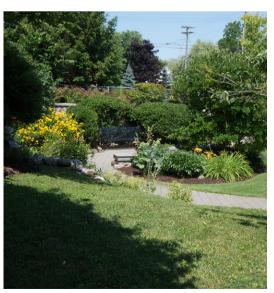


TOWNSHIP OF

# **PUSLINCH**

# Welcome Home! **Resident Welcome Package**













## **Contact us**

Township of Puslinch 7404 Wellington RD 34, Puslinch, ON, NOB 2J0

T. 519-763-1226

F. 519-763-5846

E. services@puslinch.ca



Puslinch.ca



@TownshipofPuslinch



<u>@TwpPuslinchON</u>



@PuslinchFRS

#### **Regular Office Hours**

Monday-Friday 9:00 a.m. to 4:30 p.m.

Saturday and Sunday Closed

#### **Summer Office Hours**

(July 2nd-August 31st)

Monday-Friday 8:30 a.m. to 4:00 p.m.

Saturday and Sunday Closed

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# **Township Council**



#### **Puslinch Council**

The Council of the Township of Puslinch is comprised of a Mayor and four councillors elected for a four year term.

Regular meetings of Council are held at 10:00 a.m. on Wednesdays every 3 weeks. With the exception of July and August where there is one regular meeting in each month at 10:00 a.m.

To learn more about your council or to view meeting dates, agendas and minutes visit Puslinch.ca/Council.

If you wish to address Council please contact the Clerk's Department one week prior to the scheduled council meeting. For more information visit our Governance & Procedures page at <a href="Puslinch.ca/Governance">Puslinch.ca/Governance</a>.

#### **Advisory Committees**

The Township of Puslinch has the following Advisory Committees meet throughout the year, Heritage Committee, Planning and Development Advisory Committee, Recreation Committee and Compliance Audit Committee. For more information on each committee visit our Committees & Boards webpage at

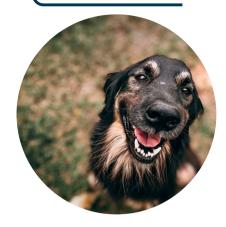
#### Puslinch.ca/Committees.

#### **Township News and Announcements**

The Township of Puslinch website is the Township's official source for information on Township programs, services, events news and public notices. Residents and business are encouraged to visit our website and subscribe to our News, Media Releases and Public Notices at <a href="Puslinch.ca/NewsandPublicNotices">Puslinch.ca/NewsandPublicNotices</a>.

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## **Animal Control & By-law Enforcement**



#### **Animal Control Services**

The Cambridge and District Humane Society (CDHS) provides the Township's animal control services. Puslinch Residents can call CDHS at 519-623-6323, 24 hours a day, 7 days a week including statutory holidays for the following animal control services:

- To report dogs at large
- To report injured dogs
- To report injured cats
- To report aggressive dogs
- To report deceased domestic pets
- To report injured wildlife
- To report Exotic Animals

The CDHS is located at 1650 Dunbar Rd. Cambridge ON. For more information visit their website <u>cambridgehumanesociety.org</u>



#### By-law Enforcement

The Municipal By-law Enforcement Officer investigates concerns relating to Puslinch By-laws. Some common issues that our By-law Enforcement Officer can address are property standards issues, zoning issues, etc. The Township employs one part-time By-law Enforcement Officer.

#### Reporting an infraction

By-law infractions must be submitted in writing on a Township By-law Complaint Form. These forms are available on the Township website at Puslinch.ca/Forms.

Any information will remain confidential unless disclosure is required by law. Additionally, as stated in the Township's By-law Complaint Policy once a Complaint has been filed, other than acknowledgement of receipt of the Complaint, no follow up, involvement, information or correspondence regarding the Complaint shall be provided to the complainant as the process is protected by the Municipal Freedom of Information and Protection of Privacy Act.

# Property Taxes







Property taxes and user fees pay for the services and programs provided by the Township including but not limited to emergency services, community services, road maintenance, parks and more.

There are two tax bills sent each year. The interim tax bill is mailed in early February. This bill has two installment stubs and the installments are due on the last business day in February and April each year. The final tax bill is mailed early August. This bill has two installment stubs and the installments are due on the last business day in August and October each year.

Remember to keep your final tax bill each year for income tax purposes and to know what your interim taxes will be for the following year.

#### **Payment Options**

More information on all payment options is available at <a href="Puslinch.ca/Taxes">Puslinch.ca/Taxes</a>

- Pre-authorized payment plan (Monthly or installment options)
- Internet/Telephone Banking or in person at your Financial Institution
- Cheque either by mail or dropped off in the Township's secure drop slot on the Township's front door
- Cash and/or Interact at the Township Office

#### Assessment Concerns

If you have concerns, please contact the Municipal Property Assessment Corporation (MPAC) at 1-866-296-6722 or <u>mpac.ca</u>.

# **Building Services**



#### **Building Permits**

Most construction, renovations, additions and some repairs or plumbing work require a building permit. A permit is also required for most demolition projects. The Township requires all building permits be submitted through CloudPermit our online building application process. For more information regarding building permit applications visit <u>Puslinch.ca/Building</u>.

#### **Building Inspections**

All major phases of a construction project must be inspected to ensure the work follows the approved plans. It is your responsibility to contact the Township to request an inspection at least 24 hours before work continues from one inspection state to the next. To arrange an inspection you can book it through your CloudPermit account by visiting <u>ca.cloudpermit.com/login.</u>

#### Call Before You Dig

As a contractor or homeowner, you are responsible for obtaining locates for all utilities/services prior to digging. These services include gas pipelines, electrical services, telephone and cable TV, as well as your water and septic connections. Ontario One Call will confirm which utility company the can provide locate services form. You are responsible for contacting utility providers who are not members of Ontario One Call.

Ontario One Call is a free 24/7 service that helps homeowners make sure their digging location is safe prior to starting a project. You can reach them toll-free at 1-800-400-2255 or visit <u>ontarioonecall.ca</u>.

## Planning and Development



The Township of Puslinch is the approval authority for the following planning and development applications:

- Zoning By-law Amendments
- Minor Variances
- Site Plan Control
- Building and Demolition Permits
- Site Alteration Permits
- Entrance Permits

For more information visit the Township's Planning and Development page at <u>Puslinch.ca/Planning</u>.

The County of Wellington is the approval authority for the following planning and development applications:

- County of Wellington Official Plan Amendments
- Local Official Plan Amendments
- Subdivisions (Township Council is final approval authority for Subdivision Agreements)
- Condominiums (Township Council is the final approval authority for Condominium Agreements)
- Consent to Sever

For more information visit the County of Wellingtons website at Wellington.ca.

### **Recreation Facilities & Parks**







#### **Community Facilities**

The Township of Puslinch offers a variety of outdoor spaces and facilities available for individuals of all ages. Our outdoor rink, baseball diamonds, soccer fields, picnic areas, patios, and gardens are all available for the public to use and rent through the Township.

#### **Event Space Rentals**

The Township's Puslinch Community Centre offers two rooms for rent. The Archie MacRobbie hall seats 200 guests comfortably and includes a full kitchen as well as an outdoor patio area. This hall has been used for a variety of event such as weddings, stag and does, birthday parties, meeting, auctions, etc.

The Alf Hales Room seats 48 guests and includes a kitchenette with a sink and fridge. This room has been used for birthday parties, family get-togethers, business meetings, bridal and baby showers, etc.

The Township's Optimist Recreation Centre offers an outdoor arena, gymnasium and small party room making it an ideal place to host a range of events.

For more information and rentals visit Puslinch.ca/Facilities.

#### Playgrounds and Trails

If you enjoy getting out in nature you should visit the trails within the Township. View a map of the trails available in the Township at <a href="Puslinch.ca/Trails">Puslinch.ca/Trails</a>. The Township offers a three playgrounds for you and your family located at the Puslinch Community Centre, Morriston Meadows and Arkell Park. For more information visit <a href="Puslinch.ca/Playgrounds">Puslinch.ca/Playgrounds</a>.

## ho Puslinch Fire and Rescue Services



The Puslinch Fire and Rescues Services has protected the Township from risk, threats and challenges in our community for over 50 years.

Puslinch firefighters are dedicated to delivering fire prevention, public education and suppressions services.

To stay up to date on all the great work of Puslinch Fire and Rescue you can follow them on Twitter at <u>Twitter.com/PuslinchFRS</u>.



#### Fire Prevention Services

The Puslinch Fire and Rescue Services provides a number of Fire Prevent Services including Safety Programs including Public Education and Speaking Engagement, Firework Inspections, Fire Extinguisher Training, and so much more. For more information regarding Fire Prevention Services visit Puslinch.ca/FireandRescue.



#### Open Air Burn Permits

Open Air Burning Permits are required for any fire in an open place, yard, field or area which is not contained or enclosed by a building or structure, and includes agricultural fires, outdoor fireplaces and chimneys, bonfires, and campfires.

These permits are available online at <a href="Puslinch.ca/BurnPermit">Puslinch.ca/BurnPermit</a> or at the Township Office.

# Wellington County Garbage, Recycling and Landfills



#### Waste and Recycling Program

The County of Wellington manages the solid waste and recycling programs within the Township for residents. The Township office sells pay per use garbage bags and offer complimentary recycling bins to new residents.

- Recycling Bin: Complimentary for new residents (bins can be purchased at the Aberfoyle transfer station for a minimal fee)
- 10 large garbage bags: \$20
- 10 small garbage bags: \$15.00

#### Landfills

Township Residents and Businesses are serviced by the Aberfoyle Transfer Station:

Location: 6922 Concession 4

Hours of Operation: Wednesday, Friday and Saturday: 8:00 a.m. - 4:00 p.m.

The County of Wellington also operates five additional transfer stations within the County, that residents of the Township may use. For more information about these facilities and other solid waste service visit the Wellington County Website <a href="Wellington.ca">Wellington.ca</a> under 'Garbage and Recycling'.

# 4

## **Wellington County Emergency Services**





#### **EMS and OPP Services**

EMS (ambulance services) and police services are managed by the County of Wellington. The Township of Puslinch is serviced by the Ontario Provincial Police from the Rockwood Department. EMS services are provided by Guelph-Wellington Paramedic Service.

#### Non-Emergency Police Services

For non-emergencies, call the OPP Dispatch center at 1-888-310-1122.

#### Hospitals

The following hospitals service the residents of the Township:

#### **Guelph General Hospital**

115 Delhi St, Guelph, ON t. 519-882-5350

#### **Milton District Hospital**

725 Bronte St. S, Milton, ON T 905-878-2383

#### **Hamilton General Hospital**

237 Barton St. E, Hamilton, ON T 905-521-2100

#### **Cambridge Memorial Hospital**

700 Coronation Blvd., Cambridge ON T 519-621-2330

#### St. Joseph's Health Centre

100 Westmount Rd, Guelph, ON T 519-824-6000

#### St. Joseph's Healthcare Hamilton

Charlton Campus 50 Charlton Ave. E., Hamilton, ON T 905-522-1155

King Campus 2757 King St. E., Hamilton, ON T 905-522-1155

West 5th Campus 100 West 5th St. Hamilton, ON T 905-522-1155

# Wellington County Library Puslinch Branch



#### Wellington County Library

The Wellington County Library system has 14 branches located across the county. Their mission is "to enhance the knowledge, skills, enterprise, and employment of the people of Wellington County through the provision of high quality library service." For more information visit <u>Wellington.ca/en/library.aspx</u>.

#### **Puslinch Branch Information**

#### **Location:**

29 Brock Rd. S., Puslinch, ON

#### **Contact Information:**

T 519-763-8026 F 519-763-4122 E puslinchlib@wellington.ca

#### **Hours of operation:**

Sunday - Closed Monday - Closed Tuesday - 10:00 a.m. to 8:00 p.m. Wednesday - 10:00 a.m. to 5:00 p.m. Thursday - 10:00 a.m. to 8:00 p.m. Friday - 10:00 a.m. to 5:00 p.m. Saturday - 10:00 a.m. to 3:00 p.m.



## Well Testing Wellington-Dufferin-Guelph Public Health



#### Water Safety and Testing

It is recommend that you test your private water supply regularly (at least three times per year) for nitrate and bacterial contamination. Drinking water should also be tested if:

- You notice a change in your water quality
- People using the water suffer from an illness which may be waterborne
- There is a flood or large storm that may have carried contaminates to your wellhead
- Maintenance work has been done on the well
- A pregnant person, a person anticipating pregnancy, or an infant under the age of six becomes a user of a water source

Water testing bottles are available at the Township Office if you wish to take a sample. Samples can be dropped off for testing at the Wellington-Dufferin-Guelph Public Health Unit:

160 Chancellors Way Guelph, Ontario Monday to Thursday: 8:30 a.m. to 4:30 p.m. and Friday: 8:30 a.m. to 12:00 p.m.

Water samples are delivered by courier from the health unit offices to the London Regional Laboratory for testing. All results will be mailed back to you (the sampler). Results may also be obtained by recording the personal identification numbers on the water bottles and calling 1-877-723-3426, 72 hours after dropping off the samples at your local health unit. For more information visit <u>wdgpublichealth.ca/your-home/well-water-testing</u>.





## **Municipal Staff and Community Contacts**

#### **Municipal Staff**

General Inquiries	519-763-1226	services@puslinch.ca
Animal Control	519-623-6323	cambridgehumanesociety.org
Building Services	519-763-1226 ext. 100	building@puslinch.ca
By-law Enforcement	519-763-1226 ext. 105	bylaw@puslinch.ca
Council/Committee Services	519-763-1226 ext. 103	admin@puslinch.ca
Fire and Rescue Services	519-763-1226 ext. 102	admin@puslinch.ca
Planning and Zoning	519-763-1226 ext. 104	planning@puslinch.ca
Facility and Hall Rentals	519-763-1226 ext. 107	services@puslinch.ca
Property Taxes	519-763-1226 ext. 106	services@puslinch.ca
Roads	519-763-1226 ext. 101	admin@puslinch.ca

View a full list of municipal staff contacts at <a href="Puslinch.ca/directory">Puslinch.ca/directory</a>

#### Other Community Services/Contacts

County of Wellington	519-837-2600
Hydro One	1-888-664-9376
Hydro One Outages	1-800-434-1235
Enbridge Gas - Residential	1-877-362-7434
Wellington-Dufferin-Guelph Public Health	1-800-265-7293
OPP Non-emergency	1-888-310-1122