



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
MARCH 22, 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 ADDENDUM

DATE: Wednesday March 22, 2023

CLOSED MEETING: Directly following Section 13 Announcements

REGULAR MEETING: 10:00 A.M.

Addendum

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

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

≠ Denotes resolution prepared

- 1. Call the Meeting to Order**
- 2. Roll Call**
- 3. Moment of Reflection**
- 4. Confirmation of the Agenda ≠**



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5. **Disclosure of Pecuniary Interest & the General Nature Thereof**

6. **Consent Agenda ≠**

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

6.1.1 March 1, 2023 Council Meeting Minutes

6.1.2 September 20, 2022 Recreation Advisory Committee Minutes

6.1.3 October 3, 2022 Heritage Advisory Committee Meeting Minutes

6.1.4 February 6, 2023 Youth Advisory Committee Minutes

6.2 Grand River Conservation Authority - February General Membership Annual General Meeting Summary

6.3 Grand River Conservation Authority - Municipal Levy & Budget 2023

6.4 Ministry of Natural Resources and Forestry - Proposed Amendments to O. Reg. 161-17

6.5 Ministry of the Environment Conservation and Parks - Municipal Class Environmental Assessment Amendments

6.6 City of Port Colborne Support - County of Huron - Review of the Cannabis Act

6.7 County of Huron - Warden's Letter Regarding Cannabis Act

6.8 Township of Malahide - Review of Cannabis Act

6.9 Township of Dawn-Euphemia - School Board Election Expenses

6.10 City of Port Colborne - Support Town of Petrolia – Regarding School Board Elections

6.11 Township of Ashfield-Colborne-Wawanosh - Letter of Support - Petrolia - School Board Election Costs

6.12 Township of Howick - Ontario School Board Elections

6.13 Township of East Garafraxa - Ontario School Board Elections

6.14 Town of Lincoln Ontario - School Board Elections

6.15 Municipality of Moonbeam - Moratorium on Most Pupil Accommodation

6.16 Regional Municipality of Niagara - Respecting Declarations of Emergency for Homelessness, Mental Health and Opioid Addiction

6.17 Town of Coburg - Homeless and Unsheltered Persons

6.18 Municipality of Chatham-Kent - Reducing Municipal Insurance Costs

6.19 Municipality of Trent Lakes - Oath of Office

6.20 Township of Ashfield-Colborne-Wawanosh - Voters List

6.21 Municipality of Chatham-Kent - Stopping Harassment and Abuse by Local Leaders Act

6.22 Lanark County - Declaring Intimate Partner Violence and Partner Violence Against Women an Epidemic

6.23 Ministry of Environment, Conservation and Parks - Environmental Assessment Modernization Update

6.24 Monthly Monitoring Report - Mill Creek Pit - License 5738



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7. Delegations ≠

7.1 Specific Interest (Items Listed on the Meeting Agenda)

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

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

- 7.2.1 10:05 AM Delegation by Paul Roberts to request an exemption regarding the limit on Special Event Permits ≠
- 7.2.2 10:15 AM Delegation by Bruce Taylor and Bernard Akuoko regarding safety in Boreham Park ≠

8. Public Meetings

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

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

9. Reports ≠

9.1 Puslinch Fire and Rescue Services

- 9.1.1 None

9.2 Finance Department

- 9.2.1 Report FIN-2023-009 - Remuneration and Expenses - Council and Others ≠
- 9.2.2 Report FIN-2023-010 - Municipal Asset Management Program – Agreement ≠
- 9.2.3 Report FIN-2023-011 - Grant Application Policy Amendments ≠
- 9.2.4 Report FIN-2023-012 Fourth Quarter Financial Report – 2022 ≠

9.3 Administration Department

- 9.3.1 Report ADM-2023-013 – Youth Advisory Committee Update Report ≠
- 9.3.2 Report ADM-2023-014 – Application for Demolition on a property listed on the Heritage Register (6927 Wellington Rd 34) ≠
- 9.3.3 Report ADM-2023-015 – Bill 23 Heritage Act Designations ≠
- 9.3.4 Report ADM-2023-016 – Badger Daylighting Zoning Amendment Application Recommendation Report ≠

9.4 Planning and Building Department

- 9.4.1 None

9.5 Emergency Management

- 9.5.1 None



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23 BROCK RD S, PUSLINCH

9.6 Roads and Parks Department

9.6.1 None

9.7 Recreation Department

9.7.1 None

10. Correspondence ≠

10.1 County of Wellington Council Resolution – OPA 120 Recommendation Report ≠

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

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 BL2023-016 – Being a by-law to authorize the entering into a Grant Agreement with the Federation of Canadian Municipalities for the Municipal Asset Management Program for the Reporting of Conditions and Traffic Volumes of the Township of Puslinch's Road Network

13. Announcements

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

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

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

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

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



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15. **Business Arising from Closed Session**
16. **Notice of Motion**
17. **New Business**
18. **Confirmatory By-law ≠**
18.1 BL2023-017 Confirm By-law – March 22, 2023 ≠
19. **Adjournment ≠**



MINUTES

DATE: March 1, 2023

CLOSED MEETING: Directly following section 13
Announcements

COUNCIL MEETING: 10:00 A.M.

The March 1, 2023 Council Meeting was held on the above date and called to order at 10:00 a.m. via electronic participation and in-person at 23 Brock Rd S, Puslinch.

1. **CALL THE MEETING TO ORDER**

2. **ROLL CALL**

ATTENDANCE:

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

STAFF IN ATTENDANCE:

1. Glenn Schwendinger, CAO
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. Andrew Hartholt, CBO

3. **MOMENT OF REFLECTION**

4. **CONFIRMATION OF THE AGENDA**

Resolution No. 2023-061:

Moved by Councillor Hurst and
Seconded by Councillor Sepulis

That Council approves the March 1, 2023 Agenda and Addendum as circulated; and

That Council approves the additions to the agenda as follows:

Consent Item 6.1.4 Questions received from Council seeking additional information and the corresponding responses provided by staff regarding the March 1, 2023 Council agenda.

CARRIED

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

Councillor Goyda declared a potential conflict of interest related to Correspondence Item 10.6 due to a family member owning a gravel pit in the County of Wellington, I have a pecuniary interest in the assessment of gravel pits.

6. **CONSENT AGENDA**

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

- 6.1.1 February 8, 2023 Council Meeting Minutes
- 6.1.2 January 10, 2023 Committee of Adjustment Meeting Minutes
- 6.1.3 January 10, 2023 Committee of Adjustment Meeting Minutes
- 6.1.4 March 1, 2023 Council questions and Staff Responses

6.2 Dufferin Aggregates (5738) Monthly Monitoring Report - January 2023



- 6.3 Grand River Conservation Authority - Notification of By-Law 1-2023
- 6.4 The Spiritual Assembly of the Baha'is of Puslinch - Youth Advisory Committee
- 6.5 County of Huron - Call to Action - Review of the Cannabis Act
- 6.6 Municipality of West Nipissing - Concerns Regarding Bill 23 - More Homes Built Faster Act
- 6.7 Town of Deep River Resolution - School Board Elections
- 6.8 Town of Essex - Letter of Support - School Board Elections
- 6.9 Town of Plympton-Wyoming - Support Resolution for Petrolia - School Board Elections

Resolution No. 2023-062: Moved by Councillor Sepulis and
Seconded by Councillor Hurst

That the Consent Agenda items with the exception of items 6.5, 6.7, 6.8 and 6.9 listed for MARCH 1, 2023 Council meeting be received for information.

CARRIED

Resolution No. 2023-063: Moved by Councillor Bailey and
Seconded by Councillor Goyda

That the Consent Agenda items with the exception of item 6.5 listed for MARCH 1, 2023 Council meeting be received for information; and

That Council direct staff to include this item in our file when working through the Cannabis Policy work plan initiative.

CARRIED

Resolution No. 2023-064: Moved by Councillor Sepulis and
Seconded by Councillor Goyda

That the Consent Agenda items 6.7, 6.8 and 6.9 listed for MARCH 1, 2023 Council meeting be received; and

Whereas the Township of Puslinch Council has received correspondence from the Towns of Deep River, Essex and Plympton-Wyoming advising that their respective Councils support the resolution from Petrolia regarding school board elections; and

Whereas in the Province of Ontario, municipalities are responsible to conduct the election process on behalf of the school boards; and

Whereas as extensive amount of resources, time and management to advertise, co-ordinate and complete these trustee elections is placed on the municipality; and

Whereas municipalities do not receive any compensation or re-imbursement for orchestration of the school board trustee elections;

Be it resolved that the Township of Puslinch Council also is in support and request staff to forward this motion to the Hon. Steven Lecce, Minister of Education, Speaker Ted Arnott, MPP Matthew Rae and the school boards directly, AMO, ROMA and the County of Wellington requesting that school boards become responsible for conducting their own trustee elections or at minimum municipalities be compensated by the school boards for overseeing such trustee elections.

CARRIED

7. DELEGATIONS:

7.1 Specific Interest (Items Listed on the Meeting Agenda)

- 7.1.1 10:05 AM Delegation by Guy Giorno, Fasken Martineau Dumoulin LLP regarding agenda item 12.1.1 By-law to appoint an Integrity Commissioner for the Township of Puslinch ≠

Resolution No. 2023-065: Moved by Councillor Sepulis and
Seconded by Councillor Bailey



That Council receives the Delegation by Guy Giorno, Fasken Martineau Dumoulin LLP regarding agenda item 12.1.1 By-law to appoint an Integrity Commissioner for the Township of Puslinch for information.

CARRIED

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

7.2.1 None

8. **PUBLIC MEETINGS:**

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

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

9. **REPORTS:**

9.1 Puslinch Fire and Rescue Services

9.1.1 None

9.2 Finance Department

9.2.1 None

9.3 Administration Department

9.3.1 Report ADM-2023-010 - ADM-2023-010- Proposed 2023 Corporate Workplan

Resolution No. 2023-066:

Moved by Councillor Sepulis and
Seconded by Councillor Goyda

THAT Report ADM-2023-010 regarding the Proposed 2023 Corporate Workplan be received; and

That Council direct staff look to selecting a gravel road to commence this year and if funding is available that construction commence early next year to take advantage of current pricing.

CARRIED

Resolution No. 2023-067:

Moved by Councillor Goyda and
Seconded by Councillor Bailey

THAT the Township of Puslinch Council directs staff to proceed with finalizing the document as presented and report back to Council.

CARRIED

9.3.2 Report ADM-2023-011 - Heritage Advisory Committee Vacancy Appointment

Resolution No. 2023-068:

Moved by Councillor Goyda and
Seconded by Councillor Hurst

That Report ADM-2023-011 entitled Heritage Advisory Committee Vacancy Appoint be received; and,

That Council give 3 (three) regarding to By-law 2023-014 being a by-law to appoint citizen members to the Heritage Advisory Committee.



CARRIED

9.3.3 Report ADM-2023-012 2020 Monitoring Report - Lafarge McMillan Pit, Licence No. 10671 and Peer Review

Resolution No. 2023-069: Moved by Councillor Hurst and
Seconded by Councillor Sepulis

That Report ADM-2023-012 entitled 2020 Monitoring Report – Lafarge McMillan Pit, Licence No. 10671 and Peer Review be received; and

That Council direct staff to forward the staff report and schedules to Mr. Wayne Madden, the resident requesting the information; and

That Council direct staff to request that this information be provided by Lafarge voluntarily and that failing the monitoring data being provided voluntarily;

That Council direct staff to request this information on an on-going annual basis through a Freedom of Information Request to the Ministry.

CARRIED

9.4 Planning and Building Department

9.4.1 None

9.5 Emergency Management

9.5.1 None

9.6 Roads and Parks Department

9.6.1 None

9.7 Recreation Department

9.7.1 None

10. CORRESPONDENCE:

10.1 County of Wellington - County Official Plan Review - Progress Report 8

Resolution No. 2023-070: Moved by Councillor Goyda and
Seconded by Councillor Sepulis

That Council receives the correspondence item County of Wellington - County Official Plan Review - Progress Report 8 for information; and

That Council direct staff to request County to present to Council the Draft Provincial Agricultural System mapping as it would be beneficial for residents that own property in the candidate areas to understand how they can become involved in this process particularly if they are interested in severing their lands.

CARRIED

10.2 County of Welling - Roads Committee Report - Lake Road Reconstruction (Wellington Road 32, Puslinch, - Project Details and Speed Limit Changes

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

10.3 County of Wellington – Planning Report – Bill 23 – More Homes Built Faster Act, 2022

Resolution No. 2023-072: Moved by Councillor Hurst and
Seconded by Councillor Sepulis

That Council receives the correspondence item 10.3 County of Wellington – Planning Report – Bill 23 – More Homes Built Faster Act, 2022 and 10.3.1 Ontario Professional Planners Institute & WeirFoulds LLP – Annual Seminar – Bill 23 – More Homes Built Faster Act, 2022 for information.

CARRIED

Councillor Goyda declared a potential conflict of interest related to Correspondence Item 10.4 due to a family member owning a gravel pit in the County of Wellington, I have a pecuniary interest in the assessment of gravel pits and refrained from discussions and voting on that item.

10.4 McMillan Pit (5737) 2022 Water Quality Analysis Report and Peer Review

Resolution No. 2023-073: Moved by Councillor Hurst and
Seconded by Councillor Sepulis

That Council receives the correspondence item 10.4 McMillan Pit (5737) 2022 Water Quality Analysis Report and Peer Review for information; and

That Council direct staff to contact the MNRF to surrender the licence for this pit given that extraction has ceased since 2004; and

That Council direct staff to retain a consultant to review the property in relation to the Ontario Divisional Court Decision – Municipal Property Assessment Corporation et al v County of Wellington decision in order to classify the property assessment in accordance with the decision and whether the end use of aqua-farming is an approved use under the ARA licence and if it is an approved use in accordance with the Township Zoning By-law; and

That Council direct staff to confirm with the pit operator that the extraction activity has ceased permanently.

CARRIED

10.5 Dufferin Aberfoyle Pit 2 Application to request to increase annual tonnage limit

Resolution No. 2023-074: Moved by Councillor Sepulis and
Seconded by Councillor Bailey

That Council receives the correspondence item 10.5 Dufferin Aberfoyle Pit 2 Application to request to increase annual tonnage limit for information; and

That Council direct staff to gather more information and report back to Council on this request with next steps.



CARRIED

Councillor Goyda declared a potential conflict of interest related to Correspondence Item 10.6 due to a family member owning a gravel pit in the County of Wellington, I have a pecuniary interest in the assessment of gravel pits and refrained from discussions and voting on that item.

10.6 Ontario Divisional Court Decision – Municipal Property Assessment Corporation et al v County of Wellington

Resolution No. 2023-075:

Moved by Councillor Sepulis and
Seconded by Councillor Hurst

That Council receives the correspondence item 10.6 Ontario Divisional Court Decision – Municipal Property Assessment Corporation et al v County of Wellington for information; and

That Council request that Ken DeHart from the County of Wellington present to Council on this matter at a future meeting.

CARRIED

Council recessed from 11:44 p.m. to 11:56 p.m.

Roll Call

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

11. COUNCIL REPORTS:

11.1 Mayor' Updates

11.1.1 Mayor Seeley gave an update on recent discussions with MPP Rae.

11.1.2 Mayor Seeley gave an update regarding TAPMO meetings and upcoming meetings with the City of Cambridge

11.1.3 Councillor Hurst discussed talking with Cambridge regarding the fire service agreement and Council direction & Councillor Sepulis discussed GRCA lands in respect to Puslinch lake access.

11.2 Council Member Reports

11.2.1 Councillor Bailey gave an update on the Safe Communities VON (Victoria Order of Nurses) fitness classes 4 days a week at Duff's Church Mon-Thursday. Classes are newly offered on Tuesday and Thursdays in Mini Lakes.

11.2.2 Councillor Goyda provided an update Friends of Mill Creek Committee and executing the ranger program and uncertain how to carry on with the program. New membership and outreach is needed.

Resolution No. 2023-076:

Moved by Councillor Sepulis and
Seconded by Councillor Hurst

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

CARRIED

12. BY-LAWS:

12.1.1 BL2023-013 – Being a by-law to appoint an Integrity Commissioner for the Township of Puslinch

12.1.2 BL2023-014 – Being a by-law to appoint a Heritage Advisory Committee which repeals by-law 2023-007

Resolution No. 2023-077:

Moved by Councillor Sepulis and



Seconded by Councillor Hurst

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

12.1.1 BL2023-013 – Being a by-law to appoint an Integrity Commissioner for the Township of Puslinch, as amended

12.1.2 BL2023-014 – Being a by-law to appoint a Heritage Advisory Committee for the Township of Puslinch

CARRIED

13. ANNOUNCEMENTS:

17.1 Councillor Hurst mentioned the first Heritage Advisory meeting March 6, 2023

14. CLOSED SESSION:

Council was in closed session from 12:30 p.m. to 3:16 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. 2023-078:

Moved by Councillor Bailey and
Seconded by Councillor Goyda

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

14.1 Confidential report prepared by Kevin Thompson, SV Law Firm LLP regarding advice that is subject to solicitor client privilege, including communications necessary for that purpose – Ontario Land Tribunal matter

14.2 Confidential report prepared by Eric Davis, SV Law Firm LLP regarding advice that is subject to solicitor client privilege, including communications necessary for that purpose and regarding the security of the property of the municipality or local board – Township lands

14.3 Confidential report regarding personal matters about an identifiable individual, including municipal or local board employees – Volunteer of the Year Award Nominations

CARRIED

Resolution No. 2023-079:

Moved by Councillor Hurst and
Seconded by Councillor Bailey

THAT Council moves into open session at 3:16 pm

CARRIED

Council resumed into open session at 3:16 p.m.

Resolution No. 2023-080:

Moved by Councillor Bailey and
Seconded by Councillor Hurst

That Council receives the:

14.1 Confidential report prepared by Kevin Thompson, SV Law Firm LLP regarding advice that is subject to solicitor client privilege, including communications necessary for that purpose – Ontario Land Tribunal matter

14.2 Confidential report prepared by Eric Davis, SV Law Firm LLP regarding advice that is subject to solicitor client privilege, including communications necessary for that purpose and regarding the security of the property of the municipality or local board – Township lands



14.3 Confidential report regarding personal matters about an identifiable individual, including municipal or local board employees – Volunteer of the Year Award Nominations; and

That staff proceed as directed.

CARRIED

15. BUSINESS ARISING FROM CLOSED SESSION:

None

16. NOTICE OF MOTION:

None

17. NEW BUSINESS:

Staff to consider inviting recipients of the Volunteer of the Year and Senior of the Year to the Township appreciation night.

18. CONFIRMATORY BY-LAW:

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

Resolution No. 2023-081:

Moved by Councillor Hurst and
Seconded by Councillor Sepulis

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

By-Law 2023-015 being a by-law to confirm the proceedings of Council for the Corporation of the Township of Puslinch at its meeting held on the 1 day of March 2023.

CARRIED

19. ADJOURNMENT:

Resolution No. 2023-082:

Moved by Councillor Hurst and
Seconded by Councillor Sepulis

That Council hereby adjourns at 3:19 p.m.

CARRIED

James Seeley, Mayor

Courtenay Hoytfox, Clerk



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
SEPTEMBER 20, 2022 RECREATION COMMITTEE MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

MINUTES

DATE: September 20, 2022

MEETING: 7:00 P.M.

The September 20, 2022 Recreation Committee was held on the above date and called to order at 7:01 p.m. via electronic participation.

1. CALL THE MEETING TO ORDER

2. ROLL CALL

Attendance:

Mayor James Seeley
Councillor Jessica Goyda
Vince Klimkosz
June Williams
Bruce Joy

Staff in Attendance:

Courtney Hoytfox, Municipal Clerk
Mike Fowler, Director of Public Works, Parks and Facilities
Jeff Bunn, Deputy Clerk
Sarah Huether, Taxation and Customer Service Supervisor

3. OPENING REMARKS

Chair Vince Klimkosz reviewed the Electronic Meeting Protocol.

4. CONFIRMATION OF THE AGENDA

Resolution No. 2022-026:

Moved by June Williams
Seconded by Bruce Joy

That the Recreation Committee approves the September 20, 2022 Agenda as circulated.

CARRIED.

5. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF:

There was no disclosure of pecuniary interest.



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
SEPTEMBER 20, 2022 RECREATION COMMITTEE MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

6. APPROVAL OF MINUTES

Resolution No. 2022-027:

Moved by Mayor Seeley
Seconded by Councillor Goyda

That the Recreation Committee meeting minutes from the May 17, 2022 be approved as presented.

CARRIED.

7. BUSINESS ARISING FROM MINUTES

None.

8. CONSENT AGENDA

8.1 Resolution 2022-262 - Proposal for Frisbee Golf in Township of Puslinch

Resolution No. 2022-028:

Moved by June Williams
Seconded by Bruce Joy

That Consent Item 8.1. Township of Puslinch Council Resolution 2022-262 be received for information; and,

That the Engage Puslinch Sub-committee work with staff to develop and implement an Engage Puslinch Project regarding Frisbee Golf and that the results be provided to the appropriate staff to be reported to Council; and further,

That the Recreation Committee advise council of the following comments for their consideration:

- **Generally, there is support of the idea of Frisbee Golf but perhaps that a smaller course should be considered with respect to not stagnating the park to Frisbee golf exclusively.**
- **There should be consideration for the demand of a full course and a review of the environmental and parking concerns raised by the delegate.**
- **Raised the question of how many holes can be accommodated within the property identified.**

CARRIED.



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
SEPTEMBER 20, 2022 RECREATION COMMITTEE MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

8.2 Report FIN-2022-029 – 2023 Proposed User Fees and Charges

Resolution No. 2022-029:

Moved by Mayor Seeley
Seconded by June Williams

**That Consent Item 8.2. Report FIN-2022-029 – 2023 Proposed User Fees and Charges;
and further,**

**That the Recreation Committee advice council of the following for their
consideration:**

**That there should be caution of how much the rental fees should increase due to rising
insurance rates.**

CARRIED.

8.3 Recreation Committee 2022 Q1 Revenue and Expense Information

Resolution No. 2022-030:

Moved by Bruce Joy
Seconded by Councillor Goyda

That Consent Agenda item 8.3 be received for information.

CARRIED.

8.4 Facility Revenues for May 1, 2022 to August 31, 2022

Resolution No. 2022-031:

Moved by Bruce Joy
Seconded by June Williams

That Consent Agenda item 8.4 be received for information.

CARRIED.

9. CORRESPONDENCE

None.

10. DELEGATIONS

Joint delegation presented by Judith Stoffman, Barb Redmond and Mary Christidis regarding concerns related to the suitability of Fox Run Drive Park for a proposed Frisbee Golf Course.



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
SEPTEMBER 20, 2022 RECREATION COMMITTEE MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

Resolution No. 2022-032:

Moved by Councillor Goyda
Seconded by Bruce Joy

That the joint Delegation by Judith Stoffman, Barb Redmond and Mary Christidis regarding concerns related to suitability of Fox Run Drive Park for a proposed Frisbee Golf Course be received for information; and further,

That the Recreation Committee advise council of the following for their consideration:

CARRIED.

11. COMMITTEE AND STAFF REPORTS

11.1 Report – REC-2022-011 – Proposed 2023 Meeting Schedule

Resolution No. 2022-033:

Moved by June Williams
Seconded by Bruce Joy

That staff report REC-2022-011 regarding the Proposed 2023 Recreation Committee Schedule be received for information; and further,

That the 2023 Recreation Committee Schedule be approved as amended:

February 21, 2023

May 16, 2023

September 19, 2023

November 21, 2023

CARRIED.

11.2 Report – REC-2022-012 – Optimist Recreation Centre Advertising Program

Resolution No. 2022-034:

Moved by Councillor Goyda
Seconded by Bruce Joy

That staff report REC-2022-012 regarding the Optimist Recreation Centre Advertising Program be received for information; and further,



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
SEPTEMBER 20, 2022 RECREATION COMMITTEE MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

That staff be asked to use existing advertising opportunities to advertise at the Optimist Recreation Centre.

CARRIED.

11.3 Report – REC-2022-013 – Committee Quarterly Review of Goals and Objectives for 2022

Resolution No. 2022-035:

Moved by Councillor Goyda
Seconded by Bruce Joy

That staff report REC-2022-013 regarding the Recreation Committee Goals and Objectives 2022 be received for information.

CARRIED.

11.4 Verbal Report - Parks Master Plan

Resolution No. 2022-036:

Moved by June Williams
Seconded by Bruce Joy

That the verbal report Parks Master Plan be received for information.

CARRIED.

11.5 Verbal Report – Boreham Park Update

Resolution No. 2022-037:

Moved by June Williams
Seconded by Bruce Joy

That the verbal report Boreham Park Update be received for information.

CARRIED.



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
SEPTEMBER 20, 2022 RECREATION COMMITTEE MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

12. NEW BUSINESS

None.

13. ANNOUNCEMENTS

None.

14. ADJOURNMENT

Resolution No. 2022-038:

Moved by June Williams
Seconded by Bruce Joy

That the Recreation Committee hereby adjourns at 8:51 p.m.

CARRIED.

Next meeting: February 21, 2023



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
OCTOBER 3, 2022 HERITAGE COMMITTEE MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

MINUTES

DATE: October 3, 2022

MEETING: 1:00 P.M.

The October 3, 2022 Heritage Committee Meeting was held on the above date and called to order at 1:00 pm via electronic participation.

1. CALL THE MEETING TO ORDER

2. ROLL CALL

ATTENDANCE:

Councillor Matthew Bulmer
John Arnold
John Levak
Mary Tivy
Barb Jefferson

STAFF IN ATTENDANCE:

Courtenay Hoytfox, Municipal Clerk
Justine Brotherston, Communications and Committee Coordinator
Jeff Bunn, Deputy Clerk

3. OPENING REMARKS

Chair John Arnold reviewed the Electronic Meeting Protocol.

4. CONFIRMATION OF THE AGENDA:

Resolution No. 2022-043:

Moved by Mary Tivy and
Seconded by John Levak

That the Committee approves the October 3, 2022 Agenda and Addendum as circulated; and further;

That the Committee approves the additions to the agenda as follows:

10.2 Delegation by Margaret Anderson regarding Application to demolish a property listed on the Heritage Register (82 Queen St)



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
OCTOBER 3, 2022 HERITAGE COMMITTEE MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

10.3 Delegation by Chris Saunders regarding Application to demolish a property listed on the Heritage Register (82 Queen St)

10.4 Written Delegation by Don McKay regarding Application to demolish a property listed on the Heritage Register (82 Queen St)

10.5 Written Delegation by Marjorie Clark regarding Application to demolish a property listed on the Heritage Register (82 Queen St)

10.6 Written Delegation by Forbes Morlock regarding Application to demolish a property listed on the Heritage Register (82 Queen St)

CARRIED

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

None.

6. APPROVAL OF MINUTES

Resolution No. 2022-044:

Moved by Matthew Bulmer and
Seconded by Barb Jefferson

That the minutes of the July 25, 2022 meeting be adopted as written and distributed.

CARRIED

7. BUSINESS ARISING FROM MINUTES

John Arnold noted the information provided by John Levak at the July 25, 2022 Heritage Committee meeting regarding the John Edwards Conference Bursary that were available for Committee members to apply for to potentially cover a portion of the cost to attend the 2022 National Trust Conference.

8. CONSENT AGENDA

- 8.1. Community Heritage Ontario – Summer 2022 Newsletter
- 8.2. Lieutenant Governor's Ontario Heritage Awards



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
OCTOBER 3, 2022 HERITAGE COMMITTEE MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

Resolution No. 2022-045:

Moved by Mary Tivy and
Seconded by Barb Jefferson

That Consent Agenda items 8.1 and 8.2 be received for information.

CARRIED

9. CORRESPONDENCE:

None.

10. DELEGATIONS:

10.1 Delegation by Don McKay regarding Application to demolish a property listed on Heritage Register (82 Queen St)

Resolution No. 2022-046:

Moved by Mary Tivy and
Seconded by Barb Jefferson

That the Delegation by Don McKay regarding the Application to demolish a property listed on Heritage Register (82 Queen St) be received for information.

CARRIED

10.2 Delegation by Margaret Anderson regarding Application to demolish a property listed on Heritage Register (82 Queen St)

Resolution No. 2022-047:

Moved by Mary Tivy and
Seconded by Matthew Bulmer

That the Delegation by Margaret Anderson regarding the Application to demolish a property listed on Heritage Register (82 Queen St) be received for information.

CARRIED

10.3 Delegation by Chris Saunders regarding Application to demolish a property listed on Heritage Register (82 Queen St)

Chris Saunders was not present at the meeting.

10.4 Written Delegation by Don McKay regarding Application to demolish a property listed on Heritage Register (82 Queen St)



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
OCTOBER 3, 2022 HERITAGE COMMITTEE MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

10.5 Written Delegation by Marjorie Clark regarding Application to demolish a property listed on Heritage Register (82 Queen St)

10.6 Written Delegation by Marjorie Clark regarding Application to demolish a property listed on Heritage Register (82 Queen St)

Resolution No. 2022-048:

Moved by Matthew Bulmer and
Seconded by Barb Jefferson

That the Written Delegations by Don McKay, Marjorie Clark and Forbes Morlock regarding the Application to demolish a property listed on Heritage Register (82 Queen St) be received for information.

CARRIED

11. COMMITTEE REPORTS:

11.5. Report - HER-2022-019 - Application to demolish property listed on Heritage Register (82 Queen St)

Resolution No. 2022-049:

Moved by John Levak and
Seconded by Barb Jefferson

That Ravi Sharda be permitted to Delegate regarding the Application to demolish a property listed on Heritage Register (82 Queen St).

CARRIED

Resolution No. 2022-050:

Moved by John Levak and
Seconded by Barb Jefferson

That the Delegation by Ravi Sharda regarding the Application to demolish a property listed on Heritage Register (82 Queen St) be received for information.

CARRIED

Resolution No. 2022-051:

Moved by Mary Tivy and
Seconded by Matthew Bulmer

That the Heritage Committee recommend that the request to demolish 82 Queen St be rejected; and further,

That the Heritage Committee recommend Council proceed with an intention of designation for 82 Queen St.

CARRIED



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
OCTOBER 3, 2022 HERITAGE COMMITTEE MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

11.1 Committee Memo – Signage Suggestions

Resolution No. 2022-052: Moved by Mary Tivy and
Seconded by Barb Jefferson

That the Committee Memo Signage Suggestions be received for information; and further;

That the signage suggestions contained in the Committee Memo be forwarded to the Signage Sub-committee for consideration.

CARRIED

11.2 Committee Memo – National Trust Conference

Resolution No. 2022-053: Moved by Mary Tivy and
Seconded by Barb Jefferson

That the Committee Memo regarding Attendance at the National Trust Conference be received for information; and further,

That the Heritage Committee Advisory Committee Goals and Objectives Proposal Form and request for additional conference funds be forwarded to Council for their consideration for the proposed 2023 Budget.

CARRIED

11.3. Report - HER-2022-017 - Digital Archive and Interactive Heritage Register Map

Resolution No. 2022-054: Moved by Mary Tivy and
Seconded by Barb Jefferson

That staff report HER-2022-017 regarding the Digital Archive and Interactive Heritage Register Map be received for information.

CARRIED

11.4. Report - HER-2022-018 - Proposed 2023 Heritage Committee Meeting Schedule

Resolution No. 2022-055: Moved by Matthew Bulmer and
Seconded by Mary Tivy



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
OCTOBER 3, 2022 HERITAGE COMMITTEE MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

That the Heritage Committee request that Council update the Heritage Committee Terms of reference to include six scheduled meetings each year.

CARRIED

Resolution No. 2022-056: Moved by Matthew Bulmer and
Seconded by Mary Tivy

That staff report HER-2022-018 regarding the Proposed 2023 Heritage Committee Schedule be received for information; and further,

That the 2023 Heritage Committee Schedule be approved as presented.

CARRIED

11.6. Report – HER-2022-020 – Review Terms of Reference Section 4.1 Composition

Resolution No. 2022-057: Moved by John Levak and
Seconded by Mary Tivy

That staff report HER-2022-020 regarding the Review Terms of Reference Section 4.1 Composition be received for information; and further,

That the Heritage Committee request that Council approve the following composition for the 2022-2026 Term:

**5 Members of the Public
1 Member of Council**

CARRIED

11.7. Report – HER-2022-021 – Quarterly Review of Committee Goals and Objectives

Resolution No. 2022-058: Moved by Mary Tivy and
Seconded by Barb Jefferson

That staff report HER-2022-021 regarding Heritage Committee Goals and Objectives 2021-2022 be received for information; and further,

That the Heritage Committee support the development of an Advisory Committee Goals/Objective Proposals for the following:

- Interpretative Signage at Community Parks
- Historic Block Morriston Park Project

CARRIED



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
OCTOBER 3, 2022 HERITAGE COMMITTEE MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

12. NEW BUSINESS

None.

13. ANNOUNCEMENTS

None.

14. ADJOURNMENT

Resolution No. 2022-059:

Moved by Mary Tivy and
Seconded by Matthew Bulmer

That the Heritage Committee hereby adjourns at 3:21 p.m.

CARRIED

Next Meeting: January 16, 2023 @ 1:00 p.m.



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
FEBRUARY 6, 2023 YOUTH ADVISORY COMMITTEE MEETING
IN-PERSON MEETING

MINUTES

DATE: February 6, 2023

MEETING: 6:00 P.M.

The February 6, 2023 Youth Advisory Committee was held on the above date and called to order at 6:07 p.m. via in person participation at the Municipal Office at 7404 Wellington Road 34, Puslinch.

1. CALL THE MEETING TO ORDER

2. ROLL CALL

Attendance:

Councillor Sara Bailey
Aaron Dochstader
Ayla Panylo
Carter Devries
Carter O'Driscoll
Katey Whaling
Kenzo Szatori
Laz Holford
Oliver Van Gerwen

Staff in Attendance:

Courtenay Hoytfox, Municipal Clerk
Justine Brotherston, Deputy Clerk

3. MOMENT OF REFLECTION

4. CONFIRMATION OF THE AGENDA

Resolution No. 2023-001:

Moved by Oliver Van Gerwen
Seconded by Laz Holford

That the Youth Advisory Committee approves the February 6, 2023 Agenda as circulated.

CARRIED.



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
FEBRUARY 6, 2023 YOUTH ADVISORY COMMITTEE MEETING
IN-PERSON MEETING

5. DISCLOSURE OF CONFLICT OF INTEREST:

None

6. DELEGATIONS

None

7. CONSENT AGENDA

None

8. PRESENTATIONS, REPORTS AND WORKSHOPS

8.1 Presentation – Committee Member Introductions and Ice Breakers

Resolution No. 2023-002:

Moved by Katey Whaling
Seconded by Carter O'Driscoll

That the Presentation – Committee Member Introductions and Ice Breakers be received for information.

CARRIED.

8.2 Presentation – Committee Terms of Reference and Introduction to Township Procedural By-law

Resolution No. 2023-003:

Moved by Kenzo Szatori
Seconded by Katey Whaling

That the Presentation – Committee Terms of Reference and Introduction to Township Procedural By-law be received for information.

CARRIED.



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
FEBRUARY 6, 2023 YOUTH ADVISORY COMMITTEE MEETING
IN-PERSON MEETING

8.3 Workshop – Introduction to our community and on-going projects/initiatives

Resolution No. 2023-004:

Moved by Carter Devries
Seconded by Aaron Dochstader

**That the Workshop – Introduction to our community and on-going projects/initiatives
be received for information.**

CARRIED.

8.4 Presentation – Committee Goals and Objectives & Committee Calendar

Resolution No. 2023-005:

Moved by Laz Holford
Seconded by Ayla Panylo

**That the Workshop – Introduction to our community and on-going projects/initiatives
be received for information.**

CARRIED.

9. CORRESPONDENCE

None

10. ANNOUCEMENTS

None

11. NOTICE OF MOTION

None

12. NEW BUSINESS

None



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
FEBRUARY 6, 2023 YOUTH ADVISORY COMMITTEE MEETING
IN-PERSON MEETING

13. ADJOURNMENT

Resolution No. 2023-006:

Moved by Kenzo Szatori
Seconded by Carter Devries

That the Youth Advisory Committee hereby adjourns at 8:06 p.m.

CARRIED.



Grand River Conservation Authority

Summary of the General Membership Annual General Meeting – February 24, 2023

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

Action Items

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

- GM-02-23-20 - GRCA Fee Policy Schedule 2 - Conservation Areas – Amended
- GM-02-23-10 - Grand River Notification Agreement Renewal
- GM-02-22-13 - Afforestation Services for Spring 2023
- GM-02-23-14 - 2023 Replacement Tractors Purchase
- GM-02-23-15 - 2023 Replacement Vehicle Purchase
- GM-02-23-12 - 2023 Road Site Preparation and Surface Treatment
- GM-02-23-16 - Financial Summary
- GM-02-23-19 - Report and Recommendations of the Audit Committee
- Approval of Financial Statements and Report of the Auditor
- GM-02-23-17 - Budget 2023 and Presentation of Budget Estimates for the Current Year
- Appointment of Auditors for the year ending December 31, 2023
- Provision for Borrowing (Pending Receipt of Municipal Levies)

Information Items

The Board received the following reports as information:

- Minutes of the GRCA Board Composition Review Committee - February 10, 2023
- GM-02-23-18 - Current Watershed Conditions
- GM-02-23-09 - Cash and Investment Status
- GM-02-23-11 - Weighted Voting - 2023 Budget and General Levy

Correspondence

The Board received the following correspondence:

- Halton Region - 2023 Budget Direction
- Bev McIntyre - Guelph Lake CA seasonal camping fees
- GRCA Response - Guelph Lake CA seasonal camping fees

Source Protection Authority

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

Committee Appointments

The Board appointed members and officers to the following committees:

- Audit Committee
- Conservation Ontario Council Representatives

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

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

From: Eowyn Spencer <espencer@grandriver.ca>
Sent: Friday, February 24, 2023 12:14 PM
To:
Subject: Municipal Levy & Budget 2023 - Grand River Conservation Authority
GRCA 2023 Summary of Municipal Levy.pdf; GRCA 2023 Budget Package.pdf

Greetings Grand River watershed member municipalities:

By letter dated January 25, 2023 you were advised that the Annual General Meeting of the Grand River Conservation Authority would be held on February 24, 2023 to consider the 2023 Budget and General Levy. At that meeting, the following resolution was passed by weighted vote:

THAT the 2023 Budget of Grand River Conservation Authority of \$35,426,690 be approved;

AND THAT the member municipalities be assessed for payment of:

Matching Levy: \$449,688

Non-Matching Levy: \$11,568,312

Capital Levy: \$950,000

Total General Levy: \$12,968,000

AND THAT each member municipality's share of the 2023 General Levy be calculated using "Modified Current Value Assessment".

Attached are a summary of the 2023 municipal levies and the complete 2023 GRCA budget package. A hard copy of the 2023 budget package or a printable PDF **is available upon request**.

Should you have any questions or require further information, please contact [Karen Armstrong](#), Deputy CAO & Secretary Treasurer, or [Sonja Radoja](#), Manager of Corporate Services.

The attached Budget package should be received by Municipal Clerks of participating municipalities within the Grand River watershed; please forward if you have received this notification in error, and advise me of the correct contact.

On behalf of
Karen Armstrong
Deputy CAO & Secretary-Treasurer

Eowyn Spencer
Executive Assistant
Grand River Conservation Authority

400 Clyde Road, PO Box 729
Cambridge, ON N1R 5W6
Office: 519-621-2763 ext. 2240

Grand River Conservation Authority Summary of Municipal Levy - 2023 Budget

FINAL February 24, 2023

	% CVA in Watershed	2022 CVA (Modified)	CVA in Watershed	CVA-Based Apportionment	2023 Budget Matching & Maintenance Levy	2023 Budget Admin & Maintenance Levy	2023 Budget Capital Maintenance* Levy	2023 Budget Total Levy	Actual 2022	% Change
Brant County	82.9%	7,349,082,037	6,092,389,009	2.92%	13,125	337,655	27,729	378,509	361,733	4.6%
Brantford C	100.0%	15,438,439,128	15,438,439,128	7.40%	33,261	855,636	70,266	959,163	925,478	3.6%
Amaranth Twp	82.0%	823,007,110	674,865,830	0.32%	1,454	37,403	3,072	41,929	40,312	4.0%
East Garafraxa Twp	80.0%	646,737,870	517,390,296	0.25%	1,115	28,675	2,355	32,145	31,052	3.5%
Town of Grand Valley	100.0%	602,204,454	602,204,454	0.29%	1,297	33,376	2,741	37,414	34,921	7.1%
Melancthon Twp	56.0%	605,191,515	338,907,248	0.16%	730	18,783	1,542	21,055	20,387	3.3%
Southgate Twp	6.0%	1,095,001,488	65,700,089	0.03%	142	3,641	299	4,082	3,913	4.3%
Haldimand County	41.0%	7,387,846,603	3,029,017,107	1.45%	6,526	167,875	13,786	188,187	180,063	4.5%
Norfolk County	5.0%	9,785,538,892	489,276,945	0.23%	1,054	27,117	2,227	30,398	29,714	2.3%
Halton Region	10.5%	48,462,400,444	5,103,428,670	2.44%	10,995	282,844	23,227	317,066	304,589	4.1%
Hamilton City	26.8%	96,614,037,173	25,844,254,944	12.38%	55,679	1,432,351	117,626	1,605,656	1,557,692	3.1%
Oxford County	36.5%	4,574,385,729	1,667,806,332	0.80%	3,593	92,434	7,591	103,618	100,481	3.1%
North Perth T	2.0%	2,359,924,293	47,198,486	0.02%	102	2,616	215	2,933	2,779	5.5%
Perth East Twp	40.0%	2,078,521,741	831,408,696	0.40%	1,791	46,079	3,784	51,654	49,597	4.1%
Waterloo Region	100.0%	105,303,687,542	105,303,687,542	50.45%	226,867	5,836,184	479,273	6,542,324	6,325,085	3.4%
Centre Wellington Twp	100.0%	5,401,783,927	5,401,783,927	2.59%	11,638	299,380	24,585	335,603	319,769	5.0%
Erin T	49.0%	2,607,980,359	1,277,910,376	0.61%	2,753	70,825	5,816	79,394	77,102	3.0%
Guelph C	100.0%	28,289,926,279	28,289,926,279	13.55%	60,948	1,567,896	128,757	1,757,601	1,702,688	3.2%
Guelph Eramosa Twp	100.0%	2,930,879,758	2,930,879,758	1.40%	6,314	162,436	13,339	182,089	176,486	3.2%
Mapleton Twp	95.0%	1,881,798,619	1,787,708,688	0.86%	3,851	99,079	8,136	111,066	106,574	4.2%
Wellington North Twp	51.0%	1,801,568,972	918,800,176	0.44%	1,979	50,922	4,182	57,083	55,274	3.3%
Puslinch Twp	75.0%	2,769,118,798	2,076,839,099	0.99%	4,474	115,105	9,452	129,031	124,311	3.8%
Total		348,809,062,729	208,729,823,079	100.00%	449,688	11,568,312	950,000	12,968,000	12,530,000	3.5%

*Capital Maintenance Levy represents levy allocated to maintenance of capital infrastructure, studies, and/or equipment.



2023 BUDGET

February 24, 2023

Grand River Conservation Authority

2023 Budget

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GRCA 2023 Budget Highlights

The Grand River Conservation Authority is a successful partnership of municipalities, working together to promote and undertake wise management of the water and natural resources of the Grand River watershed.

The Grand River stretches 300 kilometres from Dundalk in Dufferin County to Port Maitland on Lake Erie. It takes in one of the fastest growing regions in the province, with a population of approximately 1,000,000. The Grand River watershed is also home to some of the most intensively farmed land in the nation.

The prospect of high growth and the impact on water and natural resources and the quality of life present an enormous challenge to the GRCA, municipalities and all watershed residents. It creates an urgent need to work co-operatively to care wisely for the Grand River and its resources.

The work of the GRCA is divided into seven business areas:

- Reducing flood damages
- Improving water quality
- Maintaining reliable water supply
- Protecting natural areas and biodiversity
- Watershed planning
- Environmental education
- Outdoor recreation

In order to carry out these functions, the GRCA draws revenues from a variety of sources:

- User fees, such as park admissions, nature centre programs, planning fees and others
- Revenues from property rentals and hydro generation at our dams
- Municipal levies, which are applied primarily to watershed management programs
- Municipal grants dedicated to specific programs, such as the Rural Water Quality Program and Water Quality Monitoring
- Provincial transfer payments for water management operating expenses
- Provincial grants for specific purposes, such as the provincial Source Protection Program and Capital Projects related to water management
- Donations from the Grand River Conservation Foundation for programs such as outdoor education, tree nursery operations and various special projects
- Federal grants and other miscellaneous sources of revenue

The GRCA continues to work on the updates and implementation of a Drinking Water Source Protection Plan for each of the four watersheds in the Lake Erie Source Protection Region, including the Grand River watershed, as part of the provincial Source Protection Program under the *Clean Water Act, 2006*. Besides supporting municipalities and other agencies in implementing the plans, the focus in 2023 continues on completing updates to the Grand River Source Protection Plan, including development of water quantity policies, updating water quality vulnerability assessments, and the development of the annual progress report for the Grand River Source Protection Plan.

In 2022 terms of reference for a watershed-based resource management strategy was completed as part of the requirement of the Conservation Authorities Act to develop a watershed strategy. In 2023, the focus will be on developing a draft watershed-based resource management strategy and engage municipalities through the Water Managers Working group. The existing water management plan will provide important information to the watershed strategy.

Bill 23 – More Homes Built Faster Act, 2022 impacts the 2023 Budget to the extent that certain fees are being frozen and there is the potential for revenue declines due to restrictions on natural heritage resource planning services offered by Conservation Authorities.

1. Watershed Management and Monitoring

Watershed management and monitoring programs protect watershed residents from flooding and provide the information required to develop appropriate resource management strategies and to identify priority actions to maintain a healthy watershed. Activities include operation of flood and erosion control structures such as dikes and dams; flood forecasting and warning; water quality monitoring; natural heritage restoration and rehabilitation projects; water quantity assessment; watershed and subwatershed studies.

Operating Expenditures:

Water Resources Planning and Environment	\$2,338,900	(Table 1)
Flood Forecasting and Warning	\$ 923,000	(Table 2)
Water Control Structures	\$1,944,200	(Table 3)

Capital Expenditures: **\$1,800,000** (Section B)

Total Expenditures: **\$7,006,100**

Revenue sources: Municipal levies, provincial grants and reserves

2. Planning

Program areas:

- a) Natural Hazard Regulations
The administration of conservation authority regulations related to development in the floodplain, and other natural hazards e.g. wetlands, slopes, shorelines and watercourses.
- b) Plan Input and Review
Planning and technical review of municipal planning documents and recommending policies related to natural hazards; providing advice and information to municipal councils on development proposals and severances; review of environmental assessments.

Operating Expenditures: **\$2,574,200** (Table 4)

Capital Expenditures: **NIL**

Revenue sources: Permit fees, enquiry fees, plan review fees, and municipal levy

3. Watershed stewardship

The watershed stewardship program provides information and/or assistance to private and public landowners and community groups on sound water and environmental practices that will enhance, restore or protect their properties. Some activities are reforestation/tree planting through the Burford Tree Nursery, the Rural Water Quality Program, restoration and rehabilitation projects. The program also, provides conservation information through workshops, publications, the web site and media contacts.

Operating Expenditures:

Forestry & Conservation Land Taxes	\$ 1,402,500 (Table 5)
Conservation Services	\$ 605,700 (Table 6)

Capital Expenditures: NIL

Total Expenditures: \$ 2,008,200

Revenue sources:

Municipal levies and grants, provincial grants, tree sales, landowner contributions, donations from the Grand River Conservation Foundation and other donations.

4. Conservation Land Management

This includes expenses and revenues associated with the acquisition and management of land owned or managed by the GRCA including woodlots, provincially significant wetlands (e.g. Luther Marsh, Dunnville Marsh), passive conservation areas, rail-trails and a number of rental properties. Activities include forest management, woodlot thinning, and hydro production at our dams.

Operating Expenditures:

Conservation Lands, Rentals, Misc	\$4,278,800 (Table 10-Conservation Lands)
Hydro Production	\$ 212,000 (Table 10-Hydro Production)

Capital Expenditures: NIL

Total Expenditures: \$4,490,800

Revenue sources:

Property rentals, hydro production, timber sales, conservation land income, donations from the Grand River Conservation Foundation

5. Education

The GRCA operates six nature centres, which provide curriculum-based programs to about 50,000 students from six school boards and independent schools throughout the watershed. In addition, about 16,000 members of the public attend day camps and weekend family and community events.

Operating Expenditures: \$810,100 (Table 8)

Capital Expenditures: NIL

Revenue sources: School boards, nature centre user fees, community event fees, donations from the Grand River Conservation Foundation and municipal general levy.

6. Recreation

This includes the costs and revenues associated with operating the GRCA's 11 active conservation areas. The GRCA offers camping, hiking, fishing, swimming, skiing and other activities at its parks. It provides 2,200 campsites, making it the second-largest provider of camping accommodation in Ontario. About 1.7 million people visit GRCA parks each year.

Operating Expenditures: \$ **8,500,000** (Table 10)
Capital Expenditures: \$ **2,000,000** (Section B)
Total Expenditures: \$ **9,800,000**

Revenue sources:
Conservation Area user fees, government grants, reserves and donations.

7. Corporate services & Strategic Communications

This includes the cost of head office functions such as accounting and human resources, as well as the cost of facilities, insurance, consulting and legal fees and expenses relating to the General Membership.

Operating Expenditures:

Strategic Communications \$ 597,500 (Table 7)
Corporate Services \$3,960,790 (Table 9)

Capital Expenditures: \$ **779,000** (Section B)

Total Expenditures: \$**5,337,290**

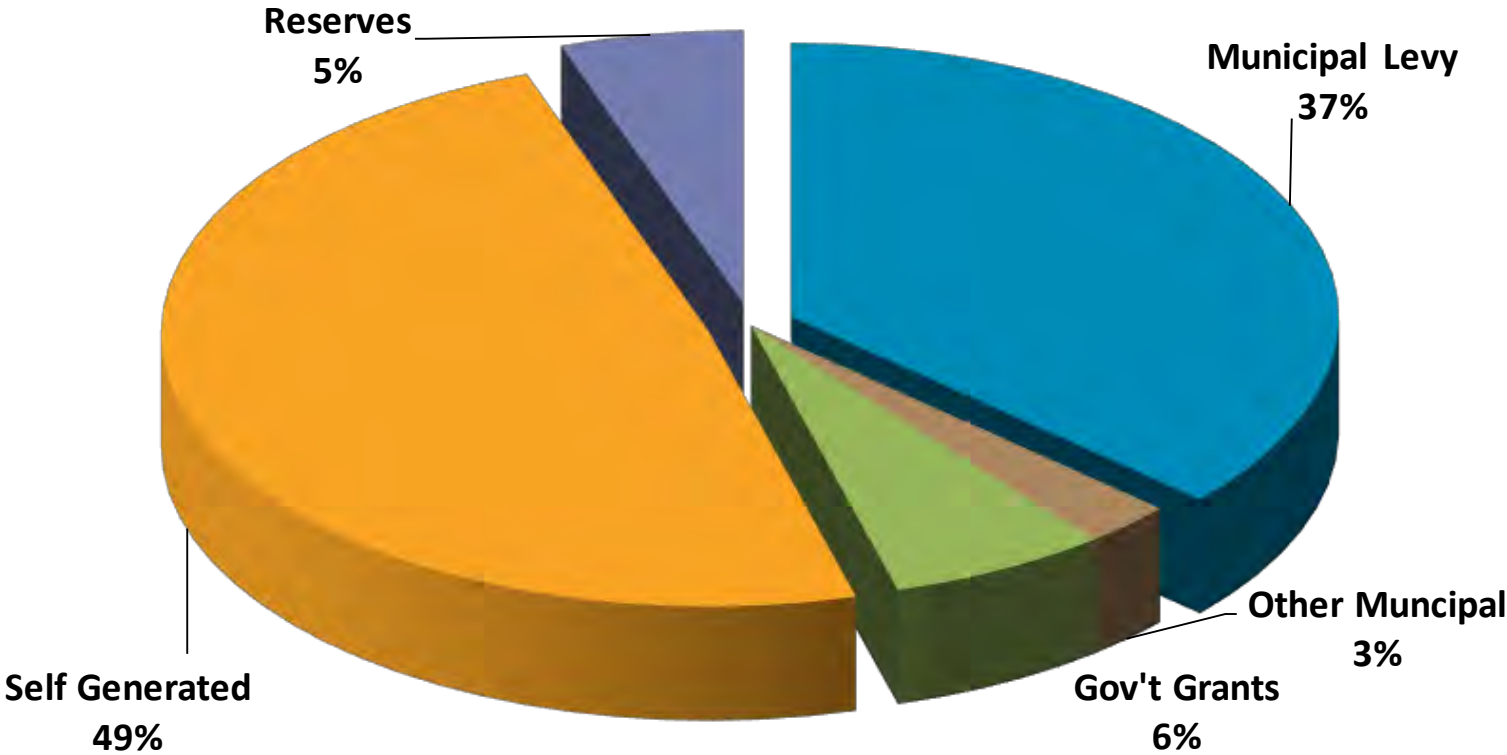
Revenue sources: Municipal levies and reserves.

BUDGET 2023 - Summary of Revenue and Expenditures

FUNDING		Actual 2020	Actual 2021	Actual 2022	Budget 2022	Budget 2023	Budget Incr/(decr)
Municipal General Levy Funding		11,927,000	12,225,000	12,530,000	12,530,000	12,968,000	438,000 3.50%
Other Government Grants		3,058,703	3,131,738	2,776,160	3,927,188	3,217,188	(710,000) -18.1%
Self-Generated Revenue		15,869,456	16,021,037	33,808,667	16,273,177	17,325,502	1,052,325 6.5%
Funding from Reserves		788,467	494,912	805,916	2,144,000	1,916,000	(228,000) -10.6%
TOTAL FUNDING		31,643,626	31,872,687	49,920,743	34,874,365	35,426,690	552,325 1.6%
EXPENDITURES		Actual 2020	Actual 2021	Actual 2022	Budget 2022	Budget 2023	Budget Incr/(decr)
Base Programs - Operating includes funding to reserves	SECTION A	26,583,370	27,048,151	44,299,866	26,497,365	28,182,690	1,685,325 6.36%
Base Programs - Capital	SECTION B	2,450,132	2,150,870	2,907,147	5,102,000	4,579,000	(523,000) -10.25%
Special Projects	SECTION C	2,293,883	2,106,489	2,151,228	3,275,000	2,665,000	(610,000) -18.6%
TOTAL EXPENDITURES		31,327,385	31,305,510	49,358,241	34,874,365	35,426,690	552,325 1.6%
NET RESULT		316,241	567,177	562,502	-	-	

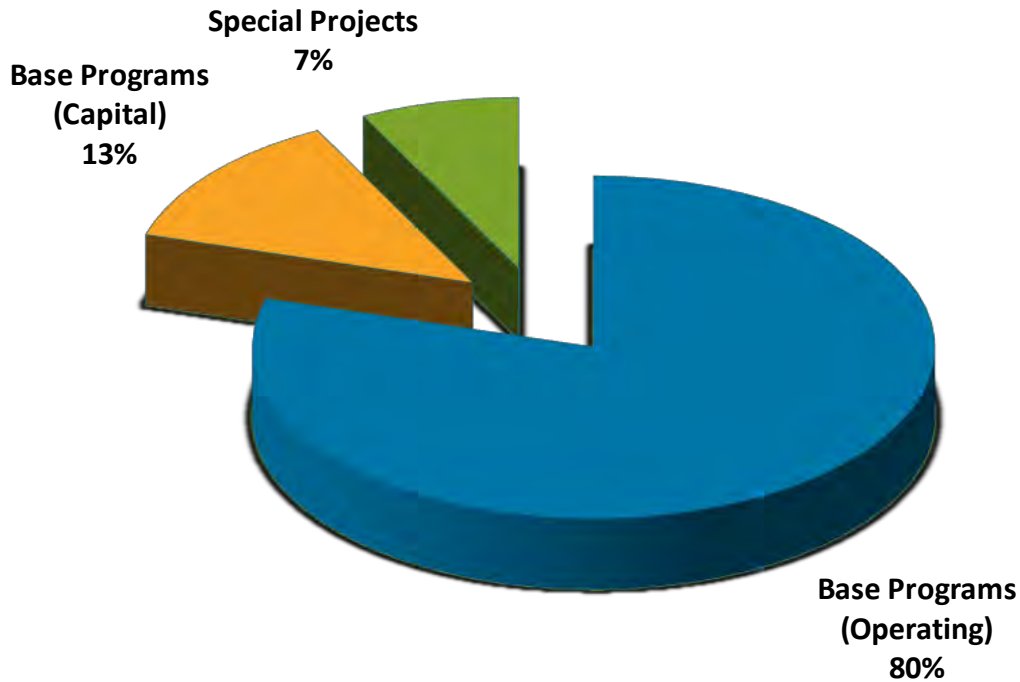
2023 Budget – Revenue by Source

Total 2023 Budget Revenue = \$35.4 Million (\$ 34.9 Million in 2022)

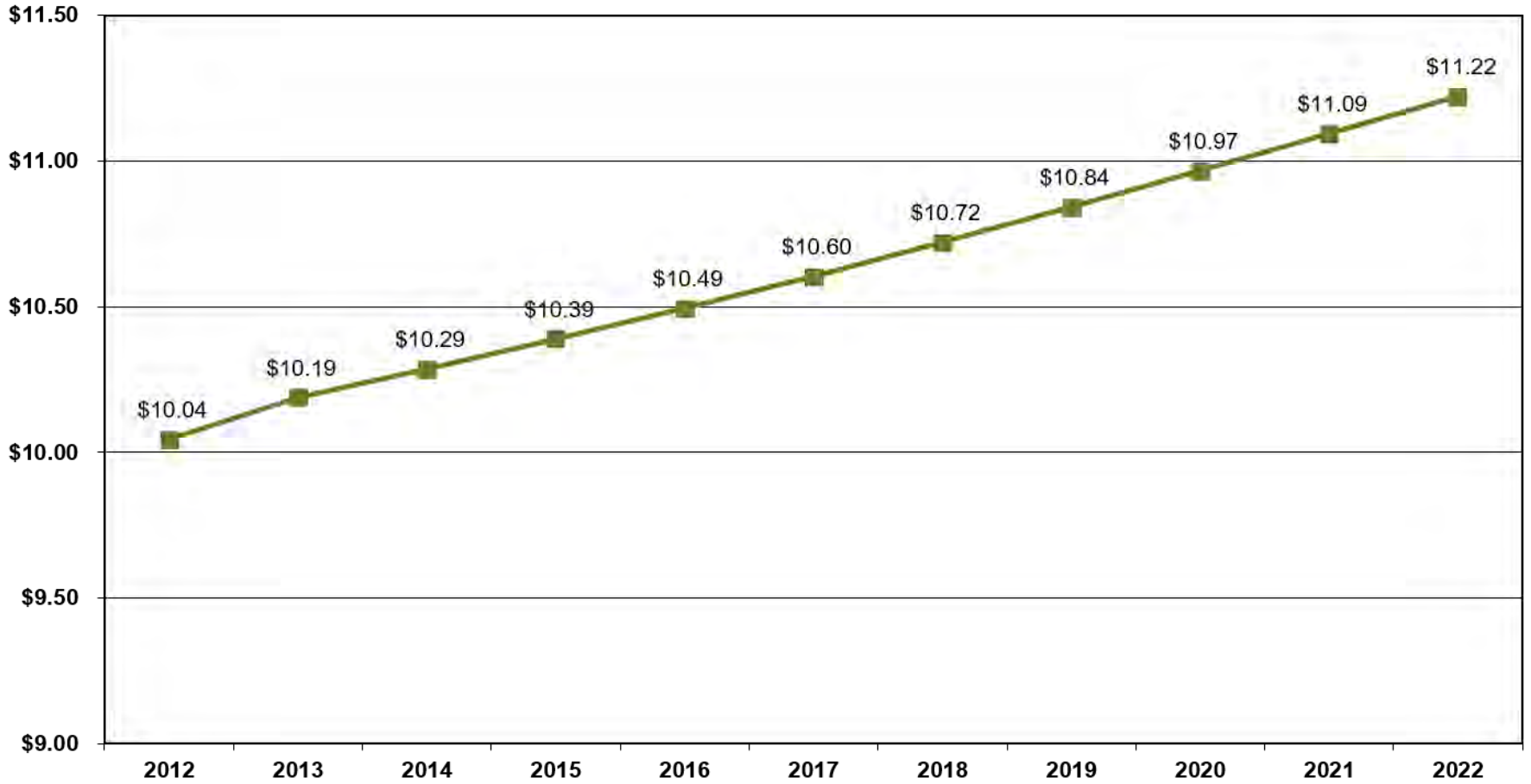


2023 Budget – Expenditures by Category

2023 Budget Expenditures = \$35.4 Million (\$ 34.9 Million in 2022)



Grand River Conservation Authority Per Capita General Levy (2012 to 2022)



Year

GRAND RIVER CONSERVATION AUTHORITY

Budget 2023 - Summary of Expenditures, Funding and Change in Municipal Levy

		TABLE 1	TABLE 2	TABLE 3	TABLE 4	TABLE 5	TABLE 6	TABLE 7	TABLE 8	TABLE 9	TABLE 9	TABLE 10	TABLE 10	TABLE 10	
		Water Resources Planning & Environment	Flood Forecasting & Warning	Water Control Structures	Resource Planning	Forestry & Conservation Land Taxes	Conservation Services	Communications	Environmental Education	Corporate Services	Loss/(Surplus) impact on Municipal Levy Increase	Conservation Land and Rental Management and Misc	Hydro Production	Conservation Areas	TOTAL
2023 OPERATING															
TOTAL EXPENSES	A	2,373,900	923,000	1,944,200	2,574,200	1,402,500	605,700	597,500	810,100	3,960,790		4,278,800	212,000	8,500,000	28,182,690
TOTAL OTHER FUNDING	B	87,500	224,338	355,350	1,189,000	607,000	31,000	0	500,000	135,000		3,393,000	580,000	8,500,000	15,602,188
"Other Programs" Surplus/(Loss)	B less A											(885,800)	368,000	-	(517,800)
Loss to be offset with Surplus	C										517,800				(517,800)
Surplus 2021 carried forward to 2022											(562,502)				562,502
2023 Levy	A less B less C	2,286,400	698,662	1,588,850	1,385,200	795,500	574,700	597,500	310,100	3,825,790	(44,702)	0	0	0	12,018,000
															0
NET RESULT															
<u>Levy Increase:</u>															
2023 Levy		2,286,400	698,662	1,588,850	1,385,200	795,500	574,700	597,500	310,100	3,825,790	(44,702)				12,018,000
2022 Levy		2,179,900	678,662	1,537,350	1,307,200	773,500	555,200	577,500	284,600	3,786,565	(100,477)				11,580,000
Levy Increase over prior year		106,500	20,000	51,500	78,000	22,000	19,500	20,000	25,500	39,225	55,775	n/a	n/a	n/a	438,000
2023 CAPITAL															
TOTAL EXPENSES	A	110,000	190,000	1,500,000						779,000				2,000,000	4,579,000
TOTAL OTHER FUNDING	B	75,000	25,000	750,000						779,000				2,000,000	3,629,000
2023 Levy	A less B	35,000	165,000	750,000						-				-	950,000
<u>Levy Increase:</u>															
2023 Levy		35,000	165,000	750,000						-				-	950,000
2022 Levy		35,000	165,000	750,000						-				-	950,000
Levy Increase/(decrease) over prior year		-	-	-						-				-	-
2023 SPECIAL															
TOTAL EXPENSES	A	210,000	90,000	640,000		100,000	1,090,000		500,000			35,000			2,665,000
TOTAL OTHER FUNDING	B	210,000	90,000	640,000		100,000	1,090,000		500,000			35,000			2,665,000
2023 Levy	A less B	-	-	-		-	-		-			-			-
															TOTAL EXPENSES
															TOTAL FUNDING
															NET RESULT
															35,426,690
															35,426,690
															-

Grand River Conservation Authority Summary of Municipal Levy - 2023 Budget

FINAL February 24, 2023

	% CVA in Watershed	2022 CVA (Modified)	CVA in Watershed	CVA-Based Apportionment	2023 Budget Matching & Maintenance Levy	2023 Budget Non-Matching Admin & Maintenance Levy	2023 Budget Capital Maintenance* Levy	2023 Budget Total Levy	Actual 2022	% Change
Brant County	82.9%	7,349,082,037	6,092,389,009	2.92%	13,125	337,655	27,729	378,509	361,733	4.6%
Brantford C	100.0%	15,438,439,128	15,438,439,128	7.40%	33,261	855,636	70,266	959,163	925,478	3.6%
Amaranth Twp	82.0%	823,007,110	674,865,830	0.32%	1,454	37,403	3,072	41,929	40,312	4.0%
East Garafraxa Twp	80.0%	646,737,870	517,390,296	0.25%	1,115	28,675	2,355	32,145	31,052	3.5%
Town of Grand Valley	100.0%	602,204,454	602,204,454	0.29%	1,297	33,376	2,741	37,414	34,921	7.1%
Melancthon Twp	56.0%	605,191,515	338,907,248	0.16%	730	18,783	1,542	21,055	20,387	3.3%
Southgate Twp	6.0%	1,095,001,488	65,700,089	0.03%	142	3,641	299	4,082	3,913	4.3%
Haldimand County	41.0%	7,387,846,603	3,029,017,107	1.45%	6,526	167,875	13,786	188,187	180,063	4.5%
Norfolk County	5.0%	9,785,538,892	489,276,945	0.23%	1,054	27,117	2,227	30,398	29,714	2.3%
Halton Region	10.5%	48,462,400,444	5,103,428,670	2.44%	10,995	282,844	23,227	317,066	304,589	4.1%
Hamilton City	26.8%	96,614,037,173	25,844,254,944	12.38%	55,679	1,432,351	117,626	1,605,656	1,557,692	3.1%
Oxford County	36.5%	4,574,385,729	1,667,806,332	0.80%	3,593	92,434	7,591	103,618	100,481	3.1%
North Perth T	2.0%	2,359,924,293	47,198,486	0.02%	102	2,616	215	2,933	2,779	5.5%
Perth East Twp	40.0%	2,078,521,741	831,408,696	0.40%	1,791	46,079	3,784	51,654	49,597	4.1%
Waterloo Region	100.0%	105,303,687,542	105,303,687,542	50.45%	226,867	5,836,184	479,273	6,542,324	6,325,085	3.4%
Centre Wellington Twp	100.0%	5,401,783,927	5,401,783,927	2.59%	11,638	299,380	24,585	335,603	319,769	5.0%
Erin T	49.0%	2,607,980,359	1,277,910,376	0.61%	2,753	70,825	5,816	79,394	77,102	3.0%
Guelph C	100.0%	28,289,926,279	28,289,926,279	13.55%	60,948	1,567,896	128,757	1,757,601	1,702,688	3.2%
Guelph Eramosa Twp	100.0%	2,930,879,758	2,930,879,758	1.40%	6,314	162,436	13,339	182,089	176,486	3.2%
Mapleton Twp	95.0%	1,881,798,619	1,787,708,688	0.86%	3,851	99,079	8,136	111,066	106,574	4.2%
Wellington North Twp	51.0%	1,801,568,972	918,800,176	0.44%	1,979	50,922	4,182	57,083	55,274	3.3%
Puslinch Twp	75.0%	2,769,118,798	2,076,839,099	0.99%	4,474	115,105	9,452	129,031	124,311	3.8%
Total		348,809,062,729	208,729,823,079	100.00%	449,688	11,568,312	950,000	12,968,000	12,530,000	3.5%

*Capital Maintenance Levy represents levy allocated to maintenance of capital infrastructure, studies, and/or equipment.

SECTION A

BASE PROGRAMS – OPERATING

SECTION A - Operating Budget

GRAND RIVER CONSERVATION AUTHORITY

Budget 2023 vs Budget 2022

	Actual 2021	Budget 2022	Budget 2023	Incr/(Decr)	%age change
EXPENDITURES					
OPERATING EXPENSES	44,299,866	26,497,365	28,182,690	1,685,325	6.36%
Total Expenses	44,299,866	26,497,365	28,182,690	1,685,325	6.36%
SOURCES OF FUNDING					
MUNICIPAL GENERAL LEVY (NOTE)	11,004,351	11,580,000	12,018,000	438,000	3.78%
MUNICIPAL SPECIAL LEVY	32,157	50,000	50,000	-	0.00%
OTHER GOVT FUNDING	491,233	517,188	517,188	-	0.00%
SELF-GENERATED	31,959,285	13,666,000	14,593,000	927,000	6.78%
RESERVES	245,663	117,000	442,000	325,000	277.78%
SURPLUS CARRYFORWARD	567,177	567,177	562,502	(4,675)	-0.82%
Total BASE Funding	44,299,866	26,497,365	28,182,690	1,685,325	6.36%

NOTE: See "Summary of Revenue, Expenditures and Changes in Municipal Levy" for details of \$438,000 levy increase.

TABLE 1

(a) Watershed Studies

This category includes watershed and subwatershed studies. These studies provide the strategic framework for understanding water resources and ecosystem form, functions and linkages. These allow for assessment of the impacts of changes in watershed resources and land use. Watershed studies also identify activities and actions that are needed to minimize the adverse impacts of change. This program supports other plans and programs that promote healthy watersheds.

Specific Activities:

- Carry out or partner with municipalities and other stakeholders on integrated subwatershed plans for streams and tributaries. Subwatershed Plans are technical reports which provide comprehensive background on how surface water, groundwater, terrestrial and aquatic ecosystems function in a subwatershed. The plans recommend how planned changes such as urbanization can take place in a sustainable manner. Subwatershed studies are ongoing or planned in the City of Kitchener, Region of Waterloo, City of Guelph and City of Brantford.
- In 2022 terms of reference for a watershed-based resource management strategy was completed as part of the requirement of the Conservation Authorities Act to develop a watershed strategy. In 2023, the focus will be on developing a draft watershed-based resource management strategy and engage municipalities through the Water Managers Working group.

(b) Water Resources Planning and Environment and Support

This category includes the collection and analysis of environmental data and the development of management plans for protection and management of water resources and natural heritage systems. These programs assist with implementation of monitoring water and natural resources and assessment of changes in watershed health and priority management areas.

Specific Activities:

- operate 8 continuous river water quality monitoring stations, 73 stream flow monitoring stations, 27 groundwater monitoring stations, and 37 water quality monitoring stations in conjunction with MOE, apply state-of-the-art water quality assimilation model to determine optimum sewage treatment options in the central Grand, and provide technical input to municipal water quality issues
- analyze and report on water quality conditions in the Grand River watershed
- maintain a water budget to support sustainable water use in the watershed, and maintain a drought response program
- analyze water use data for the watershed and provide recommendations for water conservation approaches

- provide advice to Provincial Ministries regarding water use permits to ensure that significant environmental concerns are identified so that potential impacts can be addressed.

(c) Water Management Division Support

Provides support services to the Water Management Division including support for Flood Forecasting and Warning and Water Control Structures.

Specific Spending:

- administrative services
- travel, communication, staff development and computer
- insurance

(d) Natural Heritage Management

The natural heritage management program includes those activities associated with providing service and/or assistance to private and public landowners and community groups on sound environmental practices that will enhance, restore or protect the aquatic and terrestrial ecosystems. The program includes watershed scale natural heritage assessments and implements restoration activities on GRCA land.

Specific Activities:

- implement “best bets” for protection and enhancement of fisheries, work with outside agencies, non-government organizations and the public to improve fish habitat through stream rehabilitation projects including the implementation of the recommendations of the watershed studies.
- maintain and implement the Forest Management Plan for the Grand River watershed and develop and implement components of the watershed Emerald Ash Borer strategy
- carry out restoration and rehabilitation projects for aquatic and terrestrial ecosystems e.g. species at risk and ecological monitoring on GRCA lands, and prescribed burn activities and community events such as tree planting and stream restoration

TABLE 1
 GRAND RIVER CONSERVATION AUTHORITY
Water Resources Planning & Environment

OPERATING	Actual 2022	Budget 2022	Budget 2023	Budget Change
Expenses:				incr/(decr)
Salary and Benefits	1,455,879	1,684,000	1,706,500	22,500
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	251,304	268,300	268,300	0
Insurance	166,978	150,000	234,000	84,000
Other Operating Expenses	105,592	165,100	165,100	0
Amount set aside to Reserves	110,000	-	-	0
TOTAL EXPENSE	2,089,753	2,267,400	2,373,900	106,500
Funding				(incr)/decr
Municipal Special/Other	31,482	50,000	50,000	0
Prov & Federal Govt	4,690	37,500	37,500	0
Funds taken from Reserves	-	-	-	0
TOTAL FUNDING	36,172	87,500	87,500	-
Net Funded by General Municipal Levy	2,053,581	2,179,900	2,286,400	
Net incr/(decr) to Municipal Levy				106,500

TABLE 2

Flood Forecasting and Warning

The flood warning system includes the direct costs associated with monitoring the streams, and rivers in order to effectively provide warnings and guidance to municipalities and watershed residents during flood emergencies.

Overall, flood protection services provide watershed residents with an effective and efficient system that will reduce their exposure to the threat of flood damage and loss of life. It is estimated that the existing flood protection in the Grand River watershed saves an average of over \$5.0 million annually in property damage.

Specific Activities:

- maintain a ‘state of the art’ computerized flood forecasting and warning system.
- operate a 24 hour, year-round, on-call duty officer system to respond to flooding matters.
- collect and manage data on rainfall, water quantity, reservoir conditions, water levels from 56 stream flow gauges, 24 rainfall gauges, and 12 snow courses.
- use Ignition system to continuously, monitor river conditions and detect warning levels, assist municipalities with emergency planning, and respond to thousands of inquiries each year.
- assist municipalities with municipal emergency planning and participate in municipal emergency planning exercises when requested.
- hold municipal flood coordinator meetings twice a year to confirm responsibilities of agencies involved in the flood warning system. Test the system. Update and publish a flood warning system guide containing up to date emergency contact information. Maintain update to date emergency contact information throughout the year.

TABLE 2
GRAND RIVER CONSERVATION AUTHORITY
Flood Forecasting & Warning

OPERATING	Actual 2022	Budget 2022	Budget 2023	Budget change
Expenses:				incr/(decr)
Salary and Benefits	439,764	499,000	579,000	80,000
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	235,412	236,000	236,000	-
Other Operating Expenses	99,622	108,000	108,000	-
Amount set aside to Reserves	45,000	-	-	-
TOTAL EXPENSE	819,798	843,000	923,000	80,000
Funding				(incr)/decr
MNR Grant	164,338	164,338	164,338	-
Prov & Federal Govt		-	-	-
Funds taken from Reserves			60,000	(60,000)
TOTAL FUNDING	164,338	164,338	224,338	(60,000)
Net Funded by General Municipal Levy	655,460	678,662	698,662	
Net incr/(decr) to Municipal Levy				20,000

TABLE 3

Water Control Structures

This category includes costs associated with the capital and maintenance of structures, the primary purpose of which is to provide protection to life and property. These structures include dams, dykes, berms and channels etc. Also included in this category are non-flood control dams and weirs, which maintain upstream water levels.

Overall, flood protection services provide watershed residents with an effective and efficient system that will reduce their exposure to the threat of flood damage and loss of life. It is estimated that the existing flood protection in the Grand River watershed saves an average of over \$5.0 million annually in property damage.

Specific Activities:

- operate and maintain 7 major multi-purpose reservoirs, which provide flood protection and flow augmentation, and 25 kilometres of dykes in 5 major dyke systems (Kitchener-Bridgeport, Cambridge-Galt, Brantford, Drayton and New Hamburg)
- ensure structural integrity of flood protection infrastructure through dam safety reviews, inspections and monitoring, reconstruction of deteriorating sections of floodwalls and refurbishing of major components of dams and dykes.
- carry out capital upgrades to the flood control structures in order to meet Provincial standards
- operate and maintain 22 non-flood control dams, which are primarily for aesthetic, recreational, municipal fire suppression water supply or municipal drinking water supply intake purposes
- develop and implement plans to decommission failing or obsolete dams
- ice management activities to prevent or respond to flooding resulting from ice jams
- develop and implement public safety plans for structures

TABLE 3
GRAND RIVER CONSERVATION AUTHORITY
Water Control Structures

OPERATING	Actual 2022	Budget 2022	Budget 2023	Budget change
Expenses:				incr/(decr)
Salary and Benefits	1,181,410	1,278,000	1,399,500	121,500
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	20,257	29,200	29,200	-
Property Taxes	160,648	170,700	170,700	-
Other Operating Expenses	304,998	344,800	344,800	-
Amount set aside to Reserves	187,000	-	-	-
TOTAL EXPENSE	1,854,313	1,822,700	1,944,200	121,500
Funding				(incr)/decr
MNR Grant	285,350	285,350	285,350	-
Funds taken from Reserves			70,000	70,000
TOTAL FUNDING	285,350	285,350	355,350	70,000
Net Funded by General Municipal Levy	1,568,963	1,537,350	1,588,850	
Net incr/(decr) to Municipal Levy				51,500

TABLE 4

(a) PLANNING - Regulations

This category includes costs and revenues associated with administering the *Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation* made under the *Conservation Authorities Act*. This includes permit review, inspections, permit issuance, enforcement and follow-up, which may include defending appeals.

Specific Activities:

- Process over 1,000 permits each year related to development, alteration or activities that may interfere with the following types of lands:
 - ravines, valleys, steep slopes
 - wetlands including swamps, marshes, bogs, and fens
 - any watercourse, river, creek, floodplain or valley land
 - the Lake Erie shoreline
- The regulation applies to the development activities listed below in the areas listed above:
 - the construction, reconstruction, erection or placing of a building or structure of any kind,
 - any change to a building or structure that would have the effect of altering the use or potential use of the building or structure, increasing the size of the building or structure or increasing the number of dwelling units in the building or structure
 - site grading
 - the temporary or permanent placing, dumping or removal of any material originating on the site or elsewhere.
- maintain policies and guidelines to assist in the protection of people and property (i.e. Policies for the Administration of the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation)
- enforcement of the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation and maintain compliance policies and procedures
- update and maintain flood line mapping; develop natural hazards mapping in digital format to be integrated into municipal planning documents and Geographic Information Systems

(b) PLANNING - Municipal Plan Input and Review

This program includes costs and revenues associated with reviewing Official Plans, Secondary and Community Plans, Zoning Bylaws, Environmental Assessments, development applications and other proposals, in accordance with Conservation Authority and provincial or municipal agreements.

Specific Activities:

- review municipal planning and master plan documents and recommend environmental policies and designations for floodplains, wetlands, natural heritage areas, fisheries habitat, hazard lands and shorelines, which support GRCA regulations and complement provincial polices and federal regulations
- provide advice to municipalities regarding environmental assessments, and other proposals such as aggregate and municipal drain applications to ensure that all natural hazard concerns are adequately identified and that any adverse impacts are minimized or mitigated
- provide information and technical advice to Municipal Councils and Committees and Land Division Committees regarding development applications to assist in making wise land use decisions regarding protection of people and property from natural hazard areas such as flood plains, erosion areas, Lake Erie shoreline, watercourses and wetlands.

TABLE 4
GRAND RIVER CONSERVATION AUTHORITY
Resource Planning

OPERATING	Actual 2022	Budget 2022	Budget 2023	Budget change
Expenses:				incr/(decr)
Salary and Benefits	1,987,108	2,074,000	2,297,000	223,000
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	223,619	222,500	222,500	-
Other Operating Expenses	18,535	54,700	54,700	-
Amount set aside to Reserves	155,000	-	-	-
	-	2,384,262	2,351,200	223,000
Funding				(incr)/decr
Self Generated	1,190,182	1,044,000	1,144,000	(100,000)
Funds taken from Reserves			45,000	(45,000)
TOTAL FUNDING		1,190,182	1,044,000	(145,000)
Net Funded by General Municipal Levy		1,194,080	1,307,200	
Net incr/(decr) to Municipal Levy				78,000

TABLE 5

Forestry & Property Taxes

The forestry program includes those activities associated with providing service and/or assistance to private and public landowners and community groups on sound environmental practices that will enhance, restore or protect their properties.

This category includes direct delivery of remediation programs including tree planting/reforestation.

General Municipal Levy funds the property tax for GRCA owned natural areas/passive lands.

Specific Activities:

- plant trees on private lands (cost recovery from landowner)
- operate Burford Tree Nursery to grow and supply native and threatened species
- carry out tree planting and other forest management programs on over 7,000 hectares of managed forests on GRCA owned lands
- hazard tree management to protect people and property

TABLE 5
GRAND RIVER CONSERVATION AUTHORITY
Forestry & Conservation Land Taxes

OPERATING	Actual 2022	Budget 2021	Budget 2022	Budget change
Expenses:				incr/(decr)
Salary and Benefits	492,827	531,000	553,000	22,000
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	48,990	54,300	54,300	0
Property Taxes	185,993	183,200	183,200	0
Other Operating Expenses	600,126	612,000	612,000	0
Amount set aside to Reserves	70,000			0
TOTAL EXPENSE	1,397,936	1,380,500	1,402,500	22,000
Funding				(incr)/decr
Donations	17,654	27,000	27,000	-
Self Generated	663,392	580,000	580,000	-
TOTAL FUNDING	681,046	607,000	607,000	0
Net Funded by General Municipal Levy	716,890	773,500	795,500	
Net incr/(decr) to Municipal Levy				22,000

TABLE 6

Conservation Services

The Conservation Services program includes those activities associated with providing service and/or assistance to private and public landowners and community groups implementing projects to conserve and enhance natural resources on their properties.

This category includes the Rural Water Quality program and Forestry extension services.

Specific Activities:

- Co-ordinate the Rural Water Quality Program. This involves landowner contact, community outreach and delivery of a grant program to encourage adoption of agricultural management practices and projects to improve and protect water quality. Funding for this important initiative comes from watershed municipalities and other government grants.
- Carry out tree planting, and naturalization projects with private landowners
- Co-ordinate community events e.g. children's water festivals and agricultural and rural landowner workshops to promote landowner environmental stewardship action

TABLE 6
GRAND RIVER CONSERVATION AUTHORITY
Conservation Services

OPERATING	Actual 2022	Budget 2022	Budget 2023	Budget change
Expenses:				incr/(decr)
Salary and Benefits	420,643	478,000	497,500	19,500
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	27,828	86,200	86,200	-
Other Operating Expenses	785	22,000	22,000	-
Amount set aside to Reserves	87,000	-	-	-
TOTAL EXPENSE	536,256	586,200	605,700	19,500
Funding				(incr)/decr
Prov & Federal Govt	-	30,000	30,000	-
Funds taken from Reserves	663	1,000	1,000	-
TOTAL FUNDING	663	31,000	31,000	-
Net Funded by General Municipal Levy	535,593	555,200	574,700	
Net incr/(decr) to Municipal Levy				19,500

TABLE 7

Strategic Communications

The communications department provides a wide range of services and support for the GRCA, the Grand River Conservation Foundation, and the Lake Erie Region Source Protection Program. This category includes watershed-wide communication and promotion of conservation issues to watershed residents, municipalities and other agencies.

Communications - Specific Activities:

- Media relations
- Public relations and awareness building
- Online communications
- Issues management and crisis communications
- Community engagement and public consultation
- Corporate brand management

TABLE 7
GRAND RIVER CONSERVATION AUTHORITY
Strategic Communications

OPERATING	Actual 2022	Budget 2022	Budget 2023	Budget change
Expenses:				incr/(decr)
Salary and Benefits	360,523	492,000	512,000	20,000
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	45,541	62,000	62,000	-
Other Operating Expenses	-	23,500	23,500	-
Amount set aside to Reserves	110,000	-	-	-
TOTAL EXPENSE	516,064	577,500	597,500	20,000
Funding				
Net Funded by General Municipal Levy	516,064	577,500	597,500	
Net incr/(decr) to Municipal Levy				20,000

TABLE 8

Environmental Education

This category includes costs and revenues associated with outdoor education facilities, which provide education and information about conservation, the environment and the Conservation Authority's programs to 50,000 students in 6 school boards and 16,000 members of the general public annually. The majority of funding for this program comes from school boards, the Grand River Conservation Foundation and public program fees.

Specific Activities:

- operate 6 outdoor education centres under contract with watershed school boards, providing hands-on, curriculum-based, outdoor education (App's Mills near Brantford, Taquanyah near Cayuga, Guelph Lake, Laurel Creek in Waterloo, Shade's Mills in Cambridge and Rockwood)
- offer curriculum support materials and workshops to watershed school boards
- offer conservation day camps to watershed children and interpretive community programs to the public (user fees apply)

TABLE 8
GRAND RIVER CONSERVATION AUTHORITY
Environmental Education

OPERATING	Actual 2022	Budget 2022	Budget 2023	Budget change
Expenses:				incr/(decr)
Salary and Benefits	545,422	553,000	574,500	21,500
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	42,654	57,000	57,000	0
Insurance	19,095	17,000	21,000	4,000
Property Taxes	10,629	14,000	14,000	0
Other Operating Expenses	199,234	143,600	143,600	0
Amount set aside to Reserves	35,000	0	0	0
TOTAL EXPENSE	852,034	784,600	810,100	25,500
Funding				(incr)/decr
Provincial & Federal Grants	225	0	0	0
Self Generated	567,578	500,000	500,000	0
TOTAL FUNDING	567,803	500,000	500,000	0
Net Funded by General Municipal Levy	284,231	284,600	310,100	
Net incr/(decr) to Municipal Levy				25,500

TABLE 9

CORPORATE SERVICES

This category includes the costs for goods and services, as listed below, that are provided corporately. A small portion of these costs is recovered from provincial grants, namely from source protection program funding and from the MNR operating grant.

Specific Activities:

This category includes the following departments:

- Office of the Chief Administrative Officer and the Assistant Chief Administrative Officer/Secretary-Treasurer
- Finance
- Human Resources
- Payroll
- Health & Safety
- Office Services

In addition, this category includes expenses relating to:

- The General Membership
- Head Office Building
- Office Supplies, Postage, Bank fees
- Head Office Communication systems
- Insurance
- Audit fees
- Consulting, Legal, Labour Relations fees
- Health and Safety Equipment, Inspections, Training
- Conservation Ontario fees
- Corporate Professional Development
- General expenses

TABLE 9
GRAND RIVER CONSERVATION AUTHORITY
Corporate Services

Budget 2023

Deficit to be funded
with Municipal Levy

Expenses:

Salary and Benefits	2,133,000
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	424,000
Insurance	157,000
Other Operating Expenses	1,246,790
Amount set aside to Reserves	
TOTAL EXPENSE	3,960,790

Funding

Recoverable Corporate Services Expenses	70,000
Funds taken from Reserves	65,000
TOTAL FUNDING	135,000

Net Result before surplus adjustments	3,825,790	
Deficit from Other Programs offset by 2022 Surplus Carryforward		(517,800)
2022 Surplus Carried Forward to 2023 used to reduce Levy		562,502
Net Funded by General Municipal Levy	3,825,790	44,702

Budget 2022

Surplus available to
offset Municipal
Levy Increase

Expenses:

Salary and Benefits	2,051,000
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	379,000
Insurance	103,000
Other Operating Expenses	1,338,565
TOTAL EXPENSE	3,871,565

Funding

Recoverable Corporate Services Expenses	70,000
Funds taken from Reserves	15,000
TOTAL FUNDING	85,000

Net Result before surplus adjustments	3,786,565	
Deficit from Other Programs offset by 2021 Surplus Carryforward		(466,700)
2021 Surplus Carried Forward to 2022 used to reduce Levy		567,177
Net Funded by General Municipal Levy	3,786,565	100,477

ACTUAL 2022

Surplus available to
offset Municipal
Levy

Expenses:

Salary and Benefits	2,095,636
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	299,600
Insurance	115,301
Other Operating Expenses	1,594,682
Amount set aside to Reserves	
TOTAL EXPENSE	4,105,219

Funding

Provincial Grant	450
Donations/Other	975
Recoverable Corporate Services Expenses	56,783
Funds taken from Reserves	245,000
TOTAL FUNDING	303,208

Net Result before surplus/(deficit) adjustments	3,802,011	
2021 Surplus from Other Programs used to reduce Levy		(244,655)
2020 Surplus Carried Forward to 2021 used to reduce Levy		316,241
Net Funded by General Municipal Levy	3,802,011	71,586

TABLE 10 (a)

Conservation Lands, Rental Properties, Forestry & Misc

The Conservation Land Management Program includes all expenses and revenues associated with acquisition and management of land owned/managed by the Authority. This includes protection of provincially significant conservation lands, woodlot management, rental/lease agreements and other revenues generated from managing lands and facilities. These expenses do not include those associated with the “active” Conservation Areas and outdoor education programs on GRCA lands.

Specific Activities:

- acquire and manage significant wetlands and floodplain lands, e.g. the Luther Marsh Wildlife Management Area, the Keldon Source Area, the Bannister-Wrigley Complex, and the Dunnville Marsh
- operate “passive” conservation areas in order to conserve forests and wildlife habitat (Puslinch Tract in Puslinch, Snyder’s Flats in Bloomingdale, etc.). Some are managed by municipalities or private organizations (Chicopee Ski Club in Kitchener, Scott Park in New Hamburg, etc.)
- develop and maintain extensive trail network on former rail lines owned by GRCA and municipalities (much of this is part of the Trans-Canada Trail network). The Grand River Conservation Foundation is one source of funding for the trails.
- rent 733 cottage lots at Belwood Lake and Conestogo Lake; hold leases on over 1200 hectares of agricultural land and 8 residential units, and over 50 other agreements for use of GRCA lands. Income from these rentals aids in the financing of other GRCA programs
- permit hunting at various locations including Luther Marsh Wildlife Management Area and Conestogo Lake
- carry out forestry disease control, woodlot thinning and selective harvesting on GRCA lands in accordance with the Forest Management Plan while generating income from sale of timber. Income generated helps pay for future forest management activities
- where appropriate, dispose of lands that have been declared surplus and continue to identify and plan for disposition of other surplus lands. Proceeds from future dispositions will be used for acquisition of “Environmentally Significant Conservation Lands” and for other core programs
- payment of non-insured losses and deductibles for vandalism, loss or theft; miscellaneous amounts recovered from insurance settlements

- investment income arising from reserves and funds received in advance of program expenses

TABLE 10 (b)

HYDRO PRODUCTION

This program generates revenue from ‘hydro production’.

Specific Activities:

- generate hydro from turbines in 4 dams, Shand, Conestogo, Guelph and Drimmie; the income is used to fund GRCA programs and repay reserves accordingly for the cost of building/repairing turbines.

TABLE 10 (c)

CONSERVATION AREAS

These programs include costs and revenues associated with delivering recreational programs on GRCA lands and include the costs and revenues associated with day-use, camping, concessions and other activities at GRCA active Conservation Areas.

Specific Activities:

- operate 11 “active” Conservation Areas (8 camping and 3 exclusively day-use) that are enjoyed by over 1.7 million visitors annually. These visitors also help generate significant spin-off revenues for the local economies
- offer camping, hiking, fishing, swimming, boating, picnicking, skiing and related facilities
- provide 2,200 campsites – second only to the provincial park system as a provider of camping accommodation in Ontario
- employ seasonally over 230 students within the conservation areas

TABLE 10
 GRAND RIVER CONSERVATION AUTHORITY
OTHER PROGRAMS - OPERATING - SUMMARY of Results

	Conservation Lands	Property Rentals	MISC	(a) Cons Lands, Rental, Misc	(b) Hydro Production	(c) Conservation Areas	TOTAL Other Programs
Budget 2023 - OPERATING							
Expenses:							
Salary and Benefits	1,540,000	731,000	-	2,271,000	70,000	4,675,000	
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	152,600	74,500	-	227,100	-	210,000	
Insurance	315,000	45,000	-	360,000	-	-	
Property Taxes	-	113,000	-	113,000	-	65,000	
Other Operating Expenses (consulting etc)	606,000	701,700	-	1,307,700	25,500	3,550,000	
Amount set aside to Reserves	-	-	-	-	116,500	-	
TOTAL EXPENSE	2,613,600	1,665,200	-	4,278,800	212,000	8,500,000	12,990,800
Funding							
Self Generated	86,000	3,006,000	100,000	3,192,000	580,000	8,500,000	
Funds taken from Reserves	101,000	100,000	-	201,000	-	-	
TOTAL FUNDING	187,000	3,106,000	100,000	3,393,000	580,000	8,500,000	12,473,000
NET Surplus/(Deficit) for programs not funded by general levy	(2,426,600)	1,440,800	100,000	(885,800)	368,000	-	(517,800)
Budget 2022 - OPERATING							
Expenses:							
Salary and Benefits	1,384,500	703,400	-	2,087,900	68,000	4,300,000	
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	152,600	74,500	-	227,100	-	195,000	
Insurance	234,000	28,000	-	262,000	-	-	
Property Taxes	-	88,000	-	88,000	-	65,000	
Other Operating Expenses (consulting etc)	606,000	701,700	30,000	1,337,700	25,500	3,240,000	
Amount set aside to Reserves	-	-	-	-	116,500	-	
TOTAL EXPENSE	2,377,100	1,595,600	30,000	4,002,700	210,000	7,800,000	12,012,700
Funding							
Self Generated	86,000	2,921,000	108,000	3,115,000	530,000	7,800,000	
Funds taken from Reserves	1,000	100,000	-	101,000	-	-	
TOTAL FUNDING	87,000	3,021,000	108,000	3,216,000	530,000	7,800,000	11,546,000
NET Surplus/(Deficit) for programs not funded by general levy	(2,290,100)	1,425,400	78,000	(786,700)	320,000	-	(466,700)
Actual 2022 - OPERATING							
Expenses:							
Salary and Benefits	1,228,809	648,325	-	1,877,134	64,119	4,548,675	
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	131,634	70,867	-	202,501	-	203,238	
Insurance	259,313	31,638	-	290,951	-	-	
Property Taxes	-	114,396	-	114,396	-	53,928	
Other Expenses	480,954	392,209	19,233	892,396	186,142	3,338,347	
Amount set aside to Reserves	15,423,404	189,000	115,000	15,727,404	20,000	2,225,000	
TOTAL EXPENSE	17,524,114	1,446,435	134,233	19,104,782	270,261	10,369,188	29,744,231
Funding							
Provincial/Federal/Municipal	-	225	-	225	-	36,630	
Donations	-	-	-	-	-	-	
Self Generated	15,420,184	2,910,172	210,386	18,540,742	589,334	10,332,645	
Funds taken from Reserves	-	-	-	-	-	-	
TOTAL FUNDING	15,420,184	2,910,397	210,386	18,540,967	589,334	10,369,275	29,499,576
NET Surplus/(Deficit) for programs not funded by general levy	(2,103,930)	1,463,962	76,153	(563,815)	319,073	87	(244,655)

OTHER INFORMATION

1. INFORMATION SYSTEMS & TECHNOLOGY - COMPUTER CHARGES

The work of the IS&T Group includes wages, capital purchases and ongoing maintenance and operations is funded through the Information Systems and Technology Reserve. The IS&T Reserve is sustained through a charge back framework. A “Computer Charge” is allocated to the individual programs based on the number of users and the nature of system usage or degree of reliance on IS&T activities and services.

The *Information Systems and Technology* (IS&T) group leads GRCA’s information management activities; develops and acquires business solutions; and oversees investment in information and communications technology as detailed below:

Specific Activities:

- Develop and implement GRCA's long-term information management, information technology and communications plans.
- Assess business needs and develop tools to address requirements, constraints and opportunities. Acquire and implement business and scientific applications for use at GRCA. Manage information technology and business solutions implementation projects on behalf of GRCA, GRCF and the Lake Erie Source Protection Region.
- Develop, and implement GRCA’s Geographic Information Systems (GIS) technology and spatial data infrastructure. Manage GRCA’s water-related data. Create and maintain standards for the development, use and sharing of corporate data. Develop policies and implement tools to secure GRCA’s data and IT and communications infrastructure.
- Acquire, manage and support GRCA’s server, storage, network and personal computer infrastructure to support geographic information systems (GIS); flood forecasting and warning, including real-time data collection; database and applications development; website hosting; electronic mail; internet access; personal computing applications; and administration systems, including finance, property and human resources.
- Develop and operate a wide area network connecting 14 sites and campus style wireless point-to-multipoint networks at Head Office, Conservation Areas, Nature Centres and Flood Control Structures. Develop and operate an integrated Voice over IP Telephone network covering nine sites and 220 handsets. Support and manage mobile phones, smart phones and pagers. Develop, implement and maintain GRCA’s IS&T disaster recovery plan.
- Operate on-line campsite reservation and day-use systems with computers in 10 Conservation Areas. Provide computers and phone systems for use at outdoor education centres.
- Build and maintain working relationships with all other departments within GRCA. Develop and maintain partnerships and business relationships with all levels of government, Conservation Ontario, private industry and watershed communities with respect to information technology, information management, business solutions and data sharing.

2. VEHICLE, EQUIPMENT – MOTOR POOL CHARGES

Motor Pool charges are allocated to the individual sections based on usage of motor pool equipment. Effectively, motor pool charges are included with administrative costs or other operating expenses, as applicable, on Tables 1 to 10.

Specific Activities:

- Maintain a fleet of vehicles and equipment to support all GRCA programs.
- Purchases of new vehicles and/or equipment.
- Disposal of used equipment.
- Lease certain equipment.

SECTION B

BASE PROGRAMS – CAPITAL

SECTION B – CAPITAL BUDGET

Capital maintenance spending in 2023 includes spending in the following program areas:

- Water Resources Planning
- Flood Forecasting and Warning
- Water Control Structures
- Conservation Areas
- Corporate Services

Water Resources Planning expenditures will be for water quality monitoring equipment. Flood forecasting and warning expenditures will be for software systems and gauge equipment.

Water Control Structures expenditures will be for major maintenance on dams and dykes.

Conservation Area capital spending includes expenditures as part of the regular maintenance program as well as spending on major repairs and new construction. In 2023, major capital projects within the Conservation Areas will include:

- New workshop at the Brant CA
- Water service upgrades at Shade’s Mill CA
- Planning for Harris Mill masonry repairs at Rockwood CA
- Bridge replacement at Rockwood CA
- Septic replacements at Conestogo CA
- Constructing washrooms at Byng CA

Corporate Services capital spending represents the portion of overall Information Services and Motor Pool expenses that are funded by the Information Technology (IT) and Motor Pool (MP) reserve. See “Other Information” above for spending descriptions for IT and MP.

SECTION B - Capital Budget

GRAND RIVER CONSERVATION AUTHORITY

Budget 2023

	Water Resources Planning & Environment	FFW	Flood Control Expenses	Conservation Land Management (Sch 4)	Conservation Areas	Corporate Services	BUDGET TOTAL
Expenses:							
WQ Monitoring Equipment & Instruments	110,000						110,000
Flood Forecasting Warning Hardware and Gauges		190,000					190,000
Flood Control Structures-Major Maintenance			1,500,000				1,500,000
Conservation Areas Capital Projects					2,000,000		2,000,000
Net IT/MP Capital Spending not allocated to Departments						779,000	779,000
TOTAL EXPENSE	110,000	190,000	1,500,000	-	2,000,000	779,000	4,579,000
Funding							
Prov & Federal Govt			700,000				700,000
Self Generated					1,500,000		1,500,000
Funding from Reserves	75,000	25,000	50,000		500,000	779,000	1,429,000
TOTAL FUNDING	75,000	25,000	750,000	-	2,000,000	779,000	3,629,000
Net Funded by General CAPITAL Levy	35,000	165,000	750,000	-	-	-	950,000

Budget 2022

	Water Resources Planning & Environment	FFW	Flood Control Expenses	Conservation Land Management (Sch 4)	Conservation Areas	Corporate Services	BUDGET TOTAL
Expenses:							
WQ Monitoring Equipment & Instruments	110,000						110,000
Flood Forecasting Warning Hardware and Gauges		190,000					190,000
Flood Control Structures-Major Maintenance			2,200,000				2,200,000
Conservation Areas Capital Projects					2,000,000		2,000,000
Net IT/MP Capital Spending not allocated to Departments						602,000	602,000
TOTAL EXPENSE	110,000	190,000	2,200,000	-	2,000,000	602,000	5,102,000
Funding							
Prov & Federal Govt			1,110,000				1,110,000
Self Generated					1,200,000		1,200,000
Funding from Reserves	75,000	25,000	340,000		800,000	602,000	1,842,000
TOTAL FUNDING	75,000	25,000	1,450,000	-	2,000,000	602,000	4,152,000
Net Funded by General CAPITAL Levy	35,000	165,000	750,000	-	-	-	950,000

ACTUAL 2022 - CAPITAL

	Water Resources Planning & Environment	FFW	Flood Control Expenses	Conservation Land Management (Sch 4)	Conservation Areas	Corporate Services	ACTUAL TOTAL
Expenses:							
WQ Monitoring Equipment & Instruments	56,922						56,922
Flood Forecasting Warning Hardware and Gauges		188,310					188,310
Flood Control Structures-Major Maintenance			1,347,653				1,347,653
Conservation Areas Capital Projects					934,152		934,152
Net IT/MP Expenses in excess of chargebacks						380,110	380,110
TOTAL EXPENSE	56,922	188,310	1,347,653	-	934,152	380,110	2,907,147
Funding							
Prov & Federal Govt			629,738				629,738
Self Generated					934,152	8,384	942,536
Funding from Reserves						371,726	371,726
TOTAL FUNDING	-	-	629,738	-	934,152	380,110	1,944,000
Net Funded by General CAPITAL Levy	56,922	188,310	717,915	-	-	-	963,147

SECTION C

SPECIAL PROJECTS

SECTION C – SPECIAL PROJECTS

This category of activity represents projects that the GRCA undertakes where special one time and/or multi-year funding is applicable. The duration of these projects is typically one year although in some instances projects may extend over a number years, such as the Source Protection Planning Program. External funding is received to undertake these projects.

The main project in this category is the provincial Source Protection Planning Program under the *Clean Water Act, 2006*. Plan development work commenced in 2004, with plan implementation starting in 2015. Work includes research and studies related to the development and updates of a Drinking Water Source Protection Plan for each of the four watersheds in the Lake Erie Source Protection Region. The focus in 2022 continues on completing updates to the Grand River Source Protection Plan, including development of water quantity policies, updating water quality vulnerability assessments, and the development of the annual progress report for the Grand River Source Protection Plan.

Other special projects in the area of watershed stewardship include the “Rural Water Quality Program” grants, floodplain mapping projects, subwatershed study, waste water optimization project, trail development, and numerous ecological restoration projects on both GRCA lands and private lands in the watershed.

SECTION C - Special Projects Budget

GRAND RIVER CONSERVATION AUTHORITY

Budget 2023

EXPENDITURES	ACTUAL 2022	BUDGET 2022	BUDGET 2023
Subwatershed Plans - City of Kitchener	68,111	80,000	80,000
Dunnville Fishway Study	-	-	-
Waste Water Optimization Program	59,858	130,000	130,000
Floodplain Mapping	341,735	575,000	90,000
RWQP - Capital Grants	532,595	800,000	800,000
Brant/Brantford Children's Water Festival	-	-	35,000
Haldimand Children's Water Festival	-	-	25,000
Species at Risk	69,695	40,000	70,000
Ecological Restoration	52,653	100,000	100,000
Great Lakes Agricultural Stewardship Initiative	928	-	-
Precision Agriculture-OMFRA	27,057	70,000	-
Great Lakes Protection Initiative	114,731	100,000	-
Nature Smart Climate Solutions	8,441	-	75,000
Profit Mapping	3,925	-	85,000
Trails Capital Maintenance	229,921	240,000	-
Lands Mgmt - Land Purchases/Land Sale Expenses	17,660	-	-
Guelph Lake Nature Centre	26,600	500,000	500,000
Mill Creek Rangers	27,323	-	35,000
Total SPECIAL Projects 'Other'	1,581,233	2,635,000	2,025,000
Source Protection Program	569,995	640,000	640,000
Total SPECIAL Projects Expenditures	2,151,228	3,275,000	2,665,000
SOURCES OF FUNDING			
Provincial Grants for Source Protection Program	569,995	640,000	640,000
OTHER GOVT FUNDING	1,057,115	1,610,000	1,285,000
SELF-GENERATED	335,591	840,000	695,000
FUNDING FROM/(TO) RESERVES	188,527	185,000	45,000
Total SPECIAL Funding	2,151,228	3,275,000	2,665,000

APPENDIX A

GRAND RIVER CONSERVATION AUTHORITY MEMBERS (2023)

Region of Waterloo (including Cities of Kitchener, Waterloo, Cambridge and Townships of North Dumfries, Wellesley, Wilmot and Woolwich

Doug Craig (Cambridge), Mike Devine (Citizen), Jim Erb (Waterloo), Sue Foxton (North Dumfries), Gord Greavette (Citizen), Colleen James (Kitchener), Sandy Shantz (Woolwich), Natasha Salonen (Wilmot), Kari Williams (Kitchener), and Pam Wolf (Cambridge)

Regional Municipality of Halton

John Challinor II

Haldimand and Norfolk Counties

Dan Lawrence and Rob Shirton

City of Hamilton

Alex Wilson

County of Oxford

Bruce Banbury

City of Brantford

Gino Caputo and Kevin Davis

City of Guelph

Christine Billings and Ken Yee Chew

Townships of Amaranth, East Garafraxa, Southgate and Melancthon and Town of Grand Valley

Guy Gardhouse

Townships of Mapleton and Wellington North

Lisa Hern

Municipality of North Perth and Township of Perth East

Jerry Smith

Township of Centre Wellington

Shawn Watters

Town of Erin, Townships of Guelph-Eramosa and Puslinch

Chris White

County of Brant

Brian Coleman and David Miller

February 24, 2023

Hello,

We are writing to let you know that the Ministry of Natural Resources and Forestry is proposing to make amendments to [Ontario Regulation 161/17](#) under *the [Public Lands Act](#)* regarding the use of floating accommodations and camping on water over public lands in Ontario. In addition, minor changes (listed below) are proposed for added clarity and consistency in the regulation.

The proposed changes are described in a regulation proposal notice that was posted on Ontario's Regulatory Registry and the Environmental Registry of Ontario (ERO) on February 24, 2023 (ERO number [019-6590](#)).

The proposed changes related to floating accommodations were informed by feedback received by the ministry in response to the March 2022 ERO bulletin titled, "Seeking input about the use of floating accommodations on waterways over Ontario's public lands" (ERO number [019-5119](#)).

We are proposing to amend Ontario Regulation 161/17 to clarify the types of camping units that can be used to camp on water over public land. It is proposed that the definition of 'camping unit' will be clarified to allow for camping on liveaboards and houseboats but will exclude floating accommodations, float homes and barges with residential units or camping facilities.

We are also proposing to change the conditions that must be met when camping on water over public lands in Ontario by:

- reducing the number of days that a person can camp on water over public land (per location, per calendar year) from 21 days to 7 days
- increasing the distance that a person camping on water must move their camping unit to be occupying a different location from 100 metres to 1 kilometre
- adding a new condition to prohibit camping on water within 300 metres of a developed shoreline, including any waterfront structure, dock, boathouse, erosion control structure, altered shoreline, boat launch and/or fill.

In addition, we are proposing to:

- harmonize the conditions for camping on public land so that residents and non-residents are required to follow the same conditions when camping on water over public lands or on public lands
- specify conditions for swim rafts, jumps, ramps for water sports, heat loops and water intake pipes
- clarify that camping on a road, trail, parking lot or boat launch is prohibited
- amend the regulation to add the following to the list of excluded public lands to which section 21.1 of the *Public Lands Act* and Ontario Regulation 161/17 do not apply:
 - lands subject to an agreement authorizing the use of those lands
 - lands subject to an authorization under the *Aggregate Resources Act*.

We encourage you to review the proposal notice (ERO number [019-6590](#)) and provide feedback through the ERO. The comment period for the proposal closes on **April 11, 2023**.

Online Information Sessions

We invite you to attend an online information session during which ministry staff will present an overview of the regulatory proposal and answer questions. Sessions will be held on the following dates:

Session 1 – Wednesday, March 8: 10:00 am to 11:30 am

Session 2 – Monday, March 20: 2:00 pm to 3:30 pm

If you wish to attend an online information session, please register by emailing public.lands@ontario.ca with the subject line “Regulatory Proposal Information Session” and indicate your preferred session date. You will receive a reply to your email with the session start/end times and information on how to join.

Sincerely,

Peter D. Henry, R.P.F.
Director, Crown Forests and Lands Policy Branch
Ministry of Natural Resources and Forestry

c: Pauline Desroches, Manager, Crown Lands Policy Section
Michelle Dano, Senior Program Advisor, Crown Lands Policy Section

**Ministry of the Environment,
Conservation and Parks**

Environmental Assessment
Modernization Branch

135 St. Clair Avenue West
4th Floor
Toronto ON M4V 1P5

**Ministère de l'Environnement, de
la Protection de la nature et des Parcs**

Direction de la modernisation des processus
d'évaluation environnementale

135, avenue St. Clair Ouest
4^e étage
Toronto ON M4V 1P5



March 3, 2023

Good morning/afternoon,

Ontario is taking action to streamline and modernize its almost 50-year-old environmental assessment process that is too slow, unnecessarily burdensome and costly, to build Ontario while continuing to protect the environment. As part of this plan, we are making practical changes that would ensure strong environmental oversight while reducing delays to get shovels in the ground on projects that matter most to Ontario communities.

Today, on behalf of the Ministry of the Environment, Conservation and Parks, I am writing to let you know that the Municipal Class Environmental Assessment (EA) has been amended as part of the ministry's work on EA modernization.

Over the last three years, our modernization efforts have focused on ensuring strong environmental oversight while reducing delays on infrastructure projects that matter most to Ontario communities. This process includes considering input from stakeholders and Indigenous communities and streamlining requirements for low-risk municipal infrastructure projects, while maintaining strong environmental oversight and protection.

In 2019, the Ministry of the Environment, Conservation and Parks invited the proponents of class environmental assessments to review their assessment process and to propose changes to reduce duplication and better align assessment requirements with risk. We started consulting with municipalities, government agencies and Indigenous communities on the proposed amendments to the Municipal Class EA in 2020. I want to thank all who have offered feedback on the proposed amendments, through submitting comments, participating in webinars and correspondence. We have considered all comments received during the consultation, in addition to conducting our own analysis before the minister decided on the proposed amendments to the Municipal Class EA.

After careful consideration, the decision was made to approve many of the proposed amendments to the Municipal Class EA, including amendments proposed by the ministry. Various changes were made to the Municipal Class EA to update project schedules to better align the level of assessment with the environmental impact of the project. By looking at smarter, more modern ways of doing business, we're making sure important public services and infrastructure projects can get off the ground faster without unnecessary costs and delays.

Based on input received from Indigenous communities and Ministry of Citizenship and Multiculturalism (formerly the Ministry of Tourism, Culture and Sport) regarding the need to ensure the protection of archaeological resources and burial sites, an archaeological screening process will be required for various project types that are now eligible for exemption. The exemption will be conditional on the completion and outcome of the screening. The archaeological screening process consists of three questions with links to various tools and criteria developed under the *Ontario Heritage Act*. Proponents must carry out the specified research and consultation to accurately respond to each question, including consultation with Indigenous Communities, municipal governments, and Ministry of Citizenship and Multiculturalism, and may require the assistance of a licensed archaeologist. A project that the screening process applies to would not be exempt unless the archaeological screening process is completed as required, project documentation maintained and all mitigation measures that are identified through the screening process are implemented.

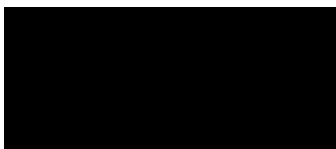
Please see Appendix 1 of the Municipal Class EA for more information on the new archaeological screening process.

Detailed information on the approved amendments to the Municipal Class EA, including the Minister of the Environment, Conservation and Parks' reasons for making the amendments, can be found at: <https://ero.ontario.ca/notice/019-5069>. The changes are effective as of the date of posting on the Environmental Registry of Ontario, March 3, 2023.

Proponents authorized to proceed with projects through the Municipal Class EA are required to proceed in accordance with the transition provisions set out in the amended Municipal Class EA, as it came into effect on March 3, 2023. Municipalities should review the amended Municipal Class EA to determine the impact on their project.

If you have any questions, please contact Stephen Deneault, Project Officer, by e-mail at: Stephen.Deneault@ontario.ca and the Environmental Assessment Modernization Team at: EAModernization.MECP@ontario.ca.

Sincerely,



Annamaria Cross
Director, Environmental Assessment Modernization Branch
Ministry of the Environment, Conservation and Parks



PORT COLBORNE
Development and Legislative Services

Municipal Offices: 66 Charlotte Street
Port Colborne, Ontario L3K 3C8 • www.portcolborne.ca

T 905.835.2900 ext 106 F 905.834.5746
E nicole.rubli@portcolborne.ca

February 22, 2023

Office of the Warden
Corporation of the County of Huron
1 Courthouse Square
Goderich, ON N7A 1M2

Dear Mr. McNeil, Warden:

Re: Corporation of the County of Huron – Call to Action: Review of the Cannabis Act

Please be advised that, at its meeting of February 14, 2023 the Council of The Corporation of the City of Port Colborne resolved as follows:

That correspondence received from the Corporation of the County of Huron regarding Call to Action: Review of the Cannabis Act, be supported.

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

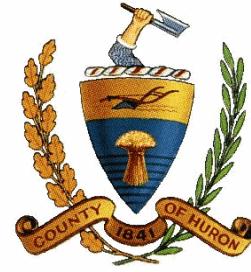
Sincerely,


Nicole Rubli
Acting City Clerk

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

OFFICE OF THE WARDEN

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



February 1, 2023

Sent via email.

Re: Call to Action: Review of the Cannabis Act

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

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

THAT:

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

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

AND FURTHER THAT:

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

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

CARRIED

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

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

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

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

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

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

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

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

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

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

Sincerely,



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

The background of the entire page is a close-up photograph of cannabis leaves, rendered in a monochromatic blue color. The leaves are detailed, showing their serrated edges and vein structure. A vertical yellow bar is positioned to the left of the main title.

Report for Council: Cannabis Act Information

Prepared: January 2023

Contents

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

Background

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

THAT:

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

Cannabis Act: Information For Municipalities

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

1. Licensed Producers

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

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

- The municipality
- Local fire officials
- Local law enforcement

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

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

2. Personal and Designated Production

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

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

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

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

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

Community Expressed Concerns

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

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

Impact to the Municipality

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

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

Advocacy Efforts to Date

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

See Appendix A.

Recommendations for Further Advocacy

Report for Council: Cannabis Act Information (this report)

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

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

Call to Action Letter

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

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

Further Resources

The Cannabis Act: The Facts

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

The Cannabis Act

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

Cannabis Information for Municipalities

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

Ontario: Cannabis Control Act

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

Correspondence Received by Council

Correspondence to Council, January 2023: Bonnie Shackelton

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

Appendix A

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

Appendix B

Sample Call to Action Letter

OFFICE OF THE WARDEN

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



October, 5, 2022

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

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

THAT:

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

AND FURTHER THAT:

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

AND FURTHER THAT:

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

Thank you for requesting feedback on the Cannabis Act and the current legislative framework for cannabis in Canada. As a municipal government for one of Canada's most agriculturally productive regions, and a popular tourism destination, we have been in the position to observe areas for improvement during the last several years of legal cannabis production under the Cannabis Act as managed by Health Canada.

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

In our local municipal experience, these facilities are often established without complying with local municipal zoning and nuisance by-laws, often contain hundreds

of cannabis plants for each of the four assigned individuals, and usually do not include adequate odour controls to manage impacts on surrounding homes, public facilities, and the community at large.

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

As an agricultural community we have had extensive experience with the Ontario Ministry of Agriculture, Food and Rural Affairs Minimum Distance Separation (MDS) Formula, an approach which has been used to successfully manage land use conflicts resulting from odour between livestock facilities and sensitive receptors for almost fifty years. We believe a system based on MDS would be appropriate to manage the impacts of Health Canada's approved cannabis facilities, including both licensed commercial producers and designated growers for individuals.

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

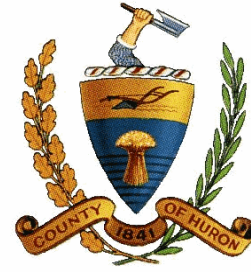
Sincerely,

A solid black rectangular box used to redact the signature of Glen McNeil.

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

OFFICE OF THE WARDEN

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



{insert date}

To: {insert recipient}

Re: Call to Action: Review of the Cannabis Act

On {insert date}, Huron County Council passed the following motion:

THAT:

{insert motion}

AND FURTHER THAT:

{insert motion}

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

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

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

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

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

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

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

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

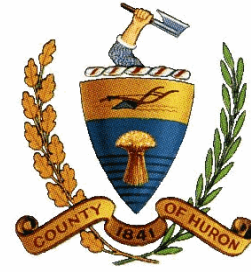
Sincerely,

A black rectangular redaction box covering the signature of Glen McNeil.

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

OFFICE OF THE WARDEN

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



February 1, 2023

Sent via email.

Re: Call to Action: Review of the Cannabis Act

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

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

THAT:

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

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

AND FURTHER THAT:

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

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

CARRIED

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

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

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

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

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

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

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

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

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

Sincerely,



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



March 9, 2023

Sent via email.

Re: Call to Action: Review of the Cannabis Act

Please note that on March 2, 2023 Malahide Township Council ("Malahide") passed the following motion:

No. 23-101

Moved By: Scott Lewis

Seconded By: Chester Glinski

THAT the City of Port Colborne correspondence in support of the Corporation of the County of Huron regarding Call to Action: Review of the Cannabis Act be supported;

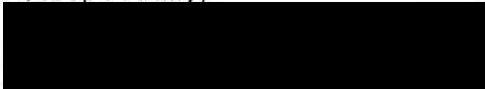
AND THAT the Council of the Township of Malahide approve forwarding a Call to Action Letter for support.

Carried

Malahide supports the recent calls from Huron County and other municipalities for a review and amendments to the Cannabis Act and the current legislative framework for cannabis in Canada. Malahide's support in this letter is in addition to the comments provided by Malahide in an earlier letter to the Cannabis Act Legislative Review Secretariat (re: Federal Cannabis Act Review, letter dated November 17, 2022).

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

Respectfully,


Dominique Giguère
Mayor

On behalf of Malahide Township Council



THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA

4591 Lambton Line, RR 4, Dresden, ON N0P 1M0
Tel: 519-692-5148 Fax: 519-692-5511 Public Works: 519-692-5018
Email: admin@dawneuphemia.on.ca Website: www.dawneuphemia.ca

February 27, 2023

All Ontario Municipalities

Delivered Via Email

Re: School Board Election Compensation

Please be advised that at the Regular Meeting of Council on Tuesday, February 21, 2023, Council of the Township of Dawn-Euphemia discussed the process and compensation for School Board Trustee Elections, and the following resolution was passed.

2023-33

School Board Election Compensation

That Council for the Township of Dawn-Euphemia support the resolution dated December 12, 2022, from the Council of the Town of Petrolia Re: School Boards becoming responsible for conducting their own trustee elections or at minimum municipalities be compensated by the school boards for overseeing such trustee elections; And that the resolution be sent to Hon. Steven Lecce, Minister of Education, MPP Bob Bailey, Sarnia-Lambton, County of Lambton and all Municipalities of Lambton County and Ontario. *Carried.*

If you have any questions regarding the above motion, please do not hesitate to contact the Municipal Office.

Sincerely,



Terri Towstiac
Deputy-Clerk
Township of Dawn-Euphemia

Cc: Hon. Stephen Lecce, Minister of Education
MPP Bob Bailey, Sarnia-Lambton
M. Pearson, Clerk, Town of Petrolia



PORT COLBORNE

Development and Legislative Services

Municipal Offices: 66 Charlotte Street
Port Colborne, Ontario L3K 3C8 • www.portcolborne.ca

T 905.835.2900 ext 106 F 905.834.5746

E nicole.rubli@portcolborne.ca

February 22, 2023

Sent via Email: minister.edu@ontario.ca

Honourable Steven Lecce, Minister of Education

Dear Honourable Lecce:

Re: Town of Petrolia – Regarding School Board Elections – Request for Support

Please be advised that, at its meeting of February 14, 2023 the Council of The Corporation of the City of Port Colborne resolved as follows:

That correspondence received from the Town of Petrolia regarding School Board Elections, be supported.

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

Sincerely,


Nicole Rubli
Acting City Clerk

Cc: MPP Bob Bailey Sarnia-Lambton
County of Lambton
Ontario Municipal Councils



January 25, 2023

Hon. Steven Lecce, Minister of Education
MPP Bob Bailey, Sarnia-Lambton
County of Lambton
Municipalities of Lambton County and Ontario

Via email

During the December 12, 2022, regular meeting of council, the following resolution was passed:

Moved: Bill Clark Seconded: Debb Pitel

WHEREAS in the Province of Ontario, municipalities are responsible to conduct the election process on behalf of the school boards; and


WHEREAS an extensive amount of resources, time and management to advertise, co-ordinate and complete these trustee elections is placed on the municipality; and

WHEREAS municipalities do not receive any compensation or re-imburement for use of orchestration of the school board trustee elections.

THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Town of Petrolia request that staff forward this motion to the Hon. Steven Lecce, Minister of Education, MPP Bob Bailey, Ontario Municipal Councils and the County of Lambton requesting that school boards become responsible for conducting their own trustee elections or at minimum municipalities be compensated by the school boards for overseeing such trustee elections;

Carried

Kind regards,


Mandi Pearson
Clerk/Operations Clerk

Phone: (519)882-2350 • Fax: (519)882-3373 • Theatre: (800)717-7694
411 Greenfield Street, Petrolia, ON, N0N 1R0

www.town.petrolia.on.ca





82133 Council Line, R.R. #5
Goderich, Ontario N7A 3Y2

PHONE: 519-524-4669

FAX: 519-524-1951

E-MAIL: clerk@acwtownship.ca

February 22, 2023

The Honourable Stephen Lecce, Minister of Education

Re: Ontario School Board Elections

Dear Minister,

Please be advised that at the February 21st meeting, the Council of the Township of Ashfield-Colborne-Wawanosh adopted the following resolution,

Moved by Jennifer Miltenburg
Seconded by Wayne Forster

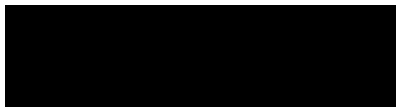
WHEREAS the correspondence dated January 25, 2023 from the Town of Petrolia regarding Ontario School Board Elections highlights that municipalities do not get compensated for conducting trustee elections on behalf of School Boards;

NOW THEREFORE BE IT RESOLVED THAT Ashfield-Colborne-Wawanosh Township Council hereby supports the letter and resolution of the Town of Petrolia;

AND FURTHER THAT a letter of support be sent to the Town of Petrolia, the Minister of Education, MPP Lisa Thompson, the County of Huron and Ontario Municipal Councils.

Carried

Sincerely,



Florence Witherspoon
Municipal Clerk

cc. The Town of Petrolia, Huron-Bruce MPP Lisa Thompson, and Ontario Municipal Councils

January 25, 2023

Hon. Steven Lecce, Minister of Education
MPP Bob Bailey, Sarnia-Lambton
County of Lambton
Municipalities of Lambton County and Ontario

Via email

During the December 12, 2022, regular meeting of council, the following resolution was passed:

Moved: Bill Clark Seconded: Debb Pitel

WHEREAS in the Province of Ontario, municipalities are responsible to conduct the election process on behalf of the school boards; and

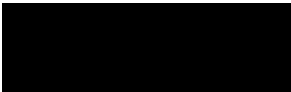
WHEREAS an extensive amount of resources, time and management to advertise, co-ordinate and complete these trustee elections is placed on the municipality; and

WHEREAS municipalities do not receive any compensation or re-imburement for use of orchestration of the school board trustee elections.

THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Town of Petrolia request that staff forward this motion to the Hon. Steven Lecce, Minister of Education, MPP Bob Bailey, Ontario Municipal Councils and the County of Lambton requesting that school boards become responsible for conducting their own trustee elections or at minimum municipalities be compensated by the school boards for overseeing such trustee elections;

Carried

Kind regards,


Mandi Pearson
Clerk/Operations Clerk

Phone: (519)882-2350 • Fax: (519)882-3373 • Theatre: (800)717-7694

411 Greenfield Street, Petrolia, ON, N0N 1R0

www.town.petrolia.on.ca



March 8, 2023

Via: Email

The Honourable Stephen Lecce, Minister of Education

Re: Ontario School Board Elections

Dear Honourable Stephen Lecce,

Please be advised that at the Regular Meeting of Council on Tuesday, February 21, 2023, Council of the Township of Howick adopted the following resolution:

Resolution No. 58/23

Moved by: Councillor Grimes

Seconded by: Councillor Rognvaldson

That the Council of the Township of Howick receive the correspondence from the Town of Petrolia, regarding School Board Elections; and

Confirms that the 2022-2026 Howick Municipal Council was acclaimed in its entirety to their positions and that the expenses incurred for the 2022 Howick Municipal Election were only for facilitating the election of the School Board Trustees; and

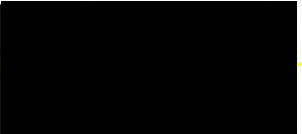
That Council supports the Resolution passed by the Township of Petrolia Council to request that School Boards become responsible for conducting their own Trustee elections, or at a minimum, municipalities be compensated by the School Boards for overseeing such Trustee elections; and

That Staff forward this Resolution to the Honourable Stephen Lecce, Minister of Education, and to all Ontario Municipal Councils.

CARRIED

Thank you for your consideration.

Best Regards,



Caitlin Gillis
Clerk-Administrator
Township of Howick



TOWNSHIP OF EAST GARAFRAXA
065371 DUFFERIN COUNTY ROAD 3 • UNIT 2
EAST GARAFRAXA • ON • L9W 7J8
T: 226-259-9400 • TOLL FREE: 877-868-5967 • F: 1-226-212-9812
www.eastgarafraxa.ca

March 9, 2023

Sent Via Email (minister.edu@ontario.ca)

Honourable Stephen Lecce
Minister of Education
315 Front Street West, 14th Floor
Toronto, ON M7A 0B8

Dear Honorable Lecce,

Re: Ontario School Board Elections

At the regular Electronic Council meeting held on February 28, 2023, the following resolution was passed:

**MOVED BY BANFIELD, SECONDED BY HALLS
BE IT RESOLVED THAT:**

Council of the Township of East Garafraxa support the resolution passed by the Council of the Town of Petrolia regarding School Board Elections; and

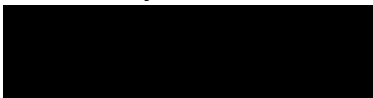
That staff be directed to forward the resolution to the Honourable Stephen Lecce, Minister of Education, and all Ontario Municipal Councils.

CARRIED

A copy of the Town of Petrolia resolution is enclosed for your reference.

Trusting you find this satisfactory.

Sincerely,



Jessica Kennedy, Clerk
Township of East Garafraxa
JK:sp

Enclosure

cc: All Ontario Municipalities

January 25, 2023

Hon. Steven Lecce, Minister of Education
MPP Bob Bailey, Sarnia-Lambton
County of Lambton
Municipalities of Lambton County and Ontario

Via email

During the December 12, 2022, regular meeting of council, the following resolution was passed:

Moved: Bill Clark Seconded: Debb Pitel

WHEREAS in the Province of Ontario, municipalities are responsible to conduct the election process on behalf of the school boards; and


WHEREAS an extensive amount of resources, time and management to advertise, co-ordinate and complete these trustee elections is placed on the municipality; and

WHEREAS municipalities do not receive any compensation or re-imburement for use of orchestration of the school board trustee elections.

THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Town of Petrolia request that staff forward this motion to the Hon. Steven Lecce, Minister of Education, MPP Bob Bailey, Ontario Municipal Councils and the County of Lambton requesting that school boards become responsible for conducting their own trustee elections or at minimum municipalities be compensated by the school boards for overseeing such trustee elections;

Carried

Kind regards,


Mandi Pearson
Clerk/Operations Clerk

Phone: (519)882-2350 • Fax: (519)882-3373 • Theatre: (800)717-7694

411 Greenfield Street, Petrolia, ON, N0N 1R0

www.town.petrolia.on.ca





4800 SOUTH SERVICE RD.,
BEAMSVILLE, ON L3J 1L3

905-563-2799

March 10, 2023

Sent via email: minister.edu@ontario.ca

The Honourable Steven Lecce,
Minister of Education
Ministry of Education
315 Front Street West, 14th Floor
Toronto, ON M7A 0B8

Dear Minister Lecce:

RE: Town of Lincoln Council Resolution – Ontario School Board Elections

Please be advised that Council of the Corporation of the Town of Lincoln at its Council Meeting held on March 6, 2023, passed the following motion:

Resolution Number: RC-2023-24

Moved by: Councillor JD Pachereva; Seconded by Councillor Greg Reimer

That Council receive and file for information, correspondence from the Town of Essex dated February 13, 2023 and Town of Deep River dated February 16, 2023, regarding Ontario School Board Elections; and,

That Council of the Town of Lincoln support the correspondence items to request that School Boards become responsible for conducting their own Trustee elections or at a minimum municipalities be compensated by the School Boards for overseeing such Trustee elections; and,

That staff forward this Resolution to the Town of Essex, Town of Deep River, the Honourable Steven Lecce, Minister of Education, MP Sam Oosterhoff, and to Ontario Municipal Councils.

CARRIED

If you have any questions, please do not hesitate to contact the undersigned.

Regards,

Julie Kirkelos
Town Clerk

jkirkelos@lincoln.ca

JK/dp

c.c. Town of Essex
Town of Deep River
Sam Oosterhoff, MPP Niagara West Sam.Oosterhoffco@pc.ola.org
Ontario Municipal Councils



The Corporation of the Township of Moonbeam
53 St. Aubin Avenue, PO Box 330
Moonbeam, ON POL 1V0
TEL (705)-367-2244 FAX (705)-367-2610
administration@moonbeam.ca

THE CORPORATION OF THE TOWNSHIP OF MOONBEAM RESOLUTION

NUMBER: 042-2023
DATE: March 2, 2023
PROPOSED BY: Jessica Gibson Demers
SECONDED BY: Nadine Morin

WHEREAS an announcement in the media was made that the English Public School Boards Association, the largest school association in the province, is asking for the end of the moratorium on most pupil accommodation reviews;

AND WHEREAS this announcement potentially threatens the future closure of schools in many single school municipalities;

AND WHEREAS access to education and the presence of a school in a community is an essential service and has a direct link to the quality of life in a community;

AND WHEREAS schools play a key role in improving services and quality of life in a community and are viewed as activity centres where children have access to education, health services, recreation and culture;

AND WHEREAS schools are an important factor in the retention and attraction of residents in a community and is essential in order to resolve labour shortages and allow economic development and growth in small rural municipalities;

AND WHEREAS demographics in many areas are currently shifting and changing quickly as we work on meeting needs of many Ontario residents during a housing crisis;

NOW THEREFORE BE IT RESOLVED that Council is requesting provincial government through the Minister of Education to extend the moratorium on most pupil accommodation reviews in order to allow municipalities, townships, neighborhoods or subdivisions the opportunity to prosper, develop and grow without being hindered by school closure because of current low enrollments that could quickly change.

FURTHER BE IT RESOLVED that this resolution be forwarded to Premier Doug Ford, MPP Guy Bourgooin and all Ontario municipalities.

Carried Defeated Differed

Éric Côté

President Officer

Registered vote requested by:

Name	Yes	No
Côté, Éric		
Della-Pieta, Jacques		
Gibson Demers, Jessica		
Le Saux Néron, Hélène		
Morin, Nadine		

Certified by:



Clerk

February 24, 2023

CL 3-2023, February 23, 2023
PHSSC 2-2023, February 14, 2023
COM-C 14-2023, February 14, 2023

DISTRIBUTION LIST

SENT ELECTRONICALLY

Motion Respecting Declarations of Emergency for Homelessness, Mental Health and Opioid Addiction

COM-C 14-2023

Regional Council, at its meeting held on February 23, 2023, passed the following recommendation, as amended, of its Public Health and Social Services Committee:

Whereas Niagara Regional Council acknowledges that the challenges of homelessness, mental health and the opioid crisis are exceptionally complex issues that have a measurable and significantly detrimental impact on the residents of the Niagara region, including the loss of life;

Whereas addressing these issues places extreme stress on upper and lower-tier municipal programs and services, the Niagara Regional Police, Niagara Health, Emergency Medical Services and various non-profit service providers across the region;

Whereas the challenges of homelessness, mental health and opioids have seen a trend of becoming more prevalent in recent years and continue to have a significant impact on the Niagara community;

Whereas Niagara Region, through the staff in Community Services and Public Health, has taken many steps to address these issues with the development and provision of best-practice programming designed to mitigate their impact on the community;

Whereas Niagara Regional Council acknowledges that the challenges of homelessness, mental health and the opioid crisis are intrinsically diverse and should not be viewed as a single monolithic problem;

Whereas addressing these challenges will require strategies and tactics that are specifically designed for each of the unique issues;

Whereas Niagara Region accepts that the responsibility to address these challenges rests with multiple stakeholders, including the provincial government and its agencies;

Whereas 26 Niagara agencies within the Region, including Public Health and Emergency Medical Services, have collaboratively developed a Substance Use Prevention Strategy known as the Opioid Prevention and Education Network of Niagara, and are actively implementing it;

Whereas Niagara Region is a “Built for Zero” community that has accurate and timely data regarding its homeless population and delivers programs and services targeted for strategically helping those individuals experiencing homelessness;

Whereas the challenges of homelessness, mental health and opioid addiction are found throughout the entire province of Ontario and are not unique to Niagara;

Whereas Niagara Regional Council recognizes that municipal emergencies in Ontario are declared by the head of council as per the process detailed in the Emergency Management and Civil Protections Act; and

Whereas Niagara Regional Council acknowledges that the declaration of an emergency does not immediately result in a municipality receiving any additional funds or resources from senior levels of government.

NOW THEREFORE BE IT RESOLVED:

1. That the Regional Chair **BE DIRECTED** to formally issue three separate declarations of emergency, in the areas of homelessness, mental health and opioid addiction, as per the procedure outlined in the Emergency Management and Civil Protection Act;
2. That the Regional Chair **BE DIRECTED** to send correspondence to the Provincial Government requesting that action be taken on the eight measures proposed by the Association of Local Public Health Agencies (as previously endorsed by Regional Council on June 23, 2022), including:
 - a. Creation of a multi-sectoral task force to guide the development of a robust provincial opioid response plan that will ensure necessary resourcing, policy change, and health and social system coordination;
 - b. Expanding access to evidence informed harm reduction programs and practices including lifting the provincial cap of 21 Consumption and Treatment Service (CTS) Sites, funding Urgent Public Health Needs Sites (UPHNS) and scaling up safer supply options;
 - c. Revision of the current CTS model to address the growing trends of opioid poisoning amongst those who are using inhalation methods;
 - d. Expanding access to opioid agonist therapy for opioid use disorder through a range of settings (e.g. mobile outreach, primary care, emergency departments, Rapid Access to Addiction Medicine Clinics), and a variety of medication options;

- e. Providing a long-term financial commitment to create more affordable and supportive housing for people in need, including people with substance use disorders;
 - f. Addressing the structural stigma and harms that discriminate against people who use drugs, through provincial support and advocacy to the Federal government to decriminalize personal use and possession of substances and ensure increased investments in health and social services at all levels;
 - g. Increasing investments in evidence-informed substance use prevention and mental health promotion initiatives that provide foundational support for the health, safety and well-being of individuals, families, and neighbourhoods, beginning from early childhood; and
 - h. Funding additional and dedicated positions for public health to support the critical coordination and leadership of local opioid and substance abuse strategies;
3. That the Regional Chair **BE DIRECTED** to send correspondence to the Minister of Municipal Affairs and Housing requesting action be taken to correct the funding allocation model for homelessness based on the results of Auditor General's 2021 report which found that provincial funding in this area is incorrect;
 4. That the Regional Chair **BE DIRECTED** to send correspondence to the Ministry of Health and the CEO of Ontario Health requesting that the province immediately commit to fully funding gaps in mental health service as have been identified in the Needs Based Planning project by Niagara Ontario Health Team's Mental Health and Addictions Working Group, as well as funding ongoing annual increases as required by inflation and population need;
 5. That the Regional Chair **BE DIRECTED** to send correspondence to Federal Minister of Justice and Attorney General, David Lametti, and Federal Minister of Health, Jean-Yves Duclos, reaffirming Regional Council's October 22, 2020 motion urging the Federal government convene a task force to explore the legal regulation and decriminalization of all drugs in Canada;
 6. That the Regional Chair **BE DIRECTED** to send correspondence to the Association of Municipalities of Ontario (AMO) requesting that targeted advocacy be conducted in these areas, including the development of a singular motion that can be ratified by municipal councils across Ontario calling on the province to take immediate action;
 7. That Niagara Region, through its Public Health and Social Services Committee, **URGE** the federal government to declare homelessness as a humanitarian crisis; and

8. That this motion **BE CIRCULATED** to the local area municipalities, all municipalities in Ontario, the Federation of Canadian Municipalities (FCM), and local MPs and MPPs.

Yours truly,



Ann-Marie Norio
Regional Clerk
:kl

CLK-C 2023-019

Distribution List:

Local Area Municipalities
All Ontario Municipalities
Federation of Canadian Municipalities
Chris Bittle, Member of Parliament, St. Catharines
Vance Badawey, Member of Parliament, Niagara Centre
Tony Baldinelli, Member of Parliament, Niagara Falls
Dean Allison, Member of Parliament, Niagara West
Jennie Stevens, Member of Provincial Parliament, St. Catharines
Jeff Burch, Member of Provincial Parliament, Niagara Centre
Wayne Gates, Member of Provincial Parliament, Niagara Falls
Sam Oosterhoff, Member of Provincial Parliament, Niagara West



THE CORPORATION OF THE TOWN OF COBOURG

The Corporation of the Town of Cobourg
Legislative Services Department
Victoria Hall
55 King Street West
Cobourg, ON K9A 2M2

Brent Larmer
Municipal Clerk/
Director of Legislative Services
Telephone: (905) 372-4301 Ext. 4401
Email: blarmer@cobourg.ca
Fax: (905) 372-7558

SENT VIA EMAIL

March 2, 2023

David Piccini, Member of Provincial Parliament
Hon. Doug Ford, Premier
Hon. Steve Clark, Minister of Municipal Affairs and Housing
Hon. Merrilee Fullerton, Minister of Children, Community and Social Services
Hon. Sylvia Jones, Minister of Health

Re: Town of Cobourg Resolution – Homeless and Unsheltered Persons

At a meeting held on February 27, 2023, the Municipal Council of the Town of Cobourg approved the following Resolution #045-23:

Homeless and Unsheltered Persons

Moved by Deputy Mayor Nicole Beatty

Seconded by Councillor Adam Bureau

WHEREAS at the Regular Council meeting on February 27, 2023, Council considered a Delegation Action from the Committee of the Whole meeting on February 21, 2023, regarding Homelessness and Unsheltered Residents with an understanding and appreciation of the impacts and importance of the issue of homelessness has to the local community; and

WHEREAS the Town of Cobourg acknowledges that there are complex issues which can be presented through the challenges of homelessness and a lack of transitional and affordable housing, which are most significantly felt at the local level on a daily basis; and therefore have a measurable and detrimental impact on the well-being of all citizens of the Town of Cobourg; and

WHEREAS the Town of Cobourg does not have the resources, capacity or tools to address these complex challenges without the partnership of the designated service providers being the County of Northumberland, and the Province of Ontario;

NOW THEREFORE BE IT RESOLVED THAT Council acknowledges that homelessness in the Town of Cobourg is a social, economic and health crisis; and

FURTHER THAT Council requests the support of the County of Northumberland as the regional service manager and facilitator of the Community Safety and Well-Being Taskforce by including Cobourg representatives and people with lived experience on it in an effort to address the local issues of homelessness in the Town of Cobourg; and



THE CORPORATION OF THE TOWN OF COBOURG

The Corporation of the Town of Cobourg
Legislative Services Department
Victoria Hall
55 King Street West
Cobourg, ON K9A 2M2

Brent Larmer
**Municipal Clerk/
Director of Legislative Services**
Telephone: (905) 372-4301 Ext. 4401
Email: blarmer@cobourg.ca
Fax: (905) 372-7558

FURTHER THAT Council requests a need for immediate action from the Province of Ontario to develop, resource and implement a comprehensive plan to prevent, reduce and ultimately end homelessness in Ontario; and,

FURTHER THAT Council invites the delegates to submit their presentations to the Northumberland County Social Services Standing Committee and County Council and member municipalities; and

FURTHER that a copy of this motion be sent to all Northumberland County Lower-Tier municipalities for support; and

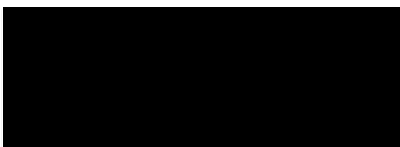
FURTHER THAT that a copy of this motion be sent to Premier Doug Ford, MPP David Piccini, the Minister of Municipal Affairs and Housing; the Minister of Children, Community and Social Services, the Minister of Health, HKPR Board of Health, the Association of Municipalities of Ontario (AMO) and all 444 municipalities in Ontario.

045-23

Carried

If you have any questions regarding this matter, please do not hesitate to contact the undersigned at blarmer@cobourg.ca or by telephone at (905)-372-4301 Ext. 4401.

Sincerely,



Brent Larmer
Municipal Clerk/Director of Legislative Services
Returning Officer
Legislative Services Department





Moved By	Deputy Mayor Nicole Beatty	Resolution No.:
Last Name Printed	BEATTY	045-23
Seconded By	Councillor Adam Bureau	Council Date:
Last Name Printed	BUREAU	February 27, 2023

WHEREAS at the Regular Council meeting on February 27, 2023, Council considered a Delegation Action from the Committee of the Whole meeting on February 21, 2023, regarding Homelessness and Unsheltered Residents with an understanding and appreciation of the impacts and importance of the issue of homelessness has to the local community; and

WHEREAS the Town of Cobourg acknowledges that there are complex issues which can be presented through the challenges of homelessness and a lack of transitional and affordable housing, which are most significantly felt at the local level on a daily basis; and therefore have a measurable and detrimental impact on the well-being of all citizens of the Town of Cobourg; and

WHEREAS the Town of Cobourg does not have the resources, capacity or tools to address these complex challenges without the partnership of the designated service providers being the County of Northumberland, and the Province of Ontario;

NOW THEREFORE BE IT RESOLVED THAT Council acknowledges that homelessness in the Town of Cobourg is a social, economic and health crisis; and

FURTHER THAT Council requests the support of the County of Northumberland as the regional service manager and facilitator of the Community Safety and Well-Being Taskforce by including Cobourg representatives and people with lived experience on it in an effort to address the local issues of homelessness in the Town of Cobourg; and

FURTHER THAT Council requests a need for immediate action from the Province of Ontario to develop, resource and implement a comprehensive plan to prevent, reduce and ultimately end homelessness in Ontario; and,

FURTHER THAT Council invites the delegates to submit their presentations to the Northumberland County Social Services Standing Committee and County Council and member municipalities; and

FURTHER that a copy of this motion be sent to all Northumberland County Lower-Tier municipalities for support; and

FURTHER THAT that a copy of this motion be sent to Premier Doug Ford, MPP David Piccini, the Minister of Municipal Affairs and Housing; the Minister of Children, Community and Social Services, the Minister of Health, HKPR Board of Health, the Association of Municipalities of Ontario (AMO) and all 444 municipalities in Ontario.

Recorded vote requested by Councillor Adam Bureau

	For	Against	Absent
Councillor Adam Bureau	X		
Councillor Aaron Burchat	X		
Councillor Brian Darling	X		
Councillor Miriam Mutton	X		
Councillor Randy Barber	X		
Mayor Lucas Cleveland		X	
Deputy Mayor Nicole Beatty	X		
TOTAL:	6	1	

March 6, 2023

To All Ontario Municipalities

Resolution re Reducing Municipal Insurance Costs

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

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

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

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

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

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

If you have any questions or comments, please contact Judy Smith at ckclerk@chatham-kent.ca

Sincerely, 


Judy Smith, CMO
Director Municipal Governance/Clerk

C AMO



760 Peterborough County Road 36, Trent Lakes, ON K0M 1A0 Tel 705-738-3800 Fax 705-738-3801

February 28, 2023

Via email only

To: The Honourable Steve Clark, Minister of Municipal Affairs and Housing
minister.mah@ontario.ca
The Honourable Doug Ford, Premier of Ontario
doug.fordco@pc.ola.org
The Honourable Dave Smith, MPP Peterborough-Kawartha
dave.smithco@pc.ola.org
The Honourable Michelle Ferreri, MP Peterborough-Kawartha
michelle.ferreri@parl.gc.ca
Curve Lake First Nation
audreyp@curvelake.ca
The Association of Municipalities Ontario
amo@amo.on.ca

Re: Oath of Office

Please be advised that during their Regular Council meeting held February 21, 2023, Council passed the following resolution:

Resolution No. **R2023-119**

Moved by Councillor Franzen
Seconded by Deputy Mayor
Armstrong

Whereas most municipalities in Ontario have a native land acknowledgement in their opening ceremony; and

Whereas a clear reference to the rights of Indigenous people is the aim of advancing Truth and Reconciliation; and

Whereas Call to Action 94 of the Truth and Reconciliation Commission of Canada called upon the Government of Canada to replace the wording of the Oath of Citizenship to include the recognition of the laws of Canada including Treaties with Indigenous Peoples; and

Whereas on June 21, 2021 an Act to amend The Citizenship Act received royal assent to include clear reference to the rights of Indigenous peoples aimed at advancing the Truth and Reconciliation Commission's Calls to Action within the broader reconciliation framework; and

Whereas the Truth and Reconciliation Commission of Canada outlines specific calls to action for municipal governments in Canada to act on, including education and collaboration;

Therefore be it resolved that Council request to the Minister of Municipal Affairs and Housing that the following changes be made to the municipal oath of office: I will be faithful and bear true allegiance to His Majesty King Charles III and that I will faithfully observe the laws of Canada including the Constitution, which recognizes and affirms the Aboriginal and treaty rights of First Nations, Inuit and Metis peoples; and further

That this resolution be forwarded to the Association of Municipalities of Ontario (AMO), all Ontario municipalities, MPP Dave Smith, MP Michelle Ferreri, Premier Doug Ford and Curve Lake First Nation.

Carried.

Sincerely,

Mayor and Council of the Municipality of Trent Lakes

Cc: All Ontario municipalities



TOWNSHIP OF
ASHFIELD-COLBORNE-WAWANOSH

82133 Council Line, R.R. #5
Goderich, Ontario N7A 3Y2

PHONE: 519-524-4669

FAX: 519-524-1951

E-MAIL: clerk@acwtownship.ca

The Honourable Steve Clark, Minister of Municipal Affairs and Housing

February 22, 2023

Re: Future Accuracy of the Permanent Register of Electors

Dear Minister,

Please be advised that at the February 21st meeting, the Council of the Township of Ashfield-Colborne-Wawanosh adopted the following resolution,

Moved by Anita Snobelen

Seconded by Evan Hickey

WHEREAS concerns surrounding the accuracy of the Voters' List has been highlighted in elections past and inaccuracies continue to plague municipal elections;

AND WHEREAS the Chief Electoral Officer for the Province of Ontario now has the responsibility to prepare and maintain a Permanent Register of Electors, under the Elections Act, for future municipal elections;

AND WHEREAS an accurate Permanent Register of Electors is paramount in upholding the integrity of democratic government;

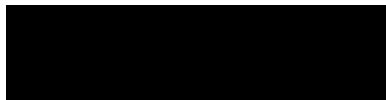
AND WHEREAS an accurate Permanent Register of Electors could increase voter turnout statistics and possibly contribute to positive voter apathy;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of Ashfield-Colborne-Wawanosh requests that the Province of Ontario, through Elections Ontario and the Chief Electoral Officer utilize any resources available to produce the highest quality Permanent Register of Electors;

AND FURTHER THAT this resolution be circulated to the Minister of Municipal Affairs and Housing, Elections Ontario, MPP Lisa Thompson and Ontario Municipal Councils for their support.

Carried

Sincerely,



Florence Witherspoon

Municipal Clerk

cc. Greg Essensa, Chief Electoral Officer for Ontario, Huron-Bruce MPP Lisa Thompson, and Ontario Municipal Councils

March 6, 2023

The Honourable Doug Ford
Premier@ontario.ca

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

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

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

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

If you have any questions or comments, please contact Judy Smith at ckclerk@chatham-kent.ca

Sincerely,



Judy Smith, CMO
Director Municipal Governance/Clerk

C

Minister of Municipal Affairs and Housing
Local MPPs
Ontario Municipalities

**Ministry of the Environment,
Conservation and Parks**

Environmental Assessment
Modernization Branch

135 St. Clair Avenue West
4th Floor
Toronto ON M4V 1P5

**Ministère de l'Environnement, de
la Protection de la nature et des Parcs**

Direction de la modernisation des processus
d'évaluation environnementale

135, avenue St. Clair Ouest
4^e étage
Toronto ON M4V 1P5



March 10, 2023

Good day,

Ontario is taking continued action to streamline and modernize its almost 50-year-old environmental assessment (EA) process that is not reflective of best practices, unnecessarily burdensome and costly. We are proposing sensible, practical changes that would continue to provide strong environmental oversight while reducing delays to get shovels in the ground on projects that matter most to Ontario communities.

Today, on behalf of the Ministry of the Environment, Conservation and Parks, I am writing to let you know about our latest efforts to modernize the environmental assessment (EA) program in Ontario.

As the next step in this work, we are seeking your feedback on the following postings:

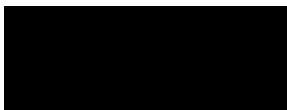
- [Moving to a project list approach under the Environmental Assessment Act](#)
- [Evaluating municipal class environmental assessment requirements for infrastructure projects](#)
- [Improving timelines for comprehensive environmental assessments](#)

Please note: we are seeking comments on these postings by May 9, 2023.

If you have any questions or comments about the postings, you may contact the Environmental Assessment Modernization Team at: EAModernization.MECP@ontario.ca.

We value your feedback and look forward to hearing from you.

Sincerely,



Annamaria Cross
Director, Environmental Assessment Modernization Branch
Ministry of the Environment, Conservation and Parks



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

March 9, 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 – February 2023
Mill Creek Pit, License #5738
Township of Puslinch, Wellington County**

Please find enclosed the required monitoring data for the month of February 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,


Bader Diab
Superintendent

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

RECEIVED
MAR 10 2023
Township of Puslinch



Monthly Reporting
Mill Creek Aggregates Pit
February 2023

Date	DP21 (mASL)	Threshold Value (mASL)	Exceedance
2-Feb-23	Frozen	305.66	NO
10-Feb-23	305.97	305.66	NO
14-Feb-23	305.83	305.66	NO
24-Feb-23	Frozen	305.66	NO

Date	BH13 (mASL)	DP21 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
2-Feb-23	306.00	Frozen	-	0.11	NO
10-Feb-23	306.23	305.97	0.26	0.11	NO
14-Feb-23	306.07	305.83	0.25	0.11	NO
24-Feb-23	306.0425	Frozen	-	0.11	NO

Date	DP17 (mASL)	Threshold Value (mASL)	Exceedance
2-Feb-23	Frozen	305.17	NO
10-Feb-23	305.45	305.17	NO
14-Feb-23	305.33	305.17	NO
24-Feb-23	Frozen	305.17	NO

Date	BH92-12 (mASL)	DP17 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
2-Feb-23	305.51	Frozen	-	0.07	NO
10-Feb-23	305.81	305.45	0.37	0.07	NO
14-Feb-23	305.62	305.33	0.30	0.07	NO
24-Feb-23	305.55	Frozen	-	0.07	NO

Date	DP3 (mASL)	Threshold Value (mASL)	Exceedance
2-Feb-23	Frozen	304.54	NO
10-Feb-23	305.09	304.54	NO
14-Feb-23	304.84	304.54	NO
24-Feb-23	Frozen	304.54	NO

Date	DP6 (mASL)	DP3 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
2-Feb-23	305.52	Frozen	-	0.57	NO
10-Feb-23	305.71	305.09	0.62	0.57	NO
14-Feb-23	305.62	304.84	0.79	0.57	NO
24-Feb-23	305.48	Frozen	-	0.57	NO

Date	DP2 (mASL)	Threshold Value (mASL)	Exceedance
2-Feb-23	Frozen	303.65	NO
10-Feb-23	304.08	303.65	NO
14-Feb-23	304.05	303.65	NO
24-Feb-23	Frozen	303.65	NO

Date	BH92-27 (mASL)	DP2 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
2-Feb-23	304.55	Frozen	-	0.43	NO
10-Feb-23	304.74	304.08	0.66	0.43	NO
14-Feb-23	304.65	304.05	0.60	0.43	NO
24-Feb-23	304.66	Frozen	-	0.43	NO

Date	DP1 (mASL)	Threshold Value (mASL)	Exceedance
2-Feb-23	Frozen	303.88	NO
10-Feb-23	304.42	303.88	NO
14-Feb-23	304.29	303.88	NO
24-Feb-23	Frozen	303.88	NO

Date	BH92-29 (mASL)	DP1 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
2-Feb-23	304.63	Frozen	-	0.29	NO
10-Feb-23	304.72	304.42	0.29	0.29	NO
14-Feb-23	304.70	304.29	0.41	0.29	NO
24-Feb-23	304.74	Frozen	-	0.29	NO

Date	DP5CR (mASL)	Threshold Value (mASL)	Exceedance
2-Feb-23	Frozen	302.88	NO
10-Feb-23	303.56	302.88	NO
14-Feb-23	303.44	302.88	NO
24-Feb-23	Frozen	302.88	NO

Date	OW5-84 (mASL)	DP5CR (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
2-Feb-23	303.61	Frozen	-	0.20	NO
10-Feb-23	303.82	303.56	0.26	0.20	NO
14-Feb-23	Frozen	303.44	-	0.20	NO
24-Feb-23	Frozen	Frozen	-	0.20	NO

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



Monthly Reporting
 Mill Creek Aggregates Pit
 February 2023

		Max. Allowable as per PTTW- Main Pond			Max. Allowable as per PTTW- Silt Pond		
		(Imperial Gallons)		(Litres)	(Imperial Gallons)		(Litres)
Total Monthly Precipitation (mm):	58.4	2,500	per minute	11,365	2,597	per minute	11,806
Total Monthly Normal Precipitation (mm):	54.9	1,800,000	per day	8,183,000	3,739,477	per day	17,000,000

Date	Below Water Table Extraction Phase 5	Below Water Table Extraction Phase 6	Water Pumped from Main Pond (gals)	Water Pumped from Active Silt Pond (gals)	Main Pond Level (mASL)	Exceedance Y/N (BELOW 305.5 mASL)	Phase 2 Pond Level (mASL)	Exceedance Y/N (BELOW 305.0 mASL)	Phase 3 Pond Level (mASL)	Exceedance Y/N (BELOW 303.85 mASL)	Phase 4 Pond Level (mASL)	Exceedance Y/N (BELOW 304.5 mASL)
1-Feb-23	0	0	0	0	-	-	-	-	-	-	-	-
2-Feb-23	0	0	0	0	-	-	-	-	-	-	-	-
3-Feb-23	0	0	0	0	-	-	-	-	-	-	-	-
4-Feb-23	-	-	-	-	-	-	-	-	-	-	-	-
5-Feb-23	-	-	-	-	-	-	-	-	-	-	-	-
6-Feb-23	0	0	0	0	-	-	-	-	-	-	-	-
7-Feb-23	0	0	0	0	-	-	-	-	-	-	-	-
8-Feb-23	0	0	0	0	-	-	-	-	-	-	-	-
9-Feb-23	0	0	0	0	-	-	-	-	-	-	-	-
10-Feb-23	0	0	0	0	-	-	-	-	-	-	-	-
11-Feb-23	-	-	-	-	-	-	-	-	-	-	-	-
12-Feb-23	-	-	-	-	-	-	-	-	-	-	-	-
13-Feb-23	0	0	0	0	-	-	-	-	-	-	-	-
14-Feb-23	0	0	0	0	-	-	-	-	-	-	-	-
15-Feb-23	0	0	0	0	-	-	-	-	-	-	-	-
16-Feb-23	0	0	0	0	-	-	-	-	-	-	-	-
17-Feb-23	0	0	0	0	-	-	-	-	-	-	-	-
18-Feb-23	-	-	-	-	-	-	-	-	-	-	-	-
19-Feb-23	-	-	-	-	-	-	-	-	-	-	-	-
20-Feb-23	0	0	0	0	-	-	-	-	-	-	-	-
21-Feb-23	0	0	0	0	-	-	-	-	-	-	-	-
22-Feb-23	0	0	0	0	-	-	-	-	-	-	-	-
23-Feb-23	0	0	0	0	-	-	-	-	-	-	-	-
24-Feb-23	0	0	0	0	-	-	-	-	-	-	-	-
25-Feb-23	0	0	0	0	-	-	-	-	-	-	-	-
26-Feb-23	-	-	-	-	-	-	-	-	-	-	-	-
27-Feb-23	0	0	0	0	-	-	-	-	-	-	-	-
28-Feb-23	0	0	0	0	-	-	-	-	-	-	-	-
Total	0	0	0	0	-	-	-	-	-	-	-	-

Note: No exceedances to report. All ponds are frozen

From: [Township of Puslinch](#)
To: [Courtenay Hoytfox](#)
Subject: New Entry: Delegate Request
Date: Friday, March 17, 2023 12:27:45 PM

Type of Meeting

Council

Meeting Date

March 22, 2023

How many delegates are requesting to make this presentation?

Two (2)

Type of Delegation

This is a request to delegate on a topic on the upcoming agenda

Identify which agenda item you are requesting to delegate on?

Zoning Bylaw Amendment Application D14/BAD

Type of Presentation

This request is to present a verbal delegation

Type of Attendance

In person

Name of Delegate

Steve Edwards

Mailing Address of Delegate

[Redacted]

Phone Number of Delegate

[Redacted]

Email Address of Delegate

[Redacted]

Name of Second Delegate

Fred Taylor

Mailing Address of Second Delegate

[Redacted]

Phone Number of Second Delegate

[Redacted]

Email Address of Second Delegate

[Redacted]

Purpose of delegation (state position taken on issue, if applicable)

To speak to the Staff recommendation related to Zoning Bylaw Amendment Application D14/BAD

A formal presentation is being submitted to accompany the delegation

No

The delegation will require the use of audio-visual equipment (power point presentation)

No

Acknowledgement

I (we) have read, understand and acknowledge the Rules and Procedures relating to Delegations as prescribed by the Procedural By-law 2022-046.

Sent from [Township of Puslinch](#)

Delegate Request - Entry #8307

Type of Meeting Council
Meeting Date March 22, 2023
How many delegates are requesting to make this presentation? One (1)
Type of Delegation This is a request to delegate on a general topic
Type of Presentation This request is to present a verbal delegation
Type of Attendance In person
Name of Delegate Paul Roberts
Mailing Address of Delegate ██████████ ██████████ ██████████
Phone Number of Delegate ██████████
Email Address of Delegate ████████████████████
Purpose of delegation (state position taken on issue, if applicable) Extension of special event permit to allow more than one event in a year
A formal presentation is being submitted to accompany the delegation Yes
File Upload

 [\[REDACTED\]-special-event-permit-delegation.pdf](#)

The delegation will require the use of audio-visual equipment (power point presentation)

No

Acknowledgement

I (we) have read, understand and acknowledge the Rules and Procedures relating to Delegations as prescribed by the Procedural By-law 2022-046.

[Township of Puslinch](#)

February 28, 2023

Special Event Permit: [REDACTED] June 9, 2023 – June 11, 2023

A Special Event Permit has been granted for the property known as [REDACTED] Please see the comments from Township Staff and Consultants.

Department/Consultant	Comment
Ontario Provincial Police	<ul style="list-style-type: none">• No concerns
Guelph Wellington Paramedic Service	<ul style="list-style-type: none">• No comments or concerns
Puslinch Fire Department	<ul style="list-style-type: none">• No concerns• Access to the event area must be sufficient to allow emergency vehicles to respond quickly• Ensure that vehicles are not parked in a manner that would impeded a response
Puslinch Public Works Department	<ul style="list-style-type: none">• No concerns
Puslinch Building Department	<ul style="list-style-type: none">• No concerns• The small pop-up tents provided cannot be grouped together larger the 60m2 or a building permit will be required
By-law Department	<ul style="list-style-type: none">• No concerns• Reminder no street parking is permitted for special events
Administration Department	<ul style="list-style-type: none">• The zoning for [REDACTED] is Agricultural and does not permit Commercial Recreational Use as defined in the Township's Zoning By-law. Therefore, this event can only be held with an approved Special Event Permit. All properties are limited to one (1) Special Event Permit per year.

Kind regards,

Justine Brotherston,
Deputy Clerk,
Township of Puslinch

From: Paul Roberts [REDACTED]
Sent: Thursday, March 02, 2023 8:53 AM
To: Justine Brotherston <jbrotherston@puslinch.ca>
Cc: Sara Bailey <sbailey@puslinch.ca>
Subject: Re: RE: RE: Special Event Permit Application

Justine,

Thank you very much for your notification that my special event permit was approved. Thank you for your assistance.

I do have a concern about the final comment by the Administration Department:
"The zoning for [REDACTED] is Agricultural and does not permit Commercial Recreational Use as defined in the Township's Zoning By-law. Therefore, this event can only be held with an approved Special Event Permit. All properties are limited to one (1) Special Event Permit per year".

My first comment is that the property is zoned secondary agricultural with the following permitted uses in the Wellington Official Plan:

Section 6.5 Secondary Agricultural Areas

6.5.3 Permitted Uses

Permitted uses and activities in Secondary Agricultural Areas may include:

- a) all uses allowed in the Prime Agricultural Area;
- b) **small scale commercial**, industrial and institutional uses;
- c) public service facilities.

In Secondary Agricultural Areas, all types, sizes and intensities of agricultural uses and normal farm practices shall be promoted and protected in accordance with provincial standards.

6.5.4 Commercial, Industrial & Institutional

Small scale commercial, industrial and institutional uses may be permitted provided that:

- a) appropriate sewage and water systems can be established;
- b) the proposed use is compatible with surrounding uses;
- c) the use requires a non-urban location due to:
 - Ø market requirements;
 - Ø land requirements;
 - Ø compatibility issues.
- d) the use will not hinder or preclude the potential for agriculture or mineral aggregate operations;
- e) the use will be small scale and take place on one lot and large scale proposals or proposals involving more than one lot will require an official plan amendment.

The Official Plan clearly states that small scale commercial is a permitted use in secondary agricultural zoning. But that being said, the tournament is being organized by Water Ski Wakeboard Ontario, which is a **Sport Ontario funded not-for-profit provincial sport organization**, that should not even be defined as a "small scale commercial" activity.

In addition to that, a water skiing tournament is definitely NOT a **Recreational Commercial Use** as defined by **6.7.9.Recreational Commercial Uses** that refers to commercial **facilities** that serve a recreational area.

6.7.9 Recreational Commercial Uses

Commercial facilities which serve recreational areas including trailer and boat sales and service, boat storage areas, restaurants and convenience stores may be located in recreational areas provided that all other policies of this Plan are met

Water Ski Wakeboard Ontario is anxious for us to host tournaments in order to allow them to host these events on sites that are not public waters such as Puslinch Lake. They are interested in having us host several events each summer and I have already received a request from the WSWO to host a second event on July 1. Please discuss this with the Administration Department for clarification of Recreation Commercial uses. I think it is a positive position for the Township to take if it reduces the requirement for organized events to be held on Puslinch Lake causing interference with open public use of that lake.

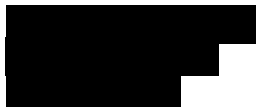
I am therefore requesting that the "1 special event permit per year" limit on our property be removed since these events are not a Recreational Commercial activity but an event hosted by a Sport Ontario funded not-for-profit provincial sport organization.

If the Administration Department agrees to this, I will submit an additional special event permit.

Thank you for your assistance,

Best Regards,

Paul Roberts



Courtenay Hoytfox

From: Township of Puslinch <services@puslinch.ca>
Sent: Tuesday, March 14, 2023 9:25 PM
To: Courtenay Hoytfox
Subject: New Entry: Delegate Request

Type of Meeting

Council

Meeting Date

March 22, 2023

How many delegates are requesting to make this presentation?

One (1)

Type of Delegation

This is a request to delegate on a general topic

Type of Presentation

This request is to present a verbal delegation

Type of Attendance

In person

Name of Delegate

bruce taylor

Mailing Address of Delegate

██████████
██████████
██████████

Phone Number of Delegate

██████████

Email Address of Delegate

████████████████████

Purpose of delegation (state position taken on issue, if applicable)

To share new information on safety, liability, and accessibility related to Boreham Park, and also the costs of the large, blue rebranding signs in Puslinch.

A formal presentation is being submitted to accompany the delegation

No

The delegation will require the use of audio-visual equipment (power point presentation)

No

Acknowledgement

I (we) have read, understand and acknowledge the Rules and Procedures relating to Delegations as prescribed by the Procedural By-law 2022-046.

Sent from [Township of Puslinch](#)

Justine Brotherston

From: Township of Puslinch <services@puslinch.ca>
Sent: Monday, March 13, 2023 11:31 AM
To: Justine Brotherston
Subject: New Entry: Delegate Request

Follow Up Flag: Follow up
Flag Status: Completed

Type of Meeting

Council

Meeting Date

March 22, 2023

How many delegates are requesting to make this presentation?

One (1)

Type of Delegation

This is a request to delegate on a topic on the upcoming agenda

Identify which agenda item you are requesting to delegate on?

Safety at Boreham park

Type of Presentation

This request is to present a verbal delegation

Type of Attendance

Via Zoom

Name of Delegate

Bernard Akuoko

Mailing Address of Delegate

[REDACTED]

Phone Number of Delegate

[REDACTED]

Email Address of Delegate

[REDACTED]

Purpose of delegation (state position taken on issue, if applicable)

To discuss the safety concerns of persons with partial sight, blindness, deafblindness and other disabilities pertaining to the ditches surrounding Boreham park.

A formal presentation is being submitted to accompany the delegation

No

The delegation will require the use of audio-visual equipment (power point presentation)

No

Acknowledgement

I (we) have read, understand and acknowledge the Rules and Procedures relating to Delegations as prescribed by the Procedural By-law 2022-046.

Sent from [Township of Puslinch](#)



REPORT FIN-2023-009

TO: Mayor and Members of Council

PREPARED BY: Mirela Oltean, Deputy Treasurer

PRESENTED BY: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: March 22, 2023

SUBJECT: Remuneration and Expenses Paid to Members of Council and Others -
2022
File No. F16 REM

RECOMMENDATIONS

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

Purpose

Section 284 (1) of The Municipal Act, 2001 requires the Treasurer of a Municipality to submit a statement to Council itemizing remuneration and expenses in each year on or before March 31st paid to the following:

- a. each Member of Council in respect to his or her services as a member of Council or any other body, including a local board, to which the member has been appointed by Council or on which the member holds office by virtue of being a member of Council.
- b. each member of council in respect of his or her services as an officer or employee of the municipality or other body described in clause (a); and
- c. each person, other than a member of Council, appointed by the Municipality to serve as a member of any body, including a local board, in respect of his or her services as a member of the body.

Background

The authority to pay Council and Committee members remuneration or per diems, including benefits (if applicable) and reimbursement of business expenses for the 2022 fiscal year is outlined in By-law No. 058-2020 passed by Council on December 16, 2020.

The Township provides reasonable remuneration or per diems to members of Council and Committee appointees.

The Township also provides expense reimbursement to Members of Council and Committee members for reasonable and permitted expenses incurred while carrying out their respective roles and responsibilities.

Members of local boards who are appointed by the Township also receive payments from the local boards. These payments must be reported per Section 284 (1) of the Municipal Act, 2001.

Schedule A lists the total Remuneration and Expenses paid out to Members of Council and Others During the Year 2022 in accordance with Section 284 (1) of the Municipal Act, 2001.

Financial Implications

Funds are provided in the Council Operating Budget for Council's remuneration and reimbursement for reasonable and permitted expenses. Funds are also provided in the Committee cost centres for remuneration and expenses paid to Committee members. These are budgeted annually through the Operating Budget process.

The expenses shown in Schedule A include both mileage and allowable business expenses per the Township's policies.

Applicable Legislation and Requirements

Section 284(1), Municipal Act, 2001

Engagement Opportunities

The Remuneration and Expenses paid to Members of Council and Others during the year are posted on the Township's website. Council expenses are also itemized on the Township's website with supporting documentation (ie. detailed receipts). This information is posted on the Council Remuneration and Expenses Page on [Puslinch.ca](https://www.puslinch.ca)

Attachments

Schedule A – Remuneration and Expenses Paid to Members of Council and Others During the Year 2022.

Respectfully submitted,

Reviewed by:

Mary Hasan
Director of Finance/Treasurer

Glenn Schwendinger
Chief Administrative Officer

**Township of Puslinch
Remuneration and Expenses Paid to Members of Council and Others During 2022**

			Sub-Total	Sub-Total	
Member of Council	Remuneration	Benefits *	Remuneration	Expenditures **	Grand Total
	\$	\$	\$	\$	\$
James Seeley, Mayor	28,564	1,986	30,551	-	30,551
Matthew Bulmer, Councillor	16,761	6,839	23,600	-	23,600
Russel Hurst, Councillor	2,485	172	2,657	-	2,657
Jessica Goyda, Councillor	19,246	7,009	26,255	-	26,255
Sara Bailey, Councillor	19,246	7,009	26,255	3,327	29,582
John Sepulis, Councillor	19,246	6,111	25,357	-	25,357
Totals	\$ 105,549	\$ 29,126	\$ 134,675	\$ 3,327	\$ 138,002

* Benefits include employer portion of Extended Health Care, Hospital Semi-Private, Dental, Drug, Vision Care, and Out of Province Coverage, Employer's Health Tax (EHT) and Canada Pension Plan (CPP) if applicable. Employment Insurance (EI) is exempt.

** Conference registration expense amounting \$574.94 was paid in 2022 but relates to the 2023 ROMA conference.

Township of Puslinch
Remuneration and Expenses Paid to Members of Council and Others During 2022

			Sub-Total	Sub-Total	
Committee	Local Board	Member	Remuneration/ Per Diem	Expenditures	Total
Committee of Adjustment	N/A	Amardeep Basi	\$ 986	\$ -	\$ 986
Committee of Adjustment	N/A	John Daniel Kennedy	\$ 1,085	\$ -	\$ 1,085
Committee of Adjustment	N/A	Dennis O'Connor	\$ 1,183	\$ -	\$ 1,183
Committee of Adjustment	N/A	Paul Sadhra	\$ 986	\$ -	\$ 986
N/A	Conservation Halton	Stephen Gilmour	\$ 375	20	\$ 395
N/A	Conservation Halton - Source Protection Committee	David Rodgers	\$ 800	22	\$ 822
N/A	Grand River Conservation Authority	Chris White	\$ 30,532	348	\$ 30,880
N/A	Grand River Conservation Authority - Source Protection Committee	John Sepulis	\$ 450	-	\$ 450
N/A	Hamilton Conservation Authority	Susan Fielding	\$ 600	94	\$ 694
Totals			\$ 36,997	\$ 484	\$ 37,481



REPORT FIN-2023-010

TO: Mayor and Members of Council

PREPARED BY: Mary Hasan, Director of Finance/Treasurer

PRESENTED BY: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: March 22, 2023

SUBJECT: Municipal Asset Management Program – Execution of Grant Agreement
File No. L04 FED

RECOMMENDATIONS

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

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

Purpose

The purpose of this report is to recommend that Council enact a By-law authorizing the entering into a Grant Agreement with the Federation of Canadian Municipalities (FCM) for the Municipal Asset Management Program (MAMP) for the Reporting of Conditions and Traffic Volumes of the Township's Road Network.

Background

Council at its meeting held on August 12, 2020 directed staff to apply to the Federation of Canadian Municipalities' Municipal Asset Management Program for the Reporting of Conditions and Traffic Volumes of the Township's Road Network. The Township was successful in its grant application and requires Council authorization to enter into a Grant Agreement with the FCM. The Township recently received the Grant Agreement from FCM which indicates that costs are eligible from January 5, 2022 to September 30, 2023.

The MAMP is funded by the Government of Canada and administered by FCM. The MAMP program is designed to help Canadian municipalities strengthen infrastructure investment decisions based on reliable data and sound asset management practices.

Financial Implications

The Township has budgeted the following for the Roads Management Plan:

- \$25,000 in 2020 for the Traffic Count Study; and
- \$75,000 in 2021 for the Roads Management Plan including Condition Index Updates
- \$35,000 in 2022 from the 2021 General Surplus in accordance with Council Resolution No. 2022-170 due to additional details required in base information.

The Township has been approved for the maximum available grant funding of \$50,000 from the MAMP for the Reporting of Conditions and Traffic Volumes of the Township's Road Network.

Applicable Legislation and Requirements

Municipal Act, 2001

Ontario Regulation 588/17 – Asset Management Planning for Municipal Infrastructure

Engagement Opportunities

There are no engagement implications associated with entering into a Grant Agreement with the FCM for the Reporting of Conditions and Traffic Volumes of the Township's Road Network.

ATTACHMENTS

None

Respectfully submitted:

Mary Hasan
Director of Finance/Treasurer

Reviewed by:

Glenn Schwendinger
Chief Administrative Officer



REPORT FIN-2023-011

TO: Mayor and Members of Council

PREPARED BY: Mary Hasan, Director of Finance/Treasurer

PRESENTED BY: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: March 22, 2023

SUBJECT: Grant Application Policy Amendments
File No. F11GRA and A09GRA

RECOMMENDATIONS

THAT Report FIN-2023-011 entitled Grant Application Policy Amendments be received; and

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

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

Purpose

The purpose of this report is to seek approval from Council to amend the Grant Application Policy.

Background

Council adopted the Grant Application Policy at its meeting held on October 18, 2017 through Council Resolution No. 2017-363. There have been minor amendments made to the Grant Application Policy over the years as outlined in Schedule A to this Report.

Clause 2 of the Grant Application Policy indicates that groups or organizations of a religious nature are not eligible for grant funding.

Council at its meeting held on December 21, 2022 passed the following Council Resolution No. 2022-418:

Staff are requested to report on amending the Grant Application Policy to allow religious organizations to submit applications for community service grants provided they demonstrate a distinct line of separation between strictly religious activities and the proposed community service program and that they demonstrate that the program is open to the entire community.

Outlined in the table below is information obtained from other municipalities who have a similar grant application policy in place with discussion on the eligibility criteria for religious organizations:

Municipality	Eligibility Criteria for Religious Organizations
Caledon	The policy indicates that groups or organizations of a religious nature are not eligible for funding; unless hosting a local, non-denominational event or activity for the community.
Centre Wellington	N/A
County of Wellington	N/A
Halton Hills	The policy indicates that applications from individuals, faith organizations, social service agencies, service clubs, and for-profit groups/organizations will be assessed on a case-by-case basis and must meet the Community Partnership Program guideline and criteria used for Community Registered Group Program.
Oakville	The policy indicates that community assistance funding will not be provided to religious organizations for sacred or sectarian purposes.

Based on Council’s direction at the December 21, 2022 Council Meeting and the wording outlined above in the other municipal policies reviewed, it is recommended that Clause 2.0 of the Grant Application Policy which discusses organizations that are not eligible for funding be amended to include the following wording as outlined in Schedule A to Report FIN-2023-011:

The following organizations are not eligible for funding:

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

must demonstrate a distinct separation between religious events, programs, services or activities.

Financial Implications

Grant allocations are approved by Council as part the annual budget process in accordance with the Grant Application Policy.

Applicable Legislation and Requirements

Municipal Act, 2001

Engagement Opportunities

The Township incorporates a number of engagement opportunities associated with the annual Grant Application Program as outlined below:

- Social Media Posts and/or Advertisements at [Facebook.ca/TownshipofPuslinch](https://www.facebook.com/TownshipofPuslinch) and [Twitter.com/TwpPuslinchON](https://twitter.com/TwpPuslinchON)
- Township Website Banner and Budget Page at puslinch.ca/government/budget/
- [EngagePuslinch.ca](https://www.engagepuslinch.ca) Advertisement
- Puslinch Pioneer Advertisement
- Community Newsletter which will be sent with the final tax bill in August 2023.

Attachments

Schedule A – Grant Application Policy

Respectfully submitted:

Mary Hasan
Director of Finance/Treasurer

Reviewed by:

Glenn Schwendinger
Chief Administrative Officer



**Policy No. 2017-004
Township of Puslinch
Corporate Policy**

TITLE: GRANT APPLICATION POLICY

DATE: October 18, 2017

Adoption: October 18, 2017 through Council Resolution No. 2017-363

Amendment: November 15, 2017 through Council Resolution No. 2017-383

**Amendment: November 29, 2017 through Council Resolution No. 2017-415 and
Council Resolution No. 2017-417**

Amendment: January 16, 2019 through Council Resolution No. 2019-029

Amendment: March 22, 2023 through Council Resolution No. 2023-XXX

**SUBJECT: GRANT APPLICATION POLICY
File No. A09 GRA**

1.0 Purpose

To establish a set of guidelines for providing support to not-for-profit organizations and unincorporated community groups that maintain and improve the quality of life for residents of the Township of Puslinch ("Township").

2.0 Organization Eligibility

Organizations applying for grant funding 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
- demonstrate financial need; 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 policy, Puslinch Minor Sports Organizations and the Aberfoyle Agricultural Society are deemed to meet the eligibility criteria.

For the purposes of this policy, services that benefit the Township and its residents include:

- Charitable community services

Policy No. 2017-004
Township of Puslinch
Corporate Policy

- Artistic endeavours, including literature, dance, music, theatre, painting, sculpture, movies, photography and live performances
- Specific cultural and heritage activities
- Programs that improve the health and well-being of the community
- Programs that encourage participation in organized athletic activities
- Services or events directed for youth and older adults
- Public safety enhancement services

The following organizations are not eligible for funding:

- Adult sports organizations ie. Old Timers, Puslinch Kodiak's, Morriston Men's League, The Aberfoyle Dukes.
- Groups or organizations of a religious nature unless the funding request is for a local, non-denominational event, program, service, or activity open to the entire community which demonstrates a benefit to the Township and its residents. The funding request must demonstrate a distinct separation between religious events, programs, services or activities.
- County, Provincial, and Federal organizations.
- Groups or organizations affiliated with any political party or event.
- Individuals, commercial organizations, and coalitions such as ratepayer associations.
- Hospitals, hospital foundations and hospital auxiliary groups or agencies.
- Educational institutions including universities, colleges, schools and associated auxiliary groups.

For the purposes of this policy, the Wellington County Farm and Home Safety Association and the Wellington County Plowmen's Association are deemed to meet the eligibility criteria.

3.0 Funding Criteria

The following requests are not eligible for funding:

- Donations to charitable causes.
- Travel or accommodations, uniforms, personal equipment, banquets, entertainment.
- Attendance at conferences, workshops or seminars.
- Personnel costs including bartending.
- Insurance and accounting costs.
- Food and beverages.
- Office equipment, furniture, and supplies.
- Retroactive costs for purposes which have already occurred.
- Funding of prior year deficits.

**Policy No. 2017-004
Township of Puslinch
Corporate Policy**

- Political campaigns, parties or events.

4.0 Criteria

The following criteria will be used to evaluate grant applications submitted to the Township:

- Demonstrates collaboration, positive community engagement and civic pride
- Promotes volunteerism, participation and leadership development
- Fosters a healthy, safe and active community
- Fiscal and overall accountability
- Responsiveness to existing community need

5.0 Categories of Funding

Category 1 – Donation (funds requested – less than \$500)

Grants for organizations that are community-based and fairly represent both their own interest and those of the community in which they serve. Services, programs and activities must demonstrate a benefit to the Township and its residents.

Category 2 – Sponsor or Contributor (funds requested - \$500 to \$3,000)

Grants for organizations for the purpose of a community event or program that benefits the Township and its residents. Examples include the Santa Claus Parade, Aberfoyle Fall Fair, Canada Day, and Family Day.

Category 3 – Project Funder (funds requested – greater than \$3,000)

Grants for organizations for special purposes and/or projects for an activity deemed to be of significant value to the Township and its residents.

6.0 Annual Application Requirements

- The grant application form must be completed in full with all requested information attached. Only complete and accurate proposals will be forwarded under a staff report to Council for consideration at the Operating Budget meeting.
- An organization applying for multiple grants must complete an application form for each separate funding request.
- Organizations requesting grants of greater than \$3,000 (Category 3) are required to present their requests to Council during the budget process.

**Policy No. 2017-004
Township of Puslinch
Corporate Policy**

- A copy of the most current budget.
- A copy of the most current financial statements.

7.0 Initial Application Requirements

- A copy of the letters patent or articles of incorporation, if applicable.
- A copy of its Notification of Charitable Registration letter from the Canada Revenue Agency with any supporting documentation indicating the applicant's status and terms of registration, if applicable.
- A copy of mandate, constitution and by-laws, as applicable.

The completed grant application form and supporting documentation must be submitted electronically on the Township's website at www.puslinch.ca by **2:00 pm on the last business day of August** or to the attention of the Finance Department at the address noted below:

The Corporation of the Township of Puslinch
7404 Wellington Road 34
Puslinch, ON, NOB 2J0
Attention: Grant Application Program

8.0 Conditions of Funding

- Grant funding assistance may not be used for purposes other than the purposes described in the application.
- Recipients awarded a grant of greater than \$3,000 are required to submit an annual report. The annual report must include a financial statement and/or receipts and outline how the funding was utilized and how it contributed to the overall goals and objectives of the organization. The annual report must also be presented to Council.
- Adherence to all applicable municipal by-laws, policies and procedures is required.
- Organizations will not be considered for future grant funding until all required reports are received by the Township's Finance Department. Any grant recipient that does not comply with the requirements may not receive future grant funding.

9.0 Approval – Budget

A report will be prepared by the Finance Department as part of the annual budget process outlining the summarized information obtained from organizations requesting grant funding.

Funds available under this program are limited to a maximum of 0.50% of the previous year's taxation levy per calendar year. The granting of financial assistance in any year is not to be regarded as a commitment by the Township to continue such assistance in future years.



REPORT FIN-2023-012

TO: Mayor and Members of Council

PREPARED BY: Mirela Oltean, Deputy Treasurer

PRESENTED BY: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: March 22, 2023

SUBJECT: Fourth Quarter Financial Report – 2022
File: F05 – BUD

RECOMMENDATIONS

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

Purpose

The purpose of this report is to provide Council a summary of the Township finances for the Fourth Quarter of 2022 (October, November, December).

Background

Council receives a summary of the Township finances on a quarterly basis as required by the Township's annual audit. This report is prepared in consultation with department heads.

Financial Implications

Discussed throughout the Report and within the Schedules attached to the Report.

Applicable Legislation and Requirements

None

Engagement Opportunities

N/A

Attachments

Schedule A – Departmental Detail

Schedule B – Expense and Revenue Summary

Schedule C – Other Financial Data

Respectfully submitted:

Mary Hasan

Director of Finance/Treasurer

Reviewed by:

Glenn Schwendinger

Chief Administrative Officer

Report FIN-2023-012 - Fourth Quarter Financial Report - 2022
Schedule A - Departmental Detail

	Current		\$ Budget		%
	Quarter	YTD Actuals	Remaining	2022 Budget	Remaining
Actuals					
Building					
Building					
Expenditures					
Building Maintenance					
Municipal Office Costs Recovered from Building	\$21,676	\$21,676	-\$1,048	20,628	-5%
Contract Services/Professional Fees					
Contract Services	\$13,791	\$55,272	-\$835	54,438	-2%
Professional Fees - Audit	\$1,337	\$6,374	\$226	6,600	3%
Professional Fees - Engineering & Environmental	\$1,317	\$3,730	\$66,270	70,000	95%
Professional Fees - Legal	\$7,572	\$7,871	\$12,129	20,000	61%
Materials and Supplies					
Advertising	\$382	\$418	\$1,298	1,715	76%
Clothing, Safety Allowance	\$519	\$519	\$201	720	28%
Office Equipment and Supplies					
Computer Software & Hardware	\$0	\$61	\$939	1,000	94%
Office Supplies & Equipment	\$285	\$927	\$2,073	3,000	69%
Professional Development					
Professional Development	\$1,457	\$4,508	\$13,342	17,850	75%
Travel - Meals	\$0	\$0	\$500	500	100%
Travel - Accomodations & Parking	\$938	\$938	\$562	1,500	37%
Membership & Subscription Fees	\$120	\$3,784	\$917	4,701	20%
Salaries, Wages and Benefits					
FT Wages	\$85,798	\$305,284	\$8,353	313,637	3%
Group Benefits	\$8,491	\$33,637	-\$2,261	31,376	-7%
OT Wages	\$737	\$737	-\$237	500	-47%
PT Wages	\$0	\$0	\$0	0	N/A
WSIB	\$2,610	\$6,998	\$1,958	8,956	22%
FT Wage Related Expenses	\$13,401	\$54,684	\$2,172	56,856	4%
PT Wage Related Expenses	\$0	\$0	\$0	0	N/A
Utilities					
Bank Service Charges	\$1,293	\$5,402	-\$2	5,400	0%
Emergency Management	\$179	\$508	-\$51	457	-11%
Fuel	\$3,780	\$3,780	-\$2,168	1,613	-134%
Insurance	\$0	\$10,541	-\$1,263	9,278	-14%
Postage	\$0	\$547	\$1,453	2,000	73%
Communication (phone,fax,internet)	\$873	\$3,592	\$981	4,574	21%
Vehicles and Equipment					
Mileage	\$186	\$186	\$314	500	63%
Vehicle Maintenance	\$454	\$868	-\$368	500	-74%
Vehicle Plates	\$0	\$125	-\$5	120	-4%
Expenditures Total	\$167,197	\$532,965	\$105,452	638,417	17%
Revenues					
Recoveries					
Other Recoveries	\$0	\$0	-\$500	-500	100%
User Fees, Licenses and Fines					

Report FIN-2023-012 - Fourth Quarter Financial Report - 2022
Schedule A - Departmental Detail

	Current		\$ Budget		%
	Quarter	YTD Actuals	Remaining	2022 Budget	Remaining
Alternative Solution Application	-\$528	-\$528	\$0	-528	0%
Demolition Permits	-\$328	-\$2,624	\$656	-1,968	-33%
Designated Structures Permit	\$0	-\$2,265	\$509	-1,756	-29%
Farm Building Permits	\$232	-\$27,898	\$10,168	-17,730	-57%
Institutional, Commercial & Industrial Building Permits	-\$1,076	-\$9,355	-\$21,725	-31,080	70%
Occupancy Permits	-\$656	-\$5,658	-\$2,050	-7,708	27%
Online Service Fee	-\$888	-\$4,447	\$1,447	-3,000	-48%
Re-inspection fees	\$0	-\$164	-\$164	-328	50%
Residential Building Permits	-\$28,860	-\$470,724	\$90,724	-380,000	-24%
Revision to a Permit	-\$329	-\$2,796	-\$3,784	-6,580	58%
Septic System Permit - Alter	-\$1,482	-\$4,940	\$0	-4,940	0%
Septic System Permit - New	-\$4,606	-\$35,203	\$2,303	-32,900	-7%
Sign Permits	\$0	-\$548	-\$548	-1,096	50%
Tent or Marquee Fee	\$0	-\$3,520	\$2,200	-1,320	-167%
Transfer of Permit	-\$984	-\$984	\$820	-164	-500%
Reproduction of Digital Drawings Fees	\$0	-\$371	\$79	-292	-27%
Revenues Total	-\$39,505	-\$572,025	\$80,135	-491,890	-16%

Report FIN-2023-012 - Fourth Quarter Financial Report - 2022
Schedule A - Departmental Detail

	Current		\$ Budget		%
	Quarter	YTD Actuals	Remaining	2022 Budget	Remaining
Actuals					
By-law					
By-law					
Expenditures					
Contract Services/Professional Fees					
Contract Services	\$10,039	\$38,209	-\$14,701	23,508	-63%
Livestock Loss	\$0	\$0	\$1,500	1,500	100%
Professional Fees - Engineering & Environmental	\$8,727	\$22,194	-\$7,194	15,000	-48%
Professional Fees - Legal	\$48,125	\$56,189	-\$26,189	30,000	-87%
Materials and Supplies					
Advertising	\$200	\$1,351	\$149	1,500	10%
Clothing, Safety Allowance	\$1,385	\$1,385	-\$1,125	260	-433%
Signage	\$200	\$1,673	\$127	1,800	7%
Office Equipment and Supplies					
Office Supplies & Equipment	\$0	\$107	\$43	150	29%
Professional Development					
Professional Development	\$1,801	\$2,173	-\$973	1,200	-81%
Travel - Meals	\$120	\$120	-\$70	50	-139%
Travel - Accomodations & Parking	\$1,577	\$1,577	-\$1,327	250	-531%
Membership & Subscription Fees	\$0	\$240	-\$240	0	N/A
Salaries, Wages and Benefits					
FT Wages	\$17,013	\$33,003	\$15,718	48,721	32%
Group Benefits	\$1,328	\$1,328	\$4,492	5,820	77%
OT Wages	\$330	\$330	\$170	500	34%
PT Wages	\$0	\$0	\$700	700	100%
WSIB	\$629	\$471	\$1,011	1,482	68%
FT Wage Related Expenses	\$3,239	\$6,052	\$2,960	9,012	33%
Utilities					
Communication (phone,fax,internet)	\$399	\$1,331	-\$39	1,292	-3%
Vehicles and Equipment					
Mileage	\$784	\$784	-\$634	150	-423%
Vehicle Maintenance	\$107	\$107	-\$107	0	N/A
Expenditures Total	\$96,003	\$168,621	-\$25,727	142,894	-18%
Revenues					
Recoveries					
Engineering, Environmental, and Legal Fees Reco	-\$11,755	-\$24,167	\$14,167	-10,000	-142%
Ontario Wildlife Damage Compensation	\$0	\$0	-\$1,500	-1,500	100%
Other Recoveries	\$0	-\$400	-\$100	-500	20%
User Fees, Licenses and Fines					
Dog Tags and Kennel Licences	-\$5,104	-\$13,336	\$2,836	-10,500	-27%
Fence Viewer's Application	\$0	\$0	\$0	0	N/A
Filming Permit Fee	\$0	-\$528	\$0	-528	0%
Inspection Permit - LCBO	\$0	\$0	-\$164	-164	100%
Lottery Licences	-\$30	-\$30	-\$470	-500	94%
Municipal addressing signs	-\$171	-\$1,264	-\$911	-2,175	42%
Pool Enclosure Permit	-\$679	-\$7,925	\$2,264	-5,661	-40%
Property Standards Appeal Fee	\$0	\$0	-\$269	-269	100%

Report FIN-2023-012 - Fourth Quarter Financial Report - 2022
Schedule A - Departmental Detail

	Current		\$ Budget		%
	Quarter	YTD Actuals	Remaining	2022 Budget	Remaining
	Actuals				
Septic Compliance Letter	-\$238	-\$794	-\$326	-1,120	29%
Sign Permits	\$0	\$0	-\$105	-105	100%
Site Alteration Agreement	\$0	-\$2,056	-\$1,944	-4,000	49%
Special Events Permit	\$0	\$0	-\$79	-79	100%
Reinspection Fee	\$0	\$0	\$0	0	N/A
Publicized Display Fees	\$0	\$0	\$0	0	N/A
Revenues Total	-\$17,977	-\$50,500	\$13,398	-37,102	-36%

Report FIN-2023-012 - Fourth Quarter Financial Report - 2022
Schedule A - Departmental Detail

	Current		\$ Budget		%
	Quarter	YTD Actuals	Remaining	2022 Budget	Remaining
Actuals					
Fire and Rescue					
Fire and Rescue					
Expenditures					
Contract Services/Professional Fees					
Contract Services	\$53,346	\$142,070	-\$46,832	95,238	-49%
Materials and Supplies					
Advertising	\$0	\$0	\$1,000	1,000	100%
Clothing, Safety Allowance	\$7,659	\$21,046	\$3,706	24,752	15%
Oxygen & Medical Supplies	\$854	\$5,375	-\$2,275	3,100	-73%
Public Education	\$360	\$816	\$2,184	3,000	73%
Office Equipment and Supplies					
Office Supplies & Equipment	\$644	\$1,039	\$1,461	2,500	58%
Professional Development					
Professional Development	\$4,207	\$13,281	\$10,504	23,785	44%
Travel - Meals	\$132	\$715	\$285	1,000	28%
Travel - Accomodations & Parking	\$0	\$36	\$4,184	4,220	99%
Membership & Subscription Fees	\$30	\$2,206	\$3,277	5,482	60%
Salaries, Wages and Benefits					
Group Benefits	\$2,852	\$19,657	-\$754	18,903	-4%
WSIB	\$4,433	\$9,759	\$3,483	13,242	26%
Remuneration	\$131,090	\$475,836	-\$35,891	439,945	-8%
Remuneration Related Expenses	\$11,759	\$38,417	-\$1,176	37,241	-3%
Utilities					
Fuel	\$22,055	\$22,055	-\$6,575	15,480	-42%
Insurance	\$0	\$37,967	-\$2,520	35,447	-7%
Communication (phone,fax,internet)	\$4,408	\$10,068	-\$2,790	7,277	-38%
Vehicles and Equipment					
Equipment Maintenance & Supplies	\$9,148	\$20,097	\$4,903	25,000	20%
Mileage	\$290	\$929	\$3,071	4,000	77%
Permits	\$0	\$507	-\$17	490	-3%
Vehicle Maintenance	\$20,860	\$63,687	-\$37,687	26,000	-145%
Vehicle Plates	\$265	\$390	-\$125	265	-47%
Expenditures Total	\$274,391	\$885,952	-\$98,584	787,368	-13%
Revenues					
Grants					
Office of Fire Marshal Grants	\$0	\$0	\$0	0	N/A
Recoveries					
Other Recoveries	-\$1,393	-\$1,972	-\$7,465	-9,437	79%
User Fees, Licenses and Fines					
Boarding up or Barricading	\$0	\$0	\$0	0	N/A
Burning Permit Violations	\$0	\$0	-\$1,465	-1,465	100%
Carbon Monoxide Alarms and Smoke Alarms	\$0	\$0	-\$253	-253	100%
Fire Alarm False Alarm Calls	\$0	\$0	\$0	0	N/A
Fire Extinguisher Training	-\$190	-\$190	-\$332	-522	64%
Fire Safety Plan Review	\$0	\$0	-\$253	-253	100%
Fireworks Permits	\$0	-\$105	-\$105	-210	50%

Report FIN-2023-012 - Fourth Quarter Financial Report - 2022
Schedule A - Departmental Detail

	Current		\$ Budget		%
	Quarter	YTD Actuals	Remaining	2022 Budget	Remaining
Information/Fire Reports	-\$317	-\$714	\$238	-476	-50%
Inspections	\$0	\$0	\$0	0	N/A
Key Boxes	\$0	\$0	-\$469	-469	100%
Motor Vehicle Emergency Responses	-\$38,099	-\$89,967	-\$3,393	-93,361	4%
Occupancy Load	\$0	\$0	\$0	0	N/A
Open Burning Permit and Inspection	-\$380	-\$13,423	-\$2,417	-15,840	15%
Post Fire Watch	\$0	\$0	\$0	0	N/A
Water Tank Locks	\$0	\$0	-\$19	-19	100%
Revenues Total	-\$40,380	-\$106,372	-\$15,933	-122,304	13%

Report FIN-2023-012 - Fourth Quarter Financial Report - 2022
Schedule A - Departmental Detail

	Current		\$ Budget		%
	Quarter	YTD Actuals	Remaining	2022 Budget	Remaining
Actuals					
General Government					
Administration					
Expenditures					
Contract Services/Professional Fees					
Contract Services	\$22,380	\$47,709	\$3,549	51,258	7%
Professional Fees - Engineering & Environmental	\$15,196	\$44,239	\$184	44,423	0%
Professional Fees - Legal	\$48,810	\$84,012	-\$64,512	19,500	-331%
Professional Fees - Township-wide Groundwater Monitoring	\$4,208	\$4,803	-\$803	4,000	-20%
Materials and Supplies					
Advertising	\$1,564	\$2,032	\$478	2,510	19%
Clothing, Safety Allowance	\$207	\$207	\$543	750	72%
Events and Other	\$10,287	\$11,153	-\$78	11,075	-1%
Office Equipment and Supplies					
Office Supplies & Equipment	-\$69	\$1,310	-\$110	1,200	-9%
Professional Development					
Professional Development	\$391	\$2,674	\$22,866	25,540	90%
Travel - Air Fare	\$0	\$0	\$500	500	100%
Travel - Meals	\$0	\$0	\$100	100	100%
Travel - Accomodations & Parking	\$0	\$0	\$800	800	100%
Membership & Subscription Fees	\$2,111	\$16,348	-\$215	16,133	-1%
Salaries, Wages and Benefits					
FT Wages	\$123,234	\$422,728	-\$896	421,832	0%
Group Benefits	\$1,317	\$29,675	\$7,971	37,646	21%
OT Wages	\$979	\$979	-\$479	500	-96%
PT Wages	\$2,237	\$6,735	\$1,697	8,432	20%
WSIB	\$3,231	\$7,871	\$3,521	11,392	31%
FT Wage Related Expenses	\$19,233	\$75,657	-\$276	75,381	0%
PT Wage Related Expenses	\$204	\$531	\$301	832	36%
Utilities					
Insurance	\$0	\$37,794	\$6,162	43,956	14%
Communication (phone,fax,internet)	\$357	\$1,647	-\$32	1,616	-2%
Vehicles and Equipment					
Mileage	\$0	\$154	\$846	1,000	85%
Expenditures Total	\$255,876	\$798,259	-\$17,884	780,375	-2%
Revenues					
Grants					
Ontario Cannabis Legalization Implementation Fund	\$0	\$0	\$0	0	N/A
Recoveries					
Engineering, Environmental, and Legal Fees Reco	-\$5,750	-\$12,535	\$2,535	-10,000	-25%
Nestle Agreement	-\$500	-\$500	\$0	-500	0%
Other Recoveries	-\$85	\$0	-\$500	-500	100%
Recoveries from Staff Events	-\$995	-\$995	-\$305	-1,300	23%
User Fees, Licenses and Fines					
Signature of Commissioner and FOI Requests	-\$385	-\$2,212	-\$3,788	-6,000	63%

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	Current		\$ Budget		% Remaining
	Quarter Actuals	YTD Actuals	Remaining	2022 Budget	
Revenues Total	-\$7,714	-\$16,241	-\$2,059	-18,300	11%
Corporate					
Expenditures					
Contract Services/Professional Fees					
Conservation Authorities Levy Payment	\$53,494	\$177,805	\$0	177,805	0%
Writeoffs					
Taxes written off (Twp share only)	\$1,404	\$24,928	\$72	25,000	0%
Tax write off Accrual	-\$8,315	-\$8,315	\$8,315	0	N/A
Expenditures Total	\$46,583	\$194,418	\$8,387	202,805	4%
Revenues					
Grants					
Operating Donations	\$0	\$0	\$0	0	N/A
Provincial OMPF Operating Grant	-\$105,550	-\$422,200	\$0	-422,200	0%
Payments-in-Lieu of Taxes and Other Levies					
PIL Mun Tax Assistance	-\$8,525	-\$27,717	\$0	-27,717	0%
PIL Transportation Ministry	\$0	-\$31,771	\$0	-31,771	0%
PIL Hydro One	\$0	-\$12,147	\$0	-12,147	0%
PIL Greater Toronto Transit Authority	\$0	-\$11,692	\$0	-11,692	0%
IH Municipal Retained Portion	-\$6,310	-\$6,310	\$0	-6,310	0%
PIL Guelph Junction Railway	\$0	-\$824	-\$4,506	-5,330	85%
PIL County of Wellington Landfill	\$0	-\$8,581	\$319	-8,262	-4%
PIL City of Guelph	\$0	-\$37,035	\$1,378	-35,656	-4%
PIL University of Guelph	\$0	-\$750	\$0	-750	0%
PIL Canadian National Railway	\$0	-\$356	-\$960	-1,316	73%
PIL Canadian Pacific Railway	\$0	-\$1,206	-\$6,598	-7,804	85%
Penalties and Interest					
Interest - Tax Arrears	-\$49,897	-\$157,324	\$57,324	-100,000	-57%
Interest on Cash and Equivalents	-\$116,931	-\$198,680	\$108,588	-90,092	-121%
Penalties - Property Taxes	-\$14,541	-\$58,816	-\$41,184	-100,000	41%
Property Taxes					
Supplemental Billings	-\$29,639	-\$180,076	\$80,076	-100,000	-80%
User Fees, Licenses and Fines					
Other Revenues	\$0	-\$356	\$11	-345	-3%
Revenues Total	-\$331,393	-\$1,155,841	\$194,449	-961,392	-20%

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	Current		\$ Budget		%
	Quarter	YTD Actuals	Remaining	2022 Budget	Remaining
Actuals					
Council					
Expenditures					
Office Equipment and Supplies					
Office Supplies & Equipment	\$0	\$76	\$124	200	62%
Professional Development					
Professional Development	\$575	\$1,425	\$1,775	3,200	55%
Travel - Air Fare	\$0	\$0	\$500	500	100%
Travel - Meals	\$0	\$0	\$200	200	100%
Travel - Accomodations & Parking	\$0	\$1,673	\$1,827	3,500	52%
Membership & Subscription Fees	\$0	\$0	\$150	150	100%
Salaries, Wages and Benefits					
Group Benefits	\$5,736	\$22,945	-\$764	22,182	-3%
Remuneration	\$30,395	\$105,549	-\$318	105,231	0%
Remuneration Related Expenses	\$1,902	\$6,175	\$1,876	8,050	23%
Vehicles and Equipment					
Mileage	\$0	\$229	\$571	800	71%
Expenditures Total	\$38,609	\$138,071	\$5,941	144,013	4%

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	Current		\$ Budget		%
	Quarter	YTD Actuals	Remaining	2022 Budget	Remaining
Actuals					
Elections					
Expenditures					
Contract Services/Professional Fees					
Professional Fees - Audit	\$0	\$0	\$0	0	N/A
Contract Services	\$19,349	\$43,708	\$1,974	45,682	4%
Materials and Supplies					
Advertising	\$5,887	\$9,593	-\$1,356	8,237	-16%
Signage	\$0	\$80	\$20	100	20%
Office Equipment and Supplies					
Office Supplies & Equipment	\$1,105	\$2,561	-\$61	2,500	-2%
Professional Development					
Professional Development	\$0	\$948	-\$198	750	-26%
Salaries, Wages and Benefits					
Per Diems	\$2,640	\$2,640	-\$795	1,845	-43%
Utilities					
Postage	\$3,109	\$3,109	-\$609	2,500	-24%
Expenditures Total	\$32,089	\$62,640	-\$1,026	61,614	-2%
Revenues					
Recoveries					
Election - Other Recoveries	\$0	\$0	\$0	0	N/A
Nomination Fees	\$0	\$0	\$0	0	N/A
Revenues Total	\$0	\$0	\$0	0	N/A

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Schedule A - Departmental Detail

	Current		\$ Budget		%
	Quarter	YTD Actuals	Remaining	2022 Budget	Remaining
Actuals					
Finance					
Expenditures					
Community Grants					
Community Grants	\$0	\$22,029	\$0	22,029	0%
Contract Services/Professional Fees					
Contract Services	\$29,916	\$69,521	-\$25,748	43,773	-59%
Environmental Service - Garbage Bags	\$4,176	\$4,176	\$13,324	17,500	76%
Professional Fees - Audit	\$3,120	\$14,873	\$527	15,400	3%
Debt - Penalties and Interest					
Debt Interest Repayment	\$0	\$0	\$0	0	N/A
Principal Repayment	\$0	\$0	\$0	0	N/A
Materials and Supplies					
Advertising and Tax Sale Expenses	\$1,014	\$13,887	-\$894	12,994	-7%
COVID-19 Incremental Expenses	\$3,636	\$11,483	-\$11,483	0	N/A
Office Equipment and Supplies					
Computer Software & Hardware	\$0	\$884	-\$384	500	-77%
Office Supplies & Equipment	\$1,751	\$5,354	-\$354	5,000	-7%
Professional Development					
Travel - Meals	\$62	\$62	-\$12	50	-23%
Travel - Accomodations & Parking	\$30	\$920	-\$720	200	-360%
Membership & Subscription Fees	-\$2,111	\$3,020	\$391	3,411	11%
Professional Development	\$0	\$2,848	\$9,795	12,643	77%
Salaries, Wages and Benefits					
FT Wages	\$99,245	\$368,500	\$17,394	385,894	5%
OT Wages	\$3,235	\$3,235	-\$2,735	500	-547%
Group Benefits	\$11,245	\$44,498	-\$3,061	41,437	-7%
WSIB	\$2,989	\$7,562	\$3,344	10,906	31%
PT Wages	\$0	\$0	\$0	0	N/A
FT Wage Related Expenses	\$15,558	\$63,405	\$6,334	69,739	9%
PT Wage Related Expenses	\$0	\$0	\$0	0	N/A
Utilities					
Bank Service Charges	\$2,469	\$12,056	-\$3,456	8,600	-40%
Communication (phone,fax,internet)	\$1,483	\$4,536	\$1,000	5,536	18%
Postage	\$2,545	\$13,011	-\$2,011	11,000	-18%
Emergency Management	\$418	\$1,185	-\$118	1,067	-11%
Vehicles and Equipment					
Mileage	\$151	\$151	\$849	1,000	85%
Writeoffs					
Other Write-offs	\$0	\$10,725	-\$10,725	0	N/A
Expenditures Total	\$180,933	\$677,923	-\$8,744	669,179	-1%
Revenues					
Grants					
Safe Restart COVID-19 Funding	\$0	\$0	\$0	0	N/A
Recoveries					
Advertising, Legal, and Realtax Fees Recovered	\$0	-\$12,175	\$2,175	-10,000	-22%
Garbage bags	-\$1,160	-\$4,213	-\$13,288	-17,500	76%

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	Current		\$ Budget		%
	Quarter	YTD Actuals	Remaining	2022 Budget	Remaining
Other Recoveries	-\$619	-\$1,191	-\$5,309	-6,500	82%
User Fees, Licenses and Fines					
NSF Fees	-\$40	-\$560	\$60	-500	-12%
Tax Certificates	-\$2,880	-\$8,640	-\$300	-8,940	3%
Online Service Fee	-\$486	-\$2,109	\$109	-2,000	-5%
Revenues Total	-\$5,185	-\$28,887	-\$16,553	-45,440	36%

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Schedule A - Departmental Detail

	Current		\$ Budget		%
	Quarter	YTD Actuals	Remaining	2022 Budget	Remaining
Actuals					
Heritage Committee					
Expenditures					
Office Equipment and Supplies					
Office Supplies & Equipment	\$0	\$0	\$100	100	100%
Professional Development					
Professional Development	\$0	\$330	\$170	500	34%
Travel - Meals	\$0	\$36	\$14	50	28%
Travel - Accomodations & Parking	\$0	\$305	\$195	500	39%
Membership & Subscription Fees	\$0	\$75	\$137	212	65%
Salaries, Wages and Benefits					
WSIB	\$32	-\$13	\$13	0	N/A
PT Wage Related Expenses	\$21	\$600	-\$600	0	N/A
Per Diems and PT Wages	\$1,831	\$8,379	-\$6,745	1,634	-413%
Vehicles and Equipment					
Mileage	\$0	\$298	-\$48	250	-19%
Expenditures Total	\$1,884	\$10,008	-\$6,762	3,246	-208%
Revenues					
Grants					
Federal Young Canada Works Operating Grant	-\$1,425	-\$5,700	\$5,700	0	N/A
Recoveries					
Doors of Puslinch Posters	\$0	\$0	\$0	0	N/A
Revenues Total	-\$1,425	-\$5,700	\$5,700	0	N/A

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Schedule A - Departmental Detail

	Current		\$ Budget		%
	Quarter	YTD Actuals	Remaining	2022 Budget	Remaining
Actuals					
Municipal Office					
Expenditures					
Building Maintenance					
Cleaning, Maintenance & Supplies - Interior	\$8,087	\$25,278	\$668	25,946	3%
Outdoor Maintenance	\$0	\$238	\$1,062	1,300	82%
Contract Services/Professional Fees					
Contract Services	\$1,358	\$7,275	-\$2,722	4,552	-60%
Water Protection	\$148	\$1,073	-\$323	750	-43%
Office Equipment and Supplies					
Kitchen Supplies & Equipment	\$1,301	\$5,421	-\$1,421	4,000	-36%
Utilities					
Heat	\$3,736	\$13,352	-\$1,852	11,500	-16%
Hydro	\$4,926	\$16,584	\$1,416	18,000	8%
Waste Removal	\$1,057	\$3,035	-\$323	2,712	-12%
Expenditures Total	\$20,612	\$72,255	-\$3,495	68,760	-5%
Revenues					
Recoveries					
Municipal Office Costs Recovered from Building Department	-\$21,676	-\$21,676	\$1,048	-20,628	-5%
Revenues Total	-\$21,676	-\$21,676	\$1,048	-20,628	-5%

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Schedule A - Departmental Detail

	Current		\$ Budget		%
	Quarter	YTD Actuals	Remaining	2022 Budget	Remaining
Actuals					
PDAC					
Expenditures					
Office Equipment and Supplies					
Office Supplies & Equipment	\$0	\$0	\$100	100	100%
Professional Development					
Professional Development	\$0	\$0	\$500	500	100%
Travel - Meals	\$0	\$0	\$50	50	100%
Travel - Accomodations & Parking	\$0	\$0	\$500	500	100%
Salaries, Wages and Benefits					
Per Diems	\$4,240	\$4,240	\$493	4,733	10%
Vehicles and Equipment					
Mileage	\$0	\$0	\$150	150	100%
Expenditures Total	\$4,240	\$4,240	\$1,793	6,033	30%

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	Current		\$ Budget		%
	Quarter	YTD Actuals	Remaining	2022 Budget	Remaining
Actuals					
Recreation Committee					
Expenditures					
Office Equipment and Supplies					
Office Supplies & Equipment	\$0	\$0	\$100	100	100%
Professional Development					
Professional Development	\$0	\$400	\$100	500	20%
Travel - Meals	\$0	\$0	\$50	50	100%
Travel - Accomodations & Parking	\$0	\$0	\$500	500	100%
Salaries, Wages and Benefits					
Per Diems	\$620	\$1,211	\$1,606	2,817	57%
Vehicles and Equipment					
Mileage	\$0	\$0	\$150	150	100%
Expenditures Total	\$620	\$1,611	\$2,506	4,117	61%

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Schedule A - Departmental Detail

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2022 Budget	% Remaining
Parks and Recreation					
Library					
Expenditures					
Utilities					
Water Protection	\$1,066	\$2,656	-\$681	1,975	-34%
Library Historical Society Rent	\$1,126	\$4,819	-\$19	4,800	0%
Expenditures Total	\$2,192	\$7,475	-\$700	6,775	-10%
Revenues					
Recoveries					
Costs Recovered from County	-\$3,313	-\$3,313	\$313	-3,000	-10%
Revenues Total	-\$3,313	-\$3,313	\$313	-3,000	-10%

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	Current		\$ Budget		%
	Quarter	YTD Actuals	Remaining	2022 Budget	Remaining
Actuals					
Parks					
Expenditures					
Contract Services/Professional Fees					
Contract Services	\$198	\$728	\$66	794	8%
Water Protection	\$0	\$0	\$700	700	100%
Materials and Supplies					
Advertising	\$0	\$1,440	\$660	2,100	31%
Outdoor Maintenance	\$1,375	\$12,369	-\$2,369	10,000	-24%
Salaries, Wages and Benefits					
FT Wages	\$12,572	\$42,624	-\$4,401	38,224	-12%
Group Benefits	\$2,140	\$6,377	-\$1,537	4,840	-32%
OT Wages	\$858	\$2,486	-\$2,486	0	N/A
PT Wages	\$0	\$0	\$0	0	N/A
WSIB	\$571	\$852	\$298	1,151	26%
FT Wage Related Expenses	\$2,405	\$8,001	-\$915	7,086	-13%
PT Wage Related Expenses	\$0	\$0	\$0	0	N/A
Utilities					
Fuel	\$5,877	\$5,877	-\$3,050	2,827	-108%
Hydro	\$1,140	\$2,843	-\$143	2,700	-5%
Insurance	\$0	\$8,432	\$430	8,862	5%
Vehicles and Equipment					
Equipment Maintenance & Supplies	\$321	\$1,831	-\$276	1,555	-18%
Mileage	\$0	\$0	\$0	0	N/A
Vehicle Maintenance	\$46	\$46	\$454	500	91%
Expenditures Total	\$27,504	\$93,906	-\$12,568	81,338	-15%
Revenues					
Recoveries					
Other Recoveries	\$900	-\$350	\$350	0	N/A
User Fees, Licenses and Fines					
Aberfoyle/Morrison Ball Park/ Morrison Meadows	-\$91	-\$7,879	\$2,137	-5,742	-37%
Horse Paddock Rental	\$0	-\$53	-\$159	-212	75%
Picnic Shelter	\$0	-\$1,075	\$568	-507	-112%
Soccer Field Rentals	-\$117	-\$4,103	\$103	-4,000	-3%
Tennis Court Rentals	\$0	\$0	-\$800	-800	100%
Revenues Total	\$692	-\$13,459	\$2,198	-11,261	-20%

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	Current		\$ Budget		%
	Quarter	YTD Actuals	Remaining	2022 Budget	Remaining
Actuals					
Optimist Recreation Center					
Expenditures					
Building Maintenance					
Cleaning, Maintenance & Supplies - Interior	\$3,372	\$8,563	-\$2,763	5,800	-48%
Outdoor Maintenance	\$712	\$19,900	-\$11,900	8,000	-149%
Contract Services/Professional Fees					
Contract Services	\$0	\$1,118	\$363	1,480	24%
Water Protection	\$92	\$1,278	-\$578	700	-83%
Materials and Supplies					
Advertising	\$0	\$1,323	\$777	2,100	37%
Clothing, Safety Allowance	\$244	\$452	\$63	515	12%
Office Equipment and Supplies					
Office Supplies & Equipment	\$81	\$81	\$219	300	73%
Professional Development					
Professional Development	\$0	\$0	\$1,000	1,000	100%
Travel - Meals	\$0	\$0	\$50	50	100%
Membership & Subscription Fees	\$0	\$0	\$150	150	100%
Salaries, Wages and Benefits					
FT Wages	\$15,735	\$46,971	\$16,735	63,706	26%
Group Benefits	\$1,210	\$2,218	\$4,348	6,565	66%
OT Wages	\$1,070	\$5,045	-\$3,045	2,000	-152%
WSIB	\$936	\$1,973	\$974	2,947	33%
PT Wages	\$9,579	\$36,406	-\$4,218	32,188	-13%
FT Wage Related Expenses	\$3,036	\$8,909	\$3,098	12,007	26%
PT Wage Related Expenses	\$650	\$2,156	\$1,019	3,174	32%
Utilities					
Heat	\$1,053	\$6,362	-\$862	5,500	-16%
Hydro	\$2,969	\$21,936	\$5,064	27,000	19%
Insurance	\$0	\$8,432	\$430	8,862	5%
Waste Removal	\$831	\$2,389	-\$253	2,135	-12%
Communication (phone,fax,internet)	\$892	\$2,583	\$451	3,035	15%
Vehicles and Equipment					
Equipment Maintenance & Supplies	\$6,222	\$11,273	-\$4,403	6,870	-64%
Mileage	\$0	\$0	\$100	100	100%
Expenditures Total	\$48,684	\$189,366	\$6,819	196,185	3%
Revenues					
Recoveries					
Other Recoveries	\$0	-\$369	-\$131	-500	26%
User Fees, Licenses and Fines					
Arena Summer Rentals	-\$2,511	-\$10,991	-\$2,759	-13,750	20%
Gymnasium Rental	-\$6,196	-\$19,116	-\$5,884	-25,000	24%
Ice Rental - Non-Prime	\$0	-\$583	\$77	-506	-15%
Ice Rental - Prime	\$0	-\$36,021	\$13,988	-22,033	-63%
Rink Board and Ball Diamond Advertising	\$0	-\$1,518	\$1,148	-370	-310%
Revenues Total	-\$8,707	-\$68,599	\$6,440	-62,159	-10%

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	Current		\$ Budget		%
	Quarter	YTD Actuals	Remaining	2022 Budget	Remaining
Actuals					
Puslinch Community Center					
Expenditures					
Building Maintenance					
Cleaning, Maintenance & Supplies - Interior	\$3,207	\$6,366	\$7,304	13,670	53%
Outdoor Maintenance	\$1,262	\$3,753	\$247	4,000	6%
Contract Services/Professional Fees					
Contract Services	\$1,249	\$3,630	\$462	4,092	11%
Water Protection	\$1,104	\$3,551	\$949	4,500	21%
Materials and Supplies					
Advertising	\$184	\$1,507	\$593	2,100	28%
Clothing, Safety Allowance	\$172	\$172	\$88	260	34%
Office Equipment and Supplies					
Office Supplies & Equipment	\$0	\$102	\$48	150	32%
Kitchen Supplies & Equipment	\$20	\$1,697	-\$197	1,500	-13%
Professional Development					
Professional Development	\$0	\$0	\$0	0	N/A
Travel - Meals	\$0	\$0	\$50	50	100%
Travel - Accomodations & Parking	\$0	\$0	\$250	250	100%
Membership & Subscription Fees	\$0	\$0	\$500	500	100%
Salaries, Wages and Benefits					
FT Wages	\$19,552	\$65,522	-\$1,816	63,706	-3%
Group Benefits	\$2,188	\$8,513	-\$1,129	7,383	-15%
OT Wages	\$1,071	\$1,322	-\$322	1,000	-32%
WSIB	\$747	\$1,545	\$1,049	2,595	40%
PT Wages	\$0	\$0	\$21,491	21,491	100%
FT Wage Related Expenses	\$3,365	\$12,115	-\$306	11,809	-3%
PT Wage Related Expenses	\$0	\$0	\$2,218	2,218	100%
Utilities					
Heat	\$1,625	\$3,782	\$518	4,300	12%
Hydro	\$2,592	\$11,116	\$884	12,000	7%
Insurance	\$0	\$8,432	\$430	8,862	5%
Waste Removal	\$3,305	\$9,453	-\$912	8,541	-11%
Communication (phone,fax,internet)	\$872	\$2,790	\$66	2,856	2%
Vehicles and Equipment					
Mileage	\$0	\$0	\$100	100	100%
Expenditures Total	\$42,513	\$145,368	\$32,566	177,934	18%
Revenues					
Grants					
Small Water Works Funding	-\$1,804	-\$1,804	-\$3,363	-5,167	65%
Recoveries					
Other Recoveries	-\$214	-\$2,101	\$1,101	-1,000	-110%
User Fees, Licenses and Fines					
Advertising Sign	\$0	\$0	-\$53	-53	100%
Alf Hales Room	-\$2,282	-\$4,143	-\$1,832	-5,975	31%
Archie MacRobbie Hall - Non-Prime	-\$5,986	-\$14,975	\$5,415	-9,560	-57%
Archie MacRobbie Hall - Prime	-\$6,991	-\$15,587	\$1,964	-13,623	-14%

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	Current		\$ Budget		%
	Quarter	YTD Actuals	Remaining	2022 Budget	Remaining
	Actuals				
Bartenders	\$0	-\$234	-\$4,097	-4,331	95%
Commercial Rentals	\$0	\$0	-\$330	-330	100%
Kitchen Facilities	-\$541	-\$686	-\$1,215	-1,900	64%
Licensed Events Using Patio	-\$60	-\$181	\$60	-121	-50%
Projector Rental Fee	\$0	-\$26	-\$79	-106	75%
Revenues Total	-\$17,878	-\$39,737	-\$2,428	-42,166	6%

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	Current		\$ Budget		%
	Quarter	YTD Actuals	Remaining	2022 Budget	Remaining
Actuals					
Planning					
Planning					
Expenditures					
Community Grants					
Community Improvement Plan Grants	\$19,024	\$9,024	-\$1,524	7,500	-20%
Contract Services/Professional Fees					
Contract Services	\$55,125	\$74,115	-\$27,718	46,398	-60%
Professional Fees - Engineering & Environmental	\$39,495	\$105,542	-\$47,693	57,849	-82%
Professional Fees - Legal	\$19,163	\$25,843	-\$8,843	17,000	-52%
Professional Fees - Mini Lakes Water Monitoring	\$1,054	\$1,054	\$1,446	2,500	58%
Materials and Supplies					
Advertising	\$1,103	\$7,054	-\$3,554	3,500	-102%
Office Equipment and Supplies					
Office Supplies & Equipment	\$0	\$0	\$750	750	100%
Professional Development					
Professional Development	\$0	\$0	\$1,330	1,330	100%
Travel - Meals	\$0	\$0	\$50	50	100%
Travel - Accomodations & Parking	\$0	\$0	\$250	250	100%
Membership & Subscription Fees	\$0	\$305	\$80	385	21%
Salaries, Wages and Benefits					
FT Wages	\$22,066	\$74,060	\$1,936	75,996	3%
Group Benefits	\$1,426	\$5,620	-\$784	4,837	-16%
OT Wages	\$0	\$0	\$500	500	100%
WSIB	\$797	\$1,708	\$594	2,303	26%
Group Benefits PT	\$0	\$0	\$0	0	N/A
FT Wage Related Expenses	\$3,535	\$13,471	\$355	13,826	3%
Utilities					
Communication (phone,fax,internet)	\$0	\$0	\$100	100	100%
Vehicles and Equipment					
Mileage	\$0	\$0	\$100	100	100%
Expenditures Total	\$162,787	\$317,796	-\$82,624	235,173	-35%
Revenues					
Recoveries					
Engineering, Environmental, and Legal Fees Recovered	-\$31,246	-\$45,544	\$30,544	-15,000	-204%
User Fees, Licenses and Fines					
Agreements	\$0	-\$769	-\$40	-809	5%
Consent Review and Clearance	-\$282	-\$1,833	-\$2,115	-3,948	54%
Garden Suites and Renewals (Zoning)	\$0	\$0	-\$1,245	-1,245	100%
Lifting of Holding Designation Fee (Zoning)	\$0	\$0	-\$620	-620	100%
Minor Variance Application	-\$1,496	-\$12,759	-\$9,683	-22,442	43%
Ownership List Confirmation	-\$288	-\$1,656	\$196	-1,460	-13%
Part Lot Control Exemption By-law	\$0	\$0	\$0	0	N/A
Pre-Consultation	-\$1,274	-\$10,829	\$10,192	-637	-1600%
Site Plan Control	-\$78,037	-\$111,315	\$21,797	-89,518	-24%
Telecommunication Tower Proposals	\$0	\$0	-\$700	-700	100%

Report FIN-2023-012 - Fourth Quarter Financial Report - 2022
Schedule A - Departmental Detail

	Current		\$ Budget		%
	Quarter	YTD Actuals	Remaining	2022 Budget	Remaining
Zoning By-law Amendment	-\$15,396	-\$45,261	\$14,469	-30,792	-47%
Zoning By-law Amendment - Aggregate	\$0	\$0	-\$15,872	-15,872	100%
Compliance Letter	-\$1,147	-\$2,888	-\$198	-3,086	6%
Revenues Total	-\$129,166	-\$232,854	\$46,725	-186,129	-25%

Report FIN-2023-012 - Fourth Quarter Financial Report - 2022
Schedule A - Departmental Detail

	Current		\$ Budget		%
	Quarter	YTD Actuals	Remaining	2022 Budget	Remaining
Actuals					
Public Works					
Public Works					
Expenditures					
Contract Services/Professional Fees					
Contract Services	\$20,420	\$33,821	\$4,683	38,504	12%
Professional Fees - Engineering & Environmental	\$877	\$877	\$1,123	2,000	56%
Materials and Supplies					
Advertising	\$3,562	\$3,562	-\$2,562	1,000	-256%
Clothing, Safety Allowance	\$1,516	\$2,279	\$121	2,400	5%
Signage	\$1,883	\$12,295	\$1,705	14,000	12%
Office Equipment and Supplies					
Office Supplies & Equipment	\$0	\$0	\$250	250	100%
Professional Development					
Professional Development	\$0	\$0	\$1,420	1,420	100%
Travel - Meals	\$0	\$0	\$50	50	100%
Membership & Subscription Fees	\$0	\$559	\$341	900	38%
Roads and Related Costs					
Calcium	\$0	\$79,791	-\$11,791	68,000	-17%
Maintenance Gravel	\$0	\$79,098	\$902	80,000	1%
Pavement Markings	\$0	\$34,204	\$1,296	35,500	4%
Permits	\$51	\$111	-\$11	100	-11%
Road Maintenance Supplies	\$10,939	\$30,999	\$4,401	35,400	12%
Shop Overhead	\$7,873	\$12,206	-\$4,806	7,400	-65%
Sidewalk Repairs	\$0	\$0	\$5,000	5,000	100%
Speed Monitor	\$0	\$0	\$500	500	100%
Tree Maintenance Program	\$0	\$24,015	-\$4,015	20,000	-20%
Winter Maintenance	\$71,861	\$294,687	-\$65,437	229,250	-29%
Railway Maintenance and Upgrades	\$1,975	\$1,975	\$3,025	5,000	61%
Street Lights: Repairs and Hydro Expenses	\$3,961	\$11,999	\$2,851	14,850	19%
Municipal Street Naming	\$5,280	\$5,280	-\$5,280	0	N/A
Salaries, Wages and Benefits					
FT Wages	\$143,045	\$482,710	\$2,258	484,968	0%
Group Benefits	\$13,318	\$54,703	-\$2,447	52,256	-5%
OT Wages	\$18,890	\$44,563	-\$16,768	27,795	-60%
Seasonal Wages	\$7,683	\$38,487	\$4,833	43,320	11%
WSIB	\$5,304	\$13,197	\$3,064	16,261	19%
FT Wage Related Expenses	\$21,866	\$88,111	\$2,720	90,832	3%
Seasonal Wage Related Benefits	\$881	\$5,697	\$2,474	8,171	30%
Utilities					
Fuel	\$16,467	\$135,894	-\$60,644	75,250	-81%
Hydro	\$214	\$679	\$71	750	10%
Insurance	\$0	\$55,369	-\$3,675	51,694	-7%
Waste Removal	\$1,279	\$1,279	\$221	1,500	15%
Communication (phone,fax,internet)	\$664	\$3,761	-\$548	3,213	-17%
Vehicles and Equipment					
Equipment Maintenance & Supplies	\$1,793	\$2,204	-\$154	2,050	-8%

Report FIN-2023-012 - Fourth Quarter Financial Report - 2022
Schedule A - Departmental Detail

	Current		\$ Budget		%
	Quarter	YTD Actuals	Remaining	2022 Budget	Remaining
	Actuals				
Mileage	\$0	\$0	\$100	100	100%
Vehicle Maintenance	\$14,451	\$65,034	-\$19,034	46,000	-41%
Vehicle Plates	\$6,596	\$11,813	-\$4,558	7,255	-63%
Expenditures Total	\$382,648	\$1,631,257	-\$158,319	1,472,937	-11%
Revenues					
Payments-in-Lieu of Taxes and Other Levies					
Provincial Aggregate Levy	\$0	-\$599,394	\$119,394	-480,000	-25%
Recoveries					
Other Recoveries	-\$28,516	-\$28,516	\$7,465	-21,051	-35%
Third Party Cost Recovery	-\$710	-\$1,319	\$1,319	0	N/A
User Fees, Licenses and Fines					
Entrance Permit	\$0	-\$1,647	-\$3,353	-5,000	67%
Oversize-Overweight Load Permits	-\$105	-\$420	\$315	-105	-300%
Municipal Street Naming	-\$1,900	-\$3,080	\$3,080	0	N/A
Revenues Total	-\$31,230	-\$634,376	\$128,220	-506,156	-25%

Report FIN-2023-012 - Fourth Quarter Financial Report - 2022
Schedule A - Departmental Detail

	Current		\$ Budget		%
	Quarter	YTD Actuals	Remaining	2022 Budget	Remaining
Actuals					
Source Water Protection					
Expenditures					
Contract Services/Professional Fees					
Contract Services	\$4,675	\$9,206	\$242	9,448	3%
Salaries, Wages and Benefits					
FT Wages	\$0	\$0	\$0	0	N/A
Expenditures Total	\$4,675	\$9,206	\$242	9,448	3%
Revenues					
Recoveries					
Other Recoveries	-\$24,351	-\$24,351	\$24,351	0	N/A
Revenues Total	-\$24,351	-\$24,351	\$24,351	0	N/A
Grand Total	\$1,110,833	\$2,967,408	\$213,277	3,180,685	7%

Report FIN-2023-012 - Fourth Quarter Financial Report - 2022
Schedule B - Expense and Revenue Summary

	Current Quarter Actuals	YTD Actuals	\$ Budget Remainin g	2022 Budget	% Remaini ng	2021 - Fourth Quarter % Remaining
Expenditures						
Administration	\$255,876	\$798,259	-\$17,884	780,375	-2%	11%
Building	\$167,197	\$532,965	\$105,452	638,417	17%	6%
By-law	\$96,003	\$168,621	-\$25,727	142,894	-18%	-25%
Corporate	\$46,583	\$194,418	\$8,387	202,805	4%	-50%
Council	\$38,609	\$138,071	\$5,941	144,013	4%	7%
Elections	\$32,089	\$62,640	-\$1,026	61,614	-2%	0%
Finance	\$180,933	\$677,923	-\$8,744	669,179	-1%	0%
Fire and Rescue	\$274,391	\$885,952	-\$98,584	787,368	-13%	-1%
Heritage Committee	\$1,884	\$10,008	-\$6,762	3,246	-208%	23%
Library	\$2,192	\$7,475	-\$700	6,775	-10%	-13%
Municipal Office	\$20,612	\$72,255	-\$3,495	68,760	-5%	-4%
Parks	\$27,504	\$93,906	-\$12,568	81,338	-15%	22%
PDAC	\$4,240	\$4,240	\$1,793	6,033	30%	18%
Planning	\$162,787	\$317,796	-\$82,624	235,173	-35%	-5%
Public Works	\$382,648	\$1,631,257	-\$158,319	1,472,937	-11%	0%
Recreation Committee	\$620	\$1,611	\$2,506	4,117	61%	-2%
Source Water Protection	\$4,675	\$9,206	\$242	9,448	3%	1%
Optimist Recreation Center	\$48,684	\$189,366	\$6,819	196,185	3%	30%
Puslinch Community Center	\$42,513	\$145,368	\$32,566	177,934	18%	26%
Expenditures Total	\$1,790,041	\$5,941,339	-\$252,727	5,688,612	-4%	2%

Report FIN-2023-012 - Fourth Quarter Financial Report - 2022
Schedule B - Expense and Revenue Summary

	Current Quarter Actuals	YTD Actuals	\$ Budget Remainin g	2022 Budget	% Remaini ng	2021 - Fourth Quarter % Remaining
Revenues						
Administration	-\$7,714	-\$16,241	-\$2,059	-18,300	11%	-491%
Building	-\$39,505	-\$572,025	\$80,135	-491,890	-16%	-43%
By-law	-\$17,977	-\$50,500	\$13,398	-37,102	-36%	-121%
Corporate	-\$331,393	-\$1,155,841	\$194,449	-961,392	-20%	-3%
Elections	\$0	\$0	\$0	0	N/A	N/A
Finance	-\$5,185	-\$28,887	-\$16,553	-45,440	36%	-172%
Fire and Rescue	-\$40,380	-\$106,372	-\$15,933	-122,304	13%	20%
Heritage Committee	-\$1,425	-\$5,700	\$5,700	0	N/A	N/A
Library	-\$3,313	-\$3,313	\$313	-3,000	-10%	-21%
Municipal Office	-\$21,676	-\$21,676	\$1,048	-20,628	-5%	-4%
Parks	\$692	-\$13,459	\$2,198	-11,261	-20%	-140%
Planning	-\$129,166	-\$232,854	\$46,725	-186,129	-25%	-115%
Public Works	-\$31,230	-\$634,376	\$128,220	-506,156	-25%	-28%
Source Water Protection	-\$24,351	-\$24,351	\$24,351	0	N/A	N/A
Optimist Recreation Center	-\$8,707	-\$68,599	\$6,440	-62,159	-10%	52%
Puslinch Community Center	-\$17,878	-\$39,737	-\$2,428	-42,166	6%	100%
Revenues Total	-\$679,208	-\$2,973,931	\$466,005	-2,507,927	-19%	-27%
Grand Total	\$1,110,833	\$2,967,408	\$213,277	3,180,685	7%	24%

Report FIN-2023-012 - Fourth Quarter Financial Report - 2022
Schedule C - Other Financial Data

	31-Jan-22	31-Jan-21	28-Feb-22	28-Feb-21	31-Mar-22	31-Mar-21	30-Apr-22	30-Apr-21	31-May-22	31-May-21	30-Jun-22	30-Jun-21
Total Taxes Billed	<u>\$0</u>	<u>\$0</u>	<u>\$6,658,853</u>	<u>\$6,601,117</u>	<u>\$6,658,853</u>	<u>\$6,601,117</u>	<u>\$13,316,082</u>	<u>\$13,200,552</u>	<u>\$13,316,082</u>	<u>\$13,200,552</u>	<u>\$13,316,082</u>	<u>\$13,200,552</u>
In-year Township Tax Adjustments												
<i>Taxes Written Off</i>	\$7,530	-\$1,023	-\$4,333	-\$1,023	-\$6,202	-\$1,023	-\$9,193	-\$4,432	-\$9,193	-\$4,432	-\$18,664	-\$4,432
<i>Supplemental Billings</i>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$1,337</u>	<u>\$0</u>	<u>\$1,337</u>	<u>\$0</u>	<u>\$1,337</u>	<u>\$0</u>	<u>\$65,496</u>	<u>\$34,532</u>
Net Taxes Billed	\$7,530	-\$1,023	\$6,654,520	\$6,600,094	\$6,653,988	\$6,600,094	\$13,308,226	\$13,196,120	\$13,308,226	\$13,196,120	\$13,362,914	\$13,230,653

Total Outstanding Taxes & Interest	\$669,657	\$1,047,231	\$1,876,558	\$2,118,609	\$143,705	\$894,899	\$2,420,378	\$2,969,662	\$1,246,001	\$1,891,236	\$855,446	\$1,151,542
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Cash, Temporary Investments, and Interest Income												
Unrestricted Cash	\$4,061,472	\$3,264,679	\$9,824,810	\$9,100,086	\$5,580,368	\$4,302,108	\$9,543,292	\$8,642,377	\$10,463,107	\$9,552,207	\$4,499,103	\$3,820,024
Unrestricted Temporary Investments	\$2,096,964	\$2,071,952	\$2,096,964	\$2,071,952	\$2,096,964	\$2,075,774	\$2,096,964	\$2,075,774	\$2,096,964	\$2,075,774	\$2,096,964	\$2,075,774
Unrestricted Interest Income	-\$3,272	-\$2,957	-\$5,157	-\$4,509	-\$11,762	-\$10,337	-\$18,642	-\$14,684	-\$24,270	-\$17,080	-\$35,448	-\$21,379
Restricted Cash	\$2,966,637	\$2,462,101	\$2,792,084	\$1,875,604	\$2,864,501	\$1,925,603	\$2,943,216	\$1,981,006	\$1,945,813	\$2,250,067	\$1,974,600	\$2,313,793
Restricted Temporary Investments	\$351,889	\$356,962	\$351,889	\$356,962	\$351,889	\$356,962	\$351,889	\$356,962	\$1,351,889	\$356,962	\$1,351,889	\$356,962
Restricted Interest Income	-\$1,349	-\$1,133	-\$2,706	-\$2,256	-\$3,913	-\$3,238	-\$5,777	-\$4,122	-\$8,373	-\$5,004	-\$11,376	-\$5,942

	31-Jul-22	31-Jul-21	31-Aug-22	31-Aug-21	30-Sep-22	30-Sep-21	31-Oct-22	31-Oct-21	30-Nov-22	30-Nov-21	31-Dec-22	31-Dec-21
Total Taxes Billed	<u>\$13,316,082</u>	<u>\$13,200,552</u>	<u>\$20,346,368</u>	<u>\$19,772,982</u>	<u>\$20,346,368</u>	<u>\$19,772,982</u>	<u>\$27,376,246</u>	<u>\$26,351,186</u>	<u>\$27,376,246</u>	<u>\$26,351,186</u>	<u>\$27,376,246</u>	<u>\$26,351,186</u>
In-year Township Tax Adjustments												
<i>Taxes Written Off</i>	-\$22,739	-\$25,641	-\$22,739	-\$110,500	-\$23,524	-\$114,647	-\$21,959	-\$118,122	-\$24,736	-\$121,779	-\$24,928	-\$125,149
<i>Supplemental Billings</i>	<u>\$93,197</u>	<u>\$38,887</u>	<u>\$102,907</u>	<u>\$38,887</u>	<u>\$150,437</u>	<u>\$87,555</u>	<u>\$167,495</u>	<u>\$108,057</u>	<u>\$180,076</u>	<u>\$112,591</u>	<u>\$180,076</u>	<u>\$112,591</u>
Net Taxes Billed	\$13,386,540	\$13,213,798	\$20,426,536	\$19,701,369	\$20,473,281	\$19,745,891	\$27,521,782	\$26,341,121	\$27,531,586	\$26,341,999	\$27,531,394	\$26,338,628

Total Outstanding Taxes & Interest	\$265,191	\$375,067	\$1,418,774	\$704,181	\$187,879	\$233,870	\$2,564,455	\$2,251,047	\$1,724,680	\$1,387,779	\$1,352,438	\$981,597
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Cash, Temporary Investments, and Interest Income												
Unrestricted Cash	\$4,876,080	\$4,089,695	\$10,099,131	\$9,220,241	\$6,030,341	\$4,249,412	\$9,980,299	\$9,324,656	\$10,236,721	\$10,199,926	\$3,446,809	\$3,894,447
Unrestricted Temporary Investments	\$2,104,253	\$2,075,774	\$2,104,253	\$2,075,774	\$2,104,253	\$2,075,762	\$2,104,253	\$2,075,762	\$2,104,253	\$2,075,762	\$2,138,112	\$2,096,964
Unrestricted Interest Income	-\$57,733	-\$25,637	-\$67,278	-\$27,547	-\$81,750	-\$30,177	-\$110,984	-\$34,410	-\$131,054	-\$37,183	-\$198,680	-\$62,819
Restricted Cash	\$2,139,220	\$2,366,847	\$2,169,107	\$2,668,148	\$2,174,216	\$2,766,366	\$2,199,889	\$2,869,600	\$2,342,640	\$2,906,407	\$2,369,724	\$2,934,000
Restricted Temporary Investments	\$1,351,889	\$356,962	\$1,358,059	\$356,962	\$1,358,059	\$362,836	\$1,358,059	\$350,000	\$1,366,936	\$350,000	\$1,377,168	\$351,889
Restricted Interest Income	-\$14,239	-\$6,968	-\$24,512	-\$8,068	-\$29,622	-\$15,141	-\$35,653	-\$16,354	-\$51,306	-\$17,644	-\$68,981	-\$20,822



REPORT ADM-2023-013

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

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:

Goals and Objectives Proposal	Sub-Committee
Sports Day	Aaron, Carter D., Carter O., Kenzo
Hobbies Day	Xander, Talia, Councillor Bailey
Fall Fair	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

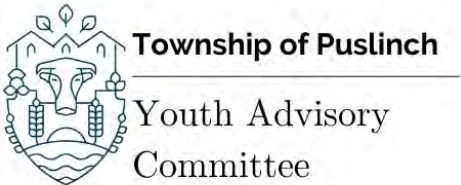
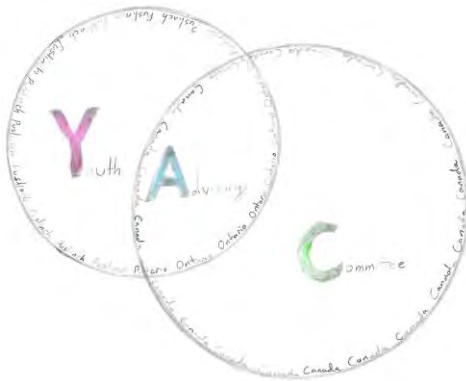
Schedule "A" Committee Logo Concepts

Respectfully submitted,

Reviewed by:

**Courtenay Hoytfox,
Municipal Clerk**

**Glenn Schwendinger,
CAO**





REPORT ADM-2023-014

TO: Mayor and Members of Council

PREPARED BY: Justine Brotherston, Deputy Clerk

PRESENTED BY: Justine Brotherston, Deputy Clerk

MEETING DATE: March 22, 2023

SUBJECT: Application to demolish a structure on a property listed on the Heritage Register (6927 Wellington Rd 34)

RECOMMENDATION

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

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

Purpose

In accordance with section 27(9) of the *Ontario Heritage Act, R.S.O. 1990*, the purpose of this report is to inform Council of an application for demolition on a property listed on the Heritage Register and to seek Council's direction regarding the request.

Background

The Township's Heritage Register includes properties that have undesignated status under the *Ontario Heritage Act, R.S.O. 1990*. The purpose of listing a property on a municipal Heritage Register with undesignated status is to provide interim protection from demolition. When intention to demolish any building on a property listed on the heritage register is received, the municipality has 60 days to make a decision on the demolition request. The Council of a municipality has two options when making a decision: approve the demolition request or designate the property under section 29 of the *Ontario Heritage Act, R.S.O. 1990*.

Section 27(9) of the *Ontario Heritage Act, R.S.O. 1990*, states the following:

(9) If a property that has not been designated under this Part has been included in the register under subsection (3), the owner of the property shall not demolish or remove a building or structure on the property or permit the demolition or removal of the building or structure unless the owner gives the council of the municipality at least 60 days notice in writing of the owner's intention to demolish or remove the building or structure or to permit the demolition or removal of the building or structure. 2019, c. 9, Sched. 11, s. 6.

On February 22, 2023 the Township received a Heritage Structure Demolition Clearance form for the property 6927 Wellington Road 34 (Schedule A).

The Cultural Heritage Value or Description of Heritage Attributes for the property municipally known as 6927 Wellington Road 34 listed on the Township's Heritage Register is as follows:

"Hector McCaig House, 1875. Stone Victorian Villa. Fine craftsmanship. Historically and contextually associated with Highland Highland Scots immigration from Argyllshire and the community of "The Third" in Puslinch."

The structure proposed to be demolished is a steel accessory building. The Heritage Committee attended the property in 2019 and did not make note of the steel structure having any historical significance. Further, in staff's review of the file for the property, the only additional structure noted as having cultural heritage value is the 1859 bank barn. Schedule "B" of this report provides details regarding the Stone Victorian Villa and the Bank Barn.

In accordance with legislation, the Heritage Committee is required to comment on applications for demolition where the property is listed on the municipal Heritage Register. At the March 6, 2023 Heritage Advisory Committee meeting the Committee considered the request to demolish application and subsequent to discussion made the following recommendation:

Resolution No. 2023-008:

Moved by Josh Heller

Seconded by Kristine O'Brien

That staff report HER-2023-005 regarding the Application for Demolition on a property listed on the Heritage Registry (6927 Wellington Rd 34) be received for information; and further,

That the Heritage Committee's comments below be forward to Council for consideration at the March 22, 2023 Council Meeting:

- **The Heritage Advisory Committee recommends the approval of the Demolition Application for 6927 Wellington Rd 34.**

CARRIED.

In summary, the proposed demolition does not impact either of the identified structures of Cultural Heritage Value. The Heritage Committee and staff have no concerns with the proposed demolition being approved as requested.

Financial Implications

None

Applicable Legislation and Requirements

Ontario Heritage Act, R.S.O. 1990, c. O.18

Engagement Opportunities

None

Attachments

Schedule A – Demolition Clearance form for Properties with Listed Heritage Status – 6927

Wellington Rd 34

Schedule B – Background Information regarding structures with Cultural Heritage Value – 6927

Wellington Rd 34

Respectfully submitted,

Reviewed by:

**Justine Brotherston,
Deputy Clerk**

**Courtenay Hoytfox,
Municipal Clerk**

Demolition Clearance Form for Properties with Listed Heritage Status - Entry #8160

Address of Building/Structure to be Demolished

6927 Wellington Rd 34
Puslinch , Ontario
N3C 2V4

Attach copy of Site Plan

 [Building-Demolition.png](#)

Scope of demolition work to done:

Demolish old storage shed

Building Area

2000sqft

Total Lot Size

100 acre

Number of Storeys

1

How many registered owners are on title?

1

Name of First Property Owner

████████████████████

Address of First Property Owner

████████████████████
████████████████████
██████████

Phone Number of First Property Owner

████████████████

Email of First Property Owner

████████████████.

Contact Name

gary singh

Address

[REDACTED]
[REDACTED]
[REDACTED]

Contact Telephone

[REDACTED]

Applicant Email

[REDACTED]

Company Name

Titan Demo

Contact Name

Wes Titan

Address

140 Freelton Road
Freelton, Ontario

Contact Telephone

[REDACTED]






Contractor Email

wes@titandemo.ca

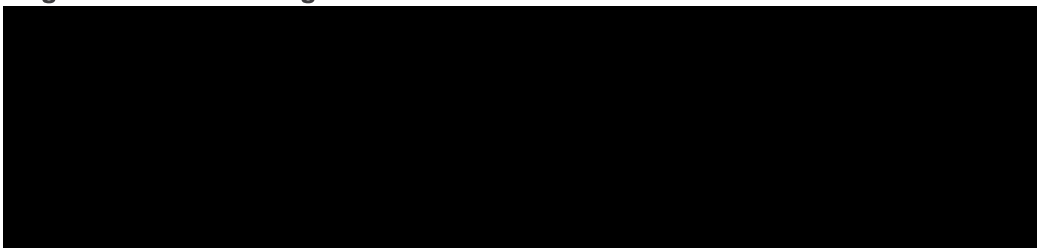
What is the subject property's status on the Township's Heritage Registry?

Designated

Upload photos documenting the full structure. Photos must include the following: from the road, from various angles, from various elevations and interior images.

-  [18d73d77-d065-49cf-b0a2-3366fd4cb89d.JPG](#)
-  [61ab241a-5e02-4751-b52a-30391ba4a39b.JPG](#)
-  [a661bfcf-31c8-4a59-a63a-22181378e62f.JPG](#)
-  [thumbnail_IMG_5703.jpg](#)
-  [thumbnail_IMG_5702.jpg](#)
-  [thumbnail_IMG_5700.jpg](#)
-  [thumbnail_IMG_5699.jpg](#)

Signature of Owner/Agent



[Township of Puslinch](#)

















LOT 17, REAR CONCESSION 2
Ardyne Farm

This farm was originally settled by Donald McCaig and his family of the Kintyre Penninula of Argyllshire in 1838. Later, from 1875 to 1877, his son Hector had a fieldstone and granite house built. The large granite blocks were hauled from Paisley Block in Guelph Township. Many different-coloured granite blocks were used to enhance the H-pattern connectors. An original storm door, which still protects the entrance of the house, is one of the few that remain in Puslinch Township.

Although, the stonemason of this house is not recorded, the carpenter's name was Rhoderick McKay. Stonemason McDonald of Crieff or the McQuillan Bros. of Clyde were possible masons.

A bank barn, built in 1859, preceded the house. The barn was built by the Bears of Preston, Waterloo Co., and has an overhang protecting the drive floor. A smaller implement barn, built in 1881, is used as a sheep barn today.

The Crow Family purchased the McCaig farm in the 1920's, and chose the name *Ardyne* (meaning "home in the hills" in Gaelic) as their farm prefix for livestock. The Crows still farm Lot 17 at the time of the millennium plaquing.



PrintFile
ARCHIVAL PRESERVES
11x46-05

PUSLINCH
LACAC



OUR HERITAGE

PUSEINCH
LACAC
OUR HERITAGE



Lot 17, R. Conc. 2 & Lot 17, F. Conc. 3
Hector McCaig Sr. & son Donald's bank barns
6927 & 6926 Wellington Rd. 34 (3rd Concession)

The McCaig homestead is lot 17, r. conc. 2 and Hector McCaig farmed this property from 1855-1901. He hired Waterloo-County master barn builder Wm. Baer to erect a bank barn on the homestead in 1859. This is one of the earliest bank barns in Puslinch and remains in excellent condition. The house on this property was plaqued in 2000. Today's owners are Bill & Lynn Crow. The same summer that Hector's barn was built, his brother James had Baer erect one on lot 18, r. 2 and the Gilchrists had Baer build one on lot 16, r. 2. The latter burned down in the 1980s.

Hector's son Donald moved across the road to take up his widowed Aunt Janet McCaig's farm, and had a bank barn built in 1892 (SOURCE: Guelph Mercury article Sat. 9 July, 1892). We are fortunate to have such a description of the details of a raising. This farm is owned by Hector & Donald's direct descendants, Neil & Janice McCaig.

Right: 1859 Hector McCaig bank barn with braced overhang (see P.H.C. textures book)



Below: 1892 Donald McCaig bank barn
N.B. see equipment page for photo of windmill on McCaig's barn

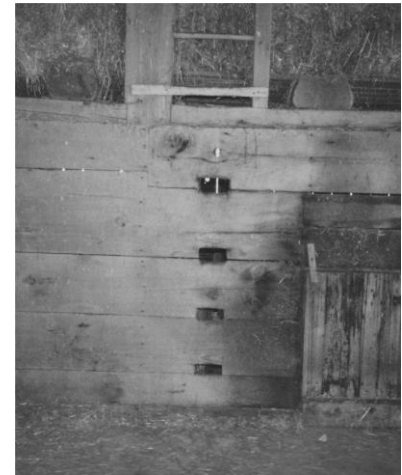


Hector McCaig barn (continued)

These black and white photos are included to show some of the details of this very early bank barn.

Upper left: The granary on the drive-floor level of the barn. **Center:** hex sign in wing (three more like this plus the date 1859 are carved in the main peak) **Upper right:** built-in ladder to mows

Lower left: pegged upright support **Left of center, below:** filled mow (note adze marks in cross beam) **Lower right:** 1) 1859 ratchet wheel 2) photo showing diagonal splice made by carpenter to join two long beams on the lengthwise side of the structure.





REPORT ADM-2023-015

TO: Mayor and Members of Council

PREPARED BY: Courtenay Hoytfox, Municipal Clerk

PRESENTED BY: Courtenay Hoytfox, Municipal Clerk

MEETING DATE: March 22, 2023

SUBJECT: Bill 23 Heritage Act Designations

RECOMMENDATION

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

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

Purpose

The purpose of this report is to provide Council with information following the Heritage Committee meeting on March 6, 2023 and to seek Council direction on next steps as outlined in this report.

Background

Council received information relating to the new legislation approved through Bill 23 and the impacts on the Heritage Act at the December 7, 2023 Council meeting. At that meeting, Council resolved as follows:

Resolution No. 2022-390: Moved by Councillor Goyda and
Seconded by Councillor Hurst

**Whereas Council has concerns regarding Bill 23 and the changes to the Heritage Act;
That Council direct staff to work with the Heritage Committee in regards with the
Register and the legislative changes imposed by Bill 23.**

CARRIED

Staff prepared a report for the Heritage Committee for consideration at the March 6, 2023 meeting. The report outlined the key changes being implemented through Bill 23, the impacts to the Puslinch Heritage Register, list of priority properties for designation, and an action plan.

The below list of 18 priority properties consist of primarily churches, cemeteries and school houses, commercial buildings and specified residential buildings. These properties are being prioritized based on the previous Heritage Advisory Committee term discussions. In addition, staff prepared draft statements of cultural heritage value or interest based on the information available in the Township's records. The draft statements are attached to this report as Schedule "A".

1. 6705 Ellis RD
2. 6690 Wellington RD 34
3. 4614 Wellington RD 32
4. Puslinch Lake Hotel (McClintock Drive)
5. 7156 Concession 1
6. 42 Queen St.
7. 46 Queen St.
8. 22 Victoria St.
9. 80 Brock RD S.
10. 319 Brock RD S.
11. 32 Brock RD N.
12. 4217-4223 Watson RD S.
13. 4492 Watson RD S.
14. 843 Watson RD S.
15. 600 Arkeil RD
16. 78 Queen St.
17. 80 Queen St.
18. 84 Queen St.

Recommended Action Plan

Staff recommend the following:

1. That three sub-committees be established to review the draft statements of cultural heritage value or interest for completeness;

2. That the sub-committees contact the Puslinch Historical Society and Wellington County Archives for additional information and collaboration on this initiative;
3. That staff prepare a letter to each property owner on the prioritized list of properties to determine whether the owner supports or objects to the designation. In addition, staff will engage with the property owners to ensure there is adequate understanding of the designation process and seek assistance from the property owner in documenting the historical value of the property. Collaboration with the property owners will be essential as designations are subject to appeal through the Ontario Land Tribunal.

The Heritage Committee had an in depth discussion regarding the report and resolved as follows:

Resolution No. 2023-009:

Moved by Kristine O'Brien

Seconded by Josh Heller

That staff report HER-2023-006 regarding Heritage Register Designations be received for information; and,

That the Committee supports the recommendation action plan as outlined in this report; and,

That Sub-Committees be appointed to review the draft Statements of Cultural Heritage Value or Interest detailed in this report and report back to the Heritage Advisory Committee at a future meeting as follows:

Morlock & Commercial Sub-Committee Members: Josh Heller, Councillor Hurst

- 78 Queen St.
- 80 Queen St.
- 84 Queen St.
- 42 Queen St.
- 46 Queen St.
- Puslinch Lake Hotel
- 80 Brock Road

Church Sub-Committee Members: Andy Day, Chris Saunders

- 600 Arkeil Road
- 319 Brock Road S.
- 22 Victoria St.
- 7156 Concession 1

- 6705 Ellis Road

School House Sub-Committee Members: Kristine O'Brien, Lily Klammer-Tuji

- 6690 Wellington Road 34
- 4614 Wellington Road 34
- 32 Brock Road S.
- 4217-4223 Watson Road S
- 4492 Watson Road S.
- 843 Watson Road S.

CARRIED.

In addition, staff recommend that all other property owners on the Township Heritage Register be contacted regarding the potential to designate their properties. This will be valuable information as we continue with this initiative into the future. It is also beneficial to engage with property owners early on in the process. The Heritage Committee made the comment that many property owners may support the process and be keen to protect and preserve Township heritage. It will be beneficial for Council to be aware of support or objections in advance when making decisions on how to proceed with designations.

Financial Implications

The cost for advertisements as required by the *Ontario Heritage Act, R.S.O. 1990, c. O.18* were approved as part of the Township's 2023 Budget on February 8, 2023.

Applicable Legislation and Requirements

Ontario Heritage Act, R.S.O. 1990, c. O.18
Bill 23, More Homes Built Faster Act, 2022

Engagement Opportunities

Print Notices

Attachments

Schedule :A" – Draft Statements of Cultural Heritage Value or Interest for the prioritized properties

Respectfully submitted,

Reviewed by:

Courtenay Hoytfox,
Municipal Clerk

Glenn Schwendinger,
CAO

Short Statement of Cultural Heritage Value or Interest

The property at 6705 Ellis Road, Puslinch, has cultural heritage value due to its unique gothic style chapel. The chapel was built in 1861 and is considered a random-faced fieldstone construction. The chapel includes a unique feature being a Grecian-style framed outline behind the pulpit area. The property meets the requirements for designation prescribed by the Province of Ontario under the three categories of design/physical value, historical/associative value, and contextual value.

Design Value

The property is an excellent example of a one half-storey chapel built by the surrounding community in 1861. Exterior elements include random-faced fieldstone walls and the original gothic style windows.

Historical/Associative Value

This property was built as the Wesleyan Methodist Church on land donated by Edward and Mary Ellis. Built in 1861 by the surrounding community, this random-faced fieldstone chapel is currently non-denominational. The carpenters were Edward and Thomas Ellis and Peter Lamont. Edward Ellis was also responsible for the construction of the gothic windows. The Grecian-style framed outline behind the pulpit area is a unique feature.

The chapel was restored in 1962-1963 and was plaqued by the Archeological and Historical Sites Board of Ontario, at a service in August 1963. A steeple was added in the renovations but blew off in a storm years later.

There was a small cemetery on the Ellis Chapel which was rededicated after the stones were grouped on a memorial stone cairn in 1965.

Contextual Value

The Ellis Chapel was erected on a one acre parcel of land donated to the Trustees of the Sterling Congregation of the Wesleyan Methodist Church by Edward Ellis who settled in Puslinch in 1839.

Description of Heritage Attributes

Key heritage attributes associated with 6705 Ellis Road include:

- All original doors and windows.
- Original stone foundation
- Exterior random-faced fieldstone walls

It is intended that non-original features may be returned to document earlier designs or to their document original without requiring Council to amend the designating by-law.

DRAFT



GLOVER
MASON
MCGREGOR
PADDOCK

Small white rectangular marker

Large white arched marker with faint text

Large white arched marker with faint text

Large white arched marker with faint text

Small white rectangular marker

PLANT
SCOTT
SIMMONS
SMITH



Short Statement of Cultural Heritage Value or Interest

The property at 6690 Wellington Road 34, Puslinch, has cultural heritage value as it includes a school house built in 1868. The structure is a stone construction, one-room schoolhouse, known as "The Third." Historically and contextually associated with education in Puslinch, and the farming community known as "The Third." Built on land donated by Alexander McKay. The property meets the requirements for designation prescribed by the Province of Ontario under the three categories of design/physical value, historical/associative value, and contextual value.

Design Value

The property is an excellent example of red brick front-gabled schoolhouse-style architecture.

Historical/Associative Value

The property includes a schoolhouse, more commonly known as 'the Third', which was built of fieldstone in 1868. The property is one of the two schoolhouses which is not part of a village or hamlet. The original entry door to the fieldstone schoolhouse was facing the road.

Over the years, there have been changes to the front entrance area. An addition of concrete block was added to the front in the mid 19th century to house washrooms, significantly altering its heritage style. The entrance was moved to the east side of the structure when it became a private home after the school closed in 1965. The school's woodshed was moved to the back on the property and was converted to a workshop at that time.

In 2010, the property owners renovated the schoolhouse sympathetically, reinstalling a cedar shake roof, restoring the belfry and covering the cement blocks at the front with horizontal wood siding. The property received a heritage plaque from the Township Heritage Committee in 2012.

Contextual Value

The property is historically and contextually associated with education in Puslinch, and the farming community known as "The Third." The school house is built on land donated by Alexander McKay.

Description of Heritage Attributes

Key heritage attributes associated with 4614 Wellington Road 32 include:

- All original doors and windows.
- Original stone foundation

- Exterior fieldstone walls
- Belfry
- Original workshop

It is intended that non-original features may be returned to document earlier designs or to their document original without requiring Council to amend the designating by-law.

DRAFT









S.S. #5
PUSHINCH

Short Statement of Cultural Heritage Value or Interest

The property at 4614 Wellington Road 32, Puslinch, has cultural heritage value due to its representation of 19th century rural churches. The church was built in 1874 and has significant religious history in Township. The property is historically and contextually associated with Mennonite settlement and religious practice in Puslinch and with Penn-German dialect. The property meets the requirements for designation prescribed by the Province of Ontario under the three categories of design/physical value, historical/associative value, and contextual value.

Design Value

The property is an excellent example of red brick front-gabled schoolhouse-style architecture.

Historical/Associative Value

The property includes the Puslinch Mennonite/United Brethren Church, and cemetery. The church was built in 1874 and is a red brick front-gabled schoolhouse-style architecture. The property is historically and contextually associated with a Mennonite settlement and religious practice in Puslinch and with Penn-German dialect.

Contextual Value

It is unknown when the cemetery on this property was first opened. Many different denominations and groups have used this site for burials. The first recorded burial was in 1867. Today, a few gravestones remain to the west of the church.

Description of Heritage Attributes

Key heritage attributes associated with 4614 Wellington Road 32 include:

- All original doors and windows.
- Original stone foundation
- Exterior decorative brickwork

It is intended that non-original features may be returned to document earlier designs or to their document original without requiring Council to amend the designating by-law.



4614
Washington RD 22



WORLD
DAILY



Short Statement of Cultural Heritage Value or Interest

The property located on Puslinch Lake with the legal description of Lot 4, Rear Concession 1, Puslinch, has cultural heritage value as it includes the Puslinch Lake Hotel built in 1880. The hotel is an excellent example of Puslinch Lake History and recreation in the Township. The property meets the requirements for designation prescribed by the Province of Ontario under the three categories of design/physical value, historical/associative value, and contextual value.

Design Value

The property includes the original two (2) storey hotel built in 1880 and is an excellent example of hipped red resort / hotel architecture.

Historical/Associative Value

The property includes the Puslinch Lake Hotel. The original owner of this hotel was George Sleeman and John Davidson. This frame hotel was built on Puslinch Lake in 1880. Puslinch Lake was a popular vacation spot with the surrounding community, especially Guelph. School picnic and many summer activities were held at Puslinch Lake.

The Puslinch Lake Hotel is the only hotel, of the many which once surrounded the lake that has survived. The property received a heritage plaque from the Township Heritage Committee in 2000.

Contextual Value

The property is historically and contextually associated with recreation in Puslinch, and was commonly visited by the local and surrounding communities.

Description of Heritage Attributes

Key heritage attributes associated with the property located on Puslinch Lake with the legal description of Lot 4, Rear Concession 1, Puslinch, include:

- All original doors and windows.
- Original foundation
- Exterior balconies

It is intended that non-original features may be returned to document earlier designs or to their document original without requiring Council to amend the designating by-law.





OFFICE

Short Statement of Cultural Heritage Value or Interest

The property 7156 Concession 1, Puslinch, has cultural heritage value as it includes the Knox Presbyterian Church and Crieff Cemetery built in 1882. The property meets the requirements for designation prescribed by the Province of Ontario under the three categories of design/physical value, historical/associative value, and contextual value.

Design Value

The property includes a one (1) storey yellow brick church built in 1882 and the Crieff Cemetery established in 1854.

Historical/Associative Value

The property includes the Puslinch Lake Hotel. The original owner of this hotel was George Sleeman and John Davidson. The original A frame church once stood on this site, from 1854 to 1882. In 1862 a manse was built on lot 25. All this land originally belonged to Alexander Fraser. The present yellow brick church was built in 1882. The cemetery was originally started to the east of Knox Church, but today it surrounds it. The cemetery opened in 1854.

The property received a heritage plaque from the Township Heritage Committee in 2000.

Contextual Value

The property is historically and contextually associated with religious significance in Puslinch, and was built by Duncan McPherson and William McDonald. The original owner was Alexander Fraser.

Description of Heritage Attributes

Key heritage attributes associated with the property 7156 Concession 1, Puslinch, include:

- All original doors and windows.
- Original foundation
- Exterior yellow brick

It is intended that non-original features may be returned to document earlier designs or to their document original without requiring Council to amend the designating by-law.





Statement of Cultural Heritage Value or Interest

The property 22 Victoria St., Puslinch, has cultural heritage value as this Italianate red brick church was built in 1856 by the German community in Morriston area and was known simply as “The Morriston Church”. In 1880 the church was enlarged. The manse was built next door in 1894, to replace the original frame parsonage which was built onto the rear of the church. The manse is also red brick, and has the interesting Italianate style of architecture favoured in the late 1800s.

DRAFT



WESLEYAN
CHURCH
SUNDAY 10:30
WEDNESDAY 7:00
1234567890

EVANGELICAL
UNITED BRETHREN
CHURCH

Short Statement of Cultural Heritage Value or Interest

The property 42 Queen Street, Puslinch, commonly known as the “Bank Building” is a landmark in the Morriston and once housed the local Toronto-Dominion bank branch. The property meets the requirements for designation prescribed by the Province of Ontario under the three categories of design/physical value, historical/associative value, and contextual value.

Design Value

The property includes a two and a half (2 ½) storey yellow brick commercial building built in 1860. The large decorated second-floor windows, the row of small round windows on the highest floor, and the elaborate roof brackets make this building unique and an interesting landmark.

Historical/Associative Value

The property includes a two and a half (2 ½) storey commercial building. The exterior is yellow brick from the Morriston Brickyard.

The property received a heritage plaque from the Township Heritage Committee in 2000. At the time of plaquing, the building housed Enver’s Restaurant and Unicorn Gifts.

Contextual Value

The property is historically and contextually significant in Puslinch as it represents an important landmark.

Description of Heritage Attributes

Key heritage attributes associated with the property 42 Queen Street, Puslinch, include:

- All original doors and windows.
- Original foundation
- Exterior yellow brick

It is intended that non-original features may be returned to document earlier designs or to their document original without requiring Council to amend the designating by-law.





Short Statement of Cultural Heritage Value or Interest

The property 46 Queen Street, Puslinch, commonly known as the “The Morriston Hotel” is a landmark in the Morriston. The property meets the requirements for designation prescribed by the Province of Ontario under the three categories of design/physical value, historical/associative value, and contextual value.

Design Value

The property includes a substantial two (2) storey stone and frame building. Renovations were made to the structure including a new roof plus storm windows and doors. The balcony with railing that ran across the front of the second storey has been replaced by several smaller wrought-iron railings, Original doors with transoms have been preserved behind the new storms.

Historical/Associative Value

The property includes a two (2) storey commercial building used as a hotel and considered a landmark in Puslinch. The property received a heritage plaque from the Township Heritage Committee in 2011.

Contextual Value

The property is historically and contextually significant landmark built in 1860. Alex Ochs built the stone and frame hotel which was purchased by the Puslinch McPherson family before 1860. Donald McPherson built this stone hotel after fire destroyed the earlier one on the site in 1860. A combined woodshed and ice house were built in the rear of the property. Blocks of ice would be cut from Morriston Pond in the winter and stored in the ice house to help the hotel kitchen and the bar keep items chilled through the warmer months.

In 1904 the hotel was purchased by John Vogt, a native of Copenhagen, Denmark, and it was John Vogt who named it the Morriston Hotel.

Now a private home, the owner at the time the property was plaqued (2011), whose business, The Great Wall Restaurant, is adjacent to the old hotel to the south. The former Westlake store was demolished for the restaurant.

Description of Heritage Attributes

Key heritage attributes associated with the property 46 Queen Street, Puslinch, include:

- All original doors and windows.
- Original foundation
- Exterior stone walls

It is intended that non-original features may be returned to document earlier designs or to their document original without requiring Council to amend the designating by-law.

DRAFT





Great W
RESTAURANT

No Parking

PATIO
NOW
OPEN







THROUGH
STOP
HIGHWAY

Statement of Cultural Heritage Value or Interest

The property at 78 Queen Street, Puslinch, has cultural heritage value due to its early example of a stone cottage. The cottage was built in 1854 and is considered a fieldstone cottage. The property meets the requirements for designation prescribed by the Province of Ontario under the three categories of design/physical value, historical/associative value, and contextual value.

Design Value

This property is an excellent example of a one and a half-storey fieldstone cottage built by Morriston mason Karl Beese and his son William. Exterior elements include

Historical/Associative Value

John Morlock was the original owner who had the stone cottage built on the Morlock farm in 1854. Christian Morlock who built a large stone farmhouse to its south in 1882 was the son of John. The John Morlock cottage was built for John and his wife Eva, nee Rowe to retire. After John's death in 1884 and Eva's death in 1880 the cottage became accommodation for hired men on the Morlock farm.

Contextual Value

78 Queen Street forms part of a streetscape of four adjacent Morlock family built homes built between 1851 and 1910 on the original lot settled by John Christian Morlock. This extant built heritage family streetscape is unique to the Township. It is positioned between Lots 31 and 33 of the other two founding families. The intact Paul Winer family homestead is to the south on Lot 33 and the remains of the Johannes Calfas family homestead are to the north on Lot 31.

Description of Heritage Attributes

Key heritage attributes associated with 78 Queen Street include:

- Exterior fieldstone walls
- Original stone foundation

It is intended that non-original features may be returned to document earlier designs or to their document original without requiring Council to amend the designating by-law.



Statement of Cultural Heritage Value or Interest

The property at 80 Queen Street, Puslinch, has cultural heritage value due to its unique Queen Anne Revival Style Architecture residence. The property meets the requirements for designation prescribed by the Province of Ontario under the three categories of design/physical value, historical/associative value, and contextual value.

Design Value

The property is an excellent example of Queen Anne Revival Style Architecture. This two and a half storey brick house built in 1909. Exterior elements of the Queen Anne Revival architecture features include the hipped roof with projecting sides and front bays, the double hung wood veranda, stained glass window at the entrance and wood spandrels at corners at corners of the bay projections. The Romaneque windows on the first floor of each bay projection and the highlight of brick segmented arches on all windows with a contracting top end row of dark bricks are of special note. The main door with transom also appears to be original.

Historical/Associative Value

The Morlock family was originally from Germany and settled Lot 32 Concession 8 in the 1830s. John Christian Morlock built this house at the time of his retirement from farming in 1909. John Christian's brother Peter Morlock was also responsible for building the neighbouring 82 Queen St., white (buff) brick house in 1910.

Contextual Value

80 Queen Street forms part of a streetscape of four adjacent Morlock family built homes built between 1851 and 1910 on the original lot settled by John Christian Morlock. This extant built heritage family streetscape is unique to the Township. It is positioned between Lots 31 and 33 of the other two founding families. The intact Paul Winer family homestead is to the south on Lot 33 and the remains of the Johannes Calfas family homestead are to the north on Lot 31.

Description of Heritage Attributes

Key heritage attributes associated with 80 Queen Street include:

- Massing
- Stained glass window at entrance
- Exterior Red Brick
- Hipped roof
- Double hung wood veranda
- Main entrance door with transom

It is intended that non-original features may be returned to document earlier designs or to their document original without requiring Council to amend the designating by-law.







80

Statement of Cultural Heritage Value or Interest

The property at 84 Queen St., Puslinch, has cultural value due to its unique Ontario House Architectural Style.

Design Value

The property is an excellent example of an Ontario House Architectural Style. Exterior elements include gothic window, cut limestone exterior from Guelph, decorative vergeboards and datestone.

Historical/Associative Value

John and Eva Morlock's son Chrstrain built the second stone house on the Morlock property known as "Stoneleigh" in 1882. The house was built by Otto Rappolt a talented mason in the area.

Contextual Value

84 Queen Street forms part of a streetscape of four adjacent Morlock family built homes built between 1851 and 1910 on the original lot settled by John Christian Morlock. This extant built heritage family streetscape is unique to the Township. It is positioned between Lots 31 and 33 of the other two founding families. The intact Paul Winer family homestead is to the south on Lot 33 and the remains of the Johannes Calfas family homestead are to the north on Lot 31.

Description of Heritage Attributes

Key heritage attributes associated with 6705 Ellis Road include:

- All original doors and windows
- Original stone foundation
- Exterior limestone walls
- Massing
- Decorative vergeboards
- Datestone

It is intended that non-original features may be returned to document earlier designs or to their document original without requiring Council to amend the designating by-law.







Statement of Cultural Heritage Value or Interest

The property 80 Brock Rd S., also known as the Aberfoyle Mill is of cultural heritage value as it was one of the first mills in Puslinch. Built in 1859 it is a two and a half storey structure made of yellow brick. In 1867, the mill won a gold medal for its oatmeal at the World Fair in Paris, France. Originally, it was a gristmill, powered by a dam built by Patrick Mahon.

DRAFT



Statement of Cultural Heritage Value or Interest

The property 319 Brock Rd S. is of cultural heritage value as the stone church was built in 1854 of Guelph dolomite. The church was named after Dr. Alexander Duff², a pioneer missionary who spoke at the church. The church underwent major renovations in 1903, which were done by John Hingleman a stonemason from Morriston. A Norman-style tower was built onto the original stone structure's entrance.

DRAFT



Statement of Cultural Heritage Value or Interest

The property 32 Brock Rd S. is of cultural heritage value as it is a stone schoolhouse that was built in 1872 by master stonemason Robert Little. The schoolhouse is the third building to house S.S. #4, the first two being log (1832) and frame (1846) structures. Architecturally, the stone school-house has unique arched windows not common on schoolhouses of the time. The sills voussiors and window trim are made of Guelph dolomite.

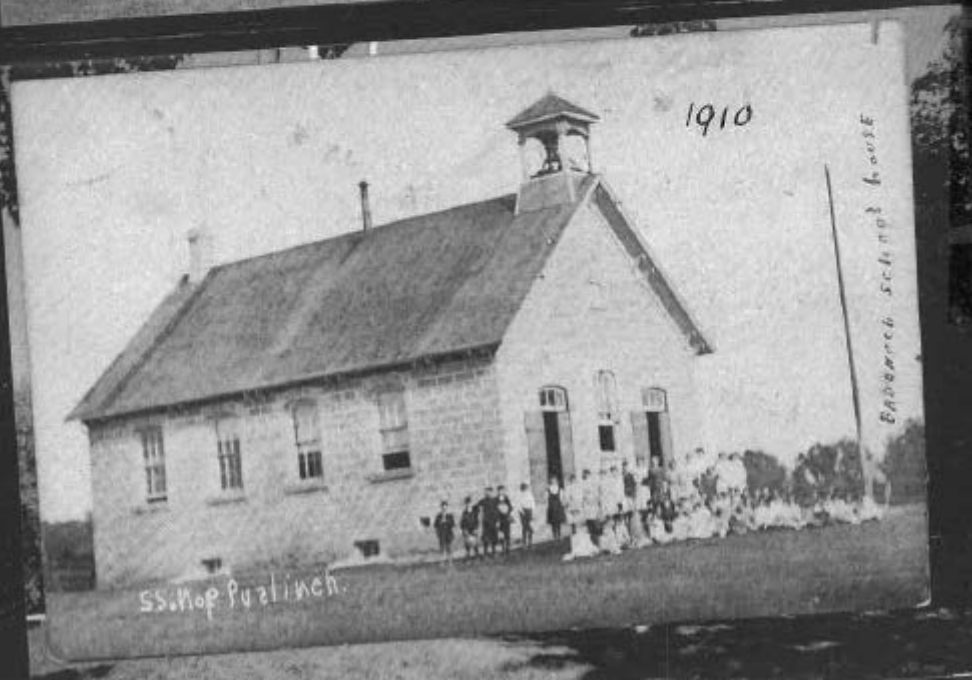
DRAFT



Statement of Cultural Heritage Value or Interest

The property 4217-4223 Watson Road S. is of cultural heritage value as the schoolhouse is one of the later stone schoolhouses constructed. Built in 1889, of cut limestone. Due to its later building date, it is possible to see the Italianate style in the roof brackets. The architectural style became popular in the late 1800s.

DRAFT





Statement of Cultural Heritage Value or Interest

The property 4492 Watson Rd S. is of cultural heritage value as William Stratton built the stone schoolhouse in 1885. The land originally belonged to Mr. John Laing.

DRAFT





4432

Statement of Cultural Heritage Value or Interest

The property 843 Watson Rd S. is of cultural heritage value as the stone schoolhouse was built in 1862. The school was previously housed in a log structure built circa 1839 and followed by a second log schoolhouse built in 1850. S.S. #1 is one of the few schoolhouses that possesses its original bell, which is housed in the belfry reconstructed in 1962.

DRAFT



Short Statement of Cultural Heritage Value or Interest

The property 600 Arkell Road, Puslinch, is a representative of a small rural church and an important landmark in Puslinch. The property meets the requirements for designation prescribed by the Province of Ontario under the three categories of design/physical value, historical/associative value, and contextual value.

Design Value

The property includes a one (1) storey yellow brick church built in 1877. A log church was originally built on the land belonging to Charles Willoughby in 1838. It has had an addition put on the front and side in this century, but still retains its former character.

Historical/Associative Value

The property includes a one (1) storey yellow brick church. The property received a heritage plaque from the Township Heritage Committee in 2011.

A cemetery was opened the same year the log church was built, 1883, and was located behind the church. No records exist of the burials until 1851. Harriet Thomas is the first person whose burial is recorded in the Arkell Cemetery. The date was April 11, 1851.

Contextual Value

A cemetery was opened the same year the log church was built, 1883, and was located behind the church. No records exist of the burials until 1851. Harriet Thomas is the first person whose burial is recorded in the Arkell Cemetery. The date was April 11, 1851.

Description of Heritage Attributes

Key heritage attributes associated with the property 600 Arkell Road, Puslinch, include:

- All original doors and windows.
- Original foundation
- Exterior stone walls

It is intended that non-original features may be returned to document earlier designs or to their document original without requiring Council to amend the designating by-law.





WILSON

141



REPORT ADM-2023-016

TO: Mayor and Members of Council

PREPARED BY: Courtenay Hoytfox, Municipal Clerk

PRESENTED BY: Courtenay Hoytfox, Municipal Clerk

MEETING DATE: March 22, 2023

SUBJECT: Zoning By-law Amendment Application Recommendation Report - 6678 Wellington Rd 34

RECOMMENDATION

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

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

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

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

Therefore,

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

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

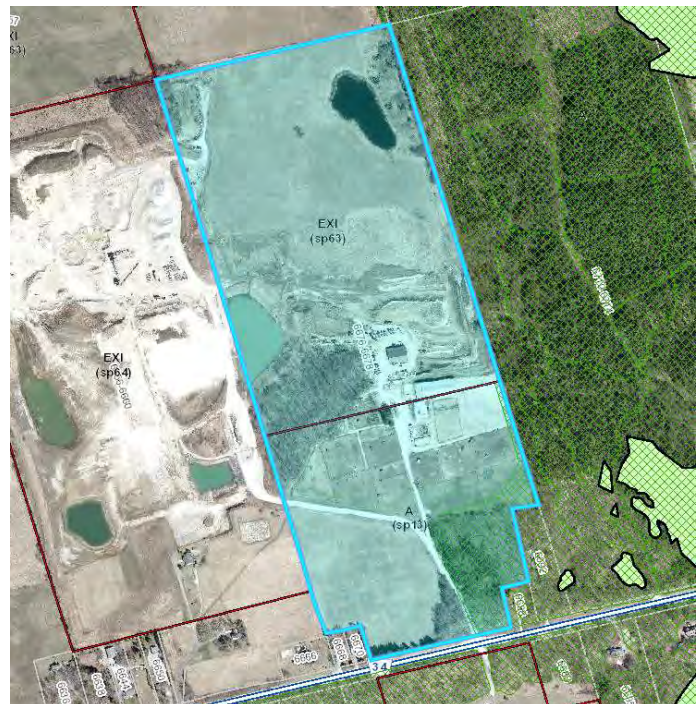
Purpose

The purpose of this report is to provide Council with a recommendation relating to the Zoning By-law Amendment Application for the property 6678 Wellington Rd 34. The agent for the applicant submitted two (2) formal submissions in relation to this application with three (3) addendums to the second submission. The addendums were submitted in February 2023. All materials submitted by the applicant have been peer reviewed and peer reviews are attached to this report.

Background

The Township was contacted in the spring of 2021 related to an Environmental Compliance Approval (ECA) application for the property 6678 Wellington Rd 34. The Township was being asked to confirm local zoning compliance for the proposed ECA application. The property is zoned Extractive (EXI sp63), Agricultural (A sp13). There is an active Aggregate Resource Act (ARA) license over the lands zoned EXI sp63. The licensee is Capital Paving Inc. The Township was not able to confirm zoning compliance for the ECA application given that the hydro vac use identified in the ECA application was not a permitted use in either zone on the property.

The Township contacted both the MNRF and the MECP regarding the on-going use and requested clarification on whether the use was permitted under the ARA license or through the MECP authority. Both Ministries responded that the use was not currently permitted or explicitly included in existing permissions for the property, however no enforcement action would be taken by the Ministries.



A formal objection letter was sent to the MECP in relation to the ECA application due to zoning non-compliance. The applicant withdrew the ECA application with the Ministry and proceeded to submit a Zoning Amendment application with the Township. The Zoning Amendment application was received on January 11, 2022 however, the Township was not able to deem the application complete until October 28, 2022 as the application did not meet the requirements for a complete application. The statutory public meeting was held on November 30, 2022. The

Township received significant opposition and concern related to the proposed legalization of the land use from the public.

A number of statements were made at the public meeting that required follow up action by staff. Concerns that have been identified may require further action by the property owner regardless of the outcome of the zoning amendment.

In response to comments made at the public meeting (by the agent for the applicant and the public) regarding soiling testing and contamination, the Township retained the firm XCG which specializes in Environmental Engineering. XCG has noted a number of concerns detailed in the peer reviewed attached to this report as Schedule "C".

The agent of the applicant advised that fill was imported near the south area of the property in the Agricultural zone and was approved by the Township through a Site Alteration permit. Staff confirm that no permit has been issued to this property, although an application was made after the fill was imported to the site.

The agent of the applicant advised that a portion of the Agricultural zone area was being used by a tenant for temporary outdoor storage. The tenant, had been advised that the use is not a permitted in the Agricultural Zone and has vacated the property.

The agent for the applicant advised the public at the public meeting that all buildings and structures were legal and have proper approvals. This statement was made in response to a question by a member of the public regarding the existing permissions for an office building and truck parking on the property. In response to this public feedback, staff reviewed the property file and could not locate any building permit records for the office building or septic system. The Township Chief Building Official was asked to comment and provided the following information:

The ARA license does not exempt the property from requiring building permits. At a high level, to bring the property into compliance from a building code perspective, we would need the following:

- *Existing building(s):*
 - *We would require a "change of use" permit for any building not used for agricultural purposes.*
- *Holding tank(s):*
 - **Option A – Valid permit:**

- *If the applicant can prove that the existing holding tank(s) was installed with a valid permit, we will require:*
 - *A written agreement with an approved hauled sewage system operator.*
 - *A septic assessment by a qualified person that the existing tank is in good condition and is adequate to serve the building and its occupants.*
- **Option B – No valid permit:**
 - *If it cannot be proven the existing holding tank(s) have a permit and were inspected, we will require*
 - *The applicant must apply for a building permit to install a traditional septic system (tank and septic bed) to serve the building and its occupants.*

The Ecologist report prepared by Dougan & Associates identifies that an EIA addendum be provided to attempt to address the outstanding concerns. Given that the primary concerns Dougan & Associates has raised are non-compliance with relevant Core Greenlands Policies and non-compliance with the County Official Plan, staff recommend that no further addendums be requested from the applicant at this time. County Planning staff have raised similar concerns and ultimately recommend the refusal of the zoning amendment application.

The attached Schedules provide a detailed review of the application for Council’s consideration.

Financial Implications

None

Applicable Legislation and Requirements

Planning Act, R.S.O. 1990,

Aggregate Resources Act, R.S.O. 1990

Environmental Protection Act, R.S.O. 1990

Engagement Opportunities

None

Attachments

Schedule “A” County Planning Recommendation Report

Schedule “B” Harden Environmental Peer Review

Schedule “C” XCG Environmental Engineering Peer Review

Schedule “D” Wellington County Source Water Comments

Schedule "E" Dougan & Associates Ecology Peer Review
Schedule "F" GM BluePlan Engineer Comments

Respectfully submitted,

Reviewed by:

Courtenay Hoytfox,
Municipal Clerk

Glenn Schwendinger,
CAO



PLANNING REPORT for the TOWNSHIP OF PUSLINCH

Prepared by the County of Wellington Planning and Development Department

MEETING DATE: March 22nd, 2023
TO: Glenn Schwendinger, CAO
Township of Puslinch
FROM: Zach Prince, Senior Planner
County of Wellington
SUBJECT: **RECOMMENDATION – 2374868 Ont Inc (Badger)
Zoning By-law Amendment Application D14/BAD
Part of Lot 8, Concession 3
6678 Wellington Road 34**
ATTACHMENTS: **1 – Aerial of Subject Lands and area of existing use
2 – Sketch Provided by Applicant
3 – Requested zoning permissions**

RECOMMENDATIONS:

- 1) That Council receive this Planning Report by the County of Wellington Planning and Development Department; and,
- 2) That Council refuse the rezoning application D14/BAD

SUMMARY

The purpose of this application is to amend the Township of Puslinch Zoning By-Law 23-2018 to permit an existing vacuum truck operation. The operation includes an existing office building, parking for trucks and employees and materials handling and sorting facilities. The use currently operates on a site that is an active gravel pit license (Wellington Pit 5). The pit is licensed to Capital Paving however the use is operated by Badger. The pit license would need to be removed to allow the use on the property.

The intent of this report is to provide Council with our planning opinion in order for Council to make an informed decision on the proposed application.

A statutory public meeting was held on November 30th, 2022. Comments in support have been received in addition to concerns raised by consultants and the public.

Planning staff are of the opinion that the subject development proposal is not consistent with Provincial policy or the County of Wellington Official Plan and does not represent good land use planning. It is recommended that this application be refused, and that Council pass a resolution to refuse this application.

INTRODUCTION

Planning staff prepared a report for the Public Meeting held on November 30th, 2022. In addition staff prepared a memo outlining concerns with the application attached to a Puslinch staff report which was received by council on February 8th, 2023. The subject property is legally known as Part of Lot 8, Concession 3 and municipally known as 6678 Wellington Road 34 within the Township of Puslinch. The lands are approximately 38.22 ha (94.4 ac) and contains an existing building used for office space, a

detached accessory structure (former primary dwelling), agricultural building, truck parking, employee parking, soil handling area and agricultural fields. The applicant has indicated the use has existed for 9 years on the property and has included various monitoring data to supplement the submission. An aerial of the subject property is included as **Attachment 1**.

The property is a licensed aggregate pit - Wellington Pit #5 operated by Capital Paving Inc. (License number 20085). The applicant has indicated that the section of the pit that is subject of this application is in the rehabilitation phase of the pit's lifecycle. Further, the applicant has indicated that aggregate rehabilitation is anticipated to take 10 years.

PROPOSAL

The purpose of the Zoning By-law amendment is to rezone the subject property, which is currently zoned as EXI(sp63), to add the existing vacuum truck business as a permitted use. The use includes parking for the vacuum trucks, parking for employees, unloading liquid soil, screening and drying the deposited soil. The property has two (2) site specific zones. The proposed use operates on the Extractive zoned portion of the site, the area zoned Agricultural (sp13) is proposed to remain. The applicant has indicated that the existing office is approximately 650m² and approximately 35 employee's operation from the site. The applicant has indicated their intent to limit the number of vacuum trucks parked/operating from the site to 19 and the soil processing use encompasses approximately 2 ha. A concept plan provided by the applicant has been included as **Attachment 2**.

The subject lands are accessed via an existing driveway onto Wellington Road 34 which is also used as a haul access for the aggregate operation. The soil that is brought to site via the vacuum trucks is collected from properties throughout Southern Ontario and is a mixture of water and soil. Once brought to the site, the soil is stock piled, dried, tested and eventually used as fill as part of the rehabilitation for the gravel pit on the subject property. The water (effluent) from the liquid soil drains to an existing pond. The applicant is proposing the soil processing use would take place on an engineered clay liner if approved.

Staff's opinion is that the proposed use has two parts. The first being the truck parking, employee parking, and office uses related to vacuum truck business and the second part is the depositing of liquid soils, processing and stockpiling of the soils. The soil processing use is required to receive an Environmental Compliance Approval (ECA) for Waste and Air & Noise from the Ministry of Environment, Conservation and Parks (MECP). Once the soil is processed and meets the applicable MECP requirements, the soil can be transferred to any location, in this case the existing pit is in close proximity and the applicant has indicated that the final location of the processed soil is part of the existing pit rehabilitation program. Soil processing has a dedicated area on the site and equipment to move the stockpiles around the area.

REPORTS & SUPPORTING DOCUMENTS

In support of the subject Zoning By-law Amendment application, the following information and studies were submitted by the applicant:

- Planning Rationale Report, prepared by GHD, dated December 2021
 - *Planning comment:* Planning staff have reviewed this report and provide further discussion on planning policy and analysis below.
- Stormwater Management Report, prepared by GHD, dated April 14, 2022; *updated August 25th, 2022*
 - *Planning comment:* This report was peer reviewed by GM BluePlan, concerns were raised regarding the existing use and suggested a clay lined pond at a minimum be constructed. The applicant has agreed to a clay lined pond in principle but has not provided a design

or general stormwater management plan that would appropriately size the use to the proposed 2 ha area of the site.

- Environmental Impact Assessment, prepared by GHD, dated May 10th, 2022; *updated August 10th, 2022*
 - *Planning comment:* The EIS was reviewed by Dougan and associates. The EIS provides recommendations for setbacks to the adjacent woodlot (10 m). Dougan provided additional comments but have not indicated they are satisfied with the revised EIS at the time of this report.
- Design and Operations Report Waste Processing Facility, prepared by GHD, dated February 2, 2021.
 - *Planning comment:* This supplemental report was reviewed by planning staff and GM Blue Plan and has not been updated since the applicant has agreed to provide a clay lined area for the soil processing. Planning staff have reviewed this report for context for the proposed use.
- Acoustic Assessment Report, prepared by GHD, dated January 7, 2021.
 - *Planning comment:* This report was peer reviewed by Valcoustics who provided comments back to the applicant. The applicant submitted a response letter but not an updated report. Valcoustic's has not provided that they are satisfied with the responses or report at the time of this report.
- Erosion and Sediment Control Plan, Sheet No. C-02, prepared by GHD, dated December 13, 2021.
 - *Planning comment:* Peer reviewed by GM Blue Plan and factored in to their comments. Including potential for grading issues with the neighbouring property and not including the lands where site alteration occurred on the agricultural field.
- Traffic Operations Assessment, prepared by GHD, dated December 13, 2021.
 - *Planning comment:* County Roads staff reviewed the report and noted the peak estimated trips would not trigger further road improvements to WCR 34.
- Environmental Emergency and Contingency Plan 2374868 Ontario Inc.
 - *Planning comment:* This report was reviewed by GM BluePlan. Planning staff consider this report supplementary to other reports and information provided which provide context to the proposed use.
- Approximate Locations of Septic Systems Figure, prepared by GHD, dated December 2021.
 - *Planning comment:* Planning staff have reviewed this plan and the applicant has indicated the septic system serving the office is a holding tank. The Township does not have building permit or septic design information for this tank. Staff note holding tanks are generally not accepted by the Township.
- MNRF Rehabilitation Plan Map by Harrington and Hoyle Ltd., dated March 20, 2003.
 - *Planning comment:* Planning staff have reviewed this plan and note the 2 buildings have been removed and the new office building is not shown on the site plan. The Township has no building or demolition records for these buildings. Further, the rehabilitation plan is clear that the after use of the site it to be returned to an Agricultural use.

Following the public meeting, Township staff provided a status update to Council including a report from XCG Consulting Ltd (Environmental Engineers and Consultants) highlighting concerns with the application. XCG peer reviewed the environmental reports and documents provided by the applicant and has concerns regarding impacts to the groundwater from the existing operations and the sampling methods proposed. Updated comments from XCG were received on March 8th that they are not satisfied that the existing operations have not had an effect on the surrounding area.

The applicant (GHD) submitted response letters to staff to address comments raised by council, the public and agencies. Not all responses have been received at the time of this report.

PUBLIC CONSULTATION AND AGENCY COMMENTS

Planning staff had previously identified in the Public Meeting Report and Information Memo that there were outstanding technical concerns to be addressed prior to the zoning amendment and recommendation report being brought forward. Some of these concerns have been addressed but some remain outstanding including the effects to ground water resources.

A statutory Public Meeting was held on November 30th, 2022 and a number of comments were verbally received and written comments were received before and after the meeting. Some written submission expressing support for the application were received. The concerns raised by the resident's, Puslinch Development Advisory Committee (PDAC) and agencies are summarized in the following categories:

- Potential impacts to ground water resources (neighbouring wells) including sampling and monitoring of materials brought to the site and the potential impacts to groundwater;
 - *Planning comment:* In consultation with the Township's hydrogeologist concerns with the proposal remain.
- Scale of use and meeting Official Plan policy requirements, including permitted uses in Secondary Agricultural Area;
 - *Planning comment:* Staff provide discussion on the County's OP below including evaluating criteria for the Secondary Agricultural area.
- Permission and concerns regarding additional uses on the property (ie Telecon, importing large amounts of fill);
 - *Planning comment:* The applicant has indicated that Telecon was operating from the site but is no longer on the site storing outdoor equipment. Further, the applicant has confirmed fill has been received to the site without a site alteration permit. The permit that has been applied for is for agricultural purposes. The applicant has also indicated the owner of the subject property also is a partial owner of another vacuum truck company which infrequently visits the site.
- Concerns regarding trucking in the rural area;
 - *Planning comment:* The applicant is of the opinion that the soil processing use is an extension of the aggregate use on the property and has similar impacts regarding trucking. Planning staff have provided further discussion below.

Planning comment

Staff and agencies submitted a number of comments and the applicant has submitted responses. Planning staff have outlined similar concerns regarding the above comments and have provided discussion on these items below.

POLICY ANALYSIS

PROVINCIAL POLICY - PROVINCIAL POLICY STATEMENT (PPS 2020) & PROVINCIAL GROWTH PLAN (2020)

The subject lands are designated primarily as Secondary Agricultural Area in the County of Wellington Official Plan, as such, Section 1.1.4 Rural Area and Section 1.1.5 Rural Lands in the PPS are applicable. Rural Areas are described as being a system of settlement areas, rural lands, prime agricultural areas, natural heritage features and other resource areas.

The PPS provides a definition of safe communities that includes avoiding development that may cause environmental or public health and safety concerns including the re-use of excess soil where feasible and

will protect human health and the environment. The PPS also protects Sensitive Ground Water Features; these include an aquifer that is susceptible to the addition of pollutants. The PPS in Section 2.2 and the Growth Plan in Section 4.2.1 aim to protect Water Resources including surface water features and ground water features by restricting development or site alteration in or near sensitive water and ground water features. The subject property is located in an area and on a property that has the potential risk of contaminating a municipal drinking water supply regardless of the monitoring processes that could be applied to the site, as indicated by the Township's Hydrogeologist. Staff's opinion is that the use would be better served on a site located with fewer risks to municipal water supply and private wells.

Regarding compatibility, the lands are largely surrounded by the existing aggregate operation, Natural features (Significant Woodland), Agricultural, and residential uses. The applicant has prepared a series of supporting studies, including a Noise Impact Study, Traffic Impact Study, Stormwater Management Brief and Hydrogeological Assessment. These studies have been peer reviewed but concerns from an hydrogeological, environmental and civil engineering standpoint remain outstanding. Planning staff have further discussion regarding compatibility below.

The PPS also encourages on site and local re use of excess soil through planning and development approvals while protecting human health and the environment. The PPS also encourages progressive rehabilitation and recognizes the interim nature of the extraction use. Based on the comments from the Township's hydrogeologist this is not an appropriate location for the processing of liquid soils and does not meet this section of the PPS.

Regarding Natural Heritage Features, there is an adjacent woodlot and comments from the Township's peer reviewer have not been fully addressed and it has not been satisfactorily addressed that there will be no negative impacts to the adjacent woodlot.

Similar to the PPS, with the Growth Plan the Rural Lands and Rural Areas policies apply, additionally the Growth Plan directs much of the employment growth to settlement areas, unless where otherwise permitted. The Growth Plan includes policies for Rural Employment areas which are accounted for and designated in the County of Wellington's Official Plan. The Township of Puslinch does not have Industrial designated lands within a settlement area but it does have designated Rural Employment lands. Planning Staff's opinion is that the proposed use is industrial in nature and is more appropriately located within the Industrial designated sites within Puslinch, these are also largely located in the Rural Area, and meet rural service levels, these lands are identified as Rural Employment areas in the County of Wellington Official Plan.

PROVINCIAL POLICY – O.Reg 244/97, O.Reg 406/19, ENVIRONMENTAL PROTECTION ACT (EPA)

The Province introduced changes to the Environment Protection Act (EPA) in 2019 and defined a number of items related to excess soil management through O.Reg 406/19, "Soil Rules". The "Soil Rules" state that "all liquid soil, processed or dewatered or solidified soil and process residues that are liquid shall be stored in a leakproof container on an impermeable surface in a manner sufficient to contain and prevent the material from escaping into the natural environment."

One of the changes made by the Ministry of Natural Resources and Forestry (MNRF) to O.Reg 244/97 was to align the Aggregate Resources Act (ARA) with the excess soils definition which references Liquid Soils and clarification that the quality of soil for pit rehabilitation must be tested prior to being placed on the active site and processed outside of a licensed pit. Further, the applicant must receive an ECA under the EPA to authorise a waste processing facility. These additional processes to permit liquid soils are

significantly different from an Aggregate Processing Facility or a similar aggregate accessory uses that may be permitted on an active gravel pit site plan or license which is accessory to the pit operations.

It is understood that the applicants will also need an ECA for air and noise in addition to the industrial sewage works ECA or waste processing facility ECA for the use itself. This ECA was previously applied for then withdrawn by the applicant to allow the zoning to first occur for the use.

WELLINGTON COUNTY OFFICIAL PLAN

The subject property is designated as Secondary Agricultural, Core Greenlands and Greenlands within the County of Wellington Official Plan. Identified features include Environmentally Sensitive Area and Significant Woodlands. The subject lands are located within the Paris Galt Moraine Policy Area. Further, the lands are identified as a sand and gravel resource of Primary and Secondary Significance in Schedule C and Appendix 2 of the Official Plan and within a Licensed Aggregate Operation.

Water resources

The OP provides policies for groundwater resources in Section 4.9.3 and the Paris Galt Moraine Policy Area in Section 4.9.7 which apply to this site. The intent of these policies is to protect the moraine processes and features, these include groundwater recharge and surface water detention. The intent of the plan is to ensure water quality and quantity are not negatively affected by development. Large scale developments are required to demonstrate that ground and surface water functions will be maintained, restored and enhance where possible. Further, Section 4.9.5.9 provides policies relative to Mineral Aggregate Resources which apply to this site, including that the use and storage of recyclable and imported material for blending purposes may be permitted provided that these uses and materials do not pose a risk to groundwater quality. Staff, in consultation with the Township's Hydrogeologist, have concerns regarding the level of risk this use places on the existing aquifer in this area.

Mineral Aggregate Overlay

Ancillary uses may only be established if the environment is adequately protected from negative effects of the use. Staff are of the opinion that the proposed use is not ancillary to the aggregate use of the site because the business and associate processing of excess soils is considered a separate use from aggregate operations. Due to the requirement for the aggregate site plan to be amended to allow the use, the proposed end product may benefit the aggregate use of the site but is not required to be located on or adjacent to a gravel pit going through rehabilitation. Further, the Overlay emphasises the importance of the rehabilitation plan to ensure the agricultural uses are restored after extraction for above water pits.

Greenlands

The proposed operations area is located 10m from the existing Significant Wooded Area on the site and adjacent Wooded Area (Little Tract). The Applicant has submitted an EIS which has been peer reviewed by the Township (Dougan and Associates). The proposed EIS recommends a 10 m buffer be applied from the processing area to the existing drip line. Staff note that previous site alteration has occurred in this buffer with an existing silt fence located at the tree line, a permanent fence located 10m away is recommended in the EIS.

Secondary Agricultural Area

The Secondary Agricultural Area allows for small scale commercial or industrial uses subject to the criteria in Section 6.5.4. "Small scale commercial, industrial and institutional uses may be permitted provided that:

- a) appropriate sewage and water systems can be established;
 - *Planning comment:* The proposed use has on site private sewage (existing holding tank) for the office use and a private well. The applicant has indicated they do not meet the

threshold for a Permit to Take Water for the use. No building permits were received for the septic system servicing the office on site. Staff note that generally holding tanks are not permitted as a means of sewage treatment and a permanent leaching bed should be considered by the applicant and Township if approved. In addition, there are 2 other existing septic systems servicing an agricultural building and A framed structure on the site located outside of the proposed zoning by law amendment. No information has been provided regarding these septic systems and when combined with the office septic system, a MOE approval may be required.

Regarding stormwater, the applicant is proposing a claylined pond which would help alleviate some concerns regarding possible contamination, the soil processing use will require additional approvals from the MECP. Currently there are no engineering controls in place for the surface water run off, the applicant is proposing a clay liner which would be an improvement but the underlying subsoils are not appropriate for this use in this area

- b) the proposed use is compatible with surrounding uses;
- *Planning comment:* The surrounding land uses include significant features identified by the Township's hydrogeologist, an existing gravel pit, agricultural uses and residential uses. The surrounding area is a combination of Prime agricultural, Secondary Agricultural, Greenlands and Core Greenlands designations in the Official Plan. Gravel pits are generally intended to be a temporary use. The pit is nearing the end of its lifecycle (approximately 10 years remaining as indicated by the applicant) at which point it would be returned to an agricultural use. The applicant is proposing the use be permitted on the site permanently, however the applicant suggests the use would cease after the pit is rehabilitated. Planning staff do not agree that it is appropriate to allow the use permanently when it intended to be a temporary use. The applicant has submitted a traffic impact study and noise assessment which have been peer reviewed. As noted above the Township's consultants have not indicated they are satisfied with the responses received to date.

Given the size and concerns regarding groundwater risks with this use in this area, planning staff do not agree that the proposal has adequately demonstrated that the use is compatible with the surrounding agricultural and residential uses in the area and the use would be better served in the Rural Employment / Industrial areas of the Township.

- c) the use requires a non-urban location due to: market requirements; land requirements; compatibility issues.
- *Planning comment:* The proposed use includes office space, parking of trucks and employee parking. Staff consider the proposed use to be an industrial use and not required to be located on an aggregate site. The use serves a large clientele, accepting soil from up to 19 different sites a day, and requires trucks to access the site daily. The applicant has also indicated that hours of operation can vary depending on the needs of clients and timing of construction works. The use may benefit from a non-urban location but does not require a non-urban location. The County Official Plan provides non-urban industrial lands in the Rural Employment area. The Rural Employment areas are specifically for uses that require large sites and a non urban location.

Similar to other uses, the parking, storing of the trucks, office, employee parking does not need to be the same location as where the material is deposited. Staff note this site appears to be optimal from the applicant's perspective due to the aggregate use and intent to support aggregate rehabilitation, however this use is proposed to be permanent and a permanent industrial use of this scale would be better served on sites designated as Rural Employment in the County OP. Puslinch has Industrial zoned lands available in the Rural Employment areas. Staff have looked in to numerous Badger locations which operate from Industrial zoned sites in Ontario without taking place on the same lands as the soil processing use.

The Rural Employment areas in the County OP are intended to serve uses that are similar to this operation including parking, storage, office space. The Secondary Agricultural area is intended to provide more uses and flexibility than the Prime Agricultural area, it is not intended to serve all industrial uses.

d) the use will not hinder or preclude the potential for agriculture or mineral aggregate operations;”

- *Planning comment:* The subject use is on an active pit license. The pit after use has always been to revert back to agriculture as per the approved rehabilitation plans, this use would impact the approved rehabilitation plans. The soil processing use may be beneficial to the aggregate operations because of the ability to reuse soil and the proximity to the existing pit however the ARA requires excess soils to be processed off active aggregate sites until the soil has been tested. By permanently allowing this use this will affect the rehabilitation plan for the existing aggregate operations.

e) the use will be small scale and take place on one lot and large scale proposals or proposals involving more than on lot will require and official plan amendment;”

Planning comment: The applicant is proposing that due to the size of the office the proposed use is small in scale. Staff do not agree with this assessment and find that this use is better described as a large scale proposal due to the number of trucks, number of employees, size of the area required for soil processing, that each truck visits a different site and that the after use of the soil can be placed on any site not associated with the subject property. Further, if the use is approved the site could accept liquid soils from other vacuum truck businesses in the immediate or extended area.

The applicant has indicated the soil processing use is 2 ha in area which includes all the associated parking for trucks, and employee parking. It is unclear how this area has been established and Planning staff are of the opinion that this use occupies a larger portion of the site. The aerial photo from 2015 roughly captures the 2 ha area but the 2020 aerial shows a much larger area being used for the use as indicated in **Attachment 1**. The Compliance Report provided by Capital Paving also shows an area larger than 2 ha outside of the Progressive rehabilitation area, presumably where this use is occurring. The stormwater management pond, which ultimately accepts the run off from the use and is consistently monitored by the applicant, should be considered in the area of the use. Staff have calculated the area to be closer to 6.3 ha (15.5 ac) which includes the stockpiles, slopes, employee parking, outdoor storage and access roads indicated on the 2020 aerial for the site.

The Secondary Agricultural area allows limited opportunities for industrial uses. The designation is not intended to allow all types and intensity of industrial uses, only those that can demonstrate that the above criteria can be met because the intent is that the area remains Agricultural in nature, the County Official Plan directs industrial uses to sites designated as Rural Employment.

Staff are aware of a few approved sites in Ontario for the liquid soil processing use (Waste ECA for liquid soils) and the applicant has not demonstrated to staff's satisfaction why the use needs to occur on this site. The applicant provided a number of properties where ECA approvals for liquid soils waste have been received or are in process, staff have reviewed these sites and find these are largely in Industrial designated areas and not in agricultural areas.

As the Provincial "Soil Rules" relate to best practices for handling soil, the Township may want to consider allowing the soil processing use under the Temporary Uses provisions of the Planning Act for a prescribed period to allow for this soil to rehabilitate this pit only provided the hydrogeological concerns and applicable Provincial requirements for handling liquid soils can be met.

When considering the proposed use staff have considered the cumulative impacts of both the soil processing and the vacuum truck business. The applicant has indicated that the soil processing is integral to the use of the site. Planning staff do not agree, neither use meets the intent of the Secondary Agricultural Area and would be better suited for industrial zoned sites in Puslinch.

Overall, Planning staff does not share the same opinion as the applicant's Planner that this proposal addresses the criteria of Section 6.5.4. Planning staff are of the opinion that the proposed use as presented does not meet the intent the Official Plan.

ZONING BY-LAW

The applicant is seeking to rezone the EX1 (sp63) portion of the site only. The applicant's proposed by-law would expand the definition of Aggregate Processing Facility to include vacuum truck uses, clarify that the vacuum truck operation is permitted on the site including storing of vehicles, and apply a Holding By-law to ensure the aggregate pit licence is removed on the area used for soil processing, the proposed wording has been included in **Attachment 3**.

Staff have concerns with the use that is not tied to the lifetime of the pit. The proposed use is not included on the aggregate pit license and the zoning amendment as proposed would consider these uses on the property permanently and have no tie to the lifetime of the pit rehabilitation and ultimately pit license surrender process.

The intent of the EX1 zone in the Township is that the zone would be placed on a property for the lifetime of the aggregate pit and license. As part of the pit rehabilitation and licensing surrendering process the lands are typically rezoned back to Agricultural with typical agricultural uses applying to the property. The Township's zoning by-law permits additional uses in the EX1 zone including an Aggregate Processing Facility, accessory Office and accessory Warehouse uses; these presumably would encourage varying after uses for the pit, the additional uses were added when the Township updated their parent zoning by-law in 2018 and inadvertently applied to this site.

The Township's zoning by-law also provides a definition of "Waste" which includes a reference to the EPA which intern would include excess soils and liquid soils. The By-law prohibits a disposal site for waste in all zones. Planning staff are of the opinion that this prohibition for all zones clearly indicates the Township's stance on a use of this nature.

Based on the size of the office building the site will require a minimum 17 parking spaces including barrier free spaces, these have only been shown conceptually to date and a detailed site plan with dimensions has not been provided. Further, should this be approved, the Township will require a Site Plan application which detailed zoning and building information including setbacks, parking, fire routes, grading, stormwater management, servicing and landscaping will be required.

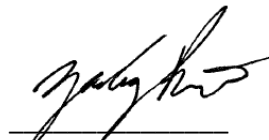
At the public meeting staff raised concern regarding approving a zoning by-law on an active gravel pit. The Township has received a legal opinion that the proposed Holding provision in the zoning by-law would meet the intent of the Aggregate Resources Act. Should council approve this amendment staff would recommend that a Holding provision be applied to the site as indicated in the applicant's proposed wording in **Attachment 3**.

CONCLUSION

The MECP has specific guidelines for excess soils and for liquid soils. These guidelines generally treat liquid soils as a type of waste processing rather than aggregate processing. The final destination for the end product may be used for the rehabilitation of the aggregate pit but the processing is treated as a waste processing site rather than being related to an aggregate use. Planning Staff's opinion is that the soil, once processed, may be beneficial to the aggregate operations but it does not need to occur on the same site as the aggregate operations. Given the additional provincial approval requirements for the use, the size of the use, the number of employees and vehicles on the site, planning staff are not satisfied that the criteria to meet a small scale industrial use in the Secondary Agricultural Area are met. Rural Employment lands are available in the Township of Puslinch which in staff's opinion would be better suited for this use. A number of concerns from the Township's consultant's remain unaddressed or not addressed to their satisfaction. Given the underlying hydrogeological concerns regarding the use, staff are not satisfied that the proposal appropriately mitigates potential risks from this use in the area and is not an appropriate use for this site.

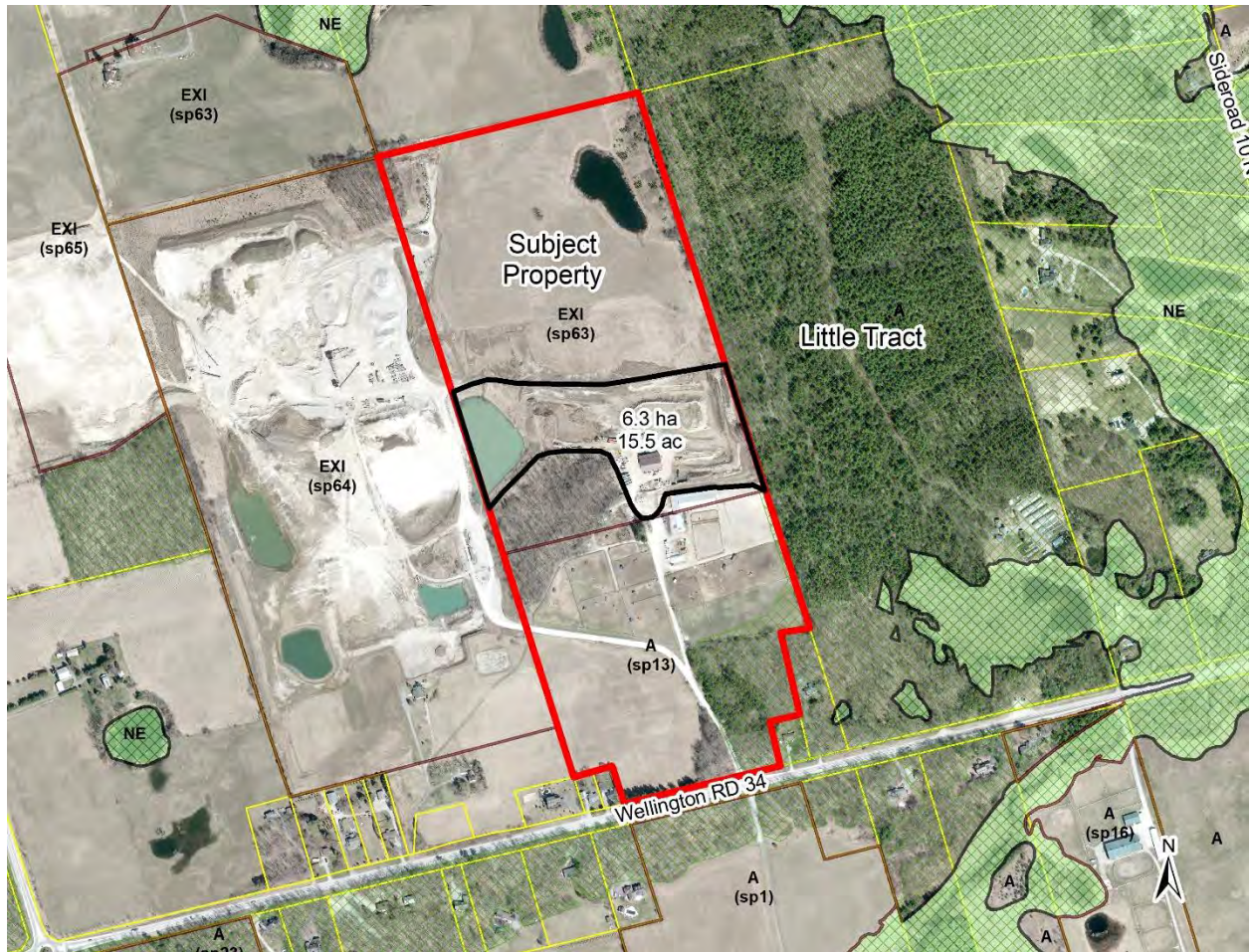
In planning staff's opinion, the applicant has not established that the proposed use is appropriately located on the subject lands and planning staff are not satisfied that the criteria of the Official Plan or Provincial Policy has been addressed and does not meet Provincial Policy or the County Official Plan.

Respectfully submitted,
County of Wellington Planning and Development Department

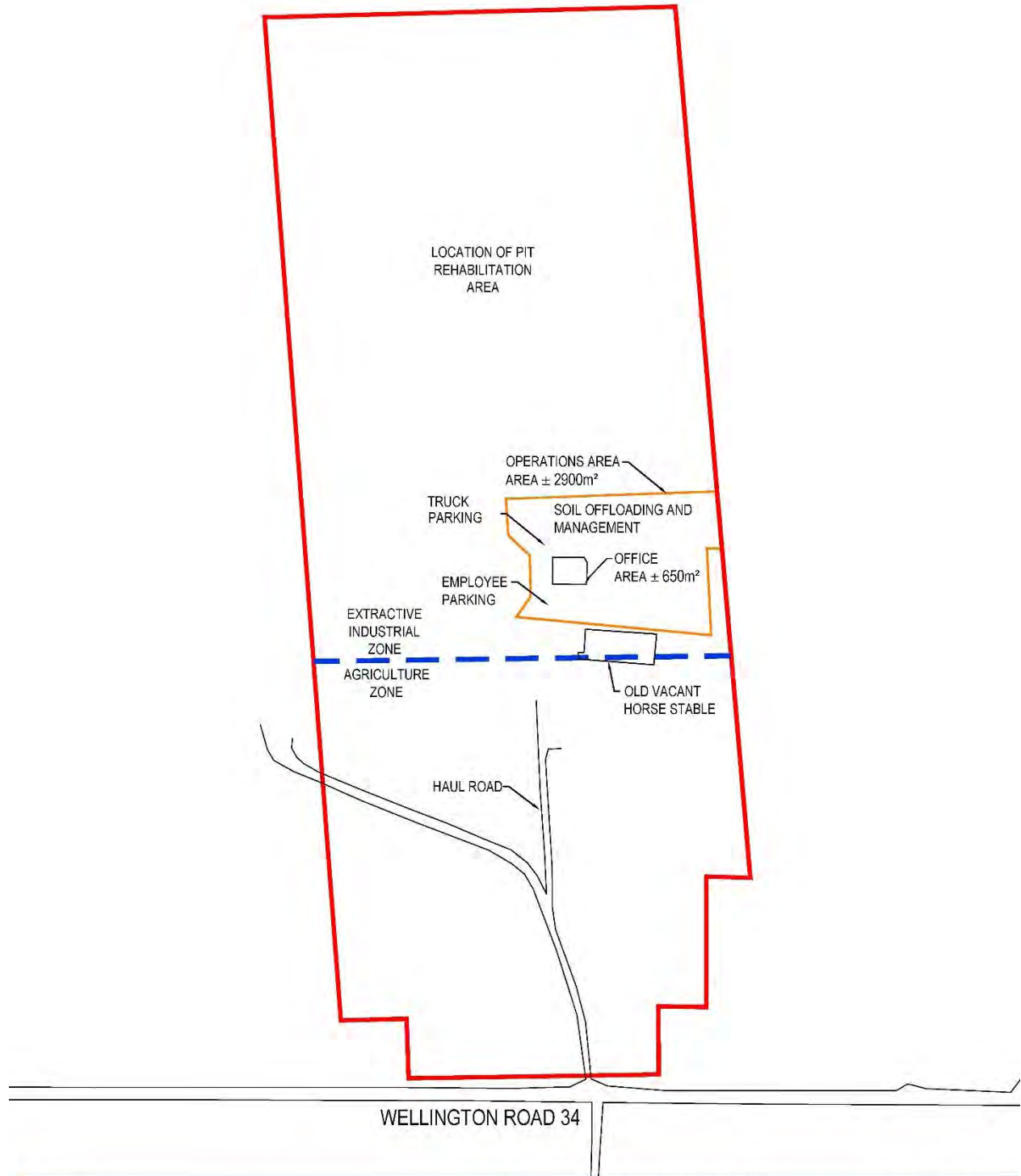


Zach Prince MCIP RPP
Senior Planner


ATTACHMENT 1 – Aerial of Subject Lands



ATTACHMENT 2 - Sketch provided by Applicant



LEGEND

	SITE OPERATION BOUNDARY
	SITE



BADGER CONESTOGA INC.
 6678 WELLINGTON ROAD 35
 CAMBRIDGE ONTARIO
**CONCEPTUAL PLAN OF
 EXISTING SOILS OPERATION**

Job Number	11210005
Revision	A
Date	DEC 2021
Figure 02	

Plot Date: 20 December 2021 - 12:13 PM

Plotted by: Jo-Anne Theurer

11 Allstate Parkway, Suite 310, Markham Ontario L3R 9T8 T 1 905 752 4300 F 1 905 752 4301 E ytomail@ghd.com W www.ghd.com
 Cad File No: N:\CA\Waterloo\Projects\662\11210029\Tech\Planning\Planning Report\11210029-PR_FIGURES.dwg

ATTACHMENT 3 – Suggested by-law wording by the applicant

Being a By-law to amend By-law 023-18, as amended, being the Zoning By-law of the Township of Puslinch;

The Council of the Township of Puslinch hereby enacts as follows:

1. General

1.1 That Schedule “A” of By-Law 023-18 is hereby amended by changing the EXI zoning category with special provision 63 (EXI (sp63)) to EXI zoning category with special provision XX and a holding provision ((HX)EXI (spXX)) as shown on Schedule A attached to and forming part of this By-law.

1.2 That notwithstanding any provision of By-law 023-18 to the contrary, the following uses are permitted on lands the lands zoned EXI (spXX):

- a. the use of a Vacuum Truck operation to transfer, store and process soil and aggregate materials.

1.3 That notwithstanding any provision of By-law 023-18 to the contrary, the following uses are prohibited on the lands zoned EXI (spXX):

- a. the disposal of waste.

1.4 That notwithstanding any provisions of By-law 023-18 to the contrary, the definition of an Aggregate Processing Facility on the lands zone EXI (spXX) shall be:

- a. any premises used to process, crush, screen, wash, store/stockpile, and/or sort aggregate, soil and top soil materials and includes an asphalt plant, a concrete batching plant, cement manufacturing plant, a brick and tile manufacturing plant, an aggregate transfer station, the stockpiling/blending of recycled aggregate, and a vacuum truck operation to transfer, store and process materials from other sites, and the storage of vehicles involved in the vacuum truck operation.

1.5 The “H” holding symbol prefixed to the EXI (spXX) Zone shall not be removed by amendment to this By-law until the following matters have been fulfilled to the satisfaction of the Township of Puslinch:

- a. The removal of the existing aggregate license subject to the Aggregate Resources Act.



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 Modeling
Groundwater Mapping
Permits to Take Water
Environmental Compliance
Approvals

Our File: 2135

March 13, 2023

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

Attention: Mr. Glenn Schwendinger
CAO

Dear Glenn;

Hydro-Vac Truck Disposal Area: 6678 County Road 34, Puslinch Township

We have received and reviewed additional draft information provided by the applicant. In response to concerns related to the permeable and vulnerable underlying aquifer condition, the following measures are suggested;

- Offloading of slurry on impermeable base
- Drainage of slurry through a lined drainage channel
- Storage of water in a lined pond with a control structure
- Release of water only when tested "clean" in comparison to Table 2 Potable Groundwater Criteria (*Full Depth Generic Site Condition Standards in a Potable Ground Water Condition All Types of Property Use, as provided in the Table 2 of the MECP document entitled "Soil, Ground Water and Sediment Standards for Use Under Part XV.1 of the Environmental Protection Act", dated April 15, 2011*).
- Water released to existing aggregate pond for irrigation or infiltration

In comparison to the present ongoing operation, the proposed measures reduces the risk of groundwater contamination from the offloading of untested slurries from the Hydro-Vac Trucks.

It remains our recommendation to the Township of Puslinch to not permit this activity through a zoning amendment. The ongoing and

proposed activity does not fall within the permitted activities for the existing zoning and the requested activities come with risk to the underlying groundwater resources.

The Township and County adopted the Paris and Galt Moraine Policies to protect the groundwater resources lying thereunder. The underlying geological formations are the source areas for local water supplies. The only available water supply comes from the groundwater aquifers and despite all assurances provided to date, the requested activity involves the offloading of untested sediment/water slurries. Although containment, testing and conditional release of water procedures will be in place, it remains our opinion that the hydrogeological setting is inappropriate for this activity given the reliance of local residents on the groundwater resource. In addition, there is continued pressure from the City of Guelph and Region of Waterloo for additional groundwater resources sourced from this area.

There are suitable locations for this type of activity below the escarpment where there are lake-based municipal drinking water systems and low permeability soils. There are also hydrogeologically suitable areas north of Guelph where lower permeability formations at surface do not allow for rapid transmission of contaminants to aquifers.

Given an opportunity to deny this activity, we continue to recommend that the Township prohibit this activity at this site.

Sincerely,

Harden Environmental Services Ltd.



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



March 8, 2023

XCG File No. 5-4740-03-01

Mr. Glenn Schwendinger
Chief Administrative Officer
Township of Puslinch
7404 Wellington Road 34
Puslinch, Ontario N0B 2J0

Sent via Email: gschwendinger@puslinch.com

Re: Response to GHD Comments dated February 16, 2023, for 6678 Wellington Rd. 34, Township of Puslinch, Ontario

Dear Mr. Schwendinger:

1. INTRODUCTION, PURPOSE, AND USE

As requested by the Corporation of the Township of Puslinch (the Township), XCG Consulting Limited (XCG) has prepared the following responses to comments received from GHD Limited (GHD) in a document titled “Response to February 1, 2023, XCG Letter, 6678 Wellington Road 34, Township of Puslinch, Ontario (Site or Property),” dated February 16, 2023 (GHD Responses).

For reference purposes, this letter includes XCG’s original comments that were provided in a letter titled “Peer Review of Environmental Documents Submitted in Support of Zoning By-Law Amendment Application for Northern Portion of a Property Located at 6678 Wellington Rd. 34, Township of Puslinch, Ontario,” dated February 1, 2023 (XCG Original Comments), in italic font and the corresponding responses from GHD, which are followed by XCG additional comments and highlighted.

It is noted, that XCG has provided additional comments for the Township in a letter titled “Updated Peer Review of Environmental Documents Submitted in Support of Zoning By-Law Amendment Application for Northern Portion of a Property Located at 6678 Wellington Rd. 34, Township of Puslinch, Ontario,” dated February 6, 2023 (XCG Updated Comments).

The scope of this letter is limited to the matters expressly covered. This letter is prepared for the sole benefit of the Corporation of the Township of Puslinch and may not be relied upon by any other person or entity without the written authorization of XCG Consulting Limited. Any use or reuse of this document by parties other than those listed above is at the sole risk of those parties.



2. COMMENTS AND RESPONSES

XCG Original Comment:

Have the on-site activities conducted by Badger resulted in impacts to soil, surface water, and/or groundwater on the subject property?

According to GHD, an environmental consulting firm retained by Badger, the operations conducted by Badger on the subject property since approximately 2013, have not resulted in impacts to surface water, groundwater, and/or soil on the subject property or its vicinity. GHD based this conclusion on the fact that "... years of extensive surface water, soil and groundwater testing ... demonstrate that all fill received and used for rehabilitation at the Site meets Table 1 (Background) Standards, all surface water meets Drinking Water Standards, and all groundwater meets Table 2 (Potable) Standards."

XCG disagrees with GHD's conclusion. Based on review of the reports prepared by GHD, it is XCG's opinion that the information and data provided in these reports indicates that operations conducted by Badger have resulted in environmental impacts to the subject property. Furthermore, it is XCG's opinion that the information and data provided in the reports prepared by GHD does not support GHD's conclusion that "... years of extensive surface water, soil and groundwater testing ... demonstrate that all fill received and used for rehabilitation at the Site meets Table 1 (Background) Standards, all surface water meets Drinking Water Standards, and all groundwater meets Table 2 (Potable) Standards."

GHD Response 1:

GHD's focus for soil was not an environmental site investigation to evaluate potential impacts to soil or other environmental media due to imported hydrovacced material. Rather it was to review and evaluate historic and ongoing soil data collected from dry soil stockpiles to determine the characterization of the soil and whether it could be used for on-site pit rehabilitation (i.e., meets Table 1 Standards¹). The soil sampling program required for imported soil will be specified by the Ministry of the Environment, Conservation and Parks (MECP or the Ministry²) in an Environmental Compliance Approval (Waste Transfer and Processing) (Waste ECA) to govern ongoing operations. The relatively small percentage of soil that did not meet Table 1 Standards was removed and disposed of at a permitted off-site treatment disposal facility. A similar approach was used to review and evaluate historic and ongoing pond surface water data and all data met Table 2 (Potable) Standards³.

Although background soil samples have not been collected as noted in XCG's letter, it is GHD's opinion that the Table 1 Standards are sufficient for comparison rather than using Site-specific background concentrations. The Table 1 Standards represent background values derived from the Ontario Typical Range values for soils that are not contaminated by point sources.

¹ Table 1 Full Depth Background Site Condition Standards published by the Ministry of the Environment (MOE) in the document entitled "Soil, Ground Water and Sediment Standards for Use Under Part XV. 1 of the Environmental Protection Act," dated April 15, 2011 (Table 1 Standards).

² Previously known as the Ministry of the Environment (MOE), Ministry of the Environment and Energy (MOEE), and the Ministry of Environment and Climate Change (MOECC).

³ Table 2 Full Depth Generic Site Condition Standards in a Potable Ground Water Condition published by the Ministry of the Environment (MOE) in the document entitled "Soil, Ground Water and Sediment Standards for Use Under Part XV. 1 of the Environmental Protection Act," dated April 15, 2011 (Table 2 Standards).



The Hydrogeological Impact Assessment (HIA) (GHD, December 2020) was completed as requested by MECP in support of an application for a Waste ECA. The HIA provided an understanding of Site geological and hydrogeological conditions, including groundwater sampling to determine if there are impacts to groundwater quality from historic and current hydrovac operations. The HIA also included a proposed annual monitoring program to provide an ongoing assessment of groundwater quality. MECP approved the HIA, which allows the Applicant to submit an application for a Waste ECA.

The Applicant intends to design and install an impermeable engineered liner system beneath the soil offloading and management area, water collection pit, ditch, and stormwater pond as detailed in GHD's November 25, 2022, letter and February 17, 2023, responses to comments letter.

As noted in the Excess Soil requirements:

“All liquid soil and process residues that are liquid shall be stored in a leakproof container on an impermeable surface in a manner sufficient to contain and prevent the material from escaping into the natural environment”. The impermeable engineered liners installed in the soil stockpile area, temporary pond, drainage ditch and final pond constitute containers with impermeable surfaces.

During placement of the impermeable engineered liner system, the Applicant will excavate, dewater and stockpile surface soil and sediment from the current soil offloading area, management area, temporary pond, ditch, and final pond. Soil samples from the stockpiles [number of samples and analytical parameters to be determined based on stockpile size and Excess Soil requirements] will be collected and submitted to the laboratory for analysis of petroleum hydrocarbons fractions 1 through 4 (PHC F1 through F4), volatile organic compounds (VOCs), semi-volatile organic compounds (SVOCs), metals and inorganics, and polychlorinated biphenyls (PCBs). The analytical results will provide an indication of whether hydrovac operations have impacted Site soils.

An operation and maintenance (O&M) program for the liner systems will be included in the updated Waste ECA Design & Operations (D&O) Report. The O&M program will include quarterly inspection of the impermeable liner system to ensure that the integrity of the liner has not been compromised by Site operations, and process soil and water are not being released to, and potentially impacting, soil quality beneath the impermeable liner system.

XCG Comment on GHD's Response:

GHD's response does not address XCG's original comment that the information and data provided by GHD in the various reports reviewed by XCG indicates that operations conducted by Badger have resulted in environmental impacts to the subject property.

As previously stated, the fact the soil surface water and/or groundwater quality meet a regulatory standard or criteria, does not mean that the on-site operations conducted by Badger have not resulted in on-site impacts. The regulatory standards and criteria for soil surface water and groundwater quality were not developed to be used as “pollute-up-to” levels and cannot be treated as the maximum allowable contamination level. Based on GHD's reasoning, it would be allowed to discharge contaminants to the environment, as long as the measured concentrations of these contaminants were below specified criteria.



XCG Original Comment: *Reportedly, fill brought to the site is not sampled prior to being dumped on-site. Fill brought to the site is only sampled after it is processed (mixed, drained, dried, and stockpiled), which reportedly takes up to a week. Based on the reviewed reports, it appears that only one sample was collected from every 100-cubic metre stockpile of the processed/dried fill. No stockpile sampling methodology was provided by GHD, as such, it is not known if the collected samples were representative of a worst case fill quality, or even representative of the overall stockpile quality.*

GHD Response 2:

The D&O Report which provides the soil sampling methodology was first written and submitted to MECP in February 2021. Since that time, Ontario Regulation (O. Reg.) 406/19 (On Site and Excess Soil Management) has progressively come into effect with the requirement for soil sampling and other items required as of January 1, 2023. Prior to 2023, the Applicant combined off-loaded soil into 50 cubic metre (m³) stockpiles of dry soil. Each 50 m³ stockpile was sampled at a frequency of one sample per stockpile. The Site has now increased its frequency of sampling to comply with the sampling frequency outlined in the Rules for Soil Management and Excess Soil Quality Standards, dated December 2022 that accompanies O. Reg. 406/19. For a stockpile up to 130 m³, three samples are required to be collected.

Prior to and during off-site hydrovac operations, the operators note any potential indication of impacted soil by client/site knowledge, visual, and olfactory observations. If there are potential impacts, then hydrovac loads are taken directly to permitted treatment/disposal facilities and not returned to the Site. During off-loading, dewatering, and stockpiling at the Site, the Applicant notes any evidence of potential impact such as staining or odour. During sampling of the stockpiling, samples are collected from worst-case areas of the stockpile where soil indicates potential impact due to visual and olfactory observations. If no evidence of potential impact is present, composite soil samples are collected to provide samples representative of the stockpile. Samples collected for VOCs and PHCs F1 are collected as discrete soil samples due to potential for volatilization losses. These provisions are provided in the D&O Report and will be updated as required in accordance with Excess Soil requirements prior to submission to MECP.

XCG Comment on GHD's Response:

GHD's response does not address XCG's original comment that the past or the currently proposed soil sampling methodology will allow the determination of the actual quality of the soil brought to the site and/or prevent importation of impacted soil to the site. This is because the sampling will be completed only after the soil brought to the site has been processed, by mixing/combining soil from different loads, allowing the soil to drain/dry before it is stockpiled and sampled. Sampling of the soil after it is processed relies on dilution (mixing of "clean" and "dirty soil," and volatilization of organic and some semi-organic compounds from the soil brought to the site. As such, given the soil sampling methodology employed to date, it is unlikely that the reported soil sample analytical results are representative of the actual soil quality brought to the site.

Furthermore, typically neither the full history of the source site(s) nor the soil quality at the source site(s) are known prior to the commencement of hydrovac operations. As such, it is unlikely that the reported analytical results for soil samples to be collected in accordance with



the currently proposed sampling methodology, will be representative of the actual soil quality brought to the site.

It is noted that the field screening methods are useful in determining the presence/absence of gross contamination but cannot be used as a substitute for collecting samples for chemical analyses and should not be relied on when determining if the soil is “impacted” and should not be brought to the site.

XCG Original Comment: *The stockpiled fill was reportedly sampled monthly from January 2017 to July 2020, and once a week from July 2020 to the end of November 2020. Not all fill stockpiles were sampled for by the same parameters. It is noted that according to the D&O Report, sampling of the imported stockpiled soil has been completed since 2014; however, no soil quality data prior to January 2017 was available for review.*

GHD Response 3:

The 2014 reference in the D&O Report was incorrect. The Applicant was conducting soil sampling from 2017 to 2020, when GHD first became involved. Since 2020, the soil sampling procedures and analytical parameters were updated to reflect the expected, pending Excess Soil requirements. Additionally, soil absorption ratio (SAR) and electrical conductivity (EC) were added to the analytical parameter list to provide evaluation in accordance with Aggregate Resources Act (ARA) policy for imported fill use.

GHD notes that the soil quality has been fairly consistent since 2017. All soil analytical data collected from January 2017 to December 2022 are provided in tables included in Attachment A (Site Conditions Summary) to the February 17, 2023, Responses to Township letter. One table provides all data, and one table provides summaries of exceedances of Table 1 Standards. A summary of the number of samples and exceedances also are provided in Attachment A text.

XCG Comment on GHD’s Response:

No further comments.

XCG Original Comment: *Analytical results for samples collected from the stockpiled processed fill after April 2020, indicate that occasionally, some of the tested parameters, including sodium adsorption ratio (SAR); metals, including barium, chromium, chromium VI, cobalt, lead, vanadium; polycyclic aromatic hydrocarbons (PAHs) including anthracene, benzo(a)anthracene, benzo(a)pyrene, benzo(b)fluoranthene, benzo(k)fluoranthene, fluoranthene, indino(1,2,3-cd)pyrene, phenanthrene, pyrene; petroleum hydrocarbons (PHC) including fractions F2, F3, F4, and F4G, and toluene were detected at concentrations above the Table 1 (Background) generic soil condition standards (SCS) published by the Ministry of the Environment (MOE, or the Ministry) in the document entitled “Soil, Ground Water and Sediment Standards for Use Under Part XV.1 of the Environmental Protection Act,” dated April 15, 2011 (MOE SCS).*

GHD Response 4:

GHD agrees with this data evaluation. Material that meets the Table 1 Standards is used for rehabilitation on the Property per the Ministry of Natural Resources and Forestry (MNRF) approved 2004 Rehabilitation Plan, O. Reg. 395/22 (Aggregate General), and ARA Policy 6.00.03 (Importation of Inert Fill for the Purpose of Rehabilitation). The Rehabilitation Plan allows for inert fill to be imported, O. Reg. 395/22 allows for excess soil to be imported to



licensed areas, and ARA Policy 6.00.03 states that: At the request of MNR, the licensee/permittee will conduct random sampling of the imported material to ensure that it meets the Ministry of the Environment's (MOE) criteria under Table 1 of MOE's "Soil, Ground Water and Sediment Standards for Use under Part XV.1 of the Environmental Protection Act"... where the imported material is not being placed within 1.5 metres of the surface, the criteria under Table 1 for sodium adsorption ratio and electrical conductivity do not have to be met.

All material that does not meet the Table 1 Standards is shipped off-Site for disposal at a MECF permitted treatment/disposal facility as indicated in the D&O Report. All incoming loads, sampling, and loads sent for off-site disposal are recorded in Site records.

XCG Comment on GHD's Response:

No further comments.

XCG Original Comment: *Samples collected between January 2017 and April 2020, were not sampled for SAR, PAHs, and PHCs. As noted above, samples collected after April 2020, occasionally were reported to have concentrations of these parameters above the Table 1 SCS.*

GHD Response 5:

Concur. Also see Response to Comment 1. GHD updated the parameter list when we became involved in the Site in 2020. All soil samples will be analyzed for PHCs F1 to F4, VOCs, SVOCs metals & inorganics per Excess Soil requirements and as required by the Waste ECA conditions. The data will continue to be compared to Table 1 Standards to verify that it can be used for pit rehabilitation. The current analytical parameter list is provided in Table 1.

XCG Comment on GHD's Response:

No further comments.

XCG Original Comment: *The standard method for determining if on-site operations have resulted in impacts to the surface water quality is to compare the results of the background samples to the results for samples collected from the site and/or downstream from the site. Typically, for the purpose of establishing background conditions, the surface water samples are collected from location(s) upstream of the site and/or upstream of areas affected by the on-site operations. If the concentrations of analyzed parameters in the samples collected from the site and/or downstream of the site are higher than the concentrations for the same parameters in the background samples, then there is a potential the on-site operations have impacted the surface water quality. It is normal for the concentrations of tested parameters to vary from sampling event to sampling; however, consistently higher concentrations in samples collected from the site and/or downstream from the site versus the concentrations in the background samples likely indicate site-related impacts to the surface water quality.*

There is no evidence in the reports prepared by GHD, that any background surface water quality samples have been or are being collected at the site. Therefore, there is no data available to determine if the operations conducted by Badger are impacting the on-site surface water quality.

GHD Response 6:

There are no additional surface water features at the Site that are upstream or downstream of the surface water pond. The major source of water in the pond is from the hydrovac operations



(i.e., water drained from soil stockpiles), storm water runoff, and likely some amount of groundwater infiltration. Based on Site observations, the pond does not overflow and there is no pond discharge structure, also indicating that it is currently acting as an infiltration pond.

GHD's focus for surface water was not an environmental site investigation to evaluate potential impacts to surface water due to due historic imported hydrovac material. Rather, it was to review and evaluate historic and ongoing surface water data, collected on a weekly basis from the pond, to determine the characterization of the water and whether it could be infiltrated to groundwater [i.e., meets Table 2 Standards]. Additionally, the HIA provided an assessment of groundwater conditions and quality beneath the Site and an ongoing monitoring program to assess groundwater conditions to evaluate potential impacts from Site operations, including exfiltration from the pond. The installation of engineered liner system beneath the operation areas and pond will prevent future release of potentially impacted water to underlying soil and groundwater. Surface water monitoring will continue on a more frequent basis once the pond is lined and this monitoring will accurately reflect hydrovac water quality as groundwater will no longer infiltrate into the lined pond. The revised HIA will be developed with the Township's consultants to provide sufficient updated groundwater conditions and a monitoring program to determine if there are impacts to groundwater from Site operations.

XCG Comment on GHD's Response:

GHD's response does not address XCG's original comment. Please refer to XCG's Comment to GHD's Response 1.

Furthermore, the following statement made by GHD is inaccurate/misleading:

"GHD's focus for surface water was not an environmental site investigation to evaluate potential impacts to surface water due to due historic imported hydrovacced material. Rather, it was to review and evaluate historic and ongoing surface water data, collected on a weekly basis from the pond, *to determine the characterization of the water and whether it could be infiltrated to groundwater...*" [emphasis added].

The above-quoted statement is inaccurate/misleading because the surface water samples are collected from the unlined, wet pond. Water draining from the soil brought to the site enters the wet pond where it continuously mixes with groundwater and continuously infiltrates into the ground. Therefore, contrary to the statement made by GHD, the surface water sampling does not determine whether the water could infiltrate, since by the time the surface water sample results are received from the laboratory, the sampled water has already infiltrated into the ground. Furthermore, the surface water samples currently collected from the wet pond are not representative of the water draining from the soil, since the samples are collected from the wet pond, after this water mixed with the groundwater in the pond.

XCG Original Comments regarding surface water sampling and surface water quality.

GHD Responses 7, 8, 9, 10, 11, and 12:

In general, the above-noted GHD responses were to XCG comments regarding surface water sampling and surface water quality.

XCG Comment on GHD's Responses 7, 8, 9, 10, 11, and 12:

The significant issues raised in the above-noted GHD responses were addressed in XCG's Comments 1 and 6, above.



XCG Original Comment: *Per-and Polyfluoroalkyl Substances (PFAS) are a group of manufactured chemicals that have been used in a variety of products, including, amongst others, the insulation of electrical wires. As such, since most of the soil/fill brought to the site by Badger reportedly is generated from daylighting of buried utilities and services, it is possible that the soil and water discharged on the subject site as part of Badger's operations contains PFAS.*

GHD Response 13:

Since there is no regulatory Standard for PFAS, the collection of PFAS data will have minimal benefit. GHD believes that the frequent lack of detection of organic compounds also supports the conclusion that PFAS analysis would have little value. The ECAs issued for other similar operations and pre-consultation with MECP for multiple Badger sites, including this one, do not provide for or indicate that sampling for PFAS are required. MECP has approved the current groundwater monitoring program provided in the HIA, including the analytical parameters to be tested.

XCG Comment on GHD's Response:

Although currently there are no soil, surface water, or groundwater quality standards for PFAS in Ontario, such standards already exist in other jurisdictions in Canada, including Alberta and British Columbia, as well as in the United States and Europe. Ontario does currently have interim advice for PFAS, recommending that drinking water used for human consumption not exceed 70 ng/L, and it is only a question of time before Ontario has its own soil, surface water, and groundwater quality standards for PFAS. Given their ability to move and persist in the environment, and the fact that some PFAS can accumulate in the body over time, since the site and the vicinity of the site rely on groundwater as a source of drinking water, it would be prudent to sample both the on-site groundwater as well as water draining from the soil brought to the site for the presence of PFAS, as a minimum to establish a base line for due diligence purposes.

XCG Original Comment: *The standard method for determining if on-site operations have resulted in impacts to the groundwater quality is to compare the results of the background samples to the results for groundwater samples collected from monitoring wells installed down-gradient from the site/on-site operations and screened in the same water bearing zones. It is normal for the groundwater concentrations of tested parameters to vary from sampling event to sampling event; however, consistently higher concentrations in samples collected from the down-gradient wells versus the concentrations in samples collected from the background well(s) likely indicate site-related impacts to the groundwater quality.*

GHD Response 14:

GHD concurs that a pattern of consistently higher concentrations of parameters related to the Site activities in downgradient monitoring wells, as compared to upgradient monitoring wells, would be evidence of Site-related impacts to groundwater quality. The monitoring program, as revised through consultation with stakeholders, has been designed to monitor for observable alterations to groundwater quality, as described.

XCG Comment on GHD's Response:

No further comments.



XCG Original Comments regarding impacts to groundwater from Badger's operations, and the groundwater quality monitoring program.

GHD Responses 15, 16, and 17:

GHD recognizes that the current monitoring well network could be improved through installation of additional monitoring wells, strategically located to intercept potential groundwater impacts from areas located downgradient of Site operations, and not currently monitored. Accordingly, GHD recommends that the monitoring network is expanded to include a monitoring well to the south of the existing on-Site stormwater management pond and to the south of the main facility operations area along the entrance haul road. These monitoring wells should be installed to monitor the overburden water table aquifer, as this aquifer is the potential receptor to Site-related impacts infiltrating into the subsurface.

Expansion of the monitoring well network as described above will provide more comprehensive groundwater quality monitoring, as well as an expanded understanding of horizontal hydraulic gradients and groundwater flow directions.

XCG Comment on GHD's Responses 15, 16, and 17:

The new/updated monitoring network should include additional wells located up-gradient, cross-gradient, and down-gradient for the areas of the site used for storage and handling of the soil and water brought to the site. In addition to the currently proposed list of groundwater contaminants of potential concern (COPC), the list of COPCs should include the PFAS. Furthermore, the currently proposed frequency of sampling should be increased to monthly during the first three years. The groundwater quality data should be assessed following the third year to determine if there are any trends in groundwater quality. Based on the outcome of this assessment, the frequency and scope of the monitoring program should be reevaluated to determine what changes, if any, should be made to the monitoring program moving forward.

XCG Original Comment: *XCG compared the groundwater results for samples collected on November 24/25, 2020, and on December 4, 2020, from the background monitoring well MW3-20 to the results for samples collected from monitoring wells MW1-20 and MW2-20. Based on this comparison, it is evident that some metal and inorganic parameters were detected and higher concentrations, in some cases significantly higher (i.e., at least one order of magnitude), in samples collected from wells MW1-20 and MW2-20 than in samples collected from well MW3-20. The following Tables 1 and 2 summarize the concentrations of total and dissolved metals/inorganics for samples collected from the monitoring wells MW-1, MW-2, and MW-3.*



Table 1 Comparison of total concentrations for samples collected on November 24/25, 2020, and December 4, 2020

Parameter (Total Concentrations)	MW3-20 November 24, 2020	MW1-20 November 25, 2020	MW2-20 November 24, 2020
Chloride	4800	8170	8110
Aluminum	210	352	6.6
Boron	12	24	70
Copper	0.96	1.39	18
Iron	224	417	<10
Manganese	90.6	114	357
Nickel	1.62	1.46	9.19
Potassium	1910	4100	63700
Sodium	6780	8500	6780
Zinc	<3.0	6.5	25.3

Parameter	December 4, 2020	December 4, 2020	December 44, 2020
Chloride	3980	11700	5400
Aluminum	61	366	9.6
Boron	11	29	43
Copper	1.42	1.43	10.8
Iron	68	439	<10
Manganese	50.9	135	143
Nickel	1.09	8.97	4.93
Potassium	1350	5560	32200
Sodium	4390	9850	5050
Zinc	<3.0	10.2	18.9

Notes: All concentrations are in µg/L.
 Green font indicates concentration lower or equal to the background concentration.
 Red font indicates concentration higher than background concentration.

Table 2 Comparison of dissolved concentrations for samples collected on November 24/25, 2020, and December 4, 2020

Parameter (Dissolved Concentrations)	MW3-20 November 24, 2020	MW1-20 November 25, 2020	MW2-20 November 24, 2020
Arsenic	0.31	0.41	<1.0
Cobalt	0.57	0.39	1.6
Copper	3.02	0.66	17.1
Nickel	1.35	0.88	9.5
Sodium	6870	8450	7340
Thallium	<0.01	<0.01	0.11
Zinc	1.7	1.3	26

Parameter	December 4, 2020	December 4, 2020	December 4, 2020
Arsenic	0.22	0.36	0.46
Cobalt	0.41	0.43	0.64
Copper	0.53	0.70	10.8
Nickel	0.95	1.13	4.94
Sodium	3680	9100	4800
Thallium	<0.01	0.015	0.066



Parameter (Dissolved Concentrations)	MW3-20 November 24, 2020	MW1-20 November 25, 2020	MW2-20 November 24, 2020
Zinc	<1.0	4.3	18.7
Notes: All concentrations are in µg/L. Green font indicates concentration lower or equal to the background concentration. Red font indicates concentration higher than background concentration. The listed concentrations are from Table 4.1 in the HIA Report.			

GHD Responses 18:

The results from Table 2 are more representative of groundwater quality. In GHD’s opinion, the differences between the concentrations presented from MW3 and those presented from MW1 and MW2 in the above Table 2 are not particularly significant. This interpretation is more evident when considering the majority of analytical parameters that were included in the analyses, but not presented in the above tables, for which concentrations at down/cross-gradient wells were similar to or below those at upgradient monitoring well MW3.

XCG Comment on GHD’s Response:

XCG does not agree with GHD’s opinion that “*the differences between the concentrations presented from MW3 and those presented from MW1 and MW2 in the above Table 2 are not particularly significant,*” given that some of the parameters were detected in wells MW1 and MW2 at concentrations over one order of magnitude higher than in up-gradient well MW3.

The fact that many other parameters were detected in wells MW1 and MW2 at concentrations lower than those reported in samples collected from well MW3, does not change the fact that based on the data provided in Tables 1 and 2, above, there is evidence of impacts to the on-site groundwater quality.

XCG Original Comment: *In summary, it is XCG’s opinion that the environmental monitoring activities undertaken by Badger on the subject site are not adequate to detect and/or monitor the potential and actual impacts to the soil, surface water, and groundwater on the subject property.*

GHD Responses 19:

GHD notes the following key items as discussed in the GHD Responses to Township Comments letter and the above responses:

- a. The Applicant has committed to have impermeable liners beneath the stockpile area, temporary water holding pond, drainage ditch, and final pond.
- b. The Applicant’s focus has been voluntarily collecting hundreds of samples to verify that the soil meets Table 1 Standards so that it can be used for pit rehabilitation.
- c. The Applicant also has voluntarily collected hundreds of surface water samples to assess whether surface water is impacted by operations.
- d. The Applicant has completed a HIA, reviewed and approved by MECP, which provides, among other items, an evaluation that concludes that there have been no unacceptable impacts to groundwater from operations.
- e. The Applicant has committed to review and provide revisions to the HIA, including further groundwater studies, more wells, and evaluation of current groundwater monitoring



program. This review and revision also will be collaboratively developed with the Township's consultants. Although the MECP has already approved the HIA, the HIA Amendment also will be provided to the MECP Guelph office for review and input as discussed with MECP. Based on this approach, the revised monitoring program will incorporate all parties input and satisfy requirements identified by each party.

- f. The MECP Waste ECA will provide a number of specific operations, monitoring, documentation, reporting, and financial assurance conditions that will adequately govern Site operations to prevent potential adverse impacts to the environment.

The Applicant and GHD believe that these measures will satisfy the Township's concern regarding the assessment of potential environmental impacts from the operations on an ongoing basis. The Applicant also has proposed to provide additional Financial Assurance to the Township directly, beyond what will be required by MECP, to ensure that the Township has resources available as needed to address potential environmental concerns.

XCG Comment on GHD's Response:

19 (a) - No further comments.

19(b) – Please refer to XCG's Comment to GHD's Response 2.

19(c) - Please refer to XCG's Comment to GHD's Response 6.

19(d) – The statement that the MECP has “approved” the HIA is inaccurate and misleading. The MECP has reviewed the HIA and provided comments in a memorandum, dated January 21, 2021. However, there is no evidence suggesting that the MECP has “approved” the HIA, or any other documents submitted to the MECP in support of the application for the Waste ECA. Based on XCG's experience dealing with the MECP, the Ministry does not “approve” documents submitted for its review. The Ministry relies on the information provided in the support documents and assumes that the information is correct. The Limitations included in the MECP's January 21, 2021, memorandum state:

“The purpose of the preceding review is to provide advice to the Ministry of the Environment regarding subsurface conditions based on the information provided in the above referenced documents. The conclusions, opinions and recommendations of the reviewer are based on information provided by others, except where otherwise specifically noted. The Ministry cannot guarantee that the information that has been provided by others is accurate or complete [emphasis added]. A lack of specific comment by the reviewer is not to be construed as endorsing the content or views expressed in the reviewed material [emphasis added].”

19(e) – As stated above, the statement “MECP has already approved the HIA” inaccurate and misleading.

19(f) - No further comments.

XCG Original Comments regarding the past, current and the proposed monitoring programs.

GHD Responses 20, 21, 22, 23, 24, and 25:

In general, the above-noted GHD responses were to XCG comments regarding the current and the proposed monitoring programs.

**XCG Comment on GHD's Responses 20, 21, 22, 23, 24, and 25:**

The significant issues raised in the above-noted XCG original comments and GHD's responses were addressed in the XCG's Comments provided above.

XCG Original Comment: *It is XCG's opinion that the proposed environmental monitoring, if implemented, will not be adequate to detect and/or monitor the potential and actual impacts to the soil, surface water, and groundwater on the subject property. This is because the proposed monitoring is almost the same to the monitoring activities completed on the subject up to end of November 2020. Below are the key points to support XCG's opinion:*

- *There is no plan to sample liquid soil brought to the site before it is discharged onto the site surface;*
- *Each load of imported soil will be sampled, only after it is processed (mixed with other soil) and dried on-site, and consolidated in 100-cubic metre stockpiles, which can be days to over a week after soil load has been delivered to the site;*
- *There is no plan to sample surface water draining from the imported soil before it discharges to the site and/or mixes with the groundwater in the SWM pond;*
- *There is no plan to add additional monitoring wells down-gradient from on-site soil processing and stockpiling area and/or around the SWM pond;*
- *The proposed frequency of sampling/monitoring activities during the first two years following obtaining the required regulatory approvals is similar to that completed in the past; and*
- *After the first two years, the currently proposed monitoring program will be reviewed to determine if any monitoring is required at all.*

GHD Response 27 (there is no GHD Response 26):

- a. The Applicant has committed to design and construction of an impermeable engineered liner system beneath the soil offloading and management area, temporary pond, ditch, and final pond as detailed in GHD's November 25, 2022, letter and our February 17, 2023, responses to Township comments letter. No water will be discharged from the temporary pond to the ditch which discharges to the final pond until the test results of a water sample from the final pond are received. If the water sample meets Table 2 Standards, then the water will be discharged from the final pond for use in irrigation of the agricultural crops in the rehabilitation area. If the water sample does not meet Table 2 Standards, then the water will be removed and either disposed of a permitted off-site treatment or disposal facility and/or treated on site and resampled until it meets the Table 2 Standards.
- b. The imported soil is only sampled after it has been processed, dried on-Site, and consolidated into stockpiles as required and with any additional requirements specific in the Waste ECA.
- c. With the new liners and temporary pond in place, surface water draining from the imported soils will be able to be sampled.
- d. The revisions to the HIA to be prepared in consultation with the Township and their consultants will provide the specific additional studies and actions (e.g., additional monitoring wells) that will be completed to update the understanding of geological and



hydrogeological conditions. The revised HIA also will include appropriate and agreed upon changes to the groundwater and surface water monitoring program including monitoring frequencies, analytical parameter lists and reporting intervals.

XCG Comments on GHD's Response 27:

27(a) – More information/a clarification is needed with regards to the on-site operations during the time when the analytical results for the sample(s) collected from the temporary pond are pending. Since, after the temporary pond is sampled, no water can be added or discharged from this pond until results are received, what happens to the soil processing (dewatering) activities? The analytical results will take a minimum of 24 hours from the time the sample(s) are collected, to the time the results are available/reviewed, and a decision is made with regards to the disposal option for the water stored in the temporary pond.

27(b) – No further comments.

27(c) – See XCG Comment 27(a).

27(d) – No further comments.

XCG Original Comments: *During the November 30, 2022, Public Information Meeting (Meeting), GHD has made several statements related to the sampling of the liquid soil brought to the site, including:*

- *Every load of soil delivered to the site by Badger is sampled;*
- *Every load of soil that comes onto the site is tested in accordance with all current practices, procedures, and analytical methods; and*
- *All soil brought to the site is sampled for all parameters.*

GHD Responses 28, 30, 31, and 32 (there is no GHD Response 29):

GHD Response 28:

See also Responses to Comments 1, 2, and 11.

The quantities of imported soil range from 52 to 62 tonnes (average 57 tonnes) or 39 to 46 m³ (average 43 m³) per day based on the following:

- 19 trucks;
- Each truck is physically restricted by a level float device from holding more than a maximum of about 12 cy. Typically, trucks have no more than 10 cy in a load;
- The water/soil mixture ranges from 60 to 90% water and 10 to 40% soil;
- Water density 62.5 pounds/cubic foot (lb/cf) or 0.76 tonnes/cubic yard (tonnes/cy)
- Soil density is on the order of 2 tonnes/m³.

GHD Response 30:

See Response to Comment 2 which is copied here:

Prior to 2023, the Applicant combined off-loaded soil into 50 m³ stockpiles of dry soil. Each 50 m³ stockpile was sampled at a frequency of 1 sample per stockpile. The Site has now increased its frequency of sampling to comply with the sampling frequency outlined in the Rules for Soil Management and Excess Soil Quality Standards, dated December 2022 that



accompanies O. Reg. 406/19. For a stockpile up to 130 m³, three samples are required to be collected.

GHD Response 31:

See Response to Comment 30:

GHD Response 32:

As detailed in the responses above, the parameter list for the soil samples will be standardized going forward and will include PHCs, VOCs, metals & inorganics, SVOCs, and PCBs. The Waste ECA will establish a specific analytical parameter list for soil.

XCG Comments on GHD's Responses 28, 30, 31, and 32:

GHD's Responses 28, 30, and 31, and the other responses referenced therein, do not address any of XCG's Original comments. In fact, the responses provided by GHD indicate that, contrary to the statements made by GHD during the November 30, 2022, public meeting:

- Not every load of soil delivered to the site by Badger is sampled;
- Not every load of soil that comes onto the site is tested in accordance with all current practices, procedures, and analytical methods; and
- Not all soil brought to the site is sampled for all parameters.

XCG Original Comment: *The most significant issues identified by XCG during this review include:*

1. *The potential for the liquid soil brought to the site by Badger to result in impacts to the on-site soil, surface water, and groundwater quality; and*
2. *The deficiencies in the past, current, and the proposed monitoring programs associated with the on-site operations conducted by Badger.*

The following steps/actions could be taken in order to minimize the potential for on-site impacts from the liquid soil brought to the site:

- *Every load of liquid soil brought to the site is sampled (soil and water) and the results reviewed to determine compliance prior to processing/dewatering and stockpiling of the soil on site.*
- *Constructing water-tight area(s)/cell(s) on-site for the liquid soil brought to the site. Once the liquid soil is placed in the cell, it can be sampled, and once it is determined that the soil and the water meet the Table 1 SCS or other applicable regulatory requirement, the soil can be processed/dewatered on-site prior to use as backfill on the adjacent pit. Soil and/or water not meeting the applicable quality criteria should be removed from the site for off-site processing or disposal at a Ministry-licensed facility.*
- *Liquid soil brought to the site could be processed/solidified using suitable amendments in the designated water-tight area(s)/cell(s). Once the soil is dry enough to be stockpiled, the stockpiled soil can be relocated and sampled in accordance with the applicable regulatory requirements.*

GHD Response 33:

The Applicant has committed to design and construction of an impermeable engineered liner system beneath the soil offloading and management area, temporary pond, ditch, and final



pond as detailed in GHD's November 25, 2022, letter and our February 17, 2023, responses to Township comments letter. No water will be discharged from the temporary pond to the ditch which discharges to the final pond until the test results of a water sample from the final pond are received. If the water sample meets Table 2 Standards, then the water will be discharged from the final pond for use in irrigation of the agricultural crops in the rehabilitation area. If the water sample does not meet Table 2 Standards, then the water will be removed and either disposed of a permitted off-site treatment or disposal facility and/or treated on site and resampled until it meets the Table 2 Standards.

The MECP Excess Soil Rules provide for the following regarding liquid waste management.

Liquid waste that is stored at a project area or a local waste transfer facility shall be managed in accordance with the following:

1. All storage and processing locations of liquid soil processed or dewatered or solidified soil and process residues shall be readily accessible for inspection by a provincial officer.
2. No more than 10,000 cubic metres of liquid soil and process residues that are liquid may be present at the site at any one time.
3. All liquid soil and process residues that are liquid shall be stored in a leakproof container on an impermeable surface in a manner sufficient to contain and prevent the material from escaping into the natural environment.

The D&O Report provided to MECP, and the Township provides detailed information regarding the design, operation, management, record keeping, and reporting activities for the Site. Township staff have visited the Site and the Waste ECA also will provide for provincial officer inspection of the Site at any time.

The proposed Waste ECA provides for the maximum storage of 5,000 m³ of dry soil and 250 m³ of water at any one time, well below the 10,000 m³ maximum.

The Applicant intends to design and install an engineered impermeable liner system beneath the soil offloading and management area, soil screening area, temporary pond, ditch, and final pond. The engineered liner system complies with Item 3 of the above requirements.

XCG Comments on GHD's Response 33:

For comment regarding sampling of water in the temporary pond please see XCG Comment 27(a). XCG has no further comments with regards to GHD's Response 33.

XCG Original Comment: *In order to monitor the soil, surface water, and groundwater quality for potential or actual impacts related to Badger's on-site operations, XCG recommends the following amendments to the current/proposed monitoring program:*

- *On an annual basis collect in-situ soil samples from the area(s) of the site affected by soil processing and stockpiling activities to determine if the on-site operations resulted in impacts to the on-site soil. Impacted soil should be removed from the site for off-site processing or disposal;*
- *Require every load of liquid soil brought to the site to be sampled (soil and water) prior to the liquid soil being discharged to the ground surface for processing;*



- *Water draining from the soil brought to the site should be sampled before it discharges to the on-site SWM pond;*
- *Install additional monitoring wells along the south and west (down-gradient) subject property boundaries, including two monitoring wells between the existing wells MW1-20 and MW2-20, and one well between MW1-20 and the water supply well EX1, and three monitoring wells around the SWM pond;*
- *During the first year, surface and groundwater samples should be tested on a monthly basis. Depending on the analytical results, the sampling frequency could be reduced, for example to once every two months or quarterly. The frequency and the scope of the ongoing monitoring program should be reviewed on an annual basis; and*
- *During the first year of monitoring, in addition to the currently proposed list of analytical parameters, the surface water and groundwater should also be sampled for PFAS.*

GHD Response 34:

- As indicated above, during placement of the impermeable engineered liner system, separate stockpiles of surface soil from the soil offloading and management area, temporary pond, ditch, and final pond will be generated. Soil samples from the stockpiles [number of samples to be determined based on stockpile size(s)] will be collected and submitted to the laboratory for analysis of PHC F1 through F4, VOCs, SVOCs, metals & inorganics, and PCBs as per the attached Table 1. The analytical results will provide an indication of the impacts from historical operations on soil and sediment. The Applicant will inspect the impermeable liner on a quarterly basis to ensure that the integrity of the liner has not been compromised by Site operations to verify that liquid soil is not being released to soil beneath the liner.
- No water will be discharged from the temporary pond to the ditch which discharges to the final pond until the test results of a water sample from the final pond are received. If the water sample meets Table 2 Standards, then the water will be discharged from the final pond for use in irrigation of the agricultural crops in the rehabilitation area. If the water sample does not meet Table 2 Standards, then the water will be removed and either disposed of a permitted off-site treatment or disposal facility and/or treated on site and resampled until it meets the Table 2 Standards.
- The revisions to the HIA to be prepared in consultation with the Township and their consultants will provide the specific additional studies and actions (e.g., additional monitoring wells) that will be completed to update the understanding of geological and hydrogeological conditions. The revised HIA also will include appropriate and agreed upon changes to the groundwater and surface water monitoring programs.

XCG Comments on GHD's Response 34:

Sampling for PFAS is discussed in XCG Comment 13. XCG has no further comments with regards to GHD's Response 34.



3. LIMITATIONS

The scope of this letter is limited to the matters expressly covered. This letter is prepared for the sole benefit of the Corporation of the Township of Puslinch and may not be relied upon by any other person or entity without the written authorization of XCG Consulting Limited. Any use or reuse of this document by parties other than those listed above is at the sole risk of those parties.

The opinions provided herein were based on the information and data generated by others. The reviewed information and data were assumed to be accurate, unless otherwise stated, and was not independently verified by XCG. As such, XCG cannot be held responsible for environmental conditions at the subject site that were not apparent from the reviewed information and data or due to errors and/or omissions in the information and data reviewed.

4. CLOSURE

We trust this information is sufficient for your use at this time. If you require additional information, please do not hesitate to contact the undersigned.

Yours very truly,

XCG CONSULTING LIMITED

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

Thomas Kolodziej, B.A.Sc., P.Eng., QP_{ESA}
Senior Project Manager



March 13, 2023

Memorandum

To: Courtenay Hoytfox – Municipal Clerk, Township of Puslinch

Cc: Meagan Ferris – Manager of Planning and Environment, Wellington County
Lynne Banks – Development and Legislative Coordinator, Township of Puslinch

From: Kyle Davis – Risk Management Official, Township of Puslinch

**RE: Zoning By-law Amendment Application D14-ONT,
6678 Wellington Road 34, Township of Puslinch**

On June 8, 2022, Wellington Source Water Protection staff provided comments and a Section 59 notice related to this Zoning By-law Amendment application. The Section 59 notice was provided to allow the Zoning By-law Amendment application to be deemed complete, as required by the *Clean Water Act* and *Planning Act*. The June 8, 2022 Wellington Source Water Protection staff comments provided an initial review of municipal source protection related submissions by the applicant including a Drinking Water Threat Disclosure Report and indicated that further detail and review would be deferred until the site plan application process. At this time, that conclusion still applies and the remaining municipal source protection requirements and review should be deferred until the site plan application process, if that process proceeds.

Although the documents submitted by the applicant, including the most recent 2023 submissions, indicate activities that may pose potential concern to groundwater, the scope of the Wellington Source Water Protection review is related only to the protection of groundwater for municipal drinking water purposes as outlined in the *Clean Water Act* and associated regulations. We understand that the Township Hydrogeologist, Harden Environmental and other Township consultants have provided significant comments as it relates to this application and for the protection of groundwater for private drinking water purposes and hydrogeologic function. Private or domestic drinking water wells are located in close proximity to the site whereas the nearest municipal well is approximately 5 kilometres from the site



I trust that this meets your current needs, if you require further information, please contact the undersigned.

Sincerely,

A handwritten signature in black ink that reads "Kyle Davis".

Kyle Davis, Risk Management Official
519-846-9691 ext 362
kdavis@centrewellington.ca

DOUGAN & ASSOCIATES

ECOLOGICAL CONSULTING & DESIGN

3-7 EDINBURGH ROAD SOUTH GUELPH ON N1H 5N8 T 519.822.1609 F 519.822.5389 www.dougan.ca

March 14, 2023

Lynne Banks
Development and Legislative Coordinator
Township of Puslinch
7404 Wellington Rd. 34, Puslinch, Ontario
N0B 2J0

RE: P11/6678 Ecology Peer Review of: Environmental Impact Assessment (EIA) – Zoning Bylaw Amendment 6678 Wellington Rd 34 (Badger Farms) Resubmission Dated August 10, 2022

INTRODUCTION

Dougan & Associates (D&A) was retained by Puslinch Township in May 2022 to complete a peer review of an EIA report prepared by GHD (original submission dated May 9, 2022). D&A's comments were provided to the Township on June 29, 2022 and circulated to GHD.

GHD prepared an updated EIA dated August 10, 2022 in response to comments which was circulated to D&A for review on March 7, 2023. D&A has reviewed this second submission in relation to our original comments and provided an updated review presented below.

It is recommended that an EIA addendum be prepared to address the outstanding comments outlined. Please do not hesitate to contact the undersigned with any questions or concerns regarding this review.

Regards,



Christina Olar, HBSc, Eco. Mgmt. Tech., ISA
Ecology Manager, Ecologist, Arborist



Todd Fell, OALA, CSLA, CERP
Director, Landscape Arch., Rest. Ecologist

GENERAL COMMENTS

Table 1: Updated general comments on second submission EIA – Zoning Bylaw Amendment 6678 Wellington Rd. 34 (GHD, August 10 2022)

D&A Original Comment (June 29, 2022)	Comment Addressed in EIA dated Aug 10, 2022? (Y/N)	Additional Comments and Clarification
<p>1. The Wellington County Official Plan (OP) - Schedule A7 Puslinch - designates the Subject Lands as "Greenlands". Section 5.6.1 of the OP, Permitted Uses, does not allow Commercial Uses in the Greenlands designation and under Section 5.6.4, Zoning, it suggests Greenlands be given a restrictive zoning by a municipal council. Please demonstrate how the proposed Zoning Amendment is compatible with the portions of the site designated as Core Greenlands.</p>	<p>No</p>	<p>Please demonstrate how the proposed Zoning Amendment is compatible with relevant Core Greenlands policies.</p>
<p>2. There are insufficient details on the proposed land use as a hydrovac operation to demonstrate the proposed land use will not result in negative impacts to the natural heritage features. Standard information provided to support a By-Law amendment would include, but not be limited to, the following:</p> <p>a. What is the "proposed" use(s) of the subject lands?:</p> <ul style="list-style-type: none"> o Footprint area o Intended duration o All associated activities with the operation of the proposed use <ul style="list-style-type: none"> • Buildings or structures (existing and proposed) • Buildings or structures (size and height) • Parking, Loading • Services (water, waste, source and destination) • Services (electrical, gas, roads) 	<p>Yes</p>	<p>Comment resolved.</p>

D&A Original Comment (June 29, 2022)	Comment Addressed in EIA dated Aug 10, 2022? (Y/N)	Additional Comments and Clarification
<ul style="list-style-type: none"> • SWM (how is storm drainage provided?) • Other activities: <ul style="list-style-type: none"> ○ Location of soil stockpiles ○ Duration of stockpiles remaining on site ○ Watering and dewatering details ○ Sedimentation and erosion control measures • Traffic (site access and vehicle frequency) 		
<p>3. Breeding bird surveys (summer 2022) and a two-season vegetation survey during peak growth season (spring and summer 2022) were included in the TOR. These surveys were not completed for the EIS. Please provide the rationale for the omission and demonstrate the surveys are not required to make a determination of no negative impacts.</p>	Yes	Comment resolved.
<p>4. The report identifies two ponds adjacent to wooded areas representing potential amphibian habitat. Please characterize the potential presence of amphibian habitat and assess the potential impacts and associated mitigation measures for proposed land uses and activities.</p>	Partially; discussed in sections 5.2.2 and Table 2. See additional comment.	Table 2 notes that “Marsh Monitoring surveys were not completed for the Subject Lands, however these ponds may provide suitable habitat for breeding amphibians in the absence of surveys.” We are in agreement with this statement. Potential impacts (including any indirect impacts) and mitigation strategies related to amphibian breeding SWH are not discussed in the EIS. Please provide a clear impact assessment and mitigation strategies regarding potential amphibian breeding SWH.

D&A Original Comment (June 29, 2022)	Comment Addressed in EIA dated Aug 10, 2022? (Y/N)	Additional Comments and Clarification
5. Potential impacts arising from proposed land use changes and site alterations should be associated with their corresponding features and functions. For each species included in the plant/wildlife appendices, please indicate which ELC polygon(s) they were recorded in.	Yes	Comment resolved.
6. Please provide a figure showing the limit of disturbance for all activities in relation to natural heritage constraints and applicable buffers. Please include proposed mitigation including buffers and sedimentation and erosion control measures.	Partially; provided in Figure 3. See additional comments related to Figure 3.	Figure 3 identifies the proposed extraction area and a 10 m buffer to the Oil Well Bog Little Tract ANSI. Given the significance of the feature (Significant Woodland, Greenlands, ANSI) and its function as candidate and confirmed SWH, additional rationale is requested to support the recommended 10 m woodland buffer and fencing is sufficient, including an assessment of potential indirect impacts. Figure 3 does not show a buffer or other mitigative measures (e.g. silt fencing, permanent fencing) applied to the FOD5 community in the southwest portion of the study area. This feature is included in the Township's Environmental Protection Overlay, and based on the ELC description, it appears this woodland is of relatively high quality and contains a high proportion of native species. It is unclear if this woodland has been assessed for significance. Please

D&A Original Comment (June 29, 2022)	Comment Addressed in EIA dated Aug 10, 2022? (Y/N)	Additional Comments and Clarification
		provide an assessment of the FOD5 woodland significance, describe potential impacts, and, where applicable, proposed mitigation strategies to demonstrate no negative impact to the feature or its ecological functions.
7. The EIS report identifies wildlife habitat in adjacent significant woodlands. The potential for conflict with wildlife entering an active construction site has not been addressed. Please identify mitigation measures to exclude wildlife from construction zones as well as the protocols for workers to follow if wildlife, especially SAR, are encountered.	Partially; Figure 3 and section 5.2.6.2. See additional comment.	While silt and permanent fencing is recommended along the eastern boundary of the site, it is recommended that permanent wildlife exclusion fencing be installed along the entire operational perimeter to prevent wildlife entering the operational area from the ANSI and/or southwest woodlot during construction and during the operational phase. Additionally, the EIS should provide recommended timing for installation of fencing. To prevent construction and post-construction wildlife mortality, it is recommended that silt and permanent fencing be installed pre-construction.
8. Please provide a Monitoring and Adaptive Management Plan for both construction and post construction phases to ensure compliance and effectiveness of mitigation measures.	Yes; provided in section 5.2.6.3.	Comment addressed.
9. Greenland System features identified in the EIA include: environmentally sensitive areas and significant woodlands. Floodplain and wetlands are also present on abutting lands owned by the County. Please review and demonstrate compliance with all of the applicable	No	Please demonstrate how the proposed Zoning Amendment is compatible with relevant Greenlands policies.

D&A Original Comment (June 29, 2022)	Comment Addressed in EIA dated Aug 10, 2022? (Y/N)	Additional Comments and Clarification
policies in Part 5 of the County Official Plan (i.e. 5.4.1, 5.4.3, 5.5.4, 5.5.5).		

DETAILED COMMENTS

Detailed comments on the EIA are outlined in Table 2 by section and page number according to the original comments prepared by D&A dated June 29, 2022.

Table 2: Updated key comments on second submission EIA – Zoning Bylaw Amendment 6678 Wellington Rd. 34 (GHD, August 10 2022)

EIA Section Heading	EIA Page Number	D&A Original Comment (June 29, 2022)	Comment Addressed in revised EIA dated Aug 10, 2022 (Y/N)	D&A Comment (March 14, 2022)
1.3 Study Rationale	2	This section states that the closest PSW is 30 m east of the subject lands, when previously in the Executive Summary (Page i) it was stated the closest PSW is 120 m from the subject lands. Please correct/clarify.	Yes	None; comment addressed.
1.3.2 Provincial Legislation	5	Reference is made to “OMMAH, 2020” under “A Place to Grow”. According to your reference list, the citation is for OMMAH, 2019. Please correct the in-text citation or reference list.	Yes	None; comment addressed.
1.3.3 Local and other regulatory bodies	7	The County of Wellington Forest Conservation Bylaw 5115-09 is not included in the policy review. There are not enough details for either the proposed future land use or the site alteration to confirm whether or not tree removal	Yes	None; comment addressed.

EIA Section Heading	EIA Page Number	D&A Original Comment (June 29, 2022)	Comment Addressed in revised EIA dated Aug 10, 2022 (Y/N)	D&A Comment (March 14, 2022)
		is required. Please review and demonstrate compliance with relevant sections of the bylaw.		
1.3.3 Local and other regulatory bodies	7	Under the section concerning the Wellington County Official Plan (2021), the EIS fails to demonstrate how the proposed Zoning Bylaw Amendment to Commercial Zoning is in compliance with Schedule “5.6.1 – Permitted Uses” in regard to Greenland areas. Please elaborate.	No	This comment has not been addressed. Please demonstrate that the proposed ZBA is in compliance with Wellington County Official Plan policy 5.6.1.
1.4 Scope and Limitations	7	Section for client information (“[Client]”) has not been completed properly. Please correct.	No	Not addressed.
2.1 General Approach	9	It is unclear why Breeding Bird Surveys were not completed when they were committed to in the TOR (Appendix A). Please provide detailed justification for this deviation from the TOR.	Yes	Breeding Bird Surveys were completed in June and are now included in the report. Please note the sentence on page 10 stating that they are not included should be amended.
2.1 General Approach	9	According to the TOR (Appendix A) vegetation surveys were to be completed over two visits during peak growing seasons (late spring and summer). The two visits completed in November and April do not fulfil this requirement. Please provide detailed justification for this deviation from the TOR.	Yes	None; comment addressed.

EIA Section Heading	EIA Page Number	D&A Original Comment (June 29, 2022)	Comment Addressed in revised EIA dated Aug 10, 2022 (Y/N)	D&A Comment (March 14, 2022)
3.2.1.1 ELC Code Descriptions	11	Please add in botanical names for red pine (under FOC1-2) and Willow (under OAO) for consistency. Alternatively, update references to consistently include botanical names for only the first reference of a species in this section.	Yes	None; comment addressed.
4.1.2 Birds	14	Reference is made to "GHD's area search for birds" when previously bird records were noted as being only incidental. Please clarify if targeted bird surveys were completed on site.	Yes	None; comment addressed.
4.2.1 Woodlands	16	Reference is made to plantation forest being present when previously only deciduous, coniferous, and mixed forest was described. It is possible this is a carry-over left from the Fill Application EIS which does mention plantation. Please clarify or remove.	Yes	None; comment addressed.
4.2.3 Ponds	17	Spelling error in second sentence: "vegetatioin". Please correct.	Yes	None; comment addressed.
5.2.4 Wildlife Corridors/ Connectivity	23	Woodland to the east is referred to in past tense (was part... provided a movement corridor...). Please clarify.	Yes	None; comment addressed.
5.2.6 General Mitigation Measures	23	Point 4 contains a duplicate word (includes/include). Please correct.	Yes	None; comment addressed.
6. Policies and Legislative Compliance	24	Table 3 should include a review of existing Greenland features and demonstration of compliance with all of the applicable policies in Part 5 of the County Official Plan (i.e. 5.4.1, 5.4.3, 5.5.4, 5.5.5).	No	Please demonstrate how the proposed Zoning Amendment is compatible with relevant Greenlands policies.

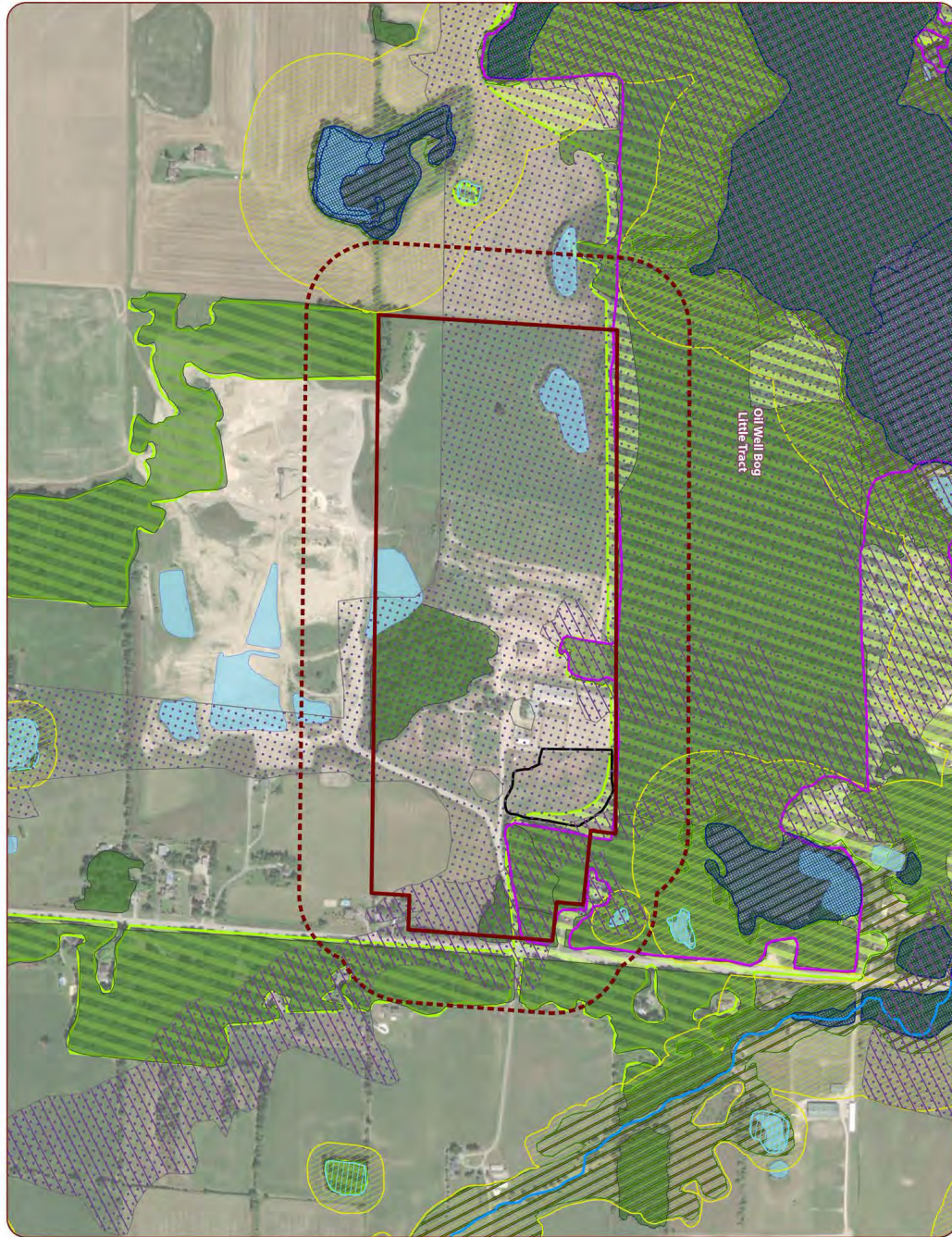
Map 1. Preliminary Natural Heritage Constraints (D&A, May 2022)

DRAWN BY: J.Sauder/N.White

DATE: 16, March 2022

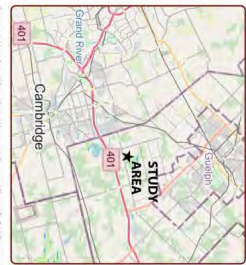
CLIENT: Township of Puslinch

PROJECT: DA21-034-09



Map 1: Preliminary Constraints
Preliminary Ecology and Natural Heritage Review for Badger Farms, Puslinch, ON

- Approximate Study Area
- Adjacent Lands (120 metres)
- Approximate Limit of Disturbance (GLD, 2021)
- MNR Wetland - Not Evaluated
- MNR Provincially Significant Wetland
- MNR Wooded Area
- Greenbelt - Protected Countryside
- ANS1 (Life Science)
- GRCA Regulation Limit
- Watercourse
- Waterbody
- Wellington County OP Designation
- Core Greenland
- Puslinch Zoning Bylaw Schedule A
- Natural Environment
- Environmental Protection Overlay



0 62.5 125 250
Metres
SCALE: 1:6,000

This information was prepared for the project and is not intended for use for any other purpose. It is provided as a guide only and does not constitute a warranty or representation. The user should verify the accuracy of the information and consult with the appropriate authorities before using this information for any purpose. The user should also consult with the appropriate authorities before using this information for any purpose. The user should also consult with the appropriate authorities before using this information for any purpose.



March 10, 2023
Our File: 120006-017

Township of Puslinch
7404 Wellington Road 34
Guelph, ON N0B 2J0

Attention: Ms. Lynne Banks

Re: Response Letter
6678 Wellington Road 34, Township of Puslinch

Dear Ms. Banks:

GM BluePlan Engineering (GMBP) received a second Zoning Bylaw Amendment submission on September 12, 2022 related to a portion of the subject lands at 6678 Wellington Road 34, in the Township of Puslinch. GMBP provided correspondence through email with the Township on October 3, 2022 regarding the submission. In 2023, several responses from the applicant were received on January 27, February 17, and February 22, 2023 furthering the discussion of the second submission for Zoning Bylaw Amendment. The intent of the applicant's responses was to respond to GMBP's and other reviewing parties' comments on the first Zoning Bylaw Amendment submission submitted on September 12, 2022, and to provide a formal response to ongoing email discussions between the applicant and reviewing parties.

Of the files received on January 27, 2023, three files were submitted in draft format and updated during the later responses provided on February 17, and February 22, 2023. The following are the other files submitted on January 27, 2023 that were reviewed and considered for this letter:

- Figure A-1, prepared by Capital Paving Inc, dated 2019.
- Figure A-2, prepared by GHD, dated November 2022.

The following files were received on February 17, 2023 for review and consideration in this letter:

- Response to February 1, 2023, XCG Letter, prepared by GHD, dated February 16, 2023.
- Response to Zoning By-law Amendment (ZBA) Application Comments, prepared by GHD, dated February 16, 2023.
- Response to Comments – February 8 Council Meeting Update, prepared by GHD, dated February 16, 2023.

The following file was received on February 22, 2023 for review and consideration in this letter:

- Response to Summary of Issues Zoning By-law Amendment Application, prepared by GHD, dated February 16, 2023.

To address groundwater quality concerns, the applicant has provided a written description of a site specific concept including pre-treatment (treatment train) measures, stormwater testing and maintenance protocols, and lining aspects of the stormwater management and drainage system with an impermeable liner.

The proposed site specific concept described by the applicant includes for:

- a lined impermeable stockpile processing area
- lined drainage ditch
- lined holding pond with discharge controls
- controlled release to the existing receiving and infiltration pond
- preliminary processes for soil and water quality testing along with protocols for permitting releasing of water from holding pond
- proposed monitoring and document retention

While the proposed concept appears to have some validity from a site grading and drainage perspective, further comment from an engineering perspective cannot be provided until formal detail design plans and a SWM report is provided.

We defer comment on zoning and planning concerns of the property to the Township Planning and Development department.

We defer comment on potential hydrogeological and groundwater contamination concerns by proposed activities to the retained Township Hydrogeologist and/or the retained Environmental Consultant.

If you have any questions or require additional information, please do not hesitate to contact us. We are happy to discuss the above comments in more detail prior to resubmission if required.

Yours truly,

GM BLUEPLAN ENGINEERING
Per:

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

Srdjan Malicevic, E.I.T

A handwritten signature in blue ink, appearing to read 'Steve Conway'.

Steve Conway, C.E.T., rcsi, PMP



KIM COURTS
DEPUTY CLERK
T 519.837.2600 x 2930
F 519.837.1909
E kimc@wellington.ca

74 WOOLWICH STREET
GUELPH, ONTARIO
N1H 3T9

February 24, 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
Annilene McRobb, Town of Minto
Karren Wallace, Township of Wellington
Courtenay Hoytfox, Township of Puslinch

aknight@get.on.ca
Lisa.campion@erin.ca
kokane@centrewellington.ca
LWheeler@mapleton.ca
annilene@town.minto.on.ca
kwallace@wellington-north.com
choytfox@puslinch.ca

Good afternoon,

At its meeting held February 23, 2023 Wellington County Council approved the following recommendation from the Planning Committee:

That pursuant to section 26 of the Planning Act, County Council declares that Official Plan Amendment 120 – County Growth Structure (a) conforms with the Growth Plan for the Greater Golden Horseshoe and Greenbelt Plan; (b) has regard for matters of provincial interest in section 2 of the Planning Act; and (c) is consistent with the Provincial Policy Statement; and

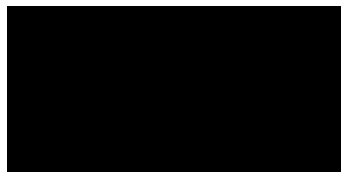
That a by-law adopting County of Wellington Official Plan Amendment 120 be approved; and

That the County Clerk forward the report to the Ministry of Municipal Affairs and Housing and to Member Municipalities.

Enclosed is the County Official Plan Review - OPA 120 Recommendation Report

Should you have any questions, please contact Sarah Wilhelm, Manager of Policy Planning at 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, February 09, 2023
Subject: County Official Plan Review – OPA 120 Recommendation Report



PLANWELL

1.0 Executive Summary

- The purpose of this report is to review comments and recommend to County Council the adoption of County Official Plan Amendment No. 120 - “County Growth Forecast” ([Link to Final Draft OPA 120](#))
- OPA 120 is the second amendment to the County’s Official Plan advanced as part of the County’s Municipal Comprehensive Review (MCR) under section 26 of the Planning Act.
- The Amendment updates the population, household and employment forecasts, and revises text in accordance with the new forecasts.
- OPA 120 is informed by technical work presented in the Phase 1 Urban Structure and Growth Allocations Report and associated consultation from June to July 2021 which included a Public Information Centre and circulation for comments (see Planning Committee report PD2021-21 for further detail).
- The Phase 1 Report was approved in principle by County Council in March 2022.
- Consultation for Draft OPA 120 included circulation for comments, a statutory open house on December 15, 2022 and a statutory public meeting on January 12, 2023 in accordance with section 26 of the Planning Act.
- For the reasons outlined in this report, staff recommend that OPA 120 be adopted by County Council and forwarded to the Minister of Municipal Affairs and Housing for a decision.

2.0 Background

In September 2019, County Council authorized the Planning and Development Department to proceed with the County Official Plan Review, which includes a Municipal Comprehensive Review component under the Growth Plan for the Greater Golden Horseshoe (2019). The Minister of Municipal Affairs and Housing has advised that municipalities may choose to use a phased approach (which includes more than one Official Plan Amendment) to achieve conformity with the Growth Plan. This is the approach we are taking. The growth forecast in this amendment is based on the Phase 1 MCR Report: Urban Structure and Growth Allocations prepared by Watson & Associates Economists Ltd. (Watson). Revisions to local allocations were made as part of the Phase 1 MCR technical review and OPA 120 reflects those changes.

3.0 Summary of OPA 120

The main changes to the overall County growth forecasts, relative to the current Official Plan are:

- The forecast extends to 2051 (current time horizon is 2041);
- Time intervals before 2041 are no longer shown, except to include 2021 as a base (this is being done because the Growth Plan no longer shows time intervals before 2051, and to provide flexibility for short and medium term work); and
- A higher percentage of population growth in Wellington will take place in urban centres (89% in 2051 versus and 82% in 2041).

The Amendment would also remove Special Policy 3.5.1 for Hillsburgh and Erin Urban Centres that is no longer necessary, as the Town has completed the Class Environmental Assessments for municipal servicing needed to determine the future growth for Hillsburgh and Erin to 2051.

4.0 Provincial Growth Plan

The Growth Plan requires that at a minimum, the population and employment forecasts in Schedule 3 will be used for planning and managing growth to 2051. OPA 120 implements the 2051 population and employment forecasts on a County-wide and municipal basis. As a priority, the Growth Plan requires a “vast majority” of growth to be directed to settlement areas that:

- i. have a delineated built boundary;
- ii. have existing or planned municipal water and wastewater systems; and
- iii. can support the achievement of complete communities.

With the proposed amendment, the County Official Plan will be in conformity with Amendment No. 1 to the Growth Plan for the Greater Golden Horseshoe (2019).

A discussion of the broader Provincial and County planning policy context is detailed in the County’s Phase 1 MCR Report, as prepared by Watson.

5.0 Consultation

The draft Official Plan Amendment (OPA 120) has been informed by consultation on the draft Phase 1 MCR Report: Urban Structure and Growth Allocations which included:

- Technical Resource Team (TRT) meetings with local and County staff through 2021
- Ongoing discussions with Ministry of Municipal Affairs and Housing staff
- Virtual Public Information Centre (PIC) to present Draft Phase 1 Report in June 2021
- Circulation of draft Phase 1 Report for comment from June to July 2021 to Member Municipalities, Indigenous communities, agencies, members of the public and stakeholders
- Documentation of PIC and circulation in Planning Committee report PD2021-21
- Documentation of Municipal feedback in Planning Committee report PD2021-30
- Documentation of final growth forecasts and allocations and feedback in Planning Committee Report PD2022-07

Key themes from the public consultation for the Phase 1 MCR technical report included the following:

- Preservation of agricultural land
- Municipal servicing availability
- Conservation of heritage resources
- Consideration of urban centre expansions
- Consideration of infilling and rounding out of rural settlements
- Housing affordability

The consultation for Draft OPA 120 included:

- September 2022 circulation to the Ministry of Municipal Affairs and Housing
- October 2022 circulation to Member Municipalities, Indigenous communities, agencies, members of the public and stakeholders
- December 15, 2022 statutory open house for Draft OPA 120
- January 12, 2023 statutory public meeting for Draft OPA 120

In order to obtain public feedback, notification of engagement opportunities was provided through the project email list and website updates. Notice of the statutory public open house and public meeting was provided in accordance with the Planning Act and advertised in the Wellington Advertiser. To provide options for the public, one meeting was virtual (open house) and the other was in person (public meeting). A recording of the presentation is also available on-line.

Public Consultation at a Glance
42 Open House Participants
18 Public Meeting Participants
19 Written Submissions

6.0 Key OPA 120 Comments

A summary of the key comments is provided below. For further details on these and other comments, see Appendix A (Open House Meeting Summary), Appendix B (Public Meeting Minutes) and Appendix C (Summary of Comments and Responses). Full written comments are available in the project file.

6.1 Public Open House

A number of key themes emerged from the open house:

- Centre Wellington growth
- Challenges related to Bill 23
- Housing affordability
- Ability of Erin to service its future growth
- Agricultural Mapping Review
- Impact of Greenbelt expansion in Erin
- Climate change impacts

Additional comments below supplement the responses in the meeting summary for the first three topics.

Centre Wellington Growth

Centre Wellington is a highly desirable place to work and live. The share of growth allocated to Centre Wellington is consistent with population and housing trends observed over the past decade. Through Municipal input, Watson adjusted the allocations to shift a larger share of growth to the County’s northern municipalities and to Erin, however, the overall Provincial forecasts are also higher.

The Province has forecast more growth to “Outer Ring” municipalities in the Growth Plan, like Wellington County (see Figure 1). According to Watson, the Greater Golden Horseshoe (GGH) Outer Ring is projected to be the fastest growing region in Ontario over the next 30 years (faster than the Greater Toronto and Hamilton (GTHA) “Inner Ring”). In addition, the Province has increased Wellington County’s share of Outer Ring population growth (Figures 2 and 3). Overall population growth in Wellington is expected to be driven by net migration across all major age groups largely from intra-provincial migration, primarily from urban centres in the west GTHA.

Figure 1 County of Wellington Context within the Greater Golden Horseshoe

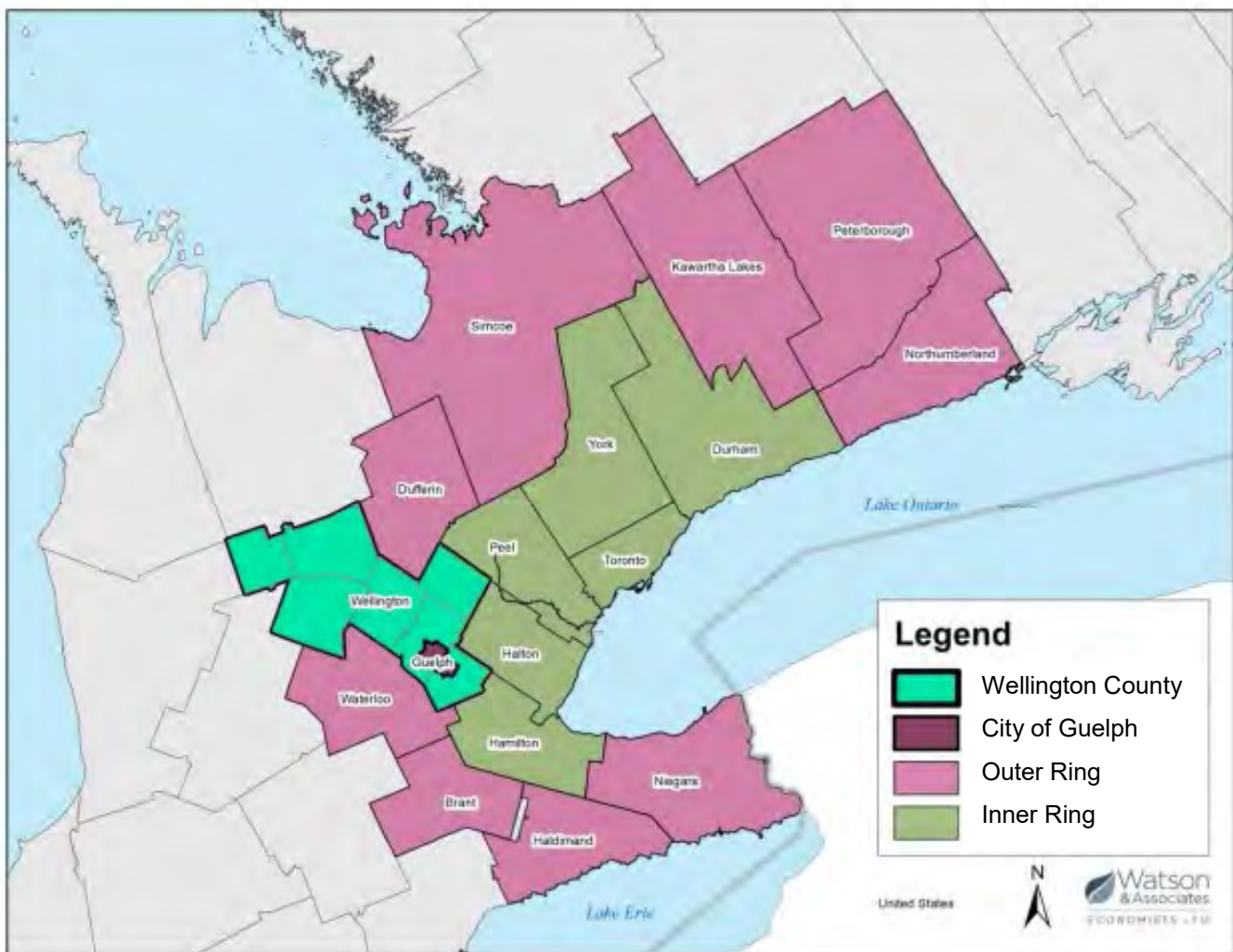
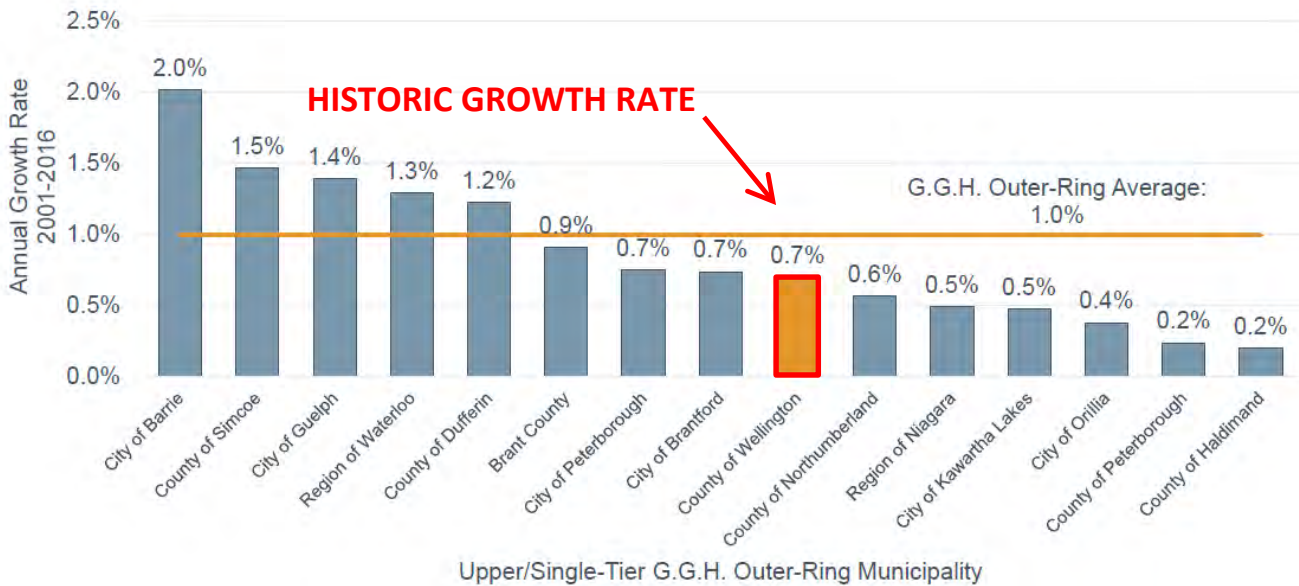
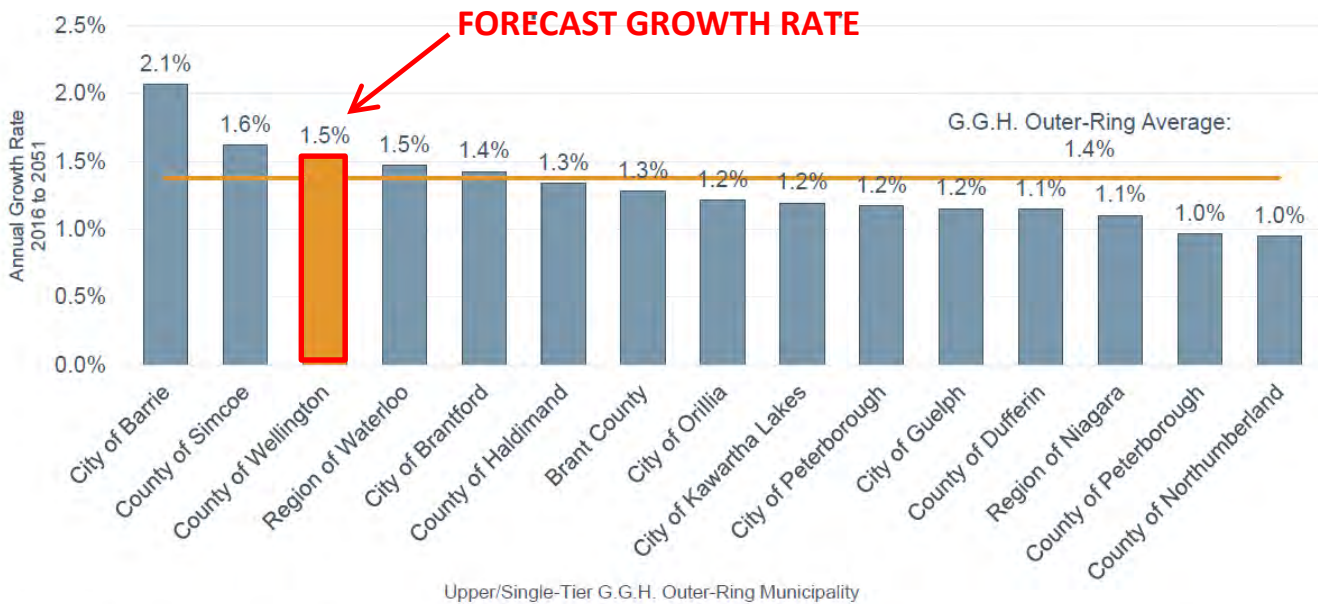


Figure 2 GGH Outer Ring Annual Population Growth Rate by Municipality 2001 - 2016



Source: Derived from Statistics Canada Demography Division data by Watson & Associates Economists Ltd., 2020.

Figure 3 GGH Outer Ring Annual Population Growth Rate by Municipality 2016 - 2051



Note: Population growth is based on the reference forecast scenario.

Source: Derived from Greater Golden Horseshoe Growth Forecasts to 2051 Technical Report, June 16, 2020, Hemson Consulting Ltd., by Watson & Associates Economists Ltd., 2020.

Impacts of Bill 23 on Growth Targets

Bill 23, the More Homes Built Faster Act (2022), introduced exemptions and discounts to development charges which will reduce funding available to municipalities to finance growth-related infrastructure. In a November 20, 2022 letter to the Association of Municipalities of Ontario (AMO), the Minister of Municipal Affairs and housing stated that they “are committing to ensuring municipalities are kept whole for any impact to their ability to fund housing enabling infrastructure because of Bill 23”. There are still many unknowns related this and other aspects of Bill 23, but it is clear from the Provincial government that municipalities are expected to deliver more homes, faster. Staff will continue to monitor and respond as additional information becomes available.

Housing Affordability

The County, in consultation with Member Municipalities, will take action to explore and implement planning policy changes to promote and secure affordable and attainable housing in Wellington County. A housing policy review will be completed as part of Phase 3 of the MCR. As we noted in a recent progress report on the Official Plan Review (PD2023-01), the Province has proposed to introduce a new Provincial planning policy document supporting their initiative to build more homes faster. We have paused the policy review pending more information about these new Provincial policies.

The County has already taken steps to increase housing options through second unit policy updates in 2017 and additional residential unit policies in 2020. Through proposed OPA 121, the County is amending Official Plan policies to allow municipalities to establish a Community Planning Permit System and other measures aimed at streamlining the development approval process in Wellington.

6.2 Public Meeting

Four people spoke at the public meeting. The comments emphasized the following:

- agricultural land conservation
- request for more rural growth in Puslinch
- information about vision
- a site-specific request to allocate more growth to Clifford

Additional information about public and stakeholder comments is in section 6.7.

6.3 Municipal

Township of Puslinch comments are the only municipal comments that were received for OPA 120. Township Council has requested that the County revise the Official Plan to increase the supply of rural residential lots in the Secondary Agricultural Area designation of Puslinch. The proposed revision is to remove the severance cut-off date of March 1, 2005 or alternatively, to move the date to March 1, 2015. Township Council has noted that there are limited opportunities for rural residential growth given the pending designation of Prime Agricultural Areas, Natural Heritage System and Greenbelt Expansion.

Planning staff acknowledge Council's concerns. As part of Rural Phase 3B of the MCR, the County - together with the Township - will comprehensively review the rural residential supply in Puslinch. Implications of revised Prime Agricultural mapping, Natural Heritage System and potential Greenbelt expansion will be considered at that time. In addition, we are monitoring to see what progress the Province makes toward developing a new Provincial planning policy framework which may introduce increased flexibility for rural growth.

6.4 Indigenous Communities

Our office received comments of no concerns from the Métis Nation (MNO), Chippewas of the Thames and Chippewas of Rama First Nation. Chippewas of the Kettle and Stony Point First Nation (CKSPFN) emphasized the need to protect existing farmland and natural heritage features from development, disclose uses of water and/or waterways, and protect water quality. The County will consult further with CKSPFN and other Indigenous communities as part of the ongoing Official Plan Review.

6.5 Agencies – Conservation Authorities

Responses were received from Grand River Conservation Authority, Conservation Halton, Maitland Conservation and Saugeen Conservation. No concerns were raised by these Conservation Authorities.

6.6 Agencies – Other

No concerns were noted in responses from Bell and Grey County.

6.7 Public and Stakeholder Comments

The public and stakeholder comments received and the staff responses are included as Appendix C. Some of the comments deal with matters in future phases of the growth management technical work such as settlement area boundary expansions, rural residential severances, etc. The discussion below provides more details about key comments directly related to OPA 120 and those received from Wellington Federation of Agriculture.

Request to Increase Allocation to Clifford

GSP Group planning consultants provided detailed comments on behalf of Clifford (Park St) Developments Inc. (Landscout Investments and Cachet Developments). The comments have been reviewed by Watson and a change to the Town's growth forecast is not recommended.

The growth forecast and allocation within the Town of Minto was prepared during Phase 1 of the MCR through consultation with the Town. It should be noted that initially the growth forecast for the Town of Minto included a greater allocation to the Urban Centre of Clifford. The allocation was revised based on the Town's request for a greater allocation of population and housing to the Urban Centre of Palmerston, with a corresponding reduction in the allocation to the Urban Centre of Clifford. Staff note that the growth forecast is a minimum and the County will continue to monitor growth and consider changes to the forecast and allocation by the next Official Plan review.

Request to Increase Allocation to Puslinch

Our office received comments from local builders/developers in Puslinch (Sloot Construction, George R. Good Construction, DRS Inc. and Timberworx) requesting an increase in the allocation to Puslinch. The Growth Plan requires that growth be limited in rural settlement areas that are not serviced by existing or planned municipal water and wastewater systems or are in the Greenbelt. A change to the Township's growth forecast is not recommended.

Staff note that the projections anticipate that Puslinch will add 710 housing units over the 2021 to 2051 period, whereas the July 2019 supply of residential units is 431. Pending Phase 3B of the MCR will focus on rural growth, including any necessary updates to the rural residential supply for Puslinch.

Request to Increase Allocation to Rural Centre Wellington

Stovel and Associates Inc. provided comments on behalf of BelCal Inc. regarding lands in Belwood (Part Lot 12, Concession 7). The comments requested that more growth be allocated to the rural areas of Centre Wellington or a policy provision be added to provide more flexibility in the interpretation of the growth tables. Staff do not recommend a change to the Township's growth allocation.

Wellington Federation of Agriculture (WFA)

WFA provided detailed comments in Table C4.1 of Appendix C addressing the following:

- Protection of Prime Agricultural Areas and the agri-food network
- Re-designation of Prime Agricultural land to Secondary Agricultural
- Prohibition of additional rural residential lots in the Secondary Agricultural designation
- Integration of climate change with growth management
- Increase minimum intensification target to 20% and strive to reach 25% intensification
- Application of a target of 80 people and jobs per hectare to future development properties that are currently farmed
- Transportation planning for agricultural uses as part of urban boundary expansions

We note that our office will continue to work with WFA and other agricultural stakeholders as part of the Agricultural Policy and Mapping Review and the ongoing MCR. Staff have provided responses to WFA's comments on OPA 120 in Table C4.1 of Appendix C.

With respect to the minimum intensification target and greenfield density targets, we note that the Township of Centre Wellington is considering retaining Watson & Associates Economists Ltd. to further review the urban centre land needs results for Centre Wellington, including the residential intensification and greenfield density assumptions. This may reduce the land need requirements for Centre Wellington.

7.0 Provincial Comments

As legislatively required, our office circulated Draft OPA 120 to the Ministry of Municipal Affairs and Housing on September 1, 2022. While no written comments were received, in conversations with Provincial staff they encouraged us to proceed with OPA 120 and had no revisions.

8.0 Final Draft Official Plan Amendment

The final draft County Growth Forecast Official Plan Amendment being recommended in this report may be found at the following link: [Link to Final Draft OPA 120](#). Since the circulation of the first draft of OPA 120, no changes have been made to the projected growth in the tables. Staff made minor editorial changes to add the word “Primary” to Urban Centre references in Table 1 and 7 and put Puslinch and Wellington North tables in alphabetical order.

9.0 Conclusion

Staff are satisfied that OPA 120 is consistent with the Provincial Policy Statement (2020), has regard for matters of provincial interest, and is in conformity with the Growth Plan (2019, as amended) and Greenbelt Plan (2017). Public concerns have been considered and addressed. In our opinion, OPA 120 represents good planning and is in the public interest.

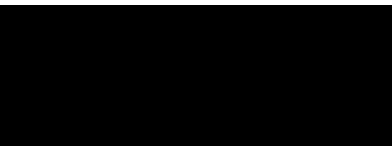
10.0 Recommendations

That pursuant to section 26 of the Planning Act, County Council declares that Official Plan Amendment 120 – County Growth Structure (a) conforms with the Growth Plan for the Greater Golden Horseshoe and Greenbelt Plan; (b) has regard for matters of provincial interest in section 2 of the Planning Act; and (c) is consistent with the Provincial Policy Statement.

That a by-law adopting County of Wellington Official Plan Amendment 120 be approved.

That the County Clerk forward the report to the Ministry of Municipal Affairs and Housing and to Member Municipalities.

Respectfully submitted,



Sarah Wilhelm, MCIP, RPP
Manager of Policy Planning

- Appendix A Public Open House Meeting Summary
- Appendix B Public Meeting Minutes
- Appendix C Summary of Comments and Responses

Appendix A

OPA 120 Public Open House Meeting Summary

Wellington County Official Plan Review OPA 120 Virtual Public Open House Meeting Summary December 15, 2022

Prepared by LURA Consulting

Background

The County of Wellington is currently reviewing its Official Plan (OP) to complete a Municipal Comprehensive Review (MCR) and a 5-year review of its Official Plan as specified under Section 26 of the *Planning Act*. An MCR is part of the OP review process. It establishes a long-term vision and planning framework for a municipality that fosters a sustainable approach to future growth and economic development. The County is doing this to prepare for additional population and employment growth and ensure that the updated OP supports healthy, compact, and complete communities in Wellington as directed through *A Place to Growth: Growth Plan for the Greater Golden Horseshoe*.

In June 2021, the County released its MCR Phase 1 Report ([review the report](#)). It held a virtual public open house ([review the presentation](#) and [read the consultation summary](#)) to discuss the recommendations prepared by consultants Watson & Associates Economists Ltd. relating to Urban Structure and Growth Analysis. Official Plan Amendment (OPA) 120 implements part of the growth management technical work from Phase 1, including:

- Updating the population, household and employment forecast tables in the Official Plan
- Revising text in accordance with updates

Meeting Promotion

A public notice regarding the Virtual Public Open House was published in the Wellington Advertiser two weeks before the meeting. The meeting was also promoted through the County's social media platforms.

Members of the public who wished to join the Virtual Public Open House were requested to register in advance. Individuals could also join the meeting by phone.

Meeting Overview

The Virtual Public Open House was held on December 15, 2022, with the purpose to:

- Provide an update on the County of Wellington's Official Plan Amendment (OPA) 120
- Gather feedback and answer questions about Wellington County's OPA 120

The meeting presentation was posted in advance on [Plan Well](#), the County of Wellington's Official Plan Review website, to allow participants to review it beforehand or follow along if they joined the meeting by phone.

In total, 42 participants joined the meeting.

Susan Hall (Facilitator from LURA Consulting) began the meeting with an introduction and overview of the meeting agenda. Sarah Wilhelm (Manager of Policy Planning at the County of Wellington) provided introductory remarks and delivered a presentation ([review the presentation](#)) on the following areas of the County of Wellington's OPA 120:

- Policy Context and Provincial Planning Policy Structure
- County and Local Planning Policy
- Potential Impacts of Bill 23
- Municipal Comprehensive Review (MCR) and Work Plan
- Overview of Phase 1 Work
- County Growth Forecast Amendment
- Population, Housing, and Employment Highlights 2021-2051
- Consultation to Date
- Key Themes from Comments

Susan Hall facilitated a discussion to receive feedback and comments from participants. A summary of the facilitated discussion is provided below.

What We Heard

General OP Review and MCR Process

Participants were invited to ask questions and share their comments regarding the County of Wellington's Official Plan Amendment (OPA) 120.

The questions, answers, and comments are included as follows. Questions are marked by a "Q", comments are marked with a "C", and answers and responses are noted with an "A".

General

Q: Is there a timeline for completing the Official Plan review?

A: There is currently no timeline for completion. Previous government legislation, Bill 23, changes to the 2020 Provincial Policy Statement, updates to the Growth Plan, and guidance documents have made things a bit of a moving target. The County is phasing in amendments gradually and pushing forward so that it can continue to support future growth.

Q: How can residents and communities in the Town of Caledon be kept informed?

A: For the OPA 120 process, individuals can subscribe through the project website for updates or be added to the email list to receive email updates on the project. In terms of

services from the Town of Erin, individuals can request information directly on the Town of Erin's website.

Agricultural Designation

Q: What kind of employment is anticipated to accommodate the increase in population in Centre Wellington?

A: More information is required to answer this question completely. Sarah Wilhelm, Policy Planning Manager, will address this and follow up with the participant who posed this question.

Q: What is the difference between Prime Agricultural and Secondary Agricultural?

A: Puslinch Minto and Erin are the only three municipalities with a Secondary Agricultural designation in Wellington County. The Prime Agricultural designation is primarily in areas with soils in Classes 1, 2, and 3, while the Secondary Agricultural designation is located in areas with lower capability for agriculture. The Province, under the Growth Plan, has issued for the agricultural system to be mapped in which they identified Prime Agricultural areas and candidate areas. Through the implementation and updating of the Official Plan and under the Growth Plan, the County is required to go through a process of rationalizing and reviewing the County's agricultural mapping. This work is ongoing, and there will be a detailed assessment of the difference between county and provincial mapping. The County will recommend how these lands should be designated based on a series of provincial and county criteria and put forward a final recommendation on what it would look like to implement the refined agricultural system under the Growth Plan.

Q: How are lands designated as Prime Agricultural or Secondary Agricultural? Is there documentation showing how lands are designated as such?

A: Soil composition is a significant part of how agricultural lands are designated. This designation process refers to the Canadian Land Inventory (CLI) mapping. The range of soils (e.g., Class 1, Class 2, Class 3, etc.) helps inform what can constitute Prime Agricultural land. The land use and its surrounding area are also factors that can contribute to the designation, and these factors are mainly used within the provincial agricultural system mapping.

When the Province did their desktop assessment, it developed several criteria and weighed them. There were assessment units that were created, and the consultants went across the GTA and weighed each of those criteria in those particular units and stitched them all together to create an agricultural system map that produced a Prime Agricultural area if it hit a certain threshold. The [Implementation Procedures for the Agricultural System in Ontario's Greater Golden Horseshoe](#) is a document that provides a simplified explanation of the agricultural system and the assessment methodology. A

more detailed technical document exists on how the Province has done their assessment, which is available for request through the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA).

Through the agricultural system review, the County will take the Province's initial mapping and refine it further to ensure that it reflects what it believes should have a Primary Agricultural or Secondary Agricultural designation. A consultation process with the public will also support this review.

Q: If the initial designation was a "desktop exercise," does this mean these lands were grouped via computer satellite photos? Will the consultants review these recommendations by visiting each site before Phase 3 is finalized and submitted to the Province?

A: The Province only conducted a desktop exercise through Geographic Information Systems (GIS) mapping and other automated mapping processes - ground truthing was not part of the provincial process. The Province did their process, mapped it, and then gave the County the primary and candidate areas, which have a bit more flexibility in reviewing and refining those areas. The primary areas recommended are more rigid because only certain scenarios allow refinement. The County has integrated some ground-truthing into the process to ensure nothing is egregious or out of place.

WSP is the consulting firm assisting the County of Wellington with Phase 3 work. The County needs to look at agricultural impact as part of the Settlement Boundary Expansion work. Margaret Walton, PLANSCAPE Inc., is the other specialized consultant helping the County review its agricultural system mapping. Margaret Walton is prominent in the agricultural space for her extensive field and planning work across the country. She has helped many municipalities implement their agricultural system mapping and provided recommendations. A ground-truthing element to this work has already been completed to help form the County's recommendations.

Q: What is ground-truthing?

A: The County cannot go on to private properties, so ground truthing involves driving to a site to look and observe what is on the land in terms of crops, buildings, etc. This is the extent of what the County can do given the geographic size of the County.

Q: Do you speak directly to the landowners during the ground-truthing process?

A: That is not part of the process at this point. The County is conducting this ground-truthing exercise to form an objective opinion on the lands and present a recommendation. There will be time for consultation and public engagement later in the process. At that time, landowners can share their ideas and concerns about their property and when there will be a discussion about what the County has proposed and what the policies require.

Q: Are any specific dates being explored for further details regarding site-specific requests to re-designate lands from Prime to Secondary Agricultural?

A: There are three municipalities involved in this process, and it is a significant undertaking to understand and review all these areas and put forward a recommendation. The public has not yet been involved in this process, but the County is open to hearing about the public's interests. There will be a point where the County will present its recommendations based on its assessment, and a more formal dialogue and process with the public will occur.

Q: Do you have an estimated timeframe for when the agricultural mapping work will be done? Will there be an opportunity to provide ground-truthing comments about what the consultant has presented?

A: It's hard to put an exact timeframe as there are close to 1,000 assessment units across Wellington County, with close to 300 assessment units in the Township of Puslinch alone. It takes some time to go through all the assessment units, but the County is working diligently with the consultants and member municipalities. Once the County and the member municipalities arrive at a minimum level of agreement on how to proceed, it can start a broader consultation with agricultural stakeholder groups and members of the public. At that point, there will be an opportunity to comment on and refine the agricultural mapping work.

Q: Who can the public contact about the agricultural review, particularly when the agricultural land is next to and partially integrated into a rural residential development?

A: Jameson Pickard, Senior Policy Planner, is the contact for any questions regarding the agricultural review or to discuss the agricultural work being done and how that applies to a specific residential property. His contact information is included in this summary's Wrap-Up and Next Steps section.

Growth Forecast

Q: Why is the growth very high for Centre Wellington?

A: Watson and Associates have done a detailed analysis of Centre Wellington's growth and found that it has traditionally taken about a 50% share of the County's growth - part of this is due to market demand and demographics. The County was able to shift some of this growth, with the Town of Erin now taking a higher share of growth. However, Centre Wellington continues to be a desirable place for people to live. When the County presents to the Centre Wellington Council, it will be able to speak more specifically about the growth in this area.

Q: Would Belwood not having municipal services be a limitation for residential growth?

A: A certain amount of growth can occur within the boundaries of all the rural settlement areas designated in the Official Plan.

Q: Can you confirm that the density targets are a minimum?

A: Yes. The intensification target and density targets are a minimum.

Q: Higher densification numbers would support compact communities and protect farmland. Why is this topic being pushed to Phase 3?

A: This topic is being addressed through Phase 2. Through the technical work of Watson and Associates, the intensification target that has been established is a reduced target of 15% and the greenfield area density of 40 people and jobs per hectare remains the same. The County has a full technical document that details how Watson and Associates arrived at the actual targets, and County Council has approved this technical work. However, since the Wellington Federation of Agriculture is weighing in on this topic again, the County will include their additional comments.

Q: Could Bill 23 bring in challenges for growth targets?

A: The County is aware of concerns around the development charge changes in Bill 23 and the challenges it could create. This legislation is meant to speed up growth, though the County continues to monitor this legislation and its potential impacts. The County continues to consult with the Province and has been encouraged to move forward with OPA 120. At this point, the County will continue with the OPA 120 process, but as things change regarding Bill 23, it will adapt accordingly.

Town of Erin

Q: How will the Greenbelt expansion in the Town of Erin impact rural land use?

A: The Greenbelt expansion in the Town of Erin is taking place on rural land that was not considered for urban land use, which means that the expansion will not impact the allocation of growth to the urban areas. This expansion might have a moderate or minor impact on severance potential in other parts of the Greenbelt that are in Wellington County, but there should not be any changes related to OPA 120. There is also a report on the project website that the County prepared last year, which includes a table that compares the differences in requirements or policy provisions for lands within and outside the Greenbelt.

Q: What is the significance of the Whitebelt designation? When and why was the land in the Town of Erin designated as Whitebelt? How large is this new proposed

Whitebelt in the Town of Erin? Was adding a Whitebelt designation in the Town of Erin part of the Bill 23 Greenbelt changes?

A: There are currently no Whitebelt designations in the County of Wellington or the Town of Erin. However, when the Greenbelt designation was first put in place, large areas of land were reserved to accommodate future urban growth and became known as Whitebelts. These lands are located between the municipalities' urban boundaries and where the Greenbelt restriction fell.

The Greenbelt designation changes were once separate from Bill 23, but the government has now related them. The Greenbelt designation changes were to remove about 7,400 acres of land from the Greenbelt in several municipalities.

As part of the consultation on the Greenbelt designation changes, the County of Wellington and the Town of Erin have provided coordinated comments over the last 12 years expressing that there are many layers of protection in place for the Paris Galt Moraine and natural heritage features in its rural areas.

In the Land Needs Assessment for the Town of Erin, there was a need for Employment Lands. This need for Employment Lands would be difficult, if not impossible, to achieve under the current Greenbelt and Growth Plan policies because the boundaries are essentially set with such minor limitations.

A letter was written to the Province requesting approximately 400 acres of designated Whitebelt to address the land needs identified. This Whitebelt designation does not necessarily mean that all this area is intended for development, but it aims to provide flexibility to look at an appropriate area where some additional Employment Lands could go. The County is still awaiting a response from the Province regarding this request, but this was the County's effort to help deliver the Employment Land needs that are anticipated but cannot be met with the current urban boundaries.

Q: Does the Town of Erin have the required water source for the forecasted residential and industrial growth and use until 2051 and beyond? Has there been a study on groundwater for this growth?

A: The Town of Erin is responsible for water and wastewater servicing. The County has done a high-level servicing review as part of the technical work for Phase One, and the only urban centre within Wellington County that has more than enough services to 2051 is the village of Clifford. However, it is not unusual for municipalities not to have the servicing in place. They will start to plan out these services once the forecasts are in the plan because they are typically used for new growth. There is also information on the Town of Erin's website about environmental assessments related to a sufficient water supply.

Q: The Town of Erin is disposing of its sewage effluent and urban drainage directly into Caledon. Has this been factored into the forecasts for growth? The West Credit River is too small to receive the forecasted sewage effluent daily. Is this why the Town of Erin can grow as much as it has been noted?

A: The Town of Erin having a municipal wastewater system is part of why more growth is being directed there. The Town of Erin is responsible for the appropriateness of the technical design and any related impacts of its wastewater system. If there are specific concerns related to how the plant is being designed and their work, that can be brought up directly with the Town of Erin.

Environment and Climate Change

Q: What steps will be taken to protect the West Credit River's vital watershed area?

A: OPA 120 deals with increasing the forecasts in the forecast timeframe and does not affect the mapping of any environmentally significant areas. However, there are protections around significant features and environmentally significant areas. For example, the Official Plans of the Town of Erin and Wellington County have Core Greenlands and Greenlands designations that protect a range of environmental features.

Q: Has Wellington County done any measurements on how its growth will contribute to climate change?

A: Certain policy requirements require the County to integrate climate change considerations into settlement boundary expansion work. This is a top-down process where the Province issues the growth forecast for jobs and population. The County is then mandated to take that growth as a minimum and allocate it amongst its municipalities. The County would also need to develop a suite of climate change policies in its Official Plan. The County of Wellington recognizes that climate change is an important component of the Official Plan, and climate change will be considered when looking at the settlement boundary expansions. There is a Climate Change and Sustainability Manager that has been part of this process, but because of Bill 23 and the potential impacts of this new policy document, it is hard for the County to anticipate whether there might be changes to climate change policies.

Other

Q: Is there thought being given to the impact on soft services, not just water, sewer, and roads, but other important services that help integrate newcomers into the community?

A: Municipal services, including hard and soft services, is something the County will be looking at as part of Phase 3.

Q: How would having three residential units per lot affect the tax base?

A: If a lot has more than one residence on it, it will impact taxes. The tax base is based on the property's value; if the value of the property increases, it is likely that the impact will be assessed slightly higher. It also depends on the circumstance of the property, its conditions, and several other factors, but typically, one might expect to see taxes go up.

Q: Will municipalities be encouraged to ensure that the housing types are added to allow those working in Wellington County to afford those residences?

A: Although it is not within the scope of OPA 120, the County acknowledges that this is an important issue. The County has a task force that deals with attainable housing, and the work of this group will continue to emphasize to the community how important it is to provide places for everyone to live. The County will eventually look at policies around housing and housing mix once the dust settles a little bit more with the provincial policies.

Q: Will the proposed 2051 population growth forecast for the Clifford village allow for land currently designated as Future Development for residential uses? Does this growth forecast reflect and utilize the available servicing capacity in the village of Clifford?

A: The County recently received the several-page detailed letter submitted regarding interest in the land at 41 Park Street in the village of Clifford. The County would like to spend some time reviewing this and will report through the Planning Committee when it has reviewed all the questions that have been filed.

Q: Will the Senate's work on soil across Canada be published in time for the County's study?

A: The Federal government has not initiated anything, and it could take some time before they can complete the review and present the study results. The aim is to wrap up this work by the end of next year, but it will certainly be considered if it becomes available during that time.

Written Feedback

Following the meeting, the County of Wellington received 1 submission by email. The submission relates to previous technical work on a site-specific employment area conversion request.

Wrap Up and Next Steps

Susan Hall (LURA Consulting) invited the participants to attend the in-person statutory public meeting on Thursday, January 12, 2022, at 10:30 a.m. in the Council Chambers at the County of Wellington Administration Centre located at 74 Woolwich Street

Wellington County OPA 120 Meeting Summary
December 15, 2022

Guelph, ON N1H 3T9. It will not be a hybrid meeting, but those who cannot attend are welcome to send in their comments before the meeting.

Sarah Wilhelm (Manager of Policy Planning at the County of Wellington) provided participants with the project team's contact information for any additional feedback and wrapped up the meeting. Participants can provide their feedback and comments until January 4, 2023. Members of the public can contact the project team by email or by phone at:

Primary Contact: Sarah Wilhelm, Manager Policy Planning

Phone: 519-837-2600 ex 2130

Email: planwell@wellington.ca

Mailing Address: ATTN Planning Department

74 Woolwich Street

Guelph, ON

N1H 3T9

Secondary Contact: Jameson Pickard, Senior Policy Planner

Phone: 519-837-2600 ex 2300

Email: jamesonp@wellington.ca

Appendix B

OPA 120 Public Meeting Minutes



**Corporation of the County of Wellington
Public Meeting Minutes**

**OPA 120 – County Growth Forecast
OPA 121 - Development Approval Process Updates**

January 12, 2023
Council Chambers

Present: Warden Andy Lennox
Councillor James Seeley (Chair)
Councillor Mary Lloyd
Councillor Michael Dehn
Councillor Shawn Watters

Also Present: Councillor Matthew Bulmer

Staff: Jennifer Adams, County Clerk
Aldo Salis, Director, Planning and Development Department
Matthieu Daoust, Senior Planner (Development)
Meagan Ferris, Manager of Planning and Environment
Curtis Marshall, Manager of Development Planning
Jameson Pickard, Senior Planner (Policy)
Zachary Prince, Senior Planner (Development)
Troy Van Buskirk, Planning Technician
Sarah Wilhelm, Manager of Policy Planning

OPA 120 – County Growth Forecast

Members of the Public: There were 18 members of the public who attended the meeting. Staff have recorded their names in the project file as part of the public record.

OPENING OF MEETING

Chair Seeley welcomed everyone and called the meeting to order at 10:41 am.

PURPOSE OF MEETING

Chair Seeley read the following statement:

The purpose of this meeting is to present information and receive public input regarding proposed amendment 120 to the County of Wellington Official Plan for the County Growth Forecast as part of the County's Municipal Comprehensive Review.

STATEMENT READ BY CHAIR

Chair Seeley read the following statement:

This meeting is to provide information, comments and input for Planning Committee and Council. County Council has not taken a position on the matter; County Council's decision will come after full consideration of input from the meeting, submissions from the public and comments from agencies.

If you wish to be notified of the decision of the Corporation of the County of Wellington in respect of the adoption of the proposed Official Plan Amendment, you must make a written request to the Director, Planning and Development Department, County of Wellington, 74 Woolwich Street, Guelph, Ontario, N1H 3T9.

Official Plan Amendment 120 requires approval from the Minister of Municipal Affairs and Housing. Pursuant to Section 17(36.4) of the Planning Act there is no appeal in respect of a decision of the approval authority if the approval authority is the Minister.

PRESENTATION OF PROPOSED OFFICIAL PLAN AMENDMENT

Chair Seeley invited Sarah Wilhelm, Manager of Policy Planning to make a presentation about the proposed amendment. Ms. Wilhelm's presentation covered the following areas:

- Policy Context and Provincial Planning Policy Structure
- County and Local Planning Policy Context
- Potential Impacts of Bill 23
- Municipal Comprehensive Review (MCR) and Work Plan
- Overview of Phase 1 Work
- County Growth Forecast Amendment
- Population, Housing, and Employment Highlights 2021 – 2051
- Consultation to Date
- Key Themes from Comments

Presentation slides are available at the following link: [OPA 120 Public Meeting Presentation Jan 12 2023](#)

PUBLIC INPUT

Janet Harrop spoke on behalf of the Wellington Federation of Agriculture (WFA). The WFA wants to preserve as much agricultural land as possible by requesting:

- increased intensification in urban areas;
- support for the agricultural system as a whole;
- Canada Land Inventory class 1 through 6 lands to be considered Prime Agricultural; and
- that growth be concentrated within current urban boundaries.

WFA is concerned that land use changes over time have converted farmland to non-agricultural uses which, when taken as a whole, have negative impacts on the agricultural system in Wellington. Related information is detailed in a report by Dr. Wayne Caldwell of the University of Guelph. The WFA is currently preparing a study of the economic impact of agriculture in Wellington County.

John Sloat, a Puslinch resident and home builder, requested that rural residential lots be permitted to be under 1 acre in size, due to improvements in septic system design. He also asked that staff revisit the growth allocated to Puslinch to allow more rural growth, as Puslinch is so desirable.

Evan Wittmann, planning consultant representing Landscout Investments and Cachet Developments, spoke regarding a proposed residential development in Clifford (Minto) to develop Future Development designated lands and also expand the urban boundary for additional development. Mr. Wittmann distributed and presented a document which outlined his concerns with the findings of the County's Land Needs Assessment and servicing availability in Minto. He requested that more growth be allocated to Clifford to support his client's proposal.

Warden Lennox advised that he would want to hear from the Town of Minto before taking action on this request.

John Scott of Elora asked what vision is informing these discussions and decision-making.

Aldo Salis advised that the Province broadly sets the planning vision, but that it is also based on input from residents and communities.

Chair Seeley indicated that this is part of strategic planning and that elected officials also juggle this with financial responsibilities.

Councillor Lloyd noted that some municipalities have urban design guidelines. The role at the County is to decide where growth occurs and member municipalities decide how growth occurs through their planning guidelines.

Councillor Watters advised that the Province takes the lead by dictating the growth numbers and the County distributes the growth to member municipalities. Our communities will change and start looking different.

Warden Lennox noted that we are at the beginning stage today. There are many more pieces that go into this before things are built. Our communities are evolving and we need to have a vision of where we are going to take this in line with the needs of today. We need housing and we can't build what we have always been building. We need to be thoughtful about it.

CLOSING

There being no further comments or questions from the public, Chair Seeley thanked everyone for attending the OPA 120 – County Growth Forecast public meeting and declared the public meeting closed at 11:50 am.

Appendix C

Summary of Comments and Responses

Table C1	MUNICIPAL Comment and Response Table
Table C2	INDIGENOUS COMMUNITY Comment and Response Table
Table C3	AGENCY Comment and Response Table
Table C4	PUBLIC AND STAKEHOLDER Comment and Response Table (none received for Guelph/Eramosa)
Table C4.1	COUNTY-WIDE
Table C4.2	CENTRE WELLINGTON
Table C4.3	ERIN
Table C4.4	MAPLETON
Table C4.5	MINTO
Table C4.6	PUSLINCH
Table C4.7	WELLINGTON NORTH

Appendix C

Table C1 MUNICIPAL Comment and Response Table
County Official Plan Amendment 120 – County Growth Forecast

Name/Date/ID	Key Comments	Staff Response
<p>PUSLINCH Council Recommendations: November 17, 2022 MUN</p>	<p>Council comments of October 19, 2022 meeting through resolution No. 2022-350:</p> <p>Whereas the Township will have limited land opportunities available for rural residential growth with the pending designation of Prime Agricultural Areas, Natural Heritage System and Greenbelt Expansion (which will take up 93% of Puslinch lands)</p> <p>The Township of Puslinch requests that the County as part of its Official Plan Update include removal of the severance criteria date forward from March 1, 2005 or at the very least moving the date to March 1, 2015 to permit additional severances and that the Township requests that the County advise when this new date is likely to be known; and</p> <p>That Council direct staff to forward this resolution to Township of Guelph Eramosa and Township of Erin.</p>	<p>See Section 6.3 of report for response.</p>

Table C2 **INDIGENOUS COMMUNITY Comment and Response Table**
County Official Plan Amendment 120 – County Growth Forecast

Name/Date/ID	Key Comments	Staff Response
<p>Métis Nation October 18, 2022 OPA120-001I</p>	<p>Have conducted a high-level review and do not have any immediate concerns of impact on Métis rights or interests. Ask that staff email if there are any significant changes.</p> <p>Shared some of the core concerns of MNO Citizens</p> <ul style="list-style-type: none"> • to promote and foster community development; • to provide care and support necessary to meet the fundamental needs of the citizens of the Métis Nation • to promote the improved health and wellness of the individual, the family and the whole Métis community • to ensure that Métis can exercise their Aboriginal and Treaty rights and freedoms and in so doing, act in a spirit of cooperation with other Aboriginal and non-Aboriginal people; • to re-establish land and resource bases to protect and preserve the land and waters within our homelands for future generations. <p>Encourage the County to read the Statement of Prime Purpose in its entirety (Statement of Prime Purpose - Métis Nation of Ontario (metisnation.org)), and consider the perspective of Métis citizens during future stages of the project.</p>	<p>There were no changes to OPA 120 since the original circulation of the draft version.</p> <p>Planning staff have reviewed the core concerns and Statement of Prime Purpose and will consider this perspective during future phases of the MCR.</p>

Table C2 **INDIGENOUS COMMUNITY Comment and Response Table (continued)**
County Official Plan Amendment 120 – County Growth Forecast

Name/Date/ID	Key Comments	Staff Response
Chippewas of the Thames October 12, 2022 OPA120-002I	No concerns	No changes to OPA 120 requested.
Chippewas of Rama First Nation November 21, 2022 December 13, 2022 OPA120-003I	No comment	No changes to OPA 120 requested.
Chippewas of the Kettle and Stony Point First Nation (CKSPFN) January 11, 2023 OPA120-004I	<p>Caution against expanding into rural areas of the County to avoid converting farmland and environmentally protected land into a housing development.</p> <p>Forecasts should include wording that specifies where the growth is planned to be allocated in the County. In addition, wording can encourage municipalities to reduce and/or eliminate single-family zoning to boost housing capacity in built-up neighbourhoods.</p> <p>Strongly caution against expanding the urban settlement boundary. Maintaining agricultural farmlands and natural heritage features is integral to enhancing the health and safety of communities within the County.</p>	<p>No changes to OPA 120 recommended.</p> <p>The County Official Plan contains policies which encourage residential intensification. We note that these and other housing-related policies will be reviewed as part of the MCR to ensure that the County will provide an appropriate supply and variety of housing.</p> <p>Phase 3A of the MCR will consider urban settlement boundary expansions. Centre Wellington includes the County’s two largest urban centres and is forecast a significant share of the County’s growth. Therefore, any increase in its intensification and/or greenfield density target has more of an impact on decreasing agricultural land consumption.</p> <p>The Township is considering retaining Watson to further review the urban centre land needs results for Centre Wellington. This review will build upon the County’s Phase 2 MCR Report and identify potential opportunities to optimize the use of land within current urban boundaries.</p>

Table C2 **INDIGENOUS COMMUNITY Comment and Response Table (continued)**
County Official Plan Amendment 120 – County Growth Forecast

Name/Date/ID	Key Comments	Staff Response
Chippewas of the Kettle and Stony Point First Nation (CKSPFN) (continued)	<p>CKPSFN affirms that all waterways within its traditional territory were never surrendered. With respect to the Duty to Consult, the County of Wellington should practice disclosing future uses of water and/or waterways to CKSPFN and aim to seek expressed permission for their use. Additionally, Wellington County should plan to monitor, maintain, and enhance water quality while advancing its future growth plans.</p> <p>Recommend that the County of Wellington focus on:</p> <ol style="list-style-type: none"> 1. Densifying existing urban settlement areas to accommodate for future growth; 2. Provide CKSPFN with timely updates on the status of OPA 120; and, 3. In a timely manner, consult with CKSPFN regarding future growth development plans in the County of Wellington. 	See above

Table C3 **AGENCY Comment and Response Table**
County Official Plan Amendment 120 – County Growth Forecast

Name/Date/ID	Key Comments	Staff Response
Maitland Conservation October 7, 2022 OPA120-001C	No comments or concerns.	No changes to OPA 120 requested.
Grand River Conservation Authority October 11, 2022 OPA120-002C	No comments or concerns	No changes to OPA 120 requested.
Conservation Halton October 18, 2022 OPA120-003C	No comments or concerns	No changes to OPA 120 requested.
Saugeen Conservation November 17, 2022 OPA120-004C	No comments	No changes to OPA 120 requested.
Bell October 12, 2022 OPA120-001A	No comments or concerns. Request for notice of decision.	No changes to OPA 120 requested.
Grey County January 12, 2023 OPA120-002A	No comments. Request for notice of decision.	No changes to OPA 120 requested.

Table C4.1 COUNTY-WIDE PUBLIC Comment and Response Table
County Official Plan Amendment 120 – County Growth Structure

Wellington Federation of Agriculture (WFA)

November 17, 2022

OPA120-003P

Key Comments	Staff Response
<p>1. Asks County to support and enhance the long-term viability and productivity of agriculture by protecting Prime Agricultural Areas and the agri-food network.</p>	<p>Our office will continue to work with WFA and other agricultural stakeholders as part of the Agricultural Policy and Mapping Review and the ongoing MCR.</p>
<p>2. Wayne Caldwell’s (Professor in Rural Planning & Development at the University of Guelph) regional profile on Wellington, identifies that between 2000-2014 some 32,000 acres of prime agricultural land was redesignated as Secondary Agricultural Land. Secondary Agricultural designation is a popular designation, particularly in the Southern part of Wellington County, with a primary goal of creating additional residential building lots for economic gain and minimal agricultural activity. The resulting fragmentation of the Agricultural System results in:</p> <ul style="list-style-type: none"> a. Residential lots in the rural landscape present a recipe for conflict, as times of the year residents will be negatively impacted by the normal farming practices that we, as farmers, have every right to perform. At busy times of the year the activities occur at all hours of the day/night. The local municipalities should prepare for an increase in complaints from residents and manage the conflict resolution. b. Driving Agricultural related businesses and investment out of the County as primary agriculture activity decreases. c. Loss of marginal agricultural land that is ideal for equine facilities and other livestock pasturing. d. Reducing Prime Agricultural lands (CLI 1-6) ability to maximize significant Climate Change and Environmental benefits. 	<p>The majority of the lands re-designated from Prime Agricultural to Secondary Agricultural referenced were located in Erin. This occurred in 2004 when the Town introduced a new Official Plan.</p> <p>As part of the Agricultural Mapping Review we anticipate some of the Secondary Agricultural lands in Erin, Minto and Puslinch will be re-designated Prime Agricultural.</p>

Table C4.1 COUNTY-WIDE PUBLIC Comment and Response Table (continued)
County Official Plan Amendment 120 – County Growth Structure

Key Comments	Staff Response
<p>WFA ask that during the land needs assessment process that no additional Secondary Agricultural residential lots be permitted. This would be accomplished by <i>removing the Secondary Agricultural designation from the Official Plan</i> and the lands be re-designated to Prime Agriculture (CLI 1-6).</p>	
<p>3. Integrate climate change considerations into planning and managing growth that values agricultural land and farm practices for their role in carbon sequestration, improved soil health, improved air quality, and water recharge. Farmland is a pivotal asset to mitigate climate change.</p>	<p>Climate change considerations will be reviewed as part of the MCR.</p>
<p>4. The recommended intensification target of 15% by the County will result in a large increase to urban boundary expansions. We see neighbouring rural townships - such as Woolwich – that are targeting a 25% intensification rate. The WFA feel that Wellington should also increase their intensification target within the urban boundary to the Provincial recommendation of 20% intensification and strive to reach a 25% minimum target.</p>	<p>The recommended intensification target of 15% is a minimum measured across all of the urban centres in Wellington County. Centre Wellington and Wellington North are expected to achieve a 20% intensification rate, while others will be less due to constraints noted in the Phase 2 MCR Report intensification analysis.</p> <p>As Centre Wellington is forecast a significant share of the County’s growth, any increase in its intensification rate has more of an impact increasing the County-wide intensification rate. The Township is considering retaining Watson & Associates to further review the urban centre land needs results for Centre Wellington, including the residential intensification assumptions in the County’s Phase 2 MCR Report.</p>

Table C4.1 COUNTY-WIDE PUBLIC Comment and Response Table (continued)
County Official Plan Amendment 120 – County Growth Structure

Key Comments	Staff Response
<p>5. Review the future development properties that currently appear to be farmed and apply the province’s recommendations of 80 residents and jobs per hectare when accepting development plans.</p>	<p>Staff note that the current minimum Provincial Greenfield density requirement for Wellington County is 40 residents and jobs per hectare. The County is not requesting a reduction in that target.</p> <p>We note that Centre Wellington is forecast to achieve a minimum greenfield area density target of 47 people and jobs per hectare. The Phase 2 Report indicates that the South Fergus Secondary Plan may cause an increase in the Greenfield density, which may reduce the land need requirements for Centre Wellington. The Township’s potential review of the urban area land needs for Centre Wellington also includes the Greenfield density assumptions in the County’s Phase 2 MCR Report.</p>
<p>6. Urban boundary expansions need to include planning for vehicular, agricultural and truck traffic to move efficiently and safely through and around the urban centres. Farming equipment is required to move about the County as part of our normal farming practices.</p>	<p>The Growth Plan requires that urban boundary expansions avoid, or if not possible, minimize and mitigate impacts on the agri-food network, including agricultural operations.</p>

Table C4.2 CENTRE WELLINGTON PUBLIC Comment and Response Table
County Official Plan Amendment 120 – County Growth Structure

Name/Date/ID	Key Comments	Staff Response
Stovel and Associates Inc. November 18, 2022 OPA120-008P	Comments on behalf of BelCal Inc. regarding lands in Belwood (Part Lot 12, Concession 7, Centre Wellington). Ask staff to revisit the projected growth for the rural areas outside of Fergus and Elora-Salem as 240 units is too low. Alternatively, ask for a policy provision to provide more flexibility and interpretation of the projections in the growth tables.	It is important to recognize that the Provincial growth forecast is a minimum. No changes to OPA 120 recommended.
GSP Group January 11, 2023 OPA120-014P	Comments on behalf of Brubacher Acres Limited Partnership, 6586 Beatty Line North, Fergus seeking inclusion of property within an expanded Fergus settlement area boundary.	Settlement area expansions are not part of OPA 120. This request will be considered as part of Urban Phase 3A of the municipal comprehensive review.
GSP Group January 11, 2023 OPA120-015P	Comments on behalf of RBS & EJS Fergus Limited Partnership, 6490 First Line seeking inclusion of property within an expanded Fergus settlement area boundary.	Settlement area expansions are not part of OPA 120. This request will be considered as part of Urban Phase 3A of the municipal comprehensive review.

Table C4.3 ERIN PUBLIC Comment and Response Table
County Official Plan Amendment 120 – County Growth Structure

Name/Date/ID	Key Comments	Staff Response
Member of Public October 19, 2022 OPA120-001P	Request to redesignate property at 9538 Sideroad 17 from Prime Agricultural to Secondary Agricultural	Changes to land use designations are not part of OPA 120. This request will be considered as part of the Agricultural System Mapping and Policy review.
Member of Public January 9, 2023 OPA120-010P	Lot 28, Concession 7. Request that County consider allowing multiple severances per lot and removal of March 2005 restriction for severances in the Secondary Agricultural Area.	Changes to lot creation policies are not part of OPA 120. This property is identified as a candidate area as part of the Provincial Agricultural System and is being considered as part of the County’s Agricultural System Mapping review to remain as Secondary Agricultural or change to Prime Agricultural. Policy staff have reached out to the land owners to recommend that they participate in the review.
Member of the Public January 12, 2023 OPA120-018P	Request to expand Hamlet of Ospringe to include property at 5475 Second Line.	Changes to land use designations are not part of OPA 120. This request will be considered as part of Rural Phase 3B of the municipal comprehensive review.

Table C4.4 MAPLETON PUBLIC Comment and Response Table
County Official Plan Amendment 120 – County Growth Structure

Name/Date/ID	Key Comments	Staff Response
MHBC Planning November 17, 2022 OPA120-002P	Supportive of the projected growth County-wide and for the Township of Mapleton.	No changes to OPA 120 requested.

Table C4.5 MINTO Comment and Response Table
County Official Plan Amendment 120 – County Growth Forecast

Name/Date/ID	Key Comments	Staff Response
<p>GSP Group December 14, 2022 OPA120-009P</p>	<p>Comments on behalf of Clifford (Park St) Developments Inc. (Landscout Investments and Cachet Developments) raise a discrepancy between the population growth allocation to Clifford proposed in OPA 120 and the findings and recommendations of the County’s Land Needs Assessment (LNA).</p> <p>Views population growth allocation to Clifford in OPA 120 to reflect an inflexible and restrictive approach to accommodate future growth in Clifford and is premature considering that the forecasts in OPA 120 will be used as a basis for evaluating Future Development land re-designations and urban boundary expansion proposals through the Phase 3 technical work of the MCR which has not been completed.</p> <p>Clifford is the only urban area within Minto that is forecasted to have excess reserve servicing capacity by 2051.</p> <p>More of Minto’s growth should be allocated to Clifford.</p>	<p>Growth Forecast and Distribution of Growth within Minto A change to the Town of Minto’s growth forecast, including the redistribution of growth to the Urban Centres within Minto, is not recommended. The growth forecast and allocation within the Town of Minto was prepared during Phase 1 of the County of Wellington Municipal Comprehensive Review (MCR) through consultation with the Town. It should be noted that initially the growth forecast for the Town of Minto included a greater allocation to the Urban Centre of Clifford. The allocation was revised based on the Town’s request for a greater allocation of population and housing to the Urban Centre of Palmerston, with a corresponding reduction in the allocation to the Urban Centre of Clifford. It is important to recognize that the growth forecast is a minimum and the County will continue to monitor growth and consider changes to the forecast and allocation by the next Official Plan review.</p> <p>Town of Minto Urban Land Needs Overall, the Town of Minto has a land requirement of 18 ha for Community Area lands. Appendix D (Figure D-3) in the County of Wellington Phase 2 MCR Report provides further details on the land needs. It is recognized that, in Figure D-3, the Clifford and Harriston Urban Centres show a surplus of 10 ha and 5 ha, respectively. Nonetheless, as noted in the Phase 2 MCR Report, the County is only identifying excess lands in the Urban Centres of Arthur and Mount Forest in Wellington North, due to the magnitude of the Township of Wellington’s surplus (Community Area excess of 89 ha) (p. 6-4, Figure 6-1).</p> <p>Future Development Lands As noted in the Phase 2 MCR Report, Future Development lands are to be re-designated in the area municipality, prior to adding additional urban lands to the area municipality (p. 2-9). As such, Future Development lands in Clifford and Harriston are to be re-designated prior to adding the additional 18 ha of Community Area lands within the Town of Minto. As noted in the Phase 2 MCR Report, the County will identify the appropriate designation of Future Development lands and develop the criteria for the location of urban expansion lands. This will be done in consultation with Member Municipalities.</p>

Table C4.6 PUSLINCH PUBLIC Comment and Response Table
County Official Plan Amendment 120 – County Growth Forecast

Name/Date/ID	Key Comments	Staff Response
Stovel and Associates Inc. November 18, 2022 OPA120-006P	Comments on behalf of DRS Developments Ltd (Rear Part Lot 31, Concession 7, Puslinch). Additional housing and growth needs to be attributed to Puslinch, particularly Morriston. With recent Provincial expansions into the Greenbelt, Morriston should also be permitted to expand. Recommend that the County reconsider the growth allocations for the Township of Puslinch and Morriston.	No changes to OPA 120 recommended. The County awaits a Provincial decision on OPA 119, which includes the subject lands and others adjacent to Morriston within a Regionally Significant Economic Development Study Area (RSEDA) which included the subject lands and others adjacent to Morriston. The RSEDA in the Morriston area is meant to address growth in these areas.
Stovel and Associates Inc. November 18, 2022 OPA120-007P	Comments on behalf of Timberworx Custom Homes. Growth assigned to Puslinch through consents is not an effective method for long-term planning. There needs to be a supply of existing approved lots that are registered in a draft plan of subdivision or condominium. More growth needs to be attributed to the Township of Puslinch.	No changes to OPA 120 recommended. Comments will be considered as part of Rural Phase 3B of the municipal comprehensive review.
Sloot Construction Ltd. January 10, 2023 OPA120-012P	Sloot Construction Ltd. does not think OPA 120 provides sufficient housing growth options in Puslinch. Is supportive of Township of Puslinch Council resolution 2022-350 (see table C1) and consideration of appropriate development in rural settlements, including the Hamlet of Arkell, Aberfoyle and Morriston. Emphasis should be placed on existing development proposals and plans of subdivision/condominium.	No changes to OPA 120 recommended. Comments will be considered as part of Rural Phase 3B of the municipal comprehensive review.

Table C4.6 PUSLINCH PUBLIC Comment and Response Table (continued)
County Official Plan Amendment 120 – County Growth Forecast

Name/Date/ID	Key Comments	Staff Response
<p>Timberworx Custom Homes January 10, 2023 OPA120-013P</p>	<p>Timberworx Custom Homes does not think OPA 120 provides sufficient housing growth options in Puslinch. Is supportive of Township of Puslinch Council resolution 2022-350 (see table C1) and consideration of appropriate development in rural settlements, including the Hamlet of Arkell, Aberfoyle and Morriston. Emphasis should be placed on existing development proposals and plans of subdivision/condominium.</p>	<p>No changes to OPA 120 recommended. Comments will be considered as part of Rural Phase 3B of the municipal comprehensive review.</p>
<p>DRS Inc. January 10, 2023 OPA120-016P</p>	<p>DRS Inc. does not think OPA 120 provides sufficient housing growth options in Puslinch. Is supportive of Township of Puslinch Council resolution 2022-350 (see table C1) and consideration of appropriate development in rural settlements, including the Hamlet of Arkell, Aberfoyle and Morriston.</p>	<p>No changes to OPA 120 recommended. Comments will be considered as part of Rural Phase 3B of the municipal comprehensive review.</p>
<p>George R. Good Construction January 10, 2023 OPA120-017P</p>	<p>GRG Construction does not think OPA 120 provides sufficient housing growth options in Puslinch and will unduly limit growth opportunities in the Township. Is supportive of Township of Puslinch Council resolution 2022-350 (see table C1) and 2022-344 for the Audrey Meadows application.</p>	<p>No changes to OPA 120 recommended. Comments will be considered as part of Rural Phase 3B of the municipal comprehensive review.</p>
<p>Thomson Rogers January 20, 2023 OPA120-019P</p>	<p>Comments on behalf of Audrey Meadows Ltd., owners of Part of Lots 17, 18 and 19, Concession 8 pertain to a proposed site-specific Official Plan Amendment. Considers residential supply data used for the land needs assessment out of date and requests that their proposal be included in the land supply.</p>	<p>No changes to OPA 120 recommended. Comments will be considered as part of Rural Phase 3B of the municipal comprehensive review.</p>

Table C4.7 WELLINGTON NORTH PUBLIC Comment and Response Table
County Official Plan Amendment 120 – County Growth Forecast

Name/Date/ID	Key Comments	Staff Response
Biglieri Group January 10, 2023 OPA120-011P	Comments on behalf of TBG owners of 665 Eliza Street in Arthur. Support OPA 120 in principle. Supportive of policies that continue to put excess lands into “future development” category but are not removed from the urban boundary.	No changes to OPA 120 requested.



Office of the Auditor General of Ontario

Value-for-Money Audit:
Highway Planning
and Management



November 2022

Highway Planning and Management

1.0 Summary

The Ministry of Transportation (Ministry) has the authority to construct the province's highways, and the responsibility to maintain and repair them, under the *Public Transportation and Highway Improvement Act*. The Ministry manages provincial highway assets valued at \$56 billion (excluding bridges and culverts). This includes over 40,000 kilometres of highway lanes covering a distance of about 17,000 kilometres.

The Ministry works to alleviate traffic constraints and to accommodate forecasted population and economic growth by investing in new highway projects through its highway expansion program. It also invests in maintaining and repairing existing highways through its rehabilitation program. In 2021/22, the Ministry spent nearly \$2 billion on capital construction for highway expansion and rehabilitation projects. According to Statistics Canada, Ontario has some of the most well-maintained highways in Canada, ranking third after the Northwest Territories and Saskatchewan. In addition, according to Transport Canada, the rate of traffic fatalities in Ontario is the lowest in Canada.

Our audit found that Ontario does not yet have an overall long-term transportation strategy in place. However, the Ministry is taking positive steps toward developing an overall transportation strategy for Ontario, and has committed to developing four interrelated regional transportation plans. These transportation plans are intended to provide a roadmap for the Ministry's vision of a province-wide transportation system that integrates all modes of

travel (road, rail, air and marine). Although the Ministry published the first of these transportation plans for the Greater Golden Horseshoe (GGH) region in March 2022, we found that the Ministry has not set timelines to finalize plans (that are currently in draft) for the rest of the province. In addition, we found that the GGH plan does not set short-term and long-term priorities, nor does it disclose the estimated costs and a time frame to implement the plan. Currently the Ministry has not been required to follow the GGH plan. In contrast, we noted that the province of Manitoba has publicly communicated the priorities, timelines and estimated cost of implementing its 2014 transportation plan.

Our audit also found that, over the last 10 years, the Ministry has consistently proposed highly rated highway expansion projects to the provincial government, based on the Ministry's prioritization assessment of each project, using nine key indicators along with other qualitative subjective factors. These indicators are intended to help meet the Ministry's vision to be a world leader in moving people and goods safely, efficiently and sustainably, in order to support a globally competitive economy and a high quality of life.

However, we found that, in 2019, the Ministry proposed deferring six highway expansion projects that were previously approved by Treasury Board/Management Board of Cabinet (Board), and recommended funding the construction of four highway projects identified as government priorities, even though these projects were ranked as a lower priority by the Ministry's technical and engineering staff. Our audit also found that the Ministry prioritized the four

highway projects at the direction of the Minister's office. We found that the Ministry's proposal to the Board neglected to communicate that the direction from the Minister's office was inconsistent with the recommendations of the Ministry's subject-matter experts who indicated that they would not have recommended those four projects at that time, and did not have a specific time frame for when they would have recommended them. Further, our audit found that the Ministry has since been directed by the Minister's office to prioritize another four highway expansion projects, including the high-profile Greater Toronto Area West (Highway 413) and Bradford Bypass projects.

Besides measuring highway condition ratings, we found that the Ministry's key performance indicators do not provide the Ministry with sufficient information to monitor and demonstrate the effectiveness of its highway planning and management operations or to publicly communicate their effectiveness to Ontarians in a number of other areas. In particular, we found that the Ministry has not established sufficient key performance indicators and targets for assessing the mobility of people and goods, highway safety, sustainability and environmental impact, and the achievement of projects on time and within budget.

The following are some of our more significant observations about the Ministry's highway programs:

- **The absence of a Ministry tolling strategy has contributed to inconsistent tolling practices in highway planning.** We found that the Ministry has not developed a consistent framework to assess the circumstances where tolling is appropriate—for example, to help recover the costs of constructing a highway to support commerce and the effective movement of Ontarians. The Ministry's lack of tolling authority and the absence of a framework for the use of tolling have contributed to inconsistent tolling practices in the construction of provincial highways. For example, while the Ministry has been asked by the government to explore tolling opportunities to lower the costs of a proposed highway project, it was also asked by the government to build a business case to remove tolls from Highways 412 and 418 before their costs have been recovered.
- **The Ministry's business cases for toll discontinuance and licence plate sticker fee removal did not follow the Board's guidelines and requirements.** At the direction of the Minister's office, the Ministry prepared business cases for two recent high-profile decisions affecting Ontario highway users (Highway 412 and 418 toll removals, and licence plate sticker fee removal). However, we found that these business cases did not meet Board guidelines and requirements to support effective decision-making. We found that, in contrast to the Board's requirements for business cases, the Ministry's proposals for these two initiatives did not provide adequate review time for the decision-makers and their analysts; did not provide all relevant information in their analysis of the recommendation and alternative options; did not identify all key risks or their mitigation strategies; and did not present adequate monitoring and evaluation plans for the recommended option. Additionally, we noted that the Ministry did not provide a rationale in its business case for why it sought approval to expedite the removal of tolls by April 5, 2022, which was less than two months before the provincial election.
- **The Ministry continues to perform manual road assessments that are less efficient and that duplicate assessments completed using its automatic road analyzers.** In 2013, the Ministry started using vehicles equipped with automatic road analyzers (ARANs) to scan and assess the condition of pavement on the province's entire highway network at least once every two years. However, we found that four of the Ministry's five regional offices continue to also perform manual assessments of the entire highway network's pavement every one or two years, duplicating the work completed using ARANs. These same four regional offices rely on the results of the more limited manual assessments to determine their highway rehabilitation

plans. In addition, nearly 10 years after the ARANs were implemented, the Ministry has yet to determine whether there is a continued need for manual assessments of the complete highway network.

- **Engineering consultant performance is not appraised in over 40% of assignments.** Although the Ministry is required to evaluate the work of engineering consultants after each design assignment, we found that the Ministry has not done so for 41% of the 1,416 assignments in the past 10 years (2011–20). We noted that the Ministry uses these evaluations to calculate a consultant's Corporate Performance Rating (a three-year weighted average of past performance on Ministry contracts). The Corporate Performance Rating (CPR) is a key variable considered by the Ministry in awarding contracts to consultants, accounting for as much as 50% of the Ministry's decision to award a contract. Therefore, failing to evaluate consultants after each assignment increases the risk that contracts for highway design work are awarded to poorly performing consultants for which the Ministry does not have a complete performance history.

This report contains 12 recommendations, with 33 action items, to address our audit findings.

Overall Conclusion

Our audit concluded that the Ministry did not consistently plan and prioritize highway projects effectively, based on provincial infrastructure needs. We found that, at the direction of the Minister, the Ministry recommended deferring highly-ranked highway expansion projects in favour of lower-ranked projects, without communicating to Treasury Board/Management Board of Cabinet (the government's committee of Cabinet that reviews and approves funding requests from ministries) that the Ministry's subject-matter experts did not agree with the direction from the Minister's office. In addition, without a provincial tolling strategy, tolls were removed from Highways 412 and 418 before their costs had been recovered. Ministry

business cases to remove tolls on these highways and to remove licence plate sticker fees before the election were not provided to Treasury Board Secretariat (the Ministry provides advice and assistance to Treasury Board/Management Board of Cabinet) on a timely basis, and did not include all the information that the Board requires to make a decision on a business case.

Our audit also concluded that the Ministry's processes to identify and plan for the maintenance, repair and renewal of existing provincial highways were not always efficient. We found that nearly 10 years after the Ministry implemented the use of vehicles equipped with automatic road analyzers (ARANs) to scan and assess the condition of the province's entire highway network, four of the Ministry's five regional offices continue to also conduct manual assessments of their entire highway network. This duplicates the work completed by ARANs. In addition, we found that these four regional offices relied on manual assessments to determine highway rehabilitation plans instead of using ARAN-based assessments, even though the ARAN-based assessments capture far more data.

Finally, we concluded that the Ministry does not have effective processes to measure and publicly report on the performance of its highway planning and management. We found that the Ministry's existing key performance indicators do not provide the Ministry with sufficient information to monitor and demonstrate the effectiveness of its highway planning and management operations, nor to publicly communicate their effectiveness to Ontarians. In particular, we found that the Ministry has not established sufficient key performance indicators and targets related to the mobility of people and goods, highway safety, sustainability and environmental impact, and the achievement of projects on time and within budget.

OVERALL MINISTRY RESPONSE

The Ministry of Transportation (Ministry) thanks the Auditor General for her detailed review and recommendations. The Ministry recognizes the critical role it holds in the planning and management of

provincial highways. The Ministry takes its obligations very seriously and has robust processes and systems in place that use sound asset management principles to plan, prioritize, maintain, repair, and renew provincial highways. The Ministry looks forward to sharing our continued progress in implementing the recommendations with the Auditor General.

2.0 Background

2.1 Overview of Ontario's Highway Programs

The *Public Transportation and Highway Improvement Act* gives the Ministry of Transportation (Ministry) the authority to construct, and the responsibility to maintain and repair, the province's highways. The Ministry's vision is to be a worldwide leader in enabling mobility so that all people and businesses in Ontario can easily access the places, opportunities and services that help them thrive. The Ministry is responsible for the oversight and management of provincial highway assets valued at \$56 billion (excluding bridges and culverts) as of March 31, 2022. In 2021/22, the Ministry spent nearly \$2 billion on capital construction expenditures for highway expansion (\$640 million) and rehabilitation projects (\$1.333 billion).

Expansion projects involve planning, designing and constructing new highways, or expanding and extending existing highways, in response to existing traffic constraints and forecasted population and economic growth. Ontario's population is expected to increase by about 38% by 2046, and it can take up to 30 years to plan and construct a new highway expansion project, highlighting the importance of appropriate long-term highway planning and timely construction.

Rehabilitation projects involve renewal of existing highways, including repairing and repaving highways or repairing and replacing supporting structures. The average life expectancy of the vast majority of highway pavement is 15 years, and the Ministry aims

to rehabilitate a third of the entire highway network every five years. Preventative maintenance and early repairs are more efficient and cost-effective than emergency work and reconstruction, so the timing and prioritization of rehabilitation work is critical.

The Ministry's Integrated Policy and Planning Division and its Transportation Infrastructure Management Division (TIMD) hold the primary responsibilities for planning, prioritizing, designing, and managing highway expansion and rehabilitation projects. TIMD also includes staff that work in the Ministry's five regional offices in Toronto (Central), Kingston (East), London (West), Thunder Bay (Northwest), and North Bay (Northeast) who plan, prioritize, manage, and co-ordinate highway projects located within each region.

2.2 Key Statistics

2.2.1 Ontario's Highways

The Ministry manages a network of over 40,000 kilometres of highway lanes covering a distance of about 17,000 total kilometres. **Figure 1** illustrates the number of highway lane kilometres and total distance by region.

Figure 1: Highway Distance and Lane Kilometres by Region, 2020/21

Source of data: Ministry of Transportation

Region	Distance (km)	Lane km ¹	Population (2021) ²
Central	1,295	5,610	8,558,000
East	2,257	6,145	1,947,000
Northeast	6,861	14,650	657,000
Northwest	4,400	8,902	242,000
West	1,929	5,355	3,421,000
Total	16,742	40,662	14,825,000

1. Represents the length of highways in kilometres multiplied by the number of highway lanes.
2. Population data is based on the Ministry of Finance table for population projections for the 49 Census Divisions. Given that Ministry of Transportation Regions cut across some Census Divisions a simple allocation was used (i.e. if the major part of the Census Division is in one region, then the whole population for that Census Division is counted in that region). Numbers are rounded to the nearest thousand.

As shown in **Figure 2**, over the last six years (2016/17–2021/22), the Ministry has completed construction on 32 highway expansion projects and completed 859 highway rehabilitation projects across Ontario’s five regions. (**Appendix 1** lists the 32 expansion projects.)

Each year, the Ministry publicly releases the Ontario Highways Program, which lists all expansion projects (for which the Ministry has secured government funding) and planned rehabilitation projects scheduled for construction in the next four years in each of the province’s five regions (see **Figure 3**). Among the expansion projects, 25 are expected to cost more than \$80 million each.

2.2.2 Performance Indicators

The Ministry uses three key performance indicators (see **Figure 4**) to oversee its highway management and planning activities relating to highway expansion and rehabilitation (excluding bridges).

Percentage of highway pavement in good condition: Although the summarized results on this indicator are not publicly reported, the data that supports this indicator is publicly available on the Ontario Open Data Catalogue. According to Statistics Canada, based on 2020 data, Ontario ranks third in Canada with 81.3% of highways in Good or Very Good condition, behind the Northwest Territories with 93% and Saskatchewan with 83.9% of highways in Good or Very Good condition. However, direct comparisons can be misleading because jurisdictions measure these scores with different methodologies.

Fatalities per 10,000 licensed drivers: The results on this indicator are reported publicly in the Ontario Road Safety Annual Report (<https://www.ontario.ca/document/ontario-road-safety-annual-reports-orsar>). In 2020, Ontario’s provisional fatality rate was 0.51 per 10,000 drivers, which was the lowest in Canada and was below the national average of 0.65 per 10,000 drivers.

Average travel speed of commercial vehicles on 400-series highways: The results on this indicator are not reported publicly.

2.2.3 Highways Funding and Expenditures

The Ministry is funded to complete highway expansion and rehabilitation projects in Ontario across the Ministry’s five regions (Central, East, West, Northeast and Northwest). To request funding, the Ministry prepares a rolling 10-year infrastructure plan and budget that includes highway expansion and rehabilitation projects. The Ministry includes this plan in its annual business plan.

Figure 2: Number and Cost of Highway Projects Completed by Region, 2016/17–2021/22

Source of data: Ministry of Transportation

Region	# of Projects	Project Value (\$ million)
Expansion		
Central	9	1,838
East	5	313
Northeast	5	186
Northwest	2	267
West	11	414
Total	32	3,018
Rehabilitation		
Central	180	2,496
East	178	1,035
Northeast	198	1,577
Northwest	185	1,163
West	118	1,012
Total	859	7,283

Figure 3: Approved Highway Projects by Region, 2022–2025

Source of data: Ontario Highways Program, 2022

Region	Expansion	Rehabilitation	Total # of Projects
Central	11	103	114
East	3	103	106
Northeast	8	148	156
Northwest	7	136	143
West	13	76	89
Total	42	566	608

Figure 4: Key Performance Indicators for Ministry of Transportation Highway Program, 2016/17–2020/21

Source of data: Ministry of Transportation

Key Performance Indicator	Performance Results					Target
	2016/17	2017/18	2018/19	2019/20	2020/21	2020/21
Percentage of highway pavement in good condition	69	83	82	81	81	67
Fatalities per 10,000 licensed drivers	0.58	0.61	0.58	0.55	0.51	0.63
Average travel speed of commercial vehicles on 400-series highways (km/h)	94	93	92	92	94*	90

* Data for the period from April to December 2020 was excluded because of unusually low traffic stemming from the COVID-19 pandemic. Only data from January to March 2021 was considered.

The Treasury Board/Management Board of Cabinet (Board) is the government committee of Cabinet (provincial members of parliament of the party in power) that reviews and approves annual and in-year funding requests from ministries. It is supported by the Treasury Board Secretariat (Secretariat), which is the ministry responsible for government fiscal planning and expenditure management that provides advice and assistance to the Board. The Secretariat issues guidance to ministries on the funding-request process, and reviews funding requests and business cases. The Secretariat provides its analysis to the Board, along with a recommendation of whether to approve each request. Business cases are to adhere to the Board's Business Case Guide, which describes the filing process, documentation, and analysis instructions for all business cases requiring Board approval.

The Ministry's annual capital construction expenditures on highway expansion and rehabilitation projects have averaged \$2.1 billion over the last 10 years (2012/13–2021/22), ranging from a low of \$1.9 billion in 2018/19 to a high of \$2.4 billion in 2015/16. In 2021/22, capital construction expenditures totalled \$2.0 billion.

As **Figure 5** illustrates, highway expansion project expenditures have declined over the last 10 years, from \$1.043 billion in 2012/13 to \$640 million in 2021/22, a decrease of 39%. Over this same period, highway rehabilitation project expenditures have increased from \$1.122 billion in 2012/13 to \$1.333 billion in 2021/22, an increase of 19%.

2.3 Highway Expansion Projects

Highway expansion projects are usually conceived through regional transportation planning and transportation studies that lay out the Ministry's long-term transportation vision. These projects can take decades from the time they are conceived until they are constructed. **Figure 6** shows the stages in the Ministry's process for planning, prioritizing, designing and managing each highway expansion project.

2.3.1 Highway Expansion Needs Assessment

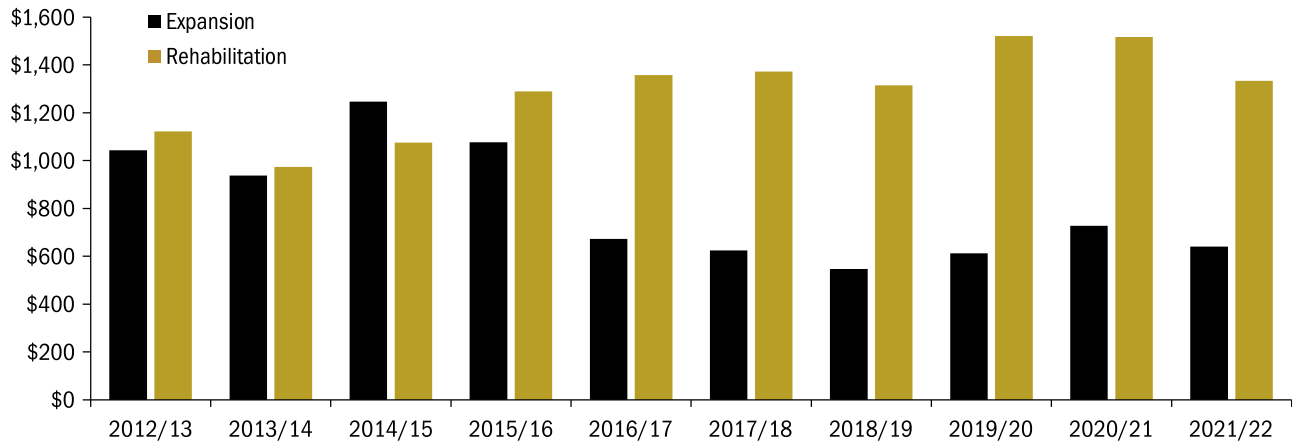
To determine existing highway needs and weaknesses, and to forecast future needs, the Ministry uses two travel demand forecasting models:

- Greater Golden Horseshoe (GGH) model, covering the local travel patterns in the GGH region (the densely populated and industrialized U-shaped region centered around the City of Toronto); and
- Transportation and Regional Economic Simulation of Ontario (TRESO) model, covering all of Ontario.

The GGH model focuses on a smaller area but at a greater level of detail than the TRESO model. The two models interact with each other to provide integrated estimates of population growth and travel demand forecasts. Both models are continuously updated using surveys and studies on the demographics and travel habits of Ontarians for the province's full highway network.

Figure 5: Capital Construction Expenditures* for Highway Projects, 2012/13–2021/22 (\$ million)

Source of data: Ministry of Transportation



* Capital construction expenditures include expansion and rehabilitation projects involving bridges.

Figure 6: Process for Planning and Managing Highway Expansion Projects

Source of data: Ministry of Transportation

Stage of Project	Description
Needs Assessment	Each potential expansion project is assessed to determine its potential impact on the highway network (see Section 2.3.1).
Prioritization	Each potential expansion project is evaluated through a prioritization framework across nine key criteria to determine a priority level of high, medium, or low to the province (see Section 2.3.2).
Design and Construction	<p>Depending on the complexity of a highway project, this stage can include the following:</p> <ul style="list-style-type: none"> • government approval prior to significant design work; • preliminary design of the major elements and route of the project, including identification and evaluation of potential alternatives; • assessment of risks related to economic, social and culture factors that affect the community and the natural environment, including consultation with Indigenous communities and interested stakeholders; • acquisition of property necessary to construct the project; • selection of the project’s delivery model (i.e., who designs, finances and builds the project); • finalization of the design for construction; • government approval prior to construction; • tendering of the construction contract; and • oversight of the construction. <p>(See Section 2.3.3 for descriptions of the listed items.)</p>

The Ministry uses these two models to conduct a needs assessment on each highway expansion project that it has identified to be potentially beneficial to the continued mobility of people and goods in Ontario. Using these models, the Ministry assesses the potential impact of each project to determine whether it is expected to be effective at addressing existing and forecasted transportation needs.

Transportation Plans

In addition to assessing the needs of each major identified highway expansion project on an individual basis, the Ministry is transitioning to a comprehensive assessment of all identified transportation projects, including highway projects. To do so, the Ministry is using the GGH and TRESO models to assess potential projects relative to provincial needs, using various measures

of effectiveness (see **Appendix 2** for a listing of the measures). The Ministry is using these assessments to develop transportation plans that provide a roadmap for the Ministry’s vision of a complete transportation system across the province that will inform planning, policy development, and the prioritization of projects (see **Section 2.3.2**).

The plans are expected to highlight the province’s expected needs and potential solutions for transportation, including specific approved and proposed projects. They are also to consider all modes of travel (road, rail, air, and marine) as one integrated system and plan for 20–30 years into the future. The plans are being developed through a process that includes working with municipalities, Indigenous communities and organizations, transit agencies, community and business stakeholders and the public.

The Ministry is developing plans across four areas in Ontario: GGH, Northern Ontario, Southwestern Ontario, and Eastern Ontario. The GGH plan, published in March 2022, was the first of these plans to be finalized. The Ministry has also published draft plans for the other areas, which are still under development.

2.3.2 Prioritization

Each expansion project identified to benefit the province’s highway network, based on the Ministry’s needs assessment process, undergoes an evaluation to establish its priority for construction. To evaluate each expansion project and support funding decisions, the Ministry created the Expansion Prioritization Framework (EPF) in 2010, which the Ministry’s technical and engineering staff use to assess each project across the nine key criteria shown in **Figure 7**.

After determining a project’s score, the Ministry adds the project to its Long List, which contains all the highway expansion projects recommended by the needs assessment process that have not been approved for construction. The Ministry sorts this list into three priority groups based on their score: high (>550), medium (475–550) and low (<475).

Figure 7: Key Criteria for the Expansion Prioritization Framework (EPF)

Source of data: Ministry of Transportation

Key Criteria	Score
1. Change in total travel time delay	0-100
2. Change in weighted total collision frequency	0-100
3. Support for economic activity	0-100
4. Availability of alternate routes	0-100
5. Economic benefit of the project	0-100
6. Connectivity among transportation modes for goods movement	0-100
7. Value of goods movement	0-100
8. Alignment with provincial and municipal planning and policy priorities	0-100
9. Support for the use of transit	0-100
Total	0-900

In addition to a project’s EPF score, the Ministry also considers a number of subjective qualitative factors (to which it does not assign a score), to further prioritize projects on its Long List, including funding availability, alignment with government priorities and mandates, regional Ministry oversight capacity, contractor capacity for construction, and timing based on other planned construction in the project’s proximity. After considering these factors, the Ministry prepares a Short List of projects that it recommends to the Board for approval as part of the annual business planning process, as described in **Section 2.2.3**.

2.3.3 Project Design and Construction

After highway projects are prioritized, they must undergo various steps in order to design and construct them.

Beginning with the preliminary design stage of a highway project, the Ministry develops the project’s design objectives and requirements, outlines the core elements of the design, identifies the likely route of the highway, and selects the most appropriate

delivery model for the project (determining who designs, finances and builds the project). For highway expansion projects greater than or equal to \$50 million, the Board's directives require the Ministry to obtain initial approval from the Board before committing further funding to the planning and design of the project and, again, before proceeding to construction.

During the rest of the design stage, the Ministry progresses the project's design to the level of detail required for construction. Throughout this process, the Ministry also acquires all property required for the project, identifies the required utility relocations (to accommodate the highway route), and obtains all permits and approvals required for construction to proceed.

Most design work is performed by external engineering consultants and all construction work is outsourced by the Ministry to external contractors. All such contracts are required to go through an open competitive bidding process that includes an evaluation of price, capability, and past performance. The Ministry is to oversee construction to assess whether contractors complete work in accordance with contract documents, which include the project's design.

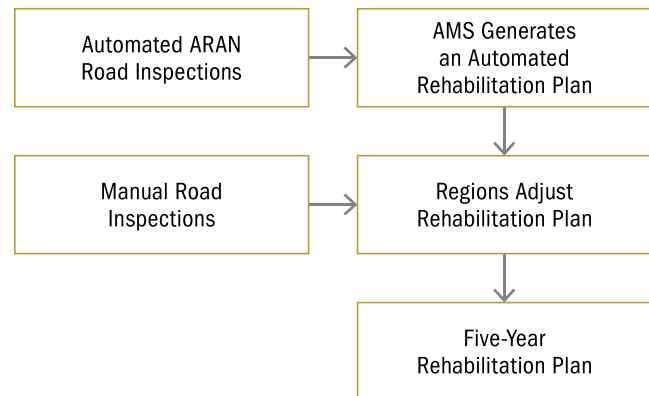
In parallel to the design stage, each highway project is required under the *Environmental Assessment Act* to undergo an environmental assessment that must be completed before construction begins. The environmental assessment is to evaluate alternatives to undertaking a project, the project's risks related to economic, social, and cultural factors that affect the community, as well as the project's potential impacts on the natural environment, in order to make recommendations to alter the project's design to mitigate those risks to an acceptable level.

2.4 Highway Rehabilitation Projects

As noted, the Ministry estimates the average life expectancy of the vast majority of highway pavement to be 15 years, and aims to rehabilitate a third of the entire highway network every five years. Rehabilitation

Figure 8: Pavement Rehabilitation Planning Process

Source: Ministry of Transportation



projects generally require less capital investment (per project) than expansion projects. Nevertheless, some rehabilitation projects can cost hundreds of millions of dollars and require similar up-front work to that of expansion projects.

The Ministry uses a needs assessment and prioritization process that is unique to rehabilitation projects (see **Figure 8** for an overview of the rehabilitation planning process). In addition, the Board's directives only require the Ministry to seek the Board's approval for rehabilitation projects greater than or equal to \$75 million in cost (instead of greater than or equal to \$50 million for expansion projects). However, in all other respects, the Ministry's process for designing and building each highway rehabilitation project includes the same steps as the process for highway expansion projects described in **Section 2.3.3**.

2.4.1 Rehabilitation Needs Assessment

To determine the rehabilitation needs of provincial highways, and to report on associated metrics, the Ministry performs annual assessments of pavement condition across its highway network using automatic road analyzers (ARANs). ARANs are installed on vehicles (as shown in **Figure 9**) driven by Ministry staff

Figure 9: Automatic Road Analyzer Vehicle

Source: Ministry of Transportation



that travel along provincial highways at high speed to analyze road texture, categorize defects, and identify excessive wear to determine the road condition for a specific section of the highway. The Ministry typically scans one lane of the highway during the assessment (while also taking video recordings of adjacent lanes) and records the condition data of the pavement for each 2.5-centimetre interval of the entire length of the highway.

ARAN scan data is used to calculate the Pavement Condition Index (PCI), which uses algorithms to categorize the condition of sections of pavement as Good, Fair, or Poor in order to determine that section's rehabilitation urgency. ARAN scan results are uploaded to the Ministry's Asset Management System (AMS), which uses them to generate its recommended rehabilitation plan (see **Section 2.4.2** and **Figure 8**) and to calculate the percentage of pavement in Good condition, which the Ministry uses as a performance indicator (see **Section 2.2.2**). In addition, ARAN scan results are used to assess the pavement quality and highway geometry of completed highway projects against the approved design, and to provide evidence of road conditions for court cases where highway condition on a particular date is relevant.

Currently, the Ministry operates three vehicles equipped with ARANs. Since 2013, the Ministry has used ARANs to assess about 80% of the province's highway network annually.

Manual Pavement Inspections

The Ministry's five regional offices are also required to conduct manual pavement condition assessments (manual inspections) for the entire highway network at least once every two years. The Ministry intends these assessments to be used to support the ARAN-based assessment of the highway network in each region. Manual inspections primarily involve physical observation and assessment of pavement condition by regional engineers across a small sample of stops along the highway section being inspected. Each regional office is also required to conduct manual assessments of the condition of non-pavement highway assets (such as traffic signs and barriers).

The Ministry maintains a Pavement Condition Assessment Manual (Manual), which provides instructions and guidelines for performing manual inspections of pavement, including a requirement to document the inspection assessment results and any deficiencies in a Pavement Condition Report. While the ARAN data is used to calculate the Pavement Condition Index (PCI), the end result of a manual inspection is the Pavement Condition Rating (PCR). PCR is a subjective rating given by the pavement inspector after driving over a pavement section and visually observing the severity and density of pavement distresses. To calculate the PCR, the inspector evaluates two parameters with guidance from the Ministry's Manual: (1) ride quality and (2) the extent and severity of distresses in the sampled locations.

2.4.2 Rehabilitation Capital Plans

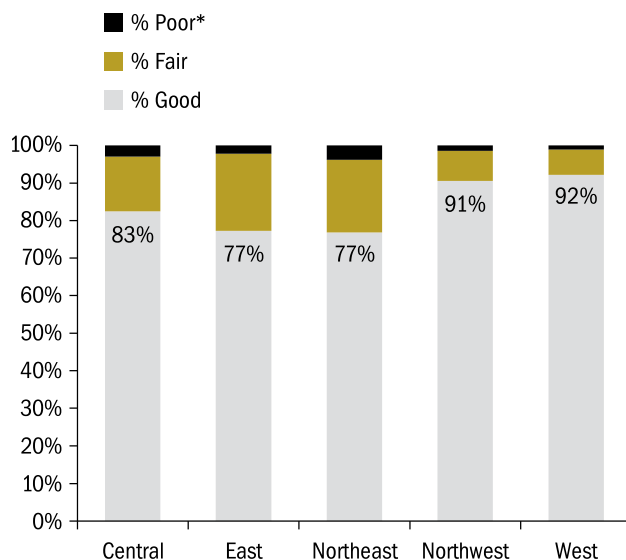
The Ministry uses its Asset Management System (AMS) to store details about its inventory of highway assets, including all highway pavement sections and their current condition as assessed by ARANs (described in

Section 2.4.1). Each year, the Ministry uses AMS to generate system-driven rehabilitation plans for each region, aimed at meeting the Ministry’s target for 67% of pavement to be in Good condition over the long term. **Figure 10** shows the proportion of the Ministry’s highway network in each of the Ministry’s five regions rated by condition level.

The Ministry inputs its available pavement rehabilitation budget into AMS, which uses the budget as a financial constraint to prioritize pavement rehabilitation projects. The system-recommended plan and the anticipated budget are provided to each regional office. Technical and engineering staff at the regional offices review these system-recommended regional rehabilitation plans and use their expertise and local knowledge (such as information from manual inspections) to refine them. Thereafter, they are to be sent back to the Ministry’s head office for final review and inclusion in the overall Ministry Rehabilitation Plan (see **Figure 8**).

Figure 10: Condition of Ontario Highway Pavement by Region, 2020/21

Source of data: Ministry of Transportation



* According to the Ministry, a condition rating of “Poor” is not a direct indication of safety concerns; instead, it indicates the relative need for rehabilitation.

2.5 Highway Tolls

Since 2017, when the Ontario government began charging tolls on three of Ontario’s highways (407 East, 412, and 418), toll operations have generated about \$265 million in revenue for the Province. During this time, Highways 412 and 418 generated a combined \$64 million, or 24% of the total toll revenue (see **Figure 11**). Tolls were put in place to help cover the costs of the highway expansion. Toll revenues from provincially owned highways are provided to the Ontario treasury to be used for government priorities.

3.0 Audit Objective and Scope

The objective of our audit was to assess whether the Ministry of Transportation has effective processes and systems in place to:

Figure 11: Ministry of Transportation Toll Revenue, 2016/17–2021/22 (\$ million)

Source of data: Ministry of Transportation

Fiscal Year	Highway 407 East*	Highway 412	Highway 418	Total by Year
2016/17	4.2	1.4	Not Operational	5.6
2017/18	34.0	12.0	Not Operational	46.0
2018/19	39.6	12.0	Not Operational	51.6
2019/20	43.9	11.7	1.1	56.7
2020/21	31.1	9.3	1.3	41.7
2021/22	47.7	13.3	1.9	62.9
Total by Highway	200.5	59.7	4.3	264.5

* Revenues do not include tolls from the 407 ETR (Burlington to Pickering), which is leased to and operated by the 407 ETR Concession Company Limited. Although physically connected, this segment of the highway is a separate entity from Highway 407 East (from Pickering to Clarington), which is owned and operated by the Province.

- plan and prioritize highway projects based on provincial infrastructure needs;
- maintain, repair, and renew existing provincial highway assets in accordance with sound asset management principles; and
- measure and publicly report on the performance of highway planning and management.

In planning for our work, we identified the audit criteria (see **Appendix 3**) we would use to address our audit objective. These criteria were established based on a review of applicable legislation, policies and procedures, internal and external studies, and best practices. Senior management at the Ministry reviewed and agreed with the suitability of our objectives and associated criteria.

We conducted our audit between January 2022 and September 2022. We obtained written representation from the Ministry's management that, effective November 24, 2022, they had provided us with all the information they were aware of that could significantly affect the findings or the conclusion of this report.

Our work was conducted at the Ministry's head office in St. Catharines, and the Ministry's offices for the Central (Toronto), East (Kingston), and North-west (Thunder Bay) regions. We also spoke with representatives from the other two regions, Northeast (North Bay) and West (London), via teleconference or videoconference. In addition, we obtained and reviewed data extracts and supporting documentation from these locations.

As part of the audit, we researched other jurisdictions to identify best practices for highway planning and management. We also spoke with stakeholders, including representatives from Treasury Board Secretariat and the Ontario chapter of the Association of Consulting Engineering Companies (the largest organization in Ontario that advocates for the interests of engineering consultants that the Ministry contracts for highway design work), to hear their perspectives on potential issues related to provincial highway planning and management, and on their involvement in the process.

We conducted our work and reported on the results of our examination in accordance with the

applicable Canadian Standards on Assurance Engagements—Direct Engagements, issued by the Auditing and Assurance Standards Board of the Chartered Professional Accountants of Canada. This included obtaining a reasonable level of assurance.

The Office of the Auditor General of Ontario applies the Canadian Standards of Quality Control and, as a result, maintains a comprehensive quality control system that includes documented policies and procedures with respect to compliance with rules of professional conduct, professional standards and applicable legal and regulatory requirements.

We have complied with the independence and other ethical requirements of the Code of Professional Conduct of the Chartered Professional Accountants of Ontario, which are founded on fundamental principles of integrity, objectivity, professional competence and due care, confidentiality and professional behaviour.

4.0 Detailed Audit Observations

4.1 Transportation Plans

4.1.1 The Ministry Has Not Developed an Implementation Strategy for Its Transportation Plans

Although the Ministry has begun to develop its transportation strategy for Ontario, and has recently finalized and published a transportation plan for one of the province's regions, it has not established timelines to finalize plans for the entire province. In addition, for the one finalized plan, it has not established short-term and long-term priorities, nor has it disclosed the estimated costs and a time frame to implement the plan.

As discussed in **Section 2.3.1**, the Ministry is transitioning from assessing the merits of individual highway expansion projects (to support decisions to expand the province's highways) to developing comprehensive transportation plans that provide a roadmap for the Ministry's vision of a complete transportation system that addresses the province's expected transportation needs. These plans are to

consider all modes of travel (road, rail, air, and marine) as one integrated system and plan for 20–30 years into the future. Once finalized, Ontario will have four regional transportation plans.

The Ministry published the first of these plans, the Greater Golden Horseshoe Transportation Plan (GGH plan), in March 2022, which identified a future transportation network and included committed highway projects for the next 30 years. However, we found that the Ministry had not established implementation timelines for the GGH plan’s short-term and long-term priorities; did not provide the estimated cost of the plan to Ontarians; did not establish methods for monitoring the plan’s achievement of its targets; and did not establish a frequency for periodic reviews to assess whether the plan still addresses the needs of the province. In contrast, Metrolinx (the Ministry’s partner agency for building and operating major components of the rail and bus network for the GGH plan) is required to create a transportation plan and set priorities for the implementation of the plan. We also found that, at the time of our audit, the other three transportation plans remained in draft form, and the Ministry did not have a targeted date to finalize these plans.

In our research of other jurisdictions, we found that the province of Manitoba and Milton Keynes (a designed city in the United Kingdom with all its infrastructure planned since its formation in the 1960s) had comprehensive transportation plans that publicly communicated their implementation priorities, timelines, key performance indicators, and the estimated cost of implementing the plans. In addition, we noted that Milton Keynes produces periodic reports on their progress toward implementing their transportation plan. As well, the Ministry’s own jurisdictional research of transportation plans identified Florida as having one of the most comprehensive monitoring and reporting processes for their transportation plan, with a publicly reported scorecard that analyzes progress against its goals and objectives.

Establishing implementation priorities and timelines for its plans would help the Ministry’s highway planning functions to better align with the plans (currently, the Ministry is not required to follow the transportation plans when selecting highway expansion projects). In addition, establishing performance indicators and periodic reassessments of the plans would allow the Ministry to monitor whether the plans’ priorities are met as Ontarians’ needs and transportation technologies change over time. Furthermore, estimating and publicly communicating the cost of implementing the plans would enable the Ministry to demonstrate to Ontarians whether the plans are achievable based on current levels of funding.

RECOMMENDATION 1

To realize the goals of having an overall provincial transportation strategy to effectively meet the transportation needs of Ontarians, we recommend that the Ministry of Transportation (Ministry):

- establish a targeted time frame to finalize and complete transportation plans for the entire province;
- establish short-term, medium-term and long-term project priorities for each regional transportation plan;
- estimate and publicly communicate the cost and time frame to achieve the goals of each regional transportation plan;
- require the Ministry to co-ordinate its planning and implementation to align with the Greater Golden Horseshoe transportation plan;
- require the Ministry to co-ordinate its planning and implementation to align with the other regional plans, once developed and approved for implementation;
- measure and report on the Ministry’s progress in achieving the goals of each transportation plan; and
- periodically reassess whether each regional plan continues to meet the emerging needs of the province and adjust the plans accordingly.

MINISTRY RESPONSE

The Ministry of Transportation (Ministry) agrees with each of the recommended action items and will work to implement them.

With respect to targeted timelines to complete long range transportation network plans for all planning regions in the province, the Ministry is undertaking technical planning studies over the next two-to-three years for Southwestern and Eastern Ontario to inform the development of network plans for these regions. Thereafter, the Ministry will take steps to complete development of a transportation plan for Northern Ontario. The plans for these regions will be co-ordinated with each other and have a 30-year implementation horizon. In addition, in March 2022, the Ministry procured the services of a multidisciplinary team to support the Ministry to develop an overarching, province-wide transportation plan. As of April 2022, with the publication of *Connecting the East*, the Ministry had released draft transportation plans covering all regions of the province. The Ministry continues to implement the actions outlined in these plans, including the establishment of task forces in Southwestern and Northern Ontario to ensure the transportation plans are informed by local needs and priorities.

Recognizing that the Ministry's regional plans are multimodal, and that each plan will include recommended improvements to a system-wide network which includes components that are owned and operated by other organizations, the Ministry will establish short-, medium- and long-term project priorities under provincial jurisdiction for each regional transportation plan, and will strive to provide the appropriate cost estimates of provincial components publicly once the short-, medium- and long-term project priorities have been determined for each regional transportation plan.

The Ministry will also take steps to measure and report on its progress in achieving the goals of each transportation plan, and periodically reassess

whether each regional transportation plan continues to meet the needs of the province.

4.1.2 Data Models Supporting Transportation Planning Are Not Independently Validated for Accuracy

The external consultants that had either developed or updated the Ministry's travel demand forecasting models also performed the periodic validation of the models' accuracy. Despite the potential conflict of interest that this arrangement poses, the Ministry did not independently review the validation work.

As described in **Section 2.3.1**, the Ministry uses two models to help objectively assess the advantages and disadvantages of different transportation alternatives by predicting travel choices and passenger/freight demands in the future. These models (one focused on the Greater Golden Horseshoe region and one on the rest of the province) were developed by external consultants in 2006 and 2014, respectively, and have since undergone revisions to update them. The two models inform transportation policy and planning. They are also used to develop transportation plans and to assess the impact of each Ministry-proposed highway expansion project on existing and forecasted transportation needs.

The Ministry validates the logic of the models (for example, the estimation of congestion relief from adding a highway lane) and their inputs (for example, current census data and population growth estimates) every five years. However, we found that the Ministry outsourced this task to the same consultants that had either developed or updated the models. In addition, the Ministry did not independently review the validation work completed by the consultants.

Having the same consultants that developed or updated the models review the completeness and accuracy of their own work creates a potential conflict of interest that would be avoided by having internal Ministry staff or an independent external party perform the validation work. Although the Ministry told us that they do not currently have sufficient

internal expertise to validate the models, we noted that multiple external consultants bid on the contracts to develop and update the models, indicating that it is possible to retain an independent party to validate the logic of the models and their inputs.

RECOMMENDATION 2

To demonstrate that the Ministry of Transportation (Ministry) effectively validates its travel demand forecasting models, we recommend that the Ministry:

- analyze the costs and benefits of hiring an independent subject-matter expert to perform the validation instead of using the same consultants that developed the models; and
- have validation work performed by internal Ministry staff on external subject matter experts.

MINISTRY RESPONSE

The Ministry of Transportation (Ministry) agrees with the recommendation and will take steps to address both action items. The Ministry recognizes that it is important to effectively validate its travel demand forecasting models.

4.2 At the Direction of the Government, the Ministry Prioritized the Construction of Lower-Ranked Highway Projects, Resulting in the Deferral of Higher-Ranked Projects

We found that, in 2019, the Ministry proposed deferring six highway expansion projects that were previously approved by the Treasury Board/Management Board of Cabinet (Board), and recommended funding the construction of four highway projects identified as government priorities, even though these projects were ranked as a lower priority by the Ministry's technical and engineering staff (see **Figure 12a**). Our audit found that the Ministry recommended prioritizing the four highway projects at the direction of the Minister's office. However, we found that the Ministry's proposals

to the Board neglected to communicate that the direction from the Minister's office was inconsistent with the recommendations of the Ministry's subject-matter experts who indicated that they would not have recommended the four highway projects selected by the Minister's office at that time, and did not have a specific time frame for when they would recommend them. Between April 2012 and March 2022, the Ministry was directed by the Minister's office to prioritize eight highway projects that were not aligned with technical and engineering staff recommendations.

Each year, the Ministry prepares a rolling 10-year infrastructure plan and budget that it submits for approval to the Board, a committee of Cabinet (described in **Section 2.2.3**). Each year, the Ministry also considers adding new highway expansion projects to the plan. The projects that the Ministry adds to its plan are typically assessed and recommended by the Ministry's technical and engineering staff using the Ministry's Expansion Prioritization Framework (EPF) score (0–900) and priority ranking (high, medium, or low), along with other relevant subjective factors (described in **Section 2.3.2**). The Ministry uses EPF scores to assess the relative benefit of each viable highway expansion project it identifies.

We reviewed the 88 approval requests for expansion projects that the Ministry's technical and engineering staff recommended to be added to the Ministry's infrastructure plan over the last 10 years (2012/13–2021/22) and found that 51 (58%) requests were for projects that had a high-priority rating, 28 (32%) were for projects that had a medium-priority rating, and just four (4%) were for projects that had a low-priority rating. A further five (6%) requests were for projects that did not have a priority rating assigned.

We found that, in 2019, in addition to the existing expansion projects already in the infrastructure plan, which were recommended by the Ministry's subject-matter experts, the Ministry added four new expansion projects to the infrastructure plan that it categorized as government priorities. We noted that the decision to prioritize and add these projects to the 2019 infrastructure plan was made by the Minister's office. We found that the Ministry's subject-matter

experts would not have added these projects to the plan at that time and did not have a specific time frame for when they would do so in the future. The combined proposals exceeded the planned 10-year budget by \$245 million. The Board directed the Ministry to re-prioritize the proposals to fit the budget.

These four highway project priorities were communicated to the Ministry by government officials primarily through meetings, rather than emails or letters. This left an incomplete record of how these decisions were made, by whom, and why. Although all expansion projects are subject to review and approval by the Minister's office before being added

to the infrastructure plan, between 2012 and 2019, according to the Ministry's records, all other expansion projects added to the infrastructure plan were recommended by the Ministry's technical and engineering staff.

To stay within the 2019 budget while accommodating the four additional projects selected by the Minister's office, the Ministry proposed deferring six expansion projects that it had previously obtained funding and approval from the Board to construct, and removed those projects from its rolling 10-year infrastructure plan. In addition, the Ministry deferred seven other expansion projects approved by the Board

Figure 12a: Expansion Prioritization Framework (EPF) Scores for Government Priority Projects and the Projects Deferred to Fund Them

Prepared by the Office of the Auditor General of Ontario

	Highway Project	EPF Score	Priority	Total Estimated Project Cost ¹ (\$ million)
Government Priority Projects	Highway 401—Tilbury to London widening	525	Medium	1,000-2,000
	Highway 17—Kenora to Manitoba widening	525	Medium	500-1,000
	Highway 17—Arnprior to Renfrew widening	425	Low	400-600
	Highway 3—Town of Essex to Leamington widening	400	Low	<200
	Average	469		
Deferred Projects Previously Approved for Construction	Highway 417—Ottawa Queensway widening from Highway 416 to Maitland Avenue ²	600	High	300-500
	Highway 401—Hespeler Road Easterly to Townline Road widening ³	600	High	<200
	Highway 7—Kitchener to Guelph new four-lane highway ⁴	550	Medium	1,000-2,000
	Highway 11/17—Highway 587 to Pearl Creek widening ⁵	525	Medium	<200
	Highway 11/17—Red Rock Road 9 to Coughlin Road widening ⁵	525	Medium	<100
	Highway 401—Highbury Interchange improvements and bridge replacement ⁶	n/a	n/a	<200
	Average	560		

1. Ministry estimates as of November 23, 2022 (unaudited). Actual costs can vary from these estimates.

2. Project remains deferred.

3. Project subsequently approved for funding as part of the 2021/22 10-Year Capital Plan.

4. Project subsequently approved for partial funding as part of the 2022/23 10-Year Capital Plan. This estimate includes the Grand River Bridges construction costs.

5. Project subsequently approved for funding as part of the 2020/21 10-Year Capital Plan.

6. Reclassified as a rehabilitation project and funding subsequently received through the 2021 Fall Economic Statement. This project does not have an EPF score because it contains a bridge component, which is not scored using the EPF.

Figure 12b: Expansion Prioritization Framework (EPF) Scores for Deferred Projects Previously Approved for Planning and Design

Prepared by the Office of the Auditor General of Ontario

	Highway Project	EPF Score	Priority	Total Estimated Project Cost ¹ (\$ million)
Deferred Projects Previously Approved for Planning/ Design	Highway 6 (Hanlon Expressway)—Upgrade to freeway from Maltby Road to Speed River in Guelph ²	675	High	300-500
	Highway 6 (Morrison Bypass)—New alignment south of Highway 401 ³	650	High	500-1,000
	Highway 6 (Hanlon Expressway)—Speed River to Wellington Road 7 upgrade ²	625	High	300-500
	Highway 401/Highway 8—Full directional interchange ²	625	High	300-500
	Highway 400—Langstaff Road to Highway 11 widening ⁴	575	High	1,000-2,000
	Highway 401 Belleville—5 km east of Highway 62 to Wallbridge Loyalist Road widening ⁵	550	Medium	500-1,000
	Highway 6—Highway 5 to Highway 6 North widening, including interchange construction ⁴	500	Medium	<200
	Average	600		

1. Ministry estimates as of November 23, 2022 (unaudited). Actual costs can vary from these estimates.

2. Project remains deferred.

3. Project subsequently approved for partial funding as part of the 2021/22 10-Year Capital Plan.

4. Project subsequently approved for partial or full funding as part of the 2022/23 10-Year Capital Plan.

5. Planning and design work is proceeding.

for planning and design work to focus on all projects in the infrastructure plan (which are approved for construction), including the four government priority projects (see **Figure 12b**). In their analysis of this proposal for the Board, Treasury Board Secretariat (which is described in **Section 2.2.3**) noted that “there is a risk that MTO’s proposal may lead to criticism as funding for projects with an overall higher ranking will be redirected to new projects with an overall lower ranking.” However, we found that the Ministry did not identify to the Secretariat that these changes to its infrastructure plan, which were based on direction from the Minister’s office, were inconsistent with the recommendations of the Ministry’s subject-matter experts regarding when these projects should be built. **Figure 12a** lists the four new projects selected by the Minister’s office, as well as the six projects that needed to be deferred by the Ministry to accommodate them. See **Appendix 4** and

Appendix 5 for maps illustrating the location of each project, as well as a brief description of each government priority and deferred project.

We noted that the four projects selected by the Minister’s office were on the Ministry’s list of projects previously assessed, scored, and prioritized by the Ministry’s technical and engineering staff (described in **Section 2.3.2**). We reviewed the Ministry’s prioritization scores for these four projects and found that two of them had a lower EPF score (and lower relative priority rating) than all of the projects deferred by the Ministry that had an EPF score, and the remaining two projects had a lower EPF score than all but two of the projects deferred by the Ministry that had an EPF score. See **Figure 12a** for the EPF score of each of these projects.

We also found that two of the six deferred projects approved for construction involved widening and repaving in Ontario’s Northwest Region (the two

Highway 11/17 projects described in **Figure 12a**). The deferral of these two projects resulted in \$158 million intended for Northern Ontario highway projects to be re-allocated to southern Ontario highway projects.

We noted that, since the deferral of expansion projects in 2019, Ministry staff have been able to re-incorporate five of the six deferred projects previously approved for construction into capital plans in the subsequent three years (see **Figure 12a** notes). In addition, as of August 2022, the Ministry resumed work on four of the seven deferred projects that were previously approved for planning and design work (see **Figure 12b** notes). However, it is not clear what effect the prioritization of the government's projects has had on other projects that the Ministry staff may have otherwise recommended to construct in subsequent years. By reprioritizing projects deferred to accommodate the government priorities, other projects may have been pushed back.

According to the Ministry's records, and to the best of their recollection, 2019 was the first time in the last decade (2012–22) when the timing of new expansion projects in the Ministry's infrastructure plan was not recommended by the Ministry's technical and engineer staff, but it was not the last. The Ministry's infrastructure plans submitted to the Board in 2021/22 included three additional government-priority projects that its subject-matter experts would not have recommended at that time.

As shown in **Figure 13**, two of these projects received a priority ranking of “low” from the Ministry, while the remaining project—the Bradford Bypass—received a ranking of medium. The Bradford Bypass was originally conceived by the Ministry in 1989, and is the largest of these three additional government-priority projects. The Bradford Bypass is currently undergoing a provincial environmental assessment. Its total cost is estimated to be between \$2 and \$4 billion.

In addition, we found that one additional project for the Greater Toronto Area (GTA), Highway 413 GTA West, was identified as a priority project in 2019 by the Minister's office at an estimated total cost greater than \$4 billion. This project was originally conceived by the Ministry in 2002 and was included in Ontario's 2006 Growth Plan for the Greater Golden Horseshoe. Although this project received an EPF score of 668 (high priority) from the Ministry, the Ministry, as of August 2022, had not requested funding to construct the project because the project is still being designed and it is under review by the Impact Assessment Agency of Canada to determine whether an environmental assessment by the federal government is required. No construction on the project can begin until the federal environmental assessment process has concluded and sufficient design work has been completed.

According to the Ministry's current estimates, the total cost of the eight government-priority

Figure 13: Expansion Prioritization Framework (EPF) Scores for Government Priority Projects, 2021/22

Prepared by Office of the Auditor General of Ontario

Highway Project	EPF Score	Priority	Total Estimated Project Cost ¹ (\$ million)
Bradford Bypass (formerly known as Highway 400/404 Link)—New four-lane highway ²	500	Medium	2,000-4,000
Highway 6—Highway 403 to Upper James Street widening	450	Low	300-500
Highway 40—Lambton/Sarnia widening	450	Low	<200
Average	467		

1. Ministry estimates as of November 23, 2022 (unaudited). Actual costs can vary from these estimates.

2. According to the Ministry's 2021/22 business plan, it re-allocated \$83.8 million from the Metrolinx GO Niagara Extension project to the Bradford Bypass project.

projects (which includes the Highway 413 project) is expected to be greater than the Ministry's expansion project expenditures for the past 10 years (2012/13–2021/22), which totalled approximately \$8.1 billion. We noted that unless the Board provides additional funding, the Ministry will not have sufficient funding to accommodate both the seven government priority projects that have already been approved (which do not include the Highway 413 project) and projects recommended by its subject-matter experts for the next 10 years. If approved, the Highway 413 project would become the largest highway project in the infrastructure plan. At this time, the Board has not committed to providing additional funding so that non-government-priority projects can be constructed.

We noted that Ontario has no process in place to identify and address instances where the Ministry is not in agreement with the direction provided by the Minister. In contrast, as described in our 2020 audit of Business Case Development in the Ontario Public Service, the United Kingdom has such a process. The United Kingdom HM Treasury's handbook, *Managing Public Money*, sets out four standards by which all public money must be handled: regularity (compliance with legislation or agreed-upon budgets); propriety (meeting the high standard of public conduct, including robust governance and transparency); value-for-money (achieving a good-quality outcome for the cost); and feasibility (likelihood of successful implementation). If a situation arises where a Minister decides to pursue a course of action that the accounting officer (comparable to a Deputy Minister) believes does not meet at least one of the above criteria, the accounting officer is required to write to the Minister expressing concern and requesting written direction to proceed. Upon receipt of a ministerial direction, the accounting officer is required to comply and a copy of the letter is shared with the Treasury, the Comptroller and Auditor General, Parliament's Public Accounts Committee, and the public.

RECOMMENDATION 3

To support accountable and transparent decision-making when selecting highway expansion projects, we recommend that the Ministry of Transportation (Ministry):

- request official written Ministerial direction when the provincial government's objectives do not align with the recommendations of the Ministry's subject-matter experts;
- submit business cases to Treasury Board Secretariat and Treasury Board/Management Board of Cabinet that include the Ministerial direction received; an explanation that clearly indicates why the Ministerial direction does not align with the Ministry's subject-matter experts; and the actions that the Ministry's subject-matter experts would otherwise recommend; and
- provide a copy of the written Ministerial direction to the Standing Committee on Public Accounts, the Auditor General, and the Comptroller General of Ontario; and
- make the written Ministerial direction public on its website.

MINISTRY RESPONSE

The Ministry of Transportation (Ministry) agrees to take steps to implement the recommended action items in instances where the government's objectives do not align with the Ministry's subject matter experts.

4.3 Road Condition Assessment

4.3.1 The Ministry Continues to Perform Manual Road Assessments That Are Less Efficient and that Duplicate Assessments Completed Using Its Automatic Road Analyzers

In 2013, the Ministry implemented the use of vehicles equipped with automatic road analyzers (ARANs) to scan and assess the condition of the province's

entire highway network at least once every two years. However, we found that nearly 10 years after implementing ARANs, four of the Ministry's five regional offices continue to perform manual assessments of their entire highway network every one or two years, duplicating the work completed by ARANs.

As described in **Section 2.4.1**, the ARAN technology enables the Ministry to scan and assess the condition of each section of the province's highways; calculate the Pavement Condition Index (PCI) for each section; and categorize the section as being in good, fair or poor condition, based on the calculated PCI. In addition, as described in **Section 2.4.2**, the Ministry's information systems use ARAN assessment results to produce automated recommendations for the rehabilitation of highways to meet the Ministry's target of 67% of pavement being in good condition, within the Ministry's available rehabilitation budget for pavement.

Although Ministry management told us that ARAN-based assessments of pavement are more efficient than manual assessments, and provide results that are more complete and less subjective, we found that the Ministry's Pavement Condition Assessment Manual still requires regional staff to conduct manual assessments of the complete highway network within each region at least once every two years. This is inconsistent with the Ministry's expectations (described in **Section 2.4.1**) for manual assessments to only be used to support the ARAN-based assessments—such as to perform a spot check to confirm or follow up on deficiencies identified using ARANs. Manual assessments are also expected to be used for targeted purposes where additional or more current information is required for a project, for which recent ARAN-based data is not available.

We found that with the exception of the Northwest region, which stopped performing manual assessments in 2018, the Ministry's remaining four regions continued to perform manual assessments of their entire highway network, duplicating the work completed using ARANs. Although the Ministry does not track the time it spends on these manual assessments,

it estimated for us that about 20 of its staff have devoted about 10% of their time annually to completing them.

We also found that, in contrast to assessments completed using ARANs, which scan and assess the entire highway section inspected, manual assessments only involve a sample of points along the highway section, leaving it to the inspector's discretion to decide how many points to evaluate during an assessment. In addition, as described in **Section 4.3.3**, we found that the Ministry does not have a process to assess whether manual assessments are completed effectively and in accordance with its requirements.

The Ministry's head office had provided regional office staff with some training on utilizing ARAN-based assessments. However, Ministry management did not provide them with any direction to transition from manual assessments to ARAN-based highway network assessments by a certain date. As a result, only the Northwest region decided to switch from manual assessments to ARAN-based assessments of pavement. The Northwest region's transition towards automation was facilitated by having some of its staff trained on using ARANs (see **Section 4.3.2**)—this region now has the second-highest percentage of highways “in good condition” (see **Figure 10**). We discussed the differences in regional office pavement assessment practices with the Ministry's management who told us that it was planning to provide additional education sessions to regional office staff in the future to clarify its intent to transition to using ARAN-based assessments of the highway network's pavement instead of manual assessments.

Although continuing to conduct manual assessments after the introduction of ARANs likely helps to validate the accuracy of the automated assessments, we found the Ministry has yet to complete a province-wide comparison to determine whether there is any continued need to perform manual assessments of the complete network. We did note that three regional offices have been performing annual comparisons between a sample of ARAN-based assessments and their manual assessments for the same highway

sections, and determined that ARAN assessments produced accurate results that matched the results of manual assessments in the vast majority of cases.

4.3.2 Ministry Can Increase Effectiveness of Highway Condition Assessments Using Automatic Road Analyzers with More Trained Staff

The Ministry's staff tasked with completing highway condition assessments using ARANs have successfully assessed one lane of every section of the provincial highway network at least once every two years since the Ministry implemented vehicles equipped with ARANs in 2013. In addition, as noted in **Section 4.3.1**, the Ministry's regional offices have found that ARAN-based assessments of pavement produced accurate results. Nevertheless, we found that the accuracy and completeness of such assessments could be improved by training additional existing Ministry staff to increase the proportion of the highway network that the Ministry scans annually.

The Ministry's Pavement Evaluation Unit (PEU), which is based in Toronto, is responsible for completing assessments of the provincial highway network using vehicles equipped with ARANs. The PEU is comprised of two technicians that regularly operate the vehicles with ARANs, as well as a supervisor and a manager to oversee the unit. PEU staff receive specialized training to operate the ARANs.

We noted that the Ministry has not set a formal target for the proportion of the province's highway network that it expects the PEU to scan and assess annually. We found that, since the introduction of ARANs, the Ministry has scanned and assessed about 80% of the province's highway network annually, inspecting every section of highway at least once every two years. However, we found that the PEU generally uses ARANs to scan only one highway lane, irrespective of how many lanes a section of the highway contains. Ministry management told us that increasing the proportion of the highway network that is scanned annually would increase the accuracy

and currency of assessment results. This would help improve the quality of data used by the Ministry's information system (described in **Section 2.4.2**), which relies on highway condition assessments completed with ARANs to produce automated recommendations for the rehabilitation of the province's highway network. Similarly, regional office staff told us that annual ARAN scans of all highway lanes and the full highway network would further decrease the need for manual inspections.

While PEU staff have enough vehicles equipped with ARANs, they do not have sufficient staff to increase the proportion of the highway network that they scan annually. Although the PEU has three vehicles with ARANs, the PEU advised us that it generally operates only one vehicle at a time since two technicians are required to operate one vehicle. With help from trained regional office staff, up to three vehicles with ARANs can be operated at the same time. In addition, weather delays also pose a challenge to completing condition assessments using ARANs, since ARANs cannot accurately scan wet pavement. According to the Ministry, for the results of the road condition scan to be effective, the pavement section has to be dry. Water distorts the scanner's readings of the depth and texture of the pavement, making it seem smoother than it is (and potentially hiding potholes or cracks).

We found that, in 2016, the Ministry trained five staff who were performing manual assessments at the Northwest and Northeast regional offices to operate one of the vehicles equipped with an ARAN. Having more ARAN-trained staff gave the Ministry greater flexibility to schedule around the weather and complete condition assessments using ARANs in these two regions. We also noted that the Northwest regional office subsequently discontinued manual assessments of their highway network. However, we found that the Ministry has not yet trained additional staff at the Ministry's remaining three regional offices to increase its capacity to scan highways using ARANs and reduce regional office reliance on manual assessments.

4.3.3 Ministry Does Not Assess Whether Manual Road Condition Assessments are Completed Effectively

We found that the Ministry does not have a process to assess whether manual highway condition assessments performed by regional office staff are completed effectively and in accordance with the Ministry's requirements.

As noted in **Section 4.3.1**, although Ministry management noted that ARAN-based assessments of pavement condition are more efficient than manual assessments, and provide results that are more complete and less subjective, the Ministry still also requires regional office staff to conduct manual assessments of the whole highway network within each region at least once every two years. As described in **Section 2.4.1**, the Ministry has developed a Pavement Condition Assessment Manual (Manual) that it requires its inspectors to follow when completing manual highway condition assessments. For each assessment, the Manual requires inspectors to determine a Pavement Condition Rating (PCR) and to document their assessment of pavement condition and related deficiencies in a Pavement Condition Report.

We found that neither the Ministry's head office nor its regional offices could demonstrate that they assessed whether inspectors complete manual highway condition assessments effectively in accordance with the Ministry's Manual. In contrast, we noted that the Ministry requires the work of all its external consultants to be evaluated. We also found that, at one of the three regional offices we audited, inspectors recorded the assessment scores but did not complete the required Pavement Condition Reports that support those scores for the inspections they completed. As a result, they could not provide documentation to support the deficiencies they found in their inspections, nor could they support the PCR they had determined for the condition of the highway network in their region. The absence of Pavement Condition Reports is concerning since, as described in **Section 4.4.1**, four regional offices still base major

highway rehabilitation decisions on the results of manual assessments completed by their inspectors.

We also found that, although inspectors are required to document their assessment of pavement condition and deficiencies, the Ministry does not require them to take photographs of the pavement to support their assessment. In contrast, when the Ministry inspects provincial bridges, the inspectors are required to support their work with pictures of the portion of the bridge where deficiencies were identified. This enables the Ministry to later review the work to determine the most appropriate treatment strategies.

RECOMMENDATION 4

To efficiently and effectively assess the condition of the provincial highway network, we recommend that the Ministry of Transportation (Ministry):

- review and update the requirements of its Pavement Condition Assessment Manual to only utilize manual assessments of pavement in order to support assessments completed using vehicles equipped with automatic road analyzers (ARANs);
- set a target for the frequency and proportion of the provincial highway network it expects to assess using ARANs; and
- train additional staff at the Ministry's regional offices to be able to meet this target.

MINISTRY RESPONSE

The Ministry of Transportation (Ministry) agrees with each of the recommended action items.

The Ministry will develop a formal policy in 2023 that sets out the expectation to use automatic road analyzer (ARAN) data to assess the condition of highway network and update the Pavement Condition Assessment Manual to clarify when manual pavement condition assessments are necessary and that they are to support ARAN-based assessments. The Ministry has been transitioning to ARAN data from manual assessments to automated assessments over time.

The Ministry's specific targets for the frequency and scope of ARAN network data collection will be formalized during 2023. This will be done in consideration of the current ARAN fleet capabilities, degree of utilization, data storage and software needs, as well as staffing resources, to optimize the efficiency of the ARAN program.

The Ministry supports expanded training initiatives to elevate the knowledge and competency of regional staff to collect ARAN data and use it for network evaluations and project-specific needs.

RECOMMENDATION 5

So that manual assessments of highway pavement condition are completed effectively and contain sufficient documentation to support the assessed pavement condition rating, in cases where manual assessments are still needed, we recommend that the Ministry of Transportation (Ministry):

- establish a process to review whether manual assessments at each of its five regional offices are completed and documented in accordance with the Ministry's requirements;
- take corrective action where its review of assessments identifies deficiencies; and
- require inspectors to take photographs of pavement deficiencies to support their manual assessment.

MINISTRY RESPONSE

The Ministry of Transportation (Ministry) agrees with each of the recommended action items. The Ministry must ensure that its staff are proficient in the use of the Pavement Condition Assessment Manual and the use of pavement evaluation report templates.

To enhance the consistency and accuracy of manual pavement evaluations and the appropriate use of the manual assessments, the Ministry will develop a formal policy in 2023 that clarifies when manual pavement condition assessments are necessary. The Pavement Condition Assessment Manual and pavement report templates will be updated in

2023 to reflect these policy requirements as well as technical updates, such as the expectation for supporting information as appropriate, including photographs. In 2023, the Ministry will also develop a formal policy for the collection, storage and review of manual pavement evaluation assessments undertaken by staff. This will include a protocol for internal review to ensure consistency and quality of manual pavement reports.

4.4 Rehabilitation Capital Planning

4.4.1 Ministry Does Not Effectively Use Condition Assessment Data in Its Highway Rehabilitation Plans

The Ministry implemented information systems that use detailed pavement condition assessment data to produce automated recommendations to rehabilitate the provincial highway network. However, we found that lengthy interruptions to systems functionality and a failure to provide direction to staff to use systems data have resulted in Ministry staff largely ignoring this data. In four of five regional offices, staff instead rely on their more limited manual assessments to determine highway rehabilitation plans.

As described in **Section 2.4.2**, the Ministry uses its Asset Management System (AMS) to store and analyze key highway asset inventory, including pavement inventory and condition information. Results from annual ARAN scans are input into AMS to update pavement condition information, and AMS is then used to produce an automated recommended five-year highway pavement rehabilitation plan for each of the Ministry's five regions. These recommended rehabilitation plans are updated annually and provided to each regional office, along with anticipated regional budgets. The Ministry expects technical and engineering staff at the regional offices to review these system-generated regional rehabilitation plans and use their expertise and local knowledge to refine them. Thereafter, they are to be sent back to the Ministry's head office for final review and inclusion in the overall Ministry rehabilitation plan.

We found that none of the Ministry's five regional offices rely on the AMS-recommended rehabilitation plans for their region. Instead, four of the regional offices use the results of their manual assessments of highway pavement condition (described in **Section 4.3.3**) and their professional expertise to develop their regional rehabilitation plans. The remaining regional office (Northwest) supplements its professional expertise with ARAN-based assessment results (instead of manual assessments) to develop its regional rehabilitation plan, but still does not rely on the AMS recommendations as a basis. In the absence of direction from the Ministry's head office, four regional offices chose to use the results of manual pavement condition assessments instead of the ARAN-based assessments even though, as described in **Section 4.3.1**, the ARAN-based assessments capture data on a much larger proportion of the applicable highway section than do manual assessments.

We also found that once regional offices submitted their rehabilitation plans to the Ministry's head office, head office largely accepts the plans as-is, without reviewing them relative to the rehabilitation plan produced by AMS, as long as the expected cost of the plans was within the anticipated budget for the region.

We observed that lengthy interruption to the functionality of AMS may have contributed to the reluctance of regional staff to rely on AMS-recommended rehabilitation plans. The Ministry advised us that, following an effort to incorporate the province's bridges and large culverts into AMS rehabilitation planning, the Ministry was unable to verify the validity and accuracy of the system's calculations that formed the basis for the system's rehabilitation recommendations. As a result, between 2017 and 2019, the Ministry did not use AMS to produce highway pavement rehabilitation plans. Instead, regions were expected to use the regional rehabilitation plans produced by AMS in 2016 as a foundation, and to update them using available data (including the complete ARAN assessment results, which were unaffected by system issues and were available to each region). The

Ministry resumed providing regions with updated system-generated rehabilitation plans in 2020.

RECOMMENDATION 6

To improve the consistency and accuracy of regional highway pavement rehabilitation plans, we recommend that the Ministry of Transportation work with its technical and engineering staff in the five regional offices to develop and implement a consistent process for developing and reviewing such plans, including establishing guidelines for when it is and is not appropriate to use the results of manual assessments instead of assessments completed using the Ministry's automatic road analyzers.

MINISTRY RESPONSE

The Ministry of Transportation (Ministry) agrees with the recommendation. The Ministry will develop guidelines to support a consistent approach for the development of regional highway rehabilitation plans. The Ministry anticipates this to be completed in the next 24 months.

4.4.2 AMS is Not Used to Assess the Rehabilitation Needs of About \$2.6 Billion of Other Highway Infrastructure Assets

While AMS is used to record and analyze asset conditions and generate rehabilitation recommendations for pavements, bridges and large culverts, AMS is not used to record and analyze about \$2.6 billion of the Ministry's "other infrastructure assets" that support highway infrastructure, such as noise barriers, traffic signals, overhead signs, drainage systems, small culverts, and lighting. Instead, these assets are recorded and their condition and rehabilitation needs are tracked manually using spreadsheets at each regional office. Regional offices periodically perform manual inspections of these "other infrastructure assets" to update their condition records and determine their rehabilitation needs.

The Ministry indicated that AMS could be configured to keep a record of these “other assets” and to make rehabilitation recommendations for these items using the results of manual inspections performed by regional offices. However, the Ministry noted that the AMS vendor would first have to establish appropriate asset classes for these “other infrastructure assets” before the Ministry could use AMS to record them and input the results from their manual inspections of these assets.

RECOMMENDATION 7

So that the Ministry of Transportation’s (Ministry) information systems can generate more complete highway rehabilitation plans that incorporate all of the Ministry’s highway assets, we recommend that the Ministry:

- have its information systems configured by the AMS vendor to record and track the condition of other highway assets (such as noise barriers, traffic signals, and overhead signs);
- input inspection results for other highway assets into its information systems; and
- use its information systems to make rehabilitation recommendations that include other highway assets.

MINISTRY RESPONSE

The Ministry of Transportation (Ministry) agrees with Auditor’s recommendations.

The Ministry is in the process of procuring a new Transportation Asset Management System that will have the capability to incorporate information for other highway assets. The Ministry anticipates procuring the new system in 2023 and once implemented, using a phased approach to incorporate additional assets that are deemed beneficial to include. Thereafter, the Ministry will include relevant information for those applicable additional assets in its new information system and use the system to make rehabilitation recommendations that include those assets.

4.5 Engineering Contract Management

4.5.1 Engineering Consultant Performance Is Not Appraised in Over 40% of Assignments

Although the Ministry is required to evaluate the work of engineering consultants after each design assignment, we found that the Ministry does not do so for over 40% of assignments. This increases the risk that contracts for highway design work are awarded to poorly performing consultants for which the Ministry does not have a complete performance history.

The Ministry’s policy requires that engineering service providers must have their performance assessed after every assignment (and during the assignment, depending on the duration of work), using the Ministry’s standardized performance appraisals. Performance appraisals are used to calculate a service provider’s Corporate Performance Rating (CPR), a three-year weighted average of past performance on the Ministry’s contracts. CPR is one of the Ministry’s key considerations when it awards a contract to a consultant, representing 25–50% of the total scoring weight, with the rest allocated to the bid price and consultant’s technical ability. CPR is also used as the basis for determining performance-based penalties, including limitations on the types of work a consultant is eligible to bid on. If a service provider has no performance history with which to calculate a CPR, or has not received a performance evaluation in the three years preceding the applicable bidding process, the service provider is assigned a default CPR that is equal to the average CPR of all service providers.

We noted that the Ministry’s engineering and project delivery staff have been completing fewer than 60% of their assigned appraisals of design consultants. Specifically, we found that, from 2011–20, Ministry staff completed just 59% of their 1,416 assigned appraisals. We also found that the completion rate varied by region, as shown in **Figure 14**.

As shown in **Figure 14**, between 2011–20, the Ministry awarded 1,416 engineering contracts. We noted

Figure 14: Engineering Consultant Performance Appraisals Completed by Region, 2011–2020

Prepared by Office of the Auditor General of Ontario

Region	Appraisals Completed (#)	Contracts Awarded (#)	Completion (%)
Central	287	406	71
East	106	242	44
Northeast	233	351	66
Northwest	159	261	61
West	43	116	37
Head Office	13	40	33
Total	841	1,416	59*

* Percentage of appraisals completed in all regions and the head office.

that these contracts were awarded to 292 engineering consultants. However, we found that over this period, only 112 (38%) of these consultants received all required performance appraisals for their assignments, while 70 (24%) of the consultants received some of their performance appraisals, and 110 (38%) received none.

As a result, there is a risk that consultants with poor past performance may successfully obtain Ministry contracts because their CPR will not reflect poor performance on jobs that were not appraised. Conversely, there is a risk that consultants who have improved their work after earlier poor performance may not obtain Ministry contracts because their CPR may not reflect recent improvements to their performance. Incomplete performance appraisals also create barriers to effective data analysis of performance trends and implementation of corrective measures. Representatives from the Ontario chapter of the Association of Consulting Engineering Companies told us that a lack of timely appraisals has negatively impacted their members' ability to illustrate their past performance when bidding on Ministry contracts. (This association is the largest organization in Ontario that advocates for the interests of engineering consultants that the Ministry contracts for highway design work.) The association also noted that they had highlighted this as a significant issue during discussions with the Ministry.

We spoke to Ministry staff that support engineering and project delivery about why fewer than half

of the required performance appraisals have been completed over the past 10 years. They noted the Ministry's performance evaluation process is comprehensive and, due to limited resources, they often have to prioritize activities related to project delivery over performance management.

RECOMMENDATION 8

So that the Ministry of Transportation (Ministry) only awards contracts to engineering consultants that meet the Ministry's performance expectations, we recommend that the Ministry complete timely performance appraisals for all consultants after each assignment.

MINISTRY RESPONSE

The Ministry of Transportation (Ministry) agrees with the recommendation and that the timely completion of consultant performance appraisals is important. The Ministry plans to develop a more streamlined appraisal process in 2023 that it plans to implement in 2024. The Ministry expects that this new process will enable it to complete evaluations more objectively and efficiently. In addition, the Ministry began development of a new Contract Management System (CMS) in January 2022 that is targeted for implementation in 2023. The Ministry expects that CMS will improve its ability to track consultant performance and contribute to the improvement of appraisal completion rates.

4.5.2 The Ministry Does Not Record All of Its Contracts, Change Orders, Claims, and Project Delays in Its Contract Management System

We found that the Ministry does not record all of its highway project contracts in its contract management system, nor does it record all change orders, claims, and time delays (including a meaningful description of what caused them) for these contracts. As a result, the Ministry cannot efficiently analyze data to identify and address systemic issues and trends that can result in additional costs.

The Ministry uses a contract management system to track and manage the vast majority of highway project contracts and related project issues. Project planning and design issues are often identified during construction and can result in change orders, claims or time delays. Change orders are modifications to the scope of work that was originally tendered and awarded. Claims are disputes between the Ministry and a contractor, which are intended to be a mechanism to resolve differences in interpretations of the terms of the contract.

We found that the Ministry does not record any engineering design contracts in its contract management system, nor was its system configured to record change orders, claims, or time delays for about 6% of projects over the last six years (2016–21). Change orders, claims, and delays to projects can result in significant costs to the Ministry. However, because complete information on these matters is not captured in the Ministry's contract management system, the Ministry cannot efficiently undertake complete analysis to identify systemic issues, including issues related to project design, that require follow-up and corrective action.

Among the 94% of projects for which change orders are recorded in the contract management system, a recent Ministry analysis identified that, between 2016 and 2021, the Ministry incurred about \$343 million in change orders, relative to \$5.6 billion in contracts for projects, of which 44% or \$150 million were design-related. However, we noted that even in cases where change orders, claims, and time delays are recorded in the Ministry's contract

management system, their specific causes are not recorded in searchable fields. As a result, the Ministry cannot use its contract management system to perform data analysis to identify systemic issues or trends over time that require follow-up and corrective action. Instead, change orders, claims, and time delays have to be reviewed manually, one at a time, to understand their contents and the reason for the change.

During our audit, the Ministry completed a manual analysis of change orders categorized as design-related and noted that some of the most common types of change orders were related to unexpected underground conditions found during construction and utility relocations (for example, power and gas lines) that were either not timely or were not correctly completed.

RECOMMENDATION 9

To manage its engineering consultant contracts more effectively, we recommend that the Ministry of Transportation:

- enhance its contract management system to capture details in a format that will enable systematic analysis of change orders, claims, and project delays;
- record all engineering consultant contracts in its contract management system, as well as all change orders, claims, and project delays; and
- periodically analyze change orders, claims, and project delays to identify systemic issues and trends, and to undertake follow-up and corrective action to address them.

MINISTRY RESPONSE

The Ministry of Transportation (Ministry) agrees with each of the recommended action items.

The Ministry began the development of a new Contract Management System (CMS) in January 2022. The system is targeted for implementation in 2023. The development of the Construction Contract module in this new system includes enhancements for the categorization of change orders, claims and project delays which will allow the ministry to periodically conduct analyses to

identify systemic issues and trends and to undertake follow up and corrective action. This system will be used to record all engineering consultant contracts. These contracts, among other processes, will include change orders, claims and project delays. Once the CMS is implemented, the Ministry will periodically analyze change orders, claims, and project delays to identify systemic issues and trends, and to take corrective action where it is needed.

4.6 The Ministry Does Not Have Sufficient Performance Indicators to Monitor the Effectiveness of its Highway Initiatives

We found that the Ministry's existing performance indicators do not provide the Ministry with sufficient information to monitor the effectiveness of its highway planning and management operations or to publicly communicate their effectiveness to Ontarians. In particular, we found that the Ministry did not have any indicators to measure the efficiency and effectiveness of its highway expansion initiatives, including whether they are completed on time and on budget, and whether they meet the Ministry's transportation vision.

As noted in **Section 2.2.2**, the Ministry uses three performance indicators to assess its highway planning and management activities. (See **Figure 4** for a description and the results for these indicators over the last five years.) We reviewed these indicators and noted the following limitations to measuring the effectiveness of the Ministry's highway planning and management operations:

- **Percentage of highway pavement in good condition.** Although this indicator provides valuable information on the proportion of highway pavement that is in good condition and does not require repair for at least six more years, the Ministry does not report the summarized results of this indicator publicly. As shown in **Figure 10**, the proportion of pavement in Good condition ranges among regions, from a low of 77% in the East and Northeast regions to as high as 92% in the West region, based on 2020 data. However,

we found that the Ministry does not report the proportion of pavement in Fair or Poor condition. Reporting the proportion of pavement in both Good and Poor condition, by region, on an annual basis, would provide both government decision-makers and the public insight into how well the Ministry is prioritizing its regional rehabilitation efforts over time.

- **Fatalities per 10,000 licensed drivers.** This performance indicator provides a limited view of safety on Ontario's highways. The Secretariat echoed this view in 2021 when it recommended that the Ministry consider expanding safety-related performance measures to encompass other aspects of road safety, such as considerations related to pedestrians, cyclists, and impaired or distracted driving. We noted the Ministry captures data on collisions and injury severity that could help it to develop performance indicators and related targets to more effectively monitor and report on highway safety. As well, although the Ministry uses fatalities per 10,000 licensed drivers to assess the safety of the highway network, there are many variables that impact this performance indicator that are outside of the Ministry's direct control. These variables include, for example, the effectiveness of policing and the effects of weather. We also noted that Ontario's road fatality target has been set at a rate that may not drive performance improvement because the target has been achieved each year since a target was set in 2002. The Ministry advised us that Ontario has adopted the Canadian Road Safety Strategy 2025, whereby provinces aim to achieve continued improvements in the rates of fatalities and serious injuries. The adoption of this strategy further highlights the need to update the fatality target and implement targets related to serious injuries.
- **Average travel speed of commercial vehicles on 400-series highways.** Although the Ministry uses this indicator to measure highway capacity on Ontario's highway network, it may

not adequately reflect congestion during rush hour for all drivers, which could more accurately represent highway capacity. The Ministry indicated that reliable passenger vehicle data has now become available (that the Ministry can purchase), making it easier to establish corresponding performance indicators.

In addition to the limitations of the Ministry's existing performance indicators, the Ministry had not established key performance indicators for several aspects of their highway planning and management operations, including:

- highway safety, including assessment of non-fatal accidents and root causes (such as highway design, traffic volume, weather conditions);
- mobility of people and goods, including congestion impacts on non-commercial vehicles and connectivity to other transportation methods;
- sustainability and environmental impact, including emissions, energy considerations, and land-use planning; and
- achievement of planned expansion projects on time and within budget, and in accordance with the transportation strategy and published commitments in the Ontario Highways Program (described in **Section 2.2.1**).

RECOMMENDATION 10

So that the Ministry of Transportation (Ministry) can better measure and report on the effectiveness of its highway planning and management operations, we recommend that the Ministry:

- review its existing performance indicators to identify ways to improve their usefulness in measuring the effectiveness of the Ministry's operations and in communicating meaningful results to the public and the Board; and
- identify and implement additional performance indicators to measure and publicly report on additional areas of its highway planning and management operations, including whether projects are completed on time and within budgets, and whether they meet the Ministry's transportation goals and published commitments.

MINISTRY RESPONSE

The Ministry of Transportation (Ministry) agrees with the Auditor's recommendations.

The Ministry will review its existing performance indicators for highway planning and management operations and consider additional performance indicators to measure and report.

The Ministry anticipates completing the review of existing indicators and identifying viable additional indicators within 18-24 months and begin utilizing these indicators as new systems are implemented.

4.7 The Ministry's Business Cases for Toll and Licence Plate Sticker Removal Did Not Follow Guidelines and Requirements

Business cases for two recent high-profile Ministry proposals affecting Ontario highway users (Highway 412 and 418 toll removals, and licence plate sticker removal) did not meet guidelines set by Treasury Board/Management Board of Cabinet (described in **Section 2.2.3**) to enable effective decision-making.

The 2021 Treasury Board/Management Board of Cabinet (Board) Business Case Guide provides ministries with instructions for completing and submitting business cases that enable the Board to make financial decisions for the province. These instructions include the following:

- Draft business cases approved by the Assistant Deputy Minister should be provided to Treasury Board Secretariat (Secretariat, described in **Section 2.2.3**) no later than three weeks before the planned meeting of the Board. (High-risk or complex proposals should be flagged and shared with the Secretariat even earlier to allow for full discussions and assessments.) Submissions present a stronger business case when they provide full details on all key components, supported by verifiable and well-explained evidence.

- Option analysis should include a recommended option, two alternatives, and the status quo—with sufficient detail and analysis provided for each.
- The high risks and the mitigation strategies to address those risks should be identified for the recommended option.
- A strong monitoring and evaluation plan should be created for the recommended option.
- Initiatives related to the Ontario government's Red Tape Reduction initiative should include how the proposal links to the Ministry's reduction target and if the request will provide savings to regulated entities, reduce barriers for individuals, or generate savings within the Ministry.

At the direction of the Minister's office, the Ministry prepared business cases for the Board to remove tolls from Highways 412 and 418, and to eliminate the annual licence plate sticker and renewal fee. We found that the business cases for these proposed changes did not follow all of the Board's instructions, as we describe in the sections that follow. While it is within the purview of the Minister's office to direct the Ministry to prepare a business case for a particular course of action, the Board's Business Case Guide describes the Ministry's responsibility to present complete information, adhere to the relevant guidelines, and allow enough time for consideration in support of the Province's financial decisions.

Highway 412 and 418 Toll Removal

We found that, contrary to the Board's Business Case Guide, the Ministry did not provide its business cases for removing tolls from Highways 412 and 418 soon enough to permit the Secretariat to review them; did not provide an analysis of the option to keep the current tolls; did not identify all key risks of removing tolls and the related mitigation strategies; and did not include a monitoring and evaluation plan for the recommended option to remove tolls.

In December 2021, at the direction of the offices of the Minister and Premier of Ontario, the Ministry proposed to the Board that tolls be removed from Highways 412 and 418, targeting an implementation

date of June 1, 2023. Subsequent to the Board's approval of this proposal, the Ministry made another proposal that was approved by the Board in January 2022 to accelerate the removal of these tolls, targeting an implementation date of April 5, 2022. The Ministry estimated that, over the next 30 years, the lost toll revenue related to these proposals would be \$608 million. The Ministry also estimated that it would incur an additional \$29 million in costs for required infrastructure changes and toll operator concessions.

We found that the Ministry did not provide these proposals to the Secretariat on a timely basis. The Secretariat is responsible for pre-screening and assessing Ministry submissions before recommending a course of action for the Board's consideration. In contrast to the Board's Business Case Guide, which indicates that proposals should be provided at least three weeks before the planned meeting of the Board, the Ministry submitted the first proposal in December 2021, just five days before the planned Board meeting. In addition, the Ministry submitted the second proposal (to accelerate the removal of tolls) in January 2022 on the same day as the planned Board meeting. This second proposal included additional time pressure, noting that a decision needed to be made immediately to accommodate tolling operator contract negotiations, which were to take place the following day. The Board meets every other week, so the Ministry had opportunities to present their proposals earlier to allow enough time for review and consideration. The Secretariat indicated that, although they were aware that the Ministry would be submitting a proposal on this matter, additional time, consistent with the Board's Business Case Guide, would have been helpful for assessing the details of the business case. It noted the importance of adhering to the Business Case Guide in the future.

Although required by the Board's Business Case Guide, we also found that the Ministry's business case did not present the status quo and an analysis of the status quo as one of the options (that is, keeping the current tolls on Highways 412 and 418). This was concerning because failing to do so also excluded

relevant facts and information that would have been useful to the decision-making process. For example, in January 2021, the Ministry published a tolling analysis report for Highways 407, 412 and 418, highlighting that the rapid construction of these highways was achieved because the provincial government budgeted, funded, and accounted for the projects based on the financial understanding that they would be tolled. The report goes on to say that, had the projects been delivered through the traditional provincial highway construction program, the construction projects would have been phased over several decades.

This tolling analysis report was not included in the Ministry's submission. Since the status quo was not presented as an option in the Ministry's business case, this report's observations were also not included, nor did the business case otherwise make clear that these highways were built on an accelerated schedule with the understanding that the Durham region (where the highways are located) would enjoy the economic and logistic benefits of the highways, but share the primary cost burden of their construction through tolls, and that by removing the tolls these costs would now be borne by all Ontarians. Highways 412 and 418 cost \$1.3 billion to construct and toll operations were estimated to recover about \$850 million of those costs within 30 years. According to the Ministry's records, about 5% of that \$850 million had been recovered at the time the Ministry proposed removing the tolls.

We observed that, after assessing the Ministry's December 2021 business case to remove tolls, the Secretariat noted that the Ministry had been asked to provide details on the government's tolling strategy, including details on policy completed to date, and whether the current request in the business case signals future decisions on potential tolling options for other highway project commitments (such as the Bradford Bypass, Highway 413, and the Highway 401 expansion). However, we confirmed that the Ministry did not fulfil this request in its original December 2021 proposal, or in its January 2022 proposal to accelerate the removal of tolls. As we detail in **Section 4.8**, we observed that the Ministry does not have a tolling strategy for the planning and management of the province's highways.

We noted that the Ministry's proposal was presented as a relief for taxpayers, noting that "This proposal to remove toll rates will help taxpayers put money back where it belongs—in the pockets of hard-working Ontarians." However, we noted that removing tolls from 407 East was not considered in the analysis. We asked the Ministry why it did not consider removing tolls for all highways. The Ministry indicated that municipal representatives and MPPs seeking to eliminate tolls made no direct suggestion to remove tolls on the provincial Highway 407, and that their interest was to remove tolls from the north-south highways, noting that there was no precedent for tolling north-south highways.

We reviewed toll revenues and found that tolls from Highway 407 East account for about 80% of the Province's highway toll revenue (Highways 412 and 418 account for the remainder); therefore, their removal would result in a more significant impact on revenue. Additionally, we noted that the Ministry did not provide a rationale in its business case for why it sought approval to expedite the removal of tolls by April 5, 2022, which was estimated by the Ministry to cost Ontarians an additional \$30 million.

We also observed that, upon completing its assessment of the Ministry's December 2021 business case to remove tolls, the Secretariat identified several risks that the Ministry did not assess and for which it did not identify mitigation strategies to address the risks. This included a "high risk" related to the overall impact on the budget in the absence of a plan to offset the lost revenue, and a "medium to high risk" related to setting public expectations for similar treatment of other tolled highways in the province. Despite the significance of these risks, we found that the Ministry again did not identify them or provide mitigation strategies to address them in its January 2022 business case to accelerate the removal of tolls.

The Ministry identified that, between April 2022 and June 2023, when tolls are to be permanently removed, it would cover the costs of motorists using the highways (estimated at \$18 million) and reimburse the tolling operator directly. However, in contrast to the requirements of the Board's Business Case Guide, the Ministry did not include a monitoring

and evaluation plan in its business case for how it was going to manage the risks associated with this arrangement, including monitoring that motorists are not improperly charged tolls and that the Ministry correctly reimburses the tolling operator.

Licence Plate Sticker and Fee Removal

Before March 2022, license plate stickers were issued and required by Ontario to serve as physical proof of vehicle license plate registration with the province, and required a fee for their periodic renewal. In February 2022, at the direction of the Minister's office, the Ministry made the proposal to the Board to remove licence plate stickers and their cost to Ontarians, targeting an implementation date of March 2022. The Ministry estimated that removing the cost of licence plate stickers would result in revenue losses of \$1.8 billion for 2021/22 and \$1.1 billion every year after.

We found that the Ministry provided the signed business case to the Secretariat less than 24 hours before the Board's planned meeting to discuss it. Although the Secretariat told us it had received an earlier draft copy of the proposal six days before the Board's planned meeting, the Secretariat nevertheless had significantly less time to review the proposal than the minimum of three weeks required by the Board's Business Case Guide. The Secretariat subsequently assessed the proposal as high risk, which the Business Case Guide indicates should have been flagged and shared with the Secretariat earlier than three weeks before the meeting.

We also found that, similar to the Ministry's proposals to remove tolls from Highways 412 and 418, the Ministry's business case did not present the status quo and a related analysis as an option (that is, to keep the licence plate sticker renewal cost in place). As well, we found that the Ministry did not identify significant risks that the Secretariat subsequently identified during its review. These included the significant long-term impact on the Province's deficit; lack of stakeholder consultation (for example, policing organizations were opposed, and commercial

vehicle operators were disappointed that they would continue to be required to pay for license plate stickers); and a failure to procure the services of a call centre (to address the public's questions) on a competitive basis.

We noted that the Ministry's proposal indicated that its timing was important to coincide with the Ontario government's Spring Red Tape Reduction Bill, which was to be announced in February 2022. However, we found that the Ministry did not include all of the components for Red Tape Reduction initiatives required by the Board's Business Case Guide—specifically, how the proposal links to the Ministry's reduction target, and if the request will provide savings to regulated entities, reduce barriers for individuals, or generate savings within the Ministry.

We also observed that the Secretariat's recommendation to the Board for this proposal was "Board Judgment". According to the Board's Business Case Guide, "Board Judgment" is intended to be used "when there is not enough information or the business case is insufficient, or there was inadequate time for Secretariat staff to develop a recommendation." However, our 2020 audit of Business Case Development in the Ontario Public Service noted that, in practice, "Board Judgment" has been used where the public service has conducted due diligence, but was not comfortable recommending the approval of a particular request because of the high risk associated with the request or because it was a government-driven request. In this instance, the Secretariat told us it made a recommendation of "Board Judgment" because of the significant fiscal impact that the proposal would have on the province.

RECOMMENDATION 11

To provide the government with the necessary information to make informed decisions, we recommend that the Ministry of Transportation prepare future business cases in accordance with Treasury Board/Management Board of Cabinet's

Business Case Guide, which includes guidelines for timeliness, presenting all required options, and identifying and addressing risks.

MINISTRY RESPONSE

The Ministry of Transportation agrees with the recommendation and will take steps to ensure that all business cases it prepares in situations like those described in the auditor's report fully address Treasury Board/Management Board of Cabinet's Business Case Guide. Every effort will be made to ensure that business cases contain robust options and risk analyses and communicate if guideline requirements have not been achieved.

4.8 The Absence of a Ministry Tolling Strategy Has Contributed to Inconsistent Tolling Practices in Highway Planning

We found that the Ministry has not developed a framework for the use of tolling to be considered in the planning of each provincial highway project. This leads to the inconsistent consideration of tolls across the Ministry's portfolio of highway projects.

We noted that the Ministry does not have authority under the *Public Transportation and Highway Improvement Act* to implement tolls on provincial highways. Instead, the decision to toll or to remove tolls from a highway in Ontario is undertaken through the introduction (or amendment) of highway-specific legislation and regulations (for example, the *Highway 407 East Act*, which allowed tolling of Highways 407 East, 412 and 418). In these instances, the Ministry has been asked to provide analysis and advise on tolling to support government decision-makers. However, we found that the Ministry has not developed a consistent framework for the use of tolling to be considered in the planning of each provincial highway project, such as the circumstances where using tolling to recover the costs of constructing a highway is appropriate and beneficial to facilitate commerce and the effective movement of Ontarians.

The Ministry's lack of tolling authority under the *Public Transportation and Highway Improvement Act*, and the absence of a framework for the use of tolling, have contributed to inconsistent tolling practices in the construction of provincial highways. We noted, for example, that while the Ministry has been asked by the government to explore tolling opportunities to lower the costs of a proposed highway project, it was also asked by the government to build a business case to remove tolls from Highways 412 and 418 (described in **Section 4.7**) before their costs have been recovered. In the case of Highways 412 and 418, in the absence of a framework to support a technical analysis of the costs and benefits of removing tolls to Ontarians, the Ministry highlighted linkages to government priorities, noting that "this proposal to remove toll rates will help taxpayers put money back to where it belongs—in the pockets of hard-working Ontarians."

Our research identified a number of jurisdictions where the Ministry of Transportation (or equivalent) has the authority to make tolling decisions directly (for example, in British Columbia, the Ministry of Transportation and Infrastructure has the ability to implement tolls and set toll rates through British Columbia's *Transportation Act*, subject to the approval of the Lieutenant Governor in Council). We also found instances where independent highway tolling authorities were established to analyze and decide whether tolling is suitable for new highways. For example, the Washington State Transportation Commission (the state's tolling authority), a seven-member body of citizens appointed by the governor, is responsible for developing policies and criteria for tolling, providing recommendations to the government for where to implement tolls, and setting toll rates.

RECOMMENDATION 12

To provide consistent analysis and advice to government decision-makers on the funding of proposed provincial highways, we recommend that the Ministry of Transportation:

- review leading practices in other jurisdictions on the use of tolls and setting toll rates;

- develop an information paper that includes the circumstances where tolling may be appropriate and beneficial to facilitate commerce and the movement of Ontarians, if needed in the future; and
- provide the government with the information paper should circumstances arise where tolling could be considered.

MINISTRY RESPONSE

The government has publicly stated a commitment that road tolls will not be considered for new highway projects. The Ministry of Transportation agrees with the recommended action items and will take steps to address each of them to have information on tolling available for the government should the need arise.

Appendix 1: Completed Ontario Highway Expansion Projects, 2016/17–2021/22

Source of data: Ministry of Transportation

Ministry's Project Description	Highway Number	Capital Construction Cost (\$ million)
Central		
1. 407 East, Phase 2	407	984.33
2. Finch Avenue to Major Mackenzie Drive, Vaughan (P3 Project)	427	369.47 ¹
3. Highway 401 to Queen Street, Mississauga	410	174.65
4. Credit River Bridge to Hurontario Street, Meadowvale Creek, Mississauga	401	117.04
5. Major Mackenzie Drive to Stouffville Road, Markham, Whitchurch-Stouffville	404	70.48
6. Highway 412 to Brock Street, Whitby	401	70.19
7. Work by others on Highway 427 and Highway 407 interchange	427	31.50
8. Major Mackenzie Drive, Markham	404	10.18
9. Sixth Line to Pretty River Parkway, Clearview	26	9.74
East		
10. Eagleson Road (Ottawa) westerly to Highway 7 interchange	417	93.99
11. Credit River 29 westerly to Campbell Drive, Arnprior Phase 1	17	76.01
12. Maitland Avenue to Island Park Drive, Ottawa	417	70.29
13. Montreal Street interchange to Cataract River	401	37.58
14. Campbell Drive to Scheel Drive, Arnprior Phase 2	17	35.07
Northeast		
15. North of Highway 607 northerly to north of French River, 2 lanes to 4 lanes	69	73.71
16. Sundridge to South River, new four-lane	11	67.48
17. Highway realignment at Virginiatown	66	27.04
18. Burk's Falls Bypass, municipal road improvements ²	11	13.88
19. Highway 69 southerly, Shebeshekong Road	7182	3.74
Northwest		
20. Nipigon River Bridge and approaches	11	156.70
21. Stillwater Creek westerly to Red Rock Road Number 9, including Stillwater, South Trout and North Trout Creek Bridges	11	110.41
West		
22. Regional Road 8 (King Street) to Regional Road 24 (Hespeler Road), Cambridge	401	134.15
23. Fischer-Hallman Road to Courtland Avenue, Kitchener	7	110.28
24. Ojibway Parkway and Essex Terminal Railway overpass, Right Honourable Herb Gray Parkway, Windsor-Essex	401	36.20

Ministry's Project Description	Highway Number	Capital Construction Cost (\$ million)
25. Victoria Street Bridge, Kitchener	85	25.50
26. Veterans Memorial Parkway, London	401	23.19
27. Highway 8 ramp, Fountain Street, Speedsville Road	401	21.19
28. Hanlon Expressway-Laird Road interchange, Guelph	6	19.30
29. Victoria Street Underpass, utility relocations	85	14.31
30. Shirley Avenue realignment, utility relocation	85	13.52
31. Franklin Boulevard, Cambridge	401	9.48
32. Oak Park Road, Brantford	403	7.03

1. The \$369.47 million represents the capital construction cost only. The total Public-Private Partnership (P3) Project value is \$773.53 million, which includes financing, Infrastructure Ontario fees, variations, post-contract contingency, as well as the 30-year concession costs (maintenance, lifecycle and operating).
2. Municipal road improvements associated with Highway four-lane 11 Expansion.

Appendix 2: Measures of Effectiveness to Assess Potential Transportation Projects

Source of data: Ministry of Transportation

Category	Measures of Effectiveness
Connected	1. Average travel time for people
	2. Average travel time for goods
	3. Average transit travel time per trip
	4. Share of passengers using transit to travel between sub-regions
	5. Percentage of people and jobs in the region accessible by transit in under 45 minutes
	6. Percentage of residents in the region living within 10-minute walk to high-frequency transit
	7. Share of passengers using transit within the region
	8. Percentage of people and jobs in the region accessible by the road network (no transit) within 45 minutes
	9. Percentage of people and jobs accessible from goods movement centres
	10. Percentage of people and jobs accessible by transit or cycling within 45 minutes from the rural areas
Integrated	11. Average trip distance for all trips during peak times
	12. Walking and cycling trips per capita
	13. Percentage of jobs accessible in less than 45 minutes by road
	14. Percentage of jobs accessible in less than 45 minutes by public transit
	15. Percentage of jobs accessible in less than 45 minutes by walking or cycling
	16. Percentage of truck trips originating or ending at intermodal hubs, ports, airports and border crossings that are less than 45 minutes long
Equitable	17. Percentage of people and jobs accessible by public transit for low-income households within 45 minutes
	18. Percentage of people and jobs accessible by public transit for youth within 45 minutes
	19. Percentage of people accessible by public transit for seniors within 45 minutes
	20. Cost of an average trip
	21. Ratio of public transit to automobile travel time
	22. Average travel time for residents in predominantly low-income areas
	23. Percentage of low-income residents in the region living within 10-minute walk to high-frequency transit
	24. Percentage of jobs accessible in less than 45 minutes by car for low-income households
	25. Cost of an average trip for residents in predominantly low-income areas
	26. Percentage of residents that can access a major hospital in less than 45 minutes by public transportation, cycling or walking
	27. Percentage of residents that can access a post-secondary institution in less than 45 minutes by public transit, cycling or walking
	28. Percentage of low-income residents that can access a major hospital in less than 45 minutes by public transit, cycling or walking

Category	Measures of Effectiveness
Environmentally Sustainable	29. Total tonnes of greenhouse gases emitted per year per capita
	30. Greenhouse gas intensity per vehicle kilometres travelled
	31. Route-km of new transportation corridors through environmentally protected countryside (e.g., Green Belt)
	32. Number of new or expanded transportation corridors crossing major waterway
	33. Route-km of new transportation corridors crossing agricultural lands
Economically Sustainable	34. High-level cost estimate
	35. Operating and maintenance costs per trip
Active, Safe and Healthy	36. Percentage of all trips involving walking or cycling
	37. Kilometres travelled by walking or cycling multiplied by the number of persons who made those trips
	38. Total nitrogen oxides and volatile organic compounds emissions
	39. Total particulate matter emissions
	40. Exposure to nitrogen oxides and volatile organic compounds per capita within 500 metres of an expressway and highway
	41. Exposure to particulate matter (PM 2.5) per capita within 500 metres of an expressway and highway
	42. Percentage increase in number of collisions compared to collisions projected for a business-as-usual scenario
Prosperous	43. Delay in truck travel times between intermodal hubs/ports/airports/ and gateways
	44. Percentage of people and jobs within 45-minute travel time to key business airports
	45. Average travel time to major employment areas from place of residence
	46. Percentage of residents that can access major employment areas in less than 45 minutes by vehicles or public transit
	47. Number of congested kilometres travelled by personal vehicles
	48. Congestion on transit lines in kilometres travelled multiplied by the numbers of persons who made those trips
	49. Congestion for trucks in kilometres travelled multiplied by the numbers of vehicles who made those trips
	50. Average commute time from place of residence
	51. Hours lost to congestion multiplied by the number of persons who made those trips
	52. Truck travel hours lost to congestion multiplied by the number of vehicles who made those trips
	53. Average travel time of trucks from border crossings to major freight generators and major distribution centres (ports, airports, etc.)

Appendix 3: Audit Criteria

Prepared by the Office of the Auditor General of Ontario

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1. Highway expansion projects are identified and prioritized based on provincial needs and with regard to economy and public safety.

 2. Highway rehabilitation needs are identified, prioritized, and addressed in a timely manner, and consider all relevant assets, public safety, economy and efficiency.

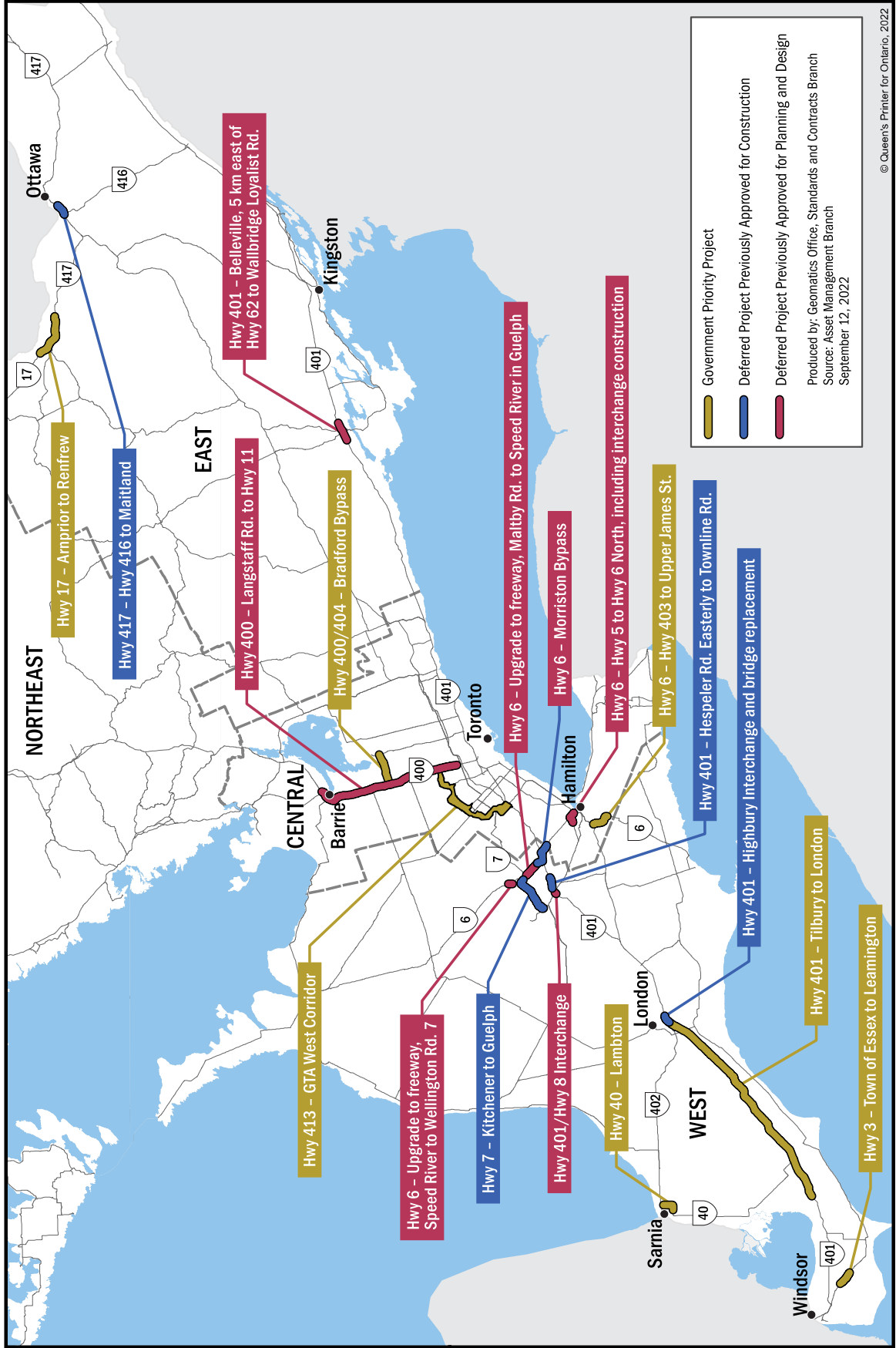
 3. Highway projects are managed in accordance with applicable legislation, regulations, and policies.

 4. Accurate, timely, and complete information on highway projects is regularly collected, recorded, and used by management to make informed decisions.

 5. Meaningful performance indicators and targets are established for highway planning and management and are publicly reported. Results are monitored, compared against targets, and timely corrective action is taken when issues are identified.
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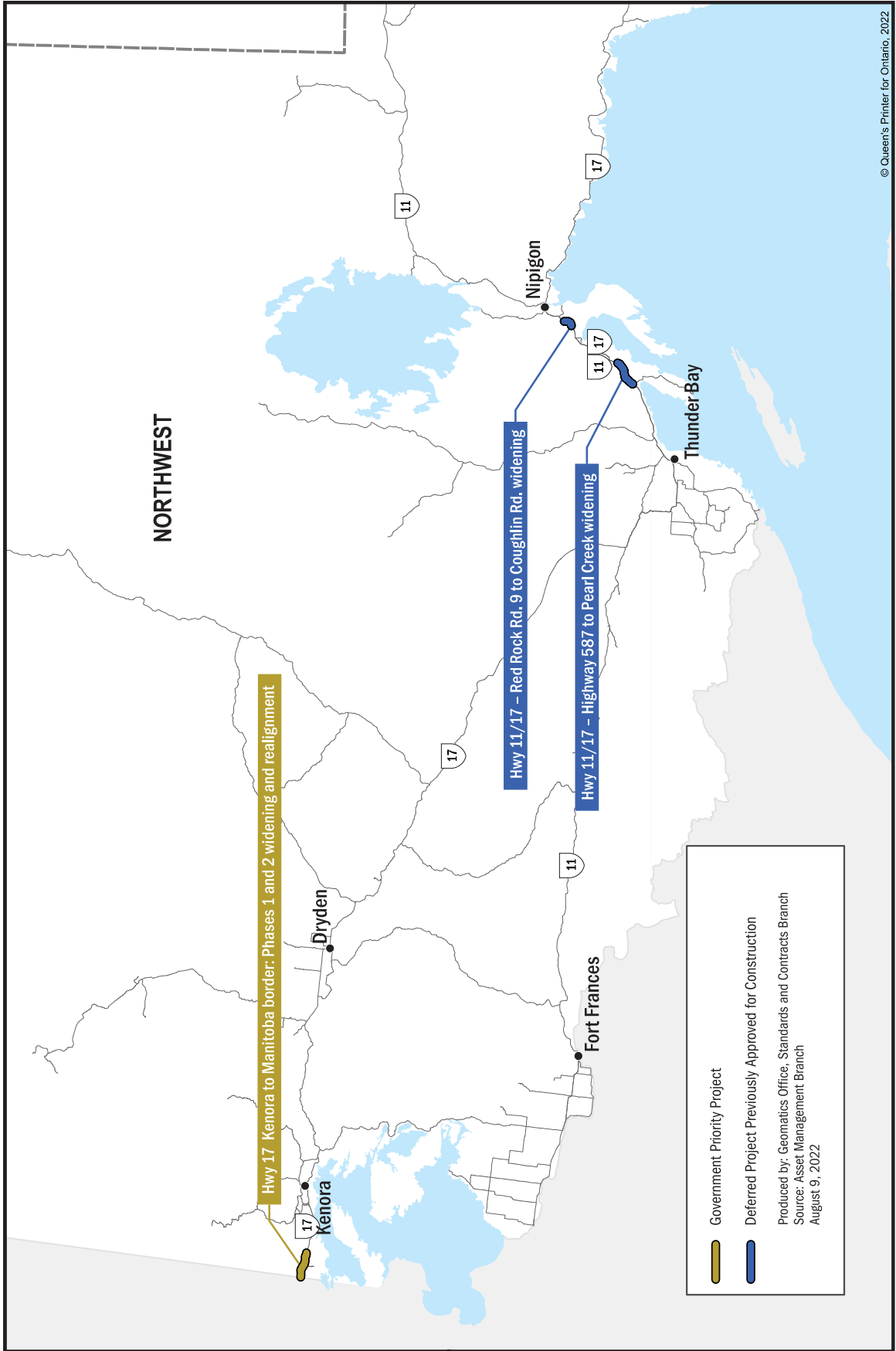
Appendix 4: Government Priority and Deferred Highway Projects in Southern Ontario, 2019/20-2021/22

Source of data: Ministry of Transportation



Appendix 5: Government Priority and Deferred Highway Projects in Northern Ontario, 2019/20-2021/22

Source: Ministry of Transportation





Office of the Auditor General of Ontario

20 Dundas Street West, Suite 1530
Toronto, Ontario
M5G 2C2
www.auditor.on.ca

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 016-2023

Being a by-law to authorize the entering into a Grant Agreement with the Federation of Canadian Municipalities for the Municipal Asset Management Program for the Reporting of Conditions and Traffic Volumes of the Township of Puslinch's Road Network.

WHEREAS the *Municipal Act*, S.O. 2001, c.25 authorizes a municipality to enter into Agreements;

AND WHEREAS the *Municipal Act*, S.O. 2001, c.25 authorizes a municipality to delegate authority in accordance with the provisions in the *Municipal Act*;

AND WHEREAS the Council for the Corporation of the Township of Puslinch deems it appropriate to enter into a Grant Agreement with the Federation of Canadian Municipalities for the Municipal Asset Management Program for the Reporting of Conditions and Traffic Volumes of the Township of Puslinch's Road Network;

AND WHEREAS the Council for the Corporation of the Township of Puslinch deems it expedient to delegate authority to the Clerk to execute on behalf of the Township amendments to the Grant Agreement that have no budgetary impact;

NOW THEREFORE the Corporation of the Township of Puslinch hereby enacts as follows:

1. That the Corporation of the Township of Puslinch enter into a Grant Agreement with the Federation of Canadian Municipalities for the Municipal Asset Management Program for the Reporting of Conditions and Traffic Volumes of the Township of Puslinch's Road Network.
2. That the Mayor and Clerk are hereby authorized to execute the Grant Agreement.
3. That the Clerk be authorized to execute on behalf of the Township amendments to the Grant Agreement that have no budgetary impact.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 22nd DAY OF MARCH 2023.

James Seeley, Mayor

Courtenay Hoytfox, Clerk

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 017-2023

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 March 22, 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 March 22, 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 22 DAY OF MARCH, 2023.

James Seeley, Mayor

Courtenay Hoytfox, Clerk