



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
DECEMBER 18, 2024, COUNCIL MEETING  
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION &  
IN-PERSON AT THE MUNICIPAL OFFICE –  
7404 WELLINGTON RD 34, PUSLINCH

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

**DATE:** Wednesday December 18, 2024

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

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

### **Addendum**

7.1.2 11:05 A.M. Delegation by Jamye Mast regarding report 9.3.5 ADM-2024-067 – Site Alteration By-law One Year Update

7.1.3 1:10 P.M. Delegation by Jamie Kreutzwiser regarding report ADM-2024-065 – Heritage Designation Objections

7.1.4 Written Delegation by Laura Murr regarding report ADM-2024-068 – Environmental Registry of Ontario Postings Related to Permits to Take Water

**≠ Denotes resolution prepared**

- 1. Call the Meeting to Order**
- 2. Roll Call**



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**3. Moment of Reflection**

**4. Confirmation of the Agenda ≠**

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

**6. Consent Agenda ≠**

*Consent Agenda items are considered routine in nature and are voted on collectively. Any member of Council may request one or more items be removed from the Consent Agenda for separate action.*

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

**6.1.1** November 20, 2024, Council Minutes

**6.1.2** November 27, 2024, Council Minutes

**6.1.3** November 27, 2024, Public Information Meeting Minutes

**6.1.4** November 4, 2024, Youth Advisory Committee Minutes

**6.1.5** November 4, 2024, Heritage Advisory Committee Minutes

**6.1.6** October 7, 2024, Youth Advisory Committee Minutes

**6.1.7** September 9, 2024, Youth Advisory Committee Minutes

**6.1.8** September 9, 2024, Heritage Advisory Committee Minutes

**6.2** November 2024 - Grand River Conservation Authority General Meeting Summary

**6.3** ROMA Board November 2024 Update

**6.4** Municipal Engineers Association Board of Directors 2024 Announcement Package

**6.5** AMO Policy Update – 2024 Housing Targets in Ontario

**6.6** AMO Policy Update – NDP Motion on Municipal Fiscal Sustainability, Mental Health and Addictions, Cybersecurity and Infrastructure

**6.7** AMO Policy Update – OPP Billing, Bills

**6.8** AMO Policy Update – Pre-Budget Submission, Advocacy on Water, Recent Bills and Building Officials

**6.9** AMO Policy Update – Gender-Based Violence Toolkit

**6.10** City of Toronto Council Resolution regarding Respecting Local Democracy and Cities

**6.11** Ministry of Rural Affairs and Housing - Letter regarding Additional Residential Units

**6.12** Puslinch Profile December 2024-January 2025

*Recommendation:*

*That the Consent Agenda items listed for the December 18, 2024, Council meeting be received for information.*



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**7. Delegations ≠**

**7.1 Specific Interest (Items Listed on the Meeting Agenda)**

- 7.1.1 1:00 P.M.** Delegation by Dana Coffelt and Kelli Wallace regarding item 9.3.3 Report ADM-2024-065 2024 Heritage Designation Objections

*Recommendation:*

*That the delegation by Dana Coffelt and Kelli Wallace regarding report ADM-2024-065 – Heritage Designation Objections be received for information.*

- 7.1.2 11:05 A.M.** Delegation by Jayme Mast regarding report 9.3.5 ADM-2024-067 – Site Alteration By-law One Year Update

*Recommendation:*

*That the delegation by Jayme Mast regarding report ADM-2024-067 – Site Alteration By-law One Year Update be received for information.*

- 7.1.3 1:10 P.M.** Delegation by Jamie Kreutzwiser regarding report ADM-2024-065 – Heritage Designation Objections

*Recommendation:*

*That the delegation by Jamie Kreutzwiser regarding report ADM-2024-065 – Heritage Designation Objections be received for information.*

- 7.1.4** Written Delegation by Laura Murr regarding report ADM-2024-068 – Environmental Registry of Ontario Postings Related to Permits to Take Water

*Recommendation:*

*That the delegation by Laura Murr regarding report ADM-2024-068 – Environmental Registry of Ontario Postings Related to Permits to Take Water be received for information.*

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

- 7.2.1 2:05 P.M.** Delegation by Maddie From, Food Cycle Science Corporation, regarding FoodCycler Pilot Program

*Recommendation:*

*That the delegation by Maddie From, Food Cycle Science Corporation regarding FoodCycler Pilot Program be received for information.*



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**8. Public Meeting**

**8.1** January 22, 2025 at 7:00 P.M. Public Information Meeting held in-person at the Municipal Office (7404 Wellington Road 34) and by electronic participation through Zoom regarding the following:

- 2025 Proposed Township Budget
- Zoning By-law Amendment Application D14-BRU (Brunsveld) 4120 Wellington Road 35

**9. Reports ≠**

**9.1 Puslinch Fire and Rescue Services**

**9.1.1 None**

**9.2 Finance Department**

**9.2.1 10:05 A.M. Report FIN-2024-031 – 2025 Municipal Insurance ≠**

*Recommendation:*

*That Report FIN-2024-031 entitled 2025 Municipal Insurance be received; and*

*That Council authorize awarding the Municipal Insurance Coverage and Services contract to Intact Public Entities Inc. for the Policy Term January 1, 2025, to January 1, 2026*

**9.2.2 Report FIN-2024-033 – Proposed Donation Policy ≠  
(Circulated under separate cover)**

*Recommendation:*

*That Report FIN-2024-033 entitled Proposed Donation Policy be received for information; and,*

*That Council direct staff to complete public consultation as outlined in the report.*

**9.2.3 Report FIN-2024-034 - Annual Indexing of Development Charges ≠**

*Recommendation:*

*That Report FIN-2024-034 entitled Annual Indexing of Development Charges be received; and*



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*That Council approve the indexed development charge rates outlined in Schedule B to Report FIN-2024-034.*

**9.2.4 Report FIN-2024-035 – 2025 Remuneration By-law ≠  
(Circulated under separate cover)**

*Recommendation:*

*That Report FIN-2024-035 entitled 2025 Remuneration By-law be received; and,*

*That Council give 3 readings to the By-law No. 2024-076 being a by-law to establish the rates of remuneration to Staff.*

**9.2.5 Report FIN-2024-036 – Staff Expense Policy Update ≠  
(Circulated under separate cover)**

*Recommendation:*

*That Report FIN-2024-036 entitled Staff Expense Policy Amendments be received; and,*

*That Council approve the amendment to the Staff Expense Policy as [presented/amended].*

**9.3 Administration**

**9.3.1 Report ADM-2024-063 Proposed Amendments to Advisory Committee  
Terms of Reference ≠**

*Recommendation:*

*That Report ADM-2024-063 entitled Proposed Amendments to Committee Terms of Reference be received for information; and*

*That Council approve the proposed amendments to the Terms of Reference each Committee attached to this report as Schedules “A” through “F” as [presented/amended].*

*That Council refer the Committee of Adjustment Goals/Objectives to the Planning and Development Advisory Committee.*



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**9.3.2 Report ADM-2024-064 Progress Report 2022-2026 Advisory Committees  
Goals and Objectives ≠**

*Recommendation:*

*That Report ADM-2024-064 entitled Progress Report 2022-2026 Advisory  
Committees Goals and Objectives be received for information; and,*

*That Council approve the goals and objectives for the Youth Advisory Committee for  
the 2025 year; and,*

*That Council endorse the following properties as priority properties for designation  
in 2026 in accordance with the Heritage Advisory Committee's recommendation:*

- 1-01625 – 4661 Sideroad 10 North
- 2-10600 – 4495 Sideroad 20 North
- 2-11530 – 6872 Wellington Road 34
- 4-01900 – 6954 Gore Road
- 4-02500 – 6830 Gore Road
- 4-05000 – 6815 Concession 1
- 4-06700 – 7201 Concession 1
- 4-09200 – 7030 Concession 1
- 4-09700 – 6920 Concession 1
- 4-12600 – 4350 Concession 7
- 5-06600 – 28 Badenoch Street East
- 5-07300 – 12 Badenoch Street East
- 5-12900 – 5 Victoria Street
- 5-13100 – 4 Victoria Street
- 5-19200 – 7594 Flamborough-Puslinch Townline
- 6-05500 – 77 Brock Road North
- 6-09100 – 84 Brock Road South
- 7-06001 – 4435 Watson Road South
- 7-08800 – 4272-4276 Watson Road South
- 8-01500 – 7737 Stone Road East
- 8-05700 – 4715 Watson Road South.



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**9.3.3 1:20 P.M. Report ADM-2024-065 2024 Heritage Designation Objections ≠**

*Recommendation:*

*That Report ADM-2024-065 entitled 2024 Heritage Designation Objections be received; and,*

*Whereas Township of Puslinch Council stated its intention to designation the properties municipally known as 4492 Watson Rd, and 6714 Concession 1; and,*

*Whereas the Ontario Heritage Act, R.S.O. 1990, c. O.18 (the Act) requires that the Council of a municipality shall consider an objection and make a decision whether or not to withdraw the notice of intention to designate within 90 days after the end of the 30-day notice period;*

*Therefore be it resolved,*

*That Council [affirms/withdraws] its decision to designate 4492 Watson Road South pursuant to Section 29, Part IV of the Act; and,*

*That Council [affirms/withdraws] its decision to designate 6714 Concession 1 pursuant to Section 29, Part IV of the Act; and,*

*That Council direct staff to bring Heritage Designation By-laws for the properties known as \_\_\_\_\_ for Council consideration at its January 22, 2025 Council Meeting.*

**9.3.4 Report ADM-2024-066 Annual Township Communications and Engagement Report ≠**

*Recommendation:*

*That Report ADM-2024-066 entitled Annual Township Communications and Engagement Report be received for information.*



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**9.3.5 11:15 A.M. Report ADM-2024-067 – Site Alteration By-law One Year Update  
≠**

*Recommendation:*

*That Report ADM-2024-067 entitled Site Alteration by-law One Year Update report be received for information.*

**9.3.6 1:35 P.M. Report ADM-2024-068 – Environmental Registry of Ontario Postings Related to Permits to Take Water ≠**

*Recommendation:*

*That Report ADM-2024-068 regarding Environmental Registry of Ontario Postings Related to Permits to Take Water be received for information; and,*

*That the following Council comments be incorporated into Environmental Registry of Ontario submissions along with staff comments:*

**9.3.7 Report ADM-2024-069 – By-law Enforcement Service Levels and Resources ≠ (Circulated under separate cover)**

*Recommendation:*

*That Report ADM-2024-069 entitled By-law Enforcement Service Levels and Resources be received; and*

*That Council approve the by-law enforcement service levels, and 2025 budget implications as outlined in the report; and*

*That Council direct staff to report back in the first quarter of 2025 regarding the implementation of an Administrative Municipal Penalty System (AMPS).*

**9.4 Planning and Building Department**

**9.4.1 10:35 A.M. Report PD-2024-011 Zoning By-law Amendment Application Recommendation Report – 1873 Townline Road ≠**

*Recommendation:*

*That Report PD-2023-011 entitled Zoning By-law Amendment Application Recommendation Report – 1873 Townline Road be received; and*



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*Whereas the Township and its expert consultants are satisfied with the application to amend the zoning of the property 1873 Townline Road through their comprehensive review of the submission materials; and*

*Whereas the Township's planning consultant has recommended the use of a holding provision that prohibits the outdoor recreational trailer storage on the Subject Lands as detailed in the Draft By-law attached as Schedule "A" until all requirements identified in the holding provision have been completed to the satisfaction of the Township;*

**9.4.2 10:45 A.M. Report PD-2024-012 Zoning By-law Amendment Application Recommendation Report – 4438 Watson Road South ≠**

*Recommendation:*

*That Report PD-2023-012 entitled Zoning By-law Amendment Application Recommendation Report – 4438 Watson Road South be received; and*

*Whereas the Township and its expert consultants are satisfied with the application to amend the zoning of the property 4438 Watson Road South through their comprehensive review of the submission materials; and*

*Therefore be it resolved,*

*That Council approves the Zoning By-law Amendment for the property 4438 Watson Road South; and*

*That Council give three readings to by-law 2024-074 as presented, being a by-law to amend by-law no. 2018-023, as amended, being the Zoning By-law of the Township of Puslinch.*

**9.4.3 10:55 A.M. Report PD-2024-013 Zoning By-law Amendment Application Recommendation Report – 86 Farnham Road ≠**

*Recommendation:*

*That Report PD-2023-013 entitled Zoning By-law Amendment Application Recommendation Report – 86 Farnham Road be received; and*



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*Whereas the Township and its expert consultants are satisfied with the application to amend the zoning of the property 86 Farnham Road through their comprehensive review of the submission materials; and*

*Therefore be it resolved,*

*That Council approves the Zoning By-law Amendment for the property 86 Farnham Road; and*

*That Council give three readings to by-law 2024-075 as presented, being a by-law to amend by-law no. 2018-023, as amended, being the Zoning By-law of the Township of Puslinch.*

**9.5 Roads and Parks Department**

**9.5.1 None**

**9.6 Recreation Department**

**9.6.1 Report REC-2024-003 Construction Donation Badenoch Storage Shed ≠**

*Recommendation:*

*That Report REC-2024-003 entitled Badenoch Storage Shed Replacement – Gift-In-Kind Donation be received for information; and*

*That Council accept the Gift-In-Kind donation of labour required to re-build the Badenoch Storage Shed from Sloat Construction; and,*

*That Council direct staff to send thank-you letters to all of those who provided monetary donations and offered support to re-build the Badenoch Storage Shed.*

**10. Correspondence ≠**

**10.1 IESO Kitchener-Waterloo-Cambridge-Guelph Electricity Planning and Engagement Plan ≠**

*Recommendation:*

*That Council received correspondence item 10.1 IESO Kitchener-Waterloo-Cambridge-Guelph Electricity Planning and Engagement Plan be received for information.*



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**10.2 McMillan Pit 2023 Water Quality Analysis Report and Peer Review ≠**

*Recommendation:*

*That Council received correspondence item 10.2 McMillan Pit 2023 Water Quality Analysis Report and Peer Review be received for information.*

**10.3 County of Wellington Official Plan Review OPA 126 Urban Boundary Expansions ≠**

*Recommendation:*

*That Council received correspondence item 10.3 County of Wellington Official Plan Review OPA 126 Urban Boundary Expansions be received for information.*

**10.4 County of Wellington Roads Committee report regarding Lake Road (Wellington Road 32) Speed Limit Change – Monitoring Results ≠**

*Recommendation:*

*That Council received correspondence item 10.4 County of Wellington Roads Committee report regarding Lake Road (Wellington Road 32) Speed Limit Change – Monitoring Results be received for information.*

**10.5 Ministry of Finance Letter to TAMPO regarding new aggregate extraction property class ≠**

*Recommendation:*

*That Council received correspondence item 10.5 Ministry of Finance Letter to TAMPO regarding new aggregate extraction property class be received for information.*

**10.6 Ministry of Finance Letter to Township of Puslinch regarding new aggregate extraction property class ≠**

*Recommendation:*

*That Council received correspondence item 10.6 Ministry of Finance Letter to Township of Puslinch regarding new aggregate extraction property class regarding new aggregate extraction property class be received for information.*

**11. Council reports**

**11.1 Mayor' Updates**



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**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** BL2024-072 Council Compensation and Expense Policy  
(Circulated under separate cover)

**12.1.2** BL2024-073 Zoning By-law Amendment 1873 Townline Road

**12.1.3** BL2024-074 Zoning By-law Amendment 4438 Watson Road South

**12.1.4** BL2024-075 Zoning By-law Amendment 86 Farnham

**12.1.5** BL2024-076 2025 Staff Renumeration  
(Circulated under separate cover)

**13. Announcements**

**14. Closed Session – Pursuant to Section 239 Subsection (2) of the Municipal Act, 2001 for the purpose of:**

**14.1** A confidential report regarding personal matters about an identifiable individual, including municipal or local board employees – Human Resource Matter

**14.2** A confidential report regarding personal matters about an identifiable individual, including municipal or local board employees – Human Resource Matter

**14.3** A confidential report regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board – In accordance with section 3.14 of the By-law Enforcement Policy

**15. Business Arising from Closed Session**

**16. Notice of Motion**

**17. New Business**

**18. Confirmatory By-law ≠**

**18.1** BL2024-077 Confirm By-law – December 18, 2024



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*Recommendation:*

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

*By-law 2024-077 being a by-law to confirm the proceeding of Council for the Corporation of the Township of Puslinch at its meeting held on 18<sup>th</sup> day of December 2024.*

**19. Adjournment ≠**



## MINUTES

**DATE:** November 20, 2024

**CLOSED MEETING:** 10:05 A.M.

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

The November 20, 2024 Council Meeting was held on the above date and called to order at 10:00 a.m. via electronic participation and in-person at 7404 Wellington Rd, 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. Courtenay Hoytfox, Interim CAO
2. Justine Brotherston, Interim Municipal Clerk
3. Sarah Huether, Interim Deputy Clerk
4. Mike Fowler, Director of Public Works, Parks and Facilities
5. Mary Hasan, Director of Finance/Treasurer
6. Andrew Hartholt, CBO
7. Jamie MacNeil, Fire Chief
8. Glenn Schwendinger, CAO - absent

### 3. MOMENT OF REFLECTION

### 4. CONFIRMATION OF THE AGENDA

#### Resolution No. 2024-399:

Moved by Councillor Hurst and  
Seconded by Councillor Sepulis

**That Council approves the November 20, 2024 Agenda and Addendum as circulated; and**

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

**Consent Item 6.1.3 Questions received from Council seeking additional information and the corresponding responses provided by staff regarding the November 20, 2024 Council agenda;**

**CARRIED**

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

Councillor Goyda declared a potential pecuniary interest related to item 9.3.3 Report ADM-2024-057 Aggregate Compliance Report, Schedule Q and V Compliance Assessment Reports, as Schedule Q and V are licenses held by a family member and therefore a conflict of interest in any decisions as it relates to those schedules.

### 6. CONSENT AGENDA

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

6.1.1 November 6, 2024 Council Meeting Minutes (Circulated under separate cover)

6.1.2 October 8, 2024 Planning and Development Advisory Committee Minutes

6.1.3 Questions received from Council seeking additional information and the corresponding responses provided by staff regarding the November 20, 2024 Council agenda

- 6.2 AMO Policy Update – Advancing Housing Initiatives, Ontario’s Affordable Energy Future and Sustainable OPP Costs
- 6.3 AMO Policy Update – Encampments and Opioid Crisis
- 6.4 AMO Policy Update – Fall Economic Statement
- 6.5 AMCTO Advocacy Update Fall Economic Statement
- 6.6 Conservation Halton's Approved Watershed-Based Resource Management Plan
- 6.7 ROMA 2025 Conference Delegation Meetings Request
- 6.8 Puslinch Profile Features - July & August, September, October and November 2024 Issues
- 6.9 IESO’s Refreshed External Relations and Indigenous Engagement Frameworks
- 6.10 5738 University of Guelph Mill Creek Pit - Monthly Monitoring Report - October 2024

**Resolution No. 2024-400:** Moved by Councillor Hurst and  
Seconded by Councillor Bailey

**That the Consent Agenda items with the exception of items 6.7 and 6.8 listed for NOVEMBER 20, 2024 Council meeting be received for information.**

**CARRIED**

**Resolution No. 2024-401:** Moved by Councillor Sepulis and  
Seconded by Councillor Hurst

**That the Consent Agenda items with the exception of items 6.7 and 6.8 listed for NOVEMBER 20, 2024 Council meeting be received for information; and**

**That Council direct staff to submit delegation requests during the ROMA conference as follows:**

1. **MECP: Delegation regarding the ERO 019-9196 Enabling greater beneficial reuse of excess soil;**
2. **MTO: Morriston By-pass, the ERO 019-9265 Reducing Gridlock, Saving You Time Act, 2024 – Building Highways Faster Act, 2024, and Morriston Highway 6 Drone Footage;**
3. **MNR: Site Plan Amendments to allow additional accessory uses to pits, lack of monitoring, major versus minor amendments, enforcement, and conflict with the PPS interim land use; and**
4. **MMAH: Pension Administration Concerns.**

**CARRIED**

**7. DELEGATIONS:**

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

- 7.1.1 **10:25 AM** Delegation by Roger Will regarding item 9.1.1 Report FIR-2024-005 Cambridge-Puslinch Fire Protection

**Resolution No. 2024-402:** Moved by Councillor Sepulis and  
Seconded by Councillor Hurst

**That Council receives the Delegation Roger Will regarding item 9.1.1 Report FIR-2024-005 Cambridge-Puslinch Fire Protection for information; and**

**That Council advance agenda item 9.1.1 Report FIR-2024-005 directly following the delegation by Roger Will.**

**CARRIED**

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

- 1.1.1 **10:15 A.M.** Delegation by Michael Hryshenko regarding Municipal Support Letter for IESO LT2 RFP Energy Stream Facility Proposal

**Resolution No. 2024-403:** Moved by Councillor Sepulis and  
Seconded by Councillor Hurst

**That Council receives the Delegation by Michael Hryshenko regarding Municipal Support Letter for IESO LT2 RFP Energy Stream Facility Proposal for information; and**



**That Council suggest that the proponent continue to work with staff on this proposal and that staff report back to Council at the appropriate time.**

**CARRIED**

**Council recessed from 11:40am to 11:45am**

**Roll Call**

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

**8. PUBLIC MEETINGS:**

8.1 November 27, 2024 at 7:00 P.M. Public Information Meeting held in-person at the Municipal Office (7404 Wellington Road 34) and by electronic participation through Zoom regarding the following:

- Zoning By-law Amendment Application D14-QUI (Quinnell) 1873 Townline Road
- Zoning By-law Amendment Application D14-JEF (Jefferson) 86 Farnham Road
- Zoning By-law Amendment Application D14-SCR (Scrivener) 4438 Watson Road

**9. REPORTS:**

**9.1 Puslinch Fire and Rescue Services**

9.1.1 Automatic Aid Agreement with the Corporation of the City of Cambridge Fire and Emergency Services Agreement – Puslinch Fire Rescue Services

**Resolution No. 2024-404:**

Moved by Councillor Goyda and  
Seconded by Councillor Sepulis

**That Report FIR-2024-005 regarding the Agreement with the Corporation of the City of Cambridge for Fire and Emergency Services be received; and**

**That Puslinch Council agrees to the terms set out in the agreement, in accordance Schedules “A” through “C” being the Serviced Area map, the Cambridge-Puslinch Fire Protection Contract Fee 2025-2027, and the Proposed Agreement with the City of Cambridge 2025-2027 respectively; and**

**That Puslinch Council directs staff to prepare a by-law for enactment once the City of Cambridge Council has agreed to the terms of this agreement through their budget process.**

**CARRIED**

**Council recessed from 11:57am to 12:30pm**

**Roll Call**

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

**9.2 Finance Department**

9.2.1 2025 Proposed Cost of Living Adjustment

**Resolution No. 2024-405:**

Moved by Councillor Sepulis and  
Seconded by Councillor Hurst



**THAT Report FIN-2024-032 entitled 2025 Proposed Cost of Living Adjustment be received; and**

**THAT Council approve a Cost of Living Adjustment of 3.0% effective January 1, 2025; and**

**That the remaining 2.9% Cost of Living Adjustment carried forward from 2024 no longer be carried forward as the Township completed a comprehensive compensation and benefits review in 2024 which will result in salary grid adjustments effective January 1, 2025 to ensure the Township's compensation is in line with comparator municipalities.**

**CARRIED**

### **9.3 Administration Department**

#### **9.3.1 Township of Puslinch Annual Accessibility Status Report**

**Resolution No. 2024-406:** Moved by Councillor Hurst and  
Seconded by Councillor Sepulis

**That Report ADM-2024-055 entitled Township of Puslinch Annual Accessibility Status Report be received for information.**

**CARRIED**

#### **9.3.2 Township of Puslinch Corporate Seal By-law**

**Resolution No. 2024-407:** Moved by Councillor Bailey and  
Seconded by Councillor Sepulis

**That Report ADM-2024-056 entitled Township of Puslinch Corporate Seal By-law be received for information; and,**

**That Council gives three readings to By-law 2024-069 being a By-law to authorize an official seal for the Corporation of the Township of Puslinch.**

**CARRIED**

#### **9.3.3 2024 Aggregate Compliance Assessment Reports & Annual Monitoring Reports**

**Resolution No. 2024-408:** Moved by Councillor Sepulis and  
Seconded by Councillor Hurst

**That Report ADM-2024-057 2024 Aggregate Compliance Assessment Reports & Annual Monitoring Reports with the exception of Schedules Q and V be received for information; and,**

**That Council direct staff to provide the response to the Township's Peer Review from Dance Environmental Inc. regarding the 2023 Ecological and Aquatic Monitoring to the Township's Ecologist for review and consideration in the 2024 report; and,**

**That Council direct staff to send the Township's Peer Review of the 2023 Roszell Ground Water Monitoring Report to the Pit Operator and MRN requesting confirmation whether as recommended by Harden whether the barrier between Lake 2 and Lake 3 will be raised to allow the water level in Lake 3 to equilibrate to its highest possible level ; and,**

**That Council direct staff to send the Township's Peer Review of the 2023 Mill Creek Pit Phase 6**

**2023 Ecological Monitoring Report to the Pit Operator for review and consideration in the 2024 report; and,**

**That Council direct staff to send the Township’s Peer Review of the 2023 & 2022 Mast Snyder Ground Water Monitoring Report to the Pit Operator and MRN; and,**

**That Council direct staff to send the Township’s Peer Review of the 2023 Aberfoyle Pit 2 Ground Water Monitoring Report to the Pit Operator and MRN; and**

**That Council direct staff to follow up with the MRN regarding the listing of compliance concerns identified with the 2023 CARS:**

License No. 5482	Schedule G	Follow-up with the report writer regarding what material has been brought in? Is it on the excess soil registry and in compliance with the O.Regs
License No. 5483	Schedule H	Not in compliance and will be seeking an amendment to the site plan (note C22) seek clarification from MRN that this amendment to operations will require a major amendment application
License No. 5497	Schedule I	Note C22 indicates importation of aggregate under ‘blending permission’ on site plan – this is not in compliance with blending permissions under the ARA – zero disturbs under D7 indicates no active extraction – D1 not in compliance with rehabilitation (this is not in accordance with the interim use of the Planning Act)
License No. 5520	Schedule K	Note C22 – site is being used for stock piling not in compliance with Planning Act interim land use (look at previous CAR reports for use)
License No. 5563	Schedule L	New disturbed area in 2024, this needs to be incorporated into the IND tax class from the AG tax class
License No. 5609	Schedule M	Inquire with pit operator regarding importation of fill
License No. 5631	Schedule O	Follow-up with the report writer regarding what material has been brought in? Is it on the excess soil registry and in compliance with the O.Regs – Blurred out area of the pit area includes stockpiles – this needs to be captured into the IND tax class
License No. 5654	Schedule P	Note – operator indicates that stockpile to be removed – check back in 2025
License No. 5710	Schedule R	Follow-up with the report writer regarding what material has been brought in. Is it on the excess soil registry and in compliance with the O.Regs – stock pile of asphalt not in designated area – this is a repeat concern from the Township
License No. 5737	Schedule S	Note B6 – fish hatchery containers located within 30 meters of the pond – not in compliance
License No. 5738	Schedule T	Not C22 – blending permissions to import materials - is this in compliance?
License No. 17600	Schedule W	Follow-up with the report writer regarding what material has been brought in. Is it on the excess soil registry and in compliance with the O.Regs
License No. 20212	Schedule X	C22 – clarify if materials are included; notify that we do not permit rock trucks to cross the road – traffic analysis is required for safety in addition to signage, etc.
License No. 20085	Schedule AA	Request clarification from the MNR regarding including buildings on site plan – major change to operations

License No. <b>129817</b>	Schedule CC	Follow-up with the report writer regarding what material has been brought in. Is it on the excess soil registry and in compliance with the O.Reg
License No. <b>624864</b>	Schedule DD	There is no permission for a silt pond on the site license – this requires technical study for potential impacts and a major amendment to the site plan if no impacts
License No. <b>624889</b>	Schedule EE	Follow-up with the report writer regarding what material has been brought in. Is it on the excess soil registry and in compliance with the O.Reg – indicated a few stock piles located – areas need to be classed at IND tax class
License No. <b>624952</b>	Schedule FF	Follow-up with the report writer regarding what material has been brought in. Is it on the excess soil registry and in compliance with the O.Reg C25 – acoustical audit was completed when pit was approved – request that the acoustical report for portable plant be provided
License No. <b>625189</b>	Schedule GG	C25 – silt barrier is not working correctly – what is being done by the MNR?
License No. <b>625284</b>	Schedule HH	Follow-up with the report writer regarding what material has been brought in. Is it on the excess soil registry and in compliance with the O.Reg

**CARRIED**

Councillor Goyda declared a potential pecuniary interest related to item 9.3.3 Report ADM-2024-057 Aggregate Compliance Report, Schedule Q and V Compliance Assessment Reports, as Schedule Q and V are licenses held by a family member and therefore a conflict of interest in any decisions as it relates to those schedules and refrained from discussions and voting on that item.

**Resolution No. 2024-409:**

Moved by Councillor Bailey and  
Seconded by Councillor Sepulis

**That Report ADM-2024-057 2024 Aggregate Compliance Assessment Reports & Annual Monitoring Reports Schedules Q and V be received for information.**

**CARRIED**

9.3.4 Reporting Out from Council Direction Update

**Resolution No. 2024-410:**

Moved by Councillor Hurst and  
Seconded by Councillor Sepulis

**That Report ADM-2024-058 entitled Reporting Out from Council Direction Update be received for information; and**

**That Council direct staff to request that County staff provide the Township with the automatic speed enforcement report once available for Puslinch Council's agenda.**

**CARRIED**

9.3.5 2024 Township of Puslinch Emergency Management Programme Annual Report

**Resolution No. 2024-411:**

Moved by Councillor Hurst and  
Seconded by Councillor Bailey

**That Report ADM-2024-059 entitled 2024 Township of Puslinch Emergency Management Programme Annual Report be received for information; and,**



**That the Council of the Township of Puslinch accepts the annual report of the Township's Emergency Management Programme for 2024.**

**CARRIED**

9.3.6 Township Human Resource Policy Review and Proposed Amendments

**Resolution No. 2024-412:**

Moved by Councillor Goyda and  
Seconded by Councillor Hurst

**That Report ADM-2024-060 regarding the Township Human Resource Policy Review and Proposed Amendments be received; and**

**That Council approve the polices attached to this report as amended; and**

**That Council direct staff to conduct employee engagement regarding the new policies and associated programs as outlined in the report.**

**CARRIED**

9.4 Planning and Building Department

9.4.1 Building Department Third Quarter Update – July to September 2024

**Resolution No. 2024-413:**

Moved by Councillor Hurst and  
Seconded by Councillor Sepulis

**That Report BLD-2024-004 entitled Building Department Third Quarter Update – July to September 2024 be received for information.**

**CARRIED**

9.4.2 Township Human Resource Policy Review and Proposed Amendments

**Resolution No. 2024-414:**

Moved by Councillor Hurst and  
Seconded by Councillor Sepulis

**That Report PD-2024-007 entitled Zoning By-law Amendment Application D14/BRU Request for Council to deem the application complete/incomplete be received; and**

**That Council deem the application to be complete; and**

**That staff be directed to proceed with notice in accordance with Section 3 and Section 5 of O.Reg 545/06 of the Planning Act, R.S.O. 1990, as amended.**

**CARRIED**

9.6 Roads and Parks Department

9.6.1 None

9.7 Recreation Department

9.7.1 None

10. **CORRESPONDENCE:**

10.1 ERO Posting 019-9196 Enabling greater beneficial reuse excess soil

**Resolution No. 2024-415:**

Moved by Councillor Hurst and  
Seconded by Councillor Sepulis

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

**Whereas the Ministry of the Environment, Conservation and Parks is currently consulting on proposed amendments to the Excess Soil Regulation, with potentially significant implications for local municipalities; and**

**Whereas these proposed changes, including landfilling restrictions and exemptions for waste environmental compliance approvals, pose substantial risks to environmental integrity, groundwater protection, local enforcement efforts, and land use planning; and**

**Whereas the proposed amendments may undermine local municipalities' ability to effectively manage excess soil, potentially leading to adverse environmental impacts, such as soil and/or groundwater contamination and disruption of local ecosystems; and**

**Whereas the relaxation of regulatory requirements for soil management could further hinder the enforcement capabilities of municipal authorities, making it more challenging to monitor and address compliance issues, thus jeopardizing public health and safety; and**

**Whereas the proposed regulations do not provide sufficient clarity regarding whether the intent of the proposed regulations are to permit ARA licensed sites to be used as reuse sites for excess soil; and**

**Whereas the proposed flexibility in soil reuse standards could conflict with established land use planning frameworks, potentially resulting in incompatible land uses and further strain on local infrastructure; and**

**Whereas the introduction of regional mapping for areas with naturally occurring exceedances presents significant financial challenges for municipalities, as the costs associated with implementing such mapping projects may not be feasible given limited budgets and resources; and**

**Whereas relaxing excess soil regulations and implementing regional mapping could negatively impact agricultural lands by allowing excess soil to be disposed of in ways that diminish the quality and usability of these valuable lands for future agricultural purposes, highlighting the need to prioritize the protection of agricultural lands equally with infrastructure projects and housing developments;**

**Therefore, be it resolved that the Council of Township of Puslinch formally objects to the proposed amendments to the Excess Soil Regulation, citing concerns regarding the detrimental effects on local municipalities, the environment, soil and groundwater quality protection, and effective land use planning; and**

**That the Council of Township of Puslinch directs staff to forward this resolution to the Ministry of the Environment, Conservation and Parks, outlining these concerns and advocating for a more balanced approach that prioritizes environmental protection, local governance, and the protection of resident's health and safety; and further,**

**That this resolution be shared with all Ontario Municipalities, the Premier of Ontario; County Planning staff, MPP Arnott; MPP Rae; the Wellington Federation of Agriculture; and OMAFRA requesting support for the protection of agricultural lands and sustainable excess soil management practices in Ontario.**

**CARRIED**

10.2 County of Wellington Adoption of Official Plan Amendment 123

**Resolution No. 2024-416:**

Moved by Councillor Sepulis and  
Seconded by Councillor Goyda

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

**CARRIED**

10.3 ERO Posting 019-9265 - Bill 212 - Reducing Gridlock, Saving You Time Act

**Resolution No. 2024-417:**

Moved by Councillor Sepulis and  
Seconded by Councillor Hurst

**Whereas comments are being requested for ERO 019-9265 concerning Bill 212 - Reducing Gridlock, Saving You Time Act, 2024 – Building Highways Faster Act, 2024; and**

**Whereas the Township of Puslinch Council has received the Town of Caledon's resolution regarding ERO 019-9265; and**

**Whereas the proposed Building Highways Faster Act aims to prioritize certain highway projects which, according to the Ministry of Transportation's (MTO) evidence-based evaluation in Figure 12A of the 2022 Auditor General's Report on Highway Planning and Management, are lower on the priority list; and**

**Whereas the proposed Act includes provisions as follows:**

- (a) the Minister may compensate the property owner for any damages resulting from the site inspection, but does not have to;**
- (b) if the Minister compensates the property owner, the Minister shall decide the quantum of compensation and may provide only partial compensation; and**
- (c) for greater certainty, the Minister is not required to compensate the property owner for anything done under subsection 9 (1), and the procedure for determining compensation set out in subsections (1) to (5) of this section does not apply; and**

**Whereas the Township of Puslinch has concerns that the proposed Act may override local by-laws, such as environmental by-laws, bypass federal impact studies, exempt projects like the 413 from environmental studies, withhold existing studies, facilitate property expropriations, ignore Freedom of Information (FOI) requests, penalize residents opposing expropriation or construction, compel information from municipalities or individuals, and allow appeals for expropriation decisions to be heard by the Minister of Transportation instead of the courts;**

**Be it resolved that the Township of Puslinch:**

- 1. Supports the Town of Caledon's resolution regarding Bill 212;**
- 2. Requests that the Province of Ontario use fact-based evaluations to prioritize highway projects based on their true need and urgency;**
- 3. Requests that the Province amend the proposed legislation to ensure municipalities are compensated for all reasonable costs incurred in supporting priority projects under the Act; and**

**That the Township of Puslinch Council submits this resolution as the Township's formal comment for ERO 019-9265; and**

**That a copy of this resolution be sent to Speaker Ted Arnott and the Association of Municipalities of Ontario (AMO).**

**CARRIED**

**11. COUNCIL REPORTS:**

**11.1 Mayor' Updates**

11.1.1 Mayor Seeley provided an update on the recent TAPMO meeting.

11.1.2 Mayor Seeley advised Council that he is running again for Chair of Planning Committee at the County.

11.1.3 Mayor Seeley advised that the City of Guelph conducted their review of ambulance stations. Mayor Seeley requested that staff obtain the response time report for ambulance presented at the recent committee meeting.

**11.2 Council Member Reports**

11.2.1 None

**Resolution No. 2024-418:**

Moved by Councillor Sepulis and  
Seconded by Councillor Hurst

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

**CARRIED**

**12. BY-LAWS:**

12.1.1 BL2024-069 – Being a by-law to authorize an official seal for the Corporation of the Township of Puslinch.

**Resolution No. 2024-419:**

Moved by Councillor Hurst and  
Seconded by Councillor Goyda

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

**12.1.1 BL2024-069 – Being a by-law to authorize an official seal for the Corporation of the Township of Puslinch.**

**CARRIED**

**13. CLOSED SESSION:**

Council was in closed session from 12:30 p.m. to 2:34 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. 2024-420:**

Moved by Councillor Hurst and  
Seconded by Councillor Sepulis

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

**14.1 Confidential report regarding personal matters about an identifiable individual, including municipal or local board employees – Market Review**

**14.2 Confidential minutes from previous closed meetings:**

**14.2.1 October 23, 2024 First Closed Meeting Minutes**

**14.2.2 October 23, 2024 Second Closed Meeting Minutes**

**14.2.3 November 6, 2024 Closed Meeting Minutes**

**CARRIED**

**Resolution No. 2024-421:**

Moved by Councillor Hurst and  
Seconded by Councillor Bailey

**THAT Council moves into open session at 2:34 pm**

**CARRIED**

Council resumed into open session at 2:34 p.m.

**Resolution No. 2024-422:**

Moved by Councillor Hurst and  
Seconded by Councillor Sepulis

That Council receives the:

**14.1 Confidential report regarding personal matters about an identifiable individual, including municipal or local board employees – Market Review**

**14.2 Confidential minutes from previous closed meetings:**

**14.2.1 October 23, 2024 First Closed Meeting Minutes**

**14.2.2 October 23, 2024 Second Closed Meeting Minutes**

**14.2.3 November 6, 2024 Closed Meeting Minutes; and**

That staff proceed as directed.

**CARRIED**

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

None

**Resolution No. 2024-423:**

Moved by Councillor Goyda and  
Seconded by Councillor Bailey

That Council advance Councillor Sepulis Notice of Motion to directly following the correspondence items.

**CARRIED**

**15. NOTICE OF MOTION:**

Councillor Sepulis provided notice of motion at the October 23, 2024 Council meeting to be considered by Council at the November 20, 2024 Council meeting as follows:

**Resolution No. 2024-424:**

Moved by Councillor Sepulis and  
Seconded by Councillor Hurst

Whereas Township's Consultant Harden Environmental has identified that a spill has occurred on Highway 6 south of the 401 as detailed in the report entitled "Groundwater Interference Investigation SUMMARY OF FINDINGS Revision 1 (October 2024) Highway 6 Corridor Puslinch, Ontario"; and,

Whereas the Ministry of the Environment, Conservation and Parks (MECP) and Ministry of Transportation (MTO) staff have denied the existence of a spill; and  
Whereas the local Heath Unit has provided limited assistance and advice to the affected residents; and,

Whereas the mandate of Source Water Protection does not extend to private well owners; and,

Whereas the Township in the absence of support from the responsible provincial authorities had to undertake environmental studies at its own initiative and cost;

Therefore, be it resolved that staff be requested to ask the Ontario Ombudsman to investigate this matter in order to:

a) identify the action that the local staff of MECP, MTO, Ministry of Health and Source Water Protection should have undertaken on this matter

b) identify what changes could be made to existing legislation and regulations to ensure that appropriate action is taken by the responsible provincial agencies when the private



well users have identified contamination of their well water by external sources beyond their control

c) identify any follow up action that the Township and affected residents could take; and,

That a copy of this resolution be sent to the Minister of Transportation, Minister of the Environment, Conservation and Parks, Minister of Health, and Speaker Ted Arnott.

**CARRIED**

16. **NEW BUSINESS:**

None

17. **ANNOUNCEMENTS:**

17.1 Councillor Hurst updated Council on the recent Heritage Open House for the designation process.

17.2 Councillor Sepulis announced the upcoming Santa Claus parade this weekend.

18. **CONFIRMATORY BY-LAW:**

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

**Resolution No. 2024-425:**

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 2024-070 being a by-law to confirm the proceedings of Council for the Corporation of the Township of Puslinch at its meeting held on the 20 day of November 2024.

**CARRIED**

19. **ADJOURNMENT:**

**Resolution No. 2024-426:**

Moved by Councillor Sepulis and  
Seconded by Councillor Hurst

That Council hereby adjourns at 4:14 p.m.

**CARRIED**

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James Seeley, Mayor

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Courtenay Hoytfox, Clerk



## **MINUTES**

**DATE:** November 27, 2024

**CLOSED MEETING:** None

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

The November 27, 2024 Council Meeting was held on the above date and called to order at 10:00 a.m. via electronic participation and in-person at 7404 Wellington Rd, 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. Courtenay Hoytfox, Interim CAO
2. Justine Brotherston, Interim Municipal Clerk
3. Sarah Huether, Interim Deputy Clerk
4. Mike Fowler, Director of Public Works, Parks and Facilities
5. Mary Hasan, Director of Finance/Treasurer
6. Andrew Hartholt, CBO
7. Jamie MacNeil, Fire Chief
8. Glenn Schwendinger, CAO - absent

### **3. MOMENT OF REFLECTION**

### **4. CONFIRMATION OF THE AGENDA**

#### **Resolution No. 2024-427:**

Moved by Councillor Sepulis and  
Seconded by Councillor Goyda

**That Council approves the November 27, 2024 Agenda and Addendum as circulated; and**

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

**Consent Item 6.1.1 Questions received from Council seeking additional information and the corresponding responses provided by staff regarding the November 27, 2024 Council agenda.**

**CARRIED**

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

Councillor Goyda declared a potential pecuniary interest related to item 9.2.1 Schedule E, as a board member I have a potential pecuniary interest.

Councillor Sepulis declared a potential pecuniary interest related to item 9.2.1 Schedules B & C, as the organizations Friends of Mill Creek and Optimist Club of Puslinch are seeking to receive grant funding. As I am a member of each to these organizations, I have an indirect I pecuniary interest.

Councillor Hurst declared a potential pecuniary interest related to item 9.2.1 Schedule E, as a current board member of Sunrise Therapeutic Riding & Learning CTR, who have applied for a 2025 grant and wish to

declare a conflict and remove myself from the discussion / decision making process during the Council meeting.

**6. CONSENT AGENDA**

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

6.1.1 Questions received from Council seeking additional information and the corresponding responses provided by staff regarding the November 27, 2024 Council agenda.

6.2 Township of Larder Lake Resolution Regarding the Redistribution of Land Transfer Tax and Property Sale GST

6.3 Township of McGarry Resolution Regarding the Redistribution of Land Transfer Tax and Property Sale GST

6.4 Township of Howick Resolution regarding Ontario Provincial Police Costs for 2025

6.5 County of Wellington December 2024 Committee and Council Schedule

6.6 Wellington O.P.P. Detachment Board Report - October 2024

6.7 Wellington O.P.P. Detachment Board Report - November 2024

6.8 Conservation Authorities Act Deliverables Package for Conservation Halton – November 2024

6.9 TAPMO Letter to Assistant Deputy Minister Ian Freeman RE O. Reg 370 24

6.10 TAPMO Letter to Minister of Finance Peter Bethlenfalvy RE Aggregate Assessment

6.11 TAPMO Letter to Premier Ford and Minister Bethlenfalvy RE Pre Budget Announcement

6.12 TAPMO November 2024 Newsletter

**Resolution No. 2024-428:**

Moved by Councillor Sepulis and  
Seconded by Councillor Hurst

**That the Consent Agenda items listed with the exception of items 6.2, 6.3, 6.10, 6.11, and 6.12 for NOVEMBER 27, 2024 Council meeting be received for information.**

**CARRIED**

**Resolution No. 2024-429:**

Moved by Councillor Sepulis and  
Seconded by Councillor Hurst

**That the Consent Agenda items listed with the exception of items 6.2 and 6.3 for NOVEMBER 27, 2024 Council meeting be received for information; and**

**Whereas the Township of Puslinch supports the Resolution from the Township of Larder Lake and Township of McGarry;**

**Whereas municipalities face growing infrastructure needs, including roads, bridges, public transit, water systems, and other critical services, which are essential to community well-being and economic development; and**

**Whereas the current sources of municipal revenue, including property taxes and user fees, are insufficient to meet these increasing demands for infrastructure investment; and**

**Whereas the Province of Ontario currently collects the Land Transfer Tax (LTT) on property transactions in municipalities across the province, generating significant revenue that is not directly shared with municipalities; and**

**Whereas the Federal Government collects the Goods and Services Tax (GST) on property transactions, a portion of which could be directed to municipalities to address local infrastructure needs; and**

**Whereas redistributing a portion of the Provincial Land Transfer Tax and GST to municipalities would provide a predictable and sustainable source of funding for local infrastructure projects without creating a new tax burden on residents or homebuyers; and**

**Whereas a redistribution of a portion of the existing Land Transfer Tax and GST would allow municipalities to better plan and invest in long-term infrastructure initiatives, supporting local economic growth and improving the quality of life for residents;**

**Be it resolved that the Township of Puslinch requests as follows:**

**That the Provincial Government consider redistributing a portion of the Land Transfer Tax collected on property transactions to municipalities; and**

**That the Federal Government be requested to allocate a percentage of the GST collected on property sales to municipalities; and**

**That this redistribution of the Land Transfer Tax and GST be structured to provide predictable and sustainable funding to municipalities, allowing for better long-term planning and investment in infrastructure projects that benefit local communities, thereby ensuring that local governments receive a fair share of the revenue to address critical infrastructure needs; and**

**Be It further resolved that a copy of this resolution be forwarded to Prime Minister Justin Trudeau, Premier Doug Ford, the Ontario Minister of Finance, the Minister of Municipal Affairs and Housing, local Members of Parliament (MPs) and Members of Provincial Parliament (MPPs); and**

**That copies of this resolution be forwarded to all 444 Municipalities in Ontario, the Federation of Canadian Municipalities (FCM), and the Association of Municipalities of Ontario (AMO) for their endorsement and advocacy.**

**CARRIED**

**Resolution No. 2024-430:**

Moved by Councillor Sepulis and  
Seconded by Councillor Bailey

**That the Consent Agenda items listed with the exception of items 6.10, 6.11, and 6.12 for NOVEMBER 27, 2024 Council meeting be received for information; and**

**Whereas the Township of Puslinch Council supports the information provided by TAPMO to member municipalities of TAPMO; and**

**Whereas the Township of Puslinch Council sees the value and significance of circulating this information provided by TAPMO to all Ontario municipalities;**

**Therefore, that Council directs staff to forward items 6.10, 6.11, and 6.12 to all Ontario municipalities; and**

**That Council direct staff to forward the following resolution to the Minister of Finance, the Minister of Municipal Affairs and Housing, local school board trustees, AMO, ROMA, Local MPP, all Ontario Municipalities and the Municipal Property Assessment Corporation:**

**Whereas the Ministry of Finance has introduced a one-time \$7 million reduction in education taxes in 2024, a subsidy that will be absorbed by the province through a 95% reduction in education taxes—marking the first such subsidy provided by the province to any industry;**

**Whereas the Ministry of Finance’s plans to introduce a new aggregate property sub-class in 2025, which is set to provide a \$6 million subsidy to the aggregate industry, with \$3 million of that subsidy being transferred back to the municipal (primarily residential) tax base, raises serious concerns about the fairness and equity of the system;**

**Whereas the claims that the new sub-class will provide tax stability and predictability seem hollow and do not address the systemic inequities in the taxation framework, which continues to shift an undue burden onto municipal taxpayers, particularly those in rural areas who host these aggregate operations;**

**Whereas there is significant concern that the government’s actions prioritize the interests of the aggregate industry over the financial realities faced by municipalities and their residents, and that this shift in burden undermines public trust in the fairness and integrity of Ontario’s legal and tax frameworks;**



Whereas TAPMO has presented evidence demonstrating that the aggregate industry is financially capable of meeting its tax obligations, including substantial profits and royalty payments made by industry leaders, further undermining the need for these subsidies;

Whereas the municipal taxpayer should not bear the cost of correcting a past error in assessment methodology that unfairly benefited then aggregate industry, and the new property tax class ratio risks further undermining the principle of revenue neutrality and eroding confidence in Ontario's legal and tax systems;

Therefore be it resolved that the Council of the Township of Puslinch strongly objects to the undue burden being placed on municipal taxpayers to subsidize the aggregate industry, and calls on the provincial government to:

Reevaluate and correct the misguided subsidies being provided to the aggregate sector, and ensure that future tax policies are fair, equitable, and consistent for all taxpayers.

1. Uphold the principles of revenue neutrality in the aggregate tax framework and ensure that any new tax classifications or methodologies do not result in a net loss of revenue for municipalities, especially those that are already facing significant financial challenges.
2. Commit to meaningful reform that ensures fairness and consistency across all sectors of the economy, and actively engages municipalities and taxpayers in a transparent and inclusive process, rather than catering to the demands of the aggregate industry.
3. Take immediate action to correct the existing inequities in the tax framework, ensuring that the burden of this correction is not unjustly shifted to municipal taxpayers, particularly those in rural communities who host these operations.
4. Respect and uphold the integrity of the legal process by honouring the decisions of the Divisional Court and ensuring that all assessment methodologies are transparent, accountable, and based on a fair and balanced approach.
5. Further be it resolved that the Council Township of Puslinch supports TAPMO's call for the provincial government to adopt reforms that prioritize the needs and fairness of municipal taxpayers and to ensure that the aggregate sector contributes its fair share to the province's tax base; and Further be it resolved that this resolution be forwarded to the Minister of Finance, the Minister of Municipal Affairs and Housing, local school board trustees, AMO, ROMA, Local MPP, all Ontario Municipalities and the Municipal Property Assessment Corporation.

**CARRIED**

**Resolution No. 2024-431:**

Moved by Councillor Bailey and  
Seconded by Councillor Goyda

That Council advance item 9.7.1 Verbal report regarding Badenoch Storage Shed Replacement Donations to directly following consent items.

**CARRIED**

**7. DELEGATIONS:**

(a) Specific Interest (Items Listed on the Meeting Agenda)  
7.1.1 None

7.2 General Interest (Items Not Previously Listed on the Meeting Agenda)  
7.2.1 None

**Council recessed from 12:17PM to 12:52pm**

**Roll Call**



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

**8. PUBLIC MEETINGS:**

November 27, 2024 at 7:00 P.M. Public Information Meeting held in-person at the Municipal Office (7404 Wellington Road 34) and by electronic participation through Zoom regarding the following:

- Zoning By-law Amendment Application D14-QUI (Quinnell) 1873 Townline Road
- Zoning By-law Amendment Application D14-JEF (Jefferson) 86 Farnham Road
- Zoning By-law Amendment Application D14-SCR (Scrivener) 4438 Watson Road

**9. REPORTS:**

**9.1 Puslinch Fire and Rescue Services**

9.1.1 None

**9.2 Finance Department**

9.2.1 Report FIN-2024-030 – 2025 Grant Application Program

**Resolution No. 2024-432:**

Moved by Councillor Goyda and  
 Seconded by Councillor Hurst

**THAT Report FIN-2024-030 entitled 2025 Grant Application Program be received; and**

**That Council approves the grant allocations amounting to \$8,785 as outlined below:**

<b>Organization</b>	<b>2025 Approved Grant Allocation</b>
Aberfoyle Agricultural Society	<b>\$3,000</b>
Puslinch Minor Soccer Club	<b>\$4,785</b>
Whistle Stop Cooperative Preschool Inc.	<b>\$1,000</b>

**CARRIED**

Councillor Goyda declared a potential pecuniary interest related to item 9.2.1 Schedule E, as a board member I have a potential pecuniary interest and refrained from discussions and voting on that item.

Councillor Hurst declared a potential pecuniary interest related to item 9.2.1 Schedule E, as a current board member of Sunrise Therapeutic Riding & Learning CTR, who have applied for a 2025 grant and wish to declare a conflict and remove myself from the discussion / decision making process during the Council meeting and refrained from discussions and voting on that item.

**Resolution No. 2024-433:**

Moved by Councillor Bailey and  
 Seconded by Councillor Sepulis

**That Council approves the grant allocations amounting to \$5,000 as outlined below:**

<b>Organization</b>	<b>2025 Approved Grant Allocation</b>
Sunrise Therapeutic Riding and Learning Centre	<b>\$5,000</b>

**CARRIED**

Councillor Sepulis declared a potential pecuniary interest related to item 9.2.1 Schedules B & C, as the organizations Friends of Mill Creek and Optimist Club of Puslinch are seeking to receive grant funding. As I



am a member of each to these organizations, I have an indirect pecuniary interest and refrained from discussions and voting on that item.

**Resolution No. 2024-434:** Moved by Councillor Hurst and  
 Seconded by Councillor Bailey

**That Council approves the grant allocations amounting to \$8,085 as outlined below:**

Organization	2025 Approved Grant Allocation
Optimist Club of Puslinch	\$5,085
Friends of Mill Creek	\$3,000

**CARRIED**

9.2.2 Report FIN-2024-029 – 2025 Proposed Operating Budget

**Resolution No. 2024-435:** Moved by Councillor Bailey and  
 Seconded by Councillor Sepulis

**That Report FIN-2024-029 entitled 2025 Proposed Operating Budget be received for information; and,**

**That the Staff Expense Policy and the Council, Committees and Other Appointments – Compensation, Benefits and Expense Policy be amended to reflect the delegated authority to the Director of Finance/Treasurer or designate for an automatic annual adjustment to the mileage reimbursement rate based on the Canada Revenue Agency per kilometre rates that are set at the end of each year; and**

**That Council approves the 2025 one-time base budget increases amounting to \$18,435 as outlined below to be funded by the 2024 surplus:**

Description	2025 Approved One-Time Base Budget Increases
175th Anniversary of the Township	\$1,435
Proposed Zoning By-law Amendments	\$15,000
Peer Review of Statements of Cultural Heritage Value or Interest	\$2,000

**That Council approves the 2025 permanent base budget increases amounting to \$2,397 as outlined below to be funded by the 2025 tax levy:**

Description	2025 Approved Permanent Base Budget Increases
Back-up to the EOC Director - Cell Phone for Emergency Incidents	\$627
Hamilton Health Sciences Medical Oversight	\$1,770

**That Council approves the 2025 permanent base budget increase amounting to \$684 for the Trax Software to be funded by the Building Reserve; and**

**That Council direct staff to recategorize the \$47K allocated from a future Committee Coordinator position to an additional By-law Officer Position; and**

**That Council direct staff to phase in a further BBI increase related to the Cambridge Fire Service Agreement of \$10,375 each year until 40% of the contract is achieved by 2027; and**



**That Council direct staff to remove the \$10K allocation for the Morwick G360 Ground Water Research Institute; and**

**That Council direct staff to remove the \$5K allocation for increased integrity commissioner costs.**

**CARRIED**

**9.3 Administration Department**

9.3.1 Report ADM-2024-062 – Council Compensation, Benefits and Expense Policy Review

**Resolution No. 2024-436:**

Moved by Councillor Sepulis and  
Seconded by Councillor Goyda

**That Report ADM-2024-062 regarding Council Compensation, Benefits and Expense Policy be received; and**

**That Council directs staff to prepare a By-law to adopt the Council, Committees and Other Appointments – Compensation, Benefits and Expense Policy, as amended, to include the wording in Section 1.1 “Committee Chair or Acting Chair”, at the December 18, 2024 Council meeting and to repeal By-law No. 058-2020; and**

**That Council direct staff to report back on Council member external committee appointments to determine if a per meeting compensation amount should be provided.**

**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 Verbal report regarding Badenoch Storage Shed Replacement Donations

**Resolution No. 2024-437:**

Moved by Councillor Sepulis and  
Seconded by Councillor Goyda

**That the verbal report regarding the Badenoch Storage Shed Replacement Donations be received for information.**

**CARRIED**

**10. CORRESPONDENCE:**

10.1 10:05 AM Presentation by Marianne Love, ML Consulting regarding 2024 Puslinch Council Compensation Review

**Resolution No. 2024-438:**

Moved by Councillor Hurst and  
Seconded by Councillor Sepulis



**That Correspondence Item 10.1 entitled Presentation by Marianne Love, ML Consulting, regarding 2024 Puslinch Council Compensation Review be received; and**

**That Council approves the compensation adjustment for Mayor and members of Council as outlined in the presentation.**

**CARRIED**

10.1 Township Planning Consultant Comments regarding County of Wellington Planning Committee Report regarding Official Plan Review – 2024 Rural Residential Growth Analysis

**Resolution No. 2024-439:**

Moved by Councillor Sepulis and  
Seconded by Councillor Goyda

**That Correspondence Items 10.1 entitled Township Planning Consultant Comments regarding County of Wellington Planning Committee Report regarding Official Plan Review – 2024 Rural Residential Growth Analysis be received for information; and,**

**Whereas the County has the flexibility to amend the Official Plan to allow for rural residential growth in accordance with the current Provincial Planning Policies.**

**Therefore, that Puslinch Council requests that the County remove the rural residential severance date of March 1, 2005, and control growth by allowing a property one (1) severance every five (5) years, as its preferred option for accommodating lot creation in Secondary Agricultural Areas with a review of this provision every five years; and**

**That Council direct staff to forward this Council resolution and NPG Planning Solutions Official Plan Review -2024 Rural Residential Growth Analysis report to the County of Wellington Planning Committee for consideration in respect to the Official Plan Review of Rural Residential Growth.**

**CARRIED**

**11. COUNCIL REPORTS:**

**11.1 Mayor' Updates**

11.1.1 Mayor Seeley gave an update on a recent meeting with representatives from the Premiers office related to MRN policies.

11.1.2 Mayor Seeley provided an update on the recent TAPMO Committee meeting which included the Executive Director work plan, Fees Structure, and upcoming delegations at ROMA.

11.1.3 Mayor Seeley remarked that he attended a gravel webinar recently.

11.1.4 Mayor Seeley commented on the success of the Santa Claus parade this past weekend.

**11.2 Council Member Reports**

11.2.1 None

**Resolution No. 2024-440:**

Moved by Councillor Goyda and  
Seconded by Councillor Sepulis

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

**CARRIED**

**12. BY-LAWS:**

12.1.1 None

**13. ANNOUNCEMENTS:**

17.1 Councillor Hurst remarked on the upcoming December 7, 2024 'stuff the fire truck' food drive.

**14. CLOSED SESSION:**

None

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

None

**16. NOTICE OF MOTION:**



None

17. **NEW BUSINESS:**

The Interim CAO mentioned that County and Township staff will be visiting business owners throughout the community to conduct BR&E surveys and that the Mayor volunteered to attend.

18. **CONFIRMATORY BY-LAW:**

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

**Resolution No. 2024-441:**

Moved by Councillor Hurst and  
Seconded by Councillor Bailey

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

**By-Law 2024-071 being a by-law to confirm the proceedings of Council for the Corporation of the Township of Puslinch at its meeting held on the 27 day of November 2024.**

**CARRIED**

19. **ADJOURNMENT:**

**Resolution No. 2024-442:**

Moved by Councillor Sepulis and  
Seconded by Councillor Goyda

**That Council hereby adjourns at 1:52 p.m.**

**CARRIED**

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James Seeley, Mayor

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Courtenay Hoytfox, Clerk



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**MINUTES**

**DATE:** November 27, 2024

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

The November 27, 2024 Public Information Meeting was held on the above date and called to order at 7:00 p.m. via electronic participation and in-person at 7404 Wellington Rd 34, Puslinch.

**1. CALL THE MEETING TO ORDER**

**2. ROLL CALL**

**ATTENDANCE:**

Mayor James Seeley – Chair  
Councillor Sara Bailey  
Councillor Russel Hurst  
Councilor John Sepulis

**STAFF IN ATTENDANCE:**

Interim CAO, Courtenay Hoytfox  
Interim Municipal Clerk, Justine Brotherston  
Interim Deputy Clerk, Sarah Huether  
Junior Planner, Mehul Safiwala  
NPG Planning Solutions - Jesse Auspitz

**PUBLIC ATTENDANCE:**

MHBC Planning – Dave Astin – on behalf of property owners at 1873 Townline Rd  
Van Harten Surveying – Jeff Buisman – on behalf of property owners at 86 Farnham Rd  
Agent - Tom Woodcock - on behalf of property owners at 4438 Watson Rd S

**3. DISCLOSURE OF CONFLICT OF INTEREST**

None

**4. PURPOSE OF THE PUBLIC MEETING**

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

The Township requests that you notify by email [planning@puslinch.ca](mailto:planning@puslinch.ca) or by phone at 519-763-1226 ext. 4 if you wish to be on record and would like to be notified of future meetings and the decision of this meeting.

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

Please note, in accordance with the amendments to the Planning Act through Bill 185. The following parties may appeal this application to the Ontario Land Tribunal for a hearing:

- a) The applicant (a specified person, a public body, the registered owner of the property to



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- which the by-law would apply)  
b) The Minister

Please note that if a specified person or public body does not make an oral submission at a public meeting or a written submission to the Township of Puslinch, before the decision is made, the specified person or public body is not entitled to appeal the decision of the Township of Puslinch to the Ontario Land Tribunal.

In addition, if a specified person or public body does not make an oral submission at a public meeting or make written comments to the Township of Puslinch before a decision is made the person or public body may not be added as a party to the hearing of the appeal before the Ontario Land Tribunal unless, in the opinion of the Board, there are reasonable grounds to do so. You may wish to talk to Township staff regarding further information about the appeal process.

The format of this Public Meeting is as follows:

- The applicant or agent will present the purpose and details of the application and any other relevant information.
- Following this, the public can obtain clarification, ask questions and express their views on the proposal.
- Members of the public are permitted 10 minutes each to ask questions and express their views. This time limit is imposed to provide each member of the public an opportunity to speak.
- Council will then have an opportunity to ask any clarification questions.
- The applicant and the Township Planning Consultants will attempt to answer questions or respond to concerns this evening. If this is not possible, the applicant or staff will follow up and obtain this information.
- Responses will be provided when this matter is brought forward and evaluated by Council at a later date.

**5.1 Zoning By-law Application D14-QUI (Quinnell) – QUINNELL, Dan and Gerritje – property location Municipally known as 1873 Townline Road, Township of Puslinch**

**Mayor Seeley:** This Public Meeting involves an application by Dan and Gerritje Quinnell. Zoning By-law Application D14-QUI (Quinnell) – QUINNELL, Dan and Gerritje – property location Municipally known as 1873 Townline Road, Township of Puslinch. The purpose and effect of the proposed Zoning By-law Amendment is to amend the Township of Puslinch New Comprehensive Zoning By-law 23-2018 to rezone a portion of the lands from Agricultural (A) and Natural Environment (NE) to Site Specific Agricultural (A-xx) and Site Specific Natural Environment (NE-xx) to permit outdoor storage of recreational trailers. The application is required to fulfill conditions of Consent Application B101-21.

Would the owner/applicant to make their presentation.

**Dave Astin, Agent:**

The location of the property is west of Townline Road. Access to this property is off of Townline Road. When Townline Road and the roundabout were developed there were discussions and an arrangement made for access to the property and that is how the property has been accessed over time.

Just some background, the Quinnell family has owned the property since 1922. In the past, the recreational trailer storage had started through discussions with the Township. A consent



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application was applied for and approved with conditions associated with looking at the zoning associated with the trailer storage. The creation of the lot was for a member of the Quinell family moving into that lot. A condition of the consent is to bring the trailer storage component into conformity with the Zoning By-law. There were some discussions with regard to the permission of the trailer storage dating back to previous Township staff and legal non-conformity.

Ultimately, what we determined the best path forward is to proceed with the zone change application to bring the entire storage area into a zoning by-law that then would allow some opportunity to add regulation and clarify some of the questions that were being asked associated to the storage on the site.

What is being proposed in the yellow area is to permit the outdoor storage of recreation trailers. We have been very specific on what that is, it is just trailers. It is not intended to store motor vehicles or transport trailers, it is just recreational trailers. The orange area has been identified in a few ways. We worked with GRCA, our consultant and the Township consultant to confirm the limits of the wetland and the appropriate setbacks from that wetland as well as appropriate demarcation so that there is no encroachment into the setback and into the wetland. To the North of the property there is an existing treed area and then we offset that to provide some buffer. Looking at just the orange area for the outdoor storage areas.

From a policy perspective we need to amend the zoning by-law to add the site-specific provision. There is some change to the Natural Environment area that's based on the onsite field work to clarify the limits. We've identified those areas, and you can see that in both the slides. On the northern portion we are looking to keep the storage area outside of the forested area.

This slide shows a conceptual site plan. Should the zoning be approved we will work with the Township on a site plan application which will then require the site plan agreement which we will put into place requirements to make sure the site is maintained. You can see the storage of trailers. There is a gravel driveway, there is no intent to put gravel on the storage side just on the main driveway. The storage will remain as is on the grass area. No plan to do any grading, bring in any fill or do any further grading. This shows the wetland delineation with a 5-metre setback and where we are going to put the post for identification of trailers. Some of the trailers will need to be moved a bit outside of the setbacks.

Next Slide: Proposed by-law amendment. A bylaw was originally proposed, we amended based on feedback that was received through the review process from the Township environmental consultant and GRCA. We had the Planning Advisory Committee meeting and there were comments made there so we further amended the By-law to specifically identify an area calculation and a maximum number of trailers that could be stored. We provided further clarity on that essentially nothing could happen in the wetlands, structural, grading or anything to that effect and then some other details as far as the gravel to make sure we weren't increasing any areas.

I just wanted to pull out agency comments. To flag some here from the Township perspective. No concerns raised by the various departments. With regard to ecology, we have worked quite closely with Azima, the peer review consultant, and they have no concerns subject to the by-law. The County comments, from my read of them, raised some concerns over the scale but they have not identified any conformity issue with the County Official Plan. No conformity issue with the designation of secondary agriculture. They had some suggestions on managing the scale and updating the bylaw to not permit livestock within the existing barn to address MDS. I think that we would have no concern about adding this to the by-law as it has not been



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happening for some time. The GRCA characterizes no concerns. They had a further comment on the by-law to only permit gravel for existing driveways. That is the intent. We worked with the County Planner to make both of those changes to the proposed by-law.

In conclusion, in our review of the policies we are seeing the application as being consistent with the Provincial Policy. The lands are rural lands. These types of uses are consistent with permissions within rural lands. It conforms with the County Official Plan. The County comments do not indicate any conflict with conformity. It is protecting the natural environment area that has been flagged. That has been confirmed by the GRCA and Township consultant. We believe we have established good parameters and criteria for regulations associated with the use and to manage the use on the site. To date, we are not aware of any public comments raising any concern with what is being proposed.

**Mayor Seeley:** Thank you for your presentation. I will now ask Jesse to present his findings.

**Jesse Auspitz, Township Planning Consultant:** The applicant has addressed a lot of what I was going to say. I was going to go over the development process, the proposal and location, Provincial and County planning comments, zoning by-law amendment, comments that have been received and then questions.

As the applicant has already identified, the subject lands have gone through consent to create a residential parcel back in 2022. They have reapplied and their consent application was reviewed in 2024. As a condition of consent, they were required to bring the subject lands into conformity. As part of the whole process, there are several other conditions that will have to be fulfilled.

The application proposes a zoning by-law amendment. The zoning by-law amendment as indicated would fulfill the condition of severance and it would also allow for active storage of recreation trailers on the subject land. The amendment contains provisions to prevent encroachment into the natural environment zone.

Within the Provincial Planning statement, the lands are identified as rural lands. The County Official Plans identifies the lands as secondary agricultural, core green lands and grasslands. The Zoning By-law zoned the lands as agricultural and natural environment with an environmental protection overlay. The reason why the lands have that grasslands designation is because of Provincially significant wetland, floodplain, slope valley and woodland. The overall intent is to protect the agricultural lands, natural heritage features and also offer small scale commercial, industrial and institutional uses.

The applicant has already gone into depth into the proposal. I am not going to repeat that.

In terms of comments that have been received, we know that there are no outstanding concerns to be addressed through this process from GM Blueplan, Building, Fire, Hydrogeology, Public Works or the Region of Waterloo, just because it is adjacent to Cambridge.

From Ecology, there are no concerns with respect to the zoning by-law amendment. They are requiring an edge management plan at site plan stage and are also suggesting entrance maps and site brochures to be provided to identify the property reserves and the locations of PSW/Woodland and its buffer as well as best management practice.

Wellington Source Water Protection there were no outstanding concerns regarding the zoning by-law amendment. They are requesting a salt management plan to manage winter maintenance activities and also liquid fuel handling storage and spill response procedure. This is



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a matter that can be addressed at the site planning stage and also the zoning in terms of limiting certain uses on the lands.

The GRCA requests that the use of gravel not be permitted because they want a more permeable type of material.

By-law had addressed various compliance matters that have to be addressed during the site plan process. The County of Wellington do have concerns about scale and land use compatibility with the newly proposed lot. County staff are encouraging consideration of limiting the location of the use by not allowing it directly behind the future residential lot. County staff also recommends that the proposed amendment be updated to address MDS.

PDAC had raised several planning matters including what is being parked on the land. They wanted to know whether the applicant has clarified that. They had concerns about potential impacts to the environment. They asked whether the proposed use conforms to the County Official Plan. They asked about whether an EIS should be completed to address impacts and whether By-law should limit the number of trailers on the property or type of trailer. I think the applicant has addressed most of those points.

In terms of next steps, we are undergoing ongoing review of the application. The applicant has the opportunity to make some revisions. We are anticipating that this recommendation report will be coming to the upcoming Council meeting which I believe is December 18<sup>th</sup>.

**Mayor Seeley:** Is there anybody in the gallery here that has any questions or needs clarification. Anybody online? If you are online you will need to state your name and address. Any questions or clarifications from Council?

**Councillor Bailey:** The County did not want any of the trailers being parked behind the new lot?

**Jesse Auspitz:** It applies to the zoning by-law amendment application. I think they wanted a bit of a buffer from the residential lot to where the trailers would be parked. If you see the image in my presentation, you can see that some of the trailers are encroaching onto the residential lot right now. They want to maintain a little bit of a setback.

**Councillor Bailey:** Do you know what the requested setback is?

**Jesse Auspitz, Township Planning Consultant:** They have not provided that yet.

**Dave Astin, Agent:** The lot is for Dan's son.

**Councillor Bailey:** Yes. But he may not always live there.

**Dave Astin, Agent:** They have been there since 1922. I don't think they are planning to move. The trailers will be moved off the lot as proposed now. We will set them back 5 metres or so. If that is something we think is necessary then we can propose that. The County may not be understanding the dynamics of the land ownership and may be wondering if it is a different landowner.

**Mayor Seeley:** It is a valid concern because we have to look at the worst-case scenario where it is not family members and conflicts over land use. It is a fair question.

**Dave Astin, Agent:** Yes. I think it is something we can take a look at, and we can propose something in an updated by-law for consideration.



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**Councillor Bailey:** Is there a typical buffer distance that is used for something like this in site plan agreements?

**Jesse Auspitz, Township Planning Consultant:** It really varies. Part of it is, there is the buffer but also what is within the buffer. There is the potential to possibly provide a 5 m buffer and then you may be able to provide additional landscaping features so you can get away with a buffer of that size.

**Councillor Hurst:** Can you speak to what an edge management plan is?

**Dave Astin, Agent:** My understanding is that it includes demarcation posts so there is no encroachment into the wetlands. There is a buffer and the posts and then managing that area in between over time to make sure no trailers are getting into there. Making sure that gravel or invasive species are not growing in that buffer area. I think it is just managing that buffer area.

**Councillor Hurst:** In reference to gravel use being prohibited. If you are maintaining a laneway over a course of time you would in theory need to pop up gravel, fill potholes and everything like that. Can you explain the prohibition?

**Dave Astin, Agent:** My understanding of the GRCA comment is that the existing gravel driveway that is there is okay. Adding additional gravel driveways is what they are prohibiting. There is no intent to do that. The County comment on the salt management plan is one I want to talk about because there is no intent to put any salt down on the property in the grass.

**Councillor Hurst:** My understanding is that these are trailers that are used in the spring, summer and fall and then the owner of the trailer is transitioning it to the property over late fall. They won't be coming and going but the vast majority would arrive in the fall, stay over the winter and leave in the spring?

**Dave Astin, Agent:** Yes, that's right. It is kind of, put it away for the winter and it is there and then when the season starts, they take it and park it in their driveway to use through the season. It is more of late summer to fall when activity is happening.

**Councillor Bailey:** Is the GRCA monitoring over time the potential encroachment into the wetland?

**Jess Auspitz, Township Planning Consultant:** I will have to confirm how that would get enforced.

**Dave Astin, Agent:** I believe this would be on the site plan agreement and that could be enforced by the GRCA or Township staff.

**Mayor Seeley:** Are we going to delineate the rear property line of the severed parcel to prevent creeping in of trailers onto that. We are doing it for the wetland but are we doing this for the rear property line? I would want staff to consider ensuring that the residential property is delineated. I don't know if I necessarily support a buffer but something possible like a berm or some sort of mitigation between the residential lot and trailer storage.

**Dave Astin, Agent:** We could do some sort of trees or landscape, something.

**Mayor Seeley:** And possibly it can be done at the site plan for the residential parcel when there is a building. We don't need a fence there on a hill when there is no house.



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**Jesse Auspitz, Township Planning Consultant:** It is very difficult to do that on the residential portion. The reason being is qualities are not subject to site plan control so it has to be on the part where the trailers are stored.

**Mayor Seeley:** We had a kennel with a holding provision on the Gore. Across the road there was a vacant lot and there was a holding provision that when that house gets built you have to do x, y and z. Some maybe we can have a holding provision so that trailers are not creeping over that line. Once a house is built, there has to be mitigation. I don't want to put undue process on a lot when you are five years away from building the house. I will leave that with staff. Thank you for your presentation.

**5.2 Zoning By-law Application D14-JEF (Jefferson) – JEFFERSON FARMS LTD. – property location Municipally known as 86 Farnham Road, Township of Puslinch**

**Mayor Seeley:** This Public Meeting involves an application by Jefferson Farms LTD. Zoning By-law Application D14-JEF (Jefferson) – JEFFERSON FARMS LTD. – property location Municipally known as 86 Farnham Road, Township of Puslinch. The purpose and effect of the proposed Zoning By-law Amendment is to amend the Township of Puslinch New Comprehensive Zoning By-law 23-2018 to change a portion of the zoning from Agricultural Zone (A) to Site Specific Agricultural (A-xx) to prohibit livestock in existing agricultural buildings and to permit an existing barn to have a maximum height of 9 metres. The application is required to fulfill conditions of Consent Application B17-23.

Would the owner/applicant to make their presentation?

**Jeffrey Buisman, Agent:** Fairly straight forward, severance has been approved. Jefferson's are cash crop farmers. They have got a lot of really nice buildings including a very nice bank barn that they want to keep standing. The challenge with this severance is it does not meet MDS compliance to that barn. The barn has not been used for animals in decades. Inside is a nice carpenter shop. All the milk stuff is out of there. We felt the best control was to ensure that animals will never go in that barn so we can be in compliance with MDS. We recognize that the barn as it is today doesn't meet the height guidelines so we can protect the existing barn. The main advantage out of all of this is to keep that nice looking barn in place.

**Mayor Seeley:** Thank you for your presentation. Jesse, anything to add.

**Jesse Auspitz, Township Planning Consultant:** I'll go through it quickly. The consent application was conditionally approved on May 11<sup>th</sup>, 2023 by the County. The applicant has summarized their application for a zoning by-law amendment pretty well and they are in the process of fulfilling conditions of consent.

The zoning by-law amendment as proposed is to required to fulfill conditions of consent for severance of a residential lot. The amendment specifically proposes provisions to prohibit livestock facilities in the existing accessory buildings and to permit the existing bank barn to have a height of 9m. This is to ensure compliance with MDS and also conformity of the structure on the retained parcel with the Township's Zoning By-law.

The location of the subject lands is on the northwest side of Farnham Rd, southwest of Carter Rd. It is adjacent to the Guelph Junction Railway.

The Provincial Planning Statement identifies these as rural lands. The County Official Plan does designated primary agricultural, core green lands and green lands. The Township Zoning By-law



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identifies it as agricultural with natural environment and environmental protection overlay. The above zones aim to identify and protect any agricultural areas and natural heritage features.

I want to point out there is a special policy PA-74. Typically, the severance that was approved would not be approved on primary agricultural areas. This area of the Township has a special policy that allows for uses and secondary agricultural areas to be allowed in this area.

I have identified the specifics of the site-specific zoning by-law which is to prohibit livestock facilities in the existing accessory buildings and attribute to MDS and to maximize the height of the existing bank barn to 9m.

There are not any outstanding concerns. Once this application is complete the next step is to provide a recommendation report to Council which we anticipate will be presented on December 18<sup>th</sup>.

Once a decision is made on this application the applicant will need to continue to work towards fulfilling conditions on this consent.

**Mayor Seeley:** Is there anybody from the public who wishes to speak to this application?  
Online. Any clarification from Council? Thank you.

**5.3 Zoning By-law Application D14-SCR (Scrivener) – SCRIVENER, Wythe – property location  
Municipally known as 4438 Watson Rd, Township of Puslinch**

**Mayor Seeley:** This Public Meeting involves an application by Wythe Scrivener. Zoning By-law Application D14-SCR (Scrivener) – SCRIVENER, Wythe – property location Municipally known as 4438 Watson Rd, Township of Puslinch. The purpose and effect of the proposed Zoning By-law Amendment is to amend the Township of Puslinch New Comprehensive Zoning By-law 23-2018 to change the zoning from Agricultural Zone (A) to site specific Agricultural (A-xx) and to site specific Natural Environment (NE-xx). The application is required to fulfill conditions of Consent Application B28-24 to recognize existing buildings and structures and to ensure that no new dwelling or accessory structures would be permitted on the severed lands.

Would the owner/applicant to make their presentation?

**Tom Woodcock, Agent:** I am the agent on this application. We submitted this zoning by-law amendment application to satisfy a condition of consent which was granted earlier this year by Wellington County. The intent is to have a conservation severance of 96 acres of the Scrivener's 114-acre lot to be donated to an organization, Rare Charitable Research Reserve, which is a land trust in order to preserve and steward that land in perpetuity and engage in scientific research and similar activities on that property. In order for that severance to occur we needed to have this zoning amendment to ensure that the entire severed portion of that property was site-specific natural environment and the remaining 18 acres, the retained lot which has the Scrivener's dwelling and buildings on it, will remain in agricultural zoning but needs to be brought into conformity for the height of one of the buildings that was built several decades ago.

**Jesse Auspitz, Township Planning Consultant:** The application for consent was conditionally approved in June 2024. The applicant is going for a zoning by-law amendment to fulfill the conditions of that consent. Once this application is done the applicant will continue working towards fulfillment of those conditions.



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As indicated, the application for consent proposed to convey 38.9 hectares of land to the RARE land trust and 7.5 hectares of land were proposed to continue to be used for the residential use. There are some site-specific exemptions proposed. There is an existing accessory building on part one that exceeds the maximum height permitted and the amendment also prohibits the construction of a new dwelling or accessory building on part two.

The subject lands are southwest of Watson Rd South.

The Provincial Policy Statement identifies the lands as rural lands. The County Official Plan designates the lands as secondary agricultural, core green lands and green lands. The Township of Puslinch Zoning By-law identifies the land as agricultural with natural environment and environmental protection overlay. The above designations aim to identify and protect agricultural lands and natural heritage features. Part of the reason these designations apply are because of flood plains, (PSWs) Provincially significant wetlands, woodlands, water courses and water bodies.

The zoning by-law amendment would rezone part two of the severed lands to a site-specific agricultural zone and a site-specific natural environment zone to prevent construction of a new dwelling or accessory building with the exception of the existing building used for tool storage.

A site-specific exemption is proposed for an existing accessory building on part one to achieve conformity.

There were no outstanding concerns from Building, Fire, By-law, Hydrogeology, Public Works, Engineering, Groundwater Environmental Management Services, GRCA and Source Water Protection.

County of Wellington Planning and Development staff don't have outstanding concerns but they are suggesting that instead of re-zoning the lands proposing to be donated to RARE to natural environment they are suggesting rezoning it to a site-specific agricultural zone. This would also ensure that no new residential dwelling is permitted on those lands.

From PDAC, there was one question raised regarding the type of scientific research that would be conducted on the property.

There is an ongoing review of the application. There will be comments provided to the applicant and the applicant will be given an opportunity to respond to those comments. Recommendation report is anticipated to be prepared for the December 18<sup>th</sup> Council Meeting.

**Mayor Seeley:** Is there anybody in the gallery that wishes to comment on this file. Online?

**Courtenay Hoytfox, Interim CAO:** No.

**Mayor Seeley:** Any comments from Council?

**Councillor Sepulis:** I understand from our previous conversations that you have a time constraint to get this all done so you can apply for the appropriate funding?

**Tom Woodcock, Agent:** Yes, we have been awarded funding to cover planning and legal costs from our organization that promotes the conservation and protection of land. There is a time constraint on that. We need to have it closed by February 17<sup>th</sup>, 2025. The actual property transfer will need to be done by then or the funding would be at risk.



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**Councillor Sepulis:** Question to staff, if this comes to our December 18<sup>th</sup> meeting and Council does approve the zoning, how soon is that from the deadline?

**Justine Brotherston, Interim Municipal Clerk:** Once Council makes the decision to approve the zoning by-law amendment, staff will prepare the notice which will be sent out in short order. We just have to be mindful of our office closure and there will be a 20-day appeal period. If there are none received then the by-law will come into effect following that period.

**Councillor Bailey:** You mentioned at the end that the County was suggesting a different designation.

**Jesse Auspitz, Township Planning Consultant:** The applicant is proposing a site-specific natural environment zone to prevent the construction of a new dwelling. The County is suggesting that the entirety of the property not be rezoned to a natural environment zone but rather the agricultural lands be rezoned to a site-specific agricultural zone to prevent the construction of a new dwelling.

**Councillor Bailey:** Is there anything that prevents the structure that is in part two to become a dwelling? It says you can't build a new dwelling, what about converting an existing building?

**Jesse Auspitz, Township Planning Consultant:** The structure would not be able to be converted to a dwelling.

**Councillor Bailey:** Are there other lands within Puslinch that RARE has?

**Tom Woodcock, Agent:** This would be our first property within Puslinch. We have four properties within Guelph-Eramosa, and we should be getting another ecological gift from Centre Wellington in the coming year.

**Jesse Auspitz, Township Planning Consultant:** I'd like to clarify the County's comments. The natural environment zone is intended to protect natural heritage features, for example significant woodlands, significant wetlands. The entirety of the lands do not feature that. There is a portion that don't feature that so that is why they are suggesting that it may be a good idea to rezone it to a site-specific agricultural zone. It is more of a technical thing than having an overall impact.

**Mayor Seeley:** If staff decide to go down the path that the County wants, will that delay this process?

**Jesse Auspitz, Township Planning Consultant:** Council has the option to pass any by-law that it wishes so they do not have to approve the by-law that was applied for by the applicant. We can come in with a by-law that would rezone those lands to agricultural site-specific to the December 18<sup>th</sup> meeting. But I would suggest if that was the case that we have some concurrence from the applicant.

**Mayor Seeley:** I think it is important to have protections to ensure that it doesn't have a residence on it. Does the NE zone do that sufficiently or do we need to look at site-specific agricultural similar to the farm surplus. I will let staff sort that out. I think we will be on tight timelines to have it approved by February.

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



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
NOVEMBER 27, 2024 PUBLIC INFORMATION MEETING  
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If you wish to receive further notification of this proposal, please email or call [planning@puslinch.ca](mailto:planning@puslinch.ca) or by phone at 519-763-1226 ext. 4, or contact Township staff during regular business hours. Only those persons who leave their names will be provided further notification. If you wish to speak to the proposal when it is brought before Council in the future, you must register as a delegation with the Municipal Clerk prior to the meeting.

Thank you everyone.

**Adjournment:**

The meeting adjourned at 7:55p.m.



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
NOVEMBER 4, 2024 YOUTH ADVISORY COMMITTEE MEETING  
IN-PERSON MEETING AT THE MUNICIPAL OFFICE, 7404 WELLINGTON RD 34

MINUTES

DATE: November 4, 2024

MEETING: 6:00 P.M.

The November 4, 2024 Youth Advisory Committee was held on the above date and called to order at 6:09 p.m. via in person participation at the Municipal Office at 7404 Wellington Road 34.

1. CALL THE MEETING TO ORDER

2. ROLL CALL

Attendance:

Councillor Sara Bailey

Aaron Dochstader

Oliver Van Gerwen

Kenzo Szatori

Katey Whaling

Xander Wineberg – arrived at 6:20 p.m.

Kaiden Wineberg – arrived at 6:20 p.m.

Jasmine Coburn

Absent:

Carter Devries

Talia Wineberg

Staff in Attendance:

Laura Emery, Communications and Committee Coordinator

Sarah Huether, Interim Deputy Clerk

3. MOMENT OF REFLECTION

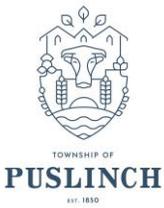
4. CONFIRMATION OF THE AGENDA

Resolution No. 2024-044:

Moved by Katey Whaling and  
Seconded by Jasmine Coburn

That the Youth Advisory Committee approves the November 4, 2024 Agenda as circulated.

CARRIED



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
NOVEMBER 4, 2024 YOUTH ADVISORY COMMITTEE MEETING  
IN-PERSON MEETING AT THE MUNICIPAL OFFICE, 7404 WELLINGTON RD 34

5. DISCLOSURE OF CONFLICT OF INTEREST:

None

6. DELEGATIONS

None

7. CONSENT AGENDA

7.1 October 7, 2024 Youth Advisory Committee Minutes

Resolution No. 2024-045:

Moved by Kenzo Szatori and  
Seconded by Aaron Dochstader

That the Consent Agenda item listed for the November 4, 2024 Youth Advisory Committee meeting be received for information.

CARRIED

8. COMMITTEE AND STAFF REPORTS

8.1 Ice Breaker Activity

Resolution No. 2024-046:

Moved by Oliver Van Gerwen and  
Seconded by Kaiden Wineberg

That the Ice Breaker Activity be received for information.

CARRIED

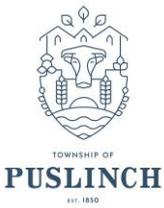
8.3 Report – YOU-2024-013 – Committee Goals and Objectives Update & Working on our Projects

Resolution No. 2024-047:

Moved by Kaiden Wineberg and  
Seconded by Jasmine Coburn

That report YOU-2024-013 entitled Committee Goals and Objectives & Working on our Projects be received for information; and,

That a verbal update be provided by the Local Government Sub-committee; and,



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
 NOVEMBER 4, 2024 YOUTH ADVISORY COMMITTEE MEETING  
 IN-PERSON MEETING AT THE MUNICIPAL OFFICE, 7404 WELLINGTON RD 34

That the presentations by Xander Wineberg and Jasmine Coburn be received; and,

That the Youth Advisory Committee is unable to support the Youth Tennis Pilot Project Goals and Objectives Proposal Form as the Committee does not have the capacity to manage a youth tennis program; and,

That the Youth Advisory Committee would endorse the advertisement and promotion of the youth tennis program in the same capacity as other Puslinch Community Groups; and,

That the Youth Advisory Committee endorse the following Goals/Objectives to be considered by Council for 2025:

Goals and Objectives Proposal	Sub-Committee Members
Safe Communities Bike Rodeo (May 2025)	Councillor Bailey, Carter Devries
Aberfoyle Agricultural Society Fall Fair (September 2025)	Kaiden Wineberg, Kenzo Szatori, Aaron Dochstader
Puslinch Community Showcase (Tentatively October 4, 2025)	Aaron Dochstader, Katey Whaling, Jasmine Coburn, Oliver Van Gerwen, Kenzo Szatori
Local Government Week (Third week of October 2025)	Aaron Dochstader, Kenzo Szatori

CARRIED

9. CORRESPONDENCE

None

10. ANNOUNCEMENTS

Committee Coordinator Laura Emery discussed the Food Bank Drive being held by the Puslinch Fire and Rescue Services department. Committee members are encouraged to bring non-perishable items to the December Committee meeting to help this initiative. All food items will be provided to local food banks.

11. NOTICE OF MOTION

None

12. NEW BUSINESS

None

13. ADJOURNMENT



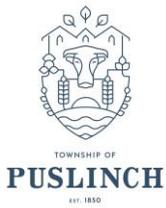
THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
NOVEMBER 4, 2024 YOUTH ADVISORY COMMITTEE MEETING  
IN-PERSON MEETING AT THE MUNICIPAL OFFICE, 7404 WELLINGTON RD 34

Resolution No. 2024-048:

Moved by Xander Wineberg and  
Seconded by Oliver Van Gerwen

That the Youth Advisory Committee hereby adjourns at 7:49 p.m.

CARRIED



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
NOVEMBER 4, 2024 HERITAGE ADVISORY COMMITTEE MEETING  
VIRTUAL MEETING BY ELECTRONIC PARTICIPTION  
& IN-PERSON AT 7404 WELLINGTON RD 34

## MINUTES

DATE: November 4, 2024

MEETING: 1:00 P.M.

The November 4, 2024 Heritage Advisory Committee meeting was held on the above date and called to order at 1:05 p.m. via in person participation at the Municipal Office at 7404 Wellington Rd 34 and via electronic participation.

1. CALL THE MEETING TO ORDER

2. ROLL CALL

Attendance:

Kristine O'Brien  
Lily Klammer-Tsuji  
Russel Hurst  
Cheryl McLean  
Andy Day

Absent:

Staff in Attendance:

Justine Brotherston, Interim Municipal Clerk  
Laura Emery, Communications and Committee Coordinator  
Sarah Huether, Interim Deputy Clerk

3. MOMENT OF REFLECTION

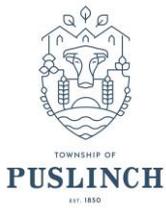
4. CONFIRMATION OF THE AGENDA

Resolution No. 2024-051:

Moved by Kristine O'Brien and  
Seconded by Lily Klammer-Tsuji

That the Heritage Advisory Committee approves the November 4, 2024 Agenda as circulated.

CARRIED



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
NOVEMBER 4, 2024 HERITAGE ADVISORY COMMITTEE MEETING  
VIRTUAL MEETING BY ELECTRONIC PARTICIPTION  
& IN-PERSON AT 7404 WELLINGTON RD 34

5. DISCLOSURE OF CONFLICT OF INTEREST:

Kristine O'Brien declared a potential conflict of interest related to item 8.2 HER-2024-023, Puslinch Heritage Designation and associated programs update related to the property known as 7098 Concession 1; 4094 Sideoad 20; 7156 Concession 1 due to her employment with Presbyterian Church of Canada and will refrain from discussion and voting with respect to this item.

6. DELEGATIONS

None

7. CONSENT AGENDA

7.1. September 9, 2024 Heritage Advisory Committee Meeting Minutes

Resolution No. 2024-052:

Moved by Andy Day and  
Seconded by Cheryl McLean

That Consent Agenda items listed for the November 4, 2024 Heritage Advisory Committee meeting be received for information.

CARRIED

8. COMMITTEE AND STAFF REPORTS

8.1 Report – HER-2024-022 – 2024 & 2025 Designation Update

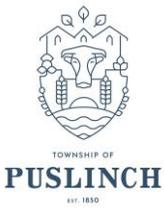
Resolution No. 2024-053:

Moved by Andy Day and  
Seconded by Kristine O'Brien

That Report HER-2024-022 entitled Heritage Designation Process Update be received for information.

CARRIED

Kristine O'Brien declared a potential conflict of interest related to item 8.2 HER-2024-023, Puslinch Heritage Designation and associated programs update related to the property known as 7098 Concession 1; 4094 Sideoad 20; 7156 Concession 1 due to her employment with Presbyterian Church of Canada and will refrain from discussion and voting with respect to this item.



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
NOVEMBER 4, 2024 HERITAGE ADVISORY COMMITTEE MEETING  
VIRTUAL MEETING BY ELECTRONIC PARTICIPTION  
& IN-PERSON AT 7404 WELLINGTON RD 34

8.2 Report – HER-2024-023 – Puslinch Heritage Designation and associated programs

Resolution No. 2024-054:

Moved by Cheryl Mclean and  
Seconded by Lily Klammer-Tsuji

That Report HER-2024-023 entitled Puslinch Heritage Designation and associated programs be received for information.

CARRIED

8.3 Report – HER-2024-024 – Killean School Bell Cairn Design

Resolution No. 2024-055:

Moved by Kristine O'Brien and  
Seconded by Andy Day

That Report HER-2024-024 entitled Killean School Bell Cairn Design be received for information; and,

That the Heritage Advisory Committee provides the following comments with respect to the design of the Killean School Bell Cairn:

- The Committee recommends Option 2 due to the visibility of the School Bell
- That the Cairn be constructed with local field stone
- That staff seek feedback from the contractor regarding preservation requirements of the bell

CARRIED

8.4 Report – HER-2024-025 – 2022-2026 Goals and Objectives Update

Resolution No. 2024-056:

Moved by Andy Day and  
Seconded by Cheryl McLean

That Report HER-2024-025 entitled 2022-2026 Goals and Objectives Update be received for information.

CARRIED

9. CORRESPONDENCE

None



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
NOVEMBER 4, 2024 HERITAGE ADVISORY COMMITTEE MEETING  
VIRTUAL MEETING BY ELECTRONIC PARTICIPTION  
& IN-PERSON AT 7404 WELLINGTON RD 34

10. ANNOUCEMENTS

Committee member Cheryl McLean gave a summary of the Puslinch Historical Society walking tour and reenactment in Morriston that was held on Sunday September 22, 2024 at 1:30 p.m.

Committee Coordinator Laura Emery notified the Committee of the Heritage Designation Process Open House being held at the Puslinch Community Centre on Wednesday November 6, 2024 at 7:00P.M.

11. NOTICE OF MOTION

None

12. NEW BUSINESS

Resolution No. 2024-057:

Moved by Kristine O'Brien and  
Seconded by Lily Klammer-Tsuji

That the Heritage Advisory Committee receive the Morriston Conservation District Goals and Objectives discussion for information; and,

That staff report back at the December Committee meeting with further information.

CARRIED

13. ADJOURNMENT

Resolution No. 2024-058:

Moved by Kristine O'Brien and  
Seconded by Lily Klammer-Tsuji

That the Heritage Advisory Committee hereby adjourns at 2:12 p.m.

CARRIED



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
OCTOBER 7, 2024 YOUTH ADVISORY COMMITTEE MEETING  
IN-PERSON MEETING AT MUNICIPAL OFFICE, 7404 WELLINGTON ROAD 34

## MINUTES

DATE: October 7, 2024

MEETING: 6:00 P.M.

The October 7, 2024 Youth Advisory Committee was held on the above date and called to order at 6:04 p.m. via in person participation at the Municipal Office, 7404 Wellington Road 34.

1. CALL THE MEETING TO ORDER

2. ROLL CALL

Attendance:

Councillor Sara Bailey  
Aaron Dochstader  
Kenzo Szatori  
Katey Whaling  
Xander Wineberg  
Jasmine Coburn  
Carter Devries

Absent:

Kaiden Wineberg  
Oliver Van Gerwen  
Talia Wineberg

Staff in Attendance:

Laura Emery, Communications and Committee Coordinator  
Sarah Huether, Interim Deputy Clerk

3. MOMENT OF REFLECTION

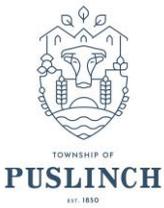
4. CONFIRMATION OF THE AGENDA

Resolution No. 2024-039:

Moved by Aaron Dochstader and  
Seconded by Carter Devries

That the Youth Advisory Committee approves the October 7, 2024 Agenda as circulated.

CARRIED



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
OCTOBER 7, 2024 YOUTH ADVISORY COMMITTEE MEETING  
IN-PERSON MEETING AT MUNICIPAL OFFICE, 7404 WELLINGTON ROAD 34

5. DISCLOSURE OF CONFLICT OF INTEREST:

None

6. DELEGATIONS

None

7. CONSENT AGENDA

7.1 September 9, 2024 Youth Advisory Committee Minutes

Resolution No. 2024-040:

Moved by Kenzo Szatori and  
Seconded by Jasmine Coburn

That Consent Agenda item 7.1 listed for the September 9, 2024 Youth Advisory Committee Meeting be received for information; and,

That Committee direct staff to request that Council consider adding a one time base budget increase of up to \$700 to sponsor a start-up youth tennis program during the 2025 budget process; and,

That the Committee direct staff to advise Council on whether the Youth Advisory Committee would meet the reduced rate eligibility criteria as per the User Fees and Charges By-law to permit the Youth Advisory Committee to rent the tennis courts on behalf of the start-up youth tennis program in 2025.

CARRIED

8. COMMITTEE AND STAFF REPORTS

8.1 Ice Breaker Activity

Resolution No. 2024-041:

Moved by Aaron Dochstader and  
Seconded by Carter Devries

That the Ice Breaker Activity be received for information.

CARRIED



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
OCTOBER 7, 2024 YOUTH ADVISORY COMMITTEE MEETING  
IN-PERSON MEETING AT MUNICIPAL OFFICE, 7404 WELLINGTON ROAD 34

8.2 Report – YOU-2024-012 – Committee Goals and Objectives Update & Working on our Projects

Resolution No. 2024-042:

Moved by Xander Wineberg and  
Seconded by Katey Whaling

That report YOU-2024-012 entitled Goals and Objectives Update & Working on our Projects be received for information; and,

That the verbal update be provided by the Puslinch Community Showcase Sub-committee; and,

That the presentation by the Local Government Week Sub-committee be received for information.

CARRIED

9. CORRESPONDENCE

None

10. ANNOUNCEMENTS

Councillor Bailey informed the Youth Advisory Committee that on Thursday October 24<sup>th</sup> from 6:00 p.m. to 9:00 p.m. there is a Halloween Dance hosted by Puslinch Minor Ball with an admission fee of \$5 per ticket. The dance is at the Puslinch Community Centre.

11. NOTICE OF MOTION

None

12. NEW BUSINESS

None

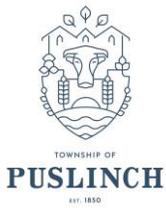
13. ADJOURNMENT

Resolution No. 2024-043:

Moved by Carter Devries and  
Seconded by Jasmine Coburn

That the Youth Advisory Committee hereby adjourns at 7:48 p.m.

CARRIED



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
SEPTEMBER 9, 2024 YOUTH ADVISORY COMMITTEE MEETING  
IN-PERSON MEETING AT BOREHAM PARK, 38 BOREHAM DRIVE

## MINUTES

DATE: September 9, 2024

MEETING: 6:00 P.M.

The September 9, 2024 Youth Advisory Committee was held on the above date and called to order at 6:04 p.m. via in person participation at Boreham Park at 28 Boreham Drive, Arkell.

### 1. CALL THE MEETING TO ORDER

### 2. ROLL CALL

Attendance:

Councillor Sara Bailey  
Aaron Dochstader  
Oliver Van Gerwen  
Kenzo Szatori  
Katey Whaling  
Talia Wineberg  
Xander Wineberg

Absent:

Jasmine Coburn  
Carter Devries

Staff in Attendance:

Laura Emery, Communications and Committee Coordinator  
Sarah Huether, Interim Deputy Clerk

### 3. MOMENT OF REFLECTION

### 4. CONFIRMATION OF THE AGENDA

Resolution No. 2024-031:

Moved by Talia Wineberg and  
Seconded by Aaron Dochstader

That the Youth Advisory Committee approves the September 9, 2024 Agenda as circulated.

CARRIED



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
SEPTEMBER 9, 2024 YOUTH ADVISORY COMMITTEE MEETING  
IN-PERSON MEETING AT BOREHAM PARK, 38 BOREHAM DRIVE

5. DISCLOSURE OF CONFLICT OF INTEREST:

None

6. DELEGATIONS

None

7. CONSENT AGENDA

7.1 June 3, 2024 Youth Advisory Committee Minutes

Resolution No. 2024-032:

Moved by Kenzo Szatori and  
Seconded by Xander Wineberg

That Consent Agenda item 7.1 listed for the June 3, 2024 Youth Advisory Committee Meeting be received for information.

CARRIED

8. COMMITTEE AND STAFF REPORTS

8.1 Ice Breaker Activity

Resolution No. 2024-033:

Moved by Katey Whaling and  
Seconded by Oliver Van Gerwen

That the Ice Breaker Activity be received for information.

CARRIED

8.2 Report – YOU-2024-008 Boreham Park Update

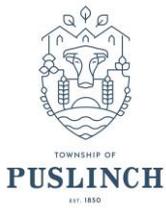
Resolution No. 2024-034:

Moved by Oliver Van Gerwen and  
Seconded by Talia Wineberg

That report YOU-2024-008 regarding the Boreham Park Green Legacy Tree Planting Update be received for information; and,

That the following comments be forwarded to Council for their consideration regarding the Boreham Park Tree Planting Engagement Survey results:

- The Committee recommends planting in the following locations:
  - #1 and #2 on the site plan



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
SEPTEMBER 9, 2024 YOUTH ADVISORY COMMITTEE MEETING  
IN-PERSON MEETING AT BOREHAM PARK, 38 BOREHAM DRIVE

- #3 and #4 on the site plan as it may help to stop dust or manure from spreading to the Park
- #5 on the site plan is a good location for trees as it a spot in the Park to encourage social gatherings and picnicking
- The Committee does not recommend planting in the following locations:
  - #6 and #7 on the site plan as the trees or hedging may block site lines
  - #8 on the site plan due to its proximity to the basketball park, and,

That the Youth Advisory Committee would be interested in assisting in the tree planting process.

CARRIED

8.3 Report – YOU-2024-009 – Committee Goals and Objectives Update & Working on our Projects

Resolution No. 2024-035:

Moved by Katey Whaling and  
Seconded by Talia Wineberg

That report YOU-2024-009 entitled Goals and Objectives Update & Working on our Projects be received for information; and,

That a verbal update be provided by the Aberfoyle Agricultural Society Fall Fair Subcommittee; and,

That the following members be appointed to the Puslinch Community Showcase Subcommittee:

Kenzo Szatori;  
Aaron Dochstader;  
Katey Whaling;  
Oliver Van Gerwen;  
Talia Wineberg  
Xander Wineberg; and,

That the Committee approve the updated 2024 – 2025 Ice Breaker and Presentation schedule as presented.

CARRIED



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
SEPTEMBER 9, 2024 YOUTH ADVISORY COMMITTEE MEETING  
IN-PERSON MEETING AT BOREHAM PARK, 38 BOREHAM DRIVE

8.4 Report – YOU-2024-010 – Proposed 2025 Youth Advisory Committee Meeting Schedule

Resolution No. 2024-036:

Moved by Xander Wineberg and  
Seconded by Oliver Van Gerwen

That staff report YOU-2024-010 regarding the Proposed 2025 Youth Advisory Committee Schedule be received for information; and further,

That the 2025 Youth Advisory Committee Schedule be approved as amended.

CARRIED

8.5 Report – YOU-2024-011 – Youth Advisory Committee Proposed 2025 Budget

Resolution No. 2024-037:

Moved by Kenzo Szatori and  
Seconded by Aaron Dochstader

That staff report YOU-2024-011 regarding the Youth Advisory Committee 2025 Proposed Budget be received for information; and,

That the 2025 Youth Advisory Committee Budget approve item 1 as presented; and further,

That the approved budget be forwarded to Council for consideration for the 2025 Budget.

CARRIED

9. CORRESPONDENCE

None

10. ANNOUCEMENTS

None

11. NOTICE OF MOTION

None



TOWNSHIP OF  
**PUSLINCH**  
EST. 1850

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
SEPTEMBER 9, 2024 YOUTH ADVISORY COMMITTEE MEETING  
IN-PERSON MEETING AT BOREHAM PARK, 38 BOREHAM DRIVE

12. NEW BUSINESS

None

13. ADJOURNMENT

Resolution No. 2024-038:

Moved by Talia Wineberg and  
Seconded by Katey Whaling

That the Youth Advisory Committee hereby adjourns at 7:31 p.m.

CARRIED



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
SEPTEMBER 9, 2024 HERITAGE ADVISORY COMMITTEE MEETING  
VIRTUAL MEETING BY ELECTRONIC PARTICIPTION  
& IN-PERSON AT 7404 WELLINGTON RD 34

MINUTES

DATE: September 9, 2024

MEETING: 1:00 P.M.

The September 9, 2024 Heritage Advisory Committee meeting was held on the above date and called to order at 1:17 p.m. via in person participation at the Municipal Office at 7404 Wellington Rd 34 and via electronic participation.

1. CALL THE MEETING TO ORDER

2. ROLL CALL

Attendance:

Tamsin Lambert – arrived at 1:18 p.m.

Kristine O'Brien

Lily Klammer-Tsuji

Russel Hurst

Cheryl McLean

Absent:

Andy Day

Staff in Attendance:

Justine Brotherston, Interim Municipal Clerk

Laura Emery, Communications and Committee Coordinator

Sarah Huether, Interim Deputy Clerk

3. MOMENT OF REFLECTION

4. CONFIRMATION OF THE AGENDA

Resolution No. 2024-041:

Moved by Lily Klammer-Tsuji and  
Seconded by Kristine O'Brien

That the Heritage Advisory Committee approves the September 9, 2024 Agenda as circulated; and,

That Heritage Advisory Committee approves the addition to the agenda as follows:



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
SEPTEMBER 9, 2024 HERITAGE ADVISORY COMMITTEE MEETING  
VIRTUAL MEETING BY ELECTRONIC PARTICIPTION  
& IN-PERSON AT 7404 WELLINGTON RD 34

Consent item 7.6 Resolution No. 2024-236 regarding the Written Delegation by Marjorie Clark.

CARRIED

5. DISCLOSURE OF CONFLICT OF INTEREST:

None

6. DELEGATIONS

None

7. CONSENT AGENDA

- 7.1. May 6, 2024 Heritage Advisory Committee Meeting Minutes
- 7.2. June 26, 2024 Heritage Advisory Committee Special Meeting Minutes
- 7.3. Wellington County Municipalities Land Acknowledgement Project Township of Puslinch Wellington County, Ontario
- 7.4. Community Heritage Ontario News – Spring 2024
- 7.5. Township of Puslinch Resolution 2024-123 regarding Request Amendment to Subsection 27(16) of the Ontario Heritage Act
- 7.6. Township of Puslinch Resolution 2024-236 regarding the Written Delegation by Marjorie Clark regarding the Killean School Bell

Resolution No. 2024-042:

Moved by Tamsin Lambert and  
Seconded by Kristine O'Brien

That Consent Agenda items 7.1 to 7.5 listed for the September 9, 2024 Heritage Advisory Committee meeting be received for information.

CARRIED

Resolution No. 2024-043:

Moved by Lily Klammer-Tsuji and  
Seconded by Cheryl McLean

That Consent Agenda item 7.6 listed for the September 9, 2024 Heritage Advisory Committee meeting be received for information; and,

That the Committee recommend that the Killean Bell be used as a centerpiece of a commemorative cairn located at the Puslinch Community Centre Grounds; and,



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
SEPTEMBER 9, 2024 HERITAGE ADVISORY COMMITTEE MEETING  
VIRTUAL MEETING BY ELECTRONIC PARTICIPTION  
& IN-PERSON AT 7404 WELLINGTON RD 34

That staff be directed to prepare costing for Council's consideration through the 2025 budget, and that the project include but not be limited to restoration, transportation, installation, plaque costs, and unveiling ceremony; and,

That a thank-you letter be prepared on behalf of the Township and be sent to Marjorie Clark.

CARRIED

8. COMMITTEE AND STAFF REPORTS

8.1 Committee Memo – MEMO-2024-003 – Ontario Heritage Conference

Resolution No. 2024-044:

Moved by Tamsin Lambert and  
Seconded by Lily Klammer-Tsuji

That Committee Memo MEMO-2024-003 entitled 2024 Ontario Heritage Conference be received for information.

CARRIED

8.2 Memo – MEMO-2024-004 – Heritage Plaque Program

Resolution No. 2024-045:

Moved by Tamsin Lambert and  
Seconded by Cheryl Mclean

That Committee Memo MEMO-2024-004 entitled Heritage Plaque Program be received for information; and,

That the Committee recommend an annual budget increase of \$3,000 to be considered by Council during the 2025 budget process; and,

That staff draft the annual operating base budget request; and,

That staff explore potential co-funding and grant opportunities available; and,

That staff consider properties along the streetscape in the downtown areas of Morriston, Aberfoyle and Arkell be prioritized through the Heritage Plaque Program Criteria;

That the Committee recommends this Program be Township budget funded; and,



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
SEPTEMBER 9, 2024 HERITAGE ADVISORY COMMITTEE MEETING  
VIRTUAL MEETING BY ELECTRONIC PARTICIPTION  
& IN-PERSON AT 7404 WELLINGTON RD 34

That the Committee recommends that Council direct staff to create a Heritage Plaque Program By-law and Policy to establish a Puslinch Heritage Plaque Program.

CARRIED

8.3 Report – HER-2024-019 – Heritage Designation Process Update

Resolution No. 2024-046:

Moved by Kristine O'Brien and  
Seconded by Tamsin Lambert

That Report HER-2024-019 entitled Heritage Designation Process Update be received for information.

CARRIED

8.4 Report – HER-2024-020 – 2025 Heritage Advisory Committee Budget Requests

Resolution No. 2024-047:

Moved by Cheryl Mclean and  
Seconded by Lily Klammer-Tsuji

That Report HER-2024-020 entitled 2025 Heritage Advisory Committee Budget Requests be received for information; and,

That the Heritage Advisory Committee endorse the additions to the Heritage Advisory Committee's budget as presented.

CARRIED

8.5 Report – HER-2024-021 – 2022-2026 Goals and Objectives Update

Resolution No. 2024-048:

Moved by Tamsin Lambert and  
Seconded by Kristine O'Brien

That Report HER-2024-021 entitled 2022-2026 Goals and Objectives Update be received for information.

CARRIED

9. CORRESPONDENCE

None



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
SEPTEMBER 9, 2024 HERITAGE ADVISORY COMMITTEE MEETING  
VIRTUAL MEETING BY ELECTRONIC PARTICIPTION  
& IN-PERSON AT 7404 WELLINGTON RD 34

10. ANNOUCEMENTS

Committee member Cheryl McLean notified the Committee that the Puslinch Historical Society in conjunction with Wellington County Historical Society is hosting a historial walking tour and reenactment in Morriston on Sunday Septmber 22, 2024 at 1:30 p.m. The public is welcome to attend the walking tour.

11. NOTICE OF MOTION

None

12. NEW BUSINESS

Committee make a recommendation to Council to look into an economic analysis on a percentage reduction in property taxes for designated properties.

Resolution No. 2024-049:

Moved by Kristine O'Brien and  
Seconded by Tamsin Lambert

That the Heritage Advisory Committee make a recommendation to Council to look into an economic analysis on a percentage reduction in property taxes on designated properties.

CARRIED

13. ADJOURNMENT

Resolution No. 2024-050:

Moved by Tamsin Lambert and  
Seconded by Cheryl Mclean

That the Heritage Advisory Committee hereby adjourns at 2:42 p.m.

CARRIED



## Grand River Conservation Authority

Summary of the General Membership Meeting – November 22, 2024

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

### Action Items

The Board passed the recommendations in the following reports as presented in the agenda:

- GM-11-24-110 - By-law Update - Change to Vice-Chair
- GM-11-24-111 - Fee Policy and Fee Schedule Amendments
- GM-11-24-101 - Reserves 2024
- GM-11-24-106 - Financial Summary
- GM-11-24-104 - Shand Dam Stoplog Storage Building - Tender Award

### Information Items

The Board received the following reports as information:

- GM-11-24-101 - Cash and Investment Status
- GM-11-24-109 - Per Diems and Honorariums 2025
- GM-11-24-102 - Complimentary GRCA Membership Passes
- GM-11-24-105 - Water Control Structures Major Maintenance Forecast 2025-2029
- GM-11-24-103 - Dam/River Safety in the Grand River Watershed
- GM-11-24-108 - Current Watershed Conditions

### Correspondence

The Board received the following correspondence:

- Benjamin Doolittle UE, Mohawk Nation of Grand River regarding the establishment of Mohawk Environmental Protection and Sustainability Initiative
- Susan Watson and Phil Pothen regarding a Freedom of Information request related to Niska Lands

### Delegations

There were no registered delegations.

### Source Protection Authority

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

For full information, please refer to the [November 22 Agenda Package](#). Complete agenda packages for the General Membership and Source Water Protection Authority, 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 approval at the next meeting of the General Membership.

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'.

## Justine Brotherston

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**From:** ROMA Communications <roma@roma.on.ca>  
**Sent:** Wednesday, November 20, 2024 10:49 AM  
**To:** Justine Brotherston  
**Subject:** ROMA Board Update: Meeting Min. Calandra, broadband and more



### ROMA Board - November Highlights

#### Productive Meeting with Minister of Municipal Affairs and Housing

The Municipal Affairs and Housing Minister Paul Calandra attended the ROMA Board meeting in November. The Minister also committed to meeting with the Board quarterly to share ideas, seek feedback and listen to rural municipal needs from the provincial government. The meeting in November included discussion of:

- New resources and funding tools for housing-enabling infrastructure to help address the rural funding gap – including how municipal services corporations and private communal water systems could help.
- The urgent need for a strategic approach to homelessness including wrap-around supports and housing.
- The shortage in primary care providers, emergency room closures, and over-reliance on community paramedicine to fill these gaps. The Minister suggested that Dr. Jane Philpott who is chairing Ontario's primary care action team could benefit from hearing rural concerns.

#### OPP Billing Relief

The Board discussed concerns related to significant and unexpected municipal OPP rate and fee increases coming in 2025. AMO Policy is engaged with the Ministry of the Solicitor General on financial support to help municipalities manage the increase. Additional information is expected over the next few weeks.

#### Support for Managing Broadband Projects

As Internet Service Providers (ISPs) work to meet the government's 2025 broadband goals, AMO and ROMA are working to support the municipal sector.

AMO will host a webinar by the end of the year to help municipal staff understand how to navigate the relationship with ISPs using a template [Municipal Access Agreement](#). The ROMA Board approved a request from AMO staff to seek backstop funding from the province if an ISP saddles a municipality with unfair and unreasonable infrastructure construction and management costs.

## 2025 ROMA Conference

*The Rural Routes* concurrent sessions have been designed to highlight the rural perspective, issues and the innovations underway across the province in our rural communities. Here are a few highlights of session topics:

- Provincial Offences
- Rural Responses to Mental Health and Addictions
- Negotiating Community Benefit Agreements for Energy Projects
- Agricultural Economic Development
- Cyber Security

[View the full program here](#) and [register for the ROMA Conference today](#).

---

## Get in the Zone

Join your ROMA Board of Director and Zone representative for an update and conversation on ROMA's current priorities at Zone Meet-ups on Sunday, January 19 at the 2025 ROMA Conference:

- Zones 1 to 5 10:30am-11:30am
- Zones 6 to 10 11:30am- 12:15pm

These meet-ups are an opportunity to hear and be heard. Your Zone representative will walk you through ROMA's advocacy priorities and open the floor for feedback and discussion on issues that matter to you.

Find your Zone [here](#).

Check out the [ROMA Zone Map](#) to learn more.

- **Zone 1** – Jamie McGrail, Councillor, Municipality of Chatham-Kent
- **Zone 2** – Steve McCabe, Councillor, Township of Wellington North
- **Zone 3** – Dave Beres, Deputy Mayor, Town of Tillsonburg
- **Zone 4** – Christina Early, Councillor, Town of Caledon
- **Zone 5** – Pam Sayne, Councillor, Township of Minden Hills
- **Zone 6** – Jennifer Murphy, Councillor, County of Renfrew
- **Zone 7** – Carma Williams, Deputy Mayor, Township of North Glengarry
- **Zone 8** – Christa Lowry, Mayor, Municipality of Mississippi Mills\* ROMA Chair

- **Zone 9** – Mark Wilson, Councillor, City of Temiskaming Shores
- **Zone 10** – Janet Hager, Councillor, Municipality of Red Lake

### **AMO Rural Caucus Members**

- Nicole Martin, CAO, Township of Amaranth
- Dane Nielsen, Deputy Mayor, Municipality of Grey Highlands
- Natasha Salonen, Mayor, Township of Wilmot
- Nathan Townend, Deputy Warden, County of Lennox & Addington
- Tanya Vrebosch, Councillor, City of North Bay

Follow ROMA on [Facebook](#), [X](#) and [LinkedIn](#) for regular Board updates.

Keep up to date with the rural municipal voice  
of the province, on social media.



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**Office of the Executive Director**  
1525 Cornwall Road  
Oakville ON  
L6J 0B2

[dan.cozzi@municipalengineers.on.ca](mailto:dan.cozzi@municipalengineers.on.ca)

## **MEA APPOINTS NEW BOARD OF DIRECTORS AT 2024 AGM**

The Municipal Engineers Association (MEA) is a non-profit association representing the interests of over 1,200 professional engineers in Ontario who are employed in the municipal engineering and public works sectors at Ontario municipalities and provincial agencies, as well as consulting engineering firms acting as the engineer-of-record for Ontario municipalities.

MEA's many pursuits include being the co-proponent for the Municipal Class Environmental Assessment (MCEA) process. Together with the Ministry of Transportation of Ontario, MEA administers Ontario Provincial Standards for Municipalities (OPS MUNI); many of our members participate in committees that establish standards and specifications used province wide. MEA offers training courses for both MCEA and OPS as well as hosting an conference providing technical training sessions.

The MEA is the preferred venue for Ontario municipalities to recruit professional municipal engineers and technologists/technicians through our online employment advertising platform.

MEA provides an annual bursary program to students entering the first year of an accredited university engineering program. Since 2008, the MEA has awarded \$200,000 in bursaries.

The MEA held its 2024 Annual General Meeting (AGM) at the Delta Ottawa City Centre Hotel on November 21, 2024. At the AGM, a new Board was elected. We are pleased to present the new Board for the 2024/2025 term (see attachment).

Please share this with members of your organization. Should you have any questions about the MEA or the new Board, please let me know.

Sincerely,



---

D.M. (Dan) Cozzi, P. Eng.  
Executive Director  
Municipal Engineers Association

Attachment:  
MEA Board of Directors and Staff 2024-2025



**Taylor Crinklaw, P. Eng.,  
President**  
Director – Infrac. & Dev. Services  
City of Stratford  
[tcrinklaw@stratford.ca](mailto:tcrinklaw@stratford.ca)



**Penelope Palmer, P. Eng.  
First Vice-President**  
Mgr, Business Improvement & Stds.  
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Second Vice-President**  
Commissioner of Public Works  
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**Benjamin de Haan, P. Eng.  
Secretary-Treasurer**  
Director -Transportation Serv.  
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**Matthew N. Miedema, P.Eng.  
Past-President**  
Project Engineer  
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Board Director**  
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**Tara Blasioli, P. Eng.  
Board Director**  
Mgr – Ādisōke Library Project  
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**Joe de Koning, P. Eng.  
Board Director**  
Manager of Roads  
County of Wellington  
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**Ashley Rammeloo, P., Eng  
Board Director**  
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**Imran Khalid, P. Eng.  
Board Director**  
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**Dan Cozzi, P. Eng.  
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**Arup Mukherjee, P. Eng.  
OPS Instructor**  
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**Kate Crouse  
Admin Support**  
MEA  
[support@municipalengineers.on.ca](mailto:support@municipalengineers.on.ca)

**From:** [AMO Policy](#)  
**To:** [Admin](#)  
**Subject:** AMO Policy Update – 2024 Housing Targets in Ontario  
**Date:** Friday, November 22, 2024 1:36:25 PM

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## **AMO Policy Update – 2024 Housing Targets in Ontario**

Ontario is in a housing crisis and municipalities are doing everything in their power to increase housing supply and affordability while working towards the province's ambitious target of building 1.5 million homes over 10 years. This year's housing starts are predicted to be lower than provincial government

targets and many may blame municipalities. AMO knows this is not true and has [defended against](#) reports or associations that have blamed municipal approval timelines and development charges as key issues in explaining declining housing starts.

As 2024 numbers are finalized, it will be important to remember that Ontario's housing market is complex and under pressure from unanticipated population growth, interest rates, labour shortages and inflation that has outstripped wages. AMO has produced a [resource](#) to help lay out myth from reality to show that the solution to the housing affordability crisis will be found through collaboration between the province, municipalities, the development industry, and through industry innovation.

---

*This policy update is also available on [AMO's Website](#).*

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**From:** [AMO Policy](#)  
**To:** [Admin](#)  
**Subject:** AMO Policy Update – NDP Motion on Municipal Fiscal Sustainability, Mental Health and Addictions, Cybersecurity and Infrastructure  
**Date:** Tuesday, November 19, 2024 6:45:58 PM

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# **AMO Policy Update – NDP Motion on Municipal Fiscal Sustainability, Mental Health and Addictions, Cybersecurity and Infrastructure**

## **NDP Motion Calling for a New Deal with Ontario's Municipalities**

Yesterday, the NDP [tabled a motion](#) calling on the provincial government to reach a new deal with Ontario municipalities to address downloaded provincial costs in areas such as housing and healthcare.

AMO welcomes this acknowledgement that the current provincial-municipal fiscal framework does not support sustainable communities or the quality of life of their residents. AMO has been calling for a [Social and Economic Prosperity Review](#) to update our fiscal relationship. Municipalities need a provincial partner that will:

- **Sustainably invest in public infrastructure** to support growth, improve transportation, and prepare for the impacts of climate change.
- **Reduce the province's continued reliance on municipal revenues** to fund provincial programs, like health and social services, so municipal tax dollars can go toward supporting thriving communities.
- **Take action on the root causes of homelessness** through investments in mental health and addictions programming and improved income security that allows people to keep a roof over their heads.

## **Response to Provincial Bike Lanes Legislation**

Yesterday, AMO's Executive Director Brian Rosborough presented [remarks](#) to the legislature highlighting concerns with Bill 212, *the Reducing Gridlock, Saving You Time Act*.

AMO views the provincial proposal to remove and block bike lands in specific locations as misguided and an ineffective way of addressing congestion. The development of a balanced transportation network that includes a broad mix of roads, cycling paths, sidewalks, and public transit options is an exercise best left to municipalities, based on their in-depth understanding of municipal infrastructure, community needs, and long-term growth plans.

AMO also submitted written [comments](#) to the Committee calling on the province to abandon the proposal.

## **Bill 223, *Safer Streets, Stronger Communities Act***

Minister Kerzner tabled [Bill 223, \*Safer Streets, Stronger Communities Act\*](#), which includes previously announced changes to supervised consumption sites in Ontario. The legislation would:

- Prohibit any supervised consumption site from operating within 200 metres of a school, childcare centre, or EarlyON centre. This change would close 10 sites currently operating in Ontario.
- It would also require municipalities to seek provincial approval before requesting federal approval or renewal of supervised consumption site or funding for safer supply programs. This means that supervised consumption sites not currently impacted by the 200m limit could be impacted once provincial approval for renewal is required.
- Municipalities would also require provincial approval to publicly support, including through by-laws or resolutions, any other organization seeking to open a supervised consumption site or safer supply program.

As outlined in AMO's July Report, [The Opioid Crisis: a Municipal Perspective](#), tackling a problem as complex as the opioid crisis requires a comprehensive approach, including harm reduction supports that make sense for local communities. Municipalities – in collaboration with health, police, and other partners – are best positioned to decide whether supervised consumption sites are right for their communities.

## **Ontario Expanding Mental Health Supports for Public Safety Personnel**

As employers of first responders, municipalities are faced with the financial obligations associated with work-related mental health injuries. AMO was pleased to see a \$32 million investment through a new Mental Health Supports for Public Safety Personnel program and the creation of an Anti-Stigma Strategy for first responders and public safety personnel.

The program will include a web portal to access core services, access to a 24/7 call-line and other trauma-informed mental health services. Grants for employers will also be provided to help subsidize the costs of these additional programs and services. A call for applications, inviting organizations to apply for funding under the grant, will be rolled out in early 2025.

## **Proposed Integrated Energy Plan for Ontario**

AMO [presented to the legislature](#) in support of Bill 214, *Affordable Energy Act*, that makes progress on a plan to grow clean and affordable electricity capacity in Ontario. Key priorities include:

- Urging to the province to commit to a 2050 net-zero emissions target;

- Endorsing community benefit agreements between municipalities and energy proponents as part of procurement processes related to generation, storage and transmission projects;
- Ensuring the costs and risks of new last mile energy infrastructure are not transferred to municipalities or local distribution corporations.

AMO also [submitted comments](#) supporting enhanced funding to municipalities and local distribution corporations (LDCs) to implement local energy efficiency measures.

## Cyber Security and MFIPPA

AMO [submitted comments](#) to the Standing Committee on Justice Policy on Bill 194, *Strengthening Cyber Security and Building Trust in the Public Sector Act*. The bill proposes changes that would establish a cyber security framework for broader public sector entities including municipalities, school boards, and hospitals.

AMO highlighted the need to balance strong data and privacy protection with the flexibility needed to allow municipalities to put systems in place, and act quickly when cyber-threats are identified. AMO also commented on the long-standing need to update MFIPPA, particularly around frivolous and vexatious requests.

---

*This policy update is also available on [AMO's Website](#).*

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**From:** [AMO Policy](#)  
**To:** [Admin](#)  
**Subject:** AMO Policy Update – OPP Billing, Bills  
**Date:** Monday, December 2, 2024 8:55:52 AM

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## AMO Policy Update – OPP Billing, Bills

AMO and municipalities across Ontario have loudly advocated for provincial action to address the unmanageable increase in Ontario Provincial Police (OPP) costs for next year. AMO is proud to have worked closely with the government to address these concerns raised by municipalities. Today, the provincial government proposed more

than \$77 million in 2025 to provide municipal budget relief and invest in Ontario's communities.

The majority of Ontario's municipalities proudly partner with the Ontario Provincial Police to keep their communities safe. Ontarians already pay the highest policing costs in the country, and these additional costs were beyond municipal fiscal capacity to absorb. While AMO appreciates the provincial action to address this specific issue, a broader solution to the weakening foundations of municipal fiscal sustainability is critically needed. AMO continues to call on the province for a comprehensive review of the municipal-provincial fiscal framework that helps provide the services that Ontarians rely on every day, including policing.

AMO looks forward to continuing to work closely with the provincial government as they look forward to reviewing the OPP billing model to ensure it continues to meet the needs of communities across the province.

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**From:** [AMO Policy](#)  
**To:** [Admin](#)  
**Subject:** AMO Policy Update – Pre-Budget Submission, Advocacy on Water, Recent Bills and Building Officials  
**Date:** Thursday, December 5, 2024 4:57:18 PM

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This sender is trusted.



# **AMO Policy Update – Pre-Budget Submission, Advocacy on Water, Recent Bills and Building Officials**

**AMO 2025 Pre-Budget Submission Preview**

AMO understands that the provincial-municipal fiscal framework is broken. Municipalities across Ontario are facing immense pressure this budget season, largely created by growing costs in areas of provincial jurisdiction. For almost a year, AMO has been calling for a Social and Economic Prosperity Review. Unfortunately, the provincial government has not come to the table. However, we know the problem remains and we are evolving our strategy.

AMO sent a [letter](#) to all elected AMO members, CAOs, and Treasurers highlighting the key elements of our upcoming 2025 pre-budget submission. That submission will be released in mid-January and will call for provincial action in three key areas that would support municipal fiscal sustainability and improve quality of life for Ontarians:

- Long-term and predictable provincial investments in municipal infrastructure
- Reducing the province's reliance on municipal property taxes to fund health and social services
- Addressing the root causes of homelessness, building off an ambitious research project on homelessness that AMO and key partners will release in January

We know our sector is strongest when speaking with one unified voice. AMO will be following up in the coming weeks with a variety of communications tools to support member's participation in ROMA delegations, and advance municipal fiscal sustainability and homelessness priorities.

## **\$1 Billion Loan Program for Water Systems**

The province recently [announced](#) a new Infrastructure Ontario financing program for water infrastructure projects that enable the construction of more homes.

This program will complement the existing provincial infrastructure funding programs that AMO has advocated for to achieve the province's ambitious goal of 1.5 million new homes by 2031. This new financial tool for municipalities offers the following features:

- Flexible borrowing terms with deferred interest payments during construction

- Longer debenture repayment terms of up to 40 years
- More flexible repayment terms, and
- Lower administration costs

Applications will be open in early December and more details are available in a short [newsletter](#).

## **Omnibus Red Tape Reduction Bill**

Bill 227, Cutting Red Tape, Building Ontario Act, 2024 was [introduced](#) on November 20 and includes a broad range of proposals from most ministries. Those impacting municipalities the most include:

- A new allowance for minor errors on forms and changes to prevent delays in decision-making could help reduce the Landlord and Tenant Board backlog
- Providing credit agencies access to Landlord and Tenant Board orders related to missed payments, which could help landlords make more informed decisions about prospective tenants
- Recent regulatory changes in support of Ontario One Call streamlined the dedicated locator model for broadband projects, potentially speeding up implementation and reducing costs. In response to feedback from our sector, some municipal underground infrastructure owners can now conduct their own locates instead of the broadband project owner. The province is seeking input on implementing these changes
- Proposals to streamline the release of Ontario Heritage Trust lands without heritage value and the approval process for brownfield development could help unlock more land for development. AMO has long advocated for the province to review its own processes and approvals to enable development and welcomes these efficiencies

Many other proposals are housekeeping amendments or have no direct impact on the municipal sector.

The bill was fast-tracked, bypassing public hearings. AMO will be commenting on some elements of the bill posted to the Environmental Registry.

## Environmental Bill

Bill 228, Resource Management and Safety Act, 2024, was [introduced](#) on November 25 including a range of environmental proposals along with a proposal to help attract more surveyors to the profession in support of building safe and affordable housing options.

AMO will comment on elements of the Bill posted in various Environmental Registry proposals, focusing on:

- Changes that could impact municipalities' activities in wildland fire management and require new resources. AMO will advocate for the province to absorb any new costs
- Commending the province for taking action on climate change with its proposal for commercial carbon storage projects. AMO will support the proposed municipal role in decision-making for these projects
- Support for protecting communities from the hazards of deteriorating oil and gas wells

## Support for Removing Barriers for Qualified Building Officials

AMO supported the government's proposal to streamline the process for qualified Manitoba building officials to work in Northern Ontario in its Environmental Registry [comments](#). AMO also continued to advocate for measures that will attract and retain building officials to address the shortage across the province.

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*This policy update is also available on [AMO's Website](#).*

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\*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.

Association of Municipalities of Ontario

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155 University Ave Suite 800 | Toronto, ON M5H 3B7 CA

**From:** [AMO Policy](#)  
**To:** [Admin](#)  
**Subject:** AMO Policy Update – Gender-Based Violence Toolkit  
**Date:** Friday, December 6, 2024 11:43:31 AM

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This sender is trusted.



# **AMO Policy Update – Gender-Based Violence Toolkit**

**AMO Releases Toolkit of Gender-Based Violence Resources for  
Municipal Elected Officials**

Today is the National Day of Remembrance and Action on Violence Against Women. To mark this day, AMO is proud to launch a toolkit of [Gender-Based Violence Resources for Elected Officials](#). Municipalities play a multifaceted role in addressing gender-based violence through their roles in public safety, community outreach, resource planning, and service delivery.

In 2023, AMO joined over 90 of our members in recognizing that gender-based and intimate partner violence is an epidemic in Ontario that requires urgent and coordinated government action. We also recognize the disproportionate rates of intimate partner violence experienced by Indigenous women and the multiple barriers Indigenous women face when seeking help. By making this declaration, AMO recognizes that municipal governments are key partners in responding to issues of intimate partner violence, gender-based violence, and violence against Indigenous women and girls.

We have heard from many of our members that since making their declarations, they have grown, expanded, and initiated new responses to intimate partner violence and gender-based violence. This toolkit includes resources from organizations working in communities across the province and provides valuable resources to support elected officials in responding to gender-based violence in their communities.

In 2025, AMO will continue to provide members with opportunities to learn more about how their communities can address gender-based violence. Look out for more education opportunities coming soon in the new year.

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*This policy update is also available on [AMO's Website](#).*

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## City Council

### New Business - Meeting 23

CC23.1	ACTION	Amended		Ward: All
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### Respecting Local Democracy and Cities

#### City Council Decision

City Council on November 13 and 14, 2024, adopted the following:

1. City Council express its opposition to the proposed amendments to Part XII of the Highway Traffic Act contained in Bill 212, and any related proposed regulations, both of which contradict the stated purpose of the City of Toronto Act, 2006, to allow the City to determine what is in the public interest of the city.
2. City Council request the Province to work collaboratively with cities to address congestion and road safety, and accordingly withdraw the proposed amendments to Part XII of the Highway Traffic Act contained in Bill 212.
3. City Council direct the City Solicitor to review Bill 212 and any accompanying regulations, once in force, and to report to City Council with a summary of the legislation and regulations and the potential for commencing litigation to challenge Bill 212 or the regulations.
4. City Council request the General Manager, Transportation Services, or designates, to appear before the Ontario Legislature's Standing Committee on Heritage, Infrastructure, and Cultural Policy as part of public hearings regarding Bill 212 to give testimony in accordance with the position outlined in this item.
5. City Council request the City Manager to submit written comments to Ontario's Regulatory Registry and Environment Registry of Ontario that reflect the City's positions outlined in this item, including the City's opposition to any requirement of the City to provide support in the removal of City Infrastructure approved by its democratically elected City Council.
6. City Council adopt the position that no costs associated with the amendments to Part XII of the Highway Traffic Act should be incurred or paid by the City of Toronto, including staff time, planning, design, construction, and traffic management as a result of the congestion created by the removal.
7. City Council forward this item to the Premier of Ontario, the Minister of Transportation, the Minister of Municipal Affairs and Housing, the Leader of the Official Opposition, all Ontario Members of Provincial Parliament, the Association of Municipalities of Ontario, the Ontario Big City Mayors, and all Ontario municipalities and include City Council's commitment to the right of municipalities to govern their own affairs and represent the interests of their residents and electors.

8. City Council request the Ministry of Transportation to permit the publication of the results of the Transportation Tomorrow Survey 2022 as soon as possible to facilitate the use of the study in informing collaborative consultations with cities regarding options for addressing congestion and road safety.

9. City Council direct the City Manager to report back on the feasibility of placing signs on City roads where there are traffic delays resulting from the Provincial mandate to remove bike lanes from Toronto roads and that these signs would read "This road congestion and traffic delay is the result of Premier Ford's Bill 212".

10. City Council direct that Confidential Attachment 1 to the supplementary report (November 13, 2024) from the City Manager remain confidential in its entirety, as it contains information explicitly supplied in confidence to the City of Toronto as a partner municipality in the Transportation Tomorrow Survey 2022, conducted by a consultant retained by the Ministry of Transportation of Ontario as part of a cooperative effort by local and provincial government agencies to collect information about urban travel in southern Ontario, until such time as the Transportation Tomorrow Survey 2022 is authorized to be published by the Ministry of Transportation of Ontario.

Confidential Attachment 1 to the supplementary report (November 13, 2024) from the City Manager remains confidential in its entirety in accordance with the provisions of the City of Toronto Act, 2006, as it contains information explicitly supplied in confidence to the City of Toronto as a partner municipality in the Transportation Tomorrow Survey 2022, conducted by a consultant retained by the Ministry of Transportation of Ontario as part of a cooperative effort by local and provincial government agencies to collect information about urban travel in southern Ontario, until such time as the Transportation Tomorrow Survey 2022 is authorized to be published by the Ministry of Transportation of Ontario.

## **Summary**

The recent provincial Bill 212 seeks to overturn the decisions and work of our locally elected Toronto City Council. If passed, the Bill means one government would, at tremendous cost to the taxpayer and without collaboration, undo another government's work.

As Mayor, it is my responsibility to stand up for the decision-making authority of City Council and the expertise of our professional public service which supports that decision-making. As such, I am working with City Staff to review the City's options and will provide recommendations on this item prior to the City Council meeting on November 13, 2024.

## **Background Information (City Council)**

(November 5, 2024) Report from the Mayor on Respecting Local Democracy and Cities (CC23.1)

<https://www.toronto.ca/legdocs/mmis/2024/cc/bgrd/backgroundfile-250054.pdf>

(November 13, 2024) Supplementary report and Attachments 2 to 5 from the City Manager on Respecting Local Democracy and Cities - Supplemental Report: Impact of Bill 212 Bike Lanes Framework (CC23.1a)

<https://www.toronto.ca/legdocs/mmis/2024/cc/bgrd/backgroundfile-250545.pdf>

Confidential Attachment 1

## **Communications (City Council)**

(November 7, 2024) E-mail from Matthew Freedlander (CC.Supp)

(November 8, 2024) E-mail from Adam Rodgers (CC.Supp)

(November 7, 2024) E-mail from Derek van Vliet (CC.Supp)

(November 7, 2024) E-mail from Beverley Yu (CC.Supp)

(November 7, 2024) E-mail from Santiago Pacheco Perez (CC.Supp)

(November 7, 2024) E-mail from Genessa Radke (CC.Supp)  
(November 7, 2024) E-mail from Jesse Knapp (CC.Supp)  
(November 7, 2024) E-mail from Ernest Tam (CC.Supp)  
(November 8, 2024) E-mail from Keyondre Young (CC.Supp)  
(November 8, 2024) E-mail from Adam Rodgers (CC.Supp)  
(November 7, 2024) E-mail from Bryn Kennedy (CC.Supp)  
(November 8, 2024) E-mail from Lilia Kazberuk (CC.Supp)  
(November 8, 2024) E-mail from Aaron MacLean (CC.Supp)  
(November 9, 2024) E-mail from Conrad Heidenreich (CC.Supp)  
(November 9, 2024) E-mail from Jack Wynne (CC.Supp)  
(November 9, 2024) E-mail from Omar Khan (CC.Supp)  
(November 9, 2024) E-mail from Arkady Arkhangorodsky (CC.Supp)  
(November 9, 2024) E-mail from Debbie Green (CC.Supp)  
(November 10, 2024) E-mail from Mike D'Agostino (CC.Supp)  
(November 10, 2024) E-mail from Darren Donahue (CC.Supp)  
(November 10, 2024) E-mail from Stacy Kennedy (CC.Supp)  
(November 8, 2024) E-mail from Isabel Reid (CC.Supp)  
(November 8, 2024) E-mail from David Eddison (CC.Supp)  
(November 10, 2024) E-mail from Zachary Davis (CC.Supp)  
(November 9, 2024) E-mail from Susan Ye (CC.Supp)  
(November 10, 2024) E-mail from Robert J A Zaichkowski (CC.Supp)  
(November 10, 2024) E-mail from Michael Ross (CC.Supp)  
(November 9, 2024) Letter from Cathie Macdonald, President and Richard Steele, Board member, Deer Park Residents Group (CC.Supp)  
<https://www.toronto.ca/legdocs/mmis/2024/cc/comm/communicationfile-184523.pdf>  
(November 10, 2024) E-mail from Loudon Young (CC.Supp)  
(November 10, 2024) E-mail from Justin EJ Sharp (CC.Supp)  
(November 10, 2024) Letter from Alison Stewart, Bicycle Mayor of Toronto (CC.Supp)  
<https://www.toronto.ca/legdocs/mmis/2024/cc/comm/communicationfile-184527.pdf>  
(November 11, 2024) E-mail from David Safran (CC.Supp)  
(November 11, 2024) E-mail from Caitlin Walsh (CC.Supp)  
(November 12, 2024) E-mail from Catherine Clark (CC.Supp)  
(November 9, 2024) E-mail from Alex Bonenfant (CC.Supp)  
(November 10, 2024) E-mail from Cameron MacDonald (CC.Supp)  
(November 10, 2024) E-mail from Holly Reid (CC.Supp)  
(November 10, 2024) E-mail from M. Kalocilja (CC.Supp)  
(November 10, 2024) E-mail from Leona Laird (CC.Supp)  
(November 10, 2024) E-mail from Kenneth Brown (CC.Supp)  
(November 10, 2024) E-mail from Jenny Sin (CC.Supp)  
(November 10, 2024) E-mail from Jane Auster (CC.Supp)  
(November 10, 2024) E-mail from Elizabeth Osborne (CC.Supp)  
(November 10, 2024) E-mail from Geoff Hodgson (CC.Supp)  
(November 10, 2024) E-mail from Brian Dunfield (CC.Supp)  
(November 10, 2024) E-mail from John Oyston (CC.Supp)  
(November 10, 2024) E-mail from Sean Cooper (CC.Supp)  
(November 10, 2024) E-mail from Fernando Gonçalves (CC.Supp)  
(November 10, 2024) E-mail from Gillian Bogden (CC.Supp)  
(November 10, 2024) E-mail from Siobhan Fitzmaurice (CC.Supp)  
(November 12, 2024) E-mail from Steve Cooke (CC.Supp)  
(November 12, 2024) E-mail from Susan Raphael (CC.Supp)  
(November 12, 2024) E-mail from Lee Giles (CC.Supp)  
(November 12, 2024) E-mail from Melinda Rawn (CC.Supp)  
(November 12, 2024) E-mail from Hamish Wilson (CC.Supp)  
(November 12, 2024) E-mail from Shelly Nixon (CC.Supp)

(November 12, 2024) E-mail from Kerry Scott (CC.Supp)  
(November 12, 2024) E-mail from Amanda Parcher (CC.Supp)  
(November 12, 2024) E-mail from Elizabeth Hallerman (CC.Supp)  
(November 12, 2024) E-mail from Ralph Callebert (CC.Supp)  
(November 10, 2024) E-mail from Ryan Mumby (CC.Supp)  
(November 10, 2024) E-mail from Gray E Taylor (CC.Supp)  
(November 10, 2024) E-mail from Alexander Saxton (CC.Supp)  
(November 10, 2024) E-mail from Lisa Bonney (CC.Supp)  
(November 10, 2024) E-mail from David Nash (CC.Supp)  
(November 10, 2024) E-mail from Tim Morawetz (CC.Supp)  
(November 10, 2024) E-mail from James Deutsch (CC.Supp)  
(November 10, 2024) E-mail from Linda Rowe (CC.Supp)  
(November 10, 2024) E-mail from Michael Chung (CC.Supp)  
(November 10, 2024) E-mail from Kathy Chung (CC.Supp)  
(November 10, 2024) E-mail from Harold Smith (CC.Supp)  
(November 10, 2024) E-mail from Dawn Scarrow (CC.Supp)  
(November 10, 2024) E-mail from Steve Clayman (CC.Supp)  
(November 10, 2024) E-mail from David Johnson (CC.Supp)  
(November 11, 2024) E-mail from Jan Gould (CC.Supp)  
(November 11, 2024) E-mail from Emily Tate (CC.Supp)  
(November 11, 2024) E-mail from Rebecca Southgate (CC.Supp)  
(November 12, 2024) E-mail from Hamish Wilson 2 (CC.Supp)  
(November 12, 2024) E-mail from Charlotte Graham (CC.Supp)  
(November 12, 2024) E-mail from Elizabeth Hallerman, BeRationalTO (CC.Supp)  
(November 12, 2024) E-mail from JJ. Fueser (CC.Supp)  
(November 12, 2024) E-mail from Linda Brett, President, Bloor Street East Neighbourhood Association (CC.Supp)  
<https://www.toronto.ca/legdocs/mmis/2024/cc/comm/communicationfile-184636.pdf>  
(November 12, 2024) E-mail from Cait and Ty (CC.Supp)  
(November 10, 2024) E-mail from Yuen Chua (CC.Supp)  
(November 10, 2024) E-mail from Karen Wyler (CC.Supp)  
(November 10, 2024) E-mail from Noreen Jamal (CC.Supp)  
(November 10, 2024) E-mail from Piotr Sepski (CC.Supp)  
(November 10, 2024) E-mail from Lauren McVittie (CC.Supp)  
(November 10, 2024) E-mail from Alice Baujet (CC.Supp)  
(November 10, 2024) E-mail from Linh Tran (CC.Supp)  
(November 10, 2024) E-mail from Theresa Campbell (CC.Supp)  
(November 10, 2024) E-mail from Filip Matovina (CC.Supp)  
(November 10, 2024) E-mail from Greg Kozma (CC.Supp)  
(November 10, 2024) E-mail from Steven Fistell (CC.Supp)  
(November 10, 2024) E-mail from Jenna Blumenthal (CC.Supp)  
(November 11, 2024) E-mail from Barbara Captijn (CC.Supp)  
(November 11, 2024) E-mail from Hamish Wilson (CC.Supp)  
(November 11, 2024) E-mail from Kevin Harris (CC.Supp)  
(November 11, 2024) Letter from Mary Helen Spence and Arlene DeJardins, The Avenue Road Safety Coalition (CC.Supp)  
<https://www.toronto.ca/legdocs/mmis/2024/cc/comm/communicationfile-184646.pdf>  
(November 11, 2024) E-mail from Sharon Pel (CC.Supp)  
(November 11, 2024) E-mail from Arushi Nath (CC.Supp)  
(November 11, 2024) E-mail from Joe Power (CC.Supp)  
(November 11, 2024) E-mail from Edward Knapp (CC.Supp)  
(November 11, 2024) E-mail from Janet Lin (CC.Supp)  
(November 12, 2024) E-mail from John Shea (CC.Supp)  
(November 10, 2024) E-mail from Alexis Venerus (CC.Supp)

(November 10, 2024) E-mail from Lois Pike (CC.Supp)  
(November 10, 2024) E-mail from Christine Bear (CC.Supp)  
(November 10, 2024) E-mail from Vanessa Brown (CC.Supp)  
(November 10, 2024) E-mail from Bruce Novakowski (CC.Supp)  
(November 10, 2024) E-mail from Daphne Jackson (CC.Supp)  
(November 10, 2024) E-mail from Patrick DeRochie (CC.Supp)  
(November 10, 2024) E-mail from Rachael Vuong (CC.Supp)  
(November 10, 2024) E-mail from Mike Kurz (CC.Supp)  
(November 10, 2024) E-mail from Alex Pletsch (CC.Supp)  
(November 10, 2024) E-mail from David Simmons (CC.Supp)  
(November 10, 2024) E-mail from Dana Snell (CC.Supp)  
(November 11, 2024) E-mail from Betty De Groot (CC.Supp)  
(November 11, 2024) E-mail from Kevin McIntosh (CC.Supp)  
(November 11, 2024) E-mail from Frank Siciliano (CC.Supp)  
(November 11, 2024) E-mail from Parker Bloom (CC.Supp)  
(November 11, 2024) E-mail from John Lloyd (CC.Supp)  
(November 11, 2024) E-mail from Peter Osborne (CC.Supp)  
(November 11, 2024) E-mail from Alina Iordache (CC.Supp)  
(November 11, 2024) E-mail from Robert Fuller (CC.Supp)  
(November 11, 2024) E-mail from Charles Kime (CC.Supp)  
(November 11, 2024) E-mail from Barbara Captijn (CC.Supp)  
(November 11, 2024) E-mail from Susan Stock (CC.Supp)  
(November 11, 2024) E-mail from Chad Mohr (CC.Supp)  
(November 11, 2024) E-mail from Ive Viksne (CC.Supp)  
(November 11, 2024) E-mail from Nelson Torres De Miranda (CC.Supp)  
(November 11, 2024) E-mail from Michael Dawn (CC.Supp)  
(November 11, 2024) E-mail from Ilana Newman Hernandez (CC.Supp)  
(November 11, 2024) E-mail from Erin Marchak (CC.Supp)  
(November 11, 2024) E-mail from Lauri Lintott (CC.Supp)  
(November 11, 2024) E-mail from Joseph Pauker (CC.Supp)  
(November 11, 2024) E-mail from Lisa Kristensen (CC.Supp)  
(November 11, 2024) E-mail from Kevin Carmona-Murphy (CC.Supp)  
(November 11, 2024) E-mail from Tim Lynch (CC.Supp)  
(November 11, 2024) E-mail from Felix Whitton (CC.Supp)  
(November 11, 2024) E-mail from Julia M Swiggum (CC.Supp)  
(November 11, 2024) E-mail from Elizabeth Chrumka (CC.Supp)  
(November 11, 2024) E-mail from Lola Landekic (CC.Supp)  
(November 11, 2024) E-mail from John Hallerman (CC.Supp)  
(November 11, 2024) E-mail from Prasann Patel (CC.Supp)  
(November 11, 2024) E-mail from Dan Reisler (CC.Supp)  
(November 11, 2024) E-mail from David Townley (CC.Supp)  
(November 11, 2024) E-mail from Virginia Trieloff (CC.Supp)  
(November 12, 2024) E-mail from Caitlin Walsh (CC.Supp)  
(November 11, 2024) E-mail from Caitlin Walsh (CC.Supp)  
(November 12, 2024) E-mail from Angela Zehr (CC.Supp)  
(November 11, 2024) E-mail from Jay D Gould (CC.Supp)  
(November 11, 2024) E-mail from Jan Gould (CC.Supp)  
(November 11, 2024) E-mail from Grant Oyston (CC.Supp)  
(November 11, 2024) E-mail from Carol Gray (CC.Supp)  
(November 12, 2024) Letter from Isaac Berman, Co-Chair, Palmerston Residents' Association (CC.Supp)  
(<https://www.toronto.ca/legdocs/mmis/2024/cc/comm/communicationfile-184683.pdf>)  
(November 11, 2024) E-mail from Frances Gallop (CC.Supp)  
(November 11, 2024) E-mail from Cameron Tedford (CC.Supp)

(November 12, 2024) E-mail from Candace Hart (CC.New)  
(November 12, 2024) E-mail from Patrick Dias (CC.Supp)  
(November 12, 2024) E-mail from Emelia Zamidar (CC.New)  
(November 12, 2024) E-mail from Tyler McGraw (CC.New)  
(November 12, 2024) Letter from Michael Longfield, Executive Director, Cycle Toronto (CC.New)  
<https://www.toronto.ca/legdocs/mmis/2024/cc/comm/communicationfile-184728.pdf>  
(November 12, 2024) E-mail from Barry Pickford (CC.New)  
(November 12, 2024) E-mail from L. Spring (CC.New)  
(November 12, 2024) E-mail from Sandra Dosen (CC.New)  
(November 12, 2024) E-mail from Luis Ledesma (CC.New)  
(November 12, 2024) E-mail from John Leeson (CC.New)  
(November 12, 2024) E-mail from Kimberly Hinton (CC.New)  
(November 12, 2024) E-mail from Linda Nicolson (CC.New)  
(November 12, 2024) E-mail from Donna Patterson (CC.New)  
(November 12, 2024) E-mail from Michael Szego (CC.New)  
(November 12, 2024) Letter from Marjorie Nichol, On behalf of Yonge4All (CC.New)  
<https://www.toronto.ca/legdocs/mmis/2024/cc/comm/communicationfile-184725.pdf>  
(November 12, 2024) Letter from Lee Scott, on behalf of the Steering Committee, Walk Toronto (CC.New)  
<https://www.toronto.ca/legdocs/mmis/2024/cc/comm/communicationfile-184753.pdf>  
(November 12, 2024) E-mail from Ingrid Doucet (CC.New)  
(November 11, 2024) E-mail from Arushi Nath (CC.Supp)  
(November 12, 2024) E-mail from Pamela Hardie (CC.New)  
(November 12, 2024) E-mail from Pamela Hardie 2 (CC.New)  
(November 13, 2024) Multiple Communications from 2,139 Individuals (CC.New)  
<https://www.toronto.ca/legdocs/mmis/2024/cc/comm/communicationfile-184764.pdf>  
(November 12, 2024) E-mail from Peter Lindley (CC.New)  
(November 12, 2024) E-mail from Norman Di Pasquale (CC.New)  
(November 12, 2024) E-mail from Hilary Stone (CC.New)  
(November 12, 2024) E-mail from Angela Dale (CC.New)  
(November 12, 2024) E-mail from John Shea (CC.New)  
(November 12, 2024) E-mail from Aaron Matthews (CC.New)  
(November 13, 2024) E-mail from Aleksuei Riabtsev (CC.New)  
(November 13, 2024) E-mail from Diana Arteaga (CC.New)  
(November 13, 2024) E-mail from Maria Boyad (CC.New)  
(November 12, 2024) E-mail from Jay Scott (CC.New)  
(November 12, 2024) E-mail from Laura Lindberg (CC.New)  
(November 12, 2024) E-mail from Heather Hatch (CC.New)  
(November 12, 2024) E-mail from Peter Low (CC.New)  
(November 13, 2024) E-mail from Rosalie Lam (CC.New)  
(November 13, 2024) E-mail from Edik Zwarenstein (CC.New)  
(November 13, 2024) E-mail from Darren Donahue (CC.New)  
(November 13, 2024) E-mail from Tom Henheffer (CC.New)  
(November 13, 2024) E-mail from Jeff Wintersinger (CC.New)  
(November 13, 2024) E-mail from Katherine Sawicka (CC.New)  
(November 13, 2024) E-mail from Billy Leung (CC.New)  
(November 13, 2024) E-mail from Stewart Ellis (CC.New)  
(November 13, 2024) E-mail from Andrew Hurlbut (CC.New)  
(November 13, 2024) E-mail from Paromita Nakshi (CC.New)  
(November 13, 2024) E-mail from Jennifer Dickie (CC.New)  
(November 14, 2024) Letter from Geoff Kettel and Cathie Macdonald, Co-Chairs, FoNTRA (CC.New)

<https://www.toronto.ca/legdocs/mmis/2024/cc/comm/communicationfile-184819.pdf>

**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister

777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7000

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre

777, rue Bay, 17<sup>e</sup> étage  
Toronto (Ontario) M7A 2J3  
Tél. : 416 585-7000



Ontario

234-2024-5434

November 28, 2024

Dear Head of Council:

Through the *More Homes Built Faster Act, 2022*, changes were made to the *Planning Act* to accelerate implementation of the province's additional residential unit (ARU) framework. These changes allowed "as-of-right" (without the need to apply for a rezoning) the use of up to 3 units per lot in many existing residential areas (i.e., up to 3 units allowed in the primary building, or up to 2 units allowed in the primary building and 1 unit allowed in an ancillary building such as a garage).

To support implementation of ARUs, the *Cutting Red Tape to Build More Homes Act, 2024*, made further changes to the *Planning Act* to provide me, as the Minister of Municipal Affairs and Housing, with broader regulation-making authority to remove municipal zoning by-law barriers that may be limiting the development of ARUs.

Following consultation on the Environmental Registry of Ontario, our government has taken further action to tackle the housing supply crisis and reach our goal of building more homes by amending [Ontario Regulation 299/19 – Additional Residential Units](#) to remove certain municipal zoning by-law barriers. These changes took effect upon filing.

These changes will help to facilitate the creation of ARUs, such as basement suites and garden suites, by eliminating barriers including maximum lot coverage, angular planes, floor space index (FSI), minimum separation distances and minimum lot sizes on parcels of urban residential land subject to the ARU framework in the *Planning Act*. More information on these changes can be found through [Environmental Registry of Ontario posting 019-9210](#).

It is my expectation that municipalities will respect these regulatory changes and the intent behind them. I will not hesitate to use my available powers to ensure these changes to the *Planning Act* are allowed to support our goal of building more homes.

We will continue working with our municipal partners to achieve our goal of building the homes that Ontarians need.

Sincerely,



Hon. Paul Calandra  
Minister of Municipal Affairs and Housing

c. Martha Greenberg, Deputy Minister

Jessica Lippert, Chief of Staff to Minister Calandra

Chief Administrative Officer  
Office of The Clerk

# THE PUSLINCH PROFILE FEATURES:

Impact Bridges Group Inc.

**Mission:** Work together to maximize the net social benefits of community development programs



 [info@impactbridgesgroup.com](mailto:info@impactbridgesgroup.com)

 [impactbridgesgroup.com](http://impactbridgesgroup.com)

 416-558-1954

Impact Bridges Group (IBG) is a social enterprise with a powerful vision: for all countries to have adequate resources to provide essential social services. What sets IBG apart is its commitment to financial sustainability as all profits go directly back into the mission of creating social outcomes. The organization's journey began with a groundbreaking project led by Dr. Warren, a naturopathic doctor, who first introduced selenium supplements to women in Kenya suffering from HIV/AIDS. The success of this initiative led to a similar clinical trial in Rwanda, which ultimately published positive findings in the Journal AIDS in 2013. This success laid the foundation for IBG's expanded work addressing diverse social challenges worldwide, from public health to economic development.

Today, IBG continues to collaborate with universities, governments, and organizations across the globe, while staying deeply rooted in its local community. Operating from Puslinch, IBG not only strengthens the local economy but also contributes to a healthier environment by reducing sprawl and pollution. The organization partners with local service providers who share its commitment to using evidence-based approaches to tackle social challenges. Through this focused, community-driven model, Impact Bridges Group demonstrates how local actions can create global impact, fostering thriving communities that benefit everyone involved.

## Delegate Request - Entry #12828

**Type of Meeting**

Council

**Meeting Date**

December 18, 2024

**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?**

Heritage Designation Objection

**Type of Presentation**

This request is to present a verbal delegation

**Type of Attendance**

In person

**Name of Delegate**

Dana Coffelt

**Mailing Address of Delegate**

██████████  
██████████████████  
██████████

**Phone Number of Delegate**

██████████

**Email Address of Delegate**

[REDACTED]

**Name of Second Delegate**

Kelli Wallace

**Mailing Address of Second Delegate**

[REDACTED]  
[REDACTED]  
[REDACTED]

**Phone Number of Second Delegate**

[REDACTED]

**Email Address of Second Delegate**

[REDACTED]

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

We wish to delegate regarding our objection of the heritage designation for our family property at 6714 Concession 1, Puslinch, ON N0B 2J0

**A formal presentation is being submitted to accompany the delegation**

Yes

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

Yes

**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](#)

## Delegate Request - Entry #12850

**Type of Meeting**

Council

**Meeting Date**

December 18, 2024

**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?**

Site Alteration By-law One Year Update

**Type of Presentation**

This request is to present a verbal delegation

**Type of Attendance**

Via Zoom

**Name of Delegate**

Jayne Mast

**Mailing Address of Delegate**

████████████████████  
████████████████████  
██████████

**Phone Number of Delegate**

████████████████

**Email Address of Delegate**

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

To highlight the significant disconnect between the Township's public engagement process for the Site Alteration By-law and the final actions taken. My position is that the Township failed to meaningfully incorporate public feedback, despite spending considerable time and resources soliciting input. I am requesting that Council revisit the by-law to address community concerns.

**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.

[Township of Puslinch](#)

## Delegate Request - Entry #12857

**Type of Meeting**

Council

**Meeting Date**

December 18, 2024

**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?**

9.3.3 Heritage designation objection for 4492 Watson Rd S

**Type of Presentation**

This request is to present a verbal delegation

**Type of Attendance**

In person

**Name of Delegate**

Jamie Kreutzwiser

**Mailing Address of Delegate**

██████████  
██████████  
██████████

**Phone Number of Delegate**

██████████

**Email Address of Delegate**

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

Objection to the Heritage Designation of 4492 Watson Rd S

**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.

[Township of Puslinch](#)

# Delegate Request - Entry #12861

**Type of Meeting**

Council

**Meeting Date**

December 18, 2024

**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?**

Agenda item ADM 2024-068

**Type of Presentation**

This request is to present a written delegation

**Name of Delegate**

Laura Murr

**Mailing Address of Delegate**

██████████  
██████████  
██████████

**Phone Number of Delegate**

██████████

**Email Address of Delegate**

████████████████████

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

Support comments by Harden and Source water staff re report

**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.

[Township of Puslinch](#)

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Re December 18 Puslinch council meeting  
Agenda item 9.3.6

Report ADM-2024-068  
Environmental Registry of Ontario Postings related to Permits to take Water

Thank you for the opportunity to submit comments on these permits to take water.

I support the recommendations from Harden and source water staff .

Back in 2019 I attended the public open house for Lafarge and I also submitted comments to the ERO in 2019 on this application. At that time I submitted my comments with respect to the impacts of such large volumes of water on the city of Guelph's water supplies, the surrounding forests , wetlands and river and the potential for reduced carrying capacity of the river for Guelph's wastewater treatment plant effluent.

The impact of taking such large volumes of groundwater and river water on the Speed River from 2 quarries in close proximity to each other is unknown as these quarries were permitted years ago before the science and technical knowledge from the Tier 3 Source Water Protection were available to assess impacts.

The breaching of our regional aquifer at the Dolime Quarry is an example of what happens when old quarry extraction limits were made without knowledge of the depth to confining aquitard. Both the Glen Christie and Lafarge quarry are requesting water taking permits for their quarries on old licences approved before the technical expertise and science was available to evaluate bedrock geology and the threats to the river and our aquifer. There is a lack of information because no Speed River Watershed study has been undertaken. Therefore, the precautionary principle should be applied and a watershed study of the Speed River should be conducted before these water taking permits are approved. Only then would it be possible to assess impacts on a regional basis of both quarries and other aggregate pits operating in close proximity to the river. A without a watershed study of the Speed River do we really have the knowledge to state these quarries will not have significant negative impacts to the Speed river the natural heritage systems it supports ?

It would seem prudent that until such time as a watershed study has been completed, it would be preferable to restrict the Glen Christie and Lafarge water taking permits to 5 years and restrict pumping during low water conditions. Also as recommended by Harden, the Lafarge Quarry license should be amended to restrict the size and depth of the quarry and to permit only subaqueous extraction in the Lafarge Quarry thru an amendment to their licence.

As our elected council and Mayor I appreciate the work you do to protect the environment and it is my sincere hope that you will approve the recommendations in the report. Please consider making a recommendation to the Board of the Grand River Conservation Authority to approve a Speed River Watershed Study. It is my understanding that they have reserve funds available that could fund the study.

Thank you for your time.  
Respectfully Laura Murr



## Delegate Request - Entry #12651

**Type of Meeting**

Council

**Meeting Date**

December 18, 2024

**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**

Via Zoom

**Name of Delegate**

Maddy From

**Mailing Address of Delegate**

371 Richmond Rd  
Ottawa, Ontario  
K2A 0E7

**Phone Number of Delegate**

██████████

**Email Address of Delegate**

[maddyf@foodcycler.com](mailto:maddyf@foodcycler.com)

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

To present information on the FoodCycler Pilot Program, which is a residential food waste diversion program that decreases the weight and volume of food waste, while turning it into a usable soil amendment. I will explain why it is important to remove food waste from the waste stream, how the FoodCycler does this, and how the pilot program works. At the end, I ask that the presentation be accepted as information and if there is interest in learning more, to refer to staff for a report and recommendation.

**A formal presentation is being submitted to accompany the delegation**

Yes

**File Upload** [FoodCycler-Municipal-Solutions.pdf](#)**The delegation will require the use of audio-visual equipment (power point presentation)**

Yes

**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](#)



# FOODCYCLER™ MUNICIPAL SOLUTIONS

The Future of Food Waste.



# ABOUT US

## Food Cycle Science

- **Canadian company** based out of Ottawa, ON
- Founded in Cornwall in 2011 – Company is 100% focused on **Food Waste Diversion Solutions**
- Products available in North America through **FoodCycler Municipal / Vitamix** and internationally through network of distributors & OEM partners
- **Finalists** in Impact Canada/AAFC's **Food Waste Reduction Challenge**
- **Globe & Mail** Canada's **Top Growing Companies** ('21, '22, and '23)
- **Deloitte Fast 50 CleanTech** award winners ('21, '22, and '23)
- **Approved supplier** with Canoe Procurement Group of Canada



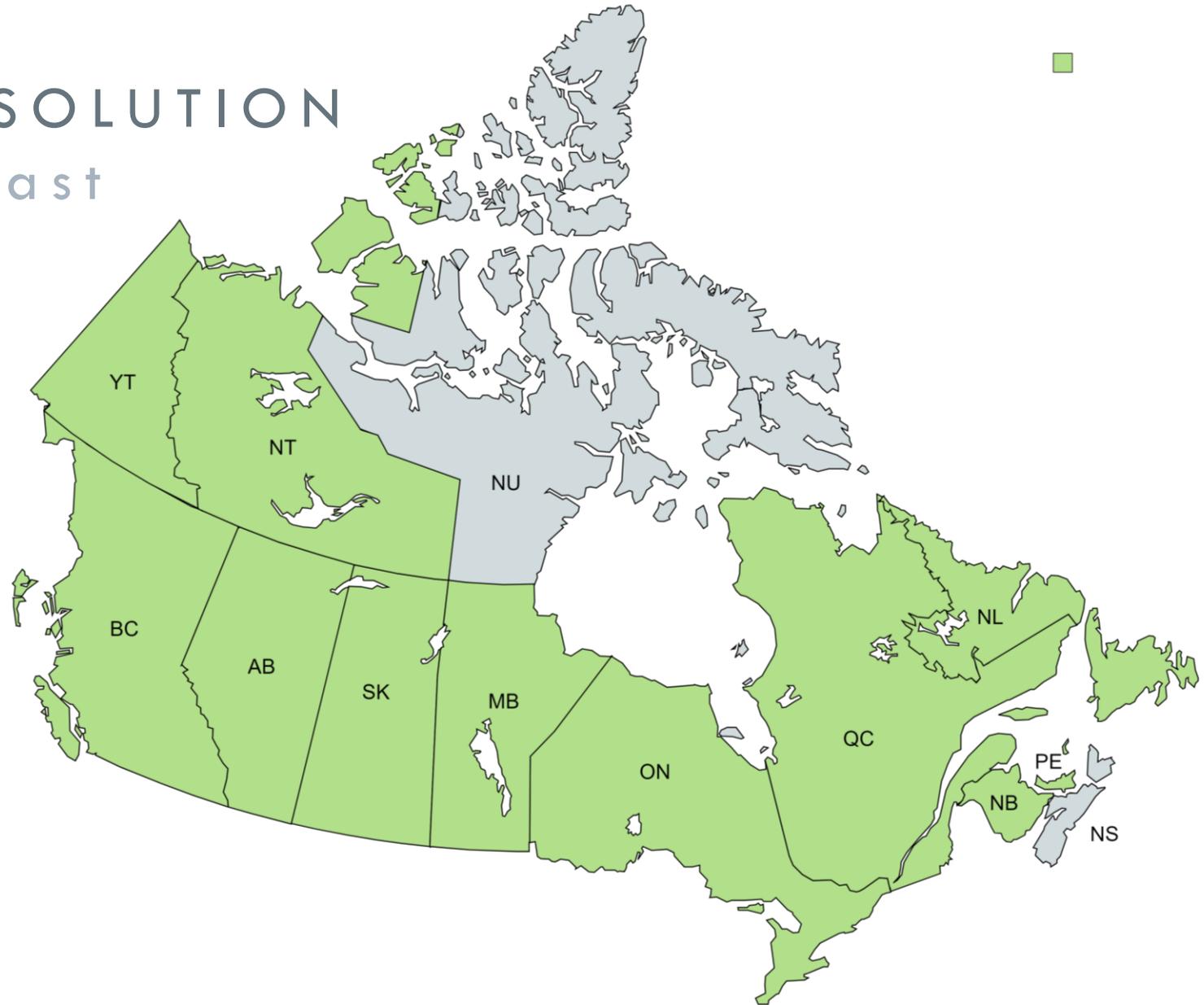
# TRUSTED CANADIAN SOLUTION

Coast to Coast to Coast

**150**  
**Canadian**  
**Municipal**  
**Partnerships**

○ **9 Provinces**

○ **2 Territories**



# THE PROBLEM – FOOD WASTE

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- **63%** of food waste is avoidable
- Household waste is composed of **25-50%** organic waste
- Food waste weight is up to **90%** liquid mass (which is heavy)
- The average Canadian household spends **\$1,766** on food that is wasted each year
- Each year food waste in Canada is responsible for **56.6 Million tonnes of CO2** equivalent of GHG



# MUNICIPAL IMPACT

## Waste is a municipal responsibility

### LANDFILL + WASTE COSTS

- ~**25-50%** of household waste is organic waste
- Landfills are filling up fast, creating cost and environmental issues
- Hauling, transfer, and disposal services are a major cost factor and environmental contributor

### ENVIRONMENT

- Landfilled organic waste produces methane, which is **25 times** more harmful than CO<sub>2</sub>
- 1 tonne of food waste is equivalent to 1 car on the road for one year



### COMMUNITY

#### Food in the garbage:

- More frequent collection or trips to the disposal site
- Unpleasant odours
- Animals, pests & other visitors



#### Removing food waste from garbage:

- Volume is reduced by up to 50%
- Less frequent collection, fewer trips to disposal site, save on bag tags
- Keeps odours out, makes garbage much less “interesting” for animals

# HAVEN'T WE SOLVED THIS ALREADY?



## GREEN BINS

- Major **capital expenditure** to invest in **processing & collection infrastructure**
- **Contamination** is an ongoing challenge
- **GHG emissions** and **safety concerns** from collection vehicles
- **Participation rates** are often lower than desired, particularly in **multi-residential dwellings**
- **Service disruptions** due to labour strikes, vehicle breakdowns, or inclement weather

## BACKYARD COMPOST

- **Space, ability, and know-how** are limiting factors
- Most users **do not compost in winter** or inclement weather
- May **attract pests/animals** or create unpleasant **odours**
- **Participation rates** are relatively low and stagnant
- Can produce **methane** if done incorrectly

## LANDFILL

- **Easiest solution** and often perceived as the most cost-effective in the short term
- Waste is typically **out of sight and out of mind** for consumers
- High levels of GHG emissions, particularly **methane**
- Long-term **environmental hazard** requires monitoring / maintenance
- **Landfill capacity** is quickly running out

# THE SOLUTION? THE FOODCYCLER



# THE FOODCYCLER PRODUCT FAMILY

## FoodCycler™ Eco 3



3.5 L

VOLUME CAPACITY

5.0 L

19.5 L

UNIT VOLUME

28.9 L

4-8 HOURS

PROCESSING TIME

6-8 HOURS

0.9 kWh

POWER CONSUMPTION  
PER CYCLE

1.3 kWh

1  
REFILLABLE  
FILTER

ODOUR CONTROL

1  
REFILLABLE  
FILTER

1-3

HOUSEHOLD SIZE

3+

## FoodCycler™ Eco 5



# 90% FOOD WASTE REDUCTION

Full bucket of wet,  
smelly food waste

3.5L / 5L



Handful of dry, sterile, odourless  
& nutrient-rich by-product

100 g / 200 g



4-8 HOURS  
(Overnight)

0.8-1.5 kWh  
(Equivalent to a laptop)

\$0.10-\$0.15 per cycle  
(\$2-4 per month)

# FOODILIZER™ : BENEFICIAL USES

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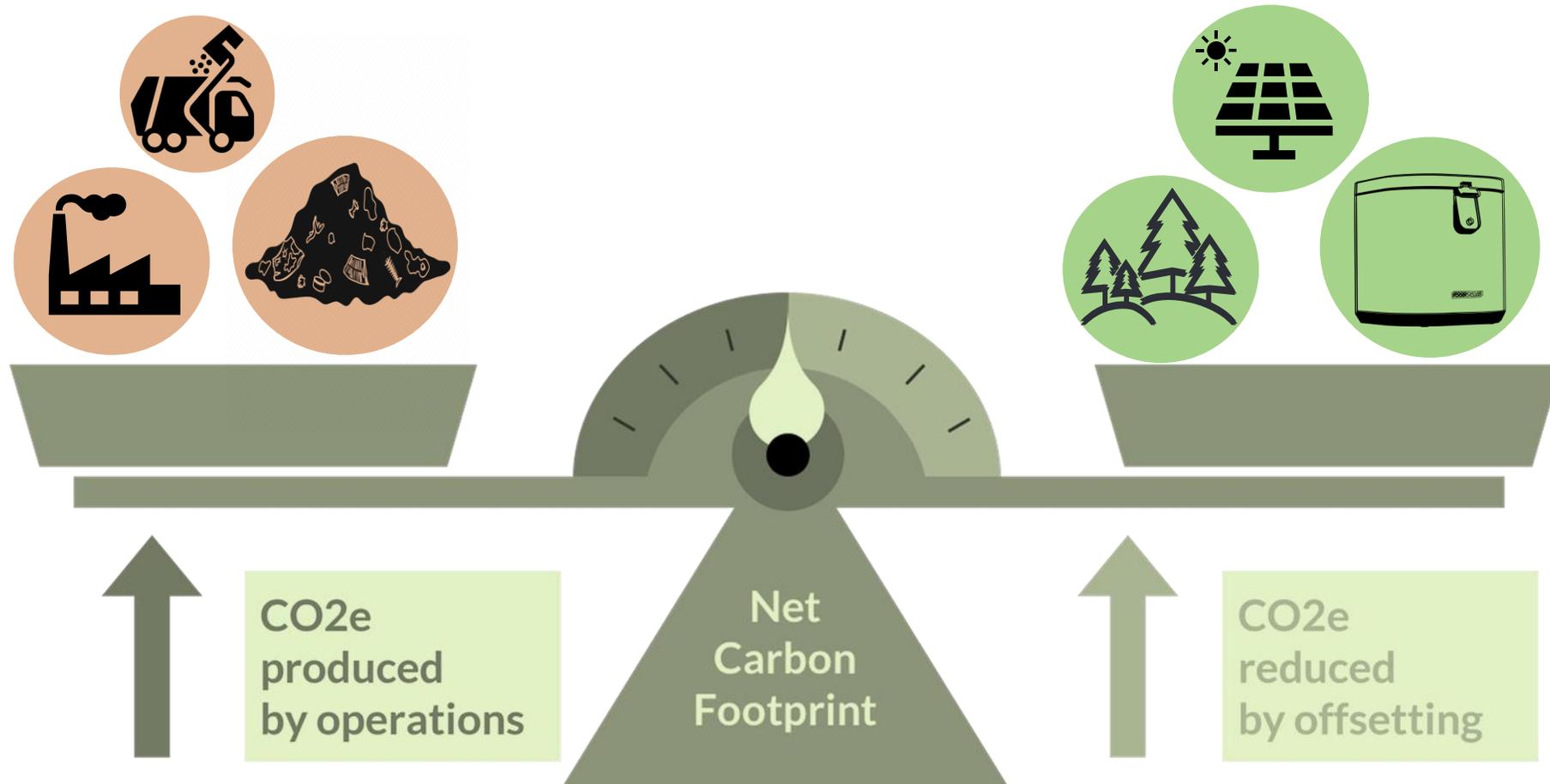
The FoodCycler by-product is a dry, sterile, odourless and nutrient-rich biomass with many beneficial uses and practical applications:

- Add to garden soil
- Add to backyard composter/tumbler/green cone
- Integrate to existing Leaf & Yard waste systems
- Pelletize/briquette as home heating alternative
- Drop off at compost site
- Drop off to a local farm
- Drop off to a community garden
- Add to Green Bin (where available)

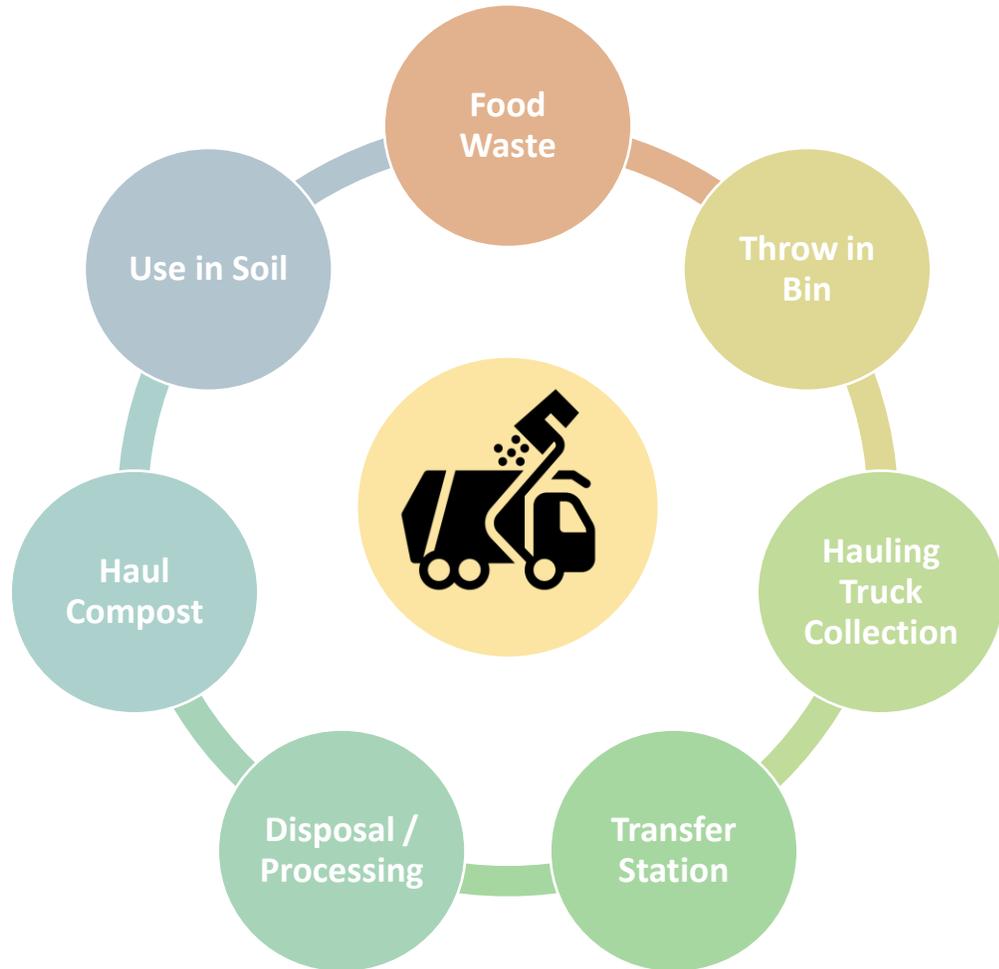


# IMPACT: ENVIRONMENT

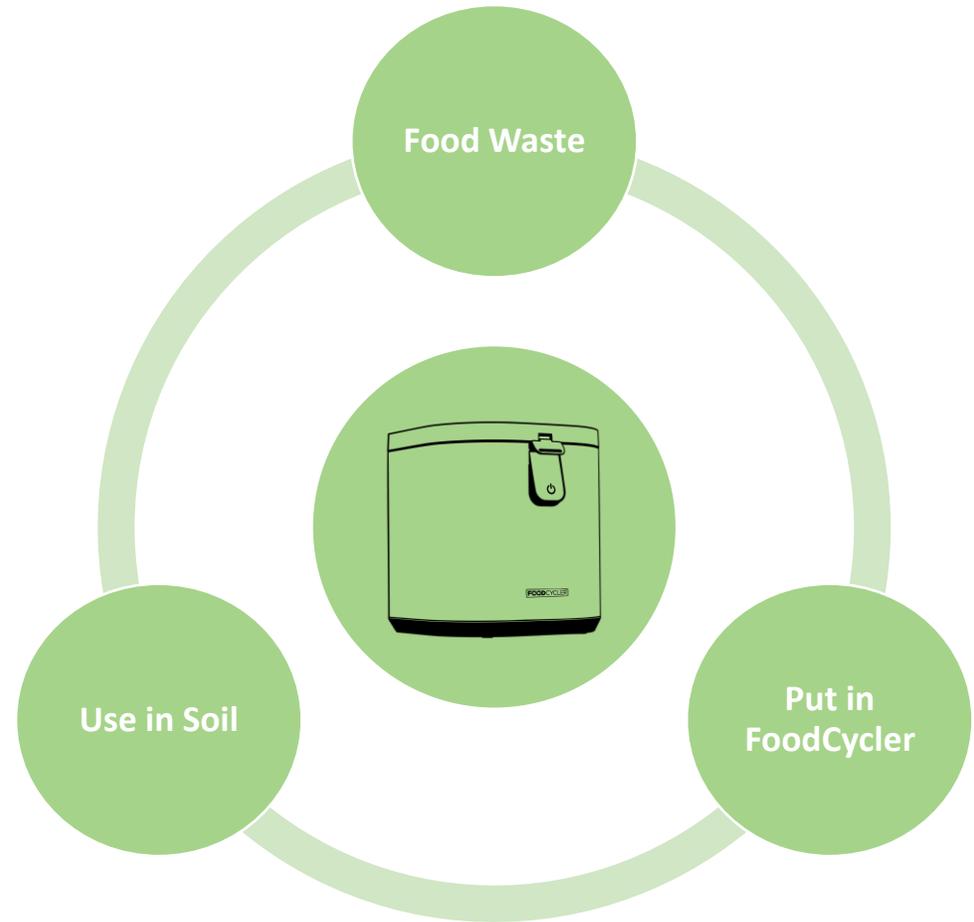
## The Path to Net Zero



# IMPACT: ECONOMIC



Traditional Waste Management



FoodCycler

# IMPACT: PRESSURE

## Regulatory + Social

### THE TIME IS NOW

- Constituents want **solutions** to reduce their environmental impact
- Waste is perceived as a government problem and **regulations** are coming
- Food waste is “low-hanging fruit” to achieving higher **diversion** and addressing the environmental impact of waste



*"I've received a number of positive messages from residents saying, "sign me up, where can I get mine." I'm 100 per cent in favor of it."*

**Deputy Mayor Lyle Warden, (South Glengarry ON)**

*"We were extremely happy with this program and loved that it made us aware of our daily waste."*

**Pilot participant in South Glengarry**

*"It's a great tool to reduce household waste. Appreciate that the municipality is being innovative and piloting different solutions."*

**Pilot participant in Hornepayne**

*"It alleviates a lot of the concerns that people might have with backyard composting. The time commitment, the location, pests and animals..."*

**Kylie Hissa, Strategic Initiatives Officer  
(Kenora, ON)**

# THE FOODCYCLER PILOTS

The results are in.

We've heard from:

**10,000+**  
Households

**80+**  
Municipalities



**Participation Rate** **98%**

- 98% of pilot participants will continue using the FoodCycler after the pilot period

**Recommendation Rate** **96%**

- 96% of users would recommend the FoodCycler to friends/family/neighbours

**User Experience Rating** **4.6/5**

- 4.6 out of 5 star rating for the overall user experience of the FoodCycler

**Net New Diversion** **300 kg**

- Each participating household is estimated to divert approximately 300 kg of food waste per year

**Awareness + Prevention** **77%**

- 77% of pilot participants resolved to waste less food as a result of increased awareness

# PILOT PROGRAM

12 Weeks from Start to Finish

## PILOT TIMELINE

### START

Residents purchase FoodCycler at a subsidized rate from Municipal Office (or other designated location)

### 12 WEEKS

Participants use the unit for a period of 12 weeks.

Number of cycles per week are tracked to estimate total diversion achieved.

### END

Participants fill out an exit survey, providing their review of the program and any other feedback.

Survey results used to evaluate program success.

### NEXT STEPS

Tailored program design and implementation.

Grants may be available, with support from Food Cycle Science.

# PILOT PROGRAM PRICING

## Municipal Subsidy Model



**FOODCYCLER™**  
**Eco 3**

\$ 600

-\$ 300

\$ 100

\$ 200

RETAIL PRICE

MUNICIPAL  
DISCOUNT

MUNICIPAL  
SUBSIDY

RESIDENT  
COST

\$ 800

-\$ 400

\$ 100

\$ 300



**FOODCYCLER™**  
**Eco 5**

# FUNDED PILOT PROGRAM OPTIONS

## Pilot Scope Recommendations

Municipality Population	Pilot Scope	Municipal Investment
> 10,000 Residents	100 Households	\$10,000
10,000 – 20,000 Residents	200 Households	\$20,000
> 20,000 Residents	250+ Households	\$25,000+

- **Plus shipping costs and applicable taxes**



# PARTNERSHIP BENEFITS

## Why pilot with us?

- 🍃 Opportunity to trial a food waste diversion solution at a **cost well below market prices**
- 🍃 Immediate impact of reduced residential waste volumes thus **increasing diversion rates**
- 🍃 **Reduced costs** associated with waste management (collection, transfer, disposal, and landfill operations)
- 🍃 The **reduction of greenhouse gas (GHG)** emissions from transportation and decomposition of food waste in landfills
- 🍃 Extend the **life of your landfill(s)**
- 🍃 Opportunity to support **Canadian innovation** and clean tech
- 🍃 Opportunity to provide **residents** with an innovative solution that reduces waste and fights climate change, at an affordable price
- 🍃 Obtaining **data** that could be used to develop a **future organic waste diversion program**





**THANK YOU!**  
ANY QUESTIONS?

**Maddy From**

Municipal Partnerships Representative

Email: [maddyf@foodcycler.com](mailto:maddyf@foodcycler.com)

Phone: (613) 390-1036

**The Municipal Solutions Team**

[municipal@foodcycler.com](mailto:municipal@foodcycler.com)





## **REPORT FIN-2024-031**

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TO: Mayor and Members of Council

PREPARED BY: Mary Hasan, Director of Finance/Treasurer

PRESENTED BY: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: December 18, 2024

SUBJECT: 2025 Municipal Insurance  
File: L06 INT

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### **RECOMMENDATIONS**

**THAT Report FIN-2024-031 entitled 2025 Municipal Insurance be received; and**

**THAT Council authorize awarding the Municipal Insurance Coverage and Services contract to Intact Public Entities Inc. for the Policy Term January 1, 2025 to January 1, 2026.**

### **Purpose**

The purpose of this report is to seek Council's approval to award the Municipal Insurance Coverage and Services contract to Intact Public Entities Inc. (Intact) for the Policy Term January 1, 2025 to January 1, 2026.

### **Background**

Intact's renewal quote from January 1, 2025 to January 1, 2026 is quoted at a cost of \$232.1K (January 1, 2024 to January 1, 2025 - \$223.4K), a proposed 2025 increase of \$8.7K or 3.9% increase. The quoted premiums with Intact are based on a \$25K deductible for the primary liability premium. Based on discussions with the Township's current insurance broker, Jeffery & Spence Insurance Brokers, it was noted that generally speaking, renewals are being issued at a 5% increases or less in the industry.

### Insurance Premiums from 2016 to 2025

Prior to May 1, 2020 and after January 1, 2024, the Township's Municipal Insurance Program was with Intact. Under this program, the Township's approximate premiums (plus applicable provincial sales tax) were as follows:

- 2016 - \$169K
- 2017 - \$166K
- 2018 - \$169K
- 2019 - \$181K
- 2020 quote - \$209K
- 2024 - \$223.4K
- 2025 quote - \$232.1K

A public Request for Proposal (RFP) for Municipal Insurance & Coverage Services was issued on February 3, 2020. In accordance with Council Resolution No. 2020-102, the Township awarded the contract to Marsh Canada Limited (Marsh) for the Policy Term May 1, 2020 to May 1, 2021 at a cost of \$74K and with the option to renew for a period of four annual terms upon satisfactory performance and satisfactory renewal prices in accordance with RFP No. 2020-001.

Under the Marsh program, the Township's approximate premiums (plus applicable provincial sales tax) were as follows:

- 2020 - \$74K
- 2021 - \$81K
- 2022 - \$148K
- 2023 - \$211K based on the \$25K primary liability deductible and \$197K based on the \$50K primary liability deductible. The Township opted to increase its primary liability deductible from \$25K to \$50K in 2023 given the significant increase in premiums.
- 2024 quote - \$225.6K based on the \$50K primary liability deductible.

The longer-range financial analysis of the premium increases with the Township's previous insurance provider as outlined above demonstrates that the premium quoted by Intact for 2025 is still comparable to previous quotes received from Marsh.

The Township was advised by its previous insurer of the following:

- The capacity for risk in the municipal insurance market is expensive and sometimes non-existent; and
- All insurers are rating based on 10-years of claims history; and
- The Township's 10-year loss history will improve in 2024 when the large claims from previous years are no longer within the 10-years of claims data.

There were no significant claims reported in 2024 as of the the time of writing this Report. During the renewal process for the 2025 Municipal Insurance, staff sought clarification on how the premium was adjusted downward for the January 1, 2025 renewal, in light of the information above. Intact confirmed that the improvement in the Township’s loss history had already been reflected in the pricing and has been since this large claim was reported and settled. The claim was considered a "shock loss" — an infrequent, large loss — and underwriters and actuaries factored this into their premium calculations, which has allowed Intact to maintain stable premiums over the long term. It appears that previous insurers cited this large claim as a justification for significant premium increases, despite not having paid the claim themselves and suggesting that premiums would stabilize once the claim fell outside the 10-year window, but this was not an accurate assessment.

After a review of the insurance renewal proposal, staff are recommending that the January 1, 2025 to January 1, 2026 policy term be renewed with Intact.

**Financial Implications**

The fee for these services were incorporated in the proposed 2025 Operating Budget presented to Council at its meeting held on November 27, 2024 at an estimated amount of \$253,337. Based on the quote received from Intact, these fees can be reduced to \$250,650, resulting in budget savings of \$2,687.

**Applicable Legislation and Requirements**

Township’s Purchasing and Procurement of Goods and Services By-law No. 60/08

**Engagement Opportunities**

Not applicable.

**Attachments**

None

**Respectfully submitted:**

**Reviewed by:**

**Mary Hasan**  
**Director of Finance/Treasurer**

**Courtenay Hoytfox**  
**Interim Chief Administrative Officer**



## **REPORT FIN-2024-033**

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TO: Mayor and Members of Council

PREPARED BY: Mary Hasan, Director of Finance/Treasurer  
Daniel Hernandez, Asset Management and Capital Co-op Student

PRESENTED BY: Mary Hasan, Director of Finance/Treasurer  
Daniel Hernandez, Asset Management and Capital Co-op Student

MEETING DATE: December 18, 2024

SUBJECT: Proposed Donation Policy  
File No. A09 DON

---

### **RECOMMENDATIONS**

**THAT Report FIN-2024-033 entitled Proposed Donation Policy be received; and**

**THAT Council direct staff to complete public consultation as outlined in the report.**

### **Purpose**

The purpose of this report is to provide Council with the proposed Donation Policy attached as Schedule A to this Report.

### **Background**

Council at its meeting held on June 16, 2021 through Council Resolution No. 2021-184 directed staff to bring forward a formal donation policy for Council's consideration.

The Township has developed the proposed Donation Policy attached as Schedule A to this Report based on other donation policies currently in place at other municipalities.

The primary purpose of a Donation Policy is to ensure that a donation offered to the Township is in keeping with the following general objectives:

- It is in-line with or compatible with services or facilities that the Township currently has or is intending on providing.
- It will be able to be supported/maintained/operated/ and ultimately replaced at the end of its service life with the current resources and finances of the Township or alternatively through a Council-approved increase to the current resources and finances of the Township as needed.
- It is safe and appropriate and in compliance with any applicable regulations or guidelines for its use/implementation at a Township run public facility.
- It is in compliance with Township policies and by-laws.
- Whether the donation covers the entire cost of installation and ongoing operations. If not, an appropriate plan for any outstanding costs.
- The donation is handled in a way that is in compliance with any applicable requirements from the Canada Revenue Agency and the Income Tax Act.

**Commemorative Bench and Tree Program**

The following section outlines other municipal costing associated with commemorative bench and tree programs:

Municipality	Bench	Tree	What is included?	Renewal period & Fee
Township of Terrace Bay	<p style="text-align: center;">\$1,000</p> <p><b>BENCH \$1000.00</b> 4 Available</p> 	N/A	Refurbishment and maintenance of the memorial bench for the first ten years, plus a personalized engraved plaque.	10 years, \$200

Municipality	Bench	Tree	What is included?	Renewal period & Fee
Town of Oakville	<p style="text-align: center;">\$1,923</p> 	<p style="text-align: center;">N/A</p>	<p>Refurbishment and maintenance of the memorial bench for the first 5 years, plus a personalized cast bronze plaque.</p>	<p>5 years, \$788.50</p>
City of Toronto	<p style="text-align: center;">\$2,530</p> 	<p style="text-align: center;">\$738</p> 	<p>A newly installed bench with an engraved metal plaque and a newly planted tree with an engraved metal plaque installed in a concrete base.%</p>	<p>After the warranty period, (Plaque 2 years, Tree 5 years, Bench 10 years) the city reserves the right to remove any damaged plaques, benches or trees. Requests for repairs or replacements after the warranty period will be charged to the applicant.</p>
Municipality of Bluewater	<p style="text-align: center;">\$3,000</p> 	<p style="text-align: center;">\$500 Tree (No Picture)</p>	<p>Laser-cut plaques are part of the bench. The choice of wording for the bench plaque is offered on the request form. Plaques for trees are not available at this time.</p>	<p>Trees 3 years no charge. Benches will be maintained for 5 years and plaques will be maintained for a maximum of 3 years. After 10 years, the Municipality holds the right to remove the bench if it becomes unsafe or unsightly. Replacement for vandalism will occur</p>

Municipality	Bench	Tree	What is included?	1 time for a tree or bench. <b>Renewal period &amp; Fee</b>
Municipality of Port Hope	<p data-bbox="391 363 477 394"><b>\$2,100</b></p>  <p data-bbox="318 621 537 657"><b>Garden Bench</b></p>	<p data-bbox="792 363 857 394"><b>\$750</b></p> 	Tree – planting & tree maintenance + \$250 for granite stone plaque. Bench-installation and 3 x 6 inch plaque included.	No info on renewal

It is recommended that the Township of Puslinch implements the following:

**Commemorative Tree**

It is recommended that the Township install a minimum size tree of 6 foot high with a 3.5 square feet fruit ball (root system). The maple hardwood tree is recommended as it performs well in the Township’s climate zone and is pest resistant. Estimated cost for this tree including installation by Township staff (ie. planting stakes and water bag), maintenance and plaque is estimated at \$1,350. This would be for the full lifecycle of the tree. No additional costing is expected as maintenance and trimming would be included within the Township’s current service level for tree maintenance.

**Commemorative Bench**

It is recommended that the Township install benches similar to the benches installed at the Puslinch Community Centre Park and Boreham Park (ie. aluminum type construction with an oil paint/natural finish). Estimated cost for this bench including installation by Township staff, maintenance and plaque for a ten-year period is estimated at \$2,500. Aluminum benches may need to be removed and sent out to a sandblaster to be repainted and/or refinished and will be identified to be inspected for rehabilitation after **10 years**. Renewal fee to be determined at the time of replacement based on actual costs for the replacement/refinish of the bench to be paid by the original Donor.

**Commemorative Plaque**

Small plaque will be mounted on the bench/tree by Township staff.

- o **3 x 6 inch silver aluminum plaque - \$331** – the aluminum plaque is recommended due to outdoor durability and cost.

- This cost is already included in the price of the Tree/Bench as outlined above.

### **Financial Implications**

Known donations are budgeted in the annual Capital and Operating budgets.

### **Applicable Legislation and Requirements**

Income Tax Act

Canada Revenue Agency guidelines and standards

### **Engagement Opportunities**

The Township will incorporate a number of engagement opportunities associated with the Proposed Donation Policy as outlined below:

- Recreation Advisory Committee, Heritage Advisory Committee and Youth Advisory Committee Input on January 13, 2025
- 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 at [puslinch.ca/government/budget/](https://puslinch.ca/government/budget/)
- Community Engagement Survey at [EngagePuslinch.ca](https://engagepuslinch.ca) which will also be emailed directly to Township businesses and community groups.
- Media releases related to [EngagePuslinch.ca](https://engagepuslinch.ca) survey.

**Attachments**

Schedule A – Proposed Donation Policy

<b>Respectfully submitted:</b>	<b>Contributors:</b>	<b>Reviewed by:</b>
<b>Mary Hasan, Director of Finance/Treasurer</b>  <b>Daniel Hernandez, Asset Management and Capital Co-op Student</b>	<b>Mike Fowler, Director of Public Works, Parks, and Facilities</b>  <b>Justine Brotherston, Interim Municipal Clerk</b>  <b>Jamie MacNeil, Fire Chief</b>  <b>Andrew Hartholt, Chief Building Official</b>  <b>Michelle Cassar, Deputy Treasurer</b>  <b>Sarah Huether, Deputy Clerk</b>  <b>Laura Emery, Communications and Committee Coordinator</b>	<b>Courtenay Hoytfox, Interim CAO</b>



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<b>Title:</b>	<b>Donation Policy</b>
<b>Policy No.</b>	<b>2025-001</b>
<b>Adoption:</b>	<b>February 12, 2025</b> by Council Resolution No. 2025-XXX
<b>Subject:</b>	<b>Donation Policy</b> <b>File No: A09 DON</b>

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## 1. Introduction

The **Township** of Puslinch (**Township**) recognizes that individuals or organizations may wish to make **Donations** to support **Township** projects, programs or services. The **Township** welcomes **Donations** that support **Township** projects, programs or services for purposes that are consistent with the **Township's** values, principles, and objectives.

Uniform criteria and procedures guide the review and acceptance of such **Donations**, confirm that the **Township** has relevant and adequate resources to administer such **Donations**, and ensure that the **Township** appropriately acknowledges the generosity of the **Donor**.

## 2. Purpose

This policy outlines procedures, in compliance with the Income Tax Act and Canada Revenue Agency (CRA) guidelines, for:

- a) Accepting **Donations**;
- b) Issuing **Official Donation Receipts** for tax purposes;
- c) Managing the collection, recording, and allocation of **Donations**; and
- d) Recognizing contributions from the public.

## 3. Specific Objectives

- a.) To establish and guide relationships with **Donors** who share the **Township's** commitment to provide a high-quality civic environment;
- b.) To enrich our community by responsibly and efficiently managing **Donations**;

- c.) To generate revenue to fund new and existing facilities, projects, programs and activities approved by Council for the benefit of the **Township** and its residents; and
- d.) Collaborate with community organizations whose missions reflect the **Township's** values and commitment to shared principles and objectives.

#### **4. Scope**

This policy applies to all **Donations** provided to the **Township** that support projects, programs or services offered by the **Township** including:

- a) Monetary **Donations**;
- b) **Gift-In-Kind Donations** (such as **Art**, furniture, equipment, materials of historical interest, property, etc.), other than cash, which is an **Eligible Donation**;
- c) **Sponsorship** and **Naming Rights** agreements between the **Township** and community partners, businesses, not-for-profit organizations and individuals that contribute either financially or in-kind to the **Township** in return for recognition, public acknowledgement, or other promotional considerations; and
- d) Contribution to a **Township** Park through the Commemorative Bench and Tree Program as a tribute to an individual or organization.

#### **5. Definitions**

For the purpose of this policy, unless otherwise stated, the following definitions shall apply:

- a.) **Advantage:** This is generally the total value of any property, service, compensation, use, or any other benefit as partial consideration for, in gratitude for, or in any other way related to the gift.
- b.) **Advertising:** Refers to a commercial message directed at a specific audience, usually paid for by the advertiser and with no implied association between the advertiser and the organization offering the **Advertising** opportunity.
- c.) **Appraisal:** An independent individual knowledgeable about the principles, theories, and procedures of the applicable valuation discipline, and follow the Uniform Standards of Professional **Appraisal** Practice or the standards of the profession to estimate the monetary value of a **Donation**.

- d.) **Art:** Cultural objects and artistic items such as, but not limited to, prints, fine **Art** posters, sculpture, fine **Art** photography or paintings acquired by the **Township** through a **Donation**.
- e.) **Beneficiary Department Head:** The Director, or designate, of the **Township** department for which a **Donation** is designated or intended. The Chief Administrative Officer or designate shall act as the **Beneficiary Department Head** if no department is designated or intended.
- f.) **Designated Donation:** **Donation** that is designated at the **Donor's** request for a specific **Township** department, location, or purpose and must be used exclusively for the specified purpose of the **Donor**.
- g.) **Donation:** A monetary gift, bequest, financial contribution including cash, profit from the sale of goods for the purpose of fundraising, or in-kind contributions of tangible property, which has been given to the **Township** voluntarily and without any contractual obligation or compensation or non-monetary consideration (ie. **Advertising**, services, etc.).
- h.) **Donor:** A person or other legal entity that proposes to provide a **Donation** to the **Township**.
- i.) **Eligible Donation:** **Donation** which can be acknowledged with an **Official Donation Receipt** for income tax purposes, in accordance with CRA guidelines meeting the following criteria:
- i. Be a transfer of property to the **Township** (e.g. money, **Gift-In-Kind Donation**); and
  - ii. Be voluntarily given without any legal obligation, contractual requirement, or conditions imposed on the use of the **Donation**.
- j.) **Fair Market Value:** This is usually the highest dollar value that a property would bring in an open and unrestricted market, between a willing buyer and a willing seller who are acting independently of each other. The **Fair Market Value** does not include taxes paid on purchasing the item; taxes are costs incurred by the purchaser.
- k.) **Fundraising Campaign:** A program which is designed to raise funds to support a specific **Township** project, program or service as approved by Council and which is conducted by either **Township** staff only or by **Township** staff in partnership with an Advisory Committee of Council or an outside organization. A **Fundraising Campaign** may include the sale of goods, with the profit from the sale being designated as a **Donation**.
- l.) **Gift-In-Kind Donation:** A gift of tangible property (ie. **Art**, furniture, equipment, material of historical interest, etc.), other than cash, that is an **Eligible Donation**.

- m.) **Naming Rights:** Refers to a contractual agreement for a defined period of time where a third party provides goods, services, or financial contribution in return for access to the commercial/marketing potential associated with rights for the inclusion and public display of the third party's name as part of the name of a **Township Asset** or subcomponent of a **Township Asset**.
- n.) **Net Amount of Donation:** The **Fair Market Value** of the **Donation** less any **Advantage** received or to be received by the **Donor** as a result of the **Donation**.
- o.) **Non-Qualifying Donation:** A **Donation** for which an **Official Donation Receipt** cannot be issued in accordance with CRA guidelines including:
- i. Gifts of service including any non-monetary assets without physical substance, such as services, time, skills, effort;
  - ii. The payment of a basic fee for admission to an event or to a program;
  - iii. **Sponsorship;**
  - iv. The purchase of goods or services and/or silent auction items for fundraising; and
  - v. A **Donation** of business marketing products such as supplies and merchandise.
- p.) **Official Donation Receipt:** A receipt issued by the **Township** as a **Qualified Donee** under the Income Tax Act, for an **Eligible Donation** made to the **Township**, which may be used by the **Donor** to claim a tax credit on their income tax return.
- q.) **Qualified Donee:** An organization that under the Income Tax Act may issue an **Official Donation Receipt** for a **Donation** that is received from a **Donor**.
- r.) **Sponsor:** Refers to the business, not-for-profit organization or individual that enters into an agreement to contribute financially or in-kind to the **Township** in exchange for the rights to a public association with a **Township Asset**.
- s.) **Sponsorship:** Refers to a marketing-oriented, contracted arrangement that involves the payment of a fee or payment in-kind by a company in return for the rights to a public association with an activity, item, person or property for mutual commercial benefit. **Sponsorships** can come in the form of financial assistance, non-cash goods or a contribution of skills or resources. **Sponsorships** are a **Non-Qualifying Donation**.
- t.) **Township:** The Corporation of the **Township** of Puslinch.

- u.) **Township Asset:** Refers to an item, object, thing (including a service, program, event or activity) or real estate property owned by the **Township**.
- v.) **Undesignated Donation:** A **Donation** provided to the **Township** without any restrictions in the way it may be expended and is available to use for such purposes as the **Township** determines will advance its interests and priorities.

## 6. Accepting Donations

- a.) All **Donations** will be evaluated by the **Township** prior to acceptance to determine whether the **Donation** is:
  - i. Consistent with the **Township's** mandate, priorities, programs, services and activities offered by the **Township** and deemed by the **Township** to be in the public interest. A **Donor** who wishes to make a **Donation** that supports special purposes for an organization independent of the **Township** should be directed to that organization;
  - ii. In accordance with applicable **Township** by-laws, policies and resolutions as well as compliance with the laws, conventions and treaties of the other levels of government;
  - iii. Given voluntarily, without any compensation, conditions, or non-monetary consideration such as **Advertising**, promotion or services. This provision does not apply to **Sponsorships** and **Naming Rights**;
  - iv. Mitigated from associated risks or potential liabilities, including environmental;
  - v. Given from a **Donor** that is not currently in litigation against the **Township** and does not represent a reputational risk to the **Township** through involvement in activities that are contrary to the values of the **Township**; and
  - vi. Used for official **Township** business, and not for political activities or other personal business.
- b.) A **Donation** to an established **Fundraising Campaign** includes initiatives that have received prior Council approval (ie. Doors of Puslinch posters, Parks Revitalization Projects, Electronic Sign Replacement, etc.).
- c.) A **Donation** that is given to the **Township** intended as a flow through to a specified recipient who is not a **Qualified Donee** will not be accepted by the **Township**.
- d.) If the **Township** is unable to fulfill the **Donor's** request regarding a **Designated Donation**, the **Donation** shall be returned, unless the **Donor** redesignates the **Donation**.

- e.) An **Undesignated Donation** shall be used for general or priority needs as determined by the **Township**.
- f.) The **Township** has no obligation to accept any **Donation** proposed by a **Donor**. The **Township** reserves the right in its sole discretion to accept or decline any **Donation**. The following individuals have authority to accept **Donations** in compliance with this policy. For **Donations** with a:
- i. Value of \$5,000 or less - **Beneficiary Department Head** and Director of Finance/Treasurer;
  - ii. Value between \$5,000 and \$25,000 - Chief Administrative Officer, Director of Finance/Treasurer and the **Beneficiary Department Head**;
  - iii. Value exceeding \$25,000 and/or any **Donation** requiring the signing of an agreement will be prepared for Council's consideration; and
  - iv. If a **Donation** is declined, the Chief Administrative Officer, Director of Finance/Treasurer and the **Beneficiary Department Head** shall advise the **Donor** of the reason in writing.
- g.) The **Township** does not provide legal, accounting, tax or other such advice to a **Donor** regarding a **Donation**. Each **Donor** is ultimately responsible for ensuring the **Donor's** proposed **Donation** meets its charitable, financial and estate planning goals. As such each **Donor** is encouraged to meet with a professional advisor before making any **Donation** to the **Township**.

## **7. Gift-In-Kind Donation**

- a.) Section 6 of this policy pertaining to accepting **Donations** applies to a **Gift-In-Kind Donation**.
- b.) A **Gift-In-Kind Donation** does not become the property of the **Township** until accepted by the **Township**. Projects that result in the **Township** acquiring an asset require the following information to be provided to the **Township** by the **Donor**:
- i. Copy of all invoices of the asset(s) or external **Appraisal**;
  - ii. Itemized costs associated with transporting, installing, conservation treatment (if required), storage, annual maintenance costs, renewal, decommissioning, disposal, and replacement (where applicable);

- iii. Copy of plans or drawings including location co-ordinates for the asset(s);
  - iv. Estimated lifecycle of the asset(s);
  - v. Special restrictions on the **Gift-In-Kind Donation**, and if so, if those restrictions are acceptable to the **Township**;
  - vi. Any expenditures or maintenance obligations for the **Township** associated with the **Donation**; and
  - vii. Potential liabilities associated with the **Donation**.
- c.) The **Donor** may be responsible for any or all the costs associated with the **Gift-In-Kind Donation** as outlined in this section of the Policy.
- d.) **Gift-In-Kind Donations** to the **Township** must be free and clear of all conditions, restrictions and shall acknowledge that the use and management of the asset shall be entirely at the discretion of the **Township** (i.e. disposed of for cash or cash equivalent). The **Township** must have the capacity in its sole discretion to meet the initial and ongoing costs and obligations associated with the **Donation**.
- e.) A written valuation of a **Gift-In-Kind Donation** shall be submitted with an **Appraisal**, satisfactory to the Director of Finance/Treasurer, the Chief Administrative Officer and the **Beneficiary Department Head** to substantiate **Fair Market Value**.
- i. If the item is valued at \$1,000 or less, the item may be appraised by a **Township** staff member qualified to make the **Appraisal**. If the item is valued at more than \$1,000 an external **Appraisal** is required, unless there is a ready market for the item from which the **Fair Market Value** can be readily ascertained; and
  - ii. At the **Township's** discretion, any **Appraisal** not sufficient in form and content may be refused, and one or more additional external **Appraisals** satisfactory to the **Township** may be required to be produced. In the case of two or more **Appraisals**, the lowest appraised value amount will be used for the issuance of the **Official Donation Receipt**.
- f.) If accepted, a **Gift-In-Kind Donation** will be held in the name of the **Township** which will require a transfer of title or ownership. An agreement authorized by Council shall be required prior to acceptance of the **Gift-In-Kind Donation** with specific recommendations for conditions of acceptance including future use and disposition.

## **8. Sponsorships and Naming Rights**

- a.) **Sponsorships** and **Naming Rights** do not apply to the following:

- i. Events hosted by Members of Council;
  - ii. Philanthropic contributions, gifts or **Donations** in which property is voluntarily transferred by a third party to the **Township** without expectation of return;
  - iii. **Township Sponsorship** of external projects where the **Township** provides funds to an organization or where the **Township** is one of the multiple partners involved in hosting an event;
  - iv. Sale of **Advertising** or signage space on **Township**-owned facilities and printed materials, which involves the purchase of **Advertising** space sold at marketplace rates; and
  - v. **Sponsorship** and **Naming Rights** that pre-date this Policy.
- b.) Section 6 of this policy pertaining to accepting **Donations** applies for **Sponsorships** and **Naming Rights**. Acceptance is also based on, but not limited to, the value of the product, services, and monetary value provided to the **Township** including the requirement to enhance the development, delivery, awareness, or continuance of one or more **Township** program, service, or property.
- c.) **Sponsorships** and **Naming Rights** will be directly solicited by the Corporate Services Department to ensure the **Township**-wide **Sponsorship** and **Naming Rights** program is aligned with corporate objectives.
- d.) The **Township** will consider, but is not obligated to accept the following types of **Sponsorships** and **Naming Rights**:
- i. Organizations that wish to **Sponsor** municipal programs such as skating or other drop-in programs;
  - ii. **Naming Rights** may be accepted by the **Township** for a new **Township Asset** or a planned upgrade/renovation/replacement of an existing **Township Asset**; and
  - iii. Other **Sponsorships** and **Naming Rights** that are consistent with the **Township's** mandate, priorities, programs, services and activities offered by the **Township** and deemed by the **Township** to be in the public interest.
- e.) General provisions of **Sponsorships** and **Naming Rights** include:
- i. Opportunities shall be presented by the **Township** in an open, fair and equitable manner;

- ii. Proposals received from potential **Sponsors** shall outline the marketing benefits to be exchanged between both parties, the term of the **Sponsorship**, and demonstrate that the appropriate level of due diligence has been undertaken including market research and a valuation of the asset or program that is proposed to be sponsored or named;
  - iii. The **Township** reserves the right to refuse to enter into agreements for any **Sponsorships** or **Naming Rights** that originally may have been openly solicited by the **Township**;
  - iv. The **Township** will determine on a case by case basis if the **Sponsorship** or **Naming Rights** opportunity is a single source or competitive bid process;
  - v. Unsolicited **Sponsorship** or **Naming Rights** proposals received by the **Township** will be reviewed and evaluated in compliance with **Township** policies and procedures; and
  - vi. The **Township** reserves the right to reject any unsolicited **Sponsorships** or **Naming Rights** that have been offered to the **Township**.
- f.) An agreement shall be required prior to acceptance of the **Sponsorship** or **Naming Rights** including but not limited to the following:
- i. The **Sponsor** shall not use the **Township's** intellectual property or otherwise commit any act which the **Township** determines, in its sole and unfettered discretion, to be objectionable and/or a risk to the **Township's** reputation, integrity, image or rights;
  - ii. The **Township** does not endorse a **Sponsor's** products, services, or views;
  - iii. Recognition shall not unduly detract from physical attributes, character, integrity, or safety of the property or reasonably interfere with its enjoyment or use;
  - iv. Benefits expressly stated;
  - v. The **Township** must remain in control over the planning, delivery, management of the subject of the **Sponsorship** or **Naming Rights**;
  - vi. Shall respect the use of the **Township's** name, logo, and emblems;
  - vii. The cost and impact of changing existing signage and rebuilding community recognition, and incorporate those costs into the agreement;

- viii. The aggregate of all monies and value of goods and/or services given over the term of the agreement including any renewals or extensions;
- ix. Non-transferrable without the written consent of the **Township**;
- x. Termination provisions including the **Township's** right to terminate, at its sole discretion, should conditions arise that make the agreement no longer in the best interests of the **Township** or otherwise not in compliance with **Township** policy;
- xi. The term shall not exceed 10 years; and
- xii. Past agreements should not be regarded as a commitment for future agreements.

## **9. Commemorative Bench and Tree Program**

- a) The Commemorative Bench and Tree Program provides **Donors** an opportunity to gift one (or more) of these items to the **Township** recognizing a loved one on a commemorative plaque while enhancing the community's parks and open space areas.
- b) The costs associated with the program will be outlined in the **Township's** annual User Fees and Charges By-law. The current costs are outlined below:
  - i. Bench - \$2,500 (includes bench, installation, maintenance and plaque for a ten-year period); and
  - ii. Tree - \$1,350 (includes tree, installation, maintenance and plaque for the tree's lifetime).
- b) An **Official Donation Receipt** for the value of the item will be issued to the **Donor**.
- c) Commemorative items will only be installed from April 1<sup>st</sup> through October 31<sup>st</sup>, weather dependent. Installation will be completed by **Township** staff in accordance with **Township** standards and specifications. **Donors** will be notified once the item has been installed.
- d) Staff will maintain the commemorative item in the same manner as other **Township Assets**. If the location of the bench proves to cause concern due to vandalism or other issues, the **Township** may relocate the bench.
- e) The **Township** will be responsible for replacing the commemorative item or plaque (if required) within a two (2) year time frame including replacement for theft or vandalism. Any replacement required beyond two (2) years would be the responsibility of the **Donor**. Replacement for theft or vandalism will be paid by the **Township** one (1) time for the commemorative item or plaque.

- i. Ten (10) years from the installation date, the **Township** holds the right to remove a bench or plaque if it becomes unsightly;
- ii. Should the **Donor** wish to renew their bench or plaque after ten (10) years, a renewal fee may be charged;
- iii. If the **Donor** does not wish to renew their bench or plaque or the **Township** is unable to contact the **Donor**, the item(s) may be removed at the **Township's** discretion; and
- iv. It is the **Donor's** responsibility to contact the **Township** to maintain their most current contact information.

## **10. Accounting**

- a.) Where **Donations** are accepted by the **Township**, the funds received will be recorded in the appropriate account by the Director of Finance/Treasurer or designate.
- b.) A **Designated Donation** shall be allocated to the specific **Township** department or project as part of the **Township's** annual financial reporting.
- c.) An **Undesignated Donation** shall be contributed to the corporate general revenue of the **Township**.
- d.) **Donations** may be spent only for their intended purpose and in accordance with the terms, conditions, restrictions or any agreement (if applicable) governing the use of the **Donation**.
- e.) **Donations** should be spent in the same fiscal year in which they were received. If the funds are not spent in the same fiscal year, the **Donation** may be placed in an assigned deferred revenue account to be used the following year. If the funds are to be retained and used over a longer term, the **Donation** will be placed in an assigned reserve account.
- f.) Upon receipt of a **Donation**, Finance staff shall issue evidence of payment received from the **Donor**, the amount of the **Donation**, specific purpose to which the **Donation** is to be directed and issue an **Official Donation Receipt** in accordance with CRA guidance.

## **11. Official Donation Receipt**

- a.) The **Township** will issue an **Official Donation Receipt** in the name of the **Donor** for an **Eligible Donation** accepted by the **Township** and made payable to the **Township** within 7 business days from the date that the **Donation** clears the bank.



- b.) The Director of Finance/Treasurer or designate shall be responsible for the issuance of all **Official Donation Receipts** for **Eligible Donations** accepted under this policy having a value of \$20.00 or more. **Official Donation Receipts** will only be issued by the Township for **Donations** of \$20.00 or more.
- c.) An **Advantage** that can be calculated must be deducted from the **Fair Market Value** of the **Donation** before determining the **Net Amount of Donation** eligible for the **Official Donation Receipt**. An **Advantage** that cannot be calculated does not qualify for an **Official Donation Receipt**.
- d.) An **Official Donation Receipt** will not be issued for a **Non-Qualifying Donation**.

## 12. Records

- a.) The **Township's** Finance Department will retain the following in accordance with the **Township's** record retention by-law:
  - i. System generated records and supporting documentation for **Official Donation Receipts** issued;
  - ii. Acquisitions of all types (i.e. ownership records, **Appraisals**, etc.); and
  - iii. Other agreements entered as described in this Policy.

## 13. Acknowledgement

- a.) The Director of Finance/Treasurer or their designate is responsible for acknowledging **Donations** of \$20.00 or more and issuing a letter of appreciation on behalf of the **Township**. Letters of appreciation will only be issued by the Township for **Donations** of \$20.00 or more.
- b.) To honor contributions to the **Township** through the Commemorative Bench and Tree Program, **Donors** will be acknowledged with a plaque which will be flush mounted on the commemorative item. The plaque will recognize the commemoration and an inscription approved by the **Township**.
- c.) **Donations** related to a specific **Township** facility or ground valued at over \$30,000 will be acknowledged with an identification plaque displayed in a designated area within the **Township** facility or ground. There may be multiple identification plaques associated with a specific **Township** facility or ground. Replacement of an identification plaque will follow the same process outlined in the Commemorative Bench and Tree Program.



## **REPORT FIN-2024-033**

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TO: Mayor and Members of Council

PREPARED BY: Mary Hasan, Director of Finance/Treasurer  
Daniel Hernandez, Asset Management and Capital Co-op Student

PRESENTED BY: Mary Hasan, Director of Finance/Treasurer  
Daniel Hernandez, Asset Management and Capital Co-op Student

MEETING DATE: December 18, 2024

SUBJECT: Proposed Donation Policy  
File No. A09 DON

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### **RECOMMENDATIONS**

**THAT Report FIN-2024-033 entitled Proposed Donation Policy be received; and**

**THAT Council direct staff to complete public consultation as outlined in the report.**

### **Purpose**

The purpose of this report is to provide Council with the proposed Donation Policy attached as Schedule A to this Report.

### **Background**

Council at its meeting held on June 16, 2021 through Council Resolution No. 2021-184 directed staff to bring forward a formal donation policy for Council's consideration.

The Township has developed the proposed Donation Policy attached as Schedule A to this Report based on other donation policies currently in place at other municipalities.

The primary purpose of a Donation Policy is to ensure that a donation offered to the Township is in keeping with the following general objectives:

- It is in-line with or compatible with services or facilities that the Township currently has or is intending on providing.
- It will be able to be supported/maintained/operated/ and ultimately replaced at the end of its service life with the current resources and finances of the Township or alternatively through a Council-approved increase to the current resources and finances of the Township as needed.
- It is safe and appropriate and in compliance with any applicable regulations or guidelines for its use/implementation at a Township run public facility.
- It is in compliance with Township policies and by-laws.
- Whether the donation covers the entire cost of installation and ongoing operations. If not, an appropriate plan for any outstanding costs.
- The donation is handled in a way that is in compliance with any applicable requirements from the Canada Revenue Agency and the Income Tax Act.

**Commemorative Bench and Tree Program**

The following section outlines other municipal costing associated with commemorative bench and tree programs:

Municipality	Bench	Tree	What is included?	Renewal period & Fee
Township of Terrace Bay	<p style="text-align: center;">\$1,000</p> <p><b>BENCH \$1000.00</b> 4 Available</p> 	N/A	Refurbishment and maintenance of the memorial bench for the first ten years, plus a personalized engraved plaque.	10 years, \$200

Municipality	Bench	Tree	What is included?	Renewal period & Fee
Town of Oakville	<p style="text-align: center;">\$1,923</p> 	<p style="text-align: center;">N/A</p>	<p>Refurbishment and maintenance of the memorial bench for the first 5 years, plus a personalized cast bronze plaque.</p>	<p>5 years, \$788.50</p>
City of Toronto	<p style="text-align: center;">\$2,530</p> 	<p style="text-align: center;">\$738</p> 	<p>A newly installed bench with an engraved metal plaque and a newly planted tree with an engraved metal plaque installed in a concrete base.%</p>	<p>After the warranty period, (Plaque 2 years, Tree 5 years, Bench 10 years) the city reserves the right to remove any damaged plaques, benches or trees. Requests for repairs or replacements after the warranty period will be charged to the applicant.</p>
Municipality of Bluewater	<p style="text-align: center;">\$3,000</p> 	<p style="text-align: center;">\$500 Tree (No Picture)</p>	<p>Laser-cut plaques are part of the bench. The choice of wording for the bench plaque is offered on the request form. Plaques for trees are not available at this time.</p>	<p>Trees 3 years no charge. Benches will be maintained for 5 years and plaques will be maintained for a maximum of 3 years. After 10 years, the Municipality holds the right to remove the bench if it becomes unsafe or unsightly. Replacement for vandalism will occur</p>

Municipality	Bench	Tree	What is included?	1 time for a tree or bench. <b>Renewal period &amp; Fee</b>
Municipality of Port Hope	<p data-bbox="391 365 477 401"><b>\$2,100</b></p>  <p data-bbox="318 621 537 657">Garden Bench</p>	<p data-bbox="792 365 857 401"><b>\$750</b></p> 	Tree – planting & tree maintenance + \$250 for granite stone plaque. Bench-installation and 3 x 6 inch plaque included.	No info on renewal

It is recommended that the Township of Puslinch implements the following:

**Commemorative Tree**

It is recommended that the Township install a minimum size tree of 6 foot high with a 3.5 square feet fruit ball (root system). The maple hardwood tree is recommended as it performs well in the Township’s climate zone and is pest resistant. Estimated cost for this tree including installation by Township staff (ie. planting stakes and water bag), maintenance and plaque is estimated at \$1,350. This would be for the full lifecycle of the tree. No additional costing is expected as maintenance and trimming would be included within the Township’s current service level for tree maintenance.

**Commemorative Bench**

It is recommended that the Township install benches similar to the benches installed at the Puslinch Community Centre Park and Boreham Park (ie. aluminum type construction with an oil paint/natural finish). Estimated cost for this bench including installation by Township staff, maintenance and plaque for a ten-year period is estimated at \$2,500. Aluminum benches may need to be removed and sent out to a sandblaster to be repainted and/or refinished and will be identified to be inspected for rehabilitation after **10 years**. Renewal fee to be determined at the time of replacement based on actual costs for the replacement/refinish of the bench to be paid by the original Donor.

**Commemorative Plaque**

Small plaque will be mounted on the bench/tree by Township staff.

- **3 x 6 inch silver aluminum plaque - \$331** – the aluminum plaque is recommended due to outdoor durability and cost.

- This cost is already included in the price of the Tree/Bench as outlined above.

### **Financial Implications**

Known donations are budgeted in the annual Capital and Operating budgets.

### **Applicable Legislation and Requirements**

Income Tax Act

Canada Revenue Agency guidelines and standards

### **Engagement Opportunities**

The Township will incorporate a number of engagement opportunities associated with the Proposed Donation Policy as outlined below:

- Recreation Advisory Committee, Heritage Advisory Committee and Youth Advisory Committee Input on January 13, 2025
- 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 at [puslinch.ca/government/budget/](https://puslinch.ca/government/budget/)
- Community Engagement Survey at [EngagePuslinch.ca](https://engagepuslinch.ca) which will also be emailed directly to Township businesses and community groups.
- Media releases related to [EngagePuslinch.ca](https://engagepuslinch.ca) survey.

**Attachments**

Schedule A – Proposed Donation Policy

<b>Respectfully submitted:</b>	<b>Contributors:</b>	<b>Reviewed by:</b>
<b>Mary Hasan, Director of Finance/Treasurer</b>  <b>Daniel Hernandez, Asset Management and Capital Co-op Student</b>	<b>Mike Fowler, Director of Public Works, Parks, and Facilities</b>  <b>Justine Brotherston, Interim Municipal Clerk</b>  <b>Jamie MacNeil, Fire Chief</b>  <b>Andrew Hartholt, Chief Building Official</b>  <b>Michelle Cassar, Deputy Treasurer</b>  <b>Sarah Huether, Deputy Clerk</b>  <b>Laura Emery, Communications and Committee Coordinator</b>	<b>Courtenay Hoytfox, Interim CAO</b>



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**TOWNSHIP OF  
PUSLINCH**  
EST. 1850

<b>Title:</b>	<b>Donation Policy</b>
<b>Policy No.</b>	<b>2025-001</b>
<b>Adoption:</b>	<b>February 12, 2025</b> by Council Resolution No. 2025- <b>XXX</b>
<b>Subject:</b>	<b>Donation Policy</b> <b>File No: A09 DON</b>

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## 1. Introduction

The **Township** of Puslinch (**Township**) recognizes that individuals or organizations may wish to make **Donations** to support **Township** projects, programs or services. The **Township** welcomes **Donations** that support **Township** projects, programs or services for purposes that are consistent with the **Township's** values, principles, and objectives.

Uniform criteria and procedures guide the review and acceptance of such **Donations**, confirm that the **Township** has relevant and adequate resources to administer such **Donations**, and ensure that the **Township** appropriately acknowledges the generosity of the **Donor**.

## 2. Purpose

This policy outlines procedures, in compliance with the Income Tax Act and Canada Revenue Agency (CRA) guidelines, for:

- a) Accepting **Donations**;
- b) Issuing **Official Donation Receipts** for tax purposes;
- c) Managing the collection, recording, and allocation of **Donations**; and
- d) Recognizing contributions from the public.

## 3. Specific Objectives

- a.) To establish and guide relationships with **Donors** who share the **Township's** commitment to provide a high-quality civic environment;
- b.) To enrich our community by responsibly and efficiently managing **Donations**;

- c.) To generate revenue to fund new and existing facilities, projects, programs and activities approved by Council for the benefit of the **Township** and its residents; and
- d.) Collaborate with community organizations whose missions reflect the **Township's** values and commitment to shared principles and objectives.

#### **4. Scope**

This policy applies to all **Donations** provided to the **Township** that support projects, programs or services offered by the **Township** including:

- a) Monetary **Donations**;
- b) **Gift-In-Kind Donations** (such as **Art**, furniture, equipment, materials of historical interest, property, etc.), other than cash, which is an **Eligible Donation**;
- c) **Sponsorship** and **Naming Rights** agreements between the **Township** and community partners, businesses, not-for-profit organizations and individuals that contribute either financially or in-kind to the **Township** in return for recognition, public acknowledgement, or other promotional considerations; and
- d) Contribution to a **Township** Park through the Commemorative Bench and Tree Program as a tribute to an individual or organization.

#### **5. Definitions**

For the purpose of this policy, unless otherwise stated, the following definitions shall apply:

- a.) **Advantage:** This is generally the total value of any property, service, compensation, use, or any other benefit as partial consideration for, in gratitude for, or in any other way related to the gift.
- b.) **Advertising:** Refers to a commercial message directed at a specific audience, usually paid for by the advertiser and with no implied association between the advertiser and the organization offering the **Advertising** opportunity.
- c.) **Appraisal:** An independent individual knowledgeable about the principles, theories, and procedures of the applicable valuation discipline, and follow the Uniform Standards of Professional **Appraisal** Practice or the standards of the profession to estimate the monetary value of a **Donation**.

- d.) **Art:** Cultural objects and artistic items such as, but not limited to, prints, fine **Art** posters, sculpture, fine **Art** photography or paintings acquired by the **Township** through a **Donation**.
- e.) **Beneficiary Department Head:** The Director, or designate, of the **Township** department for which a **Donation** is designated or intended. The Chief Administrative Officer or designate shall act as the **Beneficiary Department Head** if no department is designated or intended.
- f.) **Designated Donation:** **Donation** that is designated at the **Donor's** request for a specific **Township** department, location, or purpose and must be used exclusively for the specified purpose of the **Donor**.
- g.) **Donation:** A monetary gift, bequest, financial contribution including cash, profit from the sale of goods for the purpose of fundraising, or in-kind contributions of tangible property, which has been given to the **Township** voluntarily and without any contractual obligation or compensation or non-monetary consideration (ie. **Advertising**, services, etc.).
- h.) **Donor:** A person or other legal entity that proposes to provide a **Donation** to the **Township**.
- i.) **Eligible Donation:** **Donation** which can be acknowledged with an **Official Donation Receipt** for income tax purposes, in accordance with CRA guidelines meeting the following criteria:
- i. Be a transfer of property to the **Township** (e.g. money, **Gift-In-Kind Donation**); and
  - ii. Be voluntarily given without any legal obligation, contractual requirement, or conditions imposed on the use of the **Donation**.
- j.) **Fair Market Value:** This is usually the highest dollar value that a property would bring in an open and unrestricted market, between a willing buyer and a willing seller who are acting independently of each other. The **Fair Market Value** does not include taxes paid on purchasing the item; taxes are costs incurred by the purchaser.
- k.) **Fundraising Campaign:** A program which is designed to raise funds to support a specific **Township** project, program or service as approved by Council and which is conducted by either **Township** staff only or by **Township** staff in partnership with an Advisory Committee of Council or an outside organization. A **Fundraising Campaign** may include the sale of goods, with the profit from the sale being designated as a **Donation**.
- l.) **Gift-In-Kind Donation:** A gift of tangible property (ie. **Art**, furniture, equipment, material of historical interest, etc.), other than cash, that is an **Eligible Donation**.

- m.) **Naming Rights:** Refers to a contractual agreement for a defined period of time where a third party provides goods, services, or financial contribution in return for access to the commercial/marketing potential associated with rights for the inclusion and public display of the third party's name as part of the name of a **Township Asset** or subcomponent of a **Township Asset**.
- n.) **Net Amount of Donation:** The **Fair Market Value** of the **Donation** less any **Advantage** received or to be received by the **Donor** as a result of the **Donation**.
- o.) **Non-Qualifying Donation:** A **Donation** for which an **Official Donation Receipt** cannot be issued in accordance with CRA guidelines including:
- i. Gifts of service including any non-monetary assets without physical substance, such as services, time, skills, effort;
  - ii. The payment of a basic fee for admission to an event or to a program;
  - iii. **Sponsorship;**
  - iv. The purchase of goods or services and/or silent auction items for fundraising; and
  - v. A **Donation** of business marketing products such as supplies and merchandise.
- p.) **Official Donation Receipt:** A receipt issued by the **Township** as a **Qualified Donee** under the Income Tax Act, for an **Eligible Donation** made to the **Township**, which may be used by the **Donor** to claim a tax credit on their income tax return.
- q.) **Qualified Donee:** An organization that under the Income Tax Act may issue an **Official Donation Receipt** for a **Donation** that is received from a **Donor**.
- r.) **Sponsor:** Refers to the business, not-for-profit organization or individual that enters into an agreement to contribute financially or in-kind to the **Township** in exchange for the rights to a public association with a **Township Asset**.
- s.) **Sponsorship:** Refers to a marketing-oriented, contracted arrangement that involves the payment of a fee or payment in-kind by a company in return for the rights to a public association with an activity, item, person or property for mutual commercial benefit. **Sponsorships** can come in the form of financial assistance, non-cash goods or a contribution of skills or resources. **Sponsorships** are a **Non-Qualifying Donation**.
- t.) **Township:** The Corporation of the **Township** of Puslinch.

- u.) **Township Asset:** Refers to an item, object, thing (including a service, program, event or activity) or real estate property owned by the **Township**.
- v.) **Undesignated Donation:** A **Donation** provided to the **Township** without any restrictions in the way it may be expended and is available to use for such purposes as the **Township** determines will advance its interests and priorities.

## 6. Accepting Donations

- a.) All **Donations** will be evaluated by the **Township** prior to acceptance to determine whether the **Donation** is:
  - i. Consistent with the **Township's** mandate, priorities, programs, services and activities offered by the **Township** and deemed by the **Township** to be in the public interest. A **Donor** who wishes to make a **Donation** that supports special purposes for an organization independent of the **Township** should be directed to that organization;
  - ii. In accordance with applicable **Township** by-laws, policies and resolutions as well as compliance with the laws, conventions and treaties of the other levels of government;
  - iii. Given voluntarily, without any compensation, conditions, or non-monetary consideration such as **Advertising**, promotion or services. This provision does not apply to **Sponsorships** and **Naming Rights**;
  - iv. Mitigated from associated risks or potential liabilities, including environmental;
  - v. Given from a **Donor** that is not currently in litigation against the **Township** and does not represent a reputational risk to the **Township** through involvement in activities that are contrary to the values of the **Township**; and
  - vi. Used for official **Township** business, and not for political activities or other personal business.
- b.) A **Donation** to an established **Fundraising Campaign** includes initiatives that have received prior Council approval (ie. Doors of Puslinch posters, Parks Revitalization Projects, Electronic Sign Replacement, etc.).
- c.) A **Donation** that is given to the **Township** intended as a flow through to a specified recipient who is not a **Qualified Donee** will not be accepted by the **Township**.
- d.) If the **Township** is unable to fulfill the **Donor's** request regarding a **Designated Donation**, the **Donation** shall be returned, unless the **Donor** redesignates the **Donation**.

- e.) An **Undesignated Donation** shall be used for general or priority needs as determined by the **Township**.
- f.) The **Township** has no obligation to accept any **Donation** proposed by a **Donor**. The **Township** reserves the right in its sole discretion to accept or decline any **Donation**. The following individuals have authority to accept **Donations** in compliance with this policy. For **Donations** with a:
- i. Value of \$5,000 or less - **Beneficiary Department Head** and Director of Finance/Treasurer;
  - ii. Value between \$5,000 and \$25,000 - Chief Administrative Officer, Director of Finance/Treasurer and the **Beneficiary Department Head**;
  - iii. Value exceeding \$25,000 and/or any **Donation** requiring the signing of an agreement will be prepared for Council's consideration; and
  - iv. If a **Donation** is declined, the Chief Administrative Officer, Director of Finance/Treasurer and the **Beneficiary Department Head** shall advise the **Donor** of the reason in writing.
- g.) The **Township** does not provide legal, accounting, tax or other such advice to a **Donor** regarding a **Donation**. Each **Donor** is ultimately responsible for ensuring the **Donor's** proposed **Donation** meets its charitable, financial and estate planning goals. As such each **Donor** is encouraged to meet with a professional advisor before making any **Donation** to the **Township**.

## **7. Gift-In-Kind Donation**

- a.) Section 6 of this policy pertaining to accepting **Donations** applies to a **Gift-In-Kind Donation**.
- b.) A **Gift-In-Kind Donation** does not become the property of the **Township** until accepted by the **Township**. Projects that result in the **Township** acquiring an asset require the following information to be provided to the **Township** by the **Donor**:
- i. Copy of all invoices of the asset(s) or external **Appraisal**;
  - ii. Itemized costs associated with transporting, installing, conservation treatment (if required), storage, annual maintenance costs, renewal, decommissioning, disposal, and replacement (where applicable);

- iii. Copy of plans or drawings including location co-ordinates for the asset(s);
  - iv. Estimated lifecycle of the asset(s);
  - v. Special restrictions on the **Gift-In-Kind Donation**, and if so, if those restrictions are acceptable to the **Township**;
  - vi. Any expenditures or maintenance obligations for the **Township** associated with the **Donation**; and
  - vii. Potential liabilities associated with the **Donation**.
- c.) The **Donor** may be responsible for any or all the costs associated with the **Gift-In-Kind Donation** as outlined in this section of the Policy.
- d.) **Gift-In-Kind Donations** to the **Township** must be free and clear of all conditions, restrictions and shall acknowledge that the use and management of the asset shall be entirely at the discretion of the **Township** (i.e. disposed of for cash or cash equivalent). The **Township** must have the capacity in its sole discretion to meet the initial and ongoing costs and obligations associated with the **Donation**.
- e.) A written valuation of a **Gift-In-Kind Donation** shall be submitted with an **Appraisal**, satisfactory to the Director of Finance/Treasurer, the Chief Administrative Officer and the **Beneficiary Department Head** to substantiate **Fair Market Value**.
- i. If the item is valued at \$1,000 or less, the item may be appraised by a **Township** staff member qualified to make the **Appraisal**. If the item is valued at more than \$1,000 an external **Appraisal** is required, unless there is a ready market for the item from which the **Fair Market Value** can be readily ascertained; and
  - ii. At the **Township's** discretion, any **Appraisal** not sufficient in form and content may be refused, and one or more additional external **Appraisals** satisfactory to the **Township** may be required to be produced. In the case of two or more **Appraisals**, the lowest appraised value amount will be used for the issuance of the **Official Donation Receipt**.
- f.) If accepted, a **Gift-In-Kind Donation** will be held in the name of the **Township** which will require a transfer of title or ownership. An agreement authorized by Council shall be required prior to acceptance of the **Gift-In-Kind Donation** with specific recommendations for conditions of acceptance including future use and disposition.

## **8. Sponsorships and Naming Rights**

- a.) **Sponsorships** and **Naming Rights** do not apply to the following:

- i. Events hosted by Members of Council;
  - ii. Philanthropic contributions, gifts or **Donations** in which property is voluntarily transferred by a third party to the **Township** without expectation of return;
  - iii. **Township Sponsorship** of external projects where the **Township** provides funds to an organization or where the **Township** is one of the multiple partners involved in hosting an event;
  - iv. Sale of **Advertising** or signage space on **Township**-owned facilities and printed materials, which involves the purchase of **Advertising** space sold at marketplace rates; and
  - v. **Sponsorship** and **Naming Rights** that pre-date this Policy.
- b.) Section 6 of this policy pertaining to accepting **Donations** applies for **Sponsorships** and **Naming Rights**. Acceptance is also based on, but not limited to, the value of the product, services, and monetary value provided to the **Township** including the requirement to enhance the development, delivery, awareness, or continuance of one or more **Township** program, service, or property.
- c.) **Sponsorships** and **Naming Rights** will be directly solicited by the Corporate Services Department to ensure the **Township**-wide **Sponsorship** and **Naming Rights** program is aligned with corporate objectives.
- d.) The **Township** will consider, but is not obligated to accept the following types of **Sponsorships** and **Naming Rights**:
- i. Organizations that wish to **Sponsor** municipal programs such as skating or other drop-in programs;
  - ii. **Naming Rights** may be accepted by the **Township** for a new **Township Asset** or a planned upgrade/renovation/replacement of an existing **Township Asset**; and
  - iii. Other **Sponsorships** and **Naming Rights** that are consistent with the **Township's** mandate, priorities, programs, services and activities offered by the **Township** and deemed by the **Township** to be in the public interest.
- e.) General provisions of **Sponsorships** and **Naming Rights** include:
- i. Opportunities shall be presented by the **Township** in an open, fair and equitable manner;

- ii. Proposals received from potential **Sponsors** shall outline the marketing benefits to be exchanged between both parties, the term of the **Sponsorship**, and demonstrate that the appropriate level of due diligence has been undertaken including market research and a valuation of the asset or program that is proposed to be sponsored or named;
  - iii. The **Township** reserves the right to refuse to enter into agreements for any **Sponsorships** or **Naming Rights** that originally may have been openly solicited by the **Township**;
  - iv. The **Township** will determine on a case by case basis if the **Sponsorship** or **Naming Rights** opportunity is a single source or competitive bid process;
  - v. Unsolicited **Sponsorship** or **Naming Rights** proposals received by the **Township** will be reviewed and evaluated in compliance with **Township** policies and procedures; and
  - vi. The **Township** reserves the right to reject any unsolicited **Sponsorships** or **Naming Rights** that have been offered to the **Township**.
- f.) An agreement shall be required prior to acceptance of the **Sponsorship** or **Naming Rights** including but not limited to the following:
- i. The **Sponsor** shall not use the **Township's** intellectual property or otherwise commit any act which the **Township** determines, in its sole and unfettered discretion, to be objectionable and/or a risk to the **Township's** reputation, integrity, image or rights;
  - ii. The **Township** does not endorse a **Sponsor's** products, services, or views;
  - iii. Recognition shall not unduly detract from physical attributes, character, integrity, or safety of the property or reasonably interfere with its enjoyment or use;
  - iv. Benefits expressly stated;
  - v. The **Township** must remain in control over the planning, delivery, management of the subject of the **Sponsorship** or **Naming Rights**;
  - vi. Shall respect the use of the **Township's** name, logo, and emblems;
  - vii. The cost and impact of changing existing signage and rebuilding community recognition, and incorporate those costs into the agreement;

- viii. The aggregate of all monies and value of goods and/or services given over the term of the agreement including any renewals or extensions;
- ix. Non-transferrable without the written consent of the **Township**;
- x. Termination provisions including the **Township's** right to terminate, at its sole discretion, should conditions arise that make the agreement no longer in the best interests of the **Township** or otherwise not in compliance with **Township** policy;
- xi. The term shall not exceed 10 years; and
- xii. Past agreements should not be regarded as a commitment for future agreements.

## **9. Commemorative Bench and Tree Program**

- a) The Commemorative Bench and Tree Program provides **Donors** an opportunity to gift one (or more) of these items to the **Township** recognizing a loved one on a commemorative plaque while enhancing the community's parks and open space areas.
- b) The costs associated with the program will be outlined in the **Township's** annual User Fees and Charges By-law. The current costs are outlined below:
  - i. Bench - \$2,500 (includes bench, installation, maintenance and plaque for a ten-year period); and
  - ii. Tree - \$1,350 (includes tree, installation, maintenance and plaque for the tree's lifetime).
- b) An **Official Donation Receipt** for the value of the item will be issued to the **Donor**.
- c) Commemorative items will only be installed from April 1<sup>st</sup> through October 31<sup>st</sup>, weather dependent. Installation will be completed by **Township** staff in accordance with **Township** standards and specifications. **Donors** will be notified once the item has been installed.
- d) Staff will maintain the commemorative item in the same manner as other **Township Assets**. If the location of the bench proves to cause concern due to vandalism or other issues, the **Township** may relocate the bench.
- e) The **Township** will be responsible for replacing the commemorative item or plaque (if required) within a two (2) year time frame including replacement for theft or vandalism. Any replacement required beyond two (2) years would be the responsibility of the **Donor**. Replacement for theft or vandalism will be paid by the **Township** one (1) time for the commemorative item or plaque.

- i. Ten (10) years from the installation date, the **Township** holds the right to remove a bench or plaque if it becomes unsightly;
- ii. Should the **Donor** wish to renew their bench or plaque after ten (10) years, a renewal fee may be charged;
- iii. If the **Donor** does not wish to renew their bench or plaque or the **Township** is unable to contact the **Donor**, the item(s) may be removed at the **Township's** discretion; and
- iv. It is the **Donor's** responsibility to contact the **Township** to maintain their most current contact information.

## 10. Accounting

- a.) Where **Donations** are accepted by the **Township**, the funds received will be recorded in the appropriate account by the Director of Finance/Treasurer or designate.
- b.) A **Designated Donation** shall be allocated to the specific **Township** department or project as part of the **Township's** annual financial reporting.
- c.) An **Undesignated Donation** shall be contributed to the corporate general revenue of the **Township**.
- d.) **Donations** may be spent only for their intended purpose and in accordance with the terms, conditions, restrictions or any agreement (if applicable) governing the use of the **Donation**.
- e.) **Donations** should be spent in the same fiscal year in which they were received. If the funds are not spent in the same fiscal year, the **Donation** may be placed in an assigned deferred revenue account to be used the following year. If the funds are to be retained and used over a longer term, the **Donation** will be placed in an assigned reserve account.
- f.) Upon receipt of a **Donation**, Finance staff shall issue evidence of payment received from the **Donor**, the amount of the **Donation**, specific purpose to which the **Donation** is to be directed and issue an **Official Donation Receipt** in accordance with CRA guidance.

## 11. Official Donation Receipt

- a.) The **Township** will issue an **Official Donation Receipt** in the name of the **Donor** for an **Eligible Donation** accepted by the **Township** and made payable to the **Township** within 7 business days from the date that the **Donation** clears the bank.



- b.) The Director of Finance/Treasurer or designate shall be responsible for the issuance of all **Official Donation Receipts** for **Eligible Donations** accepted under this policy having a value of \$20.00 or more. **Official Donation Receipts** will only be issued by the Township for **Donations** of \$20.00 or more.
- c.) An **Advantage** that can be calculated must be deducted from the **Fair Market Value** of the **Donation** before determining the **Net Amount of Donation** eligible for the **Official Donation Receipt**. An **Advantage** that cannot be calculated does not qualify for an **Official Donation Receipt**.
- d.) An **Official Donation Receipt** will not be issued for a **Non-Qualifying Donation**.

## 12. Records

- a.) The **Township's** Finance Department will retain the following in accordance with the **Township's** record retention by-law:
  - i. System generated records and supporting documentation for **Official Donation Receipts** issued;
  - ii. Acquisitions of all types (i.e. ownership records, **Appraisals**, etc.); and
  - iii. Other agreements entered as described in this Policy.

## 13. Acknowledgement

- a.) The Director of Finance/Treasurer or their designate is responsible for acknowledging **Donations** of \$20.00 or more and issuing a letter of appreciation on behalf of the **Township**. Letters of appreciation will only be issued by the Township for **Donations** of \$20.00 or more.
- b.) To honor contributions to the **Township** through the Commemorative Bench and Tree Program, **Donors** will be acknowledged with a plaque which will be flush mounted on the commemorative item. The plaque will recognize the commemoration and an inscription approved by the **Township**.
- c.) **Donations** related to a specific **Township** facility or ground valued at over \$30,000 will be acknowledged with an identification plaque displayed in a designated area within the **Township** facility or ground. There may be multiple identification plaques associated with a specific **Township** facility or ground. Replacement of an identification plaque will follow the same process outlined in the Commemorative Bench and Tree Program.



## **REPORT FIN-2024-034**

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TO: Mayor and Members of Council

PREPARED BY: Daniel Hernandez, Asset Management and Capital Co-op Student

PRESENTED BY: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: December 18, 2024

SUBJECT: Annual Indexing of Development Charges  
File No. F21 DEV

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### **RECOMMENDATIONS**

**THAT Report FIN-2024-034 entitled Annual Indexing of Development Charges be received; and**

**THAT the indexed development charge rates outlined in Schedule B to Report FIN-2024-034 be approved.**

### **DISCUSSION**

#### Purpose

The purpose of this report is to provide the Development Charge (DC) rates effective January 1, 2025. The rates are determined by applying the Statistics Canada Non-residential Building Construction Price Index to the 2024 rates.

#### Background

DC's are collected for the Township under By-law No. 053-2024. Section 5 of the By-law states that the DC's imposed shall be adjusted annually, without amendment to the By-law, on January 1st of each year, in accordance with the prescribed index in the Act.

Section 7 of Ontario Regulation 82/98 of the Development Charges Act, 1997, states the following:

“The Statistics Canada Non-residential Building Construction Price Index for Ottawa-Gatineau or for Toronto, as appropriate, is prescribed for the purposes of paragraph 10 of subsection 5 (1) of the Act. O. Reg. 454/19, s. 2.”

### Analysis

The adjustments are made based on the most recent twelve-month change in the Statistics Canada Quarterly, “Building Construction Price Indexes” attached as Schedule A to this Report.

The Toronto non-residential buildings construction price index has increased by 3.3% from the third quarter of 2023 to the third quarter of 2024. Therefore, Township staff will implement an indexing factor increase of 3.3% effective January 1, 2025. The increase recommended is in line with Section 7 of Ontario Regulation 82/98 of the Development Charges Act, 1997. The 3.3% indexing factor is also in line with the County of Wellington’s indexing factor recently communicated to all lower tier municipalities in the County.

Please note, the non-residential indexing factor is used to index DC’s as the intent is to index the capital costs underlying the DC By-law (ie. facilities, bridges, roads, trails, etc.) which are encompassed by the non-residential index.

The current rates for 2024 compared to the indexed rates for 2025 are outlined in Schedule B to this Report.

Residential Development:  $\$8,239/\text{dwelling unit} * 1.033 = \$8,511/\text{dwelling unit}$

Non-Residential Development:  $\$1.62/\text{square foot} * 1.033 = \$1.67/\text{square foot}$

### **Financial Implications**

DC’s are an important way of funding facilities and services directly related to new development in the Township. The annual indexing provision in By-law No. 053-2024 helps to offset increases to initial development cost estimates identified for various growth-related capital projects.

### **Applicable Legislation and Requirements**

Section 7 of Ontario Regulation 82/98 of the Development Charges Act, 1997

### **Attachments**

Schedule A – Building Construction Price Indexes

Schedule B – Schedule of Development Charges

**Respectfully submitted:**

**Daniel Hernandez**  
**Asset Management and Capital Co-op Student**

**Reviewed by:**

**Mary Hasan**  
**Director of Finance/Treasurer**

## Building construction price indexes, percent change, quarterly 1

Frequency: Quarterly

Table: 18-10-0289-02

Release date: 2024-11-05

Geography: Province or territory, Census metropolitan area, Census metropolitan area part

Type of building Division 2 Geography 3 4	Non-residential buildings			
	Division composite			
	Q3 2023	Q2 2024	Q3 2024	Q3 2023 to Q3 2024
	Index, 2023=100			% change
Fifteen census metropolitan area composite	100.8	104.2	104.7	3.9
Newfoundland and Labrador	100.4	102.4	102.6	2.2
St. John's, Newfoundland and Labrador	100.4	102.4	102.6	2.2
Nova Scotia	100.5	102.4	102.6	2.1
Halifax, Nova Scotia	100.5	102.4	102.6	2.1
New Brunswick	101.6	105.1	105.6	3.9
Moncton, New Brunswick	101.6	105.1	105.6	3.9
Quebec	100.4	103	103.3	2.9
Quebec, Quebec	100.8	104.8	105.2	4.4
Montréal, Quebec	100.4	102.7	102.9	2.5
Ontario	101.1	104.1	104.6	3.5
Ottawa–Gatineau, Ontario part, Ontario/Quebec	101.4	103.3	103.7	2.3
<b>Toronto, Ontario</b>	101.1	104	104.4	<b>3.3</b>
London, Ontario	100.5	106.3	107.1	6.6
Manitoba	100.2	102.9	103.4	3.2
Winnipeg, Manitoba	100.2	102.9	103.4	3.2
Saskatchewan	100.9	106.2	106.8	5.8
Regina, Saskatchewan	100.8	106	106.6	5.8
Saskatoon, Saskatchewan	101	106.3	107	5.9
Alberta	100.6	104.2	105	4.4
Calgary, Alberta	100.6	104	104.8	4.2
Edmonton, Alberta	100.5	104.6	105.4	4.9
British Columbia	100.9	105.4	106.3	5.4
Vancouver, British Columbia	100.9	105.2	106.1	5.2
Victoria, British Columbia	100.9	107.5	107.7	6.7

## Footnotes:

This table replaces table 18-10-0276 which was archived with the release of second quarter 2024 data.

Cost components for twenty-three MasterFormat divisions are included in the building models. MasterForm

All geographic regions are based on the 2021 Census boundaries.

Data for Quebec City, Quebec; London, Ontario; Regina, Saskatchewan; and Victoria, British Columbia, are

How to cite: Statistics Canada. Table 18-10-0289-02 Building construction price indexes, percent change,  
<https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=1810028902>

Schedule B to Report FIN-2024-034

September 3, 2024 - December 31, 2024

Service	RESIDENTIAL				NON-RESIDENTIAL
	Single and Semi-Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	(per sq.ft. of Gross Floor Area)
<b>Municipal Wide Services:</b>					
Services Related to a Highway	\$2,768	\$2,178	\$1,674	\$1,223	\$0.85
Fire Protection Services	\$1,657	\$1,304	\$1,002	\$732	\$0.52
Parks and Recreation Services	\$2,961	\$2,330	\$1,792	\$1,308	\$0.09
Provincial Offences Act including By-Law Enforcement	\$6	\$5	\$4	\$3	\$0.00
Growth-Related Studies	\$847	\$667	\$512	\$374	\$0.16
<b>Total Township-Wide Services &amp; Class of Services</b>	<b>\$8,239</b>	<b>\$6,484</b>	<b>\$4,984</b>	<b>\$3,640</b>	<b>\$1.62</b>

January 1, 2025 - December 31, 2025

Service	RESIDENTIAL				NON-RESIDENTIAL
	Single and Semi-Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	(per sq.ft. of Gross Floor Area)
<b>Municipal Wide Services:</b>					
Services Related to a Highway	\$2,859	\$2,250	\$1,729	\$1,263	\$0.88
Fire Protection Services	\$1,712	\$1,347	\$1,035	\$756	\$0.54
Parks and Recreation Services	\$3,059	\$2,407	\$1,851	\$1,351	\$0.09
Provincial Offences Act including By-Law Enforcement	\$6	\$5	\$4	\$3	\$0.00
Growth-Related Studies	\$875	\$689	\$529	\$386	\$0.17
<b>Total Township-Wide Services &amp; Class of Services</b>	<b>\$8,511</b>	<b>\$6,698</b>	<b>\$5,148</b>	<b>\$3,760</b>	<b>\$1.67</b>



## **REPORT FIN-2024-035**

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TO: Mayor and Members of Council

PREPARED BY: Mary Hasan, Director of Finance/Treasurer

PRESENTED BY: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: December 18, 2024

SUBJECT: 2025 Remuneration By-law  
File No. F05 BUD

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### **RECOMMENDATIONS**

**THAT Report FIN-2024-035 entitled 2025 Remuneration By-law be received; and**

**That Council give 3 readings to By-law No. 2024-076 being a by-law to establish the rates of remuneration to Staff.**

### **DISCUSSION**

#### **Purpose**

The Municipal Act empowers Council to pass a By-law regulating the appointment, duties and remuneration of Staff. The purpose of this report is to provide Council with the proposed Remuneration Bylaw which is included for adoption on the December 18, 2024 Council agenda package.

#### **Background**

The Township completed a comprehensive compensation and benefits review in 2024 which will result in salary grid adjustments effective January 1, 2025 to ensure the Township's compensation remains competitive with the external market, that internal equity has been maintained, and that pay equity maintenance obligations as per the Pay Equity Act are met.

As part of this compensation and benefits review, the Township's salary grid was compared to those of comparator municipalities effective January 1, 2024. Please note, the 2024 market

summary analysis completed as part of the compensation and benefits review, showed that on average, the Township is 6% below the 50<sup>th</sup> percentile of its comparator municipalities as of January 1, 2024.

Additionally, the Township is required to apply a cost of living adjustment (COLA) for 2025 because the Township's comparator municipalities are also increasing their salary grids accordingly by COLA. A COLA of 3.00% effective January 1, 2025 was considered through Report FIN-2024-032 and approved through Council Resolution No. 2024-405 at the November 20, 2024 Council Meeting. At this meeting, it was also recommended that the remaining 2.9% COLA carried forward from 2024 no longer be carried forward as the Township completed a comprehensive compensation and benefits review in 2024 which will result in salary grid adjustments effective January 1, 2025 to ensure the Township's compensation is in line with comparator municipalities.

As material changes have occurred since the 2020 remuneration by-law was passed by Council, staff recommend that a new by-law be passed for 2025 due to the below items:

- Changes to compensation based on ML Consulting's recommendations. The Remuneration By-law includes the 2024 salary grid recommended by ML Consulting as well as a 3.00% COLA.
- Based on recent changes made by OMERS to the OMERS Pension Plan and the OMERS Employer Administration Manual, enrollment is available to non-full time (NFT) employees who meet the eligibility requirements and choose to enroll and contribute to the Pension Plan effective January 1, 2023. This is in line with the OMERS Participation By-law No. 065-2024 passed by Council at its meeting held on October 23, 2024.
- Changes to the Performance Appraisal Policy 2020-005, as amended, regarding merit increases being based on performance and not being guaranteed. Employees may receive a merit increase ranging from 0% to a maximum of 4% during their annual performance review. The merit increase is determined in accordance with performance indicators outlined in the Performance Appraisal Policy.
- Performance based vacation entitlements based on the Performance Appraisal Policy 2020-005, as amended.
- Introduction of the Employee Assistance Program to all Township employees as approved by Council at their meeting held on December 21, 2022.
- Increasing paid sick leave and/or personal/wellness leave entitlement for full-time employees from 6 days to 8 days per calendar year as recommended by ML Consulting in line with other municipalities surveyed.

## **FINANCIAL IMPLICATIONS**

The COLA and Compensation and Benefits review approved by Council has been incorporated in the proposed 2025 Operating Budget as outlined in Report FIN-2024-029 presented to Council on November 27, 2024.

Please note, the Township has also incorporated a compensation and benefits review in its Capital Budget and Forecast at an estimated cost of \$27K in 2028 and \$29K in 2032. ML Consulting recommends that these reviews be completed on a cyclical basis every 3 to 4 years (ie. once during the term of Council) in order to mitigate large market adjustments to the salary grid in any one year to achieve competitive rates. The last compensation and benefits review adjusted rates effective January 1, 2020. The current compensation and benefits review is adjusting rates effective January 1, 2025.

**APPLICABLE LEGISLATION AND REQUIREMENTS**

*Municipal Act, 2001*

**ATTACHMENTS**

None

**Respectfully submitted:**

**Reviewed by:**

**Mary Hasan**  
**Director of Finance/Treasurer**

**Courtenay Hoytfox**  
**Municipal Clerk**



## **REPORT FIN-2024-036**

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TO: Mayor and Members of Council

PREPARED BY: Mary Hasan, Director of Finance/Treasurer

PRESENTED BY: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: December 18, 2024

SUBJECT: Staff Expense Policy Amendments  
File No. A09 STA

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### **RECOMMENDATIONS**

**THAT Report FIN-2024-036 entitled Staff Expense Policy Amendments be received; and**

**That Council approve the amendment to the Staff Expense Policy as [presented/amended].**

### **Purpose**

The purpose of this report is to provide Council with the proposed amendments to the Staff Expense Policy for consideration.

### **Background**

The Township Staff Expense Policy was adopted in 2017 and sets out the framework for reimbursement to all employees for reasonable permitted business-related expenses incurred while carrying out their respective roles and responsibilities.

The Township completed a comprehensive compensation and benefits review in 2024. This report will focus on the ancillary pay practice recommendations associated with the review as recommended by ML Consulting. The following ancillary pay practices were reviewed to ensure competitiveness with the Township's comparator municipalities:

- Hours of work
- On call pay
- Night shift premium

- Overtime payment
- Vacation entitlement – full time and part time
- Sick day entitlement
- Uniforms and special clothing allowance
- Reimbursement of medical/ vision/hearing standards testing for commercial drivers
- Remote work

On the whole, the Township provides competitive ancillary pay compared to the Township's comparator municipalities with the exception of uniforms and special clothing allowance and sick leave and/or personal/wellness leave entitlement. The sick leave and/or personal/wellness leave entitlement recommendations have been incorporated in Report FIN-2024-035 presented to Council at the December 18, 2024 Council Meeting.

Some comparator municipalities provide a combined annual allowance for all uniforms and special clothing. Therefore, it is recommended that the current annual safety work shoe and clothing allowances for Public Works, Building, By-law and Facilities staff be combined for all items. This recommendation has been incorporated into the Staff Expense Policy attached as Schedule A to this Report.

In addition to the above, it is recommended that the Staff Expense Policy be amended to reflect the following:

- Updates to mileage provisions based on recommendations in Report FIN-2024-029 presented at the November 27, 2024 Council Meeting as part of the 2025 Proposed Operating Budget.
- Updates to the Use of Township Vehicles resulting in a Taxable Benefit section of the policy based on Canada Revenue Agency regulations.
- Updates to the Cellular Phones section of the policy based on the Township's current practice to create a base budget increase form as part of the Operating Budget should the need arise for an additional cell phone for a specific Township position due to operational requirements.
- Updates to meal provisions based on recommendations in Report FIN-2023-036 presented at the December 13, 2023, Council Meeting as part of the 2024 Proposed Operating Budget.

### **Financial Implications**

The items outlined in this Report result in minimal budget implications. Any minimal budget implications have been incorporated in the proposed 2025 Operating Budget as outlined in Report FIN-2024-029 presented to Council on November 27, 2024.

**Applicable Legislation and Requirements**

*Municipal Act, 2001*

**Engagement Opportunities**

None

**ATTACHMENTS**

Schedule A – Proposed Amendments to the Staff Expense Policy

**Respectfully submitted:**

**Reviewed by:**

**Mary Hasan**  
**Director of Finance/Treasurer**

**Courtenay Hoytfox**  
**Municipal Clerk**



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**Title:** STAFF EXPENSE POLICY

**Date:** March 1, 2017

**Adoption:** March 1, 2017 through Council Resolution No. 2017-073

**Amendments:** February 7, 2018 through Council Resolution No. 2018-047

**Amendments:** November 6, 2019 through Council Resolution No. 2019-388

**Amendments:** November 25, 2020 through Council Resolution No. 2020-349

**Amendments:** July 14, 2021 through Council Resolution No. 2021-214

**Amendments:** November 17, 2021 through Council Resolution No. 2021-368

**Amendments:** March 20, 2024 through Council Resolution No. 2024-101

**Amendments:** December 18, 2024 through Council Resolution No. 2024-XXX

**Subject:** STAFF EXPENSE POLICY  
File No. A09 EXP

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### **Policy Statement:**

The Township of Puslinch (“Township”) shall provide reimbursement to all employees for reasonable permitted business related expenses incurred while carrying out their respective roles and responsibilities.

### **Scope:**

This policy applies to all Township staff.

### **Purpose:**

The Township acknowledges and supports that employees incur various expenses when conducting Township business. The Township will reimburse the following expenses:

#### **1. Membership and Association Fees**

1.1. The Township will provide membership and association fees for those organizations and professional associations that generate important and current technical and professional information to the department and the Township.

1.2. The Township will pay for professional membership and association fees for employees who are required to carry a designation in order to perform their duties and responsibilities. Requirements must be included and detailed in the employee’s job description. A budget itemizing the memberships and associations paid by the Township for each department shall be included in the annual budget.



- 1.3. If the professional membership and association fee is not related to the employee's current position at the Township and not detailed in the job description, the employee is responsible for the full cost.

## 2. Mileage

- 2.1. Township staff will be reimbursed for mileage at the Township's approved mileage rate when required to drive their personal vehicle for Township business purposes. A budget for mileage shall be included in the annual budget of each department.

- 2.2. The following mileage expenses will not be reimbursed:

- Meetings held within the Township's municipal facilities.
- Attendance at social events (ie. open house, barbeque, fundraiser, awards, ceremonial events, banquets, golf tournaments, etc.)

- 2.3. The Director of Finance/Treasurer or designate is provided the delegated authority to apply an automatic annual adjustment to the mileage reimbursement rate based on the Canada Revenue Agency per kilometre rates that are set at the end of each year.

~~The rate per kilometre will be set as follows:~~

- ~~• An annual review of mileage rates shall be undertaken each year utilizing the Canada Revenue Agency (CRA) per kilometre rates that are set at the end of each year.~~
- ~~• The mileage reimbursement rate be set at \$0.50 per kilometer unless an adjustment to the rate is approved by Council through a report from the Director of Finance/Treasurer or designate.~~

- 2.4. Mileage reimbursement shall be calculated at the Township approved rate and the driving distance where possible shall be calculated utilizing an odometer reading, Google Maps or a similar service.

- 2.5. Mileage shall be calculated based on the kilometres from an employee's normal work site, home or alternative location and returning to their normal work site, home or alternative location. For multiple destinations on the same trip, mileage shall be calculated based on the kilometres from one destination to the next destination. Mileage is not reimbursable for the distance travelled from the employee's normal work site to home or vice versa.

- 2.6. An appropriate Township vehicle should be driven for Township business purposes when it is available.



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- 2.7. When more than one employee is travelling to the same off-work site, it is encouraged that carpooling be utilized whenever possible.
- 2.8. Employees required to use their personal vehicles for business purposes on a continuous and consistent basis, may be required to report this usage to their insurance providers to maintain appropriate coverage. It is the sole responsibility of the employee to ensure their personal automobile insurance coverage is adequate and accurate based on its use.

### **3. Employee Use of Township Vehicles**

#### **3.1. Use of Township Vehicles resulting in No Taxable Benefit:**

- Vehicles are for municipal business during working hours.
- Vehicles are not to be used for personal matters.
- All Township vehicles shall incorporate the Township approved decal at all times.
- The vehicle shall not be used at any time for the transportation of any persons other than Township employees or persons engaged in Township business without authorization from the Department Head or their designate.
- No taxable benefit applies to this type of use of a Township vehicle.

#### **3.2. Use of Township Vehicles resulting in a Taxable Benefit:**

- Vehicles are for municipal business during working hours.
- After working hours, vehicles shall be used only to respond to situations within the scope of the employee's duties and for no other purpose.
- Outside of working hours, the vehicle shall be driven from home to the work location and from the work location to home by the most reasonable direct route. Any other personal use of the vehicle is not permitted.
- All Township vehicles shall incorporate the Township approved decal at all times.
- The vehicle shall not be used at any time for the transportation of any persons other than Township employees or persons engaged in Township business without authorization from the Department Head or their designate.
- Employees shall maintain a daily travel log to comply with **Canada Revenue Agency (CRA)** regulations. Daily travel log (Template provided by Finance) records may contain information relating to the work destination such as the date, name and address of the work location, and the distance travelled between home and the work location. The daily travel log shall be provided to the Finance Department at the end of each month for each pick-up truck.
- The employee must provide the Finance Department with a completed



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“Township Vehicle Taxable Benefit” form which includes the following:

- i. An odometer reading recorded for the beginning and end of each calendar year including the total distance driven.
- ii. Total personal mileage driven in the calendar year.
- iii. **And any other items as may be necessary for the Finance Department to adhere to CRA regulations.**
- ~~iv. Consent from the employee for Finance to use the “Optional Calculation” for calculating the Operating Expense Benefit at half of the standby charge if all of the conditions from the CRA are met. Otherwise, the Operating Expense Benefit will be automatically calculated using the “Fixed Rate Calculation” in accordance with the rate per kilometer of personal usage prescribed by the CRA.~~
- v. This form shall be signed by the employee and submitted to the Finance Department within five business days after December 31, or when the employee changes vehicles.

#### **4. Expenses Related to Conference/Seminar/Training Sessions**

4.1. Conference, seminar, or training expenses for staff attendance are reimbursable and shall be itemized in the annual budget of each department. The reimbursable costs are outlined below:

- Actual cost of registration fees.
- Use of a personal vehicle will be reimbursed at the Township approved mileage rate but should be compared to the cost of economy air fare to determine the most cost effective means of travel.
- Air travel costs will be reimbursed to a maximum of economy air fare. For the purpose of this policy, “economy air fare” shall mean the conference rate air fare (if available) or the economy air fare which was generally available at the time when travel arrangements were made.
- Ground transportation to and from the airport.
- Car rental use will only be reimbursed should there be no other alternative.
- Accommodation shall be paid at a single room rate or at the conference rate for the duration of the event, plus one day travel when appropriate.
- Meals while attending a conference, seminar, or training session will be reimbursed only if they are not included in the registration fees.

4.2. Conference, seminar, or training attendance is limited to Ontario unless otherwise approved by the CAO.

4.3. Conference, seminar, or training attendance is limited to the following:

- Two (2) job-related conferences per year in Ontario or one (1) outside of Ontario.
- Two (2) job-related off-site training sessions per year in Ontario or one (1) outside of Ontario.



- 
- Conference, seminar, and training sessions must be itemized in the annual budget of each department.
  - Attendance at conference, seminar, and training sessions are limited to a maximum of ten (10) business days.
  - Additional mandatory training requires approval by the Chief Administrative Officer.

4.4. Registration, accommodations and travel arrangements are to be made through the appropriate administrative support staff and paid with the Township credit card.

4.5. Third party billing is not permitted.

## **5. Payment of Salary or Wages for Attendance at a Conference, Seminar or Training Session**

5.1. All time that an employee spends attending a conference, seminar or training session that the Township requires the employee to attend, or that is necessary for the performance of the employee's job, is considered paid working time.

5.2. If the approved conference, seminar or training session occurs outside of the employee's regular work location, the employee's travel time to the location of the conference, seminar or training session (the "training location") may be considered paid working time, based on the following guidelines:

- a. If travel time from the employee's home to the training location is approximately the same as or shorter than the employee's regular commute, travel time will not be paid.
- b. If travel time from the employee's home to the training location is longer than the employee's regular commute, all time spent travelling between the employee's home and the training location will be considered paid work time.
- c. If an overnight stay in another city is required, all time spent travelling from the employee's home to the hotel (or to the training location if the employee goes there directly from home) is considered paid work time. Travel between the hotel and the training location is considered a commute and will not be paid.
- d. Employees are expected to take the fastest and most efficient route. Employees will not be paid for time spent on unnecessary stops or running personal errands on route.

5.3. For hourly employees, paid working time under this policy will be paid at the employee's regular hourly rate.



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- 5.4. For salaried employees, paid working time under this policy is deemed to be included in the employee's salary, so no additional payments will be made.
- 5.5. For both hourly and salaried employees, paid working time under this policy will be included in calculating the employee's weekly hours of work in order to determine entitlement to overtime pay.

Regardless of the overtime threshold that normally applies to the employee under the Township's Overtime and Lieu Policy, during any work week in which an employee spends more than 8 hours (including any paid travel time) attending conference(s), seminar(s) or training session(s), the employee will receive overtime pay only for hours in excess of 44 hours in the work week.

Please note that some positions are exempt from overtime pay under the Employment Standards Act and employees in such positions will not receive overtime pay or lieu time. If you are unsure whether your position is exempt from overtime pay, please contact the Finance Department.

- 5.6. Despite the Township's Overtime and Lieu Policy, eligible travel time on a Sunday will be paid at the employee's regular rate and eligible travel time on a designated holiday will be paid only as required by the Employment Standards Act.
- 5.7. Other than eligible travel time as set out above, employees will only be paid for time actually spent at the conference, seminar or training session and time spent actively performing work for the Township. For example, time spent eating meals or on leisure activities in the new city, spending time at the hotel when not actively engaged in training or work activities, etc. are unpaid.

## **6. Uniforms and Special Clothing**

- 6.1. The Township will supply employees with distinctive clothing should that be required as part of carrying out their employment duties. The clothing shall incorporate the corporate approved logo. An employee that is supplied with Township clothing must wear this clothing at all times while on duty.
- 6.2. The Township will pay for the replacement of clothing on an as needed basis when approved by the Department Head as a result of the clothing being soiled or damaged beyond repair. A budget amount should be separately itemized and included in the annual budget of each department for the replacement of this type of clothing.
- 6.3. The following uniform and special clothing items shall be separately itemized and included in the annual budget of each department:

- Public Works – Safety work shoe allowance ~~of up to \$175 annually~~ towards the



cost of purchasing CSA certified footwear and Township supplied clothing of up to a **combined total of \$400** ~~\$225~~ annually for the full-time permanent staff in the Public Works department. The safety work shoe allowance is a reimbursable expense (must be supported by original receipts). Personal protective equipment as required by the Ontario Health and Safety Act are available to all seasonal equipment operators and will be replaced as required.

- Building and By-law - Safety work shoes allowance ~~of up to \$175 annually~~ towards the cost of purchasing CSA certified footwear **and Township supplied clothing of up to a combined total of \$260** for the full-time permanent staff who perform inspections in the Building and By-law departments. These are reimbursable expenses (must be supported by original receipts). ~~Staff who perform inspections are also provided with Township supplied shirts of up to \$85 per employee.~~
- Crossing Guard - There are specific pieces of safety gear that are required in the Highway Traffic Act including a high visible vest, raincoat, parka, and stop paddle of up to \$375 per employee as determined by the Department Head.
- Optimist Recreation Centre and Puslinch Community Centre - Safety work shoes allowance ~~of up to \$175 annually~~ towards the cost of purchasing CSA certified footwear **and Township supplied clothing of up to a combined total of \$260** for the full-time permanent staff in the Optimist Recreation Centre and Puslinch Community Centre. These are reimbursable expenses (must be supported by original receipts). All permanent ~~full time and~~ part-time employees are also provided with Township supplied **clothing shirts** of up to \$85 per employee. Parka jackets are available to all Optimist Recreation Centre employees and will be replaced as required.
- Fire and Rescue Services (excluding dress uniforms and safety boots reserve) – Township supplied shirts, pants/shorts, t-shirts, sweaters, baseball cap of up to \$90 annually per employee.
- Fire and Rescue Services (safety boots reserve) - Fire Safety Boots Reserve to replace boots as determined by the Fire Chief of up to \$3,500 annually.
- Fire and Rescue Services (dress uniforms) – Township supplied dress uniforms of up to \$418 per employee. One dress uniform is issued after three years of service to each employee in Fire and Rescue Services excluding Auxiliary Firefighters.

## 7. Cellular Phones

- 7.1. Cellular phones are provided by the Township to identified staff for business purposes. The Township recognizes that occasional personal use of the cellular phone may occur and should be minimal. An employee who has been issued a cellular phone shall



complete the **Mobile Device Usage Acknowledgment Cellular Phone Service Waiver Form** (Template form provided by **Corporate Services Finance**) which acknowledges that the employee agrees to reimburse the Township for personal use charges that result in the cost exceeding the established monthly basic plan. The **Corporate Services Finance department** will request reimbursement from the employee when the costs exceed the established monthly basic plan.

7.2. Staff and Council members will be given the option at the end of cell phone and/or laptop life cycle to purchase the device at the trade in value of the device as determined by the Township's Cell Phone provider or **Information Technology Service** provider. If the staff or Council member does not purchase the device, it will be advertised internally to staff and Council members for purchase. Devices that are not purchased by staff or Council members will be traded to the appropriate provider.

7.3. ~~The Township shall provide a cellular phone to the following positions:~~

- ~~CAO~~
- ~~Clerk~~
- ~~Director of Public Works, Parks, and Facilities~~
- ~~Supervisor of Public Works, Parks, and Facilities~~
- ~~Facilities and Parks Foreman~~
- ~~Chief Building Official~~
- ~~Building Official~~
- ~~By law Enforcement Officer~~
- ~~Director of Finance/Treasurer~~
- ~~Fire Chief~~
- ~~Deputy Fire Chief~~
- ~~Chief Fire Prevention Officer~~
- ~~On-Call Phone for Public Works Staff~~

## 8. Other Expenses

8.1. The following are reimbursable expenses (must be supported by original receipts) and shall be included in the annual budget of each department:

- Corporate Business Meal \*
- Food or beverage items purchased during a significant emergency event **and/or at the discretion of the Department Head**
- Food or beverage items **associated with Township-held events inclusive of all Township staff, firefighters, and Council including available for all staff** for Appreciation Night, **Fire and Rescue Services Hosted Event (ie. Beef on a Bun event, etc.)**, and **Public Works, Parks and Facilities Hosted Event (ie. Staff Barbeque event, etc.)**.
- **Meals during Council Meetings and other events at the discretionary of the Chief Administrative Officer**
- Gratuities (within reason and no greater than fifteen percent)



- 
- Parking fees for your vehicle while engaged in Township business
  - Taxi, bus and train fares
  - 407 ETR trip toll charges. Reimbursement for 407 toll charges will be limited to the trip toll charges and will not include any amounts related to the acquisition of a transponder or related service fees.

\* A Corporate Business Meal must show the name of the guest(s) and state the business purpose or reason for the meeting/meal. The guest(s) does not include a Township employee(s). A Corporate Business Meal may include a luncheon or dinner event.

8.2. The Township is an inclusive employer and will reimburse accessibility related expenses required to carry out the responsibilities of the job.

## **9. Expense Approval – General**

9.1. Purchases made for a Township Department should be conducted through the appropriate pre-approved invoice process. If not possible, the corporate credit card should be used with the appropriate authorization.

9.2. An Expense Report (Template Form provided by Finance) and a receipt of the actual vendor/business providing the goods/services must be submitted in order for a claim to be processed, unless provided otherwise by this Policy. The receipt must include the date, description of goods/services and breakdown of all costs. A credit card slip for any expense will not be accepted in place of a vendor's receipt.

9.3. The following expenses will not be reimbursed:

- An expense for a spouse or companion
- Alcoholic beverages
- Cost of a fine
- Loss or damage to a vehicle
- Food or beverage items not identified as being permitted in this policy unless an overnight stay is involved
- Telephone calls from a hotel room
- Personal entertainment expenses
- Dry cleaning or alteration expenses for uniforms/clothing unless a used uniform requiring dry cleaning or alterations is transferred to an employee **or firefighter** in lieu of purchasing a new uniform.
- Community memberships
- Tickets for social events (ie. open house, barbeque, fundraiser, awards, ceremonial events, banquets, golf tournaments, etc.)

9.4. The above list is a guideline and may not cover all possibilities of non-reimbursable items.



- 9.5. Where a conference or other event is hosted out of the country, foreign exchange will be paid on actual costs and converted at the exchange rate prevailing at the time the costs were incurred.
- 9.6. Any assets purchased using Township funds, regardless of the funding source, remain the property of the Township and must be returned to the Township in the event that the employee is no longer with the Township.
- 9.7. The appropriate signing authority shall be responsible for the approval of requests for payment/reimbursement of eligible expenses subject to completion of the Expense Report and supporting documentation. All payment/reimbursement of eligible expenses are reviewed by the Director of Finance/Treasurer or designate prior to issuing a cheque.
- 9.8. For the purpose of this policy, the signing authority shall be:

Individual Incurring Expense	Signing Authority
Staff Member	Department Head or Supervisor
Supervisor	Department Head
Department Head	Chief Administrative Officer
Chief Administrative Officer	<del>Mayor</del> Director of Finance/Treasurer

- 9.9. An Expense Report is to be submitted to the appropriate signing authority by the 15th of the month following the month in which the expense was incurred. It will be at the discretion of the Department Head or designate if expenses submitted after this date will be approved.

## 10. Accountability

- 10.1. The following steps set out the action(s) to be taken to resolve a dispute or extraordinary circumstance that may arise regarding the reimbursement of expenses:
- The appropriate signing authority shall meet with the employee and seek the input of the Chief Administrative Officer and make every reasonable effort to resolve the matter.
  - Where a matter cannot be resolved, the Director of Finance/Treasurer shall make the final decision.
- 10.2. Upon submission of a signed Expense Report including all original receipts, Township employees warrant all claims are related to Township business and are eligible in accordance with this policy.



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10.3. The Staff Expense Policy will be reviewed every five (5) years in accordance with the Township's policy review schedule.



## **REPORT ADM-2024-063**

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TO: Mayor and Members of Council

PREPARED BY: Justine Brotherston, Interim Municipal Clerk

PRESENTED BY: Justine Brotherston, Interim Municipal Clerk

MEETING DATE: December 18, 2024

SUBJECT: Proposed Amendments to Committees Terms of Reference

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### **RECOMMENDATION**

**That Report ADM-2024-063 entitled Proposed Amendments to Committee Terms of Reference be received for information; and**

**That Council approve the proposed amendments to the Terms of Reference each Committee attached to this report as Schedules “A” through “F” as [presented/amended].**

**That Council refer the Committee of Adjustment Goals/Objectives to the Planning and Development Advisory Committee.**

### **Purpose**

The purpose of this report is to provide Council with the proposed amended Terms of References (TOR) for the Township’s Advisory Committees based on Council’s direction from the November 6, 2024, Council meeting.

### **Background**

Council at its meeting on November 6, 2024, directed staff to proceed with re-branding the Recreation Advisory Committee to be renamed the “Recreation and Community Wellness Committee” and that staff review and amend the Terms of Reference for all Advisory Committees for Council’s consideration.

### **Comments**

Staff suggest that all Committees Terms of Reference be amended as presented in Schedules “A” through “E” of this report.

The summary of proposed amendments to **all Quasi-judicial and Advisory Committee TORs** are as follows:

1. Amendment to Section “8. PROCEDURES AND PROTOCOLS” to clarify that Committee Members shall adhere to all of the Township’s policies and procedures including the Township’s Procedural By-law and the Code of Conduct for Council Members & Members of Local Boards.
2. Addition of Section “9. ABSENTEEISM” to clarify the Committee Members responsibility regarding attendance at meetings and to seek authorization should an extended absence be required.

The summary of proposed amendments to **all Advisory Committee TORs** are as follows:

1. Each committee will be limited to a maximum of two (2) goals or objectives at any given time. Goals and objectives referred by the Council will be prioritized. This streamlining aims to help the committee manage workload capacity effectively, ensuring that current projects can be completed before additional goals are introduced.
2. Clarifying subcommittee’s leadership responsibilities for goals/objectives.

In order to assist with the transition to Committees only having a maximum of two active goals/objectives at one time, staff have developed work plans for each of the Committees. These work plans will list all goals/objectives that are approved by Council and will identify which goals are active, and which goals are in-active and the anticipated completion of the goal/objective. These work plans are a living document and will be updated as goals/objectives are completed and added. These work plans are attached as Schedule “G” through “J” to this report.

Staff are recommending that the Committee of Adjustment’s goals/objectives be referred to the Planning and Development Advisory Committee (PDAC) as the Committee of Adjustment is a quasi-judicial Committee and it would be more appropriate for all goals/objectives to be completed PDAC as the Advisory Committee which has a mandate related to planning matters within the Township.

The summary of proposed amendments to the **Recreation and Community Wellness Committee TORs** are as follows:

1. Increase the committee composition to a total of seven (7) members including one member of Council (Chair), and six (6) members of the public as appointed by Council, two (2) of whom would be required to be sixty-five (65) years of age or older.

2. Remove the two joint Recreation / Youth Advisory Committee meetings and schedule joint meetings on an ad-hoc basis as needed. This would result in the Youth Advisory Committee meeting eight (8) times a year and the Recreation Advisory Committee meeting six (6) times per year.

### **Financial Implications**

None

### **Applicable Legislation and Requirements**

*Building Code Act, 1992, S.O. 1992, c. 23*

*Planning Act, R.S.O. 1990, c. P.13*

*Ontario Heritage Act, R.S.O. 1990, c. O.18*

Heritage Committee Establishment By-law 2011-02

Planning and Development Advisory Committee Establishment By-law 2015-09

Property Standards Committee Establishment By-law 37-89

Recreation Advisory Committee Establishment By-law 2015-10

Youth Advisory Committee Establishment By-law 2023-008

### **Attachments**

Schedule "A" - Revised Committee of Adjustment Terms of Reference

Schedule "B" - Revised Heritage Advisory Committee Terms of Reference

Schedule "C" - Revised Planning and Development Advisory Committee Terms of Reference

Schedule "D" - Revised Property Standards Appeal Committee Terms of Reference

Schedule "E" - Revised Recreation and Wellness Advisory Committee Terms of Reference

Schedule "F" - Revised Youth Advisory Committee Terms of Reference

Schedule "G" - 2025 Heritage Advisory Committee Goals and Objectives Workplan

Schedule "H" - 2025 Planning and Development Advisory Committee Goals and Objectives Workplan

Schedule "I" - 2025 Recreation and Wellness Advisory Committee Goals and Objectives Workplan

Schedule "J" - 2025 Youth Advisory Committee Goals and Objectives Workplan

Respectfully submitted,

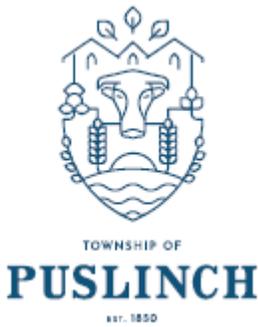
Reviewed by:

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**Justine Brotherston,  
Interim Municipal Clerk**

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**Courtenay Hoytfox,  
Interim CAO**



**Township of Puslinch Committee of Adjustment  
Terms of Reference**

TERM: 2022-2026  
ADOPTED: December 7, 2022  
REVISED: December 18, 2024

**1. ENABLING LEGISLATION**

The Township’s procedural by-law provides that Council may at any time, as is deemed necessary establish a Committee for matters within its jurisdiction.

Section 44 (1) of the *Planning Act* states:

If a municipality has passed a by-law under section 34 or a predecessor of such section, the Council of the municipality may by by-law constitute and appoint a committee of adjustment for the municipality composed of such persons, not fewer than three, as Council considers advisable.

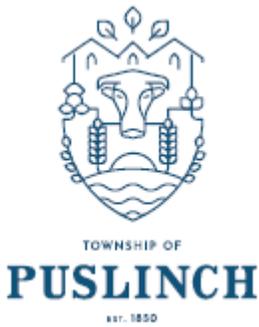
**2. ROLE**

The primary function of the Committee of Adjustment is to consider applications for minor variances from the Township of Puslinch Zoning By-law.

**3. MANDATE**

The Zoning By-law regulates how land and buildings are used and where buildings and structures can be located. This by-law also specifies lot sizes and dimensions, parking requirements, building heights and other regulations necessary to ensure proper and orderly development.

However, sometimes it is not possible or desirable to meet all of the requirements of the Zoning By-law. In that case, a property owner may apply for approval of a minor variance. A minor variance provides relief from a specific Zoning By-law requirement, excusing a property owner from meeting the exact requirements of the by-law.



For the Committee to approve this type of application, Section 45(1) of the *Planning Act* requires that the members must be satisfied that the application:

- a. Is considered to be a “minor” change from the Zoning requirements;
- b. Is desirable for the appropriate development or use of the land, building or structure;
- c. Maintains the general intent and purpose of the Official Plan; and
- d. Maintains the general intent and purpose of the Zoning By-law.

In addition, the Committee of Adjustment is responsible to provide a forum for the exchange of information and engagement with the community in respect to its mandate.

**4. PURPOSE**

The Committee will accomplish its mandate by:

- a. Reviewing the merits of a minor variance application, the documentation and evidence put forward and rendering decisions on the application in accordance with the requirements of the Planning Act in an independent manner.

**5. TYPE OF COMMITTEE**

Quasi-Judicial Committee – Statutory Committee

**6. MEMBERSHIP AND ROLES AND RESPONSIBILITIES**

**a. Composition**

- i. The Committee of Adjustment is composed of the following Members:
- ii. One (1) Council Member as appointed for the term by Council; four (4) members of the public as appointed by Council; and one (1) Township staff member being the Development and Legislative Coordinator (non-voting member).

- iii. A Member's term on the committee shall be concurrent with the Term of Council or until a successor is appointed.

**b. Roles and Responsibilities**

- i. The Chair shall be the Councillor appointed to the Committee of Adjustment and shall be appointed at the first meeting of the Committee and shall serve in this capacity for 4 (four) years being the term of Council.
- ii. When the Chair is absent from a meeting, the Acting Chair may exercise all the rights, powers and authorities of the Chair. The Acting Chair will be identified based on a schedule prepared for the full 4 (four) year term.
- iii. The Chair's main role is to facilitate meetings.

**c. Qualifications**

- a. Citizen Appointee with the following qualifications:
  - i. Demonstrated commitment and interest in the municipality;
  - ii. General knowledge of the Planning Act and the committee of adjustment process is considered an asset in addition to the following:
    - 1. Planning
    - 2. Real Estate
    - 3. Agriculture
    - 4. Building/Construction
    - 5. Legal
    - 6. Architecture
  - iii. Flexibility to attend evening meetings is required including Special meetings with notice given in accordance with the Township Procedural By-law;
  - iv. Resident of the Township of Puslinch for the duration of the term;
  - v. At least 18 years of age;
  - vi. Shall apply and be appointed by Council at the commencement of each new term



## **7. MEETING SCHEDULE**

The Committee meets monthly on the second Tuesday of each month at 7:00 p.m., or another time mutually agreed upon by the Committee, and as many additional times as the Committee deems necessary.

During a municipal election year, meetings shall be cancelled where possible in the last quarter.

## **8. PROCEDURES AND PROTOCOLS**

The Township Committee of Adjustment shall adhere to the Township's policies and procedures including the rules of the Township's Procedural By-law and the Code of Conduct for Council Members & Members of Local Boards-

## **9. ABSENTEEISM**

A Member that is to be absent for three successive meetings must provide written notice to the Mayor and Council prior to the commencement of the absence. A Member who is making a request to be excused from Council must provide a reason for the absence and then may be excused by resolution of Council by a majority vote. Members who miss three unauthorized consecutive meetings shall be deemed to have resigned from the committee and will be notified of this in writing by the committee chair.



## Township of Puslinch Council Heritage Advisory Committee Terms of Reference

*"We recognize that when the first Euro-Canadian settlers arrived in what is now Puslinch Township, the Anishinaabe ancestors of the Mississaugas of the Credit First Nation had long established hunt camps in the area. Through written and verbal accounts we understand that the Anishinaabe interacted with the settlers in a friendly and cooperative manner. It is acknowledged that the development of the Township encroached upon their traditional way of life resulting in their displacement."*

TERM: 2022-2026  
ADOPTED: December 7, 2022  
REVISED: November 8, 2023  
December 18, 2024

### 1. ENABLING LEGISLATION

Section 28 of the *Ontario Heritage Act* states a municipality may by by-law establish a heritage committee to advise and assist the Council on all matters relating to the conservation of property or cultural heritage value or interest and heritage conservation districts and such other heritage matters as the Council may specify by by-law.

The Township of Puslinch Heritage Committee was established through the adoption of By-law No. 2011-02.

The Township of Puslinch Heritage Register was established through the Council resolution No. 2021-406.

### 2. ROLE

To serve in an advisory capacity to Township of Puslinch Council on matters, issues and policies that impacts preservation, celebration and education relating to Heritage within the Township of Puslinch.

### 3. MANDATE

The primary function of the Heritage Committee is to advise Council and make recommendations on heritage designations, applications for repeal of designations, applications for alterations, and/or removal/demolition of Part IV and Part V properties under the *Ontario Heritage Act*. In addition, the Heritage Advisory Committee is responsible to advise Council of the potential local impact



of new legislation relating to the Heritage Act, providing education opportunities to the public, and provide a forum for the exchange of information and engagement with the community.

#### **4. PURPOSE**

The Committee will accomplish its mandate by:

1. Advising Council where applicable;
2. Act as an advocate for preservation, celebration and education in respect to Puslinch Heritage;
3. Commenting on Telecommunication Tower proposals where required;
4. Commenting on various development applications which may impact existing or potential heritage properties or districts when required;
5. Commenting on demolition permits that apply to heritage properties;
6. Recording sites of heritage significance that are worthy of preservation;
7. Recording historical information related to properties with heritage significance.
8. Actively engage the Community on matters relating to Heritage by promoting public awareness of Puslinch's heritage;
9. Discussing concerns raised by the public and staff.

#### **5. TYPE OF COMMITTEE**

Council Advisory Committee - Statutory Committee

#### **6. MEMBERSHIP AND ROLES AND RESPONSIBILITIES**

##### **a. Composition**

The Heritage Committee is composed of the following Members:

One (1) Council Member as appointed for the term by Council; five (5) to seven (7) members of the public as appointed by Council; and one (1) Township staff member being the Committee Coordinator (non-voting member).

A Member's term on the committee shall be concurrent with the Term of Council or until a successor is appointed.



**b. Roles and Responsibilities**

The Chair shall be the Councillor appointed to the Heritage Advisory Committee and shall be appointed at the first meeting of the Committee and shall serve in this capacity for 4 (four) years being the term of Council.

When the Chair is absent from a meeting, the Acting Chair may exercise all the rights, powers and authorities of the Chair. The Acting Chair will be identified based on a schedule prepared for the full 4 (four) year term.

The Chair's main role is to facilitate meetings.

**c. Subcommittees**

- i. Subcommittees may be formed to complete specific tasks related to the Heritage Advisory Committee mandate and purpose but must report through the Heritage Advisory Committee. The maximum membership on any subcommittee is no more than two (2).
- ii. The Heritage Advisory Committee is allotted a maximum of two (2) goals/objectives at any given time. Training and Development opportunities do not qualify as goals/objectives, in addition regular staff reports to Council do not qualify as as goals/objectives.
- iii. Subcommittees are required to lead goals/objectives. Committee staff are in a support role assisting as needed.
- iv. At the request of the Heritage Advisory Committee, special consideration may be given by Council should a time sensitive initiative be brought forward while the Committee has two (2) ongoing goals/objectives.
- i-v. Priority will be given to goals/objectives that are referred to the Committee by Council. ~~objectives that~~

**d. Qualifications**

Citizen Appointee with the following qualifications:

- Interest in Heritage buildings;
- Demonstrated commitment and interest in the municipality;
- Knowledge of Heritage legislation is considered an asset;



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- Flexibility to attend day time meetings is required including Special meetings with notice given in accordance with the Township Procedural By-law;
- Resident of the Township of Puslinch for the duration of the term;
- All members must be at least At least 18 years of age;
- Shall apply and be appointed by Council at the commencement of each new term

## 7. MEETING SCHEDULE

The Committee meets six (6) times annually on the first Monday of the month at 1:00 p.m., or another time mutually agreed upon by the Committee, and as many additional times as the Committee deems necessary.

During a municipal election year, meetings shall be cancelled where possible in the last quarter.

## 8. PROCEDURES AND PROTOCOLS

The Township Heritage Advisory Committee shall adhere to the Township's policies and procedures including rules of the Township's Procedural By-law and the Code of Conduct for Council Members & Members of Local Boards.

## 9. ABSENTEEISM

A Member that is to be absent for three successive meetings must provide written notice to the Mayor and Council prior to the commencement of the absence. A Member who is making a request to be excused from Council must provide a reason for the absence and then may be excused by resolution of Council by a majority vote. Members who miss three unauthorized consecutive meetings shall be deemed to have resigned from the committee and will be notified of this in writing by the committee chair.



## Township of Puslinch Council Planning & Development Advisory Committee Terms of Reference

TERM: 2022-2026  
ADOPTED: December 7, 2022  
REVISED: December 18, 2024

### 1. ENABLING LEGISLATION

The Township's procedural by-law provides that Council may at any time, as is deemed necessary establish a Committee for matters within its jurisdiction.

The Planning & Development Advisory Committee (PDAC) was established through the adoption of By-law No. 2015-09.

### 2. ROLE

To serve in an advisory capacity to Township of Puslinch Council on matters, issues and policies that relate to land use planning within the Township of Puslinch.

### 3. MANDATE

The PDAC advises Council in respect Zoning By-law Amendment Applications and Community Improvement Plan (CIP) applications to assist Council on decisions relating to these planning and development applications. The PDAC provides formal Township comments on all consent applications to the County of Wellington Land Division Committee. The PDAC membership serves as alternate Line Fence Viewers on behalf of the Township in accordance with the Line Fences Act, 1990. The PDAC Committee may provide recommendations to for housekeeping amendments to the Township's Zoning By-law or application process improvements including Minor Variance Applications.

In addition, the PDAC is responsible to provide a forum for the exchange of information and engagement with the community in respect to its mandate.

### 4. PURPOSE



The Committee will accomplish its mandate by:

1. Advising Council where applicable;
2. Reviewing practices and policies identified by staff and Council and making recommendations to improve the delivery of services to the public;
3. Reviewing and commenting on County of Wellington Land Division applications;
4. Reviewing and commenting on Zoning By-law Amendment applications;
5. Participating in the Community Improvement Plan (CIP) process;
6. Evaluating and making recommendations to Council on site alteration applications where applicable;
7. Providing advice and recommendations to Council with respect to any special project or issue as requested by Council.

## **5. TYPE OF COMMITTEE**

Council Advisory Committee

## **6. MEMBERSHIP AND ROLES AND RESPONSIBILITIES**

### **a. Composition**

- i. The PDAC is composed of the following Members:
- ii. One (1) Council Member as appointed for the term by Council; four (4) members of the public as appointed by Council; and one (1) Township staff member being the Development and Legislative Coordinator (non-voting member).
- iii. A Member's term on the committee shall be concurrent with the Term of Council or until a successor is appointed.

### **b. Roles and Responsibilities**

- i. The Chair shall be the Councillor appointed to the PDAC and shall be appointed at the first meeting of the Committee and shall serve in this capacity for 4 (four) years being the term of Council.

- ii. When the Chair is absent from a meeting, the Acting Chair may exercise all the rights, powers and authorities of the Chair. The Acting Chair will be identified based on a schedule prepared for the full 4 (four) year term.
- iii. The Chair's main role is to facilitate meetings.

#### **c. Subcommittees**

- i. Subcommittees may be formed to complete specific tasks related to the PDAC mandate and purpose but must report through the PDAC. The maximum membership on any subcommittee is no more than two (2).
- ii. The Planning and Development Advisory Committee is allotted a maximum of two (2) goals/objectives at any given time. Training and development opportunities do not qualify as goals/objectives in addition, regular staff reports to Council do not qualify as goals/objectives.
- iii. Subcommittees are required to lead goals/objectives. Committee staff are in a support role assisting as needed.
- iv. At the request of the Planning and Development Advisory Committee, special consideration may be given by Council should a time sensitive initiative be brought forward while the Committee has two (2) ongoing goals/objectives.
- v. Priority will be given to goals/objectives that are referred to the Committee by Council.

#### **d. Qualifications**

- a. Citizen Appointee with the following qualifications:
  - i. Demonstrated commitment and interest in the municipality;
  - ii. General knowledge of the Planning Act and the committee of adjustment process is considered an asset in addition to the following:
    1. Planning
    2. Real Estate
    3. Agriculture



4. Building/Construction
  5. Legal
  6. Architecture
- iii. Flexibility to attend evening meetings is required including Special meetings with notice given in accordance with the Township Procedural By-law;
  - iv. Resident of the Township of Puslinch for the duration of the term;
  - v. At least 18 years of age;
  - vi. Shall apply and be appointed by Council at the commencement of each new term

## **7. MEETING SCHEDULE**

The Committee meets monthly on the second Tuesday of each month at 7:00 p.m., or another time mutually agreed upon by the Committee, and as many additional times as the Committee deems necessary.

During a municipal election year, meetings shall be cancelled where possible in the last quarter.

## **8. PROCEDURES AND PROTOCOLS**

The Township Planning and Development Advisory Committee shall adhere to the Township's policies and procedures including the rules of the Township's Procedural By-law and the Code of Conduct for Council Members & Members of Local Boards.

## **9. ABSENTEEISM**

A Member that is to be absent for three successive meetings must provide written notice to the Mayor and Council prior to the commencement of the absence. A Member who is making a request to be excused from Council must provide a reason for the absence and then may be excused by resolution of Council by a majority vote. Members who miss three unauthorized consecutive meetings shall be deemed to have resigned from the committee and will be notified of this in writing by the committee chair.



## Township of Puslinch Property Standards Appeal Committee Terms of Reference

TERM: 2022-2026  
ADOPTED: December 7, 2022  
REVISED: December 18, 2024

### 1. ENABLING LEGISLATION

Section 15.6 of the *Building Code Act* states:

If a municipality has passed a Property Standards By-law, Council shall establish a Property Standards Committee.

The Property Standards Committee was established through the adoption of By-law 37-89.

### 2. ROLE

The Committee considers appeals to Property Standards Orders issued by Property Standards Officers (Municipal Law Enforcement Officer).

### 3. MANDATE

The primary function of the Property Standards Committee is to hear and determine all Property Standards appeals in accordance with procedures established under the provisions of the *Statutory Powers Procedure Act*.

### 4. PURPOSE

The Committee will accomplish its mandate in accordance with the *Building Code Act* by:

- a. Hearing an appeal filed by the appellant;
- b. Rendering a decision to confirm, modify or rescind the Order or extend the time for complying with the Order.

### 5. TYPE OF COMMITTEE



Quasi-Judicial Committee – Statutory Committee

## **6. MEMBERSHIP AND ROLES AND RESPONSIBILITIES**

### **a. Composition**

- i. The Property Standards Appeal Committee is composed of the following Members:
- ii. One (1) Council Member as appointed for the term by Council; four (4) members of the public as appointed by Council; and one (1) Township staff member being the Municipal Clerk or Designate (non-voting member).
- iii. A Member's term on the committee shall be concurrent with the Term of Council or until a successor is appointed.

### **b. Roles and Responsibilities**

- i. The Chair shall be the Councillor appointed to the Property Standards Appeal Committee and shall be appointed at the first meeting of the Committee and shall serve in this capacity for 4 (four) years being the term of Council.
- ii. When the Chair is absent from a meeting, the Acting Chair may exercise all the rights, powers and authorities of the Chair. The Acting Chair will be identified based on a schedule prepared for the full 4 (four) year term.
- iii. The Chair's main role is to facilitate meetings.

### **c. Qualifications**

#### **a. Citizen Appointee with the following qualifications:**

- i. The Members of the Committee of Adjustment shall serve as the Members of the Property Standards Appeal Committee for the full 4 (four) year term.



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## **7. MEETING SCHEDULE**

The Committee meets as required.

## **8. PROCEDURES AND PROTOCOLS**

The Township Property Standards Appeal Committee shall adhere to the Township's policies and procedures including the rules of the Township's Procedural By-law and the Code of Conduct for Council Members & Members of Local Boards.

## **9. ABSENTEEISM**

A Member that is to be absent for three successive meetings must provide written notice to the Mayor and Council prior to the commencement of the absence. A Member who is making a request to be excused from Council must provide a reason for the absence and then may be excused by resolution of Council by a majority vote. Members who miss three unauthorized consecutive meetings shall be deemed to have resigned from the committee and will be notified of this in writing by the committee chair.



**Township of Puslinch Council Recreation and Community Wellness Advisory  
Committee  
Terms of Reference**

TERM: 2022-2026  
ADOPTED: December 7, 2022  
REVISED: October 18, 2023  
December 18, 2024

**1. ENABLING LEGISLATION**

The Township's Procedural By-law provides that Council may at any time as is deemed necessary establish a Committee for matters within its jurisdiction.

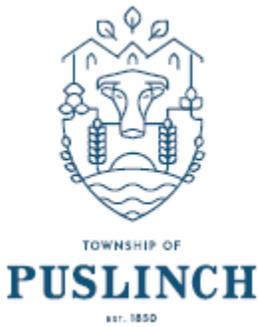
The ~~Recreation~~ Committee was established through the adoption of By-law Number 2015-10.

**2. ROLE**

~~To serve in an advisory capacity to Township of Puslinch Council on matters, issues and policies that relate to recreation within the Township of Puslinch with a focus on maximizing the Township's recreation resources. To serve in an advisory capacity to the Township of Puslinch Council on matters, issues, and policies related to community wellness and recreation. This committee will focus on enhancing recreational opportunities and resources within the Township, with equal attention to the needs and interests of seniors.~~

**3. MANDATE**

~~The primary function of the Recreation Advisory Committee is to advise Council and make recommendations on issues affecting recreation facilities, parks, playing fields, playgrounds, and community programs. This committee will also emphasize the promotion of wellness initiatives, particularly for seniors. The primary function of the Recreation Advisory Committee is to advise Council and make recommendations on issues that affect recreation facilities, parks, playing fields, playgrounds, programs and community centre.~~ In addition, the Recreation and Community Wellness Advisory



Committee is responsible to provide a forum for the exchange of information and engagement with the community.

#### 4. PURPOSE

The Committee will accomplish its mandate by:

1. Advising Council where applicable;
2. Act as an advocate for recreation and community wellness within the Township giving equal attention to initiatives that support seniors;
3. Receiving the Township proposed user Fees and Charges By-law and capital and operating quarterly reports;
4. Reviewing practices and policies identified by staff and Council and making recommendations to improve the delivery of services to the public.
5. Encouraging and assisting, where necessary, programs of recreation to meet the needs and interests of the community;
8. Actively engage the Community on matters relating to recreation by promoting public awareness of Township recreational services and community wellbeing; and
9. Discussing concerns raised by the public and staff.

#### 5. TYPE OF COMMITTEE

Council Advisory Committee

#### 6. MEMBERSHIP AND ROLES AND RESPONSIBILITIES

##### a. Composition

- i. The Recreation and Community Wellness Committee is composed of the following Members:
- ii. One (1) Council Member as appointed for the term by Council; ~~four-six~~ (64) members of the public as appointed by Council, two (2) of whom are required to be sixty-five (65) years of age or older; and one (1) Township staff member being the Committee Coordinator (non-voting member).



- iii. A Member's term on the committee shall be concurrent with the Term of Council or until a successor is appointed.

#### **b. Roles and Responsibilities**

- i. The Chair shall be the Councillor appointed to the Recreation [and Community Wellness](#) Advisory Committee and shall be appointed at the first meeting of the Committee and shall serve in this capacity for 4 (four) years being the term of Council.
- ii. When the Chair is absent from a meeting, the Acting Chair may exercise all the rights, powers and authorities of the Chair. The Acting Chair will be identified based on a schedule prepared for the full 4 (four) year term.
- iii. The Chair's main role is to facilitate meetings.

#### **c. Subcommittees**

- i. Subcommittees may be formed to complete specific tasks related to the Recreation [and Community Wellness](#) Committee mandate and purpose but must report through the Recreation Committee. The maximum membership on any subcommittee is no more than ~~threetwo~~ (32).
- ii. [The Recreation and Community Wellness Advisory Committee is allotted a maximum of two \(2\) goals/objectives at any given time. Training and development opportunities do not qualify as goals/objectives in addition, regular staff reports to Council do not qualify as goals/objectives.](#)
- iii. [Subcommittees are required to lead goals/objectives. Committee staff are in a support role assisting as needed.](#)
- iv. [At the request of the Recreation and Community Wellness Advisory Committee, special consideration may be given by Council should a time sensitive initiative be brought forward while the Committee has two \(2\) ongoing goals/objectives.](#)
- v. [Priority will be given to goals/objectives that are referred to the Committee by Council.](#)



#### d. Qualifications

Citizen Appointee with the following qualifications:

- i. Interest in recreation;
- ii. Demonstrated commitment and interest in the municipality;
- iii. Knowledge of Township programs, clubs, sports organizations, etc. is considered an asset in addition to the following:
  1. Marketing / Communications
  2. Fundraising
  3. Financial
- iv. Flexibility to attend evening meetings is required including Special meetings with notice given in accordance with the Township Procedural By-law;
- v. Resident of the Township of Puslinch for the duration of the term;
- ~~vi.~~ vi. All members must at least At least, eighteen (18) years ~~years~~ of age;
- ~~vii.~~ vii. Two (2) members at least sixty five (65) years of age;
- ~~viii.~~ viii. Shall apply and be appointed by Council at the commencement of each new term

#### 7. MEETING SCHEDULE

The Committee meets six (6) times annually on the third ~~Thursday~~ Tuesday of the month at 7:00 p.m., or another time mutually agreed upon by the Committee, and as many additional times as the Committee deems necessary. Additionally, the Committee ~~shall~~ may meet ~~meet two (2) times per year, jointly~~ jointly with the Youth Advisory Committee on an ad-hoc basis, as required by joint goals/objectives.

During a municipal election year, meetings shall be cancelled where possible in the last quarter.

#### 8. PROCEDURES AND PROTOCOLS

The Township Recreation and Community Wellness Advisory Committee shall adhere to the Township's policies and procedures including the rules of the Township's Procedural By-law and the Code of Conduct for Council Members & Members of Local Boards.



TOWNSHIP OF

**PUSLINCH**

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## **9. ABSENTEEISM**

A Member that is to be absent for three successive meetings must provide written notice to the Mayor and Council prior to the commencement of the absence. A Member who is making a request to be excused from Council must provide a reason for the absence and then may be excused by resolution of Council by a majority vote. Members who miss three unauthorized consecutive meetings shall be deemed to have resigned from the committee and will be notified of this in writing by the committee chair.



## Township of Puslinch Council Youth Advisory Committee Terms of Reference

TERM: 2022-2026  
ADOPTED: December 7, 2022  
REVISED: October 18, 2023  
[December 18, 2024](#)

### 1. ENABLING LEGISLATION

The Township's Procedural By-law provides that Council may at any time as is deemed necessary establish a Committee for matters within its jurisdiction.

The Youth Advisory Committee was established through the adoption of By-law Number 2023-008.

### 2. ROLE

To serve in an advisory capacity to Township of Puslinch Council and provide a meaningful and constructive voice for the youth of Puslinch.

### 3. MANDATE

The primary function of the Youth Advisory Committee is to provide an effective and meaningful communication link between the youth of Puslinch and Council and to encourage the development of opportunities, programs and public service that will enhance the quality of life, health and wellbeing of the youth in our community.

The Youth Advisory Committee will provide youth with a better understanding of municipal structure and decision making. The Youth Advisory Committee will focus on developing and strengthening the leadership and communication skills of its Members in order to effectively engage with in their local government and community.

In addition, the Youth Advisory Committee is responsible to provide a forum for the exchange of information and engagement with the community.



#### **4. PURPOSE**

The Committee will accomplish its mandate by:

1. Advising Council and/or Committees where applicable;
2. Act as an advocate for youth within the Township;
3. Actively seek input from youth on important matters affecting them;
4. Actively support events and activities that relate to the Committee's mandate;
5. Strengthen and develop communication and leadership skills.

#### **5. TYPE OF COMMITTEE**

Council Advisory Committee

#### **6. MEMBERSHIP AND ROLES AND RESPONSIBILITIES**

##### **a. Composition**

- i. The Youth Advisory Committee is composed of the following Members:
- ii. One (1) Council Member as appointed for the term by Council (non-voting member); minimum of three (3) members to a maximum of eleven (11) members of the public as appointed by Council; and one (1) Township staff member being the Municipal Clerk or Designate (non-voting member).
- iii. A Member's term on the committee shall be concurrent with the Term of Council so long as the Qualifications are maintained.

##### **b. Roles and Responsibilities**

- i. The Chair shall be the Councillor appointed to the Youth Advisory Committee and shall be appointed at the first meeting of the Committee and shall serve in this capacity for 4 (four) years being the term of Council.

- ii. When the Chair is absent from a meeting, the Acting Chair may exercise all the rights, powers and authorities of the Chair. The Acting Chair will be identified based on a schedule prepared for the full 4 (four) year term.
- iii. The Chair's main role is to facilitate meetings.

#### **c. Subcommittees**

- i. Subcommittees may be formed to complete specific tasks related to the Youth Advisory Committee mandate and purpose but must report through the Youth Advisory Committee. The maximum membership on any subcommittee is one less than the number required to meet quorum.
- ii. The Youth Advisory Committee is allotted a maximum of two (2) goals/objectives at any given time. Training and development opportunities do not qualify as goals/objectives in addition, regular staff reports to Council do not qualify as goals/objectives.
- iii. Subcommittees are required to lead goals/objectives. Committee staff are in a support role assisting as needed.
- iv. At the request of the Youth Advisory Committee, special consideration may be given by Council should a time sensitive initiative be brought forward while the Committee has two (2) ongoing goals/objectives.
- v. Priority will be given to goals/objectives that are referred to the Committee by Council.
- i.

#### **d. Qualifications**

- a. Citizen Appointee with the following qualifications:
  - i. Demonstrated commitment and interest in the municipality;
  - ii. Flexibility to attend evening meetings is required including Special meetings with notice given in accordance with the Township Procedural By-law;
  - iii. Resident of the Township of Puslinch for the duration of the term;
  - iv. Between 12-18 years of age;



- v. For members under the age of 18, consent by a legal guardian;
- vi. Shall apply and be appointed by Council when required based on current membership.

## 7. MEETING SCHEDULE

The Committee meets monthly on the first Monday of the month at 6:00 p.m., or another time mutually agreed upon by the Committee, and as many additional times as the Committee deems necessary. ~~Additionally, Further,~~ the Committee ~~shall~~ may meet jointly with the Recreation and Community Wellness Advisory Committee on an ad-hoc basis two (2) times annually during its regularly scheduled meetings, as required by joint goals/objectives.

During a municipal election year, meetings shall be cancelled where possible in the last quarter.

Meetings shall not be scheduled during the months of July and August.

## 8. PROCEDURES AND PROTOCOLS

The Township Youth Advisory Committee shall adhere to the Township's policies and procedures including the rules of the Township's Procedural By-law and the Code of Conduct for Council Members & Members of Local Boards.

## 9. ABSENTEEISM

A Member that is to be absent for three successive meetings must provide written notice to the Mayor and Council prior to the commencement of the absence. A Member who is making a request to be excused from Council must provide a reason for the absence and then may be excused by resolution of Council by a majority vote. Members who miss three unauthorized consecutive meetings shall be deemed to have resigned from the committee and will be notified of this in writing by the committee chair.

Goal/Objective	Sub-Committee	Active/In-Active	Source	January	February	March	April	May	June	July	August	September	October	November	December
Bill 23 - Heritage Register Review and Designations (2026 Part 1)	All Members	Active	Council Direction	X	X	X	X	X	X						
Bill 23 - Heritage Register Review and Designations (2026 Part 2)	All Members	In-Active	Council Direction							X	X	X	X	X	X

Goal/Objective	Sub-Committee	Active/In-Active	Source	January	February	March	April	May	June	July	August	September	October	November	December
Housekeeping Amendment Recommendations - Minor Approvals Review	Chris Pickard & Amanda Knight	Active	Committee Recommendation	X	X	X	X	X	X						
Minor Variance Process Questionnaire	Chris Pickard & Amanda Knight	Active	Committee Recommendation	X	X	X									
Housekeeping Amendment Recommendations - Consent Approvals Review	Paul Sadhra & TBD	Inactive	Committee Recommendation							X	X	X	X	X	X

Goal/Objective	Sub-Committee	Active/In-Active	Source	January	February	March	April	May	June	July	August	September	October	November	December
Review of User Fees and Charges By-law Reduced Rates	TBD	Active	Council Direction	X	X	X	X	X	X						
Review of User Fees and Charges Non-Residential Rates	TBD	Active	Committee Recommendation	X	X	X	X	X	X						





## **REPORT ADM-2024-064**

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TO: Mayor and Members of Council

PREPARED BY: Laura Emery, Communications and Committee Coordinator

PRESENTED BY: Laura Emery, Communications and Committee Coordinator

MEETING DATE: December 18, 2024

SUBJECT: Progress Report 2022-2026 Advisory Committees Goals and Objectives

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### **RECOMMENDATION**

**That Report ADM-2024-064 entitled Progress Report 2022-2026 Advisory Committees Goals and Objectives be received for information; and,**

**That Council approve the goals and objectives for the Youth Advisory Committee for the 2025 year; and,**

**That Council endorse the following properties as priority properties for designation in 2026 in accordance with the Heritage Advisory Committee's recommendation:**

- 1-01625 – 4661 Sideroad 10 North
- 2-10600 – 4495 Sideroad 20 North
- 2-11530 – 6872 Wellington Road 34
- 4-01900 – 6954 Gore Road
- 4-02500 – 6830 Gore Road
- 4-05000 – 6815 Concession 1
- 4-06700 – 7201 Concession 1
- 4-09200 – 7030 Concession 1
- 4-09700 – 6920 Concession 1
- 4-12600 – 4350 Concession 7
- 5-06600 – 28 Badenoch Street East
- 5-07300 – 12 Badenoch Street East
- 5-12900 – 5 Victoria Street
- 5-13100 – 4 Victoria Street
- 5-19200 – 7594 Flamborough-Puslinch Townline
- 6-05500 – 77 Brock Road North
- 6-09100 – 84 Brock Road South

- 7-06001 – 4435 Watson Road South
- 7-08800 – 4272-4276 Watson Road South
- 8-01500 – 7737 Stone Road East
- 8-05700 – 4715 Watson Road South.

**Purpose**

The purpose of this report is to provide Council with an update on the status of each Advisory Committee’s goals and objectives for the 2024 year.

**Background**

At the beginning of each term of Council, the Township’s Advisory Committee’s develop a list of Goals and Objectives for Council’s approval and endorsement. The Committee’s Goals and Objectives are reviewed at each meeting and additional Goals and Objective’s may be added throughout the term through either Council’s referral or the Committee completing a Goals/Objectives Proposal for Council’s approval and endorsement. The purpose of the Goals and Objectives is to provide a structured timeline for the completion of the Advisory Committee’s initiatives.

**Comments**

**Heritage Advisory Committee**

Below is an update for each of the approved goal or objective for 2024.

Goal/Objective	Details	Status/Next Step
Regular Reporting to Council	Progress reports brought to February 7, 2024 and December 18, 2024 Council Meetings	Complete
Training Opportunities	A Committee Member and the Township’s Deputy Clerk attended the Ontario Heritage Conference	Complete
Re-vamp of Heritage Webpage & Showcasing of Designated Properties	The Heritage Summer Student re-vamped the Township’s Heritage webpages and enhanced the Township’s showcasing of designated properties where property owners opted-in.	
Land Acknowledgement Open House	The Township held an Open House and invited Students from Aberfoyle Public School and members of the public to	Complete

	an Open House on June 17, 2024	
Participation in Puslinch Community Showcase	The Heritage Advisory Committee had a booth at the Puslinch Community Showcase to promote and sell the Doors of Puslinch Poster	Complete
Heritage Register and Bill 23 (2023 Priority Properties)	Designation By-laws Approved by Council at its March 22, 2024 Council Meeting	Complete
Heritage Register and Bill 23 (2024 Priority Properties)	The Committee has completed its work related to this Goal/Objective. Staff are working through the remainder of the Designation process with Council.	Complete
Heritage Register and Bill 23 (2025 Priority Properties)	The Committee has completed its work related to this Goal/Objective. Staff are working through the remainder of the Designation process with Council.	Complete
Heritage Register and Bill 23 (2026 Priority Properties – Part I)	The Committee has selected the next group of properties to be reviewed as Priority Properties in 2026 and has recommended Council endorse these properties for consideration for designation.	The Committee will begin research on these properties and prepare Statements of Cultural Heritage Value and/or Interest.

**Heritage Register and Bill 23 (2026 Priority Properties – Part I):**

At the December 2, 2024 Heritage Advisory Committee meeting, the Committee reviewed the remaining 43 properties on the Heritage Register that have not been considered for designation through the 2023, 2024 and 2025 priority property process and recommended that Council endorse 21 properties to be identified as priority properties to be considered for designation in 2026. These 21 properties are being considered the 2026 priority properties – Part 1. Should Council endorse these properties for consideration for designation the Committee will research and prepare the statements of cultural heritage value or interest for the following priority properties:

- 1-01625 – 4661 Sideroad 10 North
- 2-10600 – 4495 Sideroad 20 North
- 2-11530 – 6872 Wellington Road 34
- 4-01900 – 6954 Gore Road

- 4-02500 – 6830 Gore Road
- 4-05000 – 6815 Concession 1
- 4-06700 – 7201 Concession 1
- 4-09200 – 7030 Concession 1
- 4-09700 – 6920 Concession 1
- 4-12600 – 4350 Concession 7
- 5-06600 – 28 Badenoch Street East
- 5-07300 – 12 Badenoch Street East
- 5-12900 – 5 Victoria Street
- 5-13100 – 4 Victoria Street
- 5-19200 – 7594 Flamborough-Puslinch Townline
- 6-05500 – 77 Brock Road North
- 6-09100 – 84 Brock Road South
- 7-06001 – 4435 Watson Road South
- 7-08800 – 4272-4276 Watson Road South
- 8-01500 – 7737 Stone Road East
- 8-05700 – 4715 Watson Road South

Following the completion of the 2026 priority properties - Part 1, there will be 22 properties remaining for the Committee’s consideration to recommend to Council for designation. These properties will be included in the 2026 priority properties - Part 2 cohort.

**Recreation Advisory Committee**

Below is an update for each of the approved goal or objective.

Goal/Objective	Details	Status/Next Step
Regular Reporting to Council	Progress reports brought to February 7, 2024 and December 18, 2024 Council Meetings	Complete
Training Opportunities	Conference opportunities were provided to the Committee to attend. No members attend this year.	Complete
Seniors Active Living Centre Program Expansion Grant Survey	The Engagement Sub-committee completed a survey to provide to the Township’s community groups and partners to support future applications to the Seniors Active Living Centre Program Expansion Grant.	Complete

Drop-in Gym Programming	Council approved and enacted the Committee’s recommendations with respect to re-establishing Drop-in Gym times.	Complete
Community Liaison Questionnaire	The Community Liaison sub-committee has prepared a Goal/Objective Proposal for Council’s consideration to solicit feedback from community groups and partners to understand their needs and challenges.	Staff in collaboration with the sub-committee will bring a report to a future meeting for Council’s consideration.
Facility Promotion and Programming Recruitment	The Recreation Facility Promotion sub-committee is working on preparing a Goal/Objective Proposal for Council’s consideration on how to bring programming to Township facilities	Staff in collaboration with the sub-committee will bring a report to a future meeting for Council’s consideration.

**Youth Advisory Committee**

Below is an update for each of the approved goal or objective.

Goal/Objective	Details	Status/Next Step
Regular Reporting to Council	Progress reports brought to February 7, 2024 and December 18, 2024 Council Meetings	Complete
Safe Communities Bike Rodeo	Two committee members attended on the Bike Rodeo May 11, 2024 to assist with the setting up and running of the bike stations.	Complete
Optimist Canada Day Event	The Committee did not participate in the Optimist Canada Day Event due to conflicting schedules and this event has been removed from the Committee’s future Goals/Objectives.	Complete
Aberfoyle Agricultural Society Fall Fair	Five committee members attended and ran sports related activities in the Optimist Recreation Centre Gym at the Fall Fair on September 7th. The	Complete

	programming ran from 1:00 p.m. to 5:00 p.m. and five members of the public came.	
Puslinch Community Showcase	Six committee members attended the Puslinch Community Showcase on behalf of the Youth Advisory Committee and offered various programming in the ORC Gym.	Complete
Local Government Week	Three committee members assisted with the Local Government Week goal and objective. The committee members, along with the Mayor, went to Aberfoyle Public School on October 17, 2024 to give a presentation to the grade 5's on local government.	Complete

At the November 4, 2024 Youth Advisory Committee meeting, the Committee endorsed the following Goals/objectives for 2025 to be considered for approval by Council:

- Safe Communities Bike Rodeo (May 2025)
- Aberfoyle Agricultural Society Fall Fair (September 2025)
- Puslinch Community Showcase (Tentatively October 4, 2025)
- Local Government Week (Third Week of October 2025)

**Financial Implications**

None

**Applicable Legislation and Requirements**

None

**Engagement Opportunities**

None

**Attachments**

None

Respectfully submitted,

Reviewed by:

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**Laura Emery,  
Communications & Committee  
Coordinator**

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**Justine Brotherston,  
Interim Municipal Clerk**



## **REPORT ADM-2024-065**

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TO: Mayor and Members of Council

PREPARED BY: Laura Emery, Communications and Committee Coordinator

PRESENTED BY: Laura Emery, Communications and Committee Coordinator

MEETING DATE: December 18, 2024

SUBJECT: 2024 Designation Objections

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### **RECOMMENDATION**

**That Report ADM-2024-065 entitled 2024 Designation Objections be received; and,**

**Whereas Township of Puslinch Council stated its intention to designation the properties municipally known as 4492 Watson Rd, and 6714 Concession 1; and,**

**Whereas the *Ontario Heritage Act, R.S.O. 1990, c. O.18* (the Act) requires that the Council of a municipality shall consider an objection and make a decision whether or not to withdraw the notice of intention to designate within 90 days after the end of the 30-day notice period;**

**Therefore be it resolved,**

**That Council [affirms/withdraws] its decision to designate 4492 Watson Road South pursuant to Section 29, Part IV of the Act; and,**

**That Council [affirms/withdraws] its decision to designate 6714 Concession 1 pursuant to Section 29, Part IV of the Act; and,**

**That Council direct staff to bring Heritage Designation By-laws for the properties known as \_\_\_\_\_ for Council consideration at its January 22, 2025 Council Meeting.**

### **Purpose**

The purpose of this report is to advise Council of the objections to Council's Notice of Intention to designate for the properties municipally known as 4492 Watson Road South (Schedule A), and 6714 Concession 1 (Schedule B) and seek Council's direction with respect to proceeding with the designation process.

### **Background**

Council, at its meeting on October 9, 2024 stated its intention to designate for the properties known as 4492 Watson Road South, and 6714 Concession 1 as identified in the list of priority properties recommended for designation by the Township’s Heritage Advisory Committee.

The Act requires that if the council of a municipality intends to designate a property within the municipality to be of cultural heritage value or interest, it shall cause notice of the intention to designate the property to be given by the clerk of the municipality in accordance with subsection (3). This notice includes serving notice on the property and on the Trust and in accordance with Township’s Ontario Heritage Act Alternative Notice Policy. The Township’s process included the following actions

<b>Designation Process Milestone</b>	<b>Date</b>	<b>Update</b>
Notice of Priority Property (Complete)	March 8, 2024	
Site Visits (Complete)	April 8 <sup>th</sup> , 9 <sup>th</sup> , and 11 <sup>th</sup> , 2024	Staff completed a site visit with the property owners of 4492 Watson Road South on March 4, 2024.  Staff have requested a site visit with the property owners of 6714 Concession 1.
2024 Open House (Complete)	April 11, 2024	
Peer Review of Statements of Cultural Heritage Value and/or Interest (Complete)	July-September, 2024	
Council States Intention to Designate (Complete)	October 9, 2024	
Notice of Intention to Designate (Complete)	October 17, 2024	
Objection Deadline (30 days from Notice of Intention to Designate)	November 16, 2024	Staff received objections for 4492 Watson Road South and 6714 Concession 1.
Staff consultation with property owners where an Objection is received	November 16, 2024 – January 15, 2025	Staff met with property owners of 6714 Concession 1 on November 28, 2024 to discuss outstanding concerns and the objection letter received.
Council consideration of Designation By-laws	January 22, 2025	

Final day to pass Designation By-law (120 days from Notice of Intention to Designate)	February 14, 2025	
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Staff provided the Notice of Intention to designate for each property on October 17, 2024 and the deadline for objections was November 16, 2024. The Municipal Clerk received the following notices of objection:

1. 4492 Watson Road South – November 15, 2024 from Paul and Jamie Kreutzwiser, property owners (Schedule A)
2. 6714 Concession 1 – November 10, 2024 from Dana Coffelt, director of Kellor Holdings (Schedule B)

In accordance with subsection 29 (5) of the Act, “if a notice of objection has been served under subsection (5), the council of the municipality shall consider the objection and make a decision whether or not to withdraw the notice of intention to designate the property within 90 days after the end of the 30-day period”.

Debunking common myths:

1. MYTH: Designated properties are more expensive to maintain.  
TRUTH: Neglect is expensive – not old buildings. Heritage conservation focuses on minimal intervention and designation will not require restoration of features that have been modified over time.
2. MYTH: Designated properties have more expensive home insurance.  
TRUTH: Insurance premiums should not go up because of a heritage designation. Insurance companies can increase premiums on older buildings for a variety of reasons such as outdated wiring, old heating system, etc.
3. MYTH: Designation means I will have to restore my property.  
TRUTH: Designation does not require an owner to restore the property. Maintain the property as any prudent property owner would. Designation focuses on the “as is” heritage value.
4. MYTH: Designated properties cannot be changed.  
TRUTH: Approximately 97% of all heritage permits were either approved or approved with conditions since 2010. Designation is about “change management” – ‘HOW’ can development occur rather than ‘IF’.
5. MYTH: Designation adds too much “red tape”.

TRUTH: The majority of permits are approved within 15-30 days. Many municipalities have passed bylaws delegating heritage alteration approvals to staff. Ontario Heritage Act stipulates no more than a 90- day turn around on heritage approvals; extensions are possible if the owner agrees.

6. MYTH: Heritage designation reduced property value.

TRUTH: The Heritage Resources Centre (UW) studied 3000 heritage designated properties in 24 communities across Ontario (in 2000). A summary of the key findings:

- Designated properties tend to sell on par or better than non-designated properties (74%).
- They tend to resist downturns in the real estate market more than non-designated (79% performed on par or better).
- Appears the market is ‘rewarding’ owners of heritage designated properties with stable property value.

Heritage Permit By-law:

- Council, at its meeting held on July 10, 2024 passed the Heritage Permit By-law. This by-law outlines the process in place for when property owners want to make alterations to designated heritage properties
- There are three types of heritage permit applications:
  1. Heritage Permit Waiver: making alterations that do not impact the heritage attributes as identified in the Heritage Designation By-law
  2. Heritage Alteration Permit: making changes to buildings or structures that will impact the heritage attributes identified in the Heritage Designation By-law
  3. Heritage Demolition Permit: removing or demolishing buildings and structures that will impact the Heritage Attributes

Heritage Financial Incentive Grant Program:

- Council, at its meeting on October 9, 2024, directed staff to draft a Heritage Grant Program Policy for implementation in 2027. The intention of this program is to assist with costs, including but not limited to, adaptive reuse of a designated property as well as alterations, restorations and improvements of the heritage attributes of the designated properties

**Objections**

**4992 Watson Road South**

The Notice of Objection received for 4492 Watson Road South identifies three reasons for the objection as summarized below:

1. Financial budget of having designated status;
2. Insurance coverage challenges with designated status;
3. Potential impact on property value.

### **Objection 6714 Concession 1**

In the Notice of Objection received for 6714 Concession 1, identifies four reasons for the objection as summarized below:

1. Potential delays in Heritage Permit process;
2. Financial cost of compliance and the cost associated with maintenance with attributes;
3. Conflict with environmental stewardship;
4. Potential impact on property value.

### **Options for Council to consider when a formal Objection is received:**

#### Option 1 (Recommended)

Council can affirm its decision to proceed with the designation process for the designation of the aforementioned properties and direct staff to bring forward a heritage designation by-law for each property for Council's consideration at the January 22, 2025 meeting. In accordance with Section 29(8) of the Act Council must pass the designation by-law within 120 days after the publication of the notice of intention to designate.

Council will have another opportunity to consider whether to proceed with designation when staff bring the heritage designation by-law before Council on January 22, 2025. Should Council choose not to pass the heritage designation by-law, Council could withdraw its notice of intention to designate at that time. Alternatively, upon the lapse of the 120 day period following the publication of the notice of intention to designate, the notice will be deemed withdrawn in accordance with Section 29(9) of the Act. If the notice of intention to designate is withdrawn or the 120-day period has lapsed without Council passing a designation by-law, staff shall serve notice of the withdrawal to the property owner, Ontario Heritage Trust and in accordance with the Township's Ontario Heritage Act Alternative Notice Policy.

#### Option 2

Council may choose to withdraw its notice of intention to designate the property, pursuant to subsection 29 (7) of the Act. Should Council choose this option, the Municipal Clerk will issue a

notice of withdrawal to the property owner, Ontario Heritage Trust and publish the notice in accordance with the Township's Ontario Heritage Act Alternative Notice Policy. Staff are not recommending the withdrawal of the notice of intention to designate for any of the aforementioned properties.

**Financial Implications**

None

**Applicable Legislation and Requirements**

*Ontario Heritage Act, R.S.O. 1990, c. O.18*

**Attachments**

Schedule A – Notice of Objection – 4492 Watson Road South

Schedule B – Notice of Objection – 6714 Concession 1

Schedule C – Draft Designation By-law 4492 Watson Road South

Schedule D – Draft Designation By-law 6714 Concession 1

Respectfully submitted,

Reviewed by:

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Laura Emery,  
Interim Municipal Clerk

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Courtenay Hoytfox,  
Interim CAO

RECEIVED

NOV 15 2024

Township of Puslinch

Nov 14<sup>th</sup> 2024

**Re: Notice of Objection**

Justine Brotherston,  
Interim Municipal Clerk  
Township of Puslinch  
7404 Wellington Road 34, Puslinch, ON N0B 2J0

***We hereby submit our formal Notice of Objection to the notice of intent to designate our home, 4492 Watson Rd. South.***

The Township has had since 1975, nearly 50 years, to designate this property under Ontario's Heritage Act, and prior administrations have all been consistent on not designating or otherwise forcing a designation onto the owners of this specific property. We are simply asking for this current council and administration to maintain the consistency of what your predecessors have done. Honour the word given to us by prior Township staff, at the point we purchased this property we investigated thoroughly to understand our rights and the position the township had with respect to listed properties, we were assured then and several times since acquiring the property that we would have the choice, that this very situation would not be forced on us by the Township. We kindly ask Council, again, to remove our property from this and ongoing batches of designations. Do not force this designation and the burdens it will impose onto us.

We are not developers that want to demolish, we are not homeowners that want to fix this place up. We are homeowners that already performed a complete Adaptive Reuse of the property 10 years ago and restored much of the damage that decades of neglect had caused. In our quest to understand the Township's position and directive on this matter we've reviewed council meetings and instructions to Staff from Council on this subject. On one side is the desire of the current Township Administration and Council to protect our home from demolition, driven by an urgent reaction to the Ontario Government's Build More Homes Faster Act, a reaction that many other municipalities are taking. On the other side are the current property owners who have already successfully executed an Adaptive Reuse of the building that inherently protects it from demolition (we'll come back to this later) but are being presented with financial risk, burden and otherwise unnecessary red-tape and permitting processes that will not add further protection from demolition.

The financial burden this proposed designation places on us is real. We intend to keep this property in our family, thus, insurance and ability to leverage the capital in our single largest

asset are both extremely important to us and are both being negatively affected by this designation.

Finding insurance coverage for our home has been an ongoing challenge. We have already been aged out of our first provider's coverage. Our current provider has just served us notice that our rates will increase by 17% starting this month. If the designation goes through, this will add reasons for insurance underwriters to boost rates further or even opt out of quoting coverage or opt out of allowing policy adjustments to help reduce rates. When the Ontario government passed the Build More Homes Faster Act, it triggered a rush of municipalities scrambling to designate listed properties like ours. Since then, we have been met with strong headwinds impacting our ability to insure our home at fair market pricing with reasonable competition among insurers. Whether it's directly related or not, getting insurance for older homes is becoming increasingly harder. Not sure why proof of this is relevant, the risk is high and real and the tightening of insurance companies on their right to choose is being felt by many. But we were asked at the last council meeting to quantify this, in public, and on record. We were first with State Farm, then Certas, then Desjardins, we ultimately were not allowed to alter our policies by way of even increasing deductibles to try to mitigate rising premiums. We were grandfathered into our policy with Desjardins but forced to shop around again after being presented with a 50% increase to the premium last year. Over the course of the last 3 years, our home insurance has gone up 40% even with all of the effort, shopping around and policy adjustment on our part. Today, we have to use a broker to help us find coverage, and the detailed list of attributes described in the proposed by-law will only make finding willing insurers that much harder. Simply put, insurance companies are in the business of reducing risk. We've been 'no quoted' by most mainstream insurance companies. This designation, and especially the detailed by-law of heritage attributes of our home, and lack of established permitting process in Puslinch, only amplifies the financial headwinds we face. We fully understand that insurance companies are not supposed to deny coverage due to being a listed or designated property, (that argument has obviously never reopened a door for us,) insurance companies are still within their right to no quote and getting a reason isn't always an option.

On top of the added risk of increased insurance premiums, our property value will decrease (not increase) in the eyes of bank appraisers attempting to put a value on the property for purposes of securing a mortgage or refinancing. This will have a negative impact on our ability to borrow against the equity we've worked so hard to build in our single largest asset, and a negative impact on our ability to keep up with the extra costs associated with maintaining a building like this. Bank appraisers look at factors that influence comparable property values, and in our situation there are only negative implications, not positive ones when it comes to considering the designation status and detailed by-law of protected heritage attributes being proposed. Our property is not in a district of tourism or cultural heritage like you might find in Ottawa or Toronto or even areas in Guelph, appraisers have a hard time finding comparable properties within the radius required to help appraise the value of our home, the added designation in this case is a headwind to appraisals. We have to protect our ability to leverage the equity in our single largest asset. This is our asset and the value of our property that is

being threatened by this designation, not the township's, or any of the staff, council, or committee member's assets.

We are requesting for our property to be removed from the list of buildings being proposed for designation. We understand the purpose of the program, and agree that in many cases the designation is needed to protect certain properties. However designation is not a one size fits all solution. In our case, as is the case for some of the other properties on the designation list, our house has already been saved and repurposed, it is in no danger of demolition or development. When we bought it, not only did we choose to keep the building and turn it into a home, but we repaired much of the damage caused by the previous owners and restored the exterior as much as possible. We have proven to be exactly the kind of property owners that Ontario Heritage Trust would want caring for such a property. A designation in this particular case would actually be counterproductive in that regard. We mentioned earlier that the work we've done has created an inherent protection from demolition, this is because the property has already undergone substantial reconstruction. It was considered a new home under the Ontario Building Code during construction. The investment and Adaptive Reuse has already been made. For a property to need protection from demolition by the Ontario Heritage Act it needs to be valued below its alternative or maximum value and at risk of redevelopment. In our situation, it's not below it's alternative or maximum value, it's there now. On top of that, the location, lack of services, and restrictions in place by the Grand River Conservation Authority mean there is no redevelopment risk, no risk to demolition, by us or if for some reason a new owner were to take it, by them. Adaptive Reuse to single family residential is the maximum value this property can achieve; this property is safe.

**Our house is in no danger of demolition or redevelopment. This is our forever home and we remain dedicated to its preservation. Let us continue to do what we've done for the 15 years since we've owned and saved this property, let us continue to do it without the added financial burden and red-tape that will accompany this proposed designation.**

We kindly thank you for your time and consideration.

Paul and Jamie Kreutzwiser  
4492 Watson Rd S. Puslinch, Ontario

# Kellor Holdings



6714 Concession 1, Puslinch, ON N0B 2J0

[wolfman@casalobo.ca](mailto:wolfman@casalobo.ca)

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November 10, 2024

Puslinch Township Council  
7404 Wellington Road 34  
Puslinch, Ontario, N0B 2J0

**Subject: Objection to Proposed Heritage Designation of Roll # 3-01600 - CON 1 PT LOT 9, also known as, 6714 Concession 1 Puslinch Donald Ferguson House, Store and Post Office, c1869.**

Dear Members of the Council,

I am writing as a director of Kellor Holdings to formally object to the proposed designation of our family property at 6714 Concession 1, Puslinch, ON N0B 2J0, as a heritage property. While we appreciate the Township's commitment to preserving local history and share a respect for maintaining the architectural integrity of the property, we firmly believe this designation is unsuitable for us.

My father purchased this property with the vision of creating a place for our family to enjoy, work, and play together. The historical significance of the house and post office is meaningful to us, and we are dedicated to preserving it to the best of our ability. The property is owned by Kellor Holdings, owned by my mother and my late father's estate. It will be placed in a family trust with no plans to sell. Its integrity will remain intact under our stewardship. However, the proposed designation would impose undue restrictions and challenges, preventing us from using and managing the land as intended based on the following:

### → **No Agreement to Restrictions at Purchase**

When we acquired this property, it was with the understanding that it was free of heritage designation or restrictions. We invested in it with the goal of implementing a managed forest plan, expanding gardens to grow produce for donation to the local Food Bank, and maintaining the property's natural and historical features. Imposing a heritage designation now would fundamentally alter the terms under which we acquired the property and contradict these goals.

### → **Impact on Property Rights and Bureaucracy**

Heritage designation would significantly limit our ability to make changes or improvements, including landscaping and renovations. Even minor changes, such as repainting trim or cladding, which is not original to the property, would require permits or permit waivers. This level of bureaucracy for cosmetic updates is excessive and unnecessary. Ironically, the designation could hinder our ability to potentially restore the building closer to its original state, as it has already been significantly altered prior to our purchase. Restrictions on materials, colors, or designs might make true restoration more difficult or even impossible.

### → **Administrative Burdens and Delays**

The permit process for any changes, regardless of scope, involves multiple reviews and approvals, including by the Municipal Clerk, the Heritage Advisory Committee, and Township Council. These layers of bureaucracy concoct unnecessary administrative work for both the township and the owners, creating delays that complicate effective property management and conflicts with the ease and autonomy of property ownership. Due to these processes, repairs could be unnecessarily delayed, risking further deterioration and increasing costs for us. These challenges discourage healthy, proactive stewardship of the property and would discourage healthy forward movement of the property.

### → **Financial Costs of Compliance**

While the heritage permit itself is free, owners bear the financial burden of compliance which extends far beyond the application process. This includes third party costs of an external review, including hiring consultants for Heritage Impact Assessments or Conservation Plans.

Additionally, maintenance or renovations on a designated heritage property often necessitate the use of specialized labor, materials, and techniques that align with

heritage preservation standards, rather than our own ability to make repairs as the homeowners. These services come at a significantly higher cost than standard repairs or landscaping efforts. For property owners like us, any activity that involves altering the landscape or utilizing heavy machinery could be subjected to heritage oversight and necessitate expert reviews or approvals.

These compounded expenses make the ongoing upkeep and realization of our vision for the property financially unreasonable and place an undue burden on us as responsible owners. These financial burdens should not be placed on property owners without their consent.

#### → **Conflict with Environmental Stewardship**

Our registered managed forest plan promotes biodiversity, environmental health and sustainable land use, aligning with Ontario regulations and professional standards. However, heritage designation may conflict with these goals by imposing restrictions on landscaping and machinery use, curtailing the ecological potential of the property. Such restrictions would undermine our ability to contribute to sustainable land management.

#### → **Impact on Property Value and Family Vision**

The designation could limit our ability to customize and enhance the property in ways that reflect our personal style and family's needs. Additionally, the restrictions could reduce the property's value and appeal to our family's future generations, who may view the designation as an obstacle to development or customization, potentially impacting property value negatively as we do.

**Source:** Township of Puslinch, *Heritage Permit Application Guide*. August 2024. Available at: <https://puslinch.ca/wp-content/uploads/2024/08/Final-Heritage-Permit-Application-Guide.pdf>. Accessed November 10, 2024.

Ultimately this proposed designation directly contradicts our goals for the property, creates unnecessary financial, undue administrative pressures, and practical challenges like hindering our ability to maintain the health of our forest, and uphold our managed forest plan. While we remain committed to preserving the historical significance of the property, we believe that heritage preservation must be voluntary and aligned with the property owner's intent. Imposing this designation without our agreement disregards our rights as the property owners and our dedication to responsible stewardship.

While we are committed to preserving the integrity of the property as part of our family's legacy and the townships history we respectfully urge the Council to reconsider this designation and allow us to continue managing the property in a way that balances historical preservation with practical use and environmental sustainability without undue restrictions.

Thank you for your attention to this matter.

Sincerely,

Dana Coffelt  
519-223-3262

## THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

### BY-LAW NUMBER **XXX**

Being a by-law to authorize the designation of real property located at 4492 Watson Road South, Puslinch, as the property of cultural heritage value or interest under Section 29 Part IV of the *Ontario Heritage Act, R.S.O. 1990, c. O.18*

**WHEREAS** the *Ontario Heritage Act, R.S.O. 1990, c. O.18* authorizes a municipality to designate a property within the municipality to be of cultural heritage value or interest if the property meets the prescribed criteria and the designation is made in accordance with the process set out in the *Ontario Heritage Act, R.S.O. 1990, c. O.18*;

**AND WHEREAS** the Council for the Corporation of the Township of Puslinch, in consultation with the Puslinch Heritage Advisory Committee, deems 4492 Watson Road South to be of cultural heritage value and interest in accordance with the prescribed criteria by the Ontario Heritage Act, R.S.O. 1990, c. O.18;

**AND WHEREAS** the Council for the Corporation of the Township of Puslinch did give notice of its intention to designate the property mentioned in section 1 of this by-law in accordance with subsection 29(3) of the *Ontario Heritage Act, R.S.O. 1990, c. O.18*;

**NOW THEREFORE the Corporation of the Township of Puslinch hereby enacts as follows:**

1. That the property located at 4492 Watson Road South, Puslinch, and more particularly described in Schedule "A" hereto annexed and forming part of this by-law, is hereby designated as property of cultural heritage value or interest under Section 29 Part IV of the *Ontario Heritage Act, 1990, c. O. 18*.
2. That the Municipal Clerk is hereby authorized and directed,
  - a. to cause a copy of this by-law, together with reasons for the designation, to be served on the subject property owner and the Ontario Heritage Trust by personal service or by registered mail;
  - b. to publish a notice of this by-law once in a newspaper having general circulation in the Township of Puslinch.
3. That the Municipal Clerk is hereby authorized and directed to cause a copy of this bylaw, together with the statement of cultural heritage value or interest and description of heritage attributes set out in Schedule "B" hereto annexed and forming part of this bylaw, to be registered against the property affected in the proper land registry office.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED **THIS XXX DAY OF XXX 202X**

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James Seeley, Mayor

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Courtenay Hoytfox, Clerk

Schedule "A"  
To  
By-law Number XXXX

4492 Watson Road South,  
Puslinch

PIN: 71189-0048

Legal Description: PT LOT 20, CONCESSION 10 , TOWNSHIP OF PUSLINCH AS MS37014 & MS37795; DESCRIPTION MAY NOT BE ACCEPTABLE IN FUTURE AS IN MS37014 & MS37795

DRAFT

Schedule "B"  
To  
By-law Number XXXX

4492 Watson Road South,  
Puslinch

**STATEMENT OF CULTURAL HERITAGE VALUE OR INTEREST AND DESCRIPTION OF HERITAGE ATTRIBUTES**

The property located at 4492 Watson Road South, Puslinch, contains the Corwhin schoolhouse of the former "School Section 10" which holds significant cultural heritage value due to its role in the architectural, educational and social history of the Corwhin community and Puslinch Township. This value is retained in the one-room stone schoolhouse on the property. The building represents the efforts of the constituents of School Section 10 to provide public elementary education to the local community.

The subject building is one of nine extant schoolhouses from the original twelve school sections of Puslinch Township. The first schoolhouse in Corwhin is thought to have been a very small stone structure on the corner of the 11th concession and county road 34.

The stone schoolhouse at 4492 Watson Road South was constructed in 1885 using building plans published by the Ontario Department of Education in the mid-nineteenth century as a guide. The board of School Section 10 fulfilled these plans according to their own resources and preferences. The property's design value is seen in the distinct stone masonry attributed to local masons, William Laing and Thomas Taylor. Whereas other local landmarks have disappeared, this schoolhouse maintains its strategic location as a landmark in the middle of Corwhin's school section.

The property is listed on the Township of Puslinch Municipal Heritage Register and has received a plaque from the Township's Heritage Committee for its cultural heritage value. The property meets the requirements for designation prescribed by the Province of Ontario as it satisfies at four of the nine criteria for determining cultural heritage value or interest under Ontario Regulation 9/06 (as amended by O. Reg. 569/22) under the Ontario Heritage Act. The Corwhin schoolhouse has design/physical value, historical/associative value, and contextual value.

*Design Value:*

The Corwhin school has design and physical value. The building design is a good representative example of later nineteenth century Ontario schoolhouse design and construction method using in local stone and masonry techniques. The single-storey, rectangular form with a front gable roof over a three-bay façade was made popular by the a design published in The Canada Farmer newspaper in 1866. The Corwin school façade has a large centre window opening with a semi-circular arch flanked by two front entrance doors - one for the girls, the other for the boys. The exterior walls were constructed with split-faced limestone and granite fieldstones of varying shapes and sizes. The exterior has been finished with tape-pointing – a rectilinear pattern of white lime applied over the mortar joints to create the appearance of what is largely horizontal coursed ashlar or (square dressed) stonework. This technique was widely employed by stone masons in Puslinch and Wellington County in the later 19<sup>th</sup> century and is seen in all historic photos of the Corwhin school. The large window opening in the façade has two semi-circular arches meeting at a keystone all in smooth-faced limestone dressed with a margin on the outside arris or edge. The heads the front doors and the side windows were constructed in a low camber segmental arch with dressed limestone in a type of Welsh arch with large haunch stones flanking three tapered and dressed voussoirs. The sides of the door and window openings as well as the front corners of the building were constructed with roughly squared quoin blocks of limestone that are flush with the wall face. The semi-circular, carved stone tablet presents the building name and date of construction "S. S. No.10, Puslinch – Er'd 1885".

*Historical or Associative Value:*

The Corwhin schoolhouse has historical value as it is directly associated with the theme of the development of primary education in Puslinch Township. As Puslinch was settled, it was divided into twelve school sections. The residents of each section built their own school, which not only represented and defined the geographic community but also became a center for community activities. Shortly after

School Section 10 was established in 1857 a proper site for a school was determined and Lot 20, Front Concession 10 was purchased from John Laing. In 1878 a decision was taken to retain, enlarge and repair the previous schoolhouse. One additional acre of land was purchased for \$100 from John Laing for a playground and the school grounds were fenced by Duncan McFarlane for \$129.00. In 1884 it was felt that a new school was needed as the old school was needing many repairs. The present structure was built in the summer of 1885 on the same lot as the previous school.

In addition to providing elementary education for families in the "Section" the Corwhin School hosted local social events including dances, bingo, debates and Sunday school services. The property served the Corwhin community as its educational and community centre for 75 years until its closure in 1961, when local schools were centralized to a consolidated school in the Township. In 1963, the property was acquired by the Girl Guides of Canada, who named it Camp Corwhin. It has since been rehabilitated as a residence.

*Contextual Value:*

The immediate contextual value of the Corwhin schoolhouse is its prominence as a landmark that helps to define the character of the area on the south slope of the Watson Road hill north of Wellington Road 34. The broader contextual value of the Corwhin schoolhouse property is based on its strategic location at the geographic centre of School Section 10 in the Corwhin community. Although it was a distance from the hamlet of Corwhin, the school's central location was a focal point for farming families and young scholars in lots 14- of the 9<sup>th</sup> to 11<sup>th</sup> Concessions of Puslinch from 1857 until 1961.

**Description of Heritage Attributes**

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 4492 Watson Road South:

Corwhin Schoolhouse:

- Height, scale, and form of original 1885 schoolhouse building
- Front gable roof line with three bay façade
- Large, semi-circular window opening in the facade with dressed limestone arch and keystone
- Dressed limestone window and door heads, openings and lug sills
- Tape-pointed stone exterior walls
- Semi-circular, carved stone tablet above the front window presenting the building name and date of construction

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**

**BY-LAW NUMBER XXX**

Being a by-law to authorize the designation of real property located at 6714 Concession 1, Puslinch, as the property of cultural heritage value or interest under Section 29 Part IV of the Ontario Heritage Act, R.S.O. 1990, c. O.18

**WHEREAS** the *Ontario Heritage Act, R.S.O. 1990, c. O.18* authorizes a municipality to designate a property within the municipality to be of cultural heritage value or interest if the property meets the prescribed criteria and the designation is made in accordance with the process set out in the *Ontario Heritage Act, R.S.O. 1990, c. O.18*;

**AND WHEREAS** the Council for the Corporation of the Township of Puslinch, in consultation with the Puslinch Heritage Advisory Committee, deems 6714 Concession 1 to be of cultural heritage value and interest in accordance with the prescribed criteria by the Ontario Heritage Act, R.S.O. 1990, c. O.18;

**AND WHEREAS** the Council for the Corporation of the Township of Puslinch did give notice of its intention to designate the property mentioned in section 1 of this by-law in accordance with subsection 29(3) of the *Ontario Heritage Act, R.S.O. 1990, c. O.18*;

**NOW THEREFORE the Corporation of the Township of Puslinch hereby enacts as follows:**

1. That the property located at 6714 Concession 1, Puslinch, and more particularly described in Schedule "A" hereto annexed and forming part of this by-law, is hereby designated as property of cultural heritage value or interest under Section 29 Part IV of the *Ontario Heritage Act, 1990, c. O. 18*.
2. That the Municipal Clerk is hereby authorized and directed,
  - a. to cause a copy of this by-law, together with reasons for the designation, to be served on the subject property owner and The Ontario Heritage Trust by personal service or by registered mail;
  - b. to publish a notice of this by-law once in a newspaper having general circulation in the Township of Puslinch.
3. That the Municipal Clerk is hereby authorized and directed to cause a copy of this bylaw, together with the statement of cultural heritage value or interest and description of heritage attributes set out in Schedule "B" hereto annexed and forming part of this bylaw, to be registered against the property affected in the proper land registry office.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED **THIS XXX DAY OF XXXX 202X**

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James Seeley, Mayor

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Justine Brotherston, Interim Municipal Clerk

Schedule "A"  
To  
By-law Number XXXX

6714 Concession 1,  
Puslinch

PIN: 71207-0307

Legal Description: PART LOT 9 CON 1 TOWNSHIP OF PUSLINCH AS IN MS114229 EXCEPT  
PT 1 61R10545; TOWNSHIP OF PUSLINCH

DRAFT

Schedule "B"  
To  
By-law Number XXXX

6714 Concession 1,  
Puslinch

**STATEMENT OF CULTURAL HERITAGE VALUE OR INTEREST AND DESCRIPTION OF HERITAGE ATTRIBUTES**

The property situated at 6714 Concession 1, Puslinch, 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.

The design of the property is a complex of early commercial and domestic architecture, rare in the Township of Puslinch. The property is historically associated with Highland Scots immigration to the area and the early commercial and postal history of the Killean. The property is contextually associated with the Killean cemetery and the Concession 1 extant properties built by the Scottish families who emigrated there.

*Design Value:*

The property consists of two joined structures. The earliest building is a one and one-half storey front gabled fieldstone building erected by Donald Ferguson c. 1865 as a commercial building to house a general store, a post office and included the family domicile. The extant 1860s commercial architectural elements include the double-doored first storey entrance with transom, and single large rectangular display windows on either side, originally with 12/8 mullioned panes. The second story has two six over six mullioned windows placed above the display windows.

In 1869 Ferguson built a front-gabled fieldstone one and one-half storey farmhouse adjacent to the rear of the store and connected to it by a single-storey stone extension that served as the post office.

*Historical /Associative:*

Donald Ferguson was born in Inverness Shire Scotland and emigrated to this property on the First Concession of Puslinch, an area settled and occupied by Highland Scots from the parish of Killean in the Kintyre peninsula in Scotland. Ferguson named the store "Scotch House" and as Postmaster, identified the location legally as "Killean". The farm and its farmhouse were named "Glenmore". The property served as an important commercial and social centre for the area. Ferguson was a community leader in Killean and a Justice of the Peace.

*Contextual Value:*

The Donald Ferguson property holds contextual significance to the Killean landscape. The adjacent Killean cemetery is on land donated by Donald Ferguson and his neighbour John Thomson and serves as a private burying ground for Killean settlers and their descendants, including the Ferguson family. The Ferguson store and post office are a landmark on a streetscape that includes other extant properties from the mid-to-late 19<sup>th</sup> century built by Scots from the Kintyre peninsula.

**Description of Heritage Attributes**

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 6714 Concession 1.

**Donald Ferguson House and Store Complex:**

- All original door and window fenestration
- Extant original windows and doors
- Fieldstone exterior walls, sills and lintels.

- Height, scale, and massing of c. 1865 one and one-half storey general store structure and c. 1869 residence

DRAFT



## **REPORT ADM-2024-066**

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TO: Mayor and Members of Council

PREPARED BY: Laura Emery, Communications and Committee Coordinator

PRESENTED BY: Laura Emery, Communications and Committee Coordinator

MEETING DATE: December 18, 2024

SUBJECT: Annual Township Communications and Engagement Report

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### **RECOMMENDATION**

**That Report ADM-2024-066 entitled Annual Township Communications and Engagement Report be received for information.**

#### **Purpose**

The purpose of this report is to inform Council of the impacts related to the Township's approved external advertisement initiatives, social media accounts, engagement initiatives and website traffic.

#### **Background**

The Clerks Department is responsible for the coordination of the Township's communications, social media, engagement platforms and website. Staff track the Township's analytics (such as "likes", new followers, size of the audience that has seen its advertisements, page views etc.) on puslinch.ca, engagepuslinch.ca, Facebook and X (formally known as Twitter), to review the impacts of communicating through various channels.

#### **Website**

The Township's website remains our primary internet presence. The top three causes for website traffic are through organic search (such as googling "Puslinch"), through using a direct link, and through social media. From January to November of 2024, there was a 7% increase in visits to the Township's website and an 1% increase in traffic to the website from social media platforms. Visits from social media to the Township's website primarily come from Facebook.

**Facebook**

As of the publishing of this report, the Township's Facebook page has 362 likes and 671 followers. This is a 62% increase in likes and 97% increase in followers since staff last reported to Council on the Township's social media program (December 2023). This increase is likely due to the Township purchasing advertisements on Facebook and the Township creating a public event on its profile for the Puslinch Community Showcase.

The reach of posts from the Township's Facebook page varies depending on if a post is organic or if it is a paid advertisement. Organic refers to an every-day, free of cost, social media post that the Township creates. For instance, an organic post may be a simple message advising the public of an up-coming Council Meeting. A typical organic post has 30 to 100 impressions. Impressions count the number of times an organic post was viewed.

An example of a boosted post could be highlighting the opportunity for the public to comment on Township initiatives on EngagePuslinch.ca or an Advisory Committee vacancy. In 2024, there were 17 Facebook advertisement posts (\$20.00 each), and each post's audience ranged from 540 to 4,784 impressions. During each period where an advertisement was running, the Township's Facebook page saw an increase in reach as well as likes and follows to the page. For example, in July, a month where multiple posts were boosted, the Township's gained 98 followers in that month. Whereas in April, a month when Facebook advertisements were not used, the Township gained 5 new followers. This increase in followers in July is also due to the Facebook event that was created for the Puslinch Community Showcase on June 24, 2024.

As the cost for advertisements on Facebook is low and targeted to a specific geographic audience, staff will continue to use advertisement posts as appropriate. This cost is included in the annual budget and monitored by staff.

**Instagram**

The Township launched its Instagram account on June 24, 2024. The page currently has 91 followers and has 114 posts. There was 254 profile visits since the account launched, and in the last 90 days (From September 7 – December 5) the page has reached 1,707 different account users. Because Facebook and Instagram are owned by Meta, the accounts are linked. 14% of views on Instagram posts or reels, were a result of a paid advertisement.

**"X" (Twitter)**

The Township's Corporate X page has 229 followers. This is an increase of 13% since the last time staff reported to Council (December 2023). The Puslinch Fire and Rescue Service page now

has 547 followers, an increase of 17%. The Township continues to see organic growth on both of these pages. Staff are continuing to see a decrease in engagement since Twitter rebranded to X in the summer of 2023.

### **EngagePuslinch**

The Township initiated twelve (12) engagement projects in 2024, not including the survey posted for the Aberfoyle Agricultural Society to gain feedback on the Aberfoyle Fall Fair. One (1) of these projects was for informational purposes and eleven (11) were engagement opportunities such as a survey. These projects include annual engagement opportunities such as the proposed user fees and charges survey and grant application program. In addition to the annual engagements, the Township ran the following engagement projects for feedback on specific initiatives:

- Site Alteration By-law Feedback
  - Survey regarding the Township's proposed Sign By-law
- Seniors Advisory Committee Engagement
  - Survey to gauge interest in participating as a member of a proposed Seniors Advisory Committee
- Heritage Permit By-law
  - Survey regarding the Township's proposed Heritage Permit By-law
- Proposed Sign By-law
  - Survey regarding the Township's proposed Sign By-law
- Community Engagement Survey Recreation Advisory Committee
  - Survey regarding community's knowledge of existing recreation facilities
- Proposed 2024 Development Charges By-law and Background Study
  - Survey regarding the fees imposed on land development and redevelopment projects
- Boreham Park Tree Planting Engagement
  - Survey regarding the tree planting initiative at Boreham Park
- Speed Study Engagement (going into 2025)
  - Survey regarding the Township's Speed Study conducted by Paradigm Transportation Solutions Limited

Inclusive of the 2024 projects, the Township received 4,181 EngagePuslinch visitors and 317 responses to various projects.

Staff continue to monitor the Township's communication platforms for opportunities to increase its engagement with the community.

**Financial Implications**

None

**Applicable Legislation and Requirements**

None

**Attachments**

None

Respectfully submitted,

Reviewed by:

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**Laura Emery,  
Communications and Committee  
Coordinator**

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**Justine Brotherston,  
Interim Municipal Clerk**

# Township of Puslinch Site Alteration By-law One Year Update

December 18, 2024



\*some images are AI generated



## Establishing Regulatory By- laws

- The Township, like all municipalities, has the jurisdiction to establish certain regulations through By-laws.
- The Township often does this when there is a problem or concern in the community that needs to be addressed.

# Background

- The previous Township Site Alteration By-law, which had been in effect since 2012, was more restrictive than the current by-law due primarily to the following provisions:
  - Prohibited site alterations that involved the importation of fill exceeding 1,000 m<sup>3</sup>.
  - Required compliance with all aspects of the Control Plan.
  - Mandated public notification for the importation of more than 1,000 m<sup>3</sup> of fill.
  - Allowed the importation of fill only if it met the Table 1 Quality Standards.



# Background



The Township underwent a thorough review and public consultation prior to passing the current By-law:



Council directed staff to commence a review of the existing Site Alteration By-law in June 2020. Staff, in collaboration with the Township solicitor, prepared a number of drafts incorporating Council's feedback at the following meetings:

March 3, 2021  
August 11, 2021  
November 24, 2021  
December 15, 2021  
January 13, 2022



There have been a number of changes to Provincial Regulations and specifically 406/19: On-site and Excess Soil Management. It has taken a significant amount of time to understand the potential impacts to the municipality and to appropriately incorporate provisions into the Site Alteration By-law.

# Background



- Council gave three readings to the current By-law on the dates as follows:
  - December 20, 2023
  - January 10, 2024
  - February 7, 2024
- Council directed staff to monitor the administration of the By-law for the first year after By-law approval and report back to Council.

# Background - The Current By-law

- There are a number of provisions in the current by-law that provide more flexibility than the previous by-law:
  - Acknowledges Normal Farm Practices and clearly sets out expectations for waivers;
  - Provides for exemptions for 2 trucks loads of fill or less for minor projects;
  - Aligns with the Provincial regime for excess soil management and reuse (i.e. no longer limited to only Table 1 Quality Standards and allows for the application of the Beneficial Reuse Assessment Tool to assess soil quality standards on a case-by-case basis);
  - No maximum limit on the volume of fill importation;
  - Discretion can be applied to the requirements listed in the Control Plan allowing for a reasonable approach based on the scope of the project;
  - Applies to all lands in the Township including lands where the Conservation Authority has jurisdiction; and
  - The fee structure is aligned to best practices as compared to other municipalities with similar by-laws.



## **Site Alteration By-law Feedback**

Thank you for joining the conversation about site alteration in the Township of Puslinch!

## **Public Feedback**

- A survey was open for feedback on EngagePuslinch from January 15, 2024 – August 30, 2024
- 36 responses were submitted
- Survey results are included in the December 18, 2024 Council agenda package.

# Public Feedback Concerns Summarized

- Concerns regarding normal farm practices;
- Concerns with high Permit fees;
- Concerns with burdensome & complex documentation requirements;
- Private property rights concerns; and
- Concerns regarding permit requirements for small projects.

## Responses to public feedback: concerns regarding normal farm practices

- The purpose of Normal Farm Practice Waiver is to screen proposals to determine whether a permit or waiver is required for the work.
- This process protects the community, the property owner, and the environment.



Responses to  
public feedback:  
concerns  
regarding high  
permit fees

**Municipality**

**Fee Structure**

*Town of Uxbridge*

Work without a permit: double permit fees  
Actual Third-Party Costs Recoverable +5% admin fee  
Extension of a permit <1,000 m<sup>3</sup> = \$300  
Extension of a permit >1,000 m<sup>3</sup> = \$1,000

Permit fees:

<1,000 m<sup>3</sup> = \$605 + / m<sup>3</sup> fee  
>1,000 m<sup>3</sup> = \$2,650 + / m<sup>3</sup> fee

Securities:

\$3,000 or the cost to remediate the site, whichever is greater

Per m<sup>3</sup> fee:

\$5.00/ m<sup>3</sup> fee for all fill importation

Responses to  
public feedback:  
concerns  
regarding high  
permit fees

<b>Municipality</b>	<b>Fee Structure</b>
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<i>King Township</i>	
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	Work without a permit: double permit fees Non-compliance fee at final inspection fee: \$500 Permit renewal fee: 50% of the original application fee Actual Third-Party Costs Recoverable +15% admin fee
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	Permit fees:
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	Small (200 m <sup>3</sup> - 1,000 m <sup>3</sup> ) = \$2,500
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	Large (>1000 m <sup>3</sup> ) = \$6,000
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	Securities:
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	Small (200 m <sup>3</sup> - 1000 m <sup>3</sup> ) = \$10,000
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	Large (>1000 m <sup>3</sup> ) = \$15,000
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	Municipal Service Fees (due for permits where fill is being imported)
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	Enforcement surcharge fee: \$0.25/ m <sup>3</sup>
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	Legal enforcement matters surcharge fee: \$0.25/ m <sup>3</sup>
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Responses to public feedback: concerns regarding high permit fees

Municipality	Fee Structure
<i>Woolwich Township</i>	<p>Work without a permit: double permit fees            Permit renewal fee: \$320            Actual Third-Party Costs Recoverable +15% admin fee</p> <p>Securities:            \$5,000 or more at the discretion of Director</p> <p>Permit fees:            Agricultural use &lt;500 m<sup>3</sup> in a 12-month period = \$1,000            Agricultural use &gt;500 m<sup>3</sup> in a 12-month period = \$1,000 + / m<sup>3</sup> fee            Non-res &amp; non-Ag properties = \$3,500 + / m<sup>3</sup> fee            General use &lt;500 m<sup>3</sup> in a 12-month period = \$160            General use &gt;500 m<sup>3</sup> in a 12-month period = \$2,700 + / m<sup>3</sup> fee</p> <p>Environmental Impact fees (per cubic metre fees):            Reducing Graduated /m<sup>3</sup> Fee Schedule:            20m<sup>3</sup> to 2,499m<sup>3</sup> = \$2.00/ m<sup>3</sup>            2,500m<sup>3</sup> to 4,999m<sup>3</sup> = \$1.50/ m<sup>3</sup>            5,000m<sup>3</sup> to 7,499m<sup>3</sup> = \$1.25/ m<sup>3</sup>            7,500m<sup>3</sup> to 10,000m<sup>3</sup> = \$1.00/ m<sup>3</sup></p> <p>Over 10,000 m<sup>3</sup> is considered a commercial fill permit regardless of site use and requires Council approval. Council may also determine appropriate environmental impact fees per m<sup>3</sup>.</p> <p>Partial exemptions from the environmental impact fee apply if the fill is sourced within the Township.</p>

Responses to  
public feedback:  
concerns  
regarding high  
permit fees

<b>Municipality</b>	<b>Fee Structure</b>
<i>Township of Puslinch</i>	<p>Work without a permit: double permit fees Actual Third-Party Costs Recoverable + 0% admin fee Permit renewal fee: 50% of the original application fee Inspector attendance as a result of a verified violation = \$150</p> <p>Permit fees: Normal Farm Practice = actual third-party cost recovery Minor (&lt;350 m<sup>3</sup> over 5-year period) = \$1,000 + / m<sup>3</sup> fee Intermediate (350 m<sup>3</sup> - 999 m<sup>3</sup> over 5-year period) = \$2,000 + / m<sup>3</sup> fee Large (1,000 m<sup>3</sup> - 9,999 m<sup>3</sup> over 5-year period) = \$3,500 + / m<sup>3</sup> fee Major (&gt;10,000 m<sup>3</sup> over 5-year period) = \$5,000 + / m<sup>3</sup> fee</p> <p>Securities: Normal Farm Practice = determined by the Designated Official Minor = \$3,000 Intermediate = \$5,000 Large = \$10,000 Major = determined by the Designated Official</p> <p>Per m<sup>3</sup> fee: \$0.24/ m<sup>3</sup> fee for all fill importation</p> <p>Permit exemptions for importation &lt;20 m<sup>3</sup></p> <p>Council is the approval authority for all Major Site Alteration Permits and agreements.</p>



Responses to public feedback: concerns with burdensome & complex documentation requirements

- The Township By-law is closely aligned with the Province's Excess Soil Regulations.
- These regulations are comprehensive in order to determine the safe and responsible reuse of excess soil.
- Similar to a building permit process, qualified professionals should be retained to ensure projects adhere to Provincial and Local regulations.



## Responses to public feedback: concerns with private property rights

- Township Council has authority to pass By-laws to regulate activities on private property that are deemed to be in the public interest.
- Dumping of fill can cause:
  - Contamination to ground/surface water;
  - Disruptions to drainage patterns;
  - Disruptions to water bodies;
  - Damage natural heritage features;
  - Costly damage to roads and infrastructure;
  - Disturbances and impacts to neighbours
- It is critical that the costs and liabilities associated with site alteration work be borne by the property owner(s) that undertake the work and NOT the community taxpayers.

## Responses to public feedback: concerns with permit requirements for small projects

- Township's by-law is in-line with comparator municipalities for small or minor permits.
- The permit process protects the property owner from expensive remediation costs, as well as protects the environment, and community.



# Activity under the Current By-law

- The Township has 20 site alteration files that have been processed or are currently in process under the current By-law in 2024.
- 3 of the 20 property owners/agents contacted the Township prior to commencing work.
- The remaining 17 files are as a result of a complaint and by-law enforcement.



# Activity Under the Current By-law

- Permit types in 2024:
  - Volume unknown: 1
  - Normal Farm Waivers: 0
  - Minor: 1
  - Intermediate: 11
  - Large: 2
  - Major: 5
    - 16,500m<sup>3</sup>
    - 15,000m<sup>3</sup>
    - 70,000m<sup>3</sup>
    - 27,000m<sup>3</sup>
    - 100,000m<sup>3</sup> + (total volume unknown but exceeds 100,000m<sup>3</sup>)
- The soil types and contaminants:
  - There are a number of sites where the quality of the fill is considered waste and therefore the fill is required to be removed.
  - Contaminated soils from 2024 include exceedances of lead, arsenic, cadmium, and acetone.
- Property owners are paid to accept soil often in lieu of taking the fill to a landfill or other appropriate industrial/commercial site. Payment per truck load ranges from \$65.00-\$200.00.
- A property owner may receive payment in the range of \$455,000 - \$1,400,000 for receiving 70,000m<sup>3</sup> of fill.



# Looking Ahead

- The Township is uniquely positioned geographically:
  - Pressure on 4 sides from the neighbouring urban centres (Milton, Cambridge, Guelph, and Hamilton)
  - Intersected by 2 provincial highways (Highway 6 and the 410)
  - Within 1 hour of the GTA



# Looking Ahead

- The implementation of amendments to Ontario Regulation 406/19 will significantly increase fill importation to rural areas in close proximity to the GTA.
- Municipalities with robust regulations and processes in place will be better positioned to address illegal activities.



# Looking Ahead

- OMAFRA reviewed the By-law and provided suggested revisions as follows:
  - Use the words 'Normal Farm Practice' and let the dictionary or open legal interpretation of that stand.
  - Leave 'in accordance with', but substitute "the Farming and Food Production Protection Act, 1998" instead of "the Ministry of Agriculture, Food and Rural Affairs"
- Staff will bring forward an amendment to the By-law in 2025 to incorporate these revisions.

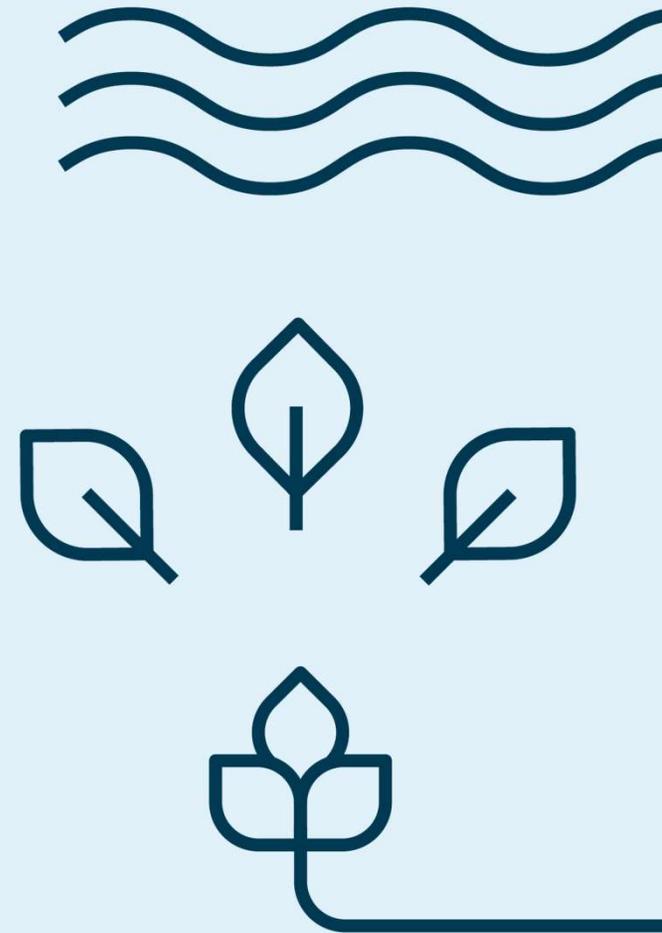


# Looking Ahead

- The Township will continue to educate the public.
- A social media campaign was commenced over the summer 2024 and more are planned for 2025.
- Guides and an initial assessment form have been created for ease of navigating the permit process.
- The permit application will migrate to CloudPermit in 2025 to ease the review process for the public and staff.



Thank You



# Site Alteration By-law Feedback

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## **SURVEY RESPONSE REPORT**

15 January 2024 - 30 August 2024

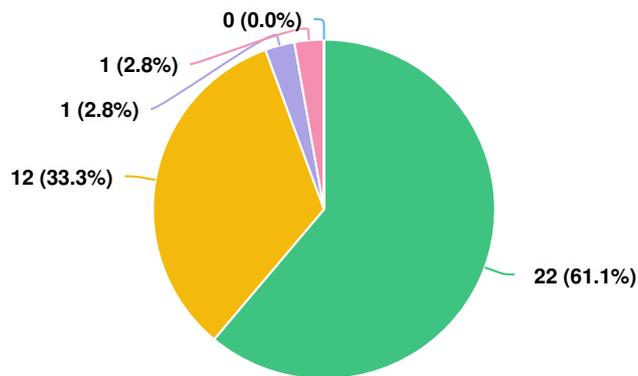
### **PROJECT NAME:**

Site Alteration By-law Feedback



SURVEY QUESTIONS

**Q1 | Please select what describes you best**

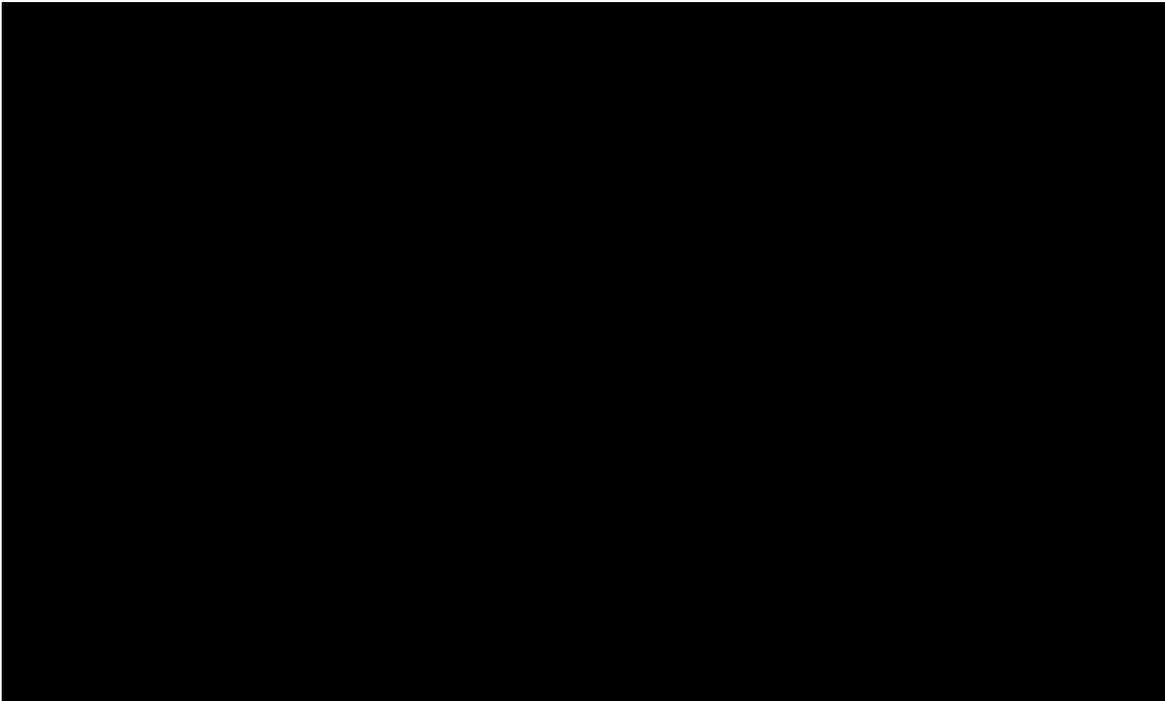


**Question options**

- Puslinch Property Owner - Residential
- Puslinch Property Owner - Agricultural
- Puslinch Property Owner - Industrial/Commercial
- Contractor/Developer/Agent
- Other (please specify)

Mandatory Question (36 response(s))  
Question type: Radio Button Question

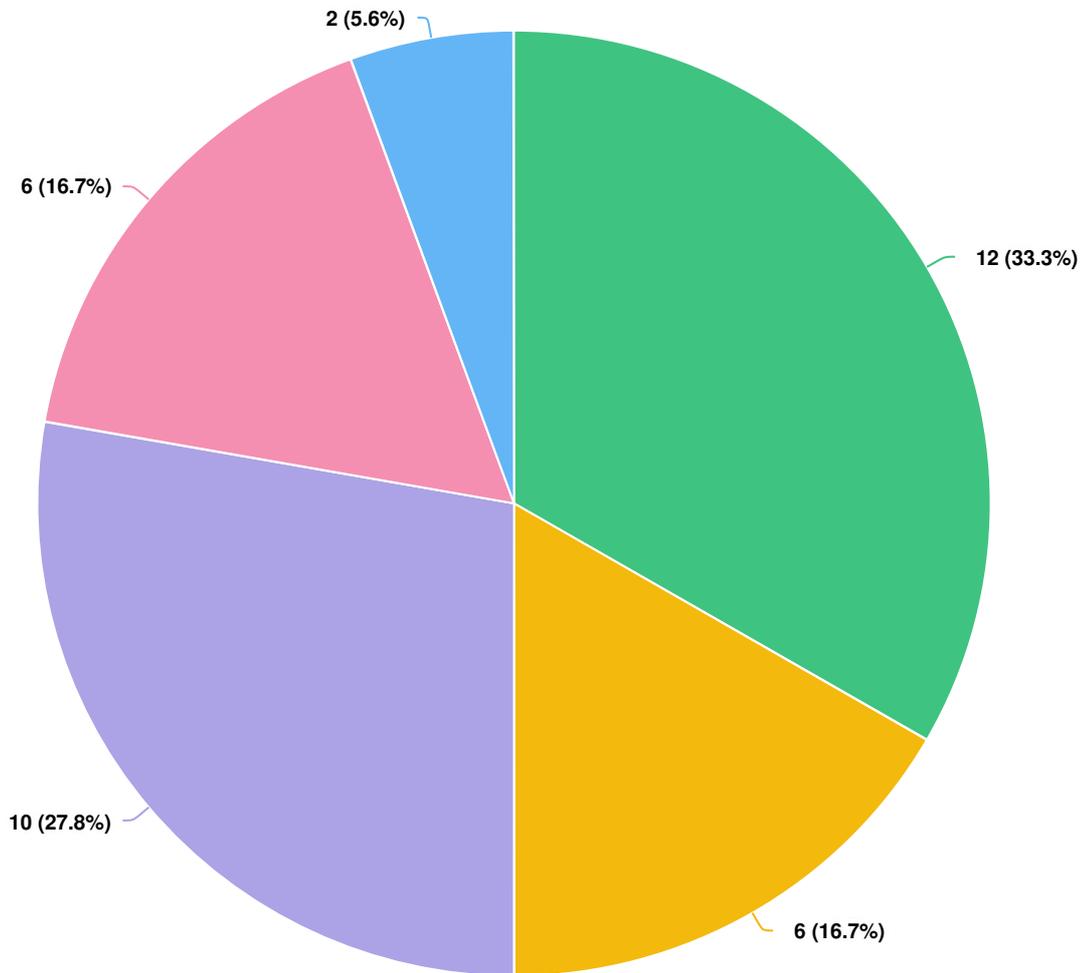
**Q2** | Would you like to share your address? Please note this will remain confidential and will not be included with the survey results.



**Optional question** (5 response(s), 31 skipped)

**Question type:** Single Line Question

**Q3** Please select what describes you best



**Question options**

- I am Puslinch landowner interested in site alteration on my property
- I am a neighbour to a property where site alteration has taken place
- I am a community members that has general concerns regarding site alteration in the Township
- I am interested in becoming more informed regarding site alteration in the Township
- Other (please specify)

Mandatory Question (36 response(s))  
Question type: Radio Button Question

**Q4 | Please rank which notification type you are the most likely to engage with (1 being most likely and 5 being least likely)**

<b>OPTIONS</b>	<b>AVG. RANK</b>
Written notification via Canada Post	3.00
Physical sign on subject property	3.18
Online Permit Map	3.31
Notice on Township Website	3.44
Advertisement in Wellington Advertiser	3.50
Post on social media (Facebook, X)	3.85

*Optional question (36 response(s), 0 skipped)*

*Question type: Ranking Question*

**Q5** | Site Alteration is a necessary part of development, can be a regular part of property upkeep such as maintenance and landscaping, can be associated with normal farm practices, and can be permitted on certain properties for excess soil management. ...

OPTIONS	AVG. RANK
Ground and surface water quality	3.06
Soil contamination	3.44
Impact to the natural environment	3.71
Drainage patterns	3.88
Truck traffic	4.36
Damage to property, plant or animal life	4.41
Disturbances and nuisances	4.67

*Optional question (35 response(s), 1 skipped)*  
*Question type: Ranking Question*

**Q6** | Is there any additional feedback you would like to provide?

Anonymous  
 3/08/2024 10:17 AM  
 If any change, sale of land, change in zoning, etc potentially affects neighborhood or residential property sightlines, residents must be notified by mail.

Anonymous  
 3/21/2024 04:07 PM  
 Neighbours should be informed when an application is made, especially when it will affect their quality of life.

Anonymous  
 3/29/2024 04:08 PM  
 I agree with proposal for larger fines / more expensive permits for those going forward and altering properties without approval

Anonymous  
 6/17/2024 08:36 PM  
 Yes this process for getting a small project approved has been the biggest eye opener to me for how the township has changed from trying to work with the residents to just trying to bankrupt them and leave them stressed for a prolonged time about what could happen to

our property. It's an absolute joke and I am ashamed to live here and I will be questioning helping the township out with any further projects as I honestly feel like I'm a criminal. And there are over a dozen great residents that have pulled out from volunteering for many things in this township. Thanks for your time

Anonymous

6/18/2024 06:41 AM

While I appreciate the township's commitment to environmental protection and community welfare, I must emphasize that the existing bylaw, in its current form, is both economically restrictive and environmentally inadequate. I would urge Council to reconsider and amend this legislation to better serve the interests of our community and the local environment.

- 1. Economic Burden on Property Owners and Businesses:** The current site alteration bylaw imposes an excessive financial burden on property owners and local businesses. The stringent regulations and permit requirements significantly increase the cost and complexity of even minor land alterations. For example, local farmers seeking to level their fields or residents wanting to improve their properties face prohibitive costs and cumbersome administrative procedures. Permit fees and associated costs for small-scale property alterations in Puslinch are among the highest in the region. This discourages investment, stifles economic growth and severely limits agricultural practices. By revising the bylaw to include more flexible guidelines and lower fees for minor alterations, we can foster a more business-friendly environment that encourages development while still ensuring responsible land use.
- 2. Ineffective Environmental Protection:** While the intent behind the bylaw is to protect our natural environment, it fails to effectively address specific environmental concerns unique to Puslinch, especially those impacting the agricultural sector. The blanket approach taken by the current regulations does not account for the varying impacts of different types of site alterations. The bylaw's rigid policy does not appropriately differentiate between low-impact and high-impact activities, nor does it accommodate any kind of flexibility with respect to risk mitigation. As a result, property owners who wish to engage in socially (think neighbourly) and environmentally responsible activities, such as maintaining safe and accessible property entrances or installing erosion control measures, face the same regulatory hurdles as those proposing more disruptive projects. Introducing a more flexible regulatory approach that evaluates site alterations based on their individualized impacts would better protect sensitive areas while allowing for responsible land use and improvement in less critical zones.
- 3. Unnecessary Administrative Complexity** The bylaw's current framework involves extensive paperwork and lengthy approval processes that are both inefficient and discouraging. This bureaucratic red tape deters property owners from pursuing legitimate and beneficial land improvements. By simplifying the permit application process and reducing unnecessary

documentation requirements, the township can make it easier for property owners to comply with regulations, thereby promoting more responsible and regulated land use. Introducing exemptions for minor, low-impact projects or those critical to maintain normal farm practices would alleviate the administrative burden on property owners and the township, allowing resources to be focused on managing more significant and potentially harmful alterations.

4. Impact on Community and Property Rights: The restrictive nature of the current bylaw contradicts our community's agricultural heritage and directly conflicts with pre-existing zoning designations. As it stands, the bylaw infringes upon property rights and severely limits the ability of residents to manage their land as they see fit. Ongoing discussion within the community indicates widespread dissatisfaction with the bylaw's limitations on personal property use and development. If Township staff were more integrated within day to day life of the community (ie. residents of the Township), this would be undeniably more apparent and offer a much needed, different perspective on the recommendations put forward to council and better embrace the agricultural heritage of this community. As long time, generational residents of the Township, we take pride in our properties and have vested interests in maintaining them for future generations. However, we have longtime connections across the community that go beyond family relationships. We are respected business owners, community group leaders, school volunteers, and concerned neighbours who recognize how the current complexities of the site alteration bylaw are impacting residents at the working - and day to day living - level. A significant portion of residents feel this bylaw unfairly restricts their property rights and imposes unnecessary constraints on their ability to make beneficial changes to their land. Allowing for greater flexibility in the regulation process would address these concerns while still maintaining necessary environmental protections.

5. Benefits of Revising the Bylaw By amending the site alteration bylaw, we can achieve a balance that supports both economic development and environmental sustainability. Key benefits include:

- Economic development: Reduced regulatory barriers will attract new businesses and investments, leading to job creation and economic growth.
- Improved environmental outcomes: A more targeted approach will better protect sensitive areas and ensure sustainable land use practices.
- Increased community satisfaction: Simplifying regulations and respecting property rights will lead to greater community support and cooperation in achieving the township's goals.

I would urge township staff and council to consider these points and take steps to amend the current site alteration bylaw. By doing so, we can create a more balanced, fair, and effective framework that supports both the community's economic vitality and the preservation of our natural environment.

Anonymous

6/18/2024 07:36 PM

A total review needs to be done. The amount of material considered to be a small application needs to be increased.

Anonymous

7/07/2024 05:29 AM

Notices of neighbours building on property should be confirmed of receipt and attendance at related meetings should be mandatory....t/f no surprises when neighbour pours foundation too close to neighbouring house ie. [REDACTED]s almost on top of neighbour at [REDACTED]...should not have been allowed to put [REDACTED] house where it is!

Anonymous

7/13/2024 08:58 PM

No bylaw should restrict alterations of a private property, it should only ensure any alterations follow current best practices. Only if someone can Demonstrate an actual harm off the property as a result should an alteration be stopped. Currently the owners must seek permission which means they do not own their land. Much of the bylaw goes beyond the townships authority and will result in huge legal fees for tax payers.

Anonymous

7/13/2024 09:50 PM

The way the Township enforces the site alteration bylaw by attacking families that have resided in the township for over a century deserve more respect and privacy. A land owner of 100 acres should in no way have to ask permission to move soil on their own property to better their land use and is absolutely obsurb. Importing soil has become an issue over recent years, but can be done if the proper policies and procedures are followed. Site alteration should be handled on a "case by case" basis instead of the "cut and paste" method that Puslinch staff and council continually use as their approach. Do a better job Puslinch!!!! As a contractor in the excavation business and a land owner of many generations in the township, it is quite apparent who the "bad apples" are. Monetary fines and ridiculous restrictions should never blanket everyone. Know who you talking to before you make rash decisions and remember you work for us, not the other way around!

Anonymous

7/16/2024 08:25 AM

I am just looking to level out an area to store/park my farming equipment and it seems almost impossible for a small time farmer to do so with all the new changes that have been implemented.

Anonymous

7/26/2024 08:30 PM

We are an agricultural area and an important watershed area, make the permits and follow up process are aggressive as needed to protect our natural environment

Anonymous

7/27/2024 12:03 PM

Hard to rank in order because all of these issues are important to me. That being said, I do find the current bylaw too restrictive for smaller jobs. The amounts allowed under small or minor should be adjusted higher. This bylaw is hard to understand. I would urge the Township to have a clearly outlined map/chart of how this works in its entirety. It's not fair to get to a certain point and think you are getting close to your permit only to have more restrictions, more studies, larger fees added. It is misleading to applicants to tell them their application is not complete leading them to think they need to pay for a lot more studies and professional services. People don't understand that you can say why you many of the asks to not apply to their situation. It needs to be stressed that the entire application needs to be filled out but relief can be asked for if it doesn't apply to you. I understand that illegal fill is a huge issue and a strict bylaw is necessary. There are many unethical activities. However, fill is a necessity for many rule projects. The current bylaw is negatively affecting residents who just want to do simple jobs. For small jobs the Township restrictions are too costly and bar is far to high. Many of the current activities that are labeled 'intermediate' need to be downgraded to 'small' and even some of the asks for 'small' are far too restrictive. While the bylaw as whole is good and serves the purpose to protect lands and residents for large scale projects, it desperately needs to be tweaked, to make it livable for the residents who just want to do small, minor projects. As you know, this bylaw has caused a lot of upset and unrest in the community. The Township needs to put out an olive branch to heal the hard feelings and stress that the door is open to communicate issues and resolve them early on.

Anonymous

7/27/2024 03:33 PM

The township must be able to understand the bylaw and presented information and factual knowledge about it , they must understand the rules and regulations they are enforcing and where common sense and professional opinions presented. Due to a high level of not understanding the bylaw and having to rely on third parties who are using this as a cash cow is not acceptable. There should be more options to expand on the questions in the survey as they are leading and will present a clouded view of the public's actual concerns with more of the bylaw and how it is being enforced with bully boy tactics

Anonymous

8/01/2024 08:07 PM

I think the township is going overboard. I understand the need for structure but sometimes better received in a small step manner or perhaps by surveys to the community at large as all of you are representatives of the people that live here and should be doing what is wished for by the people. It is a small vibrant community but all these big city changes don't fit here. And historically it has been a pick and choose who you know who you help township from my experience. Rules get extended for friends but not others. .

Anonymous

8/01/2024 10:02 PM

The township has become a disgrace and no one works to help the people make any progress easily

Anonymous

8/02/2024 07:34 AM

if you are not undertaking major construction that requires some permits than you should be able to do what you want on your land this level of control is excessive does someone tell you how to cut your hair? bringing a few loads of top soil a couple of loads of gravel hardly puts dent in some of the propertys in the township you need to really ajust your self for this every time you want to do some thing run and get approval i do not think so !

Anonymous

8/02/2024 12:54 PM

I hope that Puslinch remains vigilant in ensuring that our environment is safeguarded and that the proper protocols are followed before permitting building sites and soil disturbances.

Anonymous

8/07/2024 09:48 PM

Please actually consult with organizations knowledgeable about site alternation and its intersection with normal farm practices (OMAFRA, OFA, NFPPB, local farmers, local excavation professionals, lawyers who specialize in Farm Law, QPs with experience in multiple municipalities who can provide relevant, objective and professional opinions). Council/Staff should educate themselves on the costs associated with the various demands outlined in the permit application and site control plans (studies, drawings, maps, etc) and then ask themselves if they would consider these things a reasonable cost to incur for standard RURAL property maintenance/improvement projects, like grading or filling potholes in their driveway. The current thresholds of the permit categories are incredibly restrictive and contradict many economic development efforts. Context should be added to the permit process to better identify and weed out personal property improvements/projects vs large fill operations with an objective of simply maximizing profits. The process needs to be less rigid, less burdensome, and less expensive for BOTH residents and the township to navigate.

Anonymous

8/07/2024 10:01 PM

Given that tiered permits already exist in the Township of Puslinch, other adjustments could further ease the process for agricultural landowners while still protecting the environment: 1. Simplified Documentation for Agricultural Permits: Reduce the complexity and volume of documentation required for agricultural-related site alterations. For example, a simplified environmental impact form could be used specifically for agricultural projects, focusing on key risk areas without extensive detailed analysis. 2. Automatic Approval for Minor Adjustments: Implement an automatic approval process for

minor site alterations that meet predefined criteria. This could include small-scale grading, topsoil application, or drainage improvements that are low-risk and have minimal environmental impact. 3. Increased Permit Validity and Renewal Options: Extend the validity period of site alteration permits for agricultural activities and introduce a simplified renewal process. This would reduce the administrative burden on farmers who require ongoing alterations for seasonal farming activities. 4. Reduced Fees for Agricultural Activities: Acknowledge the costs of professional services required to complete various sections of the permit application. Consider ways to introduce exemptions that would further reduce fees associated with obtaining a permit for agricultural landowners, especially for small-scale or low-impact projects. This financial incentive could encourage compliance while acknowledging the economic constraints of farming. 5. Customized Environmental Guidelines for Agriculture: Develop and provide specific environmental guidelines tailored to common agricultural practices. This would help farmers adhere to environmental standards without navigating complex general regulations. 6. Technical Assistance and Support: The permit process is too complex. Offer technical support and/or referrals for advisory services to help farmers with the permit application process. This could include assistance with preparing required documents, understanding regulations, and implementing best practices for soil management. 7. Flexible Operational Hours During Peak Seasons: Allow more flexible operational hours for site alterations during critical agricultural seasons, provided they comply with noise and disturbance regulations. This flexibility can help farmers complete necessary work within optimal timeframes. 8. Stakeholder Engagement and Feedback: Regularly engage with agricultural stakeholders to gather feedback on the by-law's impact and effectiveness. Not all farmers are computer savvy to provide their feedback through this type of online forum. Seeking feedback through additional avenues can help identify areas for further improvement and ensure that the regulations remain practical and effective. By implementing these measures, the by-law could better accommodate the unique needs of agricultural landowners while ensuring that environmental protections are maintained. This approach can foster a more collaborative and supportive regulatory environment.

Anonymous

8/08/2024 12:55 PM

Permit fees seem excessive. How were these amounts established? Better communication to the township residents is required. These are major changes that many are not aware of and do not understand.

Anonymous

8/10/2024 01:37 PM

Economic considerations need to be incorporated. The Township must address the need for the bylaw to balance environmental

protection with economic growth and development. Many people have advocated for a streamlined application process that doesn't overly burden small businesses or individual property owners. It's time to consider this feedback once and for all. Perhaps even consider incentives for developers who use sustainable practices. Increase clarity and accessibility of the bylaw. Use simple language. Provide references to local, affordable contractors. Provide exemptions for low risk/critical projects. It shouldn't be such a roadblock to routine property maintenance. I encourage ongoing public consultations but would like to see transparency in how the feedback is incorporated into the final bylaw.

Anonymous

8/13/2024 06:57 PM

You need to work with the residents of Puslinch and not against them. Everything in this township is a battle. A little more common sense needs to be exercised.

Anonymous

8/20/2024 02:50 PM

We need to ensure we respect natural heritage features within the community. Direct commercial/industrial and the site alteration that goes with it to compatible areas with adequate road infrastructure. We cannot have dumping of excess soils on farm lands/wetlands. This is something that will support the few today, but impact the many now and into the future. These excess soils could be contaminated, causing loss of farm fertility, loss of wetland habitat, loss of potable groundwater resources. It is a risk that does not benefit the Township.

**Optional question** (23 response(s), 13 skipped)

**Question type:** Essay Question



## **REPORT ADM-2024-068**

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TO: Mayor and Members of Council

PREPARED BY: Kyle Davis, Risk Management Official

PRESENTED BY: Kyle Davis, Risk Management Official

MEETING DATE: December 18, 2024

SUBJECT: Environmental Registry of Ontario Postings Related to Permits to Take Water

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### **RECOMMENDATION**

**That Report ADM-2024-068 regarding Environmental Registry of Ontario Postings Related to Permits to Take Water be received for information; and,**

**That the following Council comments be incorporated into Environmental Registry of Ontario submissions along with staff comments:**

#### Background

As per Council's direction, Environmental Registry of Ontario (ERO) postings are routinely included in Council agenda packages for information and to receive Council's comments on the postings. The Ontario Ministry of the Environment, Conservation and Parks (MECP) is required to post Permits to Take Water (PTTW) applications to the ERO for comment and to notify the host municipalities of the PTTW application. Host and adjacent municipalities are often granted extensions to providing comments past the ERO posting dates especially if applications contain lengthy and detailed technical reports that require review. This report outlines a number of current PTTW applications under review by the MECP and staff comments on these applications.

#### Lafarge Canada Inc. (Lafarge Quarry), ERO Posting 019-0240

Location: 7051 Wellington Road 124, Guelph / Eramosa Township and Township of Puslinch

As previously reported to Council, Lafarge Canada Inc. applied for a PTTW under ERO posting 019-0240 <https://ero.ontario.ca/notice/019-0240>. The proposal was posted to the ERO from June 25, 2019 to August 9, 2019 and Lafarge Canada Inc. hosted a public information session in July 2019. This posting was last updated on August 29, 2024 to indicate that the MECP was still

actively reviewing the application. Between 2019 and 2024, Lafarge Canada Inc. was in discussions and completing additional groundwater modelling using the City of Guelph's groundwater model due to the location of the site within the City of Guelph Wellhead Protection Areas. Although the original posting was in 2019, it is our understanding that since the Lafarge application has not increased maximum water taking rates above the originally applied for rates in 2019 that MECP is not required to post the application again to the ERO. Staff have been in contact with MECP staff and were advised that the MECP would accept comments until December 20, 2024 for consideration in their review of this PTTW. It should also be noted the Source Water staff are also working with the Guelph / Eramosa Township hydrogeologist given that the Lafarge Quarry is located in both Townships. All three sets of comments (Source Water Staff, Harden and Burnside) comments will be submitted to the MECP, however, only Source Water staff and Harden comments are discussed below.

Attached are Source Water staff and Harden Environmental comments on this PTTW application. Please note that the Source Water staff comments are dated July 2019 as they were submitted during the initial ERO posting. The 2019 comments are still valid for the revised application although it is noted that Lafarge has decided to not currently amend their issued Environmental Compliance Approval .

In summary, staff and the Township Hydrogeologist have series of recommendations for the MECP to consider incorporating in the Permit to Take Water these are related to the following items:

1. Approval of this PTTW for only five years given the size of the water taking and to allow for adjustment to terms and conditions based on collected monitoring data;
2. Adjusting the minimum aggregate extraction and water level to 285 metres (m) Above Mean Sea Level (AMSL) from 280 m AMSL);
3. Improvement of hydrogeological characterization of geological formations to match observed conditions;
4. Incorporate the reduced 24 hectare quarry footprint on the Aggregate Resources Act site plan;
5. Additional groundwater monitoring wells at identified locations;
6. Additional surface water, shallow groundwater, wetland monitoring locations at identified locations;
7. Applicant to implement subaqueous aggregate extraction to minimize water taking;

8. Additional monitoring of private water wells including conditions related to well complaint and interference response;
9. Continued infiltration of water through the approved ECA to reduce impact to groundwater recharge;
10. Consideration of the cumulative impacts of both the Lafarge and Glen Christie applications on ecological, surface water, wetlands private wells and municipal wells and inclusion of appropriate terms and conditions to monitor and respond to cumulative impacts;
11. Inclusion of low water response conditions to the PTTW; and
12. Consideration of draft Water Quantity policies for the City of Guelph / Guelph / Eramosa Township Wellhead Protection Area for Quantity. This includes MECP considering terms and conditions in the PTTW that require groundwater and surface water monitoring related to impacts to municipal water supplies, assessment and implementation of water efficiency measures such as infiltration of dewatering, phased approach to assess impacts, information sharing between agencies and municipalities and low water / drought response measures.

In discussions with MECP staff, it has been requested a meeting with MECP reviewers, our reviewers and municipalities, Grand River Conservation Authority and adjacent municipalities including City of Guelph and Region of Waterloo to discuss comments on this application and the Glen Christie application in early 2025. MECP staff are considering this request.

James Dick Construction Limited (Glen Christie Quarry), ERO Posting 019-9325  
Location: 2145 Waterloo Regional Road 24, Cambridge, ON and Roll Number  
2301000001095000000, Township of Puslinch

James Dick Construction Limited applied for a PTTW under ERO posting 019-9325 <https://ero.ontario.ca/notice/019-9325> . The proposal was posted to the ERO from October 29, 2024 to November 28, 2024. Staff have been in contact with MECP staff and were advised that the MECP would accept comments until January 10, 2025 for consideration in their review of this PTTW.

Comments are not attached to this staff report for this site as the technical report for the application was only received mid to late November and is quite lengthy. Source Water staff and Wellington Hydrogeology are currently reviewing the application and will submit comments to the MECP by the January 10<sup>th</sup>, 2025 MECP deadline with the caveat that Council may add their comments after that date. MECP staff have agreed to allow Council comments to be provided

after the January 10<sup>th</sup>, 2025 deadline. Staff and Township Hydrogeologist comments will be presented to Council at the January 15<sup>th</sup>, 2025 Council meeting.

Of note, however, is that the Glen Christie Quarry is located in close proximity to the Lafarge Quarry and both represent extensive water takings. Staff wanted Council to be aware of the proximity of the two quarries while considering the Lafarge comments. Similar to the Lafarge Quarry, the Glen Christie Quarry is located at municipal boundaries and although fully within the Township of Puslinch, it is immediately adjacent to Guelph / Eramosa Township and the Region of Waterloo including the road access being from the Region of Waterloo.



**Figure 1: Locations of the Lafarge and Glen Christie Quarries Outlined in Yellow.**

Con-Cast Pipe Inc., ERO Posting 019-9427  
Location: 299 Brock Road South, Township of Puslinch

Con-Cast Pipe Inc. applied for a PTTW under ERO posting 019- . The proposal was posted to the ERO <https://ero.ontario.ca/notice/019-9427> from November 25, 2024 to December 25, 2024. The application is for a continued water taking of up to 450,000 litres per day for the site.

Attached are Source Water staff and Harden Environmental comments on this PTTW application. Staff and the Township Hydrogeologist have limited concerns with this application based on the water taking history. Recommendations have been made to the MECP to consider adding low water response conditions to the PTTW and to consider whether additional monitoring requirements should be added given the location of this site within the City of Guelph draft WHPA-Q

### **Closure**

This report has been provided for Council's consideration and direction related to provision of Council comments related to the Permits to Take Water discussed.

### **Financial Implications**

Current staffing and resources

### **Applicable Legislation and Requirements**

Ontario Water Resources Act

Clean Water Act

### **Attachments**

- 1/ Wellington Source Water Protection Comments – Lafarge Quarry
- 2/ Harden Environmental Comments – Lafarge Quarry
- 3/ Wellington Source Water Protection Comments – Con-Cast
- 4/ Harden Environmental Comments – Con-Cast

**Respectfully submitted by,**

**Kyle Davis, Risk Management Official**

August 8, 2019

**Memorandum**

To: Client Services and Permissions Branch, Ontario Ministry of the Environment,  
Conservation and Parks, 135 St. Clair Avenue West, 1<sup>st</sup> Floor, Toronto, ON

*Submitted Online: Via Environmental Registry of Ontario website*

C.C. Ian Roger, Chief Administrative Officer, Guelph / Eramosa Township  
Amanda Knight, Clerk, Guelph / Eramosa Township  
Nina Lecic, Clerk, Township of Puslinch  
Donna Bryce, Clerk, County of Wellington  
Aldo Salis, Director of Planning, County of Wellington  
Dan Dobrin, Manager – Technical Support Section, West Central Region, MECP

From: Kyle Davis, Risk Management Official, Guelph/Eramosa Township and Township of  
Puslinch

**RE: Permit to Take Water Amendment No. 2718-7S3RM7 (File reference: 0821-BCSLAK)  
Lafarge Canada Inc. – Wellington site,  
7051 Wellington Road 124, Guelph / Eramosa Township  
Environmental Registry of Ontario (ERO) Number 019-0240**

The following comments are related to the above referenced Permit to Take Water (PTTW) application that was posted on the Environmental Registry of Ontario (ERO) on June 25, 2019 (ERO reference number 019-0240). The public commenting period ends on August 9, 2019.

These comments are provided in regards to the Clean Water Act, Grand River Source Protection Plan and source water protection implementation by Wellington Source Water Protection, a partnership of the Wellington County municipalities, on behalf of the Township of Guelph / Eramosa, Township of Puslinch and County of Wellington. These comments should not be construed as a hydrogeological, engineering, ecological or technical review of the application. These comments are strictly provided in regards to our municipalities' role in implementing the Clean Water Act and municipal source water protection.

In preparing these comments, the undersigned has attended a number of consultation meetings with Lafarge staff and consultants, Township and County staff and City of Guelph staff including attending the Lafarge hosted public open house on July 24, 2019. A site visit

was also completed of the Lafarge – Wellington site on July 19, 2019 and accompanied by Lafarge staff and consultants and City of Guelph staff.

## General

1. Lafarge Canada Inc. (Lafarge) has submitted a Permit to Take Water (PTTW) application dated June 24, 2019 for their Lafarge – Wellington site including a technical report entitled Lafarge Wellington County Site – Quarry Dewatering and Water Use Investigation dated June 2019. The application is to amend existing PTTW No. 2718-7S3RM7 to allow an increase in water taking at the Lafarge-Wellington site. The application is requesting approval from the Ontario Ministry of the Environment, Conservation and Parks (MECP) to allow water taking from one well, three ponds and one watercourse (Speed River) for purposes of quarry dewatering and industrial purposes. The following table (Table 9 – page 48) is reproduced from the Lafarge application and summarizes the maximum water taking being proposed.

**Table 9: Dewatering Assessment Summary**

Source Name	Purpose	Maximum Taken Per Minute (L)	Maximum Number of Hours Taken Per Day	Maximum Taken Per Day (L)	Maximum Number of Days Taken Per Year
Quarry Sump	Dewatering	14,930	24	21,500,000 <sup>1</sup>	365
On-Site Supply Well	Manufacturing	303	12	218,000	365
Source Pond / Quarry Water Management Pond	Manufacturing	7,455	10	4,473,000	295
Holding Pond	Manufacturing	455	10	273,000	295
Speed River	Manufacturing	909	24	1,309,000	295

<sup>1</sup> Typical pumping rates for the Quarry Sump will be 6,000,000 L/d during full operation. The additional 15,500,000 L/d is for emergency purposes such as dewatering following a storm event.

2. The Lafarge –Wellington site comprises of three main parcels: the western parcel is municipally addressed as 7051 Wellington Road 124 (Roll number 2311000008015000000), the centre parcel has no municipal address (Roll number 2301000001066000000 ) and the eastern parcel has no municipal address (Roll number 2301000001061000000). Legal descriptions can be provided if required. The western parcel is located in the Township

of Guelph / Eramosa while the centre and eastern parcels are located in the Township of Puslinch. The closed Township of Puslinch road allowance for Sideroad 10 North separates the centre and eastern parcels. See attached figures for reference. It is understood that this PTTW application only applies to an initial phase of below water excavation on the western and central parcels and that the licensed extraction boundary for the Lafarge – Wellington site encompasses all three parcels. Based on the location of this site, it is requested that the Clerks of Township of Guelph / Eramosa, Township of Puslinch and County of Wellington be circulated on all future correspondence for this file with a copy directed to the undersigned.

### **Water Quality Wellhead Protection Areas**

3. The Lafarge - Wellington site is located within Wellhead Protection Areas C and D (WHPA-C, WHPA-D), 5 and 25 year time-of-travel, respectively for the City of Guelph municipal wells. The vulnerability scores range from a score of 6 and 8 within the WHPA-C (eastern parcel and a portion of the central parcel) to scores of 4 and 6 within the WHPA-D. The WHPAs and vulnerability scoring are approved in the Grand River Source Protection Plan. The property has been identified as not being in a Highly Vulnerable Aquifer (HVA). Two of the attached figures show the applicable, water quality vulnerable areas, as defined by the *Clean Water Act, 2006*, applicable to the Lafarge - Wellington site.

All of these vulnerable areas should be referenced and discussed in any reviews by the MECP and any reports by Lafarge or their consultants. These vulnerable areas should be noted as approved vulnerable areas, pursuant to the Clean Water Act.

4. The Lafarge application discusses the Lafarge Wellington site as it relates to the water quality WHPAs. The application concludes that only dense non-aqueous phase liquids handling or storage would be considered a significant drinking water threat pursuant to the Clean Water Act and only for the portion of the site within the WHPA-C. This conclusion is correct and the applicable policy would be Risk Management Plans to ensure the proper handling and storage of these chemicals.

During the site visit on July 19, 2019, no activities were observed within the WHPA-C at the Lafarge – Wellington site that pertained to dense non-aqueous phase liquids handling or storage. The portion of the site within the WHPA-C was observed to be a mixture of

former sand and gravel pits, closed road allowance, agricultural fields and / or vegetated woodlands or fields. The primary use was either passive recreation or farming. Additionally, the majority of the site within the WHPA-C is in the eastern parcel where no excavation activities are proposed as part of this application.

5. It is noted that there is a Clean Water Act requirement for municipalities to report and track the creation of preferential pathways (transport pathways) to the Source Protection Authority. The purpose of this requirement is to ensure any updates to the vulnerability scoring used in the water quality WHPAs includes up to date information. Transport pathways include the excavation of aggregate. A Transport Pathway Notice is attached and has been sent to the Lake Erie Source Protection Authority and served to the applicant pursuant to the Clean Water Act.
6. The Lafarge application notes that excavation will not extend below the depth of the Vinemount aquitard (285 metres above sea level), however, the licenced excavation depth in the site's Aggregate Resources Act approval (Licence #5514) and operational plans (Appendix K of the application) is 280 metres above sea level. The application also notes that the Vinemount appears to be naturally absent in portions of the site and that the municipal aquifer unit (Gasport formerly Amabel) can be present as reef mounds. It is expected that the MECP will consider this information in their review of the PTTW application.

### **Water Quantity Wellhead Protection Areas**

7. The Lafarge - Wellington site is located within a Wellhead Protection Area Q (WHPA-Q) that was accepted by the Lake Erie Source Protection Committee as part of the Guelph / Guelph / Eramosa Tier 3 water budget study. The risk level for the WHPA-Q is significant.

The attached water quantity map shows the applicable vulnerable areas, as defined by the *Clean Water Act*, 2006, applicable to the Lafarge - Wellington site. The Lafarge – Wellington site is wholly located within the WHPA-Q and the majority of the site (majority of all three parcels) are located within a significant groundwater recharge area (SGRA), as defined by the Clean Water Act. Both the WHPA-Q and the SGRA are defined vulnerable areas pursuant to the Clean Water Act. The SGRA mapping is

approved as part of the Grand River Source Protection. At this time, however, the WHPA-Q has not yet been incorporated into the Grand River Source Protection Plan or Assessment Report and therefore the WHPA-Q is not currently in legal effect. The results of the Tier 3 study and the full report are publicly available at <https://www.sourcewater.ca/en/index.aspx>. Further information can be found at <http://www.wellingtonwater.ca/en/how-does-this-affect-me/tier-3-water-budget-studies.aspx>.

All of these vulnerable areas and supporting Tier 3 studies should be referenced and discussed in any reviews by the MECP and any reports by Lafarge or their consultants. The differences in approved and draft should be noted when discussing SGRA and WHPA-Q.

8. Due to the significant risk level assigned to the WHPA-Q, a project is currently ongoing by Grand River Conservation Authority, City of Guelph, County of Wellington, Ontario Ministry of the Environment, Conservation and Parks (MECP), the Township of Guelph/Eramosa, Township of Puslinch and other municipalities (project team) to complete the steps necessary to update the Grand River Source Protection Plan and Assessment Report with water quantity policies. Eventually policies will be added to the Grand River Source Protection Plan to manage consumptive water taking and recharge reduction activities within the WHPA-Q. The draft policies are scheduled for public consultation in 2020, however, draft policy approaches are publicly available along with further information on the current consultation with a Community Liaison Group (including Lafarge), at <https://www.sourcewater.ca/en/index.aspx>.

Draft policy text has also been shared with the MECP as part of early engagement and review through MECP's Source Protection Branch and discussions have been ongoing through the summer via the project team on the PTTW policy text. It is understood that the MECP's West Central Region's Technical Support Section has been provided the draft policy text including proposed policy wording regarding terms and conditions for the MECP Director to consider when issuing PTTWs within the WHPA-Q. It is our expectation that the MECP will take into consideration the draft policy text as it relates to PTTW and will review the potential for this application to result in interference or impacts to the existing municipal wells including using the results of the Tier 3 water budget assessment, in their assessment of this application.

9. One of the draft policy approaches and draft policies is the establishment of a water management working group consisting of the various agencies and municipalities involved in the current policy project. The purpose of the water management working group is, in part, to provide a forum for further discussions and input on PTTW applications in the WHPA-Q. It is recommended that the MECP take into consideration this draft policy approach and policy text and that further consultation occur via the proposed water management working group or a similar meeting of the municipalities, agencies (including Grand River Conservation Authority) and the Province involved in the review of this PTTW application. The Townships of Guelph / Eramosa and Puslinch and the County of Wellington, through either source protection and / or other staff, would be pleased to participate in those meetings or working groups.
10. It is understood the PTTW application is being reviewed by MECP's hydrogeologist and surface water specialists in the West Central Region's Technical Support Section. It is expected that the MECP will review the potential for this application to impact the Speed River and tributaries, Provincially Significant Wetlands, municipal and private wells and other impacts including cumulative impacts. It is noted that Lafarge has proposed a monitoring program including groundwater, surface water private wells and natural environment. The MECP review should ensure that these monitoring programs are sufficient to monitor the proposed application including potential impacts to the Speed River and tributaries, Provincially Significant Wetlands, municipal and private wells and other impacts including cumulative impacts and that appropriate terms and conditions are added to the PTTW and / or Aggregate Resources Act approvals as deemed necessary by the MECP and / or Ontario Ministry of Natural Resources and Forestry.
11. The MECP is requested to thoroughly review the proximity of private water wells to this application that are located in both Townships including the 500 metre radius, proposed by Lafarge, for private well monitoring and well complaint response. The MECP review should ensure that the proposed radius and monitoring program is sufficient. These private water wells are used for a variety of domestic / residential and commercial / industrial / agricultural uses. Further it is expected that the MECP will review the potential for this application to result in well interference with the existing private water wells and it is recommended that a well complaint procedure be considered as a term or condition of the PTTW.

12. It was noted by Lafarge staff and consultants, during consultation meetings, that recharge of groundwater is proposed through an infiltration trench to the wetland and shallow overburden / bedrock. It is understood that this will be detailed in an amendment to Lafarge's Environmental Compliance Approval (ECA) 0290-6PHGPS. As of August 7, 2019, the ECA amendment had not been posted on the ERO for comment. The MECP should consider, during the PTTW review and the ECA review, the draft recharge reduction policy approaches and policy text that have been developed by the project team described in comment 8. Additionally, it is requested that the Clerks of Township of Guelph / Eramosa, Township of Puslinch and County of Wellington be circulated on all future correspondence for the ECA amendment with a copy directed to the undersigned.

If you require further information, please contact:

Kyle Davis, Risk Management Official  
519-846-9691 ext 362  
[kdavis@centrewellington.ca](mailto:kdavis@centrewellington.ca)

#### Attachments

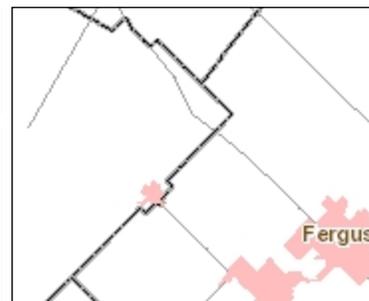
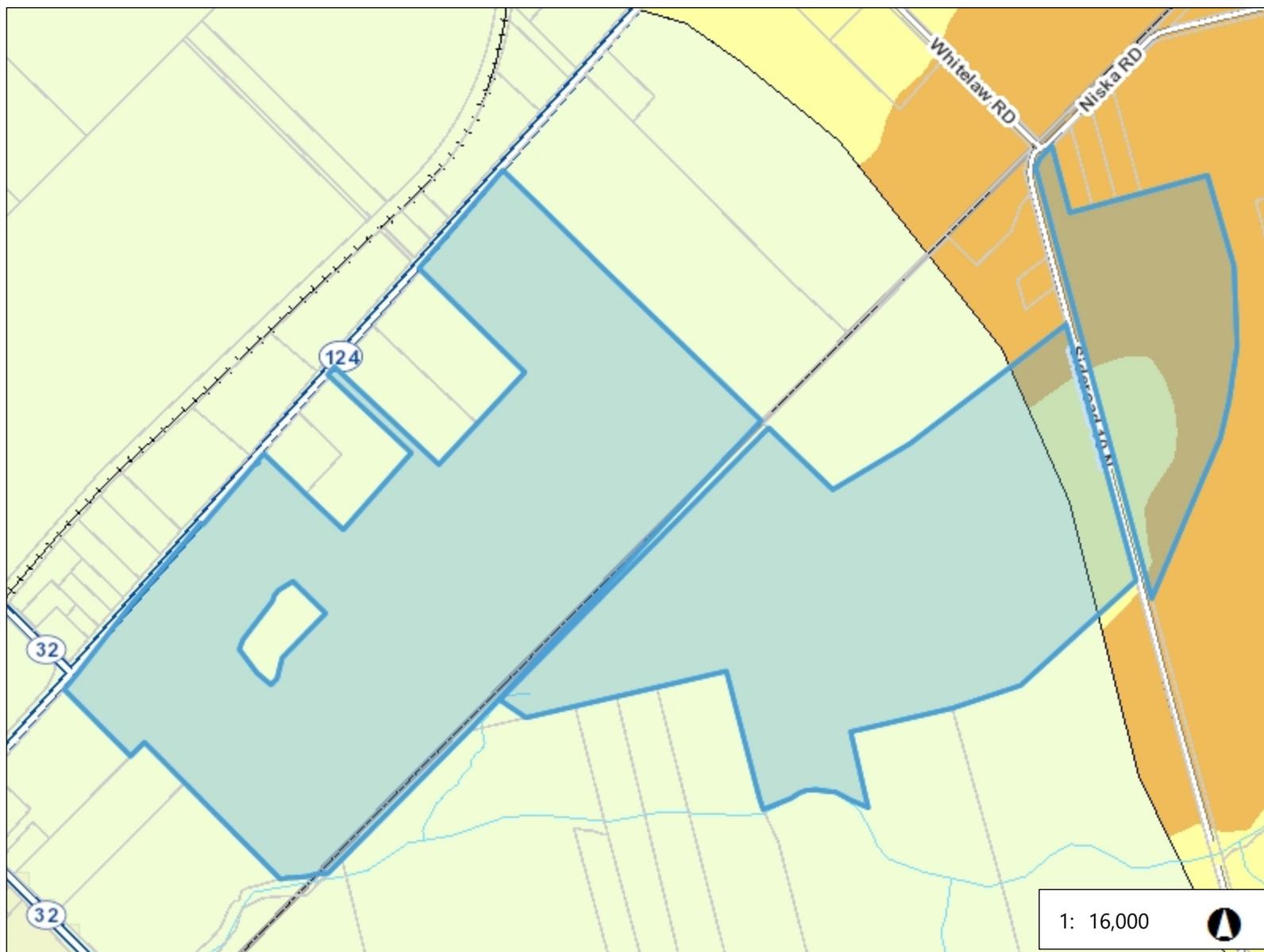
Figure – Wellhead Protection Area – Quality

Figure – Wellhead Protection Area – Quantity

Figure – Highly Vulnerable Aquifer and Air Photo

Transport Pathway Notice – Lafarge Wellington, Guelph / Eramosa and Puslinch





### Legend

-  Parcels
- Roads**
  -  Local Road
  -  County Road
  -  Highway
-  Railways
-  Watercourses
-  Municipalities
-  Well Locations
- Wellhead Protection Area Boundaries**
  -  A
  -  B
  -  C
  -  D
- Vulnerability Score**
  -  10
  -  8
  -  2, 4, 6 (A, B or C)
  -  2, 4, 6 (D)
-  HVA
-  RoadsLookup

1: 16,000 



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.  
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### Notes



# Lake Erie Region Transport Pathway Notice



This template is being provided to satisfy transport pathways reporting requirements in accordance with Section 27 (3) and (4) of O. Reg. 287/07 made under the *Clean Water Act, 2006*.

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**To Be Completed by Applicant:**

Name of Applicant: Lafarge Canada Inc. Phone Number: see application  
Email Address: see application Date of Application: June 24, 2019  
Location of proposed activity (please provide description if activity not restricted to a single address):

---

The Lafarge –Wellington site comprises of three main parcels: the western parcel is municipally addressed as 7051 Wellington Road 124 (Roll number **2311000008015000000**), the centre parcel has no municipal address (Roll number **2301000001066000000** ) and the eastern parcel has no municipal address (Roll number **2301000001061000000**). Legal descriptions can be provided if required. The western parcel is located in the Township of Guelph / Eramosa while the centre and eastern parcels are located in the Township of Puslinch. The closed Township of Puslinch road allowance for Sideroad 10 North separates the centre and eastern parcels. See attached figures for reference. It is understood that this PTTW application only applies to an initial phase of below water excavation on the western and central parcels and that the licensed extraction boundary for the Lafarge – Wellington site encompasses all three parcels. \_\_\_\_\_

Please check the activities below that apply to this application:

- |  |  |
|--|--|
| <input type="checkbox"/> Construction of water wells or monitoring wells | <input type="checkbox"/> Re-grading associated with new development                                    |
| <input type="checkbox"/> Construction of oil and gas wells               | <input type="checkbox"/> Construction of foundation envelopes  |
| X Excavation of pits and quarries  | <input type="checkbox"/> Construction of geothermal wells/earth energy systems                         |
| <input type="checkbox"/> Construction of man-made ponds                  | <input type="checkbox"/> Construction of linear sewage collection systems and linear utility corridors |

Please describe the proposed activity. If applicable, include pertinent details such as maps/cross-sections/figures; depth of excavation; distance to municipal wells, ponds; contaminated or potentially contaminated site(s), etc. (use additional sheets of paper if needed)

\_\_\_\_\_Proposed bedrock excavation – see Golder report from Lafarge\_\_\_\_\_

# Lake Erie Region Transport Pathway Notice



## For Office Use Only:

Upon completion, please submit the following information to Lake Erie Region Source Protection Staff.

Municipality: Guelph / Eramosa and Puslinch \_\_\_\_\_

Submitted By: Kyle Davis \_\_\_\_\_

Email Address: \_\_\_\_\_kdavis@centrewellington.ca \_\_\_\_\_

Date Submitted: August 8, 2019 \_\_\_\_\_

Please list the approvals the applicant requires to engage in the proposed activity: \_\_\_\_\_ PTTW and ECA (Industrial Sewage Works, ARA approvals \_\_\_\_\_)

Please check one of the following options:

**Yes**, the proposed activity *is* a transport pathway that increases the vulnerability of a raw water supply of a drinking water system from low to high

If applicable, please provide the change in vulnerability that may result from the proposed activity:

Intrinsic vulnerability rating prior to activity: \_\_\_\_\_ ; potential new intrinsic vulnerability rating \_\_\_\_\_



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

Groundwater Studies  
Geochemistry  
Phase I / II ESA  
Regional Flow Studies  
Contaminant Investigations  
OLT Hearings  
Water Quality Sampling  
Groundwater and Surface  
Water Monitoring  
Groundwater Protection  
Studies  
Groundwater Modelling  
Groundwater Mapping  
Designated Substance  
Surveys

File: 2435

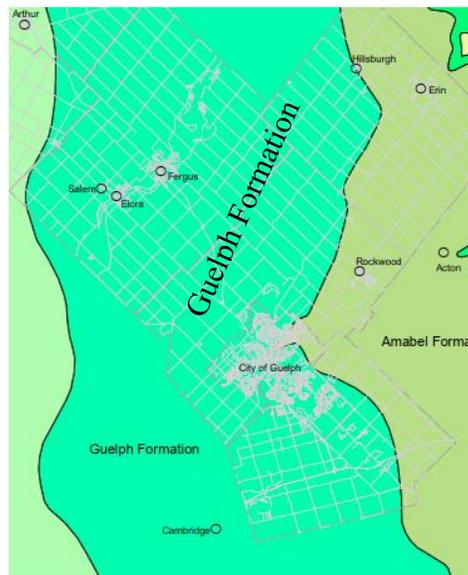
November 13, 2024

Wellington Source Water Protection  
7444 Wellington Road 21  
Elora, Ontario N0B 1S0

Attention: Kyle Davis

**Re: Hydrogeological Review of Permit to Take Water Application  
for Lafarge Wellington County Site – 7051 Wellington Road 124,  
Guelph, Ontario**

The proposed Permit to Take Water is needed to facilitate the dewatering of a below-water-table quarry. The rock to be mined at the quarry is dolostone from the Guelph Formation. The Guelph Formation occurs as the uppermost rock unit in an extensive area throughout Wellington County.



Other quarries mining the Guelph Formation include the former Dolime Quarry, Glen Christie Quarry and the Damascus Quarry. The large

quarries located east of Guelph near Milton are mining the Amabel dolostones (Goat Island and Gasport Formations).

## **Technical Comments and Recommendations**

### **Depth of Mining and Water Taking**

Lafarge intends on dewatering to an elevation of 285 m AMSL. This elevation keeps the water level above the regional aquitard. However, the Aggregate Resources Act license issued to Lafarge allows for mining to proceed to an elevation of 280 m AMSL. Mining could occur sub-aqueously to the 280 m AMSL level, thereby removing the aquitard and resulting in greater water level impacts than predicted. It is thus not unreasonable to review the report May 4, 2021 report prepared by Matrix Solutions for the City of Guelph that addresses the impacts of potential dewatering to a greater depth.

**Recommendation 1: The MECP should consider that the Permit to Take Water and the Aggregate Resources Act license should have a minimum allowable water level of 285 m AMSL and a minimum allowable mining elevation of 285 m AMSL respectively.**

### **Area of Influence**

The February 9, 2024 and May 4, 2021 model reports both suggest persistence in the aquitard across the site. The cross sections show that the aquitard is not present at 15-CH-1077 and there should be a transition from aquitard to aquifer in the western portion of the site for the Eramosa Formation, Reformatory Formation and Vinemount Formation. The analytical solutions and model results suggest limited upward movement of groundwater from the lower formations and thus the extent of impact in the Goat Island and Gasport Formations is limited. The absence of the aquitard will allow groundwater to migrate upward and it is our opinion that the groundwater ingress volumes are underestimated.

**Recommendation 2: The MECP should request that the applicant improve the model hydrogeological characterization of the geological formations to match the observed geological conditions and packer testing results obtained on-site.**

### **Reduction in Initial Footprint for Quarry**

The Township is in favour of the reduced footprint of the initial quarry to 24 hectares and recommends that the 24 hectare area be recognized on the ARA site plan with expansion

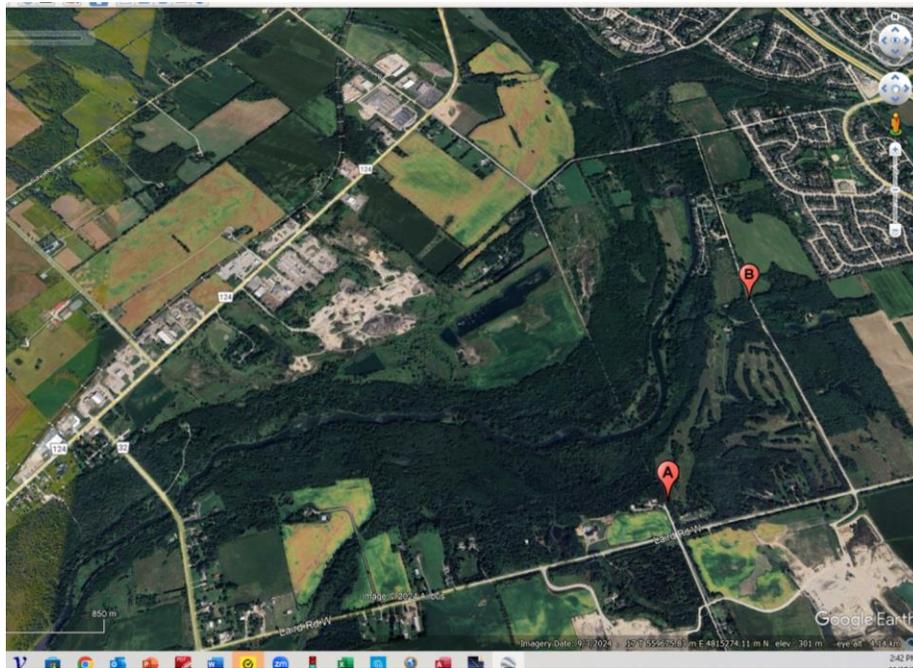
of this initial area subject to MNRF, MECP, City of Guelph, Township of Puslinch and Township of Guelph Eramosa approval following a review of the monitoring data to date.

**Recommendation 3: Have the 24 hectare area recognized on the site plan as Phase 1 of below water table extraction with expansion of this area subject to MNRF, MECP, City of Guelph, Township of Puslinch and Township of Guelph Eramosa approval following a review of the monitoring data to date.**

## Monitoring during Initial Footprint Extraction

The Township notes that there are no groundwater monitoring wells located on the east side of the Speed River.

**Recommendation 4: We recommend that multi-level monitors be installed at locations A and B shown on the following diagram.**



## Wetland Monitoring

We concur that direct discharge to the wetland may mitigate the effects of decreased groundwater contribution to the wetlands. In addition to the monitoring of MW16-1, MW16-2 and transect and plot based methods there should be additional groundwater level monitoring in the wetland adjacent to the initial quarry footprint.

**Recommendation 5: We recommend that an additional surface water/shallow groundwater monitor be added in the vicinity of Sideroad 10N road allowance in the wetland. A suitable location is between SW3 and 15-CH-1073.**

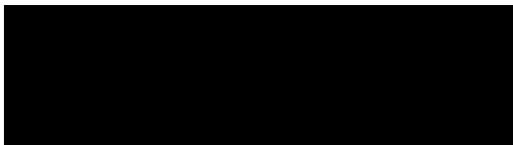
## **Mining Method**

Quarrying without dewatering should be considered at this site. The collection and discharge of millions of liters of water is unnecessary given the opportunity to drill, blast and remove the dolostone without dewatering. The subaqueous method of mining occurred in Dolime Quarry nearby and will be used in the newly licensed Hidden Quarry in Rockwood, Guelph Eramosa Township. Subaqueous mining is the only method of limestone quarry mining in southwest Florida where the aquifer is too permeable to permit dewatering. The potential for impact to neighbouring wells, wetlands and the City of Guelph municipal supply would be greatly diminished if not eliminated entirely. A mining depth of 15 metres is easily manageable with subaqueous mining methods.

**Recommendation 6: We recommend that the MECP encourage subaqueous mining at this site to permit below water table extraction that has limited impact to private wells, the natural environment and municipal water supply.**

Sincerely,

Harden Environmental Services Ltd.



Stan Denhoed, M.Sc., P.Eng.  
Senior Hydrogeologist





12/09/2024

## Memorandum

To: Ajay Persaud – Environmental Scientist, PTTW Unit, MECP

CC: Courtenay Hoytfox, Interim CAO, Township of Puslinch  
Justine Brotherston, Interim Municipal Clerk, Township of Puslinch

From: Kim Funk, Source Protection Coordinator, Wellington Source Water Protection

Reviewed by: Kyle Davis, Risk Management Official, Township of Centre Wellington

RE: **Ministry Reference Number 1000310204, Permit to Take Water, ERO# 019-9427 - Con-Cast Pipe Inc, 299 Brock Road South, Puslinch**

## General

1. The following comments are related to the above referenced Permit to Take Water (PTTW) application (Ministry reference number 1000310204. This is an application to amend an existing PTTW (8724-9GFPQE) for 10 years. Water will be taken from two wells for water supply, to operate a concrete plant.
2. These comments are provided in regards to the *Clean Water Act*, Grand River Source Protection Plan and source water protection implementation by Wellington Source Water Protection, a partnership of the Wellington County municipalities. These comments should not be construed as a hydrogeological, engineering, ecological or technical review of the application. These comments are strictly provided in regards to our municipality's role in implementing the *Clean Water Act* and municipal source water protection.
3. As noted in the ERO posting, this water taking qualifies as a Category 1 taking.

## Summary of Source Protection Vulnerable Areas and Drinking Water Threats

The subject property is located in:

- a) a Significant Groundwater Recharge Area (SGRA); and
- b) a draft Wellhead Protection Area Q (WHPA-Q) with a significant risk level.

Attachments show the relevant mapping. Please note the subject property is not located in an Issue Contributing Area (ICA), a Highly Vulnerable Aquifer (HVA), or a Wellhead Protection Area for Quality.

4. Due to the site's location outside any water quality WHPA or ICA, and because the draft WHPA-Q is not yet in legal effect, there are no Significant Drinking Water Threat policies that currently apply.
5. Although significant drinking water threat policies do not currently apply for this site, approved policy WC-MC-22.1 in the Wellington County Chapter of the Grand River Source Protection Plan will apply in the future to this site once the draft WHPA-Q is approved. It is therefore recommended that the Ministry consider the policy text referenced below and add terms and conditions to the PTTW, where appropriate.

For reference, please see the PTTW policy wording WC-MC-22.1 below:

*To ensure that any Consumptive Water Taking ceases to be a significant drinking water threat, where this activity is a significant drinking water threat as prescribed by the CWA, the MECP shall review and, if necessary, amend existing PTTWs and / or Drinking Water Works Permits to ensure that the Municipal Supply will not be adversely impacted, taking into consideration Tier 3 Study results / recommendations, water supply requirements for planned growth and prolonged drought outlined in Water Supply Master Plans and available data, reports and / or recommendations from monitoring programs established pursuant to policies in the County of Wellington Chapter of the Grand River Source Protection Plan. The MECP, where appropriate, shall consider establishing conditions in PTTWs and Drinking Water Works Permits to achieve this objective including but not limited to conditions which require:*

- a. *groundwater and surface water monitoring related to municipal drinking water supplies;*
- b. *assessment of demand management: water needs assessment (review of permitted maximum takings) and water efficiency measures;*
- c. *a phased approach to assess impacts;*
- d. *information sharing with the MECP, Municipalities and conservation authorities including a condition of approval for permit holders to provide Municipalities and conservation authorities technical reports and monitoring data gathered pursuant to a condition of the PTTW (as per bullet a.) above);*
- e. *measures to increase the optimization of the municipal water supply system where appropriate; and*



f. *drought management planning for drought sensitive wells/systems*

*The MECP shall circulate Environmental Registry notices for proposed new or amended PTTWs and Drinking Water Works Permits to the County, Municipalities and GRCA and have due regard for comments from the GRCA, County, and the Municipalities regarding proposed new or amended PTTWs and Drinking Water Works Permits and new or revised conditions of approvals related thereto.*

6. Based on the above policy requirement, it is recommended that groundwater monitoring and reporting continue to remain a condition of the PTTW to assess the impact that water taking may have on groundwater levels.
7. Further to direction from the Township of Puslinch Council on June 16, 2021, staff are recommending that the Ministry consider the addition of low water response conditions to all Permits to Take Water within the Township, where appropriate. This recommendation is in light of the number of permits within the Township or in neighboring municipalities, including municipal Permits to Take Water. It is recognized that the Ministry will consider site specific situations for each Permit to determine whether low water response conditions are or are not appropriate. In general, our recommendation is to implement a condition or conditions in the Permit to Take Water that require the permit holder to reduce water taking in line with any Low Water Response declarations from the applicable Conservation Authority. It is our recommendation that for the reduction to be meaningful, the condition(s) should specify that the reduction not start from the maximum permitted value as most water takers do not reach their maximum permitted taking amount. Instead, it is recommended that the Ministry determine an appropriate threshold for the reduction in water taking to start from (ie monthly average, 5 year average of that particular month, past three month average etc).

It is requested that the Ministry consider the above recommendations while reviewing this PTTW application and add terms and conditions, as appropriate.

Sincerely,

Digitally signed by Kim Funk  
Date: 2024-12-06 08:25:05:00

Kim Funk, Source Protection Coordinator

519-846-9691 ext 283

[kfunk@centrewellington.ca](mailto:kfunk@centrewellington.ca)



06 Dec 2024

[REDACTED]

Kyle Davis, Risk Management Official  
519-846-9691 ext 362  
[kdavis@centrewellington.ca](mailto:kdavis@centrewellington.ca)

Attachments – WHPA Maps







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

Groundwater Studies  
Geochemistry  
Phase I / II  
Regional Flow Studies  
Contaminant Investigations  
OMB Hearings  
Water Quality Sampling  
Monitoring  
Groundwater Protection  
Studies  
Groundwater Modeling  
Groundwater Mapping  
Permits to Take Water  
Environmental Compliance  
Approvals

Our File: 1520                      Concast

November 28, 2024

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

Attention:    Courtenay Hoytfox  
                  Municipal Clerk

Dear Courtenay:

**Re:    Concast Permit to Take Water Renewal November 2024**

We have reviewed the October 3, 2024 report prepared by Geokamp Limited that was prepared in support of the Permit to Take Water renewal for Concast Pipe Inc. located at 299 Brock Road South in Puslinch Township.

The application is for the continued water taking of up to 250,000 liters per day from one well and 200,000 liters per day from a second well (total of 450,000 liters per day from the site). The water is taken from the Guelph Formation (Well 1) and the Guelph, Goat Island and Gasport Formation in Well 2.

In the past sixteen years, daily water use has approached the maximum daily limit on a few occasions, however, the average daily taking in the highest production year was less than 200,000 liters for the site. The production facility has used a maximum of 40% of its permitted volume of water in the highest water use year (2011).

The water level history from 2008 to 2023 is presented in the report and there is no indication that there is a declining trend in the water levels. The daily water use draws down the water level in the well by less than two metres.

We have no concerns with the request for the PTTW renewal.

Sincerely,

Stan Denhoed, P.Eng., M.Sc.  
Senior Hydrogeologist

# Con-Cast Pipe Inc.

Instrument type: [Permit to take water \(/taxonomy/term/334\)](#)

ER.O.(Environmental Registry of Ontario) number	019-9427
Ministry reference number	1000310204
Notice type	Instrument
Act	Ontario Water Resources Act, R.S.O. 1990
Posted by	Ministry of the Environment, Conservation and Parks
Notice stage	Proposal
Proposal posted	November 25, 2024
Comment period	November 25, 2024 - December 25, 2024 (30 days) Open
Last updated	November 25, 2024

This consultation closes at 11:59 p.m.

on:

**December 25, 2024**

## Proposal summary

This proposal is for the renewal of Permit to Take Water No. (number) 8724-9GFPQE for Con-Cast Pipe Inc.(Incorporated) for industrial - purposes. Water will be taken from two wells related to activities, in the Township of Puslinch, County of Wellington, Ontario.

## Location details

### Site address

299 Brock Road South  
Guelph, ON  
Canada

## Site location map

The location pin reflects the approximate area where environmental activity is taking place.

[View this location on a map](https://maps.google.com/?q=43.454249,-80.130952) (<https://maps.google.com/?q=43.454249,-80.130952>)

## Proponent(s)

Con-Cast Pipe Inc.  
299 BROCK ROAD SOUTH  
Puslinch, ON  
N0B 2J0  
Canada

## Proposal details

This proposal is for a renewal to Permit to Take Water No. (number) 8724-9GFPQE for Con-Cast Pipe Inc. (Incorporated) for industrial purposes. Water will be taken from two wells related to manufacturing activities, in the Township of Puslinch, County of Wellington, Ontario. Details of Water Taking are as follows:

Purpose of Water Taking: Industrial - Manufacturing

### Source of Water: Well - Drilled

- maximum rate (litres per minute): 340.00
- maximum number of hours of taking per day: 12.00
- maximum volume (litres) per day: 250,000.00
- maximum number of days of taking in a year: 365
- period of taking: January 1 to December 31 for 10 years

Purpose of Water Taking: Industrial - Manufacturing

### Source of Water: Well - Drilled

- maximum rate (litres per minute): 245.00
- maximum number of hours of taking per day: 16
- maximum volume (litres) per day: 200,000.00
- maximum number of days of taking in a year: 365

- period of taking: January 1 to December 31 for 10 years

There are 3 categories of a Permit to Take Water:

- Category 1: water takings are anticipated to have a lower risk of causing an unacceptable environmental impact/interference
- Category 2: water takings are anticipated to having a higher potential of causing unacceptable environmental impact or interference
- Category 3: water takings are anticipated to have the highest potential of causing unacceptable environmental impact or interference

The proposed water taking qualifies as a Category 1 permit.

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## Supporting materials

### View materials in person

Some supporting materials may not be available online. If this is the case, you can request to view the materials in person.

Get in touch with the office listed below to find out if materials are available.

Client Services and Permissions Branch  
135 St Clair Ave West  
1st Floor  
Toronto, ON  
M4V 1P5  
Canada

 [416-314-8001](tel:416-314-8001) or [1-800-461-6290](tel:1-800-461-6290)

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## Comment

Let us know what you think of our proposal.

Have questions? Get in touch with the contact person below. Please include the ERO (Environmental Registry of Ontario) number for this notice in your email or letter to the contact.

**[Read our commenting and privacy policies. \(/page/commenting-privacy\)](/page/commenting-privacy)**

## Submit by mail

Client Services and  
Permissions Branch

Client Services and Permissions  
Branch

135 St Clair Ave West

1st Floor

Toronto, ON

M4V 1P5

Canada

## Connect with US

### Contact

Client Services and  
Permissions Branch

 [416-314-8001](tel:416-314-8001) or [1-800-461-6290](tel:1-800-461-6290)

 [enviopermissions@ontario.ca](mailto:enviopermissions@ontario.ca)



## **REPORT ADM-2024-063**

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TO: Mayor and Members of Council

PREPARED BY: Justine Brotherston, Interim Municipal Clerk

PRESENTED BY: Justine Brotherston, Interim Municipal Clerk

MEETING DATE: December 18, 2024

SUBJECT: Proposed Amendments to Committees Terms of Reference

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### **RECOMMENDATION**

**That Report ADM-2024-063 entitled Proposed Amendments to Committee Terms of Reference be received for information; and**

**That Council approve the proposed amendments to the Terms of Reference each Committee attached to this report as Schedules “A” through “F” as [presented/amended].**

**That Council refer the Committee of Adjustment Goals/Objectives to the Planning and Development Advisory Committee.**

### **Purpose**

The purpose of this report is to provide Council with the proposed amended Terms of References (TOR) for the Township’s Advisory Committees based on Council’s direction from the November 6, 2024, Council meeting.

### **Background**

Council at its meeting on November 6, 2024, directed staff to proceed with re-branding the Recreation Advisory Committee to be renamed the “Recreation and Community Wellness Committee” and that staff review and amend the Terms of Reference for all Advisory Committees for Council’s consideration.

### **Comments**

Staff suggest that all Committees Terms of Reference be amended as presented in Schedules “A” through “E” of this report.

The summary of proposed amendments to **all Quasi-judicial and Advisory Committee TORs** are as follows:

1. Amendment to Section “8. PROCEDURES AND PROTOCOLS” to clarify that Committee Members shall adhere to all of the Township’s policies and procedures including the Township’s Procedural By-law and the Code of Conduct for Council Members & Members of Local Boards.
2. Addition of Section “9. ABSENTEEISM” to clarify the Committee Members responsibility regarding attendance at meetings and to seek authorization should an extended absence be required.

The summary of proposed amendments to **all Advisory Committee TORs** are as follows:

1. Each committee will be limited to a maximum of two (2) goals or objectives at any given time. Goals and objectives referred by the Council will be prioritized. This streamlining aims to help the committee manage workload capacity effectively, ensuring that current projects can be completed before additional goals are introduced.
2. Clarifying subcommittee’s leadership responsibilities for goals/objectives.

In order to assist with the transition to Committees only having a maximum of two active goals/objectives at one time, staff have developed work plans for each of the Committees. These work plans will list all goals/objectives that are approved by Council and will identify which goals are active, and which goals are in-active and the anticipated completion of the goal/objective. These work plans are a living document and will be updated as goals/objectives are completed and added. These work plans are attached as Schedule “G” through “J” to this report.

Staff are recommending that the Committee of Adjustment’s goals/objectives be referred to the Planning and Development Advisory Committee (PDAC) as the Committee of Adjustment is a quasi-judicial Committee and it would be more appropriate for all goals/objectives to be completed PDAC as the Advisory Committee which has a mandate related to planning matters within the Township.

The summary of proposed amendments to the **Recreation and Community Wellness Committee TORs** are as follows:

1. Increase the committee composition to a total of seven (7) members including one member of Council (Chair), and six (6) members of the public as appointed by Council, two (2) of whom would be required to be sixty-five (65) years of age or older.

2. Remove the two joint Recreation / Youth Advisory Committee meetings and schedule joint meetings on an ad-hoc basis as needed. This would result in the Youth Advisory Committee meeting eight (8) times a year and the Recreation Advisory Committee meeting six (6) times per year.

### **Financial Implications**

None

### **Applicable Legislation and Requirements**

*Building Code Act, 1992, S.O. 1992, c. 23*

*Planning Act, R.S.O. 1990, c. P.13*

*Ontario Heritage Act, R.S.O. 1990, c. O.18*

Heritage Committee Establishment By-law 2011-02

Planning and Development Advisory Committee Establishment By-law 2015-09

Property Standards Committee Establishment By-law 37-89

Recreation Advisory Committee Establishment By-law 2015-10

Youth Advisory Committee Establishment By-law 2023-008

### **Attachments**

Schedule "A" - Revised Committee of Adjustment Terms of Reference

Schedule "B" - Revised Heritage Advisory Committee Terms of Reference

Schedule "C" - Revised Planning and Development Advisory Committee Terms of Reference

Schedule "D" - Revised Property Standards Appeal Committee Terms of Reference

Schedule "E" - Revised Recreation and Wellness Advisory Committee Terms of Reference

Schedule "F" - Revised Youth Advisory Committee Terms of Reference

Schedule "G" - 2025 Heritage Advisory Committee Goals and Objectives Workplan

Schedule "H" - 2025 Planning and Development Advisory Committee Goals and Objectives Workplan

Schedule "I" - 2025 Recreation and Wellness Advisory Committee Goals and Objectives Workplan

Schedule "J" - 2025 Youth Advisory Committee Goals and Objectives Workplan

Respectfully submitted,

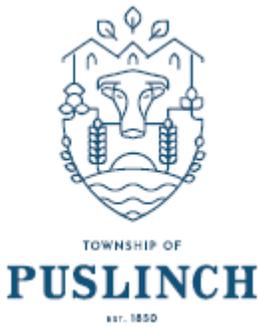
Reviewed by:

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**Justine Brotherston,  
Interim Municipal Clerk**

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**Courtenay Hoytfox,  
Interim CAO**



**Township of Puslinch Committee of Adjustment  
Terms of Reference**

TERM: 2022-2026  
ADOPTED: December 7, 2022  
REVISED: December 18, 2024

**1. ENABLING LEGISLATION**

The Township’s procedural by-law provides that Council may at any time, as is deemed necessary establish a Committee for matters within its jurisdiction.

Section 44 (1) of the *Planning Act* states:

If a municipality has passed a by-law under section 34 or a predecessor of such section, the Council of the municipality may by by-law constitute and appoint a committee of adjustment for the municipality composed of such persons, not fewer than three, as Council considers advisable.

**2. ROLE**

The primary function of the Committee of Adjustment is to consider applications for minor variances from the Township of Puslinch Zoning By-law.

**3. MANDATE**

The Zoning By-law regulates how land and buildings are used and where buildings and structures can be located. This by-law also specifies lot sizes and dimensions, parking requirements, building heights and other regulations necessary to ensure proper and orderly development.

However, sometimes it is not possible or desirable to meet all of the requirements of the Zoning By-law. In that case, a property owner may apply for approval of a minor variance. A minor variance provides relief from a specific Zoning By-law requirement, excusing a property owner from meeting the exact requirements of the by-law.



For the Committee to approve this type of application, Section 45(1) of the *Planning Act* requires that the members must be satisfied that the application:

- a. Is considered to be a “minor” change from the Zoning requirements;
- b. Is desirable for the appropriate development or use of the land, building or structure;
- c. Maintains the general intent and purpose of the Official Plan; and
- d. Maintains the general intent and purpose of the Zoning By-law.

In addition, the Committee of Adjustment is responsible to provide a forum for the exchange of information and engagement with the community in respect to its mandate.

#### **4. PURPOSE**

The Committee will accomplish its mandate by:

- a. Reviewing the merits of a minor variance application, the documentation and evidence put forward and rendering decisions on the application in accordance with the requirements of the Planning Act in an independent manner.

#### **5. TYPE OF COMMITTEE**

Quasi-Judicial Committee – Statutory Committee

#### **6. MEMBERSHIP AND ROLES AND RESPONSIBILITIES**

##### **a. Composition**

- i. The Committee of Adjustment is composed of the following Members:
- ii. One (1) Council Member as appointed for the term by Council; four (4) members of the public as appointed by Council; and one (1) Township staff member being the Development and Legislative Coordinator (non-voting member).

- iii. A Member's term on the committee shall be concurrent with the Term of Council or until a successor is appointed.

**b. Roles and Responsibilities**

- i. The Chair shall be the Councillor appointed to the Committee of Adjustment and shall be appointed at the first meeting of the Committee and shall serve in this capacity for 4 (four) years being the term of Council.
- ii. When the Chair is absent from a meeting, the Acting Chair may exercise all the rights, powers and authorities of the Chair. The Acting Chair will be identified based on a schedule prepared for the full 4 (four) year term.
- iii. The Chair's main role is to facilitate meetings.

**c. Qualifications**

- a. Citizen Appointee with the following qualifications:
  - i. Demonstrated commitment and interest in the municipality;
  - ii. General knowledge of the Planning Act and the committee of adjustment process is considered an asset in addition to the following:
    - 1. Planning
    - 2. Real Estate
    - 3. Agriculture
    - 4. Building/Construction
    - 5. Legal
    - 6. Architecture
  - iii. Flexibility to attend evening meetings is required including Special meetings with notice given in accordance with the Township Procedural By-law;
  - iv. Resident of the Township of Puslinch for the duration of the term;
  - v. At least 18 years of age;
  - vi. Shall apply and be appointed by Council at the commencement of each new term



## **7. MEETING SCHEDULE**

The Committee meets monthly on the second Tuesday of each month at 7:00 p.m., or another time mutually agreed upon by the Committee, and as many additional times as the Committee deems necessary.

During a municipal election year, meetings shall be cancelled where possible in the last quarter.

## **8. PROCEDURES AND PROTOCOLS**

The Township Committee of Adjustment shall adhere to the Township's policies and procedures including the rules of the Township's Procedural By-law and the Code of Conduct for Council Members & Members of Local Boards.

## **9. ABSENTEEISM**

A Member that is to be absent for three successive meetings must provide written notice to the Mayor and Council prior to the commencement of the absence. A Member who is making a request to be excused from Council must provide a reason for the absence and then may be excused by resolution of Council by a majority vote. Members who miss three unauthorized consecutive meetings shall be deemed to have resigned from the committee and will be notified of this in writing by the committee chair.



## Township of Puslinch Council Heritage Advisory Committee Terms of Reference

*"We recognize that when the first Euro-Canadian settlers arrived in what is now Puslinch Township, the Anishinaabe ancestors of the Mississaugas of the Credit First Nation had long established hunt camps in the area. Through written and verbal accounts we understand that the Anishinaabe interacted with the settlers in a friendly and cooperative manner. It is acknowledged that the development of the Township encroached upon their traditional way of life resulting in their displacement."*

TERM: 2022-2026  
ADOPTED: December 7, 2022  
REVISED: November 8, 2023  
December 18, 2024

### 1. ENABLING LEGISLATION

Section 28 of the *Ontario Heritage Act* states a municipality may by by-law establish a heritage committee to advise and assist the Council on all matters relating to the conservation of property or cultural heritage value or interest and heritage conservation districts and such other heritage matters as the Council may specify by by-law.

The Township of Puslinch Heritage Committee was established through the adoption of By-law No. 2011-02.

The Township of Puslinch Heritage Register was established through the Council resolution No. 2021-406.

### 2. ROLE

To serve in an advisory capacity to Township of Puslinch Council on matters, issues and policies that impacts preservation, celebration and education relating to Heritage within the Township of Puslinch.

### 3. MANDATE

The primary function of the Heritage Committee is to advise Council and make recommendations on heritage designations, applications for repeal of designations, applications for alterations, and/or removal/demolition of Part IV and Part V properties under the *Ontario Heritage Act*. In addition, the Heritage Advisory Committee is responsible to advise Council of the potential local impact



of new legislation relating to the Heritage Act, providing education opportunities to the public, and provide a forum for the exchange of information and engagement with the community.

#### **4. PURPOSE**

The Committee will accomplish its mandate by:

1. Advising Council where applicable;
2. Act as an advocate for preservation, celebration and education in respect to Puslinch Heritage;
3. Commenting on Telecommunication Tower proposals where required;
4. Commenting on various development applications which may impact existing or potential heritage properties or districts when required;
5. Commenting on demolition permits that apply to heritage properties;
6. Recording sites of heritage significance that are worthy of preservation;
7. Recording historical information related to properties with heritage significance.
8. Actively engage the Community on matters relating to Heritage by promoting public awareness of Puslinch's heritage;
9. Discussing concerns raised by the public and staff.

#### **5. TYPE OF COMMITTEE**

Council Advisory Committee - Statutory Committee

#### **6. MEMBERSHIP AND ROLES AND RESPONSIBILITIES**

##### **a. Composition**

The Heritage Committee is composed of the following Members:

One (1) Council Member as appointed for the term by Council; five (5) to seven (7) members of the public as appointed by Council; and one (1) Township staff member being the Committee Coordinator (non-voting member).

A Member's term on the committee shall be concurrent with the Term of Council or until a successor is appointed.



**b. Roles and Responsibilities**

The Chair shall be the Councillor appointed to the Heritage Advisory Committee and shall be appointed at the first meeting of the Committee and shall serve in this capacity for 4 (four) years being the term of Council.

When the Chair is absent from a meeting, the Acting Chair may exercise all the rights, powers and authorities of the Chair. The Acting Chair will be identified based on a schedule prepared for the full 4 (four) year term.

The Chair's main role is to facilitate meetings.

**c. Subcommittees**

- i. Subcommittees may be formed to complete specific tasks related to the Heritage Advisory Committee mandate and purpose but must report through the Heritage Advisory Committee. The maximum membership on any subcommittee is no more than two (2).
- ii. The Heritage Advisory Committee is allotted a maximum of two (2) goals/objectives at any given time. Training and Development opportunities do not qualify as goals/objectives, in addition regular staff reports to Council do not qualify as as goals/objectives.
- iii. Subcommittees are required to lead goals/objectives. Committee staff are in a support role assisting as needed.
- iv. At the request of the Heritage Advisory Committee, special consideration may be given by Council should a time sensitive initiative be brought forward while the Committee has two (2) ongoing goals/objectives.
- i-v. Priority will be given to goals/objectives that are referred to the Committee by Council. ~~objectives that~~

**d. Qualifications**

Citizen Appointee with the following qualifications:

- Interest in Heritage buildings;
- Demonstrated commitment and interest in the municipality;
- Knowledge of Heritage legislation is considered an asset;



TOWNSHIP OF  
**PUSLINCH**  
EST. 1850

- Flexibility to attend day time meetings is required including Special meetings with notice given in accordance with the Township Procedural By-law;
- Resident of the Township of Puslinch for the duration of the term;
- All members must be at least At least 18 years of age;
- Shall apply and be appointed by Council at the commencement of each new term

## 7. MEETING SCHEDULE

The Committee meets six (6) times annually on the first Monday of the month at 1:00 p.m., or another time mutually agreed upon by the Committee, and as many additional times as the Committee deems necessary.

During a municipal election year, meetings shall be cancelled where possible in the last quarter.

## 8. PROCEDURES AND PROTOCOLS

The Township Heritage Advisory Committee shall adhere to the Township's policies and procedures including rules of the Township's Procedural By-law and the Code of Conduct for Council Members & Members of Local Boards.

## 9. ABSENTEEISM

A Member that is to be absent for three successive meetings must provide written notice to the Mayor and Council prior to the commencement of the absence. A Member who is making a request to be excused from Council must provide a reason for the absence and then may be excused by resolution of Council by a majority vote. Members who miss three unauthorized consecutive meetings shall be deemed to have resigned from the committee and will be notified of this in writing by the committee chair.



## Township of Puslinch Council Planning & Development Advisory Committee Terms of Reference

TERM: 2022-2026  
ADOPTED: December 7, 2022  
REVISED: December 18, 2024

### 1. ENABLING LEGISLATION

The Township's procedural by-law provides that Council may at any time, as is deemed necessary establish a Committee for matters within its jurisdiction.

The Planning & Development Advisory Committee (PDAC) was established through the adoption of By-law No. 2015-09.

### 2. ROLE

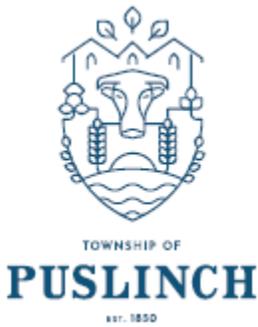
To serve in an advisory capacity to Township of Puslinch Council on matters, issues and policies that relate to land use planning within the Township of Puslinch.

### 3. MANDATE

The PDAC advises Council in respect Zoning By-law Amendment Applications and Community Improvement Plan (CIP) applications to assist Council on decisions relating to these planning and development applications. The PDAC provides formal Township comments on all consent applications to the County of Wellington Land Division Committee. The PDAC membership serves as alternate Line Fence Viewers on behalf of the Township in accordance with the Line Fences Act, 1990. The PDAC Committee may provide recommendations to for housekeeping amendments to the Township's Zoning By-law or application process improvements including Minor Variance Applications.

In addition, the PDAC is responsible to provide a forum for the exchange of information and engagement with the community in respect to its mandate.

### 4. PURPOSE



The Committee will accomplish its mandate by:

1. Advising Council where applicable;
2. Reviewing practices and policies identified by staff and Council and making recommendations to improve the delivery of services to the public;
3. Reviewing and commenting on County of Wellington Land Division applications;
4. Reviewing and commenting on Zoning By-law Amendment applications;
5. Participating in the Community Improvement Plan (CIP) process;
6. Evaluating and making recommendations to Council on site alteration applications where applicable;
7. Providing advice and recommendations to Council with respect to any special project or issue as requested by Council.

## **5. TYPE OF COMMITTEE**

Council Advisory Committee

## **6. MEMBERSHIP AND ROLES AND RESPONSIBILITIES**

### **a. Composition**

- i. The PDAC is composed of the following Members:
- ii. One (1) Council Member as appointed for the term by Council; four (4) members of the public as appointed by Council; and one (1) Township staff member being the Development and Legislative Coordinator (non-voting member).
- iii. A Member's term on the committee shall be concurrent with the Term of Council or until a successor is appointed.

### **b. Roles and Responsibilities**

- i. The Chair shall be the Councillor appointed to the PDAC and shall be appointed at the first meeting of the Committee and shall serve in this capacity for 4 (four) years being the term of Council.

- ii. When the Chair is absent from a meeting, the Acting Chair may exercise all the rights, powers and authorities of the Chair. The Acting Chair will be identified based on a schedule prepared for the full 4 (four) year term.
- iii. The Chair's main role is to facilitate meetings.

#### **c. Subcommittees**

- i. Subcommittees may be formed to complete specific tasks related to the PDAC mandate and purpose but must report through the PDAC. The maximum membership on any subcommittee is no more than two (2).
- ii. The Planning and Development Advisory Committee is allotted a maximum of two (2) goals/objectives at any given time. Training and development opportunities do not qualify as goals/objectives in addition, regular staff reports to Council do not qualify as goals/objectives.
- iii. Subcommittees are required to lead goals/objectives. Committee staff are in a support role assisting as needed.
- iv. At the request of the Planning and Development Advisory Committee, special consideration may be given by Council should a time sensitive initiative be brought forward while the Committee has two (2) ongoing goals/objectives.
- v. Priority will be given to goals/objectives that are referred to the Committee by Council.

#### **d. Qualifications**

- a. Citizen Appointee with the following qualifications:
  - i. Demonstrated commitment and interest in the municipality;
  - ii. General knowledge of the Planning Act and the committee of adjustment process is considered an asset in addition to the following:
    1. Planning
    2. Real Estate
    3. Agriculture



4. Building/Construction
  5. Legal
  6. Architecture
- iii. Flexibility to attend evening meetings is required including Special meetings with notice given in accordance with the Township Procedural By-law;
  - iv. Resident of the Township of Puslinch for the duration of the term;
  - v. At least 18 years of age;
  - vi. Shall apply and be appointed by Council at the commencement of each new term

## **7. MEETING SCHEDULE**

The Committee meets monthly on the second Tuesday of each month at 7:00 p.m., or another time mutually agreed upon by the Committee, and as many additional times as the Committee deems necessary.

During a municipal election year, meetings shall be cancelled where possible in the last quarter.

## **8. PROCEDURES AND PROTOCOLS**

The Township Planning and Development Advisory Committee shall adhere to the Township's policies and procedures including the rules of the Township's Procedural By-law and the Code of Conduct for Council Members & Members of Local Boards.

## **9. ABSENTEEISM**

A Member that is to be absent for three successive meetings must provide written notice to the Mayor and Council prior to the commencement of the absence. A Member who is making a request to be excused from Council must provide a reason for the absence and then may be excused by resolution of Council by a majority vote. Members who miss three unauthorized consecutive meetings shall be deemed to have resigned from the committee and will be notified of this in writing by the committee chair.



## Township of Puslinch Property Standards Appeal Committee Terms of Reference

TERM: 2022-2026  
ADOPTED: December 7, 2022  
REVISED: December 18, 2024

### 1. ENABLING LEGISLATION

Section 15.6 of the *Building Code Act* states:

If a municipality has passed a Property Standards By-law, Council shall establish a Property Standards Committee.

The Property Standards Committee was established through the adoption of By-law 37-89.

### 2. ROLE

The Committee considers appeals to Property Standards Orders issued by Property Standards Officers (Municipal Law Enforcement Officer).

### 3. MANDATE

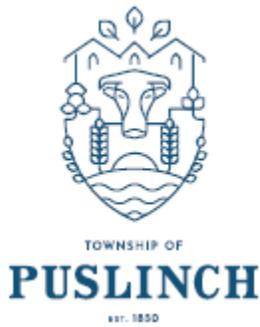
The primary function of the Property Standards Committee is to hear and determine all Property Standards appeals in accordance with procedures established under the provisions of the *Statutory Powers Procedure Act*.

### 4. PURPOSE

The Committee will accomplish its mandate in accordance with the *Building Code Act* by:

- a. Hearing an appeal filed by the appellant;
- b. Rendering a decision to confirm, modify or rescind the Order or extend the time for complying with the Order.

### 5. TYPE OF COMMITTEE



Quasi-Judicial Committee – Statutory Committee

## **6. MEMBERSHIP AND ROLES AND RESPONSIBILITIES**

### **a. Composition**

- i. The Property Standards Appeal Committee is composed of the following Members:
- ii. One (1) Council Member as appointed for the term by Council; four (4) members of the public as appointed by Council; and one (1) Township staff member being the Municipal Clerk or Designate (non-voting member).
- iii. A Member's term on the committee shall be concurrent with the Term of Council or until a successor is appointed.

### **b. Roles and Responsibilities**

- i. The Chair shall be the Councillor appointed to the Property Standards Appeal Committee and shall be appointed at the first meeting of the Committee and shall serve in this capacity for 4 (four) years being the term of Council.
- ii. When the Chair is absent from a meeting, the Acting Chair may exercise all the rights, powers and authorities of the Chair. The Acting Chair will be identified based on a schedule prepared for the full 4 (four) year term.
- iii. The Chair's main role is to facilitate meetings.

### **c. Qualifications**

#### **a. Citizen Appointee with the following qualifications:**

- i. The Members of the Committee of Adjustment shall serve as the Members of the Property Standards Appeal Committee for the full 4 (four) year term.



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## **7. MEETING SCHEDULE**

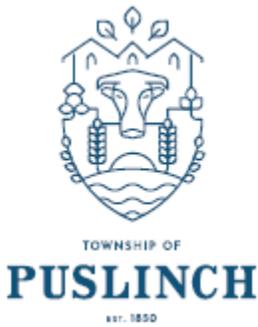
The Committee meets as required.

## **8. PROCEDURES AND PROTOCOLS**

The Township Property Standards Appeal Committee shall adhere to the Township's policies and procedures including the rules of the Township's Procedural By-law and the Code of Conduct for Council Members & Members of Local Boards.

## **9. ABSENTEEISM**

A Member that is to be absent for three successive meetings must provide written notice to the Mayor and Council prior to the commencement of the absence. A Member who is making a request to be excused from Council must provide a reason for the absence and then may be excused by resolution of Council by a majority vote. Members who miss three unauthorized consecutive meetings shall be deemed to have resigned from the committee and will be notified of this in writing by the committee chair.



**Township of Puslinch Council Recreation and Community Wellness Advisory  
Committee  
Terms of Reference**

TERM: 2022-2026  
ADOPTED: December 7, 2022  
REVISED: October 18, 2023  
December 18, 2024

**1. ENABLING LEGISLATION**

The Township's Procedural By-law provides that Council may at any time as is deemed necessary establish a Committee for matters within its jurisdiction.

The ~~Recreation~~ Committee was established through the adoption of By-law Number 2015-10.

**2. ROLE**

~~To serve in an advisory capacity to Township of Puslinch Council on matters, issues and policies that relate to recreation within the Township of Puslinch with a focus on maximizing the Township's recreation resources. To serve in an advisory capacity to the Township of Puslinch Council on matters, issues, and policies related to community wellness and recreation. This committee will focus on enhancing recreational opportunities and resources within the Township, with equal attention to the needs and interests of seniors.~~

**3. MANDATE**

~~The primary function of the Recreation Advisory Committee is to advise Council and make recommendations on issues affecting recreation facilities, parks, playing fields, playgrounds, and community programs. This committee will also emphasize the promotion of wellness initiatives, particularly for seniors. The primary function of the Recreation Advisory Committee is to advise Council and make recommendations on issues that affect recreation facilities, parks, playing fields, playgrounds, programs and community centre.~~ In addition, the Recreation and Community Wellness Advisory



Committee is responsible to provide a forum for the exchange of information and engagement with the community.

#### 4. PURPOSE

The Committee will accomplish its mandate by:

1. Advising Council where applicable;
2. Act as an advocate for recreation and community wellness within the Township giving equal attention to initiatives that support seniors;
3. Receiving the Township proposed user Fees and Charges By-law and capital and operating quarterly reports;
4. Reviewing practices and policies identified by staff and Council and making recommendations to improve the delivery of services to the public.
5. Encouraging and assisting, where necessary, programs of recreation to meet the needs and interests of the community;
8. Actively engage the Community on matters relating to recreation by promoting public awareness of Township recreational services and community wellbeing; and
9. Discussing concerns raised by the public and staff.

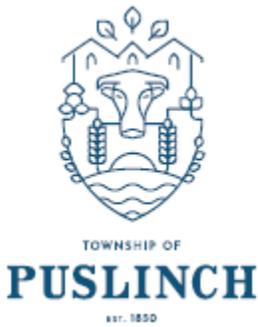
#### 5. TYPE OF COMMITTEE

Council Advisory Committee

#### 6. MEMBERSHIP AND ROLES AND RESPONSIBILITIES

##### a. Composition

- i. The Recreation and Community Wellness Committee is composed of the following Members:
- ii. One (1) Council Member as appointed for the term by Council; ~~four-six~~ (64) members of the public as appointed by Council, two (2) of whom are required to be sixty-five (65) years of age or older; and one (1) Township staff member being the Committee Coordinator (non-voting member).



- iii. A Member's term on the committee shall be concurrent with the Term of Council or until a successor is appointed.

#### **b. Roles and Responsibilities**

- i. The Chair shall be the Councillor appointed to the Recreation [and Community Wellness](#) Advisory Committee and shall be appointed at the first meeting of the Committee and shall serve in this capacity for 4 (four) years being the term of Council.
- ii. When the Chair is absent from a meeting, the Acting Chair may exercise all the rights, powers and authorities of the Chair. The Acting Chair will be identified based on a schedule prepared for the full 4 (four) year term.
- iii. The Chair's main role is to facilitate meetings.

#### **c. Subcommittees**

- i. Subcommittees may be formed to complete specific tasks related to the Recreation [and Community Wellness](#) Committee mandate and purpose but must report through the Recreation Committee. The maximum membership on any subcommittee is no more than ~~threetwo~~ (32).
- ii. The Recreation and Community Wellness Advisory Committee is allotted a maximum of two (2) goals/objectives at any given time. Training and development opportunities do not qualify as goals/objectives in addition, regular staff reports to Council do not qualify as goals/objectives.
- iii. Subcommittees are required to lead goals/objectives. Committee staff are in a support role assisting as needed.
- iv. At the request of the Recreation and Community Wellness Advisory Committee, special consideration may be given by Council should a time sensitive initiative be brought forward while the Committee has two (2) ongoing goals/objectives.
- v. Priority will be given to goals/objectives that are referred to the Committee by Council.



#### d. Qualifications

Citizen Appointee with the following qualifications:

- i. Interest in recreation;
- ii. Demonstrated commitment and interest in the municipality;
- iii. Knowledge of Township programs, clubs, sports organizations, etc. is considered an asset in addition to the following:
  1. Marketing / Communications
  2. Fundraising
  3. Financial
- iv. Flexibility to attend evening meetings is required including Special meetings with notice given in accordance with the Township Procedural By-law;
- v. Resident of the Township of Puslinch for the duration of the term;
- ~~vi.~~ All members must at least At least ~~eighteen~~ (18) years ~~years~~ of age;
- ~~vi.~~ vii. Two (2) members at least sixty five (65) years of age;
- ~~vii.~~ viii. Shall apply and be appointed by Council at the commencement of each new term

#### 7. MEETING SCHEDULE

The Committee meets six (6) times annually on the third ~~Thursday~~ Tuesday of the month at 7:00 p.m., or another time mutually agreed upon by the Committee, and as many additional times as the Committee deems necessary. Additionally, the Committee ~~shall~~ may meet meet two (2) times per year, jointly jointly with the Youth Advisory Committee on an ad-hoc basis, as required by joint goals/objectives.

During a municipal election year, meetings shall be cancelled where possible in the last quarter.

#### 8. PROCEDURES AND PROTOCOLS

The Township Recreation and Community Wellness Advisory Committee shall adhere to the Township's policies and procedures including the rules of the Township's Procedural By-law and the Code of Conduct for Council Members & Members of Local Boards.



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## **9. ABSENTEEISM**

A Member that is to be absent for three successive meetings must provide written notice to the Mayor and Council prior to the commencement of the absence. A Member who is making a request to be excused from Council must provide a reason for the absence and then may be excused by resolution of Council by a majority vote. Members who miss three unauthorized consecutive meetings shall be deemed to have resigned from the committee and will be notified of this in writing by the committee chair.



## **Township of Puslinch Council Youth Advisory Committee Terms of Reference**

TERM: 2022-2026  
ADOPTED: December 7, 2022  
REVISED: October 18, 2023  
[December 18, 2024](#)

### **1. ENABLING LEGISLATION**

The Township's Procedural By-law provides that Council may at any time as is deemed necessary establish a Committee for matters within its jurisdiction.

The Youth Advisory Committee was established through the adoption of By-law Number 2023-008.

### **2. ROLE**

To serve in an advisory capacity to Township of Puslinch Council and provide a meaningful and constructive voice for the youth of Puslinch.

### **3. MANDATE**

The primary function of the Youth Advisory Committee is to provide an effective and meaningful communication link between the youth of Puslinch and Council and to encourage the development of opportunities, programs and public service that will enhance the quality of life, health and wellbeing of the youth in our community.

The Youth Advisory Committee will provide youth with a better understanding of municipal structure and decision making. The Youth Advisory Committee will focus on developing and strengthening the leadership and communication skills of its Members in order to effectively engage with in their local government and community.

In addition, the Youth Advisory Committee is responsible to provide a forum for the exchange of information and engagement with the community.



#### **4. PURPOSE**

The Committee will accomplish its mandate by:

1. Advising Council and/or Committees where applicable;
2. Act as an advocate for youth within the Township;
3. Actively seek input from youth on important matters affecting them;
4. Actively support events and activities that relate to the Committee's mandate;
5. Strengthen and develop communication and leadership skills.

#### **5. TYPE OF COMMITTEE**

Council Advisory Committee

#### **6. MEMBERSHIP AND ROLES AND RESPONSIBILITIES**

##### **a. Composition**

- i. The Youth Advisory Committee is composed of the following Members:
- ii. One (1) Council Member as appointed for the term by Council (non-voting member); minimum of three (3) members to a maximum of eleven (11) members of the public as appointed by Council; and one (1) Township staff member being the Municipal Clerk or Designate (non-voting member).
- iii. A Member's term on the committee shall be concurrent with the Term of Council so long as the Qualifications are maintained.

##### **b. Roles and Responsibilities**

- i. The Chair shall be the Councillor appointed to the Youth Advisory Committee and shall be appointed at the first meeting of the Committee and shall serve in this capacity for 4 (four) years being the term of Council.

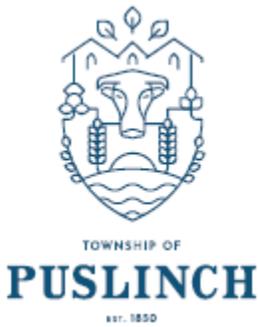
- ii. When the Chair is absent from a meeting, the Acting Chair may exercise all the rights, powers and authorities of the Chair. The Acting Chair will be identified based on a schedule prepared for the full 4 (four) year term.
- iii. The Chair's main role is to facilitate meetings.

#### **c. Subcommittees**

- i. Subcommittees may be formed to complete specific tasks related to the Youth Advisory Committee mandate and purpose but must report through the Youth Advisory Committee. The maximum membership on any subcommittee is one less than the number required to meet quorum.
- ii. The Youth Advisory Committee is allotted a maximum of two (2) goals/objectives at any given time. Training and development opportunities do not qualify as goals/objectives in addition, regular staff reports to Council do not qualify as goals/objectives.
- iii. Subcommittees are required to lead goals/objectives. Committee staff are in a support role assisting as needed.
- iv. At the request of the Youth Advisory Committee, special consideration may be given by Council should a time sensitive initiative be brought forward while the Committee has two (2) ongoing goals/objectives.
- v. Priority will be given to goals/objectives that are referred to the Committee by Council.
- i.

#### **d. Qualifications**

- a. Citizen Appointee with the following qualifications:
  - i. Demonstrated commitment and interest in the municipality;
  - ii. Flexibility to attend evening meetings is required including Special meetings with notice given in accordance with the Township Procedural By-law;
  - iii. Resident of the Township of Puslinch for the duration of the term;
  - iv. Between 12-18 years of age;



- v. For members under the age of 18, consent by a legal guardian;
- vi. Shall apply and be appointed by Council when required based on current membership.

## 7. MEETING SCHEDULE

The Committee meets monthly on the first Monday of the month at 6:00 p.m., or another time mutually agreed upon by the Committee, and as many additional times as the Committee deems necessary. ~~Additionally, Further,~~ the Committee ~~shall~~ may meet jointly with the Recreation and Community Wellness Advisory Committee on an ad-hoc basis two (2) times annually during its regularly scheduled meetings, as required by joint goals/objectives.

During a municipal election year, meetings shall be cancelled where possible in the last quarter.

Meetings shall not be scheduled during the months of July and August.

## 8. PROCEDURES AND PROTOCOLS

The Township Youth Advisory Committee shall adhere to the Township's policies and procedures including the rules of the Township's Procedural By-law and the Code of Conduct for Council Members & Members of Local Boards.

## 9. ABSENTEEISM

A Member that is to be absent for three successive meetings must provide written notice to the Mayor and Council prior to the commencement of the absence. A Member who is making a request to be excused from Council must provide a reason for the absence and then may be excused by resolution of Council by a majority vote. Members who miss three unauthorized consecutive meetings shall be deemed to have resigned from the committee and will be notified of this in writing by the committee chair.

Goal/Objective	Sub-Committee	Active/In-Active	Source	January	February	March	April	May	June	July	August	September	October	November	December
Bill 23 - Heritage Register Review and Designations (2026 Part 1)	All Members	Active	Council Direction	X	X	X	X	X	X						
Bill 23 - Heritage Register Review and Designations (2026 Part 2)	All Members	In-Active	Council Direction							X	X	X	X	X	X

Goal/Objective	Sub-Committee	Active/In-Active	Source	January	February	March	April	May	June	July	August	September	October	November	December
Housekeeping Amendment Recommendations - Minor Approvals Review	Chris Pickard & Amanda Knight	Active	Committee Recommendation	X	X	X	X	X	X						
Minor Variance Process Questionnaire	Chris Pickard & Amanda Knight	Active	Committee Recommendation	X	X	X									
Housekeeping Amendment Recommendations - Consent Approvals Review	Paul Sadhra & TBD	Inactive	Committee Recommendation							X	X	X	X	X	X

Goal/Objective	Sub-Committee	Active/In-Active	Source	January	February	March	April	May	June	July	August	September	October	November	December
Review of User Fees and Charges By-law Reduced Rates	TBD	Active	Council Direction	X	X	X	X	X	X						
Review of User Fees and Charges Non-Residential Rates	TBD	Active	Committee Recommendation	X	X	X	X	X	X						





## **REPORT ADM-2024-069**

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TO: Mayor and Members of Council

PREPARED BY: Courtenay Hoytfox, Interim CAO

PRESENTED BY: Courtenay Hoytfox, Interim CAO

MEETING DATE: December 18, 2024

SUBJECT: By-law Enforcement Service Levels and Resources

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### **RECOMMENDATION**

**That Report ADM-2024-069 entitled By-law Enforcement Service Levels and Resources be received; and**

**That Council approve the by-law enforcement service levels, and 2025 budget implications as outlined in the report; and**

**That Council direct staff to report back in the first quarter of 2025 regarding the implementation of an Administrative Municipal Penalty System (AMPS).**

### **Purpose**

The purpose of this report is to seek Council approval to increase the Township's by-law enforcement service levels in order to facilitate the implementation and administration of an Administrative Municipal Penalty System (AMPS).

### **Current By-law Enforcement Services**

The Township currently employs one full-time permanent enforcement officer responsible for a range of tasks, including responding to complaints, providing education, issuing warnings and penalties, issuing violation notices, conducting site inspections, and managing records. The officer is also tasked with collecting evidence, obtaining witness statements, preparing and swearing to informations and affidavits, issuing part three (3) summons to court, laying charges, and preparing disclosure packages for prosecutions.

This role requires significant collaboration with the Municipal Clerk and CAO, as well as daily coordination with technical experts and the Township solicitor. Given the complexity of enforcement files in Puslinch, which include site alteration, dumping, and zoning violations, proficiency in the role typically takes a minimum of two years and requires prior by-law enforcement experience.

Currently, there is no succession plan in place for by-law enforcement, as there is only one officer in the position. This creates a risk for the Township should the position become vacant in the future. Additionally, current service levels are affected during staff vacations, and there is limited capacity to provide enforcement coverage during evenings and weekends.

The Township By-law enforcement matters are currently handled according to the Provincial Offences Act (POA) and adjudicated in the Ontario Court of Justice (Provincial Offences Court). The POA defines the process, which limits the municipality's ability to create a tailored process that might better suit local needs or improve flexibility and customer service.

#### **Proposed By-law Enforcement Services**

Staff are recommending that the Township implement the Administrative Municipal Penalty System (AMPS) in lieu of applying the *Provincial Offences Act* for applicable regulatory by-laws. In 2007, the province amended the Municipal Act and introduced Administrative Penalties through O Reg 333/07, enabling municipalities to implement an Administrative Monetary Penalty System (AMPS). Essentially, an AMPS program replaces the POA process and can be customized to meet municipal needs, provided it complies with regulatory guidelines. Once the AMPS program is in place, the POA will no longer apply to the relevant by-laws, and a new, more flexible and efficient adjudication process will take its place. Township staff have been exploring the benefits of this system for several years, and subject to Council approval, will include the development of the system into the 2025 Corporate Work Plan.

The AMPS process allows disputes to be resolved through a screening review. If the screening decision is contested, a hearing can be requested. Unlike the current POA system, which allows appeals and re-openings after a conviction, decisions in the AMPS hearing are final and subject to limited review. The AMPS program will maintain the same transparency, openness, and objectivity as the current POA system, upholding due process and open court principles, while offering improved customer service for disputing tickets. Although AMPS can apply to various municipal by-law violations, staff propose starting the program with high-priority by-laws, which will bring the most benefit to the community: Property Standards By-law, Noise By-law, Site Alteration By-law, Kennel and Dog Licensing By-law, and the Road Activity By-law.

To implement AMPS successfully, a second officer is required. Township staff are in the process of working with neighbouring municipalities to determine if a partnership can be implemented to facilitate the hearing process to reduce costs and redundancies. These discussions are on-going and a formal report with a determination on the process will be presented to Council in early 2025. Staff are suggesting that a reporting structure be implemented whereby the proposed second office reports to the current by-law officer in a supervisor capacity. This reporting structure will promote succession planning and mentorship opportunities. In addition, it will allow the Township to manage the AMPS program effectively in-house. Staff are recommending that the second officer recruitment begin in April 2025 with a proposed start date of June 2025. This allows staff time to develop the AMPS system in the first half of 2025 and focus on officer on-boarding and training in the third and fourth quarters of 2025. A software system is required to administer the AMPS program and there is currently funding available in the 2025 budget to purchase the software at a cost of \$2k per year. Staff training is required at a cost of approximately \$7.3k which is being conducted in May 2025.

### **Benefits of AMPS**

- The program offers improved customer service and is more accessible, less formal, and less intimidating for the public compared to the Provincial Offences Court process.
- Removing tickets from the Court process will enable Court Administration to redirect court time and resources to address other pressing matters.
- Staff will have increased flexibility and discretion to attempt to resolve disputes in the early stages of the process, through the screening process, which will be available by attending at the Township or partner municipal offices during normal business hours. Staff will also aim to have online and virtual options available in lieu of attending in person. Staff's added resolution tools are aimed to increase early resolution decisions and reduce the need for the public to incur added costs and/or time commitments.
- The Township will have control over the hearing schedule, eliminating the need to rely on the Court schedules. Currently, the wait time for a Court date can be up to 18 to 24 months after a ticket is issued. With the AMPS program, staff expect a much shorter wait time of about two to three months. This is expected to be more favourable for residents and help reduce the strain on administrative resources by resolving tickets more quickly.
- The Township will benefit from a larger portion of fees, offsetting the costs associated with administering by-law enforcement activities.
- The Township currently utilizes the Township solicitor to manage prosecution files at the Provincial Offences Court when a part three (3) summons occurs. This process is costly to the Township and typically takes a prolonged period to resolve. This process will no longer

be required for the regulatory by-laws mentioned above and will save the Township significant legal fees.

- AMPS will reduce the need for officers to attend court to provide evidence on simple matters, freeing up staff time for core enforcement work.

Staff recommend that implementing AMPS will greatly enhance customer service. This would represent a significant shift for the Township, as several by-law amendments will need to be drafted and presented to Council for approval. Additionally, a new hearing system will need to be created to replace the current, more complex “legal” POA court process. Ongoing work will also be necessary as more by-laws are transitioned to the AMPS system.

### **Financial Implications**

- Approximate impact of incremental staff wages and benefits is \$47k.
- Anticipated 2025 recoveries through AMPS is \$30k.
- There will likely be reductions to by-law enforcement legal fees as a result of AMPS, however it is difficult to quantify at this time.
- There is currently allocation in the 2025 budget for website upgrades which are no longer required and can be reallocated to the \$2k required to purchase the AMPS software system.
- Approximately \$7.3k is required for staff training associated with AMPS.

### **Applicable Legislation and Requirements**

*Provincial Offences Act, 1990*

*Municipal Act, 2001, O. Reg 333/07 Administrative Penalties*

### **Engagement Opportunities**

None

### **Attachments**

None

Respectfully submitted,

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**Courtenay Hoytfox,**  
**Interim CAO**



## **REPORT PD-2024-011**

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TO: Mayor and Members of Council

PREPARED BY: Justine Brotherston, Interim Municipal Clerk

PRESENTED BY: Justine Brotherston, Interim Municipal Clerk

MEETING DATE: December 18, 2024

SUBJECT: Zoning By-law Amendment Application Recommendation Report – 1873 Townline Road

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### **RECOMMENDATION**

**That Report PD-2023-011 entitled Zoning By-law Amendment Application Recommendation Report – 1873 Townline Road be received; and**

**Whereas the Township and its expert consultants are satisfied with the application to amend the zoning of the property 1873 Townline Road through their comprehensive review of the submission materials; and**

**Whereas the Township’s planning consultant has recommended the use of a holding provision that prohibits the outdoor recreational trailer storage on the Subject Lands as detailed in the Draft By-law attached as Schedule “A” until all requirements identified in the holding provision have been completed to the satisfaction of the Township;**

**Therefore be it resolved,**

**That Council approves the Zoning By-law Amendment for the property 1873 Townline Road; and**

**That Council give three readings to by-law 2024-073 as presented, being a by-law to amend by-law no. 2018-023, as amended, being the Zoning By-law of the Township of Puslinch.**

### **Purpose**

The purpose of this report is to provide Council with a recommendation relating to the Zoning By-law Amendment Application for the property 1873 Townline Road. If approved, the zoning by-law amendment would permit the following site specific Agricultural use:

- Outdoor storage of recreational trailers, except motorized recreational vehicles, transportation or truck trailer.

The Draft By-law attached as Schedule “A” further details the site specific provisions for the proposed uses including the site specific prohibited uses, storage area requirements, required setbacks and buffers and maximum numbers of trailers to be stored on site. In accordance with the *Planning Act*, should Council approve the site specific zoning for this property, any further amendment or relief from the zoning by-law would require a *Planning Act* application and the applicable public consultation.

The Township’s planning consultant has recommended that a holding provision be applied to the property. The applicant will be required to complete all items identified in the holding provision to the satisfaction of the Township prior to Council lifting the holding provision. The owner will be required to make an application to amend the zoning by-law in order to lift the holding provision. The application to lift the holding provision would be considered by Council at a meeting open to the public.

### **Process**

The Township processed the zoning by-law amendment application in accordance with the *Planning Act*. The following are the key dates and associated steps that were completed as part of the process:

- Pre-submission consultation was submitted on September 20, 2022;
- An incomplete formal application for re-zoning was submitted to the on July 18, 2023 and a list of required documents was provided on August 1, 2023;
- An application including all required documents as submitted on August 13, 2024 and the required fee was submitted on September 16, 2024;
- Council received the staff report recommending the application to be deemed complete on September 25, 2024;
- The application was presented to the Township Planning and Development Advisory Committee for comments on October 8, 2024;
- The public notices were mailed on October 30, 2024 to all required properties and agencies;
- The statutory public meeting notice was published in the Wellington Advertiser on October 30, 2024 as required by the *Planning Act* to notify those who did not receive direct mailing notice. The property owner also installed the required signage on the subject lands;

- Additionally, the Township includes notice on the Township website under 'Public Notices' and on the Township's Active Planning Application page;
- The statutory public meeting was held on November 27, 2024 at the Municipal Office;
- Final recommendation report and draft by-law is presented to Council for consideration at the December 18, 2024 Council meeting.

In accordance with recent changes to the Planning Act, the Township has 90 days to process a zoning by-law amendment application. The Township continues to process applications as close to the stipulated timelines as practical.

Based on the feedback from Township departments and Township consultants, staff are satisfied with the draft by-law as presented as Schedule "A" and recommend that Council approve the zoning by-law amendment application and give three readings to the draft by-law as presented.

#### **Financial Implications**

None

#### **Applicable Legislation and Requirements**

*Planning Act, R.S.O. 1990,*

#### **Engagement Opportunities**

As outlined throughout the report.

#### **Attachments**

Schedule "A" Draft Zoning By-law

Schedule "B" Township Planning Consultant Planning Recommendation Report

Respectfully submitted,

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**Justine Brotherston,  
Interim Municipal Clerk**

Reviewed by:

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**Courtenay Hoytfox,  
Interim CAO**

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**

**BY-LAW NUMBER 2024-073**

**A BYLAW TO AMEND BY-LAW NUMBER 023-18, AS AMENDED,  
BEING THE ZONING BY-LAW OF THE TOWNSHIP OF PUSLINCH**

**WHEREAS** the Council of the Corporation of the Township of Puslinch deem it appropriate and in the public interest to amended By-law Number 023-18 pursuant to Sections 34 and 36 of the Planning Act, R.S.O. 1990;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF PUSLINCH ENACTS AS FOLLOWS:**

1. **THAT** Schedule “A” to By-law 023-18 is hereby amended by rezoning Part of Lot 1, Concession 1, Township of Puslinch, municipally referred as 1873 Townline Rd, from **AGRICULTURAL ZONE (A)** and **NATURAL ENVIRONMENT ZONE (NE)** to a **AGRICULTURAL SITE-SPECIFIC ZONE (A(sp109))** and a **NATURAL ENVIRONMENT SITE-SPECIFIC ZONE (NE(sp109))**, subject to **HOLDING PROVISION (h-12)** use provision, as shown in Schedule “A” of this By-law.
2. **THAT** Schedule “A” to By-law 023-18 is hereby further amended by rezoning Part of Lot 1, Concession 1, Township of Puslinch, municipally referred as 1873 Townline Rd, from **AGRICULTURAL ZONE (A)** to a **AGRICULTURAL SITE-SPECIFIC ZONE (A(sp110))** with a site-specific use provision, as shown in Schedule “A” of this By-law.
3. That Section 14 Site-Specific Special Provisions is amended by adding Special Provision No. 109 as follows:

Exception Number	Parent Zone	By-Law	Additional Permitted uses	Prohibited uses	Site Specific Special Provision
109	A, NE		Outdoor storage of recreational trailers, except motorized recreational vehicles, transportation or truck trailer.	The sale or repair of recreational trailers; and  Overnight or short-term accommodation in recreational trailers.	1. In addition to Section 4.22, the following shall apply to the outdoor storage of recreational trailers use:  i) Maximum area: 2.4 ha; ii) Location: as shown in Schedule “A” to this by-law; iii) Front yard setback (min.): 75 m;

Exception Number	Parent Zone	By-Law	Additional Permitted uses	Prohibited uses	Site Specific Special Provision
					<ul style="list-style-type: none"> <li data-bbox="1057 300 1372 363">iv) Rear yard setback (min.): 78 m;</li> <li data-bbox="1057 363 1372 468">v) Northerly interior yard setback (min.): 39 m;</li> <li data-bbox="1057 468 1372 573">vi) Southerly interior yard setback (min.): 180 m;</li> <li data-bbox="1057 573 1372 909">vii) Notwithstanding Section 4.22 a) vii), the outdoor storage area shall be located a minimum distance of 5 metres from any adjacent residential use;</li> <li data-bbox="1057 909 1372 1308">viii) The number of trailers to be stored on site: minimum lot size of 68.5 square metres per trailer (inclusive of driveway &amp; access areas), to a maximum of 350 trailers;</li> <li data-bbox="1057 1308 1372 1476">ix) No outdoor storage area shall be closer than 5 metres from a wetland feature;</li> <li data-bbox="1057 1476 1372 1812">x) Demarcation posts at an interval of 25 metres shall be installed and maintained along the easterly boundaries of the outdoor storage area;</li> <li data-bbox="1057 1812 1372 1875">xi) No grading shall be permitted within</li> </ul>

Exception Number	Parent Zone	By-Law	Additional Permitted uses	Prohibited uses	Site Specific Special Provision
					<p>the outdoor storage area;</p> <p>xii) The outdoor storage area shall maintain a surface that is constructed of permeable materials, save and except for gravel driveways existing as of the date of passing of this by-law.</p> <p>2. The following shall apply to the NE(sp109) lands:</p> <p>i) No buildings or structures shall be permitted.</p>

4. That Section 14 Site-Specific Special Provisions is amended by adding Special Provision No. 110 as follows:

Exception Number	Parent Zone	By-Law	Additional Permitted uses	Prohibited uses	Site Specific Special Provision
110	A			Any buildings and structures existing as of the date of passing of this by-law are not permitted to be used for keeping or housing of livestock.	

5. That Section 15 Holding Provisions is amended by adding Holding Provision No. 12 as follows:

Exception Number	Zone Designation	Permitted uses	Conditions for Removal	Date Enacted
12	A(sp109), NE(sp109)	Until the holding symbol h-12 is removed, no outdoor storage of recreational trailers shall be permitted on the Subject Lands.	A Site Plan has been approved and a Site Plan agreement has been entered into and registered on title.	

6. That the subject land as shown on Schedule "A" to this By-law shall be subject to all applicable regulations of the Zoning By-law 023-18, as amended.
7. This By-law shall become effective from the date of passage by council and come into force in accordance with the requirements of the Planning Act, R.S.O. 1990, as amended.

READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS 18TH DAY OF DECEMBER 2024.

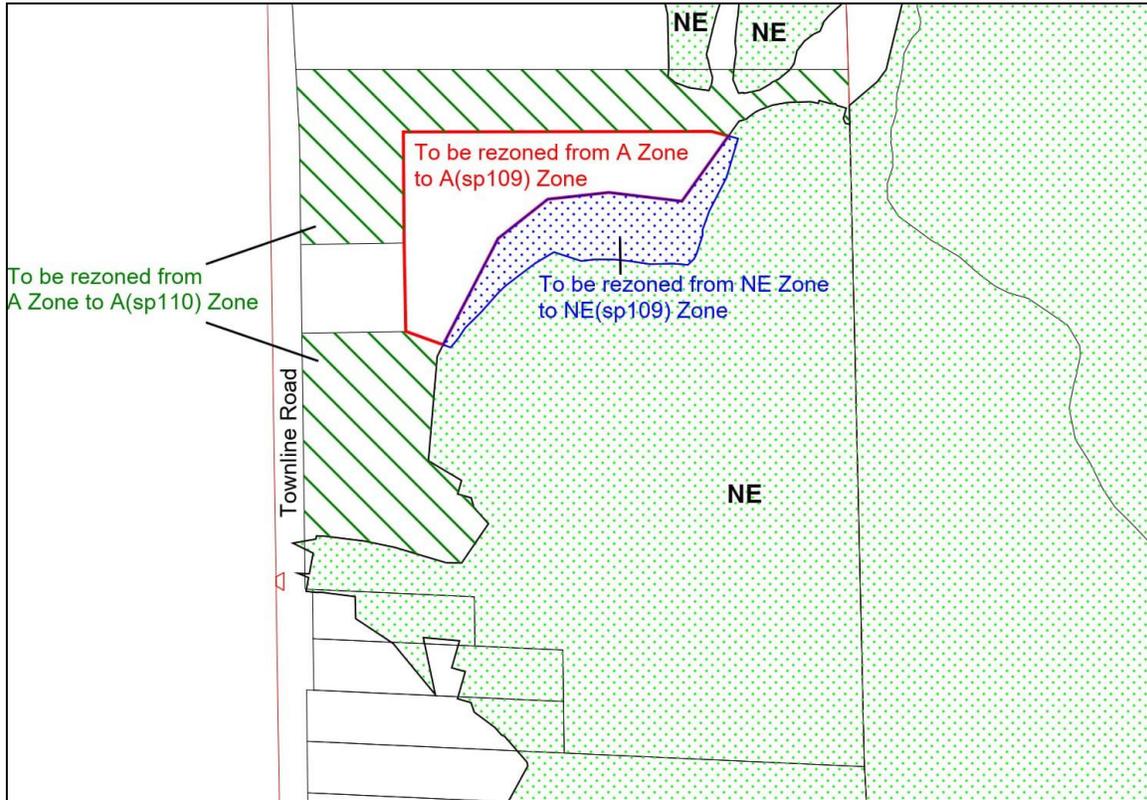
\_\_\_\_\_  
James Seeley, Mayor

\_\_\_\_\_  
Justine Brotherston, Acting Clerk

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 2024-073

SCHEDULE "A"



-  To be rezoned from **AGRICULTURAL ZONE (A)** to an **AGRICULTURAL SITE SPECIFIC ZONE (A(sp109))** with **HOLDING PROVISION (h-12)** with a site specific special provision
-  To be rezoned from **NATURAL ENVIRONEMNT ZONE (NE)** to a **NATURAL ENVIRONEMNT SITE SPECIFIC ZONE (NE(sp109))** with **HOLDING PROVISION (h-12)** with a site specific special provision
-  To be rezoned from **AGRICULTURAL ZONE (A)** to an **AGRICULTURAL SITE SPECIFIC ZONE (A(sp110))** with a site specific special provision

This is Schedule "A" to the By-law No. 2024-073

Passed this 18th day of December, 2024

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James Seeley, Mayor

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Justine Brotherston, Acting Clerk

DRAFT

## **THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**

### **EXPLANATION BY-LAW NUMBER 2024-073**

By-law Number 2024-073 amends the Township of Puslinch Zoning By-law 023-18 by rezoning Part of Lot 1, Concession 1, Township of Puslinch, municipally referred as 1873 Townline Rd from AGRICULTURAL ZONE (A) and NATURAL ENVIRONMENT ZONE (NE) to an AGRICULTURAL SITE-SPECIFIC ZONE (A(sp109)) and a NATURAL ENVIRONMENT SITE-SPECIFIC ZONE (NE(sp109)), subject to HOLDING PROVISION (h-12) to regulate the outdoor storage use within a 2.4-hectare area. The holding provision has been proposed, requiring site plan approval.

By-law Number 2024-073 also amends the Township of Puslinch Zoning By-law 023-18 by rezoning Part of Lot 1, Concession 1, Township of Puslinch, municipally referred as 1873 Townline Rd, from AGRICULTURAL ZONE (A) to an AGRICULTURAL SITE-SPECIFIC ZONE (A(sp110)) to prohibit existing buildings and structures from being used for keeping or housing of livestock.



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Planning Report for the Township of Puslinch  
Prepared by the NPG Planning Solutions Inc.

To: Courtenay Hoytfox, CAO  
Township of Puslinch

From: Jesse Auspitz, Principal Planner  
NPG Planning Solutions Inc.

Subject: Recreational Trailer Storage  
Recommendation Report

Zoning By-law Amendment Application D14/QUI  
PUSLINCH CON 1 PT LOT 1  
1873 Townline Road, Puslinch

Attachments: 1 – Aerial Map of Subject Lands  
2 – Conceptual Site Plan Provided by Applicant  
3 – Draft Zoning By-law Amendment

## SUMMARY

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The purpose of the Application for Zoning By-law Amendment (the “Application”) is to rezone part of the Subject Lands from Agricultural Zone (A) and Natural Environmental Zone (NE) to site-specific Agricultural Zone A (spXX), site-specific Agricultural Zone (spYY) and site-specific Natural Environment Zone NE (spXX) to bring the existing recreational trailer storage use into compliance with the Puslinch Zoning By-law and implement Minimum Distance Separation (MDS) Formulae requirements resulting from Consent Application B101-21 to convey 0.46 hectares of land for rural residential purposes.

A Public Meeting occurred on November 27<sup>th</sup>, 2024.

This report provides an overview of the proposal, highlights applicable planning policies and comments received to date, and explains the next steps in the planning review process.

This report also provides a recommendation for approval for the Application for Zoning By-law Amendment, subject to the inclusion of a Holding provision. The inclusion of the Holding provision will prohibit the outdoor recreational trailer storage on the Subject Lands until a Site Plan has been approved and a Site Plan agreement has been entered into and registered on title. The inclusion of a Holding provision is necessary to address requirements of the GRCA and ecologist regarding mitigation on natural heritage features and also to ensure that appropriate buffering is provided adjacent to the provisionally approved residential lot resulting from Consent Application B101-21.

## RECOMMENDATIONS

It is respectfully recommended:

1. That Council approves the amendment to the Township of Puslinch Comprehensive Zoning By-law No. 023-18 for the lands municipally known as 1873 Townline Road., subject to the inclusion of a Holding provision, as detailed in **Attachment - 3** to this Report; and further
2. That Council direct Staff to submit the necessary By-law.

## INTRODUCTION

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The Subject Lands are located at the west end of the Township of Puslinch, west of Puslinch Lake and east of the City of Cambridge. The Subject Lands are approximately 17.46 hectares in size and irregular in shape with approximately 374 metres of frontage along Townline Road and a depth of 393 metres. Environmental and hazards features exist on the Subject Lands including Puslinch Lake Irish Creek Provincially Significant Wetland (PSW) Complex, floodplain, slope valley, woodland, and the regulated allowances to these features. The PSW and woodland is also an Area of Natural and Scientific Interest (ANSI) and may provide habitat function for Species at Risk.

The Subject Lands contain a dwelling, storage barn, agricultural land and outdoor recreational trailer storage.

Surrounding land uses consists of a mix of existing residential uses, rural residential lands and natural environment lands. An aerial of the property is included as **Attachment - 1**.

Aerial imagery confirms that the recreational trailer storage use has existed since at least 2006, although to a lesser extent than what is currently seen. There are no records of planning approvals for the recreational trailer storage.

## Previous Applications

The Subject Lands received provisional approval for consent on February 10, 2022 by the County of Wellington Land Division Committee to create a residential lot (File# B101-21). The original consent approval lapsed. A subsequent Application was provisionally approved for consent to create the residential lot on February 8, 2024. The Applicant is in the process of fulfilling conditions of consent.

## PURPOSE

The Application for Zoning By-law Amendment addresses the retained (non-residential) portion of lands resulting from Consent Application B101-21 and proposes to rezone the Subject Lands to a site-specific Agricultural Zone A (spXX) Zone, site-specific Agricultural Zone (spYY) and a site-specific Natural Environment NE (spXX) Zone. The Application proposes to permit the outdoor storage of recreational trailers, not including a motorized recreational vehicle, or any transportation or truck trailer. This application for Zoning By-law Amendment is also required to address MDS requirements resulting from Consent Application B101-21 and would prohibit the keeping or housing of livestock in existing buildings and structures. No new development is proposed.

The proposed area for the outdoor storage of recreational trailers would reflect the current location of the outdoor storage use and be contained within an area of the Subject Lands approximately 2.4 hectares in size.

The location of the Subject Lands including the area where the outdoor storage of recreational trailers would be located is shown on **Attachment – 2**.

The following restrictions are proposed:

- The sale or repair of recreational trailers would not be permitted;
- No overnight accommodations shall be permitted in a recreational trailer on the Subject Lands;
- A maximum of 350 trailers would also be permitted to be stored on the Subject Lands;
- A minimum 5 metre setback from the surveyed natural heritage features would need to be provided. The 5 metre setback shall be demarcated with posts at an interval of 25 metres along the 5 metre setback. Outdoor storage, trailer parking or driveway access would not be permitted within the surveyed natural heritage

features 5 metre setback;

- The outdoor storage area would need to remain a permeable material;
- No structures would be permitted within the Natural Environment NE(spXX) Zone.

## REPORTS AND STUDIES SUBMITTED

In support of the Application, the following items were submitted:

- Planning Justification Report, prepared by MHBC Planning dated July 2023;
- Drinking Water Source Protection Screening Form, prepared by MHBC Planning c/o David Aston dated July 11, 2023;
- Zoning By-Law Amendment Application, prepared by MHBC Planning c/o David Aston dated July 17, 2023;
- Comments and Response Matrix – Dated November 9, 2023;
- Concept Plan, prepared by MHBC Planning dated August 12, 2024;
- Draft By-law dated October 9, 2024;
- Planning Addendum Letter, prepared by MHBC Planning dated August 13, 2024 including examples of comparable outdoor vehicle and trailer storage facilities within a rural context; and
- Conceptual Site Plan, prepared by MHBC Planning dated September 5, 2024.

An Environmental Impact Study has not been provided as the use on the property is existing and no development or site alteration is proposed. Azimuth Environmental Consulting has confirmed that an Environmental Impact Study is not required. A Traffic Impact Study has not been requested because visitor traffic is anticipated to be infrequent since trailer storage is anticipated to occur for extended periods of time.

## POLICY AND LEGISLATIVE FRAMEWORK

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### Planning Act, R.S.O. 1990, c. P.13

Section 2 of the *Planning Act* identifies matters of Provincial interest that Council shall have regard to in carrying out its responsibilities under the *Planning Act*. Subsection 3(5) of the *Planning Act* requires that decisions of Council shall be consistent with provincial policy statements and shall conform with provincial plans that are in effect. Section 34 of the *Planning Act* permits councils of local municipalities to pass and/or amend Zoning By-

laws. As per Section 24(1) of the *Planning Act*, By-laws passed by Council shall conform to official plans that are in effect.

## **Provincial and County Policies**

The Subject Lands are within a Rural Area and are considered to be Rural Lands as per the Provincial Planning Statement, 2024 (the “PPS”). The Subject Lands are designated Secondary Agricultural, Core Greenlands and Greenlands as per Schedule B7 of the Wellington County Official Plan. The Greenlands designation is associated with Puslinch Lake Irish Creek Provincially Significant Wetland (PSW) Complex, floodplain, slope valley, woodland, and the regulated allowances to these features.

The following is an analysis of applicable policies:

### **Provincial Planning Statement (2024)**

The PPS provides the following policies regarding the Application:

#### **Policies**

##### ***2.5 Rural Areas in Municipalities***

*1. Healthy, integrated and viable rural areas should be supported by:*

*e) promoting diversification of the economic base and employment opportunities through goods and services, including value-added products and the sustainable management or use of resources;*

*f) providing opportunities for sustainable and diversified tourism, including leveraging historical, cultural, and natural assets;*

##### ***2.6 Rural Lands in Municipalities***

*1. On rural lands located in municipalities, permitted uses are:*

*b) resource-based recreational uses (including recreational dwellings not intended as permanent residences);*

*c) residential development, including lot creation, where site conditions are suitable for the provision of appropriate sewage and water services;*

*g) other rural land uses.*

*2. Development that can be sustained by rural service levels should be promoted.*

*3. Development shall be appropriate to the infrastructure which is planned or available, and avoid the need for the uneconomical expansion of this infrastructure.*

4. *Planning authorities should support a diversified rural economy by protecting agricultural and other resource-related uses and directing non-related development to areas where it will minimize constraints on these uses.*

5. *New land uses, including the creation of lots, and new or expanding livestock facilities, shall comply with the minimum distance separation formulae.*

#### **4.1 Natural Heritage**

1. *Natural features and areas shall be protected for the long term.*

4. *Development and site alteration shall not be permitted in:*

a. *significant wetlands in Ecoregions 5E, 6E and 7E1;*

5. *Development and site alteration shall not be permitted in:*

a. *significant wetlands in the Canadian Shield north of Ecoregions 5E, 6E and 7E1;*

b. *significant woodlands in Ecoregions 6E and 7E (excluding islands in Lake Huron and the St. Marys River)1;*

c. *significant valleylands in Ecoregions 6E and 7E (excluding islands in Lake Huron and the St. Marys River)1;*

d. *significant wildlife habitat;*

e. *significant areas of natural and scientific interest;*

*unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions.*

8. *Development and site alteration shall not be permitted on adjacent lands to the natural heritage features and areas identified in policies 4.1.4, 4.1.5, and 4.1.6 unless the ecological function of the adjacent lands has been evaluated and it has been demonstrated that there will be no negative impacts on the natural features or on their ecological functions.*

## **Summary & Analysis**

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The Application is consistent with the policies of the PPS. In general, the proposed recreational trailer storage use supports the diversification of the economic base including tourism and resource based recreational uses on Rural Lands. The use is appropriately located on Rural Lands due to the larger lot sizes required for storage of recreational

trailers. The proposed use does not appear to be out of character with the surrounding rural lands and can be sustained by individual on-site services.

Consent Application B101-21 was considered to be consistent with the PPS by the County of Wellington Land Division Committee on the date of decision. Restricting the keeping or housing of livestock in existing buildings and structures is necessary to ensure that the new lot complies with the MDS Formulae.

The Township's Ecologist and the Grand River Conservation Authority (GRCA) reviewed the proposed Zoning By-law Amendment application. The Township's Ecologist and GRCA recommends that a 5 metre wetland buffer be established from the delineated wetland limit. The GRCA further recommends that no grading shall be permitted, the outdoor storage area remain pervious material, and that the mention of gravel is removed from the proposed By-law regulations, as it is considered an impervious surface. Additional mitigation measures were proposed by the Township's Ecologist including the provision of an Edge Management Plan, and that an entrance map and site brochure be prepared to advise users as to Best Management Practices.

The draft Zoning By-law includes the required 5 metre wetland buffer and would not permit the grading or addition of gravel to ensure that the outdoor storage area remains permeable. Requirements pertaining to the Edge Management Plan, the entrance map and site brochure will need to be addressed as part of a future Site Plan Application.

For these reasons, the Application is consistent with the PPS.

### **County of Wellington Official Plan (July 2024)**

The County of Wellington Official Plan provides the following relevant policies regarding the Application:

#### **Greenlands System**

Section 5 of the County Official Plan includes policies regarding the Greenlands System, as follows:

#### **Policies**

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##### **5.4 Core Greenlands**

*All wetlands in the County of Wellington are included in the Core Greenlands. Development and site alteration will not be permitted in wetlands which are considered provincially significant. All other wetlands will be protected in large measure and development that would seriously impair their future ecological functions will not be permitted.*

## 5.5 Greenlands

*Other significant natural heritage features including habitat, areas of natural and scientific interest, streams and valleylands, woodlands, environmentally sensitive areas, ponds, lakes and reservoirs and natural links are also intended to be afforded protection from development or site alteration which would have negative impacts.*

### 5.6.2 Development Impacts

*Where development is proposed in the Greenland system or on adjacent lands, the County or local municipality shall require the developer to:*

- a. identify the nature of the features potentially impacted by the development;*
- b. prepare, where required, an environmental impact assessment to ensure that the requirements of this Plan will be met, and consider enhancement of the natural area where appropriate and reasonable.*
- c. address any other relevant requirements set out in Section 4.6.3 Environmental Impact Assessment.*

*No development will be approved unless the County is satisfied that the Greenland and Environmental Impact Assessment policies are met.*

### 5.6.4 Zoning

*Core Greenland areas shall be placed in a restrictive zone which prohibits buildings, structures and site alterations except as may be necessary for the management or maintenance of the natural environment. Other greenlands may also be given a restrictive zoning by a municipal council.*

*Zoning by-laws may also recognize existing land uses in core greenlands and, where appropriate, provide for reasonable expansions or alterations. Zoning by-laws may also establish setbacks from Core Greenland areas in which no buildings or structures shall be permitted.*

## Analysis

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Pre-consultation for the proposed use occurred October 7, 2022. During that meeting, the Township's Ecologist noted that continuing to use the area for outdoor recreational vehicle storage would not be expected to result in new or cumulative impacts to natural heritage features and functions, provided that expansion of the existing disturbance area footprint did not occur. For this reason, an Environmental Impact Study was not required.

The proposed Zoning By-law Amendment would mitigate potential impacts to natural heritage features by ensuring that the use is setback from natural heritage features and that the storage area remains permeable.

Subject to addressing requirements of the Township's Ecologist and the GRCA, the Application is considered to conform to the Greenlands System Policies.

### **The Rural System – Secondary Agricultural Areas**

The Subject Lands are designated Secondary Agricultural Areas. Secondary Agricultural Areas include lands within the rural system which are determined to be non-prime agricultural areas but which can sustain certain agricultural activities. Secondary Agricultural Areas are less conducive to agricultural production than Prime Agricultural Areas, and therefore, may accommodate an expanded range of uses than would be permitted within Prime Agricultural Areas. Section 6.5.3 and Section 6.5.5 of the County Official Plan permits "small scale commercial, industrial and institutional uses" subject to criteria. The following is an analysis of criteria identified in Section 6.5.5 of the County Official Plan for permitting such uses:

#### **Policies & Analysis**

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##### ***a) appropriate sewage and water systems can be established***

The Applicant has provided that additional sewage and water systems are not required in the Planning Justification Report dated June 2023. There were no concerns from any Township Departments or consultants that the proposal would require new sewage or water systems to accommodate the use.

##### ***b) the proposed use is compatible with surrounding uses***

The proposed use appears to have existed since 2006 without conflict with adjacent uses.

Impacts to surrounding land uses will be mitigated through the provision of significant setback from abutting lands to the north and east and existing treed buffers. Prohibiting the sale or repair of recreational vehicles and overnight or short-term accommodation on the Subject Lands would further reduce potential impacts regarding noise, traffic, and the potential for trespassing.

Through the review of the Application, County Planning Staff identified compatibility concerns pertaining to the proposed use being located directly behind the provisionally approved residential lot. The draft Zoning By-law Amendment includes a requirement that the outdoor storage area be located 5 metres from any adjacent residential use, including the provisionally approved residential lot. Appropriate screening including landscaping will be required to be implemented through a future Site Plan Approval process.

##### ***c) the use requires a non-urban location due to:***

- **market requirements;**
- **land requirements;**
- **compatibility issues.**

The use appears to be appropriately located in the Secondary Agricultural Area. Specifically, the use requires a large land area and is in proximity to recreational areas creating market demand.

***d) the use will not hinder or preclude the potential for agriculture or mineral aggregate operations***

The proposed Zoning By-law Amendment includes the following prohibitions to protect soil quality and not hinder or preclude the potential for agricultural or mineral aggregate operations:

- To mitigate the potential for oil and gas infiltration motorized recreational vehicles would not be permitted to be stored, and the repair of recreational vehicles would not be permitted to occur on the Subject Lands;
- No grading shall be permitted within the outdoor storage area; and
- The outdoor storage area shall maintain a surface that is constructed of permeable materials.

***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 County Official Plan does not define scale. The proposed use would cover an area of 2.4 hectares which would include 14.1% of the Subject Lands. The Applicant has provided several examples of similar uses with the rural area, including information regarding the size of the operation in terms of land use. These are identified in **Table 1** as follows:

**Table 1: Review of Outdoor Storage Facility Areas**

Facility Name	Facility Type	Address	Area (ha)	Official Plan Context
Public Storage	Indoor Storage & Outdoor Trailer Storage	591 Safari Rd, Millgrove, ON L0R 1V0	3.0 ha	Rural Designation
Waterdown Self Storage	Outdoor Trailer Storage	917 Centre Rd, Hamilton, ON L8N 2Z7	1.2 ha	Rural Settlement Area
U-Need Storage	Outdoor Vehicle Storage	54 Upper Centennial	5.8 ha	Agricultural Designation

		Pkwy, Stoney Creek, ON L8J 2V8		
White Elephant Storage	Outdoor Trailer Storage	11430 2 Line, Campbellville, ON L0P 1B0	2.8 ha	Agricultural Area
Miska Trailer Factory	Trailer Factory and Outdoor Trailer Storage	1064 Hwy 6, Hamilton, ON L8N 2Z7	6.3 ha	Rural
Keith's Trailer Sales	RV dealer and Outdoor RV Storage	6113 Wellington Road 24, Erin, ON L0N 1N0	2.9 ha	Prime Agricultural

The proposed Zoning By-law Amendment would facilitate development that is generally in line with existing outdoor trailer storage facilities within a rural context.

### **Creating New Lots – Secondary Agricultural Areas**

The County Official Plan includes the following relevant policies for lot creation in Secondary Agricultural Areas:

#### **Policies**

#### **6.5.7 Secondary Agricultural Areas - Minimum Distance Formula (MDS)**

*The provincial minimum distance formula will be applied to new land uses, lot creation and new or expanding livestock facilities.*

#### **10.4.1 Secondary Agricultural Areas – Lot Creation**

*Lot creation in secondary agricultural areas may be allowed for: ...*

*c) residential uses*

*Residential lots created under this section contribute to and are anticipated by the growth strategy of this Plan.*

#### **10.4.4 Residential Lots**

*One new lot for residential purposes may be allowed from a parcel of land existing on March 1, 2005, provided that:*

*a) the lot generally meets a 0.4 ha minimum lot size and is not larger than needed to accommodate the intended residential use, consisting of the dwelling, accessory buildings and uses, and individual sewage and water*

*services, while taking into account site constraints such as grading, sightlines, natural heritage features, hazardous lands, and minimum distance separation formulae requirements...*

## **Analysis**

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Consent Application B101-21 was considered to be in conformity with the above policies on the date of decision, subject to conditions. The proposed Zoning By-law Amendment is required to ensure conformity with policies 6.5.7 and 10.4.4 of the County Official Plan regarding the MDS Formulae. A potential future land use conflict could occur should the existing barn on the Retained Parcel be utilized for livestock purposes; therefore, a site-specific exception has been included to prohibit the keeping or housing of livestock in the existing buildings and structures. The proposed Zoning By-law Amendment would not apply to new livestock or manure storage facilities.

### **Summary & Analysis**

The Application meets all the criteria for considering small scale commercial, industrial and institutional uses such uses in Secondary Agricultural Area and is also required to implement MDS requirements of the County Official Plan regarding residential lot creation in Secondary Agricultural Areas. Additionally, the proposed Zoning By-law Amendment is not expected to result in new or cumulative impacts to natural heritage features and functions.

For these reasons, the Application conforms with the County of Wellington Official Plan.

### **Township of Puslinch Comprehensive Zoning By-law 023-18**

The proposed Zoning By-law Amendment would apply to the Retained Lands identified in Consent Application B101-21.

According to Schedule 'A' of the Puslinch Zoning By-law the Subject Lands are zoned Agricultural Zone (A) and Natural Environment Zone (NE) with an Environmental Protection Overlay. The applicant is proposing to amend the existing Agricultural Zone (A) to a site-specific Agricultural Zone (spXX), site-specific Agricultural Zone (spYY) and a site-specific Natural Environment Zone NE (spXX) to permit the storage of recreational trailers and to address MDS requirements pertaining to Consent Application B101-21.

The storage of recreational trailers would be permitted on the portion of lands proposed to be rezoned site-specific Agricultural Zone (spXX) and site-specific Natural Environment Zone NE (spXX).

To mitigate the potential for oil and gas infiltration, motorized recreational vehicles would not be permitted to be stored, and the repair of recreational vehicles would not be permitted to occur on the Subject Lands. Additionally, overnight or short-term accommodation would not be permitted within the recreational trailers.

The outdoor storage area would be subject to requirements identified in Section 4.22 of the Puslinch Zoning By-law pertaining to outdoor storage uses and areas and the following additional restrictions:

To address scale, the outdoor storage area would be limited to the setbacks where the existing use has been established and limited to a maximum area of 2.4 hectares. The location of the outdoor storage is shown on the Schedule “A” of the draft Zoning By-law Amendment and the setbacks for the use are identified in the text of the draft Zoning By-law Amendment. Additionally, a maximum of 350 trailers would be permitted to be stored on the Subject Lands.

To ensure compatibility with the new provisionally approved residential lot created by the consent application (File# B101-21), the proposed Zoning By-law Amendment would require that the outdoor storage area be located 5 metres from any adjacent residential use. Through a future Application for Site Plan Approval, this area will need to be screened by opaque fencing, a masonry wall, landscaping, or berms in accordance with Section 4.22 iv. of the Puslinch Zoning By-law.

To mitigate potential impacts on the on the natural environment, provisions in the Zoning By-law Amendment are included that would require that an outdoor storage area be located no closer than 5 metres from a wetland feature. To prevent encroachment into the wetland, demarcation posts would need to be maintained at 25 metre intervals along the easterly boundaries of the outdoor storage area. To further mitigate potential impacts on the natural environment and to address GRCA comments, grading would not be permitted within the outdoor storage area, and the outdoor storage area will need to be constructed of permeable materials, except for existing gravel driveways. In addition to these matters, buildings and structures would not be permitted on the portion of lands proposed to be zoned NE(spXX).

The lands proposed to be zoned site-specific Agricultural Zone (spYY) would not be permitted to be used for keeping of housing of livestock. As per Section 4.16.2 of the Puslinch Zoning By-law, new buildings and structures would be permitted to be used for the keeping or housing of livestock provided that MDS II is met.

It is recommended that a Holding provision apply to the lands proposed to be rezoned to A(spXX) and NE(spXX). The Holding provision would not permit the outdoor storage of recreational trailers on the Subject Lands until a Site Plan has been approved and a Site Plan agreement has been entered into. This requirement is necessary to ensure the implementation of an Edge Management Plan and to ensure that appropriate landscaping and buffering is provided to mitigate impacts on the provisionally approved residential lot.

## REVIEW COMMENTS

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### Township Comments:

GM BluePlan – Engineers - No outstanding concerns.

Building Department – No outstanding concerns.

Fire Department – No outstanding concerns.

Hydrogeology – No outstanding concerns.

Public-works – No outstanding comments.

By-law – Various By-law compliance matters were raised.

Ecology – No outstanding concerns. Edge management plan is required at Site Plan stage. Also suggests that an entrance map and site brochure be provided to identify the location of the protected PSW/woodland and its 5m buffer and advise users as to Best Management Practices for use of a storage area proximal to sensitive natural heritage features and functions.

### **County Comments:**

County of Wellington Planning – Concerns were provided regarding scale and land use compatibility primarily with the newly proposed lot. County Staff encourage consideration of limiting the location of the use by not allowing it directly behind the future residential lot. County Staff further recommends that consideration be given limiting the proposed use to a seasonal time frame to reflect the nature of the use (i.e. October – April). County Planning recommends that the proposed amending by-law be updated to address MDS by identifying that the existing barns are not utilized for the keeping of animals.

The draft Zoning By-law Amendment would limit the location of the use and provide a 5 metre setback to the future residential lot. The draft Zoning By-law Amendment does not propose to seasonally limit the proposed use, as based on aerial mapping, recreational trailer storage occurs during the summer months. Additionally, seasonal restrictions would not have any significant effect on scale or permit an alternate use in time when the use is prohibited.

**Region of Waterloo Comments:** The Region of Waterloo was circulated the Application due to the Subject Lands being in proximity to the municipal boundary. The Region of Waterloo has no outstanding concerns.

### **Agency Comments:**

Grand River Conservation Authority – Requests that the use of gravel not be permitted in the outdoor storage area. Requests shape file.

Wellington Source Water Protection – No outstanding concerns regarding the ZBA. A Salt Management Plan to manage winter maintenance activities and a liquid fuel handling / storage and spill response procedure is required.

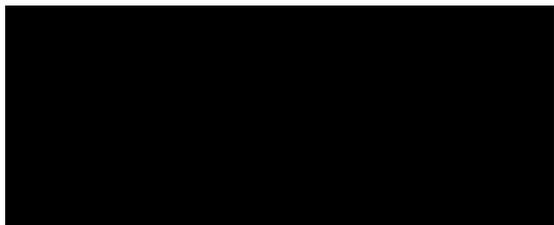
**Planning Development Advisory Committee (PDAC) Comments:** The main planning matters raised were regarding what was being parked on the Subject Lands, including potential impacts to the environment; whether the proposed conformed with the County Official Plan; impacts on neighbouring properties; whether an EIS should be completed to address impacts from the existing use; and whether the By-law should limit the number of trailers on the property or the type of trailer.

**Public Comments:** A Public Meeting was held November 27<sup>th</sup>, 2024. Public comments were provided in support of the Application.

## CONCLUSION

The Application for Zoning By-law Amendment D14/QUI is recommended for approval, subject to the inclusion of a Holding provision as detailed in this report, since the Application meets *Planning Act* requirements, is consistent with the Provincial Planning Statement, and conforms with the County of Wellington Official Plan. The Holding provision would not permit the use of the store of recreational trailers until Site Plan Approval has been granted. The Holding provision would not permit the use of the outdoor storage of recreational trailers until Site Plan Approval has been granted. The draft Zoning By-law Amendment is included as **Attachment - 3**.

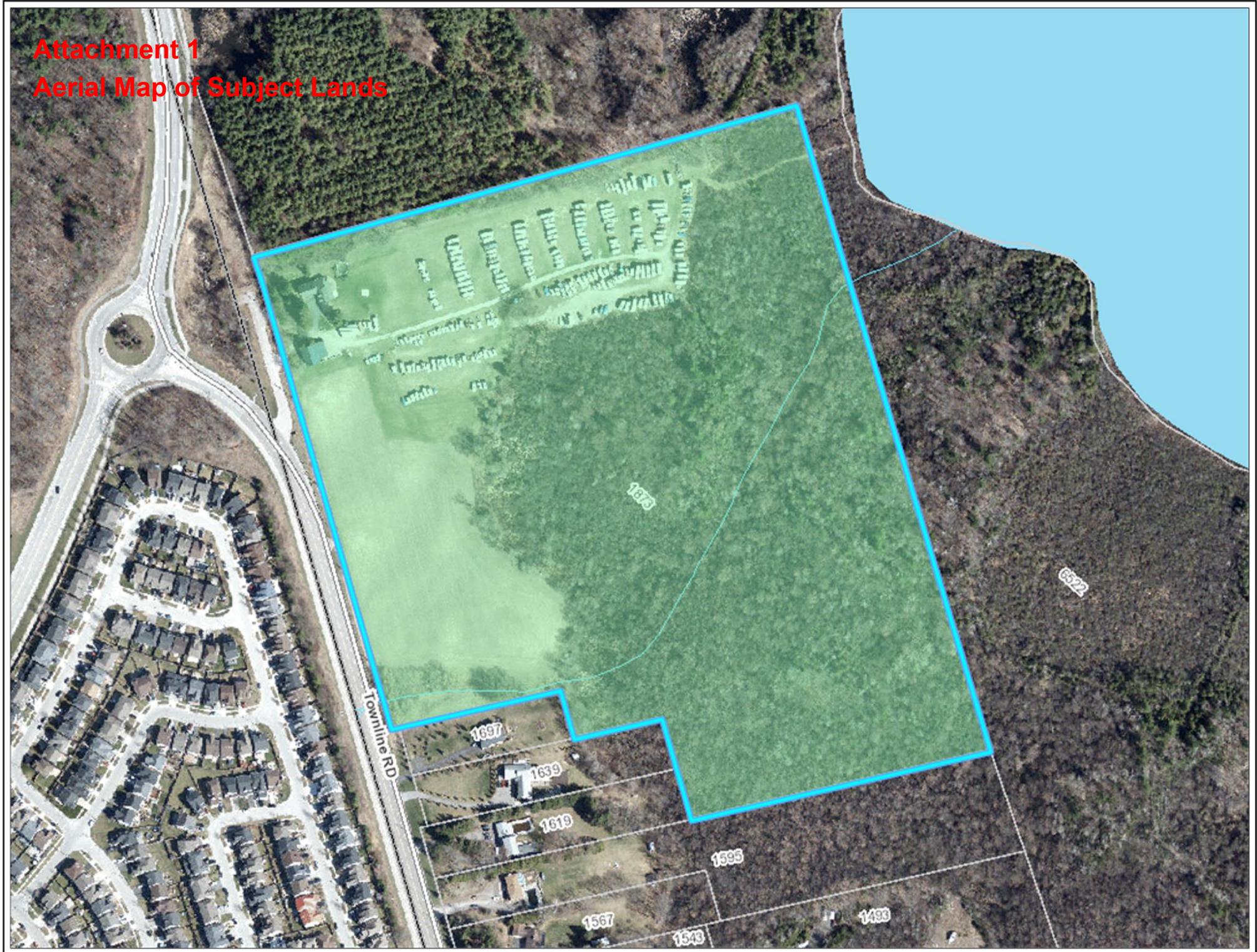
Respectfully Submitted,



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**Jesse Auspitz, RPP, MCIP**  
Principal Planner, Toronto  
*NPG Planning Solutions Inc.*

**Attachment 1**  
**Aerial Map of Subject Lands**





**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**

**BY-LAW NUMBER \_\_\_\_\_**

**A BYLAW TO AMEND BY-LAW NUMBER 023-18, AS AMENDED,  
BEING THE ZONING BY-LAW OF THE TOWNSHIP OF PUSLINCH**

**WHEREAS** the Council of the Corporation of the Township of Puslinch deem it appropriate and in the public interest to amended By-law Number 023-18 pursuant to Sections 34 and 36 of the Planning Act, R.S.O. 1990;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF PUSLINCH ENACTS AS FOLLOWS:**

1. **THAT** Schedule “A” to By-law 023-18 is hereby amended by rezoning Part of Lot 1, Concession 1, Township of Puslinch, municipally referred as 1873 Townline Rd, from **AGRICULTURAL ZONE (A)** and **NATURAL ENVIRONMENT ZONE (NE)** to a **AGRICULTURAL SITE-SPECIFIC ZONE (A(spXX))** and a **NATURAL ENVIRONMENT SITE-SPECIFIC ZONE (NE(spXX))**, subject to **HOLDING PROVISION (h-XX)** use provision, as shown in Schedule “A” of this By-law.
  
2. **THAT** Schedule “A” to By-law 023-18 is hereby further amended by rezoning Part of Lot 1, Concession 1, Township of Puslinch, municipally referred as 1873 Townline Rd, from **AGRICULTURAL ZONE (A)** to a **AGRICULTURAL SITE-SPECIFIC ZONE (A(spYY))** with a site-specific use provision, as shown in Schedule “A” of this By-law.
  
3. That Section 14 Site-Specific Special Provisions is amended by adding Special Provision No. XX as follows:

Exception Number	Parent Zone	By-Law	Additional Permitted uses	Prohibited uses	Site Specific Special Provision
XX	A, NE		Outdoor storage of recreational trailers, except motorized recreational vehicles, transportation or truck trailer.	The sale or repair of recreational trailers; and  Overnight or short-term accommodation in recreational trailers.	1. In addition to Section 4.22, the following shall apply to the outdoor storage of recreational trailers use:  i) Maximum area: 2.4 ha; ii) Location: as shown in Schedule “A” to this by-law; iii) Front yard setback (min.): 75 m;

Attachment 3 – Draft Zoning By-law Amendment

Exception Number	Parent Zone	By-Law	Additional Permitted uses	Prohibited uses	Site Specific Special Provision
					<ul style="list-style-type: none"> <li>iv) Rear yard setback (min.): 78 m;</li> <li>v) Northerly interior yard setback (min.): 39 m;</li> <li>vi) Southerly interior yard setback (min.): 180 m;</li> <li>vii) Notwithstanding Section 4.22 a) vii), the outdoor storage area shall be located a minimum distance of 5 metres from any adjacent residential use;</li> <li>viii) The number of trailers to be stored on site: minimum lot size of 68.5 square metres per trailer (inclusive of driveway &amp; access areas), to a maximum of 350 trailers;</li> <li>ix) No outdoor storage area shall be closer than 5 metres from a wetland feature;</li> <li>x) Demarcation posts at an interval of 25 metres shall be installed and maintained along the easterly boundaries of the outdoor storage area;</li> <li>xi) No grading shall be permitted within</li> </ul>

Attachment 3 – Draft Zoning By-law Amendment

Exception Number	Parent Zone	By-Law	Additional Permitted uses	Prohibited uses	Site Specific Special Provision
					<p>the outdoor storage area;</p> <p>xii) The outdoor storage area shall maintain a surface that is constructed of permeable materials, save and except for gravel driveways existing as of the date of passing of this by-law.</p> <p>2. The following shall apply to the NE(spXX) lands:</p> <p>i) No buildings or structures shall be permitted.</p>

4. That Section 14 Site-Specific Special Provisions is amended by adding Special Provision No. YY as follows:

Exception Number	Parent Zone	By-Law	Additional Permitted uses	Prohibited uses	Site Specific Special Provision
YY	A			Any buildings and structures existing as of the date of passing of this by-law are not permitted to be used for keeping or housing of livestock.	

**Attachment 3 – Draft Zoning By-law Amendment**

5. That Section 15 Holding Provisions is amended by adding Special Provision No. XX as follows:

Exception Number	Zone Designation	Permitted uses	Conditions for Removal	Date Enacted
XX	A(spXX), NE(spXX)	Until the holding symbol h-XX is removed, no outdoor storage of recreational trailers shall be permitted on the Subject Lands.	A Site Plan has been approved and a Site Plan agreement has been entered into and registered on title.	

6. That the subject land as shown on Schedule “A” to this By-law shall be subject to all applicable regulations of the Zoning By-law 023-18, as amended.
7. This By-law shall become effective from the date of passage by council and come into force in accordance with the requirements of the Planning Act, R.S.O. 1990, as amended.

READ A FIRST AND SECOND TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2024.

\_\_\_\_\_  
**MAYOR**

\_\_\_\_\_  
**CLERK**

READ A THIRD TIME AND PASSED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2024.

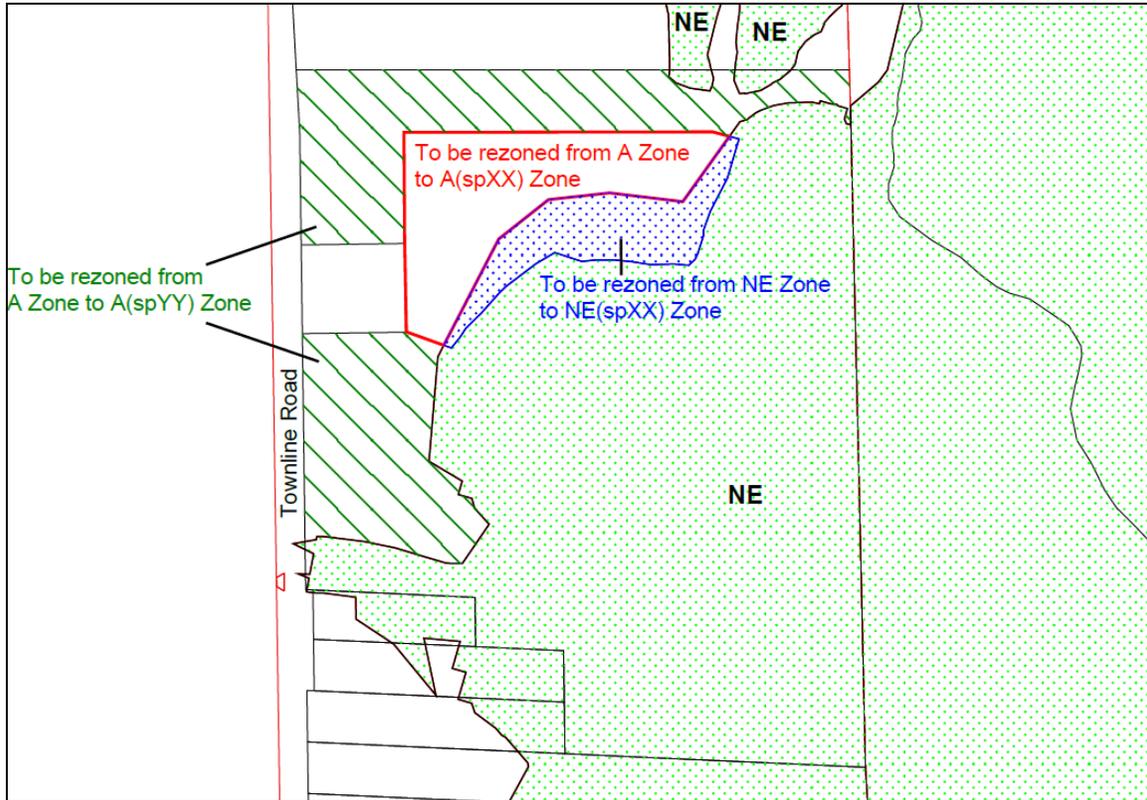
\_\_\_\_\_  
**MAYOR**

\_\_\_\_\_  
**CLERK**

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER \_\_\_\_\_

SCHEDULE “A”



-  To be rezoned from **AGRICULTURAL ZONE (A)** to an **AGRICULTURAL SITE SPECIFIC ZONE (A(spXX))** with **HOLDING PROVISION (h-XX)** with a site specific special provision
-  To be rezoned from **NATURAL ENVIRONEMNT ZONE (NE)** to a **NATURAL ENVIRONEMNT SITE SPECIFIC ZONE (NE(spXX))** with **HOLDING PROVISION (h-XX)** with a site specific special provision
-  To be rezoned from **AGRICULTURAL ZONE (A)** to an **AGRICULTURAL SITE SPECIFIC ZONE (A(spYY))** with a site specific special provision

Attachment 3 – Draft Zoning By-law Amendment

This is Schedule “A” to the By-law No. \_\_\_\_\_

Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2024

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

DRAFT

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**

**EXPLANATION BY-LAW NUMBER \_\_\_\_\_**

By-law Number \_\_\_\_\_ amends the Township of Puslinch Zoning By-law 023-18 by rezoning Part of Lot 1, Concession 1, Township of Puslinch, municipally referred as 1873 Townline Rd from AGRICULTURAL ZONE (A) and NATURAL ENVIRONMENT ZONE (NE) to an AGRICULTURAL SITE-SPECIFIC ZONE (A(spXX)) and a NATURAL ENVIRONMENT SITE-SPECIFIC ZONE (NE(spXX)), subject to HOLDING PROVISION (h-XX) to regulate the outdoor storage use within a 2.4-hectare area. The holding provision has been proposed, requiring site plan approval.

By-law Number \_\_\_\_\_ also amends the Township of Puslinch Zoning By-law 023-18 by rezoning Part of Lot 1, Concession 1, Township of Puslinch, municipally referred as 1873 Townline Rd, from from AGRICULTURAL ZONE (A) to an AGRICULTURAL SITE-SPECIFIC ZONE (A(spYY)) to prohibit existing buildings and structures from being used for keeping or housing of livestock.

DRAFT



## **REPORT PD-2024-012**

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TO: Mayor and Members of Council

PREPARED BY: Justine Brotherston, Interim Municipal Clerk

PRESENTED BY: Justine Brotherston, Interim Municipal Clerk

MEETING DATE: December 18, 2024

SUBJECT: Zoning By-law Amendment Application Recommendation Report – 4438 Watson Road South

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### **RECOMMENDATION**

**That Report PD-2023-012 entitled Zoning By-law Amendment Application Recommendation Report – 4438 Watson Road South be received; and**

**Whereas the Township and its expert consultants are satisfied with the application to amend the zoning of the property 4438 Watson Road South through their comprehensive review of the submission materials; and**

**Therefore be it resolved,**

**That Council approves the Zoning By-law Amendment for the property 4438 Watson Road South; and**

**That Council give three readings to by-law 2024-074 as presented, being a by-law to amend by-law no. 2018-023, as amended, being the Zoning By-law of the Township of Puslinch.**

### **Purpose**

The purpose of this report is to provide Council with a recommendation relating to the Zoning By-law Amendment Application for the property 4438 Watson Road South. If approved, the zoning by-law amendment would permit the following site specific Natural Environment use:

- A frame building that exists at the date of passing the by-law.

The Draft By-law attached as Schedule “A” further details the site specific provisions for the proposed uses. In accordance with the *Planning Act*, should Council approve the site specific

zoning for this property, any further amendment or relief from the zoning by-law would require a *Planning Act* application and the applicable public consultation.

### **Process**

The Township processed the zoning by-law amendment application in accordance with the *Planning Act*. The following are the key dates and associated steps that were completed as part of the process:

- Pre-submission consultation was submitted on November 21, 2023 which required two subsequent submissions.
- An application including all required documents as submitted on July 18, 2024 and the required fee was submitted on August 30, 2024;
- Council received the staff report recommending the application to be deemed complete on September 11, 2024;
- The application was presented to the Township Planning and Development Advisory Committee for comments on October 8, 2024;
- The public notices were mailed on October 30, 2024 to all required properties and agencies;
- The statutory public meeting notice was published in the Wellington Advertiser on October 30, 2024 as required by the *Planning Act* to notify those who did not receive direct mailing notice. The property owner also installed the required signage on the subject lands;
- Additionally, the Township includes notice on the Township website under 'Public Notices' and on the Township's Active Planning Application page;
- The statutory public meeting was held on November 27, 2024 at the Municipal Office;
- Final recommendation report and draft by-law is presented to Council for consideration at the December 18, 2024 Council meeting.

In accordance with recent changes to the Planning Act, the Township has 90 days to process a zoning by-law amendment application. The Township continues to process applications as close to the stipulated timelines as practical.

Based on the feedback from Township departments and Township consultants, staff are satisfied with the draft by-law as presented as Schedule "A" and recommend that Council approve the zoning by-law amendment application and give three readings to the draft by-law as presented.

**Financial Implications**

None

**Applicable Legislation and Requirements**

*Planning Act, R.S.O. 1990,*

**Engagement Opportunities**

As outlined throughout the report.

**Attachments**

Schedule "A" Draft Zoning By-law

Schedule "B" Township Planning Consultant Planning Recommendation Report

Respectfully submitted,

Reviewed by:

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**Justine Brotherston,  
Interim Municipal Clerk**

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**Courtenay Hoytfox,  
Interim CAO**

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**

**BY-LAW NUMBER 2024-074**

**A BYLAW TO AMEND BY-LAW NUMBER 023-18, AS AMENDED,  
BEING THE ZONING BY-LAW OF THE TOWNSHIP OF PUSLINCH**

**WHEREAS** the Council of the Corporation of the Township of Puslinch deem it appropriate and in the public interest to amended By-law Number 023-18 pursuant to Sections 34 and 36 of the Planning Act, R.S.O. 1990;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF PUSLINCH ENACTS AS FOLLOWS:**

1. **THAT** Schedule “A” to By-law 023-18 is hereby amended by rezoning Part of Lots 21 and 22, Concession 9, Township of Puslinch, from **AGRICULTURAL ZONE (A)** and **NATURAL ENVIRONMENT ZONE (NE)** to **SITE-SPECIFIC NATURAL ENVIRONMENT ZONE (NE(sp111))** with a site-specific use provision, and by rezoning Part of Lots 21 and 22, Concession 9, Township of Puslinch, from **AGRICULTURAL ZONE (A)** to **AGRICULTURAL SITE-SPECIFIC ZONE (A(sp112))** with a site-specific use provision, as shown in Schedule “A” of this By-law.
2. That Section 14 Site-Specific Special Provisions is amended by adding Special Provision No. 111 as follows:

Exception Number	Parent Zone	By-Law	Additional Permitted uses	Prohibited uses	Site Specific Special Provision
111	NE		A frame building that exists at the date of passing of this By-law.	N/A	N/A

3. That Section 14 Site-Specific Special Provisions is amended by adding Special Provision No. 112 as follows:

Exception Number	Parent Zone	By-Law	Additional Permitted uses	Prohibited uses	Site Specific Special Provision
112	A		N/A	N/A	Notwithstanding Section 4.4.2 (f), a maximum of one accessory building that exists at the date of passing of this By-Law shall be permitted to have a maximum height of 10 m.

4. That the subject land as shown on Schedule "A" to this By-law shall be subject to all applicable regulations of the Zoning By-law 023-18, as amended.
5. This By-law shall become effective from the date of passage by council and come into force in accordance with the requirements of the Planning Act, R.S.O. 1990, as amended.

READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS 18TH DAY OF DECEMBER 2024.

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James Seeley, Mayor

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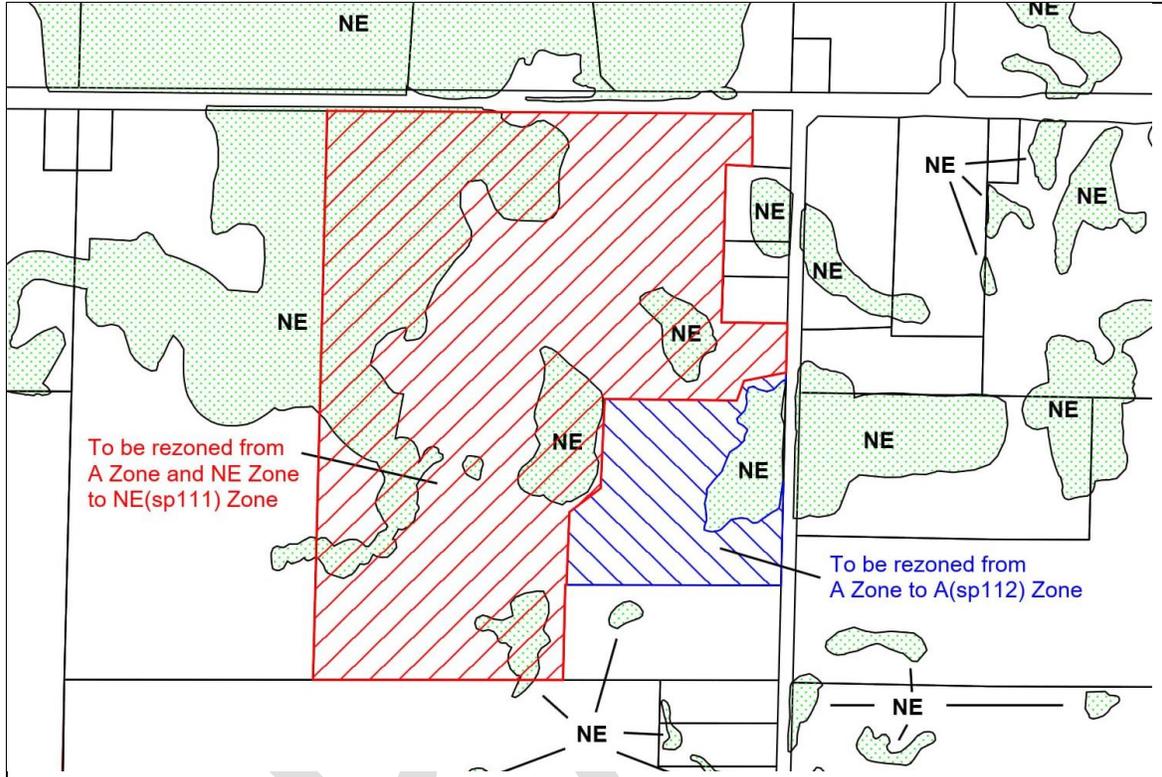
Justine Brotherston, Acting Clerk

DRAFT

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**

**BY-LAW NUMBER 2024-074**

**SCHEDULE "A"**



 To be rezoned from **AGRICULTURAL ZONE (A)** and **NATURAL ENVIRONMENT ZONE (NE)** to a **NATURAL ENVIRONMENT SITE SPECIFIC ZONE (NE(sp111))**

 To be rezoned from **AGRICULTURAL ZONE (A)** to an **AGRICULTURAL SITE SPECIFIC ZONE (A(sp112))**

This is Schedule "A" to the By-law No. 2024-074  
Passed this 18th day of December, 2024

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James Seeley, Mayor

---

Justine Brotherston, Acting Clerk

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**

**EXPLANATION BY-LAW NUMBER 2024-074**

By-law Number 2024-074 amends the Township of Puslinch Zoning By-law 023-18 by rezoning Part of Lots 21 and 22, Concession 9, Township of Puslinch, from AGRICULTURAL ZONE (A) and NATURAL ENVIRONMENT ZONE (NE) to a NATURAL ENVIRONMENT SITE-SPECIFIC ZONE (NE(sp111)) to permit an existing frame building, and by rezoning Part of Lots 21 and 22, Concession 9, Township of Puslinch, from AGRICULTURAL ZONE (A) to a AGRICULTURAL SITE-SPECIFIC ZONE (A(sp112)), and to achieve conformity for an accessory building that exceeds the maximum permitted height.

DRAFT



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Planning Report for the Township of Puslinch  
Prepared by the NPG Planning Solutions Inc.

To: Courtenay Hoytfox, CAO  
Township of Puslinch

From: Jesse Auspitz, Principal Planner  
NPG Planning Solutions Inc.

Subject: Scrivener  
Recommendation Report

Zoning By-law Amendment Application S14-SCR  
PUSLINCH CON 9 PT LOTS 21; AND 22  
4438 Watson Road South, Puslinch

Attachments: 1 – Aerial Map of Subject Lands  
2 – Site Plan Drawing Provided by Applicant  
3 – Draft Zoning By-law Amendment

## SUMMARY

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The purpose of the Application for Zoning By-law Amendment (the “Application”) is to rezone the Subject Lands from Agricultural Zone (A) and Natural Environment Zone (NE) to site-specific Agricultural Zone A (spXX) and to site-specific Natural Environment Zone NE (spXX).

The Application is required to fulfill conditions of Consent Application B28-24 to convey 38.9 hectares of land (Part 2) to a charitable land trust to be used for conservation purposes, with the retained 7.51 hectares of land (Part 1) proposed to be used for rural residential purposes.

A Public Meeting occurred on November 27<sup>th</sup>, 2024.



NPG Planning Solutions  
4999 Victoria Ave | Niagara Falls, ON L2E 4C9  
npgsolutions.ca

☎ (905) 321 6743  
✉ info@npgsolutions.ca

This report provides an overview of the proposal, highlights applicable planning policies and comments received to date and explains the next steps in the planning review process.

This report also provides a recommendation for approval for the Zoning By-law Amendment Application.

## RECOMMENDATIONS

It is respectfully recommended:

1. That Council approves the amendment to the Township of Puslinch Comprehensive Zoning By-law No. 023-18 for the lands municipally known as 4438 Watson Road South, as detailed in **Attachment - 3** to this Report; and further
2. That Council direct Staff to submit the necessary by-law.

## INTRODUCTION

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The Subject Lands are a corner lot located southwest of Watson Road South and southeast of Wellington Road 34 in the Township of Puslinch. The Subject Lands are approximately 46.4 hectares in size and irregular in shape. Environmental and hazards features exist on the Subject Lands including Flood Plain, Wetlands, Provincially Significant Wetlands, Significant Wooded Area, Watercourses, Waterbodies and Environmentally Sensitive Areas. An aerial of the property is included as **Attachment - 1**.

The Subject Lands consist of two parts as shown on **Attachment – 2** being the Site Plan drawing provided by the Applicant. Part 1 is approximately 7.51 hectares in size with 304.46 m of frontage along Watson Road South, and a depth of 301.75 m metres. Located on Part 1 are one (1) single-detached dwelling, two (2) metal clad buildings and one (1) septic bed.

Part 2 is approximately 38.9 hectares in size with street frontage of 74.01 metres along Watson Road South and 599.26 metres along Wellington Road 34. Part 2 is in part in agricultural production with 9.63 hectares (23.8 acres) of agricultural fields, currently growing hay crops and leased to a local tenant farmer. Part 2 is vacant of buildings and structures, except for a frame building that is being used for tool storage.

The surrounding land uses consist primarily of agricultural, rural residential land, and extractive industrial uses. Two properties, 4470 Watson Road South and 7719 Wellington County Rd 34, located northeast of the Subject Lands, contain dwellings located less than 30 metres from Part 2. A private waterski lake owned by Summerski and an aggregate pit (Aberfoyle Pit 2) owned by Dufferin Aggregates, A Division of CRH Canada Group Inc., are located south of the Subject Lands.

## PURPOSE

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The Application is required to fulfill conditions of Consent Application B28-24 to facilitate the conveyance of Part 2 to **rare** Charitable Research Reserve (**rare**). **rare** is an urban land trust and environmental institute based in Cambridge, Ontario. **rare** protects and stewards over 1200 acres of environmentally significant lands in Waterloo Region and Wellington County. **rare** has the goal of bringing more lands of high ecological significance under its umbrella through land donations, acquisition, conservation agreements or stewardship partnerships, protecting lands intact and in perpetuity.

The Application proposes to amend the Township of Puslinch Comprehensive Zoning By-law Number 023-18 (the “Puslinch Zoning By-law”) to rezone the Subject Lands from Agricultural Zone (A) and Natural Environment Zone (NE) to site-specific Agricultural Zone A (spXX) and to site-specific Natural Environment Zone NE (spXX).

Part 2, presently zoned a mix of Agricultural Zone (A) and Natural Environment Zone (NE), would be rezoned in its entirety to site-specific Natural Environment Zone NE (spXX). The Natural Environment Zone (NE) permits Agricultural Use, Boat House, Boat Dock, Conservation Use, and Public Park. The proposed Zoning By-law Amendment would prohibit the construction of a new dwelling or accessory building on Part 2, except for an existing frame building that is being used for tool storage. No new development is proposed on Part 2, except for the potential improvement to a small parking area or driveway at the entrance to allow off-street access to the Subject Lands.

The portion of Part 1 not impacted by natural heritage features is proposed to be rezoned to site-specific Agricultural Zone A (spXX). Table 4.1 under Section 4.4.2 of the Puslinch Zoning By-law states that the maximum permitted height of an accessory building on an Agricultural Zone with a lot area greater than one (1) hectare is seven (7) metres. The Application would recognize the height of the existing workshop being ten (10) metres.

## REPORTS AND STUDIES SUBMITTED

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In support of the Application, the following items were submitted:

- Drinking water source protection screening form, prepared by Tom Woodcock dated November 30, 2023;
- Environmental Impact Statement for Land Severance, prepared by **rare** Charitable Research Reserve dated January 15, 2024;
- Planning Justification Report for Zoning Amendment, prepared by **rare** Charitable Research Reserve dated January 15, 2024;
- Survey Sketch prepared by J.D. Barnes Limited dated January 15, 2024, revised June 26, 2024;

- Draft By-law dated July 31, 2024.

## **POLICY AND LEGISLATIVE FRAMEWORK**

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### **Planning Act, R.S.O. 1990, c. P.13**

Section 2 of the *Planning Act* identifies matters of Provincial interest that Council shall have regard to in carrying out its responsibilities under the Planning Act. Subsection 3(5) of the *Planning Act* requires that decisions of Council shall be consistent with provincial policy statements and shall conform with provincial plans that are in effect. Section 34 of the *Planning Act* permits councils of local municipalities to pass and/or amend Zoning By-laws. As per Section 24(1) of the *Planning Act*, By-laws passed by Council shall conform to official plans that are in effect.

### **Provincial and County Policies**

The Subject Lands are within a Rural Area and are considered to be Rural Lands as per the Provincial Planning Statement, 2024 (the “PPS”). The Subject Lands are designated Secondary Agricultural, Core Greenlands and Greenlands, and contain a watercourse as per Schedule B7 of the County Official Plan.

The following is an analysis of applicable policies:

### **Provincial Policy Statement (2024)**

The PPS provides the following policies regarding the Application:

### **Policies**

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#### ***2.5 Rural Areas in Municipalities***

1. *Healthy, integrated and viable rural areas should be supported by:*

- f. *providing opportunities for sustainable and diversified tourism, including leveraging historical, cultural, and natural assets;*
- g. *conserving biodiversity and considering the ecological benefits provided by nature;*

#### ***2.6 Rural Lands in Municipalities***

1. *On rural lands located in municipalities, permitted uses are:*

- a) *the management or use of resources;*
- b) *resource-based recreational uses (including recreational dwellings);*

*d) agricultural uses, agriculture-related uses, on-farm diversified uses and normal farm practices, in accordance with provincial standards;*

*g) other rural land uses.*

2. *Development shall be appropriate to the infrastructure which is planned or available, and avoid the need for the uneconomical expansion of this infrastructure.*

#### **4.1 Natural Heritage**

1. *Natural features and areas shall be protected for the long term.*
2. *The diversity and connectivity of natural features in an area, and the long-term ecological function and biodiversity of natural heritage systems, should be maintained, restored or, where possible, improved, recognizing linkages between and among natural heritage features and areas, surface water features and ground water features.*

### **Analysis**

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Consent Application B28-24 was considered to be consistent with the PPS by the County of Wellington Land Division Committee on the date of decision. In particular, the County Staff Report indicated that the application can be reviewed and interpreted as a Conservation Use severance, intended to enhance the Natural Heritage System. To secure the conservation use of the Subject Lands a Zoning By-law Amendment was required to ensure that no dwellings would be constructed on Part 2. The proposed Zoning By-law Amendment achieves this objective.

The proposed Zoning By-law Amendment would not restrict the continued agricultural use of Part 2.

For these reasons, the Application is consistent with the PPS.

### **County of Wellington Official Plan (Last Updated July 2024)**

The County of Wellington Official Plan provides the following policies regarding the Application:

### **Policies**

---

#### **2.2 Our Commitment to the Future**

*Over the next twenty years County Council commits to pursue planning policies which achieve the following objectives:*

*2.2.15 Protect, restore or, where feasible, improve the diversity, connectivity and ecological functions of natural heritage features and areas such as wetlands, environmentally sensitive areas, streams and valley lands, woodlands, areas of natural and scientific interest, discharge and recharge areas and other open space areas;*

*2.2.16 Support the creation of partnerships among landowners, community groups and government which promote or undertake land stewardship activities.*

*2.2.18 Promote a natural heritage systems approach to watershed management that includes protecting the County's Greenlands System and public health and safety.*

### **5.6.1 Development Control - Permitted Uses**

*Within the Core Greenlands designation, development and site alteration shall not be permitted within Provincially Significant Wetlands or in significant habitat of threatened or endangered species, except in accordance with provincial and federal requirements. In other Core Greenlands areas, and in Greenlands areas, permitted uses and activities may include:*

- a) agriculture;*
- b) existing uses;*
- c) conservation;*
- d) forestry;*
- e) aggregate extraction within Mineral Aggregate Areas subject to appropriate rezoning, licensing and the policies of this Plan;*
- f) open space; and*
- g) passive recreation.*

*Other uses permitted in the applicable adjacent or underlying designations may be permitted.*

### **10.2.1 Greenlands System - New Lots Restricted**

*New lots will not be allowed within the Greenlands System unless:*

- c) the lot is for conservation purposes which provide an overall benefit to the environment;*

*d) there will be no negative impacts on natural features or their ecological functions.*

## **Analysis**

---

Consent Application B28-24 was considered to conform with the lot creation policies of the County Official Plan by the County of Wellington Land Division Committee on the date of decision.

Part 2 was created under Section 10.2.1 of the County Official Plan and under the pretence that it be used for conservation purposes. The proposed Zoning By-law Amendment is necessary to restrict certain uses, including residential uses, in order to ensure that Part 2 is limited to its intended conservation uses.

In summary, the Application for Zoning By-law Amendment conforms to the policies of the County Official Plan.

### **Township of Puslinch Comprehensive Zoning By-law 023-18**

According to Schedule 'A' of the Puslinch Zoning By-law the Subject Lands are zoned Agricultural Zone (A) and Natural Environment Zone (NE) with an Environmental Protection Overlay.

The applicant is proposing to rezone Part 2 to site-specific Natural Environment Zone NE (spXX). The NE Zone permits the following uses:

- Agricultural use
- Boat house, boat dock
- Conservation use
- Public park (No buildings and structures shall be permitted)

The proposed Zoning By-law Amendment would prohibit the construction of new buildings and structures on Part 2, in accordance with permissions under the NE Zone, except for an existing frame building.

The portion of Part 1 not impacted by natural heritage features is proposed to be rezoned to site-specific Agricultural Zone A Zone (spXX). Table 4.1 under Section 4.4.2 of the Puslinch Zoning By-law states that the maximum permitted height of an accessory building on an Agricultural Zone with a lot area greater than one (1) hectare is seven (7) metres. The Application would recognize the height of the existing workshop being ten (10) metres.

## **REVIEW COMMENTS**

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### **Township Comments:**

Township of Puslinch Building Department – No outstanding concerns.

Township of Puslinch Fire Department – No outstanding concerns.

Township of Puslinch By-law Enforcement – No outstanding concerns.

Hydrogeology – No outstanding concerns.

Township of Puslinch Public Works – No outstanding concerns.

Engineering (GEI Consultants Canada Ltd.) - No outstanding concerns.

Groundwater Environmental Management Services Inc. (GEMS) - No outstanding concerns.

### **County Comments:**

County of Wellington Planning and Development Department – No outstanding concerns. County Planning Staff suggest that the Township may want to consider a site-specific zoning provision to the Agricultural zone indicating no residential dwelling is permitted (similar to a surplus farm rezoning) rather than rezoning the land entirely to Natural Environment. In response to County comments, either approach would permit Agricultural uses and prohibit the construction of a new dwelling on Part 2, but a site-specific zoning provision to the Agricultural zone would permit a broader range of uses. The Applicant was provided with the comment of the County of Wellington Planning Staff and requests that site-specific Natural Environment Zone NE (spXX) be implemented.

Wellington Source Water Protection – No outstanding concerns.

### **Agency Comments:**

Grand River Conservation Authority – No outstanding concerns.

**Planning Development Advisory Committee (PDAC) Comments:** One question was raised regarding the type of scientific research that would be conducted on the property. The Applicant, Tom Woodcock indicated that research is environmental and ecological in nature such as soil, archaeological and restoration research.

**Public Comments:** A Public Meeting was held November 27<sup>th</sup>, 2024. No Public Comments were received.

## **CONCLUSION**

---

The Application for Zoning By-law Amendment S14-SCR is recommended for approval, since the Application meets *Planning Act* requirements, is consistent with the Provincial Policy Statement, and conforms with the County of Wellington Official Plan. The draft Zoning By-law Amendment is included as **Attachment - 3**.

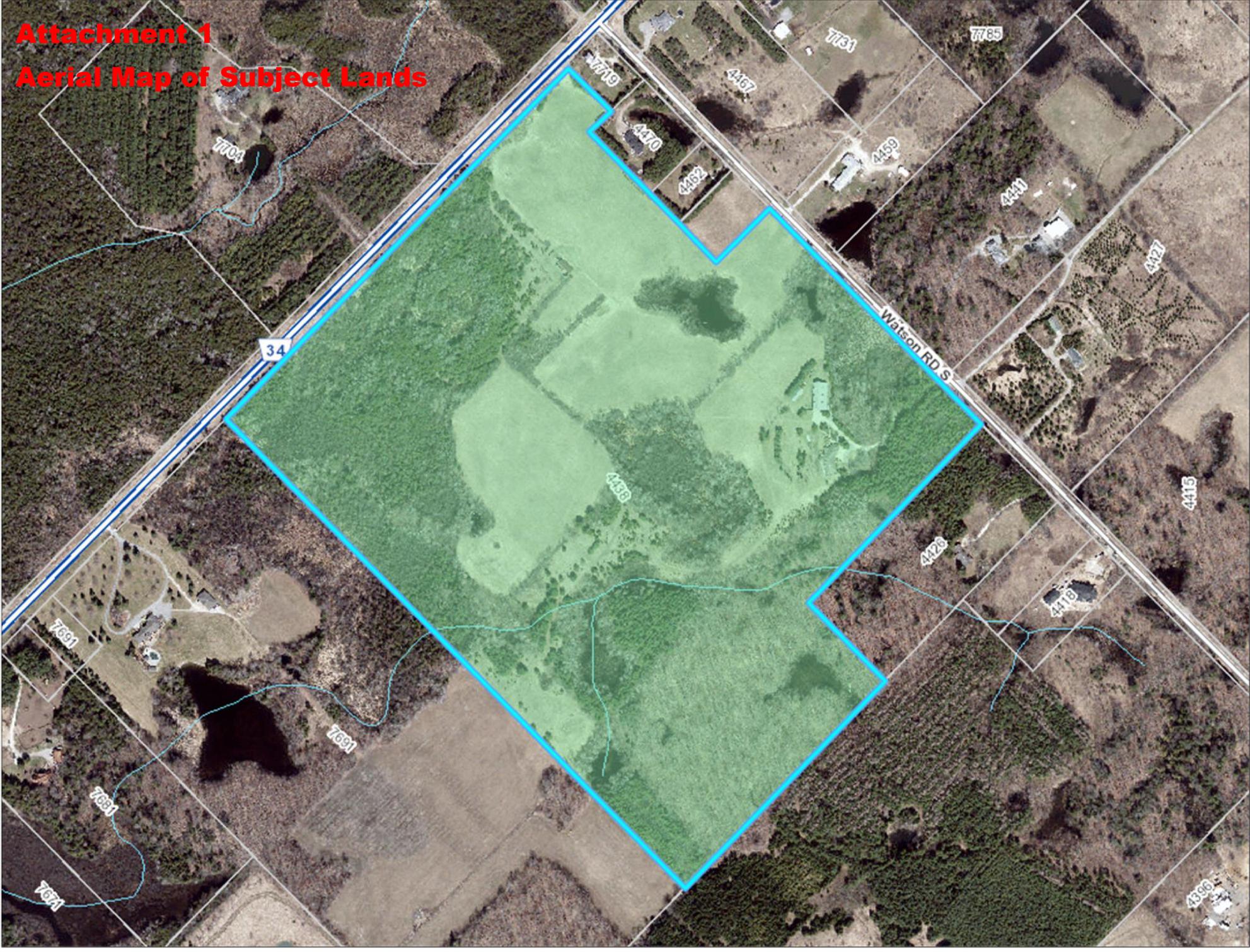
Respectfully Submitted,



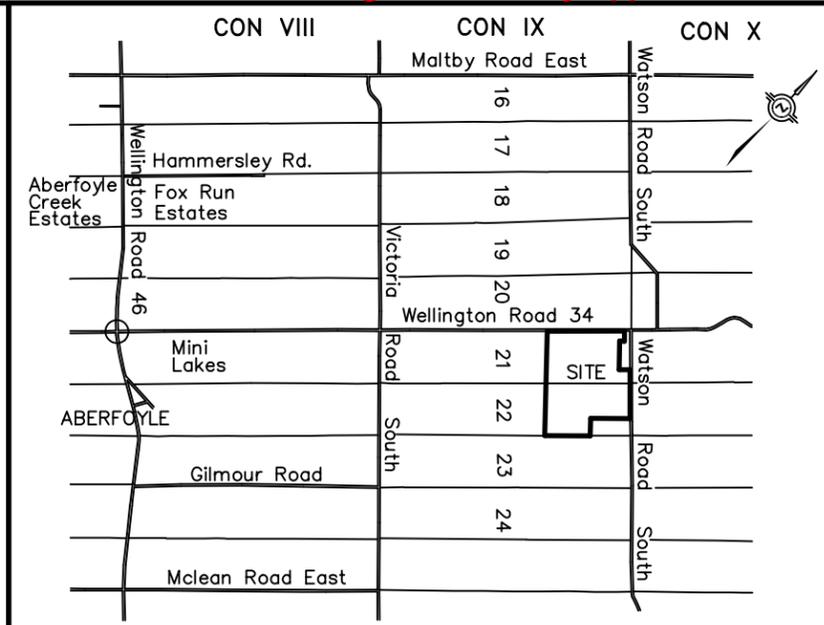
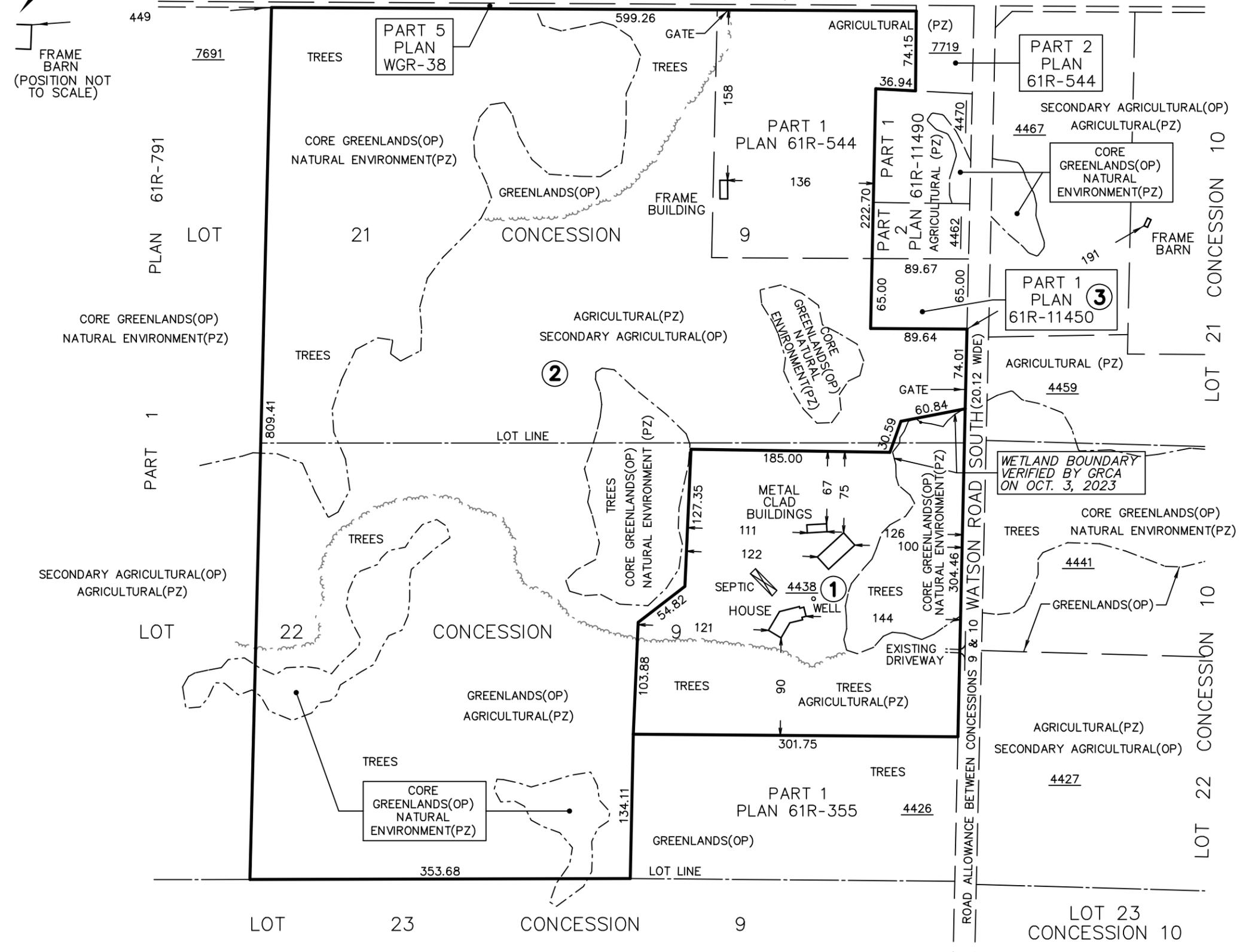
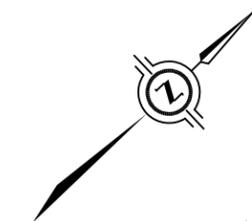
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**Jesse Auspitz, RPP, MCIP**  
Principal Planner, Toronto  
*NPG Planning Solutions Inc.*

**Attachment 1**  
**Aerial Map of Subject Lands**



TOWNSHIP OF PUSLINCH



KEY PLAN (NOT TO SCALE)

**SKETCH**  
PREPARED FOR SEVERANCE APPLICATION

SCALE 1 : 4000  
0 100 200 300 METRES

**METRIC:** DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048  
**CAUTION :** THIS IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED EXCEPT FOR THE PURPOSE INDICATED IN THE TITLE BLOCK.

J.D. BARNES LIMITED  
© COPYRIGHT 2023

- ① DENOTES LANDS TO BE RETAINED (AREA = 7.51 ha)
- ② DENOTES LANDS TO BE SEVERED (AREA = 38.9 ha)
- ③ DENOTES ADDITIONAL LANDS OWNED BY THE APPLICANT(S) & PREVIOUSLY SEVERED (FILE No. B58/10 - CONSENT GIVEN OCT. 13, 2010 (INST. No. WC293602))

**NOTES & LEGEND**

THIS SKETCH REPRESENTS A COMPILATION OF VARIOUS PLANS AND DEEDS AND DOES NOT REPRESENT THE RESULTS OF AN ACTUAL CURRENT FIELD SURVEY.  
ALL OF THE SUBJECT PROPERTY IS LOCATED WITHIN THE GRCA REGULATION LIMIT.  
BUILDINGS SHOWN HEREON ARE POSITIONED BY AIR PHOTO MAPPING.

7387 DENOTES MUNICIPAL ADDRESS  
GRCA DENOTES GRAND RIVER CONSERVATION AUTHORITY  
OP DENOTES COUNTY OF WELLINGTON OFFICIAL PLAN  
PZ DENOTES TOWNSHIP OF PUSLINCH ZONING BYLAW  
--- DENOTES GRCA WETLAND LIMITS

REVISED JUNE 26, 2024

<p><b>J.D. BARNES LIMITED</b> LAND INFORMATION SPECIALISTS 257 WOODLAWN ROAD WEST, UNIT 101, GUELPH, ON N1H 8J1 T: (519) 822-4031 F: (519) 822-1220 www.jdbarnes.com</p>	DM	DRAWN
		CHECKED
	JAN. 15, 2024	DATE
	JAN. 15, 2024	REF. No.

23-14-044-00

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PLOTTED 6/26/2024

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**

**BY-LAW NUMBER \_\_\_\_\_**

**A BYLAW TO AMEND BY-LAW NUMBER 023-18, AS AMENDED,  
BEING THE ZONING BY-LAW OF THE TOWNSHIP OF PUSLINCH**

**WHEREAS** the Council of the Corporation of the Township of Puslinch deem it appropriate and in the public interest to amended By-law Number 023-18 pursuant to Sections 34 and 36 of the Planning Act, R.S.O. 1990;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF PUSLINCH ENACTS AS FOLLOWS:**

1. **THAT** Schedule “A” to By-law 023-18 is hereby amended by rezoning Part of Lots 21 and 22, Concession 9, Township of Puslinch, from **AGRICULTURAL ZONE (A)** and **NATURAL ENVIRONMENT ZONE (NE)** to **SITE-SPECIFIC NATURAL ENVIRONMENT ZONE (NE(spXX))** with a site-specific use provision, and by rezoning Part of Lots 21 and 22, Concession 9, Township of Puslinch, from **AGRICULTURAL ZONE (A)** to **AGRICULTURAL SITE-SPECIFIC ZONE (A(spYY))** with a site-specific use provision, as shown in Schedule “A” of this By-law.

2. That Section 14 Site-Specific Special Provisions is amended by adding Special Provision No. XX as follows:

Exception Number	Parent Zone	By-Law	Additional Permitted uses	Prohibited uses	Site Specific Special Provision
XX	NE		A frame building that exists at the date of passing of this By-law.	N/A	N/A

3. That Section 14 Site-Specific Special Provisions is amended by adding Special Provision No. YY as follows:

Exception Number	Parent Zone	By-Law	Additional Permitted uses	Prohibited uses	Site Specific Special Provision
YY	A		N/A	N/A	Notwithstanding Section 4.4.2 (f), a maximum of one accessory building that exists at the date of passing of this By-Law shall be permitted to have a maximum height of 10 m.

Attachment 3 – Draft Zoning By-law Amendment

4. That the subject land as shown on Schedule “A” to this By-law shall be subject to all applicable regulations of the Zoning By-law 023-18, as amended.
5. This By-law shall become effective from the date of passage by council and come into force in accordance with the requirements of the Planning Act, R.S.O. 1990, as amended.

READ A FIRST AND SECOND TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2024.

\_\_\_\_\_  
**MAYOR**

\_\_\_\_\_  
**CLERK**

READ A THIRD TIME AND PASSED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2024.

\_\_\_\_\_  
**MAYOR**

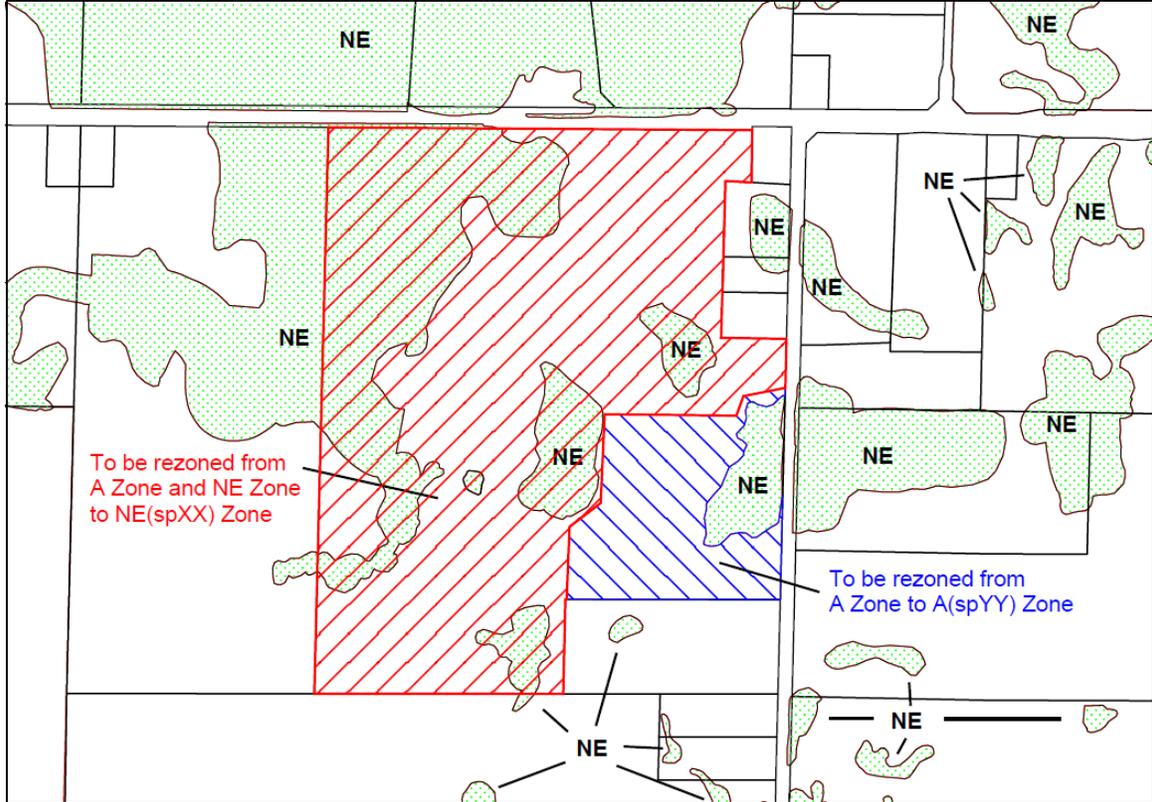
\_\_\_\_\_  
**CLERK**

DRAFT

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**

BY-LAW NUMBER \_\_\_\_\_

**SCHEDULE "A"**



 To be rezoned from **AGRICULTURAL ZONE (A)** and **NATURAL ENVIRONMENT ZONE (NE)** to a **NATURAL ENVIRONMENT SITE SPECIFIC ZONE (NE(spXX))**

 To be rezoned from **AGRICULTURAL ZONE (A)** to an **AGRICULTURAL SITE SPECIFIC ZONE (A(spYY))**

This is Schedule "A" to the By-law No. \_\_\_\_\_  
Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2024

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

**EXPLANATION BY-LAW NUMBER \_\_\_\_\_**

By-law Number \_\_\_\_\_ amends the Township of Puslinch Zoning By-law 023-18 by rezoning Part of Lots 21 and 22, Concession 9, Township of Puslinch, from AGRICULTURAL ZONE (A) and NATURAL ENVIRONMENT ZONE (NE) to a NATURAL ENVIRONMENT SITE-SPECIFIC ZONE (NE(spXX)) to permit an existing frame building, and by rezoning Part of Lots 21 and 22, Concession 9, Township of Puslinch, from AGRICULTURAL ZONE (A) to a AGRICULTURAL SITE-SPECIFIC ZONE (A(spYY)), and to achieve conformity for an accessory building that exceeds the maximum permitted height.

DRAFT



## **REPORT PD-2024-013**

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TO: Mayor and Members of Council

PREPARED BY: Justine Brotherston, Interim Municipal Clerk

PRESENTED BY: Justine Brotherston, Interim Municipal Clerk

MEETING DATE: December 18, 2024

SUBJECT: Zoning By-law Amendment Application Recommendation Report – 86 Farnham Road

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### **RECOMMENDATION**

**That Report PD-2023-013 entitled Zoning By-law Amendment Application Recommendation Report – 86 Farnham Road be received; and**

**Whereas the Township and its expert consultants are satisfied with the application to amend the zoning of the property 86 Farnham Road through their comprehensive review of the submission materials; and**

**Therefore be it resolved,**

**That Council approves the Zoning By-law Amendment for the property 86 Farnham Road; and**

**That Council give three readings to by-law 2024-075 as presented, being a by-law to amend by-law no. 2018-023, as amended, being the Zoning By-law of the Township of Puslinch.**

### **Purpose**

The purpose of this report is to provide Council with a recommendation relating to the Zoning By-law Amendment Application for the property 86 Farnham Road. If approved, the zoning by-law amendment would prohibit the following site specific Agricultural use:

- Any accessory buildings and structures existing as of the date of passing of the By-law would not be permitted to be used for keeping or housing of livestock.

The Draft By-law attached as Schedule “A” further details the site specific provisions for the proposed uses. In accordance with the *Planning Act*, should Council approve the site specific

zoning for this property, any further amendment or relief from the zoning by-law would require a *Planning Act* application and the applicable public consultation.

### **Process**

The Township processed the zoning by-law amendment application in accordance with the *Planning Act*. The following are the key dates and associated steps that were completed as part of the process:

- Pre-submission consultation was submitted on September 14, 2023 which required three subsequent submissions.
- An application including all required documents and the required fee was submitted August 23, 2024;
- Council received the staff report recommending the application to be deemed complete on September 11, 2024;
- The application was presented to the Township Planning and Development Advisory Committee for comments on October 8, 2024;
- The public notices were mailed on October 30, 2024 to all required properties and agencies;
- The statutory public meeting notice was published in the Wellington Advertiser on October 30, 2024 as required by the *Planning Act* to notify those who did not receive direct mailing notice. The property owner also installed the required signage on the subject lands;
- Additionally, the Township includes notice on the Township website under 'Public Notices' and on the Township's Active Planning Application page;
- The statutory public meeting was held on November 27, 2024 at the Municipal Office;
- Final recommendation report and draft by-law is presented to Council for consideration at the December 18, 2024 Council meeting.

In accordance with recent changes to the Planning Act, the Township has 90 days to process a zoning by-law amendment application. The Township continues to process applications as close to the stipulated timelines as practical.

Based on the feedback from Township departments and Township consultants, staff are satisfied with the draft by-law as presented as Schedule "A" and recommend that Council approve the zoning by-law amendment application and give three readings to the draft by-law as presented.

**Financial Implications**

None

**Applicable Legislation and Requirements**

*Planning Act, R.S.O. 1990,*

**Engagement Opportunities**

As outlined throughout the report.

**Attachments**

Schedule "A" Draft Zoning By-law

Schedule "B" Township Planning Consultant Planning Recommendation Report

Respectfully submitted,

Reviewed by:

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**Justine Brotherston,  
Interim Municipal Clerk**

---

**Courtenay Hoytfox,  
Interim CAO**

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**

**BY-LAW NUMBER 2024-075**

**A BYLAW TO AMEND BY-LAW NUMBER 023-18, AS AMENDED,  
BEING THE ZONING BY-LAW OF THE TOWNSHIP OF PUSLINCH**

**WHEREAS** the Council of the Corporation of the Township of Puslinch deem it appropriate and in the public interest to amended By-law Number 023-18 pursuant to Sections 34 and 36 of the Planning Act, R.S.O. 1990;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF PUSLINCH ENACTS AS FOLLOWS:**

1. **THAT** Schedule “A” to By-law 023-18 is hereby amended by rezoning Part of Lot 5, West of the Blind Line, Registered Plan 131, Township of Puslinch from **AGRICULTURAL ZONE (A)** to an **AGRICULTURAL SITE-SPECIFIC ZONE (A(sp113))** with a site-specific use provision as shown in Schedule “A” of this By-law.
2. That Section 14 Site-Specific Special Provisions is amended by adding a Special Provision No. 113 as follows:

Exception Number	Parent Zone	By-Law	Additional Permitted uses	Prohibited uses	Site Specific Special Provision
113	A		N/A	Any accessory buildings and structures existing as of the date of passing of this By-law are not permitted to be used for keeping or housing of livestock.	Notwithstanding 4.4.2 f), a maximum of one accessory building existing as of the date of passing of this By-law shall be permitted to have a maximum height of 9 m.

3. That the subject land as shown on Schedule “A” to this By-law shall be subject to all applicable regulations of the Zoning By-law 023-18, as amended.
4. This By-law shall become effective from the date of passage by council and come into force in accordance with the requirements of the Planning Act, R.S.O. 1990, as amended.

READ A FIRST SECOND AND THIRD TIME AND PASSED THIS 18TH DAY OF  
DECEMBER 2024.

---

James Seeley, Mayor

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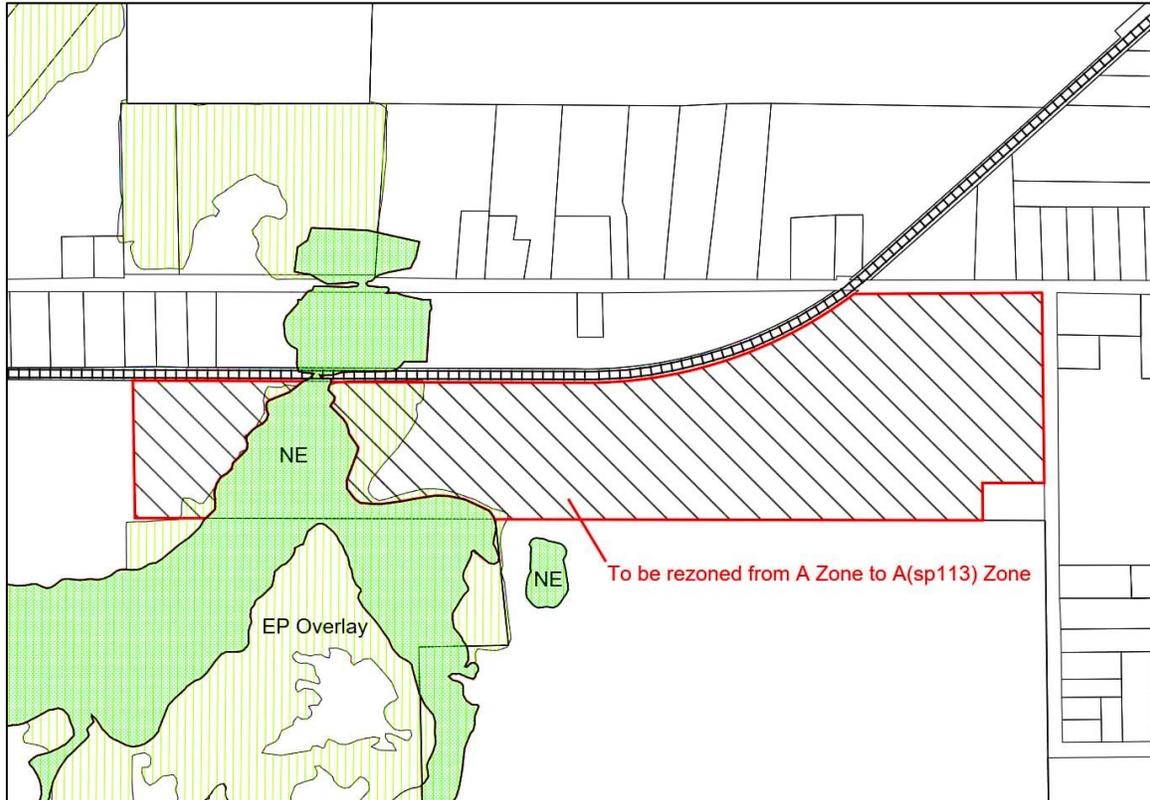
Justine Brotherston, Acting Clerk

DRAFT

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**

**BY-LAW NUMBER 2024-075**

**SCHEDULE "A"**



Highlighted area to be rezoned from:  
**AGRICULTURAL ZONE (A)** to an **AGRICULTURAL SITE-SPECIFIC (A(sp113)) ZONE**  
with a site-specific special provision

This is Schedule "A" to the By-law No. 2024-075

Passed this 18th day of December, 2024

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James Seeley, Mayor

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Justine Brotherston, Acting Clerk

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**

**EXPLANATION BY-LAW NUMBER 2025-075**

By-law Number 2024-075 amends the Township of Puslinch Zoning By-law 023-18 by rezoning Part of Lot 5, West of the Blind Line, Registered Plan 131, Township of Puslinch, municipally referred as 86 Farnham Road, from AGRICULTURAL ZONE (A) to an AGRICULTURAL SITE-SPECIFIC ZONE (A(sp113)), to prohibit livestock facilities in the existing accessory buildings and structures and to permit the existing bank barn to have a maximum height of nine (9) metres as shown on Schedule "A" of the By-law.

DRAFT



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Planning Report for the Township of Puslinch  
Prepared by the NPG Planning Solutions Inc.

To: Courtenay Hoytfox, CAO  
Township of Puslinch

From: Jesse Auspitz, Principal Planner  
NPG Planning Solutions Inc.

Subject: Jefferson Farms  
Recommendation Report

Zoning By-law Amendment Application D14-JEF  
PLAN 131 PT LOT 5 WOBL; CLERGY RSV PT LOTS 3 TO 6; SUBJ TO  
GUELPH CITY EASE  
86 Farnham Road, Puslinch

Attachments: 1 – Aerial Map of Subject Lands  
2 – Site Plan Drawings Provided by Applicant  
3 – Draft Zoning By-law Amendment

## SUMMARY

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The purpose of the Application for Zoning By-law Amendment (the “Application”) is to rezone part of the Subject Lands from Agricultural Zone (A) to site-specific Agricultural Zone A (spXX).

The Application is required to fulfill conditions of Consent Application B17-23 to convey a 0.42 hectare rural residential parcel (“Severed Parcel” in **Attachment - 2**), with the retained 32.6 hectares of land (“Retained Parcel” in **Attachment - 2**) continuing to be used for agricultural purposes.

The proposed Zoning By-law Amendment would apply to the Retained Parcel and prohibit livestock facilities in the existing accessory buildings and structures and permit the existing bank barn to have a maximum height of nine (9) metres.

A Public Meeting occurred on November 27<sup>th</sup>, 2024.

This report provides an overview of the proposal, highlights applicable planning policies to be considered, comments received to date and explains the next steps in the planning review process.

This report also provides a recommendation for approval for the Zoning By-law Amendment Application.

## RECOMMENDATIONS

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It is respectfully recommended:

1. That Council approves the amendment to the Township of Puslinch Comprehensive Zoning By-law No. 023-18 for the lands municipally known as 86 Farnham Road, as detailed in **Attachment-3** to this Report; and further
2. That Council direct Staff to submit the necessary by-law.

## INTRODUCTION

---

The Subject Lands are located northwest of Farnham Road and southwest of Carter Road in the Township of Puslinch. The Subject Lands are approximately 32.6 hectares in size and irregular in shape with approximately 276 metres of frontage along Carter Road, and 286 metres of frontage along Farnham Road. Environmental features existing on the Subject Lands include Torrance Creek, Provincially Significant Wetlands, woodlands and a GRCA regulated Flood Plain.

The Subject Lands are immediately adjacent to the Guelph Junction Railway line along the north property boundary. Surrounding land uses consist of residential, agricultural, resort commercial and institutional uses. An aerial of the property is included as **Attachment 1**.

The Subject Lands are currently zoned Agricultural Zone (A) in part and Natural Environment Zone (NE) in part with an Environmental Protection Overlay.

This Application was filed to fulfil conditions of consent for File B17-23. The Consent Application provided provisional approval for the creation of a parcel, 0.42 hectares in size with street frontage of approximately 50 metres along Farnham Road ("Severed Parcel"). The Retained Parcel is approximately 32.6 hectares in size with street frontage of approximately 286 metres along Farnham Road and approximately 276 metres along Carter Road. Located on the Retained Parcel are one (1) dwelling, one (1) hay storage

shelter, one (1) shed for small equipment, two (2) drive sheds and one (1) bank barn. All environmental features are in the northwest portion of the Retained Parcel, with the Severed Parcel being well outside these features.

## **PURPOSE**

---

The Application is required to fulfill conditions of Consent Application B17-23 to convey a 0.42 hectare rural residential parcel.

The Application proposes to amend the Township of Puslinch Comprehensive Zoning By-law No. 023-18 (the “Puslinch Zoning By-law”) to rezone the portion of the Subject Lands not impacted by natural heritage features from Agricultural Zone (A) to site-specific Agricultural Zone A (spXX) to prohibit livestock in the existing accessory buildings; and to recognize the height of the existing bank barn being nine (9) metres. For information, Table 4.1 under Section 4.4.2 of the Puslinch Zoning By-law states that the maximum permitted height of an accessory building on an Agricultural Zone with a lot area greater than one (1) hectare is seven (7) metres.

This Application does not contemplate any changes to the Natural Environment Zone nor to areas with the Environmental Protection Overlay.

## **REPORTS AND STUDIES SUBMITTED**

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In support of the Application, the following items were submitted:

- Application Cover Letter prepared by VanHarten Surveying Inc. dated February 14, 2024;
- Draft Zoning By-law and Schedule prepared by VanHarten Surveying Inc. dated May 29, 2024;
- MDS Farm Data Sheets for 83 Carter Road and 86 Farnham Road dated December 2023;
- Source Water Protection Screening Form dated December 14, 2023;
- Scoped Planning Justification Report prepared by VanHarten Surveying Inc, dated December 22, 2023;
- Zone change sketch showing severed and retained parcels prepared VanHarten Surveying Inc, dated July 16, 2024;
- PIN Report, Map and Deed for Subject Property;
- Response to Pre-consultation Comments dated February 14, 2024.

## **POLICY AND LEGISLATIVE FRAMEWORK**

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### **Planning Act, R.S.O. 1990, c. P.13**

Section 2 of the *Planning Act* identifies matters of Provincial interest that Council shall have regard to in carrying out its responsibilities under the *Planning Act*. Subsection 3(5) of the *Planning Act* requires that decisions of Council shall be consistent with provincial policy statements and shall conform with provincial plans that are in effect. Section 34 of the *Planning Act* permits councils of local municipalities to pass and/or amend Zoning By-laws. As per Section 24(1) of the *Planning Act*, By-laws passed by Council shall conform to official plans that are in effect.

### **Provincial and County Policies**

The Subject Lands are in prime agricultural areas within Rural Areas as per the Provincial Planning Statement, 2024 (the “PPS”). The Subject Lands are designated Prime Agricultural, Greenlands and Core Greenlands as per Schedule B7 of the Wellington County Official Plan. The Subject Lands are also subject to policies for Policy Area PA7-4 of the County Official Plan, which allow uses permitted under Secondary Agriculture designation provided livestock operations in the area are not affected or have ceased.

The Township’s natural heritage consultant Azimuth Environmental Consulting Inc. indicated on May 1, 2024 as follows: “Based on our review of the resubmitted Zoning By-law Amendment Application documents provided, the proposed zoning amendment for 86 Farnham Road would not result in impacts to natural heritage features or functions, based on the current land use plan. Further natural heritage review for this application is not required at this time.”

The following is an analysis of applicable policies:

### **Provincial Planning Statement (2024)**

The PPS provides the following policies regarding the Application:

#### **Policies**

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#### **2.5 Rural Areas in Municipalities**

*2.5.1 Healthy, integrated and viable rural areas should be supported by:*

*a) building upon rural character, and leveraging rural amenities and assets;*

#### **4.1 Agriculture**

4.1.1. *In prime agricultural areas, permitted uses and activities are: agricultural uses, agriculture-related uses and on-farm diversified uses based on provincial guidance.*

4.1.3. *New land uses in prime agricultural areas, including the creation of lots and new or expanding livestock facilities, shall comply with the minimum distance separation formulae.*

## **Analysis**

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The proposed consent was considered to be consistent with the PPS by the County of Wellington Land Division Committee on the date of decision. This Application is required to implement the decision of the County of Wellington Land Division Committee. The Applicant has identified a potential future MDS conflict should buildings on the Retained Parcel be utilized for livestock purposes. For this reason, the draft Zoning By-law Amendment would restrict the use of existing accessory buildings on the Retained Parcel for the keeping or housing of livestock.

### **County of Wellington Official Plan (February 2024 Office Consolidation)**

The Subject Lands are designated Prime Agricultural, Greenlands and Core Greenlands, and within Policy Area PA7-4 as per Schedule B7 of the Wellington County Official Plan. The Severed Parcel and the limits of existing development on the Retained Parcel are well outside any natural heritage features associated with the Greenlands and Core Greenlands designations. As indicated, there are no changes proposed to the Natural Environment Zone nor to areas with the Environmental Protection Overlay.

In this regard, the following policies apply:

## **Policies**

---

### **9.8.6 - PA7-4 Former Policy Area Number 5**

*In the area northwest of Arkell and identified as PA7-4 on Schedule B7, there is a mixture of existing livestock operations and non-farm residential uses. It is the policy of this Plan, that if the livestock operations are not affected or have ceased operation, the uses permitted under the Secondary Agricultural Areas would be allowed without an amendment to this Plan subject to the applicable policies of this Plan.*

Section 6.4.3 and 6.5.3 of the County Official Plan permits agricultural uses and single detached homes in both Prime Agricultural Areas and Secondary Agricultural Areas.

### **6.5.7 Secodary Agricultural Areas - Minimum Distance Formula (MDS)**

*The provincial minimum distance formula will be applied to new land uses, lot creation and new or expanding livestock facilities.*

#### **10.4.1 Secondary Agricultural Areas – Lot Creation**

*Lot creation in secondary agricultural areas may be allowed for: ...*

*c) residential uses*

*Residential lots created under this section contribute to and are anticipated by the growth strategy of this Plan.*

#### **10.4.4 Secondary Agricultural Areas - Residential Lots**

*One new lot for residential purposes may be allowed from a parcel of land existing on March 1, 2005, provided that:*

*a) the lot generally meets a 0.4 ha minimum lot size and is not larger than needed to accommodate the intended residential use, consisting of the dwelling, accessory buildings and uses, and individual sewage and water services, while taking into account site constraints such as grading, sightlines, natural heritage features, hazardous lands, and minimum distance separation formulae requirements;*

*b) the accessory buildings referred to in a) above may include a hobby barn, subject to local regulations;*

*c) the lot has access to an open public road;*

*d) the residential use will not hinder or preclude the present use or future potential for agricultural or mineral aggregate operations;*

*e) the residential use is compatible with surrounding development;*

*f) the use is well removed from any settlement area boundary;*

*g) the lands have been owned by the applicant for at least 5 years.*

*Residential lots in the Secondary Agricultural Area are to be considered part of the rural portion of the local municipal growth strategy. In considering new residential lots the County will assess whether other locations exist on the same property which would provide a more appropriate site given the overall policies of this Plan.*

*For the purposes of this section, if a parcel of land was the subject of a severance application that was submitted before March 1, 2005, then the severed and*

*retained parcels will be deemed to have existed on March 1, 2005, and a new residential lot may be considered.*

## **Analysis**

---

Consent Application B17-23 was considered to be in conformity with the above policies on the date of decision, subject to conditions. The Retained Parcel would continue to be used for agricultural purposes, and the Severed Parcel would be used for future rural residential used. Both uses are contemplated in the County of Wellington Official Plan.

The proposed Zoning By-law Amendment is required to ensure conformity with Policies 6.5.7 and 10.4.4 of the County Official Plan regarding Minimum Distance Separation (MDS) and compliance with the Puslinch Zoning By-law. A potential future MDS conflict could occur should buildings on the Retained Parcel be utilized for livestock purposes; therefore, a site-specific exception has been included to prohibit the keeping or housing of livestock in the existing accessory buildings on the Retained Parcel. The proposed Zoning By-law Amendment would not apply to new livestock or manure storage facilities.

In summary, the application for Zoning By-law Amendment is required to fulfill Conditions of Consent Application B17-23 and to implement the policies of the County Official Plan regarding MDS.

### **Township of Puslinch Comprehensive Zoning By-law 023-18**

According to Schedule 'A' of the Puslinch Zoning By-law the Subject Lands are zoned Agricultural (A) and Natural Environment (NE) with an Environmental Protection Overlay. The NE Zone and Environmental Protection Overlay are located towards the rear of the Subject Lands. There are no site-specific provisions or boundary changes to the NE Zone or the Environmental Protection Overlay.

The proposed Zoning By-law Amendment would change the Agricultural (A) zone to an Agricultural site-specific Agricultural Zone A (spXX) on the retained parcel. The site-specific Agricultural Zone A (spXX) would specify that that any accessory buildings and structures existing as of the date of passing of this by-law are not permitted to be used for keeping or housing of livestock. As per Section 4.16.2 of the Puslinch Zoning By-law, new accessory buildings and structures would be permitted to be used for the keeping or housing of livestock provided that MDS II is met.

Table 4.1 of the Puslinch Zoning By-law provides that the Maximum Permitted Height of an Accessory Building or Structure in a lot zoned Agricultural Zone (A) is 7 metres. The proposed site-specific Agricultural Zone A (spXX) would also provide relief from this provision and recognize the 9 metre height of the Bank Barn.

## REVIEW COMMENTS

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### Township Comments:

Building – No outstanding concerns.

Fire and Rescue Services – No outstanding concerns.

Hydrogeology – No outstanding concerns.

Engineering – No outstanding concerns.

Public Works, Parks and Facilities – No outstanding concerns.

Ecology – No outstanding concerns.

**County Comments:** No outstanding concerns.

### Agency Comments:

Grand River Conservation Authority – No outstanding concerns.

Source Water – No outstanding concerns.

**Planning Development Advisory Committee (PDAC) Comments:** No comments.

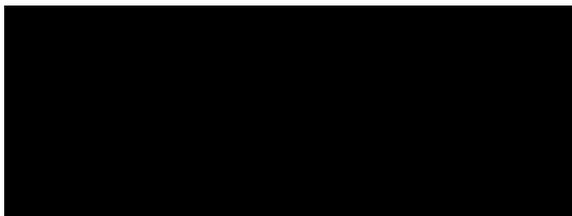
**Public Comments:** A Public Meeting was held on November 27, 2024. No Public Comments were received.

## CONCLUSION

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The Application for Zoning By-law Amendment D14-JEF is recommended for approval since the Application meets *Planning Act* requirements, is consistent with the Provincial Planning Statement, and conforms with the County of Wellington Official Plan. The Draft Zoning By-law Amendment is included as **Attachment - 3**.

Respectfully Submitted,

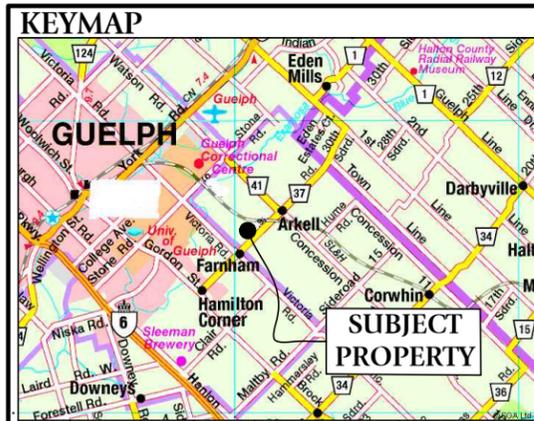


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**Jesse Auspitz, RPP, MCIP**  
Principal Planner, Toronto  
*NPG Planning Solutions Inc.*

**Attachment 1  
Aerial Map of Subject Lands**





**ZONE CHANGE REQUEST:**

**(A)** TO REZONE THE RETAINED PARCEL TO A SPECIALIZED AGRICULTURAL TO PROHIBIT LIVESTOCK IN THE EXISTING AGRICULTURAL BUILDINGS.

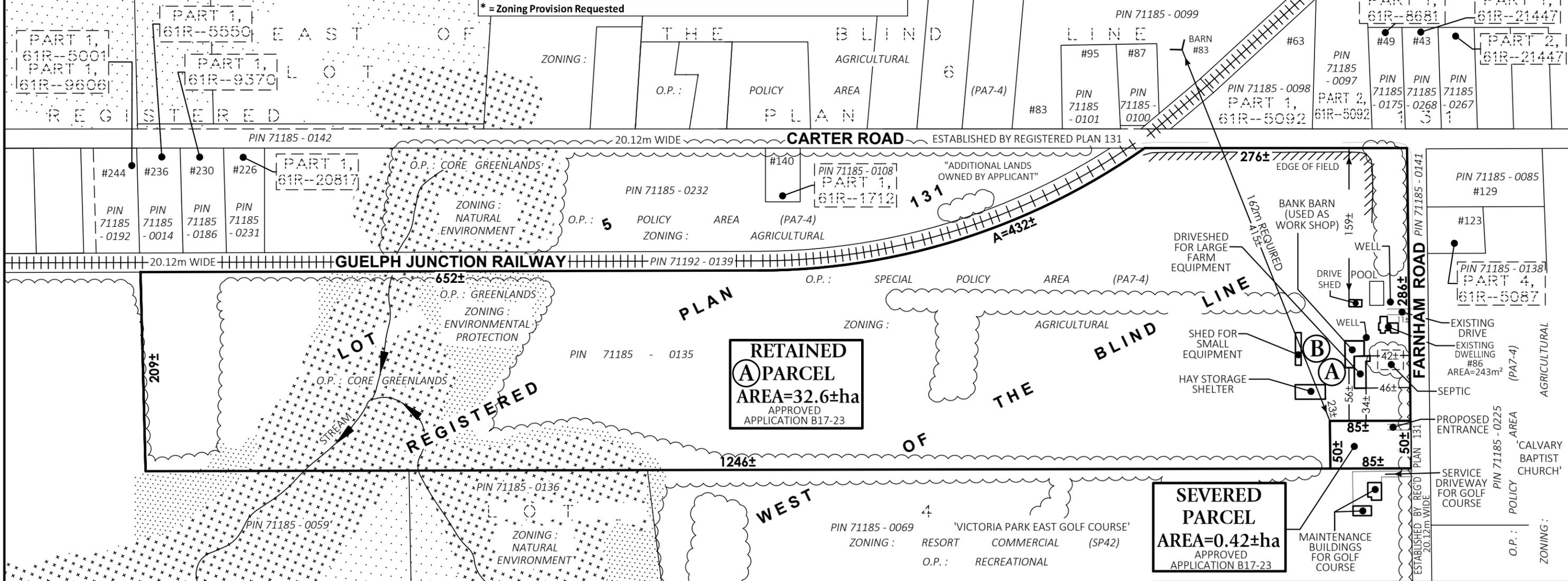
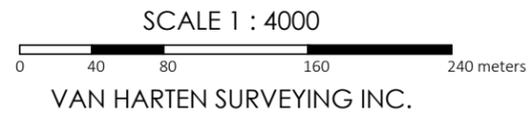
**(B)** TO PERMIT THE EXISTING BARN TO HAVE A MAXIMUM HEIGHT OF 9m.

ACCESSORY BUILDINGS		
ZONING REGULATIONS - TABLE 4.1		Maximum Building Height = 7.0m
BUILDING TYPE	BUILDING AREAS	BUILDING HEIGHT
Bank Barn (used as workshop)	435m <sup>2</sup>	9.0m *
Drive Shed (large farm equipment)	435m <sup>2</sup>	5.6m
Drive Shed	100m <sup>2</sup>	4.2m
Shed (small farm equipment)	208m <sup>2</sup>	3.6m
Hay Shelter	478m <sup>2</sup>	4.2m
Total Accessory Building Area = 1656m <sup>2</sup>		
Total Lot Coverage = 0.5%		

\* = Zoning Provision Requested

AGRICULTURAL ZONE STANDARDS		
TABLE 11.3 REGULATIONS	REQUIRED	RETAINED PARCEL (#86 Farnham Road)
Minimum Lot Area	4.0ha	32.6ha
Minimum Lot Frontage (Carter Road)	120m	276m
Minimum Front Yard	10.0m	159m
Minimum Interior Side Yard	3.0m	Complies
Minimum Exterior Side Yard (Farnham Road)	6.0m	11m
Minimum Rear Yard	7.5m	23m
Maximum Lot Coverage (including accessory buildings)	30%	0.50%

**ZONE CHANGE SKETCH**  
**PART OF LOT 5, WEST OF THE BLIND LINE,**  
**REGISTERED PLAN 131**  
**TOWNSHIP OF PUSLINCH**  
**COUNTY OF WELLINGTON**



- NOTES:**
- THIS IS NOT A PLAN OF SURVEY AND SHOULD NOT BE USED FOR REAL ESTATE TRANSFERS OR MORTGAGES.
  - SUBJECT LANDS ARE ZONED AGRICULTURAL, NATURAL ENVIRONMENT & ENVIRONMENTAL PROTECTION OVERLAY.
  - SUBJECT LANDS HAVE AN OFFICIAL PLAN DESIGNATION OF POLICY AREA (PA7-4), PRIME AGRICULTURAL, CORE GREENLANDS & GREENLANDS.
  - DISTANCES ON THIS PLAN ARE SHOWN IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.
  - DIMENSIONS ON THIS SKETCH ARE APPROXIMATE AND HAVE NOT BEEN VERIFIED BY SURVEY.
  - PROPERTY OWNERS: JEFFERSON FARMS LTD.
  - N.T.S. DENOTES NOT TO SCALE.

- O.P. : GREENLANDS  
ZONING: ENVIRONMENTAL PROTECTION OVERLAY
- O.P. : CORE GREENLANDS  
ZONING: NATURAL ENVIRONMENT

THIS SKETCH WAS PREPARED ON THE 22nd DAY OF DECEMBER, 2023; AMENDED ON FEBRUARY 13, 2024 AND ON JULY 16, 2024

*Jeff Buisman*  
**JEFFREY E. BUISMAN**  
 ONTARIO LAND SURVEYOR

**SEVERED PARCEL**  
**AREA=0.42±ha**  
 APPROVED APPLICATION B17-23

**Van Harten**  
 SURVEYING INC.  
 LAND SURVEYORS and ENGINEERS

Kitchener/Waterloo Ph: 519-742-8371	Guelph Ph: 519-821-2763	Orangeville Ph: 519-940-4110
www.vanharten.com		info@vanharten.com
DRAWN BY: ARN	CHECKED BY: JEB	PROJECT No. 30264-21
Jul 16, 2024-2:11:06 PM		
G:\PUSLINCH\131\ACAD\ZONE PT LOT 5 (JEFFERSON) UTM 2010.dwg		

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**

**BY-LAW NUMBER \_\_\_\_\_**

**A BYLAW TO AMEND BY-LAW NUMBER 023-18, AS AMENDED,  
BEING THE ZONING BY-LAW OF THE TOWNSHIP OF PUSLINCH**

**WHEREAS** the Council of the Corporation of the Township of Puslinch deem it appropriate and in the public interest to amended By-law Number 023-18 pursuant to Sections 34 and 36 of the Planning Act, R.S.O. 1990;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF PUSLINCH ENACTS AS FOLLOWS:**

1. **THAT** Schedule “A” to By-law 023-18 is hereby amended by rezoning Part of Lot 5, West of the Blind Line, Registered Plan 131, Township of Puslinch from **AGRICULTURAL ZONE (A)** to an **AGRICULTURAL SITE-SPECIFIC ZONE (A(spXX))** with a site-specific use provision as shown in Schedule “A” of this By-law.
2. That Section 14 Site-Specific Special Provisions is amended by adding a Special Provision No. XX as follows:

Exception Number	Parent Zone	By-Law	Additional Permitted uses	Prohibited uses	Site Specific Special Provision
XX	A		N/A	Any accessory buildings and structures existing as of the date of passing of this By-law are not permitted to be used for keeping or housing of livestock.	Notwithstanding 4.4.2 f), a maximum of one accessory building existing as of the date of passing of this By-law shall be permitted to have a maximum height of 9 m.

3. That the subject land as shown on Schedule “A” to this By-law shall be subject to all applicable regulations of the Zoning By-law 023-18, as amended.
4. This By-law shall become effective from the date of passage by council and come into force in accordance with the requirements of the Planning Act, R.S.O. 1990, as amended.

Attachment 3 – Draft Zoning By-law Amendment

READ A FIRST AND SECOND TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2024.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

READ A THIRD TIME AND PASSED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2024.

\_\_\_\_\_  
MAYOR

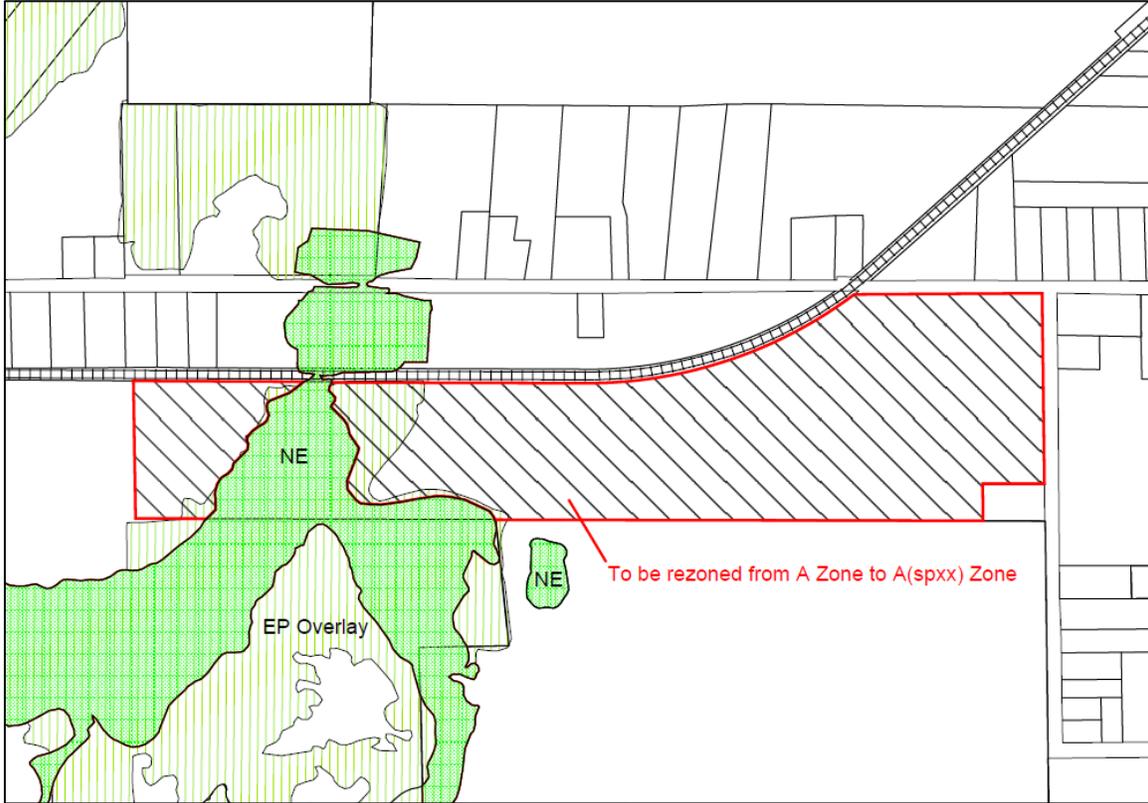
\_\_\_\_\_  
CLERK

DRAFT

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**

BY-LAW NUMBER \_\_\_\_\_

**SCHEDULE “A”**



Highlighted area to be rezoned from:  
**AGRICULTURAL ZONE (A)** to an **AGRICULTURAL SITE-SPECIFIC (A(spXX)) ZONE**  
with a site-specific special provision

This is Schedule “A” to the By-law No. \_\_\_\_\_

Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2024

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**

**EXPLANATION BY-LAW NUMBER \_\_\_\_\_**

By-law Number \_\_\_\_\_ amends the Township of Puslinch Zoning By-law 19/85 by rezoning Part of Lot 5, West of the Blind Line, Registered Plan 131, Township of Puslinch, municipally referred as 86 Farnham Road, from AGRICULTURAL ZONE (A) to an AGRICULTURAL SITE-SPECIFIC ZONE (A(spXX)), to prohibit livestock facilities in the existing accessory buildings and structures and to permit the existing bank barn to have a maximum height of nine (9) metres as shown on Schedule "A" of the By-law.

DRAFT



## **REPORT REC-2024-003**

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TO: Mayor and Members of Council

PREPARED BY: Justine Brotherston, Interim Municipal Clerk  
Mary Hasan, Director of Finance/Treasurer  
Mike Fowler, Director of Public Works, Parks and Facilities

PRESENTED BY: Justine Brotherston, Interim Municipal Clerk  
Mary Hasan, Director of Finance/Treasurer  
Mike Fowler, Director of Public Works, Parks and Facilities

MEETING DATE: December 18, 2024

SUBJECT: Badenoch Storage Shed Replacement – Gift-In-Kind Donation

---

### **RECOMMENDATION**

**That Report REC-2024-003 entitled Badenoch Storage Shed Replacement – Gift-In-Kind Donation be received for information; and**

**That Council accept the Gift-In-Kind donation of labour required to re-build the Badenoch Storage Shed from Slood Construction; and,**

**That Council direct staff to send thank-you letters to all of those who provided monetary donations and offered support to re-build the Badenoch Storage Shed.**

### **Purpose**

The purpose of this report is to provide Council with Slood Construction's offer of a gift-in-kind donation of labour to re-build the Badenoch Storage Shed and seek Council's direction to accept the donation.

### **Background**

Council at its meeting held on November 6, 2024, directed staff to engage the community to encourage both financial donations and gift-in-kind donations to re-build the Badenoch Storage Shed. Staff shared the opportunity for community support on November 13, 2024 and received three offers of gift-in-kind donations with respect to rebuilding the storage shed.

Two of the three offers requested that in-return for the support, that they be provided with advertising on the shed. Slood Construction did not request any advertising or special recognition for their gift-in-kind donation. The Canada Revenue Agency (CRA) outlines that if a business receives special recognition or more than minimal recognition for its donation including banners or advertising of products, this is considered a sponsorship and an official donation receipt cannot be issued. Further, the CRA does not recognize a gift of services as an eligible donation entitled to an official donation receipt. Should Council accept Slood Construction's gift-in-kind donation, then Slood Construction may want to invoice the Township for its gift of service (ie. cost of labour) and donate the monetary amount back to the Township for the cost of labour. This enables Slood Construction to fulfill its wish of gifting a service and receiving an official donation receipt for the labour in accordance with guidance from the CRA.

### **Comments**

Staff estimate that the total cost of the reconstruction at the upper limit is approximately \$20K which includes rebuilding the storage shed on the same footprint and running electricity to the shed. It is estimated that the material cost of the project will be \$10K and the labour cost is approximately \$6-7K.

Staff are recommending that Council accept the donation of labour from Slood Construction.

### **Financial Implications**

The costs associated with materials will be paid from the Cash in Lieu of Parkland Restricted Reserve and the monetary donations of \$950 received to date in accordance with Council's direction at their November 6, 2024, Council Meeting.

### **Applicable Legislation and Requirements**

None

### **Attachments**

None

Respectfully submitted,

Reviewed by:

---

**Justine Brotherston,  
Interim Municipal Clerk**

---

**Courtenay Hoytfox,  
Interim CAO**

---

**Mary Hasan,**  
**Director of Finance/Treasurer**

**Mike Fowler,**  
**Director of Public Works, Parks and**  
**Facilities**



DECEMBER 12, 2024

# Kitchener-Waterloo-Cambridge-Guelph (KWCG) Electricity Planning

## Engagement Webinar #1

# Land Acknowledgement

The IESO acknowledges that the Kitchener-Waterloo-Cambridge-Guelph Region is the traditional territory of Anishinaabe, Attiwonderonk and Haudenosaunee people.

The IESO would also like to acknowledge all First Nations, Inuit and Métis peoples and their valuable past and present contributions to this land.

# Agenda

1. Land Acknowledgement
2. Ontario's Electricity Sector and IESO's Role
3. Regional Electricity Planning Process
4. Draft Demand Forecasts
5. Engagement & Next Steps
6. Discussion



Connecting Today.  
Powering Tomorrow.



We work with:



# Seeking Input

As you listen today, consider any additional factors for:

## **Determining the electricity demand forecast scenarios for your region**

What additional information, if any, should be incorporated in the proposed scenarios?

How can the proposed scenarios best capture the range and uncertainty of growth potential while informing near-term infrastructure investments?

## **Identifying needs to be addressed**

What areas of concern or interest about electricity should be considered as part of the planning process?

## **Engaging with communities and interested parties**

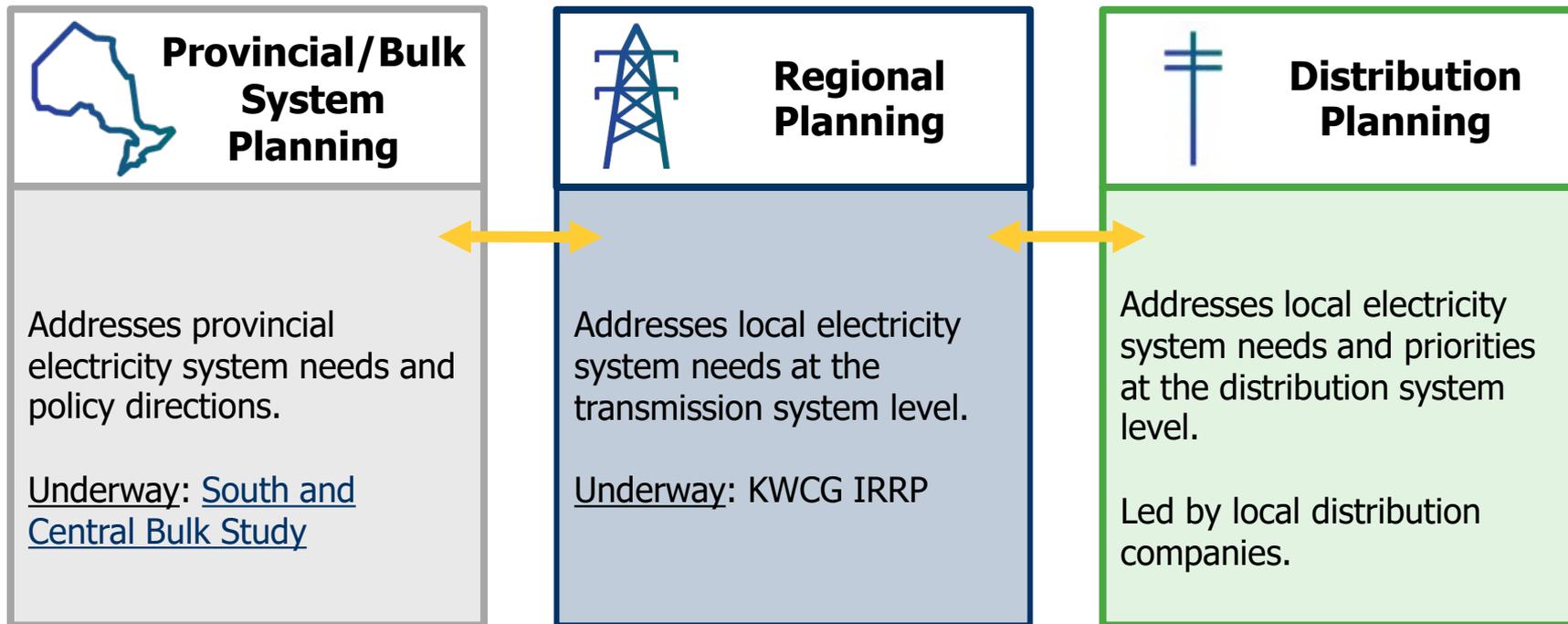
What information is important to provide throughout the engagement? Does the proposed Engagement Plan provide sufficient scope and opportunities for input? What other engagement activities or methods should be considered?

**Please submit your written comments by email to [engagement@ieso.ca](mailto:engagement@ieso.ca) by January 8, 2025.**



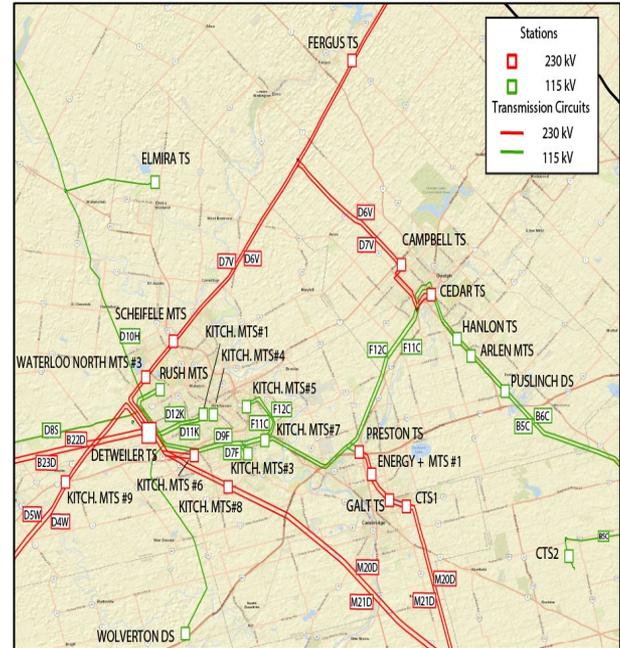
# Regional Electricity Planning Process

# Electricity Planning in Ontario



# Background on Electricity Planning in KWCG

- Since 2013, the IESO has undertaken regional planning work to address electricity needs.
- Recommendations included energy efficiency, distributed generation, transmission refurbishments, and replacing end-of-life equipment to ensure a continued reliable supply of electricity.
- More electricity planning on the way:
  - A new South and Central bulk study will determine bulk transmission needs required to enable economic development between the Hamilton and Windsor areas given future economic development.
  - The third regional electricity plan, or Integrated Regional Resource Plan (IRRP), for the KWCG area is currently being developed to outline electricity needs and recommended solutions to ensure a reliable supply of electricity over the next 20 years.



# KWCG Electrical Region

This region generally encompasses the City of Guelph, the Region of Waterloo including the municipalities of Kitchener, Waterloo, and Cambridge, and the townships of Wellesley, Woolwich, Wilmot, North Dumfries, as well the Townships of Mapleton, Centre Wellington, Puslinch, and Guelph/Eramosa in Wellington County, and the Township of Blandford-Blenheim in Oxford County.

The following Indigenous communities may be potentially impacted or may have an interest based on treaty territory, traditional territory or traditional land uses: Mississaugas of the Credit, Six Nations of the Grand River, Haudenosaunee Confederacy Chiefs Council, and Grand River Métis Council.

# Regional Electricity Planning Process

The regional system planning process ensures an affordable and reliable supply of electricity across Ontario. The process looks at the unique needs of each region and considers a range of options and resources to keep the lights on.

The regional plan for the Kitchener-Waterloo-Cambridge-Guelph (KWCG) electrical area will be developed by a Technical Working Group, led by the IESO, and consisting of the local distribution companies and the transmitter.



# Technical Working Group

The regional planning process is conducted by a Technical Working Group consisting of:

Team Lead, System Operator

- Independent Electricity System Operator

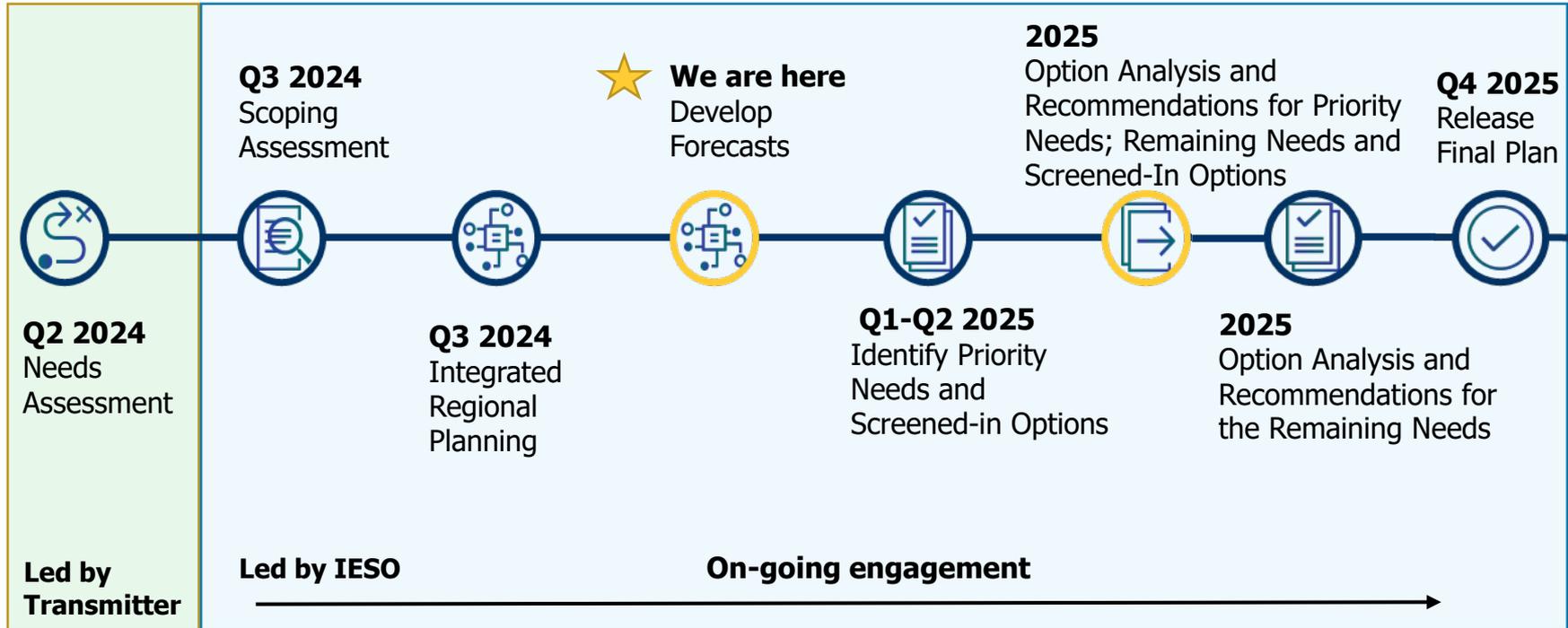
Lead Transmitter

- Hydro One Networks Inc. (Transmission)

Local Distribution Companies

- Alectra Inc.
- Centre Wellington
- Enova Power Corp.
- Grandbridge Energy
- Halton Hills Hydro Inc.
- Hydro One Networks Inc. (Distribution)
- Milton Hydro
- Wellington North

# Regional Planning Milestones for KWCG



# Components of an IRRP



## Demand Forecast

How much power is needed over the planning timeframe?

## Needs

What needs are emerging in the region that need to be addressed?

## Potential Solutions

What kinds of solutions can meet the future needs for the region?

## Recommendations

Based on an assessment of potential options, what recommended actions will ensure a reliable and adequate electricity supply for the region over the long-term?

# Feedback Received

<b>Key Areas of Feedback</b>	<b>Considering Feedback<sup>1</sup></b>
Explore both wire and non-wire options.	Various wire and non-wire options will be screened and evaluated considering the unique characteristics of the region to address its future electricity needs.
Consider using a broad range of scenarios in the IRRP process.	Two scenarios, a reference and high scenario, has been developed for KWCG. Plan recommendations will primarily be driven by the reference demand forecast, and the high forecast scenario will be considered to test the robustness of the plan, identify signposts to monitor forecast changes, and contemplate additional actions required if higher demand growth materializes.
Share additional information on the forecasting methodology, specifically more details regarding assumptions used to develop each scenario.	The IESO strives to make information available throughout the development of the IRRP to enable meaningful feedback during the process. As part of the IRRP for KWCG, the IESO will provide detailed methodology and load forecasts in Q4 2024.



# Draft Electricity Demand Forecasts

# Local Planning Drivers

## Important considerations that influence the load forecasts:



Municipal/regional growth plans



Climate change action plans



Community energy plans



Business plans of major electricity consumers or large projects



Distributed energy resources/energy projects

Local Distribution Companies incorporate these drivers into the electricity demand forecast.

# Developing the Demand Forecasts

**Local distribution companies (LDCs) are the main source for the demand forecasts, and they:**

- Provided summer and winter demand forecasts for each station their areas are supplied from,
- Incorporated municipal and community plans into their forecasts, and
- Established forecasting assumptions based on customer growth plans.

**In addition to LDC forecasts, the IESO and the Technical Working Group:**

- Accounts for impacts of existing demand side management programs, planned distributed generation, and extreme weather conditions in the electricity demand forecasts.
- Works directly with customers and industry stakeholders to create demand forecasts for large electricity consumers that may seek connection on the transmission system.
- Works with the LDC to ensure that additional insights from municipalities, customers, and other interested parties have been incorporated in the demand forecasts for the regional planning process.

# Forecast Scenarios

Two scenarios have been developed for KWCG:

- **Reference:** firm loads (current and planned), organic growth, etc.
- **High:** incorporate potential demand growth that is less certain, in terms of timelines, magnitude, and location.

While plan recommendations will primarily be driven by the reference demand forecast, the high forecast scenario will be considered to test the robustness of the plan, identify signposts to monitor forecast changes, and contemplate additional actions required if higher demand growth materializes.

# Overview of Scenario Assumptions

<b>Load</b>	<b>Reference Forecast</b>	<b>High Forecast</b>
Residential	Growth rate applied by each local distribution company (LDC), informed by municipal input	Same as reference
Electrification and energy plans	Growth incorporated by each LDC, informed by municipal input	Same as reference with higher levels of electrification
Industrial	Growth incorporated by each LDC, informed by municipal input	Same as reference
Data Centers	Connection requests with reasonable certainty incorporated by each LDC	Same as reference with additional connection requests with less certainty

Reference forecast will drive firm near- and mid-term recommendations. High forecast will be used to establish plan based on load thresholds rather than need years, direct early development work, and identify sign-posts to trigger further investments.

To address urgent needs, work has begun to understand options. This includes advanced capacity supply needs raised by new 80 MW data center connection request.

# Draft Summer KWCG Forecasts

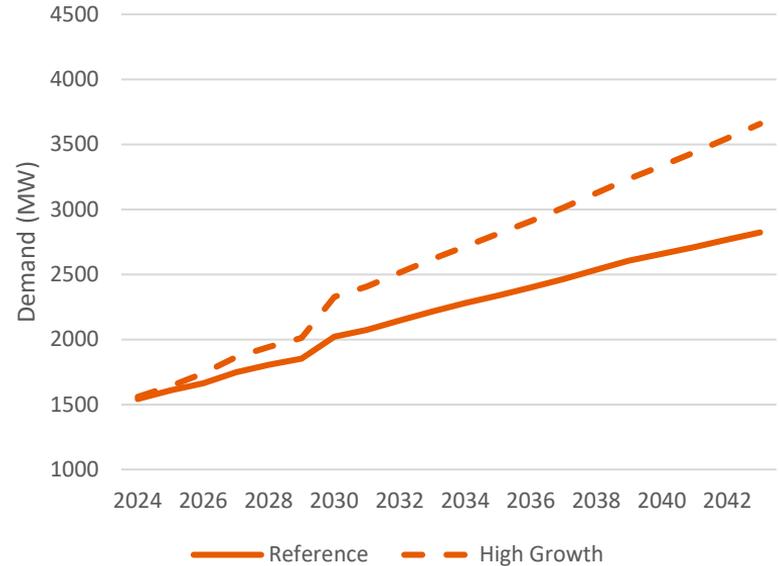
## Reference Scenario:

- Average growth rate of  $\sim 3\%$ , higher than provincial average of  $2\%$ .
- Near-term growth primarily driven by new large-scale customers and electrification.

## High Scenario:

- Average growth rate of  $\sim 4.5\%$  over 20-years.
- Near-term growth primarily driven by new large-scale customers and electrification.

Draft KWCG Summer Forecasts



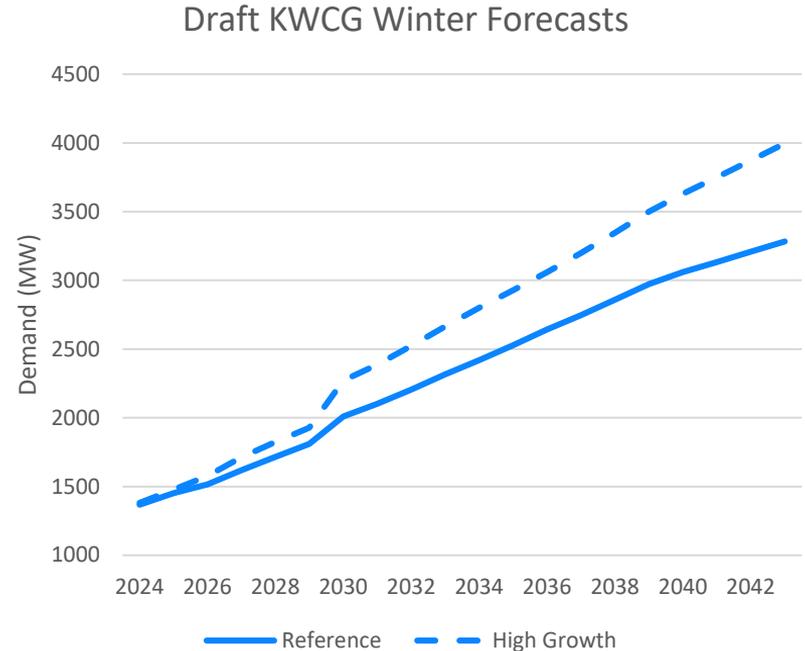
# Draft Winter KWCG Forecasts

## Reference Scenario:

- Average growth rate of ~5%, higher than provincial average of 2%.
- Near-term growth primarily driven by new large-scale customers and electrification.

## High Scenario:

- Average growth rate of ~6% over 20-years.





# Engagement & Next Steps

# Ongoing Engagement

**Your input plays an important role in developing the electricity plan.**



**Participate** in upcoming public webinars



**Subscribe** to receive updates on the IESO [website](#) → select Kitchener Waterloo  
Cambridge Guelph



**Follow** the Kitchener Waterloo Cambridge Guelph regional planning activities [online](#)

# Engagement Key Areas for Input

<b>Milestone</b>	<b>Timeline</b>	<b>Community Input</b>
Electricity demand forecast and engagement plan	Current	What economic development or other growth or project plans might influence the regional load forecast? What additional information should be considered?
Identify priority needs and screened-in options	Q1-Q2 2025	What additional information should be considered? What community feedback can be shared regarding screened in options? What other options should be considered?
Option analysis and recommendations for priority needs; remaining needs and screened-in options	Q3 2025	What additional information should be considered? What community feedback can be shared regarding screened in options for remaining needs? What other options should be considered? What community feedback is there on the draft recommendations for priority needs? What information should be considered in the recommendations?
Option analysis and recommendations for the remaining needs	Q4 2025	What community feedback is there on the draft recommendations? What information should be considered in the recommendations?
Final IRRP	Q4 2025	

# Next Steps

**The IESO will continue to engage throughout the IRRP's development. Participants can expect to hear from the IESO at these milestones:**

## **2025:**

- Identify priority needs and screened-in options and seek feedback.
- Share option analysis and recommendations for priority needs and remaining needs and screened-in options and seek feedback.
- Share option analysis and recommendations for remaining needs and seek feedback.
- IRRP report and data tables will be completed and published on the webpage.

**After IRRP**, depending on the recommendations of the IRRP, the following next steps can be expected:

- For wired solutions, the transmitter will lead the development of a Regional Infrastructure Plan, which assesses and develops a detailed plan on how wire options can be implemented.
- For non-wire solutions, implementation mechanisms for new resources and energy efficiency programs will be determined following plan publication.

# Seeking Input

As you listen today, consider any additional factors for:

## **Determining the electricity demand forecast scenarios for your region**

What additional information, if any, should be incorporated in the proposed scenarios?

How can the proposed scenarios best capture the range and uncertainty of growth potential while informing near-term infrastructure investments?

## **Identifying needs to be addressed**

What areas of concern or interest about electricity should be considered as part of the planning process?

## **Engaging with communities and interested parties**

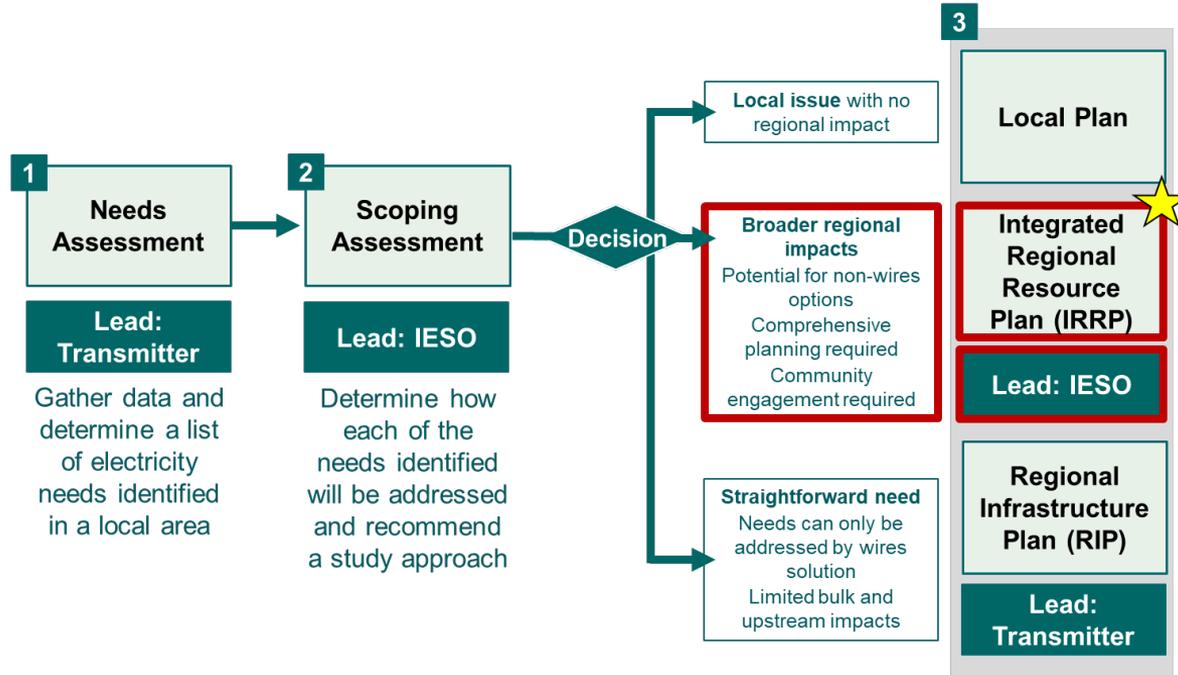
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**Please submit your written comments by email to [engagement@ieso.ca](mailto:engagement@ieso.ca) by January 8, 2025.**



# Appendix

# Determining the Need for an IRRP



# Preliminary Electricity Needs Identified for KWCG (1)

## Preliminary electricity needs identified in the Needs Assessment:

Need Type	#	Impacted Equipment	Timing	Considerations
<b>Station Capacity</b> Ability of a station to deliver power from the grid down to the distribution system.	1	Preston TS (T3 & T4)	Near-term	Potential large load project may drive need for a new station
	2	Energy+ Inc. MTS (T1 & T2)	Near-term	Proximity to potential new station
	3	Cedar TS (T7 & T8), (T1 & T2)	Near-term, Mid-term	Planned end-of-life replacement
	4	Kitchener MTS #7 (T14 & T13)	Mid-term	Potential for near-term load transfers
	5	Rush MTS (T1 & T2)	Mid-term	Proximity to potential new station
	6	Waterloo North MTS #3 (T1 & T2)	Mid-term	Proximity to potential new station
	7	Campbell TS (T3 & T4)	Mid-term	Load will exceed current capabilities

# Preliminary Electricity Needs Identified for KWCG (2)

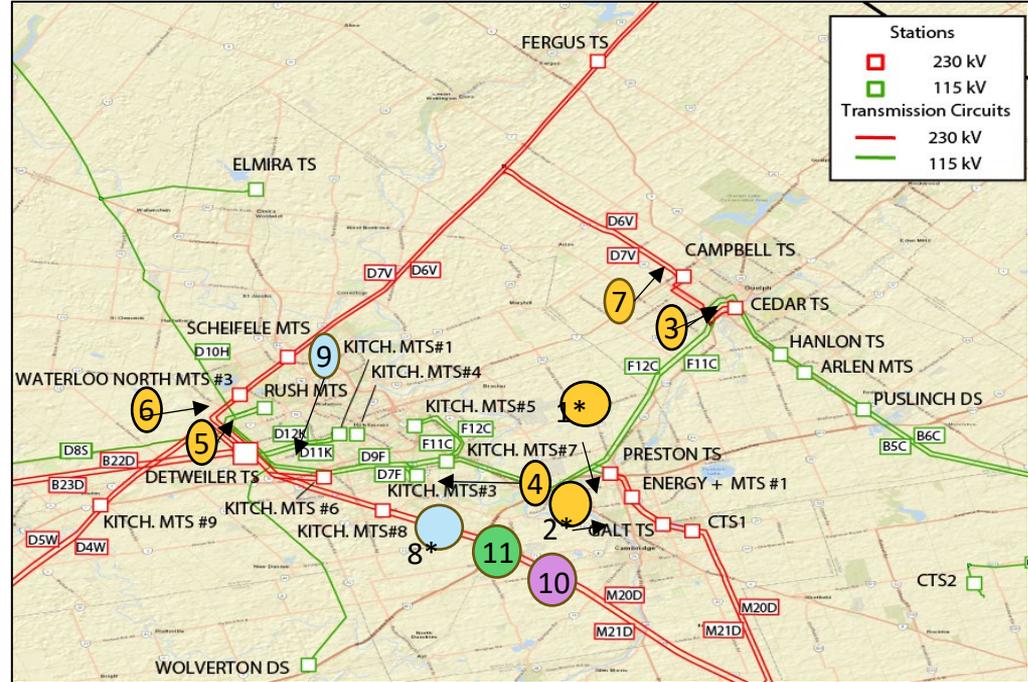
## Preliminary Station Capacity needs:

Need Type	#	Impacted Equipment	Timing	Considerations
<b>Supply Capacity</b> Ability of the system to supply power through the transmission lines to a local area.	8	230 kV M20D/M21D: Galt Junction to Cambridge #1 Junction	Near-term	Supplies Kitchener MTS #6, Kitchener MTS #8, Galt TS, Preston TS, Energy+ MTS #1, and a customer CTS
	9	115 kV D11K/D12K: Detweiler to Kitchener #1 & #4	Mid-term	Supplies Kitchener MTS #1 and Kitchener MTS #4
<b>Load Supply Security</b> Maximum amount of power that can be lost during select contingencies.	10	230 kV M20D/M21D Circuit	Mid-term	Interrelated with capacity needs 1, 2, 8 and 11
<b>Load Restoration</b> Ability of the system to restore power after select contingencies.	11	230 kV M20D/M21D Circuit	Near-term	Interrelated with capacity needs 1, 2, 8 and 10

# Geographic Location of Identified Needs

## Legend

- Station Capacity Needs
- Supply Capacity Needs
- Load Supply Security
- Load Restoration
- \* Pressing Needs



# Regional Electricity Planning – Kitchener-Waterloo-Cambridge- Guelph

## Engagement Plan

### Background

This Engagement Plan outlines the background, objectives, and proposed timelines to engage with communities and other interested parties in the development of an electricity plan – Integrated Regional Resource Plan (IRRP) – for the Kitchener-Waterloo-Cambridge-Guelph (KWCG) Region.

Examples of the input the IESO is seeking include:

- Information to inform the electricity demand forecasts and needs of the area including details about economic development, projected growth and planned energy projects and initiatives.
- Local options that might address needs identified within the planning period – over the near term (up to five years) to medium term (up to 10 years).
- Opportunities to align future goals within community energy plans, community-based energy solutions, and other economic development plans for consideration in the medium to long term (up to 20 years).

All interested parties are invited and encouraged to participate in this engagement initiative including but not limited to local municipalities, Indigenous communities, businesses, industry associations and members of the general public.

**This engagement plan may be subject to review and update as the process evolves.**

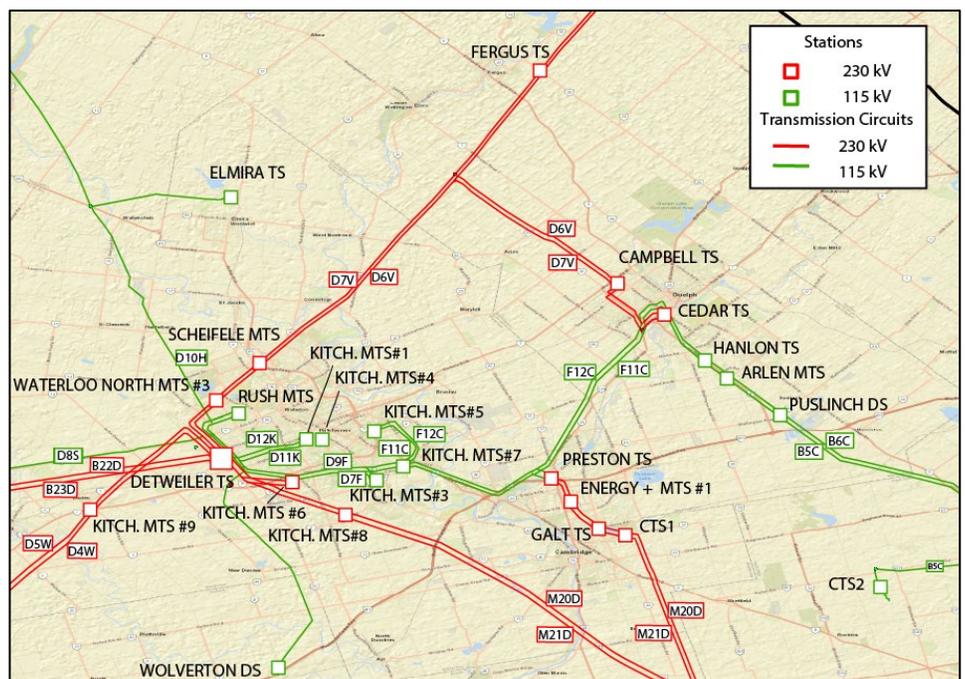
## ABOUT REGIONAL ELECTRICITY PLANNING

Regional electricity planning is about identifying and meeting local electricity needs to ensure the reliability of supply in each of the established 21 electricity planning regions across the province. Planning for each region involves the creation of a 20-year outlook, considering the region's unique needs and characteristics, energy-related projects, and initiatives (e.g. energy efficiency, electrification, distributed energy resources, etc.), local generation, transmission, and distribution. Regional planning is just one component of the broader system planning process, which also includes bulk and distribution system planning. All these elements share the common objective of maintaining a reliable and cost-effective electricity supply. See the Appendix for more information on this process.

Each of the 21 regions undergoes a formal planning process at least once every five years, though at different times. The process unfolds differently each time depending on the region's unique changes, developments, needs, and concerns. The Ontario Energy Board (OEB) requires an IRRP to be completed within 18 months following the determination that an IRRP is necessary. For more information about how this process works, see the Appendix or visit the IESO [website](#).

## REGIONAL ELECTRICITY PLANNING IN Kitchener-Waterloo-Cambridge-Guelph

The KWCG planning region generally encompasses the City of Guelph, the Region of Waterloo including the municipalities of Kitchener, Waterloo, and Cambridge, and the townships of Wellesley, Woolwich, Wilmot, North Dumfries, as well the Townships of Mapleton, Centre Wellington, Puslinch, and Guelph/Eramosa in Wellington County, and the Township of Blandford-Blenheim in Oxford County.



Additionally, within the region is the traditional territory of the Mississaugas of the Credit, Six Nations of the Grand River, Haudenosaunee Confederacy Chiefs Council and Grand River Metis Council.

The current regional planning cycle began with the [Needs Assessment Report](#) published by Hydro One in April 2024, which identified areas that require further review and assessment and may need to be coordinated at the regional level.

The IESO subsequently engaged on and led the development of the [Scoping Assessment Outcome Report](#), published in July 2024, that identifies the path forward to effectively plan for the region. The report determined that a comprehensive and integrated approach is needed to address

the needs identified in the KWCG region. The Technical Working Group will develop the IRRP through an exhaustive process that considers input from communities and stakeholders.

Members of the Technical Working Group include:

- The Independent Electricity System Operator
- Hydro One Networks Inc. (Transmission and Distribution)
- Local Distribution Companies including Alectra Inc., Centre Wellington Hydro, Enova Power Corp., Grandbridge Energy, Halton Hills Hydro Inc., Milton Hydro, and Wellington North Power Inc.

The IRRP will include recommendations to maintain reliability of supply to the region over the next 20 years. To develop the IRRP, the Technical Working Group will work to gather data, identify needs and issues, examine integrated options, recommend actions, and develop an implementation plan.

The goal of the IRRP is to illustrate the integration of forecasted electricity demand growth, conservation, and demand management (CDM) with transmission and distribution system capability, relevant community plans, other bulk system developments, and the potential of distributed energy resources (DERs). Both non-wires and wires solutions will be examined, and communities and stakeholders will be engaged on the options.

The previous planning cycle was completed in 2021. More details can be found on the KWCG regional planning engagement [Webpage](#).

## **2026 Kitchener-Waterloo-Cambridge-Guelph Integrated Regional Resource Plan**

The Technical Working Group is responsible for gathering data and assessing the adequacy and security of the electricity supply to the Kitchener-Waterloo-Cambridge-Guelph region. Engagement initiatives with communities and stakeholders will inform the recommendations and set of actions taken to meet the needs of the region.

Their work is intended to focus on but is not limited to station capacity needs focused in Cambridge, Guelph, Kitchener, and Waterloo<sup>1</sup> as outlined in the 2024 KWCG Scoping Assessment Outcome Report (section 3.2), supply capacity needs in Cambridge and Kitchener, and load security and restoration needs, also outlined in the outcome report (section 3.2). See the Appendix for details on the categories of needs identified and examined through regional planning.

### **ENGAGEMENT OBJECTIVES AND SCOPE**

The objective of this engagement plan is to ensure that interested communities and stakeholders understand the scope of the IRRP and are in a position to provide input into the development of the document.

The IESO is seeking input to ensure the IRRP:

---

<sup>1</sup> Through the IRRP process additional needs may be identified or the ones identified may be revised.

- Aligns with community perspectives on local needs.
- Incorporates options to meet the growing electricity demand in the Caledonia-Norfolk sub-region taking into consideration local energy priorities.
- Ensures a reliable source of electricity in the region over the next 20 years.

Through the planned engagement activities, the IESO will seek input on:

- Local and regional growth and economic development (current, planned, potential).
- Projects that may have an impact on local growth rates and electricity demand (e.g. regional transit expansion, electrification, large incremental loads connecting to the system, significant DER projects, etc.).
- Options for addressing local electricity needs, including non-wires alternatives (e.g., CDM and DERs) and local support and interest for developing those options in the near- (five year), medium- (10 year) and long-term (20 year).
- Information from municipal plans including the implementation of those projects that could impact electricity use, specifically from community energy plans, energy reporting/CDM plans, official plans, and secondary plans.

Topics out of scope for discussion include:

- Projects and plans already underway as part of the previous planning cycle
- Policy-level decisions or direction
- Provincial procurements
- Existing program rules
- Local connection requirements of any individual projects unless there is an opportunity to align with broader regional needs

## **INTERESTED PARTIES**

Input into the development of the IRRP is encouraged and welcomed from any community member or interested stakeholder, however, those that may be particularly interested include:

- Municipalities (e.g., elected officials, planning, sustainability, climate change and economic development staff)
- Indigenous communities
- LDCs
- Consumer groups and associations (e.g., community/resident associations, business improvement areas, home builders' associations, etc.)
- Local boards of trade and/or chambers of commerce
- Academia and research organizations (e.g., colleges and universities)
- Environmental groups and associations
- Other public sector organizations (e.g., hospitals and school boards)
- Energy service providers
- Generators
- Businesses and other private entities

## **APPROACH AND METHODS FOR DEVELOPING THE IRRP**

Any engagement with the community and interested stakeholders will be conducted in accordance with the IESO's [Engagement Principles](#).

This is a public engagement process. [The KWCG Engagement Webpage](#) will house all the information for the region's IRRP while the plan is in development. Engagement sessions will be held throughout the engagement initiative to keep all interested parties informed and provide opportunities to provide input into IRRP development. Engagement sessions will be carried out at four major junctures during this IRRP:

1. Draft engagement plan and the regional load forecast
2. Priority needs and screened-in options for the priority needs
3. Option analysis and recommendations for priority needs, and the screened-in options for the remaining needs, and seek feedback
4. Option analysis and recommendations for the remaining needs, and seek feedback

Based on the results and progress of planning and engagement efforts, additional engagement sessions may be incorporated into the engagement process.

A feedback form will be provided for interested parties to provide their input typically over a three-week period for consideration in the planning process. Written feedback will be posted (with consent) along with IESO responses on the engagement webpage.

In addition to public engagement sessions, the IESO may also conduct targeted outreach to key communities and stakeholders where specific local needs and issues require further investigation to help progress through each stage of the IRRP. The content and outcome of these discussions will be shared through the other activities that will be undertaken as part of this engagement initiative.

Following completion of an IRRP, the full report, including all accompanying appendices and associated datasets, will be archived on the IESO's Kitchener-Waterloo-Cambridge-Guelph regional planning webpage. A full schedule of these items is provided below.

## **DATA AND INFORMATION**

The IESO is committed to making regional planning information and data available to support constructive stakeholder and community participation in the process, consistent with the IESO's engagement principles<sup>1</sup> and recommendations from the OEB's Regional Planning Process Advisory Group.<sup>2</sup>

The [Regional Planning Information and Data Release Guideline](#) outlines the categories of information and data, format and timing in which it is typically made available during an IRRP. By outlining the types and timing of information and data expected to be made available, engagement participants and interested parties will be able to offer more meaningful feedback to the process and decisions to be made.

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<sup>1</sup> <https://www.ieso.ca/en/Sector-Participants/Engagement-Initiatives/Engagement-Principles>

<sup>2</sup> 1 RPPAG Report to the OEB – Recommendations to Improve Ontario's Regional Planning Process, available at <https://www.oeb.ca/>

See Table 1 in the Appendix for a summary of regional planning information.

## PROPOSED ENGAGEMENT SCHEDULE

	Outreach
	Public Engagement

Date	Event/Objective	Expected Actions/Notes
<b>November 2024</b>	<b>One-on-one discussions</b> with key communities and stakeholders as identified such as municipalities	<ul style="list-style-type: none"> <li>Seek input on current, planned, and potential growth, development, and priorities to inform the development of an electricity demand forecast and Engagement Plan</li> <li>Consider input to inform next engagement phase</li> </ul>
<b>November 2024</b>	<b>Outreach with municipalities begins</b>	<ul style="list-style-type: none"> <li>Register to attend public webinar #1</li> </ul>
<b>December 2024</b>	<b>Public Webinar #1:</b> <ul style="list-style-type: none"> <li>Summary of input from targeted discussions</li> <li>Provide update on planning activities underway</li> <li>Summarize preliminary regional demand forecasts, draft engagement plan</li> </ul>	<ul style="list-style-type: none"> <li>Seek input to inform electricity demand forecast</li> <li>Seek input on draft engagement plan</li> <li>Post feedback and IESO response to feedback, including rationale</li> </ul>
<b>January 2025</b>	<b>Feedback due for Public Webinar #1</b>	<ul style="list-style-type: none"> <li>Feedback posted</li> </ul>
<b>Q1 2025</b>	<b>One-on-one discussions</b> with key communities and stakeholders, as identified	<ul style="list-style-type: none"> <li>Seek input on identified electricity needs and local preferences on potential solutions</li> <li>Consider input to inform next engagement phase</li> </ul>
<b>Q1-Q2 2025</b>	<b>Public Webinar #2:</b> <ul style="list-style-type: none"> <li>Summary of input from targeted discussions</li> <li>Overview of defined needs and range of potential options/solutions to be examined for Priority Needs</li> </ul>	<ul style="list-style-type: none"> <li>Seek input on the screened-in options shared for the Priority Needs</li> <li>Post feedback and IESO response to feedback, including rationale</li> </ul>
<b>Q1-Q2 2025</b>	<b>Feedback due for Public Webinar #2</b>	<ul style="list-style-type: none"> <li>Feedback posted</li> </ul>

<b>Q2 – Q3 2025</b>	<b>One-on-one discussions</b> with key communities and stakeholders, as identified	<ul style="list-style-type: none"> <li>• Seek input on local priorities, preferences, and development to inform plan</li> <li>• Consider input to inform next engagement phase</li> </ul>
<b>Q3 2025</b>	<b>Public Webinar #3:</b> <ul style="list-style-type: none"> <li>• Summary of input from targeted discussions</li> <li>• Overview of defined needs and range of potential options/solutions to be examined for Remaining Needs</li> <li>• Overview of options analysis and draft IRRP recommendations for Priority Needs</li> <li>• Discuss considerations for communities and interested parties to consider in the medium- to long-term planning</li> </ul>	<ul style="list-style-type: none"> <li>• Seek input on the screened-in options shared for the Remaining Needs</li> <li>• Seek input on recommendations for the Priority Needs</li> <li>• Post feedback and IESO response to feedback, including rationale</li> </ul>
<b>Q3 2025</b>	<b>Feedback due for Public Webinar #3</b>	<ul style="list-style-type: none"> <li>• Feedback posted</li> </ul>
<b>Q4 2025</b>	<b>Public Webinar #4:</b> <ul style="list-style-type: none"> <li>• Summary of input from targeted discussions</li> <li>• Overview of options analysis and draft IRRP recommendations for Remaining Needs</li> <li>• Discuss considerations for communities and interested parties to consider in the medium- to long-term planning</li> </ul>	<ul style="list-style-type: none"> <li>• Seek input on recommendations for the Remaining Needs</li> <li>• Determine whether further outreach is required</li> </ul>
<b>Q4 2025</b>	<b>Feedback due for Public Webinar #4</b>	<ul style="list-style-type: none"> <li>• Feedback posted</li> </ul>
<b>Q4 2025</b>	<ul style="list-style-type: none"> <li>• <b>Finalize IRRP</b></li> </ul>	<ul style="list-style-type: none"> <li>• Post final report on KWCG regional planning webpage and IRRP engagement webpage</li> <li>• Conduct survey on engagement process</li> </ul>

# KWCG IRRP Engagement Appendices

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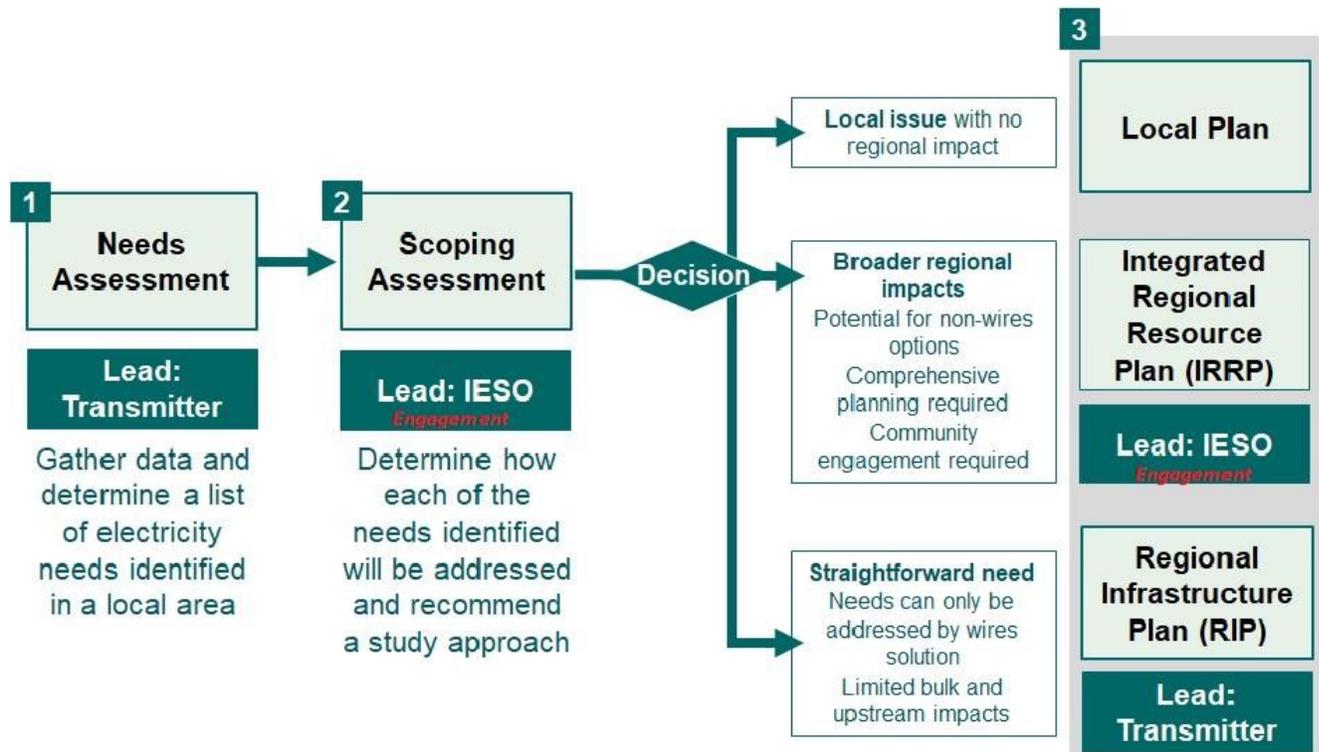
## Appendix

### Regional Planning Process

Regional planning is ongoing, with electricity reliability evaluated at least once every five years in each region. Community engagement is a critical part of the planning process and the IESO encourages all interested parties to join this discussion to:

- Learn more about the regional planning process and local electricity needs.
- Provide input into shaping a community's electricity future by discussing options for meeting local needs, including applicable non-wires alternatives, and discussing the local community's support for development of these options.
- Share perspectives for future growth in the area, and how to work together to shape the area's future electricity supply.
- Determine opportunities for coordinating and aligning local planning activities and initiatives with the regional planning process.

The following diagram illustrates the steps, parties, and outcomes of the regional planning process.



For more information, visit the Regional Planning Process webpage at:

<https://www.ieso.ca/en/Get-Involved/Regional-Planning/About-Regional-Planning/How-the-Process-Works>

## Categories of Electricity Needs

### Capacity Needs

- Station capacity refers to the ability to convert power from the transmission system down to distribution system voltages
- System capacity (or “load meeting capability”) refers to the ability of the electricity system to supply power to customers in the area, either by generating the power locally, or bringing it in through the transmission system

### End-of-Life Asset Replacement Needs

- Based on the best available asset condition information at the time
- Evaluated to decide if the facility should be replaced “like-for-like”, “right-sized”, or retired

### Load Restoration and Supply Security Needs

- Load restoration describes the electricity system’s ability to restore power to those affected by a major transmission outage within reasonable timeframes
- Supply security describes the total amount of load interrupted following major transmission outages

## Regional Planning Information and Data Availability

Table 1 describes the categories of regional planning information and data and the opportunity for input and timing in which it is typically made available during an IRRP. **Table 1 | Summary of Regional Planning Information**

Data	Opportunity for Input	Timing
Regional Planning Dashboard outlining updates and status of planning activities	No	Updated biannually and available for download on the IESO website: <a href="https://ieso.ca">Regional Planning (ieso.ca)</a>
Engagement Plan for IRRP	Yes	Draft engagement plan posted prior to first engagement; the final engagement plan is published following a comment period
Planning Assessment Criteria	No	Referenced in the IRRP report; and available in the IESO's Market Rules & Manuals Library: <a href="https://ieso.ca">Market Rules &amp; Manuals Library (ieso.ca)</a>
Load Forecast (PDF)	Yes	High-level summary provided at first engagement for input; detailed methodologies are published with the IRRP report
Load Forecast (Spreadsheet)	Yes	Overview of preliminary forecast provided at first engagement for input; draft data published following engagement for comment; final dataset published with IRRP report
Load Forecast – Energy Efficiency (Spreadsheet)	No	Draft data provided after first engagement; final data with IRRP report
Load Forecast – Embedded Generation (Spreadsheet)	No	Draft data provided after first engagement; final data with IRRP report
Historical Demand	Yes	Data posted prior to first engagement for input on load forecast; published with the IRRP report
Transmission end-of-life Information	No	This data is updated by Hydro One every five years; a consolidated list of end-of-life information for all transmission asset owners will be updated annually
Transmission System Assumptions	No	Facilities in scope of the IRRP and expected in-service dates are published in the Scoping Assessment Outcomes Report; and additional details published in the IRRP report
Resource Assumptions	No	General and/or aggregate assumptions by resource type are published with the IRRP report
Planning Scenarios	No	Summary published with the IRRP report
System Needs	No	Presented in materials provided in advance of the second engagement; and published with the IRRP report
Non-Wires Options Evaluation (PDF)	Yes	Preliminary information discussed at third engagement with opportunity for input; and published with IRRP report
Non-Wires Options Evaluation (Spreadsheet and/or PDF)	Yes	Provided at third engagement; draft data provided after comment period; and final data published with the IRRP report
Economic Assessment Assumptions	Yes	Preliminary information provided and discussed at the third IRRP engagement on solution options with an opportunity to provide feedback; and final assumptions published with the IRRP report

November 15, 2024

Township of Puslinch

7404 Wellington Rd. 34  
Puslinch, ON N0B 2J0

Attn: Justine Brotherston

Re: Request for Review of McMillan Pit Water Quality Analysis Report, Township of Puslinch

File Number: E10/5737

GEMS Project: 21-1227

## 1.0 Introduction & Background

Groundwater Environmental Management Services Inc. (GEMS) was retained by the Township of Puslinch to conduct a review of the McMillan Pit Water Quality Analysis Report.

To better understand the current site background and request, the following document was reviewed:

- McMillan Pit Water Quality Analysis Report 2023 -8Trees

## 2.0 Review Results

As noted in the Pit Water Quality Analysis Report, annual monitoring of benthic macroinvertebrates has been conducted at Tributary T3 since 1997 to calculate its water quality from previous extraction activities. 2023's sample was identified by Aquatic Ecostudies Limited to genus and species level by a qualified benthic macroinvertebrate taxonomist. Based on those results, it was determined that the water quality index of T3 was on average above 14, indicating no sign of impairment to the tributary.

It is GEMS' opinion that the McMillan Pit Water Quality Analysis Report is suitable and contains no significant variance from previous reports. GEMS is in agreement with the conclusion determined by the author.

## 3.0 Limitations

Groundwater Environmental Management Services Inc. (GEMS) has prepared this report for our client and its agents exclusively. GEMS accepts no responsibility for any damages that may be suffered by third parties as a result of decisions or actions based on this report.

The findings and conclusions are site-specific and were developed in a manner consistent with the level of care and skill normally exercised by environmental professionals currently practicing under similar conditions in the area. Changing assessment techniques, regulations, and site conditions mean that environmental investigations and their conclusions can quickly become dated, so this report is for use at this time and should not be used without GEMS review/approval. No warranty, expressed or implied, is made.

## 4.0 Closing

We trust this information meets your current requirements. Please do not hesitate to contact the undersigned should you have any questions or require additional information.

Yours truly,

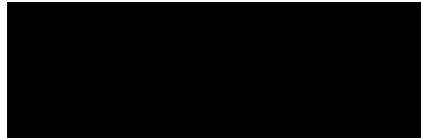
Groundwater Environmental Management Services Inc.

Prepared By:



Kaitlin Cocks  
Senior Project Coordinator

Reviewed By:



Jose Haig, M.NRES, A.AG(P), Cert. Urban Ecologies  
Director of Ecology Services

# 2024 - GEMS - Review - McMillan Pit Water Quality Analysis Report

Final Audit Report

2024-11-18

Created:	2024-11-18
By:	Jose Haig (jose.haig@gemsservicesinc.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAF9pdgN3ZGP78DbtOWyzbuPxEjMhhDz1

## "2024 - GEMS - Review - McMillan Pit Water Quality Analysis Report" History

-  Document created by Jose Haig (jose.haig@gemsservicesinc.com)  
2024-11-18 - 2:26:17 PM GMT
-  Document emailed to Kaitlin Cocks (kaitlin.cocks@gemsservicesinc.com) for signature  
2024-11-18 - 2:26:20 PM GMT
-  Email viewed by Kaitlin Cocks (kaitlin.cocks@gemsservicesinc.com)  
2024-11-18 - 2:49:01 PM GMT
-  Document e-signed by Kaitlin Cocks (kaitlin.cocks@gemsservicesinc.com)  
Signature Date: 2024-11-18 - 2:49:24 PM GMT - Time Source: server
-  Agreement completed.  
2024-11-18 - 2:49:24 PM GMT



Website: [www.8trees.ca](http://www.8trees.ca)

January 10, 2024

Ministry of Natural Resources & Forestry  
1 Stone Rd. West, Guelph,  
Ontario, Canada  
N1G 4Y2  
Phone: 519-826-4927  
Fax: 519-826-4929.

ATTN: Matthew Cummings, Aggregates Technical Specialist

RE: Monitoring Report for McMillan Pit License # 5737  
(formerly submitted under on behalf of CBM – St Mary’s Cement - McMillan Pit License # 5737)

Dear Matthew,

We are pleased to submit the 2023 report as complementary work for the McMillan Gravel Pit. The “Monitoring Program –McMillan Property” follows the original protocol (Limnoterra Ltd. January 15, 1998), modified with agreement from James Williams of your office January 27, 2010.

Extraction ceased on the site in 2004 and in 2010 CBM – St Mary’s Cement requested and obtained a reduction of monitoring requirements from your office. Monitoring now conducted for the site is benthic macroinvertebrate sampling in tributary T3 and calculation of a water quality index based on BioMAP methods as a long-term volunteer monitoring program.

The analysis for 2023 includes data for the site from 1997 to 2023. Extraction activities ceased on the site in 2004, thus 2005 to 2023 monitoring data represents 19 years of monitoring conditions beyond the extraction period.

Please do not hesitate to contact us if you have questions or require clarification.

Regards,

Anne Yagi MSc., EP, CERP  
President  
8Trees Inc.

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## Introduction:

Tributary 3 of Mill Creek is the nearest discharge point of groundwater crossing the pit site and reflects the quality of groundwater discharging from the McMillan Pit (Figure 1 and 2). Water quality monitoring is based on an assessment of the benthic biota that Tributary 3 supports. The community of benthic biota is subject to the full rigor of the environment through the annual or biannual life cycles of the species. The community therefore represents the integrated temporal effects of all pollutants and environmental conditions through the year and not only those conditions at the time of sampling.

The composition of benthic macroinvertebrate communities reflects water and habitat quality in streams. BioMAP (Biological Monitoring and Assessment Program) is a water quality assessment tool designed for southern Ontario watercourses. It provides a quantitative measure of water quality that can be used to diagnose water quality at a site, monitor water quality over time, and evaluate the impact of point source and diffuse source pollution on water quality. The index calculated for a watercourse is based on sensitivity values assigned to each macroinvertebrate species. The sensitivity values are based on the species tolerance to factors of pollution. (organics, reduced dissolved oxygen, suspended solids, temperature, metals, acidity, nutrients etc). Because this site has monitoring results over decades, a simple index is now used that reflects a full methodology employed through the pre-during-post extraction period of the quarry licence.

## Methods:

Benthic macroinvertebrates were collected from Tributary T3 October 17, 2023 (Figure 2 and Appendix A). Two quantitative samples (Q1 and Q2) were collected from the site, downstream of Regional Side Road 20. A qualitative sample was taken from various types of habitats extending along the tributary length downstream of and including the same areas as samples Q1 and Q2 and sampling from the small backwater area/wetland just upstream of Side Road 20. Sampling procedures followed the BioMAP protocols described in the BioMAP Report SWR-1<sup>1</sup> and have been outlined previously (refer to TCG McMillan Report 1996/1997). Aquatic Ecostudies Limited provides expert benthic identification services for the samples collected by 8Trees Inc. Field notes, sampling maps and photos are provided in Appendix A.

### **Water Quality Analysis:**

The BioMAP analysis methodology was used to analyze the results and obtain a Water Quality Index for the Tributary (WQI). Sensitivity values from *Version 110430 Sensitivity Values for Aquatic Macroinvertebrates* of Ontario were used for the 2023 analysis. Sensitivity Values can range from 4 to 0 which correspond to the longitudinal distribution of macroinvertebrates along the river continuum. A value of 4 designates species that typically inhabit small, groundwater fed, headwater creeks with a predominance of leaf and wood litter as the main energy source. A value of 3 corresponds to larger more open streams with solar radiation driving greater periphyton growth supporting species that feed on attached algae, and so on down to species ranked 0 that feed on fine particulate organic matter most abundant in turbid slow moving warm aquatic systems.

In the Mill Creek tributary T3 we expect to see a population dominated by species with ranks of 4 and 3 and a BioMAP analysis calculation of greater than 14 Water Quality Index (WQI).

Mean Sensitivity refers to the average sensitivity of the top 25% of the species collected. For Mill Creek we expect to see a Mean Sensitivity above 3.

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<sup>1</sup>Griffiths, R.W. 1993. BioMAP: Concepts, Protocols and Sampling Procedures for the Southwestern Region of Ontario. BioMAP Report SWR-1. Ministry of Environment and Energy, Southwestern Region, London, Ontario. The sensitivity values for the 2011 analysis were the updated version 110430.



Photo from google earth

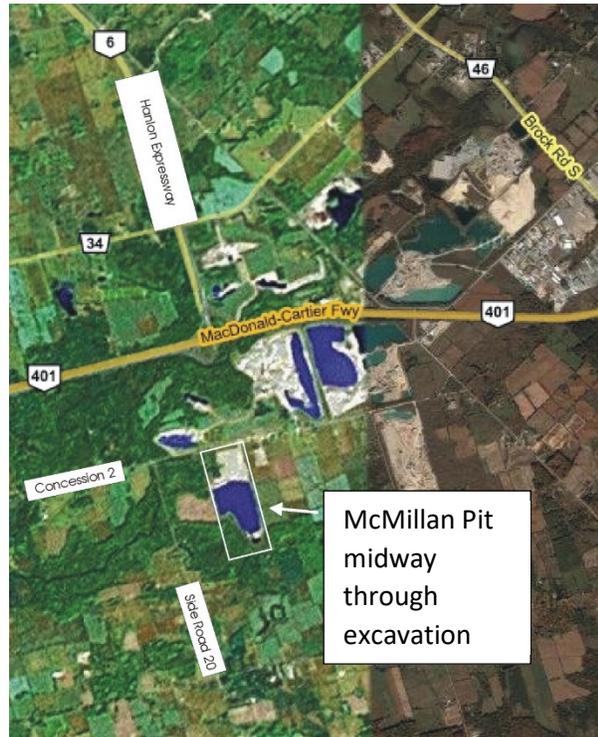
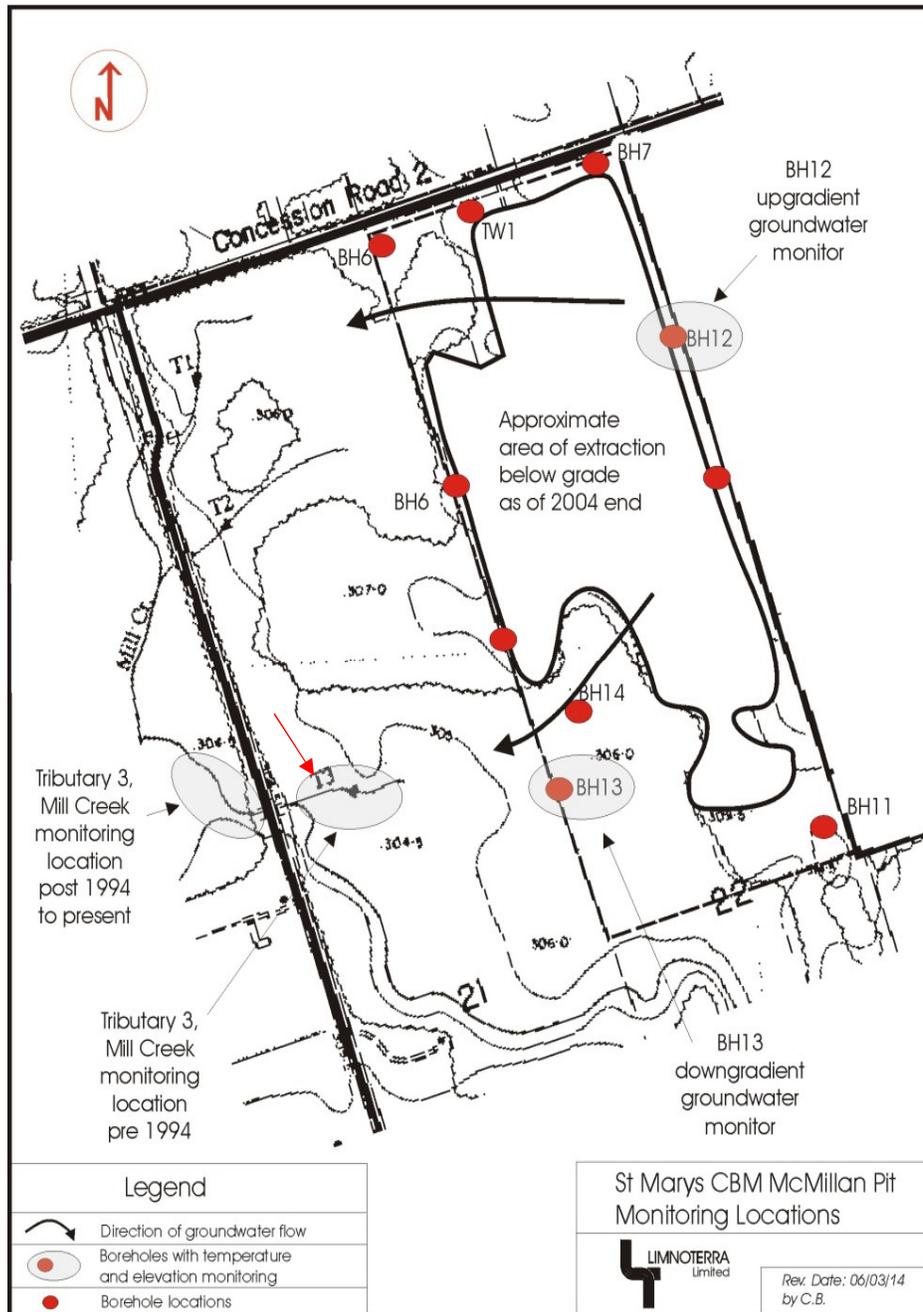


Photo from Limnoterra Ltd Report, early 2000's

**Figure 1: McMillan Pit Setting in 2017 (left) and in the early 2000's (right)**



**Figure 2: Location of Tributary T3 benthic monitoring as originally set up by Limnterra Ltd, showing groundwater boreholes and direction of groundwater movement across the landscape toward Mill Creek. Monitoring at Tributary T3 is the closest permanent stream to the pit.**

## Water Quality Proposed Trigger:

WQI > 14 (i.e. unimpaired condition).

No indication of change to water quality & habitat when WQI > 14 for Tributary T3.

If WQI < 14, follow up investigation (such as review of species change through time to confirm & assess nature of any change).

Results of the BioMAP analysis from 1997 – 2023 are shown graphically in Figure 3 and listed in Table 1. The WQI for 2023 is 21.0 (average of 21.5 at Q1 and 20.5 at Q2). Flow in the tributary at the time of sampling in October was adequate to take a full sample, similar to previous years.

The species composition collected in 2023 is similar to previous years and the organism represents a creek system typical of a closed canopy, cool-to-cold water creek. The habitat quality remains high as indicated by the presence of sensitive species. Figure 3 shows the results oscillate through time.

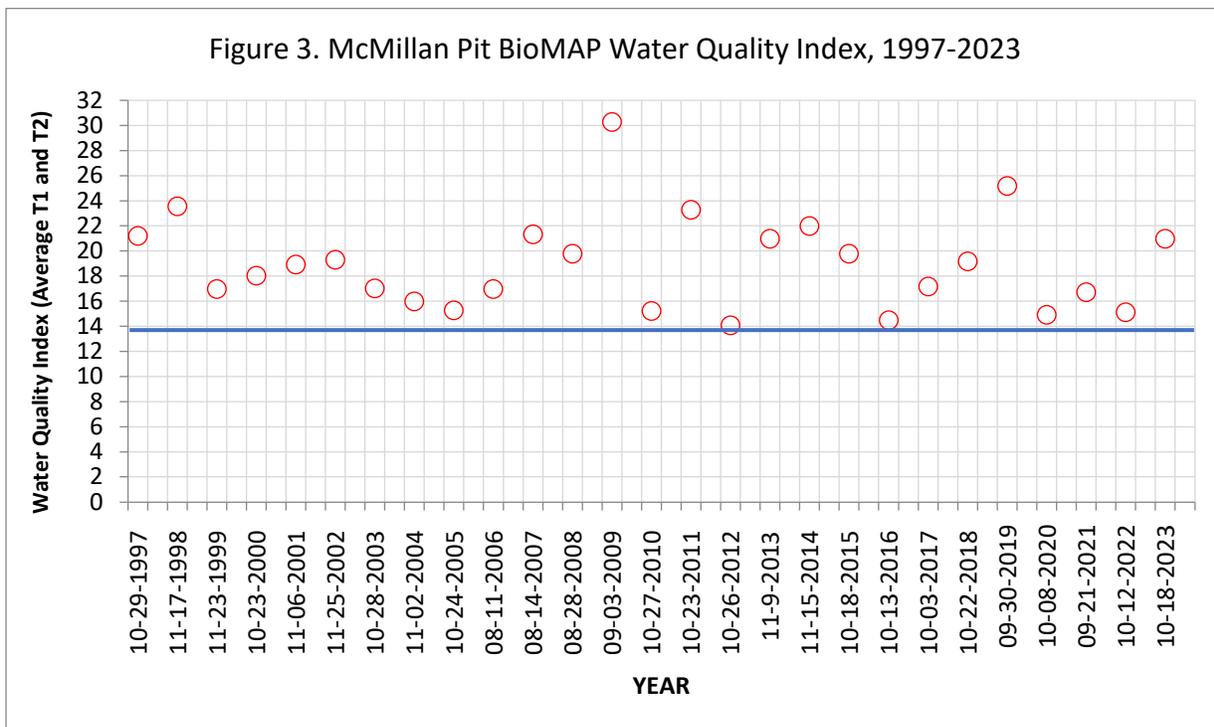


Figure 3. Benthic Invertebrate BIOMAP water quality monitoring downstream of the McMillan Pit, 1997-2023 (27yrs).

Table 1: Benthic Analysis Results 1997 – 2023

Date	Water Quality Index (Q1)	Water Quality Index (Q2)	Ave QI	Qualitative Mean Sensitivity Value
10-29-1997	23.3	19.1	21.2	3.67
11-17-1998	22.6	24.6	23.6	3.20
11-23-1999	18.5	15.5	17.0	3.50
10-23-2000	15.6	20.5	18.1	3.17
11-06-2001	20.6	17.3	19.0	3.20
11-25-2002	20.5	18.2	19.3	3.25
10-28-2003	15.6	18.5	17.1	3.33
11-02-2004	13.1	18.9	16.0	3.25
10-24-2005	14.9	15.7	15.3	3.20
08-11-2006	15.9	18.1	17.0	3.43
08-14-2007	24.6	18.1	21.4	3.16
08-28-2008	21.6	18.0	19.8	4.00
09-03-2009	32.1	28.5	30.3	3.71
10-27-2010	13.6	16.9	15.3	3.29
10-23-2011	21.8	24.8	23.3	4.00
10-26-2012	11.7	16.5	14.1	3.25
11-9-2013	20.4	21.6	21.0	3.33
11-15-2014	19.2	24.8	22.0	3.17
10-18-2015	21.2	18.4	19.8	3.50
10-13-2016	13.8	15.2	14.5	3.17
10-03-2017	14.3	20.1	17.2	3.33
10-22-2018	22.6	15.9	19.2	3.33
09-30-2019	25.1	25.3	25.2	3.17
10-08-2020	13.9	16.0	15.0	3.20
09-21-2021	19.1	14.4	16.8	3.27
10-12-2022	12.2	18.1	15.2	3.29
10-218-2023	21.5	20.5	21.0	3.83
<b>Overall</b>			<b>19.1</b>	<b>3.38</b>

Table 2: Qualitative Benthic Sampling Results 2023

Qualitative Analysis	
Taxa	SV
Lepidostoma	4
Hydatophylax	4
Rhyacophila minora	4
Leuctra	4
Brundiniella eumorpha	4
Cordulegaster	3
BioMAP(q) score:	3.83

Top 25%

**Table 3: Quantitative Benthic Sampling Results 2023**

Density of macroinvertebrates (No. per 0.05 sq. m.) collected from Tributary 3 (T3), a tributary of Mill Creek, downstream of the CBM McMillan Pit near Side Rd. 20, Puslinch Township.

Samples collected on Oct 17, 2023, by J. DeVuyst, C. Blott and student Z. Morningstar, 8Trees Inc.

Quantitative Sample locations: Q1 ~40 downstream of Side Rd 20, Q2 within 15m downstream of Side Rd 20

Qualitative Sample location: from ~100m below Side Rd 20 up to water cress marsh on east side of Side Rd 20

	SV	Qual	T1	T2
Insects:				
ALDERFLIES:				
Sialidae:				
Sialis	2	P		
BEETLES:				
Hydrophilidae:				
Cymbiodyta	1	P		
BUGS:				
Gerridae:				
Aquarius	3	P		
CADDISFLIES:				
Goeridae:				
Goera	3		1	3
Hydropsychidae:				
Parapsyche apicalis	4			2
Lepidostomatidae:				
Lepidostoma	4	P		1
Limnephilidae:				
Hydatophylax	4	P	4	2
Limnophilus	1	P	2	
Pycnopsyche	3	P	2	
Molannidae:				
Molanna	2	P	2	3
Phryganeidae:				
Ptilostomis	2	P		
Psychomyiidae:				
Lype	3	P		
Rhyacophilidae:				
Rhyacophila lobifera	3	P		
Rhyacophila minora	4	P	1	
DRAGONFLIES:				
Aeshnidae:				
Aeshna	2	P		
Cordulegastridae:				
Cordulegaster	3	P		2
MAYFLIES:				
Baetidae:				
Proclleon	2	P		
Leptophlebiidae:				
Paraleptophlebia	3	P	4	9
STONEFLIES:				
Leutridae:				
Leuctra	4	P	1	
Nemouridae:				

	SV	Qual	T1	T2
Nemoura trispinosa	3	P		1
<b>TRUE FLIES:</b>				
<b>Chironomidae:</b>				
Brillia	2	P	1	
Brundiniella eumorpha	4	P		1
Conchapelopia	2	P		2
Eukiefferiella	3	P		
Polypedilum scalaenum	1	P		4
Prodiamesa	3	P		
Stilocladius	3	P		
<b>Ptychoteridae:</b>				
Ptychoptera	1	P		
<b>Tabanidae:</b>				
Chrysops	2	P	5	1
<b>Tipulidae:</b>				
Dicranota	3		5	1
Limnophila	2	P		
Pilaria	1	P	2	2
Tipula	-	P		
<b>Chelicerates:</b>				
<b>WATERMITES:</b>				
<b>Sperchonidae:</b>				
Sperchon	2	P		1
<b>Crustaceans:</b>				
<b>AMPHIPODS:</b>				
<b>Gammaridae:</b>				
Crangonyx	2	P		
<b>Hyalellidae:</b>				
Hyalella	2	P		
<b>ISOPODS:</b>				
<b>Asellidae:</b>				
Caecidotea	1	P		
<b>Molluscs:</b>				
<b>SNAILS:</b>				
<b>Lymnaeidae:</b>				
Fossaria	1	P		
Stagnicola elodes	0	P		
<b>Annelids:</b>				
<b>WORMS:</b>				
<b>Naididae:</b>				
immature, with hair chaete	0			2
<b>Number of taxa</b>		<b>36</b>	<b>12</b>	<b>16</b>
<b>Number of organisms</b>			<b>30</b>	<b>37</b>
<b>BioMAP(q) score</b>		<b>3.83</b>		
<b>BioMAP(d) Score</b>			<b>21.5</b>	<b>20.5</b>

## Conclusion:

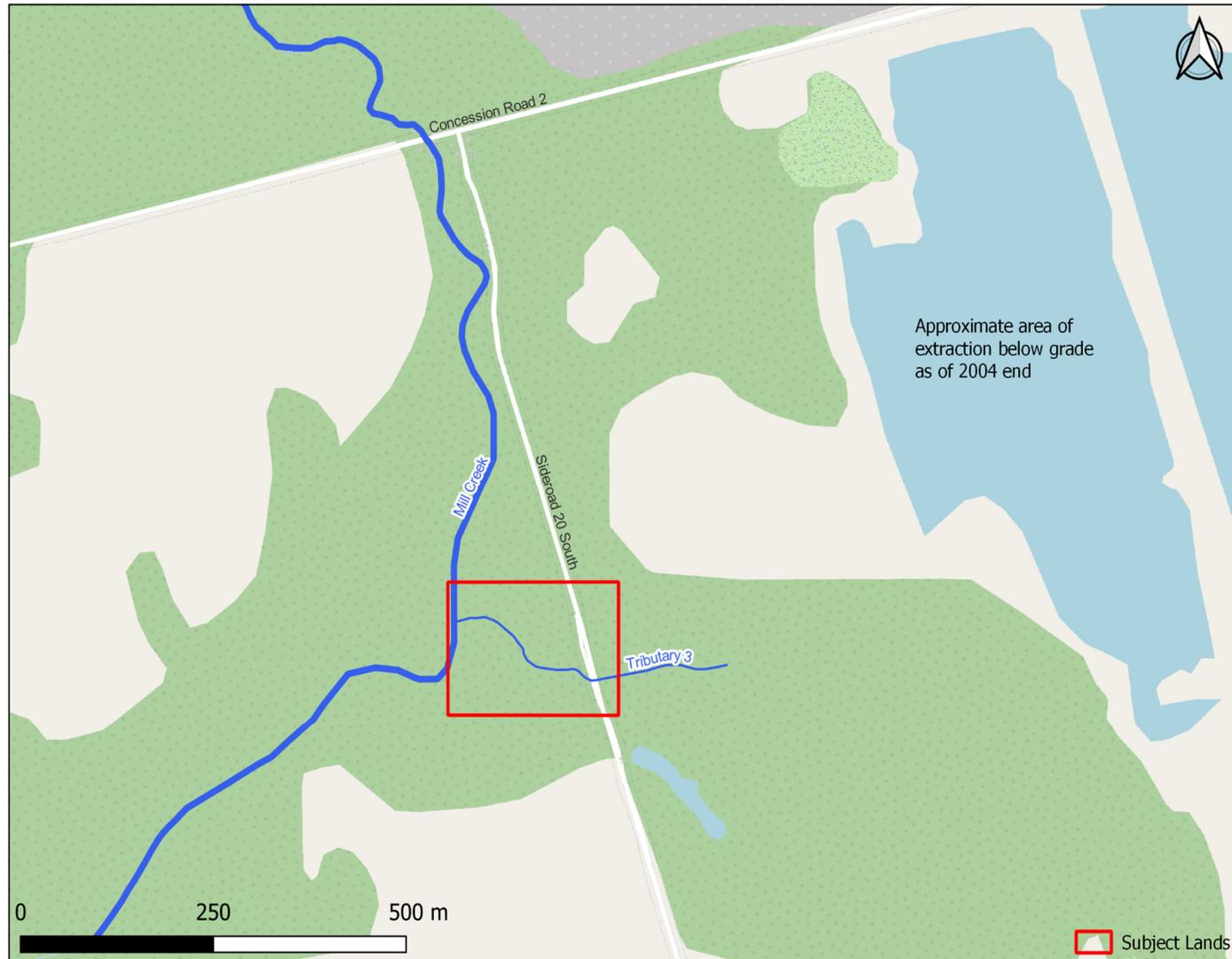
The water quality index remains above the trigger level of QI=14. The overall species composition continues to reflect the community collections of previous years and the benthic community in Tributary 3 remains representative of a southern Ontario unimpaired creek showing a Qualitative Mean Sensitivity Value over 3. No negative impacts to water quality due to extraction activities have been detected in the 2023 benthic macroinvertebrate sampling.

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# APPENDIX A: Field Note 2023 Summary

prepared by J. DeVuyst



Basemap: OpenStreetMap



Basemap: OpenStreetMap



October 17, 2023 – collecting creek morphometrics



Oct 17, 2023 – Qualitative Sample collection using 60µm D-Net

Ronald W. Griffiths, PhD  
DUTTON, Ontario

## BENTHIC SURVEY FIELD NOTES

SURVEY: PASLINCH GRAVEL PIT DATE: Oct. 17, 2023

BODY OF WATER: Mill Creek "T3" STATION: \_\_\_\_\_

LOCATION: Paslinch Township

SAMPLING EQUIPMENT: MODIFIED T-SAMPLER

OTHER SAMPLES COLLECTED: DNET

COMMENTS: \_\_\_\_\_

Site Characteristics: many locations with 2 m wet width stagnant or substrate edges that make up the 5 m channel width

Stream width: 5 m → Depth: 16cm, 12cm, 9cm, 12cm Substrate: gravel, sand, organic (but coarse)

Water Clarity: Clear Odour: None

Macrophytes: \_\_\_\_\_ Algae: None

Bank Vegetation: mixed forest, herbaceous, sedges, birch, aspen

General: walked the creek length to beginning of Quantitative Sample and didn't see any Otterids.

Map: (Show North)

X = T2  
• = T1  
← → - Quantitative Sampling extent

Sampling Site	Water Temp.	Dis. Oxygen	pH	Conductivity	Water color	Current
Quantitative #1	10.2°C	✓	✓	✓	clear	9.5/1.1m (2m width)
						7.2cm/1m

(over)

Oct. 17, 2023

1) Location: 500 183 // 4809083 1103hr - 1123hr

Depth: 16cm - 9cm Sampler Fullness: \_\_\_\_\_ Sample Bottles: Quantitative

Sediment Type: sand silt, log, gravel Odour: NONE

Sediment Characteristics: sand silt, log

Macrophytes: none sparse common abundant

Algae: none sparse common abundant

Invertebrates: aquatic insects skimming surface

Notes: abundance of water <sup>lemon</sup> lilies on east side of Subs Rd 20 sparse on west side along with Veronica sp & Lemna sp.

2) Location: 566 273 // 4809070 1133hr - 1153hr

Depth: 16cm - 5cm Sampler Fullness: Full Sample Bottles: Quantitative #1

Sediment Type: Silt silt, leaves, woody debris Odour: NONE

Sediment Characteristics: Sand, leaves, woody debris, coarse gravel, pea gravel, coarse sand, fine organic

Macrophytes: none sparse common abundant

Algae: none sparse common abundant

Invertebrates: aquatic insects skimming surface

Notes: 2.1m width

Quantitative #1

Coarse Sand	10%
Fine Sand	55%
Fine Organic	10%
Pea Gravel	10%
Coarse Gravel	10%
Coarse Organic	5%

3) Location: 566 273 // 4809059 #3m 1208hr - 1228hr

Depth: \_\_\_\_\_ Sampler Fullness: Full Sample Bottles: Quantitative #2

Sediment Type: \_\_\_\_\_ Odour: none

Sediment Characteristics: \_\_\_\_\_

Macrophytes: none sparse common abundant water chest

Algae: none sparse common abundant

Invertebrates: water strider

Notes: water temp = 10.5°C @ 1208hr air temp = 12.7°C @ 1208hr

Quantitative #2

Coarse Gravel	= 25%
Pea Gravel	= 20%
Coarse Sand	= 25%
Fine Sand	= 15%
Fine Organic	= 15%
Large organic	10%

Additional Information: \_\_\_\_\_

Collector: J. DeVuyt, C. Blott, Z. Morningstar Notes By: J. DeVuyt, C. Blott, Z. Morningstar

Field Notes October 17, 2023

## Appendix B: Company CV and Associates



### **Anne R. Yagi**

#### **President, 8Trees Inc.**

November 2016 - Present

M.Sc. Ecology and Evolution, Brock University

B.Sc. Honours Zoology, University of Guelph

ECO Canada Certified Environmental Professional (EP)

Certified Ecological Restoration Practitioner (CERP)

Chair of the Fowler's Toad Recovery Implementation Team

Member of the Canadian Eastern Massasauga Rattlesnake

Recovery Implementation Group

[anne.yagi@8trees.ca](mailto:anne.yagi@8trees.ca)

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(C) 289.213.8609

[www.8trees.ca](http://www.8trees.ca)

[https://www.linkedin.com/in/anne-yagi-3a490361?trk=nav\\_responsive\\_tab\\_profile](https://www.linkedin.com/in/anne-yagi-3a490361?trk=nav_responsive_tab_profile)

### **8Trees Inc.**

is a non-government environmental consulting company that aims to carry out innovative approaches to ecological restoration, data collection, enhance science-communication, and mentor students in the fields of biological conservation, ecology, environmental policy, and environmental impact studies.

Go to Google Play store or Apple store and download 8Trees newly developed free software for citizen science data collection; “My Field App” and the digital angler diary “My Fish App”.

### **Current 8Trees Projects:**

- “A long-term study on Massasaugas (*Sistrurus catenatus*) Inhabiting a partially mined peatland: A standard method to characterize snake overwintering habitat” OSARF 2017 to present
- “Managing an ecological trap on the reptile community inhabiting a partially mined peatland in Southern Ontario”; OSARF 2017 to present; CWS winter 2018 and 2019.
- “Assisted hibernation to ensure overwinter survival of neonatal snakes during a period of environmental stochasticity within drain managed peatland” (post graduate research 2014 to present)
- “Monitoring the human impact on Fowler’s toad at Niagara Beaches”; OSARF 2018 to 2021
- Science Advisor “Haldimand County Gray Ratsnake (*Pantherophis spiloides*) population recovery project”; OSARF 2017 to 2020
- “Building on Success: Using Habitat Modeling and outreach to confirm presence of Gray ratsnake and Foxsnake in Niagara-Hamilton”, OSARP 2020
- Science Advisor “Peele Island Blue Racer (*Coluber constrictor foxii*) Hibernation habitat restoration project”; OSARF 2018 to 2022
- PhD committee member for J. Choquette 2019-2023 “Managing translocations for Massasauga Recovery in Ojibway Prairie” Laurentian University

**8Trees Staff:** One full-time biologist, four-six seasonal staff and associates, also students, interns and Co-op placements (1 to 5 per year).

**MSc Thesis 2020:** “Flood survival strategies of overwintering snakes”

**Memberships:** Canadian Herpetological Society, Society for the Study of Amphibians and Reptiles, American Fisheries Society and Society for Ecological Restoration (SER).

Canadian Herpetological Society 2019 award recipient: “Blue Racer Award” in recognition of significant contributions to the conservation of amphibians and reptiles in Canada.

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8Trees Inc., 11 Berkwood Place, Fonthill, Ontario L0S 1E2 Tel: (905)892-1760

## **Management Biologist (Retired Sep 30, 2016, after 35 years' service)**

### **Ministry of Natural Resources and Forestry (Vineland Field Office, Guelph District)**

My career at MNR began in 1981 as a summer student conducting a creel survey. After eight years of “back-to-back” contracts I was hired as the Fisheries Enhancement Officer and then as the Fish and Wildlife District Biologist. I continued in this position for 26 years until I retired in 2016. Although retired from government, my interest in fish and wildlife resources and mentoring continues within my graduate studies, pursuit of research and development, proactive projects in natural resource management and applied ecosystem restoration.

#### ***Career Highlights:***

- Identified, examined and accepted as an expert witness (Federal, Provincial Court and OMB hearings) in the areas of fish biology and habitat, wetlands, deer biology, freshwater turtles, Massasauga rattlesnakes and general wildlife biology.
- Provincial Wetland Evaluations Niagara- Hamilton-Haldimand (est > 200 evaluations)
- Fish Community Monitoring Project Niagara River Watershed (1997 to 2016)
- Winter Habitat Use by Wildlife: via Helicopter Surveys (White-tailed deer, wild turkeys, raptors, swans, ducks, geese)
- Niagara River Remedial Action- Fish population Impairment- Determination of Delisting Criteria
- Field Investigation of Headwater Channel Erosion and related impacts on the Fenwick Regional ANSI, Provincially Significant Wetlands and Species at Risk
- Welland River Fish Passage White Sucker and Walleye Telemetry Project at Old Welland Canal Junction (2000, 2013 to 2015)
- Navy Island Deer Exclosures project and management recommendations
- Restoration of Walleye in the Welland – Niagara River system
- Grand River Fisheries Management Plan and advocate for the removal of the Dunnville Dam
- Species at Risk Habitat Stewardship and Education projects (Fowler’s toad, Massasauga, Spotted turtle, Blanding’s turtle, Gray Ratsnake, Allegheny Mountain Dusky and Northern Dusky salamander) included managing field technicians and summer students and external funding sources annually since 2000 with an operating budget \$50K to \$100K. All projects included surveys and monitoring, habitat enhancement, restoration, and design and creation of outreach and educational products. These projects also included mentoring and liaison with partners including universities, agencies, landowners and other interested stakeholders.
- As part of this species at risk team we were the first to identify Allegheny Mountain Dusky Salamander in the Niagara Gorge
- Ecosystem restoration project (1998 to present) - managing two species at risk populations Massasauga and Spotted turtle before, during and after water levels were increased in the central historically peat mined area. This included mark –recapture (> 200) massasaugas and (>400) spotted turtle observations since 1998. Radio telemetry technique for both species was used to confirm habitat use. With increasing conservation concerns raised about massasaugas and the potential for the mined peatland to become an ecological trap on the population. Radio telemetry was abandoned in favour of my innovative and successful coverboard design and survey technique to continue to monitor massasaugas and the resident snake community. During this time, I designed and implemented a hibernation habitat study where I introduced the “life zone” hypothesis. A “life zone” is a subterranean space where snakes successfully overwinter. This space does not freeze or flood completely and is the focus of my graduate studies. “Overwintering behaviour and survival of temperate neonatal snakes” and the development of the “forced hibernation technique”. This technique is a biological test of the life zone to confirm snakes can survive within the associated habitat. It is only used in areas where physical measures have confirmed a physical space is maintained in harsh and mild winters. Once a habitat is biologically tested using neonate gartersnakes (model species), species at risk neonates can be forcibly hibernated in these good habitats. This technique will aid in repopulating good habitat because snakes use homing behaviour to return to previously occupied burrows thus removing the ecological trap associated with the mined peatland.

- Fowler's toad Recovery Team Chair, Ontario Dusky Salamander Recovery Team Co-Chair, Gray Ratsnake and Massasauga rattlesnake and Ontario SAR turtle Recovery Team member
- Peregrine Falcon Recovery and Master Bander (1996 to present)

**Other Highlights include:**

- Provincial Amethyst Award: Grand River Fisheries Management Plan (1999)
- OMNR Pride Award: Recovery of Peregrine Falcon (2000)
- NPCA: Welland River Restoration Committee Recognition Award (2002)
- NPCA Conservation achievement awards (2002 to 2008)
- Niagara River Bathymetry, Habitat Mapping and habitat creation projects
- Niagara Region Fish Habitat Types with Management Rationale for municipal planning
- Binbrook Reservoir Electrofishing, and live trap netting projects
- Adult Walleye transfer from Bay of Quinte, Lake Ontario to Binbrook Reservoir
- Spring thermal flux studies Niagara River and Upper Niagara River Tributaries
- Long term thermal monitoring of last remaining Brook trout fishery Upper Twelve Mile Creek
- Upper Twelve Mile Creek Brook Trout Population Assessment 1984, 2000, 2008
- Upper Twelve Mile Creek Restoration Projects (1989 to 1995)
- Frenchman's Creek Grass Roots Watershed Restoration Project (1991 to 1995)
- Point Abino Drain Fisheries Study- Pre and Post Drainage Works 2001 – 2002
- Welland River Fish Community Assessment 1997
- Walleye Restoration Project, Grand River, Welland River and Community Involvement
- Lake Ontario Littoral Zone, Lake Gibson, Martindale Pond and Old Welland Canal Fish Community
- Wild turkey reintroduction, trap and transfer international project (1986 to 1996)
- Ontario Conservation Fishing and Hunting Licence, Pleasure Boat Certificate, Class 1 Electrofishing Certificate (all types), Standard First Aid and CPR, ROM Fish ID, Wetland Evaluation Certifications, Active golf enthusiast

**Reports and Publications**

Yagi A.R. and G. Tattersall (In Prep-2021) Assisted Hibernation- A Technique to ensure overwinter survival of temperate neonatal snakes

Yagi, K.T., B. Breton, T. Bukovics, C. Blott, and A.R. Yagi. 2021. Fowler's toad recovery project: Assessing Human Impacts at Niagara Beaches. Final report for 2018-20, Ministry of Environment, Conservation and Parks, 32pp.

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## Curriculum Vitae Biologist



### Cathy Blott

BSc Honours Science, University of Waterloo, 1993

[blott@intown.net](mailto:blott@intown.net)

Cathy Blott is currently an Associate Habitat Restoration Biologist with 8Trees Inc, specializing in hydrological system monitoring.

Cathy has over 28 years' experience in aquatic systems monitoring, and ecosystem restoration projects.

Some of her responsibilities at 8Trees Inc. include installation and management of hydrology monitoring systems (Wainfleet Bog and Pelee Island), conducting elevation surveys, downloading, and managing data, analysis of data, implementing and monitoring restoration project designs, prepare reports and proposals, and to mentor younger staff, students, and volunteers in the field. Cathy also conducts outreach events and builds partnerships with landowners, municipalities, and agencies to gain support for several ongoing projects. Cathy is our lead fisheries and hydrology expert for Environmental Impact studies as well as conducting soils, ELC, amphibian and bird surveys.

From 2008 to 2016 she worked as Fish Crew Leader, Integrated Resource Management Technician, Biologist and Acting Management Biologist for the MNR. She worked on the Fish Community Monitoring of the Niagara River Watershed", Wainfleet Bog Winter Life Zone, hydrology monitoring and Niagara River RAP Beneficial Use Impairment projects.

From 2006 to 2008 she worked for the Ministry of Forests in BC (2006 to 2008) conducting environmental assessments for proposed channel diversions of the Fraser River for hydroelectric and Ministry of Transportation projects. She worked as part of a team to measuring stream flows, fish community impacts and to assessed fish passage within newly constructed channels.

Work in BC continues, as needed. In 2020, she sat in as the Professional Biologist on site at 2 river crossing construction projects in BC, monitoring for impacts to downstream water quality, as per provincial protocols. Detection of an impact results in an immediate Stop Work Order.

From 1996 to 2006 and again from 2013 to 2015, she worked for Limnoterra Ltd. (1996 to 2006) as a Biologist and field technician responsible for installing and managing water level loggers in creek and wetland ecosystems to assess ecosystem level impacts, watershed and site level impacts caused by subdivision stormwater discharges, drainage, road construction, channel diversions and aggregate resource mining.

After graduating from University of Waterloo, from 1993 to 1996 she worked at the University of Waterloo as the GIS technician for a multi-disciplined Grand River Watershed Study.

#### ***Specialized Training:***

- Royal Ontario museum fish identification certifications
- Class 1 crew leader boat & backpack electrofishing license
- Standard First aid & CPR
- Marine Emergency Duties (MED A-4)
- Pleasure craft boating license

Votorantim Cimentos McMillan Pit License# 5737

8Trees Inc., 11 Berkwood Place, Fonthill, Ontario L0S 1E2 Tel: (905)892-1760

- Ontario Stream Assessment Protocol (OSAP) certification, Soils, Wetlands
- Arc GIS, Access, Excel, Sigma Plot

***Highlighted Experience at MNRF:***

- Coauthored Niagara Fish Community and Niagara River RAP- fish population reports
- Analyzed and managed MNRF's digital fish database
- Managed fish telemetry data collection at Welland River Syphons (2013 to 2015)
- Managed thermal studies of Upper Niagara River and Upper 12 Mile Creek
- Completed bathymetry, substrate, aquatic vegetation surveys, fish migration, and velocity studies within the Upper Niagara River and tributaries.
- Coordinated application of Great Lakes Acoustic (GLATOS) monitors in Niagara River watershed
- Fish Crew Leader Welland River Fish Assessment (Seine, Back-Pack, E-Boat) (2007)
- Managing Environmental restoration projects for Lower Grand River Land Trust.
- Assisting Habitat Haldimand in restoring of brook trout stream on Grand River
- Literature search & preparation of Draft Environmental Resource Study document for impending Class C Environmental Assessment of brown trout stocking in Lake Huron. (2010)
- Sturgeon sampling & commercial catch sampling, Nottawasaga Bay, Owen Sound (2008)
- District (2010) Fish Crew Leader MNR Zone 8, 10 & 11 North Bay, ON. (2009) Sault Ste Marie/Blind River (2008)
- Gill net surveys from (Broad Scale Fisheries Management Program). Field supervision of remote site access, fish sampling, remote camping, call in procedures, & data delivery. Use of small, motorized watercraft. Access by truck, plane and helicopter.

***Highlighted Experience in private consulting, BC:***

- Assisted with field studies & reports of fish community habitat & flow analysis to assess impacts for 5 mountain streams of Fraser River and North Thompson River valleys being proposed to divert for proposed Independent Power Production hydro-electric projects. Collected velocity transects for flow modelling and diversion channel design.
- Monitored & directed construction crew to ensure no impacts to river water quality during Ministry of Transportation riverbank repair: detection of an impact results in an immediate Stop Work Order to resolve issues.
- Monitored and directed construction crew to insure no impacts to fisheries during bridge construction on the Fraser River and the Inonochlin River in the Monashee Mountains.
- Conducted Fish Passage Culvert Inspections for Ministry of Forests & Prioritized Ministry of Transportation culvert replacement candidates based on fish community & habitat parameters, throughout the interior of BC.

***Highlighted Experience with Limnoterra Ltd working under Dr. Jon Planck.***

- Measured/assessed and successfully showed impacts to wetlands and fisheries of proposed groundwater pumping for a proposed subdivision development, Dunnville Ontario, on behalf of local citizens, that resulted in proposed development application being denied.
- Provided technical support at Municipal Hearing Board to successfully show impacts of proposed gravel pit pumping to a coldwater creek and provincially significant wetland, on

behalf of the local community group that resulted in the development application being denied, Greenoch Creek PSW, Greenoch, Ontario.

- Measured and assessed watershed flow throughout Strasburg Creek watershed, the last remaining coldwater system in Kitchener, to assess impacts and inform design of proposed dense urban development. Kitchener, Ontario
- Measured and assessed flow and biological communities in receiving creek system downstream of gravel pit to ensure features were not impacted as part of annual Provincial Pit & Quarry licensing. Puslinch Township, Ontario
- Monitored ground water level & temperature, wetland water levels, creek stage/flow to assess impacts to natural features from gravel extraction as part of annual Provincial Pit & Quarry licensing for existing pits and for new pit applications. Four sites along the Grand River, Elora, Ontario.
- Measured and analyzed sewer system flow for assessment and designs to divert stormwater flow from sewage treatment plants in the Greater Toronto Area to address impact of raw, untreated sewage flowing into Lake Ontario during precipitation events. Used continuous monitoring technology developed by Dr. Planck, (continuous monitoring instruments were not commercially available at the time).
- Assisted with installation & monitoring of the first On-site Sewage Treatment systems in Ontario: Municipal Pilot Project, Clifford ON, Bronte Creek Tim Horton's Camp, Mountsberg, ON.
- Monitored construction of award-winning surface stormwater collection/treatment system for a 200ac subdivision, Humber Flats, Vaughan, ON. Following construction, monitored stormwater quality and flow, to show difference between surface treatment of stormwater compared to stormwater pond discharge. Data showed stormwater pond results in pulses of turbid, warm, nutrient-rich water discharging to natural watercourse, compared to a more consistent flow of cool, clear water discharging from the surface collection/treatment system. It is intended this data will be used to go before MECP to change provincial policy requiring stormwater ponds for urban development.

### Dr. Ronald W. Griffiths: Summary of Taxonomic Expertise.

I began identifying benthic macroinvertebrates from lakes and watercourses in southwestern Ontario in 1975, while working as a student with the Ontario Ministry of the Environment in London, Ontario. Benthos has been central to my academic studies: My B.Sc. thesis undertaken at the University of Western Ontario examined the effect of sediment grain size and chemical contamination on benthic macroinvertebrate communities in St. Clair River; my M.Sc. thesis undertaken at the University of British Columbia explored the effect of fish predation on benthic macroinvertebrate abundance and production in streams, while my Ph.D. thesis undertaken at the University of Waterloo showed the non-linear impact of acidification on benthic community structure.

As an Aquatic Scientist with Aquatic Ecostudies Limited from 1983-1988 and later a Surface Water Specialist with Ontario Ministry of Environment for over 30 years, I identified benthos from across the Great Lakes and connecting waterways from St. Lawrence River to Thunder Bay harbor in a few dozen studies, as well as countless inland watercourses (e.g. Thames River, Saugeen River, Spencer Creek, Credit River, Bowmanville Creek) from the Ottawa River to Rainy River primarily for bioassessment of water quality. As chair of the Bioassessment Water Quality Committee for MOE in the early 1990s, I participated in the development and testing of the BioMAP water quality index based on macroinvertebrates in Ontario waters that has been used for over 30 years.

I currently have 1.8 million identified specimens in my museum collection. Recently I contributed to the discovery of a new species of oligochaete from Spanish Harbor and documented the range extension of the snail, *Marstoni letsoni*, into Lake St. Clair and a species of *Epeorus* into Ontario from central North America. I have taxonomic certificates for Eastern EPT and Chironomids from the Society of Freshwater Science (I attend the meetings of the Certification Committee at SFS annual meetings). As a recognized taxonomic expert, I conducted benthic taxonomic workshops in USA, Canada, Thailand, Kenya and New Zealand.

Outside of the Great Lakes, I conducted several benthic surveys in Kenya, Thailand and New Zealand. In recognition of my research in Kenya and environmental outreach activities in Nairobi, Dr. Pat McCafferty of Purdue University named a species of baetid mayfly: *Acanthiops griffithsi*, after me.

Furthermore, I have authored a course textbook on water quality assessment for Niagara College, published over 2 dozen papers in the primary literature, written more than 50 bioassessment reports and presented almost 100 scientific studies around the world.

Currently, I am the taxonomist on an US-EPA project to genetically bar code all benthic macroinvertebrate species in the Great Lakes with colleagues at Buffalo State University, examining the benthic community change in Lake St. Clair since early 1990s, assessing the impact of silts on the benthos in a Oregon river, documenting the distribution of basetid mayflies across southern Ontario, and assessing the impact of fish ranching on benthic community structure.

**Detailed CV follows.**

# Ronald W. Griffiths, Ph.D.

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**ECOLOGIST:** For the past 35 years, whether in academic, government or consulting environments, the primary focus of my research has centered on identifying those mechanisms and processes responsible for maintaining the structure and organization of freshwater communities. I am particularly interested in linking processes (e.g., pollution, physical disturbances, energy flow, predation, competition, species invasions) at the local scale with patterns observed at the landscape scale and applying this knowledge to resource issues, such as fisheries and water quality. My central approach to quantifying direct and indirect interactions is through perturbation (field) experiments, linking local interactions with landscape patterns through mathematical and GIS modeling, and verifying the predicted behavior of ecosystem components through adaptive management experiments. A sustainable development goal for society requires sound environmental policies and practices based on solid scientific understanding of ecosystem dynamics. While I have conducted most of my studies within the Great Lakes Basin, I have also taken opportunities to conduct studies in the freshwaters of British Columbia, Kenya, New Zealand, Thailand and Oregon.

## **EDUCATION:**

Post-Doctoral Fellow, University of Guelph. 1999-2002.  
Project: Sea Lamprey Larvae Population Dynamics.  
Supervisor: Dr. F.W.H. Beamish.

PhD (Biology), University of Waterloo. 1987.  
Thesis: Acidification as a model for the response of aquatic communities to stress.  
Supervisors: Dr. J.C.H. Carter and Dr. H.B.N. Hynes.

MSc (Zoology), University of British Columbia. 1981.  
Thesis: The effect of trout predation on the abundance and production of stream insects.  
Supervisors: Dr. T.G. Northcote and Dr. J.D. McPhail.

BSc (Zoology), University of Western Ontario. 1978.  
Thesis: Benthic communities as indicators of water quality in the St. Clair River.  
Supervisors: Dr. R.H. Green and Dr. C.D. Ankney.

## **SCHOLARSHIPS AND AWARDS:**

1998	Reach Award (Ontario Ministry of Municipal Affairs and Housing)
1985	Noranda Postgraduate Scholarship (UW)
1984	Noranda Postgraduate Scholarship (UW)
1982	NSERC Postgraduate Scholarship (UW)
1981	University of Waterloo Scholarship
1980	University of British Columbia Fellowship
1979	NSERC Postgraduate Scholarship (UBC)
1978	NSERC Postgraduate Scholarship (UBC)
1978	University of Western Ontario Gold Medal in Zoology
1978	Dean Russel Scholarship (UWO)

- 1977 University of Western Ontario Admission Scholarship
- 1977 Helen I. Battle Scholarship (UWO)
- 1976 University of Western Ontario Admission Scholarship
- 1976 Albert O. Jeffery Scholarship (UWO)
- 1975 University of Western Ontario Admission Scholarship
- 1974 University of Western Ontario Admission Scholarship
- 1974 Ontario Scholarship

**PUBLICATIONS -- BOOKS and BOOK CHAPTERS:**

- Griffiths, R.W., D. Schloesser, B. Kovalak. 2014. Early responses to zebra mussel in the Great Lakes: A Journey from Information Vacuum to Policy and Regulation. Chapter 10: 135-175. In: T. Nalepa and D.W. Schoesser (eds). *Quagga and Zebra Mussels: Biology, impacts and control*. CRC Press, Boca Raton.
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- Hudson, P.L., R.W. Griffiths and T.J. Wheaton. 1992. Review of habitat classification schemes appropriate to streams, rivers, and connecting channels in the Great Lakes Drainage Basin. Chapter 5: 74-107. In: W.D.N. Busch and P.G. Sly (eds). *The development of an aquatic habitat classification system for lakes*. CRC Press Inc., Boca Raton, FL.

**PUBLICATIONS -- JOURNALS:**

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- Griffiths, R.W. and T.G. Northcote. 2006. Are autumn-growing detritivorous stoneflies most productive? *Verh. int. Ver. Limnol.* 29: 1925-1931.
- Beamish, F.W.H., Ronald W. Griffiths, C. Kongchaiya, and P. Sonchaeng. 2005. Seasonal fish abundance and composition in three Thailand streams: Influence of discharge. *Journal of Tropical Freshwater Biology* 14: 37-60.
- Griffiths, R.W., N. Newlands, D. Noakes, and F.W.H. Beamish. 2004. Northern pike growth and mortality in a northern Ontario river compared with that in lakes: influence of flow. *Ecology of Freshwater Fishes* 13: 136-144.
- Griffiths, R.W., F.W.H. Beamish and C. Kongchaiya. 2003. Effects of rural development on the water quality of central Thailand streams. *The Journal of Science, Technology and Humanities* 1: 125-147.
- Griffiths, R.W. 2002. Estimating the carrying capacity of catchments for agricultural development based on water quality. *Verh. int. Ver. Limnol.* 28: 1116-1120.
- Griffiths, R.W., F.W.H. Beamish, B.J. Morrison and L.A. Barker. 2001. Factors affecting growth and size-at-metamorphosis of larval sea lamprey in lampricide-treated streams. *Transaction of the American Fisheries Society* 130: 289-306.
- Griffiths, R.W. 2001. Mapping the water quality of streams using benthos and satellite imagery. *Verh. int. Ver. Limnol.* 27: 3550-3555.
- Griffiths, R.W. 2000. Comment on: "A preliminary evaluation of the behaviour of the BioMAP water quality index". *Canadian Water Resources Journal* 25: 93-102.
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- Zaranko, D.T., R.W. Griffiths and N.K. Kaushik. 1997. Biomagnification of PCBs through a riverine food web. *Environm. Toxicol. Chem.* 16: 1463-1471.
- Griffiths, R.W. and W.E. Keller. 1992. Benthic macroinvertebrate changes in lakes near Sudbury, Ontario, following a reduction in acid emissions. *Can. J. Fish. Aquat. Sci.* 49 (Suppl. 1): 63-75.
- Griffiths, R.W. 1992. Effects of pH on community dynamics of Chironomidae in a large river near Sudbury, Ontario. *Can. J. Fish. Aquat. Sci.* 49 (Suppl. 1): 76-86.
- Griffiths, R.W., D.W. Schloesser, J.H. Leach and W.P. Kovalak. 1991. Distribution and dispersal of the zebra mussel (*Dreissena polymorpha*) in the Great Lakes Region. *Can. J. Fish. Aquat. Sci.* 48: 381-1388.
- Griffiths, R.W. 1991. Environmental quality assessment of the St. Clair River as reflected by the distribution of benthic invertebrates in 1985. In: M. Munawar and T. Edsall (eds.). *Environmental assessment and habitat evaluation of the upper Great Lakes Connecting Channels.* *Hydrobiologia* 219: 143-164.
- Griffiths, R.W., S. Thornley and T. Edsall. 1991. Limnological aspects of the St. Clair River. In: M. Munawar and T. Edsall (eds.). *Environmental assessment and habitat evaluation of the upper Great Lakes Connecting Channels.* *Hydrobiologia* 219: 97-123.
- Griffiths, R.W. 1991. Spatial distribution and dispersal mechanisms of zebra mussels in the Great Lakes Basin. *Journal of Shellfish Research* 10: 248.
- Keller, W.E., L.A. Molot, R.W. Griffiths, and N.D. Yan. 1990. Response of benthos in acidified Bowland Lake to whole-lake neutralization. *Can. J. Fish. Aquat. Sci.* 47: 440-445.

#### **PUBLICATIONS -- SYMPOSIA:**

- Griffiths, R.W. 1998. Phosphorus from sewage treatment plants: A vital resource for meeting water quality and fisheries objectives in the lower Great Lakes. In: *Proceedings of the 27th Annual Water Environment Association of Ontario Technical Symposium.* Toronto, Ontario. March 29-31. 12pp.
- Griffiths, R.W. 1996. Mapping the water quality of streams. In: *Proceedings of the Watershed Management Symposium.* Held at the Canadian Centre for Inland Waters, Burlington, Ontario. December 6-8, 1995. Publ. by Canadian Water Resources Association, Cambridge, Ontario. pp 286-291.
- Griffiths, R.W. 1993. Statistical applications: Matching theory with reality. In: *Use of biostatistics in benthic ecological studies.* (Canton, S. and M. Munn) The 6th Annual Technical Information Workshop of the North American Benthological Society. Held at the University of Calgary, Calgary, Alberta. May 24-28. 12 pp.
- Griffiths, R.W., W.P. Kovalak and D.W. Schloesser. 1989. The zebra mussel, *Dreissena polymorpha* (Pallas, 1771), in North America: Impact on raw water users. In: *Symposium: Service Water System Problems Affecting Safety-Related Equipment.* Held in Charlotte, N.C., November 6-8. Sponsored by Nuclear Power Division, Electrical Power Research Institute, Palo Alto, CA. 17 pp.

#### **PUBLICATIONS -- TECHNICAL REPORTS:**

- Griffiths, R.W. 2011. *Water Quality Assessment of Beaver River downstream from water taking by Gott Enterprises (formerly Aquafarms 93), Grey County.* Prepared for Ministry of the Environment, Southwestern Region, London, Ontario. 10 pp.
- Griffiths, R.W. 2011. *Water Quality Assessment of Brook Trout Creek (Tributary C), London, Ontario.* Prepared for Ministry of the Environment, Southwestern Region, London, Ontario. 10 pp.:
- Griffiths, R.W. 2010. *Water Quality Assessment of Lake Rosalind, Bruce County, 2010.* Prepared for Ministry of the Environment, Southwestern Region, London, Ontario. 14 pp.
- Griffiths, R.W. 2010. *Effects of Polycyclic Aromatic Hydrocarbons (PAHs) on the Aquatic Macroinvertebrate Life of Kettle Creek and Delineation of PAHs in the Sediments of Kettle*

- Creek, at Port Stanley, Ontario, in 2009. Prepared for Ministry of Environment, Southwestern Region, London, Ontario. 48 pp.
- Griffiths, R.W. 2001. Assessment of Water Quality Conditions at Sites in the Spencer Creek, Watershed in 2001. Prepared for the Hamilton Region Conservation Authority. 18 pp.
- Griffiths, R.W. and M. Muter. 2001. Water Quality conditions along the eastern shoreline of Georgian Bay in the summer of 2000. Prepared for the Georgian Bay Association, Toronto. 19 pp. and appendices.
- Griffiths, R.W. 2000. Assessment of Water Quality Conditions in the Spencer Creek during 1999. Prepared for the Hamilton Region Conservation Authority, Ancaster, Ontario. 25 pp.
- Griffiths, R.W. and M. Muter. 2000. Water Quality conditions along the southeastern shoreline of Georgian Bay in the summer of 1999. Prepared for the Georgian Bay Association, Toronto. 22 pp. and appendices.
- Griffiths, R.W., M. Muter and C. Sharp. 1999. Water Quality along the southeastern shoreline of Georgian Bay as indicated by benthic macroinvertebrates. Prepared for The Greater Bay Area Foundation. 12 pp.
- Griffiths, R.W. 1998. Phosphorus, poisons and phyto-consumers: A synthesis of the factors affecting the western Lake Erie ecosystem over the past century. Prepared for Ontario Federation of Anglers and Hunters, Peterborough, Ontario. 34 pp.
- Griffiths, R.W. 1998. BioMAP: A How to Manual. Ontario Ministry of Municipal Affairs and Housing, Policy Planning Branch, Toronto, Ontario. 77 pp. and appendices.
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- Palmateer, G., A. Scott, M. Glaskin-Clay, and R.W. Griffiths. 1995. Rapid *Escherichia coli* test: Field Evaluation. Prepared for Health Canada. 24 pp.
- Westwood, J.D. and R.W. Griffiths. 1994. Environmental assessment of Mill Creek in the vicinity of the Port Elgin Landfill Site, Bruce County. BioMAP Report SWR-3. Ministry of the Environment and Energy, Southwestern Region, London, Ontario. 15 pp.
- Griffiths, R.W. 1993. BioMAP: Concepts, protocols and sampling procedures for the southwestern region of Ontario. BioMAP Report SWR-1. Ministry of the Environment and Energy, Southwestern Region, London, Ontario. 30 pp.
- Griffiths, R.W. 1989. The effect of in-place pollutants on the benthic invertebrate fauna of the Spanish River Harbour. Prepared for the Ministry of the Environment, Northeastern Region, Sudbury, Ontario. 27 pp.
- Griffiths, R.W. 1989. Response of fecal bacteria and water chemistry in the Desjardine Drain to the 1987-1988 remedial construction activities on livestock farms. Prepared for the Ausable Bayfield Conservation Authority, Exeter, Ontario. 26 pp.
- Griffiths, R.W., E. Carney, L. Nakamoto and K. Nicholls. 1989. Diatoms in central Ontario lakes: Ecology, habitat characteristics and utility for inferring past pH and alkalinity. Ministry of Environment, Water Resources Branch. 53 pp.
- Griffiths, R.W. 1988. Environmental quality assessment of the St. Lawrence River in 1985 as reflected by the distribution of benthic invertebrate communities. St. Lawrence River Environmental Investigations. Volume 2. Ontario Ministry of the Environment, Water Resources Branch, Toronto, Ontario. 33 pp.

- Griffiths, R.W. 1988. Effect of polynuclear aromatic hydrocarbons on the benthic invertebrate fauna of Kettle Creek at Port Stanley, Ontario. Prepared for Canviro Consultants, Waterloo, Ontario, and Ministry of the Environment, Southwestern Region, London, Ontario. 21 pp.
- Griffiths, R.W. 1987. Environmental quality assessment of the Rainy River and Lake of the Woods from 1968 to 1983 as reflected by the distribution of benthic invertebrate communities. Prepared for the Ministry of the Environment, Northwestern Region, Thunder Bay, Ontario. 54 pp.
- Griffiths, R.W. 1987. Environmental quality assessment of Lake St. Clair in 1983 as reflected by the distribution of benthic invertebrate communities. Prepared for the Ministry of the Environment, Southwestern Region, London, Ontario. 35 pp.
- Griffiths, R.W. 1986. Effect of industrial development on the nearshore benthic fauna of Lake Erie near Nanticoke. Part I: Stelco Canada. Prepared for the Ministry of the Environment, West-Central Region, Hamilton, Ontario. 39 pp.
- Griffiths, R.W. 1986. Temporal variation in the benthic invertebrate community of Bowland Lake following neutralization and trout stocking. Prepared for Booth Aquatic Research Group Inc, Toronto, Ontario. 29 pp.
- Griffiths, R.W. 1985. Evaluation of pH calibration methods using sedimentary diatoms remains for reconstructing the pH history of Central Ontario lakes. Prepared for the Ministry of the Environment, Aquatic Biology Section, Rexdale, Ontario. 26 pp.
- Griffiths, R.W. 1985. Water quality evaluation of the St. Mary's River as reflected by the distribution of benthic invertebrate communities. Prepared for the Ministry of the Environment, Water Resources Branch, Toronto, Ontario. 20 pp.
- Griffiths, R.W. 1985. Effect of neutralization and trout predation on the benthic invertebrate community of Bowland Lake. Prepared for Booth Aquatic Research Group Inc., Toronto, Ontario. 28 pp.

**PUBLICATIONS -- MEDIA ARTICLES:**

- Griffiths, R.W. 1999. Can a lake be too clear? B.A.S.S. Times, Volume 29 (October), page 3.
- Griffiths, R.W. 1998. Why are Lake Erie's fish slipping away again? London Free Press, May 30th edition, page F1&F6.
- Griffiths, R.W. 1998. Is Lake Erie too Clean? At Guelph, University of Guelph, Volume 42 (13): 4.
- Griffiths, R.W. 1990. The zebra mussel: Just another addition? Sydenham Sportsman, Owen Sound, July. pp 12-13.

**INVITED PRESENTATIONS: (31 since 1987)**

- Griffiths, R.W. 2014. Benthos power lakes dynamics. Buffalo State University, Buffalo, New York. February.
- Griffiths, R.W. 2013. Zebra Mussel Invasion of the Great Lakes: Lessons from History. Preventing an Invasion: Building a Regional Defense against Quagga and Zebra Mussels. Pacific States Marine Fisheries Commission. Vancouver, Washington. May 15.
- Griffiths, R.W. 2013. Bioassessment of Water Quality. Burapha University, Bang Saen, Thailand. March.
- Griffiths, R.W. 2010. Is the diet and growth of wild and hatchery salmonids the same? Oregon Dep't of Fish and Wildlife, Corvallis, Oregon. June.
- Griffiths, R.W. 2007. Dreissenid mussels in North America. Lake Mead Fish Hatchery, Boulder City, Nevada. July.
- Griffiths, R.W. and F.W.B. Beamish. 2005. Species Richness of Fish Assemblages in Thailand Streams. Presented at Canadian Conference for Freshwater Fisheries Research, Windsor, Ontario. January.
- Griffiths, R.W. 1999. Phosphorus, poisons and phyto-consumers: A synthesis of the factors affecting the western Lake Erie ecosystem over the past century. Presented at the

- International Association of Great Lakes Research Annual Meeting, Cleveland, Ohio. May 26-29.
- Griffiths, R.W. 1997. Ecology of Lake St. Clair. Lake St. Clair Symposium. St. Clair Shores, Michigan. March 20.
- Griffiths, R.W. 1997. The lower Great Lakes: How to manage your aquaria. Presented at: 69th Annual Meeting of the Ontario Federation of Anglers and Hunters. Hamilton, Ontario February 20-23.
- Griffiths, R.W. 1996. Mapping stream water quality using satellite imagery of riparian attributes. Presented at: The Fisheries Centre, University of British Columbia. May 30.
- Griffiths, R.W. 1995. The effects of zebra mussels on the dynamics of the Lake St. Clair Ecosystem. Presented to: Biology Department, McGill University, Montreal. Feb 2.
- Griffiths, R.W. 1994. The changing ecosystem of Lake St. Clair. Presented to: Michigan State Section of American Water Resources Association. St. Clair Shores, Michigan. Dec. 9.
- Griffiths, R.W. 1993. The changing environment of Lake St. Clair. Presented at: The 3rd International Zebra Mussel Conference, Harbour Castle Westin Hotel, Toronto, Ontario. February 23-25.
- Griffiths, R.W. 1991. Invasion of the Great Lakes by the zebra mussel, *Dreissena polymorpha* (Pallas, 1771), and the implications for users of raw water. Presented at the American Water Works Association/Ontario Municipal Water Association Joint Annual Conference, Royal Connaught Hotel, Hamilton, Ontario. April 28 - May 1.
- Griffiths, R.W. 1990. Distribution and dispersal of zebra mussels. Presented at: The Zebra Mussel Information Session. Ministry of Natural Resources. Bristol Place Hotel, Toronto, Ontario. June 26.
- Griffiths, R.W. 1990. Threat of the Zebra Mussel to recreation, industry, utilities and municipal water supplies. Presented at: Workshop on the potential threat of zebra mussels in the waters of the Commonwealth of Pennsylvania. Porreco Centre, Edinboro University, Edinboro, Pennsylvania. March 8-9.
- Griffiths, R.W. 1989. Distribution, abundance, and impacts of zebra mussels in the Great Lakes Basin. Presented at: Zebra Mussels. Canadian Centre for Inland Waters Seminar Series, Bayfield Institute, Burlington, Ontario. November 17.
- Griffiths, R.W. 1989. Fouling of drinking water intakes by zebra mussels. Presented at: The 1st International Zebra Mussel Conference, Ann Arbor, Michigan. June 13.

**SCIENTIFIC PRESENTATIONS:** (43 since 1978)

- Griffiths, R.W. 2018. The fall emergence of the mayfly, *Hexagenia limbata*, from western Lake Erie. Presented at the 34<sup>th</sup> Congress of the International Society of Limnology (SIL), Nanjing, China. August.
- Griffiths, R.W. and D.W. Schloesser. 2017. The fall emergence of the mayfly, *Hexagenia limbata*, from western Lake Erie. Presented at the Annual Meeting of the Society for Freshwater Science. Raleigh, N.C. June.
- Griffiths, R.W. and D.W. Schloesser. 2016. The enigmatic mud snail, *Marstonia letsoni*, invades Lake St. Clair. Presented at the Annual Meeting of the Society for Freshwater Science. Sacramento, CA. May.
- Griffiths, R.W. 2016. Assessing water quality in streams on a watershed basis using a relationship between benthos and riparian land-use. Presented at the 33<sup>rd</sup> Congress of the International Society of Limnology (SIL), Torino, Italy. August.

- Griffiths, R.W. 2015. Seasonal population dynamics and production of the predacious chloroperlid, *Plumiperla diversa*, in a mountain stream. Presented at the Annual Meeting of the Society for Freshwater Science. Milwaukee, WI. May.
- Griffiths, R.W. 2015. Effects of Zebra Mussels on the Oligochaete Tolerance Index (OTI). Presented at the 58<sup>th</sup> Annual Conference on Great Lakes Research. Burlington, Vermont. May.
- Griffiths, R.W. 2014. Predictive power of water quality indices and biotic metrics in detecting sewage impacts in a species-rich river. Presented at the North American Benthological Society, 62<sup>th</sup> Annual Meeting, Portland, Oregon. May.
- Griffiths, R.W. S. Cooper, H. Tane, and F.W.H. Beamish. 2013. Species richness in North and South temperate & Dry and Wet tropical streams. Presented at the North American Benthological Society, 61<sup>th</sup> Annual Meeting, Jacksonville, Florida. May.
- Griffiths, R.W. S. Cooper, H. Tane, and F.W.H. Beamish. 2013. Species richness in North and South temperate & Dry and Wet tropical streams. Presented at the 32<sup>st</sup> Congress of the International Association of Theoretical and Applied Limnology, Budapest, Hungary. August.
- Griffiths, R.W. and F.W.H. Beamish. 2012. Grazer resource tracking as a mechanism to explain low algal abundance in tropical streams. Presented at the North American Benthological Society, 60<sup>th</sup> Annual Meeting, Louisville, Kentucky. May.
- Griffiths, R.W. 2011. Why Do Streams Go Green? Presented at the North American Benthological Society, 59<sup>th</sup> Annual Meeting, Providence, Rhode Island. May.
- Griffiths, R.W. and T.G. Northcote. 2010. Does seasonal changes in mortality and growth explain differences in production of shredders, collectors, scrapers and a predator in a coastal mountain stream? Presented at the North American Benthological Society, 58<sup>th</sup> Annual Meeting, Santa Fe, New Mexico. June.
- Griffiths, R.W. 2010. Does Land Use within a watershed affect the relationship between Water Quality and Riparian Vegetation? Presented at the 31<sup>st</sup> Congress of the International Association of Theoretical and Applied Limnology, Cape Town, South Africa. August.
- Griffiths, R.W. and D.L.G. Noakes. 2009. Benthic community organization in replicate stream channels colonized through drift. Presented at the North American Benthological Society, 57<sup>th</sup> Annual Meeting, Grand Rapids, Michigan. May.
- Griffiths, R.W. and T.G. Northcote. 2008. Are autumn growing detritivorous mayflies most productive? Presented at the North American Benthological Society, 56<sup>th</sup> Annual Meeting, Salt Lake City, Utah. May.
- Griffiths, R.W. 2007. Does Land Use within a watershed affect the relationship between Water Quality and Riparian Vegetation? Presented at the North American Benthological Society, 55<sup>th</sup> Annual Meeting, Columbia, South Carolina. June.
- Griffiths, R.W. and T.G. Northcote. 2007. Are autumn growing detritivorous mayflies most productive? Presented at the 30<sup>th</sup> Congress of the International Association of Limnology, Montreal Quebec. August 12-18.
- Griffiths, R.W. and F.W.H. Beamish 2006. Macroinvertebrate Community Structure in Thai Streams: Examining Temperate Concepts in Tropical Streams. Presented at the North American Benthological Society, 54<sup>th</sup> Annual Meeting, Anchorage, Alaska. June 4-8.
- Griffiths, R.W. 2005. Using historical surveys and ecological theory to assess water quality conditions when references sites are unavailable. Presented at the North American Benthological Society, 53<sup>th</sup> Annual Meeting, New Orleans, Louisiana. May 21-25.
- Griffiths, R.W. and T.G. Northcote. 2004. Does autumn leaf-drop enhance detritivorous stonefly growth and production? Presented at the 28<sup>th</sup> Congress of the International Association of Limnology, Lahti, Finland. August 9-14.

- Griffiths, R.W. 2004. Annual Variation in Benthic Composition at a riffle site on a creek: Implications for water quality assessment. Presented at the North American Benthological Society, 52th Annual Meeting, Vancouver, B.C. June.
- Griffiths, R.W. 2003. Density-richness relationship: implications for water quality bioassessment. Presented at the North American Benthological Society, 51th Annual Meeting, Athens, Georgia. June.
- Griffiths, R.W. 2002. Does autumn leaf-drop enhance detritivorous stonefly growth and production? A comparative study. Presented at the North American Benthological Society, 50th Annual Meeting, Pittsburg, Pennsylvania. May 27- June 1.
- Griffiths, R.W. 2001. Estimating the carrying capacity of catchments for agricultural development based on water quality. Presented at the 28th Congress of the International Association of Limnology, Melbourne, Australia. February.
- Griffiths, R.W. 2001. Predicting trout abundance using satellite imagery. Presented at the North American Benthological Society, 49th Annual Meeting, La Crosse, Wisconsin. June 3-6.
- Griffiths, R.W. 2000. Predictions, properties and test of the BioMAP water quality model. Presented at the North American Benthological Society, 48th Annual Meeting, Keystone, Colorado. May 30-June 2.
- Griffiths, R.W. 1998. Mapping stream water quality using benthos and satellite imagery. Presented at the 27th Congress of the International Association of Limnology, Dublin, Ireland. August 9-14.
- Griffiths, R.W. 1998. A knowledge-based, biological measure of water quality for lotic systems. Presented at the North American Benthological Society, 46th Annual Meeting, Charlottetown, Prince Edward Island. June 2-5.
- Griffiths, R.W., S.D. Cooper, and K. Mavuti. 1997. The macroinvertebrate fauna of streams in the Lake Naivasha Basin, Kenya. Presented at the North American Benthological Society, 45th Annual Meeting, San Marcos, Texas. May 27-30.
- Griffiths, R.W. 1996. Mapping stream water quality. Presented at the North American Benthological Society, 44th Annual Meeting, Kalispell, Montana. June 3-6.
- Griffiths, R.W. 1994. Habitat alterations caused by the keystone species, *Dreissena polymorpha*. Presented at the International Association of Great Lakes Research, Annual Meeting, University of Windsor, Windsor, Ontario. June 6-10.
- Griffiths, R.W. 1994. Ecosystem changes caused by the keystone species, *Dreissena polymorpha*. Presented at the North American Benthological Society, 42th Annual Meeting, Omni Hotel, Orlando, Florida. May 24-27.
- Griffiths, R.W. 1993. Statistical applications: Matching theory with reality. In: Use of biostatistics in benthic ecological studies. (Canton, S. and M. Munn) The 6th Annual Technical Information Workshop of the North American Benthological Society. Held at the University of Calgary, Calgary, Alberta. May 24-28. 12 pp.
- Griffiths, R.W. 1992. Effects of zebra mussels on the ecology of Lake St. Clair. Presented at the North American Benthological Society, 40th Annual Meeting, University of Louisville and Murray State University, Louisville, Kentucky. May 26-29.
- Griffiths, R.W., J.H. Leach, D.W. Schloesser, W.Kovalak and T. Nalepa. 1990. Spatial and temporal distribution of the zebra mussel in the Great Lakes Region. Presented at the North American Benthological Society, 38th Annual Meeting, Virginia Polytechnical Institute, Blacksburg, Virginia. May 22-25.
- Griffiths, R.W. and A.W. McLarty. 1989. Assessing the impact of industrial developments near Nanticoke on the nearshore benthic fauna of Long Point Bay, Lake Erie: Analysis of a 15-year

- monitoring program utilizing artificial substrates. Presented at the North American Benthological Society, 37th Annual Meeting, University of Guelph, Guelph, Ontario. May 16-19.
- Griffiths, R.W. 1989. Zebra mussel invasion of North America. Presented at the 24th Congress of the International Association of Limnology, Munich, FRG. August 16-20.
- Griffiths, R.W. 1987. Application of classification and discriminant analysis in analyzing benthic invertebrate and physicochemical data in terms of environmental quality. Presented at the North American Benthological society, 35th Annual Meeting, University of Maine, Orono, Maine. June 2-5.
- Griffiths, R.W. 1986. Effect of acidification on chironomid community dynamics. Presented at the North American Benthological Society, 34th Annual Meeting, University of Kansas, Lawrence, Kansas. May 20-23.
- Griffiths, R.W. 1985. Predictions and validation of an acidification model based on catastrophe theory. Presented at the North American Benthological Society, 33rd Annual Meeting, Oregon State University, Corvallis, Oregon. June 25-28.
- Griffiths, R.W. and L. C. Sardella. 1984. Drift response of invertebrates to acidification: A possible mechanism. Presented at the North American Benthological Society, 32nd Annual Meeting, University of North Carolina, Raleigh, N.C. May 22-25.
- Griffiths, R.W. and J.C. H. Carter. 1984. Effect of acidification on lotic insect emergence. Presented at the North American Benthological Society, 32nd Annual Meeting, University of North Carolina, Raleigh, N.C. May 22-25.
- Griffiths, R.W. 1982. The effect of trout predation on the abundance and production of stream insect populations. Presented at the North American Benthological Society, 30th Annual Meeting, University of Michigan, Ann Arbor, MI. May 18-21.

#### **TEACHING EXPERIENCE:**

- |      |  |
|------|--|
| 2016 | Instructor: Macroinvertebrate Identification Workshop. Buffalo State University.   |
| 2007 | Instructor: Bioassessment of Water Quality. Burapha University, Bang Saen, Thailand. Workshop, March.                                      |
| 2006 | Instructor: BioMAP: Bioassessment of Water Quality, Niagara College. Fall Term.  |
| 2005 | Instructor: BioMAP: Bioassessment of Water Quality, Niagara College. Fall Term.  |
| 2004 | Instructor: Bioassessment of Water Quality. Burapha University, Bang Saen, Thailand. Workshop, March.                                      |
| 2003 | Instructor: BioMAP: Bioassessment of Water Quality, Niagara College. Fall Term.  |
| 2002 | Instructor: BioMAP: Bioassessment of Water Quality, Niagara College. Fall Term.  |
| 2001 | Instructor: Bioassessment of Water Quality. Burapha University, Bang Saen, Thailand. Workshop, March.                                      |
| 2001 | Instructor: Bioassessment of Water Quality - Field methods. Watershed Research Centre, Twizel, New Zealand. Summer Field Course. February. |
| 2000 | Instructor: Bioassessment of Water Quality - Field methods, University of Nippissing, North Bay. Summer Field Course. July.                |
| 1999 | Instructor: Biology of Polluted Waters, University of Guelph. Fall Term.   |
| 1999 | Instructor: BioMAP: Bioassessment of Water Quality, Niagara College. Fall Term.  |
| 1999 | Instructor: Bioassessment of Water Quality - Field methods, Niagara College. Summer Field Course. August.                                  |
| 1998 | Co-Instructor: Collection of biological samples and data analysis, Niagara College. Fall Term.   |

#### **GRADUATE STUDENT SUPERVISION:**

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|---------|---|
| 1995-98 | Destun, K. Mapping stream fish distribution and abundance from riparian vegetation. MSc Thesis. University of Guelph. 122 pp. |
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1991-94 Zaranko, D. Polychlorinated biphenyls in an urban stream: Application of a food web model. MSc Thesis. University of Guelph. 130 pp.

#### **CERTIFICATIONS:**

Taxonomic Certification in Chironomidae. Society for Freshwater Science, 2017.

Taxonomic Certification in Eastern Ephemeroptera, Plecoptera and Trichoptera. Society for Freshwater Science, 2014.

Small Boat Operating Proficiency. Transport Canada, 2014.

Small non-pleasure Vessel Basic Safety (Med A3). Transport Canada, 2014.

#### **ACTIVITIES:**

2008- Affiliated Professor: Oregon Hatchery Research Center, Oregon State University, Corvallis, Oregon.

2001-14 Research Associate (with Dr. Bill Beamish): Burapha University, Bang Saen, Thailand.

2011-17 Chair, Science Policy Committee, Society for Freshwater Science.

2007-10 Science Policy Committee, North American Benthological Society.

1995-98 Associate Member, Faculty of Graduate Studies, University of Guelph.

1996-97 Member of the Grand River Strategic Monitoring Committee

1995-97 Technical Advisory, Rondeau Bay Rehabilitation Program.

1994-96 Member of the Lake Erie Lakewide Management Plan (LaMP), Ecosystem Objectives Group

1990-94 Associate member, Faculty of Graduate Studies, University of Guelph.

1992-93 Chair of the Provincial Biological Monitoring Committee, MOEE.

1991-95 Member of Review Committee for the American Water Works Association Research Foundation.

1990-91 Co-Chair of the Science Laboratory and Environmental Technology Program Review Panel at Fanshawe College, London, Ontario.

1989-92 Member of the SIL working group on Biological Monitoring.

1989-92 Member of the Board Advisory Committee of Fanshawe College.

1988-91 Canadian Coordinator of the Zebra Mussel Watch Committee.

1987-89 Stakeholder for the Bay of Quinte Remedial Action Plan.

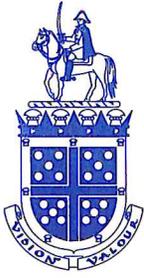
1987-89 Member of an IJC working group for the Classification and Inventory of the Great Lakes Aquatic Habitats

#### **RESEARCH SKILLS and EXPERTISE:**

1. Statistics: I have a strong background in statistical analysis and study design (six University mathematics courses), particularly as applied to the analysis of environmental, limnological and biological data matrices. I am familiar with uni- and multivariate statistics, along with circular and Bayesian statistical procedures.
2. Modelling: I learned a variety of ecological modelling techniques from Drs. C. Holling, C. Walters and R. Hillborn while I attended the University of British Columbia. I have expanded on this background of creating simulation models using difference and differential equations by incorporating the mathematics of catastrophe, chaos and fuzzy logic theory into models.
3. Geographic Information Systems: I am particularly familiar with raster GIS systems, which I have used to assess the spatial abundance and distribution of terrestrial resources and aquatic

organisms, and map the water quality of streams using satellite multi-spectral imagery and benthic invertebrate field data.

4. Taxonomy of aquatic invertebrates: My taxonomic expertise for identifying benthic macroinvertebrates has been developed over the past 35 years. I currently have over 1.6 million identified specimens in my personal collection, primarily from Ontario, but with good representation from Oregon, British Columbia, East Africa, Thailand and New Zealand. I have contributed to the addition of five mayfly taxa to the provincial species list. Drs. C.R. Lugo-Ortiz and P. McCafferty at Purdue University named an East African mayfly: *Acanthiops griffithsi* after me in recognition of my stream bioassessment work in Kenya (Lugo-Ortiz and McCafferty 1998). I obtained a taxonomic certification in Eastern EPT and Chironomidae from the Society of Freshwater Science.
5. Ecosystem Modeling Workshop Facilitation: I have organized and facilitated ecosystem workshops as a means to synthesize interdisciplinary scientific information, reach consensus on complex environmental issues, and develop management plans with recommendations and options to meet specific goals. For example, I used this technique to develop Ecosystem Objectives for the Lake Erie Lakewide Management Program and to generate hypotheses related to the extensive beaching of aquatic plants along the Michigan and Ontario shorelines of Lake St. Clair.



December 5, 2024

Agencies and Persons Circulated

Dear Messrs. and Mesdames,

**Re:** County Official Plan Amendment 126 – County File No.: OP-2020-01-04  
County of Wellington – Urban Boundary Expansions

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The County of Wellington is proposing to amend the County Official Plan to address requirements under Section 26 of the *Planning Act*. The Official Plan Review is being completed through a series of official plan amendments to bring the County Official Plan into conformity with Provincial land use plans, consistency with the Provincial Planning Statement and address other legislative changes.

## PROPOSAL

The purpose of proposed County Official Plan Amendment No.126 (OPA 126) is to revise the Official Plan as part of Urban Phase 3A of the County's Official Plan Review. The proposed amendment would change, replace, delete or add policies and/or schedules related to the following key areas:

### County-wide

- Address urban growth matters including intensification and density targets, phasing of new growth, agricultural impact mitigation, targeted 2024 Provincial Planning Statement updates, and other changes.
- Updated mapping for Sourcewater Protection Schedules as in approved Source Protection Plans and removal of policy duplication.

### Centre Wellington

- Expansion of the urban area boundaries of Fergus and Elora/Salem and to identify new Designated Greenfield Area and Employment Area lands.
- Remove local planning policy for Community Planning Study Area.
- Remove Mineral Aggregate Resource Overlay related to urban expansions and buffer area.

### Greenbelt

- Updated mapping for 2023 Provincially-expanded Greenbelt lands in Erin.
- Add policies to implement Provincial policy direction to maintain policy connections in the Greenbelt Plan to the Provincial Policy Statement (2020) and Growth Plan for the Greater Golden Horseshoe (2019).

I am requesting that you provide comments on the proposed amendment to the County of Wellington's Official Plan by **Thursday, January 16, 2025**.

## **MAKE SUBMISSIONS**

Please review the proposed amendment and provide comments to the County Planning Department, to the attention of Mr. Aldo Salis, Director of Planning. Inquiries and written submissions about the application can be made to the County of Wellington's Planning and Development Department, telephone (519) 837-2600, ext. 2300; fax (519) 823-1694 or to the above address.

## **REQUESTING NOTICE OF DECISION**

In accordance with Section 17 (36.5) of the *Planning Act* there is no appeal of a decision where the Minister is the approval authority. If you wish to be notified of the decision of the Corporation of the County of Wellington in respect of this proposed County Official Plan Amendment, you must make a written request to the Director of Planning and Development, Corporation of the County of Wellington, 74 Woolwich Street, Guelph, Ontario, N1H 3T9.

**NOTE:** Any verbal or written comment/objection submitted to the County of Wellington regarding this application, which is being processed under the Planning Act, may be made public as part of the process.

## **GETTING ADDITIONAL INFORMATION**

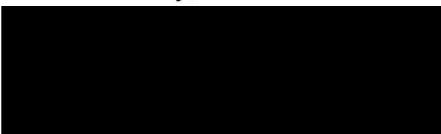
The proposed amendment and additional information about the amendment are available:

- on the internet at: [www.wellington.ca/planwell](http://www.wellington.ca/planwell) on the Official Plan Review webpage under the Official Plan Amendments drop down menu
- or by contacting Sarah Wilhelm, Manager of Planning at (519) 837-2600 ext. 2130 or [sarahw@wellington.ca](mailto:sarahw@wellington.ca)

### **NOTE:**

- 1) Your comments on the application are required on or before Thursday, January 16, 2025.**
- 2) If you have not submitted comments on the application on or before that date, it will be assumed that you do not have any concerns in respect of this matter.**
- 3) A public meeting regarding this amendment will be planned in the future. Notification will be provided in accordance with the *Planning Act*.**

Yours truly,



Aldo L. Salis, MCIP, RPP  
Director of Planning and Development



**COUNTY OF WELLINGTON  
NOTICE OF COMPLETE  
APPLICATION  
FOR PROPOSED  
OFFICIAL PLAN AMENDMENT**



**TAKE NOTICE** that the County of Wellington has submitted a complete application to amend the County of Wellington Official Plan pursuant to section 26 of the *Planning Act*, R.S.O. 1990, c.P.13 as amended.

**THE LAND SUBJECT** to the proposed amendment is in the entire County of Wellington and a key is not provided. A key map of specific lands in the Township of Centre Wellington is provided for convenience below.

**THE PURPOSE** of proposed County Official Plan Amendment No.126 (OPA 126) is to revise the Official Plan as part of Urban Phase 3A of the County's Official Plan Review. The proposed amendment would change, replace, delete or add policies and/or schedules related to the following key areas:

**County-wide**

- Address urban growth matters including intensification and density targets, phasing of new growth, agricultural impact mitigation, targeted 2024 Provincial Planning Statement updates, and other changes.
- Updated mapping for Sourcewater Protection Schedules as in approved Source Protection Plans and removal of policy duplication.

**Centre Wellington**

- Expansion of the urban area boundaries of Fergus and Elora/Salem and to identify new Designated Greenfield Area and Employment Area lands.
- Remove local planning policy for Community Planning Study Area.
- Remove Mineral Aggregate Resource Overlay related to urban expansions and buffer area.

**Greenbelt**

- Updated mapping for 2023 Provincially-expanded Greenbelt lands in Erin.
- Add policies to implement Provincial policy direction to maintain policy connections in the Greenbelt Plan to the Provincial Policy Statement (2020) and Growth Plan for the Greater Golden Horseshoe (2019).

**IF YOU WISH** to be notified of the adoption of the proposed official plan amendment, or of the refusal of a request to amend the official plan, you must make a written request to Mr. Aldo Salis, Director of the Wellington County Planning and Development Department (address below).

**A PUBLIC MEETING** to obtain input on this proposed amendment will be scheduled in the future. Notice of the Public Meeting will be provided in accordance with the *Planning Act*, R.S.O. 1990, c.P.13.

**IF A PERSON** or public body would otherwise have an ability to appeal the decision of the County of Wellington to the Ontario Land Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the County of Wellington before the proposed official plan amendment is adopted, the person or public body is not entitled to appeal the decision.

**IF A PERSON** or public body does not make oral submissions at a public meeting or make written submissions to the County of Wellington before the proposed official plan amendment is adopted, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party.

**INFORMATION ABOUT APPEALS**

In accordance with Section 17 (36.5) of the *Planning Act* there is no appeal of a decision where the Minister is the approval authority.

**WE REQUEST** that any written submissions from members of the public be sent to the County of Wellington Planning and Development Department (address below). Please refer to file **No. OP-2020-01-04** when responding.

**NOTE:** Any verbal or written comment/objection submitted to the County of Wellington regarding this application, which is being processed under the *Planning Act*, may be made public as part of the process.

**ADDITIONAL INFORMATION**

Information about the details of the amendment, including mapping, is available for review on the County of Wellington website:

[www.wellington.ca/planwell](http://www.wellington.ca/planwell)

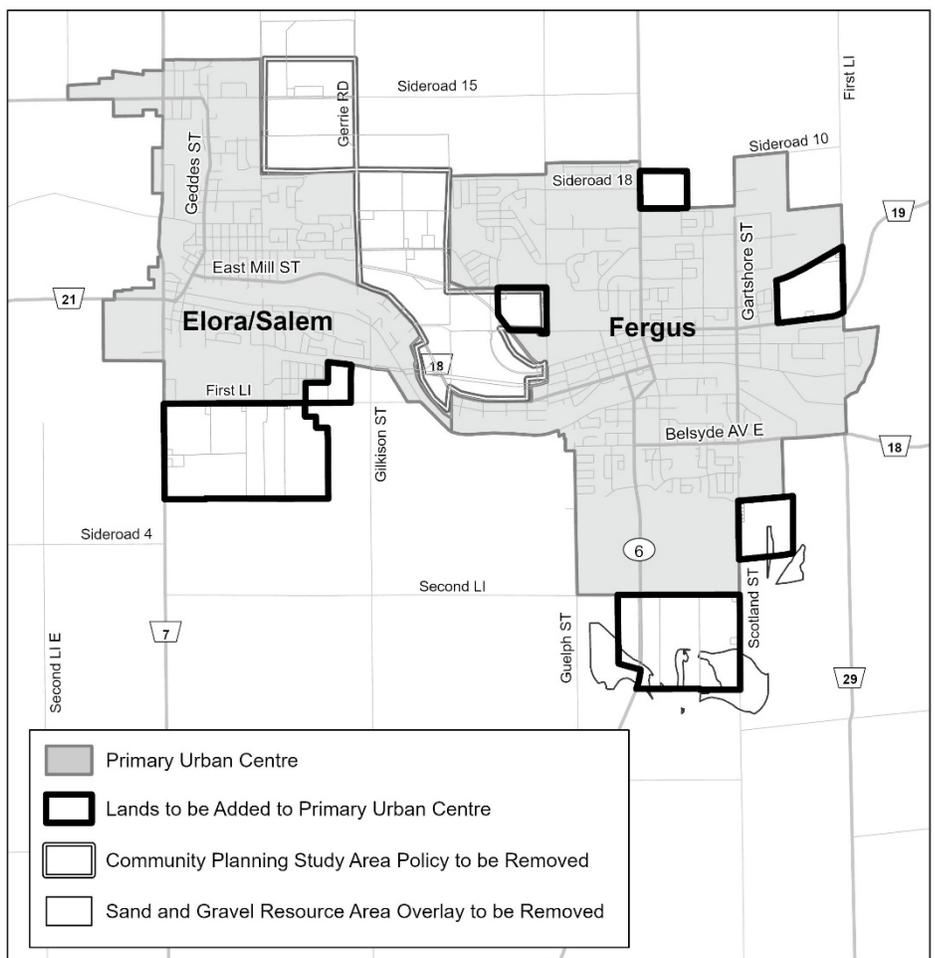
under the Official Plan Amendments drop down menu or by contacting Sarah Wilhelm, Manager of Policy Planning at (519) 837-2600 ext. 2130 or [sarahw@wellington.ca](mailto:sarahw@wellington.ca).

County of Wellington  
 Planning and Development  
 Department  
 Administration Centre  
 74 Woolwich Street  
 Guelph, ON N1H 3T9

Dated at the City of Guelph  
 this 5<sup>th</sup> day of December, 2024

Aldo L. Salis, MCIP, RPP  
 Director Planning and  
 Development Department  
 County of Wellington

**KEY MAP Centre Wellington**





COUNTY OF WELLINGTON

KIM COURTS  
DEPUTY CLERK  
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December 3, 2025

Wellington County  
Member Municipality Clerks  
Amanda Knight, Township of Guelph/Eramosa  
Nina Lecic, 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 North  
Justine Brotherston, Township of Puslinch

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[jbrotherston@puslinch.ca](mailto:jbrotherston@puslinch.ca)

Good afternoon,

At its meeting held on November 28, 2024, Wellington County Council approved the following recommendation from the Planning Committee:

**That the County Official Plan Review – OPA 126 Urban Boundary Expansions report be received for information.**

**That the County Clerk circulate this report to Member Municipalities for information.**

**That draft OPA 126 Urban Boundary Expansions be circulated for comments.**

**That staff be directed to schedule and hold an open house(s) under the Planning Act to provide the public with opportunities to review and comment on the amendment.**

**That the Planning Committee be authorized to hold a public meeting under the Planning Act at the appropriate time.**

Please find enclosed County Official Plan Review – OPA 126 Urban Boundary Expansions.

Should you have any questions, please contact Sarah Wilhelm, Manager of Policy Planning, at [sarahw@wellington.ca](mailto:sarahw@wellington.ca).

Respectfully,



Kim Courts  
Deputy Clerk



**To:** Chair and Members of the Planning Committee  
**From:** Sarah Wilhelm, Manager of Policy Planning  
**Date:** Thursday, November 14, 2024  
**Subject:** County Official Plan Review – OPA 126 Urban Boundary Expansions

### 1.0 Purpose of Report

This report provides an overview of draft Official Plan Amendment 126 (OPA 126). This County-initiated amendment identifies urban boundary expansions in Centre Wellington, addresses County-wide policy updates related to growth, and housekeeping changes. This amendment is part of Urban Phase 3A of the County's Official Plan Review.

### 2.0 Report Highlights

- This report sets the stage for staff to seek feedback and prepare for future public consultation on proposed OPA 126.
- No decisions on the proposed amendment are being requested of Council at this time.
- The amendment includes the following:
  1. Centre Wellington focused changes to expand the urban area boundaries of Fergus and Elora/Salem.
  2. County-wide changes to address urban growth matters including intensification and density targets, phasing, agricultural impact mitigation, targeted 2024 Provincial Planning Statement updates, and changes of a housekeeping nature.
  3. Greenbelt focused changes of a housekeeping nature which impact Erin and Puslinch.

### 3.0 Background

The County's ongoing Official Plan Review was launched in late 2019 as a joint municipal comprehensive review (MCR) and 5-year review. Since that time, the County's primary focus has been on completing the MCR component to fulfill the requirements of the Provincial Growth Plan for the Greater Golden Horseshoe. However, the Province has recently concluded a two-year process to streamline and combine the 2020 Provincial Policy Statement and 2019 Growth Plan for the Greater Golden Horseshoe (Growth Plan). As a result, the 2024 Provincial Planning Statement (2024 PPS) came into effect October 20, 2024 and all land use planning decisions are required to be consistent with its policies.

The County would have completed its settlement area boundary expansions prior to October 20, 2024 were it not for the following:

- 2-year Provincial delay on final approval of County of Wellington Official Plan Amendment 119 (County Growth Structure) from time of Council adoption in May 2022 to final Provincial decision on Bill 162 in May 2024.

- 1-year+ Provincial delay on final approval of County of Wellington Official Plan Amendment 120 (County Growth Forecast) from the time of Council adoption February 2023 to final Provincial decision in July 2024.
- 1-year of uncertainty concerning the finalization of the 2023 draft PPS.
- Reviewing, responding and pivoting to a multitude of legislative, policy, and regulation changes introduced by the Government since 2019.

One key change brought about by the new PPS is the elimination of the requirement for a municipal comprehensive review. As a result, staff has shifted the work plan to the 5-year component of the Official Plan Review. Given where the County is in its review cycle and in the absence of new Provincial guidance, staff will continue to implement the results of the following council-approved technical work: the Phase 1 MCR Report - Urban Structure and Growth Allocations and the Phase 2 MCR Report - Urban Land Needs Assessment prepared by Watson and Associates Land Economists Ltd.

As noted above, the Province has recently approved the County’s population, household and employment forecasts to 2051 as part of OPA 120 which implements part of the Phase 1 technical work. The Phase 2 analysis identifies the land requirements for the County’s primary urban centres (Community Areas and Employment Areas) and provides further recommendations for accommodating growth in Wellington.

Recently adopted OPA 123 implements Phase 2 by addressing recommendations primarily related to Future Development lands that are already within urban boundaries and recommended employment conversions. The County’s urban land need has been partially addressed through Provincial modifications to OPA 119 and 120 to expand Clifford, Drayton and Moorefield.

The County retained Colville Consulting Inc. to prepare an Agricultural Impact Assessment related to the identification of preferred urban expansion locations for Centre Wellington. The work was completed in two phases:

- Phase 1            Minimum Distance Separation (MDS) Study to identify potential constraints for development and refine the study area for potential urban boundary expansion locations.
- Phase 2            Addresses the Agricultural Resources criteria of the County’s Urban Boundary Expansion Framework.

The Agricultural Impact Assessment informed the County’s review of the Township’s recommended locations for expansion and is available on the Official Plan Review website for reference.

By addressing the need for urban boundary expansions in Centre Wellington, proposed OPA 126 will bring the County’s current urban expansion work to a conclusion.

**4.0 Purpose of the Official Plan Amendment**

The purpose of this amendment is to make sufficient urban area land available in Centre Wellington (Fergus and Elora/Salem) to accommodate an appropriate range and mix of land uses in Wellington

County over the long-term. The amendment also supports intensification, increased densities and phasing of growth and development County-wide.

This amendment will:

- Add urban expansion lands for Fergus and Elora/Salem as identified by the Township of Centre Wellington, subject to refinements.
- Implement intensification and density targets.
- Introduce new policies to set out a framework for local municipalities to phase new growth.
- Introduce new policies to address agricultural impact mitigation.

This amendment also makes targeted changes related to the 2024 Provincial Planning Statement to:

- Specify a 20 to 30 year planning period.
- Remove references to the municipal comprehensive review.
- Maintain policy connections in the Greenbelt Plan Area to the Provincial Policy Statement (2020) and Growth Plan for the Greater Golden Horseshoe (2019, as amended).

Housekeeping changes proposed through this amendment include:

- Updated mapping for Sourcewater Protection Schedules in accordance with the approved Source Protection Plans.
- Removal of specific land use policies in the Official Plan which are a duplication of the approved Source Protection Plans.
- Removal of local planning policy in Centre Wellington for Community Planning Study Area.
- Removal of Fergus and Elora/Salem urban expansion lands and 300 m buffer from Mineral Aggregate Resource Overlay.
- Updated mapping for the Provincially-expanded Greenbelt lands in Erin in 2023 to reflect the in-effect Greenbelt Protected Countryside and Greenbelt Natural Heritage System.
- Other minor policy changes.

## **5.0 Main Changes Proposed to the Official Plan**

This section provides a more detailed description of the main changes resulting from proposed OPA 126.

### **5.1 Centre Wellington Focused Changes**

#### **Urban Boundary Expansions**

To ensure that Centre Wellington has an appropriate supply of land to accommodate its allocation of urban population, household and employment growth to 2051 the draft amendment includes:

- New designated greenfield areas and employment areas for expansions to Fergus and Elora/Salem
- New designated Primary Urban Centre lands for expansions to Fergus and Elora/Salem (existing Core Greenlands and Greenlands to remain).

The municipal comprehensive review (MCR) Phase 2 Land Needs Assessment identified a need for additional Community Area and Employment Area lands in Centre Wellington to accommodate growth to 2051 (Figure 1 – row 1).

**Figure 1 Township Increased Density Scenario  
Centre Wellington Land Need**

<b>Township of Centre Wellington Land Need</b>	<b>Community Area<sup>1</sup></b>	<b>Employment Area<sup>2</sup></b>	<b>TOTAL</b>
County MCR Phase 2 Results	238 ha	160 ha	398 ha
South Fergus Secondary Plan Adjustment	204 ha	194 ha	398 ha
<b>Township Scenario Review Adjustment (Basis for Township Recommendation)</b>	<b>132 ha</b>	<b>194 ha</b>	<b>326 ha</b>

<sup>1</sup> Community Area is mainly residential but also commercial, office and institutional

<sup>2</sup> Employment Area is industrial designated land

The land need has been adjusted due to the conclusion of the South Fergus Secondary Plan. The final approved version of the Plan did not include 34 ha of Employment Area originally anticipated. This caused the need to adjust the land needs assessment accordingly to reflect the decrease of Employment Area and corresponding increase of Community Area (Figure 1 – row 2).

The Township of Centre Wellington also retained Watson to complete a further review of different intensification and designated greenfield area density scenarios for Community Areas. The scenario approved by Township Council is shown in row 3 of Figure 1 and is the basis for the Township’s recommended expansion areas. This scenario implements a higher density for new growth to reduce prime agricultural land consumption. These efforts resulted in a 72 ha (178 ac) or an almost 20% reduction of new urban area land required for expansion in the Township.

For additional context, Figure 2 identifies the intensification targets for the final Centre Wellington Community Area and Employment Area land need compared with the original County-wide targets.

**Figure 2 Centre Wellington and County-wide Growth Targets**

<b>Target</b>	<b>Centre Wellington</b>	<b>County-wide</b>
<b>Intensification Target</b>	Minimum 20% per year	Minimum 15% per year
<b>County MCR Phase 2 Greenfield Area Density Target</b>	Minimum of 47 people and jobs per hectare  (48 for Fergus and 43 for Elora/Salem)	Minimum of 40 people and jobs per hectare
<b>Township Refined Greenfield Area Density Target</b>	55 people and jobs per hectare  (56 for Fergus and 53 for Elora/Salem)	Minimum of 40 people and jobs per hectare

## Evaluation of Township of Centre Wellington Expansion Requests

Urban boundaries are designated in the County Official Plan and there are rules governing how to change them. In a report of February 2024 (PD2024-08), County staff provided information about the following:

- key Provincial and County policies for reviewing urban boundary expansions;
- an inventory of requests received by the January 2024 cutoff for Centre Wellington; and
- the framework developed to screen and evaluate where expansion should occur.

The Urban Boundary Expansion Review Framework contained in that report was endorsed by County Council. The Framework formed the basis for the evaluation of the most appropriate location for growth through the expansion of the boundaries of Fergus and Elora/Salem. Township of Centre Wellington led the evaluation process in consultation with County staff. Those results are available in a Township Report dated October 28, 2024 (PLN2024-38) and posted on the County's Official Plan Review website at: [www.wellington.ca/planwell](http://www.wellington.ca/planwell).

Some landowners and consultants opted to submit supplemental information in support of their request(s) for urban boundary expansions in Centre Wellington. Such submissions were not requested as part of the evaluation process and were reviewed by County staff for context only. Direct responses to these submissions are not contained in this report, but the submissions are available for review in the project file.

Through a resolution of October 28, 2024, Township of Centre Wellington Council recommended urban boundary expansions. The Township's recommended boundaries were used as a starting point for drafting OPA 126; however, the County has made changes for further consideration through the circulation of the draft OPA. These changes are identified in Figure 3.

Many of the changes made by the County represent minor rounding out of the urban boundary to include small existing developed lots (see Area A and D) and natural features (see Area E and G) to create logical boundaries. Given the constraints to developing these lands, they have not been factored into the tabulation of land need.

The County has also considered the fragmentation of agricultural parcels, potential creation of landlocked agricultural parcels and Minimum Distance Separation encroachment resulting from the Township's recommended boundary. In response, the draft mapping has been revised to include additional Community Area Land in Elora/Salem (Area G) and Fergus (Area B) to eliminate remnant landlocked agricultural parcels. There is a Minimum Distance Separation encroachment in the southern portion of Area G.

Employment Area Land in Fergus (Area C) was reconfigured by removing the westerly parcel and extending the boundary of the properties on the east side of Highway 6. This eliminates multiple remnant parcels of landlocked agricultural land and reduces a Minimum Distance Separation encroachment.

**Figure 3 Centre Wellington Urban Boundary Expansions  
Draft County OPA Comparison with Township Recommendations**

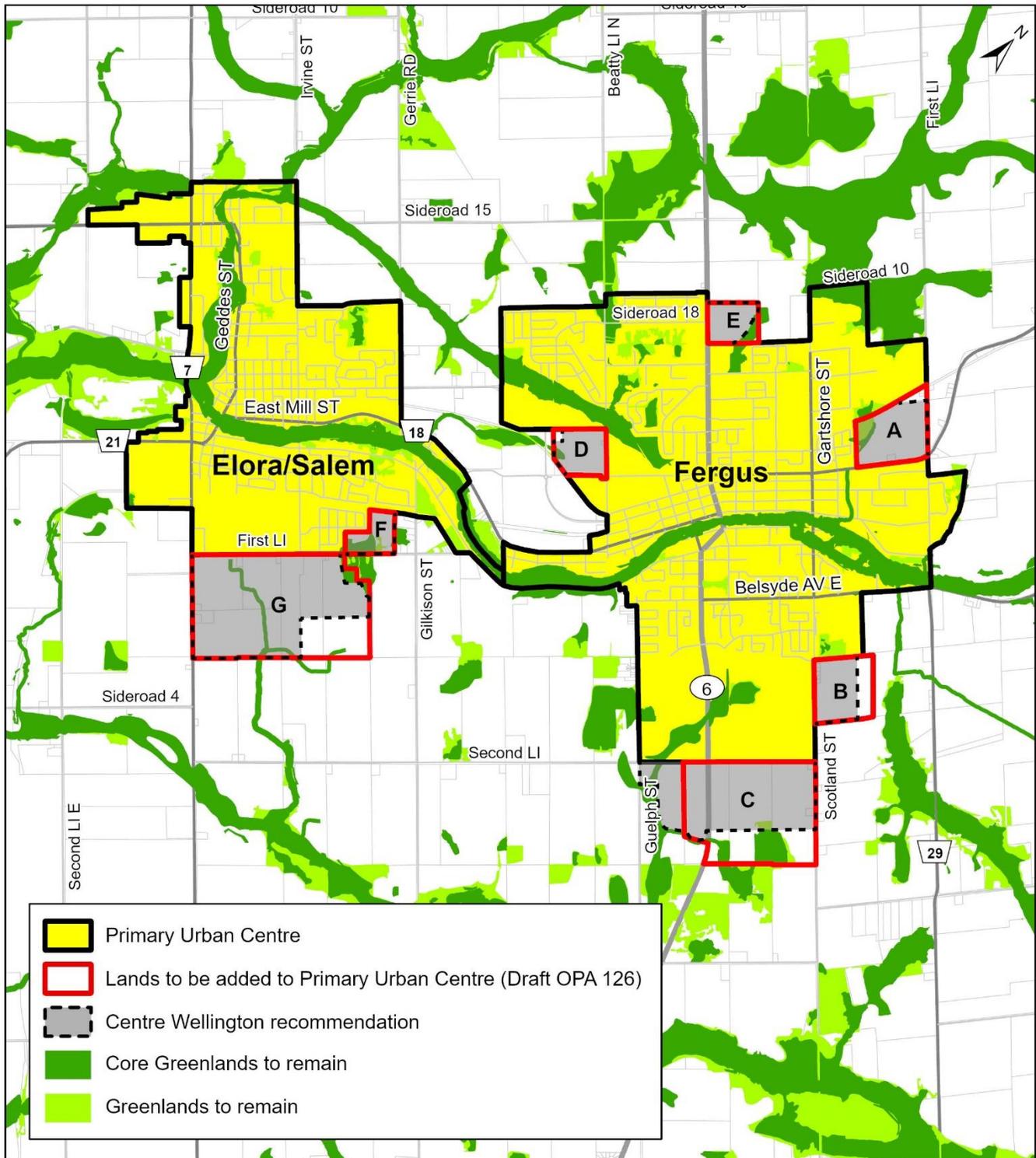


Figure 4 highlights the results of the County adjustments which are a total Community Area expansion of 169 ha and a total Employment Area expansion of 195 ha. This represents an increase of 38 ha of Community Area Land and an increase of 1 ha of Employment Area Land in the proposed OPA 126, compared to the Township’s recommended scenario. Staff note that the increase is still below the County MCR Phase 2 base scenario.

**Figure 4 County of Wellington Adjustments  
Centre Wellington Land Need**

<b>Township of Centre Wellington Land Need</b>	<b>Community Area<sup>1</sup></b>	<b>Employment Area<sup>2</sup></b>	<b>TOTAL</b>
County MCR Phase 2 Results	238 ha	160 ha	398 ha
South Fergus Secondary Plan Adjustment	204 ha	194 ha	398 ha
Township Scenario Review Adjustment (Basis for Township Recommendation)	132 ha	194 ha	326 ha
<b>County Adjustments (Basis for OPA 126)</b>	<b>169 ha</b>	<b>195 ha</b>	<b>364 ha</b>
<b>Difference between Township and County</b>	<b>+37 ha</b>	<b>+1 ha</b>	<b>+38</b>

<sup>1</sup> Community Areas is mainly residential, but also commercial, office and institutional

<sup>2</sup> Employment Area is industrial designated land

The County, through circulation of the proposed OPA, will seek feedback from the Township of Centre Wellington on the adjusted boundaries.

### **Community Planning Study Area (CPSA)**

The County Official Plan currently identifies an area between the existing Fergus and Elora/Salem Urban Centres on the north side of the Grand River as a Community Planning Study Area (CPSA). Lands within the Area are subject to additional policies which were added to the County Plan at the Township’s request in 2003. The policies provide for consideration of the area for future urban expansion subject to the Township undertaking and completing a Community Planning Study. Staff note that some of the technical work identified as part of the CPSA was completed prior to adding lands to the institutional campus at Wellington Place and for the Groves Memorial Community Hospital.

The Community Planning Study Area (CPSA) policies are now over twenty years old. Provincial planning policy, legislation and technical guidance documents have changed significantly since 2003. Removal of the CPSA is supported by Township staff as this will implement Centre Wellington’s recommended directions for growth.

### **Mineral Aggregate Resource Overlay**

Schedule D of the County Official Plan identifies lands within the Mineral Aggregate Resource Overlay. The Overlay indicates where aggregate deposits are likely to be available but does not presume that all conditions are appropriate to allow extraction or processing of the resource to proceed. The expanded urban boundaries of Fergus and Elora/Salem plus 300 metres beyond are proposed to be removed from the Overlay.

## **5.2 County-wide Changes**

### **Intensification Targets**

OPA 126 identifies a minimum intensification target of 15% for the County, encourages municipalities to exceed the target and encourages Centre Wellington and Wellington North to exceed a minimum target of 20%. This target is for infill development in the built up areas of primary urban centres.

## **Density Targets**

OPA 126 encourages municipalities to exceed a minimum density target of 40 residents and jobs per hectare and encourages Centre Wellington to exceed a minimum density target of 55 residents and jobs per hectare for designated greenfield area development.

## **Planning Period**

The OPA includes a text change to reflect the new PPS requirement for a 20 to 30 year planning period.

## **Municipal Comprehensive Review**

References to the municipal comprehensive review are removed through proposed OPA 126 due to the Government's elimination of the Growth Plan.

## **Phasing Growth**

New policies for phasing growth set out a framework for local municipalities (in coordination with the County) to identify the logical and timely extension and sequencing of growth in designated greenfield areas. Flexibility is built into the policy for municipalities to choose the approach that fits their needs and circumstances.

## **Agricultural Impact Mitigation**

New policies for agricultural impact mitigation are included in the draft amendment for development proponents to address the interface between the boundary of primary urban centres and the prime agricultural area.

## **Source Water Protection**

The Sourcewater Schedules in the Official Plan are proposed to be updated to be consistent with the approved Source Protection Plans. The general Source Water Protection policies are to remain in the Official Plan. However, OPA 126 proposes to remove the Source Protection Plan specific land use policies of subsection 4.9.5.5 because they are verbatim from the Source Protection Plans and represent policy duplication.

## **5.3 Greenbelt Focused Changes in Erin and Puslinch**

### **Mapping (Erin only)**

A map change of a housekeeping nature is proposed to identify the Provincially-mapped Greenbelt Protected Countryside and Greenbelt Natural Heritage System within the 2023 Greenbelt expansion lands in Erin.

### **Text (Erin and Puslinch)**

Impacting both Erin and Puslinch, is a Provincial administrative amendment to the Greenbelt Plan approved on August 15, 2024 so that the policies of the Provincial Policy Statement (2020) and the Growth Plan for the Greater Golden Horseshoe (2019, as amended) will continue to apply where the Greenbelt Plan refers to them. New text has been included in proposed OPA 126 to reflect the Provincial intent to maintain existing policy protections for the Greenbelt.

## **6.0 2024 Provincial Planning Statement (PPS)**

Key elements of the 2024 PPS that factor into staff's approach to the draft OPA 126 are detailed in the table below.

**Figure 5 Key Policy Areas of the 2024 PPS Factoring into OPA 126**

Policy Area	Relationship to 2024 PPS
<b>Growth Forecasts</b>	<ul style="list-style-type: none"> <li>• Wellington’s 2051 forecasts and local allocations based on the Growth Plan were approved by the Province in July 2024.</li> <li>• The new PPS does not require the County to base its population and employment growth forecasts on Ontario Population Projections published by the Ministry of Finance and allows the County to continue to use the 2019 Growth Plan forecasts to 2051.</li> </ul>
<b>Land Supply Requirements</b>	<ul style="list-style-type: none"> <li>• OPA 126 will make additional land available in Fergus and Elora/Salem to 2051, which satisfies the PPS requirement for a time horizon within a range between 20 and 30 years.</li> </ul>
<b>Land Needs Assessment Requirements</b>	<ul style="list-style-type: none"> <li>• OPA 126 will implement the results of the County’s land needs assessment completed by Watson &amp; Associates Land Economists Ltd. in accordance with the Land Needs Assessment Methodology for the Greater Golden Horseshoe (GGH LNA Methodology) together with a refined density scenario approved by Township of Centre Wellington Council.</li> <li>• While municipalities are no longer required to use the GGH LNA Methodology, there is no Provincial guidance material available at this time about alternative approaches.</li> <li>• The County is opting to implement the LNA results which are readily available, represent a considerable investment of staff time, consultant resources and public consultation. This also provides the most streamlined way to ensure sufficient land is available for new residential development in accordance with Provincial priorities.</li> </ul>
<b>Intensification targets</b>	<ul style="list-style-type: none"> <li>• The County is required by the 2024 PPS to establish and implement minimum targets for intensification.</li> <li>• Municipalities may choose to implement intensification targets consistent with those in the 2019 Growth Plan.</li> </ul>
<b>Density targets</b>	<ul style="list-style-type: none"> <li>• The 2024 PPS encourages municipalities like Wellington to establish density targets for lands that have not been fully developed or have been added to settlement areas.</li> <li>• Municipalities may choose to implement targets consistent with those in the 2019 Growth Plan.</li> </ul>
<b>Phasing policies</b>	<ul style="list-style-type: none"> <li>• Encourages County to establish and implement phasing policies.</li> <li>• Phasing policies are included in OPA 126 to help manage and control the pace of development, ensuring that infrastructure and services can keep up with growth.</li> </ul>
<b>Settlement area boundary expansion criteria</b>	<ul style="list-style-type: none"> <li>• Criteria has been simplified and scoped in some areas and the proposed expansions to Fergus and Elora/Salem meet those policy thresholds.</li> </ul>

## 7.0 Conclusion

Planning staff are satisfied that the proposed amendment should be circulated to County departments, local municipalities, Indigenous communities, commenting agencies, and individuals or organizations on the mailing list, and should be made available to the public for comment and discussion at a public meeting.

The full draft OPA, companion document, and other relevant material is posted online at:

[www.wellington.ca/planwell](http://www.wellington.ca/planwell)

### **Strategic Action Plan:**

This report relates to the following objectives and priorities in the County's Strategic Action Plan:

Making the best decisions for the betterment of the Community

### **Recommendations:**

That the County Official Plan Review – OPA 126 Urban Boundary Expansions report be received for information.

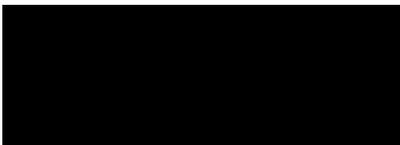
That the County Clerk circulate this report to Member Municipalities for information.

That draft OPA 126 Urban Boundary Expansions be circulated for comments.

That staff be directed to schedule and hold an open house(s) under the Planning Act to provide the public with opportunities to review and comment on the amendment.

That the Planning Committee be authorized to hold a public meeting under the Planning Act at the appropriate time.

Respectfully submitted,



Sarah Wilhelm, RPP, MCIP  
Manager of Policy Planning

In consultation with/approved by:

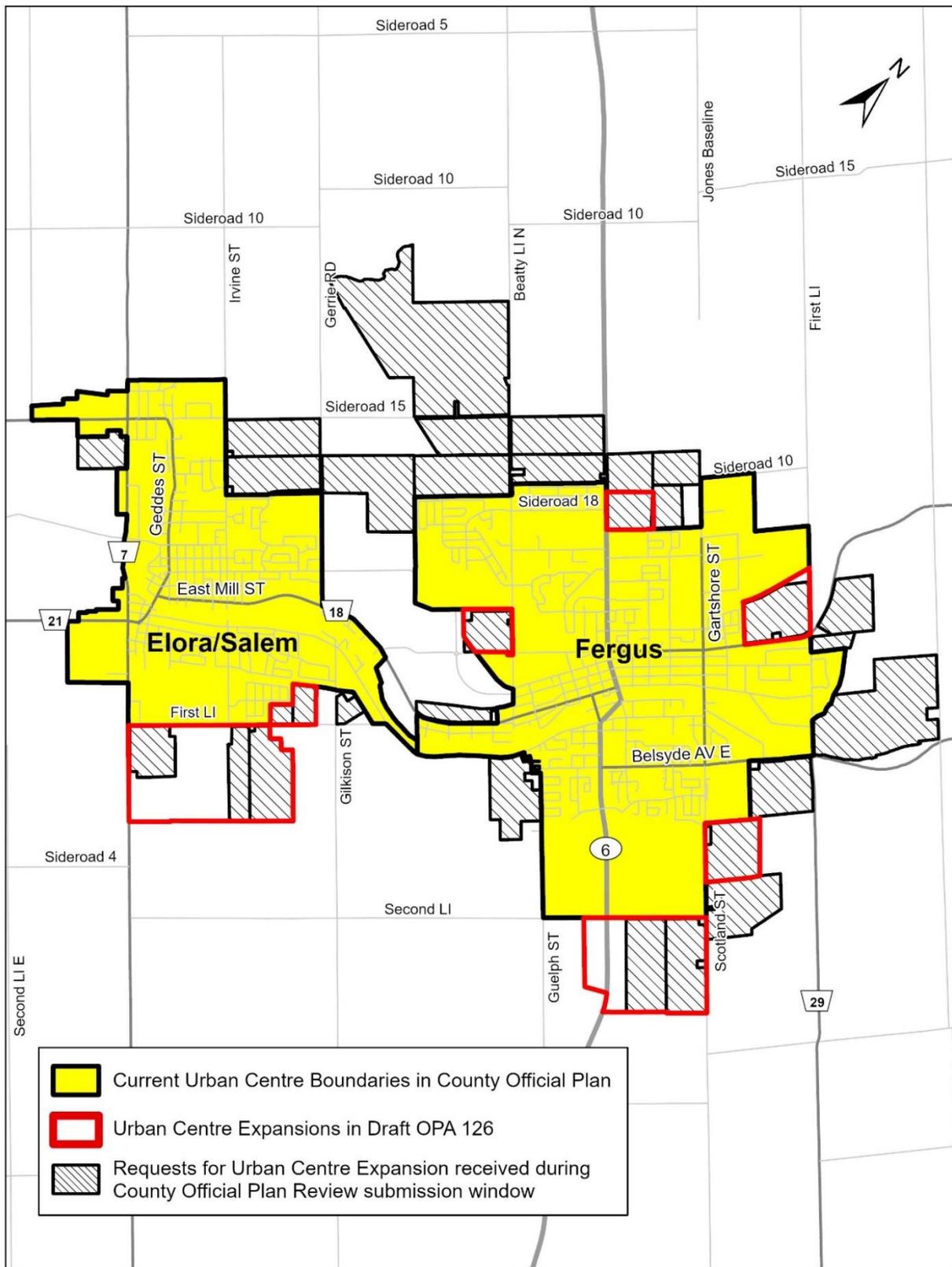
Aldo Salis, Director, Planning and Development

Scott Wilson, Chief Administrative Officer

Appendix A      Map of Requested Urban Settlement Area Boundary Expansions

# Appendix A

## Map of Requested Urban Settlement Area Boundary Expansions (SABE)





# COUNTY OF WELLINGTON

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## Committee Report

**To:** Chair and Members of the Roads Committee  
**From:** Don Kudo, County Engineer  
**Date:** Tuesday, November 12, 2024  
**Subject:** **Lake Road (Wellington Road 32) Speed Limit Change - Monitoring Results**

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### Background:

In September 2023, Committee and Council approved speed limit changes to Lake Road (Wellington Road 32) in the Township of Puslinch. These changes were a result of recommendations from the Road Master Action Plan (RMAP), facilitated through the road reconstruction project completed in Fall, 2023. In addition to the approved recommendations to amend the Consolidated Speed Bylaw to change the limits of the 50 km per hour posted speed limit zone and to change the posted limit for a section of Lake Road from 50 km per hour to 70 km per hour, Council passed a resolution:

That staff undertake seasonal speed monitoring and report back to Roads Committee in Fall 2024

Staff have completed the speed monitoring for Lake Road and the results are summarized below:

#### **Posted Speed Limit Zone - 50 km per hour**

Since the speed limit changes were implemented in Fall 2023, the 50 km per hour zone has shown an improved speed reduction trend of the 85th percentile speed ranging from 67 km per hour in October 2023 to 53 km per hour in September, 2024. Average speeds also indicate a speed reduction trend of 57 km per hour (October, 2023) to 47 km per hour (September 2024). Previous speed monitoring data for this location from June 2018 to May 2023 indicated the 85th percentile speeds ranging from 73 km per hour to 89 km per hour. Reconstruction of the road in this residential area to include curbs, paved shoulders, speed limit radar signs, pedestrian crossings, centre line speed limit signs and changes to the intersection of WR 32 and Concession 2 appears to have reduced speed in this location.

#### **Posted Speed Limit Zone – 70 km per hour**

Over the past year, the 85th percentile speeds in the 70 km per hour zone have ranged from 71 km per hour to 85 km per hour and the average speeds have ranged from 56 km per hour to 76 km per hour since the construction was completed last Fall. These results indicate high compliance with the new posted speed limit. Changing the posted speed limit to a speed limit that is consistent with the rural road environment may have had an impact on the lower rates of speed in the residential 50 km per hour posted speed limit zone.

Based on the seasonal speed monitoring completed to date, staff recommend maintaining the posted speed limits.

**Strategic Action Plan:**

This report relates to the following objectives and priorities in the County's Strategic Action Plan:  
Making the best decisions for the betterment of the Community

**Recommendation:**

That the current posted speed limits on Lake Road (Wellington Road 32) in the Township of Puslinch be maintained.

Respectfully submitted,



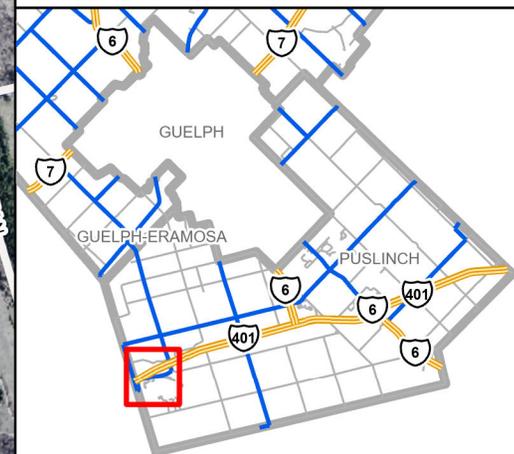
Don Kudo, P.Eng.  
County Engineer

In consultation with/approved by:  
Scott Wilson, Chief Administrative Officer

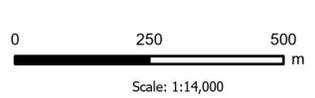
Attachment - Map – Lake Road (WR 32) Speed Limit

# Lake Road (Wellington Road 32) Speed Limits Township of Puslinch

<b>COUNTY ROAD</b>	LOCAL ROAD
30 KM/HR	HIGHWAY
40 KM/HR	WATERBODY
50 KM/HR	HAMLET BOUNDARY
60 KM/HR	MUNICIPAL BOUNDARY
70 KM/HR	
80 KM/HR	



**WELLINGTON  
COUNTY**



Date: October 2024  
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**Ministry of Finance**

Provincial-Local  
Finance Division

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95 Grosvenor Street  
Toronto ON M7A 1Y7

**Ministère des Finances**

Division des relations provinciales-  
municipales en matière de finances

Édifice Frost nord  
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Toronto ON M7A 1Y7



October 31, 2024

His Worship James Seeley  
Chair, Top Aggregate Producing Municipalities of Ontario (TAPMO)  
[jseeley@puslinch.ca](mailto:jseeley@puslinch.ca)

Don MacLeod  
Executive Director, TAPMO  
[executivedirector@tapmo.ca](mailto:executivedirector@tapmo.ca)

Dear Mayor Seeley and Mr. MacLeod:

Thank you for your letter about the new aggregate extraction property class.

As noted in my letter of October 3, the Province will be setting municipal tax ratios and education tax rates for the new aggregate extraction property class to provide tax mitigation for properties in the class. The plan is to provide an overall \$6M tax reduction to properties in the class relative to the original 2024 tax level, comprised of \$3M municipal tax and \$3M education tax. While the specific tax ratios and impacts will not be available until after the assessments for 2025 are finalized by the Municipal Property Assessment Corporation (MPAC), the intention is that municipalities overall will still benefit from the majority of the incremental tax revenues that resulted from the assessment methodology changes implemented by MPAC for 2024.

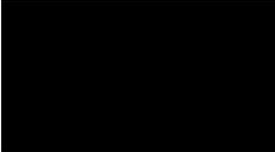
More details will be shared when they become available. We appreciate the importance of providing municipalities with as much time as possible to support their budgetary planning. We have taken note of your request to receive this information by November 30<sup>th</sup> and will endeavour to provide the data as close to this date as possible.

Regarding your request that TAPMO be included in consultations during 2025, that is an important part of our plan. We will be reaching out to TAPMO as well as the aggregate sector, and working with MPAC and the Ministry of Natural Resources, to seek more detailed information regarding aggregate activities and discuss possible updates to the definition of the property class.

The government understands the challenges small and rural municipalities face. In this regard, in the 2024 Fall Economic Statement announced the Ontario Municipal Partnership Fund will be increased by \$100 million (20% increase) annually. This will be phased in over two years with an immediate \$50 million increase in 2025.

The government values its relationship with TAPMO and looks forward to working with you and your members as we move forward with the implementation and refinement of the aggregate extraction property class.

Sincerely,



Ian Freeman, CPA, CMA  
Assistant Deputy Minister  
Provincial-Local Finance Division

**Ministry of Finance**  
**Office of the Minister**  
Frost Building S, 7th Floor  
7 Queen's Park Crescent  
Toronto ON M7A 1Y7  
Tel.: 416-325-0400



**Ministère des Finances**  
**Bureau du ministre**  
Édifice Frost Sud 7e étage  
7 Queen's Park Crescent  
Toronto (Ontario) M7A 1Y7  
Tél.: 416-325-0400

Minister of Finance | Ministre des Finances  
**PETER BETHLENFALVY**

880-2024-2236

His Worship James Seeley  
Chair, Board of Directors  
Top Aggregate Producing Municipalities of Ontario (TAPMO)  
[jseeley@puslinch.ca](mailto:jseeley@puslinch.ca)

Dear Mayor Seeley:

Thank you for your letter regarding the new aggregate extraction property class.

Due to the long history of assessment appeals and property tax fluctuations of aggregate extraction properties, and the important role of this sector in Ontario's economy, the government is taking action to ensure predictability and sustainability for both municipalities and aggregate sector businesses. By creating a new property class, the government is providing improved tax stability and predictability in a sector that is critical to the province's housing and infrastructure priorities.

As noted in my letter dated October 2, 2024, the province will be setting municipal tax ratios and education tax rates for the new aggregate extraction property class to provide tax mitigation for properties within this class. When compared to the original 2024 tax rate, the plan is to provide an overall \$6 million tax reduction to properties in the class, a split of \$3 million in municipal tax and \$3 million in education tax. Municipalities will still benefit from the majority of the incremental tax revenues generated by the Municipal Property Assessment Corporation's (MPAC) assessment methodology changes for 2024. Municipalities, along with the province and the aggregate industry, all play an important role in achieving long-term tax stability.

Regarding your request that TAPMO be included in the 2025 consultations, that is an important part of our plan. We will be reaching out to TAPMO, the aggregate sector, MPAC and the Ministry of Natural Resources to obtain more detailed information regarding aggregate activities and discuss potential updates to the property class definition.

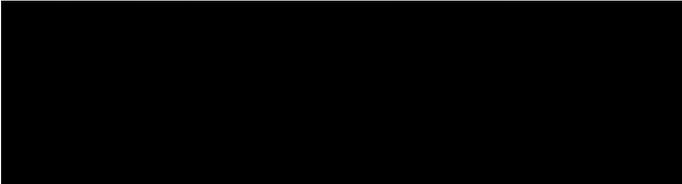
The government understands the challenges small and rural municipalities face. In this regard, the *2024 Fall Economic Statement* announced that the Ontario Municipal Partnership Fund will receive an additional \$100 million investment, representing a 20 per cent increase in the total fund. This will be phased in over two years, with an immediate increase of \$50 million in 2025.

.../cont'd

The government values its relationship with TAPMO and looks forward to working with you and your members as we implement and refine the aggregate extraction property class.

Thank you again for your input on this important matter. I appreciate your outreach and engagement with my staff and Ministry of Finance officials on this matter.

Sincerely,



Peter Bethlenfalvy  
Minister of Finance

- c: The Honourable Doug Ford, Premier of Ontario
- Patrick Sackville, Chief of Staff to the Premier of Ontario
- The Honourable Graydon Smith, Minister of Natural Resources
- Michelle DiEmanuele, Secretary of Cabinet
- Jason Fitzsimmons, Deputy Minister of Finance
- Tim Schuurman, Associate Deputy Minister, Office of Tax, Benefits and Local Finance
- Ian Freeman, Assistant Deputy Minister, Provincial Local Finance Division

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**

**BY-LAW NUMBER 072-2024**

Being a by-law to adopt the Council, Committees and Other Appointments – Compensation, Benefits and Expense Policy and to Repeal By-law No. 058-2020

**WHEREAS** the *Municipal Act, S.O. 2001, c. 25*, Section 270 (1) as amended, requires a municipality to adopt and maintain policies with respect to certain matters; and

**WHEREAS** Council passed By-law 058-2020 being the By-law to adopt the Council, Committees and Other Appointments – Compensation, Benefits and Expense Policy and to Repeal By-law No. 012-2018 and By-law No. 066-2018 on December 16, 2020; and

**WHEREAS** Council deems it expedient to adopt a comprehensive policy regarding the Compensation, Benefits and Expenses payable to Council, Committees and Other Appointments.

**NOW THEREFORE** the Council of the Corporation of the Township of Puslinch hereby enacts as follows:

1. That the Council, Committees and Other Appointments – Compensation, Benefits and Expense Policy attached as Schedule A to this By-law is hereby adopted.
2. That By-law No. 058-2020 is hereby repealed.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 18<sup>th</sup> DAY OF DECEMBER, 2024.**

\_\_\_\_\_  
James Seeley, Mayor

\_\_\_\_\_  
Justine Brotherston, Interim Municipal Clerk



**Title:** Council, Committees and Other Appointments – Compensation, Benefits and Expense Policy

**Date:** December 18, 2024 through By-law No. 072-2024

**Subject:** Council, Committees and Other Appointments – Compensation, Benefits and Expense Policy  
File No. A09 EXP  
File No. C01 REM

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**Policy Statement:**

The Township of Puslinch (“Township”) shall provide all Members of Council, Committee Members, and Other Appointments reasonable compensation, benefits (if applicable) and permitted expense reimbursement for carrying out their respective roles and responsibilities.

**Scope:**

This policy applies to all Members of Council, Committee Members, and other Appointments.

**Purpose:**

The policy outlined below addresses all financial provisions paid to Members of Council, Committee Members, and other Appointments for the carrying out of their respective roles and responsibilities.

**1. Compensation**

1.1. The following compensation amounts shall be adjusted annually by the cost of living adjustment approved through the budget process for staff for each year:

- Per meeting compensation of \$125.46 provided to Committee Chairs or Acting Chair (excluding Members of Council) effective January 1, 2025.
- Per meeting compensation of \$109.87 provided to Committee Members (excluding Members of Council) effective January 1, 2025.
- Per call compensation of \$121.57 provided to Other Appointments effective January 1, 2025.

1.2. The following annual compensation amounts to the Mayor and each Councillor are effective January 1, 2025 and shall be adjusted annually by the cost of living adjustment approved through the budget process for staff for each year:

- Annual compensation of \$42,155.84 provided to the Mayor
- Annual compensation of \$22,112.04 provided to each Councillor

**2. Benefits (applicable to Members of Council, Including the Mayor)**

2.1. Township Councillors and the Mayor shall be entitled to receive the following benefits which shall be provided, subject to carrier limitations, upon the same terms which are made available to the staff of the Township, including Extended Health Care, Hospital Semi-Private, Dental, Drug, Vision Care, Out of Province Coverage, and Employee Assistance Program. These benefits are provided until the end of the month in which the Member of Council attains the age of 75 or upon the date of leaving office.

2.2. The Mayor may opt to receive coverage from the County of Wellington's benefit program.

2.3. When a Member of Council attains the age of 75, the premium that would be paid by the Township for benefit coverage shall be paid directly to the member of Council for the purpose of obtaining coverage and shall be treated as a taxable benefit.

**3. Expenses**

3.1. Members of Council shall request the completion of a T2200 – Declaration of Conditions of Employment Form after providing a draft, completed T2200 form to the Director of Finance/Treasurer for approval and signature, together with a brief statement outlining the types of expenses incurred and the basis for requesting the form T2200 (Template form provided by Finance).

3.2. The Township acknowledges and supports that all Members of Council, Committee Members, and Other Appointments incur various expenses when conducting Township business. The Township will reimburse the following permitted expenses:

**4. Equipment, Services, and Supplies (applicable to Members of Council)**

- 4.1. At the commencement of each Term of Council, each member of Council will be provided with the equipment, services, and supplies as outlined below:
- A laptop computer with a carrying case, one pointing device (mouse) and Township supported software
  - Township email account
  - Business cards that meet the Township's approved standards
- 4.2. Township equipment requiring replacement and/or service must be brought into the Township office.
- 4.3. The technology equipment/software provided to Council can be purchased by a Member of Council at the end of his or her term provided that the technology equipment/software is removed from all Township networks and shared drives.

**5. Mileage**

- 5.1. Members of Council will be reimbursed for mileage outside the Township boundaries at the Township's approved mileage rate when required to drive their personal vehicle for Township business purposes. A budget for mileage shall be included in the annual budget of Council.
- 5.2. Committee Members and Other Appointments will be reimbursed for mileage at the Township's approved mileage rate when required to drive their personal vehicle for Township business purposes. A budget for mileage shall be included in the annual budget of each Committee or the applicable cost centre.
- 5.3. The following mileage expenses will not be reimbursed:
- Meetings held within the Township's municipal facilities.
  - Attendance at social events (ie. open house, barbeque, fundraiser, awards, ceremonial events, banquets, golf tournaments, etc.)
  - Mileage for Township business conducted within the boundaries of the Township (applicable to Members of Council).
- 5.4. The Director of Finance/Treasurer or designate is provided the delegated authority to apply an automatic annual adjustment to the mileage reimbursement rate based on the Canada Revenue Agency per kilometre rates that are set at the end of each year.

- 5.5. Mileage reimbursement shall be calculated at the Township approved rate and the driving distance where possible shall be calculated utilizing an odometer reading, Google Maps or a similar service.
- 5.6. Mileage shall be calculated based on the kilometres from the individual's normal work site, home or alternative location and returning to their normal work site, home or alternative location. For multiple destinations on the same trip, mileage shall be calculated based on the kilometres from one destination to the next destination. Mileage is not reimbursable for the distance travelled from the individual's normal work site to home or vice versa.
- 5.7. When more than one individual is travelling to the same off-work site, it is encouraged that carpooling be utilized whenever possible.

## **6. Expenses Related to Conference/Seminar/Training Sessions**

- 6.1. Conference, seminar, or training expenses for Members of Council and Committee Members are reimbursable and shall be itemized in the annual budget of Council and the Committee. Members of Council and Committee Members shall present at the time of budget the conference, seminar, or training session each member wishes to attend for the year. When a member attends a conference, seminar or training session, the member is required to provide a written or verbal report at a subsequent Council Meeting regarding the key takeaways from the session(s) attended.
- 6.2. The reimbursable costs are outlined below:
- Actual cost of registration fees.
  - Use of a personal vehicle will be reimbursed at the Township approved mileage rate but should be compared to the cost of economy air fare to determine the most cost effective means of travel.
  - Air travel costs will be reimbursed to a maximum of economy air fare. For the purpose of this policy, "economy air fare" shall mean the conference rate air fare (if available) or the economy air fare which was generally available at the time when travel arrangements were made.
  - Ground transportation to and from the airport.
  - Car rental use will only be reimbursed should there be no other alternative.
  - Accommodation shall be paid at a single room rate or at the conference rate for the duration of the event, plus one day travel when appropriate.

- Meals while attending a conference, seminar, or training session will be reimbursed only if they are not included in the registration fees.
- 6.3. Conference, seminar, or training attendance is limited to Ontario unless otherwise approved by Council.
- 6.4. Conference, seminar, or training attendance is limited to the following for Members of Council:
- Two (2) municipal conferences per year in Ontario or one (1) outside of Ontario.
  - Two (2) municipal training sessions per year in Ontario or one (1) outside of Ontario.
  - Conference, seminar, and training sessions must be itemized in the annual budget of Council.
- 6.5. Conference, seminar, or training attendance must be pre-approved through the budget process by Council for Committee Members.
- 6.6. Registration, accommodations and travel arrangements are to be made through the appropriate administrative support staff and paid with the Township credit card.
- 6.7. Third party billing is not permitted.

## **7. Other Expenses**

- 7.1. The following are reimbursable expenses (must be supported by original receipts) and shall be included in the annual budget of Council and the Committee:
- Corporate Business Meal \* (applicable to Council Members)
  - Food or beverage items available to all invitees for Appreciation Night, Fire and Rescue Services Hosted Event (ie. Beef on a Bun event), and Public Works, Parks and Facilities Hosted Event (ie. Staff Barbeque event).
  - Gratuities (within reason and no greater than fifteen percent)
  - Parking fees for your vehicle while engaged in Township business
  - Taxi, bus and train fares
  - 407 ETR trip toll charges. Reimbursement for 407 toll charges will be limited to the trip toll charges and will not include any amounts related to the acquisition of a transponder or related service fees.

- \* A Corporate Business Meal must be pre-approved by Council. A Corporate Business Meal must show the name of the guest(s) and state the business purpose or reason for the meeting/meal. The guest(s) does not include a Township employee(s) or a Member of Council. A Corporate Business Meal may include a luncheon or dinner event.

7.2. The Township is an inclusive employer and will reimburse accessibility related expenses required to carry out the responsibilities of the job.

## **8. Expense Approval – General**

8.1. An Expense Report (Template form provided by Finance) and a receipt of the actual vendor/business providing the goods/services must be submitted in order for a claim to be processed, unless provided otherwise by this Policy. The receipt must include the date, description of goods/services and breakdown of all costs. A credit card slip for any expense will not be accepted in place of a vendor's receipt.

8.2. The following expenses will not be reimbursed:

- An expense for a spouse or companion
- Alcoholic beverages
- Cost of a fine
- Loss or damage to a vehicle
- Food or beverage items not identified as being permitted in this policy unless an overnight stay is involved
- Telephone calls from a hotel room
- Personal entertainment expenses
- Dry cleaning or alteration expenses for uniforms/clothing
- Community memberships
- Tickets for social events (ie. open house, barbeque, fundraiser, awards, ceremonial events, banquets, golf tournaments, etc.)

8.3. The above list is a guideline and may not cover all possibilities of non-reimbursable items.

8.4. Where a conference or other event is hosted out of the country, foreign exchange will be paid on actual costs and converted at the exchange rate prevailing at the time the costs were incurred.

8.5. The appropriate signing authority shall be responsible for the approval of requests for payment/reimbursement of eligible expenses subject to completion of the Expense

Report and supporting documentation. All payment/reimbursement of eligible expenses are reviewed by the Director of Finance/Treasurer or designate prior to issuing the disbursement.

8.6. For the purpose of this policy, the signing authority shall be:

<b>Individual Incurring Expense</b>	<b>Signing Authority</b>
Member of Council	Director of Finance/Treasurer or CAO
Committee Member	Deputy Clerk or Designate
Other Appointee	Deputy Clerk or Designate

8.7. An Expense Report is to be submitted to the appropriate signing authority by the 15th of the month following the month in which the expense was incurred. It will be at the discretion of the Director of Finance/Treasurer or designate if expenses submitted after this date will be approved.

## **9. Accountability**

9.1. The following steps set out the action(s) to be taken to resolve a dispute or extraordinary circumstance that may arise regarding reimbursement of expenses:

- The appropriate signing authority shall meet with the Member of Council, Committee Member or Other Appointee and make every reasonable effort to resolve the matter.
- Where a matter cannot be resolved, the Director of Finance/Treasurer or designate shall prepare a report to Council for its consideration.

9.2. The Director of Finance/Treasurer or designate shall report annually the Remuneration and Expenses paid to Members of Council. The Finance Department shall ensure that the annual Remuneration and Expense reports and monthly expense reports for Members of Council are posted on the Township website.

9.3. Upon submission of a signed Expense Report including all original receipts, Members of Council, Committee Members and Other Appointees warrant all claims are related to Township business and are eligible in accordance with this policy.

9.4. The Council, Committees and Other Appointments – Compensation, Benefits and Expense Policy will be reviewed every five (5) years in accordance with the Township’s policy review schedule.

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**

**BY-LAW NUMBER 2024-073**

**A BYLAW TO AMEND BY-LAW NUMBER 023-18, AS AMENDED,  
BEING THE ZONING BY-LAW OF THE TOWNSHIP OF PUSLINCH**

**WHEREAS** the Council of the Corporation of the Township of Puslinch deem it appropriate and in the public interest to amended By-law Number 023-18 pursuant to Sections 34 and 36 of the Planning Act, R.S.O. 1990;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF PUSLINCH ENACTS AS FOLLOWS:**

1. **THAT** Schedule “A” to By-law 023-18 is hereby amended by rezoning Part of Lot 1, Concession 1, Township of Puslinch, municipally referred as 1873 Townline Rd, from **AGRICULTURAL ZONE (A)** and **NATURAL ENVIRONMENT ZONE (NE)** to a **AGRICULTURAL SITE-SPECIFIC ZONE (A(sp109))** and a **NATURAL ENVIRONMENT SITE-SPECIFIC ZONE (NE(sp109))**, subject to **HOLDING PROVISION (h-12)** use provision, as shown in Schedule “A” of this By-law.
  
2. **THAT** Schedule “A” to By-law 023-18 is hereby further amended by rezoning Part of Lot 1, Concession 1, Township of Puslinch, municipally referred as 1873 Townline Rd, from **AGRICULTURAL ZONE (A)** to a **AGRICULTURAL SITE-SPECIFIC ZONE (A(sp110))** with a site-specific use provision, as shown in Schedule “A” of this By-law.
  
3. That Section 14 Site-Specific Special Provisions is amended by adding Special Provision No. 109 as follows:

Exception Number	Parent Zone	By-Law	Additional Permitted uses	Prohibited uses	Site Specific Special Provision
109	A, NE		Outdoor storage of recreational trailers, except motorized recreational vehicles, transportation or truck trailer.	The sale or repair of recreational trailers; and  Overnight or short-term accommodation in recreational trailers.	1. In addition to Section 4.22, the following shall apply to the outdoor storage of recreational trailers use:  i) Maximum area: 2.4 ha; ii) Location: as shown in Schedule “A” to this by-law; iii) Front yard setback (min.): 75 m;

Exception Number	Parent Zone	By-Law	Additional Permitted uses	Prohibited uses	Site Specific Special Provision
					<ul style="list-style-type: none"> <li data-bbox="1057 300 1369 363">iv) Rear yard setback (min.): 78 m;</li> <li data-bbox="1057 369 1369 474">v) Northerly interior yard setback (min.): 39 m;</li> <li data-bbox="1057 480 1369 585">vi) Southerly interior yard setback (min.): 180 m;</li> <li data-bbox="1057 592 1369 907">vii) Notwithstanding Section 4.22 a) vii), the outdoor storage area shall be located a minimum distance of 5 metres from any adjacent residential use;</li> <li data-bbox="1057 913 1369 1304">viii) The number of trailers to be stored on site: minimum lot size of 68.5 square metres per trailer (inclusive of driveway &amp; access areas), to a maximum of 350 trailers;</li> <li data-bbox="1057 1310 1369 1486">ix) No outdoor storage area shall be closer than 5 metres from a wetland feature;</li> <li data-bbox="1057 1493 1369 1808">x) Demarcation posts at an interval of 25 metres shall be installed and maintained along the easterly boundaries of the outdoor storage area;</li> <li data-bbox="1057 1814 1369 1877">xi) No grading shall be permitted within</li> </ul>

Exception Number	Parent Zone	By-Law	Additional Permitted uses	Prohibited uses	Site Specific Special Provision
					<p>the outdoor storage area;</p> <p>xii) The outdoor storage area shall maintain a surface that is constructed of permeable materials, save and except for gravel driveways existing as of the date of passing of this by-law.</p> <p>2. The following shall apply to the NE(sp109) lands:</p> <p>i) No buildings or structures shall be permitted.</p>

4. That Section 14 Site-Specific Special Provisions is amended by adding Special Provision No. 110 as follows:

Exception Number	Parent Zone	By-Law	Additional Permitted uses	Prohibited uses	Site Specific Special Provision
110	A			Any buildings and structures existing as of the date of passing of this by-law are not permitted to be used for keeping or housing of livestock.	

5. That Section 15 Holding Provisions is amended by adding Holding Provision No. 12 as follows:

Exception Number	Zone Designation	Permitted uses	Conditions for Removal	Date Enacted
12	A(sp109), NE(sp109)	Until the holding symbol h-12 is removed, no outdoor storage of recreational trailers shall be permitted on the Subject Lands.	A Site Plan has been approved and a Site Plan agreement has been entered into and registered on title.	

6. That the subject land as shown on Schedule "A" to this By-law shall be subject to all applicable regulations of the Zoning By-law 023-18, as amended.
7. This By-law shall become effective from the date of passage by council and come into force in accordance with the requirements of the Planning Act, R.S.O. 1990, as amended.

READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS 18TH DAY OF DECEMBER 2024.

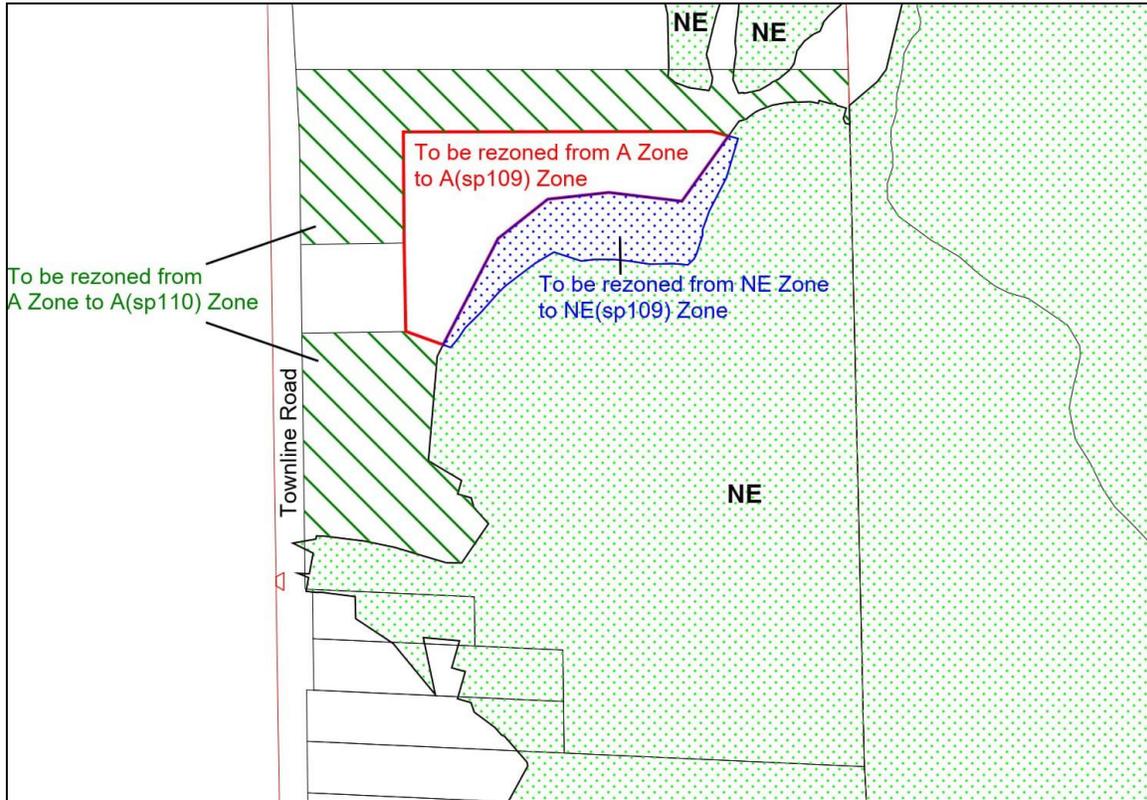
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James Seeley, Mayor

\_\_\_\_\_  
Justine Brotherston, Acting Clerk

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 2024-073

SCHEDULE "A"



-  To be rezoned from **AGRICULTURAL ZONE (A)** to an **AGRICULTURAL SITE SPECIFIC ZONE (A(sp109))** with **HOLDING PROVISION (h-12)** with a site specific special provision
-  To be rezoned from **NATURAL ENVIRONEMNT ZONE (NE)** to a **NATURAL ENVIRONEMNT SITE SPECIFIC ZONE (NE(sp109))** with **HOLDING PROVISION (h-12)** with a site specific special provision
-  To be rezoned from **AGRICULTURAL ZONE (A)** to an **AGRICULTURAL SITE SPECIFIC ZONE (A(sp110))** with a site specific special provision

This is Schedule "A" to the By-law No. 2024-073

Passed this 18th day of December, 2024

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James Seeley, Mayor

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Justine Brotherston, Acting Clerk

## **THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**

### **EXPLANATION BY-LAW NUMBER 2024-073**

By-law Number 2024-073 amends the Township of Puslinch Zoning By-law 023-18 by rezoning Part of Lot 1, Concession 1, Township of Puslinch, municipally referred as 1873 Townline Rd from AGRICULTURAL ZONE (A) and NATURAL ENVIRONMENT ZONE (NE) to an AGRICULTURAL SITE-SPECIFIC ZONE (A(sp109)) and a NATURAL ENVIRONMENT SITE-SPECIFIC ZONE (NE(sp109)), subject to HOLDING PROVISION (h-12) to regulate the outdoor storage use within a 2.4-hectare area. The holding provision has been proposed, requiring site plan approval.

By-law Number 2024-073 also amends the Township of Puslinch Zoning By-law 023-18 by rezoning Part of Lot 1, Concession 1, Township of Puslinch, municipally referred as 1873 Townline Rd, from AGRICULTURAL ZONE (A) to an AGRICULTURAL SITE-SPECIFIC ZONE (A(sp110)) to prohibit existing buildings and structures from being used for keeping or housing of livestock.

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**

**BY-LAW NUMBER 2024-074**

**A BYLAW TO AMEND BY-LAW NUMBER 023-18, AS AMENDED,  
BEING THE ZONING BY-LAW OF THE TOWNSHIP OF PUSLINCH**

**WHEREAS** the Council of the Corporation of the Township of Puslinch deem it appropriate and in the public interest to amended By-law Number 023-18 pursuant to Sections 34 and 36 of the Planning Act, R.S.O. 1990;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF PUSLINCH ENACTS AS FOLLOWS:**

1. **THAT** Schedule “A” to By-law 023-18 is hereby amended by rezoning Part of Lots 21 and 22, Concession 9, Township of Puslinch, from **AGRICULTURAL ZONE (A)** and **NATURAL ENVIRONMENT ZONE (NE)** to **SITE-SPECIFIC NATURAL ENVIRONMENT ZONE (NE(sp111))** with a site-specific use provision, and by rezoning Part of Lots 21 and 22, Concession 9, Township of Puslinch, from **AGRICULTURAL ZONE (A)** to **AGRICULTURAL SITE-SPECIFIC ZONE (A(sp112))** with a site-specific use provision, as shown in Schedule “A” of this By-law.
2. That Section 14 Site-Specific Special Provisions is amended by adding Special Provision No. 111 as follows:

Exception Number	Parent Zone	By-Law	Additional Permitted uses	Prohibited uses	Site Specific Special Provision
111	NE		A frame building that exists at the date of passing of this By-law.	N/A	N/A

3. That Section 14 Site-Specific Special Provisions is amended by adding Special Provision No. 112 as follows:

Exception Number	Parent Zone	By-Law	Additional Permitted uses	Prohibited uses	Site Specific Special Provision
112	A		N/A	N/A	Notwithstanding Section 4.4.2 (f), a maximum of one accessory building that exists at the date of passing of this By-Law shall be permitted to have a maximum height of 10 m.

4. That the subject land as shown on Schedule "A" to this By-law shall be subject to all applicable regulations of the Zoning By-law 023-18, as amended.
5. This By-law shall become effective from the date of passage by council and come into force in accordance with the requirements of the Planning Act, R.S.O. 1990, as amended.

READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS 18TH DAY OF DECEMBER 2024.

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James Seeley, Mayor

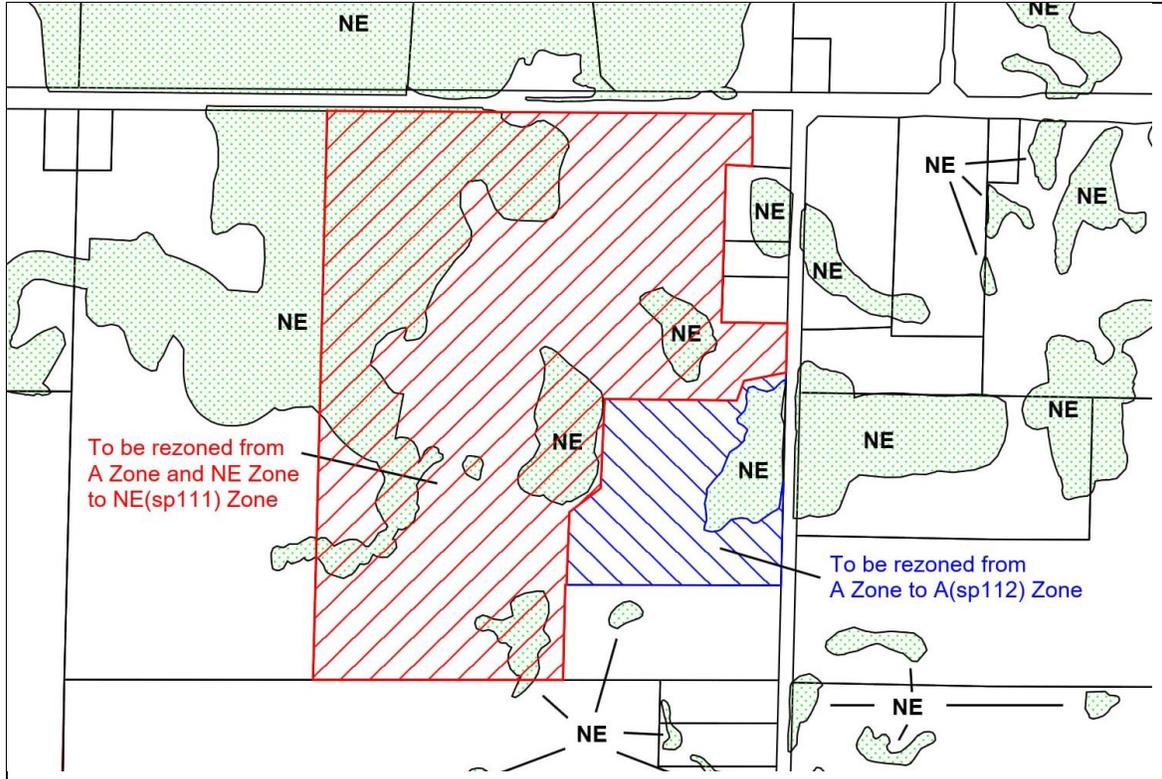
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Justine Brotherston, Acting Clerk

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**

**BY-LAW NUMBER 2024-074**

**SCHEDULE "A"**



 To be rezoned from **AGRICULTURAL ZONE (A)** and **NATURAL ENVIRONMENT ZONE (NE)** to a **NATURAL ENVIRONMENT SITE SPECIFIC ZONE (NE(sp111))**

 To be rezoned from **AGRICULTURAL ZONE (A)** to an **AGRICULTURAL SITE SPECIFIC ZONE (A(sp112))**

This is Schedule "A" to the By-law No. 2024-074  
Passed this 18th day of December, 2024

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James Seeley, Mayor

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Justine Brotherston, Acting Clerk

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**

**EXPLANATION BY-LAW NUMBER 2024-074**

By-law Number 2024-074 amends the Township of Puslinch Zoning By-law 023-18 by rezoning Part of Lots 21 and 22, Concession 9, Township of Puslinch, from AGRICULTURAL ZONE (A) and NATURAL ENVIRONMENT ZONE (NE) to a NATURAL ENVIRONMENT SITE-SPECIFIC ZONE (NE(sp111)) to permit an existing frame building, and by rezoning Part of Lots 21 and 22, Concession 9, Township of Puslinch, from AGRICULTURAL ZONE (A) to a AGRICULTURAL SITE-SPECIFIC ZONE (A(sp112)), and to achieve conformity for an accessory building that exceeds the maximum permitted height.

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**

**BY-LAW NUMBER 2024-075**

**A BYLAW TO AMEND BY-LAW NUMBER 023-18, AS AMENDED,  
BEING THE ZONING BY-LAW OF THE TOWNSHIP OF PUSLINCH**

**WHEREAS** the Council of the Corporation of the Township of Puslinch deem it appropriate and in the public interest to amended By-law Number 023-18 pursuant to Sections 34 and 36 of the Planning Act, R.S.O. 1990;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF PUSLINCH ENACTS AS FOLLOWS:**

1. **THAT** Schedule “A” to By-law 023-18 is hereby amended by rezoning Part of Lot 5, West of the Blind Line, Registered Plan 131, Township of Puslinch from **AGRICULTURAL ZONE (A)** to an **AGRICULTURAL SITE-SPECIFIC ZONE (A(sp113))** with a site-specific use provision as shown in Schedule “A” of this By-law.
2. That Section 14 Site-Specific Special Provisions is amended by adding a Special Provision No. 113 as follows:

Exception Number	Parent Zone	By-Law	Additional Permitted uses	Prohibited uses	Site Specific Special Provision
113	A		N/A	Any accessory buildings and structures existing as of the date of passing of this By-law are not permitted to be used for keeping or housing of livestock.	Notwithstanding 4.4.2 f), a maximum of one accessory building existing as of the date of passing of this By-law shall be permitted to have a maximum height of 9 m.

3. That the subject land as shown on Schedule “A” to this By-law shall be subject to all applicable regulations of the Zoning By-law 023-18, as amended.
4. This By-law shall become effective from the date of passage by council and come into force in accordance with the requirements of the Planning Act, R.S.O. 1990, as amended.

READ A FIRST SECOND AND THIRD TIME AND PASSED THIS 18TH DAY OF  
DECEMBER 2024.

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James Seeley, Mayor

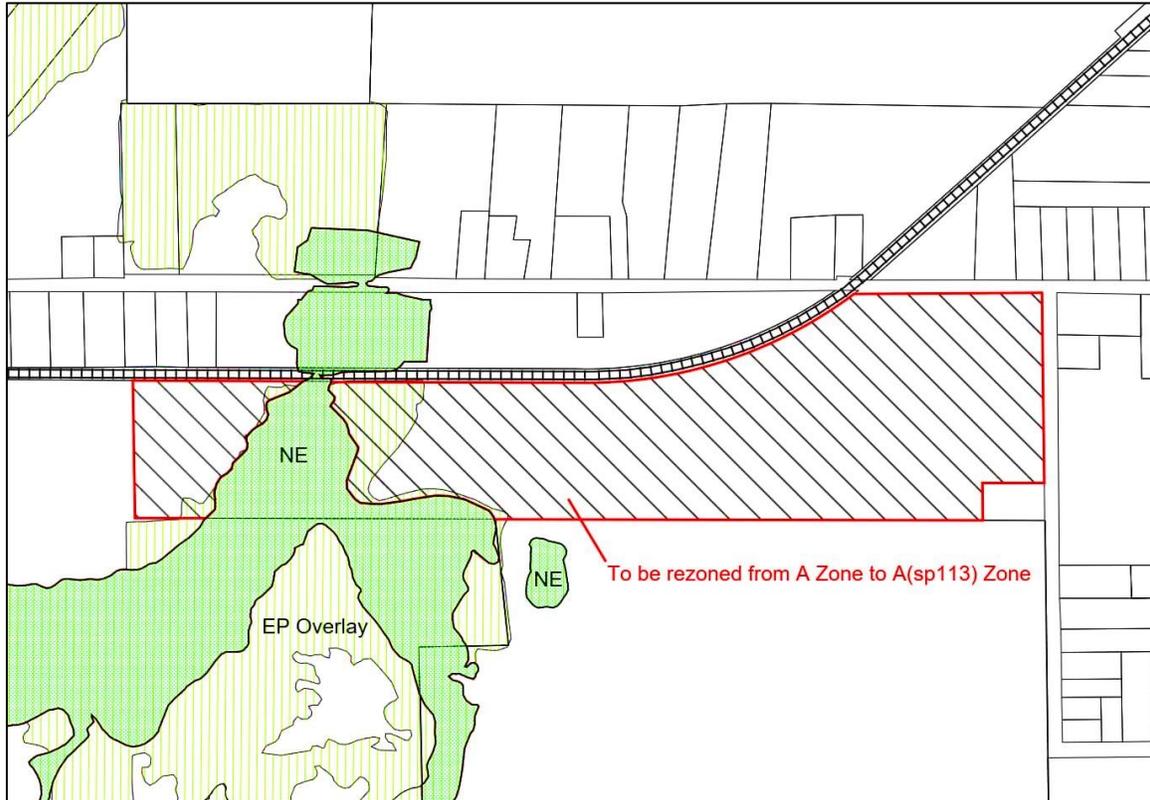
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Justine Brotherston, Acting Clerk

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**

**BY-LAW NUMBER 2024-075**

**SCHEDULE "A"**



Highlighted area to be rezoned from:  
**AGRICULTURAL ZONE (A)** to an **AGRICULTURAL SITE-SPECIFIC (A(sp113)) ZONE**  
with a site-specific special provision

This is Schedule "A" to the By-law No. 2024-075

Passed this 18th day of December, 2024

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James Seeley, Mayor

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Justine Brotherston, Acting Clerk

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**

**EXPLANATION BY-LAW NUMBER 2025-075**

By-law Number 2024-075 amends the Township of Puslinch Zoning By-law 023-18 by rezoning Part of Lot 5, West of the Blind Line, Registered Plan 131, Township of Puslinch, municipally referred as 86 Farnham Road, from AGRICULTURAL ZONE (A) to an AGRICULTURAL SITE-SPECIFIC ZONE (A(sp113)), to prohibit livestock facilities in the existing accessory buildings and structures and to permit the existing bank barn to have a maximum height of nine (9) metres as shown on Schedule "A" of the By-law.

# THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

## BY-LAW NO. 076-2024

Being a by-law to establish the rates of remuneration to Staff of the Corporation of the Township of Puslinch and to repeal By-law No. 009-2020.

**WHEREAS** the Council for the Corporation of the Township of Puslinch deems it appropriate to pass a by-law to establish the rates of remuneration to Staff of the Township; and

**WHEREAS** the Municipal Act, 2001, S.O. 2001, c. 25, as amended empowers Council to pass such a By-law regulating the appointment, duties and remuneration of Staff.

**NOW THEREFORE** the Corporation of the Township of Puslinch ("Township") hereby enacts as follows:

### **Remuneration:**

1. The 2025 Salary Grid shall be as set out in Schedule A attached to this By-law.
2. The salary and wages in Schedule A of this by-law shall be automatically adjusted annually by the cost of living adjustment approved by Council for staff for each year.
3. The salary and wages in Schedule A of this by-law shall be automatically adjusted annually to the Ontario Minimum Wage as per the Employment Standards Act, as amended.
4. As stated in the Performance Appraisal Policy 2020-005, as amended, merit increases are based on performance and are not guaranteed. Employees may receive a merit increase ranging from 0% to a maximum of 4% during their annual performance review. The merit increase is determined in accordance with performance indicators outlined in the Performance Appraisal Policy.

### **Vacation and Designated Holidays:**

5. The following is the paid annual vacation for permanent full-time employees of the Township based on the number of years of service:
  - (1) Two weeks after one year of service.
  - (2) Three weeks after one year of service (for Department Heads only).
  - (3) Three weeks after two years of service.
  - (4) Four weeks after eight years of service.
  - (5) Five weeks after fifteen years of service.
  - (6) Six weeks after twenty-two years of service.
6. Permanent full-time employees who have attained the maximum merit increase for their position may qualify for performance-based vacation entitlement, contingent upon a successful annual performance appraisal. To be eligible for an additional 1.25 days of vacation per annual performance period, employees must meet all of the performance criteria in accordance with the Performance Appraisal Policy 2020-005, as amended. Performance-based vacation entitlement may be earned up to a maximum of 1.25 days per annual performance period, with a cumulative maximum of 10 days per employee throughout their employment with the Township. This performance-based vacation is in addition to the regular vacation entitlement outlined in Paragraph 5.

7. The following is the paid annual vacation for employees other than permanent full-time employees of the Township based on the number of years of service:
  - (1) Two weeks (4%) paid vacation prior to five years of service.
  - (2) Three weeks (6%) paid vacation after five years of service.
8. The vacation year begins January 1<sup>st</sup> to December 31<sup>st</sup>.
9. Vacation must be taken in the year earned or at the discretion of the Department Head. In the case of the Chief Administrative Officer, this is at the discretion of Council.
10. Designated Holidays are:
  - (1) New Year's Day
  - (2) Family Day
  - (3) Good Friday
  - (4) Easter Monday
  - (5) Victoria Day
  - (6) Canada Day
  - (7) Civic Holiday
  - (8) Labour Day
  - (9) Thanksgiving Day
  - (10) Remembrance Day
  - (11) Christmas Day
  - (12) Boxing Day

**Benefits:**

11. The Township will pay 100% of the premium costs to provide healthcare benefits for permanent full-time employees of the Township.
12. The Healthcare benefits provided to permanent full-time employees of the Township include the following:
  - (1) Short Term Disability
  - (2) Long Term Disability
  - (3) Group Life Insurance
  - (4) Accidental Death & Dismemberment
  - (5) Extended Health Care
  - (6) Hospital Semi-Private
  - (7) Dental, Drug, Vision Care, Out of Province Coverage
  - (8) Employee Assistance Program (applicable to full-time and non-full-time employees)
13. The Township will pay 100% of the premium costs to provide the following benefits to Fire & Rescue Services personnel of the Township:
  - (1) Basic Employee Life Insurance
  - (2) Basic Spouse and Dependent Life Insurance
  - (3) Accidental Death, Injury, Sickness & Dismemberment – On-Duty and Off-Duty
  - (4) Employee Assistance Program
14. OMERS Primary Pension Plan participation is in accordance with the Township's OMERS Participation By-law No. 065-2024. The Township will contribute to OMERS an amount equal to the required employee contribution.
15. The Township will continue to pay premiums for benefit coverage for a period of up to twelve months from the date of disability or at the discretion of Council, to a maximum of twenty-four months. Any individuals that are on Long Term Disability at the end of this period are no longer considered to be employees of the

Township and will not be eligible to participate in any benefit plans unless premiums have been waived as part of such a plan.

16. The Township will continue to pay premiums for benefit coverage for pregnancy and parental leave as per the Employment Standards Act, Ontario Regulation 286/01.
17. Employees with ten or more continuous years of service with the Township, who retire within ten years of their normal OMERS retirement age, will be able to participate in the health benefits, with the exclusion of Accidental Death and Dismemberment and Long Term Disability, provided under the healthcare benefit package at the time of retirement until the age of 65. This is only available to retirees who do not have access to current coverage elsewhere.

Included as part of the health benefits package, regardless of coverage elsewhere, is a life insurance benefit in the amount of one times the annual basic wage at the time of retirement until the age of 65, rounded to the nearest \$1,000.00.

The employer will pay 50% of the cost of the premium.

**Illness/Leave of Absence:**

18. Full-time employees are entitled to eight working days of sick leave and/or personal/wellness leave for each calendar year only. The allowance of up to eight working days on an annual basis is not cumulative and is not eligible to be carried forward to the following calendar year.
19. Bereavement leave arising from the death of a spouse/companion or child will be granted with pay up to a maximum of five normally scheduled working days. Bereavement leave arising from the death in the immediate family, other than a spouse/companion or child, will be granted with pay up to maximum of three normally scheduled working days.  
  
Immediate family other than a spouse/companion or child shall include a parent-in-law, parent, sibling, sibling-in-law, grandparent, and grandchild.
20. Bereavement leave arising from the death of other family will be granted with pay up to a maximum of one normally scheduled working day.
21. An employee who is required to serve as a juror where a subpoena is issued will be granted a paid leave of absence. The employee shall be paid one-day's pay for the loss of each day of service provided that they report for work when not actually required for jury duty. Upon returning to work the employee will provide proof of such service.
22. Any other unpaid leave of absence will require approval from the Chief Administrative Officer and the Department Head. In the case of a Department Head, any unpaid leave of absence will require approval from the Chief Administrative Officer. In the case of the Chief Administrative Officer, any unpaid leave of absence will require approval from Council.
23. That By-law No. 009-2020 is hereby repealed.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS  
18<sup>th</sup> DAY OF DECEMBER, 2024.**

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James Seeley, Mayor

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Justine Brotherston, Interim Municipal Clerk

**Township of Puslinch**  
**Schedule A - 2025 Salary Grid**

Similar Value Group	20% between Minimum and Maximum		21%
	Minimum	Maximum	
13	\$85.49	\$103.28	21%
11	\$61.94	\$74.82	21%
10	\$55.31	\$66.82	21%
9	\$49.24	\$59.49	21%
8	\$49.35	\$59.61	21%
7	\$41.58	\$50.23	21%
6	\$34.64	\$41.85	21%
5	\$31.25	\$37.75	21%
4	\$27.30	\$32.98	21%
3	\$21.04	\$25.42	21%
2	\$17.20	\$20.76	21%
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**Notes:**

- \$17.20 1. Ontario Minimum Wage effective October 1, 2024 is \$17.20 per hour.
- \$17.74 2. Fire Fighter in Training (New hire in probationary six month period) - not eligible for OMERS
- \$0.00 3. Auxiliary Fire Fighter - no rate of pay - not eligible for OMERS

**The table below outlines the rates of pay for firefighters who choose to opt into OMERS and for firefighters who choose to opt out of OMERS:**

Opt into OMERS	Opt Out of OMERS	
\$30.25	\$32.98	Fire Fighter Class 1 (Third year of service and passed NFPA Level 2).
\$27.23	\$29.68	Fire Fighter Class 2 (Second year of service) is 90% of Fire Fighter Class 1
\$24.20	\$26.38	Fire Fighter Class 3 (First year of service and passed NFPA Level 1) is 80% of Fire Fighter Class 1
\$22.69	\$24.74	Fire Fighter Class 4 (Successful completion of probationary six month period and performs firefighter duties) is 75% of Fire Fighter Class 1
\$33.28	\$36.28	Captain rate is 110% of Fire Fighter Class 1
\$31.76	\$34.63	Acting Captain rate is 105% of Fire Fighter Class 1

**The table below outlines the minimum and maximum rates of pay for those firefighters in Band 4, 5, and 7 of the salary grid who choose to opt into OMERS and for those firefighters who choose to opt out of OMERS:**

Opt into OMERS - Minimum	Opt into OMERS - Maximum	Opt Out of OMERS - Minimum	Opt Out of OMERS - Maximum	
\$38.15	\$46.08	\$41.58	\$50.23	Deputy Fire Chief
\$28.67	\$34.63	\$31.25	\$37.75	Public Fire and Life Safety Educator
\$28.67	\$34.63	\$31.25	\$37.75	Chief Fire Prevention Officer
\$25.05	\$30.25	\$27.30	\$32.98	Training Health and Safety Officer
\$25.05	\$30.25	\$27.30	\$32.98	Chief Training Officer

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**

**BY-LAW NUMBER 077-2024**

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 December 18, 2024.

**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 December 18, 2024 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 18 DAY OF DECEMBER, 2024.**

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James Seeley, Mayor

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Justine Brotherston, Interim Municipal Clerk