



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
AUGUST 16, 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 August 16, 2023

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

**REGULAR MEETING:** 10:00 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 July 12, 2023 Council Minutes
    - 6.1.2 June 13, 2023 Committee of Adjustment Minutes
    - 6.1.3 June 13, 2023 Planning and Development Advisory Committee Minutes
  - 6.2 City of Guelph - Notice of Case Management Conference - Zoning By-Law and Official Plan
  - 6.3 City of Guelph - Notice of Decision - 585 Hanlon Creek Boulevard



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- 6.4 City of Guelph - Notice of Adoption - Delegation of Authority Official Plan Amendment 91
- 6.5 Ministry of Natural Resources and Forestry - Proposal to Amend Three Regulated Manuals under the Crown Forest Sustainability Act
- 6.6 Ministry of Natural Resources and Forestry - Technical Bulletin - Data Survey and Mapping Specifications
- 6.7 Dufferin Aggregates - June 2023 Monthly Monitoring Report - Mill Creek Pit – 5738
- 6.8 Town of Caledon - Illegal Land Use Enforcement Update
- 6.9 City of Toronto - Planning and Housing Committee - Comments on Provincial Planning Statement
- 6.10 Federation of Northern Ontario Municipalities - Housing Resolution - Seeking Support
- 6.11 Town of Parry Sound - Call for Housing & Protection of Water Resources
- 6.12 Municipality of Chatham Kent - Municipal Freedom of Information and Protection of Privacy Act - Time for Change
- 6.13 Municipality of South Huron - Time for change of Municipal Freedom of Information and Protection of Privacy Act
- 6.14 Municipality of Wawa - Ontario to maintain coverage for chronic pain treatments
- 6.15 City of Ottawa - Donation of Decommissioned Ambulance to St. John Ambulance
- 6.16 Town of Amherstburg - Local Emergency Response System and Gaps in Healthcare Regarding Code Red
- 6.17 City of Port Colborne - The Right to Repair Movement
- 6.18 Greater Napanee - Legislative Amendments to Improve Municipal Codes of Conduct and Enforcement
- 6.19 Municipality of Grey Highlands - Municipal Codes of Conduct
- 6.20 Municipality of Huron Shores - Code of Conduct
- 6.21 Northumberland County - Municipal Codes of Conduct and Enforcement
- 6.22 Municipality of North Perth - Reducing Municipal Insurance Costs
- 6.23 Halton Hills - Reducing Municipal Insurance Costs
- 6.24 Municipality of Chatham-Kent - Support Bill 5 - Stopping Harassment and Abuse by Local Leaders Act
- 6.25 Halton Hills - School Bus Stop Arm Cameras
- 6.26 Municipality of Grey Highlands - School Bus Arms
- 6.27 South Stormont - School Bus Stop Arm Cameras
- 6.28 Canadian Federation of Independent Business - Construction Mitigation Letter - Puslinch

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)





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7.2.1 None

8. **Public Meetings**

8.1 September 14, 2023 Open House held at 23 Brock Rd S. in-person and by electronic participation through Zoom regarding the following matter:

Local Business Open House

8.2 September 27, 2023 Public Information Meeting held at 23 Brock Rd S. in-person and by electronic participation through Zoom regarding the following matter:

Proposed 2024 User Fees and Charges

9. **Reports ≠**

9.1 **Puslinch Fire and Rescue Services**

9.1.1 None

9.2 **Finance Department**

9.2.1 Report FIN-2023-025 – 2024 Proposed User Fees and Charges ≠

9.3 **Administration Department**

9.3.1 Report ADM-2023-037 – Arkell Trails Parking and Speeding Update ≠

9.3.2 Report ADM-2023-038 – Sign Variance Request – The Donkey Sanctuary of Canada ≠

9.3.3 Report ADM-2023-039 – Township Roads Management Plan ≠

9.3.4 Report ADM-2023-040 – Site Alteration Agreement – 7176 Concession 1 ≠

9.3.5 Report ADM-2023-041 – Puslinch Land Acknowledgement Report ≠

9.3.6 Report ADM-2023-042 – 2022-2026 Committee of Adjustment Goals and Objective Report ≠

9.3.7 Report ADM-2023-043 – 2022-2026 Planning and Development Advisory Committee Goals and Objectives Report ≠

9.3.8 ADM-2023-044 - 384 Crawley Road City of Guelph Site Plan Control Application ≠  
(Circulated under separate cover)

9.4 **Planning and Building Department**

9.4.1 Report BLD-2023-003 – Building Department Second Quarter Update – April to June 2023 ≠

9.5 **Roads and Parks Department**

9.5.1 None



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**9.6 Recreation Department**

9.6.1 Report REC-2023-003 – Roller Skating Mid-Term Pilot Program Results ≠

**10. Correspondence ≠**

10.1 County of Wellington – Progress Report #9 regarding Official Plan Review ≠

10.2 County of Wellington OPP Detachment – Response to Council Resolution 2023-123 ≠

10.3 2022 Ground Water Monitoring and 2022 Ecological and Aquatic Monitoring Report  
Roszell Pit (625189)

10.3.1 Aboud & Associates Inc. Peer Review Comments 2022 Ecological and Aquatic  
Monitoring Report Roszell Pit (625189)

10.3.2 Harden Environmental Services Ltd. Peer Review Comments 2022 Ground  
Water Monitoring Roszell Pit (625189)

10.4 2022 Ground Water Monitoring for Cox Puslinch Pit Northeast Extension (625710)

10.4.1 Harden Environmental Services Ltd. 2022 Ground Water Monitoring Peer  
Review Comments Cox Puslinch Pit Northeast Extension (625710)

10.5 Highway 6/Hanlon Expressway Midblock Interchange Design-Build Project  
(Included Separately from Agenda Package on Township website)

**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 BL2023-034 – Being a by-law to Authorize Entering into a Site Alteration  
Agreement with John Baranski

12.1.2 BL2023-035 – Being a By-law to Amend the Township's Procedural By-law 46-  
2022

**13. Announcements**

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

14.1 Confidential report regarding litigation or potential litigation, including matters before  
administrative tribunals, affecting the municipality or local board – Ontario Land Tribunal  
matter

14.2 Confidential verbal report regarding personal matters about an identifiable individual,  
including municipal or local board employees and advice that is subject to solicitor-client



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privilege, including communications necessary for that purpose – Human Resources  
Matter

14.3 Confidential minutes from previous closed meetings:

- 14.3.1 May 3, 2023 First Closed Meeting Minutes
- 14.3.2 May 3, 2023 Second Closed Meeting Minutes
- 14.3.3 June 14, 2023
- 14.3.4 July 12, 2023

15. **Business Arising from Closed Session**

16. **Notice of Motion**

17. **New Business**

18. **Confirmatory By-law #**

- 18.1 BL2023-036 Confirm By-law – August 16, 2023 #

19. **Adjournment #**



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

**MINUTES**

**DATE:** July 12, 2023

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

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

The July 12, 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 - Absent  
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. 2023-220:**

Moved by Councillor Sepulis and  
Seconded by Councillor Goyda

**That Council approves the July 12, 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 July 12, 2023 Council agenda; and**

**That Council approves the change to the order of business to advance item 9.4.1 Report PD-2023-004 Zoning By-law Amendment Application Recommendation Report - 128 Brock Rd S to directly following the delegations.**

**CARRIED**

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

None

6. **CONSENT AGENDA**

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

6.1.1 June 14, 2023 Council Meeting Minutes

6.1.2 May 9, 2023 Committee of Adjustment Minutes

6.1.3 May 9, 2023 Planning and Development Advisory Committee Minutes

6.1.4 April 18, 2023 Public Information Meeting

6.1.5 Council questions

- 6.2 Ministry for Seniors and Accessibility - Seniors Active Living Centre Program Expansion for 2023-2024
- 6.3 Grand River Conservation Authority - Summary of the General Membership Meeting – June 2023
- 6.4 Grand River Conservation Authorities Resolution regarding Progress Report 5
- 6.5 Dufferin Aggregates May 2023 Monthly Monitoring Report - Mill Creek Pit - License 5738
- 6.6 Wellington Federation of Agriculture - June 2023 Press Release
- 6.7 Town of Petrolia Resolution - Increase of Licensed Child Care Spaces
- 6.8 Municipality of North Perth Resolution - Vacant Building Official Positions
- 6.9 Township of South Stormont - Bill 97 and Draft Provincial Policy Statement
- 6.10 Town of Bradford West Gwillimbury - Right to Repair Movement
- 6.11 Township of Killaloe, Hagarty and Richards - Support of Bill 5
- 6.12 Municipality of Mississippi Mills - Bill 5, Stopping Harassment and Abuse By Local Leaders Act
- 6.13 Northumberland County - Stopping Harassment and Abuse by Local Leaders Act, 2022
- 6.14 Town of Newmarket - Bill 5, Stopping Harassment and Abuse by Local Leaders Act
- 6.15 Township of Lake of Bays - Support of Bill 5
- 6.16 Township of Matachewan - Stopping Harassment and Abuse by Local Leaders Act
- 6.17 Township of South Glengarry - Reducing Municipal Insurance Costs
- 6.18 Municipality of Mississippi Mills - Reducing Municipal Insurance Costs
- 6.19 Tay Valley Township - Reducing Municipal Insurance Costs
- 6.20 Township of the Archipelago - Reinstatement of Legislation Permitting A Municipality to Retain Surplus Proceeds from Tax Sales
- 6.21 Township of Matachewan - Retaining Surplus Proceeds from Tax Sales
- 6.22 Township of South Glengarry - Surplus Proceeds from Tax Sales
- 6.23 Township of Hamilton - School Bus Stop Sign Arm Cameras
- 6.24 Municipality of Mississippi Mills - School Bus Stop Arm Cameras
- 6.25 Township of Killaloe, Hagarty and Richards - Support of School Bus Stop Arm Cameras
- 6.26 Township of McGarry - School Bus Arm Cameras
- 6.27 Norfolk County - Requested Amendments to the Highway Traffic Act
- 6.28 Township of Cramahe - Highway Traffic Act Amendments
- 6.29 Township of Bonfield - Resolution of Support for the City of Cambridge - Amend the Highway Traffic Act
- 6.30 Township of Malahide - Highway Traffic Amendments
- 6.31 Township of Bonfield - Code of Conduct and Enforcement
- 6.32 Township of Cramahe - Legislative Amendments to Improve Municipal Codes of Conduct and Enforcement
- 6.33 Oxford County - Municipal Codes of Conduct
- 6.34 Municipality of Shuniah - Bill 3 - Special Powers and Duties of Heads of Council
- 6.35 Municipality of Mississippi Mills - Municipal Election Protecting Privacy of Candidates
- 6.36 Township of Killaloe, Hagarty and Richards - Future Accuracy of Permanent Registered Electors
- 6.37 Municipality of Mississippi Mills - Oath of Office
- 6.38 Township of Bonfield - Resolution of Support for the Town of Lincoln - Municipal Heritage Register
- 6.39 Township of Huron-Kinloss - Roadside Litter on 401
- 6.40 Township of Bonfield - Resolution of Support for the Corporation of the County of Prince Edward - Provincial Planning Statement
- 6.41 Municipality of North Perth - Proposed Provincial Policy Statement
- 6.42 Town of Essex - Local Emergency Response System and Gaps in Healthcare regarding Code Red
- 6.43 Township of Bonfield - Resolution of Support - Opioid Crisis
- 6.44 Township of Killaloe, Hagarty and Richards - Declaring Intimate Partner Violence & Violence Against Women an epidemic
- 6.45 City of Quinte West – “Renovictions” Support Request
- 6.46 Municipality of Mississippi Mills - Support Rural Education Funding
- 6.47 Municipality of West Grey - Support for Bell-Hydro Infrastructure
- 6.48 Selwyn Township - Short Term Rentals

**Resolution No. 2023-221:**

Moved by Councillor Sepulis and  
Seconded by Councillor Goyda

**That the Consent Agenda items with the exception of items 6.1.1, 6.2, 6.4, 6.34 and 6.48 listed for JULY 12, 2023 Council meeting be received for information.**

**CARRIED**

**Resolution No. 2023-222:**

Moved by Councillor Sepulis and  
Seconded by Councillor Goyda

**That the Consent Agenda item 6.1.1 listed for JULY 12, 2023 Council meeting be received; and**

**That Council direct staff to make the following correction to the meeting minutes as follows:**

**Councillor Sepulis provided an update that his appointment to Wellington Source water committee was approved” should read “11.2.1 Councillor Sepulis provided an update that his appointment to the Lake Erie Water Protection Committee was approved”**

**CARRIED**

**Resolution No. 2023-223:**

Moved by Councillor Sepulis and  
Seconded by Councillor Goyda

**That the Consent Agenda item 6.2 listed for JULY 12, 2023 Council meeting be received; and**

**That Council direct staff to refer the consent item to the Recreation Committee in order to engage with local community groups to identify programs for seniors that could benefit from this funding and propose an application to Council to be submitted in 2024.**

**CARRIED**

**Resolution No. 2023-224:**

Moved by Councillor Bailey and  
Seconded by Councillor Goyda

**That the Consent Agenda item 6.4 listed for JULY 12, 2023 Council meeting be received for information.**

**CARRIED**

**Resolution No. 2023-225:**

Moved by Councillor Bailey and  
Seconded by Councillor Goyda

**That the Consent Agenda item 6.34 listed for JULY 12, 2023 Council meeting be received; and**

**Whereas Council supports the resolution from Municipality of Shuniah regarding Bill 3 - Special Powers and Duties of Heads of Council; and**

**That Council direct staff to support and circulate in accordance with the resolution.**

**CARRIED**

**Resolution No. 2023-226:**

Moved by Councillor Sepulis and  
Seconded by Councillor Bailey

**That the Consent Agenda item 6.48 listed for JULY, 2023 Council meeting be received; and**

**Whereas the Township of Puslinch is in receipt of Selwyn Township resolution of June 27, 2023;**

**Be it resolved that the Township of Puslinch also supports the resolution and also requests that the Province move forward as soon as possible to legislate that all third party Short Term Rental brokerage companies, for example Airbnb and VRBO, appropriately manage and be responsible for their listings and to compel compliance that the Province establish the requirement for STR companies to require each rental listing to be registered and to pay an appropriate annual fee and that STR company provide this registry along with the collected fees to the municipality in which the STR properties are located which allows the municipality to be aware of all registered STR properties and**

to have access to funds for municipal expenses to enforce/respond to issues at a STR property; and further

That the Province require the STR company to de-list/remove the property from the company's listings so that the property cannot be rented where a municipality has identified and verified life, health and/or nuisance infractions including noise, fire safety, septic, etc.; and

That a copy of this resolution be sent to all Ontario municipalities for support as well as to the Minister of Municipal Affairs and Housing Steve Clark, Speaker Ted Arnott, and MPP Matthew Rae.

**CARRIED**

**7. DELEGATIONS:**

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

- 7.1.1 **10:20 AM** Delegation by Alastair McCluskey and Cam McConnell regarding Report PD-2023-004 Zoning By-law Amendment Application Recommendation Report - 128 Brock Rd S)

**Resolution No. 2023-227:**

Moved by Councillor Bailey and  
Seconded by Councillor Sepulis

That Council receives the Delegation by Alastair McCluskey and Cam McConnell regarding Report PD-2023-004 Zoning By-law Amendment Application Recommendation Report - 128 Brock Rd S for information.

**CARRIED**

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

- 7.2.1 **10:10 AM** Delegation by Robert Vosburgh and Bill Harrison regarding the Introduction of the Maltby Community Association

**Resolution No. 2023-228:**

Moved by Councillor Goyda and  
Seconded by Councillor Sepulis

That Council receives the Delegation regarding the Introduction of the Maltby Community Association; and

That Council direct staff to review the delegation material in respect to the Roads Management Plan, once approved, and report back to Council; and

That Council direct staff to report back during the 2024 budget process on the feasibility of purchasing or leasing and operating two (2) solar powered mobile speed signs that can be rotationally set up on municipal roads or on hydro poles where available to bring awareness and mitigation of excess speeding on Township roadways; and

That Council direct staff to incorporate lane marking strategies into the RMP to mitigate speed; and

That Council direct staff to implementing electronic speed indicators into future road projects in accordance with the RMP;

That Council direct staff to forward the delegation materials to the Police Services Board for information on an upcoming meeting.

**CARRIED**

Council recessed from 11:26 am to 11:36 am

**Roll Call**

Councillor Goyda  
Councillor Sepulis



**Councillor Bailey**  
**Councillor Hurst - absent**  
**Mayor Seeley**

8. **PUBLIC MEETINGS:**

None

9. **REPORTS:**

**9.1 Puslinch Fire and Rescue Services**

9.1.1 None

**9.2 Finance Department**

9.2.1 Report FIN-2023-024 - 2022 Commodity Price Hedging Agreements

**Resolution No. 2023-229:**

Moved by Councillor Sepulis and  
Seconded by Councillor Goyda

**That Report FIN-2023-024 entitled 2022 Commodity Price Hedging Agreements be received;  
and**

**That Council accepts the Treasurer's statement that based on the information supplied by  
Local Authority Services (LAS), all commodity price hedging agreements are consistent with  
the Township's statement of policies and goals related to the use of financial agreements to  
address commodity pricing and costs as outlined in Schedule A to Report FIN-2023-024; and**

**That Council direct staff to report back to Council on LAS Automatic Speed Enforcement  
opportunities.**

**CARRIED**

**9.3 Administration Department**

9.3.1 Report ADM-2023-034 Parking By-law Repeal and Replace

**Resolution No. 2023-230:**

Moved by Councillor Sepulis and  
Seconded by Councillor Bailey

**That Report ADM-2023-034 entitled Parking By-law Repeal and Replace be received; and,**

**That Council gives three readings to By-law 6000-23 being a By-law to regulate parking or  
stopping of vehicles on highways, public parking lots and private property within the Township of  
Puslinch.**

**CARRIED**

9.3.2 Report ADM-2023-035 Proposed Changes to the Aggregate Resources Act (ARA) - ERO  
Posting 019-6767

**Resolution No. 2023-231:**

Moved by Councillor Sepulis and  
Seconded by Councillor Bailey

**That Report ADM-2023-035 entitled Proposed Changes to the Aggregate Resources Act (ARA) -  
ERO Posting 019-6767 be received; and**



**That Council direct staff to submit the comments outlined in the report as amended by the deadline for comments.**

**CARRIED**

9.3.3 Report ADM-2023-036 – Proposed Changes Regarding ERO Posting 019-6813 – Follow-up Report

**Resolution No. 2023-232:**

Moved by Councillor Sepulis and  
Seconded by Councillor Bailey

**That Report ADM-2023-036 entitled Proposed Changes to the Provincial Policy Statement and Bill 97 be received; and**

**That Council direct staff to submit the comments outlined in the report to the Province as amended to the province.**

**CARRIED**

**9.4 Planning and Building Department**

9.4.1 Report PD-2023-004 Zoning By-law Amendment Application Recommendation Report - 128 Brock Rd S

**Resolution No. 2023-233:**

Moved by Councillor Sepulis and  
Seconded by Councillor Goyda

**That Council increase the minimum building gross floor area to 12,500 square metres and amend the draft by-law accordingly.**

**CARRIED**

**Resolution No. 2023-234:**

Moved by Councillor Sepulis and  
Seconded by Councillor Bailey

**That Report PD-2023-004 entitled Zoning By-law Amendment Application Recommendation Report – 128 Brock Rd S be received; and**

**Whereas the community has expressed significant opposition and concern related to the proposed zoning by-law amendment; and**

**Whereas the applicant has addressed the concerns raised by the community in the revised submission materials to the satisfaction of the Township and has agreed to a number of revisions to the proposed zoning by-law amendment in relation to the concerns; and**

**Whereas the Township and its expert consultants are satisfied with the revised application to amend the zoning of the property 128 Brock Rd S through their comprehensive review of the submission materials; and**

**Whereas the Township’s planning consultant has recommended the use of a holding provision that prohibits the construction of any new buildings structures or use of the property as detailed in the Draft By-law attached as Schedule “A” until all requirements identified in the holding provision have been completed to the satisfaction of the Township;**

**Therefore be it resolved,**

**That Council approves the Zoning By-law Amendment for the property 128 Brock Rd S; and**

**That Council give three readings to by-law 2023-026 as presented, being a by-law to amend bylaw no. 2018-023, as amended, being the Zoning By-law of the Township of Puslinch.**

**CARRIED**

**Council recessed from 1:22 pm to 2:00 pm**

**Roll Call**

**Councillor Goyda**

**Councillor Sepulis**

**Councillor Bailey**

**Councillor Hurst - absent**

**Mayor Seeley**

**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 Ministry of Natural Resources and Forestry - Regulatory Amendments Under Public Lands Act to Address Floating Accommodations

**Resolution No. 2023-235:**

Moved by Councillor Bailey and  
Seconded by Councillor Sepulis

**That Council receive correspondence item 10.1 regarding Ministry of Natural Resources and Forestry - Regulatory Amendments Under Public Lands Act to Address Floating Accommodations for information.**

**CARRIED**

10.2 Hanlon Expressway Midblock Interchange Design-Build & Class EA Study – Notice of Completion DCR #2

**Resolution No. 2023-236:**

Moved by Councillor Sepulis and  
Seconded by Councillor Goyda

**That Council receive correspondence item 10.2 regarding Hanlon Expressway Midblock Interchange Design-Build & Class EA Study – Notice of Completion DCR #2; and**

**That Council direct staff to send correspondence to the MTO requesting the MTO to determine if any amphibian migration routes are affected and if so provide the necessary crossings and further request that MTO establish a baseline level for area wells prior to dewatering and commit to remediation if impact does occur.**

**CARRIED**

**11. COUNCIL REPORTS:**

**11.1 Mayor' Updates:**

11.1.1 Mayor Seeley gave an update on the MTO delegation request.

11.2 Council Member Reports:

11.2.1 Councillor Bailey gave an update on the Safe Communities releasing a survey on Bang the Table website later this week.

**Resolution No. 2023-237:**

Moved by Councillor Goyda and  
Seconded by Councillor Sepulis

**That Council receive the Mayors and Council member updates for information.**

**CARRIED**

12. **BY-LAWS:**

12.1.1 BL6000-023 – Being a by-law to a by-law to regulate the parking or stopping of vehicles on highways, public parking lots and private property within the Township of Puslinch.

12.1.2 BL2023-026 – Being a By-law to a by-law to amend by-law No. 023/18, as amended, being the Zoning By-Law of the Township of Puslinch.

**Resolution No. 2023-238:**

Moved by Councillor Bailey and  
Seconded by Councillor Sepulis

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

**12.1.1 BL6000-023 – Being a by-law to a by-law to regulate the parking or stopping of vehicles on highways, public parking lots and private property within the Township of Puslinch.**

**12.1.2 BL2023-026 – Being a By-law to a by-law to amend by-law No. 023/18, as amended, being the Zoning By-Law of the Township of Puslinch.**

**CARRIED**

13. **CLOSED SESSION:**

Council was in closed session from 3:50 p.m. to 4:01 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. 2023-239:**

Moved by Councillor Sepulis and  
Seconded by Councillor Bailey

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

**Confidential verbal report regarding personal matters about an identifiable individual, including municipal or local board employees and advice that is subject to solicitor-client privilege, including communications necessary for that purpose – Human Resources Matter**

**CARRIED**

**Resolution No. 2023-240:**

Moved by Councillor Goyda and  
Seconded by Councillor Bailey

**THAT Council moves into open session at 4:01 pm**

**CARRIED**

Council resumed into open session at 4:01 p.m.

**Resolution No. 2023-241:**

Moved by Councillor Sepulis and  
Seconded by Councillor Bailey

That Council receives the:

Confidential verbal report regarding personal matters about an identifiable individual, including municipal or local board employees and advice that is subject to solicitor-client privilege, including communications necessary for that purpose – Human Resources Matter; and

That staff proceed as directed.

**CARRIED**

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

15. **NOTICE OF MOTION:**

16. **NEW BUSINESS:**

Staff provided an update on the Highway 6 water odour concerns.

17. **ANNOUNCEMENTS:**

17.1 10:05 A.M. Senior of the Year Award recipient Don McKay;

17.1 Councillor Bailey mentioned the event ‘ball day’ in Morriston Meadows;

17.2 Mayor Seeley provided an update on staffs meeting with the Agricultural Society and the fall fair. The purpose of the meeting was to discuss options for the fall fair as the PCC is currently under construction.

18. **CONFIRMATORY BY-LAW:**

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

**Resolution No. 2023-242:**

Moved by Councillor Goyda and  
Seconded by Councillor Sepulis

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

By-Law 2023-033 being a by-law to confirm the proceedings of Council for the Corporation of the Township of Puslinch at its meeting held on the 12 day of July 2023.

**CARRIED**

19. **ADJOURNMENT:**

**Resolution No. 2023-243:**

Moved by Councillor Bailey and  
Seconded by Councillor Goyda

That Council hereby adjourns at 4:06 p.m.

**CARRIED**

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James Seeley, Mayor

---

Courtenay Hoytfox, Clerk



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
JUNE 13, 2023 COMMITTEE OF ADJUSTMENT MEETING  
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

**MINUTES**

**DATE:** June 13, 2023

**MEETING:** 7:00 p.m.

The June 13, 2023 Committee of Adjustment Meeting was held on the above date and called to order at 7:00 p.m. via electronic participation and in-person at 23 Brock Rd S, Puslinch.

**1. CALL THE MEETING TO ORDER**

**2. ROLL CALL**

**ATTENDANCE:**

**PRESENT:**

Councillor John Sepulis, Chair  
Dennis O'Connor  
Paul Sadhra  
Chris Pickard

**ABSENT:**

Jeffrey Born

**STAFF IN ATTENDANCE:**

Lynne Banks, Secretary/Treasurer  
Courtenay Hoytfox, Municipal Clerk  
Joanna Salsberg, Planner, County of Wellington  
Asavari Jadhav, Junior Planner, County of Wellington

**3. MOMENT OF REFLECTION**

**4. CONFIRMATION OF THE AGENDA**

**Resolution No. 2023-044:**

Moved by Committee Member Dennis O'Connor



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
JUNE 13, 2023 COMMITTEE OF ADJUSTMENT MEETING  
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

And Seconded by Committee Member Chris Pickard

**That the Committee approves the June 13, 2023 Agenda as circulated.**

**CARRIED.**

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

None

**6. APPROVAL OF MINUTES**

**6.1 Approval of the Minutes**

6.1.1 April 11, 2023

**Resolution No. 2023-045:**

Moved by Committee Member Paul Sadhra and  
Seconded by Committee Member Dennis O'Connor

**That the Committee of Adjustment approves the Minutes from the meeting held May 9, 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-JOH – John Johnston – 12 Jasper Heights, Lot 5 on Plan 61M-203, Township of Puslinch.**

Requesting relief of New Comprehensive Zoning By-law # 23-2018, as amended, from Section 14, Number 86, to permit an increase in lot coverage from 33.1% to 37.8% to allow for the addition of a cover over the existing deck.

- John Johnston, owner of the property, provided an overview of the application.
- There were no questions or comments from the public.
- There were no questions or comments from the Committee.

**Resolution No. 2023-046:**

Moved by Committee Member Paul Sadhra and  
Seconded by Committee Member Dennis O'Connor



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
JUNE 13, 2023 COMMITTEE OF ADJUSTMENT MEETING  
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

**That the Committee approve Minor Variance Application D13-JOH with no conditions.**

**CARRIED.**

**8. New Business**

**8.1 Planning and Development Advisory Committee Report 2023-002 - 2022-2026  
Planning and Development Advisory Committee Goals and  
Objectives #**

- Courtenay Hoytfox, Municipal Clerk, provided an overview of the Report
- The Committee members asked for the following to be added to the goals/objectives:
  - That the new planner provide an overview of new legislation
  - New training courses for Committee members so that they have a better understanding of their role in Committee of Adjustment
  - At the end of every meeting, the Committee have a recap of any issues that can be reviewed by the Sub-Committee at year end.
  - There are two Sub-Committees required and Committee members Chris Pickard and Dennis O'Connor will form the first Sub-Committee and Committee members Paul Sadhra and Jeff Born will form the second Sub-Committee.

**Resolution No. 2023-047:**

Moved by Committee Member Chris Pickard and  
Seconded by Committee Member Dennis O'Connor

**That Report 002-2023 be approved and the new Sub-Committees will consist of Chris Pickard and Dennis O'Connor as the first Sub-committee and Paul Sadhra and Jeff Born will be the second Sub-Committee.**

**CARRIED.**

**9. ADJOURNMENT**

**Resolution No. 2023-048:**

Moved by Committee Member Paul Sadhra and  
Seconded by Committee Member Dennis O'Connor

**That the Committee of Adjustment hereby adjourns at 7:19 p.m.**

**CARRIED.**



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
JUNE 13, 2023 PLANNING AND DEVELOPMENT ADVISORY COMMITTEE MEETING  
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

**MINUTES**

**DATE:** June 13, 2023  
**MEETING:** Following Committee of Adjustment

The May 9, 2023 Planning and Development Advisory Committee Meeting was held on the above date and called to order at 7:19 p.m. via electronic participation and in-person at 23 Brock Rd S, Puslinch.

**1. CALL THE MEETING TO ORDER**

**2. ROLL CALL**

**ATTENDANCE:**

**PRESENT:**

Councillor John Sepulis, Chair  
Chris Pickard  
Dennis O'Connor  
Paul Sadhra

**ABSENT:**

Jeffrey Born

**STAFF IN ATTENDANCE:**

Lynne Banks, Secretary/Treasurer  
Courtenay Hoytfox, Municipal Clerk  
Joanna Salsberg, Planner, County of Wellington  
Asavari Jadhav, Junior Planner, County of Wellington

**3. MOMENT OF REFLECTION**

**4. CONFIRMATION OF THE AGENDA**

**Resolution No. 2023-049:**

Moved by Committee Member Dennis O'Connor and





THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
JUNE 13, 2023 PLANNING AND DEVELOPMENT ADVISORY COMMITTEE MEETING  
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

Seconded by Committee Member Chris Pickard

**That the Committee approves the June 13, 2023 Agenda as circulated.**

**CARRIED.**

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

None

**6. DELEGATIONS**

None

**7. CONSENT AGENDA**

**7.1 Approval of the Minutes**

7.1.1 May 9, 2023

**Resolution No. 2023-050:**

Moved by Committee Member Dennis O'Connor and  
Seconded by Committee Member Chris Pickard

**That the Planning and Development Advisory Committee approves the Minutes from the meeting held May 9, 2023**

**CARRIED.**

**7.2 Other Consent Items**

None

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

None

**9. REPORTS**

**9.1. LAND DIVISION (CONSENTS)**



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
JUNE 13, 2023 PLANNING AND DEVELOPMENT ADVISORY COMMITTEE MEETING  
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

**9.1.1 Severance application B35-23 (D10-MCQ) – Beverly McQuain** – Part Lot 321, Concession 8, municipally known as 107 Queen Street, Township of Puslinch.

Proposed lot line adjustment is 4980 square meters with 60 meter frontage, existing urban residential land to be added to abutting parcel for future development – Tiffany Development Corp.

Retained parcel is 2716 square meters with 37 meters frontage, existing and proposed urban residential use with existing dwelling.

**Resolution No. 2023-051:**

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

**That the Committee supports Severance Application B35-23 subject to the following condition(s):**

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 the Owner apply for, and receive, a minor variance for the lands to be retained for the reduced lot frontage; 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 demonstrate to the satisfaction of the Township that there will be no negative impact on the woodland or its ecological functions; and further that the Township file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
4. That the severed parcel be reduced from 0.4 ha (1 acre) to 0.30 ha (0.75 acre) to protect any future use of the woodlot; and further that the Township file with the Secretary-



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
JUNE 13, 2023 PLANNING AND DEVELOPMENT ADVISORY COMMITTEE MEETING  
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.

**CARRIED**

**9.1.2 Severance application B40-23 (D10-BED) – Mher Bedirian & Niki Symeonidou –**  
Part Lot 5, Concession 3, municipally known as 6598 Wellington Rd. 34, Cambridge.

Proposed lot line adjustment is 46 meters frontage x 90 meters = 0.4 hectares, vacant land to be added to abutting rural residential lot – Steven & Lisa Mai.

Retained parcel is 7.6 hectares with 381 meters frontage, existing and proposed rural residential use agricultural use with existing dwelling.

**Resolution No. 2023-052:** Moved by Committee Member Dennis O'Connor and  
Seconded by Committee Member Chris Pickard

**That the Committee supports Severance Application B40-23 subject to the following condition(s):**

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 the existing accessory structures located on both the retained and severed parcels be removed to the satisfaction of the Township; 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.
3. That the Owner identify the location of the existing septic system located on the retained lot to ensure that the new property line is at least 3 meters from the existing septic



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
JUNE 13, 2023 PLANNING AND DEVELOPMENT ADVISORY COMMITTEE MEETING  
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

system; 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.

4. That a Hydrogeological Study for the retained parcel be provided to the Township by the owner for the purpose to be peer reviewed to the satisfaction of the Township of Puslinch and the County of Wellington, and that the owner shall be responsible for any Township costs associated with the review of the Hydrogeological Study; 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.
5. That the owner enter into a Development Agreement with the Township of Puslinch for the purpose of the peer review of the Hydrogeological Study to include third party cost recovery; and further that the Township file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
6. That the Owner obtain zoning compliance for both the retained and severed parcels to the satisfaction of the Township; 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.
7. That the Owner provide confirmation to the Township that there is approved access to the retained parcel; and further that the Township 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**

None

**10. CORRESPONDENCE**

None

**11. NEW BUSINESS**

- 8.1 **Planning and Development Advisory Committee Report 2023-002 - 2022-2026  
Planning and Development Advisory Committee Goals and  
Objectives #**



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
JUNE 13, 2023 PLANNING AND DEVELOPMENT ADVISORY COMMITTEE MEETING  
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

- Courtenay Hoytfox, Municipal Clerk, provided an overview of the Report
- The Committee members asked for the following to be added to the goals/objectives:
  - That a training schedule for by-laws and include “and associated indexing”.
  - That the Committee mainin a list of any issues that can be included in any housekeeping by-law amendments.
  - There are two Sub-Committees required and Committee members Chris Pickard and Dennis O’Connor will form the first Sub-Committee, and Committee members Paul Sadhra and Jeff Born will form the second Sub-Committee.

**Resolution No. 2023-053:**

Moved by Committee Member Chris Pickard and  
Seconded by Committee Member Dennis O’Connor

**That Report 2023-003 be approved and the new Sub-Committees will consist of Chris Pickard and Dennis O’Connor as the first Sub-committee and Paul Sadhra and Jeff Born will be the second Sub-Committee.**

**CARRIED.**

**12. ADJOURNMENT**

**Resolution No. 2023-054:**

Moved by Committee Member Chris Pickard and  
Seconded by Committee Member Dennis O’Connor

**That the Planning and Development Advisory Committee hereby adjourns at 8:14 p.m.**

**CARRIED.**

## Ontario Land Tribunal

655 Bay Street, Suite 1500  
Toronto ON M5G 1E5  
Telephone: (416) 212-6349  
Toll Free: 1-866-448-2248  
Website: olt.gov.on.ca

## Tribunal ontarien de l'aménagement du territoire

655 rue Bay, suite 1500  
Toronto ON M5G 1E5  
Téléphone: (416) 212-6349  
Sans Frais: 1-866-448-2248  
Site Web: olt.gov.on.ca



**PROCEEDING COMMENCED UNDER** subsection 34(19) of the *Planning Act, R.S.O. 1990, c. P. 13, as amended*.

Appellant	2014707 Ontario Inc. ("Cook Homes");
Appellant	2738766 Ontario Limited, 2738777 Ontario Limited and
Appellant	848866 Ontario Limited;
Appellant	2742707 Ontario Limited;
Subject:	642762 Ontario Inc.; and others
Description:	Zoning By-law
Reference Number:	City of Guelph new Comprehensive Zoning By-law and
Property Address:	related site-specific updates to the Official Plan
Municipality/UT:	ZBA (2023)-20790
OLT Case No:	All lands within the City of Guelph
OLT Lead Case No:	Guelph/Wellington
OLT Case Name:	OLT-23-000462
	OLT-23-000462
	Ferrovia Investments Inc. v. Guelph (City)

**PROCEEDING COMMENCED UNDER** section 17(24) of the *Planning Act, R.S.O. 1990, c. P. 13, as amended*.

Appellant	2014707 Ontario Inc. ("Cook Homes");
Appellant	2738766 Ontario Limited, 2738777 Ontario Limited and
Appellant	848866 Ontario Limited;
Appellant	2742707 Ontario Limited;
Subject:	642762 Ontario Inc.; and others
Description:	Proposed Official Plan Amendment
Reference Number:	City of Guelph new Comprehensive Zoning By-law and
Property Address:	related site-specific updates to the Official Plan
Municipality/UT:	OPA No. 88
OLT Case No:	All lands within the City of Guelph, and site-specific
OLT Lead Case No:	updates
	Guelph/Wellington
	OLT-23-000463
	OLT-23-000462

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The Ontario Land Tribunal (“Tribunal”) will conduct a **Case Management Conference (CMC)** by **Video Conference** for this matter.

The event will be held:

**AT: 10:00 AM**

**ON: Tuesday, August 29, 2023**

**AT: <https://global.gotomeeting.com/join/687587165>**

**Access Code: 687-587-165**

The Tribunal has set aside **one (1) day** for this matter.

The event will be held using GoTo Meetings. The appellant(s), applicant, municipality or approval authority, and those persons who intend to request party or participant status, are asked to log into the video hearing through the link provided above at least **15 minutes** before the start of the event to test their video and audio connections. All persons are expected to access and set-up the application well in advance of the event to avoid unnecessary delay. The desktop application can be downloaded at [GoToMeeting](#). A web application is also available: <https://app.gotomeeting.com/home.html>. A compatible web browser for this service is Chrome.

Persons who experience technical difficulties accessing the GoToMeeting application or who only wish to listen to the event can connect to the event by calling into an audio-only telephone line: **1-888-299-1889 (Toll Free) or +1 (647) 497-9373**. The access code is **687-587-165**.

Event dates are firm – adjournments will not be granted except in the most serious circumstances, and only in accordance with the Tribunal’s Rules of Practice and Procedure [Rule 17](#) on adjournments.

This event is conducted under [Rule 20](#) of the Tribunal’s Rules. [Rule 20.2](#) sets out how a party may object to the Tribunal conducting this event electronically. Any party, or any person who intends to seek party status, may object to the Tribunal holding this event by video by filing an objection with the Tribunal’s Case Coordinator. The objection must be received by the Tribunal **at least 20 days** before the date of the CMC and must be copied to the other parties. All contact information is included in Schedule A.

If you do not attend the CMC, the Tribunal may proceed in your absence and you will not be entitled to any further notice of these proceedings. The Tribunal may finalize the list of appellants, parties and/or participants at this CMC, and may order that no additional appellants, parties and/or participants be added or included in this proceeding, without leave of the Tribunal.

## SUBMISSION REQUIREMENTS

If a person intends to refer to a document at the CMC that is not in the Tribunal's case file, the document is expected to be pre-filed electronically with the Tribunal **at least 10 days** before the date of the CMC, unless another filing date is specified in the Tribunal's Rules. All pre-filed documents shall be served on the other parties electronically. All contact information is included in Schedule A.

Submissions larger than **10MB** must be transferred to the Tribunal's Case Coordinator using an electronic file sharing link/service. Please see Schedule B for further submission requirements.

The purpose of the CMC is set out in [Rule 19.1](#) of the Tribunal's Rules. The CMC will deal with preliminary issues, that include the following:

- **Identification of parties** - these persons have the right to participate throughout by presenting evidence, questioning witnesses, and making final arguments. In order for the Tribunal to determine your status for the hearing, you or your representative should attend the CMC and ask to be added as a party. Groups, whether incorporated or not, who wish to become parties should name a representative. Parties do not need to be represented by lawyers or agents.
- **Identification of participants** - persons who do not wish to participate throughout the hearing may attend the hearing and provide a written statement to the Tribunal.
- **Identification of issues.**
- **Possibility of settlement and/or mediation of any or all of the issues** – the panel will explore with the parties whether the case before the Tribunal and the issues in dispute are matters that may benefit from mediation. Mediation is a voluntary process that encourages all sides in a dispute to get a better understanding of each other's positions and fully explore and negotiate options for a mutually acceptable settlement of all or some of the issues in dispute. The panel may direct, upon consent of the parties, that some or all of the issues in dispute proceed to mediation.
- **Start date of the hearing.**
- **Duration of the hearing.**
- **Directions for pre-filing of witness lists, expert witness statements and written evidence.**
- **The hearing of motions.**
- **Draft Procedural Order** – parties are expected to meet before the CMC to consider a draft Procedural Order, as per [Rule 19.2](#) (see [Sample Procedural Order](#) on the website at <https://olt.gov.on.ca/forms-submissions/>).
- **Such further matters as the Tribunal considers appropriate.**



Everyone should come prepared to consider specific dates for proceedings in this matter.

All persons who wish to participate in this matter are expected to be prepared should the Tribunal convert the CMC to a settlement conference, a motion for procedural directions, or a preliminary hearing, where evidence or formal statements or submissions may be heard. Even when no settlement is reached, the Tribunal may proceed to make a final decision on any evidence received during the conference.

### **PARTY OR PARTICIPANT STATUS REQUEST:**

Persons other than the appellant(s), applicant, municipality or approval authority who wish to participate in the proceeding, either as a party or as a participant, are expected to file a written status request with the Tribunal to outline their interest in the proceeding.

The [Party Status Request Form](#) and [Participant Status Request and Participant Statement Form](#) are available on the Tribunal's website (<https://olt.gov.on.ca/forms-submissions/>) and are to be used to assist with the preparation of the request. If you are requesting status, this form must be provided at least 10 days in advance of the Case Management Conference to:

- The assigned Tribunal Case Coordinator Tamara Zwarycz at [tamara.zwarycz@ontario.ca](mailto:tamara.zwarycz@ontario.ca).
- The municipality and the approval authority on the same day as it is emailed to the Tribunal Case Coordinator.
- The Applicant and the Appellant(s) on the same day as it is emailed to the Tribunal Case Coordinator.

The contact information for the parties is included in Schedule A.

The status request will be reviewed and considered by the presiding Member at the CMC. It will also assist the Tribunal in organizing the hearing event. **Attendance by the requestor, or their representative, at the CMC is required for all status requests.**

Persons who are granted **party status** may participate fully in the proceeding (see [Rule 8](#)).

Persons who are granted **participant status** may only participate in writing by way of a participant statement. This statement is expected to be provided 10 days advance of the CMC as part of the status request (see above) and sets out their position in the matter (see [Rule 7.7](#)).

Only persons who are granted party or participant status by the Tribunal at the CMC are permitted to participate in any further hearing event that is convened by the Tribunal for this appeal.

### **FURTHER DIRECTIONS**

Tribunal proceedings are open to the public and all documents filed in a proceeding will be included in the Tribunal's public file (except those documents that may be deemed confidential in accordance with the Ontario Land Tribunal's [Rule 22.1](#)).

The Tribunal shall issue a disposition following the CMC that will set out the directions of the Tribunal. A copy of this decision may be obtained from the Tribunal's website (<https://olt.gov.on.ca/decisions/>) by referencing the above case number.

Please review the Tribunal's [Rules](#) for relevant information.

We are committed to providing accessible services as set out in the *Accessibility for Ontarians with Disabilities Act, 2005*. If you have any accessibility needs, please contact our Accessibility Coordinator as soon as possible by emailing [OLT.COORDINATOR@ontario.ca](mailto:OLT.COORDINATOR@ontario.ca). If you require documents in formats other than conventional print, or if you have specific accommodation needs, please let us know so we can make arrangements in advance.

Pour recevoir des services en français, veuillez communiquer avec la Tribunal au 1-866-448-2248/(416) 212-6349 ou [OLT.COORDINATOR@ontario.ca](mailto:OLT.COORDINATOR@ontario.ca).

For general information concerning the Tribunal, visit our website at <https://olt.gov.on.ca> or you may contact the Tribunal's offices at 1-866-448-2248 or local (416) 212-6349.

DATED at Toronto, this 7<sup>th</sup> day of July, 2023.

Euken Lui  
Acting Registrar

## SCHEDULE A

Please provide materials electronically to the assigned Tribunal Case Coordinator Tamara Zwarycz at [tamara.zwarycz@ontario.ca](mailto:tamara.zwarycz@ontario.ca).

On the same day that documents are submitted to the Tribunal, electronic copies are to be submitted to:

City of Guelph:

Allison Thornton  
[allison.thornton@guelph.ca](mailto:allison.thornton@guelph.ca)

Peter Pickfield  
[pickfield@garrodpickfield.ca](mailto:pickfield@garrodpickfield.ca)

Alex Ciccone  
[aciccone@garrodpickfield.ca](mailto:aciccone@garrodpickfield.ca)

Appellants:

2014707 Ontario Inc. ("Cook Homes")

Jennifer Meader  
[jmeader@tmalaw.ca](mailto:jmeader@tmalaw.ca)

2738766 Ontario Limited, 2738777 Ontario Limited and 848866 Ontario Limited

Eric Davis  
[edavis@svlaw.ca](mailto:edavis@svlaw.ca)

2742707 Ontario Limited

Eileen Costello & Jasmine Fraser  
[ecostello@airdberlis.com](mailto:ecostello@airdberlis.com)  
[jcmfraser@airdberlis.com](mailto:jcmfraser@airdberlis.com)

642762 Ontario Inc.

Kevin Thompson  
[kthompson@svlaw.ca](mailto:kthompson@svlaw.ca)

Ferrovia Investments Inc.

Dennis Weiler  
[dennis@dennisweiler.ca](mailto:dennis@dennisweiler.ca)

Forum Asset Management

Johanna Shapira  
[jshapira@woodbull.ca](mailto:jshapira@woodbull.ca)

Guelph & District Home Builders' Association Inc. and Guelph & Wellington  
Development Association

Kevin Thompson  
[kthompson@svlaw.ca](mailto:kthompson@svlaw.ca)

Guelph Watson Holdings Inc.

Tom Halinski & Jasmine Fraser  
[thalinski@airdberlis.com](mailto:thalinski@airdberlis.com)  
[jcmfraser@airdberlis.com](mailto:jcmfraser@airdberlis.com)

IJK Holdings Inc.

Eric Davis  
[edavis@svlaw.ca](mailto:edavis@svlaw.ca)

Industrial Equities Guelph Corporation

Michael Foderick  
[mfoderick@mccarthy.ca](mailto:mfoderick@mccarthy.ca)

Loblaw Properties Limited

Tom Halinski & Jasmine Fraser  
[thalinski@airdberlis.com](mailto:thalinski@airdberlis.com)  
[jcmfraser@airdberlis.com](mailto:jcmfraser@airdberlis.com)

Paisley & Whitelaw Inc.

Jennifer Meader  
[jmeader@tmalaw.ca](mailto:jmeader@tmalaw.ca)

Silvercreek Guelph Developments Limited and 2089248 Ontario Inc.

Tom Halinski & Jasmine Fraser  
[thalinski@airdberlis.com](mailto:thalinski@airdberlis.com)  
[jcmfraser@airdberlis.com](mailto:jcmfraser@airdberlis.com)

Thomasfield Homes Limited

Kevin Thompson  
[kthompson@svlaw.ca](mailto:kthompson@svlaw.ca)

University Village (Guelph) Limited

Kevin Thompson  
[kthompson@svlaw.ca](mailto:kthompson@svlaw.ca)

Windmill Development Group Ltd.

Philip Osterhout  
[posterhout@solowaywright.com](mailto:posterhout@solowaywright.com)

## SCHEDULE B

### INSTRUCTIONS FOR ELECTRONIC PRE-FILING SUBMISSIONS

#### Submission requirements to organize the video hearing

If a person intends to refer to a document at the video hearing (for clarity, any document that is not in the Tribunal's case file), it is expected to be pre-filed electronically with the Tribunal at **least 10 days** before the date of the video hearing and provided to all parties. The deadline applies unless otherwise specified in the Rules.

Submission emails **under 10MB** in size may be emailed directly to the assigned Tribunal Case Coordinator. Emails **larger than 10MB** must be transferred to the Tribunal's Case Coordinator using an electronic file sharing link/service to avoid sending documents across multiple email parts. Where appropriate, documents are to be submitted in .pdf format.

#### Naming convention

To assist the Tribunal and the adjudicator during the event, it is important that all submissions are **paginated and labelled appropriately** to clearly identify the content of each document. Where a document contains numerous sections, each section is to be indexed to a table of contents.

Additionally, clearly identify and separately tab the relevant sections that will be relied upon for quicker reference. The entirety of the policy documents (e.g. the PPS, Planning Act, Official Plans, Zoning By-laws, etc.) are not required unless deemed necessary to be presented by the parties or as otherwise directed by the Tribunal.

Parties are asked to adhere to the following naming convention: **case number\_party role\_ document type\_date of hearing event**.

For example: PL123456\_Applicant\_Notice of Motion\_Jan 1, 2020

Please see [Rules 7.1 and 7.2](#) for the standard document submission requirements.

## **SCHEDULE C**

**EXCERPT FROM ONTARIO LAND TRIBUNAL'S RULES OF PRACTICE AND PROCEDURE, ON DOCUMENTS, EXHIBITS, FILING, SERVICE, ROLES OF PARTIES, ADJOURNMENTS, CASE MANAGEMENT CONFERENCES AND ELECTRONIC HEARINGS. THE FULL DOCUMENT IS AVAILABLE ON THE TRIBUNAL'S WEBSITE.**

### **RULE 7**

#### **DOCUMENTS, EXHIBITS, FILING, SERVICE**

**7.1 Form of Documents** Unless otherwise directed by the Tribunal, every document filed or introduced by a party or participant in a proceeding before the Tribunal shall be legible and prepared on letter size paper (8 ½" x 11"), except for large documents such as plans, surveys or maps, and, where bound together with other documents, shall have each page numbered consecutively, throughout the entire text or within tabs, including any graphic content. Wherever possible, an electronic copy of the document must also be filed with the Tribunal, identically numbered as the paper document.

**7.2 Other Exhibits** Large graphic or other such types of visual evidence should not be glued to foam or other boards. They shall be on paper and be removed from the boards following the hearing event, and folded to 8 ½" x 11". Three-dimensional models must be photographed and the photographs must be introduced with the model. Visual evidence must be reviewed by the other parties before the hearing event or by an earlier date if set out in a procedural order.

**7.3 Copies of Documents for Parties and the Municipal Clerk** A party who intends to introduce a document as evidence at a hearing event shall provide a copy of the document to all the parties at the beginning of the proceeding or by an earlier date if that is required by the terms of a procedural order or otherwise directed by the Tribunal. If the document is an official plan, those parts of the plan to be referred to at the hearing event should be distributed to the parties, and a copy of the entire plan must be made available to the Tribunal Member(s). If the Tribunal orders that the Municipal Clerk keep copies of documents for public inspection, they do not need to be certified copies, unless a party objects that they are not authentic copies.

**7.4 Prefiling of Witness Statements and Reports** If the hearing is expected to last more than 5 days, the Tribunal may require that parties calling expert or professional witnesses serve on the other parties any expert witness statements and reports prepared for the hearing, at least 30 days in advance of the commencement of the hearing, unless otherwise directed by the Tribunal. The Tribunal may in its discretion, or at the request of a party, also make this prefiling order for hearings expected to last fewer than 5 days. The expert witness statement must contain:

- a. an executed acknowledgment of expert's duty form (attached to these Rules) and the expert's qualifications;

- b. the issues the expert will address, their opinions on these issues, the reasons that support their opinions and their conclusions; and
- c. a list of the reports or documents, whether prepared by the expert or by someone else, that the expert will refer to at the hearing.

The expert's complete report may be filed instead of this statement if it contains the required information.

An expert may not be permitted to testify if this statement or report is not served on all parties when so directed by the Tribunal.

**7.5 Duty of the Expert Witness** It is the duty of every expert engaged by or on behalf of a party who is to provide opinion evidence at a proceeding under these Rules to acknowledge, either prior to (by signing the acknowledgment form attached to the Rules) or at the proceeding, that they are to:

- a. provide opinion evidence that is fair, objective and non-partisan;
- b. provide opinion evidence that is related only to the matters that are within the expert's area of expertise;
- c. provide such additional assistance as the Tribunal may reasonably require to determine a matter in issue;
- d. not to seek or receive assistance or communication from any third party, except technical support, while giving oral evidence in examination in chief, while under cross-examination, or while in reply; and
- e. acknowledge that these duties prevail over any obligation owed by the expert to the party by whom or on whose behalf he or she is engaged.

**7.6 Other Witnesses** The Tribunal may also require that a witness who is not presenting expert evidence provide a witness statement. A witness statement should contain:

- a. a short written outline of the person's background experience and interest in the matter;
- b. a list of the issues that they will discuss; and
- c. a list of reports or materials that they will rely on at the hearing.

The Tribunal may decline to allow the witness to testify if this statement is required by the Tribunal and has not been provided to the other parties.

**7.7 Participant Statements** A person who wishes to participate in a proceeding as a participant, shall file a written participant statement that sets out their position on the appeal and issues of the proceeding, together with an explanation of their reasons in support of their position. A participant may only make submissions to the Tribunal in writing unless otherwise provided for by an Act or regulation.

**7.8 Amendment of Documents** Documents filed with the Tribunal can only be amended with the consent of the parties or by order of the Tribunal. The Tribunal may

require that the person requesting an amendment do so by way of a motion under Rule 10.

**7.9 Copies of Tribunal Documents** A person may examine any document, including electronic documents, filed with the Tribunal and copy it after paying the Tribunal's fee, unless a statute, a Court Order, an order of the Tribunal or these Rules provide otherwise.

**7.10 Return of Exhibits** Exhibits of all types introduced at a hearing will be kept for 180 days after the Tribunal decision issues. The person introducing an exhibit may ask for its return after this time, and it may be given back if the Tribunal agrees. If no such request is made, the exhibit becomes the property of the Tribunal and may be archived.

**7.11 Service by Personal Service or Electronic Service** Where any document is required to be served or filed, including the one commencing a proceeding or a motion or providing notice, it shall be served by personal service, registered mail or electronically (unless a statute or the Tribunal requires another method of service) and shall be sent to:

- a. the party's representative, if any;
- b. where the party is an individual and is not represented, to that party directly, where that party has provided an address for service and/or an e-mail address;
- c. where that party is a corporation and is not represented, to the corporation directly, to the attention of an individual with apparent authority to receive the document;
- d. where served on or filed with a local board or commission, or any department, ministry or agency of the federal, provincial or municipal government, to an individual with apparent authority to receive the document; or
- e. where served on or filed with the Tribunal, to the Registrar, or the assigned administrative staff.

Subject to Rule 7.12, if a document is served by e-mail, then service is effective on the date of service.

**7.12 If Served Electronically After 4:30 p.m.** Any document served electronically after 4:30 p.m. is deemed to have been served on the next business day.

**7.13 Proof of Electronic Service** A confirmation printout received by the sender is proof of the full transmission and receipt of the electronic service.



## **RULE 8**

### **ROLE AND OBLIGATIONS OF A PARTY**

**8.1 Role and Obligations of a Party** Subject to Rule 8.2 below, a person conferred party status to a proceeding before the Tribunal may participate fully in the proceeding, and by way of example may:

- a. Identify issues raised in a notice of appeal for the approval of the Tribunal;
- b. Bring or respond to any motion in the proceeding;
- c. Receive copies of all documents and supporting information exchanged, relied upon or filed in connection with any hearing event conducted in the proceeding;
- d. Present opening and closing submissions at the hearing;
- e. Present and examine witnesses and cross-examine witnesses not of like interest;
- f. Claim costs or be subject to a costs award when ordered by the Tribunal; and
- g. Request a review of the Tribunal's decision or order as set out in Rule 25.

**8.2 Power of Tribunal to Add or Substitute Parties** The Tribunal may add or substitute a party to a proceeding when that person satisfies any applicable legislative tests necessary to be a party and their interest may be transferred or transmitted to another party to be added or substituted provided their presence is necessary to enable the Tribunal to adjudicate effectively and completely on the issues in the proceeding.

**8.3 Non-Appellant Party** A party to a proceeding before the Tribunal which arises under any of subsections 17(24) or (36), 34(19) or 51(39) of the Planning Act who is not an appellant of the municipal decision or enactment may not raise or introduce a new issue in the proceeding. The non-appellant party may only participate in these appeals of municipal decisions by sheltering under an issue raised in an appeal by an appellant party and may participate fully in the proceeding to the extent that the issue remains in dispute. A non-appellant party has no independent status to continue an appeal should that appeal be withdrawn by an appellant party.

**8.4 Common Interest Class** Where the Tribunal is of the opinion that more than one party is of common interest with another party or other parties, the Tribunal may, on its own initiative or on the request of any party, appoint a person of that class of parties to represent the class in the proceeding.

## **RULE 17**

### **ADJOURNMENTS**

**17.1 Hearing Dates Fixed** Hearing events will take place on the date set unless the Tribunal agrees to an adjournment. Adjournments will not be allowed that may prevent the Tribunal from completing and disposing of its proceedings within any applicable prescribed time period.

**17.2 Requests for Adjournment if All Parties Consent** If all of the parties agree, they may make a written request to adjourn a hearing event. The request must include the reasons, a suggested new date, and the written consents of all parties. However, the Tribunal may require that the parties attend in person or convene an electronic hearing to request an adjournment, even if all of the parties consent. The consenting parties are expected to present submissions to the Tribunal on the application of any prescribed time period to dispose of the proceeding.

**17.3 Requests for Adjournment without Consent** If a party objects to an adjournment request, the party requesting the adjournment must bring a motion at least 15 days before the date set for the hearing event. If the reason for an adjournment arises less than 15 days before the date set for the hearing event, the party must give notice of the request to the Tribunal and to the other parties and serve their motion materials as soon as possible. If the Tribunal refuses to consider a late request, any motion for adjournment must be made in person, at the beginning of the hearing event.

**17.4 Emergencies Only** The Tribunal will grant last minute adjournments only for unavoidable emergencies, such as illnesses so close to the hearing date that another representative or witness cannot be obtained. The Tribunal must be informed of these emergencies as soon as possible.

**17.5 Powers of Tribunal upon Adjournment Request** The Tribunal may,

- a. grant the request.
- b. grant the request and fix a new date or, where appropriate, the Tribunal will schedule a case management conference on the status of the matter;
- c. grant a shorter adjournment than requested;
- d. deny the request, even if all parties have consented;
- e. direct that the hearing proceed as scheduled but with a different witness, or evidence on another issue;
- f. grant an indefinite adjournment, if the Tribunal finds no substantial prejudice to the other parties or to the Tribunal's schedule and the Tribunal concludes the request is reasonable for the determination of the issues in dispute. In this case, a party must make a request, or the Tribunal on its own initiative may direct, that the hearing be rescheduled or resumed as the case may be;
- g. convert the scheduled date to a mediation or case management conference; and
- h. make any other appropriate order.

## **RULE 19**

### **CASE MANAGEMENT CONFERENCES**

**19.1 Case Management Conference** At the request of a party, on its own initiative or as may be required by legislation or regulation, the Tribunal may direct parties to participate in a case management conference conducted by a Member of the Tribunal, which can include settlement conferences, motions or preliminary hearing matters, such as to:

- a. identify the parties and participants;
- b. determine the issues raised by the appeal;
- c. narrow the issues in dispute;
- d. identify facts or evidence the parties may agree upon or on which the Tribunal may make a binding decision;
- e. obtain admissions that may simplify the hearing, which may include the examination of persons by the Tribunal as part of the conference;
- f. provide directions for exchange of witness lists, witness statements, expert witness statements and reports, for meetings of experts including to address the disclosure of information such as the disclosure of the information that was not provided to the municipality before council or the approval authority made its decision that is the subject of the appeal, and for further disclosure where necessary;
- g. provide directions to the parties to file a hearing plan to outline how the hearing will proceed, the order of witnesses, or the anticipated time for submissions to ensure the Tribunal sets aside sufficient time in its hearing calendar to dispose of the issues;
- h. discuss opportunities for settlement, including possible use of mediation or other dispute resolution processes;
- i. fix a date, place and format for the hearing and estimate its length, and encourage the parties to agree upon the dates for any procedural steps;
- j. discuss issues of confidentiality, including any need to hold a part of the hearing in the absence of the public or to seal documents;
- k. address the production and cost sharing of joint document books; and
- l. deal with any other matter that may assist in a fair, just, expeditious and cost-effective resolution of the issues.

**19.2 Sample Procedural Order and Meeting Before Case Management Conference** Where the parties are known before the case management conference, they are expected to discuss the matters set out in Rule 19.1 and present a draft procedural order to the Tribunal for its approval. Sample procedural orders are listed in the Index to these Rules.

**19.3 Serving Notice of a Conference** The Tribunal will determine the notice requirements for a Case Management Conference and any directions to serve a Notice of Case Management Conference that provides the time, place and format of the conference. The directions may include a notice to all persons or authorities entitled by

legislation or regulation. The person, municipality or approval authority who is issued the direction must serve this notice on those persons entitled to notice of the conference and provide an affidavit to the Tribunal, at or prior to the conference, to prove service of the notice.

**19.4 Tribunal Member Presides** The Tribunal's Chair will assign at least one Member of the Tribunal to conduct the conference.

**19.5 Public Attendance at a Case Management Conference** A case management conference held in person will be open to the public. A case management conference held by electronic hearing will be open to the public where practical. Despite the general principle of public open sessions, where circumstances prevail that may require confidentiality, in the discretion of the presiding Tribunal Member, part or all of the conference may be conducted in *camera*.

**19.6 Conversion from One Procedure to Another** The Tribunal Member may, at any time, conduct a procedural discussion, initiate a motion, inquire into a preliminary matter, or convert the conference into a hearing. The Tribunal will state in the notice of a case management conference that the parties are expected to arrive prepared for a procedural and settlement conference as well as a preliminary hearing, where evidence or formal statements or submissions may be heard. Even if no settlement is reached, the Tribunal may proceed to make a final decision on any evidence received during the conference.

**19.7 Results of Failure to Attend a Conference** If a party fails to attend the conference or by authorized representative, the Tribunal may proceed without that party. The non-attending party is not entitled to notice of subsequent hearing events in the proceedings.

**19.8 Tribunal Order Following** The Tribunal Member conducting the case management conference will issue an order that may decide any of the matters considered at the conference and provide procedural directions for any subsequent hearing event.

**19.9 Hearing Member Bound** The Tribunal Member conducting the hearing or any subsequent hearing event is bound by the order resulting from the case management conference unless that Member is satisfied that there is good reason to vary the order.

**19.10 Methods of Holding Hearing Events** The Tribunal may direct in an order following a conference that hearing events in a proceeding be held by a combination of written, electronic or in person hearing events.

## **RULE 20**

### **ELECTRONIC HEARINGS**

**20.1 Hearing Events by Teleconference or Videoconference** The Tribunal may hold a hearing event by electronic hearing, such as by teleconference or videoconference, for the determination of any issue in the proceeding. Where the Tribunal directs that a hearing event be held by electronic hearing, the Tribunal may direct a party to make the necessary arrangements and to give notice of those arrangements to the Tribunal and other parties.

**20.2 Objection to the Electronic Format** A party who objects to a hearing event being held as an electronic hearing shall notify the Tribunal and all other parties of its objection within the time period specified in the notice of the electronic hearing. The objecting party shall set out the reasons why the electronic hearing is likely to cause the objecting party significant prejudice.

**20.3 Response to Notice of Objection** The Tribunal may request a written response from other parties to the objection of an electronic hearing within a time period set out by the Tribunal.

**20.4 Procedure When Objection is Received** If the Tribunal receives an objection to hold a hearing event by electronic hearing, it may:

- a. accept the objection, cancel the electronic hearing, and schedule an in person or written hearing; or
- b. if the Tribunal is satisfied, after considering any responding submissions that no significant prejudice will result to a party, then the Tribunal will reject the objection and proceed with the electronic hearing.

**20.5 Directions for the Electronic Hearing** The Tribunal may direct the arrangements for the electronic hearing or designate an approved location for videoconference to protect the integrity of the hearing process, including the security and confidentiality of evidence as necessary.

**20.6 Videoconferences** The Tribunal shall pre-approve all arrangements for conducting a hearing event by videoconference, including the pre-filing and exchange of motion materials, documents, written submissions or any visual and written evidence, and the locations for the conference. Any information, statement or material intended to be filed as an exhibit at a videoconference shall be pre-filed with the Tribunal and provided to all parties in accordance with the Tribunal's directions or procedural order for conducting a hearing event by videoconference.

**20.7 The View of the Camera** A party's representative or a witness in a videoconference shall be in view of the camera, with minimal visual obstructions, in the course of their presentations or submissions to the Tribunal. Where a witness is being examined or cross-examined, there shall be a view of the witness, counsel protecting

the witness, and the person conducting the examination or cross-examination. Any document that may be referred to by parties or their witnesses shall be visible and legible to the Tribunal and all other parties to the conference, either by the camera or by referring to a copy of the document exchanged in accordance with the Tribunal's directions.

June 1, 2021

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

The General Manager of Planning and Building Services of The Corporation of the City of Guelph gave approval for a Draft Plan of Condominium Subdivision on June 30, 2023, under subsection 51 (31) of the *Planning Act*, R.S.O. 1990, c. P. 13, as amended, in respect to (23CDM23501), municipally known as 585 Hanlon Creek Boulevard, in the City of Guelph, County of Wellington.

A copy of the decision, including the conditions, is attached. For more information regarding the proposed plan of condominium subdivision, contact Planning Services at 519-837-5616, email at [planning@guelph.ca](mailto:planning@guelph.ca) or in person at City Hall, Planning and Building Services department. (8:30 a.m. to 4:00 p.m., Monday to Friday)

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

An appeal of the decision to approve the draft plan of condominium subdivision or any of the conditions, can be made to the Ontario Land Tribunal (OLT). The appeal must be filed with the Clerk of The Corporation of the City of Guelph not later than July 26, 2023, by 4:00 p.m. It must set out the reasons for the appeal and be accompanied by the **fee of \$1,100.00, paid by certified cheque or money order** made payable to the Minister of Finance. Only the applicant, the Minister of Municipal Affairs and Housing, The City of Guelph, any person, or any public body that before the City of Guelph made its decision, made an oral submission at a public meeting or sent a written submission before the approval of the final plan of condominium subdivision or conditions, can file an appeal.

Only individuals, corporations or public bodies may appeal decisions in respect of a proposed plan of condominium subdivision or the conditions to the OLT. A notice of appeal may not be filed by an unincorporated association or group. However, a notice of appeal may be filed in the name of an individual who is a member of the association or group on its behalf. Appeal forms are available from the OLT's website at [www.olt.gov.on.ca](http://www.olt.gov.on.ca), or from ServiceGuelph, City Hall.

No person or public body shall be added as a party to the hearing of the appeal of the decision of the City of Guelph, including the lapsing provision or the conditions, or any changes to the conditions of approval, unless the person or public body before the decision of the City of Guelph, made oral submissions at a public meeting or written submission to the council, or made a written request to be notified of

changes to the conditions or in the OLT's opinion, there are reasonable grounds to add the person or public body as a party.

All written submissions relating to this application that were made to City Council before its decision and any and all oral submissions related to this application that were made at a public meeting, held under the *Planning Act*, have been, on balance, taken into consideration by City Council as part of its deliberations and final decision on this matter.

**DATED** at the City of Guelph on July 7, 2023

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

[clerks@guelph.ca](mailto:clerks@guelph.ca)  
519-837-5603



June 30, 2023

Dan Marion  
Kingridge Developments  
1660 North Service Road  
E., Suite 109B  
Oakville, ON L6H 7G3

Dear Mr. Marion,

**RE: 585 Hanlon Creek Boulevard: Draft Plan of Condominium  
Condominium File No.: 23CDM-23501**

As City Council's delegated approval authority for most condominium applications in the City of Guelph, I would like to confirm that your condominium application for draft plan approval has been reviewed by the City of Guelph Planning and Building Services. As of the date of this letter, I have approved the condominium plan for 585 Hanlon Creek Boulevard (File No. 23CDM-23501) under Section 51 of the *Planning Act*, R.S.O. 1990, c.P.13, as amended, subject to the conditions attached.

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

Once your condominium plan has received draft plan approval, when you wish to register your plan, please contact Planning and Building Services and advise in writing how you have satisfied all of the conditions of draft plan approval. Please comprehensively include all necessary clearance documentation with this request.

If you have any questions on this file, please contact Eric Rempel, Development Planner at (519) 822-1260 ext 2617.

Yours truly,



**Krista Walkey**  
**General Manager**  
**Planning and Building Services**

Attach.

- c: Paul Demczak, Batory Planning & Management (email only)  
City Clerk (email only)  
Terry Gayman, City Engineer, Engineering Services (email only)  
Christopher Cooper, City Solicitor (email only)  
Chris DeVriendt, Manager of Development Planning (email only)  
Michael Witmer, Senior Development Planner (email only)

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

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

[guelph.ca](http://guelph.ca)

## **585 Hanlon Creek Boulevard – Proposed Standard Phased Condominium**

### **Draft Plan Conditions (23CDM-23501)**

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

#### **Condominium Draft Plan Details**

1. That this approval applies to a Draft Plan of Standard Phased Condominium, known as '23CDM-23501', prepared by Y. Wahba of R-PE Surveying Ltd., on behalf of Kingridge Developments, as indicated on Attachment 3 to Report Number 'CONDO-23-02' for the lands municipally known as 585 Hanlon Creek Boulevard, illustrating a total of fifty-one (51) units. Furthermore, common elements are comprised of, but not limited to, all roads and drive aisles, outdoor common amenity areas and associated landscaping, and two hundred sixty-two (262) parking spaces of which five (5) are barrier free stalls].

#### **Building Code and Site Plan Compliance**

2. The Owner and/or Applicant shall develop the subject lands in strict accordance with the Ontario Building Code as set out in Section 6 of Ontario Regulation 48/01, as amended from time to time, and the site plan drawings and reports from the approved site plans (File Nos. SP21-019), including but not limited to the fully detailed site plan, photometric plan, landscaping plan, site grading plan, erosion and sediment control plan, site servicing plan, traffic geometrics plan, stormwater management report, environmental noise assessment and salt management plan approved by the City in accordance with Section 41 of the Planning Act, to the satisfaction of the General Manager of Planning and Building Services, prior to the registration of the Plan of Condominium.

#### **Site Inspection**

3. The Owner and/or Applicant acknowledge and agree that the City can and shall make detailed site inspection(s) at 585 Hanlon Creek Boulevard to ensure the site is completed and developed according to the plans approved by the City, and further, shall arrange for such inspection(s), prior to the registration of the Plan of Condominium.

#### **Debts to City**

4. The Owner and/or Applicant shall pay any outstanding debts owed to the City (if any), prior to the registration of the Plan of Condominium.

#### **Engineering Conditions**

5. That a Professional Engineer and/or Ontario Land Surveyor identifies all the sanitary sewers, building drains, building sewers, building storm drains, storm sewers, stormwater management system, watermains and water distribution

system, serving the site and also identifies the locations where easements are required prior to registration of the condominium.

6. That prior to registration of the condominium, an independent lawyer shall certify that the proposed condominium has easements for all the sanitary sewers, building drains, building sewers, building storm drains, storm sewers, stormwater management system, watermains and water distribution system serving the condominium, which are located on private lands other than the lands being registered.

### **Access Easements**

7. An Ontario Land Surveyor (OLS) shall identify all the rights-of-way required within the boundaries of the draft plan of condominium and/or over the adjacent privately owned lands to the south in order to provide sufficient permanent and/or temporary access for vehicles and pedestrians, prior to the registration of the Plan of Condominium.

### **Advisory and Warning Clauses**

8. Prior to the registration of the Plan of Condominium, an independent lawyer shall provide the City with a copy of the executed proposed condominium declaration that will be registered. The said executed declaration shall contain the following advisory and/or warning clauses:
  - a. "The Owner and/or Condominium Corporation, its assigns or successors, and Purchasers and/or Tenants are obligated to implement and maintain at its sole expense the City-approved Private Salt Management Plan, prepared by MGM Consulting Inc., (dated July 9, 2021) for approved Site Plan No. SP21-019 related to winter snow and ice clearing. This includes ensuring that all Contractors, Property Managers and other employees/agents of the Corporation use the designated snow storage areas. Furthermore, when snowfall amounts cannot be completely accommodated within the designated snow storage area(s), the Corporation shall make all necessary arrangements to have excess snow removed and trucked off-site. All of the above shall be to the satisfaction of the City's Risk Management Official (RMO)."
  - b. "The Owner and/or Condominium Corporation, its assigns or successors, and Purchasers and/or Tenants are obligated to implement and maintain at its sole expense the City-approved Stormwater Management Report, prepared by MGM Consulting Inc., (dated December 14, 2022) for approved Site Plan No. SP21-019 related to Stormwater Management. This includes ensuring the proper maintenance and operation of the oil-grit separator structures and complying with the required post-development release rates."
  - c. "Fire Access Routes that are required to be constructed under the Ontario Building Code, the Ontario Fire Code or are required by Municipal By-law are specifically provided to facilitate access for firefighting operations and shall not be obstructed by gates, fences, building materials, waste or recycling receptacles, vehicles or any other form of obstruction. The construction of a gate or fence within a fire route is not permitted and is a direct contravention of Division B, Sentence 2.5.1.2(1) of the Ontario Fire Code, as amended."

- d. "Private sidewalks, driveways and parking areas are to be maintained in a snow free condition and void of any obstructions twelve (12) months of the year."
- e. "Trucks entering/leaving the Lands shall use only Highway 6 (Hanlon Expressway) and/or Downey Road south of Hanlon Creek Boulevard [formerly known as Road A]."
- f. "When completed, realigned Laird Road (Road D) will be used as a Permissive Truck Route which includes the haulage of mineral aggregate from licenses pit operations located in the Township of Puslinch to Highway 6 (Hanlon Expressway). In addition, a mineral aggregate resource area is identified in the County of Wellington Official Plan to the west of the Hanlon Creek Business Park located in the Township of Puslinch."

### **Solicitor's Undertaking**

- 9. Prior to the registration of the Plan of Condominium, a lawyer representing the Owner shall:
  - a. Provide the City with a copy of the executed proposed condominium declaration and description that will be registered as the case may be and make reference to the same to the satisfaction of the City in the lawyer's certifications referred to in these conditions;
  - b. Provide the City with the Owner's unqualified undertaking to register the said declaration in the form as provided to the City by the said lawyer;
  - c. Provide the City with the said lawyer's unqualified undertaking not to register the said declaration other than in the form provided to the City by the said lawyer; and
  - d. Notwithstanding the above, notify the City in writing if they are no longer retained or instructed by the Owner in this matter.

### **Canada Post**

- 10. The Owner and/or Applicant shall consult with Canada Post on the location(s) for any mailboxes, rooms, and delivery equipment and further, shall provide written confirmation to the City from Canada Post that all mail delivery requirements for the development have been satisfied, prior to the registration of the Plan of Condominium.

### **Site Plan Completion and Securities**

- 11. That further to the requirements outlined in Conditions 2 and 3, any works not completed as per the approved site plan(s) shall be completed prior to the registration of the Plan of Condominium or any part thereof, or the Owner and/or Applicant shall pay to the City a financial security\* amount representing up to 100 per cent (100%) of the value of the outstanding items therein as agreed to by the Manager of Development Planning, prior to the Registration of the Plan of Condominium or any part thereof. The foregoing security provision may be accepted by the said Manager in lieu of one hundred per cent (100%) completion in the discretion of the said Manager as it is recognized that certain physical features of the development may not be completed at the time of registration as the case may be, and that the site works for the proposed

condominium plan may not be completed at the time of registration thereof on account of seasonal or weather conditions.

**Digital Plan Submission**

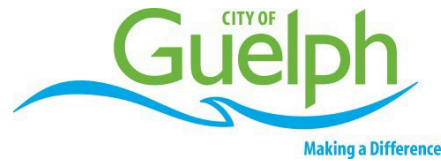
12. The Owner and/or Applicant agrees to provide the City's Planning and Building Services staff with a digital file of the final Condominium Plan or Final Condominium Description Plan(s) in an AutoCAD compatible format (i.e. '.dwg') prior to the registration of the Plan of Condominium.

**Clearance of Draft Plan Conditions – Comprehensive Notification to City**

13. Prior to the City's final approval of the Plan of Condominium Description, the City shall be comprehensively advised in writing by the Owner and/or Applicant, including providing any relevant supporting third party documentation, how conditions 1 through 12 have been satisfied or acknowledged, whatever the case may be.

**Notes:**

- i. The "Owner" shall refer to Kingridge Developments
- ii. Draft Plan of Condominium approval will expire and lapse five (5) years from the date draft plan approval is issued.
- iii. The condominium plan for registration must be in conformity with Ontario Regulation 43/96 as amended, under the Registry Act.
- iv. Any financial securities provided to the City in the form of a letter of credit must be done in accordance with the City's Letter of Credit Policy, as per By-law (2011)-19263. A template for letters of credit to be submitted to the City is available upon request through Planning staff.
- v. Digital drawing submissions to the City are to be emailed directly to [planning@guelph.ca](mailto:planning@guelph.ca) and/or the Planner on file or sent through a secure digital file hosting service (i.e. Dropbox).
- vi. The Owner/Applicant is responsible for contacting respective telecommunications providers (Bell Canada, Rogers Cable, etc.) and making necessary arrangements to ensure that adequate wire-line communication/telecommunication infrastructure is sufficiently available to service the development.
- vii. If the final plan of condominium subdivision is/are approved by the City pursuant to Subsection 51(58) of the Planning Act (i.e. City signs Certificate of Approval on description plans), it must be registered with the local Land Registry Office within 30 days of the date of the City's final approval and release or the City may withdraw its final approval and release pursuant to Subsection 51(59) of the Planning Act.
- viii. All documents with respect to satisfying the draft plan conditions are to clearly reference the file number (i.e. 23CDM-) and parent municipal address. Further, clearance documents are to be comprehensively assembled and provided in a single submission/document to Planning staff when available.



## **Notice of the adoption of an amendment to the Official Plan by the Corporation of the City of Guelph**

The Council of The Corporation of the City of Guelph passed Amendment No. 91 to the Official Plan for the Corporation of the City of Guelph, as By-law (2023)-20815, (Delegation of Authority Update) on July 25, 2023, under section 17 of the *Planning Act*, R.S.O. 1990, c. P. 13, as amended.

An explanation of the purpose and effect of the by-law as well as a description of the subject lands are included. For more information regarding the Official Plan Amendment, contact Planning Services at 519-837-5616, or [planning@guelph.ca](mailto:planning@guelph.ca).

The proposed Official Plan Amendment is exempt from approval by the Ministry of Municipal Affairs and the decision of Council of The Corporation of the City of Guelph is final if a notice of appeal is not received on or before the last day for filing a notice of appeal.

Only Individuals, corporations and public bodies may appeal a by-law to the Ontario Land Tribunal (OLT). A notice of appeal may not be filed by an unincorporated association or group. However, a notice of appeal may be filed in the name of an individual who is a member of the association or the group on its behalf. The Notice of Appeal must be filed with the City Clerk not later than **August 22, 2023, no later than 4:00 p.m.** The appeal must set out the reasons for the appeal and the specific part of the official plan amendment to which the appeal applies and be accompanied by the fee of **\$1,100.00, paid by credit card, certified cheque or money order** payable to the Minister of Finance. The forms are available from ServiceGuelph, Guelph City Hall or on OLT's website, [www.olt.gov.on.ca](http://www.olt.gov.on.ca).

No person or public body will be added as a party to the hearing of the appeal of the decision unless, before the amendment was adopted, the person or public body made oral submissions at a public meeting or written submissions to the council or, in the opinion of the OLT, there are reasonable grounds to add the person or public body as a party.

Any and all written submissions relating to this application that were made to City Council before its decision and any and all oral submissions related to this application that were made at a public meeting, held under the *Planning Act*, have been, on balance, taken into consideration by City Council as part of its deliberations and final decision on this matter.

**EXPLANATION OF PURPOSE AND EFFECT AND  
SUBJECT LANDS FOR BY-LAW NUMBER (2023)–20815**

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

An Official Plan Amendment is approved to delegate authority for the lifting of holding provisions, the passing of a temporary use zoning by-law, and other minor zoning by-law amendments as defined. This amendment will ensure that Council can focus on more substantive planning applications and efficient service delivery can proceed.

**Subject Lands**

The approved OPA applies to all land within the municipal boundaries of the City of Guelph.

DATED at the City of Guelph August 3, 2023.

Stephen O'Brien  
City Clerk  
City of Guelph  
1 Carden Street  
Guelph, Ontario N1H 3A1  
[clerks@guelph.ca](mailto:clerks@guelph.ca)  
519-837-5603



**From:** Gardner, Margaret (She/Her) (MNR) <Margaret.Gardner@ontario.ca>

**Sent:** Tuesday, July 4, 2023 11:54 AM

**Subject:** Proposal to Amend Three Regulated Manuals under the Crown Forest Sustainability Act

***Sent on behalf of Peter D. Henry, Crown Forests and Lands Policy Branch Director***

Greetings:

On June 12, 2023, the Ministry of Natural Resources and Forestry posted a Proposal Notice on the Environmental Registry (ER #:019-6823) for a 60-day period to seek input on proposed amendments to the Forest Management Planning Manual, Forest Information Manual and Scaling Manual (i.e., Forest Manuals). The proposed revisions will support commitments identified in the Forest Sector Strategy and will continue to modernize the forest management planning and wood measurement processes while continuing to provide for the responsible management of Ontario's forests.

We invite you to review the proposals on the Environmental Registry and provide comments. If you have any questions, please contact the identified project lead.

Sincerely,

***Original signed by***

Peter D. Henry, R.P.F.  
Director, Crown Forests & Lands Policy Branch  
Ministry of Natural Resources and Forestry  
70 Foster Drive, 3rd Floor

Sault Ste. Marie, Ontario, P6A 6V5

[peter.d.henry@ontario.ca](mailto:peter.d.henry@ontario.ca)

Please Note: As part of providing accessible customer service, please let me know if you have any accommodation needs or require communication supports or alternate formats.

June 12, 2023

**SUBJECT: Proposal to Amend Three Regulated Manuals under the Crown Forest  
Sustainability Act**

Greetings:

Today, the Ministry of Natural Resources and Forestry posted a Proposal Notice on the Environmental Registry (ER #:019-6823) for a 60-day period to seek input on proposed amendments to the Forest Management Planning Manual, Forest Information Manual and Scaling Manual (i.e., Forest Manuals). The proposed revisions will support commitments identified in the Forest Sector Strategy and will continue to modernize the forest management planning and wood measurement processes while continuing to provide for the responsible management of Ontario's forests.

We invite you to review the proposals on the Environmental Registry and provide comments. If you have any questions, please contact the identified project lead.

Sincerely,

***Original signed by***

Peter D. Henry, R.P.F.  
Director  
Crown Forests and Lands Policy Branch

**From:** Great Lakes and Water Policy Section (MNRF) <mnrwaterpolicy@ontario.ca>  
**Sent:** Tuesday, July 4, 2023 3:42 PM  
**To:** Great Lakes and Water Policy Section (MNRF) <mnrwaterpolicy@ontario.ca>  
**Subject:** Release of Proposed Technical Bulletin: Data Survey and Mapping Specifications

*\*\* This email is being sent on behalf of Jennifer Keyes, Director, Resources Planning and Development Policy Branch \*\**

Good Afternoon,

Today, the government released a draft technical bulletin on the Environmental Registry of Ontario to support municipalities and conservation authorities with flood hazard mapping activities. The "[ERO Posting #019-4706: Technical bulletin - Flooding hazards: data survey and mapping specifications](#)", would replace Chapter J of the existing "River and Stream Systems: Flooding Hazard Limit" technical guideline.

The technical bulletin is to be applied when delineating the flooding hazard through mapping new, or updating existing, maps. It is intended to assist technical personnel experienced in mapping and geomatics in undertaking flood hazard surveying and mapping in Ontario, and if accepted, will become the definitive source of flood hazard data, survey and mapping guidance for use in Ontario.

A critical step in protecting people and property from flooding starts with identifying where flooding is expected to occur. This is most often achieved through flood hazard mapping. Actions in [Protecting People and Property: Ontario's Flooding Strategy](#) commit the province

to updating existing technical guidance used to support<sup>1</sup> implementation of the natural hazard policies outlined within the proposed Provincial Planning Statement 2023. The MNRF is taking a multi-staged approach to updating its guidance.

Feedback on the draft technical bulletin will be accepted until September 5, 2023 through the Environmental Registry.

Sincerely,

Jennifer Keyes  
Director, Resources Planning and Development Policy Branch  
Ministry of Natural Resources and Forestry

**Ministry of Natural Resources and  
Forestry**

Resources Planning and Development  
Policy Branch  
Policy Division  
300 Water Street  
Peterborough, ON K9J 3C7

**Ministère des Richesses naturelles et  
des Forêts**

Direction des politiques de planification et  
d'exploitation des ressources  
Division de l'élaboration des politiques  
300, rue Water  
Peterborough (Ontario) K9J 3C7

July 4, 2023

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A critical step in protecting people and property from flooding starts with identifying where flooding is expected to occur. This is most often achieved through flood mapping Actions in [Protecting People and Property: Ontario's Flooding Strategy](#) commit the province to updating existing technical guidance used to support implementation of the natural hazard policies outlined within the proposed Provincial Planning Statement 2023. The MNRF is taking a multi-staged approach to updating its guidance.

Feedback on the draft technical bulletin will be accepted until September 5, 2023 through the Environmental Registry.

Sincerely,

Jennifer Keyes  
Director, Resources Planning and Development Policy Branch  
Ministry of Natural Resources and Forestry



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

July 14th, 2023

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

Attention: Ms. Richardson

**Re: Monthly Monitoring Report – June 2023**  
**Mill Creek Pit, License #5738**  
**Township of Puslinch, Wellington County**

Please find enclosed the required monitoring data for the month of June 2023 for those monitoring wells that could be measured. There were no exceedances to report.

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

Sincerely,

Jonathan Clark  
Site Superintendent

CC: Township of Puslinch  
Sonja Strynatka (GRCA)  
Kevin Mitchell (Dufferin Aggregates)  
University of Guelph

**RECEIVED**  
**JUL 18 2023**  
**Township of Puslinch**



Monthly Reporting  
Mill Creek Aggregates Pit  
June 2023

Date	DP21 (mASL)	Threshold Value (mASL)	Exceedance
2-Jun-23	305.73	305.60	NO
9-Jun-23	305.70	305.60	NO
15-Jun-23	305.82	305.60	NO
22-Jun-23	305.71	305.60	NO
30-Jun-23	305.79	305.60	NO

Date	DP17 (mASL)	Threshold Value (mASL)	Exceedance
2-Jun-23	305.25	305.17	NO
9-Jun-23	305.25	305.17	NO
15-Jun-23	305.30	305.17	NO
22-Jun-23	305.24	305.17	NO
30-Jun-23	305.28	305.17	NO

Date	DP3 (mASL)	Threshold Value (mASL)	Exceedance
2-Jun-23	304.69	304.54	NO
9-Jun-23	304.69	304.54	NO
15-Jun-23	304.71	304.54	NO
22-Jun-23	304.69	304.54	NO
30-Jun-23	304.74	304.54	NO

Date	DP2 (mASL)	Threshold Value (mASL)	Exceedance
2-Jun-23	304.02	303.69	NO
9-Jun-23	304.00	303.69	NO
15-Jun-23	304.03	303.69	NO
22-Jun-23	304.02	303.69	NO
30-Jun-23	304.05	303.69	NO

Date	DP1 (mASL)	Threshold Value (mASL)	Exceedance
2-Jun-23	304.31	303.97	NO
9-Jun-23	304.29	303.97	NO
15-Jun-23	304.32	303.97	NO
22-Jun-23	304.29	303.97	NO
30-Jun-23	304.30	303.97	NO

Date	DP5CR (mASL)	Threshold Value (mASL)	Exceedance
2-Jun-23	303.26	302.86	NO
9-Jun-23	303.25	302.86	NO
15-Jun-23	303.33	302.86	NO
22-Jun-23	303.30	302.86	NO
30-Jun-23	303.29	302.86	NO

Date	BH13 (mASL)	DP21 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
2-Jun-23	306.11	305.73	0.39	0.11	NO
9-Jun-23	306.09	305.70	0.39	0.11	NO
15-Jun-23	306.15	305.82	0.33	0.11	NO
22-Jun-23	306.08	305.71	0.37	0.11	NO
30-Jun-23	306.113	305.79	0.33	0.11	NO

Date	BH92-12 (mASL)	DP17 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
2-Jun-23	305.61	305.25	0.36	0.14	NO
9-Jun-23	305.59	305.25	0.34	0.14	NO
15-Jun-23	305.66	305.30	0.36	0.14	NO
22-Jun-23	305.60	305.24	0.36	0.14	NO
30-Jun-23	305.66	305.28	0.38	0.14	NO

Date	DP6 (mASL)	DP3 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
2-Jun-23	305.59	304.69	0.90	0.73	NO
9-Jun-23	305.59	304.69	0.90	0.73	NO
15-Jun-23	305.69	304.71	0.98	0.73	NO
22-Jun-23	305.64	304.69	0.95	0.73	NO
30-Jun-23	305.70	304.74	0.95	0.73	NO

Date	BH92-27 (mASL)	DP2 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
2-Jun-23	304.88	304.02	0.86	0.34	NO
9-Jun-23	304.85	304.00	0.84	0.34	NO
15-Jun-23	304.74	304.03	0.71	0.34	NO
22-Jun-23	304.80	304.02	0.79	0.34	NO
30-Jun-23	304.75	304.05	0.70	0.34	NO

Date	BH92-29 (mASL)	DP1 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
2-Jun-23	304.95	304.31	0.63	0.17	NO
9-Jun-23	304.92	304.29	0.63	0.17	NO
15-Jun-23	304.89	304.32	0.57	0.17	NO
22-Jun-23	304.88	304.29	0.59	0.17	NO
30-Jun-23	304.86	304.30	0.56	0.17	NO

Date	OW5-84 (mASL)	DP5CR (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
2-Jun-23	303.59	303.26	0.33	0.18	NO
9-Jun-23	303.58	303.25	0.33	0.18	NO
15-Jun-23	303.65	303.33	0.32	0.18	NO
22-Jun-23	303.61	303.30	0.31	0.18	NO
30-Jun-23	303.65	303.29	0.36	0.18	NO

Note: No exceedances to report for the month of June.



Monthly Reporting  
Mill Creek Aggregates Pit  
June 2023

Max. Allowable as per PTTW- Main Pond		
(Imperial Gallons)		(Litres)
2,500	per minute	11,365
1,800,000	per day	8,183,000

Max. Allowable as per PTTW- Silt Pond		
(Imperial Gallons)		(Litres)
2,597	per minute	11,806
3,739,477	per day	17,000,000

Total Monthly Precipitation (mm):	59.5	Kitchener/Waterloo (Actual)
Total Monthly Normal Precipitation (mm):	82.4	Waterloo-Wellington A (30-year Normal)

Date	Below Water Table Extraction Phase 5	Below Water Table Extraction Phase 2	Water Pumped from Main Pond (gals)	Water Pumped from Active Silt Pond (gals)	Main Pond Level (mASL)	Exceedance Y/N (BELOW 305.5 mASL)	Phase 2 Pond Level (mASL)	Exceedance Y/N (BELOW 305.0 mASL)	Phase 3 Pond Level (mASL)	Exceedance Y/N (BELOW 303.85 mASL)	Phase 4 Pond Level (mASL)	Exceedance Y/N (BELOW 304.5 mASL)
1-Jun-23	0	0	1,772,072	0	306.34	N	305.82	N	305.01	N	305.99	N
2-Jun-23	0	0	1,736,437	0	306.34	N	305.82	N	305.03	N	305.98	N
3-Jun-23	-	-	-	-	-	-	-	-	-	-	-	-
4-Jun-23	-	-	-	-	-	-	-	-	-	-	-	-
5-Jun-23	0	0	1,758,874	0	306.32	N	305.82	N	305.00	N	305.98	N
6-Jun-23	0	0	1,741,057	0	306.32	N	305.82	N	305.00	N	305.98	N
7-Jun-23	0	0	1,671,766	0	306.31	N	305.82	N	304.99	N	305.98	N
8-Jun-23	0	0	1,594,777	0	306.31	N	305.82	N	304.97	N	305.98	N
9-Jun-23	0	0	1,747,436	0	306.31	N	305.82	N	304.99	N	305.98	N
10-Jun-23	-	-	-	-	-	-	-	-	-	-	-	-
11-Jun-23	-	-	-	-	-	-	-	-	-	-	-	-
12-Jun-23	0	0	1,067,291	0	306.32	N	305.80	N	304.97	N	305.99	N
13-Jun-23	0	0	1,624,913	0	306.32	N	305.83	N	304.98	N	306.00	N
14-Jun-23	0	0	1,759,094	0	306.32	N	305.83	N	304.98	N	306.01	N
15-Jun-23	0	0	1,777,132	0	306.32	N	305.82	N	304.98	N	306.01	N
16-Jun-23	0	0	1,526,367	0	306.33	N	305.84	N	304.98	N	306.02	N
17-Jun-23	-	-	-	-	-	-	-	-	-	-	-	-
18-Jun-23	-	-	-	-	-	-	-	-	-	-	-	-
19-Jun-23	0	0	1,741,057	0	306.32	N	305.82	N	304.96	N	306.00	N
20-Jun-23	0	0	1,761,514	0	306.32	N	305.82	N	304.96	N	306.01	N
21-Jun-23	0	0	1,751,175	0	306.31	N	305.81	N	304.93	N	306.02	N
22-Jun-23	0	0	1,548,584	0	306.31	N	305.82	N	304.93	N	306.02	N
23-Jun-23	0	0	1,704,322	0	306.30	N	305.82	N	304.91	N	305.99	N
24-Jun-23	-	-	-	-	-	-	-	-	-	-	-	-
25-Jun-23	-	-	-	-	-	-	-	-	-	-	-	-
26-Jun-23	0	0	1,704,542	0	306.32	N	305.82	N	304.91	N	305.99	N
27-Jun-23	0	0	1,712,241	0	306.32	N	305.85	N	304.99	N	306.02	N
28-Jun-23	0	0	1,750,075	0	306.33	N	305.86	N	304.95	N	306.03	N
29-Jun-23	0	0	1,760,634	0	306.33	N	305.86	N	304.95	N	306.03	N
30-Jun-23	0	0	1,732,918	0	306.32	N	305.85	N	304.97	N	306.02	N
Total	0	0	36,944,275	0	-	-	-	-	-	-	-	-

Note: No exceedances to report. The Township of Puslinch pumped a total of approximately 90,850 L from Pond 4 this month.



*Annette Groves*  
*Mayor*

June 29, 2023

Sent via E-Mail: [doug.fordco@pc.ola.org](mailto:doug.fordco@pc.ola.org)

The Honourable Doug Ford  
Premier of Ontario  
Premier's Office, Room 281  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1

**RE: STAFF REPORT 2023-0327: ILLEGAL LAND USE ENFORCEMENT UPDATE**

Dear Premier Ford,

I am writing to advise that at the Town Council meeting held on June 20, 2023, Council adopted a resolution regarding Staff Report 2023-0327: Illegal Land Use Enforcement Update.

The resolution reads as follows:

*That the Illegal Land Use Enforcement Taskforce's mandate be expanded to include other types of illegal land uses and not solely on illegal trucking land uses; and*

*That the Province be requested to strengthen municipal enforcement powers by:*

- Amending the Municipal Act to enable municipalities to physically bar entry to properties where illegal land uses that have significant detrimental impacts on adjacent residential properties, the environment or create unsafe situations;*
- Increasing the maximum penalty amounts in the Planning Act to \$50,000 for an individual upon conviction and on a subsequent conviction, not more than \$25,000 for each day in which the contravention has continued after the day in which the person was initially convicted; and*
- Including provisions to ensure a corporation is liable to fines of not more than \$100,000 upon first conviction and not more than \$50,000 for each day in which the contravention has continued after the day in which the corporation was initially convicted.*

**THE CORPORATION OF THE TOWN OF CALEDON**

6311 Old Church Road, Caledon East, Caledon, ON, Canada L7C 1J6  
T. 905.584.2272 | 1.888.225.3366 | F. 905.584.1444 | [www.caledon.ca](http://www.caledon.ca) | [annette.groves@caledon.ca](mailto:annette.groves@caledon.ca)



*That a copy of this report be provided to the Honourable Doug Ford, Premier of Ontario, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, the Honourable Sylvia Jones, MPP, Dufferin-Caledon; the Honourable Doug Downey, Attorney General of Ontario; and*

*That a copy of this report be provided to the municipalities within the Greater Golden Horseshoe area seeking support in the request for strengthened enforcement powers to combat significant illegal land uses negatively impacting communities across Ontario and to the Association of Municipalities of Ontario (AMO) and Rural Ontario Municipal Association (ROMA).*

A copy of Staff Report 2023-0327 has been enclosed for your reference. For more information regarding this matter, please contact my Chief of Staff, Nathan Grundy, directly by email at [nathan.grundy@caledon.ca](mailto:nathan.grundy@caledon.ca) or by phone at 905.584.2272 ext. 4430.

Thank you for your attention to this matter.

Sincerely,



Annette Groves  
Mayor

Cc: The Honourable Steve Clark, Minister of Municipal Affairs and Housing, [minister.mah@ontario.ca](mailto:minister.mah@ontario.ca)  
The Honourable Sylvia Jones, Deputy Premier, Minister of Health and MPP Dufferin-Caledon, [sylvia.jones@pc.ola.org](mailto:sylvia.jones@pc.ola.org)  
The Honourable Doug Downey, Attorney General of Ontario, [doug.downey@pc.ola.org](mailto:doug.downey@pc.ola.org)  
Association of Municipalities of Ontario, [amo@amo.on.ca](mailto:amo@amo.on.ca)  
Rural Ontario Municipal Association, [roma@roma.on.ca](mailto:roma@roma.on.ca)  
City of Toronto, [clerk@toronto.ca](mailto:clerk@toronto.ca)  
York Region, [regional.clerk@york.ca](mailto:regional.clerk@york.ca)  
City of Vaughan, [clerks@vaughan.ca](mailto:clerks@vaughan.ca)  
Town of Richmond Hill, [clerks@richmondhill.ca](mailto:clerks@richmondhill.ca)  
Town of Markham, [customerservice@markham.ca](mailto:customerservice@markham.ca)  
Town of Aurora, [info@aurora.ca](mailto:info@aurora.ca)  
Town of Whitchurch-Stouffville, [clerks@townofws.ca](mailto:clerks@townofws.ca)  
King Township, [clerks@king.ca](mailto:clerks@king.ca)  
Town of Newmarket, [clerks@newmarket.ca](mailto:clerks@newmarket.ca)  
Township of East Gwillimbury, [clerks@eastgwillimbury.ca](mailto:clerks@eastgwillimbury.ca)  
Town of Georgina, [info@georgina.ca](mailto:info@georgina.ca)  
Region of Durham, [clerks@durham.ca](mailto:clerks@durham.ca)  
Town of Ajax, [clerks@ajax.ca](mailto:clerks@ajax.ca)  
Township of Brock, [Clerks@brock.ca](mailto:Clerks@brock.ca)  
Municipality of Clarington, [clerks@clarington.net](mailto:clerks@clarington.net)  
City of Oshawa, [clerks@oshawa.ca](mailto:clerks@oshawa.ca)  
City of Pickering, [clerks@pickering.ca](mailto:clerks@pickering.ca)

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**THE CORPORATION OF THE TOWN OF CALEDON**

6311 Old Church Road, Caledon East, Caledon, ON, Canada L7C 1J6  
T. 905.584.2272 | 1.888.225.3366 | F. 905.584.1444 | [www.caledon.ca](http://www.caledon.ca) | [annette.groves@caledon.ca](mailto:annette.groves@caledon.ca)

Township of Scugog, [mail@scugog.ca](mailto:mail@scugog.ca)  
Township of Uxbridge, [info@uxbridge.ca](mailto:info@uxbridge.ca)  
Town of Whitby, [clerks@whitby.ca](mailto:clerks@whitby.ca)  
Brant County, [info@brant.ca](mailto:info@brant.ca)  
City of Brantford, [clerks@brantford.ca](mailto:clerks@brantford.ca)  
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Simcoe County, [info@simcoe.ca](mailto:info@simcoe.ca)  
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#### THE CORPORATION OF THE TOWN OF CALEDON

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Meeting Date: June 6, 2023

Subject: Illegal Land Use Enforcement Update

Submitted By: Mark Srage, Director, Building Services and Municipal Law Enforcement

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## **RECOMMENDATION**

That the Illegal Land Use Enforcement Taskforce's mandate be expanded to include other types of illegal land uses and not solely on illegal trucking land uses; and

That the Province be requested to strengthen municipal enforcement powers by:

- Amending the *Municipal Act* to enable municipalities to physically bar entry to properties where illegal land uses that have significant detrimental impacts on adjacent residential properties, the environment or create unsafe situations;
- Increasing the maximum penalty amounts in the *Planning Act* to \$50,000 for an individual upon conviction and on a subsequent conviction, not more than \$25,000 for each day in which the contravention has continued after the day in which the person was initially convicted; and
- Including provisions to ensure a corporation is liable to fines of not more than \$100,000 upon first conviction and not more than \$50,000 for each day in which the contravention has continued after the day in which the corporation was initially convicted.

That a copy of this report be provided to the Honourable Doug Ford, Premier of Ontario, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, the Honourable Sylvia Jones, MPP, Dufferin-Caledon; and

That a copy of this report be provided to the municipalities within the Greater Golden Horseshoe area seeking support in the request for strengthened enforcement powers to combat significant illegal land uses negatively impacting communities across Ontario and to the Association of Municipalities of Ontario (AMO) and Rural Ontario Municipal Association (ROMA).

## **REPORT HIGHLIGHTS**

- Constant and undeterred enforcement efforts by both the Municipal Law Enforcement Division and the Legal Services Division is achieving the results that were envisioned when Council approved the creation of this dedicated enforcement effort.

- The Town has been successful in pursuing injunctions through the courts and will continue utilizing this enforcement mechanism for property owners that do not come into compliance to the Town's By-laws through normal enforcement actions.
- Land use permissions and performance standards should be developed and enacted through the Town's Zoning By-law to permit and regulate the creation of legal truck storage facilities.
- Advocacy with the Ministry of Municipal Affairs and Housing is necessary to secure additional enforcement powers that are needed to provide more effective and cost-efficient enforcement of municipal land use B-law with respect to illegal land use.
- That the Illegal Land Use Enforcement Taskforce (Trucking) expand its mandate to include other types of illegal land uses including but not limited to event centres, institutional uses and places of worship.

## **DISCUSSION**

### **Background**

In 2019, staff were approved by Council to implement an Illegal Land Use Enforcement Taskforce with the objective of addressing the growing illegal land use issues related to the parking and storage of tractor trailers and commercial vehicles. This includes all property types in the Town, both those of a smaller scale (e.g., one or two trucks parked on rural properties), as well as those properties with a larger commercial operation. To effectively address the scope and scale of the issue, it was determined that staff would take a proactive approach to identify properties where the parking and storage of tractor trailers and commercial vehicles exist rather than relying solely on a complaint-based method and engage in education and enforcement. The dedicated resources allocated for this initiative included the following staff compliment; two (2) Municipal Law Enforcement Officers, one (1) assistant Town Solicitor and one (1) coordinator. Due to the Covid-19 Pandemic, implementation of this dedicated staff group was delayed until July 2021. Since that time, they have been actively involved in undertaking proactive educational and enforcement efforts.

### **Education and Communication Strategy**

As part of the initiative to address the illegal land use issue, staff engaged with an external consultant to develop a public education and strategic communications strategy in consultation with our Communications staff. The objective of the strategy is to effectively educate external stakeholders and property owners on the Town's land use policies and Zoning By-law; the types of properties on which the parking and storage of tractor trailers and commercial vehicles are permitted; the processes that must be followed to be in compliance with the applicable regulations; and updated enforcement efforts undertaken by enforcement staff assigned to this initiative. The result of this effort was the creation of a guide that provides an easy-to-understand explanation of the Zoning By-laws as it

relates to truck parking and storage along with the actions being taken by the Town with respect to enforcing these rules.

Along with the production of this guide, staff continue to utilize a variety of communication tactics to help inform residents and operators of illegal truck storage facilities of the rules and consequences for violating the Town's By-laws. These efforts include:

- a month-long radio campaign on Parvasi radio,
- resident focused social media campaign,
- numerous media releases highlighting successful outcomes through the courts
- media interviews and responses

### **Enforcement Efforts**

As previously referenced the commencement of proactive enforcement efforts began in July 2021 with the Officers conducting inspections on properties that had been previously identified by residents or Town staff as possibly having illegally stored trucks. Since then, Officers have investigated over 310 properties for potential illegal truck storage violations occurring (see Figure 1 for illustration of location of properties investigated).

**Figure 1:** Location of properties investigated



Over 137 enforcement actions have been commenced because of these investigations. Depending on the severity of the By-law contraventions different enforcement actions were employed to seek compliance with the Town's By-laws. These enforcement actions

include the issuance of letters notifying the property owner of the By-law contravention(s), issuance of tickets, laying of charges or seeking court injunctions. While voluntary compliance has been achieved for some of the properties there are 36 properties where the matters are still before the courts.

While the overall enforcement objective is to achieve compliance with the Town's By-laws, the Town seeks meaningful financial penalties for those property owners who willfully ignore the Town's By-laws or do not voluntarily come into compliance. Through the combined efforts of the Officers (who are employing additional investigative techniques to provide stronger evidence) and Legal staff (who can educate and demonstrate in Court of the severity of these offences) the Courts are now imposing very significant fine amounts when a defendant is found guilty of a violation related to an illegal trucking operation. The Courts have the sole discretion in determining the fine amounts and staff have been successful in achieving fine amounts between \$35,000 - \$50,000 dollars which is the maximum amount prescribed in the *Planning Act*. To date the total amount of fines levied by the courts has been over \$350,000.00. Along with these significant fine amounts the Courts are also starting to issue Prohibition Orders. Prohibition Orders are a Court directive for the convicted party to cease using the property in noncompliance with the Order effective the date the Order is issued. Should the prohibition use continue then the Enforcement Team may lay charges for failing to comply with an Order, which would result in fines that could be imposed daily. This can result in significant consequences for the owner/operator as these daily fines can become financially onerous depending on how long the property remains noncompliant.

In addition to these court charges the Town has been successful in obtaining Superior Court issued injunctions against some of the most egregious illegal trucking operations and to date there have been 3 successful court injunctions issued for the following properties:

- 6086 Mayfield Road
- 6186 Mayfield Road
- 6230 Mayfield Road (all illegally stored vehicles have been removed from this property – see Schedule A).

While these injunctions are a very powerful enforcement tool, they are very costly for the Town to instigate and carry through the Court systems and can in some instances be a slow process, taking up to a year or beyond to achieve a Superior Court decision and Order. Along with these Zoning related enforcement actions staff have also undertaken actions to achieve compliance with the Town's other By-laws, such as the Traffic By-law and the Fill By-law, where possible and warranted. This includes actions such as placing concrete barriers on the Town's right-of-way when illegal entrances have been created

(see Figure 2) with intent of preventing the continued unpermitted use of the Town's right-of-way or the removal of illegally placed fill.

**Figure 2: Example of physical enforcement action**



Along with physical actions being taken such as the placement of barriers or removal of illegally placed fill, another action undertaken to help reduce the cost advantage of operating illegally has been to inform the Municipal Property Assessment Corporation (MPAC) through Finance staff of changes in use of the property and have the property reassessed. Often, illegal operators are surreptitiously converting farm properties to commercial properties and by informing MPAC of the actual use of the property appropriate taxes can be levied, ensuring equal treatment for legal and illegal operators. To date there have been 25 properties reassessed and this has resulted in more than a \$384,000 increase in the tax levy for these properties; another 24 properties are still waiting to be reassessed. Staff also regularly inform our contacts at the Canadian Revenue Agency (CRA) of these operations as we have found that there is a significant amount of cash transactions between the vehicle operators storing their vehicles on the property and the operators of these yards. Staff also regularly communicate with other enforcement agencies such as the Toronto and Region and Conservation Authority (TRCA), Ontario Ministry of Transportation (MTO), Ministry of Environment, Conservation and Parks (MECP), and the Electrical Safety Authority (ESA) on these illegal operations and coordinate our enforcement efforts with them as much as possible.

### **Current Challenges and Solutions**

Illegal land uses are not just restricted to illegal trucking operations/storage facilities but other uses such as event centres, institutional uses or places of worship are becoming more common in Caledon. These illegal uses all have significant impacts on adjacent property owners due to the disturbances created and non-compatibility with adjacent



residential properties or road safety. Therefore, it is recommended that this taskforce's enforcement mandate be expanded to include these other types of illegal land uses and not just focused solely on the illegal trucking land uses. While this change to the mandate will not have an immediate impact on the staff compliment it will re-enforce the work the team is doing and enable them to utilize their enforcement/legal skills on these complex files. The investigative and enforcement tools used for the illegal trucking uses are identical to the ones used for these other types of illegal uses and they are all regulated by the same provincial legislation and municipal regulations (ie. *Planning Act* and *Zoning By-law*) as well as the same enforcement challenges while pursuing compliance amongst non-compliant property owners.

Prosecution matters can typically take months and sometimes years to resolve and while the matter is being dealt with through the Courts, the illegal operation continues to make money for the operator. Also, while the fine amounts being ordered by the Courts are increasingly significant, for some of the larger illegal operations these fines are just considered the "cost of doing business". More robust and efficient enforcement measures are needed if the Town is to be successful in combatting these illegal operations. These suggested new enforcement measure need to include more significant financial penalties prescribed in the *Planning Act* including special fines provisions. Currently, the maximum fine amounts are as follows:

- An individual is liable to a fine of not more than \$25,000 upon first conviction and on a subsequent conviction, not more than \$10,000 for each day in which the contravention has continued after the day in which the person was initially convicted.
- A corporation is liable to fines of not more \$50,000 upon first conviction and not more than \$25,000 for each day in which the contravention has continued after the day in which the corporation was initially convicted.

It should be noted that directors or officers of corporations can also be charged and if found guilty of the charges they would be subject to the same penalty provisions as an individual.

In view of the revenues being generated from some of these large illegal operations the maximum fine amounts should be doubled, and special fine provisions like those found in the *Municipal Act* should also be introduced in the legislation. A special fine amount would enable a Court to levy a fine higher than the maximum amount prescribed in the legislation in circumstances where there has been an economic advantage or gain by violating the *Zoning By-law*. An example of this is in the Town's Business Licensing By-law which has a special fine provision that states, "a special fine equal to the amount of the economic gain may be imposed".

In addition to these increased fines the Town needs further enhanced enforcement powers including the authority for the municipality to bar entry to the property in circumstances where the illegal land use is occurring and it is having significant detrimental impacts on adjacent properties/occupants, the environment or creating unsafe situations such as traffic safety. These enhanced enforcement powers should be like the ones that currently exist in the provincial *Cannabis Control Act* in terms of that authority to issue a closure order along with the authority to physically block or restrict access to the property. Recognizing that this type of enforcement authority is very significant it is necessary to also have an appeal mechanism which property owners or tenants can avail themselves of when such orders and actions are taken, or the property owner has removed the illegal use. This appeal process should be through the Superior Court of Justice so that a hearing by a Judge can be held and the Judge should have the authority to confirm, modify or rescind a closure order. Implementation of such powers would be extremely effective and efficient in addressing illegal land uses such as the ones that are currently occurring in Caledon.

It needs to also be understood that even if the province was to implement these additional enforcement provisions there is a clear need for proper truck parking/storage facilities within the Town. Currently the Town's Zoning By-law does not permit such a use and considering the number of logistic facilities that have been constructed in the Town and the volume of new ones that are slated to be built both within and within proximity to the Town then this need will only continue to grow. Having clear land use designations in the most appropriate locations in the Town along with the necessary performance standards to mitigate the impacts these uses may have will help reduce the volume of illegal operations especially when combined with a very robust enforcement program regarding the illegal operations.

### **Recommended Advocacy to Combat Illegal Land Use Issues**

Staff are recommending that the Town advocate to the Province to support municipalities in efforts to combat illegal land use issues through the following means:

- Amend the *Municipal Act* to enable municipalities to physically bar entry to properties where illegal land uses that have significant detrimental impacts on adjacent residential properties, the environment or create unsafe situations.
- Increase the maximum penalty amounts in the *Planning Act* to \$50,000 for an individual upon conviction and on a subsequent conviction, not more than \$25,000 for each day in which the contravention has continued after the day in which the person was initially convicted.
- Include provisions to ensure a corporation is liable to fines of not more \$100,000 upon first conviction and not more than \$50,000 for each day in which the

contravention has continued after the day in which the corporation was initially convicted.

### **Summary**

Constant and undeterred enforcement efforts by both the Municipal Law Enforcement division and the Legal division is achieving the results that were envisioned when Council approved the creation of this dedicated Enforcement initiative. This success can be directly attributed to the professionalism and commitment of the staff and the leadership who have been assigned to this endeavour. Even though it will take time to achieve compliance with some of the more flagrant contraveners, staff will utilize all the enforcement tools provided for in the *Planning Act* along with other legal remedies as we work towards achieving compliance amongst these non-compliant property owners.

### **FINANCIAL IMPLICATIONS**

Financial implications are contained throughout this report.

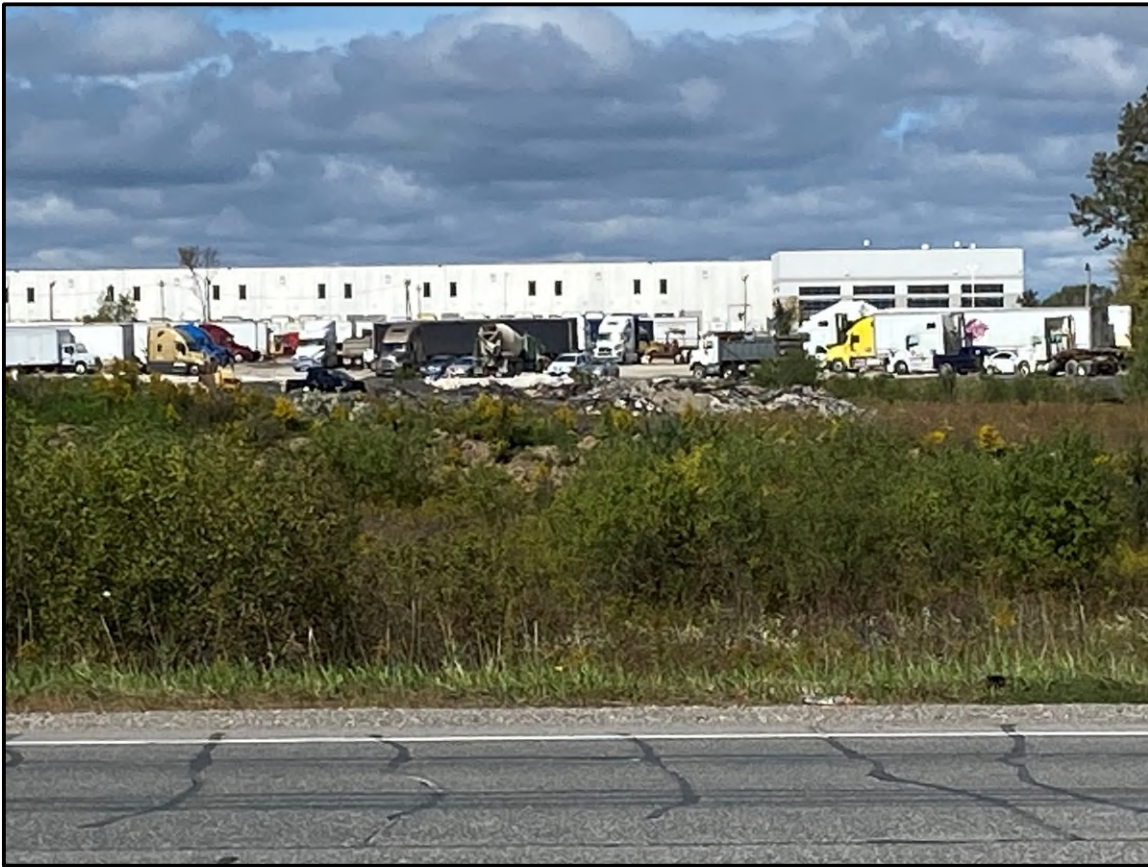
### **COUNCIL WORK PLAN**

Subject matter is not relevant to the Council Workplan.

### **ATTACHMENTS**

Schedule A: Illustration showing the successful enforcement action at 6230 Mayfield Road

Schedule A to Staff Report 2023-0327



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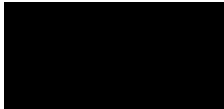
(Sent by Email)

July 25, 2023

**ALL ONTARIO MUNICIPALITIES:**

**Subject: Planning and Housing Committee Item 4.8  
City Comments on the Proposed Provincial Planning Statement (Ward All)**

City Council on June 14 and 15, 2023, considered [Item PH4.8](#), and a copy is attached for your information or appropriate action.



for City Clerk

S. Przedziecki/wg

Attachment

Sent to: Minister of Municipal Affairs and Housing, Province of Ontario  
Minister of Economic Development, Job Creation and Trade, Province of Ontario  
Ontario  
Leader, Official Opposition, Province of Ontario  
Members of Provincial Parliament  
All Ontario Municipalities  
Executive Director, Association of Municipalities of Ontario

c. City Manager

## Planning and Housing Committee

PH4.8		Adopted		Ward: All
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### City Comments on the Proposed Provincial Planning Statement

#### City Council Decision

City Council on June 14 and 15, 2023, adopted the following:

1. City Council express its concern to the Minister of Municipal Affairs on the general direction taken in the proposed Provincial Planning Statement as it represents fundamental changes in how growth planning is carried out in the Province and by the City of Toronto.
2. City Council support in principle the provisions in the proposed Provincial Planning Statement that encourage the supply of housing, notwithstanding, that references to "Affordable Housing" and "Housing that is affordable to low-and moderate-income households" have not been carried over.
3. City Council request the Province of Ontario through ERO 019-6813 and outlined in Attachment 1 to the report (May 17, 2023) from the Chief Planner and Executive Director, City planning to:
  - a. maintain all policy references to “residential intensification” and “redevelopment” in the current Provincial Policy Statement to provide clarity that where sufficient land and servicing exists to accommodate forecast population through infill, the need for greenfield development is diminished;
  - b. require that large and fast-growing municipalities accommodate a minimum of 50 percent of all residential development within their existing settlement area and that new settlement areas or settlement area expansion lands are planned for a minimum density target of 50 residents and jobs per gross hectare;
  - c. maintain the density targets of Urban Growth Centres (Growth Plan 2.2.3.2) and policies that directed how Urban Growth Centres will be planned (Growth Plan 2.2.3.1);
  - d. provide flexibility for municipalities to identify additional higher order transit corridors that deviate from the definition of "higher order transit" in the proposed Provincial Planning Statement;
  - e. maintain the Growth Plan policies (2.2.4.8 – 2.2.4.10) that support the development of complete communities with a compact built form and affordable housing within Major Transit Station Areas, on lands adjacent to Major Transit Station Areas, and along transit corridors;
  - f. include reference to affordable housing in Provincial Planning Statement Policy 2.4.2.6 given provincial direction to include affordable housing in Protected Major Transit Station

Areas through inclusionary zoning;

g. maintain that municipalities may identify a settlement area or allow the expansion of a settlement area boundary only at the time of a 5-year official plan update and only where it has been demonstrated that certain conditions have been met (Provincial Policy Statement 1.1.3.8);

h. lead a provincial-municipal process with large and fast-growing municipalities for the periodic preparation of regional population and employment forecasts. Enable municipalities to continue to be able to adopt higher forecasts;

i. direct municipalities in the Greater Golden Horseshoe to continue using population and employment forecasts of Schedule 3 of the Growth Plan for managing growth to 2051 and ensuring “at least 25 year” supply of land;

j. maintain the current definitions of “affordable” housing and “low and moderate-income households” or provide explicit direction for municipalities to set their own definition;

k. maintain the requirement for municipalities to establish targets for housing affordable to low- and moderate-income households (Provincial Policy Statement 1.4.3(a)) and for affordable ownership and affordable rental housing (Growth Plan 2.2.6.1(a)(ii));

l. maintain Growth Plan policy 2.2.6.3 that provides direction to municipalities to use available tools to require that multi-unit residential developments incorporate a mix of unit types to accommodate a diverse range of households sizes and incomes;

m. revise the definition of “housing options” to include consideration for affordable housing, tenure, and unit types to accommodate a range of household sizes;

n. amend proposed policy 2.2.1.b.2, related to the conversion of existing commercial and institutional buildings for residential uses, to include a requirement to maintain or replace employment space within the redevelopment or within an off-site location;

o. enact a Regulation to permit the use of zoning with conditions, pursuant to Section 113 of the City of Toronto Act, 2006, that would enable a municipality to secure replacement employment space as part of redevelopments proposing to convert existing commercial and institutional space;

p. enact a Regulation to permit the use of conditional zoning, pursuant to Section 113 of the City of Toronto Act 2006, that would enable the City to require and secure employment space to be provided prior to, or concurrent with any non-employment uses, including residential;

q. revise the Employment Area definition to explicitly include film production, cluster of office uses, stand-alone convenience retail and services to serve businesses and workers within Employment Areas, and enable municipalities to define components of Employment Areas to serve local economies;

r. maintain the current timeframe for when a conversion of employment lands can be considered: only when municipalities are undertaking their 5-year Official Plan review, absent the Municipal Comprehensive Review concept;

s. strengthen land use policy protections for all Employment Areas across the Province to ensure that these lands support the economy and are viable over the long-term;

- t. require that municipalities determine that sensitive land uses proposed near manufacturing, warehousing and other major facilities are compatible or can be made compatible prior to permitting a sensitive land use;
- u. retain the existing Growth Plan policy (2.2.5.8) which requires that the development of sensitive land uses, major retail and major office will avoid, or where avoidance is not possible, minimize and mitigate adverse impacts on industrial, manufacturing or other major facilities;
- v. maintain the current Provincial Policy Statement and Growth Plan policies that explicitly support energy efficiency, increased vegetation, and improved air quality;
- w. maintain and expand the geographic scope of the current Provincial Policy Statement and Growth Plan policies related to natural heritage protection, climate action, intensification, and greenhouse-gas reduction;
- x. expand the geographic scope of the Growth Plan's protections for natural heritage systems (4.2.2), water resource systems and watershed planning (4.2.1), and stormwater management (3.2.7) to the entire Province;
- y. maintain the Growth Plan's provincially identified Agricultural System;
- z. maintain Growth Plan policy 4.2.8.1 requiring municipalities to develop and implement official plan policies and other strategies related to conserving mineral aggregate resources;
- aa. change the definition of "waste management system" to consider the waste hierarchy and is inclusive of and prioritizes resource recovery and environmental outcomes consistent with the Province's circular economy ambitions;
- bb. align the Waste Management policies with the language of the Waste Free Ontario Act and Resource Recovery and Circular Economy Act and provide guidance on how municipalities are to interpret the Waste Management policies in the Provincial Planning Statement alongside the Resource Recovery and Circular Economy Act;
- cc. include policy direction that requires municipalities to coordinate and plan for appropriate and adequate shared waste management infrastructure;
- dd. include policy direction that ensures the provision of lands for integrated waste management, including recycling and processing facilities, and residual disposal/management;
- ee. maintain and expand the geographic scope of Growth Plan policy 4.2.1.4 that requires a sub-watershed plan for large-scale development in greenfield areas;
- ff. maintain policy references to "key hydrologic features, key hydrologic areas and their functions", from the current Provincial Policy Statement (2.2.1(e)) and expand the geographic scope of Growth Plan policy 4.2.1.2;
- gg. include direction in the proposed Provincial Planning Statement that planning authorities shall protect, improve, or restore the quality and quantity of water;
- hh. recognize and promote green infrastructure's role in water and stormwater systems;



ii. maintain all transportation related policies in the current Provincial Policy Statement and Growth Plan that support reducing vehicle trips;

jj. include language regarding planning for a transportation system in way that accounts for factors such as equity, cost, air quality, winter maintenance and resiliency;

kk. modify policies concerning the protection of heritage properties to say, “protected heritage property shall be conserved”, recognizing that the definition of “protected heritage property” includes more than lands with built heritage resources or cultural heritage landscapes;

ll. maintain the existing Land Needs Assessment methodology as Provincial guidance to the large and fast-growing municipalities for assessing land needs as a complement to the Provincial Projections Methodology Guideline available to other municipalities;

mm. include as part of the transition regulation that all planning matters (Official Plan Amendments or Zoning By-law Amendments) that predate the in-effect date of the new Provincial Planning Statement be transitioned under the existing planning framework. These include planning matters that are: (1) deemed complete and in process/under review; (2) city-initiated process underway or nearing completion, or (3) Council-adopted but is under appeal or appeal period nearing;

nn. continue to transition Official Plan Amendment 231 as a matter in process that was approved under the Growth Plan, 2006;

oo. acknowledge the importance of and requirement for undertaking integrated planning across the Province;

pp. provide guidance on expectations with respect to municipal engagement with Indigenous communities on land use planning matters that identify best practices;

qq. clarify the scope of a municipality's obligation to identify potential impacts of decisions on the exercise of Aboriginal or treaty rights and how the Province's role in addressing asserted Aboriginal or treaty rights will be integrated in the municipal decision-making process; and

rr. add a new policy that enables municipalities to put in place local policies that address the changing nature of office space and needs to reflect the local context.

4. City Council confirm that film production will continue to be considered a form of manufacturing for the purposes of land use planning and interpretation of official plan policies and zoning standards.

5. City Council forward Attachment 2 to the report (May 17, 2023) from the Chief Planner and Executive Director, City Planning from the Film Commissioner and Director, Entertainment Industries related to the impacts the proposed Provincial Planning Statement has on the City's film production Industry to the Minister of Municipal Affairs and Housing and the Minister of Economic Development, Job Creation and Trade.

6. City Council forward a copy of the report (May 17, 2023) from the Chief Planner and Executive Director, City Planning to the Premier of Ontario, the Minister of Municipal Affairs and Housing, the Minister of Economic Development, Job Creation and Trade, the Leader of

the Official Opposition, all Ontario MPPs, the Association of Municipalities of Ontario, and all Ontario municipalities for their information and consideration.

7. City Council request the Minister of Municipal Affairs and Housing to undertake dedicated consultation with affected industry stakeholders on any changes to policies related to the protection of employment lands in advance of proceeding with the proposed Provincial Planning Statement.

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## **Committee Recommendations**

The Planning and Housing Committee recommends that:

1. City Council express its concern to the Minister of Municipal Affairs on the general direction taken in the proposed Provincial Planning Statement as it represents fundamental changes in how growth planning is carried out in the province and by the City of Toronto.
2. City Council support in principle the provisions in the proposed Provincial Planning Statement that encourage the supply of housing, notwithstanding, that references to "Affordable Housing" and "Housing that is affordable to low- and moderate-income households" have not been carried over.
3. City Council request the Province through ERO 019-6813 and outlined in Attachment 1 to the report (May 17, 2023) from the Chief Planner and Executive Director, to:
  - a. maintain all policy references to "residential intensification" and "redevelopment" in the current Provincial Policy Statement to provide clarity that where sufficient land and servicing exists to accommodate forecast population through infill, the need for greenfield development is diminished.
  - b. require that large and fast-growing municipalities accommodate a minimum of 50 percent of all residential development within their existing settlement area and that new settlement areas or settlement area expansion lands are planned for a minimum density target of 50 residents and jobs per gross hectare.
  - c. maintain the density targets of Urban Growth Centres (Growth Plan 2.2.3.2) and policies that directed how Urban Growth Centres will be planned (Growth Plan 2.2.3.1).
  - d. provide flexibility for municipalities to identify additional higher order transit corridors that deviate from the definition of "higher order transit" in the proposed Provincial Planning Statement.
  - e. maintain the Growth Plan policies (2.2.4.8 – 2.2.4.10) that support the development of complete communities with a compact built form and affordable housing within MTSAs, on lands adjacent to MTSAs, and along transit corridors.
  - f. include reference to affordable housing in Provincial Planning Statement Policy 2.4.2.6 given provincial direction to include affordable housing in Protected Major Transit Station Areas through inclusionary zoning.
  - g. maintain that municipalities may identify a settlement area or allow the expansion of a settlement area boundary only at the time of a 5-year official plan update and only where it has been demonstrated that certain conditions have been met (Provincial Policy Statement 1.1.3.8).

- h. lead a provincial-municipal process with large and fast-growing municipalities for the periodic preparation of regional population and employment forecasts. Enable municipalities to continue to be able to adopt higher forecasts.
- i. direct municipalities in the Greater Golden Horseshoe to continue using population and employment forecasts of Schedule 3 of the Growth Plan for managing growth to 2051 and ensuring “at least 25 year” supply of land.
- j. maintain the current definitions of “affordable” housing and "low and moderate-income households" OR provide explicit direction for municipalities to set their own definition.
- k. maintain the requirement for municipalities to establish targets for housing affordable to low- and moderate-income households (Provincial Policy Statement 1.4.3(a)) and for affordable ownership and affordable rental housing (Growth Plan 2.2.6.1(a)(ii))
- l. maintain Growth Plan policy 2.2.6.3 that provides direction to municipalities to use available tools to require that multi-unit residential developments incorporate a mix of unit types to accommodate a diverse range of households sizes and incomes.
- m. revise the definition of “housing options” to include consideration for affordable housing, tenure, and unit types to accommodate a range of household sizes.
- n. amend proposed policy 2.2.1.b.2, related to the conversion of existing commercial and institutional buildings for residential uses, to include a requirement to maintain or replace employment space within the redevelopment or within an off-site location.
- o. enact a Regulation to permit the use of zoning with conditions, pursuant to Section 113 of the City of Toronto Act 2006, that would enable a municipality to secure replacement employment space as part of redevelopments proposing to convert existing commercial and institutional space.
- p. enact a Regulation to permit the use of conditional zoning, pursuant to Section 113 of the City of Toronto Act 2006, that would enable the City to require and secure employment space to be provided prior to, or concurrent with any non-employment uses, including residential.
- q. revise the Employment Area definition to explicitly include film production, cluster of office uses, stand-alone convenience retail and services to serve businesses and workers within Employment Areas, and enable municipalities to define components of Employment Areas to serve local economies.
- r. maintain the current timeframe for when a conversion of employment lands can be considered: only when municipalities are undertaking their 5-year Official Plan review, absent the Municipal Comprehensive Review concept.
- s. strengthen land use policy protections for all Employment Areas across the Province to ensure that these lands support the economy and are viable over the long-term.
- t. require that municipalities determine that sensitive land uses proposed near manufacturing, warehousing and other major facilities are compatible or can be made compatible prior to permitting a sensitive land use.

u. retain the existing Growth Plan policy (2.2.5.8) which requires that the development of sensitive land uses, major retail and major office will avoid, or where avoidance is not possible, minimize and mitigate adverse impacts on industrial, manufacturing or other major facilities.

v. maintain the current Provincial Policy Statement and Growth Plan policies that explicitly support energy efficiency, increased vegetation, and improved air quality.

w. maintain and expand the geographic scope of the current Provincial Policy Statement and Growth Plan policies related to natural heritage protection, climate action, intensification, and greenhouse-gas reduction.

x. expand the geographic scope of the Growth Plan's protections for natural heritage systems (4.2.2), water resource systems and watershed planning (4.2.1), and stormwater management (3.2.7) to the entire Province.

y. maintain the Growth Plan's provincially identified Agricultural System.

z. Maintain Growth Plan policy 4.2.8.1 requiring municipalities to develop and implement official plan policies and other strategies related to conserving mineral aggregate resources.

aa. change the definition of "waste management system" to consider the waste hierarchy and is inclusive of and prioritizes resource recovery and environmental outcomes consistent with the Province's circular economy ambitions.

bb. align the Waste Management policies with the language of the Waste Free Ontario Act and Resource Recovery and Circular Economy Act (RRCEA) and provide guidance on how municipalities are to interpret the Waste Management policies in the Provincial Planning Statement alongside the RRCEA.

cc. include policy direction that requires municipalities to coordinate and plan for appropriate and adequate shared waste management infrastructure.

dd. include policy direction that ensures the provision of lands for integrated waste management, including recycling and processing facilities, and residual disposal/management.

ee. maintain and expand the geographic scope of Growth Plan policy 4.2.1.4 that requires a sub-watershed plan for large-scale development in greenfield areas.

ff. maintain policy references to "key hydrologic features, key hydrologic areas and their functions", from the current Provincial Policy Statement (2.2.1(e)) and expand the geographic scope of Growth Plan policy 4.2.1.2.

gg. include direction in the proposed Provincial Planning Statement that planning authorities shall protect, improve, or restore the quality and quantity of water.

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kk. modify policies concerning the protection of heritage properties to say, “protected heritage property shall be conserved”, recognizing that the definition of “protected heritage property” includes more than lands with built heritage resources or cultural heritage landscapes.

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6. City Council forward a copy of the report (May 17, 2023) from the Chief Planner and Executive Director to the Premier of Ontario, the Minister of Municipal Affairs and Housing, the Minister of Economic Development, Job Creation and Trade, the Leader of the Official Opposition, all Ontario MPPs, the Association of Municipalities of Ontario, and all Ontario municipalities for their information and consideration.

7. City Council request that the Minister of Municipal Affairs and Housing undertake dedicated consultation with affected industry stakeholders on any changes to policies related to the protection of employment lands in advance of proceeding with the proposed Provincial Planning Statement.

## **Origin**

(May 17, 2023) Report from the Chief Planner and Executive Director, City Planning

## **Summary**

The policy led planning system under which municipalities within the Greater Golden Horseshoe (GGH) Area have operated since 2006 has experienced numerous changes over the last 5 years requiring the City to continuously review, examine and adapt our planning policies and practices. On April 6, 2023 as part of Bill 97, the Ministry of Municipal Affairs and Housing introduced a draft Provincial Planning Statement that is intended to replace the current Provincial Policy Statement and the Growth Plan for the Greater Golden Horseshoe. Some policies of the Growth Plan are intended to be incorporated into the new Provincial Planning Statement and the Growth Plan is proposed to be repealed.

The proposed repeal of the Growth Plan now treats the region generally the same as any other part of the Province despite it being home to 70% of Ontarians. While some Growth Plan policies are found in the proposed Provincial Planning Statement, virtually all the foundational ones have been eliminated and the overall policy intent of establishing a regional plan to lay out and coordinate planning, resource and infrastructure management efforts has been abandoned. Absent a comprehensive and coordinated regional growth management framework, potential unintended consequences may include, loss of agricultural land and associated worsening food insecurity, degradation of the natural heritage system and it's ability to mitigate the impacts of climate change, impacts on water quality, uncoordinated infrastructure planning that increases costs for local and regional governments, uncoordinated and unsustainable development patterns that encourage car dependency, and the loss and removal of employment lands needed to support a diverse economic base.

The direction for regional planning implied in the draft Provincial Planning Statement represents a seminal change in the land use planning system in the GGH that together with recent and potential future governance changes pose risks to the widely recognized benefits of coordinated and integrated land use, resource and infrastructure planning and calls into question progress toward widely understood and desirable outcomes around climate adaptation, inclusion, economic and financial stability over the next decades. Growing imperatives around housing supply and paying for infrastructure should spark an evolution in regional planning through a focussed collaborative process around making the Growth Plan work better, without jettisoning its fundamental goals around limiting sprawl and long-term land use predictability.

The Province has provided stakeholders 60 days to review the proposed document and comments are due no later than June 5, 2023. Staff will submit the recommendations from Planning and Housing Committee to the provincial ERO posting and will submit additional comments received at City Council's meeting on June 14-16, 2023 as supplementary information to the recommendations contained in this report.

This report outlines staff comments on the proposed Provincial Planning Statement as itemized in Attachment 1. The recommendations contained in this report address concerns raised by City staff intended to inform the Ministry of the City's comments and suggested revisions to the proposed Provincial Planning Statement. Staff from City Planning, Engineering & Construction Services, Economic Development & Culture, the Housing Secretariat, Toronto Water, Parks,

Forestry & Recreation, Corporate Finance and Legal Services reviewed and provided comments organized in the following six themes:

1. Regional Planning;
2. Housing;
3. Employment Lands Planning;
4. Environment;
5. Infrastructure; and
6. Implementation

### **Background Information (Committee)**

(May 17, 2023) Report and Attachments 1 and 3 from the Chief Planner and Executive Director, City Planning on City Comments on the Proposed Provincial Planning Statement (<https://www.toronto.ca/legdocs/mmis/2023/ph/bgrd/backgroundfile-236614.pdf>)  
Attachment 2 - Provincial Planning Statement 2023: Impact on Film Production Industry (<https://www.toronto.ca/legdocs/mmis/2023/ph/bgrd/backgroundfile-236776.pdf>)

### **Communications (Committee)**

(May 29, 2023) Letter from Geoff Kettel and Cathie Macdonald, Co-Chairs, Federation of North Toronto Residents' Associations (PH.New)  
(<https://www.toronto.ca/legdocs/mmis/2023/ph/comm/communicationfile-169993.pdf>)  
(May 31, 2023) Letter from Craig McLuckie, President, Toronto Industry Network (PH.New)  
(<https://www.toronto.ca/legdocs/mmis/2023/ph/comm/communicationfile-170052.pdf>)  
(May 31, 2023) Letter from Victoria Harding, Executive Director, DGC Ontario (PH.New)  
(<https://www.toronto.ca/legdocs/mmis/2023/ph/comm/communicationfile-170104.pdf>)  
(May 31, 2023) Letter from Issac Tang, Borden Ladner Gervais LLP, on behalf of PT Studios Inc. (PH.New)  
(<https://www.toronto.ca/legdocs/mmis/2023/ph/comm/communicationfile-170105.pdf>)  
(May 31, 2023) Letter from Peggy Kyriakidou, President, and Jayson Mosek, Business Agent, NABET 700-M UNIFOR (PH.New)  
(<https://www.toronto.ca/legdocs/mmis/2023/ph/comm/communicationfile-170106.pdf>)

### **Communications (City Council)**

(June 14, 2023) Letter from Les Veszlenyi and Angela Barnes, Co-Chairs of the Mimico Lakeshore Community Network (CC.Supp)  
(<https://www.toronto.ca/legdocs/mmis/2023/cc/comm/communicationfile-170401.pdf>)  
(May 31, 2023) Letter from Ian Carmichael and John Caliendo, Co-Chairs, ABC Residents Association (CC.New)  
(<https://www.toronto.ca/legdocs/mmis/2023/cc/comm/communicationfile-170438.pdf>)

### **Speakers**

Victoria Harding, Directors Guild of Canada - Ontario  
Cynthia Lynch, FilmOntario  
Peggy Kyriakidou, NABET 700M UNIFOR  
Angela Mastronardi, IATSE Local 873

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**From:** FONOM Office/ Bureau de FONOM <fonom.info@gmail.com>  
**Sent:** Wednesday, July 19, 2023 11:24 AM  
**Subject:** FONOM's Housing Resolution - Seeking Support  
**Attachments:** Municipality Version of Housing Resolution.pdf; Email for FONOM Housing Resolution.pdf

Good morning

**PLEASE SHARE THIS EMAIL WITH YOUR COUNCIL**

A need for affordable housing and support for people at risk of homelessness impacts every community across Ontario. Many Councils have supported previous housing Resolutions, seeking help to address the challenges seen in our communities. For several years, FONOM has heard Minister Steve Clark comment about Ontario needing a better deal from the Federal Government. Below is a part of Minister Clark's speech at the 2022 AMO Conference.

***"Ontario is currently being underfunded by approximately \$490 million for housing and homelessness over the term of the National Housing Strategy based on the province's level of Core Housing Need, which is the highest in the country." Also, stated, "We need our municipal partners to stand shoulder-to-shoulder with us and urge the federal government to pay its fair share, so we can continue working together to deliver support and resources to vulnerable populations."***

FONOM is non-partisan, but the Board believes supporting more funding to address Ontario's Housing challenges should be supported! Therefore, the Board has written and Supported the attached Resolution, and they firmly ask for your consideration and support at your Councils. The Resolution is lengthy, but it speaks to the data, the current funding, and what should be changed to help Ontario achieve better.

Thanks you

Danny Whalen

President of FONOM

PS: Attached in the second document are the email addresses mentioned in the last paragraph of the Resolution. Also, a Word Version of the Resolution will be available upon request.

Talk soon, Mac



Mac Bain  
Executive Director  
The Federation of Northern Ontario Municipalities  
615 Hardy Street North Bay, ON, P1B 8S2  
Ph. 705-498-9510



**Thank you to the  
2023 Hospitality Suite Partners Sponsors**



WHEREAS the Federal and Provincial Governments need to support their most vulnerable households, the ones who are or are at risk of becoming homeless. Overall, housing and services for low-income, vulnerable, or marginalized people should be a primary consideration moving forward so we help those who need it the most.

WHEREAS the \_\_\_\_\_Community \_\_\_\_\_ understands every community across Ontario is impacted by a need for affordable housing and support for people at risk of homelessness. Municipal governments are working in collaboration with all orders of government to invest in permanent solutions to the housing and homelessness crisis in Ontario.

WHEREAS the \_\_\_\_\_Community \_\_\_\_\_ understands that the Federal **National Housing Strategy** allocation formula to provinces and territories for jointly funded housing initiatives, roughly follows their share of the national population. This approach leaves Ontario underfunded because, as per the 2021 Census figures, the number of Ontario households in **Community Housing Network** as a share of the national total is 44.1 percent, which is well above the provincial share of the national population at 38.5 percent. This is also by far the highest share of national **Community Housing Network** relative to every other province and territories.

WHEREAS receiving a by-population allocation from the federal government hampers Ontario's ability to reach more of those households in need that require assistance with housing.

WHEREAS the lack of ongoing federal operating funding for **National Housing Strategy** initiatives leads to significant underfunding for subsidized housing projects and can undermine the physical and financial viability of the community housing stock.

WHEREAS a similar situation occurs with federal homelessness funding to Ontario through **Reaching Home**, where the share allocated to Ontario is also below the provincial share of **Community Housing Network** nationally.

WHEREAS there is an inequitable distribution of **Reaching Home** funding in Ontario as only 25 of 47 Service Managers have designated communities receiving funding under the program, despite the prevalence of need across the entire Province.

WHEREAS \_\_\_\_\_Community \_\_\_\_\_ understand the federal government takes the position that its role is to provide capital funding while Provinces and Territories are to fund operating expenses, but this approach does not create an equitable sharing of the burden of funding long-term operating costs, which continue for the life of a project.

WHEREAS taken altogether, the underfunding to Ontario for housing and homelessness relative to its share of national **Canadian Housing Network** amounts to approximately \$480 million over the term of the Federal **National Housing Strategy**.

WHEREAS the federal government previously provided leadership in ensuring the long-term financial and physical viability of the social housing stock under the **Social Housing Agreement** for several decades through federal social housing operating agreements that provided funding for both mortgages and operating costs.

WHEREAS without some flexibility on the part of the federal government, Ontario and its municipalities will be poorly positioned to take advantage of this funding, and this will turn into a significant missed opportunity, leading to a further deterioration in the long-term physical and financial sustainability of the community housing stock.

THEREFORE, BE IT RESOLVED, \_\_\_\_\_Community \_\_\_\_\_ also supports the provincial ask for federal operating funding for **National Housing Strategy** initiatives.

THEREFORE, BE IT RESOLVED would appreciate the federal effort to repurpose this funding quickly from the main **National Housing Co-Investment Fund** program line, Service Managers across the province have indicated their challenges with meeting the terms of the federal proposal, particularly as they relate to cost matching and meeting the requirements for greenhouse gas emissions, energy efficiency and accessibility.

THEREFORE, BE IT RESOLVED that \_\_\_\_\_Community \_\_\_\_\_ would like need-driven indicators incorporated into the funding allocation formulas for all federal programs.

THEREFORE, BE IT RESOLVED that FONOM appreciates the federal government's commitment to end chronic homelessness and wishes this to be inclusive across all areas of our province by expanding Reaching Home funding to all Service Managers.

THEREFORE, BE IT RESOLVED, FONOM also supports the provincial position in relation to the provinces and territories **Repair Fund** under the **National Housing Co-Investment Fund**

THEREFORE, BE IT RESOLVED, FONOM supports the Province of Ontario position on the application-based \$4 billion federal **Housing Accelerator Fund**. We wish to emphasize the importance of providing municipalities with maximum support in preparing applications to the HAF, understanding that some rural and northern municipalities may face capacity challenges in applying to this program on the anticipated tight timelines.

THEREFORE, BE IT RESOLVED, \_\_\_\_\_Community \_\_\_\_\_ wish to request that **Canadian Mortgage and Housing Corporation** consider actions taken by municipalities under the province's **Housing Supply Action Plans** into account when assessing municipal applications, recognizing that these initiatives have the potential to significantly increase the supply of housing in our communities.

THEREFORE, BE IT RESOLVED, \_\_\_\_\_Community \_\_\_\_\_ believes the lack of ongoing federal operating funding for **National Housing Strategy** initiatives leads to significant underfunding for subsidized housing projects and can undermine the physical and financial viability of the community housing stock.

THEREFORE, BE IT RESOLVED, \_\_\_\_\_ Community \_\_\_\_\_ believe the federal government should heed the precedent of the **Social Housing Agreement** and recommit itself to funding operating costs that often stretch out over decades for the lifetime of a housing project. As an example, the **Rapid Housing Initiative's** 20-year affordability requirement and lack of federal operating dollars will very likely result in housing providers asking Service Managers and the provincial government to fund operating expenses to ensure the long-term affordability of units given housing providers' limited revenue-raising capacity.

THEREFORE, BE IT RESOLVED This lack of ongoing federal operating funding for **National Housing Strategy** initiatives leads to significant underfunding for subsidized housing projects and can undermine the physical and financial viability of the community housing stock.

THEREFORE, BE IT RESOLVED, \_\_\_\_\_ Community \_\_\_\_\_ urges the Federal Government provide additional funding for Ontario so that we can deal with our shortages of safe and affordable housing and at the same time build safer and healthier communities for all our residents.

FURTHER IT BE RESOLVED THAT a Copy of the Resolution be forward to the individuals listed below for consideration and support, Prime Minister Trudeau, Minister Ahmed Hussen, \_\_\_\_\_ Your Federal Member \_\_\_\_\_, Premier Ford, Minister Clark, \_\_your \_\_\_\_\_ Member of Provincial Legislation, Leaders of the Federal and Provincial Opposition Parties, the Association of Municipalities of Ontario (AMO), and the Federation of Northern Ontario Municipalities.



9.5.2.

THE CORPORATION OF THE TOWN OF PARRY SOUND  
RESOLUTION IN COUNCIL

NO. 2023 – 087

DIVISION LIST

YES NO

DATE: June 20, 2023

Councillor **G. ASHFORD**  
Councillor **J. BELESKEY**  
Councillor **P. BORNEMAN**  
Councillor **B. KEITH**  
Councillor **D. McCANN**  
Councillor **C. McDONALD**  
Mayor **J. McGARVEY**

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MOVED BY:

SECONDED BY:

CARRIED: ✓ DEFEATED: \_\_\_\_\_ Postponed to: \_\_\_\_\_

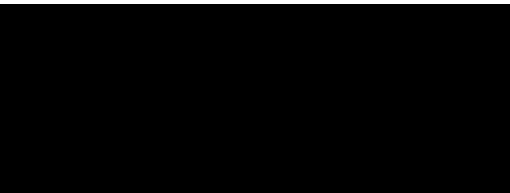
That Council of the Corporation of the Town of Parry Sound hereby supports the Township of the Archipelago's Resolution attached as Schedule A, as submitted to and approved in June, 2023 by the Great Lakes and St. Lawrence Cities Initiative, with respect to the following calls for action:

THAT the Province of Ontario continue working with municipalities and municipal organizations on the implementation of Bill 23 and other housing initiatives to identify a range of solutions that will address the lack of attainable and affordable housing in the province, while building new housing units in a sustainable manner that is consistent with the province's and municipalities' mandate of keeping people and property safe from natural hazards and protecting the health of our essential freshwater resources; and

THAT the Province of Ontario create a permanent, predictable and dedicated infrastructure program to ensure that municipalities can service lands for housing and address growth pressures on existing water and road systems without placing the burden on existing property taxpayers; and

THAT the Province of Ontario take a regional approach to the implementation of Bill 23 and other housing policy initiatives to respond to the varying needs of urban, suburban, rural and Northern communities in addressing attainable housing needs and environmental protection; and

THAT this resolution be forwarded to: the Premier of Ontario and Quebec, the Ontario Minister of Municipal Affairs and Housing, the Ontario Minister of Natural Resources and Forestry and the Ontario Minister of Environment, Conservation and Parks, the Governors of Minnesota, Wisconsin, Illinois, Indiana, Ohio, Pennsylvania, and New York, federal Minister of Environment and Climate Change, MP Terry Duguid, Parliamentary Secretary to the Minister of Environment and Climate Change, MP Vance Badawey, Niagara Centre, MP Scott Aitchison, Parry-Sound Muskoka, the six International Joint Commission Commissioners, the Association of Municipalities of Ontario, and all municipalities in the province of Ontario.

A large black rectangular redaction box covering the signature area.

Mayor Jamie McGarvey



**GREAT LAKES AND ST. LAWRENCE**  
CITIES INITIATIVE  
**L'ALLIANCE DES VILLES**  
DES GRANDS LACS ET DU SAINT-LAURENT

**Responding to Ontario Bill 23 (More Homes Built Faster Act)–  
Protecting Our Natural Capital While Addressing the Housing Crisis**

June 2023



*A Resolution Submitted by the Township of The Archipelago*

WHEREAS the Province of Ontario's Bill 23, *More Homes Built Faster Act* (Bill 23) – which makes significant changes to the land use planning system in the Province of Ontario – received Royal Assent on November 28, 2022; and

WHEREAS the Province of Ontario has the longest shoreline and largest watershed along the northern shores of the Great Lakes and St. Lawrence River, including Lake Superior, Lake Huron, Georgian Bay, Lake Erie and Lake Ontario. Seven states share the southern shores of the Great Lakes including Minnesota, Wisconsin, Illinois, Indiana, Ohio, Pennsylvania, and New York; and

WHEREAS the State of the Great Lakes 2022 Report written by the U.S. Environmental Protection Agency and Environment and Climate Change Canada classify the Watershed Impacts Status of the Great Lakes as "Fair" (Some ecosystem components are in acceptable condition) and Water Quality Index 65-79 on scale of 0-100; and

WHEREAS per the Independent review of the 2019 flood events in Ontario, "the development of the modern floodplain policy in Ontario, the watershed approach, the conservation authority model and the flood standards have been extremely effective at reducing flood risks, especially in new greenfield development areas"; and

WHEREAS climate change is leading to greater water variability and contributing to increased storm severity and increased flood and erosion risks along the Great Lakes and St. Lawrence River; and

WHEREAS all levels of government, including the Province of Ontario, have a role to play in addressing the housing supply crisis; and

WHEREAS Ontario municipalities recognize the importance of building additional housing units to ensure that current and future residents can continue to find accessible and affordable shelter that meets their needs and have taken steps to promote housing developments within their jurisdictions; and

WHEREAS all levels of government also have a role to play in protecting freshwater resources, particularly in an integrated multinational system like the Great Lakes and St. Lawrence River Basin; and

WHEREAS Bill 23 amends the *Development Charges Act* by freezing, reducing, and exempting fees typically levied by municipalities and other authorities; and

WHEREAS the Association of Municipalities of Ontario estimates that Bill 23 will reduce municipal resources available to service new developments by \$5.1 billion over the next nine years; and

WHEREAS the Ontario Minister of Municipal Affairs and Housing has indicated to municipalities that the government is committing to ensuring municipalities are kept whole following changes made in Bill 23; and

WHEREAS Bill 23 limits the role of Conservation Authorities and makes changes to the Ontario Wetland Evaluation System, notably by no longer recognizing or considering wetland complexes (hydrological connections) or species at risk in the evaluation process; and

WHEREAS members of the Great Lakes and St. Lawrence Cities Initiative (Cities Initiative) have identified coastal resilience as a priority issue of concern to ensure the integrity of public infrastructure and private property remains in the face of a changing climate in the Great Lakes and St. Lawrence River Basin; and

WHEREAS municipal governments, as frontline actors, are critical decision-makers and hold essential knowledge for balancing local needs and planning for growth, while preparing their communities for climate change and protecting the environment and freshwater resources of the basin; and

WHEREAS despite their critical role, local governments already struggle to shoulder their responsibilities with limited tools to finance those obligations, particularly for rural, remote, and Northern communities; and

WHEREAS the Cities Initiative has put in place an Ontario Regional Working Group to engage the Province of Ontario on priority areas of interest to the organization and its members, including ecosystem and source water protection, climate change and coastal resilience, the safe, clean and affordable provision of water services and developing a blue economy in the Great Lakes and St. Lawrence River Basin.



THEREFORE BE IT RESOLVED THAT the Province of Ontario continue working with municipalities and municipal organizations on the implementation of Bill 23 and other housing initiatives to identify a range of solutions that will address the lack of attainable and affordable housing in the province, while building new housing units in a sustainable manner that is consistent with the province's and municipalities' mandate of keeping people and property safe from natural hazards and protecting the health of our essential freshwater resources;

FURTHER IT BE RESOLVED THAT the Province of Ontario create a permanent, predictable and dedicated infrastructure program to ensure that municipalities can service lands for housing and address growth pressures on existing water and road systems without placing the burden on existing property taxpayers;

FURTHER IT BE RESOLVED THAT the Province of Ontario take a regional approach to the implementation of Bill 23 and other housing policy initiatives to respond to the varying needs of urban, suburban, rural and Northern communities in addressing attainable housing needs and environmental protection;

FURTHER BE IT RESOLVED THAT the Cities Initiative is prepared to work with the province and other municipal organizations through its Ontario Regional Working Group to support the twin goals of building more housing and protecting our freshwater resources, which are critical to sustain Ontario's rapidly growing population;

FURTHER BE IT RESOLVED that the Cities Initiative directs staff to forward a copy of this resolution to the Premier of Ontario and Quebec, the Ontario Minister of Municipal Affairs and Housing, the Ontario Minister of Natural Resources and Forestry and the Ontario Minister of Environment, Conservation and Parks, the Governors of Minnesota, Wisconsin, Illinois, Indiana, Ohio, Pennsylvania, and New York, federal Minister of Environment and Climate Change, MP Terry Duguid, Parliamentary Secretary to the Minister of Environment and Climate Change, MP Vance Badawey, Niagara Centre, MP Scott Aitchison, Parry-Sound Muskoka, the six International Joint Commission Commissioners, the Association of Municipalities of Ontario, and all municipalities in the province of Ontario.

July 5, 2023

Via Email: [Kaleed.Rasheed@ontario.ca](mailto:Kaleed.Rasheed@ontario.ca)

Minister of Public and Business Service Delivery (MPBSD)

Honourable Rasheed:

**Re: Time for Change  
Municipal Freedom of Information and Protection of Privacy Act**

Please be advised the Council of the Municipality of Chatham-Kent at its regular meeting held on June 26, 2023 passed the following resolution:

WHEREAS the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990 (MFIPPA) dates back 30 years;

AND WHEREAS municipalities, including the Municipality of Chatham-Kent, practice and continue to promote open and transparent government operations, actively disseminate information and routinely disclose public documents upon request outside of the MFIPPA process;

AND WHEREAS government operations, public expectations, technologies, and legislation surrounding accountability and transparency have dramatically changed and MFIPPA has not advanced in line with these changes;

AND WHEREAS the creation, storage and utilization of records has changed significantly, and the Municipal Clerk of the Municipality is responsible for records and information management programs as prescribed by the Municipal Act, 2001;

AND WHEREAS regulation 823 under MFIPPA continues to reference antiquated technology and does not adequately provide for cost recovery, and these financial shortfalls are borne by the municipal taxpayer;

AND WHEREAS the threshold to establish frivolous and/or vexatious requests is unreasonably high and allows for harassment of staff and members of municipal councils, and unreasonably affects the operations of the municipality;

AND WHEREAS the Act fails to recognize how multiple requests from an individual, shortage of staff resources or the expense of producing a record due to its size, number or physical location does not allow for time extensions to deliver requests and unreasonably affects the operations of the municipality;

AND WHEREAS the name of the requestor is not permitted to be disclosed to anyone other than the person processing the access request, and this anonymity is used by requesters to abuse the MFIPPA process and does not align with the spirit of openness and transparency embraced by municipalities;

AND WHEREAS legal professionals use MFIPPA to gain access to information launch litigation against institutions, where other remedies exist;

AND WHEREAS there are limited resources to assist administrators or requestors to navigate the legislative process;

AND WHEREAS reform is needed to address societal and technological changes in addition to global privacy concerns and consistency across provincial legislation;

BE IT RESOLVED THAT the Ministry of Government and Consumer Services be requested to review the MFIPPA, and consider recommendations as follows:

1. That MFIPPA assign the Municipal Clerk, or designate to be the Head under the Act;
2. That MFIPPA be updated to address current and emerging technologies;
3. That MFIPPA regulate the need for consistent routine disclosure practices across institutions;
4. That the threshold for frivolous and/or vexatious actions be reviewed, and take into consideration the community and available resources in which it is applied;
5. That the threshold for frivolous and/or vexatious also consider the anonymity of requesters, their abusive nature and language in requests to ensure protection from harassment as provided for in Occupational Health and Safety Act;
6. That the application and scalability of fees be designed to ensure taxpayers are protected from persons abusing the access to information process;
7. That administrative practices implied or required under the Act, including those of the IPC, be reviewed and modernized;
8. That the integrity of the Act be maintained to protect personal privacy and transparent governments.

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

Sincerely,

Judy Smith, CMO  
Director Municipal Governance  
Clerk /Freedom of Information Coordinator

c.

Lianne Rood, MP  
Dave Epp MP  
Trevor Jones, MPP  
Monte McNaughton, MPP  
Information and Privacy Commissioner of Ontario  
Association of Municipalities of Ontario  
AMCTO Legislative and Policy Advisory Committee  
Ontario municipalities



**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)

August 2, 2023

Via email: [Kaleed.Rasheed@ontario.ca](mailto:Kaleed.Rasheed@ontario.ca)

Honourable Rasheed

Minister of Public and Business Service Delivery (MPBSD)

**Re: Support Time for Change – Municipal Freedom of Information and Protection of Privacy Act**

South Huron Council passed the following resolution at their July 17, 2023 Regular Council Meeting:

**Motion:** 284-2023

**Moved by:** T. Oke

**Seconded by:** M. Denomme

**That South Huron Council support the June 26, 2023 resolution of the Municipality of Chatham-Kent regarding Time for Change - Municipal Freedom of Information and Protection of Privacy Act.**

**Disposition:** Carried

Please find attached the originating correspondence for your reference.

Respectfully,

Sue Johnson, Administrative Assistant

Municipality of South Huron

[sjohnson@southhuron.ca](mailto:sjohnson@southhuron.ca)

519-235-0310 ext 225

Encl.

cc: Judy Smith, Clerk/Freedom of Information Coordinator, Municipality of

Chatham-Kent [ckclerk@chatham-kent.ca](mailto:ckclerk@chatham-kent.ca)

Lisa Thompson MPP [lisa.thompsonco@pc.ola.org](mailto:lisa.thompsonco@pc.ola.org)

Ben Lobb, MP [ben.lobb@parl.gc.ca](mailto:ben.lobb@parl.gc.ca)

Information and Privacy Commissioner of Ontario [info@ipc.on.ca](mailto:info@ipc.on.ca)

AMCTO Legislative and Policy Advisory Committee [amcto@amcto.com](mailto:amcto@amcto.com)

Amo [amo@amo.on.ca](mailto:amo@amo.on.ca)

All Municipalities in Ontario

July 5, 2023

Via Email: [Kaleed.Rasheed@ontario.ca](mailto:Kaleed.Rasheed@ontario.ca)

Minister of Public and Business Service Delivery (MPBSD)

Honourable Rasheed:

**Re: Time for Change  
Municipal Freedom of Information and Protection of Privacy Act**

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AND WHEREAS government operations, public expectations, technologies, and legislation surrounding accountability and transparency have dramatically changed and MFIPPA has not advanced in line with these changes;

AND WHEREAS the creation, storage and utilization of records has changed significantly, and the Municipal Clerk of the Municipality is responsible for records and information management programs as prescribed by the Municipal Act, 2001;

AND WHEREAS regulation 823 under MFIPPA continues to reference antiquated technology and does not adequately provide for cost recovery, and these financial shortfalls are borne by the municipal taxpayer;

AND WHEREAS the threshold to establish frivolous and/or vexatious requests is unreasonably high and allows for harassment of staff and members of municipal councils, and unreasonably affects the operations of the municipality;

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AND WHEREAS legal professionals use MFIPPA to gain access to information launch litigation against institutions, where other remedies exist;

AND WHEREAS there are limited resources to assist administrators or requestors to navigate the legislative process;

AND WHEREAS reform is needed to address societal and technological changes in addition to global privacy concerns and consistency across provincial legislation;

BE IT RESOLVED THAT the Ministry of Government and Consumer Services be requested to review the MFIPPA, and consider recommendations as follows:

1. That MFIPPA assign the Municipal Clerk, or designate to be the Head under the Act;
2. That MFIPPA be updated to address current and emerging technologies;
3. That MFIPPA regulate the need for consistent routine disclosure practices across institutions;
4. That the threshold for frivolous and/or vexatious actions be reviewed, and take into consideration the community and available resources in which it is applied;
5. That the threshold for frivolous and/or vexatious also consider the anonymity of requesters, their abusive nature and language in requests to ensure protection from harassment as provided for in Occupational Health and Safety Act;
6. That the application and scalability of fees be designed to ensure taxpayers are protected from persons abusing the access to information process;
7. That administrative practices implied or required under the Act, including those of the IPC, be reviewed and modernized;
8. That the integrity of the Act be maintained to protect personal privacy and transparent governments.



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

Sincerely,

**Judy Smith**

Digitally signed by  
Judy Smith  
Date: 2023.07.05  
10:48:27 -04'00'

Judy Smith, CMO  
Director Municipal Governance  
Clerk /Freedom of Information Coordinator

c.

Lianne Rood, MP  
Dave Epp MP  
Trevor Jones, MPP  
Monte McNaughton, MPP  
Information and Privacy Commissioner of Ontario  
Association of Municipalities of Ontario  
AMCTO Legislative and Policy Advisory Committee  
Ontario municipalities



The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

Tuesday, June 20, 2023

Resolution # RC23163	Meeting Order: 6
Moved by:	Seconded by:

**WHEREAS** the Ontario College of Physicians and Surgeons has made a decision that will lead more people who suffer from chronic pain to turn to opioids to alleviate their pain and;

**WHEREAS** the College is targeting community pain clinics by requiring the use of ultrasound technology in the administration of nerve block injections by licensed physicians. This requirement will increase the time it takes to administer the nerve block and, therefore, reduce the number of patients a physician can see in a day and;

**WHEREAS** the Ontario Health Insurance Plan (OHIP) is proposing to reduce coverage for several vital healthcare services, including a drastic reduction in the number and frequency of nerve block injections a patient can receive and;

**WHEREAS** these changes have been proposed without any consultation with pain management medical professionals or with their patients and;

**WHEREAS** this cut will force chronic pain clinics to shut down, putting a greater strain on family physicians and emergency rooms and;

**WHEREAS** with the reduction in the number of nerve blocks being administered, many patients, looking for pain relief, will turn to overcrowded emergency rooms, opioid prescriptions from doctors or opioid street drugs;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of the Municipality of Wawa is requesting that the Government of Ontario maintain OHIP coverage for chronic pain treatments and continue to provide much-needed care for the people of Ontario;

*p.2....*



**The Corporation of the Municipality of Wawa**

**REGULAR COUNCIL MEETING**

**RESOLUTION**

**AND FURTHERMORE THAT** a copy of the resolution be forwarded to all Municipalities of Ontario, local MPs and MPPs, Premier Doug Ford, the Minister of Health, Associate Minister of Mental Health and Addictions and the Association of Municipalities of Ontario.

RESOLUTION RESULT		RECORDED VOTE		
<input checked="" type="checkbox"/>	CARRIED	MAYOR AND COUNCIL	YES	NO
<input type="checkbox"/>	DEFEATED	Mitch Hatfield		
<input type="checkbox"/>	TABLED	Cathy Cannon		
<input type="checkbox"/>	RECORDED VOTE (SEE RIGHT)	Melanie Pilon		
<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
	



File Number: ACS2023-FCS-FLT-0002

July 18, 2023

Colin Best,  
President of the Association of Municipalities (AMO)  
200 University Ave., Suite 801  
Toronto, Ontario, M5H 3C6  
[amopresident@amo.on.ca](mailto:amopresident@amo.on.ca)

***By e-mail***

**Re: Donation of Decommissioned Ambulance to St. John Ambulance**

Mr. Best,

On behalf of Ottawa City Council, I am writing to advise that the City of Ottawa has approved the attached report from the Finance and Corporate Services Committee to donate a decommissioned ambulance to St. John Ambulance.

Additionally, I would like to draw to your attention to a motion Ottawa City Council approved at the City Council meeting of June 14, 2023, to donate a decommissioned ambulance to the Embassy of Ukraine:

**MOTION 2023 16-16**

Moved by: Councillor R. Brockington

Seconded by: Mayor M. Sutcliffe

**WHEREAS the City of Ottawa has previously donated surplus ambulances to specific causes or organizations, such as the Salvation Army Community and Emergency Response team, the Government of Nunavut as well as organizations doing work in Ghana and Ethiopia; and**

**WHEREAS the Embassy of Ukraine has expressed a need for a decommissioned ambulance to support their humanitarian efforts and provide medical aid in this growing emergency situations; and**

**WHEREAS the provision of an ambulance will pursue the goal of ensuring adequate conditions to provide urgent medical care and to further improve emergency response in the Ukraine; and**

**WHEREAS Section 41(4) of the City's Procurement By-law 2000-50, as amended, states that: "the sale of surplus furniture, vehicles, equipment, stock, supplies and other goods and material shall be made to the highest responsive bidder and the sale shall be made in accordance with the provisions of this by-law where applicable;" and**

**THEREFORE BE IT RESOLVED that Council waive Subsection 41(4) of By-law No. 2000-50, as amended, and approved the donation of one ambulance to the Embassy of Ukraine.**

Should you have any questions regarding this these actions, please do not hesitate to contact me.

Sincerely,



M. Rick O'Connor  
City Clerk, City of Ottawa

Encl (1)

cc: Municipalities of Ontario  
amo@amo.on.ca

<p><b>1. Donation of Decommissioned Ambulance to St. John Ambulance</b></p> <p><b>Don d'une ambulance mise hors service à Ambulance Saint-Jean</b></p>
--

**Committee Recommendation**

**That Council waive Subsection 41(4) of the City's Procurement By-law 2000-50, as amended, and approve the donation of one decommissioned ambulance to St. John Ambulance, with the lost residual value to be funded from the Fleet Reserves.**

**Recommandation du Comité**

**Que le Conseil suspend l'application du paragraphe 41(4) du Règlement sur les approvisionnements de la Ville (no 2000-50), dans sa version modifiée, et d'approuver le don d'une ambulance mise hors service à Ambulance Saint-Jean, en récupérant la valeur résiduelle perdue dans les fonds du parc automobile.**

**Documentation/Documentation**

1. General Manager and Chief Financial Officer's Report (A), Finance and Corporate Services Department, submitted 22 June 2023 (ACS2023-FCS-FLT-0002)

Rapport du Directeur général et chef des finances (T), Direction générale des finances et des services organisationnels, daté le 22 juin 2023 (ACS2023-FCS-FLT-0002)

**Subject: Donation of Decommissioned Ambulance to St. John Ambulance**

**File Number: ACS2023-FCS-FLT-0002**

**Report to Finance and Corporate Services Committee on 4 July 2023**

**and Council 12 July 2023**

**Submitted on June 22, 2023 by Cyril Rogers, General Manager and Chief Financial Officer (A), Finance and Corporate Services Department**

**Contact Person: Laila Gibbons, Director, Fleet Services, Finance and Corporate Services Department**

**613-580-2424 x23988, Laila.Gibbons@ottawa.ca**

**Ward: Citywide**

**Objet : Don d'une ambulance mise hors service à Ambulance Saint-Jean**

**Dossier : ACS2023-FCS-FLT-0002**

**Rapport au Comité des finances et des services organisationnel**

**le 4 juillet 2023**

**et au Conseil le 12 juillet 2023**

**Soumis le 22 juin par Cyril Rogers, Directeur général et chef des finances (T), Direction générale des finances et des services organisationnels**

**Personne ressource : Laila Gibbons, Directrice, Services du parc automobile, Direction générale des finances et des services organisationnels**

**613-580-2424 poste 23988, Laila.Gibbons@ottawa.ca**

**Quartier : À l'échelle de la ville**

## **REPORT RECOMMENDATION**

**That the Finance and Corporate Services Committee recommend that Council waive Subsection 41(4) of the City's Procurement By-law 2000-50, as amended, and approve the donation of one decommissioned ambulance to St. John Ambulance, with the lost residual value to be funded from the Fleet Reserves.**

## **RECOMMANDATION DU RAPPORT**

**Que le Comité des finances et des services organisationnels recommande au Conseil de suspendre l'application du paragraphe 41(4) du *Règlement sur les approvisionnements* de la Ville (n° 2000-50), dans sa version modifiée, et d'approuver le don d'une ambulance mise hors service à Ambulance Saint-Jean, en récupérant la valeur résiduelle perdue dans les fonds du parc automobile.**

## **BACKGROUND**

City Council, at its meeting on 31 August 2022, approved the following Motion ([2022-81/20](#)):

**WHEREAS St. John Ambulance (Ambulance St-Jean) supports events and festivals in the City of Ottawa by supporting the Ottawa Paramedic Service, including but not limited to opioid harm reduction; and**

**WHEREAS St. John Ambulance is seeking the donation of a surplus ambulance to provide training to employees and volunteers and to replace the one currently used for service the public in sports, arts, cultural festivals and major events.**

**WHEREAS the City of Ottawa has approximately 85 to 90 ambulances in its fleet at any given period and the expected life cycle of an ambulance is estimated at 54 months and between 200,000 to 230,000 kilometers; and**

**WHEREAS the City of Ottawa usually disposes of roughly 10 to 12 ambulances per year and the next replacement cycle for ambulances in Ottawa is scheduled for June, 2023 (31 new ambulances on order); and**

**WHEREAS the residual value of a used ambulance averages between \$20,000 to \$23,000; and**

**WHEREAS Section 41(4) of the City's Procurement By-law 2000-50, as amended, states that: "the sale of surplus furniture, vehicles, equipment, stock, supplies and other goods and material shall be made to the highest responsive bidder and the sale shall be made in accordance with the provisions of this by-law where applicable." And**



**WHEREAS Ottawa City Council has previously waived this provision in order to donate of surplus ambulances to specific causes or organizations (for example, the Salvation Army Community and Emergency Response team, and organizations doing work in Ghana and Ethiopia);**

**THEREFORE BE IT RESOLVED that staff report back to Council when the next ambulance is ready for disposal, and,**

**BE IT FURTHER RESOLVED that at the time of the report, Council consider waiving Subsection 41(4) of By-law No. 2000-50, as amended, and consider the donation of one ambulance to St. John Ambulance, with the lost residual value be funded from the Fleet Reserves.**

The City's Disposal of Fleet Vehicles and Equipment Policy includes the following provision on Donation:

"Through donation to an eligible person group or body where Council considers the donation to be in the interest of the City, as set out in the *Municipal Act*. This option is initiated by a sponsoring Councillor. The report or motion brought forward to Committee, Transit Commission or Council must waive section 41(4) of the procurement by-law to allow the donation."

## **DISCUSSION**

St. John Ambulance has requested the donation of a decommissioned ambulance to provide training to employees and volunteers and to replace the one currently used to service the public in sports, arts, cultural festivals and major events.

The City of Ottawa has, over the years, donated decommissioned vehicles to non-profit charitable organizations that serve the public interest. St. John Ambulance is a charitable organization that provides first aid and emergency medical services to the community. A decommissioned ambulance from the City of Ottawa would be a valuable asset for St. John Ambulance, as it would allow them to continue to support sports, arts, cultural festivals and major events in collaboration with the Ottawa Paramedic Service to provide medical coverage and assistance to event attendees and organizers. A decommissioned ambulance has been used in the past for training and education purposes, as well as opioid harm reduction. By donating a decommissioned ambulance to St. John Ambulance, the City of Ottawa would be supporting a worthy cause that benefits the health and safety of its residents.

The City of Ottawa roughly disposes of 10 to 12 ambulances per year and the next replacement cycle for ambulances in Ottawa is anticipated in Q3 2023 (31 new ambulances on order). The residual value of a used ambulance averages between \$20,000 to \$23,000. The Procurement By-law provides that “the sale of surplus furniture, vehicles, equipment, stock, supplies and other goods and material shall be made to the highest responsive bidder and the sale shall be made in accordance with the provisions of this by-law where applicable,” which also applies to used/decommissioned vehicles. Ottawa City Council has previously waived this provision in order to donate surplus ambulances to specific causes or organizations (for example, the Salvation Army Community and Emergency Response team, and organizations doing work in Ghana and Ethiopia).

### **FINANCIAL IMPLICATIONS**

Should Council approve waiving Subsection 41(4) of By-law No. 2000-50, as amended, the lost residual value of donating one ambulance, estimated between \$20,000 to \$23,000, will be funded from the Fleet Reserve.

### **LEGAL IMPLICATIONS**

There are no legal impediments to approving the recommendation in this report.

### **COMMENTS BY THE WARD COUNCILLOR(S)**

This is a citywide report.

### **CONSULTATION**

Staff from the Finance and Corporate Services Department and Fleet Services Branch were consulted in the preparation of this report and support the donation of the decommissioned ambulance to the St. John Ambulance.

### **ACCESSIBILITY IMPACTS**

No accessibility impacts have been identified.

### **RISK MANAGEMENT IMPLICATIONS**

No risk management implications have been identified.

## **TERM OF COUNCIL PRIORITIES**

This report aligns with the following objective in the 2019-2022 City Strategic Plan and Term of Council Priorities:

- Thriving Communities priority in promoting safety for our residents

## **DISPOSITION**

Fleet Services will arrange for donation of the decommissioned ambulance upon Council approval. Legal Services will complete the Donation Agreement and any documents required to transfer the ownership of the decommissioned ambulance.



# The Corporation of The Town of Amherstburg

July 7, 2023

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

BY EMAIL

**Re: Support Letter: Local Emergency Response System and Gaps in Healthcare regarding Code Red and Code Black Frequency**

Dear Honourable Doug Ford,

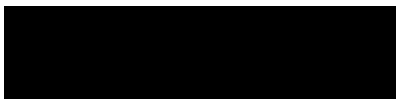
At its meeting held on June 26, 2023, Council in the Town of Amherstburg passed the following:

**Resolution # 20230626-015**

*That Administration BE DIRECTED to send a letter of support re: Town of Essex - Local Emergency Response System and Gaps in Healthcare regarding Code Red and Code Black Frequency.*

Enclosed is a copy of the correspondence from the Town of Essex for convenience and reference purposes.

Regards,



Sarah Sabihuddin  
Deputy Clerk, Town of Amherstburg  
(519) 736-0012 ext. 2216  
[ssabihuddin@amherstburg.ca](mailto:ssabihuddin@amherstburg.ca)

**encl.**

cc:

Mary Birch, County of Essex [mbirch@countyofessex.ca](mailto:mbirch@countyofessex.ca)

Anthony Leardi, MPP [anthony.leardi@pc.ola.org](mailto:anthony.leardi@pc.ola.org)

Lisa Gretzky, MPP [lgretzky-co@ndp.on.ca](mailto:lgretzky-co@ndp.on.ca)

Chris Lewis – MP, Essex, Ontario [Chris.Lewis@parl.gc.ca](mailto:Chris.Lewis@parl.gc.ca)

Andrew Dowie, MPP [andrew.dowie@pc.ola.org](mailto:andrew.dowie@pc.ola.org)

Marit Stiles, MPP [Mstiles-op@ndp.on.ca](mailto:Mstiles-op@ndp.on.ca)

Chris Lewis, MP [chris.lewis@parl.gc.ca](mailto:chris.lewis@parl.gc.ca)

Association of Municipalities of Ontario (AMO) [amo@amo.on.ca](mailto:amo@amo.on.ca)

All other municipalities in Ontario



**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 Doug Ford**

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

June 19, 2023

**BY EMAIL**

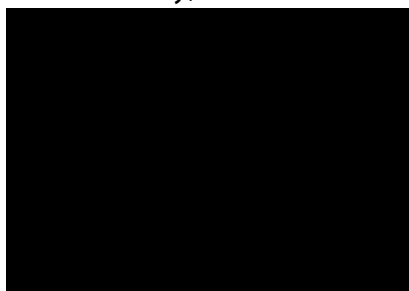
RE: Local Emergency Response System and Gaps in Healthcare regarding Code Red  
and Code Black Frequency

---

Dear Honourable Doug Ford,

Further to Town of Essex resolution number **R23-05-203** passed on May 15, 2023, we enclose a letter from Town of Essex Mayor Sherry Bondy for your review and consideration.

Yours truly,



**Joseph Malandrucolo**

Director, Legal and Legislative Services/Clerk  
[jmalandrucolo@essex.ca](mailto:jmalandrucolo@essex.ca)

**encl.**

**c.c.** Mary Birch, County of Essex  
[mbirch@countyofessex.ca](mailto:mbirch@countyofessex.ca)

Anthony Leardi, MPP  
[anthony.leardi@pc.ola.org](mailto:anthony.leardi@pc.ola.org)

Lisa Gretzky, MPP  
[lgretzky-co@ndp.on.ca](mailto:lgretzky-co@ndp.on.ca)



**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)

Andrew Dowie, MPP  
[andrew.dowie@pc.ola.org](mailto:andrew.dowie@pc.ola.org)

Marit Stiles, MPP  
[Mstiles-op@ndp.on.ca](mailto:Mstiles-op@ndp.on.ca)

Chris Lewis, MP  
[chris.lewis@parl.gc.ca](mailto:chris.lewis@parl.gc.ca)

All other municipalities in Ontario



## 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)

Dear Honourable Doug Ford,

The Town of Essex Council hereby appeals to the province of Ontario to acknowledge the challenges faced by our local emergency response system and take decisive action to resolve the gaps in our healthcare. While we recognize that our situation is not unique, we believe that it is essential to draw attention to our persistent Code Red and Code Black conditions, which are primarily caused by an insufficient number of hospital beds, medical personnel, and resources.

Windsor and Essex County residents ought to have confidence that when they dial 911 it will elicit a prompt ambulance response for emergency situations. Local healthcare providers are engaging various initiatives such as a paramedic offload program, offload to the waiting room for assessment and triage of less severe medical matters, diversion to another hospital for low acuity cases, and the Essex-Windsor EMS paramedic patient navigator to monitor and manage dispatch. Nevertheless, these initiatives alone have been unable to curb the escalation of Code Red and Code Black frequency, signifying few or no ambulances available for emergencies.

In the year 2021, Windsor-Essex experienced a cumulative of 3253 minutes in Code Red and 791 minutes in Code Black. In 2022, the period subjected to Code Red increased significantly to 8086 minutes, whereas Code Black saw 2257 minutes. In March 2023, just three months into the year, the community has clocked 864 Code Red minutes already plus another 2257 Code Black minutes.

We implore the authorities to apply an immediate and comprehensive review of our hospital offload delays and staffing crisis in our front line. Ambulance offload processes and hospital volumes are merely two contributing factors, if nothing tangible is done, local families risk experiencing catastrophic consequences. Our former Warden, McNamara, declared an emergency on ambulance unavailability in October 2022 linked to hospital admission delays; to date, this emergency situation still holds with no decrease in Code Reds and Code Blacks.

We require a holistic solution to address our hospital deficiencies and healthcare shortcomings on an underlying basis. In addition, the Town of Essex Council request that the province of Ontario conduct a review of projected population growth and aging in Windsor – Essex and increase health care capacity to match our present and future needs.





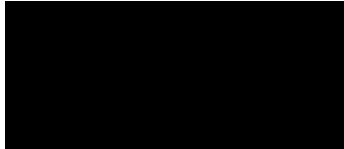
## CORPORATION OF THE TOWN OF ESSEX

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

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

Therefore, the Town of Essex Council requests that the province of Ontario recognize the dangerous strain facing our local emergency response infrastructure and urgently work to address these gaps in our healthcare system.

Sincerely,



**Sherry Bondy**

Mayor

Town of Essex

*Office of the Mayor*

9 June 2023

VIA EMAIL

Hon. François-Philippe Champagne PC MP  
Minister of Innovation, Science and Economic Development  
Via email: [ministerofisi-ministredeisi@ised-isde.gc.ca](mailto:ministerofisi-ministredeisi@ised-isde.gc.ca)

Hon. Marie-Claude Bibeau PC MP  
Minister of Agriculture  
Via email: [Marie-Claude.Bibeau@parl.gc.ca](mailto:Marie-Claude.Bibeau@parl.gc.ca)

Dear Ministers:

On behalf of the Council of the Town of Bradford West Gwillimbury, we are writing to you pursuant to the enclosed motion to endorse the right-to-repair movement and to call on your government to expedite the promised consultations to enshrine this principle in consumer-protection law, with specific consultations and measures related to supporting the agricultural sector undertaken.

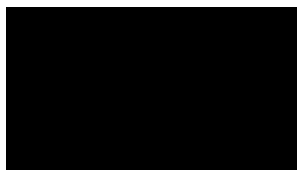
Right to Repair is a simple environmental and consumer protection measure: it ensures consumers are able to reasonably access repairs to electronic and other devices at a fair price, rather than creating a monopoly through technology companies only being able to repair their own products. This measure will also help reduce waste by combatting planned obsolescence, where companies make products that are only intended to last for a period of some years, and are not really repairable.

Further, farmers and growers are intimately familiar with the particular nuances of this issue when it comes to increasingly high-tech agricultural equipment. As the "soup and salad bowl of Canada", Bradford West Gwillimbury is home to many farmers and growers, so we know firsthand how important an issue these consultations will be.

Our Council has shown in recent years that we are at the forefront of advocating for important environmental protections, including the Freshwater Action Fund, and we are grateful to our new Green Initiatives Committee for recommending this current piece of advocacy to protect the environment and consumers.

A copy of the motion is enclosed. We would be happy to meet with you or your representatives to discuss this further.

Sincerely yours,



James Leduc  
Mayor

CC: John Barlow, MP Foothills  
Rick Perkins, MP South Shore—St. Margarets  
Alistair MacGregor, MP Cowichan—Malahat—Langford  
Rachel Blaney, MP North Island—Powell River  
Scot Davidson, MP York—Simcoe  
Federation of Canadian Municipalities  
Association of Municipalities of Ontario  
Ontario's Municipal Councils  
Ontario's Conservation Authorities

At its Regular meeting of Council held on Tuesday, June 6, 2023, the Town of Bradford West Gwillimbury Council approved the following resolution:

**Resolution: 2023-199**

**Moved: Councillor Verkaik**

**Seconded: Councillor Harper**

Whereas the “right-to-repair” movement seeks to ensure consumers of electronic products, including mobile phones and computers, as well as agricultural equipment, are able to make routine fixes to damaged products without having to rely on the manufacturer and to affordably make such repairs; and

Whereas this movement and efforts against “planned obsolescence” seeks to ensure affordability for consumers and to protect our environment by reducing electronic waste; and

Whereas the agricultural sector has unique needs related to specialized electronic farm equipment and the ability to make repairs in a timely and affordable manner, especially during the growing season; and

Further to a commitment in the 2023 federal budget that “the government will work to implement a right to repair, with the aim of introducing a targeted framework for home appliances and electronics in 2024. The government will launch consultations this summer, including on the right to repair and the interoperability of farming equipment, and work closely with provinces and territories to advance the implementation of a right to repair” (p. 38); and

Be it therefore resolved that the committee recommend Council endorse the right-to-repair movement through a letter from the Mayor and Green Initiatives Committee Chair to call on the federal government to expedite the promised consultations to enshrine this principle in consumer-protection law, with specific consultations and measures related to supporting the agricultural sector undertaken; and

That a copy of this resolution and letter be shared with the Minister of Innovation, Science and Economic Development; the Minister of Agriculture and their critics; and the Member of Parliament for York—Simcoe; and to the Federation of Canadian Municipalities (FCM), the Association of Municipalities of Ontario (AMO) and Ontario's Municipal Councils, with a request for their endorsement of same.

Result: CARRIED.



## PORT COLBORNE

Corporate Services Department  
Legislative Services Division

Municipal Offices: 66 Charlotte Street  
Port Colborne, Ontario L3K 3C8 • [www.portcolborne.ca](http://www.portcolborne.ca)  
"   
T 905.835.2900 ext 106 F 905.834.5746  
E [charlotte.madden@portcolborne.ca](mailto:charlotte.madden@portcolborne.ca)

July 4, 2023

Hon. Francois-Philippe Champagne PC MP  
Minister of Innovation, Science and Economic Development  
Via email: [ministerofisi-ministredeisi@ised-isde.gc.ca](mailto:ministerofisi-ministredeisi@ised-isde.gc.ca)

Hon. Marie-Claude Bibeau PC MP  
Minister of Agriculture  
Via email: [Marie-Claude.Bibeau@parl.gc.ca](mailto:Marie-Claude.Bibeau@parl.gc.ca)

Dear Ministers:

**Re: Town of Bradford West Gwillimbury – The Right-to-Repair Movement**

Please be advised that, at its meeting of June 27, 2023 the Council of The Corporation of the City of Port Colborne resolved as follows:

That correspondence from the Town of Bradford West Gwillimbury regarding The Right-to-Repair Movement Condition be supported.

A copy of the above noted resolution is enclosed for your reference.

Sincerely,



Charlotte Madden  
City Clerk

cc. Federation of Canadian Municipalities  
Association of Municipalities of Ontario  
Ontario's Municipal Councils





July 6, 2023

The Honourable Doug Ford  
Premier of Ontario  
Premier's Office, Room 281  
Legislative Building  
Queen's Park, Toronto, ON M7A 1A1

**Re: Women of Ontario Say No - Legislative Amendments to Improve Municipal Codes of Conduct and Enforcement**

Dear Premier Ford,

Please be advised that the Council of the Town of Greater Napanee passed the following resolution at its regular session meeting of June 27, 2023:

***RESOLUTION #347/23: Pinnell Jr., Hicks***

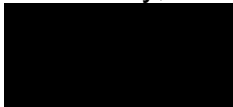
That Council receive for information the request from Women of Ontario Say No;

And further, that the Council of the Town of Greater Napanee supports and endorses the call from Women of Ontario Say No for legislative change to improve municipal codes of conduct and their enforcement.

CARRIED

Please do not hesitate to contact me at [jwalters@greaternapanee.com](mailto:jwalters@greaternapanee.com) if you require any further information with respect to this resolution.

Sincerely,



Jessica Walters  
Clerk

cc. Hon. Steve Clark, Minister of Municipal Affairs and Housing  
Hon. Ric Breese, MPP, Hastings-Lennox & Addington  
Hon. Charmaine Williams, Associate Minister of Women's Social and Economic Opportunity  
Colin Best, President of the Association of Municipalities of Ontario  
All Ontario Municipalities

June 21, 2023

Association of Municipalities of Ontario

Sent via email

To whom it may concern:

Re: 2023-496

Please be advised that the following resolution was passed at the June 21, 2023 meeting of the Council of the Municipality of Grey Highlands.

**2023-496**

**Whereas, all Ontarians deserve and expect a safe and respectful workplace; and**

**Whereas, municipal governments, as the democratic institutions most directly engaged with Ontarians need respectful discourse; and**

**Whereas, several incidents in recent years of disrespectful behaviour and workplace harassment have occurred amongst members of municipal councils; and**

**Whereas, these incidents seriously and negatively affect the people involved and lower public perceptions of local governments; and**

**Whereas, municipal Codes of Conduct are helpful tools to set expectations of council member behaviour; Whereas, municipal governments do not have the necessary tools to adequately enforce compliance with municipal Codes of Conduct;**

**Now, therefore be it resolved that the Municipality of Grey Highlands supports the call of the Association of Municipalities of Ontario for the Government of Ontario to introduce legislation to strengthen municipal Codes of Conduct and compliance with them in consultation with municipal governments;**

**Also be it resolved that the legislation encompass the Association of Municipalities of Ontario's recommendations for:**

- **Updating municipal Codes of Conduct to account for workplace safety and harassment**
- **Creating a flexible administrative penalty regime, adapted to the local economic and financial circumstances of municipalities across Ontario**
- **Increasing training of municipal Integrity Commissioners to enhance consistency of investigations and recommendations across the province**

**The Municipality of Grey Highlands**

206 Toronto Street South, Unit One - P.O. Box 409 Markdale, Ontario N0C 1H0  
519-986-2811 Toll-Free 1-888-342-4059 Fax 519-986-3643  
[www.greyhighlands.ca](http://www.greyhighlands.ca) [info@greyhighlands.ca](mailto:info@greyhighlands.ca)

- **Allowing municipalities to apply to a member of the judiciary to remove a sitting member if recommended through the report of a municipal Integrity Commissioner**
  - **Prohibit a member so removed from sitting for election in the term of removal and the subsequent term of office.**
- CARRIED.**

If you require anything further, please contact this office.

Sincerely,



Amanda Fines-VanAlstine  
Manager of Corporate Services/Deputy-Clerk  
Municipality of Grey Highlands

cc. Office of the Premier of Ontario  
All Ontario Municipalities





**Municipality of Huron Shores**

7 Bridge Street, PO Box 460

Iron Bridge, ON P0R 1H0

Tel: (705) 843-2033 Fax: (705) 843-2035

July 19, 2023

The Honourable Doug Ford  
Premier of Ontario  
Queen's Park  
Toronto, ON L7A 1A7

**Re: Res. #23-16-25 – Code of Conduct**

Honourable and Dear Sir:

Please be advised that the Municipality of Huron Shores at its Regular Meeting held Wednesday, July 12<sup>th</sup>, 2023, received and supported correspondence from the County of Oxford dated June 14, 2023, requesting the Government of Ontario to introduce legislation to strengthen municipal Codes of Conduct.

Attached please find a copy of the County of Oxford correspondence dated June 14, 2023.

Should you require anything further in order to address the above-noted resolution, please contact the undersigned.

Yours truly,



Natashia Roberts  
CAO/Clerk  
[natashia@huronshores.ca](mailto:natashia@huronshores.ca)

NR/KN

Attach

c.c. Honourable Doug Ford, Premier of Ontario; the Honourable Steve Clark, Ministry of Municipal Affairs and Housing; Michael Mantha, MPP; Charmaine Williams, Associate Minister of Women's Social and Economic Opportunity; the Association of Municipalities of Ontario; and all Ontario Municipalities.

Municipal Council of the County of Oxford  
Council Meeting - Oxford County

Date: Wednesday, June 14, 2023

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Moved By: Bernia Wheaton

Seconded By: Phil Schaefer

Whereas, all Ontarians deserve and expect a safe and respectful workplace;

Whereas, municipal governments, as the democratic institutions most directly engaged with Ontarians need respectful discourse;

Whereas, several incidents in recent years of disrespectful behaviour and workplace harassment have occurred amongst members of municipal councils;

Whereas, these incidents seriously and negatively affect the people involved and lower public perceptions of local governments;

Whereas, municipal Codes of Conduct are helpful tools to set expectations of council member behaviour;

Whereas, municipal governments do not have the necessary tools to adequately enforce compliance with municipal Codes of Conduct;

Now, therefore be it resolved that the County of Oxford supports the call of the Association of Municipalities of Ontario for the Government of Ontario to introduce legislation to strengthen municipal Codes of Conduct and compliance with them in consultation with municipal governments;

Also be it resolved that the legislation encompass the Association of Municipalities of Ontario's recommendations for:

- Updating municipal Codes of Conduct to account for workplace safety and harassment
- Creating a flexible administrative penalty regime, adapted to the local economic and financial circumstances of municipalities across Ontario
- Increasing training of municipal Integrity Commissioners to enhance consistency of investigations and recommendations across the province
- Allowing municipalities to apply to a member of the judiciary to remove a sitting member if recommended through the report of a municipal Integrity Commissioner
- Prohibit a member so removed from sitting for election in the term of removal and the subsequent term of office.

And further that this resolution be circulated to the Honourable Doug Ford, Premier of Ontario; the Honourable Steve Clark, Ministry of Municipal Affairs and Housing; the Honourable Ernie Hardeman, Oxford MPP; Charmaine Williams, Associate Minister of Women's Social and Economic Opportunity; the Association of Municipalities of Ontario; and all Ontario Municipalities.

DISPOSITION: Motion Carried



# Northumberland County

## Council Resolution

**SENT VIA EMAIL**

**July 25, 2023**

Hon. Doug Ford, Premier of Ontario  
Hon. Steve Clark, Minister of Municipal Affairs and Housing  
Hon. Charmaine Williams, Associate Minister of Women's Social and Economic Opportunity  
Hon. David Piccini, Minister of Environment, Conservation and Parks & MPP for  
Northumberland - Peterborough South  
Association of Municipalities of Ontario  
All Ontario Municipalities

**Re: Northumberland County Resolution – 'Legislative Amendments to Improve  
Municipal Codes of Conduct and Enforcement'**

---

At a meeting held on July 19, 2023 Northumberland County Council approved the following Council Resolution # 2023-07-19-482 adopting the below recommendation from the July 4, 2023 Corporate Support Committee meeting.

**Moved by:** Councillor Scott Jibb

**Seconded by:** Councillor Lucas Cleveland

"**That** the Corporate Support Committee, having considered correspondence from the City of Quinte West and Township of Bonfield regarding 'Legislative Amendments to Improve Municipal Codes of Conduct and Enforcement' recommend that County Council support this correspondence; and

**Further That** the Committee recommend that County Council direct staff to send a copy of this resolution to the Honourable Doug Ford (Premier of Ontario), the Honourable Steve Clark (Minister of Municipal Affairs and Housing), the Honourable Charmaine Williams (Associate Minister of Women's Social and Economic Opportunity), the Honourable David Piccini (Minister of the Environment, Conservation and Parks and MPP for Northumberland - Peterborough South), the Association of Municipalities of Ontario (AMO) and to all municipalities in Ontario."

**Council Resolution # 2023-07-19-482**

**Carried**

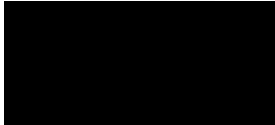


**The Corporation of the  
County of Northumberland**

555 Courthouse Road  
Cobourg, ON, K9A 5J6

If you have any questions regarding this matter, please do not hesitate to contact the undersigned at [matherm@northumberland.ca](mailto:matherm@northumberland.ca) or by telephone at 905-372-3329 ext. 2238.

Sincerely,  
Maddison Mather



Manager of Legislative Services / Clerk  
Northumberland County

## Council Resolution

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Moved By S. dibb

Agenda  
Item 10

Resolution Number  
2023-07-19 482

Seconded By L. Cleveland

Council Date: July 19, 2023

"**That** Council adopt all recommendations from the three Standing Committees, as contained within the Committee Minutes (meetings held July 4 and 5, 2023), ~~with the exception of the following items (referenced from the Standing Committee Minutes), that will be held for discussion:~~

Committee Name	Item #	Description	Held By
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**And Further That** the items listed above and held for separate discussion each require a separate resolution."

Recorded Vote  
Requested by \_\_\_\_\_  
Councillor's Name

Carried

[Redacted Signature]

Warden's Signature

Deferred \_\_\_\_\_  
Warden's Signature

Defeated

\_\_\_\_\_   
Warden's Signature

**County Standing Committees' Recommendations to Council**  
**County Council Meeting July 19, 2023**

**Community Health – July 6, 2023**

**Meeting was cancelled.** Next meeting scheduled for July 31, 2023.

**County Standing Committees' Recommendations to Council**  
**County Council Meeting July 19, 2023**

<b>Corporate Support Committee – July 4, 2023</b>			
<b>Committee Item</b>	<b>Business or Report # &amp; Title</b>	<b>Open / Closed</b>	<b>Committee Recommendations to Council (summarized)</b>
7.a	Correspondence, 'Stopping Harassment and Abuse by Local Leaders' <ul style="list-style-type: none"> <li>• Municipality of Mississippi Hills</li> <li>• Town of Newmarket</li> <li>• Town of Puslinch</li> <li>• Township of Matachewan</li> </ul>	Open	Receive for information. <ul style="list-style-type: none"> <li>- Previously considered and supported correspondence regarding this subject matter at the June 21, 2023 County Council meeting</li> </ul>
7.b	Correspondence, Municipality of Mississippi Hills 'Oath of Office'	Open	Receive for information. <ul style="list-style-type: none"> <li>- Previously considered and supported correspondence regarding this subject matter at the May 17, 2023 County Council meeting.</li> </ul>
7.c	Correspondence, City of Quinte West, Township of Bonfield 'Legislative Amendments to Improve Municipal Codes of Conduct and Enforcement'	Open	<ul style="list-style-type: none"> <li>- Support the correspondence.</li> <li>- Direct staff to send a copy of this resolution to the Honourable Doug Ford (Premier of Ontario), the Honourable Steve Clark (Minister of Municipal Affairs and Housing), the Honourable Charmaine Williams (Associate Minister of Women's Social and Economic Opportunity), the Honourable David Piccini (Minister of the Environment, Conservation and Parks and MPP for Northumberland - Peterborough South), the Association of Municipalities of Ontario (AMO) and to all municipalities in Ontario.</li> </ul>
8. a	Report 2023-077, Corporate Services 'Northumberland Accessibility Advisory Committee Terms of Reference Revision'	Open	<ul style="list-style-type: none"> <li>- Approve the revised Northumberland Accessibility Advisory Committee (NAAC) Terms of Reference.</li> <li>- <b>Appoint a Member of Northumberland County Council to the NAAC for the 2022-2026 Term of Council at the July 19, 2023 County Council meeting.</b></li> </ul>

**County Standing Committees' Recommendations to Council**  
**County Council Meeting July 19, 2023**

<b>Corporate Support Committee – June 6, 2023</b> (Continued)			
<b>Committee Item</b>	<b>Business or Report # &amp; Title</b>	<b>Open / Closed</b>	<b>Committee Recommendations to Council (summarized)</b>
8.b	Report 2023 078, Communications 'Grant Activity Biannual Report July 2023'	Open	Receive for information.
<b>Any Closed Session Committee Items / Recommendations held by Members for separate discussion, or recommended by Committee for separate discussion will be considered in Closed Session.</b>			
<b>Closed</b>	Item was considered in Closed Session, as permitted under the Municipal Act Section 239.(2.b) and (2.d) in order to address matters pertaining to personal matters about an identifiable individual, including municipal employees and labour relations or employee negotiations [Special Purposes Pay for identifiable employees as per Northumberland County Human Resources Compensation Policy 4.3.7 (Corporate Services)]	<b>Closed</b>	-Adopt the confidential resolution moved in Closed Session regarding personal matters about an identifiable individual, including municipal employees and labour relations or employee negotiations [Special Purposes Pay for identifiable employees as per Northumberland County Human Resources Compensation Policy 4.3.7 (Corporate Services)]



**County Standing Committees' Recommendations to Council**  
**County Council Meeting July 19, 2023**

**Economic Development, Tourism & Planning – July 5, 2023**

**Meeting was cancelled.** Next meeting scheduled for August 2, 2023.

**County Standing Committees' Recommendations to Council**  
**County Council Meeting July 19, 2023**

<b>Finance &amp; Audit – July 4, 2023</b>			
<b>Committee Item</b>	<b>Business or Report # &amp; Title</b>	<b>Open / Closed</b>	<b>Committee Recommendations to Council (summarized)</b>
7.a	Correspondence, 'Municipal Insurance Costs' <ul style="list-style-type: none"> <li>• Municipality of Mississippi Mills</li> <li>• Township of Limerick</li> <li>• Township of South Glengarry</li> </ul>	Open	Receive for information. <ul style="list-style-type: none"> <li>- Previously considered and supported correspondence regarding this subject matter at the May 17, 2023 Council meeting.</li> </ul>
7.b	Correspondence, Municipality of Mississippi Mills 'Rural Education Funding'	Open	Receive for information. <ul style="list-style-type: none"> <li>- Previously considered correspondence regarding this subject matter at the May 17, 2023 Council meeting and subsequently received for information.</li> </ul>
8.a	Report 2023-080 Finance 'May 2023 Year to Date Financial Results'	Open	Receive for information.
8.b	Report 2023-081, Finance 'Long term Financial Planning Framework, 2024 Budget Process, Schedule and Levy Considerations'	Open	<ul style="list-style-type: none"> <li>- Provide direction to staff on target base levy increases of 4% for 2024, 4% for 2025 and 4% for 2026 budget years based on estimated impacts of 6.63%, 4.92%, and 4.92% respectively from a blended operating and capital inflation factor.</li> <li>- Provide direction to staff on a target base levy increase of 4% for the 2027-2033 long term forecast.</li> <li>- Approve a target dedicated infrastructure levy for the 2024 to 2026 budget years proposed by staff to be calculated based on 3% of the prior year total levy and 4% in each year of the 2027 to 2033 long term forecast based on the prior year total estimated levy towards reducing the infrastructure deficit.</li> </ul>
<b>Any Closed Session Committee Items / Recommendations held by Members for separate discussion, or recommended by Committee for separate discussion will be considered in Closed Session.</b>			
<b>Closed</b>	N/A	<b>Closed</b>	N/A

**County Standing Committees' Recommendations to Council**  
**County Council Meeting July 19, 2023**

**Public Works – July 6, 2023**

**Meeting was cancelled.** Next meeting scheduled for July 31, 2023.

**County Standing Committees' Recommendations to Council**  
**County Council Meeting July 19, 2023**

<b>Social Services – July 5, 2023</b>			
<b>Committee Item</b>	<b>Business or Report # &amp; Title</b>	<b>Open / Closed</b>	<b>Committee Recommendations to Council (summarized)</b>
7.a	Correspondence, Township of Clearview 'Declaring Intimate Partner Violence an Epidemic'	Open	Receive for information. - Previously considered correspondence regarding this subject matter at the April 12, 2023 and June 21, 2023 Council meetings and subsequently received for information.
7.b	Correspondence, City of Quinte West 'Renovictions'	Open	Receive for information.
7.c	Correspondence, Town of Perry Sound 'Additional Resources to Combat Opioid, Mental Health and Homelessness'	Open	Receive for information
10.a	Report 2023-083 'Caseworker Staffing Requests'	Open	- Approve an increase to the Community and Social Services staffing compliment by two Caseworker positions.
10.b	Report 2023-084, 'Municipal Housing Facilities By law 152 Cockburn Street, Campbellford'	Open	- Enact a Municipal Housing Facilities By-law identifying 152 Cockburn Street, Campbellford as a Municipal Housing Facility, as per the executed contribution agreement between Northumberland County and the Northumberland County Housing Corporation.
10.c	Report 2023-085 'Community Housing Master Plan and NCHC Strategic Asset Management Plan' -Presentation	Open	- Approve the Community Housing Master Plan. - Receive the NCHC Asset Management Plan for information and direct staff to include the NCHC Asset Management Plan to the forthcoming County Asset Management Plan.
11.a	Northumberland County Housing Corporation - Meeting Minutes	Open	Receive for information.

**County Standing Committees' Recommendations to Council**  
**County Council Meeting July 19, 2023**

<b>Social Services – July 5, 2023</b> (Continued)			
<b>Committee Item</b>	<b>Business or Report # &amp; Title</b>	<b>Open / Closed</b>	<b>Committee Recommendations to Council (summarized)</b>
<b>Any Closed Session Committee Items / Recommendations held by Members for separate discussion, or recommended by Committee for separate discussion will be considered in Closed Session.</b>			
<b>Closed</b>	Item was considered in Closed Session, as permitted under the Municipal Act Section 239.(d.) in order to address matters pertaining to labour relations or employee negotiations (Community and Social Services).	<b>Closed</b>	-Adopt the confidential resolution moved in Closed Session regarding labour relations or employee negotiations (Community and Social Services).
<b>Closed</b>	Item was considered in Closed Session, as permitted under the Municipal Act Section 239.(2.k), (2.e) and (2.h) in order to address matters pertaining to confidential negotiations (Community and Social Services), litigation or potential litigation, and information explicitly supplied in confidence to the municipality by another level of government regarding funding.	<b>Closed</b>	-Adopt the confidential resolution moved in Closed Session regarding matters pertaining to confidential negotiations, litigation or potential litigation, and information explicitly supplied in confidence to the municipality by another level of government regarding funding (Community and Social Services).

## Corporate Support Committee Resolution

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Committee Meeting Date: July 4, 2023

Agenda Item: 7.c

Resolution Number: 2023-07-04- 452

Moved by: M. Martin

Seconded by: S. Jibb

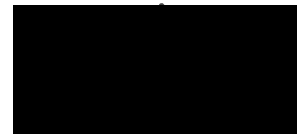
Council Meeting Date: July 19, 2023

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**"That** the Corporate Support Committee, having considered correspondence from the City of Quinte West and Township of Bonfield regarding 'Legislative Amendments to Improve Municipal Codes of Conduct and Enforcement' recommend that County Council support this correspondence; and

**Further That** the Committee recommend that County Council direct staff to send a copy of this resolution to the Honourable Doug Ford (Premier of Ontario), the Honourable Steve Clark (Minister of Municipal Affairs and Housing), the Honourable Charmaine Williams (Associate Minister of Women's Social and Economic Opportunity), the Honourable David Piccini (Minister of the Environment, Conservation and Parks and MPP for Northumberland - Peterborough South), the Association of Municipalities of Ontario (AMO) and to all municipalities in Ontario."

Carried



Committee Chair's Signature

Defeated

Committee Chair's Signature

Deferred

Committee Chair's Signature

P.O. Box 490  
7 Creswell Drive  
Trenton, Ontario K8V 5R6  
www.quintewest.ca



A Natural Attraction

Tel: 613-392-2841  
Toll Free: 1-866-485-2841  
josh.machesney@quintewest.ca

Josh Machesney, City Clerk

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June 19, 2023

The Honourable Doug Ford  
Premier of Ontario  
Premier's Office, Room 281  
Legislative Building  
Queen's Park, Toronto, ON M7A 1A1

**RE: Legislative Amendments to Improve Municipal Codes of Conduct and Enforcement**

Dear Premier Ford:

This letter will serve to advise that at a meeting of City of Quinte West Council held on June 14, 2023 Council passed the following resolution:

**Motion No 23-266 – Notice of Motion – Councillor Sharpe - Legislative Amendments to Improve Municipal Codes of Conduct and Enforcement**

Moved by Councillor Stedall

Seconded by Councillor Card

Whereas, all Ontarians deserve and expect a safe and respectful workplace;

And whereas, municipal governments, as the democratic institutions most directly engaged with Ontarians need respectful discourse;

And whereas, several incidents in recent years of disrespectful behaviour and workplace harassment have occurred amongst members of municipal councils;

And whereas, these incidents seriously and negatively affect the people involved and lower public perceptions of local governments;

And whereas, municipal Codes of Conduct are helpful tools to set expectations of council member behaviour;

And whereas, municipal governments do not have the necessary tools to adequately enforce compliance with municipal Codes of Conduct;

And whereas the Councillors Freeman, Reid, Sharpe and Stedall support the "Women of Ontario Say No" and their effort to get this legislation passed;

Now, therefore be it resolved that the City of Quinte West supports the call of the Association of Municipalities of Ontario for the Government of Ontario to introduce legislation to strengthen municipal Codes of Conduct and compliance with them in consultation with municipal governments;

Also be it resolved that the legislation encompass the Association of Municipalities of Ontario's recommendations for:

- Updating municipal Codes of Conduct to account for workplace safety and harassment
- Creating a flexible administrative penalty regime, adapted to the local economic and financial circumstances of municipalities across Ontario
- Increasing training of municipal Integrity Commissioners to enhance consistency of investigations and recommendations across the province
- Allowing municipalities to apply to a member of the judiciary to remove a sitting member if recommended through the report of a municipal Integrity Commissioner
- Prohibit a member so removed from sitting for election in the term of removal and the subsequent term of office. **Carried**

We trust that you will give favourable consideration to this request.

Yours truly,

CITY OF QUINTE WEST



Josh Machesney,  
City Clerk

cc:

Hon. Steve Clark, Minister of Municipal Affairs and Housing  
Hon. Charmaine Williams, Associate Minister of Women's Social and Economic Opportunity  
Hon. Todd Smith, MPP, Bay of Quinte  
Colin Best, President, Association of Municipalities of Ontario (AMO)  
All Municipalities in Ontario





**BONFIELD TOWNSHIP  
OFFICE OF THE DEPUTY CLERK**

365 HIGHWAY 531

BONFIELD ON P0H 1E0

Telephone: 705-776-2641 Fax: 705-776-1154

Website: <http://www.bonfieldtownship.com>

Email: [deputyclerk@bonfieldtownship.com](mailto:deputyclerk@bonfieldtownship.com)

**RESOLUTION OF COUNCIL**

June 13<sup>th</sup>, 2023

No. 16

Moved by Councillor Featherstone

Seconded by Councillor Clark

THAT the Council of the Township of Bonfield supports the Ontario Big City Mayor's motion on legislative amendments to improve municipal Codes of Conduct and enforcement; AND THAT federal and provincial elected officials should take similar actions to hold themselves to account; AND THAT a copy of this motion be circulated to Right Honourable Justin Trudeau, Prime Minister of Canada, the Honourable Doug Ford, Premier of Ontario, the Honourable David Lametti, Minister of Justice, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, Kate Manson-Smith, Deputy Minister of Municipal Affairs and Housing, Scott Pearce, Federation of Canadian Municipalities Acting President, Colin Best, President of the Association of Municipalities of Ontario, and all Ontario municipalities.

Carried Narry Paquette

**DIVISION VOTE**

FOR

Donna Clark

Jason Corbett

Steve Featherstone

Dan MacInnis

Narry Paquette

AGAINST

Declaration of Pecuniary Interest/Conflict of Interest

Declared interest, abstained from discussion, and did not vote on the question.

CERTIFIED to be a true copy of Resolution No. 16 of the Township of Bonfield's Regular Council Meeting of June 13<sup>th</sup>, 2023, and which Resolution is in full force and effect.

Andrée Gagné  
Deputy Clerk-Treasurer



## **OBCM Motion on Legislative Amendments to Improve Municipal Codes of Conduct and Enforcement**

**WHEREAS**, all Ontarians deserve and expect a safe and respectful workplace;

**AND WHEREAS**, municipal governments, as the democratic institutions most directly engaged with Ontarians need respectful discourse;

**AND WHEREAS**, several incidents in recent years of disrespectful behaviour and workplace harassment have occurred amongst members of municipal councils;

**AND WHEREAS**, these incidents seriously and negatively affect the people involved and lower public perceptions of local governments;

**AND WHEREAS**, municipal Codes of Conduct are helpful tools to set expectations of council member behaviour;

**AND WHEREAS**, municipal governments do not have the necessary tools to adequately enforce compliance with municipal Codes of Conduct;

**AND WHEREAS** Ontario's Big City Mayors (OBCM) support the efforts of MPP Stephen Blais who has introduced the Private Members Bill 5, Stopping Harassment and Abuse by Local Leaders Act, 2022 which has been endorsed by a number of OBCM member councils;

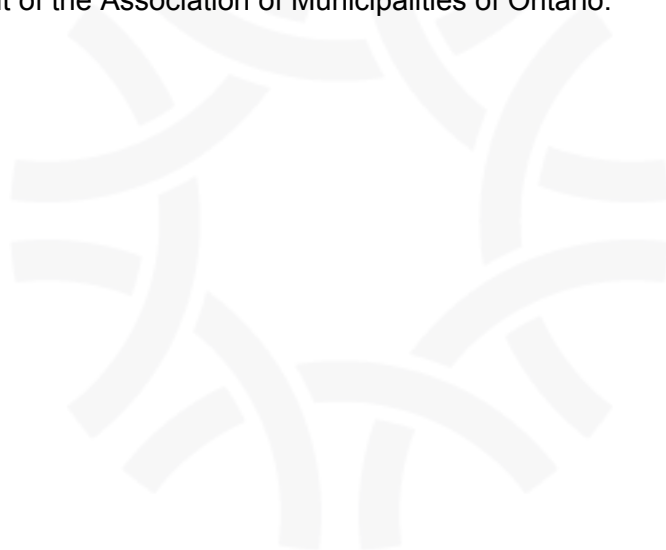
**AND WHEREAS** a fundamental, underlying principle of broadening diversity, equity and inclusion in politics rests on the assumption that the workplace is safe;

**AND WHEREAS** we believe that municipal elected officials should be held to account in this way, we also believe that federal and provincial elected officials should take similar actions to hold themselves to account

### **THEREFORE BE IT RESOLVED THAT:**

1. OBCM supports the call of the Association of Municipalities of Ontario for the Government of Ontario to introduce legislation to strengthen municipal Codes of Conduct and compliance with them in consultation with municipal governments or in the alternative, OBCM supports the province ordering Bill 5 for second reading to expedite this matter;
2. **AND THAT** legislation encompass the Association of Municipalities of Ontario's recommendations for:
  - a. Updating municipal Codes of Conduct to account for workplace safety and harassment
  - b. Creating a flexible administrative penalty regime, adapted to the local economic

- and financial circumstances of municipalities across Ontario
  - c. Increasing training of municipal Integrity Commissioners to enhance consistency of investigations and recommendations across the province
  - d. Allowing municipalities to apply to a member of the judiciary to remove a sitting member if recommended through the report of a municipal Integrity Commissioner
  - e. Prohibit a member so removed from sitting for election in the term of removal and the subsequent term of office.
3. **AND THAT** OBCM requests that municipalities and their respective Integrity Commissioners be consulted on the development of any regulations related to the proposed legislation;
4. **AND THAT** this motion be circulated to the Right Honourable Justin Trudeau, Prime Minister of Canada, the Honourable Doug Ford, Premier of Ontario, the Honourable David Lametti the, Minister of Justice, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, Kate Manson-Smith, Deputy Minister of Municipal Affairs and Housing, Scott Pierce, Federation of Canadian Municipalities Acting President, and Colin Best, President of the Association of Municipalities of Ontario.





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

June 26, 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)

**RE: Reducing Municipal Insurance Costs**

Pleased be advised that the Council of the Municipality of North Perth passed the following resolution at their regular meeting held June 19, 2023 in support of the resolutions from Northumberland County and the Municipality of Mississippi Mills regarding reducing municipal insurance costs:

**Moved by** Councillor Rothwell **Seconded by** Councillor Johnston

**THAT:** The Council of the Municipality of North Perth supports the resolutions from Northumberland County and the Municipality of Mississippi Mills regarding *Reducing Municipal Insurance Costs*;

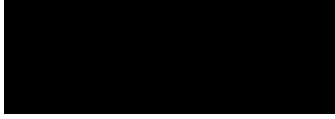
**AND THAT:** Staff be directed to send a copy of this resolution to the Honourable Doug Ford – Premier of Ontario, the Honourable Peter Bethlenfalvy – Minister of Finance, the Honourable Steve Clark – Minister of Municipal Affairs and Housing, Matthew Rae – Perth-Wellington MPP, the Association of Ontario Municipalities (AMO), and to all Ontario Municipalities.

**CARRIED**

Attached please find a copy of the resolutions from Northumberland County and the Municipality of Mississippi Mills.

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. Peter Bethlenfalvy, Minister of Finance  
Hon. Steve Clark, Minister of Municipal Affairs and Housing  
Perth-Wellington MPP Matthew Rea  
Association of Municipalities of Ontario (AMO)  
All Ontario Municipalities

## Finance & Audit Committee Resolution

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**Committee Meeting Date:** May 2, 2023

**Agenda Item:** 7.a

**Resolution Number:** 2023-05-02- 323

**Moved by:** B. Ostrander

**Seconded by:** M. Martin

**Council Meeting Date:** May 17, 2023

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"**That** the Finance and Audit Committee, having considered Correspondence from City of Owen Sound, Town of Plympton-Wyoming, and Town of Cobourg regarding 'Reducing Municipal Insurance Costs', recommend that County Council support the correspondence and direct staff to send a copy of this resolution to the Honourable Doug Ford (Premier of Ontario), the Honourable Peter Bethlenfalvy (Minister of Finance), the Honourable Steve Clark (Minister of Municipal Affairs and Housing), the Honourable David Piccini (Minister of the Environment, Conservation and Parks and MPP for Northumberland - Peterborough South), the Association of Municipalities of Ontario (AMO), and to all Ontario Municipalities."

**Carried**

  
Committee Chair's Signature

**Defeated**

\_\_\_\_\_  
Committee Chair's Signature

**Deferred**

\_\_\_\_\_  
Committee Chair's Signature



**The Corporation of the  
Municipality of Mississippi Mills**

**Council Meeting**

**Resolution Number** 161-23

**Title:** Item C - Town of Plympton-Wyoming Resolution re: Reducing Municipal Insurance Costs

**Date:** Tuesday, May 9, 2023

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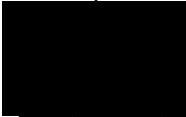
**Moved by** Councillor Holmes

**Seconded by** Councillor Souter

**THAT** Council supports the Town of Plympton-Wyoming's resolution re: Reducing Municipal Insurance Costs.

**CARRIED**

I, Casey Munro, Deputy Clerk for the Corporation of the Municipality of Mississippi Mills, do hereby certify that the above is a true copy of a resolution enacted by Council.

  
\_\_\_\_\_  
Casey Munro, Deputy Clerk

July 4, 2023

Association of Municipalities of Ontario (AMO)  
Via Email

**Re: Reducing Municipal Insurance Costs**

Please be advised that Council of the Town of Halton Hills at its meeting of Monday, June 19, 2023, adopted the following Resolution:

WHEREAS escalating insurance costs are one of the Town of Halton Hills' priorities;

AND WHEREAS the Town of Halton Hills' annual insurance premiums have increased from \$594,404 (1.32% of taxes) to \$2,073,319 (3.28% of taxes) from 2017 to 2023, representing an accumulated increase of 248.8% over this period;

AND WHEREAS the annual increase to the Town of Halton Hills' insurance premiums have been one of the most significant constraints in limiting yearly tax levy increases over the past seven years;

AND WHEREAS Ontario Municipalities are experiencing higher insurance rates at each renewal with limited access to insurance companies willing to quote on municipal insurance needs;

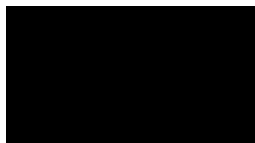
NOW THEREFORE BE IT RESOLVED that the Town of Halton Hills Council calls on the Province to take action to reduce municipal insurance costs;

AND FURTHER that this Resolution be forwarded to the Association of Municipalities of Ontario (AMO), the Minister of Finance, the Minister of Municipal Affairs and Housing, MPP Ted Arnott and all Ontario Municipalities for support.

Attached for your information is a copy of Resolution No. 2023-0125.

If you have any questions, please contact Valerie Petryniak, Town Clerk for the Town of Halton Hills at [valeriep@haltonhills.ca](mailto:valeriep@haltonhills.ca).

Sincerely,



Melissa Lawr  
Deputy Clerk – Legislation



cc.

The Honourable Peter Bethlenfalvy, Minister of Finance  
The Honourable Steve Clark, Minister of Municipal Affairs and Housing  
The Honourable Ted Arnott, MPP Wellington-Halton Hills  
All Ontario Municipalities



# TOWN OF HALTON HILLS

## THE CORPORATION OF THE TOWN OF HALTON HILLS

**Resolution No.:** 2023-0125

**Title:** Reducing Municipal Insurance Costs

**Date:** June 19, 2023

**Moved by:** Councillor B. Inglis

**Seconded by:** Councillor A. Hilson

**Item No. 12.1**

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WHEREAS escalating insurance costs are one of the Town of Halton Hills' priorities;

AND WHEREAS the Town of Halton Hills' annual insurance premiums have increased from \$594,404 (1.32% of taxes) to \$2,073,319 (3.28% of taxes) from 2017 to 2023, representing an accumulated increase of 248.8% over this period;

WHEREAS the annual increase to the Town of Halton Hills' insurance premiums have been one of the most significant constraints in limiting yearly tax levy increases over the past seven years and

WHEREAS Ontario Municipalities are experiencing higher insurance rates at each renewal with limited access to insurance companies willing to quote on municipal insurance needs

NOW THEREFORE BE IT RESOLVED that the Town of Halton Hills Council calls on the Province to take action to reduce municipal insurance costs

AND FURTHER that this Resolution be forwarded to the Association of Municipalities of Ontario (AMO), the Minister of Finance, the Minister of Municipal Affairs and Housing, MPP Ted Arnott and all Ontario Municipalities for support.

  
Mayor Ann Lawlor

June 27, 2023

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

**Re: Support Bill 5**

Please be advised the Council of the Municipality of Chatham-Kent, at its regular meeting held on June 26, 2023, passed the following resolution:

Whereas Council has previously approved the development of a Municipal Diversity, Equity, Inclusion and Justice Strategy.

Whereas this Council previously passed a motion in support of Bill 5.

Whereas a safe and respectful workplace is a basic expectation of all Ontarians and a part of our DEIJ Strategy.

Whereas serving our communities in a leadership role is a privilege and a responsibility.

Whereas all council members agree to follow a Code of Conduct when they are sworn into office.

Whereas AMO, other municipal organizations such as ROMA and OBCM and 84 municipalities have lent their support to making changes to improve and has now requested more direct support from Municipal Councils.

Whereas democracy suffers when the public loses confidence in their representatives and institutions.

Whereas improving local public discourse will improve public confidence in local government and increase respect for our municipal institutions and the work we do.

Therefore, the Municipality of Chatham-Kent supports the recommendations made by AMO,

That the

- Codes of Conduct should be updated to include workplace safety and harassment policies
- Codes of Conduct should have an escalating enforcement mechanism through administrative monetary penalties that recognize local circumstances
- Integrity Commissioners should have better, standardized training to improve consistency of decisions across the province in the most egregious cases, such

as harassment or assault, municipalities should be able to apply to a judge to remove a sitting member if recommended by an Integrity Commissioner

- A member removed under this process should be unable to sit in another election during the term of office removed and the subsequent term

That the Municipality of Chatham-Kent continues to urge the Ontario Government to table and pass legislation to make these changes as soon as possible.

That Administration be directed based on AMO's request to set up meetings with our local MPP's before the AMO Conference in August to request that the Government of Ontario introduce legislation to enact our recommended changes.

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 /Freedom of Information Coordinator

C

Minister of Municipal Affairs and Housing  
Local MPPs  
Ontario Municipalities

July 14, 2023

Honourable Doug Ford, Premier of Ontario  
Via Email

**Re: Support for School Bus Stop Arm Cameras**

Please be advised that Council of the Town of Halton Hills at its meeting of Monday, July 10 2023, adopted the following Resolution:

WHEREAS in 2017, Council approved a letter of support to Halton Regional Police Services to apply for grant funding to pursue a pilot project to install cameras on school busses to collect data on the location and number of violations occurring;

AND WHEREAS on March 25, 2019 Town Council passed a resolution to continue to support the placement of school bus cameras on school buses beginning of the 2019/2020 school year;

AND WHEREAS at its meeting on June 19, 2023, Council received a resolution in the General Information package from the Municipality of North Perth requesting Provincial support for School Bus Stop Arm Cameras;

NOW THEREFORE BE IT RESOLVED that the Council for the Town of Halton Hills support the Municipality of North Perth and urges the Provincial Government to:

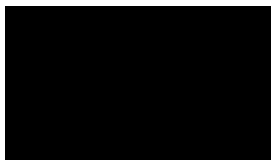
- Require all school buses to have stop arm cameras installed and paid for by the Province for the start of the 2023-2024 school year; and
- Underwrite the costs for the implementation and on-going annual Administrative Monetary Penalties in small and rural municipalities;

AND FURTHER THAT this resolution be circulated to Premier Doug Ford, Attorney General Doug Downey, Minister of Education Stephen Lecce, Provincial opposition parties, Ted Arnott, MPP, Michael Chong MP, AMO, Halton District School Board, Halton Catholic District School Board, Conseil scolaire Viamonde, Conseil scolaire Catholique Mon Avenir, Halton Regional Police and all municipalities in Ontario.

Attached for your information is a copy of Resolution No. 2023-0143.

If you have any questions, please contact Valerie Petryniak, Town Clerk for the Town of Halton Hills at [valeriep@haltonhills.ca](mailto:valeriep@haltonhills.ca).

Sincerely,



Melissa Lawr  
Deputy Clerk – Legislation

cc.

The Honourable Doug Downey, Attorney General  
The Honourable Stephen Lecce, Minister of Education  
Provincial opposition parties  
The Honourable Ted Arnott, MPP Wellington-Halton Hills  
The Honourable Michael Chong, MP Wellington-Halton Hills  
Association of Municipalities of Ontario (AMO)  
Halton District School Board  
Halton Catholic District School Board  
Conseil scolaire Viamonde  
Conseil scolaire Catholique Mon Avenir  
Halton Regional Police  
All Ontario Municipalities



# TOWN OF HALTON HILLS

## THE CORPORATION OF THE TOWN OF HALTON HILLS

**Resolution No.:** 2023-0143

**Title:** Support for School Bus Stop Arm Cameras

**Date:** July 10, 2023

**Moved by:** Councillor C. Somerville

**Seconded by:** Councillor M. Albano

**Item No. 12.1**

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WHEREAS in 2017, Council approved a letter of support to Halton Regional Police Services to apply for grant funding to pursue a pilot project to install cameras on school busses to collect data on the location and number of violations occurring;

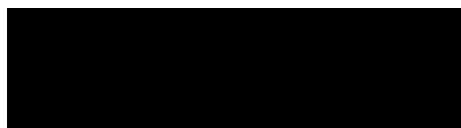
AND WHEREAS on March 25, 2019 Town Council passed a resolution to continue to support the placement of school bus cameras on school buses beginning of the 2019/2020 school year;

AND WHEREAS at its meeting on June 19, 2023, Council received a resolution in the General Information package from the Municipality of North Perth requesting Provincial support for School Bus Stop Arm Cameras;

NOW THEREFORE BE IT RESOLVED that the Council for the Town of Halton Hills support the Municipality of North Perth and urges the Provincial Government to:

- 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
- Underwrite the costs for the implementation and on-going annual 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, Ted Arnott, MPP, Michael Chong MP, AMO, Halton District School Board, Halton Catholic District School Board, Conseil scolaire Viamonde, Conseil scolaire Catholique Mon Avenir, Halton Regional Police and all municipalities in Ontario.

A large black rectangular box redacting the signature of the Mayor.

~~Mayor~~ Ann Lawlor



June 21, 2023

Office of the Premier of Ontario

Sent via email

To Hon. Doug Ford:

**Re: Resolution # 2023-475**

Please be advised that the following resolution was passed at the June 21, 2023 meeting of the Council of the Municipality of Grey Highlands.

That the Council of the Municipality of Grey Highlands urges the Provincial Government to:


1. 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

2. Underwrite the costs for the implementation and on-going annual costs for Administrative Monetary Penalties in small and rural municipalities;

FURTHER RESOLVED THAT this resolution be circulated to Premier Doug Ford, Attorney General Doug Downey, Minister of Education Stephen Lecce, Provincial opposition parties, Rick Byers MPP, AMO, Bluewater District School Board, Grey County Warden and all municipalities in Ontario.

If you require anything further, please contact this office.

Sincerely,



Amanda Fines-VanAlstine  
Manager of Corporate Services/Deputy-Clerk  
Municipality of Grey Highlands

cc. Attorney General Doug Downey,  
Minister of Education Stephen Lecce,  
Provincial opposition parties,  
Rick Byers MPP,  
AMO,  
Bluewater District School Board,  
Grey County Warden  
and all municipalities in Ontario.

**The Municipality of Grey Highlands**

206 Toronto Street South, Unit One - P.O. Box 409 Markdale, Ontario N0C 1H0  
519-986-2811 Toll-Free 1-888-342-4059 Fax 519-986-3643  
[www.greyhighlands.ca](http://www.greyhighlands.ca) [info@greyhighlands.ca](mailto:info@greyhighlands.ca)

## Hillary Miller

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**From:** Ashley Sloan <ashley@southstormont.ca>  
**Sent:** Thursday, July 06, 2023 11:43 AM  
**To:** Premier of Ontario Premier ministre de l'Ontario; Minister (EDU);  
Nolan.Quinn@pc.ola.org; resolutions@amo.on.ca  
**Cc:** lcline@northperth.ca; Loriann Harbers  
**Subject:** South Stormont Resolution - School Bus Stop Arm Cameras

Good day,

Please be advised that Council of the Township of South Stormont passed the following resolution on June 28, 2023:

**Resolution No. 157/2023**

**Moved By: Councillor Cindy Woods**

**Seconded by: Councillor Jennifer MacIsaac**

**That Council of the Township of South Stormont supports the Municipality of North Perth and multiple other Ontario municipalities calling on the Province of Ontario to cover the costs of installing school bus stop arm cameras on all school buses, prior to the start of the 2023-2024 school year; and further,**

**That a copy of this resolution of support be forwarded to the Premier, Minister of Education, MPP Nolan Quinn, AMO, and all municipalities in Ontario.**

**Result: CARRIED**

Kind regards,



*Ashley Sloan, AMP*

Deputy Clerk

Marriage Officiant

Email: [ashley@southstormont.ca](mailto:ashley@southstormont.ca)

Phone: 613-534-8889 ext. 204

2 Mille Roches Road, PO Box 84, Long Sault, ON K0C 1P0

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

July 20, 2023

His Worship James Seeley, Mayor of Puslinch  
& Council Members  
Township of Puslinch Municipal Office  
7404 Wellington Rd 34  
Puslinch, ON, N0B 2J0

**Subject: Helping local small businesses affected by major construction**

Dear Sir:

The Canadian Federation of Independent Business (CFIB) is Canada's largest association of small- and medium-sized businesses with 97,000 members in all sectors and parts of the country, including 38,000 in Ontario.

On behalf of small businesses, we are calling on all municipalities to implement a construction mitigation program for lengthy projects that cause major disruptions. This initiative should include direct funding to small businesses for income losses.

Lengthy construction projects have wreaked havoc on many of our members. Reduced accessibility has resulted in decreased foot traffic, leading to lower sales and forcing some businesses to close.

Construction-related disruptions have been a major issue recently for one of our member businesses, Little Lake Market, located at 4333 Wellington Rd 32 in Puslinch. Alexander Paciorkowski, owner of Little Lake Market, has seen municipal road work and related detour signage divert traffic away from his business. Additionally, many vehicles have used the business' retail parking lot as a means of turning around to avoid detours. This kind of traffic in the parking lot has created safety concerns for patron and caused damage to the asphalt in the lot, costing the business money. Please feel free to contact Alexander directly for more details at [littlelakemarket@gmail.com](mailto:littlelakemarket@gmail.com).

Small businesses are willing to put up with some frustration to reap the rewards of improved transportation and infrastructure. The problem is that they must somehow manage to survive until the project reaches the finish line. The glossy project images never show the mess businesses are forced to go through to get there.

According to a report we published in 2018,<sup>1</sup> 41% of Canadian small- and medium-sized businesses were disrupted by local construction projects between 2012 and 2017. In that time, nearly 65,000 businesses were significantly affected by construction, forcing business owners to take out loans, relocate, or even close their doors. Over two-thirds (69%) of survey respondents indicated that their local government should adopt a comprehensive construction mitigation program, including compensation for business losses.

In 2018, Montréal became the first municipality in Canada to launch such a program permanently, offering up to \$40,000 in financial assistance to eligible businesses. Montréal recently announced that in addition to the up to \$40,000 per year based on income losses already provided, the city will also offer a \$5,000 grant to businesses with construction disruptions lasting six months or longer. The money will be available from the start of a project without any lost income strings attached.

We encourage you to visit the [City of Montréal's website](#) for further information and to contact us through Riley Locke ([riley.locke@cfib.ca](mailto:riley.locke@cfib.ca)) to discuss a similar program for your municipality. In addition, we would be happy to connect you to bilingual contacts at the City of Montréal who can answer questions and help guide you through the implementation of a successful construction mitigation program.

Thank you for your attention to this important matter.

Sincerely,

*Original signed by*

Julie Kwiecinski  
Director of Provincial Affairs (Ontario)

*Original signed by*

Riley Locke  
Policy Analyst (Ontario)

Cc: Town Clerk

---

<sup>1</sup>CFIB, Paving a Smoother Road: Helping Small Businesses Survive Infrastructure Work, May 2018: <https://20336445.fs1.hubspotusercontent-na1.net/hubfs/20336445/research/report-paving-a-smoother-road-construction-mitigation-policy.pdf>



## **REPORT FIN-2023-025**

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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

MEETING DATE: August 16, 2023

SUBJECT: 2024 Proposed User Fees and Charges  
File No. C11 FIN

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### **RECOMMENDATIONS**

**THAT Report FIN-2023-025 entitled 2024 Proposed User Fees and Charges be received; and**

**That Council directs staff to proceed with holding a Public Meeting on September 27, 2023 at 7:00 p.m. to obtain public input on the proposed User Fees and Charges By-law as outlined in Schedule A to Report FIN-2023-025; and**

**That staff report back to Council with the results of the Public Meeting.**

### **Purpose**

The purpose of this report is to provide Council with the proposed changes to the User Fees and Charges By-law and to obtain direction from Council to proceed with holding a Public Meeting to solicit input on the proposed User Fees and Charges. This report is prepared in consultation with Township staff within all Township departments.

### **Background**

In addition to property tax revenues, municipalities may charge for goods and services, such as recreational rentals, development applications, building permits, etc. through authority which is set and approved by a By-law adopted by Council.

## Budget Development and Control Policy

Clause 5 of the Budget Development and Control Policy includes information regarding User Fees and Charges as outlined below:

- i. *User fees and charges shall be automatically adjusted annually based on the CPI for Ontario from May to May.*
- ii. *When recommending a new user fee and charge or where the pressure on user fees and charges indicates an alternate rate change over and above the CPI inflation rate to ensure tax subsidization does not increase, the Township will consider changes to the user fees and charges that closely reflect the actual cost for providing the service while keeping in line with comparator municipalities.*

The CPI for Ontario from May 2022 to May 2023 is 3.10%. The proposed fees outlined in Schedule A to Report FIN-2023-025 have been established or amended to closely reflect the actual cost for providing the service including CPI increases of 3.10% while keeping in line with comparator municipalities.

Outlined below are the proposed changes to the fees by department (excluding those fees that have been automatically increased by the CPI of 3.10%.

### Administration

#### *Doors of Puslinch Poster*

Council approved the Heritage Advisory Committee's Doors of Puslinch Posters initiative as part of the 2023 Operating Budget. The fees as presented to Council as part of the 2023 Operating Budget have been incorporated in Schedule A of the proposed User Fees and Charges By-law.

### Fire and Rescue Services

It is recommended that the following fees in Schedule D of the proposed User Fees and Charges By-law be removed for the following reasons:

Type of Revenue/User	Unit/Descr	2023 Rate (NO TAX)	Rationale for Removal
Boarding or Barricading Plus Materials	\$543.03 Per Hour Per Truck		Based on review of Township financial records, the Township has not collected this fee since at least 2014. It is recommended that this fee be removed because this is a service that the property owner's insurance company performs.

Carbon Monoxide Alarms	Per Alarm	\$22.00	Based on review of Township financial records, the Township has not collected these fees since they were established in 2020. It is recommended that these fees be removed as the fees causes a barrier to public life safety.
Smoke Alarms	Per Alarm	\$8.14	

### Building

The Building Code Act requires that the total amount of building permit fees meet the total costs for the municipality to administer and enforce the Building Code Act and regulations. Building permit fees were established to fully recover the Township's cost of providing building permit services, including an allocation of administrative overhead/indirect costs. Any surplus revenue from building permit fees is transferred to a reserve, to be drawn upon in years of declining building activity.

The Township's Building Surplus reserve balance from 2019 to 2022 is outlined below:

	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Building Reserve	\$593,667	\$529,693	\$601,700	\$623,909

The Building department ended 2022 with an operating surplus of \$39,060 (2022 revenues of \$572,025 less 2022 expenditures of 532,965). The surplus of \$39,060 was transferred to the Building Surplus Reserve.

The Building department expenditures include an allocation of administrative overhead/indirect costs. Essentially, the Building Surplus Reserve is doing exactly what it was intended for (ie. providing funds to pay for years where the current building permit fees are not covering the current work). Many municipalities aim for a building reserve equal to 1.5 years of operating costs. The building department's budgeted 2023 operating expenditures is \$643K.

Based on the above, it is recommended that the fees in the Building department appendices be increased by the CPI inflation rate of 3.10% for cost recovery purposes similar to other departments.

### Planning and Development

At its meeting held on May 24, 2023, Council directed staff to proceed with the recruitment for the full-time permanent position of Senior Planner for the Township. As detailed in Report ADM-2023-024, the recruitment of a dedicated Senior Planner for the Township would result in the Township no longer paying disbursements and third party consulting fees to the County of Wellington (County) for their planning services related to the processing of Township planning

applications. For 2023 planning applications received (prior to a successful recruitment of a Township Senior Planner), the Township separately invoiced applicants for the County's fees.

As a result of the change in service levels, the Township will no longer be required to send Township planning applications received to County staff for review. Therefore, County planning fee disbursements would not be required and the Township would no longer be required to separately invoice applicants for third party disbursement and consultant costs related to the County planning services. Therefore, the following administration fees in Schedule F of the proposed User Fees and Charges By-law have been adjusted to reflect this change in service delivery model:

Type of Revenue/User	Unit/Descr	2023 Rate (NO TAX)	County 2023 Rate (NO TAX)	2024 Rate (NO TAX)
Lifting of Holding Designation (Zoning) *	Administration fee	\$668.00	\$760 (Meeting Charge and Hourly Rate)	\$1,472
Part Lot Control Exemption By-law *	Administration fee	\$667.00	\$760 (Meeting Charge and Hourly Rate)	\$1,472
Pre-Consultation Fee - Mandatory *	Administration fee	\$686.00	\$335 (Meeting Charge)	\$1,052
Site Plan Application *	Administration fee	\$1,500.00	\$2,500.00	\$4,124.00
Zoning By-Law Amendment - Aggregate *	Administration fee	\$17,111.00	\$7,180.00	\$25,044.00
Zoning By-Law Amendment *	Administration fee	\$2,500.00	\$7,180.00	\$9,980.00

\* the fees denoted with an asterisk are also subject to the Township's disbursements and third party consultant fees incurred for the processing of the application.

### By-law

#### *Kennel Licence - Alteration Application*

It is recommended that a new fee be established of \$222 for a Kennel Licence – Alteration Application. The fee recommended is the same as a Kennel Licence – Renewal Application and is for the cost recovery associated with this service.

#### *Site Alteration Permit Application - Normal Farm Practices*



It is recommended that an administration fee be established of \$103 for Site Alteration Permit Application – Normal Farm Practices. The fee recommended is for the cost recovery associated with this service.

### Parks

#### *Soccer Field – Lights – Per Hour and Per Day Fees*

It is recommended that a separate higher hourly fee and daily fee be established for the soccer field (with lights) that was recently constructed as outlined in Schedule H of the proposed User Fees and Charges By-law. The fee recommended is for the cost recovery associated with this service.

Outlined below are the comparator municipality additional light fees for soccer fields:

- Cambridge - \$84.53 per hour
- Guelph Eramosa - \$31.41 per hour
- Milton - \$20.55 per hour
- Wellington North - \$16.50 per hour

Guelph's total hourly fee for a lighted soccer field is \$38.00 per hour. Therefore, it is recommended that the Township's total hourly soccer field with lights fee be similar as proposed in Schedule H of the proposed User Fees and Charges By-law. The same increase is recommended to be applied to the daily soccer field light fee.

### Puslinch Community Centre (PCC)

#### *Facility Rental Security Deposit - Meeting Room Only*

It is recommended that the Facility Rental Security Deposit - Meeting Room Only amount of \$365 also be applied to Kitchen Facility Only rentals.

#### *Non-Resident Rentals*

Council at its meeting held on October 16, 2019 through Council Resolution No. 2019-355 adopted the non-resident surcharge for PCC rentals for a period of 12 months with staff being required to report back on the impacts of the new fee structure on revenues.

Due to the COVID-19 pandemic, the PCC was closed from March 2020 and reopened in May 2022. As there is now more financial data available related to the non-resident surcharge impacts, staff are reporting back on this in accordance with Council's previous direction.

Outlined in the table below is a comparison of total revenues recorded in the financial system related to the PCC for 2019 (prior to COVID closures) and 2023 projected based on revenues recorded in the financial system as of June 30, 2023:

Time Period	PCC – Hall – Commercial	PCC – Hall – Non-Prime	PCC – Hall – Prime	PCC – Kitchen – Non-Prime	PCC – Licensed Events Using Patio	PCC – Meeting Room	PCC – Other Recoveries	Total
2019	\$1,547	\$19,969	\$29,365	\$3,143	\$285	\$13,427	\$956	<b>\$68,692</b>
2023 – Projected	\$0	\$24,296	\$21,224	\$2,878	\$0	\$11,568	\$5,386	<b>\$65,352</b>

It is recommended that the non-resident surcharge for PCC rentals remain in place. This is in accordance with staff's previous recommendation to Council in Report FIN-2019-031 dated October 16, 2019.

### **Financial Implications**

The fees approved as part of the User Fees and Charges By-law will be incorporated in the 2024 Operating Budget.

### **Applicable Legislation and Requirements**

Section 391(1) of the Municipal Act

Section 7(1) of the Building Code Act

Section 69 of the Planning Act

### **Engagement Opportunities**

The Township will incorporate a number of engagement opportunities associated with the 2024 Proposed User Fees and Charges process as outlined below:

- Recreation Advisory Committee Input
- Social Media Posts and/or Advertisements at [Facebook.ca/TownshipofPuslinch](https://www.facebook.com/TownshipofPuslinch) and [Twitter.com/TwpPuslinchON](https://twitter.com/TwpPuslinchON)
- Community Engagement Survey at [EngagePuslinch.ca](https://engagepuslinch.ca)
- Township Website Banner and Budget Page at [puslinch.ca/government/budget/](https://puslinch.ca/government/budget/)
- Wellington Advertiser Advertisement
- Public Information Meeting
- Media releases related to [EngagePuslinch.ca](https://engagepuslinch.ca) survey.

**Attachments**

Schedule A: Proposed User Fees and Charges By-law

**Respectfully submitted:**

**Mary Hasan**  
**Director of Finance/Treasurer**

# THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

## BY-LAW NO 0XX-2023

A by-law to permit the Municipality to impose fees or charges with respect to services or activities provided, related costs payable, and for the use of its property, and to repeal By-law 042-2022.

**WHEREAS** Section 391(1) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, a municipality may pass By-laws imposing fees or charges for services or activities provided or done by or on behalf of it, for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board, and for the use of its property including property under its control; and

**WHEREAS** Section 7(1) of the Building Code Act, 1992, S.O. 1992, c. 23, as amended, provides that a municipality may pass By-laws imposing fees and charges; and

**WHEREAS** Section 69 of the Planning Act, R.S.O. 1990, c.P.13, as amended provides that the Council of a municipality may by By-law establish a tariff of fees for the processing of applications made in respect of planning matters; and

**WHEREAS** The Council of the Corporation of the Township of Puslinch deems it appropriate to update the Township's User Fees and Charges By-law.

**NOW THEREFORE** the Council of the Corporation of the Township of Puslinch enacts as follows:

1. For the purpose of this By-law:
  - a.) **"Cost(s)"** means any and all disbursements incurred by the municipality, and includes, but is not restricted to, any registration costs, title search costs, corporate search costs, survey costs, reference plan costs, advertising costs, outside counsel fees, paralegal fees, site inspection costs and any applicable taxes;
  - b.) **"Fire Department"** means a fire department established by the Township of Puslinch in accordance with the provisions of the Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4 as amended;
  - c.) **"Fire Department Specific Response Fees"** means cost recovery fees for **fire department** attendance at a **property** for which the **property owner(s)** have **fire department** insurance coverage;
  - d.) **Indemnification Technology®** shall mean **fire department** incident reporting, data collection and **property** insurance policy wording interpretation to maximize billing opportunities on behalf of fire departments by invoicing insurance companies for costs of fire department attendance with respect to insured perils;
  - e.) **"Property"** means any real property located within the geographical boundaries of the Township of Puslinch. Real property includes buildings, contents and structures of any nature and kind in or upon such lands to which service is provided. Real property can also include **property** to which the **fire department** is under a service agreement to provide **fire department** response services, automatic aid or mutual aid.
  - f.) **"Property Owner(s)"** means the registered owner of **property** or any person, firm, corporation, partnership or society and their heirs, executors, administrators or other legal representatives, including a property manager, tenant, occupant, mortgagee in possession, receiver, manager, trustee or trustee in bankruptcy having control over or possession of the **property** or any portion thereof;
  - g.) **"Township"** means the Corporation of the Township of Puslinch.

2. The fees, costs and charges, as outlined in the schedules attached hereto and forming part of this By-law shall be automatically adjusted annually based on the Consumer Price Index for Ontario from May to May.
3. Any person requesting, applying or utilizing the services, applications or approvals listed in the attached schedules and forming part of this By-law shall pay the fees listed for that service, application or approval as set out in the attached schedules.
4. These fees, **costs**, and charges are applicable to residents and non-residents at the rates noted unless there is a specified exemption in the attached schedules.
5. No request by any person for a service, application or approval listed in the attached schedules shall be acknowledged or performed by the **Township** unless and until the person requesting the service, application or approval has paid the fees, **costs** or charges as set out in the attached schedules, unless noted otherwise.
6. All **Township** accounts and invoices are due and payable when rendered.
7. All unpaid fees, **costs** or charges imposed by this By-law on a person constitute a debt of the person to the **Township**.
8. The Treasurer shall add the fees, **costs** and charges imposed pursuant to this By-law to the tax roll for any **property** in the **Township** for which all of the **property owners** are responsible for paying the fees, **costs** and charges under this By-law and collect them in the same manner as municipal taxes in accordance with Section 398 of the Municipal Act, 2001, S.O. 2001, c. 25 as amended.
9. If peer or legal review **costs** are incurred by the **Township** in the processing of an application or approval by the **Township**, the applicant is required to pay these **costs** to the **Township**. The following are the applications or approvals subject to peer or legal review **costs**:
  - a. Agreements – Major, Minor, Registered
  - b. Garden Suites and Renewals (Zoning)
  - c. Lifting of Holding Designation (Zoning)
  - d. Minor Variance – Type 1 and Type 2
  - e. Part Lot Control Exemption By-law
  - f. Pre-Consultation Fee - Mandatory
  - g. Site Alteration Permit Application
  - h. Site Plan Application
  - i. Zoning By-law Amendment
  - j. Zoning By-Law Amendment – Aggregate
10. The **Township** is not obligated to further process an application or approval until all outstanding third party **costs**, fees and other disbursements have been paid by the applicant.
11. The fees, **costs** and charges listed in the schedules to this By-law shall, where applicable, be subject to any applicable provincial and federal taxes.
12. Any fee, **cost** or charge:
  - a. authorized by a by-law or council resolution that comes into effect on the same or a later date than this By-law; or
  - b. included in a valid agreement entered into by the **Township** and one or more other parties,shall be the approved and imposed fee, **cost** or charge for the service, activity or use of **property** specified.
13. The payment of any fee, **cost** or charge in this By-law shall be in Canadian currency.

14. The following Schedules form part of this By-law:

Schedule	Department
A	Administration
B	Finance
C	Public Works
D	Fire and Rescue Services
E	Building
F	Planning and Development
G	By-law
H	Parks
I	Optimist Recreation Centre
J	Puslinch Community Centre

15. The fees, **costs** and charges, as outlined in the schedules attached hereto and forming part of this By-law, shall be implemented and take effect on January 1, 2024.

**Fire Department Specific Response Fees**

16. The **property owner** shall be responsible for the payment of **fire department specific response fees** imposed by this By-law in accordance with Schedule D attached to this By-law.
17. The **Township** may use **Indemnification Technology®** to assess applicable insurance coverage for **fire department specific response fees**.
18. Where the **Township** believes and/or **Indemnification Technology®** indicates **fire department specific response fees** are applicable but the **property owner** does not have, in part or in full, insurance coverage for **fire department** charges for the **property**, the **Township** may adjust the **fire department specific response fees** to the extent of insurance coverage upon provision by the **property owner** of evidence, to the satisfaction of the **Township**, that no such insurance coverage exists or to demonstrate the limits of such coverage.

**Cancellation Terms – Parks, Optimist Recreation Centre, Puslinch Community Centre**

19. A refund of 80 percent will be provided where 30 days’ notice of cancellation is given prior to the rental date for the following:
- a. Puslinch Community Centre rentals.
  - b. Parks and Optimist Recreation Centre rentals of eight or more bookings.
20. A full refund will be provided where 72 hours or 3 days’ notice of cancellation is given prior to the rental date for Parks rentals and Optimist Recreation Centre rentals.

**Payment Terms – Parks, Optimist Recreation Centre, Puslinch Community Centre**

21. One-Time Rentals - Payment is required within five business days of contract creation.
22. Recurring Rentals Throughout the Year - Payment is required on a quarterly basis. The first payment is required within five business days of contract creation. Future payments are required quarterly.
23. Recurring Seasonal Bookings - Payment is required in two instalments. The first payment is required within five business days of contract creation. The second payment is required halfway through the season.

**Exemptions, Fee Waivers, Fee Reductions**

24. Government organizations are exempt from the agreement fees imposed by this By-law.

25. The Optimist Club of Puslinch is exempt from the photocopy fees imposed by this By-law for **Township** Clean-up and Remembrance Day.
26. The following events are exempt from the rental fees imposed by this By-law:
- Fall Fair
  - Santa Claus Parade
  - Canada Day
  - Family Day
  - Remembrance Day
27. The Winter Classic Tournament held during the Family Day Long Weekend including events held on the statutory holiday are exempt from the payment of rental fees with the exception of part-time staffing **costs**.
28. The following requests are not eligible for a fee reduction or waiver:
- Religious services
  - Licences, development charges, cash in lieu of parkland, planning fees, permits, inspections, insurance, personnel costs
29. Eligible organizations can obtain one complimentary two-hour room rental for one meeting during non-prime times in the Meeting Room.
30. Usage of **Township** property must comply with the **Township's** requirements including necessary insurance, permits and approvals within the required timelines.
31. Reduced rates are not offered during prime-time for facilities or parks that have a prime-time and non-prime time rate.
32. A 75% reduced rate shall apply to organizations that meet the eligibility criteria.
33. A 90% reduced rate shall apply to Seniors' Events or Programs.
34. A 90% reduced rate shall apply to Whistle Stop Co-operative Pre-school and Guelph Community Health Centre (The Playgroup).

#### **Reduced Rate Eligibility Criteria**

35. Organizations applying for a reduced rate must meet the following eligibility criteria:
- Be in existence for at least one year; and
  - have its principal address in the **Township**; and
  - be a not-for-profit organization or an unincorporated community group; and
  - offer services that benefit the **Township** and its residents; and
  - be in good financial standing with the **Township** and not in litigation with the **Township**; and
  - be in compliance with any other **Township** by-laws and policies.

For the purposes of this By-law, Puslinch Minor Sports Organizations, Puslinch Religious Organizations, Guelph Community Health Centre (The Playgroup), YMCA/YWCA of Guelph, and the Aberfoyle Agricultural Society are deemed to meet the eligibility criteria.

36. For the purposes of this By-law, services that benefit the **Township** and its residents include:
- Charitable community services
  - Artistic endeavours, including literature, dance, music, theatre, painting, sculpture, movies, photography and live performances
  - Specific cultural and heritage activities

- d. Programs that improve the health and well-being of the community
- e. Programs that encourage participation in organized athletic activities
- f. Services or events directed for youth and older adults
- g. Public safety enhancement services

37. The following organizations are not eligible for a reduced rate:

- a. Adult sports organizations ie. Old Timers, Puslinch Kodiak's, Morriston Men's League, The Aberfoyle Dukes.
- b. County, Provincial and Federal organizations.
- c. Groups or organizations affiliated with any political party or event.
- d. Individuals, commercial organizations, and coalitions such as ratepayer associations.
- e. Hospitals, hospital foundations and hospital auxiliary groups or agencies.
- f. Educational institutions including universities, colleges, schools and associated auxiliary groups.

38. The following information will be required to review an organization's eligibility:

- a. A copy of the letters patent or articles of incorporation, if applicable.
- b. A copy of its Notification of Charitable Registration letter from the Canada Revenue Agency with any supporting documentation indicating the organization's status and terms of registration, if applicable.
- c. A copy of mandate, constitution and by-laws, as applicable.

39. Should any part of this By-law including any part of the schedules, be determined by a Court of competent jurisdiction to be invalid or of no force and effect, such invalid part of the By-law shall be severable and that the remainder of this By-law including the remainder of the Schedules, as applicable, shall continue to operate and to be in force and effect.

40. This By-law shall be known as the "User Fees and Charges By-law".

41. That By-law No. 042/22 is hereby repealed, effective January 1, 2024.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS XX<sup>th</sup> DAY OF OCTOBER 2023.**

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James Seeley, Mayor

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Courtenay Hoytfox, Clerk



[illegible]

SCHEDULE B: FINANCE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2024

TYPE OF REVENUE/USER	Unit/Descr	2023 RATE (NO TAX)	2024 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Online Service Fee	Total Transaction Amount	1.75 Percent	1.75 Percent			0.0%	E	In accordance with Visa and Mastercard merchant recommendations. See Report FIN-2022-029
Photocopy	Per Page	\$0.30	\$0.31	\$0.04	\$0.35	3.3%	T	Photocopy fees are exempt for Township Clean-up and Remembrance Day in accordance with Council Resolution No. 2017-363.
Returned Cheque Fee	Per Returned Cheque	\$43.12	\$44.00	\$0.00	\$44.00	2.0%	E	For any cheques that do not clear the Township's bank account.
Tax Certificate	Per Certificate	\$64.68	\$66.00	\$0.00	\$66.00	2.0%	E	
Tax Sale Charges	Actual costs incurred						T	Cost recovery of fees and disbursements as charged by consultants and solicitors.
Third Party Cost Recovery	Actual costs incurred + \$100.00 cumulative administration fee for all invoices						T	Material, equipment, labour/benefits, administration costs, third party consultant/specialist costs - See Report FIN-2022-029.
Tile Drainage Loan Application and Inspection Fee	Flat Fee	\$227.61	\$234.00	\$0.00	\$234.00	2.8%	E	See Report FIN-2018-028

SCHEDULE C: PUBLIC WORKS REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2024

TYPE OF REVENUE/USER	Unit/Descr	2023 RATE (NO TAX)	2024 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Entrance Permit - Commercial/Industrial	Flat Fee	\$446.00	\$460.00	\$0.00	\$460.00	3.1%	E	See Report FIN-2019-027 and By-law No. 2020-032
Entrance Permit - Farm	Flat Fee	\$241.00	\$248.00	\$0.00	\$248.00	2.9%	E	See By-law No. 2020-032
Entrance Permit - Field/Woodlot	Flat Fee	\$223.00	\$230.00	\$0.00	\$230.00	3.1%	E	See Report FIN-2019-027 and By-law No. 2020-032
Entrance Permit - Residential	Flat Fee	\$268.00	\$276.00	\$0.00	\$276.00	3.0%	E	See Report FIN-2019-027
Entrance Permit - Temporary	Flat Fee	\$165.00	\$170.00	\$0.00	\$170.00	3.0%	E	See By-law No. 2020-032
Entrance Permit Deposit	Per Application	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	0.0%	E	Deposit fully refundable upon completion of the entrance and pending no damages to the roadway. See Report FIN-2021-025
Municipal Street Naming: Initial Application Review	All costs associated with any third party review, if required.						T	This fee is applicable to all Municipal Street Naming and Renaming requests in accordance with the Municipal Street Naming Policy - See Report FIN-2022-029.
Municipal Street Renaming: Application Notice Requirement	Flat Fee	\$700.00	\$722.00	\$0.00	\$722.00	3.1%	E	This fee is applicable to Municipal Street Renaming requests that comply with the naming standards in accordance with the Municipal Street Naming Policy - See Report FIN-2022-029.
Municipal Street Renaming: Aid Distribution Per Residential Property (if opted in) on the Street Proposed to be Renamed	Flat Fee	\$200.00	\$206.00	\$0.00	\$206.00	3.0%	E	<p>This fee is to be paid in full by the Requester for Municipal Street Renaming requests that comply with the naming standards - See Report FIN-2022-029.</p> <p>This fee is to be shared equally by the Township and the Requester for Municipal Street Renaming requests that do not comply with the naming standards - See Report FIN-2022-029.</p>

SCHEDULE C: PUBLIC WORKS REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2024

TYPE OF REVENUE/USER	Unit/Descr	2023 RATE (NO TAX)	2024 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Municipal Street Renaming: Aid Distribution Per Legal Business (if opted in) on the Street Proposed to be Renamed	Flat Fee	\$500.00	\$515.00	\$0.00	\$515.00	3.0%	E	This fee is to be paid in full by the Requester for Municipal Street Renaming requests that comply with the naming standards - See Report FIN-2022-029.  This fee is to be shared equally by the Township and the Requester for Municipal Street Renaming requests that do not comply with the naming standards - See Report FIN-2022-029.
Municipal Street Renaming: Street Name Signage	Per Sign	\$250.00	\$257.00	\$33.41	\$290.41	2.8%	T	This fee is applicable to Municipal Street Renaming requests that comply with the naming standards in accordance with the Municipal Street Naming Policy - See Report FIN-2022-029.
Municipal Street Renaming: Street Name Signage Installation	Flat Fee	\$100.00	\$103.00	\$13.39	\$116.39	3.0%	T	This fee is applicable to Municipal Street Renaming requests that comply with the naming standards in accordance with the Municipal Street Naming Policy - See Report FIN-2022-029.
Municipal Street Renaming: Private Streets	To a Maximum of	\$500.00	\$515.00	\$0.00	\$515.00	3.0%	E	Additional fees may be borne by the owner of a private street where the street re-naming requires the amendment of existing documents. Upon verification, the Township shall notify the requester of the additional fees and the Township and the requester shall each be responsible to pay 50% of the cost to a maximum of \$1,000 total (\$500 paid by the Township and \$500 paid by the requester). Any amount exceeding \$1000 shall be the responsibility of the private street owner.
Oversize-Overweight Load Permits	Per Trip	\$113.00	\$116.00	\$0.00	\$116.00	2.7%	E	

SCHEDULE C: PUBLIC WORKS REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2024

TYPE OF REVENUE/USER	Unit/Descr	2023 RATE (NO TAX)	2024 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Third Party Cost Recovery	Actual costs incurred + \$100.00 cumulative administration fee for all invoices						T	Material, equipment, labour/benefits, administration costs, third party consultant/specialist costs

SCHEDULE D: FIRE AND RESCUE SERVICES REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2024

TYPE OF REVENUE/USER	Unit/Descr	2023 RATE (NO TAX)	2024 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Burning Permit Violations or Unauthorized Open Air Burning	Note 1						E	Emergency responses to illegal burning or burning without a permit.
Carbon Monoxide Alarms	Per Alarm	\$22.00	N/A removal of fee recommended				T	See Report FIN-2023-025
Daycare & Home Daycare Inspections	Per Inspection	\$113.26	\$116.00	\$15.08	\$131.08	2.4%	T	As mandated in the Fire Code.
Emergency Responses to Incidents such as Collisions/Fires/Hazardous Material Releases on Roadways	Note 1						E	Township residents are exempt from payment of fee for emergency responses where emergency occurs on a Township of Puslinch or County of Wellington Road.
Fire Alarm False Alarm Calls	Note 1						E	A false alarm call after the second false alarm in any calendar year.
Fire Department Specific Response Fees	Note 1 and Note 2						T	FIR-2019-010
Fire Extinguisher Training	Per Person	\$17.05	\$17.58	\$2.29	\$19.87	3.1%	T	
Fire Safety Plan Review	Per Plan	\$136.35	\$140.00	\$18.20	\$158.20	2.7%	T	
Industrial/Commercial/Institutional /Assembly/Apartment	Base Inspection	\$113.26	\$116.00	\$15.08	\$131.08	2.4%	T	Any inspections completed by the fire department that are new, complaint driven, requested or mandated.
Industrial/Commercial/Institutional /Assembly/Apartment	Plus each tenant/occupant/ apartment unit	\$28.49	\$29.00	\$3.77	\$32.77	1.8%	T	Any inspections completed by the fire department that are new, complaint driven, requested or mandated.
Information or Fire Reports	Per Report	\$85.56	\$88.00	\$0.00	\$88.00	2.9%	E	Requested for emergency incidents.
Key Boxes	Per Box	\$168.43	\$173.00	\$22.49	\$195.49	2.7%	T	For rapid entry for firefighters. See Report FIN-2020-044.
Occupancy Load	Flat Fee	\$113.26	\$116.00	\$0.00	\$116.00	2.4%	E	
Open Air Burning Permit Inspection Fee	Per Inspection	\$45.64	\$47.00	\$6.11	\$53.11	3.0%	T	As a result of a request to modify the terms and conditions of the Open Air Burning Permit.
Open Air Burning Permit	Per Permit	\$22.77	\$23.48	\$0.00	\$23.48	3.1%	E	Permit must be renewed annually.
Post Fire Watch	Note 1						E	
Replacement of Equipment and Resources Used	Actual costs incurred						T	Materials used in emergency responses.

SCHEDULE D: FIRE AND RESCUE SERVICES REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2024

TYPE OF REVENUE/USER	Unit/Descr	2023 RATE (NO TAX)	2024 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Sale of Fireworks Permit	Per Permit	\$113.26	\$116.00	\$0.00	\$116.00	2.4%	E	
Setting Off or Discharge of High Hazard Fireworks Permit	Per Permit	\$113.26	\$116.00	\$0.00	\$116.00	2.4%	E	
Smoke Alarms	Per Alarm	\$8.14	N/A removal of fee recommended				T	See Report FIN-2023-025
Third Party Cost Recovery	Actual costs incurred + \$100.00 cumulative administration fee for all invoices						T	Material, equipment, labour/benefits, administration costs, third party consultant/specialist costs - See Report FIN-2022-029.
Water Tank Locks	Per Lock	\$20.24	\$20.87	\$2.71	\$23.58	3.1%	T	For locking water tank lids closed.
Special Events	No fee at this time							Requests for Attendance.
Authorized Requester Agreement - Search Fee	No fee at this time							Standard information product per record search fee - See Report FIN-2017-024.

**Note 1: Standard Rate as approved by the Ministry of Transportation (MTO) adjusted periodically in accordance with the consumer price index:**  
**MTO rate in effect as of November 1, 2022: \$543.03 Per Hour Per Truck**  
**MTO rate in effect as of November 1, 2023: Not released at time of by-law preparation.**  
**MTO rate in effect as of November 1, 2024: Not released at time of by-law preparation.**

**Note 2: Fire Department Specific Response Fees**  
**Fire department specific response fees** shall be the total of:  
a. Current MTO\* rate per unit per hour or portion thereof for each unit  
b. rate per person per hour or portion thereof for each firefighter  
c. other costs including but not limited to: foam, metered water, and any other consumable supplies. Air tank re-filling, cleaning equipment, DSPA or similar type units, cost to replace damaged or destroyed equipment, specialized response costs from automatic/mutual aid agreements, fire protection agreements, water bomber drops, etc.

\* The MTO rate per unit per hour is set by the Ministry of Transportation. This rate is adjusted periodically in accordance with the consumer price index.  
Such fees shall be charged and calculated on the basis of each **fire department** vehicle attending, resources consumed in attendance to the **property** incident. The time shall be measured from the time of departure of each unit from the **fire department's** facilities to the time the unit is cleared for the next call out.

SCHEDULE E: BUILDING REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2024

TYPE OF REVENUE/USER	Unit/Descr	2023 RATE (NO TAX)	2024 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Minimum Permit Fee	Flat Fee	\$176.00	\$181.00	\$0.00	\$181.00	2.8%	E	For all work unless otherwise noted
<u>NEW BUILDING, ADDITIONS, MEZZANINES</u>								
<u>Group A &amp; B: Assembly &amp; Care and Detention Buildings</u>								
Shell	Per Sq. Foot	\$2.75	\$2.83	\$0.00	\$2.83	2.9%	E	See Report FIN-2017-024
Finished	Per Sq. Foot	\$3.07	\$3.16	\$0.00	\$3.16	2.9%	E	See Report FIN-2017-024
<u>Group C: Residential Buildings</u>								
Houses, Townhouses, and Apartments	Per Sq. Foot	\$2.20	\$2.26	\$0.00	\$2.26	2.7%	E	
Manufactured Home	Per Sq. Foot	\$1.65	\$1.70	\$0.00	\$1.70	3.0%	E	
Garage/carport/shed/boathouse	Per Sq. Foot	\$0.87	\$0.89	\$0.00	\$0.89	2.3%	E	See Report FIN-2018-028
Deck, porch, dock	Flat Fee	\$176.00	\$181.00	\$0.00	\$181.00	2.8%	E	
<u>Group D &amp; E: Business and Personal Service and Mercantile Buildings</u>								
Shell	Per Sq. Foot	\$2.08	\$2.14	\$0.00	\$2.14	2.9%	E	See Report FIN-2017-024
Finished	Per Sq. Foot	\$2.45	\$2.52	\$0.00	\$2.52	2.9%	E	See Report FIN-2017-024
<u>Group F: Industrial Buildings</u>								
Shell	Per Sq. Foot	\$0.84	\$0.86	\$0.00	\$0.86	2.4%	E	See Report FIN-2017-024
Finished	Per Sq. Foot	\$1.07	\$1.10	\$0.00	\$1.10	2.8%	E	See Report FIN-2017-024
<u>Farm Buildings</u>								
New Building	Per Sq. Foot	\$0.35	\$0.36	\$0.00	\$0.36	2.9%	E	See Report FIN-2017-024
<u>INTERIOR FINISHES AND ALTERATIONS - ALL CLASSIFICATIONS</u>								
Finishes to all areas	Per Sq. Foot	\$0.59	\$0.60	\$0.00	\$0.60	1.7%	E	
<u>SEWAGE SYSTEMS</u>								
New Installation	Flat Fee	\$709.00	\$731.00	\$0.00	\$731.00	3.1%	E	
Replacement or alteration	Flat Fee	\$532.00	\$548.00	\$0.00	\$548.00	3.0%	E	
<u>ALTERNATIVE SOLUTIONS</u>								
All buildings/systems within scope of Part 9	Flat Fee	\$569.00	\$586.00	\$0.00	\$586.00	3.0%	E	See Report FIN-2017-024
All buildings/systems within scope of Part 3	Flat Fee	\$1,139.00	\$1,174.00	\$0.00	\$1,174.00	3.1%	E	See Report FIN-2017-024
<u>SPECIAL CATEGORIES AND MISCELLANEOUS</u>								
Change of Use Permit (No Construction)	Flat Fee	\$227.00	\$234.00	\$0.00	\$234.00	3.1%	E	See Report FIN-2017-024
Construction prior to issuance of a permit	100% of permit fee						E	Fee is in addition to all other required permit fees.



SCHEDULE E: BUILDING REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2024

TYPE OF REVENUE/USER	Unit/Descr	2023 RATE (NO TAX)	2024 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Conditional Permits	20% of permit fee						E	Fee is in addition to all other required permit fees.
Demolition Permit	Flat Fee	\$176.00	\$181.00	\$0.00	\$181.00	2.8%	E	
Designated Structure Permit	Flat Fee	\$473.00	\$487.00	\$0.00	\$487.00	3.0%	E	Listed per Div.A, 1.3.1.1 Solar installation
Fireplace/Woodstove	Flat Fee	\$176.00	\$181.00	\$0.00	\$181.00	2.8%	E	
Inspection of works not ready	Flat Fee	\$176.00	\$181.00	\$0.00	\$181.00	2.8%	E	At the discretion of the Chief Building Official. Includes code violations and deficiencies.
Occupancy Permit	Flat Fee	\$176.00	\$181.00	\$0.00	\$181.00	2.8%	E	
Occupancy without an Occupancy Permit	Flat Fee	\$284.00	\$292.00	\$0.00	\$292.00	2.8%	E	At the discretion of the Chief Building Official. This fee is not imposed as it relates to the current initiative of closing old open building permits as approved by Council in the 2018 Budget.
Portables	Flat Fee	\$227.00	\$234.00	\$0.00	\$234.00	3.1%	E	
Reproduction of Digital Drawings	Per Page	\$5.00	\$5.15	\$0.67	\$5.82	3.0%	T	Current rate covers the cost for the digital reproduction of (1) digital copy of drawings - See Report FIN-2022-029.
Revision to Approved Plans	Flat Fee	\$354.00	\$365.00	\$0.00	\$365.00	3.1%	E	Before or after a permit is issued - significant changes to approved plans requiring further review. Minor revisions which result in no fee include eliminating a closet, finishing a three-piece bathroom, cosmetic changes, layout changes, removing non-load bearing walls, etc.
Sign Permits	Flat Fee	\$295.00	\$304.00	\$0.00	\$304.00	3.1%	E	With building permit
Storefront replacement	Flat Fee	\$227.00	\$234.00	\$0.00	\$234.00	3.1%	E	
Tents	Flat Fee	\$237.00	\$244.00	\$0.00	\$244.00	3.0%	E	Tents and air-supported structures shall be in conformance with the Building Code and Section 2.9 of the Fire Code. Report FIN-2019-031
Third Party Cost Recovery	Actual costs incurred + \$100.00 cumulative administration fee for all invoices						T	Material, equipment, labour/benefits, administration costs, third party consultant/specialist costs - See Report FIN-2020-034
Transfer of Permit	Flat Fee	\$176.00	\$181.00	\$0.00	\$181.00	2.8%	E	

INTERPRETATION

- The following requirements are to be applied in the calculation of permit fees:
- Floor area of the proposed work is to be measured to the outer face of exterior walls and to the centre line of party walls or demising walls.
  - Unfinished loft space, habitable attics, mezzanines and interior balconies are to be included in all floor area calculations.
  - Unfinished basement space and attached residential garages are not included in floor area calculations.
  - The occupancy categories in this Schedule correspond with the major occupancy classifications in the Ontario Building Code. For multiple occupancy floor areas, the permit fees for each of the applicable

SCHEDULE E: BUILDING REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2024

TYPE OF REVENUE/USER	Unit/Descr	2023 RATE (NO TAX)	2024 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
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- occupancy categories may be used.
- In the case of interior alterations or renovations, area of proposed work is the actual space receiving the work, e.g. tenant suite.
- Additional permit fees are not required for an attached deck to a residential dwelling, when the deck is shown on the approved residential building plans.
- For classes of permits not described in this Schedule, a reasonable permit fee shall be determined by the Chief Building Official.

SCHEDULE F: PLANNING AND DEVELOPMENT REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2024

TYPE OF REVENUE/USER	Unit/Descr	2023 RATE (NO TAX)	2024 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Agreements - Minor - Not Registered *	Administration fee	\$284.00	\$292.00	\$0.00	\$292.00	2.8%	E	For recovery of the costs of facilitating and preparing agreements, ie. maintenance and operations agreement
Agreements - Registered *	Administration fee	\$872.00	\$899.00	\$0.00	\$899.00	3.1%	E	For recovery of the costs of facilitating and preparing agreements, ie. planning act applications and building permit agreements (ie. permission to have a second dwelling while another is being built), etc.
Compliance Letter - Type 1	Flat Fee	\$85.00	\$87.00	\$0.00	\$87.00	2.4%	E	Note 3
Compliance Letter - Type 2	Flat Fee	\$128.00	\$132.00	\$0.00	\$132.00	3.1%	E	Note 4
Consent Review and Condition Clearance	Flat Fee	\$152.00	\$156.00	\$0.00	\$156.00	2.6%	E	
Consent Review and Condition Clearance - Safe Access Clearance	Flat Fee	\$55.00	\$56.00	\$0.00	\$56.00	1.8%	E	Report FIN-2022-029
Garden Suites and Renewals (Zoning) *	Administration fee	\$1,342.00	\$1,383.00	\$0.00	\$1,383.00	3.1%	E	Report FIN-2019-034
Lifting of Holding Designation (Zoning) *	Administration fee	\$668.00	\$1,472.00	\$0.00	\$1,472.00	120.4%	E	Report FIN-2023-025
Minor Variance - Type 1 *	Administration fee	\$806.00	\$830.00	\$0.00	\$830.00	3.0%	E	Note 1
Minor Variance - Type 2 *	Administration fee	\$1,365.00	\$1,407.00	\$0.00	\$1,407.00	3.1%	E	Note 2
Ownership List Confirmation	Flat Fee	\$77.00	\$79.00	\$0.00	\$79.00	2.6%	E	See Report FIN-2019-027
Part Lot Control Exemption By-law *	Administration fee	\$667.00	\$1,472.00	\$0.00	\$1,472.00	120.7%	E	Report FIN-2023-025
Pre-Consultation Fee - Mandatory *	Administration fee	\$686.00	\$1,052.00	\$0.00	\$1,052.00	53.4%	E	Report FIN-2022-029 and Report FIN-2023-025
Site Plan Application *	Administration fee	\$1,500.00	\$4,124.00	\$0.00	\$4,124.00	174.9%	E	Report FIN-2022-029 and Report FIN-2023-025
Telecommunication Tower Proposals	Flat Fee	\$2,803.00	\$2,890.00	\$0.00	\$2,890.00	3.1%	E	Report FIN-2021-25 - Township administration fee and CRINS-SINRC fee.
Third Party Cost Recovery	Actual costs incurred + \$100.00 cumulative administration fee for all invoices						T	Material, equipment, labour/benefits, administration costs, third party consultant/specialist costs - See Report FIN-2020-034
Zoning By-Law Amendment - Aggregate *	Administration fee	\$17,111.00	\$25,044.00	\$0.00	\$25,044.00	46.4%	E	Report FIN-2023-025
Zoning By-Law Amendment *	Administration fee	\$2,500.00	\$9,980.00	\$0.00	\$9,980.00	299.2%	E	Report FIN-2022-029 and Report FIN-2023-025

INTERPRETATION

\* the fees denoted with an asterisk are also subject to the Township's disbursements and third party consultant fees incurred for the processing of the application.

SCHEDULE F: PLANNING AND DEVELOPMENT REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2024

TYPE OF REVENUE/USER	Unit/Descr	2023 RATE (NO TAX)	2024 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
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**Note 1: Minor Variance - Type 1**

Any minor variance application to permit any of the following on residential properties:

- Lot line setbacks for single family dwellings and accessory structures
- Height variances for single family dwellings and accessory structures
- Maximum size of accessory structure variances
- Maximum size of accessory unit variances

**Note 2: Minor Variance - Type 2**

All other minor variance applications not listed under Type 1.

**Note 3: Compliance Letter - Type 1**

Includes known building permit history and status as well as applicable zoning designation and permitted uses.

**Note 4: Compliance Letter - Type 2 (Type 1 fee plus 50%)**

Includes known building permit history and status as well as applicable zoning designation and permitted uses, the status of registered site plans and securities but does not include a title search.

**Refund of Application Fees**

In the case of a withdrawal or abandonment of an application, staff shall determine the amount of paid fees that may be refunded to the applicant, if any, in accordance with the following:

- a.) 80 percent (80%) if administrative functions have only been performed;
- b.) 70 percent (70%) if administrative and zoning functions have only been performed;
- c.) 45 percent (45%) if administrative, zoning, and a completed application has been circulated with comments;
- d.) 35 percent (35%) if application has been sent for second submission and comments have been received;
- e.) no refund shall be made if the application has been approved by Committee and/or Council

SCHEDULE G: BY-LAW REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES EFFECTIVE 2024								
TYPE OF REVENUE/USER	Unit/Descr	2023 RATE (NO TAX)	2024 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Dog Tags	Per Tag	\$32.99	\$34.00	\$0.00	\$34.00	3.1%	E	No more than 3 dogs are permitted per dwelling unit, to a maximum of 5 dogs per property (only where a legal accessory apartment is permitted).
Replacement Dog Tag	Per Tag	\$11.00	\$11.34	\$0.00	\$11.34	3.1%	E	See Report FIN-2020-044
Fence Viewer's Application	Per Application	\$341.97	\$352.00	\$0.00	\$352.00	2.9%	E	
Filming Permit Fee	Flat Fee	\$569.58	\$587.00	\$0.00	\$587.00	3.1%	E	Filming of special events on Township lands/roads.
Filming Permit Security Deposit	Per Filming Permit - days 1 to 3	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00	0.0%	E	For filming projects one (1) to three (3) days in duration - see Report FIN-2022-029 and Filming Policy No. 2022-005.
Filming Permit Security Deposit	Per Filming Permit - each subsequent day after day 3	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00	0.0%	E	After three days of filming, an additional \$2,000 will be required for each subsequent day. See Report FIN-2022-029 and Filming Policy No. 2022-005.
Kennel Licence - New Application	Per Application	\$539.00	\$555.00	\$0.00	\$555.00	3.0%	E	See By-law No. 024-2021
Kennel Licence - Renewal Application	Per Application	\$215.60	\$222.00	\$0.00	\$222.00	3.0%	E	See By-law No. 024-2021
Kennel Licence - Alteration Application	Per Application	N/A	\$222.00	\$0.00	\$222.00	100.0%	E	Report FIN-2023-025
Kennel Licence - Retiring Application	Per Application	\$80.85	\$83.00	\$0.00	\$83.00	2.7%	E	See By-law No. 024-2021
Liquor License Letter	Per Inspection	\$177.03	\$182.00	\$0.00	\$182.00	2.8%	E	Requested or required inspection of licensed sales establishments (as defined by the Liquor Licence Establishment Board of Ontario) that requires an inspection and/or a letter.
Lottery Licence	3% of prize value						E	Fee regulated by AGCO (Nevada, Raffle, Bazaar, etc.).
Municipal Addressing Sign	Flat Fee	\$23.10	\$23.82	\$3.10	\$26.92	3.1%	T	
Municipal Addressing Post	Flat Fee	\$23.10	\$23.82	\$3.10	\$26.92	3.1%	T	
Property Standards Appeal Fee	Flat Fee	\$290.29	\$299.00	\$0.00	\$299.00	3.0%	E	Report FIN-2019-031
Publicized Displays Application Fee	Flat Fee	\$150.00	\$154.00	\$0.00	\$154.00	2.7%	E	Report FIN-2022-029 and Publicized Displays By-law No. 2022-008
Publicized Displays Appeal Fee	Flat Fee	\$30.00	\$30.93	\$0.00	\$30.93	3.1%	E	Report FIN-2022-029 and Publicized Displays By-law No. 2022-008

TYPE OF REVENUE/USER	Unit/Descr	2023 RATE (NO TAX)		2024 RATE (NO TAX)		13% HST	RATE INCL HST		% CHANGE	HST STATUS	COMMENTS	
Reinspection Fee	Flat Fee Per Reinspection	\$75.00		\$77.00		\$0.00	\$77.00		2.7%	E	Not charged on first inspections (ie. the inspection to determine if a violation is occurring). Reinspection will be charged each subsequent time the By-law Enforcement, Property Standards, and Licensing Officer attends the site to inspect and compliance has not been achieved (does not include inspections for the purpose of gathering further information). See Report FIN-2022-029.	
Septic Compliance Letter	Flat Fee	\$85.56		\$88.00		\$0.00	\$88.00		2.9%	E	Fee charged is consistent for all Township departments.	
Sign Permits	Flat Fee	\$113.26		\$116.00		\$0.00	\$116.00		2.4%	E	Without building permit.	
Site Alteration Permit Application *	Administration Fee	\$1,800 plus \$75 per hectare (rounded to the greater whole aggregate).									E	
Site Alteration Permit Application - Normal Farm Practices *	Administration Fee	See Third Party Cost Recovery Fee Below		\$103.00		\$0.00	\$103.00		100.0%	E	See Report FIN-2023-025	
Site Alteration Permit Service Fee	Per m³	\$0.06		\$0.06		\$0.00	\$0.06		0.0%	E	Paid at time of application.	
Special Events Permit	Per Letter	\$85.56		\$88.00		\$0.00	\$88.00		2.9%	E	Report FIN-2022-029	
Swimming Pool Enclosure Permit	Flat Fee	\$244.11		\$251.00		\$0.00	\$251.00		2.8%	E		
Third Party Cost Recovery	Actual costs incurred + \$100.00 cumulative administration fee for all invoices									T	Material, equipment, labour/benefits, administration costs, third party consultant/specialist costs - See Report FIN-2020-034	
* the fees denoted with an asterisk are also subject to the Township's disbursements and third party consultant fees incurred for the processing of the application.												

**SCHEDULE H: PARKS REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES**  
**EFFECTIVE 2024**

TYPE OF REVENUE/USER Note 1	Unit/Descr	2023 RATE (NO TAX)	2024 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Ball Diamonds - No Lights	Per Hour	\$23.76	<b>\$24.50</b>	\$3.19	\$27.69	3.1%	T	
75% Reduced Rate - Ball Diamonds - No Lights	Per Hour	\$5.94	<b>\$6.12</b>	\$0.80	\$6.92	3.0%	T	
90% Reduced Rate - Ball Diamonds - No Lights	Per Hour	\$2.37	<b>\$2.44</b>	\$0.32	\$2.76	3.0%	T	Note 2
Ball Diamonds - Lights	Per Hour	\$35.63	<b>\$36.74</b>	\$4.78	\$41.52	3.1%	T	after 8:30 p.m.
75% Reduced Rate - Ball Diamonds - Lights	Per Hour	\$8.80	<b>\$9.07</b>	\$1.18	\$10.25	3.1%	T	after 8:30 p.m.
90% Reduced Rate - Ball Diamonds - Lights	Per Hour	\$3.56	<b>\$3.67</b>	\$0.48	\$4.15	3.1%	T	after 8:30 p.m. Note 2
All Ball Diamonds	Per Day	\$178.25	<b>\$183.78</b>	\$23.89	\$207.67	3.1%	T	
75% Reduced Rate - All Ball Diamonds	Per Day	\$44.54	<b>\$45.93</b>	\$5.97	\$51.90	3.1%	T	
90% Reduced Rate - All Ball Diamonds	Per Day	\$17.83	<b>\$18.39</b>	\$2.39	\$20.78	3.1%	T	Note 2
Ball Diamonds - Dragging	Per Occurrence	\$45.53	<b>\$46.95</b>	\$6.10	\$53.05	3.1%	T	Upon request and approval - June 15, 2016 Special Council Meeting.
75% Reduced Rate - Ball Diamonds - Dragging	Per Occurrence	\$11.38	<b>\$11.73</b>	\$1.52	\$13.25	3.1%	T	Upon request and approval - June 15, 2016 Special Council Meeting.
90% Reduced Rate - Ball Diamonds - Dragging	Per Occurrence	\$4.55	<b>\$4.69</b>	\$0.61	\$5.30	3.1%	T	Upon request and approval - June 15, 2016 Special Council Meeting. Note 2
Soccer Field - No Lights	Per Hour	\$30.24	<b>\$31.18</b>	\$4.05	\$35.23	3.1%	T	Development of a fee - Report FIN-2017-012
75% Reduced Rate - Soccer Field - No Lights	Per Hour	\$7.59	<b>\$7.82</b>	\$1.02	\$8.84	3.0%	T	Development of a fee - Report FIN-2017-012
90% Reduced Rate - Soccer Field - No Lights	Per Hour	\$3.02	<b>\$3.11</b>	\$0.40	\$3.51	3.0%	T	Development of a fee - Report FIN-2017-012 Note 2
Soccer Field - Lights	Per Hour	N/A	<b>\$38.00</b>	\$4.94	\$42.94	100.0%	T	Development of a fee - Report FIN-2023-025
75% Reduced Rate - Soccer Field - Lights	Per Hour	N/A	<b>\$9.50</b>	\$1.24	\$10.74	100.0%	T	Development of a fee - Report FIN-2023-025
90% Reduced Rate - Soccer Field - Lights	Per Hour	N/A	<b>\$3.80</b>	\$0.49	\$4.29	100.0%	T	Development of a fee - Report FIN-2023-025 Note 2
Soccer Field - No Lights	Per Day	\$307.67	<b>\$317.21</b>	\$41.24	\$358.45	3.1%	T	Development of a fee - Report FIN-2017-012
75% Reduced Rate - Soccer Field - No Lights	Per Day	\$76.87	<b>\$79.26</b>	\$10.30	\$89.56	3.1%	T	Development of a fee - Report FIN-2017-012
90% Reduced Rate - Soccer Field - No Lights	Per Day	\$30.77	<b>\$31.73</b>	\$4.12	\$35.85	3.1%	T	Development of a fee - Report FIN-2017-012 Note 2
Soccer Field - Lights	Per Day	N/A	<b>\$386.59</b>	\$50.26	\$436.85	100.0%	T	Development of a fee - Report FIN-2023-025
75% Reduced Rate - Soccer Field - Lights	Per Day	N/A	<b>\$96.65</b>	\$12.56	\$109.21	100.0%	T	Development of a fee - Report FIN-2023-025
90% Reduced Rate - Soccer Field - Lights	Per Day	N/A	<b>\$38.66</b>	\$5.03	\$43.68	100.0%	T	Development of a fee - Report FIN-2023-025 Note 2
Ball Diamond Advertising	Per Season	\$199.58	<b>\$205.77</b>	\$26.75	\$232.52	3.1%	T	Available from May to October

SCHEDULE H: PARKS REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2024

TYPE OF REVENUE/USER Note 1	Unit/Descr	2023 RATE (NO TAX)	2024 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
75% Reduced Rate - Ball Diamond Advertising	Per Season	\$49.82	\$51.37	\$6.68	\$58.05	3.1%	T	Available from May to October
90% Reduced Rate - Ball Diamond Advertising	Per Season	\$19.96	\$20.58	\$2.68	\$23.26	3.1%	T	Available from May to October Note 2
Horse Paddock	Per Day	\$228.06	\$235.13	\$30.57	\$265.70	3.1%	T	Rental restricted to horse paddock and tractor pull area.
75% Reduced Rate - Horse Paddock	Per Day	\$56.97	\$58.74	\$7.64	\$66.38	3.1%	T	Rental restricted to horse paddock and tractor pull area.
90% Reduced Rate - Horse Paddock	Per Day	\$22.81	\$23.52	\$3.06	\$26.58	3.1%	T	Rental restricted to horse paddock and tractor pull area. Note 2
Picnic Shelter	Per Hour	\$22.77	\$23.48	\$3.05	\$26.53	3.1%	T	
75% Reduced Rate - Picnic Shelter	Per Hour	\$5.69	\$5.86	\$0.76	\$6.62	3.0%	T	
90% Reduced Rate - Picnic Shelter	Per Hour	\$2.27	\$2.34	\$0.30	\$2.64	3.1%	T	Note 2
Picnic Shelter	Per Day	\$91.16	\$93.99	\$12.22	\$106.21	3.1%	T	
75% Reduced Rate - Picnic Shelter	Per Day	\$22.79	\$23.50	\$3.06	\$26.56	3.1%	T	
90% Reduced Rate - Picnic Shelter	Per Day	\$9.11	\$9.39	\$1.22	\$10.61	3.1%	T	Note 2
Tennis Courts - No Lights	Per Hour	\$21.56	\$22.23	\$2.89	\$25.12	3.1%	T	See Report FIN-2021-025
75% Reduced Rate - Tennis Courts - No Lights	Per Hour	\$5.39	\$5.55	\$0.72	\$6.27	3.0%	T	See Report FIN-2021-025
90% Reduced Rate - Tennis Courts - No Lights	Per Hour	\$2.15	\$2.21	\$0.29	\$2.50	2.8%	T	See Report FIN-2021-025 Note 2
Tennis Courts - Lights	Per Hour	\$32.34	\$33.35	\$4.34	\$37.69	3.1%	T	See Report FIN-2021-025
75% Reduced Rate - Tennis Courts - Lights	Per Hour	\$8.09	\$8.34	\$1.08	\$9.42	3.1%	T	See Report FIN-2021-025
90% Reduced Rate - Tennis Courts - Lights	Per Hour	\$3.23	\$3.34	\$0.43	\$3.77	3.1%	T	See Report FIN-2021-025 Note 2
Fireworks Security Deposit	Per Display	\$500.00	\$500.00	\$0.00	\$500.00	0.0%	E	Clean up of Township lands after fireworks display.
Baseball Equipment and Lights Security Deposit	Per Season	\$50.00	\$50.00	\$0.00	\$50.00	0.0%	E	Lights key provided to ball diamond rentals with light use. Equipment key provided to renters with a minimum of eight rentals.
Picnic Shelter Washroom Key Security Deposit	Per Rental	\$50.00	\$50.00	\$0.00	\$50.00	0.0%	E	
Horse Paddock Security Deposit	Per Rental	\$300.00	\$300.00	\$0.00	\$300.00	0.0%	E	
Note 1: Booking availability of Township fields are dependent on field conditions.								
Note 2: A 90% reduced rate shall apply to Seniors' Events or Programs, Whistle Stop Co-operative Pre-school and Guelph Community Health Centre (The Playgroup).								



SCHEDULE I: OPTIMIST RECREATION CENTRE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2024

TYPE OF REVENUE/USER	Unit/Descr	2023 RATE (NO TAX)	2024 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Arena Floor	Per Hour	\$76.87	\$79.26	\$10.30	\$89.56	3.1%	T	Includes use of change rooms
75% Reduced Rate - Arena Floor	Per Hour	\$19.14	\$19.74	\$2.57	\$22.31	3.1%	T	Includes use of change rooms
90% Reduced Rate - Arena Floor	Per Hour	\$7.69	\$7.93	\$1.03	\$8.96	3.1%	T	Includes use of change rooms Note 2
Ice - Non - Prime	Per Hour	\$64.11	\$66.10	\$8.59	\$74.69	3.1%	T	Includes use of change rooms Note 1
75% Reduced Rate - Ice - Non-Prime	Per Hour	\$15.95	\$16.45	\$2.14	\$18.59	3.1%	T	Includes use of change rooms Note 1
90% Reduced Rate - Ice - Non-Prime	Per Hour	\$6.41	\$6.61	\$0.86	\$7.47	3.1%	T	Includes use of change rooms Note 1 and Note 2
Ice - Prime	Per Hour	\$184.18	\$189.89	\$24.69	\$214.58	3.1%	T	Includes use of change rooms Note 1
Gymnasium	Per Hour	\$34.98	\$36.07	\$4.69	\$40.76	3.1%	T	
75% Reduced Rate - Gymnasium	Per Hour	\$8.69	\$8.96	\$1.16	\$10.12	3.1%	T	
90% Reduced Rate - Gymnasium	Per Hour	\$3.47	\$3.57	\$0.46	\$4.03	2.9%	T	Note 2
Rink Board Advertising	Per Year	\$399.15	\$411.53	\$53.50	\$465.03	3.1%	T	
75% Reduced Rate - Rink Board Advertising	Per Year	\$99.74	\$102.84	\$13.37	\$116.21	3.1%	T	
90% Reduced Rate - Rink Board Advertising	Per Year	\$39.92	\$41.16	\$5.35	\$46.51	3.1%	T	Note 2

**Note 1:**  
· Ice - Non-Prime: Weekdays from 9:00 am to 5:00 pm  
· Ice - Prime: Weekdays from 5:00 pm to 10:00 pm, Saturdays, Sundays

**Note 2:** A 90% reduced rate shall apply to Seniors' Events or Programs, Whistle Stop Co-operative Pre-school and Guelph Community Health Centre (The Playgroup).

SCHEDULE J: PUSLINCH COMMUNITY CENTRE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2024

TYPE OF REVENUE/USER	Unit/Descr	2023 RATE (NO TAX)	2024 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Meeting Room - Non Resident Rental or Commercial Rental	Per Hour	\$37.12	\$38.28	\$4.98	\$43.26	3.1%	T	Maximum 8 hour charge if renting with a full day booking of the Hall. Example of Commercial Rentals include Auctions, Sale of Merchandise - See Report FIN-2019-031
Meeting Room	Per Hour	\$29.69	\$30.62	\$3.98	\$34.60	3.1%	T	Maximum 8 hour charge if renting with a full day booking of the Hall.
75% Reduced Rate - Meeting Room	Per Hour	\$7.36	\$7.59	\$0.99	\$8.58	3.1%	T	Maximum 8 hour charge if renting with a full day booking of the Hall.
90% Reduced Rate - Meeting Room	Per Hour	\$2.96	\$3.05	\$0.40	\$3.45	3.0%	T	Maximum 8 hour charge if renting with a full day booking of the Hall. Note 3
Hall - Non-Prime - Non Resident Rental or Commercial Rental	Per Hour	\$79.71	\$82.18	\$10.68	\$92.86	3.1%	T	Minimum of a 3 hour booking required. Example of Commercial Rentals include Auctions, Sale of Merchandise - See Report FIN-2019-031 Note 1 and Note 2
Hall - Non-Prime	Per Hour	\$63.78	\$65.76	\$8.55	\$74.31	3.1%	T	Minimum of a 3 hour booking required. Note 1 and Note 2
75% Reduced Rate - Hall - Non-Prime	Per Hour	\$15.95	\$16.45	\$2.14	\$18.59	3.1%	T	Minimum of a 3 hour booking required. Note 1 and Note 2
90% Reduced Rate - Hall - Non-Prime	Per Hour	\$6.37	\$6.57	\$0.85	\$7.42	3.1%	T	Minimum of a 3 hour booking required. Note 1, Note 2, and Note 3
Hall - Non-Prime - Non Resident Rental or Commercial Rental	Full Day Rental	\$542.08	\$558.88	\$72.65	\$631.53	3.1%	T	Example of Commercial Rentals include Auctions, Sale of Merchandise - See Report FIN-2019-031 Note 1 and Note 2
Hall - Non-Prime	Full Day Rental	\$433.67	\$447.12	\$58.13	\$505.25	3.1%	T	Note 1 and Note 2
75% Reduced Rate - Hall - Non-Prime	Full Day Rental	\$108.43	\$111.80	\$14.53	\$126.33	3.1%	T	Note 1 and Note 2
90% Reduced Rate - Hall - Non-Prime	Full Day Rental	\$43.33	\$44.68	\$5.81	\$50.49	3.1%	T	Note 1, Note 2, and Note 3
Hall - Prime - Non Resident Rental or Commercial Rental	Full Day Rental	\$711.01	\$733.06	\$95.30	\$828.36	3.1%	T	Example of Commercial Rentals include Auctions, Sale of Merchandise - See Report FIN-2019-031 Note 1 and Note 2
Hall - Prime	Full Day Rental	\$568.81	\$586.45	\$76.24	\$662.69	3.1%	T	Note 1 and Note 2
Hall - Set-up Fee - Non Resident Rental or Commercial Rental	Per Hour	\$79.72	\$82.20	\$10.69	\$92.89	3.1%	T	Example of Commercial Rentals include Auctions, Sale of Merchandise - See Report FIN-2019-031 Note 1, Note 2 and Note 5
Hall - Set-up Fee	Per Hour	\$63.78	\$65.76	\$8.55	\$74.31	3.1%	T	Note 1, Note 2 and Note 5

SCHEDULE J: PUSLINCH COMMUNITY CENTRE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2024

TYPE OF REVENUE/USER	Unit/Descr	2023 RATE (NO TAX)	2024 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Use of Kitchen Facilities - Non Prime - Non Resident Rental or Commercial Rental	Per Hour	\$38.91	\$40.12	\$5.22	\$45.34	3.1%	T	Minimum of a 3 hour booking required. Example of Commercial Rentals include Auctions, Sale of Merchandise - See Report FIN-2019-031 Note 1 and Note 2
Use of Kitchen Facilities - Non Prime	Per Hour	\$31.13	\$32.10	\$4.17	\$36.27	3.1%	T	Minimum of a 3 hour booking required. Note 1 and Note 2
75% Reduced Rate - Use of Kitchen Facilities - Non Prime	Per Hour	\$7.78	\$8.02	\$1.04	\$9.06	3.1%	T	Minimum of a 3 hour booking required. Note 1 and Note 2
90% Reduced Rate - Use of Kitchen Facilities - Non Prime	Per Hour	\$3.11	\$3.20	\$0.42	\$3.62	2.9%	T	Minimum of a 3 hour booking required. Note 1, Note 2, and Note 3
Licenced Events Using Patio - Non Resident Rental or Commercial Rental	Flat Rate	\$81.52	\$84.05	\$10.93	\$94.98	3.1%	T	Example of Commercial Rentals include Auctions, Sale of Merchandise - See Report FIN-2019-031 Note 6
Licenced Events Using Fenced Outdoor Patio	Flat Rate	\$65.21	\$67.24	\$8.74	\$75.98	3.1%	T	Note 6
75% Reduced Rate - Licenced Events Using Fenced Outdoor Patio	Flat Rate	\$16.30	\$16.80	\$2.18	\$18.98	3.1%	T	Note 6
90% Reduced Rate - Licenced Events Using Fenced Outdoor Patio	Flat Rate	\$6.52	\$6.72	\$0.87	\$7.59	3.1%	T	Note 3 and Note 6
Personnel Costs	Per Hour Per Personnel	Actual Costs Incurred					T	See Report FIN-2022-029 - Discretionary Staffing Presence during weekend and statutory holiday rentals.
Facility Rental Security Deposit - Hall Rental Only or Hall and Meeting Room Rental	Per Booking	\$1,500.00	\$1,500.00	\$0.00	\$1,500.00	0.0%	E	See Report FIN-2022-029 and Note 4
Facility Rental Security Deposit - Meeting Room/Kitchen Facility Only	Per Booking	\$365.00	\$365.00	\$0.00	\$365.00	0.0%	E	See Report FIN-2022-029 and Note 4

**Note 1:** Hall rentals include the use of the kitchen facility (dishes, silverware, cooking utensils, dishwasher, coffee maker, etc. included)

**Note 2:** **Hall - Non-Prime:** Monday to Thursday and Sunday Rentals; **Hall - Prime:** Friday and Saturday

**Note 3:** A 90% reduced rate shall apply to Seniors' Events or Programs, Whistle Stop Co-operative Pre-school and Guelph Community Health Centre (The Playgroup).

**Note 4:** The security deposit is fully refundable after the Event, provided there are no damages to the facility, the access key is returned, and all terms of the Township’s Alcohol Risk Management policy, the Special Occasion Permit or Caterer’s Endorsement, any Township agreements and all applicable federal, provincial and municipal laws, policies, guidelines, regulations and by-laws, including without limitation, the Liquor Licence and Control Act, 2019 are adhered to.

**Note 5:** Set-up is after 5:00 p.m. on Friday only and must include a Saturday rental. This service is only available if the hall is not booked 7 days prior to the event date.

**Note 6:** If the outdoor patio has been included on the Special Occasion Permit or Caterer’s Endorsement, Township Staff will fence the outdoor patio.



## **REPORT ADM-2023-037**

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TO: Mayor and Members of Council

PREPARED BY: Justine Brotherston, Deputy Clerk

PRESENTED BY: Justine Brotherston, Deputy Clerk

MEETING DATE: August 16, 2023

SUBJECT: Arkell Trails Parking and Speeding Update

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### **RECOMMENDATION**

**That Report ADM-2023-037 entitled Arkell Trails Parking and Speeding Update be received.**

#### **Purpose**

The purpose of this report is to provide Council with an update regarding Council Resolution 2023-009 regarding a delegation by the Concerned Citizens of Puslinch regarding Safety and Maximum Speed Limits in and around Arkell.

#### **Background**

At the January 18, 2023 Council Meeting, Council considered a written delegation by Helmuth Slisarenko, Kate Dewasha and Bruce Taylor of Concerned Citizens of Puslinch regarding Safety and Maximum Speed Limits in and around Arkell. Council considered the aforementioned topic and subsequent to discussion, the following was resolved:

**Resolution No. 2023-009:**

**Moved by Councillor Sepulis and  
Seconded by Councillor Hurst**

That Council receives the Delegation by Helmuth Slisarenko, Kate Dewasha and Bruce Taylor of Concerned Citizens of Puslinch regarding Safety and Maximum Speed Limits in and around Arkell and that staff advise the delegates of the process in order for comments to be included in the Township Roads Management Plan; and,

That the correspondence be forwarded to the County Road's Committee to investigate parking infrastructure improvements to limit road-side parking and associated safety concerns; and,

That Council direct staff to send a request to County Council to request that a "Black Cat" speed enforcement device be implemented to capture speed data; and,

That Council direct staff to contact the City of Guelph and the GRCA to inquire about ownership and access restrictions in the area.

**CARRIED**

### **Wellington County Comments**

The Wellington County's Roads Committee received Council's resolution for information at their March 14, 2023 Meeting and the County of Wellington Council received the resolution for information as part of the Wellington County Roads Committee Minutes at their March 30, 2023 meeting.

Staff contacted the County of Wellington Roads Department regarding if Arkell Road will be monitored with "Black Cat" Speed Enforcement and staff were advised that Arkell Road is on the list of monitoring locations expected for 2023.

### **GRCA comments regarding Ownership and Access Restrictions**

The GRCA confirmed that they own the property located at Concession 10 Lot 2 and 3 and advised that the hiking trail on that property is open to the public. Additionally, GRCA identified that the property is located in the floodplain and at this time has no plans related to formal parking of the property.

### **City of Guelph regarding Ownership and Access Restrictions**

The City of Guelph confirmed that 716 Arkell Rd is owned by the City and advised that the City have a user agreement with the Guelph Hiking Club and Guelph Off Road Biking Association for the use of the property by their members. Additionally, the City advised that parking is not a part of the agreements provisions.

The City has initiated consultations as part of the Arkell Spring Grounds Property Management Plan to assess stakeholder needs versus environmental constraints of the site under source

water protection. The City is currently reviewing future options based on the feedback received by selected stakeholder input, completion of the Ecological Characterization Assessment and review of current and future water infrastructures needs. The final plan will reflect this ensuring the ongoing source water protection and security of our infrastructure. A final decision should be made by year-end on the Property Management Plan.

**Financial Implications**

None

**Applicable Legislation and Requirements**

None

**Engagement Opportunities**

None

**Attachments**

None

Respectfully submitted,

Reviewed by:

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Justine Brotherston,  
Deputy Clerk

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Courtenay Hoytfox,  
Municipal Clerk



## **REPORT ADM-2023-038**

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TO: Mayor and Members of Council

PREPARED BY: Justine Brotherston, Deputy Clerk

PRESENTED BY: Justine Brotherston, Deputy Clerk

MEETING DATE: August 16, 2023

SUBJECT: Sign Variance Request – 6981 Concession 4, Puslinch – The Donkey Sanctuary of Canada

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### **RECOMMENDATION**

**That Report ADM-2023-038 entitled Sign Variance Request – 6981 Concession 4, Puslinch – The Donkey Sanctuary of Canada be received; and**

**That Council [approve/deny] the request for relief from the Sign By-law 09/91 to permit a sign with a reduced setback of 11.28 metres from the centre of line of the road allowance.**

### **Purpose**

The purpose of this report is to provide Council with the Donkey Sanctuary of Canada's request for relief from the Township's Sign By-law to permit a sign with a reduced setback of 11.28 metres from the centre line of the road allowance.

### **Background**

The Township received a request for a Sign By-law Variance on July 19, 2023 from Sandra Pady of behalf of The Donkey Sanctuary of Canada for a new sign at the front gate of the property. The request is to reduce the setback from the centre line of the road allowance to 11.28 metres from the required 27 metres.

### **Comments**

The applicant is seeking relief from the Township Sign By-law 09/91 as follows:

<b>Sign By-law 09/91 Section</b>	<b>Requirement</b>	<b>Proposed</b>
Section 3 – Regulations	3.8 All signed shall maintain a minimum setback of 27.0 metres from the centre line of any road allowance	Setback of 11.28 metres from the centre line of the road allowance

Staff are reviewing the Township's Sign By-law as part of the corporate work plan to bring it up to date. Currently the Sign By-law is very restrictive and is not geared toward economic development initiatives. Staff recognize that that relief being sought is substantial but feel that this will be addressed through the updated Sign By-law. Therefore, staff have no concerns with the request for relief from the Township's Sign By-law 09/91.

#### **Financial Implications**

None

#### **Applicable Legislation and Requirements**

Township of Puslinch Sign By-law 9/91

#### **Attachments**

Schedule A – The Donkey Sanctuary of Canada – Sign Variance Request

Schedule B – The Donkey Sanctuary of Canada – Additional Information

Schedule C – Sign Site Plan

Respectfully submitted,

Reviewed by:

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Justine Brotherston,  
Deputy Clerk

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Courtenay Hoytfox,  
Municipal Clerk



## Justine Brotherston

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**To:** Admin; Courtenay Hoytfox  
**Subject:** RE: dsc sign variance request

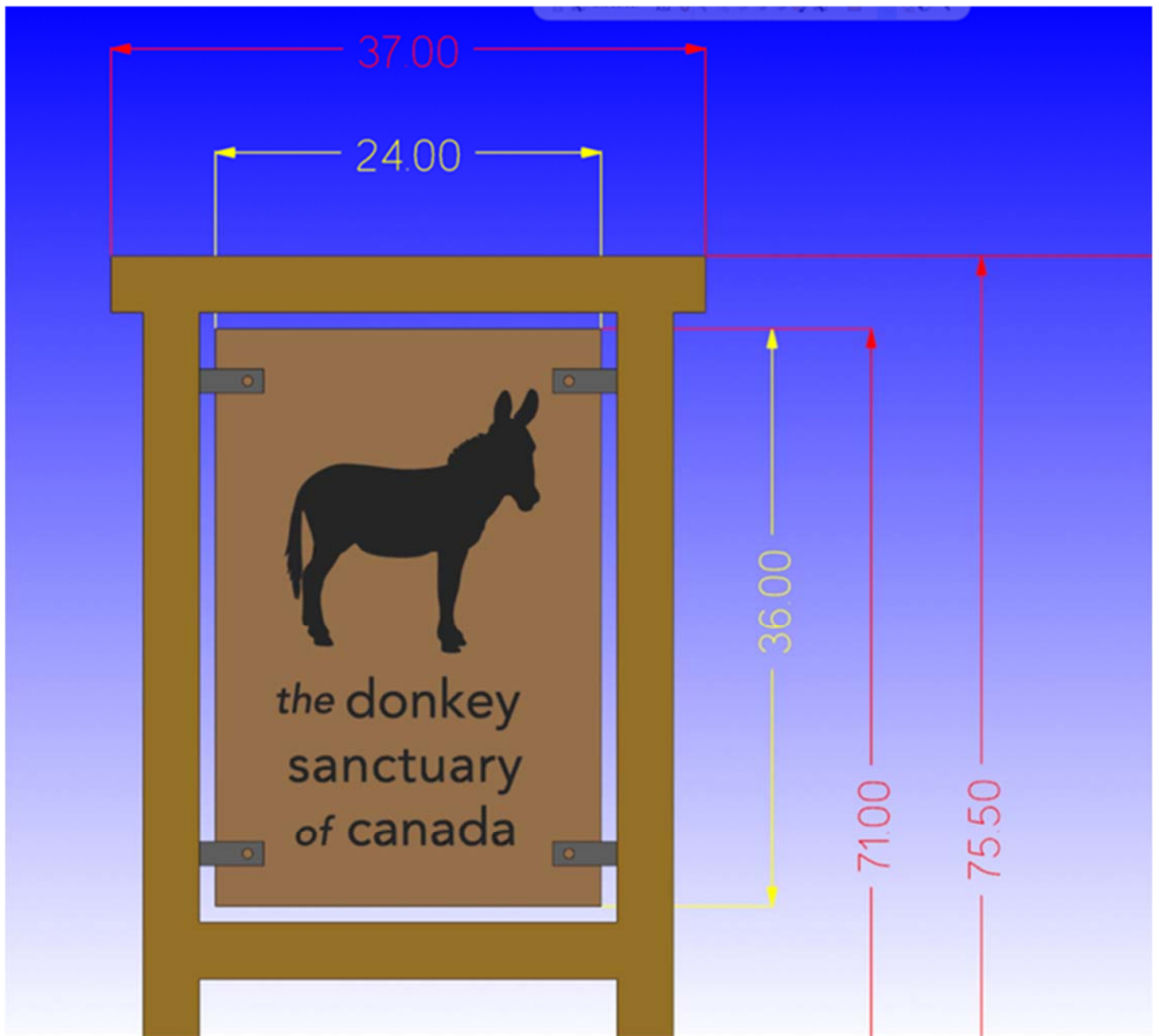
**From:** Sandra Pady <[sandra@thedonkeysanctuary.ca](mailto:sandra@thedonkeysanctuary.ca)>  
**Sent:** Wednesday, July 19, 2023 4:07 PM  
**To:** Admin <[admin@puslinch.ca](mailto:admin@puslinch.ca)>  
**Subject:** dsc sign variance request

Good afternoon: I'm writing on behalf of The Donkey Sanctuary of Canada (DSC). We are requesting that a sign variance be granted in order that we can place a sign with our name at the front gate of the property.

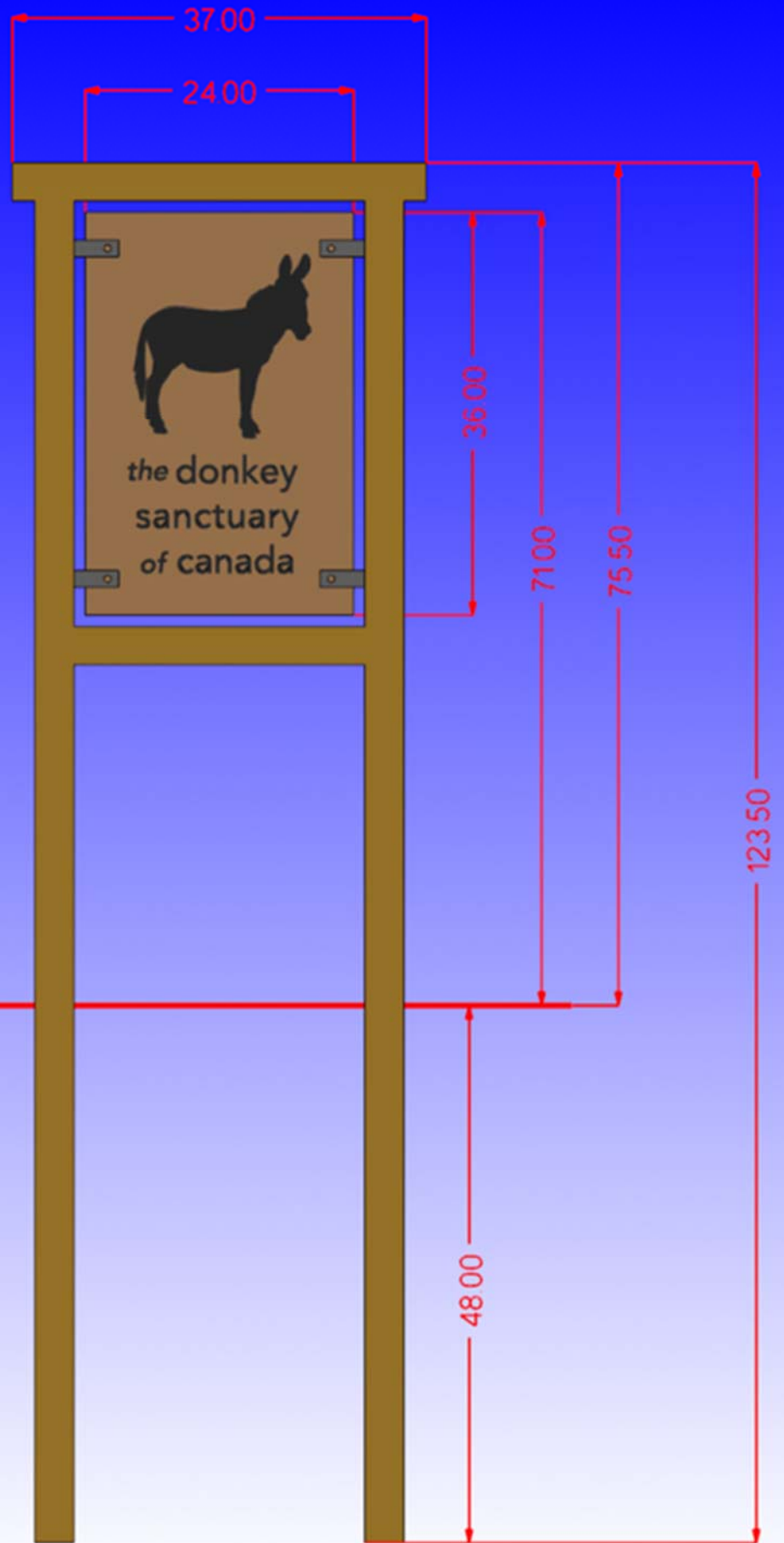
Below are the drawings and measurements of the sign and attached to this message is the site location and distance from the centre line of Concession 4.

Thank you for your attention to this request, Sandra Pady, DSC Board Chair





**GROUND LINE**



**Marcel Jordan**

<https://www.marceljordan.ca/>



[https://www.instagram.com/\\_marceljordan\\_/](https://www.instagram.com/_marceljordan_/)

The Donkey Sanctuary of Canada

6981 Concession 4

Puslinch, ON N0B 2J0

519-836-1697

[sandra@thedonkeysanctuary.ca](mailto:sandra@thedonkeysanctuary.ca)

## Justine Brotherston

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**To:** Admin  
**Subject:** RE: DSC sign variance application

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**From:** Sandra Pady <[sandra@thedonkeysanctuary.ca](mailto:sandra@thedonkeysanctuary.ca)>  
**Sent:** Friday, July 21, 2023 12:49 PM  
**To:** Admin <[admin@puslinch.ca](mailto:admin@puslinch.ca)>  
**Subject:** DSC sign variance application

Good afternoon:

On July 19, 2023 I submitted a request for a sign variance on behalf of The Donkey Sanctuary of Canada (DSC).

If possible, I would like to add the following statement to the application:

Visitors to the DSC, coming from the east, frequently overshoot the driveway because our small sign is not visible as they approach. In consequence these drivers continue west to the top of the rise in the road and then stop to turn around. Sightlines are very limited at that point and accidents are too often barely avoided. It is primarily for this reason that this request for a variance is being made. Thank you, Sandra Pady

Sandra Pady  
Founder, Chair of the Board

The Donkey Sanctuary of Canada  
6981 Concession 4  
Puslinch, ON N0B 2J0  
519-836-1697  
[sandra@thedonkeysanctuary.ca](mailto:sandra@thedonkeysanctuary.ca)

PACE for the Donkeys 5K Trail Run 2023

Register your team or support a participant!

<https://raceroster.com/events/2023/75759/pace-for-the-donkeys-5k-trail-run-2023>

(N)

CONCESSION #4

Centre Line

32'  
11.28 metres

wooden split rail fence

DSC Sign  
36" X 24"  
mounted on 2 wooden posts

DSC ENTRY Lane

The Donkey Sanctuary  
of  
Canada (DSC)



## **REPORT ADM-2023-039**

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TO: Mayor and Members of Council

PREPARED BY: Courtenay Hoytfox, Municipal Clerk (Interim CAO)

PRESENTED BY: Courtenay Hoytfox, Municipal Clerk (Interim CAO)  
Mike Fowler / Director of Public Works, Parks and Facilities  
GM BluePlan Engineering

MEETING DATE: August 16, 2023

SUBJECT: Township of Puslinch Roads Management Plan

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### **RECOMMENDATIONS**

**That Report ADM-2023-039 regarding the Township of Puslinch Road Management Plan be received for information; and**

**That the Township of Puslinch Road Management Plan be used as a key tool regarding:**

- 1. maintaining and operating the Township's road network;**
- 2. budgeting for the Township's road network;**
- 3. responding to concerns and requests regarding the Township's road network; and**

**That staff incorporate Council's final comments into the third draft to be presented at the September 6, 2023 Council meeting.**

### **Purpose**

The purpose of this report is to provide Council with the most recent draft of the Township of Puslinch Road Management Plan (RMP) prepared by GM BluePlan. The RMP is prepared in response to direction received from Council to develop a standardized document to deal with concerns and requests received regarding the Township's road network and to provide evaluations and recommendations necessary for appropriate budgeting into the future.

### **Discussion**

It is important to establish, consistent, and defined methods to adequately operate and maintain the Township's road network. This a very complex undertaking which strives to meet and balance the community's needs while also complying with the applicable legislation. It is



essential to provide a safe road network, minimize risk and liability, and to appropriately finance the necessary works.

The Township of Puslinch, like most municipalities receives requests for changes in services levels and operating practices. It is important to have a well defined process to assess these requests based on consistent criteria focussed on engineering principles, best municipal practices and safety, in a fiscally responsible manner.

The Township of Puslinch Road Management Plan provides the necessary tools and guidance based on current applicable factors to manage the Township's current road network and to adequately plan for the future, and to address requests for changes in service levels.

This report represents a considerable amount of work undertaken by staff and a team of experienced municipal road professionals at GM Blueplan. The first draft of the RMP was presented to Council in October 2022. At that meeting, Council provided the following direction to staff:

**That Report ADM-2022-055 regarding the Township of Puslinch Road Management Plan be received for information; and**

**That the presentation by Robert Gallivan of GM BluePlan be received for information; and**

**That Council request that a second draft of the Township of Puslinch Road Management Plan be prepared incorporating Council's comments and recommendations; and**

**That Council direct staff to seek public input on the second draft utilizing Engage Puslinch and the other engagement tools available.**

Staff have tracked and included a comment matrix including all comments received from 2018-2022 in the RMP document. Draft responses are included in the matrix for consideration. Staff recommend that responses be provided to the residents once the RMP is approved and a formal tracking database is developed. The RMP was included on Engage Puslinch for an open comment period from May 5, 2023 to June 12, 2023. All comments submitted through the open comment period have been included in this draft. Staff communicated the RMP and open comment period to the public in the following ways:

Facebook & Twitter: May 11th

Facebook & Twitter: May 24th

Facebook & Twitter: June 6th

Website Banner May 5th to June 12th

Physical Poster: May 5th to June 12th Municipal Office & Library

GM Blueplan and staff have reviewed public comments and Council feedback including the most recent feedback from the July 12, 2023 Council meeting as follows:

- Can edge lines be added to narrow the roads to help with traffic calming?
- Can speed bumps be added in rural areas?
- Can solar powered speed signs be installed?
- Should the speed limit within the Township be lowered to 60 km/h or less?

GM BluePlan will present a summary of the revisions and outline the many components of the Plan for Council. GM BluePlan and staff will be available to respond to questions Council may have.

#### Next Steps:

The Grant Agreement from the Federation of Canadian Municipalities indicates that costs are eligible from January 5, 2022 to September 30, 2023. Therefore, staff suggest that Council provide final comments on the draft RMP to be incorporated and presented back to Council at the September 6, 2023 meeting.

Once the RMP is endorsed by Council, staff recommend that it be added to the 'Local Roads & Sidewalks' page on the Township website <https://puslinch.ca/for-residents/utilities-services/local-roads-sidewalks/> Staff also suggest that the web page include OPP contact information for reporting speeding on Township and County roads.

Staff will develop a formal tracking database in order to track requests and responses. As outlined in the RMP, any request that results in a recommended action will be included in a staff report to Council in accordance with the annual budget process.

#### **Financial Implications**

Any budget implications associated with the approved RMP will be incorporated in the proposed 2024 capital budget and forecast and the 2024 operating budget.

#### **Applicable Legislation and Requirements**

As outlined in the Township of Puslinch Road Management Plan.

#### **Engagement Opportunities**

Social Media Engagement; Township Website; Media Release.

#### **Attachments**

Schedule "A" Township of Puslinch Road Management Plan.

Respectfully submitted,

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**Courtenay Hoytfox**  
**Municipal Clerk (Interim CAO)**

Prepared By:



in association with:



# Township of Puslinch

## Roads Management Plan

**GMBP File: 121149**

**August 8, 2023**



TOWNSHIP OF  
**PUSLINCH**  
EST 1850

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## **REVISION HISTORY**

Revision	Date	Description	Revised by
1	August 26, 2022	Draft Submission	RG, GC
2	October 7, 2022	Draft Submission	RG, GC
3	October 12, 2022	Final Submission	RG, GC
4	November 4, 2022	Revised Final Submission per Council Comments	RG, GC
5	August 8, 2023	Added Process for Requesting Conversion to Hard-surface Road (Section 4.9), revised Capital Program costs based on recent local tender pricing, added Public Engagement (Section 9)	RG, GC

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**TOWNSHIP OF PUSLINCH**  
**ROADS MANAGEMENT PLAN**

**GMBP FILE: 121149**

**AUGUST 8, 2023**

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## **1 INTRODUCTION AND APPROACH**

### **1.1 INTRODUCTION**

The Township of Puslinch (Township) retained GM BluePlan Engineering Limited (GMBP) to prepare a Roads Management Plan in response to a high-priority need identified by the Council of the Township of Puslinch. The purpose of this Plan is to:

- Allow the Township to appropriately plan and undertake maintenance on the Township's road network as well as to plan and prioritize the appropriate capital work.
- Establish criteria and steps to follow for responding to service requests or service upgrades relating to the Township's road network (e.g., paving, sidewalks, street lights, changes to speed limits).
- Identify road rehabilitation needs to assist the Township in developing a realistic annual capital budget to provide an adequate service level.
- Assist the Township in formalizing an ongoing road maintenance operation and to facilitate proactive planning for future operations, replacements, and upgrades.

This Plan has been developed into a single document consisting of current practices and proposed practices to fit the local conditions.

### **1.2 SCOPE OF WORK**

The scope of work associated with this assignment includes the following:

- Updating of the Township existing inventory and pertinent attributes that are key to the analysis and scope of this assignment.
- Pavement and gravel road condition assessments for the entire network.
- Recommendations for design standards for existing and proposed roads and a preliminary design checklist for new roads and rehabilitation road projects.
- Updated traffic counts for 28 mid-block locations and growth projections.
- Review of the existing services and updates based on the review of current best practices, amendments to the Minimum Maintenance Standards (MMS, O.Reg. 366/18) and Township-identified specific local requirements.
- Development of road capital rehabilitation needs including timing, improvement type and costs.
- Development of recommendations for traffic calming, speed control and truck routes.

### 1.3 POLICY, REGULATIONS, AND STANDARDS

All recommendations put forward in this report are based on review and input from the following policies, regulations, standards and guidelines.

- Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11
- City of Hamilton, *City of Hamilton Truck Route Master Plan Study* (2010)
- Highway Traffic Act, R.S.O. 1990, c. H.8
- Institute of Transportation Engineers, *Subcommittee of Traffic Calming* (1997)
- Institute of Transportation Engineers, *Trip Generation Manual* (2021)
- Ministry of Transportation of Ontario, *Freight Supportive Guidelines* (2016)
- Ministry Transportation of Ontario (MTO), *Inventory Manual* (1991)
- Ministry of Transportation of Ontario, *SP 022 Manual for Condition Rating of Flexible Pavement Rating – Guidelines for Municipalities* (1989)
- Ministry of Transportation of Ontario, *SP 024 Manual for Condition Rating of Flexible Pavements* (2016)
- Ministry of Transportation of Ontario, *SP 025 Manual for Condition Rating of Gravel Surface Roads* (1989)
- Ministry of Transportation of Ontario, *Ontario Structure Inspection Manual* (2018)
- Ministry of Transportation of Ontario, *Ontario Traffic Manual Book 5: Regulatory Signs* (2021)
- O. Reg 239/02. & O. Reg. 366/18: *Minimum Maintenance Standards for Municipal Highways*
- O.Reg. 586/06: *Local Improvement Charges – Priority Lien Status*
- Ontario Provincial Standard Drawings (OPSD)
- Ontario Provincial Standard Specifications (OPSS)
- Ontario Trucking Association, *Local Truck Routes: A Guide for Municipal Officials* (2011)
- Township of Puslinch, *Municipal Development Standards* (2019) available at: <https://puslinch.ca/doing-business/planning-and-development/>
- Transportation Association of Canada, *Canadian Guidelines for Establishing Posted Speed Limits* (2009)
- Transportation Association of Canada, *Canadian Guide to Traffic Calming* (2016)
- Transportation Association of Canada (TAC), *Geometric Design Guide for Canadian Roads* (2017)
- Wellington County, *Official Plan* (1999)

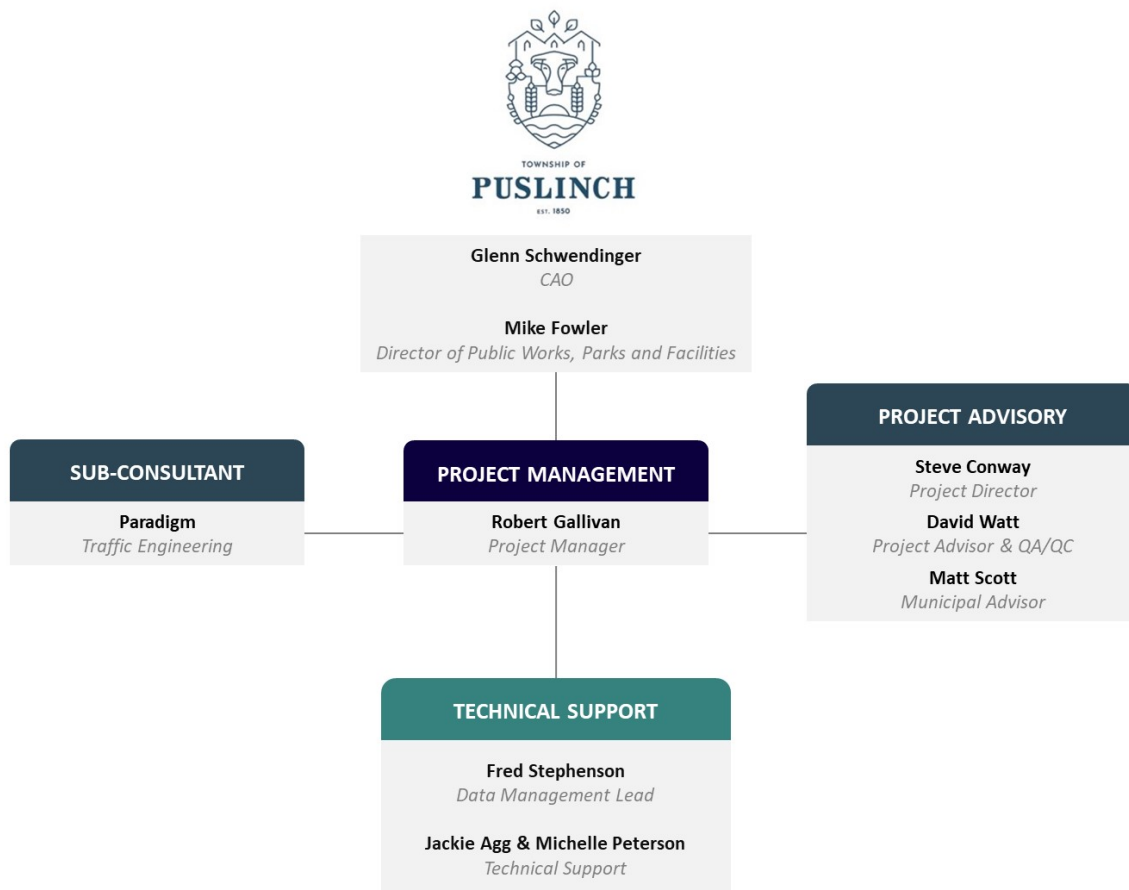


## 2 PROJECT TEAM

Sections 1-7 of this Plan were authored by GMBP. Section 8 of this Plan was authored by Paradigm Transportation Solutions Limited (Paradigm). Section 9 of this plan was authored jointly by GMBP and Paradigm.

Refer to **Figure 1** for the multidisciplinary project team that provided input during the preparation of this Plan to the Township of Puslinch

**Figure 1: Roads Management Plan Project Team**



### 3 ROAD CONDITION ASSESSMENT

#### 3.1 ROAD NETWORK INVENTORY

This study inventoried and assessed a total of 179.1 km of roadway within the Township. No considerations or allowances were made for 4.0 km of boundary roads. Prior to undertaking this assessment, the Township database inventory and pertinent attributes related to this assignment was updated to reflect current conditions. Note that centreline km differ from lane km (e.g., a typical Township road that is 1 centreline km long has 2 lane km of road).

The road network is comprised of hot mix asphalt and gravel road surfaces. Refer to **Table 1** for the distribution of surface type within the Township's road network.

**Table 1: Assessed Road Network Surface Type Distribution**

Surface Type	Centreline Kilometres	Percentage of Network
<b>Asphalt</b>	128.0	71.5%
<b>Gravel</b>	51.1	28.5%

The Township's road network is mostly rural in nature with sparse urbanized centres and residential neighbourhoods. These "Roadside Environments" are divided into three classes, Rural, Semi-Urban, and Urban. Rural Environment means roads that generally abut agricultural lands or open spaces such as forests, have relatively high posted speed limits and infrequent entrances, and typically have open drainage conveyance. Semi-Urban roads are those which are adjacent to or inside of built-up areas (residential or commercial development), but do not include curb & gutter or storm sewers. Urban Environment refers to roadways that are in an urban or built-up area, generally have low to moderate posted speeds and frequent entrances, may have features such as sidewalks and on-street parking, and generally include curb & gutter and storm sewers for conveying drainage. Refer to **Table 2** for the distribution of roadside environment within the Township's road network.

**Table 2: Road Network Roadside Environment Distribution**

Roadside Environment	Centreline Kilometres	Percentage of Network
<b>Rural</b>	164.2	91.7%
<b>Semi-Urban</b>	8.8	4.9%
<b>Urban</b>	6.0	3.4%

The Township's asphalt road network is comprised of both single-lift and double-lift asphalt wearing surfaces. Refer to **Appendix A** for a summary of the Township's road network inventory as well as road sections that are assumed to be double-lift roads for the purposes of this Plan.

#### 3.2 CONDITION EVALUATION

In April 2022, the condition of all Township roads was assessed by GMBP. The condition assessments were conducted in accordance with the procedures outlined in the following guidelines for evaluating the condition of municipal roadways:

- *SP 022 Manual for Condition Rating of Flexible Pavement Rating – Guidelines for Municipalities* for paved urban/residential roadways
- *SP 024 Manual for Condition Rating of Flexible Pavements* for paved rural/semi-urban roads
- *SP 025 Manual for Condition Rating of Gravel Surface Roads* for gravel roads

### 3.2.1 Distress Manifestation Index

Regardless of the road surface material or roadside environment, the condition evaluations are based on the type, severity (“how bad is it”) and density (“how much is there”) of specific pavement or gravel distresses.

A Distress Manifestation Index (DMI) is computed based on these parameters and represents the overall effect that each observed distress has on the condition of the roadway. The DMI is a 0-10 scale index whereby the higher the DMI number, the better the surface condition of the road. To compute the DMI, each distress was assigned a weighting factor based on the relative importance of the distress type and its impact on the potential deterioration of the roadway.

Refer to **Table 3** for a summary of the distresses for asphalt and gravel road surface types. Weight factors used in calculating the DMI are provided in parentheses after each distress.

**Table 3: Pavement Distresses (and Weight Factors)**

SP 022 Distresses (Urban/Residential Asphalt)	SP 024 Distresses (Rural/Semi Urban Asphalt)	SP 025 Distresses (Gravel)
Raveling (3.0)	Raveling (3.0)	Loose Gravel (3.0)
Flushing (1.5)	Flushing (1.5)	Dust (2.0)
Potholes (3.0)	Rippling and Shoving (1.0)	Potholes (1.0)
Pavement Edge Breaks (3.0)	Wheel Track Rutting (3.0)	Breakup (1.0)
Rippling and Shoving (1.0)	Distortion (3.0)	Washboard (1.0)
Wheel Track Rutting (3.0)	Longitudinal Wheel-track – Single or Multiple (1.5)	Rutting (1.0)
Distortion (3.0)	Longitudinal Wheel-track – Alligator (3.0)	Flat/Reverse Crown (3.0)
Patching/U-Cuts (1.0)	Centerline Cracking – Single or Multiple (0.5)	Distortion (2.0)
Longitudinal Cracking (1.0)	Centerline Cracking – Alligator (2.0)	
Transverse Cracking (1.0)	Pavement Edge – Single or Multiple (0.5)	
Pavement Edge Cracking (3.0)	Pavement Edge – Alligator (1.5)	
Map Cracking (1.0)	Transverse Cracking – Half, Full or Multiple (1.0)	
Alligator Cracking (3.0)	Transverse Cracking – Alligator Cracking (3.0)	
	Linear Meander or Mid-lane Cracking (1.0)	
	Random/Map Cracking (0.5)	

For asphalt roadways, distress severity and extent limits used in calculating the DMI are summarized in **Table 4**, as taken from SP 022 and SP 024.

**Table 4: SP 022 and SP 024 Asphalt Distress Severity and Extent Limits**

Rating	Severity	Extent (% Surface Area)	Rating
1	Very Slight	0 to 10	Occasional
2	Slight	10 to 20	Intermittent
3	Moderate	20 to 50	Frequent
4	Severe	50 to 80	Extensive
5	Very Severe	>80	Throughout

For gravel roadways, distress severity and extent limits used in calculating the DMI are summarized in **Table 5**.

**Table 5: SP 025 Gravel Distress Severity and Extent Limits**

Rating	Severity	Extent (% Surface Area)	Rating
1	Slight	0 to 20	Intermittent
2	Moderate	20 to 50	Frequent
3	Severe	50 to 100	Extensive

Using the above tables, the DMI is calculated based on the following formulas:

$$\text{SP 022 (Urban/Semi-urban, asphalt): } DMI = 10 \times \left[ 153 - \sum \frac{W_i \times (S_i + D_i)}{153} \right]$$

$$\text{SP 024 (Rural, asphalt): } DMI = 10 \times \left[ 208 - \sum \frac{W_i \times (S_i + D_i)}{208} \right]$$

$$\text{SP 025 (All gravel roads): } DMI = 10 \times \left[ 96 - \sum \frac{W_i \times (S_i + D_i)}{96} \right]$$

Where  $W_i$  is the weighting an individual distress,  $S_i$  is the severity the same distress, and  $D_i$  is the density of the same distress.

### 3.2.2 Ride Condition Rating

A Ride Condition Rating (RCR) was assigned to each road section based on the criteria summarized in **Table 6**, which are generally consistent across all guideline documents.

**Table 6: RCR Criteria**

RCR	Description	Criteria
8 – 10	Excellent	Very Smooth
6 – 8	Good	Smooth with a few bumps and depressions
4 – 6	Fair	Comfortable with intermittent bumps or depressions
2 – 4	Poor	Uncomfortable with frequent bumps or depressions. Unable to maintain speed at lower end of the scale
0 – 2	Very Poor	Very uncomfortable with constant jarring bumps or depressions. Unable to maintain posted speed and need to steer constantly to avoid bumps and depressions

For all roads surface types, the inspector assigned the RCR score based on their perception of the rideability of the road, which is generally accepted within the industry to be a subjective component of the rating process.

### 3.2.3 Pavement Condition Index

An overall Pavement Condition Index (PCI) was established for each road section by combining the DMI scores and RCR scores. The PCI formula is derived from MTO's "PAV-86-02 Pavement Condition Index (PCI) for Flexible Pavements" (1992). The PCI ranges from 0-100, where the lower the PCI score the worse overall condition of the roadway.

The following formulas were used based on the roadway surface type:

$$\begin{aligned} \text{Asphalt: } PCI &= 13.75 + (9 \times DMI) - \left( \frac{7.5 \times e^{[8.5 - RCR]}}{3.02} \right) \\ \text{Gravel: } PCI &= 12.75 + (9 \times DMI) - \left( \frac{5.5 \times e^{[9.94 - RCR]}}{3.46} \right) \end{aligned}$$

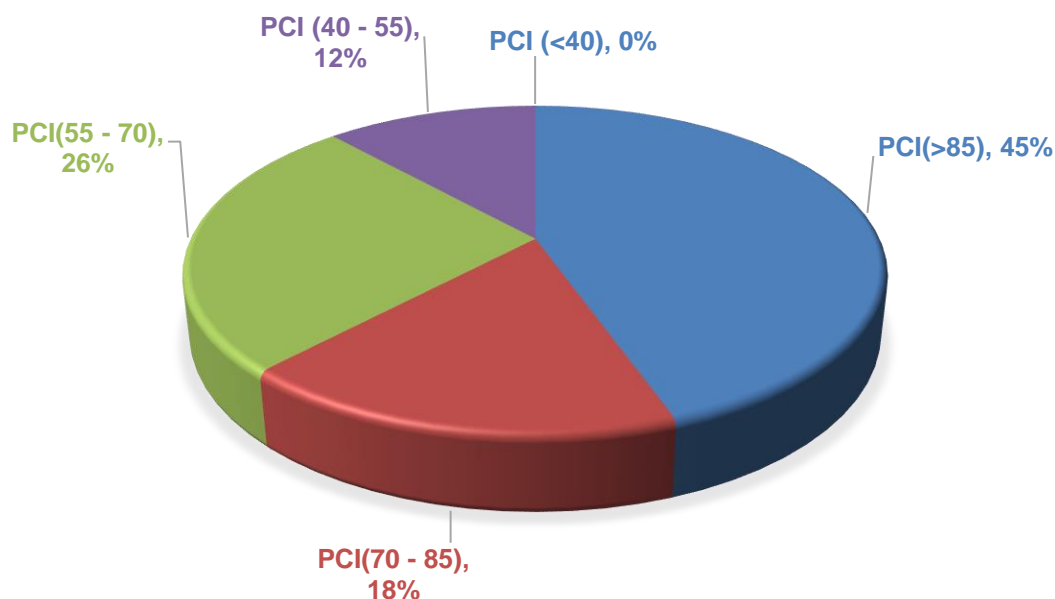
Where **DMI** is the Distress Manifestation index and **RCR** is the Ride Condition Rating.

Using the above PCI rating criteria and calculation methods, the Township's paved road network **average PCI** was determined to be approximately **77.3**, weighted by centerline length of road. Refer to **Table 7** and **Figure 2** for a summary of the distribution of roadway condition across the Township's paved road network. A map of the Township's asphalt road PCI ratings is provided in **Appendix A**.

**Table 7: Paved Road Network PCI Distribution (April 2022)**

Condition	PCI	Centerline Kilometres	% Paved Road Network
<b>Very Good</b>	>85	57.00	45%
<b>Good</b>	70-85	22.45	18%
<b>Fair</b>	55-70	33.51	26%
<b>Poor</b>	40 - 55	15.01	12%
<b>Very Poor</b>	< 40	0.0	0.0
	<b>Total</b>	127.97	

**Figure 2: Paved Road Network PCI Distribution (April 2022)**



The average PCI for the Township's gravel road network was determined to be approximately 65.0, weighted by centerline length of road. Refer to **Table 8** for a summary of the distribution of roadway condition across the Township's gravel road network. A map of the Township's gravel road PCI ratings is provided in **Appendix A**.

**Table 8: Gravel Road Network PCI Distribution (April 2022)**

Condition	PCI	Centerline Kilometres	% Gravel Road Network
<b>Good</b>	>75	14.18	28%
<b>Fair</b>	50-75	27.97	55%
<b>Poor</b>	<50	8.91	17%
	<b>Total</b>	51.06	

At the time of the inspection approximately 14.2 km or 28% of the gravel road network was considered in good condition with approximately 8.9 km or 17% of the network was considered in poor condition.

Refer to **Table 9** for gravel road sections with a PCI < 50, indicating that the road sections were assessed to be in Poor condition at the time of the inspection in April 2022, which may indicate recurring spring thaw issues in these areas or other problematic drainage or road base/subbase issues.

**Table 9: Gravel Road Sections with PCI < 50 (April 2022)**

Asset ID	Road Name	From Road	To Road	Length (km)	PCI
64	Maltby Road East	Concession 11	Nassagaweya-Puslinch Townline	0.31	22.0
114	Concession 7	Calfass Road	Concession 2A	1.62	35.7
43	Sideroad 17	Nassagaweya-Puslinch Townline	Concession 11	0.38	39.6
112	Sideroad 25 North	Concession 7	End	0.57	42.9
105	Sideroad 20 South	Concession 1	Concession 2	2.09	45.1
64	Maltby Road East	Watson Road South	Concession 11	2.07	46.0
91	Sideroad 10 South	Gore Road	Concession 1	1.88	46.0
			<b>Total</b>	<b>8.92</b>	

It must be noted that the gravel road condition assessments were done just after spring thaw and during gravel road grading operations. As a result, these findings may not be representative of the Township's gravel roads throughout the year. Condition ratings completed at different times of the year can greatly vary. It is generally accepted that gravel road conditions after the spring thaw would be markedly improved, with the possible exception of known issues of subbase and drainage deficiencies.

**For comparison purposes**, a small subset of gravel roads with low PCI scores in the spring was undertaken in September of 2022. As can be seen in **Table 10**, the PCI of these gravel roads improved significantly due to completion of spring and summer maintenance activities.

**Table 10: Gravel Road Sections PCI Comparison (September 2022)**

Asset ID	Road Name	From Road	To Road	PCI (April 2022)	PCI (Sept 2022)
64	Maltby Road East	Concession 11	Nassagaweya-Puslinch Townline	22.0	80.1
64	Maltby Road East	Watson Road South	Concession 11	46.0	76.9
95	Sideroad 10 North	County Road 34	Concession 4	56.6	80.7
43	Sideroad 17	Nassagaweya-Puslinch Townline	Concession 11	39.6	80.1
105	Sideroad 20 South	Concession 1	Concession 2	45.1	75.9
112	Sideroad 25 North	Concession 7	End	42.9	84.0

## 4 ROAD DESIGN STANDARDS

### 4.1 BACKGROUND INFORMATION

The Township maintains an inventory of urban and rural roads for residential, commercial, industrial and agricultural use. These roads are generally either asphalt or gravel, though we understand that some boundary roads have a bituminous surface treatment (“tar-and-chip”) wearing surface, but these roads are typically maintained by the adjacent municipality with the Township only providing financial contributions.

Since 2011, GMBP has assisted the Township in executing their annual asphalt program, mainly with preparing bidding documents and administering construction. The program laid out by the Township has typically included the following scope of work:

- Small-diameter culvert replacements (typically 900 mm diameter or less)
- Pulverizing the existing road surface, or removal of the road surface where an increase in road elevation cannot be accommodated
- Re-grading the pulverized/gravel surface to provide a minimum 2% cross-fall
- For rural and urban residential roads that do not require truck traffic considerations:
  - Single lift of HL 4 Surface Course asphalt at a thickness of approximately 50 mm for a paved width of 7 m (3.5 m wide lanes)
  - Minimum 0.5 m wide granular shoulders (thickness to match asphalt thickness)
- For rural and urban roads that require truck traffic considerations:
  - Single lift of HL 8 Binder Course asphalt at a thickness of approximately 50 mm and single lift of HL 4 Surface Course asphalt at a thickness of approximately 50 mm for a paved width of 7 m to 8.5 m (3.5 m to 4.25 m wide lanes), depending on available platform
  - Minimum 0.5 m wide granular shoulders (thickness to match asphalt thickness), with preference given to shoulders at least 1.0 m wide on busier truck routes

The following additional improvements have been applied on a case-by-case basis where budget permits:

- Rip-rap ditching along steep slopes susceptible to erosion
- Paved shoulders on steep slopes
- Concrete curb and gutter around curves on steep slopes
- Paved shoulders on inside radii of curves
- Increased asphalt depth to minimum 60 mm thickness (single lift asphalt roads)

Through the Roads Management Plan, the Township has requested that standards be developed for existing and proposed roads, preliminary design checklists be developed for existing and proposed roads, and discussion of various re-surfacing methods be evaluated to develop a road management strategy for gravel roads.

### 4.2 DESIGN STANDARDS FOR PROPOSED ROADS

Proposed (new) roads are generally anticipated to be required as part of a new development, and therefore, would be expected to be designed by the developer’s engineer and reviewed by the Township. Design of these roads shall follow the recommendations contained within the Township’s *Municipal Development Standards*, Section 3.0 Roads.

These standards reference Ontario Provincial Standard Specifications (OPSS), Ontario Provincial Standard Drawings (OPSD), and the *Geometric Design Guide for Canadian Roads*.

For new roads that are designed by the Township, design shall follow the Township’s *Municipal Development Standards*.



### 4.3 DESIGN STANDARDS FOR EXISTING ROADS

It is our experience that existing road networks often cannot meet the requirements of development standards for proposed (new) roads, as they were constructed during time periods when their use was much different than current demands. Therefore, following the Township's *Municipal Development Standards* may not be practical when assessing capital needs for the existing road network.

We do not believe that the Township has specific standards for its existing road network, and we don't believe that many local municipalities have their own standards. We estimate that most adjacent municipalities rely heavily on the *Inventory Manual*, OPSS, OPD and the *Geometric Design Guide for Canadian Roads*, and recommend a similar approach for the Township.

Before completing capital works on existing roads, specific locations with known issues should be investigated through additional engineering review (e.g., topographic survey, geotechnical investigation). Issues that may trigger review would include, but not be limited to, the following:

- Premature failure of wearing surface (extensive cracking, rutting, etc.)
- Sight line issues at driveways/intersections
- History of accidents or collisions
- Change in road use due to development or change in public driving habits or increased traffic volumes
- Drainage concerns

We estimate that applying the Township's Typical Rural Cross-Section (STD-102) of the *Municipal Development Standards* will not be possible on the majority of the Township's existing road network due to factors such as inadequate Right-of-Way width, existing topography and budget. Therefore, we suggest that the Township consult road cross-section geometry as provided in the *Inventory Manual* for the following:

- Surface width following Table 85R for Rural Sections or Table 93R for Minimum Tolerable Surface Width for Rural Sections
- Shoulder width following Table 84R for Rural Sections
- Road Classifications per Item 33 for Rural Sections
- Road Design Standards per Table F-1 for Rural Roads

Excerpts from the *Inventory Manual* are attached to this Plan in **Appendix B**. We recognize that the *Inventory Manual* is a relatively dated publication; however, it is still generally accepted as one of the prevailing guidance documents for geometric road criteria for Ontario municipalities.

The majority of the Township's Roads are estimated to fall between a Road Class of 100 to 500 as defined by the *Inventory Manual*. The minimum acceptable dimensions for a road platform and road construction within the manual for these road classes would be:

- 5.0 m to 6.0 m road surface width (3.0 m lanes)
- 0.5 m to 2.5 m wide shoulders
- Overall platform width of 6.0 m to 8.5 m
- Road construction:
- Gravel surface for roads up to Class 200, double surface treatment for roads up to Class 300, 50 mm hot mix asphalt for roads up to Class 500
- 150 mm Granular 'A'
- 300 mm Granular 'B' for roads up to Class 300, 450 mm Granular 'B' for roads up to Class 500



Refer to **Appendix C** for a cross-section adapted from the Township's *Municipal Development Standards* for paving of existing roads. This is a suggested starting point to use when reviewing existing roads for resurfacing and reconstruction needs.

While the practice of surfacing a road with a single lift of asphalt at 50 mm depth is supported in the *Inventory Manual*, our opinion is that this is the minimum thickness that asphalt should be applied at for a single lift road. Issues have been observed when the specified thickness of 50 mm is not achieved in isolated sections due to construction tolerances, causing premature failure of these areas. For example, prior to paving a road the existing granular base is to be graded, typically to *Ontario Provincial Standards*. Ontario Provincial Standard – Municipal 314 allows for tolerances of up to 30 mm in finished granular courses from specified grade. To mitigate risks of paving at thicknesses below 50 mm, we have had success in the past of specifying a thickness of 60 mm for single lift roads.

## 4.4 ROAD SURFACING TYPES

### 4.4.1 Gravel Road Resurfacing

Fresh gravel is typically applied to gravel roads every 2-3 years to maintain performance of the road. In our research and discussion with other industry professionals, gravel is recommended to be added to the roads at a minimum thickness of three times the largest aggregate size (Granular 'M' has 19 mm aggregate  $\times 3 = 57$  mm), though a ratio of 3.5 – 4.0 times the largest aggregate size is ideal.

For a 1 km section of road with a platform width of 8.0 m, applying Granular 'M' at a minimum thickness of 57 mm is estimated to cost approximately \$15,000-\$20,000 + HST. This cost accounts for supply of the granular material and grading time by Township staff to grade and compact the supplied material to the appropriate cross-fall. This does not account for any associated improvements such as ditching, road widening, culvert replacements, subbase improvements, etc., nor does it account for any engineering or construction administration. Costs are based on 2022 pricing.

Note that a platform width of 8.0 m was assumed for this analysis to be consistent with other non-truck route surfacing options. To our knowledge, the majority of the Township's gravel roads have an estimated platform width of 6.0 – 7.0 m.

Additional Granular 'M' would need to be added to the road surface every 2-3 years in perpetuity. The Township currently places Granular 'M' on its roads every two years at an estimate thickness of approximately 25-50 mm (based on budget and the length of the Township's gravel road network). If the thickness were increased to the recommended 3.5-4.0 times the largest aggregate size, we believe it may be possible to increase the frequency of additional granular material to every three years.

We understand that the Township switched from Granular 'A' to Granular 'M' in approximately 2019, and has subjectively noted an improvement in the consistency of material and performance of its gravel roads.

The Township's 2022 budget for resurfacing half of its gravel road network was approximately \$80,000.

### 4.4.2 Surface Treatment

The process of surface treating roads is an iterative process. The general methodology for hard-surfacing and maintaining a surface treated road is as follows:

- When first surface treating a road, a double-lift of surface treatment is applied to the granular base.
- In the year immediately following the first double-lift application, a single-lift of surface treatment is applied.

- Every 5-7 years following the third application layer, asphalt padding is used to mitigate wheel-track rutting and potholes prior to another single-lift of surface treatment being applied.
- After each application, sweeping of loose stones and cleaning stones from ditches is often required.

Due to the thin application of surface treatment lifts, shouldering is not completed. Instead, the surface treatment is generally extended to the top of the road platform.

For a 1 km section of road with a platform width of 8.0 m, applying the double lift of surface treatment in year 1 would cost approximately \$85,000-\$90,000 + HST. A single lift of surface treatment in year 2 would cost approximately \$45,000-\$50,000 + HST. At year 8, asphalt padding and another single lift of surface treatment would be applied at a cost of approximately \$55,000-\$60,000 + HST. As the Township does not have any previous surface treatment pricing, so estimates in this section have been based on tenders in adjacent municipalities between 2019 and 2022.

Note that a platform width of 8.0 m was assumed for this analysis to be consistent with other non-truck route surfacing options.

These costs account for pulverizing, grading and compacting the existing road base in year 1 as well as the application of small amounts of Granular 'A' for grading purposes to allow the road to receive the initial double lift of surface treatment. We do not believe it is typical practice in other municipalities to pulverize the existing road, especially when the existing road is a gravel road; however, in discussion with Township staff and to be consistent with asphalt surfacing options, a pulverizing item has been considered.

These costs do not account for any associated improvements such as ditching, road widening, culvert replacements, subbase improvements, etc., nor do they account for any engineering or construction administration.

We note that requirement for regular additional lifts of surface treatment needs to be considered as part of any lifecycle costing, and not just the initial investment.

#### 4.4.3 Asphalt Wearing Surface (No Truck Traffic Considerations)

We believe the typical practice for paving typical rural asphalt roads without special consideration for truck traffic would include pulverizing the existing road surface, applying amounts of Granular 'A' to assist with grading and provide minor profile / cross-fall corrections, paving the asphalt wearing surface to the desired width and thickness, then completing shouldering.

A 1 km section of road with a paved width of 7.0 m and 0.5 m wide shoulders, providing a 50 mm thick HL 4 Surface Course (current Township practice) is estimated to cost approximately \$110,000-\$115,000 + HST.

For comparison purposes only, a 1 km section of road with a paved width of 7.0 m and 0.5 m wide shoulders, providing a 60 mm thick HL 8 Binder Course and 35 mm thick HL 3 Surface Course (asphalt thickness matching the Township's *Municipal Development Standards*) is estimated to cost approximately \$170,000-\$175,000 + HST.

Also for comparison purposes only, increasing the thickness of a single lift road from 50 mm to 60 mm is estimated to increase the overall cost of a 1 km section of road with a paved width of 7.0 m and 0.5 m wide shoulders by approximately \$7,000 + HST.

These costs do not account for any associated improvements such as ditching, road widening, culvert replacements, subbase improvements, etc., nor do they account for any engineering or construction administration. Costs are based on 2022 pricing.

Historically, the Township's single lift asphalt roads have had a service life between 15-20 years, depending on quality of subbase materials. Typically, opportunities have been minimal for the Township to complete additional capital investments to extend the service life of the roads (e.g., crack sealing, overlays, slurry seal, etc.) as the failure mechanisms tend to be "bottom-up" resulting from inadequate drainage and inadequate subbase strength.

We anticipate that increasing the asphalt thickness to 95 mm would provide greater opportunities for maintenance activities to be utilized for extending the service life of its asphalt road network. However, geotechnical investigations should be completed as part of the design process to confirm recommended asphalt thicknesses.

#### 4.4.4 Asphalt Wearing Surface (Truck Traffic Considerations)

We believe the typical practice for paving typical rural and industrial roads that have significant truck traffic roads would be similar to that for asphalt roads without considerations for truck traffic, but the platform width would be increased as well as the asphalt and granular thicknesses. In our opinion, truck traffic considerations need to be made with the percentage of truck traffic is more than 10% of the total traffic volume.

A 1 km section of road with a paved width of 7.5 m and 1.0 m wide shoulders, providing a 50 mm thick HL 8 Binder Course and 50 mm thick HL 4 Surface Course (current Township practice) is estimated to cost approximately \$200,000-\$205,000 + HST.

For comparison purposes only, a 1 km section of road with a paved width of 7.5 m and 1.0 m wide shoulders, providing a 60 mm thick HL 8 Binder Course and 50 mm thick HL 4 Surface Course (asphalt thickness matching the Township's *Municipal Development Standards*) is estimated to cost approximately \$220,000-\$225,000 + HST.

These costs do not account for any associated improvements such as ditching, road widening, culvert replacements, subbase improvements, etc., nor do they account for any engineering or construction administration. Costs are based on 2022 pricing.

We anticipate that double lift roads would be able to provide a service life between 15-20 years if left unmaintained, depending on quality of subbase materials; however, this would be anticipated to allow for maintenance activities such as crack sealing, overlays, and slurry seals to prolong the service life to beyond 20 years, if they were appropriately timed and proper drainage and subbase materials were present.

#### 4.4.5 Summary of Road Surfacing Types

Provided below in **Table 11** is a summary of the road surfacing types discussed, as well as their suggested implementation triggers as outlined in the *Inventory Manual*.

**Table 11: Road Surfacing Types Summary**

Surface	Initial Capital Investment (per km)*	Anticipated Future Capital Investments	Suggested Implementation Triggers
<b>Gravel</b>	\$15,000-\$20,000	\$15,000-\$20,000 every 2-3 years	<ul style="list-style-type: none"> <li>• Dead end roads</li> <li>• &lt;200 AADT</li> <li>• No truck traffic</li> </ul>
<b>Surface Treatment</b>	\$130,000-\$140,000 (years 1 & 2)	\$55,000-\$60,000 every 7 years	<ul style="list-style-type: none"> <li>• &gt;200 &amp; &lt;400 AADT</li> <li>• No truck traffic</li> </ul>
<b>Asphalt Road (No Truck Traffic Considerations)</b>	\$110,000-\$175,000**	\$5,000-\$10,000 for crack sealing or other maintenance activities, every 5-10 years	<ul style="list-style-type: none"> <li>• &gt;200 AADT</li> <li>• Minimal truck traffic</li> </ul>

Surface	Initial Capital Investment (per km)*	Anticipated Future Capital Investments	Suggested Implementation Triggers
<b>Asphalt Road (Truck Traffic Considerations)</b>	\$200,000-\$225,000**	\$5,000-\$10,000 for crack sealing or other maintenance activities, every 5-10 years	<ul style="list-style-type: none"> <li>Where significant heavy truck traffic is permitted</li> </ul>

\*Costs normalized to a minimum 8 m wide platform for comparison purposes.

\*\*Ranges in cost reflect differences between current Township practices and those identified in the Township's *Municipal Development Standards* for applied asphalt thickness.

Refer to **Appendix D** for breakdowns of estimated costs presented in this table.

For all road surfacing options, it is important to distinguish that all roads, regardless of wearing surface, require adequate consideration for drainage and subbase strength. These considerations are not specifically dealt with in this section, as they are needs for any road surfacing option.

Cost estimates provided in this section are based on construction costs only (2022 pricing) for the **surfacing works only**. The cost estimates do not include drainage / subbase improvements, engineering, contingencies, permit approval fees, utility relocations, property acquisitions, etc., and **should not be used for budgetary purposes** without further considerations for all project-related costs. **These values do not correspond with the budgetary values presented in Section 7 of this Plan.**

## 4.5 ROAD IMPROVEMENT TYPES (INVENTORY MANUAL)

Improvement types that would be applicable to the Township's road network are described in the *Inventory Manual*, and summarized below:

- **Basic Resurfacing (code R1 or R2):** hot mix asphalt padding, addition of single or double lift hot mix asphalt, addition of granular material to raise shoulders to new edge of pavement.
- This option would generally be considered an "asphalt overlay".
- To be applicable, the existing asphalt surface would need to be generally in good condition with minimal rutting and cracking as well as adequate subbase construction and drainage.
- We believe this option would be most-applicable when there is a change in use or public driving habits on a section of road.
- **Pulverizing and Resurfacing (code PR1 or PR2):** pulverize existing road surface, addition of single or double lift hot mix asphalt, addition of granular material to raise shoulders to new edge of pavement.
- To be applicable, the existing road surface would need to have adequate subbase construction and drainage.
- This is the option that the Township generally employs on all its roads, with the application of additional Granular 'A' before paving to assist with grading, add material to the road base, and complete minor profile / crossfall adjustments.
- **Base and Surface (BS):** place granular base and surface material, minimal shouldering widening and ditching, addition of surface gravel / surface treatment / hot mix asphalt (depending on road class).
- To be applicable, the existing road surface would need to have adequate subbase construction and drainage.
- This describes the Township's maintenance of gravel roads, and preparation of existing asphalt roads that have been pulverized and will be re-paved.

The Township's practice of pulverizing and placing a minimum of 50 mm asphalt wearing surface is supported within the *Inventory Manual* as an acceptable asphalt thickness for roads with an Annual Average Daily Traffic (AADT) up to 1,999 vehicles (PR1 or PR2 above, supplemented with BS), notwithstanding road base, subbase and drainage conditions. Based on data provided by the Township and our recent involvement in the Township's

annual asphalt program, this practice has been allowing the Township to realize a service life of its asphalt roads averaging 19 years. In our opinion, a target service life for a township-level road would be approximately 15-22 years. Refer to **Appendix E** for a summary of road age data for recent asphalt program works.

For roads that have an AADT between 2,000 and 4,000 vehicles, a minimum 100 mm asphalt wearing surface is recommended, notwithstanding road base, subbase and drainage conditions. Township roads that currently meet this criteria that only have an asphalt thickness of approximately 50 mm include:

- Victoria Road South, Maltby Road East to Wellington County Road 36
- Watson Road South, Arkell Road to Maltby Road East
- Niska Road, Whitelaw Road to bridge

Note that AADT values for the road sections noted above have been assumed based on the traffic counts completed as part of this Plan; however, the traffic counts completed as part of this Plan do not constitute sufficient data for confirming the AADT. Additional studies for road sections identified as potential candidates may be required.

In reviewing adjacent municipal annual paving programs, we are aware of the following typical asphalt restoration thicknesses for typical rural road sections:

- Township of Woolwich: 60 mm HL 4 Binder Course, 50 mm HL 3 Surface Course (Source: RFT 2021-05 – 2021 Paving Program)
- Township of North Dumfries: 50 mm HL 4 Binder Course, 50 mm HL 3 Surface Course (Source: ND-RFT-EPW01-2022 – Road Resurfacing 2022)
- Township of Centre Wellington: 50 mm HL 4 Binder Course, 50 mm HL 4 Surface Course (Source: RFT 15-21 – Asphaltting of Various Roads, 2021)

This suggests that other lower-tier municipalities in Wellington County and Waterloo Region are moving towards a two-lift system for all paved rural roads. We estimate that contributing factors to these decisions could include geotechnical investigations / recommendations, anticipated changes in public driving habits, anticipated increased truck / farm vehicle traffic, and improved ability to utilize maintenance strategies on double lift roads (for example, crack sealing on single lift roads is generally less effective than on thicknesses less than 60 mm).

Cost implications from an initial capital investment standpoint are highlighted in **Section 4**. However, it is estimated that double lift roads would be able to withstand increased traffic volumes and provide more opportunities for maintenance activities. However, additional asphalt thickness should not be taken as a substitute for proper subbase construction and drainage.

## 4.6 ADDITIONAL ROAD IMPROVEMENT TYPES NOT CONSIDERED FOR TOWNSHIP

The following additional maintenance and improvement types were reviewed, and deemed not to be appropriate for the Township to implement on its own.

### 4.6.1 Microplaning or Micro Milling

Microplaning is the process of milling an asphalt surface using a specialty milling machine with more teeth on the milling drum than a standard milling machine drum. This allows for removal of the surface asphalt at thinner depths than a standard milling machine. It can be used to address profile deficiencies in the road surface to create a smoother ride. It can also be used to prepare a surface for application of a thin overlay.

Microplaning can be used as a maintenance practice to address the ride quality of existing road surfaces; however, it is not intended to appreciably extend the life of a road surface.



Due to the class of roads maintained by the Township, we do not believe that Microplaning is a viable maintenance practice for the Township.

#### 4.6.2 Asphalt Recycling

Asphalt recycling refers to the process of reusing material from the existing asphalt surface to form part of a new asphalt surface. There are many types of asphalt recycling distinguished by the milling depth, the process used to rejuvenate the asphalt and the materials used to reconstruct the road.

**Full depth reclamation (FDR)**, also known as pulverizing, is the process of uniformly pulverizing the full thickness of asphalt and a specified thickness of the upper portion of the granular road base. This process blends the pulverized asphalt aggregate with the granular road base to improve the strength and consistency. This is the process that the Township currently uses for rehabilitation of its paved roads as it is typically more cost effective than removing the asphalt. FDR is not suitable for roads that cannot accommodate an increase in road profile. When this is the case, asphalt removal is required.

**Cold In-Place Recycling (CIR)** is the process of cold milling the existing asphalt surface to a specified depth, screening the material to a desired aggregate distribution, mixing the aggregate with an asphalt binder and re-laying the mixture in one continuous operation. Roads that have a well drained and structurally adequate road base and subbase are ideal candidates for this process. Since the process is completed in the absence of heating, it reduces the energy required as compared to the process for hot mix asphalt. Asphalt laid as part of the CIR process is overlain by one or more lifts of hot mix asphalt or surface treatment.

**Hot In-Place Recycling (HIR)** is a similar process to CIR but involves heating the milled asphalt along with adding material to regain workability. HIR involves the milling, heating, scarify, stripping, mixing and repaving of the existing asphalt to remediate of the road surface. Asphalt additives such as binders and fine aggregate as well a surface layer may need to be incorporated to create a good quality driving surface.

CIR and FDR can be supplemented by Expanded Asphalt Stabilization to improve the strength of the existing road structure. We understand from conversations with adjacent municipalities that complete an Expanded Asphalt Stabilization program that there needs to be a long, continuous stretch of road to be resurfaced for this process to be cost effective. In our opinion, and based on discussions with adjacent municipalities, the Township would need to complete road resurfacing of a minimum of 6 km of continuous road for Expanded Asphalt Stabilization to begin to be cost-effective from a lifecycle perspective. As the Township's annual paving program generally consists of 4-8 km of road, and generally not continuous stretches, we do not believe that this is a viable resurfacing process for the Township. The same logic would apply to HIR.

#### 4.6.3 Slurry Seal

A slurry seal is a thin layer of asphalt placed over an existing surface that delays the appearance of surface defects caused by environmental factors (e.g., oxidization) by helping to seal any voids in the surface. This seal protects pavement by providing a new 1 mm to 6 mm driving surface. Slurry seals are a low-cost option to correct minor surface problems such as cracks and provide winter benefits such as reduced salt absorption and skid resistance. The new driving surface has characteristics similar to an HL 3 surface course and is only suitable for low volume roads. Fog seals can be used for high volume roads, as their composition differs in that it does not contain aggregate.

In our experience, the majority of asphalt defects that present themselves on the Township's road network are "bottom up" defects such as alligator cracking, tire rutting and edge cracking due to inadequate platform width. Therefore, we do not believe that slurry seals are a viable maintenance practice for the Township.

#### 4.6.4 Preservation Seal

A preservation seal can be added to new or used pavement to reduce life-cycle cost and environmental impact. The seal penetrates the pavement creating a more durable pavement by rebalancing the chemistry of oxidized asphalt to delay the aging process, which is estimated to add approximately 5-7 years of additional service life to the road. An example of a proprietary product used as a preservation seal is Reclamite.

The general practice is to place preservation seals in the same year as paving operations. Subsequent treatments are applied every seven years after the initial treatment.

In our experience, the majority of asphalt defects that present themselves on the Township's road network are "bottom up" defects such as alligator cracking, tire rutting and edge cracking due to inadequate platform width. Therefore, we do not believe that preservation seals are a viable maintenance practice for the Township.

#### 4.7 GRAVEL ROAD CONVERSIONS TO HARD-SURFACE

The Township has expressed interest in understanding the process of converting existing gravel roads to hard-surfaced roads, either with surface treatment or asphalt. The proposed approach to the Township for conversion of gravel roads is provided below, along with a flow chart attached to this Plan.

##### 4.7.1 Step 1: Desktop Evaluation for Improvement

The following criteria have been proposed for assessing the need to convert a gravel road to hard-surface for a given road segment:

- Is full regrading completed more than four times during each of two consecutive non-winter periods (May 1 to November 1)? If yes, criterion is met.
- Does the traffic volume (annual average daily traffic, AADT) exceed 200 vehicles? If yes, criterion is met.
- Is the road section isolated from the Public Works Yard? If yes, criterion is met.
- Is the road is connected to other paved roads? If yes, criterion is met.
- Is there future development planned on the road section that would affect the current use of the road (e.g., Upper-tier or Provincial Road Network expansions)? If no, criterion is met.
- Is there a high relative rural population density? If yes, criterion is met.

Relative prioritization between sections meeting the above criteria would be at the Township's discretion.

Refer to **Table 12** for the desktop evaluation completed by the project team. Note that AADT values have been assumed based on the traffic counts completed as part of this Plan; however, the traffic counts completed as part of this Plan do not constitute sufficient data for confirming the AADT. Additional studies for road sections identified as potential candidates may be required.

The proposed criteria above are based on similar programs implemented in other municipalities. If the Township has alternative or additional criteria specific to Puslinch that they would like to consider, staff and Council can review and implement these criteria, as appropriate.

Table 12: Desktop Evaluation of Gravel Roads

Asset ID	Street Name	From Street	To Street	# Times Re-graded May – November	ADT	Isolated from Township Yard	Paved Connection	Future Development	High Rural Population Density
211	Ann Street	County Road 36 (Badenoch Street)	dead end	<4	0-49	Y	Y	N	Y
200	Boyce Drive	County Road 46	dead end	<4	0-49	Y	Y	N	Y
27	Calfass Road	Concession 7	Victoria Street	<4	50-199	N	Y	Y	N
27B	Carter Road	Arkell Road (County Road 37)	Cooks Mill Road	<4	200-499	Y	Y	N	N
129	Concession 11	Little Road	Leslie Road East	<4	50-199	Y	N	N	N
142	Concession 11	Sideroad 17	County Road 36	<4	50-199	Y	Y	N	N
143	Concession 11	County Road 34	Sideroad 17	<4	50-199	Y	Y	N	N
144	Concession 11	Maltby Road East	County Road 34	<4	50-199	Y	Y	N	N
145	Concession 11	Hume Road	Maltby Road East	<4	50-199	Y	Y	N	N
146	Concession 2	Concession 2/2A	Concession 7	<4	0-49	N	Y	Y	N
113	Concession 7	Concession 1	Gore Road	>4	200-499	N	Y	N	N
118	Concession 7	County Road 34	pavement transition	<4	50-199	N	Y	Y	N
81	Cooks Mill Road	Carter Road	Bridge	<4	200-499	Y	Y	N	N
71	Farnham Road	Arkell Road (County Road 37)	Carter Road	<4	50-199	Y	Y	N	N
47	Gilmour Road	Victoria Road South	new subdivision	>4	200-499	N	Y	N	Y
53	Hammersley Road	County Road 46	dead end	<4	0-49	N	Y	N	N
157	Jones Baseline	Stone Road East	dead end	<4	0-49	Y	Y	N	N
31	Little Road	Nassagaweya-Puslinch Townline	County Road 36	<4	50-199	Y	Y	N	N
8	MacPherson's Lane	Puslinch-Flamborough Townline	Highway 6	<4	0-49	Y	Y	N	N
64	Maltby Road East	Watson Road South	Concession 11	<4	50-199	N	Y	N	N
65	Maltby Road East	Concession 11	Nassagaweya-Puslinch Townline	<4	50-199	N	Y	N	N
158	McLean Road East	Victoria Road South	dead end	<4	0-49	Y	Y	N	N
149	Nassagaweya-Puslinch Townline	Leslie Road East	Sideroad 10 Nassagaweya	<4	50-199	Y	N	N	N
150	Nassagaweya-Puslinch Townline	Leslie Road East	Little Road	<4	50-199	Y	N	N	N
152	Nassagaweya-Puslinch Townline	Sideroad 17	dead end	<4	50-199	Y	Y	N	N
103	Pioneer Trail	Laird Road West	Niska Road	<4	50-199	Y	Y	N	Y
98	Sideroad 10 North	County Road 34	Concession 4	<4	50-199	N	Y	Y	N
95B	Sideroad 10 North	Laird Road West	dead end	<4	0-49	Y	Y	N	N
91	Sideroad 10 South	Gore Road	Concession 1	<4	50-199	Y	Y	N	N
92	Sideroad 10 South	Concession 1	Concession 2	<4	200-499	Y	Y	N	N
93	Sideroad 10 South	Concession 2	Concession 2	<4	50-199	Y	Y	N	N
101	Sideroad 12 North	Concession 4	dead end	<4	0-49	Y	Y	N	N
100	Sideroad 12 North	Forestell Road	Concession 4	<4	50-199	N	Y	N	N
43	Sideroad 17	Nassagaweya-Puslinch Townline	Concession 11	<4	50-199	Y	Y	N	N
106	Sideroad 20 North	County Road 34	dead end	<4	0-49	N	Y	N	N
104	Sideroad 20 South	Gore Road	Concession 1	<4	50-199	Y	Y	N	N
105	Sideroad 20 South	Concession 1	Concession 2	<4	50-199	Y	Y	N	N
112	Sideroad 25 North	Concession 7	dead end	<4	50-199	N	Y	N	N
110	Sideroad 25 South	Concession 1	Gore Road	<4	50-199	Y	Y	N	N
111	Sideroad 25 South	Concession 2	Concession 1	<4	50-199	Y	Y	N	N
26	Small Rd/Leslie Rd E	Nassagaweya-Puslinch Townline	Concession 11	<4	50-199	Y	N	N	N



Based on **Table 12**, none of the road sections meet all the recommended criteria for further consideration to be converted to a hard-surfaced road; however, should the Township wish to proceed, the following road sections have the fewest criteria not met:

- Carter Road, Arkell Road (County Road 37) to Cooks Mill Road
- Cooks Mill Road, Carter Road to Bridge
- Concession 7, Concession 1 to Gore Road
- Gilmour Road, Victoria Road South to new subdivision
- Pioneer Trail, Laird Road West to Niska Road
- Sideroad 10 South, Concession 1 to Concession 2

In our opinion, all of the road sections identified above would require some level of upgrade prior to hard-surfacing. We anticipate that upgrades would include, but not be limited to, ditching, isolated full depth reconstruction, drainage improvements, platform widening and small diameter culvert replacements would be needed, at a minimum, for all road sections identified.

#### 4.7.2 Step 2: Field Review

Once the desktop review has been completed, field reviews should be completed on each road section to assess the following from a visual perspective:

- Condition of existing drainage (ditches, culverts, etc.)
- Existing platform / shoulder width
- Sightlines at intersections and driveways

As part of the field review, considerations should be given to additional studies, investigations or data collection that will be important for design of the road section including:

- Inspection of the gravel base confirming the road can support hard-surfacing
- Horizontal and vertical alignment of the existing road and associated speed limits
- Inspection of any culvert or bridge structures on the road section

Collection of this data may require expenditures by the Township to retain the services of qualified firms to complete the data collection, analysis and provide recommendations.

At this time, the Township should also complete additional investigations such as geotechnical investigations, legal surveys, utility daylighting, etc.

#### 4.7.3 Step 3: Design and Construction for Gravel Road Improvement (if required)

Once the necessary information has been collected as part of the field review, a preliminary scope of work should be prepared including an estimated construction cost estimate. This estimate should include the costs to prepare the existing road to receive hard-surfacing (e.g., road base upgrades, ditching, road widening, vertical/horizontal realignment, etc.) and associated works (e.g., mobilization, traffic control, bonding and insurance, contingencies, materials testing, etc.). The estimated construction cost estimate and engineering costs should be compared against the Township's available capital works budget to confirm that the project has the necessary allocation of funds.

This step involves taking an in-depth look at the performance of the existing road section. The Township should take this opportunity to assess whether the road meets current safety and geometric standards based on its road classification and determine whether to fully upgrade the road to meet the applicable standards or to accept the risk of maintaining the road in a substandard condition.

This step would not be required if the gravel road section being considered does not have any geometric or performance issues that would cause premature failure of hard-surfacing.

#### **4.7.4 Step 4: Desktop Evaluation for Hard-surfacing**

At the Township's discretion, there may be a desire to hard-surface roads that do not meet all the criteria of their Asset Management Plan. Provided that Steps 1 to 3 have been completed, and the Township has the approved funding to complete the project, we do not foresee a technical issue with the Township removing the AADT and/or number of times the road is maintained in non-winter periods criteria from consideration.

There may be sections of road that, upon completing the gravel road improvement, are functioning to a level that meets the Township's desired level of service. In these instances, the Township may elect to maintain the road as a gravel road surface. As such, budget would not be allocated to hard-surfacing of this section of road and it would be maintained as a gravel road.

#### **4.7.5 Step 5: Design and Construction for Hard-surfacing**

At this stage, the Township can evaluate the selected road surface for the appropriate hard-surfacing alternative. Factors such as cost, quality of road base, type of vehicle traffic, connectivity to other hard-surface roads and AADT can be contributing factors to this selection. This step is optional based on the evaluation in Step 4.

It is recommended to maintain road sections that have had road base and subbase improvements as a gravel road for at least one winter season to assess the performance of the improvement and make any necessary adjustments prior to hard-surfacing.

#### **4.7.6 Additional Considerations for Hard-surfacing Roads**

Upgrading existing gravel road sections and maintaining additional lengths of hard-surfaced roads should not come at the expense of maintaining the Township's current inventory of hard-surfaced roads. Therefore, it is suggested that this work would need to be completed in addition to the current annual capital program.

Historic costing for previous asphalt paving projects that included isolated improvements / reconstruction within the Township suggest that the increase to the per kilometre capital cost can be as much as 2.0-3.0 times more than the cost of hard-surfacing with a single lift of asphalt, alone. We recognize that this is based on limited data from projects within the Township, but it does provide evidence that isolated improvements / reconstruction work can add a substantial amount to the capital cost of a road surfacing project.

For conversion of existing gravel roads to hard-surfaced roads, refer to **Appendix F** a flow chart that the Township can use that outlines the entire recommended process for completing a gravel road conversion.

### **4.8 PLANNING CHECKLIST FOR CAPITAL ROAD PROJECTS**

To assist the Township with planning considerations for road surfacing and reconstruction projects, we have developed a planning checklist that can be used by the Township or an external consultant to document the planning process used for capital upgrade projects. Refer to **Appendix G** for the recommended checklist, which is intended to outline the following topics:

- Project Definition
- Background Review
- Existing Conditions
- Existing Geometry
- Structures and Drainage
- Utilities
- Construction Staging

- Anticipated Approvals/Permits
- Summary and Recommendations

The purpose of this checklist is to take a “snap-shot” look at a section of road that is scheduled for capital works in the next five years. The checklist is recommended to be completed within 2 years prior to planned works so that additional investigations, engineering and studies can be scoped and completed to inform the upcoming capital works and budgets can be adjusted accordingly.

Where projects are delayed, this checklist should be revised so that it has been updated within 2 years of the planned implementation.

## 4.9 REQUESTS FOR CONVERSIONS TO HARD-SURFACE

The following section addresses requests from property owners to have the roadway their property fronts onto upgraded from a gravel road to a hard-surface road, provided that it is a Township Road. Property owners that live on a Wellington County or Provincial Road would have to submit any requests related to those roadways to the corresponding level of government. This section does not cover requests related to traffic management (e.g., speed limits, traffic calming). Refer to **Section 8** of the report for more information on the process used for these requests.

Township property owners may submit a request to upgrade a road that their property fronts onto from a gravel wearing surface to an asphalt wearing surface. The following process is suggested for the Township's consideration to be further evaluated and enhanced for inclusion as a practice endorsed by Council. This process is based on our understanding of the *Local Improvement Charges – Priority Lien Status* legislature.

- A property owner submits a formal request in writing (e.g., signed letter or email) for a road upgrade (the “Request”) including the following information:
  - Identify the road that the upgrade is being requested on (include “to” and “from” limits along road).
  - State the nature of the requested upgrade (e.g., upgrade the existing gravel road on Sideroad ## between Concession ## and Concession ## to an asphalt wearing surface).
  - If multiple Requests are received for the same upgrade, the Township will only correspond directly with the property owner that submitted the initial Request until the review process has been completed.
- The Township evaluates the Request for completeness and responds to the property owner acknowledging the Request has been received, confirming any details, and identifying the next steps.
- The Township reviews the Request against established Township standards for the conversion of gravel roads to hard-surface (**Appendix F**) and/or other appropriate criteria (e.g., relevant design guidelines or standards). This may include additional review by an engineering consultant retained by the Township.
- The Township issues a formal response (e.g., signed letter or email) to the property owner(s) that submitted the Request summarizing the review, outcome(s) and next steps. A benchmark cost estimate will be provided within the formal response for preliminary budgeting purposes.
  - If the Request is deemed to meet the criteria for establishment of a Project, Township staff will inform the property owner(s) of the details of the improvement Project and prepare a report for Council consideration to include the Project within the Capital Program. Prioritization within the Capital Program will be based on available funding and relative priority to other projects already programmed for construction. Detailed design and tendering will be commenced based on the year that the Project is scheduled for construction. Should Council approve the report, the Capital Program will be updated accordingly. No further action on the part of the property owner(s) is required.

- If the Request does not meet the criteria, or Council does not approve the Project despite meeting the criteria, Township staff will inform the property owner(s) that the Request has been denied and will not be included within the Capital Program.
- For Requests that are denied, either at the staff level or by Council, property owner(s) may elect to submit a Petition under the *Local Improvement Charges – Priority Lien Status* legislation to complete the project as a Local Improvement. A sufficient Petition under this legislation must include signature in agreement from at least two-thirds of the property owners representing at least 50% of the value of lots liable to be assessed under the Request / Project. The value of lots is determined by the last returned assessment roll. As part of the Petition, property owners would be consenting to funding the entire project costs (including all costs incurred prior to commencement of construction) through special charges levied on their property tax, including financing options and costs. Property owners may choose to pay the entire lump sum or their assessed value or finance the amount over a specified repayment period as outlined in the by-law passed by Council.
- Once a sufficient Petition has been received, the Township will issue notice to all affected property owners including the estimated total cost of the upgrade, next steps in the process and requirements for submitting a Petition against undertaking the proposed work.
- If there is agreement by the property owners to proceed, the Township will retain an engineering consultant to proceed with engineering design and approvals. The Township will issue notices to affected property owners at milestones prescribed in the *Local Improvement Charges – Priority Lien Status* legislation providing updates on the process, updated cost estimates and timelines. If the property owner(s) request that the Project not proceed to construction, Township staff will request a Petition from the property owner(s) against the Project.
- If the Petition against the Project is sufficient, all Project costs incurred to the date of the Petition would be charged to the property owner(s) (e.g., engineering costs, administrative costs, etc.). A sufficient Petition against the Project requires signature in agreement from at least two-thirds of the property owners representing at least 50% of the value of lots liable to be assessed under the Project.
- Provided that a sufficient Petition against the Project is not received, Council will award the construction contract and the Township will assess properties to determine the final estimated charges per property. The total costs assessed to the property owner(s) will be in accordance with the *Local Improvement Charges – Priority Lien Status* legislation.
- Council will pass a Local Improvement by-law for the purposes of levying special charges to the assessed properties.
- Upon completion of construction, the Township will issue notice to the property owner(s) confirming the final charges to be assessed.
- Property owner(s) will pay their assessed charge through property tax over the stipulated horizon, including financing costs. The recommended period for projects covered under this practice is 10 years.
- The Township will not entertain new requests for upgrades to a road that has been reviewed for a similar request and denied within the previous three years, subject to no major changes in land use or planning in the immediate vicinity of the Township Road.

Should Council consider this practice, the next steps would involve the development of a program that may include a by-law, financing options, Petition form, user guide and relevant background information for Council approval.

## 5 TRAFFIC COUNT COLLECTION & GROWTH PROJECTION

Traffic counts were collected at 28 locations across the Township. These traffic counts were used to update the traffic data for road segments in the vicinity of the count locations. Given the limited number of traffic count locations, and the age of historical counts, only an estimate of traffic count ranges could be assumed on the majority of the road segments. This process involved a general review of probable traffic flows between adjacent road segments and County roads, as well as input from Township staff. Ten year forecasted traffic counts were calculated for all road segments using a 0.5 %annual growth rate on most of the Township roads. A 2% annual growth rate was applied to segments of Forestell Road, Laird Road West, Roszell Road, Victoria Road South and Watson Road South based on feedback from Township staff. **Appendix H** lists the current traffic counts and 10 year forecasted traffic counts.

**Table 13** below provides a breakdown of the road network by 2022 traffic ranges

**Table 13: Traffic Volume (ADT) Distribution across Road Network**

Traffic Volume (ADT)	Centreline Kilometres	Percentage of Network
0 - 49	5.4	3.0%
50 - 199	48.3	27.0%
200 - 499	42.7	23.9%
500 - 999	26.5	14.8%
1000 - 1999	37.1	20.7%
2000 - 2999	12.5	7.0%
3000 - 3999	4.5	2.5%
4000 - 4999	2.1	1.2%

### 5.1 MAINTENANCE CLASS

The Maintenance Class of a roadway is set as per Section 1(4) of *Minimum Maintenance Standards for Municipal Highways*. Maintenance Class is determined by using a combination of the posted speed of a highway, and the Average Daily Traffic (ADT). The Maintenance Class helps to set the level of service offered by the Township, in accordance with the Regulations. The classification chart is illustrated in **Table 14**. Note that the classification chart provided in the *Minimum Maintenance Standards for Municipal Highways* does have higher daily traffic counts than what is shown in this table.

**Table 14: Classification of Road Maintenance Class (*Minimum Maintenance Standards for Municipal Highways*)**

Average Daily Traffic (vehicles)	91 - 100 km/h speed limit	81 - 90 km/h speed limit	71 - 80 km/h speed limit	61 - 70 km/h speed limit	51 - 60 km/h speed limit	41 - 50 km/h speed limit	1 - 40 km/h speed limit
4,000 - 4,999	1	2	3	3	3	4	4
3,000 - 3,999	1	2	3	3	3	4	4
2,000 - 2,999	1	2	3	3	4	5	5
1,000 - 1,999	1	3	3	3	4	5	5
500 - 999	1	3	4	4	4	5	5
200 - 499	1	3	4	4	5	5	6
50 - 199	1	3	4	5	5	6	6
0 - 49	1	3	6	6	6	6	6

When the classifications are applied to the known and estimated traffic volumes, and speed limits of the Township's roads, the distribution of Maintenance Classification is provided in **Table 15**.

**Table 15: Maintenance Class Distribution for Road Network**

Maintenance Class	Centreline Kilometres	Percentage of Network
<b>Class 3</b>	27.2	15.2%
<b>Class 4</b>	78.0	43.5%
<b>Class 5</b>	62.0	34.7%
<b>Class 6</b>	11.8	6.6%

**Appendix I** provides a map of all traffic count locations and estimated traffic ranges used in this analysis. Due to the MMS, the Township should look to review the speed limits and estimated counts in this report, and update traffic counts on a regular basis. Priority for additional traffic counts should be on roads where the current estimated traffic count is near the next Maintenance Class.

## 6 ROAD MAINTENANCE STRATEGY

The Township has identified the need for the activities identified within the current Roads Maintenance Budget to be reviewed and updated based on current best practices, amendments to the *Minimum Maintenance Standards for Municipal Highways* and Township identified specific unique local requirements. This review has led to the development of an updated set of recommendations for maintenance activities for the following asset groups:

- Hard surface and gravel roads and shoulders
- Storm drainage – catchbasins, storm sewers, ditches
- Sidewalks
- Bridges and culverts
- Signs & pavement markings
- Lighting

The maintenance activities identified within this document focus on ensuring that the Township roads continue to provide a safe environment for the travelling public. The maintenance activities defined are categorized by the following classifications:

- **Routine:** regular scheduled activities including crack sealing, patching, pothole filling, cleaning, grass cutting, debris management and landscape maintenance, cleaning bridge drainage
- **Regulatory:** *Minimum Maintenance Standards for Municipal Highways* inspections to identify safety & maintenance repairs
- **Winter Maintenance:** winter patrols, salting/brining, snow clearing
- **Storm Water Management:** watercourse maintenance/inspection

**Table 16** summarizes the recommended maintenance activities for each of the major asset types. It should be noted that Winter Maintenance & Road/Traffic Patrol & Inspection have been identified separately.

**Table 16: Maintenance Activities**

Asset Type / Major Activity	Asset Component	Maintenance Activity
<b>Roadway</b>	Roadway	Pothole Repair
<b>Roadway</b>	Roadway	Grading
<b>Roadway</b>	Roadway	Crack Sealing/Filling
<b>Roadway</b>	Shoulders	Repair
<b>Roadway</b>	Crash Attenuators	Safety Barrier Repair
<b>Roadway</b>	Sidewalks	Repair/Maintenance/Replacement
<b>Roadway</b>	Curbs	Repair/Maintenance



Asset Type / Major Activity	Asset Component	Maintenance Activity
Drainage	Catch Basins	Catch Basin Cleaning
Drainage	Catch Basins	Catch Basin Repairs
Drainage	Culverts	Culvert Cleaning
Drainage	Culverts	Culvert Repair/Replacement
Drainage	Inlets/Outlets	Inlet/Outlet Cleaning
Drainage	Pipes	Storm Sewer CCTV & Cleaning
Bridges & Structural Culverts	Bridges	Bridge Maintenance - Own Forces.
Bridges & Structural Culverts	Structural Culverts	Repair/Maintenance
Traffic	Signs & Supports	Sign Placement New
Traffic	Signs & Supports	Sign Repair or Replacement
Traffic	Delineators	Repair/Maintenance/Replacement
Traffic	Lighting	Street Lighting Lamp Replacement
Traffic	Pavement Markings	Centre and Edge Line
Traffic	Pavement Markings	Zone Painting (i.e. turn lanes, stop bars etc.)
Winter Control	Roadway	Anti-Icing - Activation
Winter Control	Roadway	Patrolling/Weather Monitoring
Winter Control	Roadway	Plowing - Activation
Vegetation/ Cleaning & Debris Management	Roadway	Grass and Weed Control Management and Debris Pickup
Vegetation/ Cleaning & Debris Management	Roadway	Sweeping
Vegetation/ Cleaning & Debris Management	Roadway	Tree Maintenance - General
Road Patrol & Inspection	Roadway	Road Patrol & Inspection
Road Patrol & Inspection	Traffic	Traffic Sign Patrol & Inspection

## 6.1 MAINTENANCE ACTIVITIES: OPERATIONAL PLAN

Details of the recommended maintenance activities and the associated schedules are set out below and a detailed summary of the maintenance activities are included in **Appendix J**. In addition to the activity description, the following classifications/drivers for each of the activities have been included:

- **In-house staff:** activity carried out by Township staff
- **Contracted Service:** activity carried out by contractors
- **Regulatory:** activity is identified in current regulations such as *Minimum Maintenance Standards for Municipal Highways*
- **Safety:** activity is required to maintain the safety of the roadway
- **Maintenance:** the activity is required for asset operation
- **Asset Preservation:** activity will contribute to the extension of the asset life by increasing the time between major interventions
- **Planned:** activity is part of an ongoing maintenance program and is budgeted and funded
- **Reactive:** activity will be completed as required when identified through complaints, inspections and/or road patrols
- **Closure Activity:** activity requires the closure of either a lane or the entire width of the road
- **Frequency:** how often will the activity be completed
- **Costs Recoverable:** the activity is typically associated with damage resulting from accidents and the costs are recoverable from insurance companies and/or individuals

The current version of the *Minimum Maintenance Standards for Municipal Highways* can be downloaded from the Ontario government website using the URL: <https://www.ontario.ca/laws/regulation/020239>.

## 6.1.1 Roadway

### POTHOLE REPAIR

**Description:**

Two types of repair procedures are available for pothole repair, semi-permanent repair and temporary repair. A semi-permanent repair is an effective patching method that results in long term durability of the repaired pothole and that of the surrounding distressed area which may often extend well beyond the location of the actual pothole. A temporary repair of a pothole and/or distressed area is conducted for restoring rideability and safety as quickly as possible; it is intended to prevent/restrict moisture from penetrating into the road base.

**Semi-permanent repair:**

Hot Mix Patching: means a single lift of hot mix surface course placed over short segments of distressed pavement (30 m in length or less) generally for improving strength, ride ability or safety. Hot mix patching is a permanent repair that includes grinding cleaning, application of a tack coat, and a single lift of hot mix asphalt.

**Temporary repairs:**

Installation and compaction of cold mix asphalt in potholes as part of ongoing routine maintenance in the winter. Installation and compaction of hot mix asphalt in potholes ongoing routine maintenance in the warmer months.

Procedures shall follow Pothole Patching Procedure (PW-OPS-RD-OP-01).

Reference *Minimum Maintenance Standards for Municipal Highways* Section 6.

<b>In-House Staff</b>	✓	<b>Contracted Service</b>	×
<b>Regulatory</b>	✓	<b>Safety</b>	✓
<b>Maintenance</b>	✓	<b>Asset Preservation</b>	✓
<b>Planned</b>	×	<b>Reactive</b>	✓
<b>Closure Activity</b>	×		
<b>Frequency</b>	Repair within 7 to 30 days on roadway. Repair within 14 to 60 days on shoulder for class 3 to 5 roads.	<b>Costs Recoverable</b>	×



### CRACK SEALING/FILLING

<b>Description:</b> Crack sealing involves placement of a variety of specialized materials or sealant products into working cracks using unique configurations. Working cracks are defined as those that experience significant horizontal movements, generally greater than 2.5 mm (0.1 in). The process consists of mechanically cutting a sealant reservoir of a desired shape at the working crack, cleaning and drying with hot compressed air, and filling the formed reservoir with the specified materials. Crack Filling involves cleaning and placement of materials into non-working cracks in the bituminous pavement surface. Reference <i>Minimum Maintenance Standards for Municipal Highways</i> section 8.			
<b>In-House Staff</b>	x	<b>Contracted Service</b>	x
<b>Regulatory</b>	✓	<b>Safety</b>	✓
<b>Maintenance</b>	✓	<b>Asset Preservation</b>	✓
<b>Planned</b>	x	<b>Reactive</b>	x
<b>Closure Activity</b>	x		
<b>Frequency</b>	* Repair within 60 to 180 days.	<b>Costs Recoverable</b>	x

\*This is currently not undertaken by the Township, but is being considered as an option for maximizing the service life of the paved roads.

### CRASH ATTENUATORS – SAFETY BARRIER REPAIR

<b>Description:</b> Remove/install/repair anchors, guide rail posts, guide wire, guide rails, compact fill material and all other pertinent devices.			
<b>In-House Staff</b>	✓	<b>Contracted Service</b>	✓
<b>Regulatory</b>	x	<b>Safety</b>	✓
<b>Maintenance</b>	✓	<b>Asset Preservation</b>	x
<b>Planned</b>	x	<b>Reactive</b>	✓
<b>Closure Activity</b>	x		
<b>Frequency</b>	As Required	<b>Costs Recoverable</b>	✓

### CURB REPAIR/MAINTENANCE

<b>Description:</b> Task includes on-site concrete preparation for repairs and repairing defects in concrete surfaces, using mortar or grout and trowel, and smoothing rough spots using chisel and abrasive stone.			
<b>In-House Staff</b>	x	<b>Contracted Service</b>	✓
<b>Regulatory</b>	x	<b>Safety</b>	x
<b>Maintenance</b>	✓	<b>Asset Preservation</b>	✓
<b>Planned</b>	x	<b>Reactive</b>	✓
<b>Closure Activity</b>	x		
<b>Frequency</b>	As Required	<b>Costs Recoverable</b>	x

## 6.1.2 Drainage

### CATCH BASIN CLEANING

<b>Description:</b> Removal and disposal of debris and sediment from catch basin chambers to maintain surface water flow into the storm sewers and the cleaning of catch basin leads are required.			
<b>In-House Staff</b>	x	<b>Contracted Service</b>	✓
<b>Regulatory</b>	x	<b>Safety</b>	x
<b>Maintenance</b>	✓	<b>Asset Preservation</b>	✓
<b>Planned</b>	✓	<b>Reactive</b>	✓
<b>Closure Activity</b>	x		
<b>Frequency</b>	Every 2 years	<b>Costs Recoverable</b>	x

### CATCH BASIN REPAIRS

<b>Description:</b> Replace damaged/fractured catch basin lids and repair of concrete deficiencies, to maintain the flow of surface water into the storm system.			
<b>In-House Staff</b>	x	<b>Contracted Service</b>	✓
<b>Regulatory</b>	x	<b>Safety</b>	✓
<b>Maintenance</b>	✓	<b>Asset Preservation</b>	✓
<b>Planned</b>	✓	<b>Reactive</b>	✓
<b>Closure Activity</b>	Lane		
<b>Frequency</b>	As Required	<b>Costs Recoverable</b>	x

### CULVERT CLEANING

<b>Description:</b> Remove sediment, leaves, and debris from culverts to maintain the flow of surface water into the storm system.			
<b>In-House Staff</b>	✓	<b>Contracted Service</b>	✓
<b>Regulatory</b>	x	<b>Safety</b>	x
<b>Maintenance</b>	✓	<b>Asset Preservation</b>	✓
<b>Planned*</b>	✓	<b>Reactive</b>	✓
<b>Closure Activity</b>	Lane		
<b>Frequency</b>	5 Years	<b>Costs Recoverable</b>	x

### CULVERT REPAIR/REPLACEMENT

<b>Description:</b> Repair defects or replace culverts when defects are identified with the cleaning program. Includes culverts with a shorter span of less than 3 m.			
<b>In-House Staff</b>	✓	<b>Contracted Service</b>	✓
<b>Regulatory</b>	✗	<b>Safety</b>	✗
<b>Maintenance</b>	✓	<b>Asset Preservation</b>	✓
<b>Planned</b>	✓	<b>Reactive</b>	✓
<b>Closure Activity</b>	Lane		
<b>Frequency</b>	15 Years	<b>Costs Recoverable</b>	✗

### INLET/OUTLET CLEANING

<b>Description:</b> Remove sediment, leaves, and debris from inlets/outlets to maintain the flow of surface water into the storm system.			
<b>In-House Staff</b>	✓	<b>Contracted Service</b>	✗
<b>Regulatory</b>	✗	<b>Safety</b>	✗
<b>Maintenance</b>	✓	<b>Asset Preservation</b>	✗
<b>Planned</b>	✓	<b>Reactive</b>	✓
<b>Closure Activity</b>	✗		
<b>Frequency</b>	As required	<b>Costs Recoverable</b>	✗

### STORM SEWER CCTV & CLEANING

<b>Description:</b> Flushing to remove sediment, leaves, and debris from storm sewer system to maintain the flow of surface water into the storm system. This will be carried out in-conjunction with CCTV inspection using PACP (Pipeline Assessment Certification Program) defect coding to identify future repair needs.			
In-House Staff	x	Contracted Service	✓
Regulatory	x	Safety	x
Maintenance	✓	Asset Preservation	✓
Planned	✓	Reactive	✓
Closure Activity	x		
Frequency	As required	Costs Recoverable	x

### 6.1.3 Bridges & Structural Culverts

#### BRIDGE WASHING, FLUSHING, CLEANING

<b>Description:</b> Bridge washing, power washing, flushing, inspections, and cleaning including abutments, bearings, deck, drainage, joints, parapets, piers, wing walls; typically carried out in Spring.			
In-House Staff	✓	Contracted Service	x
Regulatory	x	Safety	x
Maintenance	✓	Asset Preservation	✓
Planned	✓	Reactive	x
Closure Activity	Lane		
Frequency	Annual	Costs Recoverable	x

### STRUCTURAL CULVERT REPAIR/MAINTENANCE

<b>Description:</b> Repair defects or replace culverts (3 m span or greater) when defects are identified during the OSIM inspection program.			
<b>In-House Staff</b>	x	<b>Contracted Service</b>	✓
<b>Regulatory</b>	x	<b>Safety</b>	✓
<b>Maintenance</b>	✓	<b>Asset Preservation</b>	✓
<b>Planned</b>	x	<b>Reactive</b>	✓
<b>Closure Activity</b>	Lane/Road		
<b>Frequency</b>	As Required	<b>Costs Recoverable</b>	x

#### 6.1.4 Traffic Signs & Supports

### NEW SIGN PLACEMENT

<b>Description:</b> Installation of new signs approved by council bylaws. All signs are placed as per the Ontario Traffic Manual.			
<b>In-House Staff</b>	✓	<b>Contracted Service</b>	x
<b>Regulatory</b>	✓	<b>Safety</b>	✓
<b>Maintenance</b>	x	<b>Asset Preservation</b>	x
<b>Planned</b>	✓	<b>Reactive</b>	x
<b>Closure Activity</b>	x		
<b>Frequency</b>	As Required	<b>Costs Recoverable</b>	x

### SIGN REPAIR OR REPLACEMENT

<b>Description:</b> The repair or replacement of supports and signs due to wear and tear, wind damage, auto accidents. Reference <i>Minimum Maintenance Standards for Municipal Highways</i> Sections 11 & 12.			
<b>In-House Staff</b>	✓	<b>Contracted Service</b>	✓
<b>Regulatory</b>	✓	<b>Safety</b>	✓
<b>Maintenance</b>	✓	<b>Asset Preservation</b>	x
<b>Planned</b>	x	<b>Reactive</b>	✓
<b>Closure Activity</b>	x		
<b>Frequency</b>	Repair or replace within 21 to 30 days for class 3 to 5.	<b>Costs Recoverable</b>	✓ Accidents only

### DELINEATORS REPAIR/MAINTENANCE/REPLACEMENT

<b>Description:</b> The repair or replacement of delineators and supports (if applicable) due to wear and tear, wind damage, and auto accidents.			
<b>In-House Staff</b>	✓	<b>Contracted Service</b>	x
<b>Regulatory</b>	x	<b>Safety</b>	✓
<b>Maintenance</b>	x	<b>Asset Preservation</b>	x
<b>Planned</b>	x	<b>Reactive</b>	✓
<b>Closure Activity</b>	x		
<b>Frequency</b>	As Required	<b>Costs Recoverable</b>	✓ Accidents only

### STREET LIGHTING LAMP REPLACEMENT

<b>Description:</b> Replacement of burnt out lamps. Reference <i>Minimum Maintenance Standards for Municipal Highways</i> Section 10.			
<b>In-House Staff</b>	x	<b>Contracted Service</b>	✓
<b>Regulatory</b>	✓	<b>Safety</b>	✓
<b>Maintenance</b>	✓	<b>Asset Preservation</b>	x
<b>Planned</b>	x	<b>Reactive</b>	✓
<b>Closure Activity</b>	x		
<b>Frequency</b>	Replace within 14 days.	<b>Costs Recoverable</b>	x

## 6.1.5 Pavement Markings

### CENTRE AND EDGE LINE PAINTING

<b>Description:</b> Refers to applying a material formulated for application onto asphalt or concrete pavement to delineate vehicle operating limits (e.g., center line and edge line).			
<b>In-House Staff</b>	x	<b>Contracted Service</b>	✓
<b>Regulatory</b>	x	<b>Safety</b>	✓
<b>Maintenance</b>	✓	<b>Asset Preservation</b>	x
<b>Planned</b>	✓	<b>Reactive</b>	x
<b>Closure Activity</b>	Lane		
<b>Frequency</b>	2 Years	<b>Costs Recoverable</b>	x



## ZONE PAINTING

<b>Description:</b> Refers to applying a material formulated for application onto asphalt or concrete pavement to delineate vehicle operating limits (e.g., stop bars, turn arrows, and miscellaneous text).			
In-House Staff	x	Contracted Service	✓
Regulatory	x	Safety	✓
Maintenance	✓	Asset Preservation	x
Planned	✓	Reactive	x
Closure Activity	Lane		
Frequency	2 Years	Costs Recoverable	x

### 6.1.6 Winter Control

## ANTI-ICING

<b>Description:</b> Reference <i>Minimum Maintenance Standards for Municipal Highways</i> Section 5.			
In-House Staff	✓	Contracted Service	x
Regulatory	✓	Safety	✓
Maintenance	x	Asset Preservation	x
Planned	✓	Reactive	✓
Closure Activity	x		
Frequency	Per Section 5.1, Ice formation prevention within 16 to 24 hours 5.1 (3) treatment of ice formation within 8 to 16 hours for class 3 to 5 roads	Costs Recoverable	x

### PATROLLING/WEATHER MONITORING

<b>Description:</b> Reference <i>Minimum Maintenance Standards for Municipal Highways</i> Section 3.			
In-House Staff	✓	Contracted Service	x
Regulatory	✓	Safety	✓
Maintenance	x	Asset Preservation	x
Planned	✓	Reactive	x
Closure Activity	x		
Frequency		Costs Recoverable	x

### PLOWING

<b>Description:</b> Reference <i>Minimum Maintenance Standards for Municipal Highways</i> Section 4.			
In-House Staff	✓	Contracted Service	x
Regulatory	✓	Safety	✓
Maintenance	x	Asset Preservation	x
Planned	✓	Reactive	✓
Closure Activity			
Frequency	Snow accumulation 8 to 10 cm of snow to respond, 12 to 24 hours to clear after accumulation. Ice formation prevention within 16 to 24 hours. Treatment of ice formation within 8 to 16 hours for class 3 to 5 roads. Patrol once every 7 to 30 days for Class 3 to 5 roads. 3.1(1) & (2) Winter monitoring 3x a day, May - Sept 1x per day.	Costs Recoverable	x

## 6.1.7 Vegetation/Cleaning and Debris Management

### GRASS AND WEED CONTROL MANAGEMENT AND DEBRIS PICKUP

<b>Description:</b> Grass cutting activities and weed control. Pick up and removal of debris. Reference <i>Minimum Maintenance Standards for Municipal Highways</i> Section 9.			
In-House Staff	✓	Contracted Service	✗
Regulatory	✗	Safety	✓
Maintenance	✓	Asset Preservation	✗
Planned	✓	Reactive	✓
Closure Activity	✗		
Frequency	4x per year.	Costs Recoverable	✗

### SWEEPING

<b>Description:</b> Removes gravel or stone at Township road intersections. In response to accidents or spills, clear affected area of debris or liquid. Remove mud or debris tracked onto roadways from construction sites. Maintenance and cleaning of bridge decks and structural components by sweeping decks when required.			
In-House Staff	✓	Contracted Service	✓
Regulatory	✗	Safety	✗
Maintenance	✓	Asset Preservation	✗
Planned	✓	Reactive	✓
Closure Activity	✗		
Frequency	Current practice once annually or as required	Costs Recoverable	✗

### TREE MAINTENANCE – GENERAL

<b>Description:</b> The maintenance associated with trimming, removal of fallen trees, branches and limbs that result in reduced visibility/sightlines or pose a hazard to the public.			
<b>In-House Staff</b>	✓	<b>Contracted Service</b>	✗
<b>Regulatory</b>	✗	<b>Safety</b>	✓
<b>Maintenance</b>	✓	<b>Asset Preservation</b>	✗
<b>Planned</b>	✓	<b>Reactive</b>	✓
<b>Closure Activity</b>	✗		
<b>Frequency</b>	4x per year	<b>Costs Recoverable</b>	✗

### 6.1.8 Road & Traffic Patrol & Inspection

#### ROAD PATROL & INSPECTION

<b>Description:</b> Routine patrol for deficiencies such as potholes, cracks, defective luminaries, debris and general unsafe roadway conditions. Reference <i>Minimum Maintenance Standards for Municipal Highways</i> Section 3.			
<b>In-House Staff</b>	✓	<b>Contracted Service</b>	✗
<b>Regulatory</b>	✓	<b>Safety</b>	✓
<b>Maintenance</b>	✓	<b>Asset Preservation</b>	✓
<b>Planned</b>	✓	<b>Reactive</b>	✗
<b>Closure Activity</b>	✗		
<b>Frequency</b>	3 times every 10 to 10 days. May to Sept weekly.	<b>Costs Recoverable</b>	✗

### TRAFFIC SIGN PATROL & INSPECTION

<b>Description:</b> Routine patrol to identify deficiencies on regulatory and warning signs. Reference <i>Minimum Maintenance Standards for Municipal Highways</i> Section 11 – 12.			
<b>In-House Staff</b>	✓	<b>Contracted Service</b>	×
<b>Regulatory</b>	✓	<b>Safety</b>	×
<b>Maintenance</b>	✓	<b>Asset Preservation</b>	×
<b>Planned</b>	✓	<b>Reactive</b>	×
<b>Closure Activity</b>	×	<b>Annual Closure Activity</b>	×
<b>Frequency</b>	Inspect, test & maintain 1x per year (within 16 months of previous).	<b>Costs Recoverable</b>	×

## 6.2 SCHEDULE OF PLANNED ACTIVITIES

The following section provides a summary of activities based on their frequency; these are categorized as follows:

- Annual (refer to **Table 17**)
- Yearly Plus (refer to **Table 18**)
- Monthly (refer to **Table 19**)
- As Required (refer to **Table 20**)
- To-be-considered (refer to **Table 21**)

**Table 17: Annual Maintenance Activities**

Asset Type	Asset Component	Maintenance Activity	Closure Activity	Seasonal Preference
<b>Bridges &amp; Structural Culverts</b>	Bridges	Bridge Maintenance-own Forces	Lane	Spring
<b>Road &amp; Traffic Patrol &amp; Inspection</b>	Traffic	Traffic Sign Patrol and Inspection	No	-
<b>Vegetation / cleaning &amp; Debris management</b>	Roadway	Sweeping	No	Spring

**Table 18: Yearly Plus Maintenance Activities**

Asset Type / Major Activity	Asset Component	Maintenance Activity	Closure Activity	Frequency	Seasonal Preference
<b>Drainage</b>	Catch Basins	Catch Basin Cleaning	Lane	2 years	Spring
<b>Drainage</b>	Culverts	Culvert Repair / Replacement	Lane	15 years	Spring/Summer/Fall
<b>Drainage</b>	Inlets/Outlets	Inlet/Outlet Cleaning	Lane	5 years	Spring
<b>Traffic</b>	Pavement Markings	Centre and Edge Line	Lane	2 years	Spring/Summer/Fall
<b>Traffic</b>	Pavement Markings	Zone Painting (e.g., turn lanes, stop bars, etc.)	Lane	2 years	Spring/Summer/Fall

**Table 19: Monthly Maintenance Activities**

Asset Type / Major Activity	Asset Component	Maintenance Activity	Closure Activity	Seasonal Preference
<b>Vegetation / Cleaning &amp; Debris Management</b>	Roadway	Sweeping	Lane	Spring/Summer/Fall
<b>Roadway</b>	Roadway	Grading	No	Once per month from Spring to freeze up
<b>Vegetation / Cleaning &amp; Debris Management</b>	Roadway	Tree Maintenance - General	No	Spring/Summer/Fall 4x per year

Asset Type / Major Activity	Asset Component	Maintenance Activity	Closure Activity	Seasonal Preference
<b>Vegetation / Cleaning &amp; Debris Management</b>	Roadway	Grass and Weed Control Management and Debris Pickup	No	Spring/Summer/Fall 4x per year

**Table 20: As-Required Maintenance Activities**

Asset Type / Major Activity	Asset Component	Maintenance Activity	Closure Activity	Seasonal Preference
<b>Roadway</b>	Roadway	Pothole Repair	No	Winter/Spring
<b>Roadway</b>	Shoulder	Repair	No	Spring/Summer/Fall
<b>Roadway</b>	Crash Attenuators	Safety Barrier Repair	Lane	Spring/Summer/Fall
<b>Roadway</b>	Sidewalks	Repair/maintenance/Replacement	No	Spring/Summer/Fall
<b>Roadway</b>	Curbs	Repair/Maintenance	Lane / Road	Spring/Summer/Fall
<b>Drainage</b>	Catch Basins	Catch Basin Repairs	Lane	Spring/Summer/Fall
<b>Drainage</b>	Culverts	Culvert Cleaning	Lane	Spring
<b>Drainage</b>	Pipe	Storm Sewer CCTV & Cleaning	Lane	Spring
<b>Bridges &amp; Structural Culverts</b>	Structural Culverts	Repair/Maintenance	Lane / Road	Spring/Summer/Fall
<b>Traffic</b>	Signs & Supports	Sign Placement New	No	As required
<b>Traffic</b>	Signs & Supports	Sign Repair or Replacement	No	Ongoing
<b>Traffic</b>	Overhead Signs & Supports	Sign Repair or Replacement	Lane	Ongoing
<b>Traffic</b>	Delineators	Repair/Maintenance/Replacement	No	Spring/Summer/Fall
<b>Traffic</b>	Lighting	Street Lighting Lamp Replacement	No	Ongoing
<b>Winter Control</b>	Roadway	Anti-Icing - Activation	No	Winter
<b>Winter Control</b>	Roadway	Patrolling/Weather Monitoring	No	Winter
<b>Winter Control</b>	Roadway	Plowing - Activation	No	Winter
<b>Road &amp; Traffic Patrol &amp; Inspection</b>	Roadway	Road Patrol & Inspection	No	Ongoing
<b>Road &amp; Traffic Patrol &amp; Inspection</b>	Traffic	Traffic Sign Patrol and Inspection	No	Spring/Summer/Fall

**Table 21: To-be-Considered Maintenance Activities**

Asset Type / Major Activity	Asset Component	Maintenance Activity	Closure Activity	Seasonal Preference
Roadway	Roadway	Crack Sealing/Filling	Lane / Road	Spring

Crack sealing is considered one of the most cost-effective processes that could be incorporated into the Township's road maintenance plan. Sealing cracks at an early stage (3 to 5 years after construction) on roads which have had a double lift of asphalt and making them watertight will help direct surface runoff towards ditches and prevent water and moisture from getting into the road base. This will also prevent moisture from freezing in the cracks during the winter, which causes the cracks to expand when the water freezes leading to additional cracks, potholes and rough riding surfaces. Implementing crack sealing annually is anticipated to result in the pavement service life being maximized.

Since the Township is currently not undertaking crack sealing, the Township should consider the following prior to setting up an annual crack sealing program;

- The estimated crack sealing averages about \$8 per linear metre (excluding construction inspection and traffic control costs);
- There is currently approximately 22.7 km of roads which have had a double lift of asphalt (**Appendix A**); and,
- The lack of in-house staff to undertake construction inspection.

A crack sealing program is estimated to provide an additional 3-5 years of additional service life for roads that have adequate drainage and subbase, based on the experiences of project team members. Our experience has been that crack sealing offers its greatest benefit to increasing service life on double-lift asphalt roads. We have concerns about whether crack sealing on roads with 50 mm or less of asphalt thickness would have any measurable impact to the service life.

### 6.3 REGULATORY MAINTENANCE ACTIVITIES

The following activities are required to satisfy the *Minimum Maintenance Standards for Municipal Highways*:

- Roadway - Pothole Repair
- Roadway - Crack Sealing/Filling
- Crash Attenuators - Safety Barrier Repair
- Street Lighting - Lamp Replacement
- Roadway - Anti-Icing - Activation
- Roadway - Patrolling/Weather Monitoring
- Roadway - Plowing - Activation
- Sign - Placement New
- Sign - Repair or Replacement
- Routine Signal Inspection & Maintenance
- Traffic Sign - Patrol & Inspection
- Road - Patrol & Inspection

Within the *Minimum Maintenance Standards for Municipal Highways*, each of the activities have defined criteria for response times. These response times have been identified in the activity descriptions shown above.



## 7 CAPITAL NEEDS REQUIREMENTS

The following section discusses the analysis of capital needs across the Township's paved road network (not including boundary roads). Any decision to convert gravel roads to asphalt as a capital project should be taken into consideration when developing budgetary requirements and prioritizing capital needs.

The costs provided within this section are to be used for high-level budgeting values. These numbers should be re-evaluated periodically (i.e., every 5 years) to ensure that market trends and needs identified through the Preliminary Design Checklists are incorporated into the budget values. **These budgetary values do not correspond with the values provided in Section 4 of this Plan.** Unlike the cost information provided in Section 4, cost estimates within this section include items for the following:

- Associated costs such as mobilization, traffic control, bonding, insurance
- Small diameter (<900mm) culvert replacements where upsizing the culvert is not required
- Minor earth excavation quantities for ditching and/or small diameter culvert replacements
- Minor rip-rap quantities
- Restoration
- Line painting
- Allowances for an Asphalt Cement Index adjustment payment, contingency, engineering design, construction layout, materials testing, contract administration and inspection, and conservation authority permit applications.

Detailed breakdowns of these cost estimates are provided in **Appendix K**. As no site-specific considerations have been considered, these estimates should be considered with an accuracy of  $\pm 40\%$ .

### 7.1 TIME OF NEED

The Time of Need represents the timeline in which major road rehabilitation or reconstruction will be required. The PCI scores derived from the road condition assessments are used as a guide to determine the Time of Need of each road section. Refer to **Table 22** for a summary of the Time of Need based on PCI.

Immediate resurfacing or reconstruction needs are identified as "NOW" needs. Roads sections have also been assigned "1-5 Year" and "6-10 Year" Time of Need based on their PCI score. This means that these road sections should be resurfaced before the next 5 or 10 years, respectively, as they will likely require major rehabilitation or reconstruction beyond these timeframes. Roads that are not expected to have a Time of Need within the next 10 years are identified as "Adequate".

**Table 22: Time of Need for Paved Roads (based on 2022 pricing)**

Time of Need	PCI	Centerline Kilometres	Percentage of Network	Estimated Resurfacing Cost
<b>Adequate</b>	>80	61.2	48%	0
<b>6 – 10 Years</b>	65-80	31.1	24%	\$12,811,000
<b>1 – 5 Years</b>	50-65	29.2	23%	\$11,619,000
<b>NOW Resurfacing</b>	30-50	6.4	5%	\$2,691,000
<b>NOW Reconstruct</b>	< 30	0.0	0.0	0
			<b>Total</b>	<b>\$27,121,000</b>

The table above shows that majority of the Township's paved road network is considered "Adequate" with no immediate resurfacing needs. However, it should be noted that roads falling into this category are still candidates for potential maintenance activities such as crack sealing and patching.

The results show that approximately 23% of the paved road network is in the “1-5 Year” Time of Need for resurfacing with an additional 5% of the network requiring immediate resurfacing. The results also show that approximately \$27.1M (2023 dollars) in resurfacing needs are currently identified across the paved road network. Roads will deteriorate over time, and as such, roads that are considered “Adequate” today will eventually become resurfacing needs over the next 10-15 years.

Road sections identified in the “NOW” time of need are summarized in **Table 23**.

**Table 23: NOW Resurfacing Time of Need for Paved Roads**

Asset ID	Street Name	From Street	To Street	Est. Cost/km	Estimated Cost
4	Gore Road	Sideroad 20 South	Valens Road	\$370,000	\$983,000
38	Mason Road	Concession 7	End	\$370,000	\$84,000
148	Puslinch-Flamborough Townline	Leslie Road West	Township Limits	\$370,000	\$114,000
25	Leslie Road West	Curve at Highway 401	Puslinch-Flamborough Townline	\$370,000	\$384,000
37	Concession 2A	Concession 2	Concession 7	\$494,000	\$117,000
139	Watson Road South	Hume Road	Maltby Road East	\$494,000	\$1,009,000
				<b>Total</b>	<b>\$2,691,000</b>

## 7.2 PRIORITY RATING

The previous section outlined Road Needs based solely on condition. However, it is generally acknowledged that there are additional factors which are considered when developing a capital program.

By means of the MTO’s Priority Rating (PR) score, not only is the condition of the road taken into the account but also the number of users (i.e., ADT) the roadway serves.

The Priority Rating formula is as follows:

$$\text{Priority Rating:} \quad PR = 0.2 \times (100 - PCI) \times (ADT + 40)^{0.25}$$

Where **PCI** is the Pavement Condition Index and **ADT** is the Average Daily Traffic

By applying the Priority Rating, roads with higher traffic volumes will be prioritized over lower traffic volume roads of similar condition. Likewise, traffic being equal, roads with a lower condition rating will rank higher for prioritizing capital needs.

The top 20 road sections by Priority Rating are provided in **Table 24**.

Table 24: Top Priority Ratings for Township Paved Roads

Asset ID	Street Name	From Street	To Street	Length (m)	Traffic	Truck	PCI	Time of Need	Treatment	Estimated Cost	Priority Rating
4	Gore Road	Sideroad 20 South	Valens Road	2606.6	1000-1999		42.2	NOW Resurface	PR1	\$983,000	101.4
139	Watson Road South	Hume Road	Maltby Road East	2041.7	2000-2999		47.8	NOW Resurface	PR2	\$1,009,000	99.9
6	Gore Road	Concession 7	Lennon Road	959.1	1000-1999		51.8	1- 5 Years	PR1	\$362,000	84.5
5	Gore Road	Valens Road	Concession 7	1526.6	1000-1999		54.2	1- 5 Years	PR1	\$576,000	80.4
37	Concession 2A	Concession 2	Concession 7	235.3	500-999	Y	47.1	NOW Resurface	PR2	\$117,000	78.5
126	Victoria Road South	County Road 34	Maltby Road East	2074.1	4000-4999		68.3	6 - 10 Years	PR2	\$1,025,000	72.8
18	Concession 1/Leslie Rd W	Concession 7	Highway 6	2350.3	1000-1999		58.6	1- 5 Years	PR1	\$887,000	72.6
33	Concession 2	Sideroad 10 South	County Road 35	2063.5	500-999		51.9	1- 5 Years	PR1	\$778,000	71.5
35	Concession 2	Sideroad 20 South	Sideroad 25 South	2050.2	500-999	Y	54.2	1- 5 Years	PR2	\$1,013,000	68.0
90	Roszell Road	Forestell Road	Concession 4	993.8	1000-1999		61.9	1- 5 Years	PR1	\$375,000	66.8
34	Concession 2	County Road 35	Sideroad 25 South	2096.2	500-999		55.9	1- 5 Years	PR1	\$791,000	64.9
54a	Roszell Road	Concession 4	Townline Road	1369.1	1000-1999		64.2	1- 5 Years	PR1	\$517,000	64.2
3	Gore Road	County Road 35	Foreman Road	2067.0	1000-1999		66.4	6 - 10 Years	PR1	\$212,000	61.8
115	Concession 7	Concession 2A	Mason Road	428.2	3000-3999	Y	71.4	6 - 10 Years	PR2	\$479,000	61.7
12	Concession 1	Townline Road	transition	1269.2	1000-1999		66.7	6 - 10 Years	PR1	\$780,000	60.5
212a	Winer Road	McLean Road	Nicholas Beaver Road	785.8	200-499	Y	53.8	1- 5 Years	PR2	\$389,000	57.5
38	Mason Road	Concession 7	End	222.6	50-199		43.3	NOW Resurface	PR1	\$84,000	56.9
148	Puslinch-Flamborough Townline	Leslie Road West	Township Limits	301.4	50-199		43.3	NOW Resurface	PR1	\$114,000	56.9
14	Concession 1	Sideroad 10 South	County Road 35	2068.7	1000-1999		68.8	6 - 10 Years	PR1	\$780,000	56.7
13a	Concession 1	transition	transition	2112.9	1000-1999		68.8	6 - 10 Years	PR1	\$797,000	56.6
			Total:	29.6	kms					\$12,068,000	

The Priority Ranking should only be used to assist in the prioritization and development of the annual Capital program. An optimal approach will be different for any given municipality, as there are other factors that need to be considered such as available budgets, truck traffic, road continuity, roads with isolated and especially poor condition, safety considerations, other planned or necessary construction activities (e.g., land development, sewer replacement), or site-specific conditions such as geometric deficiencies.

A listing of all paved road sections and associated treatment needs and costs, and Time of Need and Priority Rating is provided in **Appendix K**. This list will aid the Township in developing its capital program.

## 8 TRAFFIC MANAGEMENT POLICIES

### 8.1 TRAFFIC CALMING

#### 8.1.1 Introduction

##### 8.1.1.1 Purpose

The **Traffic Calming Policy** is intended to aid the Township in assessing the merit of installing traffic calming measures on Township roads. The policy:

- Identifies locations where traffic calming may and may not be appropriate;
- Outlines the steps to be completed in responding to a request for traffic calming; and,
- Provides guidance on the selection and design of traffic calming measures.

The Wellington County Official Plan notes local roadways include both urban and rural roadways under the jurisdiction of a local municipal government. Section 12.5.4 c) of the plan states that “local roads will be improved through widenings, intersection improvements, signalization daylight triangles, turning lanes, tapers and traffic calming devices where required.” That said, Section 12.5.4 a) indicates that “rural roads laid out along original township concession and lot lines often provide important collector functions and operate at reasonably high speeds. These routes need to be protected from strip development, access points with poor visibility and other conditions which would impair their functions.” This infers traffic calming measures will be more appropriately applied on urban roads rather than rural roads in the Township. Further the Official Plan encourages walking and cycling both as a means of travel and for recreation (Sections 12.2 and 12.3), with the plan policies focussing on the provision of supportive facilities in urban areas of the Township.

##### 8.1.1.2 Objectives

The *Canadian Guide to Traffic Calming* describes traffic calming as “the process and measures applied by road authorities to address concerns about the behaviour of motor vehicle drivers travelling on streets within their jurisdictions.” [1] Such measures are usually applied on roads experiencing excessive vehicle speeds and/or high volumes of shortcutting traffic.

Municipalities implement traffic calming measures to enhance community livability, reduce aggressive driving, and improve road safety, particularly for vulnerable users such as pedestrians and cyclists. The application of traffic calming is intended to restore streets to their desired function, which will depend on the location and classification of the roadway. Most Township roads are intended to serve local traffic and are not designed to carry higher volumes of traffic, especially trucks, at higher speeds.

This policy broadly categorizes traffic calming measures into two groups being:

- **Physical Measures**, which primarily consist of vertical and horizontal deflections in the roadway. This group also includes treatments that narrow the roadway, alter the road surface, and restrict access; and
- **Non-Physical Measures**, which include tools and strategies designed to influence or modify driver behaviour. This group is often described as education and enforcement.

The Traffic Calming Toolbox (see **Appendix L**) provides further information on the physical and non-physical traffic calming measures applicable for use in the Township.

When applied properly, traffic calming can help “reduce the negative effects of motor vehicle use, alter driver behaviour, and improve conditions for non-motorized street users” [2] by decreasing:

- Motor vehicle speeds;

- Traffic volumes;
- Shortcutting (traffic infiltration);
- Conflicts between roadway users;
- Pedestrian crossing distances and times; and
- Risk and severity of motor vehicle collisions.

However, traffic calming measures, especially physical devices, can be costly and time-consuming to design, install, and maintain if used inappropriately. The installation of traffic calming measures can also cause unintended consequences, such as:

- Increased emergency vehicle response times;
- Reduced or impeded vehicle access to neighbourhoods;
- Shifting or diverting shortcutting and/or speeding concerns onto other roadways;
- Higher maintenance costs for services such as snow clearing and curbside waste collection; and
- Increased vehicle emissions, noise pollution, and/or visual intrusion.

Careful consideration and proper planning, design, and implementation are key to the success of a traffic calming plan.

#### 8.1.1.3 Scope

This Traffic Calming Policy defines the municipal position on the application of traffic calming measures on Township roads. The policy features:

- A neighbourhood driven process for receiving, evaluating, and responding to citizen requests for traffic calming, including a typical community engagement protocol;
- A methodology and evaluation criteria for determining if traffic calming is appropriate for a given street and a protocol for prioritizing locations recommended for implementation;
- A list of proven traffic calming measures (the “toolbox”); and
- A procedure for monitoring and assessing the effectiveness of traffic calming measures after installation.

The policy combines best practices in traffic calming with local context to provide an appropriate, efficient, and flexible framework for addressing traffic-related inquiries received by the Township. It supplements guidance contained in the *Canadian Guide to Traffic Calming* and *Geometric Design Guide for Canadian Roads*. The policy also reflects applicable Provincial legislation including the *Accessibility for Ontarians with Disabilities Act* (AODA) and the *Highway Traffic Act* (HTA). The planning, design, and implementation of Traffic Calming Plans on roads in the Township of Puslinch must comply with relevant provisions of these and other statutes.

### 8.1.2 Traffic Calming Policy Statement

#### 8.1.2.1 Application of Traffic Calming

The Township may implement traffic calming measures on roads under its jurisdiction based on the provisions of this policy.

The Township will typically apply non-physical traffic calming measures before implementing physical measures.

If non-physical measures prove ineffective or inappropriate under the circumstances, the Township will consider the installation of physical traffic calming measures on its roads:

- Where there is a demonstrated safety, excessive speed, and/or shortcutting traffic concern; and

- After exploring opportunities to improve operation of the County road and/or Provincial highway networks.

The Township may also consider implementing traffic calming measures, pursuant to **Section 8.1.2.5**:

- In new developments as part of the development approval process; and
- On road reconstruction projects where safety, excessive speed, and/or shortcutting traffic concerns are anticipated to occur upon (re)opening the road to traffic after construction.

The Township will not install traffic calming measures on streets in new subdivision plans until they have been assumed by the municipality. Measures may be installed by others during the development phase if approved by the Township.

Where the installation of physical traffic calming measures is deemed the preferred course of action, the Township will:

- Determine whether an area-wide plan or street-specific plan is more suitable. An area-wide plan will be pursued if a street-specific plan would likely result in the displacement of traffic onto adjacent streets.
- Take into consideration the needs of non-motorized modes of transportation when developing the Traffic Calming Plan. Measures will typically be designed to minimize impacts to pedestrian and cyclist movement and enhance the experience of these users.

Traffic calming measures may not be appropriate in every situation and, if considered for implementation, should ensure the equitable and consistent treatment of all street users following the guidance in this document.

#### 8.1.2.2 Responsibilities

The Director of Public Works, Parks, and Facilities (the Director), or designate, will apply the Traffic Calming Policy on behalf of the Township of Puslinch through Traffic Calming Studies led by the Public Works, Parks, and Facilities Department. Other Township departments, external agencies, and consultants, if required, may partake in these studies at the request of the Director or designate. Members of Township Council, residents, businesses, and interested groups may also participate in the study process, as noted in **Section 8.1.3.3**.

#### 8.1.2.3 Initiating a Traffic Calming Study

The Township may initiate a Traffic Calming Study following the process illustrated in **Figure 3** and described in **Section 8.1.3** for streets meeting all screening criteria listed in **Table 25**. Requests for a study that do not satisfy these minimum thresholds will be denied. See Stage 2 of the study process for further guidance on the initial screening.

**Table 25: Screening Criteria for Traffic Calming Study**

Criteria	Threshold	A Traffic Calming Study may be considered if:
<b>Previously Requested</b>	Within Last Three Years	A prior request for traffic calming on the subject street has not been denied within the last three years
<b>Measures Removed</b>	Within Last Five Years	Traffic calming measures have not been removed from the subject street within the last five years
<b>Roadway Classification</b>	Township Road	The subject street is under the Township's jurisdiction
<b>Location</b>	Primary Fire Routes	The subject street does not serve as a primary fire route in the Township
<b>Speed Limit</b>	≤ 50 km/h	The posted speed limit on the subject street is 50 km/h or less



Criteria	Threshold	A Traffic Calming Study may be considered if:
Road Grade	$\leq 8\%$	The grade of the subject street is less than 8%
Segment Length	$\leq 150$ metres	The distance between stop-controlled intersections along the subject street is 150 metres or more
	Are All Criteria Met?	Yes/No

Per the screening criteria in **Table 25**, the Township will not entertain new requests for a Traffic Calming Study for a period of at least:

- Three years on streets reviewed and denied for physical traffic calming at any stage in the process (unless otherwise specified in **Section 8.1.3**); or
- Five years on streets where traffic calming measures have been removed (see **Subsection 8.1.2.7**).

#### 8.1.2.4 Required Neighbourhood Support

For most Traffic Calming Studies, the Township will gauge the level of resident support to proceed to subsequent stages in the study process through a neighbourhood survey. For each survey, the Township must receive a response for at least 25% of all eligible households (response rate), with at least 51% of those households responding in the affirmative (support rate), for the study to proceed to the next step. The Township may deviate from the minimum response and/or support rates on a study-specific basis if the Director or their designate deems the revised rate(s) more representative for the study area. Survey responses not meeting the minimum thresholds will typically result in the Township ending the Traffic Calming Study. See Stages 4, 5, and 7 of the Traffic Calming Study process set out in **Section 8.1.3** for further guidance on the application of these criteria.

The Township will issue only one survey questionnaire to each household within the study area regardless of the number of residents living at the address.

#### 8.1.2.5 Other Triggers to Implement Traffic Calming

Traffic calming measures may also be implemented through land development and road reconstruction projects. In both cases, measures will still be selected from the Traffic Calming Toolbox provided in **Appendix L** and approved by the Township. The resulting traffic calming installation will also be monitored and evaluated after implementation following the procedures described in Stage 9 of the Traffic Calming Study process set out in **Section 8.1.3**.

#### **New Development**

The Township may require the implementation of traffic calming measures through the land development process, typically as a condition of approval for a Plan of Subdivision or Site Plan Control application. The Township may request proponents to investigate the need for changes to the street network, including consideration of traffic calming measures, as part of the Transportation Impact Assessment completed in support of the proposed development. This may include traffic calming measures on existing roads to mitigate anticipated negative impacts of the development and on planned roads within the development to avoid potential issues in the future. In most cases, the Township will require the proponent to finance all costs to implement the measures.

#### **Road Reconstruction Projects**

The Township may install traffic calming measures as part of a road reconstruction project where safety, excessive speed, and/or shortcutting traffic concerns are anticipated upon (re)opening the road to traffic after construction. Combining traffic calming projects with other planned works can reduce costs and lessen



community impact and intrusion caused by construction activity. The Township will generally follow the process set out in **Section 8.1.3** in developing the Traffic Calming Plan component of the integrated project.

#### 8.1.2.6 Trial Installations

The Township will typically implement the recommended Traffic Calming Plan on a trial basis using temporary/seasonal measures before installing the permanent solution. This approach enables the Township to:

- Better understand the plan's impacts and effectiveness before investing in a permanent installation, thereby allowing for refinement of the final design and avoidance of "throwaway" costs;
- Avoid or defer the initial capital cost of more expensive permanent installations;
- Gauge community reaction prior to permanent installation; and
- Retain flexibility to remove traffic calming measures seasonally.

Products typically used for temporary/seasonal traffic calming installations include:

- Removable rubber products (e.g., curbing, speed humps, tables, cushions);
- Removable/flexible posts and bollards;
- Painted pavement markings;
- Regulatory, warning, and informational traffic signs; and
- Temporary speed display boards.

In certain circumstances, the Township may proceed with permanent installation, without a trial application, after considering the possible negative aspects and outcomes of using temporary/seasonal measures, which can include:

- Lower relative aesthetic value;
- On-going operational costs and/or additional operational resource requirements;
- Challenges with winter maintenance;
- Requirements for seasonal installation and removal;
- Potential to have similar or higher overall costs than permanent installations;
- Potentially lower effectiveness than permanent materials; and
- Quicker degradation of roadway surfaces, specifically where measures are anchored into existing road surfaces.

#### 8.1.2.7 Reconsideration and Removal

The Township may consider the removal of permanent traffic calming installations if a majority of residents (51%) directly fronting the subject street support the request. The approved Traffic Calming Plan must be installed for at least three years before removal can be requested. If the measures are removed, residents of the subject street must wait at least five years before submitting a new request for traffic calming. See Stage 9 of the Traffic Calming Study process set out in **Section 8.1.3** for further information on the resident-initiated removal process.

If requested to remove only a portion of an approved Traffic Calming Plan, the Township may choose to remove the entire installation if the proposed changes significantly degrade or compromise the effectiveness and/or safety of the remaining measures or cause unintended consequences that cannot be rectified to the municipality's satisfaction. In most cases, the plan is designed to function with all measures in place.

The Township reserves the right to remove traffic calming measures deemed ineffective, causing a safety risk, and/or creating unintended consequences that cannot be rectified to the municipality's satisfaction. This may include the diversion of traffic onto a parallel or adjacent Township road rather than onto the County road and/or

Provincial highway network. See Stage 9 of the Traffic Calming Study process set out in **Section 8.1.3** for further information on the Township-initiated removal process.

#### 8.1.2.8 Use of Regulatory Traffic Signs for Traffic Calming

Consistent with the guidance contained in the *Canadian Guide to Traffic Calming*, the Township will not use the following types of regulatory traffic signs for the sole purpose of traffic calming:

##### **All-Way Stop Control**

The purpose of an all-way stop is to assign right-of-way between vehicles approaching an intersection from different directions when traffic signals are not warranted or not yet installed. All-way stop control should not be used:

- Where the protection of pedestrians, particularly school children, is a prime concern. Other measures can address this concern more effectively;
- As a speed control device; and/or
- As a means of deterring the movement of through traffic in a residential area.

Using all-way stops indiscriminately can lead to increased driver delay and frustration, greater speeding between intersections, increased noise from vehicle acceleration, increased emissions from vehicles forced to stop and idle, and reduced compliance with all-way stop control, both at the subject location and in general. Even when justified, all-way stops can increase the risk of certain collision types, most notably rear-end crashes.

The Township will follow the provincially recommended guidelines set out in Ontario Traffic Manual (OTM) *Book 5 – Regulatory Signs* in assessing the justification for all-way stop control on roads under its jurisdiction. These warrants consider vehicle and pedestrian volumes, traffic distribution (percent of vehicles on the major street versus the minor street), and collision history to determine the merit of installing an all-way stop.

##### **Speed Reduction and Movement Restriction**

Regulatory signs intended to control vehicle speeds (e.g., speed limits, Community Safety Zones) or restrict traffic movements (e.g., turn prohibitions, one-way streets) often require enforcement to achieve driver compliance and ensure effectiveness. For this reason, the TAC *Canadian Guide to Traffic Calming* recommends using these signs only to supplement and reinforce desired driver behaviour and not as traffic calming measures on their own.

The Township will follow the guidance contained in the complementary **Speed Limit Policy** and **Community Safety Zone Policy** in assessing requests for speed limit changes and Community Safety Zones, respectively, on roads under its jurisdiction.

### **8.1.3 Traffic Calming Study Process**

#### 8.1.3.1 Study Process

**Figure 3** illustrates the process for responding to resident-initiated requests for traffic calming on Township roads primarily in Hamlet Areas and Urban Centres defined on Schedule A7 (Puslinch) of the Wellington County Official Plan. The Township will review traffic calming requests for areas outside Hamlet Areas and Urban Centres on a case-by-case basis to determine if the location would be a candidate for traffic calming (see **Table 25**) or would be better served by alternative strategies (such as the Speed Limit and Community Safety Zone Policy or the Truck Route Policy). The Traffic Calming Study process, which involves both engagement and technical tasks, can be distilled into the following nine stages. The Township will administer the process:

### Stage 1 – Traffic Calming Request

Residents will submit their written request for a Traffic Calming Study to the Township's Public Works, Parks, and Facilities Department using the Community Traffic Issue Reporting Form in **Appendix M**. The requester must specify the subject street and the nature of the traffic concern. Members of Township Council can also request a study on behalf of their constituents.

### Stage 2 – Initial Screening

Township staff will screen the request to determine if the subject street meets all criteria for a Traffic Calming Study per **Table 25**. Requests not satisfying these minimum thresholds will be denied and the process ended. In some locations, the Township may consider non-physical traffic calming measures such as education and enforcement to address resident concerns as an alternative or a first step.

After completing the initial screening, Township staff will notify the original requester whether the location satisfies the minimum thresholds for a Traffic Calming Study and, if so, outline the next steps in the process. If denied, Township staff will provide an explanation as to why the request was refused.

### Stage 3 – Technical Assessment

Township staff will assess requests satisfying the initial screening to gauge the potential benefit of installing physical traffic calming measures on the subject street. The point system shown in **Table 26** provides the basis for assessing requests, with top priority given to projects achieving the highest scores. The maximum score, calculated by summing the individual criteria points, is 100 points based on this methodology.

Township staff will assign a point score to each criterion in **Table 26** based on traffic and road condition data. The Township will typically collect the data required to complete the technical assessment in the spring, summer, and/or fall season. Requests received in the winter season will be investigated in the spring.

Requests meeting a minimum score of 40 points for the technical criteria (out of 100) will proceed to a neighbourhood survey in Stage 4. Requests not attaining this minimum threshold will only be considered for non-physical traffic calming measures such as education and enforcement.

### Stage 4 – Neighbourhood Survey

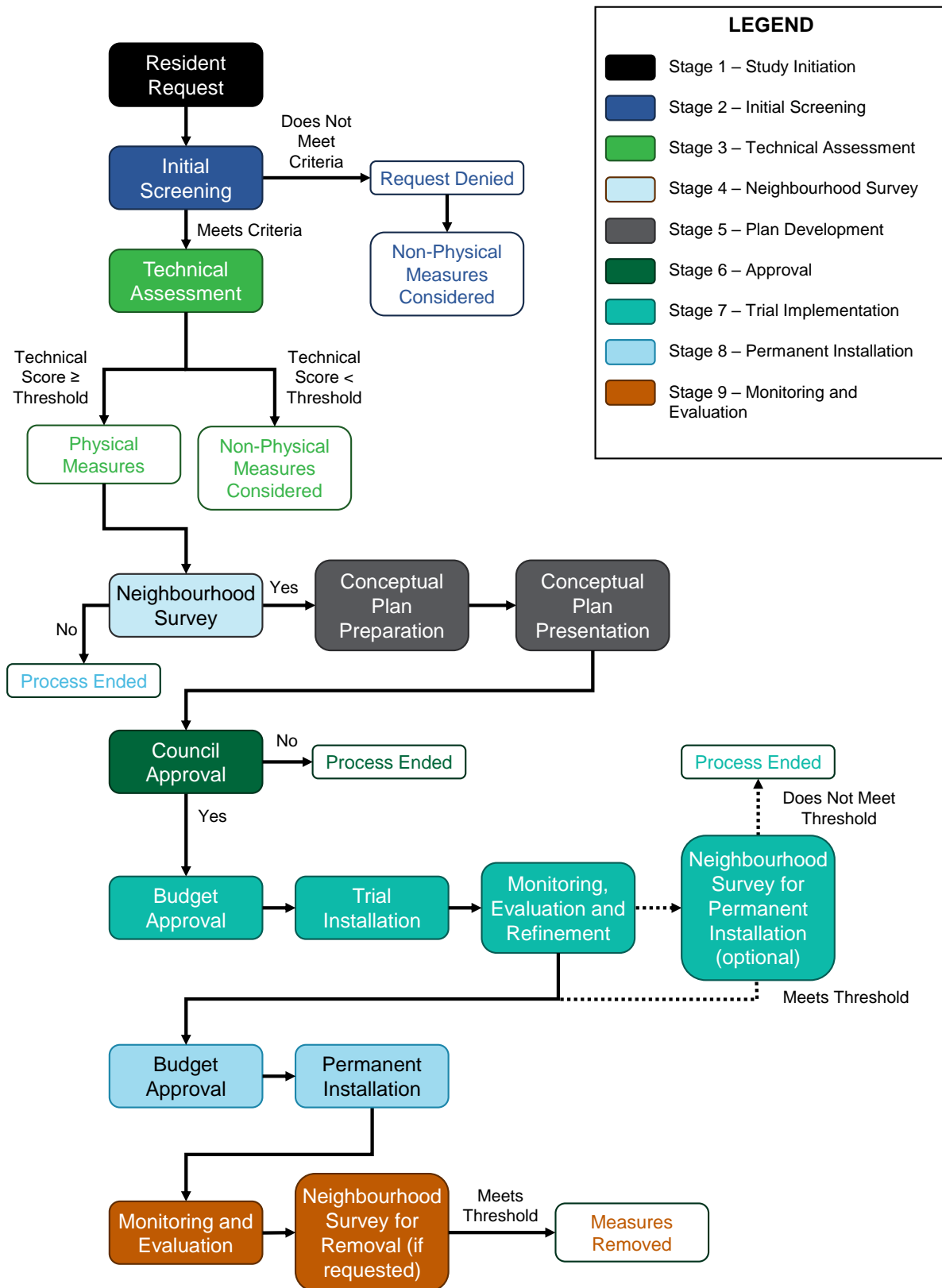
Township staff will survey households within the study area to gauge resident support for developing a Traffic Calming Plan for the subject street. Key considerations when defining the study area include:

- Subject street (segment(s) of concern);
- Traffic data;
- Location and context of sensitive land uses near, or adjacent to, streets of interest;
- Other Township policies;
- Opportunities and limitations such as available resources and partnerships; and
- Environmental factors (e.g., geographic features, major streets, key intersections).

The study area will typically comprise households with direct frontage on the subject street but may be expanded capture households on other streets, especially if shortcutting traffic is the primary concern and traffic diversion is a possible outcome.

Requests meeting the minimum response and support rates per **Section 8.1.2.4** will be considered for plan development in Stage 5. Requests not attaining these thresholds will be denied and the process ended. The Township will also not entertain a new request for a Traffic Calming Study on the subject street for a period of at least three years. Township staff will inform study area households of the survey results and next steps.

**Figure 3: Traffic Calming Study Process**



**Table 26: Technical Assessment and Prioritization Criteria**

Criteria	Point Assignment	Maximum Points
<b>Vulnerable Road Users</b>	5 points for each adjacent pedestrian and/or cycling generator within the study area (e.g., school, park, playground, recreation centre, senior's home, library, shopping centre, place of worship, etc.)	20
<b>Pedestrian and Cycling Facilities</b>	5 points if no sidewalks on the subject street 5 points for designated cycling facilities on the subject street	10
<b>Residential Frontage</b>	5 points for primarily (more than 50%) residential frontage on subject street	5
<b>Cut-Through Traffic<sup>1</sup></b>	5 points if 25% plus 5 points for each 10% increment thereafter	15
<b>Total Traffic Volumes<sup>2</sup></b>	1 point for every 100 vehicles per day	15
<b>Speed<sup>3</sup></b>	1 point for every: <ul style="list-style-type: none"> <li>1 km/h over the posted speed limit; and</li> <li>1% of vehicles observed 10 km/h or more over the posted speed limit</li> </ul>	30
<b>Collision History<sup>4</sup></b>	1 point for each qualifying collision over the last three years	5
	<b>Minimum Total Score to Proceed</b>	<b>40 (out of 100)</b>

Notes:

1. See **Section 8.1.3.2** to estimate the percentage of cut-through (non-local) traffic.
2. Traffic volumes used in the evaluation are two-way average daily volumes over a 24-hour period.
3. The 85th percentile speed is calculated from data collected using automated traffic recorders (or similar units) over a 24-hour period.
4. Includes all collisions along the subject street except for collisions occurring at intersections with County roads or Provincial highways and collisions involving animals.

## Stage 5 – Plan Development

Township staff will initiate development of a Traffic Calming Plan for the subject street contingent on available financing and staff resources. Multiple requests may be prioritized based on the scores from Stage 3.

The toolbox of measures contained in **Appendix L** will be referenced in selecting and designing traffic calming treatments. The Township will typically select speed humps/tables for most traffic calming installations unless site-specific conditions/considerations do not support their use. Other measures from the Traffic Calming Toolbox may be applied in such instances. Data collected during earlier stages, in addition to site visits, historical information, future maintenance and construction plans, and participant feedback, will be considered in preparing the plan. The Township may consider rural traffic calming measures in conjunction with a speed limit review following the Speed Limit and Community Safety Zone Policy.

The Township will develop the Traffic Calming Plan in consultation with residents and stakeholders following the three-step process below:

- Step 1: Consult with residents and stakeholders to confirm traffic issues, note potential implementation challenges, and identify candidate traffic calming measures.
- Step 2: Prepare conceptual Traffic Calming Plan (options) taking into consideration resident and stakeholder input.

- Step 3: Present conceptual Traffic Calming Plan (options) to residents, incorporate feedback received, and finalize the proposed plan (options).

### **Stage 6 – Council Approval**

Township staff will present the proposed Traffic Calming Plan to Township Council for approval. Council may suggest changes to the plan in considering approval (e.g., cost, design, funding source).

If the plan is not approved, the Township will not entertain new requests for a Traffic Calming Study from residents on the subject street for a period of at least three years.

### **Stage 7 – Trial Implementation**

Township staff may propose trial traffic calming installations for the coming year through Capital Budget preparation. Locations will be selected and prioritized based on the point score calculated through the technical assessment in Stage 3.

Upon budget approval, Township staff will implement the approved Traffic Calming Plan for a period of up to 24 months, at the discretion of the Director, using temporary/seasonal materials per **Section 8.1.2.5**. Township staff will notify study area households of the intention to install the traffic calming measures on a trial basis prior to implementation.

The Township will monitor the effectiveness of the installation and make minor refinements, if needed, during the trial period. The modifications should not alter the intent or key features of the recommended Traffic Calming Plan unless a significant operational and/or safety concern arises following installation.

As the trial period closes, Township staff will evaluate the success of the trial installation and identify potential refinements if the Traffic Calming Plan is being considered for permanent installation. The scope of the evaluation should be consistent with the investigations conducted prior to installation to allow “before/after” or “cause/effect” comparisons. Potential studies may include speed surveys (to assess change in vehicle speeds), traffic counts (to determine changes in volumes), and/or origin-destination surveys (to estimate the volume of traffic diverting to adjacent streets). The evaluation should also consider winter operating conditions.

The Traffic Calming Plan should not cause transference of traffic from the subject street to adjacent Township roads. If evaluation studies indicate traffic volumes have increased by 15% or more (with a minimum of 100 vehicles per day) on an adjacent Township road after implementing the traffic calming measures, the Township will consider corrective action to remedy the situation or reconsider permanent installation.

The Township may survey study area households to gauge support before making the Traffic Calming Plan permanent, subject to any plan refinements identified through monitoring and evaluation. The thresholds for defining broad-based neighbourhood support noted in **Section 8.1.2.4** apply (i.e., minimum of 51% support from at least 25% of all eligible households within the study area). The Township may also consult with study area residents and/or stakeholders in determining whether to install the plan permanently, including publishing the findings of the monitoring and evaluation program online.

After reviewing the technical and public/stakeholder input, Township staff will recommend the retention, removal, or alteration of the Traffic Calming Plan to Township Council.

### **Stage 8 – Permanent Installation**

Township staff may propose permanent traffic calming installations for the coming year through Capital Budget preparation. Locations will be selected based on their relative priority and included in the Capital Budget request presented to Township Council with a high-level cost estimate for implementation.



Upon budget approval, Township staff will prepare detailed design and construction tender documents if required and implement the approved Traffic Calming Plan with permanent materials, subject to available resources. Township staff will inform study area households of the intention to install the traffic calming measures permanently prior to implementation.

### **Stage 9 – Monitoring and Evaluation**

Township staff will continue to monitor the subject street (and entire study area as required) after implementation of the permanent installation to ensure the approved Traffic Calming Plan functions as designed. The monitoring process will also identify any unintended impacts on the surrounding road network and the need for potential refinements and/or remedial measures.

The scope of the post-implementation evaluation should be consistent with the investigations conducted prior to installation. Potential studies may include speed surveys (to assess change in vehicle speeds), traffic counts (to determine changes in volumes) and/or origin-destination surveys (to estimate the volume of traffic diverting to adjacent streets).

The Traffic Calming Plan should not cause transference of traffic from the subject street to adjacent Township roads. If post-implementation evaluation studies indicate traffic volumes have increased by 15% or more (with a minimum of 100 vehicles per day) on an adjacent Township road after implementing the traffic calming measures, the Township will consider corrective action to remedy the situation and/or minimize the impact.

In certain instances, the Township may wish to remove permanent traffic calming installations determined through post-implementation evaluation to be ineffective, causing a safety risk, and/or creating unintended consequences that cannot be rectified to the municipality's satisfaction. Township staff will notify study area households of the intended action by mail and through a posting on its website. The Township may consult with study area residents and/or stakeholders, and if needed, survey study area households to obtain their views on removing the permanent installation. If removal remains the preferred course of action, Township staff will prepare a report to Township Council and, if approved, take the necessary steps to return the subject street to its configuration prior to the Traffic Calming Plan. Township staff will inform study area households of the intention to eliminate the traffic calming measures prior to removal.

Residents can also request the removal of permanent traffic calming installations in place for at least three years pursuant to **Section 8.1.2.7**. Township staff will evaluate the request and survey study area households to gauge support for removing the permanent measures. Requests not meeting the thresholds for broad-based neighbourhood support noted in **Section 8.1.2.4** (i.e., minimum of 51% support from at least 25% of all eligible households within the study area) will be denied. The Township will also consult with study area residents and/or stakeholders in determining whether to remove the measures.

If the request is supported by affected residents, Township staff will prepare a report to Township Council and, if approved, take the necessary steps to return the subject street to its configuration prior to the Traffic Calming Plan. Township staff will inform study area households of the intention to eliminate the traffic calming measures prior to removal. If the request is not supported by residents or refused by Township Council, the Township will not entertain a new request for removal of the approved Traffic Calming Plan for a period of at least five years. Township staff will inform study area households of the results and any further steps.

#### **8.1.3.2 *Estimating Cut-Through Traffic***

When applying **Table 26**, the Township will estimate the percentage of cut-through (non-local) traffic on the subject street using one of the following methods, listed in order from least to most complex/resource intensive/accurate. Select the technique providing the necessary level of precision for the least effort, with Method 1 or Method 2 typically used earlier in the study process (Stage 2 – Initial Screening and Stage 3 –

Technical Assessment) and Method 3 in the later stages (Stage 7 – Trial Implementation and Stage 9 – Monitoring and Evaluation):

### Method 1 – Simplified Trip Generation Calculation

Approximate the percentage of cut-through traffic in predominately residential areas using the following formula:

$$\text{Percentage Cut-Through Traffic} = \frac{(ADT - (10 \times \text{Dwellings}))}{ADT}$$

Where **ADT** is the recorded Average Daily Traffic volume (vehicles per day) and **Dwellings** is the number of houses on the subject street.

Each dwelling on the subject street is assumed to generate 10 vehicle trips per day, roughly the weekday trip generation rate for a single-family detached dwelling cited in the Institute of Transportation Engineers (ITE) *Trip Generation Manual (11th Edition)*. The percentage of cut-through traffic on the subject street should be measured between main intersections or entry points into the study area.

### Method 2 – Study Area Trip Generation Calculation

Determine the daily or peak hour trip generation potential of the study area based on its land uses and ITE *Trip Generation Manual* rates. Compare the projected volume of trips to the recorded ADT or peak hour traffic counts to calculate the percentage of cut-through traffic. Similar in approach to Method 1, this method can be used for study areas that feature a range of land uses, like residential, commercial, schools and parks, for example.

### Method 3 – Origin-Destination Study

Record vehicle license plates at all entry and exit points to the study area manually or using digital technology. Match the license plates of vehicles entering and exiting. Determine the percentage of vehicles passing through the study area compared to those that begin or end their trip within the zone.

#### 8.1.3.3 Engagement and Communication

Resident and stakeholder involvement plays a vital role in the Traffic Calming Study process. Active and robust participation helps foster support (and avert opposition) for potential traffic calming measures and ultimately aids in ensuring a positive outcome. Township Council is also more inclined to approve a Traffic Calming Plan that has demonstrated resident and stakeholder involvement and support than one met by negative opinion.

The Township will engage with residents and stakeholders impacted by potential traffic calming measures in a consistent and meaningful manner throughout the Traffic Calming Study process. Parties potentially impacted will:

- Have the opportunity to participate in developing and providing input on proposed solutions;
- Be provided with convenient and accessible methods to participate in the study and offer feedback;
- Be provided with relevant technical information to provide informed input;
- Feel that the process is open, understandable, transparent, and inclusive;
- Understand what is (and is not) considered within the project scope; and
- Understand how their feedback has influenced the decision-making process, including why specific suggestions were (or were not) included.

There may be instances when traffic calming measures are warranted, but affected residents have conflicting opinions on the preferred approach to addressing the identified concerns. In these circumstances, the Township may need to conduct additional engagement and further outreach with the potentially impacted residents to



address the situation. Similarly, stakeholders, including emergency responders and other Township departments, may have concerns specific to their mandates requiring further dialogue and resolution.

As noted, the Township will engage two primary groups in the Traffic Calming Study process being:

- **Residents** – Includes all households in the study area as defined by Township staff in Stage 4 of the Traffic Calming Study process.
- **Stakeholders** – Includes emergency responders (Township of Puslinch Fire Services, Ontario Provincial Police, and Wellington County/Township Paramedics). Also includes school councils, resident associations, and other community groups with a mandate specific to the neighbourhood (not Township-wide).

It is expected that most requests for traffic calming will originate from the community, signalling their involvement from the beginning of the Traffic Calming Study. Decision-makers may also engage residents and stakeholders.

Points in the Traffic Calming Study process where the Township will engage with residents and stakeholders include:

- Stage 4 – Neighbourhood Survey
  - Survey to gauge resident support for developing a Traffic Calming Plan for the subject street.
- Stage 5 – Plan Development
  - Step 1: Consultation with residents and stakeholders to confirm traffic issues, note potential implementation challenges, and identify candidate traffic calming measures.
  - Step 3: Consultation with residents to present conceptual Traffic Calming Plan (options) and receive feedback to be considered in preparing the proposed plan (options).
- Stage 7 – Trial Implementation
  - If necessary and appropriate, survey to gauge resident support for implementing the approved Traffic Calming Plan with a permanent installation.
  - If necessary and appropriate, consultation with potentially impacted residents and stakeholders prior to implementing the approved Traffic Calming Plan.
- Stage 9 – Monitoring and Evaluation (if necessary and appropriate)
  - Survey to gauge resident support for removing an installed Traffic Calming Plan.
  - Consultation with potentially impacted residents and stakeholders prior to removing an installed Traffic Calming Plan.

The Township will undertake communication activities to support the Traffic Calming Study. Communication will occur throughout the study process, specifically:

- After initial screening in Stage 2 to notify the original requester whether the location satisfies the minimum thresholds for a Traffic Calming Study;
- After each neighbourhood survey to inform residents of the results and next steps;
- Two-weeks in advance of any engagement opportunity (i.e., survey, workshop, etc.);
- When traffic calming measures are to be installed, whether trial or permanent installation; and
- If traffic calming measures are to be removed, whether trial or permanent installation.

The above communications should be distributed to affected residents and stakeholders via mail and/or email and posted on the Township's website. The Township will also use the Engage Puslinch engagement site [<https://engagepuslinch.ca/>] as a "one-stop portal" and landing page for all project-related information and online traffic calming engagement efforts. The Township may also include these communications on their social media feeds and in local newspapers, as deemed appropriate. Distribution methods will depend on the size and nature of the study area.

#### 8.1.4 Traffic Calming Toolbox

The *Canadian Guide to Traffic Calming* identifies a broad range of traffic calming techniques. From this catalogue of options, the Township has established a shortlist of potential traffic calming measures for use in Puslinch.

**Appendix L** provides the “toolbox” of traffic calming measures with a description and photo of each treatment. The Traffic Calming Toolbox notes where the measures are applicable and summarizes potential traffic calming benefits and other implementation considerations. The toolbox also includes a process for selecting the most appropriate traffic calming treatments from the list of potential measures. Indicative costs and design guidance are provided as well.

Applying the toolbox consistently will assist the Township in selecting appropriate measures to address specific community traffic issues and help to avoid the undesirable consequences of traffic calming noted in **Section 0**. It is important to note that not all traffic calming measures are appropriate under all circumstances. Selection of suitable measures will depend on the specific issues being addressed and careful consideration of site-specific conditions. The Township may consider rural traffic calming measures in conjunction with a speed limit review following the Speed Limit and Community Safety Zone Policy.

### 8.2 SPEED LIMIT AND COMMUNITY SAFETY ZONE POLICY

#### 8.2.1 Introduction

##### 8.2.1.1 Purpose

The **Speed Limit Policy** and **Community Safety Zone Policy** are intended to provide the Township with clear, concise, and standardized processes for assessing community requests for lower speed limits and/or the placement of Community Safety Zones. The Speed Limit Policy will aid the Township in establishing consistent, enforceable, and safe speed limits on its roads. The Community Safety Zone Policy will assist the Township in identifying locations meriting heightened safety and enforcement.

##### 8.2.1.2 Objectives

#### **Speed Limits**

Speed limits aid motorists in selecting safe operating speeds for the prevailing conditions, which will vary as roadway geometry, traffic demands, and road environment change. The selection of an appropriate posted speed limit must take into consideration legislative regulations, public recognition and understanding, ease of implementation, and adherence to recognized engineering standards and practices.

The *Highway Traffic Act* (HTA) establishes the regulatory framework for setting speed limits in Ontario. Section 128 (Rate of Speed), subsection (1) of the HTA defines the “default” limits as:

- 50 km/h on roads within a built-up area; and
- 80 km/h on roads not within a built-up area and within a local municipality that had the status of a township on December 31, 2002 (the Township of Puslinch falls into this category).

These provisions, commonly referred to as the urban and rural statutory speed limits, respectively, apply to all roads without MAXIMUM SPEED signs posted.

Section 128, subsection (2) permits municipal councils to prescribe rates of speed that differ from the statutory limits on roads under their jurisdiction. The speed limit set must be less than 100 km/h.

Section 128, subsection (2.1) allows municipalities to prescribe rates of speed lower than 50 km/h for all roads within a designated area. When the municipality posts gateway speed limit signs at entry and exit points to this designated area, all streets within that area assume the same speed limit.

Studies have shown that drivers will generally choose the speed that allows them to reach their destination as quickly as possible without endangering themselves, others, or their property. Posted speed limits are one factor, but not the only not the most important consideration for a motorist in selecting their operating speed. Other tools like increasing law enforcement presence, educating drivers on the risks of speeding, and/or changing the design of a roadway tend to be more effective and usually necessary to realize meaningful long-term change.

### **Community Safety Zones**

Pursuant to Section 214.1 (Community Safety Zones, Municipal Highways) of the HTA, the Township can designate Community Safety Zones to denote locations of heightened safety and enforcement emphasis on its roads. Community Safety Zone signs inform drivers they are entering an area the community has deemed paramount to the safety of its children and citizens. These sections of roadway are typically near schools, day care centres, playgrounds, parks, hospitals, senior citizen residences and may also be used for collision-prone areas within a community. Traffic related offences committed within Community Safety Zones are subject to increased fines. Many set fines are doubled, including speeding and traffic signal related offences.

Designating Community Safety Zones enables the Township to focus resources and attention on specific locations where safety risk to vulnerable road users is highest. However, experience from other communities suggests the signs can be ineffective in some circumstances and benefits are not commensurate with the enforcement effort required.

### **Network and Other Considerations**

The Township of Puslinch does not have its own Official Plan and relies on the Wellington County Official Plan for direction on the physical development of the municipality. [3] The Wellington County Official Plan does not define a road classification system beyond road jurisdiction. Higher order roads, most of which fall under the jurisdiction of Wellington County, function to provide capacity and mobility for traffic movement between the Township roads and Provincial highways. Roads under Township jurisdiction generally follow a standard grid, traverse rural terrain, and may or may not be hard surfaced. In the urban centres of Aberfoyle and Morriston and hamlet of Arkell more suburban style road networks exist.

#### **8.2.1.3 Scope**

The Speed Limit Policy and Community Safety Zone Policy include:

- A process for receiving, evaluating, and responding to citizen requests for speed limit changes;
- A process for establishing appropriate speed limits on Township roadways. Separate guidance is provided for urban and rural roads given their different characteristics and conditions;
- An evaluation methodology for undertaking speed limit assessments; and
- Criteria for establishing Community Safety Zones.

The policies supplement guidance contained in the Transportation Association of Canada (TAC) publications *Canadian Guidelines for Establishing Posted Speed Limits* and *Geometric Design Guide for Canadian Roads*. The document also reflects applicable Provincial legislation including the *Accessibility for Ontarians with Disabilities Act* (AODA) and the *Highway Traffic Act* (HTA).

## 8.2.2 Speed Limit Policy Statement

The Township will apply the methodology set out in the *Canadian Guidelines for Establishing Posted Speed Limits* in setting speed limits on its roads where noted. The recommended practice contained in this guidebook should be applied with sound engineering judgment.

This policy will apply to requests received for speed limit changes on Township roads. The Township should consider conducting a comprehensive speed limit review for all roads under its jurisdiction to minimize the number of such requests.

### 8.2.2.1 Urban Areas

The Township will maintain the statutory 50 km/h speed limit on Township roads in Hamlet Areas and Urban Centres defined on Schedule A7 (Puslinch) of the Wellington County Official Plan. If justified by analysis following the *Canadian Guidelines for Establishing Speed Limits*, the Township may consider a 40 km/h speed limit for road sections:

- Within a designated School Zone or Community Safety Zone;
- With unfavourable geometric characteristics and design speeds of 50 km/h or less (e.g., sight distance, horizontal or vertical curvature). Use of appropriate warning signs should be considered before changing the speed limit depending on length of the design feature; or
- With unprotected shared use pathways or cycling routes.

Area-wide (i.e., gateway) signing may denote the limits of speed zones comprising multiple roads in the same area.

Speed limit transition zones should be no less than 250 metres on Township roads. Refer to Ontario Traffic Manual (OTM) *Book 5 – Regulatory Signs* for guidance on the placement of speed limit signs within transition zones.

### 8.2.2.2 Rural Areas

The Township will maintain the statutory 80 km/h speed limit on Township roads outside the urban area designations shown on Schedule A7 (Puslinch) of the Wellington County Official Plan. If justified by analysis following the *Canadian Guidelines for Establishing Posted Speed Limits*, the Township may reduce speed limits for road sections:

- Within a designated School Zone or Community Safety Zone to 50 km/h;
- With unfavourable geometric characteristics and design speeds of 90 km/h or less (e.g., sight distance, horizontal or vertical curvature). The speed limit shall be set at or below the speed dictated by the geometric restriction, but no less than 50 km/h. Use of appropriate warning signs should be considered before changing the speed limit depending on the length of the design feature; or
- Where Township roads are within the area of influence of a County road with lower or higher posted speeds. The Township may consider increasing or decreasing the speed limit by 10 km/h on the Township road to bring its posted speed closer to the County road.

Speed limit transition zones should be no less than 500 metres on Township roads. Refer to Ontario Traffic Manual (OTM) *Book 5 – Regulatory Signs* for guidance on the placement of speed limit signs within transition zones.

The Township will not entertain requests for speed limit reductions on roads outside the Hamlet Areas and Urban Centres shown on Schedule A7 (Puslinch) of the Wellington County Official Plan solely to address concerns expressed by residents about the perceived safety of walking on the side or shoulder of the roadway.

### 8.2.3 Community Safety Zone Policy Statement

The Township may consider installing Community Safety Zones on a site-specific basis but will not actively pursue new locations for designation.

The Township may designate Community Safety Zones on Township roads meeting the three warrants defined in **Appendix N**. If justified, the Township will consider the following three factors before designating the zone, all of which depend on the nature and extent of the safety issue and are not prescribed by legislation:

- **Size:** A Community Safety Zone could encompass all streets surrounding a particular site or only a section of the street fronting the subject site.
- **Duration:** The Community Safety Zone should be removed once the identified concern is resolved.
- **Time Period:** A Community Safety Zone may be in effect during certain times of the day, days of the week, and/or months of the year.

### 8.2.4 Speed Limit and Community Safety Zone Review Process

**Figure 4** illustrates the process for responding to resident-initiated requests for speed limit changes and/or Community Safety Zones on Township roads. The five-step process for completing the review is described below.

At any point, the Township may determine the traffic concerns cited could be better addressed using other measures and may decide to administer the request through a different process, such as the Township Traffic Calming Policy or the Township Truck Route Policy. Township staff will inform the resident(s) of this decision after completing the assessment. Residents will also be advised if their request is denied for any reason.

#### Step 1 – Resident Request

Residents with traffic-related concerns will submit their written request to the Township's Public Works, Parks and Facilities Department using the Community Traffic Issue Reporting Form in **Appendix M**. The requester must specify the subject street and the nature of the traffic concern. Requests received from residents living on the subject street will be given priority. Members of Township Council can also submit requests on behalf of their constituents.

#### Step 2 – Initial Screening

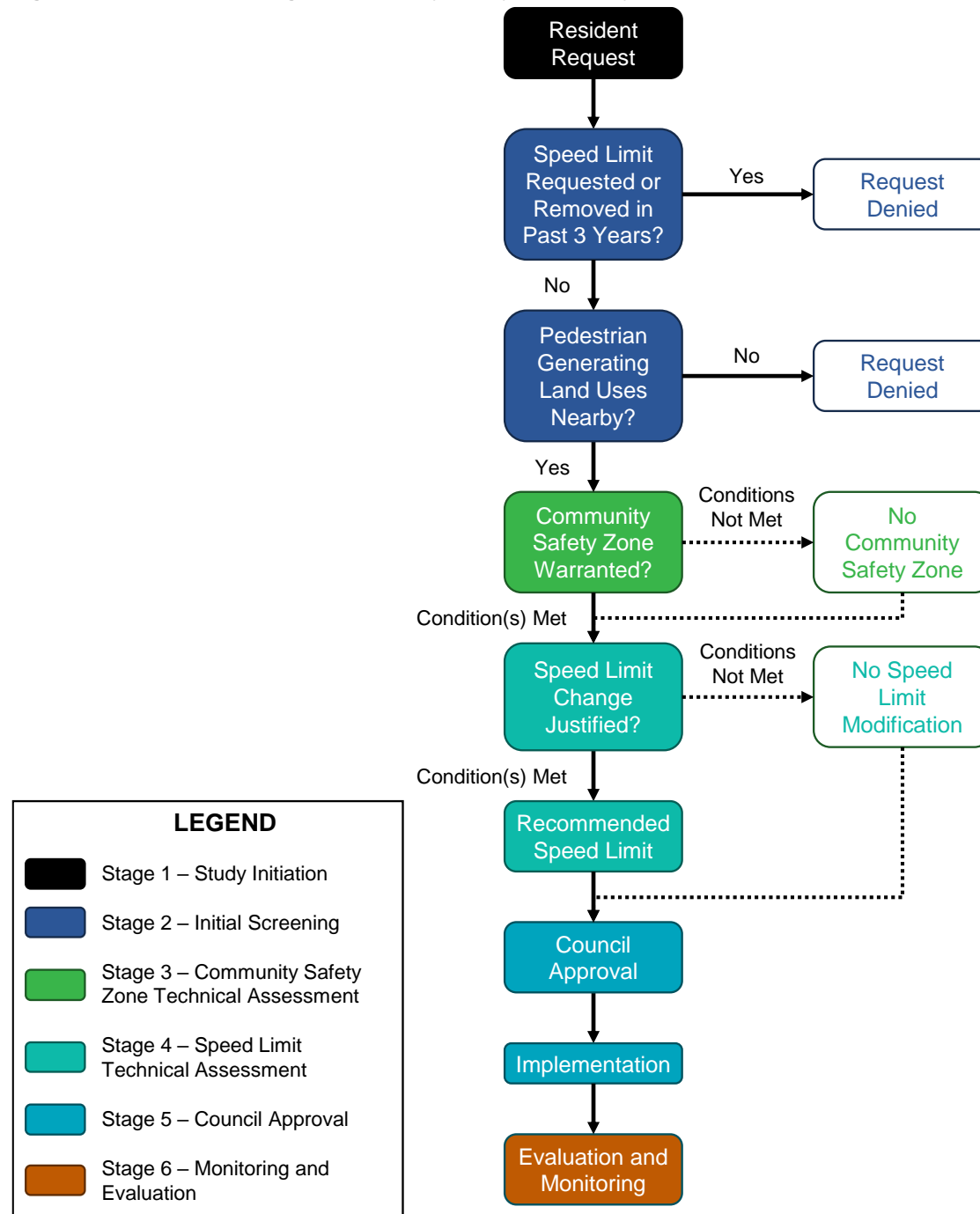
Township staff will conduct an initial screening of the request based on the following two questions to determine if the subject street satisfies the minimum criteria for a speed limit change and/or Community Safety Zone:

- Has a request for a Community Safety Zone and/or speed limit modification been received or implemented within the last three years?* If no, proceed to initial screening question B, or for speed limit requests, proceed to Step 4 – Speed Limit Technical Assessment. If yes, but circumstances surrounding the inquiry and/or conditions in the immediate area have changed since the previous submission, still proceed to initial screening question B. For speed limit requests, proceed to Step 4 – Speed Limit Technical Assessment. If not, the request will be denied.
- Only for Community Safety Zone Reviews:** *Are one or more of the following pedestrian generating land uses present on the subject street?*
  - Elementary or secondary school
  - Daycare centre
  - Retirement residence or senior's centre
  - Community centre
  - Hospital

- High pedestrian traffic locations (more than 75 pedestrians per hour for any eight hours of the day)

If no, the request is denied and the process is ended. If yes, proceed to Step 3 – Community Safety Zone Technical Assessment.

**Figure 4: Speed Limit Change / Community Safety Zone Study Process**





### Step 3 – Community Safety Zone Technical Assessment

For requests satisfying the initial screening, Township staff will assess whether a Community Safety Zone is justified based on the Community Safety Zone Warrants provided in **Appendix N**.

### Step 4 – Speed Limit Technical Assessment

For requests satisfying the initial screening, Township staff will assess whether a speed limit change is justified based primarily on the methodology set out in the *Canadian Guidelines for Establishing Posted Speed Limits*.

If the subject street does not meet the requirements for a speed limit change, Township staff will consider whether the concerns cited could be better addressed using other measures and may decide to administer the request through a different process, such as the Township Traffic Calming Policy or Township Truck Route Policy.

If a subject street meets the requirements for a speed limit change or does not meet the requirements for a speed limit change but meets the requirements for a Community Safety Zone, Township staff will proceed to Step 5 (Council Approval).

### Step 5 – Council Approval

After completing the technical assessments, Township staff will present the recommended speed limit change and/or Community Safety Zone to Council for approval. An amendment to the Consolidated Regulatory Signs By-law will be required to implement the new speed limit and/or Community Safety Zone.

Upon receiving Council approval, Township staff will install the official signs needed to enact the changes.

### Step 6 – Monitoring and Evaluation

Following implementation, Township staff will evaluate the effectiveness of the speed limit change and/or Community Safety Zone for the subject street and monitor its impact on the surrounding road network. The Township may conduct speed surveys to quantify the change in vehicle speeds.

## 8.3 TRUCK ROUTE POLICY

### 8.3.1 Introduction

#### 8.3.1.1 Purpose

The **Truck Route Policy** provides guidelines and principles for identifying acceptable truck routes in the Township of Puslinch based on sound engineering, ensuring adherence to other Township policies, and minimizing impacts on the environment, social fabric, and economic sustainability. The policy aims to balance the needs of commerce and the trucking industry with the desire to minimize the impacts of trucks on sensitive land uses.

#### 8.3.1.2 Objectives

The safe and efficient movement of goods is important to economic development and commerce in the Township. Trucks play an important role for local businesses, delivering raw materials to manufacturers and transporting finished products to market. Their relevance is heightened in communities like the Township with limited or no access to alternative freight shipping modes, namely rail, air, and water. Without other options, local businesses and residents depend almost entirely on trucking for access to markets and the supply of essential commodities.

The movement of trucks needs special consideration given their increased size and weight and perceived negative impacts on safety, congestion, noise, vibration, air quality, and livability in communities. Many

municipalities have established truck routes to define a network of safe, efficient, and connected roadways and related operating procedures for trucks travelling within and through their jurisdictions. These policies aim to balance the needs of commerce and the trucking industry with the desire to minimize the impacts of heavy vehicles on sensitive land uses.

#### 8.3.1.3 Scope

The Truck Route Policy incorporates best practices with local context to identify a network of routes and supporting measures that facilitate movement for heavy vehicles, enhance quality of life for residents, and minimize Township road maintenance costs. The policy:

- Establishes a truck route network (Section 8.3.2);
- Provides a roadway signage strategy for demarcating these routes (Section 8.3.3);
- Addresses freight movement needs in planning (Section 8.3.4); and
- Sets out the basis of a truck route by-law (Section 8.3.5).

For the purposes of this policy, a truck is defined as “a motor vehicle, other than a bus, which is larger than a passenger vehicle, sport utility vehicle (SUV), pick-up truck or van, carries cargo and transports goods, freight, commodities, livestock, etc. A truck may:

- Be a single unit (cab plus cargo area) or a combination vehicle (tractor and trailer(s));
- Have a variety of different cargo carrying configurations – enclosed, flatbed, open with sidewalls, containers, automobile rack, etc.;
- Be operated under a for-hire common carrier or private carrier; or
- Also be operated by a truckload carrier (e.g., single load transported from origin to destination) or a ‘less than truckload’ (LTL) carrier.” [4]

#### 8.3.1.4 Guidance

##### **Wellington County Official Plan**

It is the goal of the Wellington County Official Plan, in Section 12.1, to “encourage the development of safe and efficient transportation systems which are both environmentally responsible and convenient for users. The County will co-operate with surrounding jurisdictions to develop a transportation system that recognizes the mobility of people within [the] area and their need for effective inter-regional transportation systems.” [3] Section 12.5.3 (Major Roads) further states that “major roadways are expected to provide and serve high volumes of traffic including truck traffic.”

The Township relies on a well-defined grid network of Provincial highways, County roads, and Township roads to serve local travel needs. Section 12.5.4 (Local Roads) notes that “rural roads laid out along original township concession and lot lines often provide important collector functions and operate at reasonably high speeds, whereas urban roads may be classified as arterial, collector, or local routes to recognize a hierarchy of functions...”

##### **Truck Route Specific Policies**

Neither the Township of Puslinch or Wellington County currently have a truck route policy or broader goods movement strategy. All County roads and Provincial highways within the Township serve as goods movements routes.



## Other Guidance

The Truck Route Policy is influenced by guidance from Provincial agencies and industry groups, as well as initiatives of other municipalities. Notable guidance includes the:

- Ministry of Transportation *Freight-Supportive Guidelines*, which helps local jurisdictions plan available land, design sites, and manage municipal transportation networks to support effective freight movement.
- Ontario Trucking Association *Local Truck Routes: A Guide for Municipal Officials*, which provides advice on establishing truck routes that preserve mobility for all roadway users, including the safe and efficient movement of freight to grow the local economy.
- City of Hamilton *Truck Route Master Plan*, which offers insight into the process of establishing a comprehensive truck route network and policies for signage.

The policy also reflects applicable Provincial policy and legislation including the Provincial Policy Statement, *Accessibility for Ontarians with Disabilities Act* (AODA), and the *Highway Traffic Act* (HTA).

## 8.3.2 Truck Route Network

### 8.3.2.1 Rationale and Approach

The Township will establish a truck route network to manage and regulate the flow of trucks on Township of Puslinch roads. For the purposes of this policy, a “truck route” is defined as a road segment formally designated for trucks to use when traveling through or within the Township.

The truck routes are denoted on the most suitable roads to the greatest extent possible, while limiting intrusion into designated Urban Centres and Hamlet Areas such as Aberfoyle, Morriston, and Arkell to the minimum possible. The goal is to define the preferred method of moving trucks through the Township with a network of routes that:

- Are safest for the movement of heavy vehicles;
- Avoid sensitive land uses like schools, residential areas, and community facilities;
- Support local and regional commerce and industry; and
- Provide sufficient capacity and adequate design features to accommodate the anticipated volume, size, and weight of vehicles.

The truck route network in Puslinch is designed to direct truck traffic to major roads (primarily Provincial highways and County roads) intended for use by heavy vehicles and avoid minor streets (Township roads) with more sensitive abutting land uses. It is based on the principle that heavy vehicles should stay on designated routes and only use minor streets to access local destinations.

Consistent with this philosophy, the Township will introduce a primarily permissive signing system to denote the truck route network. This type of system offers better guidance to truck drivers, minimizes the potential for confusion, and supports consistent enforcement. A predominately permissive system also requires far fewer signs than an entirely restrictive one, in which all roads not forming the network must be signed. As well, it recognizes heavy vehicles with local origins or destinations can still travel on any road to access a designated truck route by law, as permitted by the *Highway Traffic Act*. **Section 8.3.3** describes the proposed “hybrid” roadway signage strategy in further detail.

### 8.3.2.2 Establishing the Truck Routes

The process of developing the permissive truck route network involved identifying a series of roadway segments suitable (and preferred) for heavy vehicle use based on the following factors:

- Existing truck routes and restrictions;
- Roadway classification and jurisdiction;
- Adjacent land uses;
- Road condition and structural capacity;
- Bridge locations;
- Network improvements; and
- Traffic volumes.

Other considerations also factored into the assessment, helping to justify the inclusion or exclusion of specific road sections from the network. These include:

- **Social, environmental, and economic impacts** – Routes should pose the least visual, safety, noise, vibration, and traffic impacts while offering the most efficient routes possible to deliver goods expeditiously.
- **Route connectivity, continuity, and consistency** – Routes should link key destinations in a logical, direct manner, providing for uninterrupted, non-circuitous travel for trucks while still avoiding sensitive land uses.
- **Parallel route duplication** – Routes serving similar travel patterns as Provincial highways and County roads should be avoided where possible.
- **Active transportation corridors** – Routes should avoid designated pedestrian and cycling corridors (including locations identified in the County's Road Master Action Plan). Recognizing this is not always practical (as many County roads provide the most direct route between centres), separated active transportation facilities may need to be considered.
- **Need for enforcement** – Routes should be logical to vehicle operators to avoid the need for extensive police enforcement to ensure compliance.

#### 8.3.2.3 Key Goods Movement Generators

Major destinations for trucks typically include commercial areas with high volumes of deliveries, industrial areas, and intermodal freight facilities. Schedule A7 of the Wellington County Official Plan illustrates the key rural employment areas and mineral aggregate areas, which include lands surrounding:

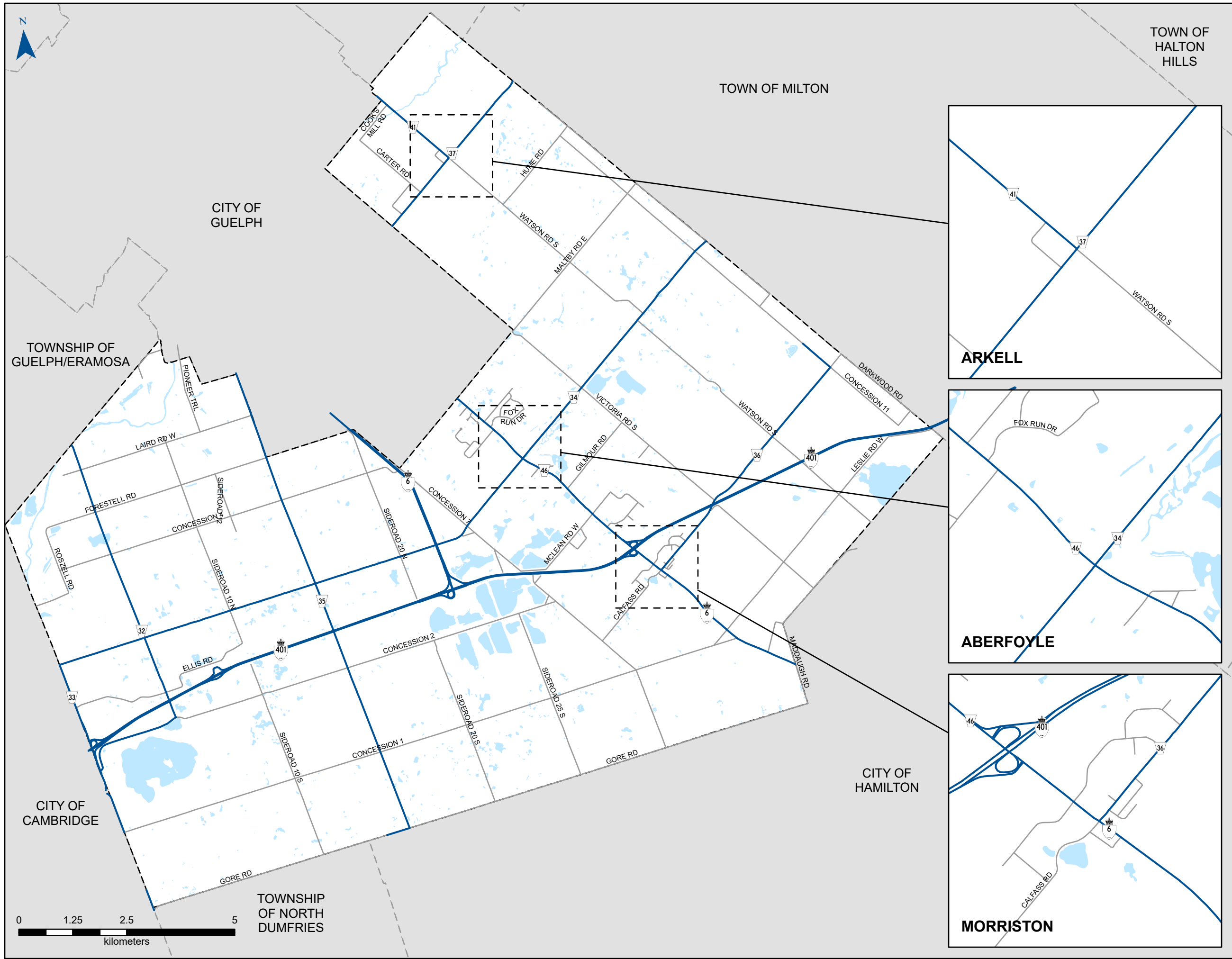
- Highway 6 between Laird Road and Wellington Road 34;
- Wellington Road 46 (Brock Road) between Highway 401 and Aberfoyle; and
- Concession Road 7 near Calfass Road.

#### 8.3.2.4 Preferred Network

**Figure 5** illustrates the preferred truck route network for the Township of Puslinch. The network comprises only County roads and Provincial highways.

Assuming a by-law like the template set out in **Appendix O** is enacted, trucks would be prohibited from using Township roads unless destined to or originating from a location on the subject street, with enforcement provided by the Ontario Provincial Police and/or Ministry of Transportation. **Section 8.3.3** outlines the recommended approach for reconciling signage.

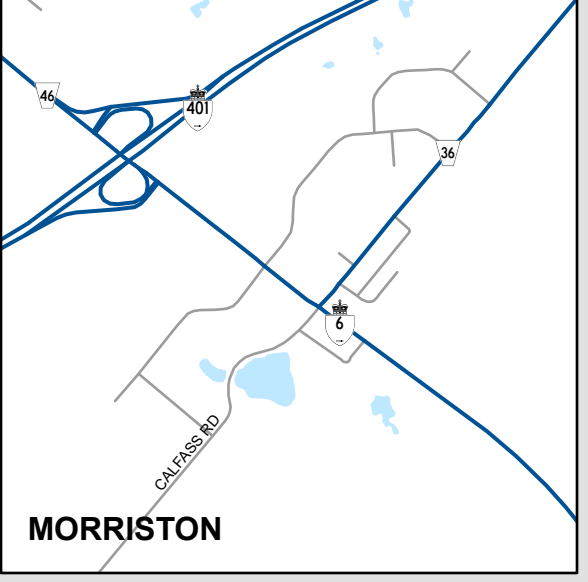
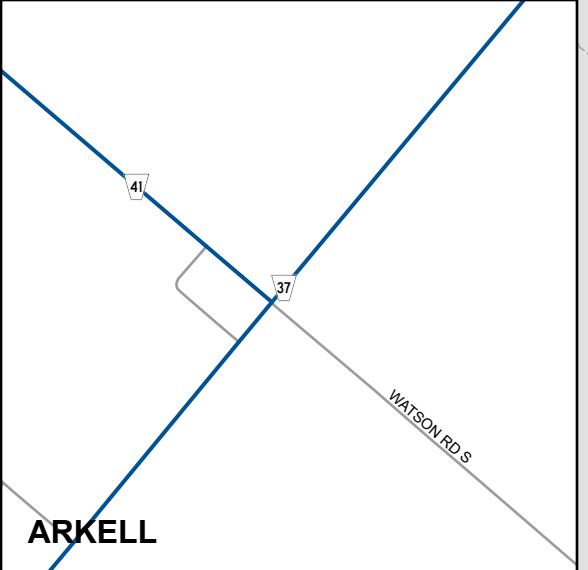
Time of day restrictions may be needed for certain road sections abutting urban residential areas with numerous driveways. Trucks could be prohibited from operating overnight (e.g., between 7:00 PM and 7:00 AM) on these routes. However, alternative routing would be required during these periods. The Township should coordinate time of day restrictions with Wellington County and the Ministry of Transportation, as deemed appropriate.



**TRAFFIC MANAGEMENT  
POLICIES**

**FIGURE 5**  
**PREFERRED TRUCK ROUTE  
NETWORK**

**LEGEND**  
— Preferred Truck Route



COORDINATE SYSTEM: NAD 1983 UTM Zone 16N  
OCTOBER 2022  
DATA SOURCES:  
Township of Puslinch, Land Information Ontario, ESRI

#### 8.3.2.5 *Measures to Support Truck Route Network*

##### **Infrastructure**

In some instances, improvements to the roadway infrastructure forming the preferred truck route network could help to overcome perceived impediments to its use by heavy vehicle operators. Typical measures used to mitigate potential conflicts between road users, enhance the safety of trucking, and/or improve the efficiency of freight movement include:

- Wayfinding and guide sign installations to provide clear, consistent, and easily identifiable messaging to truck drivers. **Section 8.3.3** discusses recommended measures in further detail;
- Pavement marking, geometric design, and structural modifications to help trucks merging and diverging into traffic, and turning and manoeuvring at intersections, driveways, bridges, and on grades;
- Traffic signal timing and synchronization changes to reduce the number of stops and improve traffic flow; and
- Intelligent Transportation Systems (ITS) deployment to collect and communicate information pertinent to freight movement and better manage the flow of heavy truck traffic.

The Township should work with Wellington County and the Ministry of Transportation to identify and implement potential infrastructure measures as the more senior levels of government have jurisdiction over the roadways forming the preferred truck route network.

##### **Education and Communication**

The Township should develop an education and communication campaign in association with Wellington County to inform residents, businesses, and heavy vehicle operators of the truck route network and its purpose. Education will be an important element of implementing and enforcing the truck route network and should be targeted to improve compliance and reduce inappropriate complaints.

As a first step, the Township should work with Wellington County to implement truck route mapping and signage (see **Section 8.3.3** for recommended signing). A webpage like the outline provided in **Appendix P** should also be created on the Township website. These and other education and communication techniques should be explored to disseminate information about local heavy vehicle provisions.

The Township should also consider forming a liaison committee with local businesses, the trucking industry, enforcement entities, community representatives, and Wellington County to facilitate ongoing communication about trucking. Having a common understanding of the issues, educating and building awareness, keeping an open dialogue, and organizing and working together to craft solutions can help to avoid misconceptions and foster mutual cooperation.

##### **Enforcement**

Assuming a by-law like the template set out in **Appendix O** is enacted, failure to adhere to the truck route network and other heavy truck restrictions could result in fines under the *Highway Traffic Act*. For this reason, the Township should work with the Ontario Provincial Police and Ministry of Transportation to enforce and refine the proposed provisions.

### **8.3.3 Truck Route Signage Strategy**

#### 8.3.3.1 *Rationale and Approach*

Denoting the truck route network using clear, consistent, and easily identifiable roadway signage provides clarity to truck drivers and helps ensure compliance with municipal regulations. Signage identifying the truck routes is

expected to reduce the number of heavy vehicles using Township roads unnecessarily, improve safety, and reduce damage and maintenance costs to the Township's infrastructure.

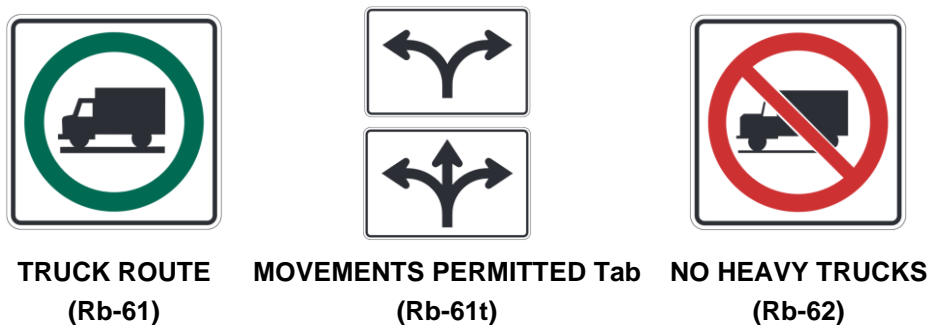
As noted in **Section 8.3.2**, the truck route network will feature a "hybrid" signing system. This system combines permissive signs (Rb-61 TRUCK ROUTE and Rb-61t MOVEMENTS PERMITTED Tab) directing heavy vehicles to the prescribed truck routes. Restrictive signs (Rb-62 NO HEAVY TRUCKS) may be used to prohibit access to streets: where truck traffic is undesirable or less safe; experiencing poor compliance with permissive signing; and/or where drivers maybe confused.

#### 8.3.3.2 Signage Hierarchy

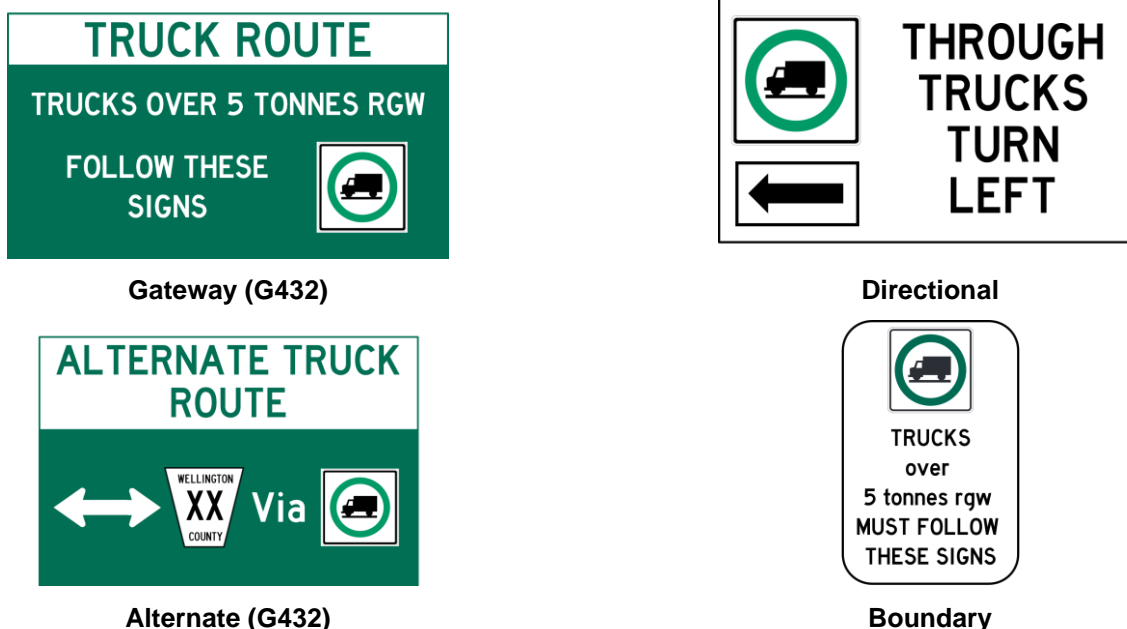
The Ontario Traffic Manual (OTM) establishes a hierarchy of roadway signs in order of importance. The following sign types are proposed for the truck route network:

- Regulatory signs will inform truck drivers of actions needed to comply with the truck route by-law. The signs are enforceable pursuant to the *Highway Traffic Act* and the enabling municipal by-law, disregard of which would constitute a violation. **Figure 6** illustrates the regulatory signs to be used.
- Guide and information signs will supplement the regulatory signage and be installed at strategic locations to direct truck drivers to/along the routes and/or bring awareness to the truck route network. **Figure 7** illustrates the guide and information signs to be used, which can be described as follows:
  - Gateway signs will be used at entries into the Township and on roads at Highway 401 or Highway 6 interchanges to advise truck drivers and other motorists of the truck route network;
  - Alternate signs will be used in advance of intersections to inform truck drivers of designated routes on adjoining Wellington County roads;
  - Directional signs will be used approaching/at intersections to inform truck drivers where routes change direction; and
  - Boundary signs will be used at entries into the Township without Gateway signs to inform truck drivers and other motorists of the requirement for heavy vehicles to follow the truck route network.

**Figure 6: Regulatory Signs for Truck Routing**



**Figure 7: Guide and Information Signs for Truck Routing**



#### 8.3.3.3 Recommended Signing Plan

**Figure 8** illustrates the locations of recommended signs to implement the truck route network. The figure identifies the proposed sign type for each location. In addition, Boundary signs, as shown above, should be installed on each road entering the Township without a Gateway sign. The Township may consider supplementing the recommended plan with additional signs if further guidance or clarification is required.

#### 8.3.3.4 Use of Restrictive Signage

Existing restrictive signage (Rb-62 NO TRUCKS) will be maintained at all current locations until signs need to be replaced. At that time, the Township will review the need to retain the signs based on the following five-step process:

1. Confirm history of complaints for the area with police.
2. Verify issue by collecting and analyzing truck volume data (particularly illegal movement data);
3. If there is a demonstrated concern or issue, install additional permissive signage to reinforce the designated routes;
4. If there continues to be a demonstrated need, target area for police enforcement and monitor results; and
5. If additional, redundant permissive signage and/or police enforcement do not significantly improve the situation, implement restrictive signage.

The Township may consider the installation of new restrictive signage on roads that do not form part of the truck route network subject to the criteria and procedure described above.

### 8.3.4 Freight Movement Needs in Planning

Incorporating freight movement needs into land use and transportation planning and site design can help ensure trucking occurs safely and efficiently with less impact on sensitive land uses in the future. The *Freight-Supportive*



*Guidelines* provide guidance on a range of potential strategies and actions that explicitly consider freight in the planning process, as summarized below.

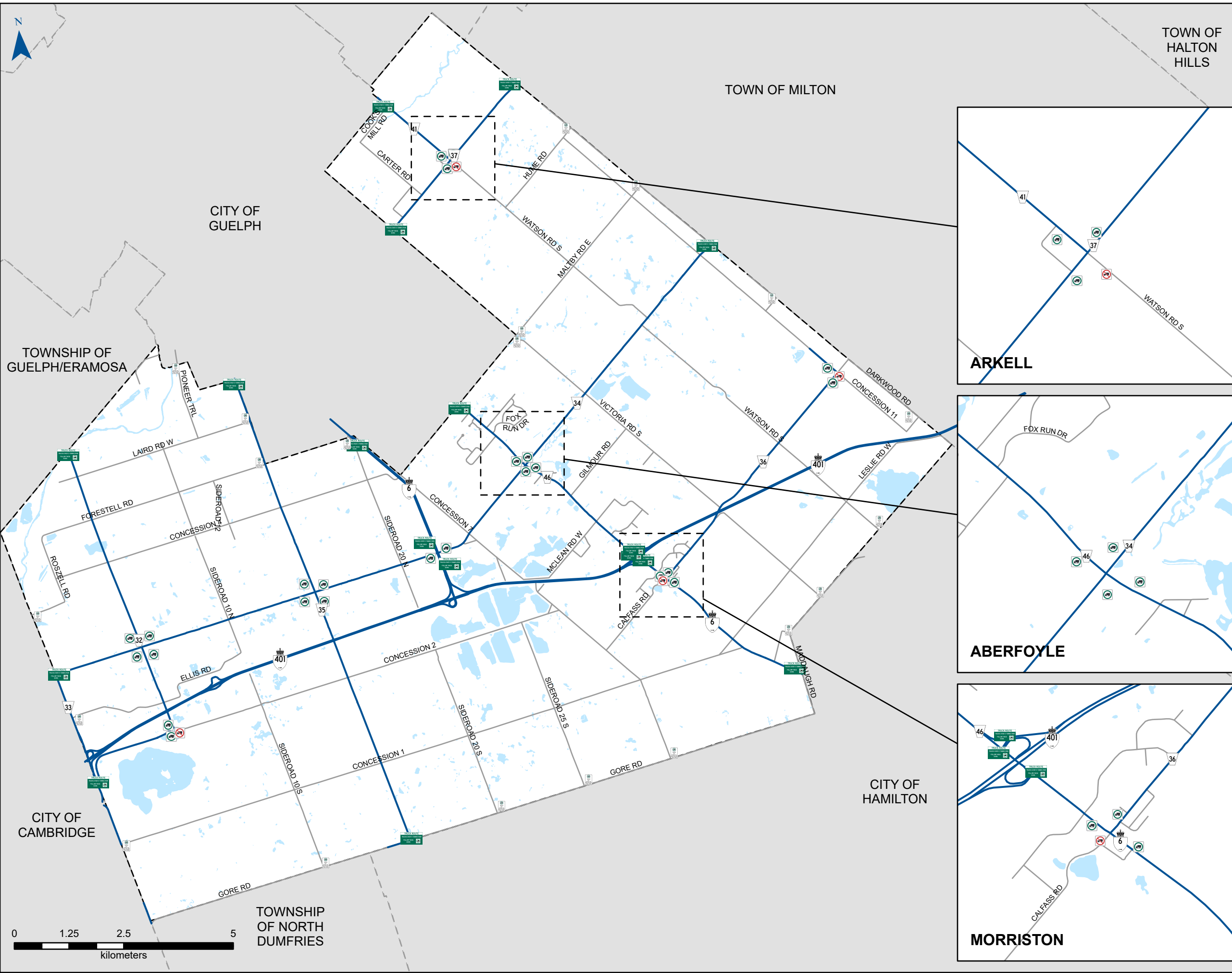
#### 8.3.4.1 Land Use and Transportation Planning

Coordinating and integrating land use planning with transportation planning is an important step in creating an efficient, complete, and sustainable community. To this end, the Township should explicitly consider freight movement and trucking when carrying out land use and transportation planning exercises, such as preparing new or updated planning policies and/or zoning by-laws. Preparation of this truck route policy is an example of such a strategy.

The Township should consider requesting a policy in the Wellington County Official Plan that provides support and direction for local freight movement and specifically addresses truck route planning. Protecting industrial and/or commercial lands located near identified truck routes, particularly properties adjacent to Highway 401 interchanges, is another strategy the Township should consider to better facilitate freight movement and minimize conflicts with trucks. Provisions should also be included in the Township's zoning by-law, such as setbacks, loading zones, ingress, and egress, to support freight movement and address potential impacts to adjacent sensitive land uses.

In future land use planning, the Township should locate new and expanded employment areas close to or in the vicinity of transportation facilities, including the preferred truck route network. Freight-intensive land uses, specifically, should be directed to areas well served by major road and rail facilities, such as the Highway 401 corridor. This reduces the number of trucks that need to travel on local roads between locations and helps cargo move more efficiently. The location of existing and planned infrastructure should also be considered when planning employment uses, along with the separation of sensitive uses, in determining the best location for high freight generating facilities.

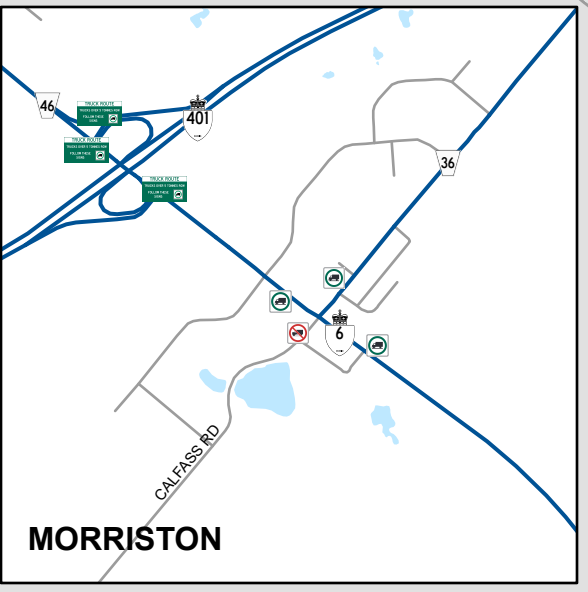
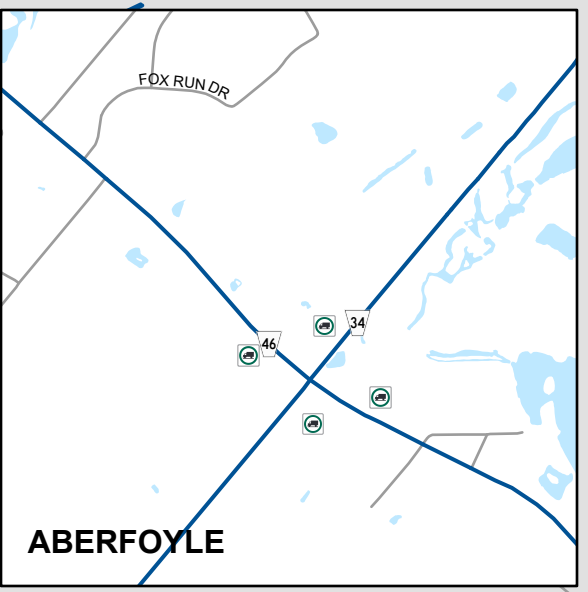
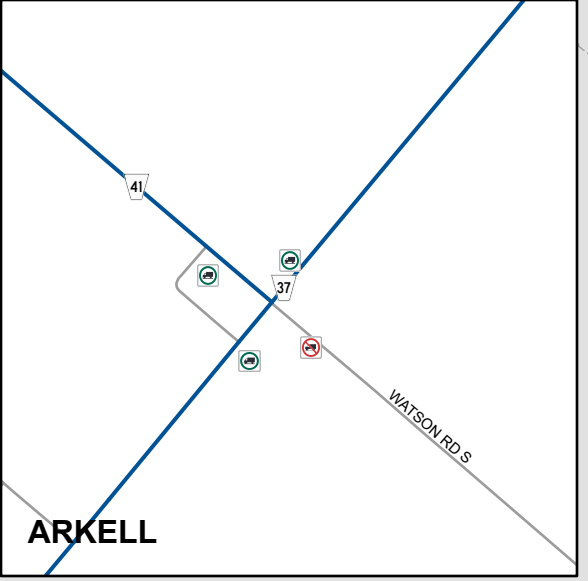
When planning for cycling and pedestrian movements, the Township should avoid co-locating active transportation facilities with truck routes. Alternative routes for cyclists or landscaped buffers or barriers to separate users should be considered.



# TRAFFIC MANAGEMENT POLICIES

**FIGURE 8**  
**RECOMMENDED SIGNAGE  
PLAN**

- LEGEND**
- Preferred Truck Route
- Sign Type**
- Gateway Sign
  - Boundary Sign
  - Rb-61 (Truck Route)
  - Rb-62 (No Heavy Trucks)



COORDINATE SYSTEM: NAD 1983 UTM Zone 16N  
OCTOBER 2022

DATA SOURCES:  
Township of Puslinch, Land Information Ontario, ESRI





#### 8.3.4.2 *Site Design*

Proper design of vehicle circulation and loading facilities at commercial and industrial sites results in development that blends more seamlessly into the surrounding community and limits noise and air pollution. Examples of supportive site design features include:

- Appropriate site access points that consider manoeuvrability of trucks typically serving the development;
- On-site circulation and loading docks designed to accommodate the types of vehicles expected to use the facility;
- Adequate parking, designed with appropriate dimensions and reserved for trucks;
- Appropriate building and amenity placement on site, with suitable setbacks, landscaping, noise mitigation, and lighting;
- Safe accommodation of pedestrians and cyclists; and
- Appropriate design of service lanes in strategic locations, if appropriate.

Smaller delivery vehicles are often used to transport relatively small volumes of freight and/or in built-up areas with constraints on the movement of larger trucks. The Township can improve the efficiency of small-scale delivery operations and reduce the need for heavy vehicle movements through actions such as:

- Accounting for the size and number of trucks/delivery vehicles when determining loading requirements and related infrastructure improvements in downtown Morriston and other hamlet or urban centre areas;
- Assessing opportunities for smaller retail and/or manufacturing uses to share loading facilities, after considering the typical frequency and duration of deliveries for each user; and
- Providing on-street lay-bys for short-term, time-sensitive loading activity in locations not interfering with other community uses, typically with signage indicating a limited stopping period (typically ten minutes).

Site design features to help mitigate the impacts of noise, vibration, and air quality concerns for sensitive land uses abutting truck routes include:

- Implementing buffers;
- Introducing rear lotting (in areas with moderate to high pedestrian activity);
- Providing larger setbacks;
- Installing sound barrier walls;
- Enhancing building surface density in new and retrofit construction.

#### 8.3.5 **Truck Route By-law**

The Township will enforce the proposed truck route network and accompanying policies through the enactment of the truck route by-law. The by-law template attached as **Appendix O** describes typical truck route regulations, detailing where, when, and to whom they apply. The by-law template:

- Defines a “truck route” and a “non-truck route”;
- Lists the Township roads included in the truck route network by schedule;
- Defines the types of vehicles that must follow the designated truck routes, being:
  - Commercial motor vehicles over 5,000 kilograms in gross vehicle weight; and
  - Trailers over 1,360 kilograms in gross weight.
- Exempts certain types of vehicles from the truck route provisions including:
  - Vehicles operated by or on behalf of the Township for highway maintenance or transporting waste;
  - Trucks following a route approval through a site alternation agreement (if such a policy exists);
  - Emergency vehicles;
  - School buses; and

- Vehicles instructed by a police officer to operate on a truck route.
- Requires heavy vehicles to use the shortest route to or from the truck route when:
  - Hauling water;
  - Transporting milk;
  - Serving agricultural purposes;
  - Following a temporary detour route; or
  - Delivering or providing goods or services.
- Specifies the roads and time of year reduced load limits; and
- Prescribes penalty, obstruction, severability, enforcement, and enactment provisions.

## 9 PUBLIC ENGAGEMENT

The Township provided an open comment period for the Roads Management Plan through its “Engage Puslinch” website from May 5, 2023 to June 12, 2023. Additional comments have been received between 2018 and 2022 that Township staff have included as part of this engagement tracking.

For public comments relating to roads in general as well as this Plan, and comments received moving forward, the Township will follow the following general process:

- Comment is received and itemized in a “Public Comments – Roads” register.
- Comments that do not require further investigation will be addressed within a reasonable timeline and confirmation will be provided to the commenting author. No further action will be required. These comments are expected to be minor in nature and generally related to maintenance of existing roads (e.g., broken signs, potholes, vegetation trimming, etc.).
- An internal review will be initiated for any comments received that require further investigation, consultation with standards and guidelines, or retention of third-party specialists to inform the review process and provide recommendations. The Township will endeavour to review and provide a response to the commenting author within 30 days; however, depending on the level of review required, this response time may vary. Comments of this nature are anticipated to relate to expansions to existing Township facilities or enhancements to levels of service (e.g., additional signage, additional roadside safety features, etc.).
- If the review determines that an action is recommended, a staff report will be prepared for Council review and approval as these will generally have budget implications. The staff report will detail the initial budget implications of the action and future maintenance / capital expenditures that are to be expected. The Township will notify the commenting author of the results of the review and that the staff report will be prepared and presented to Council in advance of the next budgeting cycle, along with any other comments where an action is required. This is anticipated to generally occur in September of each year.

Refer to **Appendix Q** for the public engagement notice, comments received as part of this Plan and proposed responses to be provided by the Township upon Council acceptance of this Plan. A general summary of the recommended outcomes of these comments is as follows:

- Forward comments and requests received that did not apply to Township infrastructure to the required municipal government (i.e., Wellington County, City of Guelph, Ontario Ministry of Transportation).
- Initiate reviews in response to comments received following the practices, policies, guidelines and standards provided within this Plan and following the practice above.
- Implement a comment tracking register for current and future public comments regarding road-related facilities (refer to **Appendix Q** for a template register).

## 10 RECOMMENDATIONS & CONCLUSIONS

The following is a brief summary of recommendations made based on the information contained within this Plan.

- It is recommended that annual roads capital funding for road rehabilitation be approximately \$2.7M based on the Road Condition Assessment indicating that the total 10 Year Road Capital Needs are \$27.1M.
- It is recommended that the Township’s *Municipal Development Standards* and guidance within the Inventory Manual be used for the planning, design and construction of capital improvements on its existing road network, to the extent practical and feasible.

- It is recommended that the proposed cross-section for surfacing of existing roads be implemented as a guideline. Each road section will need to be evaluated on a case-by-case basis for confirm suitability of asphalt depths and thicknesses, drainage, subbase suitability as well as lane and shoulder widths.
- Data provided by the Township suggests that the current approach used to maintain the existing asphalt road network is allowing the Township to realize an appropriate service life out of each road asset. It is recommended that geotechnical investigations are completed on existing roads scheduled for resurfacing to inform asphalt and road base thicknesses for road segments that are not realizing a minimum service life of 15 years.
- Where a single lift of asphalt is to be applied, whether for a gravel road conversion or where budget does not permit a two-lift road, and in the absence of a geotechnical investigation, it is recommended that the Township increase its budget to accommodate a single lift of HL 4 Surface Asphalt at a minimum thickness of 60 mm. Our experience has been that premature restoration of isolated sections of road due to paving at thicknesses less than 50 mm is comparable to the additional cost of paving the additional 10 mm of asphalt. The additional 10 mm of asphalt has, in our experience, mitigated issues of paving at thicknesses less than 50 mm when combined with increased emphasis on proper grading of the road prior to paving.
- It is recommended that the Township increase the asphalt thickness for resurfacing projects on roads with an AADT greater than 2,000 vehicles to a minimum asphalt thickness of 100 mm, as prescribed within the Inventory Manual. Geotechnical investigations should be completed to confirm road base construction and subbase conditions. Additional studies may be required to confirm AADT values for identified road sections.
- For roads that need to consider truck traffic, the Township has historically applied 100 mm of asphalt (50 mm HL 4 Binder Course, 50 mm HL 4 Surface Course). In the absence of a geotechnical investigation report, It is recommended that the Township consider increasing its budget to allow for the thickness of asphalt applied as part of its surfacing program to be the minimum thickness provided in the Township's *Municipal Development Standards* standard drawing STD-101, which is 110 mm (60 mm HL 8 Binder Course, 50 mm HL 4 Surface Course) for all roads requiring consideration for truck traffic.
- It is recommended that the Township follow the provided flow chart for conversions of existing gravel roads, including an evaluation of surface treatment versus asphalt for hard-surfacing type. Ditching and subbase improvement programs should be implemented to provide adequate drainage and strength to road prior to hard-surfacing. A minimum of 1 year between ditching and subbase improvements and hard-surfacing is recommended. In general, a three year approach should be taken to gravel road conversions: investigate and gather information in Year 1; complete required platform, drainage and subbase upgrades in Year 2; hard-surface in Year 3.
- It is recommended that the Township consider the process for property owner requests to hard-surface an existing gravel road for further development and adoption into a formal practice, if desired. A petition form should also be developed by the Township for use by property owners when making requests under the practice.
- It is recommended that the Township institute a ditching program for its road network. An annual budget of \$50,000 is suggested until the Township has completed one or two seasons of ditching and can more-reasonably estimate an annual amount to carry for future years.
- It is recommended that the Township's annual gravel road budget be increased to accommodate placement of granular material at a minimum thickness of 60 mm. Following application of this recommended increased thickness, as well as completion of ditching, a review to determine if the application of gravel can be increased from every 2 years can be completed.
- It is recommended that the Township utilize the preliminary design checklist for capital works projects provided. The first iteration of this checklist should be completed (or revised) within 2 years prior to the desired capital project's scheduled construction date to ensure that the budget can be refined ahead of the planned implementation.

- It is recommended that the Township allocate \$10,000 in the current Roads Maintenance Budget in 2023 for crack sealing. Prior to contracting this service, Township staff should review the current sections of road which have a double lift of asphalt to identify crack sealing candidate locations. As well, the Township should follow-up with Wellington County to explore the opportunity of adding the Township locations onto the Wellington County crack sealing contract. The advantages here would be possible cost savings of being part of a larger contract and the ability to share construction inspection services. At the completion of the crack sealing program in 2023, the budget should be re-examined to reflect the experience and knowledge achieved through the implementation of this program and possible needs in 2024.
- It is recommended that the Traffic Management Policies outlined in this Plan be implemented.
- It is recommended that the Township consider conducting a comprehensive speed limit review for all roads under its jurisdiction. An approximate budget for this study would be \$30,000.
- It is recommended that the Township implement the recommendations provided within the Public Engagement section of the Plan for responding to public comments and internal tracking.

## 11 BIBLIOGRAPHY

- [1] Transportation Association of Canada, "Canadian Guide to Traffic Calming," Ottawa, ON, 2016.
- [2] Institute of Transportation Engineers, "Subcommittee of Traffic Calming," 1997.
- [3] Wellington County, "Official Plan," 1999.
- [4] Ontario Trucking Association, "Local Truck Routes: A Guide for Municipal Officials," 2011.

**APPENDIX A:  
TOWNSHIP ROAD NETWORK INVENTORY  
TABLES AND ROAD PCI MAPS**

TOWNSHIP INVENTORY - ALL ROADS

GMBP: 121149

Asset ID	Street Name	From Street	To Street	Length (m)	Surface	Environment	Speed Limit	Estimated Traffic Range	Truck Route	Minimum Maint. Class	PCI
211	Ann Street	County Road 36 (Badenoch Street)	End	63.1	Gravel	RUR	50.0	0-49		6	83.6
30	Back Street	Main Street	Badenoch St E	345.5	Paved	SU	50.0	50-199		6	74.9
214	Beiber Road	Nicholas Beaver Road	End	169.7	Paved	URB	50.0	200-499	Y	5	74.0
208	Boreham Drive	County Road 37 (Arkell Road)	County Road 41 (Watson Road South)	442.3	Paved	SU	50.0	200-499		5	74.1
200	Boyce Drive	County Road 46	End	253.5	Gravel	RUR	50.0	0-49		6	82.1
185	Bridle Path	Brock Rd N	Bridle Path	446.0	Paved	URB	50.0	200-499		5	57.5
204	Bridle Path	Bridle Path	Bridle Path	1116.0	Paved	URB	50.0	200-499		5	65.0
27	Calfass Road	Concession 7	Victoria Street	2077.4	Gravel	RUR	50.0	50-199		6	63.4
27b	Calfass Road	Victoria Street	Queen Street (Highway 6)	97.0	Paved	URB	50.0	200-499		5	89.3
201	Carriage Lane	Bridle Path	End	738.0	Paved	URB	50.0	200-499		5	85.8
129	Carter Road	Arkell Road (County Road 37)	Cooks Mill Road	1849.2	Gravel	RUR	50.0	200-499		5	83.6
202	Cassin Court	Daymond Drive	End	164.2	Paved	URB	50.0	200-499		5	82.7
50	Cockburn Street	Country Road 46	Old Brock Road	123.5	Paved	URB	30.0	200-499		6	89.7
12	Concession 1	Townline Road	transition	1269.2	Paved	RUR	80.0	1000-1999		3	66.7
14	Concession 1	Sideroad 10 South	County Road 35	2068.7	Paved	RUR	80.0	1000-1999		3	68.8
15	Concession 1	County Road 35	Sideroad 20 South	2073.8	Paved	RUR	60.0	1000-1999		4	93.9
16	Concession 1	Sideroad 20 South	Sideroad 25 South	2062.4	Paved	RUR	60.0	1000-1999		4	94.7
17	Concession 1	Sideroad 25 South	Concession 7	2065.1	Paved	RUR	60.0	1000-1999		4	94.7
19	Concession 1	Leslie Road W	Highway 6	546.9	Paved	RUR	80.0	200-499		4	55.8
13a	Concession 1	transition	transition	2112.9	Paved	RUR	80.0	1000-1999		3	68.8
13b	Concession 1	transition	Sideroad 10 South	751.8	Paved	RUR	80.0	1000-1999		3	71.7
18	Concession 1/Leslie Rd W	Concession 7	Highway 6	2350.3	Paved	RUR	80.0	1000-1999		3	58.6
142	Concession 11	Little Road	Leslie Road East	2065.7	Gravel	RUR	60.0	50-199		5	56.7
143	Concession 11	Sideroad 17	County Road 36	1320.9	Gravel	RUR	60.0	50-199		5	77.8
144	Concession 11	County Road 34	Sideroad 17	1960.4	Gravel	RUR	60.0	50-199		5	75.9
145	Concession 11	Maltby Road East	County Road 34	2053.6	Gravel	RUR	60.0	50-199		5	74.9
146	Concession 11	Hume Road	Maltby Road East	2053.6	Gravel	RUR	60.0	50-199		5	74.9
32	Concession 2	Sideroad 10 South	County Road 32	2101.3	Paved	RUR	80.0	500-999		4	94.6
33	Concession 2	Sideroad 10 South	County Road 35	2063.5	Paved	RUR	80.0	500-999		4	51.9
34	Concession 2	County Road 35	Sideroad 25 South	2096.2	Paved	RUR	80.0	500-999		4	55.9
35	Concession 2	Sideroad 20 South	Sideroad 25 South	2050.2	Paved	RUR	60.0	500-999	Y	4	54.2
36	Concession 2	Concession 2/2A	Concession 7	261.4	Gravel	RUR	60.0	0-49		6	71.1
36	Concession 2/2A	Sideroad 25 South	Concession 2	639.3	Paved	RUR	60.0	500-999	Y	4	64.4
37	Concession 2A	Concession 2	Concession 7	235.3	Paved	RUR	60.0	500-999	Y	4	47.1
55	Concession 4	Forestell Road	County Road 32	1239.0	Paved	RUR	80.0	200-499		4	85.3
56	Concession 4	County Road 32	Sideroad 10 North	2072.0	Paved	RUR	80.0	200-499		4	95.0
57	Concession 4	Sideroad 10 North	Sideroad 12 North	823.3	Paved	RUR	60.0	200-499		5	97.4
58	Concession 4	Sideroad 12 North	County Road 35	1235.7	Paved	RUR	80.0	200-499		4	96.0
59	Concession 4	County Road 35	Sideroad 20 North	2068.3	Paved	RUR	80.0	200-499		4	63.9
161	Concession 4	Curve in Road	Highway 6	784.8	Paved	RUR	80.0	200-499		4	67.1



TOWNSHIP INVENTORY - ALL ROADS

GMBP: 121149

Asset ID	Street Name	From Street	To Street	Length (m)	Surface	Environment	Speed Limit	Estimated Traffic Range	Truck Route	Minimum Maint. Class	PCI
113	Concession 7	Concession 1	Gore Road	1922.6	Gravel	RUR	60.0	200-499		5	76.9
114	Concession 7	Concession 1	Calfrass Road	1031.7	Gravel	RUR	60.0	500-999		4	58.6
114	Concession 7	Calfrass Road	Concession 2A	1619.2	Gravel	RUR	60.0	500-999		4	35.7
115	Concession 7	Concession 2A	Mason Road	428.2	Paved	RUR	60.0	3000-3999	Y	3	71.4
116	Concession 7	Mason Road	McLean Road West	235.7	Paved	RUR	60.0	3000-3999	Y	3	97.4
118	Concession 7	County Road 34	Start of Pavement	35.3	Gravel	RUR	60.0	50-199		5	60.8
118	Concession 7	Start of Pavement	Maltby Road West	2017.4	Paved	RUR	60.0	50-199		5	78.2
81	Cooks Mill Road	Carter Road	Bridge	596.7	Gravel	RUR	50.0	200-499		5	80.0
82	Cooks Mill Road	Bridge	County Road 41	437.0	Paved	SU	50.0	200-499		5	69.1
180	Currie Drive	County Road 36 (Badenoch Street)	Highway 6 (Queen Street)	888.1	Paved	SU	50.0	200-499		5	89.7
202	Daymond Drive	Brock Rd N	End	441.7	Paved	URB	50.0	200-499		5	78.9
195	Deer View Ridge	Hammersley Drive	Fox Run Drive	665.6	Paved	URB	50.0	200-499		5	69.4
44	Ellis Road	County Road 33	County Road 32	2185.5	Paved	RUR	50.0	500-999		5	93.8
45a	Ellis Road	6725 Ellis Road	Sideroad 10 North	448.6	Paved	RUR	80.0	200-499		4	83.8
45b	Ellis Road	County Road 32	6725 Ellis Road	1866.5	Paved	RUR	80.0	200-499		4	79.4
79	Farnham Road	Arkell Road (County Road 37)	Carter Road	962.4	Gravel	RUR	50.0	50-199		6	72.1
66	Forestell Road	Roszell Road	County Road 32	1220.7	Paved	RUR	60.0	1000-1999		4	93.2
67	Forestell Road	County Road 32	Sideroad 10 North	2079.9	Paved	RUR	80.0	1000-1999		3	94.3
68	Forestell Road	Sideroad 10 North	Sideroad 12 North	821.3	Paved	RUR	80.0	1000-1999		3	94.0
69	Forestell Road	Sideroad 12 North	County Road 35	1239.7	Paved	RUR	80.0	1000-1999		3	94.3
196	Fox Run Drive	Deer View Ridge	Fox Run Drive transition to curb	415.6	Paved	SU	50.0	200-499		5	73.7
205	Fox Run Drive	Fox Run Drive transition to median	Fox Run Drive transition to curb	200.1	Paved	URB	50.0	200-499		5	70.1
206	Fox Run Drive	Brock Rd N	Fox Run Drive transition to median	160.5	Paved	URB	50.0	200-499		5	65.4
207	Fox Run Drive	Fox Run Drive	Fox Run Drive	650.8	Paved	SU	50.0	200-499		5	73.2
46	Gilmour Road	County Road 46 (Brock Road)	subdivision entrance	248.1	Paved	URB	60.0	200-499		5	76.2
47	Gilmour Road	Victoria Road South	new subdivision	1729.1	Gravel	RUR	60.0	200-499		5	74.2
1	Gore Road	Townline Road	Sideroad 10	4138.0	Paved	RUR	60.0	1000-1999		4	85.6
2	Gore Road	Sideroad 10 South	County Road 52 (Cooper Road)	1529.7	Paved	RUR	60.0	1000-1999		4	89.3
3	Gore Road	County Road 35	Foreman Road	2067.0	Paved	RUR	60.0	1000-1999		4	66.4
4	Gore Road	Sideroad 20 South	Valens Road	2606.6	Paved	RUR	60.0	1000-1999		4	42.2
5	Gore Road	Valens Road	Concession 7	1526.6	Paved	RUR	60.0	1000-1999		4	54.2
6	Gore Road	Concession 7	Lennon Road	959.1	Paved	RUR	60.0	1000-1999		4	51.8
53	Hammersley Road	County Road 46	End	1002.5	Gravel	RUR	60.0	0-49		6	75.9
77	Hume Road	Nassagaweya-Puslinch Townline	Watson Road South	2344.4	Paved	RUR	60.0	200-499		5	71.7
157	Jones Baseline	Stone Road East	End	434.6	Gravel	RUR	60.0	0-49		6	62.5
198	Kerr Crescent	McLean Road West	McLean Road West	834.7	Paved	SU	50.0	500-999	Y	5	88.5
210	Laing Court	Currie Drive	End	113.5	Paved	SU	50.0	50-199		6	82.7
72	Laird Road West	End	County Road 32	427.4	Paved	RUR	50.0	0-49		6	57.5
72	Laird Road West	County Road 32	Sideroad 10 North	2063.8	Paved	RUR	60.0	2000-2999	Y	4	95.9
73	Laird Road West	Sideroad 10 North	Pioneer Trail	828.4	Paved	RUR	60.0	2000-2999	Y	4	95.9

## TOWNSHIP INVENTORY - ALL ROADS

GMBP: 121149

Asset ID	Street Name	From Street	To Street	Length (m)	Surface	Environment	Speed Limit	Estimated Traffic Range	Truck Route	Minimum Maint. Class	PCI
74	Laird Road West	Pioneer Trail	County Road 35	1239.1	Paved	RUR	60.0	2000-2999	Y	4	97.4
20	Leslie Road West	Highway 6	Victoria Road South	2045.0	Paved	RUR	80.0	200-499		4	92.1
21	Leslie Road West	Victoria Road South	Watson Road South	2015.6	Paved	RUR	80.0	200-499		4	60.8
22	Leslie Road West	Watson Road South	Bridge 5 (Mountsberg)	543.2	Paved	RUR	80.0	50-199		4	57.1
23	Leslie Road West	Mountsberg Bridge	Curve at Hwy 401	1204.8	Paved	RUR	80.0	50-199		4	51.1
25	Leslie Road West	Curve at Highway 401	Puslinch-Flamborough Townline	1018.1	Paved	RUR	80.0	50-199		4	46.3
31	Little Road	Nassagaweya-Puslinch Townline	County Road 36	389.9	Gravel	RUR	60.0	50-199		5	75.0
8	MacPherson's Lane	Puslinch-Flamborough Townline	Highway 6	878.6	Gravel	RUR	60.0	0-49		6	74.0
121a	Maddaugh Road	14th Concession East	Highway 6	487.7	Paved	RUR	60.0	500-999		4	63.7
121b	Maddaugh Road	Puslinch-Flamborough Townline	14th Concession East	507.9	Paved	RUR	60.0	500-999		4	74.7
29	Main Street	Badenoch St E	Morrison Ball Park	256.0	Paved	SU	50.0	50-199		6	71.4
64	Maltby Road East	Watson Road South	Concession 11	2070.3	Gravel	RUR	60.0	50-199		5	46.0
64	Maltby Road East	Concession 11	Nassagaweya-Puslinch Townline	308.0	Gravel	RUR	60.0	50-199		5	22.0
63a	Maltby Road East	Victoria Road South	1161m East of Victoria Road South	1161.0	Paved	RUR	80.0	50-199		4	78.4
63b	Maltby Road East	1161m East of Victoria Road South	Watson Road South	924.9	Paved	RUR	80.0	50-199		4	64.3
52	Maple Leaf Lane	County Road 46	End	266.2	Paved	SU	30.0	50-199		6	57.2
38	Mason Road	Concession 7	End	222.6	Paved	SU	50.0	50-199		6	43.3
40	McLean Road East	County Road 46 (Brock Road)	Sideroad 25 North	3052.8	Paved	RUR	60.0	3000-3999	Y	3	96.3
158	McLean Road East	Brock Road South	End	652.1	Paved	SU	50.0	1000-1999	Y	5	97.4
159	McLean Road East	Victoria Road South	End	361.8	Gravel	RUR	50.0	0-49		6	69.2
165	McLean Road/Concession 7	Sideroad 25 North	County Road 34	829.5	Paved	RUR	60.0	3000-3999	Y	3	94.9
149	Nassagaweya-Puslinch Townline	Leslie Road East	Sideroad 10 Nassagaweya	141.3	Gravel	RUR	60.0	50-199		5	70.1
150	Nassagaweya-Puslinch Townline	Leslie Road East	Little Road	2062.8	Gravel	RUR	60.0	50-199		5	69.2
152	Nassagaweya-Puslinch Townline	Sideroad 17	End	826.4	Gravel	RUR	60.0	50-199		5	50.3
162	Nicholas Beaver Road	Winer Rd	Brock Rd S	957.3	Paved	URB	60.0	500-999	Y	4	68.7
78	Niska Road	Bailey Bridge	Whitelaw Road	613.7	Paved	RUR	50.0	2000-2999		5	85.9
181	Ochs Drive	Currie Drive	County Road 36 (Badenoch Street)	576.2	Paved	SU	50.0	50-199		6	90.2
51	Old Brock Road	County Road 46	Cockburn Street	227.3	Paved	URB	50.0	50-199		6	80.1
51	Old Brock Road	Cockburn Street	End	115.8	Paved	SU	50.0	0-49		6	56.6
103	Pioneer Trail	Laird Road West	Niska Road	2080.9	Gravel	RUR	60.0	50-199		5	76.9
9	Puslinch-Flamborough Townline	Victoria Road South	Maddaugh Road	1081.3	Paved	RUR	60.0	500-999		4	80.4
10	Puslinch-Flamborough Townline	14th Concession East	Victoria Road South	1388.9	Paved	RUR	60.0	500-999		4	85.0
148	Puslinch-Flamborough Townline	Leslie Road West	Township Limits	301.4	Paved	RUR	80.0	50-199		4	43.3
90	Roszell Road	Forestell Road	Concession 4	993.8	Paved	RUR	60.0	1000-1999		4	61.9
54a	Roszell Road	Concession 4	Townline Road	1369.1	Paved	RUR	60.0	1000-1999		4	64.2
191	Settler's Road	Calfass Road	Telfer Glen	318.9	Paved	SU	50.0	50-199		6	77.6
94	Sideroad 10 North	County Road 34	Ellis Road	808.4	Paved	RUR	60.0	200-499		5	82.1
95	Sideroad 10 North	County Road 34	Concession 4	2038.6	Gravel	RUR	60.0	50-199		5	56.6
96	Sideroad 10 North	Concession Road 4	Forestell Road	1036.8	Paved	RUR	60.0	50-199		5	86.6
97	Sideroad 10 North	Forestell Road	Laird Road West	1037.7	Paved	RUR	60.0	50-199		5	62.1

TOWNSHIP INVENTORY - ALL ROADS

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Asset ID	Street Name	From Street	To Street	Length (m)	Surface	Environment	Speed Limit	Estimated Traffic Range	Truck Route	Minimum Maint. Class	PCI
98	Sideroad 10 North	Laird Road West	End	137.5	Gravel	RUR	60.0	0-49		6	74.9
99a	Sideroad 10 North	Whitelaw Road	End	335.4	Paved	RUR	50.0	50-199		6	84.4
91	Sideroad 10 South	Gore Road	Concession 1	1879.1	Gravel	RUR	60.0	50-199		5	46.0
92	Sideroad 10 South	Concession 1	Concession 2	2085.8	Gravel	RUR	60.0	200-499		5	76.1
93	Sideroad 10 South	Concession 2	Concession 2	738.6	Gravel	RUR	60.0	50-199		5	72.0
100	Sideroad 12 North	Concession 4	End	335.8	Gravel	RUR	60.0	0-49		6	73.2
101	Sideroad 12 North	Forestell Road	Concession 4	1040.2	Gravel	RUR	60.0	50-199		5	57.9
43	Sideroad 17	Nassagaweya-Puslinch Townline	Concession 11	376.5	Gravel	RUR	60.0	50-199		5	39.6
106	Sideroad 20 North	County Road 34	End	1044.0	Gravel	RUR	60.0	0-49		6	75.9
108	Sideroad 20 North	County Road 34	Concession 4	2076.7	Paved	RUR	80.0	200-499		4	64.0
166	Sideroad 20 North	Concession 4	Forestell Road	1113.8	Paved	RUR	80.0	200-499		4	61.2
104	Sideroad 20 South	Gore Road	Concession 1	1890.4	Gravel	RUR	60.0	50-199		5	65.3
105	Sideroad 20 South	Concession 1	Concession 2	2093.9	Gravel	RUR	60.0	50-199		5	45.1
112	Sideroad 25 North	Concession 7	End	566.8	Gravel	RUR	60.0	50-199		5	42.9
110	Sideroad 25 South	Concession 1	Gore Road	1897.3	Gravel	RUR	60.0	50-199		5	64.5
111	Sideroad 25 South	Concession 2	Concession 1	2091.9	Gravel	RUR	60.0	50-199		5	55.0
26	Small Rd/Leslie Rd E	Nassagaweya-Puslinch Townline	Concession 11	432.7	Gravel	RUR	60.0	50-199		5	69.2
48	Smith Road	Concession 7	County Road 34	332.0	Paved	SU	60.0	50-199		5	71.9
213	Tawse Place	Nicholas Beaver Road	End	154.1	Paved	SU	50.0	50-199	Y	6	84.1
190	Telfer Glen	Queen Street (Highway 6)	End	697.8	Paved	SU	50.0	200-499		5	71.8
122	Victoria Road South	Leslie Road West	Flamborough Puslinch Townline	918.5	Paved	RUR	80.0	1000-1999		3	81.1
123	Victoria Road South	Leslie Road West	County Road 36	2232.3	Paved	RUR	80.0	1000-1999		3	77.0
124	Victoria Road South	County Road 36 (Badenoch Street)	Gilmour Road	3042.0	Paved	RUR	80.0	2000-2999		3	93.5
126	Victoria Road South	County Road 34	Maltby Road East	2074.1	Paved	RUR	80.0	4000-4999		3	68.3
125a	Victoria Road South	Gilmour Road	entrance to Aberfoyle Pit #2	357.7	Paved	RUR	60.0	2000-2999		4	95.9
125b	Victoria Road South	entrance to Aberfoyle Pit #2	County Road 34	621.8	Paved	RUR	60.0	2000-2999	Y	4	95.0
28	Victoria Street And Church Street	Calfass Road	Queen Street (Highway 6)	282.7	Paved	URB	50.0	50-199		6	69.9
133	Watson Road South	Leslie Road West	McRae Station Road	988.8	Paved	RUR	80.0	500-999		4	94.4
134	Watson Road South	bridge	Leslie Road West	565.8	Paved	RUR	80.0	500-999		4	94.6
135	Watson Road South	bridge	bridge	721.9	Paved	RUR	80.0	500-999		4	76.6
136	Watson Road South	County Road 36 (Badenoch Street)	Bridge	758.0	Paved	RUR	80.0	500-999		4	95.7
137	Watson Road South	County Road 34	County Road 36	4144.8	Paved	RUR	80.0	500-999		4	95.9
138	Watson Road South	Maltby Road East	County Road 34	2130.4	Paved	RUR	80.0	1000-1999		3	89.8
139	Watson Road South	Hume Road	Maltby Road East	2041.7	Paved	RUR	80.0	2000-2999		3	47.8
140	Watson Road South	County Road 37 (Arkeil Road)	Hume Road	1647.4	Paved	RUR	80.0	2000-2999		3	78.8
209	Winer Court	Ochs Drive	End	89.4	Paved	SU	50.0	0-49		6	94.9
212a	Winer Road	McLean Road	Nicholas Beaver Road	785.8	Paved	SU	50.0	200-499	Y	5	53.8
212b	Winer Road	Nicholas Beaver Road	End	167.9	Paved	SU	50.0	50-199	Y	6	89.3

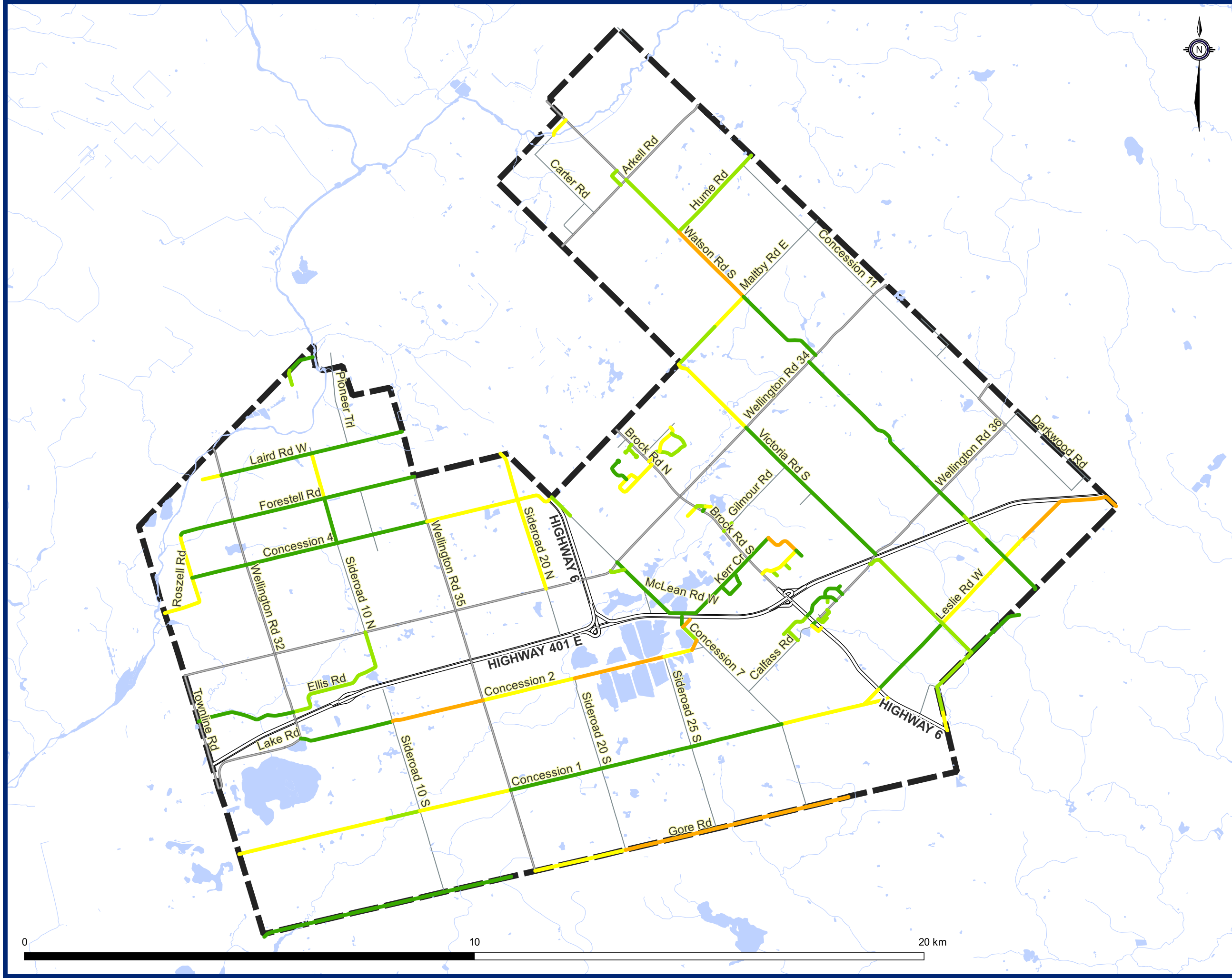
TOWNSHIP INVENTORY - DOUBLE LIFT ASPHALT ROADS (ASSUMED)

GMBP: 121149

Asset ID	Street Name	From Street	To Street	Length (m)	Surface	Environment	Speed Limit	Estimated Traffic Range	Truck Route	Minimum Maint. Class	PCI
214	Beiber Road	Nicholas Beaver Road	End	169.7	URB	Paved	50.0	200-499	Y	5	74.0
208	Boreham Drive	County Road 37 (Arkell Road)	County Road 41 (Watson Road South)	442.3	SU	Paved	50.0	200-499		5	74.1
185	Bridle Path	Brock Rd N	Bridle Path	446.0	URB	Paved	50.0	200-499		5	57.5
204	Bridle Path	Bridle Path	Bridle Path	1116.0	URB	Paved	50.0	200-499		5	65.0
201	Carriage Lane	Bridle Path	End	738.0	URB	Paved	50.0	200-499		5	85.8
202	Cassin Court	Daymond Drive	End	164.2	URB	Paved	50.0	200-499		5	82.7
50	Cockburn Street	Country Road 46	Old Brock Road	123.5	URB	Paved	30.0	200-499		6	89.7
35	Concession 2	Sideroad 20 South	Sideroad 25 South	2050.2	RUR	Paved	60.0	500-999	Y	4	54.2
36	Concession 2/2A	Sideroad 25 South	Concession 2	639.3	RUR	Paved	60.0	500-999	Y	4	64.4
37	Concession 2A	Concession 2	Concession 7	235.3	RUR	Paved	60.0	500-999	Y	4	47.1
115	Concession 7	Concession 2A	Mason Road	428.2	RUR	Paved	60.0	3000-3999	Y	3	71.4
116	Concession 7	Mason Road	McLean Road West	235.7	RUR	Paved	60.0	3000-3999	Y	3	97.4
202	Daymond Drive	Brock Rd N	End	441.7	URB	Paved	50.0	200-499		5	78.9
195	Deer View Ridge	Hammersley Drive	Fox Run Drive	665.6	URB	Paved	50.0	200-499		5	69.4
196	Fox Run Drive	Deer View Ridge	Fox Run Drive transition to curb	415.6	SU	Paved	50.0	200-499		5	73.7
205	Fox Run Drive	Fox Run Drive transition to median	Fox Run Drive transition to curb	200.1	URB	Paved	50.0	200-499		5	70.1
206	Fox Run Drive	Brock Rd N	Fox Run Drive transition to median	160.5	URB	Paved	50.0	200-499		5	65.4
207	Fox Run Drive	Fox Run Drive	Fox Run Drive	650.8	SU	Paved	50.0	200-499		5	73.2
198	Kerr Crescent	McLean Road West	McLean Road West	834.7	SU	Paved	50.0	500-999	Y	5	88.5
72	Laird Road West	County Road 32	Sideroad 10 North	2063.8	RUR	Paved	60.0	2000-2999	Y	4	95.9
73	Laird Road West	Sideroad 10 North	Pioneer Trail	828.4	RUR	Paved	60.0	2000-2999	Y	4	95.9
74	Laird Road West	Pioneer Trail	County Road 35	1239.1	RUR	Paved	60.0	2000-2999	Y	4	97.4
40	McLean Road East	County Road 46 (Brock Road)	Sideroad 25 North	3052.8	RUR	Paved	60.0	3000-3999	Y	3	96.3
158	McLean Road East	Brock Road South	End	652.1	SU	Paved	50.0	1000-1999	Y	5	97.4
165	McLean Road/Concession 7	Sideroad 25 North	County Road 34	829.5	RUR	Paved	60.0	3000-3999	Y	3	94.9
162	Nicholas Beaver Road	Winer Rd	Brock Rd S	957.3	URB	Paved	60.0	500-999	Y	4	68.7
78	Niska Road	Bailey Bridge	Whitelaw Road	613.7	RUR	Paved	50.0	2000-2999		5	85.9
51	Old Brock Road	County Road 46	Cockburn Street	227.3	URB	Paved	50.0	50-199		6	80.1
213	Tawse Place	Nicholas Beaver Road	End	154.1	SU	Paved	50.0	50-199	Y	6	84.1
190	Telfer Glen	Queen Street (Highway 6)	End	697.8	SU	Paved	50.0	200-499		5	71.8
28	Victoria Street And Church Street	Calfass Road	Queen Street (Highway 6)	282.7	URB	Paved	50.0	50-199		6	69.9
212a	Winer Road	McLean Road	Nicholas Beaver Road	785.8	SU	Paved	50.0	200-499	Y	5	53.8
212b	Winer Road	Nicholas Beaver Road	End	167.9	SU	Paved	50.0	50-199	Y	6	89.3

Total: 22.7 KMS

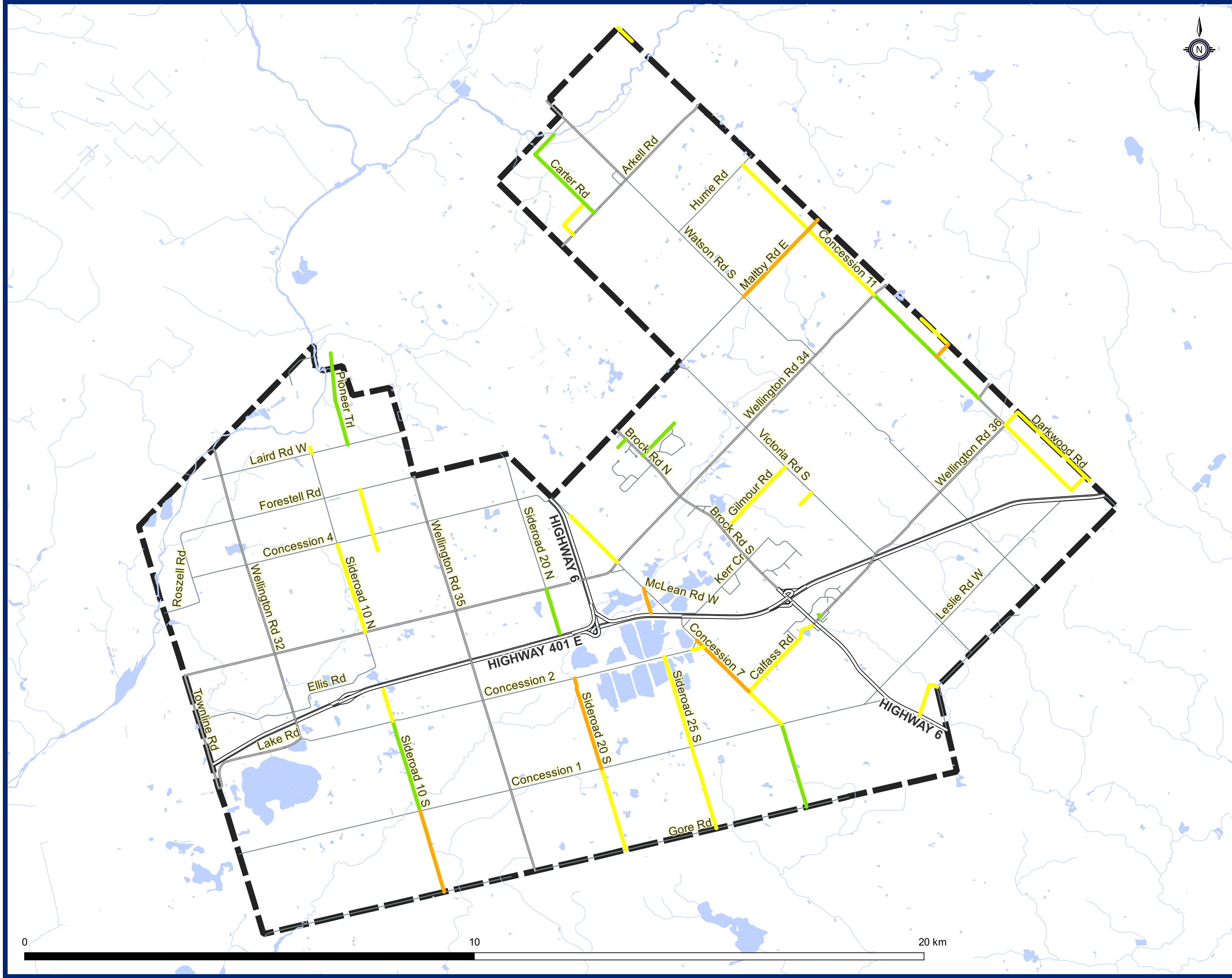




Paved Roads - PCI Range

- Very Good >85
- Good 70-85
- Fair 55-70
- Poor 40-55
- Highway
- County Road
- Railway
- waterways
- Waterbodies
- Municipal Boundary

Township of Puslinch  
Paved Roads - PCI



**Gravel Roads - PCI Range**

>75 Good	
50-75 Fair	
<50 Poor	
Highway	
County Road	
Railway	
Waterways	
Waterbodies	
Municipal Boundary	

Document Path: W:\Guelph\121-2021\12149 2021 Puslinch Roads Management Plans Work in Progress\GIS and Databases\20210111\_PuslinchRoads.qgs

**APPENDIX B:**  
**EXCERPTS FROM MTO INVENTORY MANUAL**

## # ITEM 32 ROADSIDE ENVIRONMENT

### CODE (R) - Rural Section

Rural Environment is defined as being where:

- Areas with sparse development  
or where

Development is less than 50% of the frontage, including developed areas extending less than 300 metres on one side or 200 metres on both sides and no curbs and gutters

### CODE (S) - Semi-Urban/Suburban Section

Semi-Urban/Suburban Environment is defined as being where:

- development exceeds 50% of the frontage for a minimum of 300 metres on one side or 200 metres on both sides  
and
- no curbs and gutters, with or without storm/combination sewers or curb and gutter on one side only without storm/combination sewers  
or
- for subdivisions, the majority of the lot frontages are 30 metres or greater and the roads comply with the ministry's suburban area standards (refer to Directive B-18) as a minimum.

### CODE (U) - Urban Section

Urban Environment is defined as being where:

- Curb and gutters on both sides with or served by storm/combination sewers  
or
- Curb and gutter on one side with or served by storm/combination sewers  
or
- Reversed paved shoulders with or served by storm/combination sewers
- for subdivisions, the majority of the lot frontages must be less than 30 metres (refer to Directive B-18)

## # ITEM 33 EXISTING CLASS

### RURAL SECTIONS

Enter the Existing Class for rural sections according to the present AADT (Item 57) as follows (Classes 100 to 800 apply only to road sections with less than 4 lanes):

CODE (100) - 01 - 49 AADT  
(200) - 50 - 199 AADT



- (300) - 200 - 399 AADT
- (400) - 400 - 999 AADT
- (500) - 1000 - 1999 AADT
- (600) - 2000 - 2999 AADT
- (700) - 3000 - 3999 AADT
- (800) - 4000 AADT and over
- (4LN) - 4 or more lanes
- (EXP) - **Rural Expressways** connect the larger cities, industrial concentrations and recreational areas. They carry large volumes of traffic moving at high speeds under free-flowing conditions.

## SEMI-URBAN SECTIONS

Enter the Existing Class for semi-urban sections as follows:

- CODE (ALL) - **Alleyways** are public ways functioning as an alternative to a local street servicing business sections or off-street parking lots. They have a width of 5.0 m or more, and are continuous through a block (Refer to MTR-B51 for details).
- (L/R) - **Local Residential** roads provide access to residential developments.
- (LCI) - **Local Commercial or Industrial** roads provide access to commercial or industrial areas.
- (C/R) - **Collector Residential** roads serve traffic between local residential and arterial roads, and provide access to adjacent residential properties.
- (CCI) - **Collector Commercial or Industrial** roads serve traffic between local commercial or industrial and arterial roads, and provide access to adjacent commercial or industrial properties.
- (ART) - **Arterial** roads serve large volumes of all types of traffic moving at medium to high speeds. Direct access to adjacent development is limited, and traffic flow is generally uninterrupted. Design speeds range between 50 km/h and 100 km/h.

Note: Collector roads are characterized by interrupted traffic, design speeds normally between 50 km/h and 80 km/h, and equal importance given to traffic movement and land access.

## URBAN SECTIONS

The definitions for Semi-Urban road classes also apply to the Urban environment. Enter the Existing Class for urban sections according as follows:

- CODE (ALL) - **Alleyways**
- (L/R) - **Local Residential**
- (LCI) - **Local Commercial or Industrial**
- (C/R) - **Collector Residential**
- (CCI) - **Collector Commercial or Industrial**
- (ART) - **Arterial**
- (EXP) - **Urban Expressways** serve traffic between large residential areas, industrial or commercial concentrations and the central business district. They carry high volumes of traffic, moving at high speeds under free-flowing conditions.

For municipalities with pavement management studies, the ten point roughness rating may be used as the ten point Surface Condition rating for this item.

Rate the existing Surface Condition as follows:

#### POINT RATING

- (1 0) - If the section affords a fully adequate standard of service, with no annoyance or discomfort.
- (09 to 07) - If it is possible to maintain the lesser of the Minimum Tolerable Average Operating Speed (Item 91) the legal Speed Limit (Item 51) with only a noticeable amount of annoyance to the driver due to sway, vibration or steering effort, but with no noticeable feeling of hazard.
- (06 to 04) - If maintaining even the lesser of the Minimum Tolerable Average Operating Speed (Item 91) or the legal Speed Limit (Item 51) results in either a "tug-of-war" with a too-steep or uneven crown, or a feeling that the car is taking undue punishment.
- (03 to 01) - If the surface irregularities are so severe that a driver will tend to reduce speed considerably, possibly even steering an irregular course, or if the crown is so steep as to be hazardous in winter.

**# \* ITEM 84 SHOULDER WIDTH - Maximum Points 10**  
(RURAL AND SEMI-URBAN SECTIONS ONLY)

Point ratings for Shoulder Width will be calculated by the computer and are based on Shoulder Width (Item 40) and Existing Class (Item 33) using linear interpolation.

The Shoulder Width Point Rating Tables are shown below.

**TABLE 84R RURAL SECTIONS**

Point Rating	EXISTING CLASS							
	100 & 200	300	400	500	600	700	800	4LN, EXP
10	1.5	1.5	1.5	2.5	2.5	3.0	3.0	3.0
1	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5

**TABLE 84S SEMI-URBAN SECTIONS**

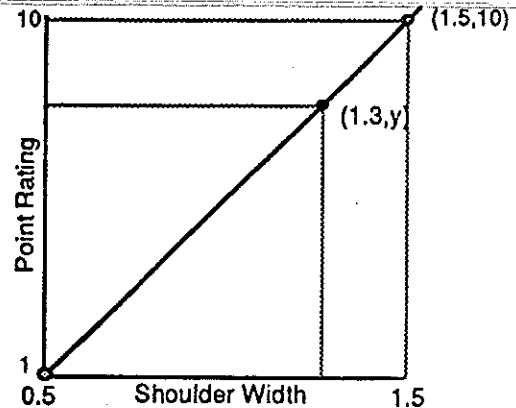
Point Rating	Local Roads		Collector Roads		Arterials
	Residential	Comm/Ind	Residential	Comm/Ind	All Lanes
	ALL, L/R	LCI	C/R	CCI	ART
10	1.5	2.0	2.5	3.0	3.5
1	0.5	1.0	1.0	1.5	1.5

**Note:** The highest point rating corresponds to the design standard surface width or more; and the lowest point rating corresponds to the minimum tolerable surface width or less. Point ratings for intermediate surface widths will be determined by the computer through interpolation.

### Example

For a shoulder width of 1.3 m on a rural road section with an existing class coded as (400), the computer will calculate a Shoulder Width point rating of 8.2 as follows:

$$\frac{1.3 - 0.5}{y - 1} = \frac{1.5 - 0.5}{10 - 1}$$

$$y = 8.2$$


## #\* ITEM 85 SURFACE WIDTH

(RURAL AND SEMI-URBAN SECTIONS) - Maximum Points 15  
(URBAN SECTIONS) - Maximum Points 25

Point ratings for Surface Width will be calculated by the computer and are based on Roadside Environment (Item 32), Existing Class (Item 33) and Surface Width (Item 37) using linear interpolation. The Surface Width Point Rating Tables are shown below for information purposes.

TABLE 85R RURAL SECTIONS

Point Rating	EXISTING CLASS							
	100 & 200	300	400	500	600	700	800	4LN, EXP
15	6.0	6.0	6.5	7.0	7.0	7.0	7.0	3.75/lane
1	5.0	5.0	6.0	6.0	6.0	6.5	6.5	3.5/lane

TABLE 85S SEMI-URBAN SECTIONS

Point Rating	2LN				3LN				4LN		2LN	3LN	4LN	5LN	6LN	7LN	8LN	9LN
	L/R	LCI	C/R	CCI	L/R	LCI	C/R	CCI	C/R	CCI	Arterials							
	ALL	LCI	C/R	CCI	L/R	LCI	C/R	CCI	C/R	CCI	ART							
15	6.0	6.5	6.5	7.5	9.0	9.75	9.75	11.25	13.0	15.0	7.5	11.25	15.0	18.75	22.5	26.25	30.0	33.75
1	5.0	5.5	5.5	6.0	7.5	9.0	9.0	9.0	11.0	12.0	6.0	9.0	12.0	15.0	18.0	21.5	24.5	27.5

TABLE 85U URBAN SECTIONS

Point Rating	2LN				3LN				4LN		2LN	3LN	4LN	5LN	6LN	7LN	8LN	9LN	Express ways
	L/R	LCI	C/R	CCI	L/R	LCI	C/R	CCI	C/R	CCI	Arterials								
	ALL	LCI	C/R	CCI	L/R	LCI	C/R	CCI	C/R	CCI	ART								EXP
25	6.0	6.5	6.5	7.5	9.0	9.75	9.75	11.25	13.0	15.0	7.5	11.25	15.0	18.75	22.5	26.25	30.0	33.75	3.75/lane
1	5.5	6.0	6.0	6.5	8.25	9.0	9.0	9.0	11.5	12.5	6.5	9.5	12.5	15.5	18.5	22.0	25.0	28.0	3.5/lane

## #\* ITEM 93 SURFACE WIDTH

### RURAL

Under Existing Conditions the Surface Width (Item 37) is transcribed by the computer. The Minimum Tolerable Standard for the existing Road Class (Item 33) is then derived using Table 93R.

TABLE 93R - MINIMUM TOLERABLE SURFACE WIDTH - RURAL (metres)

	EXISTING CLASS									
	100	200	300	400	500	600	700	800	4LN	EXP
ROADWAY WIDTH	5.0	5.5	5.5	6.0	6.0	6.0	6.5	6.5	13.0	3.5/lane

### SEMI-URBAN and URBAN

Under Existing Conditions the Surface Width (Item 37) is transcribed by the computer. The Minimum Tolerable Standard for the existing Road Class (Item 33), the Number of Lanes (Item 34) and the Traffic Operation (Item 53) is then derived using Table 93SU.

TABLE 93SU - MINIMUM TOLERABLE SURFACE WIDTH - SEMI-URBAN and URBAN (metres)

FUNCTIONAL CLASSIFICATION	SEMI-URBAN		URBAN	
	2 Way (2W,2M)	1 Way (1W,1M)	2 Way (2W,2M)	1 Way (1W,1M)
2-lane Local Comm. & Ind.	5.5	5.5	6.0	6.0
2-lane Collector Residential	5.5	5.5	6.0	6.0
2-lane Collector Comm. & Ind.	6.0	6.0	6.5	6.5
2-lane Arterial	6.0	6.0	6.5	6.5
3-lane Local Comm. & Ind.	9.0	8.7	9.0	8.7
3-lane Collector Residential	9.0	8.7	9.0	8.7
3-lane Collector Comm. & Ind.	9.0	8.7	9.0	8.7
3-lane Arterial	9.0	9.0	9.5	9.5
4-lane Collector Residential	11.0	11.0	11.5	11.5
4-lane Collector Comm. & Ind.	12.0	12.0	12.5	12.5
4-lane Arterial	12.0	12.0	12.5	12.5
5-lane Arterial	15.0	15.0	15.5	15.5
6-lane Arterial	18.0	18.0	18.5	18.5
7-lane Arterial	21.5	21.5	22.0	22.0
8-lane Arterial	24.5	24.5	25.0	25.0
9-lane Arterial	27.5	27.5	28.0	28.0
Expressway	—	—	3.5/ln	3.5/ln

In all cases the computer compares Existing Condition to the Minimum Tolerable Standard and code as follows:

### RURAL SECTIONS

- CODE (Now)
- If the Existing Condition is less than the Minimum Tolerable Standard, based on the existing AADT (Item 57).
- (1-5)
- If the existing Surface Width based on the 10 year forecasted AADT (Item 65), is expected to be less than the Minimum Tolerable Standard within 5 years.
- (6-10)
- If the existing Surface Width, based on the 10 year forecasted AADT (Item 65) is expected to be less than the Minimum Tolerable Standard in the 6-10 year time period.

**TABLE F-1 ROAD DESIGN STANDARDS**

**RURAL ROAD STANDARDS**

		50-199	200-399	400-999	1000-1999	2000-2999	3000-3999	4000+	4 lanes & Exp
		AADT 200	AADT 300	AADT 400	AADT 500	AADT 600	AADT 700	AADT 800	4LN, EXP
Shw	Surface Width (m)	6.0	6.0	6.5	6.5	7.0	7.0	7.5	15.0
DDP	Shoulder Width (m)	1.5	1.5	1.5	2.5	2.5	3.0	3.0	3.0
DA	Hot Mix (mm)		*16	50	50	100	100	100	100
	Granular A (mm)	150	150	150	150	150	150	150	150
DB	Southern Ontario								
	Granular B (mm)								
	BS	150	150	150	150	150	150	150	150
	RW, REC, NC	300	300	450	450	450	450	450	450
DB	Northern Ontario								
	Granular B (mm)								
	BS	250	250	250	250	250	250	250	250
	RW, REC, NC	400	400	550	550	550	550	550	550
DC	Concrete Surface								
DB	Concrete (mm)	150	150	150	225	225	225	225	225
	Granular B (mm)	150	150	150	150	150	150	150	150

\* Double Surface Treatment (DST) assumed to equal 16 mm of Hot Mix

Note: Class 100 rural roads are eligible for maintenance subsidy only.

**SEMI-URBAN ROAD STANDARDS**

		Local Roads		Collector Roads		Arterials
		Residential	Comm/Ind	Residential	Comm/Ind	All Lanes
		LR	LCI	CR	CCI	ART
Shw	Lane Width (m)	3.0	3.25	3.25	3.75	3.75
DDP	Shoulder Width (m)	1.5	1.5	2.5	2.5	3.0
DA	Hot Mix (mm)	50	50	50	100	100
	Granular A (mm)	150	150	150	150	150
DB	Southern Ontario					
	Granular B (mm)					
	BS	150	150	150	150	150
	RW, REC	250	300	300	450	450
DB	Northern Ontario					
	Granular B (mm)					
	BS	250	250	250	250	250
	RW, REC	350	400	400	550	550
DC	Concrete Surface					
DB	Concrete (mm)	150	150	225	225	225
	Granular B (mm)	150	150	150	150	150

**URBAN ROAD STANDARDS**

		Local Roads		Collector Roads		Arterials	Expressways
		Residential	Comm/Ind	Residential	Comm/Ind	All Lanes	All Lanes
		LR	LCI	CR	CCI	ART	EXP
	Through Lane Width (m)	3.0	3.25	3.25	3.75	3.75	3.75
	Parking Lane Width (m)	2.5	2.5	2.5	2.5	3.0	3.0
	Curb Offset each side (m)	.5	.5	.5	.5	.5	.5
DDP	Granular Base						
	Hot Mix (mm)	100	100	100	150	150	150
DA	Granular A (mm)	150	150	150	150	150	150
DB	Granular B (mm)						
	Southern Ontario	300	300	300	300	450	450
	Northern Ontario	400	400	400	400	550	550
DDP	Concrete Base						
	Hot Mix (mm)	50	50	50	50	100	100
DC	Concrete (mm)	150	150	200	200	200	200
DB	Granular B (mm)	150	150	150	150	150	200
DC	Concrete Surface						
DB	Concrete (mm)	150	150	250	250	250	250
	Granular B (mm)	150	150	150	150	150	150

Note: Bench Mark Costs will not exceed the design standards specified in the above tables

**APPENDIX C:**  
**RECOMMENDED CROSS-SECTION FOR EXISTING ROADS**

R.O.W.  
±

20.117m (66')  
ASSUMED

± EQUAL  
ASSUMED

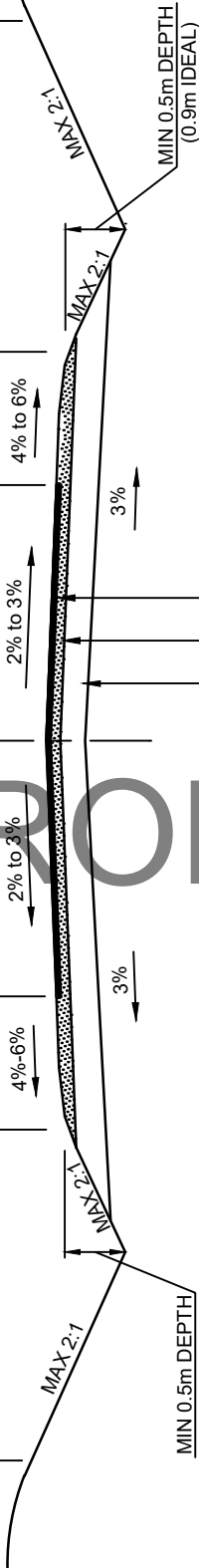
± EQUAL  
ASSUMED

SHOULDER & ROUNDING  
SEE TABLE

SHOULDER & ROUNDING  
SEE TABLE

LANE  
SEE TABLE

SHOULDER & ROUNDING  
SEE TABLE



SURFACE COURSE ASPHALT, SEE TABLE  
BINDER COURSE ASPHALT, SEE TABLE

GRAN 'A', SEE TABLE

GRAN 'B', SEE TABLE

ROAD DESCRIPTION	SURFACE COURSE	BINDER COURSE	GRAN 'A'	GRAN 'B'	LANE	SHOULDER & ROUNDING
LOCAL RURAL, AADT ≤ 1999, NO TRUCK TRAFFIC CONSIDERATIONS	60mm HL 4		150mm	300mm-450mm	3.5m	0.5m MIN (1.0m IDEAL)
LOCAL RURAL, AADT > 1999, NO TRUCK TRAFFIC CONSIDERATIONS	35mm HL 3	60mm HL 4	150mm	450mm	3.5m-4.0m	0.5m MIN (2.0m IDEAL)
LOCAL RURAL, TRUCK TRAFFIC CONSIDERATIONS	50mm HL 4	60mm HL 8	150mm-200mm	450mm	3.75m-4.25m	1.0m MIN (2.0m IDEAL)

ROAD BASE DEPTHS TO BE CONFIRMED THROUGH GEOTECHNICAL INVESTIGATION.  
VALUES IN TABLE REPRESENT MINIMUM RECOMMENDATIONS.  
REFER TO MTO INVENTORY MANUAL FOR RECOMMENDED INTERPRETATION BETWEEN  
RANGES IN THE ABSENCE OF A GEOTECHNICAL INVESTIGATION.



TOWNSHIP OF PUSLINCH STANDARD DRAWING

## RURAL ROAD CROSS-SECTION (EXISTING ROAD)

DATE: SEPT. 2022

**APPENDIX D:**  
**COST ESTIMATES FOR SURFACING OPTIONS**



**ROADS MANAGEMENT PLAN**  
**Township of Puslinch**  
**Pre-Engineering Cost Estimate - Gravel Road Surfacing**  
**GMBP Project: 121149**

Date: 2022-10-11

**Year 1 Cost - Gravel Addition (per km of road)**

ITEM	SPEC.	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL AMOUNT
A1		Supply Granular 'M'	t	1210	\$ 12.00	\$ 14,520.00
A2		Grade and Compact Road (by Township forces)	LS	1	\$ 3,000.00	\$ 3,000.00
Sub-total per km						\$ 17,520.00
TOTAL per km (rounded)						\$ 18,000.00

**ROADS MANAGEMENT PLAN**  
**Township of Puslinch**  
**Pre-Engineering Cost Estimate - Surface Treatment**  
**GMBP Project: 121149**

Date: 2022-10-11

**Year 1 Cost - Double Lift Surface Treatment (per km of road)**

ITEM	SPEC.	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL AMOUNT
A1		Bonding and Insurance	LS	1	\$ 2,000.00	\$ 2,000.00
A2		Mobilization and Demobilization	LS	1	\$ 5,000.00	\$ 5,000.00
A3		Traffic Control (Road Closed)	LS	1	\$ 3,000.00	\$ 3,000.00
A4		Pulverize Existing Road	m2	8000	\$ 0.50	\$ 4,000.00
A5		Grade and Compact Road Base	m2	8000	\$ 1.00	\$ 8,000.00
A6		Granular 'A' (for grading)	t	480	\$ 15.00	\$ 7,200.00
A7		Double Lift Surface Treatment	m2	8000	\$ 6.50	\$ 52,000.00
A8		Line Painting	LS	1	\$ 2,000.00	\$ 2,000.00
A9		Street Sweeping	LS	1	\$ 2,000.00	\$ 2,000.00
<b>Sub-total per km</b>						<b>\$ 85,200.00</b>
<b>TOTAL per km (rounded)</b>						<b>\$ 86,000.00</b>

**Year 2 Cost - Single Lift Surface Treatment (per km of road)**

ITEM	SPEC.	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL AMOUNT
A1		Bonding and Insurance	LS	1	\$ 1,000.00	\$ 1,000.00
A2		Mobilization and Demobilization	LS	1	\$ 5,000.00	\$ 5,000.00
A3		Traffic Control (Road Closed)	LS	1	\$ 2,000.00	\$ 2,000.00
A4		Single Lift Surface Treatment	m2	8000	\$ 4.50	\$ 36,000.00
A5		Line Painting	LS	1	\$ 2,000.00	\$ 2,000.00
A6		Street Sweeping	LS	1	\$ 2,000.00	\$ 2,000.00
<b>Sub-total per km</b>						<b>\$ 48,000.00</b>
<b>TOTAL per km (rounded)</b>						<b>\$ 48,000.00</b>

**Year 8 Cost - Asphalt Padding and Single Lift Surface Treatment (per km of road)**

ITEM	SPEC.	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL AMOUNT
A1		Bonding and Insurance	LS	1	\$ 1,000.00	\$ 1,000.00
A2		Mobilization and Demobilization	LS	1	\$ 5,000.00	\$ 5,000.00
A3		Traffic Control (Road Closed)	LS	1	\$ 2,000.00	\$ 2,000.00
A4		Asphalt Padding (allowance)	LS	1	\$ 10,000.00	\$ 10,000.00
A5		Single Lift Surface Treatment	m2	8000	\$ 4.50	\$ 36,000.00
A6		Line Painting	LS	1	\$ 2,000.00	\$ 2,000.00
A7		Street Sweeping	LS	1	\$ 2,000.00	\$ 2,000.00
<b>Sub-total per km</b>						<b>\$ 58,000.00</b>
<b>TOTAL per km (rounded)</b>						<b>\$ 58,000.00</b>

**ROADS MANAGEMENT PLAN**  
**Township of Puslinch**  
**Pre-Engineering Cost Estimate - Asphalt Wearing Surface (No Truck Traffic Considerations, Existing Practice)**  
**GMBP Project: 121149**

Date: 2022-10-11

**Year 1 Cost - Pulverize and Pave (per km of road)**

ITEM	SPEC.	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL AMOUNT
A1		Bonding and Insurance	LS	1	\$ 3,000.00	\$ 3,000.00
A2		Mobilization and Demobilization	LS	1	\$ 6,000.00	\$ 6,000.00
A3		Traffic Control (Road Closed)	LS	1	\$ 3,000.00	\$ 3,000.00
A4		Pulverize Existing Road	m2	8000	\$ 1.00	\$ 8,000.00
A5		Grade and Compact Road Base	m2	8000	\$ 1.00	\$ 8,000.00
A6		Granular 'A' (for grading)	t	480	\$ 15.00	\$ 7,200.00
A7		HL 4 Surface Asphalt (50 mm)	t	875	\$ 80.00	\$ 70,000.00
A8		Granular 'A' Shoulders (50 mm)	t	270	\$ 15.00	\$ 4,050.00
A9		Line Painting	LS	1	\$ 2,000.00	\$ 2,000.00
<b>Sub-total</b>						<b>\$ 111,250.00</b>
<b>TOTAL (rounded)</b>						<b>\$ 112,000.00</b>

**ROADS MANAGEMENT PLAN**  
**Township of Puslinch**  
**Pre-Engineering Cost Estimate - Asphalt Wearing Surface (No Truck Traffic Considerations, Development Standards)**  
**GMBP Project: 121149**

Date: 2022-10-11

**Year 1 Cost - Pulverize and Pave (per km of road)**

ITEM	SPEC.	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL AMOUNT
A1		Bonding and Insurance	LS	1	\$ 4,000.00	\$ 4,000.00
A2		Mobilization and Demobilization	LS	1	\$ 8,000.00	\$ 8,000.00
A3		Traffic Control (Road Closed)	LS	1	\$ 3,000.00	\$ 3,000.00
A4		Pulverize Existing Road	m2	8000	\$ 1.00	\$ 8,000.00
A5		Grade and Compact Road Base	m2	8000	\$ 1.00	\$ 8,000.00
A6		Granular 'A' (for grading)	t	480	\$ 15.00	\$ 7,200.00
A7		HL 4 Binder Asphalt (60 mm)	t	1050	\$ 75.00	\$ 78,750.00
A8		HL 3 Surface Asphalt (35 mm)	t	620	\$ 75.00	\$ 46,500.00
A9		Granular 'A' Shoulders (95 mm)	t	510	\$ 15.00	\$ 7,650.00
A10		Line Painting	LS	1	\$ 2,000.00	\$ 2,000.00
<b>Sub-total</b>						<b>\$ 173,100.00</b>
<b>TOTAL (rounded)</b>						<b>\$ 174,000.00</b>

**ROADS MANAGEMENT PLAN**  
**Township of Puslinch**  
**Pre-Engineering Cost Estimate - Asphalt Wearing Surface (Truck Traffic Considerations, Existing Practice)**  
**GMBP Project: 121149**

Date: 2022-10-11

**Year 1 Cost - Pulverize and Pave (per km of road)**

ITEM	SPEC.	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL AMOUNT
A1		Bonding and Insurance	LS	1	\$ 5,000.00	\$ 5,000.00
A2		Mobilization and Demobilization	LS	1	\$ 9,000.00	\$ 9,000.00
A3		Traffic Control (Road Closed)	LS	1	\$ 3,000.00	\$ 3,000.00
A4		Pulverize Existing Road	m2	9500	\$ 1.00	\$ 9,500.00
A5		Grade and Compact Road Base	m2	9500	\$ 1.00	\$ 9,500.00
A6		Granular 'A' (for grading)	t	570	\$ 15.00	\$ 8,550.00
A7		HL 8 Binder Asphalt (50 mm)	t	940	\$ 75.00	\$ 70,500.00
A8		HL 4 Surface Asphalt (50 mm)	t	940	\$ 78.00	\$ 73,320.00
A9		Granular 'A' Shoulders (100 mm)	t	800	\$ 15.00	\$ 12,000.00
A10		Line Painting	LS	1	\$ 2,000.00	\$ 2,000.00
<b>Sub-total</b>						<b>\$ 202,370.00</b>
<b>TOTAL (rounded)</b>						<b>\$ 203,000.00</b>

**ROADS MANAGEMENT PLAN**  
**Township of Puslinch**  
**Pre-Engineering Cost Estimate - Asphalt Wearing Surface (Truck Traffic Considerations, Development Standards)**  
**GMBP Project: 121149**

Date: 2022-10-11

**Year 1 Cost - Pulverize and Pave (per km of road)**

ITEM	SPEC.	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL AMOUNT
A1		Bonding and Insurance	LS	1	\$ 6,000.00	\$ 6,000.00
A2		Mobilization and Demobilization	LS	1	\$ 10,000.00	\$ 10,000.00
A3		Traffic Control (Road Closed)	LS	1	\$ 3,000.00	\$ 3,000.00
A4		Pulverize Existing Road	m2	9500	\$ 1.00	\$ 9,500.00
A5		Grade and Compact Road Base	m2	9500	\$ 1.00	\$ 9,500.00
A6		Granular 'A' (for grading)	t	570	\$ 15.00	\$ 8,550.00
A7		HL 8 Binder Asphalt (60 mm)	t	1130	\$ 75.00	\$ 84,750.00
A8		HL 4 Surface Asphalt (50 mm)	t	940	\$ 78.00	\$ 73,320.00
A9		Granular 'A' Shoulders (110 mm)	t	880	\$ 15.00	\$ 13,200.00
A10		Line Painting	LS	1	\$ 2,000.00	\$ 2,000.00
<b>Sub-total</b>						<b>\$ 219,820.00</b>
<b>TOTAL (rounded)</b>						<b>\$ 220,000.00</b>

## **APPENDIX E: ROAD AGE CALCULATIONS**

**Asphalt Road Age Summary**  
**Township of Puslinch**

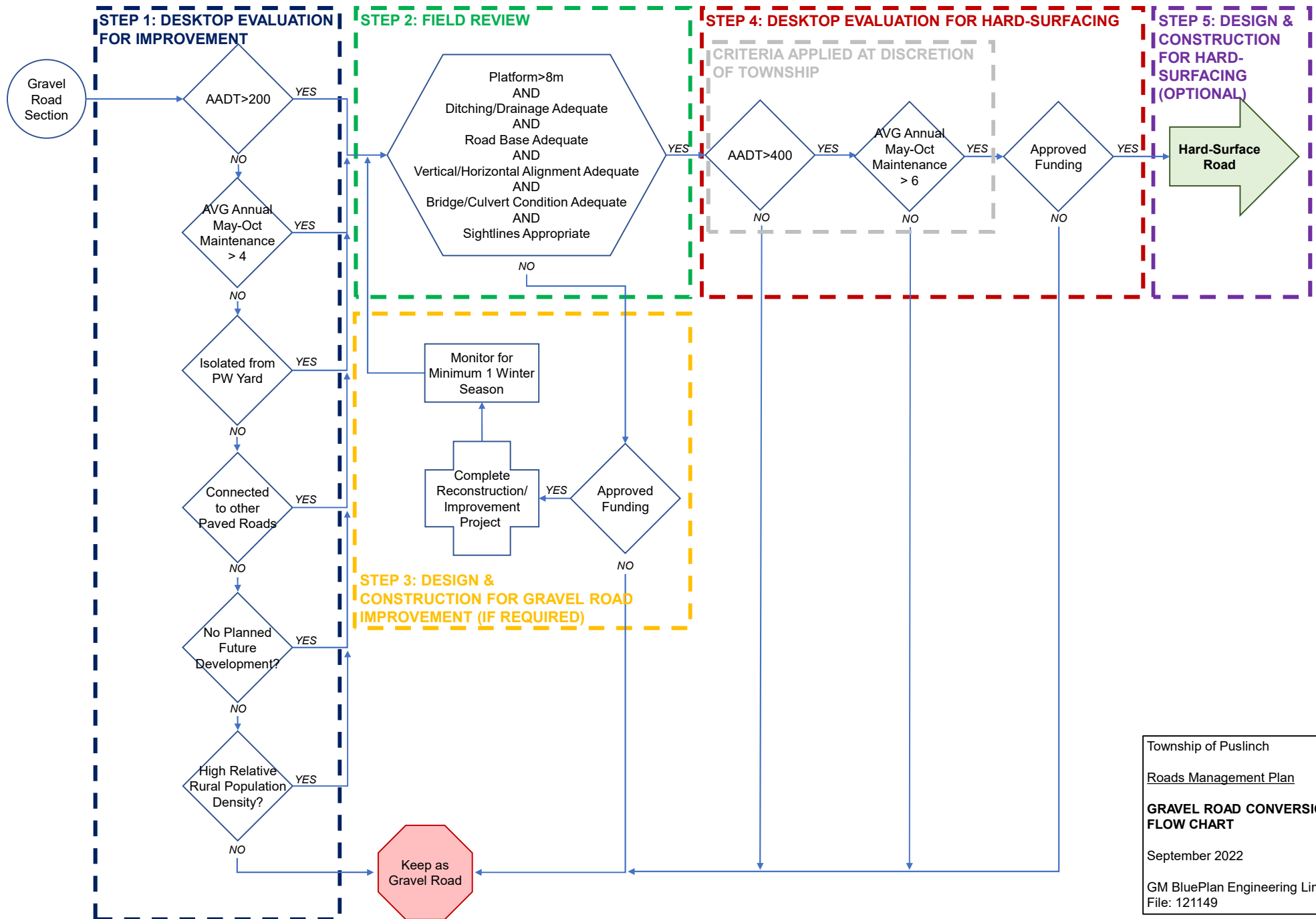
GMBP: 121149

Asset ID	Street Name	From Street	To Street	Acquisition Date	Re-Acquisition Date	Achieved Road Life
1	Gore Road	Townline Road	Sideroad 10	1995	2015	20
2	Gore Road	Sideroad 10 South	County Road 52	1996	2015	19
3	Gore Road	County Road 35	Foreman Road	1992	2013	21
12	Concession 1	transition	Townline Road	1999	2013	14
13B	Concession 1	Sideroad 10 South	transition	1999	2013	14
14	Concession 1	Sideroad 10 South	County Road 35	2000	2013	13
16	Concession 1	Sideroad 20 South	Sideroad 25 South	1999	2020	21
17	Concession 1	Sideroad 25 South	Concession 7	1997	2020	23
20	Leslie Road West	Highway 6	Victoria Road South	1993	2016	23
33	Concession 2	Sideroad 10 South	County Road 35	1996	2014	18
40	McLean Road East	County Road 46	Concession 7	2007	2021	14
56	Concession 4	County Road 32	Sideroad 10 North	2008	2021	13
57	Concession 4	Sideroad 10 North	Sideroad 12 North	2004	2019	15
58	Concession 4	Sideroad 12 North	County Road 35	2003	2019	16
66	Forestell Road	County Road 32	Roszell Road	2000	2018	18
67	Forestell Road	Sideroad 10 North	County Road 32	1999	2017	18
68	Forestell Road	Sideroad 12 North	Sideroad 10 North	1999	2018	19
69	Forestell Road	County Road 35	Sideroad 12 North	1999	2018	19
72	Laird Road West	County Road 32	Sideroad 10 North	1999	2017	18
73	Laird Road West	Sideroad 10 North	Pioneer Trail	1999	2017	18
123	Victoria Road South	Leslie Road West	County Road 36	1993	2014	21
124	Victoria Road South	County Road 36	Gilmour Road	1995	2019	24
125A	Victoria Road South	Gilmour Road	entrance to Aberfoyle Pit #2	2000	2019	19
125B	Victoria Road South	entrance to Aberfoyle Pit #2	County Road 34	1990	2016	26
126	Victoria Road South	County Road 34	Maltby Road East	1995	2016	21
133	Watson Road South	Leslie Road West	McRae Station Road	1997	2020	23
134	Watson Road South	bridge	Leslie Road West	1996	2020	24
136	Watson Road South	County Road 36	bridge	1998	2020	22
137	Watson Road South	County Road 34	County Road 36	1996	2020	24
138	Watson Road South	Maltby Road East	County Road 34	1994	2016	22
158	McLean Road East	Brock Road South	Brock Road South	1996	2021	25
164	Concession 7	bridge	Sideroad 25 North	2004	2021	17
165	Concession 7	Sideroad 25 North	County Road 34	2004	2021	17
180	Currie Drive	County Road 36	Highway 6	1993	2015	22
181	Ochs Drive	Currie Drive	County Road 36	1998	2015	17
210	Lang Court	Currie Drive	dead end	1995	2015	20
27B	Calfass Road	Victoria Street	Highway 6	1995	2016	21

**Average: 19**  
**Min: 13**  
**Max: 26**



**APPENDIX F:**  
**GRAVEL ROAD CONVERSION FLOW CHART**



**APPENDIX G:  
PRELIMINARY DESIGN CHECKLIST FOR  
TRANSPORTATION CAPITAL PROJECTS**

**TOWNSHIP OF PUSLINCH**  
**Transportation Capital Project – Preliminary Design Checklist**

Capital Project:		Asset IDs:	
Description:			
Checklist Prepared By:		Date:	

**Project Definition:**

Main Road Name:		Length:	
	From:	To:	
Road Construction:	<input type="checkbox"/> Urban <input type="checkbox"/> Semi-Urban <input type="checkbox"/> Rural		
Traffic:	<input type="checkbox"/> Local Residential <input type="checkbox"/> Collector Residential <input type="checkbox"/> Local Commercial <input type="checkbox"/> Collector Commercial		
	<input type="checkbox"/> Other:		
AADT:		% Trucks:	
Traffic Growth Rate:		10 Year AADT:	
Improvement:	<input type="checkbox"/> New Road <input type="checkbox"/> Gravel Conversion <input type="checkbox"/> Resurfacing <input type="checkbox"/> Reconstruction		
	<input type="checkbox"/> Other:		
Boundary Road?	Y / N	Rail Crossing?	Y / N
Construction Year:		Budget:	
Funding:			
	Preliminary Cost Estimate:		

**Background Review:**

<i>Studies:</i>	<i>Required</i>	<i>Date Received</i>	<i>Comments</i>
Topographic Survey:	Y / N		
Legal Survey:	Y / N		
Permission to Enter:	Y / N		
Geotechnical Investigation:	Y / N		
Environmental Assessment:	Y / N		
Environmental Impact Study:	Y / N		
Traffic Study:	Y / N		
Development Study:	Y / N		
Active Transportation:	Y / N		
Traffic Calming:	Y / N		
Pavement Management:	Y / N		
Functional Plans:	Y / N		
Noise Impact Study:	Y / N		
Archaeology:	Y / N		
Heritage:	Y / N		
Tree Inventory:	Y / N		
Bridge/Culvert Review:	Y / N		
Hydrogeology:	Y / N		

**Existing Conditions:**

<i>Item</i>	<i>Comments</i>
Pavement History:	
Pavement Condition:	
Maintenance Demand:	
Landscaping:	
Horizontal Alignment Issues:	
Vertical Alignment Issues:	
Collision/Accident History:	
Sightline Issues:	
Drainage Issues:	
Subbase Issues:	

**Existing Geometry:**

Pavement Width:		Shoulder Width:		Platform Width:	
Boulevard Type/Width:		Sidewalk Type/Width:			
Right-of-Way Width:					

**Structures and Drainage:**

<i>Item</i>	<i>Comments</i>
Curb and Gutter:	
Storm Sewer:	
Ditches:	
Municipal Drains:	
Watercourses:	
Equalization Culverts:	
Driveway Culverts:	
Guide Rail:	
Bridges/Culverts:	
Retaining Walls:	

**Utilities:**

<i>Utility</i>	<i>Identified</i>	<i>Exposed</i>	<i>Date Exposed</i>	<i>Comments</i>
Storm Sewer:	Y/N	Y/N		
Sanitary Sewer:	Y/N	Y/N		
Watermain:	Y/N	Y/N		
Natural Gas:	Y/N	Y/N		
Telecommunications:	Y/N	Y/N		
Cable:	Y/N	Y/N		
Hydro:	Y/N	Y/N		
Street Lighting:	Y/N	Y/N		
Other:	Y/N	Y/N		

**Construction Staging:**

Traffic Management:	<input type="checkbox"/> Road Closed	<input type="checkbox"/> One Lane Open
Waste Collection Day:		
School Bus Routes:		
Business Delivery Schedules:		

**Anticipated Approvals/Permits:**

<i>Studies:</i>	<i>Required?</i>	<i>Date Received</i>	<i>Comments</i>
MECP C of A:	Y / N		
MTO:	Y / N		
PTTW / EASR:	Y / N		
Rail Authority:	Y / N		
Conservation Authority:	Y / N		
Drainage Act:	Y / N		
DFO:	Y / N		
TC:	Y / N		
MECP SAR:	Y / N		
County of Wellington:	Y / N		
MCEA:	Y / N		

**Summary and Recommendations:**

Additional Investigations Required:	
Utilities to be Daylighted:	
Public Consultation:	
Procurement Recommended:	<input type="checkbox"/> Sole Source <input type="checkbox"/> RFQ <input type="checkbox"/> RFT <input type="checkbox"/> RFP
Council Approval:	
Other:	

**APPENDIX H:**  
**CURRENT TRAFFIC COUNTS AND 10 YEAR FORECAST**

TRAFFIC COUNT LOCAITONS AND TRAFFIC RANGE ESTIMATES (INCLUDING PROJECTED GROWTH)

GMBP: 121149

Asset ID	Street Name	From Street	To Street	Length (m)	Surface	Environment	Speed Limit	Truck Route	2022 Traffic Count (ADT)	Estimated Traffic Range	Assumed Growth Rate	Esitamte 10 Year ADT
211	Ann Street	County Road 36 (Badenoch Street)	End	63.1	Gravel	RUR	50.0			0-49	0.5%	51.5
30	Back Street	Main Street	Badenoch St E	345.5	Paved	SU	50.0			50-199	0.5%	131.4
214	Beiber Road	Nicholas Beaver Road	End	169.7	Paved	URB	50.0	Y		200-499	0.5%	367.9
208	Boreham Drive	County Road 37 (Arkell Road)	County Road 41 (Watson Road South)	442.3	Paved	SU	50.0			200-499	0.5%	367.9
200	Boyce Drive	County Road 46	End	253.5	Gravel	RUR	50.0			0-49	0.5%	51.5
185	Bridle Path	Brock Rd N	Bridle Path	446.0	Paved	URB	50.0			200-499	0.5%	367.9
204	Bridle Path	Bridle Path	Bridle Path	1116.0	Paved	URB	50.0			200-499	0.5%	367.9
27	Calfass Road	Concession 7	Victoria Street	2077.4	Gravel	RUR	50.0		190	50-199	0.5%	199.7
27b	Calfass Road	Victoria Street	Queen Street (Highway 6)	97.0	Paved	URB	50.0			200-499	0.5%	367.9
201	Carriage Lane	Bridle Path	End	738.0	Paved	URB	50.0			200-499	0.5%	367.9
129	Carter Road	Arkell Road (County Road 37)	Cooks Mill Road	1849.2	Gravel	RUR	50.0		220	200-499	0.5%	231.3
202	Cassin Court	Daymond Drive	End	164.2	Paved	URB	50.0			200-499	0.5%	367.9
50	Cockburn Street	Country Road 46	Old Brock Road	123.5	Paved	URB	30.0			200-499	0.5%	367.9
12	Concession 1	Townline Road	transition	1269.2	Paved	RUR	80.0		1732	1000-1999	0.5%	1820.6
14	Concession 1	Sideroad 10 South	County Road 35	2068.7	Paved	RUR	80.0		1750	1000-1999	0.5%	1839.5
15	Concession 1	County Road 35	Sideroad 20 South	2073.8	Paved	RUR	60.0		1750	1000-1999	0.5%	1839.5
16	Concession 1	Sideroad 20 South	Sideroad 25 South	2062.4	Paved	RUR	60.0			1000-1999	0.5%	1576.7
17	Concession 1	Sideroad 25 South	Concession 7	2065.1	Paved	RUR	60.0			1000-1999	0.5%	1576.7
19	Concession 1	Leslie Road W	Highway 6	546.9	Paved	RUR	80.0			200-499	0.5%	131.4
13a	Concession 1	transition	transition	2112.9	Paved	RUR	80.0		1732	1000-1999	0.5%	1820.6
13b	Concession 1	transition	Sideroad 10 South	751.8	Paved	RUR	80.0		1732	1000-1999	0.5%	1820.6
18	Concession 1/Leslie Rd W	Concession 7	Highway 6	2350.3	Paved	RUR	80.0			1000-1999	0.5%	1576.7
142	Concession 11	Little Road	Leslie Road East	2065.7	Gravel	RUR	60.0		95	50-199	0.5%	99.9
143	Concession 11	Sideroad 17	County Road 36	1320.9	Gravel	RUR	60.0		140	50-199	0.5%	147.2
144	Concession 11	County Road 34	Sideroad 17	1960.4	Gravel	RUR	60.0		140	50-199	0.5%	147.2
145	Concession 11	Maltby Road East	County Road 34	2053.6	Gravel	RUR	60.0		111	50-199	0.5%	116.7
146	Concession 11	Hume Road	Maltby Road East	2053.6	Gravel	RUR	60.0		122	50-199	0.5%	128.2
32	Concession 2	Sideroad 10 South	County Road 32	2101.3	Paved	RUR	80.0			500-999	0.5%	788.4
33	Concession 2	Sideroad 10 South	County Road 35	2063.5	Paved	RUR	80.0			500-999	0.5%	788.4
34	Concession 2	County Road 35	Sideroad 25 South	2096.2	Paved	RUR	80.0		720	500-999	0.5%	756.8
35	Concession 2	Sideroad 20 South	Sideroad 25 South	2050.2	Paved	RUR	60.0	Y		500-999	0.5%	788.4
36	Concession 2	Concession 2/2A	Concession 7	261.4	Gravel	RUR	60.0			0-49	0.5%	51.5
36	Concession 2/2A	Sideroad 25 South	Concession 2	639.3	Paved	RUR	60.0	Y		500-999	0.5%	788.4
37	Concession 2A	Concession 2	Concession 7	235.3	Paved	RUR	60.0	Y		500-999	0.5%	788.4
55	Concession 4	Forestell Road	County Road 32	1239.0	Paved	RUR	80.0			200-499	0.5%	367.9
56	Concession 4	County Road 32	Sideroad 10 North	2072.0	Paved	RUR	80.0			200-499	0.5%	367.9
57	Concession 4	Sideroad 10 North	Sideroad 12 North	823.3	Paved	RUR	60.0			200-499	0.5%	367.9
58	Concession 4	Sideroad 12 North	County Road 35	1235.7	Paved	RUR	80.0			200-499	0.5%	367.9
59	Concession 4	County Road 35	Sideroad 20 North	2068.3	Paved	RUR	80.0		347	200-499	0.5%	364.7

TRAFFIC COUNT LOCAITONS AND TRAFFIC RANGE ESTIMATES (INCLUDING PROJECTED GROWTH)

GMBP: 121149

Asset ID	Street Name	From Street	To Street	Length (m)	Surface	Environment	Speed Limit	Truck Route	2022 Traffic Count (ADT)	Estimated Traffic Range	Assumed Growth Rate	Esitamte 10 Year ADT
161	Concession 4	Curve in Road	Highway 6	784.8	Paved	RUR	80.0			200-499	0.5%	367.9
113	Concession 7	Concession 1	Gore Road	1922.6	Gravel	RUR	60.0		294	200-499	0.5%	309.0
114	Concession 7	Concession 1	Calfrass Road	1031.7	Gravel	RUR	60.0			500-999	0.5%	788.4
114	Concession 7	Calfrass Road	Concession 2A	1619.2	Gravel	RUR	60.0			500-999	0.5%	788.4
115	Concession 7	Concession 2A	Mason Road	428.2	Paved	RUR	60.0	Y		3000-3999	0.5%	3679.0
116	Concession 7	Mason Road	McLean Road West	235.7	Paved	RUR	60.0	Y		3000-3999	0.5%	3679.0
118	Concession 7	County Road 34	Start of Pavement	35.3	Gravel	RUR	60.0			50-199	0.5%	131.4
118	Concession 7	Start of Pavement	Maltby Road West	2017.4	Paved	RUR	60.0			50-199	0.5%	131.4
81	Cooks Mill Road	Carter Road	Bridge	596.7	Gravel	RUR	50.0			200-499	0.5%	367.9
82	Cooks Mill Road	Bridge	County Road 41	437.0	Paved	SU	50.0			200-499	0.5%	367.9
180	Currie Drive	County Road 36 (Badenoch Street)	Highway 6 (Queen Street)	888.1	Paved	SU	50.0			200-499	0.5%	367.9
202	Daymond Drive	Brock Rd N	End	441.7	Paved	URB	50.0			200-499	0.5%	367.9
195	Deer View Ridge	Hammersley Drive	Fox Run Drive	665.6	Paved	URB	50.0			200-499	0.5%	367.9
44	Ellis Road	County Road 33	County Road 32	2185.5	Paved	RUR	50.0			500-999	0.5%	788.4
45a	Ellis Road	6725 Ellis Road	Sideroad 10 North	448.6	Paved	RUR	80.0			200-499	0.5%	367.9
45b	Ellis Road	County Road 32	6725 Ellis Road	1866.5	Paved	RUR	80.0			200-499	0.5%	367.9
79	Farnham Road	Arkell Road (County Road 37)	Carter Road	962.4	Gravel	RUR	50.0			50-199	0.5%	367.9
66	Forestell Road	Roszell Road	County Road 32	1220.7	Paved	RUR	60.0			1000-1999	2.0%	1828.5
67	Forestell Road	County Road 32	Sideroad 10 North	2079.9	Paved	RUR	80.0			1000-1999	2.0%	1828.5
68	Forestell Road	Sideroad 10 North	Sideroad 12 North	821.3	Paved	RUR	80.0			1000-1999	2.0%	1828.5
69	Forestell Road	Sideroad 12 North	County Road 35	1239.7	Paved	RUR	80.0			1000-1999	2.0%	1828.5
196	Fox Run Drive	Deer View Ridge	Fox Run Drive transition to curb	415.6	Paved	SU	50.0			200-499	0.5%	367.9
205	Fox Run Drive	Fox Run Drive transition to median	Fox Run Drive transition to curb	200.1	Paved	URB	50.0			200-499	0.5%	367.9
206	Fox Run Drive	Brock Rd N	Fox Run Drive transition to median	160.5	Paved	URB	50.0			200-499	0.5%	367.9
207	Fox Run Drive	Fox Run Drive	Fox Run Drive	650.8	Paved	SU	50.0			200-499	0.5%	367.9
46	Gilmour Road	County Road 46 (Brock Road)	subdivision entrance	248.1	Paved	URB	60.0		248	200-499	0.5%	260.7
47	Gilmour Road	Victoria Road South	new subdivision	1729.1	Gravel	RUR	60.0		248	200-499	0.5%	260.7
1	Gore Road	Townline Road	Sideroad 10	4138.0	Paved	RUR	60.0		1936	1000-1999	0.5%	2035.0
2	Gore Road	Sideroad 10 South	County Road 52 (Cooper Road)	1529.7	Paved	RUR	60.0			1000-1999	0.5%	1576.7
3	Gore Road	County Road 35	Foreman Road	2067.0	Paved	RUR	60.0		1823	1000-1999	0.5%	1916.2
4	Gore Road	Sideroad 20 South	Valens Road	2606.6	Paved	RUR	60.0			1000-1999	0.5%	1576.7
5	Gore Road	Valens Road	Concession 7	1526.6	Paved	RUR	60.0			1000-1999	0.5%	1576.7
6	Gore Road	Concession 7	Lennon Road	959.1	Paved	RUR	60.0			1000-1999	0.5%	1576.7
53	Hammersley Road	County Road 46	End	1002.5	Gravel	RUR	60.0			0-49	0.5%	51.5
77	Hume Road	Nassagaweya-Puslinch Townline	Watson Road South	2344.4	Paved	RUR	60.0		312	200-499	0.5%	328.0
157	Jones Baseline	Stone Road East	End	434.6	Gravel	RUR	60.0			0-49	0.5%	51.5
198	Kerr Crescent	McLean Road West	McLean Road West	834.7	Paved	SU	50.0	Y		500-999	0.5%	788.4
210	Laing Court	Currie Drive	End	113.5	Paved	SU	50.0			50-199	0.5%	131.4
72	Laird Road West	End	County Road 32	427.4	Paved	RUR	50.0			0-49	0.5%	51.5



TRAFFIC COUNT LOCAITONS AND TRAFFIC RANGE ESTIMATES (INCLUDING PROJECTED GROWTH)

GMBP: 121149

Asset ID	Street Name	From Street	To Street	Length (m)	Surface	Environment	Speed Limit	Truck Route	2022 Traffic Count (ADT)	Estimated Traffic Range	Assumed Growth Rate	Esitamte 10 Year ADT
72	Laird Road West	County Road 32	Sideroad 10 North	2063.8	Paved	RUR	60.0	Y	2418	2000-2999	2.0%	2947.5
73	Laird Road West	Sideroad 10 North	Pioneer Trail	828.4	Paved	RUR	60.0	Y		2000-2999	2.0%	3047.5
74	Laird Road West	Pioneer Trail	County Road 35	1239.1	Paved	RUR	60.0	Y		2000-2999	2.0%	3047.5
20	Leslie Road West	Highway 6	Victoria Road South	2045.0	Paved	RUR	80.0		267	200-499	0.5%	280.7
21	Leslie Road West	Victoria Road South	Watson Road South	2015.6	Paved	RUR	80.0		257	200-499	0.5%	270.1
22	Leslie Road West	Watson Road South	Bridge 5 (Mountsberg)	543.2	Paved	RUR	80.0			50-199	0.5%	131.4
23	Leslie Road West	Mountsberg Bridge	Curve at Hwy 401	1204.8	Paved	RUR	80.0			50-199	0.5%	131.4
25	Leslie Road West	Curve at Highway 401	Puslinch-Flamborough Townline	1018.1	Paved	RUR	80.0			50-199	0.5%	131.4
31	Little Road	Nassagaweya-Puslinch Townline	County Road 36	389.9	Gravel	RUR	60.0			50-199	0.5%	131.4
8	MacPherson's Lane	Puslinch-Flamborough Townline	Highway 6	878.6	Gravel	RUR	60.0			0-49	0.5%	51.5
121a	Maddaugh Road	14th Concession East	Highway 6	487.7	Paved	RUR	60.0			500-999	0.5%	788.4
121b	Maddaugh Road	Puslinch-Flamborough Townline	14th Concession East	507.9	Paved	RUR	60.0			500-999	0.5%	788.4
29	Main Street	Badenoch St E	Morriston Ball Park	256.0	Paved	SU	50.0			50-199	0.5%	131.4
64	Maltby Road East	Watson Road South	Concession 11	2070.3	Gravel	RUR	60.0			50-199	0.5%	131.4
64	Maltby Road East	Concession 11	Nassagaweya-Puslinch Townline	308.0	Gravel	RUR	60.0			50-199	0.5%	131.4
63a	Maltby Road East	Victoria Road South	1161m East of Victoria Road South	1161.0	Paved	RUR	80.0			50-199	0.5%	131.4
63b	Maltby Road East	1161m East of Victoria Road South	Watson Road South	924.9	Paved	RUR	80.0			50-199	0.5%	131.4
52	Maple Leaf Lane	County Road 46	End	266.2	Paved	SU	30.0			50-199	0.5%	131.4
38	Mason Road	Concession 7	End	222.6	Paved	SU	50.0			50-199	0.5%	131.4
40	McLean Road East	County Road 46 (Brock Road)	Sideroad 25 North	3052.8	Paved	RUR	60.0	Y		3000-3999	0.5%	3679.0
158	McLean Road East	Brock Road South	End	652.1	Paved	SU	50.0	Y		1000-1999	0.5%	1576.7
159	McLean Road East	Victoria Road South	End	361.8	Gravel	RUR	50.0			0-49	0.5%	51.5
165	McLean Road/Concession 7	Sideroad 25 North	County Road 34	829.5	Paved	RUR	60.0	Y		3000-3999	0.5%	3679.0
149	Nassagaweya-Puslinch Townline	Leslie Road East	Sideroad 10 Nassagaweya	141.3	Gravel	RUR	60.0			50-199	0.5%	131.4
150	Nassagaweya-Puslinch Townline	Leslie Road East	Little Road	2062.8	Gravel	RUR	60.0			50-199	0.5%	131.4
152	Nassagaweya-Puslinch Townline	Sideroad 17	End	826.4	Gravel	RUR	60.0			50-199	0.5%	131.4
162	Nicholas Beaver Road	Winer Rd	Brock Rd S	957.3	Paved	URB	60.0	Y		500-999	0.5%	788.4
78	Niska Road	Bailey Bridge	Whitelaw Road	613.7	Paved	RUR	50.0			2000-2999	0.5%	2627.9
181	Ochs Drive	Currie Drive	County Road 36 (Badenoch Street)	576.2	Paved	SU	50.0			50-199	0.5%	131.4
51	Old Brock Road	County Road 46	Cockburn Street	227.3	Paved	URB	50.0			50-199	0.5%	131.4
51	Old Brock Road	Cockburn Street	End	115.8	Paved	SU	50.0			0-49	0.5%	51.5
103	Pioneer Trail	Laird Road West	Niska Road	2080.9	Gravel	RUR	60.0		154	50-199	0.5%	161.9
9	Puslinch-Flamborough Townline	Victoria Road South	Maddaugh Road	1081.3	Paved	RUR	60.0			500-999	0.5%	788.4
10	Puslinch-Flamborough Townline	14th Concession East	Victoria Road South	1388.9	Paved	RUR	60.0			500-999	0.5%	788.4
148	Puslinch-Flamborough Townline	Leslie Road West	Township Limits	301.4	Paved	RUR	80.0			50-199	0.5%	131.4
90	Roszell Road	Forestell Road	Concession 4	993.8	Paved	RUR	60.0			1000-1999	2.0%	1828.5
54a	Roszell Road	Concession 4	Townline Road	1369.1	Paved	RUR	60.0		1646	1000-1999	2.0%	2006.5
191	Settler's Road	Calfass Road	Telfer Glen	318.9	Paved	SU	50.0			50-199	0.5%	131.4
94	Sideroad 10 North	County Road 34	Ellis Road	808.4	Paved	RUR	60.0			200-499	0.5%	367.9

TRAFFIC COUNT LOCAITONS AND TRAFFIC RANGE ESTIMATES (INCLUDING PROJECTED GROWTH)

GMBP: 121149

Asset ID	Street Name	From Street	To Street	Length (m)	Surface	Environment	Speed Limit	Truck Route	2022 Traffic Count (ADT)	Estimated Traffic Range	Assumed Growth Rate	Esitamte 10 Year ADT
95	Sideroad 10 North	County Road 34	Concession 4	2038.6	Gravel	RUR	60.0		159	50-199	0.5%	167.1
96	Sideroad 10 North	Concession Road 4	Forestell Road	1036.8	Paved	RUR	60.0			50-199	0.5%	131.4
97	Sideroad 10 North	Forestell Road	Laird Road West	1037.7	Paved	RUR	60.0			50-199	0.5%	131.4
98	Sideroad 10 North	Laird Road West	End	137.5	Gravel	RUR	60.0			0-49	0.5%	51.5
99a	Sideroad 10 North	Whitelaw Road	End	335.4	Paved	RUR	50.0			50-199	0.5%	78.8
91	Sideroad 10 South	Gore Road	Concession 1	1879.1	Gravel	RUR	60.0		120	50-199	0.5%	126.1
92	Sideroad 10 South	Concession 1	Concession 2	2085.8	Gravel	RUR	60.0		240	200-499	0.5%	252.3
93	Sideroad 10 South	Concession 2	Concession 2	738.6	Gravel	RUR	60.0			50-199	0.5%	131.4
100	Sideroad 12 North	Concession 4	End	335.8	Gravel	RUR	60.0			0-49	0.5%	51.5
101	Sideroad 12 North	Forestell Road	Concession 4	1040.2	Gravel	RUR	60.0			50-199	0.5%	131.4
43	Sideroad 17	Nassagaweya-Puslinch Townline	Concession 11	376.5	Gravel	RUR	60.0			50-199	0.5%	131.4
106	Sideroad 20 North	County Road 34	End	1044.0	Gravel	RUR	60.0			0-49	0.5%	51.5
108	Sideroad 20 North	County Road 34	Concession 4	2076.7	Paved	RUR	80.0			200-499	0.5%	131.4
166	Sideroad 20 North	Concession 4	Forestell Road	1113.8	Paved	RUR	80.0			200-499	0.5%	131.4
104	Sideroad 20 South	Gore Road	Concession 1	1890.4	Gravel	RUR	60.0			50-199	0.5%	131.4
105	Sideroad 20 South	Concession 1	Concession 2	2093.9	Gravel	RUR	60.0			50-199	0.5%	131.4
112	Sideroad 25 North	Concession 7	End	566.8	Gravel	RUR	60.0			50-199	0.5%	131.4
110	Sideroad 25 South	Concession 1	Gore Road	1897.3	Gravel	RUR	60.0			50-199	0.5%	131.4
111	Sideroad 25 South	Concession 2	Concession 1	2091.9	Gravel	RUR	60.0			50-199	0.5%	131.4
26	Small Rd/Leslie Rd E	Nassagaweya-Puslinch Townline	Concession 11	432.7	Gravel	RUR	60.0			50-199	0.5%	131.4
48	Smith Road	Concession 7	County Road 34	332.0	Paved	SU	60.0			50-199	0.5%	131.4
213	Tawse Place	Nicholas Beaver Road	End	154.1	Paved	SU	50.0	Y		50-199	0.5%	131.4
190	Telfer Glen	Queen Street (Highway 6)	End	697.8	Paved	SU	50.0			200-499	0.5%	367.9
122	Victoria Road South	Leslie Road West	Flamborough Puslinch Townline	918.5	Paved	RUR	80.0			1000-1999	0.5%	1576.7
123	Victoria Road South	Leslie Road West	County Road 36	2232.3	Paved	RUR	80.0			1000-1999	0.5%	1576.7
124	Victoria Road South	County Road 36 (Badenoch Street)	Gilmour Road	3042.0	Paved	RUR	80.0		2528	2000-2999	2.0%	3081.6
126	Victoria Road South	County Road 34	Maltby Road East	2074.1	Paved	RUR	80.0		4511	4000-4999	2.0%	5498.9
125a	Victoria Road South	Gilmour Road	entrance to Aberfoyle Pit #2	357.7	Paved	RUR	60.0		2528	2000-2999	2.0%	3081.6
125b	Victoria Road South	entrance to Aberfoyle Pit #2	County Road 34	621.8	Paved	RUR	60.0	Y	2528	2000-2999	2.0%	3081.6
28	Victoria Street And Church Street	Calfass Road	Queen Street (Highway 6)	282.7	Paved	URB	50.0			50-199	0.5%	131.4
133	Watson Road South	Leslie Road West	McRae Station Road	988.8	Paved	RUR	80.0			500-999	0.5%	788.4
134	Watson Road South	bridge	Leslie Road West	565.8	Paved	RUR	80.0			500-999	0.5%	788.4
135	Watson Road South	bridge	bridge	721.9	Paved	RUR	80.0			500-999	0.5%	788.4
136	Watson Road South	County Road 36 (Badenoch Street)	Bridge	758.0	Paved	RUR	80.0			500-999	0.5%	788.4
137	Watson Road South	County Road 34	County Road 36	4144.8	Paved	RUR	80.0		619	500-999	0.5%	650.7
138	Watson Road South	Maltby Road East	County Road 34	2130.4	Paved	RUR	80.0		1917	1000-1999	2.0%	2336.8
139	Watson Road South	Hume Road	Maltby Road East	2041.7	Paved	RUR	80.0		2152	2000-2999	2.0%	2623.3
140	Watson Road South	County Road 37 (Arkell Road)	Hume Road	1647.4	Paved	RUR	80.0			2000-2999	2.0%	3047.5
209	Winer Court	Ochs Drive	End	89.4	Paved	SU	50.0			0-49	0.5%	51.5

TRAFFIC COUNT LOCAITONS AND TRAFFIC RANGE ESTIMATES (INCLUDING PROJECTED GROWTH)

GMBP: 121149

Asset ID	Street Name	From Street	To Street	Length (m)	Surface	Environment	Speed Limit	Truck Route	2022 Traffic Count (ADT)	Estimated Traffic Range	Assumed Growth Rate	Esitamte 10 Year ADT
212a	Winer Road	McLean Road	Nicholas Beaver Road	785.8	Paved	SU	50.0	Y		200-499	0.5%	367.9
212b	Winer Road	Nicholas Beaver Road	End	167.9	Paved	SU	50.0	Y		50-199	0.5%	131.4

**APPENDIX I:  
TRAFFIC COUNT LOCATIONS AND  
TRAFFIC RANGE ESTIMATES**

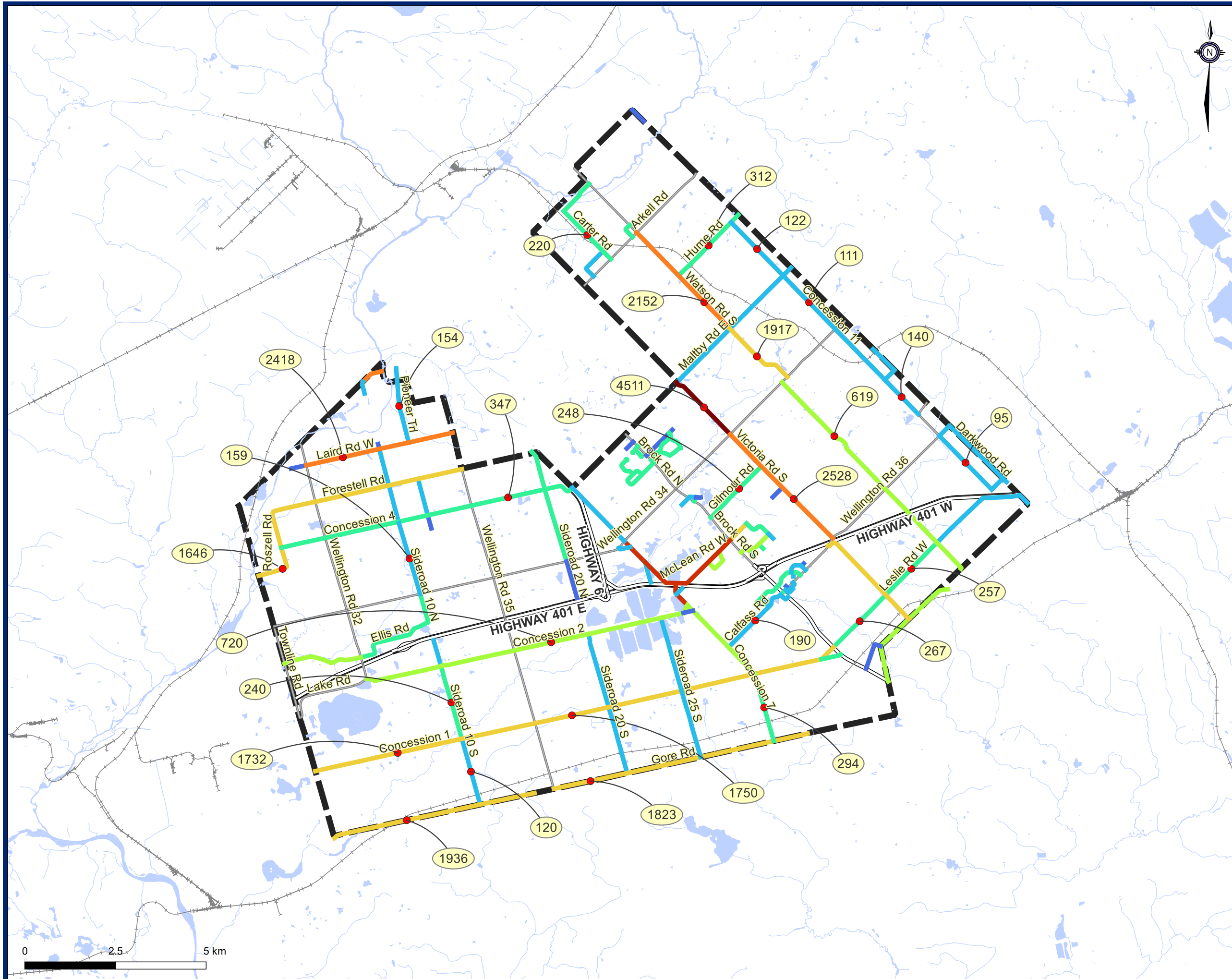
### Traffic Count Locations



### Puslinch-Traffic Range

- 0-49
- 50-199
- 200-499
- 500-999
- 1000-1999
- 2000-2999
- 3000-3999
- 4000-4999

- Rail
- Highway



Puslinch Traffic Count Locations

**APPENDIX J:**  
**ROAD MAINTENANCE ACTIVITY SPREADSHEET**



Asset Type	Asset Component	Maintenance Activity	In-House Staff	Contracted Service	Regulatory	Safety	Maintenance	Asset Preservation	Planned	Reactive	Closure Activity	Costs Recoverable	Frequency
Roadway	Roadway	Pothole Repair	Yes	No	Yes	Yes	Yes	Yes	No	Yes	No		As Required per Sect6.(1) MMS: repair within 7 to 30 days of ID [roadway] within 14 to 60 days of ID [shoulder] based on Class 3 to 5 roads.
	Roadway	Crack Sealing/Filling	No	No	Yes	Yes	Yes	Yes	No	No	No		As Required per Sect8.(1) MMS: repair within 60 tp 180 days based on Class 3 to 5 roads.
	Roadway	Grading	Yes	No	No	No	Yes	Yes	Yes	Yes	No		Once per month from spring till freeze up
	Shoulders	Repair	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	No		As Required per Sect6.(1) MMS: repair within 7 to 30 days based on Class 3 to 5 roads. Monthly as needed basis
	Crash Attenuators	Safety Barrier Repair	Yes	Yes	No	Yes	Yes	No	No	Yes	No	Yes (for accidents only)	As Required
	Sidewalks	Repair/Maintenance/Replacement	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	No		As Required
	Curbs	Repair/Maintenance	No	Yes	No	No	Yes	Yes	No	Yes	No		As Required
Drainage	Catch Basins	Catch Basin Cleaning	No	Yes	No	No	Yes	No	Yes	Yes	No		Every 2 years
	Catch Basins	Catch Basin Repairs	No	Yes	No	No	Yes	Yes	No	Yes	No		As Required
	Culverts	Culvert Cleaning	Yes	Yes	No	No	Yes	Yes	Yes	Yes	No		As required
	Culverts	Culvert Repair/Replacement	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Lane		15 years
	Inlets/Outlets	Inlet/Outlet Cleaning	Yes	No	No	No	Yes	No	Yes	Yes	No		5 years and as required
	Pipes	Storm Sewer CCTV & Cleaning	No	Yes	No	No	Yes	Yes	Yes	Yes	No		As required
Bridges & Structural Culverts	Bridges	Bridge Maintenance - Own Forces.	Yes	No	No	No	Yes	Yes	Yes	No	Lane		Annually
	Structural Culverts	Repair/Maintenance	No	Yes	No	Yes	Yes	Yes	No	Yes	Lane/Road		As Required
Traffic	Signs & Supports	Sign Placement New	Yes	No	Yes	Yes	Yes	No	Yes	No	No		As Required
	Signs & Supports	Sign Repair or Replacement	Yes	Yes	Yes	Yes	Yes	No	No	Yes	No	Yes (for accidents only)	Reg/Warning signs; per Sects 11 & 12.(2) MMS: repair within 21 to 30 days once ID SIGN5; per Sect11.(1) MMS: repair as soon as practicable once ID.
	Delineators	Repair/Maintenance/Replacement	Yes	No	No	Yes	No	No	No	Yes	No	Yes (for accidents only)	As Required
	Lighting	Street Lighting Lamp Replacement	No	Yes	Yes	Yes	Yes	No	No	Yes	No		Per Sect10.(2)-(5) MMS: repair within 14 days.
	Pavement Markings	Centre and Edge Line	No	Yes	No	Yes	Yes	No	Yes	No	Lane		Every 2 years
	Pavement Markings	Zone Painting (i.e. turn lanes, stop bars etc.)	No	Yes	No	Yes	Yes	No	Yes	No	Lane		Every 2 years
Winter Control	Roadway	Anti-Icing - Activation	Yes	No	Yes	Yes	No	No	Yes	Yes	No		Per Sect 5.1 Ice formation prevention within 16 to 24 hours 5.1 (3) treatment of ice formation within 8 to 16 hours for Class 3 to 5 roads.
	Roadway	Patrolling/Weather Monitoring	Yes	No	Yes	Yes	No	No	Yes	No	No		Per Sect 3 Patrol every 7 to 30 days. 3.1(1)& (2) Winter monitoring 3x a day, May - Sept 1x per day.
	Roadway	Plowing - Activation	Yes	No	Yes	Yes	No	No	Yes	Yes	No		Per Sect 4.1 MMS: snow accumulation 8 to 10 cm of snow to respond, 12 to 24 hours to clear after accumulation 5.1 Ice formation prevention within 16 to 24 hours 5.1 (3) treatment of ice formation within 8 to 16 hours for Clss 3 to 5 roads.
Vegetation/ Cleaning &	Roadway	Grass and Weed Control Management and Debris Pickup	Yes	No	No	Yes	Yes	No	Yes	Yes	No		4x per year.
	Roadway	Sweeping	Yes	Yes	No	No	Yes	No	Yes	Yes	No		once annually and as required

Asset Type	Asset Component	Maintenance Activity	In-House Staff	Contracted Service	Regulatory	Safety	Maintenance	Asset Preservation	Planned	Reactive	Closure Activity	Costs Recoverable	Frequency
Debris Management	Roadway	Tree Maintenance - General	Yes	Yes	No	Yes	Yes	No	Yes	Yes	Yes		4 times per year
Road and Traffic Patrol and Inspection	Roadway	Road Patrol & Inspection	Yes	No	Yes	Yes	Yes	No	Yes	No	No		Per Sect 3 Patrol every 7 to 30 days for Class 3 to 5 roads. May to Sept weekly
	Traffic	Traffic Sign Patrol & Inspection	Yes	Yes	Yes	Yes	Yes	No	Yes	No	No		Sign reflectivity performed once per year (within 16 months of previous); patrol and inspection done 7 to 30 days for Class 3 to 5 roads.



**APPENDIX K:**  
**TIME OF NEED AND PRIORITY RATINGS**

**ROADS MANAGEMENT PLAN**  
**Township of Puslinch**  
**Pre-Engineering Cost Estimate - Capital Project for Asphalt Resurfacing (No Truck Traffic Considerations)**  
**GMBP Project: 121149**

Date: 2023-06-19

**COST ESTIMATE PER KM OF ROAD**

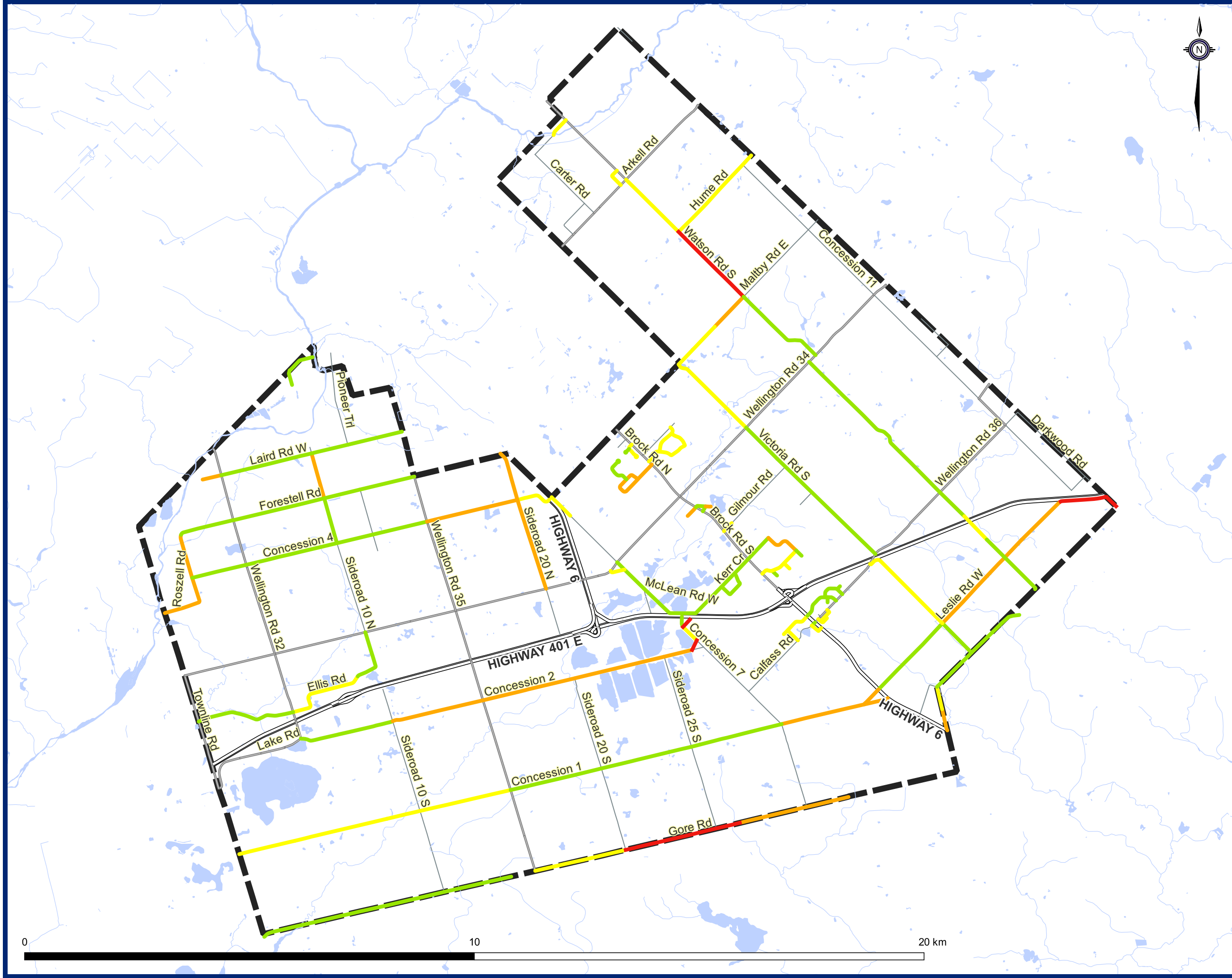
ITEM	SPEC.	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL AMOUNT
1		Bonding and Insurance	LS	1	\$ 10,000.00	\$ 10,000.00
2		Mobilization and Demobilization	LS	1	\$ 10,000.00	\$ 10,000.00
3		Traffic Control (road closed)	LS	1	\$ 8,000.00	\$ 8,000.00
4		Pulverize Existing Road	m2	8000	\$ 1.80	\$ 14,400.00
5		Earth Excavation and Offsite Disposal (small diameter culvert)	m3	150	\$ 40.00	\$ 6,000.00
6		Remove Existing Culvert (small diameter)	ea	1	\$ 1,000.00	\$ 1,000.00
7		HDPE Pipe Culvert (small diameter)	m	14	\$ 600.00	\$ 8,400.00
8		Earth Excavation and Offsite Disposal (ditching)	m3	80	\$ 50.00	\$ 4,000.00
9		Earth Excavation and Offsite Disposal (road reconstruction)	m3	120	\$ 50.00	\$ 6,000.00
10		Granular A (backfill)	t	360	\$ 30.00	\$ 10,800.00
11		Granular B (road reconstruction)	t	180	\$ 30.00	\$ 5,400.00
12		Granular A (road reconstruction)	t	120	\$ 30.00	\$ 3,600.00
13		Mill Lap Joint	m2	25	\$ 150.00	\$ 3,750.00
14		R-10 Rip-Rap on Geotextile	t	40	\$ 100.00	\$ 4,000.00
15		Grade and Compact Road Base	m2	8000	\$ 1.50	\$ 12,000.00
16		Hot Mix HL 4 Base Asphalt (60 mm)	t	1050	\$ 90.00	\$ 94,500.00
17		Hot Mix HL 3 Surface Asphalt (35 mm)	t	620	\$ 90.00	\$ 55,800.00
18		Material Transfer Unit	t	1670	\$ 3.00	\$ 5,010.00
19		Hot Mix HL 4 Surface Asphalt (50mm, driveways)	t	25	\$ 160.00	\$ 4,000.00
20		Granular A (driveways)	t	60	\$ 50.00	\$ 3,000.00
21		Granular A (shoulders)	t	350	\$ 30.00	\$ 10,500.00
22		Water for Compaction and Dust Suppression	m3	500	\$ 25.00	\$ 12,500.00
23		Topsoil, Seed and Erosion Control Blanket	m2	250	\$ 18.00	\$ 4,500.00
24		Line Painting	LS	1	\$ 2,000.00	\$ 2,000.00
<b>Sub-total (Construction)</b>						<b>\$ 299,160.00</b>
<i>a</i>		<i>Allowance for AC Index Adjustment Payment</i>	<i>LS</i>	<i>1</i>	<i>\$ 5,000.00</i>	<i>\$ 5,000.00</i>
<i>b</i>		<i>Contingency</i>	<i>LS</i>	<i>1</i>	<i>\$ 40,000.00</i>	<i>\$ 40,000.00</i>
<i>c</i>		<i>Engineering Design and Contract Preparation</i>	<i>LS</i>	<i>1</i>	<i>\$ 6,000.00</i>	<i>\$ 6,000.00</i>
<i>d</i>		<i>Construction Layout</i>	<i>LS</i>	<i>1</i>	<i>\$ 5,000.00</i>	<i>\$ 5,000.00</i>
<i>e</i>		<i>Materials Testing</i>	<i>LS</i>	<i>1</i>	<i>\$ 5,000.00</i>	<i>\$ 5,000.00</i>
<i>f</i>		<i>Contract Administration and Construction Inspection</i>	<i>LS</i>	<i>1</i>	<i>\$ 8,000.00</i>	<i>\$ 8,000.00</i>
<i>g</i>		<i>Permit Application Allowance</i>	<i>LS</i>	<i>1</i>	<i>\$ 1,000.00</i>	<i>\$ 1,000.00</i>
<b>TOTAL per km of Road</b>						<b>\$ 369,160.00</b>
<b>TOTAL (rounded) per km of Road</b>						<b>\$ 370,000.00</b>

**ROADS MANAGEMENT PLAN**  
**Township of Puslinch**  
**Pre-Engineering Cost Estimate - Capital Project for Asphalt Resurfacing (Truck Traffic Considerations)**  
**GMBP Project: 121149**

Date: 2023-06-19

**COST ESTIMATE PER KM OF ROAD**

ITEM	SPEC.	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL AMOUNT
1		Bonding and Insurance	LS	1	\$ 15,000.00	\$ 15,000.00
2		Mobilization and Demobilization	LS	1	\$ 15,000.00	\$ 15,000.00
3		Traffic Control (road closed)	LS	1	\$ 20,000.00	\$ 20,000.00
4		Pulverize Existing Road	m2	9500	\$ 1.80	\$ 17,100.00
5		Earth Excavation and Offsite Disposal (small diameter culvert)	m3	175	\$ 40.00	\$ 7,000.00
6		Remove Existing Culvert (small diameter)	ea	1	\$ 1,500.00	\$ 1,500.00
7		HDPE Pipe Culvert (small diameter)	m	18	\$ 600.00	\$ 10,800.00
8		Earth Excavation and Offsite Disposal (ditching)	m3	80	\$ 50.00	\$ 4,000.00
9		Earth Excavation and Offsite Disposal (road reconstruction)	m3	150	\$ 50.00	\$ 7,500.00
10		Granular A (backfill)	t	420	\$ 30.00	\$ 12,600.00
11		Granular B (road reconstruction)	t	220	\$ 30.00	\$ 6,600.00
12		Granular A (road reconstruction)	t	150	\$ 30.00	\$ 4,500.00
13		Mill Lap Joint	m2	35	\$ 100.00	\$ 3,500.00
14		R-10 Rip-Rap on Geotextile	t	40	\$ 100.00	\$ 4,000.00
15		Grade and Compact Road Base	m2	9500	\$ 1.00	\$ 9,500.00
16		Hot Mix HL 8 Base Asphalt (60 mm)	t	1130	\$ 100.00	\$ 113,000.00
17		Hot Mix HL 4 Surface Asphalt (50 mm)	t	940	\$ 100.00	\$ 94,000.00
18		Material Transfer Unit	t	2070	\$ 3.00	\$ 6,210.00
19		Hot Mix HL 4 Surface Asphalt (50mm, driveways)	t	60	\$ 160.00	\$ 9,600.00
20		Granular A (driveways)	t	60	\$ 35.00	\$ 2,100.00
21		Granular A (shoulders)	t	720	\$ 25.00	\$ 18,000.00
22		Water for Compaction and Dust Suppression	m3	650	\$ 18.00	\$ 11,700.00
23		Topsoil, Seed and Erosion Control Blanket	m2	250	\$ 20.00	\$ 5,000.00
24		Line Painting	LS	1	\$ 2,500.00	\$ 2,500.00
<b>Sub-total (Construction)</b>						<b>\$ 400,710.00</b>
<i>a</i>		<i>Allowance for AC Index Adjustment Payment</i>	<i>LS</i>	<i>1</i>	<i>\$ 10,000.00</i>	<i>\$ 10,000.00</i>
<i>b</i>		<i>Contingency</i>	<i>LS</i>	<i>1</i>	<i>\$ 50,000.00</i>	<i>\$ 50,000.00</i>
<i>c</i>		<i>Engineering Design and Contract Preparation</i>	<i>LS</i>	<i>1</i>	<i>\$ 10,000.00</i>	<i>\$ 10,000.00</i>
<i>d</i>		<i>Construction Layout</i>	<i>LS</i>	<i>1</i>	<i>\$ 5,000.00</i>	<i>\$ 5,000.00</i>
<i>e</i>		<i>Materials Testing</i>	<i>LS</i>	<i>1</i>	<i>\$ 7,000.00</i>	<i>\$ 7,000.00</i>
<i>f</i>		<i>Contract Administration and Construction Inspection</i>	<i>LS</i>	<i>1</i>	<i>\$ 10,000.00</i>	<i>\$ 10,000.00</i>
<i>g</i>		<i>Permit Application Allowance</i>	<i>LS</i>	<i>1</i>	<i>\$ 1,000.00</i>	<i>\$ 1,000.00</i>
<b>TOTAL per km of Road</b>						<b>\$ 493,710.00</b>
<b>TOTAL (rounded) per km of Road</b>						<b>\$ 494,000.00</b>



### Paved Roads - Time of Need

- Adequate
- 6 - 10 Years
- 1- 5 Years
- NOW Resurface
- Highway
- County Road
- Railway
- Waterways
- Waterbodies
- Municipal Boundary

### Township of Puslinch Time of Need Map

Document Path: W:\Guelph\121-2021\12149 2021 Puslinch Roads Management Plans Work in Progress\GIS and Databases\20210111\_PuslinchRoads.qgs

TOWNSHIP INVENTORY - TIME OF NEED AND PRIORITY RATING

GMBP: 121149

Asset ID	Street Name	From Street	To Street	Length (m)	Surface	Environment	Speed Limit	Estimated Traffic Range	Truck Route	Minimum Maint. Class	PCI	Time of Need	Treatment	Unit Rate (per km)	Estimated Cost	Priority Rating
4	Gore Road	Sideroad 20 South	Valens Road	2606.6	Paved	RUR	60.0	1000-1999		4	42.2	NOW Resurface	PR1	\$ 377,000	\$ 983,000	101.4
139	Watson Road South	Hume Road	Maltby Road East	2041.7	Paved	RUR	80.0	2000-2999		3	47.8	NOW Resurface	PR2	\$ 494,000	\$ 1,009,000	99.9
6	Gore Road	Concession 7	Lennon Road	959.1	Paved	RUR	60.0	1000-1999		4	51.8	1- 5 Years	PR1	\$ 377,000	\$ 362,000	84.5
5	Gore Road	Valens Road	Concession 7	1526.6	Paved	RUR	60.0	1000-1999		4	54.2	1- 5 Years	PR1	\$ 377,000	\$ 576,000	80.4
37	Concession 2A	Concession 2	Concession 7	235.3	Paved	RUR	60.0	500-999	Y	4	47.1	NOW Resurface	PR2	\$ 494,000	\$ 117,000	78.5
126	Victoria Road South	County Road 34	Maltby Road East	2074.1	Paved	RUR	80.0	4000-4999		3	68.3	6 - 10 Years	PR2	\$ 494,000	\$ 1,025,000	72.8
18	Concession 1/Leslie Rd W	Concession 7	Highway 6	2350.3	Paved	RUR	80.0	1000-1999		3	58.6	1- 5 Years	PR1	\$ 377,000	\$ 887,000	72.6
33	Concession 2	Sideroad 10 South	County Road 35	2063.5	Paved	RUR	80.0	500-999		4	51.9	1- 5 Years	PR1	\$ 377,000	\$ 778,000	71.5
35	Concession 2	Sideroad 20 South	Sideroad 25 South	2050.2	Paved	RUR	60.0	500-999	Y	4	54.2	1- 5 Years	PR2	\$ 494,000	\$ 1,013,000	68.0
90	Roszell Road	Forestell Road	Concession 4	993.8	Paved	RUR	60.0	1000-1999		4	61.9	1- 5 Years	PR1	\$ 377,000	\$ 375,000	66.8
34	Concession 2	County Road 35	Sideroad 25 South	2096.2	Paved	RUR	80.0	500-999		4	55.9	1- 5 Years	PR1	\$ 377,000	\$ 791,000	64.9
54a	Roszell Road	Concession 4	Townline Road	1369.1	Paved	RUR	60.0	1000-1999		4	64.2	1- 5 Years	PR1	\$ 377,000	\$ 517,000	64.2
115	Concession 7	Concession 2A	Mason Road	428.2	Paved	RUR	60.0	3000-3999	Y	3	71.4	6 - 10 Years	PR2	\$ 494,000	\$ 212,000	61.7
12	Concession 1	Townline Road	transition	1269.2	Paved	RUR	80.0	1000-1999		3	66.7	6 - 10 Years	PR1	\$ 377,000	\$ 479,000	60.5
3	Gore Road	County Road 35	Foreman Road	2067.0	Paved	RUR	60.0	1000-1999		4	66.4	6 - 10 Years	PR1	\$ 377,000	\$ 780,000	61.8
212a	Winer Road	McLean Road	Nicholas Beaver Road	785.8	Paved	SU	50.0	200-499	Y	5	53.8	1- 5 Years	PR2	\$ 494,000	\$ 389,000	57.5
38	Mason Road	Concession 7	End	222.6	Paved	SU	50.0	50-199		6	43.3	NOW Resurface	PR1	\$ 377,000	\$ 84,000	56.9
148	Puslinch-Flamborough Townline	Leslie Road West	Township Limits	301.4	Paved	RUR	80.0	50-199		4	43.3	NOW Resurface	PR1	\$ 377,000	\$ 114,000	56.9
14	Concession 1	Sideroad 10 South	County Road 35	2068.7	Paved	RUR	80.0	1000-1999		3	68.8	6 - 10 Years	PR1	\$ 377,000	\$ 780,000	56.7
13a	Concession 1	transition	transition	2112.9	Paved	RUR	80.0	1000-1999		3	68.8	6 - 10 Years	PR1	\$ 377,000	\$ 797,000	56.6
121a	Maddaugh Road	14th Concession East	Highway 6	487.7	Paved	RUR	60.0	500-999		4	63.7	1- 5 Years	PR1	\$ 377,000	\$ 184,000	54.0
25	Leslie Road West	Curve at Highway 401	Puslinch-Flamborough Townline	1018.1	Paved	RUR	80.0	50-199		4	46.3	NOW Resurface	PR1	\$ 377,000	\$ 384,000	53.9
185	Bridle Path	Brock Rd N	Bridle Path	446.0	Paved	URB	50.0	200-499		5	57.5	1- 5 Years	PR2	\$ 494,000	\$ 221,000	52.9
36	Concession 2/2A	Sideroad 25 South	Concession 2	639.3	Paved	RUR	60.0	500-999	Y	4	64.4	1- 5 Years	PR2	\$ 494,000	\$ 316,000	52.9
13b	Concession 1	transition	Sideroad 10 South	751.8	Paved	RUR	80.0	1000-1999		3	71.7	6 - 10 Years	PR1	\$ 377,000	\$ 284,000	51.5
23	Leslie Road West	Mountsberg Bridge	Curve at Hwy 401	1204.8	Paved	RUR	80.0	50-199		4	51.1	1- 5 Years	PR1	\$ 377,000	\$ 455,000	49.1
162	Nicholas Beaver Road	Winer Rd	Brock Rd S	957.3	Paved	URB	60.0	500-999	Y	4	68.7	6 - 10 Years	PR2	\$ 494,000	\$ 473,000	46.5
21	Leslie Road West	Victoria Road South	Watson Road South	2015.6	Paved	RUR	80.0	200-499		4	60.8	1- 5 Years	PR1	\$ 377,000	\$ 760,000	45.6
59	Concession 4	County Road 35	Sideroad 20 North	2068.3	Paved	RUR	80.0	200-499		4	63.9	1- 5 Years	PR1	\$ 377,000	\$ 780,000	44.9
19	Concession 1	Leslie Road W	Highway 6	546.9	Paved	RUR	80.0	200-499		4	55.8	1- 5 Years	PR1	\$ 377,000	\$ 207,000	44.4
204	Bridle Path	Bridle Path	Bridle Path	1116.0	Paved	URB	50.0	200-499		5	65.0	1- 5 Years	PR2	\$ 494,000	\$ 552,000	43.6
206	Fox Run Drive	Brock Rd N	Fox Run Drive transition to median	160.5	Paved	URB	50.0	200-499		5	65.4	6 - 10 Years	PR2	\$ 494,000	\$ 80,000	43.0
22	Leslie Road West	Watson Road South	Bridge 5 (Mountsberg)	543.2	Paved	RUR	80.0	50-199		4	57.1	1- 5 Years	PR1	\$ 377,000	\$ 205,000	43.0
52	Maple Leaf Lane	County Road 46	End	266.2	Paved	SU	30.0	50-199		6	57.2	1- 5 Years	PR1	\$ 377,000	\$ 101,000	42.9
140	Watson Road South	County Road 37 (Arkeil Road)	Hume Road	1647.4	Paved	RUR	80.0	2000-2999		3	78.8	6 - 10 Years	PR2	\$ 494,000	\$ 814,000	42.1
161	Concession 4	Curve in Road	Highway 6	784.8	Paved	RUR	80.0	200-499		4	67.1	6 - 10 Years	PR1	\$ 377,000	\$ 296,000	40.9
123	Victoria Road South	Leslie Road West	County Road 36	2232.3	Paved	RUR	80.0	1000-1999		3	77.0	6 - 10 Years	PR1	\$ 377,000	\$ 842,000	40.4
166	Sideroad 20 North	Concession 4	Forestell Road	1113.8	Paved	RUR	80.0	200-499		4	61.2	1- 5 Years	PR1	\$ 377,000	\$ 420,000	38.9
82	Cooks Mill Road	Bridge	County Road 41	437.0	Paved	SU	50.0	200-499		5	69.1	6 - 10 Years	PR1	\$ 377,000	\$ 165,000	38.5
195	Deer View Ridge	Hammersley Drive	Fox Run Drive	665.6	Paved	URB	50.0	200-499		5	69.4	6 - 10 Years	PR2	\$ 494,000	\$ 329,000	38.1
97	Sideroad 10 North	Forestell Road	Laird Road West	1037.7	Paved	RUR	60.0	50-199		5	62.1	1- 5 Years	PR1	\$ 377,000	\$ 392,000	38.0
121b	Maddaugh Road	Puslinch-Flamborough Townline	14th Concession East	507.9	Paved	RUR	60.0	500-999		4	74.7	6 - 10 Years	PR1	\$ 377,000	\$ 192,000	37.6
51	Old Brock Road	Cockburn Street	End	115.8	Paved	SU	50.0	0-49		6	56.6	1- 5 Years	PR1	\$ 377,000	\$ 44,000	37.3
205	Fox Run Drive	Fox Run Drive transition to median	Fox Run Drive transition to curb	200.1	Paved	URB	50.0	200-499		5	70.1	6 - 10 Years	PR2	\$ 494,000	\$ 99,000	37.1
72	Laird Road West	End	County Road 32	427.4	Paved	RUR	50.0	0-49		6	57.5	1- 5 Years	PR1	\$ 377,000	\$ 162,000	36.6
108	Sideroad 20 North	County Road 34	Concession 4	2076.7	Paved	RUR	80.0	200-499		4	64.0	1- 5 Years	PR1	\$ 377,000	\$ 783,000	36.1
63b	Maltby Road East	1161m East of Victoria Road South	Watson Road South	924.9	Paved	RUR	80.0	50-199		4	64.3	1- 5 Years	PR1	\$ 377,000	\$ 349,000	35.8
190	Telfer Glen	Queen Street (Highway 6)	End	697.8	Paved	SU	50.0	200-499		5	71.8	6 - 10 Years	PR2	\$ 494,000	\$ 345,000	35.1
135	Watson Road South	bridge	bridge	721.9	Paved	RUR	80.0	500-999		4	76.6	6 - 10 Years	PR1	\$ 377,000	\$ 273,000	34.7
77	Hume Road	Nassagaweya-Puslinch Townline	Watson Road South	2344.4	Paved	RUR	60.0	200-499		5	71.7	6 - 10 Years	PR1	\$ 377,000	\$ 884,000	34.4
207	Fox Run Drive	Fox Run Drive	Fox Run Drive	650.8	Paved	SU	50.0	200-499		5	73.2	6 - 10 Years	PR2	\$ 494,000	\$ 322,000	33.3
196	Fox Run Drive	Deer View Ridge	Fox Run Drive transition to curb	415.6	Paved	SU	50.0	200-499		5	73.7	6 - 10 Years	PR2	\$ 494,000	\$ 206,000	32.8
214	Beiber Road	Nicholas Beaver Road	End	169.7	Paved	URB	50.0	200-499	Y	5	74.0	6 - 10 Years	PR2	\$ 494,000	\$ 84,000	32.3
208	Boreham Drive	County Road 37 (Arkeil Road)	County Road 41 (Watson Road South)	442.3	Paved	SU	50.0	200-499		5	74.1	6 - 10 Years	PR2	\$ 494,000	\$ 219,000	32.2
28	Victoria Street And Church Street	Calfass Road	Queen Street (Highway 6)	282.7	Paved	URB	50.0	50-199		6	69.9	6 - 10 Years	PR2	\$ 494,000	\$ 140,000	30.2
29	Main Street	Badenoch St E	Morrison Ball Park	256.0	Paved	SU	50.0	50-199		6	71.4	6 - 10 Years	PR1	\$ 377,000	\$ 97,000	28.7
48	Smith Road	Concession 7	County Road 34	332.0	Paved	SU	60.0	50-199		5	71.9	6 - 10 Years	PR1	\$ 377,000	\$ 126,000	28.2
46	Gilmour Road	County Road 46 (Brock Road)	subdivision entrance	248.1	Paved	URB	60.0	200-499		5	76.2	6 - 10 Years	PR1	\$ 377,000	\$ 94,000	27.5
202	Daymond Drive	Brock Rd N	End	441.7	Paved	URB	50.0	200-499		5	78.9	6 - 10 Years	PR2	\$ 494,000	\$ 219,000	26.3
45b	Ellis Road	County Road 32	6725 Ellis Road	1866.5	Paved	RUR	80.0	200-499		4	79.4	6 - 10 Years	PR1	\$ 377,000	\$ 704,000	25.7
30	Back Street	Main Street	Badenoch St E	345.5	Paved	SU	50.0	50-199		6	74.9	6 - 10 Years	PR1	\$ 377,000	\$ 131,000	25.2
191	Settler's Road	Calfass Road	Telfer Glen	318.9	Paved	SU	50.0	50-199		6	77.6	6 - 10 Years	PR1	\$ 377,000	\$ 121,000	22.4
118	Concession 7	Start of Pavement	Maltby Road West	2017.4	Paved	RUR	60.0	50-199		5	78.2	6 - 10 Years	PR1	\$ 377,000	\$ 761,000	21.9
63a	Maltby Road East	Victoria Road South	1161m East of Victoria Road South	1161.0	Paved	RUR	80.0	50-199		4	78.4	6 - 10 Years	PR1	\$ 377,000	\$ 438,000	21.6

Total Needs

\$ 27,121,000

## **APPENDIX L: TRAFFIC CALMING TOOLBOX**

# Township of Puslinch

## Traffic Calming Toolbox

This appendix provides the “toolbox” of traffic calming measures with a description and photo of each treatment. The **Traffic Calming Toolbox** notes whether the measures are intended for use on urban and/or rural roads, sets out typical criteria for their applicability, and highlights potential benefits and disbenefits. **Table A** summarizes the traffic calming measures applicable for use on roads in Puslinch and the indicative costs. **Table B** summarizes the potential traffic calming benefits and implementation considerations for the measures. Detailed descriptions of the measures follow the introductory section.

The Township will typically select speed humps for most traffic calming installations unless site-specific conditions/considerations do not support their use. Other measures from the Traffic Calming Toolbox may be applied in such instances. Applying the toolbox consistently in these circumstances will assist the Township in selecting appropriate measures to address specific traffic issues and help to avoid the undesirable consequences of traffic calming. It is important to note that not all traffic calming measures are appropriate under all circumstances. Selection of suitable measures will depend on the specific issues being addressed and careful consideration of site-specific conditions.

### Selecting Measures from the Toolbox

The following outlines the typical decision process for selecting the most appropriate measures from the **Traffic Calming Toolbox**. Note that other, site-specific factors can also influence the measures selected:

- **Step 1** – Determine if the subject street is a candidate for physical traffic calming measures. Per the **Traffic Calming Policy**, locations meeting the initial screening criteria (assessed in Stage 2 of the process) would be candidates for physical treatments. Streets not satisfying these criteria may be considered for passive traffic calming measures such as enforcement and education to address resident concerns as an alternative or a first step.
- **Step 2** – Assess whether speed humps/tables would be appropriate for the subject street based on the guidance in **Table B** and the detailed information provided below.
- **Step 3** – Identify the list of potential traffic calming measures based on roadside environment. For urban roads, use Column 2 in **Table A**. For rural roads, use Column 3.
- **Step 4** – Confirm and rank (based on severity) the primary issue(s) to be addressed through the Traffic Calming Plan. Potential issues include:
  - Speeding
  - Shortcutting traffic
  - Pedestrian crossings
  - Vehicle and pedestrian/cyclist conflicts
  - Heavy vehicles



- **Step 5** – Shortlist the measures that address the identified issue(s) and severity/priority. Select measures considering the potential traffic calming benefits detailed in **Table B** and defined as follows:
  - **Speed Reduction:** Measures aimed at reducing the speed vehicles are travelling at through the study area.
  - **Volume Reduction:** Measures aimed at reducing the volume of vehicles travelling through and without a destination within the study area.
  - **Conflict Reduction:** Measures aimed at reducing conflicts between vehicles, pedestrians, and cyclists.
- **Step 6** – Eliminate measures that would not be appropriate for the subject street. Focus on incorporating measures that would complement the following conditions, considering midblock versus intersection application:
  - School zones and Community Safety Zones
  - Active transportation routes
  - Adjacent to a park
  - High pedestrian generators
  - Adjacent land uses (residential versus non-residential)
  - Planned reconstruction
  - Available budget
  - Applicability for temporary installation
- **Step 7** – Confirm measures can be used under prevailing roadway characteristics. Factors to consider include:
  - Existing intersections and control
  - Midblock pedestrian/cyclist crossings and control
  - Cross-section width
  - Need for on-street parking
  - Roadway alignment (i.e., horizontal and vertical curvature)
  - Grade
  - Block length
  - Driveway density
  - Pavement condition and materials
  - Drainage
  - Utilities and street furniture (e.g., poles, boxes, benches)
  - Streetlighting



**TABLE A: POTENTIAL TRAFFIC CALMING MEASURES**

Measure		Applicability		Indicative Cost
		Urban	Rural	
Vertical Deflection				
1	Raised Crosswalk	●		\$-\$\$
2	Raised Intersection	●		\$\$-\$\$\$
3	Speed Hump/Table	●		\$-\$\$
4	Speed Cushion	●		\$-\$\$
Horizontal Deflection				
5	Chicane (One-Lane, Two-Lane)	●		\$\$
6	Curb Radius Reduction	●		\$-\$\$
7	Lateral Shift	●	●	\$-\$\$
8	Speed Kidney	●		\$-\$\$
9	Traffic Circle/Traffic Button/ Mini-Roundabout	●	●	\$\$-\$\$\$
Roadway Narrowing				
10	Curb Extension	●		\$\$-\$\$\$
11	Lane Narrowing	●		\$-\$\$
12	On-Street Parking	●		\$-\$\$
13	Raised Median Island	●		\$\$-\$\$\$
14	Lane Reconfiguration (Road Diet)	●		\$-\$\$\$
15	Vertical Centreline Treatment	●		\$
Surface Treatment				
16	Sidewalk Extension/Textured Crosswalk	●		\$-\$\$
17	Textured Pavement	●		\$\$-\$\$\$
18	Transverse Rumble Strips		●	\$
Pavement Markings				
19	Converging Chevrons		●	\$
20	Dragon's Teeth		●	\$
21	Full-Lane Transverse Bars		●	\$
22	Peripheral Transverse Bars		●	\$
23	On-Road “Sign” Pavement Markings	●	●	\$

**TABLE A: POTENTIAL TRAFFIC CALMING MEASURES**

Measure		Applicability		Indicative Cost
		Urban	Rural	
Access Restriction				
24	Directional Closure	●		\$-\$\$\$
25	Diverter	●		\$-\$\$
26	Full Closure	●		\$\$-\$\$\$
27	Intersection Channelization	●		\$-\$\$
28	Raised Median Through Intersection	●	●	\$-\$\$
29	Right-in/Right-Out Island	●	●	\$-\$\$
Gateways				
30	Gateway <sup>1</sup>	●	●	\$-\$\$
Shared Spaces				
31	Shared Space <sup>2</sup>	●		\$-\$\$\$
Enforcement and Education				
32	Speed Display Devices	●	●	\$-\$\$
33	Targeted Speed Enforcement	●	●	\$\$\$
34	Targeted Education Campaign	●	●	\$-\$\$\$

**Legend:**

- \$ - \$1,000 or less
- \$\$ - \$1,000 to \$10,000
- \$\$\$ - \$10,000 or more

**Notes:**

1. To be used in conjunction with other traffic calming measures, typically consider for new development
2. Measure is site specific, implemented as part of road reconstruction or new development

**TABLE B: POTENTIAL BENEFITS AND IMPLEMENTATION CONSIDERATIONS**

Measure		Potential Traffic Calming Benefits			Implementation Considerations					
		Speed Reduction	Volume Reduction	Conflict Reduction	Local Vehicle Access	Emergency Vehicle Response	Cycling Use	Traffic Enforcement	Vehicle Parking	Street Maintenance
<b>Vertical Deflection</b>										
1	Speed Hump/Table	■	□	□	□	■	□	□	□	□
2	Raised Crosswalk	■	□	□	□	■	□	□	□	□
3	Raised Intersection	■	□	□	□	■	□	□	□	□
4	Speed Cushion	■	□	□	□	□	□	□	□	□
<b>Horizontal Deflection</b>										
5	Chicane (One-Lane, Two-Lane) <sup>1</sup>	■	□	□	□	□	□	□	■	□
6	Curb Radius Reduction	□	□	□	□	□	□	□	□	□
7	Lateral Shift	□	□	□	□	□	□	□	□	□
8	Speed Kidney	□	□	□	□	□	□	□	□	□
9	Traffic Circle/Traffic Button/Mini-Roundabout	■	□	■	□	□	□	□	□	□
<b>Roadway Narrowing</b>										
10	Curb Extension	□	□	□	□	□	□	□	■	■
11	Lane Narrowing	□	□	□	□	□	□	□	□	□
12	On-Street Parking	□	□	□	□	□	□	□	□	□
13	Raised Median Island	□	□	□	■	□	□	□	□	□
14	Lane Reconfiguration (Road Diet)	■	□	■	□	□	□	□	□	□
15	Vertical Centreline Treatment	□	□	□	□	□	□	□	□	□
<b>Surface Treatment</b>										
16	Sidewalk Extension/Textured Crosswalk	□	□	□	□	□	□	□	□	■
17	Textured Pavement	□	□	□	□	□	□	□	□	■
18	Transverse Rumble Strips	□	□	□	□	□	□	□	□	□

**TABLE B: POTENTIAL BENEFITS AND IMPLEMENTATION CONSIDERATIONS**

Measure		Potential Traffic Calming Benefits			Implementation Considerations					
		Speed Reduction	Volume Reduction	Conflict Reduction	Local Vehicle Access	Emergency Vehicle Response	Cycling Use	Traffic Enforcement	Vehicle Parking	Street Maintenance
<b>Pavement Markings</b>										
19	Converging Chevrons	■	□	□	□	□	□	□	□	■
20	Dragon's Teeth	■	□	□	□	□	□	□	□	■
21	Full-Lane Transverse Bars	■	□	□	□	□	□	□	□	■
22	Peripheral Transverse Bars	■	□	□	□	□	□	□	□	■
23	On-Road "Sign" Pavement Markings	■	□	□	□	□	□	□	□	■
<b>Access Restriction</b>										
24	Directional Closure	■	■	■	■	■	■	■	□	■
25	Diverter	□	■	■	■	■	■	□	□	■
26	Full Closure	□	■	■	■	■	■	□	□	■
27	Intersection Channelization	□	■	■	■	■	□	□	□	■
28	Raised Median Through Intersection	□	■	■	■	■	■	□	■	■
29	Right-in/Right-out Island	□	■	■	■	■	■	■	□	■
<b>Gateways</b>										
30	Gateways	■	□	□	□	□	□	□	□	■
<b>Shared Space</b>										
31	Shared Space	■	■	□	□	■	□	□	□	■
<b>Enforcement and Education</b>										
32	Speed Display Devices	■	□	□	□	□	□	□	□	■
33	Targeted Speed Enforcement	■	□	□	□	□	□	■	□	■
34	Targeted Education Campaign	□	□	□	□	□	□	□	□	□

**Legend:** No Benefit □ / Impact □ Minor Benefit ■ / Impact ■ Substantial Benefit ■ / Impact ■

VERTICAL DEFLECTION

1 – Speed Hump/Table

Description and Purpose

A speed hump is a raised area on a road that causes the vertical upward movement of a traversing vehicle, creating driver discomfort. A speed table is an elongated, raised speed hump with a flat-topped section that is long enough to raise the entire wheelbase of a vehicle. The flat section of the table may be constructed with brick or other textured materials.

A speed hump/table is intended to lower vehicle speeds.

Applicability

- Roadside Environment – Urban
- Location – Midblock
- Speed Limit – 50 km/h or less
- Traffic Volume – All
- Grade – 8% or less

Cost

- \$-\$\$



Potential Traffic Calming Benefits

- |                    |   |
|--------------------|---|
| Speed Reduction    | ■ |
| Volume Reduction   | □ |
| Conflict Reduction | □ |

Implementation Considerations

- |                            |   |
|----------------------------|---|
| Local Vehicle Access       | □ |
| Emergency Vehicle Response | ■ |
| Cycling Use                | □ |
| Traffic Enforcement        | □ |
| Vehicle Parking            | □ |
| Street Maintenance         | □ |

Legend

- No Benefit □ / Impact □  
Minor Benefit ■ / Impact □  
Substantial Benefit ■ / Impact ■

**VERTICAL DEFLECTION**  
**2 – Raised Crosswalk**

**Description and Purpose**

Marked pedestrian crosswalk at an intersection or mid-block location constructed at a higher elevation than the adjacent roadway. The raised area on the road causes the vertical upward movement of a traversing vehicle, creating driver discomfort.

A raised crosswalk is intended to lower vehicle speeds, better define crosswalk areas, and reduce pedestrian–vehicle conflicts.

**Applicability**

- Roadside Environment – Urban
- Location – Midblock or intersection, sidewalk on at least one side of road
- Speed Limit – 50 km/h or less
- Traffic Volume – All
- Grade – Between 1% and 8%

**Cost**

- \$ to \$\$



**Potential Traffic Calming Benefits**

Speed Reduction	■
Volume Reduction	□
Conflict Reduction	□

**Implementation Considerations**

Local Vehicle Access	□
Emergency Vehicle Response	■
Cycling Use	□
Traffic Enforcement	□
Vehicle Parking	□
Street Maintenance	■

**Legend**

No Benefit	□	/	Impact	□
Minor Benefit	■	/	Impact	■
Substantial Benefit	■	/	Impact	■

**VERTICAL DEFLECTION**  
**3 – Raised Intersection**

**Description and Purpose**

Intersection, that may include crosswalks, constructed at a higher elevation than the adjacent approach roadways. The raised area on the road causes the vertical upward movement of a traversing vehicle, creating driver discomfort.

A raised intersection is intended to lower vehicle speeds, improve pedestrian visibility, and reduce pedestrian–vehicle conflicts.

**Applicability**

- Roadside Environment – Urban
- Location – Intersection
- Speed Limit – 50 km/h or less
- Traffic Volume – All
- Grade – Between 1% and 8%

**Cost**

- \$\$ to \$\$\$



**Potential Benefits**

- |                    |   |
|--------------------|---|
| Speed Reduction    | ■ |
| Volume Reduction   | □ |
| Conflict Reduction | □ |

**Implementation Considerations**

- |                            |   |
|----------------------------|---|
| Local Vehicle Access       | □ |
| Emergency Vehicle Response | ■ |
| Cycling Use                | □ |
| Traffic Enforcement        | □ |
| Vehicle Parking            | □ |
| Street Maintenance         | ■ |

**Legend**

- No Benefit □ / Impact □  
Minor Benefit ■ / Impact ■  
Substantial Benefit ■ / Impact ■



## VERTICAL DEFLECTION

### 4 – Speed Cushion

#### Description and Purpose

A raised area like a speed hump but does not extend the entire width of the road. Designed to allow larger vehicles, such as buses or fire trucks, to “straddle” the cushion, while smaller vehicles will have at least one side deflected upward.

Speed cushions are intended to cause sufficient driver discomfort to lower smaller vehicle speeds (yet allow the driver to maintain control) while allowing larger vehicles to pass without (with less) difficulty.

#### Applicability

- Roadside Environment – Urban
- Location – Midblock
- Speed Limit – 50 km/h or less
- Traffic Volume – All
- Grade – 8% or less

#### Cost

- \$-\$\$



#### Potential Traffic Calming Benefits

Speed Reduction	■
Volume Reduction	□
Conflict Reduction	□

#### Implementation Considerations

Local Vehicle Access	□
Emergency Vehicle Response	□
Cycling Use	□
Traffic Enforcement	□
Vehicle Parking	□
Street Maintenance	□

#### Legend

No Benefit	□	/	Impact	□
Minor Benefit	□	/	Impact	□
Substantial Benefit	■	/	Impact	■



## HORIZONTAL DEFLECTION

### 5 – Chicane

#### Description and Purpose

A series of curb extensions on alternating sides of a road, which narrow the roadway and require drivers to steer from one side to the other, forcing the lateral shifting of the vehicle. Multiple series of curb extensions can be used.

A chicane is intended to discourage shortcutting or through traffic, lower vehicle speeds, and can enhance corridor aesthetics.

#### Applicability

- Roadside Environment – Urban
- Location – Midblock
- Speed Limit – 50 km/h or less
- Traffic Volume – More than 750 vpd
- Grade – 8% or less

#### Cost

- \$\$



#### Potential Traffic Calming Benefits

Speed Reduction	■
Volume Reduction	□
Conflict Reduction	□

#### Implementation Considerations

Local Vehicle Access	□
Emergency Vehicle Response	□
Cycling Use	□
Traffic Enforcement	□
Vehicle Parking	■
Street Maintenance	□

#### Legend

No Benefit	□	/	Impact	□
Minor Benefit	□	/	Impact	■
Substantial Benefit	■	/	Impact	■

## HORIZONTAL DEFLECTION

### 6 – Curb Radius Reduction

#### Description and Purpose

Reconstruction or modification of an intersection corner with a smaller radius, usually in the 3.0 m to 5.0 m range, creating a more abrupt turning movement.

A curb radius reduction is intended to lower right-turning vehicle speeds, reduce pedestrian crossing distances, and improve visibility of pedestrians.

#### Applicability

- Roadside Environment – Urban
- Location – Intersection
- Speed Limit – All
- Traffic Volume – All
- Grade – All

#### Cost

- \$-\$\$



#### Potential Traffic Calming Benefits

Speed Reduction	<input checked="" type="checkbox"/>
Volume Reduction	<input type="checkbox"/>
Conflict Reduction	<input checked="" type="checkbox"/>

#### Implementation Considerations

Local Vehicle Access	<input type="checkbox"/>
Emergency Vehicle Response	<input type="checkbox"/>
Cycling Use	<input checked="" type="checkbox"/>
Traffic Enforcement	<input type="checkbox"/>
Vehicle Parking	<input type="checkbox"/>
Street Maintenance	<input checked="" type="checkbox"/>

#### Legend

No Benefit	<input type="checkbox"/>	/	Impact	<input type="checkbox"/>
Minor Benefit	<input checked="" type="checkbox"/>	/	Impact	<input checked="" type="checkbox"/>
Substantial Benefit	<input checked="" type="checkbox"/>	/	Impact	<input checked="" type="checkbox"/>

# HORIZONTAL DEFLECTION

## 7 – Lateral Shift

### Description and Purpose

The use of pavement markings or curb extensions to create a curvilinear alignment (a ‘jog’) like a chicane within an otherwise straight section of roadway, forcing the lateral shifting of the vehicle. This effect can also be achieved with the use of a central island.

A lateral shift is intended to lower vehicle speeds.

### Applicability

- Roadside Environment – Urban or rural
- Location – Midblock
- Speed Limit – 50 km/h or less
- Traffic Volume – All
- Grade – All

### Cost

- \$-\$\$



### Potential Traffic Calming Benefits

- |                    |                                     |
|--------------------|-------------------------------------|
| Speed Reduction    | <input checked="" type="checkbox"/> |
| Volume Reduction   | <input type="checkbox"/>            |
| Conflict Reduction | <input type="checkbox"/>            |

### Implementation Considerations

- |                            |                                     |
|----------------------------|-------------------------------------|
| Local Vehicle Access       | <input type="checkbox"/>            |
| Emergency Vehicle Response | <input type="checkbox"/>            |
| Cycling Use                | <input type="checkbox"/>            |
| Traffic Enforcement        | <input type="checkbox"/>            |
| Vehicle Parking            | <input checked="" type="checkbox"/> |
| Street Maintenance         | <input type="checkbox"/>            |

### Legend

- No Benefit ☐ / Impact ☐  
Minor Benefit ☒ / Impact ☒  
Substantial Benefit ☒ / Impact ☒

**HORIZONTAL DEFLECTION**

**8 – Speed Kidney**

**Description and Purpose**

An arrangement of three speed humps elongated with a curvilinear shape in the direction of traffic, forcing the lateral shifting of the vehicle. Vehicle drivers choosing to drive in a straight path will travel over a raised area on the road, experiencing discomfort as two or four wheels traverse the different parts of the speed kidney. Vehicles are required to take a curvilinear path to avoid vertical upward movement that creates driver discomfort.

A speed kidney is intended to lower vehicle speeds.

**Applicability**

- Roadside Environment – Urban
- Location – Midblock
- Speed Limit – 50 km/h or less
- Traffic Volume – All
- Grade – 5% or less

**Cost**

- \$-\$\$



**Potential Traffic Calming Benefits**

- |                    |                                     |
|--------------------|-------------------------------------|
| Speed Reduction    | <input checked="" type="checkbox"/> |
| Volume Reduction   | <input type="checkbox"/>            |
| Conflict Reduction | <input type="checkbox"/>            |

**Implementation Considerations**

- |                            |                                     |
|----------------------------|-------------------------------------|
| Local Vehicle Access       | <input type="checkbox"/>            |
| Emergency Vehicle Response | <input type="checkbox"/>            |
| Cycling Use                | <input checked="" type="checkbox"/> |
| Traffic Enforcement        | <input type="checkbox"/>            |
| Vehicle Parking            | <input checked="" type="checkbox"/> |
| Street Maintenance         | <input checked="" type="checkbox"/> |

**Legend**

- No Benefit ☐ / Impact ☐  
Minor Benefit ☒ / Impact ☒  
Substantial Benefit ☒ / Impact ☒



## HORIZONTAL DEFLECTION

### 9 – Traffic Circle/Traffic Button/ Mini-Roundabout

#### Description and Purpose

A circular intersection with an island located in the centre that requires vehicles to travel around the feature in a counter-clockwise direction. Yield traffic control is recommended on all approaches.

Mini-roundabouts are designed similar to full-size roundabouts, with splitter islands and deflection of vehicles on all approaches, but with a smaller diameter and traversable islands. A traffic circle is typically smaller than a mini-roundabout and does not have splitter islands on the approaches. A traffic button is like a traffic circle but with a mountable central island.

Left-turning trucks, buses, and emergency vehicles, which require a larger turning radius than the intersection provides, may turn in front of the traffic circle, or mount the central raised island.

A traffic circle/traffic button/mini-roundabout is intended to lower vehicle speeds and reduce conflicts.

#### Applicability

- Roadside Environment – Urban
- Location – Intersection, two-lane road
- Speed Limit – 50 km/h or less
- Traffic Volume – 1,500 vpd or more
- Grade – All

#### Cost

- \$\$-\$\$\$



#### Potential Traffic Calming Benefits

Speed Reduction	■
Volume Reduction	□
Conflict Reduction	■

#### Implementation Considerations

Local Vehicle Access	□
Emergency Vehicle Response	■
Cycling Use	■
Traffic Enforcement	□
Vehicle Parking	■
Street Maintenance	■

#### Legend

No Benefit	□	/	Impact	□
Minor Benefit	■	/	Impact	■
Substantial Benefit	■	/	Impact	■

ROADWAY NARROWING

10 – Curb Extension

Description and Purpose

Also known as a neckdown, choker, curb bulb, or bulb-out, a horizontal intrusion of the curb into the roadway to narrow the travelled portion. The curb is extended on one or both sides to reduce the roadway width to as a little as 6.0 m for two-lane, two-way traffic. In some locations, it may be possible to implement curb extensions by removing existing parking spaces.

A curb extension is intended to lower vehicle speeds, reduce pedestrian crossing distances, increase visibility of pedestrians, prevent parking close to an intersection, and better define parking areas.

Applicability

- Roadside Environment – Urban
- Location – Midblock or intersection
- Speed Limit – 60 km/h or less
- Traffic Volume – All
- Grade – All

Cost

- \$\$-\$\$\$



Potential Traffic Calming Benefits

- |                    |                                     |
|--------------------|-------------------------------------|
| Speed Reduction    | <input checked="" type="checkbox"/> |
| Volume Reduction   | <input type="checkbox"/>            |
| Conflict Reduction | <input checked="" type="checkbox"/> |

Implementation Considerations

- |                            |                                     |
|----------------------------|-------------------------------------|
| Local Vehicle Access       | <input type="checkbox"/>            |
| Emergency Vehicle Response | <input type="checkbox"/>            |
| Cycling Use                | <input checked="" type="checkbox"/> |
| Traffic Enforcement        | <input type="checkbox"/>            |
| Vehicle Parking            | <input checked="" type="checkbox"/> |
| Street Maintenance         | <input checked="" type="checkbox"/> |

Legend

- No Benefit ☐ / Impact ☐  
Minor Benefit ☒ / Impact ☒  
Substantial Benefit ☒ / Impact ☒

## ROADWAY NARROWING

### 11 – Lane Narrowing

#### Description and Purpose

The use of pavement markings or other features (for example, bicycle lanes, street beautification programs, pavement texture) to reduce lane widths. The intention is for drivers to perceive the roadway to be less comfortable to travel at higher speeds due to the narrowing of the lanes.

Lane narrowing is intended to lower vehicle speeds.

#### Applicability

- Roadside Environment – Urban
- Location – Midblock
- Speed Limit – 60 km/h or less
- Traffic Volume – All
- Grade – All

#### Cost

- \$-\$\$



#### Potential Traffic Calming Benefits

- |                    |                                     |
|--------------------|-------------------------------------|
| Speed Reduction    | <input checked="" type="checkbox"/> |
| Volume Reduction   | <input type="checkbox"/>            |
| Conflict Reduction | <input type="checkbox"/>            |

#### Implementation Considerations

- |                            |                                     |
|----------------------------|-------------------------------------|
| Local Vehicle Access       | <input type="checkbox"/>            |
| Emergency Vehicle Response | <input type="checkbox"/>            |
| Cycling Use                | <input checked="" type="checkbox"/> |
| Traffic Enforcement        | <input type="checkbox"/>            |
| Vehicle Parking            | <input checked="" type="checkbox"/> |
| Street Maintenance         | <input type="checkbox"/>            |

#### Legend

- No Benefit ☐ / Impact ☐  
Minor Benefit ☒ / Impact ☒  
Substantial Benefit ☒ / Impact ☒

ROADWAY NARROWING  
12 – On-Street Parking

Description and Purpose

Allowing motor vehicles to park adjacent and parallel to the curb to reduce the roadway width available for vehicle movement. Angled parking is not appropriate as a traffic calming measure due to the increased potential for conflicts.

On-street parking is intended to lower vehicle speeds while allowing vehicles to continue to park on road.

Applicability

- Roadside Environment – Urban
- Location – Midblock
- Speed Limit – 50 km/h or less
- Traffic Volume – All
- Grade – All

Cost

- \$-\$\$



Potential Traffic Calming Benefits

- |                    |                                     |
|--------------------|-------------------------------------|
| Speed Reduction    | <input checked="" type="checkbox"/> |
| Volume Reduction   | <input type="checkbox"/>            |
| Conflict Reduction | <input type="checkbox"/>            |

Implementation Considerations

- |                            |                                     |
|----------------------------|-------------------------------------|
| Local Vehicle Access       | <input type="checkbox"/>            |
| Emergency Vehicle Response | <input checked="" type="checkbox"/> |
| Cycling Use                | <input checked="" type="checkbox"/> |
| Traffic Enforcement        | <input type="checkbox"/>            |
| Vehicle Parking            | <input type="checkbox"/>            |
| Street Maintenance         | <input checked="" type="checkbox"/> |

Legend

- No Benefit ☐ / Impact ☐  
Minor Benefit ☒ / Impact ☒  
Substantial Benefit ☒ / Impact ☒



## ROADWAY NARROWING

### 13 – Raised Median Island

#### Description and Purpose

A raised island constructed on the centerline of a two-way roadway to reduce the overall width of the adjacent travel lanes. The island can provide a refuge for pedestrians and cyclists, enabling them to cross one direction of travel at a time, thereby reducing waiting time for gaps when crossing the roadway.

A raised median island is intended to lower vehicle speeds, reduce conflicts, and reduce crossing distances for pedestrians.

#### Applicability

- Roadside Environment – Urban
- Location – Midblock
- Speed Limit – 60 km/h or less
- Traffic Volume – All
- Grade – All

#### Cost

- \$\$-\$\$\$



#### Potential Traffic Calming Benefits

Speed Reduction	<input checked="" type="checkbox"/>
Volume Reduction	<input type="checkbox"/>
Conflict Reduction	<input checked="" type="checkbox"/>

#### Implementation Considerations

Local Vehicle Access	<input checked="" type="checkbox"/>
Emergency Vehicle Response	<input type="checkbox"/>
Cycling Use	<input type="checkbox"/>
Traffic Enforcement	<input type="checkbox"/>
Vehicle Parking	<input checked="" type="checkbox"/>
Street Maintenance	<input checked="" type="checkbox"/>

#### Legend

No Benefit	<input type="checkbox"/>	/	Impact	<input type="checkbox"/>
Minor Benefit	<input checked="" type="checkbox"/>	/	Impact	<input checked="" type="checkbox"/>
Substantial Benefit	<input checked="" type="checkbox"/>	/	Impact	<input checked="" type="checkbox"/>

## ROADWAY NARROWING

### 14 – Lane Reconfiguration (Road Diet)

#### Description and Purpose

A reconfiguration of a roadway to reduce the number of travelled lanes and/or the effective width. The reclaimed space can then be allocated to other uses, such as wider sidewalks, turning lanes, bus lanes, pedestrian refuge islands, bike lanes, parking, etc.

The most common form of lane reconfiguration involves converting a four-lane, undivided roadway segment to a three-lane cross-section consisting of two through lanes, a centre two-way left-turn lane, and two bicycle lanes. Other conversions include four-lane to five-lane, two-lane to three-lane, and five-lane to three-lane.

A lane reconfiguration is intended to lower vehicle speeds and reduce conflicts.

#### Applicability

- Roadside Environment – Urban
- Location - Midblock
- Speed Limit – 60 km/h or less
- Traffic Volume – Moderate
- Grade – All

#### Cost

- \$-\$\$\$



#### Potential Traffic Calming Benefits

Speed Reduction	<input checked="" type="checkbox"/>
Volume Reduction	<input type="checkbox"/>
Conflict Reduction	<input checked="" type="checkbox"/>

#### Implementation Considerations

Local Vehicle Access	<input type="checkbox"/>
Emergency Vehicle Response	<input checked="" type="checkbox"/>
Cycling Use	<input type="checkbox"/>
Traffic Enforcement	<input type="checkbox"/>
Vehicle Parking	<input type="checkbox"/>
Street Maintenance	<input type="checkbox"/>

#### Legend

No Benefit	<input type="checkbox"/>	/	Impact	<input type="checkbox"/>
Minor Benefit	<input checked="" type="checkbox"/>	/	Impact	<input checked="" type="checkbox"/>
Substantial Benefit	<input checked="" type="checkbox"/>	/	Impact	<input checked="" type="checkbox"/>

**ROADWAY NARROWING**  
**15 – Vertical Centreline Treatment**

**Description and Purpose**

The use of vertical treatments, such as flexible post-mounted delineators or raised pavement markers, to create a centre median, thereby giving the perception of lane narrowing and a sense of constriction. The treatments can also raise driver awareness of school areas and other locations where vulnerable road users are present.

A vertical centreline treatment is intended to lower vehicle speeds.

**Applicability**

- Roadside Environment – Urban or rural
- Location – Midblock, two-lane road
- Speed Limit – 60 km/h or less
- Traffic Volume – All
- Grade – All

**Cost**

- \$



**Potential Traffic Calming Benefits**

Speed Reduction	<input checked="" type="checkbox"/>
Volume Reduction	<input type="checkbox"/>
Conflict Reduction	<input type="checkbox"/>

**Implementation Considerations**

Local Vehicle Access	<input type="checkbox"/>
Emergency Vehicle Response	<input type="checkbox"/>
Cycling Use	<input type="checkbox"/>
Traffic Enforcement	<input type="checkbox"/>
Vehicle Parking	<input type="checkbox"/>
Street Maintenance	<input checked="" type="checkbox"/>

**Legend**

No Benefit	<input type="checkbox"/>	/	Impact	<input type="checkbox"/>
Minor Benefit	<input checked="" type="checkbox"/>	/	Impact	<input checked="" type="checkbox"/>
Substantial Benefit	<input checked="" type="checkbox"/>	/	Impact	<input checked="" type="checkbox"/>

## SURFACE TREATMENT

### 16 – Sidewalk Extension/ Textured Crosswalk

#### Description and Purpose

A sidewalk continued across a local street intersection at the same elevation as the roadway. Textured/patterned elements that contrast the roadway can be incorporated into the sidewalk extension.

A sidewalk extension visually enhances a pedestrian crossing location, so drivers become more aware of its presence. It is not intended to indicate whether drivers or pedestrians are required to yield. Traffic must comply with local or provincial regulations governing the type of pedestrian crossing system being enhanced by the sidewalk extension/textured crosswalk.

With a sidewalk extension/textured crosswalk, the continuation of the surface and enhanced visual/tactile identification of the crosswalk area emphasizes pedestrian priority.

A sidewalk extension/textured sidewalk is intended to lower vehicle speeds and reduce pedestrian-vehicle conflicts.

#### Applicability

- Roadside Environment – Urban
- Location – Midblock or intersection, sidewalks on both sides
- Speed Limit – 60 km/h or less
- Traffic Volume – All
- Grade – All

#### Cost

- \$-\$\$



#### Potential Traffic Calming Benefits

Speed Reduction	<input checked="" type="checkbox"/>
Volume Reduction	<input type="checkbox"/>
Conflict Reduction	<input checked="" type="checkbox"/>

#### Implementation Considerations

Local Vehicle Access	<input type="checkbox"/>
Emergency Vehicle Response	<input type="checkbox"/>
Cycling Use	<input checked="" type="checkbox"/>
Traffic Enforcement	<input type="checkbox"/>
Vehicle Parking	<input type="checkbox"/>
Street Maintenance	<input checked="" type="checkbox"/>

#### Legend

No Benefit	<input type="checkbox"/>	/	Impact	<input type="checkbox"/>
Minor Benefit	<input checked="" type="checkbox"/>	/	Impact	<input checked="" type="checkbox"/>
Substantial Benefit	<input checked="" type="checkbox"/>	/	Impact	<input checked="" type="checkbox"/>



**SURFACE TREATMENT**  
**17 – Textured Pavement**

**Description and Purpose**

Roadway pavement that incorporates a textured and/or patterned surface that contrasts other adjacent roadways in the surrounding area. The difference in texture alerts drivers of the need to reduce speed.

Textured pavement is intended to lower vehicle speeds.

**Applicability**

- Roadside Environment – Urban
- Location – Midblock or intersection
- Speed Limit – 60 km/h or less
- Traffic Volume – All
- Grade – All

**Cost**

- \$\$-\$\$\$



**Potential Traffic Calming Benefits**

- |                    |                                     |
|--------------------|-------------------------------------|
| Speed Reduction    | <input checked="" type="checkbox"/> |
| Volume Reduction   | <input type="checkbox"/>            |
| Conflict Reduction | <input type="checkbox"/>            |

**Implementation Considerations**

- |                            |                                     |
|----------------------------|-------------------------------------|
| Local Vehicle Access       | <input type="checkbox"/>            |
| Emergency Vehicle Response | <input type="checkbox"/>            |
| Cycling Use                | <input checked="" type="checkbox"/> |
| Traffic Enforcement        | <input type="checkbox"/>            |
| Vehicle Parking            | <input type="checkbox"/>            |
| Street Maintenance         | <input checked="" type="checkbox"/> |

**Legend**

- No Benefit ☐ / Impact ☐  
Minor Benefit ☒ / Impact ☒  
Substantial Benefit ☒ / Impact ☒

## SURFACE TREATMENT

### 18 – Transverse Rumble Strips

#### Description and Purpose

Raised buttons, bars or grooves closely spaced at regular intervals on the roadway that create both noise and vibration in a moving vehicle, alerting motorists to a traffic control device associated with unusual or changing conditions ahead. Rumble strips are sometimes inappropriately used in isolation as a speed control device.

Transverse rumble strips are intended to lower vehicle speeds.

#### Applicability

- Roadside Environment – Rural
- Location – Midblock
- Speed Limit – All
- Traffic Volume – All
- Grade – All

#### Cost

- \$



#### Potential Traffic Calming Benefits

- |                    |                                     |
|--------------------|-------------------------------------|
| Speed Reduction    | <input checked="" type="checkbox"/> |
| Volume Reduction   | <input type="checkbox"/>            |
| Conflict Reduction | <input type="checkbox"/>            |

#### Implementation Considerations

- |                            |                                     |
|----------------------------|-------------------------------------|
| Local Vehicle Access       | <input type="checkbox"/>            |
| Emergency Vehicle Response | <input type="checkbox"/>            |
| Cycling Use                | <input checked="" type="checkbox"/> |
| Traffic Enforcement        | <input type="checkbox"/>            |
| Vehicle Parking            | <input type="checkbox"/>            |
| Street Maintenance         | <input checked="" type="checkbox"/> |

#### Legend

- No Benefit ☐ / Impact ☐  
 Minor Benefit ☒ / Impact ☒  
 Substantial Benefit ☒ / Impact ☒

**PAVEMENT MARKINGS**  
**19 – Converging Chevrons**

**Description and Purpose**

A series of pavement markings painted in the shape of a forward-facing V, pointing in the roadway travel direction, to alert the driver of the need to reduce speed. The markings may be spaced closer together or painted thinner as the target feature (e.g., speed limit change, entry to built-up area) approaches to create the illusion that the speed of the vehicle is increasing.

Converging chevrons are intended to lower vehicle speeds.

**Applicability**

- Roadside Environment – Rural
- Location – Midblock, entrances to communities
- Speed Limit – All
- Traffic Volume – All
- Grade – All

**Cost**

- \$



**Potential Traffic Calming Benefits**

- |                    |                                     |
|--------------------|-------------------------------------|
| Speed Reduction    | <input checked="" type="checkbox"/> |
| Volume Reduction   | <input type="checkbox"/>            |
| Conflict Reduction | <input type="checkbox"/>            |

**Implementation Considerations**

- |                            |                                     |
|----------------------------|-------------------------------------|
| Local Vehicle Access       | <input type="checkbox"/>            |
| Emergency Vehicle Response | <input type="checkbox"/>            |
| Cycling Use                | <input type="checkbox"/>            |
| Traffic Enforcement        | <input type="checkbox"/>            |
| Vehicle Parking            | <input type="checkbox"/>            |
| Street Maintenance         | <input checked="" type="checkbox"/> |

**Legend**

- No Benefit ☐ / Impact ☐  
Minor Benefit ☒ / Impact ☒  
Substantial Benefit ☒ / Impact ☒

PAVEMENT MARKINGS

20 – Dragon’s Teeth

Description and Purpose

A series of triangular pavement markings placed along the edge of the travelled lanes to alert the driver of the need to reduce speed. The markings may be spaced closer together or painted with increasing size as the target feature (e.g., speed limit change, entry to built-up area) approaches to create the illusion that the speed of the vehicle is increasing.

Dragon’s teeth are intended to lower vehicle speeds.

Applicability

- Roadside Environment – Rural
- Location – Midblock, entrances to communities
- Speed Limit – All
- Traffic Volume – All
- Grade – All

Cost

- \$



Potential Traffic Calming Benefits

Speed Reduction	<input checked="" type="checkbox"/>
Volume Reduction	<input type="checkbox"/>
Conflict Reduction	<input type="checkbox"/>

Implementation Considerations

Local Vehicle Access	<input type="checkbox"/>
Emergency Vehicle Response	<input type="checkbox"/>
Cycling Use	<input type="checkbox"/>
Traffic Enforcement	<input type="checkbox"/>
Vehicle Parking	<input type="checkbox"/>
Street Maintenance	<input checked="" type="checkbox"/>

Legend

No Benefit	<input type="checkbox"/>	/ Impact	<input type="checkbox"/>
Minor Benefit	<input checked="" type="checkbox"/>	/ Impact	<input checked="" type="checkbox"/>
Substantial Benefit	<input checked="" type="checkbox"/>	/ Impact	<input checked="" type="checkbox"/>



## PAVEMENT MARKINGS

### 21 – Full-Lane Transverse Bars

#### Description and Purpose

A series of parallel pavement markings extending across most of the travelled lane to alert the driver of the need to reduce speed. The markings may be spaced close together or painted thinner as the target feature (e.g., speed limit change, entry to built-up area) approaches to create the illusion that the speed of the vehicle is increasing.

Full lane transverse bars are intended to lower vehicle speeds.

#### Applicability

- Roadside Environment – Rural
- Location – Midblock, entrances to communities
- Speed Limit – All
- Traffic Volume – All
- Grade – All

#### Cost

- \$



#### Potential Traffic Calming Benefits

- |                    |                                     |
|--------------------|-------------------------------------|
| Speed Reduction    | <input checked="" type="checkbox"/> |
| Volume Reduction   | <input type="checkbox"/>            |
| Conflict Reduction | <input type="checkbox"/>            |

#### Implementation Considerations

- |                            |                                     |
|----------------------------|-------------------------------------|
| Local Vehicle Access       | <input type="checkbox"/>            |
| Emergency Vehicle Response | <input type="checkbox"/>            |
| Cycling Use                | <input type="checkbox"/>            |
| Traffic Enforcement        | <input type="checkbox"/>            |
| Vehicle Parking            | <input type="checkbox"/>            |
| Street Maintenance         | <input checked="" type="checkbox"/> |

#### Legend

- No Benefit ☐ / Impact ☐
- Minor Benefit ☒ / Impact ☒
- Substantial Benefit ☒ / Impact ☒

## PAVEMENT MARKINGS

### 22 – Peripheral Transverse Bars

#### Description and Purpose

A series of parallel pavement markings placed along the edge of the travelled lanes to alert the driver of the need to reduce speed. The markings may be spaced closer together or painted with increasing size as the target feature (e.g., speed limit change, entry to built-up area) approaches to create the illusion that the speed of the vehicle is increasing.

Peripheral transverse bars are like full-lane transverse bars but require less maintenance of pavement markings.

Peripheral transverse bars are intended to lower vehicle speeds.

#### Applicability

- Roadside Environment – Rural
- Location – Midblock, entrances to communities
- Speed Limit – All
- Traffic Volume – All
- Grade – All

#### Cost

- \$



#### Potential Traffic Calming Benefits

Speed Reduction	<input checked="" type="checkbox"/>
Volume Reduction	<input type="checkbox"/>
Conflict Reduction	<input type="checkbox"/>

#### Implementation Considerations

Local Vehicle Access	<input type="checkbox"/>
Emergency Vehicle Response	<input type="checkbox"/>
Cycling Use	<input type="checkbox"/>
Traffic Enforcement	<input type="checkbox"/>
Vehicle Parking	<input type="checkbox"/>
Street Maintenance	<input checked="" type="checkbox"/>

#### Legend

No Benefit	<input type="checkbox"/>	/	Impact	<input type="checkbox"/>
Minor Benefit	<input checked="" type="checkbox"/>	/	Impact	<input checked="" type="checkbox"/>
Substantial Benefit	<input checked="" type="checkbox"/>	/	Impact	<input checked="" type="checkbox"/>

## PAVEMENT MARKINGS

### 23 – On-Road “Sign” Pavement Markings

#### Description and Purpose

Pavement markings painted on the roadway to convey information typically given to drivers through signage. The words and symbols provide a larger image of the sign information but directly in the driver’s line of sight. Examples include speed limit, ‘SLOW’, ‘Stop Ahead’, etc.

On-road “sign” pavement markings are intended to lower vehicle speeds.

#### Applicability

- Roadside Environment – Urban or rural
- Location – Midblock, approaching feature
- Speed Limit – All
- Traffic Volume – All
- Grade – All

#### Cost

- \$



#### Potential Traffic Calming Benefits

Speed Reduction	<input checked="" type="checkbox"/>
Volume Reduction	<input type="checkbox"/>
Conflict Reduction	<input type="checkbox"/>

#### Implementation Considerations

Local Vehicle Access	<input type="checkbox"/>
Emergency Vehicle Response	<input type="checkbox"/>
Cycling Use	<input type="checkbox"/>
Traffic Enforcement	<input type="checkbox"/>
Vehicle Parking	<input type="checkbox"/>
Street Maintenance	<input checked="" type="checkbox"/>

#### Legend

No Benefit	<input type="checkbox"/>	/ Impact	<input type="checkbox"/>
Minor Benefit	<input checked="" type="checkbox"/>	/ Impact	<input checked="" type="checkbox"/>
Substantial Benefit	<input checked="" type="checkbox"/>	/ Impact	<input checked="" type="checkbox"/>

ACCESS RESTRICTIONS

24 – Directional Closure

Description and Purpose

A curb extension or vertical barrier extending to approximately the centerline of the roadway, effectively obstructing (prohibiting) one direction of traffic. Bicycles are typically permitted to travel through a directional closure in both directions, including the direction in which motor vehicle traffic is obstructed. In some cases, gaps or a contra-flow bicycle lane are used to provide bicycle access.

A directional closure is intended to eliminate short-cutting or through traffic and reduce conflicts.

Applicability

- Roadside Environment – Urban
- Location – Midblock or intersection
- Speed Limit – All
- Traffic Volume – Less than 1,500 vpd
- Grade – All

Cost

- \$-\$\$\$



Potential Traffic Calming Benefits

- |                    |   |
|--------------------|---|
| Speed Reduction    | ■ |
| Volume Reduction   | ■ |
| Conflict Reduction | ■ |

Implementation Considerations

- |                            |   |
|----------------------------|---|
| Local Vehicle Access       | ■ |
| Emergency Vehicle Response | ■ |
| Cycling Use                | ■ |
| Traffic Enforcement        | ■ |
| Vehicle Parking            | □ |
| Street Maintenance         | ■ |

Legend

- No Benefit □ / Impact □  
Minor Benefit ■ / Impact ■  
Substantial Benefit ■ / Impact ■

ACCESS RESTRICTIONS

25 – Diverter

Description and Purpose

A raised barrier placed diagonally across an intersection that forces vehicles to turn, thereby preventing drivers from proceeding straight through the intersection. Diverters can incorporate gaps for pedestrians, wheelchairs and bicycles and can be mountable by emergency vehicles.

A diverter is intended to eliminate short-cutting or through traffic and reduce conflicts.

Applicability

- Roadside Environment – Urban
- Location – Intersection
- Speed Limit – 50 km/h or less
- Traffic Volume – Less than 1,500 vpd, use with caution for volumes up to 5,000 vpd
- Grade – All

Cost

- \$-\$\$



Potential Traffic Calming Benefits

- |                    |                                     |
|--------------------|-------------------------------------|
| Speed Reduction    | <input type="checkbox"/>            |
| Volume Reduction   | <input checked="" type="checkbox"/> |
| Conflict Reduction | <input checked="" type="checkbox"/> |

Implementation Considerations

- |                            |                                     |
|----------------------------|-------------------------------------|
| Local Vehicle Access       | <input checked="" type="checkbox"/> |
| Emergency Vehicle Response | <input checked="" type="checkbox"/> |
| Cycling Use                | <input checked="" type="checkbox"/> |
| Traffic Enforcement        | <input type="checkbox"/>            |
| Vehicle Parking            | <input type="checkbox"/>            |
| Street Maintenance         | <input checked="" type="checkbox"/> |

Legend

- No Benefit ☐ / Impact ☐  
Minor Benefit ☒ / Impact ☒  
Substantial Benefit ☒ / Impact ☒



## ACCESS RESTRICTIONS

### 26 – Full Closure

#### Description and Purpose

A barrier extending the entire width of a roadway that obstructs all motor vehicle traffic movements from continuing along the roadway. A closure can change a four-way intersection to a three-way, or a three-way intersection to a non-intersection. Closures can incorporate gaps for pedestrians, wheelchairs and bicycles and can be mountable by emergency vehicles.

A full closure is intended to eliminate short-cutting or through traffic and reduce conflicts.

#### Applicability

- Roadside Environment – Urban
- Location – Intersection
- Speed Limit – 50 km/h or less
- Traffic Volume – All
- Grade – All

#### Cost

- \$\$-\$\$\$



#### Potential Traffic Calming Benefits

Speed Reduction	<input type="checkbox"/>
Volume Reduction	<input checked="" type="checkbox"/>
Conflict Reduction	<input checked="" type="checkbox"/>

#### Implementation Considerations

Local Vehicle Access	<input checked="" type="checkbox"/>
Emergency Vehicle Response	<input checked="" type="checkbox"/>
Cycling Use	<input type="checkbox"/>
Traffic Enforcement	<input type="checkbox"/>
Vehicle Parking	<input type="checkbox"/>
Street Maintenance	<input checked="" type="checkbox"/>

#### Legend

No Benefit	<input type="checkbox"/>	/	Impact	<input type="checkbox"/>
Minor Benefit	<input checked="" type="checkbox"/>	/	Impact	<input checked="" type="checkbox"/>
Substantial Benefit	<input checked="" type="checkbox"/>	/	Impact	<input checked="" type="checkbox"/>

## ACCESS RESTRICTIONS

### 27 – Intersection Channelization

#### Description and Purpose

Raised islands or bollards located in an intersection to obstruct specific traffic movements and physically direct traffic through an intersection. Bicycles are typically permitted to make all movements, including those which motor vehicles are prevented from making, either through gaps or depressions in the island, or by travelling around the island.

Intersection channelization is intended to obstruct short-cutting or through traffic and reduce crossing distances for pedestrians.

#### Applicability

- Roadside Environment – Urban
- Location – Intersection
- Speed Limit – All
- Traffic Volume – All
- Grade – All

#### Cost

- \$-\$\$



#### Potential Traffic Calming Benefits

Speed Reduction	<input type="checkbox"/>
Volume Reduction	<input checked="" type="checkbox"/>
Conflict Reduction	<input checked="" type="checkbox"/>

#### Implementation Considerations

Local Vehicle Access	<input checked="" type="checkbox"/>
Emergency Vehicle Response	<input checked="" type="checkbox"/>
Cycling Use	<input type="checkbox"/>
Traffic Enforcement	<input type="checkbox"/>
Vehicle Parking	<input type="checkbox"/>
Street Maintenance	<input checked="" type="checkbox"/>

#### Legend

No Benefit	<input type="checkbox"/>	/ Impact	<input type="checkbox"/>
Minor Benefit	<input checked="" type="checkbox"/>	/ Impact	<input checked="" type="checkbox"/>
Substantial Benefit	<input checked="" type="checkbox"/>	/ Impact	<input checked="" type="checkbox"/>

## ACCESS RESTRICTIONS

### 28 – Raised Median Through Intersection

#### Description and Purpose

A raised island constructed on the centerline of a two-way roadway through an intersection to prevent left turns and through movements to and from the intersecting roadways. The island can provide a refuge for pedestrians and cyclists, enabling them to cross one direction of travel at a time, thereby reducing waiting time for gaps when crossing the roadway.

A raised median through an intersection is intended to eliminate short-cutting or through traffic, reduce conflicts, and reduce crossing distances for pedestrians.

#### Applicability

- Roadside Environment – Urban or rural
- Location – Intersection
- Speed Limit – All
- Traffic Volume – All
- Grade – All

#### Cost

- \$-\$\$



#### Potential Traffic Calming Benefits

Speed Reduction	<input type="checkbox"/>
Volume Reduction	<input checked="" type="checkbox"/>
Conflict Reduction	<input checked="" type="checkbox"/>

#### Implementation Considerations

Local Vehicle Access	<input checked="" type="checkbox"/>
Emergency Vehicle Response	<input checked="" type="checkbox"/>
Cycling Use	<input checked="" type="checkbox"/>
Traffic Enforcement	<input type="checkbox"/>
Vehicle Parking	<input checked="" type="checkbox"/>
Street Maintenance	<input checked="" type="checkbox"/>

#### Legend

No Benefit	<input type="checkbox"/>	/	Impact	<input type="checkbox"/>
Minor Benefit	<input checked="" type="checkbox"/>	/	Impact	<input checked="" type="checkbox"/>
Substantial Benefit	<input checked="" type="checkbox"/>	/	Impact	<input checked="" type="checkbox"/>



**ACCESS RESTRICTIONS**  
**29 – Right-In/Right-Out Island**

**Description and Purpose**

A raised triangular island at an intersection approach that obstructs left turns and through movements to and from the intersecting street or driveway. Bicycles are typically permitted to make left turns and through movements from the side street, either through gaps or depressions in the island, or by travelling around the island.

A right-in/right-out island is intended to obstruct short-cutting or through traffic and reduce crossing distances for pedestrians.

**Applicability**

- Roadside Environment – Urban or rural
- Location – Intersection
- Speed Limit – All
- Traffic Volume – All
- Grade – All

**Cost**

- \$-\$\$



**Potential Traffic Calming Benefits**

Speed Reduction	<input type="checkbox"/>
Volume Reduction	<input checked="" type="checkbox"/>
Conflict Reduction	<input checked="" type="checkbox"/>

**Implementation Considerations**

Local Vehicle Access	<input checked="" type="checkbox"/>
Emergency Vehicle Response	<input checked="" type="checkbox"/>
Cycling Use	<input checked="" type="checkbox"/>
Traffic Enforcement	<input checked="" type="checkbox"/>
Vehicle Parking	<input type="checkbox"/>
Street Maintenance	<input checked="" type="checkbox"/>

**Legend**

No Benefit	<input type="checkbox"/>	/	Impact	<input type="checkbox"/>
Minor Benefit	<input checked="" type="checkbox"/>	/	Impact	<input checked="" type="checkbox"/>
Substantial Benefit	<input checked="" type="checkbox"/>	/	Impact	<input checked="" type="checkbox"/>

GATEWAYS

30 – Gateway

Description and Purpose

A combination of traffic calming measures that help to create an entry or “gateway” to a community. Gateways typically denote transitional zones between commercial/residential areas and urban/rural villages or hamlets.

A gateway is intended to lower vehicle speeds.

Applicability

- Roadside Environment – Urban or rural
- Location – Midblock or intersection
- Speed Limit – All
- Traffic Volume – All
- Grade – All

Cost

- \$-\$\$



Potential Traffic Calming Benefits

- |                    |                                     |
|--------------------|-------------------------------------|
| Speed Reduction    | <input checked="" type="checkbox"/> |
| Volume Reduction   | <input type="checkbox"/>            |
| Conflict Reduction | <input type="checkbox"/>            |

Implementation Considerations

- |                            |                                     |
|----------------------------|-------------------------------------|
| Local Vehicle Access       | <input type="checkbox"/>            |
| Emergency Vehicle Response | <input type="checkbox"/>            |
| Cycling Use                | <input type="checkbox"/>            |
| Traffic Enforcement        | <input type="checkbox"/>            |
| Vehicle Parking            | <input type="checkbox"/>            |
| Street Maintenance         | <input checked="" type="checkbox"/> |

Legend

- No Benefit ☐ / Impact ☐  
Minor Benefit ☒ / Impact ☒  
Substantial Benefit ☒ / Impact ☒

SHARED SPACES

31 – Shared Space

Description and Purpose

A design concept that shifts priority from vehicles to cyclists and pedestrians, allowing vulnerable road users to cross anywhere along the roadway. Often, there are no pavement markings, traffic signals, signs, or barriers, requiring drivers to be more attentive. There may also be trees or street furniture in the roadway to act as deflections.

Shared space design is intended to lower vehicles speeds and enhance the public realm.

Applicability

- Roadside Environment – Urban
- Location – Midblock
- Speed Limit – 50 km/h or less, lower to 20-30 km/h
- Traffic Volume – Less than 15,000 vpd
- Grade – All

Cost

- \$-\$\$\$



Potential Traffic Calming Benefits

- |                    |   |
|--------------------|---|
| Speed Reduction    | ■ |
| Volume Reduction   | ■ |
| Conflict Reduction | □ |

Implementation Considerations

- |                            |   |
|----------------------------|---|
| Local Vehicle Access       | □ |
| Emergency Vehicle Response | ■ |
| Cycling Use                | □ |
| Traffic Enforcement        | □ |
| Vehicle Parking            | □ |
| Street Maintenance         | ■ |

Legend

- No Benefit □ / Impact □  
Minor Benefit ■ / Impact ■  
Substantial Benefit ■ / Impact ■

## ENFORCEMENT AND EDUCATION

### 32 – Speed Display Devices

#### Description and Purpose

An interactive sign that displays the speed of an approaching vehicle. The vehicle speed is captured using radar and can trigger the display board to show specific messages when a driver approaches at a predetermined undesirable speed. The devices are often used upstream of targeted speed enforcement areas.

A speed display device is intended to lower vehicle speeds.

#### Applicability

- Roadside Environment – Urban or rural
- Location – Midblock
- Speed Limit – All (typically 60 km/h or less)
- Traffic Volume – All
- Grade – All

#### Cost

- \$-\$\$



#### Potential Traffic Calming Benefits

- |                    |                                     |
|--------------------|-------------------------------------|
| Speed Reduction    | <input checked="" type="checkbox"/> |
| Volume Reduction   | <input type="checkbox"/>            |
| Conflict Reduction | <input type="checkbox"/>            |

#### Implementation Considerations

- |                            |                                     |
|----------------------------|-------------------------------------|
| Local Vehicle Access       | <input type="checkbox"/>            |
| Emergency Vehicle Response | <input type="checkbox"/>            |
| Cycling Use                | <input type="checkbox"/>            |
| Traffic Enforcement        | <input type="checkbox"/>            |
| Vehicle Parking            | <input type="checkbox"/>            |
| Street Maintenance         | <input checked="" type="checkbox"/> |

#### Legend

- No Benefit ☐ / Impact ☐  
Minor Benefit ☒ / Impact ☒  
Substantial Benefit ☒ / Impact ☒

**ENFORCEMENT AND EDUCATION**

**33 – Targeted Speed Enforcement**

**Description and Purpose**

Additional police enforcement in locations where speed, collisions, citations, resident comments, or other sources of information suggest that the site is unusually hazardous due to illegal driving practices.

Targeted speed enforcement is intended to lower vehicle speeds.

**Applicability**

- Roadside Environment – Urban or rural
- Location – Midblock
- Speed Limit – All (typically 60 km/h or less)
- Traffic Volume – All
- Grade – n/a

**Cost**

- \$\$\$



**Potential Traffic Calming Benefits**

Speed Reduction	<input checked="" type="checkbox"/>
Volume Reduction	<input type="checkbox"/>
Conflict Reduction	<input type="checkbox"/>

**Implementation Considerations**

Local Vehicle Access	<input type="checkbox"/>
Emergency Vehicle Response	<input type="checkbox"/>
Cycling Use	<input type="checkbox"/>
Traffic Enforcement	<input checked="" type="checkbox"/>
Vehicle Parking	<input type="checkbox"/>
Street Maintenance	<input checked="" type="checkbox"/>

**Legend**

No Benefit	<input type="checkbox"/>	/ Impact	<input type="checkbox"/>
Minor Benefit	<input checked="" type="checkbox"/>	/ Impact	<input checked="" type="checkbox"/>
Substantial Benefit	<input checked="" type="checkbox"/>	/ Impact	<input checked="" type="checkbox"/>



## ENFORCEMENT AND EDUCATION

### 34 – Targeted Education Campaign

#### Description and Purpose

Initiatives to raise awareness of road safety issues. Education campaigns typically include an element of community outreach and involvement and often will complement physical traffic calming measures. In some cases, these campaigns will form an integral component of an overall strategic road safety program.

A targeted education campaign is intended to raise driver awareness with the aim of lowering vehicle speeds, reducing short-cutting or through traffic, and/or reducing conflicts.

#### Applicability

- Roadside Environment – Urban or rural
- Location – Midblock
- Speed Limit – All (typically 50 km/h or less)
- Traffic Volume – All
- Grade – n/a

#### Cost

- \$-\$\$\$



#### Potential Traffic Calming Benefits

Speed Reduction	<input type="checkbox"/>
Volume Reduction	<input type="checkbox"/>
Conflict Reduction	<input type="checkbox"/>

#### Implementation Considerations

Local Vehicle Access	<input type="checkbox"/>
Emergency Vehicle Response	<input type="checkbox"/>
Cycling Use	<input type="checkbox"/>
Traffic Enforcement	<input type="checkbox"/>
Vehicle Parking	<input type="checkbox"/>
Street Maintenance	<input type="checkbox"/>

#### Legend

No Benefit	<input type="checkbox"/>	/	Impact	<input type="checkbox"/>
Minor Benefit	<input type="checkbox"/>	/	Impact	<input type="checkbox"/>
Substantial Benefit	<input type="checkbox"/>	/	Impact	<input type="checkbox"/>

**APPENDIX M:**  
**COMMUNITY TRAFFIC ISSUE REPORTING FORM**

## Community Traffic Issue Reporting Form

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Please indicate the location (street or area) of the traffic concern:

\_\_\_\_\_

What is the area/zone of your traffic concern?

- |  |   |
|--|---|
| <input type="checkbox"/> School Zone/Community Safety Zone | <input type="checkbox"/> Park                         |
| <input type="checkbox"/> Residential Area                  | <input type="checkbox"/> Road with limited visibility |
| <input type="checkbox"/> Hamlet                            | <input type="checkbox"/> Other                        |

Please select any of the following traffic concerns:

- |  |  |
|--|--|
| <input type="checkbox"/> Speeding          | <input type="checkbox"/> Collision concerns  |
| <input type="checkbox"/> Vehicle volumes   | <input type="checkbox"/> Cut-through traffic |
| <input type="checkbox"/> Pedestrian Safety |  |

When does the problem typically occur?

- |  |                                   |
|--|-----------------------------------|
| <input type="checkbox"/> Morning rush hour   | <input type="checkbox"/> Weekdays |
| <input type="checkbox"/> Mid-day             | <input type="checkbox"/> Weekends |
| <input type="checkbox"/> Afternoon rush hour | <input type="checkbox"/> Other    |

Which seasons does the problem occur?

- |                                 |                                 |
|---------------------------------|---------------------------------|
| <input type="checkbox"/> Winter | <input type="checkbox"/> Summer |
| <input type="checkbox"/> Spring | <input type="checkbox"/> Fall   |

Please provide any further comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**APPENDIX N:**  
**WARRANTS FOR COMMUNITY SAFETY ZONES**

## Community Safety Zone Warrants

The following warrants are to be used in conjunction with the **Community Safety Zone Policy** when considering designating a Community Safety Zone on a Township of Puslinch road.

Road Name and Limits: \_\_\_\_\_

Date Inquiry Received: \_\_\_\_\_

Date Inquiry Completed: \_\_\_\_\_

Name of Reviewer: \_\_\_\_\_

Road Environment:      Urban ☐                                      Rural ☐

### Warrant 1 – Areas of Special Consideration

Community Safety Zones should only be implemented in locations of special concern that are obvious to the road user, specifically:

- Elementary and secondary school
- Daycare centre
- Retirement residence or senior's centre
- Community centre
- Hospital
- High pedestrian traffic locations (more than 75 pedestrians per hour for any 8 hours of the day)

### Warrant 2 – Identified Safety Concern

Community Safety Zones should only be implemented in locations of identified safety concern. The safety warrant is comprised of two parts. Either component must be met to satisfy the warrant:

- **Collision Component:** Collision ratio is less than 1:900 (collisions per year to average annual daily traffic (AADT)) averaged over 36 consecutive months.
- **Risk Component:** Locations where a significant safety concern may exist even though it is not reflected in the collision component. **Table A** lists the six risk factors considered in assessing the level of risk. Locations scoring:
  - 6 points are considered low risk;
  - 7 to 12 points are considered moderate risk; and
  - 13 to 18 points are considered high risk.

**A minimum score of 13 points is required to satisfy the risk component of the safety warrant.**

**TABLE A: COMMUNITY SAFETY ZONE RISK FACTOR SCORING**

Risk Factor	Risk Factor Scoring			Score
	High (Score 3)	Moderate (Score 2)	Low (Score 1)	
85th Percentile Speed (above posted speed limit)	>20	15-20	<15	
Average Annual Daily Traffic Volume (AADT)	>2,000	1,000-2,000	<1,000	
Truck Volume (% of AADT)	>5%	3%-5%	<3%	
Pedestrian Volume (in any 8 hours)	>75	40-75	<40	
Length of Sidewalks (% of Road)	<25%	25%-75%	>75%	
Intersection and Entrances (per kilometre)	>10	4-10	<4	
<b>Total Score</b>				

Prior to assessing the risk component of the safety warrant, field observations or local law enforcement must verify that there is an unusually high violation rate in the subject location.

### **Warrant 3 – Ability to Enforce**

Community Safety Zone implementation in Puslinch requires enforcement commitment from the Ontario Provincial Police (OPP). This warrant ensures that sufficient resources are available to provide the necessary enforcement.

**APPENDIX O:  
TRUCK ROUTE BY-LAW TEMPLATE**

## **TOWNSHIP OF PUSLINCH**

### **By-law No. xx-xx**

#### **Being a by-law to identify Truck Routes and to restrict Heavy Trucks on Non-Truck Routes within the Township of Puslinch**

**WHEREAS** Section 10 (2) subsection 7 of the *Municipal Act, 2001*, c. 25, as amended, (the Act) provides that a municipality may pass by-laws to provide any service or thing that the municipality considers necessary or desirable to the public;

**WHEREAS** Section 27 (1) of the Act authorizes municipalities to pass by-laws in respect of a highway under its jurisdiction;

**WHEREAS** Section 429 (1) of the Act authorizes a municipality to establish a system of fines for offences under a by-law of the municipality;

**AND WHEREAS** Section 122 (7) of the *Highway Traffic Act*, R.S.O 1990, c.H.8, as amended, provides that the municipality or other authority having jurisdiction over a highway may by by-law designate the date on which a reduced load period shall start or end and the highway or portion thereof under its jurisdiction to which the designation applies,

**NOW THEREFORE the Council of The Corporation of the Township of Puslinch enacts as follows:**

#### **PART I – SHORT TITLE**

This by-law may be cited as the **Truck Route By-law**.

#### **PART II – DEFINITIONS**

1. In this by-law,
  - a. “Agricultural Purposes” means land where animals or birds are kept for grazing, breeding, raising, boarding, training, or for the tillage of soil rowing, harvesting of vegetables, fruits, field crops or landscaping materials;
  - b. “Commercial Motor Vehicle” means a motor vehicle having permanently attached thereto a truck or delivery body, and includes ambulances, hearses, casket wagons, fire apparatus, motor buses and tractors used for hauling purposes on the highways;
  - c. "Council" means the Council of the Corporation of the Township of Puslinch;

- d. “Director of Public Works” means Director of Public Works or any employee or agent of the Township designated by the said Director of Public Works to act on their behalf;
- e. “Heavy Truck(s)” means:
  - i. any commercial motor vehicle that has a registered gross vehicle weight exceeding 5 tonnes (5,000 kilograms) according to the current permit or vehicle registration which has been issued under the *Highway Traffic Act*, or its foreign equivalent for such vehicle, regardless of the actual weight of such vehicles; or
  - ii. a trailer that has a manufacturer’s gross weight rating exceeding 1,360 kilograms, regardless of the actual weight of such trailer;
- f. “Highway” means a common and public highway and includes one or both of the following:
  - i. any street, road, avenue, parkway, lane, driveway, boulevard, sidewalk, square, place, bridge, viaduct or trestle, any part of which is intended for or used by the public for the passage of vehicles or persons; or
  - ii. the area between the lateral property lines of any highway or road allowance including any curbs, gutters, boulevards, culverts, ditches and retaining wall;
- g. “Motor Vehicle” includes an automobile, motorcycle, motor assisted bicycle unless otherwise indicated in this by-law, and any other vehicle propelled or driven otherwise than by muscular power, but does not include a street car, or other motor vehicles running only upon rails, or a motorized snow vehicle, traction engine, farm tractor, self-propelled implement of husbandry or road building machine within the meaning of the *Highway Traffic Act*;
- h. “Municipal Law Enforcement Officer” means a person or persons duly appointed, pursuant to the *Police Services Act*, by Council;
- i. “Non-Truck Route” means any Highway or part thereof within the Township not set forth in Schedule A of this by-law and further not signed as a Truck Route;
- j. “Officer” means a Municipal Law Enforcement Officer duly appointed by Council, and includes any police officer appointed pursuant to the *Police Services Act* and any enforcement officer for the Ministry of Transportation;

- k. "Person" includes any individual, driver, vehicle operator, firm, partnership, association, corporation, company or organization of any kind;
- l. "Reduced Load Limit" means and refers to a Heavy Truck restricted to a limit of a maximum weight of five (5) tonnes per axle for any vehicle traveling on the said Highways during the Reduced Load Period in any year;
- m. "Reduced Load Period" means the period between March 1<sup>st</sup> to April 30<sup>th</sup> inclusive in any year;
- n. "Road Allowance" means all allowances for roads, except in so far as they have been stopped up according to law, made by the Crown surveyors, all Highways laid out or established under the authority of any statute, all roads on which public money has been expended for opening them or on which statute labour has been usually performed, all roads dedicated by the owner of the land to public use, and all alterations and deviations of and all bridges over any such allowance for Highway or road;
- o. "School Bus" means a chrome yellow bus that is used for the transportation of:
  - i. children; or
  - ii. individuals with physical and/or intellectual disabilities to or from a training centre that bears on the front and rear thereof the words "School Bus" and on the rear thereof the words "Do Not Pass When Signals Flashing";
- p. "Site Alteration Agreement" means a permit issued pursuant to the provisions of the xxx by the Township;
- q. "Township" means the Corporation of the Township of Puslinch;
- r. "Truck Route" means a Highway identified in Schedule A of this by-law;
- s. "Water Hauler" means vehicles transporting potable water in a water tank fixed to a truck.

### **PART III – HEAVY VEHICLES**

#### **2. Heavy Truck Routes**

- a. No Person shall operate or permit the operation of a Heavy Truck except on a Truck Route, unless otherwise exempt or provided for in this by-law.

- b. The Director of Public Works is hereby authorized to erect such signage as is required to properly designate and identify the Highways listed in Schedule A of this by-law as Truck Routes.
- c. The Director of Public Works is hereby authorized to erect such signage as is required to properly designate and identify the Highways not listed in Schedule A of this by-law as prohibited for use by Heavy Trucks.

3. Reduced Load Limit

- a. The Highways set out in Schedule B to this by-law are restricted to a Reduced Load Limit during the Reduced Load Period.
- b. The Director of Public Works is hereby authorized to erect such signage as is required to properly designate and identify the Highways listed in Schedule B of this by-law as having Reduced Load Limits during the Reduced Load Period.
- c. No Person shall operate or permit the operation of a vehicle on a Highway that does not comply with the Reduced Load Limit during the Reduced Load Period.

4. Exceptions

- a. Section 2 above does not apply in the following circumstances:
  - i. To a Person operating a Heavy Truck by or on behalf of the Township, for the purposes of Highway maintenance, including the carriage and application of abrasives or chemicals to the Highway, the stockpiling of abrasives or chemicals for use on a Highway, or the removal of snow from a Highway;
  - ii. To a Person operating a Heavy Truck following a route that has been approved through a Site Alteration Agreement with the Township;
  - iii. To a Person operating fire apparatus or other vehicles which are responding to a bona fide emergency;
  - iv. To a Person operating Heavy Trucks on behalf of the Township for the purposes of transporting waste;
  - v. To a Person operating a public utility or emergency vehicle;
  - vi. To a Person operating a School Bus; or
  - vii. To a Person operating a Heavy Truck on a Non-Truck Route when instructed to do so by a police officer.



- b. Section 2 does not apply to a Person operating a Heavy Truck in the usual conduct of business (existing or established place of business) and proceeding by way of the shortest route to or from any Truck Route in respect of the following vehicles:
  - i. Water Haulers;
  - ii. Heavy Trucks used exclusively for the transportation of milk;
  - iii. Heavy Trucks being used for Agricultural Purposes;
  - iv. Heavy Trucks on any Highway or part of Highway which has been properly authorized as a temporary detour route; or
  - v. Heavy Trucks delivering or providing goods or services.

#### **PART IV – PENALTY**

- 5. Every Person who contravenes any of the provisions of this by-law and, if the Person is a corporation, every director or officer of the corporation who knowingly concurs in the contravention, is guilty of an offence and on conviction is liable:
  - a. On a first conviction, to a fine of not more than \$10,000; and
  - b. On a subsequent conviction, to a fine of not more than \$10,000 for each day, or part thereof, upon which the contravention has continued after the day on which the Person was first convicted.
- 6. Notwithstanding Section 5 above, where the Person convicted is a corporation, the maximum penalty that may be imposed is:
  - a. On a first conviction, a fine of not more than \$50,000; and
  - b. On a subsequent conviction, a fine of not more than \$25,000 for each day, or part thereof, upon which the contravention has continued after the day on which the corporation was first convicted, and not as provided in subsection a.
- 7. For the purposes of establishing set fines, every Person who contravenes any provision of this by-law is guilty of an offence and is subject to a fine pursuant to the provisions of the *Provincial Offences Act*, R.S.O., 1990, c. P.33, as amended, or any other applicable legislation or successor thereto.

#### **PART V – OBSTRUCTION**

- 8. No Person shall hinder or attempt to hinder or obstruct an Officer in carrying out their duties under this by-law.
- 9. No Person shall obstruct any employee or authorized agent in carrying out work

for the Township, such as erecting signage, under this by-law.

#### **PART VI – SEVERABILITY**

10. If a court or tribunal of competent jurisdiction declares any portion of this by-law to be illegal or unenforceable, that portion of this by-law will be considered to be severed from the balance of the by-law, which will continue to operate in full force.

#### **PART VII – ENFORCEMENT**

11. This by-law may be enforced by any Officer as defined in this by-law.

#### **PART VIII – ENACTMENT**

12. This by-law comes into force and effect on the date of its passing.

**Schedule A**  
**Truck Routes**

Road Name	From	To

**Schedule B**  
**Reduced Load Limit Highways**

Road Name	From	To

**APPENDIX P:**  
**WEB PAGE OUTLINE, HEAVY TRUCK USAGE**

# Web Page Outline

## HEAVY TRUCK USE IN PUSLINCH

### TRUCK ROUTE NETWORK

#### What is it?

The Truck Route By-law identifies roads within the Township of Puslinch (under the Township's jurisdiction) where heavy trucks are permitted. This by-law is designed to restrict the gross vehicle weight limit to 5 tonnes per axle for road sections not identified as truck routes and provides additional information regarding restrictions during the spring thaw period from February 15 to May 15 in each calendar year on a portion of the truck route network.

Exceptions to the Truck Route By-law on non-heavy truck roads include but is not limited to:

- Trucks making local deliveries of goods and services
- Water haulers
- Milk deliveries
- Emergency Services vehicles
- Municipal vehicles or vehicles providing services on behalf of the Township.

Exceptions also include various agricultural vehicles and activities.

The *Municipal Act, 2001* authorizes the Township of Puslinch Council to pass by-laws with respect to highways. The Truck Route By-law will be enforced by the Ontario Provincial Police (OPP) through the *Highway Traffic Act* and persons guilty of violations are subject to fines approved by the Ministry of the Attorney General and prescribed under the *Provincial Offences Act*.

The Ministry of Transportation (MTO) is also granted enforcement rights through the *Highway Traffic Act* for gross vehicle and axle weights. These enforcement rights apply to vehicles that are overloaded as described in the *Highway Traffic Act*, as well as vehicles traversing load posted bridges.

#### Which roads are truck routes?

The truck routes are denoted on the most suitable roads to the greatest extent possible, while limiting intrusion into residential neighbourhoods and core areas like Aberfoyle, Morriston, and Arkell to the minimum possible. The goal is to define the preferred method of moving trucks through the Township with a network of routes that:

- Are safest for the movement of heavy vehicles;
- Avoid sensitive land uses like schools, residential areas, and community facilities;
- Support local and regional commerce and industry; and

- Provide sufficient capacity and adequate design features to accommodate the anticipated volume, size, and weight of vehicles.

The truck route network in Puslinch is designed to direct truck traffic to roads more intended for use by heavy vehicles and avoid minor streets with more sensitive abutting land uses. It is based on the principle that heavy vehicles should stay on designated routes (primarily Provincial highways and County roads) and only use minor streets (Township roads) to access local destinations.

## [MAP OF TRUCK ROUTE NETWORK]

### How are truck routes denoted?

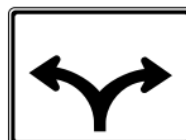
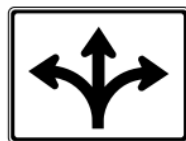
The truck route network combines permissive signs directing heavy vehicles to the prescribed truck routes with restrictive signs prohibiting access to streets: where truck traffic is undesirable or less safe; experiencing poor compliance with permissive signing; and/or where drivers maybe confused.

Regulatory signs inform truck drivers of actions needed to comply with the Truck Route By-Law. The signs are enforceable traffic regulations prescribed under the *Highway Traffic Act* and the Truck Route By-law, disregard of which would constitute a violation. Below illustrates the regulatory signs used for the truck route network.



**TRUCK ROUTE Sign**

Denote roads where heavy truck use is permitted



**MOVEMENTS PERMITTED  
Tab Sign**

Used in combination with TRUCK ROUTE signs to denote permitted turns by trucks



**NO HEAVY TRUCKS Sign**

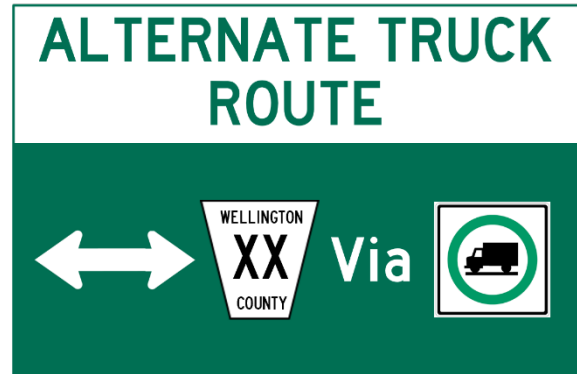
Denote roads where heavy truck use is not permitted unless one of the exemptions listed above applies

Guide and information signs supplement the regulatory signage and are installed at strategic locations to guide truck drivers to/along the routes and/or bring awareness to the truck route network. Below illustrates the guide and information signs used for the network.



**TRUCK ROUTE GATEWAY Sign**

Used at entries into the Township and on roads at Highway 401 interchanges to inform truck drivers and other motorists of the route network



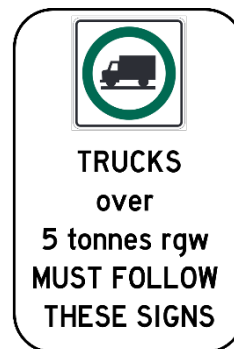
**ALTERNATE TRUCK ROUTE Sign**

Used in advance of intersections to inform truck drivers of designated routes on adjoining Wellington County roads



**TRUCK ROUTE DIRECTIONAL Sign**

Used approaching/at intersections to inform truck drivers where routes change direction



**TRUCK ROUTE BOUNDARY Sign**

Used at entries into the Township without Gateway signs to inform truck drivers and other motorists of the requirement for trucks to follow the route network

## HALF-LOAD RESTRICTIONS

### What is a half-load restriction?

The Township imposes an annual “half-load” season from February 15 to May 15 on select Township roads to protect the road and road base from being permanently damaged during the spring thaw. During this period vehicles over a certain weight class (5 tonnes per axle) are not permitted to use the roadway. It is the responsibility of the heavy equipment operator to ensure that they plan their route to avoid roadways with half-load restrictions.

Passenger vehicles are exempt from the restriction. Larger vehicles such as dump trucks, delivery trucks, concrete trucks and heavy equipment floats that haul excavators, bulldozers, and cranes are included.

**How does a road get permanently damaged?**

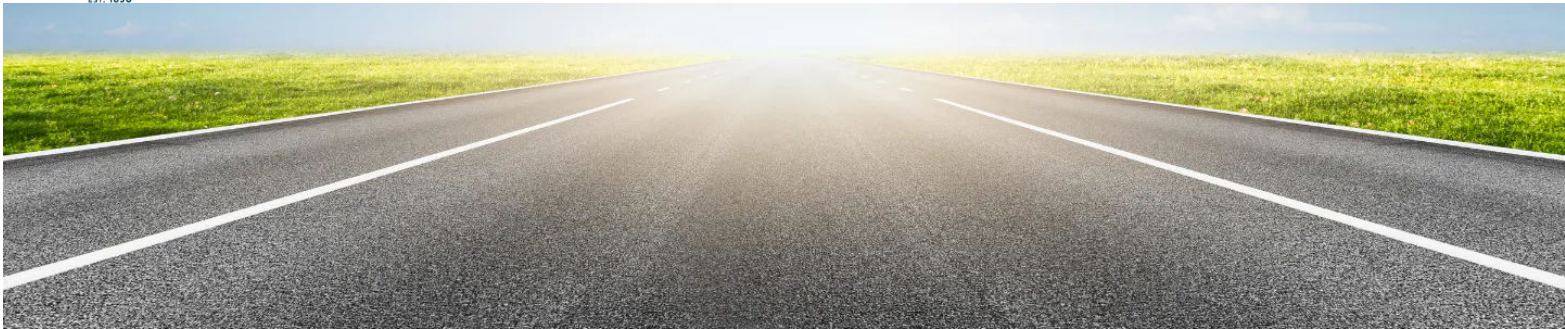
In the spring, frost comes out of the ground. As moisture comes out of the road base, the road becomes softer and weaker. Heavy loads can cause the road to sink and break apart, which can lead to permanent damage. Most rural roads and highways are not built to withstand the pressures of heavy equipment.

**Why are half-load restrictions imposed?**

To avoid rebuilding after every spring thaw, which would cost a lot of taxpayer dollars, municipalities impose restrictions to give the roads time to properly shed the frost.



**APPENDIX Q:**  
**PUBLIC ENGAGEMENT, COMMENTS AND RESPONSES**



Home / Roads Management Plan

## Roads Management Plan



Join the conversation about the Township of Puslinch's Roads Management Plan, The Township of Puslinch is seeking your feedback regarding its Roads' Management Plan.

### What is a Roads Management Plan?

The purpose of a Roads Management Plan is to:

- Allow the Township to appropriately plan and undertake maintenance on the Township's road network as well as to plan and prioritize the appropriate capital work;
- Establish criteria and steps to follow for responding to service requests or service upgrades relating to the Township's road network (e.g., paving, sidewalks, street lights, changes to speed limits);
- Identify road rehabilitation needs to assist the Township in developing a realistic annual capital budget to provide an adequate service level; and
- Assist the Township in formalizing an ongoing road maintenance operation and to facilitate proactive planning for future operations, replacements, and upgrades.

View the Roads Management Plan on the Township of Puslinch Website or under the Roads Management Plan Documents available on this page, The Township will be collecting feedback regarding the Roads Management Plan until 12:00 p.m. on June 12, 2023. Feedback is being received through the feedback form below or through written comments sent to the Municipal Office (7404 Wellington Rd 34, Puslinch ON, N0B 2J0).

Survey

CLOSED: This survey has concluded.

### Roads Management Plan Feedback

The Township of Puslinch wants to hear your feedback regarding its Roads Management Plan, All comments will be provided to the appropriate staff for consideration.

SHARE YOUR FEEDBACK




### Roads Management Plan Documents

-  Section 1 Introduction and Approach .pdf (131 KB) (pdf)
-  Section 2 Project Team .pdf (201 KB) (pdf)
-  Section 3 Road Condition Assessment .pdf (209 KB) (pdf)
-  Section 4 Road Design Standards.pdf (253 KB) (pdf)
-  Section 5 Traffic Count Collection & Growth Project.pdf (165 KB) (pdf)
-  Section 6 Road Maintenance Strategy.pdf (279 KB) (pdf)
-  Section 7 Capital Needs Requirements .pdf (157 KB) (pdf)
-  Section 8 Traffic Management Policies .pdf (2.87 MB) (pdf)
-  Section 9 Recommendations & Conclusions.pdf (130 KB) (pdf)
-  Section 10 Bibliography.pdf (102 KB) (pdf)
-  Appendix A- Township Road Network Inventory Tables and Road PCI Maps.pdf (3.47 MB) (pdf)
-  Appendix B- Excerpts from MTO Inventory Manual .pdf (406 KB) (pdf)
-  Appendix C- Recommended Cross-Section for Existing Roads .pdf (248 KB) (pdf)
-  Appendix D- Cost Estimates for Surfacing Options .pdf (163 KB) (pdf)
-  Appendix E- Road Age Calculations .pdf (128 KB) (pdf)
-  Appendix F- Gravel Road Conversion Flow Chart .pdf (144 KB) (pdf)
-  Appendix G- Preliminary Design Checklist for Transportation Capital Projects.pdf (186 KB) (pdf)

 [Appendix H- Current Traffic Counts and 10 Year Forecast .pdf \(172 KB\) \(pdf\)](#)

 [Appendix I- Traffic County Locations and Traffic Range Estimates .pdf \(1.68 MB\) \(pdf\)](#)

 [Appendix J- Road Maintenance Activity Spreadsheet .pdf \(182 KB\) \(pdf\)](#)


 [Appendix K- Time of Need and Priority Ratings .pdf \(1.98 MB\) \(pdf\)](#)

 [Appendix L- Traffic Calming Toolbox .pdf \(3.87 MB\) \(pdf\)](#)

 [Appendix M- Community Safety Zones .pdf \(175 KB\) \(pdf\)](#)

 [Appendix N- Warrants for Community Safety Zones .pdf \(162 KB\) \(pdf\)](#)

 [Appendix O- Truck Route By-Law Template.pdf \(183 KB\) \(pdf\)](#)

 [Appendix P- Web Page Outline. Heavy Truck Usage.pdf \(302 KB\) \(pdf\)](#)

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REGISTER to get involved!



## **Comments Received between 2018 and 2022**

Date	Comments
June 6, 2018	<p>I am a local concerned citizen. I have lived in the city of Guelph since 2011 I and just recently moved to Puslinch. It's a corner house that sits on the intersection of Old Ruby and Victoria. The reason for this letter is because it has come to my attention recently that the traffic has severely increased on Victoria. Along with the traffic increase, the speeds of the cars are also surpassing the actual speed limit of side street. The other problem is that our house has no protection along the side ofthe road. No barriers or fence (fence not allowed land developer). The exposed back and front yard coupled with the excess speeds on (road) now creates a hazard for me and my family. This really hit home for me last month when a car had a flat tire on the road and swerved into our yard area. Not by a lot, only a few feet. But I thought what if my kids were playing the back yard and what if the car was speeding and then blew a tire or just lost control. So that's when I thought I should at least make the city aware of the situation. I don't know if there can be something done in the form of maybe a stop sign, or speed bumps, or something of that matter in order to help either reduce the speeds or at least protect my open space. I would definitely appreciate any feedback from your end. I do thank you for allowing me the opportunity to voice my concerns and to thank you for all that you do to keep our community clean and safe.</p>
	<p><b><i>Response:</i></b></p> <p><b><i>The Township has received the request and will initiate a review under the practices, policies, guidelines and standards provided within the Roads Management Plan to determine if additional traffic calming measures can be implemented.</i></b></p>

Date	Comments
November 29, 2019	<p>This letter is being written on behalf of the residents of Puslinch Concession 4 (see attached petition), who reside between Sideroad 20 and Wellington Road 35 (Downey Road). Our purpose is to request of the Puslinch Township Council that the speed limit on this part of Concession 4 be lowered from 80 kph and posted at 60 kph.</p> <p>Our request for this lowering of the speed limit is based upon our experiences of life on this roadway where there are almost daily near-miss accidents between cars and pedestrians and/or between passing cars and residents attempting to access their properties.</p> <p>This section of road is 1 ½ km in length and there are now 18 driveways and 4 field accesses along the distance. Eleven of the resident families have owned their properties for 30 years or more and they have seen, first-hand, the changes in traffic densities and speeds.</p> <p>We make this request based upon the following considerations:</p> <ul style="list-style-type: none"><li>• The road is very much a thoroughfare for commuters to and from Guelph, Kitchener and Cambridge. Traffic density and speed has increased yearly during morning and evening rush hours over a thirty-year period.</li><li>• On the occasions when highway 401 is closed, and Wellington Road 34 is congested, our road is used as an alternate. At these times the traffic is frequently bumper to bumper, travelling at high speeds.</li><li>• The speed limit on the Hanlon Expressway is 80 kph and that road is a four-lane highway with wide shoulders and controlled access points. Surely our narrow roadway, Concession 4, should have a lower, safer speed.</li><li>• The Aberfoyle Waste Facility is located on this section of Concession 4. On Saturdays, in particular, there is heavy traffic along the road, turning in and out of the Facility. There is a marked increase on Wednesdays and Fridays as well since these are the Facility's other two open days.</li><li>• To all intents and purposes, there are no shoulders or walkways on this section of Concession 4. It is dangerous to walk at the sides and/or to go out to collect the mail. Riding a bicycle on this stretch is a precarious endeavor.</li><li>• Residents are able to provide first hand testimony of cars that regularly travel 100 kph on this section of road.</li><li>• Several of the driveways have limited sight ranges. Extreme caution is required whenever a resident leaves his or her property.</li><li>• Frequently, gravel trucks travel this section and often at high speeds</li></ul> <p>In closing I would like to add that the existing 80 kph speed limit was established over 70 years ago when population and traffic densities were dramatically lower. In 2019, this is not the case and the residents of Concession 4 between Sideroad 20 and Downey Road should not have to fear for their lives every time they leave or enter their properties due to the exponential increase in traffic density and speed of travel in recent decades.</p> <p>We would welcome the opportunity to present our request to Puslinch Council at a forthcoming meeting.</p> <p>Thank you for your attention to this matter.</p>
	<p><b><i>Response:</i></b></p> <p><b><i>The Township has received the request and will initiate a review under the practices, policies, guidelines and standards provided within the Roads Management Plan to determine if additional traffic calming measures can be implemented. Please reach out to the Director of Public Works, Parks and Facilities at the Township of Puslinch to initiate discussions on your comments.</i></b></p>

Date	Comments
July 8, 2020	<p>Increased traffic and speeding along Lake Rd and surrounding area are making our community more dangerous. More often we are hearing about hazardous incidents along these roads. Just recently a man was charged after an encounter with a young mom and her baby resulted in him throwing a full pop bottle at the pair as he blasted past them in his vehicle. With more construction coming to the nearby 401, our roads are once again going to be burdened with extra traffic bypassing the work, bringing more cars, more noise pollution and more litter along the roads. It's scary to think about our children playing in our yards and standing on the gravel shoulder on a school bus route while heavy trucks and lines of cars speed by. We need to get out in front of this problem before it gets any more serious.</p> <p>After bringing these concerns forward to our mayor, our MP, or MPP, Wellington County, the OPP and the Ministries of Natural Resources and of Transportation, we have not been able to come to a resolution. So we the citizens of this great community are getting together to rally for positive change to make our community safer. We are asking you to sign this petition to join us in demanding the safety of our children and families are prioritized above the needs of people who are just passing through to avoid congestion on the highway.</p> <p>We Request:</p> <ul style="list-style-type: none"> <li>- Safety plan which could include a reduced speed limit, speed bumps, sidewalks and/or other traffic calming measures.</li> <li>- Greater police presence to crack down on transport trucks speeding and breaking rules surrounding weight limits on our roads.</li> <li>- Plan to measure and address noise pollution resulting from more traffic and construction, including a sound barrier between the highway and Lake Road.</li> <li>- Community input on the plan to bypass traffic during 401 construction, where the impacts are carefully considered by our local leaders.</li> </ul> <p>- More attention to the pollution and litter in and around Little Lake as more people park their cars to enjoy nature. The parking situation also requires attention. We are asking for a meeting with our local leaders including Mayor James Seeley and our 4 Puslinch Councillors, MP Mike Chung, MPP Ted Arnott, Wellington County Officials and the OPP. We want to begin a dialogue to address our concerns and hear from our leaders how this situation can be improved.</p>
	<p><b>Response:</b></p> <p><b><i>Lake Road is a Wellington County Road. Any changes to speed limits, traffic calming measures, sidewalks and signage on this road would be a Wellington County decision. Township staff have forwarded this request to Wellington County staff. Should you wish to follow up directly with Wellington County staff and require assistance in locating a suitable contact at Wellington County, please follow up with Township staff for assistance.</i></b></p>
August 12, 2020	<p>Re: Boreham Drive</p> <p>We have a problem on our street, people with fancy cars want to show off them by going really fast and they are whizzing around the corner and there could be little kids playing and people can get hit. All I am asking is for you to put a couple of speed bumps on our road and if you don't want to then at least put down a sign. Other than that would you rather put down a sidewalk? I got the entire street to sign, that is 12 people. I am trying to save lots of lives and not only the people on the street but the people in the car. Our street is Boreham Dr Arkell.</p>
	<p><b>Response:</b></p> <p><b><i>The Township has received the request and will initiate a review under the practices, policies, guidelines and standards provided within the Roads Management Plan to determine if additional traffic calming measures can be implemented.</i></b></p>

Date	Comments
September 15, 2020	<p>I wasn't aware that the speed limit is 80 kms when there are no signs. I would like to see the speed reduced to 60 kms. Our stretch is used as a short cut from Wellington Rd 32 to Cambridge and vice versa. The cars come off 32, which is 80 kms, and continue on our stretch sometimes faster as there is a hill along this portion with hidden driveways.</p> <p>Roszell Rd is 60 kms from Wellington Rd 32 into Cambridge. There is a stretch of Concession 4 between Side Rd 10 and 12 where the speed is reduced from 80 km to 60 km. Side Rd 10 and 12 are 60 km. Laird Rd is 60 km. The stretch of Wellington Rd 34 from Wellington Rd 32 to Townline Rd is 60 kms.</p> <p>We have a community of about 10 homes here. It has been mostly an older population but there seems to be a shift recently with some younger families purchasing here. My greatest fear is for a child to be playing and chase after a ball or perhaps 1 of the elderly residents hit while walking along the road.</p> <p>If there is anything I can do to help my case with the Township Transportation Master Plan please let me know. If theres an opportunity to talk or if a petition signed by neighbours would help, again please let me know.</p>
	<p><b><i>Response:</i></b></p> <p><b><i>The Township has received the request and will initiate a review under the practices, policies, guidelines and standards provided within the Roads Management Plan to determine if additional traffic calming measures can be implemented.</i></b></p>
October 15, 2020	<p>Thank you for your time and consideration with the following matters. Old Brock road during school drop off and pickup times 8:15 am-8:35 and 2:45-3:05 has become extremely dangerous. Parents dropping off and picking up has been an ongoing issue however, with covid the issue has heightened as less children ride the bus. Parents have been asked to park at the community center and use the new side walk. I would say 50% of parents are following these guidelines. The other 50% are parking on both sides of Cockburn street facing the wrong direction, parking very tight on Old Brock and making it impossible for people who live on the street to exit or enter their own driveways, turning around in peoples driveways where children are walking home and parking directly under no stopping signs. The school has mandated that parents can no longer park in the staff parking lot but the other day I witnessed a parent blocking the staff lot so she could have a prime spot. Children had to walk behind her running car to get home. The school has even tried placing pylons on the street but parents are moving them. I can only imagine that as the weather turns colder this problem will become a bigger issue as less parents will want to walk the 2 minutes from the community center.</p> <p>I have suggested possibly a crossing guard at the lights will make parents feel more conformable but the school needs time to look into that.</p> <p>Possibly Old Brock road and Cockburn needs No Stopping/Parking signs Monday to Friday.</p> <p>Another issue is the No Exit sign at the end of Old Brock Road. At least 10 times a day we have cars drive down the street only to realize it is a dead end. On weekends I would say 10-20 cars especially during antique market times. A lot of times people are frustrated and end up driving across lawns and speeding back down the street. Is it possible to make the No Exit Sign larger or place one on each side of the road. I know we can't fix stupid but maybe we can eliminate some of the frustrations on these streets.</p>



Date	Comments
	<p><b><i>Response:</i></b></p> <p><b><i>The Township has received this request and will initiate a review under the practices, policies, guidelines and standards provided within the Roads Management Plan to determine the warrant of additional signage and/or traffic calming measures.</i></b></p>
October 21, 2020	<p>Proposal to address the "Community Safety Zone" in Puslinch to also include Victoria Rd between Maltby Road and Wellington Road 34, in addition to Aberfoyle Brock Rd and Lake Rd.</p> <p>-Concerns: 70 km speed limit through this area as well as the safety issue in the residential area along this stretch of road due to increased speed (in excess of the posted limit), transport and other heavy trucks travelling this road despite signs, dangerous passing and racing on Victoria Rd between Wellington 34 and Maltby Rd. (Exotic Car Rentals), drag racing of muscle cars and motorcycles. The proposal is to lower the speed limit through this stretch of Victoria Road to be included in a "Community Safety Zone", install lane dividers in front of residential homes similar to those located on Wellington Road 36 to limit speed, traffic and unsafe passing.</p> <p>Reason: multiple children in this area boarding school buses, residences in this area with cars attempting to turn or merge into traffic, a high number of cyclists in the area with a non existent bike lane.</p>
	<p><b><i>Response:</i></b></p> <p><b><i>The Township has received this request and will initiate a review under the practices, policies, guidelines and standards provided within the Roads Management Plan to determine if additional traffic calming measures or designated areas can be implemented.</i></b></p>
March 16, 2021	<p>As a Puslinch resident and avid biker for fitness on the weekends and commuting during the week I'm concerned about my and other biker safety on Puslinch roads. Of particular concerns are the gravel and heavy trucks.</p> <p>With spring quickly approaching I was wondering:</p> <ol style="list-style-type: none"> <li>1. what historically has been done to raise awareness about respecting bikers, sharing the road and enforcing laws that help protect bikers &amp; increase their safety.</li> <li>2. are there any initiatives or plans being worked on currently to help further protect our citizens and other local bikers</li> <li>3. Has there been consideration or exploration around securing grants or funds from various other levels of government etc. that support healthy living, biker safety, bike lanes, increasing biker awareness signage etc. etc.</li> <li>3. I wondered if council and the mayor might be open to creating or working towards some form of campaign, program to make Puslinch more bike friendly as we are uniquely positioned as one of the best areas for road biking. I would be interested in personally participating, possibly leading and/or financial contributing to this as I think it's an important and growing issue in our township.</li> </ol>

Date	Comments
	<p><b>Response:</b></p> <ol style="list-style-type: none"> <li><b><i>1. The Township participated in Wellington County’s Active Transportation Plan, which is available on Wellington County’s website at the following location: <a href="https://www.wellington.ca/en/resident-services/pl-activetransportation.aspx">https://www.wellington.ca/en/resident-services/pl-activetransportation.aspx</a> .</i></b></li> <li><b><i>2. All initiatives relating to active transportation are being administered through Wellington County for consistency across the County’s road network as well as the local municipalities.</i></b></li> <li><b><i>3. There has currently not been any exploration or consideration around securing grants or funds from various other levels of government that support biker safety, bike lanes, increasing biker awareness, signage, etc. at the Township level. There have been grants that have been applied for and received to develop new walking and active transportation trails in off-road settings in the past. There are no plans within the Capital Program to install bicycle lanes on any Township road. Township roads currently do not have the required platform width or Right-of-Way property to support this expansion.</i></b></li> <li><b><i>4. Township staff have forwarded this request to Wellington County staff. Should you wish to follow up directly with Wellington County staff and require assistance in locating a suitable contact at Wellington County, please follow up with Township staff for assistance. Additionally, please reach out to the Director of Public Works, Parks and Facilities to initiate discussions based on your comments of what can be achieved locally within the Township.</i></b></li> </ol>
June 1, 2021	<p>I’m a student and find it very difficult to find transportation since Puslinch doesn’t have much options of public transportation. I’m writing this email to see if there’s a possibility that a bikeway could be made in the road of Gordon St. Riding my bike to get to places is one of the best options since it’s cheap and good for the environment, but the only issue is the traffic and risk there is for bike riders. Hope my voice can be heard since many students and bike riders have the same problem.</p>
	<p><b>Response:</b></p> <p><b><i>Gordon Street is a City of Guelph road, and within Puslinch, Wellington County Road 46 / Brock Road is a Wellington County Road. Township staff have forwarded this request to Wellington County and City of Guelph staff. Should you wish to follow up directly with Wellington County or City of Guelph staff and require assistance in locating a suitable contact at Wellington County or the City of Guelph, please follow up with Township staff for assistance. .</i></b></p>
June 21, 2021	<p>Hi,</p> <p>I’m just wondering if we can get a “please slow down” sign or “share the road” sign for the 90 degree bend area where Forestell Road to Roszell Road meet. This has been a concern for years. But, there are more kids in this section, crossing the road and there is no shoulder for driver error. There are numerous accidents on this corner reported and often unreported. With the number of bikers, walkers and an increase in people using the trail, I’m thinking it’s time to try to slow the traffic down.</p> <p>And thank you, to the officers that do ride programs and speed traps on this road. It is much appreciated and sadly needed.</p>
	<p><b>Response:</b></p> <p><b><i>The Township has received this request and will initiate a review under the practices, policies, guidelines and standards provided within the Roads Management Plan to determine the warrant of additional signage.</i></b></p>

Date	Comments
July 13, 2021	<p>I am writing to you after reaching a precipice of my tolerance this morning on my drive into work. I have worked in Kitchener for 18 years as a Practitioner in the Emergency Department of St Mary's General Hospital.</p> <p>I live on the south end of Guelph just off of Downey Rd and my commute into work includes the stretch of Laird Rd between Downey Rd and County Road 32 where we currently have at least 2 active aggregate sites as well as multiple entrances on the adjacent roads (Sideroad 10, Downey Rd).</p> <p>As you probably are aware, during and since the Niska Road single lane bridge construction, there has been a tremendous shift in the volume of traffic daily to Laird Rd. The posted speed on Laird had been reduced a few years ago across it's entire length to 60km/hr.</p> <p>This was a positive decision on many levels given the scattered residential areas, the low visibility rollers on that stretch, no shoulder and many many cyclists who frequent the road for their commutes to work and leisure (this includes myself and my children on occasion).</p> <p>On many accounts, I've appreciated vehicles bombing along this road at rates of speed well beyond the posted rate, I've been nearly blown off the road on my bike on multiple occasions while 6" from the shoulder, by various aggregate haulers as well as standard cars and trucks.</p> <p>This morning's auto commute without a doubt takes the cake and I think there needs to be some discussion and accountability taken before we have another incident like that of OPP veteran, Gregory Stobbart.</p> <p>6:55 AM this morning, while driving Downey southbound, as I approached the right hand turn onto Laird (westbound) from Downey Rd (green light), A full sized tractor with a trailer labelled 'CV Quarry and Contractors Water Service Inc' was subsequently making a left hand turn from Downey northbound onto Laird Rd. This truck turned at the last minute right in front of me causing me to have to hit the breaks and reach a standstill for at least 5-10 second while they cleared the intersection. They then started to accelerate on Laird and appeared to be pulling away from me at quite significant speed so I caught up to them, then maintained their speed. They were cruising at a crazy 94 km/hr through the entire roller, low visibility section. The truck then turned left into the COX Asphalt Plant. Simply dangerous and tremendously irresponsible. This is a REAL problem.</p> <p>I know that the vast majority of aggregate drivers are cautious on this stretch. I ask quite simply that you have the appropriate discussions with your drivers/contractors/clients etc about this issue.</p>
	<p><b>Response:</b></p> <p><b><i>The Township will notify the local detachment of the Ontario Provincial Police of your comments. While the Township routinely discusses issues of roadside safety and adherence to traffic regulations with its staff, contractors and clients, the Township does not enforce regulations of the Highway Traffic Act.</i></b></p>

Date	Comments
August 15, 2021	<p>On Saturday afternoon, Aug. 6th, under sunny weather conditions, William Irving of Guelph died in a car crash at the corner of Watson and Maltby Roads, Puslinch.</p> <p>In addition to numerous minor accidents at this dangerous intersection, other drivers have died here in the past.</p> <p>How could Puslinch make this intersection safer?</p> <p>1) Regularly cut back the vegetation along the margins of the roads to the fence lines, especially at intersections. I have seen no evidence this has been done this year at the intersection of Watson and Maltby. Visibility is currently seriously impaired (one must partially enter the intersection to see oncoming traffic) and likely contributed to the Aug. 6th accident. This could be accomplished by two workers in an hour.</p> <p>2) Post the 80 kph speed limit along Watson Rd. between Arkell Rd. ad Wellington 34. Many drivers are unaware of the speed limit. This action is simple; cost is moderate.</p> <p>3) Consider reducing the speed limit to 70 kph at the intersection of Watson and Maltby. This an easy, low cost action (installation of two signs, northbound and southbound).</p> <p>4) Contact the OPP and request that they ticket speeders.</p> <p>I regularly witness vehicles travelling faster than 130 km/hr on Watson Road. There is no cost to Puslinch to make this request.</p> <p>5) Install rumble strips on both Maltby and Watson Roads. They would force drivers to notice the intersection and to slow down. I think this would be very effective.</p> <p>6) Install gentle speed bumps on both Maltby and Watson Roads. They would force drivers to slow down to desired speeds. In my opinion this would be the most effective long-term solution.</p> <p>7) Install a traffic light and signs indicating a new stop light. This is an expensive option and my least favourite.</p> <p>If some of these actions had been taken after the last fatal crash at this corner, William Irving may be alive today. Please, Puslinch- take actions NOW and prevent another fatality.</p>
	<p><b>Response:</b></p> <p><b><i>The Township has received this request and will initiate a review under the practices, policies, guidelines and standards provided within the Roads Management Plan to determine the warrant of additional signage, traffic calming measures and posted speed limits. The Township has installed additional “all-way” stop signs at this intersection since the submission of this comment.</i></b></p>

Date	Comments
August 27, 2021	<p>RE: TRAFFIC PROBLEM, HUME ROAD, PUSLINCH TWP.</p> <p>I would like to express our concern about the current traffic situation on Hume Road in our Township of Puslinch, In a nutshell, the major issue is that of uncontrolled and dangerous speeding of motor vehicles on this road. We, the residents would like the speed limit to reset from 60 to 50kmr/H and combined with reasonable traffic calming measures.</p> <p>Since Hume Road was repaired and re-surfaced many years ago, it has become a much used transit for vehicles entering or leaving Watson Road or Nassagaweya Lines. The latter linking WR 34 and Arkell Road to and from Rockwood, Maximum traffic volume appears to be compatible with working hours and some weekends. The speed limit is currently set to 60 km/H but this is rarely followed, Concurrently with residential development along this road the following factors need to be considered:</p> <ol style="list-style-type: none"> <li>1, There are now numerous hidden entrances and exits from properties</li> <li>2. There are more children playing, cycling, or being picked up and deposited by school buses</li> <li>3, There are more pedestrians and dog walkers along the road as well as some wheelchair bound individuals</li> <li>4, There are more service vehicles with ongoing construction, increased services, and congestion with on road parking of commercial vehicles</li> <li>5. There are many hilly areas with restricted sightlines</li> <li>6. There is an unregulated railway crossing on this road,</li> </ol> <p>We recognize that these are common problems throughout the township, but this road has become a significant conduit for motor vehicles to and from the points mentioned. The lowered speed limit to 50km/hr. with some enforcement would be a good place to start</p>
	<p><b>Response:</b></p> <p><b><i>The Township has received this request and will initiate a review under the practices, policies, guidelines and standards provided within the Roads Management Plan to determine the warrant of additional signage, traffic calming measures and posted speed limits. The Township has installed additional “all-way” stop signs at the intersection of Hume Road and Watson Road South since the submission of this comment.</i></b></p>
September 20, 2021	<p>a grade 12 student at Bishop Macdonell Catholic High School. I’m writing this letter since I’ve been having trouble when needing transportation to get home. I live in Fox Run Dr and there’s very little options of transportation to get to Guelph or back home when I’m in town. I’m trying to find a job so I can save for a car, but in the meantime it is impossible to find a way to get to the city other than uber, which gets expensive or biking which only works in summer and not winter of course. My brother is my same age and he is currently employed at Mucho Burrito in Stone Road, he spends about \$60 a week in uber since he doesn’t have another way to get to his job, of course when my mom is not busy, she tries her best to help him, but most of the time he needs to take an uber 3 times a week (back and forth). I’m writing this letter hoping to be heard and being the voice of many students of Puslinch to have a better transportation choice. I’m wondering if this problem can be solved by making bus stops or having a city bus that could take us town. I will be waiting for a response, thank you very much for your time and I hope this problem can be solved.</p>

Date	Comments
	<p><b>Response:</b></p> <p><b><i>There are currently no plans within the Township for public transportation services. Expansion of City of Guelph public transportation would require discussion with the City of Guelph staff. Township staff have forwarded this request to City of Guelph staff. Should you wish to follow up directly with City of Guelph staff and require assistance in locating a suitable contact at the City of Guelph, please follow up with Township staff for assistance.</i></b></p>
December 21, 2021	<p>In response to the online public consultation regarding the new construction of Hwy 6 / Hanlon expressway the following is the concern we sent using their process. We felt it important to also present our concerns directly to the Puslinch Council.</p> <p>We have a concern regarding the intersection at the Hanlon &amp; Conc 4 remaining open during construction. Concession 4 (a country road) will become even more dangerous with the increase in commuter traffic than it already is. For many years the residents have complained about excessive traffic &amp; speeding during prime commuter hours and a lack of police radar control. Wellington Rd 34 is avoided by many commuters who want to skip the long wait times due to the stop sign at Townline Road. Using Concession 4 to Rozell Road allows commuters to avoid the wait and gives them an uninterrupted right of way along Townline. With the heavy commuter traffic on Wellington Rd 35 even that intersection at Conc 4 has become a challenge. Conc 4 has the Donkey Sanctuary, Aberfoyle dump and is used for training by cycling and skiing groups and exiting our driveways safely is often difficult. The intersection at the Hanlon and Conc 4 has a history of accidents with aggressive drivers taking risks to cross and should be closed to avoid creating an even more dangerous situation.</p>
	<p><b>Response:</b></p> <p><b><i>The Township has received this comment and will initiate a review under the practices, policies, guidelines and standards provided within the Roads Management Plan to determine the warrant of additional signage, traffic calming measures and posted speed limits on Concession 4. Requests to review the intersection of Wellington Road 35 and Concession 4 need to be raised with Wellington County staff. Requests to review the intersection of Highway 6 and Concession 4 need to be raised with the Ontario Ministry of Transportation. Township staff have forwarded this request to Wellington County and Ontario Ministry of Transportation staff. Should you wish to follow up directly with Wellington County or Ontario Ministry of Transportation staff and require assistance in locating a suitable contact at Wellington County or the Ontario Ministry of Transportation, please follow up with Township staff for assistance.</i></b></p>
February 11, 2022	<p>I am part of the Families for Rolling Hills Group. We have shared concerns with Puslinch Council regarding the City of Guelph's Transportation Master Plan. As a subdivision that was originally a part of Puslinch, I hope you are familiar with our area. We share your concerns about the transition from urban to rural, the increased traffic flow on township roads, and of course the overall effect residential intensification will have. Specifically, the increased density and traffic along Clair Road will surely lead to an increase in traffic heading to the 401 via Victoria Rd S. This section of road was not designed for high levels of traffic; sight zones are poor, and significant areas along the roadway are environmentally sensitive. Further, ponds, wetlands and the natural topography do not lend themselves to any safe use for pedestrians and cyclists, etc. I am sure the township is already aware of the impact adding the apartment buildings at Clair and Victoria has already had on the township's roadways. The City of Guelph's Transportation Master Plan does not address any of this increased usage. It also fails to address the future increases that the redevelopment of Clair Rd will have on the township. Given these facts, we find it objectionable that the City is planning any sort of additional intensification along Clair Rd. We are hoping that Puslinch Council is expressing similar concerns to the City of Guelph and will demand that these issues be addressed before any redevelopment of Clair Road is permitted.</p>

Date	Comments
	<p><b><i>Response:</i></b></p> <p><b><i>The Township has received this comment and have previously raised concerns to the City of Guelph Council regarding the City of Guelph's Transportation Master Plan. Township staff have forwarded this request to City of Guelph staff. Should you wish to follow up directly with City of Guelph staff and require assistance in locating a suitable contact at the City of Guelph, please follow up with Township staff for assistance.</i></b></p>
March 4, 2022	<p>I would like to draw your attention the need to take immediate action for signage at this intersection of Church Street, Victoria Street and Whitcomb Way. There is no stop sign where these 3 roads meet.</p> <p>For decades Church and Victoria have been used as a two way road. Whitcomb lines up with Victoria. Much of the traffic exiting Whitcomb doesn't stop at this intersection and because Whitcomb is a wider road those traveling much of the full length enter the intersection at quite a speed. On March 1 there was an accident where a pickup truck exiting from Whitcomb collided with a vehicle coming up Church and heading into the Church parking lot. True the Church street driver should have checked for traffic before making the awkward left into the church parking lot. (which is straight ahead) However, I feel even if she was rounding the bend she would have been hit.</p> <p>Having Sara Bailey's contact information, I sent her a note to bring it to the attention of Council. Afterwards I spoke with the attending police officer who said that there was no stop sign, he couldn't enforce traffic exiting the sub-division. We had concerns over this corner for quite some time, but the traffic exiting the subdivision was light and seemed to recognize that it was two way traffic they were entering. With further development and the increase in traffic on Whitcomb you see more often vehicles travelling from Whitcomb onto Victoria entering at about 30km without slowing, as they feel it is a continuation of the same road. This very thing happened while I was talking to the officer who was parked visibly in the church lot.</p> <p>I feel it is my duty for the safety of everyone using this road to bring this to the IMMEDIATE ATTENTION of the Township to put a stop sign on Whitcomb, as quickly as possible. Even if it is just a temporary sign.</p> <p>There is another problem that we have noticed with this intersection but it has more to do with lack of common sense. The traffic coming up Church Street wishing to enter onto Whitcomb, start to make their left hand turn before arriving at the blind corner and checking to look for traffic coming up Victoria Street. Thank you in advance for your immediate attention to this serious problem. Hoping you will be able to set a sign up in the next few days.</p>
	<p><b><i>Response:</i></b></p> <p><b><i>The Township has received this request and will initiate a review under the practices, policies, guidelines and standards provided within the Roads Management Plan to determine the warrant of additional signage. The Township has installed additional stop signs at this intersection since the submission of this comment.</i></b></p>

Date	Comments
May 27, 2022	<p>I am writing as a concerned resident and parent who lives on concession 1 in Puslinch. I have witnessed on several occasions this year drivers who have been speeding and barely stopped for my children's school bus and in some cases have failed to stop at all. There are a number of factors to consider as to why this is occurring but I want to get in touch with the proper authorities to make changes to the speed limit and signage on the road before a tragedy occurs. Our address is 6994 on Concession 1, and the bus stops at our driveway which is on the crest of a hill making it difficult to see when approaching from the other direction. In addition, the posted speed limit of 60km/hr ends a few hundred meters before our stop. I often witness vehicles approaching our location well over 100 kph while we wait for the bus! This in addition to increased traffic over the last few years and increases number of new residential homes on the road are all contributing to an unsafe situation and increasing the likelihood of a severe or fatal incident. I would like to speak with someone at the municipality in order to make changes to the posted speed limit and install additional signage that a school bus stop is located here.</p>
	<p><b><i>Response:</i></b></p> <p><b><i>The Township has received this request and will initiate a review under the practices, policies, guidelines and standards provided within the Roads Management Plan to determine the warrant of additional signage.</i></b></p>
July 7, 2022	<p>RE: ONGOING TRAFFIC PROBLEM, HUME ROAD, PUSLINCH TWP.</p> <p>This is a reminder and a follow up in relation to our presentation to Council in November 2021. Your office will no doubt have copies of the details and I will not repeat these here. I am willing to forward copies if necessary. Essentially nothing much has changed, and we continue to be concerned about the speeding on this road and the attendant dangers. There have been quite a few new houses constructed or in process on Hume Road. The amount of traffic using Hume Road as a conduit to and from elsewhere is increasing. Of course, the presence of School Buses and the parking of large construction related vehicles along the road all create further dangers. In addition, the volume of cyclists this year is probably at all time high. The speeding of motor vehicles is our principal concern. Casual observation can show speeds of 100 KmH which is totally irresponsible and well above the posted limit. It is "a disaster waiting to happen " as the saying goes. The time has come to reset the speed limit at 50 km/h as we requested and to install the appropriate traffic calming measures. The 3-way STOP at Hume/Watson recently installed does help at that corner but does not address our major concern.</p>
	<p><b><i>Response:</i></b></p> <p><b><i>The Township has received this request and will initiate a review under the practices, policies, guidelines and standards provided within the Roads Management Plan to determine the warrant of additional signage, traffic calming measures and posted speed limits.</i></b></p>



## **Comments Received between during 2023 Public Comment Period**

Date	Comments
January 2, 2023	<p>Summary: The Ontario government has given municipalities the power to reduce residential speed limits from the statutory default 50 km/h to 40 km/h, or to set their own statutory speed limits. We recommend that Puslinch Township and Wellington County initiate the below maximum speed limits for Arkell Rd and Watson Rd S, and consider the safety benefits of Arkell being zoned a “Community Safety Zone” with electronic Speed Display Signs.</p> <p>Problems</p> <p>1. The major speed limit change from 50 to 80 km/h, when driving north from Arkell on Watson Rd S, is in too short a distance. Drivers see the 80 km/h sign, while still in the 50 km/h zone in Arkell, and speed up which totally defeats the 50 km/h speed limit in Arkell.</p> <p>2. Speed limits fail to graduate when driving north from Arkell on Watson Rd S, for example, from 40 to 50 to 60 km/h. Instead, they go from 50 to 80 km/h and then back to 50 km/h after descending two hills. A good example of speed limits that graduate is Victoria Rd N from Speedvale Ave north past the Eramosa River Trail. It is a similar road to Watson Rd S where people park in order to walk the trails.</p> <p>3. More and more trail walkers are parking along the two trail entrances north of Arkell on Watson Rd S, especially at Arkell Springs Trail. Vehicles driving by at 80-120 km/h while people with dogs are exiting their vehicles is unsafe. The shoulders were not designed for parking. Safety of these people should be a major reason for reducing the speed limit to 60 km/h. Eventually, a parking area may be necessary, similar to Starkey Hill’s.</p> <p>Recommendations</p> <p>1. That the speed limits of 50 km/h currently on Arkell Rd and Watson Rd S be reduced to 40 km/h. “40 is the new 50” is what municipalities are saying. Reductions in speed limits are being made all across Ontario and Canada. Guelph, Kitchener, Sarnia, Ottawa, Sudbury, and Mississauga are but a few examples.</p> <p>2. That the 80 km/h sign on Watson Rd S near Boreham Dr, be posted further north of Arkell, for example, past Mott’s Equestrian Centre (756 Watson Rd S), and changed to 60 km/h.</p> <p>3. That 60 km/h (not 80) be posted on Watson Rd S, from Arkell to Arkell Ridge Sand and Gravel (661 Watson Rd S), and then 40 km/h (not 50) to Stone Rd.</p> <p>We hope both Councils will keep safety as top priority, and add local input and insight to the criteria for setting maximum speed limits.</p>

Date	Comments
	<p><b>Response:</b></p> <p><b>Roadways entering the village of Arkell from the west, east and north are Wellington County Roads. Any changes to speed limits and signage on these roads would be a Wellington County decision. As the Township only has ownership of Watson Road South, south of Arkell Road, we would defer the decision of revised speed limits or additional signage to the County. Should the County elect to change the maximum speed limits within the village of Arkell and designate a “Community Safety Zone”, the Township would apply these same requirements on roads of their ownership within the village for consistency.</b></p> <p><b>Problem/Recommendation 1: Watson Road South, north of Arkell Road, is a Wellington County Road. The Township does not have the authority to implement any changes to speed limits on this road. Township staff have forwarded this request to Wellington County staff. Should you wish to follow up directly with Wellington County staff and require assistance in locating a suitable contact at Wellington County, please follow up with Township staff for assistance.</b></p> <p><b>Problem/Recommendation 2: Refer to the response provided for Problem/Recommendation 1.</b></p> <p><b>Problem/Recommendation 2: Refer to the response provided for Problem/Recommendation 1.</b></p>
March 9, 2023	I would like to know who I can speak to about a installing a traffic shield on Roszell Rd. There are regular accidents in the bend of the road including 3 in the past 3 weeks. One of which hit a tree on our property, and the most recent of took out a quarter of our garage. Two of the three accidents occurred on dry roads with no inclement weather
	<p><b>Response:</b></p> <p><b>The Township has received this request and will initiate a review under the practices, policies, guidelines and standards provided within the Roads Management Plan to determine the warrant of additional roadside safety measures.</b></p>
April 19, 2023	Just an FYI. We're residents on Concession 4, and it was recently repaved (about 2 years ago). We noticed that there appears to be a depression with significant cracking a bit east of 35. Perhaps someone wants to take a look at it, especially if there's some type of warranty period for the road work.
	<p><b>Response:</b></p> <p><b>The Township has received this request and will initiate a review under the practices, policies, guidelines and standards provided within the Roads Management Plan to determine the warrant of additional works / warranty work.</b></p>
May 6, 2023	Wondering what it would take to get speed limit signs up on concession 1? When you turn left from townline road in the first 1-2kms a speed limit sign would be great!

Date	Comments
	<p><b><i>Response:</i></b></p> <p><b><i>The Township has received this request and will initiate a review under the practices, policies, guidelines and standards provided within the Roads Management Plan to determine the warrant of additional signage.</i></b></p>
May 14, 2023	<p>This is regarding Pioneer Trail. Recent grading, along with the better weather, has significantly worsened dust raised by vehicles. It has also significantly reduced wheel traction. The dust affects all of us who walk, run, bicycle and reside on this route. [It is particularly popular with a number of Guelph residents who live nearby] It has also become a dangerous situation for vehicles following others as the brake lights of the vehicle ahead are often hidden in the dust. Many vehicles are driving well below the speed limit, but there are some who are actually going above the speed limit. Giving the limited traction, this is asking for trouble, but these drivers don't seem to realize the risk they are taking. Just a few days back, there was a "situation" where the vehicle ahead was turning into one of the residences while the vehicle behind reacted late, possibly because the brake lights were partially or fully obscured -- no accident, luckily. I have sent a video depicting the situation to services@puslinch.ca.</p>
	<p><b><i>Response:</i></b></p> <p><b><i>The Township has received this request and will initiate a review under the practices, policies, guidelines and standards provided within the Roads Management Plan to determine the warrant of additional road maintenance.</i></b></p>
May 16, 2023	<p>This is with respect to dirt roads. Could grading and dust suppression be considered a single task? It appears that, for possibly good reasons, grading of all Puslinch roads is completed prior to commencement of dust suppression works. This leaves a window between grading and suppression when: 1. Road traction is greatly reduced 2. Brake light visibility is reduced, often obscured completely 3. At times the entire vehicle ahead is obscured not only making its position unknown but also obscuring oncoming traffic 4. Runners, walkers, cyclists and residents are treated to regular doses of the fine clay dust of Guelph Please figure out ways to immediately follow grading of a road with dust suppression. Thank you.</p>
	<p><b><i>Response:</i></b></p> <p><b><i>The Township has received this request and will initiate a review under the practices, policies, guidelines and standards provided within the Roads Management Plan to determine whether adjustments can be made to the grading and dust suppressant operations.</i></b></p>
May 17, 2023	<p>I would like to comment about Sideroad 10 N on the gravel portion as that's where I live. Firstly the speed limit is way too high for it and all gravel roads in the township. Many people (including two police vehicles I witnessed just last week) travel in excess of the posted limit. This takes a tolls not only on the road condition but the amount of dust created and stones being thrown which I have been hit by in the past. I understand the issues in paving the entire road as well but wondering if it could be considered to pave a section of 10 N just north of WR 34 for the denser (relatively) collection of houses that are there. It would help to mitigate dust and rocks for those residents and allow us to open windows without having our interiors covered in a thick layer of dirt.</p>

Date	Comments
	<p><b>Response:</b></p> <p><b><i>The recommended process for evaluating whether gravel roads are candidates for being upgraded to paved roads is provided in Section 4.7 of the Roads Management Plan. For roads that do not meet the criteria outlined within this recommended process, the Township has initiated the process of formalizing a practice around completing these requested upgrades through the provisions of O.Reg. 586/06 Local Improvement Charges – Priority Lien Status legislation. This process has been outlined in Section 4.9 of the revised Roads Management Plan for Council consideration.</i></b></p>
May 18, 2023	Please cut down trees that look like they are about to fall , on Gore Road. Between Shellard and Townline.
	<p><b>Response:</b></p> <p><b><i>The Township has received this request and will initiate a review under the practices, policies, guidelines and standards provided within the Roads Management Plan to determine whether maintenance of vegetation is required.</i></b></p>
May 18, 2023	I live on concession #1 where we see large numbers of cyclists in all weather. With poor sight lines on many of our roads, I am amazed that we haven't had more serious accidents involving cyclists. I have personally observed several very close calls. I suggest bicycle lanes be added to the roads plan whenever feasible. Perhaps this could be done in collaboration with a cyclist organization. Thanks for the opportunity to voice my concern.
	<p><b>Response:</b></p> <p><b><i>The Township has received this request. The Township will initiate a review under the practices, policies, guidelines and standards provided within the Roads Management Plan of whether additional measures can be added to improve safety; however, there are no plans within the Capital Program to install bicycle lanes on any Township road. Township roads currently do not have the required platform width or Right-of-Way property to support this expansion.</i></b></p>
May 18, 2023	Paved shoulders for safe cycling usage please!
	<p><b>Response:</b></p> <p><b><i>The Township has received this request. There are no plans within the Capital Program to install bicycle lanes on any Township road. Township roads currently do not have the required platform width or Right-of-Way property to support this expansion.</i></b></p>
May 19, 2023	Consider Side Road 20 north for paving. Thank you.

Date	Comments
	<p><b>Response:</b></p> <p><b><i>The recommended process for evaluating whether gravel roads are candidates for being upgraded to paved roads is provided in Section 4.7 of the Roads Management Plan. For roads that do not meet the criteria outlined within this recommended process, the Township has initiated the process of formalizing a practice around completing these requested upgrades through the provisions of O.Reg. 586/06 Local Improvement Charges – Priority Lien Status legislation. This process has been outlined in Section 4.9 of the revised Roads Management Plan for Council consideration.</i></b></p>
May 21, 2023	<p>Quite frankly I'm not sure anybody on Council knows where Concession 11 is and if they do, they would probably avoid it. We moved here in 2002 and the road wasn't very good then. 20 years later and at least 10 more home between 34 and Hume and the increased traffic - it has just gotten worse. They come and plough it every once in a while but three days later it is pothole ruckus again. And the dust! Nobody knows what 60 k/hour means. Paving would be ideal but for some reason other roads are more important. Must have something to do with the tax base. I wonder why they can't at least put calcium down more frequently to help with the dust. Sum up - try driving on Concession 11 after a couple of days of rain, or when the snow is melting. Suggest you need 4 WD.</p>
	<p><b>Response:</b></p> <p><b><i>The Township has received this request and will initiate a review under the practices, policies, guidelines and standards provided within the Roads Management Plan to determine whether adjustments can be made to the grading and dust suppressant operations.</i></b></p> <p><b><i>The recommended process for evaluating whether gravel roads are candidates for being upgraded to paved roads is provided in Section 4.7 of the Roads Management Plan. For roads that do not meet the criteria outlined within this recommended process, the Township has initiated the process of formalizing a practice around completing these requested upgrades through the provisions of O.Reg. 586/06 Local Improvement Charges – Priority Lien Status legislation. This process has been outlined in Section 4.9 of the revised Roads Management Plan for Council consideration.</i></b></p>
May 23, 2023	<p>The village of Arkell suffers with increasing excessive speeds to the extent of burn outs and brake stands ( both have occurred in front of my home). This condition worsens every year and it appears nothing is done. I would like to see digital speed indicators installed in all 50 zones, speed limit numbers painted on the road so drivers actually see them and more random opp speed traps. All of these need to be implemented asap before someone is hit.</p>

Date	Comments
	<p><b>Response:</b></p> <p><b><i>Roadways entering the village of Arkell from the west, east and north are Wellington County Roads. Any changes to speed limits and signage on these roads would be a Wellington County decision. As the Township only has ownership of Watson Road South, south of Arkell Road, we would defer the decision to Wellington County staff. Should the County elect to change the maximum speed limits within the village of Arkell and designate a “Community Safety Zone”, the Township would apply these same requirements on roads of their ownership within the village for consistency. Township staff have forwarded this request to Wellington County staff. Should you wish to follow up directly with Wellington County staff and require assistance in locating a suitable contact at Wellington County, please follow up with Township staff for assistance.</i></b></p> <p><b><i>The Township will notify the local detachment of the Ontario Provincial Police of your comments.</i></b></p>
May 25, 2023	Due to the closure of lake rd, CR#32 for the summer could you please put some traffic slowing speed bumps on Ellis rd near the golf course. The traffic is going between 80 and 100 km/hr down our rd that is 50 km/hr.
	<p><b>Response:</b></p> <p><b><i>The Township has received this request and will initiate a review under the practices, policies, guidelines and standards provided within the Roads Management Plan to determine the warrant of additional signage and/or roadside safety measures.</i></b></p>
May 27, 2023	paving on .side road would be great...sideroad 10.south like a washboard most times
	<p><b>Response:</b></p> <p><b><i>The recommended process for evaluating whether gravel roads are candidates for being upgraded to paved roads is provided in Section 4.7 of the Roads Management Plan. For roads that do not meet the criteria outlined within this recommended process, the Township has initiated the process of formalizing a practice around completing these requested upgrades through the provisions of O.Reg. 586/06 Local Improvement Charges – Priority Lien Status legislation. This process has been outlined in Section 4.9 of the revised Roads Management Plan for Council consideration.</i></b></p>
May 28, 2023	Hello Was have lived on Concession 1 for 3 years and have noticed an steep increase in the traffic volume, and cyclist traffic. Our main concern is that with only 2 lanes people are passing cyclists and other vehicles very frequently with little visibility due to the blind hills. We lived in a valley on Concession 1 where the speed limit is 60km/h but due to the hills on both sides people often drive in excess of 100 km/h. If someone were to set up speed recording it would not take more than 20 to catch people approaching or exceeding stunt driving speeds. I have not seen any Police presence but perhaps they have high priorities. With no bike lanes or turning lanes this is a major hazard. Is it possible to suggest a bike lane for the long-term plan and perhaps a short term mitigation would be one of those flashing signs that displays your speed and says slow down? As I’m typing this, a car drove by so fast that I could not even tell what kind it was. Your assistance is greatly appreciated.

Date	Comments
	<p><b>Response:</b></p> <p><b><i>The Township has received this request and will initiate a review under the practices, policies, guidelines and standards provided within the Roads Management Plan to determine the warrant of additional signage. There are no plans within the Capital Program to install bicycle lanes on any Township road. Township roads currently do not have the required platform width or Right-of-Way property to support this expansion.</i></b></p>
May 31, 2023	<p>As you are aware there is an incredible amount of traffic on highway 6 (Brock Road). As parents and grandparents of children at Aberfoyle, we have been walking across the street from the community centre for two years. We have been witness to many close calls, erratic driving, people running red lights, people on cell phones. Parents are walking across with children and strollers and newborn babies in the middle of winter on icy roads and through the pouring rain.</p> <p>We are hoping there is a solution that could allow for a one-way street in front of the school with a designated time and or drop off zone for parents Right now, we have the ability to drop a child off but for ones that are in kindergarten or require extra assistance, we are walking across the busy highway. They do not allow people to park and leave your vehicle.</p> <p>At the end of the street past the school there is also a turning circle, perhaps this could be utilized to help with traffic flow.</p> <p>We have spoken to the school about our concerns, but they feel that their hands are tied. We need a solution that makes sense for everyone. Right now, this is very unsafe and not a solution. Someone could be killed with the current set up. We need help to address this.</p>
	<p><b>Response:</b></p> <p><b><i>Brock Road in the village of Aberfoyle is a Wellington County Road. Township staff have forwarded this request to Wellington County staff. Should you wish to follow up directly with Wellington County staff and require assistance in locating a suitable contact at Wellington County, please follow up with Township staff for assistance.</i></b></p> <p><b><i>The Township has received the request to review Old Brock Road in front of the Aberfoyle Public School and will initiate a review under the practices, policies, guidelines and standards provided within the Roads Management Plan to determine if additional traffic calming measures or designated areas can be implemented on Old Brock Road.</i></b></p>
June 6, 2023	<p>I noticed that the road management link is now closed for comments. Residents on Maltby have formed a community association and we are very concerned about road safety, drivers speeding in excess of 100 km/h in a 60 zone and passing school buses. Wildlife crossings are another concern. We have erected lawn signs to try and slow traffic but a more permanent solution is necessary. We need help from you and other council members. I understand that Maltby from Victoria to Watson is to be resurfaced this summer. We would rather have permanent solar powered road signs erected to show speeders that they need to slow down. Also we would like wildlife crossings put in at a number of locations as per what Guelph did for the Maltby section west of Victoria. Can you meet with us to discuss. The Clair, Maltby expansion is going to add more traffic stress to our area and we would like to be proactive</p>



Date	Comments
	<p><b><i>Response:</i></b></p> <p><b><i>The Township has received this request and will initiate a review under the practices, policies, guidelines and standards provided within the Roads Management Plan to determine the warrant of additional signage. Please reach out to the Director of Public Works, Parks and Facilities at the Township of Puslinch to initiate discussions on your comments.</i></b></p>





## **REPORT ADM-2023-040**

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TO: Mayor and Members of Council

PREPARED BY: Justine Brotherston, Deputy Clerk  
Courtenay Hoytfox, Municipal Clerk

PRESENTED BY: Justine Brotherston, Deputy Clerk  
Courtenay Hoytfox, Municipal Clerk

MEETING DATE: August 16, 2023

SUBJECT: Site Alteration Agreement – 7176 Concession 1

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### **RECOMMENDATION**

**That Report ADM-2023-040 entitled Site Alteration Agreement – 7176 Concession 1 be received; and,**

**That Council gives three reading to By-law 2023-34 being a By-law to authorize the entering into of a Site Alteration Agreement with John Baranski; and further,**

**That prior to the execution of the agreement by the Mayor and Clerk, the applicant submit securities in a form satisfactory to the Township in the amount of \$21,000.00.**

### **Purpose**

The purpose of this report is to seek Council authorization to enter and execute a Site Alteration Agreement for the property municipally known as 7176 Concession 1 to construct property line berms and modify an existing farm pond using native fill on the property.

### **Background**

The Township Site Alteration By-law Section 5.2 states where the resulting proposed grade will be greater than 3 metres above or below adjacent existing grade the owner shall complete the execution of an agreement with approval by Township Council. The Site Alteration By-law does not include notice provisions where the site alteration does not include the importation of fill. As previously noted the application is for the creation of berms using native fill.

An application was filed on February 14, 2023 requesting a Site Alteration Permit and Agreement under the Township of Puslinch Site Alteration By-law 31/12, as amended, for:

- The construction of a property line berms and modification of an existing farm pond using native fill on the property.

The application was circulated on February 22, 2023 to the Township's consultants and external agencies for comments.

In accordance with the provisions of By-law 31/12, as amended, all requirements have been met and reviews completed by Township's consults and outside agencies including GM BluePlan, County of Wellington, Grand River Conservation Authority, Hamilton Conservation Authority, Source Water Protection and Harden Environmental Services. All comments from staff and external agencies were addressed and no objections received.

### **Financial Implications**

As noted throughout the report.

### **Applicable Legislation and Requirements**

Municipal Act, S. O. 2001, Section 142, as amended

### **Engagement Opportunities**

None

### **Attachments**

Schedule A – Draft By-law 034-2023

Schedule B – Draft Site Plan Agreement – 7176 Concession 1

Respectfully submitted,

Reviewed by:

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Justine Brotherston,  
Deputy Clerk

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Courtenay Hoytfox,  
Municipal Clerk

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**

**BY-LAW 2023-034**

A by-law to authorize the entering into of a Site Alteration Agreement with John Baranski.

**WHEREAS** the *Municipal Act, S.O. 2001, c.25* authorizes a municipality to enter into agreements; and,

**WHEREAS** the Council for the Corporation of the Township of Puslinch deems it expedient to enter into a Site Alteration Agreement with John Baranski;

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

1. That the Corporation of the Township of Puslinch enter into a Site Alteration Agreement with John Baranski for the lands described as PART LOT 26, CONCESSION 1 PUSLINCH AS IN RO679458 EXCEPT PART 1, 61R6605, PART 1, 61R8633 & PT 2, 61R20729, PART 1 61R20781, municipally known as 7176 Concession 1.
2. That the Mayor and Clerk are hereby authorized to execute the said Site Alteration Agreement.
3. That this by-law shall come into effect on August 16, 2023.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 16<sup>th</sup> DAY OF August, 2023.**

\_\_\_\_\_  
James Seeley, Mayor

\_\_\_\_\_  
Courtenay Hoytfox, Clerk

**(complete and insert Document General Page as Page 1)**

**TOWNSHIP OF PUSLINCH  
SITE ALTERATION AGREEMENT**

**B E T W E E N:**

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**

- and -

**JOHN BARANSKI**

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**TOWNSHIP OF PUSLINCH**  
**SITE ALTERATION AGREEMENT**

**THIS AGREEMENT** made this \_\_\_\_\_ day of \_\_\_\_\_, 2023, pursuant to Section 142 of the Municipal Act, S.O. 2001, as amended.

**B E T W E E N:**

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

PARTY OF THE FIRST PART

- and -

**JOHN BARANSKI**  
(hereinafter called the "**Owner**")

PARTY OF THE SECOND PART

**W H E R E A S:**

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

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

**ARTICLE 1 - IDENTIFICATION OF LANDS APPROVED FOR DEVELOPMENT**

1.1 Legal description

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

**ARTICLE 2 - IDENTIFICATION OF PLAN(S)**

2.1 Approved plan(s)

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

2.2 Filing of plan(s)

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

**ARTICLE 3 - SPECIAL REQUIREMENTS**

3.1 Additional requirements and provisions

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

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

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

**4.2 Township's right of entry**

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

**4.3 Stop work orders**

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

**4.4 Notice to comply**

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

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

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

**5.2 Security requirement - subject lands**

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

**5.3 Township's right to draw upon security**

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

**5.4 Release of Security**

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



### 5.5 Township's Expenses

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

## ARTICLE 6 - INDEMNIFICATION

### 6.1 Owner's agreement to indemnify

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

## ARTICLE 7 - LIABILITY INSURANCE

### 7.1 When liability insurance required

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

## ARTICLE 8 - TIME LIMITS FOR COMPLETION

### 8.1 Consequences of delay

Any permit issued pursuant to this Agreement shall be valid for a period of one year from the date of issuance unless otherwise revoked. An expired permit may be renewed by the Chief Building Official within a six-month period from the date of expiry upon the making of a written request to the Chief Building Official accompanied by a payment of one-half of the original permit fee, provided that the proposed work of this Agreement has not been revised. A permit that has been renewed in accordance with this section shall not be renewed again.

### 8.2 Phasing of Site Alteration Works

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

## ARTICLE 9 - MAINTENANCE OBLIGATIONS

### 9.1 General covenant to maintain and repair

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

### 9.2 Specific maintenance obligations

The Owner covenants with the Township as follows:

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

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

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

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

**ARTICLE 11 - GENERAL PROVISIONS****11.1 Notices**

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

Owner: John Baranski  
24 Kerr Crescent  
Puslinch ON N0B 2J0

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

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

**11.2 Township costs recoverable like taxes**

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

**11.3 Waiver**

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

**11.4 Covenants as restrictive covenants**

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

**11.5 No permit if money owed to Township**

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

**11.6 Number and Gender**

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

**11.7 Headings and Index**

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

**11.8 No assignment without consent**

The Owner shall not assign this Agreement until all works and facilities required by this Agreement have been completed without the prior written consent of the Township, which consent will not be unreasonably withheld.

11.9     Ultra vires terms

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

11.10    Owner's acceptance of agreement

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

11.11    Enurement

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

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

**THE CORPORATION OF THE TOWNSHIP OF  
PUSLINCH**  
per:

\_\_\_\_\_  
James Seeley, Mayor

per:

\_\_\_\_\_  
Courtenay Hoytfox, Municipal Clerk

I/We have authority to bind the Corporation

SIGNED, SEALED AND DELIVERED

in the presence of:

per:

\_\_\_\_\_  
John Baranski

SCHEDULE "A"

DESCRIPTION OF LANDS

PART LOT 26, CONCESSION 1 PUSLINCH AS IN RO679458 EXCEPT PART 1, 61R6605, PART 1, 61R8633 & PT 2, 61R20729, PART 1 61R20781.



## **SCHEDULE "C"**

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

#### **INSPECTIONS**

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

#### **TERM OF PERMIT AND PERMIT RENEWAL**

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

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

#### **TRANSFER OF SITE**

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

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

#### **REGULATIONS**

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

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

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

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

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

## EXEMPTIONS

The provisions of this agreement do not apply to;

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

horticultural products, provided however that this provision shall not exempt from the by-law the removal of Topsoil for sale, exchange or other disposition.

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

#### **CEASE AND DESIST ORDER**

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

#### **WORK ORDER**

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

#### **ORDER FOR REMOVAL**

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

#### **COMPLIANCE WITH ORDERS**

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

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

#### **ENFORCEMENT**

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

1. The Chief Building Official and Officers may, at any reasonable time, enter and inspect any land to determine whether this agreement, a Cease and Desist Order, a Work Order or an Order for Removal, a condition to a Permit issued pursuant to this agreement, or a Court Order relating to this agreement is being complied with.
2. For purposes of an inspection under (1), the Chief Building Official and Officer may;
  - a. require the production for inspection of documents or things relevant to the inspection;
  - b. inspection and remove documents or things relevant to the inspection for the purpose of making copies or extracts;
  - c. require information from any Person concerning a matter related to the inspection; and
  - d. alone or in conjunction with a Person possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purpose of the inspection.
3. No Person shall obstruct the Chief Building Official or an Officer in carrying out an inspection or exercising his or her powers or duties under this by-law.
4. No Person shall fail to produce any information required by the Chief Building Official or an Officer pursuant to clause 29(2) of this by-law.



**SERVICE**

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

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

**PERMIT CONDITIONS**

All Permit Holders shall:

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

The Township shall:

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

**ENVIRONMENTAL CONTROL PROGRAM****Operational Standards**

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

1. Site personnel will receive specialized training for their specific work tasks.
2. The cut/fill operations at the site will be adequately and continually supervised.
3. Clean material will be placed in an orderly manner at the fill area.
4. Procedures will be established, signs posted, and safeguards maintained for the prevention of on-site accidents.
5. Drainage passing over or through the site will not adversely affect adjoining property. Natural drainage will not be obstructed.
6. When the fill area has reached its limit of fill, a final cover of soil will be designed and constructed to a grade capable of supporting vegetation and that minimizes erosion. All slopes will be designed to drain runoff away from the cover and to prevent water from ponding. No standing water will be allowed anywhere in or on the completed fill area. The fill area will then

be seeded with vegetation to minimize wind and water erosion. The vegetation used will be compatible with (i.e., grow and survive under) the local climatic conditions and may include a diverse mix of native and introduced species consistent with the post closure land use. However, highly invasive alien plants are not acceptable for planting on fill sites. Temporary erosion control measures will be undertaken while vegetation is being established.

### **Fill Screening Procedures**

A visual inspection of all fill removed from the cut area should be conducted prior to placing in the fill area. The following are signs of potential contamination:

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

If any evidence of soil contamination is observed the applicant will stop the site alteration work and advise the Township of Puslinch immediately.

## **SCHEDULE “D” FINANCIAL SECURITIES**

### **1.0 SECURITY FOR SITE ALTERATION MEASURES**

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

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

### **2.0 GUARANTEE OF SITE WORKS**

- 2.1 The applicant shall provide the Township with a letter of credit in the amount of \$20,000.00 to guarantee that the works will be completed in accordance with the approved plans and documents.

### **3.0 PROTECTION OF TOWNSHIP HIGHWAYS**

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

exceed the estimated security deposit; the owner shall forthwith provide the additional securities as deemed necessary by the Roads Superintendent.

- 3.3.6 Upon the completion of the owner's undertaking, the Township will inspect the adjacent Township highways and refund the balance of the unused security deposit. Similarly, the owner will immediately reimburse the Township upon its demand for any and all additional funds expended to maintain, repair or correct any deficiencies to the Township's highways as a result of the owner's undertaking.
- 3.4 The security deposit to be posted with the Township shall be cash or in the form of a Letter of Credit acceptable to the Township Treasurer.
  - 3.4.1 The deposit must remain in effect for the full duration of the owner's undertaking or until such additional time as the Township Roads Superintendent deems necessary due to the season of the activities.
  - 3.4.2 Any letter of credit and its subsequent renewal forms shall contain a clause stipulating that thirty (30) days written notice must be given to the Township prior to its expiry or cancellation.
  - 3.4.3 The Letter of Credit shall contain a clause stating that in the event that the Township receives notice that the Letter of Credit is expiring and will not be renewed and further or additional securities are not provided forthwith, the Township may draw upon the current Letter of Credit at the discretion of the Township Treasurer.
- 3.5 In the case of emergency repairs or clean-up the Township Road Superintendent may undertake the necessary works at the expense of the owner and draw upon the securities posted by the owner.
- 3.6 All decisions of the Township's Road Superintendent shall be final with respect to any maintenance, cleaning, restoration or repairs to the Township highways resulting from the owner's undertaking.
- 3.7 Nothing within these requirements shall preclude the authority of the Township Roads Superintendent to maintain the standard duty of care on the Township highways, nor limit the abilities of the Superintendent to control or cease the proponent's activities upon the Township highways.

#### **4.0 MUNICIPAL SERVICE FEES**

- 4.1 The applicant shall pay to the Township of Puslinch a Municipal Service Fee of \$0.06/Tonne or \$0.10/c.m. of material imported to the fill site.
- 4.2 Payment is to be made to the Township at six (6) month intervals or at the completion of the project whichever occurs first.

#### **5.0 IT IS THE RESPONSIBILITY OF THE PERMIT HOLDER:**

- 5.1 To obtain the approval of the Chief Building Official that the Site has been adequately reinstated and stabilized in accordance with this by-law, the plans accompanying the Permit and the terms and conditions of the Permit; and,
- 5.2 To request that the Township carry out a final inspection of the Site and to obtain the approval of the Chief Building Official that this by-law and the terms and conditions of the Permit have been complied with the Permit Holder.

- 6.0 When the provisions of sections 4.0 and 5.0 above have been fully complied with to the satisfaction of the Chief Building Official, he or she shall release the Permit Holder's security.

SUMMARY OF FINANCIAL SECURITIES

A.	Site Works	\$20,000.00
B.	Township Roadways	<u>\$1,000.00</u>
	<b>TOTAL DEPOSIT</b>	<b>\$21,000.00</b>
C.	Municipal Service Fees	
	• Fee based upon quantity of fill material imported.	



## **REPORT ADM-2023-041**

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TO: Mayor and Members of Council

PREPARED BY: Courtenay Hoytfox, Municipal Clerk (Interim CAO)

PRESENTED BY: Courtenay Hoytfox, Municipal Clerk (Interim CAO)  
Archaeological Services Inc. (ASI)

MEETING DATE: August 16, 2023

SUBJECT: Township of Puslinch Land Acknowledgement & Procedural By-law  
Amendment

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### **RECOMMENDATION**

**That Report ADM-2023-041 entitled Township of Puslinch Land Acknowledgement & Procedural By-law Amendment be received; and**

**That Council endorse the Township of Puslinch Land Acknowledgement report prepared by ASI; and**

**That Council give three (3) readings to By-law No. 2023-035 being a by-law to amend the Township Procedural By-law No. 2022-046.**

### **Purpose**

The purpose of this report to provide Council with the Land Acknowledgement report and presentation prepared by ASI. The report has been prepared in collaboration with the Wellington County member municipalities. The report attached as Schedule "A" is specific to Puslinch.

Staff are seeking Council's endorsement of the Land Acknowledgement as well as approval of the amendment to the Township Procedural By-law attached as Schedule "B". Staff are suggesting that the Land Acknowledgement be read at the inaugural meeting of Council each term and at the first meeting per term for each of the advisory committee meetings. The exception is the Heritage Advisory Committee in which staff are recommending the Land Acknowledgement be read at each meeting.

**Financial Implications**

None

**Applicable Legislation and Requirements**

*Municipal Act, 2001*

**Engagement Opportunities**

Township Website

**Attachments**

Schedule "A" Township of Puslinch Land Acknowledgement Report prepared by Archaeological Services Inc. (ASI)

Schedule "B" Draft Township Procedural By-law Amendment

Respectfully submitted,

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**Courtenay Hoytfox**  
**Municipal Clerk (Interim CAO)**

# Wellington County Municipalities Land Acknowledgment Project

## Township of Puslinch Wellington County, Ontario

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Prepared for:

**Glenn Schwendinger, C.A.O.**

Township of Puslinch

7404 Wellington Road 34

Puslinch, ON N0B 2J0

Archaeological Services Inc. File: 23CH-136

August 2023





## Executive Summary

ASI was retained by the Chief Administrative Officers (C.A.O.s) of six of the local municipalities within Wellington County to assist in the development of Indigenous land acknowledgements for the municipalities. The six municipalities involved in the Land Acknowledgement Project include:

- Township of Centre Wellington
- Township of Guelph/Eramosa
- Township of Mapleton
- Town of Minto
- Township of Puslinch
- Township of Wellington North

This report focuses on the land acknowledgement for the Township of Puslinch.

A territorial or land acknowledgement involves making a statement acknowledging the presence of Indigenous peoples past and present and recognizing Indigenous traditional lands and treaties. The land acknowledgements will also identify the displacement and exclusion of Indigenous peoples from their traditional territories.

In addition to developing land acknowledgements for the municipalities, the Land Acknowledgement Project also included the development of a short information booklet about land acknowledgements and their importance that can be used by municipal staff.

This report, as well as the land acknowledgements developed as part of this project, should be considered living documents to be reviewed on a regular basis and updated as needed.



## Acknowledgements

The study team would like to, first and foremost, thank the nations that have received this report as well the following individuals for their contributions and feedback: Lonny Bomberly, Trevor Bomberly, Daylon Gee, Peter Graham, Tayler Hill, Lauren Jones, Phil Montour, Dawn Russel, Lauren Vanderlingen, and Robbin Vanstone, Six Nations of the Grand River; Darin Wybenga, Traditional Knowledge and Land Use Coordinator, Mississaugas of the Credit First Nation; and, Emily Martin, Resources and Infrastructure Manager, Saugeen Ojibway First Nation.

The study team also thanks the members of the Working Group which included the Chief Administrative Officers for participating municipalities, including Chairs Andy Goldie (Township of Centre Wellington), Derrick Thomson (Town of Minto), and Glenn Schwendinger (Township of Puslinch), as well as:

- Township of Centre Wellington: Dan Wilson
- Township of Guelph/Eramosa: Ian Roger
- Township of Mapleton: Manny Baron
- Town of Minto: Mark Potter (interim)
- Township of Wellington North: Mike Givens, Matthew Aston (interim), and Darren Jones (interim), and Brooke Lambert



## Report Accessibility Features

This report has been formatted to meet the Information and Communications Standards under the *Accessibility for Ontarians with Disabilities Act, 2005* (A.O.D.A.). Features of this report which enhance accessibility include: headings, font size and colour, alternative text provided for images, and the use of periods within acronyms. Given this is a technical report, there may be instances where additional accommodation is required in order for readers to access the report's information. If additional accommodation is required, please contact Annie Veilleux, Manager of the Cultural Heritage Division at Archaeological Services Inc., by email at [aveilleux@asiheritage.ca](mailto:aveilleux@asiheritage.ca) or by phone 416-966-1069 ext. 255.



## Project Personnel

**Principal-in-Charge:** Rebecca Sciarra, M.A., C.A.H.P., Partner, Director – Cultural Heritage Division

**Project Manager:** Annie Veilleux, M.A. C.A.H.P., Senior Cultural Heritage Specialist, Manager - Cultural Heritage Division

**Indigenous Engagement Lead:** Martin Cooper, M.A., Senior Archaeologist, Senior Associate

**Project Coordinator:** Jessica Bisson, B.F.A. (Hon.), Dip. Heritage Conservation, Project Administrator – Cultural Heritage Division

**Archival Research:** Leora Bebko, M.M.St., Cultural Heritage Technician – Cultural Heritage Division

Michael Wilcox, P.h.D., Cultural Heritage Technician - Cultural Heritage Division

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- Rebecca Sciarra



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## 1.0 Introduction

Canadian societal perceptions of Indigenous histories are changing and there is increased appetite to discuss and learn about Indigenous identity within Canada today. In order to move forward with reconciliation as a nation, we need to explore every opportunity to discuss Indigenous culture past and present. Supporting First Nations, Inuit, and Métis peoples' cultural revitalization and integrating Indigenous knowledge systems, oral histories, laws, protocols, and connections to the land into the reconciliation process are essential.

Reconciliation must become a way of life. It will take many years to repair damaged trust and relationships in Aboriginal communities and between Aboriginal and non-Aboriginal peoples. Reconciliation not only requires apologies, reparations, the relearning of Canada's national history, and public commemoration, but also needs real social, political, and economic change. Ongoing public education and dialogue are essential to reconciliation. Governments, churches, educational institutions, and Canadians from all walks of life are responsible for taking action on reconciliation in concrete ways, working collaboratively with Aboriginal peoples. Reconciliation begins with each and every one of us.

### **Summary of the Final Report of the Truth and Reconciliation Commission of Canada, p. 185**

Archaeological Services Inc. (A.S.I.) was retained by the Chief Administrative Officers (C.A.O.s) of six of the local municipalities within Wellington County to assist in the development of Indigenous land acknowledgements for the municipalities. The six municipalities involved in the Land Acknowledgement Project include (Figure 1):

- Township of Centre Wellington
- Township of Guelph/Eramosa
- Township of Mapleton
- Town of Minto



- Township of Puslinch
- Township of Wellington North

A territorial or land acknowledgement involves making a statement acknowledging the presence of Indigenous peoples past and present and recognizing Indigenous traditional lands and treaties. The land acknowledgements will also identify the displacement and exclusion of Indigenous peoples from their traditional territories.

In addition to developing land acknowledgements for the municipalities, the Land Acknowledgement Project also included the development of a short information booklet about land acknowledgements and their importance that can be used by municipal staff (Appendix B).

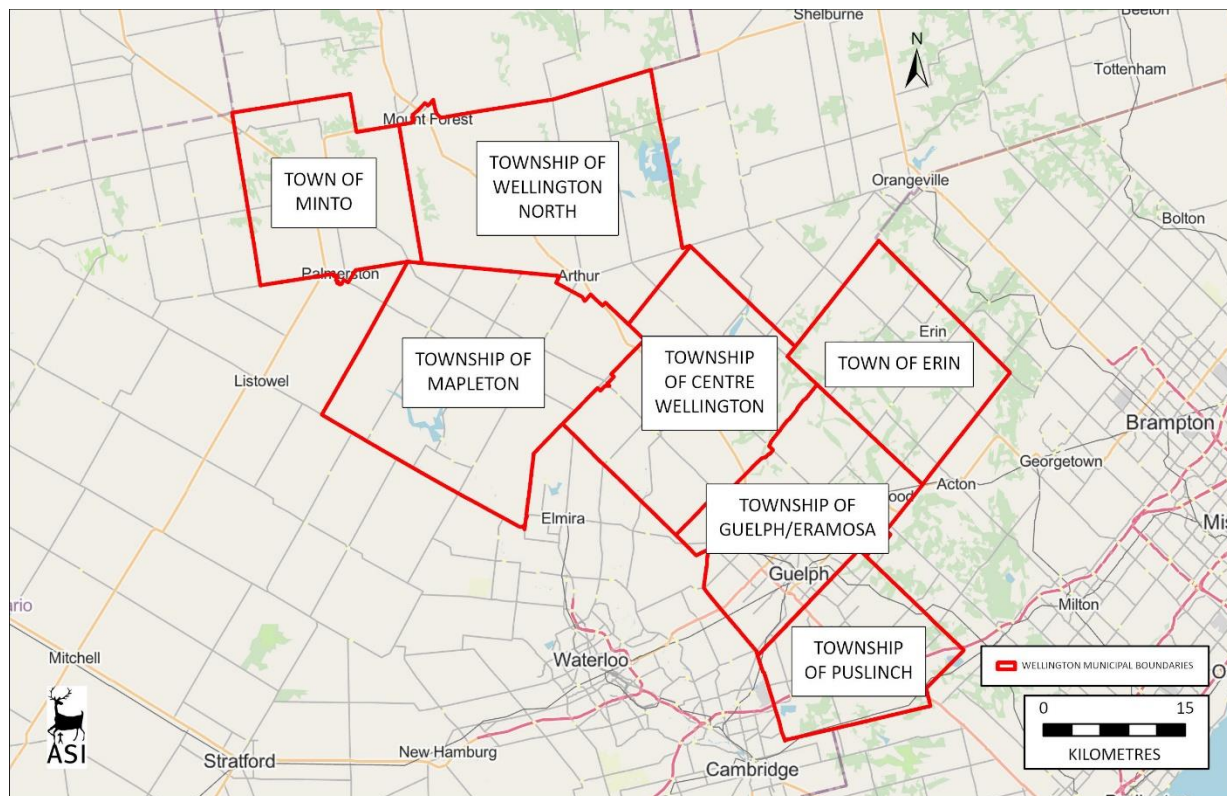


Figure 1: Municipalities within Wellington County.



## 2.0 Approach

### 2.1 Background Research and Municipal Consultation

As part of this project, A.S.I. worked with a working group made up of the municipal C.A.O.s which was led by Andy Goldie (former C.A.O. of the Township of Centre Wellington) in 2019, Derrick Thomson (former C.A.O. of the Town of Minto) between January and March, 2022, and Glenn Schwendinger (C.A.O. of the Township of Puslinch) for the remainder of the project. The working group provided A.S.I. with an understanding of any research and work done to date in the individual municipalities as it pertains to land acknowledgements. Documents shared by the working group were reviewed as part of the background research.

A.S.I. also conducted a critical review of land acknowledgements to get an understanding of both the best practices associated with creating and giving land acknowledgements, as well as the criticisms that have been raised regarding this practice. Information was gathered from opinion pieces by Indigenous and non-Indigenous individuals, from existing land acknowledgements, and through ongoing conversations with Indigenous nations. A summary of this review is included in Section 5.0.

A review of primary and secondary sources was also undertaken to get an understanding of the Indigenous history of the area as well as an understanding of the treaties covering the municipalities within Wellington County. Research was also conducted with the specific intent to try to identify specific examples of exclusion and displacement that could be recognized in a land acknowledgement. This included a review of select diaries of early settlers and/or surveyors, township histories, and early newspaper articles. Results of this research are summarized in Section 4.0.

It should be noted that information on specific encounters and interactions with Indigenous individuals or groups in the archival record is quite sparse and much



of it may be anecdotal or third hand accounts. In many communities in south-central Ontario, there were no or only transitory Indigenous inhabitants at the beginning of European settlement. Further archival research could lead to more information, although this would be quite time consuming. Additional information may emerge when this report is circulated to the municipalities and Indigenous nations. This document should therefore be treated as a living document that will be added to as new information becomes available.

## 2.2 Indigenous Engagement Program

Input from Indigenous nations is integral to the success of the Land Acknowledgement Project. A list of Indigenous nations that have established or potential Aboriginal or Treaty rights within Wellington County, or who have an established interest in the region, has been consolidated from several sources. Based on these criteria, ten nations were contacted about the project:

- Aamjiwnaang First Nation
- Beausoleil First Nation
- Chippewas of Georgina First Nation
- Chippewas of Kettle and Stony Point
- Chippewas of Rama First Nation
- Haudenosaunee Confederacy Chiefs Council via Haudenosaunee Development Institute
- Métis Nation of Ontario
- Mississaugas of the Credit First Nation
- Saugeen Ojibway Nation
- Six Nations of the Grand River First Nation Elected Council

The approach and results of the Indigenous engagement program are described in Section 5.0 below.



## 3.0 Land Acknowledgements: A Critical Review

Land acknowledgements are a traditional Indigenous practice that have been used since time immemorial. They honour, respect, and recognize the Nations that live within a given territory. Land acknowledgements originating from settler-colonial institutions and governments, however, are more recent, having been around for almost a decade. They have increased in use following the Truth and Reconciliation Calls to Action. Land acknowledgements have also been the subject of much criticism from both Indigenous and non-Indigenous commentators. Some critics have pointed out that poorly conceived land acknowledgements can have the opposite effect of what they are intended to do. Instead of contributing towards the goal of truth and reconciliation they can be seen as just one more example of lip service being paid to centuries of oppression and injustice meted out to Indigenous peoples in Canada. Land acknowledgements are an opportunity for the larger society to state the wrongs of the past and contribute to a feeling of inclusivity and should not be the source of further alienation. As Anishinaabe author Lynn Gehl has pointed out, a land acknowledgement “should not be an attempt to appease non-Indigenous guilt” (Mascoe, 2018).

More importantly, a land acknowledgement should not be the culmination of a municipality’s attempt at reconciliation but a starting point (Deer, 2021). Once adopted, one should seek opportunities to improve the relationship between non-Indigenous and Indigenous members of the community as well as ways to reach out and support Indigenous communities. Finally, a land acknowledgement should not be static but fluid and open to revision.

It is important that, before the creation of a land acknowledgement, serious thought be given to the wrongs committed to Indigenous peoples in the past and how that has continued to the present. This can be done at a local level through historical research and interviewing Indigenous knowledge keepers to reveal specific examples of exclusion and displacement. This information should be included when it is available. For example, the Township of Lake of Bays land



acknowledgement, adopted in 2021, alludes to Indigenous people's legacy and respectful stewardship for the land, but does not refer to any specific group:

"We want to acknowledge that we are on lands traditionally occupied by Indigenous Peoples. Their legacy and respectful stewardship for this land continues to shape Lake of Bays today and we want to show our respect. Centuries after the first treaties were signed, they remain relevant today in guiding our decisions and actions." (The Corporation of the Township of Lake of Bays, 2021).

This land acknowledgement could be enhanced with more specific information, especially since this information is available. It would be much more effective and truthful if this land acknowledgement recognized that the Lake of Bays area was used for centuries by the Bigwin family who, until the 1930s, travelled each spring from the narrows at Lake Couchiching to Lake of Bays until they were forcibly excluded and denied access to their traditional lands and ancestral burial grounds. It should also be noted that the land acknowledgement incorrectly refers to treaties being signed centuries before even though the Treaty dealing with this area was signed in 1923.

Dr. Hayden King, who helped develop the original land acknowledgement for Toronto Metropolitan University (previously Ryerson University) has become a staunch critic (King, 2019). He identifies the redundant use of certain terms as being problematic, with certain land acknowledgements using different terms to refer to the same group. For example, referring to both the Mississaugas of the Credit First Nation and Anishinaabe is redundant since the Mississaugas are Anishinaabe. Of even greater concern, he also points out that land acknowledgements are at times historically inaccurate and recognize and acknowledge the wrong nations.

The identification and acknowledgement of incorrect Indigenous groups can be seen with the City of Hamilton's land acknowledgement which refers to the Erie (Hamilton, 2021). The Erie was an Iroquoian-speaking confederacy of nations that lived on the south side of Lake Erie between present day Buffalo and Erie, Pennsylvania. There is no evidence that they ever resided in Ontario. Western



University uses the term Chonnonton to refer to the Hatiwendaronk (Attiwandaron, or Neutral) in their land acknowledgements (*Land Acknowledgement - More Than Words*, n.d.). This is derived from an article on the Hatiwendaronk in the Canadian Encyclopedia written in 2015 by William C. Noble who believed, based on some undisclosed source, that Chonnonton was an endonym for the Hatiwendaronk (Noble, 2015). He believed this word translated as “people who tended deer” and that this was evidence that they had domesticated deer. This has been picked up on the internet and Wikipedia in particular. The term Chonnonton, however, has no validity as a Hatiwendaronk referent. The name appears only once; on Samuel de Champlain’s 1612 map and is certainly the Wendat word for the Seneca (see also Heidenreich, 1976, p. 82). Champlain later refers to the Seneca in his written account as Chouontouarouon. Unfortunately, it is not known what the Hatiwendaronk called themselves. The term Hatiwendaronk is Wendat and can be roughly translated as those who speak a slightly different language. The Hatiwendaronk referred to the Wendat by a similar name.

When referring to a particular Indigenous community in a land acknowledgement, it is important that the term used by the Nation or community should be used, rather than the moniker coined by the Europeans who encountered them. For example, the term Hatiwendaronk should be used instead of Neutral, Wendat instead of Huron when discussing the ancestors of the Huron Wendat in Ontario, and Haudenosaunee instead of Six Nations Iroquois. The term Iroquois in general is considered derogatory by some Haudenosaunee.

There are also examples of land acknowledgements that do not name Indigenous groups at all, such as the case with the Toronto Pride Land Acknowledgement which alludes to a “spiritual connection and relationship to mother earth” (Isador, 2019). One Indigenous critic responded to this lack of recognition by stating: “We’ve been getting erased for years and now that there is finally some acknowledgement, we’re being erased again.” It should be noted that the Toronto Pride Land Acknowledgement has since been amended.



Dr. King also points out that references to treaties between Nations are used out of context and often do not reflect the original intent of the agreement. As Dr. King states: "It really actually becomes harmful to the actually existing Indigenous nations that are still trying to negotiate and unravel their diplomatic relationships with each other." (Deer, 2021). Land acknowledgements should not exacerbate current tensions between existing nations.

Another criticism is that land acknowledgements are often recited by rote without giving thought to their meaning or whether it is even appropriate for the occasion. Bob Goulais, an Anishinaabe leader and traditional teacher states that a land acknowledgement should not be recited like the American Pledge of Allegiance and without thinking about the meaning and spirit behind the words. It is important that the land acknowledgement not simply be a laundry list read without meaning and sincerity. The person reading the land acknowledgement should fully understand what is being said. As stated by Shana Dion, Assistant Dean of First Nations, Métis and Inuit Students at the University of Alberta: "it resonates within yourself when you're saying it, so that it's not just words you're reading from a script, but that it comes more from the heart." (APTN InFocus, 2019; McLaughlin, 2020).

It is also important to ensure that the correct pronunciation is used. Dr. King points out that if you are not able to correctly pronounce the name of the Indigenous group, you should not do the land acknowledgement. This lack of care can have the opposite effect of making it seem that little thought has gone into the delivery of the land acknowledgement.

A land acknowledgement should originate with non-Indigenous members of a community since it is a statement of respect and an offer of reconciliation to Indigenous people. However, one must also keep in mind the Indigenous axiom "Nothing about us without us," which requires going to the relevant Indigenous community(s) with a draft land acknowledgement to solicit comment and input. When engaging Indigenous nations, one should seek input from recognized representatives or knowledge holders. Some Indigenous nations in southern Ontario have Knowledge Keepers who have been identified as contacts for



assisting with land acknowledgements. Several First Nation web sites provide land acknowledgement guidelines, probably reflecting the volume of requests from municipalities and organizations for this type of information. In an area such as Wellington County where there are overlapping treaty and traditional territories, one must reach out to multiple nations with rights and interests.

## 4.0 Indigenous History of Wellington County

### 4.1 Historical Summary

Southern Ontario has been occupied by human populations since the retreat of the Laurentide glacier approximately 13,000 years before present (B.P.) (Ferris, 2013). Populations would have been highly mobile, inhabiting a boreal parkland similar to the modern sub-arctic. At this time, the open boreal woodlands likely offered a rather limited selection of floral resources, hence subsistence would have been primarily oriented towards hunting and fishing. Archaeological data suggests that populations would gather near large bodies of water formed by the melting glaciers and would travel inland in pursuit of large game such as caribou, mammoth, and mastodon. Mammoth and mastodon bones have been found in several locations in the Township of Centre Wellington (Pat Mestern, personal communication). By approximately 10,000 B.P., the environment had progressively warmed (T. W. D. Edwards & Fritz, 1988) and populations now occupied less extensive territories as they were able to take advantage of a greater availability of resources (Ellis & Deller, 1990).

Between approximately 10,000-5500 B.P., the Great Lakes basins experienced low water levels, and many sites which would have been located on those former shorelines are now submerged. This period produces the earliest evidence of heavy wood working tools, an indication of greater investment of labour in felling trees for fuel, to build shelter, and watercraft production. These activities suggest prolonged seasonal residency at occupation sites. Polished stone and native copper implements were being produced by approximately 8000 B.P.; the latter was acquired from the north shore of Lake Superior, evidence of extensive exchange networks throughout the Great Lakes region. The earliest evidence for cemeteries dates to approximately 4500-3000 B.P. and





is indicative of increased social organization, investment of labour into social infrastructure, and the establishment of socially prescribed territories (Brown, 1995; Ellis et al., 1990, 2009).

Between 3000-2500 B.P., populations continued to practice residential mobility and to harvest seasonally available resources, including spawning fish. Exchange and interaction networks broaden at this time (Spence et al., 1990) and by approximately 2000 B.P., evidence exists for macroband camps focusing on the seasonal harvesting of resources (Spence et al., 1990). It is also during this period that maize was first introduced into southern Ontario, though it would have only supplemented people's diet (Birch & Williamson, 2013). Bands likely retreated to interior camps during the winter. It is generally understood that these populations were Algonquian-speakers during these millennia of settlement and land use.

The Princess Point complex (A.D. 500-1000) represents the first shift to horticulture in Ontario and is considered to be the precursor to the later Iroquoian-speaking populations in southern Ontario. Princess Point archaeological sites are characteristically located immediately adjacent to water, and most have been found within the paleosols of the lower reaches of the Grand River floodplain, with concentrations in the Kitchener-Waterloo and Brantford regions, such as the Grand Banks site near Cayuga (Crawford et al., 1998; Walker et al., 1997).

From approximately 1000 B.P. until approximately 300 B.P., lifeways became more similar to that described in early historical documents. By approximately A.D. 1000-1300, the communal site is replaced by the village focused on horticulture. Seasonal disintegration of the community for the exploitation of a wider territory and more varied resource base was still practised (Williamson, 1990). By the second quarter of the first millennium B.P., from approximately A.D. 1300-1450, this episodic community disintegration was no longer practised and populations now communally occupied sites throughout the year (Dodd et al., 1990). From the middle of the fifteenth century until the period of contact with European explorers (A.D. 1450-1649) this process continued with the coalescence of these small villages into larger communities (Birch & Williamson,





2013). Through this process, the socio-political organization of the First Nations, as described historically by the French and English explorers who first visited southern Ontario, was developed.

Samuel de Champlain in 1615 reported that a group of Iroquoian-speaking people situated between the Haudenosaunee and the Huron-Wendat were at peace and remained “la nation neutre”. In subsequent years, the French visited and traded among the Neutral Nation (Hatiwendaronk), but the first documented visit was not until 1626, when the Recollet missionary Joseph de la Roche Daillon recorded his visit to the villages of the Hatiwendaronk whose name in the Huron-Wendat language meant “those who speak a slightly different tongue” (the Neutral apparently referred to the Huron-Wendat by the same term). Like the Huron-Wendat, Petun, and Haudenosaunee, the Neutral people were settled village agriculturalists (Lennox & Fitzgerald, 1990).

Between 1647 and 1651, the Neutral were decimated by epidemics and ultimately dispersed by the Haudenosaunee<sup>1</sup>. Many of the surviving members were adopted by the Haudenosaunee, most notably the Seneca Nation. The Haudenosaunee subsequently settled along strategic trade routes on the north shore of Lake Ontario for a brief period during the late seventeenth century. Compared to settlements of the Haudenosaunee, the “Iroquois du Nord” occupation of the landscape was less intensive. Only seven villages are identified by the early historic cartographers on the north shore, and they are documented as considerably smaller than those in New York State. The populations were agriculturalists, growing maize, pumpkins, and squash. These settlements also played the important alternate role of serving as stopovers and bases for Haudenosaunee travelling to the north shore for the annual beaver hunt (Konrad, 1974; von Bitter & Williamson, 2023).

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<sup>1</sup> The Haudenosaunee are also known as the New York Iroquois or Five Nations Iroquois and after 1722 Six Nations Iroquois. They were a confederation of five distinct but related Iroquoian-speaking nations - the Seneca, Onondaga, Cayuga, Oneida, and Mohawk. Each lived in individual territories in what is now known as the Finger Lakes district of Upper New York. In 1722 the Tuscarora joined the confederacy.



Peace was achieved between the Haudenosaunee and the Anishinaabe Nations in August of 1701 when representatives of more than twenty Anishinaabe Nations assembled in Montreal to participate in peace negotiations (D. Johnston, 2004). During these negotiations, captives were exchanged and the Haudenosaunee and Anishinaabe agreed to live together in peace. Peace between these nations was confirmed again at council held at Lake Superior when the Haudenosaunee delivered a wampum belt to the Anishinaabe Nations. This agreement between the Haudenosaunee and Anishinaabe nations is referred to as the Dish with One Spoon (Jacobs and Lytwyn 2020).

In 1701 the Haudenosaunee entered into the Treaty of Fort Albany (Nanfan) with the British Crown where they agreed to place their beaver hunting grounds under the protection of the King of Britain and to reject the French from building forts on their lands, which included most of southcentral and southwestern Ontario, including Wellington County.

In the following years, the Haudenosaunee called upon the King to honour his Treaty and “tear down” the French Forts at Detroit, Niagara, and Fort Frontenac (Kingston) from their Beaver Hunting Grounds. The King did honour the terms of the 1701 Treaty. To confirm the King’s commitment to the Five Nations and to allow their castles (forts) in the Five Nations lands as protection against the French, an affirming agreement was entered into on September 14, 1726.

The protection of the Five Nations interests throughout their Beaver Hunting Grounds is affirmed in Article 15 of the Treaty of Utrecht between the British and the French, wherein the Five Nations specifically would not be molested between (Lakes) Ontario, Erie, and Huron.

In 1763, following the fall of Quebec, New France was transferred to British control at the Treaty of Paris. The British government began to pursue major land purchases to the north of Lake Ontario in the early nineteenth century. The Crown acknowledged the Mississaugas of the Credit as the owners of the lands between Georgian Bay and Lake Simcoe and entered into negotiations for additional tracts of land as the need arose to facilitate European settlement. Historical accounts suggest that the County continued to be used by the Mississaugas of the Credit following these cessions.



The eighteenth century saw the ethnogenesis in Ontario of the Métis, when Métis people began to identify as a separate group, rather than as extensions of their typically maternal First Nations and paternal European ancestry (Métis National Council, n.d.b). Living in both Euro-Canadian and Indigenous societies, the Métis acted as agents and subagents in the fur trade but also as surveyors and interpreters. Métis populations were predominantly located north and west of Lake Superior, however, communities were located throughout Ontario (Métis National Council, n.d.b; Stone & Chaput, 1978). During the early nineteenth century, many Métis families moved towards locales around southern Lake Huron and Georgian Bay, including Kincardine, Owen Sound, Penetanguishene, and Parry Sound (Métis National Council, n.d.a). By the mid-twentieth century, Indigenous communities, including the Métis, began to advance their rights within Ontario and across Canada, and in 1982, the Métis were federally recognized as one of the distinct Indigenous peoples in Canada. Recent decisions by the Supreme Court of Canada (*R. v. Powley*, 2003; *Daniels v. Canada (Indian Affairs and Northern Development)*, 2016) have reaffirmed that Métis people have full rights as one of the Indigenous people of Canada under subsection 91(24) of the Constitution Act, 1867.

## 4.2 Early Encounters in Wellington County

As recently recognized in the Council-endorsed heritage register in Puslinch Township, written and verbal accounts indicate that the Anishinaabe ancestors of the Mississaugas of the Credit First Nation, who had long established camps in the area, interacted with the settlers in a friendly and cooperative manner. These accounts are found in excerpts from letters and diaries of early settlers. For example, Martin Cassin remembers as a young boy in the mid-nineteenth century that Indigenous people would camp in the area to hunt and would trade deer for bread. He would play with the Indigenous boys around their tents and in the forest. Similarly, Charles Callfas recalled trading with the First Nations, trading milk, bread and potatoes for venison (*Annals of Puslinch 1850-1950*, 1950). Accounts from the Winer family, who still reside in Puslinch today, include grateful assistance from the Indigenous group living at Morriston pond: “Arriving too late in the season to plant crops on land that had not been cleared,



they were shown how to scavenge for fruit and berries and were given game to sustain them through that first winter. With help from this group, they built their first home: a lean-to shelter made of trees and sod.”<sup>2</sup>

Similar accounts are provided from the historical Township of Guelph. For example, when discussing the diet of early settlers and his family in particular, David Kennedy wrote that early settlers rarely succeeded in capturing deer. His father, in fact, would never venture into the woods to hunt deer for fear of getting lost or being attacked by wolves or bears. Deer could be bought or traded from “the Indians that came up from the Credit in the fall of the year who would kill deer by the dozen” (Kennedy, 1903, p. 131).

It is understood that the Haudenosaunee also travelled to this area to hunt (personal communication, Peter Graham, 26 January 2023).

In the middle part of the County in the Township of Centre Wellington, A.D. Ferrier, one of the earliest settlers in Fergus, recorded the early history of Fergus in three lectures he gave at the Fergus Farmers’ and Mechanics’ Institute in 1864 and 1865. The lectures were subsequently published in 1866 and include a description of a Mississauga encampment on his lands:

... in the winter of 1841 or 1842 a large encampment of Indians was made in my woodland, and of course I went up to see them. They were very respectable people from the river Credit, and Wesleyan Methodists. We used to hear them in the evenings singing hymns, and they had testaments in their wigwams, and many of them could read. They were well behaved and honest, and the [women] made quantities of baskets and sold them in the village. (...) They had one long shaped wigwam, and two or three small round ones, and were quite pleased when lady visitors, especially, called upon them. I paid them a visit once with a lady visitor, and we sat and

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<sup>2</sup> This information was provided by a member of the Winer family following a Puslinch Council meeting discussing the endorsement of the Puslinch Heritage Register.



cracked away as well as we could for some time. (...) They killed a great many deer, and stayed almost till spring. (Ferrier, 1923)

In the northern reaches of Wellington County, in the Township of Wellington North, there are well-known reports of the contributions of Ojibway Chief James Newash (Nawash) to the early surveyors of Wellington and Grey County, notably Charles Rankin. In his survey of the Garafraxa Road in 1837, Rankin took a northwestern course to avoid the swamps of Luther until he reached a river with high banks and rapid current in what is now Mount Forest. Rankin was told by Chief Nawash, who travelled from his village near Owen Sound, that the river was a branch of the 'Saugin' and the name was recorded by Rankin in his report. Rankin is said to have thought that the Chief provided him with most accurate information about the country and the rivers and streams within it (W. J. Edwards, 1979, p. 15; Wright, 1928, p. 91).

### **4.3 Treaties Signed within the Municipalities of Wellington County**

It is important to recognize that long-standing land use practices by Indigenous communities, such as transportation routes, had an effect on the eventual settlement of the area by European communities. This also included the cessions of land in the county through six separate treaties. The land division which occurred in the area of the Township of Centre Wellington was strongly influenced by the Grand River and its tributaries. The Grand River dictated Indigenous transportation through the area and defined the Treaties lands in that area.

Wellington County is covered by several treaties related to the period of land cessions in Southern Ontario (Figure 2). These treaties describe the historical Nations with whom the Crown negotiated the transfer of land and in some cases the rights that are assured to these Nations within the lands.

The advent and significance of historical treaties are rooted in the Royal Proclamation of 1763, issued by King George III. The Proclamation affirmed that Indigenous people lived under the protection of the Crown and that they were



not to be “molested or disturbed in the Possession of such Parts of Our Dominions and Territories as, not having been ceded to, or purchased by Us, are reserved to them, or any of them, as their Hunting Grounds...”. This statement recognized the existence of Aboriginal rights and title to vast areas within North America. In particular, the Royal Proclamation identified the lands west of the Appalachian Mountains, not including Rupert’s Land in the north, as being Indigenous land and therefore subject to land acquisition agreements between the Crown and the affected nations. Between 1764 and 1815, the government acquired the lands of the shoreline of the upper St. Lawrence as well as the lower Great Lakes. While the earliest treaties were related to the use of land for military and defensive purposes, following the American Revolutionary War many treaties were for the purposes of settling the roughly 30,000 United Empire Loyalists who refused to accept American rule. After the War of 1812, the colonial administration of Upper Canada focused on greater settlement of the colony, and land purchases were then concerned with those lands beyond this first range of settlement (Hall, 2019; Surtees, 1984).

The Township of Puslinch is located within the lands covered by the Nanfan Treaty (1701) and the Between the Lakes Purchase/Treaty 3 (1792).





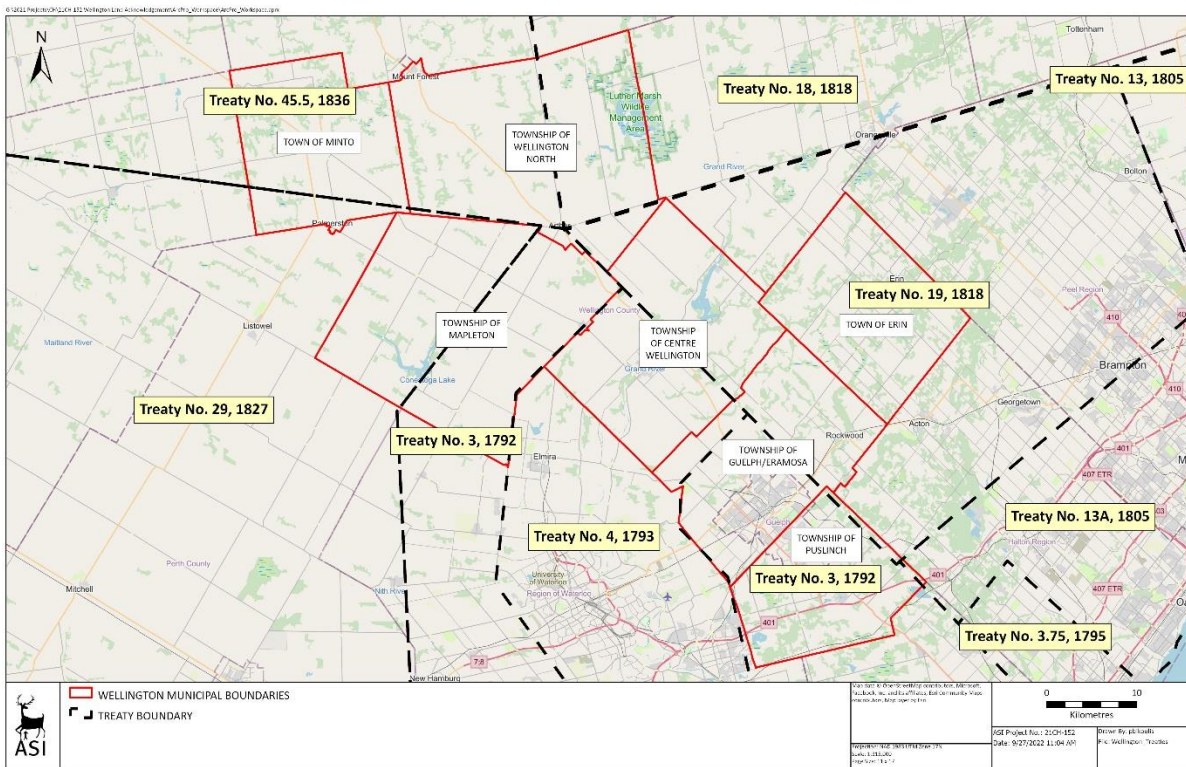


Figure 2: Treaties in Wellington County

### 4.3.1 Nanfan Treaty

In 1701 the Haudenosaunee entered into the Treaty of Fort Albany (Nanfan) with the British Crown where they agreed to place their beaver hunting grounds under the protection of the King of Britain and to reject the French from building forts on their lands, which included most of southcentral and southwestern Ontario, including Wellington County.

In the following years, the Haudenosaunee called upon the King to honour his Treaty and “tear down” the French Forts at Detroit, Niagara, and Fort Frontenac (Kingston) from their Beaver Hunting Grounds. The King did honour the terms of the 1701 Treaty. To confirm the King’s commitment to the Five Nations and to allow their castles (forts) in the Five Nations lands as protection against the French, an affirming agreement was entered into on September 14, 1726.

The protection of the Five Nations interests throughout their Beaver Hunting Grounds is affirmed in Article 15 of the Treaty of Utrecht between the British



and the French, wherein the Five Nations specifically would not be molested between (Lakes) Ontario, Erie, and Huron.

### **4.3.2 The Between the Lakes Purchase and the Haldimand Grant (1784)**

Following the American Revolutionary War, the British Crown needed to find lands on which to settle United Empire Loyalists, including approximately 2,000 members of the Six Nations confederacy who had fought alongside British troops. Due to their service to the Crown during this war and the dispossession of Indigenous lands in New York State by American forces, the English Colonial government offered to protect Six Nations peoples and give them land within their boundaries of English territory in Upper Canada. On August 8, 1783, Lord North instructed the Governor of Quebec, Sir Frederick Haldimand, to set apart land for the Six Nations and ensure that they carried on their hunting and fur trading with the British. The Crown initially planned to provide lands for Loyalist settlers in Quebec and southeastern Ontario, including providing land in the Bay of Quinte for Six Nations settlement. This was not suitable for many of the members of Six Nations and a contingent of approximately 1,800 community members, led by Chief Joseph Brant, requested land north of Lake Erie along the Grand River. Brant felt that the location in the Bay of Quinte was too isolated and that his followers could be better served by being closer to the Six Nations communities that chose to remain in the United States in western New York (Surtees, 1984).

Recognizing that under the terms of the Royal Proclamation the land needed to be purchased prior to settlement, Colonel John Butler was sent to negotiate with the Mississaugas of the Credit for lands east of Lake Ontario and north of Lake Erie. On May 22, 1784, the Mississaugas of the Credit agreed to cede approximately 3,000,000 acres of land containing all or part of Brant, Elgin, Middlesex, Oxford, and Wellington Counties as well as the Regions of Haldimand-Norfolk, Halton, Hamilton-Wentworth, Niagara, and Waterloo. In exchange for these lands, the Mississaugas received £1180.74 worth of trade





goods. Of the 3,000,000 acres, approximately 950,000 acres were set aside for the settlement of Six Nations people (Surtees, 1984).

On October 25, 1784, Haldimand signed a proclamation that allotted land six miles (10 km) on either side of the Grand River from its mouth at Lake Erie to its headwaters near Dundalk, Ontario. This land was to be used solely by the people of Six Nations, who were also granted the right to sell or lease the land within this territory providing the Crown was first offered to purchase the land (Filice, 2018; Surtees, 1984). Under the terms of the Haldimand Proclamation, Six Nations people were authorized to “Settle upon the Banks of the River” and were allotted “for that Purpose six miles [10 km] deep from each Side of [its] beginning at Lake Erie, & extending in the Proportion to [its] Head.” (Filice, 2016; C. E. Johnston, 1964) (Figure 3).





Figure 3: The Haldimand Tract, as defined by the 1784 Haldimand Proclamation (Six Nations of the Grand River, 2019).

### **4.3.3 Renegotiation of Treaty 3 and the Simcoe Patent/Treaty 4 (1793)**

Due to uncertainties with the description of the lands in the original surrender, Treaty 3 was renegotiated on December 7, 1792 to clarify what was ceded. This largely revolved around the northern boundary of the Treaty area and in particular the area set aside for Six Nations settlement along the Haldimand Tract. The signees of the treaty on the side of the British included Lieutenant Governor John Graves Simcoe, John Butler, Robert Kerr, Peter Russell, John McGill, and Davie William Smith. The signees of the treaty on the side of the Mississauga included Chiefs Wabakyne, Wabanip, Kautabus, Wabaniship, and Mottotow (Crown-Indigenous Relations and Northern Affairs, 2016b; Surtees, 1984).

As part of the 1792 renegotiation of Treaty 3, the Crown also redefined the boundaries of the Haldimand Tract. Upon review of the Haldimand Proclamation, politician and Indian Department official Sir John Johnson noted an error involving the location of the northern boundary of the tract. Haldimand had mistakenly assumed in 1784 that the headwaters of the Grand River resided within the area negotiated under Treaty 3. However, the northern reach of the Haldimand Tract was within lands that were not negotiated until 1818 under Treaties 18 and 19 (Crown-Indigenous Relations and Northern Affairs, 2016b; Filice, 2018; Surtees, 1984). In order to clarify the boundaries of the tract, the Crown appointed surveyor Augustus Jones to complete a survey of the Haldimand Tract in 1791. In so doing, Jones redefined the borders of the Six Nations' land parcel. This included defining the northern limit of the Haldimand Tract as Jones Base line near the Town of Fergus in the Township of Centre Wellington (Figure 4). In addition, Jones established straight-lined boundaries, rather than sinuous boundaries following every curve in the river, which can still be seen in today's municipal boundaries. Six Nations and Joseph Brant were not in agreement with this new definition and petitioned the government for control over the tract. This eventually led to the 1793 Simcoe Patent which defined the rules of land ownership and leasing within the revised 30,000 acres of land provided to Six Nations. This 1793 patent did not address those lands



northeast of the Jones Base line and continues to be a source of dispute between Six Nations and the Crown.

The difference between the original land grant of the Haldimand Proclamation and the Simcoe Patent was significant. Not only did the new territory remove the upper 275,000 acres of the tract north of Jones Baseline, Jones' redefinition of the boundaries along the portions of the Haldimand Tract within the Treaty 3 lands did not consistently provide 6 miles on either side of the Grand River. Six Nations of the Grand River contend that they were not involved in the renegotiation of this land and therefore the redefined territory is not consistent with the terms of the original land grant. In particular, it is the view of Six Nations of the Grand River that it was the responsibility of the Crown to provide the land that was agreed to in the Haldimand Proclamation (Six Nations of the Grand River, 2019).

Following the establishment of the Haldimand Tract, Six Nations of the Grand River began to negotiate leases within the Haldimand Tract as a means of generating income for the community. In 1796, the Six Nations agreed to share 302,907 acres of land in North and South Dumfries, Waterloo, Woolwich, Pilkington, and Nichol townships. These transactions were made under the understanding that this would provide a continuous revenue stream for the Confederacy and that these represented long term leases rather than formal land sales (Six Nations of the Grand River, 2019). The Crown was responsible for administering these funds which Six Nations of the Grand River argue they never received. Many of the leases were confirmed by the Crown in 1834-5, although unauthorized sales and squatting by settlers remained a significant issue (C. E. Johnston, 1964; Lytwyn, 2005). In 1841, the Superintendent of Indian Affairs, Samuel P. Jarvis, informed the Six Nations of the Grand River that the only way to keep white intruders off their land would be for the Crown to manage these lands on behalf of the Nation, to be administered for their sole benefit. Under this plan, the Six Nations of the Grand River would retain lands that they actually occupied and a reserve of approximately 20,000 acres near the present-day city of Brantford. This transfer of land to the Crown was made by the Six Nations in January 1841 (C. E. Johnston, 1964; Lytwyn, 2005).







#### 4.3.4 Nottawasaga Purchase/Treaty 18 (1818)

The last unceded portion of Simcoe County west of Lake Simcoe was formally obtained on October 17, 1818, when the “Lake Simcoe-Nottawasaga Purchase” was negotiated with the Chippewa nations. This purchase involved the acquisition of approximately 1.59 million acres (647,000 ha) of land to the west of Lake Simcoe.

The land subject to the purchase is described in the treaty as bounded by the District of London on the west, by Lake Huron on the north, by the Lake Simcoe purchase (Treaty #16, 1815) on the east, by the south shore of Kempenfelt Bay, the western shore of Lake Simcoe and Cook's Bay and the Holland River to the north-west angle of the Township of King to the south. In payment for these lands, the Crown agreed to pay the value of £1,200 currency in goods annually to the nations.

The signees of the treaty on the side of the British included J. Givens, Superintendent of Indian Affairs, Alex McDonnell, John Claus, and William Claus on behalf of the Crown. The signees of the treaty on the side of the Chippewa included Musquakie [*Misquuckkey*], Kaqueticum, Muskigonce, and Manitonobe (Crown-Indigenous Relations and Northern Affairs, 2016d; Surtees, 1984).

This treaty was meant to bring all lands between lakes Huron and Ontario under treaties, however several areas were left out and were not negotiated until the signing of the Williams Treaties. In October and November of 1923, the governments of Canada and Ontario, chaired by A.S. Williams, signed treaties with the various Chippewa and Mississauga nations for three large tracts of land in central Ontario and the northern shore of Lake Ontario which had never been included in previous treaties (Crown-Indigenous Relations and Northern Affairs, 2013). The Williams Treaties First Nations are comprised of the Mississaugas of Alderville First Nation, Curve Lake First Nation, Hiawatha First Nation, Scugog Island First Nation and the Chippewas of Beausoleil First Nation, Georgina Island First Nation and Rama First Nation (Williams Treaties First Nations, 2017).



### 4.3.5 Ajetance Purchase/Treaty 19 (1818)

The Ajetance Purchase, or Treaty 19, included 648,000 acres of land occupying portions of present-day Halton and Peel Region as well as Dufferin and Wellington County. This area was the last large tract of land ceded by the Mississaugas of the Credit First Nation, following the settlement of the Head of Lake purchase (Treaty 14) in 1806, and is also surrounded by Treaty 3 (1784/1792), Treaty 13 (1788/1805) to the east, and Treaty 18 (1818) to the north (Government of Canada, 2016). By 1818, the Mississaugas were experiencing a rapid decline in population due to increased encroachment by settlers and declining resources, and the area to the north had just been ceded by Chippewa nations (Mississaugas of the Credit First Nation, 2017).

On October 23, 1818, Deputy Superintendent William Claus met with Chief Ajetance and other delegates of the Mississaugas of the Credit First Nation to negotiate the sale of the land. The payment offered for this land consisted of “the yearly sum of 522 pounds ten shillings in goods annually”. By 1820, the Mississaugas of the Credit negotiated the sale of the remainder of their lands except for a 200-acre parcel near the mouth of the Credit River (Crown-Indigenous Relations and Northern Affairs, 2016a; Mississaugas of the Credit First Nation, 2017; Surtees, 1984).

The Ajetance Purchase is also significant due to its relationship to the Haldimand Tract. On October 25, 1784, the Governor of Quebec Sir Frederick Haldimand signed a proclamation that allotted land six miles (10 km) on either side of the Grand River to the Six Nations People for their assistance during the American revolutionary war (Filice, 2018; Surtees, 1984). Upon review of the Haldimand Proclamation, however, politician and Indian Department official Sir John Johnson noted an error involving the location of the northern boundary of the tract. Governor Haldimand had mistakenly assumed in 1784 that the headwaters of the Grand River resided within the area negotiated under Treaty #3. However, the headwaters of the Grand River extend to the present-day community of Dundalk, Ontario, in Grey County, which was not negotiated until 1818 under Treaty #18. Additionally, the northern reach of the Grand River



crosses through the northwestern corner of the Ajetance Purchase lands in Dufferin and Wellington County (Crown-Indigenous Relations and Northern Affairs, 2016a; Filice, 2018; Surtees, 1984). Due to this inconsistency, the northern boundaries of the Haldimand Tract were redefined in 1793 under the Simcoe Patent to end at Jones Base Line in Fergus, Ontario – at the boundary of Treaty #3 and Treaty #19. This decision to end the Haldimand tract within Treaty #3 lands rather than continuing the tract up to the headwaters of the Grand River is still disputed by Six Nations of the Grand River and the community continues to contest the redefined territory with the Government of Canada (Filice, 2018).

### **4.3.6 Huron Tract Purchase/Treaty 29 (1827)**

On October 16, 1818, John Askin met at Amherstburg with various Anishinaabe Chiefs who agreed to sell land south of Lake Huron. A provisional agreement was signed by the Chiefs of the Chenail Ecarte, St. Clair River, and Ausable River on March 30, 1819. The final agreement, Treaty #29, was not signed until 8 years later, on July 10, 1827.

The Huron Tract comprises 23,054 acres (9,330 ha.) of land south of Lake Huron up to the Nine Mile river and bordering, to the south and east, the land ceded in Treaties #7, 21, 6, and 3. It includes most of the drainage of the St. Clair River and the present communities of Stratford and Sarnia.

The Indigenous leaders retained land for the use of their communities below the St. Clair River rapids, at Sombra Township, at Kettle Point, and at the Ausable River. The signatory bands agreed on an annual payment of £1,100 to be distributed equally between the 460 persons inhabiting the tract in 1825.

The signees on the British side included Superintendent of Indian Affairs George Ironside, Captain Joseph de la Hay and Lieutenant William Taylor of the 70<sup>th</sup> regiment, Lieutenant H.D.C. Douglas, and M.P. Bailey.

The signees on the side of the Anishinaabeg included Wawanosh, Osawip, Shashawinibisie, Pukinince, Negig, Cheebican, Mukatuokijigo, Mshinikaibik,





Animikince, Peetawtick, Shawanipinissie, Saganash, Annotowin, Pinessiwagum, Shaiowkima, Chekateyan, Mokeetchewan, and Quaikeegon (Crown-Indigenous Relations and Northern Affairs, 2016c; Surtees, 1984, pp. 80–85).

#### **4.3.7 Saugeen Tract Purchase/Treaty 45 ½ (1836)**

Anishinaabe Chiefs granted approximately 1.5 million acres of land in an effort to secure a land base on Manitoulin Island along the shores of Lake Huron and southern Georgian Bay to the Crown with the signing of the 1818 Lake Simcoe-Nottawasaga Treaty #18 and the 1836 “Saugeen Tract Agreement” Treaty #45 ½ (Crown-Indigenous Relations and Northern Affairs, 2016f). The encroachment of Euro-Canadian settlement did not lessen and, in 1847, Queen Victoria issued a Royal Declaration in order to support the rights of the Saugeen Ojibway Nation. The Proclamation also established strict rules for the purchase and surrender of native lands in Canada. The Declaration confirmed that the Bruce Peninsula belonged to the Saugeen Ojibway Nation.

Additional acts were passed in 1850 and 1851 in order to protect lands from squatters and loggers but these documents did little to stem the tide of Euro-Canadian encroachment. The pressure from the settlers was increasing and the Crown was sympathetic to their cause. When the local Indian agent T.G. Anderson organised a council on August 2, 1854, he met strong resistance from the Ojibway Chiefs who were not willing to sell their land. Anderson was ready to force the surrender but the Chief Superintendent of Indian Affairs, L. Oliphant, set up a council in October 1854 to pursue the negotiations. Oliphant managed to convince the Chiefs to surrender the bulk of the Saugeen Peninsula. The Ojibway retained some reserves including Chief’s Point Saugeen Reserve (Owen Sound), Colpoy’s Bay Reserve (Big Bay), Cape Croker Reserve #27, the Fishing Islands in Lake Huron, Cape Hurd Islands, and three islands at the entrance of Colpoy’s Bay. In 1857, the Nawash Reserve on the west side of Owen Sound Bay was surrendered (Treaty #82) and in 1861 the Colpoy Bay Reserve was reduced (Crown-Indigenous Relations and Northern Affairs, 2016e; Ministry of Indigenous Affairs, 2018; Surtees, 1984, pp. 102–105).



Treaty #72 was signed on October 13, 1854. The signees on the side of the Crown included the Superintendent General of Indian Affairs L. Oliphant, Missionary Peter Jacobs, James Ross, C. Rankin, and Crown Land Agent A. McNabb.

The signees on the side of the Ojibway included John Kaduhgekwun, Alex Madwayosh, John Manedswab, Jno. Thos. Wahbuhdick, Peter Jones, David Sawyer, John H. Beaty, Thomas Pabahmosh, John Madwashemind, John Johnston, John Aunjegahbowh, James Newash, Thomas Wahbuhdick, and Charles Keeshick.

Between 1885 and 1899, several islands were surrendered including the Fishing Islands and Cape Hurd Islands of Lake Huron. Griffith, Hay, and White Cloud Islands of Georgina Bay were also surrendered. In 1994, the Saugeen Ojibway Nation launched a land claim for part of their traditional territory, claiming breach of trust by the Crown in failing to meet its obligations to protect Aboriginal lands. The claim sought the return of lands still retained by the Crown and for financial compensation for other lands. In July 2021, the Ontario Superior Court of Justice agreed that the Crown failed to protect Aboriginal land from encroachment by settlers as they had agreed to in the 1836 Treaty (Chippewas of Nawash Unceded First Nation, 2014; *Chippewas of Saugeen First Nation et al. V. The Attorney General of Canada et al.*, 2021; Saugeen Ojibway Nation, 2011).

## 5.0 Indigenous Engagement

Engagement with rights-bearing Indigenous nations as it relates to the Wellington County Municipalities Land Acknowledgement Project began in December 2021 with a circulation of a project notice by email to identified nations. The notice described the decision to undertake the project, its goals and timelines, and provided the contact information for the Working Group Chair. Additionally, the notice invited recipients to contact the Chair of the Working Group if they would like to discuss the project further or request a meeting. The Six Nations of the Grand River identified interest in being involved in discussions for the project.



The Chair of the Working Group circulated a project update on May 3, 2022, to inform the nations that a draft report with draft land acknowledgements had been produced. The draft report with draft land acknowledgements was circulated to the nations for review and comment. Additionally, the notice invited recipients to contact the Chair of the Working Group if they would like to discuss the project further or request a meeting.

Representatives of the Six Nations of the Grand River, the Mississauga of the Credit First Nation, and the Saugeen Ojibway Nation provided written comments on the report. ASI met with the Mississaugas of the Credit First Nation to discuss technical aspects of the report. Members of the Working Group and ASI met twice with representatives of the Six Nations of the Grand River to discuss their comments and concerns on the report. ASI worked with the community to address these concerns and have made revisions to relevant sections of the report.

The C.A.O.s of the municipalities involved in this project are committed to continued engagement with identified Indigenous nations with rights and interests in the project. The final report will be circulated to the nations as well as a notice of project completion.

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## Appendix A: Land Acknowledgement

### Township of Puslinch

The lands we know today as the Township of Puslinch have been home to Indigenous peoples since time immemorial. We acknowledge that we are on the traditional territory of the Hatiwendaronk, as well as the treaty lands and traditional territory of the Anishinaabe and Haudenosaunee.

With increasing encroachment by non-Indigenous settlers in the Township of Puslinch, the Anishinaabe and Haudenosaunee could not continue their traditional lifestyle and settled in their villages along the Credit River and in the Grand River Valley. These Indigenous nations uphold their Treaty Rights within our jurisdiction.

Today, the Township of Puslinch remains home to Indigenous peoples from across Turtle Island. We are grateful to have the opportunity to share and respect Mother Earth and are committed to building constructive and cooperative relationships with Indigenous nations.



## Appendix B: Information Booklet

### 1.0 Objectives of this Document

The following document provides further information for municipal staff and partners to guide their practice and actions around Land Acknowledgements.

Land acknowledgements are a traditional Indigenous practice that have been used since time immemorial. They honour, respect, and recognize the Nations that live within a given territory. Land acknowledgements originating from settler-colonial institutions and governments, however, are more recent, having been around for almost a decade. They have increased in use following the Truth and Reconciliation Calls to Action. A territorial or land acknowledgement involves making a statement acknowledging the presence of Indigenous peoples past and present and recognizing Indigenous traditional lands and treaties. The land acknowledgements can also identify the displacement and exclusion of Indigenous peoples from their traditional territories. Land Acknowledgements are a small yet significant way to show respect and acknowledge the presence of Indigenous peoples past and present.

### 2.0 Best Practices

The following are some important points to consider when creating and giving land acknowledgements. More detailed information on these points is included in Section 3.0 of the report (Land Acknowledgements: A Critical Review).

- Needs to come from a non-Indigenous source, e.g., municipality
- Be inclusive, identify rights holders
- Avoid redundancy, e.g., Anishinaabe and Mississaugas
- Should be a simple sign of respect
- Recognize past injustice, e.g., Exclusion and dispossession
- Speak to the past, present, and the future



- Be historically accurate, based on factual information and further fact checked and verified.
- Use self-identifying names wherever possible, e.g., Haudenosaunee instead of Iroquois
- Correct pronunciation of names is important, practice correct pronunciation and use audio clip if necessary
- Use for significant events
- Avoid rote recital, give thought and meaning to the words
- Engage with Indigenous Nations on content

## 3.0 Indigenous Nations

The following provides a brief introduction to the Indigenous nations contacted as part of this project and/or recognized and acknowledged in the land acknowledgements.

### 3.1 Aamjiwnaang First Nation

The following history is provided on the Aamjiwnaang First Nation website (Plain, n.d.):

In the mid eighteenth century Aamjiwnaang territory covered a vast expanse of land on both sides of the waterway between Lakes Huron and Erie. Bounded by the Maitland River in the east and the Flint River in the west it contained some nine villages supporting a population of 15,000. Aamjiwnaang is an Ojibwa word denoting an important gathering place that had been used by First Nations for millennia. This gathering place was located at the foot of Lake Huron. The people who lived in this vibrant and prosperous band called Aamjiwnaang were members of the Anishinaabek First Nation. The French called us Saulteaux Ojibwe. The British and later the Americans called us Chippewa.

Beginning in the 1750's Aamjiwnaang's prosperity and population came under siege. We were allies first with the French and then the British.



Multiple wars took their toll on our young men. At the same time outbreaks of cholera and small pox further decimated the population. In 1827 our population was enumerated at 440 on the Ontario side of the border and 275 in Michigan. Aamjiwnaang's territory had also been reduced by several land cessation treaties to seven small reserves containing a total of approximately 25,000 acres. (Courtesy of David D. Plain)

In 1807 we signed the Treaty of Detroit ceding all of our territory in Michigan. The treaty created two reservations, one at Swan Creek just south of Algonac and one at the mouth of the Black River at Port Huron. In 1827 we signed Treaty 29 ceding the remainder of our lands in Ontario to the British Colonial Government. This treaty created four reserves, one along the southern boundary of St. Clair Township, one at Sarnia, and two on Lake Huron. One located at Kettle Point and the other at the mouth of the Au Sauble River. The name Aamjiwnaang would disappear from the written record and fall out of general use until recently when it was revived and adopted as the name of the reserve located at Sarnia.

During the decades between 1850 and 1950 the community of Sarnia began to encroach upon the north end of Aamjiwnaang. Through a series of treaties our lands were reduced from over 10,000 acres to approximately 3,100 acres. Today Aamjiwnaang remains a vibrant, prosperous community interacting on excellent terms with the communities that surround us. (Courtesy of David D. Plain)

## 3.2 Beausoleil First Nation

The following history is provided in the Christian Island Community Plan (*Ge'ni'zhaaying: The Direction We Will Go, Christian Island Community Plan 2018*, n.d., pp. 9–10):

Our ancestors of modern day Beausoleil First Nation currently living on Christian Island moved south from the area north of Lake Superior in 1683. While this group originally lived a nomadic existence in these



hunting areas (traveling as need and seasons dictated), the government was moving non-Native settlers into this area and moved to establish treaties with the First Nation in 1798 and 1815. The treaty of 1815 saw the transfer of 1,592,000 acres of land south of Georgian Bay, and a government splitting of the nation into three separate "bands" (who later became Beausoleil, Rama and Georgina). By 1828, other First Nations people had joined these bands, many of whom were Pottawatomi from the Upper Great Lakes area. These newcomers were accepted by the Ojibway nation, and their descendants still may be found as part of all three modern day First Nation communities. In 1830, the government established a post at present day Coldwater with the intent that the Ojibway nation would settle in this area, leaving the other lands free for settlement by immigrants to the area. The Band, under the leadership of Chief Aisance, settled at Coldwater Narrows, while Chief Yellowhead's group moved to the Lake Couchiching area on the northeast side of Lake Simcoe. The third group, led by Chief Snake, moved to Snake Island near the west end of Lake Simcoe. This move by the bands, orchestrated by the government, represented the first ever establishment of a "reserve" in Canada, and is commonly known as The Coldwater Experiment. Around the same time, a small group of Pottawatomi people from Moose Deer Point came to live on Christian Island. By 1836, the nomadic group of the Ojibway Nation had found this arrangement to be less than beneficial, and the area at Coldwater was "surrendered" in a treaty. By 1842 Chief Aisance's group had left Coldwater and settled on Beausoleil Island. The island proved to be unsuitable for cultivating, and the band suggested to the government that they move to Christian Island. this was finally carried out in 1856, after the Georgian Bay Treaty had ceded (given) these areas to the government. The Pottawatomi and the Ojibway Nations lived together on Christian Island until the time of the Robinson Huron Treaty when a small group of the Pottawatomi returned to Moose Deer Point at King Bay. In 1857, the Beausoleil Band invited the Ojibway of Colpoy's Bay to join them, and the offer was accepted, resulting in the loss of some 6,000 acres. Following these moves, our community at Christian Island



became permanent (Curriculum Resource: Beausoleil First Nation). It was then that the people of Christian Island began their livelihoods and built houses, cleared land, farmed, and fished. Some other industries that existed on our island during this time were logging and lumbering. Our people were also skilled crafts people. After the war, many of our people began leaving the island to work in local cities and towns. Our young people back then completed their studies and went on to work in Toronto and other cities but came home on vacation to be with family and friends.

### 3.3 Chippewas of Georgina Island First Nation

The following history is provided on the Chippewas of Georgina Island First Nation website (Hoeg, n.d.):

Life on Georgina Island began in the early 1800's. The Department of Upper Canada wanted to separate the Indians from the white settlements, putting them on reservations was a way of accomplishing this.

After a nomadic way of life they found it difficult to stay in one area. In 1826, camp meetings were held by the Methodist missionaries who worked Vigorously to convert Indians to Christianity. Schooling was encouraged and children were placed with mission families. They were trained to spread the Christian faith and were forbidden to practice their Native Teachings or to use their Native tongue. Boarding schools were to follow, taking children away from heart broken families.

In the late 1820s, the Indian Department of Upper Canada began to relocate the Lake Simcoe Indians. The Indians were blamed for destroying wildlife, so they were encouraged to farm.

Snake Island was the first island the Indians settled on in Lake Simcoe. With more pressure to farm, they moved to the larger and more isolated Georgina Island. Only a few remained on Snake Island. The population on





Georgina Island in 1876 was 131. They gradually changed their lifestyles. Making the island their home.

### 3.4 Chippewas of Kettle and Stony Point

The following history is provided on the Chippewas of Kettle and Stony Point website (*History & Culture*, n.d.):

Kettle Point is unceded territory located in southwestern Ontario along the south shore of Lake Huron. We are officially known as the Chippewas of Kettle and Stony Point. Stony Point is known as Aazhoodena (we will provide more information as this website develops). Our land base consists of approximately 1,096 hectares that accommodates an on-reserve population of 2,108 persons.

Kettle Point is named for its unusual spherical rock formations that erode from the underlying shale beds along the shore of Lake Huron. These rock formations known as “kettles” are unique to only three locations within the entire world.

It is the uniqueness of this First Nation that makes the preservation of the Kettle Point lands a high priority, not only for its “kettles”, but for the first people’s of this community and for the future generations to come.

### 3.5 Chippewas of Rama First Nation

The following history is provided on the Chippewas Rama First Nation website:

Known as the Chippewas of Lake Simcoe and Huron, our people are part of the Chippewa Tri-Council, an alliance of three First Nation communities now known as the Chippewas of Beausoleil First Nation on Christian Island, the Chippewas of Georgina Island on Georgina Island, and the Chippewas of Rama First Nation. Under the leadership of our hereditary Chief, Chief Musquakie (Yellowhead) who served his community from 1818 to 1844, the Chippewa Tri-Council First Nations continue their alliance today. Well known for our hospitality, we shared our knowledge



and medicines with early settlers which enabled them to survive their first difficult years in a sometimes harsh land.

Around 1830, our community was moved to the Coldwater Narrows area by the Crown, part of an “experiment” which shaped “Indian Reserves”. We continued on as industrious people, building a road for commerce which is known today as Highway 12, establishing farms, mills, and markets for selling produce, fish and game to settlers and travellers. Forced to move again after our land was taken in what is now being termed an “illegal surrender”, we purchased land in Ramara Township in 1836 and made a new beginning for our people. The land was difficult to farm and, with the loss of our inherent right to fish and hunt with the disputed Williams Treaties in 1923, we pursued other entrepreneurial opportunities in the tourism market.

Mnjikaning Fish Weirs at current day, Atherley Narrows:

The Mnjikaning Fish Fence Circle was established in 1993 by community members and area residents for the purpose of protecting and promoting the weirs. In 1982, the government recognized the Mnjikaning Fish Weirs as a National Historical Site. In conjunction with Parks Canada and the Mnjikaning Fish Fence Circle, strategic plans are in development to protect and promote the weirs located in our territory. The fish fence at the Atherley Narrows, is located near Rama First Nation. It is a complex system of underwater fences which was used for harvesting fish.

In the Anishinaabeg telling of the creation of the world, each species of living things was given a purpose to fulfill. The fish were told to come together at certain times of the year and hold council. At these times, the people could more readily access them for food.

In spite of all the changes the Narrows has undergone over the centuries, the fish still hold to their role in creation and come together at Rama every spring and fall. Elders say that the historical role taken on by Rama



was important to the Chippewa Tri-Council communities. We kept the fence and made sure that the harvest garnered was distributed equally to the other communities involved. Rama, over the centuries, was more than a place for fishing. It was a traditional meeting place because of its unique geographical location with respect to the convergence of lakes and tributaries. The Deer Clan are traditional caregivers. Our community symbol is the Deer.

### 3.6 Hatiwendaronk (Neutral Nation)

Samuel de Champlain in 1615 reported that a group of Iroquoian-speaking people situated between the Haudenosaunee and the Huron-Wendat were at peace and remained “la nation neutre”. In subsequent years, the French visited and traded among the Neutral, but the first documented visit was not until 1626, when the Recollet missionary Joseph de la Roche Daillon recorded his visit to the villages of the Hatiwendaronk, whose name in the Huron-Wendat language meant “those who speak a slightly different tongue” (the Neutral apparently referred to the Huron-Wendat by the same term). Like the Huron-Wendat, Petun, and Haudenosaunee, the Neutral people were settled village agriculturalists. At the time of European contact, it is estimated that the Hatiwendaronk were a confederation of perhaps up to eight Nations located between the western end of Lake Ontario and the Niagara River with a population of around 30,000. Prior to contact the Hatiwendaronk territory was much more extensive, extending as far west as Chatham and northwest into Waterloo and Wellington Counties. Intensive and long-term warfare with the Anishinaabe Assistaroonon (Fire Nation) who were situated around the western end of Lake Erie forced the Hatiwendaronk to concentrate east of the Grand River, some abandoning their ancestral lands in southwestern Ontario.

Between 1647 and 1650, the Hatiwendaronk were decimated by epidemics and ultimately dispersed and assimilated by the Haudenosaunee. While some remnant Hatiwendaronk joined the Wyandot and some settled with the Huron Wendat in Quebec, the majority were adopted by the Seneca.



### 3.7 Haudenosaunee Confederacy

The Haudenosaunee Confederacy Chiefs Council (H.C.C.C.) represents the traditional leadership of the Six Nations Confederacy (see also Six Nations Elected Council).

The Confederacy, made up of the Mohawk, Oneida, Onondaga, Cayuga, and Seneca (and later the Tuscarora) united the Nations and created a peaceful means of decision making. Through the Confederacy, each of the Nations of the Haudenosaunee are united by a common goal to live in harmony. Each Nation maintains its own council with chiefs chosen by a Clan Mother and deals with its own internal affairs but allows the Grand Council to deal with issues affecting the Nations within the Confederacy.

Within the county, the Haldimand Tract is located within parts of the Township of Centre Wellington and the Township of Guelph/Eramosa.

### 3.8 Métis Nation of Ontario

The eighteenth century saw the ethnogenesis in Ontario of the Métis, when Métis people began to identify as a separate group, rather than as extensions of their typically maternal First Nations and paternal European ancestry (Métis National Council, n.d.b). Living in both Euro-Canadian and Indigenous societies, the Métis acted as agents and subagents in the fur trade but also as surveyors and interpreters. Métis populations were predominantly located north and west of Lake Superior, however, communities were located throughout Ontario (Métis National Council, n.d.b; Stone & Chaput, 1978). During the early nineteenth century, many Métis families moved towards locales around southern Lake Huron and Georgian Bay, including Kincardine, Owen Sound, Penetanguishene, and Parry Sound (Métis National Council, n.d.a). By the mid-twentieth century, Indigenous communities, including the Métis, began to advance their rights within Ontario and across Canada, and in 1982, the Métis were federally recognized as one of the distinct Indigenous peoples in Canada. Recent decisions by the Supreme Court of Canada (*R. v. Powley*, 2003; *Daniels v. Canada (Indian Affairs and Northern Development)*, 2016) have reaffirmed that



Métis people have full rights as one of the Indigenous people of Canada under subsection 91(24) of the Constitution Act, 1867.

There are no historical Métis community in Wellington County.

### **3.9 Mississaugas of the Credit First Nation**

The Mississaugas of the Credit First Nation (M.C.F.N.) are located adjacent to Six Nations of the Grand River in Haldimand County. The Anishinaabe ancestors of M.C.F.N. originated on the north shore of Lake Huron and settled in southern Ontario at the end of the seventeenth century. When the British began to settle Ontario following the defeat of the French in 1759, Anishinaabe communities occupied all southern Ontario. M.C.F.N.'s original reserve land and settlement was situated at the mouth of the Credit River in present day Mississauga. In the 1840s they decided to leave the Credit River settlement due to encroachment from white settlement.

In 1847 the Credit Mississaugas were made a land offer by the Six Nations Council to relocate at the Grand River. In 1847, 266 Mississaugas settled at New Credit, approximately 23 km southwest of Brantford.

M.C.F.N. treaty territory extends from the eastern limits of the City of Toronto north to Lake Simcoe and includes the Niagara Peninsula and most of the municipalities of Wellington County including the Township of Puslinch, the Township of Guelph/Eramosa, the Town of Erin, the Township of Centre Wellington, and part of the Township of Mapleton and the Township of Wellington North.

### **3.10 Saugeen Ojibway Nation**

The Saugeen Ojibway Nation (S.O.N.) is made up of the Chippewas of Nawash Unceded First Nation and the Chippewas of Saugeen First Nation.

Neyaashiinigmiing (Cape Croker) is the current reserve land of Chippewas of Nawash and Saugeen First Nation's reserve lands are at Saugeen and Chief's point. Up until the early nineteenth century they occupied a settlement at Owen



Sound. S.O.N.'s Traditional Territory is bounded on the south by the Maitland River system from Goderich to past Arthur, on the west by the Canada/U.S.A. border in the middle of Lake Huron, on the north by a line along the midpoint of the channel between the Saugeen (Bruce) Peninsula and Manitoulin Island, and on the east by a line down the middle of Georgian Bay. The traditional territory covers over 2 million acres, encompassing what is now Bruce and Grey County, and parts of Simcoe, Dufferin, Wellington, and Huron County. In Wellington County, this includes the municipalities of the Town of Minto, the Township of Wellington North, and the Township of Mapleton.

### **3.11 Six Nations of the Grand River**

Six Nations of the Grand River is the elected council of the Six Nations Confederacy as recognized under the Indian Act (see also H.C.C.C.). It is located in the Grand River Valley between Brantford and Caledonia. The Six Nations are a confederacy of Iroquoian-speaking nations that include the Mohawk, Cayuga, Onondaga, Oneida, Seneca and Tuscarora. In the early seventeenth century, the Haudenosaunee were at war with the Huron-Wendat, eventually leading to the dispersal and assimilation of the Huron-Wendat as well as other Ontario Iroquoian speaking nations such as the Hatiwendaronk (Neutral) and Petun. Between approximately 1660 and 1680 the Haudenosaunee established villages in southern Ontario at strategic locations including the mouth of the Humber and Rouge Rivers in the Toronto area and in the Hamilton area along the portage from Lake Ontario to the Grand River. These villages were abandoned in the 1680s, likely related to attacks by the French on Haudenosaunee villages in their homeland. In 1701 the Haudenosaunee entered into the Treaty of Fort Albany (Nanfan) with the British Crown where they deeded to the British their beaver hunting grounds, which included most of southcentral and southwestern Ontario.

In 1784, following the American War of Independence, Haudenosaunee loyal to the British were given land along the Grand River known as the Haldimand Tract. This land was purchased by the British from the Mississauga. The Haldimand



Tract originally extended north into the headwaters of the Grand River and therefore included a portion of Wellington County.

In 1841, Samuel P. Jarvis (Indian Superintendent) informed the Six Nations Iroquois that the only way to keep white intruders off their land would be for them to surrender it to the Crown, to be administered for their sole benefit. With this plan, the Six Nations Iroquois would retain lands that they occupied and a reserve of approximately 8,094 ha. The surrender of land was made by the Confederacy in January 1841 (Johnston 1964; Lytwyn 2005). Today, this history and those surrenders are still under review and there are numerous specific land claims that have been filed by the Six Nations of the Grand River with the federal government regarding lands within the Haldimand Tract (Johnston 1964; Lytwyn 2005).

Within the county, the Haldimand Tract is located within parts of the Township of Centre Wellington and the Township of Guelph/Eramosa.

## 4.0 Frequently Asked Questions

The following include questions that may be asked by municipal staff and partners concerning Land Acknowledgements. This section can be expanded as needed as additional questions are asked.

### **QUESTION:**

What is the purpose of a land acknowledgement?

### **ANSWER:**

A territorial or land acknowledgement involves making a statement acknowledging the presence of Indigenous peoples past and present and recognizing Indigenous traditional lands and treaties. The land acknowledgements can also identify the displacement and exclusion of Indigenous peoples from their traditional territories. Land Acknowledgements are a small yet significant way to show respect and acknowledge the presence of Indigenous peoples past and present.



**QUESTION:**

When should a land acknowledgement be given?

**ANSWER:**

A land acknowledgement should originate with non-Indigenous members of a community since it is a statement of respect and offer of reconciliation to Indigenous people. There are no set rules guiding when a land acknowledgement should be given, as long as the land acknowledgement is given in a meaningful way and not recited by rote. It is up to the municipality to determine how often, and for which occasion a land acknowledgement should be given.

**QUESTION:**

Who should be giving the land acknowledgement?

**ANSWER:**

The land acknowledgement should be given by the chair of the meeting or official presiding over the event.

**QUESTION:**

How do I make a land acknowledgement meaningful?

**ANSWER:**

When making the land acknowledgement it is important to instill meaning in the recitation. It should not be recited quickly by rote and Indigenous words such as the names of the nations should be pronounced correctly.

**QUESTION:**

What is the difference between traditional territory and treaty lands? What are Treaty Rights?

**ANSWER:**

Traditional territory is a designated area of land to which a recognized Indigenous nation has claimed or established traditional use or occupation. Treaty lands are an area defined by a treaty which is owned and managed by the





Indigenous nation that negotiated the treaty. Treaty Rights are specific rights that have been established in treaties entered into between Indigenous nations with the Crown.

**QUESTION:**

What is Turtle Island?

**ANSWER:**

Turtle Island is North America and refers to the Indigenous creation story where the earth was created on the back of a turtle.

## 5.0 Additional Resources

Land acknowledgement resources and guidelines from Indigenous nations and groups, for example:

- <http://mncfn.ca/wp-content/uploads/2021/06/MCFN-Land-Acknowledgement-Guidelines-September-10-2020.pdf>
- [https://d3n8a8pro7vhmx.cloudfront.net/mainewabanakireach/pages/1311/attachments/original/1617062949/Land\\_Acknowledgment\\_Resources\\_2021.pdf?1617062949](https://d3n8a8pro7vhmx.cloudfront.net/mainewabanakireach/pages/1311/attachments/original/1617062949/Land_Acknowledgment_Resources_2021.pdf?1617062949)
- Statement of Respect for Three Fires Territory: Backgrounder for the University of Windsor's Land Acknowledgement. Prepared by Nin.Da.Waab.Jig, Walpole Island Heritage Centre (September 20, 2018)

Land acknowledgement guidelines and frameworks from other municipalities, for example:

- <https://muskoka.civicweb.net/filepro/documents/36869?preview=36890>

Various articles written on Land Acknowledgements, for example:

<https://www.aptnnews.ca/infocus/questioning-the-usefulness-of-land-acknowledgements/>



<https://www.cbc.ca/news/indigenous/land-acknowledgments-what-s-wrong-with-them-1.6217931>

<https://www.vice.com/en/article/j5yxbd/indigenous-artists-tell-us-what-they-think-about-land-acknowledgements>

<https://www.cbc.ca/radio/unreserved/redrawing-the-lines-1.4973363/i-regret-it-hayden-king-on-writing-ryerson-university-s-territorial-acknowledgement-1.4973371>

<https://ottawacitizen.com/opinion/columnists/moscoe-heres-why-land-acknowledgements-are-both-meaningless-and-patronizing>

<https://www.theglobeandmail.com/opinion/article-if-youre-making-a-land-acknowledgment-make-sure-you-mean-it/>



## THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 2022-046, as amended  
Being a By-Law to establish the Procedure for  
Meetings of Council and Committees and to repeal  
By-Law No. 59/08, as amended.

**WHEREAS** the *Municipal Act, 2001, S.O. 2001, Chapter 25, Section 238* requires that every municipality and local Board shall pass a procedure By-Law for governing the calling, place and proceedings of meetings, for public notice of meetings and for electronic participation in meetings;

**AND WHEREAS** it is deemed expedient to pass such a By-Law and to repeal By-Law No. 59/08, as amended;

**THEREFORE** the Corporation of the Township of Puslinch by the Council hereby enacts as follows:

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## **1. GENERAL**

### **1.1 Application and Interpretation**

- (a) This By-law establishes the rules of order for meetings of Council and Committee.
- (b) A word in this By-law expressed in the singular has a corresponding meaning when used in the plural.
- (c) Any future amendment(s) to the *Municipal Act, 2001* or other legislation as noted in this By-law may alter the provisions of the legislation referenced but shall not affect the validity of this By-law or any part thereof.
- (d) In an event of conflict between this By-law and any superior legislation, the provisions of the superior legislation prevail.
- (e) A specific statement or rule in this By-law has greater authority than a general statement or rule.
- (f) Any reference to a provision of this By-law may be referred to as "Section" notwithstanding that it may be a section, subsection, clause or paragraph.
- (g) If there is a conflict between two or more rules in this By-law, or if there is no specific rule on a matter, the Chair will rule and, in making a ruling, the Chair may consult the Clerk, rely on previous rulings and practices or refer to Robert's Rules of Order and the Chair shall submit the ruling without debate.
- (h) The rules and regulations hereinafter provided shall govern the proceedings of the Council and the Committees thereof. Any part or parts of this By-Law may be suspended if agreed upon by a majority of the members present unless the part or parts is prescribed by statute or law.

### **1.2 Principles of this By-law**

The principles of parliamentary law governing Meetings includes:

- (a) The Majority of Members have the right to decide.
- (b) The minority of Members have the right to be heard.
- (c) All Members have the right to information to help make decisions, unless otherwise prevented by law.
- (d) All Members have the right to an efficient Meeting.
- (e) All Members, Township staff and delegations have the right to be treated with respect and courtesy.

- (f) All Members have equal rights, privileges and obligations.

### **1.3 Suspension of Rules**

Rules of Order provided for in this By-law may be suspended by a Two-Thirds vote of those Council or Committee Members present, with the exception of the following circumstances:

- (a) where required by law;
- (b) in any contract or agreement binding the Township;
- (c) amending this By-law;
- (d) requirements for Quorum.

### **1.4 Administrative Authority of Clerk**

The Clerk is authorized to revise or correct by-laws, minutes and other records or documents relating to Council and Committee for technical, typographical or other administrative errors and omissions for the purpose of ensuring an accurate and complete record of proceedings and general housekeeping.

## **2. DEFINITIONS**

### **2.1 Definitions in this By-law**

- (a) "ACT" refers to any statute of Law that governs the decision of the Council.
- (b) "ACTING MAYOR" shall mean a member of Council appointed to the Council to act in place instead of the Head when the Head is absent or refuses to act or the position becomes vacant their so acting has and may exercise all of the rights, powers and authority of the Head of Council.
- (c) "ADVISORY COMMITTEE" means a Committee created by Council with a defined set of responsibilities and provides advice and recommendations to Council.
- (d) "BY-LAW" means this By-law to Govern the Procedures of Council and Committee Meetings.
- (e) "CAO" shall mean the Chief Administrative Officer of the Corporation of the Township of Puslinch or his/her designate who shall have all the powers and duties of the CAO under the *Municipal Act* and every other Act.
- (f) "CHAIR" means the presiding officer at a Meeting.
- (g) "CLERK" shall mean the Clerk of the Corporation of the Township of Puslinch or his/her formal designate who shall have all the powers and duties of the Clerk under the *Municipal Act* and every other Act.

- (h) "CLOSED SESSION" (IN CAMERA) shall mean closed to the public as permitted by the *Municipal Act, 2001*.
- (i) "COMMITTEE" means any advisory or other committee, subcommittee or similar entity composed of members of the Township of Puslinch Council alone or together with members of another official body or the public, or a committee composed of solely members of the public appointed by the Council.
- (j) "COMMITTEE CHAIR" means the Chairperson of any committee and the Committee Chair shall have the same powers during a Committee Meeting of Council as Head of Council during Council Meetings whether or not the Chair is a voting member, other than those powers specifically provided to the Head of Council by legislation.
- (k) "CONFLICT OF INTEREST" means a pecuniary interest as defined in the *Municipal Conflict of Interest Act, R.S.O. 1990 Chapter M.50*, as amended or a conflict as defined in the Township's Code of Conduct which may be amended from time to time.
- (l) "COUNCIL" means the elected and sworn members of the Council of the Township of Puslinch.
- (m) "COUNCILLOR" means any Member of Council, other than the Mayor.
- (n) "DEPARTMENT HEAD" shall be defined as those persons responsible for the operation of a specific Township department, as established by the Township Council from time to time and shall report directly to the CAO.
- (o) "DELEGATION" means any person, group of persons to a maximum of two (2) persons, or organization, who is not addressing Council in their official capacity as a Member of Committee or Council or an appointed official of the Township and who is speaking to Committee or Council.
- (a) "ELECTRONIC MEETING" means any open or Closed Meeting where Council or Committee, as a whole participates remotely or virtually via electronic means, and Members have the same rights and responsibilities as if they were in physical attendance including the right to vote, and shall count towards a Quorum.
- (b) "ELECTRONIC PARTICIPATION" means participation in a Meeting from a remote location by such electronic means or service as determined and provided by the Clerk.
- (c) "EMERGENCY COUNCIL MEETING" means any meeting of Township Council under Section 4.5.
- (d) "FRIENDLY AMENDMENT" means the Motion under debate is amended with the consent of the mover and seconder, is keeping with the general intent and without the requirement for an amending Motion to be made.

- (e) "GENERAL INTEREST DELEGATION" means delegations on matters that do not directly relate to an item on the Agenda.
- (f) "HEAD OF COUNCIL" means the Mayor of the Corporation of the Township of Puslinch.
- (g) "HOLIDAY" means those listed as holidays in the *Legislation Act S.O. 2006 Chapter 21 Schedule F* as amended from time to time.
- (h) "LOCAL BOARD" means a local board as defined in the *Municipal Act, 2001, S.O. 2001, Chapter 25*.
- (i) "MAJORITY" means for the purpose of voting, unless otherwise specified, fifty percent (50%) of the total number plus one of the Members of Council or Committee present at the vote and not prohibited by statute from voting.
- (j) "MAJORITY VOTE" means fifty percent (50%) of the total number plus one of the votes cast by Members present.
- (k) "MAYOR" means the Mayor of the Township.
- (l) "MEETING" means a Meeting of Council or Committee where a Quorum is present and Members discuss or otherwise deal with any matter in a way that materially advances the business of Council or Committee.
- (m) "MEMBER" means a Member of Council, including the Mayor, or a Member of Committee, including the Chair.
- (n) "MOTION" means a proposal, moved by one Member and seconded by another Member to adopt, amend or otherwise deal with a matter before Council or Committee.
- (o) "MOTION TO DEFER" means a Motion to delay consideration of a matter until later in the same Meeting or at a future Meeting of Council or Committee.
- (p) "MOTION TO REFER" means to direct a matter under discussion by Council and/or Committee to staff or another committee for further consideration or review.
- (q) "NOTICE OF MOTION" means a written notice respecting a substantive matter not on the agenda, submitted to the Clerk, for inclusion on the agenda of a future Meeting.
- (r) "POINT OF ORDER" means a question by a Member calling attention to a possible violation of the rules or customary procedures of this By-law.
- (s) "POINT OF PRIVILEGE" means a question by a Member who believes that another Member has spoken disrespectfully towards that Member or another Member, Township staff or a delegation or who considers that his



or her integrity or that of a Member or Township staff or delegation has been impugned or questioned by a Member.

- (t) "QUORUM" shall mean a majority of the whole number of members of Council or a Committee except where a member has or members have declared a Conflict of Interest pursuant to the *Municipal Conflict of Interest Act* or the Township's Code of Conduct when the quorum may be less than majority of the whole number of members, but shall not be less than two.
- (u) "RECORDED VOTE" means the recording of the names and vote of every member voting on any matter or question.
- (v) "RULES OF ORDER" means Roberts Rules of Order.
- (w) "SPECIFIC INTEREST DELEGATION" means delegations on matters that directly relate to an item on the Agenda.
- (x) "TIE VOTE" means an equality of votes and the question being voted on is deemed LOST.
- (y) "TOWNSHIP" means the Corporation of the Township of Puslinch.
- (z) "TWO-THIRDS" means two-thirds (2/3) of the Members of Council or Committee. Where a Council or Committee is comprised of 5 members and all Members are present, two-thirds (2/3) shall mean four (4) members.
- (aa) "TREASURER" shall mean the Treasurer of the Corporation of the Township of Puslinch or his/her designate who shall have all the powers and duties of the Treasurer under The *Municipal Act* and every other Act.

### **3. LAND ACKNOWLEDGMENTS**

- (a) The Chair shall read the municipal Land Acknowledgement at the inaugural meeting of Council each term.
- (b) The Chair of each local board shall read the municipal Land Acknowledgement at the first meeting of each term of Council; with the exception of the Township Heritage Advisory Committee where the Chair shall read the municipal Land Acknowledgement at each Committee meeting.

### **4. DUTIES AND CONDUCT**

#### **4.1 Chair of Meeting**

- (a) The Chair of Council is the Mayor and, in the absence of the Mayor, the Acting Mayor is Chair.
- (b) The Chair and Vice Chair of any other Committees are appointed by a vote of the Members of the Committee.

#### **4.2 Appointments to Committees**

- (a) Appointment of a Member of Council to any Municipal Committee or to any other boards, committees, commission and organizations shall be discussed and approved by Council.
- (b) Appointment of citizens to Municipal Committees shall be recommended by the Clerk in consultation with the CAO to Council and approved by Council.

#### **4.3 Duties of the Chair**

- (a) The Chair shall call a Meeting to order as soon as there is Quorum present following after the time set for the Meeting.
- (b) The Chair shall preside over the Meetings so business can be carried out efficiently and effectively, and shall:
  - (i) maintain order and preserve the decorum of the Meeting;
  - (ii) rule on all procedure matters;
  - (iii) receive and put to a vote all motions which are properly moved and seconded, or necessarily arise in the course of proceedings, and to announce the result of the vote;
  - (iv) decline to put any Motions to a vote which do not comply with the rules of procedure, or which are not within the jurisdiction of Council or Committee;
  - (v) announce the result of the vote on any Motions presented for a vote;
  - (vi) adjourn or suspend the Meeting if they consider it necessary because of grave disorder;
  - (vii) close the Meeting when business is concluded or recess the Meeting;
  - (viii) after one issued warning, shall expel or exclude from any Meeting any person whom the Chair feels has exhibited improper conduct at the Meeting or any person persisting in breach of the rules of procedure, and if the person refuses to leave the Meeting, the Chair may request that security or police be called for assistance to remove the person or in the event of an Electronic Meeting, the Chair may request that the person be removed;
  - (ix) shall decide all matters not covered by this By-law and may call upon the Clerk to provide advice regarding procedure whereupon the Clerk shall provide advice, following which the Chair shall announce the ruling;

- (x) shall call a vote on the question of sustaining the ruling of the Chair in response to a Member disagreeing and appealing the ruling of the Chair and may provide further explanation of the ruling prior to calling the vote and announce the results of the vote;
- (xi) if necessary, may call a recess for a brief, specified time to consult with the Clerk or CAO in respect to a question of procedure;
- (xii) if there is a threat or imminent threat to the health or safety of any person, or if there is a possibility of public disorder, recess the Meeting for a specified time;
- (xiii) ensure that each Member has an opportunity to speak to an issue or seek clarification from staff prior to any Member moving a Motion on the matter or the Chair expressing their own position on the matter;
- (xiv) ensure clarity, where required, by reading, or requesting the Clerk or other appropriate person to read Motions before voting and to display the Motion on a screen if available for Members and the public to view;
- (xv) vote on all matters unless disqualified from doing so by any statute;
- (xvi) adjourn the Meeting when all business is concluded;
- (xvii) authenticate, when necessary, by their signature, all by-laws and minutes; and
- (xviii) recess the Meeting after two (2) hours has passed since the last recess, unless there is unanimous consent of the Members to continue.

#### **4.4 Acting Mayor**

- (a) When the Mayor is absent from a Meeting, the Acting Mayor may exercise all the rights, powers and authority of the Mayor as head of Council.

#### **4.5 Members**

All Members shall:

- (a) attend scheduled Meetings; a Member that is absent for three (3) successive months must provide written notice to the Mayor and Council prior to the commencement of the absence. A Member who is making a request to be excused from Council must provide a reason for the absence and then may be excused by resolution of Council by a majority vote. Where the absence is not approved by Council, and the Member is absent three (3) successive months without being authorized by a resolution of Council, the Member shall vacate the office they hold in accordance with the *Municipal Act, 2001*;

- (b) carefully consider and make decisions about Meeting business, including seeking information and advice from staff prior to and during a Meeting;
- (c) not speak on any subject other than the subject in debate;
- (d) vote on all Motions put to a vote unless disqualified from voting under any statute. A failure by any Member to announce their vote openly and individually, including an "Abstention", is deemed to be a vote in the negative;
- (e) respect the rules of order as set out in this By-law;
- (f) refrain from private electronic communications with any individuals during a Meeting; this includes but is not limited to private electronic communications with staff, other Members of Council or Committee, the public, delegations or presenters;
- (g) not leave the meeting at any time without advising the Chair;
- (h) if a member arrives late at a Meeting, any prior discussion shall not be reviewed without the unanimous consent of all Members present.
- (i) listen attentively, participating in a Meeting and not interrupting, unless to raise a Point of Order or Point of Privilege, as set out in this By-law;
- (j) remain silent in their seats while Council or Committee votes until the Chair announces the result;
- (k) refrain from using any offensive, disrespectful or unparliamentary language;
- (l) respect the confidentiality of matters disclosed or discussed in Closed Meetings through any means including written, electronic or verbal communication to any individual or third party, any information that has been or will be discussed at a Closed Meeting or any records or documents disclosed thereat until Council or Committee has agreed to the disclosure of such information, records or documents or if directed to do so by a court or by a Closed meeting Investigator;
- (m) address Members of Council, Committee and staff by their appropriate title; and
- (n) respect and comply with the ruling of the Chair and the decisions of Council and Committee.

#### **4.6 Attendees**

- (a) The Chair may expel or exclude any person who disrupts a Meeting, and request security and/or police assistance in doing so.

- (b) No persons, other than Members and staff are permitted to approach the area where Council, Committee and staff are seated, unless they are invited by the Chair.
- (c) Attendees will submit all material for Council through the Clerk.
- (d) Attendees are responsible for:
  - (i) maintaining order and not heckling or engaging in conversation with other attendees, displaying placards or props or any behaviour that may be considered disruptive;
  - (ii) speaking respectfully at all times;
  - (iii) ensuring all personal digital devices are turned off or set to silent mode during a Meeting; and
  - (iv) using recording, broadcasting or streaming devices respectfully, and should the Chair direct it, moving or ceasing to use recording, broadcasting or streaming devices.

#### **4.7 Rules of Debate and Questions from Members**

- (a) The Chair will provide each Member an opportunity to speak to a matter or ask questions about a matter and Members will refrain from moving a Motion until each Member has had at least one opportunity to either speak to the matter or ask questions of staff regarding the matter.
- (b) A Member may ask a question only for the purpose of obtaining facts relevant to the matter under discussion and necessary for a clear understanding.
- (c) All Members and staff will address their questions and comments through the Chair.
- (d) The Chair may provide relevant facts or comment in a general manner on any matter before the Council or Committee prior to other members and may ask questions and state the Chair's position immediately prior to the vote without passing the chair to another Member but the Chair or any Member acting as Chair, must pass the chair to another Member before they can move a Motion or debate a question.
- (e) If during a Meeting of Council the Mayor desires to leave the chair to move a Motion or to take part in the debate, the Mayor shall call on the Acting Mayor to preside until the Mayor resumes the chair. In the event that the Acting Mayor is not in attendance, the next scheduled Member present at the meeting shall preside as Chair in accordance with the Acting Mayor Schedule.
- (f) Members are encouraged to provide questions to staff prior to the Meeting and address any answers received during the comments portion of the

discussion.

- (g) When a Member is speaking, no interruptions are permitted except to raise a Point of Order or a Point of Privilege.
- (h) Comments are to be relevant to the matter of business at the Meeting.
- (i) Members shall express themselves succinctly without repetition.

#### **4.8 Point of Order**

- (a) A Member may raise a Point of Order when such Member feels there has been:
  - (i) a deviation or departure from the rules set out in this By-law; or
  - (ii) a deviation from the matter under consideration and the current discussion is not within the scope of the proposed Motion.
- (b) Where a Member raises a Point of Order, the Chair shall:
  - (i) interrupt the matter under consideration;
  - (ii) ask the Member raising the Point of Order to state the substance of and the basis for the Point of Order; and
  - (iii) rule on the Point of Order immediately without debate by Council or Committee.
- (c) A Member may appeal the ruling of the Chair to Council or Committee which will then decide whether to uphold the decision or overturn the decision, without debate, by way of a Majority Vote of the Members present. If there is no appeal, the decision of the Chair is final.

#### **4.9 Point of Privilege**

- (a) A Member may raise a Point of Privilege at any time if they consider their integrity, the integrity of Council or Committee or Township staff or a delegation has been impugned.
- (b) Where a Member raises a Point of Privilege, the Chair shall:
  - (i) interrupt the matter under consideration;
  - (ii) ask the Member raising the Point of Privilege to state the substance of and the basis for the Point of Privilege; and
  - (iii) rule on the Point of Privilege immediately without debate by Council or Committee.
- (c) A Member may appeal the ruling of the Chair to Council or Committee which will then decide whether to uphold the decision or overturn the

decision, without debate, by way of a Majority Vote of the Members present. If there is no appeal, the decision of the Chair is final.

- (d) Where the Chair considers the integrity of any Member or staff has been impugned or questioned, the Chair may permit that Member or staff to make a statement to Council or Committee.

## **5. MEETINGS**

### **5.1 Inaugural Council Meeting**

- (a) The first Meeting of Council following a regular election shall be held at a date and time set by the Clerk in accordance with the Act but in any case no later than 31 days after its term commences. The Meeting will be held at the Puslinch Community centre or at such alternate location as determined by the Clerk.
- (b) At the Inaugural Meeting of Council, each Member present shall make his or her declaration of office and sign Council's Code of Conduct. The Clerk may provide additional policies or procedures to Council as appropriate. Council shall not proceed with any regular business at this Meeting.

### **5.2 Regular Meetings**

- (a) Council shall meet on Wednesday at 10:00 o'clock in the morning on a 3-week frequency, after its inaugural meeting. With the exception of the months of July and August where there shall be one regular meeting in each month at 10:00 o'clock in the morning on a Wednesday determined by Council. When a meeting falls on a legal, public, civic holiday or declared holiday, the Council shall meet at the same hour the next following day that is not a legal, public, civic or declared holiday and at the same place, or unless postponement is made in the manner hereinafter provided.

### **5.3 Location and Schedule of Meetings**

- (a) Meetings of Council and Committee will take place at the Township's office or at another location within the municipality or as provided for in the Act, as amended when notice is given. Electronic Meetings may also take place where Council or Committee, as a whole participates remotely or virtually via electronic means.
- (b) Council shall approve a schedule of regular Meetings of Council and Committees for each calendar year, which may be amended. The schedule of Meetings shall be posted on the Township's website and available from the Township's office.

### **5.4 Special Council or Committee Meetings**

- (a) Subject to the provisions of the Municipal Act, the Council may be summoned to a special meeting by the Mayor or Chair in consultation with the Clerk on

one (1) clear day's written notice specifying the purpose of such meeting which shall be the sole business transacted thereat.

## **5.5 Emergency Council Meetings**

- (a) In accordance Section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*, where an emergency has been declared to exist in all or part of the municipality, any member of Council may participate in any open or closed Council meeting electronically and be counted for the purpose of establishing quorum.
- (b) At an Emergency Meeting of the Council under this section, no financial decisions shall be made or incurred, unless the same shall be referred to in the notice calling the meeting.
- (c) In accordance with *Section 236 of the Municipal Act*, an Emergency Meeting of Council may be called by the Mayor at any time and at any location as may be convenient. For the purposes of this section, an Emergency Meeting may be called for an emergency within the meaning of the Township's Emergency Response Plan or any other similar unforeseen circumstance. Notice of such an Emergency Meeting shall be given by contacting each Member of Council and verbally advising them of the time and place of the meeting, or notice may be given in writing or via voice recording or via e-mail message.
- (d) A Standing Committee of Council may be created, and delegated to that committee, to the extent possible, all of the powers of Council, for the duration of a Declared Emergency in the Township of Puslinch, providing it has been established that there is an inability, for valid reasons, for a majority of the members of Council to attend a properly scheduled meeting of Council.

## **5.6 Electronic Participation**

- (a) The decision pertaining to whether a meeting is in-person or virtual shall apply to all Members of Council except in the case of Emergency Meetings in accordance with Section 4.5 of this By-law. Electronic participation at an in-person meeting is not permitted for Members of Council except in the case of Emergency Meetings in accordance with Section 4.5 of this By-law. Staff may participate either in-person or virtually at the discretion of the CAO.
- (b) Any Member who is not physically present in the location where an Emergency Meeting takes place is permitted to participate electronically in both Open and Closed Session and shall have the same rights to speak and vote as if the Member was physically present.
- (c) All Members who participate electronically shall be counted in determining whether or not a Quorum of Members is present.
- (d) All votes shall be by verbal consent or by show of hands.
- (e) The following may be adjusted at the discretion of the Chair:
  - (i) Setting out the order in which members speak.



- (ii) Any other provision of this By-law where it is not possible to adhere to due to the functionality of the electronic means or service being used to permit electronic participation.
- (iii) Delegations may participate in an electronic Meeting via telephone, videoconferencing software and/or other technology methods deemed appropriate by the Clerk.

## **5.7 Cancellation or Postponement of Meetings**

- (a) A regular, special or emergency Meeting of Council may be cancelled or postponed where Quorum cannot be achieved or where the Meeting is deemed no longer required by the Mayor in consultation with the CAO.
- (b) Meetings of other Committees may be cancelled or postponed by the Clerk, Chair or other assigned person where Quorum cannot be achieved, in the event of an emergency or where the Meeting is deemed no longer required by the Chair in consultation with the Clerk.
- (c) Where a meeting has been cancelled pursuant to this by-law, the Clerk shall give notice of the cancellation or postponement of a regular, special or emergency Meeting of Council or Committee on the Township website or, where time is limited, will post a notice on the main entrance of the Township's office or or, if the meeting was to take place in another location, on the main entrance of that location.

## **5.8 Notice of Meetings**

- (a) The Clerk shall provide the public with notice of the Council and Committee schedule by annually posting the meeting dates on the Township of Puslinch website. Any amendments to the schedule or cancellation of a meeting shall be posted on the website.
- (b) The meeting agenda shall constitute notice of each meeting. The agenda shall include the location of the meeting and shall relevant materials on a matter to be considered by Council or a Committee.
- (c) Notice of a Council or Committee meeting shall be provided by:
  - (i) Posting the agenda on the Township's website and making it available at the Township office; and in the case of a Regular Council or Committee Meeting, making it available one week (7 days) prior to the meeting.
  - (ii) Notice of a Special Council or Committee Meeting shall be provided as soon as it is available by posting the agenda on the Township's website and making it available at the Township Office.

- (iii) Addendum Agenda items for Council or Committee that are identified prior to 12:00 noon on the business day prior to the Council or Committee meeting shall be posted on the Township's website and by making it available at the Township Office.
- (iv) Additions to the Agenda shall be made in accordance with Section 6.2 (b) of this by-law.

#### **5.9 Notice of Meeting Closed to the Public**

Where a matter may be considered by Council for discussion in closed session, whenever possible, written notice will include:

- (i) the fact the Meeting will be closed to the public as provided by the appropriate legislation; and
- (ii) the general nature of the matter to be considered at the Closed Meeting.

#### **5.10 Quorum**

- (a) Members will attempt to advise the Clerk at least three (3) business days in advance if they are unable to attend a Meeting.
- (b) If Quorum is not achieved within thirty (30) minutes after the time appointed for a Meeting, the Clerk will record the names of the Members present and the Meeting is adjourned until the date of the next regular Meeting.

#### **5.11 Open & Closed Meetings**

- (a) All Meetings shall be open to the public, except as provided for in section 239 of the Act. Council or Committee may convene in a closed session in order to discuss the following matters:
  - (i) the security of the property of the Township or local board;
  - (ii) personal matters about an identifiable individual, including municipal or local board employees;
  - (iii) a proposed or pending acquisition or disposition of land by the Township or local board;
  - (iv) labour relations or employee negotiations;
  - (v) litigation or potential litigation, including matters before administrative tribunals, affecting the Township or local board;
  - (vi) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
  - (vii) a matter in respect of which Council or Committee may hold a Closed Meeting under another statute;

- (viii) information explicitly supplied in confidence to the Township or local board by Canada, a province or territory or a Crown agency of any of them;
  - (ix) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Township or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
  - (x) a trade secret or scientific, technical, commercial or financial information that belongs to the Township or local board and has monetary value or potential monetary value;
  - (xi) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Township or local board; or
  - (xii) the Meeting is held for the purpose of educating or training the Members, providing no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council or Committee.
- (b) Council or Committee shall convene into a Closed Meeting for the following purposes:
- (i) a request under the *Municipal Freedom of Information and Protection of Privacy Act*, if Council or Committee is the head of an institution for the purposes of that statute; or
  - (ii) an ongoing investigation respecting the Township, a local board or a Township-controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, a municipal Ombudsman referred to in subsection 223.13(1) of the Act, or a closed meeting investigator referred to in subsection 239.2(1).
- (c) No Member shall disclose or discuss, through any means including written, electronic or verbal communication to any individual or third party, any information that has been or will be discussed at a Closed Meeting or any records or documents disclosed thereat until Council or Committee has agreed to the disclosure of such information, records or documents or if directed to do so by a court or by a Closed meeting Investigator.

## **5.12 Preparation of Agendas**

- (a) The Clerk provides administrative processes to support the approval, preparation, notice, publication and distribution of the agenda, in consultation with the CAO.

- (b) Agenda for Meetings of Council and Advisory Committees are made available to the public one week (7 days) immediately preceding the Meeting.

#### **5.13 Record of the Meeting**

- (a) The Clerk or delegate records the minutes of Council and Committee Meetings without note or comment in accordance with Section 239.7 of the *Municipal Act, 2001*. The minutes shall include:
  - (i) the date, time and location of the Meeting;
  - (ii) the name of all Members in attendance;
  - (iii) the name of presenters and delegations at the Meeting;
  - (iv) all resolutions, decisions and other proceedings of the Meeting.
- (b) Minutes of each Meeting of Council and Committee are presented to a subsequent regular Meeting of Council for approval.
- (c) Minutes of Council and Committees will be posted on the Township's website following approval by Council.

#### **5.14 Public Record**

- (a) All Communications the Clerk receives pertaining to a matter on the agenda of a public or open Meeting will form part of the public record. Personal information shall be redacted.
- (b) Petitions shall not be included in the agenda of a public or open Meeting and may be circulated electronically to Members of Council or Committee upon request by the persons submitting the petition or a Member of Council or Committee.

#### **5.15 Recording, Broadcasting and/or Streaming**

All Council and Committee Meetings are audio and/or video recorded, broadcast and/or streamed publicly by the Township with the exception of proceedings closed to the public provided for by the Act or this By-law. Training sessions are not recorded. All Council and Committee Meeting recordings are published to the Township's YouTube page and retained for record keeping purposes and form part of the official record of the meeting.

### **6. MUNICIPAL COMMITTEES**

#### **6.1 Advisory Committees**

- (a) Advisory Committees are created by Council which serve to make recommendations and/or to provide key information and materials to Council. The Advisory Committees include:

- (i) Planning and Development Advisory Committee
- (ii) Heritage Committee
- (iii) Recreation Committee
- (b) Each Advisory Committee shall have a Terms of Reference, approved by Council, which sets out its purpose, guidelines for membership and how it will operate.
- (c) Advisory Committees are appointed by Council at the beginning of each term or as required.
- (d) A minimum of one (1) Member of Council will be appointed to an Advisory Committee in accordance with Section 3.2.
- (e) The Chair and Vice-Chair of Advisory Committees are appointed by the Members and may be a Member of Council.
- (f) The Rules of Procedure for Committee operation shall be those contained in this By-Law unless otherwise prescribed by statute or law.

## **6.2 Quasi-Judicial Committees**

- (a) Quasi-Judicial Committees are appointed by Council to exercise a legislative or quasi-judicial power under the Planning Act, Building Code Act or an Act so prescribed.
  - (i) The Committee of Adjustment
  - (ii) Property Standards Appeal Committee
- (b) Each quasi-judicial Committee shall have a Terms of Reference, approved by Council, which sets out its purpose, guidelines for membership and how it will operate.
- (c) Quasi-judicial Committees are appointed by Council at the beginning of each term or as required.
- (d) A minimum of one (1) Member of Council will be appointed to a quasi-judicial Committee in accordance with Section 3.2.
- (e) The Chair and Vice-Chair of Quasi-judicial Committees are appointed by the Members and may be a Member of Council.
- (f) The Rules of Procedure for Committee operation shall be those contained in this By-Law unless otherwise prescribed by statute or law.

## **6.3 External Committees**

- (a) Council shall at the beginning of each new term of council nominate and elect one Member of Council to each of the following External Committees:

- (i) Emergency Management (Alternate to the Mayor)
- (ii) Friends of Mill Creek
- (iii) Halton Hamilton Source Water Protection
- (iv) Halton Conservation Authority (Citizen Appointment)
- (v) Hamilton Conservation Authority (Citizen Appointment)
- (vi) Puslinch Lake Conservation Association
- (vii) Safe Communities Committee
- (viii) Well Protection Committee (Blue Triton)
- (ix) Wellington Farm and Home Safety Association

#### **6.4 Head Ex-Officio**

- a) The Head of Council shall be an ex-officio member of all Township Standing and Advisory Committees where not otherwise prohibited by any Act and shall have full voting privileges when in attendance at any meeting thereof but shall not have the privilege of raising new business or adding any matter to a previously completed meeting Agenda unless directed to do so by Council, such new business to be conveyed to the Committee Chair prior to the meeting.

### **7. ORDER OF BUSINESS**

#### **7.1 Council**

The Clerk or his/her designate shall prepare the Agenda for all regular Council meetings consisting of the following "Order of Business" and record any such disclosures in the minutes of the meeting.

1. Call to Order
2. Roll Call
3. Land Acknowledgements (in accordance with Section 3 "Land Acknowledgements")
4. Moment of Reflection
5. Confirmation of the Agenda
6. Disclosure of Conflict of Interest
7. Delegations
8. Consent Agenda
9. Notice of Public Meetings/Hearings
10. Reports

11. Correspondence

12. Council Reports

- Mayor Meeting Log
- Council Member Reports

(Verbal or written updates from members who sit on boards/committees)

13. By-laws

14. Announcements

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

16. Business Arising from Closed Session

17. Notice of Motion

18. New Business

18. Confirmatory By-law

19. Adjournment

## **7.2 Addendums, Corrections and Additions to the Agenda**

- (a) The Clerk shall give notice of any Addendums or Corrections in accordance with Section 4.8 of this By-law.
- (b) Additions to the agenda will require the consent of Council or Committee at the start of a Council or Committee meeting with a Two-Thirds Vote.

## **7.3 Staff Presentations**

- (a) Presentations made at the request of staff by Township consultants or partners relating to a matter of Township business may be accompanied by a staff report and shall be listed under the Report Section of the Council or Committee Agenda.
- (b) Staff presentations are not subject to the provisions set out in Section 6.4 of this By-law.

## **7.4 Delegations**

- (a) General Interest Delegations
  - (i) General Interest Delegations include delegations on matters that do not directly relate to an item on the Agenda;
  - (ii) Individuals shall provide the Clerk with written material for inclusion on the agenda by the agenda publication deadline;

- (iii) General Interest Delegations by individuals shall not be added to an agenda as an addendum or addition;
  - (iv) A maximum of two (2) General Interest Delegations will be permitted at a Meeting;
  - (v) General Interest Delegations do not include third party presentations by Township consultants or presentations being made at the request of staff relating to a matter of Township business.
- (b) Specific Interest Delegations
  - (i) Specific Interest Delegations include delegations on matters that directly relate to an item on the Agenda;
  - (ii) For the purpose of Council and Committee agendas, Specific Interest Delegations have until noon the business day prior to the Meeting to notify the Clerk that they wish to register as a delegation by submitting a written submission using the prescribed form.
- (c) The following provisions apply to both General Interest Delegations and Specific Interest Delegations:
  - (i) An individual may make a delegation at a Meeting of Council or Committee;
  - (ii) An individual who is under eighteen (18) years of age must provide to the Clerk written permission from the individual's parent or guardian;
  - (iii) Individuals who register as a delegation will have their name and the purpose of their delegation published on an agenda;
  - (iv) Delegations are limited to ten (10) minutes. Council or Committee may extend the ten (10) minute time period by a Majority Vote of the Members present by way of a Motion to be decided without debate;
  - (v) No delegation shall be made to Council or Committee on matters relating to litigation or potential litigation, including those matters which are before and under the jurisdiction of any court or administrative tribunals unless such matter is referred to Council by the said administrative tribunal or court;
  - (vi) Delegations shall refrain from repeating information on the same matter presented by other delegates;
  - (vii) No delegation shall speak on a matter that is not within the jurisdiction of the Council or Committee. The Mayor and Committee Chairs in consultation with the Clerk and CAO will determine if a matter is within the jurisdiction of the Council or Committee;



- (viii) No delegation shall be made to a Notice of Motion on a Council or Committee agenda. Delegations will have an opportunity to speak at a subsequent Meeting when the item will be discussed;
- (ix) No delegation shall be permitted to speak on a Notice of Motion to reconsider;
- (x) Delegations shall not be permitted to appear before Council or Committee for the sole purpose of generating publicity for an event;
- (xi) A delegation shall register a maximum of two (2) persons to speak.
- (xii) A delegate shall only be permitted to speak on behalf of another person, agency, group, or corporation where written authorization from the person, agency, group or corporation has been submitted to the Clerk in advance of the Council or Committee meeting;
- (xiii) If a delegation is unable to attend the Meeting for which they are registered, they may provide their written submission to the Clerk;
- (xiv) Members of Council or Committee Members are not permitted to debate or discuss the matter with the delegate. Members are permitted to ask individuals making a delegation questions only for clarification and to obtain additional relevant information;
- (xv) If a delegation has been made on a matter and a decision has been made by Council, the delegation cannot be heard again unless there is new information being presented. This determination shall be made by the Clerk and CAO;
- (xvi) Save and accept time sensitive matters as determined by the Chair, all new business raised by a delegation shall be referred to staff for a report at the next available Council meeting.

## **7.5 Notice of Motion**

- (a) A Member of Council shall provide a proposed Notice of Motion to the Clerk, in writing, for inclusion on a regular agenda of Council, for the purpose of giving notice.
- (b) At a subsequent Meeting, the Member of Council who submitted the proposed Notice of Motion will introduce and subsequently move the Motion.
- (c) A Member of Council may request the Notice of Motion provisions be waived which will require a Two-Thirds vote.
- (d) No staff report will be prepared unless the Notice of Motion is referred to staff for a further report.
- (e) It is the duty of the Member of Council to:

- (i) prepare the proposed Notice of Motion in writing; and
- (ii) submit the proposed Notice of Motion to the Clerk prior to the publication deadline for the regular agenda of Council.

## **7.6 By-laws**

- (a) All by-laws shall be passed in a single Motion by Council by Majority Vote, unless otherwise required by legislation.
- (b) A Confirmatory By-law shall be enacted at the conclusion of each Meeting of Council.
- (c) The following types of by-laws may be presented directly to Council without the requirement for a staff report:
  - (i) those directed to be presented to Council by Council;
  - (ii) appointment of staff authorized by the CAO; and
  - (iii) general by-laws where the purpose and intent of the by-law has been clearly authorized by a previous resolution.

## **8. MOTIONS**

### **8.1 General**

- (a) All motions shall be governed according to Appendix "A" to this By-Law "Principle Rules Governing Motions".

### **8.2 Reconsideration of a Council Decision**

- (a) Reconsideration of a Council decision shall only apply to decisions made by Council at the present meeting where the matter is being discussed; or where reconsideration of a Council decision that was decided on at the previous meeting and where the minutes of that meeting are included in the present Council Agenda; and provided that no substantive action has been taken on the matter; and
- (b) Such reconsideration can either amend the previous decision or rescind it subject to the following rules:
  - (i) any member may bring a Motion to reconsider and shall require the support of a Majority of the Members present at the meeting where the reconsideration is being considered; and
  - (ii) the question to be reconsidered shall require a Two-Thirds vote to be carried.
- (c) No delegation shall permitted to speak on a Motion to reconsider.

### **8.3 Voting**

- (a) After a Motion is put to a vote by the Chair, no Member shall speak to it nor will any other Motion be made until after the vote is taken and the result has been declared.
- (b) All Members of Council or Committee will vote on all Motions unless disqualified from voting under any statute. A failure by any Member to announce their vote openly and individually, including an "Abstention", is deemed to be a vote in the negative.
- (c) Each Member present and voting indicates their vote by verbal consent or by show of hands, and no vote is taken by ballot or any other method of secret voting.
- (d) The following represents the required number of votes for a Majority Vote or Two-Thirds vote:

<b>Number of Members Present</b>	<b>Majority Vote</b>	<b>Two-Thirds Vote</b>
5	3	4
4	3	3
3	2	2
2	2	2

#### **8.4 Tie Vote**

- (a) Any Motion on which there is a tie vote is deemed to be lost.

#### **8.5 Recorded Vote**

- (a) Any Member may request a recorded vote immediately preceding or following the taking of a vote. All Members present at the Meeting shall vote unless they are disqualified from voting with respect to that item following which:
  - (i) the Clerk shall call on Members by name, starting with the Member who requested the recorded vote, and shall call on each subsequent member in alphabetical order by last name; the vote will always end with the Chair;
  - (ii) each Member present that is not disqualified from voting shall announce their vote openly, in the order set out above; and
  - (iii) the Clerk shall announce and record the result of the vote, and record how each Member voted.
- (b) Notwithstanding a recorded voted, a record or notation of a Member's opposition to an issue is not recorded in any minutes of the meeting.

**9. ADJOURNED MEETINGS**

**9.1 General**

- (a) Unless otherwise determined by a resolution of Council passed by a majority of the whole number of the members thereof, the Council shall adjourn at 5:00 o'clock in the afternoon, if it is then in session, and shall reconvene at the hour, date and place determined in such resolution at which time the unfinished business of the preceding meeting shall be transacted including any business that might have been transacted at such preceding meeting but was not for want of time or opportunity to do so.

**10. REPEAL OF BY-LAW 59/08, AS AMENDED**

- (a) By-law 59/08, as amended and all previous by-laws relating to meeting procedures of Council and Committee are hereby repealed.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 9 DAY OF NOVEMBER, 2022.

Signed:

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James Seeley, Mayor

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Courtenay Hoytfox, Municipal Clerk

**Appendix “A”**  
**PRINCIPAL RULES GOVERNING MOTIONS**

<b>Order of Precedence</b>	<b>Can interrupt speaker?</b>	<b>Requires a seconder?</b>	<b>Debatable?</b>	<b>Amendable?</b>	<b>Vote Required?</b>	<b>Can be renewed at same meeting?</b>
<b>I. PRIVILEGED MOTIONS (dealing with special matters of immediate and overriding importance)</b>						
1. Adjourn	No	Yes	No	No	Majority	Yes
2. Recess	No	Yes	No	Yes	Majority	Yes
3. Question of Privilege	No	No	No	No	No Vote	Yes
<b>II. SUBSIDIARY MOTIONS (apply to other motions and assist the Council/Committee in dealing with a main motion)</b>						
4. Postpone Temporarily (lay on the table)	No	Yes	No	No	Majority	Yes
5. Previous Question	No	Yes	No	No	Two-Thirds	Yes
6. Limit Debate	No	Yes	No	Yes	Two-Thirds	Yes
7. Defer to a Certain Time	No	Yes	Yes	Yes	Majority	Yes
8. Refer to Committee	No	Yes	Yes	Yes	Majority	Yes
9. Amend	No	Yes	Yes	Yes	Majority	No
10. Defer	No	Yes	Yes	No	Majority	No
<b>III. MAIN MOTIONS (bring business before Council)</b>						
11. A General Main Motion	No	Yes	Yes	Yes	Majority	No
12. Specific Main Motions Reconsideration	No	Yes	Yes	No	2/3 without notice	No
13. Rescind	No	Yes	Yes	No	Majority	No
14. Resume Consideration	No	Yes	No	No	Majority	Yes
<b>IV. INCIDENTAL MOTIONS (usually arise while the main motion is open to debate)</b>						
15. Appeal	Yes	Yes	Yes	No	Tie or Majority	No
16. Point of Order	Yes	No	No	No	No Vote	No
17. Division of a Question	No	No	No	No	Majority	No
18. Recorded Vote	Yes	No	No	No	No Vote	No



## **REPORT ADM-2023-042**

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TO: Mayor and Members of Council

PREPARED BY: Lynne Banks, Development & Legislative Coordinator

PRESENTED BY: Lynne Banks, Development & Legislative Coordinator

MEETING DATE: August 16, 2023

SUBJECT: 2022-2026 Committee of Adjustment Goals and Objectives

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### **RECOMMENDATION**

**That Report ADM-2023-042 entitled 2022-2026 Committee of Adjustment Goals and Objectives be received; and,**

**That Council approve the 2022-2026 Committee of Adjustment Goals and Objectives as presented.**

### **Purpose**

The purpose of this report is to provide Council with the Committee of Adjustment proposed 2022-2026 Goals and Objectives for Council's approval and endorsement.

### **Background**

At the beginning of each term of Council, the Township's Advisory Committee's develop a list of Goals and Objectives for Council's approval and endorsement. The Committee's Goals and Objectives are reviewed at each meeting and additional Goals and Objective's may be added throughout the term through either Council's referral or the Committee completing a Goals/Objectives Proposal for Council's approval and endorsement. The purpose of the Goals and Objectives is to provide a structured timeline for the completion of the Committee of Adjustment's initiatives.

### **Comments**

Below is a list of the Committee's Goals and Objectives for the 2022-2026 Term to date, as well as status updates regarding each Goal/Objective.

Goal/Objective	Sub-Committee	Budget	Person(s) Responsible	2022-2026 Status/Timeline Update
Annual By-law and Legislation Training/Review	N	N	<b>Secretary of the Committee</b>	Staff to draft a training/review schedule for all applicable By-laws and Legislation annually including Legislative Amendments.
Process Improvements	Y	N	<b>Sub-Committee</b>	Sub-committee to draft a questionnaire for circulation to agents and/or property owners to be reviewed by staff and the Committee.  Committee will ask Staff to provide a report regarding feedback received in December of each year.
Training Opportunities	Y	N	<b>Secretary of the Committee</b>	Staff to identify training opportunities for the Committee Members
Housekeeping Recommendations	Y	N	<b>Sub-Committee</b>	Sub-Committee to work with staff to review applications received the previous year and make recommendations for housekeeping amendments annually.

**Financial Implications**

None

**Applicable Legislation and Requirements**

None

**Engagement Opportunities**

None

**Attachments**

None

Respectfully submitted,

---

Lynne Banks, Development and  
Legislative Coordinator

Reviewed by:

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Courtenay Hoytfox,  
Municipal Clerk (Interim CAO)





## **REPORT ADM-2023-043**

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TO: Mayor and Members of Council

PREPARED BY: Lynne Banks, Development & Legislative Coordinator

PRESENTED BY: Lynne Banks, Development & Legislative Coordinator

MEETING DATE: August 16, 2023

SUBJECT: 2022-2026 Planning and Advisory Committee Goals and Objectives

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### **RECOMMENDATION**

**That Report ADM-2023-043 entitled 2022-2026 Planning and Development Advisory Committee Goals and Objectives be received; and,**

**That Council approve the 2022-2026 Planning and Development Advisory Committee Goals and Objectives as presented.**

### **Purpose**

The purpose of this report is to provide Council with the Planning and Development proposed 2022-2026 Goals and Objectives for Council's approval and endorsement.

### **Background**

At the beginning of each term of Council, the Township's Advisory Committee's develop a list of Goals and Objectives for Council's approval and endorsement. The Committee's Goals and Objectives are reviewed at each meeting and additional Goals and Objective's may be added throughout the term through either Council's referral or the Committee completing a Goals/Objectives Proposal for Council's approval and endorsement. The purpose of the Goals and Objectives is to provide a structured timeline for the completion of the Planning and Development Advisory Committee Committee's initiatives.

### **Comments**

Below is a list of the Committee's Goals and Objectives for the 2022-2026 Term to date, as well as status updates regarding each Goal/Objective.

Goal/Objective	Sub-Committee	Budget	Person(s) Responsible	2022-2026 Status/Timeline Update
Annual By-law and Legislation Training/Review	N	N	<b>Secretary of the Committee</b>	Staff to draft a training/review schedule for all applicable By-laws (to include “and associated indexing”) and Legislation annually including Legislative Amendments.
Development of key considerations	Y	N	<b>Sub-Committee</b>	Sub-committee to work with staff to develop list of key considerations to consider while reviewing applications.
Training Opportunities	Y	N	<b>Secretary of the Committee</b>	Staff to identify training opportunities for the Committee Members
Housekeeping Recommendations	Y	N	<b>Sub-Committee</b>	<ul style="list-style-type: none"> <li>The Sub-Committee maintain a list of nay issues that can be included in housekeeping by-law amendments.</li> <li>Sub-Committee to work with staff to review applications received the previous year and make recommendations for housekeeping amendments annually.</li> </ul>

**Financial Implications**

None

**Applicable Legislation and Requirements**

None

**Engagement Opportunities**

None

**Attachments**

None

Respectfully submitted,

---

Lynne Banks, Development and  
Legislative Coordinator

Reviewed by:

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Courtenay Hoytfox,  
Municipal Clerk (Interim CAO)



## **REPORT ADM-2023-044**

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TO: Mayor and Members of Council

PREPARED BY: Courtenay Hoytfox, Municipal Clerk (Interim CAO)

PRESENTED BY: Courtenay Hoytfox, Municipal Clerk (Interim CAO)

MEETING DATE: August 16, 2023

SUBJECT: Crawley Road City of Guelph Site Plan Control Application Review

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### **RECOMMENDATION**

**That Report ADM-2023-044 entitled Crawley Road City of Guelph Site Plan Control Application (SPA) Review be received; and**

**That Council direct staff to submit the peer reviews attached as Schedule “A” through Schedule “C” to the City of Guelph for consideration when reviewing the SPA application for completeness in accordance with the Planning Act; and**

**That Council direct staff to forward the application materials and peer review to the Source Water Protection team for comments as recommended by the Township Hydrogeologist.**

### **Purpose**

The purpose of this report is to provide Council with the peer review conducted by Township consultants in relation to the Crawley Road City of Guelph Site Plan Control Application submitted to the City of Guelph.

### **Background**

The Township was circulated by the developer of 384 Crawley Road in May of 2023 advising the Township that a minor variance related to the proposed development was being submitted to the City of Guelph. The Township submitted its comments to the City of Guelph Committee of Adjustment relating to the minor variance.

The Township requested the developer provide the most current submission materials in order to commence a review of specific aspects of the proposed development including traffic, noise, hydrogeology, and lighting. The Township was advised by the City of Guelph on August 1, 2023

that the developer had submitted its formal SPA application in advance of the Township providing the developer its comments. The deadline to submit comments to the City of Guelph in order to determine whether the application can be deemed complete is August 18, 2023.

Staff have provided a brief summary of each of the requested technical reviews for Council's consideration below:

Summary of Photometric Plans Review (no additional comments provided by the consultant):

1. All pole mounted fixtures are full cut off and dark sky friendly, as required by the City;
2. The fixtures used are LED and 3000K as recommended;
3. The Illumination level over the parking lot and loading is acceptable (2.2fc average). The City recommends 2.0fc for basic and 5.0fc for enhanced security;
4. The property line statistics are also acceptable. The fixtures abutting residential properties are equipped with backlight control and pedestrian scale pole heights.

The Township's consultant is satisfied the photometric plans meet the City of Guelph Standards.

Summary of Noise Study Review:

1. The noise study provided only addresses phase 1 of the 6 phases of the proposed facility development. Given this is a noise feasibility study, the feasibility of the entire facility complying with the MECP noise guideline limits should be assessed and not just those from the first phase;
2. The actual phasing of the construction, and any acoustical screening it provides, should also be considered in the assessment to ensure noise emissions are compliant throughout all phases of the development progression;
3. The report fails to provide a basic description of the operations that will occur at the proposed facility. Without this description, it is not possible to confirm that the noise impacts have been appropriately assessed and if the predictable worst case noise impacts determined;
4. A proper site plan showing the layout of the Phase 1 building(s) and associated parking areas and access routes is not provided within the report;
5. The list of assessed noise sources should be modified to also include:
  - a. Trailers with refrigeration units operating continuously on site;
  - b. Impulses generated during loading and unloading operations;
  - c. Confirmation that emergency equipment and pumping station is not required and therefore not included in the noise study;

6. It is unclear if the acoustical screening provided by future buildings has been included in the assessment. The noise emissions must comply with the noise guideline limits without including for the acoustical screening provided by buildings that will be constructed in the future.
7. A number of questions/concerns are noted relating to the Southgate Drive Extension Noise Study including compliance with the current MTO procedures and requirements as outlined in the Noise Guide and the appropriate mitigation measures taken;

The Township's Noise consultant is not satisfied with the current noise study and requires further clarification and assessment.

Summary of Traffic Impact Study Review:

1. The consultation should include the MTO, Township, and the County given Concession Road 7 is being transferred to the County once the construction by the MTO is complete;
2. The study should include a future scenario that includes development of both the Clair Maltby lands and the employment lands around the site to assess what kinds of improvements may be needed at the Maltby/Crawley/CR 7 intersection in the future so that we may plan and protect for those improvements;
3. Discrepancies with inbound and outbound truck traffic;
4. Clarification regarding traffic being directed to Gordon/Brock/Maltby and not the Highway 6 Interchange.

The Township's Traffic consultant is not satisfied with the current traffic impact study and requires further clarification and assessment.

Summary of Hydrogeological Technical Review:

1. Confirmation of the spring groundwater high, particularly in the areas of wetlands on the Site that will be impacted;
2. Surface water/flow monitoring at culverts along Maltby Road;
3. In-situ hydraulic conductivity testing in groundwater monitoring wells;
4. Consideration of the potential for subsurface groundwater quality impacts related to infiltration of surface runoff containing possible contaminants. (Note: Source Protection review staff may have additional comments related to this point.);
5. Reassessment of construction dewatering requirements;
6. Details of the proposed monitoring program for during- and post-construction;

7. A response plan to deal with potential complaints from nearby private well users within the Township of Puslinch;
8. We also have concerns regarding the hydrologic function of the proposed infiltration systems within the AECOM SWM report. We recommend a detailed impact assessment and monitoring and mitigation plan to address these concerns.

The Township's Hydrogeological consultant is generally satisfied with the hydrogeological study completed by GMBP, and has included recommendations for inclusion in the updated hydrogeological study during the detailed design phase.

**Financial Implications**

None

**Applicable Legislation and Requirements**

*Planning Act, 1990*

**Engagement Opportunities**

None

**Attachments**

Schedule "A" Noise Study Review

Schedule "B" Traffic Impact Study Review

Schedule "C" Hydrogeological Technical Review

Respectfully submitted,

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**Courtenay Hoytfox,**  
**Municipal Clerk (Interim CAO)**

August 4, 2023

Township of Puslinch  
7404 Wellington Road 34  
Puslinch, Ontario  
N0B 2J0

Attention: Justine Brotherston  
[jbrotherston@puslinch.ca](mailto:jbrotherston@puslinch.ca)

**VIA E-MAIL**

**Re: Peer Review of Noise Studies  
Proposed NewCold Cold Storage Facility and Southgate Drive Extension  
Guelph, Ontario  
VCL File: 123-0277**

Dear Ms. Brotherston:

We have completed our review of the following noise studies:

- “Feasibility Noise Study – Phase 1, NewCold Cold Storage Facility Project, NewCold Advanced Cold Logistics”, dated April 19, 2023, prepared by AECOM; and
- “Southgate Drive Extension, Noise Impact Study, Storage Facility Project, NewCold Advanced Cold Logistics”, dated April 19, 2023, prepared by AECOM.

Our comments are outlined herein.

## **1.0 COMMENTS**

### **1.1 FEASIBILITY STUDY FOR COLD STORAGE FACILITY**

- a) The noise assessment has applied the Ministry of Environment, Conservation and Parks (MECP) noise guideline requirements of NPC-300. This is considered appropriate. Note that NPC-300 requires the “predictable worst case” noise impacts be assessed and demonstrate compliance with the applicable noise guideline limits.
- b) NPC-300 defines a stationary noise source as “a source of sound or combination of sources of sound that are included and normally operated within the property lines of a facility”. The noise feasibility study only considers the potential noise impacts from Phase 1 of the proposed cold storage facility. Figure 1 indicates that the site will be developed in 6 phases. As per the stationary source definition provided above, the entire proposed facility is considered the stationary noise source and the sound emissions from the entire facility (i.e. all 6 phases of the proposed facility development) must comply with the noise guideline limits. Since this is a noise feasibility study, the feasibility of the entire facility complying with the MECP noise guideline limits should be assessed and not just those from the first phase. In addition, the actual phasing of the construction, and any



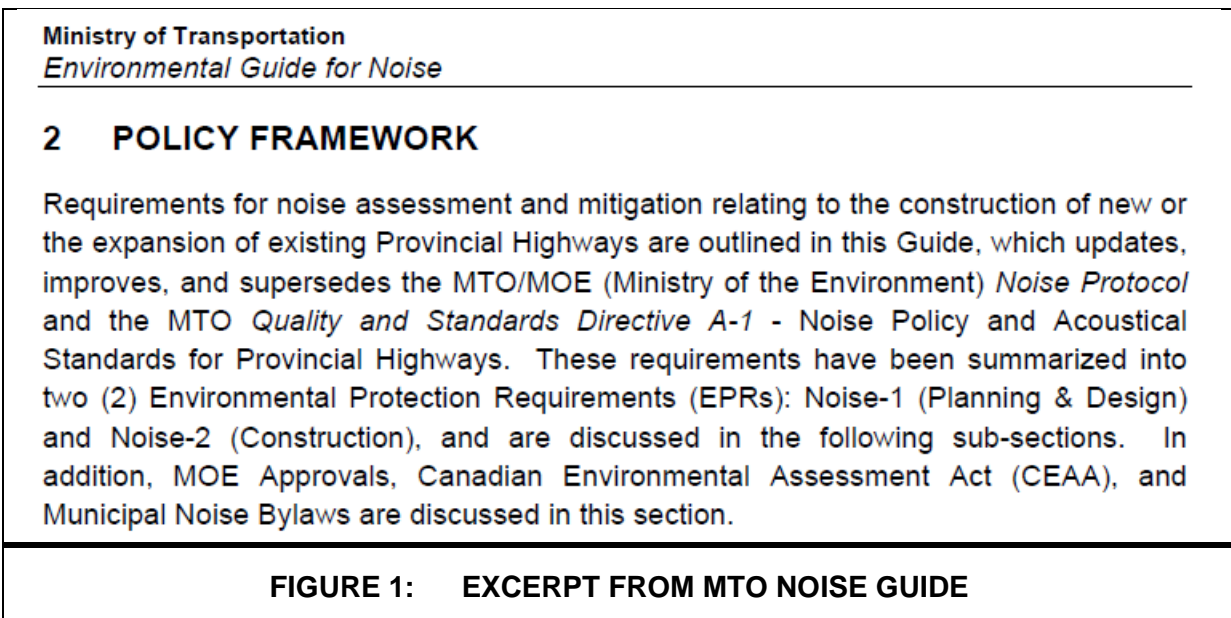
acoustical screening it provides, should also be considered in the assessment to ensure noise emissions are compliant throughout all phases of the development progression.

- c) MECP Publication NPC-233 outlines the information that must be submitted for the approval of stationary sources of sound. NPC-233 indicates that the mandatory information to be provided “should consist of data such as the description of the equipment/facility and operation..., relevant architectural and mechanical drawings...”. A list of the noise sources at Phase 1 of the proposed facility are provided in Table 3-1. However, the report fails to provide a basic description of the operations that will occur at the proposed facility. Without this description, it is not possible to confirm that the noise impacts have been appropriately assessed and if the predictable worst case noise impacts determined. Also, a proper site plan showing the layout of the Phase 1 building(s) and associated parking areas and access routes is not provided within the report.
- d) As indicated above, Table 3-1 provides a list of the noise sources that are expected at the Phase 1 facility and their associated sound power levels. Based on our experience with similar facilities, these noise sources should also be considered in the noise impact assessment:
  - a. Since this is a cold storage facility, the trailers being brought to the facility will likely have refrigeration units that will need to operate continuously while on the site.
  - b. At a facility such as this, impulses are often generated during the loading/unloading operations as forklifts travel over metal dock levellers and on to or off of the trailers and when trucks couple/decouple from their trailers.
  - c. Even though the report states there will be no emergency equipment at this facility, this seems highly unusual since it is a cold storage facility where products would spoil if there was a cooling failure. Thus, confirmation that emergency power is not needed and will not be provided is needed.
  - d. Emergency power is also typically provided at a pumping station. Again, confirmation is needed that emergency power will not be provided and is not required at the pumping station is needed.
- e) The end of Section 6 in the report indicates that the on-site freight truck movements made notable noise contributions at the receptors. The report goes on to say that the future buildings will provide natural acoustical screening for these truck movements. It is unclear if the acoustical screening provided by future buildings has been included in the assessment. The noise emissions must comply with the noise guideline limits without including for the acoustical screening provided by buildings that will be constructed in the future.
- f) Questions/comments regarding the analysis:
  - a. On Figure 2, do the three truck idling positions represent the predictable worst case for all four of the receptor locations? Or have separate analyses been done for each receptor?
  - b. Why are only three idling trucks accounted for in the predictable worst case when there are 13 trucks coming to and leaving the site in an hour?

- c. What speed were trucks assumed to be operating at while on site?
- d. Other than the truck movements, were all of the noise sources identified in Table 3-1 assumed to be operating continuously for an entire hour?

## 1.2 SOUTHGATE DRIVE EXTENSION NOISE STUDY

- a) The introduction to the report states that the Ministry of Transportation (MTO) and Ministry of the Environment (MOE) Protocol for Dealing with Noise Concerns During the Preparation, Review and Evaluation of Provincial Highways Environmental Assessments (The Protocol) was used. The MTO replaced the Protocol with their Environmental Guideline for Noise (Noise Guide) in 2006. See Figure 1 below.



The assessment should be completed using the current MTO procedures and requirements as outlined in the Noise Guide.

- b) The Noise Guide requires noise mitigation be investigated when the change in ambient noise level due to the proposed undertaking is greater than or equal to 5 dBA (same as in The Protocol) or the resulting sound level is 65 dBA or greater (new requirement in the Noise Guide).
- c) Table 4 in the report indicates that the future sound level at the receptor is predicted to be 67 dBA. Since this is 65 dBA or greater, mitigation measures need to be investigated in accordance with the Noise Guide requirements.
- d) Questions regarding the acoustical analyses:
  - a. According to the information provided in Appendix B, road gradient adjustments were accounted for. In accordance with the ORNAMENT model (which was used to complete the assessment), a gradient adjustment is applied only when the elevation change is more than 6 m. It does not appear that the elevation change is more than 6 m in this area. Thus, application of the gradient adjustment should be reviewed.

- b. To determine the noise impacts of the Southgate Drive Extension, a future no project scenario was compared to a future with project scenario. Review of the analysis information indicates the road conditions for Southgate Drive are the same for both scenarios. How is this possible if the extension does not exist in the no project scenario?
- c. The traffic volumes used for the sample calculations (Appendix C) is different than that provided in the Traffic Calculation Data (Appendix B). Clarification regarding the differences is needed.
- d. The traffic data for Crawley Road indicates there is no truck traffic. This is very unusual. Clarification regarding why there is no truck traffic is needed.
- e. The location where the impacts are assessed is the rear yard amenity area. If the rear yard amenity area for the receptor is to the east (i.e., behind) of the dwelling, the dwelling would provide acoustical screening of Highway 6 and Crawley Road. However, the acoustical screening provided by the dwelling was not included in the analysis. Clarification is needed.

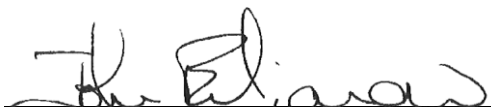
## 2.0 CONCLUSIONS

Our review of the noise studies prepared in support of the cold storage facility, including the assessment of the proposed Southgate Drive Extension, indicates there are a few items, as outlined above, that require further clarification and assessment before we can concur with their findings and conclusions.

If there are any questions, please do not hesitate to call.

Yours truly,

**VALCOUSTICS CANADA LTD.**

Per:   
John Emeljanow, P.Eng.

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**SALVINI**  
**CONSULTING**  
Transportation Engineering and Planning

Salvini Consulting Inc.  
185 Deer Ridge Drive  
Kitchener, ON · N2P 2K5  
519-591-0426  
[julia@salviniconsulting.com](mailto:julia@salviniconsulting.com)

August 4, 2023

Justine Brotherton  
Deputy Clerk  
Township of Puslinch  
7404 Wellington Road 34  
Puslinch, ON · N0B 2J0

**Re: 384 Crawley Road Traffic Impact Study, April 2023, AECOM  
Peer Review Comments**

Dear Justine,

I've reviewed the Traffic Impact Study prepared by AECOM for the site plan application at 384 Crawley Road and dated April 2023. Recognizing that the study was prepared in support of a site plan application and that the site is located in the City of Guelph, I have tailored my comments to those issues that impact the Township's transportation network and are appropriately raised as part of the review of a site plan application.

My comments are as follows:

- Concession Road 7 (CR 7) is a Township Road at present. When the MTO construction in the area is completed, my understanding is that it will be transferred to the County.
- The City of Guelph Official Plan and Transportation Master Plan include for an extension of Southgate Drive southerly from its current terminus to Maltby Road. This study includes for an extension of Southgate Drive westerly along the north edge of the site and connecting to Crawley Road in an L-shape as an alternative alignment. This alternate alignment would impact on how site and area traffic access CR 7 and the way the CR 7/Crawley intersection with Maltby Road operates.
- The consultant relied on MTO forecasts for future traffic at the new Highway 6 interchange connecting to CR 7. Documentation showing the MTO forecasts is missing from the report appendix and would be helpful for reviewing the study.
- We have had discussions with staff at the City of Guelph and it is my understanding that they will be providing direction to the consultant about assessing a future scenario that includes development of both the Clair Maltby lands and the employment lands around the site to assess what kinds of improvements may be needed at the Maltby/Crawley/CR 7 intersection in the future so that we may plan and protect for those improvements.

- There is a discrepancy between how much GFA is included in phase one in various parts of the report. Please confirm.
- The inbound and outbound truck volumes should not be different on a daily basis. The passenger car traffic generation estimates seem reasonable.
- The study assigns the majority of the site traffic destined to and from the south and east to the Gordon/Brock/Maltby intersection and very little to the new planned Highway 6 interchange connecting to CR 7. It is my opinion that more of the traffic will use the new interchange to avoid the busy Gordon Street corridor, in particular with the planned development of the Clair/Maltby Secondary Plan area and travel times via Highways 6 and 401 are likely to be better in any event. If traffic is assigned differently, it will impact on the Maltby/Crawley/CR 7 intersection operations.

Given the comments that I've provided, I would like to review the updated study with the additional information when it becomes available. We will continue to coordinate with staff from the City of Guelph, the County of Wellington (and their consultant) and the MTO as appropriate in reviewing the transportation elements of this proposal.

Sincerely,



Julia Salvini, MEng, PEng  
President

Cc: Courtenay Hoytfox, Township of Puslinch  
Lynne Banks, Township of Puslinch  
Gwen Zhang, City of Guelph  
Pasquale Costanzo, Wellington County





Harden Environmental Services Ltd.  
4622 Nassagaweya-Puslinch Townline  
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  
Permits to Take Water  
Environmental Compliance  
Approvals

Our File: 2335

June 29, 2023

Township of Puslinch  
7404 Wellington Road 34  
Puslinch, Ontario N0B 2J0

Attention: Justine Brotherston  
Deputy Clerk

Dear Justine,

**Re: Hydrogeological Technical Review  
384 Crawley Road, Guelph, Ontario**

Harden Environmental Services Ltd. is pleased to provide comments on the proposed industrial development at 384 Crawley Road in Guelph, Ontario (the Site).

We have reviewed the following reports:

1. GM BluePlan Engineering Limited (GMBP). 2023. Industrial Equities Guelph, Hydrogeological Study: 384 Crawley Road, Guelph. GMBP File: 121123, dated April 2023.
2. AECOM Canada Ltd. 2023. Phase 1 Stormwater Management Plan Report, Parts of Lots 13, 14, 15, Concession 7, Guelph, Ontario, NewCold Advanced Cold Logistics, Project #60634622, dated April 2023.

The proposed site plan is for Phase 1 of an industrial development, which covers approximately 24 ha of land along the western portion of the Site, including a warehouse, parking areas and stormwater management facilities. The total Site area is approximately 82 ha. The proposed development will be municipally serviced (water and sanitary sewers).

The Site is located adjacent to the Township of Puslinch and land use changes therein may affect the support hydrology of features within the Township. There are provincially significant wetlands adjacent to this

site and groundwater recharge at this site likely contributes to groundwater discharge in the cold-water MacCrimmon Creek located in Concession 7 and Concession 3 between the proposed development site and County Road 34. The southern and eastern portions of this site are within areas regulated by the GRCA.

All residents in Puslinch Township rely on groundwater for their drinking water. The moraine environment on which this development rests represents a significant groundwater recharge area from which The City of Guelph residents and Township residents rely. The urbanization of this area will result in degradation of groundwater quality. There will have to be assurances that the water quality in neighbouring wells has been considered and contingency plans prepared should quantity or quality issues arise.

Our detailed review comments from a hydrogeological perspective are as follows:

1. The interpreted shallow groundwater flow direction by GMBP differs slightly from that interpreted by Anderson (2010) and by Matrix Solutions (2018) as part of the Clair-Maltby Secondary Plan. GMBP should further evaluate and discuss groundwater flow across the site, including discussion on seasonal variability and potential alterations to the shallow groundwater flow regime at the Site following development of adjacent properties. This is an important consideration as it relates to the flow of groundwater across boundaries of the City of Guelph and Puslinch Township. The other reports suggest a southwesterly flow whereas the GMBP report suggests a mainly westerly flow. The difference being that there are groundwater sensitive features to the south and not to the west.
2. It is unclear whether the GMBP groundwater monitoring data from 2022-2023 has captured the spring groundwater high. Additional data points including continuous groundwater elevation data at select locations in the spring will improve the understanding of the high-water table elevation in wetland areas, as well as in proximity to proposed underground servicing and recharge facilities included in the development concept. We anticipate that additional data will be collected and the hydrogeological study updated as part of the detailed design phase.
3. GMBP did not include any surface water or flow monitoring at the three culverts directing surface flows under Maltby Road, as shown in the figures from Anderson (2010) provided in Appendix C of the report. Flows at these culvert locations are known to have different flow directions underneath Maltby Road, which is significant as it occurs along the divide between the City of Guelph and Puslinch Township. Development-related changes in flow at these locations could have impacts to the hydrologic properties of adjacent lands within Puslinch Township.



We recommend flow monitoring at these locations as part of the ongoing monitoring at the Site. It is known that surface water movement in two westerly culverts is northerly and through the easterly culvert is southerly.

4. Results from in-situ groundwater hydraulic conductivity (K) tests (i.e. rising/falling head recovery tests) are not included within the GMBP report. In-situ K testing is recommended within groundwater monitoring wells, as the results may be required as part of the updated hydrogeological report for the detailed design phase (e.g. for construction dewatering estimates and/or assessing potential contaminant migration rates within shallow groundwater from SWM infiltration facilities).
5. Baseline groundwater quality samples were obtained from five nearby private domestic water supply wells (4646 Sideroad 20 and 104, 110, 192 and 519 Maltby Road). GMBP does not anticipate any impacts to nearby water well users as a result of the proposed development. We recommend that a response plan be in place to address potential complaints related to presumed or actual impacts from the development.
6. GMBP identified changes to the runoff and recharge potential for wetlands WET-01, WET-02 and WET-09, and assessed the potential for adverse impacts related to these changes. GMBP concluded that no significant impacts to the three wetlands are expected due to the “hydrogeological conditions (recharge conditions, separation from groundwater table and/or tolerance of the ecological communities)”. GMBP also notes that some of the wetlands may exhibit a temporary reversal to groundwater discharge patterns during the spring groundwater high, but limited data points are available during the spring groundwater high to assist with this interpretation. GMBP also notes that the Site is located in a watershed flow divide area between Hanlon Creek, Mill Creek and Irish Creek. Infiltration within this area contributes to flow in nearby watercourses in these various watersheds, as demonstrated in the Guelph-Puslinch Groundwater Study. We recommend continued monitoring of these features to evaluate the hydrologic functioning, and additional collaboration with the project ecologist on the dependence of sensitive species to the hydrologic function of the affected wetlands.
7. We see no overland flow outlet location in the development plan, and presumably all surface runoff will be directed to infiltration recharge facilities. When flows to the recharge facilities are exceeded, AECOM indicates that the parking lot will be designed to flood to the 0.3 m level. We recommend that GMBP evaluate the potential for groundwater quality impacts related to infiltration of surface runoff which may contain road salt or other contaminants, which is of interest to downgradient groundwater users in the Township of Puslinch. We also expect



- that a monitoring and maintenance plan will be prepared as part of detailed design to ensure that the infiltration facilities will perform as planned.
8. The Site is located within a wellhead protection area (WHPA-D) and intake protection zone (IPZ-3). We recommended that source protection staff review and provide comments regarding the proposed subsurface recharge facilities.
  9. Construction dewatering will need to be reassessed during the detailed design phase to determine whether temporary dewatering is anticipated for the installation of underground servicing.
  10. In our experience with other nearby development, the promised infiltration rates have not been consistently satisfied. Widespread re-grading of the property may cause a reduction in the natural infiltration capability of the land. A monitoring program should be included that includes monitoring drawdown efficiency of the SWM facilities and contingency for managing losses in infiltration capacity.

## Summary

We are generally satisfied with the hydrogeological study completed by GMBP, and provide the following recommendations for inclusion in the updated hydrogeological study during the detailed design phase:

- Confirmation of the spring groundwater high, particularly in the areas of wetlands on the Site that will be impacted.
- Surface water/flow monitoring at culverts along Maltby Road.
- In-situ hydraulic conductivity testing in groundwater monitoring wells.
- Consideration of the potential for subsurface groundwater quality impacts related to infiltration of surface runoff containing possible contaminants. (Note: Source Protection review staff may have additional comments related to this point.)
- Reassessment of construction dewatering requirements.
- Details of the proposed monitoring program for during- and post-construction.
- A response plan to deal with potential complaints from nearby private well users within the Township of Puslinch.

We also have concerns regarding the hydrologic function of the proposed infiltration systems within the AECOM SWM report. This development proposes replacing the natural function of infiltration within hummocky depressions on the Site with engineered infiltration systems that attempt to replicate this function. Our concerns include i) whether the systems will operate as planned given the significant grading and landform alterations; and ii) whether surface contamination from runoff (e.g. salt, spills, etc.)

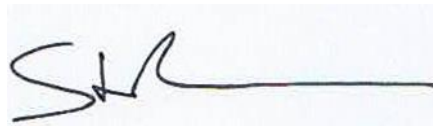
represents a significant threat to groundwater. We recommend a detailed impact assessment and monitoring and mitigation plan to address these concerns.

We appreciate the opportunity to provide this technical review and trust that the comments provided herein are sufficient for your present requirements. Should you have any questions or concerns, please do not hesitate to contact the undersigned.

Harden Environmental Services Ltd.

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

Angela M. Mason, M.Sc., P.Geo., QP<sub>ESA</sub>  
Senior Hydrogeologist

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

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



## **REPORT BLD-2023-003**

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TO: Mayor and Members of Council

PREPARED BY: Sarah Huether, Taxation & Customer Service Supervisor

PRESENTED BY: Andrew Hartholt, Chief Building Official

MEETING DATE: August 16, 2023

SUBJECT: Building Department Second Quarter Update – April to June 2023

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### **RECOMMENDATION**

**That Report BLD-2023-003 entitled Building Department Second Quarter Update – April to June 2023 be received; and**

### **Purpose**

The purpose of this report is to provide Council with an update of the activities in the Building Department for the Second Quarter of 2023 (April, May and June).

### **Background**

Council receives a summary of the Township building permits on a quarterly basis.

### **Financial Implications**

The Building Code Act requires that the total amount of building permit fees meets the total costs for the municipality to administer and enforce the Building Code Act and Regulations. Building permit fees were established to fully recover the Township's cost of providing building permit services, including an allocation of administrative overhead/indirect costs. Any surplus revenue from building permit fees is transferred to a restricted reserve, to be drawn upon in years of declining building activity.

### **Applicable Legislation and Requirements**

Building Code Act, 1992, S.O. 1992, c. 23

### **Attachments**

Schedule A – Second Quarter 2023 report and Comparison Charts

Respectfully submitted,

Reviewed by:

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**Sarah Huether**  
Taxation & Customer Service  
Supervisor

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**Andrew Hartholt**  
Chief Building Official

## Building Permit Comparison Summary - Schedule A

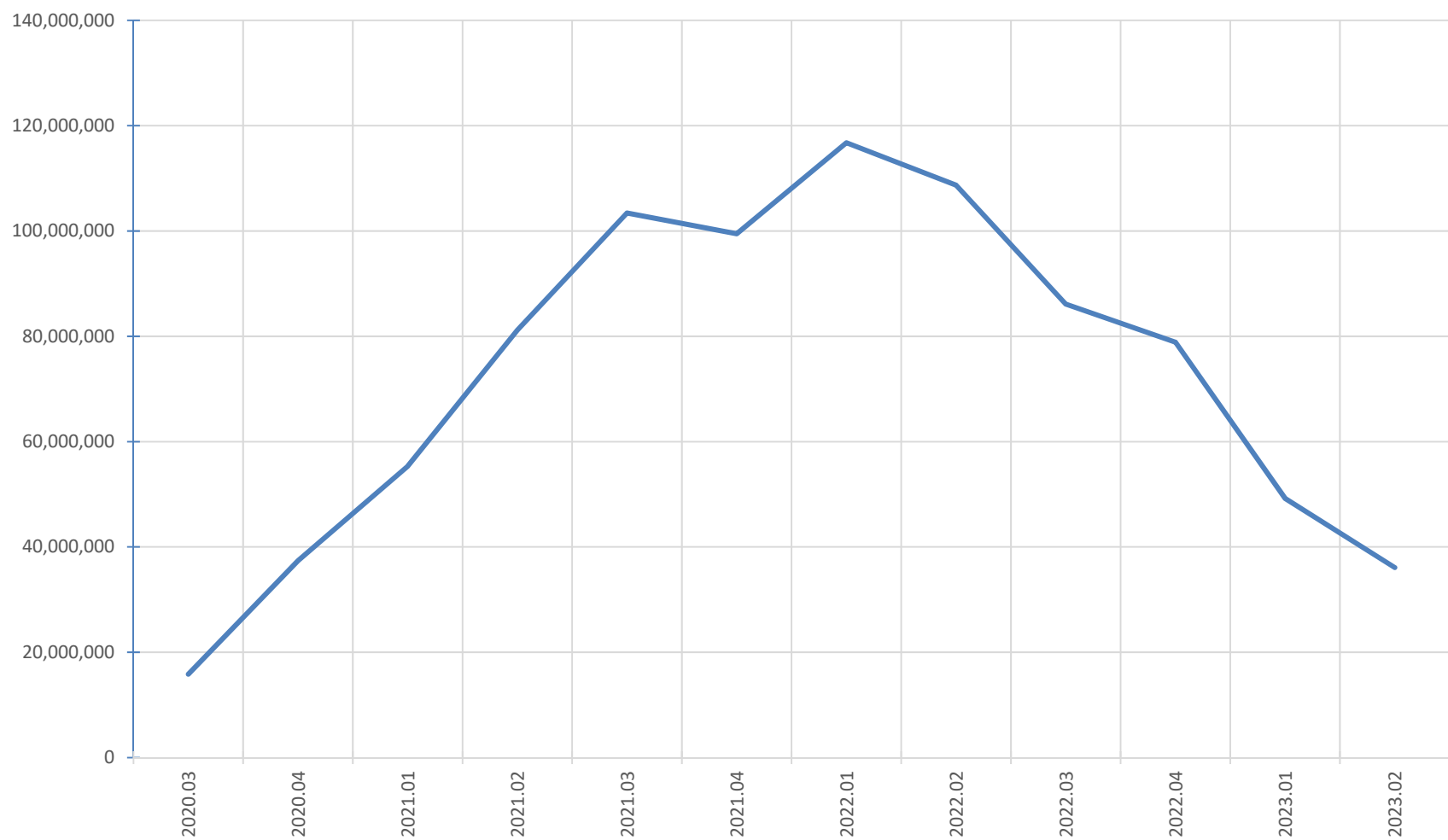
Report BLD-2023-003

Second Quarter - April to June 2023

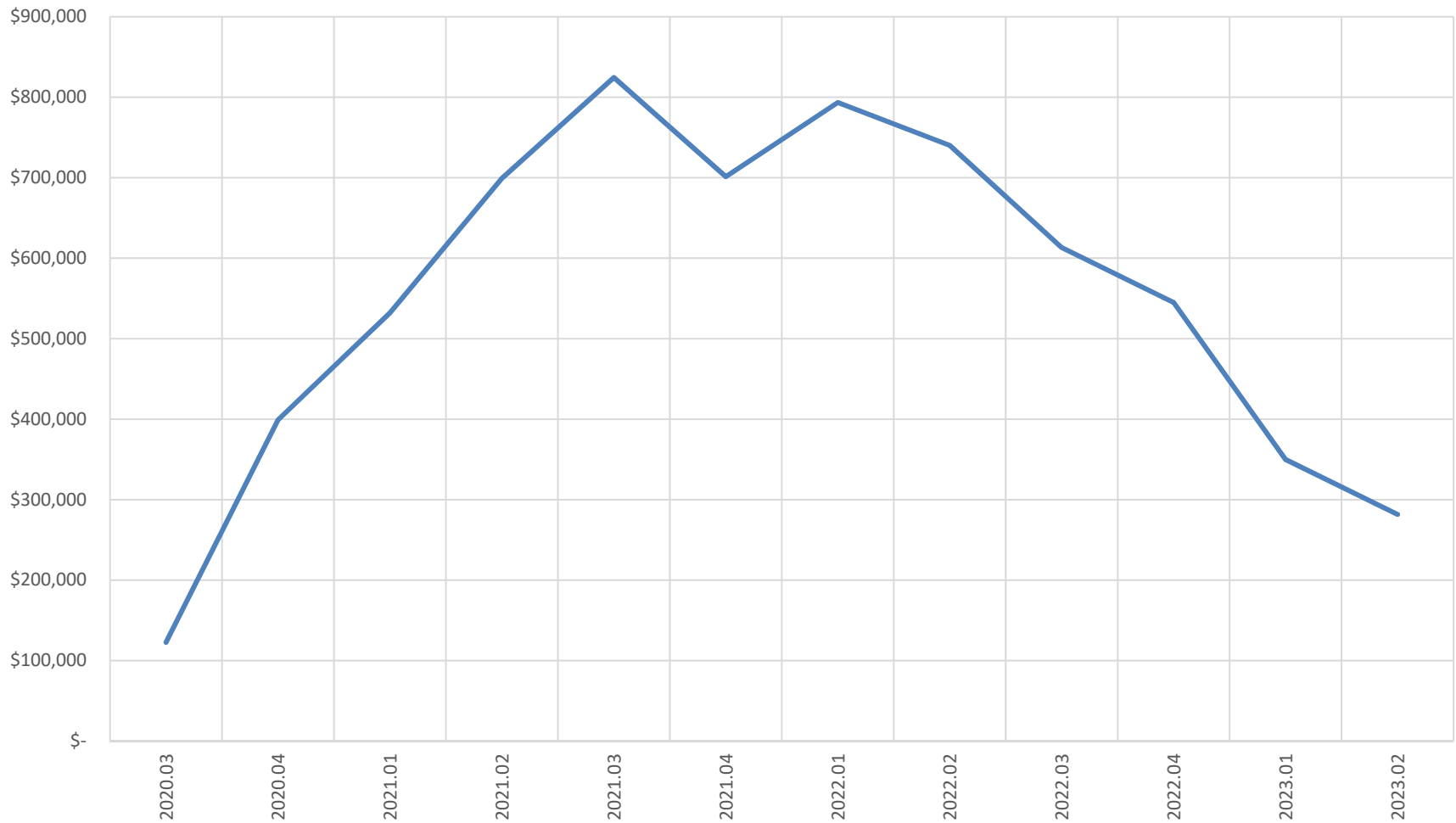
Category	Permit Count		Total Permit Fees		Cost of Construction	
	2023	2022	2023	2022	2023	2022
Accessory Structures	10	12	\$4,979	\$5,588	\$443,499	\$753,700
Agricultural Structures	1	3	\$473	\$11,739	\$32,175	\$1,806,000
Commercial/Industrial	1	3	\$880	\$3,937	\$3,000	\$181,700
Demolition	5	5	\$227	\$820	\$706,360	\$87,000
Miscellaneous Permits	6	9	\$1,597	\$6,290	\$67,600	\$412,190
Plans Resubmission	2	1	\$708	\$604	\$0	N/A
Pools Enclosure	8	13	\$1,953	\$2,939	\$591,870	\$1,160,014
Residential Buildings	12	21	\$31,064	\$71,239	\$2,770,433	\$13,080,735
Residential Sewage System	6	17	\$3,723	\$10,682	\$72,850	\$349,700

<b>SUMMARY TOTALS</b>	<b>2023</b>	<b>2022</b>
Total Permits Issued	51	84
Total Dwellings Created	2	8
Total Permit Fees	\$45,604	\$113,839
Total Permit Value	\$4,687,787	\$17,831,039

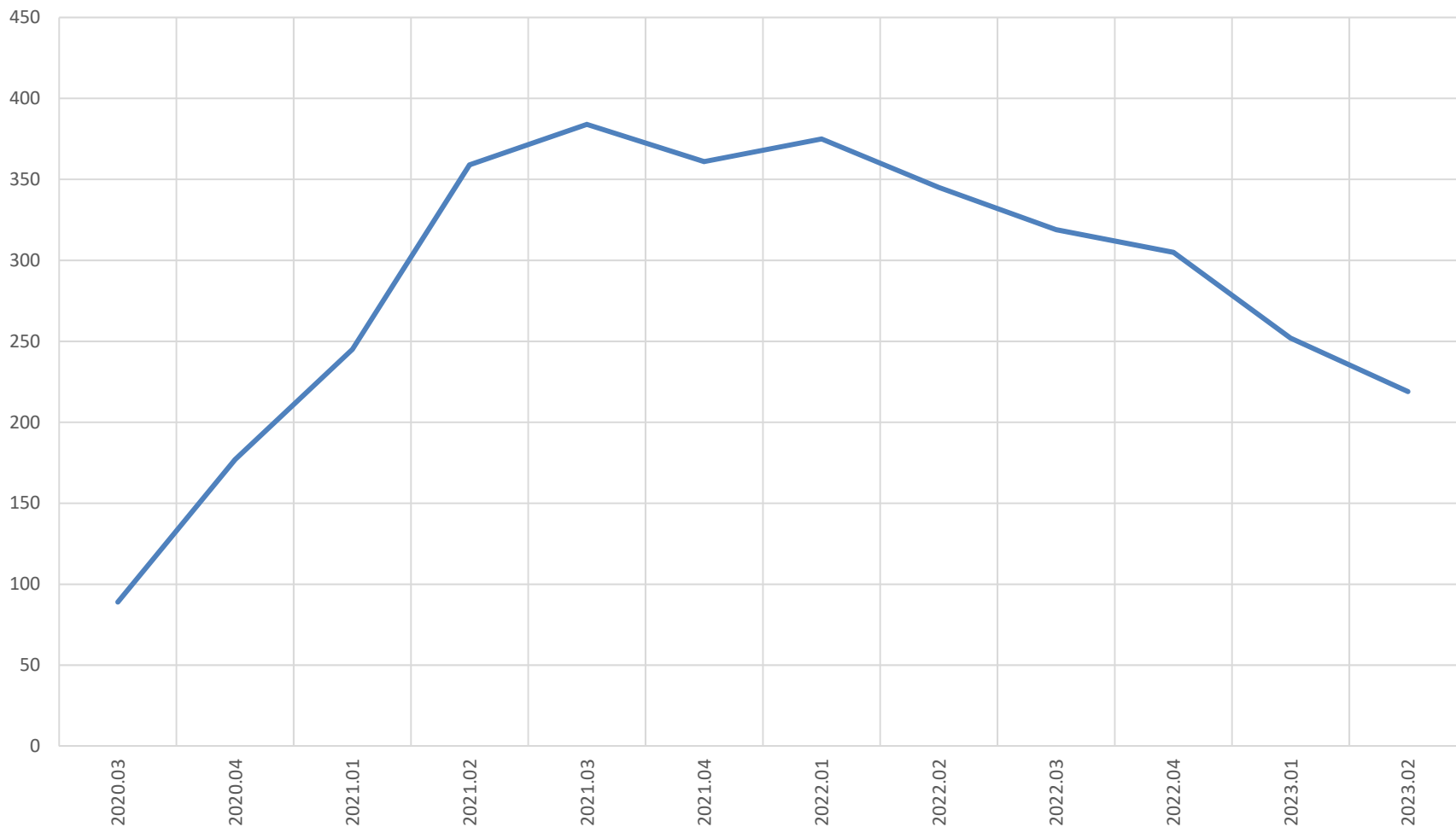
**Total Value of Permits, 12 Month Rolling Total**



**Total Fees Collected, 12 Month Rolling Total**



**Total # of Permits, 12 Month Rolling Total**





## **REPORT REC-2023-003**

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TO: Mayor and Members of Council

PREPARED BY: Sarah Huether, Taxation and Customer Service Supervisor  
Mary Hasan, Director of Finance/Treasurer  
Mike Fowler, Director of Public Works, Parks and Facilities

PRESENTED BY: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: August 16, 2023

SUBJECT: Roller Skating Free Drop-in Time at the ORC Rink – Mid-Term Pilot Program Results

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### **RECOMMENDATIONS**

**That Report REC-2023-003 entitled Roller Skating Free Drop-in Time at the ORC Rink – Mid-Term Pilot Program Results be received; and**

**That staff report back to Council on the results of the pilot program at the end of the 2023 season including number of participants that attended; and**

**That Schedule A to Report REC-2023-003 outlines the number of participants during the free drop-in fluid schedule and free drop-in scheduled programming for the Roller Skating Pilot Program at the ORC rink from May 22, 2023 to July 30, 2023; and**

**That the following free drop in schedule at the ORC Rink be offered for the remainder of the 2023 season based on the number of participants outlined in Schedule A to Report REC-2023-003:**

Month	Tuesday - Inline Shiny	Thursday - Roller-skating	Sunday - Roller-skating
May to June and September to November – weather dependent	3:00 p.m. to 4:30 p.m.	3:00 p.m. to 4:30 p.m.	10:00 a.m. to 1:00 p.m.
July and August	11:00 a.m. to 12:30 p.m.	3:00 p.m. to 4:30 p.m.	10:00 a.m. to 1:00 p.m.



**Purpose**

The purpose of this report is to provide Council with the mid-term pilot program results of the free drop-in roller and inline skating pilot program, in response to the request for free drop-in time at the ORC rink for roller/inline skating, in support of the Youth Advisory Committee's request as outlined in Report ADM-2023-013.

**Background**

Council at its meeting held on May 3, 2023 passed the following Council Resolution No. 2023-181:

***That Report REC-2023-002 entitled Roller Skating Free Drop-in Time at the ORC be received; and***

***That Council authorize staff to offer free drop-in time at the ORC rink for roller and inline skating for a pilot period for the 2023 season in support of the Youth Advisory Committee's request as outlined in Report ADM-2023-013; and***

***That staff report back to Council on the results of the pilot program mid-term at the end of July and at the end of the 2023 season including number of participants that attended during the drop in times, and the outcome of the fluid schedule for drop in times when there is an existing paid rental of the facility; and***

***That the following free drop in schedule at the ORC rink for roller and inline skating be offered for a pilot period for 2023:***

Month	Monday	Tuesday	Wednesday	Thursday	Sunday
May to June and September to November – weather dependent	Afternoon Fluid times based on existing rentals and staffing	3:00 p.m. to 4:30 p.m.	Afternoon Fluid times based on existing rentals and staffing	3:00 p.m. to 4:30 p.m.	10:00 a.m. to 1:00 p.m.
July and August	Morning Fluid times based on existing	11:00 a.m. to 12:30 p.m.	Morning Fluid times based on existing	3:00 p.m. to 4:30 p.m.	10:00 a.m. to 1:00 p.m.

	<i>rentals and staffing</i>		<i>rentals and staffing</i>		
	<i>Evenings Fluid times based on existing rentals and staffing</i>	<i>Evenings Fluid times based on existing rentals and staffing</i>	<i>Evenings Fluid times based on existing rentals and staffing</i>		

Attached as Schedule B to this Report is Report REC-2023-002 that was presented to Council on May 3, 2023. Please note, afternoon and morning fluid times were not offered as this was very difficult to implement operationally. Fluid times were only offered in the evenings from 6:00 p.m. to 8:00 p.m. when there was scheduled facility staff on site.

Based on the program utilization data outlined in Schedule A, it is recommended that only scheduled drop-in times be provided (and not fluid drop-in times) given the low participant/utilization rates during the fluid times. Also, the additional Township staff time associated with communicating the fluid schedule to the public and between the various Township departments (ie. Services, Facilities, and Communications staff) is an added operational requirement. It takes facilities staff one hour to set up the rink pad surface for this program. However, the Township's practice has been that drop-ins outside of scheduled or fluid program times, are generally accommodated on a first come first serve basis upon facility staff being on site.

The benefits associated with establishing a weekly drop-in schedule and offering two different schedules based on the time of the year were outlined in Report REC-2023-002 presented to Council on May 3, 2023 and attached as Schedule B to this Report.

Given requests received from the public during the initial term of this pilot program, it is recommended that a separate scheduled drop-in time be provided for inline shinny as accommodating both activities (ie. roller-skating and inline shinny) at the same time is a safety risk for participants.

Staff recommend that the following free drop in schedule at the ORC Rink be offered for the remainder of the 2023 season based on the program utilization outlined in Schedule A to Report REC-2023-003:

Month	Tuesday - Inline Shinny	Thursday - Roller-skating	Sunday - Roller- skating
May to June and September to November – weather dependent	3:00 p.m. to 4:30 p.m.	3:00 p.m. to 4:30 p.m.	10:00 a.m. to 1:00 p.m.
July and August	11:00 a.m. to 12:30 p.m.	3:00 p.m. to 4:30 p.m.	10:00 a.m. to 1:00 p.m.

### **Financial Implications**

Possible loss of rental revenue during approved free drop-in times, but the loss is considered marginal and typically, renters provide alternative times for their rentals if an allotted time is not available. Additional staffing costs to operate the facility on Sundays when the facility would have been closed if there were no private rentals.

### **Applicable Legislation and Requirements**

None

### **Engagement Opportunities**

The Township promoted and advertised the program as follows:

Channel	Details
Media Release	Shared to date by: <ul style="list-style-type: none"> <li>• Township Website</li> <li>• Global News</li> <li>• Guelph Today</li> <li>• Puslinch Today</li> </ul>
Township Website	<ul style="list-style-type: none"> <li>• Homepage Banner</li> <li>• Recreation and Leisure Calendar</li> <li>• Wellington County Festival and Events Calendar</li> </ul>
Newsletters	<ul style="list-style-type: none"> <li>• Community Newsletter</li> <li>• Aberfoyle Public School Newsletter</li> </ul>
Social Media Posts	<ul style="list-style-type: none"> <li>• Frequent posts regarding scheduled times</li> </ul>

- |  |  |
|--|--|
|  | <ul style="list-style-type: none"><li>• Drop-in times if available on Monday's. Tuesday's and Wednesday's by 4:00 p.m.</li></ul> |
|--|--|

The approved drop in and scheduled roller-skating and inline shinny programming will be advertised as follows and in line with the chart above:

- Social Media Posts at [Facebook.ca/TownshipofPuslinch](https://www.facebook.com/TownshipofPuslinch) & [Twitter.com/TwpPuslinchON](https://twitter.com/TwpPuslinchON)
- Township Website at [Puslinch.ca/Facilities](https://puslinch.ca/Facilities) within the Recreation and Leisure Calendar
- Community Newsletter
- Aberfoyle Public School engagement

### **Attachments**

Schedule A – Drop in Roller/Inline Skating Program Utilization May 22, 2023 to July 30, 2023

Schedule B – Report REC-2023-002 - Roller Skating Free Drop-in Time at the ORC

**Respectfully submitted:**

**Mary Hasan**  
**Director of Finance/Treasurer**

**Mike Fowler**  
**Director of Public Works, Parks and Facilities**

**Schedule A - Drop in Roller/Inline Skating Program Utilization May 22, 2023 to July 30, 2023**

<b>DROP-IN ROLLER/INLINE SKATING PROGRAM UTILIZATION</b>						
Week of	Monday Fluid	Tuesday Scheduled	Tuesday Fluid	Wednesday Fluid	Thursday Scheduled	Sunday Scheduled
May 22	<b>Note A</b>	1	<b>Note A</b>	<b>Note A</b>	4	7
May 29		0			0	3
June 5		0			1	3
June 12		0			8	5
June 19		1			6	5
June 26		5			6	0
July 3		3			1	5
July 10		1			0	2
July 17		0			2	3
July 24		0			0	2
<b>TOTALS</b>	<b>0</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>28</b>	<b>35</b>

**Note A** – Facilities staff estimate that of the approximately 29 fluid times promoted and advertised from May 22, 2023 to July 30, 2023, there were approximately a total of 10 participants who attended.



## **REPORT REC-2023-002**

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TO: Mayor and Members of Council

PREPARED BY: Sarah Huether, Taxation and Customer Service Supervisor  
 Mary Hasan, Director of Finance/Treasurer  
 Mike Fowler, Director of Public Works, Parks and Facilities

PRESENTED BY: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: May 3, 2023

SUBJECT: Roller Skating Free Drop-in Time at the ORC

---

### **RECOMMENDATIONS**

**That Report REC-2023-002 entitled Roller Skating Free Drop-in Time at the ORC be received; and**

**That Council authorize staff to offer free drop-in time at the ORC rink for roller and inline skating for a pilot period from 2023 to 2025 in support of the Youth Advisory Committee's request as outlined in Report ADM-2023-013; and**

**That upon completion of the 2023 to 2025 pilot program, that staff report back to Council on the results of the pilot program including number of participants that attended during the drop in times; and**

**That the following free drop in schedule at the ORC rink for roller and inline skating be offered for a pilot period from 2023 to 2025:**

MONTH	TUESDAY	THURSDAY
May to June and September to November – weather dependent	3:00 p.m. to 4:30 p.m.	3:00 p.m. to 4:30 p.m.
July and August	11:00 a.m. to 12:30 p.m.	3:00 p.m. to 4:30 p.m.

**Purpose**

The purpose of this report is to provide Council with a proposed schedule, in response to the request for free drop-in time at the ORC rink for roller/inline skating, in support of the Youth Advisory Committee's request as outlined in Report ADM-2023-013.

**Background**

Council at its meeting held on March 22, 2023 received Report ADM-2023-013 entitled Youth Advisory Committee Meeting Update and directed 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 ongoing. Report ADM-2023-013 is attached as Schedule A to this Report.

Staff have reviewed the previous year (2022) and current year (2023) rental requests, to determine a suitable time to schedule the free drop-in time at the ORC rink. The benefits associated with establishing a weekly drop-in schedule are outlined below:

- Enables increased utilization of the facility by users.
- The public appreciates the reliability in a weekly drop-in schedule.
- Enables effective and timely advertising to the public through the Township website of the weekly drop-in schedule.
- Creates a fair, equal and transparent process for providing free drop-in times to the public.

Staff have recommended that two, 1.5 hour sessions be provided on Tuesdays and Thursdays for a pilot period from 2023 to 2025 as follows:

MONTH	TUESDAY	THURSDAY
May to June and September to November - weather dependent	3:00 p.m. to 4:30 p.m.	3:00 p.m. to 4:30 p.m.
July and August	11:00 a.m. to 12:30 p.m.	3:00 p.m. to 4:30 p.m.

The drop-in times proposed are based on days and times of the week where the facility has:

- Previously had low utilization rates (ie. no recurring league rentals and limited one-time rentals).

- Staff that are scheduled to work at the facility resulting in limited incremental staffing costs.

Staff recommend two different schedules based on the time of the year:

- One schedule is recommended during the regular school year. Council implemented a crossing guard position at the Brock Road intersection to promote safe parking options at the Puslinch Community Centre. As school dismissal is at 2:50 p.m., staff suggest programming begin at 3:00 p.m. to promote after school activities.
- A different schedule is recommended for the summer months. The alternate summer schedule provides recreational opportunities earlier in the day for youth during the school summer break.

Staff recommend that this drop-in time not be an opportunity for ball hockey and therefore, sticks and balls will not be permitted during these drop-in times. Accommodating both activities at the same time becomes a safety risk for participants.

### **Financial Implications**

Possible loss of rental revenue during approved free drop-in times, but the loss is considered marginal and typically, renters provide alternative times for their rentals if an allotted time is not available. Staff are also scheduled to work at the facility during the free drop-in times proposed in this Report resulting in limited incremental staffing costs.

### **Applicable Legislation and Requirements**

None

### **Engagement Opportunities**

As discussed throughout this Report, this initiative was recommended by the Youth Advisory Committee. If this initiative is approved by Council, the approved drop in schedule will be advertised as follows:

- Social Media Posts at [Facebook.ca/TownshipofPuslinch](https://www.facebook.com/TownshipofPuslinch) & [Twitter.com/TwpPuslinchON](https://twitter.com/TwpPuslinchON)
- Township Website at [Puslinch.ca/Facilities](https://www.puslinch.ca/Facilities) within the Recreation and Leisure Calendar
- Community Newsletter
- Aberfoyle Public School engagement



Township staff will update the Youth Advisory Committee on Council's direction.

**Attachments**

Schedule A – Report ADM-2023-013 – Youth Advisory Committee Meeting Update

**Respectfully submitted:**

**Mary Hasan**  
**Director of Finance/Treasurer**

**Mike Fowler**  
**Director of Public Works, Parks and Facilities**



## **REPORT ADM-2023-013**

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TO: Mayor and Members of Council

PREPARED BY: Courtenay Hoytfox, Municipal Clerk

PRESENTED BY: Courtenay Hoytfox, Municipal Clerk

MEETING DATE: March 22, 2023

SUBJECT: Youth Advisory Committee Meeting Update

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### **RECOMMENDATION**

**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.**

### **Purpose**

The purpose of this report is to provide Council with an update on the Youth Advisory Committee and to present to Council the proposed Committee logo and the proposed Committee goals and objectives for the 2023 year.

### **Background**

The Youth Advisory Committee is a new Committee that was established for the 2022-2026 term of Council. The Committee has met for two (2) regularly scheduled meetings to date (February 6, 2023 and March 6, 2023). The Committee received orientation at the first meeting which included an introduction on setting goals and objectives for the year/term. Following the orientation, the Committee members were tasked with presenting their proposed goal or objective to the Committee at the March meeting. The Committee heard a

number of great presentations and voted on the proposals. Three (3) projects were selected as outlined in the resolution below:

**Resolution No. 2023-013:**

Moved by Carter Devries

Seconded by Laz Holford

**That Report YOU-2023-002 entitled Committee Goals and Objectives Initial Proposals be received; and**

**That the Youth Advisory Committee direct staff to look into the Arkell Soccer Lights Initiative and report back to the Committee at the April meeting; and**

**That the Youth Advisory Committee request that Council consider adding roller skating free drop-in time at the ORC when the pad becomes available for the 2023 season and on-going; and,**

**That the Youth Advisory Committee selects the following goals and objective proposals for the 2023 Youth Advisory Committee Goals and Objectives; and further,**

**That the following sub-committees be established for the respective proposals:**

<b>Goals and Objectives Proposal</b>	<b>Sub-Committee</b>
<b>Sports Day</b>	Aaron, Carter D., Carter O., Kenzo
<b>Hobbies Day</b>	Xander, Talia, Councillor Bailey
<b>Fall Fair</b>	Chelsey, Ayla, Katey, Laz, Oliver

**That the Youth Advisory Committee forward this resolution to Council for its Consideration.**

**CARRIED**

Each proposal will require the completion of a fulsome project proposal by the subcommittee which will outline the specifics of each project and identify any financial implications, fundraising opportunities, etc. Subject to Council approval, the sub-committees will begin working on their proposals and project planning.

The Committee requested that Council consider adding roller skating free drop-in time at the ORC when the pad becomes available for the 2023 season and on-going. Staff recommend that this be explored and that a staff report be prepared for Council to consider at an upcoming meeting.

The Committee also requested that staff look into the potential for lighting at the soccer field near Arkell. As a first step, staff verified the property ownership as being owned by the Calvary Baptist Church. Staff recommend that this information be provided to the Committee and no further action be taken.



At the February meeting, the Committee was also tasked with developing a unique logo concept for the Committee to review at the March meeting. Schedule "A" of this report displays all logos that were developed and submitted by the Committee members. The Committee conducted a series of votes to narrow down the logos to the winning logo displayed below. The winning logo was developed by Committee Member Carter O'Driscoll:



Subject to Council approval, the new logo will be displayed on Youth Advisory Committee agendas, minutes, resolutions, public communications, etc. in addition to the Township crest.

**Financial Implications**

None

**Applicable Legislation and Requirements**

None

**Engagement Opportunities**

None

**Attachments**

Schedule "A" Committee Logo Concepts

**Respectfully submitted,**

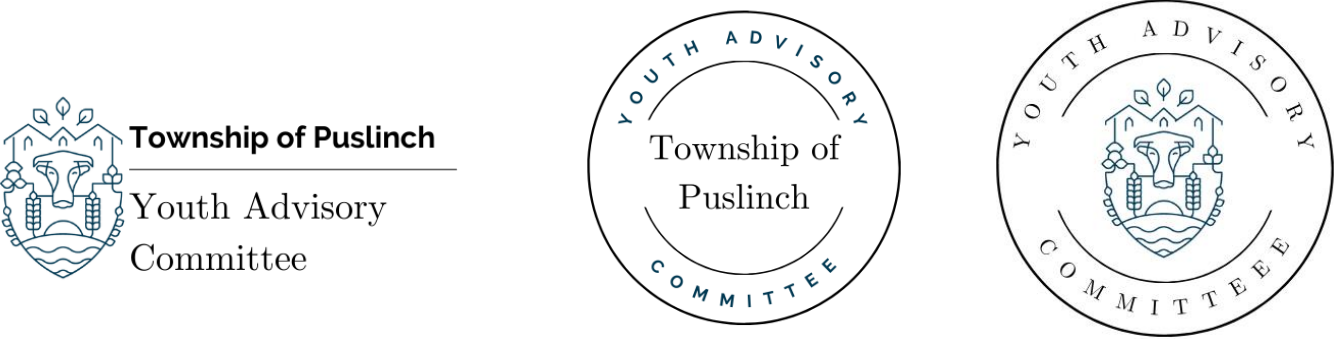
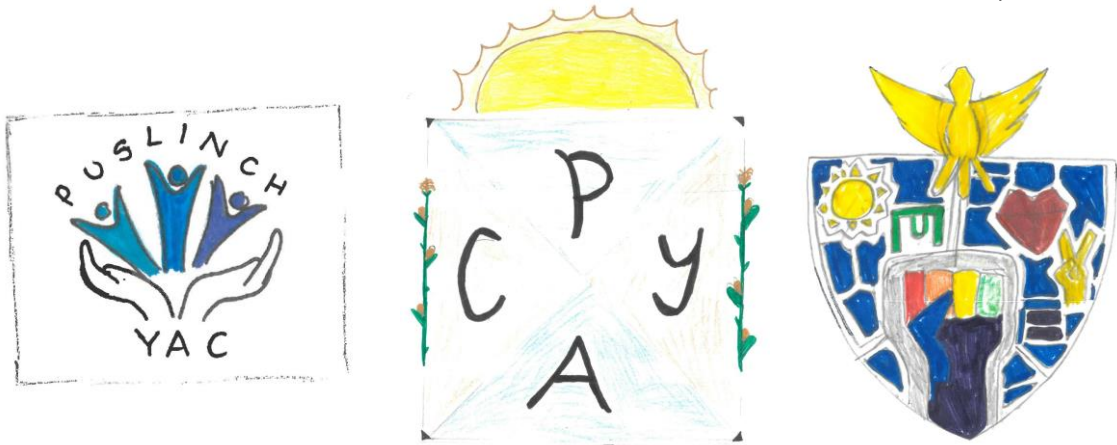
**Reviewed by:**

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**Courtenay Hoytfox,  
Municipal Clerk**

---

**Glenn Schwendinger,  
CAO**





COUNTY OF WELLINGTON

KIM COURTS  
DEPUTY CLERK  
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74 WOOLWICH STREET  
GUELPH, ONTARIO  
N1H 3T9

July 11, 2023

Wellington County  
Member Municipality Clerks

Amanda Knight, Township of Guelph/Eramosa  
Lisa Campion, Town of Erin  
Kerri O'Kane, Township of Centre Wellington  
Larry Wheeler, Township of Mapleton  
Annileene McRobb, Town of Minto  
Karren Wallace, Township of Wellington  
Courtenay Hoytfox, Township of Puslinch

[aknight@get.on.ca](mailto:aknight@get.on.ca)  
[Lisa.campion@erin.ca](mailto:Lisa.campion@erin.ca)  
[kokane@centrewellington.ca](mailto:kokane@centrewellington.ca)  
[LWheeler@mapleton.ca](mailto:LWheeler@mapleton.ca)  
[annileene@town.minto.on.ca](mailto:annileene@town.minto.on.ca)  
[kwallace@wellington-north.com](mailto:kwallace@wellington-north.com)  
[choytfox@puslinch.ca](mailto:choytfox@puslinch.ca)

Good afternoon,

At its meeting held June 8, 2023 Wellington County Council approved the following recommendation from the Planning Committee:

**That the report County Official Plan Review – Progress Report #9 be received for information; and**

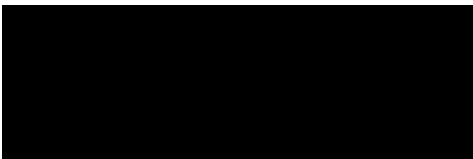
**That the County Clerk forward the report to Member Municipalities; and**

**That staff be directed to prepare and circulate a draft amendment(s) to update the County Official Plan to address urban growth needs and to hold public meeting(s) at the appropriate time(s).**

Enclosed is the County Official Plan Review-Progress Report 9.

Should you have any questions, please contact Sarah Wilhelm, Manager of Policy Planning at [sarahw@wellington.ca](mailto:sarahw@wellington.ca).

Sincerely,



Kim Courts  
Deputy Clerk



# COUNTY OF WELLINGTON

## COMMITTEE REPORT

**To:** Chair and Members of the Planning Committee  
**From:** Sarah Wilhelm, Manager of Policy Planning  
**Date:** Thursday, June 08, 2023  
**Subject:** County Official Plan Review – Progress Report #9



PLANWELL

### 1.0 Purpose

This progress report for the County Official Plan Review covers the period from January to June, 2023.

### 2.0 Key Updates

- County Growth Structure – Official Plan Amendment (OPA 119) approved by the Minister of Municipal Affairs and Housing on April 11, 2023, subject to modifications. The Province added more than 1,000 acres to urban boundaries. Boundary expansions were not part of the original Council adopted Official Plan Amendment.
- County Growth Forecast – Official Plan Amendment (OPA 120) adopted by County Council on February 23, 2023 and submitted to the Ministry of Municipal Affairs and Housing on March 1, 2023. The 120-day decision making deadline was suspended by the Minister of Municipal Affairs and Housing on May 2, 2023 to allow more time for review.
- Development Approval Process Updates – Official Plan Amendment (OPA 121) adopted by County Council and came into effect on April 27, 2023. Enables Community Planning Permit System and minor zoning by-law amendments. Makes other policy changes related to site plan control, complete applications and pre-consultations.
- Draft Provincial Planning Statement released for comment by Province. Proposes significant changes to Provincial land use planning framework and the County's approach to the current Official Plan Review. Deadline for submitting comments was June 5 but the comment period has been extended to August 4, 2023.
- The following County Planning Committee Reports have been brought forward to Council since the last progress report:

PD2023-01 County Official Plan Review – Progress Report #8  
PD2023-03 County Official Plan Review – OPA 120 Recommendation Report  
PD2023-05 County Official Plan Review – Agricultural System Mapping and Policy Review  
PD2023-09 County Official Plan Review – Urban Expansion Requests  
PD2023-16 County Official Plan Review – Provincial Approval of OPA 119  
PD2022-20 Proposed Provincial Planning Statement, 2023



### **3.0 Work Plan**

The County Official Plan Review consists of two main parts: a municipal comprehensive review (MCR) and a 5-year review. While staff have mainly focused on the MCR component to date, the proposed Provincial Planning Statement (2023 PPS) would no longer require an MCR to be completed. The Official Plan Review will continue under the 5-year review umbrella.

With the final 2023 PPS policies expected this fall, planning staff are finding ways to continue to move forward with policy development and mapping changes still necessary to support future growth, while temporarily pausing other areas of review.

#### **3.1 Key Areas to Continue with Official Plan Review**

Staff recommends that the following areas of our work plan be continued at this time:

##### **Future Development Land**

- Move forward with amendments to County Official Plan to re-designate Future Development lands within urban area boundaries in Mapleton, Minto and Wellington North (Erin Future Development lands to be considered locally).

##### **Settlement Area Boundary Expansion Review**

- Continue with evaluation of submitted requests for urban settlement area boundary expansions where a need for more land was identified in the MCR Phase 2 Report for community area growth (Centre Wellington, Mapleton and Minto) and for employment area growth (Centre Wellington, Erin and Mapleton). Given number of parcels impacted in Centre Wellington, a map in Appendix A is included to show outstanding urban expansion area requests in relation to Provincially approved boundary expansions.
- As a priority, move forward with necessary amendments to County Official Plan to implement Mapleton Council endorsed expansion areas in Drayton and Moorefield. Other municipalities to follow.

##### **Mixed Use Residential/Commercial Policies**

- Continue to review and modernize Official Plan policies to support increased flexibility for mixed use, intensification and a range of housing types, and bring forward amendments to Official Plan to implement necessary changes.

##### **Considerations Related to OPA 119 Mapping Modifications**

- Through modifications to OPA 119, the Province expanded urban areas in Fergus, Elora/Salem, Rockwood and Clifford and supported conversion of employment area lands in Arthur and Elora.
- Approaches regarding future land use designations will be reviewed within the context of the overall Official Plan Review, applicable planning policies, and other technical considerations (e.g. servicing availability, phasing, etc.).

County staff will monitor changes at the Provincial level, work closely with Member Municipalities and adjust the work plan as necessary.

### **3.2 Key Areas to Pause Official Plan Review**

Staff recommends that the following areas of our work plan be paused until the final 2023 PPS is available:

#### **Agricultural Policy and Mapping Review**

- The draft 2023 PPS policies propose to remove requirement for Agricultural System mapping (except for Greenbelt Area) and make changes to prime agricultural area policies.

#### **Rural Area Growth Review**

- The draft 2023 PPS policies provide much greater flexibility for rural residential development and less restrictive rural employment policies. Final PPS policies should therefore factor into the considerations for the following:
  - Regionally Significant Economic Development Study Area in Puslinch,
  - Rural employment areas, and
  - Rural residential development potential in secondary urban centres (Aberfoyle, Morriston), hamlets and through severances in the secondary agricultural area in Erin, Minto and Puslinch.

### **4.0 Upcoming Official Plan Amendment(s)**

In the near term, staff intend to prepare draft Amendment(s) to the County Official Plan to mainly deal with the matters under Section 3.1 of this report.

#### **4.1 Purpose of the Official Plan Amendment(s)**

The purpose of the Amendment(s) is to address urban growth needs and related planning policy considerations.

#### **4.2 Proposed Changes to the County Official Plan**

The main changes to the official plan being considered include:

- 1) Future Development and other land use mapping and policy changes;
- 2) Urban area boundary expansions;
- 3) Encourage mixed use developments, intensification and a range of housing options;
- 4) Other amendments to the Plan resulting from the above; and
- 5) Housekeeping matters.

### **5.0 Next Steps**

Staff will prepare a draft Official Plan Amendment(s) and circulate to our Member Municipalities and prescribed agencies for comment and conduct the necessary public consultation(s), at the appropriate times. Staff will report back to the Committee with a final amendment and recommendation.

## 6.0 Recommendations

That the report “County Official Plan Review – Progress Report #9” be received for information;

That the County Clerk forward the report to Member Municipalities; and

That staff be directed to prepare and circulate a draft amendment(s) to update the County Official Plan to address urban growth needs and to hold public meeting(s) at the appropriate time(s).

Respectfully submitted,

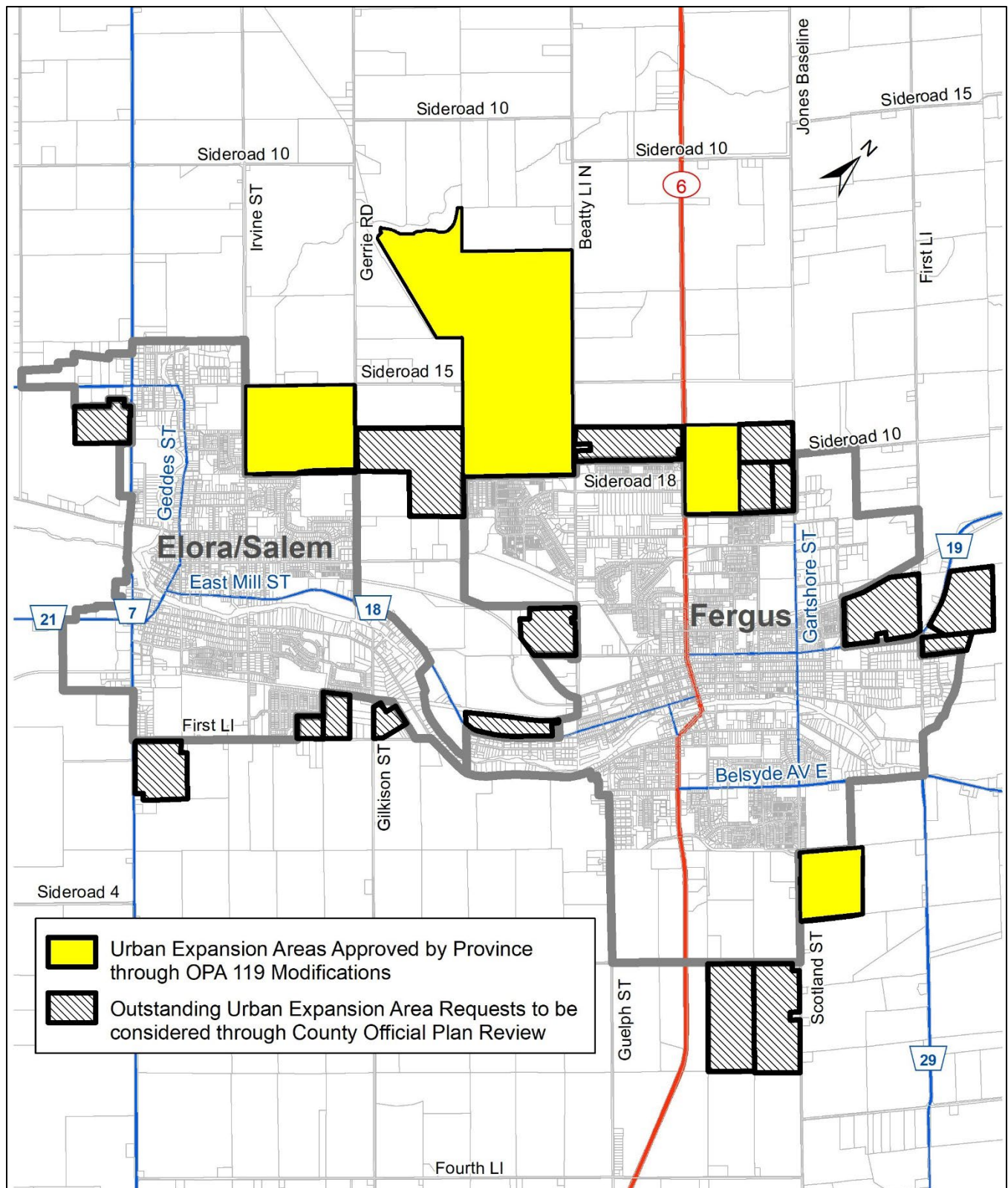


Sarah Wilhelm, MCIP, RPP  
Manager of Policy Planning

Appendix A      Centre Wellington Urban Expansion Area Modifications and Remaining Requests

# Appendix A

## Centre Wellington Urban Expansion Area Modifications and Remaining Requests



Ontario  
Provincial  
Police

Police  
provinciale  
de l'Ontario



County of Wellington Detachment  
Centre Wellington  
Administration Centre  
Detachement du centre de Wellington  
Centre administratif de  
Centre Wellington

371 Charles Allan  
Way  
FERGUS, ON.  
N1M 2W3

371 Charles Allan  
Facon  
FERGUS, ON.  
N1M 2W3

Tel: (519) 846-5930

Fax: (519) 846-5460

July 6, 2023

Courtenay HOYTFOX  
Municipal Clerk  
Township of Puslinch  
Puslinch, ON N0B2J0

**RE:**

Dear Ms. Hoytfox,

I am in receipt of the Wellington County Police Services Board letter dated May 19, 2023 which referred Puslinch Township's request for clarification on speed changes and enforcement to myself for response.

I can advise that the Ontario Provincial Police do not make direction to municipal or provincial agencies regarding speed limit changes on their roadways. That is strictly a matter for the municipality of jurisdiction to determine, legislate, and post themselves.

The OPP will then actively enforce those speed limit laws and assist in the prosecution of offenders. The Wellington OPP can assist the County and Township in providing any available data we may have regarding collisions, OPP-received complaints, and speed data collected from Black cat speed measuring devices as requested.

[REDACTED]

Steve Thomas  
Inspector – Detachment Commander  
Ontario Provincial Police  
Wellington County



Jennifer Adams  
County Clerk  
74 Woolwich St,  
Guelph, ON N1H 3T9  
VIA EMAIL:  
[jennifera@wellington.ca](mailto:jennifera@wellington.ca)

Township of Puslinch  
7404 Wellington Road 34  
Puslinch, ON N0B 2J0  
[www.puslinch.ca](http://www.puslinch.ca)

April 25, 2023

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

Please be advised that Township of Puslinch Council, at its meeting held on April 12, 2023 considered the aforementioned topic and subsequent to discussion, the following was resolved:

**Resolution No. 2023-123:** Moved by Councillor Sepulis and  
Seconded by Councillor Goyda

That Council receives the correspondence item 10.1 regarding the County of Wellington Response to Township Council Resolution regarding Lake Road Reconstruction and Project Details and Speed Limit Changes; and

That Council direct staff to resubmit the Council resolution from the March 1, 2023 meeting to the County Roads Committee for consideration at the September 2023 Committee meeting; and

That Council direct staff to request clarification from the Police Service Board regarding how speed changes and enforcement will take place.

**CARRIED**

As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Sincerely,  
Courtenay Hoytfox  
Municipal Clerk



Don Kudo  
County Engineer  
County of Wellington  
74 Woolwich St,  
Guelph, ON  
N1H 3T9  
VIA EMAIL:  
[donk@wellington.ca](mailto:donk@wellington.ca)

Township of Puslinch  
7404 Wellington Road 34  
Puslinch, ON N0B 2J0  
[www.puslinch.ca](http://www.puslinch.ca)

March 10, 2023

RE: 10.2 County of Welling - Roads Committee Report - Lake Road Reconstruction (Wellington Road 32, Puslinch, - Project Details and Speed Limit Changes

Please be advised that Township of Puslinch Council, at its meeting held on March 1, 2023 considered the aforementioned topic and subsequent to discussion, the following was resolved:

**Resolution No. 2023-071:** Moved by Councillor Goyda and  
Seconded by Councillor Sepulis

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 three-way-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.

**CARRIED**

As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Sincerely,  
Courtenay Hoytfox  
Municipal Clerk



# COUNTY OF WELLINGTON

---

## COMMITTEE REPORT

**To:** Chair and Members of the Roads Committee  
**From:** Don Kudo, P. Eng., County Engineer  
**Date:** Tuesday, February 14, 2023  
**Subject:** **Lake Road Reconstruction (Wellington Road 32, Puslinch) – Project Details and Speed Limit Changes**

---

### **Background:**

Lake Road (Wellington Road 32) has been a focus of speeding and safety concerns within the local Puslinch community for a number of years. The County's Road Master Action Plan (RMAP) included a review of Lake Road as one of the 27 County road segments assessed in the RMAP's Speed Management Corridor review process. For Lake Road, the study recommended changes to the posted speed limits on this road segment along with recommending a number of road improvements as speed management measures.

### **Project Details**

With the reconstruction of Lake Road scheduled to be completed this construction season, the County has the opportunity to make roadway safety improvements that were recommended in the RMAP and other design changes as follows:

- Improving the current residential area by enhancing the concrete curb and gutter cross section with a narrower road lane width of 3.25 metres
- Eliminating the right turn slip-a-round lane with a reconfigured all way stop tee intersection at the intersection of WR 32 and Concession 2
- Providing a 3.0 metre-wide paved shoulder along the north side of the residential area curbed section to the Puslinch Tract Conservation area north of the intersection of WR 32 and Concession 2
- Installing two pedestrian crossovers (PXO) along this section of road with one located in the residential area and the other located adjacent to the Puslinch Tract Conservation area

Other proposed roadway improvements based on consultant studies and recommendations include:

- Installing eco-passages and exclusion fencing to help reduce reptile and amphibian mortality rates at the wetland sections, resulting in safer and greater movement for wildlife. Road mortality has a direct impact on population size and restricts species movement, which reduces opportunities for feeding and reproduction.
- Introducing an innovative product, Cematrix, that is a lightweight cellular concrete to be used as sub base road material with the intent to extend the life cycle of the road structure. The use of the Cematrix product will be a first for a County road and will be used along the two wetland sections of Lake Road where prominent rutting and pavement fatigue have previously been experienced. The improved road base may allow for the removal of the year round reduced load restriction on Lake Road. Staff will undertake post construction monitoring to determine if a change to the reduced load restriction bylaw for Lake Road is warranted.



### **Road Master Action Plan**

The Road Master Action plan was approved in January, 2022. As part of the RMAP, Speed Management Guidelines were developed for the County. These guidelines provide context for managing speed on County roads including some factors with respect to establishing appropriate posted speed limits as follows:

- uniformity of vehicle speeds increases safety and reduces the risks for vehicle collision
- collision potential is lowest when the difference in operating speed between vehicles in the traffic stream is the smallest
- effectiveness and credibility of the posted speed limit is enhanced by setting speed limits that are safe and reasonable for the roadway environment
- posted speed limits that are set too low result in a significant number of “reasonable” drivers operating illegally, place unnecessary burdens on law enforcement personnel, and lead to a lack of credibility of the posted speed limit

The RMAP Speed Management Guidelines are consistent with the Transportation Association of Canada (TAC) “Canadian Guidelines for Establishing Posted Speed Limits”. The TAC guidelines were adopted by the County in 2012 for setting or adjusting posted speed limits and the RMAP reconfirmed the use of these guidelines. The guidelines consider factors such as road classification, road geometry, conflict points, and pedestrian/cyclist use to establish appropriate posted speed limits.

As previously noted, 27 County road segments including Lake Road, were studied as part of the RMAP Speed Management Corridor review. The corridor review study recommended to adjust the current Lake Road posted speed limit by implementing appropriate speed limit changes to align driver behaviour with the design of the road. The following are the RMAP recommendations for the posted speed limits along this section of Lake Road as detailed in the attached Wellington RMAP – Speed Management Review memo:

- For the westerly portion, increase the posted speed limit from **50 km/h to 70 km/h**
- For the easterly portion that fronts the residential properties, increase the posted speed limit from **50 km/h to 60km/h.**

The RMAP Speed Management Corridor review for Lake Road recommended to change the current 50 km/h posted limit in the easterly residential area to 60 km/h, however, staff is not recommending this change. This would be consistent with the Roads Committee RMAP report of September 14, 2021 where staff did not recommend changing the posted speed limits when the corridor review results were +/- 10km/h of the existing posted speed limit. For the Lake Road Reconstruction project, staff have taken the extra measure of proposing to extend the 50km/h posted speed limit to across the frontage of the Puslinch Tract Conservation area, extending the 3.0 metre-wide paved shoulder and proposing to install an additional PXO at this location.

### **Proposed Speed Limit Bylaw Changes**

Based on the above, in order to implement the posted speed limit changes, revisions to the current Consolidated Speed Limit Bylaw (Bylaw 5536-17) would be required to coincide with the completion of the road reconstruction project.

The proposed bylaw “Schedule C” would be revised for the 50 km/h limit for Wellington Road 32 (Lake Road) as follows:

- **From:** “from a point 610 metres west of the intersection with Concession 2 (Township of Puslinch)”
- **To:** “a point 150 metres north from the intersection with Concession 2 (Township of Puslinch)”

The proposed bylaw “Schedule A” would be revised to add a 70km/h limit for Wellington Road 32 (Lake Road) as follows:

- **From:** “from a point 610 metres west of the intersection with Concession 2 (Township of Puslinch)”
- **To:** “the intersection of Wellington Road 33 (Townline Road)”

### **Public Open House**

Staff held a public open house on November 24<sup>th</sup>, 2022 as part of the consultation and communication process for the speed management plan and road reconstruction project. Proposed changes to the roadway and the posted speed limits were presented. The open house was well attended with approximately 60 attendees. Comments from the public were supportive of the improvements to the east end of the project where the 50km/h speed limit is proposed to remain and be extended but most comments were not in favour to increase the speed limit to 70km/h proposed west of the residential area. Attached to the report are the comment sheets received. Comments were also received directly on the Open House presentation map. Images of the map and comments provided are also attached.

### **Project Schedule**

The Lake Road reconstruction project is proposed to be tendered in March, 2023 with award of the construction tender in April, 2023. The project construction is planned to commence in May, 2023 with the estimated completion of the work in September, 2023. Traffic will be maintained during construction with a full road closure needed for approximately one month this summer to complete a portion of the project work. Changes to the Consolidated Speed Limit Bylaw would be proposed to the Roads Committee for approval to coincide with the completion of the project.

### **Recommendation:**

That the Lake Road Reconstruction (Wellington Road 32, Puslinch) – Project Details and Speed Limit Changes report be received for information;

And that staff be directed to take appropriate action, as outlined in the staff report, to revise the Consolidated Speed Limit Bylaw and signage on Wellington Road 32 to coincide with the completion of the Lake Road Reconstruction project.

Respectfully submitted,



Don Kudo, P. Eng.  
County Engineer

Attachments: Memo - Wellington RMAP – Speed Management Reviews - August 10, 2021 Lake Rd  
WR32 Open House Comments  
WR32 Open House Notes Maps (1 to 4)

## Wellington Road 32 (Lake Road) from Wellington Road 33 (Townline Road) to Concession 2

### Corridor Context

- Rural cross-section, with paved/gravel shoulders, no streetlights or sidewalks
- Rural land uses, with limited properties taking access to or fronting the corridor, except for approximately a dozen properties on the north side of the corridor closer to the east limits of the corridor
- There is an MTO Park and Ride towards the west end of the corridor.

### Public Feedback

Through the Social Pinpoint exercise, we received the following feedback from the public:

- *"Lake Road is frequently used by fully loaded transport trucks as an alternative to 401. They do not adhere to the 50 speed limit."*
- *"Not many who drive thru this area adhere to the speed limits. When I'm going slightly over the limit, people are often right on my bumper."*
- *"Speed is an issue and law enforcement have continuously attempted to conduct traffic initiatives. shoulders are too narrow and steep."*
- *"A 3 way stop sign would really help with traffic issues at where this road intersects with Lake Road allowing for safe exit from Old Marina to Lake Road. It will also greatly help slow down speeders who constantly go well over the 50km speed limit if they actually are forced to come to a complete stop here."*

### Traffic Data

The following traffic data was collected and used as part of the speed management analysis:

#### Wellington Road 32 between Seifert Driver and Butler Avenue

- Data Collection Dates: 2019-07-02
- Collected By: Wellington County
- 6,907 vehicles per day.
- Posted Speed Limit = 50 km/h
- Average Speed = 62 km/h
- 85<sup>th</sup> Percentile = 70 km/h
- 95<sup>th</sup> Percentile = 77 km/h.

#### Wellington Road 32 at Wellington Road 33

- Data Collection Dates: 2020-11-02 to 2020-11-04
- Collected By: OPP
- 11,849 vehicles recorded over two days (average 5,925 vehicles per day)
- Posted Speed Limit = 50 km/h
- Average Speed = 63 km/h
- 85<sup>th</sup> Percentile = 72 km/h
- 95<sup>th</sup> Percentile = 80 km/h
- Six collisions in the last 10 years, two collisions in the last three years.

#### **3.13.4 Problem Statements**

- Average and 85<sup>th</sup> Percentile speeds are measured to be much higher than the posted speed limit of 50 km/h
- No amenities for pedestrians.

#### **3.13.5 Posted Speed Limit Review**

The TAC Canadian Guidelines for Establishing Posted Speed Limits was used to conduct a speed management review on each corridor segment. The following were the results.

#### Wellington Road 32 from Wellington Road 33 to Concession 2

- Consider as a Major Rural Arterial Road with one lane per direction
  - Horizontal Geometry = Medium Risk
  - Vertical Geometry = Lower Risk
  - Average Lane Width = Medium Risk
  - Roadside Hazards = Medium Risk
  - Pedestrian Exposure = Higher Risk
  - Cyclist Exposure = Higher Risk
  - Pavement Surface = Lower Risk
  - One signalized intersections
  - Four side-street STOP controlled intersections
  - 24 driveway accesses
  - On-Street Parking = Lower Risk.

**Current Posted Speed Limit = 50 km/h**

**TAC Recommended Posted Speed Limit = 70 km/h**

- If considered as a Major Urban Arterial Road with 1 lane per direction.

**TAC Recommended Posted Speed Limit = 60 km/h**

Described options and their specific relevance or context in this segment:

- **Regulatory Modifications** – Implementing segment-appropriate speed limit changes align the driver behaviour with the design of the road. Consistent design results in less variation in driver behaviour which makes the expectations of all users more homogenous. Less variation in behaviour makes for greater predictability and makes the environment safer for all users. Viable option.
- **Geometric Modifications** – Controlling the speed of vehicles can be achieved by aligning the design of the road with the desired posted speed. This can be an expensive undertaking over long corridors with varied environments. Viable but expensive option, and should be targeted along some portions of the road rather than the entire corridor.
- **Education / Enforcement** – Consistent enforcement/police presence over this length of roadway a cost and resource issue. Over long sections of road, intense enforcement is typically not viable, infrequent enforcement not effective.
- **Do Nothing** – Two segments, notable speeding issues. Doing nothing is not an option.

The posted speed limit recommendations take into account the TAC recommended posted speed limit but do consider other factors such as changes to the surrounding land uses and changes to the road cross-section. As a result, the actual posted speed limit recommendation may not fully align with the TAC recommended speed limit. The following recommendations with regard to the posted speed limits for this corridor:

- For the more-westerly portion, increase the posted speed limit from **50 km/h to 70 km/h**
- For the easterly portion that is fronting the single-family properties, increase the posted speed limit from **50 km/h to 60 km/h**.

**Figure 26** and **Figure 27** shows the existing and recommended posted speed limits on Wellington Road 32 between Wellington Road 33 and Concession 2, respectively.

Regardless of whether the recommendations related to the posted speed limit are endorsed, the speed management action plan along the corridor should also include the following improvements:

- In the short-term, consider the need for a **pedestrian crossover (PXO)** on Wellington Road 32 near McClintock Drive/Butler Avenue
- In the long-term, reconstruct the easterly portion of the corridor to an **urban cross-section**, which would include curbs and gutter, a multi-use pathway on the south side of the corridor as well as street lighting.

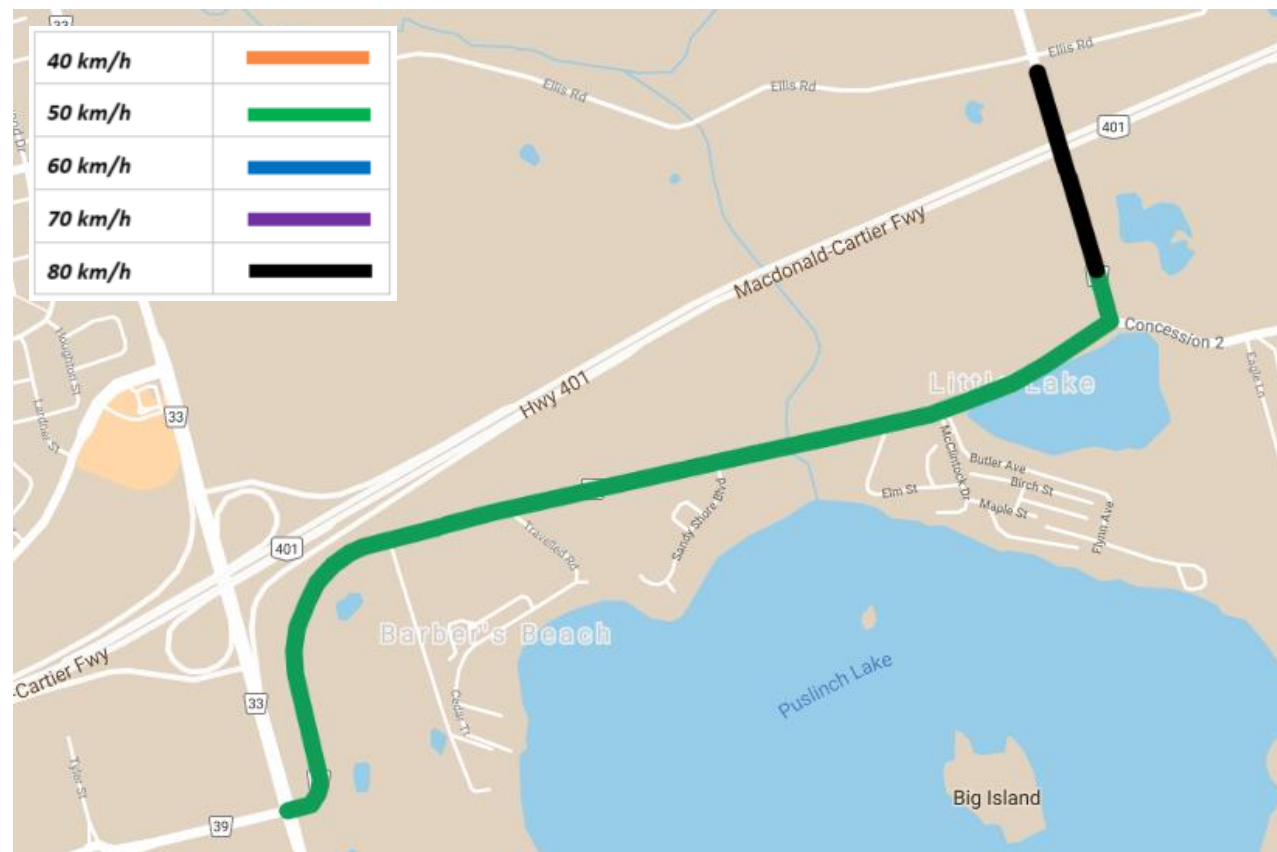


Figure 26: Existing Posted Speed Limits, Wellington Road 32 (Lake Road), Barber's Beach, Little Lake

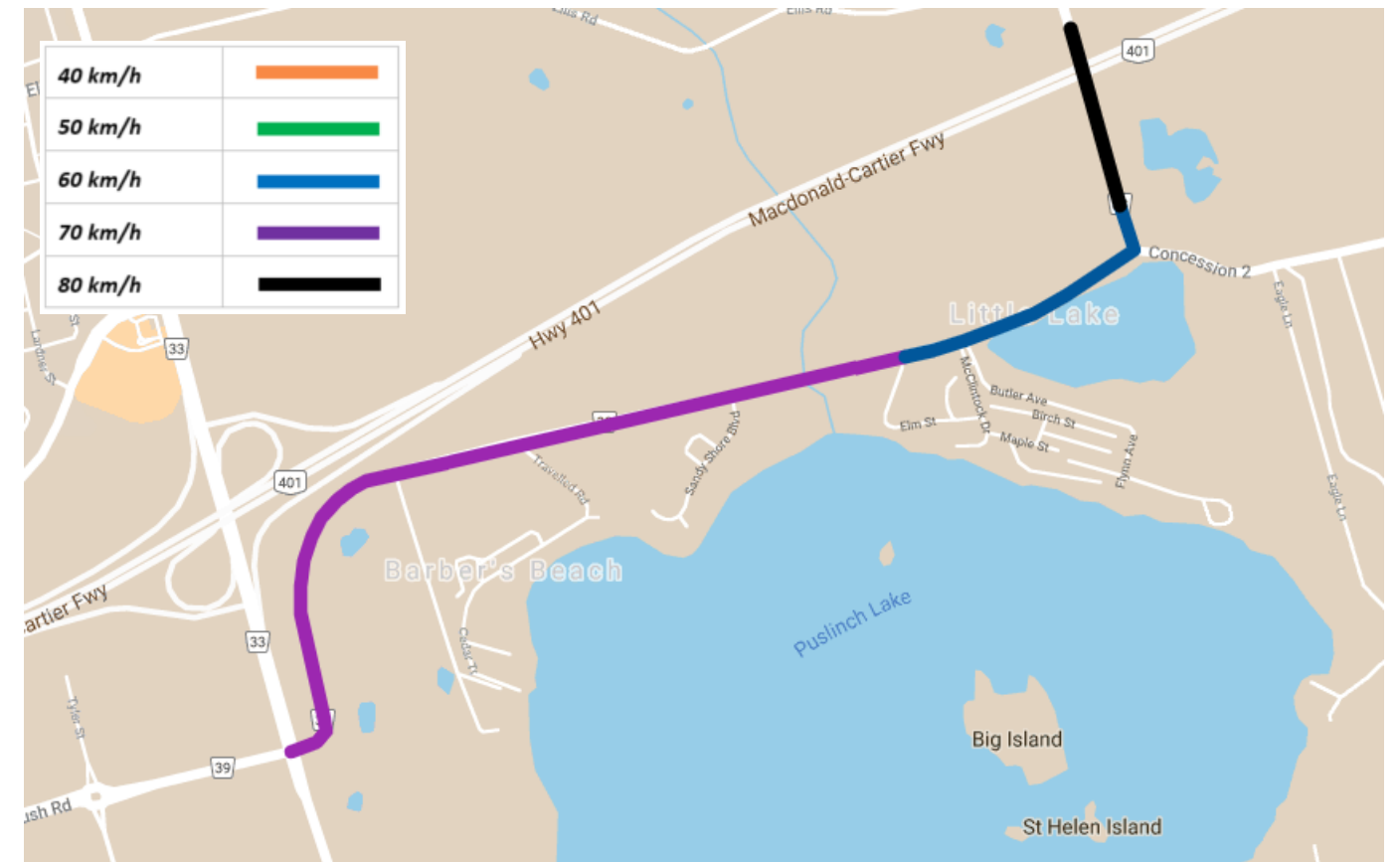


Figure 27: Recommended Posted Speed Limits, Wellington Road 32 (Lake Road), Barber's Beach, Little Lake



**County of Wellington**  
**Wellington Road 32 (Lake Road), Wellington Road 33**  
**to Concession 2**  
**Township of Puslinch, Ontario**

**Project Open House**

## **Comment Sheet**

The purpose of this Comment Sheet is to gather input from the community on the material presented in the Project Open House display boards that were made available on the County's website. Your input is greatly appreciated.

**Please provide your comments below**

Please consider fixing the safety concern at the intersections of McClintock Drive, Butler Ave. and RD32. The side-by-side roads off of Rd32 are confusing for people who do not realize they exist or that they are two separate roads (i.e. not an entrance and exit for the trailer park), this causes cross over confusion between entering and exiting vehicles and routinely creates close calls and dangerous interactions. It is my opinion that the Butler entrance from Rd32 should be removed, directing traffic from Butler onto McClintock Drive, then onto Rd32. Thanks





**County of Wellington  
Wellington Road 32 (Lake Road), Wellington Road 33  
to Concession 2  
Township of Puslinch, Ontario**

**Project Open House**

## **Comment Sheet**

The purpose of this Comment Sheet is to gather input from the community on the material presented in the Project Open House display boards that were made available on the County's website. Your input is greatly appreciated.

**Please provide your comments below**

Please do not increase the speed limit on Lake road. It is bad enough that people do 80-90km on our road in a 50km zone. I have seen it on the speed meter that was there during construction earlier in 2022. I have also been driven off our road and been harassed by drivers speeding and it is dangerous. There are children, families and new drivers on our road. If anything we should be lowering the speed limit to 40km. If you increase it to 70km, people will be doing 100km+. I do not feel safe or comfortable with the suggestion of 70km. I highly suggest that you reconsider increasing the speed limit, and look into lowering it. Thank you.



**County of Wellington**  
**Wellington Road 32 (Lake Road), Wellington Road 33**  
**to Concession 2**  
**Township of Puslinch, Ontario**

**Project Open House**

## **Comment Sheet**

The purpose of this Comment Sheet is to gather input from the community on the material presented in the Project Open House display boards that were made available on the County's website. Your input is greatly appreciated.

**Please provide your comments below**

Hello,

I am against the proposal to increase the speed limit on the section of the lake road. I think that there is significant risk to the significant volume of mountain bikers that are taking that road to and from the Puslinch Tract. Some of the cyclists are minors as well.

Secondly, I was early at the scene where a motor accident fatality occurred on the selfsame road in May of 2007 where a motorcyclist has veered off into the oncoming lane and was hit by a car in another lane. To this day there is a little memorial near the top of the hill.

Keep the speed limit. You are potentially saving lives and causing drivers to exercise more caution at this area of the road that has narrow road and residential areas close by.

Regards,

[Redacted Signature]



**County of Wellington**  
**Wellington Road 32 (Lake Road), Wellington Road 33**  
**to Concession 2**  
**Township of Puslinch, Ontario**

**Project Open House**

## Comment Sheet

The purpose of this Comment Sheet is to gather input from the community on the material presented in the Project Open House display boards that were made available on the County's website. Your input is greatly appreciated.

**Please provide your comments below**

Hello

My name is [REDACTED] i live at [REDACTED] Lake road with my husband [REDACTED]. We were both unable to attend the meetings on November 24. We have heard from other that the speed limit might be raised from 50 km to 70 km. I hope that this isnt true.

With the speed limit at 50 km vehicles are already flying pass our home at over 100 km. Its unsafe as it is now for me just to pull in or out of our drive way without someone almost hitting my vehicle. I get yelled at and sworn at on a regular basis just for pulling in my drive way. Its unsafe to make a left hand turn into my drive way because there is a passing lane right in front of my house and people feel like they dont have to wait for me to turn in they try and pass me when im tring to pull in. For one im not sure why there is a passing lane in a 50 km zone?

Its very dangerous in the winter as well we have had vehicle drive up on our front lawn due to driving to fast for road conditions. Lake road is more like the 401 no one obeys the speed limit and they act like this isnt a residential are. All day every day all i hear is horns honking at residents who are turning on travelled road trying to get to their homes and people think there going to slow to make the turn.

Somedays my home sakes due to large vehicles passing at an alarming speed. Even the plow in the winter is speeding pass our home throwing large rocks towards out vehicles so we have to make sure we park far up the drive way as possible so they dont get hit. I hope something gets done about the speeding soon so i can start to enjoy where i live like by going on walks down lake road with my dog as of now we have live here for almost 4 years and we will not walk down lake road due to the road rage and speeding. I dont understand why there isnt a speed camera or more police presence on this road. Thank you for your time. [REDACTED]



**County of Wellington**  
**Wellington Road 32 (Lake Road), Wellington Road 33**  
**to Concession 2**  
**Township of Puslinch, Ontario**

**Project Open House**

## **Comment Sheet**

The purpose of this Comment Sheet is to gather input from the community on the material presented in the Project Open House display boards that were made available on the County's website. Your input is greatly appreciated.

**Please provide your comments below**

I am opposed to Increasing the speed limit on Lake road to 70km/hr. We live at [REDACTED] Lake road and I cannot count the number of times people drive by doing 80 or more now. Increasing to 70 will make people drive to 90. It is a daily pain to have people drive close behind me and many pass angry that I'm not driving 80. Turning into my driveway is dangerous and my teenage driver is likewise always worried someone will rear end her. In the winter the ice fishing people park in front of our fence and it becomes impossible to clearly see if there is oncoming traffic from east. I need to ask someone to spot me to get out safely.

A better idea than increasing the speed limit would be to add a stop at either Holly trail or Irish Creek estates entrance. This would force people to slow down once they come down the hill from the carpool. Has any consideration been given to reducing the traffic coming down Lake road? The intersection of Townline and 34 has a stop sign but it should be a set of lights. That is the emergency alternate road and many people avoid using it because it is difficult to turn left.

The new three way stop in front of Old Marina is a welcome addition.



**County of Wellington  
Wellington Road 32 (Lake Road), Wellington Road 33  
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Great overall progress. Would like to see flashing light crosswalks to alert drivers that pedestrians crossing the road.

With proposed speed limit increasing, would recommend as much space as possible between where the houses start and the transition from 70 to 50 as I'm sure studies will show an increased speed entering those zones. In this case children would be present due to school bus stops.



**County of Wellington**  
**Wellington Road 32 (Lake Road), Wellington Road 33**  
**to Concession 2**  
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**Please provide your comments below**

I live in the Irish Creek Estates community on Lake Road. I do not support the proposed change of the speed limit from 50km/h to 70km/h for many reasons:

1. The road is especially dangerous and slippery in the winter.
2. Many people will see a 70 km/h speed limit as an invitation to go 80 km/h to 90 km/h as an enforced speed limit. With the speed limit at 50km/h now, there are many cars travelling at 70km/h already.
3. The bend just before the car park has had a number of fatalities already because of speed and people losing control of their cars. Increasing the speed will increase the fatalities.
4. Many people who live in the neighbourhoods on Lake Road walk and bike along it for exercise. Increasing the speed puts them in more danger.
5. During rush hour in the morning and evening Lake Road is extremely utilized and it is difficult as the speed is now to leave our neighbourhood and enter the traffic. Increasing the speed will make it more difficult.

Please do not increase the speed on Lake Road. Thank you.

████████████████████



# **County of Wellington**

## **Wellington Road 32 (Lake Road), Wellington Road 33 to Concession 2**

### **Township of Puslinch, Ontario**

## **Project Open House**

## **Comment Sheet**

The purpose of this Comment Sheet is to gather input from the community on the material presented in the Project Open House display boards that were made available on the County's website. Your input is greatly appreciated.

### **Please provide your comments below**

Every change you've made is going to create a worsening situation for our community. Taking away the medium at 32/concession 2, allows for greater ease of turning for transport and gravel trucks. Nobody's policing our roads to ensure that the weight restriction is enforced, so making it easier for them to use illegally is creating a more dangerous situation on our narrow road is an unsafe choice and leads to the degradation of our environment, and road stability. The speed increase will be fought by the community. We do not want to speed increased at all. Not 60 not 70. Policing is a major issue in our community, and their lack there of, we need to ensure that we're creating roadways that are safe for humans to self police. The majority of drivers are not doing that on their own already and I don't believe they should dictate the speed of which they drive on our narrow road that's bordered by waterways.

My house is on a bend where there are often multiple cars parked blocking my view as I back out. Giving my neighbours more space to park their cars is not going to help me feel safe as I back out of my driveway and walk.

In the line of houses as you approach the stop sign for Wellington Road 32 and concession 2 there is an average 1.5 children in every house. Every house has children if you were to take the amount of children on that road And divide it up in the houses. This means that you need to create a safe environment for them to get on their buses, ride their bikes and walk to the local amenities. I don't believe this plan has done anything to deter the traffic flow and speed that we're already dealing with . This road was once a side road and has been increasingly abused over the past 20 years since the road was reconstructed.



**County of Wellington**  
**Wellington Road 32 (Lake Road), Wellington Road 33**  
**to Concession 2**  
**Township of Puslinch, Ontario**

**Project Open House**

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**Please provide your comments below**

Good day!

I was not able to attend the meeting last evening but followed up with a few of our neighbours. They mentioned that township is looking at increasing the speed limited on lake Rd. I find this to be something i strongly disagree with. Lake rd has become a very busy street over the last several years with high volumes of traffic each day.. i want to enusre you that when i use this rd everyday i see things that would certainly make you rethink that decision/conversation.

People speed every day and most times never follow the speed limit if 50km for example you will go 10 over 20 over .. putting it to 70 km now they are going 10 over or 20 over that .. now you have people driving the same speed as the 401 down this country rd where there are homes/driveways, side st, and CHILDREN GETTING ON AND OFF SCHOOL BUSES. How on earth do you consider this a good idea or even a discussion?!

You already have to take you life in your own hands driving, walking or even cycling on Lake rd. Trucks over the weight limit using this road. Cars passing other cars ... peoples fences, mail boxes being taken out by speeders .. (which has happened many times by the way) lucky no one has been seriously hurt . I have witnesses people coming off pinebush rd crossing onto Lake and take that bend way to fast and either hitting the gravel and or knocking down that sign which indicates bend in road. Im sure you must have reciepts on how many times you have replaced it .. have you looked into the number of tickets that have been issued to speeder? I strongly hope you will reconsider this idea...

Thank you for your time

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**County of Wellington**  
**Wellington Road 32 (Lake Road), Wellington Road 33**  
**to Concession 2**  
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**Project Open House**

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**Please provide your comments below**

There is no way we can accept 70 km as the speed limit on our street. We need a three-way stop at Butler and Lake Road to prevent future accidents of speeders coming westbound, as well as the highly hazardous intersection of Butler and Lake Road.

We appreciate the shoulder and the crosswalks, as well as the new three-way stop at concession 2 and Lake Road. Best improvement that can be made is reducing the speed limit overall between the stretch of butler and concession 2 to 40 km.



**County of Wellington**  
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**Please provide your comments below**

Since vehicles already travel at 70km hour down this road now, by increasing the limit, people will start traveling at above new posted rate. What benefit is it to increase the speed limit on such a short distance of roadway? Plus there will be added noise due to speed increase, not to mention the safety issue to people trying to turn on to this road from their subdivisions.

This is not a good idea.



**County of Wellington  
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**Please provide your comments below**

Re: raising speed limit on lake road. Vehicles are already going too fast on this road. How would we pull out of our community into traffic going a speed of 70 km/hour, which is more like 80-90/hour?  
I oppose this proposed change.

██████████



**County of Wellington**  
**Wellington Road 32 (Lake Road), Wellington Road 33**  
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**Please provide your comments below**

We have very significant concerns about lake road going to 70kph.

I have young children and soon to be drivers. From my understanding the turn in the road by the car pooling is already the unfortunate site of fatalities and certainly represents a risk area.

This road is currently sped on very badly. I see people everyday going well over 80kph..some worse. Residents usually go much slower and are tailgated or passed....it is brutal.

I hate slow areas when I drive through other people's neighbourhoods and I even find 50kph slow for our own area but given the children in the area it seems the responsible speed and it would be excellent if police would be able to do a bit of patrolling to ensure people slow down and are not passing....i see a lot of dangerous driving along with road.

If you have any questions or would like to contact me, my name is [REDACTED]  
[REDACTED]



**County of Wellington  
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**Please provide your comments below**

These are my comments as a seven year resident of the Irish Creek Community, who is using Lake Road year round, including at night time.

It may be discussable what speed should be the maximum on the straight part of Lake Road, east of the big curve from after the parking lot to the beginning of Concession 2.

The posted speed is 50 KM, the speed mostly driven is between 60 and 70KM, if not higher. Please consider: Whatever the posted speed is, unless OPP controlled, it will always be much higher. So going to an even higher limit, say to a 70KM limit, will lead to a 90KM race track.

However, the part of Lake Road, which is truly dangerous, is its most western part, from - and including - the sharp curve at the parking lot to - and including - the sharp curve before reaching Town Line. Both turns give the illusion that they are just regular 45 degree turns, because they lack visibility, and most drivers only find out in the middle of the turn that it continues into almost 90 degrees and that they are too fast.

Worse, the curve near the parking lot is tilting down towards the outside of the curve ( something that should never happen) making staying in the lane at high speed more difficult, so many drivers cross over the median. That part of Lake Road needs a 20KM limit ( leading to actual 40 and not 70 ) to keep accidents from happening or at least mitigating the consequences.

I have almost become a victim myself over the years and accidents are bound to happen, if speed at that part of Lake Road is not better contained.



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**Please provide your comments below**

I am commenting on the speed limit change to 70km per hour.

I would like the speed limit to remain at 50km / hr.

Occasionally there are small or large animals that are crossing the road. If someone slows for this, a speeding vehicle may hit them from behind.

In the winter it is difficult to say where the edge of the road is. No need to increase your stress level as cars go whizzing by to overtake a careful driver. Also the corner near Townline and Lake Road has had a few cars in the ditch in years past. Slower vehicles reduce this risk.



**County of Wellington  
Wellington Road 32 (Lake Road), Wellington Road 33  
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## Please provide your comments below

To Whom It May Concern:

With respect to increasing the speed limit to 70 km/h on Lake Road, I do not support the decision for the following reasons:

In the winter, Lake Road is extremely slippery. Both the corner near the car park and the corner near Townline Road are locations of numerous car accidents each year. Increasing the speed would make the road even more dangerous than it already is all winter season.

Due to the numerous homes and communities along Lake Road, the road is often used by pedestrians and cyclists. There are no sidewalks, and there is very little space for vehicles and cyclists and pedestrians to occupy the same lanes, safely. Increasing the speeds of vehicles would make it even more dangerous.

Also, due to the popularity of the 'Twin Ponds' dog walking park just around the corner for hikers and mountain bikers especially, Lake Road is travelled often by cyclists and dog walkers. Increasing the speed along Lake Road to 70 km/h increases the risk for everyone. Even now, some motorists travel the road at 70 km/h. Increasing the legal speed limit to 70 km/h will mean that many will drive at 90 km/h.

The vegetation that grows along Lake Road in the ditches, is already making it dangerous for cars turning from Sandy Shore Blvd onto Lake Road due to the diminished visibility. Increasing the speed to 70 km/h will make it even more risky for residents and visitors exiting Sandy Shore Blvd.

Lake Road is just not wide enough to safely accommodate vehicular traffic, foot traffic and bicycles and strollers, even at 50 km/h as it is now. I have personally nearly been hit by vehicles on a number of occasions due to drivers not paying attention and their vehicles drifting onto the small shoulder of the road. At 70 km/h, the risk will be increased dramatically.

Increasing the speed limit is just not worth it in the long run. To save what, 30 seconds in time by increasing the speed limit an extra 20 km/h, when people are already speeding almost all the time anyway, is just not worth the risk to everyone's lives that live or visit the area.

Kindest regards,

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]





**County of Wellington**  
**Wellington Road 32 (Lake Road), Wellington Road 33**  
**to Concession 2**  
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**Please provide your comments below**

Increasing the speed would be ill advised. I fear the consequences our neighborhood would suffer. As is slowing down to turn into our gate becomes tricky at times. Increasing the speed would likely make driving in and out of our gate far more treacherous and dangerous than it already is.



**County of Wellington  
Wellington Road 32 (Lake Road), Wellington Road 33  
to Concession 2  
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**Please provide your comments below**

Hello, we are deeply concerned to learn about the proposal to increase the speed limit to 70k for most of Lake Rd. As residents of Irish Creek, we drive this road many times daily and know the risk created by speeders who already drive 70k +. We have seen numerous accidents on this road where speeders end up upside down in the swamp beside the road in both sides. Slippery conditions and the turn near the parking lot only make this worse. More concerning, there are no shoulders or sidewalks on this section of road, which already puts pedestrians and cyclists at risk. Increasing the speed limit here will only increase that risk with likely fatal consequences. We are already at risk of being rear ended each time we slow down for our road by speeders who don't wish to slow down for us to make the turn. Increasing the speed limit will only increase this risk. For the health and safety of the many members of this community who live on the west end of Lake Rd in Irish Creek, and on Travelled Rd/Swastika Trail, we plead with you to reconsider raising the speed limit and certainly not to 70k.

Thank you for your careful consideration.



**County of Wellington**  
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**Please provide your comments below**

Trucks do not belong in Lake Rd. Our homes are too close to the road. They speed and have almost hit us in the corner. They are loud and cause pollution. Let them use 34.

Please do not raise the speed. I can't understand how a solution to a speeding problem would be to increase speed??

Proposed stop sign at Corner of concession 2 is a great idea.



**County of Wellington**  
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**Please provide your comments below**

Lake road should be 50kms or less. Preferably 40 Kms with speed bumps. An electronic sign to alert speeders of their speed. There are children whose houses front this road and their driveways are short and abut street. There are 3 school bus stops on this road. Children walk on this road. We walk our dogs on this road. Many joggers!!! We have seen so many vehicles end up in ditch year round as it is a dark unlit road. This is a serious safety issue . We cannot have 70 kms an hour!!!!!! This is ludicrous!



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**Please provide your comments below**

We would like speed limit reduced below 50 km an hour on Lake Road. There have been numerous accidents and fatalities, especially around bend at car park. There remains the monument from the motorcyclist death at this bend. There is limited visibility due to forest and we cannot remove the trees..... it is a dark unlit road. There are 2 school bus stops where you propose increase to 70kms an hour. People bike and jog and walk on this road. It is a safety issue to increase to 70kms an hour!!!! This cannot happen. We were expecting speed enforcement like speed bumps!!!!!! Please call me at [REDACTED]. Thanks, [REDACTED]



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**Please provide your comments below**

I was shocked to read that there is serious consideration, and a proposal to increase the speed on Lake Road. It is already dangerous. There is no shoulder on the roads, and no traffic lights. I am very opposed to increasing the speed limit beyond 50 km/h and would have recommended reducing the speed limit. With traffic turning in and out of the park and go parking lot, the multiple residential streets, and the campground which is very busy in the summer it is insane to increase the speed beyond 50 km/h. Who is proposing this???



**County of Wellington  
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**Please provide your comments below**

I think the proposed change to a 70 km an hour speed limit on Lake Road is very ill advised. The road is already dangerous for walkers and cyclists and given there is no shoulder, there is very little margin for error. I'm not sure which best practises of traffic management this suggested change violates but this does not seem to fall into the category of roads that would be 70 km/h. There are multiple entry points into residential areas. The cars will be slowing down to enter, or required to rapidly accelerate to exit. I'm not sure what problem you're trying to solve but the risks here seem to significantly outweigh any benefits



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**Please provide your comments below**

Thank you for the open house. We live at [REDACTED] Lake Rd with two very young children and I can't express how thankful I am for this walking area / trail. The fact that I can walk safely and my kids can actually ride their bikes at their home is a bigger deal than you can imagine.

I would suggest putting some of those white reflective posts intermittently along the walking area to avoid people driving up on it to pass. If you recall the median speed signs were hit daily until the township gave up on them as people were illegally passing.





**PROJECT OPEN HOUSE**

Thursday November 24, 2022 from 5:00 to 7:00 pm, Puslinch Community Centre

Wellington Road 32 (Lake Road) Rehabilitation  
Wellington Road 33 to Concession 2

**COMMENT SHEET**

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IF YOU BUILD IT - THEY WILL COME

A BETTER ROAD WILL RESULT IN  
HIGHER TRAFFIC VOLUMES

INCREASE IN EXHAUST, SALT USE & LITTER

INCREASE TRUCK TRAFFIC

LACK OF ENFORCEMENT MEANS SAFETY  
CONCERNS

CONCERN OVER <sup>DETOUR</sup> USE WHEN 401 CLOSED

NEED FOR SOUND BARRIERS

Combine McLin & Butler & three way stop.



**PROJECT OPEN HOUSE**

Thursday November 24, 2022 from 5:00 to 7:00 pm, Puslinch Community Centre

Wellington Road 32 (Lake Road) Rehabilitation  
Wellington Road 33 to Concession 2

**COMMENT SHEET**

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2022 Nov 24 - Section of road (Little Lake to stop sign) should have pedestrian shared space (e.g. sidewalk) to reduce conflicts between people accessing Lake (summer & winter). That should be on south side of road.



**PROJECT OPEN HOUSE**

Thursday November 24, 2022 from 5:00 to 7:00 pm, Puslinch Community Centre

Wellington Road 32 (Lake Road) Rehabilitation  
Wellington Road 33 to Concession 2

**COMMENT SHEET**

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- LEFT TURN LANE @ CAR PARK
- Turn lanes & 3-way stop at McClintock/Butler - good
- "Brutal" curve near parking lot has a negative slope.
- STOP at ICE - unnecessary.

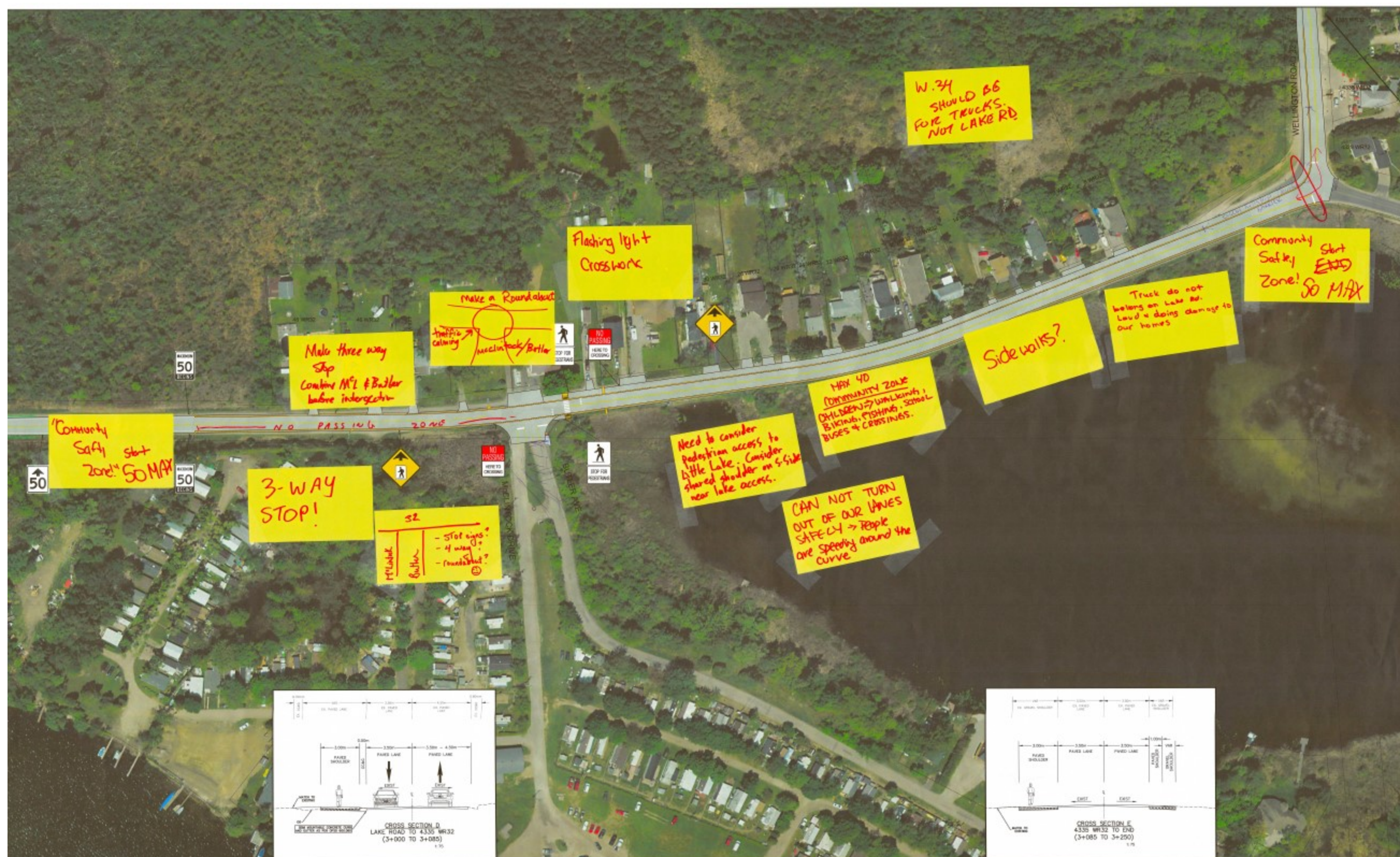


















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COUNTY ENGINEER

Township of Puslinch  
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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:

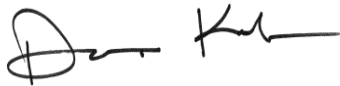
Will there also be post construction monitoring regarding the reptile and amphibian mortality rate? Is there baseline data (perhaps from community experts) to use? Or has the County collected its own data?

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



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EDGE MANAGEMENT PLANS  
RAVINE STEWARDSHIP PLANS  
NATURALIZATION PLANS  
INTERPRETIVE DESIGN  
MONITORING  
CONTRACT ADMINISTRATION

ENVIRONMENTAL STUDIES  
SUBWATERSHED STUDIES  
ENVIRONMENTAL IMPACT  
STATEMENTS  
ECOLOGICAL LAND  
CLASSIFICATION  
WETLAND EVALUATION  
VEGETATION ASSESSMENT  
BOTANICAL INVENTORIES  
WILDLIFE SURVEYS  
MONITORING

LANDSCAPE ARCHITECTURE  
MASTER PLANNING  
RESIDENTIAL COMMUNITIES  
COMMERCIAL/INDUSTRIAL  
HEALTHCARE AND EDUCATION  
STREETSCAPES  
PARKS AND OPEN SPACES  
TRAIL SYSTEMS  
GREEN ROOFS  
CONTRACT ADMINISTRATION

EXPERT OPINION  
LPAT TESTIMONY  
LEGAL PROCEEDINGS  
PEER REVIEW  
RESEARCH  
EDUCATION

February 1, 2023

Our Project #: AA21-049A-013  
Sent by email: lbanks@puslinch.ca

Lynn Banks, Development and legislative Coordinator  
Township of Puslinch  
7404 Wellington Rd. 34  
Puslinch, ON N0B 2J0

**Re: 2022 Ecological and Aquatic Monitoring Report Roszell Pit, Puslinch,  
License No. 625189 (Prepared by: Dance Environmental Inc.)  
Peer Review – Ecology**

Dear Ms. Banks:

About & Associates Inc. has been retained by the Township of Puslinch to complete a Peer Review of the 2022 Ecological and Aquatic Monitoring Report, as they pertain to the annual monitoring requirements of aggregate extraction within the Roszell road pit. The Roszell wetland is identified as part of the Speed River Provincially Significant Wetland complex. We have reviewed the following document as part of our assessment:

- 2022 Ecological and Aquatic Monitoring Report Roszell Pit, Puslinch Township. ARA Licence No. 625189. Dance Environmental Inc. December 28, 2022.
- 2021 Roszell Road Pit Ecological and Aquatic monitoring report peer review – Ecology (About & Associates inc., January 23, 2022).

Per the methods described in the report, the requirements of the annual monitoring report include the following components:

- Vegetation monitoring, including quadrat sampling of herbaceous vegetation, photo monitoring, soil moisture sampling, and tree and shrub health information.
- Trout spawning surveys, including an evaluation of hydrogeological monitoring results and any evidence of resulting changes.
- Salamander egg mass surveys and amphibian call surveys.

Additional monitoring was implemented in 2022 based on concerns noted during the 2021 monitoring season, this included weekly water level monitoring within the wetland from May until June and identifying the presence of any salamander egg masses or larvae during those visits.

The December 2022 report and associated appendices have identified the following regarding ecological and aquatic conditions of the associated natural heritage features in proximity to the Roszell pit:

- Vegetation surveys occurred within the same timing as previous surveys; changes in spring vegetation species cover from 17-50% were noted in the vegetation plots from 2021 values. While fall values showed a difference of 19-31% in the vegetation plots from 2021 values. Changes in standing water levels were not indicated for all plots in the 2022 results.
- Trout Redd Surveys occurred in the appropriate timing window and identified that trout spawning continues in both the main creek and tributary 7. No Trout Redds have ever been observed in tributaries 8 & 9, and are no longer surveyed per data included in the report.
- Salamander egg mass surveys conducted yearly since 2013 confirmed salamander breeding in the subject site in 2022 within Wetland Area A, however, water levels dropped prior to completion of larval development.
- Amphibian calling surveys completed in 2022 observed similar numbers of species but reduced population levels at several of the established calling stations. An additional station has been established within the edge of one of the aggregate pits that includes wetland plant species.

Based on our review of the provided information, Aboud & Associates find the monitoring report continues to lack in discussion and analysis of the provided data, with no updates to the report or its methodology per the same or similar comments provided on the 2021 report. In particular, the following components should be reviewed and continue to require addressing in an updated report:

- In general, discussion of all monitoring results should compare current vegetation monitoring to pre-extraction conditions, as well as the previous years' post-extraction monitoring effort.

- While the methods state that soil moisture levels will be sampled for each plot using a soil moisture meter, as was noted in our 2021 review, the results of the moisture sampling are not included in the monitoring report for 2022. Please update these results.
- Section 3.1 (Methods) continues to indicate that vegetation monitoring was to be conducted in spring and summer; however, the vegetation monitoring results (Section 4.1) provide results for spring and fall surveys. Wording within Section 3.1 should be revised to spring and fall for consistency and accuracy throughout the report. The generally accepted timing window for late summer vegetation surveys is approximately mid-July through late August, late September is considered a fall vegetation survey.
- In Section 4.1 soil moisture is indicated as 'damp', 'dry' and 'saturated' in several instances. The soil moisture measurement method or sampling technique used to determine these results should be stated.
- In section 4.1, Soil moisture and standing water levels is not described for all plots. Please include these results.
- Section 4.1 does not include any discussion of changes in dominant taxa or a summary of the herbaceous cover present within vegetation subplots as compared to pre-extraction conditions. While some level of succession and change in dominant species composition is to be expected, some discussion of these changes is warranted. It is also difficult to discern changes when only 3 species are listed per plot. In reviewing appendix 3, several dominant species listed are at <1% cover in a plot, if new species have filled those areas, they should be included in the dominant taxa list, if it is bare earth, this should be noted.
- A complete plant list should be appended that includes species present for each plot, or all field forms should be appended, an example field form from 2013 does not provide any additional information.
- Any community level changes in overall wetness index may indicate a change in groundwater levels and should be included and discussed in detail and compared with relevant hydrogeological data.
- A review and analysis of the average wetness index for each vegetation plot, including all species observed, compared year to year, to determine any

changes to the vegetation composition and wetness index should be included graphically, and discussed in the context of potential changes in groundwater level.

- Tables 3 and 4 in Section 4.3 only provide the results of the Trout Spawning surveys for 2012-2013 and 2018-2021, respectively. However, it is stated in Section 4.3 of the report that the highest trout Redd count occurred in 2016. Results of all trout spawning surveys should be included within the report or an appendix so a year-to-year analysis can be completed. This data would benefit from being displayed graphically for analysis.
- Amphibian call survey locations should include the direction of the survey on the figure or as part of table 7.
- The amphibian data presented in Section 4.4 (table 8) does not indicate if amphibians were heard calling within or beyond 100 m of the survey station. If frogs calling from beyond 100 m of the survey station were excluded, this should be indicated in the data table.
- In Section 4.4 provide reasoning that leads to understanding why water levels have changed in those sampling locations that includes references to the hydrogeological assessment is required.
- Section 5.0 of the report (Discussion) states that salamander egg mass surveys began in 2013; however, the data in table 5 identifies it as 2014, post-extraction. Clarify if any surveys were completed in 2013, pre-extraction.
- Within Section 5.0, complete and include a summary review, analysis, and integration of the results of the hydrogeological monitoring report, as it relates to trout spawning, wetland water levels and changes in amphibian and salamander breeding.
- The recommendations section should include adaptive mitigation measures to address results of the amphibian and salamander breeding studies.
- It is recommended that the dam structure be removed, or discussions with the adjacent landowner regarding the presence of the dam structure are undertaken, as impacts to Trout Redds and habitat are being observed.

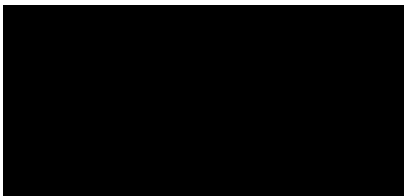
- In general, using more recent imagery for base mapping and figures is recommended.
- Appendix 3 does not include all species observed per year or plot, as indicated in Section 3.1 of the report.
- Complete species lists observed in each plot for each sampling year should be included as an appendix to the report, alternately, inclusion of all field forms should be included in the appendix.

In conclusion, our review of the submitted report has determined that while the proponents have outlined the results of the monitoring for 2022, they have not completed a thorough analysis of the data, or comparison to baseline conditions. Additional details are required pertaining to the changes observed in 2022, including changes to amphibian breeding and wetland water levels. Additionally, analyses should measure changes between pre- and post-extraction conditions as well as the year-over-year post-extraction changes. We also recommend a comprehensive discussion of the results that reviews and summarizes supplementary studies (e.g., hydrogeological report) in supporting its conclusions.

Please contact the undersigned should you require additional information of the above.

Yours truly,

**ABOUD & ASSOCIATES INC.**



Cheryl-Anne Ross, B. Sc.  
MNRF Certified ELC & OWES  
Ecology Lead & Wildlife Ecologist

**2022  
Ecological and Aquatic  
Monitoring Report  
Roszell Pit,  
Puslinch Township.  
ARA Licence No. 625189.**

**Prepared for:**

CBM Aggregates  
55 Industrial Street  
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Attn: Hudson Selles

**Prepared by:**

Dance Environmental Inc.  
807566 Oxford Rd. 29  
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December 28, 2022.  
DE-382

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## **1.0 BACKGROUND**

Dance Environmental Inc. was retained on September 7, 2012 by CBM Aggregates to begin initial data collection on wetland vegetation, fish spawning, and sediment and erosion control monitoring in accordance with the site plans for the Roszell Pit, Puslinch Township.

The Roszell Pit was approved for aggregate extraction prior to 2012. The Roszell Pit is licenced for extraction into the water table.

The Summer of 2012 was characterized as a hot dry summer with lower than average precipitation, resulting in low water levels in streams and rivers throughout much of Ontario.

Aggregate extraction started to take place at the Roszell Pit in 2013, so the 2014 to 2022 monitoring provides data during aggregate extraction.

## **2.0 PURPOSE OF MONITORING**

The monitoring started in the Fall of 2012, and has continued yearly from 2013 to 2022. Monitoring has been conducted in order to meet ecological mitigation measures and ecological and aquatic monitoring requirements laid out in the site plan conditions for the Roszell Pit. The details of the ecological and aquatic mitigation measures for the Roszell Pit are outlined in the 2020 Ecological and Aquatic Monitoring Report, Roszell Pit prepared by Dance Environmental Inc. (Dance Environmental, 2020).

## **3.0 MONITORING METHODS**

### **3.1 Vegetation Monitoring**

#### **Wetland Vegetation Quadrat Sampling**

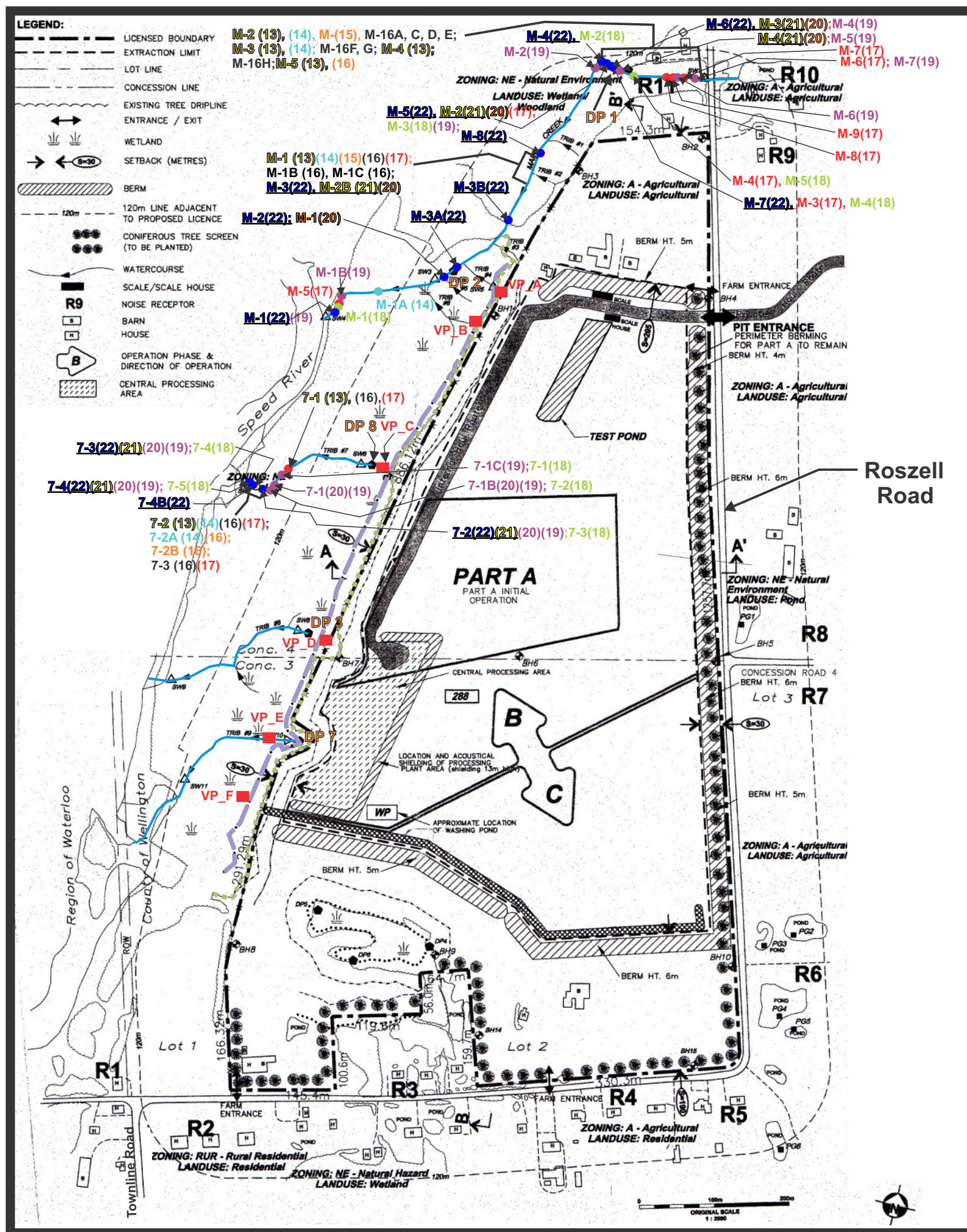
**Objective:** The objective of the vegetation quadrat sampling was to document the vegetation composition (species and relative abundance) and structure (vertical structure within the wetland) before extensive extraction had occurred, to record the baseline vegetation community conditions.

Baseline data were collected in 2012, to provide a basis for comparison as the extraction progresses both above and below the water table. In successive years (2013 to 2022) monitoring was conducted in Spring and Summer.

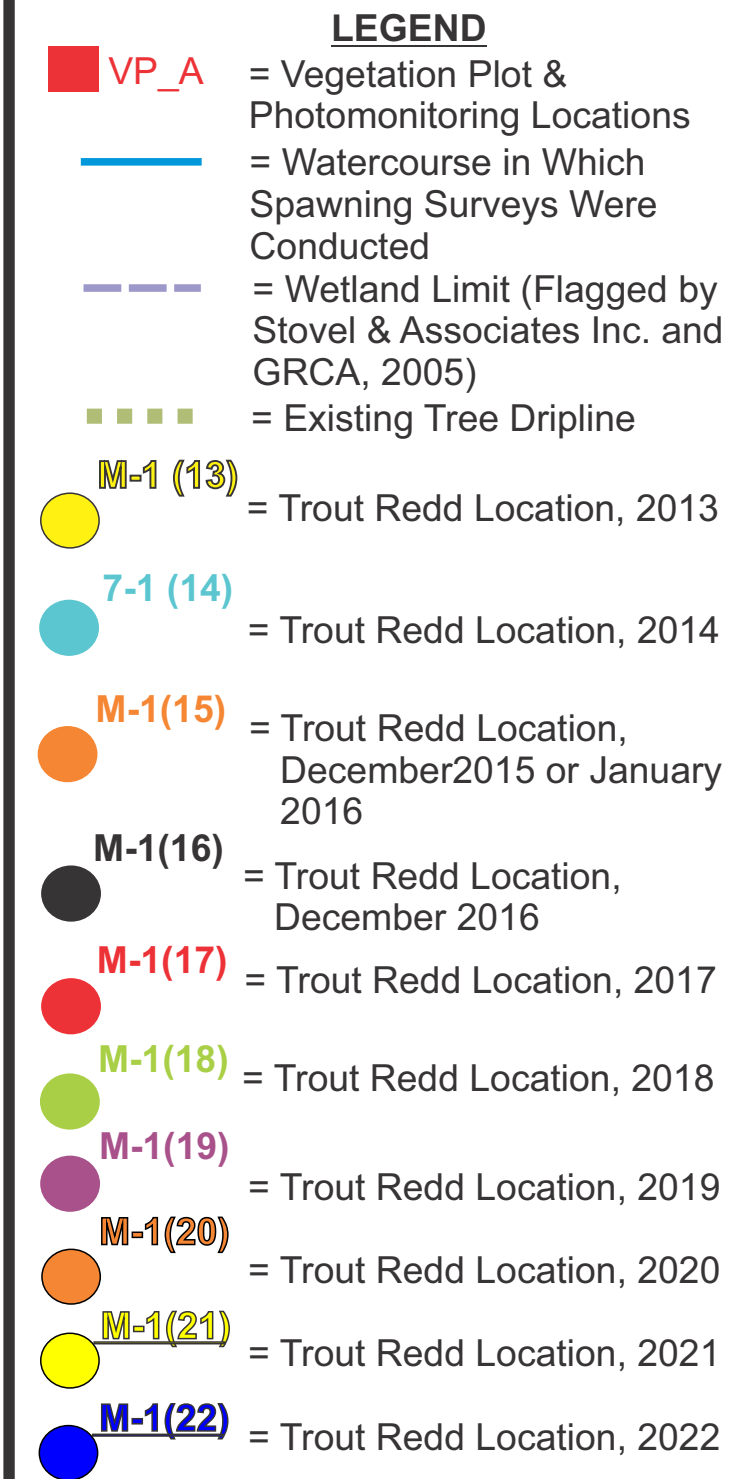
#### **Data Collection Methods:**

The locations of the six 10x10 m quadrats which were established in 2012 are shown on Figure 1. The exact locations of the 10x10 m quadrats were randomly selected, but were generally placed near the upslope seepage areas of some of the tributaries within the Speed River Wetland Complex adjacent to the Roszell Pit, and were sited near existing piezometer locations. The location of quadrat placement was selected to specifically document vegetation and conditions around significant groundwater seepage features that the hydrogeology consultants had identified and monitored along the eastern margin of the wetland, to the west of the extraction area. Quadrats were





**Figure 1. Location of Vegetation Plots and Creeks Surveyed and Locations of Trout Redds, 2013 to 2022, Roszell Pit.**



Base Map Source:	Operational Plan Page 2 of 6. Stovel and Associates Inc. 2010.
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placed in these locations since this is where any change in groundwater discharge might be first observed and subsequently where vegetation changes could be first observed.

The centre of each quadrat was marked by a steel T-bar with the top sprayed white. The outer margins of each quadrat were marked by wooden stakes which had the tops sprayed orange. The ground vegetation was to be monitored during early Fall 2012 and in successive years will be monitored in both Spring and late Summer to ensure accurate identification of species and to capture plants blooming at different times throughout the season (CVC 2010).

#### **Collection of Herbaceous Vegetation Information:**

Four 1x1 m quadrats were then set-up to record the herbaceous species and their relative abundance within each of the 10x10 m quadrats. The 1x1 m quadrats were set-up so that the one corner of the quadrat was on the ordinal direction stake, with the quadrat being entirely inside the 10x10 m quadrat, see Figure 2. The percent cover that each species within the 1x1 m quadrat occupied, was recorded. The percent cover within each 1x1 m quadrat that roots, deadfall, or mosses occupied were also recorded. The water depth within each 1x1 quadrant was recorded. These steps were repeated for each of the 4 quadrats within each of the six 10x10 m quadrats. An example of a completed data sheet from 2012, with data from a vegetation plot at the Roszell Pit, is contained in Appendix 1.

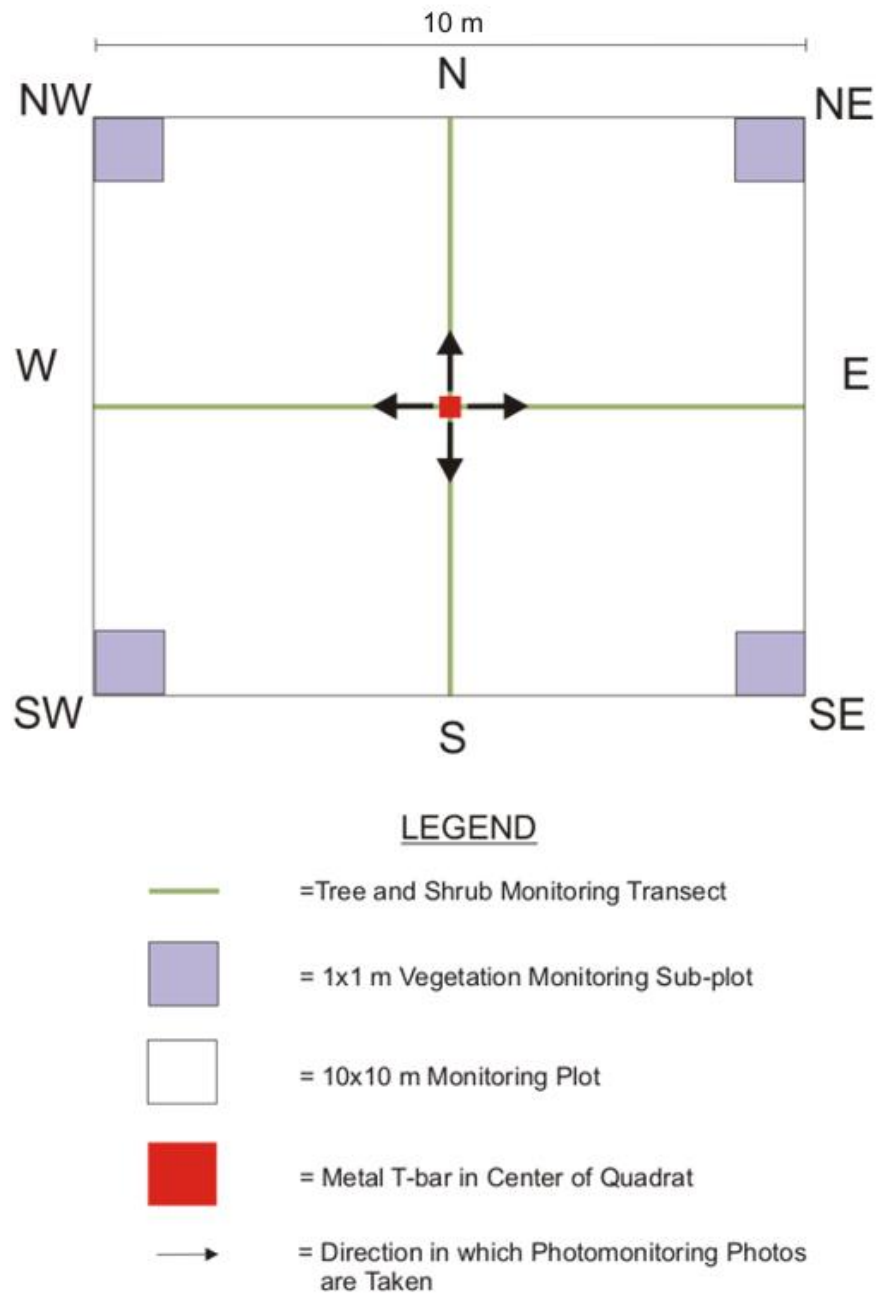
#### **Collection of tree and shrub Information within vegetation plots:**

As changes to shrubs and trees happens more in the long-term, data were to be collected on trees and shrubs within the vegetation plots only during the late summer inventory.

Information on the trees and shrubs within the vegetation plots was modified from the 2012 baseline data collection year, based on Greg Scheifele's comments on the 2012 vegetation monitoring. In order to capture trends/changes in the higher strata within the 10x10 m quadrat, two transect lines were surveyed within each 10x10 m quadrat. The transect lines were conducted to record information about trees and shrubs including density, species composition, and strata (sub-canopy or understory) in which they are present within each of the six 10x10 m quadrats.

Trees or shrubs which were <10cm DBH were identified as being within the understory category for height class. For consistency between all six 10x10 m quadrats, the one transect line that was sampled ran north-south and the other ran east-west across each 10x10 m quadrat. Along each of the tree and shrub transect lines data was collected for a 1 m wide area centered along the entire transect. Standing dead trees were also recorded, along with the strata in which they occurred. An example of a completed data sheet from 2013, with data from the tree and shrub transect, is contained in Appendix 2.

**Figure 2. Vegetation Monitoring Plot Layout and Position and Direction of Photomonitoring.**



A digital soil moisture meter (Vegetronics VG-METER-200 and VH-400 soil moisture sensor) was used to provide volumetric water content for soils in each of the six vegetation plots. The soil moisture probe was pressed into the soil until the entire probe was in the soil, and then a reading was taken. Soil moisture content was to be recorded as a percent and was recorded at the north, east, south and west corners of each vegetation monitoring plot along with a reading at the center t-bar, providing 5 soil moisture values from across the plot.

Starting in 2013, the health of each tree or shrub stem encountered along the east-west and north-south transect lines were to be recorded as dead, poor, or good.

It was also recommended by Greg Scheifele that tree health of all trees of >10cm dbh within the entire vegetation plot be recorded. For each tree >10cm dbh within the entire vegetation plot, the tree's health and whether it was a canopy or sub-canopy tree were recorded. We also recorded the same information for standing dead trees.

### **Photomonitoring:**

As outlined in the site plans for the Roszell Pit, photomonitoring was to take place at fixed point locations so that photos can document potential changes to the vegetative conditions within the Speed River Wetland Complex adjacent to the Roszell pit.

Photomonitoring locations were to be located at the steel T-bar in the center of each of the 10x10 m vegetation quadrats. A total of six fixed point photo monitoring locations were set-up in 2012 with photos taken from the steel T-bar facing north, east, south and west, see Figure 2.

### **3.2 Spawning Surveys**

The spawning surveys were to be conducted along Main Creek and Tributaries 7, 8, and 9 located within the Speed River Wetland Complex, to the west of the extraction area of the Roszell Pit. Surveyors wore polarized glasses and walked along each of the streams to be surveyed.

The location, number, size and species of redds were mapped and described on data sheets. Trout redds are the particular focus of the spawning surveys. Weather conditions including wind speed, percent cloud cover, precipitation, and air temperature were recorded during each survey visit and water temperatures were recorded for each of the streams or tributaries which were surveyed.

Observations of trout and their activities were recorded. Substrate conditions and water depth where spawning was observed were to be noted.

Spawning surveys were conducted on two dates to document the range of spawning dates and locations for Brook Trout.

The following approach was followed to determine whether the pit operation has affected fish habitat in a measurable way:

- Evaluate what the groundwater/hydrology consultant has determined about any significant changes in stream temperature, stream flow, ground water flux relative to meteorological conditions during the study period;
- Determine geographically where ground water/surface water changes have occurred relative to the aggregate pit margins and predicted impact zones;
- Where groundwater/ surface water data show significant changes the potential effects on fisheries data will be carefully inspected for any evidence of changes;

- In turn, any significant changes in trout redd number and location shifts would be compared with groundwater/surface water data trends.

### **3.3 Salamander Egg Mass Surveys**

As part of the monitoring plan for the pit, annual surveys for salamander egg masses were to be undertaken. Spring 2013 was the first year that salamander egg mass surveys were conducted.

Salamander egg mass surveys were to focus on searching the wetland located in the southwestern end of the Roszell pit property. A survey was to be undertaken at the wetland in the spring once the salamanders have laid their egg masses some time between April to May, as egg laying times are dependent upon weather conditions for each given year. At the beginning of the survey weather conditions including temperature, wind speed, water temperature, and water temperature were to be recorded.

To find and estimate numbers of egg masses of salamanders area searches throughout the wetland were to be conducted. Areas searches involved the searcher wearing chest waiters, and walking throughout the wetland wearing polarized sun glasses, scanning into the water for egg masses. When egg masses were found they were to be identified to species along with number of eggs/egg masses, vegetation egg masses were attached to and any other details worth noting.

### **3.4 Amphibian Call Surveys**

As outlined in the ecological and aquatic monitoring plan, amphibian call surveys were to be undertaken once extraction begins, so surveys began in 2013. Amphibian call surveys were undertaken in general accordance with the Marsh Monitoring Program Protocols. Surveys were to be undertaken at the wetland south of the southern most extraction limit for the pit, and at any adjacent properties (with ponds) where landowners provide permission to survey for frogs.

Surveys are to be conducted on three dates from April to June, at least 15 days apart. Night-time air temperature should be greater than 5°C (41°F) for the first survey, 10°C (50°F) for the second survey and 17°C (63°F) for the third survey (MMP 2008). Surveys are to be conducted between one half hour after sunset and no later than midnight (MMP 2008).

Weather conditions will be recorded for each of the surveys conducted, including wind speed, air and water temperature, cloud cover, and precipitation. Each survey station will be monitored for 3 minutes. Surveys are to be conducted only when wind strength is between 0 and 3 on the Beaufort Scale (MMP 2008).

### **3.5 Water Level Monitoring within the Roszell Wetland, South of the Pit**

For several reasons monitoring of the water levels in the Roszell wetland to the south of the Roszell Pit was undertaken on an approximately weekly basis from May until the end of June. This monitoring started in 2022 as a result of the low water levels in the

wetland noted during 2021, which was attributed to drought conditions throughout Summer 2021.

Water levels were recorded within the wetland in polygons A, B, and C as identified for the salamander egg mass surveys. During the Months of May and June water levels were recorded (in cm) in the deepest locations in each polygon when water was present. The presence of any salamander egg masses or larvae in the water which was present was to be recorded. The dug pond farther south of the Roszell Wetland was also monitored during the same May to June period with water depth recorded at a stake in the southwest corner of the pond, which had been put in during previous years. When water levels at the stake were 0cm, the distance to the water's edge from the stake was then recorded (in cm).

#### **4.0 MONITORING RESULTS**

##### **4.1 Vegetation Monitoring**

A total of six permanent vegetation monitoring plots were set up near the eastern edge of the Speed River Wetland Complex, adjacent to extraction area of the Roszell Pit. Vegetation monitoring quadrats were set up on September 28, 2012 (Plots A, B, and C) and October 1, 2012 (Plots D, E, and F).

The UTM co-ordinates (obtained with a hand-held GPS) for vegetation monitoring plots A to F, are shown in Table 1.

**Table 1. UTM Co-ordinates for the Center of Vegetation Monitoring Plots and Photo Monitoring Locations**

<b>Plot Name</b>	<b>UTM Co-ordinates</b>
Plot A	17T 0557139 4812349
Plot B	17T 0557132 4812259
Plot C	17T 0557057 4811973
Plot D	17T 0557042 4811849
Plot E	17T 0557005 4811745
Plot F	17T 0557017 4811664

As outlined in the ecological and aquatic monitoring site plans, vegetation monitoring was to be conducted in the spring and late summer. The first late summer vegetation information was conducted on September 28 and October 1, 2012, while the first set of spring vegetation information was collected on May 30, 2013. The 2013 late summer vegetation inventory was conducted on September 20<sup>th</sup>.

It was noted when setting up the vegetation plots that cattle from the farm to the north of the Roszell Pit had access to the Speed River Wetland Complex in the area of vegetation plots A and B. It was evident during the Spring 2022 monitoring that the cattle still had access to the areas of vegetation plots A and B, but there appeared to be no recent use in that area by cattle during the Fall surveys.

The dominant taxa, their percent cover, and total number of species for each sub-plot for vegetation plots A to F during Spring 2014 to 2022 is summarized in Appendix 3. The fall vegetation survey results showing dominant taxa, their percent cover are provided in Appendix 4.

Tree and shrub data within the vegetation plots collected during the late summer vegetation monitoring, at each of the six monitoring plots are summarized below.

### **2022 Survey Results:**

The 2022 Spring vegetation plot survey was conducted on May 25, 2022 and the Fall survey was conducted on September 30, 2022. The data from vegetation plots A to F are summarized below. A summary by species and sub-plot of the percent cover by certain species in Spring from 2014 to 2022 is provided in Appendix 3, and the data from the Fall 2014 to 2022 surveys is summarized in Appendix 4.

#### **Spring Surveys:**

Plots A and B show ≥50% of percent cover values remained the same from the Spring 2021 findings. Some of the decrease in percent cover of some species is anticipated to be due to the reduced use of the area by cattle, causing few ruts with standing water, and less disturbed areas, in addition to recovering from the previous year's drought conditions. Plot C showed 64% of species had no change in percent cover from the previous year with Field Horsetail, Bulblet Fern and Coltsfoot being species that had decreases in percent cover in some subplots. In Plot D, 75% of species in Appendix 3 had the same percent cover as 2021, with Bulblet Fern and Field Horsetail showing decreases from 2021, similar to findings at Plot C. At Plot E 69% of species listed in Appendix 3 showed no change in percent cover from Spring 2021, with Bulblet Fern and moss sp. showing decreases in percent cover compared to 2021. The Plot F Spring findings indicated 83% of species in Appendix 3 showing no change in percent cover, compared to 2021. Canada Mayflower and Bulblet Fern were noted to have increased in percent cover in Plot F in Spring 2022

#### **Fall Surveys:**

At Plot A in Fall, 69% of species examined in Appendix 4 show no change in percent cover in 2022 from 2021, and Fowl Mana Grass, Bulblet Fern and Coltsfoot show an increase in percent cover compared to Fall 2021. In Fall at Plot B, 75% of species in Appendix 4 show no change in percent cover from Fall 2021, and *Carex schweinitzii*, Bulblet Fern and Tall Buttercup show declines in percent cover from 2021 results, but the sedge and fern were never in high abundance in the subplots over any of the survey years. In Plot C, 76% of species showed no change in percent cover, while Dwarf Scouring Rush and Bulblet Fern were noted to have increased in percent cover from 2021. Plot D had 81% of species in Appendix 4 with no change in percent cover compared to Fall 2021, and Dwarf Scouring Rush increased in one subplot and Bulblet Fern decreased, both only by one category of percent cover compared to 2021. Plots C and D both showed wetland indicator species (Bulblet Fern and Dwarf Scouring Rush) increased in percent cover in 2022. At Plot E, 77% of species listed in Appendix 4 showed no change in percent cover compared with 2021, with Moss sp. and Bulblet



Fern showing an increase in percent cover in one subplot and Bulblet Fern decreasing in one subplot. In Fall, Plot F indicated 69% of species listed in Appendix 4 showed no change in percent cover compared to 2021, with increases in Glossy Buckthorn and moss sp. in two subplots, and a decrease in moss in one subplot.

The tree and shrub transects are summarized in the following text for each vegetation plot with the numbers found in 2022 listed, and for reference the 2021 values are provided in brackets after the 2022 survey values.

### **Vegetation Plot A:**

Vegetation Plot A was located in the upslope area where seepage begins which becomes Tributary #4, see Figure 1. Areas of rutted soils within vegetation Plot A were evident again in Spring 2022 throughout the area as a result of cattle foraging within the vegetation plot area, but no signs of recent use were present during the Fall surveys. In Spring and Fall 2022 surface water was present in all sub-plots. Water was present at <1-4mm depth in Spring and Fall 2022 (similar to 2020 and 2021 findings).

A generally limited abundance of trees and shrubs are present within vegetation Plot A. The east-west transect had three species: Glossy Buckthorn 11(10), Yellow Birch 1(1) and Eastern White Cedar 11(11), showing more Buckthorn and Cedar are now big enough to be counted.

The north-south transect had 1 Chokecherry in good health (same as 2020 & 2021), Eastern White Cedar 4(4) and Yellow Birch 1(1). All understory trees and shrubs were identified to be in good health, as in all previous years. There were no trees (>10 cm dbh) within the entire vegetation plot in 2022, same as in previous years.

### **Vegetation Plot B:**

Vegetation Plot B was located approximately 33m to the southwest of Plot A, near the eastern wetland edge of the Speed River Wetland Complex. Vegetation Plot B was located in the upstream seepage area of Tributary #6, see Figure 1. In Spring 2022 evidence of cattle use within the plot was noted, but by Fall there were no recent signs of use. In Spring 2021 a large tree was noted to have fallen across part of the NW subplot and it was still there in 2022.

There was no surface water present in Spring 2022 (same as in 2021, 2020, and 2018) and soils were dry in two of the plots. No surface water was present in any of the sub-plots in Fall 2022, similar to 2018 and 2021 (NW plot in Fall 2020 had <1mm). Soils in Fall 2022 at this plot at SE, SW noted to be damp while in the NW and NE plots soils were saturated (dampier than noted in 2021 and 2020).

Tree and shrub transect data indicates Plot B contains slightly more trees and shrubs than Plot A (and similar in that they were all in the understory), but it is still a generally open habitat of predominantly herbaceous vegetation. Species present within the east-west transect included Glossy Buckthorn 13(13), Eastern White Cedar 9(9), Yellow Birch 2(2), Red-Osier Dogwood 1(1); in the north-south transect Glossy Buckthorn

15(12), Yellow Birch 4(3), and Eastern White Cedar 5(6). Within the entire vegetation plot there were no trees that were >10 cm dbh, as was noted in previous years.

#### **Vegetation Plot C:**

The Vegetation Plot C was located in fresh-moist cedar swamp. Vegetation Plot C was located in the upstream seepage area of Tributary #7 and near drive point piezometer DP8, see Figure 1. The vegetation plot is on a slope with scattered seeps which flow downslope towards the cedar swamp. Surface water was present in only 1 sub-plot (Southeast) in the Spring 2022 at 1-3mm, similar to 2016, 2017 and 2021 (while in 2020 it was 4-5mm). In the Southeast sub-plot, 2-3mm of flowing water was observed in the Fall 2022, while 2018-2020 had less standing water and 2021 had 3-4mm.

Tree and shrub diversity within the transects continues to be limited, with only two species being present, Glossy Buckthorn and Eastern White Cedar. In the understory along the east-west transect Glossy Buckthorn 6(7) and Eastern White Cedar 2(2) were recorded to be present and in good health. Along the north-south transect line in 2022 Eastern White Cedar 8(8) and Glossy Buckthorn 1(0) were recorded. Eastern White Cedar was recorded with 20(23) in good health, fair health 3(3), and none in poor health. Glossy Buckthorn was recorded in the SE, in the sub-canopy in good health with 3(2) trees recorded.

#### **Vegetation Plot D:**

The Vegetation Plot D was located in wet cedar swamp located in the upstream seepage area which enters Tributary #8 near the eastern edge of the wetland. Vegetation Plot D was located just east of drive point piezometer DP3. This vegetation plot is on a slope with scattered seeps with marl deposits. Standing water was present in the Northwest sub-plot in Spring at 2-4mm (2021 had 1-2mm, comparable to 2019 & 2020) and flowing water was present in Fall 202 at 1-2mm (same as 2021; 2018 & 2020 had 2-3mm). Standing water was present in the Southeast sub-plot in 2022 at 1-6cm in Spring and 2-3mm in the Fall (more than noted in 2021). In Spring and Fall 2016 & 2017 no surface water was present in any sub-plots. This continues to suggest wetter soils being present in Plot D after 2018.

Within Vegetation Plot D there was 1 Common Buckthorn in good condition along the north-south transect, same as in 2020 & 2021. This vegetation plot is located within cedar swamp, with Eastern White Cedar and Yellow Birch as the tree species of >10 cm dbh which were present within the entire plot. Eastern White Cedar was present with 20(20) in good health, and Yellow Birch with 2(2) also recorded in good health. No change was noted in 2022.

#### **Vegetation Plot E:**

The Vegetation Plot E was located in fresh-moist cedar swamp. Vegetation Plot E was located in a seepage area approximately 30m downslope of the trail along the Speed River, in the bottomlands of the cedar swamp. The seepage area in which Vegetation Plot E was located is part of Tributary #9 and is located downslope of drive point piezometer DP7, see Figure 1. In 2022, standing water was present in the Spring at the

Northwest sub-plot at 1-2mm (same as 2020 & 2021) and 1mm in Fall 2022 including areas of saturated mud/soils) similar to 2019 and 2020 findings, while 2021 had 3-4mm in the Fall. In contrast, in 2018 and 2016 no surface water was recorded in the Spring or Fall.

Tree and shrub species along the north-south and east-west transects at >1m in height were very limited in this vegetation plot. Along the east-west transect Glossy Buckthorn 5(4) were present in good health, and 1(1) Glossy Buckthorn was recorded as dead (present since 2014). New in 2022 in the east-west transect was 1 Eastern White Cedar in good health. There were no shrubs recorded along the north-south transect in 2022 (same since 2014).

There were four species of trees and shrubs of >10cm dbh found within the entire vegetation plot, including: Eastern White Cedar, Yellow Birch, Speckled Alder, and Black Ash. Within the entire Vegetation Plot E there were 16(15) Eastern White Cedar found in good health, 8(8) Yellow Birch were found in good health, 1(1) Speckled Alder was in good health. There was also 1 dead Black Ash which has been present since 2018. No significant change was noted in 2022.

#### **Vegetation Plot F:**

The Vegetation Plot F was located in the bottomlands of a fresh-moist cedar swamp, dense with Eastern White Cedar. Vegetation Plot F was located in a seepage area downslope of the trail along the Speed River, to the west of the southeastern corner of the extraction area of the Roszell Pit. The closest drive point piezometer is DP7, to the northeast. Vegetation Plot F is not in a seepage area which contributes to a tributary through surface water flow, Tributary #9 is the closest tributary to this vegetation plot and is located to the west of it.

In Spring 2022, the Southeast sub-plot had flowing water at 2-4mm, same as in 2020, 2016 and 2017 (2021 had 2-3mm). In 2019 and 2018 slightly deeper water was noted at 4-5mm. In Spring 2022, the Northwest sub-plot had 2-3mm of standing water similar to 2019 (2021 had 1mm; 2018 & 2016 had 1-2mm; and 2020 had 2-4mm).

The Southeast sub-plot in Fall 2022 had 4-5mm of flowing water noted (similar to 2017, 2016, 2020 and 2021), while 2019 and 2018 had less water was noted at 1-2mm. The Northwest sub-plot had 1-2mm of standing water in Fall 2022 (similar to 2016), while 2021 had <1mm and 2018 to 2020 had no water, but saturated soils). The greatest water depths in the plot were noted in 2017 at 4-6mm deep, and indicates that the plot shows high variability over the years.

The tree and shrub transect data from Vegetation Plot F indicates a limited understory, with only Eastern White Cedar being present along the east-west or north-south transect. The north-south transect had 6(6) Eastern White Cedar in good condition, 5(1) in fair condition and 7(5) dead. Tree and shrub species within the entire vegetation plot of >10cm dbh include Eastern White Cedar, Tamarack, and White Birch. Eastern

White Cedar was present in good health with 23(24), and White Birch in good health with 1(1). The 2 standing dead Tamarack (snags of <8ft high) were still present in 2022.

#### **Photo Monitoring Stations:**

A total of six fixed point photo monitoring stations were established in 2012, which provide baseline photos of the Speed River Wetland Complex located to the west of the Roszell pit. Photos were taken at each photo monitoring station facing north, east, south and west, from the center T-bar of the 10x10 m plots. A photo from each of the six vegetation plots in Spring 2022 is shown in Appendix 5. A photo from each of the six vegetation plots in Fall 2022 is shown in Appendix 6.

### **4.3 Trout Spawning Surveys**

Trout spawning surveys started in 2012 and have been undertaken every year since. A summary of the more recent survey dates and weather conditions during searches for trout redds from 2018 to 2022 are shown in Table 2.

The locations of the Main Creek and Tributary #7 and #8 are all shown on Figure 1. No trout redds have been found in Tributary #8 during the first 5 survey years, so effort was focused after that on the Main Creek and Tributary #7.

In 2015 spawning surveys were conducted on two separate dates for each of the creeks surveyed. With fewer trout redds being found over the two separate surveys for each creek, in December 2015, an additional survey was conducted in January 2016. The January 2016 survey was to identify whether any additional trout redds were present in the creeks being surveyed once the temperatures became cooler in case this had triggered Brook Trout spawning.

Brook Trout redds have been found annually from 2012 to 2022 in both Tributary 7 and the Main Creek channel. The approximate locations of Brook Trout redds are shown on Figure 1. In 2015, fewer than normal trout redds were found in the Main Creek and none were found in Tributary #7, but by January 2016, 7-9 redds were found in total in the Main Creek and 2 redds were present in Tributary #7. Previous years field data sheets have been archived for future reference.

The results of the 2012 and 2013 trout spawning surveys are summarized in Table 3 (considered pre-extraction survey years), and the most recent 5 years (2018 to 2022) of survey results are provided in Table 4. Table 3 and 4 both list the redd numbers by watercourse for each year. The 2013 trout spawning survey was the first data collected after part of a year of aggregate extraction occurred at the Roszell Pit.

The Main Creek has consistently had the most redds present each year of the creeks surveyed. The numbers of redds present in the Main Creek in 2013 was double that of 2012. The year with the highest trout redd count during extraction years to date had been 2016 with 15-16 redds found, but 2022 had 16-20 redds..

During the 2020 and 2021 drought years, the lower water levels in the creek and the homeowners on the north side of the Main Creek creating a rock dam across the entire creek were considered the main factors to have resulted in slightly lower trout spawning

**Table 2. Summary of Dates and Weather Conditions for Trout Redd Surveys on the Main Creek, and Tributaries #7 and #8, from 2018 to 2022.**

Year	Survey Date	Weather Conditions
<b>2018</b>	December 5	Air Temp. = -3 <sup>0</sup> C; Wind = 0 km/hr; Percent Cloud = <10%; no precip.; Water Temperature: Main Creek = 4.0 <sup>0</sup> C
	December 12	Air Temp. = -2 <sup>0</sup> C; Wind = 0 km/hr; Percent Cloud = 70%; no precip.; Water Temperature: Trib. #7 = 6.6 <sup>0</sup> C
<b>2019</b>	December 13	Air Temp. = 4-7 <sup>0</sup> C; Wind = 0-5 km/hr; Percent Cloud = 50%; no precip.; Water Temperature: Main Creek = 4.5 <sup>0</sup> C; Trib. #7 = 6.6 <sup>0</sup> C
	December 17	Air Temp. = -4 <sup>0</sup> C; Wind = 0-5 km/hr; Percent Cloud = 60%; no precip.; Water Temperature: Main Creek = 3.8 <sup>0</sup> C; Trib. #7 = 6.2 <sup>0</sup> C
<b>2020</b>	December 11	Air Temp. = 2-7 <sup>0</sup> C; Wind = 0-5 km/hr; Percent Cloud = 10%; no precip.; Water Temperature: Main Creek = 4.7 <sup>0</sup> C; Trib. #7 = 7.1 <sup>0</sup> C; Trib. #8 = 12.9 <sup>0</sup> C
	December 16	Air Temp. = -7 <sup>0</sup> C; Wind = 20-35 km/hr; Percent Cloud = 70-90%; no precip.; Water Temperature: Main Creek = 3 <sup>0</sup> C; Trib. #7 = 5.2 <sup>0</sup> C; Trib. #8 = 11.1 <sup>0</sup> C
<b>2021</b>	December 1	Air Temp. = 4 <sup>0</sup> C; Wind = 5-10 km/hr; Percent Cloud = 15%; no precip.; Water Temperature: Main Creek = 4 <sup>0</sup> C; Trib. #7 = 11 <sup>0</sup> C; Trib. #8 = 14 <sup>0</sup> C
	December 21	Air Temp. = 0 <sup>0</sup> C; Wind = 0-5 km/hr; Percent Cloud = <5%; no precip.; Water Temperature: Main Creek = 4.5 <sup>0</sup> C; Trib. #7 = 7.5 <sup>0</sup> C; Trib. #8 = 12 <sup>0</sup> C.
<b>2022</b>	December 14	Air Temp. = -4 <sup>0</sup> C; Wind = 5-15 km/hr; Percent Cloud = 90%; no precip.; Water Temperature: Main Creek = 3.4 <sup>0</sup> C; Trib. #7 = 5 <sup>0</sup> C.
	December 22	Air Temp. = -2 <sup>0</sup> C; Wind = 5-10 km/hr; Percent Cloud = 60%; no precip.; Water Temperature: Main Creek = 3.8 <sup>0</sup> C; Trib. #7 = 6.6 <sup>0</sup> C.

than historically noted. The dam structure (first noticed in 2020) was still in place in 2022 and the slow moving current in that area has resulted in a large area which had been bare cobble historically now being covered in silt.

The 2022 trout spawning results in Main Creek were similar to 2013, 2016, 2018 and 2019 findings which were average to high count years for the Main Creek. After the second trout redd survey, 2022 had 16-20 redds in the Main Creek, compared to the previous high count year, 2016. During the December 14<sup>th</sup> survey 11 Brook trout were

observed (including an 8-9" trout on the M-3(22) redd) and 10 were observed during the December 22<sup>nd</sup> survey, in the Main Creek.

The trout redd surveys in 2022 showed typical numbers of redds in Tributary 7, despite water levels being lower than historically (as also noted in 2020 and 2021) with 6-8 redds being present. Overall the 2022 survey results showed continued spawning in both creeks despite low water levels as 2022 was another drought year, with spawning in 2022 occurring at typical levels and locations to 2016, 2018 and 2019 (prior to drought years).

**Table 3. Summary of 2012 and 2013, Pre-extraction, Brook Trout Spawning Surveys, Roszell Pit.**

	<b>Tributary Name</b>	<b>Station Location</b>	<b>Number of Redds</b>	<b>Total Number of Redds</b>
<b>2012</b>	<b>Main Creek</b>	M-1	2 to 3	<b>8 to 9 redds</b>
		M-2	2	
		M-3	1	
		M-4	3	
	<b>Tributary 7</b>	7-1	2	<b>5 redds</b>
		7-2	2	
		7-3	1	
	<b>Tributary 8 and 9</b>		No redds	<b>0</b>
<b>2013</b>	<b>Main Creek</b>	M-1 (13)	3	<b>19 redds</b>
		M-2 (13)	3	
		M-3 (13)	6	
		M-4 (13)	5	
		M-5 (13)	2	
	<b>Tributary 7</b>	7-1	1	<b>5 redds</b>
		7-2	4	
		7-3	0	
	<b>Tributary 8 &amp; 9</b>	No redds	No redds	<b>0</b>

**Table 4. Summary of 2018 to 2022, Extraction years, Brook Trout Spawning Surveys, Roszell Pit.**

	<b>Tributary Name</b>	<b>Station Location</b>	<b>Number of Redds</b>	<b>Total Number of Redds</b>
<b>Dec. 2018</b>	<b>Main Creek</b>	M-1(18)	3	<b>13 redds</b>
		M-2(18)	1	
		M-3(18)	1	
		M-4(18)	7	
		M-5(18)	1	
	<b>Tributary 7</b>	7-1(18)	1	<b>6-9 redds</b>
		7-2(18)	1-2	
		7-3(18)	2	
		7-4(18)	1-2	
		7-5(18)	1-2	
<b>Dec 2019</b>	<b>Main Creek</b>	M-1(19)	2-3	<b>13-14 redds</b>
		M-1B(19)	1	
		M-2(19)	1	
		M-3(19)	2	
		M-4(19)	3	
		M-5(19)	2	
		M-6(19)	1	
		M-7(19)	1	
	<b>Tributary 7</b>	7-1(19)	1	<b>9 redds</b>
		7-1B(19)	2	
		7-1C(19)	1	
		7-2(19)	2	
		7-3(19)	2	
		7-4(19)	1	
<b>Dec 2020</b>	<b>Main Creek</b>	M-1(20)	1	<b>8-10 redds</b>
		M-2(20)	1-2	
		M-2B(20)	1-2	
		M-3(20)	2	
		M-4(20)	3	
	<b>Tributary 7</b>	7-1(20)	1	<b>6-9 redds</b>
		7-1B(20)	1-2	
		7-2(20)	1-2	
		7-3(20)	1-2	
		7-4(20)	2	
<b>Dec 2021</b>	<b>Main Creek</b>	M-2(21)	3	<b>11 redds</b>
		M-2B(21)	3	
		M-3(21)	3	
		M-4(21)	2	
	<b>Tributary 7</b>	7-2(21)	3	<b>8 redds</b>
		7-3(21)	4	
		7-4(21)	1	

<b>Dec 2022</b>	<b>Main Creek</b>	M-1(22)	1	<b>16-20</b>
		M-2(22)	1-2	
		M-2B(22)	1	
		M-3(22)	3-4	
		M-3A(22)	1	
		M-4(22)	1	
		M-5(22)	1-2	
		M-6(22)	2-3	
		M-7(22)	4	
		M-8(22)	1	
	<b>Tributary 7</b>	7-4(22)	2-3	<b>6-8</b>
		7-2(22)	2	
		7-3(22)	1	
		7-4B(22)	1-2	

In contrast to the last three years, 2012, 2013, 2014, 2015 and 2017 had between 2 and 5 trout redds found in Tributary #7 during the surveys.

Based on comparison to the findings in previous years, both pre-extraction and during extraction, the 2022 findings indicate there is continued typical spawning in both creeks which have historically had Brook Trout spawning.

#### **4.4 Salamander Egg Mass Survey**

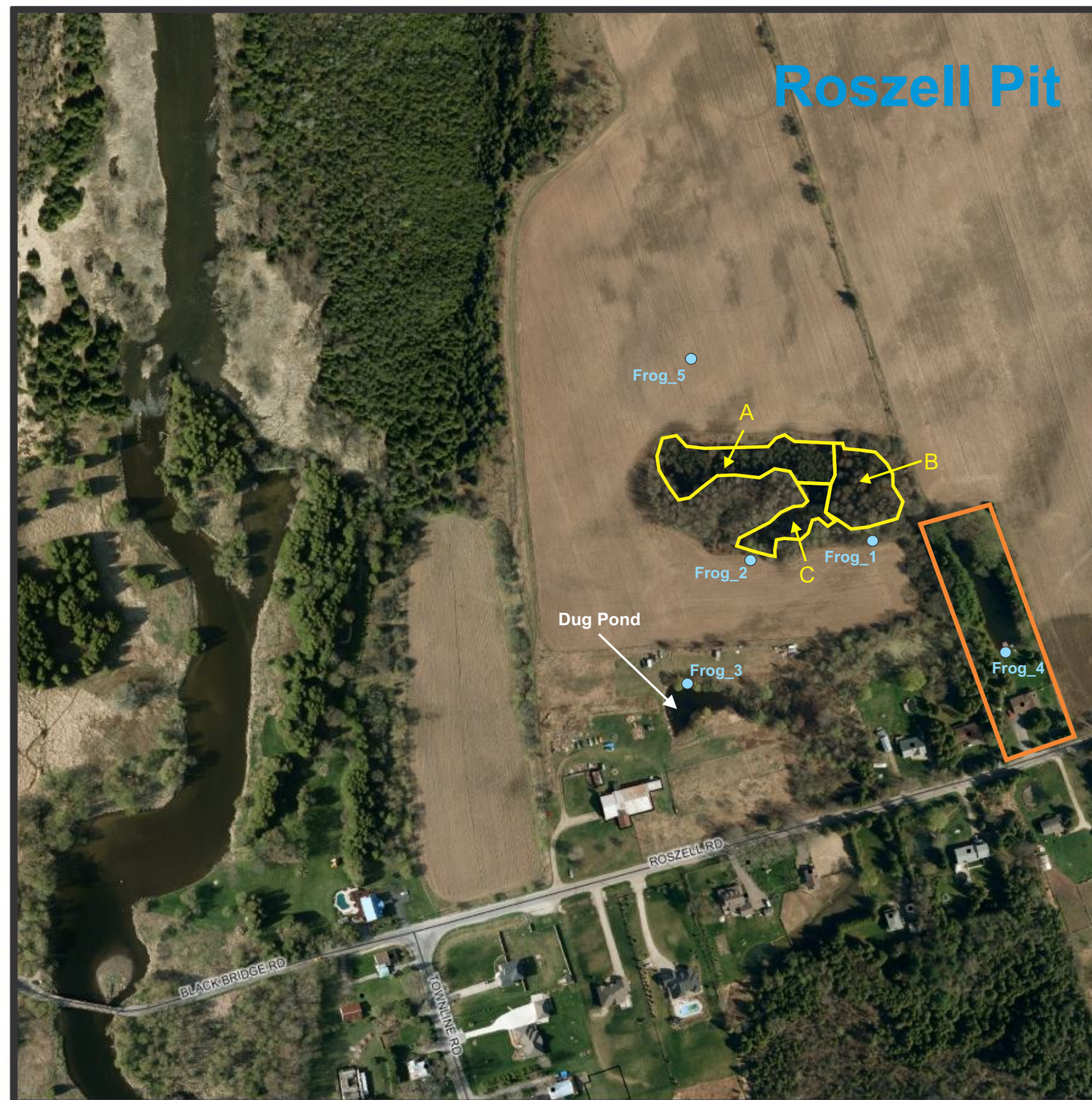
Salamander egg mass surveys were conducted in 2022, making it the ninth year of salamander egg mass surveys conducted within the southwestern wetland on the Rozell Pit property. The salamander egg mass survey dates and weather details for the salamander surveys for all of the years of monitoring are provided in Table 5.

The total number of areas with salamander egg mass concentrations from 2013 to 2019 ranged from 6 to 13 within the wetland, excluding 2015 where no egg masses were counted. In contrast in 2022 salamander egg masses were concentrated in two areas within wetland area A.

For analysis the wetland was divided into three different areas based on the wetlands ecological characteristics, see Figure 3. Wetland area “A” comprises of Reed Canary Grass and Red-osier Dogwood around the wetland edges and willow thicket through the majority of it. Area “B”, shown on Figure 3, exhibits the characteristics of a Silver Maple swamp, very limited emergent vegetation, with leaves and sticks being predominant in the water column. Area “C” comprises the southern wetland lobe which extends in a southwesterly direction.

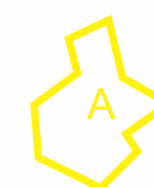
Spring water levels within the wetland were noted to be lower than historically typical in April 2020 and 2021, where both years had no standing water in wetland areas “B” and “C”. In wetland area “A” even less area of surface water was present in 2021 compared to 2020.





**Figure 3. Areas Searched for Salamander Egg Masses, and Amphibian Call Survey Station Locations, Roszell Pit.**

### LEGEND



Area Searched for Salamander Egg Masses, Areas "A to C" Categorized by Habitat Type



**Frog\_2** Approximate Amphibian Call Survey Station Location



Approximate Property Boundary of the Jones Property

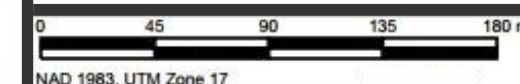
Base Map Source: GRCA GRINS mapping 2012



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December 21, 2022





**Table 5. Salamander Egg Mass Survey Details 2014 to 2022.**

<b>Survey Date</b>	<b>Survey Details (Weather)</b>
<b>May 9, 2014</b>	11:20 hrs to 14:09 hrs. temperature: 24°C; wind: 6.6 km/hr; water temperature: 18.3°C; cloud 40%; no precipitation, and water pH: 8.4
<b>May 21, 2015</b>	13:57 hrs to 15:21 hrs temperature: 18°C; wind: 3.7 km/hr; water temperature: 16.1°C; cloud 40%; no precipitation, and water pH: 7.8
<b>June 3, 2015</b>	13:55 hrs to 15:32 hrs temperature: 22°C; wind: 5-10 km/hr; water temperature: 21°C; cloud 60%; no precipitation, and water pH: 7.3
<b>March 30, 2016</b>	12:23 to 14:21 hrs temperature: 8°C; wind: 10-15 km/hr; water temperature: 8.6°C; cloud 40%; no precipitation, and water pH: 7.7
<b>March 28, 2017</b>	13:00 to 14:08 hrs temperature: 10°C; wind: 5-15 km/hr; cloud 60%; no precipitation
<b>April 11, 2017</b>	14:19 to 14:40 hrs temperature: 20°C; wind: <5 km/hr; water temperature: 18.1°C; cloud 30-40%; heavy precipitation, and water pH: 7.1
<b>April 12, 2017</b>	11:40 to 14:00 hrs temperature: 10°C; wind: 5-10 km/hr; water temperature: 11°C; cloud 80-90%; no precipitation, and water pH: 7.5
<b>April 24, 2018</b>	11:20 to 13:09 hrs temperature: 9°C; wind: 0-5 km/hr; water temperature: 12°C; cloud 60%; no precipitation, and water pH: 7.3
<b>April 22, 2019</b>	11:00 to 13:40 hrs temperature: 15°C; wind: <5 km/hr; water temperature: 12°C; cloud 30%; no precipitation, and water pH: 8.4
<b>April 7, 2020</b>	11:30 to 12:45 hrs temperature: 11°C; wind: 5 km/hr; water temperature: 10.8°C; cloud 50%; no precipitation, and water pH: 8.1
<b>April 20, 2021</b>	10:55 to 11:40 temperature: 4°C; wind: 5-15 km/hr; cloud: 60%; cloud 50%; no precipitation; no standing water in wetland.
<b>April 7, 2022</b>	10:45 to 13:05 temperature: 11°C; wind: 3-5 km/hr; water temperature: 10.9°C; cloud 5%; no precipitation, and water pH: 6.4

The 2020 data indicated an approximate 88% decrease in number of egg masses present in wetland area “A” compared with 2019. The 2021 findings showed no salamander reproduction (no egg masses present) in the 3 small areas of standing water that were present.

The salamander egg mass survey in 2022 found salamander egg masses being present within the wetland, but only in Area “A” of the wetland (which represents the area of wetland with the deepest water). Table 3 shows that most salamander eggs are typically laid in Area A and this trend was continued in 2022.

Despite only one of the three areas of the wetland having salamander eggs found in it, the egg mass count was the second highest count ever, being similar to 2017 and 2018 counts (years prior to drought condition years). The 2022 findings are 20% less egg masses than the highest count year (2019), and was found to be double that of the average egg mass count of 878, for all years.

Based on the results from April 7, 2022 salamander breeding was confirmed to have occurred and at a level above average for the wetland, despite the previous two years of drought conditions when very limited to no salamander breeding occurred.

**Table 6. Summary of Total Number of Blue-Spotted Salamander Egg Mass Found in 2014 to 2022.**

Wetland Area	Total Number of Egg Masses									
	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
<b>A</b>	46	147	0	571	1785	1439	2243	277	0	1931
<b>B</b>	9	39	0	32	16	0	170	0	0	0
<b>C</b>	3	4	0	0	22	46	0	0	0	0
<b>Total # Egg Masses</b>	58	190	0	603	1823	1485	2413	277	0	1931

The Roszell wetland was continued to be monitored in May and June 2022 to identify whether conditions would remain that would allow for a successful salamander reproduction cycle in 2022 and to monitor what happens with the water levels in the wetland. By the May 13, 2022 survey no standing water was present in areas “B” and “C” of the wetland and most of area “A”, where egg masses had been found, had no water. The details of findings of those surveys are discussed in Section 4.5

#### **4.4 Amphibian Call Surveys**

Amphibian call surveys were conducted starting in 2013 at two wetlands, one to the south of the southern extraction limit of the pit (Roszell Wetland) and the other a small wetland to the southwest of the Roszell Wetland (dug pond). Adjacent landowners with a pond/wetland on their property were also contacted in Spring 2013 by CBM staff to see if any would allow for frog call surveys to be undertaken on their property. One landowner, Denise Jones, gave permission to conduct the amphibian surveys on her property (#6512 Roszell Road), see Figure 2 for its location. Amphibian call surveys were conducted at all of the same locations from 2013 to 2019. On April 7, 2020 Denise Jones was contacted to obtain permission to undertake the amphibian surveys at her property as in previous years. Denise did not want the surveys done at her property in 2020. Station Frog\_4 was therefore moved to the north area of the Jones

pond, and frogs listened for from the Roszell pit lands to the west of the Jones pond. Denise Jones provided permission again for the amphibian surveys on her property in 2021 and 2022.

Amphibian call surveys were conducted on April 8, May 5, and June 16, 2022. Details of the weather conditions and survey dates for each year of amphibian call surveys, from 2015 to 2022, are shown in Table 7.

The results of the 2022 amphibian call surveys for each of the 4 point count stations where data were collected are summarized in Table 8. The results from 2020 to 2015 are shown in Tables 9 to 14, respectively.

Since 2013 a total of seven different species have been heard/observed during the amphibian call surveys, with six species heard/observed in both 2020 and 2019, five species heard/observed in 2013, 2014, 2016, 2017 and four species heard/observed in 2015. In 2022 and 2021 a total of 5 species were heard/observed during the amphibian call surveys.

**Table 7. Amphibian Call Survey Dates and Weather Conditions, Roszell Pit 2015 to 2022.**

Survey #	Survey Date	Time (hrs)	Weather Conditions
<b>2022</b>			
1	April 8	20:40 to 21:11	Air Temp. = 5 <sup>0</sup> C; Water Temp. = 7.7 <sup>0</sup> C to 9 <sup>0</sup> C; Wind = 0 - 1 (Beaufort); Percent Cloud = 70- 80%; Light Drizzle; Water pH = 7.3 to 8.2
2	May 5	20:39 to 21:43	Air Temp. = 11 <sup>0</sup> C; Water Temp. = 13.2 <sup>0</sup> C to 15.7 <sup>0</sup> C; Wind = 0 (Beaufort); Percent Cloud = 15% to 20%; No Precip.; Water pH = 8.3 to 8.6
3	June 16	21:04 to 22:57	Air Temp. = 28 <sup>0</sup> C; Water Temp. = 23 <sup>0</sup> C to 25 <sup>0</sup> C; Wind = 1 (Beaufort); Percent Cloud = 80%; No Precip.; Water pH = 7.5 to 8.2
<b>2021</b>			
1	April 9	19:48 to 20:25	Air Temp. = 17 <sup>0</sup> C; Water Temp. = 17.1 <sup>0</sup> C; Wind = 1 (Beaufort); Percent Cloud = 15%; No Precip.; Water pH = 7.4
2	May 28	20:40 to 21:36	Air Temp. = 22 <sup>0</sup> C; Water Temp. = 21.3 <sup>0</sup> C; Wind = 1-2 (Beaufort); Percent Cloud = 80%; No Precip.; Water pH = 8.0 to 8.2
3	June 24	21:12 to 21:53	Air Temp. = 24 <sup>0</sup> C; Water Temp. = 21.3 to 23.7 <sup>0</sup> C; Wind = 0-1 (Beaufort); Percent Cloud = 60%; No Precip.; Water pH = 7.7 to 8.0
<b>2020</b>			
1	April 7	20:15 to 20:48	Air Temp. = 12 <sup>0</sup> C; Water Temp. = 11.3 <sup>0</sup> C; Wind = 0-1 (Beaufort); Percent Cloud = 80%; No Precip.; Water pH = 7.8
2	May 16	21:10 to 22:07	Air Temp. = 13 <sup>0</sup> C; Water Temp. = 17 <sup>0</sup> C; Wind = 0 (Beaufort); Percent Cloud = 15%; No Precip.; Water pH = 7.8
3	June 16	21:12 to 22:05	Air Temp. = 16 <sup>0</sup> C; Water Temp. = 22.2 <sup>0</sup> C; Wind = 0-1 (Beaufort); Percent Cloud = 30%; No Precip.; Water pH = 7.7
<b>2019</b>			
1	April 24	20:44 to 21:08	Air Temp. = 12 <sup>0</sup> C; Water Temp. = 11.7 <sup>0</sup> C to 12.3; Wind = 0 (Beaufort); Percent Cloud = <5%; No Precip.; Water pH = 6.9 to 7.3
2	May17	21:37 to 21:59	Air Temp. = 12 <sup>0</sup> C; Water Temp. = 15.4 <sup>0</sup> C to 15.8; Wind = 1 (Beaufort); Percent Cloud = 20%; No Precip.; Water pH = 6.9 to 7.4

3	June 6	21:16 to 21:55	Air Temp. = 20 <sup>0</sup> C; Water Temp. = 20.6 <sup>0</sup> C to 20.7; Wind = 1 (Beaufort); Percent Cloud = 20%; No Precip.; Water pH = 6.7 to 7.0
2018			
1	April 26	20:52 to 21:35	Air Temp. = 10.5 <sup>0</sup> C; Water Temp. = 11.5 <sup>0</sup> C to 13.1; Wind = 0 (Beaufort); Percent Cloud = <5%; No Precip.; Water pH = 6.7 to 7.2
2	May 9	21:02 to 21:42	Air Temp. = 19 <sup>0</sup> C; Water Temp. = 19.2 <sup>0</sup> C to 20.0; Wind = 2 (Beaufort); Percent Cloud = 50%; No Precip.; Water pH = 6.8 to 7.2
3	June 11	21:02 to 21:49	Air Temp. = 19 <sup>0</sup> C; Water Temp. = 19 <sup>0</sup> C to 19.9; Wind = 0 (Beaufort); Percent Cloud = 0%; No Precip.; Water pH = 7.3 to 7.4
2017			
1	April 13	20:32 to 20:52	Air Temp. = 10 <sup>0</sup> C; Water Temp. = 7.6 <sup>0</sup> C ; Wind = 0 (Beaufort); Percent Cloud = 20%; No Precip.; Water pH = 7.6 to 7.9
1	April 19	20:08 to 20:25	Air Temp. = 11.5 <sup>0</sup> C; Water Temp. = 12.7 <sup>0</sup> C ; Wind = 1 (Beaufort); Percent Cloud = 100%; No Precip.; Water pH = 8.4
2	May 23	21:02 to 21:32	Air Temp. = 17 <sup>0</sup> C; Water Temp. = 17.3 <sup>0</sup> C ; Wind = 0 (Beaufort); Percent Cloud = 80%; No Precip.; Water pH = 7.3 to 8.1
3	June 28	21:21 to 22:08	Air Temp. = 20 <sup>0</sup> C; Water Temp. = 21.1 <sup>0</sup> C ; Wind = 0 (Beaufort); Percent Cloud = 100%; No Precip.; Water pH = 7.5 to 8.5
2016			
1	Mach 30, 2016	20:00 to 20:33	Air Temp. = 13.7 <sup>0</sup> C; Water Temp. = 7.9 <sup>0</sup> C ; Wind = 1 (Beaufort); Percent Cloud = 100%; No Precip.; Water pH = 7.5 to 8.2
2	May 25	19:18	Air Temp. = 23.1 <sup>0</sup> C; Water Temp. = 21.8 <sup>0</sup> C ; Wind = 0 (Beaufort); Percent Cloud = 80%; No Precip.; Water pH = 8.4
2	May 26	21:16 to 21:38	Air Temp. = 22.1 <sup>0</sup> C; Water Temp. = 10.8 <sup>0</sup> C ; Wind = 0 (Beaufort); Percent Cloud = 50%; No Precip.; Water pH = 7.0 to 8.6
4	June 17	21:35 to 22:16	Air Temp. = 23 <sup>0</sup> C; Water Temp. = 24.2 <sup>0</sup> C ; Wind = 1 (Beaufort); Percent Cloud = 0%; No Precip.; Water pH = 7.7 to 8.3
2015			
1	April 15	20:35 to 21:20	Air Temp. = 11 <sup>0</sup> C; Water Temp. = 10.8 <sup>0</sup> C ; Wind = 1 (Beaufort); Percent Cloud = 80%; No Precip.; Water pH = 7.7 to 8.5
2	May 6	20:42 to 21:31	Air Temp. = 20 <sup>0</sup> C; Water Temp. = 15.8 <sup>0</sup> C ; Wind = 0 (Beaufort); Percent Cloud = 80%; No Precip.; Water pH = 7.7 to 8.2
3	June 16	21:19 to 21:52	Air Temp. = 21.6 <sup>0</sup> C; Water Temp. = 18.2 <sup>0</sup> C ; Wind = 1 (Beaufort); Percent Cloud = 0%; No Precip.; Water pH = 6.8 to 8.1

### ***Frog\_1:***

During 2022 the Wood Frog was recorded at this station at call code 1 in April, and Spring Peeper at call code 1 in May. During the May and June surveys no surface water was present in the wetland area "C".

During 2020 and 2021 Grey Tree Frog at call code 1 was the only frog heard (during the June survey visit). In 2013, 2015 and 2016 four species were heard at this station, in 2017 & 2018 three species were heard and in 2019 five species were heard. In 2019 Spring Peeper, Grey Tree Frog and American Toad had maximum call codes of 3, with Wood Frog having a call code of 2 in 2019.

The 2020 and 2021 survey results at station Frog\_1 were the lowest of all the years to date, based on number of species heard and lower call codes heard. The 2022 results had more species recorded than in the previous 2 years, but were still at low call code levels.

***Frog\_2:***

In 2022 during the survey period at the Frog\_2 survey station no frogs were heard during the April and June surveys, but during the May survey Spring Peeper was recorded at call code 1 within the 100m survey radius. American Toad was also heard at >100m at call code 2 during the May survey. No water was present in the wetland near this station during the June survey.

In 2020 and 2021 the only frog species which was recorded at this station was Grey Tree Frog at call code 1 during the June survey visit. Grey Tree frog was not heard at this station in 2022.

The 2019 & 2017 surveys had Spring Peeper and Grey Tree Frog recorded with a maximum call code of 3, and in 2019 American Toad at call code 3. Wood Frog is heard at this station most years at either call code 2 or 3. Spring Peepers had been heard consistently every year since 2013 at call code 3 at this station, but in 2021 and 2020 none were present.

***Frog\_3:***

It was noted that the water levels in the pond at Frog\_3 dropped from April to June again in 2022. In 2022 three species were recorded at this station. In April and May only Spring Peeper was recorded at call code 2 then code 3, respectively. In June Northern Leopard Frog was recorded at call code 2 and Grey Tree Frog at call code 1.

The number of species heard at Frog\_3 historically has ranged from 2 to 4 species. The 2021 results indicated that Spring Peeper was recorded at call code 3 in 2021, which based on the historical data was higher than previous years where it was typically heard at call code 2. Four species were recorded in 2013, 2015, 2017 and 2019 and again in 2021. In 2020 three species were heard. The 2022 result show an improvement in number of species present from 2021.

Between 2013 and 2019 a total of five different species have been heard at this station. Spring Peeper is the most consistent species having been heard over the survey years. Green Frog seems to alternate between being present in small numbers (call code 1) and not being present at all (none heard in 2013, 2014, 2019, 2020 and 2022) but was recorded in May and June 2021. Grey Tree Frog was heard in 2022 and most other years at this station (at call codes of 1 or 2), except for in 2018 and 2020.

***Frog\_4:***

The location of survey station Frog\_4 (Jones Property), is shown on Figure 3, with the survey station in 2022 again being back on the Jones pond, as permission was granted for access in 2022. In 2020 the survey station was changed from its historical location due to no permission being given by Denise Jones to enter their property. The 2020 location of the survey station is shown on Figure 3.

The 2022 surveys had no species heard in April while in May Spring Peeper was heard at call code 1 in the Jones' pond and American Toad at call code 2 and Spring Peeper

were heard at call code 3 in the wetland to the northwest of the pond, but within 100m of the station. In June 2022 Northern Leopard Frog and Grey Tree Frog were both heard at call code 1.

The 2021 surveys resulted in no frogs heard in April, three species heard in May (Grey Tree Frog, Green Frog and Northern Leopard Frog), and in June only Green Frog was heard. Green Frog having the highest call code at 2 in 2021. Prior to 2020 the maximum number of species recorded during the surveys was two, while 2020 resulted in three species recorded with Spring Peeper and American Toad having been new species for the Jones pond.

The Jones pond continues to show erratic variation year by year in what species are present. The Spring Peeper and American Toad heard in 2022 and 2020, but were not recorded in 2021.

The presence of some of the frogs recorded may be due to frogs having moved locations for breeding since the wetland where Frog\_1 and Frog\_2 are located had no water for breeding. The Jones Pond is only 45-50m away to the southeast.

#### **Frog\_5:**

A new survey station, shown on Figure 1, was created during the June 2022 survey as frogs were heard calling from the closest lake of the Aggregate Pit (north of the Roszell Wetland). The Frog\_5 station is located at the edge of the aggregate pit lake where Willow shrubs and Broad-leaved Cattail has established along the southwest corner of the lake edge. Grey Tree Frog was heard at call code 3 and American Toad at call code 1.

This survey station will now be part of the annual monitoring to continue to understand what species are using this habitat and help understand how amphibian breeding in the pit lake may relate to breeding in the Roszell wetland at Frog\_1 and Frog\_2. Searches will be undertaken in 2023 in this area to see if frog egg masses can be found, to confirm whether successful amphibian breeding is taking place in the pit lake.

**Table 9. Summary of 2022 Amphibian Call Surveys by Species, Call Level Code and Station Number, Roszell Pit, Puslinch.**

Species	Survey Station Number					
	Survey Visit #	Frog_1	Frog_2	Frog_3	Frog_4 (Jones Property #6512 Roszell Road)	Frog_5
Spring Pepper	1	-	-	3	-	-
	2	1	1	3	1	3
	3	-	-	-	-	-
Wood Frog	1	1	-	-	-	-
	2	-	-	-	-	-
	3	-	-	-	-	-
Green Frog	1	-	-	-	-	-
	2	-	-	-	-	-
	3	-	-	-	-	-
Grey Tree Frog	1	-	-	-	-	-
	2	-	-	-	-	-
	3	-	-	1	1	3
Northern Leopard Frog	1	-	-	-	-	-
	2	-	-	-	-	-
	3	-	-	2	1	-
American Toad	1	-	-	-	-	-
	2	-	2	-	2	2
	3	-	-	-	-	1

**LEGEND**

**Call level codes (MMP):**

- 1 = calls can be counted; not simultaneous
- 2 = some simultaneous call; but distinguishable
- 3 = calls not distinguishable individually, overlapping



**Table 8. Summary of 2021 Amphibian Call Surveys by Species, Call Level Code and Station Number, Roszell Pit, Puslinch.**

Species	Survey Visit #	Survey Station Number			
		Frog_1	Frog_2	Frog_3	Frog_4 (Jones Property #6512 Roszell Road)
Spring Pepper	1	-	-	3	-
	2	-	-	-	-
	3	-	-	-	-
Wood Frog	1	-	-	1	-
	2	-	-	-	-
	3	-	-	-	-
Green Frog	1	-	-	-	-
	2	-	-	1	1
	3	-	-	1	1
Grey Tree Frog	1	-	-	-	-
	2	-	-	1	1
	3	1	1	-	1
Northern Leopard Frog	1	-	-	-	-
	2	-	-	-	1
	3	-	-	-	-
American Toad	1	-	-	-	-
	2	-	-	-	-
	3	-	-	-	-

**LEGEND**

**Call level codes (MMP):**

- 1 = calls can be counted; not simultaneous
- 2 = some simultaneous call; but distinguishable
- 3 = calls not distinguishable individually, overlapping

**Table 9. Summary of 2020 Amphibian Call Surveys by Species, Call Level Code and Station Number, Roszell Pit, Puslinch.**

Species	Survey Visit #	Survey Station Number			
		Frog_1	Frog_2	Frog_3	Frog_4 (Jones Property #6512 Roszell Road)
Spring Pepper	1	-	-	2	Not surveyed
	2	-	-	2	2
	3	-	-	-	-
Wood Frog	1	-	-	-	-
	2	-	-	-	-
	3	-	-	-	-
Green Frog	1	-	-	-	-
	2	-	-	-	-
	3	-		-	1
Grey Tree Frog	1	-	-	-	Not surveyed
	2	-	-	-	-
	3	1	1		-
Northern Leopard Frog	1	-	-	-	-
	2	-	-	-	-
	3	-	-	1	-
American Toad	1	-	-	-	Not surveyed
	2			2	1
	3	-	-	-	-

**LEGEND**

**Call level codes (MMP):**

- 1 = calls can be counted; not simultaneous
- 2 = some simultaneous call; but distinguishable
- 3 = calls not distinguishable individually, overlapping

**Table 10. Summary of 2019 Amphibian Call Surveys by Species, Call Level Code and Station Number, Roszell Pit, Puslinch.**

Species	Survey Visit #	Survey Station Number			
		Frog_1	Frog_2	Frog_3	Frog_4 (Jones Property #6512 Roszell Road)
Spring Pepper	1	3	3	1	-
	2	2	2	1	-
	3	-	-	-	-
Wood Frog	1	2	2	1	-
	2	-	-	-	-
	3	-	-	-	-
Green Frog	1	-	-	-	-
	2	-	-	-	-
	3	-	1	-	1
Grey Tree Frog	1	-	-	-	-
	2	-	-	-	-
	3	3	3	1	1
Northern Leopard Frog	1	1	1	1	-
	2	-	-	1	-
	3	-	-	-	-
American Toad	1	-	-	-	-
	2	3	3	-	-
	3	-	-	-	-

**LEGEND**

**Call level codes (MMP):**

- 1 = calls can be counted; not simultaneous
- 2 = some simultaneous call; but distinguishable
- 3 = calls not distinguishable individually, overlapping

**Table 11. Summary of 2018 Amphibian Call Surveys by Species, Call Level Code and Station Number, Roszell Pit, Puslinch.**

Species	Survey Visit #	Survey Station Number			
		Frog_1	Frog_2	Frog_3	Frog_4 (Jones Property #6512 Roszell Road)
Spring Pepper	1	3	3	1	-
	2	3	3	2	-
	3	-	-	-	-
Wood Frog	1	3	3	-	-
	2	-	-	-	-
	3	-	-	-	-
Green Frog	1	-	-	-	-
	2	-	-	-	-
	3	-	1	1	1
Grey Tree Frog	1	-	-	-	-
	2	-	-	-	-
	3	-	-	-	-
Northern Leopard Frog	1	1	-	-	-
	2	-	-	-	-
	3	-	-	-	-
Bullfrog	1	-	-	-	-
	2	-	-	-	-
	3	-	-	-	-

**LEGEND**

**Call level codes (MMP):**

- 1 = calls can be counted; not simultaneous
- 2 = some simultaneous call; but distinguishable
- 3 = calls not distinguishable individually, overlapping

**Table 12. Summary of 2017 Amphibian Call Surveys by Species, Call Level Code and Station Number, Roszell Pit, Puslinch.**

Species	Survey Visit #	Survey Station Number			
		Frog_1	Frog_2	Frog_3	Frog_4 (Jones Property #6512 Roszell Road)
Spring Pepper	1	3	3	1	-
	2	-	-	-	-
	3	-	-	-	-
Wood Frog	1	-	2	-	-
	2	-	-	-	-
	3	-	-	-	-
Green Frog	1	-	-	-	-
	2		-	1	-
	3	1	1	1	2
Grey Tree Frog	1	-	-	-	-
	2	3	3	2	-
	3	-	-	-	-
Northern Leopard Frog	1	-	-	-	-
	2	-	-	-	-
	3	-	-	1	-
Bullfrog	1	-	-	-	-
	2	-	-	-	-
	3	-	-	-	-

**LEGEND**

**Call level codes (MMP):**

- 1 = calls can be counted; not simultaneous
- 2 = some simultaneous call; but distinguishable
- 3 = calls not distinguishable individually, overlapping

**Table 13. Summary of 2016 Amphibian Call Surveys by Species, Call Level Code and Station Number, Roszell Pit, Puslinch.**

Species	Survey Visit #	Survey Station Number			
		Frog_1	Frog_2	Frog_3	Frog_4 (Jones Property #6512 Roszell Road)
Spring Pepper	1	3	3	-	-
	2	1	1	-	-
	3	-	-	-	-
Wood Frog	1	3	3	1	-
	2	-	-	-	-
	3	-	-	-	-
Green Frog	1	-	-	-	-
	2	1	-	1	-
	3	-	-	1	1
Grey Tree Frog	1	-	-	-	-
	2	2	1	-	-
	3	1	1	1	-
Northern Leopard Frog	1	-	-	-	-
	2	-	-	-	-
	3	-	-	-	-
Bullfrog	1	-	-	-	-
	2	-	-	-	-
	3	-	-	-	1

**LEGEND**

**Call level codes (MMP):**

- 1 = calls can be counted; not simultaneous
- 2 = some simultaneous call; but distinguishable
- 3 = calls not distinguishable individually, overlapping

**Table 14. Summary of 2015 Amphibian Call Surveys by Species, Call Level Code and Station Number, Roszell Pit, Puslinch.**

Species	Survey Visit #	Survey Station Number			
		Frog_1	Frog_2	Frog_3	Frog_4 (Jones Property #6512 Roszell Road)
Spring Pepper	1	3	3	2	-
	2	3	3	2	-
	3	-	-	-	-
Wood Frog	1	3	3	1	-
	2	-	-	-	-
	3	-	-	-	-
Green Frog	1	-	-	-	-
	2	-	-	-	-
	3	1	3	3	-
Grey Tree Frog	1	-	-	-	-
	2	-	-	2	-
	3	2	2	1	-
Northern Leopard Frog	1	-	-	-	-
	2	-	-	-	-
	3	-	-	-	-
Bullfrog	1	-	-	-	-
	2	-	-	-	-
	3	-	-	-	-

**LEGEND**

**Call level codes (MMP):**

- 1 = calls can be counted; not simultaneous
- 2 = some simultaneous call; but distinguishable
- 3 = calls not distinguishable individually, overlapping

**Table 15. Summary of 2014 Amphibian Call Surveys by Species, Call Level Code and Station Number, Roszell Pit, Puslinch.**

Species	Survey Visit #	Survey Station Number			
		Frog_1	Frog_2	Frog_3	Frog_4 (Jones Property #6512 Roszell Road)
Spring Pepper	1	2	3	1	-
	2	1	1	1	-
	3	-	-	-	-
Wood Frog	1	-	1	-	-
	2	-	-	-	-
	3	-	-	-	-
Green Frog	1		-	-	-
	2	-	-	1	-
	3	-	-	1	-
Grey Tree Frog	1	-	-	-	-
	2	3	3	2	-
	3	-	1	-	-
Bullfrog	1	-	-	-	-
	2	-	-	-	-
	3	-	-	-	1

**LEGEND**

**Call level codes (MMP):**

- 1 = calls can be counted; not simultaneous
- 2 = some simultaneous call; but distinguishable
- 3 = calls not distinguishable individually, overlapping



#### 4.5 Roszell Wetland Water Levels

The April 7, 2022 salamander egg mass survey initially identified that the water depths in the Roszell wetland were about half of what they had been during years prior to 2020 at the time of the surveys. The April 8<sup>th</sup> amphibian call surveys also identified some frog calling, but not at high call codes.

It was then requested by CBM that the water levels within the Roszell wetland should be monitored for change over the critical May and June period when salamander and frog eggs require surface water in order for successful breeding.

The following summarizes the May 5<sup>th</sup> to June 25<sup>th</sup> site visits to the Roszell Wetland, to the south of the existing pit, to confirm whether or not any surface water continued to be present within the wetland. The pond located to the south of the Roszell Wetland, where amphibian monitoring station FRG\_3 is located, was also checked during each survey visit from May 13<sup>th</sup> on.

Surface water levels were recorded where present in the Roszell Wetland and then mapped. The presence of surface water in the Roszell Wetland was recorded in relation to the habitat types of the wetland, as shown on Figure 3 as Areas A, B and C. For consistency, the locations of the DP7 piezometer in Area A of the wetland and at the steel pipe in the Southwest end of Area “C” were where water measurements were taken. In Area “B” (Silver Maple Swamp) any areas with standing water were checked and the greatest water depth in the area was recorded. At the pond to the South, water was measured at the north end of the pond at the wooden stake placed in the pond in Spring 2021. Table 16 shows the details of surface water depths in centimetres for each area of the Roszell Wetland and the pond to the South over the monitoring period.

**Table 16. Surface Water Levels at Roszell Wetland, 2022.**

Location	Water Depth (cm)							
	May 5, 2022	May 13, 2022	May 19, 2022	May 29, 2022	June 6, 2022	June 9, 2022	June 16, 2022	June 25, 2022
Area A	Ranged from 8-14cm	8.5cm	4cm (one depression at 7.5cm max. depth)	0	0	0	0	0
Area B	5cm	0	0	0	0	0	0	0
Area C	0	0	0	0	0	0	0	0
Pond to South at Stake	-	14cm	4cm	0(35 cm out from stake)	0(102 cm out from stake)	0(101 cm from stake)	0 (127 cm from stake)	0 (202 cm from stake)

As Table 16 shows, there was no surface water in Area “C” of the Roszell Wetland when monitoring started on May 5<sup>th</sup>, and by May 13<sup>th</sup> surface water was no longer present in Area “B” of the wetland. Surface water was present in the western end of Area “A” at the steel piezometer in decreasing depths from May 5-19<sup>th</sup>, with surface

water no longer being present during the May 29<sup>th</sup> survey visit. From May 29<sup>th</sup> 2022 on, no surface water was present in the Roszell Wetland and soils in Area “A” were saturated, while Areas “B” and “C” were damp.

During the May 19, 2022 survey visit the pool of remaining water in Area “A” was checked carefully for any signs of frog tadpoles or salamander larvae as they were confirmed to be present on the May 13<sup>th</sup> survey visit. During the May 19<sup>th</sup> search, frog tadpoles were observed along with a few salamander larvae which had their front legs. Photo 1 shows one of the salamander larvae found in the remaining water near DP7. Based on the developmental stage the salamander larvae were found in they were not likely to mature enough to leave the pond before the water dried up, as it would have taken several more weeks from when they were observed, to reach the phase when they would leave the pond. Despite a large number of Blue-spotted Salamander egg masses being found in the wetland in 2022, successful production of young is not believed to have occurred.

**Photo 1. Blue-Spotted Salamander (Larvae), May 19, 2022 at Roszell Wetland.**



At the dug pond to the south of the Roszell wetland pond levels remained above the wooden stake at the pond edge from May 13-19<sup>th</sup> dropping from 14cm to 4cm and by May 29<sup>th</sup> had receded below the stake. The water level in the pond receded from 35 to 202cm out from the bottom of the stake towards the middle of the pond from May 29<sup>th</sup> to June 25<sup>th</sup>.

During these surveys Common Snapping Turtle was observed in Area A of the wetland on May 13<sup>th</sup> and one dead Common Snapping Turtle was found in the dug pond to the south. On May 19, 29 and June 6<sup>th</sup> two adult Common Snapping Turtles were observed in the dug pond to the south (June 9<sup>th</sup> only 1 Common Snapping Turtle was observed). Painted Turtles were also observed in the dug pond to the south on the May 29 and June 6 survey visits.

## 5.0 Discussion

Area “A” of the Roszell Wetland had historically continued to consistently be where the greatest number of salamander egg masses were found each year until 2021. In 2021 no confirmed salamander breeding was found for the first year since monitoring began in 2013. In 2015 no egg masses were found during the surveys but this was attributed to an earlier than typical Spring breeding resulting in the eggs already having developed into larvae. The 2022 surveys showed an improvement from 2021, with the second highest egg mass count of all years. In early May salamander larvae were confirmed in Area “A” but water levels were low and by May 29<sup>th</sup> had dried up completely, prior to larvae becoming mature enough to leave the wetland as adults.

FR\_1 and FR\_2 improved in 2022 from 2021, when no frogs were heard at those stations. Call codes were still level 1 or 2 but 2022 results indicate frogs were still present. The Jones Property in 2022 again showed potentially increasing use by different species of breeding amphibians, with 4 species recorded similar to 2021. The abundance of frogs at the Jones Property, however, still appears to be low. Overall the 2022 amphibian survey data continues to show the same species diversity being present. Spring Peepers were only recorded at call level code 3 in the original monitoring stations at FR\_3. Wood Frog was also not heard at FR\_1 and FR\_2 in 2021 (historically had been heard at call level code 2 or 3) but in 2022 was heard at FR\_1 at call code 1. The new monitoring station at FR\_5 had frogs calling at the pit lake edge with 2 species calling at code 3. This shows a change in location from traditional breeding areas, and will be monitored in 2023 to see if this pattern continues.

The Fall vegetation plots showed some variation in percent cover of some species between 2013 and 2019 at vegetation Plots A and B, believed to be the result of grazing cattle where the vegetation plots are located. In 2021 and 2022 when there has appeared to be reduced cattle activity in the area of Plots A and B has resulted in species percent covers remaining mostly similar between years and less change occurring by several percent cover categories as was noted in years prior to 2019. Variations in the percent cover of certain species at the other vegetation plots sampled still typically show changes in only one percent cover category. In 2022 I was found at Plots C, D and E it was found that Bulblet Fern and/or Dwarf Scouring Rush (indicator species) increased at some subplots which is positive during another drought year. Overall limited changes were noted in the percent cover of vegetation species (including the wetland indicator species) in 2022, in both Spring and Fall, when compared to 2021.

The 2022 tree and shrub data at the six vegetation plots suggests there has again been minimal change in species presence or health between 2021 and 2022, beyond natural yearly changes, with periodically a few shrubs or trees becoming large enough to count on the transects. There continues to be standing water noted in plots where standing water had been recorded in previous years and at depths similar to what has been recorded historically at the plots since 2013. A reduced amount of cattle activity was noted in Spring 2022 at vegetation plots A and B, and by the Fall surveys no recent activity by cattle appeared to have taken place at these plots. Reduced cattle presence

should help stabilize the vegetation at those plots in future years as disturbance is reduced.

The 2022 trout redd surveys indicate continued Brook Trout breeding in the tributaries adjacent to the Roszell Pit. The Main Creek which had trout redds found in 2012 has continued to have trout redds found every year and to have the most Brook Trout redds present in the study area. Tributary #7 in 2022 showed continued average levels of trout redds being present, despite the lower water levels noted.

The 2022 December trout redd surveys indicate a high level of Brook Trout spawning is continuing to take place, despite the past three years being drought years. There does not appear to be any significant impact on Brook Trout spawning in the coldwater creeks adjacent to the Roszell Pit based on comparison of historical data with the 2022 survey findings.

## **6.0 Recommendations**

It is recommended that the FR\_5 amphibian monitoring station continue to be monitored in future years in order to identify and assess the use of the south edge of the pit lake for frog breeding. It is also recommended that the pit lake edge around the FR\_5 station be searched for frog eggs to confirm successful breeding is occurring. This is suggested to be undertaken between April and June during the other surveys being undertaken.

In 2023 it is recommended that again water levels within the Roszell Wetland be monitored on an approximately weekly basis during the months of May and June. Water levels should be recorded and mapped in the same way as they were in 2022.

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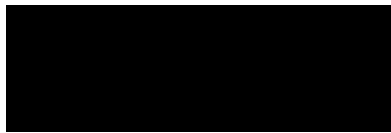
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## **APPENDIX 1.**

Example of a Completed  
Herbaceous Vegetation Data Form  
(for a Sub-plot, 2012):  
Roszell Pit

**Dance Environmental Inc.**  
**Herbaceous Monitoring Plots**  
 SPECIES LIST

Page 4 of 4

Site: <b>Roszell Pit</b>	
Sampling Plot #: <b>F</b>	Subplot #: <b>NW</b>
UTM (centre of Plot):	
Date: <b>Oct. 1/12</b>	Time: <b>Start</b>
Surveyor(s): <b>KSD, KWD</b>	End
Weather:	
Water Depth: <b>0</b>	

Species	Solitary	<1%	1-5%	6-15%	16-30%	31-50%	51-75%	76-100%	Notes
Canada mayflower		✓							
Moss sp.				✓					
Glossy Buckthorn		✓							seedlings
Sedge sp.		✓							
Eastern White Cedar	✓								seedling
dead wood		✓							
liverwort sp.	✓								

## **APPENDIX 2.**

Completed Tree and Shrub Inventory Data Form,

Example (Revised 2013 Data Form):

Roszell Pit



Site: Roszell Pit Plot E

UTM (centre of Plot):

Date: 11/05

Surveyor(s): KSD

Weather: Temp = 22°C; wind = 0-2 km/hr; 100% cloud; light precip at end of day

Transect Name: North-south  
Shrubs

Species	Condition (good, fair, poor, dead)	Understorey: Tally
No shrubs at 1m or taller		

Notes:

Condition: To assess condition look for:  
Scars, Soot  
Disease, Fungus  
Rot or damage to Trunk, Roots  
Dead main branches, small branches/twigs  
Lost/dead foliage

Transect Name: East-West  
Shrubs

Species	Condition (good, fair, poor, dead)	Understorey: Tally
Glossy buckthorn	Good	6 stems

Notes:

**Trees:** tree health and numbers within entire 10x10 plot

all trees >10 dbh

Plot #: E

Layers: 1=canopy 2=sub-canopy

Species	Condition	Location	Canopy Layer	
			1	2
E.W. Cedar	Good	NE	1	
		SE		
		SW		
		NW		
Y. Birch	Fair	NE		
		SE		
		SW	1 (uprooted and on ground) but alive still	
		NW		
Y. Birch	Good	NE		
		SE		
		SW	1	
		NW	1	
Y. Birch	Fair	NE	1	
		SE		
		SW		
		NW	1	
Bl. Ash	Fair	NE		
		SE	1	
		SW		
		NW		
		NE		
		SE		
		SW		
		NW		
		NE		
		SE		
		SW		
		NW		
		NE		
		SE		
		SW		
		NW		
		NE		
		SE		
		SW		
		NW		
		NE		
		SE		
		SW		
		NW		
		NE		
		SE		
		SW		
		NW		

Notes: (Note all deadfall in the plots!)

### **APPENDIX 3.**

Summary of 2014 to 2022 Spring Herbaceous  
Vegetation in each Sub-plot

### Appendix 3. Summary of 2014 to 2022 Spring Herbaceous Vegetation in each Sub-plot.

Plot	Sub-plot		2014	2015	2016	2017	2018	2019	2020	2021	2022
		Dominant Taxa Species	Percent Cover for the Taxa								
A	NE	<i>Glyceria striata</i> Creeping Buttercup Bitter Dock	31-50% 1-5% 1-5%	6-15% 1-5% 1-5%	6-15% <1% solitary	16-30% 1-5% solitary	- 1-5% -	- 1-5% -	- 1-5% -	- <1% -	- <1% 1-5%
	NW	Moss sp. Bulblet Fern <i>Glyceria striata</i>	16-30% 1-5% 1-5%	16-30% 6-15% 1-5%	16-30% 6-15% 1-5%	31-50% 31-50% <1%	51-75% 6-15% -	51-75% 6-15% -	51-75% 6-15% -	51-75% 6-15% -	1-5% 16-30% 1-5%
	SW	E. White Cedar-seedling Field Horsetail <i>Carex schweinitzii</i>	- 6-15% 1-5%	- 16-30% 1-5%	Solitary 16-30% -	- 31-50% -	- 16-30% -	- 16-30% -	- 6-15% -	- 6-15% -	- 6-15% -
	SE	Moss sp. <i>Agrostis stolonifera</i> Watercress	6-15% 6-15% -	16-30% - -	6-15% - 16-30%	16-30% - 6-15%	16-30% - 6-15%	16-30% - 1-5%	6-15% - 1-5%	1-5% - <1%	- - -
B	NE	Field Horsetail <i>Carex Schweinitzii</i> <i>Carex flava</i>	1-5% 16-30% -	6-15% 16-30% -	16-30% 16-30% -	51-75% 6-15% -	31-50% - 1-5%	31-50% - 1-5%	6-15% - 1-5%	16-30% - 1-5%	1-5% - 1-5%
	NW	E. White Cedar-seedling Moss sp. Bulblet Fern	6-15% 51-75% 6-15%	- 31-50% 6-15%	- 51-75% <1%	- 76-100% 1-5%	<1% 31-50% 1-5%	<1% 51-75% <1%	- 51-75% -	- 31-50% <1%	<1% 31-50% -
	SW	Kentucky Bluegrass	1-5%	-	<1%	-	-	-	-	-	-
	SE	<i>Ranunculus ripens</i> Creeping Charlie Kentucky Bluegrass	16-30% <1% 51-75%	76-100% 1-5% 31-50%	51-75% <1% 31-50%	31-50% Solitary 51-75%	51-75% - 1-5%	51-75% - 31-50%	31-50% - 31-50%	31-50% - 51-75%	16-30% - 51-75%

### Appendix 3. Summary of 2014 to 2022 Spring Herbaceous Vegetation in each Sub-plot Cont'd.

Plot	Sub-plot		2014	2015	2016	2017	2018	2019	2020	2021	2022
		Dominant Taxa Species	Percent Cover for the Taxa								
C	NE	<i>Carex pedunculata</i>	16-30%	6-15%	6-15%	16-30%	16-30%	16-30%	16-30%	31-50%	31-50%
		Bulblet Fern	1-5%	1-5%	1-5%	1-5%	1-5%	-	1-5%	<1%	<1%
		Field Horsetail	1-5%	1-5%	1-5%	1-5%	6-15%	1-5%	1-5%	1-5%	1-5%
	NW	<i>Carex pedunculata</i>	<1%	1-5%	1-5%	1-5%	6-15%	1-5%	1-5%	1-5%	1-5%
		Field horsetail	<1%	<1%	-	1-5%	<1%	<1%	<1%	-	-
	SW	Canada Mayflower	1-5%	1-5%	1-5%	1-5%	1-5%	1-5%	1-5%	1-5%	6-15%
		Field Horsetail	6-15%	16-30%	1-5%	1-5%	-	1-5%	1-5%	<1%	-
		Three-leaved Solomon Seal	-	1-5%	<1%	6-15%	1-5%	1-5%	1-5%	1-5%	1-5%
D	SE	Bulblet Fern	1-5%	1-5%	<1%	1-5%	6-15%	1-5%	1-5%	1-5%	1-5%
		Field Horsetail	1-5%	6-15%	16-30%	16-30%	6-15%	6-15%	6-15%	6-15%	1-5%
		Coltsfoot	6-15%	6-15%	6-15%	31-50%	31-50%	31-50%	31-50%	31-50%	-
	NE	Bulblet Fern	6-15%	6-15%	6-15%	31-50%	31-50%	31-50%	31-50%	31-50%	16-30%
		Dwarf Scouring Rush	16-30%	16-30%	16-30%	1-5%	6-15%	16-30%	16-30%	6-15%	6-15%
		<i>Carex leptalea</i>	-	solitary	<1%	-	<1%	-	-	-	-
	NW	Bulblet Fern	16-30%	31-50%	6-15%	6-15%	31-50%	16-30%	16-30%	31-50%	16-30%
		Field Horsetail	1-5%	1-5%	1-5%	-	6-15%	1-5%	1-5%	1-5%	1-5%
		Dwarf Scouring Rush	1-5%	1-5%	6-15%	16-30%	1-5%	6-15%	6-15%	6-15%	6-15%
	SW	<i>Carex pedunculata</i>	6-15%	1-5%	1-5%	6-15%	6-15%	16-30%	16-30%	-	-
		Bulblet Fern	1-5%	1-5%	1-5%	1-5%	1-5%	6-15%	6-15%	6-15%	6-15%
		Dwarf Scouring Rush	<1%	<1%	<1%	-	-	6-15%	6-15%	1-5%	6-15%
	SE	Bulblet Fern	16-30%	31-50%	31-50%	51-75%	31-50%	31-50%	16-30%	16-30%	16-30%
		Field horsetail	Solitary	Solitary	-	-	-	-	<1%	<1%	-
		Moss sp.	<1%	-	1-5%	1-5%	1-5%	1-5%	-	-	-

### Appendix 3. Summary of 2014 to 2021 Spring Herbaceous Vegetation in each Sub-plot Cont'd.

Plot	Sub-plot	Dominant Taxa Species	2014	2015	2016	2017	2018	2019	2020	2021	2022
			Percent Cover for the Taxa								
E	NE	Cinnamon Fern Canada Mayflower Bulblet Fern	<1% 1-5% -	1-5% <1% <1%	1-5% <1% -	6-15% <1% solitary	6-15% <1% -	6-15% <1% <1%	6-15% <1% <1%	6-15% - <1%	6-15% <1% -
	NW	Moss sp. <i>Agrostis stolonifera</i> Common Toothwort	76- 100% - 16-30%	76- 100% - 6-15%	76-100% - 6-15%	31-50% - 6-15%	51-75% - 6-15%	16-30% - 1-5%	76- 100% - -	16-30% - 6-15%	16-30% - 6-15%
	SW	Moss sp. Bulblet Fern <i>Carex pedunculata</i> Yellow Birch.	1-5% - 1-5% <1%	1-5% 1-5% 1-5% -	6-15% - <1% solitary	6-15% - 1-5% <1%	6-15% - <1% -	6-15% - 1-5% -	76- 100% 6-15% 1-5% -	6-15% - 1-5% -	1-5% - 1-5% -
	SE	<i>Carex leptalea</i> Bulblet Fern Glossy Buckthorn	- <1% <1%	- <1% <1%	Solitary <1% <1%	- <1% <1%	- 1-5% <1%	- 1-5% <1%	- 1-5% <1%	- 1-5% <1%	- 1-5% 1-5%
F	NE	Moss sp. Canada Mayflower Marsh Fern	16-30% <1% -	16-30% - -	6-15% <1% -	6-15% <1% -	6-15% <1% -	16-30% <1% -	6-15% <1% -	6-15% - -	6-15% - -
	NW	Moss sp. Canada Mayflower Common Buckthorn	31-50% <1% <1%	16-30% 1-5% <1%	31-50% 1-5% <1%	16-30% <1% solitary	- <1% -	16-30% <1% <1%	6-15% 1-5% -	6-15% - <1%	6-15% <1% <1%
	SW	Moss sp. Dwarf Sc. Rush <i>Carex leptalea</i>	31-50% <1% -	31-50% <1% 1-5%	51-75% <1% <1%	16-30% - <1%	16-30% - <1%	16-30% 1-5% 1-5%	16-30% <1% <1%	6-15% <1% -	6-15% <1% -
	SE	Moss sp. Canada Mayflower Bulblet Fern	- - <1%	1-5% - <1%	<1% - -	- - <1%	1-5% - <1%	1-5% - 1-5%	- - <1%	- - <1%	- - 1-5%

## **APPENDIX 4.**

Summary of 2014 to 2022 Fall Herbaceous  
Vegetation in each Sub-plot

## Appendix 4. Summary of 2014 to 2022 Fall Herbaceous Vegetation in each Sub-plot.

Plot	Sub-plot	Dominant Taxa Species	2014	2015	2016	2017	2018	2019	2020	2021	2022
			Percent Cover for the Taxa								
A	NE	Fowl Mana Grass	1-5%	16-30%	31-50%	16-30%	-	16-30%	6-15%	-	1-5%
		<i>Juncus articulatus</i>	6-15%	1-5%	-	6-15%	6-15%	-	6-15%	6-15%	6-15%
		E. W. Cedar -seedling	<1%	1-5%	1-5%	1-5%	1-5%	16-30%	51-75%	-	-
	NW	Moss sp.	51-75%	31-50%	51-75%	51-75%	51-75%	51-75%	51-75%	51-75%	51-75%
		Fowl Mana Grass	31-50%	1-5%	<1%	-	-	-	-	1-5%	<1%
		Bulblet Fern	6-15%	16-30%	6-15%	16-30%	1-5%	16-30%	-	<1%	6-15%
	SW	Coltsfoot	6-15%	16-30%	31-50%	16-30%	31-50%	1-5%	6-15%	6-15%	16-30%
		<i>Carex schweinitzii</i>	1-5%	-	-	-	-	-	-	-	-
	SE	Bulblet Fern	1-5%	16-30%	16-30%	6-15%	1-5%	16-30%	16-30%	16-30%	16-30%
		Field Horsetail	6-15%	31-50%	16-30%	31-50%	16-30%	1-5%	1-5%	-	-
B	NE	<i>Bidens connata</i>	-	Solitary	<1%	-	1-5%	-	-	-	-
		Watercress	<1%	6-15%	31-50%	6-15%	16-30%	-	1-5%	-	-
		Fowl Manna Grass	6-15%	1-5%	1-5%	6-15%	-	-	-	-	-
	NW	<i>Carex schweinitzii</i>	16-30%	1-5%	6-15%	16-30%	-	1-5%	1-5%	1-5%	-
		Purple Stemmed Aster	16-30%	16-30%	6-15%	6-15%	1-5%	<1%	1-5%	<1%	1-5%
		Field Horsetail	6-15%	16-30%	6-15%	16-30%	1-5%	6-15%	6-15%	16-30%	16-30%
	SW	Moss sp.	51-75%	51-75%	51-75%	76-100%	51-75%	51-75%	51-75%	51-75%	51-75%
		E. W. Cedar -seedling	1-5%	1-5%	-	<1%	-	-	-	-	-
		Bulblet Fern	1-5%	6-15%	-	-	-	<1%	<1	<1%	-
	SE	<i>Agrostis stolonifera</i>	-	-	-	-	-	-	-	-	-
		Tall Buttercup	-	-	-	-	-	-	-	-	-
		Fowl Mana Grass	-	-	-	-	-	-	-	-	-
		<i>Pilea fontana</i>	6-15%	1-5%	<1%	1-5%	-	<1%	-	-	-
		Common Plantain	6-15%	6-15%	-	-	1-5%	-	-	-	-
	SE	Spotted Jewelweed	1-5%	-	-	-	-	-	-	-	-
		Tall Buttercup	31-50%	51-75%	31-50%	76-100%	76-100%	76-100%	16-30%	31-50%	16-30%
		<i>Agrostis stolonifera</i>	-	-	-	-	-	-	-	-	-
		<i>Pilea fontana</i>	Solitary	<1%	<1%	1-5%	1-5%	<1%	-51-75%	-	-
		<i>Poa compressa</i>	16-30%	6-15%	16-30%	16-30%	6-15%	-	-	-	-



## Appendix 4. Summary of 2014 to 2022 Fall Herbaceous Vegetation in each Sub-plot Cont'd.

Plot	Sub-plot	Dominant Taxa Species	2014	2015	2016	2017	2018	2019	2020	2021	2022
			Percent Cover for the Taxa								
C	NE	<i>Carex flava</i> Bulblet Fern Field Horsetail	31-50% 6-15% 1-5%	16-30% 1-5% 6-15%	- 1-5% 6-15%	- 1-5% 16-30%	- 1-5% 31-50%	- 1-5% 1-5%	- 6-15% -	- 1-5% <1%	- 1-5% -
	NW	<i>Carex flava</i> Dwarf Scouring Rush Common Buckthorn	6-15% 1-5% 1-5%	6-15% 1-5% <1%	- 6-15% <1%	- 1-5% -	- 6-15% -	- 1-5% <1%	- 1-5% <1%	- 1-5% <1%	- 6-15% <1%
	SW	Field Horsetail Moss sp. Bulblet Fern <i>Carex flava</i>	6-15% 1-5% 1-5% 6-15%	16-30% 1-5% 1-5% <1%	6-15% 1-5% 1-5% <1%	16-30% 6-15% 1-5% -	<1% 6-15% 6-15% -	1-5% 16-30% 6-15% -	- 6-15% 6-15% -	- 6-15% 1-5% -	- 6-15% 1-5% -
	SE	Field Horsetail Coltsfoot Bulblet Fern	Solitary 6-15% 6-15%	1-5% 6-15% 6-15%	1-5% 1-5% 6-15%	16-30% 1-5% 16-30%	6-15% 6-15% 31-50%	6-15% 16-30% 16-30%	1-5% 16-30% 16-30%	1-5% - 6-15%	1-5% - 16-30%
D	NE	Dwarf Scouring Rush Bulblet Fern	16-30% 6-15%	31-50% 16-30%	51-75% 6-15%	51-75% 6-15%	31-50% 6-15%	6-15% 6-15%	16-30% 6-15%	31-50% 6-15%	31-50% 6-15%
	NW	Bulblet Fern Field Horsetail Dwarf Scouring Rush	31-50% 1-5% 6-15%	16-30% 6-15% 6-15%	31-50% 6-15% 16-30%	31-50% 6-15% 1-5%	51-75% 6-15% <1%	51-75% 1-5% 6-15%	51-75% 1-5% 6-15%	51-75% <1% 6-15%	31-50% <1% 6-15%
	SW	<i>Carex pedunculata</i> Bulblet Fern Dwarf Scouring Rush	6-15% 6-15% 1-5%	6-15% 1-5% 1-5%	16-30% 6-15% <1%	6-15% 1-5% 1-5%	6-15% 16-30% 1-5%	6-15% 6-15% 1-5%	16-30% 6-15% 1-5%	16-30% 6-15% 1-5%	16-30% 6-15% 6-15%
	SE	Bulblet Fern Glossy Buckthorn Moss sp.	31-50% Solitary 1-5%	16-30% - 1-5%	31-50% - 1-5%	31-50% - -	31-50% - <1%	31-50% - -	16-30% - <1%	16-30% - 16-30%	16-30% - 16-30%

## Appendix 4. Summary of 2014 to 2022 Fall Herbaceous Vegetation in each Sub-plot Cont'd.

Plot	Sub-plot		2014	2015	2016	2017	2018	2019	2020	2021	2022
		Dominant Taxa Species	Percent Cover for the Taxa								
E	NE	Cinnamon Fern	6-15%	6-15%	6-15%	6-15%	6-15%	6-15%	6-15%	6-15%	6-15%
		Moss sp.	1-5%	1-5%	1-5%	1-5%	1-5%	1-5%	1-5%	1-5%	1-5%
		Bulblet Fern	-	-	-	-	1-5%	<1%	-	<1%	-
	NW	Moss sp.	76-100%	76-100%	76-100%	76-100%	76-100%	16-30%	16-30%	31-50%	31-50%
		<i>Agrostis stolonifera</i>	6-15%	-	1-5%	1-5%	6-15%	-	-	6-15%	6-15%
		Dwarf Raspberry	1-5%	1-5%	solitary	1-5%	<1%	1-5%	1-5%	1-5%	1-5%
	SW	Moss sp.	1-5%	6-15%	1-5%	16-30%	6-15%	1-5%	1-5%	1-5%	1-5%
		Bulblet Fern	<1%	Solitary	-	-	-	-	-	-	-
		<i>Carex pedunculata</i>	1-5%	-	1-5%	1-5%	1-5%	1-5%	1-5%	1-5%	1-5%
	SE	Glossy Buckthorn	1-5%	1-5%	1-5%	1-5%	1-5%	1-5%	1-5%	1-5%	1-5%
		Moss sp.	16-30%	16-30%	16-30%	16-30%	16-30%	6-15%	6-15%	6-15%	16-30%
		Bulblet Fern	<1%	<1%	<1%	-	1-5%	<1%	-	<1%	1-5%
		Glossy Buckthorn	<1%	<1%	<1%	<1%	1-5%	1-5%	1-5%	-	1-5%
F	NE	Moss sp.	6-15%	6-15%	16-30%	6-15%	16-30%	6-15%	6-15%	6-15%	6-15%
		Marsh Fern	-	-	-	1-5%	1-5%	-	-	-	-
		Glossy Buckthorn	<1%	<1%	solitary	-	<1%	-	-	-	<1%
	NW	Moss sp.	31-50%	16-30%	16-30%	16-30%	6-15%	16-30%	16-30%	16-30%	6-15%
		Glossy. Buckthorn	1-5%	1-5%	<1%	-	<1%	1-5%	1-5%	<1%	<1%
		Canada Mayflower	<1%	1-5%	<1%	<1%	<1%	<1%	<1%	<1%	<1%
	SW	Moss sp.	31-50%	31-50%	31-50%	16-30%	6-15%	1-5%	6-15%	6-15%	16-30%
		Dwarf Sc. Rush	<1%	1-5%	1-5%	<1%	1-5%	1-5%	1-5%	<1%	<1%
		Glossy Buckthorn	<1%	<1%	1-5%	<1%	-	1-5%	1-5%	<1%	<1%
	SE	Showy Ladyslipper	1-5%	1-5%	1-5%	Solitary	-	-	-	-	-
		Glossy Buckthorn	1-5%	Solitary	-	-	1-5%	<1%	<1%	<1%	<1%
		Bulblet Fern	<1%	<1%	<1%	-	<1%	-	<1%	<1%	<1%

## **APPENDIX 5.**

Photos of Spring Vegetation Monitoring  
Plots A-F,  
2022

**Spring 2022**



Photo 1. Vegetation Plot A, facing N from Steel T-bar.



Photo 2. Vegetation Plot B, facing E from Steel T-bar.





Photo 3. Vegetation Plot C, facing S from Steel T-bar.



Photo 4. Vegetation Plot D, facing E from Steel T-bar.





Photo 5. Vegetation Plot E, facing E from Steel T-bar.



Photo 6. Vegetation Plot F, facing S from Steel T-bar.

## **APPENDIX 6.**

Photos of Fall Vegetation Monitoring  
Plots A-F,  
2022



**Fall 2022**



Photo 1. Vegetation Plot A, facing N from Steel T-bar.

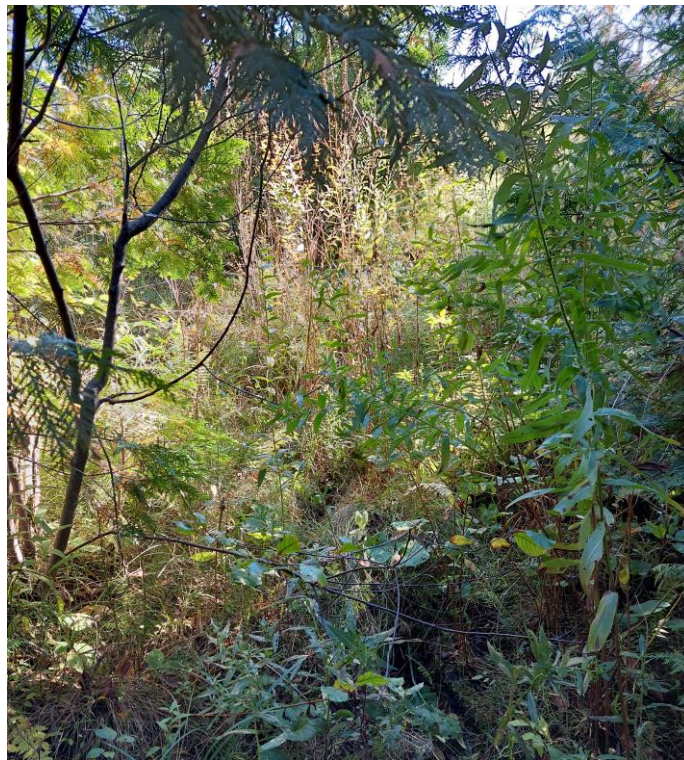


Photo 2. Vegetation Plot B, facing E from Steel T-bar.





Photo 3. Vegetation Plot C, facing E from Steel T-bar.



Photo 4. Vegetation Plot D, facing E from Steel T-bar.





Photo 5. Vegetation Plot E, facing E from Steel T-bar.



Photo 6. Vegetation Plot F, facing E from Steel T-bar.

## **APPENDIX 7.**

C.V.s  
of  
Report Authors.

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K.S. Dance, M.E.S.



**DANCE  
ENVIRONMENTAL  
INC.**

**KEN DANCE  
CONSULTING BIOLOGIST**

**EDUCATION**

- M.Sc., Biology, 1977; University of Waterloo
- B.Sc., Honours Biology, 1975; University of Waterloo

**COURSES**

- Butternut Health Assessment Workshop & Update – OMNR, 2010 & 2013
- Preparation of E.I.S. Reports – OMNR, 1995
- Bioassessments & Biological Criteria for Warmwater Streams – AFS 1993
- Ontario Wetland Evaluation System, 3<sup>rd</sup> Edition – OMNR, 1993
- Creating and Using Wetlands – University of Wisconsin, 1992
- Fluvial Geomorphology – University of Guelph and AFS, 1992

**PROFESSIONAL EXPERIENCE**

1991 to date. Consulting Biologist and President, Dance Environmental Inc.  
The firm has completed over 440 assignments.

Mr. Dance has been consulting for 42 years and has gained extensive experience on the following types of studies: ecological inventory, biological monitoring, environmental planning, Species at Risk Overall Benefit Plans, watershed management, no net loss of fish habitat, tree saving plans, vegetation management, wetland Environmental Impact Studies, non-game wildlife and environmental assessments.

He also has experience in biological resource inventory, impact prediction, management option development and comparison, attendance at public information centres and as an expert witness before boards and tribunals.

- 1988-1991 Senior Biologist, Ecologistics Limited. As Senior Biologist, Ken was responsible for review of all biological projects. He consulted to private and public sector clients on management of fish, vegetation, and wildlife resources.
- 1985-1988 Associate and Manager of Biological Services, Gartner Lee Limited. Mr. Dance consulted to industrial and government clients.
- 1982-1985 Senior Biologist and Project Manager, Gartner Lee Limited.
- 1977-1982 Biologist and Project Manager, Ecologistics Limited.
- 1975-1976 Research Technician, University of Waterloo. Mr. Dance acted as a research technician on a PLUARG contract study of two streams.

## **PROJECT EXAMPLES**

### **E.I.S. Reports**

Undertook inventory, site assessments and reporting for over one thousand sites relating to residential, industrial, aggregate and waste management proposals.

### **Highways and Roads**

Examples of Environmental Assessment and highway construction projects, which Mr. Dance has worked on follow.

- Parkhill Road and Bridge, Cambridge – inspection of in-water construction to minimize erosion and sedimentation and construction of fish pool habitat.
- Gordon Street Bridge, Guelph – inspection of in-water construction and placement of fish habitat rock, 2000-2002.
- Highway 60 at Huntsville – inspection of in-water work during replacement of 4 culverts, including trout habitat; inspection of tree and shrub plantings.
- Highway 35 Minden – inspection of stream habitat restoration construction and inspection of tree and shrub plantings.
- Wellington County Roads – fisheries assessments for 3 culvert replacements.

### **Wastewater Management**

- Etobicoke and Mimico Creek Watersheds: Toronto Wet Weather Flow Management Master Plan – ecological consultant addressing fish, wildlife, forests, wetlands and Lake Ontario near shore habitat.
- Thunder Bay Water Pollution Prevention Study – biological consultant addressing fish, wildlife, forests, wetlands and Lake Superior near shore habitat.
- Cincinnati and Cleveland, Ohio – CSO Review Studies: biological consultant addressing existing impacts on aquatic ecosystems and advice regarding solution options.
- Wastewater Treatment Plant Class E.A.s: biological consultant for Ayr, Flesherton, Ingersoll, Keswick, Lambeth, Tavistock and Wellesley plant upgrades/expansions.

### **Water Supply**

Fisheries/biological assessments regarding water taking and/or facility siting for projects in Elmira, Georgetown, Acton, Cambridge, Caledon and Brampton.

### **Publications**

Published chapters in three books. Over forty papers on fish, wildlife, wetland and vegetation management, as well as water quality and fisheries. Articles in publications such as Ontario Birds, Ontario Field Biologist, Newsletter of the Field Botanists of Ontario, Recreation Canada, Landscape Architectural Review and the Water Research Journal of Canada.





**DANCE  
ENVIRONMENTAL  
INC.**

**KEVIN DANCE, M.E.S.  
TERRESTRIAL BIOLOGIST  
AND PARTNER**

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## **EDUCATION**

- M.E.S., Masters of Environment and Resource Studies, 2011; University of Waterloo.  
*Thesis Title: "Raptor Mortality and Behavior at Wind Turbines Along the North Shore of Lake Erie During Autumn Migration 2006-2007"*
- B.E.S., Honours Bachelor of Environment and Resource Studies with Parks Option, 2006; University of Waterloo.

## **CERTIFICATIONS & PROFESSIONAL ASSOCIATIONS**

### **Workshops/Certifications:**

- Wildlife Acoustics: Kaleidoscope In-depth Seminar for Bat Research. Royal Ontario Museum, Toronto, Ontario. March 29, 2019. Instructor: Ian Agranat (creator of Kaleidoscope Pro).
- Wildlife Acoustics: Kaleidoscope In-depth Seminar for Non Bat Research. Royal Ontario Museum, Toronto, Ontario. March 28, 2019. Ian Agranat (creator of Kaleidoscope Pro).
- Ontario Bat Working Group, Spring 2017, Toronto Zoo.
- Bat Survey Solutions LLC. Bat Acoustic Fieldwork and Data Management Workshop. Instructors: Janet D. Tyburec and Joseph M. Szewezak (creator of SonoBat and Professor at Humboldt State University, California). February 2016, Punta Gorda, Florida.
- Wildlife Acoustics: Bat Acoustics Training with Dr. Lori Lausen, February 2015, Miami, Florida
- Bitternut Health Assessment Workshop, BHA #486, July 16, 2014, re-certified in 2019.
- Dragonfly and Damselfly Identification Workshop, 2013, Guelph Arboretum.
- OMNR, Ontario Wetland Evaluation System, Northern Manual and Southern Manual. North Bay, 2012
- OMNR Ecological Land Classification for Southern Ontario, Lindsay, 2010
- Diploma of Environmental Assessment, University of Waterloo, 2006
- Member, Ontario Field Ornithologists (OFO)
- Member, Waterloo Region Nature
- Member, Canadian Herpetological Society
- Member, The Orianne Society –Reptile and Amphibian Conservation
- Member, North American Society for Bat Research (NASBR)
- Member, Bat Conservation International (BCI)
- Member, Northeast Naturalist
- Member, Canadian Field Naturalist

## **AREAS OF PROFESSIONAL EXPERIENCE**

Kevin Dance has over 10 years of consulting experience on a wide range of projects throughout Ontario. Kevin specializes in inventories, evaluations, research, and impact studies of natural resources. He is experienced in identifying important natural features and evaluating the significance and sensitivity of these features. Kevin regularly works with multidisciplinary study teams focusing on the management of terrestrial and wetland ecosystems.

### ***Terrestrial Vegetation and Wildlife Studies***

Kevin has worked on various studies investigating a variety of wildlife habitats, determining wildlife populations including numbers and seasonal trends and monitoring of long-term impacts of

developments on species. Kevin has conducted a wide range of monitoring surveys and inventories to identify the presence of wildlife on study sites as well as species specific guided surveys for Species at Risk and Species of Conservation Concern including: Bobolink, Barn Swallow, Bank Swallow, Eastern Meadowlark, American Badger, Milksnake, Blanding's Turtle, Wood Turtle, Jefferson Salamander, Common Nighthawk, Whip-poor-will, Henslow's Sparrow, Short-eared Owl, Least Bittern, and all Endangered *Myotis* bat species.

He has completed numerous detailed vegetation community mapping inventories and conducted vegetation monitoring at permanent sample plots, as well as transects and random sample quadrats to assess short-term and long-term impacts of developments on vegetation. Kevin is trained and experienced in applying the Ecological Land Classification System in projects in Southern Ontario to delineate, describe and map vegetation communities.

Kevin's specific terrestrial expertise includes:

- wildlife and vegetation habitat mapping, evaluations, and research.
- surveys of plants, birds, mammals: including bats, reptiles, amphibians, dragonflies and butterflies.
- identification of rare and sensitive species and habitats.
- bat acoustic monitoring and data analysis for Ontario bat species
- development of monitoring methodologies for Species at Risk
- preparing Overall Benefit Plans and Management Plans for Species at Risk
- obtaining permitting from MNR to conduct Jefferson Salamander trapping surveys, and snake coverboard surveys
- over 15 years of bird identification experience
- identification and analysis of potential wildlife corridors.
- short-term and long-term monitoring techniques for flora and fauna

### ***Wetland Studies***

Kevin is certified to conduct Ontario Wetland Evaluations and has worked in habitats throughout Ontario using the Ontario Wetland Evaluation System for Wetlands in Southern and Northern Ontario. Kevin has also participated in numerous studies focusing on the impact of development on wetland ecology and function.

Kevin's specific wetland expertise includes:

- inventories and mapping of wetland flora and fauna.
- wetland evaluations using the Ontario Wetland Evaluation System (OWES).
- wetland boundary delineation, and regularly working with relevant Conservation Authority staff to obtain approval of boundaries
- wetland Environmental Impact Studies (EISs).

### ***Aquatic Studies***

Kevin has assisted with numerous long-term fish monitoring programs using electrofishing to sample reaches of streams to assess and monitor development impacts to cold water streams. Kevin has experience collecting fish during electrofishing sampling, fish identification, marking and measuring. He also has experience identifying aquatic and wetland vegetation as well as collection of aquatic habitat data including stream depth, temperature, stream bed composition, flow speed and invertebrate sampling. Kevin has assisted with electrofishing surveys and aquatic habitat assessments within Wellington County and the Region of Waterloo.

### ***Renewable Energy Projects:***

Kevin has extensive experience conducting and organizing both pre-construction and post-construction studies at wind farms in Ontario, Manitoba and Alberta. Kevin has been developed monitoring methodologies for mortality searches, scavenger removal trials and searcher efficiency studies. Kevin has been involved in post-construction studies at four large scale wind farms and has conducted pre-construction studies at over a fifteen wind farms throughout Ontario, Manitoba

and Alberta.

Kevin's specific renewable energy expertise includes:

- development of mortality search methodologies and conducting mortality searches, organizing and conducting scavenger removal studies and searcher efficiency trials
- identification of bird and bat fatalities
- developing study methods for pre-construction wind farm studies, including: migration surveys (dawn and dusk), daytime soaring surveys, waterfowl surveys, shorebird surveys, winter raptor and diurnal owl surveys, walking transect surveys, and driving transect surveys.

## **EMPLOYMENT HISTORY**

### **Terrestrial Biologist and Project Manager**

Dance Environmental Inc., Drumbo, Ontario.

2011 to present

### **Terrestrial and Wetland Biologist**

Natural Resource Solutions Inc., Waterloo, Ontario.

2008 to 2011

### **Environmental Scientist**

Stantec Ltd., Guelph, Ontario.

2006 to 2007

**Avian Field Technician** –Breeding ecology and impacts of urban development on Wood Thrush in the Region of Waterloo. Bird banding crew leader, nest searcher, nest monitoring.

Canadian Wildlife Service and University of Waterloo, Waterloo, Ontario

2003 to 2005

### **Terrestrial Biologist**

Dance Environmental Inc., Drumbo, Ontario

2001 to 2003

## **PUBLICATIONS, PRESENTATIONS, AWARDS**

Dance, K.S. 2019. Finding Bats Based on Their Calls (Pittock Reservoir, Woodstock). Outing for the Woodstock Field Naturalist Club. Outing leader.

Dance, K.S. 2017. Bats in Urban Natural Areas: A case Study of Kitchener Natural Areas. Oral Presentation. Nature in the City Speaker Series, Kitchener Public Library. November 15, 2017.

Dance, K.W., K.S. Dance, & M.B. Dance. 2012. Giant Ragweed (*Ambrosia trifida*) as a Food Source for Autumn Migrants and Winter Birds in the Grand River Basin. Ontario Birds 30(3):148-164.

Dance, K.S. 2012. Manipulation of Caterpillars for Consumption by Eastern Bluebirds. Ontario Birds 30(2):102-108.

Dance, K.W., K.S. Dance. 2012. Wetlands: What are they Good For? Oral Presentation. Princeton Historical Society. Princeton, Ontario. September 24, 2012.

Dance, K.S. 2011. "Raptors and Wind Farms". Oral Presentation. Ruthven Park 2<sup>nd</sup> Annual For The Birds Festival. September 17, 2011.

Dance, K. S. 2010. On the Wind: A Discussion of Raptors and the Wind Industry. Oral Presentation. Owen Sound Field Naturalist Club (OSFN). September 9, 2010.

Dance, K. S., Dance, K. W. 2010. "Raptors on the Wind". Oral Presentation. Kitchener-Waterloo Field Naturalist Club (KWFN). March 22, 2010.

Dance, K. S., Dance, K. W. 2010. Review of Raptor and Turbine Interaction Literature: the Case of the Erie Shores Wind Farm. Oral Presentation. RARE Charitable Research Reserve, Cambridge, ON. January 23,



2010.

Dance, K. S., R. James, L. Friesen, S. Murphy. 2009. "Raptor Behavior and Mortality (Erie Shores Wind Farm)". Poster Presentation. Canadian Wind Energy Association Annual Conference & Exhibition. September 20-23, 2009.

Dance, K. S., R. James, L. Friesen, S. Murphy. 2009. "Migrant Raptor Behavior and Mortality (at the Erie Shores Wind Farm)". Poster Presentation, 3<sup>rd</sup> place winner. A.D. Latornell Conservation Symposium. Nottawasaga, Ontario.



Groundwater Studies  
Geochemistry  
Phase I / II  
Regional Flow Studies  
Contaminant Investigations  
OMB Hearings  
Water Quality Sampling  
Monitoring  
Groundwater Protection  
Studies  
Groundwater Modelling  
Groundwater Mapping

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Our File: 0521

August 3, 2023

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

Attention: Glen Schwendinger  
CAO

Dear Mr. Schwendinger:

**Regarding: 2022 Groundwater Monitoring Report, CBM, Roszell Road Pit**

We have conducted a review of the following monitoring reports for the Roszell Pit in Puslinch Township.

*Roszell Road Pit, Licence No. 625189, 2022 Groundwater Monitoring Report, Groundwater Science Corporation, March 2023*

**Summary of Comments**

2022 was a relatively dry year resulting in numerous historically low water levels being recorded at this site in several groundwater monitors. Although springtime groundwater levels were relatively high, the lack of precipitation throughout the summer and early fall resulted in the occurrence of historic low water groundwater levels. These historical groundwater lows occur in all areas around the pit and can thus be attributed to the relatively dry year. However, it is also clear that the below water table excavation has exacerbated the natural condition resulting in water levels that are forty to fifty centimeters lower than would otherwise have occurred in areas south and east of the pit.

We have reviewed hydrographs from several other site including Nestles, Neubauer Pit, Puslinch Pit and Dufferin Pit No. 2 and find that the water level history, particularly in the area south of the pit ponds shows a distinct decline. Thus, it is our interpretation that the low water levels south of the pit are exacerbated by the below water table extraction. A potential impact was expected and a silt barrier was installed to mitigate low water levels in wetlands and ponds. The observed decline of water levels indicates that the silt barrier is not isolating the drawdown effect of the below-water-table extraction.

The water level in the Roszell Wetland was below the bottom of the wetland after the month of May and remained well below the base of the wetland. This is an unprecedented occurrence and ponded water has only occurred for four months since May 2021.

The water temperature monitoring has shown that the development of pit ponds is affecting the temperature of groundwater discharging to tributaries of the Speed River. These tributaries are also trout habitat. Of note, in 2020 the temperature of groundwater discharging to Tributary 8, measured at SW8 increased to 14C from a baseline high of 9.5 C. The seasonal high temperature of 14 C also occurred in 2021 and 2022.

Our detailed comments are as follows and a map of the borehole and monitor locations is attached.

## **Groundwater Elevations**

### *Monitors North of Extraction Area*

In 2022 the water levels in groundwater monitors north of the extraction area namely BH2S/D and BH3S/D appear to unaffected by the mining operation but trend downwards as a result of dry conditions. Surface water and groundwater levels at drive point monitor DP1 appear unaffected.

### *Monitors on North Edge of Extraction Area*

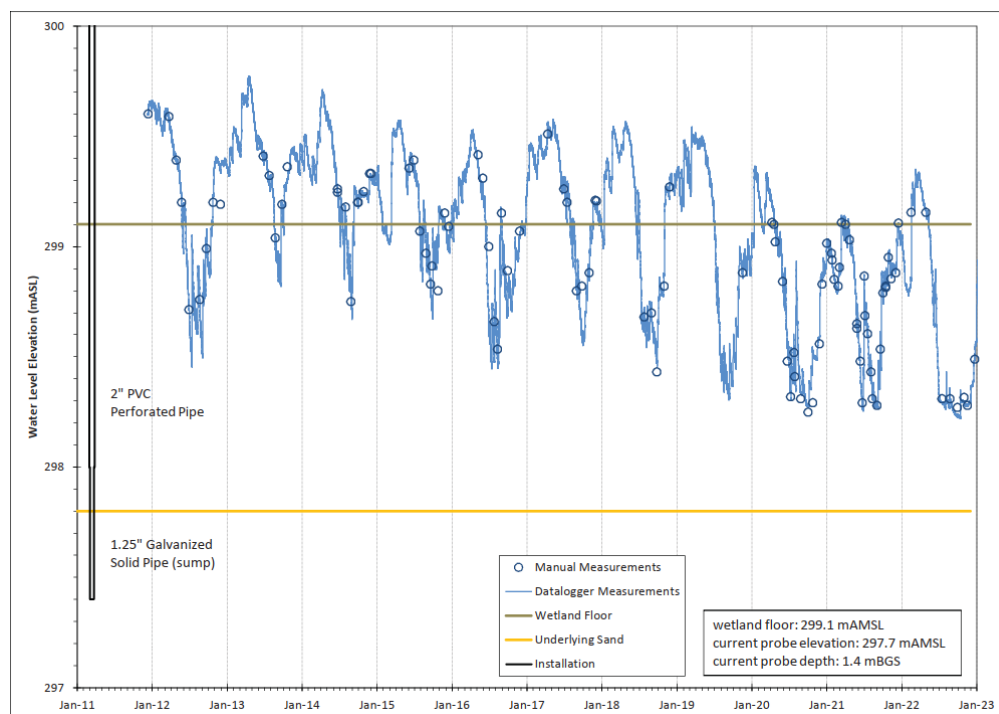
A trend towards lower water levels occurred in 2018 and historical lows were observed during 2020 in BH1, BH4S/D, BH16 and BH17. Despite a normal springtime high groundwater elevation, historical low values were observed in each of these stations in December 2022. The water levels are approximately 0.5 m lower than pre aggregate extraction levels.

### *Monitors West Edge Middle of Site*

Small increasing trend or no trend in water levels is observed in BH7D, DP7<sub>GW</sub> and DP7<sub>SW</sub>. Water levels in BH7S were also stable until 2022 where a new historic low value is measured.

### *Roszell Wetland Area*

The Roszell Wetland hydrograph (PG7) shows that in 2022 there was only a brief period of time in which water levels remained above the wetland bottom elevation and this occurred between February and May. Since May of 2020 there have only been four months in which water ponded in the Roszell Wetland.



*Figure 1 Roszell Wetland Hydrograph*

#### *Monitors East Side and Off-site*

Groundwater monitors (BH5, BH10S) located close to the pit ponds show a declining trend since 2014 and have stabilized at a lower water level. Water levels in groundwater monitors east of Roszell Road have been unaffected by the mining operation.

#### *Monitors South East Portion of Site*

The dry conditions in 2022 resulted in low values measured in BH14 and BH15. Water levels have stabilized at a lower elevation.

#### *Private Ponds*

The hydrographs for stations PG4 and PG6 located in offsite private ponds show a similar trend as groundwater monitors south of the pit. A historic low water level occurs in PG6.

#### **Surface Water / Upwelling Temperatures**

The natural range in temperature in the Main Creek is between 0 and 25 °C at SW1, 0 and 24 °C at SW2, 0 and 22 °C at SW3 and 0 and 22 °C at SW4. Main Creek is identified as a brook trout fishery and the work done by Dance Environmental confirms that spawning activity occurs in this creek.

The temperature of groundwater upwelling into Main Creek is measured at SW12 and SW5. In our 2018 review we noted that *At SW12 where the temperature change is more pronounced, the seasonal high is 4.5 °C higher than pre extraction and occurs approximately one month later (November vs October). The seasonal low temperatures at SW12 have been 1.5 °C cooler and occur approximately 40 days later.* Results for SW12 continue to show warmer seasonal highs and cooler seasonal lows. In SW5 annual low temperatures have risen from 7 °C between 2008 to 2013 to 9 °C between 2017 to 2022. The seasonal high temperatures have remained relatively consistent at around 11 to 12 °C.

SW6 is located at a groundwater upwelling into Tributary 7 and in our 2018 review we noted that temperatures have shifted from a seasonal range of between 8 °C and 9.5 °C to between 9 °C and 12 °C. This new normal range continued in 2022.

The surface water temperatures of Tributary 7 are measured at SW 7 and are found to range between 1°C and 19 °C. No change has occurred in the past six years.

SW8 is located at a groundwater upwelling into Trib. 8 and the seasonal range of temperatures has changed from a seasonal variation between 8.5 to 9 °C to a seasonal variation between 7.2 to 14 °C.

## **Groundwater Temperatures**

There are readily identifiable changes occurring to groundwater temperatures between the extractive operation and the Speed River. The newly formed pit ponds have a surface water temperature range between 3 °C and 25 °C. This water moves into the sand and gravel aquifer thus transporting the heat accumulated in the pond. A thermal impact is obvious at 5 metres distance from the pond (BH16) and 45 metres distance from the pond (BH17). At 5 m distance from the pit pond, the groundwater temperature is similar to that of the pit pond and ranges from 1 °C to 26 °C. At a distance of 45 metres the range in groundwater temperatures is 3°C to 17 °C.

## **Summary of Review and Action Items**

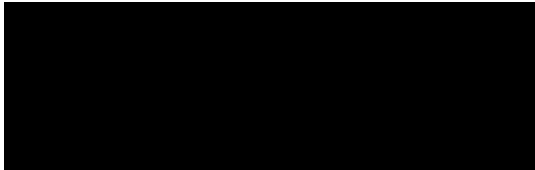
1. Below-Water-Table extraction is having an impact on the position of the water table upgradient of the extraction area as predicted in the application. The magnitude of the impact is, however, greater than originally estimated by the groundwater model. It should be emphasized that the model results were simply a prediction and the observed changes to the groundwater system are monitored to ensure that the predictions are accurate. In this case the impacts are greater than predicted. These changes are not solely as a result of natural fluctuations and are exacerbated by the extractive activities. The greatest impact occurs in the Roszell Wetland and groundwater dependant ponds south of the extraction area.
2. Groundwater conditions represented by BH8 hydrograph appear to be unaffected by the mining activities and exhibit relatively stable conditions from 2004 through to 2022.
3. Groundwater conditions at BH9S, BH10S, PG7, BH15 and BH14 hydrographs show that the area upgradient of the extraction area has a different pattern than BH8, showing periods of declining trends in water levels and periods of stabilized water levels between 2012 and 2022. Observed water level changes are not solely due to seasonal climate changes as other sites in Puslinch Township do not have a similar water level response.
4. Although thresholds have not been breached, water levels are trending towards a potential breach at BH9S, BH14 and BH15. The lowest water level in BH4 was 297.13 m AMSL compared to the trigger level of 297.10 m AMSL and the trigger level at BH14 is 298.4 m AMSL compared to the lowest water level of 298.68 m

AMSL. These trigger levels also include provisions for natural variation in water levels.

5. Temperature thresholds in BH7-D, BH16, and BH17 exceed those outlined in item 2 listed in the attached conditions. Temperature changes have occurred as a result of the pit pond development and reduction in the thickness of the unsaturated zone. Groundwater temperatures have increased as has the temperature of groundwater discharge to local tributaries to the Speed River. These tributaries are cold water fisheries. The temperature increase exceeds original estimates of temperature change. In lieu of the agreed upon temperature threshold, a ecologically based assessment protocol was suggested by the licensee. This change has not been adopted as a site plan amendment by the MNRF. Temperature thresholds as outlined in Item 4 (Appendix) have been breached at SW6, SW8 and SW10.
6. We concur with the continued monitoring of water levels and evaluation of whether or not additional mitigative measures are necessary.

Sincerely,

Harden Environmental Services Ltd.



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

Senior Hydrogeologist

## **Appendix A: Trigger Mechanisms**

### *1.2 Trigger Mechanisms*

*The following groundwater or surface water related Trigger Mechanisms are proposed as indicators that additional investigation and/or mitigation measures may be needed to ensure impacts to potential sensitive receptors remains insignificant:*

#### *Water Level Elevation*

<i>Location Comment</i>	<i>Lowest To Date (mAMSL)</i>	<i>Expected Change (m)</i>	<i>Proposed Threshold (mAMSL)</i>
<i>BH4</i>	<i>297.83</i>	<i>0.20</i>	<i>297.1</i>
<i>BH5</i>	<i>298.97</i>	<i>0.80</i>	<i>297.7</i>
<i>BH10-S</i>	<i>299.54</i>	<i>1.50</i>	<i>297.5</i>
<i>BH9-S</i>	<i>298.97</i>	<i>0.15</i>	<i>298.3</i>
<i>BH14</i>	<i>299.0*</i>	<i>0.15</i>	<i>298.4</i>
<i>BH15</i>	<i>299.5*</i>	<i>0.20</i>	<i>298.8</i>

*All thresholds to be confirmed when the Licence is issued, and to the satisfaction of MNR.*

*Notes: expected change = simulated water table change with 3-lake scenario proposed threshold considers expected change and potential 0.5 m natural fluctuation*

*\* projected, to be confirmed after installation*

*as well as the following:*

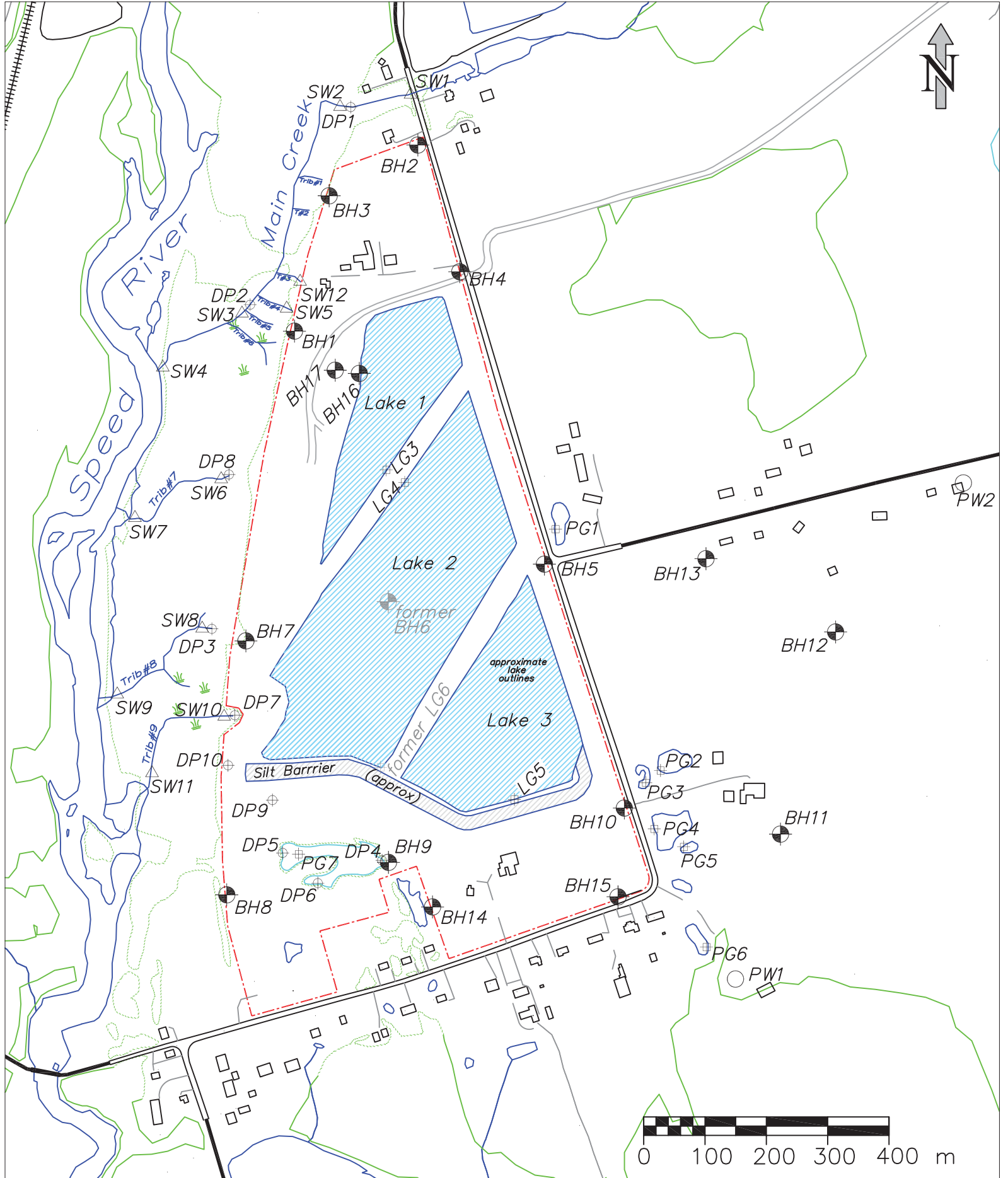
- 1) A pond level decline beyond normal seasonal (summer/fall) low level (prior to below water extraction) at off-site pond gauges installed as per Condition No. 7.*
- 2) Groundwater temperature increase within the screened interval at BH1, BH7 or BH8 of 3 degrees Celsius beyond predicted change.*
- 3) Groundwater temperature increase within the screened interval at DP2 or DP3 of 1 degree Celsius beyond predicted change.*



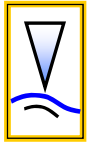
*4) Surface water temperature increase at SW5, SW6, SW8 or SW10 of 1 degree Celsius beyond seasonal natural range (defined as the maximum 7-day average temperature observed prior to below water table extraction).*

*5) Other trigger mechanisms as may be identified in conjunction with the natural environment report.*

*6) Local water well or pond level interference complaints received by the operator, either directly or through other agencies (e.g. MOE, MNR or Township of Puslinch).*



<div> <div></div> monitoring well (or well nest) <div></div> drive-point piezometer <div></div> surface water flow/temperature <div></div> pond/Lake gauge <div></div> private well </div>	<div> <b>Groundwater Science Corp.</b> </div> <div> <div>March 2023</div> <div>Scale: as shown</div> <div>modified from:</div> <div>1:10,000 OBM</div> </div> <div> <div>Groundwater</div> <div>Monitoring</div> <div>Program</div> </div>	<div> <div><b>Figure 1: Site Details and Monitor Locations</b></div> <div> <div>CBM Aggregates</div> <div>Roszell Pit</div> </div> <div> <div>Part Lots 1 &amp; 2, Concessions 3 &amp; 4</div> <div>Township of Puslinch,</div> <div>County of Wellington</div> </div> </div>
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*Groundwater  
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## **Roszell Pit, Licence No. 625189 2022 Groundwater Monitoring Report**

### **Prepared For:**

CBM Aggregates,  
a division of St. Marys Cement Inc.  
55 Industrial Street  
Toronto, ON  
M4G 3W9

### **Prepared By:**

Andrew Pentney, P.Geo.  
Groundwater Science Corp.

March 2023

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## 1.0 INTRODUCTION

This report summarizes the results of the 2022 Roszell Pit groundwater monitoring program as per conditions shown under the *Hydrogeological Recommendations (Monitoring, Triggers and Mitigation)* of the approved Site Plan. The Roszell Pit is operated by CBM Aggregates (CBM).

The monitoring program is summarized in Section 1.1 of this report. Information regarding Items listed on the Site Plan under General Controls, Part D below water extraction is provided in Section 2.0 of this report. Site details; test and extraction pond locations; and, monitoring locations are shown on **Figure 1**.

### 1.1 MONITORING PROGRAM

The groundwater monitoring program requirements for the Roszell Pit are outlined in the document: *Groundwater Monitoring Program, Preston Sand & Gravel Company Limited, Roszell Pit, Part Lots 1 and 2, Concessions 3 and 4, Township of Puslinch*; Blackport Hydrogeology Inc. (and Groundwater Science Corp.), December 2009. Please refer to that report for specific additional details (e.g. Trigger Mechanisms, Mitigation Measures, Contingency Plans and Response Protocol, etc.).

The monitoring and reporting requirements for the site are summarized as follows:

1. Manual groundwater level measurements will be obtained on a monthly basis at the following existing on-site locations as accessible:

BH1, BH2-S, BH2-D, BH3-S, BH3-D, BH4-S, BH4-D, BH5 (and/or replacement well), BH6-S, BH6-D, BH7-S, BH7-D, BH8, BH9-S, BH9-D, BH10-S, BH10-D, DP1, DP2, DP3, DP4, DP5, DP6, DP7 and DP8.

And at the following new on-site locations as accessible:

BH14, BH15; and,  
Monitors installed for the thermal assessment (see item #14).

And at the following off-site locations as accessible:

BH11, BH12 and BH13.

2. Monitors BH6-S and BH6-D will be removed as extraction or site preparation proceeds into that area and will not be replaced.
3. Monitor BH5 may be abandoned as extraction or site preparation proceeds into that area and if abandoned will be replaced by another water table monitor in the same general area.
4. Manual and/or datalogger groundwater level measurements will be obtained on a regular basis (frequency to be determined in conjunction with the landowner) at the following off-site private wells as accessible and at landowner request:

PW1, PW2 and other private wells where access has been granted.

Monitoring at private wells can include datalogger measurements as access permits. Where dataloggers are installed the monitoring frequency will be every

- hour (on the hour, Eastern Standard Time) and data downloaded quarterly as accessible.
5. Dataloggers will be installed to collect groundwater level measurements and/or groundwater temperature within the screened interval every hour (on the hour, Eastern Standard Time) and data downloaded quarterly at the following existing on-site monitoring wells as accessible:
- BH1, BH3-S, BH3-D, BH4-D, BH5 (and/or replacement well), BH7-S, BH7-D, BH8, BH9-S, BH9-D, BH10-S and BH10-D
- And at the following new on-site locations as accessible:
- BH14, BH15, and,  
Monitors installed for the thermal assessment (see item #14).
6. Manual groundwater temperature profiles will be obtained on a monthly basis by measuring the temperature within the monitors at one metre intervals starting at ground surface and proceeding to the bottom of the well at the following existing locations as accessible:
- BH1, BH2-D, BH3-D, BH4-D, BH5 (and/or replacement well), BH7-D, BH8, BH9-D, BH10-D, DP1, DP2, DP3, DP7, DP8
- And at the following new locations as accessible:
- BH14, BH15, and,  
Monitors installed for the thermal assessment (see item #14).
7. Staff gauges and/or stilling wells will be installed at the following off-site ponds along Roszell Road to the immediate east of the extraction area, if accessible, prior to below water table extraction at the site:
- PG1, PG2, PG3, PG4, PG5 and PG6
- Manual pond level measurements will be obtained on a monthly basis as accessible.
- In addition, dataloggers will be installed at these pond gauges, if accessible, and pond level measurements will be obtained every hour (on the hour, Eastern Standard Time). Datalogger data will be downloaded quarterly.
8. Staff gauges and/or stilling wells will be installed on-site to measure the water level in the wash pond (LG1) and extraction lake(s) (LG2, LG3, LG4, etc.) as soon as possible after the lakes are developed. Manual pond and lake level measurements will be obtained on a monthly basis as accessible. Water level dataloggers will be installed at the wash pond and lake gauges to collect water level measurements every hour (on the hour, Eastern Standard Time). Datalogger data will be downloaded quarterly.
9. Manual surface water level and temperature measurements will be obtained on a monthly basis at the following locations as accessible:
- DP1, DP2, DP3, DP4, DP5, DP6, DP7 and DP8.
10. A stilling well and datalogger will be installed prior to below water extraction at the site within the Roszell Wetland (between DP4 and DP5) to measure surface water

(pond) level every hour (on the hour, Eastern Standard Time), data will be downloaded quarterly.

11. Dataloggers will be installed to collect surface water temperature measurements every hour (on the hour, Eastern Standard Time) and data downloaded quarterly at the following locations as accessible:

SW1, SW2, SW3, SW4, SW5, SW6, SW8, SW10, SW12, DP3, DP7, DP8 and extraction lakes at depths of 1 m and 5 m.

12. Manual stream-flow measurements will be obtained as conditions allow and under baseflow conditions (if possible) on a monthly basis during extraction periods at the following locations as accessible:

SW1, SW2, SW3 and SW4.

13. Water quality samples will be obtained for major anions, metals, pH, nutrients, and total petroleum hydrocarbons (F1 to F3) on an annual basis at the end of the extraction season at the following locations as accessible:

BH1, BH5 (and/or replacement well), BH7-S, BH7-D, BH8, BH10-S, BH10-D, active extraction lake, SW2, SW3, SW6, SW8 and SW10.

14. For the three years after the "test pond" is in place thermal monitoring will be completed in the vicinity of the "test pond" to monitor the extent and magnitude of downgradient temperature changes in the groundwater system. Temperature profiles will be obtained on a monthly basis and/or temperature dataloggers will be installed at the lake, within 20 m downgradient of the lake edge and at approximately 60 m distance downgradient of the lake edge. The results of the monitoring will be summarized in a separate report completed to the satisfaction of the MNRF discussing the development and extent of any thermal impact and making appropriate recommendations regarding final setback distances between the lake(s) and the west Licence boundary.

15. After excavation of both Lakes A and B are complete (or near complete) the available monitoring data will be reviewed to the satisfaction of the MNRF to determine if excavation of Lake C and/or development of a single lake is feasible. A separate report will be prepared at that time, and could include a computer groundwater model update, and submitted to MNRF.

16. Threshold exceedance or Incident Response reporting will be completed as specified in the Action Response Plan.

17. Annual Monitoring Reports summarizing the results of all of the monitoring specified by the monitoring program for the period January 1 to December 31 will be provided to the MNRF, the MECP, the GRCA and the Township of Puslinch by March 31 following each year of operation, and will include the following:

- description of monitoring methodology and locations,
- all monitoring data, including tables of manual measurements and graphs of both manual and datalogger data,
- figures showing extraction locations and extents,
- description of operational activities,

- a summary and discussion of monitoring results (including thermal impacts and water quality),
- documentation of any threshold exceedances and resulting action and results, as per the incident response protocol,
- documentation of any remedial or contingency actions that are implemented, rationale for implementation and evaluation of success (if available at that time).

Lake A, B and C are also referenced as Lake 1, 2 and 3 in this report.

We note that on behalf of CBM, a Thermal Impact Assessment was provided to all commenting agencies in March 2018. As part of that assessment the following recommendations were made with respect to the monitoring program and associated temperature thresholds:

1. The monitoring program be revised as follows:
  - a. Manual spot surface water temperature measurements shall be discontinued;
  - b. Manual groundwater temperature profile or spot measurements shall be discontinued;
  - c. Manual groundwater level, surface water level and streamflow measurements shall be obtained on a quarterly basis;
  - d. Detailed groundwater temperature monitoring at the site shall consist of profiles using dataloggers at established elevations within BH116, BH17 and BH1, and, using dataloggers at established elevations within the screened interval at BH2-S, BH2-D, BH3-S, BH3-D, BH7-D and BH8.
2. The temperature trigger thresholds be revised to the following:
  - a. Surface water temperature increase of 1 degree Celsius beyond the seasonal natural range observed to date (defined as the maximum 7-day average temperature at each location) at SW3, SW4, SW7 or SW9.

As indicated in the Township of Puslinch August 15, 2018 Council Meeting Agenda Package (available at <https://puslinch.ca/calendar/>), the assessment and above noted recommendations were reviewed on behalf of the Township by Harden Environmental Ltd. and GWS Ecological & Forestry Services Inc. (Township consultants). The review concurred with the recommended monitoring program changes and accepted the threshold recommendations.

However, no ministry review response has been received to date. Therefore the monitoring program has continued as per historical practice.



## **2.0 MONITORING COMPLETED**

### **2.1 OPERATIONS SUMMARY**

In 2022 site operations included continued below water table extraction. Both Lake 2 and Lake 3 are now complete. The extraction Lake outline, and Silt Barrier configuration, is shown on **Figure 1**.

### **2.2 LOCATIONS MONITORED**

In 2022 the following locations were monitored:

#### On-Site

Monitoring wells (groundwater level and temperature) BH1, BH2-S, BH2-D, BH3-S, BH3-D, BH4-S, BH4-D, BH5, BH6-S, BH6-D, BH7-S, BH7-D, BH8, BH9-S, BH9-D, BH10-S, BH10-D, BH14, BH15, BH16 and BH17.

Pond and Wetland Gauges (surface water level and temperature), LG3 (Lake 1), LG4 (Lake 2), LG5 (Lake 3) and PG7 (Roszell Wetland).

Drive-Points (groundwater and surface water level and temperature) DP1, DP2, DP3, DP4, DP5, DP6, DP7 and DP8.

Surface Water monitoring (streamflow and/or temperature) sites SW2, SW3, SW4, SW5, SW6, SW7, SW8, SW9, SW10, and SW12.

#### Off-Site

Surface water monitoring (streamflow and temperature) site SW1.

Private wells (groundwater level) PW1 and PW2.

Private Pond Gauges (surface water level) PG1, PG2, PG3, PG4, PG5 and PG6.

In 2017 the Lake 1 gauge (LG3) datalogger stopped operating. Attempts to retrieve the datalogger were unsuccessful, however manual monitoring continued until summer 2020. Ongoing water levels and temperatures at Lake 1 are represented by location BH16, which is located approximately 5 m from Lake 1.

The Lake 3 water level monitoring station LG5 was established in April 2020, as soon as safe access became available.

Off-site monitoring wells BH11 has become inaccessible due to livestock presence and access restrictions to the property. Locations BH12 and BH13 were monitored on an occasional basis in 2022, as access permitted.

Water quality samples were obtained in December 2022 at the locations specified by the monitoring program, with the exception of BH7-S, which could not be sampled due to the low water level at that time. The water level monitoring locations and current extent of extraction is shown on **Figure 1**.

### **2.3 METHODOLOGY**

Monitoring conducted for this program includes: manual water level measurements or observations; manual temperature measurements; manual streamflow measurements; automated continuous (datalogger) water level or barometric measurements; and, automated continuous temperature measurements. All manual measurements are recorded

in the field as they are collected. Datalogger data is downloaded and saved onto a field laptop computer. Water level elevations are calculated based on the elevation of the reference point from which the measurement is made.

The manual water level measurements are obtained from an established reference point (typically top of well) using a Heron Instruments® electronic graduated water level tape according to manufacturer's instructions. Surface water level observations are also obtained visually at staff gauges (Water Survey of Canada type) installed in private ponds (reference point is bottom, or zero mark, of gauge) or by direct measurement from top of monitoring stake/pipe.

The manual water temperature measurements are obtained using electronic thermistor type instruments (Heron Instruments® temperature option included with the water level tape or Oakton Acorn Series Temp 4 ® meter) according to manufacturer's instructions.

The manual streamflow measurements are obtained using the area-velocity method. Stream width and depth is measured using commercially available fiberglass measuring tape and aluminum meter-stick. Historical water velocity was measured using a Swoffer Instruments Inc. Model 2100 ® current meter according to manufacturer's instructions. Current water velocity measurements are obtained using an OTT Hydromet MF Pro ® current meter according to manufacturer's instructions.

Automated water level measurements are obtained using commercially available non-vented water level dataloggers according to the manufacturer's instructions. All of the dataloggers are currently programmed to take hourly measurements as specified by the Monitoring Program. Historical measurements have varied from 0.5 hour to 4 hour frequency, depending on location and according to the baseline data requirements at the time of installation. Water level dataloggers currently in use at the site include Schlumberger Diver®, and, In-Situ RT® or LT® series units. Barometric pressure is measured on-site using an In-Situ® dedicated barometric datalogger.

Automated temperature measurements within monitoring wells are obtained using: temperature sensors integrated into the water level dataloggers; Onset Tidbit® dataloggers (sealed integrated datalogger/temperature probe); or, Onset Hobo U12 Outdoor® units (enclosed weatherproof datalogger with up to 4 external temperature probes), and, according to the manufacturer's instructions. Automated temperature measurements within surface water locations are also obtained using the Tidbit® or Hobo® series temperature dataloggers. All of the temperature dataloggers are currently programmed to take hourly measurements as specified by the Monitoring Program. Historical measurements have varied from 0.5 hour to 4 hour frequency, depending on location and according to the baseline data requirements at the time of installation.

## **3.0 DATA SUMMARY**

Monitoring data available at the site includes measurements beginning in March 2004, obtained as part of the original site characterization. Over the impact assessment and Licence application process the series of monitoring wells, private wells or surface water locations in use was expanded to the current network. Historical data was presented in the 2011 Annual Monitoring Report. Additional data was presented in the 2012 to 2019 annual reports. This report provides the manual data collected from 2018 to 2022, in addition to hydrographs illustrating historical data.

### **3.1 WATER LEVEL MEASUREMENTS**

A summary table of manual water level measurements obtained in 2022, and hydrographs illustrating overall historical trends, are included in **Appendix A**. Hydrographs illustrating datalogger data available for the site are included in **Appendix B**. Overall, a detailed set of baseline data defining annual and seasonal groundwater and surface water level fluctuation has been established at most locations. Occasional issues with datalogger operations continue to occur, however given the frequency of manual measurements and historical record, datalogger data losses that have occurred have not affected the ability to monitor and assess groundwater conditions and/or impact.

Monitoring and datalogger installation at private wells and ponds has been implemented according to access permissions with respective residents. Location PG4 is instrumented with a datalogger and locations PG2, PG3 and PG5 are each instrumented with a Staff Gauge and monitored (manually) on a quarterly basis as accessible.

### **3.2 TEMPERATURE MEASUREMENTS**

Tables summarizing manual temperature measurements collected in 2022 are included in **Appendix A**. Manual measurements include temperature profiles at monitoring wells and drive-points, and, surface water temperatures.

Graphs illustrating temperature measurement results available for surface water locations at the site are included in **Appendix C**. Continuous temperature measurements have been collected at some locations since 2005. Although some of the historical data is “missing” due to previous intermittent datalogger problems, overall a detailed record (manual and continuous) has been established at most locations.

### **3.3 STREAMFLOW MEASUREMENTS**

A summary table of streamflow calculated from measurements obtained in 2022 is included in **Appendix A**. Streamflow measurements are available since 2004.

### **3.4 WATER QUALITY SAMPLING**

Samples at locations BH1, BH5, BH7-D, BH8, BH10-S, BH10-D on December 5, 2022. Water quality samples were obtained at locations SW2, SW3, SW6, SW8, SW10 and Extraction Pond were obtained on December 1, 2022. The 2022 water quality sampling results are summarized in **Appendix D**.

## 4.0 DISCUSSION

Above water extraction at the site is complete. Below water table extraction was initiated at Lake 1 and Lake 2 in March 2014. From 2015 to 2017 most below water extraction occurred at Lake 1. In May 2017 extraction at Lake 1 was fully completed. In 2018 and 2019 all below water extraction occurred at Lake 2. Lake 3 extraction was initiated in February 2020. Both Lake 2 and Lake 3 extraction was complete in 2022.

### 4.1 PRECIPITATION

Water level variation at and near the site is influenced by seasonal and annual precipitation. Groundwater recharge in southern Ontario typically follows a pattern that includes significant infiltration in response to spring snowmelt and rainfall which results in high water table conditions; a subsequent reduction in infiltration through the summer/fall growing period (as plants use much of the rainfall that does occur) which results in a water table decline; and, moderate rainfall infiltration during late fall and early winter periods which can result in some water table recovery. Critical periods are spring and fall seasons, if snowmelt and precipitation volumes are low during these periods then groundwater recharge can be significantly reduced. This would result in lower than average seasonal or annual water table levels. Extended dry periods can lead to overall seasonal or annual water table declines.

To date daily precipitation data as reported by Environment Canada for the Kitchener/Waterloo Station (former Waterloo-Wellington Airport or Waterloo Wellington 2) has been used as the primary indicator of climate conditions in the area of the site. Occasional daily precipitation values for this series of stations 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 requested by the Township of Puslinch.

For comparison to the hydrographs, a plot of the compiled seasonal and annual precipitation, compared to the current 30-year (1981 to 2010) monthly precipitation normal reported by Environment Canada for the Waterloo Wellington A (Airport) station is included in **Appendix A**.

We note that 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 “Normal” annual precipitation value of 916.5 mm.

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.

As indicated by the graph, increasingly dry to very dry conditions have occurred in this area since 2018. Of note, the spring 2021 reported precipitation was the lowest on record since 2001. Slightly above average precipitation was reported in summer and fall 2021.

Seasonal precipitation volumes were low over all of 2022. 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 the year (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, stream levels reported from June to November.

## **4.2 NATURAL WATER TABLE FLUCTUATION**

The “natural” water table response at the site to seasonal and annual conditions appears to be represented by BH8, based on a comparison of hydrographs and the location of the monitor relative to site activities (cross-gradient and most distant). As illustrated by the BH8 hydrograph, seasonally low water levels since 2019 were lower than historically experienced (by 10 to 20 cm). The overall decline in seasonally low water levels from 2018 to 2022 is consistent with the relatively dry conditions experienced over that period. We note that in 2021 the spring “high” was much reduced (60 to 80 cm) as compared to historical conditions, which indicates groundwater recharge was also significantly less than average over that period. The effects of relatively low recharge potential associated with dry conditions persisted through 2022.

Although some water level recovery occurred in late 2021 and early 2022, a consistent water level decline occurred throughout the summer and fall. The unusually low water table condition persisted through the remainder of the year (typically some water level recovery is observed from late fall to early winter). The lowest levels measured in 2022 at BH8 were slightly lower than those measured from 2019 to 2021.

This general pattern is also apparent at other locations at the site which are more distant from the extraction area, such as BH2 and BH3.

## **4.3 WATER TABLE RESPONSE**

### **4.3.1 Potential Groundwater Changes Due To Extraction**

Potential water table response to the below water extraction can be associated with two separate “mechanisms”, temporary changes due to the removal of aggregate (gravel), and, longer term changes due to the creation of a pond.

The first factor is related to the removal of the gravel and corresponding immediate inflow of water into the resulting “hole” to form a pond. The gravel is piled beside the pond and allowed to drain. Water flowing into the pond is a combination of water drained from the gravel pile, any direct precipitation on the pond, any surface water (runoff) that occurs from the pit floor surrounding the pond and groundwater from the surrounding aquifer. The inflow of groundwater can result in water table changes in the area

surrounding the excavation, primarily within the upgradient flow system. These changes are temporary because once aggregate removal stops (at the end of each day, each weekend, or at the end of the extraction season, and, once site extraction is complete), the groundwater system begins to recover. Over time normal seasonal recharge will mitigate the temporary effect and the overall system will return to a natural condition.

The second factor is related to the formation of the extraction pond (or Lake) within the water table flow system. The open water body created will have no resistance to flow. However the Roszell Lakes have no direct “outlet”, therefore will not result in a significant increase in the volume of groundwater flow from east to west in the overall area. The total rate and volume of groundwater flow toward the Speed River valley will be controlled by the material left in place between the lake and the valley. Water level changes associated with the lake will also not be large enough to change the amount of water flowing toward the site from the east within the regional system. The lake will focus local flow, resulting in a water table decline immediately upgradient of the lake and a corresponding rise in water table downgradient of the lake. The Silt Barrier along the south edge of the extraction area is designed to limit water level change south of the site.

#### **4.3.2 Water Table Response**

In general, the seasonal water table low from 2019 to 2022 at most locations across the site was lower than previously observed, in part due to climate conditions. The effect of the lack of recharge during the spring of 2021 and summer/fall of 2022 is apparent across the site. No discernable significant short-term “drawdown” response is noted either adjacent to the extraction pond or in the general area.

Based on recent data the water level variation in Lake 1 is generally between 297.5 and 298.5 mASL (average 298 mASL); at Lake 2 from 298.2 to 298.9 mASL (average 298.55 mASL); and, at Lake 3 from 298.5 to 298.9 mASL (average 298.7 mASL). The observed levels compare well with the predicted average levels at Lake 1, Lake 2 and Lake 3 of 298.25 mASL, 298.5 mASL and 298.75 mASL respectively (see Site Plan). We note that the recent observed levels represent relatively dry climate conditions. Under (future) average conditions the pond levels may be higher.

Current water table effects on the order of 40 to 50 cm (or less) are observed immediately adjacent to the extraction ponds (see BH4, BH5). Some of the declines observed in 2019, 2020, 2021 and 2022 are likely related to dry conditions (as outlined in **Section 4.1**) and continued creation of the lakes through the removal of aggregate (and resulting leveling of water levels as described in **Section 4.3.1**).

The potential up-gradient effect near the southeast corner of the site, at BH10-S and BH15, also appears to be on the order of 40 to 50 cm. We note that the actual observed water table effects to date, due to both pond creation and active extraction, in the BH10 area are significantly (1 m) less than originally projected.

Similar water table patterns are also observed at BH9-S and BH14, however levels in 2021/2022 are slightly higher than observed in 2019/2020. We note that the seasonal low levels observed in this area in 2022 include the effect of significantly reduced groundwater recharge (as noted in **Section 4.1**).

With distance from the pond the potential effect decreases, such that no overall change in water table elevation due to extraction is observed within the available data set at BH11 (up to the first quarter of 2019), BH12, and BH13. We note that in early 2019 access to these three monitors became limited due to livestock pastured in those fields. The dry conditions in 2021 and 2022 are reflected in the relatively low water levels observed in the last two years.

The Lake 2 pond creation along with the capture and recharge of water within the pit appears to have resulted in an increase in water table elevations at BH7S and BH7D.

Seasonal low water levels at PG7 (Roszell Wetland) in late 2019 were lower than previously observed, and, the seasonal “dry period” lasted longer. Seasonal high levels in April 2020 were also lower than observed during previous Spring periods (typically during April/May), and, surface water was present (as a pond) over a shorter interval. These conditions have persisted, and the impact of lack of precipitation in Spring 2020 and Summer/Fall 2022 evident within the hydrograph. Although enough precipitation and runoff water was available in 2022 to again form a seasonal pond, dry conditions resulted in a shorter pond interval (as compared to historically observed at this location). At the time of this report water levels have recovered and a seasonal pond has again formed, similar to that observed in 2020 and 2022. We plan to continue to monitor conditions within the wetland.

We note that although low water levels were observed at PG7, no specific groundwater or surface water level elevation thresholds have been exceeded at the site.

### **4.3.3 Conditions Off-Site**

As noted above, no obvious long or short-term water level response is observed at BH12 and BH13. Water levels in this area were lower in 2021 and 2022, consistent with both climate conditions and observed conditions at the site. In addition, recent water levels (since 2020) at private wells PW1 and PW2 are relatively consistent with pre-extraction conditions (e.g. 2011, 2012) given the dry conditions that have occurred over this period. Again, no obvious long or short-term water level response is identified.

After significant below water table extraction began in 2014, the water levels observed at PG1 and PG4 to late 2020 remained at, or very close to (within approximately 10 to 15 cm of) historical levels. Dry conditions in 2021 and 2022 continue to be reflected in recent levels at both locations.

In 2020, 2021 and 2022 both seasonal high and low water levels at PG6 were typically 30 to 80 cm lower than previously observed. Due to dry conditions in 2021 the spring levels were unusually low, this condition has persisted through 2020. As noted previously, some of this decline is likely due to dry climate conditions. The original projected water level change in this area due to pit pond creation (only) was approximately 20 cm. Continued monitoring is recommended to ascertain the extent of potential recovery that may occur once active extraction (gravel removal) ceases, and final water levels are established under equilibrium conditions.

Off-site monitoring results indicate that precipitation is a major factor in controlling seasonal groundwater and surface water levels in the area. As noted previously, no specified water level elevation threshold exceedances occurred at the site.

## 4.4 TEMPERATURE

A detailed record of seasonal temperatures at various depths within monitoring wells, drive-points and surface water locations continues to be collected. An analysis of relevant temperature data was provided in the Thermal Impact Assessment (Monitoring Recommendation item #14) report submitted in March 2018. Please refer to that report for the specific summary, discussion and recommendations related to thermal influences and monitoring.

As noted in **Section 1.1**, although some temperature thresholds have been exceeded at certain monitoring wells and surface water discharge locations, based on the thermal and ecological assessments completed to date no ecological impacts are noted. As a result, revised thresholds, consisting of maximum stream temperature changes within the Main Creek and Tributaries #7 and #8, have been recommended and accepted by the Township of Puslinch.

Overall the temperature monitoring results confirm conditions as outlined in the Thermal Impact Assessment report. Results observed in 2022 are largely similar to those assessed in the impact assessment, with the exception of SW8. Seasonal high temperatures at SW8 have increased since late 2020, however the seasonal lows appear to be consistent with original conditions. As indicated in the Thermal Impact Assessment, downstream temperatures, and related habitat conditions, do not appear to be affected.

The temperature monitoring results at LG4 provide the shallow (surface) pond temperature for comparison to adjacent groundwater temperatures. In 2022 the seasonal range in pond temperature was generally between 0.5 and 25 degrees Celsius. The temperature results from BH16 indicate that similar temperatures occur within the shallow groundwater immediately downgradient of the pond, however the seasonal maximum is about 0.5 degrees Celsius lower. At depth adjacent to the pond (elevation 293 mASL, which is close to the bottom of Lake 1) the seasonal range in temperature is approximately 5.5 to 22 degrees Celsius, which represents a thermal attenuation of about 3 to 5 degrees as compared to the shallow zone or surficial pond temperature.

At BH17 the temperature monitoring results indicates that within 20 m of BH16 seasonal maximum temperatures are moderated by about 5 to 9 degrees Celsius, and remains below 18 degrees. The post extraction measurements represent a temperature change of approximately 5 to 6 degrees Celsius since the pond was created. Seasonal minimum temperatures are also moderated somewhat and remain above approximately 5 degrees Celsius. This represents a decrease on the order of 2 degrees Celsius.

At BH1, located approximately 115 m downgradient of Lake 1, seasonal maximum temperatures remain within historical ranges. A slight increase in seasonal minimum (on the order of 1.5 degree Celsius) is observed.

Overall, based on the monitoring and assessments completed, no changes in stream temperature or negative influences on fish habitat have been observed within the Main Creek, Trib #7 or Trib #8. In addition, no groundwater or surface water temperature changes are observed within spawning areas of the Main Creek (including the primary spawning area between SW1 and SW2) or Tributary #7.



## **4.5 STREAMFLOW**

Streamflow monitoring results to date indicate that flow within the creek system reflects seasonal variations in precipitation, in addition to baseflow contribution from the shallow groundwater system. Typical high (freshet) flows occur in spring as a result of snowmelt runoff, or, at other times of the year in response to major precipitation events. Streamflow at SW1 represents the outflow of two inline ponds located immediately east of Roszell Road, and will be partially controlled by the outlet structures.

Streamflow observed in 2022 was within previously observed rates. However, due to dry conditions both spring freshet flows and summer low flows were within the lower range of conditions observed to date.

## **4.6 WATER QUALITY**

The water quality results from 2022 continue to reflect agricultural activities in the area (e.g. elevated Nitrate-N concentrations) in addition to some road salt effects (e.g. some elevated sodium and chloride concentrations). Based on the overall sampling results no evidence of petroleum hydrocarbon impact is found at within the groundwater or surface water system.

## **4.7 THRESHOLD RESPONSE**

No specific water level threshold response was triggered in 2022. Spring surface water levels at the Roszell Wetland continue to be monitored and assessed.

## **5.0 CONCLUSIONS AND RECOMMENDATIONS**

### **5.1 CONCLUSIONS**

The following conclusions are based on the monitoring program results to date.

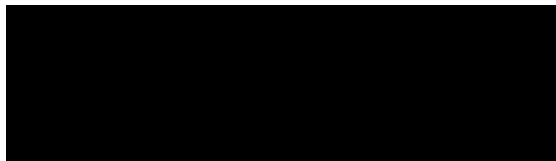
1. The current monitoring program implementation is in accordance with the requirements of the Site Plan.
2. The historical and ongoing monitoring program results provide a detailed characterization of baseline conditions at the site.
3. Extraction to date has had limited effect on groundwater and surface water conditions observed at the site.
4. No specific water level elevation threshold exceedance occurred at monitoring locations in 2022. Unusually low spring water levels at the Roszell Wetland resulted continue to be monitored and assessed.
5. Revisions to temperature monitoring and thresholds, as presented in the March 2018 Thermal Impact Assessment Report, should be implemented upon approval by MNRF.

### **5.2 RECOMMENDATIONS**

The following recommendations are based on the monitoring program results to date.

1. The monitoring program should be implemented in 2023 according to the requirements of the Site Plan and recommendations of the Thermal Impact Assessment.

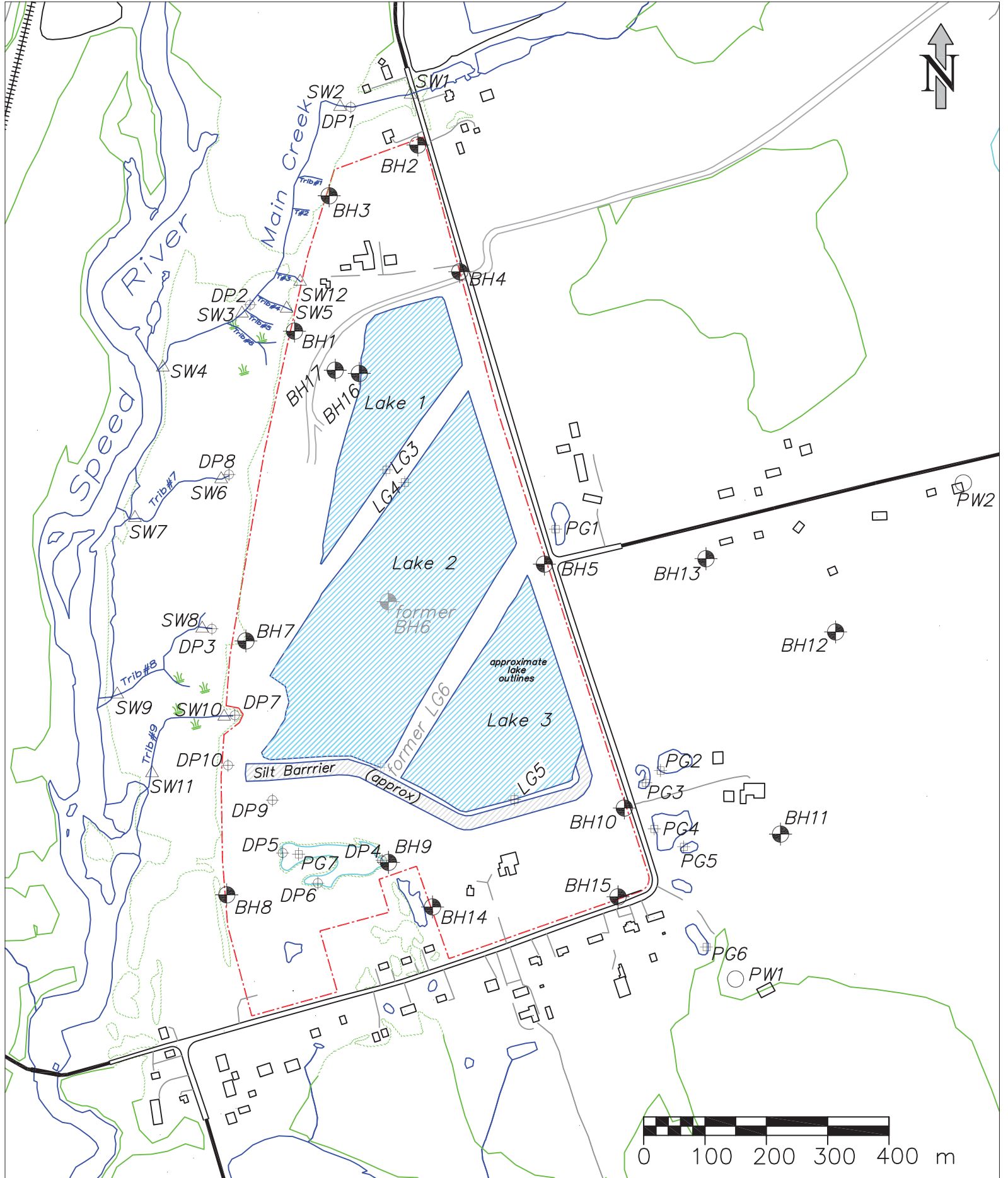
All of which is respectfully submitted,



Andrew Pentney, P.Geo.  
Senior Hydrogeologist  
Groundwater Science Corp.



## *Figures*



<div> <div></div> monitoring well (or well nest) <div></div> drive-point piezometer <div></div> surface water flow/temperature <div></div> pond/Lake gauge <div></div> private well </div>	<div> <b>Groundwater Science Corp.</b> </div> <div> <div>March 2023 Scale: as shown modified from: 1:10,000 OBM</div> <div>Groundwater Monitoring Program</div> </div>	<div> <b>Figure 1: Site Details and Monitor Locations</b> </div> <div> <div>CBM Aggregates Roszell Pit</div> <div>Part Lots 1 &amp; 2, Concessions 3 &amp; 4 Township of Puslinch, County of Wellington</div> </div>
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*Appendix A*  
*Manual Monitoring Results*

Date	Groundwater Elevation Summary - Monitoring Wells (mASL)																							
	BH1	BH2-S	BH2-D	BH3-S	BH3-D	BH4-S	BH4-D	BH5	BH6-S	BH6-D	BH7-S	BH7-D	BH8	BH9-S	BH9-D	BH10-S	BH10-D	BH11	BH12	BH13	BH14	BH15	BH16	BH17
26-Jan-21	297.22	296.89	296.65	295.30	296.02	297.65	297.68	298.95	#N/A	#N/A	296.80	294.85	297.21	298.77	298.80	299.37	299.48	#N/A	#N/A	302.15	298.92	299.36	297.89	297.78
31-Mar-21	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	302.22	#N/A	#N/A	#N/A	#N/A
01-Apr-21	297.24	296.91	296.66	295.30	296.04	297.69	297.70	298.98	#N/A	#N/A	296.90	294.88	297.37	298.86	298.87	299.39	299.50	#N/A	#N/A	#N/A	299.01	299.42	297.91	297.81
22-Apr-21	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	302.21	#N/A	#N/A	#N/A	#N/A
30-Apr-21	297.25	296.89	296.64	295.29	296.01	297.69	297.70	298.98	#N/A	#N/A	296.91	294.83	297.21	298.79	298.84	299.37	299.49	#N/A	#N/A	#N/A	298.96	299.38	297.93	297.83
26-May-21	297.16	#N/A	#N/A	295.32	295.91	297.58	297.60	298.87	#N/A	#N/A	296.85	294.81	297.06	298.67	298.68	299.27	299.38	#N/A	302.88	302.13	298.81	299.26	297.82	297.72
11-Jun-21	297.14	296.76	296.51	295.23	295.88	297.54	297.53	298.85	#N/A	#N/A	296.85	294.83	296.97	298.65	298.63	299.26	299.36	#N/A	302.84	302.07	298.77	299.22	297.78	297.68
30-Jun-21	297.20	296.79	296.55	295.28	295.99	297.59	297.59	298.99	#N/A	#N/A	296.95	294.90	297.06	298.87	298.88	299.48	299.57	#N/A	302.81	302.14	299.02	299.48	297.86	297.81
05-Jul-21	297.19	296.79	296.55	295.26	295.98	297.59	297.59	298.93	#N/A	#N/A	296.97	294.89	297.14	298.79	298.83	299.36	299.46	#N/A	302.81	302.08	298.91	299.35	297.84	297.75
19-Jul-21	297.18	296.77	296.53	295.16	295.97	297.56	297.56	298.92	#N/A	#N/A	296.94	294.92	297.08	298.75	298.73	299.34	299.44	#N/A	302.78	302.02	298.86	299.31	297.83	297.74
10-Aug-21	297.09	296.70	296.46	295.21	295.86	297.44	297.46	298.81	#N/A	#N/A	296.87	294.88	296.96	298.61	298.62	299.22	299.29	#N/A	#N/A	#N/A	298.74	299.18	297.71	297.62
01-Sep-21	296.99	296.63	296.39	295.17	295.81	297.34	297.34	298.72	#N/A	#N/A	296.79	294.88	296.88	298.54	298.53	299.13	299.21	#N/A	302.67	301.88	298.66	299.10	297.58	297.50
16-Sep-21	297.01	296.65	296.42	295.19	295.84	297.35	297.36	298.75	#N/A	#N/A	296.79	294.89	296.96	298.63	298.63	299.20	299.28	#N/A	302.62	301.86	298.77	299.22	297.59	297.52
29-Sep-21	297.07	296.80	296.52	295.24	295.93	297.43	297.43	298.84	#N/A	#N/A	296.87	294.96	297.27	298.74	298.74	299.30	299.38	#N/A	#N/A	301.93	298.88	299.31	297.65	297.57
13-Oct-21	297.05	296.75	296.52	#N/A	#N/A	297.41	297.44	298.83	#N/A	#N/A	296.83	294.94	297.23	298.71	298.71	299.27	299.35	#N/A	302.65	301.89	298.83	299.27	297.64	297.56
27-Oct-21	297.08	296.79	296.55	295.27	295.98	297.43	297.43	298.86	#N/A	#N/A	296.81	294.91	297.30	298.79	298.78	299.33	299.44	#N/A	302.65	301.93	298.91	299.36	297.64	297.57
10-Nov-21	297.04	296.78	296.54	#N/A	#N/A	297.41	297.45	298.87	#N/A	#N/A	296.74	294.88	297.33	298.74	298.74	299.30	299.39	#N/A	302.70	301.94	298.87	299.31	297.61	297.53
29-Nov-21	297.00	296.72	296.49	295.22	295.92	297.37	297.37	298.91	#N/A	#N/A	296.69	294.83	297.18	298.77	298.78	299.34	299.45	#N/A	302.66	301.92	298.91	299.34	297.57	297.49
13-Dec-21	297.13	296.85	296.61	295.28	296.00	297.51	#N/A	299.01	#N/A	#N/A	296.79	294.91	297.48	298.99	298.98	299.49	299.60	#N/A	302.70	302.01	299.12	299.53	297.69	297.62
26-Jan-22	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	301.99	#N/A	#N/A	#N/A	#N/A
14-Feb-22	297.02	296.70	296.46	295.21	295.87	297.44	#N/A	299.02	#N/A	#N/A	296.69	294.81	297.06	298.88	298.89	299.44	299.54	#N/A	#N/A	302.01	299.03	299.41	297.65	297.55
24-Feb-22	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	302.14	#N/A	#N/A	#N/A	#N/A
24-Mar-22	297.63	297.20	296.91	295.43	296.27	298.21	#N/A	299.15	#N/A	#N/A	297.08	294.97	297.59	299.02	299.05	299.58	299.67	#N/A	#N/A	#N/A	299.17	299.55	298.48	298.33
31-Mar-22	297.63	297.20	296.91	295.43	296.27	298.21	#N/A	299.15	#N/A	#N/A	297.08	294.97	297.59	299.02	299.05	299.58	299.67	#N/A	#N/A	302.47	299.17	299.55	298.48	298.33
13-Apr-22	297.56	297.13	296.85	295.40	296.21	298.11	#N/A	299.08	#N/A	#N/A	297.11	295.02	297.38	298.98	299.01	299.55	299.63	#N/A	303.12	302.43	299.12	299.52	298.38	298.24
28-Apr-22	297.48	297.05	296.78	295.36	296.15	297.98	#N/A	299.03	#N/A	#N/A	297.16	294.99	297.42	#N/A	#N/A	299.52	299.61	#N/A	#N/A	302.41	#N/A	299.48	298.34	298.13
12-May-22	297.40	297.01	296.75	#N/A	#N/A	297.88	#N/A	299.02	#N/A	#N/A	297.15	295.00	297.39	298.94	298.95	299.50	299.59	#N/A	303.14	302.42	299.03	299.46	298.12	298.02
27-May-22	297.33	296.93	296.68	#N/A	#N/A	297.80	#N/A	298.99	#N/A	#N/A	297.14	294.99	297.30	298.87	298.90	299.47	299.56	#N/A	#N/A	#N/A	299.01	299.42	298.04	297.93
01-Jun-22	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	302.36	#N/A	#N/A	#N/A	#N/A
04-Jul-22	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	302.25	#N/A	#N/A	#N/A	#N/A
14-Jul-22	297.06	296.70	296.44	#N/A	#N/A	297.43	#N/A	298.84	#N/A	#N/A	296.96	294.94	296.97	298.89	298.71	299.31	299.39	#N/A	303.01	302.19	298.81	299.25	297.68	297.59
29-Aug-22	296.87	296.54	296.30	295.11	295.68	297.24	#N/A	298.73	#N/A	#N/A	296.77	294.86	296.88	298.60	298.61	299.21	299.31	#N/A	#N/A	302.04	298.73	299.18	297.44	297.36
31-Aug-22	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	302.04	#N/A	#N/A	#N/A	#N/A
28-Sep-22	296.79	296.48	296.25	295.09	295.67	297.19	#N/A	298.63	#N/A	#N/A	296.58	294.82	296.85	298.55	298.57	299.15	299.24	#N/A	302.74	301.93	298.69	299.13	297.34	297.26
31-Oct-22	296.70	296.42	296.20	295.07	295.65	297.15	#N/A	298.55	#N/A	#N/A	296.42	294.75	296.88	298.54	298.56	299.15	299.22	#N/A	302.69	301.84	298.68	299.13	297.22	297.15
04-Nov-22	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	301.84	#N/A	#N/A	#N/A	#N/A
14-Nov-22	296.67	296.40	296.18	295.06	295.65	297.13	#N/A	298.55	#N/A	#N/A	296.35	294.77	296.89	298.54	298.57	299.17	299.27	#N/A	302.63	301.81	298.70	299.14	297.19	297.12
01-Dec-22	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	301.81	#N/A	#N/A	#N/A	#N/A
20-Dec-22	296.66	296.41	296.21	295.06	295.67	297.13	#N/A	298.64	#N/A	#N/A	296.35	294.76	296.94	298.71	298.73	299.29	299.41	#N/A	302.57	301.77	298.87	299.32	297.20	297.12
Notes	mASL = metres above mean sea level												#NA = not available (no access or not measured)											

Table A1

## BH Water Level Summary - Manual Measurements

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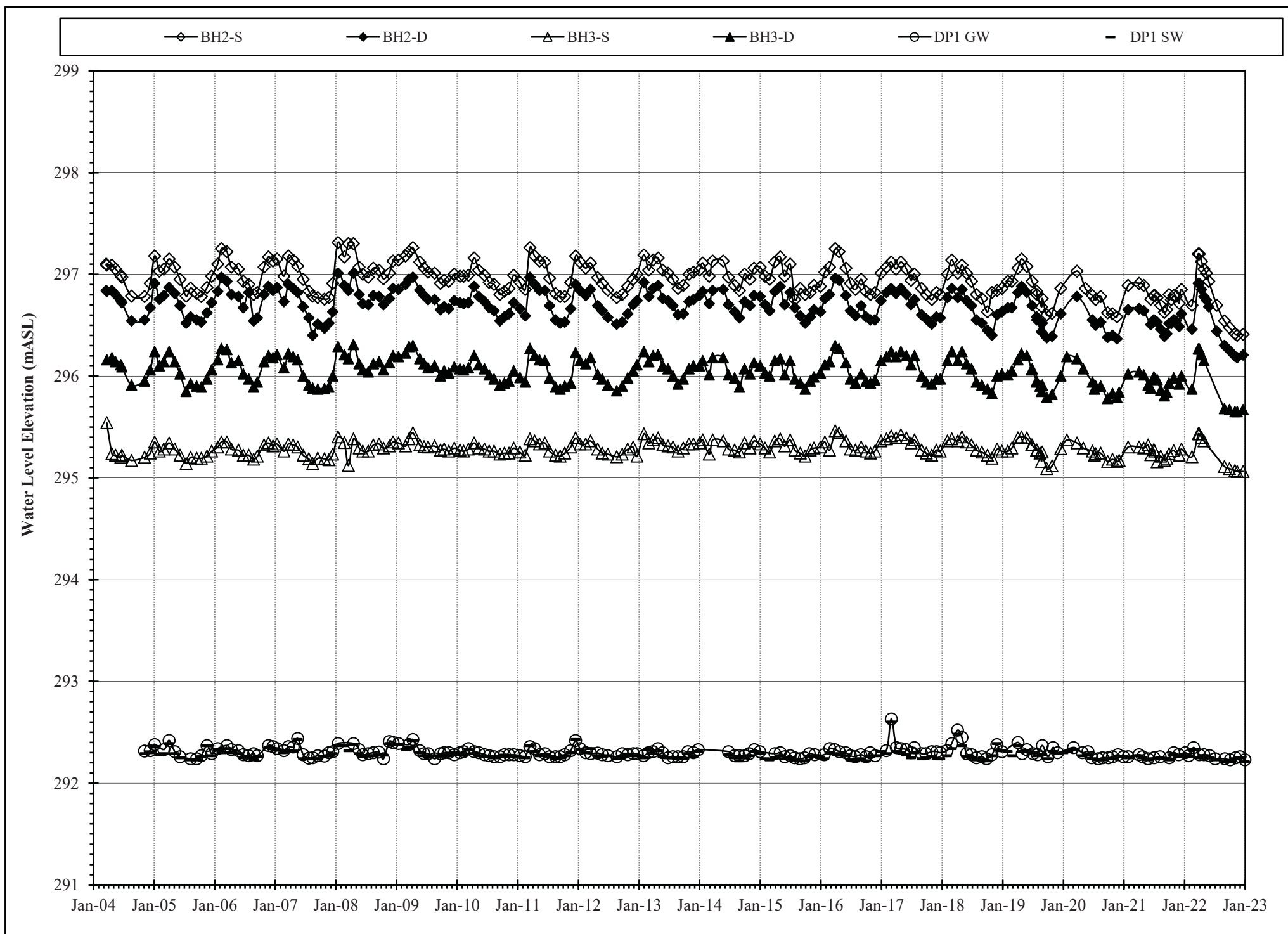
	Groundwater and Surface Water Elevation Summary - LG, PG and DP Locations On-Site (mAMSL)																					
Well No.:	LG2	LG3	LG4	LG5	LG6	PG7	DP1		DP2		DP3		DP4		DP5		DP6		DP7		DP8	
	SW	SW	SW	SW	SW	SW	GW	SW	GW	SW	GW	SW	GW	SW	GW	SW	GW	SW	GW	SW	GW	SW
05-Jan-22	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	292.30	292.28	291.96	291.92	292.30	292.19	299.05	#N/A	298.83	#N/A	299.08	#N/A	#N/A	297.48	292.04	292.03
26-Jan-22	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	292.27	292.26	#N/A	291.89	292.28	292.19	299.01	#N/A	298.80	#N/A	299.13	#N/A	#N/A	297.48	292.02	292.02
14-Feb-22	#N/A	#N/A	#N/A	#N/A	#N/A	299.23	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
24-Feb-22	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	292.35	292.33	#N/A	291.97	292.30	292.19	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	297.48	292.04	292.03
31-Mar-22	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	292.28	292.25	291.94	291.93	292.28	292.19	299.24	#N/A	298.98	#N/A	299.27	299.38	297.63	297.49	292.04	292.03
13-Apr-22	#N/A	298.39	298.80	298.87	298.71	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
28-Apr-22	#N/A	#N/A	298.73	#N/A	#N/A	#N/A	292.28	292.27	292.01	291.93	292.28	292.18	299.15	#N/A	298.93	#N/A	299.17	#N/A	297.66	297.49	292.03	292.03
12-May-22	#N/A	298.12	298.75	298.82	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
27-May-22	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
01-Jun-22	#N/A	#N/A	298.73	#N/A	#N/A	#N/A	292.27	292.25	291.95	291.91	292.27	292.18	299.01	#N/A	298.79	#N/A	298.96	#N/A	297.66	297.49	292.01	292.03
04-Jul-22	#N/A	#N/A	298.66	#N/A	#N/A	#N/A	292.24	292.23	291.91	291.89	292.27	292.19	298.90	#N/A	298.68	#N/A	298.89	#N/A	297.66	297.49	292.01	292.02
14-Jul-22	#N/A	#N/A	298.66	#N/A	#N/A	298.38	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
29-Aug-22	#N/A	#N/A	298.49	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
31-Aug-22	#N/A	#N/A	298.49	#N/A	#N/A	#N/A	292.24	292.21	291.92	291.88	292.27	292.19	298.76	#N/A	#N/A	#N/A	298.75	#N/A	297.60	297.49	291.98	292.02
28-Sep-22	#N/A	#N/A	#N/A	#N/A	#N/A	298.34	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
04-Oct-22	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	292.23	292.21	291.92	291.88	292.27	292.18	298.67	#N/A	#N/A	#N/A	298.69	#N/A	297.59	297.48	292.01	292.03
31-Oct-22	#N/A	#N/A	298.49	#N/A	#N/A	298.39	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
04-Nov-22	#N/A	#N/A	298.24	#N/A	#N/A	#N/A	292.25	292.24	291.97	291.92	292.27	292.29	298.69	#N/A	#N/A	#N/A	298.72	#N/A	297.56	297.47	292.02	292.04
14-Nov-22	#N/A	#N/A	#N/A	#N/A	#N/A	298.35	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
01-Dec-22	#N/A	#N/A	298.30	#N/A	#N/A	#N/A	292.26	292.25	291.99	291.92	292.28	292.19	298.77	#N/A	298.55	#N/A	298.76	#N/A	297.53	#N/A	292.01	292.04
20-Dec-22	#N/A	#N/A	#N/A	#N/A	#N/A	298.56	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
30-Dec-22	#N/A	#N/A	298.35	#N/A	#N/A	#N/A	292.23	292.21	291.91	291.94	292.27	292.19	298.99	#N/A	298.76	#N/A	298.94	#N/A	297.59	297.47	292.04	292.04
Notes	mAMSL = metres above mean sea level											#NA = not available (dry, frozen, no access, or not measured)										
	SW = surface water						GW = groundwater															

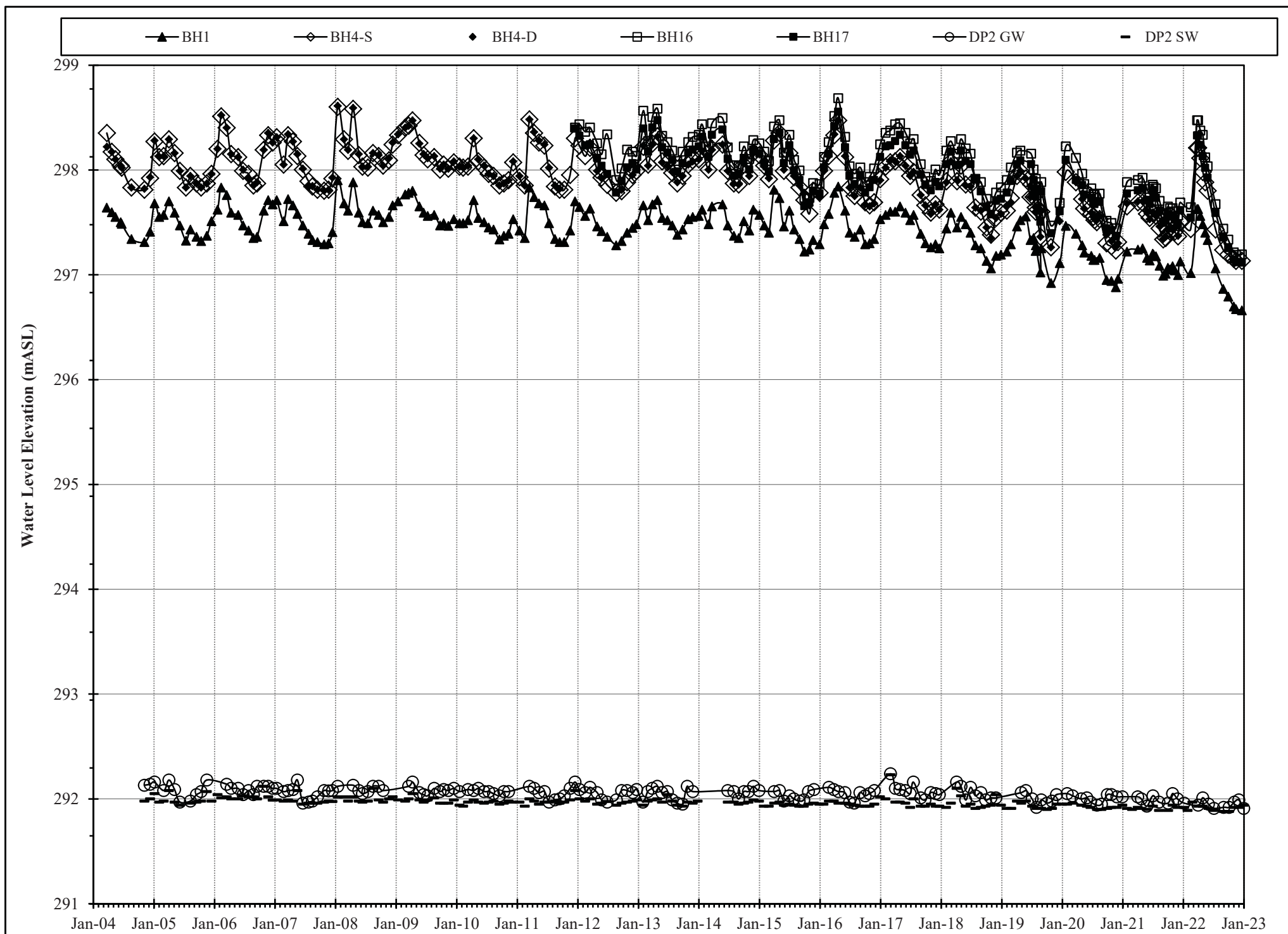
Table A2  
On-Site LG and DP Level Summary  
Manual Measurements page 1 of 1

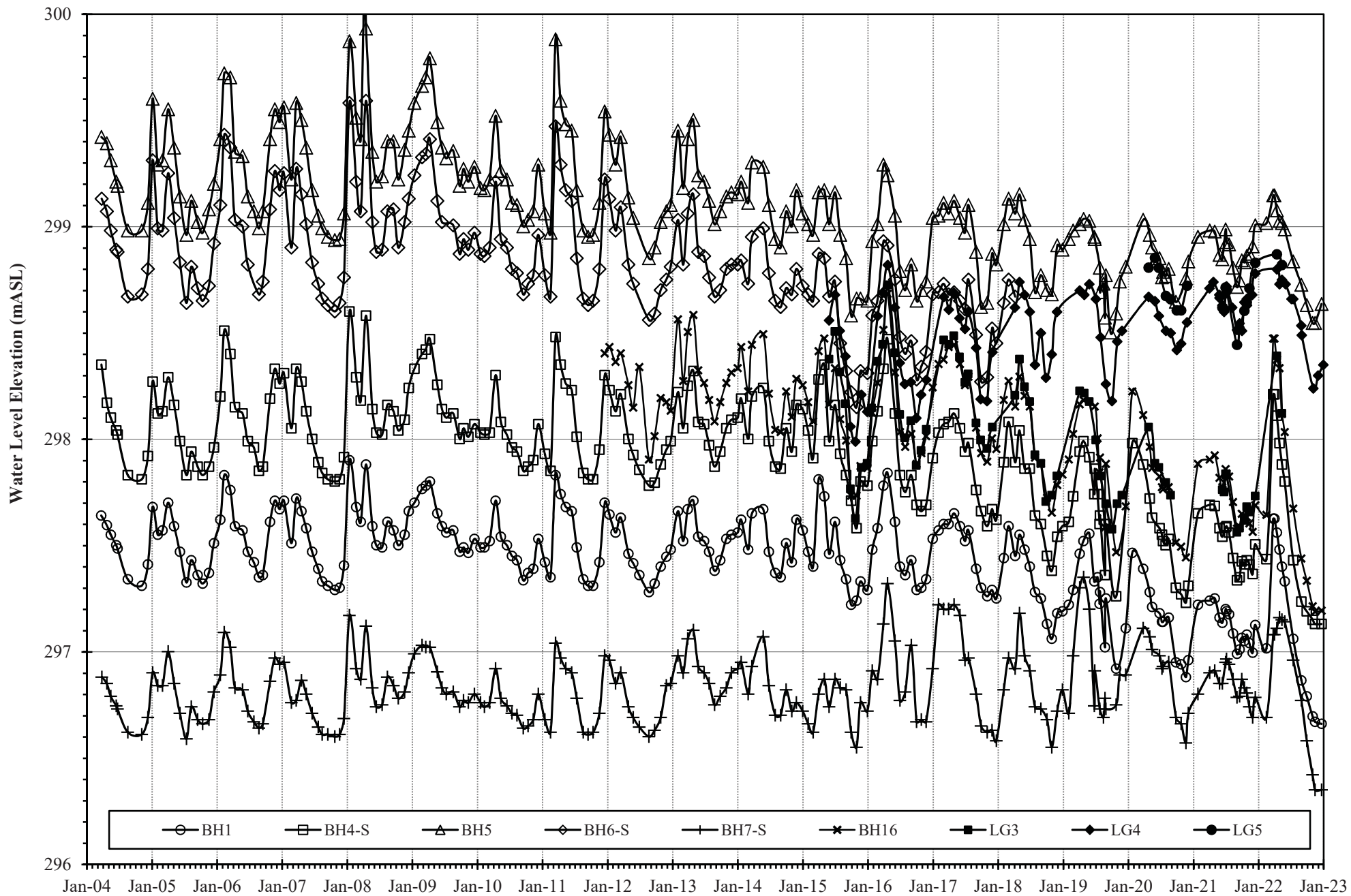
Groundwater and Surface Water Elevation Summary - Off-Site (mAMSL)								
Well No.:	PG1	PG2	PG3	PG4	PG5	PG6	PW1	PW2
02-Jan-20	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
31-Jan-20	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
03-Mar-20	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
24-Apr-20	301.22	301.51	302.08	301.74	301.34	#N/A	#N/A	#N/A
29-May-20	301.11	301.43	302.01	301.67	301.35	#N/A	#N/A	#N/A
29-Jun-20	301.11	#N/A	301.87	301.57	301.33	#N/A	#N/A	#N/A
07-Jul-20	#N/A	#N/A	#N/A	#N/A	#N/A	300.49	301.99	304.12
25-Aug-20	#N/A	#N/A	301.64	301.42	301.30	#N/A	#N/A	#N/A
29-Sep-20	#N/A	#N/A	301.54	301.31	301.24	#N/A	#N/A	#N/A
23-Oct-20	#N/A	#N/A	301.57	301.32	301.26	#N/A	#N/A	#N/A
25-Nov-20	#N/A	#N/A	301.56	301.41	301.29	#N/A	#N/A	#N/A
02-Dec-20	#N/A	#N/A	#N/A	#N/A	#N/A	300.55	301.84	303.58
25-Jan-21	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
25-Feb-21	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
31-Mar-21	300.90	301.27	301.72	301.45	301.27	#N/A	#N/A	#N/A
22-Apr-21	300.91	301.31	301.67	301.43	301.26	#N/A	#N/A	#N/A
25-May-21	#N/A	#N/A	301.57	301.32	301.19	#N/A	#N/A	#N/A
27-May-21	#N/A	#N/A	#N/A	#N/A	#N/A	300.44	301.77	303.48
01-Jul-21	#N/A	301.33	301.60	301.32	301.22	#N/A	#N/A	#N/A
05-Jul-21	300.75	#N/A	#N/A	301.35	#N/A	300.46	301.81	303.50
06-Aug-21	#N/A	#N/A	301.35	#N/A	#N/A	#N/A	#N/A	#N/A
01-Sep-21	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
30-Sep-21	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
14-Oct-21	300.65	#N/A	#N/A	301.21	#N/A	300.40	301.70	303.28
28-Oct-21	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
26-Nov-21	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
14-Dec-21	300.66	#N/A	#N/A	#N/A	#N/A	300.57	301.80	303.29
05-Jan-22	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
24-Feb-22	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
31-Mar-22	301.25	301.56	301.88	301.60	301.24	#N/A	#N/A	#N/A
28-Apr-22	301.12	301.36	301.82	301.55	301.22	#N/A	302.06	303.79
01-Jun-22	300.99	#N/A	301.76	301.45	301.22	#N/A	#N/A	#N/A
04-Jul-22	300.81	#N/A	301.60	301.29	#N/A	#N/A	#N/A	#N/A
24-Aug-22	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	303.63
30-Aug-22	#N/A	#N/A	#N/A	#N/A	#N/A	300.21	301.71	#N/A
31-Aug-22	#N/A	#N/A	301.44	301.18	#N/A	#N/A	#N/A	#N/A
04-Oct-22	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
04-Nov-22	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
01-Dec-22	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
30-Dec-22	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
09-Jan-23	#N/A	#N/A	#N/A	#N/A	#N/A	300.88	301.75	303.30
Notes	mAMSL = metres above mean sea level			#NA = not available (no access, frozen, or not measured)				

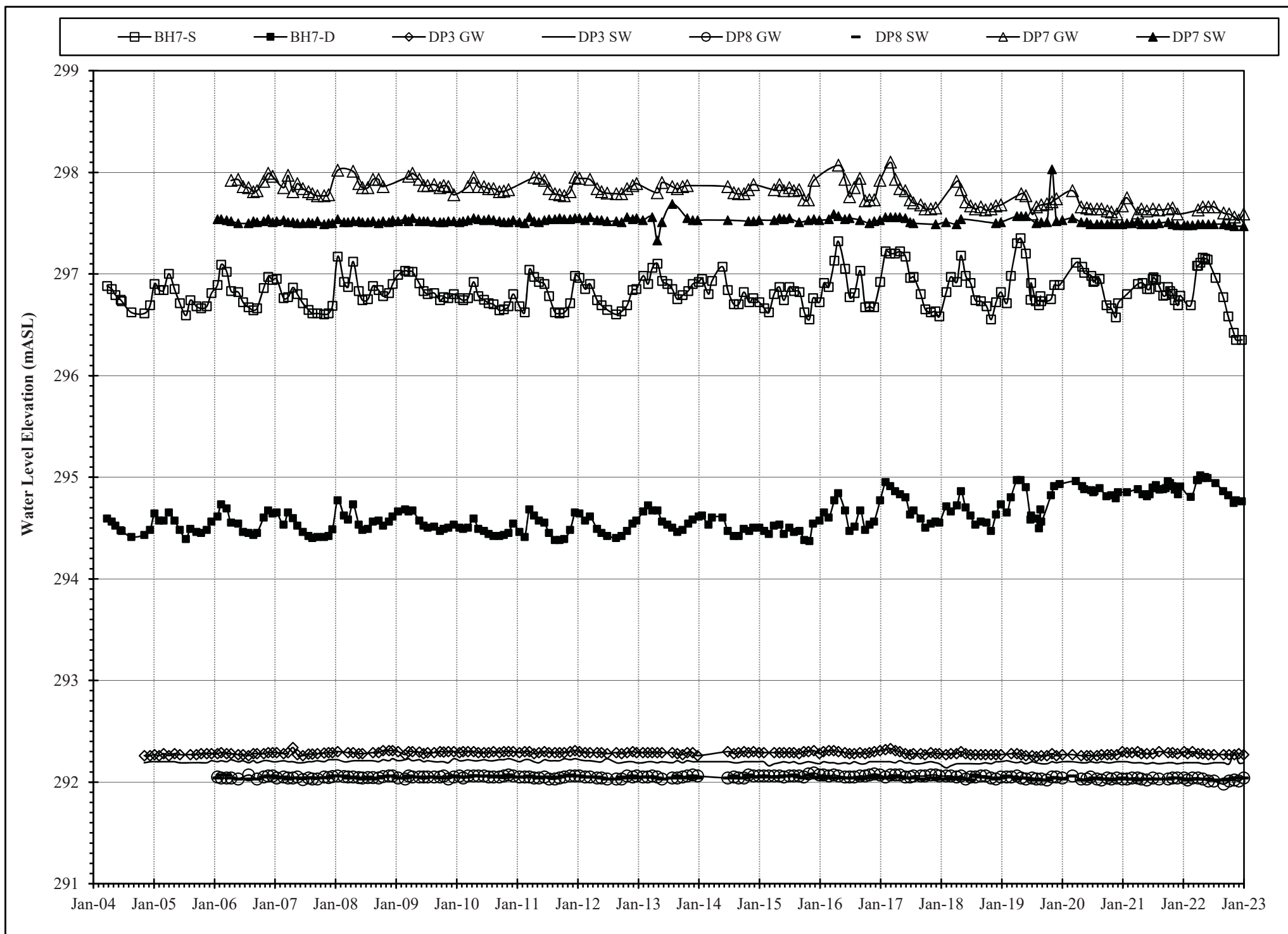
Table A3

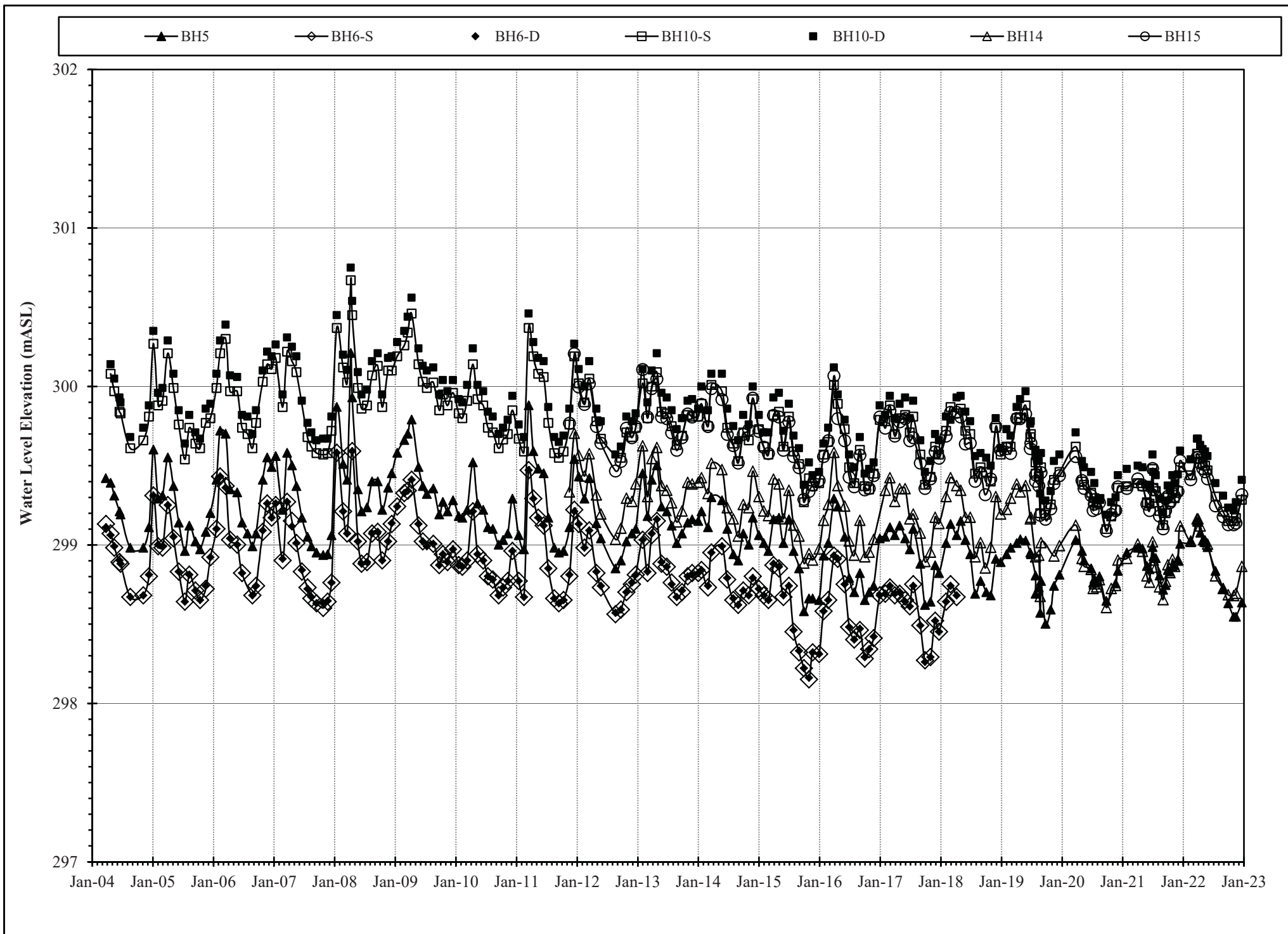


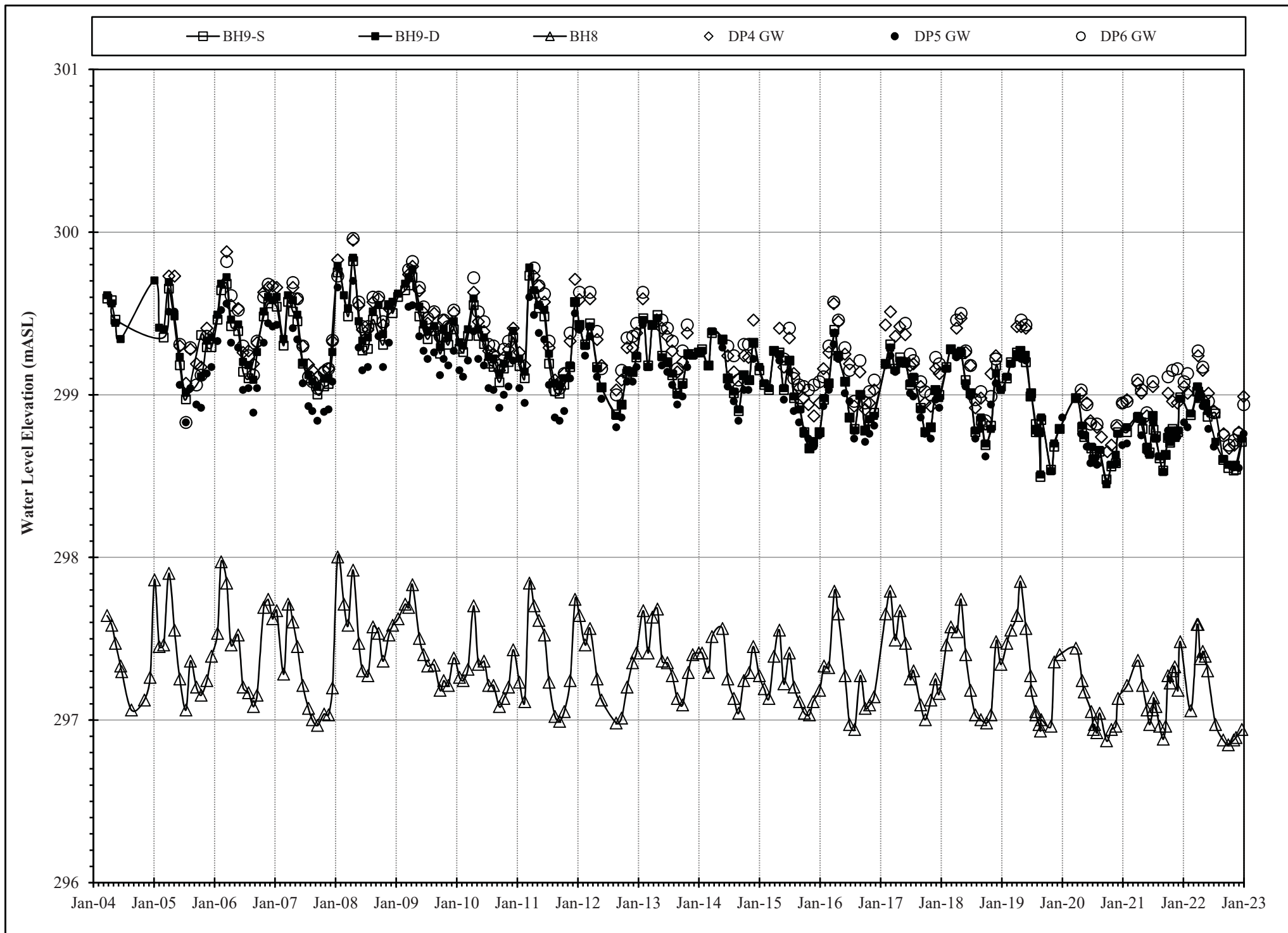




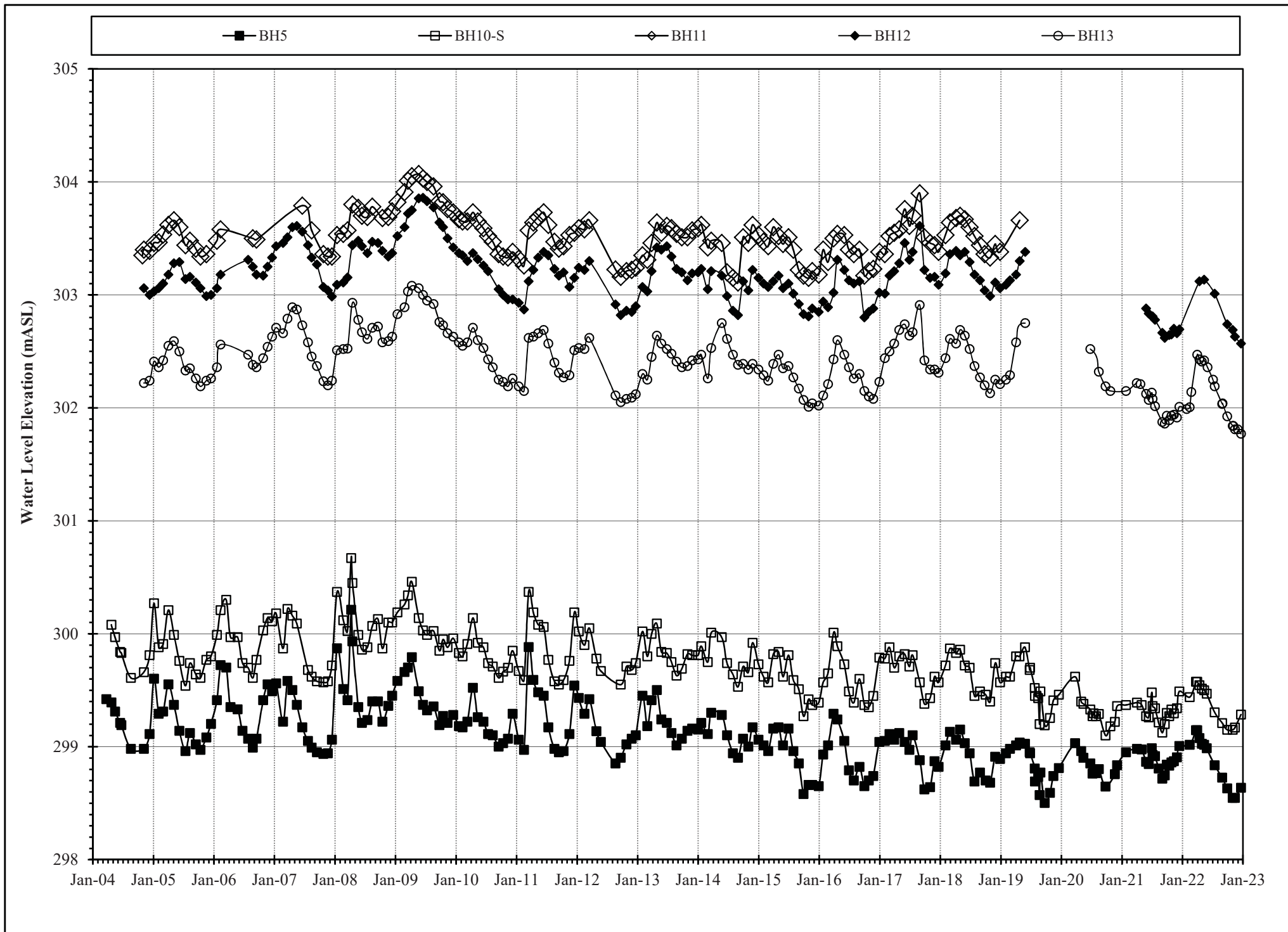








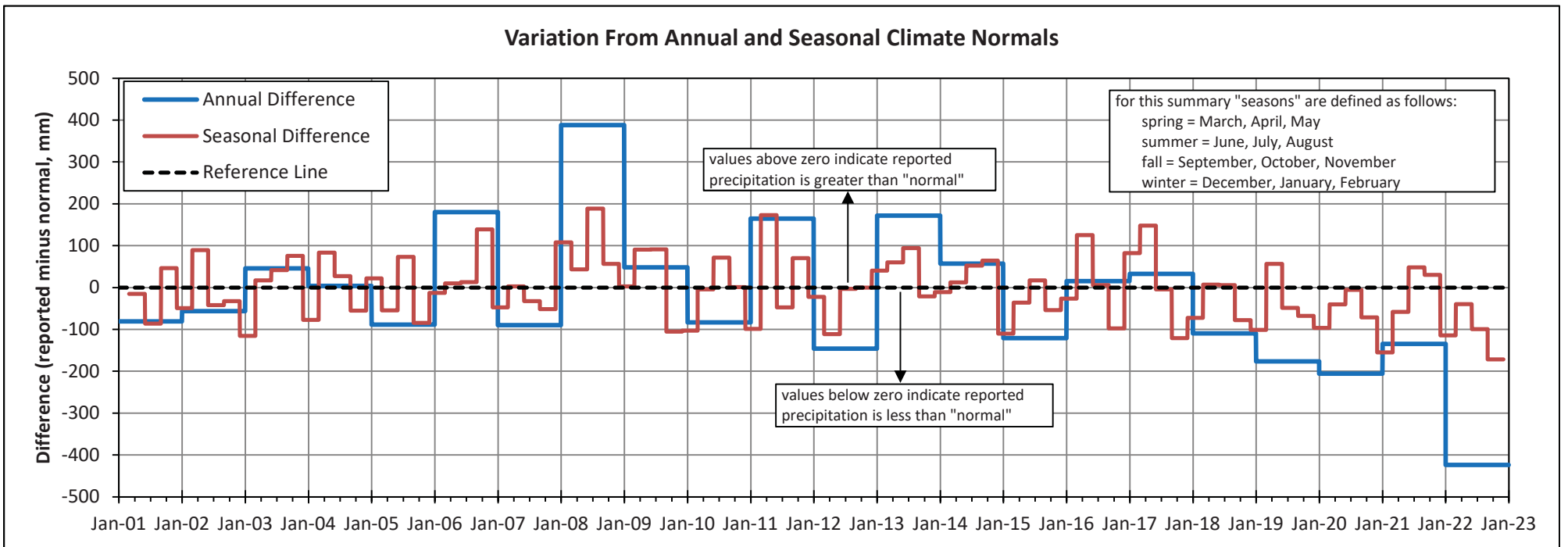
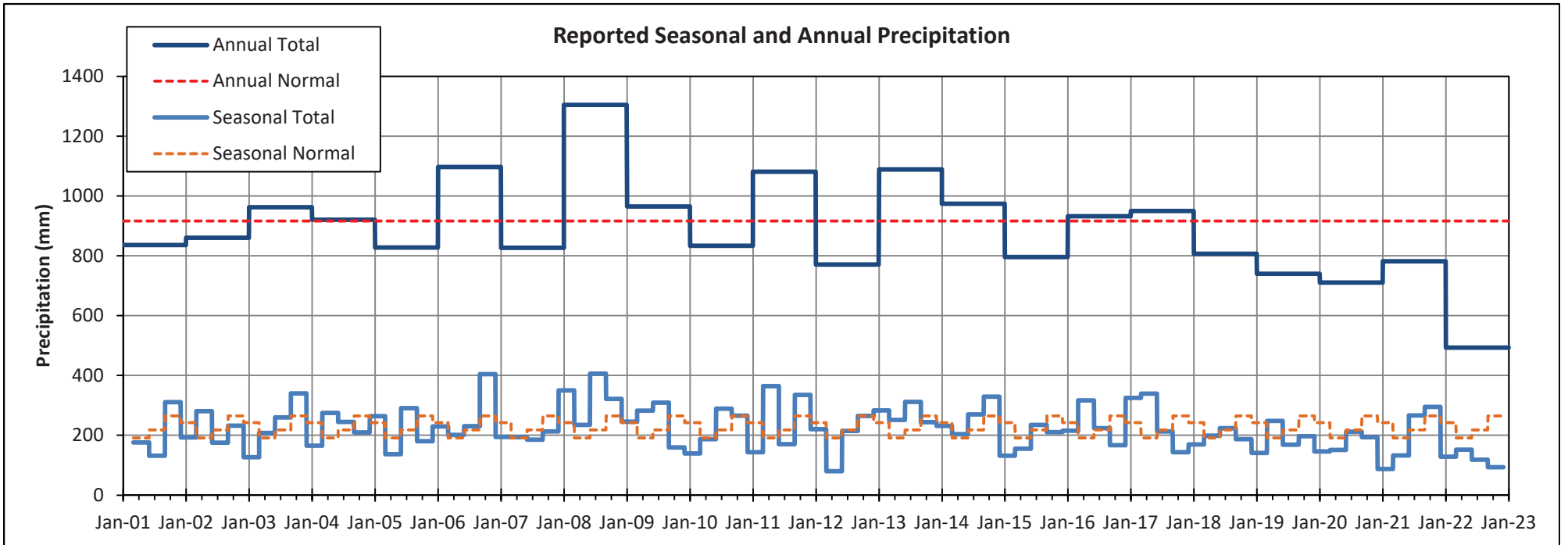




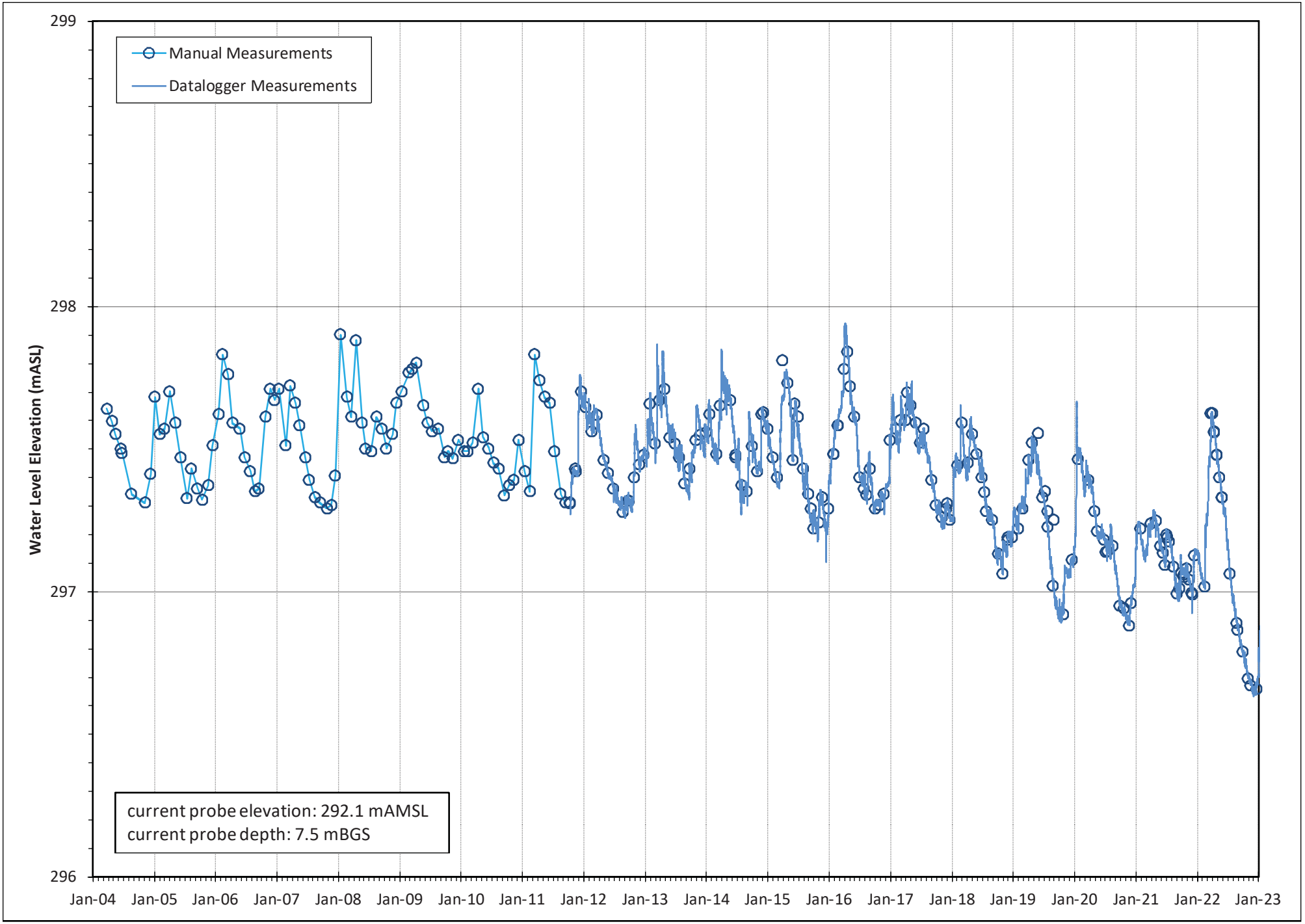
Date	SW1		SW2		SW3		SW4	
	Flow (L/s)	Temp. (°C)	Flow (L/s)	Temp. (°C)	Flow (L/s)	Temp. (°C)	Flow (L/s)	Temp. (°C)
31-Jan-19	7.0	n/a	17.5	n/a	72.7	n/a	n/a	n/a
28-Feb-19	9.4	1.0	25.9	0.9	44.3	1.0	n/a	n/a
01-Apr-19	40.7	1.5	56.6	1.9	91.3	2.7	65.8	2.7
29-Apr-19	25.8	7.4	44.5	7.9	55.9	7.6	42.8	7.7
27-May-19	33.0	17.4	56.7	16.3	61.9	14.9	50.7	14.7
02-Jul-19	14.8	19.8	22.5	18.1	61.9	16.1	43.3	17.3
29-Jul-19	11.2	21.0	34.7	18.9	40.3	17.5	32.6	17.7
28-Aug-19	13.2	19.0	28.1	16.8	30.0	15.5	21.1	15.2
01-Oct-19	12.1	16.0	22.1	13.9	32.5	14.5	35.1	14.4
31-Oct-19	66.4	8.5	72.4	5.9	87.7	6.9	124.9	8.7
27-Nov-19	18.9	3.8	36.2	5.0	50.0	6.1	50.2	5.9
02-Jan-20	19.8	1.7	41.8	2.2	45.9	2.5	57.1	2.8
31-Jan-20	26.0	1.6	41.0	2.3	67.6	2.9	50.5	3.1
03-Mar-20	42.4	1.5	69.1	2.3	87.4	3.2	73.0	3.5
24-Apr-20	24.1	5.6	31.6	5.7	57.9	5.8	44.7	5.6
29-May-20	16.1	10.1	39.1	10.8	48.4	15.7	38.7	16.0
29-Jun-20	11.3	20.8	25.9	19.0	36.7	16.7	29.3	17.1
29-Jul-20	14.1	22.1	26.4	19.9	42.2	17.7	25.9	16.7
25-Aug-20	14.7	21.1	21.0	20.9	37.3	17.7	25.8	17.6
29-Sep-20	15.1	16.3	24.5	15.3	51.1	14.1	37.6	13.6
23-Oct-20	16.2	10.2	19.1	10.4	39.6	10.8	37.0	11.3
25-Nov-20	18.4	4.1	18.2	5.1	43.1	5.5	29.4	5.5
28-Dec-20	21.7	1.7	22.4	1.9	56.3	3.4	68.1	3.0
25-Jan-21	15.1	1.9	28.3	3.2	55.6	3.2	41.1	3.4
25-Feb-21	18.6	2.4	n/a	n/a	67.7	3.3	43.6	4.1
31-Mar-21	21.5	7.4	30.7	7.3	36.3	7.2	44.6	7.4
22-Apr-21	19.1	7.2	31.6	7.0	38.6	6.6	39.4	6.4
25-May-21	10.6	19.2	20.5	17.8	26.6	15.8	27.2	16.0
01-Jul-21	19.3	21.9	24.9	19.2	56.1	18.0	34.6	18.2
06-Aug-21	10.5	20.2	22.9	18.8	37.5	17.2	27.0	15.9
01-Sep-21	8.5	21.0	16.9	18.3	25.4	15.9	22.5	15.9
30-Sep-21	9.3	14.5	11.0	13.4	23.5	12.2	23.1	12.4
28-Oct-21	14.3	10.3	14.8	10.2	34.1	10.5	41.8	10.6
26-Nov-21	14.9	4.9	21.6	5.3	53.7	4.9	32.9	5.3
05-Jan-22	16.6	2.4	20.4	2.8	45.4	4.6	30.9	4.4
26-Jan-22	14.2	2.0	21.1	0.3	34.1	0.3	38.5	0.3
24-Feb-22	62.5	0.8	73.7	1.1	94.4	0.9	93.2	0.3
31-Mar-22	36.4	3.0	52.1	5.2	56.3	5.0	62.2	5.5
28-Apr-22	19.7	8.5	33.6	7.6	43.5	7.9	36.9	7.7
01-Jun-22	14.3	20.6	16.6	16.9	37.8	16.6	37.2	16.6
04-Jul-22	10.2	20.4	13.9	15.8	34.1	16.1	23.5	16.2
31-Aug-22	8.7	20.1	20.1	18.3	21.0	17.0	24.9	16.7
04-Oct-22	10.2	13.2	17.3	10.9	17.8	10.6	20.9	10.1
04-Nov-22	6.9	10.3	11.6	9.7	18.8	9.2	18.8	8.9
01-Dec-22	10.2	3.3	14.9	4.7	27.5	4.8	27.4	4.5
30-Dec-22	20.8	1.8	28.0	1.9	30.9	4.9	28.0	4.6
Notes: n/a = not available, no measurement obtained								

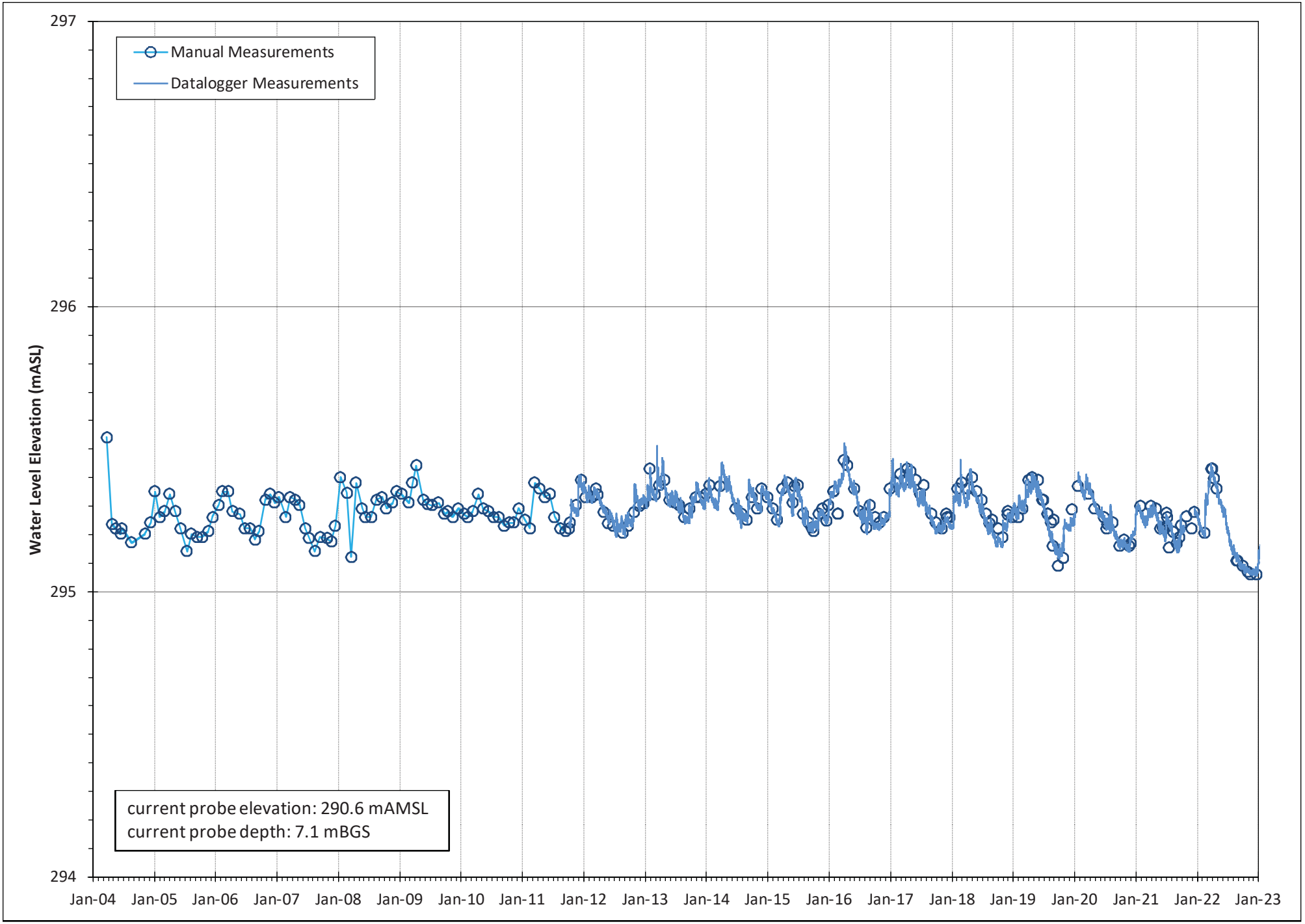
Table A4

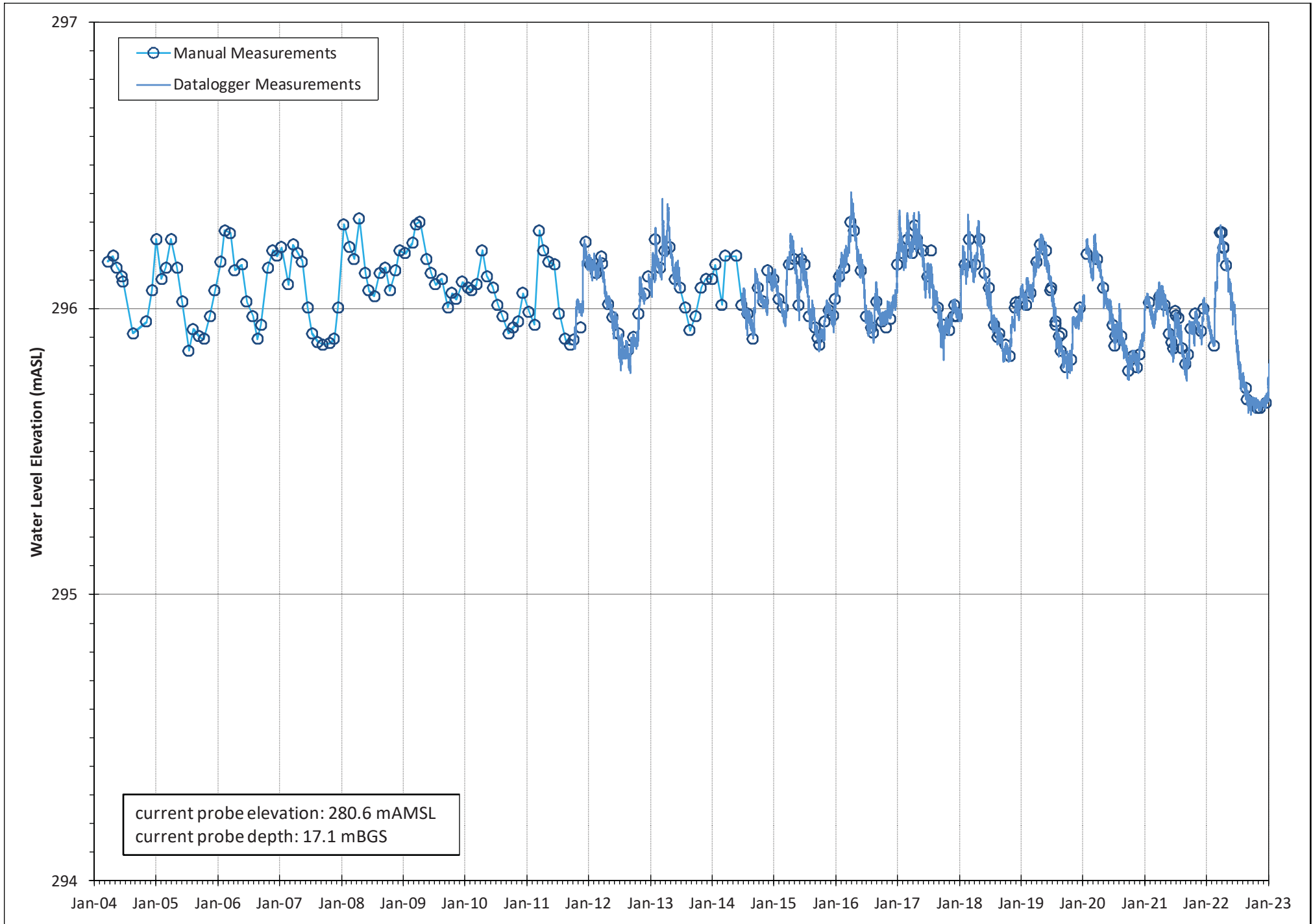


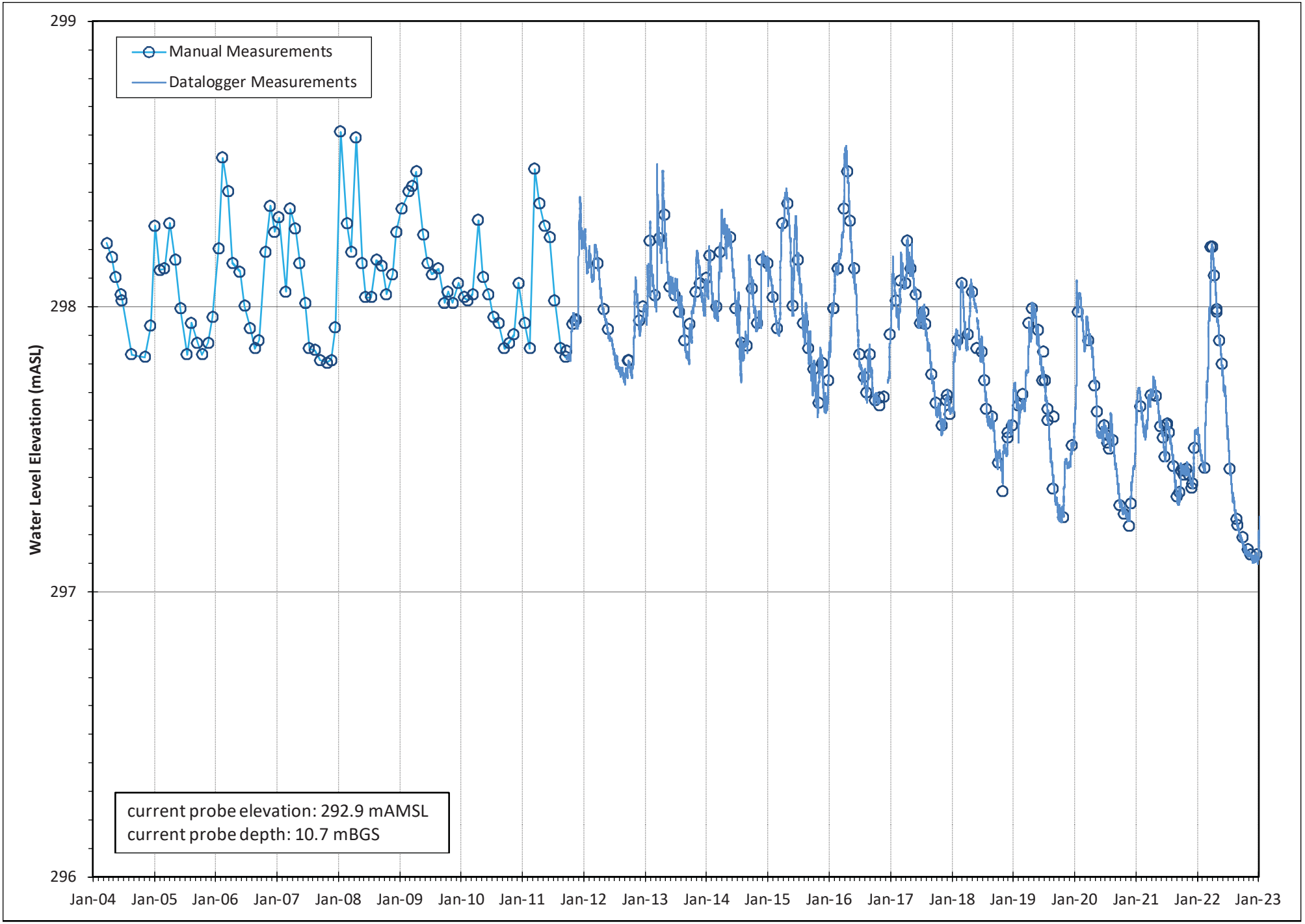


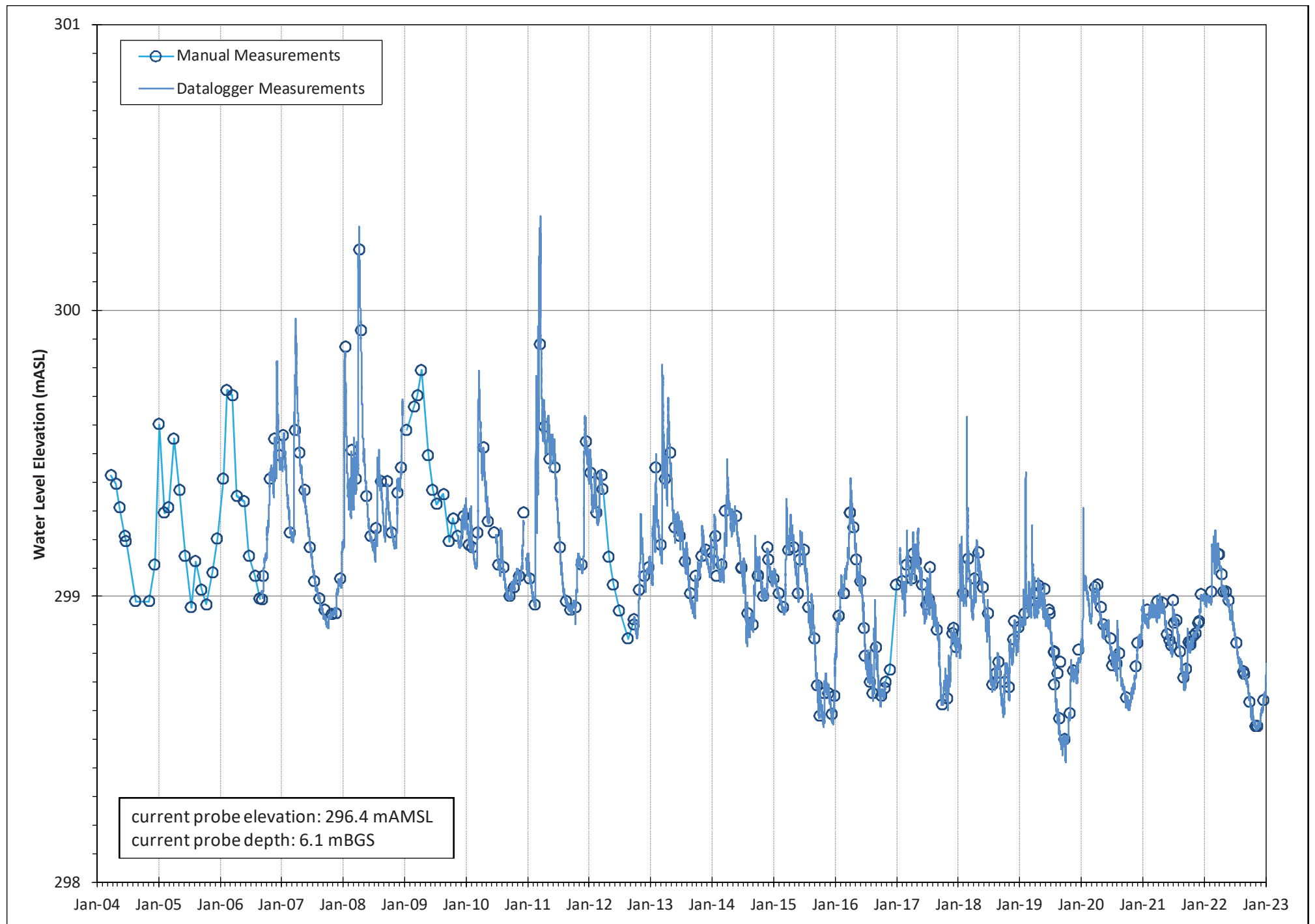
*Appendix B*  
*Hydrographs of*  
*Datalogger Data*

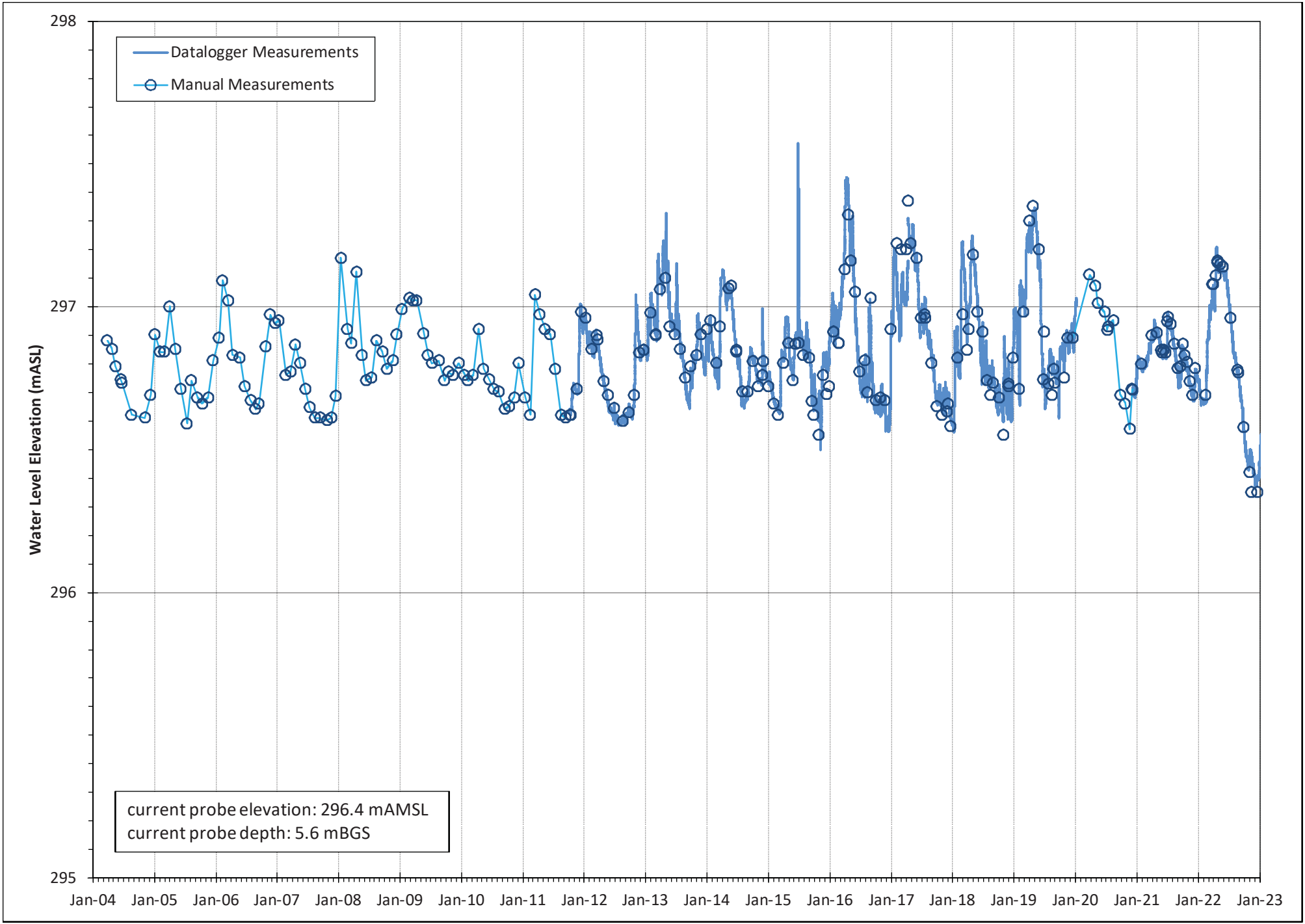




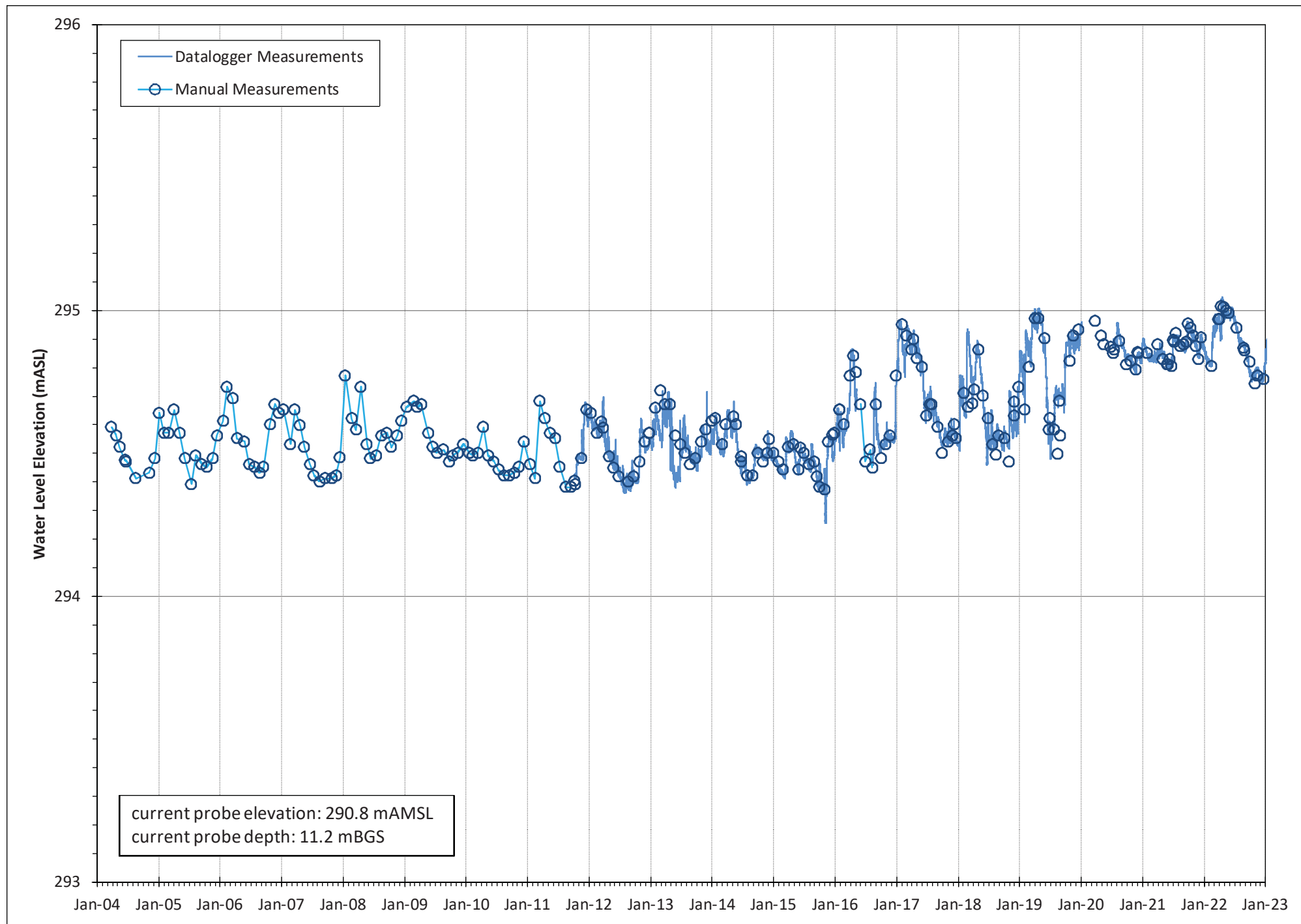


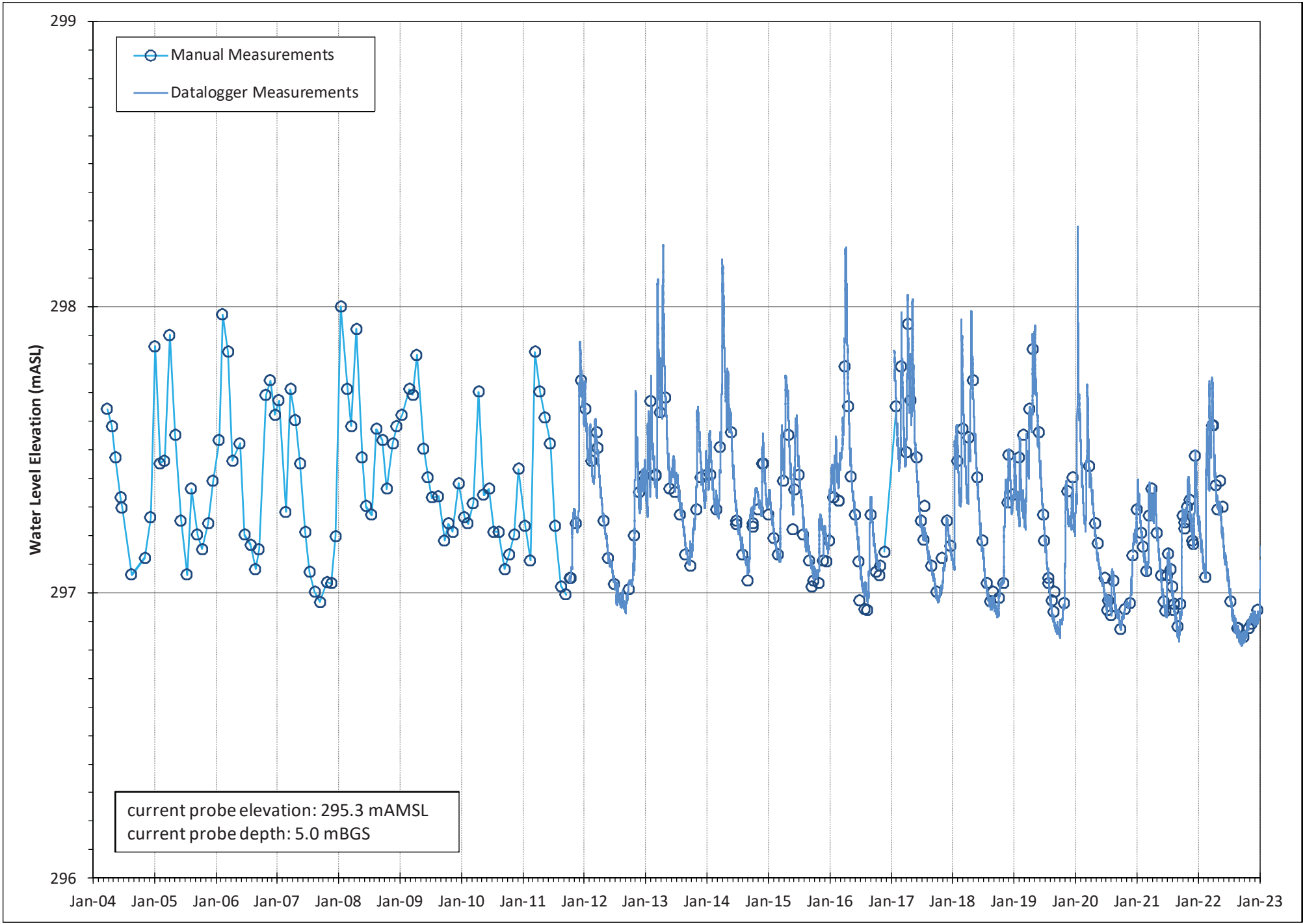


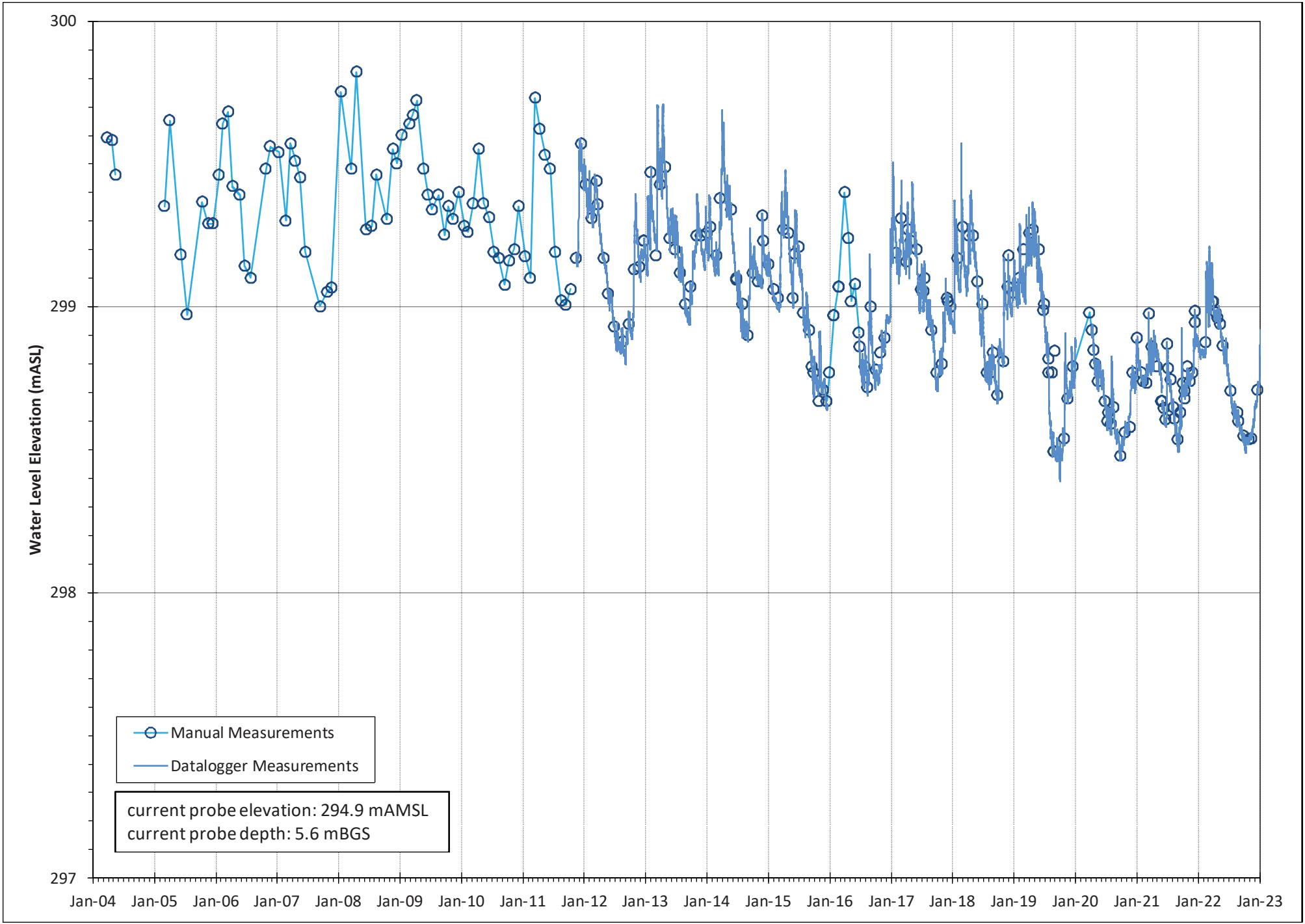


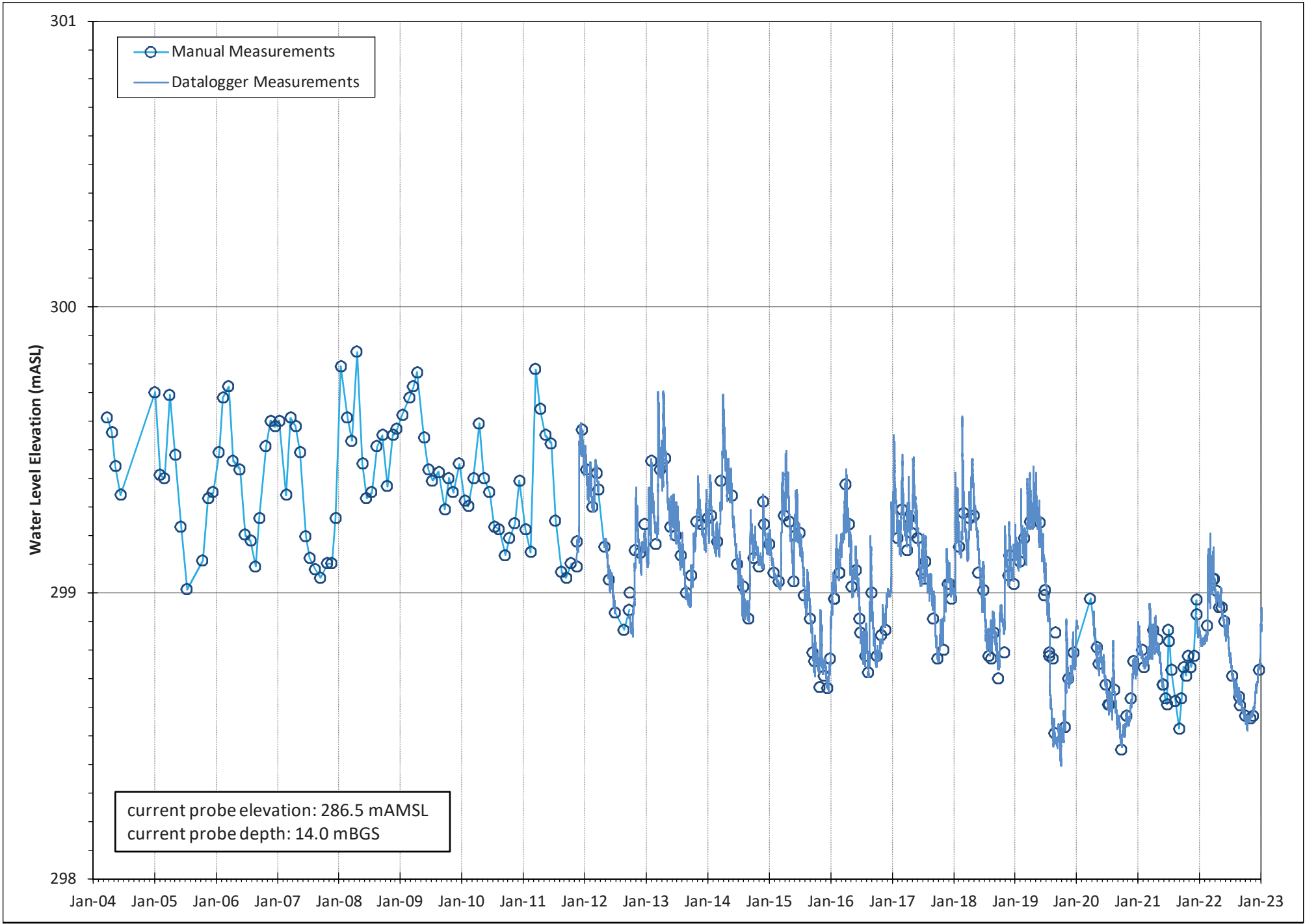


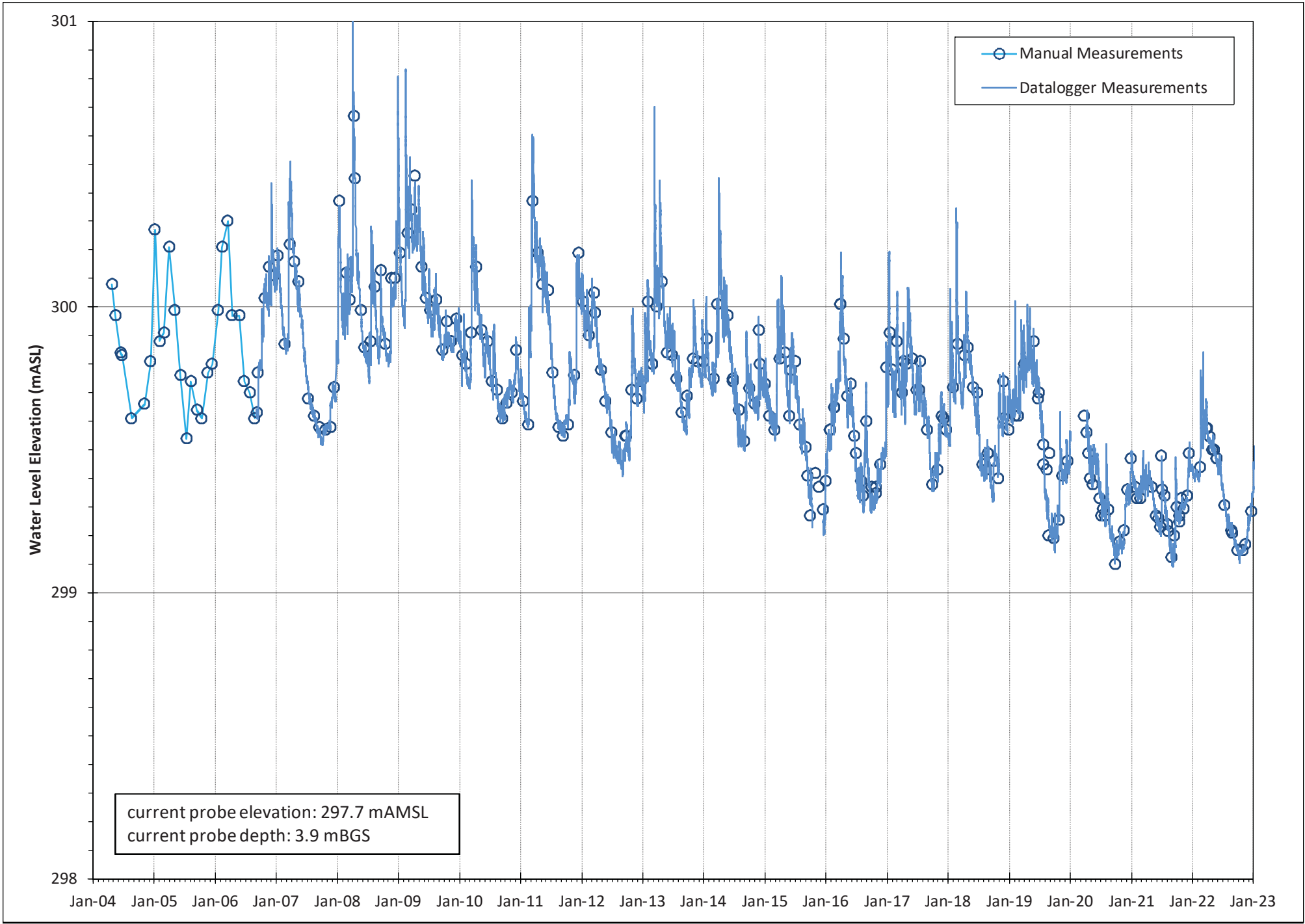


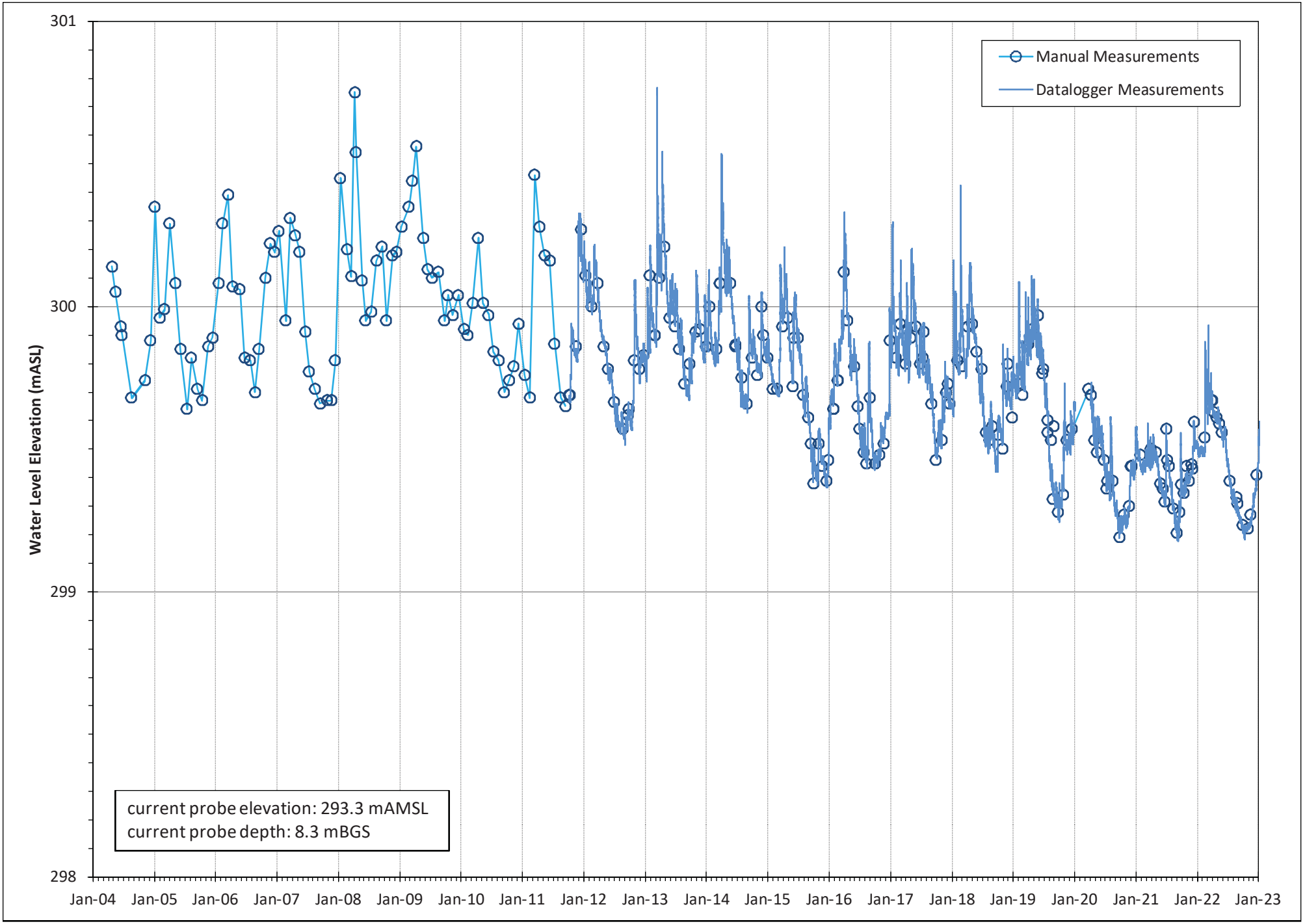


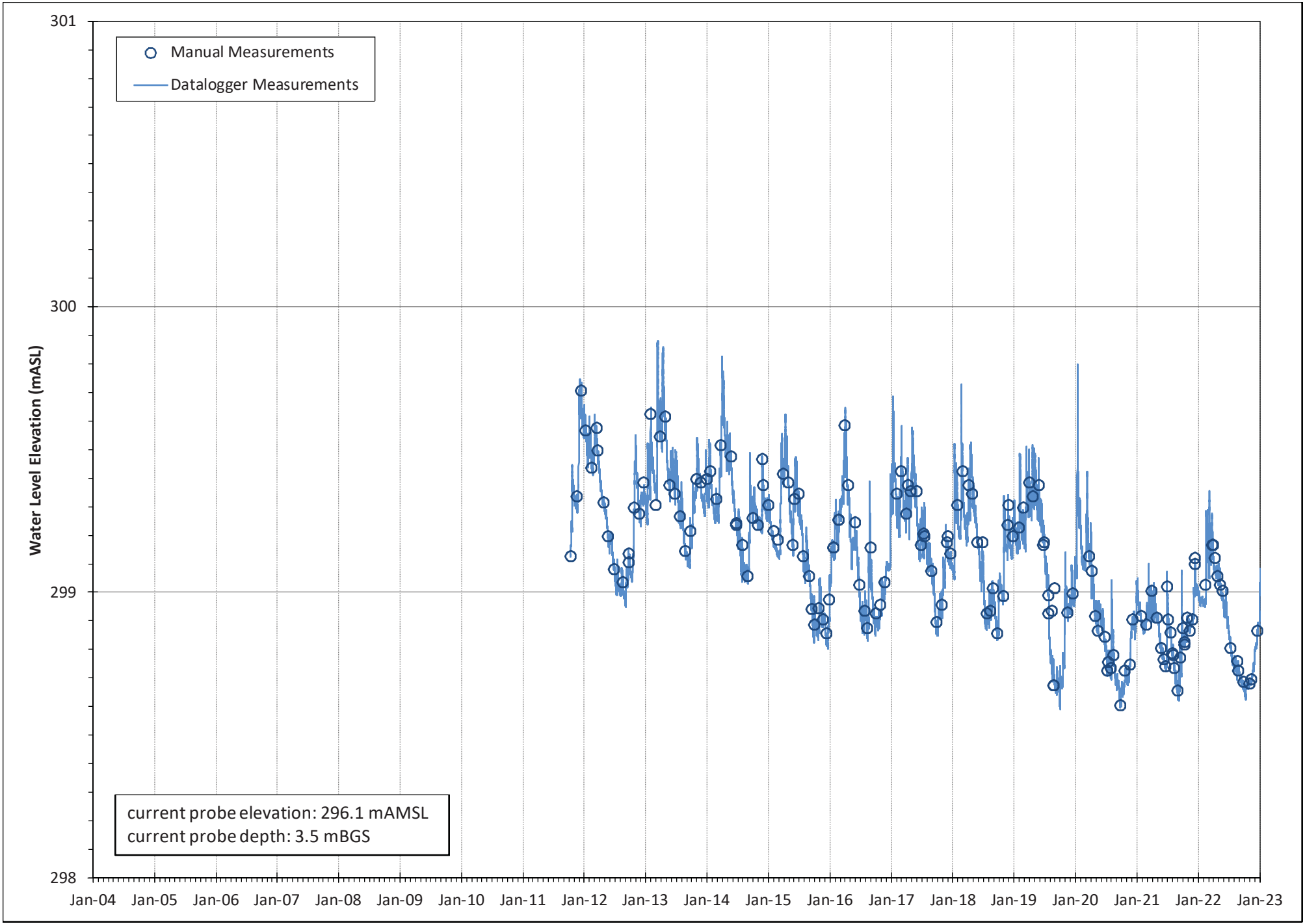


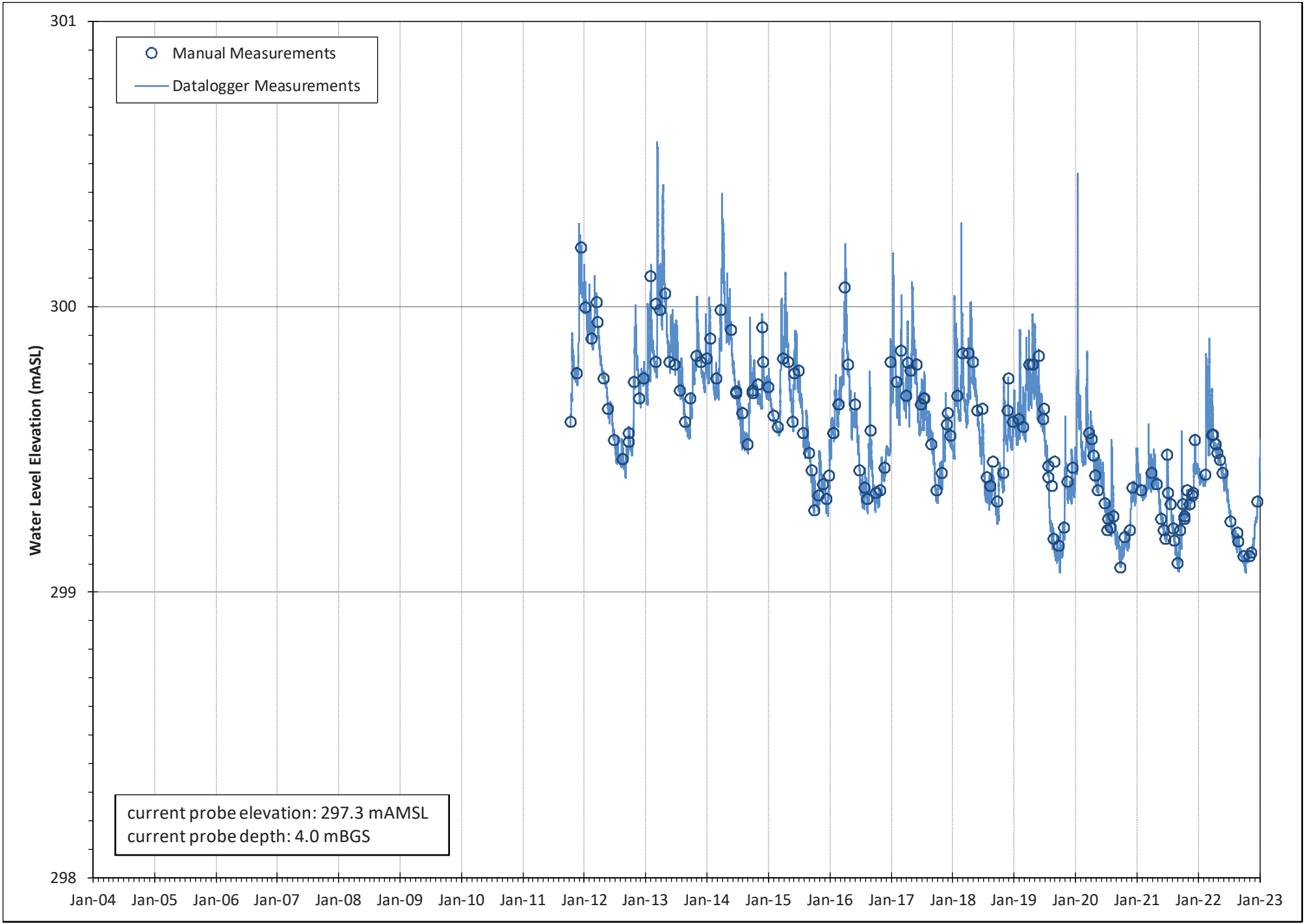




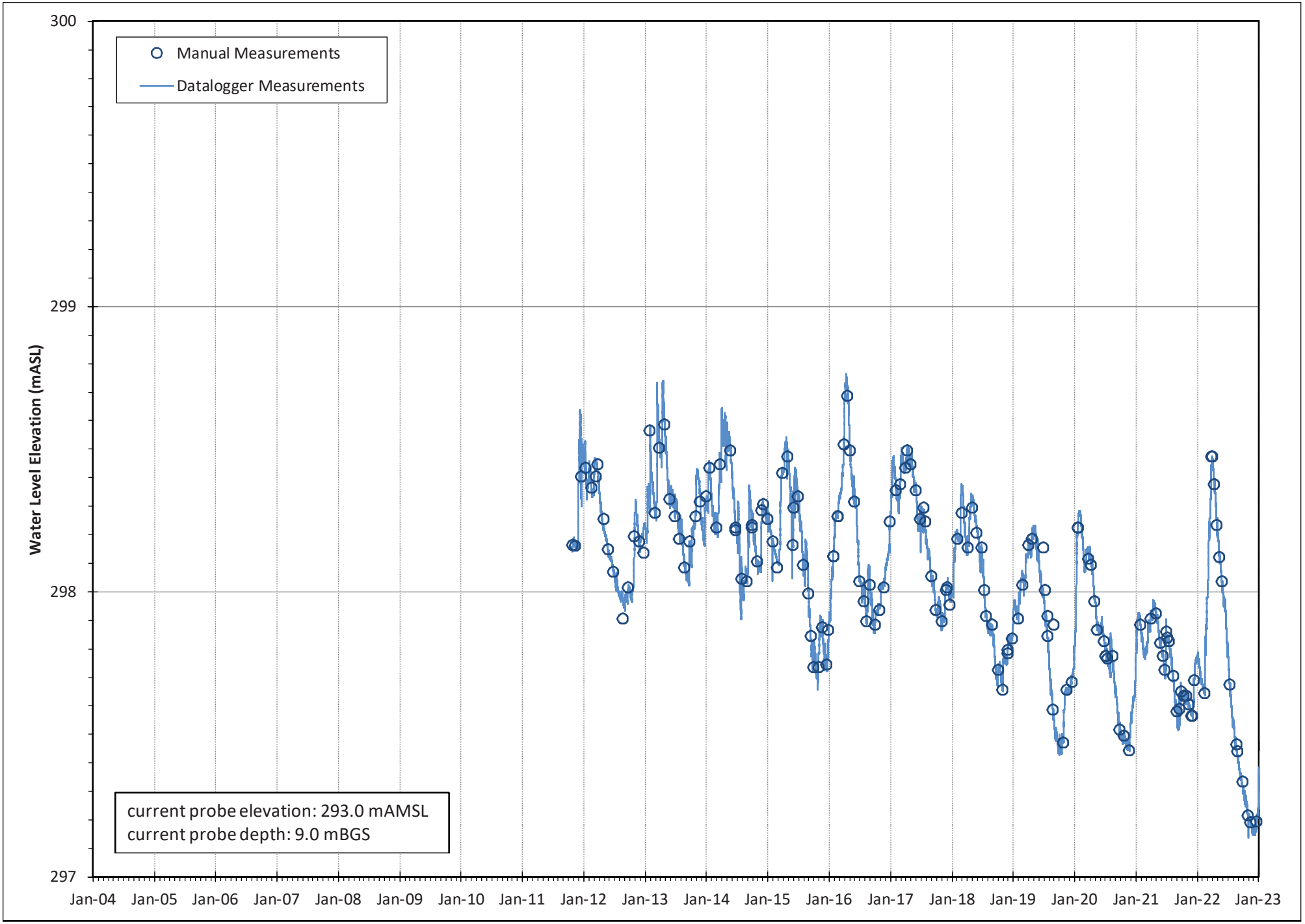


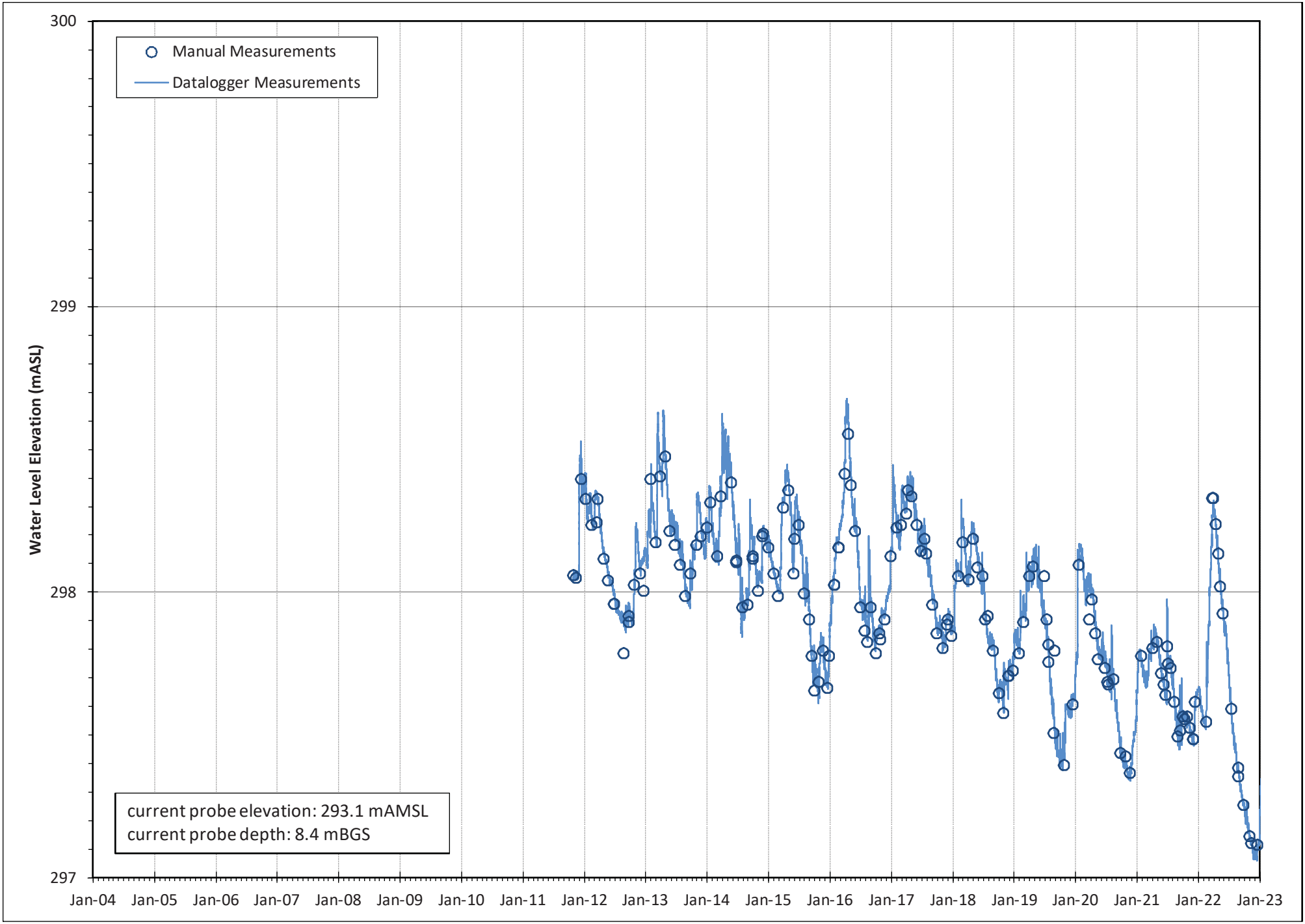


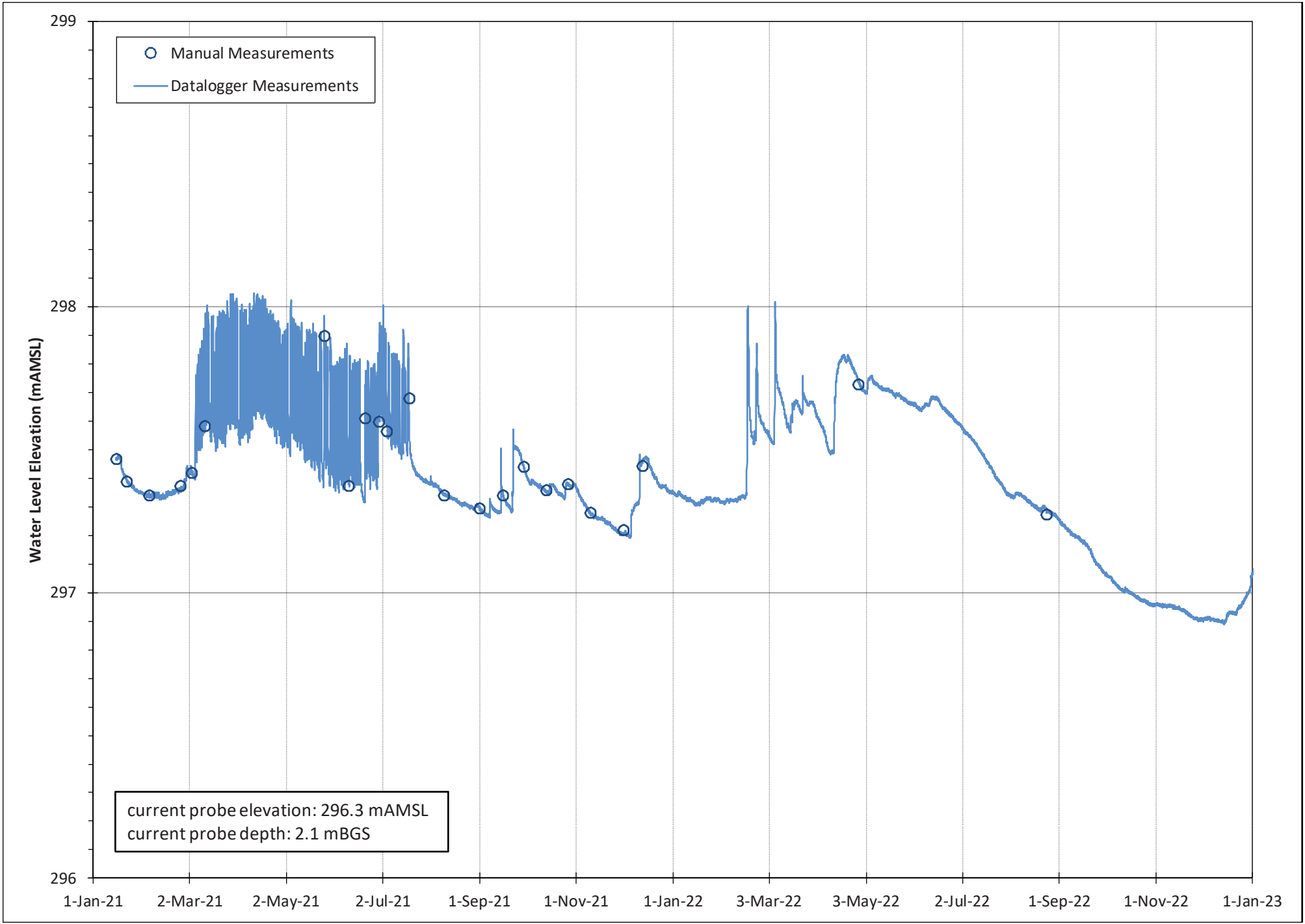


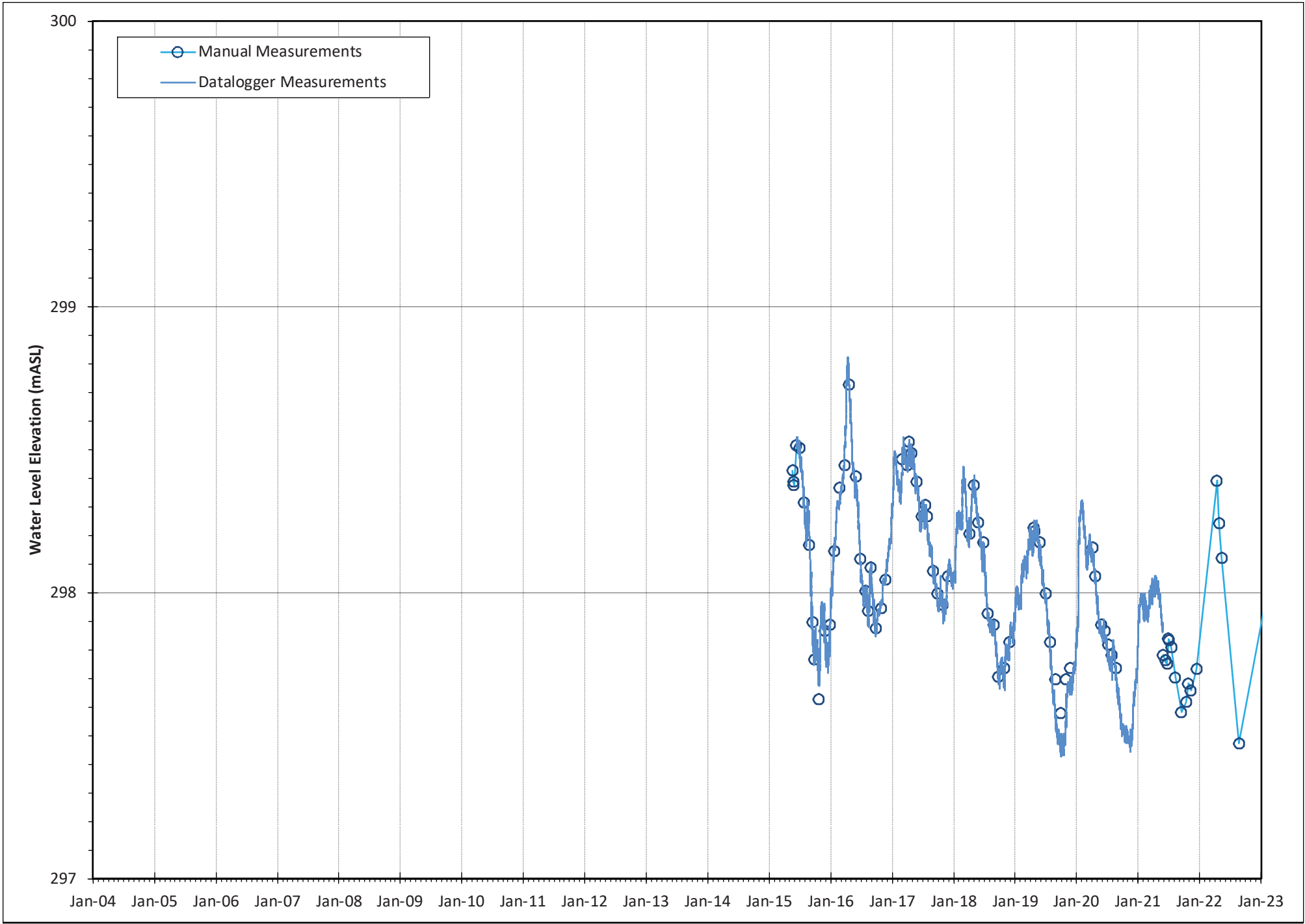


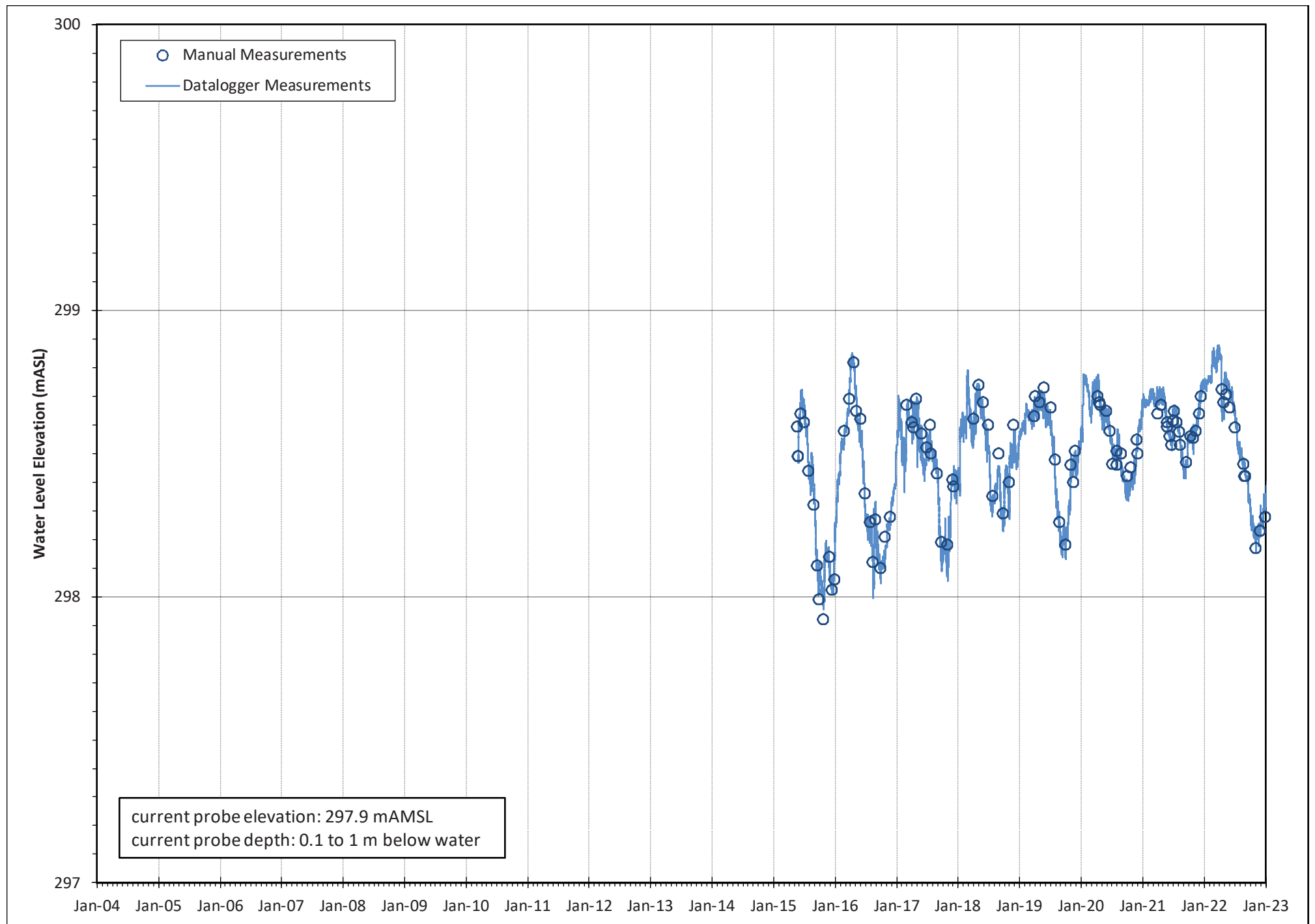


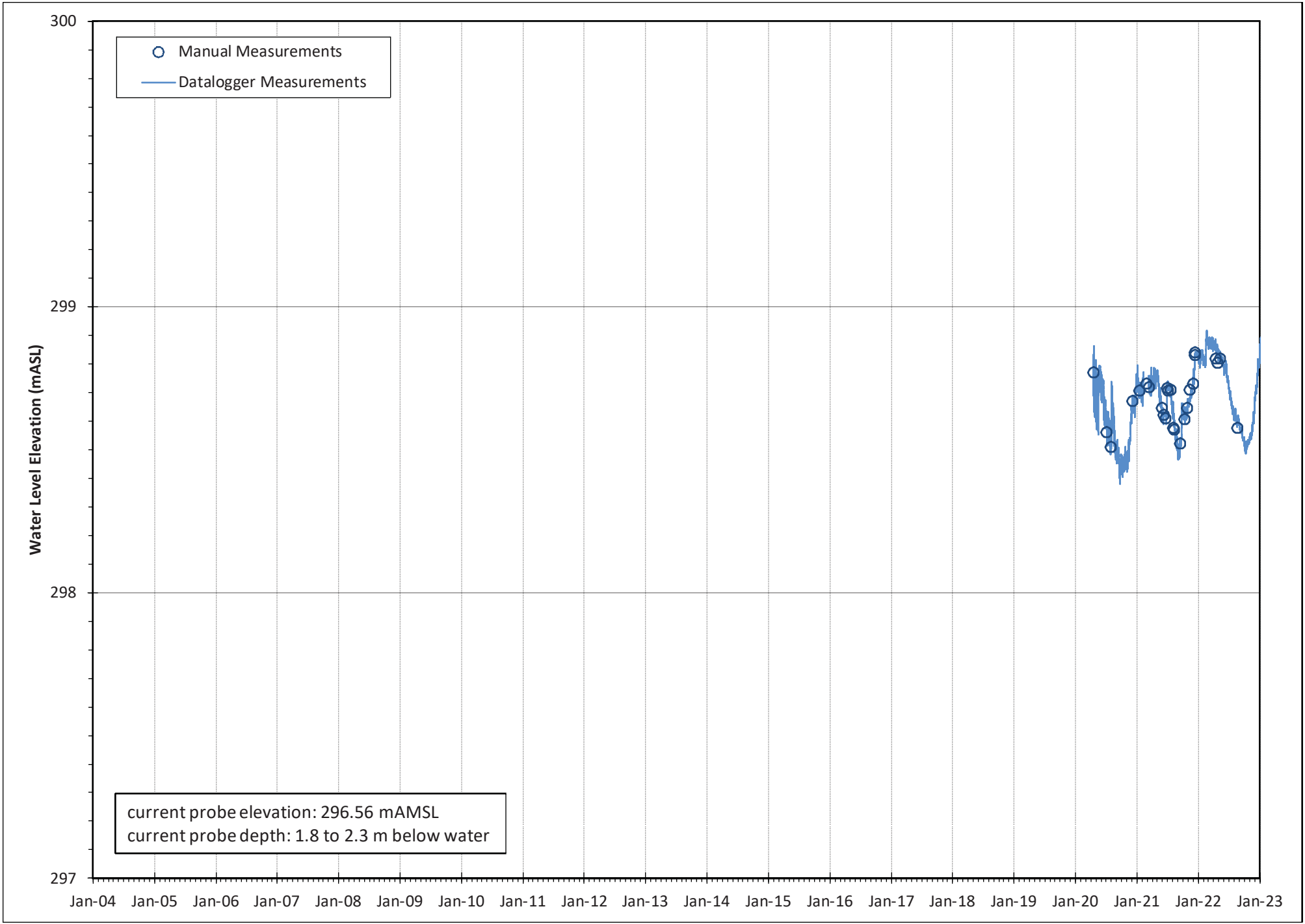












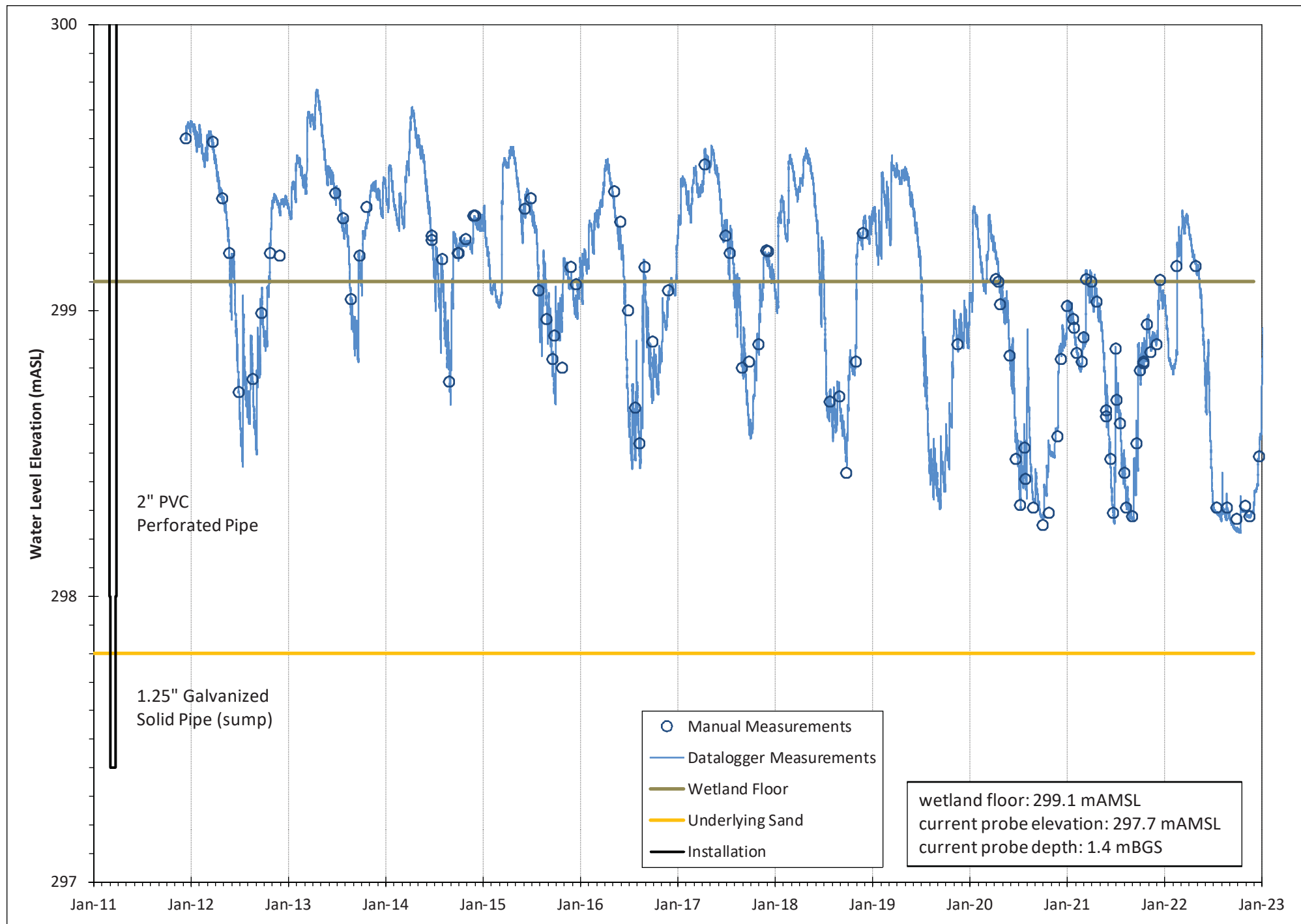


Figure B22 **Hydrograph - Private Well PW1 and Pond PG6**

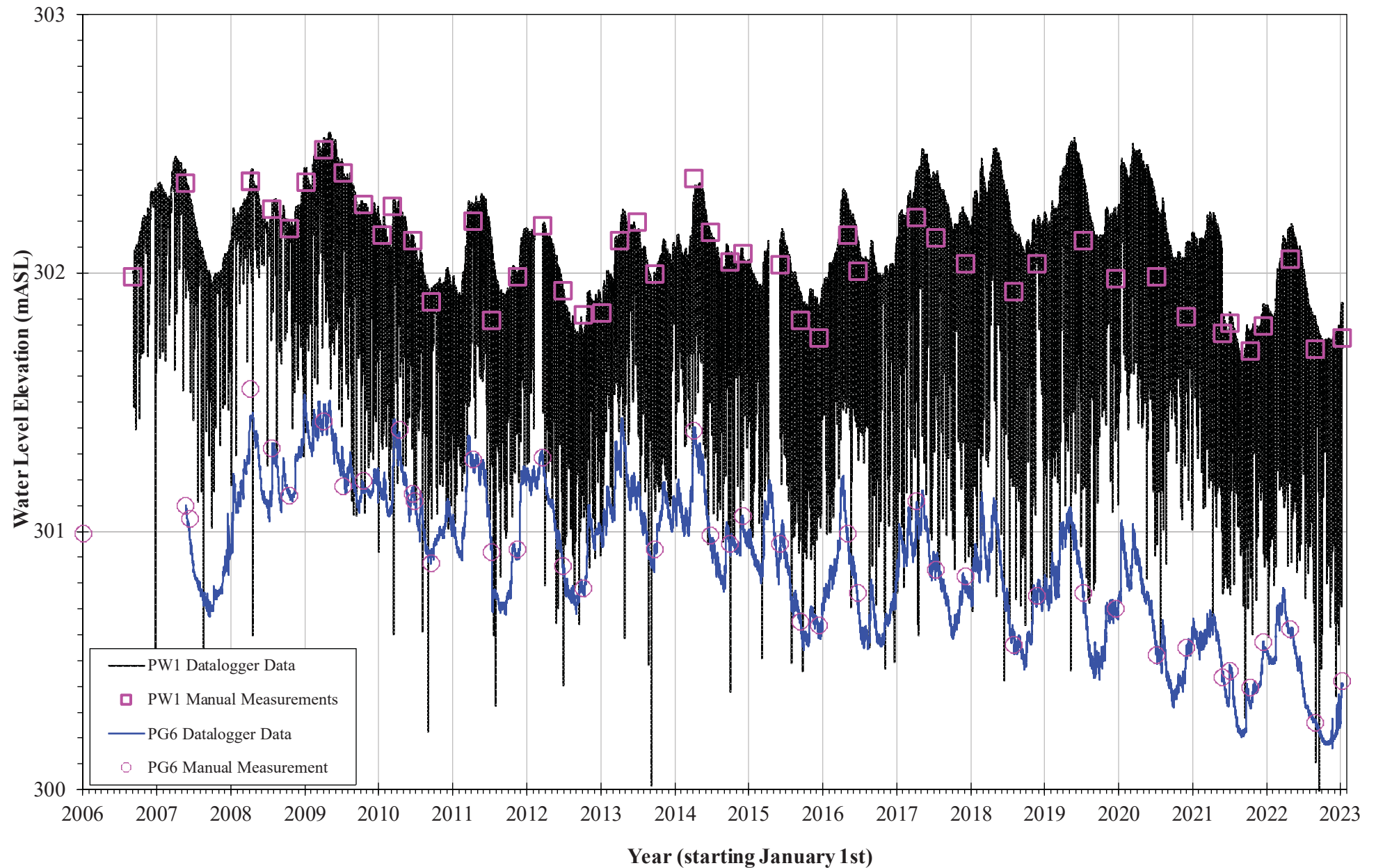
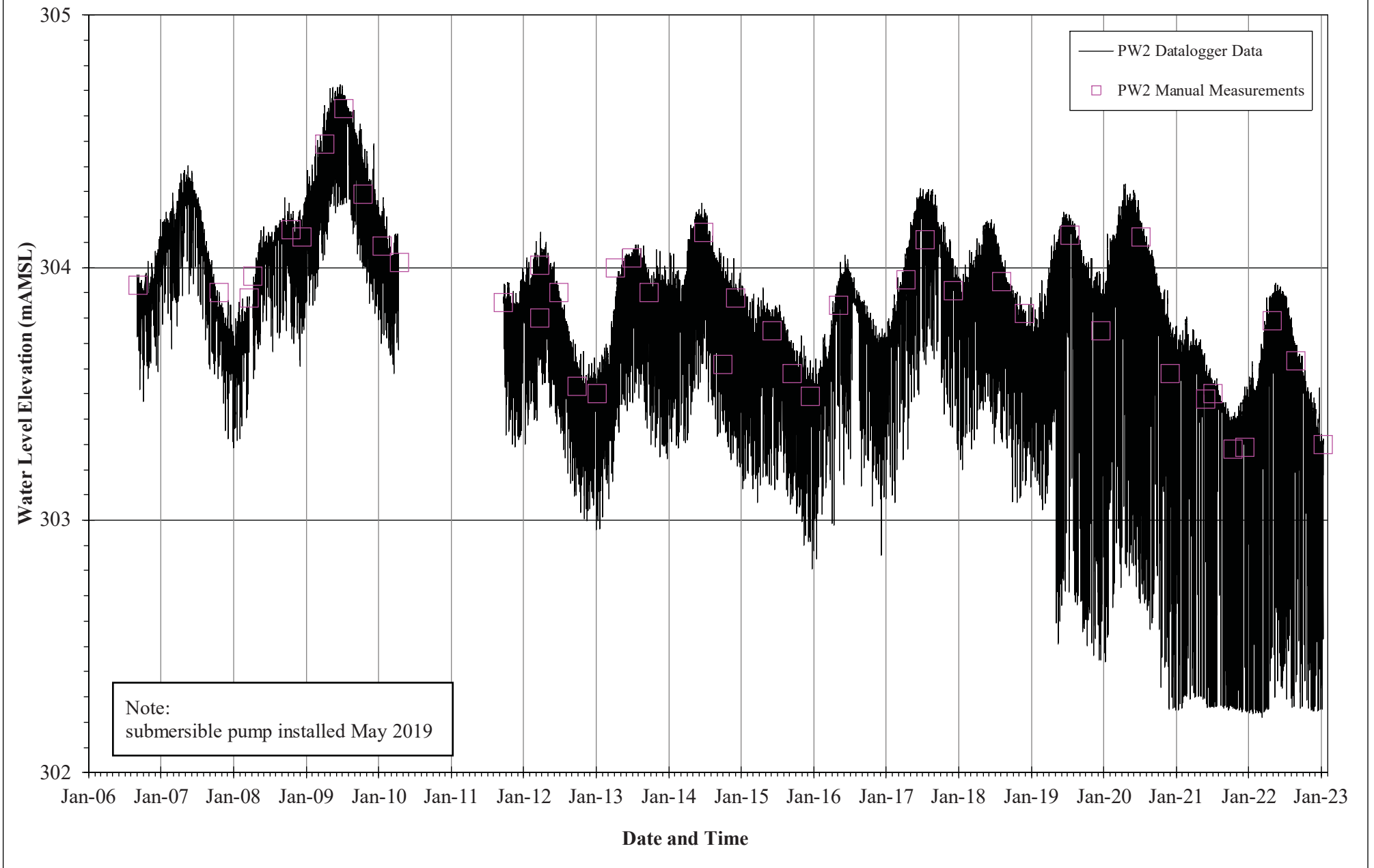
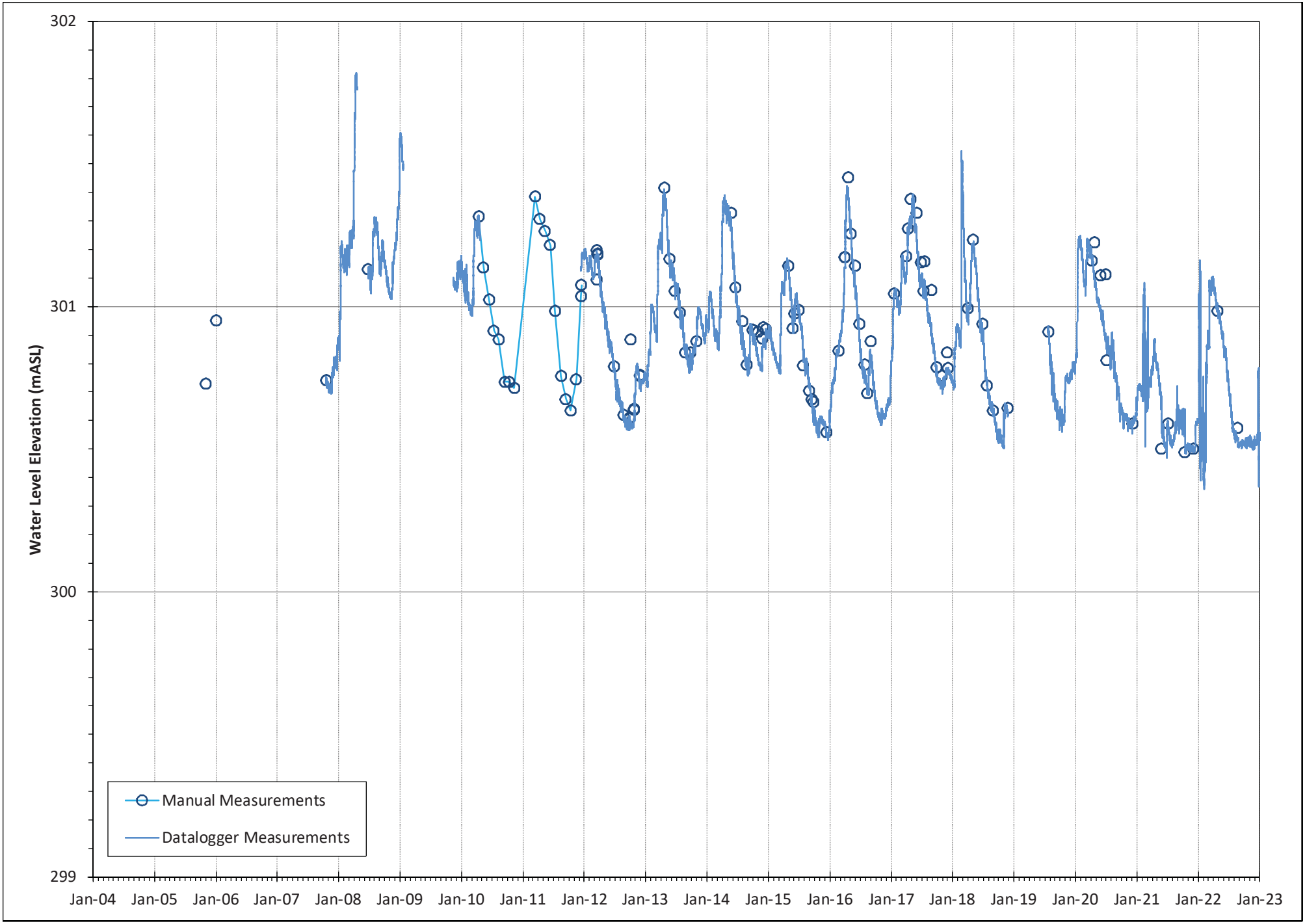




Figure B23 Hydrograph - Private Well PW2

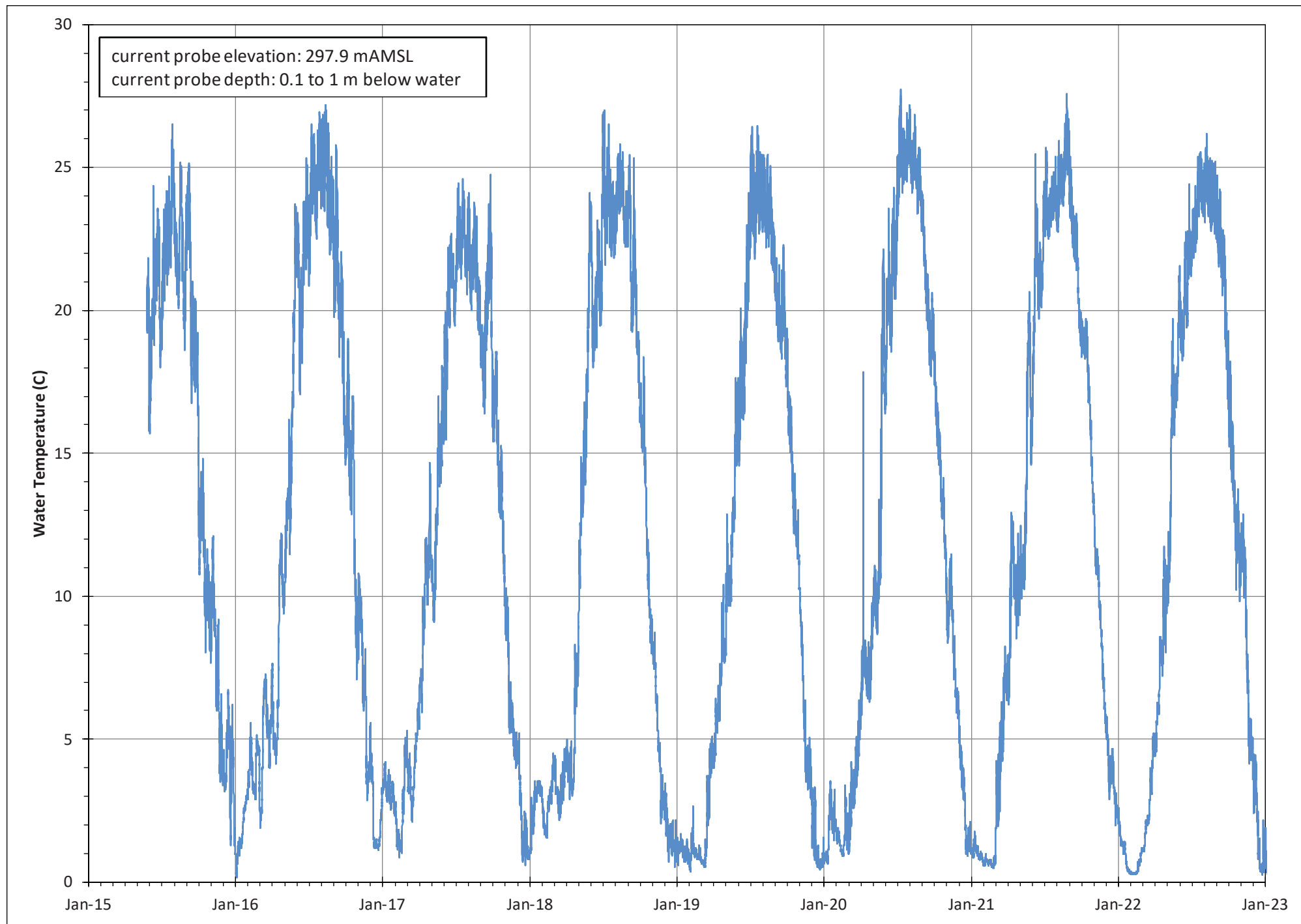


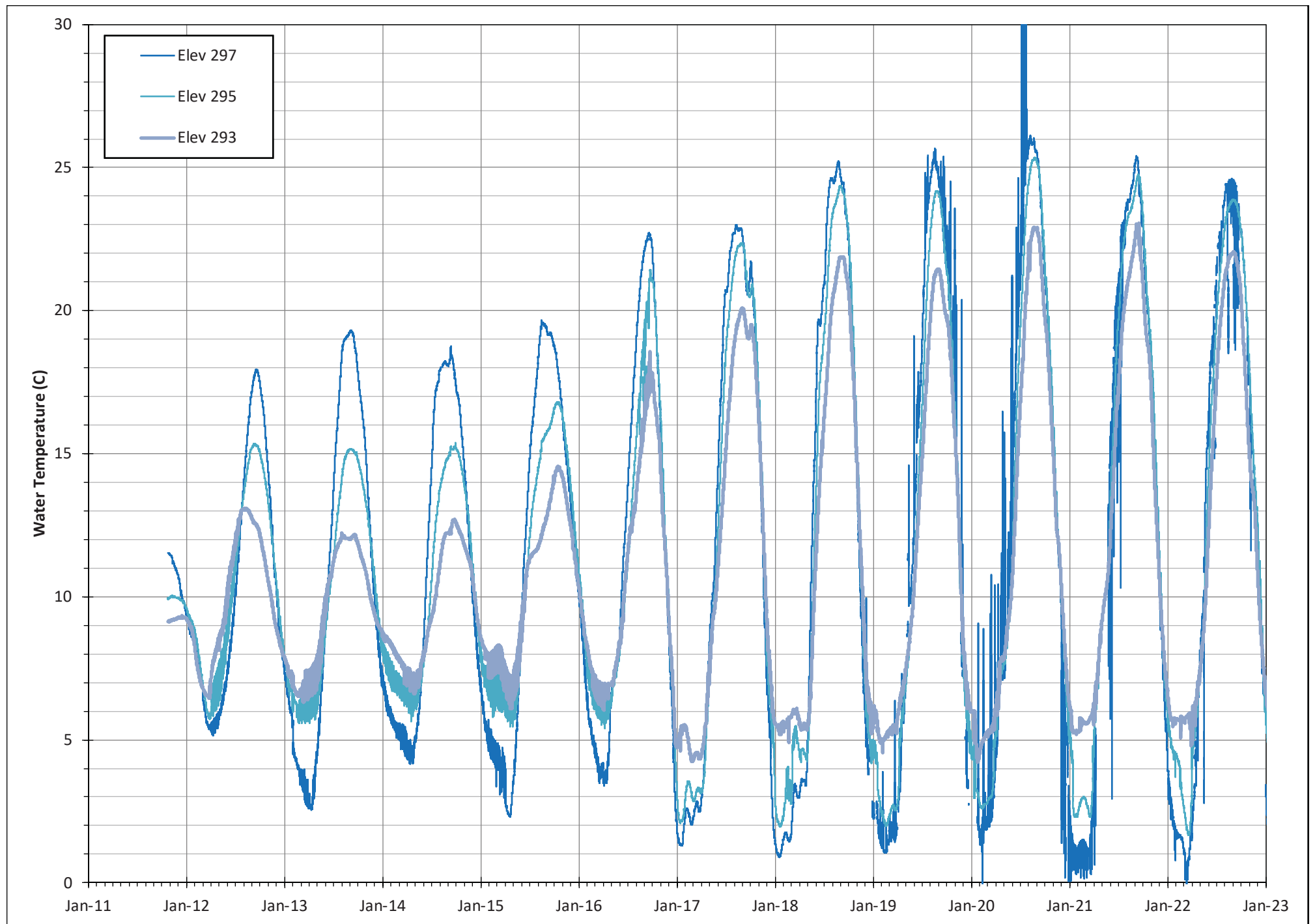


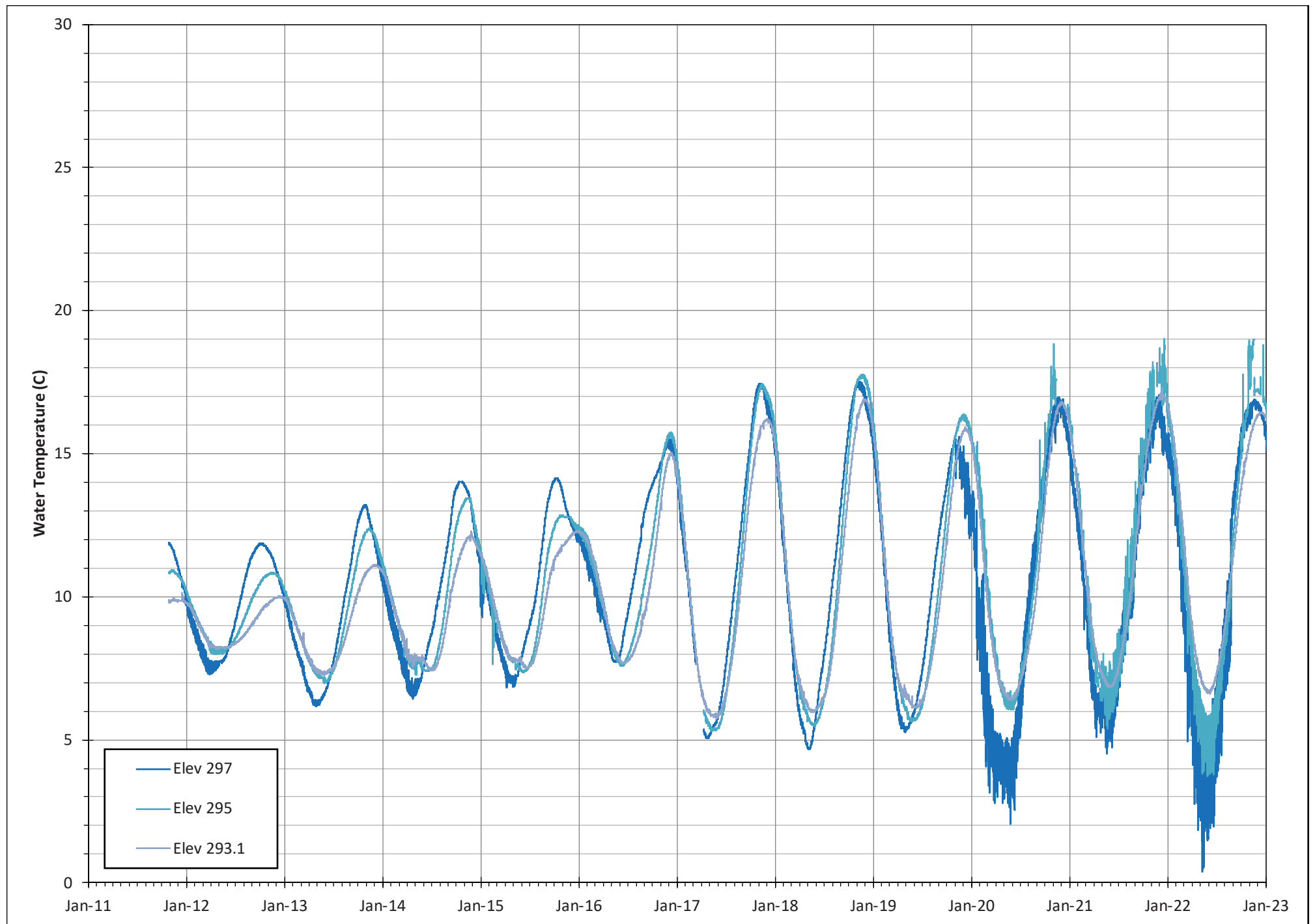


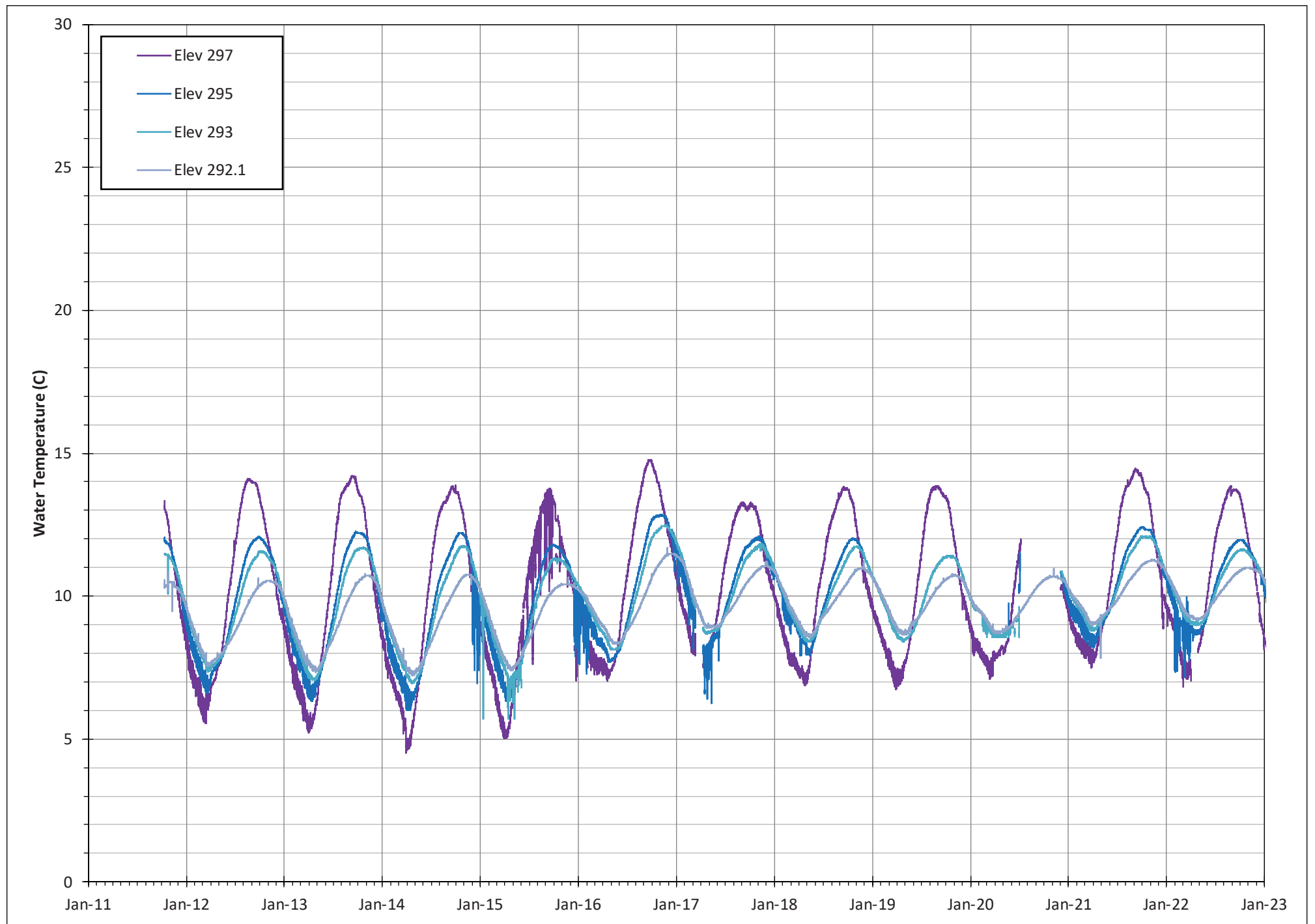
## *Appendix C*

### *Temperature Plots*

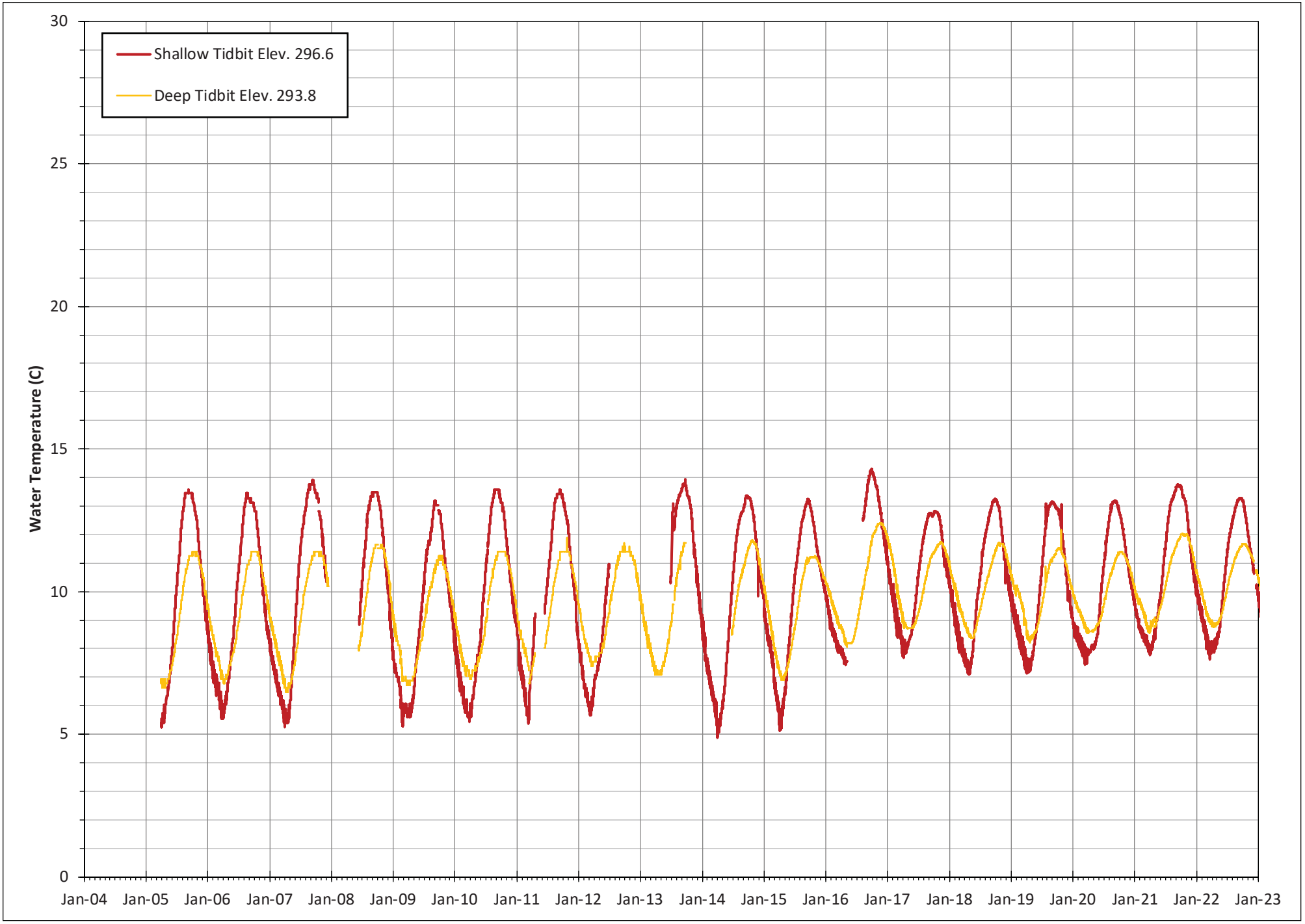


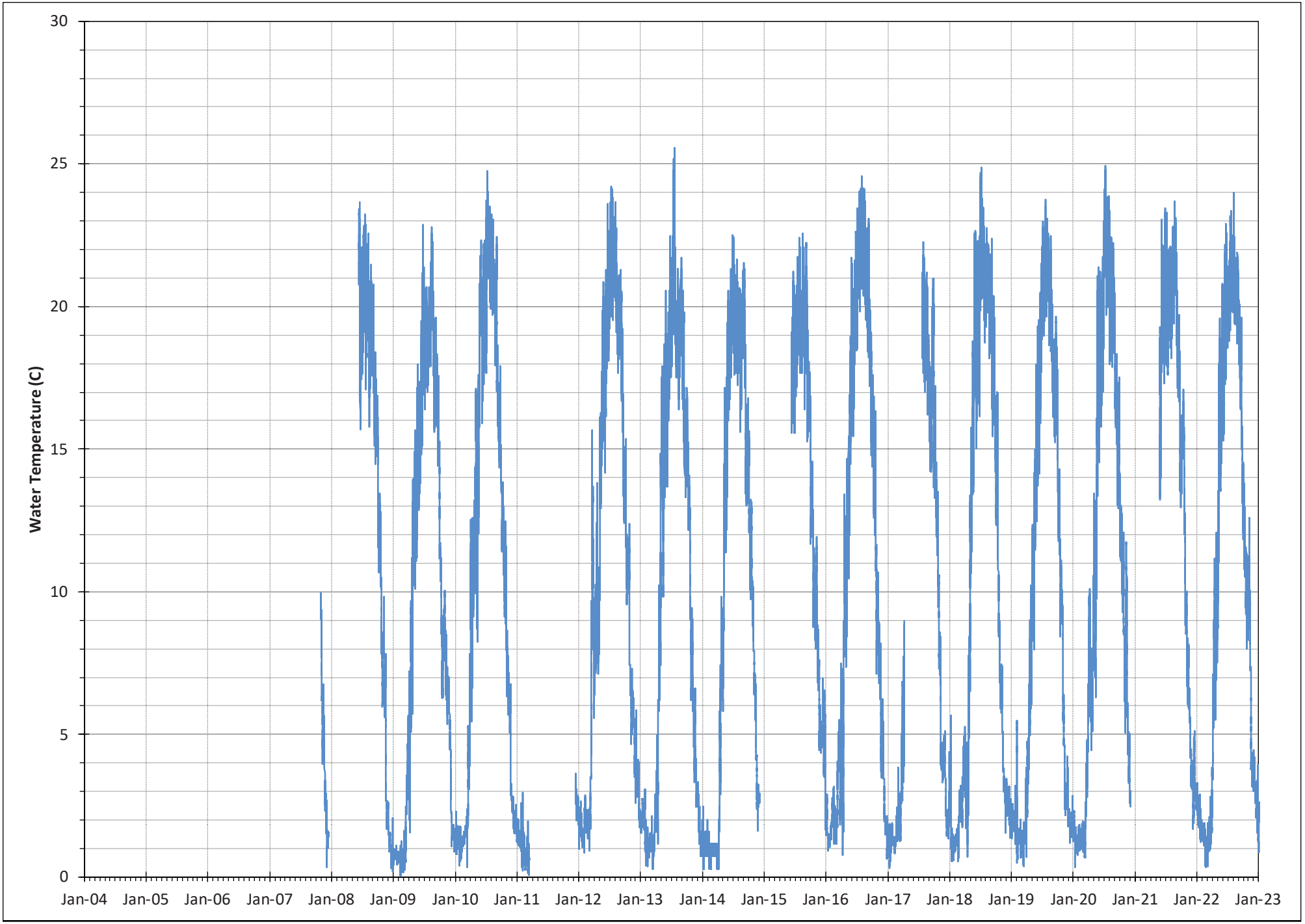


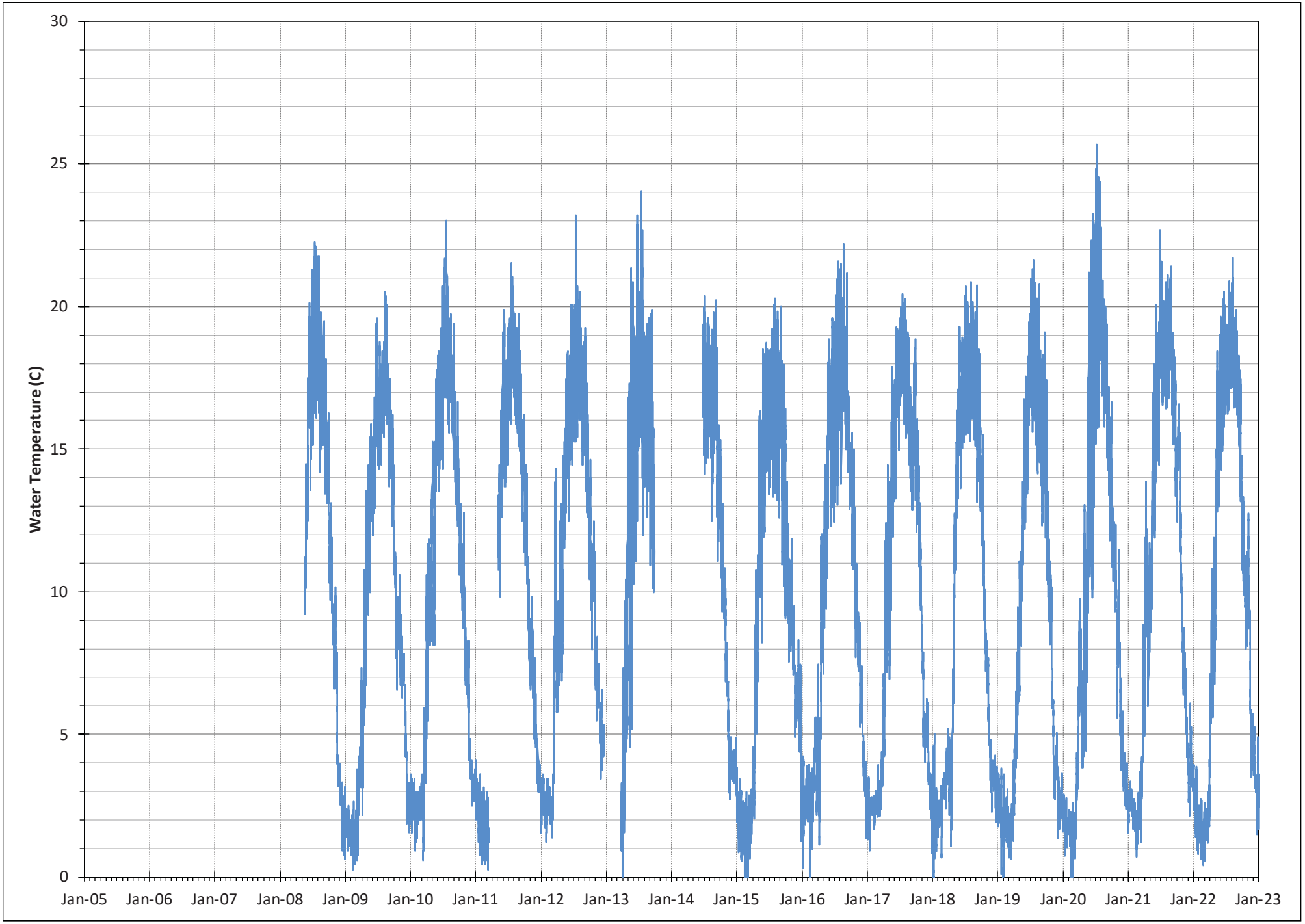


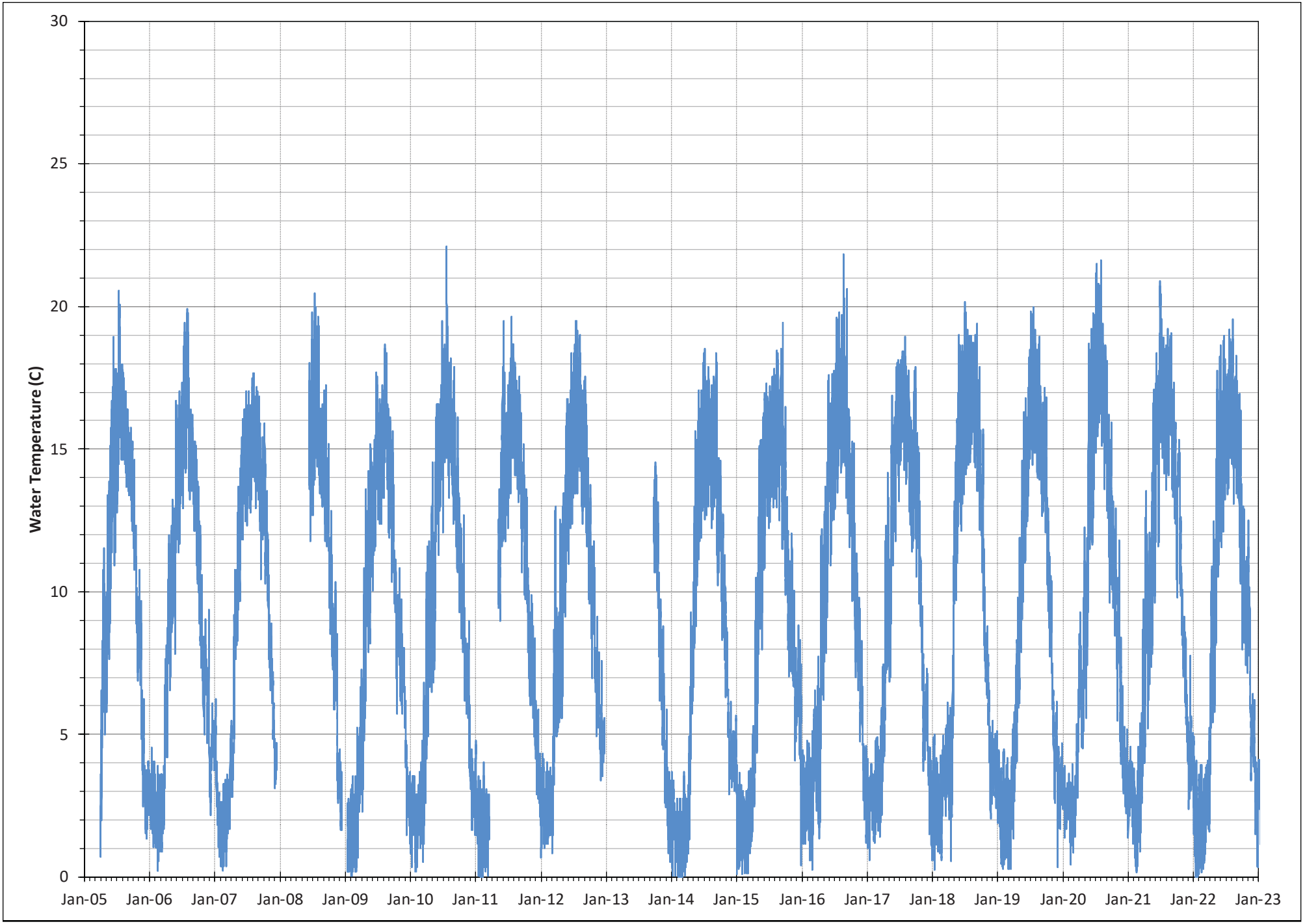


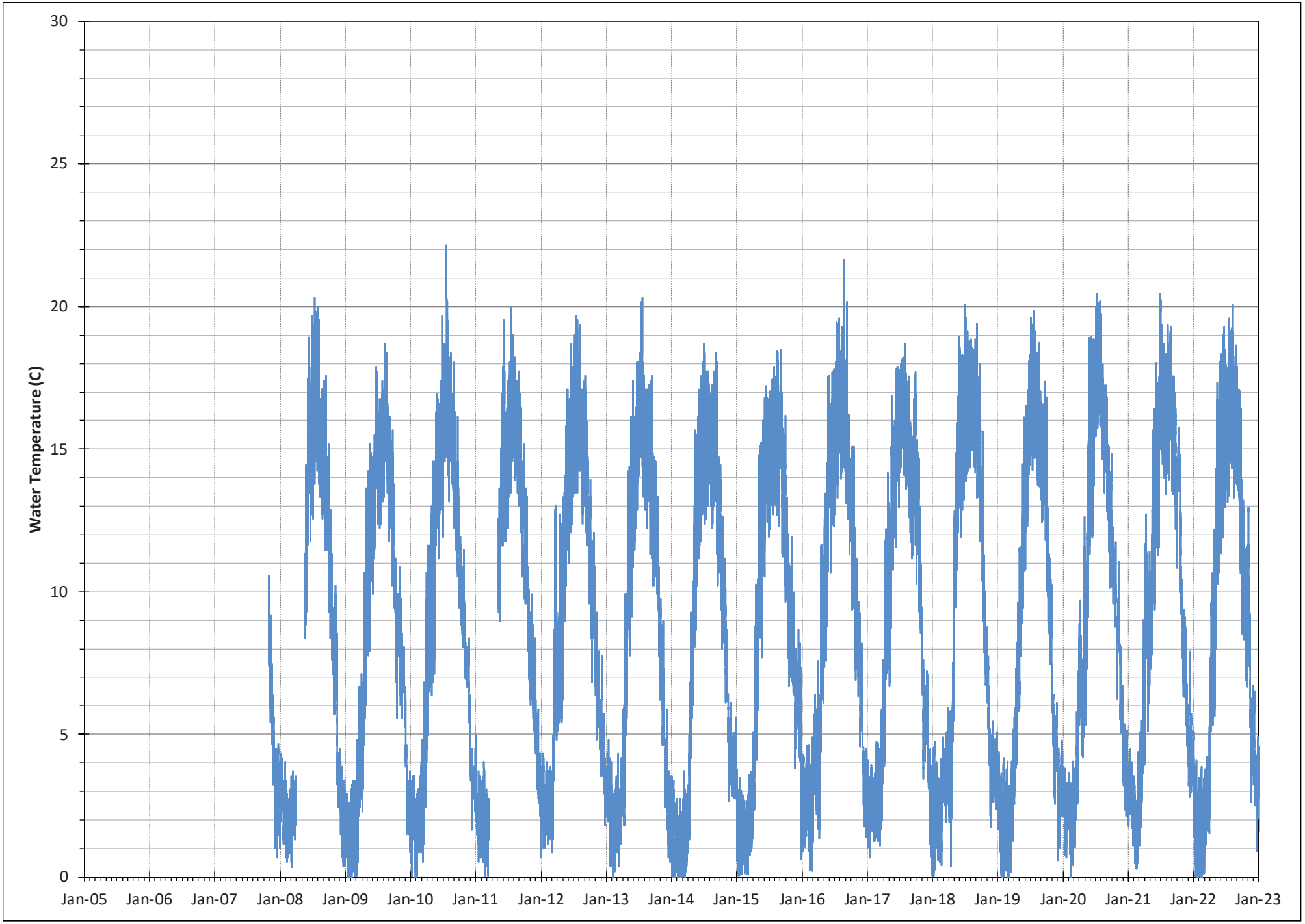


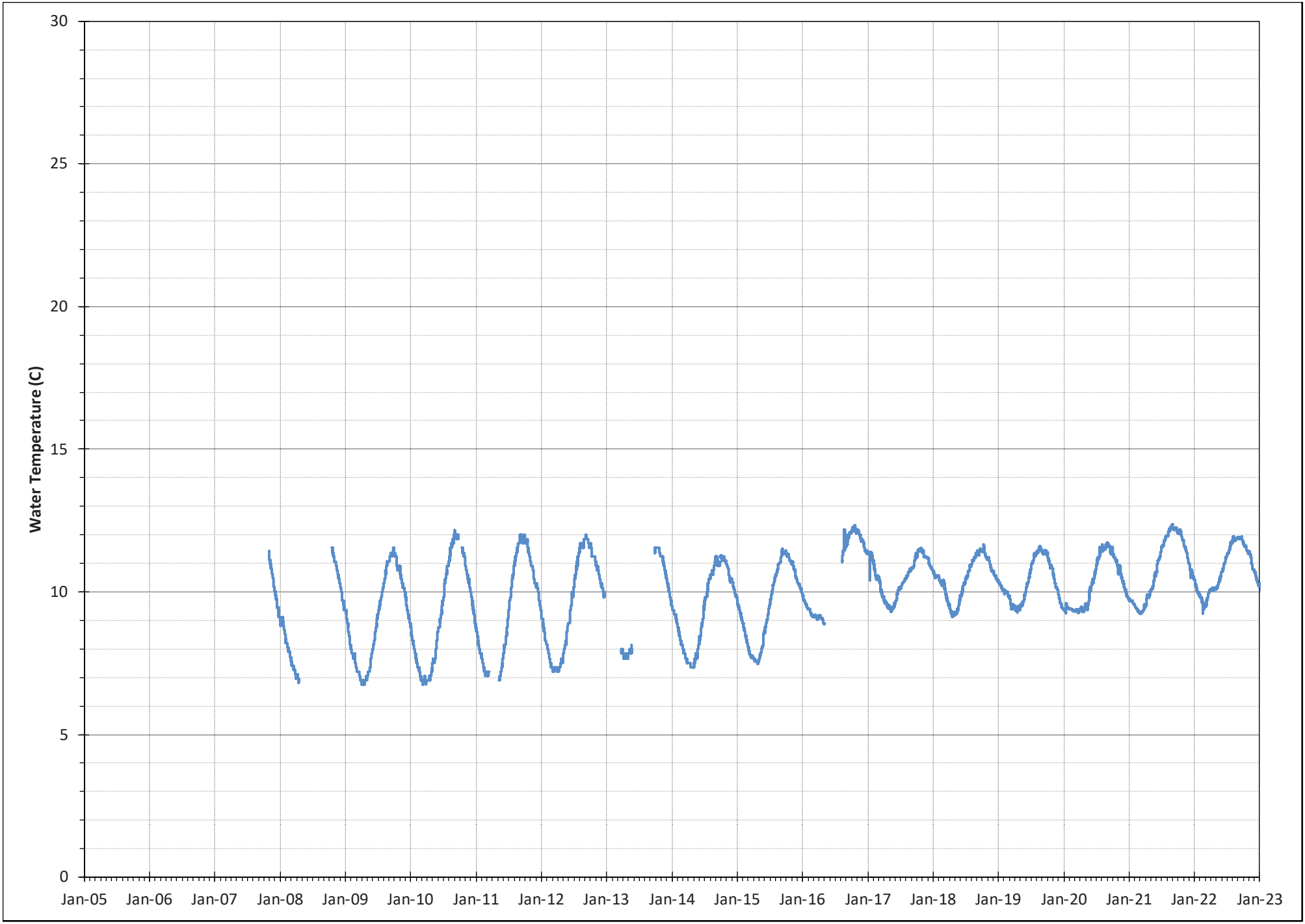


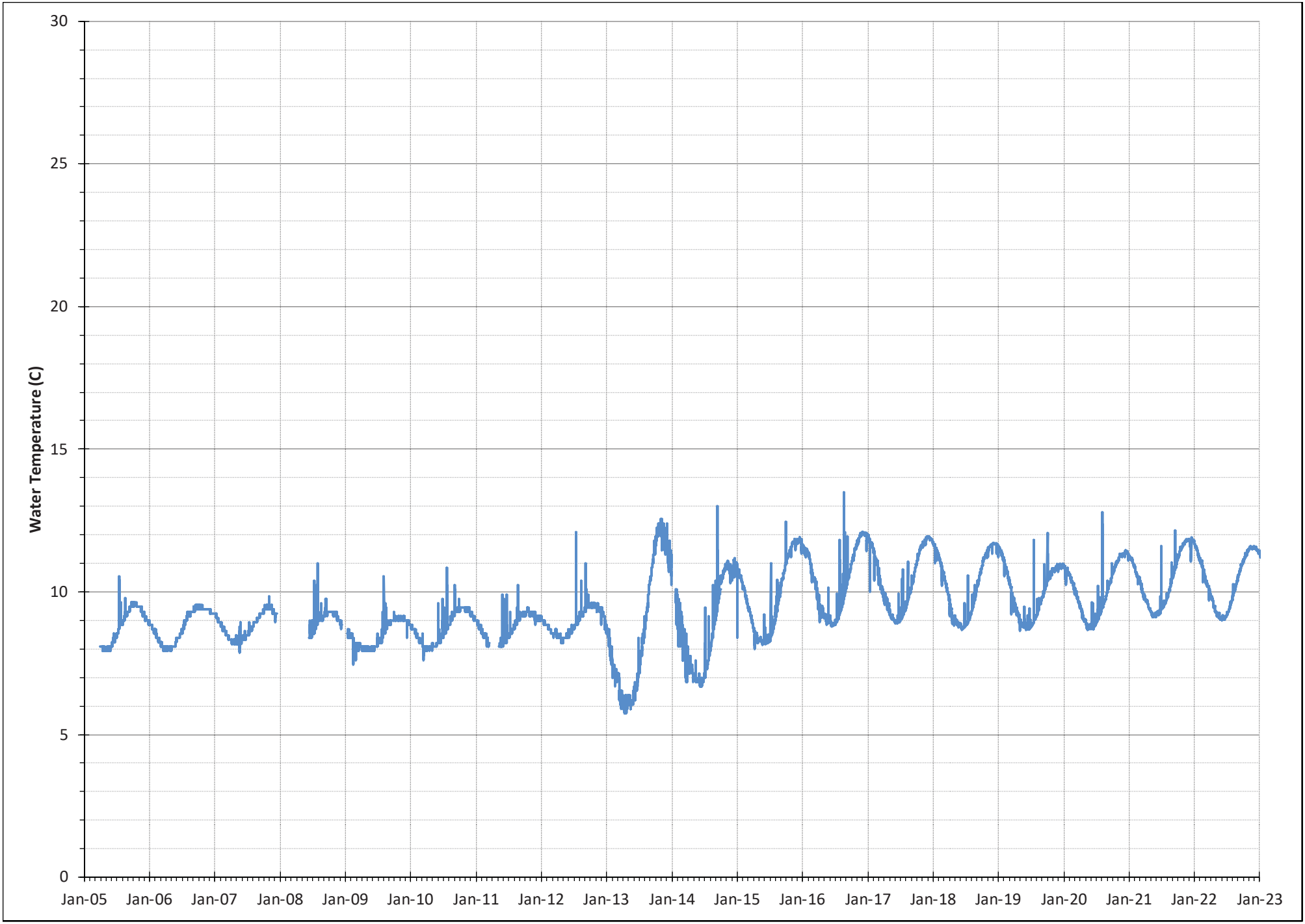


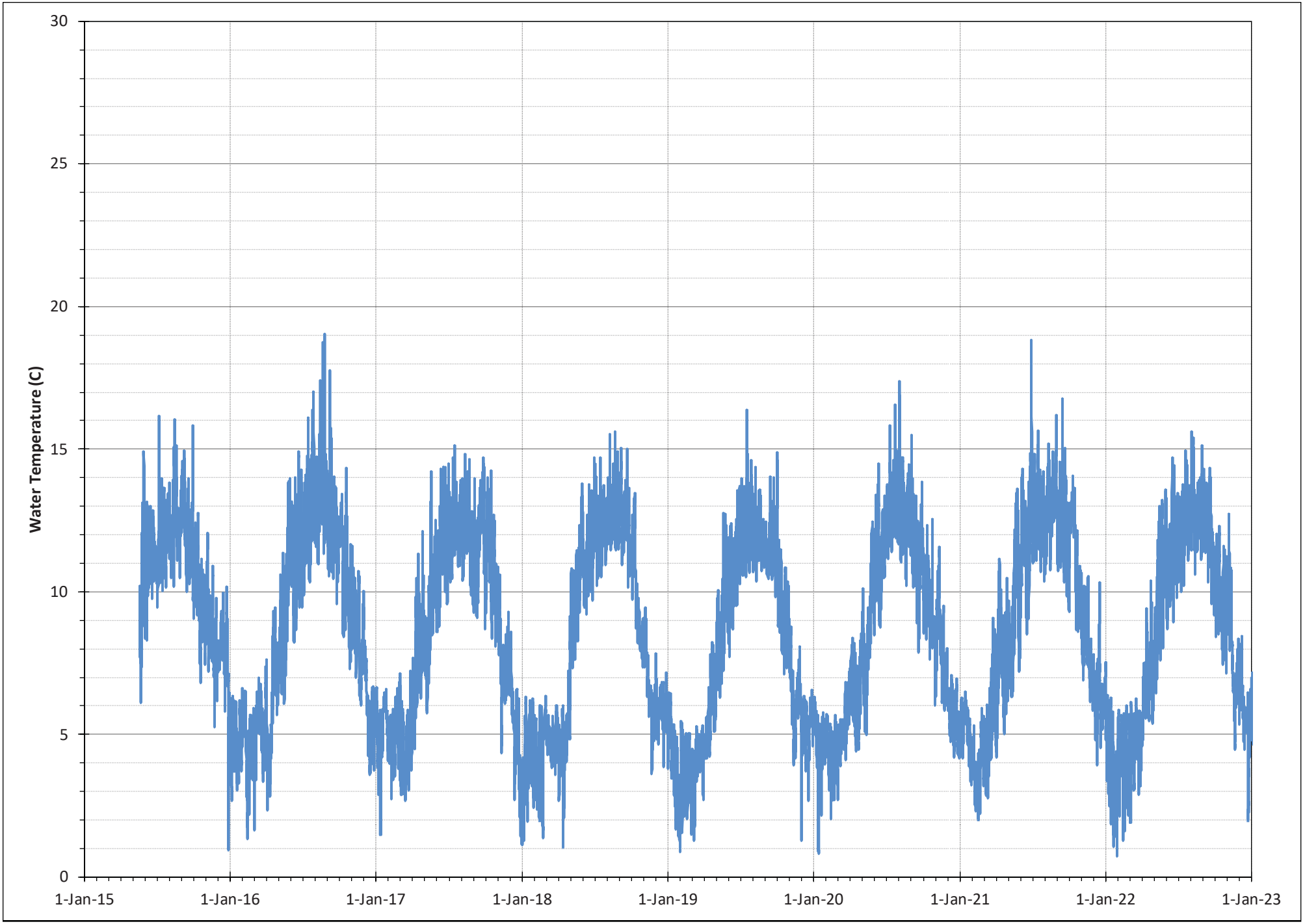




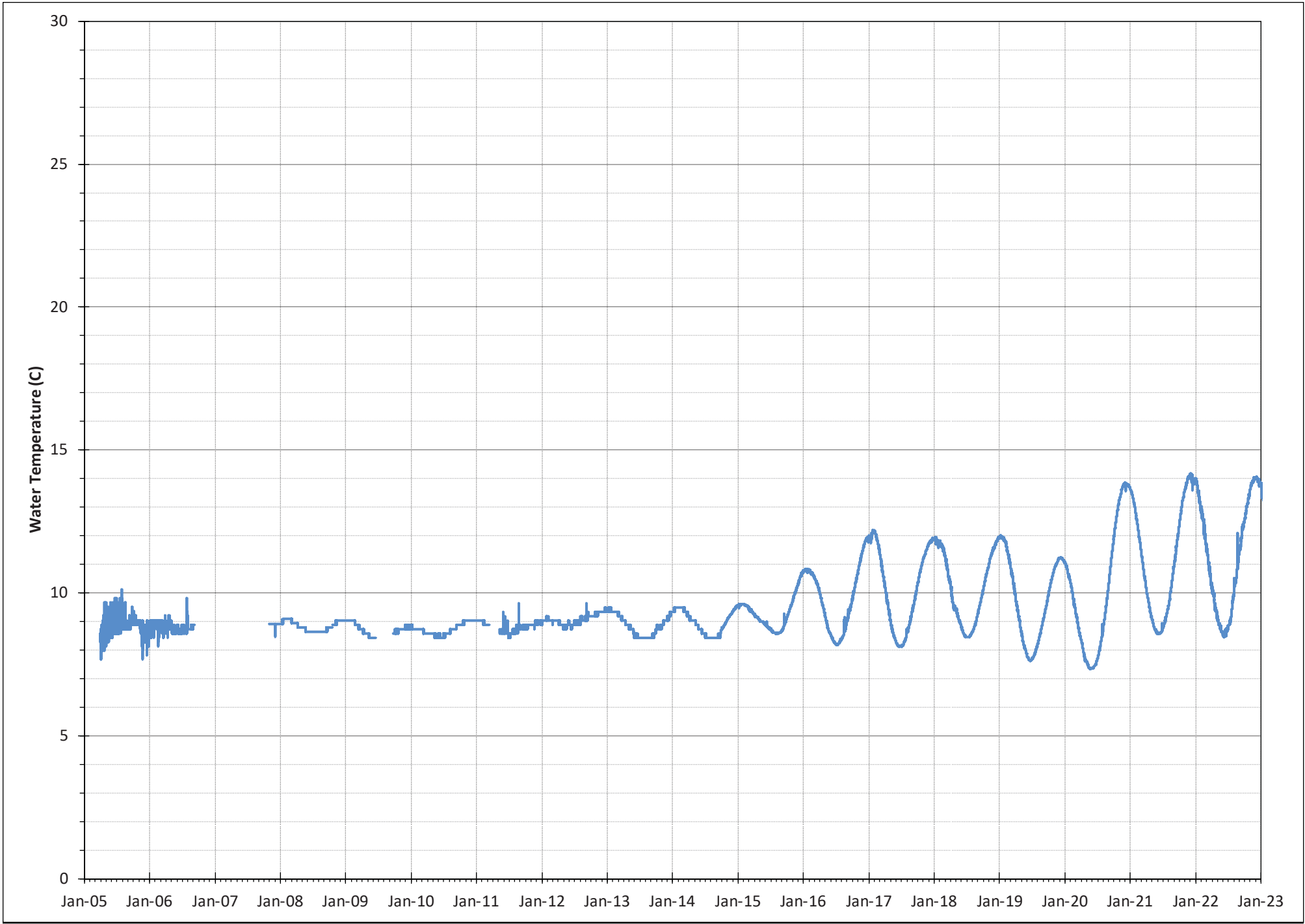


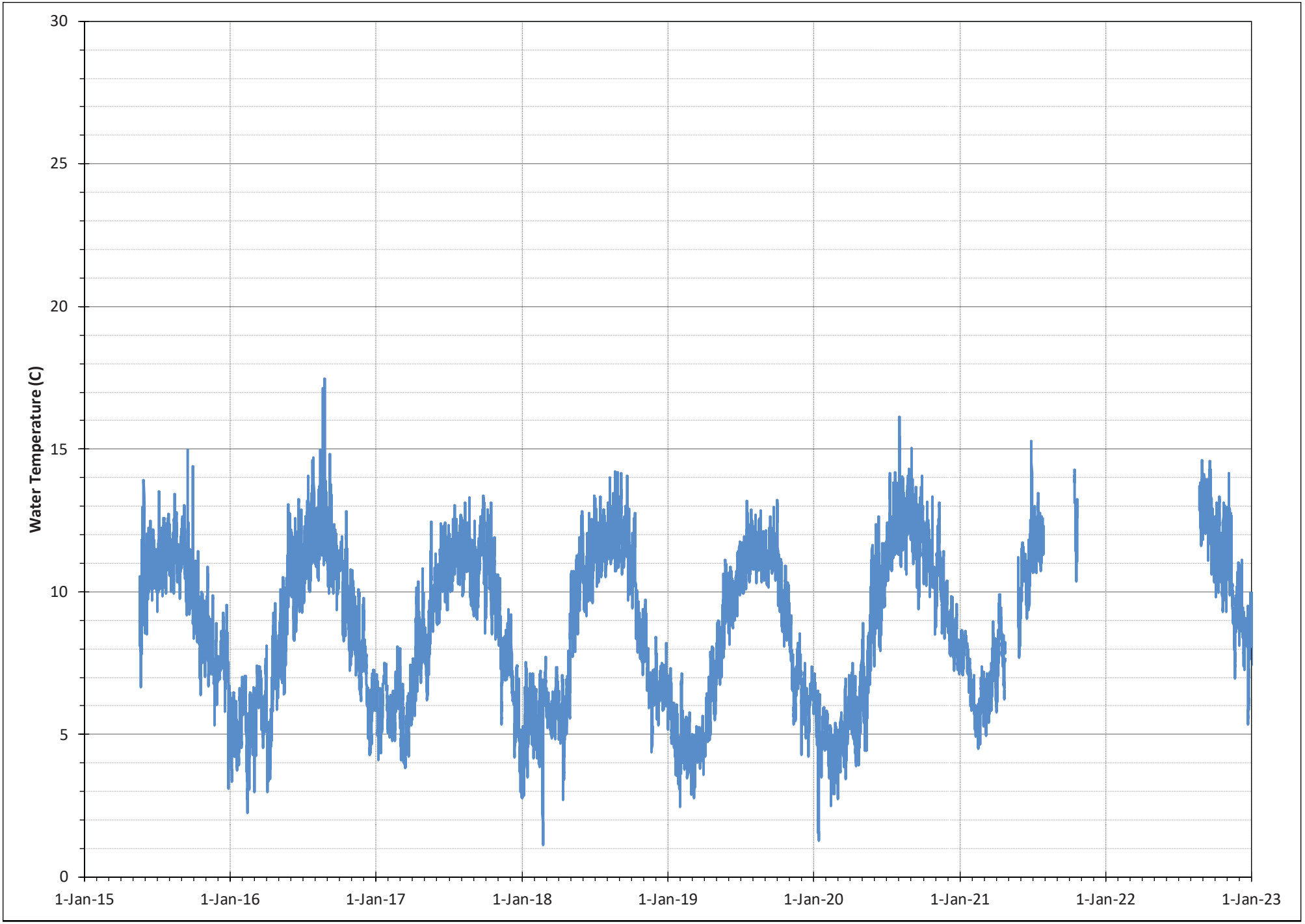


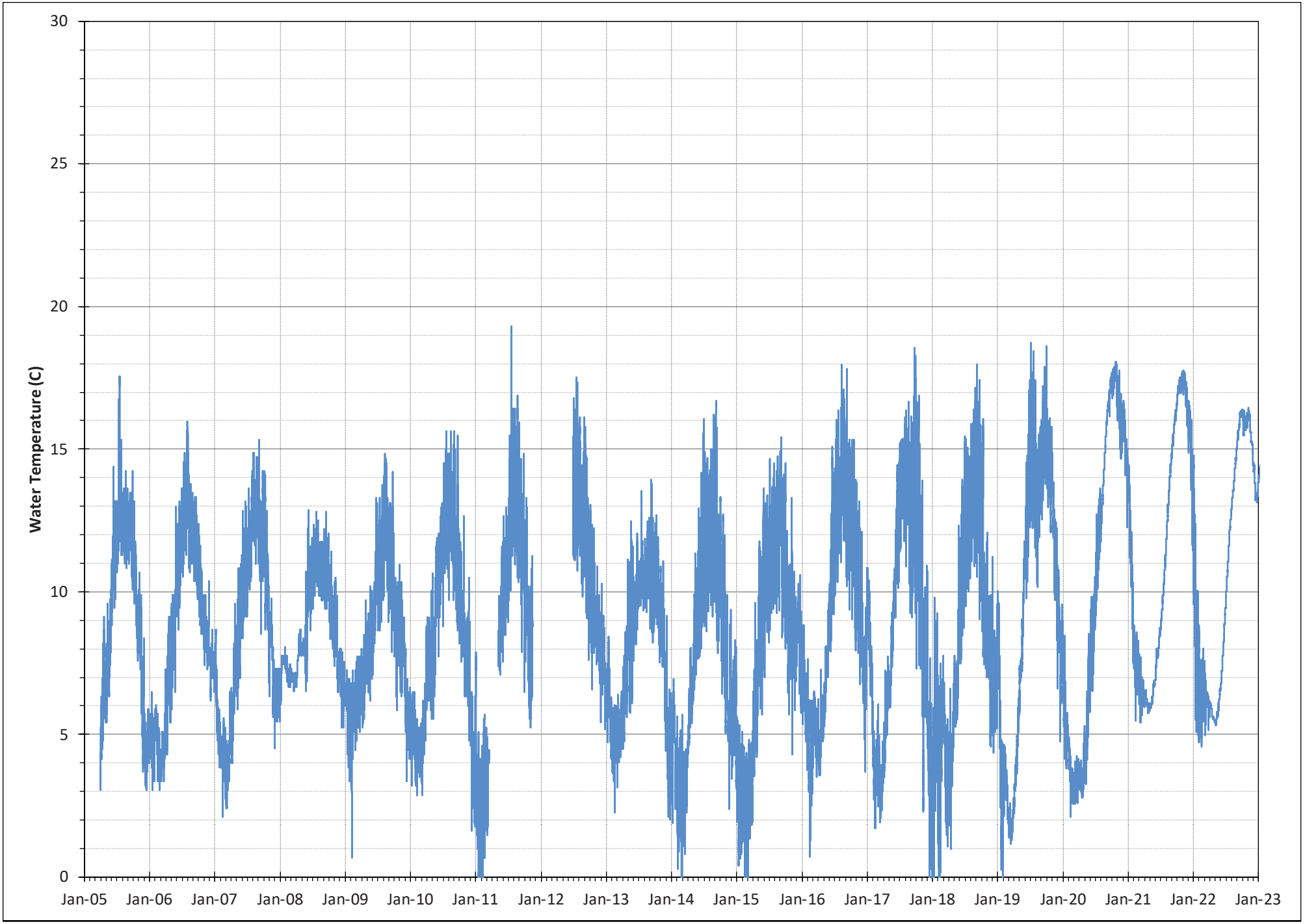


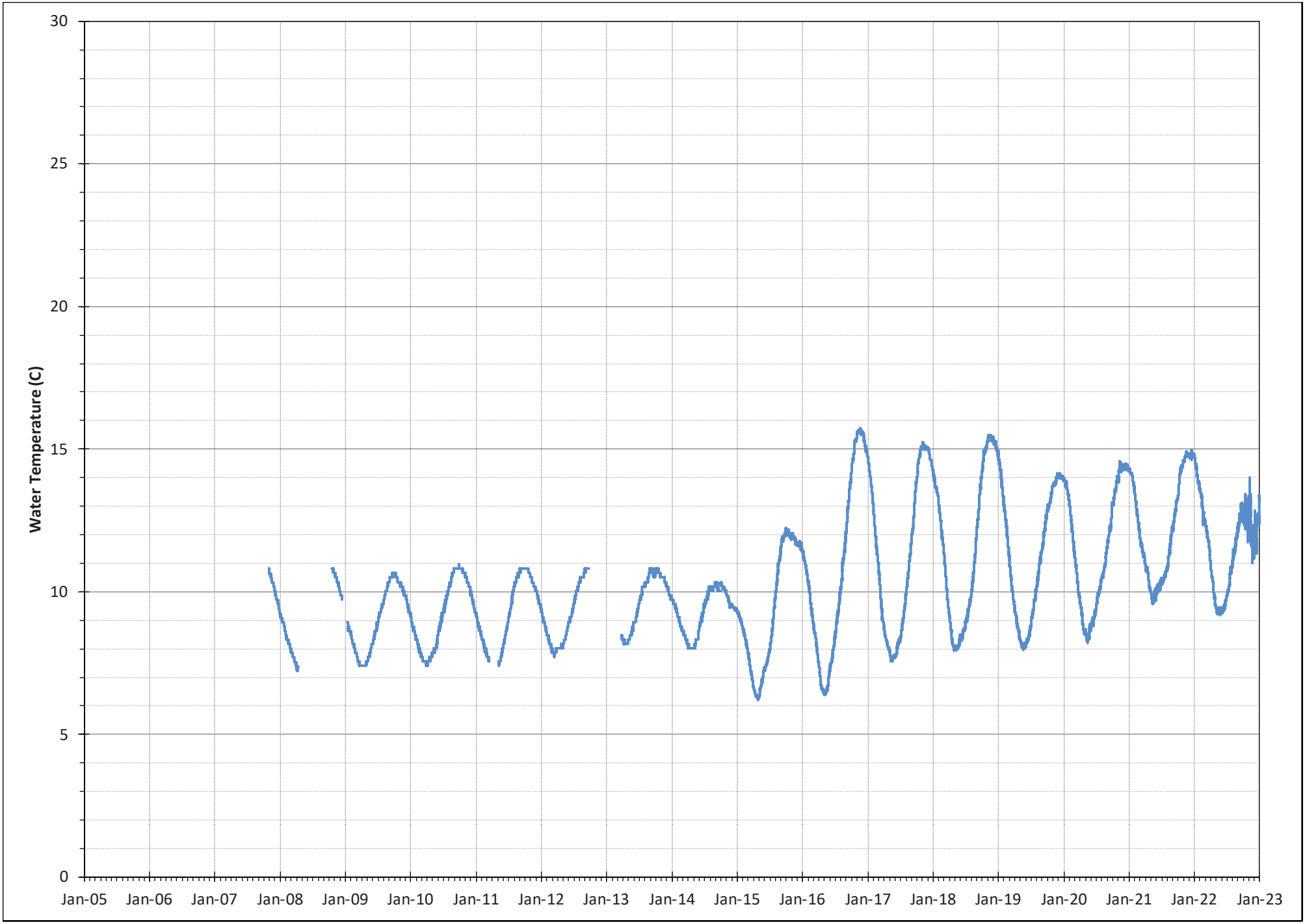












*Appendix D*  
*Water Quality Results*

## CERTIFICATE OF ANALYSIS

Work Order	: WT2224056	Page	: 1 of 8
Client	: Groundwater Science Corp.	Laboratory	: Waterloo - Environmental
Contact	: Andrew Pentney	Account Manager	: Costas Farassoglou
Address	: 465 Kingscourt Drive Unit 2 Waterloo ON Canada N2K 3R5	Address	: 60 Northland Road, Unit 1 Waterloo ON Canada N2V 2B8
Telephone	: 519 746 6916	Telephone	: 613 225 8279
Project	: ROSZELL RD PIT	Date Samples Received	: 05-Dec-2022 13:30
PO	: ----	Date Analysis Commenced	: 06-Dec-2022
C-O-C number	: ----	Issue Date	: 13-Dec-2022 17:17
Sampler	: ----		
Site	: ----		
Quote number	: WT21-GWSC100-001		
No. of samples received	: 6		
No. of samples analysed	: 6		

This report supersedes any previous report(s) with this reference. Results apply to the sample(s) as submitted. This document shall not be reproduced, except in full.

This Certificate of Analysis contains the following information:

- General Comments
- Analytical Results
- Surrogate Control Limits

Additional information pertinent to this report will be found in the following separate attachments: Quality Control Report, QC Interpretive report to assist with Quality Review and Sample Receipt Notification (SRN).

## Signatories

This document has been electronically signed by the authorized signatories below. Electronic signing is conducted in accordance with US FDA 21 CFR Part 11.

Signatories	Position	Laboratory Department
Greg Pokocky	Supervisor - Inorganic	Inorganics, Waterloo, Ontario
Greg Pokocky	Supervisor - Inorganic	Metals, Waterloo, Ontario
Jeremy Gingras	Team Leader - Semi-Volatile Instrumentation	Organics, Waterloo, Ontario
Jon Fisher	Department Manager - Inorganics	Inorganics, Waterloo, Ontario
Sarah Birch	VOC Section Supervisor	Organics, Waterloo, Ontario



## General Comments

The analytical methods used by ALS are developed using internationally recognized reference methods (where available), such as those published by US EPA, APHA Standard Methods, ASTM, ISO, Environment Canada, BC MOE, and Ontario MOE. Refer to the ALS Quality Control Interpretive report (QCI) for applicable references and methodology summaries. Reference methods may incorporate modifications to improve performance.

Where a reported less than (<) result is higher than the LOR, this may be due to primary sample extract/digestate dilution and/or insufficient sample for analysis.

Where the LOR of a reported result differs from standard LOR, this may be due to high moisture content, insufficient sample (reduced weight employed) or matrix interference.

Please refer to Quality Control Interpretive report (QCI) for information regarding Holding Time compliance.

Key : CAS Number: Chemical Abstracts Services number is a unique identifier assigned to discrete substances  
LOR: Limit of Reporting (detection limit).

Unit	Description
-	no units
µg/L	micrograms per litre
mg/L	milligrams per litre
pH units	pH units

<: less than.

>: greater than.

Surrogate: An analyte that is similar in behavior to target analyte(s), but that does not occur naturally in environmental samples. For applicable tests, surrogates are added to samples prior to analysis as a check on recovery.

Test results reported relate only to the samples as received by the laboratory.

UNLESS OTHERWISE STATED on SRN or QCI Report, ALL SAMPLES WERE RECEIVED IN ACCEPTABLE CONDITION.

## Qualifiers

Qualifier	Description
DLM	Detection Limit Adjusted due to sample matrix effects (e.g. chemical interference, colour, turbidity).
OWP	Organic water sample contained visible sediment (must be included as part of analysis). Measured concentrations of organic substances in water can be biased high due to presence of sediment.
TKNI	TKN result may be biased low due to Nitrate interference. Nitrate-N is > 10x TKN.



## Analytical Results

Sub-Matrix: Water					Client sample ID				
(Matrix: Water)					BH1	BH7D	BH5	BH105	BH10D
Client sampling date / time					05-Dec-2022 09:50	05-Dec-2022 10:20	05-Dec-2022 10:55	05-Dec-2022 11:15	05-Dec-2022 11:40
Analyte	CAS Number	Method	LOR	Unit	WT2224056-001	WT2224056-002	WT2224056-003	WT2224056-004	WT2224056-005
					Result	Result	Result	Result	Result
<b>Physical Tests</b>									
pH	----	E108	0.10	pH units	8.29	8.35	7.83	7.91	7.94
<b>Anions and Nutrients</b>									
ammonia, total (as N)	7664-41-7	E298	0.0050	mg/L	<0.0050	0.0136	<0.0050	0.0193	0.0075
bromide	24959-67-9	E235.Br	0.10	mg/L	0.64	<0.10	<0.10	<0.10	<0.10
chloride	16887-00-6	E235.Cl	0.50	mg/L	97.6	40.0	80.3	28.1	25.0
fluoride	16984-48-8	E235.F	0.020	mg/L	0.096	0.116	0.083	0.073	0.071
nitrate (as N)	14797-55-8	E235.NO3	0.020	mg/L	4.18	7.25	8.88	14.3	15.2
nitrite (as N)	14797-65-0	E235.NO2	0.010	mg/L	<0.010	<0.010	<0.010	<0.010	<0.010
phosphorus, total	7723-14-0	E372-U	0.0020	mg/L	0.0024	0.554	0.0134	1.94 <sup>DLM</sup>	0.226
sulfate (as SO4)	14808-79-8	E235.SO4	0.30	mg/L	20.2	24.9	19.1	26.7	26.1
Kjeldahl nitrogen, total [TKN]	-----	E318	0.200	mg/L	0.271 <sup>TKNI</sup>	1.20	0.432 <sup>TKNI</sup>	2.09 <sup>DLM</sup>	0.468 <sup>TKNI</sup>
<b>Dissolved Metals</b>									
aluminum, dissolved	7429-90-5	E421	0.0010	mg/L	<0.0010	0.0015	0.0018	0.0020	0.0012
antimony, dissolved	7440-36-0	E421	0.00010	mg/L	<0.00010	<0.00010	<0.00010	<0.00010	<0.00010
arsenic, dissolved	7440-38-2	E421	0.00010	mg/L	0.00012	0.00017	0.00012	0.00027	0.00025
barium, dissolved	7440-39-3	E421	0.00010	mg/L	0.0539	0.0436	0.0833	0.0572	0.0614
beryllium, dissolved	7440-41-7	E421	0.000020	mg/L	<0.000020	<0.000020	<0.000020	<0.000020	<0.000020
bismuth, dissolved	7440-69-9	E421	0.000050	mg/L	<0.000050	<0.000050	<0.000050	<0.000050	<0.000050
boron, dissolved	7440-42-8	E421	0.010	mg/L	0.013	0.011	0.013	0.015	0.011
cadmium, dissolved	7440-43-9	E421	0.0000050	mg/L	0.0000455	0.0000313	0.0000841	0.0000339	0.0000230
calcium, dissolved	7440-70-2	E421	0.050	mg/L	68.5	49.2	103	91.0	89.6
cesium, dissolved	7440-46-2	E421	0.000010	mg/L	<0.000010	<0.000010	<0.000010	<0.000010	<0.000010
chromium, dissolved	7440-47-3	E421	0.00050	mg/L	<0.00050	<0.00050	<0.00050	<0.00050	0.00054
cobalt, dissolved	7440-48-4	E421	0.00010	mg/L	<0.00010	<0.00010	<0.00010	<0.00010	<0.00010
copper, dissolved	7440-50-8	E421	0.00020	mg/L	0.00036	0.00119	0.00041	0.00128	0.00104
iron, dissolved	7439-89-6	E421	0.010	mg/L	<0.010	<0.010	<0.010	<0.010	<0.010
lead, dissolved	7439-92-1	E421	0.000050	mg/L	<0.000050	<0.000050	<0.000050	0.000114	<0.000050
lithium, dissolved	7439-93-2	E421	0.0010	mg/L	0.0050	0.0026	0.0023	0.0020	0.0021
magnesium, dissolved	7439-95-4	E421	0.0050	mg/L	27.7	23.2	29.9	28.6	30.5





Analytical Results

Sub-Matrix: Water					Client sample ID	BH1	BH7D	BH5	BH105	BH10D
(Matrix: Water)										
Client sampling date / time					05-Dec-2022 09:50	05-Dec-2022 10:20	05-Dec-2022 10:55	05-Dec-2022 11:15	05-Dec-2022 11:40	
Analyte	CAS Number	Method	LOR	Unit	WT2224056-001	WT2224056-002	WT2224056-003	WT2224056-004	WT2224056-005	
					Result	Result	Result	Result	Result	
Dissolved Metals										
manganese, dissolved	7439-96-5	E421	0.00010	mg/L	<0.00010	0.00046	0.00035	0.00030	0.00020	
molybdenum, dissolved	7439-98-7	E421	0.000050	mg/L	0.000443	0.000711	0.000151	0.000236	0.000176	
nickel, dissolved	7440-02-0	E421	0.00050	mg/L	<0.00050	<0.00050	<0.00050	<0.00050	<0.00050	
phosphorus, dissolved	7723-14-0	E421	0.050	mg/L	<0.050	<0.050	<0.050	<0.050	<0.050	
potassium, dissolved	7440-09-7	E421	0.050	mg/L	1.90	1.81	1.73	2.84	2.19	
rubidium, dissolved	7440-17-7	E421	0.00020	mg/L	0.00152	0.00230	0.00145	0.00053	0.00148	
selenium, dissolved	7782-49-2	E421	0.000050	mg/L	0.000059	0.000083	0.000346	0.000397	0.000383	
silicon, dissolved	7440-21-3	E421	0.050	mg/L	4.54	4.63	7.09	6.34	6.82	
silver, dissolved	7440-22-4	E421	0.000010	mg/L	<0.000010	<0.000010	<0.000010	<0.000010	<0.000010	
sodium, dissolved	7440-23-5	E421	0.050	mg/L	23.0	18.0	42.1	14.4	11.4	
strontium, dissolved	7440-24-6	E421	0.00020	mg/L	0.176	0.0951	0.160	0.130	0.125	
sulfur, dissolved	7704-34-9	E421	0.50	mg/L	7.44	9.25	7.32	10.3	9.88	
tellurium, dissolved	13494-80-9	E421	0.00020	mg/L	<0.00020	<0.00020	<0.00020	<0.00020	<0.00020	
thallium, dissolved	7440-28-0	E421	0.000010	mg/L	<0.000010	<0.000010	<0.000010	<0.000010	<0.000010	
thorium, dissolved	7440-29-1	E421	0.00010	mg/L	<0.00010	<0.00010	<0.00010	<0.00010	<0.00010	
tin, dissolved	7440-31-5	E421	0.00010	mg/L	<0.00010	<0.00010	<0.00010	<0.00010	<0.00010	
titanium, dissolved	7440-32-6	E421	0.00030	mg/L	<0.00030	<0.00030	<0.00030	<0.00030	<0.00030	
tungsten, dissolved	7440-33-7	E421	0.00010	mg/L	0.00035	<0.00010	<0.00010	<0.00010	<0.00010	
uranium, dissolved	7440-61-1	E421	0.000010	mg/L	0.000273	0.000352	0.000442	0.000400	0.000370	
vanadium, dissolved	7440-62-2	E421	0.00050	mg/L	<0.00050	<0.00050	<0.00050	<0.00050	<0.00050	
zinc, dissolved	7440-66-6	E421	0.0010	mg/L	0.0090	0.0071	0.0224	0.0096	0.0128	
zirconium, dissolved	7440-67-7	E421	0.00030	mg/L	<0.00030	<0.00030	<0.00030	<0.00030	<0.00030	
dissolved metals filtration location	----	EP421	-	-	Field	Field	Field	Field	Field	
Hydrocarbons										
F1 (C6-C10)	----	E581.F1-L	25	µg/L	<25	<25	<25	<25 <sup>OWP</sup>	<25	
F2 (C10-C16)	----	E601.SG	100	µg/L	<100	<100	<100	<100	<100	
F3 (C16-C34)	----	E601.SG	250	µg/L	<250	<250	<250	<250	<250	
F4 (C34-C50)	----	E601.SG	250	µg/L	<250	<250	<250	<250	<250	
hydrocarbons, total (C6-C50)	----	EC581SG	240	µg/L	<370	<370	<370	<370	<370	
chromatogram to baseline at nC50	n/a	E601.SG	-	-	YES	YES	YES	YES	YES	



## Analytical Results

Sub-Matrix: Water					Client sample ID	BH1	BH7D	BH5	BH105	BH10D
(Matrix: Water)					Client sampling date / time	05-Dec-2022 09:50	05-Dec-2022 10:20	05-Dec-2022 10:55	05-Dec-2022 11:15	05-Dec-2022 11:40
Analyte	CAS Number	Method	LOR	Unit		WT2224056-001	WT2224056-002	WT2224056-003	WT2224056-004	WT2224056-005
						Result	Result	Result	Result	Result
<b>Hydrocarbons Surrogates</b>										
bromobenzotrifluoride, 2- (F2-F4 surr)	392-83-6	E601.SG	1.0	%		94.1	83.9	106	85.0	97.9
dichlorotoluene, 3,4-	97-75-0	E581.F1-L	1.0	%		108	101	103	86.2	100

Please refer to the General Comments section for an explanation of any qualifiers detected.



## Analytical Results

Sub-Matrix: Water					Client sample ID	BH8	----	----	----	----
(Matrix: Water)					Client sampling date / time	05-Dec-2022 12:15	----	----	----	----
Analyte	CAS Number	Method	LOR	Unit	WT2224056-006	Result	----	----	----	----
Physical Tests										
pH	----	E108	0.10	pH units	7.89	----	----	----	----	----
Anions and Nutrients										
ammonia, total (as N)	7664-41-7	E298	0.0050	mg/L	<0.0050	----	----	----	----	----
bromide	24959-67-9	E235.Br	0.10	mg/L	<0.10	----	----	----	----	----
chloride	16887-00-6	E235.Cl	0.50	mg/L	45.4	----	----	----	----	----
fluoride	16984-48-8	E235.F	0.020	mg/L	0.089	----	----	----	----	----
nitrate (as N)	14797-55-8	E235.NO3	0.020	mg/L	5.26	----	----	----	----	----
nitrite (as N)	14797-65-0	E235.NO2	0.010	mg/L	<0.010	----	----	----	----	----
phosphorus, total	7723-14-0	E372-U	0.0020	mg/L	0.118	----	----	----	----	----
sulfate (as SO4)	14808-79-8	E235.SO4	0.30	mg/L	38.1	----	----	----	----	----
Kjeldahl nitrogen, total [TKN]	----	E318	0.200	mg/L	0.400 <sup>TKN</sup>	----	----	----	----	----
Dissolved Metals										
aluminum, dissolved	7429-90-5	E421	0.0010	mg/L	<0.0010	----	----	----	----	----
antimony, dissolved	7440-36-0	E421	0.00010	mg/L	<0.00010	----	----	----	----	----
arsenic, dissolved	7440-38-2	E421	0.00010	mg/L	0.00020	----	----	----	----	----
barium, dissolved	7440-39-3	E421	0.00010	mg/L	0.0660	----	----	----	----	----
beryllium, dissolved	7440-41-7	E421	0.000020	mg/L	<0.000020	----	----	----	----	----
bismuth, dissolved	7440-69-9	E421	0.000050	mg/L	<0.000050	----	----	----	----	----
boron, dissolved	7440-42-8	E421	0.010	mg/L	0.015	----	----	----	----	----
cadmium, dissolved	7440-43-9	E421	0.0000050	mg/L	0.0000676	----	----	----	----	----
calcium, dissolved	7440-70-2	E421	0.050	mg/L	86.9	----	----	----	----	----
cesium, dissolved	7440-46-2	E421	0.000010	mg/L	<0.000010	----	----	----	----	----
chromium, dissolved	7440-47-3	E421	0.00050	mg/L	<0.00050	----	----	----	----	----
cobalt, dissolved	7440-48-4	E421	0.00010	mg/L	0.00017	----	----	----	----	----
copper, dissolved	7440-50-8	E421	0.00020	mg/L	0.00059	----	----	----	----	----
iron, dissolved	7439-89-6	E421	0.010	mg/L	<0.010	----	----	----	----	----
lead, dissolved	7439-92-1	E421	0.000050	mg/L	<0.000050	----	----	----	----	----
lithium, dissolved	7439-93-2	E421	0.0010	mg/L	0.0033	----	----	----	----	----
magnesium, dissolved	7439-95-4	E421	0.0050	mg/L	32.4	----	----	----	----	----
manganese, dissolved	7439-96-5	E421	0.00010	mg/L	0.0692	----	----	----	----	----



## Analytical Results

Sub-Matrix: Water					Client sample ID	BH8	----	----	----	----
(Matrix: Water)					Client sampling date / time	05-Dec-2022 12:15	----	----	----	----
Analyte	CAS Number	Method	LOR	Unit	WT2224056-006	Result	----	----	----	----
Dissolved Metals										
molybdenum, dissolved	7439-98-7	E421	0.000050	mg/L	0.000510	----	----	----	----	----
nickel, dissolved	7440-02-0	E421	0.00050	mg/L	<0.00050	----	----	----	----	----
phosphorus, dissolved	7723-14-0	E421	0.050	mg/L	<0.050	----	----	----	----	----
potassium, dissolved	7440-09-7	E421	0.050	mg/L	1.68	----	----	----	----	----
rubidium, dissolved	7440-17-7	E421	0.00020	mg/L	0.00195	----	----	----	----	----
selenium, dissolved	7782-49-2	E421	0.000050	mg/L	0.000182	----	----	----	----	----
silicon, dissolved	7440-21-3	E421	0.050	mg/L	5.86	----	----	----	----	----
silver, dissolved	7440-22-4	E421	0.000010	mg/L	<0.000010	----	----	----	----	----
sodium, dissolved	7440-23-5	E421	0.050	mg/L	20.6	----	----	----	----	----
strontium, dissolved	7440-24-6	E421	0.00020	mg/L	0.120	----	----	----	----	----
sulfur, dissolved	7704-34-9	E421	0.50	mg/L	14.5	----	----	----	----	----
tellurium, dissolved	13494-80-9	E421	0.00020	mg/L	<0.00020	----	----	----	----	----
thallium, dissolved	7440-28-0	E421	0.000010	mg/L	0.000031	----	----	----	----	----
thorium, dissolved	7440-29-1	E421	0.00010	mg/L	<0.00010	----	----	----	----	----
tin, dissolved	7440-31-5	E421	0.00010	mg/L	<0.00010	----	----	----	----	----
titanium, dissolved	7440-32-6	E421	0.00030	mg/L	<0.00030	----	----	----	----	----
tungsten, dissolved	7440-33-7	E421	0.00010	mg/L	<0.00010	----	----	----	----	----
uranium, dissolved	7440-61-1	E421	0.000010	mg/L	0.00106	----	----	----	----	----
vanadium, dissolved	7440-62-2	E421	0.00050	mg/L	<0.00050	----	----	----	----	----
zinc, dissolved	7440-66-6	E421	0.0010	mg/L	0.0128	----	----	----	----	----
zirconium, dissolved	7440-67-7	E421	0.00030	mg/L	<0.00030	----	----	----	----	----
dissolved metals filtration location	----	EP421	-	-	Field	----	----	----	----	----
Hydrocarbons										
F1 (C6-C10)	----	E581.F1-L	25	µg/L	<25	----	----	----	----	----
F2 (C10-C16)	----	E601.SG	100	µg/L	<100	----	----	----	----	----
F3 (C16-C34)	----	E601.SG	250	µg/L	<250	----	----	----	----	----
F4 (C34-C50)	----	E601.SG	250	µg/L	<250	----	----	----	----	----
hydrocarbons, total (C6-C50)	----	EC581SG	240	µg/L	<370	----	----	----	----	----
chromatogram to baseline at nC50	n/a	E601.SG	-	-	YES	----	----	----	----	----
Hydrocarbons Surrogates										



Analytical Results

Sub-Matrix: Water					Client sample ID	BH8	----	----	----	----					
(Matrix: Water)					Client sampling date / time	05-Dec-2022 12:15	----	----	----	----					
Analyte	CAS Number	Method	LOR	Unit	WT2224056-006										
					Result										
Hydrocarbons Surrogates															
bromobenzotrifluoride, 2- (F2-F4 surr)	392-83-6	E601.SG	1.0	%	81.5						----	----	----	----	
dichlorotoluene, 3,4-	97-75-0	E581.F1-L	1.0	%	97.4	----	----	----	----						

Please refer to the General Comments section for an explanation of any qualifiers detected.

CERTIFICATE OF ANALYSIS

Work Order	: WT2223787	argP	: 1 of 8
I uPhy	: Groundwater Science Corp.	Lr botr yotC	: Wr yPtwo - EnvironmPhy u
I ony cy	: AndtPw aPhnPC	AccosnyF r nr gPt	: I oey e Tr tr eeogw
AddtPee	: M54 6 ingecostyKtivP DniyU	AddtPee	: 50 OotyRr nd 3 or dhDniy1
	Wr yPtwo 2 O I r nr dr OU6 N34		Wr yPtwo 2 O I r nr dr OU, UW8
BPpPronP	: 419 7M5 5915	BPpPronP	: 51N UU4 8U79
atojPcy	: 32 SZEEL 3 K aIB	Kr yP Sr mpUPe 3 PcPivPd	: 01-KPc-UUU 1M00
a2	: ----	Kr yP Anr Ueie l ommPhcPd	: 0U-KPc-UUU
I -2-I nsmbPt	: ----	leesP Kr yP	: 1U-KPc-UUU 11:M4
Sr mpUPt	: Kr vP Or Rigr ng		
SiyP	: ----		
QsoyP nsmbPt	: WBU1-GWSI 100-001		
Oo. of er mpUPe tPcPivPd	: 5		
Oo. of er mpUPe r nr UePd	: 5		

BRie tPpoyespPtePdPe r nCptPviose tPpoty(e) wiRyRe tPftPncP. 3 Pesye r ppiCy yRP er mpUP(e) r e esbmiyPd. BRie docsmPhyeRr uinoybPtPptodscPdhPxcPpyin fsu

BRie l PtyficyP of Anr Ueie cony ine yRP fouowing infotmr yon:

- GPhPtr ul ommPhye
- Anr Ueie r u3 Pesye
- Ssttogr yP l onytoulimiye

AddiJonru infotmr yon pPtyinPhy yo yRe tPpoty wiw bP fosnd in yRP fouowing ePprtryP r yrcRmPhye: Qsr uyC l onytou 3Ppotyh Ql lnyPtPtPjvP tPpoty yo reeiey wiR Qsr uyC 3PviPw rnd Sr mpUP 3PcPpyOoyficy yon (S3O).

Signatories

BRie docsmPhyRe bPPn PUPcytonic uCeignPd bCyRP r syRotizPd eignr yotiPe bPw. EUPcytonic eigning ie condscyPd in r ccotdr ncP wiRDS TKA U1 l T3 ar ty11.

Signatories	Position	Laboratory Department
GtPg aockockC	SspPtvieot - Inotgr nic	Inotgr nicehWr yPtwoh2 nyr tio
GtPg aockockC	SspPtvieot - Inotgr nic	F Pyr uehWr yPtwoh2 nyr tio
JPtPmCGingtr e	BPr m LPr dPt - SPmi-, our yiuP lneytsmPhy yon	2 tgr nicehWr yPtwoh2 nyr tio
Jon TieRPt	KPpr tymPhyF r nr gPt - Inotgr nice	Inotgr nicehWr yPtwoh2 nyr tio
Jon TieRPt	KPpr tymPhyF r nr gPt - Inotgr nice	F Pyr uehWr yPtwoh2 nyr tio
Sr tr R VitcR	, 2 l SPcyon SspPtvieot	2 tgr nicehWr yPtwoh2 nyr tio



argP : Uof 8  
Wotk 2tdPt : WBUUN787  
I uPhy : Gtosndwr yPt SciPncPl otp.  
atojPcy : 32 SZELL 3K aIB

## General Comments

BRP rnr uQicru mPyRode sePd bC ALS rtP dPvPwPd seing inyPtnryonruC tPcognizPd tPftPncP mPyRode (wRPtP rvriur bUP)h escR re yRoeP psbueRPd bC DS EaAh AaHA Syndrtd F PyRodeh ASBF h IS2h EnvironmPhy l rnrdrh VI F2Eh rnd 2nytio F2E. 3PftP yo yRP ALS Qsr uYc l onytou lnyPtpPjvP tPpty (Ql l) fot rppuicr bUP tPftPncPe rnd mPyRodowgC esmmrtiPe. 3PftPncP mPyRode mrC incotpotr yP modifier yone yo imptovP pPtftotmr ncP.

WRPtP r tPptyPd uPee yR n (<) tPesyie RgRPt yR n yRP L2 3 hyRie mr CbP dsP yo ptimr tCer mpUP Pxtr cydigPey yP diu yion rnd/ot inesfficiPhyer mpUP fot rnr uQeie.

WRPtP yRP L2 3 of r tPptyPd tPesyidiffPte ftom ey ndrtd L2 3 hyRie mr CbP dsP yo RgR moiey tP conyPhyhinesfficiPhyer mpUP (tPdscPd wPgRy PmpuCPd) ot mr yix inyPftPncP.

auPr eP tPftP yo Qsr uYc l onytoulnyPtpPjvP tPpty (Ql l) fot infotmr yion tPgr tding Houding BimP compur ncP.

6PC: I AS OsmbPt: I Rpmicr uAbeytr cye SPtvicPe nsmbPt ie r sniqsP idPhyfiPt reeignPd yo diectPyP esbey ncPe  
L2 3: Limiyof 3Pptyng (dPyPcyon umiy).

Unit	Description
-	no sniye
µg/L	mictogtr me pPt uYtP
mg/L	miuigtr me pPt uYtP
pH sniye	pH sniye

<: uPee yR n.

>: gtPr yPt yR n.

Ssttogr yP: An rnr uQ yR yie eimiur t in bPR viot yo y tgPyrr nr uQ(e)hbsyyR ydoPe noyocst nr ystr uCin PhvionmPhy uer mpUPe. Tot r ppuicr bUP yPeyhesttogr yPe r tP r ddPd yo er mpUPe ptiot yo rnr uQeie  
re r cRPck on tPcovPtC.

BPeytPesye tPptyPd tPur yP onuCy yRP er mpUPe re tPcPivPd bCyRP ur botr yotC

DOLESS 2 BHE3 WISE SBABEK on S3 O ot Ql l 3 PptyhALL SAF aLES WE3 E 3 EI EI, EK IO AI l EaBAVLE l 2 OKIBI2 O.

## Qualifiers

Qualifier	Description
DLHC	Detection Limit Raised: Dilution required due to high concentration of test analyte(s).
DLM	Detection Limit Adjusted due to sample matrix effects (e.g. chemical interference, colour, turbidity).
DLUI	Detection Limit Raised: Unknown interference generated an apparent false positive test result.
OWP	Organic water sample contained visible sediment (must be included as part of analysis). Measured concentrations of organic substances in water can be biased high due to presence of sediment.
TKNI	TKN result may be biased low due to Nitrate interference. Nitrate-N is > 10x TKN.

argP : Nof 8  
Wotk 2 tdPt : WBUUN787  
I uPny : Gtosndw yPt SciPncPl otp.  
atojPcy : 32 SZEll 3 K a lB



Analytical Results

Ssb-F r ylix: Water					Client sample ID				
(F r ylix: Water)					EXTRACTION POND	SW 10	SW 8	SW 6	SW 2
Client sampling date / time					01-KPc-U0UU 10:N0	01-KPc-U0UU 11:14	01-KPc-U0UU 11:N0	01-KPc-U0UU 11:M4	01-KPc-U0UU 1U:U0
Analyte	CAS Number	Method	LOR	Unit	WT2223787-001	WT2223787-002	WT2223787-003	WT2223787-004	WT2223787-005
					3 Pesy	3 Pesy	3 Pesy	3 Pesy	3 Pesy
Physical Tests									
pH	----	E108	0.10	pH sniye	8.M8	8.U5	8.N5	8.M0	8.M4
Anions and Nutrients									
ammonia, total (as N)	755MMI-7	EU98	0.0040	mg/L	0.0955	0.0494	0.007U	0.0048	0.01MU
bromide	UM049-57-9	EUN4.Vt	0.10	mg/L	<0.10	<0.10	<0.10	<0.10	<0.10
chloride	15887-00-5	EUN4.I u	0.40	mg/L	N8.4	N8.1	N8.7	M4.U	MM8
fluoride	1598MM8-8	EUN4.T	0.0U0	mg/L	0.070	0.090	0.09U	0.075	0.041
nitrate (as N)	1M797-44-8	EUN4.O2 N	0.0U0	mg/L	5.97	4.7M	5.U9	4.40	11.1
nitrite (as N)	1M797-54-0	EUN4.O2 U	0.010	mg/L	0.049	<0.010	<0.010	<0.010	<0.010
phosphorus, total	77UN-1M0	EN7U-D	0.00U0	mg/L	0.00M0	1.1N <sup>KLH</sup>	0.00N1	0.008M	0.00NU
sulfate (as SO4)	1M808-79-8	EUN4.S2 M	0.N0	mg/L	UN.U	UM0	UMM	UU.1	UN.4
Kjeldahl nitrogen, total [TKN]	----	EN18	0.U00	mg/L	0.747	1NU <sup>KLH</sup>	0.M85 <sup>BCI</sup>	0.U4M <sup>BCI</sup>	0.N55 <sup>BCI</sup>
Total Metals									
aluminum, total	7MU9-90-4	EMU0	0.00N0	mg/L	0.0UNN	9.M4 <sup>KLH</sup>	0.0N8N	0.U40	0.00M8
antimony, total	7MM0-N5-0	EMU0	0.00010	mg/L	<0.00010	<0.00100 <sup>KLH</sup>	<0.00010	<0.00010	<0.00010
arsenic, total	7MM0-N8-U	EMU0	0.00010	mg/L	0.00047	0.00407 <sup>KLH</sup>	0.000U0	0.000M0	0.000U0
barium, total	7MM0-N9-N	EMU0	0.00010	mg/L	0.0N10	0.U01 <sup>KLH</sup>	0.0MU4	0.040N	0.0MNU
beryllium, total	7MM0-MI-7	EMU0	0.0000U0	mg/L	<0.0000U0	0.0004UN <sup>KLH</sup>	<0.0000U0	<0.0000U0	<0.0000U0
bismuth, total	7MM0-59-9	EMU0	0.000040	mg/L	<0.000040	<0.000400 <sup>KLH</sup>	<0.000040	<0.000040	<0.000040
boron, total	7MM0-MU-8	EMU0	0.010	mg/L	0.01U	<0.100 <sup>KLH</sup>	0.01U	0.01M	0.011
cadmium, total	7MM0-MN-9	EMU0	0.0000040	mg/L	0.00001N9	0.00M4 <sup>KLH</sup>	0.00007M	0.000144	0.0000UM
calcium, total	7MM0-70-U	EMU0	0.040	mg/L	MM1	99.4 <sup>KLH</sup>	4MU	49.M	85.4
cesium, total	7MM0-M5-U	EMU0	0.000010	mg/L	<0.000010	0.000557 <sup>KLH</sup>	<0.000010	0.0000N4	<0.000010
chromium, total	7MM0-M7-N	EMU0	0.00040	mg/L	0.00057	0.0174 <sup>KLH</sup>	0.0007U	0.001N9	0.00045
cobalt, total	7MM0-M8-M	EMU0	0.00010	mg/L	<0.00010	0.00490 <sup>KLH</sup>	<0.00010	0.00017	<0.00010
copper, total	7MM0-40-8	EMU0	0.00040	mg/L	0.00177	0.071U <sup>KLH</sup>	0.00UM7	0.00M00	0.0005U
iron, total	7MN9-89-5	EMU0	0.010	mg/L	0.0U7	1U.8 <sup>KLH</sup>	0.044	0.MU8	<0.010
lead, total	7MN9-9U-1	EMU0	0.000040	mg/L	0.000187	0.1N1 <sup>KLH</sup>	0.000411	0.00N08	0.000059
lithium, total	7MN9-9N-U	EMU0	0.0010	mg/L	0.00U0	0.0108 <sup>KLH</sup>	0.00U1	0.00U7	0.0011
magnesium, total	7MN9-94-M	EMU0	0.0040	mg/L	U7.0	N5.5 <sup>KLH</sup>	U5.N	U7.0	U9.7



argP : Mof 8  
Wotk 2 tdPt : WBUUN787  
I uPny : Gtosndwr yPt SciPncPI otp.  
atojPcy : 32 SZEll 3 K aIB



Analytical Results

Ssb-F r ylix: Water (F r ylix: Water)					Client sample ID	EXTRACTION POND	SW 10	SW 8	SW 6	SW 2
Client sampling date / time					01-KPc-U0UU 10:N0	01-KPc-U0UU 11:14	01-KPc-U0UU 11:N0	01-KPc-U0UU 11:M#	01-KPc-U0UU 1U:U0	
Analyte	CAS Number	Method	LOR	Unit	WT2223787-001	WT2223787-002	WT2223787-003	WT2223787-004	WT2223787-005	
					3 Pesy	3 Pesy	3 Pesy	3 Pesy	3 Pesy	
Total Metals										
manganese, total	7MN9-95-4	EMJ	0.00010	mg/L	0.00U1N	1.0N <sup>KLH</sup>	0.00409	0.0N4N	0.00N97	
molybdenum, total	7MN9-98-7	EMJ	0.000040	mg/L	0.00048M	0.00117 <sup>KLH</sup>	0.00054U	0.000449	0.000U15	
nickel, total	7MM0-0U-0	EMJ	0.00040	mg/L	0.0005M	0.0150 <sup>KLH</sup>	<0.00040	0.0008M	<0.00040	
phosphorus, total	77UN-1M0	EMJ	0.040	mg/L	<0.040	0.797 <sup>KLH</sup>	<0.040	<0.040	<0.040	
potassium, total	7MM0-09-7	EMJ	0.040	mg/L	1.8U	U.91 <sup>KLH</sup>	1.8U	1.8M	1.44	
rubidium, total	7MM0-17-7	EMJ	0.000U0	mg/L	0.001M8	0.01N8 <sup>KLH</sup>	0.00U0M	0.00U00	0.00089	
selenium, total	778U-M8-U	EMJ	0.000040	mg/L	0.0001M8	0.00M#5 <sup>KLH</sup>	0.0001UU	0.000U50	0.0001N5	
silicon, total	7MM0-U1-N	EMJ	0.10	mg/L	N.U0	14.0 <sup>KLH</sup>	MMM	4.0U	M89	
silver, total	7MM0-UU-M	EMJ	0.000010	mg/L	<0.000010	0.0001UN <sup>KLH</sup>	<0.000010	<0.000010	<0.000010	
sodium, total	7MM0-UN-4	EMJ	0.040	mg/L	17.5	18.N <sup>KLH</sup>	18.M	U0.9	UU.7	
strontium, total	7MM0-UM-5	EMJ	0.000U0	mg/L	0.089M	0.144 <sup>KLH</sup>	0.09U9	0.109	0.11M	
sulfur, total	770MNM-9	EMJ	0.40	mg/L	8.54	11.1 <sup>KLH</sup>	9.18	8.4M	8.7M	
tellurium, total	1NM9M80-9	EMJ	0.000U0	mg/L	<0.000U0	<0.00U00 <sup>KLH</sup>	<0.000U0	<0.000U0	<0.000U0	
thallium, total	7MM0-U8-0	EMJ	0.000010	mg/L	0.0000UU	0.000N9U <sup>KLH</sup>	0.00001M	0.0000UU	<0.000010	
thorium, total	7MM0-U9-1	EMJ	0.00010	mg/L	<0.00010	<0.00100 <sup>KLH</sup>	<0.00010	<0.00010	<0.00010	
tin, total	7MM0-N1-4	EMJ	0.00010	mg/L	<0.00010	<0.00100 <sup>KLH</sup>	<0.00010	<0.00010	<0.00010	
titanium, total	7MM0-NU-5	EMJ	0.000N0	mg/L	<0.00070 <sup>KLDI</sup>	0.197 <sup>KLH</sup>	0.001UU	0.00589	<0.000N0	
tungsten, total	7MM0-NN-7	EMJ	0.00010	mg/L	<0.00010	<0.00100 <sup>KLH</sup>	<0.00010	<0.00010	<0.00010	
uranium, total	7MM0-51-1	EMJ	0.000010	mg/L	0.000MM8	0.00U00 <sup>KLH</sup>	0.000M1U	0.000M5U	0.0004U4	
vanadium, total	7MM0-5U-U	EMJ	0.00040	mg/L	<0.00040	0.014U <sup>KLH</sup>	<0.00040	0.0005U	<0.00040	
zinc, total	7MM0-55-5	EMJ	0.00N0	mg/L	0.0051	0.788 <sup>KLH</sup>	0.01M8	0.0N59	0.0059	
zirconium, total	7MM0-57-7	EMJ	0.000U0	mg/L	<0.000U0	<0.00U00 <sup>KLH</sup>	<0.000U0	<0.000U0	<0.000U0	
Hydrocarbons										
F1 (C6-C10)	----	E481.T1-L	U4	µg/L	<U4	<U4 <sup>2 Wa</sup>	<U4	<U4	<U4	
F2 (C10-C16)	----	E501.SG	100	µg/L	<100	<100	<100	<100	<100	
F3 (C16-C34)	----	E501.SG	U40	µg/L	<U40	<U40	<U40	<U40	<U40	
F4 (C34-C50)	----	E501.SG	U40	µg/L	<U40	<U40	<U40	<U40	<U40	
hydrocarbons, total (C6-C50)	----	E1 481SG	UM0	µg/L	<N70	<N70	<N70	<N70	<N70	
chromatogram to baseline at nC50	n/r	E501.SG	-	-	YES	YES	YES	YES	YES	
Hydrocarbons Surrogates										



Analytical Results

Ssb-F r ylix: Water					Client sample ID	EXTRACTION POND	SW 10	SW 8	SW 6	SW 2
(F r ylix: Water)										
Client sampling date / time					01-KPc-U0UJ 10:N0	01-KPc-U0UJ 11:14	01-KPc-U0UJ 11:N0	01-KPc-U0UJ 11:M#	01-KPc-U0UJ 1U:U0	
Analyte	CAS Number	Method	LOR	Unit	WT2223787-001	WT2223787-002	WT2223787-003	WT2223787-004	WT2223787-005	
					3 Pest y	3 Pest y	3 Pest y	3 Pest y	3 Pest y	
Hydrocarbons Surrogates										
bromobenzotrifluoride, 2- (F2-F4 surr)	N9U-8N-5	E501.SG	1.0	%	95.9	10U	8N1	91.0	85.U	
dichlorotoluene, 3,4-	97-74-0	E481.T1-L	1.0	%	109	98.9	114	115	101	

aUPr eP tPft yo yRP GPnPtr ul ommPnye ePcyon fot r n Pxpur nr yion of r n Cqsr uifiPte dPyPcyPd.



Analytical Results

Ssb-F r ylix: Water					Client sample ID	SW 3	----	----	----	----
(F r ylix: Water)					Client sampling date / time	01-KPc-U0UU 1U:40	----	----	----	----
Analyte	CAS Number	Method	LOR	Unit	WT2223787-006	-----	-----	-----	-----	-----
					3 Pesty	----	----	----	----	----
Physical Tests										
pH	----	E108	0.10	pH sniye	8.MN	----	----	----	----	----
Anions and Nutrients										
ammonia, total (as N)	755MMI-7	EU98	0.0040	mg/L	0.0195	----	----	----	----	----
bromide	UM949-57-9	EUN4.Vt	0.10	mg/L	<0.10	----	----	----	----	----
chloride	15887-00-5	EUN4.I u	0.40	mg/L	M5.M	----	----	----	----	----
fluoride	1598MM8-8	EUN4.T	0.0U0	mg/L	0.04U	----	----	----	----	----
nitrate (as N)	1M797-44-8	EUN4.O2 N	0.0U0	mg/L	8.44	----	----	----	----	----
nitrite (as N)	1M797-54-0	EUN4.O2 U	0.010	mg/L	<0.010	----	----	----	----	----
phosphorus, total	77UN-1M0	EN7U-D	0.00U0	mg/L	0.07MU	----	----	----	----	----
sulfate (as SO4)	1M808-79-8	EUN4.S2 M	0.N0	mg/L	UN8	----	----	----	----	----
Kjeldahl nitrogen, total [TKN]	----	EN18	0.U00	mg/L	0.9N8	----	----	----	----	----
Total Metals										
aluminum, total	7MU9-90-4	EMU0	0.00N0	mg/L	0.UM4	----	----	----	----	----
antimony, total	7MM0-N5-0	EMU0	0.00010	mg/L	<0.00010	----	----	----	----	----
arsenic, total	7MM0-N8-U	EMU0	0.00010	mg/L	0.000N5	----	----	----	----	----
barium, total	7MM0-N9-N	EMU0	0.00010	mg/L	0.041M	----	----	----	----	----
beryllium, total	7MM0-MI-7	EMU0	0.0000U0	mg/L	<0.0000U0	----	----	----	----	----
bismuth, total	7MM0-59-9	EMU0	0.000040	mg/L	<0.000040	----	----	----	----	----
boron, total	7MM0-MU-8	EMU0	0.010	mg/L	0.01U	----	----	----	----	----
cadmium, total	7MM0-MN-9	EMU0	0.0000040	mg/L	0.0001N7	----	----	----	----	----
calcium, total	7MM0-70-U	EMU0	0.040	mg/L	79.5	----	----	----	----	----
cesium, total	7MM0-M5-U	EMU0	0.000010	mg/L	0.0000U5	----	----	----	----	----
chromium, total	7MM0-M7-N	EMU0	0.00040	mg/L	0.00114	----	----	----	----	----
cobalt, total	7MM0-M8-M	EMU0	0.00010	mg/L	0.00018	----	----	----	----	----
copper, total	7MM0-40-8	EMU0	0.00040	mg/L	0.00NN4	----	----	----	----	----
iron, total	7MN9-89-5	EMU0	0.010	mg/L	0.MDM	----	----	----	----	----
lead, total	7MN9-9U-1	EMU0	0.000040	mg/L	0.00U95	----	----	----	----	----
lithium, total	7MN9-9N-U	EMU0	0.0010	mg/L	0.0014	----	----	----	----	----
magnesium, total	7MN9-94-M	EMU0	0.0040	mg/L	U8.8	----	----	----	----	----
manganese, total	7MN9-95-4	EMU0	0.00010	mg/L	0.0M57	----	----	----	----	----



Analytical Results

Ssb-F r yix: Water					Client sample ID	SW 3	----	----	----	----
(F r yix: Water)										
					Client sampling date / time	01-KPc-U0UJ 1U:40	----	----	----	----
Analyte	CAS Number	Method	LOR	Unit	WT2223787-006	-----	-----	-----	-----	-----
					3 Pesiy	----	----	----	----	----
Total Metals										
molybdenum, total	7MD-98-7	EMJ	0.000040	mg/L	0.000NU8	----	----	----	----	----
nickel, total	7MD-0U-0	EMJ	0.00040	mg/L	0.00070	----	----	----	----	----
phosphorus, total	77UN-1M0	EMJ	0.040	mg/L	0.08N	----	----	----	----	----
potassium, total	7MD-09-7	EMJ	0.040	mg/L	1.9M	----	----	----	----	----
rubidium, total	7MD-17-7	EMJ	0.000U0	mg/L	0.00140	----	----	----	----	----
selenium, total	778U-M8-U	EMJ	0.000040	mg/L	0.00015U	----	----	----	----	----
silicon, total	7MD-U1-N	EMJ	0.10	mg/L	4.UN	----	----	----	----	----
silver, total	7MD-UU-M	EMJ	0.000010	mg/L	<0.000010	----	----	----	----	----
sodium, total	7MD-UN-4	EMJ	0.040	mg/L	UU.U	----	----	----	----	----
strontium, total	7MD-UM-5	EMJ	0.000U0	mg/L	0.117	----	----	----	----	----
sulfur, total	770MNM9	EMJ	0.40	mg/L	9.09	----	----	----	----	----
tellurium, total	1NM8M80-9	EMJ	0.000U0	mg/L	<0.000U0	----	----	----	----	----
thallium, total	7MD-U8-0	EMJ	0.000010	mg/L	0.00001M	----	----	----	----	----
thorium, total	7MD-U9-1	EMJ	0.00010	mg/L	<0.00010	----	----	----	----	----
tin, total	7MD-N1-4	EMJ	0.00010	mg/L	0.0001U	----	----	----	----	----
titanium, total	7MD-NU-5	EMJ	0.000N0	mg/L	0.00781	----	----	----	----	----
tungsten, total	7MD-NN-7	EMJ	0.00010	mg/L	<0.00010	----	----	----	----	----
uranium, total	7MD-51-1	EMJ	0.000010	mg/L	0.0004U9	----	----	----	----	----
vanadium, total	7MD-SU-U	EMJ	0.00040	mg/L	0.0005U	----	----	----	----	----
zinc, total	7MD-55-5	EMJ	0.00N0	mg/L	0.0NN8	----	----	----	----	----
zirconium, total	7MD-57-7	EMJ	0.000U0	mg/L	<0.000U0	----	----	----	----	----
Hydrocarbons										
F1 (C6-C10)	----	E481.T1-L	U4	µg/L	<U4 <sup>2 Wa</sup>	----	----	----	----	----
F2 (C10-C16)	----	E501.SG	100	µg/L	<100	----	----	----	----	----
F3 (C16-C34)	----	E501.SG	U40	µg/L	<U40	----	----	----	----	----
F4 (C34-C50)	----	E501.SG	U40	µg/L	<U40	----	----	----	----	----
hydrocarbons, total (C6-C50)	----	EI 481SG	UM0	µg/L	<N70	----	----	----	----	----
chromatogram to baseline at nC50	n/r	E501.SG	-	-	YES	----	----	----	----	----
Hydrocarbons Surrogates										
bromobenzotrifluoride, 2- (F2-F4 surr)	N9U-8N-5	E501.SG	1.0	%	97.9	----	----	----	----	----



Analytical Results

Ssb-F r ylix: Water					Client sample ID	SW 3	---	---	---	---
(F r ylix: Water)					Client sampling date / time	01-KPc-U0UJ 1U:40	---	---	---	---
Analyte	CAS Number	Method	LOR	Unit	WT2223787-006	-----	-----	-----	-----	-----
					3 Pesty	---	---	---	---	---
Hydrocarbons Surrogates										
dichlorotoluene, 3,4-	97-74-0	E481.T1-L	1.0	%	97.8	---	---	---	---	---

aUPreP tPFPt yo yRP GPhnPtr ul ommPhye ePcyon fot r n Pxpurnr yion of r n Cqsr uifiPte dPyPcyPd.



Groundwater Studies  
Geochemistry  
Phase I / II  
Regional Flow Studies  
Contaminant Investigations  
OMB Hearings  
Water Quality Sampling  
Monitoring  
Groundwater Protection  
Studies  
Groundwater Modelling  
Groundwater Mapping

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

Our File: 0521

August 3, 2023

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

Attention: Glen Schwendinger  
CAO

Dear Mr. Schwendinger:

**Regarding: 2022 Groundwater Monitoring Summary, Cox Puslinch  
Pit Northeast Extension License 625710**

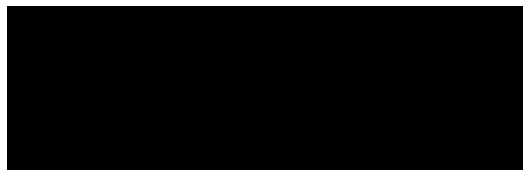
We have conducted a review of the following monitoring report for the  
Cox Construction Pit in Puslinch Township.

*2022 Groundwater Monitoring Summary, Cox Construction Ltd -  
Puslinch Pit Northeast Extension (Licence #625710), Groundwater  
Science Corporation, July 11, 2023*

The report contains baseline information as no extractive activities have  
occurred at the site. We have no comment on the report.

Sincerely,

Harden Environmental Services Ltd.



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

Senior Hydrogeologist

08/03/2023

July 11, 2023

Bill Hartung  
General Manager,  
Cox Construction Limited  
P.O. Box 427  
687 Eramosa Rd.  
Guelph, Ontario  
N1H 6K5

Dear Mr. Hartung:

**RE: 2022 Groundwater Monitoring Summary  
Cox Construction Ltd - Puslinch Pit Northeast Extension (Licence #625710)**

This letter provides a summary of the groundwater monitoring program results to date.

**1.0 Water Level Monitoring Program**

The monitoring program conditions as listed on the Site Plan (Robert Stovel) are as follows:

**Monitoring**

1. Prior to extraction at the site two new water table monitoring wells shall be constructed on-site as shown on the Site Plan and maintained in working order.
2. As soon as possible after below water table extraction occurs within the expansion area a staff gauge shall be established within the extraction pond.
3. During extraction groundwater level measurements shall be obtained at on-site locations including the two new wells and staff gauge (as accessible), in addition to Mast-Snyder Pit monitors BH2, BH4, MP4 and MP5 (as accessible) on a monthly basis. Note Puslinch Pit BH22 will be destroyed and will not be replaced. If Mast-Snyder Pit monitor BH4 becomes inaccessible or is destroyed, the operator shall construct a replacement well in that general area of the Puslinch Pit Expansion site.
4. Monitoring data shall be shared with adjacent operator(s) upon request, in addition monitoring data summaries from adjacent sites will be requested on an annual basis.
5. Prior to below water table extraction at the site Trigger Thresholds will be established to the satisfaction of MNR, MOE, GRCA and the Township of Puslinch for the two new Puslinch Pit Expansion monitors and Mast-Snyder monitoring locations BH2, BH4 (and/or replacement well as required), MP4 and MP5.  

The thresholds shall include an Interim Trigger Level prior to potential impacts are expected at which monitoring frequency will be increased to weekly. The weekly monitoring frequency will be maintained until three consecutive water level measurements are above the Interim Trigger level.
6. The monitoring data available to this program shall be summarized and submitted to the MNR, MOE, GRCA and the Township of Puslinch on an annual basis. This report shall assess the need for mitigation measures on an ongoing basis through comparison to trigger thresholds.

The monitoring locations are shown on the attached figure. New monitors MW1-17 and MW2-17 were installed on November 15, 2017. Access to the Mast-Snyder monitors was obtained in May 2018.

Monitoring results are summarized on the attached tables and hydrographs, and discussed below in **Section 2.0**. Historical water level data for BH2, BH4 and MP4 was provided by AECOM on behalf of CBM Aggregates, and is used to provide context to the most recent monitoring results.

To date operations have been limited, with no aggregate removed from the Licence and no below water extraction (within the defined future pond area) to date. We note that some initial excavation work begun in 2021 as part of the Silt Barrier construction, however has been discontinued.

In response to the initial barrier work at the site trigger thresholds were proposed as part of the 2021 annual monitoring report (Puslinch NE Extension Pit 2021 Monitoring Report, August 8, 2022). The initial proposed thresholds were based on the lowest (baseline) water levels observed at that time. To date no agency review or approval has been provided, therefore at this time the 2022 proposed threshold values are regarded as preliminary.

Cox Construction Limited has now indicated that no extraction (above or below water) at the site is anticipated in 2023/2024. In addition, above water extraction will occur first, followed by below water extraction. Therefore, it will be a number of years before thresholds are required to satisfy the Site Plan conditions. As discussed below, natural water table fluctuation in 2022 resulted in historically low water levels at some monitors.

Therefore, at this time we recommend continued monitoring to better establish seasonal trends at the most recently installed monitors, and that thresholds be established in the future prior to below water extraction at the site.

## **2.0 2022 Monitoring Results**

The water level data collected to date reflects baseline conditions with respect to the approved below water extraction within this site. No Puslinch Pit Northeast Extension site extraction related influences on the water table will have occurred to date.

Long-term water table trends in this area (since 1999), with respect to seasonal and annual climate variation, is available through the incorporation of the Mast-Snyder Pit water level data at BH2, BH4 and MP4. A long-term hydrograph is attached for reference. As indicated 2022 water table levels, while low, remained within the historical range observed at the site. The long-term data indicates that low water levels in 2022 were a response to below average precipitation through the year.

We note that CBM MP4 is a drive-point piezometer installed within a wetland/pond area, and are not always accessible depending on pond levels. Water level monitoring occurs at MP4 as access permits. The wetland at MP4 regularly dries out during low water level periods, and was observed to be dry over most of the monitoring conducted since 2019. Some surface water was present in early 2022 (spring freshet period). Monitor MP4 also regularly goes dry during low water table periods, and was observed to be dry in late 2022 in response to a lack of precipitation.

Water levels in 2022 at MW1-17 and MW2-17 were the lowest observed to date (since installation in 2017). Water levels at BH4 and MP4 were also relatively low at the end of 2022. In addition, the water level at BH2-II (shallow monitor) in December 2022 as the 3rd lowest observed since monitoring began (in 1999). Slightly lower levels were observed in December 1999 and January 2003.

The monitoring results indicate that the water table decline at the site in 2022 was due to lack of precipitation, and represents a natural condition.

## **3.0 Recommendations**

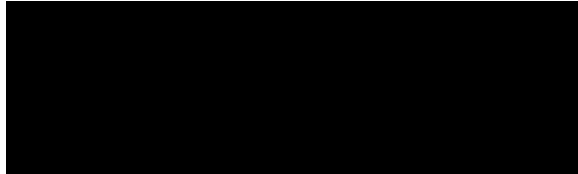
Monitoring should continue in 2023 as per Site Plan conditions.



Baseline (pre-extraction) water level monitoring results should continue to be collected and reviewed in order to establish appropriate threshold values, as specified in the Site Plan conditions. Prior to below water extraction at the site finalized thresholds should be proposed and reviewed by MNRF, MECP, GRCA and the Township of Puslinch. At that time comment and/or acceptance of the thresholds should be sought from each agency.

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

Sincerely,

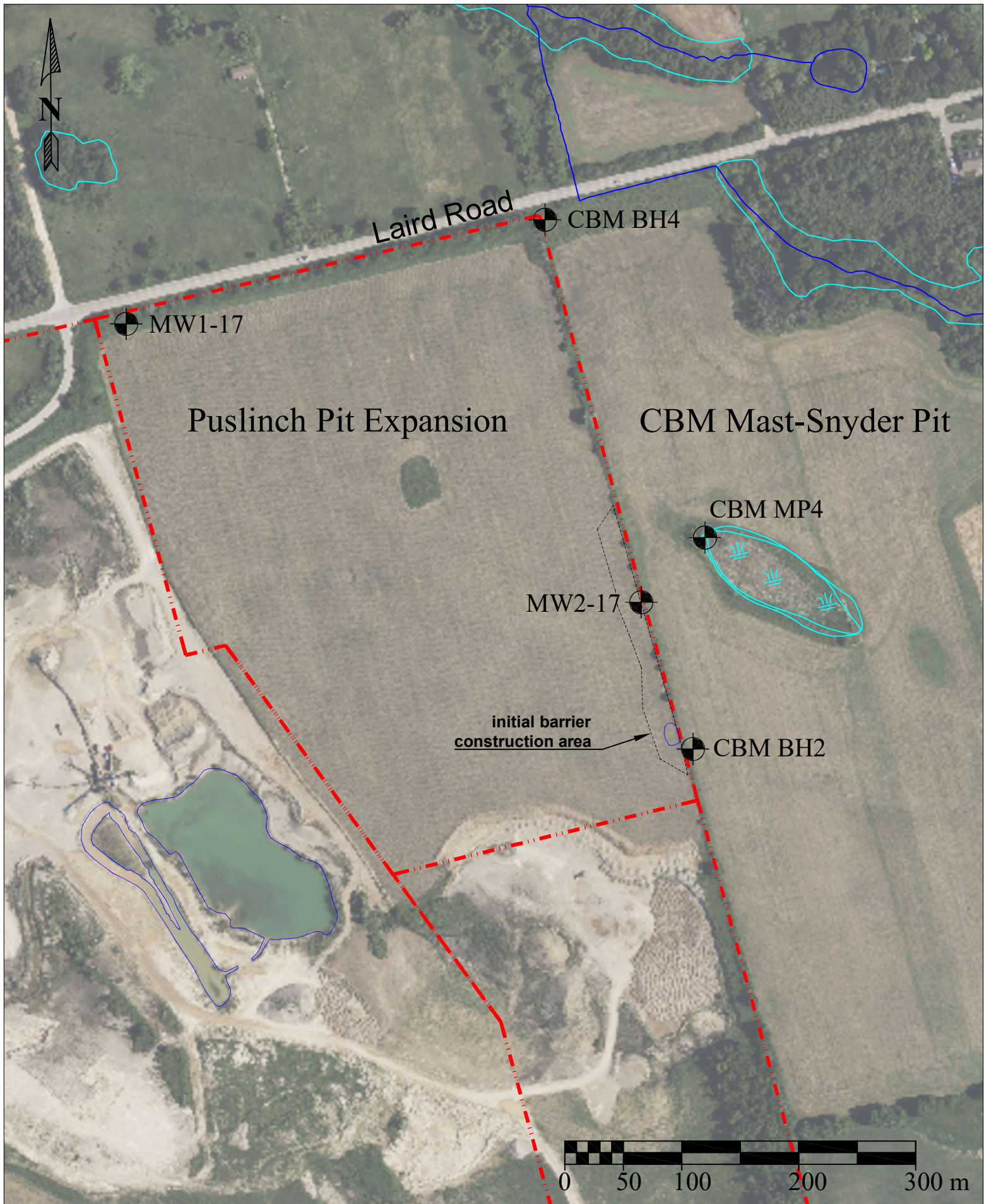


Andrew Pentney, B.Sc., P.Geo.  
Hydrogeologist



Cc: Rob Stovel

Attached: Figure 1 Monitoring Locations  
Table - Water Level Measurements Summary (Site)  
Water Level Hydrograph (Site)  
Long Term Hydrograph and Water Level Comparison



--- Licence boundaries (approximate)



monitoring locations

wetlands, water bodies & watercourses, roads, etc. as shown

air photo: AutoCAD geolocate (Bing)

Modified from: geographic data obtained  
through Land Information Ontario  
Contains information licensed under the Open Government Licence - Ontario.

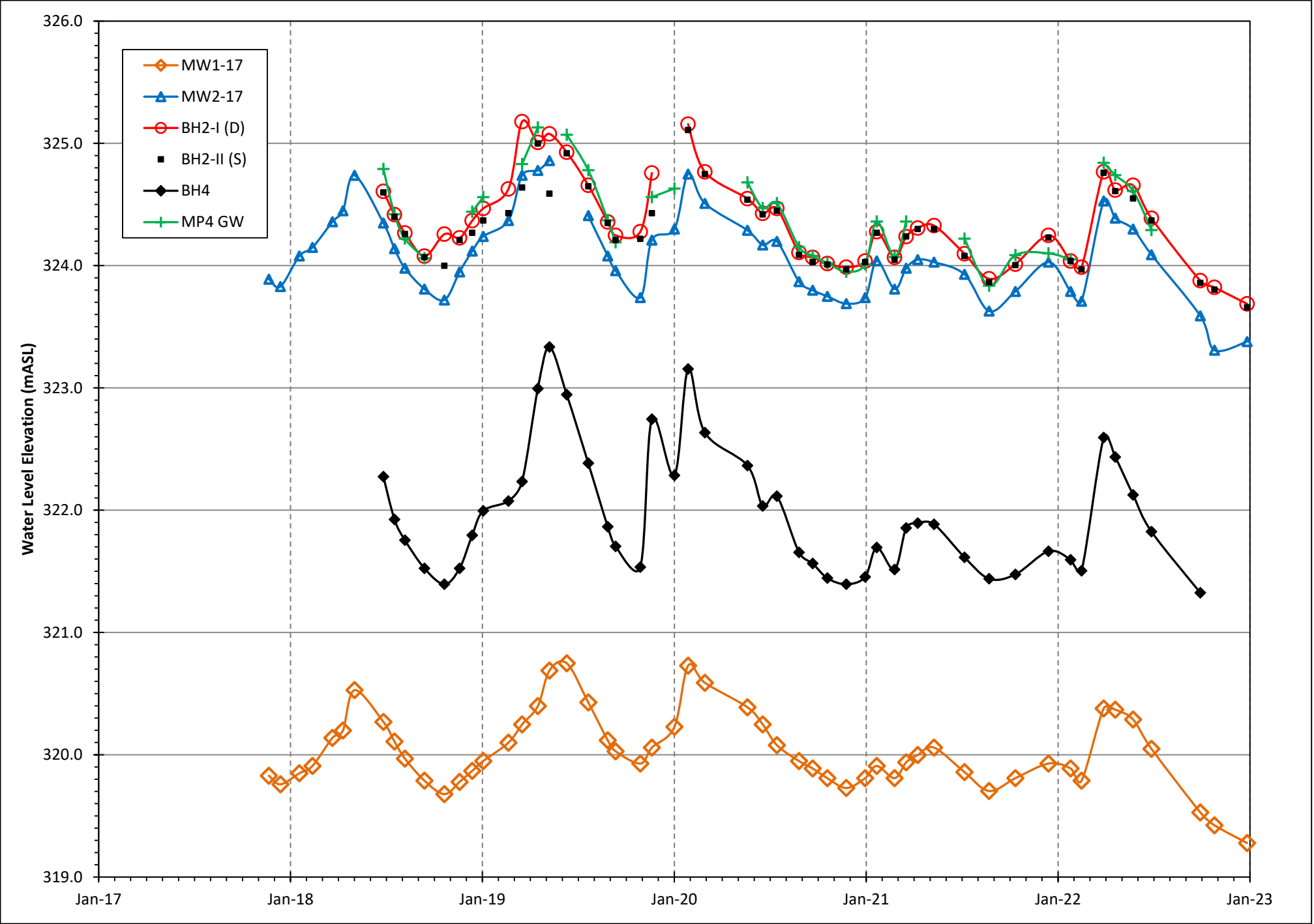
July 2023  
Scale: as shown

**GROUNDWATER**  
SCIENCE CORP.

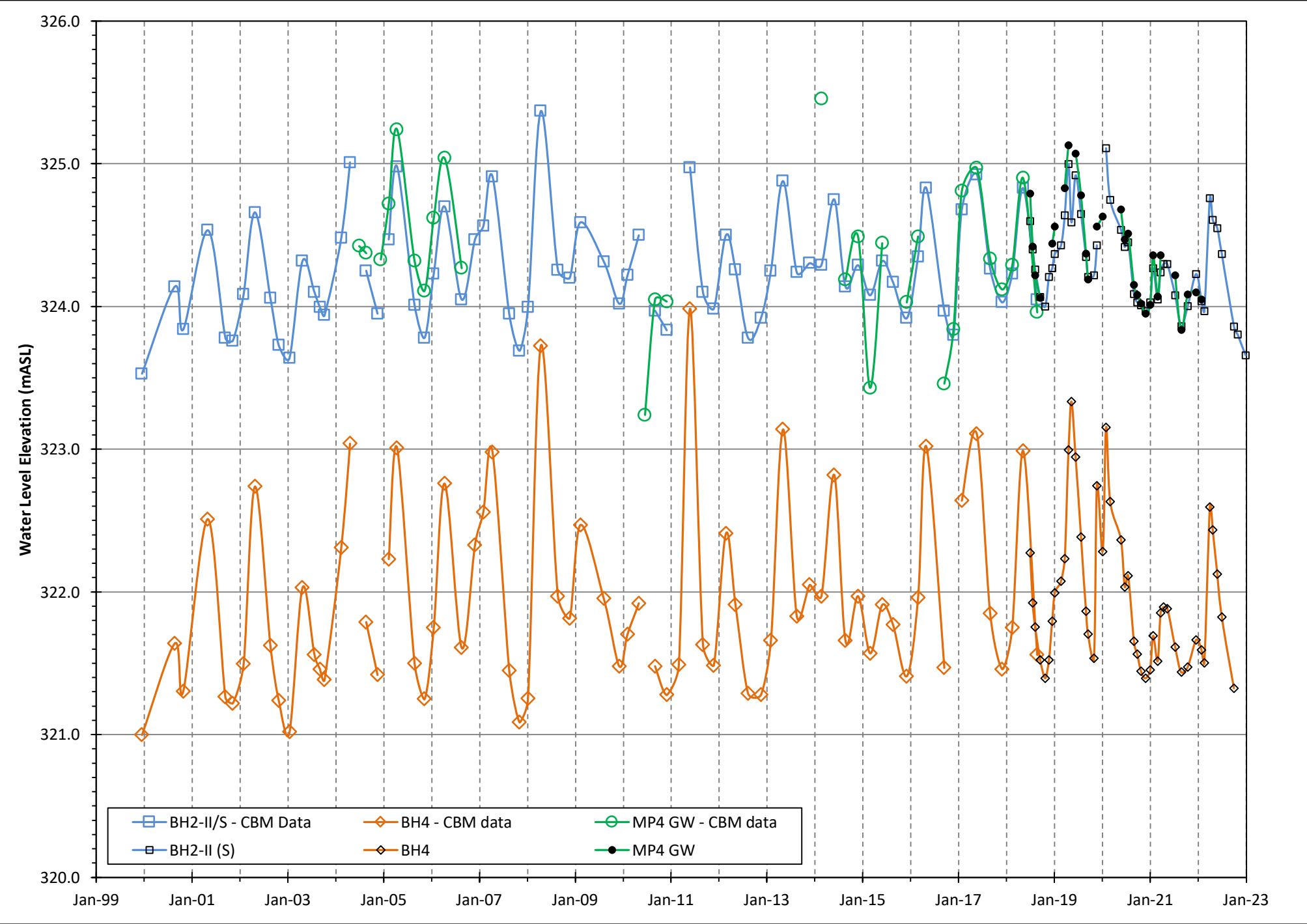
**Figure 1: Monitor Locations**

Cox Construction Ltd  
Puslinch Pit Expansion, Licence #625710

Date	Water Level Elevation (mASL)						
	MW1-17	MW2-17	BH2-I (D)	BH2-II (S)	BH4	MP4 GW	MP4 SW
21-Nov-17	319.83	323.89	#N/A	#N/A	#N/A	#N/A	#N/A
13-Dec-17	319.76	323.83	#N/A	#N/A	#N/A	#N/A	#N/A
18-Jan-18	319.85	324.08	#N/A	#N/A	#N/A	#N/A	#N/A
12-Feb-18	319.91	324.15	#N/A	#N/A	#N/A	#N/A	#N/A
22-Mar-18	320.14	324.36	#N/A	#N/A	#N/A	#N/A	#N/A
11-Apr-18	320.20	324.45	#N/A	#N/A	#N/A	#N/A	#N/A
3-May-18	320.53	324.74	#N/A	#N/A	#N/A	#N/A	#N/A
27-Jun-18	320.27	324.35	324.61	324.60	322.28	324.79	324.96
18-Jul-18	320.11	324.14	324.42	324.40	321.93	324.42	324.94
7-Aug-18	319.97	323.98	324.27	324.26	321.76	324.22	dry
13-Sep-18	319.79	323.81	324.08	324.07	321.53	324.06	dry
21-Oct-18	319.68	323.72	324.26	324.00	321.40	#N/A	#N/A
19-Nov-18	319.78	323.95	324.23	324.21	321.53	dry	dry
13-Dec-18	319.87	324.12	324.37	324.27	321.80	324.44	#N/A
3-Jan-19	319.95	324.24	324.47	324.37	322.00	324.56	fr/dry
20-Feb-19	320.10	324.37	324.63	324.43	322.08	frozen	frozen
18-Mar-19	320.25	324.74	325.18	324.64	322.24	324.83	325.13
17-Apr-19	320.40	324.78	325.01	325.00	323.00	325.13	325.17
9-May-19	320.69	324.86	325.08	324.59	323.34	#N/A	#N/A
11-Jun-19	320.75	#N/A	324.93	324.92	322.95	325.07	325.16
22-Jul-19	320.43	324.41	324.66	324.65	322.39	324.78	325.00
28-Aug-19	320.12	324.08	324.36	324.35	321.87	324.37	dry
12-Sep-19	320.03	323.96	324.25	324.21	321.71	324.19	dry
29-Oct-19	319.93	323.74	324.28	324.22	321.54	dry	dry
20-Nov-19	320.06	324.21	324.76	324.43	322.75	324.56	dry
2-Jan-20	320.23	324.30	#N/A	#N/A	322.29	324.63	dry
28-Jan-20	320.73	324.75	325.16	325.11	323.16	frozen	frozen
29-Feb-20	320.59	324.51	324.77	324.75	322.64	frozen	frozen
20-May-20	320.39	324.29	324.55	324.54	322.37	324.68	324.93
18-Jun-20	320.25	324.17	324.43	324.42	322.04	324.47	dry
15-Jul-20	320.08	324.20	324.47	324.45	322.12	324.51	dry
26-Aug-20	319.95	323.87	324.11	324.09	321.66	324.15	dry
21-Sep-20	319.89	323.80	324.07	324.03	321.57	324.08	dry
19-Oct-20	319.81	323.75	324.02	324.01	321.45	324.02	dry
24-Nov-20	319.73	323.69	323.99	323.97	321.40	323.95	dry
30-Dec-20	319.81	323.74	324.04	324.03	321.46	324.01	dry
21-Jan-21	319.91	324.04	324.28	324.27	321.70	324.36	dry
24-Feb-21	319.81	323.81	324.07	324.05	321.52	324.07	dry
18-Mar-21	319.94	323.98	324.24	324.24	321.86	324.36	dry
9-Apr-21	320.00	324.05	324.31	324.30	321.90	dry	dry
10-May-21	320.06	324.03	324.33	324.30	321.89	dry	dry
7-Jul-21	319.86	323.93	324.10	324.08	321.62	324.22	dry
23-Aug-21	319.70	323.63	323.89	323.86	321.44	323.84	dry
12-Oct-21	319.81	323.79	324.01	324.00	321.48	324.09	dry
14-Dec-21	319.93	324.03	324.25	324.23	321.67	324.10	dry
25-Jan-22	319.89	323.79	324.04	324.04	321.60	324.05	dry
15-Feb-22	319.79	323.71	323.99	323.97	321.51	dry	dry
29-Mar-22	320.38	324.53	324.77	324.76	322.60	324.84	324.95
20-Apr-22	320.37	324.39	324.62	324.61	322.44	324.74	324.93
24-May-22	320.29	324.30	324.66	324.55	322.13	324.61	dry
28-Jun-22	320.05	324.09	324.39	324.37	321.83	324.29	dry
29-Sep-22	319.53	323.59	323.88	323.86	321.33	dry	dry
26-Oct-22	319.42	323.31	323.82	323.80	dry	dry	dry
27-Dec-22	319.28	323.38	323.69	323.66	dry	dry	dry
notes:	mASL = metres above sea level		GW = groundwater		SW = surface water		







**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**

**BY-LAW 2023-034**

A by-law to authorize the entering into of a Site Alteration Agreement with John Baranski.

**WHEREAS** the Municipal Act, S.O. 2001, c.25 authorizes a municipality to enter into agreements; and,

**WHEREAS** the Council for the Corporation of the Township of Puslinch deems it expedient to enter into a Site Alteration Agreement with John Baranski;

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

1. That the Corporation of the Township of Puslinch enter into a Site Alteration Agreement with John Baranski for the lands described as PART LOT 26, CONCESSION 1 PUSLINCH AS IN RO679458 EXCEPT PART 1, 61R6605, PART 1, 61R8633 & PT 2, 61R20729, PART 1 61R20781, municipally known as 7176 Concession 1.
2. That the Mayor and Clerk are hereby authorized to execute the said Site Alteration Agreement.
3. That this by-law shall come into effect on August 16, 2023.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 16<sup>th</sup> DAY OF August, 2023.**

\_\_\_\_\_  
James Seeley, Mayor

\_\_\_\_\_  
Courtenay Hoytfox, Clerk

## THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 2023-035, being a By-Law to  
amend the Township's Procedural By-law for  
Meetings of Council and Committees BL 2022-046

**WHEREAS** the *Municipal Act, 2001, S.O. 2001, Chapter 25, Section 238* requires that every municipality and local Board shall pass a procedure By-Law for governing the calling, place and proceedings of meetings, for public notice of meetings and for electronic participation in meetings;

**AND WHEREAS** Council passed By-law 2022-046 being a by-law to establish procedure for Meetings of Council and Committees;

**THEREFORE** the Corporation of the Township of Puslinch by the Council hereby amends By-Law No 2022-046 as follows:

1. That the By-law Index be amended to include Section 3. "Land Acknowledgements"
2. That Section 3. be added as follows:

### **3. LAND ACKNOWLEDGMENTS**

(a) The Chair shall read the municipal Land Acknowledgement at the inaugural meeting of Council each term.

(b) The Chair of each local board shall read the municipal Land Acknowledgement at the first meeting of each term of Council; with the exception of the Township Heritage Advisory Committee where the Chair shall read the municipal Land Acknowledgement at each Committee meeting.

3. That Section 7.1.3 "Order of Business" be amended to include the following:  
3. Land Acknowledgements (in accordance with Section 3 "Land Acknowledgements")

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 16  
DAY OF AUGUST, 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 036-2023

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 AUGUST 16, 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 AUGUST 16, 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 16 DAY OF AUGUST, 2023.**

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James Seeley, Mayor

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Courtenay Hoytfox, Clerk