe@southhuron.ca](mailto:awolfe@southhuron.ca)  
519-235-0310 ext 224

Encl.

cc: Federation of Canadian Municipalities (FCM)  
All Municipalities in Ontario

Ministry of Agriculture, Food and Rural Affairs (OMAFRA)

Premier of Ontario

Provincial Minister of the Environment, Conservation and Parks

Provincial Minister of Agriculture

Provincial Minister of Municipal Affairs and Housing

Member of Parliament

Federal Minister of Agriculture and Agri-Food

Federal Minister of Health

**OFFICE OF THE WARDEN**

Corporation of the County of Huron  
1 Courthouse Square  
Goderich, Ontario N7A 1M2  
www.HuronCounty.ca  
Phone: 519.524.8394  
Toll Free: 1.888.524.8394



February 1, 2023

Sent via email.

**Re: Call to Action: Review of the Cannabis Act**

Please note that on February 1, 2023 Huron County Council passed the following motion:

Moved by: Councillor G. Finch and Seconded by: Councillor M. Anderson

THAT:

The Council of the County of Huron approve the report by CAO Meighan Wark dated February 1, 2023 titled Report to Council: Cannabis Act Information as presented;

AND FURTHER THAT:

The Council of the County of Huron advocate for improvements to the Cannabis Act and current legislative framework for cannabis in Canada by sending the report titled *Report for Council: Cannabis Act Information*, including the correspondence found in the appendices, to the Western Ontario Warden's Caucus (WOWC) for discussion and consideration;

AND FURTHER THAT:

The Council of the County of Huron approve forwarding Call to Action Letters to the following for support:

- Federation of Canadian Municipalities (FCM)
- All Municipalities in Ontario
- Ministry of Agriculture, Food and Rural Affairs (OMAFRA)
- Premier of Ontario
- Provincial Minister of the Environment, Conservation and Parks
- Provincial Minister of Agriculture
- Provincial Minister of Municipal Affairs and Housing
- Member of Parliament
- Federal Minister of Agriculture and Agri-Food
- Federal Minister of Health

CARRIED

The County of Huron calls for a review and amendments to the Cannabis Act and the current legislative framework for cannabis in Canada.

To be clear, the County of Huron is not against or opposed to cannabis and we appreciate the role that both the federal and provincial governments provide in assisting municipalities. However, when new legislation is implemented, it is often at the municipal level that the impacts of change can be observed, and notations can be made for areas of improvement. It is vital that municipal governments pay attention and provide information and recommendations to higher levels of government so that continual improvements can be made over time.

It is in this spirit that we provide the following recommendation:

As a municipal government for one of Canada's most agriculturally productive regions and a popular tourism destination, we have been in the position to observe the last several years of legal cannabis production under the Cannabis Act as managed by Health Canada.

Under the current legislative and regulatory framework, we have observed, and continue to observe, serious odour impacts on local communities and residents from cannabis production facilities; including concerns from local medical practitioners about these impacts. Most often, these odour impacts arise from properties used for 'The Production of Cannabis for Own Medical Purposes by a Designated Person'.

In our local municipal experience, these facilities are often established without complying with local municipal zoning and nuisance by-laws, often contain hundreds of cannabis plants for each of the four assigned individuals, and usually do not include adequate odour controls to manage impacts on surrounding homes, public facilities, and the community at large.

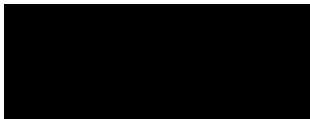
To help manage public impacts of cannabis production facilities, we request that all production facilities, including facilities used by a designated person to produce cannabis for an individual's medical purposes, to require confirmation from the local municipality that the facility/site selected complies with all local municipal by-laws and regulations prior to an application being approved by Health Canada. We also request that Health Canada implement a system of minimum setbacks between cannabis production facilities and sensitive odour receptors, including homes and public facilities.

As an agricultural community, we have had extensive experience with the Ontario Ministry of Agriculture, Food and Rural Affairs' Minimum Distance Separation (MDS) Formula, an approach which has been used to successfully manage land use conflicts resulting from odour between livestock facilities and sensitive receptors for almost 50 years. We believe a system based on MDS would be appropriate to manage the

impacts of Health Canada's approved cannabis facilities, including both licensed commercial producers and designated growers for individuals.

In conclusion, we strongly recommend further notice and enhanced consultation with municipal governments when drafting and implementing legislation and regulations related to cannabis production, as there is a direct impact on local municipal operations, local residents, and in some cases, serious issues of non-compliance with local municipal by-laws.

Sincerely,



Glen McNeil  
Warden, Huron County  
On behalf of Huron County Council





# Report for Council: Cannabis Act Information

Prepared: January 2023



# Contents

<b>3</b>	<b>Background</b>
<b>3</b>	<b>Cannabis Act: Information For Municipalities</b>
3	1. Licensed Producers
4	2. Personal and Designated Production
<b>5</b>	<b>Community Expressed Concerns</b>
<b>5</b>	<b>Impact to the Municipality</b>
<b>5</b>	<b>Advocacy Efforts to Date</b>
<b>6</b>	<b>Recommendations for Further Advocacy</b>
6	Call to Action Letter
6	Report for Council: Cannabis Act Information (this report)
<b>6</b>	<b>Further Resources</b>
6	The Cannabis Act: The Facts
6	The Cannabis Act
6	Cannabis Information for Municipalities
6	Ontario: Cannabis Control Act
<b>7</b>	<b>Correspondence Received by Council</b>
7	Correspondence to Council, January 2023: Bonnie Shackelton
<b>7</b>	<b>Appendix A</b>
<b>7</b>	<b>Appendix B</b>

## Background

On January 18, 2023, Huron County Council passed the following motion:

**THAT:**

The Council of the County of Huron request staff to prepare a report for Council on the Federal Cannabis Legislation Review with recommendations on options for Huron County to address their concerns with this legislation.

## Cannabis Act: Information For Municipalities

According to The Government of Canada's *Information for Municipalities - Medical Use of Cannabis* there are two approved ways medical cannabis can be grown: *Licensed Producers* and *Personal and Designate Production*

### 1. Licensed Producers

Licensed producers are individuals or companies licensed by Health Canada to produce and sell cannabis for medical purposes. Licensed producers must meet stringent health and safety security requirements before producing and selling cannabis.

When applying to be a licensed producer under the Access to Cannabis for Medical Purposes Regulations (ACMPR), or when applying to amend a licence, an applicant must notify:

- The municipality
- Local fire officials
- Local law enforcement

Licensed producers must also notify these local authorities, within 30 days, after the issuance of a licence or the renewal, amendment, suspension, reinstatement, or revocation of their licence. These notification requirements are intended to provide local authorities with information about activities with cannabis conducted in their jurisdiction to allow them to take appropriate measures, as applicable.

Licensed producers are expected to obey all relevant federal, provincial and municipal laws and by-laws, including municipal zoning by-laws.

## **2. Personal and Designated Production**

If a person wants to produce a limited amount of cannabis for his/her own medical purposes, he/she needs to register with Health Canada. He/she can also choose to designate another person to produce a limited amount of cannabis for him/her. A person can produce a limited number of marijuana plants under a maximum of two registrations (for one other person and him/herself, or two other people). Marijuana plants may be produced under a maximum of four registrations at one address.

A registered or designated person is permitted to produce marijuana plants indoors and/or outdoors, but not both at the same time. If a person wishes to produce marijuana plants outdoors, the boundary of the land on which the production site is located cannot have any points in common with the boundary of the land on which a school, public playground, day care facility or other public place frequented mainly by persons under 18 years of age.

The number of plants a person can grow is determined by the daily amount recommended by their health care practitioner and a set of formulas in the regulations.

Health Canada also recommends that registered and designated persons be discreet with their production.

Individuals who are registered with Health Canada to produce a limited amount of cannabis for medical purposes are expected to obey all federal, provincial and municipal laws and by-laws.

## Community Expressed Concerns

Recently, some concerns regarding the Cannabis Act and local growing practices have been expressed by community members. Some of the topics of concern expressed have included:

- Excessive noise produced by ventilation units
- Serious odour impacts from production
- Health concerns from neighbouring property owners
- Questions regarding zoning requirements for Cannabis operations, particularly in regards to areas zoned residential
- The current lack of a Minimum Distance Separation (MDS) between licensed facilities/designate growers, and homes, public facilities

## Impact to the Municipality

Community concerns regarding the Cannabis Act have an impact on the municipality. These impacts include the costs associated with Council and staff time and legal fees. There is also a potential for community disruption pertaining to licenses issued under the Federal Medical Cannabis Registration process.

It is important to note that the municipality's concerns expressed in this report are not against or opposed to cannabis. The County of Huron appreciates the role that both the federal and provincial governments provide in assisting municipalities. However, when new legislation is implemented, it is often at the municipal level that the impacts of change can be observed and notations can be made for areas of improvement. It is vital that municipal governments pay attention and provide information and recommendations to other levels of government so that continual improvements can be made over time.

## Advocacy Efforts to Date

On October 5, 2022 a letter was sent to the Cannabis Act Legislative Review Secretariat of Health Canada. The letter offered requested feedback on the Cannabis Act and a recommendation for a Minimum Distance Separation to protect residential areas.

See Appendix A.

## Recommendations for Further Advocacy

### **Report for Council: Cannabis Act Information (this report)**

Further advocacy could be accomplished by sending this report, including the correspondence found in the appendices, to the Western Ontario Warden's Caucus (WOWC) for discussion and consideration.

A Call to Action Letter could be sent on behalf of WOWC, and all WOWC member municipalities could be invited to send similar letters to the agencies and individuals outlined below.

### **Call to Action Letter**

A sample Call to Action Letter for Huron County can be found in Appendix B. Once approved by Council, letters could be sent to:

- Federation of Canadian Municipalities (FCM)
- All Municipalities in Ontario
- Ministry of Agriculture, Food and Rural Affairs (OMAFRA)
- Premier of Ontario: Doug Ford
- Provincial Minister of the Environment, Conservation and Parks: David Piccini
- Provincial Minister of Agriculture: Lisa Thompson
- Provincial Minister of Municipal Affairs and Housing: Steve Clark
- Member of Parliament: Ben Lobb
- Federal Minister of Agriculture and Agri-Food: Marie-Claude Bibeau
- Federal Minister of Health: Jean-Yves Duclos

## Further Resources

### **The Cannabis Act: The Facts**

<https://www.canada.ca/en/health-canada/news/2018/06/backgrounder-the-cannabis-act-the-facts.html>

### **The Cannabis Act**

[https://laws-lois.justice.gc.ca/eng/annualstatutes/2018\\_16/FullText.html#:~:text=The%20objectives%20of%20the%20Act,operating%20outside%20the%20legal%20framework](https://laws-lois.justice.gc.ca/eng/annualstatutes/2018_16/FullText.html#:~:text=The%20objectives%20of%20the%20Act,operating%20outside%20the%20legal%20framework)

### **Cannabis Information for Municipalities**

<https://www.canada.ca/en/health-canada/services/drugs-medication/cannabis/information-municipalities.html>

### **Ontario: Cannabis Control Act**

<https://www.ontario.ca/laws/statute/17c26>

## Correspondence Received by Council

### **Correspondence to Council, January 2023: Bonnie Shackelton**

<https://agendas.huroncounty.ca/agendapublic/AttachmentViewer.ashx?AttachmentID=7134&ItemID=5394>

## Appendix A

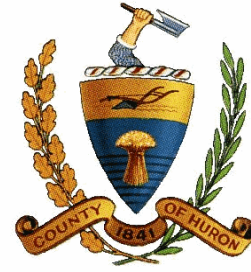
Copy of the letter sent to the Cannabis Act Legislative Review Secretariat of Health Canada on October 5, 2022

## Appendix B

Sample Call to Action Letter

**OFFICE OF THE WARDEN**

Corporation of the County of Huron  
1 Courthouse Square  
Goderich, Ontario N7A 1M2  
www.HuronCounty.ca  
Phone: 519.524.8394  
Toll Free: 1.888.524.8394



October, 5, 2022

**To:** Cannabis Act Legislative Review Secretariat  
Health Canada  
Address locator 03021  
Ottawa, Ontario  
K1A 0K9

On October 5, 2022, Huron County Council passed the following motion:

**THAT:**

The Council of the County of Huron send correspondence to Health Canada requesting consultation when implementing legislation on cannabis regulation as there is a direct impact on municipal operations and sometimes non compliancy to municipal by-laws;

**AND FURTHER THAT:**

The Council of the County of Huron recommends the inclusion of a system of Minimum Distance Separation to protect residential areas;

**AND FURTHER THAT:**

This correspondence be circulated to Huron County local municipalities for support.

Thank you for requesting feedback on the Cannabis Act and the current legislative framework for cannabis in Canada. As a municipal government for one of Canada's most agriculturally productive regions, and a popular tourism destination, we have been in the position to observe areas for improvement during the last several years of legal cannabis production under the Cannabis Act as managed by Health Canada.

Under the current legislative and regulatory framework, we have observed, and continue to observe, serious odour impacts on local communities and residents from cannabis production facilities; including concerns from local medical practitioners about these impacts. Most often, these odour impacts arise from properties used for 'The Production of Cannabis for Own Medical Purposes by a Designated Person'.

In our local municipal experience, these facilities are often established without complying with local municipal zoning and nuisance by-laws, often contain hundreds

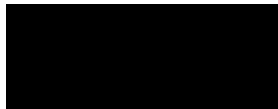
of cannabis plants for each of the four assigned individuals, and usually do not include adequate odour controls to manage impacts on surrounding homes, public facilities, and the community at large.

To help manage public impacts of cannabis production facilities, we request that all production facilities, including facilities used by a designated person to produce cannabis for an individual's medical purposes, require confirmation from the local municipality that the facility/site selected complies with all local municipal by-laws and regulations prior to an application being approved by Health Canada. We also request that Health Canada implement a system of minimum setbacks between cannabis production facilities and sensitive odour receptors, including homes and public facilities.

As an agricultural community we have had extensive experience with the Ontario Ministry of Agriculture, Food and Rural Affairs Minimum Distance Separation (MDS) Formula, an approach which has been used to successfully manage land use conflicts resulting from odour between livestock facilities and sensitive receptors for almost fifty years. We believe a system based on MDS would be appropriate to manage the impacts of Health Canada's approved cannabis facilities, including both licensed commercial producers and designated growers for individuals.

In conclusion, we strongly recommend enhanced consultation with municipal governments and request further notice and consultation with the County of Huron when drafting and implementing legislation and regulations dealing with matters related to cannabis production, as there is a direct impact on local municipal operations, local residents, and in some cases serious issues of non-compliance with local municipal by-laws.

Sincerely,

A black rectangular box redacting the signature of Glen McNeil.

Glen McNeil  
Warden, Huron County  
On behalf of Huron County Council



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1 Courthouse Square  
Goderich, Ontario N7A 1M2  
www.HuronCounty.ca  
Phone: 519.524.8394  
Toll Free: 1.888.524.8394



{insert date}

To: {insert recipient}

**Re:** Call to Action: Review of the Cannabis Act

On {insert date}, Huron County Council passed the following motion:

**THAT:**

{insert motion}

**AND FURTHER THAT:**

{insert motion}

The County of Huron calls for a review and amendments to the Cannabis Act and the current legislative framework for cannabis in Canada.

To be clear, the County of Huron is not against or opposed to cannabis and we appreciate the role that both the federal and provincial governments provide in assisting municipalities. However, when new legislation is implemented, it is often at the municipal level that the impacts of change can be observed, and notations can be made for areas of improvement. It is vital that municipal governments pay attention and provide information and recommendations to higher levels of government so that continual improvements can be made over time.

It is in this spirit that we provide the following recommendation:

As a municipal government for one of Canada's most agriculturally productive regions and a popular tourism destination, we have been in the position to observe the last several years of legal cannabis production under the Cannabis Act as managed by Health Canada.

Under the current legislative and regulatory framework, we have observed, and continue to observe, serious odour impacts on local communities and residents from cannabis production facilities; including concerns from local medical practitioners about these impacts. Most often, these odour impacts arise from properties used for 'The Production of Cannabis for Own Medical Purposes by a Designated Person'.

In our local municipal experience, these facilities are often established without complying with local municipal zoning and nuisance by-laws, often contain hundreds of cannabis plants for each of the four assigned individuals, and usually do not include adequate odour controls to manage impacts on surrounding homes, public facilities, and the community at large.

To help manage public impacts of cannabis production facilities, we request that all production facilities, including facilities used by a designated person to produce cannabis for an individual's medical purposes, to require confirmation from the local municipality that the facility/site selected complies with all local municipal by-laws and regulations prior to an application being approved by Health Canada. We also request that Health Canada implement a system of minimum setbacks between cannabis production facilities and sensitive odour receptors, including homes and public facilities.

As an agricultural community, we have had extensive experience with the Ontario Ministry of Agriculture, Food and Rural Affairs' Minimum Distance Separation (MDS) Formula, an approach which has been used to successfully manage land use conflicts resulting from odour between livestock facilities and sensitive receptors for almost 50 years. We believe a system based on MDS would be appropriate to manage the impacts of Health Canada's approved cannabis facilities, including both licensed commercial producers and designated growers for individuals.

In conclusion, we strongly recommend further notice and enhanced consultation with municipal governments when drafting and implementing legislation and regulations related to cannabis production, as there is a direct impact on local municipal operations, local residents, and in some cases, serious issues of non-compliance with local municipal by-laws.

Sincerely,

A black rectangular box redacting the signature of Glen McNeil.

Glen McNeil  
Warden, Huron County  
On behalf of Huron County Council

March 23, 2023

Glen McNeil  
Warden, Huron County  
By E-mail

**RE: Support for the Huron County Call to Action: Cannabis Act Review**

Please be advised that at their meeting held on March 20, 2023, the Council of the Municipality of West Perth passed the following resolution:

**Resolution No. 90/23**

**Moved By:** Councillor Andrew Fournier  
**Seconded By:** Councillor Diane Chessell

*That the Council of the Municipality of West Perth support the Huron County resolution regarding the "Call to Action: Review of the Cannabis Act."*

Attached is a copy of the Huron County resolution for your reference. If you have any questions regarding this letter, please do not hesitate to contact our office.

Sincerely,



Daniel Hobson  
Manager of Legislative Services/Clerk  
[dhobson@westperth.com](mailto:dhobson@westperth.com)  
519-348-8429 ext. 224

cc: Federation of Canadian Municipalities  
All Municipalities in Ontario  
Ontario Ministry of Agriculture, Food and Rural Affairs  
Premier of Ontario  
Provincial Minister of the Environment, Conservation and Parks  
Provincial Minister of Agriculture  
Provincial Minister of Municipal Affairs and Housing  
Member of Parliament  
Federal Minister of Agriculture and Agri-Food  
Federal Minister of Health

**OFFICE OF THE WARDEN**

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1 Courthouse Square  
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February 1, 2023

Sent via email.

**Re: Call to Action: Review of the Cannabis Act**

Please note that on February 1, 2023 Huron County Council passed the following motion:

Moved by: Councillor G. Finch and Seconded by: Councillor M. Anderson

THAT:

The Council of the County of Huron approve the report by CAO Meighan Wark dated February 1, 2023 titled Report to Council: Cannabis Act Information as presented;  
AND FURTHER THAT:

The Council of the County of Huron advocate for improvements to the Cannabis Act and current legislative framework for cannabis in Canada by sending the report titled *Report for Council: Cannabis Act Information*, including the correspondence found in the appendices, to the Western Ontario Warden's Caucus (WOWC) for discussion and consideration;

AND FURTHER THAT:

The Council of the County of Huron approve forwarding Call to Action Letters to the following for support:

- Federation of Canadian Municipalities (FCM)
- All Municipalities in Ontario
- Ministry of Agriculture, Food and Rural Affairs (OMAFRA)
- Premier of Ontario
- Provincial Minister of the Environment, Conservation and Parks
- Provincial Minister of Agriculture
- Provincial Minister of Municipal Affairs and Housing
- Member of Parliament
- Federal Minister of Agriculture and Agri-Food
- Federal Minister of Health

CARRIED

The County of Huron calls for a review and amendments to the Cannabis Act and the current legislative framework for cannabis in Canada.

To be clear, the County of Huron is not against or opposed to cannabis and we appreciate the role that both the federal and provincial governments provide in assisting municipalities. However, when new legislation is implemented, it is often at the municipal level that the impacts of change can be observed, and notations can be made for areas of improvement. It is vital that municipal governments pay attention and provide information and recommendations to higher levels of government so that continual improvements can be made over time.

It is in this spirit that we provide the following recommendation:

As a municipal government for one of Canada's most agriculturally productive regions and a popular tourism destination, we have been in the position to observe the last several years of legal cannabis production under the Cannabis Act as managed by Health Canada.

Under the current legislative and regulatory framework, we have observed, and continue to observe, serious odour impacts on local communities and residents from cannabis production facilities; including concerns from local medical practitioners about these impacts. Most often, these odour impacts arise from properties used for 'The Production of Cannabis for Own Medical Purposes by a Designated Person'.

In our local municipal experience, these facilities are often established without complying with local municipal zoning and nuisance by-laws, often contain hundreds of cannabis plants for each of the four assigned individuals, and usually do not include adequate odour controls to manage impacts on surrounding homes, public facilities, and the community at large.

To help manage public impacts of cannabis production facilities, we request that all production facilities, including facilities used by a designated person to produce cannabis for an individual's medical purposes, to require confirmation from the local municipality that the facility/site selected complies with all local municipal by-laws and regulations prior to an application being approved by Health Canada. We also request that Health Canada implement a system of minimum setbacks between cannabis production facilities and sensitive odour receptors, including homes and public facilities.

As an agricultural community, we have had extensive experience with the Ontario Ministry of Agriculture, Food and Rural Affairs' Minimum Distance Separation (MDS) Formula, an approach which has been used to successfully manage land use conflicts resulting from odour between livestock facilities and sensitive receptors for almost 50 years. We believe a system based on MDS would be appropriate to manage the

impacts of Health Canada's approved cannabis facilities, including both licensed commercial producers and designated growers for individuals.

In conclusion, we strongly recommend further notice and enhanced consultation with municipal governments when drafting and implementing legislation and regulations related to cannabis production, as there is a direct impact on local municipal operations, local residents, and in some cases, serious issues of non-compliance with local municipal by-laws.

Sincerely,



Glen McNeil  
Warden, Huron County  
On behalf of Huron County Council



# Report for Council: Cannabis Act Information

Prepared: January 2023

# Contents

<b>3</b>	<b>Background</b>
<b>3</b>	<b>Cannabis Act: Information For Municipalities</b>
3	1. Licensed Producers
4	2. Personal and Designated Production
<b>5</b>	<b>Community Expressed Concerns</b>
<b>5</b>	<b>Impact to the Municipality</b>
<b>5</b>	<b>Advocacy Efforts to Date</b>
<b>6</b>	<b>Recommendations for Further Advocacy</b>
6	Call to Action Letter
6	Report for Council: Cannabis Act Information (this report)
<b>6</b>	<b>Further Resources</b>
6	The Cannabis Act: The Facts
6	The Cannabis Act
6	Cannabis Information for Municipalities
6	Ontario: Cannabis Control Act
<b>7</b>	<b>Correspondence Received by Council</b>
7	Correspondence to Council, January 2023: Bonnie Shackelton
<b>7</b>	<b>Appendix A</b>
<b>7</b>	<b>Appendix B</b>



## Background

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## Further Resources

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## Appendix A

Copy of the letter sent to the Cannabis Act Legislative Review Secretariat of Health Canada on October 5, 2022

## Appendix B

Sample Call to Action Letter

**OFFICE OF THE WARDEN**

Corporation of the County of Huron  
1 Courthouse Square  
Goderich, Ontario N7A 1M2  
www.HuronCounty.ca  
Phone: 519.524.8394  
Toll Free: 1.888.524.8394



October, 5, 2022

**To:** Cannabis Act Legislative Review Secretariat  
Health Canada  
Address locator 03021  
Ottawa, Ontario  
K1A 0K9

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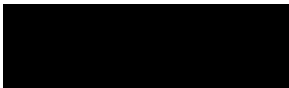
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Sincerely,

A solid black rectangular box used to redact the signature of Glen McNeil.

Glen McNeil  
Warden, Huron County  
On behalf of Huron County Council

**OFFICE OF THE WARDEN**

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www.HuronCounty.ca  
Phone: 519.524.8394  
Toll Free: 1.888.524.8394



{insert date}

**To:** {insert recipient}

**Re:** Call to Action: Review of the Cannabis Act

On {insert date}, Huron County Council passed the following motion:

**THAT:**

{insert motion}

**AND FURTHER THAT:**

{insert motion}

The County of Huron calls for a review and amendments to the Cannabis Act and the current legislative framework for cannabis in Canada.

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As an agricultural community, we have had extensive experience with the Ontario Ministry of Agriculture, Food and Rural Affairs' Minimum Distance Separation (MDS) Formula, an approach which has been used to successfully manage land use conflicts resulting from odour between livestock facilities and sensitive receptors for almost 50 years. We believe a system based on MDS would be appropriate to manage the impacts of Health Canada's approved cannabis facilities, including both licensed commercial producers and designated growers for individuals.

In conclusion, we strongly recommend further notice and enhanced consultation with municipal governments when drafting and implementing legislation and regulations related to cannabis production, as there is a direct impact on local municipal operations, local residents, and in some cases, serious issues of non-compliance with local municipal by-laws.

Sincerely,

A black rectangular box redacting the signature of Glen McNeil.

Glen McNeil  
Warden, Huron County  
On behalf of Huron County Council

---

**From:** Katy Macpherson <kmacpherson@greaternapanee.com>  
**Sent:** Monday, March 20, 2023 12:19 PM  
**To:** Town of GreaterNapanee Supports Huron County's Call for Cannabis Act Review  
2023-03-13 WOWC Support Huron County Cannabis Act Review.pdf

**Subject:**  
**Attachments:**

Good morning,

At the regular meeting of the Town of Greater Napanee held on March 14, 2023, the following resolution was passed:

Moved by Councillor Pinnell Jr., seconded by Councillor Hicks

*That Council send a letter supporting the County of Huron regarding the need to review the current Cannabis act and CC the same government identities as included on the February 1, 2023 letter and the Eastern Ontario Warden Caucus. CARRIED.*

The Huron County Warden's letter is attached for your reference.

Best,



**Katy Macpherson**  
99A Advance Ave K7R 3Y6  
T: 613-776-1159  
[www.greaternapanee.com](http://www.greaternapanee.com)

This e-mail may contain privileged and confidential information intended only for the individual or entity named in the message. If the reader of this message is not the intended recipient, or the agent responsible to deliver it to the intended recipient, you are hereby notified that any review, dissemination, distribution or copying of this communication is prohibited. If this communication was received in error, please notify us by reply e-mail and delete the original message.

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Monday, March 13, 2023

**WOWC Supports Huron County's Call for Cannabis Act Review**

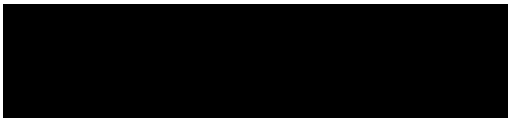
At the regular meeting of the Western Ontario Wardens' Caucus held on March 10, 2023, the following resolution was passed:

Moved by R. Ehgoetz, seconded by K. Marriott:

THAT the Huron County resolution, re Call to Action - Cannabis Act Review, be supported." –  
CARRIED

The Huron County Warden's letter is attached for your reference.

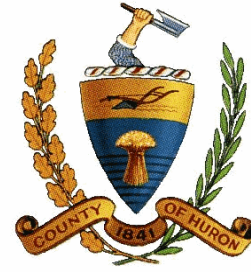
Sincerely,



Glen McNeil  
Chair, Western Ontario Wardens' Caucus

**OFFICE OF THE WARDEN**

Corporation of the County of Huron  
1 Courthouse Square  
Goderich, Ontario N7A 1M2  
www.HuronCounty.ca  
Phone: 519.524.8394  
Toll Free: 1.888.524.8394



February 1, 2023

Sent via email.

**Re: Call to Action: Review of the Cannabis Act**

Please note that on February 1, 2023 Huron County Council passed the following motion:

Moved by: Councillor G. Finch and Seconded by: Councillor M. Anderson

THAT:

The Council of the County of Huron approve the report by CAO Meighan Wark dated February 1, 2023 titled Report to Council: Cannabis Act Information as presented;

AND FURTHER THAT:

The Council of the County of Huron advocate for improvements to the Cannabis Act and current legislative framework for cannabis in Canada by sending the report titled *Report for Council: Cannabis Act Information*, including the correspondence found in the appendices, to the Western Ontario Warden's Caucus (WOWC) for discussion and consideration;

AND FURTHER THAT:

The Council of the County of Huron approve forwarding Call to Action Letters to the following for support:

- Federation of Canadian Municipalities (FCM)
- All Municipalities in Ontario
- Ministry of Agriculture, Food and Rural Affairs (OMAFRA)
- Premier of Ontario
- Provincial Minister of the Environment, Conservation and Parks
- Provincial Minister of Agriculture
- Provincial Minister of Municipal Affairs and Housing
- Member of Parliament
- Federal Minister of Agriculture and Agri-Food
- Federal Minister of Health

CARRIED

The County of Huron calls for a review and amendments to the Cannabis Act and the current legislative framework for cannabis in Canada.

To be clear, the County of Huron is not against or opposed to cannabis and we appreciate the role that both the federal and provincial governments provide in assisting municipalities. However, when new legislation is implemented, it is often at the municipal level that the impacts of change can be observed, and notations can be made for areas of improvement. It is vital that municipal governments pay attention and provide information and recommendations to higher levels of government so that continual improvements can be made over time.

It is in this spirit that we provide the following recommendation:

As a municipal government for one of Canada's most agriculturally productive regions and a popular tourism destination, we have been in the position to observe the last several years of legal cannabis production under the Cannabis Act as managed by Health Canada.

Under the current legislative and regulatory framework, we have observed, and continue to observe, serious odour impacts on local communities and residents from cannabis production facilities; including concerns from local medical practitioners about these impacts. Most often, these odour impacts arise from properties used for 'The Production of Cannabis for Own Medical Purposes by a Designated Person'.

In our local municipal experience, these facilities are often established without complying with local municipal zoning and nuisance by-laws, often contain hundreds of cannabis plants for each of the four assigned individuals, and usually do not include adequate odour controls to manage impacts on surrounding homes, public facilities, and the community at large.

To help manage public impacts of cannabis production facilities, we request that all production facilities, including facilities used by a designated person to produce cannabis for an individual's medical purposes, to require confirmation from the local municipality that the facility/site selected complies with all local municipal by-laws and regulations prior to an application being approved by Health Canada. We also request that Health Canada implement a system of minimum setbacks between cannabis production facilities and sensitive odour receptors, including homes and public facilities.

As an agricultural community, we have had extensive experience with the Ontario Ministry of Agriculture, Food and Rural Affairs' Minimum Distance Separation (MDS) Formula, an approach which has been used to successfully manage land use conflicts resulting from odour between livestock facilities and sensitive receptors for almost 50 years. We believe a system based on MDS would be appropriate to manage the

impacts of Health Canada's approved cannabis facilities, including both licensed commercial producers and designated growers for individuals.

In conclusion, we strongly recommend further notice and enhanced consultation with municipal governments when drafting and implementing legislation and regulations related to cannabis production, as there is a direct impact on local municipal operations, local residents, and in some cases, serious issues of non-compliance with local municipal by-laws.

Sincerely,



Glen McNeil  
Warden, Huron County  
On behalf of Huron County Council



Monday, March 13, 2023

**WOWC Supports Huron County's Call for Cannabis Act Review**

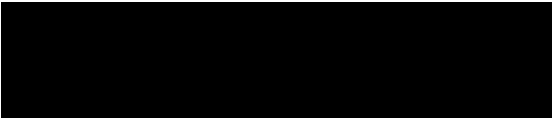
At the regular meeting of the Western Ontario Wardens' Caucus held on March 10, 2023, the following resolution was passed:

Moved by R. Ehgoetz, seconded by K. Marriott:

THAT the Huron County resolution, re Call to Action - Cannabis Act Review, be supported." –  
CARRIED

The Huron County Warden's letter is attached for your reference.

Sincerely,



Glen McNeil  
Chair, Western Ontario Wardens' Caucus

**OFFICE OF THE WARDEN**

Corporation of the County of Huron  
1 Courthouse Square  
Goderich, Ontario N7A 1M2  
www.HuronCounty.ca  
Phone: 519.524.8394  
Toll Free: 1.888.524.8394



February 1, 2023

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Moved by: Councillor G. Finch and Seconded by: Councillor M. Anderson

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- Premier of Ontario
- Provincial Minister of the Environment, Conservation and Parks
- Provincial Minister of Agriculture
- Provincial Minister of Municipal Affairs and Housing
- Member of Parliament
- Federal Minister of Agriculture and Agri-Food
- Federal Minister of Health

CARRIED

The County of Huron calls for a review and amendments to the Cannabis Act and the current legislative framework for cannabis in Canada.



To be clear, the County of Huron is not against or opposed to cannabis and we appreciate the role that both the federal and provincial governments provide in assisting municipalities. However, when new legislation is implemented, it is often at the municipal level that the impacts of change can be observed, and notations can be made for areas of improvement. It is vital that municipal governments pay attention and provide information and recommendations to higher levels of government so that continual improvements can be made over time.

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Under the current legislative and regulatory framework, we have observed, and continue to observe, serious odour impacts on local communities and residents from cannabis production facilities; including concerns from local medical practitioners about these impacts. Most often, these odour impacts arise from properties used for 'The Production of Cannabis for Own Medical Purposes by a Designated Person'.

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Sincerely,



Glen McNeil  
Warden, Huron County  
On behalf of Huron County Council

Administration & Finance Division  
Planning & Development Division  
Phone: (807)274-5323  
Fax: (807)274-8479

Operations & Facilities Division  
Phone: (807)274-9893  
Fax: (807)274-7360

Community Service Division  
Phone: (807)274-4561  
Fax: (807)274-3799

Email: [town@fortfrances.ca](mailto:town@fortfrances.ca)  
[www.fortfrances.ca](http://www.fortfrances.ca)

Mailing Address for All Divisions:  
320 Portage Avenue  
Fort Frances, ON  
P9A 3P9



March 29, 2023

Mandi Pearson, Clerk/operations Clerk  
Town of Petrolia  
411 Greenfield Street  
Petrolia, ON N0N 1R0

Via Email: [mpearson@petrolia.ca](mailto:mpearson@petrolia.ca)

**RE: School Board Elections**

Dear Ms. Pearson;

Please be advised that at the Regular Meeting of Council on March 13, 2023, your letter dated December 12, 2022 regarding *School Board Elections*, was discussed.

After review, Council passed the resolution that reads in part as follows:

"THAT at the Regular Council Meeting of March 13, 2023, Council received a resolution of support passed by the Town of Petrolia regarding School Board Elections where Council directed staff to bring back a motion of support;

AND THAT Council of the Town of Fort Frances hereby support the resolution from the Town of Petrolia dated December 12, 2022 as attached hereto and forming part of this resolution."

If you have any questions regarding the above resolution, please do not hesitate to contact me via phone or email at [msexton@fortfrances.ca](mailto:msexton@fortfrances.ca)

Sincerely,

ADMINISTRATION & FINANCE DIVISION

Mia Sexton  
Deputy Clerk

c.c. Hon. Stephen Lecce, Minister of Education  
All Ontario Municipalities



# Township of Lucan Biddulph

270 Main Street  
P.O Box 190, Lucan, Ontario N0M 2J0  
Phone (519) 227-4491; Fax (519) 227-4998

March 22, 2023

The Honorable Steve Clark  
Minister of Municipal Affairs and Housing

## **RE: Future Accuracy of Permanent Register of Electors**

Please be advised that the Council of the Corporation of the Township of Lucan Biddulph at its meeting held on March 21, 2023 passed the following resolution:

Resolution No. 2023-094  
Moved by Councillor D. Regan  
Seconded by Deputy Mayor D. Manders

WHEREAS concerns surrounding the accuracy of the Voters' List has been highlighted in elections past and inaccuracies continue to plague municipal elections;

AND WHEREAS the Chief Electoral Officer for the Province of Ontario now has the responsibility to prepare and maintain a Permanent Register of Electors, under the Elections Act, for future municipal elections;

AND WHEREAS an accurate Permanent Register of Electors is paramount in upholding the integrity of democratic government;

AND WHEREAS an accurate Permanent Register of Electors could increase voter turnout statistics and possibly contribute to positive voter apathy;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of Lucan Biddulph requests that the Province of Ontario, through Elections Ontario and the Chief Electoral Officer utilize any resources available to produce the highest quality Permanent Register of Electors;

AND FURTHER THAT this resolution be circulated to the Minister of Municipal Affairs and Housing, Elections Ontario, MPP Monte McNaughton and Ontario Municipal Councils for their support.

CARRIED

If you require any additional information, please contact my office.

Sincerely,



Ron Reymer  
CAO/Clerk

cc. All Ontario Municipalities  
Greg Essensa, Chief Electoral Officer for Ontario  
Monte McNaughton, MPP – Lambton, Kent, Middlesex



---

The Honourable Steve Clark  
Minister of Municipal Affairs & Housing  
[minister.mah@ontario.ca](mailto:minister.mah@ontario.ca)

*DELIVERED VIA EMAIL*

March 22<sup>nd</sup> 2023

**Re: Future Accuracy of the Permanent Register of Electors**

Dear Minister Clark,

Please be advised that at the Regular Council Meeting on March 8<sup>th</sup> 2023, the Town of Plympton-Wyoming Council passed the following motion, supporting the resolution from the Council of the Township of Ashfield-Colborne-Wawanosh regarding *Future Accuracy of the Permanent Register of Electors*.

***Motion 20***

*Moved by Councillor Alex Boughen*

*Seconded by Councillor Mike Vasey*

*That Council support item 'G' of correspondence from the Township of Ashfield-Colborne-Wawanosh regarding an Accurate Voters List.*

***Carried.***

If you have any questions regarding the above motion, please do not hesitate to contact me by phone or email at [dgiles@plympton-wyoming.ca](mailto:dgiles@plympton-wyoming.ca).

Sincerely,

Denny Giles  
Deputy Clerk  
Town of Plympton-Wyoming

cc: Greg Essensa, Chief Electoral Officer for Ontario  
Bob Bailey, Sarnia-Lambton MPP  
All Ontario Municipalities



## CORPORATION OF THE TOWN OF ESSEX

33 Talbot Street South, Essex, Ontario, N8M 1A8

p: 519.776.7336 f: 519.776.8811 | [essex.ca](http://essex.ca)

### Honourable Steve Clark

Ministry of Municipal Affairs and Housing  
College Park 17<sup>th</sup> Floor, 777 Bay Street  
Toronto, ON M7A 2J3

March 17, 2023

#### RE: Tax Classification of Short-Term Rental Units

---

At its Regular Council Meeting held on March 6, 2023, Councillor Hammond brought forward a Notice of Motion for Council's consideration regarding the current tax classification of Short-Term Rental Units. In particular, Council discussed the implications of having Short-Term Rental Units operate as a business within a residential community. Council noted that allowing Short-Term Rental Unit Operators to pay residential property taxes is inequitable to those business owners who must pay commercial property taxes, solely due to the location of their business.

As a result of this discussion, Council passed the following resolution:

#### **R23-03-082**

Moved by: Councillor Hammond

Seconded by: Councillor Matyi

**That** Council direct Administration to send a letter to the Municipal Property Assessment Corporation ("MPAC"), the Ministry of Municipal Affairs, and any other relevant bodies, to investigate the tax classification of short-term rental units and consider taxing them as commercial as opposed to residential.

**Carried**

I trust you will find this satisfactory. If you have any questions or comments, please feel free to contact the undersigned.

Yours truly,

A black rectangular box redacting the signature of Shelley Brown.

### **Shelley Brown**

Acting Clerk, Legal and Legislative Services  
[sbrown@essex.ca](mailto:sbrown@essex.ca)

**c.c.** Tracy Pringle, Municipal Property Assessment Corporation  
**[Tracy.Pringle@mpac.ca](mailto:Tracy.Pringle@mpac.ca)**

*Where you belong*



**CORPORATION OF THE TOWN OF ESSEX**

33 Talbot Street South, Essex, Ontario, N8M 1A8

p: 519.776.7336 f: 519.776.8811 | [essex.ca](http://essex.ca)

Anthony Leardi, MPP

**[Anthony.Leardi@pc.ola.org](mailto:Anthony.Leardi@pc.ola.org)**

Mary Birch, Interim CAO

**[mbirch@countyofessex.ca](mailto:mbirch@countyofessex.ca)**

All Ontario Municipalities





## CORPORATION OF THE TOWN OF ESSEX

33 Talbot Street South, Essex, Ontario, N8M 1A8  
p: 519.776.7336 f: 519.776.8811 | [essex.ca](http://essex.ca)

### Honourable Steve Clark

Ministry of Municipal Affairs and Housing  
College Park 17<sup>th</sup> Floor, 777 Bay Street  
Toronto, ON M7A 2J3

March 22, 2023

RE: The Reinstatement of Legislation Permitting a Municipality to Retain Surplus Proceeds from Tax Sales

---

Dear Honourable Steve Clark,

At its Regular Council Meeting held on March 6, 2023, Mayor Bondy brought forward a Notice of Motion for Council's consideration regarding the reinstatement of previous legislation permitting a municipality to retain surplus proceeds from tax sales. It was discussed that, prior to being repealed by the Modernizing Ontario's Municipal Legislation Act, 2017, Section 380(6) of the Municipal Act, 2001 allowed for a municipality to retain surplus proceeds from tax sales within their jurisdiction. It was further noted that the Public Tax Sale process is burdensome to a municipality who invest a considerable amount of time and money recovering these proceeds for the potential sole benefit of the Crown in Right of Ontario.

As a result of this discussion, Council passed the following resolution:

#### **R23-03-081**

Moved by: Mayor Bondy

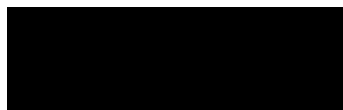
Seconded by: Councillor Allard

**That** Council direct Administration to send a letter to all relevant taxation bodies, including the Ministry of Municipal Affairs, the Ministry of Finance, Essex County Council, MPP Anthony Leardi, Association of the Municipalities of Ontario and all other municipalities in Ontario urging them to re-instate previous legislation that permitted a Municipality to apply for and retain the surplus proceeds from a tax sale in their jurisdiction.

**Carried**

I trust you will find this satisfactory. If you have any questions or comments, please feel free to contact the undersigned.

Yours truly,



**Shelley Brown**

Acting Clerk  
[sbrown@essex.ca](mailto:sbrown@essex.ca)

*Where you belong*



**CORPORATION OF THE TOWN OF ESSEX**

33 Talbot Street South, Essex, Ontario, N8M 1A8

p: 519.776.7336 f: 519.776.8811 | [essex.ca](http://essex.ca)

**c.c.** Honourable Peter Bethlenfalvy, Minister of Finance

[minister.fin@ontario.ca](mailto:minister.fin@ontario.ca)

Mary Birch, Interim Chief Administrative Officer

[mbirch@countyofessex.ca](mailto:mbirch@countyofessex.ca)

Anthony Leardi, MPP

[anthony.leardi@pc.ola.org](mailto:anthony.leardi@pc.ola.org)

Association of Municipalities of Ontario ("AMO")

[resolutions@amo.on.ca](mailto:resolutions@amo.on.ca)

All other municipalities in Ontario



The Honourable Steve Clark  
Minister of Municipal Affairs & Housing  
[minister.mah@ontario.ca](mailto:minister.mah@ontario.ca)

The Honourable Peter Bethlenfalvy  
Minister of Finance  
[minister.fin@ontario.ca](mailto:minister.fin@ontario.ca)

*DELIVERED VIA EMAIL*

March 31<sup>st</sup> 2023

**Re: Municipalities Retaining Surplus Proceeds from Tax Sales**

Dear Premier Ford,

Please be advised that at the Regular Council Meeting on March 29<sup>th</sup> 2023, the Town of Plympton-Wyoming Council passed the following motion, supporting the resolution from the Council of the Town of Essex regarding Municipalities Retaining Surplus Proceeds from Tax Sales.

***Motion 14***

*Moved by Councillor Mike Vasey*

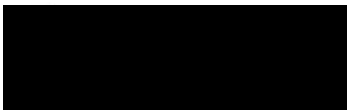
*Seconded by Councillor Bob Woolvett*

*That Council support item 'N' of correspondence from the Town of Essex regarding Municipalities Retaining Surplus Proceeds from Tax Sales.*

***Carried.***

If you have any questions regarding the above motion, please do not hesitate to contact me by phone or email at [dgiles@plympton-wyoming.ca](mailto:dgiles@plympton-wyoming.ca).

Sincerely,



Denny Giles  
Deputy Clerk  
Town of Plympton-Wyoming

cc: Bob Bailey – MPP, Sarnia-Lambton  
Association of Municipalities of Ontario  
All Ontario Municipalities



## CORPORATION OF THE TOWN OF ESSEX

33 Talbot Street South, Essex, Ontario, N8M 1A8

p: 519.776.7336 f: 519.776.8811 | [essex.ca](http://essex.ca)

### Honourable Steve Clark

Ministry of Municipal Affairs and Housing  
College Park 17<sup>th</sup> Floor, 777 Bay Street  
Toronto, ON M7A 2J3

March 22, 2023

RE: The Reinstatement of Legislation Permitting a Municipality to Retain Surplus Proceeds from Tax Sales

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Dear Honourable Steve Clark,

At its Regular Council Meeting held on March 6, 2023, Mayor Bondy brought forward a Notice of Motion for Council's consideration regarding the reinstatement of previous legislation permitting a municipality to retain surplus proceeds from tax sales. It was discussed that, prior to being repealed by the Modernizing Ontario's Municipal Legislation Act, 2017, Section 380(6) of the Municipal Act, 2001 allowed for a municipality to retain surplus proceeds from tax sales within their jurisdiction. It was further noted that the Public Tax Sale process is burdensome to a municipality who invest a considerable amount of time and money recovering these proceeds for the potential sole benefit of the Crown in Right of Ontario.

As a result of this discussion, Council passed the following resolution:

#### **R23-03-081**

Moved by: Mayor Bondy

Seconded by: Councillor Allard

**That** Council direct Administration to send a letter to all relevant taxation bodies, including the Ministry of Municipal Affairs, the Ministry of Finance, Essex County Council, MPP Anthony Leardi, Association of the Municipalities of Ontario and all other municipalities in Ontario urging them to re-instate previous legislation that permitted a Municipality to apply for and retain the surplus proceeds from a tax sale in their jurisdiction.

**Carried**

I trust you will find this satisfactory. If you have any questions or comments, please feel free to contact the undersigned.

Yours truly,

A handwritten signature in blue ink, appearing to read "Shelley Brown".

#### **Shelley Brown**

Acting Clerk  
[sbrown@essex.ca](mailto:sbrown@essex.ca)

*Where you belong*



**CORPORATION OF THE TOWN OF ESSEX**

33 Talbot Street South, Essex, Ontario, N8M 1A8

p: 519.776.7336 f: 519.776.8811 | [essex.ca](http://essex.ca)

**c.c.** Honourable Peter Bethlenfalvy, Minister of Finance

[minister.fin@ontario.ca](mailto:minister.fin@ontario.ca)

Mary Birch, Interim Chief Administrative Officer

[mbirch@countyofessex.ca](mailto:mbirch@countyofessex.ca)

Anthony Leardi, MPP

[anthony.leardi@pc.ola.org](mailto:anthony.leardi@pc.ola.org)

Association of Municipalities of Ontario ("AMO")

[resolutions@amo.on.ca](mailto:resolutions@amo.on.ca)

All other municipalities in Ontario

March 23, 2023

Tracy Robinson, CN Rail President and CEO  
Montreal (Headquarters)  
935 de La Gauchetiere Street West  
Montreal, Quebec, Canada  
H3B 2M9

Dear Tracy Robinson:

**RE: Support for CN Railway Contribution Requirements under the *Drainage Act* and Impacts on Municipal Drain Infrastructure in Ontario**

**Please be advised that at their meeting held on March 21, 2023, the Council of the Township of Howick passed the following resolution:**

**Resolution No. 93-23**

**Moved by:** Councillor Hargrave

**Seconded by:** Councillor Grimes

*That Council of the Township of Howick support and endorse the Township of Warwick resolution, dated November 16, 2022; and*

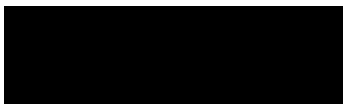
*That Council of the Township of Howick requests that CN Rail:*

- 1. be called upon to act as a partner to municipalities and agriculture in Ontario and reconsider its position that the Drainage Act does not apply to it as a public entity and*
- 2. That CN Rail contribute to all municipal drains in Ontario, as per section 26 of the Drainage Act, and work to expedite its response timelines to the fifty-five projects currently on hold in Ontario so that the projects impacting the agricultural sector can proceed and be dealt with in a timely manner after years of delay cause directly by CN Rail;*

*And Further that this resolution be circulated to Minister of Agriculture, Food and Rural Affairs/Huron-Bruce MPP Lisa Thompson, Minister of Agriculture and Agri-Good Marie-Claude Bibeau, CN Manager of Public Affairs, Ontario & Atlantic Canada Daniel Salvatore, the President and CEO of CN Rail Tracey Robinson, Director of Government Relations, Railway Association of Canada Gregory Kolz and to all municipalities in Ontario for their support.*

Attached is a copy of the Township of Warwick resolution for your reference. If you require any additional information, please do not hesitate to contact my office.

Sincerely,



Caitlin Gillis  
Clerk-Administrator  
Township of Howick  
[clerk@howick.ca](mailto:clerk@howick.ca)  
519-335-3208 Ext. 2

Cc: Hon. Lisa Thompson, Minister of Agriculture, Food and Rural Affairs  
Marie-Claude Bibeau, Minister of Agriculture and Agri-Food  
Daniel Salvatore, CN Manager Public Affairs, Ontario & Atlantic Canada  
Cyrus Report, CN Vice President, Public, Government and Regulatory Affairs  
Jonathan Abecassis, CN Media Relations & Public Affairs  
Gregory Holz, Director of Government Relations, Railway Association of Canada  
All Ontario municipalities





# TOWNSHIP OF WARWICK

*"A Community in Action"*

5280 Nauvoo Road | P.O. Box 10 | Watford, ON N0M 2S0

Township Office: (226) 848-3926  
Watford Arena: (519) 876-2808  
Website: [www.warwicktownship.ca](http://www.warwicktownship.ca)

Works Department: (519) 849-3923  
Fax: (226) 848-6136  
E-mail: [info@warwicktownship.ca](mailto:info@warwicktownship.ca)

## **BY E-MAIL ONLY**

November 16, 2022

Tracy Robinson, CN Rail President and CEO  
Montreal (Headquarters)  
935 de La Gauchetière Street West  
Montreal, Quebec, Canada  
H3B 2M9

Dear Tracy Robinson:

**Re: CN Railway Contribution Requirements under the *Drainage Act* and Impacts on Municipal Drain Infrastructure in Ontario**

At the October 17, 2022, regular Council meeting Warwick Township Council discussed the continuing impacts of CN's decision not to participate in funding municipal drains in Ontario, as per the *Drainage Act*, and the negative consequences on our community and others in the Province and approved the following resolution to be circulated to CN and related partners:

***WHEREAS municipal drains are considered critical rural infrastructure that support food production, food security, the environment and economic sustainability in rural Ontario;***

***AND WHEREAS the creation, maintenance and contribution requirements towards municipal drain infrastructure are governed by the *Drainage Act*;***

***AND WHEREAS an official from CN Rail has formally communicated to the Township of Warwick that "CN's decision is that it is a federally regulated entity under CTA guidelines, as such, are not governed by provincial regulations";***

***AND WHEREAS the implication that any public utility could become exempt from the financial requirements invalidates the underlying principle that all benefitting from municipal drain projects are required to contribute financially, including all public utilities;***



***AND WHEREAS there are currently at least fifty-five municipal drainage projects in Ontario being impacted by CN's actions and refusal to contribute as per the Drainage Act;***

***AND WHEREAS the Township of Warwick and many rural municipalities have expressed concerns over this CN Rail position to the Ministry of Agriculture and Rural Affairs consistently over at least the past four years;***

***AND WHEREAS the Township of Warwick and other rural municipalities met with Minister Thompson at the Association of Municipalities in Ontario (AMO) on this issue and Minister Thompson has confirmed it remains the Provincial government's position that the Drainage Act does apply to all federally regulated railways;***

***NOW THEREFORE the Council of the Township of Warwick hereby declares as follows:***

***THAT Ontario's Drainage Act is an important piece of legislation used to meet the drainage needs of a variety of stakeholders, including agricultural businesses and ultimately food production, thereby supporting families, neighbours, and thriving communities;***

***AND THAT CN Rail be called upon to act as a partner to municipalities and agriculture in Ontario and reconsider its position that the Drainage Act does not apply to it as a public entity;***

***AND THAT CN Rail contribute to all municipal drains in Ontario, as per section 26 of the Drainage Act, and work to expedite its response timelines to the fifty-five projects currently on hold in Ontario so that the projects impacting the agriculture sector can proceed and be dealt with in a timely manner after years of delay caused directly by CN Rail;***

***AND THAT a copy of this resolution be circulated to Minister of Agriculture Food and Rural Affairs Lisa Thompson, local MPP Monte McNaughton, Minister of Agriculture and Agri-Food Marie-Claude Bibeau, CN Manager Public Affairs, Ontario & Atlantic Canada Daniel Salvatore, the President and CEO of CN Rail Tracy Robinson, Director of Government Relations Railway Association of Canada Gregory Kolz and to all municipalities in Ontario for their support.***

---

***- Carried.***

Warwick Township Council looks forward to a timely response from CN in the hopes that this issue impacting rural Ontario can be resolved.

Sincerely,



Amanda Gubbels  
CAO/Clerk  
Township of Warwick

Cc:

Lisa Thompson, Minister of Agriculture Food and Rural Affairs,  
Monte McNaughton, MPP Lambton-Kent-Middlesex  
Marie-Claude Bibeau, Minister of Agriculture and Agri-Food  
Daniel Salvatore, CN Manager Public Affairs, Ontario & Atlantic Canada  
Cyrus Reporter, CN Vice-President, Public, Government and Regulatory Affairs  
Jonathan Abecassis, CN Media Relations & Public Affairs  
Gregory Kolz, Director of Government Relations, Railway Association of Canada  
All Ontario municipalities

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## Justine Brotherston

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**From:** Township of Puslinch <services@puslinch.ca>  
**Sent:** Tuesday, March 14, 2023 9:07 PM  
**To:** Justine Brotherston  
**Subject:** New Entry: Delegate Request

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

### Type of Meeting

Council

---

### Meeting Date

March 22, 2023

---

### How many delegates are requesting to make this presentation?

One (1)

---

### Type of Delegation

This is a request to delegate on a topic on the upcoming agenda

---

### Identify which agenda item you are requesting to delegate on?

March 22

---

**Type of Presentation**

This request is to present a verbal delegation

---

**Type of Attendance**

In person

---

**Name of Delegate**

Paul Roberts

---

**Mailing Address of Delegate**

[REDACTED]

---

**Phone Number of Delegate**

[REDACTED]

---

**Email Address of Delegate**

[REDACTED]

---

**Purpose of delegation (state position taken on issue, if applicable)**

---

I own the property next door to Aberfoyle Pit #2 with a 35 acre lake and our water level is getting lower every year over the last 5 years. It is down 2 m from the level in 2018.

The 2021 Annual Monitoring Report for Aberfoyle Pit 2 that was presented to Mr. Schwendinger on June 3, 2022 indicates that in the last 3 years up to 2021 water levels have dropped dramatically without any of the normal annual regeneration cycle. In Harden's covering letter review of the report (attached) they stated that "The ground water levels east of the pit pond approached their historic low elevation in 2021" and " that water levels in nearby wetlands along the northeast edge of the pit have lower water levels and at one water station, SW2-91, no water has been recorded since October 2020." their recommendation that SW2-91 be installed to a greater depth will only record a lower water level will not bring the water level back up.

The excavation rate needs to be reduced to allow water levels to be rejuvenate. The pit Operational Plan has a clause that allows for the pit extraction to be restricted to above water table in the case of a drought.

Agriculture Canada has recorded the low level of precipitation in Aberfoyle in 2022 as an "extreme drought" ([agriculture.canada.ca/atlas/data\\_donnees/canadianDroughtMonitor/maps\\_cartes/en/2022/cdm\\_2211\\_en.pdf](https://agriculture.canada.ca/atlas/data_donnees/canadianDroughtMonitor/maps_cartes/en/2022/cdm_2211_en.pdf)) so the extraction should be reduced until the water table returns to normal levels not increased. In addition, the truck traffic is already excessive resulting in high noise levels and generating unacceptable dirt levels.

---

**A formal presentation is being submitted to accompany the delegation**

No

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### **File Upload**

 [2021\\_Harden\\_Review\\_Aberfoyle\\_Pit\\_No\\_2\\_Redacted.pdf](#)

---

**The delegation will require the use of audio-visual equipment (power point presentation)**

No

---

**Acknowledgement**

---

I (we) have read, understand and acknowledge the Rules and Procedures relating to Delegations as prescribed by the Procedural By-law 2022-046.

Sent from [Township of Puslinch](#)



Harden Environmental Services Ltd.  
4622 Nassagaweya-Puslinch Townline Road  
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 Modelling  
Groundwater Mapping

Our File: 0132

June 3, 2022

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

Attention: Glenn Schwendinger  
CAO

Dear Mr. Schwendinger:

**Re: Dufferin Aggregates Aberfoyle Pit #2 (CRH Canada Group)**

**2021 Monitoring Report Review**

Below water table extraction occurred at this site between February and December in 2021. The below water table extraction expands the pit pond in a westerly direction.

The groundwater levels east of the pit pond approached their historical low elevation in 2021 with lower water levels only occurring on two occasions in the past 32 years of monitoring. Conversely, the water levels in groundwater monitors west of the site are well within their historic range and have been lower on sixteen occasions.

The westward expansion of the pit pond results in water levels rising west of the pit and falling east of the pit. The consequence of this is that water levels in nearby wetlands along the northeastern edge of the pit have lower water levels and at one station SW2-91, no water has been recorded since October 2020. It is our opinion that low recharge rates in 2021 are not fully responsible for the absence of water in the wetland.

I will request a site visit with CRH Canada Group and their consultant so I can see firsthand the on-site conditions. We have previously recommended that SW2-91 be installed to a greater depth to allow for

**Dufferin Aberfoyle Pit No. 2**

June 3, 2022

Page 2

continuous water level monitoring. After our meeting I will report to council on recommendations for next steps.

Other than the wetland water level issue we are satisfied with the report.

Sincerely

Harden Environmental Services Ltd.

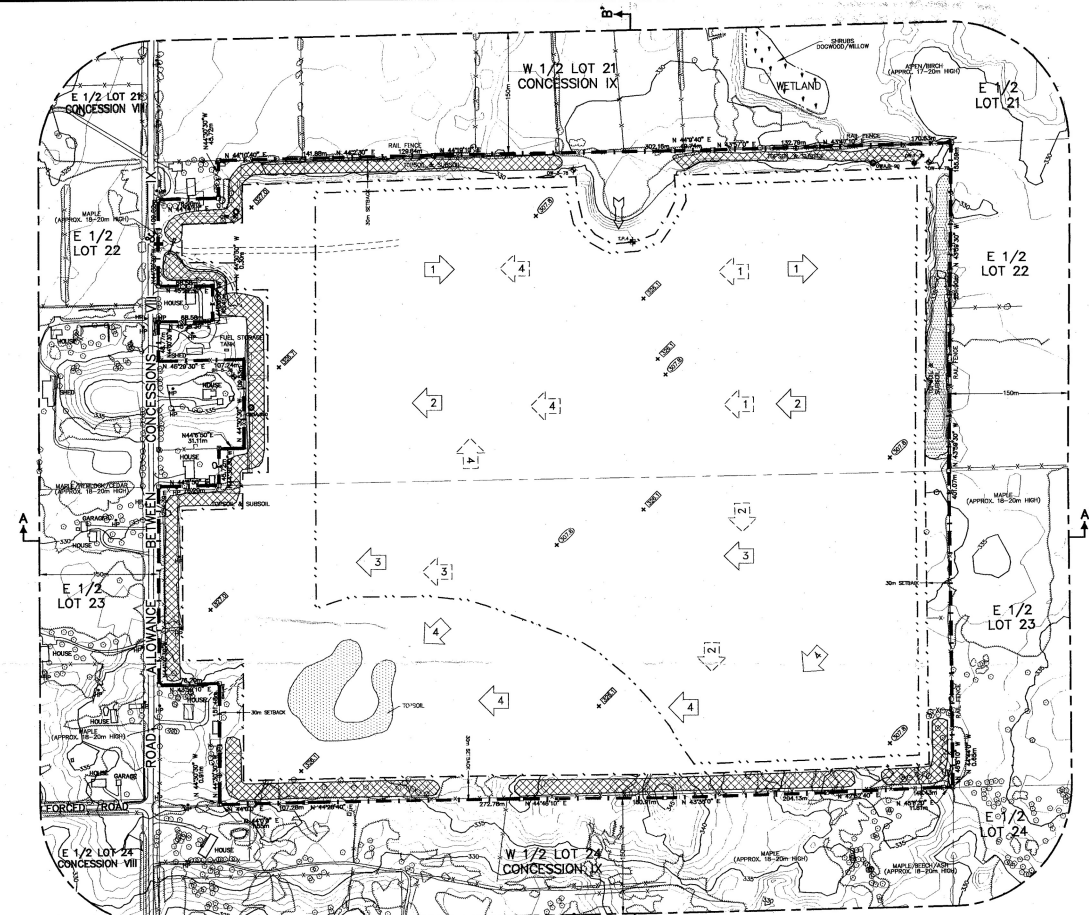


Stan Denhoed, P.Eng., M.Sc.  
Senior Hydrogeologist



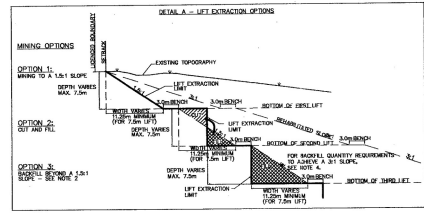






- A. SITE DESCRIPTION**
- LICENCED AREA 781.1 HA
  - AREA TO BE EXTRACTED ABOVE THE WATER TABLE 65.5 HA
  - AREA TO BE EXTRACTED BELOW THE WATER TABLE 46.4 HA
- B. DRAINAGE AND SLOPE**
- ALL SURFACE DRAINAGE WILL CONTINUE AS SHOWN ON DRAWING NO. 194-1 WITH THE EXCEPTION OF THE EXCAVATED AREA WHICH WILL INFILTRATE THROUGH THE PIT FLOOR.
  - THE WATER TABLE ON-SITE, FLUCTUATES BETWEEN 323m.a.s.l. AND 326m.a.s.l. THE PATTERN OF GROUNDWATER FLOW IS RELATIVELY UNIFORM WITH FLOW TO THE SOUTHWEST AT A HORIZONTAL GRADIENT OF 0.0015.
  - DURING EXTRACTION, THE SURFACE OF ALL MINED AREAS WILL BE GRADED SO THAT ALL SURFACE RUNOFF WILL BE CONFINED TO THE SITE.
- C. TREE SCREENS**
- EXISTING VEGETATION WILL BE LEFT UNDISTURBED WITHIN ALL SETBACKS EXCEPT WHERE BERMS WILL BE DEVELOPED.
  - VEGETATIVE SCREENING WILL BE PLANTED WITHIN ONE YEAR OF SITE PLAN APPROVAL ALONG THE WEST BOUNDARY OF THE SITE WITHIN THE SETBACK. THE SCREENING WILL UTILIZE SEEDLINGS OF NATIVE SPECIES WHICH CONFORM TO SURROUNDING VEGETATIVE COMMUNITIES SUCH AS RED PINE, BLACK WALNUT, AND WHITE CEDAR.
  - TREES THAT HAVE BEEN PLANTED WILL BE MAINTAINED AND REPLACED AS REQUIRED THROUGHOUT THE LIFE OF THE PIT.
- D. FENCING AND GATES**
- FENCING AROUND THE PERIMETER OF THE PROPERTY WILL BE MAINTAINED AND/OR REPLACED (TO A MINIMUM OF 1.2m IN HEIGHT) AS REQUIRED THROUGHOUT THE LIFE OF THE PIT, EXCEPT AREAS IDENTIFIED IN NOTE 4 ON THIS DRAWING.
  - THE GATE AT THE ENTRANCE (FABRICATED TUBULAR STEEL PIPE) WILL ALSO BE MAINTAINED AND REPLACED AS REQUIRED, THROUGHOUT THE LIFE OF THE PIT.
- E. STOCKPILES AND BERMS**
- TOPSOIL AND SUBSOIL WILL BE STRIPPED AND STOCKPILED SEPARATELY. THESE MATERIALS WILL BE STOCKPILED OR USED FOR PROGRESSIVE REHABILITATION. WHERE NECESSARY, TOPSOIL AND SUBSOIL STOCKPILES WILL BE TEMPORARILY LOCATED IN CLOSE PROXIMITY TO STRIPPED AREAS OR PROGRESSIVE REHABILITATION.
  - BERMS WILL BE DEVELOPED IN THE SETBACKS ALONG THE WESTERN, NORTHERN AND SOUTHERN BOUNDARIES OF THE PIT AS ILLUSTRATED.
  - BERMS WILL BE PLANTED WITH MIXED SEED AND MAINTAINED AS REQUIRED. ANY SHRUBS OR TREES WILL ALSO BE MAINTAINED AND/OR REPLACED AS REQUIRED THROUGHOUT THE LIFE OF THE PIT. UNDOULING IN NATURE, THE BERMS WILL PROVIDE ADEQUATE SCREENING OF THE PIT OPERATIONS IN CONJUNCTION WITH CONFEROUS TREE PLANTINGS.
  - BERMS WILL VARY HAVING A BASE OF 10m - 30m WITH SIDE SLOPES RANGING BETWEEN 2:1 AND 3:1. HEIGHTS OF THE BERMS WILL BE 2m - 3.4m FOR THE SMALLER BERM AND 4.5m - 7.5m FOR THE LARGER BERM.
  - THESE BERMS WILL BE OPERATED AS MORE LAND IS STRIPPED AND WILL BE MAINTAINED TO THE BELOW WATER TABLE MINING DURING SEASONAL OPERATIONAL PERIODS ONLY. STOCKPILES WILL NOT BE WITHIN 30m OF THE LICENCED BOUNDARY OR 50m OF ANY BOUNDARY ADJACENT TO RESIDENTIAL LANDS. THE MAXIMUM HEIGHT OF THE PRODUCT STOCKPILES SHALL BE 15m.
- F. PROCESSING EQUIPMENT**
- THE PURPOSE OF THE SITE IS FOR AGGREGATE SOURCE MATERIAL ONLY. NO PROCESSING EQUIPMENT OR STRUCTURES, PERMANENT OR PORTABLE, ARE PROPOSED, EXCEPT THAT EXTRACTION BELOW THE WATER TABLE WILL BE DISCONTINUED DURING PERIODS OF DROUGHT.
  - AS EXTRACTION ABOVE THE WATER TABLE PROGRESSES IN THE THIRD PHASE, EXTRACTION BELOW THE WATER TABLE WILL START AT THE NORTHEAST PROPERTY BOUNDARY AND PROCEED IN A SOUTHWESTERLY DIRECTION.
  - BOTH ABOVE AND BELOW WATER TABLE OPERATIONS WILL CONTINUE SIMULTANEOUSLY EXCEPT THAT EXTRACTION BELOW THE WATER TABLE WILL BE DISCONTINUED DURING PERIODS OF DROUGHT.
  - EXTRACTION ABOVE THE WATER TABLE WILL BE DONE USING CONVENTIONAL EXTRACTION EQUIPMENT (LOADERS, EXCAVATORS, TRUCKS) AND BELOW THE WATER TABLE WILL BE DONE BY LEAD LINE OR UNDER WATER EXCAVATOR. THERE WILL BE NO DRAINING OF THE SITE.
  - THE MAXIMUM DEPTH OF THE EXCAVATION BELOW THE WATER TABLE WILL BE 18.3m. A MAXIMUM WIDTH OF THE WORKING FACE AT ANY POINT DURING EXTRACTION OPERATIONS ABOVE THE WATER TABLE WILL BE CONFINED WITHIN EACH STAGE TO APPROXIMATELY HALF A TOWNSHIP LOT WIDTH (APPROXIMATELY 150m). THE MAXIMUM WIDTH OF EXTRACTION BELOW THE WATER TABLE WILL BE APPROXIMATELY 366m.
  - IN ORDER TO RECLAIM MATERIALS EXTRACTED BELOW THE WATER TABLE, IT MAY BE NECESSARY TO OVERLAP THE SEQUENCE OF EXTRACTION (i.e. EXTRACT SEQUENCE 1 & 2 CONSECUTIVELY).
- G. FUEL, STORAGE AND SERVICING**
- FUEL WILL BE STORED ON SITE IN A 1000 GALLON ABOVE GROUND TANK ON AN IMPERMEABLE PAD WITH CONTAINMENT WALLS SUITABLE TO HOLD THE VOLUME OF THE TANKS SHOULD A SPILL OCCUR, OR WITHIN AN APPROVED MOBILE PORTABLE UNIT.
  - SERVICING OF MOBILE EQUIPMENT WILL BE DONE OFF SITE.
  - SERVICING OF EQUIPMENT PERMANENT TO THE SITE WILL BE DONE ON SITE. ALL PETROLEUM WASTE PRODUCTS WILL BE COLLECTED AND DISPOSED OF BY A M.C.E. APPROVED AGENCY.
- H. SCRAP**
- THERE WILL BE NO SCRAP STORED ON SITE WITH THE EXCEPTION OF STUMPS AND BRUSH NATIVE TO THE PROPERTY.
  - STUMPS AND BRUSH WILL BE TEMPORARILY SURFACE STORED UNTIL THEY ARE CHIPPED AND USED AS A SURFACE MULCH DURING PROGRESSIVE AND/OR FINAL REHABILITATION.
  - STUMPS AND BRUSH WILL BE PILED NO CLOSER THAN 30m TO THE LICENCED BOUNDARY.
  - STUMPS AND BRUSH WILL BE STORED A MINIMUM OF 1m ABOVE THE HIGH GROUND WATER TABLE.
  - ALL SURFACE DRAINAGE OF STORAGE AREAS WILL BE CONTAINED ON SITE.
  - STUMPS AND BRUSH WILL BE STORED NO CLOSER THAN 80m TO A WATER COURSE OR WATER BODY.
- I. BLASTING**
- THERE WILL BE NO BLASTING ON SITE.
- J. MINING SEQUENCE**
- LIMITS OF EXTRACTION AND THE SHORELINE PROPOSED ARE SCHEMATIC ONLY, BUT WILL NOT EXCEED THOSE ILLUSTRATED.
  - EXTRACTION ABOVE THE WATER TABLE COMMENCED IN THE NORTHEAST CORNER OF THE PIT AND PROCEEDED IN A NORTHEAST-SOUTHWEST DIRECTION FOLLOWING THE SHORELINE AS SHOWN.
  - AS EXTRACTION ABOVE THE WATER TABLE PROGRESSES IN THE THIRD PHASE, EXTRACTION BELOW THE WATER TABLE WILL START AT THE NORTHEAST PROPERTY BOUNDARY AND PROCEED IN A SOUTHWESTERLY DIRECTION.
  - BOTH ABOVE AND BELOW WATER TABLE OPERATIONS WILL CONTINUE SIMULTANEOUSLY EXCEPT THAT EXTRACTION BELOW THE WATER TABLE WILL BE DISCONTINUED DURING PERIODS OF DROUGHT.
  - EXTRACTION ABOVE THE WATER TABLE WILL BE DONE USING CONVENTIONAL EXTRACTION EQUIPMENT (LOADERS, EXCAVATORS, TRUCKS) AND BELOW THE WATER TABLE WILL BE DONE BY LEAD LINE OR UNDER WATER EXCAVATOR. THERE WILL BE NO DRAINING OF THE SITE.
  - THE MAXIMUM DEPTH OF THE EXCAVATION BELOW THE WATER TABLE WILL BE 18.3m. A MAXIMUM WIDTH OF THE WORKING FACE AT ANY POINT DURING EXTRACTION OPERATIONS ABOVE THE WATER TABLE WILL BE CONFINED WITHIN EACH STAGE TO APPROXIMATELY HALF A TOWNSHIP LOT WIDTH (APPROXIMATELY 150m). THE MAXIMUM WIDTH OF EXTRACTION BELOW THE WATER TABLE WILL BE APPROXIMATELY 366m.
  - IN ORDER TO RECLAIM MATERIALS EXTRACTED BELOW THE WATER TABLE, IT MAY BE NECESSARY TO OVERLAP THE SEQUENCE OF EXTRACTION (i.e. EXTRACT SEQUENCE 1 & 2 CONSECUTIVELY).

# PART OF THE WEST HALF OF LOTS 22 & 23, CONCESSION IX, TOWNSHIP OF PUSLINCH COUNTY OF WELLINGTON



- DETAIL A - LIFT EXTRACTION OPTION**
- The operator intends to mine to the pit floor in lifts not exceeding 7.5 metres in depth and to a 1:1 slope by means of one or more of the options illustrated, either individually or in combination. However, the operator will take necessary measures, including the reduction of slopes, to safely accommodate unusual site conditions and/or circumstances (i.e. groundwater, unstable materials, operational problems, etc.), if encountered.
  - On any given lift, should the operator choose to extract beyond the 1:5:1 slope and benches (see option 3), the operator will ensure the following:
    - That prior to extracting, the slope stability will be certified by a professional engineer.
    - That once the lift extraction limit is reached, the slope will be immediately backfilled to a 1:5:1 slope or such slope as determined suitable by a professional engineer.
    - That prior to extracting, it will be determined there is sufficient suitable material available to backfill to the required slope.
    - That all Occupational Health and Safety Act regulations are adhered to.
  - The operator will ensure there is sufficient suitable material available for progressive rehabilitation of the slopes prior to mining beyond the 3:1 slope.
  - In order to backfill from the 1:5:1 slope to the 3:1 slope, the following approximate volumes will be required per horizontal metre of slope:

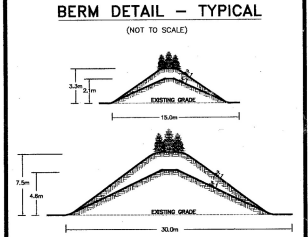
LIFT	TOTAL EACH LIFT	CUMULATIVE TOTAL
1st LIFT (0-7.5m depth)	42	42
2nd LIFT (7.5-15.0m depth)	108	150
3rd LIFT (15.0-22.5m depth)	210	360
4th LIFT (22.5-30.0m depth)	255	615
5th LIFT (30.0-37.5m depth)	300	915
6th LIFT (37.5-45.0m depth)	405	1320
7th LIFT (45.0-52.5m depth)	500	1820

- J. MINING SEQUENCE (CONTINUED)**
- EXTRACTION PROGRESSION WILL COVER APPROXIMATELY 2.5 - 8.0 HECTARES PER YEAR, DEPENDING UPON THE AVAILABLE DEPTH OF EXCAVATION AND MARKET DEMAND.
  - EXCAVATION WILL NOT EXCEED 7.5m IN HEIGHT ABOVE THE WATER TABLE.
  - LIFTS WILL NOT EXCEED 7.5m IN HEIGHT ABOVE THE WATER TABLE.
  - ANY ROADS ON SITE WILL BE TEMPORARY IN NATURE AND MOVE IN PROXIMITY TO THE EXTRACTIVE AREA.
- K. GROUNDWATER MONITORING PROGRAM**
- A MONITORING PROGRAM IN ACCORDANCE WITH THE REPORT ENTITLED "ENVIRONMENTAL IMPACT OF MINING BELOW THE WATER TABLE, ABERFOYLE PIT No. 2, NOVEMBER, 1988, BY CONESTOGA ROVERS & ASSOCIATES WAS APPROVED BY THE M.C.E. AND INITIATED IN THE SUMMER OF 1990.
  - THE MONITORING PROGRAM IS DIVIDED INTO BASELINE MONITORING (PRE-MINING BELOW THE WATER TABLE) AND MONITORING DURING MINING BELOW THE WATER TABLE.
  - WELLS WILL BE MONITORED AND RECORDED ON A MONTHLY BASIS BY THE OPERATOR.
  - MONITORING RESULTS WILL BE MADE AVAILABLE TO M.C.E. AND M.N.R., AND SUBMITTED TO PUSLINCH TOWNSHIP ON AN ANNUAL BASIS.
  - BASE LINE MONITORING WILL INCLUDE WATER LEVELS IN THE ADJACENT STREAM AND WATER TEMPERATURE.
  - SUBSEQUENT MONITORING WILL INCLUDE TEMPERATURE AND BACTERIOLOGICAL MONITORING.
  - PRIOR TO MINING BELOW THE WATER TABLE, THE PROPOSED MONITORING PROGRAM AS OUTLINED IN CONESTOGA'S REPORT DATED AUGUST, 1991, ENTITLED "FINAL MONITORING REPORT", DUFFERN AGGREGATES, ABERFOYLE PIT No. 2, WILL BE IMPLEMENTED.
  - THE CONTINGENCY PLAN PRESENTED IN SECTION 10 OF THE ABOVE MENTIONED REPORT WILL BE CARRIED OUT IF WARRANTED. THE CONTINGENCY PLAN PROPOSES TO EVALUATE WATER LEVELS AND PRECIPITATION DATA TO DETERMINE A POTENTIAL FOR DROUGHT CONDITIONS. MINING WILL BE RESTRICTED ABOVE THE WATER TABLE.

- L. DUST SUPPRESSANT**
- WATER AND/OR DUST SUPPRESSANTS WILL BE USED IN ACCORDANCE WITH M.C.E. REQUIREMENTS TO CONTROL DUST.
- M. OVERRIDE OF REGULATIONS**

REGULATION	SECTION	COMMENTS
FENCING LICENCED BOUNDARY	5.1	THE NORTH AND EAST BOUNDARIES WILL BE DEMARCATED INSTEAD OF FENCED DUE TO SURROUNDING CONSTRAINTS (i.e. WIND).
FENCING ALONG THE WESTERN BOUNDARY IS OFFSET BEHIND THE BERM TO ALLOW FOR BERM MAINTENANCE.	16(c)	
TOWNSHIP STOCKPILES	20(c)(a)	TOWNSHIP TEMPORARILY STOCKPILED TO FACILITATE REHABILITATION OF NORTHEAST FACE.

- LEGEND**
- LICENCED BOUNDARY
  - TOWNSHIP LOT AND/OR CONCESSION LINE
  - LINE INDICATING ALL POINTS WITHIN 120m (MIN.) OF LICENCED BOUNDARY.
  - ZONE/DESIGNATION LINE
  - POST & WIRE FENCE UNLESS OTHERWISE NOTED
  - PUBLIC ROAD
  - INTERNAL ROAD
  - LIMIT OF EXTRACTION ABOVE THE WATERTABLE
  - LIMIT OF EXTRACTION BELOW THE WATERTABLE
  - STRUCTURES AND BUILDINGS
  - CONTOURS
  - PIT ENTRANCE/EXIT
  - TREES/BUSH
  - GATE
  - TOWNSHIP AND/OR OVERBURDEN BERM
  - SECTION ARROWS
  - DIRECTION/SEQUENCE OF MINING ABOVE WATERTABLE (PHASES)
  - DIRECTION/SEQUENCE OF MINING BELOW WATERTABLE (PHASES)
  - ELEVATION OF EXTRACTION ABOVE THE WATER TABLE
  - PROPOSED FINAL ELEVATION OF PIT FLOOR BELOW THE WATER TABLE
  - STOCKPILE



**SCHEDULE OF AMENDMENTS**

NO.	DATE	DESCRIPTION	APPROVED

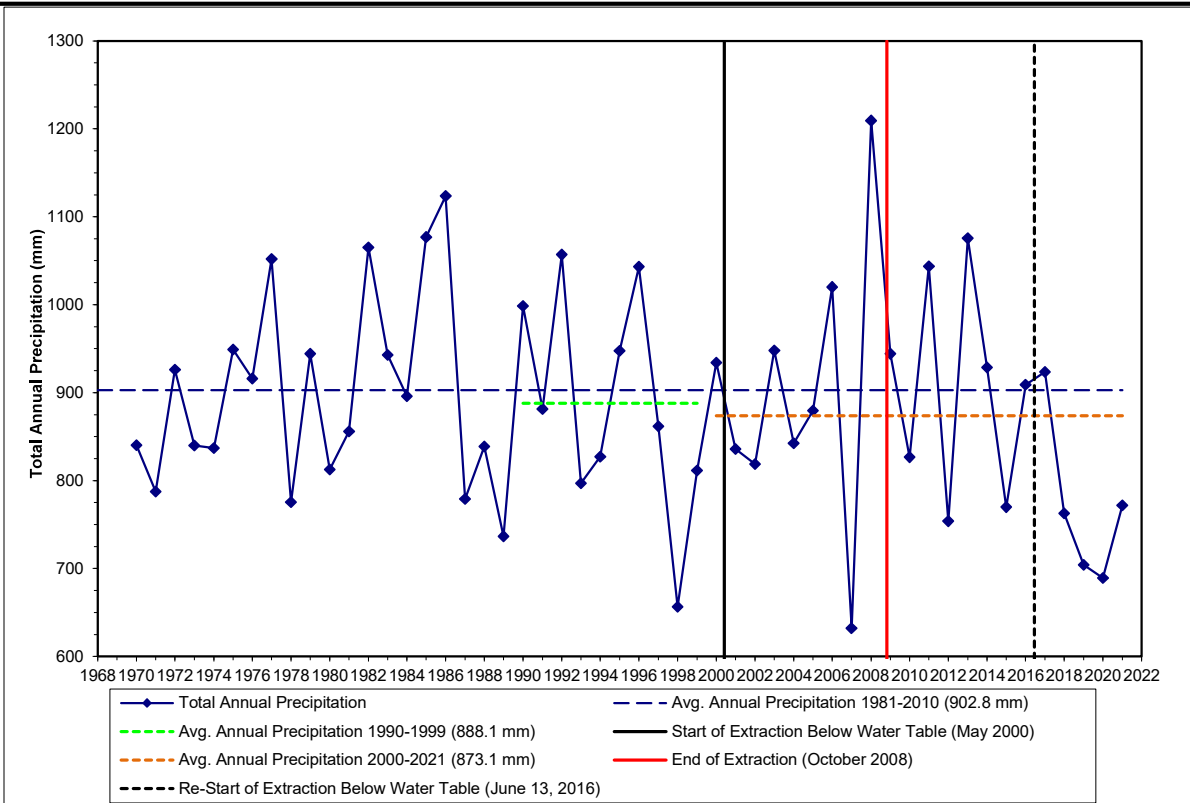
**ANNE TERRY QUOT**  
IS APPROVED BY THE  
MINISTRY OF NATURAL RESOURCES  
PURSUANT TO SECTION 8 (4) OF THE  
AGGREGATE RESOURCES ACT TO  
PREPARE AND CERTIFY SITE PLANS.

**ABERFOYLE PIT No. 2  
TOWNSHIP OF PUSLINCH**  
APPLICANT: DUFFERN AGGREGATES  
A DIVISION OF ST. LAWRENCE CEMENT INC.  
3300 HWY No. 7, SUITE 400  
CONCORD, ONTARIO, L4K 4M5

## OPERATIONAL PLAN

PROJECT NO. 75-194 DRWG. NO. 75194 - 2 of 3  
DATE: OCTOBER, 1999 SCALE: 1:3000  
DRAWN: DRR/JH CHECKED: APPROVED:

**Skelton Brumwell**  
CONSULTING ENGINEERS & PLANNERS  
151 FERRIS LANE, SUITE 300 BARRIE, ONTARIO L4M 6C1  
TELEPHONE: (705) 728-1141 FAX: (705) 728-0331



**figure 3.2**  
**HISTORICAL ANNUAL PRECIPITATION**  
**ABERFOYLE PIT No. 2**  
*Dufferin Aggregates*





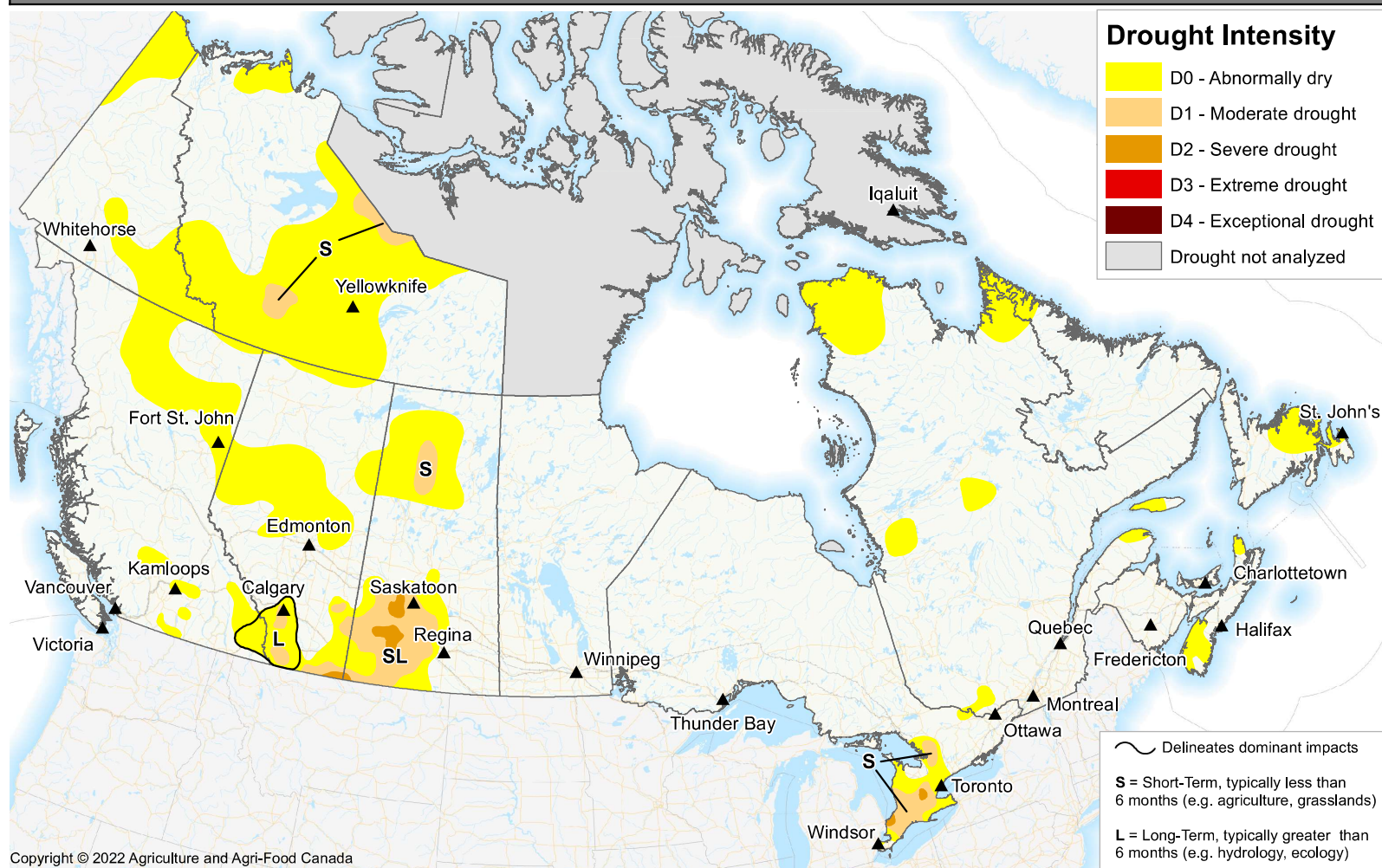
Agriculture and  
Agri-Food Canada

Agriculture et  
Agroalimentaire Canada

Canada

## Canadian Drought Monitor

Conditions as of July 31, 2022



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Prepared by Agriculture and Agri-Food Canada's National Agroclimate Information Service. We also acknowledge various provincial, territorial and non-government organizations whose reports and assessments are consulted. The Drought Monitor focuses on broad-scale conditions. Regions in northern Canada may not be as accurate as other regions due to limited information.

Created: 2022-08-05  
[www.agr.gc.ca/drought](http://www.agr.gc.ca/drought)





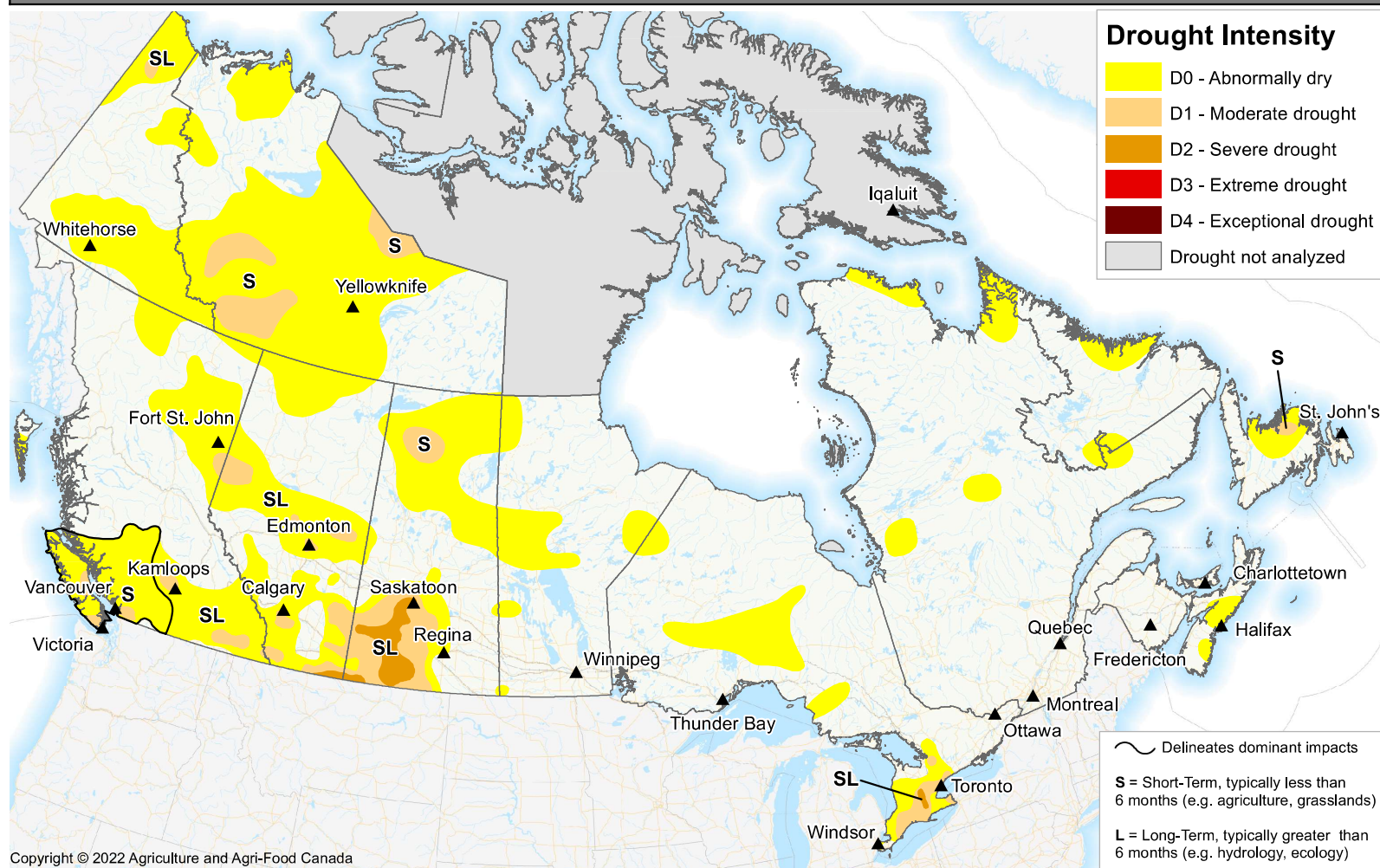
Agriculture and  
Agri-Food Canada

Agriculture et  
Agroalimentaire Canada

Canada

## Canadian Drought Monitor

Conditions as of August 31, 2022



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Prepared by Agriculture and Agri-Food Canada's National Agroclimate Information Service. We also acknowledge various provincial, territorial and non-government organizations whose reports and assessments are consulted. The Drought Monitor focuses on broad-scale conditions. Regions in northern Canada may not be as accurate as other regions due to limited information.

Created: 2022-09-09  
[www.agr.gc.ca/drought](http://www.agr.gc.ca/drought)



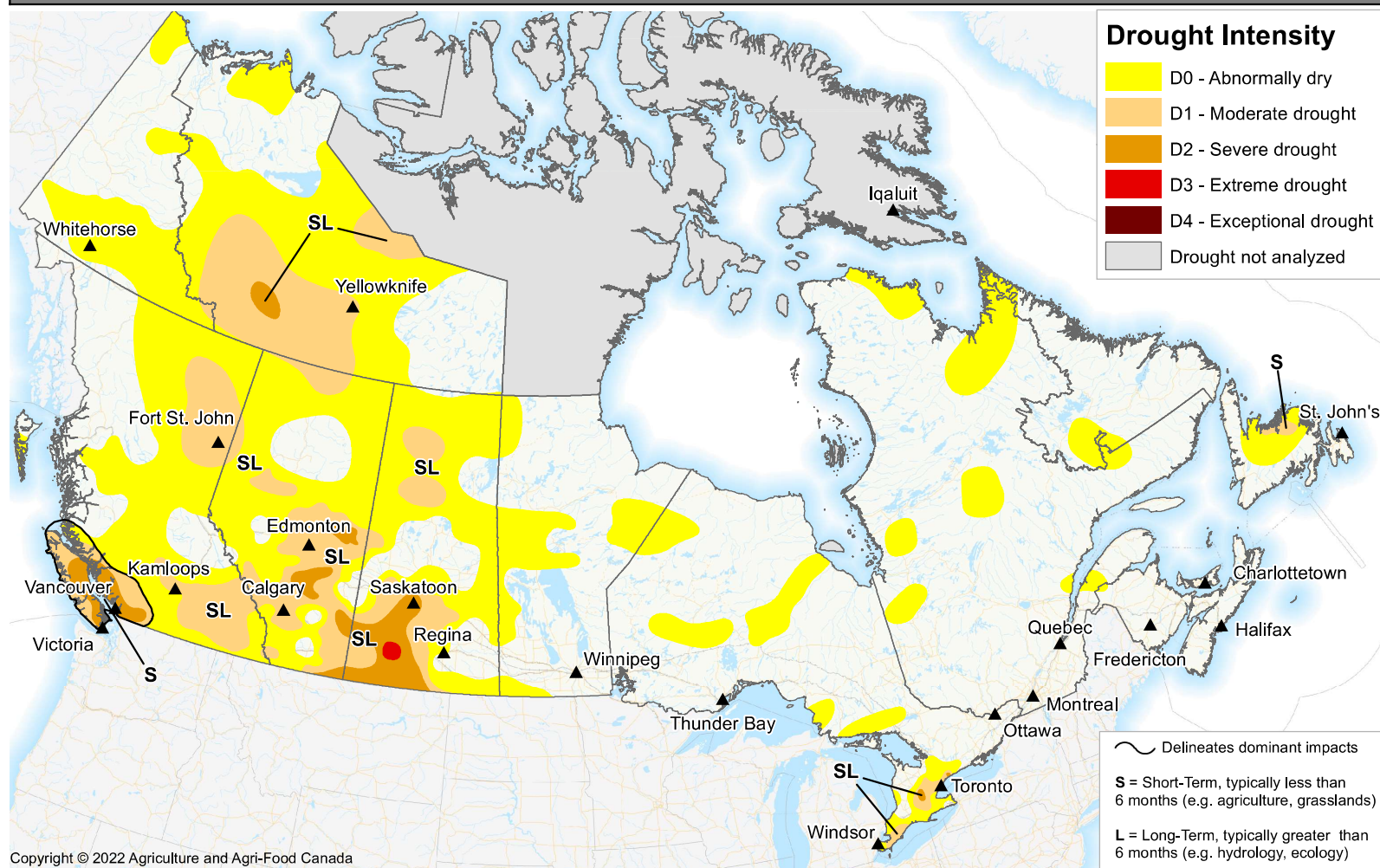
Agriculture and  
Agri-Food Canada

Agriculture et  
Agroalimentaire Canada

Canada

## Canadian Drought Monitor

Conditions as of September 30, 2022



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Prepared by Agriculture and Agri-Food Canada's National Agroclimate Information Service. We also acknowledge various provincial, territorial and non-government organizations whose reports and assessments are consulted. The Drought Monitor focuses on broad-scale conditions. Regions in northern Canada may not be as accurate as other regions due to limited information.

Created: 2022-10-07  
[www.agr.gc.ca/drought](http://www.agr.gc.ca/drought)





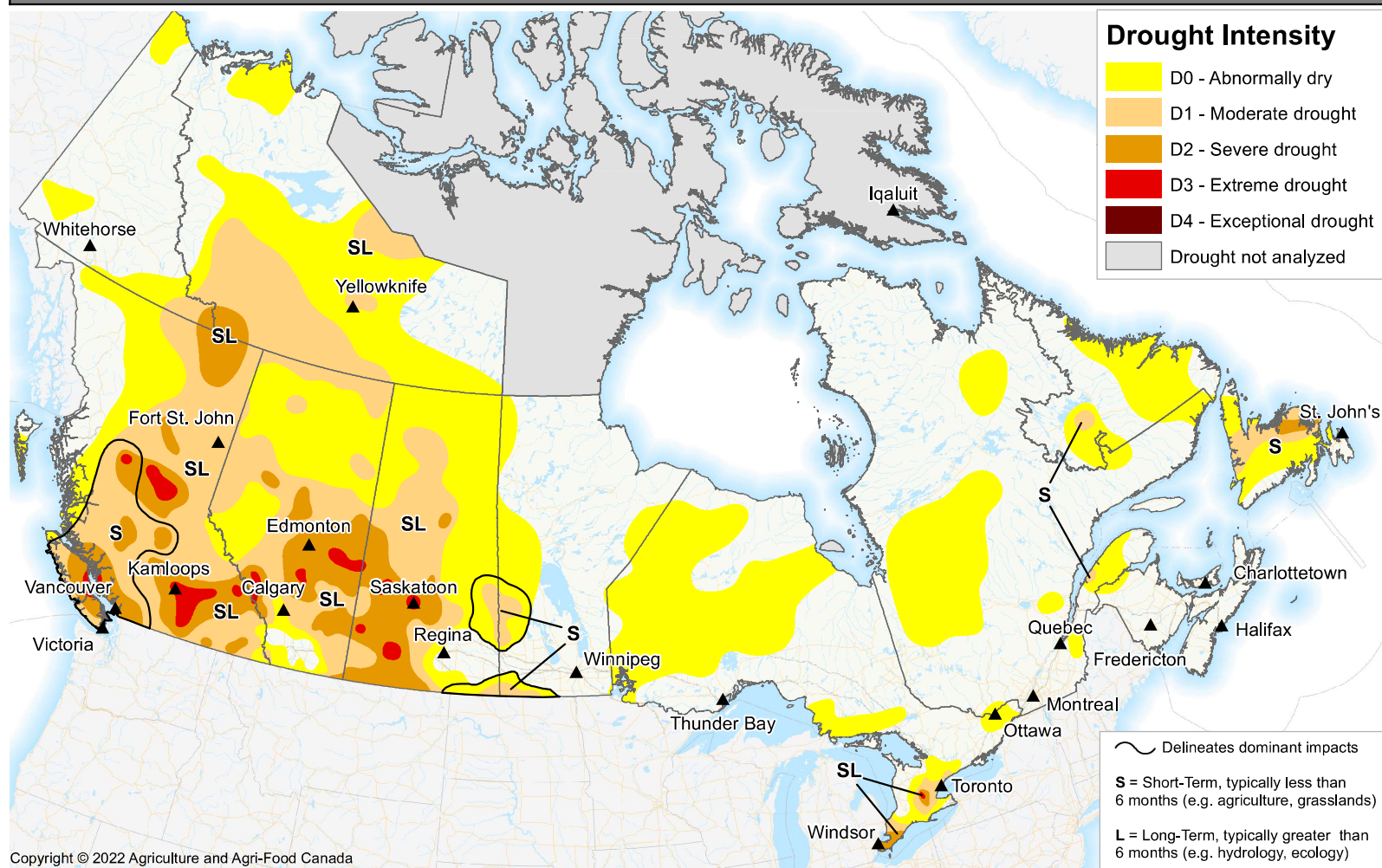
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Canada

## Canadian Drought Monitor

Conditions as of October 31, 2022



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Created: 2022-11-14  
[www.agr.gc.ca/drought](http://www.agr.gc.ca/drought)



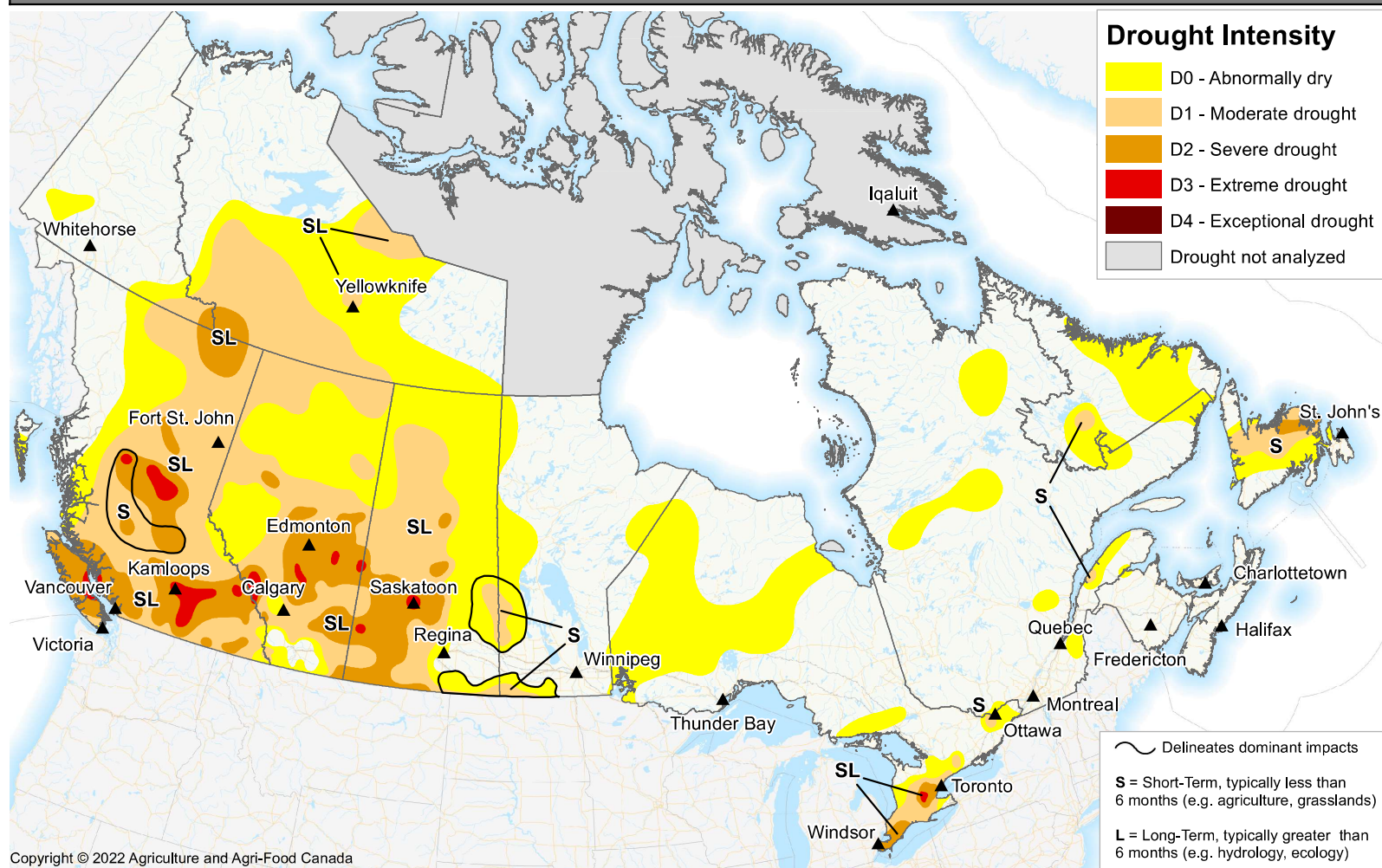
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Canada

## Canadian Drought Monitor

Conditions as of November 30, 2022

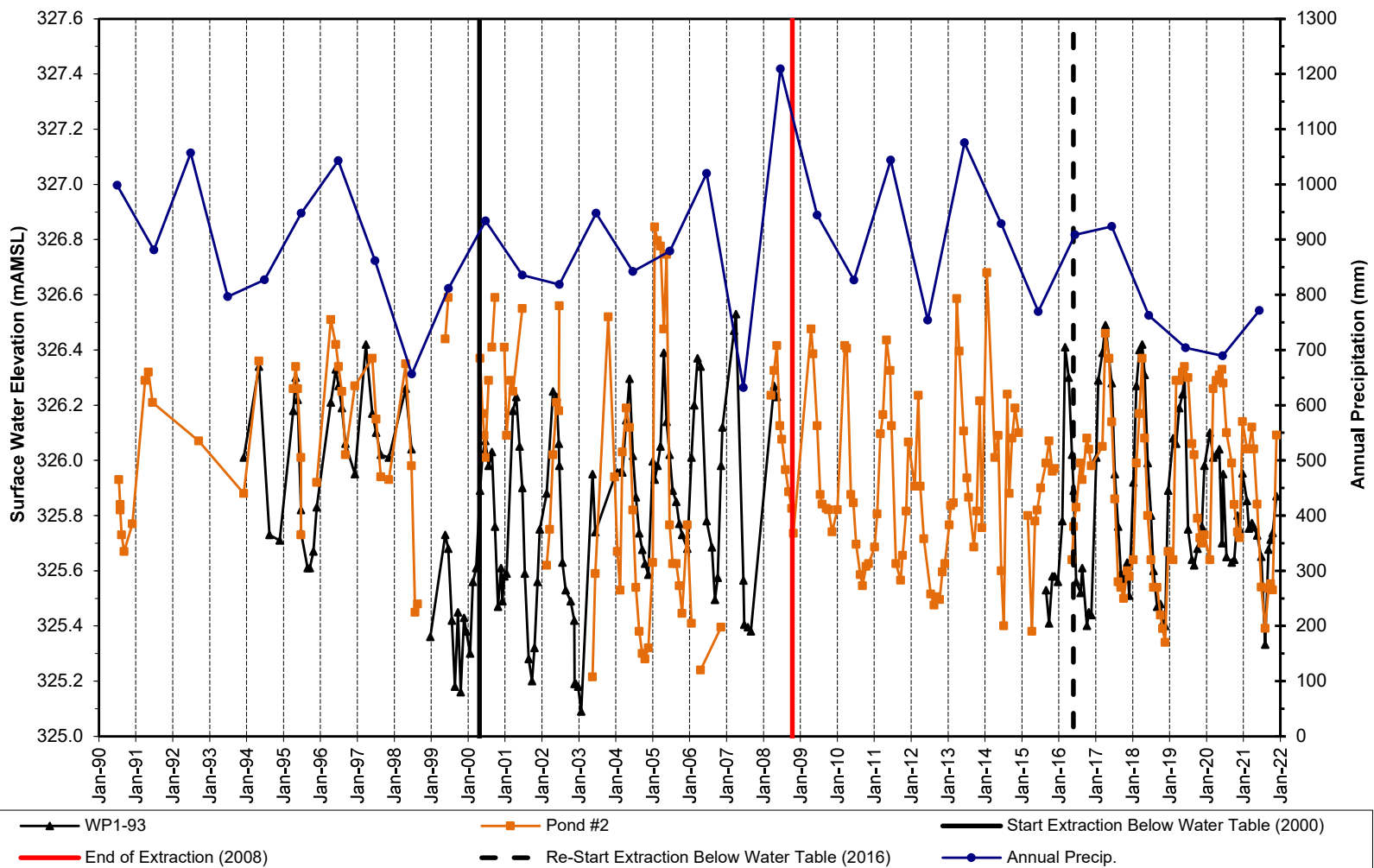


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Created: 2022-12-08  
[www.agr.gc.ca/drought](http://www.agr.gc.ca/drought)

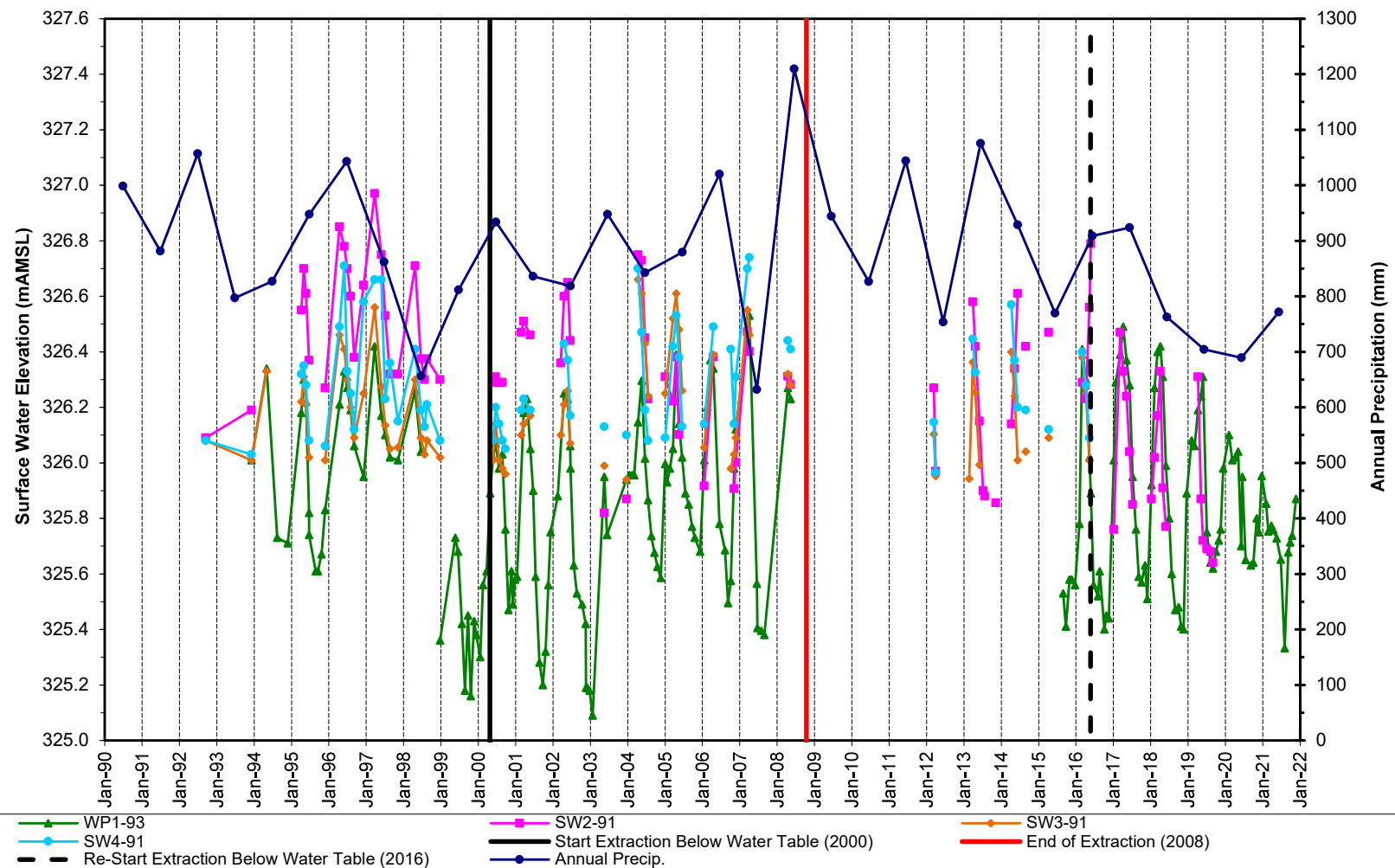




Note:  
Data gaps indicate frozen or "dry" (water level below bottom of t-bar or staff gauge) conditions.  
WP1-93 not monitored Jun. 2008 to Jan. 2012 at request of owner; blocked from Feb. 2012 to

**figure 3.6**  
**SURFACE WATER ELEVATIONS (2)**  
**ABERFOYLE PIT No. 2**  
**Dufferin Aggregates**

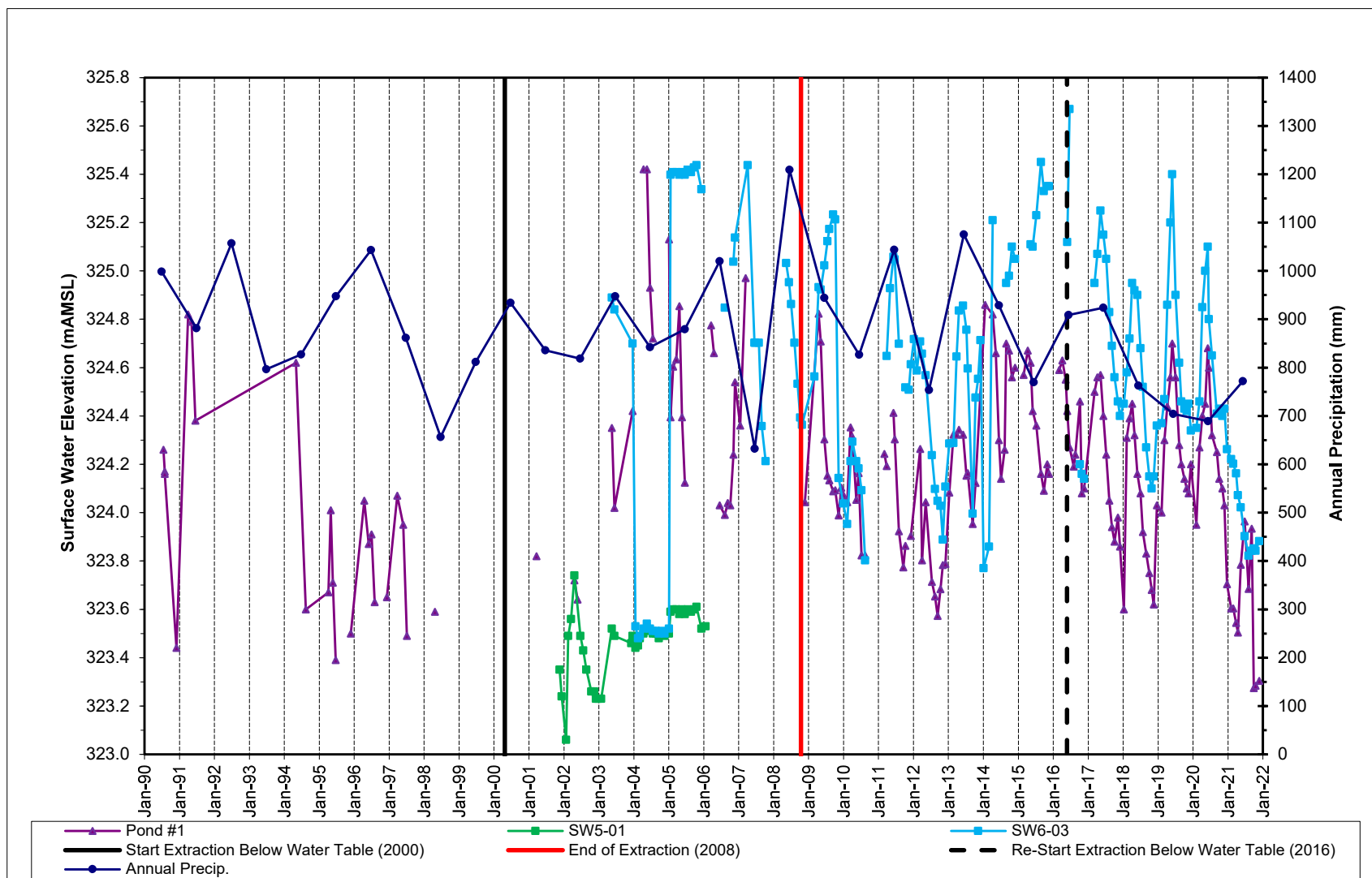




Note:  
 Data gaps indicate frozen or "dry" (water level below bottom of t-bar) conditions;  
 SW2-91 t-bar was not in place between Jul. to Dec. 2002, therefore no water level taken.  
 WP1-93 not monitored Jun. 2008 to Jan. 2012 at request of owner; blocked from Feb. 2012 to Aug. 2015; monitored thereafter.  
 SW2, SW3 and SW4 not monitored Jun. 2008 to Jan. 2012 at request of owner.



**figure 3.5**  
**SURFACE WATER ELEVATIONS (1)**  
**ABERFOYLE PIT No. 2**  
*Dufferin Aggregates*



SW5-01 not monitored at owners request as of Mar. 2006.

**figure 3.7**  
**SURFACE WATER ELEVATIONS (3)**  
**ABERFOYLE PIT No. 2**  
**Dufferin Aggregates**



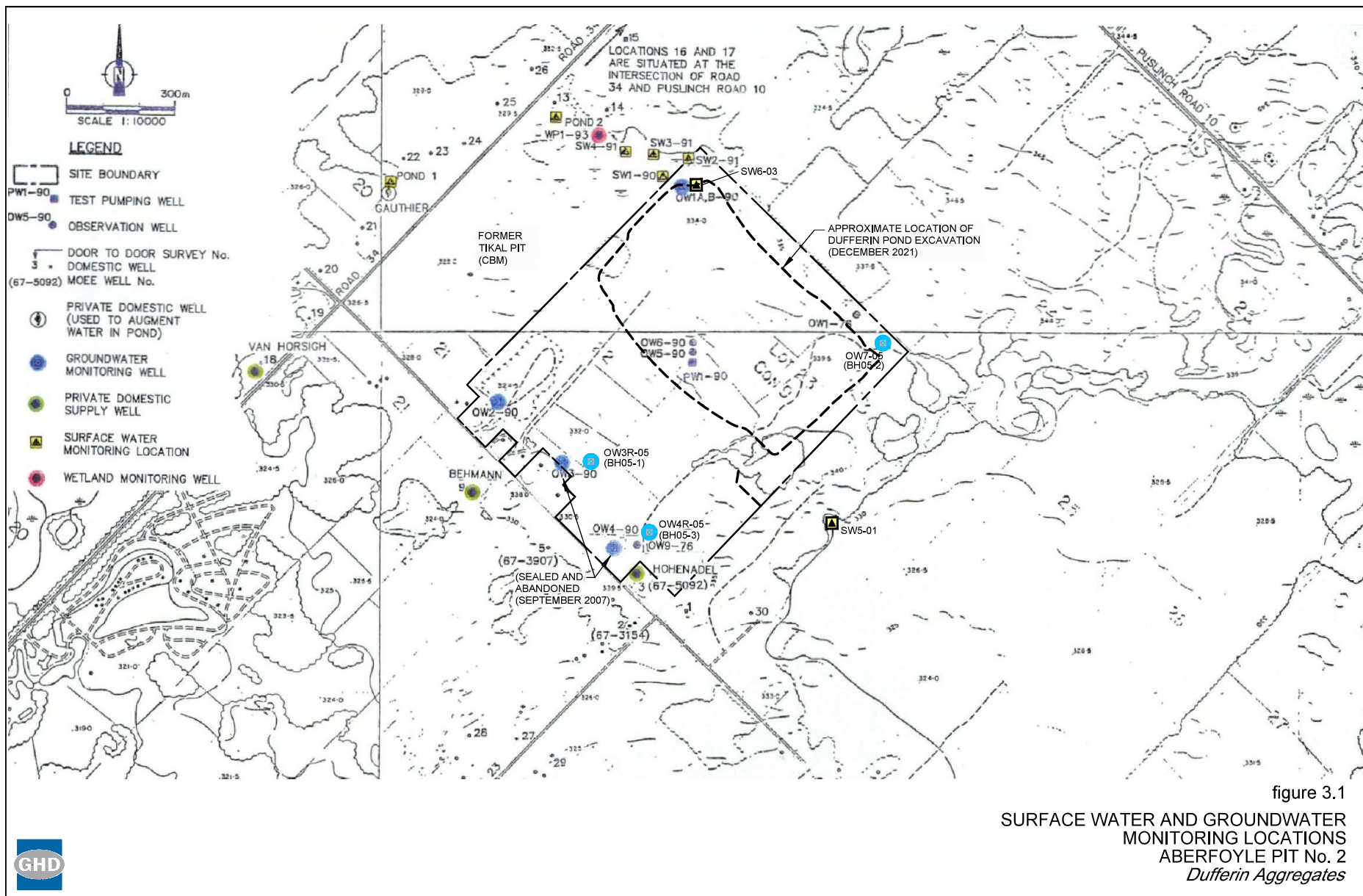
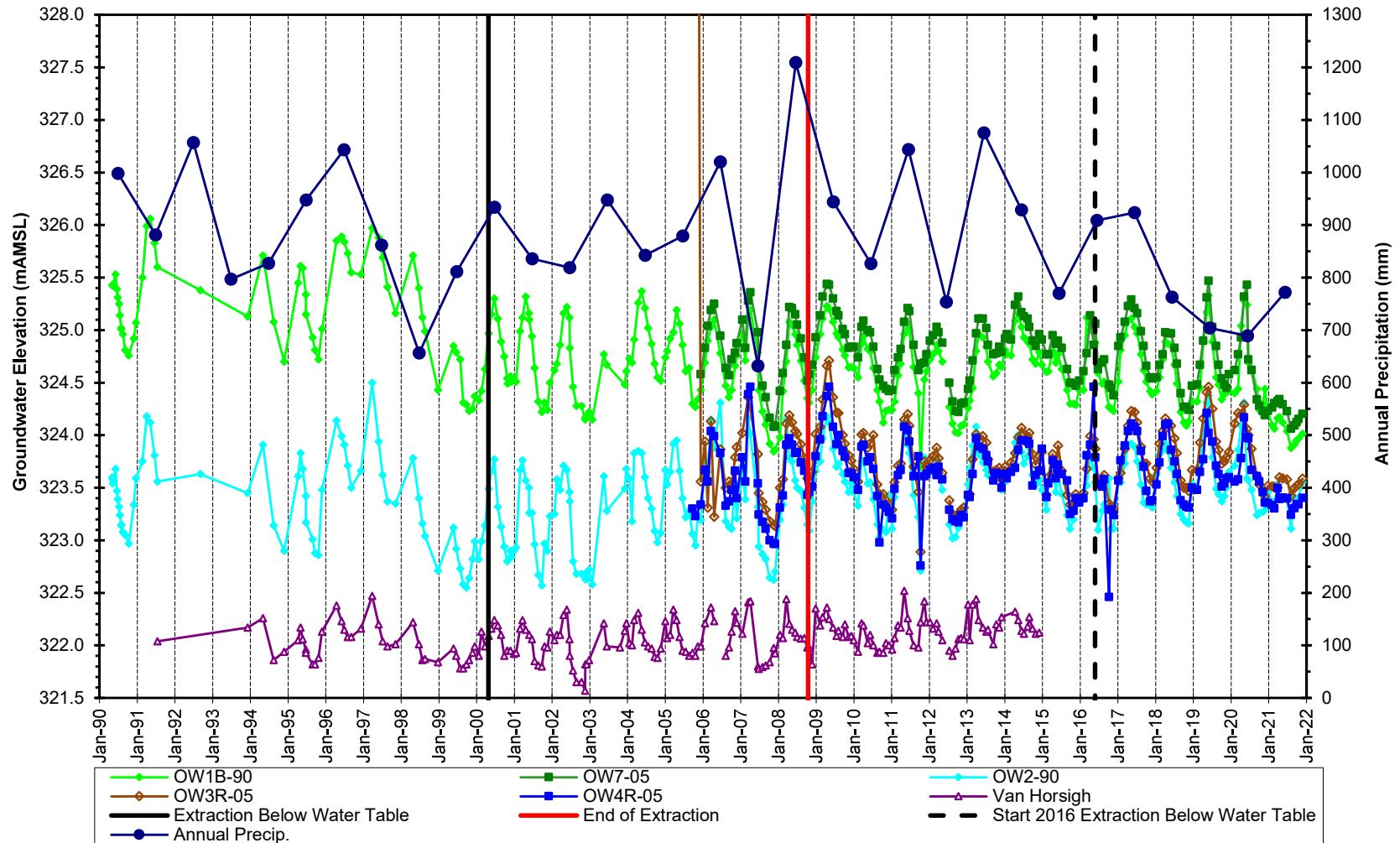


figure 3.1  
SURFACE WATER AND GROUNDWATER  
MONITORING LOCATIONS  
ABERFOYLE PIT No. 2  
*Dufferin Aggregates*





Notes:  
All monitoring wells are installed in the sand and gravel (water table) aquifer.  
The Van Horsch well (~ 2.4 m deep) may be installed in sand and gravel.



**figure 3.3**  
**REPRESENTATIVE GROUNDWATER ELEVATIONS**  
**ABERFOYLE PIT No. 2**  
**Dufferin Aggregates**



## **REPORT FIN-2023-013**

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TO: Mayor and Members of Council

PREPARED BY: Mary Hasan, Director of Finance/Treasurer

PRESENTED BY: Mary Hasan, Director of Finance/Treasurer  
Murray Short, Partner, RLB LLP

MEETING DATE: April 12, 2023

SUBJECT: Audited Financial Statements for the year ended December 31, 2022  
File: F10 FIN and F03 AUD

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### **RECOMMENDATIONS**

**THAT Report FIN-2023-013 entitled Audited Financial Statements for the year ended December 31, 2022 be received; and**

**THAT Council receives the presentation by Murray Short of RLB LLP regarding the 2022 Township of Puslinch Financial Statements; and**

**That Council approves the following documents from RLB LLP:**

- a.) Audit Report to the Members of Council dated April 12, 2023;**
- b.) Financial statements for the year ended December 31, 2022.**

### **Purpose**

The purpose of this report is to seek Council's approval of the following documents from RLB LLP (RLB):

- a.) Audit Report to the Members of Council dated April 12, 2023 attached as Schedule A to Report FIN-2023-013.
- b.) Financial statements for the year ended December 31, 2022 attached as Schedule B to Report FIN-2023-013.



**Background**

A pre-audit planning letter was included on the November 9, 2022 Council Agenda package which included RLB's audit approach for the 2022 fiscal year end in accordance with Canadian Generally Accepted Auditing Standards and Public Sector Accounting Standards.

**Financial Implications**

The fee for the audit services is accommodated within the approved Operating Budget.

**Applicable Legislation and Requirements**

Municipal Act, 2001

**Engagement Opportunities**

The Township has incorporated a number of engagement opportunities associated with the 2022 audited financial statements as outlined below:

- Social Media Posts at [Facebook.ca/TownshipofPuslinch](https://www.facebook.ca/TownshipofPuslinch) and [Twitter.com/TwpPuslinchON](https://twitter.com/TwpPuslinchON)
- Township Financial Reporting Page at [puslinch.ca/government/financial-reporting/](https://puslinch.ca/government/financial-reporting/)
- Puslinch Pioneer Advertisement as required under Section 295 of the Municipal Act, 2001

**Attachments**

Schedule A: Audit Report to the Members of Council dated April 12, 2023

Schedule B: Financial statements for the year ended December 31, 2022

Schedule C: Township of Puslinch 2022 Financial Statement Presentation

**Respectfully submitted:**

**Mary Hasan**

**Director of Finance/Treasurer**



April 12, 2023

The Corporation of the Township of Puslinch  
7404 Wellington Road 34  
Puslinch, ON  
N0B 2J0

Dear Members of Council of The Corporation of the Township of Puslinch

We have completed our audit of the financial statements of the The Corporation of the Township of Puslinch for the year ended December 31, 2022. As part of our work, we reviewed the accounting procedures and systems of internal control in the principal areas of financial activity within the corporation. We report to you that, within the scope of our examinations, the systems of internal control are adequate to support the fairness of presentation and that we did not come across any material weaknesses.

However, we do stress that this observation is not the result of a specific examination of the corporation's system of internal control and, therefore, must be taken in the context that it is meant, namely review of internal control systems to allow us to voice our opinion on the financial statements in accordance with Canadian public sector accounting standards.

During the course of our audit of the corporation for the year ended December 31, 2022, we may have identified matters which might have been of interest to management but tended to be minor or more of a housekeeping nature. During the audit, we would have met with Mary Hasan (Director of Finance/Treasurer) and communicated these minor items, if applicable. There were no significant items that we felt should be addressed formally and brought to the attention of the council.

This communication is prepared solely for the information of management and is not intended for any other party and, as such, we accept no responsibility to a third party who uses this communication.

We would like to take this opportunity to thank you and your staff for the excellent co-operation and assistance we received throughout the course of our work and, in particular, the assistance and co-operation received from Mary, Mirela, Sarah and Michelle.



If you have any questions or concerns, we will certainly be pleased to discuss these with you further, at your convenience.

Yours truly,

A handwritten signature in black ink that reads "RLB LLP". The letters are stylized and cursive.

M. D. P. Short, MBA, CPA, CA, C. Dir, is responsible for the engagement and its performance, and for the report that is issued on behalf of RLB LLP, and who, where required, has the appropriate authority, from a professional, legal or regulatory body.

DRAFT

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2022**

DRAFT

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**  
**INDEX TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED DECEMBER 31, 2022**

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	Page
INDEPENDENT AUDITOR'S REPORT	3 - 4
FINANCIAL STATEMENTS	
Statement of Financial Position	5
Statement of Operations	6
Statement of Changes in Net Financial Assets	7
Statement of Cash Flows	8
Notes to the Financial Statements	9 - 16
Schedule 1: Schedule of Tangible Capital Assets	17
Schedule 2: Schedule of Accumulated Surplus	18
Schedule 3: Schedule of Segmented Disclosure	19




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## INDEPENDENT AUDITOR'S REPORT

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

### Opinion

We have audited the accompanying financial statements of The Corporation of the Township of Puslinch, which comprise the statement of financial position as at December 31, 2022 and the statements of operations, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, these financial statements present fairly, in all material respects, the financial position of The Corporation of the Township of Puslinch as at December 31, 2022 and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### Basis of Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of The Corporation of the Township of Puslinch in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Responsibilities of Management and Those Charged with Governance for the Financial Statements

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

In preparing the financial statements, management is responsible for assessing the municipality's ability to continue as a going concern, disclosing, as applicable, matters related to a going concern and using the going concern basis of accounting unless management either intends to liquidate the municipality or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the municipality's financial reporting process.

### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements, as a whole, are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgement and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the municipality's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the municipality's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the municipality to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Guelph, Ontario  
April 12, 2023

Chartered Professional Accountants  
Licensed Public Accountants

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT DECEMBER 31, 2022**

	<b>2022</b>	<b>2021</b>
<b>FINANCIAL ASSETS</b>		
Cash (note 3)	\$ 5,817,259	\$ 6,829,173
Portfolio investments (note 4)	3,515,280	2,448,852
Taxes receivable	1,670,785	1,370,814
Accounts receivable	<u>577,729</u>	<u>673,033</u>
	<u>11,581,053</u>	<u>11,321,872</u>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities	631,403	439,920
Grading deposits	34,000	38,500
Security deposits	852,273	856,377
Post-employment benefits (note 5)	74,035	82,219
Entrance permit deposits	6,000	0
Deferred revenue (note 6)	<u>3,287,487</u>	<u>3,531,914</u>
	<u>4,885,198</u>	<u>4,948,930</u>
<b>NET FINANCIAL ASSETS</b>	<u>6,695,855</u>	<u>6,372,942</u>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (schedule 1)	22,345,683	21,251,883
Prepaid expenses	<u>1,550</u>	<u>0</u>
	<u>22,347,233</u>	<u>21,251,883</u>
<b>ACCUMULATED SURPLUS (schedule 2)</b>	<u>\$ 29,043,088</u>	<u>\$ 27,624,825</u>



**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**  
**STATEMENT OF OPERATIONS**  
**FOR THE YEAR ENDED DECEMBER 31, 2022**

	<b>2022 Budget (note 8)</b>	<b>2022</b>	<b>2021</b>
<b>REVENUES</b> (schedule 3)			
Taxation	\$ 4,974,346	\$ 5,058,173	\$ 4,617,842
Fees and user charges	336,532	387,116	427,012
Government transfers (note 9)	1,699,626	1,442,009	1,508,454
Other income (note 10)	<u>1,867,523</u>	<u>2,239,624</u>	<u>1,824,722</u>
	<u>8,878,027</u>	<u>9,126,922</u>	<u>8,378,030</u>
<b>EXPENSES</b> (schedule 3)			
General government	1,845,758	1,845,827	1,570,401
Protection services	1,327,253	1,507,205	1,303,865
Transportation services	2,671,349	2,961,622	2,716,988
Recreation and cultural services	582,134	564,919	446,455
Planning and development	<u>867,965</u>	<u>829,086</u>	<u>748,829</u>
	<u>7,294,459</u>	<u>7,708,659</u>	<u>6,786,538</u>
<b>ANNUAL SURPLUS</b>	1,583,568	1,418,263	1,591,492
<b>ACCUMULATED SURPLUS, beginning of year</b>	<u>27,624,825</u>	<u>27,624,825</u>	<u>26,033,333</u>
<b>ACCUMULATED SURPLUS, end of year</b>	<u>\$ 29,208,393</u>	<u>\$ 29,043,088</u>	<u>\$ 27,624,825</u>

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**  
**STATEMENT OF CHANGES IN NET FINANCIAL ASSETS**  
**FOR THE YEAR ENDED DECEMBER 31, 2022**

	<b>2022 Budget (note 8)</b>	<b>2022</b>	<b>2021</b>
<b>ANNUAL SURPLUS</b>	<u>\$ 1,583,568</u>	<u>\$ 1,418,263</u>	<u>\$ 1,591,492</u>
Acquisition of tangible capital assets	(4,373,449)	(2,665,851)	(3,030,611)
Amortization of tangible capital assets	1,477,772	1,572,050	1,477,772
(Gain) loss on sale of tangible capital assets	0	(40,990)	168,122
Proceeds on disposal of tangible capital assets	<u>0</u>	<u>40,991</u>	<u>140,365</u>
	<u>(2,895,677)</u>	<u>(1,093,800)</u>	<u>(1,244,352)</u>
Change in prepaid expenses	<u>0</u>	<u>(1,550)</u>	<u>0</u>
<b>(DECREASE) INCREASE IN NET FINANCIAL ASSETS</b>	<u>(1,312,109)</u>	<u>322,913</u>	<u>347,140</u>
<b>NET FINANCIAL ASSETS, beginning of year</b>	<u>6,372,942</u>	<u>6,372,942</u>	<u>6,025,802</u>
<b>NET FINANCIAL ASSETS, end of year</b>	<u>\$ 5,060,833</u>	<u>\$ 6,695,855</u>	<u>\$ 6,372,942</u>



**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED DECEMBER 31, 2022**

	<b>2022</b>	<b>2021</b>
<b>CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES</b>		
Annual surplus	\$ 1,418,263	\$ 1,591,492
Items not requiring an outlay of cash		
Change in post-employment benefits	(8,184)	(10,141)
Amortization of tangible capital assets	1,572,050	1,477,772
(Gain) loss on sale of tangible capital assets	(40,990)	168,122
	<u>2,941,139</u>	<u>3,227,245</u>
Changes in non-cash working capital		
Taxes receivable	(299,971)	329,284
Accounts receivable	95,304	66,207
Prepaid expenses	(1,550)	0
Accounts payable and accrued liabilities	191,483	(372,520)
Grading deposits	(4,500)	(5,000)
Security deposits	(4,104)	(188,872)
Entrance permit deposits	6,000	0
Deferred revenue	(244,427)	979,406
	<u>2,679,374</u>	<u>4,035,750</u>
<b>CASH PROVIDED BY (USED IN) CAPITAL ACTIVITIES</b>		
Acquisition of tangible capital assets	(2,665,851)	(3,030,611)
Proceeds on disposal of tangible capital assets	40,991	140,365
	<u>(2,624,860)</u>	<u>(2,890,246)</u>
<b>NET INCREASE IN CASH AND CASH EQUIVALENTS</b>	54,514	1,145,504
<b>NET CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR</b>	<u>9,278,025</u>	<u>8,132,521</u>
<b>NET CASH AND CASH EQUIVALENTS, END OF YEAR</b>	<u>\$ 9,332,539</u>	<u>\$ 9,278,025</u>
<b>CASH AND CASH EQUIVALENTS CONSISTS OF:</b>		
Cash	\$ 3,447,535	\$ 3,895,173
Restricted cash	<u>2,369,724</u>	<u>2,934,000</u>
	5,817,259	6,829,173
Portfolio investments	2,138,112	2,096,963
Restricted portfolio investments	<u>1,377,168</u>	<u>351,889</u>
	<u>3,515,280</u>	<u>2,448,852</u>
	<u>\$ 9,332,539</u>	<u>\$ 9,278,025</u>

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2022**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements have been prepared in accordance with Canadian public sector accounting standards and include the following significant accounting policies:

(a) **ACKNOWLEDGEMENT OF RESPONSIBILITY**

Management and Council of The Corporation of the Township of Puslinch acknowledge their responsibility for the creation and compilation of the following significant accounting policy decisions and the related policy notes.

(b) **USE OF ESTIMATES**

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Significant areas requiring management's estimates include accrued liabilities, accrued grants receivable, useful lives of tangible capital assets and taxation revenue. Actual results could differ from those estimates.

(c) **FINANCIAL INSTRUMENTS**

The municipality measures all its financial assets and financial liabilities at cost or amortized cost.

Impairment

For financial assets measured at cost or amortized cost, the municipality determines whether there is objective evidence of impairment. When there is, and the municipality determines that a loss in value that reflects the expectation that the underlying economic resource has diminished in a manner that is other than temporary, a write-down is recognized in the statement of operations.

Transaction costs

Transaction costs related to financial instruments originated or exchanged in an arm's length transaction that are subsequently measured at cost or amortized cost are recognized in the original cost of the instrument.

(d) **CASH AND CASH EQUIVALENTS**

Cash and cash equivalents include all cash balances and short term highly liquid investments that are readily convertible into cash. The municipality's bank accounts are all held at one financial institution. The Canadian Deposit Insurance Corporation insures deposits up to a maximum of \$100,000 per depositor. The municipality has reserves and obligatory reserve funds for which cash is segregated and will be used only for specific purposes.

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2022**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**(e) POST-EMPLOYMENT BENEFITS**

The contributions to the Ontario Municipal Employees Retirement System ("OMERS"), a multi-employer defined benefit plan, are expensed when contributions are due. A defined benefit plan specifies the amount of retirement benefits to be received by the employees based on length of service and rates of pay. Employees and employers contribute jointly to the plan, and any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. As a result, the municipality does not recognize any share of the OMERS pension surplus or deficit.

The municipality provides post-employment health, dental and life insurance benefits to eligible retired employees to a maximum age of 65. Retired full-time employees with 10 or more continuous years of service are eligible. The benefits earned by employees are determined using management's best estimate of expected benefit costs, and are expensed as services are rendered.

**(f) INTANGIBLE CAPITAL ASSETS**

Works of art and historical treasures, developed or inherited intangibles, and items inherited by right of the Crown, such as Crown lands, and natural resources, are not recognized in the municipality's financial statements.

**(g) TANGIBLE CAPITAL ASSETS**

Tangible capital assets are recorded at cost less accumulated amortization. Costs include all amounts that are directly attributable to the acquisition, construction, development or betterment of the asset. Assets are amortized on the basis of their estimated useful life using the straight-line method, using the following rates:

Buildings	40 years
Furniture and equipment	5-20 years
Roads	10-50 years
Bridges and infrastructure	20-50 years
Vehicles	7-15 years

Amortization is recorded at 50% of the above rates in the year of addition.

Tangible capital assets received as contributions are recorded at fair value at the date of receipt.



**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2022**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**(h) TAXATION AND RELATED REVENUES**

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

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

**(i) REVENUE RECOGNITION**

All other fees and user charges are recognized when the related service is provided.

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

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

**(j) GOVERNMENT TRANSFERS**

Government transfers are recognized as revenue in the period when the transfer is authorized and eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Deferred revenue is recognized in the statement of operations as the stipulation liabilities are settled.

**(k) COUNTY AND SCHOOL BOARDS**

The municipality collects taxation revenue on behalf of the school boards and the County of Wellington. The taxation, other revenues, expenses, assets and liabilities with respect to the operations of the school boards and the County of Wellington are not reflected in these financial statements.

**2. CORRESPONDING FIGURES**

Certain figures presented for corresponding purposes have been reclassified to conform to the current year's presentation.

**3. BANK INDEBTEDNESS**

The municipality has not utilized an authorized operating line of credit with a limit up to a maximum of \$1,500,000. The line of credit bears interest at prime and is secured by a current borrowing by-law.

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2022**

**4. PORTFOLIO INVESTMENTS**

Portfolio investments are invested in Guaranteed Income Certificates with interest rates ranging from 1.05% to 5.05% (2021 - 0.81% to 1.75%) and maturity dates ranging from March 2023 to March 2025 (2021 - March 2022 to September 2024).

**5. POST-EMPLOYMENT BENEFITS**

Total benefit payments paid by the municipality on behalf of retirees during the year were \$612 (2021 - \$3,917) and the employee benefit liability at year end is \$74,035 (2021 - \$82,219). The municipality has not made allocations to fund this liability and future expenditures are anticipated to be recovered from tax billings. Expenses related to retirement benefits other than pensions are as follows:

	2022	2021
Current period benefit cost	\$ 1,770	\$ 1,673
Retirement benefit interest	1,181	1,393
Amortization of actuarial gains/losses	(3,410)	(3,410)
	<u>\$ (459)</u>	<u>\$ (344)</u>

The actuarial valuation is based on a number of assumptions about future events, such as inflation rates, interest rates, medical inflation rates, wage and salary increases, and employee turnover and mortality. The most recent actuarial valuation was performed in 2019. The following are assumptions used to reflect the municipality's best estimates:

Discount rate	3.75% per year
Dental premium rates	3.75% per year
Health care premium rates	6.75% in 2020 to 3.75% over 10 years
Future salary escalations	2.75% per year
Future inflation rate	1.75% per year

**6. DEFERRED REVENUE**

	Opening	Contributions Received	Investment Income	Revenue Recognized	Ending
<b>Obligatory reserve funds</b>					
Development charges	\$ 1,637,127	\$ 190,402	\$ 37,502	\$(349,962)	\$ 1,515,069
Federal gas tax	388,688	232,662	7,266	(406,579)	222,037
Recreational land	913,845	256,000	24,213	(72,691)	1,121,367
Stormwater perpetual maintenance	59,188	0	0	0	59,188
	<u>2,998,848</u>	<u>679,064</u>	<u>68,981</u>	<u>\$(829,232)</u>	<u>2,917,661</u>
<b>Other</b>					
Taxation	383,984	304,800	0	(383,984)	304,800
Recreation	39,149	47,000	0	(39,149)	47,000
Building permits	109,933	18,026	0	(109,933)	18,026
	<u>533,066</u>	<u>369,826</u>	<u>0</u>	<u>\$(533,066)</u>	<u>369,826</u>
	<u>\$ 3,531,914</u>	<u>\$ 1,048,890</u>	<u>\$ 68,981</u>	<u>\$(1,362,298)</u>	<u>\$ 3,287,487</u>

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2022**

**7. FINANCIAL INSTRUMENTS**

Unless otherwise noted, it is management's opinion that the municipality is not exposed to significant interest, credit, currency, liquidity, or other price risks arising from the financial instruments.

The extent of the municipality's exposure to these risks did not change in 2022 compared to the previous period.

The municipality does not have a significant exposure to any individual customer or counterpart.

**8. BUDGET**

The following is a reconciliation of the modified accrual basis budget approved by Council to a basis consistent with Public Sector Accounting Standards:

	<b>2022 Budget</b>	<b>2022</b>	<b>2021</b>
Annual surplus	\$ 1,583,568	\$ 1,418,263	\$ 1,591,492
Amortization of tangible capital assets	1,477,772	1,572,050	1,477,772
Change in unfunded liabilities	0	(8,184)	(10,141)
Change in other surpluses	0	96	361
	<u>3,061,340</u>	<u>2,982,225</u>	<u>3,059,484</u>
Transfers from (to) reserves	1,312,109	(272,356)	231,846
Acquisition and disposal of tangible capital assets	<u>(4,373,449)</u>	<u>(2,665,850)</u>	<u>(2,722,124)</u>
	0	44,019	569,206
Prior year general surplus	0	569,206	379,810
Transfer of prior year surplus to reserve	<u>0</u>	<u>(569,206)</u>	<u>(379,810)</u>
	<u>\$ 0</u>	<u>\$ 44,019</u>	<u>\$ 569,206</u>

**9. GOVERNMENT TRANSFERS**

	<b>2022 Budget</b>	<b>2022</b>	<b>2021</b>
<b>Operating</b>			
Government of Canada	\$ 0	\$ 5,700	\$ 0
Province of Ontario	<u>428,867</u>	<u>424,004</u>	<u>591,892</u>
	<u>428,867</u>	<u>429,704</u>	<u>591,892</u>
<b>Capital</b>			
Government of Canada	904,497	603,191	510,124
Province of Ontario	331,262	347,747	326,438
Other	<u>35,000</u>	<u>61,367</u>	<u>80,000</u>
	<u>1,270,759</u>	<u>1,012,305</u>	<u>916,562</u>
	<u>\$ 1,699,626</u>	<u>\$ 1,442,009</u>	<u>\$ 1,508,454</u>



**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2022**

**10. OTHER INCOME**

	<b>2022 Budget</b>	<b>2022</b>	<b>2021</b>
Penalties and interest on taxation	\$ 200,000	\$ 216,140	\$ 221,758
Investment income	90,092	198,680	62,819
Licenses and permits	526,462	604,457	670,150
Donations	0	0	5,000
Development charges	320,262	349,962	122,099
Cash in lieu of parkland	74,116	72,691	61,224
Royalties	480,000	599,394	583,783
Other	73,133	81,363	68,972
Rents, concessions and franchises	103,458	116,937	28,917
	<u>\$ 1,867,523</u>	<u>\$ 2,239,624</u>	<u>\$ 1,824,722</u>

**11. POST-EMPLOYMENT BENEFITS - PENSION**

The municipality makes contributions to OMERS on behalf of 23 (2021 - 20) members of its staff. The employer amount contributed to OMERS was \$186,388 (2021 - \$157,984). The contribution rate was 9.0% to 15.8% (2021 - 9.0% to 15.8%) depending on age and income level. The ongoing adequacy of the contribution rates will need to be monitored as fluctuations in the financial markets may lead to increased future funding requirements.

The OMERS financial statements reported \$124.4 billion in net assets available for benefits (2021 - \$120.9 billion), \$128.8 billion as the defined benefit accrued pension obligation (2021 - \$119.3 billion) and a defined benefit funding deficit of \$6.7 billion (2021 - \$3.1 billion).

**12. SEGMENTED DISCLOSURE**

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

General Government

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

Protection to Persons and Property

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

Transportation

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

Recreational and Cultural Services

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

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2022**

**12. SEGMENTED DISCLOSURE (continued)**

Planning and Development

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

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

Taxation and payments-in-lieu

Allocated to those segments that are funded by these amounts based on the net surplus for the year.

Ontario Municipal Partnership Fund

Allocated to segments based on the net surplus for the year.

Provincial Aggregate Levy

Allocated to the transportation services segment with other income.

**13. COUNTY AND SCHOOL BOARDS**

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

	<b>2022</b>	<b>2021</b>
School boards	\$ 6,251,355	\$ 5,644,544
County of Wellington	<u>17,560,401</u>	<u>16,295,437</u>
	<u><u>\$ 23,811,756</u></u>	<u><u>\$ 21,939,981</u></u>

**14. COMMITMENTS**

The municipality has committed to spend approximately \$682,742 on capital projects in 2023 and beyond.

The municipality has various contractual commitments for 2023 totalling \$194,519.

In addition, the municipality is in an agreement for fire services from January 1, 2022 to December 31, 2024. The budgeted future commitments are:

2023	\$ 142,100
2024	<u>144,232</u>
	<u><u>\$ 286,332</u></u>

**15. CONTINGENCIES**

Various claims have been filed against the municipality for incidents which arose in the ordinary course of operations. In the opinion of management and legal counsel, the outcome of the lawsuits, now pending, will either be covered by insurance, or, if not so covered, will involve amounts that would not have a material adverse affect on the position of the municipality. However, should any loss result from the resolution of these claims, such loss would be accounted for as a prior period adjustment.



**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2022**

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**16. MATERIAL UNCERTAINTY DUE TO THE NOVEL CORONAVIRUS (COVID-19)**

During the year and subsequent to year end, the Novel Coronavirus (COVID-19) significantly impacted the economy in Canada and globally. Although the disruption from the virus is expected to be temporary, given the dynamic nature of these circumstances, the duration of business disruption and the related financial impact cannot be reasonably estimated at this time. This may impact the timing and amounts realized on the municipality's assets and its future ability to deliver all services.

DRAFT

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**  
**SCHEDULE OF TANGIBLE CAPITAL ASSETS**  
**FOR THE YEAR ENDED DECEMBER 31, 2022**

Schedule 1

	Land	Buildings	Furniture and Equipment	Roads	Bridges and Structures	Vehicles	Assets Under Construction	2022
<b>COST</b>								
Balance, beginning of year	\$ 1,340,753	\$ 4,637,121	\$ 1,488,269	\$ 34,531,391	\$ 8,206,925	\$ 4,204,193	\$ 484,965	\$ 54,893,617
Additions during the year	0	78,171	223,987	914,816	551,338	617,525	280,014	2,665,851
Disposals during the year	0	0	(36,436)	(429,331)	(8,530)	(512,798)	0	(987,095)
Transfers	0	151,489	0	16,231	39,955	0	(207,675)	0
Balance, end of year	<u>1,340,753</u>	<u>4,866,781</u>	<u>1,675,820</u>	<u>35,033,107</u>	<u>8,789,688</u>	<u>4,308,920</u>	<u>557,304</u>	<u>56,572,373</u>
<b>ACCUMULATED AMORTIZATION</b>								
Balance, beginning of year	0	1,971,159	965,247	25,743,150	3,008,219	1,953,959	0	33,641,734
Amortization	0	117,843	121,223	860,161	179,922	292,901	0	1,572,050
Disposals during the year	0	0	(36,435)	(429,331)	(8,530)	(512,798)	0	(987,094)
Balance, end of year	<u>0</u>	<u>2,089,002</u>	<u>1,050,035</u>	<u>26,173,980</u>	<u>3,179,611</u>	<u>1,734,062</u>	<u>0</u>	<u>34,226,690</u>
<b>NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS</b>	<u>\$ 1,340,753</u>	<u>\$ 2,777,779</u>	<u>\$ 625,785</u>	<u>\$ 8,859,127</u>	<u>\$ 5,610,077</u>	<u>\$ 2,574,858</u>	<u>\$ 557,304</u>	<u>\$ 22,345,683</u>
	Land	Buildings	Furniture and Equipment	Roads	Bridges and Structures	Vehicles	Assets Under Construction	2021
<b>COST</b>								
Balance, beginning of year	\$ 1,340,753	\$ 4,637,121	\$ 1,335,809	\$ 34,807,635	\$ 8,113,347	\$ 3,638,283	\$ 100,797	\$ 53,973,745
Additions during the year	0	0	337,773	1,265,899	93,578	949,193	384,168	3,030,611
Disposals during the year	0	0	(185,313)	(1,542,143)	0	(383,283)	0	(2,110,739)
Balance, end of year	<u>1,340,753</u>	<u>4,637,121</u>	<u>1,488,269</u>	<u>34,531,391</u>	<u>8,206,925</u>	<u>4,204,193</u>	<u>484,965</u>	<u>54,893,617</u>
<b>ACCUMULATED AMORTIZATION</b>								
Balance, beginning of year	0	1,856,192	1,054,429	26,123,059	2,836,368	2,096,166	0	33,966,214
Amortization	0	114,967	91,644	860,818	171,851	238,492	0	1,477,772
Disposals during the year	0	0	(180,826)	(1,240,727)	0	(380,699)	0	(1,802,252)
Balance, end of year	<u>0</u>	<u>1,971,159</u>	<u>965,247</u>	<u>25,743,150</u>	<u>3,008,219</u>	<u>1,953,959</u>	<u>0</u>	<u>33,641,734</u>
<b>NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS</b>	<u>\$ 1,340,753</u>	<u>\$ 2,665,962</u>	<u>\$ 523,022</u>	<u>\$ 8,788,241</u>	<u>\$ 5,198,706</u>	<u>\$ 2,250,234</u>	<u>\$ 484,965</u>	<u>\$ 21,251,883</u>

See notes to the financial statements

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH****SCHEDULE OF ACCUMULATED SURPLUS*****Schedule 2*****FOR THE YEAR ENDED DECEMBER 31, 2022**

	<b>2022</b>	<b>2021</b>
<b>SURPLUSES</b>		
Invested in tangible capital assets	\$ 22,345,683	\$ 21,251,883
Unfunded post-employment benefits	(74,035)	(82,219)
General surplus	44,019	569,206
Barber's Beach street lighting area	810	1,448
Cambridge fire area	2,224	1,682
	<u>22,318,701</u>	<u>21,742,000</u>
<b>RESERVES</b>		
Working funds	630,411	649,754
Contingencies	326,022	316,022
Asset management	4,474,174	3,613,507
Operating purposes	802,581	839,435
Capital purposes	491,199	464,107
	<u>6,724,387</u>	<u>5,882,825</u>
<b>ACCUMULATED SURPLUS</b>	<u><u>\$ 29,043,088</u></u>	<u><u>\$ 27,624,825</u></u>

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**  
**SCHEDULE OF SEGMENTED DISCLOSURE**  
**FOR THE YEAR ENDED DECEMBER 31, 2022**

Schedule 3

	General Government	Protection Services	Transportation Services	Recreational and Cultural Services	Planning and Development	2022
<b>REVENUES</b>						
Taxation	\$ 1,622,135	\$ 1,651,124	\$ 1,555,295	\$ 199,475	\$ 30,144	\$ 5,058,173
Fees and user charges	25,495	119,152	4,399	234	237,836	387,116
Government transfers	157,885	137,817	917,660	226,131	2,516	1,442,009
Other income	495,143	62,071	920,358	195,010	567,042	2,239,624
	<u>2,300,658</u>	<u>1,970,164</u>	<u>3,397,712</u>	<u>620,850</u>	<u>837,538</u>	<u>9,126,922</u>
<b>EXPENSES</b>						
Salaries and benefits	1,183,103	584,852	727,468	253,037	496,200	3,244,660
Materials and supplies	209,472	222,957	652,727	172,784	60,336	1,318,276
Contracted services	354,371	360,146	394,687	5,475	279,800	1,394,479
Other transfers	22,029	177,805	0	0	9,024	208,858
Rents and financial expenses	22,781	0	0	4,819	5,402	33,002
Amortization	54,071	161,445	1,227,730	128,804	0	1,572,050
(Gain) loss on sale of tangible capital assets	0	0	(40,990)	0	0	(40,990)
Allocation of program support	0	0	0	0	(21,676)	(21,676)
	<u>1,845,827</u>	<u>1,507,205</u>	<u>2,961,622</u>	<u>564,919</u>	<u>829,086</u>	<u>7,708,659</u>
<b>ANNUAL SURPLUS</b>	<u>\$ 454,831</u>	<u>\$ 462,959</u>	<u>\$ 436,090</u>	<u>\$ 55,931</u>	<u>\$ 8,452</u>	<u>\$ 1,418,263</u>
	General Government	Protection Services	Transportation Services	Recreational and Cultural Services	Planning and Development	2021
<b>REVENUES</b>						
Taxation	\$ 1,047,765	\$ 1,511,567	\$ 1,818,347	\$ 240,163	\$ 0	\$ 4,617,842
Fees and user charges	53,369	107,575	16,370	0	249,698	427,012
Government transfers	420,014	144,624	751,593	192,223	0	1,508,454
Other income	320,717	40,599	738,522	95,041	629,843	1,824,722
	<u>1,841,865</u>	<u>1,804,365</u>	<u>3,324,832</u>	<u>527,427</u>	<u>879,541</u>	<u>8,378,030</u>
<b>EXPENSES</b>						
Salaries and benefits	1,060,240	526,020	614,597	203,908	448,165	2,852,930
Materials and supplies	165,238	177,990	509,554	111,703	45,254	1,009,739
Contracted services	230,055	301,987	242,804	5,824	269,741	1,050,411
Other transfers	34,180	175,333	0	0	0	209,513
Rents and financial expenses	27,265	0	0	5,117	6,591	38,973
Amortization	53,423	122,535	1,181,911	119,903	0	1,477,772
(Gain) loss on sale of tangible capital assets	0	0	168,122	0	0	168,122
Allocation of program support	0	0	0	0	(20,922)	(20,922)
	<u>1,570,401</u>	<u>1,303,865</u>	<u>2,716,988</u>	<u>446,455</u>	<u>748,829</u>	<u>6,786,538</u>
<b>ANNUAL SURPLUS</b>	<u>\$ 271,464</u>	<u>\$ 500,500</u>	<u>\$ 607,844</u>	<u>\$ 80,972</u>	<u>\$ 130,712</u>	<u>\$ 1,591,492</u>

See notes to the financial statements



# Township of Puslinch

## 2022 Financial Statements

Presented by Murray Short

TOWNSHIP OF  
**PUSLINCH**  
EST. 1850





# AGENDA



- Audit Overview
- Audit Report
- Financial Statements
- Next Steps



# Audit Overview

- Final materiality = \$225,000
- No change in key audit areas, risks or planned procedures since communicated in Pre-Audit Communication Letter
- No significant internal control deficiencies to communicate
- No known independence issues
- No adjusting entries
- Two unadjusted differences identified and communicated

# Audit Report

- The financial statements present fairly, in all material respects, the financial position, result of operations and cash flows of the Township of Puslinch in accordance with Canadian public sector accounting standards
- Audit conducted in accordance with Canadian generally accepted auditing standards



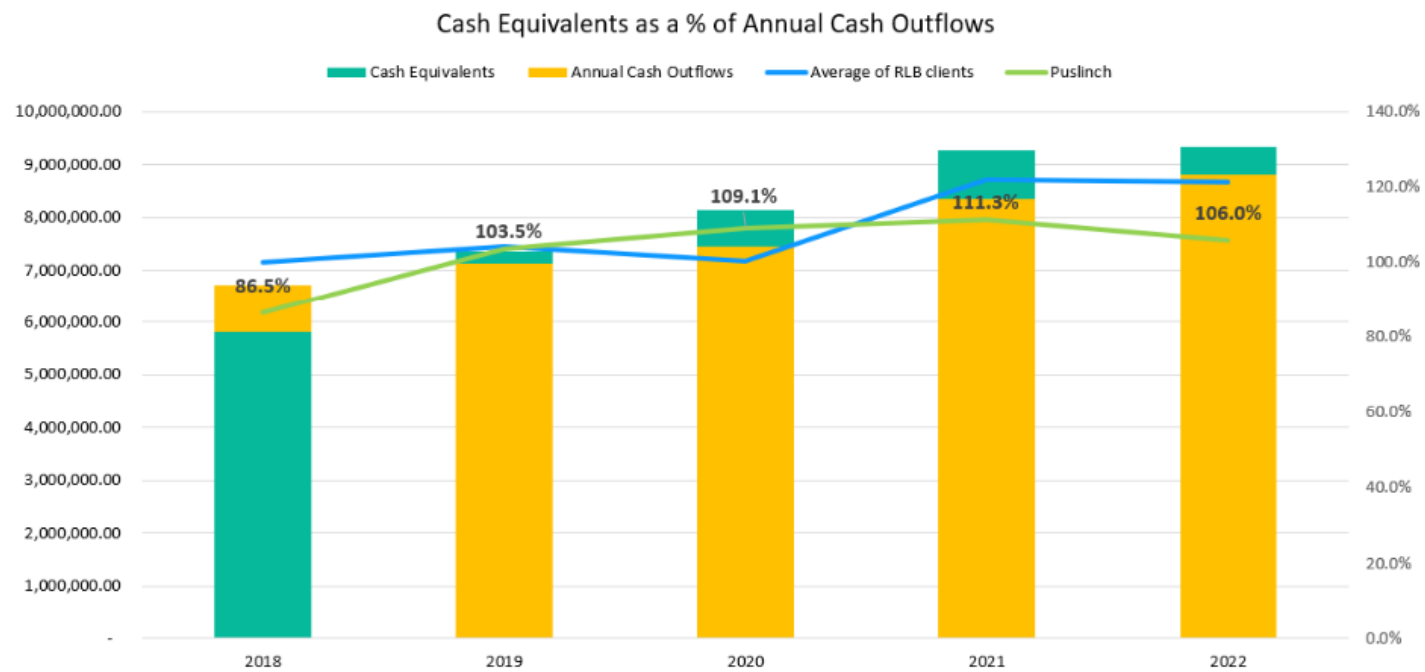
# Statement of Financial Position

- The Statement of Financial Position (similar to a Balance Sheet for non-public entities) is a snapshot of the municipality's assets, liabilities and accumulated surplus at a point in time
- Key areas:
  - Cash equivalents (cash and portfolio investments)
  - Taxes receivable
  - Tangible capital assets
  - Accumulated surplus

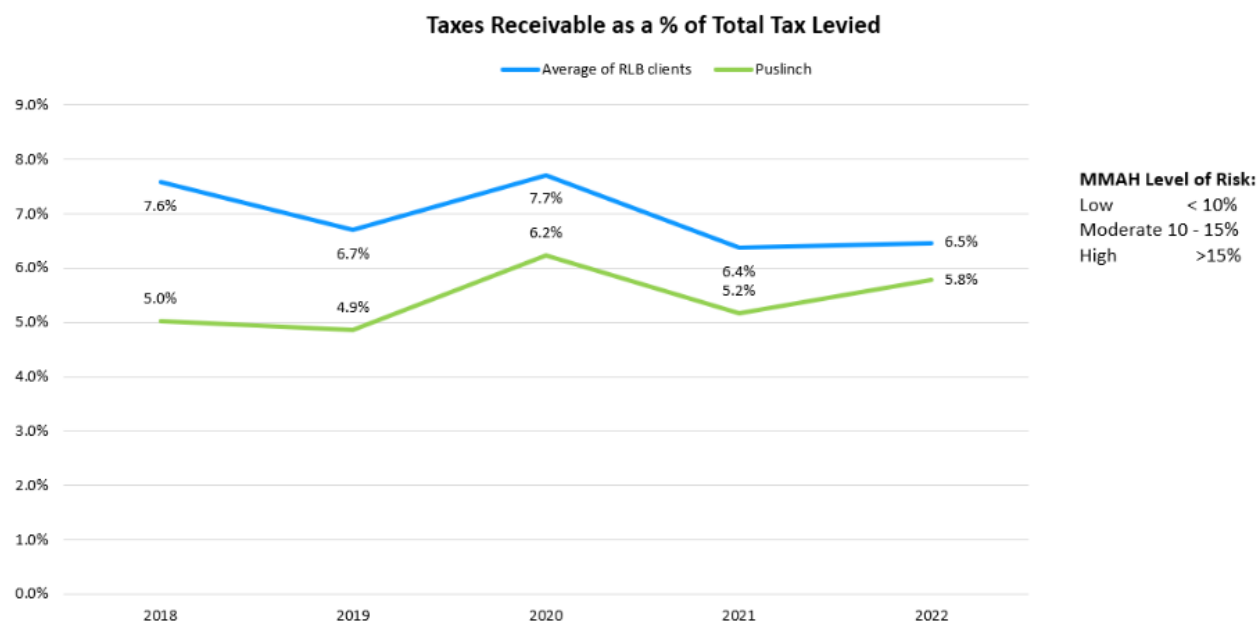
# Statement of Financial Position

	2022	2021
<b>FINANCIAL ASSETS</b>		
Cash (note 3)	\$ 5,817,259	\$ 6,829,173
Portfolio investments (note 4)	3,515,280	2,448,852
Taxes receivable	1,670,785	1,370,814
Accounts receivable	577,729	673,033
	<u>11,581,053</u>	<u>11,321,872</u>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities	631,403	439,920
Grading deposits	34,000	38,500
Security deposits	852,273	856,377
Post-employment benefits (note 5)	74,035	82,219
Entrance permit deposits	6,000	0
Deferred revenue (note 6)	3,287,487	3,531,914
	<u>4,885,198</u>	<u>4,948,930</u>
<b>NET FINANCIAL ASSETS</b>	<u>6,695,855</u>	<u>6,372,942</u>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (schedule 1)	22,345,683	21,251,883
Prepaid expenses	1,550	0
	<u>22,347,233</u>	<u>21,251,883</u>
<b>ACCUMULATED SURPLUS (schedule 2)</b>	<u>\$ 29,043,088</u>	<u>\$ 27,624,825</u>

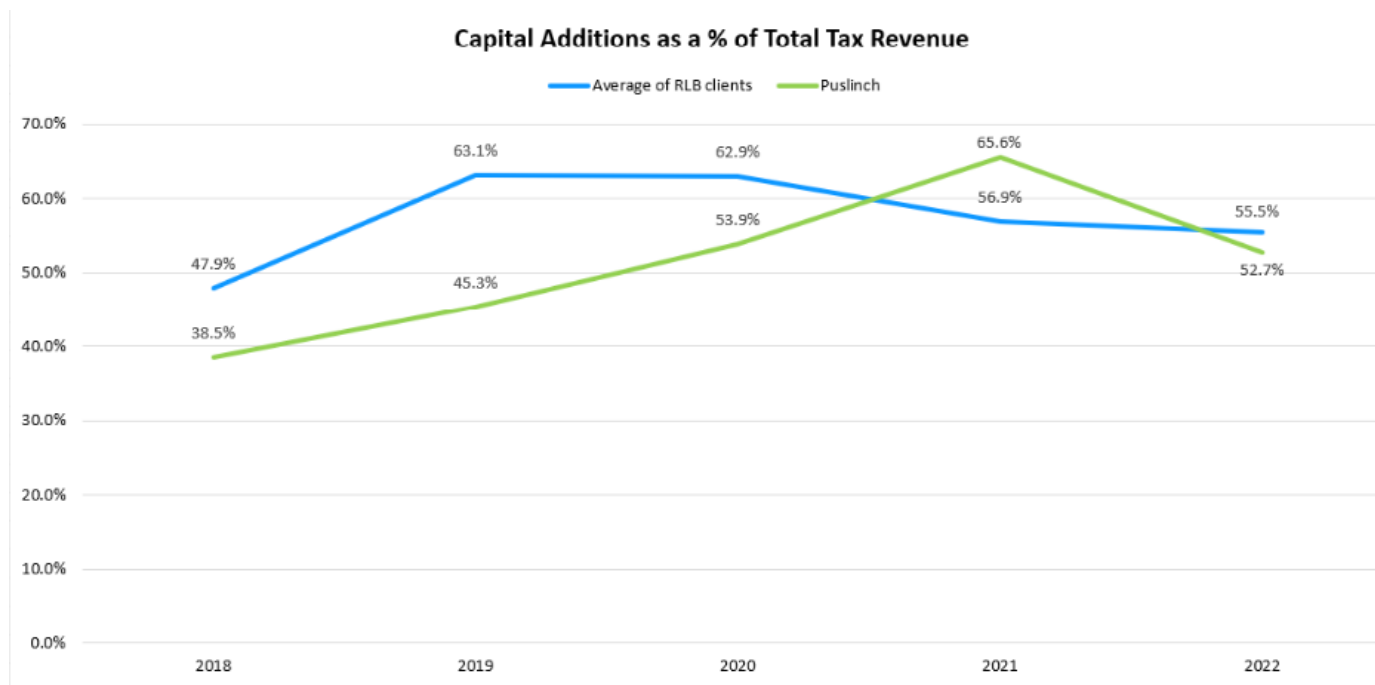
# Cash Equivalents



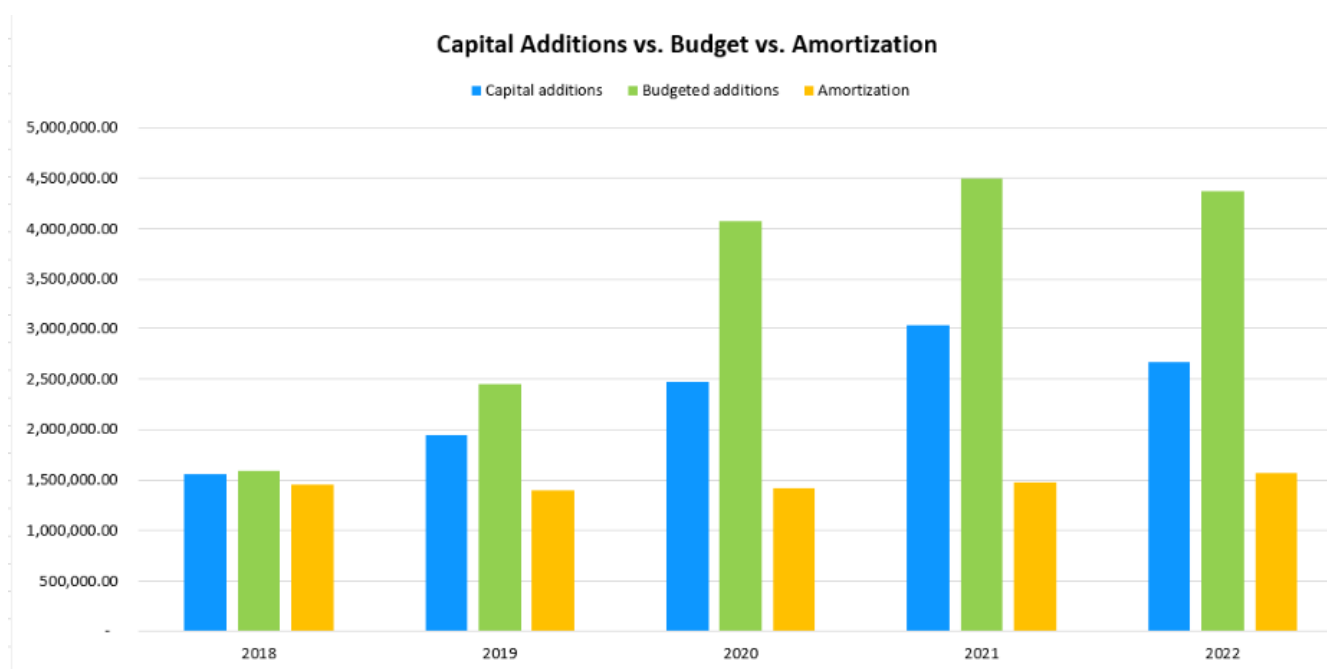
# Taxes Receivable



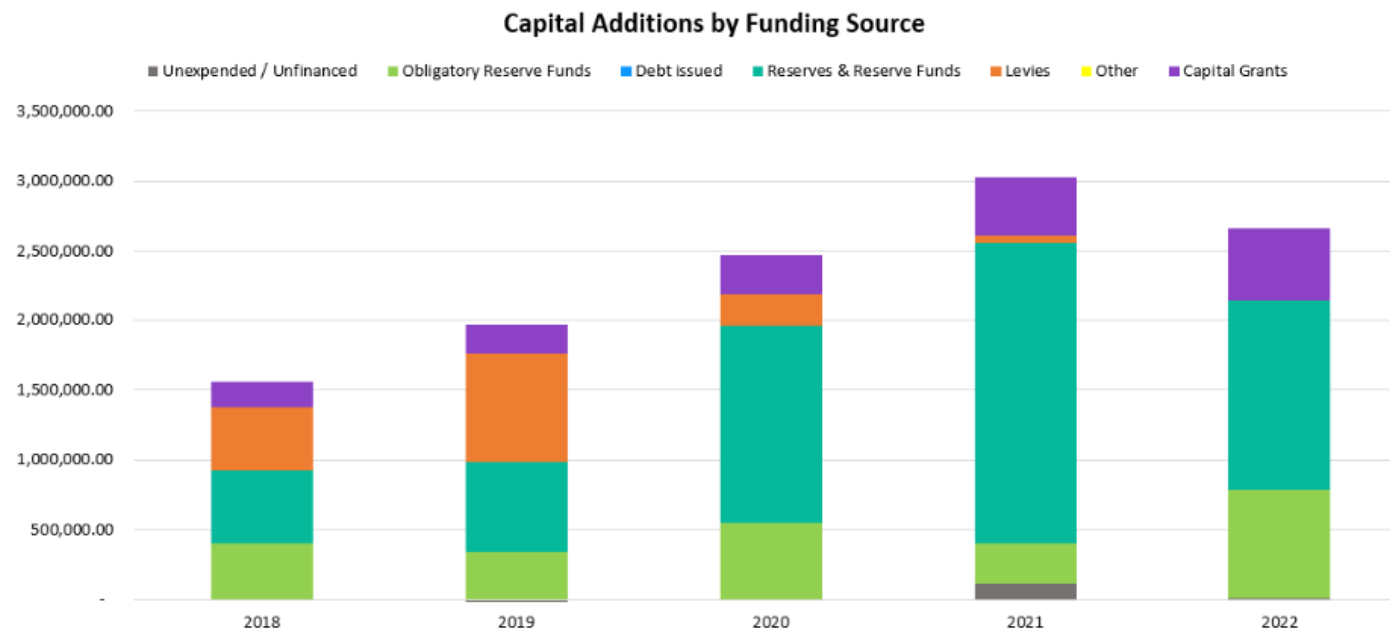
# Tangible Capital Assets



# Tangible Capital Assets



# Tangible Capital Assets





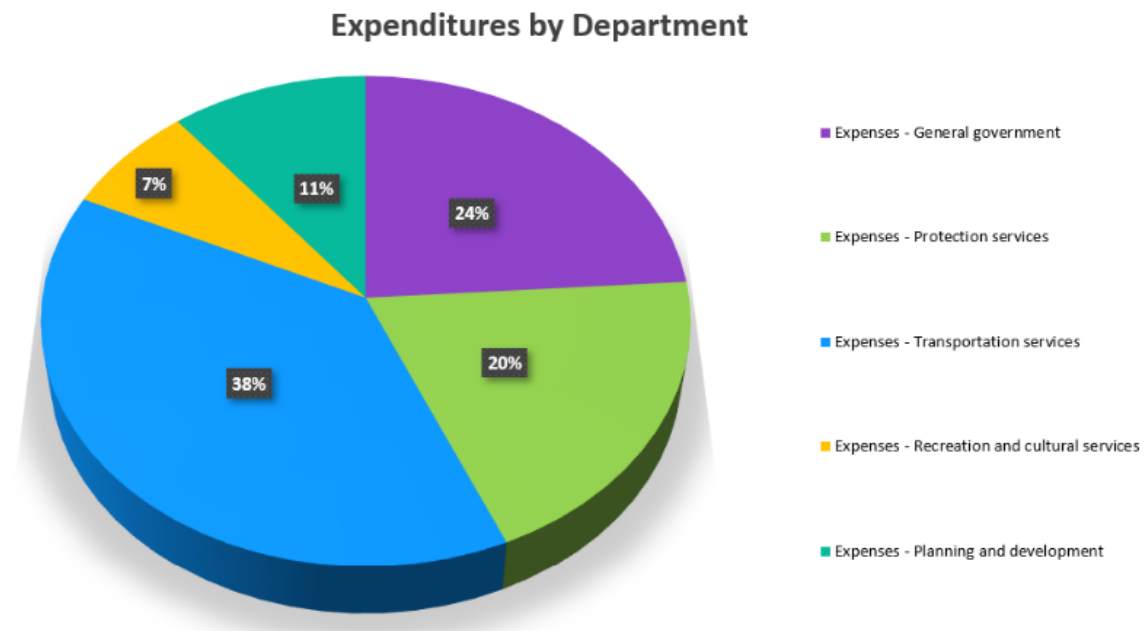
# Statement of Operations

- The Statement of Operations reports the revenues less expenses resulting in the annual surplus of the municipality
- Key areas:
  - Budget vs. actual results
  - Expenditures by department
  - Annual surplus
  - Accumulated surplus

# Statement of Operations

	2022 Budget (note 8)	2022	2021
<b>REVENUES</b> (schedule 3)			
Taxation	\$ 4,974,346	\$ 5,058,173	\$ 4,617,842
Fees and user charges	336,532	387,116	427,012
Government transfers (note 9)	1,699,626	1,442,009	1,508,454
Other income (note 10)	1,867,523	2,239,624	1,824,722
	<u>8,878,027</u>	<u>9,126,922</u>	<u>8,378,030</u>
<b>EXPENSES</b> (schedule 3)			
General government	1,845,758	1,845,827	1,570,401
Protection services	1,327,253	1,507,205	1,303,865
Transportation services	2,671,349	2,961,622	2,716,988
Recreation and cultural services	582,134	564,919	446,455
Planning and development	867,965	829,086	748,829
	<u>7,294,459</u>	<u>7,708,659</u>	<u>6,786,538</u>
<b>ANNUAL SURPLUS</b>	1,583,568	1,418,263	1,591,492
<b>ACCUMULATED SURPLUS, beginning of year</b>	<u>27,624,825</u>	<u>27,624,825</u>	<u>26,033,333</u>
<b>ACCUMULATED SURPLUS, end of year</b>	<u>\$ 29,208,393</u>	<u>\$ 29,043,088</u>	<u>\$ 27,624,825</u>

# Expenditures by Department



# Expenditures by Department

	2018	2019	2020	2021	2022
Expenses - General government	22.7%	21.6%	20.4%	23.1%	23.9%
Expenses - Protection services	19.0%	19.0%	18.4%	19.2%	19.6%
Expenses - Transportation services	39.5%	40.2%	43.0%	40.0%	38.4%
Expenses - Recreation and cultural services	7.8%	7.7%	6.6%	6.6%	7.3%
Expenses - Planning and development	11.0%	11.6%	11.7%	11.0%	10.8%

# Statement of Changes in Net Financial Assets

- The Statement of Changes in Net Financial Assets reconciles the annual surplus to the change in net financial assets, removing the activity of the non-financial assets

# Statement of Changes in Net Financial Assets

	2022 Budget (note 8)	2022	2021
<b>ANNUAL SURPLUS</b>	<u>\$ 1,583,568</u>	<u>\$ 1,418,263</u>	<u>\$ 1,591,492</u>
Acquisition of tangible capital assets	(4,373,449)	(2,665,851)	(3,030,611)
Amortization of tangible capital assets	1,477,772	1,572,050	1,477,772
(Gain) loss on sale of tangible capital assets	0	(40,990)	168,122
Proceeds on disposal of tangible capital assets	<u>0</u>	<u>40,991</u>	<u>140,365</u>
	<u>(2,895,677)</u>	<u>(1,093,800)</u>	<u>(1,244,352)</u>
Change in prepaid expenses	<u>0</u>	<u>(1,550)</u>	<u>0</u>
<b>(DECREASE) INCREASE IN NET FINANCIAL ASSETS</b>	<u>(1,312,109)</u>	<u>322,913</u>	<u>347,140</u>
<b>NET FINANCIAL ASSETS, beginning of year</b>	<u>6,372,942</u>	<u>6,372,942</u>	<u>6,025,802</u>
<b>NET FINANCIAL ASSETS, end of year</b>	<u>\$ 5,060,833</u>	<u>\$ 6,695,855</u>	<u>\$ 6,372,942</u>

# Statement of Cash Flows

- The Statement of Cash Flows breaks down the change in cash equivalents through the year between operating and capital sources



# Statement of Cash Flows

	2022	2021
<b>CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES</b>		
Annual surplus	\$ 1,418,263	\$ 1,591,492
Items not requiring an outlay of cash		
Change in post-employment benefits	(8,184)	(10,141)
Amortization of tangible capital assets	1,572,050	1,477,772
(Gain) loss on sale of tangible capital assets	(40,990)	168,122
	<u>2,941,139</u>	<u>3,227,245</u>
Changes in non-cash working capital		
Taxes receivable	(299,971)	329,284
Accounts receivable	95,304	66,207
Prepaid expenses	(1,550)	0
Accounts payable and accrued liabilities	191,483	(372,520)
Grading deposits	(4,500)	(5,000)
Security deposits	(4,104)	(188,872)
Entrance permit deposits	6,000	0
Deferred revenue	(244,427)	979,406
	<u>2,679,374</u>	<u>4,035,750</u>
<b>CASH PROVIDED BY (USED IN) CAPITAL ACTIVITIES</b>		
Acquisition of tangible capital assets	(2,665,851)	(3,030,611)
Proceeds on disposal of tangible capital assets	40,991	140,365
	<u>(2,624,860)</u>	<u>(2,890,246)</u>
<b>NET INCREASE IN CASH AND CASH EQUIVALENTS</b>	54,514	1,145,504
<b>NET CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR</b>	<u>9,278,025</u>	<u>8,132,521</u>
<b>NET CASH AND CASH EQUIVALENTS, END OF YEAR</b>	<u>\$ 9,332,539</u>	<u>\$ 9,278,025</u>

# Schedule of Accumulated Surplus

- The Schedule of Accumulated Surplus (Schedule 2) shows the various sources of the accumulated surplus, including reserves
- Reserves shown are amounts set aside by the municipality for specific purposes

# Schedule of Accumulated Surplus

	2022	2021
<b>SURPLUSES</b>		
Invested in tangible capital assets	\$ 22,345,683	\$ 21,251,883
Unfunded post-employment benefits	(74,035)	(82,219)
General surplus	44,019	569,206
Barber's Beach street lighting area	810	1,448
Cambridge fire area	2,224	1,682
	<u>22,318,701</u>	<u>21,742,000</u>
<b>RESERVES</b>		
Working funds	630,411	649,754
Contingencies	326,022	316,022
Asset management	4,474,174	3,613,507
Operating purposes	802,581	839,435
Capital purposes	491,199	464,107
	<u>6,724,387</u>	<u>5,882,825</u>
<b>ACCUMULATED SURPLUS</b>	<u>\$ 29,043,088</u>	<u>\$ 27,624,825</u>

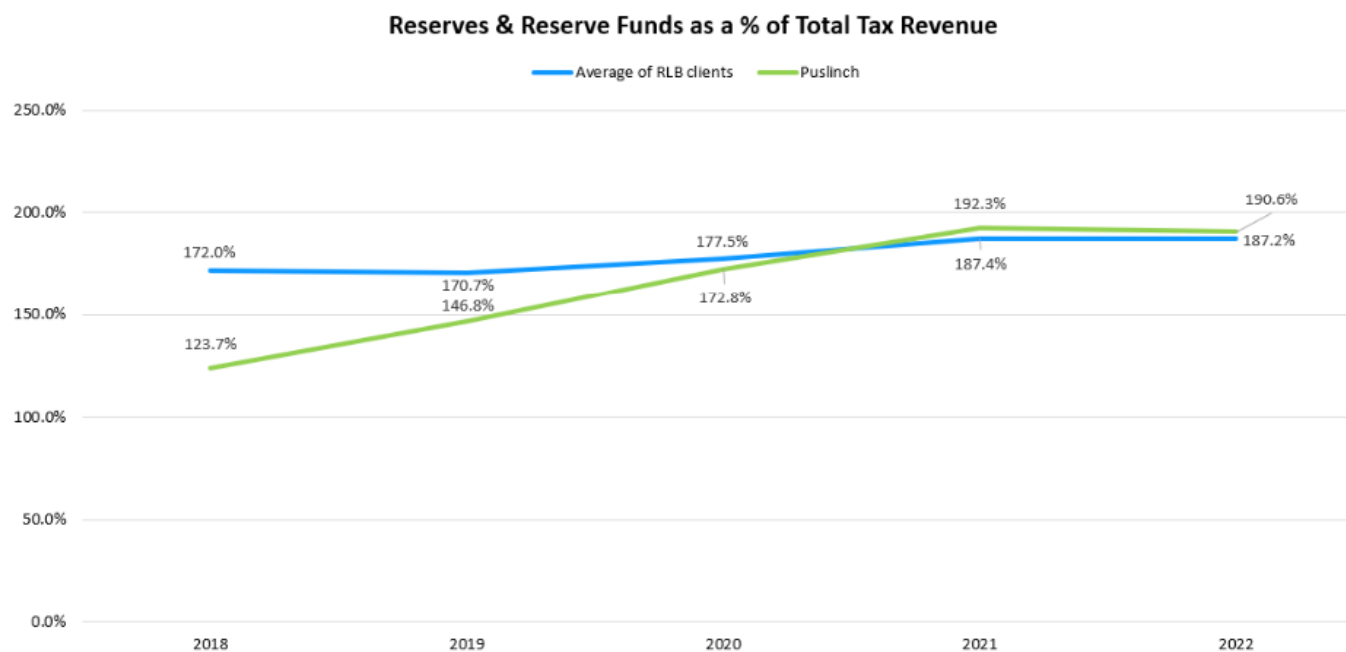
# Deferred Revenue

- The deferred revenue note reconciles the activity within obligatory reserve funds and other deferred items
- Deferred revenue is revenue received that has not yet been spent
- Obligatory reserve funds are deferred revenue that the municipality is required by law, regulation or the funding agreement that a reserve fund be utilized

# Deferred Revenue

	Opening	Contributions Received	Investment Income	Revenue Recognized	Ending
<b>Obligatory reserve funds</b>					
Development charges	\$ 1,637,127	\$ 190,402	\$ 37,502	\$(349,962)	\$ 1,515,069
Federal gas tax	388,688	232,662	7,266	(406,579)	222,037
Recreational land	913,845	256,000	24,213	(72,691)	1,121,367
Stormwater perpetual maintenance	59,188	0	0	0	59,188
	<u>2,998,848</u>	<u>679,064</u>	<u>68,981</u>	<u>\$(829,232)</u>	<u>2,917,661</u>
<b>Other</b>					
Taxation	383,984	304,800	0	(383,984)	304,800
Recreation	39,149	47,000	0	(39,149)	47,000
Building permits	109,933	18,026	0	(109,933)	18,026
	<u>533,066</u>	<u>369,826</u>	<u>0</u>	<u>\$(533,066)</u>	<u>369,826</u>
	<u>\$ 3,531,914</u>	<u>\$ 1,048,890</u>	<u>\$ 68,981</u>	<u>\$(1,362,298)</u>	<u>\$ 3,287,487</u>

# Reserve & Reserve Funds



# Next Steps

Council and management to communicate any changes to representations given throughout the audit process or any awareness of fraud up to the date of financial statement approval

Approval of financial statements by Council

Receipt of signed management representation letter

Township's submission of Financial Information Return (FIR)



A woman with voluminous curly brown hair, wearing a bright yellow sweater, is seated at a desk. She is looking at a silver laptop with a thoughtful expression, her hand resting on her chin. The background is a bright, modern kitchen with a white countertop, a sink, and several potted plants, including purple and pink flowers. A large blue rounded rectangle is overlaid on the right side of the image.

Questions?

# Thank you!



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## **REPORT FIN-2023-014**

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TO: Mayor and Members of Council

PREPARED BY: Mirela Oltean, Deputy Treasurer

PRESENTED BY: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: April 12, 2023

SUBJECT: 2023 Temporary Borrowing By-law  
File: F11 – TDB

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### **RECOMMENDATIONS**

**THAT Report FIN-2023-014 regarding the 2023 Temporary Borrowing By-law be received; and**

**THAT Council give 3 readings to By-law No. 2023-019 being a by-law authorizing external temporary borrowings of \$1,500,000 in 2023.**

### **Purpose**

Section 407 of the Municipal Act, 2001, allows for a municipality to pass a by-law authorizing the temporary borrowing of funds of an amount that Council considers necessary to meet the current expenditures for the year. Council must pass this temporary borrowing by-law annually if they wish to utilize it in a given year.

### **Background**

Township staff continually monitor and project the Township's cash flow requirements to ensure adequate cash is available to meet anticipated needs. In prior years, no external borrowing has been required to meet current expenditures.

It is recommended that Council enact a by-law permitting staff to borrow up to \$1,500,000 in the event that it is deemed necessary to borrow funds externally to meet short-term needs until the Township's main revenue source of property taxes is levied and collected.

Section 407 of the Municipal Act, 2001 permits a municipality to authorize temporary borrowing, until the taxes are collected and other revenues received, of an amount that Council considers necessary to meet the current expenditures for the year. Unless otherwise approved by the Local Planning Appeal Tribunal, that amount cannot exceed:

a.) from January 1 to September 30: 50 percent of the total estimated revenues of the municipality as set out in the adopted budget; and

b.) from October 1 to December 31: 25 percent of the total estimated revenues of the municipality as set out in the adopted budget.

For the purposes of this By-law, the estimated revenues do not include revenues derivable or derived from any borrowings, including through any issue of debentures, any prior year surplus, revenues related to tax arrears, and a transfer from a capital fund, reserve fund or reserve. The maximum amount of temporary borrowing allowed by the Act is as follows:

	<b>2023 Budget</b>
Total Operating Revenues	\$2,698,748
Total Taxation Levy	\$4,998,530
Less: Interest on Current Taxes	-\$120,000
Less: Penalty on Tax Arrears	-\$90,000
Prior Year Surplus Utilized	\$0
<b>Adjusted estimated revenues</b>	<b>\$7,487,278</b>

- \$3,743,639 – the maximum amount that may be borrowed at any one time on a temporary basis from January 1<sup>st</sup> to September 30<sup>th</sup>, 2023; and
- \$1,871,819.5 – the maximum amount that may be borrowed at any one time on a temporary basis from October 1<sup>st</sup> to December 31<sup>st</sup>, 2023.

The Township is able to temporarily borrow funds from the bank at the Prime Rate. In prior years, the Township has not utilized external temporary borrowings for cash flow purposes. However, a situation may arise where an unexpected payment may be required or several large payments may be required prior to the collection of property taxes.

With a temporary borrowing by-law in place, staff will have the ability to act quickly in the best financial interest of the Township by borrowing funds temporarily. At this time, it is not known if the Township will require temporary borrowing of funds in 2023, however, it is financially prudent to have this authorization in place.

If the Township was required to borrow funds beyond a one-year period or beyond the term of Council to help finance certain approved capital projects, then the Township through Council

would consider a debenture through the County of Wellington to ensure compliance with Provincial legislation.

### **Financial Implications**

There is no financial impact to the operating budget unless borrowing is required.

As of the date of writing this Report, the Prime Rate is 6.70% as of April 3, 2023. The rates increased compared to prior year's rate of 2.70% as of March 30, 2022.

The annual interest amount owed will vary depending on how many days an amount remains drawn. Interest payments are charged on the account on a monthly basis and there is flexibility to reduce the temporary borrowing balance as the Township's cash flow becomes adequate to meet anticipated needs.

The following examples provide an illustration of the financial implications associated with temporary borrowing based on the current Prime Rate of 6.70%:

- 1.) Should the Township require temporary borrowing of \$750,000, the monthly interest owed would be approximately \$4,187 and the annual interest owed would be approximately \$50,250
- 2.) Should the Township require temporary borrowing of \$1,500,000, the monthly interest owed would be approximately \$8,375 and the annual interest owed would be approximately \$100,500

### **Applicable Legislation and Requirements**

Section 407 of the Municipal Act

### **Engagement Opportunities**

N/A

### **Attachments**

None

**Respectfully submitted:**

**Mary Hasan**  
**Director of Finance/Treasurer**



## **REPORT ADM-2023-017**

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TO: Mayor and Members of Council

PREPARED BY: Courtenay Hoytfox, Municipal Clerk

PRESENTED BY: Courtenay Hoytfox, Municipal Clerk

MEETING DATE: April 12, 2023

SUBJECT: Proposed Animal Control Services Agreement – Cambridge District Humane Society

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### **RECOMMENDATION**

**That Council receives report ADM-2023-017 regarding the Proposed Animal Control Services Agreement – Cambridge & District Humane Society; and**

**That Council give three readings to By-law No. 2023-020 being a By-law to authorize the Mayor and Clerk to sign the required contract documents.**

### **Purpose**

The purpose of this report is to provide Council with information regarding the Township's Animal Service contract with Cambridge & District Humane Society and to seek Council approval to renew the contract for another two (2) year term.

### **Background**

Cambridge District Humane Society (CDHS) has been providing animal control services to the Township since February 2019. The current contract was for a period of 2 years and is due for renewal in April 2023.

Staff are very pleased with the service level that CDHS provides and recommend that the Township enter into another 2-year term for Animal Control Services with CDHS.

The proposed agreement includes the following revisions:

- Clarifying the Provisions of Service section to align with the Township's By-law Enforcement Policy in terms of response and enforcement with a focus on education;
- Clarifying that kennel complaints are managed by Township staff and not CDHS;
- Addition of CloudPermit as the primary tracking and data storage tool;



- Providing animal control services to sick cats;
- Providing animal control services to sick dogs;
- Providing animal control services to sick wildlife;
- Increase in monthly service fees from \$833.33 per month for animal control services to \$1083.99 per month;
- Increase mileage from \$.45 per kilometer to \$.72 per kilometer;
- Adding a Confidentiality section to the agreement; and
- Adding a Dog Bite Investigation section to the agreement.

### **Financial Implications**

The 2023 Budget includes \$12,426 for animal control services including mileage. The Township would be invoiced on a monthly basis as follows in accordance with the new rates:

- \$1083.99 per month for animal control services
- Mileage at \$.72 per kilometer

There is an increase in cost due to increased services and costs for fuel that is reflected in the increased mileage per kilometer. It is anticipated that the increased cost of \$13,007.88 per year plus mileage can be accommodated in the by-law cost centre as a whole.

### **Applicable Legislation and Requirements**

*Municipal Act, 2001, S.O. 2001, c. 25*

### **Engagement Opportunities**

None

### **Attachments**

Draft Animal Control Services Agreement – Cambridge District Humane Society

Respectfully submitted,

Courtenay Hoytfox, Municipal Clerk



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## ANIMAL CONTROL SERVICES AGREEMENT

BETWEEN:

The Corporation of the Township  
of Puslinch

Hereinafter "Township"

– AND –

Cambridge and District Humane  
Society

Hereinafter "CDHS"

### Term of Agreement:

It is agreed that the term of the agreement will be April 12, 2023, to April 30, 2025.

### Provisions of Service:

#### Animal Control Services:

**Provide Animal Control Services, 24 hours a day, 7 days a week, including statutory holidays, including:**

- Respond, investigate and enforce the Township's Dog and Kennel Licensing By-law 24/21, through education and awareness, and when required, the issuance of warnings, violation notices and penalties.
- Dogs at Large (DAL)
- Injured/sick dogs (I/SD),
- Aggressive dogs (AD)
- Injured/sick cats (I/SC)
- Injured/sick wildlife
- Exotic Animals (In accordance with Township of Puslinch Exotic Animal By-law 15/82)
- Domestic animals that are deceased in the home - Owners will be given the option of a private cremation (remains returned in an urn) or a communal cremation (the remains are not returned) at their expense. There will be a fee to remove a deceased animal from the home.

Services will be provided on an "on-call" basis with a response time between 30 minutes and 60 minutes. General inquiries will be directed to CDHS. Complaints regarding kennels shall be forwarded to the Township By-law Officer. **The current number the community can call for support is (519) 623-6323. We also have a LOST dog line (519) 623-6323 ext. 223. CDHS has recently introduced online reporting that has improved response times. Email inquiries can also be submitted to [dispatch@animalsevicescambridge.ca](mailto:dispatch@animalsevicescambridge.ca)**

The CDHS will maintain records via the Township By-law Enforcement Data Management System (Cloudpermit), including all new occurrences, files under investigation, duty book notes, and closed files.

All Animal Services staff will:

- Continue to refresh training from time to time
- Be in uniform during their scheduled shifts
- Wear identification badges as well as carry business cards (the Officers will now have ID badges and they carry a generic business card without their name on it)
- Have rabies vaccinations as required (\*notwithstanding a vaccine shortage in our community)
- Be expected to be familiar with all Puslinch Township Animal Control Service By-laws, DOLA and be available for Court appearances as required

Dog Tag Licenses will be purchased and processed through DocuPet online licensing service. CDHS will have administrative access to the Puslinch DocuPet database for the purpose of dog tag license confirmation. A confidentiality statement will be signed by all Animal Service staff which is a separate form than used by CDHS staff. CDHS staff will assist with inspections related to Kennel license approvals and annual inspections as required. Lost dogs with valid licenses can also be reported through Docupet. Where an Animal Services Officer seizes and impounds any dog found at large, the Animal Services Officer or shelter staff shall restore possession of the dog to the owner once proof of a valid Township Dog Tag Licence is provided or purchased and any emergency medical expenses have been paid by the Owner.

The Township shall provide CDHS with annual User Fees & Charges relating to Dog Tag Licenses no later than December 1<sup>st</sup> of each calendar year. Changes to User Fees & Charges come into full force and effect January 1<sup>st</sup> of each calendar year.

*Note: All cruelty investigations must go through the Provincial Animal Welfare Society (PAWS) and the Ontario Provincial Police (OPP).*

## **Dog Bite Investigations:**

**Aggressive Dog:** A dog that has been involved in a dog attack that does not include a dog bite. A Dog that is lunging, demonstrating aggressive behaviour.

**Dangerous Dog:** A dog that has bit or has a history of biting (Dog on person, Dog on dog)

A Dog bite shall be investigated for a maximum of 30 days and during regular business hours (9 am-4:30 pm) in order to be determined if the file shall be closed or In the alternative, proceed with further enforcement. If a dog bite is reported after hours, the dog bite shall be investigated the next business day; unless a dog has bit and is actively running at large, requiring an immediate response. If the investigating Animal Services Officer has determined that the next step is to proceed with the prosecution of an offence, the Animal Services Officer shall forward the file to the Township By-law Officer.

## **Fees and Services:**

Monthly invoicing up to a maximum of \$1083.99 per month for a period of 1 year (Annual \$13,007.88) plus mileage at \$.72 per kilometer. The 2nd year expenses may need to be increased based on volume from the previous year as this proposal is based on historical information. The CDHS will provide the staff, training, equipment, vehicle, gas, and insurance.

Effective: April 12, 2023

1. Animal Services response time which may include additional call out to assist Police and/or Court appointments/Warrants.
2. Administration Fee for Licensing will be collected through DocuPet online licensing service.
3. Pound fees \$85.00 per day\* 100% fees are retained by CDHS.
4. The Township may be invoiced additional fees separately from this agreement for Veterinary Care during the impoundment period should the animal not be claimed by it's owner.

\* Pound fee example:

Based on 15 dogs per year during the 3 day impoundment period.

15 dogs x 3 days = 45 days @\$85 = \$3,825.

## **Confidentiality of Information**

Information pertaining to the Township obtained by the CDHS as a result of participation in this Agreement is confidential and must not be disclosed without written authorization from the Township.

The CDHS and all parties represented by the CDHS shall treat as confidential all information of any kind and particularly information contained on the Township By-law Enforcement Data Management System which is provided by the Township for the purposes of this Agreement. Such information shall not be passed to any other party, shall not be used for any other purpose, and shall be held in strict confidence by the CDHS and all parties the CDHS entrusts with such information.

## **Indemnity**

CDHS will indemnify and save harmless the Township, its employees, consulting agents, and agents from and against all claims, demands, losses, damages, costs and expenses made against or incurred, suffered or sustained by the Township at any time or times (either before or after

the expiration or sooner termination of this Agreement) where the same or any of them are based upon or arise out of or from anything done or omitted to be done by CDHS or by any servant, employee, officer, director or sub-consultant of CDHS pursuant to the Agreement excepting always liability arising out of the independent acts of the Township.

## Insurance

When requested, the CDHS shall supply to the Township of Puslinch a summary of insurance coverage presently being maintained by CDHS including but not exclusive to Professional Liability Insurance, Comprehensive General Liability and Automobile Insurance, in the amount of Two (2) Million Dollars. Such summary shall include the name of the Insurance Company, type of insurance and amount of such coverage and include the Township of Puslinch as an additional insured.

If the Township of Puslinch requests that the amount of coverage of CDHS's Insurance be increased or special insurance be obtained, then CDHS shall co-operate with the Township of Puslinch to obtain such increased or special insurance coverage. The cost of this increased insurance will be negotiated.

The furnishing of this insurance shall not limit any of the indemnification, obligations or liabilities expressed elsewhere in the Agreement documents.

It is understood and agreed, that the coverage provided by either of those insurance policies or specially required will not be cancelled by CDHS until thirty (30) days after written notice of such cancellation has been delivered by CDHS.

Agreement accepted this 12 day of April 2023

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Michelle Gellatly Executive  
Director  
Cambridge & District Human Society

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James Seeley  
Mayor  
Township of Puslinch

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Courtenay Hoytfox  
Municipal Clerk  
Township of Puslinch



## **REPORT ADM-2023-018**

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TO: Mayor and Members of Council

PREPARED BY: Courtenay Hoytfox, Municipal Clerk

PRESENTED BY: Courtenay Hoytfox, Municipal Clerk

MEETING DATE: April 12, 2023

SUBJECT: Human Resources Services Agreement

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### **RECOMMENDATION**

**That Council receives report ADM-2023-018 regarding the Human Resources Services Agreement; and**

**That Council give three readings to By-law No. 2023-021 being a By-law to authorize the Mayor and Clerk to sign the required contract documents.**

### **Purpose**

The purpose of this report is to provide Council with information regarding the Human Resources Services Agreement with the Township of Centre Wellington and to seek Council approval to authorize the Mayor and Clerk to sign the required contract documents.

### **Background**

The Township of Centre Wellington and the Township of Puslinch signed a Shared Services Agreement on June 4, 2021 for a Human Resources (HR) Generalist position shared 50%/50%.

With the approval of the 2023 Budget, Centre Wellington Council approved an additional 0.5 full time equivalent (FTE) for the HR Generalist position, making it a 1.0 FTE status in order to dedicate a full time HR Generalist position to support the Township of Puslinch based on the organizational needs.

The Township of Puslinch and the Township of Centre Wellington have agreed to replace the existing Shared Services agreement with the HR Services agreement attached as Schedule "A". The new agreement between the parties proposes existing and additional Human Resources, Health, Safety and Wellness services provisions under Section 3 of the agreement. The new agreement as proposed, will be a Fee for Service arrangement between the two Townships.

The HR team at Centre Wellington will provide the required services by hiring an additional HR staff position. The services provided such as advice, training opportunities, health, wellness and safety, sharing of documents, policies and procedures or day to day HR work will be a team effort by the Township of Centre Wellington HR Department. The Township of Puslinch will receive one-stop services from an HR individual and team behind them.

The effective date of the agreement is to be determined as Centre Wellington will be required to recruit for the new position. In the interim, the Township will continue to receive HR support through the existing HR Shared Service agreement.

The Township of Centre Wellington Council approved the attached agreement at their Council meeting on March 27, 2023.

**Financial Implications**

The fee for the Human Resources Services Agreement is accommodated within the approved 2023 Operating Budget.

**Applicable Legislation and Requirements**

*Municipal Act, 2001, S.O. 2001, c. 25*

**Engagement Opportunities**

None

**Attachments**

Schedule "A" Human Resource Services Agreement

Respectfully submitted,

Courtenay Hoytfox, Municipal Clerk



## **HUMAN RESOURCES SERVICES AGREEMENT**

THIS AGREEMENT made this     day of     , 2023  
(the “Effective Date”)

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF CENTRE  
WELLINGTON  
(“TCW”)

- and –

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
(“Puslinch”)

**WHEREAS** Section 20 of the Municipal Act, 2001, S.O. 2001, c.25 provides that a municipality may enter into an agreement with one or more municipalities to provide a service or thing for their mutual benefit and the benefit of their respective inhabitants subject to the consent of the municipality in which the service is provided;

**AND WHEREAS** the TCW will provide Human Resources Services to the Puslinch based on the regulations and terms and conditions stated in this document and its appendices;

**NOW THEREFORE** in consideration of the mutual covenants hereinafter expressed and other good and valuable consideration, TCW and Puslinch (each individually a “Party” or jointly the “Parties”) agree as follows:

### **1. PREAMBLE**

- 1.1 TCW and Puslinch have agreed to work together for the provision of Human Resources Services by TCW for Puslinch. This Agreement defines the terms by which TCW and Puslinch will mutually co-operate for the provision of those services by TCW.

### **2. TERM OF AGREEMENT**

- 2.1 This Agreement shall commence upon the Effective Date and, subject to the rights of termination contained herein, shall continue until December 31, 2025 (the “Term”), and automatically renew thereafter for continuous three year terms in perpetuity or until terminated pursuant to the rights of termination set out in Section 6 below (each renewal an “Extension Term”).

### **3. HUMAN RESOURCES SERVICES**

- 3.1 Both Parties agree that TCW will provide the services of a Human Resources function to Puslinch as per Schedule A of this Agreement (the “Human Resources Services”).

3.2 Both Parties agree that the Human Resources Services provided, will at a minimum, include the following (further detailed in Schedule A):

- 3.2.1 Recruitment services
- 3.2.2 Human Resources advice to management
- 3.2.3 Applicable Policy and procedures development
- 3.2.4 Human Resources records system
- 3.2.5 Performance management
- 3.2.6 Labour relations matters
- 3.2.7 Health, safety and wellness
- 3.2.8 Benefits and pension administration

3.3 Both Parties agree that the Human Resources Services provided by TCW will be primarily delivered by a designated Human Resources professional (the "Human Resources Professional") who will work from Puslinch on a full-time basis (unless otherwise instructed with Puslinch's agreement) and, on occasion, other Human Resources team members of TCW as deemed appropriate by TCW in consultation with Puslinch. The Human Resources Professional will be expected to periodically attend at TCW for scheduled meetings, training sessions, etc., with Puslinch's agreement. The Human Resources Professional attending at Puslinch will be apprised of all policies, practices and rules in place applicable to their work and address any training requirements with TCW.

#### **4. FEE FOR SERVICE**

- a. In consideration for the Human Resources Services provided herein, Puslinch will pay to TCW the fee-for-service as set out in Schedule B attached hereto (the "Fee-for-Service"). Any late payments will be subject to monthly interest at the prime rate of TCW's bank.
- b. The annual Fee-for-Service shall be payable in equal quarterly instalments and in accordance with an annual invoice prepared by TCW as described herein. Within the first month of each calendar year of the Term, TCW will provide Puslinch with an invoice for the full Fee-for-Service for the year. Puslinch covenants that it shall pay the Fee-for-Service in equal quarterly instalments based on such invoice, and that payments shall be made prior to the end of January, April, July, and October, of the relevant year. However, as the first calendar year of the Term (2023) will be less than a full year, the Parties agree that the Fee-for-Service for that year shall be payable in two pro-rated equal instalments, which Puslinch covenants to pay prior to the end of July and October of 2023.
- c. A reconciliation will be performed within 30 days after the end of each year. If the actual annual Fee-for-Service for a year does not equal the sum of the equal quarterly installments paid by Puslinch, this will result in either an additional payment to TCW or refund to Puslinch for the difference.
- d. Should TCW fail to provide the Human Resources Services for a period of Twenty-one (21) or more consecutive days, Puslinch shall be entitled to a pro-

rated refund of the Fee-for-Service payment for the period of time where the Human Resources Services were not being provided.

## **5. TOWNSHIPS RESPONSIBILITY**

- 5.1 TCW shall be responsible for setting service levels in consultation with Puslinch.
- 5.2 TCW shall ensure that the Human Resources Professional has the necessary qualifications, skill, and ability to provide the required services.
- 5.3 TCW shall make best efforts to provide Puslinch with access to a replacement Human Resources Professional for periods where the assigned Human Resources Professional is on vacation or any period where there is no Human Resources Professional assigned to Puslinch so that Puslinch continues to be provided the Human Resources Services. If TCW is unable to provide Puslinch with a dedicated replacement Human Resources Professional, other Human Resources team members of TCW will be made reasonably available to assist Puslinch with urgent human resources, labour relations, or health and safety matters.
- 5.4 TCW shall take all reasonable steps to secure a replacement Human Resources Professional before terminating the employment of the Human Resources Professional assigned to Puslinch on a without cause basis.
- 5.5 Upon the death, disability, resignation, or termination of TCW's Human Resources Professional, TCW will take all reasonable steps to replace the Human Resources Professional in an expedient manner.
- 5.6 TCW and Puslinch are each responsible for providing adequate insurance coverage for the Human Resources Professional, including general liability and cybersecurity coverage for the work performed in their respective municipalities.
- 5.7 TCW and Puslinch are required to support and work co-operatively with the Human Resources Professional.
- 5.8 Puslinch is required to supply the Human Resources Professional with a computer and cell phone.

## **6. TERMINATION AND AMENDMENTS**

- a. TCW's provision of the Human Resources Services under this Agreement shall terminate if either party provides notice to the other party of such termination at any time before the end of the Term or an Extension Term, as follows:
  - (i) By TCW, without cause, upon giving at least six (6) months' written advance notice to Puslinch of the termination date.

- (ii) By Puslinch, without cause, upon providing at least six (6) months' advance written notice to TCW of the termination date. Puslinch will not be entitled to reimbursement of any of the pre-paid Fee-for-Service which was paid prior to providing notice of termination of this Agreement.
- (iii) By either Party at the end of the Term or any Extension Term by providing the other Party at least three months' notice of their intention to terminate this Agreement at the end of the Term or Extension Term.
- (iv) By either Party, for cause, where the other Party is in material breach of this Agreement, provided that the non-defaulting Party shall provide written notice to the defaulting Party of such default, with sufficient details to allow the defaulting Party to remedy same, which shall be completed within ten (10) working days of receipt of the notice, or such longer period as is required by the circumstances provided that the defaulting Party has taken steps to remedy the default within those ten (10) working days. Where the defaulting Party fails to remedy the default as aforementioned, then the non-defaulting Party may provide written notice to the defaulting Party that this Agreement is terminated, without any obligation to provide any further advance notice or compensation in lieu of notice to the other Party, for the other Party's failure to remedy a material breach of this Agreement, including, but not limited to, any breach by either Party of its obligations under Section 5 of this Agreement. Where Puslinch has provided advance payment of the Fee-for-Service and this Agreement is terminated by Puslinch in accordance with this paragraph (iv), then Puslinch is entitled to a pro rata return of the Fee-for-Services paid in advance.
- (v) By TCW if it is unable to provide the Human Resources Services under this Agreement, because of an unexpected event including, but not limited to, in the event of the death, disability, resignation, or termination with cause of employment of TCW's Human Resources Professional. TCW must attempt to comply with section 5.3 prior to terminating this agreement in accordance with this section. Where Puslinch has provided advance payment of the Fee-for-Service and this Agreement is terminated in accordance with this paragraph (v), except insofar as Puslinch is materially responsible for TCW's inability to provide the Human Resources Services, then Puslinch is entitled to a pro rata return of the Fee-for-Services paid in advance.
- (vi) By mutual agreement of both Parties.

The Parties agree that these termination provisions are fair, reasonable, and are in full satisfaction of all entitlements (statutory, contractual, common law and/or otherwise) resulting from the termination of this Agreement. The Parties further

agree that, if a Party terminates TCW's provision of the Human Resources Services under this Agreement in accordance with these termination provisions, the other Party will have no action, cause of action, claim or demand against the terminating Party or any other person or organization as a consequence of such termination and, in particular, the terminating Party will not be liable to the other Party and/or any of its officers, elected officials, employees, independent contractors, or agents for damages on account of the termination of the provision of the Human Resources Services under this Agreement.

## **7. NATURE OF RELATIONSHIP**

- 7.1 Nothing contained in this Agreement shall be construed as creating a partnership, joint venture, agency or employment relationship between the Parties or, except as otherwise expressly provided in this Agreement, as granting either Party the authority to bind or contract any obligation in the name of, or on the account of, the other Party, or to make any statements, representations, warranties or commitments on behalf of the other Party. All persons employed or subcontracted by a Party shall be employees or subcontractors of such Party and not of the other Party and all costs and obligations incurred by reason of any such employment or subcontract shall be for the account and expense of such Party.
- 7.2 The designated Human Resources Professional, and any other person employment by TCW in the provision of the Human Resources Services, shall remain at all times an employee of TCW. Puslinch shall have no ability to lay off, discipline, or terminate the employment of TCW employees.
- 7.3 TCW will at all times act in its own capacity and right in the provision of the Human Resources Services under this Agreement and, except as may be expressly provided in this Agreement, TCW will have full discretion as to the means, method and manner of providing the Human Resources Services and will not be subject to the control and/or direction of Puslinch in doing so.

## **8. DISPUTES**

- 8.1 If, during the term of this Agreement, a dispute or disagreement with respect to the subject matter of this Agreement arises between the Parties that cannot be resolved, then the Parties agree to participate in the following initial dispute resolution procedure:
  - 8.1.1 Upon the written request by either Party to the other Party, the nature of the dispute or disagreement shall be brought to the attention of each Township's Chief Administrative Officer (the "CAO"). The CAOs will meet with a view to amicably resolve any dispute or disagreement with respect to any matter in this Agreement, its interpretation, or the performance of its terms by the Parties.

- 8.1.2 If the CAOs fail to resolve the dispute within 30 days following the date of their meeting, then they shall each prepare a written report to their respective Councils, seeking direction.
- 8.1.3 All reasonable requests for information regarding the dispute or disagreement made by one participant in the dispute resolution process to that participant's counterpart in the process, except for any confidential information or information that has no relevance to the dispute or disagreement in question, shall be honored so that each of the Parties may be fully advised of the other's position.
- 8.1.4 In the event that the above procedure does not result in a resolution, the Parties then agree to binding arbitration before a single arbitrator to be selected by mutual agreement. If the Parties fail to mutually select an arbitrator, the *Arbitration Act, 1991* will govern the selection of the arbitrator.

## 9. INDEMNITY

- 9.1 Except for the indemnified Party's negligence or willful misconduct and to the extent permitted by law, TCW and Puslinch agree to indemnify, defend and hold harmless each other and each other's elected officials, directors, employees and contractors, from and against any and all claims, losses, liabilities, damages, costs and expenses (including reasonable legal fees actually incurred) resulting from claims by third parties arising out of the provision of service contemplated herein by the Human Resources Professional or resulting from any claims that the Human Resources Professional may have related to, arising from or in any way connected with a breach of this Agreement by the other party or anyone for whom the other party is responsible for at law or the negligence of the other party or anyone for whom the other is responsible for at law.
- 9.2 TCW is the employer of the Human Resources Professional and shall be responsible for all employment and related claims, including claims related to termination pay and wrongful dismissal, except as provided herein. Should Puslinch through negligence, willful misconduct, and/or breach of this Agreement cause or contribute to an employment related claim by the Human Resources Professional, TCW may seek to recover from Puslinch of any and all such claims, losses, liability, damages, cost and expenses (including reasonable attorneys' fees actually incurred) resulting from such negligence and/or willful misconduct.

## 10. General

### a. Choice of Law

The provisions of this Agreement shall be construed and interpreted in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein.

b. Interpretation

This Agreement has been submitted to the scrutiny of all Parties to it and shall be given as fair and reasonable an interpretation as possible without consideration or weight being given to this Agreement having been drafted by any Party to this Agreement or its counsel.

c. Sections and Headings

The division of this Agreement into Articles and Sections and the insertion of headings are for the convenience of reference only and will not affect the construction or interpretation of this Agreement. The terms "this Agreement", "hereof", "hereunder" or similar expressions refer to this Agreement and not to any particular Section or other portion hereof and include any agreement or instrument supplemental or ancillary hereto. Unless something in the subject matter or context is inconsistent therewith, references herein to Sections and Schedules are to Sections and Schedules of this Agreement.

d. Benefit of Agreement

This Agreement shall enure to the benefit of and be binding upon the successors and assigns of Puslinch and TCW, respectively.

e. Entire Agreement

This Agreement constitutes the entire agreement between the Parties with respect to the subject matter of this Agreement in respect of the period commencing on the Effective Date and cancels and supersedes any prior understandings and agreements between the Parties hereto with respect to such subject matter. There are no representations, warranties, conditions, undertakings or collateral agreements, express, implied or statutory, between the Parties about such subject matter other than as expressly set forth in this Agreement.

f. Amendment

No amendment to this Agreement will be valid or binding, unless it is set forth in writing and duly executed by both Parties as authorized by their respective CAO. Similarly, no waiver of any breach of any provision in this Agreement will be effective or binding, unless it is made in writing and duly signed by the Party purporting to give the same and, unless provided in the written waiver, will be limited to the specific breach waived.

g. Severability

In the event that any provision of this Agreement is determined by any court of competent jurisdiction to be invalid or unenforceable in whole or in part for any reason whatsoever, such invalidity or unenforceability shall attach only to such provision or part of such provision and the remaining parts of such provision and all other provisions of this Agreement shall continue in full force and effect.

h. Applicable By-laws

Each of the Parties hereby acknowledges and agrees that they will pass all necessary by-laws to give full force and effect to this Agreement.

i. Independent Legal Advice



Each of the Parties hereby acknowledges that it has had adequate opportunity to obtain independent legal advice prior to execution of this Agreement and has either obtained such advice or freely chosen not to do so, and that each of the Parties executes this Agreement voluntarily and with full knowledge and understanding of the contents of this Agreement.

j. Waiver

No covenant, term, or condition of this Agreement shall be deemed to have been waived by either Party unless the waiver is in writing and signed by both Parties.

k. Counterparts

This Agreement may be executed in counterparts, each of which shall be deemed to be an original and all of which taken together shall be deemed to constitute one and the same instrument. Counterparts shall be accepted in original or electronic form, and the Parties to this Agreement adopt any signatures received in electronic form as original signatures of the Parties.

**IN WITNESS WHEREOF** the Parties hereto have hereunto affixed their respective corporate seals attested by the hands of their respective duly authorized officers.

**THE CORPORATION OF THE  
TOWNSHIP OF CENTRE WELLINGTON**

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Shawn Watters, Mayor

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Kerri O’Kane, Clerk

**THE CORPORATION OF THE  
TOWNSHIP OF PUSLINCH**

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James Seeley, Mayor

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Courtenay Hoytfox, Clerk

**SCHEDULE A**  
**“HUMAN RESOURCES SERVICES”**

TCW will provide the following Human Resources transactional and strategic services for the benefit of Puslinch:

- In collaboration with department managers, provide start to finish recruitment services for new staff and for recruitment as a result of staff turnover.
- Create/maintain current and accurate job descriptions including coordination with Puslinch CAO on job classifications.
- Development and/or retention of human resources policies and procedures.
- Advise, recommend, and provide reports, when applicable, regarding resolutions to all employment and human resources matters.
- Create, maintain, and implement a performance review process.
- Create learning and development opportunities for Township staff, in partnership with other municipalities in the county.
- Ensure the maintenance of the Human Resources database to create scheduled and requested reports for the CAO and other Puslinch Managers [i.e., absenteeism, performance appraisal due dates etc.].
- Manage all aspects of the legislated and legal requirements in regard to volunteers utilized in the organization.
- Provide leadership to ensure an inclusive and collaborative organizational culture while supporting a learning environment.
- Coordinate and make recommendations for annual staffing budgets.
- Ensure that all applicable employee positions are evaluated and appropriately compensated within the job evaluation process and compliant with the Pay Equity Act (Puslinch to pay for applicable consulting fees).
- Research and review appropriate external market comparators for appropriate and fair compensation and benefits (Puslinch to pay for applicable consulting fees).
- Ensure all job descriptions and organizational charts are maintained as required in conjunction with Puslinch Managers.
- Coordinate/support the Employee and Family Assistance Program (EFAP) for all permanent full time and permanent part time employees as well as volunteer firefighters.
- Manage short and long term disability, health and safety matters, WSIB, return to work programs and processes and workplace accommodation.
- Create and manage the attendance management process through the Attendance Support Program and provide guidance to managers and supervisors on managing absenteeism and resolution.
- Administer the health and safety and return to work programs and foster the commitment to health, safety and wellness by providing leadership and ensuring compliance with relevant legislation and standards.
- Direct the WSIB and disability claims process, regularly assess and report on implications to the Townships and recommend proactive strategies to manage time off and costs

**SCHEDULE B**  
**“FEE-FOR-SERVICE”**

1. In exchange for the provision of the Human Resources Services, Puslinch will pay an annual fee to TCW in the amount of \$120,000, to be increased each calendar year of the Term or any Extension Term by 5%, or such other amount as agreed upon by the Parties in accordance with this Agreement (altogether, the “Fee-for-Service”). The general principle for the Fee-for-Service is that it shall represent Puslinch’s annual fee for service of the Human Resources Services provided by TCW, which include but are not limited to the following expense categories:
  - i) Human Resources Services
  - ii) Meeting expenses
  - iii) Mileage and vehicle operating costs
2. In recognition that this Agreement is being entered into subsequent to the 2023 annual budget approvals by TCW and Puslinch, it is understood and agreed by the Parties hereto that the final invoicing will be based on actual costs and pro-rated based on the number of months that this Agreement is in effect for 2023.



## **REPORT ADM-2023-019**

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TO: Mayor and Members of Council

PREPARED BY: Courtenay Hoytfox, Municipal Clerk

PRESENTED BY: Courtenay Hoytfox, Municipal Clerk

MEETING DATE: April 12, 2023

SUBJECT: Proposed Council Code of Conduct and Complaint Protocol

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### **RECOMMENDATION**

**That Council receives report ADM-2023-019 regarding the Proposed Council Code of Conduct and Complaint Protocol; and**

**That Council adopts the Code of Conduct and Complaint Protocol for Members of Council and local boards.**

### **Purpose**

The purpose of this report is to provide Council with the proposed Council Code of Conduct and Complaint Protocol for consideration.

### **Background**

On March 1, 2023, Council approved the appointment of Aird & Berlis LLP as the Township's Integrity Commissioner (IC) effective March 10, 2023. In accordance with Section 223.2 of the *Municipal Act, 2001*, a code of conduct is mandatory for members of Council and local boards. All municipalities are responsible to establish a code of conduct for its members. The Township adopted the existing code of conduct and complaint protocol in March 2018.

Members attended a training session on April 4, 2023 that presented a new code of conduct from the IC, along with an investigation protocol. Staff are recommending that the proposed code of conduct and complaint protocol attached to this report, and as presented at the training session, be adopted by Council.

Staff further recommend that the code of conduct and complaint protocol be reviewed and updated as necessary each term of Council or as required by legislation.

### **Financial Implications**

None

**Applicable Legislation and Requirements**

*Municipal Act, 2001, S.O. 2001, c. 25*

*Municipal Conflict of Interest Act R.S.O. 1990*

**Engagement Opportunities**

None

**Attachments**

Schedule "A" Proposed Council Code of Conduct

Schedule "B" Proposed Complaint Protocol

Respectfully submitted,

Courtenay Hoytfox, Municipal Clerk

## **APPENDIX “B”**

### **CODE OF CONDUCT COMPLAINT PROTOCOL FOR MEMBERS OF COUNCIL**

#### **PART A - INFORMAL COMPLAINT PROCEDURE**

1. Any individual who identifies or witnesses behaviour or activity by a Member that they believe contravenes the Code of Conduct may seek to address the prohibited behaviour or activity themselves in the following manner by following the Informal Complaint Procedure:
  - (a) document the incident(s) where the Member may have contravened the Code of Conduct including dates, times, locations, other persons present, and any other relevant information;
  - (b) advise another person about the concerns regarding the Member's actions for the purpose of corroborating the incident(s) or actions;
  - (c) directly advise the Member that the behaviour or activity appears to contravene the Code of Conduct;
  - (d) identify to the Member the specific provision(s) of the Code of Conduct that may have been contravened;
  - (e) encourage the Member to acknowledge and agree to stop the prohibited behaviour or activity and to undertake to refrain from future occurrences of the prohibited behaviour or activity;
  - (f) if applicable:
    - (i) confirm to the Member that his or her response is satisfactory, or
    - (ii) advise the Member that his or her response is unsatisfactory;
  - (g) consider the need to pursue the matter in accordance with the Formal Complaint Procedure set out in Part B, or in accordance with any other applicable judicial or quasi-judicial process or complaint procedure.
2. Individuals are encouraged to pursue the Informal Complaint Procedure as the first means of remedying the behaviour or activity of a Member that they believe contravenes the Code of Conduct.
3. The Integrity Commissioner may be requested to assist in an attempt to settle or resolve the issue with the Member and the individual but the Integrity Commissioner will participate only if both or all parties have consented to its participation.
4. The Informal Complaint Procedure is not a precondition or a prerequisite to pursuing the Formal Complaint Procedure related to the Code of Conduct set out in Part B.



## PART B - FORMAL COMPLAINT PROCEDURE

### Formal Complaints

- 5.(1) Any individual who has reasonable grounds to believe that a Member has contravened a provision of the Code of Conduct may file a formal complaint ("Complaint") to request an inquiry by the Integrity Commissioner as to whether a Member has contravened the Code of Conduct in accordance with the following requirements:
  - (a) a Complaint shall be in writing on the prescribed form (Formal Complaint Form # 1 attached hereto) and shall be dated and signed by an identifiable individual ("the complainant");
  - (b) a Complaint must set out reasonable grounds for the allegation that the Member has contravened the Code of Conduct and set out the evidence in support of the allegation; and
- (2) Council may also file a Complaint against any of its Members of an alleged contravention of the Code of Conduct by passing a resolution requesting the Integrity Commissioner to undertake an inquiry.
- (3) An elector, as defined in section 1 of the *Municipal Conflict of Interest Act*, or a person demonstrably acting in the public interest (collectively, "a complainant") may file a formal application requesting that the Integrity Commissioner carry out an inquiry concerning an alleged contravention of section 5, 5.1 or 5.2 of that statute by a Member in accordance with the following requirements:
  - (a) an application (also referred to as a "Complaint" herein) shall be in writing on the prescribed form (Complaint Form # 2 attached hereto), dated and signed by an identifiable individual;
  - (b) the application shall include a statutory declaration attesting to the fact that:
    - (i) the complainant became aware of the contravention not more than six (6) weeks before the date of the application; or
    - (ii) in the case where the complainant became aware of the alleged contravention during the period of time described in paragraph 1 of subsection 223.4.1(5) of the *Municipal Act, 2001*, that the complainant became aware of the alleged contravention during that period of time;
- (4) Council may also pass a resolution requesting the Integrity Commissioner to undertake an inquiry respecting an alleged contravention of section 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act* by a Member and provide a statutory declaration as required by Section 5(2) to be sworn by a Member of Council.
- (5) Complainants who file a formal Complaint under Section 5 must provide a full and complete record of the evidence they purport to rely upon to substantiate or support the allegations set out in the Complaint to the Integrity Commissioner. The Integrity Commissioner is under no obligation whatsoever to, but may, seek additional information.

### **Filing of Complaint and Classification by Integrity Commissioner**

6.(1) The Complaint may be filed either with the Clerk or with the Integrity Commissioner by hard copy or by email at the following mailing or email addresses:

(a) to the Clerk (who will provide a copy to the Integrity Commissioner):

Courtenay Hoytfox  
Municipal Clerk  
7404 Wellington Road 34  
Puslinch, ON N0B 2J0

Email: [choytfox@puslinch.ca](mailto:choytfox@puslinch.ca)  
Tel: 519-763-1226 x 227

or

(b) directly with the Integrity Commissioner:

Aird & Berlis LLP  
181 Bay Street, Suite 1800  
Toronto, ON M5J 1T9

Attention: Meghan Cowan

Email: [mcowan@airdberlis.com](mailto:mcowan@airdberlis.com)  
Tel: 416-865-4722

(2) The Integrity Commissioner shall initially review the Complaint to determine if the matter is, on its face, a Complaint with respect to a contravention of the Code of Conduct and not covered by other legislation or other Council procedures, policies or rules as set out in Section 7 or whether it is a Complaint with respect to an alleged contravention of section 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act*.

### **Complaints Outside the Integrity Commissioner's Jurisdiction or Not for Investigation**

7.(1) If the Complaint is not, on its face, a Complaint with respect to a contravention of the Code of Conduct or the Complaint relates to matters addressed by other legislation under another procedure, policy or rule of the Township, or whether it is a Complaint with respect to an alleged contravention of section 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act*, the Integrity Commissioner shall advise the complainant in writing as follows:

#### ***Criminal Matter***

(a) if the Complaint is, on its face, an allegation of a criminal nature consistent with the *Criminal Code*, the complainant shall be advised that the complainant may pursue it with the appropriate police service if the complainant wishes to pursue any such allegation;

#### ***Municipal Freedom of Information and Protection of Privacy Act***

(b) if the Complaint is more appropriately addressed under the *Municipal Freedom of Information and Protection of Privacy Act*, the complainant shall be advised that the matter must be referred to the Clerk to deal with under any access and privacy policies of the Township under that statute;

***Other Procedure, Policy or Rule Applies***

- (c) if the Complaint appears to fall within the scope of another procedure, policy or rule of the Township, the complainant shall be advised to pursue the matter under such procedure, policy or rule with the appropriate municipal official or staff member; and

***Lack of Jurisdiction***

- (d) if the Complaint is, for any other reason not within the jurisdiction of the Integrity Commissioner (for example, it relates to a decision of Council as a whole and not one or more individual Members), the complainant shall be so advised and provided with any additional reasons and referrals, if any, as the Integrity Commissioner considers appropriate.
- (2) If it becomes apparent to the Integrity Commissioner at any time that the Complaint with respect to a contravention of the Code of Conduct or with respect to an alleged contravention of section 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act*, relates to any of the following matters, the Integrity Commissioner shall advise the complainant in writing as follows:

***Matter Already Pending***

- (a) if the Complaint is in relation to a matter which is subject to an outstanding complaint under another process such as a court proceeding, a human rights or workplace harassment complaint or similar process, or to a civil matter that is pending before the courts, the Integrity Commissioner may, in his/her sole discretion, suspend any investigation, in whole or in part, pending the result of the other process;

***Similar Matter Already Pending***

- (b) if the Complaint is in relation to a similar matter which is subject to an outstanding Complaint before the Integrity Commissioner, the Integrity Commissioner may, in his/her sole discretion, consider the matter in conjunction with the similar matter or deal with it separately, including not undertaking an inquiry if the matter can be adequately addressed in any report and/or recommendations made with respect to the Complaint in the similar matter; and

***Other Ethical Code or Policy Applies***

- (c) if the Complaint is in relation to a matter which is governed by a code of conduct, ethical code or similar procedure or policy of another body or entity which also governs the Members (for example, another board, body or committee to which the Member has been appointed), the Integrity Commissioner shall consider the most appropriate forum for the Complaint and may, in his/her sole discretion, defer consideration of the matter pending any determination made by the other body or entity and shall so advise the complainant and, if necessary, the Member.
- (3) Nothing in Section 7 precludes the Integrity Commissioner from reporting to Council on any matter that is suspended, summarily dismissed, terminated or not otherwise investigated.

### **Limitation Period**

- 8.(1) The Integrity Commissioner shall not accept a Complaint under the Code of Conduct for which the event giving rise to the Complaint occurred more than six (6) months prior to the date of the filing of the Complaint, notwithstanding when it was discovered.
- (2) The Integrity Commissioner shall not accept an application with respect to an alleged contravention of section 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act* more than six (6) weeks after the complainant became aware of the alleged contravention except in accordance with the requirements of subsections 8(3)-(7) of that statute and section 223.4.1 of the *Municipal Act, 2001*.

### **Refusal to Conduct Investigation**

9. The Integrity Commissioner always has a discretion as to whether to carry out an investigation. If the Integrity Commissioner is satisfied at any time, after considering the information contained in the Complaint, that the Complaint:
  - (a) is frivolous or vexatious,
  - (b) is not made in good faith,
  - (c) constitutes an abuse of process,
  - (d) discloses no grounds or insufficient grounds for an investigation,
  - (e) does not warrant a full investigation, or
  - (f) is not otherwise in the public interest to investigate,

the Integrity Commissioner shall not be required to conduct an investigation and may summarily dismiss the Complaint, and, where this becomes apparent during the course of an investigation, the Integrity Commissioner shall terminate the investigation and provide notice to the complainant and, if necessary, to the Member. The Integrity Commissioner is under no obligation to report the refusal to conduct an investigation to Council.

### **Opportunities for Resolution**

10. Following receipt and review of a Complaint or at any time during an investigation where the Integrity Commissioner, in its sole discretion, believes that an opportunity to resolve the matter may be successfully pursued without a formal investigation, and both the complainant and the Member agree, efforts may be pursued to achieve an informal resolution.

### **Investigation**

- 11.(1) The Integrity Commissioner may proceed as follows, except where the Integrity Commissioner has a full factual record and believes, in its sole discretion, that no additional information is required, or where otherwise required by the *Public Inquiries Act, 2009*, or where the Integrity Commissioner has not otherwise terminated the inquiry:

- (a) provide the Member with a copy of the Complaint which shall not disclose:
    - (i) the identity of the complainant, or
    - (ii) the identity of any witnesses set out in the Complaint or persons that are to be questioned/interviewed by the Integrity Commissioner,

unless it is essential for the Member to adequately respond to the Complaint, which determination shall be made by the Integrity Commissioner, in its sole discretion;
  - (b) request that the Member provide a written response to the allegations in the Complaint to the Integrity Commissioner within ten (10) calendar days;
  - (c) provide a copy of the Member's response to the complainant with a request that any written reply be provided by the complainant to the Integrity Commissioner within ten (10) calendar days.
- (2) If necessary, after reviewing the submitted materials, the Integrity Commissioner may contact and speak to or correspond with any other persons, access and examine any other documents or electronic materials, including any materials on the Township's computers and servers, and may enter any municipal work location relevant to the Complaint for the purpose of investigation and potential resolution.
  - (3) If during the course of an investigation of a Complaint, the Integrity Commissioner discovers that the member may have committed another contravention of the Code of Conduct, the Integrity Commissioner shall have the authority to investigate and report on that matter.
  - (4) A draft of the proposed final report on the Complaint shall be provided to a Member if the Integrity Commissioner considers that the Member may have contravened the Code of Conduct and the Member shall have five (5) calendar days to make final submissions.
  - (5) The Integrity Commissioner may, but is under no obligation, to provide the complainant with a draft of the proposed final report.
  - (6) The Integrity Commissioner may make interim reports to Council where the Integrity Commissioner considers it necessary or required to address any instances of interference, obstruction, intimidation, delay, reprisal or retaliation by the Member or by any other person encountered during the formal investigation, and may also disclose such information as is necessary in the Integrity Commissioner's opinion for the purposes of the interim report(s) or any final report(s).
  - (7) The Integrity Commissioner is entitled to make such additional inquiries and provide such additional reports to Council where necessary and as required to address any instances of non-compliance with any decision of Council including the failure to comply with any penalties or remedial measures/corrective actions imposed by Council or on any matter that the Integrity Commissioner considers necessary.

### **No Complaint Prior to Municipal Election**

- 12.(1) Notwithstanding any other provision of this Complaint Protocol, no Complaint may be filed with the Integrity Commissioner, nor shall any report shall be made by the Integrity Commissioner to Council during the period of time starting on nomination day for a regular municipal election year, as set out in section 31 of the *Municipal Elections Act, 1996* and ending on the voting day in a regular election as set out in section 5 of the *Municipal Elections Act, 1996*.
- (2) If the Integrity Commissioner has received a Complaint and has commenced an inquiry but has not completed the inquiry before nomination day in a regular municipal election year, the Integrity Commissioner shall terminate the inquiry on nomination day but may commence an inquiry in respect of the same Complaint if within six (6) weeks after the voting day in a regular municipal election the individual who made the request makes a written request to the Integrity Commissioner in accordance with subsection 223.4(8) of the *Municipal Act, 2001*.

### **Advice Provided to Member by Integrity Commissioner**

- 13.(1) Subject to Section 13(2), a Member is entitled to rely upon any written advice given by the Integrity Commissioner to the Member respecting the Code of Conduct in any subsequent consideration of the conduct of the Member in the same matter provided that the Member fully disclosed in writing all relevant facts known to him or her to the Integrity Commissioner and acted in accordance with the written advice provided by the Integrity Commissioner.
- (2) If the Integrity Commissioner applies to a judge under section 8 of the *Municipal Conflict of Interest Act* for a determination as to whether the Member contravened section 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act*, the Member is entitled to advise the judge of any written advice given by the Integrity Commissioner provided that the Member fully disclosed in writing all relevant facts known to him or her to the Integrity Commissioner and acted in accordance with the written advice provided by the Integrity Commissioner.
- (3) A Member under investigation by the Integrity Commissioner shall not request advice from the Integrity Commissioner as to the Member's rights under the Code of Conduct, the *Municipal Conflict of Interest Act* or generally at law with respect to any specific matter that the Integrity Commissioner is investigating or reviewing with respect to the Member, nor is the Member entitled to rely upon any statement(s) made by the Integrity Commissioner during the course of any investigation or review that may impact the Member's rights under the Code of Conduct, the *Municipal Conflict of Interest Act* or generally at law.
- (4) If a Member under investigation by the Integrity Commissioner requests advice, such requests shall be delegated in writing to any person, other than another Member, that the Integrity Commissioner, considers capable of providing informed advice to the Member.

### **Authority to Abridge or Extend**

- 14.(1) Notwithstanding any timeline or time limit set out in the Code of Conduct or this Complaint Protocol, the Integrity Commissioner shall retain the right to abridge or extend any timeline or time limit therein if the Integrity Commissioner considers it, in its sole discretion, to be in the public interest to do so.

## Investigation Report

- 15.(1) The Integrity Commissioner shall seek, but is not obligated, to complete an investigation within ninety (90) days following: (i) the official receipt of any Complaint under the Code of Conduct; and (ii) any additional clarification or information necessary to complete the Complaint, whichever is later.
- (2) Where the Complaint is sustained in whole or in part, the Integrity Commissioner shall report to Council outlining the findings, the terms of any settlement and/or any recommended penalties / remedial measures or corrective actions.
- (3) A Member shall have the right to address the recommendations in a report that has made a finding of a contravention of the Code of Conduct by the Member when the report is considered by Council. The Member themselves may participate in the discussion of the recommendations but may not vote on the matter. A Member is not entitled to challenge, contest or question the findings of an Integrity Commissioner's report to Council.
- (4) The role of Council is consider the Integrity Commissioner's report and the recommendations, if any, to make a decision on the imposition of recommended penalties or any remedial measures or corrective actions. Council's role is adjudicative, not investigatory and, accordingly, Members of Council are not entitled to challenge, contest or question the findings of an Integrity Commissioner's report to Council.
- (5) Where the Complaint is not sustained, the Integrity Commissioner is not obligated to report to Council on the result of the investigation or any findings but may do so at its discretion and may also include such information as it deems necessary in a report or as part of an annual or other periodic report by the Integrity Commissioner.
- (6) The Integrity Commissioner shall complete the investigation under the *Municipal Conflict of Interest Act* no later than one hundred and eighty (180) days after the official receipt of any application validly made under Sections 5(3) or (4) of this Part.

## Findings

- 16.(1) If the Integrity Commissioner determines that:
    - (a) there has been no contravention of the Code of Conduct, or section 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act*, or
    - (b) a contravention occurred but:
      - (i) the Member took all reasonable measures to prevent it, including having sought and followed the advice of the Integrity Commissioner,
      - (ii) it was trivial,
      - (iii) it was committed through inadvertence, or
      - (iv) it resulted from an error in judgment made in good faith,
- the Integrity Commissioner may so state in the report and may make appropriate recommendations pursuant to the *Municipal Act, 2001*, including but not limited to, a recommendation of no penalty and no imposition of remedial measures or corrective actions.

- (2) If the Integrity Commissioner:
  - (a) considers it appropriate, once the investigation under Section 5(3) or (4) has concluded, to apply to a judge under section 8 of the *Municipal Conflict of Interest Act* for a determination as to whether the Member has contravened section 5, 5.1 or 5.2 of that statute; or
  - (b) does not proceed with an application to the judge,the complainant and the Member shall be advised in writing.
- (3) The Integrity Commissioner shall provide a written report to Council providing the reasons for its decision under Section 16(2).

### **Report to Council**

17. (1) Upon receipt of a report from the Integrity Commissioner with respect to the Code of Conduct, the Clerk shall place the report on the next regular agenda of Council for consideration by Council *at that meeting*.
- (2) A report from the Integrity Commissioner may also be considered by Council in advance of its next regular meeting should Council agree to hold a special or other meeting before its next regular meeting to consider the report.

### **Duty of Council**

18. Council shall consider and make a determination on the Integrity Commissioner's recommendations in a report under Section 17 at the same meeting at which the report is listed on the agenda in a session that is open to the public. Council shall not defer consideration of the report or its determination with respect to the recommendations to another meeting.

### **Confidentiality and Public Disclosure**

19. (1) In order to maintain the integrity of any process of inquiry or investigation, every person interacting with the Integrity Commissioner, including the complainant, the Member, any witness or any other person, shall preserve confidentiality with respect to all matters and shall not disclose any information related to the investigation to any other person unless so authorized by the Integrity Commissioner. A breach of this provision by the complainant may result in a termination of the Complaint.
- (2) The Integrity Commissioner shall retain all records related to the Complaint and investigation although copies may be provided to the Township's administrative staff, subject to the duty of confidentiality under subsection 223.5 of the *Municipal Act, 2001*.
- (3) The identity of the Member who is the subject of the Complaint shall not be treated as confidential information in the Integrity Commissioner's report to Council. The identity of the complainant and of any other person, including any witnesses, will remain confidential but may be disclosed if deemed appropriate and necessary by the Integrity Commissioner, if consented to by the complainant or any other person, or such information has already been publicly disclosed.



- (4) All reports from the Integrity Commissioner to Council shall be made available to the public by the Clerk and are published via the meeting agenda in which they are considered.

**Delegation by Integrity Commissioner**

20. The Integrity Commissioner may delegate in writing to any person, other than a Member, any of the Integrity Commissioner's powers and duties under Part V.1 of the *Municipal Act, 2001*.

DRAFT

## Code of Conduct – Formal Complaint Form #1

### Part 1: Complainant Information

_____		_____	
Last Name		First Name	
_____			
Address			
_____		_____	_____
Municipality		Province	Postal Code
_____		_____	
Phone Number		Email Address	

### Part 2: Complaint Information

_____	
Name of Member(s)	
_____	
Name of Board (if applicable)	
_____	
What provision(s) of the Code of Conduct do you believe were contravened?	
[Set out all provision(s) alleged to have been contravened.]	

### Part 3: Complaint Description

Provide detailed reasons for why you have reasonable grounds to believe the Member has contravened the Code of Conduct?

[Set out detailed reasons on additional pages if necessary]

[Specify which actions or incidents relate to which provisions of the Code of Conduct]

I have attached supporting records and/or additional pages: ☐ Yes ☐ No

I also intend to file an application for an inquiry regarding a possible contravention of the *Municipal Conflict of Interest Act* in relation to this matter: ☐ Yes ☐ No

---

Signature of Complainant

---

Date (MM/DD/YYYY)

### Suggestions

- Complainants should review the full text of the Code of Conduct or relevant legislation.
- Complainants should review the Township's Complaint Protocol and may contact the Integrity Commissioner with questions about the process or procedure before filing.

The personal information on this form is collected under authority of the *Municipal Act, 2001*.

***Municipal Conflict of Interest Act – Complaint Form # 2***  
**STATUTORY DECLARATION**

I, \_\_\_\_\_ (*first and last name*),  
of the \_\_\_\_\_ in the Province of Ontario.

**I SOLEMNLY DECLARE THAT:**

1. I reside at: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_
2. I have reasonable and probable grounds to believe that \_\_\_\_\_  
(*name of Member*) has contravened the following section(s) of the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50:
  - ☐ Section 5 Participated in the discussions and/or voted about a matter in which the Member has a direct or indirect pecuniary interest.
  - ☐ Section 5.1 Failed to file a written statement of a declared pecuniary interest.
  - ☐ Section 5.2 Used their office to attempt to influence a decision or recommendation of an officer or employee of the municipality and/or the board about a matter in which the Member has a direct or indirect pecuniary interest.
3. I became aware of the facts constituting the alleged contravention not more than six (6) weeks ago.
4. The facts constituting the alleged contravention are set out in Schedule "A" together with all applicable supporting materials, documents and records.

This declaration is made for the purpose of requesting that this matter be investigated by the Township's Integrity Commissioner and for no other purpose.

DECLARED before me at \_\_\_\_\_ )  
the \_\_\_\_\_ of \_\_\_\_\_ )  
on \_\_\_\_\_ (*date*) )  
\_\_\_\_\_ )

\_\_\_\_\_  
(Signature)

A Commissioner for taking affidavits etc.

Please note that signing a false declaration may expose you to prosecution under ss. 131 and 132 or 134 of the *Criminal Code*, R.S.C. 1985, c. C-46 and also to civil liability for defamation.

## **TOWNSHIP OF PUSLINCH CODE OF CONDUCT FOR COUNCIL MEMBERS & MEMBERS OF LOCAL BOARDS**

### **1. Purpose**

#### **1.0 Application and Purpose**

1.1 The purpose of this Code of Conduct is to establish a general standard to ensure that all Members share a common basis for acceptable conduct, and to which all Members are expected to adhere to and comply with. This Code of Conduct augments other laws which Members are governed by and which requires Members to follow the Procedure By-law and other sources of applicable law, including but not limited to:

- *Municipal Act, 2001*
- *Municipal Conflict of Interest Act*
- *Municipal Elections Act, 1996*
- *Municipal Freedom of Information and Protection of Privacy Act*
- *Human Rights Code*
- *Occupational Health and Safety Act*
- *Provincial Offences Act*
- *Criminal Code*

1.2 This Code of Conduct applies to all Members of the Council of the Township of Puslinch and, unless specifically indicated otherwise and with all necessary modifications, to all members of the Township's local boards.

1.3 While this Code of Conduct applies to members of the Township's local boards it is recognized that such members do not hold elected office nor do they represent the Township in general and at all times.

#### **2.0 Statement of Principles**

2.1 This Code of Conduct is intended to set a high standard of conduct for Members in order to provide good governance and a high level of public confidence in the administration of the Township by its Members as duly elected and/or appointed public representatives of local boards to ensure that they each operate from a foundation of integrity, transparency, justice, truth, honesty and courtesy.



2.2 The principles set out in Sections 2.1 and 2.2 are intended to facilitate an understanding, application and interpretation of the Code of Conduct – the principles are *not* operative provisions of the Code of Conduct and are *not* intended to and shall not be enforced independently as such.

All Members shall:

- serve and be seen to serve the public in a conscientious and diligent manner;
- observe and act with the highest standard of ethical conduct and integrity;
- avoid the improper use of the influence of their office and act without self-interest;
- perform their functions with honesty, integrity, accountability and transparency;
- perform their duties of office and arrange their private affairs in a manner that promotes public confidence and that will bear close public scrutiny;
- be cognizant that they are at all times representatives of the Township and of Council, recognize the importance of their duties and responsibilities, take into account the public character of their function, and maintain and promote the public trust in the Township; and
- uphold the spirit and the letter of the laws of Ontario and Canada and the laws and policies adopted by Council.

### **3.0 Definitions**

3.1 The following terms shall have the following meanings in this Code of Conduct:

- (a) “CAO” means the Chief Administrative Officer of the Township or designate;
- (b) “child” means a child born within or outside marriage and includes an adopted child and a person whom a parent has demonstrated a settled intention to treat as a child of his or her family;
- (c) “Clerk” means the Clerk of the Township or designate;
- (d) “confidential information” means information or records that are in the possession, in the custody or under the control of the Township that the Township is either precluded from disclosing under the *Municipal Act, 2001* or other applicable legislation, its Procedure By-law or any of its other by-laws, policies, rules or procedures, or that it is required to refuse to disclose under the *Municipal Freedom of Information and Protection of Privacy Act* or other legislation, and all information and deliberations arising from any closed meetings;

- (e) “conflict of interest” means a situation in which a Member has competing interests or loyalties between the Member’s personal or private interests and his or her public interests as an elected representative such that it might influence his or her decision in a particular matter;
- (f) “Council” means the council for the Township and includes, as the context may require and with all necessary modifications, any of the Township’s local boards;
- (g) “family” means a Member’s spouse, parent (including step-parent and legal guardian), child (including step-child), grandchild, sibling, aunt, uncle, niece, nephew, and in-law (including mother- and father-in-law, sister- and brother-in-law, daughter- and son-in-law);
- (h) “frivolous” means of little or no weight, worth, importance or any need of serious notice;
- (i) “gift” means any kind of benefit, contribution or hospitality that has any financial or monetary value and includes the forms of benefits, contributions and hospitality that are set out in Section 7.0;
- (j) “Integrity Commissioner” means the person appointed by Council pursuant to section 223.3 of the *Municipal Act, 2001* to independently carry out the functions set out therein and such other functions as may be assigned by Council from time to time;
- (k) “local board” means a local board as that term is defined in subsection 1(1) and section 223.1 of the *Municipal Act, 2001*;
- (l) “media” includes any radio, television, newspaper, magazine, website, blog, social media, Twitter feed, YouTube or any other vehicles for the public dissemination of information, whether digital, electronic or print;
- (m) “meeting” means a regular, special or other meeting of Council or a committee of Council where:
  - (i) a quorum of Members is present, and
  - (ii) Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of Council;
- (n) “Member” means a Member of the Council for the Township or a member of a local board, including a member of a joint board if that member is appointed by the Council to the joint board;
- (o) “non-pecuniary interest” means a private or personal interest that a Member may have that is non-financial in nature and that would be considered by a reasonable

person, apprised of all the circumstances, as being likely to influence the Member's decision in any matter in which the non-pecuniary interest arises, and may include, but is not limited to, an interest that arises from a relationship with a person or entity;

- (p) "parent" means a person who has demonstrated a settled intention to treat a child as a member of his or her family whether or not that person is the natural parent of the child;
- (q) "pecuniary" means relating to or consisting of money or having financial, economic or monetary value;
- (r) "social media" means any third-party hosted technologies that allow the creation and exchange of user-generated content to share opinions, information and documents, and includes blogs, discussion boards and forums, microblogs, photo-sharing sites, social networks and video sharing services;
- (s) "spouse" means a person to whom the person is married or with whom the person is living in a conjugal relationship outside marriage;
- (t) "staff" means the CAO and all officers, directors, managers, supervisors and all administrative staff, whether full-time, part-time, contract, seasonal or volunteer, as well as agents, consultants and volunteers acting in furtherance of the Township's business and interest (not including a Member);
- (u) "Township" means The Corporation of the Township of Puslinch and includes, as the context may require and with all necessary modifications, any of the Township's local boards;
- (v) "vexatious" means troublesome or annoying in the case of being instituted without sufficient grounds and serving only to cause irritation and aggravation to the person being complained of.

## **4.0 General Obligations**

### **4.1 A Member shall make every effort to:**

- (a) respect the individual rights, values, beliefs and personality traits of any other person, recognizing that all persons are entitled to be treated equally with dignity and respect for their personal status regarding gender, sexual orientation, gender identity, gender expression, race, creed, religion, ability and spirituality;
- (b) not make statements that are or ought to be reasonably known to be false or with the intent to mislead or misinform Council or the public;
- (c) not make disparaging comments about any other person (including a Member) or unfounded accusations about the motives of any person (including a Member); and



- (d) conduct themselves with integrity, courtesy and respectability at all meetings of the Council or any committee and in accordance with the Township's Procedure By-law or other applicable procedural rules and policies.

## **5.0 The Role of Staff – Respectful Conduct Towards Staff and Others**

- 5.1 An individual Member neither directs nor oversees the functions of the staff of the Township. Council as a whole approves the budget, policies and governance of the Township through its by-laws and resolutions.
- 5.2 Staff serve Council and work for the Township as a body corporate under the direction of the CAO. Members shall acknowledge, respect and have regard for the administration, managerial and organizational structure of the Township when requesting information, advice or services from staff.
- 5.3 A Member shall comply with the Township's Council and Staff Relations Policy.
- 5.4 A Member shall not publicly criticize staff and any issue with respect to any staff member shall be referred to the CAO who will direct the matter to the particular staff member's appropriate superior (if not the CAO).
- 5.5 A Member shall respect the role of Staff in the administration of the business and governmental affairs of the Township, and acknowledge and appreciate that staff:
  - (a) provide advice and make policy recommendations in accordance with their professional ethics, expertise and obligations and that a Member must not falsely or maliciously injure the reputation of Staff members whether professional or ethical or otherwise;
  - (b) work within the administration of justice and that a Member must not make requests, statements or take actions which may be construed as an attempt to influence the independent administration of justice and, therefore, a Member shall not attempt to intimidate, threaten, or influence any staff member from carrying out that person's duties, including any duty to disclose improper activity; and
  - (c) carry out their municipal duties based on political neutrality and without undue influence from any individual Member and, therefore, a Member must not invite or pressure any member of staff to engage in partisan political activities or be subjected to discrimination or reprisal for refusing to engage in such activities.
- 5.6 A Member shall always act civility, respectfully and professionally when dealing with or communicating with any persons, including a member of the public and other Members.

## **6.0 Municipal Property**



**PUSLINCH**  
EST. 1850

- 6.1 Council is the custodian of the assets of the Township. The community places its trust in Council and those it appoints to make decisions for the public good in relation to these assets.
- 6.2 By virtue of their office or appointment, a Member must not use or permit the use of the Township's property, including but not limited to land, facilities, equipment, supplies, services, staff or other resources for activities other than the business of the Township, unless they are entitled to such use equally with any other resident and have paid fair market value for such use. No Member shall seek financial gain for themselves, family or friends from the use or sale of the Township's intellectual property, computer programs, technological innovations, or other patent, trademarks, official marks or copyright held by the Township.
- 6.3 A Member shall not use any Township property for activities not associated with their duties of office unless prior approval has been granted by Council.

## **7.0 Gifts, Benefits and Hospitality**

- 7.1 Any gift to a Member risks the appearance of improper influence. Gifts may improperly induce influence or create an incentive for a Member to make decisions on the basis of relationships rather than in the best interests of the Township. A Member shall not accept any gift connected directly or indirectly with the performance of his or her duties except as provided in Section 7.3.
- 7.2 A gift provided to a Member's family that is connected directly or indirectly to the performance of the Member's duties shall be deemed to be a gift to that Member. Any doubt concerning the propriety of the gift should be resolved by the Member not accepting or keeping it.
- 7.3 For greater clarity, despite Sections 7.1 and 7.2, a Member is entitled to accept any compensation, remuneration or benefit authorized by law but shall not accept any gift other than in the following circumstances:
- (a) a gift that normally accompanies the responsibilities of office and is received as an incident of protocol or social obligation as set out in 7.3(g);
  - (b) a political contribution otherwise reported by law, in the case of a Member running for office;
  - (c) services provided without compensation by persons volunteering their time for a charitable or non-profit event or for the Member's re-election campaign;
  - (d) nominal tokens, mementos or souvenirs received as an incident of protocol or social obligation that normally accompanies the responsibilities of elected office or at a function honouring the Member;
  - (e) food, lodging, transportation and entertainment provided by provincial, regional and local governments or any agencies or subdivisions of them or by the federal

government or by a foreign government within a foreign country, or by a conference, seminar or event organizer where the Member is either speaking or attending in an official capacity as a representative of the Township;

- (f) entrance fees or food and beverages consumed at banquets, receptions or similar events, if:
  - (i) attendance serves a legitimate municipal business purpose related to the business of the Township,
  - (ii) the person extending the invitation or a representative of the organization is in attendance,
  - (iii) the invitations are infrequent, and
  - (iv) the value is not greater than \$500.00 from a single source over a calendar year;
- (g) a gift (other than gifts as set out in Section 7.3(f)) not having a value greater than \$250.00 from a single source over a calendar year; and
- (h) a gift received as a door prize, raffle or similar draw at an event, conference or seminar attended by the Member.



**PUSLINCH**  
EST. 1850

7.4 A Member who has received and accepted a gift pursuant to Section 7.3(a), (f), (g) and (h) shall file a disclosure of the gift indicating the person, body or entity from which it was received together with the estimated value of the gift in accordance with the Disclosure Statement set out in Appendix "A". A Member shall submit the Disclosure Statement to the Clerk on an annual basis no later than March 31 for the preceding calendar year and it shall be a matter of public record.

7.5 A Member shall not seek or obtain by reason of his or her office any personal privilege or advantage with respect to municipal services not otherwise available to the general public and not connected directly or indirectly to the performance of the Member's duties.

## **8.0 Confidential Information**

8.1 A Member shall not disclose the content of any confidential information, or the substance of deliberations, from a closed meeting. A Member has a duty to hold any information received at closed meetings in strict confidence for as long and as broadly as the confidence applies. A Member shall not, either directly or indirectly, release, make public or in any way divulge any such information or any confidential aspect of the closed deliberations or information to anyone, unless authorized by Council or as required by law.

8.2 A Member shall not disclose, use or release confidential information in contravention of applicable privacy laws. Members are only entitled to information in the possession of the Township that is relevant to matters before the Council, or a committee. Otherwise, Members enjoy the same access rights to information as any other member of the community or resident of the Township and must follow the same processes as any private person to obtain such information.

8.3 A Member shall not misuse or attempt to release, relay, disclose or impart confidential information in any way or manner as it may cause detriment to the Township, Council or any other person, or in a manner that creates a financial or other gain for themselves or others.

8.4 A Member shall respect the right to confidentiality and privacy of all clients, volunteers and staff, and should be aware of their responsibilities under applicable legislation, municipal policies, procedures and rules, ethical standards and, where appropriate, professional standards.

8.5 A Member shall not disclose any confidential information received by virtue of his or her office, even if the Member ceases to be a Member.

## **9.0 Discrimination and Harassment**

9.1 A Member shall treat all members of the public, one another and staff with respect and without abuse, bullying or intimidation and ensure that their work environment is free from discrimination and harassment.



## **PUSLINCH**

EST. 1850

9.2 A Member shall not use indecent, abusive, demeaning or insulting words, phrases or expressions toward any member of the public, another Member or staff.

9.3 A Member shall not make comments or conduct themselves in any manner that is discriminatory to any individual based on the individual's race, colour, ancestry, citizenship, ethnic origin, place of origin, creed or religion, gender, gender identity, gender expression, sexual orientation, marital status, family status, disability, age or record of offences for which a pardon has not been granted.

9.4 A Member shall comply with the Township's Workplace (Harassment and Violence) Policy.

### **10.0 Improper Use of Influence**

10.1 A Member shall not use the influence of their office or appointment for any purpose other than the exercise of his or her official duties in the public interest.

10.2 A Member shall not use the status of their position to influence the decision of another person to the private advantage or non-pecuniary interest of themselves or their family, or for the purpose of creating a disadvantage to another person or for providing an advantage to themselves.

### **11.0 Conflicts of Interest**

11.1 A Member shall recognize that they must comply with the requirements of the *Municipal Conflict of Interest Act* with respect to obligations relating to pecuniary interests. A contravention of the *Municipal Conflict of Interest Act* by a Member shall not constitute a breach of the Code of Conduct but may be enforced in accordance with the provisions of the statute and section 223.4.1 of the *Municipal Act, 2001*.

11.2 A Member shall also avoid any conflict of interest that is a non-pecuniary interest in order to maintain public confidence in the Township and its local boards. If a Member has a non-pecuniary interest, the Member shall declare the non-pecuniary interest and then leave the meeting at which the matter is being considered. Under no circumstance shall the Member participate in any discussion or vote on the matter or attempt to influence the voting on the matter in any way, before during or after the meeting. A Member having a non-pecuniary interest is not entitled to remain at the meeting and to abstain from voting, thus having their abstention recorded as a negative vote.

### **12.0 Council Policies and Procedures**

12.1 A Member shall observe and strictly adhere to any policies, procedures and rules enacted and/or established from time to time by Council.

### **13.0 Election Activity**



**PUSLINCH**  
EST. 1850

- 13.1 A Member is required to conduct themselves in accordance with the *Municipal Elections Act, 1996* and any of the Township's policies pertaining to elections. The use of the Township's resources, both property and staff time, for any election-related activity is strictly prohibited. Election-related activity applies to the Member's campaign and any other election campaigns for municipal, provincial or federal office.

#### **14.0 Communications and Media Relations**

- 14.1 In order to foster respect for the decision-making process of Council, Members shall fairly and accurately communicate the decisions of Council and respect Council's decision-making process even if they disagree with Council's ultimate determinations and rulings. Members may publicly express the reason for voting differently than the majority but shall always do so in a respectful manner that supports the decisions of Council.
- 14.2 Members shall not indicate, implicitly or explicitly, in any communications with the media that they speak on behalf of Council, unless they have been expressly authorized to do so by Council.
- 14.3 Members shall refrain from making comments of a disparaging nature about Members, staff or persons that relate to the business of the Township.

#### **15.0 Social Media**

- 15.1 Members using social media shall:
- (a) ensure that all posts are accurate before uploading content to the internet;
  - (b) obtain permission before posting any third-party content;
  - (c) follow the same principles and guidelines as for other forms of communication by employing sound judgment and common sense, by acting with respect, dignity, courtesy and empathy; and
  - (d) ensure that it is noted that communications that are Member and constituent-related do not necessarily reflect the existing or future opinions, views or decisions of the Council.

#### **16.0 Respect for the Code of Conduct**

- 16.1 A Member shall respect the process for complaints made under the Code of Conduct, applications under the *Municipal Conflict of Interest Act* or through any process for complaints adopted by the Township.
- 16.2 A Member shall not act in reprisal or threaten reprisal against any person, including another Member, who makes a complaint or provides information to the Integrity Commissioner during an investigation.



- 16.2 A Member shall interact courteously and respectfully with the Integrity Commissioner and with any person acting under the direction of the Integrity Commissioner. A Member shall not act in reprisal or threaten reprisal against the Integrity Commissioner or any person acting under the instructions of the Integrity Commissioner. The Integrity Commissioner is authorized to report any incidents of threats or reprisals by a Member to Council or the local board and may recommend penalties or remedial or corrections measures or actions against such Member. The Integrity Commissioner is also authorized to report to Council or the local board any attempt by a Member to use their office to influence any decision or recommendation of the Integrity Commissioner.
- 16.3 A Member shall cooperate with requests for information during any investigations or inquiries under the Code of Conduct and shall not:
- (a) interfere with or obstruct an investigation by the Integrity Commissioner;
  - (b) destroy or damage documents or erase any digital or electronic communications or records;
  - (c) refuse to respond or provide records, information or documents to the Integrity Commissioner where a complaint has been filed under the Code of Conduct or any process for complaints adopted by the Township; or
  - (d) attempt to influence any other Member or staff with respect to the subject matter of the investigation or inquiry except as may be permitted pursuant to subsections 5(2.1) and 5.2(2) of the *Municipal Act Conflict of Interest Act*.
- 16.4 Staff shall remain neutral and impartial, and not seek to interfere with or attempt to subvert or obstruct the Integrity Commissioner in any way in carrying out its responsibilities and functions. Staff shall comply with any requests from the Integrity Commissioner for any assistance or information.

## **17.0 Penalties for Non-Compliance with the Code of Conduct**

- 17.1 Where Council receives a report from the Integrity Commissioner that there has been a violation of the Code of Conduct by a Member, Council may impose the following penalties on the Member:
- (a) a reprimand; and/or
  - (b) a suspension of the remuneration paid to the Member in respect of his or her services as a Member for a period up to ninety (90) days.
- 17.2 In the case of a local board, if the Council has not imposed either of the penalties set out in Section 17.1 on its Member, the Integrity Commissioner may report to the local board that, in his or her opinion, the Member has contravened the Code of Conduct in which case the local board may impose the penalties set out in Section 17.1.

## **18.0 Remedial Measures or Corrective Actions**





**PUSLINCH**

EST. 1850

18.1 Council may, on the basis of a recommendation from the Integrity Commissioner, also take any or all of the following corrective actions or remedial measures, and require that the Member:

- (a) provide a written or verbal apology;
- (b) return property or make reimbursement of its value or of money spent;
- (c) be removed from or not be appointed to the membership on a committee of Council;
- (d) be removed from or not be appointed as chair of a committee of Council; and
- (e) comply with any other remedial measure or corrective action deemed appropriate by the Integrity Commissioner.

18.2 In the case of a local board, if the Council has not imposed either of the penalties set out in Section 17.1 on a Member or any remedial or corrective actions under Section 18.1, the local board may impose such remedial or corrective actions as are set out in Section 18.1(a)-(e).

## **19.0 Legal Fees**

19.1 A Member is entitled to seek the advice of the Integrity Commissioner with respect to their *own* obligations under the Code of Conduct, any ethical procedure, policy or rule, and sections 5, 5.1 and 5.2 of the *Municipal Conflict of Interest Act*. As such, a Member is solely responsible for their own legal costs if they retain a lawyer or paralegal to provide legal counsel, advice or representation on any matter related to the Code of Conduct, any ethical procedure, policy or rule, and sections 5, 5.1 and 5.2 of the *Municipal Conflict of Interest Act*, including, but not limited to, an investigation and the imposition of penalties or remedial or corrective actions recommended by the Integrity Commissioner or as imposed by Council, a complaint to the Ontario Ombudsman or a judicial review application to the courts from a decision based on a report and recommendations from the Integrity Commissioner, or any other related proceeding.

## **20.0 Complaint Protocol**

20.1 The Complaint Protocol is Appendix "B" to the Code of Conduct and applies to complaints under the Code of Conduct and applications under the *Municipal Conflict of Interest Act*.

## **21.0 Short Title**

21.1 This Code of Conduct for Members of Council and Local Boards shall be referred to by its short title "Council Code of Conduct".





**APPENDIX "A"**  
**DISCLOSURE STATEMENT FOR GIFTS**

Member's Name: \_\_\_\_\_

Gift Received: \_\_\_\_\_

\_\_\_\_\_

Received From: \_\_\_\_\_

Date of Receipt: \_\_\_\_\_ Value or Estimate of Gift: \_\_\_\_\_

Please describe the circumstances under which the Gift was received:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe your intentions with respect to the Gift:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you anticipate transferring the Gift described above to the Township or the local board?

Yes, immediately \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Member's Signature

\_\_\_\_\_  
Date



COUNTY OF WELLINGTON

OFFICE OF THE COUNTY ENGINEER  
ADMINISTRATION CENTRE  
T 519.837.2601 x 2280  
F 519.837.8138  
E [donk@wellington.ca](mailto:donk@wellington.ca)

74 WOOLWICH STREET  
GUELPH, ONTARIO  
N1H 3T9

DON KUDO, P.Eng.  
COUNTY ENGINEER

Township of Puslinch  
7404 Wellington Road 34  
Puslinch ON NOB 2J0

March 22, 2023

To Mayor James Seeley and Township Council

I have received a copy of the correspondence from the Township of Puslinch Council meeting of March 1, 2023 with respect to the County of Wellington - Roads Committee Report - Lake Road Reconstruction (Wellington Road 32, Puslinch) - Project Details and Speed Limit Changes. The following Council resolutions were directed to me for a response:

That Council receives the correspondence item 10.2 County of Wellington - Roads Committee Report - Lake Road Reconstruction (Wellington Road 32, Puslinch, - Project Details and Speed Limit Changes for information; and

That Council direct staff to request that the County be requested to report to Council prior to approving the speed by-law and comment on the proposal for the addition of a threeway-stop at Travelled Road and Sandy Shore Blvd. and comment on the proposal for a graduated speed option from Townline Road to the residential area; and

That the County consider implementing a pilot program prior to adopting the speed by-law.

In addition to the Council resolutions, questions were forwarded to me from Puslinch staff by email on February 28, 2023:

#### 10.2 Lake Road Reconstruction

- It is noted there will be post construction monitoring regarding the new concrete material, Cematrix. Will there also be post construction monitoring regarding the reptile and amphibian mortality rate? Is there baseline data (perhaps from community experts) to use? Or has the County collected its own data?

- When the project is under construction, what is the plan to ensure trucks are discouraged from using Ellis Road? This was an issue in the past and hopefully we can mitigate issues from happening again.

The Lake Road Reconstruction (Wellington Road 32, Puslinch) - Project Details and Speed Limit Changes report was approved by the Roads Committee and County Council in February, 2023. The report refers to the County's Road Master Action Plan (Road MAP), and the Lake Road assessment and recommendations along with providing project details, public open house comments, project schedule and posted speed limit bylaw changes.

In response to the above noted Council resolutions, the following are my comments:

Proposal for a three way-stop at Travelled Road and Sandy Shore Blvd

All way stop control is not warranted at these locations. The County implements stop control based Ontario Traffic Manual warrants.

Proposal for a graduated speed option from Townline Road to the residential area

A graduated speed option was not recommended in the Road MAP Speed Corridor Review study. The County has adopted the Transportation Association of Canada guidelines to establish posted speed limits throughout the County.

Implementing a pilot program prior to adopting the speed by-law

The implementation of a pilot program was not recommended in the Road MAP Speed Corridor Review study. A bylaw change is required for enforcement of the posted speed limit.

From the questions forwarded from Puslinch staff, the following are my responses:

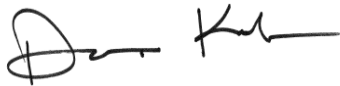
Will there also be post construction monitoring regarding the reptile and amphibian mortality rate? Is there baseline data (perhaps from community experts) to use? Or has the County collected its own data?

The County's ecological consultant completed a turtle habitat assessment for the project. The assessment provided data and observations on habitat and wildlife in the project area. The report recommends post construction monitoring and the County will have the consultant provide a follow up report.

What is the plan to ensure trucks are discouraged from using Ellis Road?

For the upcoming construction project, information and detour signs will be posted for traffic control purposes. Traffic including truck traffic will be maintained on Lake Road for the majority of the project duration with only one planned short term full road closure. The full road closure is planned for duration of one month and is expected to have a reduced impact on detoured traffic.

Sincerely,

A handwritten signature in black ink, appearing to read 'Don Kudo', with a stylized, cursive script.

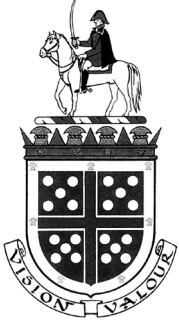
Don Kudo, P. Eng.  
County Engineer

Cc: Gregg Davidson - Wellington County Roads Committee Chair

Andy Lennox – Wellington County Warden

Scott Wilson – Wellington County CAO

Joe de Koning – Wellington County Manager of Roads



## COUNTY OF WELLINGTON

MATTHEW BULMER  
COUNCILLOR, COUNTY WARD 7  
CHAIR, JOINT ACCESSIBILITY ADVISORY COMMITTEE  
PHONE: (226) 962-7722  
EMAIL: matthewb@wellington.ca

ADMINISTRATION CENTRE  
74 WOOLWICH STREET  
GUELPH, ONTARIO  
N1H 3T9

March 23, 2023

Mayor James Seeley  
Township of Puslinch  
7404 Wellington Road 34  
Puslinch ON N0B 2J0

Dear Mayor Seeley,

I hope this letter finds you well, and that you are enjoying this new term of Council. As the new Chair of the Joint Accessibility Advisory Committee (AAC) I have been working with County staff to update the composition and role of the AAC to improve the representation of the seven member municipalities on the committee.

As you may know, the AAC was first created under the Ontarians with Disabilities Act 2001 (ODA) and continued under the Accessibility for Ontarians with Disabilities Act 2005 (AODA). Both Acts enabled two or more municipalities to work together and establish a Joint AAC instead of each municipality establishing their own. Following the well-established pattern in Wellington of joining together to meet our mutual obligations, the Joint AAC was formed under the ODA 2001. The original Terms of Reference created a 12-member committee, with one member appointed by each local municipality; and five (5) members appointed by the County. This eventually transitioned to all twelve (12) members being appointed by the County. For several years this structure worked well to complete numerous initiatives such as the development and adoption of the Facility Accessibility Design Manual (FADM) for all Municipally owned buildings in the County of Wellington. Which prevented the creation of barriers in major renovations and new construction projects. The AAC also acknowledged that enhanced accessibility is a benefit to more than just people living with a disability, so the AAC championed the establishment of the Accessibility Incentive Fund Programme to support member municipalities that improve the accessibility of municipal facilities for everyone's benefit. In addition, in 2016 the County was honoured to receive the David C. Onley Award for Leadership in Accessibility, recognizing the County as a role model in the promotion of accessibility for people with disabilities.

However, while Provincial legislation has continued to develop, the AAC's Terms of Reference have remained largely unchanged. For example, the initial structure was ideal for a committee obligated to establish a set of County wide accessibility standards but under the AODA 2005 the province began the process of creating Province wide standards that are to be fully implemented by 2025. As those standards were being developed, we were proud that our facility Design Manual was used by the Province as a foundation for creating the new Provincial Built Environment Standard. We were also proud that members of our AAC serve on Provincial committees to aid in the development of other Provincial Accessibility Standards. So, while the initial structure of our AAC served us well in these achievements, the development and ultimate implementation of the various Provincial Accessibility Standards, has fundamentally changed the role that the AAC should play in service to the municipalities that the joint AAC represents.

The core function of the committee will continue to be focused on advising all Member Municipal Councils on the identification, removal, and prevention of barriers, but at the same time the revised terms of reference will enable the AAC to serve as a resource for municipal staff from all the municipalities represented by the committee. Our staff need a place where they can ask questions, seek solutions, and learn from each other as well as from people living and working with a disability. So, I am asking for your support as we update the Committees Terms of Reference to equitably distribute membership between all eight municipalities and strengthen the connection between the AAC, local staff and local Councils.

To accomplish this, each of the member municipalities and the County will be asked to adopt the revised Terms of Reference for the Joint AAC, and over time each municipal council will be asked to appoint one member to the Joint AAC as vacancies occur. Since the AODA requires that a majority of the committee members are persons with a disability; each municipality will be encouraged to appoint a resident that is living with a disability. Each municipality will also be asked to assign one staff member to attend the AAC's meetings to provide advice and local knowledge on the issues. The committee currently schedules four meetings a year in Aboyne but is only required to meet at least once per year. It has been the committees practice to only meet if there is business to discuss and I expect that this practice will continue.

County staff will continue to provide administrative support for the meetings, and offer input based on their previous experience with the AAC. The County will also continue to provide the appointed members a per diem and compensation for transportation to the meetings.

While this transition will reduce the number of members appointed to the committee from twelve (12) down to eight (8), I would like to confirm that our objective is not to dismiss any current member from their current role on the AAC but rather to set a course to take advantage of the normal ebb and flow of members to work towards a committee where each of the eight municipalities has equal representation at the AAC table.

If you have any questions, comments, or concerns with this plan of action, please feel free to contact me directly at 226-962-7722 or [matthewb@wellington.ca](mailto:matthewb@wellington.ca)

Yours truly,

*Matthew*

Matthew Bulmer  
Chair of the AAC  
County Councillor Ward 7

cc: Warden Lennox  
attached: Draft Revised ACC Terms of Reference, pending Council Approval March 30, 2023



# **The County of Wellington Joint Accessibility Advisory Committee (AAC)**

## **TERMS OF REFERENCE**

### **1.0 PREAMBLE**

The County of Wellington Joint Accessibility Advisory Committee (AAC) is established and maintained to create a forum where the seven member municipalities and the County proper can collaborate on the identification and removal of barriers for people with disabilities.

### **2.0 DEFINITIONS**

Within this Terms of Reference, the term:

“AAC” refers to: The County of Wellington Joint Accessibility Advisory Committee

“Act 2001” refers to: The Ontarians with Disabilities Act, 2001

“Act 2005” refers to: The Accessibility for Ontarians with Disabilities Act, 2005

“Barrier” means Anything that prevents a person with a disability from fully participating in all aspects of society because of their disability, including a physical barrier, an architectural barrier, an information or communication barrier, an attitudinal barrier, a technological barrier, a policy, or a practice.

“County” refers to: The County of Wellington

“Disability” means:

a) Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation lack of physical co-ordination, blindness or visual impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;

b) A condition of mental impairment or a developmental disability;



- c) A learning disability, or dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- d) A mental disorder; or
- e) An injury or disability for which benefits were claimed or received under the Workplace Safety and Insurance Act, 1997.

This definition of disability is the same as that which is used in the Ontario Human Rights Code.

### 3.0 MANDATE

3.1 The AAC is an advisory body to all member Municipal Councils and the County proper and is responsible and accountable to County Council for its activities.

3.2 All Councils shall, as required by Section 29(5) of the Act 2005, seek advice from the AAC with respect to the identification, removal, and prevention of barriers to people with disabilities, as outlined in section 5.0 Duties.

### 4.0 REPORTING STRUCTURE

4.1 The AAC will report to County Council through the Administration, Finance and Human Resource Committee (AF&HR).

4.2 The AAC will provide the Clerk of each member municipality with copies of the Agendas and Minutes of the committee's meetings in order to keep the Councils of the member municipalities informed of the activities of the AAC.

### 5.0 DUTIES

5.1 The AAC shall be responsible to provide advice to County and local municipal Councils on:

- a) The requirements and implementation of the Act 2001 and the Act 2005 accessibility standards, preparation of accessibility reports and other matters for which councils may seek advice, as required under both Acts 2001 and 2005;
- b) All other functions specified in the Integrated Accessibility Standards Regulation, including consultation on Multi-Year Accessibility Plans;
- c) The prevention, identification and elimination of barriers faced by persons with disabilities to achieve accessibility with respect to County and local municipal by-laws, policies, programmes, practices, or service or an existing facility, building structures or premise owned, leased, or operated (in full or part) by a member Municipality or the County

- d) Review from time to time, these Terms of Reference and recommend changes as required.

## 6.0 MEMBERSHIP

### 6.1 Composition

The AAC will transition to consisting of 8 residents of the County of Wellington, a majority of which shall be persons with disabilities, as required by The Act 2005, consisting of one member appointed by each of the member municipalities and one by the County of Wellington.

### 6.2 Membership Selection and Term

- e) AAC vacancies shall be publicly advertised, and members selected by the appointing municipality as per 6.1.
- f) Advertisements for new members will encourage people with disabilities to apply for the position, to help ensure that the majority of the committee consists of people with a disability.
- g) Committee members will be appointed for a four (4) year term and may remain on the committee for additional term(s) at the discretion of the appointing municipality.

### 6.3 Chair

- a) The Committee will appoint a member at its first meeting to serve as Chair of the AAC for each term of County Council.
- b) The Chair shall preside over all meetings of the AAC, review agendas and liaise with support and advisory staff to ensure effective and efficient administration of the AAC.

## 7.0 MEMBERSHIP RESPONSIBILITIES

7.1 Members shall be familiar with the Act 2001, the Act 2005, and this Terms of Reference.

7.2 Members are expected to contribute their expertise during AAC meetings.

7.3 In the event that a member misses more than three consecutive meetings, the AAC will advise the Clerk of the appointing municipality to enable that municipality to review the appointment of that Member.

7.4 Members shall declare any situation that is, or has the potential to be, a conflict of interest.

## 8.0 REPORTING OF BARRIERS

8.1 Members that have identified a potential barrier to people with disabilities relating to a by-law, policy, programme, practice, service or an existing facility, building structure or premise owned, leased, or operated (in full or part) by a member Municipality or the County, that would like to inform or make recommendations to the responsible municipality about the impact the potential barrier creates for people with disabilities, shall bring the issue to the attention of the County Clerk or designate in the County Clerk's office at least 10 working days prior to a meeting for inclusion on the AAC agenda.

8.2 When County Staff become aware of a potential barrier identified by a member of the AAC, County Staff will advise the responsible municipality of the potential barrier and the date of the meeting at which the issue will be discussed by the AAC.

8.3 When County Staff become aware of a potential barrier identified by the public, or municipal staff that is not a member of the AAC, the County Advisory Staff will inform the responsible municipality of the potential barrier.

8.4 If requested, the County will make staff available to assist a member municipality assess a potential Barrier.

## 9.0 QUORUM

9.1 Quorum is formed when there is a majority of members present. The County Clerk or designate must also be present to proceed with the meeting.

9.2 Quorum must be achieved to proceed with the meeting.

## 10.0 RESOURCES

### 10.1 Advisory Staff

The County and each of the seven member municipalities will provide one advisory / support staff person to attend meetings of the AAC. Any additional advisory support required from other County Departments or local municipalities will be determined on an ad-hoc basis dependent on the needs of the AAC and the availability of resources.

### 10.2 Meeting Management Support

The County Clerk or designate from the County Clerk's office shall provide meeting management support to the AAC which includes preparation and distribution of meeting agendas and taking and distributing meeting minutes.

### 10.3 Additional Resources

From time to time, the AAC may request the advice or participation of individuals or organizations with a particular area of expertise (e.g. municipal Chief Building Official).

### 11.0 REMUNERATION AND REIMBURSEMENT OF EXPENSES

Non municipal members of the AAC will receive remuneration for regularly scheduled AAC meetings and sub-committees thereof. Expenses that are deemed necessary for members to fully participate in the AAC will be reimbursed by the County (e.g. sign language interpretation, Braille translation, transportation, and mileage).

Members will receive remuneration and expense reimbursement for subsequent meetings, where it is required for a member to attend.

### 12.0 MEETINGS

Meetings will be scheduled not less than four (4) times per year. A minimum of one (1) meeting must be held. Meetings will be held at the Aboyne Library, or other locations agreed to by the AAC.



Harden Environmental Services Ltd.  
4622 Nassagaweya Puslinch Townline Road  
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 Modelling  
Groundwater Mapping

File: 0929

March 21, 2023

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

Attention: Glenn Schwendinger  
CAO

Dear Mr. Schwendinger:

Re: Neubauer Pit – 2022 Monitoring Report (File E13/ ST)

We have reviewed the documentation received regarding the 2022 groundwater monitoring at the Neubauer Pit. The report is prepared by Groundwater Science Corp. (March 13, 2023) on behalf of CBM Aggregates. Below water table extraction continued in 2022 at the site, the area of excavation is located along the western property boundary. Monitor SG1 now represents the water level in the pit pond.

Groundwater monitoring data show that water levels are consistent with seasonal and annual recharge patterns. We visually compared the Neubauer Pit data to that of Puslinch Monitoring Network Wells and find similar patterns and magnitude of water level change.

We note that groundwater levels are approaching historical lows because of very limited recharge occurring in the 2020/2021 winter and moderate recharge occurring in the 2021/2022 winter. These events as well as drought conditions in 2022 resulted in water levels being the lowest in two decades.

Automatic temperature readings from in-situ transducers have begun and anomalous readings previously identified, no longer occur. These loggers show slight seasonal variations (less than 1°C) in the deeper monitors. The groundwater temperature is between 8 °C and 9 °C as would be expected.

There is a higher variation (5 °C) in groundwater temperatures measured at station HH1 located relatively near to the McNally East pit pond. A review of the temperature data from HH1 is warranted as the seasonal low groundwater temperatures reflect normal background groundwater temperature but the seasonal high is several degrees higher than background. The data neither reflects pond temperatures which likely range from 0 °C to 20 °C seasonally nor seasonal convection of solar radiation

**Required Action: Review the temperature data from HH1 and explain temperature pattern.**

When we compare groundwater elevations at this site to those at the neighbouring Puslinch Pit site, we note that MP2, MP3 and MP4 on the Puslinch site have greater groundwater potential than BH5 and BH1 at the Neubauer Pit site. This would suggest an easterly groundwater flow direction rather than an anticipated westerly flow direction. The water levels all occur within a relatively narrow range. We suggest that elevations of the monitors be confirmed and a comment of groundwater flow in this area be provided.

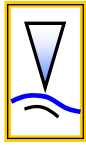
**Required Action: Review monitor elevations for MP2, MP3, MP4, BH1 and BH5 and comment on groundwater flow between Neubauer and PQA Pit.**

We are otherwise satisfied with the monitoring report.

Sincerely,  
Harden Environmental Services Ltd.

A handwritten signature in black ink, appearing to read 'S. Denhoed', followed by a horizontal line.

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



March 15, 2023

Stephen May  
Lands Manager -Western Region  
CBM Aggregates, a division of St. Marys Cement Inc. (Canada)  
7366 McLean Road  
R.R.#22  
Cambridge, Ontario  
N3C 2V4

sent by email to: [stephen.may@vcimentos.com](mailto:stephen.may@vcimentos.com)

Dear Mr. May:

**RE: 2022 Groundwater Monitoring Summary,  
CBM Neubauer Pit, Licence No. 625284  
Part Lot 27, Concession 1, Puslinch Township**

This letter is a summary of the results of the 2022 groundwater monitoring program completed for the above reference property. The pit Licence was issued in December 2011. Site details and monitoring well locations are shown on **Figure 1** (attached).

## **1.0 Monitoring Program Requirements**

The Licence conditions as listed on the Site Plan are summarized as follows:

*The following monitoring, mitigation and contingency plan is recommended for the site:*

- 1. No subaqueous placement of fine grained material (i.e. silt or clay) shall occur on-site without additional hydrogeological investigation, as outlined in the Mitigation and Contingency Plan.*
- 2. Prior to below water table extraction at the site two new water table monitoring wells shall be installed, one at the east property boundary and one at the south property boundary (BH4 and BH5 respectively).*
- 3. The water level monitoring program shall consist of monthly measurements at BH1, BH2 (until destroyed), BH3 (until destroyed), BH4, BH5, the McNally East monitor "East 1", the Puslinch Pit monitor "MP7", and, the Neubauer Pond monitor (after installation) as accessible. If any of the perimeter monitors are destroyed or damaged they shall be replaced or repaired.*
- 4. During the first year of below water table extraction water level monitoring at perimeter wells shall be completed every two weeks during the extraction period.*
- 5. Monthly monitoring of temperature profiles at the perimeter monitoring wells shall occur for two years prior to below water extraction, with measurements taken at 1 m depth intervals. Once below water table extraction has begun quarterly monitoring of*

*temperature profiles (temperatures obtained at 1 m intervals) in the perimeter monitoring wells shall be completed.*

6. *The monitoring results, and any Mitigation or Contingency Plan measures undertaken during each operational year, shall be summarized in an annual report provided to the Township of Puslinch, GRCA and MNR.*
7. *Trigger Levels, considering existing cross-site hydraulic gradients, shall be developed to the satisfaction of MNR, in consultation with GRCA and the Township of Puslinch as needed, prior to below water table extraction.*
8. *The following Mitigation and Contingency Plan shall be adopted:*
  - ***Initial Trigger Level** exceeded – the Township, GRCA and MNR shall be notified immediately and daily monitoring shall be undertaken.*
  - ***Intermediate Trigger Level** exceeded for seven (7) consecutive days – the Township, GRCA and MNR shall be notified immediately and extraction below the water table shall be reduced 50% until the Neubauer Pond surface water elevation is greater than the **Intermediate Trigger Level** for seven (7) consecutive days.*
  - ***Final Trigger Level** exceeded – the Township, GRCA and MNR shall be notified immediately and extraction below the water table shall cease until the Neubauer Pond surface water elevation is greater than the **Intermediate Trigger Level** for seven (7) consecutive days.*
  - *Additional mitigation measures, such as below water placement of fine-grained material (silt or clay) along the perimeter of the pond, will be evaluated as needed in response to threshold exceedances. No mitigation measures (beyond ceasing below water table extraction) shall be undertaken prior to approval from MNR, in consultation with GRCA and The Township of Puslinch as needed.*

## 2.0 Trigger Levels

Trigger Levels (Thresholds) for the site, developed to the satisfaction of MNRF, GRCA and the Township of Puslinch, are summarized in **Table 1**.

Monitor	Water Level Trigger Threshold Elevations (mASL)		
	Initial	Intermediate	Final
Pond	305.7	305.6	305.2
BH1	305.5	305.4	305.0
BH4	305.7	305.6	305.2
In addition, the following general threshold applies: Should groundwater elevations in BH1 exceed those measured in BH5, the owner will undertake an evaluation to estimate the magnitude of groundwater flux between Mill Creek Subwatershed and Fletcher Creek Subwatershed. Mitigation of the groundwater flux may be necessary should the Ministry of Natural Resources and Forestry or the Grand River Conservation Authority deem the volume of flux to be significant.			
mASL = metres above sea level			

**Table 1: Thresholds**



### 3.0 Site Operations and Monitoring Completed

Above water table extraction in the northwest corner of the site and along the boundary with the adjacent PQA Pit began in 2017 and is proceeding generally southward.

Below water extraction began within the northwest corner of the site in 2019 and has continued to present. CBM reports that in 2022 below water extraction occurred as follows:

Month	Below Water Extraction Days	Month	Below Water Extraction Days	Month	Below Water Extraction Days
January	0	May	0	September	9
February	2	June	22	October	21
March	15	July	17	November	22
April	0	August	1	December	8

The pond monitor (SG1) was constructed in early April 2021 once safe access was available, and water level monitoring began on April 7<sup>th</sup>.

Monitors BH2 and BH3 were decommissioned by a licenced water well contractor as extraction operations proceeded into those areas. Monitoring continued at BH2 and BH3 up until that time. We note that extraction is nearing BH1, and expect this monitor will be decommissioned in the near future also.

Monitor installation details are provided in **Table 2**. Note that McNally East pit monitor “East 1” is also referenced as “HH1” by CBM.

Monitor	Elevations (mASL)				
	Ground	Top of Well	Top of Screen	Bottom of Well	Datalogger
BH1	322.29	323.30	300.92	299.40	303.4
BH4	320.03	320.74	308.80	304.23	305.7
BH5	317.90	318.69	306.67	302.10	304.2
SG1	308.66	309.79	-	305.41	305.5
East 1 / HH1	309.96	310.76	306.25	303.25	304.8
mASL = metres above mean sea level					

**Table 2: Monitor Installation Details**

The field methodologies used as part of this monitoring program are industry standard techniques. Occasional manual water level measurements are obtained as depth below top of monitor in metres using an electronic water level meter and recorded in the field. Manual measurements are obtained when each datalogger is downloaded (approximate quarterly basis).

In March 2019 VanEssen Diver® dataloggers were installed in all of the Neubauer monitoring wells, and at HH1. The datalogger at SG1 was installed on April 7, 2021. The dataloggers are programed to obtain measurements four times daily and are downloaded on an occasional basis (generally quarterly). The datalogger measurements exceed the monthly to quarterly frequency specified in the monitoring program requirements and provide a much more detailed data set to examine potential

groundwater level changes on-site as related to below water extraction. Datalogger elevations are shown on **Table 2**.

Water level data has been collected at the site since 2001. Hydrographs of the available water level data, showing historical trends since 2001, and detailed pattern of water level variation since 2019, are included with this report.

In 2017 and 2018 monthly temperature profile measurements were completed at perimeter monitoring wells BH1, BH4 and HH1 when accessible using an electric water level tape equipped with an integrated temperature probe. In 2019 temperature measurements were obtained using the dataloggers installed at those locations.

Graphs of available temperature data, including previous temperature profile measurements and current datalogger measurements, for Neubauer Pit perimeter wells BH1, BH4 and BH5, and McNally East Pit HH1, are attached for reference. As noted in previous reporting, some anomalous temperature readings occurred due to equipment issues when the temperature profile measurements were obtained. The datalogger installations have resulted in significantly improved temperature data at the wells. Going forward BH5 temperature data will be replacing BH1, as BH1 is expected to be decommissioned in the near future.

#### **4.0 Climate Conditions**

To date daily precipitation data as reported by Environment Canada for the Kitchener/Waterloo (former Waterloo-Wellington Airport or Waterloo Wellington 2) Station has been used as the primary indicator of climate conditions in the area of the site. Occasional daily precipitation values are missing and daily values from nearby Environment Canada weather stations are used to complete the data set. These stations include (in order of priority): Roseville and Elora RCS. To our knowledge this is the same methodology, and is consistent with that reported by other annual monitoring assessments for the area, (e.g. former Golder Associates for former Nestlé Waters Canada), as part of a coordinated approach to monthly and annual precipitation analysis, as requested by the Township of Puslinch.

In 2022 a total of 15 daily values were “missing” from the K/W station dataset. Using the substitution methodology (Roseville station) the total annual precipitation is calculated to be 492.9 mm. This equates to 54% of the reported 30 year (1981-2010) “Normal” annual precipitation value of 916.5 mm for the K/W station.

For comparison purposes we obtained daily precipitation values reported by the Grand River Conservation Authority for the GRCA Elora and GRCA Rd 32 weather stations. The annual totals for those two locations are 702.0 mm and 681.4 mm respectively (77% and 74% of K/W Station “Normal” respectively).

Regardless of the station used for this discussion, it is apparent that precipitation in 2022 was extremely low as compared to historical averages. Consistent with historical reporting, a plot of the reported K/W station seasonal and annual precipitation compared to current Normals for the years 2001 to 2022 is attached to this report.

As indicated by the graph, dry to very dry conditions have occurred in this area since 2018. Seasonal precipitation volumes were low over the entire year. Based on fall 2021 and spring 2022 precipitation, moderate groundwater recharge conditions would have occurred in late 2021 and early 2022. However, dry to very dry conditions prevailed over the remainder of 2022 (late spring, summer and fall). These conditions may have primarily affected surface water availability and/or vegetation growth, as this is not a typical groundwater recharge period.

## 5.0 Threshold Status

Based on the detailed datalogger dataset one threshold exceedance was identified at BH1. The water level at BH1 declined below the Initial Trigger Level (305.5 mASL), by a maximum of 2 cm, between the period December 7, 2022 to January 3, 2023. This was first identified today, after processing the March 9, 2023 datalogger download.

As per the threshold response protocol, the prescribed agencies will be informed of the exceedance and provided this report. Monitoring is already completed on a 4 hour basis, therefore the monitoring collected during the threshold exceedance period (which ended January 3, 2023) was more detailed than required by the response protocol.

The exceedance was likely a result of very dry climate conditions (as discussed in **Section 4.0**). In addition, the exceedance was very low in magnitude (2 cm maximum), occurred over a brief period, and water levels have naturally recovered above the trigger level.

On that basis, no specific additional monitoring or mitigation response is warranted at this time.

## 6.0 Discussion of Monitoring Results

As noted for other monitoring programs in the area, the water table at the site fluctuates in response to seasonal and annual recharge patterns related to climate variation. The groundwater and surface water monitoring results at the Neubauer Pit (and adjacent PQA Pit) indicate that very dry conditions occurred in early 2021 and have persisted through 2022. The pattern of water table variation at the site is completely consistent with climate conditions.

Overall, groundwater levels, although low, remained within historical ranges observed at the site. The detailed monitoring indicates that water table gradients, and groundwater flow patterns, remain relatively unchanged at the site. There is no evidence of any differential changes in groundwater levels across the site (such as would be expected if drawdown effects occurred).

The difference in temperatures measured at BH1/BH4/BH5 and HH1 is related to the respective well depths and position within the flow system. Neubauer Pit BH1, BH4 and BH5 datalogger temperature data illustrate a relatively consistent groundwater temperature of about 9 degrees Celsius, with little seasonal variation, as expected at depths of 13.8 to 18.9 m below ground surface. Given the location of below water table extraction and westward direction of groundwater flow, the temperature data at BH4 and BH5 continues to represent natural conditions.

The McNally East Pit HH1 datalogger temperature data shows a wider range of seasonal variation, as would be expected at a depth of 5.7 m below ground surface and adjacent to an existing extraction pond. We note that in 2021 the temperature at HH1 may also have been affected to a great degree (as compared to other locations) by the lack of groundwater recharge through the spring period.

The water level and temperature variation observed to date appear to primarily reflect natural variation, no specific extraction related effects (e.g. drawdown) are observed to date at the Neubauer Pit site.

## 6.0 Recommendations

The monitoring program as listed on the Site Plan should continue in 2023.

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

Sincerely,

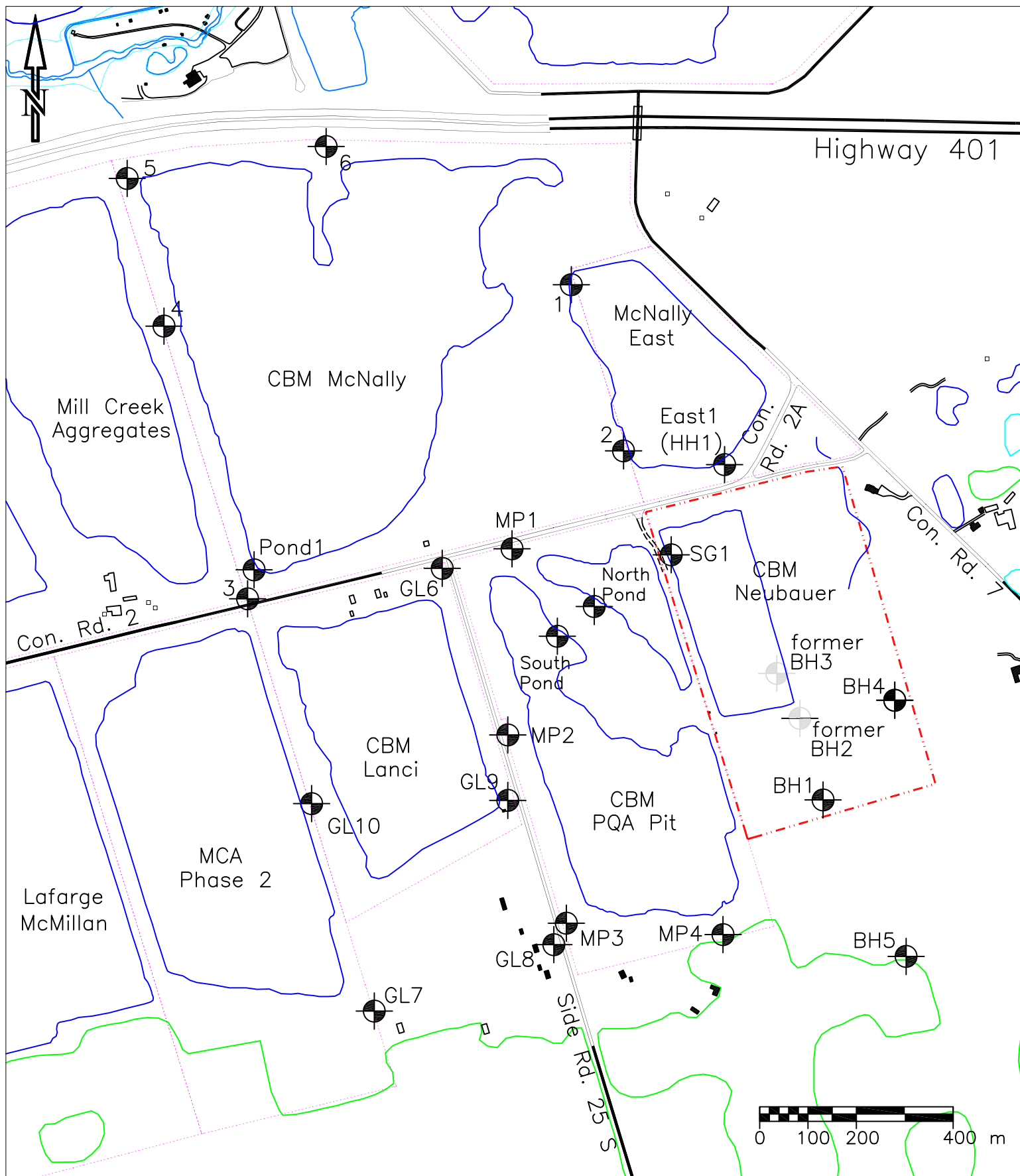


Andrew Pentney, P.Geo.  
Hydrogeologist



Cc: Bernie Janssen, Harrington McAvan Ltd.  
MNRF, GRCA, Township of Puslinch

Attached: Figure 1: Local Monitoring Locations  
Figure 2: Historical Water Level Elevation Hydrograph  
Figure 3: 2022 Water Level Elevation Hydrograph  
Figure 4: Puslinch Area Precipitation Summary  
Figure 5: BH1 Temperature Data  
Figure 6: BH4 Temperature Data  
Figure 7: BH5 Temperature Data  
Figure 8: HH1 Temperature Data

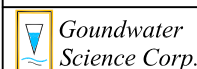


- CBM Neubauer Pit Licence Boundary (approximate)
- existing Licence boundaries (approximate)
- surface water: pond (approximate), creek or swale
- wetland (OBM mapping)

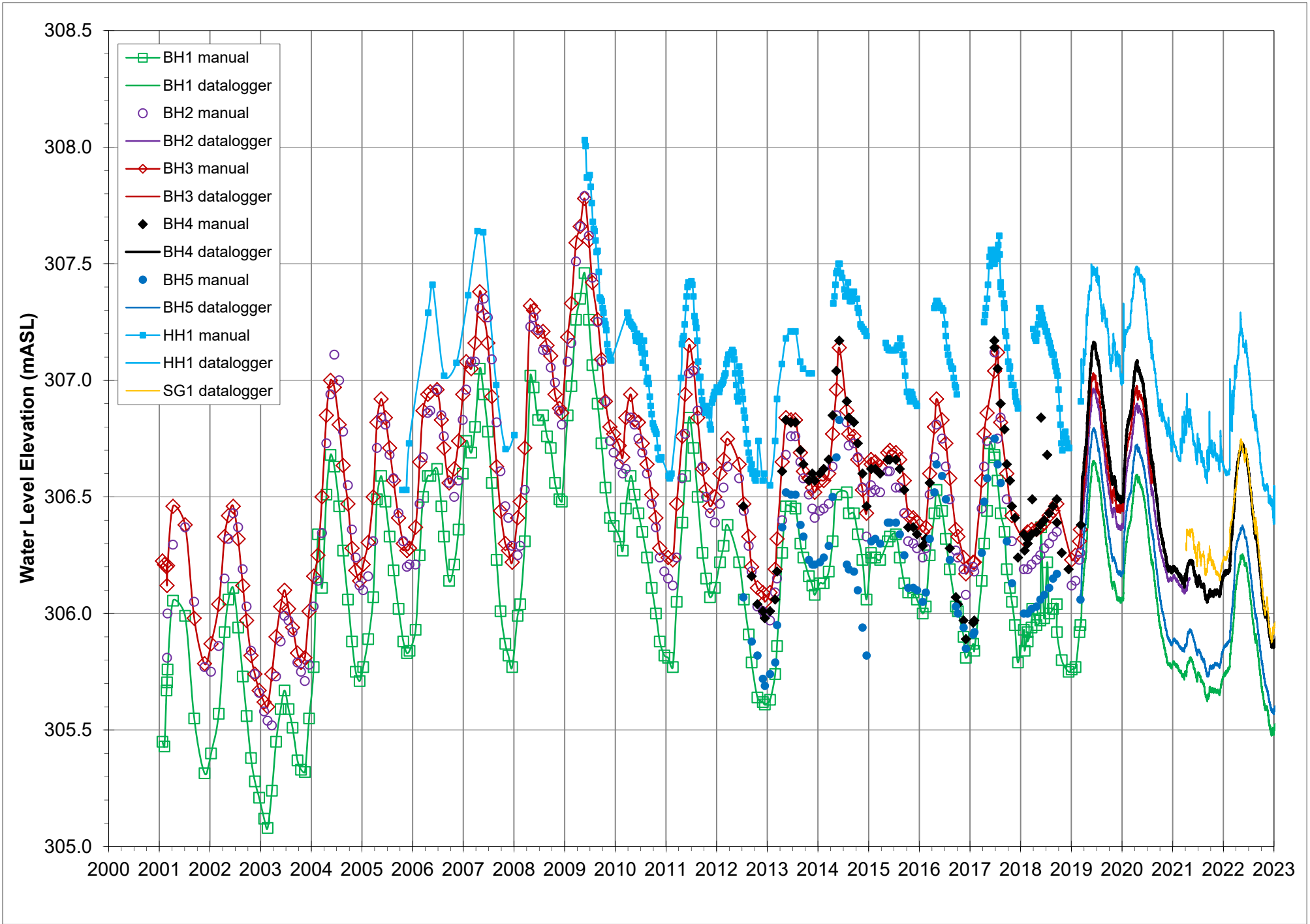
modified from :  
 1) OBM mapping UNDER LICENSE, WITHOUT PREJUDICE  
 OR ENDORSEMENT, FROM THE QUEEN'S PRINTER OF ONTARIO  
 2) Site Plans, Harrington and Hoyle Ltd.  
 3) 2019 Air Photo (Google Earth)

## Figure 1: Local Monitoring Locations

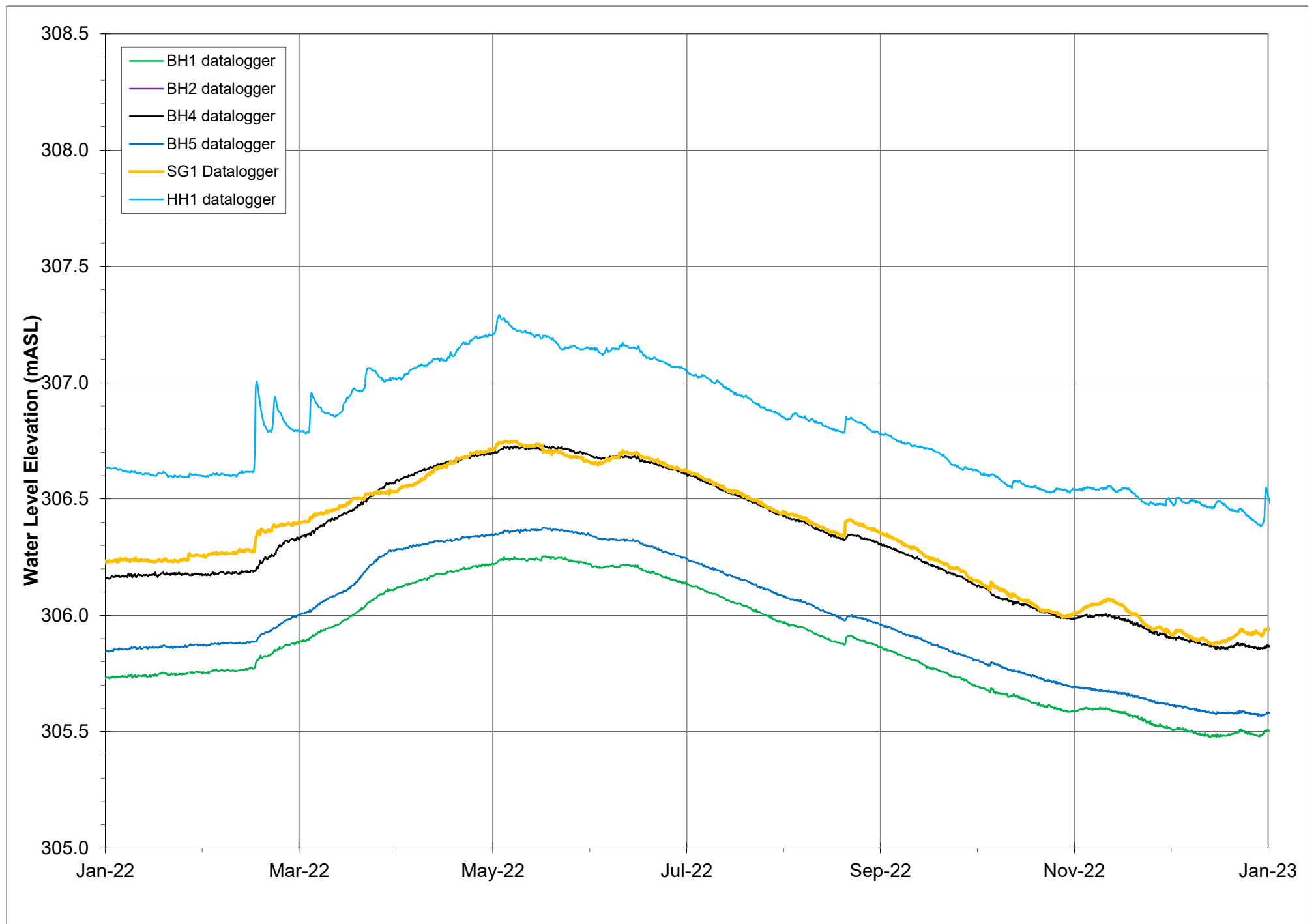
CBM Neubauer Pit  
Groundwater Monitoring Program  
Annual Report

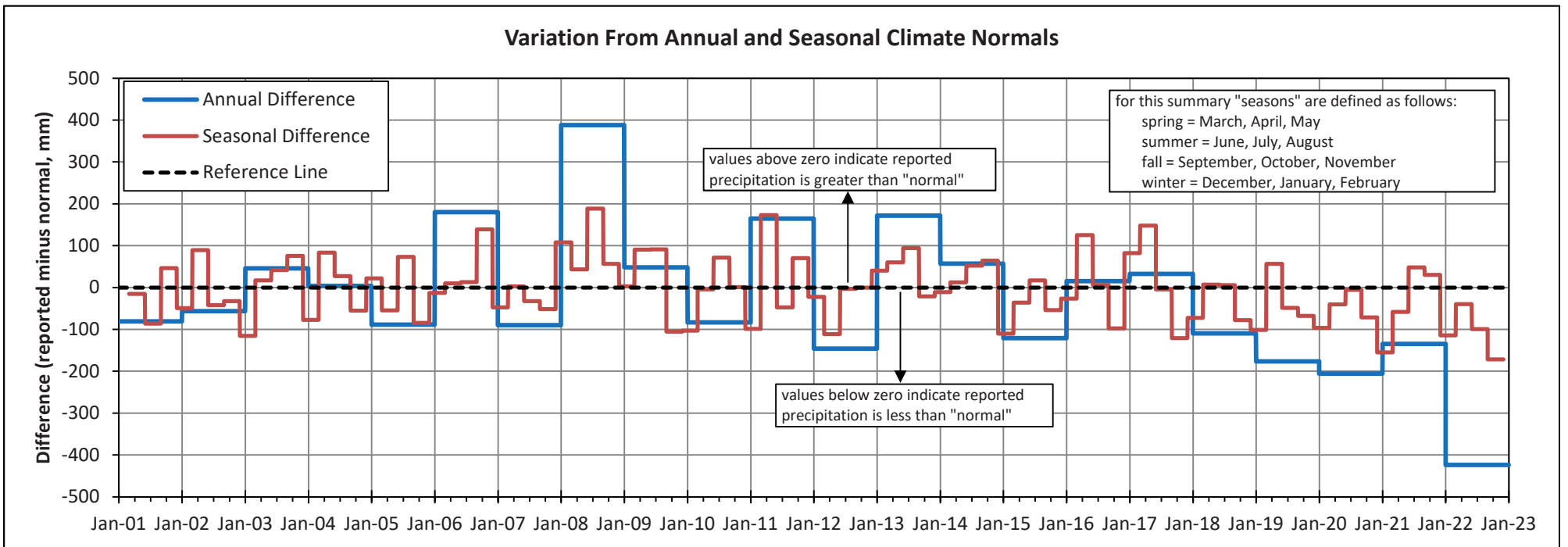
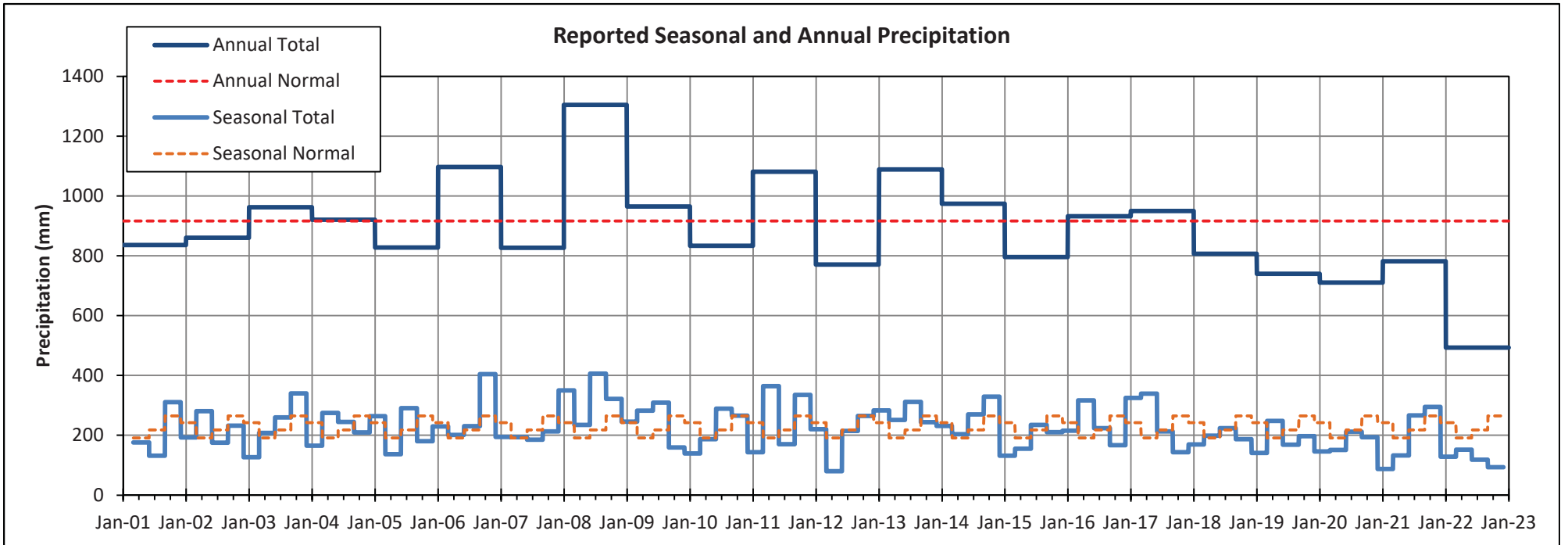


Scale: as shown  
Date: February 2022

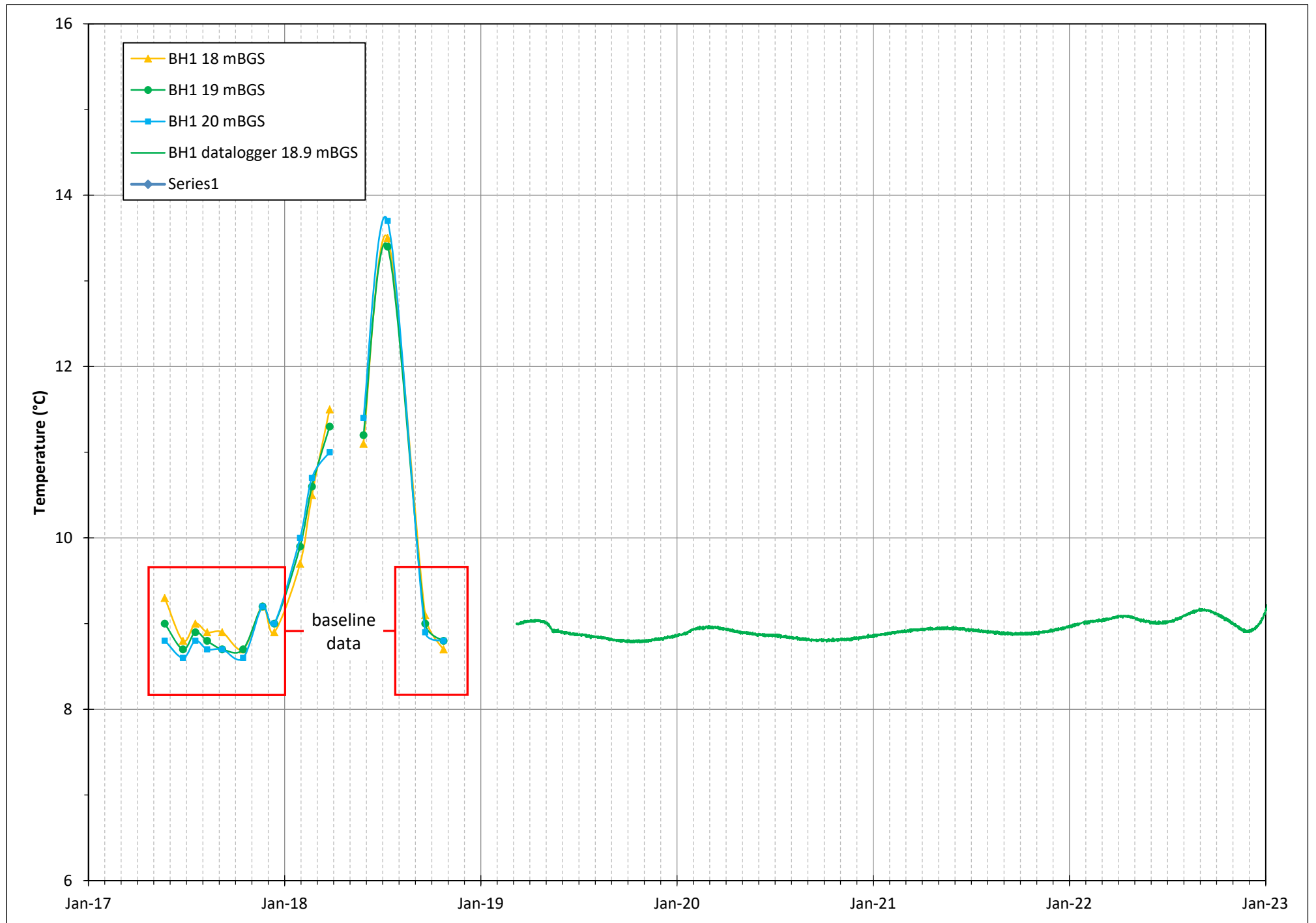


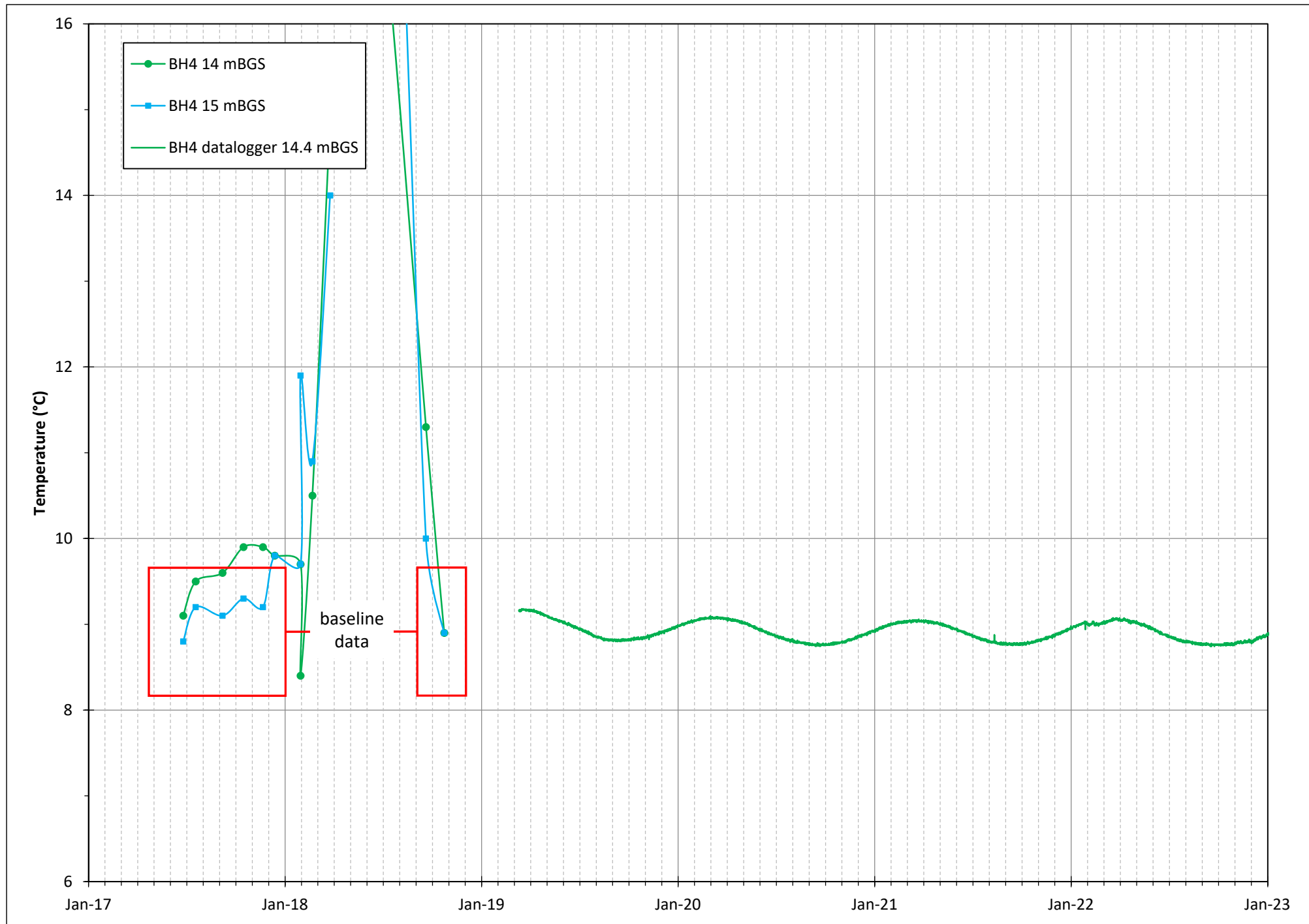
**Figure 2: Historical Water Level Elevation Hydrograph**

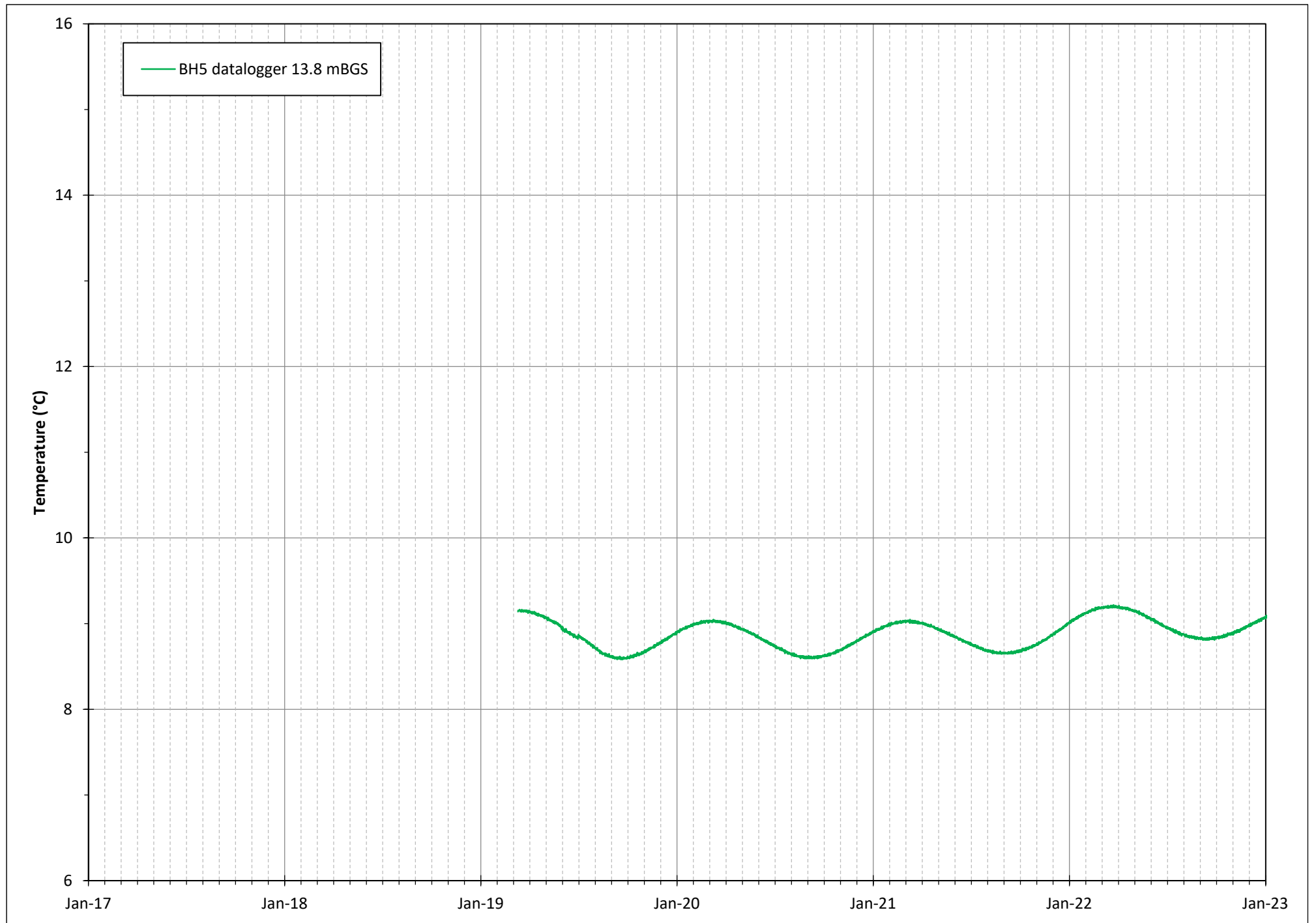


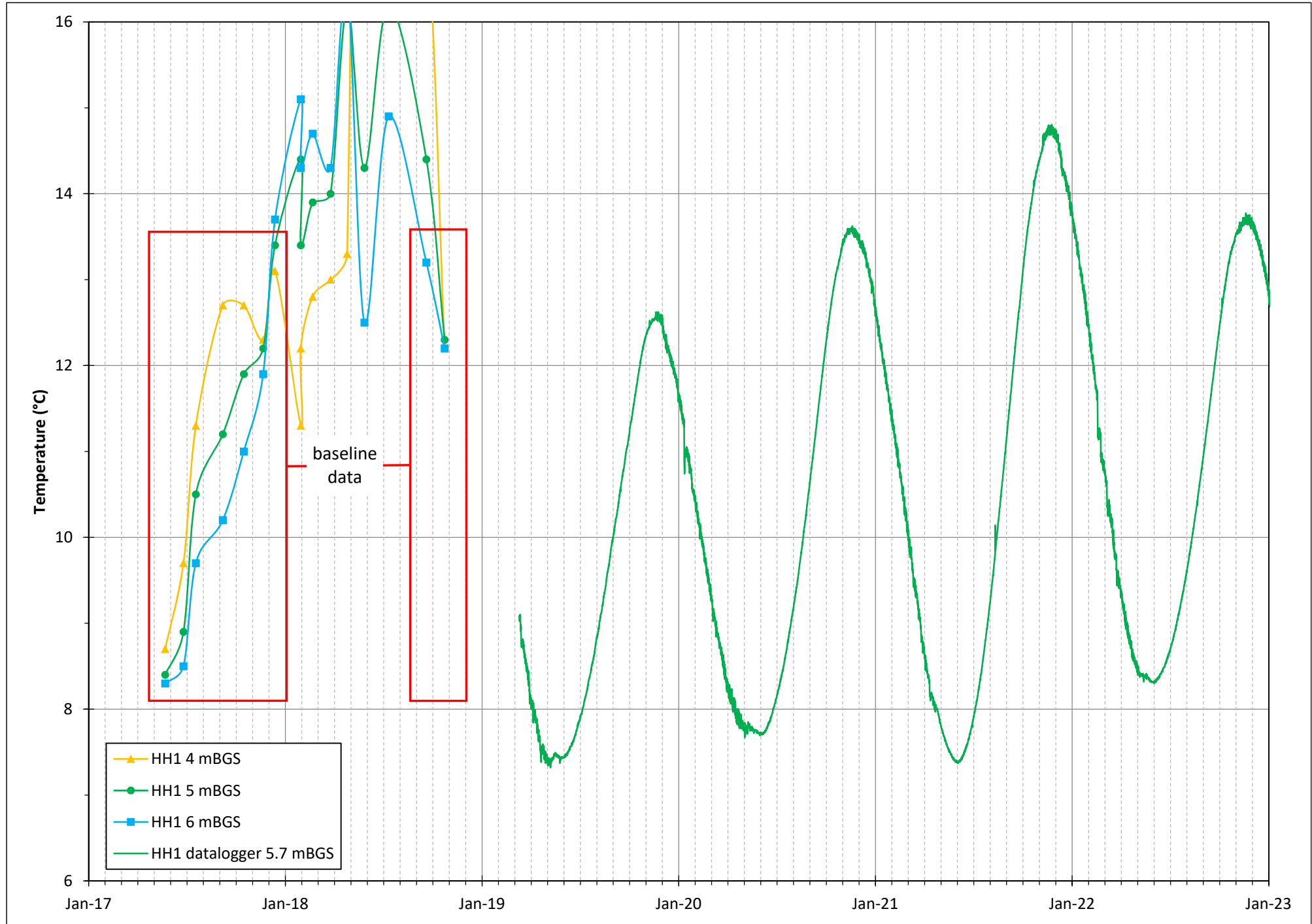














Harden Environmental Services Ltd.  
4622 Nassagaweya-Puslinch Townline Road  
Moffat, Ontario, L0P 1J0  
Phone: (519) 826-0099 Fax: (519) 826-9099

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: 0214      Puslinch File: E10 CBM

March 21, 2022

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

Attention:    Glenn Schwendinger  
                         CAO

Dear Mr. Schwendinger:

**Re:   CBM – Puslinch Pit – 2022 Monitoring Report Comments**

We are pleased to present our review of the 2022 Groundwater Monitoring Report for the CBM-Puslinch Pit in Concession II. In 2022 below the water table extraction took place for approximately four months.

We have reviewed the water level data for the groundwater monitors and the ponds and find that there are no obvious changes to onsite water levels resulting from below water table extraction. There are no obvious trends towards lower water levels at this site as a result of extraction.

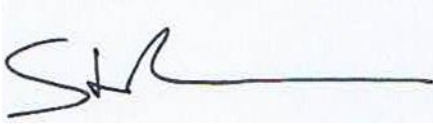
No thresholds are reported to have been exceeded, however, two of the reportable stations were dry and were not able to record the required water level for either the North or South Pond.

**Action Required:    We concur with the recommendation from Groundwater Science that these stations be cleaned and deepened.**

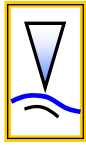
We note that groundwater levels are approaching historical lows because of very limited recharge occurring in the 2020/2021 winter and moderate recharge occurring in the 2021/2022 winter. These events as well as drought conditions in 2022 resulted in water levels being the lowest in two decades.

We have no concerns with the monitoring data as presented.

Sincerely,

A handwritten signature in black ink, appearing to read 'Stan Denhoed', followed by a long horizontal line.

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



March 16, 2023

Stephen May  
Lands Manager -Western Region  
CBM Aggregates, a division of St. Marys Cement Inc. (Canada)  
7366 McLean Road  
R.R.#22  
Cambridge, Ontario  
N3C 2V4

sent by email to: [stephen.may@vcimentos.com](mailto:stephen.may@vcimentos.com)

Dear Mr. May:

**RE: 2022 Groundwater Monitoring Summary,  
CBM PQA Pit, Licence No. 17600  
Part Lot 26, Concession 1, Puslinch Township**

This letter is a summary of the results of the 2022 groundwater monitoring program completed for the above reference property.

The pit was previously known as the Mast Pit, ownership was transferred from Puslinch Quality Aggregates Ltd. to CBM Aggregates in 2006. Site details and monitoring well locations are shown on **Figure 1** (attached).

### **1.0 Site Operations**

The PQA Pit is operated in conjunction with the adjacent Neubauer Pit, and both pits have a common entrance/exit. In addition, the overall rehabilitation is coordinated between the two sites.

CBM reports below water table extraction occurred at the PQA Pit North Pond from July to September, and, again in November 2022.

### **2.0 Monitoring Program Requirements**

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

At the request of the MNRF all historical data for the PQA Pit is available to the Mill Creek Cumulative Impact Assessment study. The information would be transferred upon request.

### **3.0 Monitoring Methodology**

The field methodologies used as part of this monitoring program are industry standard techniques. Occasional manual water level measurements are obtained as depth below top of monitor in metres using an electronic water level meter and recorded in the field. Manual measurements are obtained when each datalogger is downloaded (approximate quarterly basis).

In March 2019 VanEssen Diver® series dataloggers were installed in water table monitors MP1 to MP4 and at the North and South Pond stilling wells. Datalogger water level and temperature measurements are obtained every 4 to 6 hours, which exceeds the program requirements.

Precipitation data was reviewed, as described in **Section 6** of this report. In addition Mill Creek (at Side Road 10) hourly flow data, as available through the Grand River Conservation Authority (GRCA) website, was reviewed.

#### 4.0 Threshold Levels

Working Thresholds for the PQA Pit, as part of the Groundwater Monitoring Program conditions, have been developed, as previously reported.

The site thresholds are included in **Table 1**.

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

**Table 1: Working Thresholds**

#### 5.0 Monitoring Completed

Installation summaries for the monitors included in this program are provided in **Table 2**.

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

**Table 2: Installation Summaries**

A table of 2018 to 2022 water level measurements results is attached for reference. Hydrographs of the monitoring results to date are also attached to this report. The hydrographs include a historical summary of all monitoring results since 2000, and, a summary of the 2022 results.



## 6.0 Climate Conditions

To date daily precipitation data as reported by Environment Canada for the Kitchener/Waterloo (former Waterloo-Wellington Airport or Waterloo Wellington 2) Station has been used as the primary indicator of climate conditions in the area of the site. Occasional daily precipitation values are missing and daily values from nearby Environment Canada weather stations are used to complete the data set. These stations include (in order of priority): Roseville and Elora RCS. To our knowledge this is the same methodology, and is consistent with that reported by other annual monitoring assessments for the area, (e.g. former Golder Associates for former Nestlé Waters Canada), as part of a coordinated approach to monthly and annual precipitation analysis, as requested by the Township of Puslinch.

In 2022 a total of 15 daily values were “missing” from the K/W station dataset. Using the substitution methodology (Roseville station) the total annual precipitation is calculated to be 492.9 mm. This equates to 54% of the reported 30 year (1981-2010) “Normal” annual precipitation value of 916.5 mm for the K/W station.

For comparison purposes we obtained daily precipitation values reported by the Grand River Conservation Authority for the GRCA Elora and GRCA Rd 32 weather stations. The annual totals for those two locations are 702.0 mm and 681.4 mm respectively (77% and 74% of K/W Station “Normal” respectively).

Regardless of the station used for this discussion, it is apparent that precipitation in 2022 was extremely low as compared to historical averages. Consistent with historical reporting, a plot of the reported K/W station seasonal and annual precipitation compared to current Normals for the years 2001 to 2022 is attached to this report.

As indicated by the graph, dry to very dry conditions have occurred in this area since 2018. Seasonal precipitation volumes were low over the entire year. Based on fall 2021 and spring 2022 precipitation, moderate groundwater recharge conditions would have occurred in late 2021 and early 2022. However, dry to very dry conditions prevailed over the remainder of 2022 (late spring, summer and fall). These conditions may have primarily affected surface water availability and/or vegetation growth, as this is not a typical groundwater recharge period.

This pattern of precipitation in 2022 was reflected in Mill Creek streamflow, with moderate (to average) “freshet” type peak flows in the spring and low to very low levels reported from June to November.

## 7.0 Discussion of Monitoring Results

The groundwater and surface water monitoring results at the PQA Pit indicate that dry conditions observed in 2021 persisted through 2022. Although the early year water level recovery (in response to recharge) in 2022 was within a typical magnitude, overall levels remained within the lower range observed to date. While the water levels in late 2022 were within the historical range observed to date, levels at the site were lower than any observed since 2004.

The lowest observed water level measurements in July, August, September and November (operational months), compared to threshold values, are summarized in **Table 3**.

We note that both pond monitors were dry during some summer months in 2022. These monitors need to be cleaned out and deepened in order to catch summer low levels, particularly during dry climate conditions that have occurred in 2021 and 2022. In order to provide estimate of water level

elevations in the area of the North Pond and South Pond, water levels for the nearest representative monitors (MP1 and MP2 respectively) are included in **Table 3**.

Historically the seasonal low levels at the North Pond were observed to be similar to, or above, those measured at MP1. Historical seasonal low levels at the South Pond were observed to be above those measured at the MP2. For threshold comparison purposes, these two monitors can be used as surrogate locations for the ponds.

Month	Threshold and Lowest Monthly Water Level (mASL)					
	North Pond	MP1	South Pond	MP2	MP3	MP4
Threshold:	305.64	-	305.34	-	305.27	305.27
July:	dry	306.40	306.09	305.99	306.02	306.08
August:	dry	306.30	dry	305.89	305.92	305.98
September:	dry	306.16	dry	305.75	305.77	305.82
November:	dry	305.99	dry	305.60	305.59	305.63
Note: Elevations are geodetic, as per July 2007 survey						

**Table 3: Threshold Comparison**

As indicated by the measurements, there were no threshold exceedances indicated or observed in 2022 and no “Action Response” required over the below water extraction periods.

As part of the Low Water Response status for Mill Creek, if flow volumes within the creek are lower than established “normal values” then water users (e.g. Permit To Take Water holders) may be asked or required to reduce water usage. However, there is no permit to take water in place and no aggregate washing activities at the PQA Pit.

The monitoring results indicate that the overall pattern of groundwater flow has not changed at the site. Flow directions at the site remain generally to the south to southwest and the groundwater level difference (slope) across the site was within typical ranges (in 2022 generally about 0.4 m from MP1 to MP3) experienced in the past.

The compiled monitoring data for the CBM PQA Pit indicates that the below water table extraction at the pit has had an insignificant effect on the overall groundwater flow system, and, has not resulted in any measurable alteration to the division of water between the Mill Creek and Fletcher Creek subwatersheds.

## 8.0 Recommendations

The following recommendations are made with regard to the CBM PQA Pit monitoring program.

- The existing monitoring program should continue in 2023.
- The pond monitors (North Pond and South Pond) should be cleaned out and deepened to approximately 305 mASL (or lower).

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

Sincerely,

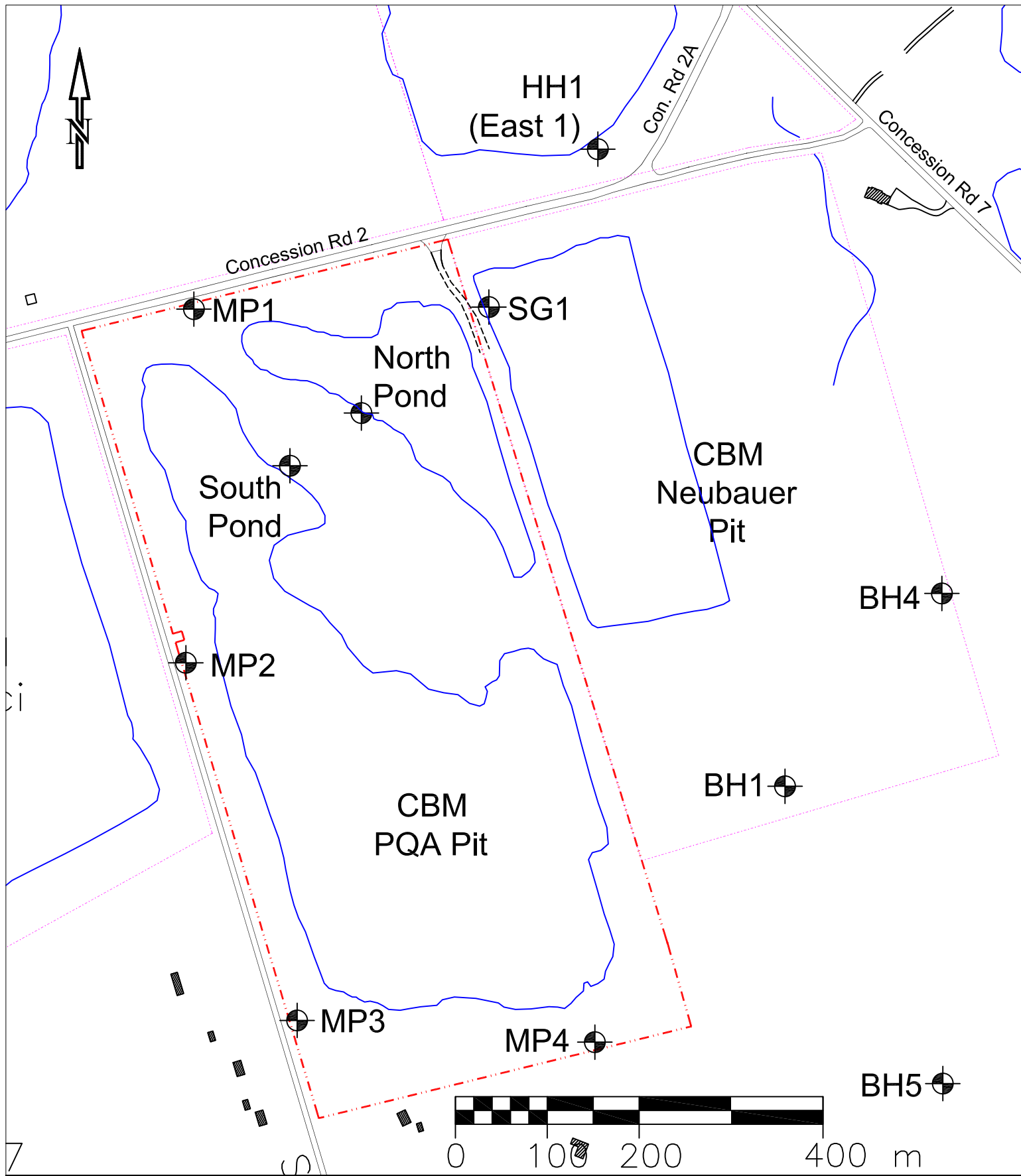


Andrew Pentney, P.Geol.  
Hydrogeologist



Cc: Bernie Janssen, Harrington McAvan Ltd.  
MNRF, GRCA, Township of Puslinch

Attached: Figure 1: Local Monitoring Locations  
Figure 2: Historical Water Level Elevation Hydrograph  
Figure 3: 2022 Water Level Elevation Hydrograph  
Figure 4: Puslinch Area Precipitation Summary  
Table 4: Water Level Measurements 2018 to 2022

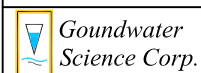


- CBM Puslinch Pit Licence Boundary (approximate)
- existing Licence boundaries (approximate)
- ~ surface water: pond (approximate), creek or swale
- wetland (OBM mapping)

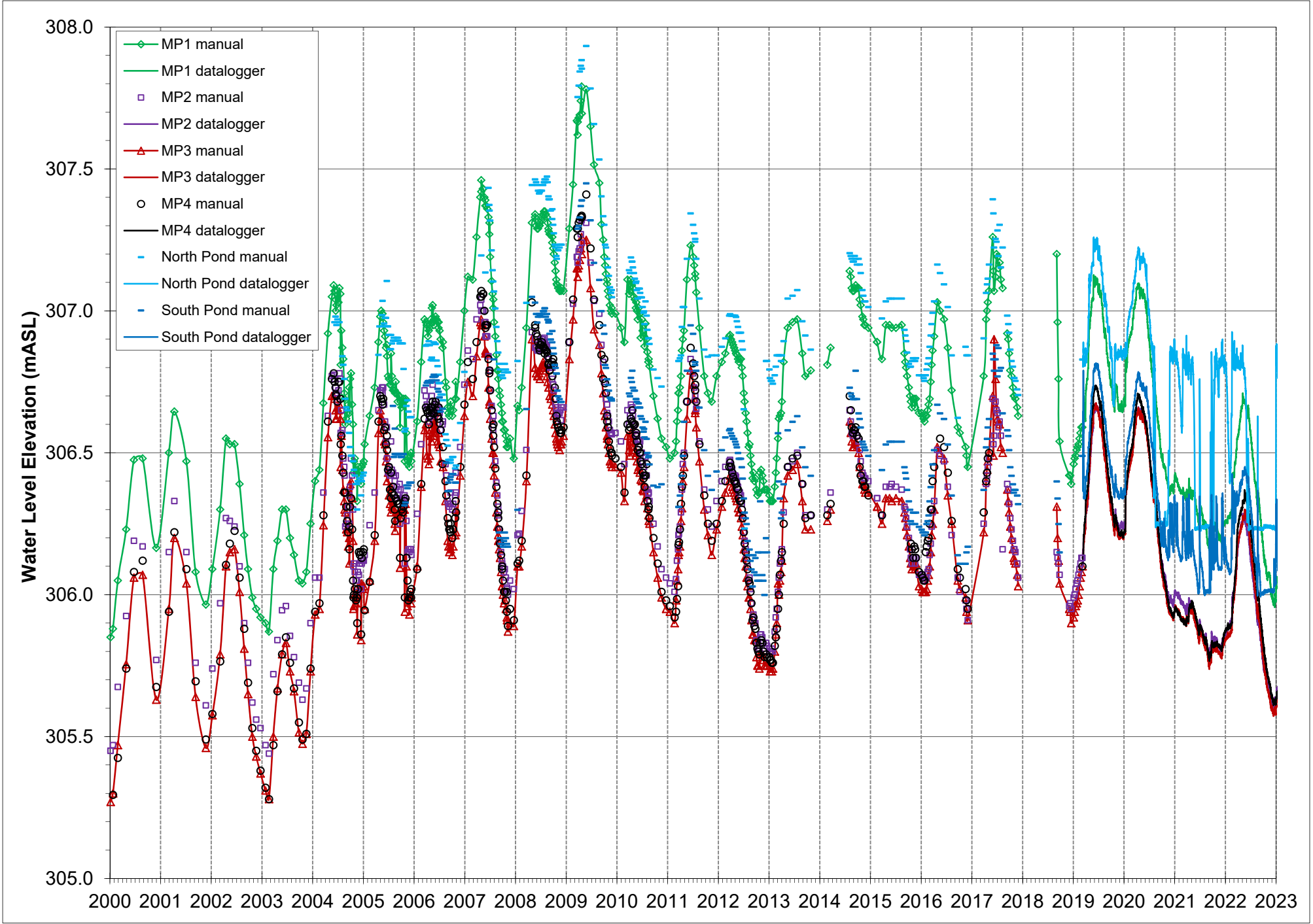
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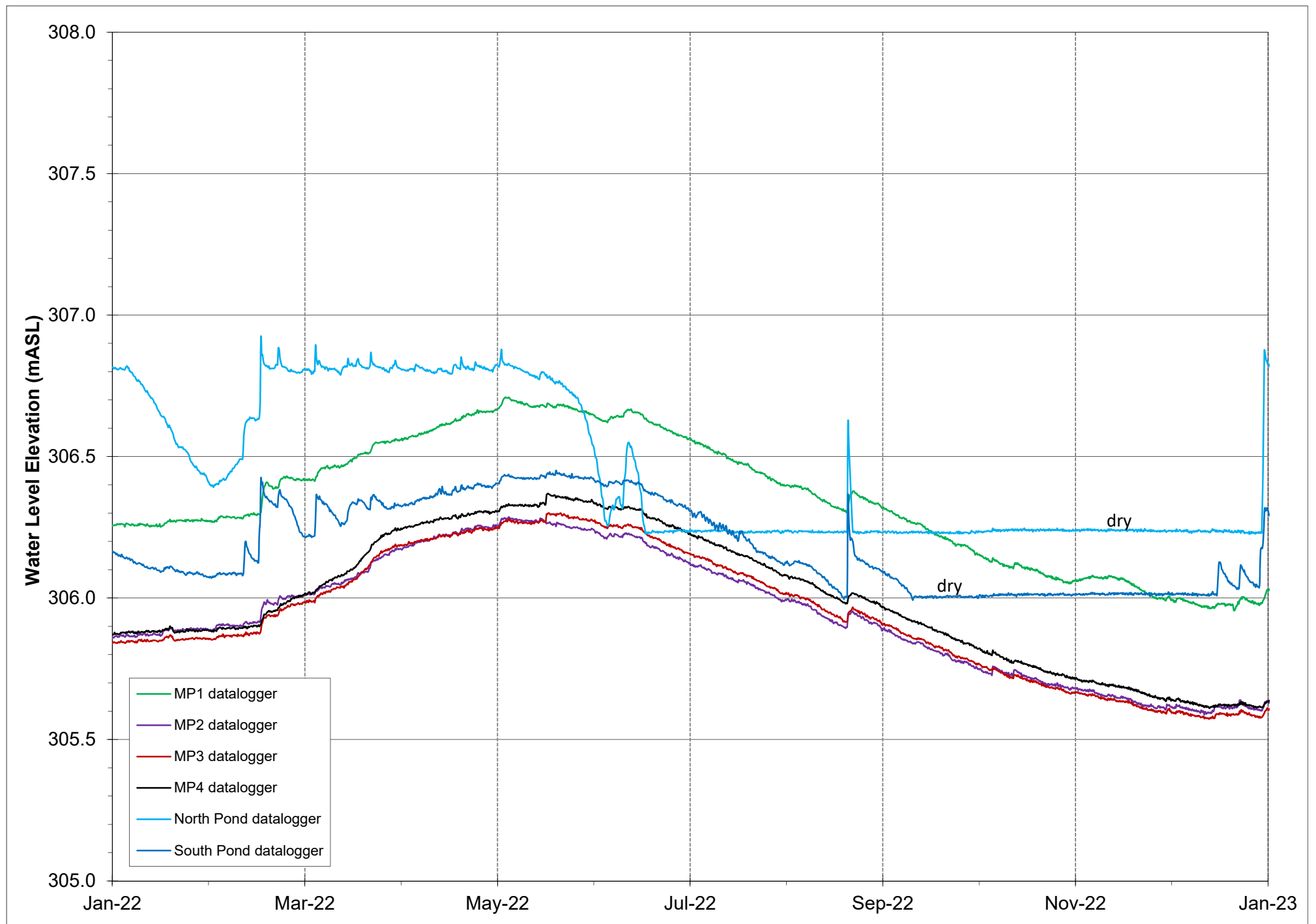
## Figure 1: Local Monitoring Locations

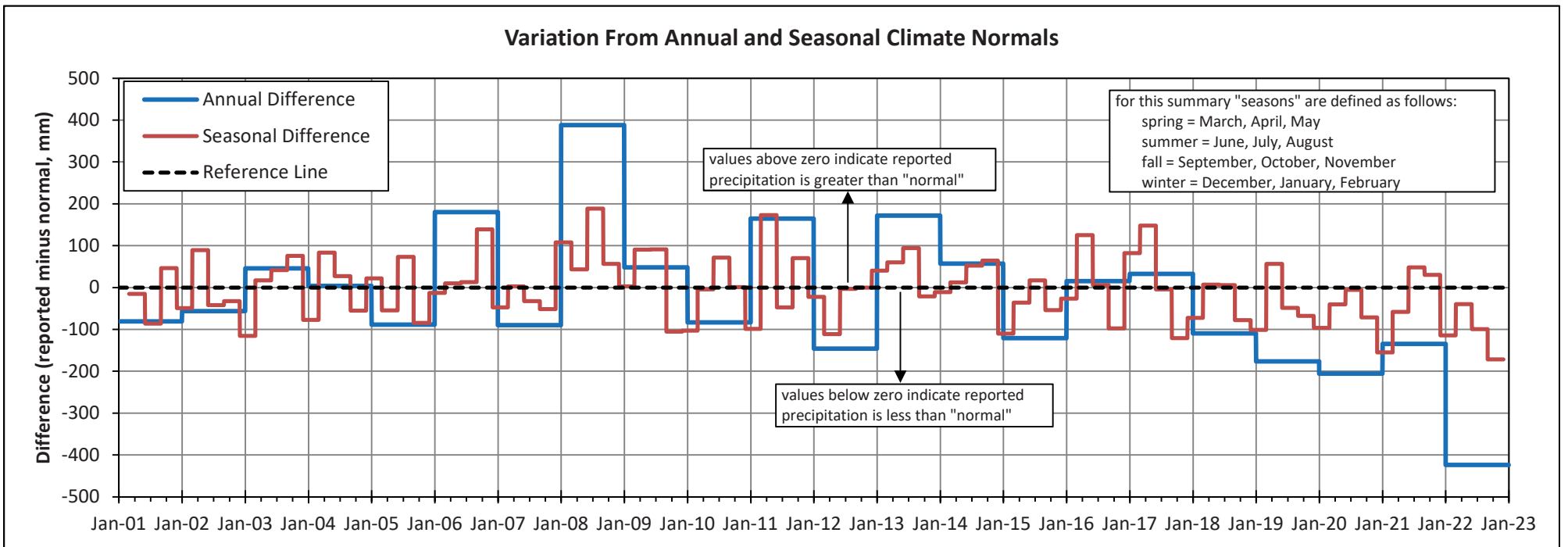
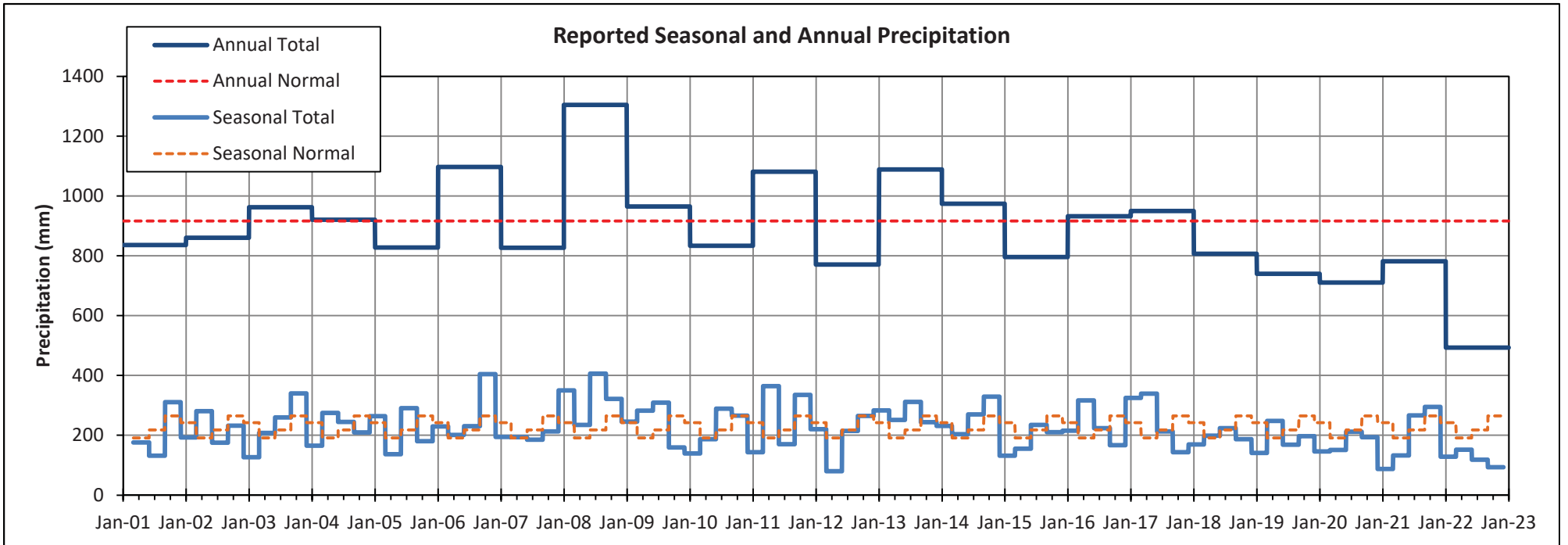
CBM PQA Pit  
Groundwater Monitoring Program  
Annual Report



Scale: as shown  
Date: February 2022







Date	Water Level Elevations (mASL*)					
	CBM PQA Pit					
	MP1	MP2	MP3	MP4	North Pond	South Pond
Ref. Elevation:	314.77	316.56	317.50	315.35	307.38	306.80
Threshold:	-	-	305.27	305.27	305.64	305.34
04-Sep-18	307.20	306.15	306.31	#N/A	#N/A	306.40
10-Sep-18	306.96	306.13	306.20	#N/A	#N/A	306.34
17-Sep-18	306.76	306.11	306.12	#N/A	#N/A	306.25
24-Sep-18	306.54	306.07	306.04	#N/A	#N/A	306.15
03-Dec-18	306.42	305.96	305.95	#N/A	#N/A	#N/A
10-Dec-18	306.42	305.97	305.94	#N/A	#N/A	#N/A
17-Dec-18	306.39	305.95	305.90	#N/A	#N/A	#N/A
04-Jan-19	306.46	305.99	305.92	#N/A	#N/A	#N/A
11-Jan-19	306.48	306.00	305.94	#N/A	#N/A	#N/A
18-Jan-19	306.49	306.02	305.96	#N/A	#N/A	#N/A
25-Jan-19	306.51	306.04	305.97	#N/A	#N/A	#N/A
01-Feb-19	306.52	306.05	305.98	#N/A	#N/A	#N/A
08-Feb-19	306.53	306.07	306.00	#N/A	#N/A	#N/A
15-Feb-19	306.55	306.09	306.03	#N/A	#N/A	#N/A
22-Feb-19	306.57	306.11	306.06	#N/A	#N/A	#N/A
01-Mar-19	306.59	306.13	306.08	#N/A	#N/A	#N/A
08-Mar-19	306.59	306.13	306.10	306.10	306.83	306.49
08-Mar-19	306.59	306.13	306.10	306.10	#N/A	#N/A
11-Mar-19	#N/A	#N/A	#N/A	#N/A	306.83	306.49
15-Jul-19	307.06	306.61	306.58	306.66	307.18	306.74
08-Nov-19	306.73	306.27	306.22	306.27	306.84	306.37
27-Apr-20	307.05	306.64	306.64	306.71	307.16	306.76
09-Jan-21	306.41	306.02	305.96	305.94	306.83	306.22
03-May-21	306.39	305.99	305.97	305.97	306.80	306.18
11-Aug-21	306.25	305.86	305.81	305.82	306.17	306.02
22-Oct-21	306.23	305.86	305.79	305.83	306.83	306.13
20-Jan-22	306.28	305.90	305.87	305.89	#N/A	#N/A
18-May-22	306.69	306.31	306.29	306.40	306.79	306.43
06-Oct-22	306.14	305.79	305.75	305.81	#N/A	#N/A
09-Mar-23	306.16	305.77	305.73	305.84	306.84	303.25
Notes: * Elevations are geodetic, as per Van Harten Surveying Inc. July 2007 TOC = Top of Casing      #N/A = not available mASL = metres above mean sea level						





# Email Report

To:	Stephen May, CBM, a division of St. Marys Cement Inc. (Canada)	From:	Andrew Pentney
Email:	stephen.may@vcimentos.com	Pages:	4
Phone:	(647) 637-6707	Date:	March 16, 2023
Re:	PQA Pit – License No. 17600 Monthly Monitoring Report Update	CC:	

This report summarizes the 2022 below water extraction period groundwater monitoring results (Monthly Monitoring Reporting) for the CBM PQA Pit.

## **Below Water Table Extraction**

CBM reports below water extraction within the North Pond consisted of the following (only):

- 79,154 tonnes in July 2022;
- 7,030 tonnes in August 2022
- 69,540 tonnes in September 2022; and,
- 71,830 tonnes in November 2022.

There was no below water extraction from January to June, and in October or December.

## **Water Level Monitoring and Threshold Status**

Continuous water level monitoring (4 to 6 hour measurement interval) occurred during the below water extraction periods. The lowest observed water level measurements in July, August, September and November, compared to threshold values, are summarized in **Table 1**. Hydrographs summarizing historical water levels, including 2022, are also attached.

We note that both pond monitors were dry during some summer months in 2022. These monitors need to be cleaned out and deepened in order to catch summer low levels, particularly during dry climate conditions that have occurred in 2021 and 2022.

For comparison, and in order to provide estimate of water level elevations in the area of the North Pond and South Pond, water levels for the nearest representative monitors (MP1 and MP2 respectively) are included in **Table 1**.

Historically the seasonal low levels at the North Pond were observed to be similar to, or above, those measured at MP1. Historical seasonal low levels at the South Pond were observed to be above those measured at the MP2. For threshold comparison purposes, these two monitors can be used as surrogate locations for the ponds.

Month	Threshold and Lowest Monthly Water Level (mASL)					
	North Pond	MP1	South Pond	MP2	MP3	MP4
Threshold:	305.64	-	305.34	-	305.27	305.27
July:	dry	306.40	306.09	305.99	306.02	306.08
August:	dry	306.30	dry	305.89	305.92	305.98
September:	dry	306.16	dry	305.75	305.77	305.82
November:	dry	305.99	dry	305.60	305.59	305.63
mASL = metres above sea level						

**Table 1: Threshold Comparison**

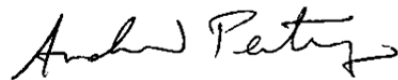
As indicated by the measurements, there were no threshold exceedances indicated or observed and no “Action Response” over the below water extraction periods. Dry conditions persisted through 2021 and 2022, however overall water levels remained within the observed historical range. No action response was triggered in 2022.

We note that over 22 years of detailed monitoring has occurred at the PQA Pit. An analysis of annual trends with respect to historical results is provided in the annual reporting prepared for the site. In summary, no significant impact on groundwater levels are observed due to the below water extraction at the PQA Pit. In addition, the pit ponds are nearing the maximum permitted extent, and, no threshold exceedances have been observed since below water extraction began.

Reported streamflow in Mill Creek at Side Road 10, as available through the GRCA website, was below “Normal” over most of the period from mid-May to November. Streamflow during over much of this period was below a “Declared Low Water Level” criteria (Level 1 or more). However, is no Permit To Take Water (PTTW) in place, or water use under a PTTW, at the PQA Pit. Therefore no recommended “Low Water Response” measures apply to the site.

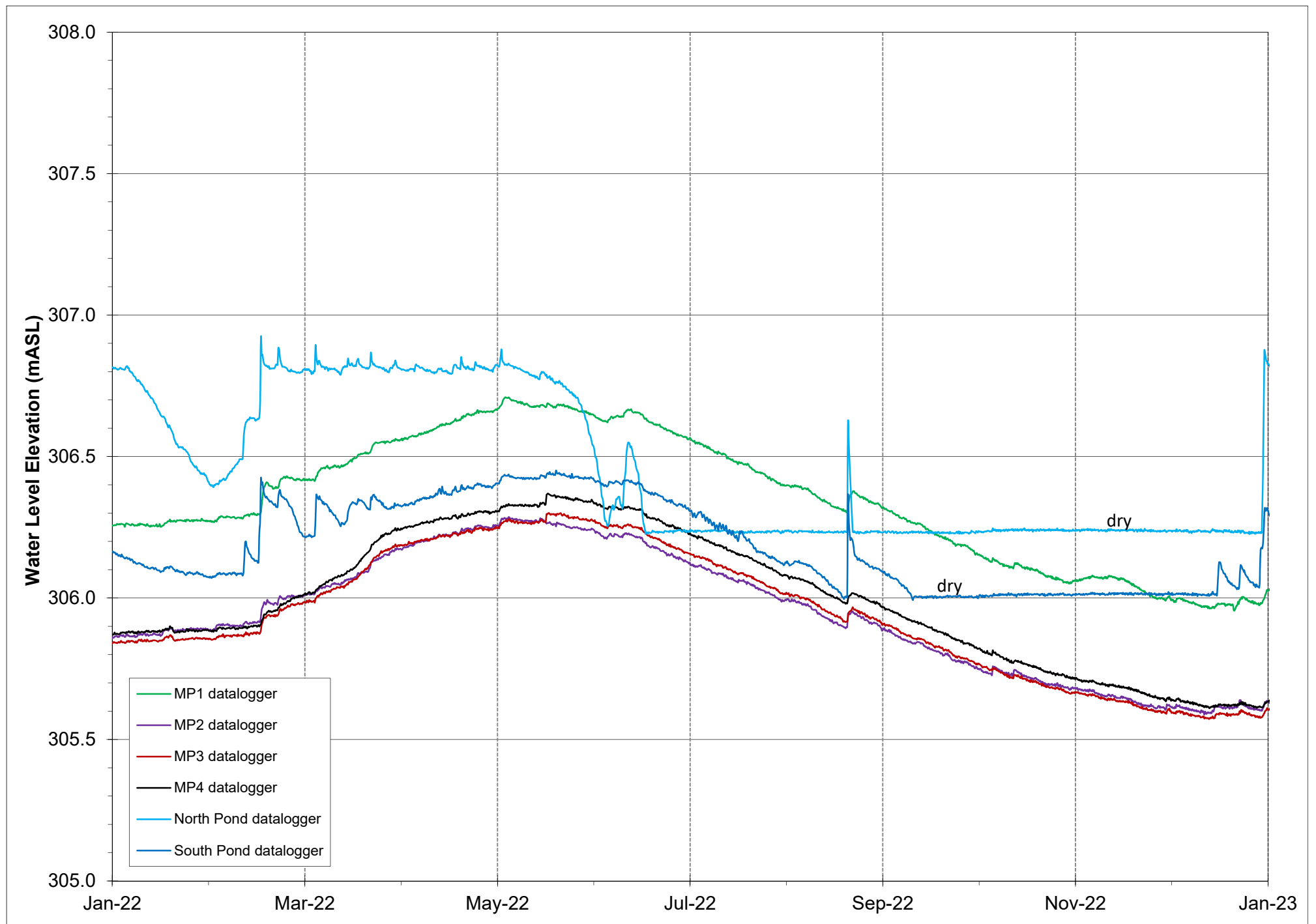
If you have any questions or require further information please do not hesitate to contact me.

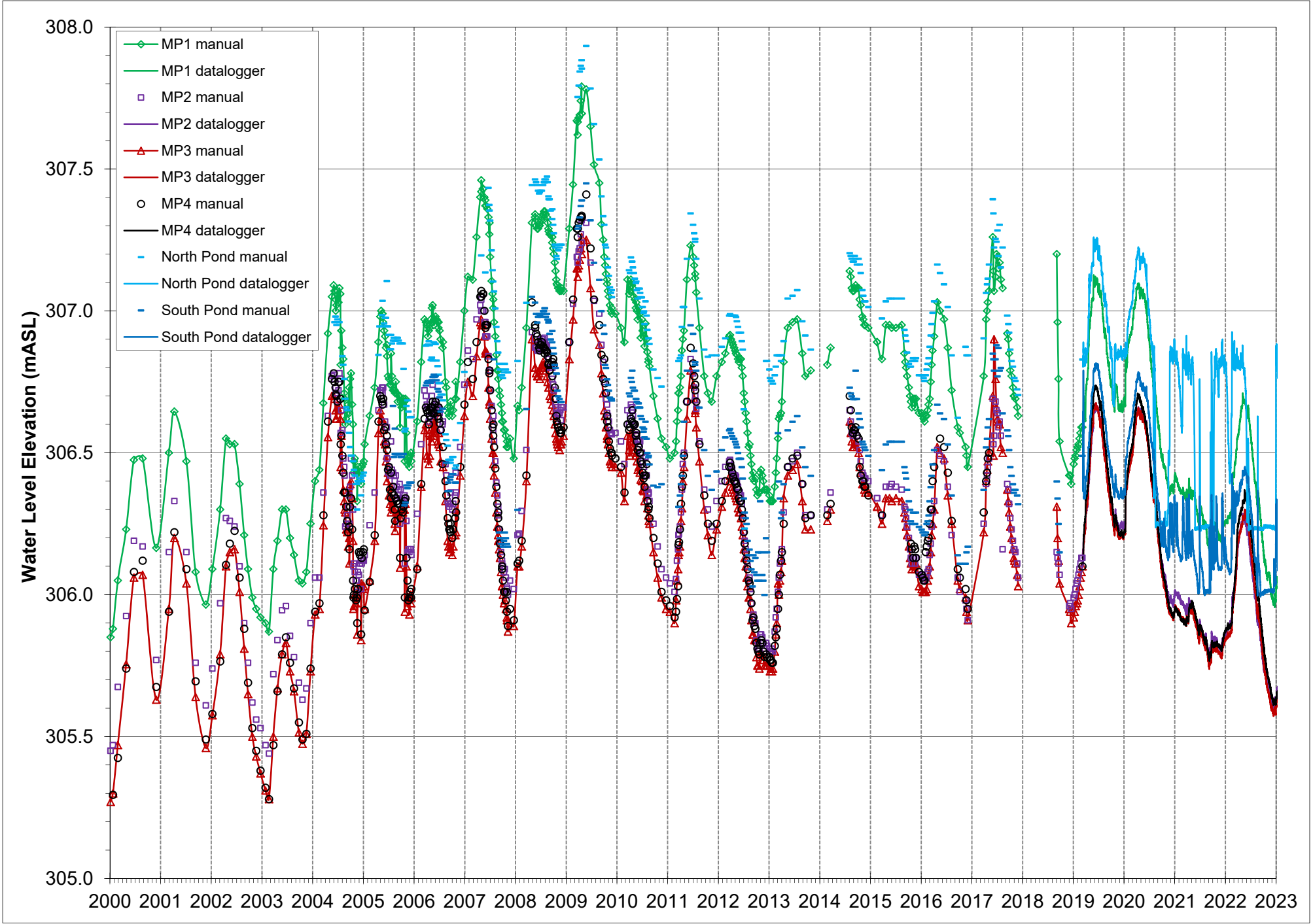
Sincerely,



Andrew Pentney, P.Geol.  
Hydrogeologist

Attached:      Figure 1: 2022 Water Level Elevation Hydrograph  
                     Figure 2: Historical Water Level Elevation Hydrograph





# THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

## BY-LAW NO 019-2023

A by-law to authorize the temporary borrowing of funds to meet current expenditures of the Corporation of the Township of Puslinch during the fiscal year ending December 31, 2023.

**WHEREAS** in accordance with Section 407 of the Municipal Act, S.O. 2001, c. 25 as amended, the Corporation of the Township of Puslinch ("Township") considers it necessary to have authorization in place in the event that temporary borrowing is required to meet current expenditures for the year 2023 until taxes are collected and other revenues are received; and

**WHEREAS** the total amount which may be borrowed from all sources at any one time to meet the current expenditures of the Municipality, except with the approval of the Ontario Municipal Board, is limited by Section 407 of the Municipal Act, 2001, S.O. 2001, c.25, as amended; and

**WHEREAS** the total amount previously borrowed by the Township pursuant to Section 407 that has not been repaid is NIL.

**NOW THEREFORE** the Council for the Corporation of the Township of Puslinch hereby enacts as follows:

1. That the Mayor and Treasurer be and the same are hereby authorized on behalf of the Township to borrow from time to time by way of a promissory note from THE TORONTO DOMINION BANK ("TD") a sum or sums not exceeding in the aggregate of \$1,500,000.00 to meet, until taxes are collected and other revenues are received, the current expenditures of the Township for the year as permitted by Section 407 of the Municipal Act and to give to TD promissory notes, sealed with the Township's corporate seal and signed by the Mayor and Treasurer for the sums borrowed plus interest.
2. That the total amount borrowed at any one time plus any outstanding amounts of principal borrowed and accrued interest shall not exceed,
  - a) from January 1 to September 30 in the year, 50 percent of the total estimated revenues of the municipality as set out in the budget adopted for the year; and
  - b) from October 1 to December 31 in the year, 25 per cent of the total estimated revenues of the municipality as set out in the budget adopted for the year.
3. For purposes of this by-law, the estimated revenues referred to in section 2 do not include revenues derivable or derived from: a) any borrowing, including through any issue of debentures; b) a surplus, including arrears of taxes, fees or charges; or c) a transfer from the capital fund, reserve funds or reserves.
4. All sums borrowed pursuant to this by-law, as well as all other sums borrowed pursuant to the Act in this year for any purpose will, with interest thereon, be a charge upon the whole of the revenues of the Township for the current year and when this revenue is received.

5. The Treasurer is authorized and directed to apply in payment for all sums borrowed plus interest, all of the monies collected or received on account in respect of taxes levied for the current year or from any other source which may lawfully be applied for this purpose.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS  
12<sup>th</sup> DAY OF APRIL, 2023.**

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James Seeley, Mayor

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Courtenay Hoytfox, Clerk

# THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

## BY-LAW NUMBER 020-2023

Being a by-law to authorize the entering into an Animal Services Agreement with Cambridge & District Humane Society for animal control services for the Township of Puslinch.

**WHEREAS** the *Municipal Act*, S.O. 2001, c.25 authorizes a municipality to enter into Agreements;

**AND WHEREAS** the *Municipal Act*, S.O. 2001, c.25 authorizes a municipality to delegate authority in accordance with the provisions in the *Municipal Act*;

**AND WHEREAS** the Council for the Corporation of the Township of Puslinch deems it appropriate to enter into an Animal Services Agreement with Cambridge & District Humane Society for animal control services for the Township of Puslinch;

**NOW THEREFORE** the Corporation of the Township of Puslinch hereby enacts as follows:

1. That the Corporation of the Township of Puslinch enter into an Animal Services Agreement with Cambridge & District Humane Society for animal control services for the Township of Puslinch.
2. That the Mayor and Clerk are hereby authorized to execute the required contract documents.
3. That the Clerk be authorized to execute on behalf of the Township amendments to the shared services Agreement that have no budgetary impact.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 12th DAY OF APRIL 2023.**

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James Seeley, Mayor

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Courtenay Hoytfox, Clerk

# THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

## BY-LAW NUMBER 021-2023

Being a by-law to authorize the entering into a shared service agreement with the Corporation of the Township of Centre Wellington for Human Resources Services.

**WHEREAS** the *Municipal Act*, S.O. 2001, c.25 authorizes a municipality to enter into Agreements;

**AND WHEREAS** the *Municipal Act*, S.O. 2001, c.25 authorizes a municipality to delegate authority in accordance with the provisions in the *Municipal Act*;

**AND WHEREAS** the Council for the Corporation of the Township of Puslinch deems it appropriate to enter into a shared service agreement with the Corporation of the Township of Centre Wellington for Human Resources Services;

**AND WHEREAS** the Council for the Corporation of the Township of Puslinch deems it expedient to delegate authority to the Clerk to execute on behalf of the Township amendments to the Human Resources Services Agreement that have no budgetary impact;

**NOW THEREFORE** the Corporation of the Township of Puslinch hereby enacts as follows:

1. That the Corporation of the Township of Puslinch enter into a shared services agreement with the Corporation of the Township of Centre Wellington for Human Resources Services.
2. That the Mayor and Clerk are hereby authorized to execute the shared services Agreement.
3. That the Clerk be authorized to execute on behalf of the Township amendments to the shared services Agreement that have no budgetary impact.
4. That the existing shared service agreement dated June 4, 2021 be in full force and effect until the effective date of the new agreement.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 12th DAY OF APRIL 2023.**

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James Seeley, Mayor

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Courtenay Hoytfox, Clerk



# THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

## BY-LAW NUMBER 022-2023

Being a by-law to confirm the proceedings of the Council of the Corporation of the Township of Puslinch at its Council meeting held on APRIL 12, 2023.

**WHEREAS** by Section 5 of the *Municipal Act, 2001, S.O. 2001, c.25* the powers of a municipal corporation are to be exercised by its Council;

**AND WHEREAS** by Section 5, Subsection (3) of the *Municipal Act*, a municipal power including a municipality's capacity, rights, powers and privileges under section 8, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

**AND WHEREAS** it is deemed expedient that the proceedings of the Council of the Corporation of the Township of Puslinch at its Council meeting held on APRIL 12, 2023 be confirmed and adopted by By-law;

**NOW THEREFORE** the Council of the Corporation of the Township of Puslinch hereby enacts as follows:

- 1) The action of the Council of the Corporation of the Township of Puslinch, in respect of each recommendation contained in the reports of the Committees and each motion and resolution passed and other action taken by the Council at said meeting are hereby adopted and confirmed.
- 2) The Head of Council and proper official of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said action of the Council.
- 3) The Head of Council and the Clerk are hereby authorized and directed to execute all documents required by statute to be executed by them, as may be necessary in that behalf and the Clerk authorized and directed to affix the seal of the said Corporation to all such documents.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 12 DAY OF APRIL, 2023.**

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James Seeley, Mayor

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Courtenay Hoytfox, Clerk