



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
NOVEMBER 29, 2023 COUNCIL MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION &
IN-PERSON AT THE PUSLINCH COMMUNITY CENTRE –
23 BROCK RD S, PUSLINCH

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A G E N D A ADDENDUM

DATE: Wednesday November 29, 2023

CLOSED MEETING: Directly following item 10.1

REGULAR MEETING: 10:00 A.M.

Addendum

6.16 City of Guelph – Minor Variance Public Notice – 16 Glenholm Drive

9.3.8 **Deferred to December 20, 2023** - Report ADM-2023-071 – Private Well Interference Complaints Resolution Agreement with Triton Water Canada Holdings Inc.≠

12.1.6 **Deferred to December 20, 2023** - BL2023-053 Authorize Mayor and Clerk to execute the necessary documents related to the Private Well Interference Complaints Resolution Agreement with Triton Water Canada Holdings Inc.

≠ Denotes resolution prepared

1. **Call the Meeting to Order**
2. **Roll Call**
3. **Moment of Reflection**
4. **Confirmation of the Agenda ≠**
5. **Disclosure of Pecuniary Interest & the General Nature Thereof**



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6. **Consent Agenda ≠**

- 6.1 Adoption and Receipt of the Minutes of the Previous Council and Committee Meetings:
 - 6.1.1 November 8, 2023 Council Minutes
 - 6.1.2 October 10, 2023 Committee of Adjustment Minutes
 - 6.1.3 October 10, 2023 Planning and Development Advisory Committee Minutes
 - 6.1.4 October 2, 2023 Youth Advisory Committee Minutes
 - 6.1.5 September 11, 2023 Heritage Advisory Committee Minutes
- 6.2 Grand River Conservation Authority Summary of General Membership Meeting
- 6.3 City of Owen Sound Resolution Regarding Call for an Amendment to the Legislation Act, 2006
- 6.4 Township of Lake of Bays Resolution Regarding Call for Amendment to Legislation Act, 2006
- 6.5 Municipality of Magnetawan Resolution Regarding Call for an Amendment to the Legislation Act, 2006
- 6.6 Township of Ryerson Resolution Regarding Call for an Amendment to the Legislation Act, 2006
- 6.7 Municipality of Wawa Resolution Regarding Call for an Amendment to the Legislation Act, 2006
- 6.8 Village of South River Resolution Regarding Call for an Amendment to the Legislation Act, 2006
- 6.9 Ministry of Municipal Affairs and Housing Decisions on Municipal Official Plans and Official Plan Amendments
- 6.10 Ministry of Municipal Affairs and Housing Decisions on Municipal Official Plans and Official Plan Amendments
- 6.11 Municipality of Temagami Resolution Regarding Bill 21, Fixing Long-Term Care Act
- 6.12 City of Guelph Notice of Decision of a Draft Plan of Condominium Subdivision
- 6.13 Municipality of Wawa Resolution Regarding Bill C-310, Amendments to Income Tax Act
- 6.14 SmithValeriote Law Firm LLP Regarding Installation of Hydro Poles Mini Lakes Condominium Corp
- 6.15 Dufferin Aggregates Mill Creek Pit Monthly Monitoring Report
- 6.16 City of Guelph – Minor Variance Public Notice – 16 Glenholm Drive

7. **Delegations ≠**

- 7.1 Specific Interest (Items Listed on the Meeting Agenda)
 - 7.1.1 None
- 7.2 General Interest (Items Not Previously Listed on the Meeting Agenda)



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7.2.1 None

8. **Public Meetings**

8.1 None

9. **Reports ≠**

9.1 **Puslinch Fire and Rescue Services**

9.1.1 None

9.2 **Finance Department**

9.2.1 Report FIN-2023-028 MPAC Execution of Data Sharing and Services Agreement≠

9.2.2 Report FIN-2023-032 – 2024 User Fees and Charges By-law≠

9.3 **Administration Department**

9.3.1 Report ADM-2023-063 – Annual Emergency Management Report≠

9.3.2 Report ADM-2023-064 – Township of Puslinch Annual Accessibility Status Report≠

9.3.3 Report ADM-2023-065 – Corporate Workplan Update≠

9.3.4 Report ADM-2023-067 – Authorize entering into an agency agreement with Fire Marque Inc.≠

9.3.5 Report ADM-2023-068 – Procedural By-law Housekeeping Amendments≠

9.3.6 Report ADM-2023-069 – Sign Variance request for 4020 Highway 6≠

9.3.7 Report ADM-2023-070 – Consent Agenda Items≠

9.3.8 Deferred to December 20, 2023 - Report ADM-2023-071 – Private Well Interference Complaints Resolution Agreement with Triton Water Canada Holdings Inc.≠

9.3.9 Report ADM-2023-072 – 2023 Priority Properties Intention to Designate≠

9.4 **Planning and Building Department**

9.4.1 Report BLD-2023-004 – Building Department Third Quarter Update≠

9.5 **Roads and Parks Department**

9.5.1 None

9.6 **Recreation Department**

9.6.1 None

10. **Correspondence ≠**

10.1 County of Wellington Police Service Board Presentation by Police Services Board Chair Earl Campbell, Inspector Stephen Thomas, Police Services Board Secretary Scott Wilson and County Engineer Don Kudo≠ **10:05 A.M.**



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- 10.1.1 Civilian Governance of Police Services Presentation
- 10.1.2 Detachment Commanders Annual Report 2022
- 10.1.3 Lake Road Update
- 10.1.4 Wellington Road 32 (Lake Road) Reconstruction Project
- 10.2 Grand River Conservation Authority 2024 Draft Budget≠
- 10.3 Annual Monitoring Report and Peer Review for Capital Paving Inc. Pit Licence 20085≠
- 10.4 Mill Creek Stewardship 2023 Ranger Report≠
- 10.5 ERO 019-7636 Proposed regulatory amendments to encourage greater reuse of excess soil≠
- 11. **Council reports ≠**
 - 11.1 Mayor' Updates
 - 11.2 Council Member Reports (verbal or written updates from members who sit on boards/committees)
- 12. **By-laws ≠**
 - 12.1 First, Second and Third Reading
 - 12.1.1 BL2023-042 User Fees and Charges By-law and to repeal BL2022-044
 - 12.1.2 BL2023-049 Authorizing Entering into DSSA with MPAC
 - 12.1.3 BL2023-050 Appointment of Deputy Treasurer
 - 12.1.4 BL2023-051 Township Procedural By-law Amendment
 - 12.1.5 BL2023-052 Agency Agreement with Fire Marque Inc.
 - 12.1.6 Deferred to December 20, 2023 - BL2023-053 Authorize Mayor and Clerk to execute the necessary documents related to the Private Well Interference Complaints Resolution Agreement with Triton Water Canada Holdings Inc.
- 13. **Announcements**
- 14. **Closed Session – Pursuant to Section 239 of the Municipal Act, 2001**
 - 14.1 Confidential report regarding a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act – County of Wellington Police Service Board
 - 14.2 Confidential report regarding advice that is subject to solicitor-client privilege, including communications necessary for that purpose and litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board – Ontario Land Tribunal matter



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14.3 Confidential report regarding personal matters about an identifiable individual, including municipal or local board employees – human resource matter

15. **Business Arising from Closed Session**

16. **Notice of Motion**

17. **New Business**

18. **Confirmatory By-law #**

18.1 BL2023-054 Confirm By-law – November 29, 2023#

19. **Adjournment #**



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
NOVEMBER 8, 2023 COUNCIL MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION
& IN-PERSON AT 7404 WELLINGTON ROAD 34, PUSLINCH

MINUTES

DATE: November 8, 2023

CLOSED MEETING: 1:00 P.M.

COUNCIL MEETING: 10:00 A.M.

The November 8, 2023 Council Meeting was held on the above date and called to order at 10:00 a.m. via electronic participation and in-person at 7404 Wellington Rd 34, Puslinch.

1. **CALL THE MEETING TO ORDER**

2. **ROLL CALL**

ATTENDANCE:

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

STAFF IN ATTENDANCE:

1. Glenn Schwendinger, CAO - absent
2. Mike Fowler, Director of Public Works, Parks and Facilities
3. Mary Hasan, Director of Finance/Treasurer
4. Courtenay Hoytfox, Interim CAO
5. Justine Brotherston, Interim Municipal Clerk
6. Sarah Huether, Interim Deputy Clerk

3. **MOMENT OF REFLECTION**

4. **CONFIRMATION OF THE AGENDA**

Resolution No. 2023-355:

Moved by Councillor Sepulis and
Seconded by Councillor Hurst

That Council approves the November 8, 2023 Agenda and Addendum as circulated; and

That Council approves the additions to the agenda as follows:

Consent Item 6.1.6 Questions received from Council seeking additional information and the corresponding responses provided by staff regarding the November 8, 2023 Council agenda.

CARRIED

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

Councillor Sepulis declared a potential pecuniary interest related to item 10.3 County of Wellington – Planning Committee Report- Official – Provincial Reversal of OPA 119 Modifications as I live on SR20N and have previously declared that I have a pecuniary interest in a proposed rezoning of a property on SR20N. The study area for the Regionally Significant Economic Development Study currently structured includes all properties on the east side of SR20N from WR34 to Forestell Road further requires me to declare a pecuniary interest as any development may have an impact on the value of my property. Unless the study area is changed I cannot accordingly participate in any discussions and decisions regarding the study.

Mayor Seeley declared a potential pecuniary interest related to item 14.1 as I was previously employed by the Township.

6. CONSENT AGENDA

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

- 6.1.1 October 25, 2023 Council Minutes
- 6.1.2 October 19, 2023 Council Minutes
- 6.1.3 October 18, 2023 Council Minutes
- 6.1.4 September 12, 2023 Committee of Adjustment Minutes
- 6.1.5 September 13, 2023 Planning and Development Advisory Committee Minutes

- 6.2 Town of Cobourg Council Resolution Catch and Release Justice in Ontario
- 6.3 Town of Greater Napanee Council Resolution Catch and Release Justice in Ontario
- 6.4 Town of Midland Council Resolution Catch and Release Justice in Ontario
- 6.5 Town of Howick Council Resolution Catch and Release Justice in Ontario
- 6.6 Town of Cobourg Council Resolution Illegal Land Use Enforcement
- 6.7 Town of Cobourg Council Resolution Illegal Land Use Enforcement
- 6.8 Town of Southwold Council Resolution Illegal Land Use Enforcement
- 6.9 Township of McKellar Council Resolution Call for Amendment to the Legislation Act, 2006
- 6.10 Town of Plympton-Wyoming Council Resolution Call for Amendment to Legislation Act, 2006
- 6.11 Waterloo MPP Support Bill 21, Fixing Long-Term Care Amendment Act (Till Death Do Us Part), 2022
- 6.12 Town of East Hawkesbury Support Bill 21, Fixing Long-Term Care Amendment Act (Till Death Do Us Part), 2022
- 6.13 Municipality of North Perth Support Bill 21, Fixing Long-Term Care Amendment Act (Till Death Do Us Part), 2022
- 6.14 Township of North Dundas Council Resolution School Bus Stop Arm Cameras
- 6.15 Municipality of St. Charles Council Resolution School Bus Stop Arm Cameras
- 6.16 Township of West Lincoln Council Resolution Intimate Partner Violence as an Epidemic
- 6.17 City of Thunder Bay Council Resolution Intimate Partner Violence as an Epidemic
- 6.18 Clearview Township Establishing a Guaranteed Livable Income
- 6.19 Municipality of North Perth Council Resolution Policy Update Social and Economic Prosperity Review
- 6.20 Municipality of West Grey Council Resolution Childcare availability in Ontario
- 6.21 Town of Greater Napanee Council Resolution Provincial Legislation for Third-Party Short-Term Rental Companies
- 6.22 Township of Terrace Bay Council Resolution Strong Mayor Power
- 6.23 Clearview Township Council Resolution Illegal Car Rallies Provincial Task Force
- 6.24 Clearview Township Council Resolution Municipal Codes of Conduct
- 6.25 Town of Parry Sound Council Resolution Request Change to Highway Traffic Act
- 6.26 Town of Rainy River Council Resolution Water Treatment Training
- 6.27 Dufferin Aggregates Mill Creek Pit Monthly Monitoring Report

Resolution No. 2023-356:

Moved by Councillor Hurst and
Seconded by Councillor Sepulis

That the Consent Agenda items with the exception of 6.1.1, 6.6, 6.7, 6.8, 6.9, 6.10, 6.11, 6.12, and 6.13 listed for NOVEMBER 8, 2023 Council meeting be received for information.

CARRIED

Resolution No. 2023-357:

Moved by Councillor Goyda and
Seconded by Councillor Sepulis

That the Consent Agenda item 6.1.1 listed for NOVEMBER 8, 2023 Council meeting be received; and

Whereas Council has received a number of complaints regarding the Dufferin haul route for the Aberfoyle Pit 2 as discussed at the October 18, 2023 Council meeting; and

Whereas Council approved an extension to the operation season at the request of the pit operator at the October 18, 2023 meeting;

That Council direct staff to monitor the haul route and sidewalks (under Township jurisdiction) and the condition of the road and sidewalks during inclement weather and report back to Council in order to determine if the approved extension is appropriate subject to road maintenance being adequately performed; and

That Council direct staff to notify the operator of the concerns and the monitoring that will take place over the duration of the extension period.

CARRIED

Resolution No. 2023-358:

Moved by Councillor Hurst and
Seconded by Councillor Bailey

That the Consent Agenda items 6.6, 6.7, and 6.8 listed for NOVEMBER 8, 2023 Council meeting be received; and

Whereas Council has previously passed a resolution regarding illegal land use enforcement;

That Council direct staff to connect with the Town of Cobourg and other municipalities with similar concerns regarding the possibility of a joint delegation to AMO to be lead by the Town of Cobourg and report back to Council.

CARRIED

Resolution No. 2023-359:

Moved by Councillor Sepulis and
Seconded by Councillor Goyda

That the Consent Agenda items 6.9, 6.10, and 6.11 listed for NOVEMBER 8, 2023 Council meeting be received; and

Whereas Council supports the resolutions from Township of Plympton-Wyoming and the Township of McKeller regarding an Amendment to the Legislation Act, 2006 to permit digital notice;

That Council direct staff to send a support resolution accordingly.

CARRIED

Resolution No. 2023-360:

Moved by Councillor Bailey and
Seconded by Councillor Hurst

That the Consent Agenda items 6.12, and 6.13 listed for NOVEMBER 8, 2023 Council meeting be received; and

Whereas Council supports the resolutions from the Township of East Hawkesbury regarding Bill 21, Fixing the Long-Term Care Amendment Act (Till Death Do Us Part);

That Council direct staff to send a support resolution accordingly.

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 10:05 AM Delegation by Bob Minhas, Prepr, regarding Digital Transformation Program for Puslinch Employers in 2023

Resolution No. 2023-361:

Moved by Councillor Goyda and
Seconded by Councillor Sepulis

That Council receives the Delegation by Bob Minhas, Prepr, regarding Digital Transformation Program for Puslinch Employers in 2023 for information.

CARRIED

Council recessed from 11:38 pm to 11:45 pm

Roll Call

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

8. PUBLIC MEETINGS:

None

9. REPORTS:

9.1 Puslinch Fire and Rescue Services

9.1.1 None

9.2 Finance Department

9.2.1 None

9.3 Administration Department

9.3.1 Report ADM-2023-059 Review of IT Infrastructure and Services

Resolution No. 2023-362:

Moved by Councillor Hurst and
Seconded by Councillor Goyda

That Report ADM-2023-059 entitled Review of IT Infrastructure and Services be received; and,

Whereas the Township last issued a request for proposal for Managed IT Services in 2014; and

Whereas it is best practice to audit these services on a more frequent basis;

That Council direct staff to issue a request for proposal for Managed IT Services and that staff report back to Council if required in accordance with the Township's Procurement Policy; and,

That Council direct staff to include the recommendations attached as Schedule "A" to this report for consideration as part of the proposed 2024 Budget to be funded by the Ontario Municipal Modernization Funding or the Corporate Information Technology Discretionary Reserve.

CARRIED

9.3.2 Report ADM-2023-060 - 2024 Council Committee and Budget Meeting Schedule

Resolution No. 2023-363:

Moved by Councillor Bailey and
Seconded by Councillor Goyda

That Report ADM-2023-060 entitled proposed 2024 Council, Committee & Budget Meeting Schedule be received; and,

That Council adopts the 2024 Council, Committee & Budget Meeting Schedule, attached as Schedule "A" to Report ADM-2023-060 as amended as follows:

- **Move the August 14 , 2024 meeting to August 28, 2024**

- **Move the September 4, 2024 meeting to September 11, 2024**
- **Move the October 16, 2024 meeting to October 9, 2024**

CARRIED

9.3.3 Report ADM-2023-061 Parking Enforcement Officer By-law Repeal and Replace

Resolution No. 2023-364:

Moved by Councillor Hurst and
Seconded by Councillor Sepulis

That Report ADM-2023-06 entitled Parking Enforcement Officer By-law Repeal and Replace be received; and,

That Council gives three readings to By-law 2023-046 being a By-law to provide for the appointment of a Municipal Law Enforcement Officer for the Corporation of the Township of Puslinch for the purpose of enforcing the Township's Parking By-law No. 6000-23 and to repeal By-law 053-2020.

CARRIED

9.3.4 Report ADM-2023-062- Service Levels - Outstanding Items

Resolution No. 2023-365:

Moved by Councillor Hurst and
Seconded by Councillor Goyda

That Report ADM-2023-062 entitled Service Level Review – Outstanding Items be received; And

That Council approve added administration/technical support in the Building and By-law Departments to be funded as \$20K from the 2024 tax levy and \$61K from the Building Reserve; and

That Council refer the Heritage Grant Funding and Heritage CIP options to the Heritage Committee for comment; and

That Council approve aerial survey of Concession Road 2 from Wellington Road 35 to Concession Road 7 at an amount of \$2,443 for 2D orthomosaic mapping to be funded from the Gravel Extraction Study funding of 25k.

CARRIED

Resolution No. 2023-366:

Moved by Councillor Sepulis and
Seconded by Councillor Bailey

That Council direct staff to further analyze and report back to Council regarding the need for a third full time facility operator through:

- **Compiling rental usage by hours and by capacity; and**
- **Identifying whether an increase to the facility rental fees is justified to recover the operating cost associated with a third operator;**
- **That the Puslinch Community Centre capacity limits of 150 for non-residents and 250 for residents be updated in the Township's Facility Rental Agreements and the Alcohol Risk Management Policy effective immediately.**

CARRIED

9.4 Planning and Building Department

9.4.1 None

9.5 Emergency Management

9.5.1 None

9.6 Roads and Parks Department

9.6.1 None

9.7 Recreation Department

9.7.1 None

10. CORRESPONDENCE:

10.1 Presentation regarding LAS Automatic Speed Enforcement from Tanner Watt, Municipal Program Specialist, LAS

Resolution No. 2023-367:

Moved by Councillor Hurst and
Seconded by Councillor Bailey

That Council receive the Presentation regarding LAS Automatic Speed Enforcement from Tanner Watt, Municipal Program Specialist, LAS for information; and

That Council direct staff to notify the County Clerk of the LAS Automatic Speed Enforcement presentation and Council's interest in the program and desire to work collaboratively with the County regarding speed enforcement and that this information be submitted to the appropriate County Committee as determined by the County Clerk; and

That Council direct staff to request an update from the County regarding the procurement of electronic speed enforcement; and

That Council direct staff to confirm the criteria for establishing a Community Safety Zone and report back to Council; and

That Council direct staff investigate the cost of purchasing Township BlackCat equipment.

CARRIED

10.2 Rural Ontario Municipal Association (ROMA) 2024 Delegation Meetings

Resolution No. 2023-368:

Moved by Councillor Goyda and
Seconded by Councillor Hurst

That Council receive the Rural Ontario Municipal Association (ROMA) 2024 Delegation Meetings for information; and

That Council direct staff to submit the following requests for delegation:

- 1. Delegation to MTO regarding**
 - a. The importance of the By-pass and include the previous correspondence circulated to affected municipalities and the MTO relating to deferred highway projects including advanced utility works such as raising hydro lines.; and**
 - b. Request if the affected municipalities would consider a joint delegation; and**
 - c. That staff request that the stakeholders on the previously coalition letter support the delegation request through a renewed coalition letter.**
- 2. Delegation to MOF regarding the funding commitment to the Highway 6 By-pass.**

That Council direct staff to contact the appropriate agency inquiring whether there is a proposed change to the distribution of costs relating to the delivery charges for hydro; and

That Council direct staff to inquire what agency has the authority to change the household classification for distribution charges.

CARRIED

Council recessed from 12:31 pm to 1:00 pm

Roll Call

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

10.3 County of Wellington - Planning Committee Report - Official Plan Review - Provincial Reversal of OPA 119 Modifications

Resolution No. 2023-369:

Moved by Councillor Hurst and
Seconded by Councillor Goyda

That Council receive the Mayors and Council County of Wellington - Planning Committee Report - Official Plan Review – Provincial Reversal of OPA 119 Modifications; and

Whereas the Township of Puslinch Council had previously requested the Minister of Municipal Affairs and Housing to consider the exclusion of the Hamlet of Puslinch from the proposed Greenbelt Plan review; and

Whereas Puslinch Council supports the County of Wellington request as identified in their November 9, 2023 Committee Report regarding the Provincial Reversal of OPA 119 Modifications;

Therefore, in order To meet the Government’s stated objective to not contravene existing Provincial legislation (e.g. the Greenbelt Act), staff also support reinstatement of the following modifications in Puslinch:

- **Puslinch Council supports County 119 submission to designate the Historic Hamlet of Puslinch ahead of the next Greenbelt Policy Review.**
- **Puslinch Council supports OPA 119 inclusion of study areas as submitted by Wellington County South of Highway 401.**

CARRIED

Councillor Sepulis declared a potential pecuniary interest related to item 10.3 County of Wellington – Planning Committee Report- Official – Provincial Reversal of OPA 119 Modifications as I live on SR20N and have previously declared that I have a pecuniary interest in a proposed rezoning of a property on SR20N. The study area for the Regionally Significant Economic Development Study currently structured includes all properties on the east side of SR20N from WR34 to Forestell Road further requires me to declare a pecuniary interest as any development may have an impact on the value of my property. Unless the study area is changed I cannot accordingly participate in any discussions and decisions regarding the study and therefore refrained from discussions and voting on that item.

Resolution No. 2023-370

Moved by Councillor Hurst and
Seconded by Councillor Goyda

Whereas the Township of Puslinch Council had previously requested the Minister of Municipal Affairs and Housing to consider the exclusion of the Regionally Significant Economic Development Study Area from the proposed Greenbelt Plan review; and

Whereas Puslinch Council supports the County of Wellington request as identified in their November 9, 2023 Committee Report regarding the Provincial Reversal of OPA 119 Modifications;

Therefore, in order To meet the Government’s stated objective to not contravene existing Provincial legislation (e.g. the Greenbelt Act), staff also support reinstatement of the following modifications in Puslinch:

- **The inclusion of the additional lands as previously added to the Regionally Significant Economic Development Study Area.**

CARRIED

11. COUNCIL REPORTS:

11.1 Mayor’ Updates

11.1.1 Mayor Seeley gave an update on the upcoming meeting with the the MTO; and provided an update on the upcoming TAPMO meeting.

11.2 Council Member Reports

11.2.1 Councillor Hurst gave an update that the Heritage Advisory Committee had a meeting on November 6, 2023.

Resolution No. 2023-371:

Moved by Councillor Goyda and
Seconded by Councillor Sepulis

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

CARRIED

12. BY-LAWS:

12.1.1 BL2023-046- Appoint a Parking By-law Enforcement Officer and to repeal By-law 053-2020

Resolution No. 2023-372:

Moved by Councillor Bailey and
Seconded by Councillor Sepulis

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

12.1.1 BL2023-046- Appoint a Parking By-law Enforcement Officer and to repeal 053-2020

CARRIED

13. ANNOUNCEMENTS:

13.1 Remembrance Day is Saturday November 11, 2023 at the Puslinch Community Centre at 10:30 A.M.

13.1 The Santa Clause Parade is Sunday November 26, 2024 at 2:00 P.M.

14. CLOSED SESSION:

Council was in closed session from 1:03 p.m. to 1:36 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.

Mayor Seeley declared a potential pecuniary interest related to item 14.1 as I was previously employed by the Township and therefore refrained from discussions and voting on that item and did not participate in the closed session relating to item 14.1.

Resolution No. 2023-373:

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

14.2 Confidential report regarding personal matters about an identifiable individual, including municipal or local board employees – Heritage Advisory Committee appointments.

CARRIED

Resolution No. 2023-374:

Moved by Councillor Hurst and
Seconded by Councillor Sepulis

THAT Council moves into open session at 1:36 p.m.

CARRIED

Council resumed into open session at 1:36 p.m.

Mayor Seeley declared a potential pecuniary interest related to item 14.1 as I was previously employed by the Township and therefore refrained from discussions and voting on that item and did not participate in the closed session relating to item 14.1.

Resolution No. 2023-375:

Moved by Councillor Goyda and
Seconded by Councillor Sepulis

That Council receives the:

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

CARRIED

Resolution No. 2023-376:

Moved by Councillor Goyda and
Seconded by Councillor Sepulis

14.2 Confidential report regarding personal matters about an identifiable individual, including municipal or local board employees – Heritage Advisory Committee appointments; and

That Council give three readings to By-law 2023-048 being a By-law to appoint Tamsin Lambert and Cheryl McLean to the Heritage Advisory Committee for the remainder of the 2022-2026 term; and

That Council direct staff to amend the Heritage Advisory Committee Terms of Reference to allow for a Committee membership in the range of 5-7 members including the Council member.

CARRIED

15. BUSINESS ARISING FROM CLOSED SESSION:

None

16. NOTICE OF MOTION:

Councillor Goyda provided notice of motion at the October 25, 2023 Council Meeting to be considered by Council at the November 8, 2023 Council Meeting as follows:

Resolution No. 2023-377:

Moved by Councillor Bailey and
Seconded by Councillor Sepulis

Whereas the township has a Procedural By-law that requires all Council and Committee meetings to be audio and video recorded and published to the Township's YouTube page; and,

Whereas the Recreation Advisory is not a statutory committee required by any act; and

Whereas as the Committee functions best when open dialogue and full participation is encouraged;

Therefore, in order to facilitate open dialogue and encourage full participation and discussion during the Recreation Advisory Committee meetings, be it resolved that procedural bylaw be amended to remove the requirement for recreation advisory committee meetings to be video recorded and published to the township YouTube page.

CARRIED

17. **NEW BUSINESS:**

None

18. **CONFIRMATORY BY-LAW:**

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

Resolution No. 2023-378:

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 2023-047 being a by-law to confirm the proceedings of Council for the Corporation of the Township of Puslinch at its meeting held on the 8 day of November 2023.

CARRIED

19. **ADJOURNMENT:**

Resolution No. 2023-379:

Moved by Councillor Goyda and
Seconded by Councillor Sepulis

That Council hereby adjourns at 3:21 p.m.

CARRIED

James Seeley, Mayor

Courtenay Hoytfox, Clerk



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
OCTOBER 10, 2023 COMMITTEE OF ADJUSTMENT MEETING
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

MINUTES

DATE: October 10, 2023

MEETING: 7:00 p.m.

The October 10, 2023 Committee of Adjustment Meeting was held on the above date and called to order at 7:06 p.m. via electronic participation and in-person at 7404 Wellington Road 34, Puslinch.

1. CALL THE MEETING TO ORDER

2. ROLL CALL

ATTENDANCE:

PRESENT:

Chris Pickard, Acting Chair
Dennis O'Connor
Paul Sadhra
Jeffrey Born

ABSENT:

Councillor John Sepulis

STAFF IN ATTENDANCE:

Lynne Banks, Secretary/Treasurer
Laura Emery, Communications & Committee Coordinator
Zachary Prince, Senior Planner, County of Wellington

3. MOMENT OF REFLECTION

4. CONFIRMATION OF THE AGENDA

Resolution No. 2023-086:

Moved by Committee Member Paul Sadhra and
Seconded by Committee Member Jeff Born



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
OCTOBER 10, 2023 COMMITTEE OF ADJUSTMENT MEETING
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

That the Committee approves the October 10, 2023 Agenda as circulated.

CARRIED.

5. DISCLOSURE OF CONFLICT OF INTEREST:

None

6. APPROVAL OF MINUTES

6.1 Approval of the Minutes

6.1.1 September 12, 2023

Resolution No. 2023-087:

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

That the Committee of Adjustment approves the Minutes from the meeting held
September 12, 2023.

CARRIED.

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

7.1 None

8. NEW BUSINESS

None

9. ADJOURNMENT

Resolution No. 2023-088:

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

That the Committee of Adjustment hereby adjourns at 7:10 p.m.

CARRIED.



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
OCTOBER 10, 2023 PLANNING AND DEVELOPMENT
ADVISORY COMMITTEE MEETING
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

MINUTES

DATE: October 10, 2023
MEETING: Following Committee of Adjustment

The October 10, 2023 Planning and Development Advisory Committee Meeting was held on the above date and called to order at 7:10 p.m. via electronic participation and in-person at 7404 Wellington Road 34, Puslinch.

1. CALL THE MEETING TO ORDER

2. ROLL CALL

ATTENDANCE:

PRESENT:

Chris Pickard, Acting Chair
Dennis O'Connor
Paul Sadhra
Jeffrey Born

ABSENT:

Councillor John Sepulis

STAFF IN ATTENDANCE:

Lynne Banks, Secretary/Treasurer
Laura Emery, Communications and Committee Coordinator
Zachary Prince, Senior Planner, County of Wellington

3. MOMENT OF REFLECTION

4. CONFIRMATION OF THE AGENDA

Resolution No. 2023-089:

Moved by Committee Member Jeff Born and
Seconded by Committee Member Dennis O'Connor



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
OCTOBER 10, 2023 PLANNING AND DEVELOPMENT
ADVISORY COMMITTEE MEETING
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

That the Committee approves the October 10, 2023 Agenda as circulated.

CARRIED.

5. DISCLOSURE OF CONFLICT OF INTEREST:

None

6. DELEGATIONS

None

7. CONSENT AGENDA

7.1 Approval of the Minutes

7.1.1 September 12, 2023

Resolution No. 2023-090:

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

That the Planning and Development Advisory Committee approves the Minutes from the meeting held September 12, 2023.

CARRIED.

7.2 Other Consent Items

None

8. NOTICE OF PUBLIC MEETINGS/HEARINGS

None

9. REPORTS

9.1. LAND DIVISION (CONSENTS)

9.1.1 Severance Application B28-23 - REVISED (D10-AUG) – Susan & Jerry Auger – Part Lot 10, Concession 10, municipally known as 164 Hume Road, RR#1, Township of



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
OCTOBER 10, 2023 PLANNING AND DEVELOPMENT
ADVISORY COMMITTEE MEETING
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

Puslinch.≠

Proposed severance is 1.18 hectares with 16 meters frontage, vacant land for proposed rural residential use.

Retained parcel is 6.49 hectares with 128 meters frontage, existing and proposed rural residential use with existing dwelling, septic and well.

Resolution No. 2023-091:

Moved by Committee Member Jeff Born and
Seconded by Committee Member Paul Sadhra

That the Committee supports Severance Application B28-23 (Revised) subject to the following condition(s):

1. That the Owner satisfy all the requirements of the Township of Puslinch, financial and otherwise (including taxes paid in full and Consent Review/Condition Clearance fee) which the Township may deem to be necessary at the time of issuance of the Certificate of Consent for the property and orderly development of the subject lands. Any fees incurred by the Township for the review of this application will be the responsibility of the applicant; and further that the Township of Puslinch file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
2. That safe access to the proposed severed lands can be accommodated to the satisfaction of the Township; and further that the Township file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
3. That the Owner obtain zoning compliance for the reduced lot frontage for the proposed severed parcel; and further that the Township file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
4. That the Owner obtain zoning compliance for the reduced MDS setback from the severed lot; and further that the Township file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.

CARRIED

9.2 ZONING BY-LAW AMENDMENT APPLICATIONS

None



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
OCTOBER 10, 2023 PLANNING AND DEVELOPMENT
ADVISORY COMMITTEE MEETING
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

10. CORRESPONDENCE

None

11. NEW BUSINESS

11.1. Committee Memo – Training Opportunity – Property Standards Appeals

- Lynne Banks provided an overview of the Property Standards Appeals training course that several of the Committee Members and Township Staff attended on September 14, 2023 at Guelph Eramosa.

13. ADJOURNMENT

Resolution No. 2023-092

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

That the Planning and Development Advisory Committee hereby adjourns at 7:34 p.m.

CARRIED.



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
OCTOBER 2, 2023 YOUTH ADVISORY COMMITTEE MEETING
IN-PERSON MEETING –
7404 WELLINGTON RD 34, PUSLINCH ON

MINUTES

DATE: October 2, 2023

MEETING: 6:00 P.M.

The October 2, 2023 Youth Advisory Committee was held on the above date and called to order at 6:10 p.m. via in person participation at the Municipal Office at 7404 Wellington Road 34, Puslinch.

1. CALL THE MEETING TO ORDER

2. ROLL CALL

Attendance:

Councillor Sara Bailey
Aaron Dochstader
Carter Devries
Chelsey MacPherson
Katey Whaling
Kenzo Szatori
Laz Holford
Oliver Van Gerwen
Talía Wineberg
Xander Wineberg

Staff in Attendance:

Justine Brotherston, Interim Municipal Clerk
Laura Emery, Communications and Committee Coordinator
Sarah Huether, Interim Deputy Clerk
Mike Fowler, Director of Public Works, Parks and Facilities

Absent:

Ayla Panylo
Carter O'Driscoll

3. MOMENT OF REFLECTION



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
OCTOBER 2, 2023 YOUTH ADVISORY COMMITTEE MEETING
IN-PERSON MEETING –
7404 WELLINGTON RD 34, PUSLINCH ON

4. CONFIRMATION OF THE AGENDA

Resolution No. 2023-055:

Moved by Kenzo Szatori and
Seconded by Talia Wineberg

That the Youth Advisory Committee approves the October 2, 2023 Agenda and Addendum as circulated.

CARRIED.

5. DISCLOSURE OF CONFLICT OF INTEREST:

None

6. DELEGATIONS

None

7. CONSENT AGENDA

7.1 September 11, 2023 Youth Advisory Committee Minutes

Resolution No. 2023-056:

Moved by Chelsea MacPherson and
Seconded by Aaron Dochstader

That Consent Agenda item 7.1 listed for the October 2, 2023 Youth Advisory Committee Meeting be received for information.

CARRIED.

8. COMMITTEE AND STAFF REPORTS

8.1 Report – Presentation/Tour – Public Works Department

Resolution No. 2023-057:

Moved by Aaron Dochstader and
Seconded by Kenzo Szatori



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
OCTOBER 2, 2023 YOUTH ADVISORY COMMITTEE MEETING
IN-PERSON MEETING –
7404 WELLINGTON RD 34, PUSLINCH ON

That the Tour of Public Works, Parks, and Facilities Department presented by Mike Fowler, Director of Public Works, Parks and Facilities be received for information.

CARRIED.

8.2 Workshop – Local Government

Resolution No. 2023-058:

Moved by Aaron Dochstader and
Seconded by Katey Whaling

That the workshop entitled Local Government be received for information.

CARRIED.

8.3 Ice Breaker

Resolution No. 2023-059:

Moved by Laz Holford and
Seconded by Oliver Van Gerwen

That the Ice Breaker be received for information.

CARRIED.

8.4 Committee Memo – Upcoming Youth Engagement Opportunities

Resolution No. 2023-060:

Moved by Carter Devries and
Seconded by Xander Wineberg

That the Committee Memo entitled Upcoming Youth Engagement Opportunities be received for information; and ,

That the following members volunteer for the Halloween Dance on October 26:

Kenzo Szatori and,

Aaron Dochstader and,



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
OCTOBER 2, 2023 YOUTH ADVISORY COMMITTEE MEETING
IN-PERSON MEETING –
7404 WELLINGTON RD 34, PUSLINCH ON

Chelsea MacPherson and,

Katey Whaling; and

That the Youth Advisory Committee members bring back their availability for the Christmas Parade on November 26 to the November 6, 2023 Youth Advisory Committee meeting.

CARRIED.

8.5 Report YOU-2023-018 - Proposed Terms of Reference and update to 2024 Youth Advisory Committee Meeting Schedule Committee Memo – Upcoming Youth Engagement Opportunities

Resolution No. 2023-061:

Moved by Chelsea MacPherson and
Seconded by Oliver Van Gerwen

That staff report YOU-2023-018 regarding the Proposed Terms of Reference Amendment and update to 2024 Youth Advisory Committee Meeting Schedule be received for information; and,

That the Youth Advisory Committee endorse the proposed amendment to the Committee's Terms of Reference to include two (2) joint committee meetings annually with the Recreation Advisory Committee to be considered by Council at a future meeting; and further,

That the Youth Advisory Committee approve the amendments to the 2024 Youth Advisory Committee Meeting Schedule.

CARRIED.

8.6. Report YOU-2023-019 – Committee Goals and Objectives Update & Working on our Projects

Resolution No. 2023-062:

Moved by Carter Van Gerwen and
Seconded by Kenzo Szatori

That report YOU-2023-019 entitled Committee Goals and Objectives & Working on our Projects be received; and,



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
OCTOBER 2, 2023 YOUTH ADVISORY COMMITTEE MEETING
IN-PERSON MEETING –
7404 WELLINGTON RD 34, PUSLINCH ON

That the verbal updates provided by the Sports Day Sub-committee be received.

CARRIED.

8.7. Report YOU-2023-020 – Optimist Recreation Centre Rink Schedule Youth Skating Program

Resolution No. 2023-063:

Moved by Carter Van Gerwen and
Seconded by Kenzo Szatori

That report YOU-2023-020 entitled Optimist Recreation Centre Rink Schedule be received; and,

That the the Youth Advisory Committee provided the following comments to be considered at a future Council meeting:

The Youth Advisory Committee supports youth skating programming for 13 to 17 year olds from 6:30-8:30 p.m. on Friday nights.

CARRIED.

9. CORRESPONDENCE

None

10. ANNOUCEMENTS

Justine Brotherston shared that Puslinch Fire and Resuce Services Department is holding an event Saturday October 28th from 8:30 am to 11:30 am and youth volunteers are needed.

Councillor Bailey shared that the Boreham Park ribbon cutting ceremony is Friday October 20th at 11:00 a.m.



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
OCTOBER 2, 2023 YOUTH ADVISORY COMMITTEE MEETING
IN-PERSON MEETING –
7404 WELLINGTON RD 34, PUSLINCH ON

11. NOTICE OF MOTION

None

12. NEW BUSINESS

None

13. ADJOURNMENT

Resolution No. 2023-064:

Moved by Kenzo Szatori and
Seconded by Talia Wineberg

That the Youth Advisory Committee hereby adjourns at 8:04 p.m.

CARRIED.



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
SEPTEMBER 11, 2023 HERITAGE ADVISORY COMMITTEE MEETING
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION
23 BROCK RD S.

MINUTES

DATE: September 11, 2023

MEETING: 1:00 P.M.

The September 11, 2023 Heritage Advisory Committee meeting was held on the above date and called to order at 1:07 p.m. via in person participation at the Puslinch Community Centre at 23 Brock Rd S and via electronic participation.

1. CALL THE MEETING TO ORDER

2. ROLL CALL

Attendance:

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

Absent:

Josh Heller

Staff in Attendance:

Laura Emery, Communications and Committee Coordinator
Justine Brotherston, Deputy Clerk
Courtenay Hoytfox, Municipal Clerk

3. MOMENT OF REFLECTION

4. CONFIRMATION OF THE AGENDA

Resolution No. 2023-040:

Moved by Kristine O'Brien and
Seconded by Andy Day

That the Heritage Advisory Committee approves the September 11, 2023 Agenda as circulated.

CARRIED.



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
SEPTEMBER 11, 2023 HERITAGE ADVISORY COMMITTEE MEETING
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION
23 BROCK RD S.

5. DISCLOSURE OF CONFLICT OF INTEREST:

Kristine O'Brien declared a potential conflict of interest related to report HER-2023-017, specifically Schedule E – 4-08100 – 7156 Concession 1 and Schedule L – 6-09000 – 80 Brock Rd S due to her employment with the Presbyterian Church of Canada and being the Director of Chieff Hills Retreat Centre.

6. DELEGATIONS

None

7. CONSENT AGENDA

7.1 June 5, 2023 Heritage Advisory Committee Minutes

7.2 Township of Puslinch Council Resolution 2023-202

7.3 CHOnews – Spring 2023

Resolution No. 2023-041:

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

That Consent Agenda items listed for the September 11, 2023 Heritage Advisory Committee meeting be received for information.

CARRIED.

8. COMMITTEE AND STAFF REPORTS

8.1 Committee Memo – Councillor Hurst

Resolution No. 2023-042:

Moved by Lily Klammer-Tsuji and
Seconded by Andy Day

That the Committee Memo entitled "2023 Ontario Heritage Conference" be received for information.

CARRIED.



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
SEPTEMBER 11, 2023 HERITAGE ADVISORY COMMITTEE MEETING
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION
23 BROCK RD S.

8.2 Committee Memo – Lily Klammer-Tsuji

Resolution No. 2023-043:

Moved by Andy Day and
Seconded by Kristine O'Brien

That the Committee Memo entitled "Review of June Ontario Heritage Conference" be received for information.

CARRIED.

Heritage Advisory Committee recessed from 2:02 p.m. to 2:13 p.m.

Roll Call

Russel Hurst

Andy Day

Kristine O'Brien

Lily Klammer-Tsuji

8.3 Report – HER-2023-017 – Designation Process Update

Kristine O'Brien declared a potential conflict of interest related to report HER-2023-017, specifically Schedule E – 4-08100 – 7156 Concession 1 and Schedule L – 6-09000 – 80 Brock Rd S due to her employment with the Presbyterian Church of Canada and being the Director of Chieff Hills Retreat Centre.

Resolution No. 2023-044:

Moved by Andy Day and
Seconded by Lily Klammer-Tsuji

That staff report HER-2023-017 regarding Heritage Register Designations Update be received for information; and,

That the priority property listing and supporting materials attached to this report with the exceptions of Schedules E and L be endorsed for designation by the Heritage Advisory Committee and referred to Council for consideration for intention to designate as amended; and,



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
SEPTEMBER 11, 2023 HERITAGE ADVISORY COMMITTEE MEETING
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION
23 BROCK RD S.

That the committee approves report as amended and that the statements be provided for a technical review by the peer reviewer prior to being provided to Council for Consideration.

CARRIED.

Resolution No. 2023-045:

Moved by Lily Klammer-Tsuji and
Seconded by Andy Day

That the priority property listing and supporting materials Schedules E and L attached to this report be endorsed for designation by the Heritage Advisory Committee and referred to Council for consideration for intention to designate as amended; and,

That the committee approves report as amended and that the statements be provided for a technical review by the peer reviewer prior to being provided to Council for Consideration.

CARRIED.

8.4 Report – HER-2023-018 – 2024 Budget Requests

Resolution No. 2023-046:

Moved by Andy Day and
Seconded by Kristine O'Brien

That staff report HER-2023-018 regarding the 2024 Heritage Advisory Committee Budget Requests report be received for information; and,

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

CARRIED.

8.5 Report – HER-2023-019 – Goals and Objectives Training

Resolution No. 2023-047:

Moved by Kristine O'Brien and
Seconded by Andy Day



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
SEPTEMBER 11, 2023 HERITAGE ADVISORY COMMITTEE MEETING
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION
23 BROCK RD S.

That staff report HER-2023-019 regarding Committee Goals and Objectives Training be received for information.

CARRIED.

8.6 Report – HER-2023-018 – Goals and Objectives

Resolution No. 2023-048:

Moved by Andy Day
Seconded by Kristine O'Brien

That staff report HER-2023-020 entitled 2022-2026 Goals and Objectives Update be received for information; and,

That the Heritage Advisory Committee's Engagement Sub-Committee vacancy be moved to a future meeting.

CARRIED.

9. CORRESPONDENCE

None

10. ANNOUNCEMENTS

None

11. NOTICE OF MOTION

None

12. NEW BUSINESS

Lily Klammer-Tsuji provided a PowerPoint presentation summarizing her experience at the Ontario Heritage Conference.

Resolution No. 2023-049:

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

That the Heritage Advisory Committee receive the Ontario Heritage Committee June 2023 presentation by Lily Klammer-Tsuji for information; and,



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
SEPTEMBER 11, 2023 HERITAGE ADVISORY COMMITTEE MEETING
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION
23 BROCK RD S.

**That staff provide a report regarding support for designated properties through CIP,
Grants and/or Tax Rebates at a future Heritage Advisory Committee meeting.**

CARRIED.

13. ADJOURNMENT

Resolution No. 2023-050:

Moved by Andy Day
Seconded by Kristine O'Brien

That the Heritage Advisory Committee hereby adjourns at 2:21 p.m.

CARRIED.



Grand River Conservation Authority

Summary of the General Membership Meeting – October 27, 2023

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

Action Items

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

- GM-10-23-80 - Budget 2024 - Draft #1
- GM-10-23-82 - Financial Summary
- GM-10-23-73 - 2024 Board Meeting Schedule
- GM-10-23-74 - New Guelph Lake Nature Centre Update
- GM-10-23-78 - Provincial Offences Act Officer Appointments - Section 30.1
- GM-10-23-77 - Conestogo Dam Bridge Deck Rehabilitation - Energy Attenuator - Project Award
- GM-10-23-C07 Proposed Outdoor Environmental Education Program Staffing Model (Closed agenda)

The following item was deferred until the January 2024 Meeting of the General Membership:

- GM-10-23-76 - Outdoor Environmental Education Program Review

Information Items

The Board received the following reports as information:

- GM-10-23-81 - Budget Draft #1 - Municipal Apportionment
- GM-10-23-75 - Cash and Investment Status
- GM-10-23-72 - Permits Issued under Ontario Regulation 150/06
- GM-10-23-79 - Current Watershed Conditions
- GM-10-23-C07 Update - Violation of Ontario Regulation 150/06 (Closed agenda)

Correspondence

The Board received the following correspondence:

- Minister of Municipal Affairs and Housing - Proposed legislation to return lands to the Greenbelt and Oak Ridges Moraine

Delegations

There was one unregistered delegation:

- Peter Pautler – Nature Centres & Outdoor Environmental Education

Source Protection Authority

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

For full information, please refer to the October 27 [General Membership](#) agenda package. Complete agenda packages and minutes of past meetings can be viewed on our [online calendar](#). The minutes of this meeting will be posted on our online calendar once they have been approved.

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'.

Staci Landry, Deputy Clerk
City of Owen Sound
808 2nd Avenue East
Owen Sound, ON N4K 2H4



Telephone: 519-376-4440 ext. 1235
Facsimile: 519-371-0511
Email: slandry@owensound.ca
Website: www.owensound.ca

November 10, 2023

Via Email

Hon. Doug Downey
Attorney General
McMurtry-Scott Building
11th Floor, 720 Bay Street
Toronto, ON M7A 2S9
Doug.Downey@pc.ola.org

Dear Minister Downey:

Re: Support for Township of McKellar's Resolution respecting a Call for an Amendment to the *Legislation Act*, 2006

City Council, at its meeting held on November 6, 2023, considered the above-noted matter, and passed Resolution No. R-231106-006 as follows:

"THAT in consideration of correspondence received on the November 6, 2023 Consent Agenda respecting a Call for an Amendment to the *Legislation Act*, 2006, City Council requests that:

- 1. Staff send a letter to the Attorney General, in support of the resolution from the Township of McKellar; and**
- 2. The letter be sent to the Minister of Municipal Affairs and Housing, M.P. and M.P.P. for Bruce-Grey Owen Sound, and all Ontario municipalities."**

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

A black rectangular box redacting the signature of Staci Landry.

Staci Landry
Deputy Clerk

Encl. Township of McKellar – Call for an Amendment to the *Legislation Act*, 2006

cc: Hon. Paul Calandra, Minister of Municipal Affairs and Housing
Alex Ruff, MP Bruce-Grey-Owen Sound
Rick Byers, MPP Bruce-Grey-Owen Sound
All Ontario Municipalities



Township of McKellar

701 Hwy #124, P.O. Box 69, McKellar, Ontario POG 1C0

Phone: (705) 389-2842

Fax: (705) 389-1244

October 19, 2023

Hon. Doug Downey
Attorney General
McMurtry-Scott Bldg 11th Flr, 720 Bay St.
Toronto, ON M7A 2S9

Sent via email: Doug.Downey@ontario.ca

RE: Call for an Amendment to the *Legislation Act, 2006*

Dear Mr. Downey,

At the Regular Meeting of Council held on October 17, 2023, the Council of the Corporation of the Township of McKellar carried the following resolution:

Resolution No. 23-671

Moved by: Councillor Kekkonen

Seconded by: Councillor Zulak

WHEREAS Metroland Media Group has sought bankruptcy protection and will cease the print publication of its weekly community newspapers across Ontario, moving to an online-only model; and

WHEREAS Neil Oliver, Chief Executive Officer and President of Metroland Media Group, said the 71 Metroland community publications will be digital only going forward; and

WHEREAS the *Legislation Act, 2006* provides a definition of “newspaper” which applies to every Ontario Act and Regulation, as in a provision requiring publication, means a document that, (a) **is printed in sheet form**, published at regular intervals of a week or less and circulated to the general public, and (b) consists primarily of news of current events of general interest; (“journal”); and

WHEREAS Ontario Municipalities are required to follow publication and notice requirements for Provincial Acts and Regulations; and

WHEREAS communities such as the West Parry Sound Area cannot comply with publication requirements in Provincial Acts and Regulations as the Parry Sound North Star news publication is no longer being printed in sheet form and there are no other local news publications fitting the definition of “newspaper”; and

WHEREAS some small, rural, Ontario Municipalities may not have the means to bring an application to the Court to ask for directions and approval of an alternate manner of providing notice;

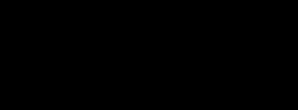
NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar does hereby request the Provincial government to make an amendment to the *Legislation Act, 2006* to include digital publications as an acceptable means of publication and notice requirements for Provincial Acts and Regulations; and

FURTHER request the support of all Ontario Municipalities; and

FURTHER THAT this resolution be forwarded to the Minister of Municipal Affairs and Housing, Paul Calandra; Parry Sound-Muskoka MPP, Graydon Smith; The Association of Ontario Municipalities (AMO); CEO and President of Metroland Media Group, Neil Oliver and all Ontario Municipalities.

Carried

Regards,



Karlee Britton
Deputy Clerk
Township of McKellar
deputyclerk@mckellar.ca
(705) 389-2842 x5

cc:

Paul Calandra, Minister of Municipal Affairs and Housing
Graydon Smith, MPP Parry Sound-Muskoka
The Association of Ontario Municipalities (AMO)
Neil Oliver, CEO & President, Metroland Media Group
All Ontario Municipalities

November 14, 2023

Via email: paul.calandra@pc.ola.org

Minister of Municipal Affairs and Housing
Attn: Hon. Paul Calandra
17th Floor 777 Bay St.
Toronto, ON M7A 2J3

Dear Mr. Calandra,

**RE: Resolution of Support for Township of McKellar – re: Resolution regarding
Call for Amendment to Legislation Act, 2006**

On behalf of the Council of the Corporation of the Township of Lake of Bays, please be advised that the above-noted correspondence was presented at the last regularly scheduled Council meeting on November 14, 2023, and the following resolution was passed.

“Resolution TC-257-2023

BE IT RESOLVED THAT Council of the Corporation of the Township of Lake of Bays supports the Township of McKellar’s resolution regarding a call for an amendment to the Legislation Act, 2006 to include digital publications as an acceptable means of publication and notice requirements for Provincial Acts and Regulations.

AND FURTHER THAT this resolution be forwarded to the Minister of Municipal Affairs and Housing, Paul Calandra; Parry Sound-Muskoka MPP Graydon Smith, the Association of Ontario Municipalities (AMO); and CEO and President of Metroland Media Group, Neil Oliver and all other Ontario Municipalities.

Carried.”

...2

Should you have any questions, please do not hesitate to contact our Municipal Office at 705-635-2272.

Sincerely,



Carrie Sykes, *Dipl. M.A., CMO, AOMC*,
Director of Corporate Services/Clerk
CS/lv

Copy to: Parry Sound – Muskoka, MPP, Graydon Smith
The Association of Ontario Municipalities
CEO and President of Metroland Media Group, Neil Oliver
Municipalities in Ontario

Encl: Township of McKellar - Resolution No. 23-671



Township of McKellar

701 Hwy #124, P.O. Box 69, McKellar, Ontario POG 1C0

Phone: (705) 389-2842

Fax: (705) 389-1244

October 19, 2023

Hon. Doug Downey
Attorney General
McMurtry-Scott Bldg 11th Flr, 720 Bay St.
Toronto, ON M7A 2S9

Sent via email: Doug.Downey@ontario.ca

RE: Call for an Amendment to the *Legislation Act, 2006*

Dear Mr. Downey,

At the Regular Meeting of Council held on October 17, 2023, the Council of the Corporation of the Township of McKellar carried the following resolution:

Resolution No. 23-671

Moved by: Councillor Kekkonen

Seconded by: Councillor Zulak

WHEREAS Metroland Media Group has sought bankruptcy protection and will cease the print publication of its weekly community newspapers across Ontario, moving to an online-only model; and

WHEREAS Neil Oliver, Chief Executive Officer and President of Metroland Media Group, said the 71 Metroland community publications will be digital only going forward; and

WHEREAS the *Legislation Act, 2006* provides a definition of "newspaper" which applies to every Ontario Act and Regulation, as in a provision requiring publication, means a document that, (a) **is printed in sheet form**, published at regular intervals of a week or less and circulated to the general public, and (b) consists primarily of news of current events of general interest; ("journal"); and

WHEREAS Ontario Municipalities are required to follow publication and notice requirements for Provincial Acts and Regulations; and

WHEREAS communities such as the West Parry Sound Area cannot comply with publication requirements in Provincial Acts and Regulations as the Parry Sound North Star news publication is no longer being printed in sheet form and there are no other local news publications fitting the definition of "newspaper"; and

WHEREAS some small, rural, Ontario Municipalities may not have the means to bring an application to the Court to ask for directions and approval of an alternate manner of providing notice;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar does hereby request the Provincial government to make an amendment to the *Legislation Act, 2006* to include digital publications as an acceptable means of publication and notice requirements for Provincial Acts and Regulations; and

FURTHER request the support of all Ontario Municipalities; and

FURTHER THAT this resolution be forwarded to the Minister of Municipal Affairs and Housing, Paul Calandra; Parry Sound-Muskoka MPP, Graydon Smith; The Association of Ontario Municipalities (AMO); CEO and President of Metroland Media Group, Neil Oliver and all Ontario Municipalities.

Carried

Regards,



Karlee Britton
Deputy Clerk
Township of McKellar
deputyclerk@mckellar.ca
(705) 389-2842 x5

cc:

Paul Calandra, Minister of Municipal Affairs and Housing
Graydon Smith, MPP Parry Sound-Muskoka
The Association of Ontario Municipalities (AMO)
Neil Oliver, CEO & President, Metroland Media Group
All Ontario Municipalities

RESOLUTION NO. 2023 - 343 NOVEMBER 15, 2023

Moved by:

Seconded by:

BE IT RESOLVED THAT the Council of the Municipality of Magnetawan endorses and supports item 4.1 Township of McKellar Call for an Amendment to the Legislation Act, 2006;

AND FURTHER THAT this resolution be circulated to the Minister of Municipal Affairs and Housing, Paul Calandra; Parry Sound-Muskoka MPP, Graydon Smith; The Association of Ontario Municipalities (AMO); CEO and President of Metroland Media Group, Neil Oliver and all Ontario Municipalities.

Carried ☒ Defeated ☐ Deferred ☐

Sam Dunnett, Mayor

Recorded Vote Called by: _____

Recorded Vote

Member of Council	Yea	Nay	Absent
Bishop, Bill			
Hetherington, John			
Hind, Jon			
Kneller, Brad			
Mayor: Dunnett, Sam			



*Knowing our heritage
we will build our future*



CORPORATION OF THE TOWNSHIP OF RYERSON

Date: November 14, 2023

Resolution Number: R- 178 - 23

Moved by: Councillor Robertson

Seconded by: Councillor Miller

Be it resolved that the Ryerson Township Council support the resolution No. 23-671 passed by the McKellar Township Council to amend the Legislation Act, 2006 to include digital publications as an acceptable means of publication and notice requirements for Provincial Acts and Regulations.

Carried ☒ **Defeated** ☐

(Chair Signature)

Declaration of Pecuniary Interest by: _____

RECORDED VOTE					
Vote called by Clerk in random order, Chair to vote last					
Members of Council		Yea	Nay	Abstention	Absent
Councillors	Beverly Abbott				
	Glenn Miller				
	Delynne Patterson				
	Dan Robertson				
Mayor	George Sterling				



The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

Tuesday, November 7, 2023

Resolution # RC23263	Meeting Order: 8
Moved by: [REDACTED]	Seconded by: [REDACTED]

WHEREAS the local newspaper company Algoma News Review has ceased the print publication of its weekly newspaper and printed its final edition on July 6, 2022; and

WHEREAS the *Legislation Act, 2006* provides a definition of “newspaper” which applies to every Ontario Act Regulation, as in a provision requiring publication, means a document that, (a) **is printed in sheet form**, published at regular intervals of a week or less and circulated to the general public, and (b) consists primarily of news of current events of general interest; (“journal”); and

WHEREAS Ontario Municipalities are required to follow publication and notice requirements for Provincial Acts and Regulations; and

WHEREAS communities such as the Municipality of Wawa cannot comply with publication requirements in Provincial Acts and Regulations as the Algoma News Review publication is no longer being printed in sheet form and there are no other local news publications fitting the definition of “newspaper”; and

WHEREAS some small rural Ontario Municipalities may not have the means to bring an application to the Court to ask for directions and approval of an alternate manner of providing notice;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Municipality of Wawa does hereby support the Township of McKellar and request the Provincial Government to make an amendment to the *Legislation Act, 2006* to include digital publications as an acceptable means of publication and notice requirements for Provincial acts and Regulations; and

p.2...



The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

FURTHERMORE request the support of all Ontario Municipalities; and

FURTHERMORE THAT this resolution be forwarded to the Minister of Municipal Affairs and Housing Paul Calandra, Algoma Manitoulin MPP Michael Mantha, and the Association of Ontario Municipalities (AMO).

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

Disclosure of Pecuniary Interest and the general nature thereof.

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

Clerk: _____

MAYOR – MELANIE PILON	CLERK – MAURY O'NEILL
	



Village of South River
Notice under Legislation Act, 2006

Date: November 14, 2023

Motion Number: 320-2023

Moved By: _____

Seconded By: _____

WHEREAS communities such as Village of South River may not be able to comply with publication requirements in Provincial Acts and Regulations as the Almaguin News publication is no longer being printed in sheet form and there are no clear local news publications fitting the definition of “newspaper”;

BE IT RESOLVED THAT the Council of the Village of South River does hereby support the Township of McKellar’s Resolution No. 23-671 that the Provincial government make an amendment to the *Legislation Act, 2006* to include digital publications as an acceptable means of publication and notice requirements for Provincial Acts and Regulations; and

FURTHER THAT this resolution be forwarded to the Minister of Municipal Affairs and Housing, Paul Calandra; Parry Sound-Muskoka MPP, Graydon Smith; The Association of Ontario Municipalities (AMO); CEO and President of Metroland Media Group, Neil Oliver and the Township of McKellar.

Carried By: _____

Lost By: _____

Name of Council Member	Yeas	Nays	Abstention	Pecuniary Interest	Recorded Vote
Mayor Coleman					
Councillor Brandt					
Councillor Brooks					
Councillor O’Hallarn					
Councillor Scott					

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister
777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre
777, rue Bay, 17^e étage
Toronto ON M7A 2J3
Tél. : 416 585-7000



234-2023-5307

November 2, 2023

**Re: Announcement Impacting Provincial Decisions on Municipal Official Plans/
Official Plan Amendments**

Dear Sir, Madam:

Since becoming the Minister of Municipal Affairs and Housing, I have made it a priority to review past decisions related to land use planning, including official plans and minister's zoning orders, to ensure that these earlier decisions support our goal of building at least 1.5 million homes in a manner that maintains and reinforces public trust.

In November 2022 and April 2023, the ministry issued decisions on official plans impacting the cities of Barrie, Belleville, Guelph, Hamilton, Ottawa and Peterborough, the regional municipalities of Halton, Niagara, Peel, Waterloo and York, and Wellington County. As a result of my review of these decisions, on October 23, 2023, I announced my intent to introduce legislation as soon as possible that would reverse the province's changes to these plans.

For clarity, the proposed legislation will, if passed, bring into effect the official plans or official plan amendments as adopted by municipal council without provincial modifications, except for any modifications that are necessary to protect matters of public health and safety, or which are required to align with legislation or regulations.

The ministry appreciates that the decisions that were made in November 2022 and April 2023 are currently in effect, and I understand that many municipalities are working to actively implement the decisions. I also appreciate that productive collaboration and coordination between the ministry and your municipality is going to be needed to ensure clarity going forward.

As stated in my announcement on October 23, 2023, we are providing 45 days for municipalities to submit information about the modifications to the official plans that were originally submitted to the Ministry, including:

1. Circumstances or projects where construction has already begun in relation to the official plan or official plan amendment decisions, particularly those projects that are directly reliant on the modifications made to the plan through the ministry's decision; and

2. If there are changes that the municipality would like to see made to the official plan, based on the modifications that the province had previously made, and which you support. Lower-tier municipal feedback on the original official plan submitted to the province will be important to supporting its implementation.

We are asking mayors of impacted single and lower tier municipalities to submit this feedback, including proposed changes and updates to the official plans/official plan amendments, to ministry staff **by December 7, 2023**. Please submit feedback to the following email address: MMAHOfficialPlans@Ontario.ca.

To ensure the province receives the necessary feedback within the 45-day window, we will accept changes directly from heads of council of single and lower-tier municipalities, including to official plans that were originally submitted with council endorsements from upper-tier municipalities. Heads of council may choose to seek a council endorsement of their proposed changes, but that is not required.

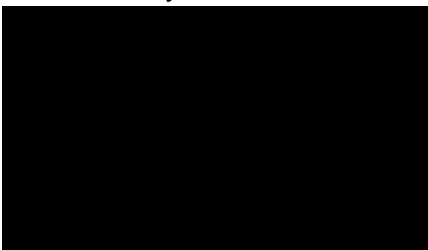
While I intend to introduce legislation prior to the conclusion of the 45-day period, please rest assured that municipal feedback received during the 45-day window, and through consultation on the legislation, will be carefully considered to determine the best approach for moving forward, including if further legislative steps or the use of other provincial tools are required.

We are also interested in receiving information and supporting documentation that outlines related planning costs that may have been incurred by your municipality arising out of the provincial decisions. This information can be submitted to the ministry outside of the 45-day window through municipal staff.

Official plans are an important tool for addressing Ontario's shortage of housing. To that end, as you prepare your feedback, I encourage you to ensure your proposed approach to meet your housing targets is ambitious and reflective of the serious need to get more homes built quickly. In particular, I encourage you to look for opportunities to systematically increase density and align this density with existing and planned transit within your municipality. Getting more homes built faster will help more people in your municipality find a home that meets their needs and budget and help municipalities access funding under Ontario's all-new \$1.2 billion Building Faster Fund.

If your staff have questions or concerns, ministry staff are available to discuss this matter further. Please have municipal staff contact the ministry at the email address above and we will connect you with the relevant staff in my ministry.

Thank you,



Hon. Paul Calandra
Minister of Municipal Affairs and Housing

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister
777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre
777, rue Bay, 17e étage
Toronto ON M7A 2J3
Tél. : 416 585-7000



Ontario

234-2023-5547

November 16, 2023

Dear Sir, Madam

Subject: Proposed Legislation to Reverse Previous Decisions on Municipal Official Plans/ Official Plan Amendments

Further to my letter on November 2, 2023, I am writing to you to advise that on November 16, 2023, the Ontario government introduced legislation that, if passed, would reverse the official plan decisions made in November 2022 and April 2023 affecting the cities of Barrie, Belleville, Guelph, Hamilton, Ottawa and Peterborough, the regional municipalities of Halton, Niagara, Peel, Waterloo and York, and Wellington County.

The proposed legislation would wind back ministerial changes to official plans and official plan amendments, except in circumstances where construction has begun or where doing so would contravene existing provincial legislation and regulations or for public health and safety. This includes winding back changes to urban boundaries while maintaining protections for the Greenbelt.

The proposed *Planning Statute Law Amendment Act, 2023*, if passed, would:

- Enact the Official Plan Adjustments Act, 2023, which would:
 - Reverse decisions affecting 12 municipalities' official plans, issued on November 4, 2022 and April 11, 2023;
 - Approve the municipally-adopted official plans, retroactive to the date of the ministerial approval (November 4, 2022 or April 11, 2023);
 - Require decisions on outstanding applications and appeals to conform with the legislatively-approved official plans and amendments;
 - Modify limited portions of the council-adopted official plans to address potential conflicts with legislation/regulations; and
 - Introduce immunity provisions to help mitigate legal risk for municipalities and the province resulting from this legislation.
- Amend the *Planning Act* to introduce immunity provisions to help mitigate legal risk for municipalities and the province in the making, amending, or revoking of minister's zoning orders.

Additionally, the proposed legislation would amend the *Planning Act* to introduce immunity provisions related to the making, amending or revoking of minister's zoning orders. While no specific changes to MZOs are currently being made, this provision would help mitigate risk should revocations be necessary as the ministry reviews a use it or lose it policy.

Request for Feedback

In my letter of November 2, 2023, I have asked municipalities to provide input by December 7th. In addition, the ministry is seeking input on the proposed legislation and potential implementation considerations associated with matters arising from the reversal of the official plan decisions.

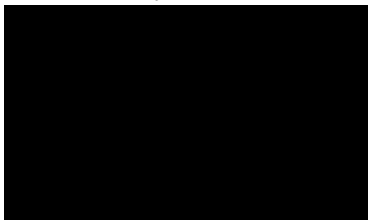
Comments can be sent through the Environmental Registry of Ontario or the Regulatory Registry postings or by email to mmahofficialplans@ontario.ca.

More information on the legislative proposal can be found on the Environmental Registry of Ontario and the Regulatory Registry at:

- [Environmental Registry of Ontario: Planning Statute Law Amendment Act, 2023](#)
- [Regulatory Registry: Planning Statute Law Amendment Act, 2023](#)

I look forward to receiving your feedback on this proposal.

Sincerely,



Hon. Paul Calandra
Minister of Municipal Affairs and Housing

**The Corporation of the
Municipality of Temagami**

7 Lakeshore Drive
P.O. Box 220
Temagami, Ontario
POH 2H0

E-MAIL: communicate@temagami.ca
WEBSITE: www.temagami.ca

PHONE: (705) 569-3421
FAX: (705) 569-2834



Hon. Catherine Fife, MPP
100 Regina St, S. Suite 220
Waterloo, ON,
N2J 4A8

November 13, 2023

Dear Hon. Catherine Fife,

I am writing to you today to inform you that the Council for the Corporation of the Municipality of Temagami does hereby support your Bill amendment to the 'Residents' Bill of Rights set out in Section 3 of Fixing Long-Term Care Act'. Temagami whole heartedly supports the right for residents to not be separated upon admission.

We commend the efforts of Cambridge resident Jim McLeod to ensure that future residents do not go through the pain and agony of separation in an already difficult position. The 'Till Death Do Us Part Act' is an important piece of Legislation that needs to be called to the Standing Committee on Social Policy.

Please find attached Resolution 23-455 affirming the support from the Council for the Corporation of the Municipality of Temagami.

Sincerely,

Rhonda Smith
Municipal Clerk
The Municipality of Temagami

cc. Hon. Doug Ford,
Anthony Rota, MP,
Victor Fedelico, MPP,



THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI
Regular Council Meeting

Resolution Number: 23-455
Title: MPP Catherine Fife
Date: Thursday, November 9, 2023

MOVED BY: M. Youngs
SECONDED BY: J. Platts

BE IT RESOLVED THAT the Council for the Corporation of the Municipality of Temagami does hereby receive the report from the MPP Catherine Fife;
AND FURTHER THAT the Council for the Corporation of the Municipality of Temagami does hereby direct the Municipal Clerk to provide a letter of support to Ms. Fife.

CARRIED

 Declaration of Conflict of Interest:

A true copy of the resolution by the Council of the Municipality of Temagami



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

The General Manager of Planning and Building Services of The Corporation of the City of Guelph gave approval for a Draft Plan of Condominium Subdivision on November 16, 2023, under subsection 51 (31) of the *Planning Act*, R.S.O. 1990, c. P. 13, as amended, in respect to (23CDM23504), municipally known as 1 Mont Street and 360 Woolwich Street, in the City of Guelph, County of Wellington.

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

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

An appeal of the decision to approve the draft plan of condominium subdivision or any of the conditions, can be made to the Ontario Land Tribunal (OLT). The appeal must be filed with the Clerk of The Corporation of the City of Guelph not later than **December 6, 2023, by 4:00 p.m.** It must set out the reasons for the appeal and be accompanied by the **fee of \$1,100.00, paid by certified cheque or money order** made payable to the Minister of Finance. Only the applicant, the Minister of Municipal Affairs and Housing, The City of Guelph, any person, or any public body that before the City of Guelph made its decision, made an oral submission at a public meeting or sent a written submission before the approval of the final plan of condominium subdivision or conditions, can file an appeal.

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

No person or public body shall be added as a party to the hearing of the appeal of the decision of the City of Guelph, including the lapsing provision or the conditions, or any changes to the conditions of approval, unless the person or public body before the decision of the City of Guelph, made oral submissions at a public meeting or written submission to the council, or made a written request to be notified of changes to the conditions or in the OLT's opinion, there are reasonable grounds to add the person or public body as a party.

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

DATED at the City of Guelph on November 17, 2023

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

clerks@guelph.ca
519-837-5603

November 16, 2023

David McAuley,
360 Woolwich Street
Guelph, ON N1H 2W6

Dear Mr. McAuley,

**RE: 360 Woolwich St & 1 Mont St: Draft Plan of Condominium
Condominium File No.: 23CDM-23504**

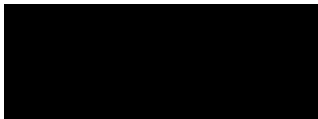
As City Council's delegated approval authority for most condominium applications in the City of Guelph, I would like to confirm that your condominium application for draft plan approval has been reviewed by the City of Guelph Planning and Building Services. As of the date of this letter, I have approved the condominium plan for 360 Woolwich St & 1 Mont St (File No. 23CDM-23504) under Section 51 of the *Planning Act*, R.S.O. 1990, c.P.13, as amended, subject to the conditions attached.

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

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

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

Yours truly,



Krista Walkey, MCIP, RPP
General Manager
Planning and Building Services

Attach.

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

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

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

1 Mont Street and 360 Woolwich Street – Proposed Standard Condominium

Draft Plan Conditions (23CDM-23504)

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

Condominium Draft Plan Details

1. That this approval applies to a Draft Plan of Standard Phased Condominium, known as '23CDM-23504', prepared by James Laws of Van Harten Surveying, on behalf of J.D McAuley, as indicated on Attachment 3 to Report Number 'CONDO-23-05' for the lands municipally known as 1 Mont Street and 360 Woolwich Street, illustrating a total of eight (8) units, including six (6) apartment dwelling units and two (2) commercial units. Furthermore, common elements are comprised of, but not limited to, all roads and drive aisles, outdoor common amenity areas and associated landscaping, and exterior visitor and accessible parking spaces [Nine (9) common-element visitor parking spaces of which one (1) is a barrier free stall].

Building Code and Site Plan Compliance

2. The Owner and/or Applicant shall develop the subject lands in strict accordance with the Ontario Building Code as set out in Section 6 of Ontario Regulation 48/01, as amended from time to time, and the site plan drawings and reports from the approved site plans (File Nos. SP20-025), including but not limited to the fully detailed site plan, landscaping plan, site grading and drainage plan, erosion and sediment control plan, site servicing plan, building elevations and building drawings and mechanical drawings approved by the City in accordance with Section 41 of the Planning Act, to the satisfaction of the City, prior to the registration of the Plan of Condominium.

Site Inspection

3. The Owner and/or Applicant acknowledge and agree that the City can and shall make detailed site inspection(s) at 1 Mont Street and 360 Woolwich Street to ensure the site is completed and developed according to the plans approved by the City, and further, shall arrange for such inspection(s), prior to the registration of the Plan of Condominium.

Debts to City

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

Engineering Conditions

5. That a Professional Engineer and/or Ontario Land Surveyor identifies all the sanitary sewers, building drains, building sewers, building storm drains, storm

sewers, stormwater management system, watermains and water distribution system, serving the site and also identifies the locations where easements are required prior to registration of the condominium.

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

Access Easements

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

Advisory and Warning Clauses

8. Prior to the registration of the Plan of Condominium, an independent lawyer shall provide the City with a copy of the executed proposed condominium declaration that will be registered. The said executed declaration shall contain the following advisory and/or warning clauses:
 - a. "In order to limit liability, public school buses operated by the Service de transport de Wellington-Dufferin Student Transportation Services (STWDSTS), or its assigns or successors, will not travel on privately owned or maintained rights-of-way to pick up students, and potential busing students will be required to meet the bus at a congregated bus pick-up point."
 - b. "Fire Access Routes that are required to be constructed under the Ontario Building Code, the Ontario Fire Code or are required by Municipal By-law are specifically provided to facilitate access for firefighting operations and shall not be obstructed by gates, fences, building materials, waste or recycling receptacles, vehicles or any other form of obstruction. The construction of a gate or fence within a fire route is not permitted and is a direct contravention of Division B, Sentence 2.5.1.2(1) of the Ontario Fire Code, as amended."
 - c. "Private sidewalks, driveways and parking areas are to be maintained in a snow free condition and void of any obstructions twelve (12) months of the year."
 - d. "Adequate exterior lighting and sidewalks will be provided to allow children to walk safely to school or to a designated bus pick-up point."
 - e. "The Corporation is obligated to implement and maintain at its sole expense the Municipality's approved Private Salt Management Plan, prepared by J.D. McAuley and Colin Carter, (dated October, 2020) for approved Site Plan No. SP20-025 related to winter snow and ice clearing."
 - f. "The Corporation is obligated to implement and maintain at its sole expense the Municipality's approved Stormwater Management Report, prepared by

GM BluePlan Engineering, (dated January, 2021) for approved Site Plan No. SP20-025 related to Stormwater Management.”

Solicitor’s Undertaking

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

Canada Post

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

Site Plan Completion and Securities

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

Digital Plan Submission

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

Clearance of Draft Plan Conditions – Comprehensive Notification to City

13. Prior to the City's final approval of the Plan of Condominium Description, the City shall be comprehensively advised in writing by the Owner and/or Applicant, including providing any relevant supporting third party documentation, how conditions 1 through 14 have been satisfied or acknowledged, whatever the case may be.

Notes:

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



The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

Tuesday, November 7, 2023

Resolution # RC23265	Meeting Order: 10
Moved by: [REDACTED]	Seconded by: [REDACTED]

WHEREAS Canada has 90,000 volunteer firefighters who provide fire and all hazard emergency services to their communities; in addition, approximately 8,000 essential search and rescue volunteers respond to thousands of incidents every year; and

WHEREAS many of these individuals receive some form of pay on call, an honorarium, or are given some funding to cover expenses, but they do not draw a living wage from firefighting; and;

WHEREAS without volunteer firefighters and search and rescue volunteers, thousands of communities in Canada would have no fire and emergency response coverage; and;

WHEREAS in 2013, the federal government initiated a tax credit recognizing these individuals, and calling on the federal government to increase this tax credit from \$3,000 to \$10,000; and;

WHEREAS volunteer firefighters account for 71% of Canada's total firefighting essential first responders;

- The tax code of Canada currently allows volunteer firefighters and search and rescue volunteers to claim a \$3,000 tax credit if 200 hours of volunteer services were completed in a calendar year;
- This works out to a mere \$450 per year, which we allow these essential volunteers to keep of their own income from their regular jobs, \$2.25 an hour;
- If they volunteer more than 200 hours, which many do, this tax credit becomes even less;
- These essential volunteers not only put their lives on the line and give their time, training and efforts to Canadians, but they also allow cities and municipalities to keep property taxes lower than if paid services were required;

p.2...



The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

- It would also help retain these volunteers in a time when volunteerism is decreasing.

THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Municipality of Wawa call upon the Government of Canada to support Bill C-310 and enact amendments to subsections 118.06 (2) and 118.07 (2) of the Income Tax Act in order to increase the amount of the tax credits for volunteer firefighting and search and rescue volunteer services from \$3,000 to \$10,000; and;

FURTHERMORE THAT a copy of the resolution be shared with the Association of Fire Chiefs of Ontario, Algoma Mutual Aid Association, Association of Municipalities of Ontario and all Ontario municipalities.

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

Disclosure of Pecuniary Interest and the general nature thereof.

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

Clerk: _____

MAYOR – MELANIE PILON	CLERK – MAURY O'NEILL
	

November 15, 2023

[Delivery via Regular Mail & E-mail to: admin@puslinch.ca & services@puslinch.ca]

Township of Puslinch
7404 Wellington Road 34
Puslinch, Ontario, N0B 2J0
ATTN: Planning & Development Department

SV File No.: 73940-031

Dear Planning & Development Department:

Re: Wellington C.E.C.C. No. 214 – Installation of Hydro Poles

Please be advised that SmithValeriotte Law Firm LLP acts on behalf of Wellington Common Elements Condominium Corporation No. 214 (the “**Condominium**”). In the future, kindly direct all correspondence with respect to this matter to our offices’ attention.

As background, the Condominium property is located at 7541 Wellington Road 34, Puslinch. The water sewage treatment plant that provides service to residents at the Condominium needs to be replaced. Hydro One has communicated to the Condominium that there is inadequate electrical power for an upgraded water sewage treatment plant, and that hydro poles must be installed to convey electricity to the proposed installation. Hydro One has also indicated that it is not possible to install hydro poles on the Condominium property. Instead, a hydro easement must be registered, and hydro poles must be installed, on neighbouring lands that abut the Condominium property along Basswood Road (**image depicting Condominium property and abutting lands enclosed**). It is understood that Hydro One has or will initiate discussions with the registered owner(s) of the neighbouring lands and seek an order from the Ontario Energy Board, granting leave to construct electricity lines in accordance with Part VI, Sections 92(1) of the *Ontario Energy Board Act*, 1998, S.O. 1998, c. 15, Sched. B (the “**OEBA**”).

Pursuant to Sections 50(3) and 50(5) of the *Planning Act*, R.S.O. 1990, c. P.13 (the “**Act**”), the registration of an easement on land typically requires the consent of the relevant municipality. However, Sections 50(3)(d) and 50(5)(c) of the Act contain express exemptions where land or any use of or right therein is being acquired for the purpose of an “electricity distribution line” or electricity transmission line”, as defined in the OEBA. The terms “electricity distribution lines” and “electricity transmission lines” are defined in the OEBA to mean a line, transformer, plant, or equipment used for conveying electricity.

Reply to Guelph Office: ☒

Reply to Fergus/Elora Office: ☐

ADDRESS
245 Hanlon Creek Boulevard, Unit 102, Guelph, ON N1C 0A1
T 519 837 2100 TF 800 746 0685 F 519 837 1617


MAILING ADDRESS
P.O. Box 128, Fergus, ON N1M 2W7

ADDRESS
294 East Mill Street, Unit 108, Elora, ON N0B 1S0
T 519 843 1960 F 519 843 6888

The Condominium seeks confirmation from the Township of Puslinch that the registration of a hydro easement, and installation of hydro poles by Hydro One, on neighbouring lands that abut the Condominium property may proceed without municipal consent, and that such falls within the exemptions enumerated under Sections 50(3)(d) and 50(5)(c) of the Act. Given that the installation of an upgraded water sewage treatment plant must be commenced in due course to provide uninterrupted service to residents at the Condominium, it is requested that the Township confirms that the above-noted exemptions are engaged, and that the Condominium and Hydro One may proceed, by no later than **December 1, 2023.**

In the alternative, if the Township requires further particulars to assess whether the exemptions in the Act apply, kindly communicate same to our offices, by **December 1, 2023.** We look forward to hearing back from you.

Yours Very Truly,
SMITHVALERIOE LAW FIRM LLP



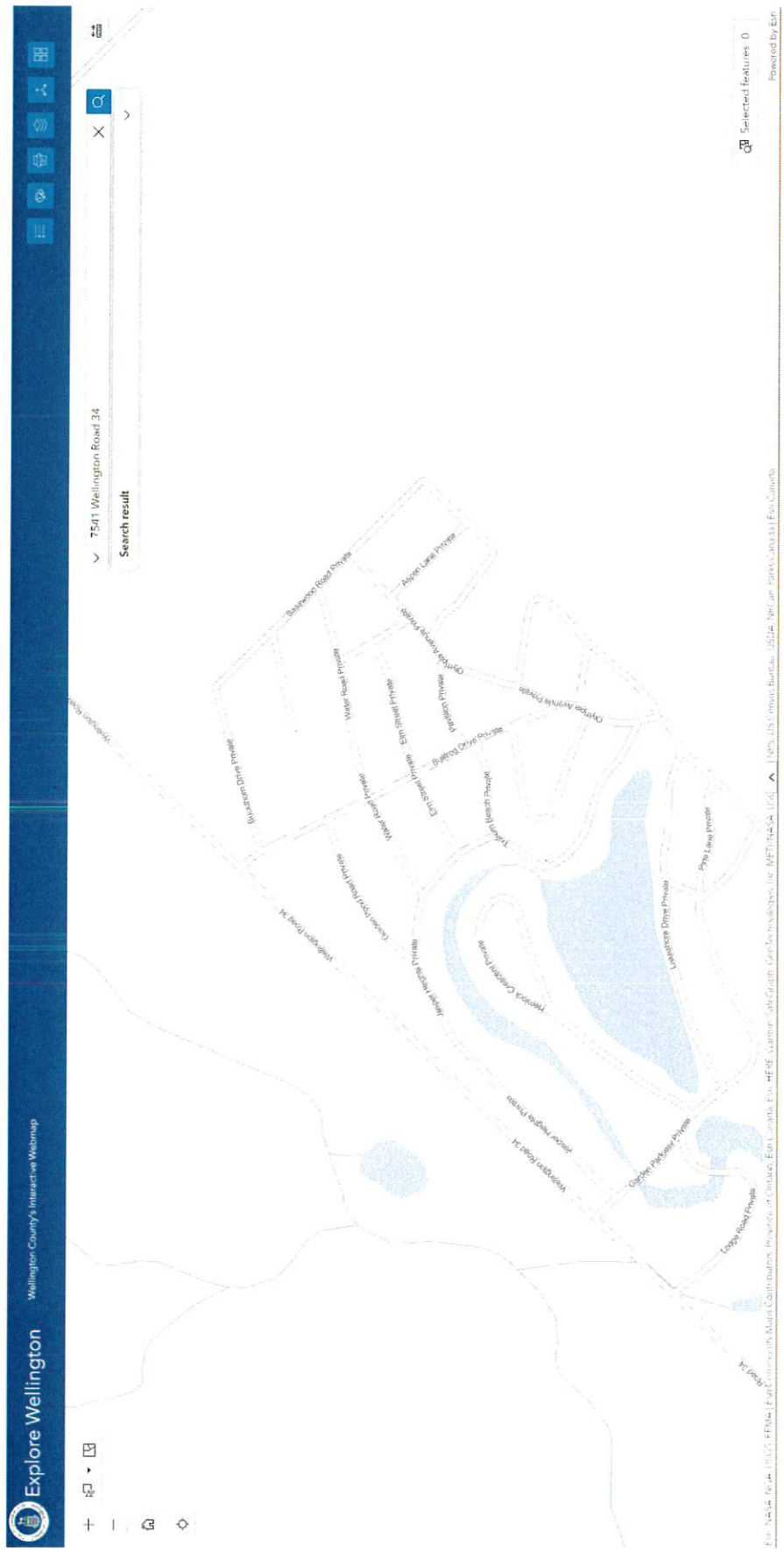
Robert Mullin, B.A. (Hons), LL.B., LL.M., A.C.C.I.(Law)
RMM\scf

direct line: 519-837-6926
email: rmullin@svlaw.ca
assistant email: ttelford@svlaw.ca

encls.: Image.

cc: Wellington Common Elements C.C. No. 214
c/o Wilson Blanchard Management Inc.
605-73 Water Street North
Cambridge, Ontario N1R 7L6
ATTN: Elisha Day via E-mail.

IMAGE DEPICTING CONDOMINIUM PROPERTY AND ABUTTING LANDS





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

November 10th, 2023

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

Attention: Ms. Richardson

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

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

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

Sincerely,



Martin Bradley
Site Manager

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



Monthly Reporting
Mill Creek Aggregates Pit
October 2023

Date	DP21 (mASL)	Threshold Value (mASL)	Exceedance
4-Oct-23	305.76	305.58	NO
12-Oct-23	305.78	305.58	NO
20-Oct-23	305.79	305.58	NO
26-Oct-23	305.82	305.58	NO

Date	DP17 (mASL)	Threshold Value (mASL)	Exceedance
4-Oct-23	305.23	305.17	NO
12-Oct-23	305.27	305.17	NO
20-Oct-23	305.28	305.17	NO
26-Oct-23	305.30	305.17	NO

Date	DP3 (mASL)	Threshold Value (mASL)	Exceedance
4-Oct-23	304.72	304.54	NO
12-Oct-23	304.75	304.54	NO
20-Oct-23	304.77	304.54	NO
26-Oct-23	304.80	304.54	NO

Date	DP2 (mASL)	Threshold Value (mASL)	Exceedance
4-Oct-23	303.93	303.55	NO
12-Oct-23	303.94	303.55	NO
20-Oct-23	303.97	303.55	NO
26-Oct-23	304.02	303.55	NO

Date	DP1 (mASL)	Threshold Value (mASL)	Exceedance
4-Oct-23	304.24	303.96	NO
12-Oct-23	304.26	303.96	NO
20-Oct-23	304.25	303.96	NO
26-Oct-23	304.29	303.96	NO

Date	DP5CR (mASL)	Threshold Value (mASL)	Exceedance
4-Oct-23	303.26	302.84	NO
12-Oct-23	303.31	302.84	NO
20-Oct-23	303.33	302.84	NO
26-Oct-23	303.35	302.84	NO

Date	BH13 (mASL)	DP21 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
4-Oct-23	306.11	305.76	0.35	0.09	NO
12-Oct-23	306.12	305.78	0.34	0.09	NO
20-Oct-23	306.11	305.79	0.32	0.09	NO
26-Oct-23	306.12	305.82	0.30	0.09	NO

Date	BH92-12 (mASL)	DP17 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
4-Oct-23	305.59	305.23	0.36	0.04	NO
12-Oct-23	305.61	305.27	0.34	0.04	NO
20-Oct-23	305.60	305.28	0.33	0.04	NO
26-Oct-23	305.63	305.30	0.33	0.04	NO

Date	DP6 (mASL)	DP3 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
4-Oct-23	305.64	304.72	0.92	0.55	NO
12-Oct-23	305.69	304.75	0.94	0.55	NO
20-Oct-23	305.66	304.77	0.89	0.55	NO
26-Oct-23	305.61	304.80	0.81	0.55	NO

Date	BH92-27 (mASL)	DP2 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
4-Oct-23	304.59	303.93	0.66	0.34	NO
12-Oct-23	304.62	303.94	0.67	0.34	NO
20-Oct-23	304.58	303.97	0.62	0.34	NO
26-Oct-23	304.69	304.02	0.67	0.34	NO

Date	BH92-29 (mASL)	DP1 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
4-Oct-23	304.74	304.24	0.49	0.19	NO
12-Oct-23	304.76	304.26	0.50	0.19	NO
20-Oct-23	304.71	304.25	0.46	0.19	NO
26-Oct-23	304.77	304.29	0.47	0.19	NO

Date	OW5-84 (mASL)	DP5CR (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
4-Oct-23	303.49	303.26	0.23	0.15	NO
12-Oct-23	303.55	303.31	0.24	0.15	NO
20-Oct-23	303.59	303.33	0.26	0.15	NO
26-Oct-23	303.62	303.35	0.27	0.15	NO

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

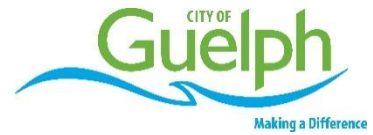


Monthly Reporting
Mill Creek Aggregates Pit
October 2023

				Max. Allowable as per PTTW- Main Pond				Max. Allowable as per PTTW- Silt Pond				
				(Imperial Gallons)		(Litres)		(Imperial Gallons)		(Litres)		
Total Monthly Precipitation (mm):		49.3	Kitchener/Waterloo (Actual)	2,500	per minute	11,365		2,597	per minute	11,806		
Total Monthly Normal Precipitation (mm):		67.4	Waterloo-Wellington A (30-year Normal)	1,800,000	per day	8,183,000		3,739,477	per day	17,000,000		
Date	Below Water Table Extraction Phase 5	Below Water Table Extraction Phase 2	Water Pumped from Main Pond (gals)	Water Pumped from Active Silt Pond (gals)	Main Pond Level (mASL)	Exceedance Y/N (BELOW 305.5 mASL)	Phase 2 Pond Level (mASL)	Exceedance Y/N (BELOW 305.0 mASL)	Phase 3 Pond Level (mASL)	Exceedance Y/N (BELOW 303.85 mASL)	Phase 4 Pond Level (mASL)	Exceedance Y/N (BELOW 304.5 mASL)
1-Oct-23	-	-	-	-	-	-	-	-	-	-	-	-
2-Oct-23	0	0	1,788,570	0	306.33	N	305.84	N	304.88	N	305.94	N
3-Oct-23	0	0	1,673,086	0	306.31	N	305.83	N	304.86	N	305.94	N
4-Oct-23	0	0	1,707,401	0	306.31	N	305.82	N	304.86	N	305.94	N
5-Oct-23	0	0	1,712,461	0	306.32	N	305.83	N	304.85	N	305.93	N
6-Oct-23	0	0	1,298,918	0	306.32	N	305.85	N	304.88	N	305.94	N
7-Oct-23	-	-	-	-	-	-	-	-	-	-	-	-
8-Oct-23	-	-	-	-	-	-	-	-	-	-	-	-
9-Oct-23	-	-	-	-	-	-	-	-	-	-	-	-
10-Oct-23	0	0	1,732,038	0	306.33	N	305.86	N	304.82	N	305.90	N
11-Oct-23	0	0	1,699,922	0	306.32	N	305.82	N	304.84	N	305.92	N
12-Oct-23	0	0	1,680,565	0	306.29	N	305.82	N	304.83	N	305.91	N
13-Oct-23	0	0	1,771,412	0	306.28	N	305.82	N	304.82	N	305.91	N
14-Oct-23	0	0	661,448	0	306.28	N	305.82	N	304.82	N	305.91	N
15-Oct-23	-	-	-	-	-	-	-	-	-	-	-	-
16-Oct-23	0	0	1,703,222	0	306.28	N	305.81	N	304.83	N	305.92	N
17-Oct-23	0	0	1,711,581	0	306.28	N	305.81	N	304.83	N	305.93	N
18-Oct-23	0	0	1,689,144	0	306.27	N	305.81	N	304.82	N	305.92	N
19-Oct-23	0	0	1,673,746	0	306.27	N	305.80	N	304.81	N	305.91	N
20-Oct-23	0	0	1,659,008	0	306.27	N	305.80	N	304.81	N	305.92	N
21-Oct-23	0	0	732,938	0	306.27	N	305.80	N	304.81	N	305.92	N
22-Oct-23	-	-	-	-	-	-	-	-	-	-	-	-
23-Oct-23	0	0	1,709,381	0	306.25	N	305.80	N	304.79	N	305.90	N
24-Oct-23	0	0	1,716,860	0	306.23	N	305.80	N	304.80	N	305.89	N
25-Oct-23	0	0	1,653,289	0	306.24	N	305.79	N	304.81	N	305.86	N
26-Oct-23	0	0	1,699,042	0	306.25	N	305.79	N	304.82	N	305.85	N
27-Oct-23	0	0	1,275,382	0	306.26	N	305.80	N	304.84	N	305.84	N
28-Oct-23	0	0	738,217	0	306.26	N	305.80	N	304.84	N	305.87	N
29-Oct-23	-	-	-	-	-	-	-	-	-	-	-	-
30-Oct-23	0	0	1,765,473	0	306.26	N	305.79	N	304.87	N	305.82	N
31-Oct-23	0	0	1,787,030	0	306.25	N	305.79	N	304.86	N	305.80	N
Total	0	0	35,453,104	0	-	-	-	-	-	-	-	-

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

Committee of Adjustment Notice of Public Hearing



An Application for Minor Variance has been filed with the Committee of Adjustment

Application Details

Location:

16 Glenholm Drive

Proposal:

The applicant is proposing to maintain the existing additional residential dwelling unit (ARDU) located above the existing accessory building (detached garage) on the property.

By-Law Requirements:

The property is located with the City of Guelph, but subject to and zoned Agriculture (A) in the Township of Puslinch Zoning By-law. A variance from Section 5(2) of Township of Puslinch Zoning By-law Number 19/85, as amended, is being requested. The By-law permits a variety of uses in the Agriculture (A) Zone, but does not permit an accessory building or structure for the purposes of residential habitation.

The property is also located in the Site-specific Low Density Residential 1 (RL.1-1) and Natural Heritage System (NHS) Zones. The existing accessory structure is located in the RL.1-1 Zone on the property, and an ARDU is permitted in the RL.1-1 Zone.

Request:

The applicant is seeking relief from the requirements Township of Puslinch Zoning By-law Number 19/85, as amended, to permit an additional residential dwelling unit (ARDU) to be located in the Agriculture (A) Zone.

Hearing Details

The Committee of Adjustment for the City of Guelph will be holding a public hearing to consider an application under Section 45 of the Planning Act R.S.O. 1990 P.13, as amended.

Date: **Thursday, December 14, 2023**

Time: **4:00 p.m.**

Location: **[Guelph.ca/live](https://guelph.ca/live) and Council Chambers, City Hall,
1 Carden Street**

Application Number: **A-88/23**

If you are the owner of a building that contains 7 or more residential units, please post this notice in a location that is visible to all the residents.

Providing Comments

Any person may watch the public hearing at guelph.ca/live or in-person and participate by submitting written comments and/or speaking to the application. You may submit your written comments to the Secretary-Treasurer of the Committee of Adjustment using the contact information listed below. Please include your name, address, application number or address of the property you are providing comments on, and any other relevant information in your submission. Written comments received by **December 7, 2023 at 12:00 p.m.** will be circulated to the Committee members and included with the staff comments document that is posted online prior to the hearing.

If you wish to speak to an application, please email or phone Committee of Adjustment staff no later than **12:00 p.m. the day before the hearing**. Please indicate your name, phone number and the application number or address of the property you wish to speak to. When we receive your request, we will send you confirmation and instructions for participating in the hybrid public hearing. Instructions will also be provided during the hearing to ensure those watching online or in-person will be given the opportunity to speak.

Your comments, including any personal information you provide, will become part of the decision making process of the application and will be posted on the internet. Pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M56, as amended, public feedback to planning proposals is considered a public record and will be disclosed to any individual upon request. For questions regarding the collection, use, and disclosure of personal information please contact the Information and Access Coordinator at privacy@guelph.ca or 519-822-1260 extension 2349.

Additional Information

Agendas and comments related to this application will be available online at guelph.ca/cofa. Alternative document formats are available upon request. Additional information related to this application may be obtained by contacting Committee of Adjustment staff between the hours of 8:30 a.m. and 4:30 p.m. (Monday to Friday).

Notice of the Decision

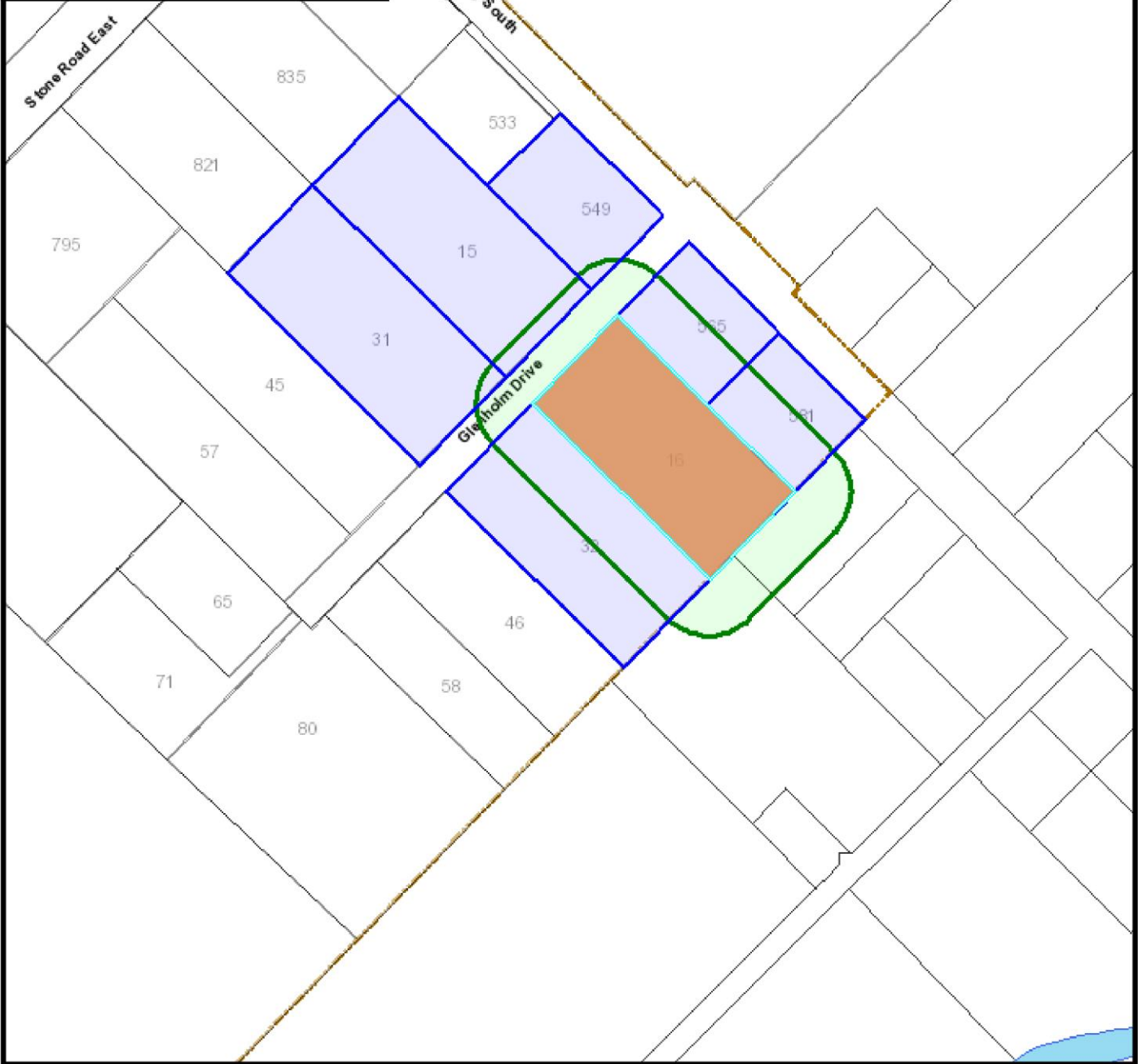
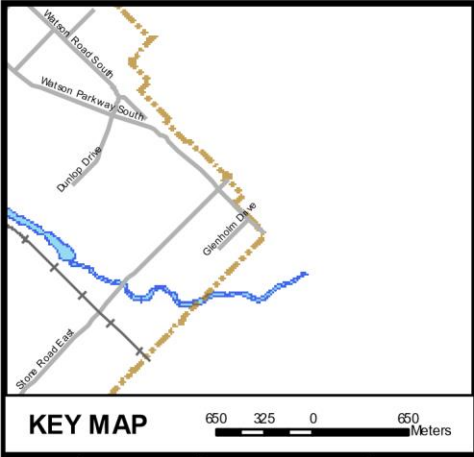
If you wish to be notified of the decision of the City of Guelph Committee of Adjustment in respect of the proposed minor variance, you must make a written request to the Secretary-Treasurer of the Committee of Adjustment. The Notice of Decision will also explain the process for appealing a decision to the Ontario Land Tribunal.

Notice Details

Trista Di Lullo, ACST
Secretary-Treasurer, Committee of Adjustment
November 24, 2023.

Contact Information

Committee of Adjustment: City Hall, 1 Carden Street, Guelph ON N1H 3A1
519-822-1260 Extension 2524 cofa@guelph.ca
TTY: 519-826-9771 guelph.ca/cofa



Produced by the City of Guelph
City Clerk's Office-Committee of Adjustment
Date Printed: 2023-11-23, 4:32:37 p.m.

A-88/23 (16 Glenholm Drive) 30m Circulation Area



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MILL CREEK STEWARDSHIP RANGER REPORT

2023

Grand River Conservation Authority



Prepared By: Emma Dryden
Edited By: Ron Wu-Winter and Robert Messier

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Introduction

Mill Creek Sub-Watershed Background

Originating in the Township of Puslinch just south of Guelph Ontario, Mill Creek forms a channel and heads southwest, for approximately 30km before joining the Grand River in Galt (Cambridge), ON. Mill Creek drains an area of approximately 104 km² and is classified as a cold-water stream. The physical geography of the Mill Creek sub-watershed has played an important role on the biological communities that are present, supporting sensitive aquatic species such as Brook Trout and Brown Trout.

The area's most recent geological history created the conditions for the Mill Creek we see today. Approximately twelve thousand years ago as glaciers in this area began to recede, they left behind deposits of sand and gravel across the sub-watershed. Two significant glacial deposits in the area, the Paris and Galt Moraine create a border around the Northwest and Southeast of the watershed. These glacial features allow for easier groundwater infiltration and create the conditions for cold-water springs which feed Mill Creek. Additionally, the groundwater table is close to the surface in many locations and creates the wetlands that cover almost 40% of the Sub-watershed. These wetlands also play a large part in groundwater recharge and creating cold-water conditions.

Mill Creek Stewardship Rangers Program Background

The Mill Creek sub-watershed has a variety of land uses such as urban and rural residential areas, resource extraction, industrial uses, and agriculture. As development increased between the 1950's and 80's, the impacts played a significant role on the health of the sub-watershed. The Ontario Ministry of Natural Resources and Forestry, and the GRCA conducted stream restoration efforts as early as 1983, however by the mid 90's these labor-intensive restoration efforts became too costly to continue under government funding. By 1996 a sub-watershed study was completed for governing bodies to use as a guide for future development within the area.

A strong public interest in the health of Mill Creek lead to the formation of the Friends of Mill Creek (FOMC) in 1997. It remains a group of local leaders from municipal, university, private industry and non-governmental sectors as well as concerned citizens. The FOMC are the reason restoration efforts on Mill Creek continued and are responsible for the creation of the first Mill Creek Stewardship Ranger Crew (MCSRC) in 2003.

Modeled after the Ontario Ministry of Natural Resources Ranger Program, the MCSRC is composed of 4 local high school students supervised by a leader trained in the environmental field. They spend their summer conducting various restoration efforts throughout the Mill Creek-sub watershed, but also gain insight into the environmental field through enrichment opportunities. Since 2003 there has been a new MCSRC every summer except for a short hiatus between 2020-2021, due to the COVID-19 pandemic.

Restoration Efforts

The practice of restoration seeks to aid the recovery of a disturbed ecosystem. A recovery plan is created on a site-by-site basis and conditions are created to send it on a trajectory towards a final target. This target is based on a reference ecosystem which has the ecological functions and features to be used as a bench mark. The recovery itself can take decades, and an adaptable approach should be taken to ensure the recovery stays on course over time. This means learning from past mistakes and implementing new measurements as the project progresses.

Over the last 40 years there have been various restoration activities carried out on Mill Creek. Building upon the work of past projects and ranger crews, this summer, the 2023 MCSRC carried out restorative activities of various shapes and sizes. This included the collection of garbage, woody debris management, structure building, the removal of a beaver dam, and assisting in monitoring activities.

Meet the Crew

Claire Gosnell - Ranger

Claire (Figure 1) is a recent graduate from Kitchener Waterloo Collegiate and Vocational School and resides in downtown Kitchener. In high school, she took an interest in her green industries classes and enjoyed spending time outside, especially at her cottage in the Beaver Valley through the Covid-19 lockdowns. In her free time, Claire likes to do photography, filmmaking, horseback riding, reading, hiking, and shrimp-watching. She gained interest in the environment from a young age while doing fieldwork and enjoying the outdoors with her family and friends. Claire has taken part in fieldwork which includes anuran, birding, salamander, botanic surveys, as well as fish and frog relocation. In the fall Claire will be attending the University of Guelph for the Environmental Science program with co-op and is interested in pursuing a career in the environmental field in the future.



Figure 1: Happily holding a Brown Trout caught while electrofishing



Figure 2: Shahdad just after hammering an earth anchor in for structure he is standing on

Shahdad Kompanizare - Ranger

Shahdad (Figure 2) is a resident of Waterloo now entering his senior year at Waterloo Collegiate Institute. Upon graduating high school, he hopes to attend the engineering program at the University of Waterloo. Shahdad described his time with the Ranger program as transformative. With a love for the environment he had hoped this program would provide insight and perspective into his future career pathway. For Shahdad, this program offered numerous opportunities to meet individuals with diverse and unique viewpoints he might never have otherwise encountered. He feels the insights gained through this experience haven't just shaped his future; they've broadened his understanding of the world.



Figure 3: Mikayla moving a cedar log to be used in a structure

Mikayla Flikkema - Ranger

Mikayla (Figure 3) is a resident of Kitchener who recently graduated from Woodland Christian High School. In the fall, she plans to attend the University of Waterloo for Environment, Resources, and Sustainability. Mikayla gained her love of nature through camping trips that she and her family went on annually. She has had a passion for helping the environment for many years and participates in a yearly fundraiser for WWF-Canada. Some of her hobbies include spending time outside with her pets and family, going roller blading, spending time with friends, and crocheting. She feels the Ranger program has allowed her to gain hands-on experience in stream restoration and teamwork skills. Her favorite part of being a Mill Creek Stewardship Ranger was being able to spend her summer making a positive impact on stream health and improving the habitats of native wildlife.

Jack Murphy - Ranger

Jack (Figure 4) grew up in Elora and now lives in Puslinch. He will graduate from Bishop Mac high school in Guelph, in 2024. Jack's future inspiration is marine environmental studies, where he can help the community through in-field environmental research. Jack's goal is to attend Dalhousie University in Nova Scotia, where he plans to study marine biology. Jack grew up immersed in activities like camping, hiking, and fishing and he loves hunting, and other outdoor hobbies that require him to get his hands dirty. Jack appreciated the opportunity that the Mill Creek Stewardship Rangers program provided for himself and the community, as well as the pleasure of working outside in a small close-knit crew.



Figure 4: Jack at Capital Paving, beginning to measure water depth upstream of a beaver dam



Figure 5: Emma holding a Brown Trout caught while electrofishing

Emma Dryden – Crew Leader

As a Ranger for the 2022 crew, Emma (Figure 5) was eager to bring her own perspective and experiences as the Crew Leader for the 2023 Mill Creek Stewardship Rangers this summer. Currently residing in Guelph, she graduated with a BSc. in Environmental Science at the University of Guelph in 2019. This past spring, she earned her Graduate Certificate of Ecosystem Restoration through Niagara College. In her spare time, Emma loves to hunt, fish, hike, kayak and enjoys back country camping. She thoroughly enjoyed spending her summer in the Creek, feeding mosquitos, and teaching the Rangers about cold water stream restoration and creating habitat for Brown Trout.

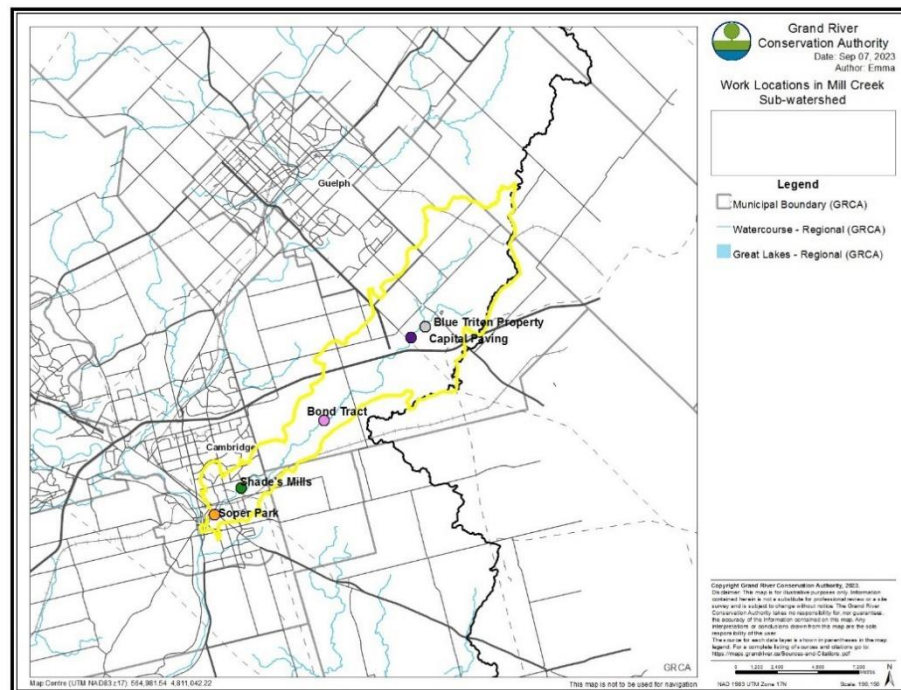
Work Locations

Introduction

The Rangers spent most of their summer focusing efforts on the reaches of Mill Creek that ran through the Blue Triton and Capital Paving properties. Almost half of the Ranger's summer was spent divided between these two sites removing large log jams and a beaver dam. The Rangers also spent time at these sites repurposing and incorporating this woody material into structures built to direct water flow and provide fish habitat. However, they also spent several days at four other worksites throughout the Mill Creek sub-

watershed such as Soper Park, Shade's Mills Conservation Area and the Bond Tract (Figure 6). At these locations, a few activities were carried out such as invasive species surveys and control, garbage clean-up, and structure repairs.

Figure 6: Work locations of the Rangers within the Mill Creek Sub-watershed highlighted in yellow



Capital Paving

The Rangers spent a total of ten days at the Capital Paving property, during which time they removed a large beaver dam and created a total of ten structures within a 220 m section of Mill Creek. They began efforts at this site by first removing a beaver dam more than a meter high and 10.1 meters long (Figure 7). Over the course of multiple days, the dam was removed gradually. An even level of woody debris from the top of the dam was removed, and then the system was given some time to adjust before removing the next layer. By controlling the beaver dam removal in this way, the impounded water can be released slowly and the negative impacts such as the transportation of accumulated sediment and erosion can be minimized.

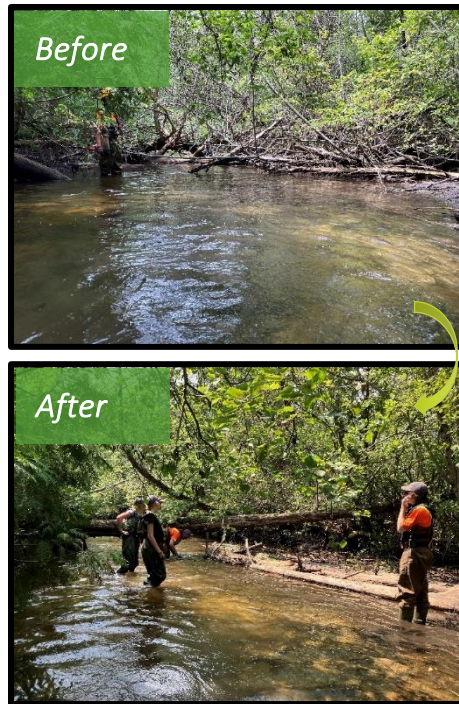
The Rangers were shown how to take quantitative measurements such as water depth, wetted width, cross sections and the length of a creek channel. Before beginning to remove the dam, the Rangers set up four locations upstream to be monitored throughout the process. Each location was given a number and marked with flagging tape. Before, during, and after the dam was removed the Rangers took cross-section measurements for each of these four locations. This allowed the rangers to examine how much impact the beaver dam had upstream (see Appendix A). Before removal, the creek width at the beaver dam was 10.1 m and 0.96 m deep. After the removal of the beaver dam, a measurement was taken in the same location, which showed the width of the channel was now 5.6 m and 0.37 m and the Rangers had reduced the width of the creek channel by 55%.

Mill Creek is heavily monitored for water quality and quantity due to the large number of resource extraction activities in the area. If the beaver dam had been left in place, it could have potentially impacted the monitoring in the area because of its size and ability to pull down the hydraulic head. However, it is important to note that a beaver dam should not be removed in all situations. Beavers are a key species in their ecosystem and have evolved together with trout.

Larger logs from the beaver dam were set aside and other woody debris was also collected from numerous small-medium blockages (Figure 8). The debris was then used to create a total of ten structures with various sizes and purposes (Table 1) along a 220 m section of creek (Figure 9). After all the structures were created, and upon permission from CBM aggregates who owned the neighbouring property, slash (the leftover material from tree clearing) was used to fill voids in structures. The slash was used in two different



Figure 7: Before during and after photos of the beaver dam removed at the Capital Paving site. Blue arrow indicating a birch tree that can be used as a reference point.



ways. Small branches were used as necessary to fill in smaller voids. Or the slash was bundled and tied together to create a fascine, then used to fill larger voids in the structures. Creating these dense structures helps to decrease the velocity of the water as it moves through each structure leading to higher deposition of suspended sediments. Over time vegetation will take over these areas and help to stabilize the sediments creating a new bank and narrowing the channel.

Table 1: Structure placement, size and materials used in the Capital Paving reach for 2023

Structure #	Side of Bank Facing Upstream	Length (m)	Width (m)	Anchors Used
1	Left	5	2.8	4
2	Left	8	2	3
3	Right	4.2	1.7	2
4	Left	7	4.5	6
5	Left	4.2	1.4	2
6	Right	4.4	2.4	4
7	Left	5.3	1.5	2
8	Right	6.5	2.2	3
9	Left	5.3	2	3
10	Right	7.5	2.2	5

Figure 8: Large log jam and structure #4 created using the material harvested

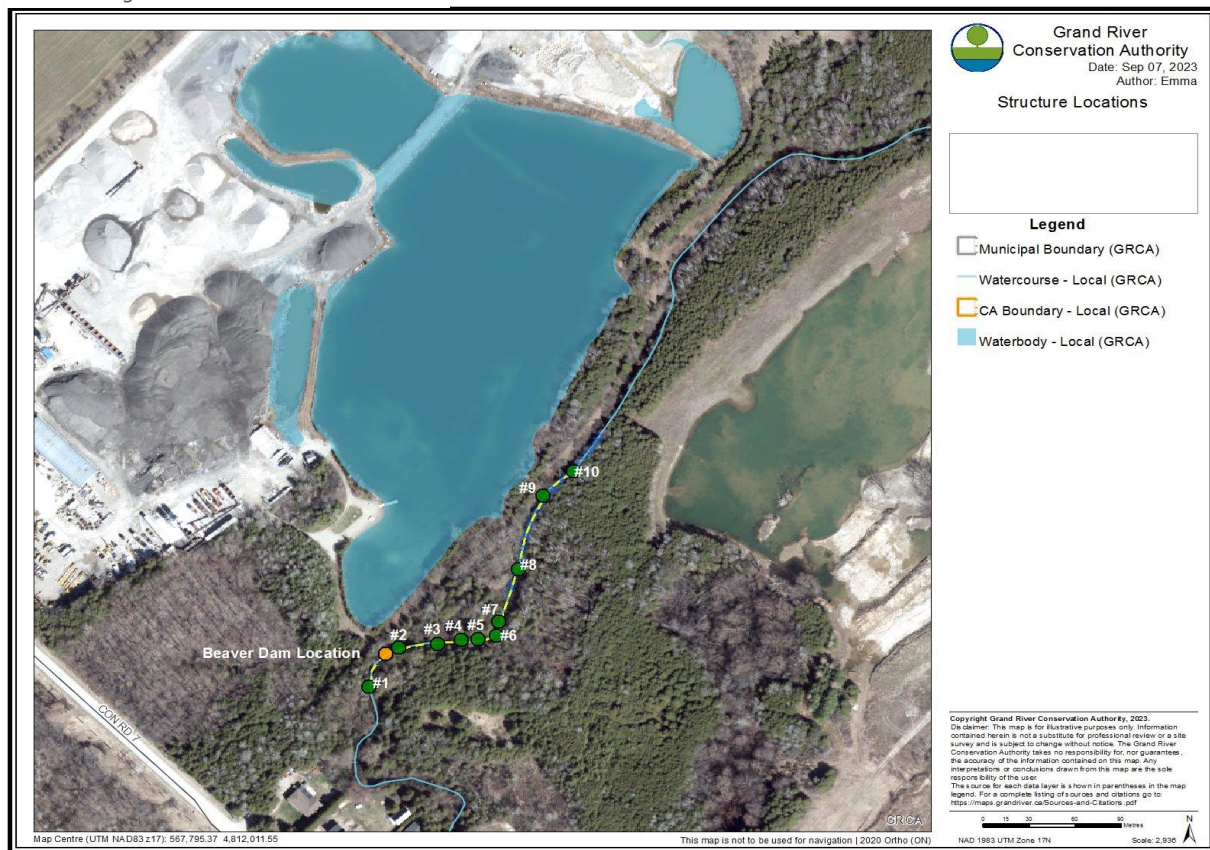


Figure 9: Location of structures created on Capital Paving reach of Mill Creek

Blue Triton

At Blue Triton the Rangers spent a total of eight days onsite creating new structures and adjusting existing ones (Table 2). Starting at the downstream portion of the property, we worked our way upstream, updating existing structures (Figure 10). This included a structure that was originally put in place to block a diverging channel. New woody debris and material gathered from the creek was added to prevent water from seeping through and help keep flow within the main channel. Farther upstream part of a structure had come loose and was diverting the flow of the stream in an undesirable direction. We repositioned this group of logs and re-secured it to the earth anchor with metal staples and 12-gauge annealed metal.

Figure 10: Structure Locations. Pink markers indicate existing structures that were updated this year and green markers indicate new structures created this year. The Orange line surrounding structure six shows the 17.9 m debris jam

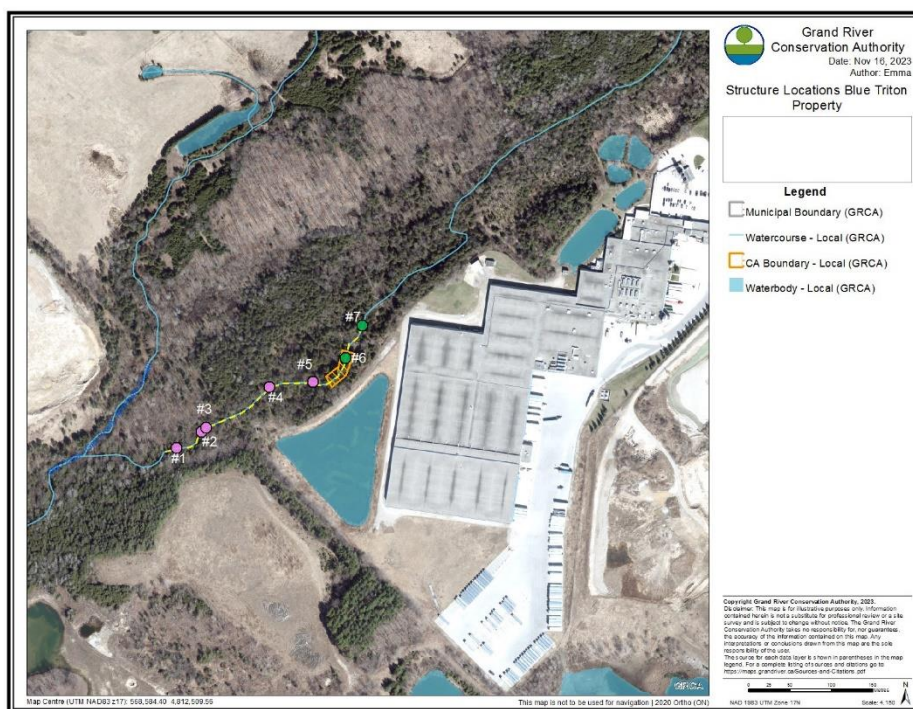


Table 2: Structure placement, size and materials used in the Blue Triton reach for 2023

Structure #	Side of Bank Facing Upstream	Length (m)	Width (m)	Anchors Used	Existing/New	Notes
1	Right	7.3	0.6	0	Existing	Structure was updated with new woody debris, 2.85 meters of length added to protect the exposed root system of a tree on the bank edge
2	Right	6.5	2	0	Existing	Structure updated with new woody debris to block water from entering a diverging channel
3	Right	8.8	n/a	0	Existing	Two larger logs added as an extension to an existing structure to divert flow away from next structure downstream (#2) and create a quiet depositional zone.
4	Right	9.5	2.3	0	Existing	Removed and repositioned a log that had slipped out of place to help the channel flow. Added new woody debris.
5	Left	4.6	2.7	0	Existing	Updated existing structure with new cedar bows and logs from a jam slightly upstream
6	Right	10.5	3.1	8	New	Large two-part structure created after a large log jam was removed, structure created to block flow of water from entering a second channel created by the log jam.
7	Left	4.7	2.1	2	New	Root wad used to create habitat and deflector created in behind to redirect flow into the center of the channel and prevent erosion behind the root wad.

After updating existing structures, we spent four days working on a series of log jams extending over 17.9 m reach of creek. These log jams were blocking and redirecting flow into multiple channels. The slowing of water within this stretch had also caused several centimeters of sand and silt to accumulate on the surface of the gravel channel bed. At the upstream side of this reach was a log jam composed of large fallen cedar trees and intricately intertwined grape vine (Figure 11). It took almost a day to clear this tangled log jam and another half day to clear the rest of the log jams in the 17.9 m stretch. We only cleared the woody debris which was interfering with the flow of the creek. With help from Robert Messier, GRCA Ecologist, we used the fallen cedar, to create a structure that was 10.5m long and 3.8m wide. This structure was created with the intention of narrowing the channel which had widened in this area and to prevent the channel from diverging in two different directions. The grape vines and cedar bows taken from the blockage were bundled together and used to fill the voids of this structure.



Figure 11: Before and after photos of major log jams in a series extending over 17.9m of stream

At the downstream end of these blockages was a large uprooted cedar tree blocking the main channel. With some good effort by the rangers, the upper limbs of the cedar tree were removed, and the remaining root ball was flipped upright and secured into place to create fish habitat in the cavities of the roots underneath (Figure 12). During the last day at the Blue Triton site, the Rangers surveyed upstream

of where they finished their work for any other blockages. Multiple fallen trees have created large blockages upstream. A map of these blockages has been included under the recommendations section.



Figure 12: Shahdad sawing a large stump with root ball still attached (left). Stump upturned and stabilized to create fish habitat in the underwater root system and to unblock channel flow (right).

Shade's Mill Conservation Area

Most of the work completed at Shade's Mills consisted of invasive species control. The two species targeted were *Vincetoxicum nigrum*, more commonly known as Dog Strangling Vine (DSV) and *Phragmites australis australis* (Phrag). The Rangers spent a half a day accompanied by Dan Marina, GRCA Watershed Forester, who showed them how to identify and properly remove Dog Strangling Vine (DSV). The plant and its root system were dug up and put into dark, thick plastic bags to be laid out on a racking system at the GRCA head office.

Exposed to the sun for a few weeks, these plastic garbage bags would heat up and kill the plants in a process known as solarizing. After removing the known patches, the Rangers surveyed some of the forested areas for DSV, and their next visit, removed the rest of it. During another half day at Shade's Mills the Rangers were shown the patch of Phrag which had been removed by the previous year's crew (Figure 13). Many native species were beginning to take over the area again, however new shoots were beginning to sprout up. The Rangers continued work on this patch by removing any new growth and solarizing it.



Figure 13: Shahdad and Mikayla removing Phrag from the beach area at Shade's Mills Conservation Area

Bond Tract

On August 14th and 16th the Rangers visited the Bond Tract to survey this reach of stream and repair any structures. They spent a total of two days working on this property and 4 structures were updated (Figure 14). Due to the minimal woody debris within the stream, a few fallen cedar logs were harvested from the surrounding woodlot. The Bond Tract contains a section of Mill Creek that has been disturbed the least in recent history by surrounding land uses. It is an area used as a reference point for the rest of the sub-watershed. By working on this section of creek the Rangers got to see what their efforts in other parts of the sub-watershed were working towards.



Figure 14: Jack standing beside an existing structure that need repair (left), rangers looking at the structure they had just finished fixing (right)

Soper Park - Garbage Clean-Up Day

Soper park is a significant green space within the Galt district of Cambridge. For many residents within the city it provides an area to play sports, walk their dog and connect with nature. As the Rangers spend most of their time on private property, the clean-up day at Soper park is an important way to connect with the community about Mill Creek and the work taking place within the watershed.

On August 18th the Rangers spent their second day at Soper Park, picking up garbage in Mill Creek (Figure 15). In total seven garbage bags and many larger pieces of garbage were collected from the stream including an iPad, table, bike, radio, multiple sleeping bags and tires. The Rangers were excited to give back to the community and make a difference for this section of stream. They were rewarded when many nearby residents using the park stopped by to chat and ask about the Rangers and their work.



Figure 15: Rangers searching the stream for garbage (left), Claire and Mikayla pulling up our efforts

Enrichment Opportunities

Green Legacy Tree Nursery

The Brad Whitcomb Green Legacy Nursery is a volunteer-based organization aimed at providing trees for reforestation projects within Wellington County. As part of the 150th anniversary of the County of Wellington, the Green Legacy Nursery was opened in 2004 with the goal of planting 150,000 trees. It is now the largest municipal tree planting program in North America with well over 350 million trees planted. Every year the nursery donates free trees to Wellington County landowners to increase tree canopy and natural elements within the community.

While at the Green Legacy Nursery, the Rangers were shown numerous greenhouses used to grow different species of trees and herbaceous plants (Figure 16). They were also shown a large underground "freezer" used to cold stratify and store trees over the winter. During our time at the Green Legacy Nursery, the Rangers helped to repot over 400 trees using their facilities. The species we planted included White Birch, Kentucky Coffee Tree, Balsam Fir, a variety of Maples, Tamarack, Oak.



Figure 16: Left: Green house full of saplings, Middle: Jack and Shahdad repotting trees, Right: some of the 400 trees the rangers helped to repot

University of Guelph, Hagen Aqua Lab

On July 14th we visited the Hagen Aqualab, located on the University of Guelph campus. This facility has state of the art recirculation systems and houses a wide variety of research projects on aquatic organisms. At the Aqualab, the Rangers met with Matt Cornish, Professor and Aqua Lab Coordinator, and a 2nd year marine biology student named Jessica. In a tour of the facility lead by Jessica, the Rangers were shown multiple live specimens including zebra fish, a little skate, king salmon, sea urchins, starfish, seahorses, mussels, corals, crabs, hagfish, and more. The Rangers were also shown the facility's filtration room which housed large pumping equipment and the thick gravel substrate used to help filter biological waste from the tanks. At the time the Rangers visited, the Aqualab was home to several research projects including a zebra fish breeding program (Figure 17).



Figure 17: Rangers looking at zebra fish research project.



The Rangers learned that after three days of development Zebra fish are capable of reproduction. Ultimately, the Rangers were able to gain appreciation for the numerous avenues of research and how to become involved in research projects at their chosen post-secondary institutions (Figure 18).

Figure 18: Rangers learning about a large tank used for larger fish species

Dufferin Aggregates

On August 3rd, the Rangers visited a gravel pit located in the Mill Creek sub-watershed owned by the University of Guelph and operated by Dufferin Aggregates. Johnathan Clark, Site Superintendent, Peter Michalicka, Site Engineer, and Jenna Pettenuzzo, Environmental Coordinator at CRH Canada took the Rangers for their tour, stopping at different sections of the Mill Creek Aggregate Pit property.

The first stop of the tour included a restored aggregate pit, where they created a wetland ecosystem. Significant features of the restored site included barn swallow nesting habitat, snake hibernacula (overwintering sites for snakes), osprey nests, and perches. At this site the Rangers also learned about techniques used to restore the site. For example, the silt created during the rock crushing process is a byproduct, which is pumped back into the aggregate pit to create a silt line. This helps to make a soft floor for the pond and filter water that flows towards Mill Creek.

In the last part of the tour, Peter, Jenna, and Jonathan, finished off by showing the Rangers the gravel extraction process (Figure 19). Originally, when extraction was taking place in the pit across Concession Road 2, a conveyor belt one kilometer in length was built underneath the road. This belt reduced the amount of vehicle traffic needed to transport gravel across the road to be processed with sorting machinery. They ultimately demonstrated that through efficient machinery and automation they can drastically minimize the risk of injury, while increasing the output.

Throughout the tour the Rangers learned about the steps taken to mitigate and manage risks on the area's ecosystem and the surrounding watershed. After a fascinating tour, the Rangers were generously given pizza for lunch, and Dufferin Aggregate lunch bags.



Figure 19: Left to Right: Jenna, Mikayla, Claire, Shahdad, Jack, Peter and Jonathan, standing in the sorting and processing area of the Mill Creek Pit, operated by Dufferin Aggregates

STREAM Sampling

Currently across Canada there are several protocols in use that focus on the collection of small bugs found in streams and lakes called benthic macroinvertebrates or benthics for short (Figure 20). The use of benthics has been widely adopted because each species has its own tolerance for water quality. Therefore, the overall number and composition of benthic species found in a water body can be used as indicators of environmental stress. However, each protocol is grounded on the assessors ability to correctly identify numerous different families or species of benthics, and biases towards the larger, more visible benthics are easily introduced.



Figure 20: A Dragonfly larva found in the Capital Paving reach of Mill Creek

The STREAM (Sequencing the Rivers for Environmental Assessment and Monitoring) is a new project collaboration between Living Lakes Canada, Environment and Climate Change Canada and Guelph University's Hajibabaei Lab. It aims to make DNA metabarcoding (DNA analysis) the new standard method of data collection used to assess the health of freshwater systems in Canada. Its protocol was adopted from the Canadian Aquatic Biomonitoring Network (CABIN) protocol but focuses on minimizing DNA contamination.

After being briefed on the STREAM Benthic protocol by Lori Richardson, GRCA Monitoring Coordinator, and Robert Messier, the Rangers spent three days collecting samples at four different locations within the Mill Creek sub-watershed (Figure 21). Our sample locations included Soper Park, the Bond Tract, Dufferin Aggregates, and Blue Triton. Using tools such as a disinfected bottle, nitrile gloves, and a D-net with a very fine mesh, we used the kick and sweep technique to gather samples. Each sample was bottled, given a code, had antifreeze added as preservative and sealed before being sent to the University of Guelph to be analyzed. At each location, details about the stream morphology were also documented (see Appendix C). Using skills learned earlier in the summer, the Rangers measured the water depth along a cross-section of the creek channel and took measurements of stream conditions, such as temperature and turbidity, using a brand of water quality meter called a YSI.



Figure 21: Shahdad collecting benthics with the kick and sweep method (left), Lori and Mikayla bottling a sample (middle), Emma, Shahdad and Mikayla using the YSI to measure stream conditions (right)

Aquatic and Wetland Plant Identification Day

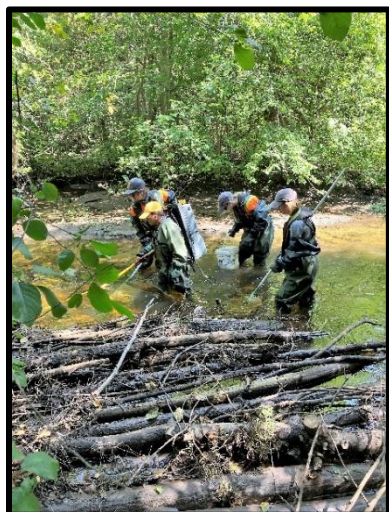
On Thursday, August 17th, Richard Baxter, GRCA Ecologist, joined the Rangers to teach them about identifying different species of wetland and aquatic plants (Figure 22). Two different GRCA-owned and managed properties were visited including the Bond Tract and the Vance Tract. A variety of species that exist in different wetland types. Sphagnum moss and pitcher plants and cotton grass were some of the day's favorites.



Figure 22: Rangers learning to identify aquatic and wetland species plants (right), Pitcher Plant (left)

Electro-Fishing Day

The Rangers were excited to have the opportunity to go electro-fishing on August 22nd. We began the day with a safety slideshow presented by Lori to ensure that we would remain safe during the activity. There are risks involved in electro-fishing that the Rangers had to be made aware of to prevent any accidents. This included learning about the electro-fishing backpack. Lori explained how the battery within the back pack produced an electric current sent out through the anode (wand) and is received by the cathode (rat-tail). The Rangers also learned how living beings in the water are affected by those waves of electricity and how the correct setting will only stun the fish instead of harming them. After the presentation, the Rangers ventured to Capital Paving stretch of creek where they began electrofishing. Helen Pimentel, GRCA Field Monitoring Assistant wore the backpack and the Rangers switched between netting and carrying the bucket of fish (Figure 23). By the end of the afternoon, numerous species of fish



were caught such as Brown Trout, Creek Chub, White Suckers, Rainbow Darter, Brook Stickleback, Rock Bass and, a Black-nosed dace (see Appendix D). The length of each Brown Trout was measured, and all the fish caught were tallied before being releasing back into the creek.

Figure 23: Rangers netting fish behind Helen as she uses the electrofishing backpack near a structure built by the Rangers (left), Jack measuring the length of a Brown Trout caught (right)

Blue Triton Water Bottling Facility Tour

On August 24th the Rangers visited the Blue Triton (formerly Nestle) water bottling facility (Figure 24). They met with Andreanne Simard, Natural Resource Manager at Blue Triton and Kennedy McKee, the Safety, Health, and Environmental Manager. Kennedy provided the Rangers, with a comprehensive walkthrough of the water bottling process, all the way from environmental permits and sourcing the water, to the carbon filtration system and packaging for deliveries. Kennedy also discussed the rigorous testing and quality controls to ensure every bottle met stringent food safety standards.

After the tour of the water bottling facility, the Rangers sat down with Andreanne to discuss the extensive environmental monitoring which takes place for ground water, wildlife, and water quality. She also discussed local community outreach programs, showcasing Blue Triton's proactive approach to environmental responsibility. The Rangers were thankful for the discussion, tour and refreshments provided by Andreanne and Kennedy. The water bottling industry usually gets a bad reputation. However, Andreanne was transparent and provided a fact-based discussion highlighting the intricacies of the manufacturing process while dispelling common misconceptions. It became evident that sustainability and quality were paramount in the operations of the Blue Triton facility.



Figure 24: The Ranger crew outside the Blue Triton facility after their tour

Recommendations

There are two main recommendations for the next years ranger crew:

1. If returning to the University of Guelph's Hagan Aqua Lab, reach out as early as you can. While at the Lab, Matt Cornish suggested providing a tour of other facilities on the University's campus. Of note, he suggested there was a wetland simulation project using distillery vats, however the coordination of multiple tours would need a reasonable amount of planning. This would also make the drive to Guelph worth it as the tour of the AquaLab is relatively short. A campus tour might provide another learning opportunity for younger Rangers to see what opportunities a university can provide.
2. The Blue Triton reach of Mill Creek as a potential worksite for next year. There are numerous large blockages upstream from where the 2023 Rangers finished working (Figure 25), that could provide between 5-8 days of work with a full crew. Be prepared to do some Phrag spading near blockage #2 as there are some stalks which should be addressed before the seed bank gets carried down into other parts of Mill Creek.
 - a. If the Blue Triton property is considered, try coordinate and gain access through the closest gate to the building, as it can provide a more direct route and reduce the amount of time walking to and from site as well as how far the Rangers will have to carry their tools (Figure 26).

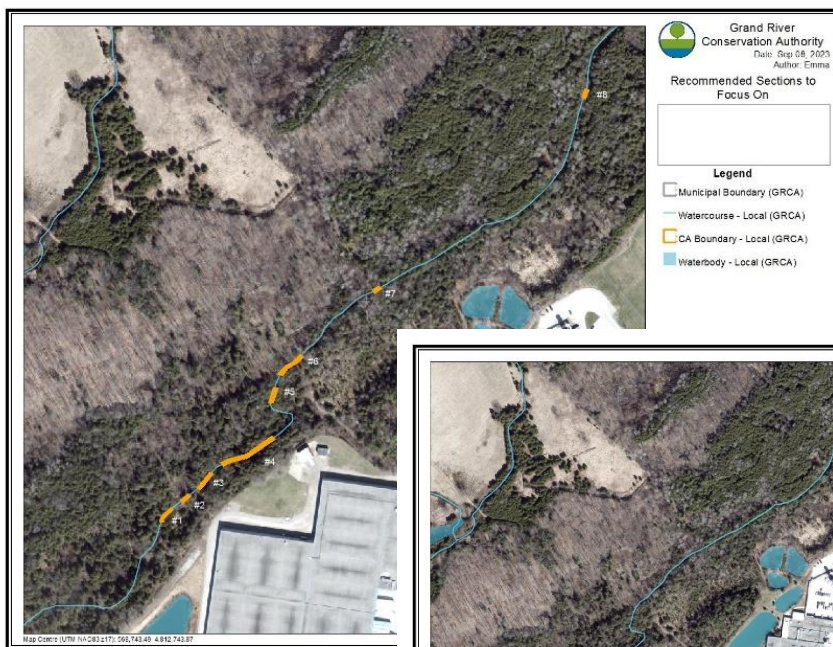
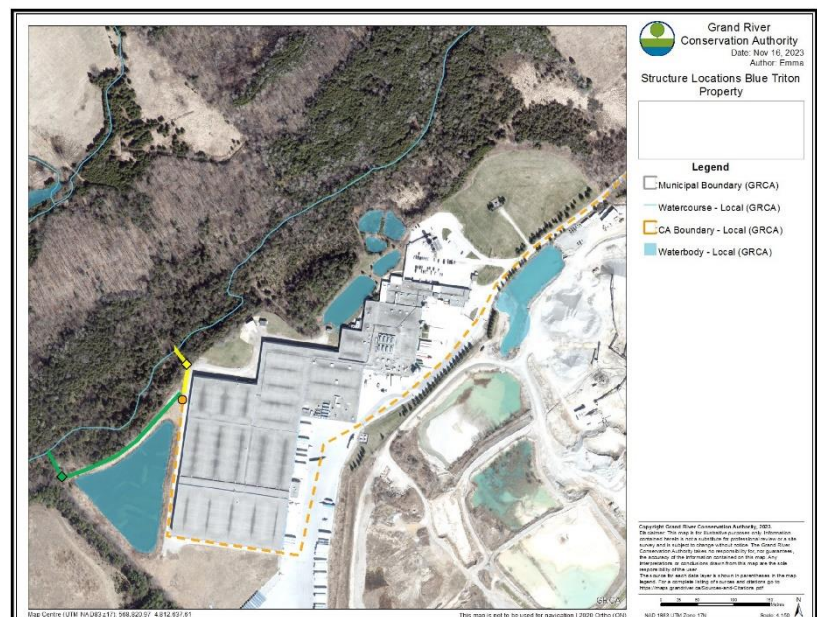


Figure 25: Map showing the locations of remaining blockages and log jams

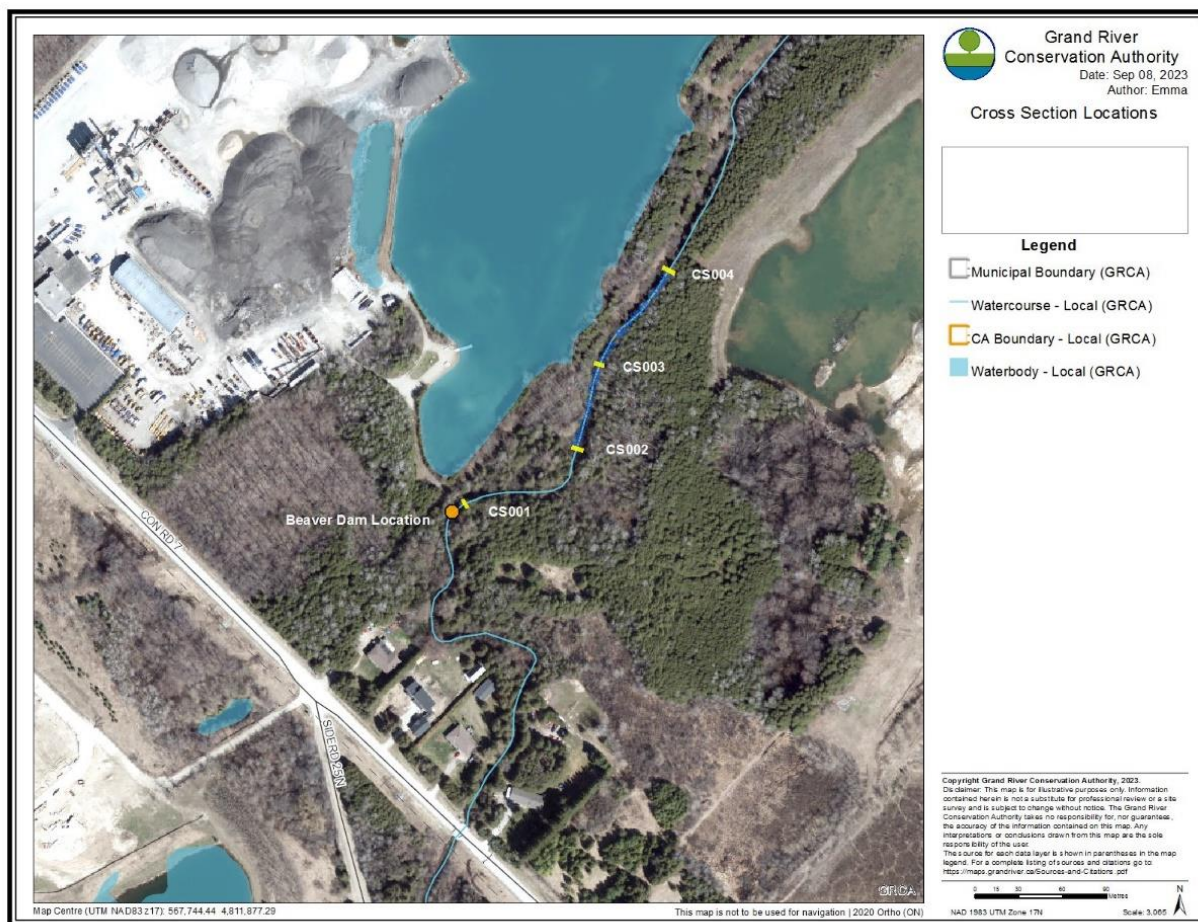
Figure 26: Map Showing the old access (green) and potential new access point (yellow), with diamonds indicating gates.



Appendices

Appendix A- Cross Sections from Capital Paving

The figures below show the wetted width, general shape and depth of the channel at each cross section before, during and after the beaver dam removal. The discrepancy between “during” and “after” beaver dam removal for cross section CS004 can be accounted for by the distance from the dam (on the margin of where the compounded water was observable) and a large rain event which had happened the during the weekend between measurements causing higher water levels.



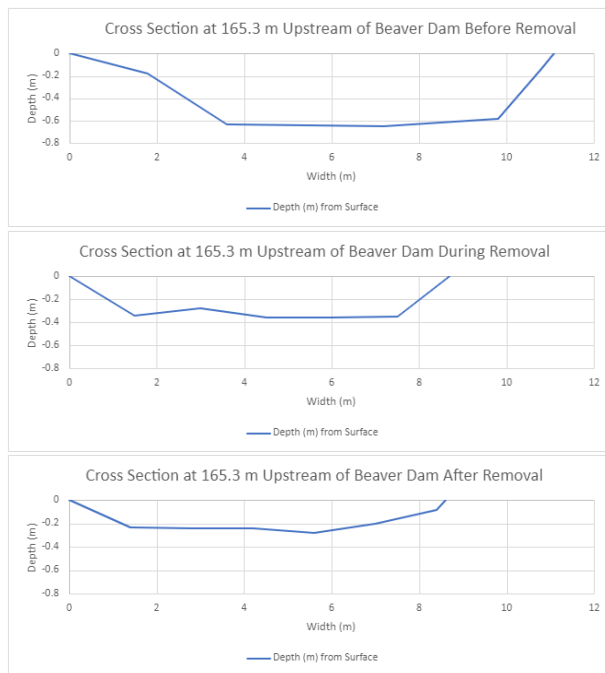
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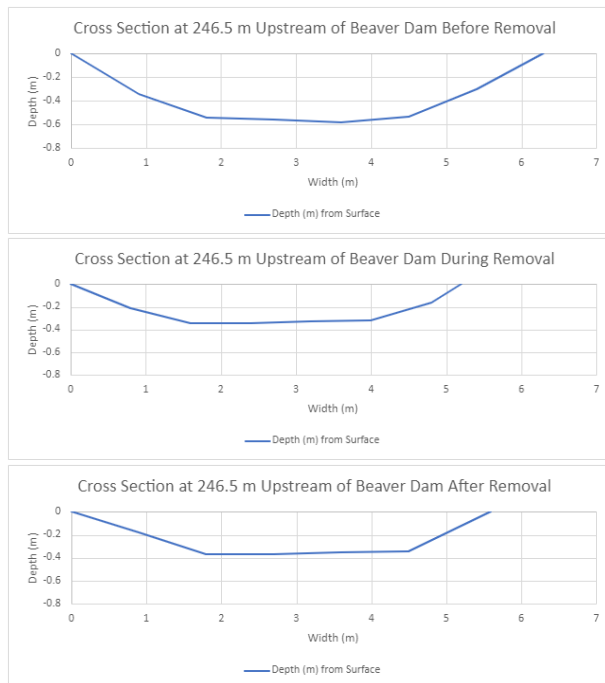
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Appendix B –Work Plan for the 2023 Mill Creek Stewardship Rangers

July

Monday	Tuesday	Wednesday	Thursday	Friday
3 CIVIC HOLIDAY	4 MCSR start/ Orientation; MCSRC program intro with Robert; Motor pool introduction; test out chest waders at Shade's Mills CA	5 Orientation cont'd; discuss summer schedule; Shade's Mill Site walk	6 Tailgate safety talk; begin beaver dam removal @ Capital Paving	7 First Aid Training
10 Beaver dam removal continued; channel work upstream @ Capital Paving	11 Beaver dam removal continued; channel work upstream @ Capital Paving	12 Beaver dam removal continued; channel work upstream @ Capital Paving	13 Phrag & DSV removal; DSV survey @ Shade's Mills CA	14 Introduction to STREAM; GIS meeting/intro with Zoe; Hagan Aqua Lab Tour
17 Woody debris removal & structure building @ Capital Paving	18 Woody debris removal & structure building @ Capital Paving	19 Woody debris removal & structure building @ Capital Paving	20 Woody debris removal & structure building @ Capital Paving	21 Woody debris removal & structure building @ Capital Paving
24 Tailgate safety talk; woody debris removal & structure building @ Blue Triton	25 Woody debris removal & structure building @ Blue Triton	26 Woody debris removal & structure building @ Blue Triton	27 Green Legacy Tree Nursery volunteering	28 Woody debris removal & structure building @ Blue Triton

August

Monday	Tuesday	Wednesday	Thursday	Friday
31 Woody debris removal & structure building @ Blue Triton	1 Woody debris removal & structure building @ Blue Triton	2 Woody debris removal & structure building @ Blue Triton	3 Dufferin Aggregates Tour; Woody debris removal & structure building @ Blue Triton	4 DAY OFF
7 CIVIC HOLIDAY - OFF	8 STREAM Sampling @Soper Park & Bond Tract	9 OFFICE DAY- Introduction to final presentation; photo sorting	10 STREAM Sampling @Dufferin Aggregates	11 STREAM Sampling; survey for potential projects for next year @Blue Triton
14 Woody debris removal & structure building/ repair @ Bond Tract	15 RAIN DAY- final presentation prep	16 Woody debris removal & structure building/repair @ Bond Tract	17 Aquatic/Wetland Species Identification Day @ Bond Tract & Vance Tract	18 Garbage Clean Up Day- Soper Park
21 OFFICE DAY- final presentation prep	22 Electrofishing presentation; electrofishing @ Capital Paving	23 OFFICE DAY- final presentation prep	24 Blue Triton Water Bottling Facility Tour; final presentation prep	25 Final Presentation; FOMC Lunch; Truck Clean Up

Appendix C – STREAM Sampling Field Sheets

Samplers: [REDACTED]
 Organization: GRCA - FOMC
 Site Code: MILOI-001 Date (DD/MM/YYYY): 08/08/2023

Appendix B Field Sampling Packing List

General Equipment	
Nitrile gloves	
Timer	
Cell phone	
Permanent marker/wax pen	

Safety Gear*	
First aid kit	
Throw bag/floatation device	
Sunscreen/hat	
Bug spray	

Decontamination	
Spray bottle of bleach solution	
Collection bucket	
Tarp	
Rinse bottle of clean water	
Bristle brush	
Sealable rinse water collection bottle	
Safety glasses (with side shield)	

Kicknet Sampling	
400 µm D-frame kicknet	
Hip waders/wading boots	

Sample Transfer	
Decontaminated collection bottles	
Preservative	
Rinse bottle of water	
Electrical tape/parafilm	
Cooler with cold packs	

Metadata Collection	
Field measuring tape	
Metal ruler	
Meter stick	
GPS	
Camera (can use cell phone)	

*Safety gear will be dependent on your organization's safety regulations. These items are suggested but likely not exhaustive.

Metadata Collected Prior to Leaving for Field:

Basin Name: Grand River River/Stream Name: Mill Creek
 Upstream Land Use (Urban, Logging, Mining, etc.): Urban park
 Stream Order (Strahler): 4

Samplers: [REDACTED]
Organization: FOMC - GRCA
Site Code: MILOI Date (DD/MM/YYYY): 08/08/2023

Sampled Habitat (Circle)

A. Riffle/Run

B. Pool

C. Wetland

Benthic Kicknet Sampling

Kicknet sample	✓	No. of bottles
Replicate A	✓	3
Replicate B	✓	1
Replicate C	✓	2

Duration of kicks (2 minutes for pools/wetlands, 3 minutes for riffles/runs): 3 minutes

Type of Preservative Used: Absolute Zero

Location Data

GPS Datum (Circle):

A. NAD83

B. WGS84

C. UTM

D. Other: _____

Latitude: 556230 Longitude: 481490 DMS or DD (Circle)

Elevation: 273 m (meters above sea level)

Site Photos (in this order)

Required Photo	✓
Field sheet	✓
Downstream	✓
Upstream	✓
(Facing upstream) Left bank	✓
(Facing upstream) Right bank	✓
Downwards view of substrate through water (with ruler for scale)	✓
Upwards view to capture canopy cover	✓

Wetted Width

Wetted width (m): 6.30 m

Samplers: [REDACTED]
 Organization: FOMC-GRCA
 Site Code: MIL 01 Date (DD/MM/YYYY): 08/08/2023

Velocity

	1	2	3	4	5	6	AVG
Distance from shore (m)	1.05	2.10	3.15	4.20	5.25	6.30	
D ₁ - Flowing Depth (m)	0.21	0.27	0.41	0.32	0.17	0.0	
D ₂ - Depth of Stagnation (m)	0.23	0.28	0.44	0.36	0.175	0.0	
ΔD - Change in Depth (D ₂ - D ₁)	0.02	0.01	0.03	0.04	0.005	0.0	
Velocity = $\sqrt{2(\Delta D/100) * g}$	0.002104	0.00134	0.00707	0.00858	0.00132	0	

g=acceleration due to gravity (9.81m/s²)

Water Chemistry (Optional)

Equipment/Kit Used: Ysi PRO DSS
 Time of collection (24hrs): 10:30-12:15 Time zone: EDT (DST)

Air Temperature (°C)	20 °C
Water Temperature (°C)	20.7
pH	8.11
Specific Conductivity (μs/cm)	652
Dissolved Oxygen (mg/L)	8.20
Turbidity (NTU)	0.0

Additional Parameters/Notes

Samplers: [REDACTED]
 Organization: Friends of Mill Creek (FOMC) - GRCA
 Site Code: MILO2 Date (DD/MM/YYYY): 08/08/2023

Appendix B
Field Sampling Packing List

General Equipment	
Nitrile gloves	
Timer	
Cell phone	
Permanent marker/wax pen	

Kicknet Sampling	
400 µm D-frame kicknet	
Hip waders/wading boots	

Safety Gear*	
First aid kit	
Throw bag/floatation device	
Sunscreen/hat	
Bug spray	

Sample Transfer	
Decontaminated collection bottles	
Preservative	
Rinse bottle of water	
Electrical tape/parafilm	
Cooler with cold packs	

Decontamination	
Spray bottle of bleach solution	
Collection bucket	
Tarp	
Rinse bottle of clean water	
Bristle brush	
Sealable rinse water collection bottle	
Safety glasses (with side shield)	

Metadata Collection	
Field measuring tape	
Metal ruler	
Meter stick	
GPS	
Camera (can use cell phone)	

*Safety gear will be dependent on your organization's safety regulations. These items are suggested but likely not exhaustive.

Metadata Collected Prior to Leaving for Field:

Basin Name: Grand River River/Stream Name: Mill Creek
 Upstream Land Use (Urban, Logging, Mining, etc.): Natural area (swamp)
 Stream Order (Strahler): 4

Samplers: [REDACTED]
Organization: FOMC-GRCA
Site Code: MIL02 Date (DD/MM/YYYY): 08/08/2023

Sampled Habitat (Circle)

A. Riffle/Run B. Pool C. Wetland

Benthic Kicknet Sampling

Kicknet sample	✓	No. of bottles
Replicate A	✓	2
Replicate B	✓	3
Replicate C	✓	3

Duration of kicks (2 minutes for pools/wetlands, 3 minutes for riffles/runs): 3 minutes

Type of Preservative Used: Absolute Zero

Location Data

GPS Datum (Circle):

A. NAD83 B. WGS84 C. UTM D. Other:

Latitude: 0502052 Longitude: 4807010 DMS or DD (Circle)

Elevation: 290 m (meters above sea level)

Site Photos (in this order)

Required Photo	✓
Field sheet	✓
Downstream	✓
Upstream	✓
(Facing upstream) Left bank	✓
(Facing upstream) Right bank	✓
Downwards view of substrate through water (with ruler for scale)	✓
Upwards view to capture canopy cover	✓

Wetted Width

Wetted width (m): 48.93.9 m

Samplers: [REDACTED]
 Organization: FOMC-GRCA
 Site Code: MILO2 Date (DD/MM/YYYY): 08/08/2023

Velocity

	1	2	3	4	5	6	AVG
Distance from shore (m)	2.31	4.62	6.93	9.24	11.5	13.9	
D ₁ - Flowing Depth (m) (cm)	26.7	26.7	24.5	34.0	33	31	
D ₂ - Depth of Stagnation (m) (cm)	26.1	27.6	24.7	34.5	33.7	31.6	
ΔD - Change in Depth (D ₂ - D ₁)	0.001	0.009	0.002	0.005	0.007	0.006	
Velocity = $\sqrt{2(\Delta D/100) * g}$	0.0407	0.0422	0.0198	0.0332	0.0359	0.0343	

g=acceleration due to gravity (9.81m/s²)

Water Chemistry (Optional)

Equipment/Kit Used: YSI Pro DSS

Time of collection (24hrs): 14:45-16:30 Time zone: EDT (DST)

Air Temperature (°C)	20.0 °C
Water Temperature (°C)	19.5
pH	8.17
Specific Conductivity (μs/cm)	738
Dissolved Oxygen (mg/L)	9.84
Turbidity (NTU)	0.9

Additional Parameters/Notes

Samplers: [REDACTED]

Organization: Friends of Mill Creek - GRCA

Site Code: M1L02

Date (DD/MM/YYYY): 10/08/2023

Appendix B

Field Sampling Packing List

General Equipment	
Nitrile gloves	
Timer	
Cell phone	
Permanent marker/wax pen	

Safety Gear*	
First aid kit	
Throw bag/floatation device	
Sunscreen/hat	
Bug spray	

Decontamination	
Spray bottle of bleach solution	
Collection bucket	
Tarp	
Rinse bottle of clean water	
Bristle brush	
Sealable rinse water collection bottle	
Safety glasses (with side shield)	

Kicknet Sampling	
400 µm D-frame kicknet	
Hip waders/wading boots	

Sample Transfer	
Decontaminated collection bottles	
Preservative	
Rinse bottle of water	
Electrical tape/parafilm	
Cooler with cold packs	

Metadata Collection	
Field measuring tape	
Metal ruler	
Meter stick	
GPS	
Camera (can use cell phone)	

*Safety gear will be dependent on your organization's safety regulations. These items are suggested but likely not exhaustive.

Metadata Collected Prior to Leaving for Field:

Basin Name: Grand River River/Stream Name: Mill Creek

Upstream Land Use (Urban, Logging, Mining, etc.): Gravel extraction

Stream Order (Strahler): 4

Samplers: [REDACTED]
Organization: FOMC-GRCA
Site Code: MIL03 Date (DD/MM/YYYY): 10/08/2023

Sampled Habitat (Circle)

A. Riffle/Run B. Pool C. Wetland

Benthic Kicknet Sampling

Kicknet sample	✓	No. of bottles
Replicate A	✓	2
Replicate B	✓	2
Replicate C	✓	1

Duration of kicks (2 minutes for pools/wetlands, 3 minutes for riffles/runs): 3 minutes

Type of Preservative Used: Absolute Zero

Location Data

GPS Datum (Circle):

A. NAD83 B. WGS84 C. UTM D. Other: _____

Latitude: 0500734 Longitude: 4810080 DMS or DD (Circle)

Elevation: 310 m (meters above sea level)

Site Photos (in this order)

Required Photo	✓
Field sheet	✓
Downstream	✓
Upstream	✓
(Facing upstream) Left bank	✓
(Facing upstream) Right bank	✓
Downwards view of substrate through water (with ruler for scale)	✓
Upwards view to capture canopy cover	✓

Wetted Width

Wetted width (m): 5.40 m

Samplers: [REDACTED]
 Organization: FOUIC - GRCA
 Site Code: MILO3 Date (DD/MM/YYYY): 10/08/2023

Velocity

	1	2	3	4	5	6	AVG
Distance from shore (m)	0.9	1.8	2.7	3.6	4.5	5.4	
D ₁ - Flowing Depth (m)	0.18	0.215	0.21	0.23	0.08	0.035	
D ₂ - Depth of Stagnation (m)	0.205	0.24	0.235	0.235	0.085	0.035	
ΔD - Change in Depth (D ₂ - D ₁)	0.025	0.025	0.025	0.005	0.005	0.00	
Velocity = $\sqrt{2(\Delta D/100) * g}$	0.0703	0.0703	0.0703	0.0332	0.0332	0	

g=acceleration due to gravity (9.81m/s²)

Water Chemistry (Optional)

Equipment/Kit Used: Ysi Pro Dss
 Time of collection (24hrs): 11:07 Time zone: EDT (DST)

Air Temperature (°C)	26.0
Water Temperature (°C)	19.2
pH	8.26
Specific Conductivity (μs/cm)	740
Dissolved Oxygen (mg/L)	8.22
Turbidity (NTU)	1.43

Additional Parameters/Notes

Samplers: [REDACTED]
 Organization: EMC - GRCH
 Site Code: M104 Date (DD/MM/YYYY): 11/08/2023

Appendix B
Field Sampling Packing List

General Equipment	
Nitrile gloves	
Timer	
Cell phone	
Permanent marker/wax pen	

Kicknet Sampling	
400 µm D-frame kicknet	
Hip waders/wading boots	

Safety Gear*	
First aid kit	
Throw bag/floatation device	
Sunscreen/hat	
Bug spray	

Sample Transfer	
Decontaminated collection bottles	
Preservative	
Rinse bottle of water	
Electrical tape/parafilm	
Cooler with cold packs	

Decontamination	
Spray bottle of bleach solution	
Collection bucket	
Tarp	
Rinse bottle of clean water	
Bristle brush	
Sealable rinse water collection bottle	
Safety glasses (with side shield)	

Metadata Collection	
Field measuring tape	
Metal ruler	
Meter stick	
GPS	
Camera (can use cell phone)	

*Safety gear will be dependent on your organization's safety regulations. These items are suggested but likely not exhaustive.

Metadata Collected Prior to Leaving for Field:

Basin Name: Grand River River/Stream Name: Mill Creek
 Upstream Land Use (Urban, Logging, Mining, etc.): Residential, water extraction
 Stream Order (Strahler): 3

Samplers: [REDACTED]
Organization: FOMC - GRCA
Site Code: MILO4 Date (DD/MM/YYYY): 11/08/2023

Sampled Habitat (Circle)

A. Riffle/Run

B. Pool

C. Wetland

Benthic Kicknet Sampling

Kicknet sample	✓	No. of bottles
Replicate A	✓	2
Replicate B	✓	2
Replicate C	✓	2

Duration of kicks (2 minutes for pools/wetlands, 3 minutes for riffles/runs): 3 minutes

Type of Preservative Used: ABSOLUTE ZERO

Location Data

GPS Datum (Circle):

A. NAD83

B. WGS84

C. UTM

D. Other: _____

Latitude: 0568280 Longitude: 4812401 DMS or DD (Circle)

Elevation: 300 m (meters above sea level)

Site Photos (in this order)

Required Photo	✓
Field sheet	✓
Downstream	✓
Upstream	✓
(Facing upstream) Left bank	✓
(Facing upstream) Right bank	✓
Downwards view of substrate through water (with ruler for scale)	✓
Upwards view to capture canopy cover	✓

Wetted Width

Wetted width (m): 7.4m

Samplers: [REDACTED]
 Organization: FOMC-GRCA
 Site Code: MIL04 Date (DD/MM/YYYY): 11/08/2023

Velocity

	1	2	3	4	5	6	AVG
Distance from shore (m)	1.2	2.4	3.6	4.8	6.0	7.2	
D ₁ - Flowing Depth (m) (cm)	9.5 cm	9.1 cm	20.0 cm	22.1 cm	22.8	19.5 cm	
D ₂ - Depth of Stagnation (m) (cm)	10.7 cm	9.5 cm	21.6 cm	25.1 cm	23.9	20.1 cm	
ΔD - Change in Depth (D ₂ - D ₁) (cm)	1.2 cm	0.4 cm	1.6 cm	3.0 cm	1.1 cm	0.6 cm	
Velocity = $\sqrt{2(\Delta D/100) * g}$	0.0453	0.0350	0.0500	0.0767	0.0405	0.0343	

g=acceleration due to gravity (9.81m/s²)

Water Chemistry (Optional)

Equipment/Kit Used: YSI Pro DSS

Time of collection (24hrs): 10:00 Time zone: EDT

Air Temperature (°C)	16°C
Water Temperature (°C)	20.9°C
pH	8.13
Specific Conductivity (μs/cm)	634
Dissolved Oxygen (mg/L)	7.31
Turbidity (NTU)	0.5

Additional Parameters/Notes

Appendix D – Electrofishing Field Sheets

Site Identification Form																						
Stream Name <u>Mill Creek (Capital Paving)</u>				Stream Code (Unique Code)			Site Code		Year <u>2023</u>	Sample <u>1</u>												
Uncorrected Grid (XX)	Easting (XXX,XXX)	Northing (X,XXX,XXX)	OR	Latitude	Deg (15-50)	Min (0-60)	Sec (0-60)	Longitude	Deg (80-75)	Min (0-60)	Sec (0-60)											
UTM Coordinates	<u>Sheet 43</u>	<u>456050</u>																				
Corrected Grid (XXX)	Easting (XXX,XXX)	Northing (X,XXX,XXX)	Source of GIS Stream Layer used to correct UTM coordinate data (e.g. NRVIS 2)																			
UTM Coordinates	<u>Sheet 43</u>	<u>456050</u>																				
Source of Coordinates (OBM Map, GPS Unit, Differential GPS)				Datum of Coordinate Source: (NAD 27, NAD 83, WGS 84)																		
<u>GRCA Web-Map</u>				<u>NAD 83</u> (This can be found on the legends of maps or in set-up of GPS units)																		
Township/Municipality		Lot	Concession	MNR District		Watershed Code																
<u>Puslinch</u>			<u>7</u>	<u>Guelph</u>																		
Access Route <u>Access via Capital Paving (4459 Concession Rd. 7, Puslinch)</u>																						
Site Description																						
Site Marker Description																						
Downstream Marker																						
Measure from Stake to Site Bearing (Degrees):		Distance (m.):		Photograph Numbers:		Looking Upstream:		Looking Downstream:														
Description:		<u>NO markers used</u>		<u>NO photos</u>																		
Upstream Marker																						
Measure from Stake to Site Bearing (Degrees):		Distance (m.):		Photograph Numbers:		Looking Upstream:		Looking Downstream:														
Description:		<u>NO markers used</u>		<u>NO photos</u>																		
Crew	Records		Date (YYYY/MM/DD) <u>2023/08/22</u>																			
Comments <u>Mill Creek Ranger crew</u>																						
Site Length (m.) <u>120 m</u>																						
Enter dates and initials when data entered in Computer.																						
<table border="1"> <thead> <tr> <th></th> <th>Date</th> <th>Init.</th> </tr> </thead> <tbody> <tr> <td>Entered</td> <td></td> <td></td> </tr> <tr> <td>Verified</td> <td></td> <td></td> </tr> <tr> <td>Corrected</td> <td></td> <td></td> </tr> </tbody> </table>												Date	Init.	Entered			Verified			Corrected		
	Date	Init.																				
Entered																						
Verified																						
Corrected																						
Site Sketch Draw two sketches on the back of this sheet. First draw a map to the area of the site then draw a sketch of the site. Be sure to include enough detail to ensure that someone could find the site again, including a north arrow and the locations of all markers, as well as the locations of any noted features. The artist should also sign the sketches.																						

Fish Sampling Form

Page 1 of 1

Stream Name Mill Creek	Date (YYYY/MM/DD) 2023/08/22	Sample 1	Run 1 of 1	Shocker H. Pimentel
Stream Code	Start Time 13:33	Stop Time 14:14	Netters Mill Creek Ranger crew	
Site Code	Elapsed Time 0:41	Shocker Sec 542	Model No. LR-24	Volts 150
			Frequency 60 Hz	Pulse 4 ms

Individual fish data				B: Bulk P: Preserved		O: Otolith S: Scale		Bulk fish data				# P R S	Bag #	Species Name/ Remarks
id#	Species	Length -Total -Fork (circle)	Weight (gm.)	B P	O S	Species Name/ Remarks	Batch #	Species or Family	Group Num.	Number of Fish	Bulk Weight (gm.)			
1	178	225	n/a			brown trout	1	212	30	n/a				creek chub
2	1	209	1				1	163	9	1				W. sucker
3	1	110	1				1	311	1	1				rock bass
4	1	152	1				1	337	1	1				rainbow darter
5	1	138	1				1	281	4	1				brook stickleback
6							1	630	2	1				blacknose dace
7							1	338	1	1				Iowa darter
8														
9														
10														
11														
12														
13														
14														
15														
16														
17														
18														
19														
20														
21														
22														

Channel Morphology Data Available ☐ Yes
If not, measure the station length and 10 widths ☐ No

Site Length (m.)			
#	Widths (m.)	#	Widths (m.)
1		8	
2		7	
3		8	
4		9	
5		10	

Date and initials when entered in computer

Entered	Verified	Corrected

Deviations: Put X in all boxes that are true

Inexperienced sampler: ☒ All Habitats Not Sampled: ☐
Upstream Blocknet Used: ☐ Imprecise Weigh Scale Used: ☐

Explanations:

Continued on Back? Yes ☐ No ☒

Appendix E - Equipment Inventory

Type	Item	Quantity	Notes
PPE	Safety Glasses	17	13 New, 4 gently used
	Sunglasses, Polarized	3	
	Hard Hats	9	
	Work Gloves (in stream use)	17	Used, but in relatively good condition
	Leather work Gloves	12	4 new, 8 used pairs
	Inflatable PDFs	6	
	Hi-visibility vests	7	
	Ear plugs	46	
	Nitrile Gloves	1	Box, Size large- half full
	Mesh Mosquito jackets	5	
	Wading belts	7	
General Supplies	Road Pylons	5	
	Bug Spray	1	1 bottle of lotion – will need more cans
	Sunscreen	2	tubes
	Hand Sanitizer		1 smaller full bottle
	First aid kits	1	Contents include: gauze, band-aids, disinfectant wipes, cold compress, triangular bandages, tenser, tick removal kit, wire splint, absorbent pads (non-stick), safety pins, afterbite, medical tape, face shield, medical gloves
	Portable water jug/cooler	1	
	Dry sack	2	one XL, one medium
	Wader patching kit	1	Various patches, scissors, partial tube of adhesive
	Shop towels	0	
	WD-40	1	1/2 can
	Orange spray paint	1	
	Plastic Ziplock bags	1	Almost full package
	Garbage bags	~20	
	FOMC sign	1	Looking very sad, the magnetic backing is crumpled and falling apart
	Tick removal kit	2	one has been put into the first aid bag
	Water proof phone bag	2	
Work Supplies	Earth Anchors	12	11 Regular sized, 1 extra large
	12-gauge annealed black wire	1	Partial spool
	Crimp	50-100	(2 bags full)
	U-nails	~300	1/8 of a bucket
	T-bars	8+	
	Flagging tape	1	
Tools	Earth Anchor Driver	1	
	Earth Anchor Rod	4	2 long, 2 short (and unused)
	T bar drivers	4	One broken
	Crimping tool	1	
	Fencing Pliers	4	
	Hammers	2	One with very worn handle
	Ball Peen Hammer	2	
	Bolt cutters	2	

	Pull Saw	10	3 newer (1 with handle that needs a new bolt), 7 older with rusty blades, 2 extra new blades, 4 leather holsters
	Pruners	3	1 is missing a rubber stopper so the blades extend past the other when closed
	Wire cutter	1	
	Wheel barrows	3	2 in great condition, 1 is bent out of shape
	Buckets	8	
	Shovels	1	
	Spades	3	
	Scooping Shovel	2	
	Trowels	11	Most are bent out of shape, but they all look like they could do their job
	Half-length shovels	2	
	Rakes	2	Hard rakes
	Pitch forks	2	
	Pickaxe	2	
	Hatchet	1	
	Axe	2	
	Crowbar	1	
	Metal File	2	
	Winch	1	
	Heavy Duty Chain	1	
	Rope	2	Spools
	Sledge hammer	7	
	Broom	1	
	Assorted old saws	9	
	Screwdriver	1	
	PV pole	1	
Chest Waders	Size 5	1	Lots of patches
	Size 6	1	
	Size 7	3	
	Size 8	5	
	Size 9	2	
	Size 10	3	
	Size 11	1	
	Size 12	3	
	Size 13	0	

Appendix F -Incident Report

Apart from mosquito bites, there were no significant incidents to report.

Glossary

Cold stratify: exposure of seeds or saplings to cold moist conditions to encourage germination and growth in the next growing season, usually done by mimicking the natural processes that would occur over winter months in a freezer or cold storage area.

D-Net: a sampling tool with a “D” shaped opening and lined with a very fine mesh

Moraine: an accumulation of rock debris of varying sizes which is carried or deposited by a glacier

Stream morphology: term used to describe the shape of river channel and how it changes over time

Thalweg: the line of fastest and deepest flow within a stream, typically following the “bubble line”

Travelling Kick-and-Sweep method: a method of sampling; wading along a transect through the water, the substrate is kicked up to dislodge benthic invertebrates while a net is used to create sweeping motions to collect organisms

Turbidity: quality of water determined by the presence and amount of suspended sediment

Wetted width: the distance between either side of the river channel, measured at the point where the water level touches the substrate of the bank.



REPORT FIN-2023-028

TO: Mayor and Members of Council

PREPARED BY: Mary Hasan, Director of Finance/Treasurer

PRESENTED BY: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: November 29, 2023

SUBJECT: Municipal Property Assessment Corporation - Execution of Data Sharing and Services Agreement
File No. L04 MPA

RECOMMENDATIONS

That Report FIN-2023-028 entitled Municipal Property Assessment Corporation – Execution of Data Sharing and Services Agreement be received; and

That Council gives 3 readings to By-law No. 2023-049 being a By-law authorizing the entering into a Data Sharing and Services Agreement with the Municipal Property Assessment Corporation.

Purpose

The purpose of this report is to recommend that Council enact a By-law authorizing the entering into a Data Sharing and Services Agreement (DSSA) with the Municipal Property Assessment Corporation (MPAC).

Background

The DSSA reflects the evolving relationship between MPAC and municipalities. It consolidates six (6) dated MPAC agreements governing data sharing and services into a single document that is easier to understand and it provides a flexible framework which can accommodate future data products and services:

- Municipal License Agreement, 2007
- Product Use Sheets (relating to use at Kiosks/websites), 2007
- Municipal Connect Terms & Conditions of Use, 2007

- Ontario Parcel Master Agreement, 2007
- MPAC Terms & Conditions, 2007
- Service Level Agreement, 2018

The DSSA was developed by MPAC's Municipal and Stakeholder Relations team in consultation with a municipal working group established in April 2021. The group was comprised of tax, assessment, legal and other municipal representatives from Ottawa, Kingston, Mississauga, Greater Sudbury, Markham, and York Region. The DSSA has also been reviewed by MPAC's Municipal Liaison Group (MLG). The Township consulted with the County of Wellington who will also be signing the DSSA.

The DSSA provides greater clarity concerning:

- Data sharing, municipal document protection, and obligations.
- Permitted uses of MPAC data by municipalities and protection of municipal data by MPAC.
- Scopes the use of MPAC Data Products and custom data for internal planning, internal operations, and external distribution in accordance with each product's permitted uses.
- Service Level Agreement performance obligations. Service levels, performance, and dependencies are unchanged from those established in 2018.

The deadline for signing the DSSA is December 23, 2023. The DSSA will come into effect on January 1, 2024. The term of the DSSA is four years, following which the DSSA will auto-renew each year thereafter. MPAC is requesting that all 444 Ontario Municipalities sign the DSSA before the deadline. Not signing the DSSA could result in eventual restrictions to Municipal Connect and other MPAC products, but MPAC's statutory services would not be affected. The DSSA cannot be customized for the Township as it is a standardized document for all municipalities.

Financial Implications

Not Applicable

Applicable Legislation and Requirements

Municipal Act, 2001

Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990

Assessment Act, R.S.O. 1990

Municipal Property Assessment Corporation Act, 1997

Engagement Opportunities

Not Applicable

ATTACHMENTS

Schedule A - Data Sharing and Services Agreement

Respectfully submitted:

Mary Hasan

Director of Finance/Treasurer



MUNICIPAL PROPERTY ASSESSMENT CORPORATION
SOCIÉTÉ D'ÉVALUATION FONCIÈRE DES MUNICIPALITÉS

Data Sharing and Services Agreement

This Data Sharing and Services Agreement (the “**DSSA**”) integrates and clarifies many existing MPAC-Municipality agreements including: The Service Level Agreement (the “**SLA**”), the Municipal License Agreement and Product Use Sheets, the Municipal Connect License and the Ontario Parcel Master Agreement General Municipal Licence Agreement (the “**OPMA GMLA**”).

The DSSA contains the following areas of focus:

- The **Service Level Agreement** establishes service levels for a comprehensive set of MPAC services and dependencies that the Municipality will make reasonable efforts to fulfill. These are the same service levels established by MPAC in 2018 with all municipalities. Dependencies include the Municipality’s timely delivery of building permits and building plans to MPAC. Notification of missed service levels has been reduced to 10 days and escalation procedures have been clarified.
- The **MPAC Permitted Uses of Municipality Documents** clarify how MPAC will use information supplied by the Municipality to fulfill its legislated mandate. In addition to meeting service levels, performing property assessment activities and fulfilling other statutory duties, MPAC will also use the Municipality’s information to update its databases to provide assessment data to the Municipality, other municipalities, taxpayers and stakeholders, and commercialize data and insights to offset the Municipality’s levy payments. The Municipality’s information will be protected from disclosure to, and unauthorized access by, third parties.
- The **Municipality Permitted Uses of MPAC Data Products** provide the Municipality and its consultants with expanded uses of MPAC data for internal planning, internal operational and external distribution uses. It also provides easier access to license custom products and for Municipality-owned and funded entities to access MPAC data.
- Finally, the **Data Terms and Conditions of Use** provide a reciprocal set of terms and conditions that govern all information licensed under this DSSA. The terms and conditions acknowledge the intellectual property rights of licensed information and require that both MPAC and the Municipality protect information (including third party information) in accordance with their respective obligations under the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), the *Assessment Act* and this DSSA. Remedies are provided in the event of unauthorized use or disclosure of the information.

The DSSA was developed in consultation with representatives from the Municipal Liaison Group and is intended to be a framework for the continued evolution of the relationship between MPAC and the Municipality. The DSSA includes commitments for MPAC to regularly update service levels, dependencies and data products in consultation with the Municipal Liaison Group.



MUNICIPAL PROPERTY ASSESSMENT CORPORATION
SOCIÉTÉ D'ÉVALUATION FONCIÈRE DES MUNICIPALITÉS

Data Sharing and Services Agreement

This Data Sharing and Services Agreement is dated as of the January 1, 2024 (the “**Effective Date**”)

Between:

Municipal Property Assessment Corporation (“**MPAC**”)

And

The **Township of Puslinch** (the “**Municipality**”), (collectively the “**Parties**”)

1. Overview

This Agreement includes the following sections:

- Section 3: Service Level Agreement
- Section 4: MPAC Permitted Uses of Municipality Documents
- Section 5: Municipality Permitted Uses of MPAC Data Products
- Section 6: Data Terms and Conditions of Use

2. Appendices

The following appendices are incorporated into this Agreement:

- Appendix 1: Definitions
- Appendix 2: Service Level Agreement Exhibits

3. Service Level Agreement

3.1. Purpose

This Service Level Agreement (the “**SLA**”) is a statement of MPAC’s commitment to the Municipality to maintain high performance standards when providing Services, and the Municipality’s commitment to perform the Dependencies that MPAC requires to meet these standards.

3.2. MPAC Service Levels

MPAC will provide the Services in a manner that meets the Service Levels in Appendix 2 (Service Level Agreement Exhibits) pertaining to the Assessment Roll (Part 1); Assessment In-Year Maintenance (Part 2) and Support Services (Part 3).

3.3. Municipality Documents and Dependencies

The Municipality will make reasonable efforts to perform the Dependencies in such a manner and on a timely basis to enable MPAC to meet the Service Levels.

The Dependencies include:

- Dependencies specified in Appendix 2 (Service Level Agreement Exhibits); and
- Delivery of the following source documents (the “**Municipality Documents**”):

3.3.1. Building Permits and Building Plans

- Provide MPAC with all Complete Building Permits and available Building Plans within 30 days of issuance by the Municipality.
- Provide non-residential Building Plans to MPAC within 10 days of a request from MPAC.
- Provide MPAC with timely updates on the progress of construction, alterations and additions and notify MPAC that applicable properties have become occupied.
- Notify MPAC of any available information pertaining to new construction, alterations and additions to properties owned by the Province of Ontario or the Government of Canada in a timely manner.

3.3.2. Severances and Consolidations

- Deliver to MPAC (or MPAC’s agent) information required to process SCIFs including information on lot zoning, lot addresses and lot servicing.

3.3.3. Tax Applications and Vacancy Rebates

- Deliver all required supporting documentation available for a Tax Application to allow MPAC to process a Completed MPAC Response Form, including all documentation required from the taxpayer.
- Provide MPAC with all required supporting documentation by May 15th (or the next Business Day) for MPAC to respond to the Municipality regarding a Tax Application prior to August 15th of that same calendar year, or on such timeline as agreed to by the Parties.
- Deliver all required supporting documentation and information to support the processing of a Vacancy Unit Rebate Application.

3.3.4. Other Data as Mutually Agreed Upon by the Municipality and MPAC

- Deliver available digital official plan and zoning schedules (shape files), planning information and development application information (staff reports, studies, by-laws, etc.) as requested by MPAC and agreed to by the Municipality, acting reasonably.
- Deliver other Dependencies as agreed to by the Parties during the Term.

3.4. Delivery and Reporting

Each Party will make reasonable efforts to provide SLA deliverables to the other Party in the manner specified by the other Party, acting reasonably. This may include delivery by MPAC to the Municipality's Consultants and the use of electronic portals, e-permitting solutions and APIs.

MPAC will report on its Service Level performance through Municipal Connect. Where possible, SLA reports will indicate whether a failure to meet a Dependency affected MPAC's performance of the Services in accordance with a Service Level.

3.5. Relationship Meetings

Upon request from the Municipality, a MPAC Regional Manager and/or MPAC Account Manager shall meet the Municipality at an agreed-upon schedule to discuss the Service Levels, provided that MPAC shall meet the Municipality at least once per year unless otherwise declined by the Municipality.

3.6. MPAC Failure to Achieve a Service Level

If MPAC fails to meet a Service Level, MPAC will:

- 3.6.1.** Within 10 days, initiate a problem review to identify the causes of such failure;
- 3.6.2.** Within 30 days, provide a remediation plan and timelines to correct the problem;
- 3.6.3.** Within 60 days, make recommendations to improve procedures and communications between MPAC and the Municipality;
- 3.6.4.** Discuss the failure at the next relationship meeting;
- 3.6.5.** In the event of two consecutive failures of such Service Level or a failure of a Service Level with a Measurement Period of more than one year, the non- performance will be brought to the attention of the MPAC Vice President and Chief Operating Officer and the MPAC Vice President and Chief Valuation and Standards Officer; and
- 3.6.6.** In the event of additional consecutive failures of such Service Level after escalation, MPAC or the Municipality may refer the non-performance to the MPAC Quality Service Commissioner appointed pursuant to the *Municipal Property Assessment Corporation Act, 1997, S.O. 1997, c. 43, Sched. G*.

3.7. Municipality Failure to Meet Dependencies

MPAC will notify the Municipality of instances where a missed Dependency is at risk of causing or has caused a missed Service Level. MPAC will discuss the Dependency at the

next relationship meeting and work with the Municipality to make recommendations to improve procedures and communications between MPAC and the Municipality. The Municipality shall have no further liability or responsibility to MPAC whatsoever for any costs, expenses, losses or damages of any kind in relation to the Municipality's missed Dependency.

3.8. Exceptions to Failures to Meet Service Levels and Dependencies

Neither Party will be considered to have missed their respective Service Level or Dependency if the non-performance occurs as a consequence of any of the following events and the non-performing Party has taken reasonable efforts to mitigate non-performance:

- 3.8.1.** Changes in Applicable Laws;
- 3.8.2.** Failures by third parties not subcontracted by MPAC or the Municipality to provide data or information necessary for performance of the Service Level, including property owners, government, the ARB, courts and the Land Registry Office;
- 3.8.3.** Directions from any Governmental or Regulatory Authority that delay or prevent the performance of a Service Level; or
- 3.8.4.** Any other cause beyond the Party's reasonable control, including, third party network failures, cyberattacks, fires, riots, acts of war, labour disputes (including strikes and lockouts), pandemic, acts of terrorism, accident, explosion, flood, storm, acts of third party providers.

In addition, MPAC will not be considered to have missed a Service Level if the non-performance occurs as a consequence of any of the following events and MPAC has taken reasonable efforts to mitigate non-performance:

- 3.8.5.** Non-performance by the Municipality of a Dependency required by such Service Level; or
- 3.8.6.** The occurrence of any applicable exceptions in Appendix 2 (Service Level Agreement Exhibits).

3.9. Changes to Service Levels and Dependencies

MPAC will conduct a review of the Service Levels and Dependencies at least once every four years with the Municipal Liaison Group.

MPAC may propose the addition or modification of a Service Level or Dependency in consultation with the Municipal Liaison Group and other municipalities. MPAC will make reasonable efforts to agree on the proposed addition or modification with the Municipal Liaison Group.

MPAC will provide at least 90 days written notice to the Municipality of the addition or modification of Service Levels or Dependencies following consultation with and approval by the Municipal Liaison Group. Upon the expiry of such notice period, the Service Levels or Dependencies will be deemed amended in accordance with the written notice.

Notwithstanding any other provision in this SLA, MPAC may at any time change or terminate any Service Levels or other provisions in this SLA if required by Applicable Laws.

3.10. Service Level Agreement Limitation of Liability

With respect to this Section 3 (Service Level Agreement), neither Party will be liable for any claim for a failure to meet a Service Level or Dependency, or any associated losses or damages, including any direct, indirect, consequential, special, tax related (including, for greater clarity, liability for loss of past or future tax revenue in the event an assessment is amended by MPAC, the ARB, or a court for any reason), administrative, or other loss or damage, credit, discount or other remedy in relation to this SLA or any alleged breach thereof, regardless of whether such claim arises in contract (including fundamental breach), tort or any other legal theory.

This SLA does not create any rights or liabilities for either Party beyond those set out in any applicable legislation, including the *Municipal Act, 2001, S.O. 2001, c. 25* and the regulations thereunder, and the *Assessment Act, R.S.O. 1990, c. A.31* (the “**Assessment Act**”) and the regulations thereunder, in each case, as amended from time to time.

For greater clarity, this SLA does not impact MPAC’s obligations under the *Assessment Act*, and MPAC will continue to perform such obligations as required by, and in compliance with, the *Assessment Act*. This SLA does not derogate from MPAC’s obligations under such policies, procedures and standards established by the Minister under Section 10 of the *Municipal Property Assessment Corporation Act, 1997, S.O. 1997, c. 43, Sched. G* (the “*MPAC Act*”) or the statutory duties of MPAC under the *Assessment Act* and/or *MPAC Act*. Where MPAC’s Service Levels under the DSSA differ from or conflict with such policies, procedures and standards, the requirement containing a more stringent, more timely or higher level of service by MPAC to the Municipality shall apply. The Municipality may request that the Minister issue an order under Section 10(3) of the *MPAC Act* to compel compliance by MPAC and/or may refer any non-compliance to the MPAC Quality Service Commissioner.

4. MPAC Permitted Uses of Municipality Documents

4.1. MPAC Licence to Municipality Documents

The Municipality will licence Municipality Documents to MPAC, subject to the Data Terms and Conditions of Use in Section 6 below, for the following uses pursuant to MPAC’s rights and obligations under the *Assessment Act*, the *MPAC Act* and other applicable legislation (the “**MPAC Permitted Uses**”):

- 4.1.1. To meet the Service Levels outlined in the SLA;
- 4.1.2. To perform property assessment, valuation and other duties assigned to MPAC and its property assessors pursuant to Section 9(1) of the *MPAC Act*; and
- 4.1.3. To update, maintain, modify, adapt and verify MPAC databases and information. Pursuant to Section 9(2) of the *MPAC Act*, updated MPAC databases are used to engage in any activity consistent with MPAC’s duties that MPAC’s board of directors considers to be advantageous to MPAC, which include the following:
 - 4.1.3.1. Providing taxpayers with information to review whether their assessments are property assessments accurate and equitable;
 - 4.1.3.2. Providing MPAC Data Products to municipalities, including upper-tier municipalities through Municipal Connect and other stakeholders; and
 - 4.1.3.3. Commercialization of data to offset MPAC’s levy on municipalities.

For greater certainty, the MPAC Permitted Uses shall be in compliance with Applicable Law including MFIPPA and do not include disclosing the Municipality Documents (or any reproduction of the Municipality Documents) directly to any third party or enabling any third party to ascertain, derive, determine or recreate the Municipality Documents.

4.2. Access to Municipality Documents by MPAC Consultants

MPAC may disclose Municipality Documents to a consultant, contractor, agent or supplier retained by MPAC (a “**Consultant**”) solely for the MPAC Permitted Uses in accordance with this Agreement. MPAC is responsible for ensuring that any Consultant abides by the terms and conditions as set out in Section 6 (Data Terms and Conditions).

5. Municipality Permitted Uses of MPAC Data Products

5.1. MPAC Data Products

MPAC will licence products to the Municipality (the “**MPAC Data Products**”), subject to the Data Terms and Conditions of Use in Section 6 below, for the following permitted uses (the “**Municipality Permitted Uses**”):

- MPAC Data Products licensed only for Internal Planning Purposes;
- MPAC Data Products licensed only for Internal Planning Purposes and Internal Operational Purposes;
- MPAC Data Products licensed for Internal Planning Purposes, Internal Operational Purposes and specified External Distribution Purposes; and
- Custom Products subject to additional licensing terms.

5.2. Delivery

All MPAC Data Products will be delivered to the Municipality through Municipal Connect unless otherwise agreed to by the Parties. MPAC will provide an up-to-date list of all available MPAC Data Products and the associated Municipality Permitted Use(s) through Municipal Connect.

5.3. Internal Planning Purposes

For the purposes of this Agreement, an “**Internal Planning Purpose**” is defined as a municipal planning or assessment base management activity pursuant to Section 53 of the *Assessment Act* where MPAC Data is kept internal to the Municipality and not used for the delivery of operations, programs, services, information or any other purposes by the Municipality.

5.4. Internal Operational Purposes

For the purposes of this Agreement, an “**Internal Operational Purpose**” is defined as the delivery of operations, programs, services or information by the Municipality where MPAC Data is kept internal to the Municipality and only used for such operational purposes by the Municipality.

5.5. Access to MPAC Data Products by Consultants

The Municipality may disclose MPAC Data Products to a consultant, contractor, agent or supplier retained by the Municipality (a “**Consultant**”) solely for the Municipality’s use of such MPAC Data Products in accordance with this Agreement. The Municipality is responsible for ensuring that Consultant abides by the terms and conditions set out in Section 6 (Data Terms and Conditions).

5.6. External Distribution

For the purposes of this Agreement, an “**External Distribution Purpose**” is defined as the distribution of MPAC Data Products to any third party other than to a Consultant.

Certain MPAC Data Products are licensed to the Municipality for External Distribution Purposes. These MPAC Data Products will append terms and conditions that specify the permitted avenues for distribution and any access, use and security requirements.

The Municipality is responsible for ensuring that its distribution of such MPAC Data Products abides by any appended terms and conditions. Only specified MPAC Data Products are permitted to be published on the Municipality’s open data websites.

Other MPAC Data Products are not available for external distribution. The municipality may make a Custom Product request for additional external distribution licences.

5.7. Municipality Requests for Custom Products

The Municipality and wholly owned municipal entities may request that MPAC create and license additional custom products for the Municipality’s purposes (“**Custom Products**”). Fees and other licensing terms (including Municipality Permitted Uses) may apply.

In emergency situations and during any declared federal, provincial, or municipal states of emergency, MPAC will make all reasonable efforts to support a Custom Product request including those pertaining to External Distribution Purposes for the purpose of responding to or dealing with, or facilitating a response to or dealing with, the emergency situation or state of emergency.

5.8. Access to MPAC Data Products by Other Third Parties

Unless otherwise expressly permitted by the terms appended to an MPAC Data Product, other third parties to the Municipality including wholly owned and wholly funded municipal entities are not entitled to receive or use MPAC Data Products. Such third parties may contact their MPAC Account Manager to inquire about licensing MPAC Data for their own business purposes. Licensing terms will apply to all MPAC Data Products.

In determining whether fees will apply to MPAC Data Products for other third parties, MPAC will consider the following framework in collaboration with the third party requestor:

Entity Type	Fee for MPAC Data Products	Fee for Supplier Data	May Include But Not Limited To
100% Municipally Funded or Created Entities / DSSABs / LRAs / LSBs / Planning Boards / Conservation Authorities Non-Profit Purpose	No, Unless Custom Product	Yes Supplier Discounts May Apply	BIA / Economic Development, Childcare, Police Services, Fire Services, Emergency Services, Library Boards, Water / Wastewater, Social / Community Housing, Boards of Council, Committees of Council, DSSABs, LRAs, LRBs, Planning Boards, Conservation Authorities
Partially Municipally Owned / Funded Entities Non-Profit Purpose	Reduced or No Fees	Yes Supplier Discounts May Apply	Community Partnerships, Arena Boards, Business Incubators, Public Health Units
Municipal Entities, and Entities Not Created by the Municipality For-Profit Purpose	Commercial Rates, With Consideration For Exceptional Circumstances	Yes	LDCs, Telecommunication Companies, Airports, Certain Infrastructure Projects

5.9. Changes to MPAC Data Products

MPAC may propose the addition or modification of a MPAC Data Product including any appended terms and conditions in consultation with the Municipal Liaison Group.

MPAC will provide at least 90 days written notice for the addition or modification of any MPAC Data Product following consultation with the Municipal Liaison Group. Upon the expiry of such notice period, the amended MPAC Data Product will be deemed effective in accordance with the written notice.

6. Data Terms and Conditions of Use

6.1. Application

- 6.1.1. This Data Terms and Conditions of Use (the “**Terms and Conditions**”) will apply to the licensing of all MPAC Data Products and Municipality Documents (the “**Licensed Data**”).
- 6.1.2. Where supplementary terms and conditions have been appended to MPAC Data Products, they will override any conflict with these Terms and Conditions.
 - 6.1.2.1. This includes data from the Ontario Parcel, where the provisions of the General Municipal Licence Agreement – OPMA Assessment Mapping Data Products (the “**OPMA GMLA**”) apply.

6.2. Licence Grants

- 6.2.1. MPAC hereby grants to the Municipality a non-exclusive, non-transferable and revocable right to use MPAC Data Products solely for the Municipality Permitted Uses

set out in Section 5, provided that the Municipality complies with these Terms and Conditions.

6.2.2. The Municipality hereby grants to MPAC a non-exclusive, non-transferable and revocable right to use Municipality Documents solely for the MPAC Permitted Uses set out in Section 4, provided that MPAC complies with these Terms and Conditions.

6.2.3. No other uses of the Licensed Data are permitted.

6.3. Restrictions

6.3.1. Unless otherwise authorized by these Terms and Conditions, the Licensee will not:

- 6.3.1.1.** transfer, sell, lend, trade, pledge, sublicense, assign, lease, disseminate, disclose or otherwise dispose of Licensed Data, in whole or in part, or any reproduction of Licensed Data, in whole or in part, to any other person or entity, including its Affiliates;
- 6.3.1.2.** post or transmit Licensed Data on any publicly accessible network or open data website, including the Internet, or on any network that does not have secure access by internal authorized users only;
- 6.3.1.3.** modify, adapt, disassemble, reverse engineer, screen scrape, or otherwise tamper with Licensed Data, in whole or in part, or incorporate Licensed Data, in whole or in part, into anything to be used by another person or entity;
- 6.3.1.4.** use Licensed Data to engage in the development of any product or service that competes with the Licensor such as creating a product that competes with commercial data offerings;
- 6.3.1.5.** ascertain, derive or determine, or attempt to ascertain, derive or determine, algorithms or methodologies related to the creation or development of Licensed Data, in whole or in part, including the development of a model, algorithm or artificial intelligence which predicts an estimate or a proxy for any data element contained in the Licensed Data;
- 6.3.1.6.** remove, obscure or otherwise alter markings or notices on Licensed Data relating to the use or distribution of Licensed Data or the intellectual property and proprietary rights of the Licensor and its Suppliers in or to Licensed Data; or
- 6.3.1.7.** store, attempt to store or knowingly permit any person or entity to store Licensed Data, in whole or in part, so as to create a separate depository of Licensed Data or any part thereof, or a database.

For clarity, where the Municipality is the Licensee, the restrictions in this Section 6.3 apply only to the MPAC Data Products; where MPAC is the Licensee, the restrictions in this Section 6.3 apply only to the Municipality Documents.

6.4. Ownership of Licensed Data

6.4.1. The Licensee acknowledges that Licensed Data contains confidential technical and commercial information of the Licensor and its Suppliers and agrees to ensure that Licensed Data will only be used for the applicable MPAC or Municipality Permitted Purposes by the Licensee.

6.4.2. The Licensee acknowledges that (i) copyright, trade secret rights and other intellectual property and proprietary rights reside in Licensed Data, (ii) the Licensor and its Suppliers hold copyright and other intellectual and proprietary rights in Licensed Data and all right, title and interest in and to Licensed Data will at all times be vested in and remain the property of the Licensor, (iii) no change made to Licensed Data, however extensive, will affect or negate the right, title and interest of the Licensor and its

Suppliers in the Licensed Data; (iv) no ownership rights in the Licensed Data are transferred to the Licensee, and (v) the Licenser reserves all copyright, trade secret, intellectual property and proprietary rights not expressly granted hereunder.

6.5. Disclaimers

- 6.5.1.** The Licensee acknowledges that (i) the Licenser provides Licensed Data on an “as is” and “where available” basis and makes no guarantee, warranty, representation or condition of accuracy, completeness, usefulness for the Licensee’s purpose or intent to provide updates, fixes, maintenance or support, (ii) the Licenser and its Suppliers expressly disclaim all warranties, representations or conditions, express or implied, including warranties of merchantability and fitness for use, non-infringement of third party rights or those arising by law or by usage of trade or course of dealing, and (iii) all risk as to the results and performance of the Licensed Data is assumed by the Licensee.
- 6.5.2.** Where the Licensed Data is supplied by the Licenser through a website, the Licensee recognizes that the operation of the Licenser’s website may not be uninterrupted or secure. Without limiting the foregoing disclaimer, the Licenser makes no representation, warranty or condition that (i) its website is compatible with the Licensee’s equipment and/or software, (ii) its website will be continuously available or will function without interruption, (iii) its website will be error free or that errors will be corrected, (iv) use of its website will be free of viruses or other destructive or disruptive components, or (v) use of its website will not infringe the rights (including intellectual property rights) of any person.
- 6.5.3.** The Licensee will not be obligated to defend any third party intellectual property claims made against the Licenser.

6.6. Indemnity and Limitation of Liability

- 6.6.1.** The Licensee agrees that (i) the Licenser and its Suppliers will not be liable to the Licensee or any other person for any late delivery of Licensed Data, loss of revenue, profit or savings, lost or damaged data or other commercial or economic loss or for any indirect, incidental, special or consequential damages whatsoever, even if the Licenser or its Suppliers have been advised of the possibility of such damages or for claims of any nature by a third party, (ii) such limitation of liability will apply whether or not liability results from a fundamental term or condition or a fundamental breach of these Terms and Conditions, arising from use of Licensed Data or otherwise (and whether arising in contract, tort or under any other theory of law or equity) under, arising from, connected with or related to, these Terms and Conditions, (iii) the Licensee agrees to indemnify and hold harmless the Licenser and its Suppliers and their respective officers, directors, employees and representatives from and against all claims, actions, damages or losses in respect of any breach of these Terms and Conditions by the Licensee, its Consultants or any third party that accesses the Licenser Data; and (iv) in respect of the indemnity provided in this section, the Licensee will pay resulting costs, damages, reasonable legal fees, penalties and expenses finally awarded. Subject to the above limitations, the Licenser’s maximum aggregate liability for this Section 6 hereunder for the Licensed Data is limited to \$5,000.

6.7. No Unauthorized Disclosure of Licensed Data

- 6.7.1.** Unless otherwise authorized by these Terms and Conditions, the Licensee will hold all Licensed Data in confidence, and will not reproduce or otherwise disclose any

Licensed Data except the Licensor's employees and Consultants to the extent such parties need to know such information to fulfil or perform their obligations under these Terms and Conditions, are informed of the confidential nature of Licensed Data, are directed to hold Licensed Data in the strictest confidence, and agree to act in accordance with these Terms and Conditions.

- 6.7.2.** The Licensee will make all reasonable efforts to ensure that Licensed Data is stored on its system or otherwise handled such that Licensed Data is secure from unauthorized access.
- 6.7.3.** The Licensee will promptly notify the Licensor of any misuse, misappropriation or unauthorized disclosure of such Licensed Data which has come to the Licensee's attention and promptly take all reasonably necessary corrective actions to investigate, contain and remediate the incident.
- 6.7.4.** The Licensee acknowledges that: (i) unauthorized disclosure of Licensed Data could reasonably be expected to significantly prejudice the competitive position of the Licensor and its Suppliers and, absent any final decision or order of any competent court or tribunal, will not disclose Licensed Data to any other person without the written consent of the Licensor; and (ii) the Licensee will give, where reasonably practical and legally permissible, at least three business days notice to the Licensor of the possibility of any such decision, order or decision and will co-operate with the Licensor and its Suppliers in respect thereto.

6.8. Compliance with Applicable Laws Including Freedom of Information Requests and/or Disclosure to External Parties

- 6.8.1.** The Licensee agrees to comply with all Applicable Laws including the Licensee's obligations under MFIPPA.
- 6.8.2.** For greater certainty, when considering the statutory disclosure of any Licensed Data, in respect to a Freedom of Information request or otherwise, the Licensee acknowledges that it may be required to provide notice of Third Party Information to the Licensor under Section 21 of MFIPPA before any release decision is made. The Licensee may also transfer the relevant parts of an FOI request to the Licensor using the greater interest provisions of Section 18 of MFIPPA.

6.9. Records and Audit

- 6.9.1.** The Licensee agrees to maintain adequate records during the Term and for at least two years after termination of the Agreement to substantiate compliance. For greater certainty, such records may include user requests, access and storage logs, security policies, documented controls and contracts with third parties accessing Licensed Data.
- 6.9.2.** Upon at least ten days' written notice by MPAC, the Municipality will permit the MPAC or its representatives to access its premises, equipment and software during business hours to allow electronic or manual audits to be conducted solely for compliance with the Permitted Uses of MPAC Data Products, provided that MPAC and its representatives take all reasonable steps to minimize interference with the Municipality's operations.

6.10. Term and Termination

- 6.10.1.** The Term of this Agreement shall be four years from the Effective Date.
- 6.10.2.** Upon the conclusion of the Term, the Agreement shall automatically renew for an additional year unless the Municipality provides written notice to MPAC of its intent to

not renew the Agreement, in which event the Agreement shall terminate at the conclusion of the current Contract Year.

- 6.10.3.** The Parties may mutually agree in writing to terminate this Agreement.
- 6.10.4.** The Licensor may provide written notice to the Licensee where (i) the Licensee is in breach of any Terms and Conditions; or (ii) if these Terms and Conditions conflict with any Applicable Laws or legal instrument arising thereunder.
- 6.10.5.** The Parties will meet within ten days of such notice and make all reasonable efforts to develop and agree to a remedial course of action.
- 6.10.6.** Should the Parties be unable to agree to a remedial course of action, the Licensor may terminate the Licensee's licence and right to use the Licensor Data.
- 6.10.7.** In addition to or in lieu of termination rights, the Licensee agrees that the Licensor is entitled to injunctive relief to restrain any continuation of a breach of these Terms and Conditions after receipt of written notice to the Licensee to cease activities causing the breach.
- 6.10.8.** For greater clarity, any termination under these Terms and Conditions does not impact either Party's obligations to provide legislated products to the other Party, including MPAC's obligations to provide statutory products to the Municipality under the *Assessment Act* or other applicable legislation.

6.11. Destruction and Post Termination Obligations

- 6.11.1.** When Licensed Data is no longer required for the purposes set out in these Terms and Conditions or upon termination of the Agreement, upon request of the Licensor, the Licensee agrees to destroy Licensed Data and provide written confirmation of same.
- 6.11.2.** Notwithstanding the foregoing, if applicable, the Parties may retain one copy of applicable Licensed Data to permit the Parties to satisfy their respective regulatory record retention obligations, where such copy of Licensed Data will not be accessible by the Licensee or its officers, directors, employees, representatives or agents in the ordinary course.

7. General

- 7.1.1.** This Agreement will not be assignable, either in whole or in part, by either Party without the prior written consent of the other Party.
- 7.1.2.** This Agreement replaces and supersedes any earlier agreements, undertakings, arrangements or otherwise, verbal or in writing, between the Parties with respect to the subject matter covered, including the Service Level Agreement, the Municipal Licence Agreement and Product Use Sheets, the Municipal Connect Licence and the OPMA GMLA.
- 7.1.3.** Sections 6.3 (Restrictions), 6.4 (Ownership of Licensed Data), 6.5 (Disclaimers), 6.6 (Indemnity and Limitation of Liability), 6.7 (No Unauthorized Disclosure of Licensed Data), 6.9 (Records and Audit) and 6.11 (Destruction and Post Termination Obligations) will survive the termination of this Agreement.
- 7.1.4.** This Agreement will be construed and interpreted in accordance with the laws of the Province of Ontario and the Parties agree to attorn to the exclusive jurisdiction of the courts of Ontario for resolution of any dispute hereunder.
- 7.1.5.** Unless otherwise advised in writing, any notice to be delivered hereunder will, in the case of the Municipality, be to its Clerk at City Hall or Administrative Centre and, in the case of MPAC, will be to its President and Chief Administrative Officer.
- 7.1.6.** No waivers or amendments will be effective unless expressly written and signed by both Parties.

7.1.7. If any provision of this Agreement is held to be invalid, illegal or unenforceable by a court of competent jurisdiction, the validity, legality and enforceability of the remaining provisions will not in any way be affected or impaired thereby, and such provision will be deemed to be restated to reflect the parties' original intentions as nearly as possible in accordance with Applicable Laws.

By signing below, each Party acknowledges that it has read and understood the terms of this Agreement, and for good and valuable consideration, agrees to be bound by these terms:

“MUNICIPALITY”

MUNICIPAL PROPERTY ASSESSMENT CORPORATION

Signed: _____

Signed: Carmelo Lipsi

Name: _____

Name: Carmelo Lipsi

Title: _____

Title: Vice-President and COO

Date: _____

Date: April 24, 2023.

Signed: _____

Signed: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Data Sharing and Services Agreement Appendix 1 – Definitions

<u>Term</u>	<u>Definition</u>
Acknowledgment	The successful registration of an Enquiry in MPAC's WorkSight portal, which will be communicated to the Municipality.
Affiliates	An affiliate as defined in the <i>Business Corporations Act</i> , R.S.O. 1990, c. B.16.
Agreement	The Data Sharing and Services Agreement.
API	Application Programming Interface
Applicable Laws	Applicable statutes, bylaws, regulations, orders, ordinances or judgments, in each case of any Governmental or Regulatory Authority.
Apportionment	An apportionment by MPAC of the assessed value made pursuant to Section 356 of the <i>Municipal Act, 2001</i> , S.O. 2001, c. 25, as amended, or Section 322 of the <i>City of Toronto Act, 2006</i> , S.O. 2006, c. 11, Sched. A, as amended.
ARB	Assessment Review Board.
Assessment Act	<i>Assessment Act</i> , R.S.O. 1990, c. A.31.
Assessment-Sale Price Ratio or ASR	Assessment-Sale Price Ratio has the meaning defined in the IAAO Glossary for Property Appraisal and Assessment (Second Edition).
Building Plan	Documents outlining the details of construction projects submitted to the Municipality.
Building Permit	A new official permit, or any updates or revisions to an existing official permit, issued by the Municipality, that evidences the granting by the Municipality of its formal permission for the commencement of construction, demolition, addition or renovation to a property.
Business Day	Monday to Friday, excluding Federal and Provincial statutory holidays observed by MPAC at its offices in Pickering, Ontario.
Condominium Plan	A new registered condominium plan.
Condominium Plan Information Form or CPIF	Condominium plan information form which is used by the Municipality as a basis to apportion the unpaid taxes pursuant to Section 356 of the <i>Municipal Act, 2001</i> , S.O. 2001, c. 25, as amended, or Section 322 of the <i>City of Toronto Act, 2006</i> , S.O. 2006, c. 11, Sched. A, as amended.
Coefficient of Dispersion or COD	Coefficient of Dispersion has the meaning defined in the IAAO Glossary for Property Appraisal and Assessment (Second Edition).
Complete Building Permit	A Building Permit that includes, at a minimum, the following information to enable MPAC to log it into the Permit Tracking System: (i) permit number; (ii) issue date; (iii) municipal address (iv) legal description and (iv) assessment roll number (where known).

<u>Term</u>	<u>Definition</u>
Completed MPAC Response Form	An MPAC Response Form completed by MPAC and delivered to the Municipality.
Completed Tax Application	A Tax Application whose factual information MPAC has reviewed and for which MPAC has provided a response on MPAC's Response Form, for the Municipality's use in deciding whether to approve or reject the Tax Application.
Completed Vacant Unit Rebate Application	A Vacant Unit Rebate Application whose factual information MPAC has reviewed and responded to.
Consolidation	The amalgamation of two or more lots or parcels of land that have the same ownership, into one parcel or lot of land.
Consultant	A consultant, contractor, agent or supplier retained by the Licensee who uses Licensed Data solely for the Licensee's use of Licensed Data in accordance with this Agreement, provided that prior to delivery of Licensed Data to Consultant, the Licensee has an executed contract with Consultant wherein Consultant agrees to adhere to Section 6 (Data Terms and Conditions of Use).
Contract Year	Initially, the period commencing on the Effective Date and ending 12 months following the Effective Date, and thereafter, each successive twelve-month period during the Term, provided that the final Contract Year will end on the last day of the Term.
Custom Products	Custom products created and licensed by MPAC to the Municipality subject to additional licensing terms and conditions. Custom Products may also be created and licensed by MPAC to third parties.
Data Terms and Conditions of Use	The terms and conditions for use by the Municipality, MPAC and Consultants of Licensed Data.
Dependencies	The activities which the Municipality must complete in a timely manner in order for MPAC to be able to perform the Services in a manner that meets the Service Levels.
DSSA	The Data Sharing and Services Agreement.
Effective Date	The date upon which the Agreement shall be effective.
Enquiry	An Urgent Enquiry and a Non-Urgent Enquiry.
External Distribution Purpose	The distribution of MPAC Data Products to any third party other than to a Consultant.
Governmental or Regulatory Authority	Any government, regulatory authority, governmental department, agency, commission, bureau, official, minister, court, board or tribunal or other law or regulation making entity having jurisdiction over MPAC or the Municipality.
IAAO	International Association of Assessing Officers.

<u>Term</u>	<u>Definition</u>
IAAO Standards	The technical standards related to property tax administration, property tax policy, valuation of property, mass appraisal and related disciplines that are maintained and published by the IAAO, as amended from time to time.
Internal Planning Purposes	A municipal planning or assessment base management activity pursuant to Section 53 of the <i>Assessment Act</i> where MPAC Data Products are kept internal to the Municipality and not used for the delivery of operations, programs, services, information or any other purposes by the Municipality.
Internal Operational Purposes	The delivery of operations, programs, services or information by the Municipality where MPAC Data Products are kept internal to the Municipality and only used for such operational purposes by the Municipality.
Land Registry Office	Offices of the government of Ontario in which title or ownership in real property is registered.
Land Registry System	System through which land registration documents are submitted to and recorded by the Land Registry Office.
Licensed Data	MPAC Data Products for the Municipality; Municipality Documents for MPAC.
Licensee	The Municipality for MPAC Data Products; MPAC for Municipality Documents.
Licensor	MPAC for MPAC Data Products; the Municipality for Municipality Documents.
MFIPPA	<i>Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56.</i>
Monthly PRAN Report	The report prepared by MPAC that sets out: (i) all of the PRANs issued by MPAC during the immediately preceding calendar month; (ii) changes in property values and Property Class associated with such PRANs, excluding changes due to factual errors related to school support and MPlans; and (iii) reasons for MPAC's issuance of such PRANs.
MPAC	Municipal Property Assessment Corporation.
MPAC Data Products	Licensed MPAC data products made available by MPAC in accordance with the Agreement.
MPAC Regional Manager	MPAC's Regional Manager of Municipal and Stakeholder Relations for the Municipality.
MPAC Account Manager	MPAC's Account Manager of Municipal and Stakeholder Relations for the Municipality.
MPAC's Response Form	MPAC's form used for recording Tax Application information.
Measurement Period	The period of time used to measure MPAC's performance of a Service against the related Service Level.
MPlan	A new registered plan of subdivision.
Municipal Connect	MPAC's website portal for distributing MPAC Data Products to the Municipality.

<u>Term</u>	<u>Definition</u>
Municipal Liaison Group (MLG)	An MPAC committee comprised of municipal and association representatives. Membership reflects a broad spectrum of Ontario municipal issues and interests.
Municipal Licence Agreement	The Property Assessment Information Licence – Municipalities effective January 1, 2007 previously executed by the Parties.
Municipality	The municipality which is a Party to the Agreement.
Municipal Connect Licence	The Municipal Connect Terms and Conditions Of Use which authorized municipal users agreed to when accessing MPAC data on Municipal Connect.
Municipality Documents	Source documents from the Municipality required to meet the Dependencies.
New Assessment Forecast	MPAC's forecasted increase to the assessed value of each Property Category during a calendar year that directly results from either: (i) Building Permits issued in respect of such Property Categories during such calendar year; or (ii) the Municipality notifying MPAC of new construction, alterations or additions to properties owned by the Province of Ontario or the Government of Canada.
New Assessment Report	A report that sets out: (i) MPAC's forecasted increase to the assessed value of each Property Category <u>during each of the immediately preceding five calendar quarters</u> that directly results from Building Permits issued in respect of such Property Category during each such quarter or notifications from the Municipality in respect of new construction, alterations or additions to properties owned by the Province of Ontario or the Government of Canada; and (ii) MPAC's forecasted increase to the assessed value of each Property Category <u>during a calendar year</u> that directly results from Building Permits issued in respect of such Property Category during such calendar year or notifications from the Municipality in respect of new construction, alterations or additions to properties owned by the Province of Ontario or the Government of Canada.
Non-Urgent Enquiry	Any Enquiry received by MPAC from the Municipality submitted to MPAC's WorkSight portal.
Omitted Assessment Change	A change in assessed value as a consequence of construction following issuance of a Building Permit that is liable for omitted tax treatment in accordance with Section 33 of the <i>Assessment Act, R.S.O. 1990, c. A.31</i> .
OPMA Agreement	The General Municipal Licence Agreement – OPMA Assessment Mapping Data Products which licenses Ontario Parcel data to the Municipality.
Parties	MPAC and the Municipality and Party means either one of them, as applicable.

<u>Term</u>	<u>Definition</u>
Permit Tracking System	MPAC's central repository of Building Permits.
PRAN	The Post Roll Amended Notice, which MPAC may issue to correct one or more factual errors in the assessed value, classification or tax status of a property pursuant to Section 32(1.1) of the <i>Assessment Act, R.S.O. 1990, c. A. 31</i> , as amended from time to time.
Preliminary New Assessment Forecast	MPAC's forecasted increase to the assessed value of each Property Category during the immediately subsequent calendar year, based on: (i) Building Permits; (ii) notifications from the Municipality in respect of new construction, alterations or additions to properties owned by the Province of Ontario or the Government of Canada; and (iii) other historical data and information that MPAC previously received in respect of each such Property Category.
Product Use Sheets	Amendments to the Municipal Licence Agreement for MPAC data to fulfill the Municipality's custom MPAC data requests previously executed by the Parties.
Property Category	All properties located in the Province of Ontario that MPAC classifies as: (i) residential; (ii) residential condominium; (iii) commercial and industrial; or (iv) new registered plans of subdivision; or (v) properties owned by the Province of Ontario or the Government of Canada.
Property Class	The property classes set forth under the <i>Assessment Act, R.S.O. 1990, c. A. 31</i> , and the property subclasses provided in the regulations made thereunder, all as amended from time to time.
Response	The provision of a sufficient answer to the Municipality's Enquiry, not including any follow up or further Enquiries, and/or the provision of a reasonable timeline for the complete resolution of the Enquiry.
RPlan	A reference plan, a graphical representation of descriptions of land, and representations of divisions of land, under the <i>Planning Act, RSO 1990 Ch.P. 13</i> , following a transfer of a property, that is deposited in a Land Registry Office located within the Province of Ontario.
Severance / Consolidation Information Form or SCIF	The form which sets out information related to an Apportionment, and is used by the Municipality to apportion unpaid taxes among the parcels as provided under section 356(1) of <i>Municipal Act, 2001, S.O. 2001, c. 25</i> , as amended, or Section 322(1) of the <i>City of Toronto Act, 2006, S.O. 2006, c. 11, Sched. A</i> , as amended.
Service Levels	The criteria set out in the SLA that MPAC commits to achieving when providing the Services.
Services	The services that MPAC provides to the Municipality as provided in the SLA.

<u>Term</u>	<u>Definition</u>
Service Level Agreement (SLA)	A set of Service Levels developed by MPAC and municipalities that establishes meaningful performance standards for assessment services.
Severance	The separation, authorized by the Municipality or its authorized delegate, of a piece of land to form a new lot or a new parcel of land.
Supplementary Assessment Change	A change in assessed value as a consequence of construction following issuance of a Building Permit that is liable for supplementary treatment in accordance with Section 34 of the <i>Assessment Act, R.S.O. 1990, c. A.31</i> , effective on the date on which the property commences to be used for any purpose.
Suppliers	For MPAC Data Products, MPAC and MPAC data licensors which may include Teranet Inc. and its affiliates and the Province of Ontario. For Municipality Documents, the Municipality and the Municipality's data suppliers.
Tax Application	An application for a refund of, or adjustment to, property taxes that: (i) in the case of the City of Toronto, has been filed under Sections 323 or 325 of the <i>City of Toronto Act, 2006, S.O. 2006, c. 11, Sched. A</i> , as amended from time to time; (ii) in the case of a municipality other than the City of Toronto, has been filed under Sections 357 or 358 of the <i>Municipal Act, 2001, S.O. 2001, c. 25</i> , as amended from time to time; and (iii) the Municipality has delivered to MPAC for MPAC's review.
Term	The duration of the Agreement as specified in Section 6.10.
Terms and Conditions	The Data Terms and Conditions of Use.
Third Party Information	Trade secrets or scientific, technical, commercial, financial or labour relations information that is supplied by the Licensor to the Licensee in confidence, either implicitly or explicitly, pursuant to MFIPPA.
Timely Building Permit	A Building Permit that MPAC added into the Permit Tracking System within 30 days following MPAC's receipt of such Building Permit from the Municipality.
Timely Completed Tax Application	A Completed Tax Application that MPAC has delivered to the Municipality within 90 days following MPAC's receipt of such Tax Application.
Timely Completed Vacant Unit Rebate Application	Collectively, a Completed Vacant Unit Rebate Application and the property specific facts related to such Vacant Unit Rebate Application, that MPAC has delivered to the Municipality within 60 days of MPAC's receipt of such Vacant Unit Rebate Application.
Urgent Enquiry	An Enquiry that would reasonably be viewed by the Municipality and MPAC as having a material impact on the Municipality's ability to properly bill and collect taxes or which is required for the purposes of answering a question of material importance at a council meeting.

<u>Term</u>	<u>Definition</u>
Vacant Unit Rebate Application	An application for a vacant unit rebate of property taxes that: (i) in the case of the City of Toronto, has been filed as part of Toronto's tax rebate program that it created and maintains as required by Section 331 of the <i>City of Toronto Act, 2006</i> , S.O. 2006, c. 11, Sched. A, as amended from time to time; or (ii) in the case of a municipality other than the City of Toronto, has been filed as part of such Municipality's tax rebate program that it created and maintains as required by Section 364 of the <i>Municipal Act, 2011</i> , S.O. 2001, c. 25, as amended from time to time.
Year End Tax File	The electronic data file that MPAC delivers to the Municipality each calendar year for municipal planning and tax purposes.
Year End Tax File Error	A problem with the Year-End Tax File that requires revisions by MPAC in order for the Municipality to load or levy taxes from such Year-End Tax File.

Appendix 2 - Service Level Agreement Exhibits

Pursuant to Section 3.2 of the Agreement, the following exhibits collectively provide the Service Levels to the Service Level Agreement.

PART 1 SERVICE LEVELS APPLICABLE TO THE ASSESSMENT ROLL

Service Level Name:	Accuracy of Assessment of Residential Properties
Service Level Objective:	To measure the accuracy and/or uniformity of reassessment values, for residential properties, against the internationally recognized mass appraisal IAAO Standards.
Service Level Requirement:	Accuracy will meet the acceptable range of the Assessment-Sale Price Ratio (" ASR ") as set forth in the IAAO Standards. Uniformity will meet the Coefficient of Dispersion (" COD ") standards as set forth in the IAAO Standards.
Definitions:	" IAAO Standards " means the technical standards related to property tax administration, property tax policy, valuation of property, mass appraisal and related disciplines that are maintained and published by the IAAO, as amended from time to time.
Measurement Process:	This Service Level will be measured in accordance with the IAAO Standards. Where MPAC determines, acting reasonably, that there is inadequate sales data within a Municipality to calculate the ASR or COD, MPAC shall determine the appropriate geographic area to use to calculate a statistically reliable ASR or COD, as applicable.
Measurement Period:	N/A.
Frequency:	At the time of the province-wide reassessment.
Formula:	N/A.
Dependencies:	N/A.
Additional Exceptions:	N/A.
Delivery of Service Level Report by MPAC:	With the assessment roll.

Service Level Name:	Accuracy of Assessment of Farm Properties
Service Level Objective:	To measure the accuracy and/or uniformity of reassessment values, for farm properties, against the internationally recognized mass appraisal IAAO Standards.
Service Level Requirement:	<p>Accuracy will meet the acceptable range of the Assessment-Sale Price Ratio ("ASR") as set forth in the IAAO Standards.</p> <p>Uniformity will meet the Coefficient of Dispersion ("COD") standards as set forth in the IAAO Standards.</p>
Definitions:	"IAAO Standards" means the technical standards related to property tax administration, property tax policy, valuation of property, mass appraisal and related disciplines that are maintained and published by the IAAO, as amended from time to time.
Measurement Process:	<p>This Service Level will be measured in accordance with the IAAO Standards.</p> <p>Where MPAC determines, acting reasonably, that there is inadequate sales data within a Municipality to calculate the ASR or COD, MPAC shall determine the appropriate geographic area to use to calculate a statistically reliable ASR or COD, as applicable.</p>
Measurement Period:	N/A.
Frequency:	At the time of the province-wide reassessment.
Formula:	N/A.
Dependencies:	N/A.
Additional Exceptions:	N/A.
Delivery of Service Level Report by MPAC:	With the assessment roll.

Service Level Name:	Accuracy of Assessment of Multi-Residential Properties
Service Level Objective:	To measure the accuracy and/or uniformity, for multi-residential properties, against the internationally recognized mass appraisal IAAO Standards.
Service Level Requirement:	<p>Accuracy will meet the acceptable range of the Assessment-Sale Price Ratio ("ASR") as set forth in the IAAO Standards.</p> <p>Uniformity will meet the Coefficient of Dispersion ("COD") standards as set forth in the IAAO Standards.</p>
Definitions:	"IAAO Standards" means the technical standards related to property tax administration, property tax policy, valuation of property, mass appraisal and related disciplines that are maintained and published by the IAAO, as amended from time to time.
Measurement Process:	<p>This Service Level will be measured in accordance with the IAAO Standards.</p> <p>Where MPAC determines, acting reasonably, that there is inadequate sales data within a Municipality to calculate the ASR or COD, MPAC shall determine the appropriate geographic area to use to calculate a statistically reliable ASR or COD, as applicable.</p>
Measurement Period:	N/A.
Frequency:	At the time of the province-wide reassessment.
Formula:	N/A.
Dependencies:	N/A.
Additional Exceptions:	N/A.
Delivery of Service Level Report by MPAC:	With the assessment roll.

Service Level Name:	Accuracy of Assessment of Commercial and Industrial Properties
Service Level Objective:	To measure the accuracy and/or uniformity, for commercial and industrial properties, against the internationally recognized mass appraisal IAAO Standards.
Service Level Requirement:	<p>Accuracy will meet the acceptable range of the Assessment-Sale Price Ratio ("ASR") as set forth in the IAAO Standards.</p> <p>Uniformity will meet the Coefficient of Dispersion ("COD") standards as set forth in the IAAO Standards.</p>
Definitions:	"IAAO Standards" means the technical standards related to property tax administration, property tax policy, valuation of property, mass appraisal and related disciplines that are maintained and published by the IAAO, as amended from time to time.
Measurement Process:	<p>This Service Level will be measured in accordance with the IAAO Standards.</p> <p>Where MPAC determines, acting reasonably, that there is inadequate sales data within a Municipality to calculate the ASR or COD, MPAC shall determine the appropriate geographic area to use to calculate a statistically reliable ASR or COD, as applicable.</p>
Measurement Period:	N/A.
Frequency:	At the time of the province-wide reassessment.
Formula:	N/A.
Dependencies:	N/A.
Additional Exceptions:	N/A.
Delivery of Service Level Report by MPAC:	With the assessment roll.

Service Level Name:	Accuracy and Timeliness of Delivery of the Year-End Tax File
Service Level Objective:	To provide the Year-End Tax File annually no later than December 8th, in the agreed upon format, that can be successfully loaded into a Municipality's system.
Service Level Requirements:	<p>MPAC will deliver the Year-End Tax File to Municipalities no later than December 8th of each calendar year. If a Year-End Tax File Error is discovered that prevents the Year-End Tax File from being loaded, MPAC will provide a Year-End Tax File Error free replacement Year-End Tax File within seven Business Days of a Municipality notifying MPAC of the Year-End Tax File Error.</p> <p>MPAC will provide a minimum of six months' notice of any changes to the format of the Year-End Tax File.</p>
Definitions:	<p>"Year-End Tax File Error" means a problem with the Year-End Tax File that requires revisions by MPAC in order for the Municipality to load or levy taxes from such Year-End Tax File.</p> <p>"Year-End Tax File" means the electronic data file that MPAC delivers to each Municipality each calendar year for municipal planning and tax purposes.</p>
Measurement Process:	MPAC will monitor the number of timely Year-End Tax Files delivered by December 8th each calendar year to Municipalities in the agreed upon format, and will identify the number of Year-End Tax Files that cannot be loaded.
Measurement Period:	Calendar year.
Formula:	N/A.
Dependencies:	<p>Each Municipality must be capable of accepting the Year-End Tax File in the applicable format.</p> <p>Data provided in the Year-End Tax File may be used only in accordance with Section 53(3) of the <i>Assessment Act</i>, R.S.O. 1990, c. A.31.</p>
Additional Exceptions:	N/A.
Delivery of Service Level Report by MPAC:	Annually, and the report will include a list, provided by MPAC, of the quality control process checks performed by MPAC on the Year-End Tax File.

Part 2
SERVICE LEVELS APPLICABLE TO ASSESSMENT IN-YEAR MAINTENANCE

Service Level Name:	Timeliness of Processing Building Permit Notifications
Service Level Objective:	To ensure all Building Permit notifications are loaded to MPAC's Permit Tracking System database within a specified time.
Service Level Requirements :	<p><u>Paper Building Permits.</u> At least 90% of the total number of Building Permits that MPAC receives in paper format from a Municipality in a calendar month will be added into MPAC's Permit Tracking System within 30 days following MPAC's receipt of such Building Permits from such Municipality.</p> <p><u>Electronic Building Permits Not Received in the Predefined Format.</u> At least 90% of the total number of Building Permits that MPAC receives electronically from a Municipality in a calendar month that have not been completed in the predefined format as published by MPAC will be added into MPAC's Permit Tracking System within 30 days following MPAC's receipt of such Building Permits from such Municipality.</p> <p><u>Electronic Building Permits Received in the Predefined Format.</u> All Building Permits that MPAC receives electronically from a Municipality in a calendar month completed in the predefined format as published by MPAC, will be added into MPAC's Permit Tracking System within 30 days following MPAC's receipt of such Building Permits from such Municipality.</p>
Definitions:	<p>"Complete Building Permit" means a Building Permit that includes, at a minimum, the following information to enable MPAC to log it into the Permit Tracking System: (i) permit number; (ii) issue date; (iii) municipal address (iv) legal description and (iv) assessment roll number (where known).</p> <p>"Permit Tracking System" means MPAC's central repository of Building Permits.</p> <p>"Timely Permit" means a Building Permit that MPAC added into the Permit Tracking System within 30 days following MPAC's receipt of such Building Permit from the Municipality.</p>

Measurement Process:	<p>MPAC will track each Building Permit that it receives in paper format from the moment it arrives in MPAC's central processing facility. Each paper-format Building Permit that MPAC receives at its Central Processing Facility will be stamped with the date and time of such receipt.</p> <p>MPAC will track each Building Permit that it receives electronically from the moment it is received in the designated mailbox or through the MPAC-designated web service.</p>
Measurement Period:	Calendar month.
Formula:	Total number of Timely Permits in a calendar month ÷ Total number of Building Permits loaded into MPAC's Permit Tracking System for the Municipality in the same calendar month, expressed as a percentage.
Dependencies:	All Building Permits delivered by Municipalities to MPAC, whether electronically or in paper format, must be Complete Building Permits.
Additional Exceptions:	N/A.
Delivery of Service Level Report by MPAC:	Monthly.

Service Level Name:	Timeliness of Delivery of the Quarterly and Preliminary New Assessment Forecasts
Service Level Objective:	To deliver preliminary and quarterly forecasting reports to Municipalities predicting new assessment growth.
Service Level Requirements:	<p>MPAC will deliver a New Assessment Forecast to Municipalities within 30 days following the end of each of the first three quarters in a calendar year. For clarity, MPAC will deliver a total of three New Assessment Forecasts to Municipalities during a calendar year.</p> <p>MPAC will deliver a Preliminary New Assessment Forecast to Municipalities within 30 days following the commencement of the fourth quarter of each calendar year.</p>
Definitions:	<p>“New Assessment Forecast” means MPAC’s forecasted increase to the assessed value of each Property Category during a calendar year that directly results from either</p> <p>(i) Building Permits issued in respect of such Property Categories during such calendar year or (ii) the Municipality notifying MPAC of new construction, alterations or additions to properties owned by the Province of Ontario or the Government of Canada.</p> <p>“Preliminary New Assessment Forecast” means MPAC’s forecasted increase to the assessed value of each Property Category during the immediately subsequent calendar year, based on: (i) Building Permits; (ii) notifications from the Municipalities in respect of new construction, alterations or additions to properties owned by the Province of Ontario or the Government of Canada; and (iii) other historical data and information that MPAC previously received in respect of each such Property Category.</p>
Measurement Process:	<p>MPAC will track the period of time from the end of the calendar quarter until MPAC delivers the New Assessment Forecast.</p> <p>MPAC will track the period of time beginning at the commencement of the fourth calendar quarter until MPAC delivers the Preliminary New Assessment Forecast.</p>
Measurement Period:	Calendar quarter.
Formula:	N/A.

Dependencies:	<p>All Building Permits delivered by Municipalities to MPAC must be Complete Building Permits and must be received by MPAC within 30 days following their issuance by the Municipality.</p> <p>Municipalities must notify MPAC of new construction, alterations or additions to properties owned by the Province of Ontario or the Government of Canada in a timely manner.</p> <p>All notifications by Municipalities to MPAC of new construction, alterations or additions to properties owned by the Province of Ontario or the Government of Canada must contain sufficient information to enable MPAC to predict accurate new assessment growth.</p>
Additional Exceptions:	<p>N/A.</p>
Delivery of Service Level Report by MPAC:	<p>Quarterly for the New Assessment Forecasts (except for the fourth calendar quarter of a calendar year).</p> <p>Annually for the Preliminary New Assessment Forecast.</p>

Service Level Name:	Timeliness of MPAC's delivery of the New Assessment Report to Municipalities.
Service Level Objective:	To provide a report to Municipalities that compares actual versus forecasted new assessment growth.
Service Level Requirement:	MPAC will deliver the New Assessment Report to Municipalities within 30 days following the end of each calendar year.
Definitions:	<p>"New Assessment Report" means a report that sets out:</p> <p>(i) MPAC's forecasted increase to the assessed value of each Property Category <u>during each of the immediately preceding five calendar quarters</u> that directly results from Building Permits issued in respect of such Property Category during each such quarter or notifications from the Municipality in respect of new construction, alterations or additions to properties owned by the Province of Ontario or the Government of Canada; and (ii) MPAC's forecasted increase to the assessed value of each Property Category <u>during a calendar year</u> that directly results from Building Permits issued in respect of such Property Category during such calendar year or notifications from the Municipality in respect of new construction, alterations or additions to properties owned by the Province of Ontario or the Government of Canada.</p>
Measurement Process:	MPAC will track the period of time from the end of the calendar year until MPAC delivers the New Assessment Report.
Measurement Period:	Calendar year.
Formula:	N/A.
Dependencies:	<p>All Building Permits delivered by Municipalities to MPAC must be Complete Building Permits and must be received by MPAC within 30 days following their issuance by the Municipality.</p> <p>Municipalities must notify MPAC of new construction, alterations or additions to properties owned by the Province of Ontario or the Government of Canada in a timely manner.</p> <p>All notifications by Municipalities to MPAC of new construction, alterations or additions to properties owned by the Province of Ontario or the Government of Canada must</p>

	contain sufficient information to enable MPAC to predict accurate new assessment growth.
Additional Exceptions:	N/A.
Delivery of Service Level Report by MPAC:	Annual.

Service Level Name:	Processing of Supplementary and Omitted Assessments
Service Level Objective:	Process Supplementary Assessment Change and Omitted Assessment Change in a timely manner.
Service Level Requirement:	Process at least 85% of the total value of Supplementary Assessment Change and related Omitted Assessment Change within one year of such Supplementary Assessment Change or Omitted Assessment Change, and the balance of the total value of Supplementary Assessment Change and related Omitted Assessment Change in accordance with the requirements of Sections 33 and 34 of the <i>Assessment Act</i> .
Definitions:	<p>"Supplementary Assessment Change" means a change in assessed value as a consequence of construction following issuance of a Building Permit that is liable for supplementary treatment in accordance with Section 34 of the <i>Assessment Act</i>, R.S.O. 1990, c. A.31, effective on the date on which the property commences to be used for any purpose.</p> <p>"Omitted Assessment Change" means a change in assessed value as a consequence of construction following issuance of a Building Permit that is liable for omitted tax treatment in accordance with Section 33 of the <i>Assessment Act</i>, R.S.O. 1990, c. A.31.</p>
Measurement Process:	<p>For each Property Category, MPAC will track the period of time it takes from when the property commences to be used until the Supplementary Assessment Change and the related Omitted Assessment Change is entered into and approved in MPAC's systems.</p> <p>For each Property Category, MPAC will measure the Supplementary Assessment Change and the related Omitted Assessment Change attributable to properties that commence to be used that are entered and approved in MPAC's systems.</p>
Measurement Period:	Calendar year.
Formula:	$\frac{\text{Total value of Supplementary Assessment Change and Omitted Assessment Change for each Property Category within the calendar year approved in MPAC's systems within one year following the date each property becomes occupied}}{\text{Total value of Supplementary Assessment Change and the Omitted Assessment Change for that same Property Category within the calendar year, expressed as a percentage.}}$

Dependencies:	All Building Permits delivered by Municipalities to MPAC must be Complete Building Permits and must be received by
	<p>MPAC within 30 days following their issuance by the Municipality.</p> <p>The Municipality must provide non-residential building plans to MPAC within 10 days of request by MPAC.</p> <p>The Municipality must notify MPAC that applicable properties have become occupied and/or provide MPAC with timely updates on the progress of construction, alterations or additions.</p>
Additional Exceptions:	N/A.
Delivery of Service Level Report by MPAC:	Annually.

Service Level Name:	Timeliness of Delivery of Monthly PRAN Reports
Service Level Objective:	To deliver Monthly PRAN Reports to Municipalities by specified dates.
Service Level Requirements:	MPAC will deliver the Monthly PRAN Report to Municipalities within 30 days following the end of each calendar month.
Definitions:	<p>"Monthly PRAN Report" means the report prepared by MPAC that sets out: (i) all of the PRANs issued by MPAC during the immediately preceding calendar month; (ii) changes in property values and Property Class associated with such PRANs, excluding changes due to factual errors related to school support and MPlans; and (iii) reasons for MPAC's issuance of such PRANs.</p> <p>"MPlan" means a new registered plan of subdivision.</p> <p>"PRAN" means the Post Roll Amended Notice, which MPAC may issue to correct one or more factual errors in the assessed value, classification or tax status of a property pursuant to Section 32(1.1) of the <i>Assessment Act, R.S.O. 1990, c. A. 31</i>, as amended from time to time.</p> <p>"Property Class" means the property classes set forth under the <i>Assessment Act, R.S.O. 1990, c. A. 31</i>, and the property subclasses provided in the regulations made thereunder, all as amended from time to time.</p>
Measurement Process:	N/A.
Measurement Period:	Calendar month.
Formula:	N/A.
Dependencies:	N/A.
Additional Exceptions:	N/A.
Delivery of Service Level Report by MPAC:	Monthly

Service Level Name:	Timeliness of Delivery of the Severance/Consolidation Information Form ("SCIF")
Service Level Objective:	To deliver to Municipalities at least 90% of the total number of SCIFs within 150 days of plan registration
Service Level Requirement:	<p>At least 90% of the total number of SCIFs in respect of MPlans registered in the Land Registry System during a calendar year will be delivered by MPAC to the Municipality within 150 days following such registration.</p> <p>100% of the total number of SCIFs in respect of MPlans registered in the Land Registry System will be delivered by MPAC to the Municipality within one year following such registration.</p> <p>At least 90% of the total number of SCIFs in respect of RPlans registered in the Land Registry System during a calendar year will be delivered by MPAC to the Municipality within 150 days following the registration of the first sale on such RPlan.</p> <p>100% of the total number of SCIFs in respect of RPlans registered in the Land Registry System will be delivered by MPAC to the Municipality within one year following such registration of the first sale on such RPlan.</p>
Definitions:	<p>"Apportionment" means an apportionment by MPAC of the assessed value made pursuant to Section 356 of the <i>Municipal Act, 2001, S.O. 2001, c. 25</i>, as amended, or Section 322 of the <i>City of Toronto Act, 2006, S.O. 2006, c. 11, Sched. A</i>, as amended.</p> <p>"Consolidation" means the amalgamation of two or more lots or parcels of land that have the same ownership, into one parcel or lot of land.</p> <p>"MPlan" means a new registered plan of subdivision.</p> <p>"RPlan" means a reference plan, a graphical representation of descriptions of land, and representations of divisions of land, under the <i>Planning Act, RSO 1990 Ch.P.13</i>, following a transfer of a property, that is deposited in a Land Registry Office located within the Province of Ontario.</p> <p>"SCIF" means the Severance/Consolidation Information Form, which sets out information related to an Apportionment, and is used by Municipalities to apportion unpaid taxes among the parcels as provided under section 356(1) of <i>Municipal Act</i>,</p>

	<p>2001, S.O. 2001, c. 25, as amended, or Section 322(1) of the <i>City of Toronto Act, 2006</i>, S.O. 2006, c. 11, Sched. A, as amended.</p> <p>“Severance” means the separation, authorized by a Municipality or its authorized delegate, of a piece of land to form a new lot or a new parcel of land.</p>
Measurement Process:	For each property, MPAC will track the period of time commencing when the applicable MPlan or RPlan and sale is registered in the Land Registry System until the SCIF in respect of such MPlan or RPlan is entered into MPAC’s systems and thereby delivered to the Municipality.
Measurement Period:	Semi-annually.
Formula:	<p>Total number of SCIFs in respect of MPlans delivered to the Municipality within 150 days in a given reporting period ÷ total number of SCIFs in respect of MPlans were delivered to the Municipality within the same reporting period, expressed as a percentage.</p> <p>Total number of SCIFs in respect of RPlans delivered to the Municipality within 150 days in a given reporting period ÷ total number of SCIFs in respect of RPlans were delivered to the Municipality within the same reporting period, expressed as a percentage.</p>
Dependencies:	Delivery by the Municipality to MPAC (or MPAC’s agent) of required information in order for MPAC to be able to process SCIFs including, without limitation, information on lot zoning, lot addresses, and lot servicing.
Additional Exceptions:	Any delay in MPAC’s receipt of the information from the Land Registry System and/or any other third party required in order to complete the SCIF.
Delivery of Service Level Report by MPAC:	Semi-annually.

Service Level Name:	Timeliness of Delivery of the Condominium Plan Information Form ("CPIF")
Service Level Objective:	To deliver to Municipalities at least 90% of the total number of CPIFs within 150 days following registration.
Service Level Requirement:	<p>At least 90% of the total number of CPIFs in respect of Condominium Plans registered in the Land Registry System during a calendar year will be delivered by MPAC to Municipalities within 150 days following such registration.</p> <p>100% of the total number of CPIFs in respect of Condominium Plans registered in the Land Registry System will be delivered by MPAC to Municipalities within one year following such registration.</p>
Definitions:	<p>"Condominium Plan" means a new registered condominium plan.</p> <p>"CPIF" means condominium plan information form which is used by the Municipality as a basis to apportion the unpaid taxes pursuant to Section 356 of the <i>Municipal Act, 2001</i>, S.O. 2001, c. 25, as amended, or Section 322 of the <i>City of Toronto Act, 2006</i>, S.O. 2006, c. 11, Sched. A, as amended.</p>
Measurement Process:	For each property, MPAC will track the period of time from when the Condominium Plan in respect of such property is registered in the Land Registry System until the CPIF in respect of such Condominium Plan is entered into MPAC's systems and thereby delivered to the Municipality.
Measurement Period:	Semi-annually.
Formula:	Total number of CPIFs delivered to the Municipality within 150 days in a given reporting period ÷ total number of CPIFs delivered to the Municipality in the same reporting period, expressed as a percentage.
Dependencies:	N/A.
Additional Exceptions:	Any delay in MPAC's receipt of information from the Land Registry System and/or any other third party required in order to complete the CPIF.
Delivery of Service Level Report by MPAC:	Semi-annually.

Service Level Name:	Timeliness of delivery of completed Tax Applications
Service Level Objective:	To complete and return to Municipalities at least 90% of Tax Applications within 90 days of receipt.
Service Level Requirements :	<p>At least 90% of the total number of Tax Applications received by MPAC during a calendar year will be reviewed, responded to and such response delivered through MPAC's Response Form to the Municipality within 90 days following MPAC's receipt of such Tax Application.</p> <p>All Tax Applications received by MPAC on or before May 15th of a calendar year will be reviewed, responded to and such responses delivered by MPAC to the Municipality on or before August 15th of that same calendar year.</p>
Definitions:	<p>"Completed Tax Application" means a Tax Application whose factual information MPAC has reviewed and for which MPAC has provided a response on MPAC's Response Form, for the Municipality's use in deciding whether to approve or reject the Tax Application.</p> <p>"MPAC's Response Form" means MPAC's form used for recording Tax Application information.</p> <p>"Completed MPAC Response Form" means an MPAC Response Form completed by MPAC and delivered to the Municipality.</p> <p>"Tax Application" means an application for a refund of, or adjustment to, property taxes that: (i) in the case of the City of Toronto, has been filed under Sections 323 or 325 of the <i>City of Toronto Act, 2006</i>, S.O. 2006, c. 11, Sched. A, as amended from time to time; (ii) in the case of a Municipality other than the City of Toronto, has been filed under Sections 357 or 358 of the <i>Municipal Act, 2001</i>, S.O. 2001, c. 25, as amended from time to time; and (iii) the Municipality has delivered to MPAC for MPAC's review.</p> <p>"Timely Completed Tax Application" means a Completed Tax Application that MPAC has delivered to the Municipality within 90 days following MPAC's receipt of such Tax Application.</p>
Measurement Process:	MPAC will track the period of time commencing when MPAC receives a Tax Application from the Municipality until MPAC

	delivers a Completed Tax Application to such Municipality. MPAC will track the accuracy of Completed Tax Applications.
Measurement Period:	Calendar quarter.
Formula:	Total number of Timely Completed Tax Applications in a calendar quarter for the Municipality ÷ Total number of Tax Applications received by MPAC in that same calendar quarter for the Municipality, expressed as a percentage.
Dependencies:	<p>MPAC must receive all required supporting documentation to the Tax Application in order to process a Completed MPAC Response Form, including, without limitation, all documentation required from the taxpayer.</p> <p>In order for MPAC to deliver a response in respect of a Tax Application to a Municipality prior to August 15th, MPAC must receive all required supporting documentation to such Tax Application, including, without limitation, all documentation required from the taxpayer, by May 15th (or the next Business Day) of that same calendar year.</p>
Additional Exceptions:	The failure of any third party to provide any information required to accurately provide a Completed Tax Application or MPAC's Response Form.
Delivery of Service Level Report by MPAC:	Quarterly.

Service Level Name:	Timeliness of Delivery of Completed Vacant Unit Rebate Applications
Service Level Objective:	To complete and return 100% of the original and interim Vacant Unit Rebate Applications within 60 days.
Service Level Requirement:	100% of the total number of Vacant Unit Rebate Applications received by MPAC during the calendar quarter will be reviewed, responded to and such response delivered by MPAC to the Municipality within 60 days following MPAC's receipt of such Vacant Unit Rebate Application.
Definitions:	<p>"Completed Vacant Unit Rebate Application" means a Vacant Unit Rebate Application whose factual information MPAC has reviewed and responded to.</p> <p>"Timely Completed Vacant Unit Rebate Application" means collectively, a Completed Vacant Unit Rebate Application and the property specific facts related to such Vacant Unit Rebate Application, that MPAC has delivered to the Municipality within 60 days of MPAC's receipt of such Vacant Unit Rebate Application.</p> <p>"Vacant Unit Rebate Application" means an application for a vacant unit rebate of property taxes that: (i) in the case of the City of Toronto, has been filed as part of Toronto's tax rebate program that it created and maintains as required by Section 331 of the <i>City of Toronto Act, 2006, S.O. 2006, c. 11, Sched. A</i>, as amended from time to time; or (ii) in the case of a Municipality other than the City of Toronto, has been filed as part of such Municipality's tax rebate program that it created and maintains as required by Section 364 of the <i>Municipal Act, 2011, S.O. 2001, c. 25</i>, as amended from time to time.</p>
Measurement Process:	MPAC will track the period of time commencing when MPAC receives a Vacant Unit Rebate Application from the Municipality until MPAC delivers a Completed Vacant Unit Rebate Application and related factual information in respect of such Vacant Unit Rebate Application to such Municipality.
Measurement Period:	Calendar quarter.
Formula:	Total number of Timely Completed Vacant Unit Rebate Applications for a Municipality in a calendar quarter ÷ Total number of Vacant Unit Rebate Applications received by MPAC for such Municipality in that same calendar quarter, expressed as a percentage.

Dependencies:	MPAC must be in receipt of all necessary information from the Municipality in order to process a Vacant Unit Rebate Application.
Additional Exceptions:	This Service Level does not apply to Vacant Unit Rebate Applications that are resubmitted pursuant to section 41(1) of O. Reg. 121/07 made under the <i>City of Toronto Act</i> , as amended from time to time, in the case of the City of Toronto, or in the case of all Municipalities except for the City of Toronto, section 4(1) of O. Reg. 325/01 made under the <i>Municipal Act</i> , as amended from time to time.
Delivery of Service Level Report by MPAC:	Quarterly.

Part 3
SERVICE LEVEL APPLICABLE TO SUPPORT SERVICES

Service Level Name:	Response to and Resolution of Municipal Enquiries
Service Level Objective:	To acknowledge and resolve Enquiries from Municipalities within specified time periods
Service Level Requirement:	<p>Urgent Enquiries: Response to Municipality of Urgent Enquiries received by the MPAC Regional Manager or the MPAC Account Manager (as applicable) within two Business Days of MPAC's receipt of such Enquiry.</p> <p>Non-Urgent Enquiries: Acknowledgment to Municipality of Non-Urgent Enquiries submitted to MPAC's WorkSight portal within one Business Day of MPAC's receipt of such enquiry.</p> <p>Response to Municipality of Non-Urgent Enquiries submitted to MPAC's WorkSight portal within 30 days of MPAC's receipt of such email.</p>
Definitions:	<p>"Acknowledgment" means the successful registration of an Enquiry in MPAC's WorkSight portal, which will be communicated to the Municipality.</p> <p>"Enquiry" means an Urgent Enquiry and a Non-Urgent Enquiry.</p> <p>"Non-Urgent Enquiry" means any Enquiry received by MPAC from a Municipality submitted to MPAC's WorkSight portal.</p> <p>"Response" means the provision of a sufficient answer to a Municipality's Enquiry, not including any follow up or further Enquiries, and/or the provision of a reasonable timeline for the complete resolution of the Enquiry.</p> <p>"Urgent Enquiry" means an Enquiry that would reasonably be viewed by the Municipality and MPAC as having a material impact on the Municipality's ability to properly bill and collect taxes or which is required for the purposes of answering a question of material importance at a council meeting.</p>
Measurement Process:	MPAC will track all Urgent Enquiries and Non-Urgent Enquiries and will track all Acknowledgment and Response times.

Measurement Period:	Calendar quarter
Formula:	For a given Municipality, the total number of Enquiries addressed within 30 days of receipt in a given reporting period ÷ the total number of Enquiries addressed in the same reporting period, expressed as a percentage.
Dependencies:	<p>Municipalities must clearly articulate each question and provide to MPAC all required supporting information.</p> <p>Municipalities must properly identify and justify that an Enquiry is an Urgent Enquiry.</p>
Additional Exceptions:	<p>Any Urgent Enquiries or Non-Urgent Enquires that are part of a Request for Reconsideration or any appeal proceeding will not be counted for the purposes of this Service Level.</p> <p>Any Urgent Enquiries or Non-Urgent Enquires that must be reviewed by MPAC's Legislation and Policy Support Services Department will not be counted for the purposes of this Service Level.</p> <p>In order for this Service Level to apply, Urgent Enquiries or Non-Urgent Enquiries must be MPAC's sole responsibility. If MPAC requires any information, data, or advice from any third party, this Service Level will not apply.</p>
Delivery of Service Level Report by MPAC:	Quarterly.



REPORT FIN-2023-032

TO: Mayor and Members of Council

PREPARED BY: Mary Hasan, Director of Finance/Treasurer

PRESENTED BY: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: November 29, 2023

SUBJECT: 2024 User Fees and Charges By-law
File No. F05 BUD

RECOMMENDATIONS

THAT Report FIN-2023-032 entitled 2024 User Fees and Charges By-law be received; and

That Council give 3 readings to By-law No. 2023-042 being a by-law to adopt the User Fees and Charges By-law; and

That Council direct staff to proceed with either Option 1 or Option 2 as outlined below:

Option 1:

THAT Council authorize a net 2024 base budget increase of approximately \$20,486 based on 2023 salary and benefit amounts in order to develop a rotational shift schedule and to develop a mandatory Township staffing presence during weekends at the Puslinch Community Centre to be funded as follows:

- **Increase from 2 full-time facility operators to 3 full-time facility operators resulting in annual approximate costs of \$74,577; and**
- **Reduce the part-time position hours from 3,544 annual hours to 1,500 annual hours resulting in annual approximate savings of \$48,717; and**
- **Increase non-resident fees at the Puslinch Community Centre resulting in an estimated increase in budgeted revenues of \$5,374.**

OR

Option 2:

That Council direct staff to maintain the status quo of 2 full-time facility operators and maintain part-time position hours of 3,544 annually with no mandatory Township staffing presence during weekends at the Puslinch Community Centre; and

Increase non-resident fees at the Puslinch Community Centre resulting in an estimated increase in budgeted revenues of \$5,374.

Purpose

The purpose of this report is to:

- 1.) Provide updates to the User Fees and Charges By-law based on Council's direction at the October 18, 2023 Council Meeting.
- 2.) Provide updates to the User Fees and Charges By-law based on current information being available to staff.
- 3.) Seek approval from Council to enact the 2024 User Fees and Charges By-law.

Background

Council has received the following reports/presentation materials to date as part of User Fees and Charges deliberations:

Report	Council Meeting/Public Information Meeting
REPORT FIN-2023-025 - 2024 Proposed User Fees and Charges	August 16, 2023
2024 Proposed User Fees and Charges Public Meeting Presentation	September 27, 2023
REPORT FIN-2023-030 - 2024 User Fees and Charges By-law	October 18, 2023
REPORT FIN-2023-032 - 2024 User Fees and Charges By-law	November 8, 2023

Planning and Development

Due to the change in the recruitment strategy from a Senior Planner to a Junior Planner, it is recommended that the following fees be changed from what was previously presented to Council in Report FIN-2023-025 at the August 16, 2023 Council Meeting. These changes would result in the Township paying disbursements and third party consulting fees to third party consultants for their planning services related to the processing of Site Plan Applications and Zoning By-Law Amendment Applications (including Aggregate). The Township will separately invoice applicants for all third party consulting fees including planning services for these types

of planning applications. Therefore, the following administration fees in Schedule F of the proposed User Fees and Charges By-law have been adjusted to reflect this change in service delivery model:

Type of Revenue/User	Unit/Descr	2023 Rate (NO TAX)	2024 Rate (NO TAX) Report FIN- 2023-025	2024 Rate (NO TAX) - Change to Junior Planner
Site Plan Application *	Administration fee	\$1,500.00	\$4,124.00	\$1,546.00
Zoning By-Law Amendment - Aggregate *	Administration fee	\$17,111.00	\$25,044.00	\$17,641.00
Zoning By-Law Amendment *	Administration fee	\$2,500.00	\$9,980.00	\$2,577.00

Puslinch Community Centre (PCC)

Council at its meeting held on November 8, 2023 received Report ADM-2023-062 entitled Service Level Review– Outstanding Items and directed staff to further analyze and report back to Council regarding the need for a third full time facility operator through:

- Compiling rental usage by hours and by capacity; and
- Identifying whether an increase to the facility rental fees is justified to recover the operating cost associated with a third operator;

Council at its meeting held on November 8, 2023 also passed the following Council Resolution pertaining to the capacity limits at the PCC:

- That the Puslinch Community Centre capacity limits of 150 for non-residents and 250 for residents be updated in the Township's Facility Rental Agreements and the Alcohol Risk Management Policy effective immediately.

Township staff analyzed facility rentals at the PCC Hall for an one-year period from September 1, 2022 to August 31, 2023.

Analysis Based on Type of Renter - Community Groups, Residents, and Non-Residents

Based on the analysis completed, the following was noted regarding the estimated amount of rental fees collected, number of rentals and number of hours of rentals from Community Groups, Residents, and Non-Residents:

Type of Renter	Rental Fees Collected (Net of HST)	% of Rental Fees	No. of Rentals	% of Rentals	No. of Hours	% of Hours
Community Group	\$155	0.26%	3	3.49%	445	27.00%
Residents	\$4,546	7.67%	11	12.79%	116	7.04%
Non-Residents	\$54,561	92.07%	72	83.72%	1,087	65.96%
Total	\$59,262	100%	86	100%	1,648	100%

Analysis based on No. of Attendees - Community Groups, Residents, and Non-Residents

Based on the analysis completed, the following was noted regarding the estimated amount of rental fees collected, number of rentals and number of hours of rentals based on the number of attendees at the event:

No. of Attendees	Rental Fees Collected (Net of HST)	% of Rental Fees	No. of Rentals	% of Rentals	No. of Hours	% of Hours
Unknown	\$2,215	3.74%	4	4.65%	271	16.44%
1-100	\$32,433	54.73%	45	52.33%	810	49.15%
101 to 150	\$9,381	15.83%	15	17.44%	207	12.56%
151 to 200	\$9,038	15.25%	14	16.28%	218	13.23%
201 to 250	\$6,195	10.45%	8	9.30%	142	8.62%
Total	\$59,262	100%	86	100%	1,648	100%

The below is an excerpt from Report REC-2023-004 – Service Levels – Parks and Recreation that was presented to Council at its meeting held on September 27, 2023:

Proposed increases above the CPI inflation rate for 2024 User Fees and Charges based on a benchmarking analysis completed for the Township's 10 high frequency user fees.

- *Staff compared the Township's proposed user fees to both comparator and boundary municipalities.*
- *The impacts of the benchmarking analysis for Parks and Recreation user fees is a proposed increase to the following fees:*
 - *Ice – Prime hourly rate increase from \$184.18 (2023) to \$234.00 (2024) based on an average calculated fee of \$233.80 and a median calculated fee of \$237.00.*
 - *Hall-Prime-Non Resident Rental or Commercial Rental daily rate increase from \$711.01 (2023) to \$818.00 (2024) based on an average calculated fee of \$928.50 and a median calculated fee of \$818.32.*

A further benchmarking analysis was completed for the PCC non-resident fees based on Council's direction at the November 8, 2023 Council Meeting. This analysis is attached as

Schedule A to this Report. Based on the analysis completed, it is recommended that the following PCC non-resident fees be increased further:

- Hall - Prime - Non Resident Rental or Commercial Rental increase from \$711.01 (2023) to \$986.16 (2024). This change is recommended taking into consideration the following:
 - average calculated fee of \$959.37 and a median calculated fee of \$818.32;
 - See **Note A** below.
- Use of Kitchen Facilities - Non Prime - Non Resident Rental or Commercial Rental increase from \$38.91 per hour (2023) to \$47.00 per hour (2024) based on an average calculated fee of \$46.40 and a median calculated fee of \$47.31.

Note A - It is recommended that the PCC be rented for a maximum time period of 12 hours when charging the full day rental fee. Currently, full day rentals of the PCC are from 10:00 a.m. to 2:00 a.m. (16 hours). This amounts to an hourly fee of \$44.44 (based on 2023 rental rates) and an hourly fee of \$82.18 (based on proposed 2024 rental rates) for non-residents during prime times. The Township has an established hourly rate of \$79.71 (based on 2023 rental rates) and \$82.18 (based on 2024 rental rates). It is recommended that the prime rate be increased to \$986.16 to reflect the current hourly rate at 12 hours of rental time. Renters will have the option to purchase additional hours beyond the 12 hour full day rental fee subject to availability. This proposed change (ie. full day rental of 12 hours) accomplishes the same outcomes of establishing a maintenance window as recommended in Report REC-2023-004 – Service Levels – Parks and Recreation without the potential of reducing demand/revenue. The implementation of a maximum time period of 12 hours for the full day rental fee permits staff sufficient time to fully clean and sanitize the facility and to inspect the facility for damages between rentals.

Revenue Analysis

It is projected that the above increases to PCC non-resident fees assuming similar 2023 demand will result in an estimated increase in budgeted revenues of \$5,374. It is recommended that the revenues associated with the PCC be monitored and reviewed as part of regular annual and quarterly financial reporting.

Outlined in the table below is a revenue analysis for the PCC. 2019 actual revenue is included in the analysis below as this time period was prior to COVID closures. The amounts noted in the 2023 projected revenues are based on revenues recorded in the financial system as of October 31, 2023:

Description	2019 Actual Revenues	2022 Actual Revenues	2023 Projected Revenues	2023 Budgeted Revenues	2023 Variance	2024 Proposed Budgeted Revenues
Hall - Commercial	\$1,547	\$0	\$0	\$1,547	-(\$1,547)	\$1,547
Hall – Non-Prime	\$19,969	\$14,975	\$22,972	\$19,969	\$3,003	\$23,684
Hall – Prime	\$29,365	\$15,587	\$24,835	\$29,365	-(\$4,530)	\$33,527
Kitchen – Non-Prime	\$3,143	\$686	\$2,549	\$3,143	-(\$594)	\$3,059
Licensed Events Using Patio	\$285	\$181	\$151	\$285	-(\$134)	\$156
Meeting Room	\$13,427	\$4,143	\$10,802	\$13,427	-(\$2,625)	\$11,137
Total	\$67,736	\$35,572	\$61,309	\$67,736	-(\$6,427)	\$73,110

Report REC-2023-004 - Service Levels – Parks and Recreation presented to Council at its meeting held on September 27, 2023 included several recommendations/analysis associated with the proposed facility operator position and other recommendations for the PCC. The addition of a third full-time facility operator would assist with achieving operational service levels in four different cost centres in the Township including the PCC, Parks, ORC, and Public Works during the winter.

Optimist Recreation Centre (ORC)

The Township currently has the following security deposits for rentals of the PCC:

- Facility Rental Security Deposit - Hall Rental Only or Hall and Meeting Room Rental - \$1,500
- Facility Rental Security Deposit - Meeting Room/Kitchen Facility Only - \$365

Facilities staff inspect each Township facility after each rental. If damages occur, facilities staff notify the Facility Operator. Services staff follow up with a warning letter to the renter. There have also been instances where renters have lost their rental privileges due to the severity of the issues and/or the number of warning letters that had been issued to the renter in the past. At the PCC, the Township is able to retain a portion or all of the renter's security deposit if issues occur which is collected by charging the credit/debit card prior to the rental. The Township does not retain any personal credit/debit card information on file for security reasons.

There was recent damage on the gym floor at the ORC. Facilities staff were able to adequately fix the damage. As a result of that damage, a Member of Council inquired whether the ORC has a security deposit structure in place similar to the PCC.

The ORC currently does not have a security deposit for the following reasons:

- There have been limited/infrequent issues at the ORC due to the staffing presence at this facility. If damage does occur, services staff send a warning letter to the renter to advise of the damages and the possibility of revoking future rental privileges depending on the severity of the issues and/or the number of warning letters issued to the renter in the past. If a damage at the ORC does have a significant cost associated with it, the renter would be invoiced for the cost.
- Implementing a security deposit at the ORC may deter rental requests resulting in a reduction in rentals as ORC rentals are typically for a lower duration of time and a lower cost when compared to PCC rentals.
- A security deposit at the ORC would also be very cumbersome for staff to implement due to the significant number of rentals at the ORC. The ORC also receives a significant number of last minute rental requests which would be difficult to accept if a security deposit structure was in place at the ORC.

Financial Implications

The fees approved as part of the User Fees and Charges By-law will be incorporated in the 2024 Operating Budget.

Applicable Legislation and Requirements

Section 391(1) of the Municipal Act

Section 7(1) of the Building Code Act

Section 69 of the Planning Act

Engagement Opportunities

The Township has incorporated a number of engagement opportunities associated with the 2024 Proposed User Fees and Charges process as outlined below:

- Recreation Advisory Committee Input
- Social Media Posts and/or Advertisements at Facebook.ca/TownshipofPuslinch and Twitter.com/TwpPuslinchON
- Community Engagement Survey at EngagePuslinch.ca from August 21, 2023 to October 6, 2023 at 12:00 p.m.
- Township Website Banner and Budget Page at puslinch.ca/government/budget/
- Wellington Advertiser Advertisement
- Public Information Meeting
- Media releases related to EngagePuslinch.ca survey.

Attachments

Schedule A – PCC Non-Resident Rental Fees Benchmarking Analysis

Respectfully submitted:

Mary Hasan
Director of Finance/Treasurer

		Puslinch		2023 RATE (NO TAX)											
TYPE OF REVENUE/USER	Unit/Descr	2023 RATE (NO TAX)	2024 RATE (NO TAX)	Cambridge	Centre Wellington	Erin	Guelph	Guelph Eramosa	Hamilton	Mapleton	Milton	Minto	Wellington North	Average	Median
Hall - Prime - Non Resident Rental or Commercial Rental	Full Day Rental	\$711.01	\$986.16	\$804.38	\$862.00	\$832.25	\$2,450.00	\$ 681.00	\$1,289.28	\$675.00	\$495.34	\$619.47	\$ 885.00	\$ 959.37	\$818.32
Meeting Room - Non Resident Rental or Commercial Rental	Per Hour	\$37.12	\$38.28	\$31.51	\$36.24	23.19	\$36.96	\$50.22	\$51.50	N/A	\$53.03	\$22.13	\$37.00	\$ 37.98	\$36.96
Hall - Non-Prime - Non Resident Rental or Commercial Rental	Per Hour	\$79.71	\$82.18	\$47.07	\$36.08	\$60.76	\$52.02	N/A	N/A	\$110.00	\$102.01	N/A	\$63.00	\$ 67.28	\$60.76
Hall - Non-Prime - Non Resident Rental or Commercial Rental	Full Day Rental	\$542.08	\$558.88	\$392.69	\$478.86	\$455.89	\$260.10	N/A	N/A	\$365.00	N/A	\$398.23	\$385.00	\$ 390.82	\$392.69
Use of Kitchen Facilities - Non Prime - Non Resident Rental or Commercial Rental	Per Hour	\$38.91	\$47.00	N/A	\$16.93	N/A	16.39	N/A	N/A	\$85.00	47.31	\$66.37	N/A	\$ 46.40	\$ 47.31

N/A - no facility or no specific fee comparable to the Township



REPORT ADM-2023-063

TO: Mayor and Members of Council

PREPARED BY: Hurania Melgar, Emergency Manager/CEMC

PRESENTED BY: Hurania Melgar, Emergency Manager/CEMC

MEETING DATE: November 29, 2023

SUBJECT: Annual Emergency Management Programme Report
File: 2023 Township of Puslinch EM Programme Annual Report

RECOMMENDATION

That Report ADM-2023-063 entitled 2023 Township of Puslinch EM Programme Annual Report be received; and further,

That the Council of the Township of Puslinch accepts the annual report of the Township's Emergency Management Programme for 2023.

Purpose

The following report outlines the municipal requirements set out in the Emergency Management and Civil Protection Act and Ontario Regulation 380/04 and how the municipality has fulfilled these requirements for 2023.

Background

Program Committee:

The Township has an Emergency Management Programme Committee (Committee). The Committee met in person on March 2, 2023 to review the Township's Emergency Management Programme including its Hazard Identification and Risk Assessment, Emergency Response Plan, training needs, proposed annual exercise, and Public Education.

Emergency Response Plan:

The existing Emergency Response Plan was adopted by Council in Fall of 2020.

Training:

The required prescribed training for 2023 has not changed from the 2018 Guidance Note on Training Requirements issued by Emergency Management Ontario. Members of the Township's Municipal Emergency Control Group (MECG), both primary and alternates have satisfied the training requirements for this year.

While much of the prescribed training is covered during the municipality's annual emergency management exercise, additional training opportunities are provided to Municipal Emergency Control Group members throughout the year, including:

1. EM 200- Basic Emergency Management Course: June 28/29
2. Senior Elected Officials Workshop: June 23
3. IMS 200 - Basic Incident Management System: October 19/20
4. Self-paced MECG Essentials PowerPoint presentation
5. Self-paced Emergency Operations Centre functions training

Annual Emergency Management Exercise:

MECG members must participate in an annual exercise, which evaluates the Municipality's Emergency Response Plan and procedures.

The Township's MECG members participated in an emergency management exercise held on November 2, 2023.

The objectives of the exercise were to:

- a. Evaluate Examine policies and procedures that are currently in place to prevent, mitigate, prepare, and respond to a cyber-attack.
- b. Discuss coordination between staff and the external IT services and how they would develop and disseminate information, alerts, and warnings to staff in response to a cyber-incident.
- c. To test IMS roles and responsibilities as laid out in the Emergency Response Plan.

Recommendations/outcomes from the exercise:

1) Additional Training and Staff Inclusion:

- a) **Collaboration:** Throughout the exercise the MECG found it extremely helpful to have all EOC staff present to provide their perspectives. Moreover, they really enjoyed the way

the EOC Director created an environment for informal collaboration and safe space for staff to share thoughts and ideas to resolve the incident.

- b) **Creating/Updating Plans:** The MCEG felt they need to improve their understanding of current plans, policies and procedures in place for a Cyber Attack. Further, they would like to create a Disaster Recovery Plan and a Service Continuity Plan to increase their preparedness to a Cyber Attack.
- c) **Additional Training:** The MCEG felt more training is needed to better understand their roles and responsibilities within the IMS structure in the EOC. The Emergency Management team will be creating cheat sheets to keep in the EOC.

Public Education:

Every municipality's emergency management program must have public education on risks to public safety and on public preparedness for emergencies.

Emergency Preparedness week was May 7-13. During the week, information was made available through the County's Social Media page, the County page in the Wellington Advertiser and radio ads. Promotional materials were offered at all the libraries across the County.

The County page in the Wellington Advertiser, the County of Wellington's social media accounts (an average of 4 posts/month) regularly contain emergency preparedness information.

The Emergency Management team attended many events throughout the County providing public education. They participated in 'Safe Communities Day' on October 5. Participating students from across the County had the opportunity to view a video on Emergency Preparedness and ask questions to staff.

The Emergency Management Division continues with the "Do one thing" promotion. Emergency Preparedness messages were available in The Wellington Advertiser, on the County's social media and radio stations.

Preparedness messaging is provided utilizing the following monthly theme's:

January – Frozen Pipes/Make a Plan

February - 211

March – Floods

April – Sheltering

May – Emergency Preparedness Week

June – Tornadoes

July – 72 Hour Kit

August – Unique Family Needs

September – Be Informed

October – Power Outages

November – Winter Weather (Car Kits)

December – Winter Weather (Driving)

Critical Infrastructure:

Every municipality shall identify the facilities and other elements of the infrastructure that are at risk of being affected by emergencies. The critical infrastructure list was updated by the Township at the Committee meeting. Critical Infrastructure identification is managed digitally through the Common Operating Picture (COP) with the County GIS division. We are currently working with County GIS to update and simplify the Critical Infrastructure layer within the mapping software, to be completed by the end of 2024.

Conclusion:

The Township of Puslinch has fulfilled the mandatory municipal requirements set out in the Emergency Management Civil Protection Act and Regulation 380/04 for 2023.

Financial Implications

None

Applicable Legislation and Requirements

- Emergency Management and Civil Protection Act
- Ontario Regulation 380/04

Engagement Opportunities

As noted throughout the report.

Attachments

None

Respectfully submitted,

Reviewed by:

**Hurania Melgar, Emergency
Manager/CEMC**

**Courtenay Hoytfox,
Interim CAO**



REPORT ADM-2023-064

TO: Mayor and Members of Council

PREPARED BY: Sarah Huether, Acting Deputy Clerk

PRESENTED BY: Sarah Huether, Acting Deputy Clerk

MEETING DATE: November 29, 2023

SUBJECT: Township of Puslinch Annual Accessibility Status Report
File: A22

RECOMMENDATION

That Report ADM-2023-064 entitled Township of Puslinch Annual Accessibility Status Report be received.

Purpose

The purpose of this report is to provide Council with an annual status update on the progress of measures taken to implement the Township 2022-2026 Multi-Year Accessibility Plan (Attachment 1).

The Township of Puslinch has established a multi-year accessibility plan to prevent and remove barriers to accessibility and to meet requirements under the Accessibility for Ontarians with Disabilities Act (AODA) and the Integrated Accessibility Standards.

This Annual Status Report details the required annual update for 2022-2026 on the progress of measures taken to improve accessibility within the Township. The purpose of this report is to track the organization's progress and make the public aware of our initiatives, through collaboration with all Township departments including Public Works Parks & Facilities, Finance, Fire, Building and Administration.

This report will be available online at www.puslinch.ca/accessibility.

Background

The *Ontarians with Disabilities Act* (ODA), 2001, mandates public organizations have an accessibility plan that integrates accessibility planning into their operations and facilities.

In 2015, the Ontario Government introduced the AODA, which provided a foundation of how to achieve a fully-accessible province for all citizens by 2025.

The AODA sets out the roadmap for an accessible Ontario by 2025, and contains standards in the following five areas:

1. Customer Service;
2. Information and Communication;
3. Employment;
4. Transportation; and,
5. Design of Public Spaces.

The Township's 2022-2026 Multi-Year Accessibility Plan is based upon the legislative requirements of the ODA and AODA.

In addition to addressing the specific goals and priorities identified in the 2022-2026 Multi-Year Accessibility Plan, Township staff have consulted with the County of Wellington and Member Municipalities' Accessibility Advisory Committee on various policies and procedures in preparation for the 2022 Municipal Election.

Projects identified on the Multi-Year Accessibility Plan that are marked with an asterisk "" are contingent upon available grant funding opportunities.

2023 Status Update

Customer Service

- (Ongoing) Continued to provide Accessible Customer Service Training to all staff, new employees and volunteers
- (Ongoing) Continued to review and improve current process to receive feedback from the public, where possible
- (Ongoing) Continued to review and improve current processes and standard operating procedures on how the public can request alternative formats, where possible
- (Ongoing) Continue to support corporate efforts to ensure compliance with AODA and the Integrated Accessibility Standards
- In the Fall of 2022, Township staff approved the *Accessible Election Corporate Procedure*, to ensure that all reasonable efforts are made to provide accessible options to election information and services (Attachment 2)

Information and Communications

- (Ongoing) The Township website software performs continuous 'Accessibility Checks', to identify accessibility issues with website content, and provide tips and steps on how to update the content to make it accessible, that staff review and action
- (Completed) Fall of 2023, the Township in partnership with Aubs and Mugg (Township's website support provider) performed a comprehensive Accessibility audit of the Township's website, to further identify areas for improvement.
- (Ongoing) Staff actively monitor the Townships website to improve accessibility.
- (Completed) Fall of 2023, the Township confirmed that its partner DocuPet had completed an internal audit, confirming it's website is meeting accessibility standards.
- (Ongoing) Website content written in plain language, appropriate heading tags for content, alternative text tags for images and documents that are friendly to those using assistive devices
- (Ongoing) Created online accessible fillable forms and converted existing forms to PDF forms for easier use
- (Ongoing) Documents offered in accessible formats when requested
- (Ongoing) Reviewed information and communications processes and products to improve accessibility

Employment

- (Ongoing) Provided accommodation measures as required during recruitment processes upon request
- (Ongoing) Provided job postings and descriptions in alternative formats upon request
- (Ongoing) Ensured job postings were advertised in a variety of websites and the local County newspaper
- (Ongoing) Provided accessibility training to all new staff as part of new employee onboarding program

Transportation

- In 2019, Wellington County, in partnership with the Province of Ontario, launched *Ride Well*, an on demand public transit service available to all residents and visitors in Puslinch Township. Service can be arranged by using the RIDE WELL app or by phone. The Township, in partnership

with the County, continues to identify opportunities to advertise and promote this program through local mediums.

- As the Township of Puslinch does not have a public transit system, the majority of the Transportation standard does not apply
- In 2009 the Township entered into an agreement with the County of Wellington to delegate authority for licensing taxicabs within the Township of Puslinch. In 2011, the County of Wellington ensured Taxi By-law 5266-11 met the requirements of the Integrated Accessibility Regulations as they relate to the Transportation standard

Design of Public Spaces

- *Space needs analysis was completed (2021-2022) regarding the re-design of municipal office in accordance with public space accessibility requirements of the Ontario Building Code, and the County of Wellington's Facility Accessibility Design Manual. The next steps for this project is to obtain detailed design options to determine budgetary cost estimates.
- (Ongoing) 2023 Playground upgrades at the Puslinch Community Center Park. Project is nearing completion with the addition of a fully accessible playground, shade structure with accessible seating and accessible walking paths throughout the Puslinch Community Centre Park. As well, additional accessible parking spaces have been added to the renovated rear parking lot at the Puslinch Community Centre Park.
- (Completed) 2023 Installation of a new accessible playground and accessible shade structure a Boreham Park.

Financial Implications

None.

Applicable Legislation and Requirements

Ontarians with Disabilities Act (ODA), 2001

Accessibility for Ontarians with Disabilities Act

Attachments

Attachment 1 – 2022-2026 Multi-Year Accessibility Plan

Attachment 2 – 2022 Accessible Election Corporate Procedure

Respectfully submitted,

Sarah Huether, Acting Deputy Clerk

Reviewed by:

Justine Brotherston, Municipal Clerk



2022-2026

Multi-Year Accessibility Plan



2022-2026 Multi-Year Accessibility Plan

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2022-2026 Multi-Year Accessibility Plan

Township of Puslinch Accessibility Commitment

The Township of Puslinch is committed to being responsive to the needs of its residents and to recognize the diverse needs of all residents. The Township of Puslinch strives to provide services and facilities that are accessible to all citizens.

In 2021, the Township reaffirmed its commitment to equal access and participation for people with disabilities, by enacting a Corporate Accessibility Policy which supports treating people with disabilities in a way that allows them to maintain their dignity and independence, by enacting a Corporate Accessibility Policy.

The 2022-2026 Multi-Year Accessibility Plan builds on a foundation set by the 2011-2017 and 2017-2021 Multi-Year Plans and outlines the Township's approach to ensuring an inclusive workplace and ensuring that our services are accessible to the public.

The Township's goal is to ensure accessibility within the organization for the public and employees in services and facilities.

Legislation and Responsibilities

The Ontarians with Disabilities Act (ODA), 2001, mandates public organizations have an accessibility plan that integrates accessibility planning into their operations and facilities.

In 2015, the Ontario Government introduced the Accessibility for Ontarians with Disabilities Act (AODA), which provided a foundation of how to achieve a fully-accessible province for all citizens by 2025. The AODA sets out the roadmap for an accessible Ontario by 2025, and contains standards in the following five areas:

1. Customer Service;
2. Information and Communication;
3. Employment;
4. Transportation; and,
5. Design of Public Spaces.

The Township's Multi-Year Accessibility Plan is based upon the legislative requirements of the ODA and AODA.



2022-2026 Multi-Year Accessibility Plan

2022-2026 Goals and Priorities

Accessibility Standard	Goals and Priorities	Timeline
Customer Service	Review best municipal practices and improve (if necessary) current processes on how the public can request alternative formats, where possible	Ongoing
	Support corporate efforts to ensure compliance with AODA and the Integrated Accessibility Standards	Ongoing
	Review and update (if necessary) Township of Puslinch Policy regarding Accessible Standards for Customer Service & Use of Assistive Devices	2022
Information and Communications	Ensure public documents are provided in accessible formats when requested	Ongoing
	Conduct accessibility audit of Township website to ensure content meets internationally-recognized Web Content Accessibility Guidelines (WCAG) 2.0 Level AA website requirements in accordance with Ontario's accessibility laws. In addition to an automated scan, include a real human test/review of the website.	2023
	Conduct Website Redesign in accordance with Web Content Accessibility Guidelines (WCAG) 2.0 Level AA website requirements, AODA standards, and municipal best practices*	2026 & 2031
Employment	Provide Accessible Customer Service Training to all staff, new employees and volunteers	Ongoing
	Provide accessibility training to all new staff as part of new employee onboarding program	Ongoing
	Provided accommodation measures as required during recruitment processes upon request	Ongoing

	Ensure job postings and descriptions in alternative formats upon request	Ongoing
	Advertise job postings in a variety of newspapers and websites	Ongoing
Transportation	<p>The Township of Puslinch does not have a public transit system, the majority of the Transportation standard does not apply</p> <p>In 2009 the Township entered into an agreement with the County of Wellington to delegate authority for licensing taxicabs within the Township of Puslinch. In 2011, the County of Wellington ensured Taxi By-law 5266-11 met the requirements of the Integrated Accessibility Regulations as they relate to the Transportation standard</p> <p>As a municipality in the County of Wellington, residents of the Township of Puslinch can access RIDE WELL, a demand based, accessible public transit service</p>	
Design of Public Spaces	Playground upgrades at the Puslinch Community Centre Park*	2022-2023
	Parking lot and associated enhancements (curbing, entrance, and additional lighting) at the Puslinch Community Centre*	2023
	Incorporate accessible design features in accordance with public space accessibility requirements of the Ontario Building Code, and the County of Wellington's Facility Accessibility Design Manual, into future renovations/additions to the Municipal Office*	2022-2026
	Playground upgrades at Boreham Park (also known as Arkell Park)*	2024
	Bar Counter, Bar Door, Cosmetic Upgrades at the Puslinch Community Centre	2025

Projects identified on the Multi-Year Accessibility Plan that are marked with an asterisk "" are contingent upon available grant funding opportunities.

Monitoring and Annual Reporting

The 2022-2026 Multi-Year Accessibility Plan will be reviewed and updated every five years. The next update will occur in 2026.

Township Staff will prepare for Municipal Council an annual status report to document and highlight the progress and measures taken to implement the Multi-Year Plan and meet the requirements of the AODA and Integrated Accessibility Standards Regulation.

Feedback and Contact Information

The Township of Puslinch welcomes feedback on the Multi-Year Accessibility Plan, and on the accessibility of our services and facilities. If you have any ideas or suggestions in the spirit of continuous improvement, please contact us.

Telephone: 519-763-1226
Mail: Clerk's Office Attention: Deputy Clerk
7404 Wellington Road 34
Puslinch, ON
N0B 2J0
Email: admin@puslinch.ca

The Multi-Year Accessibility Policy is available on the Township's website at puslinch.ca/accessibility.

Alternative formats, including paper copies of the Accessibility Plan are available upon request.

Subject: ACCESSIBLE ELECTION

Purpose Statement:

The procedures describe all the accessibility requirements outlined under the *Municipal Elections Act, 1996*, the *Ontarians with Disabilities Act, 2001* and the *Accessibility for Ontarians with Disabilities Act, 2005*.

Election staff will ensure reasonable efforts are made to provide election information and services in a manner that respects the independence and dignity of persons with disabilities. Equal opportunity shall be given to all persons to use, benefit and obtain election information and services.

The delivery of election information and services to persons with disabilities shall be:

- emphasized through mandatory election training
- made accessible by the use of service animals, support persons, assistive devices, unless otherwise prohibited by law
- a component of the standard Election practice

Scope:

These procedures are applicable to all Election Staff performing works on behalf of the Township Clerk.

Definitions:

Barrier is defined by the Accessibility for Ontarians with Disabilities Act, 2005, and means anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability, including a physical barrier, an architectural barrier, information or communication barrier, an attitudinal barrier, a technological barrier, a policy or a practice.

Disability is defined by the *Accessibility for Ontarians with Disabilities Act, 2005*, and means:

- (a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
- (b) a condition of mental impairment or a developmental disability,

- (c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- (d) a mental disorder, or
- (e) an injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace and Insurance Act, 1997*.

Service Animal as outlined in Ontario Regulation 429/07 is a service animal for a person with a disability if it is readily apparent that the animal is used by the person for reasons relating to his or her disability; or if the person provides a letter from a physician or nurse confirming that the person requires the animal for reasons relating to the disability.

Support Persons as outlined in Ontario Regulation 429/07 means a support person in relation to a person with a disability, another person who accompanies him or her in order to help with communication, mobility, personal care or medical needs or with access to goods or services.

Procedures:

1. Staff Training

All staff carrying out election duties will be trained to recognize and ensure that persons with disabilities are served in a manner that accommodates their needs.

Training will include:

1. How to interact and communicate with persons with various disabilities.
2. How to interact with persons with disabilities who use assistive devices or require the assistance of a service animal or support person.
3. How to use voting equipment and assistive devices to deliver election services.
4. What to do if a person is having difficulty accessing election information or services.

2. Staff Assistance

Election Information

Candidates and electors with disabilities will be able to receive information and copies of election documents in a format that takes into account their disability. The format may be agreed upon between the requester and the Township Clerk. Notice of this provision is located on the Township's Accessibility Webpage at www.puslinch.ca and is included in election notices placed in the local media.

Notice of Temporary Service Disruption

If there is a temporary disruption in the delivery of election information or services, Township Staff shall provide public notice on the Township's Election Webpage, at the

physical site of the disruption and when possible in the local media. The notice shall include the following information:

- reason for the disruption,
- expected duration of the disruption,
- if available, an alternative means of obtaining the service.

Every effort shall be made to provide alternative methods of providing the information or service to persons with disabilities.

Township Staff are available to assist with any issues that may arise with respect to providing a barrier-free election and can be reached by way of the following contact information:

Telephone: 519-763-1226

In Person: Municipal Offices
7404 Wellington Road 34
Puslinch, ON N0B 2J0

Email: elections@puslinch.ca

Mail: Township of Puslinch
7404 Wellington Road 34
Puslinch, ON N0B 2J0

3. Assistance to Candidates

Service Animals

Candidates and scrutineers are permitted to be accompanied by a service animal at all Voting Locations and other designated election locations.

Campaign Expenses

Expenses that are incurred by a candidate with a disability are directly related to the disability, and would not have been incurred but for the election to which the expenses relate, are excluded from the permitted spending limit for the candidate.

4. Assistance to Electors

Voting by Proxy

A person with a disability that is homebound or otherwise unable to go to a Voting Location may appoint another person to act as a voting proxy to cast a ballot on his or

her behalf. The appointment must be made on the prescribed form available at Township Municipal Offices. The person being appointed as a proxy will be required to take a statutory declaration before a Commissioner of Oaths. Township Staff can administer this oath (Municipal Offices, 7404 Wellington Rd 34, Puslinch, ON N0B 2J0). Once completed, the voting proxy may be exercised at any advance voting location or on Election Day. On Election Day the proxy must be exercised at a Location for whom the proxy is voting. The Voting Proxy Form will be available August 1, 2018.

Voting Locations

Information regarding Advance Voting opportunities and Election Day voting information will be available on the Township's election webpage at www.puslinch.ca.

Parking

Accessible parking spaces will be clearly marked and in full compliance with the Township's Parking By-law 5000-05. Routine checks will be made to ensure all entrances remain barrier free through the course of the day.

Entrance to the Voting Locations

All entrances to the Voting Location will be easy to access and barrier free. Every effort shall be made to ensure that the door into the Voting Location is wide enough for a wheelchair or scooter to pass through easily. The door hardware is to be accessible and operated by a person using a closed fist. If the doors are heavy, awkward to open or have handles that are in close reach, where possible they will be propped open in a safe manner, an alternative entrance will be provided, or election staff will be available to assist.

Interior Voting Area

Access to the interior voting area and voting booth shall be level and easily traversed. Any doormats or carpeting shall be level with the floor to prevent potential tripping hazards. All voting areas are to be well lit and seating made available.

Accessible Voting Booths

Accessible voting booths will be available at each Voting Location. Voting booths will be low in height and have a wide area to allow for individuals who use a wheelchair or scooter to vote independently and secretively. Magnifying sheets will be made available to assist an individual with low vision.

Accessible Voting Technologies – Advance Voting

The Advance Voting Location will be equipped with a ballot marking device for a voter with a disability. The Ballot Marker Device produces a human and machine readable marked paper ballot from a blank sheet of paper, completely indistinguishable from a paper ballot marked by hand. The voter uses headphones to hear a ballot presentation and a handheld controller can also be operated by assistive devices such as a sip and puff or hand and foot paddles, for voters who are unable to use their hands to press the selection buttons.

When a voter wishes to use the accessible voting features, the election worker positions the voter behind a privacy screen near the tabulator equipped with the ballot marking device. The election worker then inserts a blank sheet of ballot paper into the printer slot of the device and provides the voter with the headphones and the handheld controller.

The voter hears the audio ballot and uses the controller to adjust volume, speed of the audio presentation, move between contests, and select votes. The audio presentation will confirm votes selected for voter verification. When the vote has been made and confirmed all their vote selections they use the handheld controller to print their actual paper ballot. The printer device will automatically process the blank sheet of paper, printing the full ballot on the sheet complete with the vote markings selected by the voter.

The printed ballot is indistinguishable from a ballot marked by hand because the unit has a library of random handmade marking images which it prints on the ballot, so that the printed markings look just like marks made by hand with a pen. This feature ensures that if the paper ballots are later reviewed by election officials, they will not be able to determine which ballots were made by the Ballot Marker Device, thereby maintaining voter privacy.

The paper ballot printed by the Ballot Marker Device will emerge from the unit into a secrecy folder. The election worker will then insert the ballot into the tabulator.

While an accessible voting session is in process, the tabulator can simultaneously process paper ballots inserted by other voters, allowing the single tabulator to handle both voting channels and maintain the flow of voters.

Service Animals

Electors requiring service animals are permitted to be accompanied by a service animal at all voting locations.

Support Persons

Persons with disabilities may be accompanied by a support person within the Voting Location. In addition, an Election Official in each Voting Location can assist a voter. Prior to entering the voting booth, the Election Official shall, in conjunction with the person with

the disability, determine the extent to which they need assistance and the best way in which this assistance can be provided. Where a Voting Location is located in an institution or retirement home, the Election Official can attend on voters in their specific living areas or at their bedside to assist them to vote. All Election Officials are sworn to an oath of secrecy.

It is the responsibility of all Election Officials to make as many accommodations as needed to ensure an elector with a disability is able to cast a vote with comfort and ease.

5. Feedback Process & Additional Information

Feedback Process

Feedback regarding the manner in which the election services are provided to persons with disabilities may be submitted to Township Staff by the following methods:

Telephone: 519-763-1226

In Person: Municipal Offices
7404 Wellington Rd. 34, Puslinch, ON N0B 2J0

Email: elections@puslinch.ca

Mail: Municipal Offices
7404 Wellington Rd. 34, Puslinch, ON N0B 2J0

Website: www.puslinch.ca

In addition, the Township does offer an Accessible Customer Service Feedback Form located on the Township's website at www.puslinch.ca under the Bulletin and Events Page.

Once completed this form will be forwarded to Township Staff for action. In addition, staff working in the Township offices can complete the feedback form and submit feedback on behalf of the persons with a disability. Alternatively, the form may be printed and provided to the person for manual completion. Completed forms are date stamped and forwarded to Township staff who will respond to the candidate or elector directly within three (3) business days providing an anticipated action and timeframe for a full response, where appropriate.

The feedback process provides election staff with an opportunity to take corrective measures to prevent similar recurrences, address training needs, enhance service delivery and provide alternative methods of providing election information and services.

Additional Information

Administration Department

The Administration Department is located at the Municipal Offices (7404 Wellington Rd. 34, Puslinch, ON N0B 2J0). Administration staff can answer any questions you may have about running for office, the election in general or specific provisions for those persons with disabilities.

Election Website

The Township of Puslinch's Website is continuously updated to reflect the most recent developments and information. Visit the site for an up-to-date list of candidates and other important messages or events throughout the election year at www.puslinch.ca.

Ministry of Municipal Affairs and Housing – Election Website

This website contains information about municipal elections, the Province of Ontario 2018 Municipal Elections Candidates and Voters Guide and the Ministry's commitment to promote greater accessibility for voters and candidates with disabilities <http://www.mah.gov.on.ca/Page219.aspx>

Service Ontario – e-Laws

This website contains all current statutes including the Municipal Elections Act, 1996, the Ontarians with Disabilities Act, 2001 and the Accessibility for Ontarians with Disabilities Act, 2005, www.e-laws.gov.on.ca.

Reference and Related Documents:

Accessibility Policy



REPORT ADM-2023-065

TO: Mayor and Members of Council

PREPARED BY: Courtenay Hoytfox, Interim CAO

PRESENTED BY: Courtenay Hoytfox, Interim CAO

MEETING DATE: November 29, 2023

SUBJECT: 2023 Corporate Workplan Update

RECOMMENDATIONS

That Report ADM-2023-065 regarding the 2023 Corporate Workplan update be received for information.

DISCUSSION

Purpose

The purpose of the Corporate Workplan is to provide a summary of all projects and undertakings planned for the corporation for the calendar year. This important document summarizes the plans for the entire year for all departments and provides a method to monitor the progress all projects. The purpose of this report is to provide Council with an update of the progress of 2023 Workplan projects for information.

Background

This document is a useful tool for Council and staff to have a 'one stop shop' for all projects and current estimates of the timing for each project throughout the year. Staff utilize this document on a regular basis to monitor progress of projects, plan workloads, and plan for reporting, submissions, tenders, etc.

The 2023 Workplan consists of 123 identified projects/initiatives, which include:

- Annually reoccurring projects (i.e. tenders, annual reports, annual maintenance /construction activities);

- Projects identified as part of the 2023 Budget Process and recommended by Council to move forward;
- Initiatives recommended by Department Heads;
- Projects that were deferred from the 2022 Workplan; and
- Projects that are on-going.

This is a living document, and is reviewed regularly by the CAO and the Leadership Team. Schedule “A” to this report is the most up to date information available. As conditions change, projects are adjusted accordingly for various reasons. Noted below is a summary of the 2023 projects in terms of completion:

1. Projects noted in green on Schedule “A” are complete: 56 projects/initiatives have been completed to date.
2. Projects noted in peach on Schedule “A” are in progress: 41 projects/initiatives are in progress and are anticipated to be completed in accordance with the timelines noted in Schedule “A”.
3. Projects noted in grey on Schedule “A” are being carried forward: 26 projects/initiatives are being carried forward in accordance with the timelines noted in Schedule “A”.

Staff will continue to monitor the progress of 2023 projects and bring forward a report for Council’s consideration in the first quarter of 2024. This report will include a final update on 2023 Workplan items and proposed 2024 Workplan projects for Council’s endorsement.

Applicable Legislation and Requirements

None

Engagement Opportunities

None

Attachments

Current 2023 Workplan

Finance			Complete - 2022 Public Sector Salary Disclosure and Issuing of T4's										
Finance				Complete - 2022 Annual Legislative Financial Reporting to Council (ie. Council Remuneration, Temporary Borrowing, Annual Building Permit Report, Development Charges, Lease Financing Agreements, Investments, General Surplus, Hedging Agreements, etc.									
Public Works				Complete- Roads Management Plan including Condition Index Updates and strong focus on road speed and safety									
Clerks					On-going - Social Media and Advertising reporting (December report to Council)								
Clerks					On-going - to be completed by March 2024 -Legislative reporting including Small Drinking Water System, AODA, Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), Cemetery reporting, etc.								
Clerks					Carry forward to Q1 2024 Fibre Internet Implementation								
Clerks					On-going - Completion by December 1, 2023 Cloudpermit implementation - Planning and By-law Modules								
Clerks					On-going - 19 properties to be designated in 2023 and approximately 20 to be designated in 2024 - Heritage Designation Analysis due to Bill 23 Legislative Changes								
Clerks					Complete - Heritage Student Grant funding application and reporting								
Finance (Public Works assist)					Complete - 2022/2023 Canada Community-Building Fund Reporting								
Finance (Public Works asst)				Complete - 2022 Ontario Community Infrastructure Fund Reporting	Complete - 2023 Ontario Community Infrastructure Fund Reporting								
Finance (Clerks assist)					Complete - 2023 Approved Budget and 2024 Proposed Budget - Committee Reports								
Clerks					Carry forward - Short Term Accommodation Licensing By-law								
Finance (collaboration with responsible)					Carry forward - Asset Management System Implementation								
Parks					On-Going to be completed in Spring 2024 - Puslinch Community Centre Park Renovation and Upgrade								
Parks				Complete - Purchase Kubota Lawn Tractor									
Parks								Complete - Old Morriston two (2) new sets of bleachers					
Parks				Complete - Purchase Landscape Trailer									
Parks												Carry Forward - tender to be issued in Spring 2024 - Parking lot and associated enhancements at the front of the Puslinch Community Centre	
Parks					Complete - Increase service levels around parks. More frequent mowing, flower bed/garden maintenance								
Public Works					Complete - to be considered as part of the approved RMP - Wildlife mitigation assessment and efforts on municipal roadsides where recognized								
Clerks					Carry forward - Sign by-law - to be presented to Council in Q1 2024								
Building					On-Going - Conduct Septic reinspection program - Public Engagement in June & Puslinch inspections starting in summer months								
Fire					On-going - to be completed by end of December 2023 Aberfoyle P.S. safety program Program								
Fire					On-going - to be completed by end of December 2023 Home Safety visit program								
Finance (Facilities assist)					Complete - Annual Energy Consumption Reporting								
Public Works								On-Going to be completed in Spring 2024 - Puslinch Lake Pedestrian Access					
Public Works					Complete - Bridge and culvert inspections in accordance with OSIM requirements								
Public Works								Complete - Leslie Road West from Watson Road South to Puslinch Flamborough Townline - Construction					
Parks								Complete - Millenium Garden Plantings					
Parks					Complete - Old Morriston Ball diamond lighting								
Finance (collaboration with Public Works and CAO)					Carry forward - Cost recovery options related to Stormwater Management Facility maintenance								
Parks								Complete - Playgrounds at Boreham Park and the Puslinch Community Centre Park - Construction					
Finance					Complete - 2022 Annual Reporting to TD Bank								
Finance (collaboration with responsible department)						Complete - 2022 Municipal Performance Measurement and Financial Information Return							
Finance								On-Going - 2024 Proposed Budget including the following items as outlined in the 2023 Council Goals and Objectives: 1.) Continue base budget increases to the gravel roads improvement discretionary reserve; and 2.) Tax planning that is forward looking, transparent and right sized for the near term and longer term needs of the Township; and 3.) Continued commitment to recreation facility and road investments that are based on need and usage; and 4.) Reduce capital and operating costs by sharing more resources, doing joint purchases with municipalities.					
Finance (Clerks assist)								Ongoing - Engage Puslinch Finance related projects – 2024 Proposed User Fees and Charges (complete), 2024 Grant Application Program (complete), 2024 Proposed Budget (on-going)					
Finance						On-Going - 2024 Grant Application Program						Ongoing - 2024 Grant Application Program	
Finance								On-Going - 2024 Proposed User Fees and Charges					
Finance								Complete - 2024 Proposed Cost of Living Adjustment					
Fire								Complete - 2023 Commercial Building Inspections / Dry Hydrant Inspections					
Finance										Ongoing - 2023 County Annual Grant Applications and Reporting (ie.			
Facilities										Ongoing - Replacement of ceiling components at the Puslinch Community Centre			
Facilities										Ongoing - Puslinch Community Centre Roof Inspection			

Facilities											Carry forward 2024 - Community Centre Building Condition Assessment		
Public Works											Carry forward 2024 - Kerr Crescent Storm Pond Rehab		
Parks											Complete - Possible tree replacement at PCC ball diamond (carry forward with ongoing work at the PCC grounds to 2023)		
CAO											Carry Forward to 2024 - County Road Diet through Aberfoyle Peer Review		
CAO											Complete for 2023 - KPMG – Shared Services work with partners		
Public Works										Carry forward 2024 - Storm Sewer Inspections and Cleaning Study/Plan			
Facilities											Carry forward 2024 - PCC and ORC Building Condition Assessment, Arc Flash Study, Infrared Scanning of Equipment		
Facilities									Carry forward 2024 - Optimist Rec Centre Building Condition Assessment				
Planning											Carry forward to 2024 - Zoning By-law Housekeeping Amendments No. 2		
Planning											Carry forward to 2024 - Cannabis Policy Development with County		
CAO (Clerks assist)											On-going to be completed in 2024 - Currently reviewing Milton Boundary Road Agreement Review		
Fire											On-going - to be completed by end of December Community Risk Assessment- Ontario Regulation 378/18		
Fire											Complete - Structural Firefighter gear replacement		
Fire											Complete - Radio Upgrades		
Public Works											Complete - Little's Bridge - Construction		
Public Works											Complete - Tandum Dump Truck Purchase		
Public Works											Complete - Roszell Road from Forestell Road to Townline Road -		
Public Works											Complete - Maltby Road East from Victoria Road South to Watson Road		
Public Works											Complete - Concession 7 from Concession 2A to Mason Road - Construction		
Public Works											Carry forward to 2026 - Concession 1 Culvert - rehab		
Public Works											Complete - Carriage Lane - Stormwater Management Facility - Storm Pond Rehab		
CAO											Carry forward to 2024 - Township Strategic Plan		
Facilities											Complete - PCC LED Lighting upgrades		
Facilities											Complete - Pickleball Line Painting and Floor		
Facilities											Complete - ORC gym Led Lighting upgrades		
CAO											On-Going - Reduce capital and operating costs by sharing more resources, doing joint purchases with municipalities		
CAO											Carry Forward to 2024 Limit the area of Township land actively used for gravel extraction to a fixed percentage at any point in time		
CAO											Carry Forward to 2024 - Update Mission Statement		
Clerks											Complete - Inventory of municipal properties vacant land municipal properties (available on Township website)		
CAO											On-going - Natural Gas to un-serviced areas		
CAO											On-going Continued engagement with the City of Guelph regarding Guelph Junction Rail Road Issues		
Finance													On-Going - 2024 Annual Indexing of Development Charges



REPORT ADM-2023-067

TO: Mayor and Members of Council

PREPARED BY: Courtenay Hoytfox, Interim CAO

PRESENTED BY: Courtenay Hoytfox, Interim CAO

MEETING DATE: November 29, 2023

SUBJECT: Authorize Entering into an Agency Agreement with Fire Marque Inc.

RECOMMENDATION

That Report ADM-2023-067 entitled Authorize Entering into an Agency Agreement with Fire Marque Inc. be received; and

That the Mayor and Clerk be authorized to execute the Agency Agreement between the corporation of the Township of Puslinch and with Fire Marque Inc. attached as Schedule "B" to this report; and

That Council give three readings to By-law 2023-052 being a By-law to enter into the Agency Agreement with Fire Marque Inc.

Purpose

The purpose of this report is to seek Council direction in order to execute an Agency Agreement with Fire Marque Inc. for the purpose of submitting claims and collecting recoverable expenses in respect to insured perils resulting from Puslinch Fire and Rescue Services response to and attendance at incidents.

Background

Incorporated in 2009, Fire Marque Inc. is a Canadian firm that works with over one third of Ontario's 444 municipalities and across Canada and is licensed in all provinces and territories. While a listing of all clients is not posted, Fire Marque has indicated that about one third of Ontario's 444 municipalities participate in the program.

The Fire Marque program is designed to provide cost recovery from insurance companies via the Additional Coverages Section, eligible Fire Department Expenses, contained in almost all property insurance policies in Canada. The Fire Department Expense coverage is a non-deductible coverage and does not take away from the amount of funds the policyholder is entitled to receive for their property and contents.

The Insurance Bureau of Canada requires that all property insurance policies carry a minimum coverage of \$1,000 to offset costs directly related to firefighting. The Fire Marque program is designed to ensure the insurer honours the coverage for which the policyholder has paid their premium, which includes Fire Department Expense coverage. There is no cost to the policyholder. Fire Marque would receive thirty (30) percent of the recovery for administering the program, and the remaining seventy (70) percent to the Township of Puslinch.

Council recently heard the presentation from Fire Marque Inc. at the October 18, 2023 Council meeting attached as Schedule "C". Council directed staff to bring forward the proposed agreement and by-law for consideration. The proposed by-law and agreement are attached as Schedule "A" and "B" respectively. Staff thoroughly reviewed the agreement and Fire Marque was agreeable to the suggested revisions by staff. The Township insurer also reviewed the relevant provisions of the agreement and is satisfied.

Additionally, Council directed staff to seek feedback from the Township of Centre Wellington and Township of Guelph Eramosa to report back to Council on their experience with Fire Marque. Staff received positive feedback from both the Centre Wellington Fire Chief and staff at Guelph Eramosa. Guelph Eramosa shared that in one circumstance they received negative feedback from a resident who indicated that property taxes are intended to cover Fire and Rescue response and attendance at incidents. However, Guelph Eramosa has not received any feedback relating to concerns or misconceptions around increased insurance rates.

Financial Implications

Estimated recoveries associated with the implementation of this agreement were incorporated in previously approved budgets and the User Fees and Charges By-law No. 069-2019 and future year approved user fees and charges by-laws based on Council Resolution No. 2019-413 at the November 20, 2019 Council Meeting outlined below:

That Report FIR-2019-010 regarding the Cost Recovery Services provided by Fire Marque Inc. be accepted for information purposes; and

That Council consider enacting a by-law authorizing Cost Recovery (Fees) with Respect to Fire Department Specific Response for services and supplies used by Puslinch Fire and Rescue Service at emergency events (Schedule 'A' sample by-law); and

That Council consider amending the Township of Puslinch User Fees and Charges By-law Schedule E – Fire and Rescue Services Municipal Rates and Service Charges to account for this new type of cost recovery.

Applicable Legislation and Requirements

None

Attachments

Schedule "A" Proposed By-law to enter into an Agency Agreement with Fire Marque Inc.

Schedule "B" Proposed Agency Agreement with Fire Marque Inc.

Schedule "C" Fire Marque Inc. Presentation from October 18, 2023

Respectfully submitted,

Courtenay Hoytfox,
Municipal Clerk (Interim CAO)

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 2023-067

Being a by-law to authorize the entering into an agreement with Fire Marque Inc. for Cost Recovery (fees) with Respect to Fire Department Specific Response.

WHEREAS the *Municipal Act*, S.O. 2001, c.25 authorizes a municipality to enter into Agreements;

AND WHEREAS the *Municipal Act*, S.O. 2001, c.25 authorizes a municipality to delegate authority in accordance with the provisions in the *Municipal Act*;

AND WHEREAS the Council for the Corporation of the Township of Puslinch deems it appropriate to enter into an agreement with the Fire Marque Inc. for Cost Recovery (fees) with Respect to Fire Department Specific Response;

AND WHEREAS the Council for the Corporation of the Township of Puslinch deems it expedient to delegate authority to the Clerk to execute on behalf of the Township amendments to the Agreement that have no budgetary impact;

NOW THEREFORE the Corporation of the Township of Puslinch hereby enacts as follows:

1. That the Corporation of the Township of Puslinch enter into an agreement with the Fire Marque Inc. for Cost Recovery (fees) with Respect to Fire Department Specific Response.
2. That the Mayor and Clerk are hereby authorized to execute the Agreement.
3. That the Clerk be authorized to execute on behalf of the Township amendments to the Agreement that have no budgetary impact.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 29 DAY OF NOVEMBER 2023.

James Seeley, Mayor

Courtenay Hoytfox, Clerk

AGENCY AGREEMENT

THIS AGENCY AGREEMENT (the "Agreement") made the ____ day of _____, 2023.

BETWEEN:

FIRE MARQUE INC.

(herein after referred to as the "Agent")

- and -

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

(herein after referred to as the "Municipality")

WHEREAS the Fire Department attends, when required, at Incident Sites to provide emergency services;

AND WHEREAS the costs and expenses incurred by the Fire Department as a result of attending at the Incident Sites and providing services may be recoverable through Indemnification Technology® with respect to insured perils through the Insurance Policies of the owner or tenant of the Incident Site;

AND WHEREAS the Municipality wishes to appoint the Agent, as its agent for the purpose of filing Claims on behalf of the Municipality and to recover, on their behalf, any insurance proceeds from the insurers of the affected parties which are recoverable in accordance with the terms of any policy agreement for the costs and expenses incurred by the Fire Department as a result of attending at the Incident Sites.

AND WHEREAS the Agent wishes to make the Claims and recover the recoverable proceeds of insurance on behalf of the Municipality in accordance with the terms and conditions set forth herein;

NOW THEREFORE, in consideration of the mutual terms and covenants herein contained, the Parties covenant and agree as follows:

1. DEFINITIONS

"**Agreement**" is this agreement, as may be amended;

"**Agency Fee**" is the financial compensation expressed as a percentage of the recovered Emergency Cost Recovery Proceeds in accordance with Section 6;

"**Agency Fee Taxes**" are all taxes, duties and other charges (including any GST, HST or other value added taxes) applicable to the Agency Fee;

"**Agent**" is Fire Marque Inc., or its successors and assigns;

"**Claims**" an amount requested for payment for an insured loss which falls under the terms of Insurance Policies;

"**Emergency Cost Recovery Proceeds**" are the funds recovered by the Agent as a result of filing Claims with insurers pursuant to the Insurance Policies of the owner and or tenant of an Incident Site to recover the costs and expenses incurred by the Fire Department as result of attending and providing emergency services at an Incident Site;

"Fire Department" means a group of firefighters authorized to provide fire protection services by the Municipality;

"Incident Reports" are the property statistical fire reports;

"Incident Sites" is the municipal address or property location of the incident which is attended at by the Fire Department in relation to which the Fire Department incurs costs and expenses as a result of providing their emergency services;

"Indemnification Technology®" is the intellectual property owned and employed by the Agent in making claims to recover costs and expenses of the Fire Department incurred as result of providing emergency services at an Incident Site and includes: incident reporting, data collection, and property insurance policy wording interpretation to maximize billing opportunities on behalf of the Fire Department by invoicing insurance companies for the costs of fire department attendance with respect to insured perils;

"Indemnitees" means the Agent, its directors, partners, officers, agents, and employees;

"Insurance Policies" means an insurance policy of the owner or tenant who owns or rents the property located on the Incident Site;

"Intellectual Property" is any intellectual property of the Agent, including but not limited to any software, trade names, trademarks, and copyrighted materials and any of the foregoing as it relates to Indemnification Technology®;

"Losses" means all loses, costs, expenses, interest, charges, assessments, damages, liabilities, obligations, fines and penalties, including all reasonable costs incurred investigating, defending or negotiating the settlement or resolution of any demand, lawsuit, action, or proceeding, and specifically including reasonable legal and other professional fees and expenses on a "full indemnity", "solicitor and his own client" or comparable basis, regardless of whether the foregoing arise in, under or by virtue of common law, equity or other applicable law, contract, negligence, strict liability, breach of duty or otherwise;

"Party" or **"Parties"** is the Agent and the Municipality;

"Municipality" is the Corporation of the Township of Puslinch;

"Renewal Term" is defined as a term subsequent to the Initial Term. Six (6) months prior to the end date of the Initial Term or Renewal Term, as the case may be, the Parties shall review the agreement to determine if amendments are required. The Agent shall lead the review in consultation with Township staff. The Parties may renew this agreement for an unlimited number of additional five (5) year terms (the Renewal Terms) provided that any renewed agreement must also be reviewed by the Parties six (6) months prior to the end date of any such Renewal Term(s).

"Initial Term" is defined as the period of five (5) years commencing on the date as approved by Township Council and continuing for a five (5) year period.

"Termination Date" is the date this Agreement terminates in accordance with Section 14; and,

"Third Party Fire Departments" is a fire department, fire brigade, persons and/or equipment that are not part of the Fire Department.

2. TERM

The term of this Agreement will commence on (DATE) and continue for the period of the Initial Term and any applicable Renewal Term(s). This Agreement may be terminated in accordance with Section 14.

3. APPOINTMENT

The Municipality hereby appoints the Agent as its exclusive agent during the Term of this Agreement for the purpose of filing, on behalf of the Municipality, all Claims with insurers and to recover from any insurers on their behalf, any proceeds of insurance which are recoverable in accordance with the terms of any Insurance Policies of an owner or the tenant at any Incident Site.

4. AGENT OBLIGATIONS

During the Term of the Agreement, the Agent agrees:

- (a) To proceed diligently to prepare and file Claims with the insurer of the incident sites on behalf of the Municipality upon receipt of the Incident Reports from the Fire Department;
- (b) To establish and maintain a non interest bearing trust account to receive and hold any Emergency Cost Recovery Proceeds in trust on behalf of the Municipality (which proceeds may be comingled with the proceeds recovered for other municipalities and/or fire departments, for which Agent is providing similar services);
- (c) To remit on a monthly basis or such period as agreed to between the Agent and the Municipality, the Emergency Cost Recovery Proceeds to the Municipality, less any Agency Fee, and Agency Fee Taxes deducted in accordance with Sections 6 and 7.
- (d) To deliver a statement to the Municipality providing reasonable detail in regards to the amounts being remitted for the applicable period; and
- (e) To maintain complete, detailed and adequate books and records pertaining to Claims and Emergency Cost Recovery Proceeds.

5. MUNICIPALITY'S OBLIGATIONS

During the Term of the Agreement, the Municipality agrees:

- (a) on a monthly basis or such period as agreed to between the Municipality and Agent, to provide the Agent with all the completed Incident Reports relating to its attendance at all Incident Sites during the period, setting forth in reasonable detail the services provided and the costs and expenses incurred by the Fire Department in attending such Incident Sites and providing information as to the applicable insured, the insurance company and the policy number of the Incident Site, if available;
- (b) in accordance with the Insurance Policies, ensure that the Emergency Cost Recovery Proceeds that are remitted to the Fire Department are used by the Fire Department for its own purposes, which purposes may include but not be limited to the following:
 - (i) the purchase of equipment for the Fire Department

- (ii) the provisions of training and education to the firefighters of the Fire Department; and/or
 - (iii) the purchase and/or provision of materials and equipment for fire inspection, fire prevention and public education programs;
- (c) if requested, to provide the Agent with documentation evidencing that the Fire Department is the sole beneficiary of any Emergency Cost Recovery Proceeds that have been remitted to the Municipality in accordance with Section 4; and
- (d) to the extent the Municipality or the Fire Department is paid or receives Emergency Cost Recovery Proceeds directly from the insurer under the Insurance Policy, or from the owner or tenant of an Incident Site (as a result of such owner or tenant receiving the Emergency Cost Recovery Proceeds directly from the insurer under the Insurance Policy), the Municipality agrees that it shall promptly remit payment of the Agency Fee that is payable to the Agent in relation to such Emergency Cost Recovery Proceeds (as determined in accordance with Section 6) and will provide the Agent with copies of all communications and notices received from the insurer under the Insurance Policy in relation to such Emergency Cost Recovery Proceeds for the Agent's own records.

6. AGENCY FEE

In consideration for the services provided by the Agent pursuant to this Agreement, during the Initial Term, the Agent will be entitled to a fee equal to thirty (30%) of all Emergency Cost Recovery Proceeds (the "**Agency Fee**"). The Agent will be entitled, on a monthly basis, to invoice the Municipality for the Agency Fee accrued in respect of the previous month Emergency Cost Recovery Proceeds and to deduct the Agency Fee from the Emergency Cost Recovery Proceeds. The Agent shall not be entitled to any further consideration from the Municipality or the Fire Department. The amount of the Agency Fee shall be negotiated by the Parties for any Renewal Terms.

7. TAXES

It is understood by the parties that the Agency Fee is exclusive of all taxes, duties and other charges (including any GST, HST or other value added taxes), ("**Agency Fee Taxes**"), applicable to the services provided by the Agent hereunder. The Agent shall withhold and deduct from the Emergency Cost Recovery Proceeds that are to be remitted to the Fire Department, any Agency Fee Taxes, and all such Agency Fee Taxes will be remitted to the applicable government agency, as and when required.

8. INTELLECTUAL PROPERTY

The Municipality agrees and acknowledges that any Intellectual Property of the Agent, including but not limited to any software, trade-names, trade-marks, and copyrighted materials and confidential procedures for recovering funds for Fire Departments and any of the foregoing as it relates to Indemnification Technology® are the property of the Agent, and the Municipality has no rights to this Intellectual Property as a result of this agreement or otherwise.

9. AUDIT

The Municipality has the right to audit, at its own expense, the records and accounts, during reasonable business hours and on advance written notice to the Agent; and, for up to twenty-four (24) Months from the end of the calendar year to which the records and accounts relate.

10. UNRECOVERABLE EXPENSES

No action will be undertaken by the Agent to collect any proceeds or file any Claims on behalf of the Municipality. The Fire Department will only be entitled to receive Emergency Cost Recovery Proceeds actually recovered by the Agent on behalf of the Municipality. The Municipality, at its own discretion, may elect to enforce the payment of the Emergency Cost Recovery Proceeds not recovered by the Agent through powers granted by their By-Laws or through litigation. Unless prior arrangements have been made on a specific file.

11. INCIDENTS ATTENDED TO BY OTHERS

It is acknowledged by the Parties that in certain instances, in addition to the Fire Department, other fire departments or other emergency personnel ("**Third Party Fire Departments**") may attend at an Incident Site and whose costs and expenses incurred as result of attending and providing emergency services at such Incident Site may also be recoverable under the Insurance Policies of the owner(s) or tenant(s) of such Incident Site. In such cases:

- (a) the Municipality acknowledges that the Emergency Cost Recovery Proceeds recovered in respect of such Incident Site may have to be shared with the Third Party Fire Departments, and Agent makes no representation and will not be required to take any action to determine the appropriate allocation of such Emergency Cost Recovery Proceeds between the Fire Department and the Third Party Fire Departments.
- (b) the Municipality shall negotiate an appropriate allocation of the Emergency Cost Recovery Proceeds with the Third-Party Fire Departments. If the Municipality and the Third Party Fire Departments are unable to agree to an appropriate allocation within a reasonable time, then Agent may, in its sole discretion but without obligation to do so, and on notice to Municipality, commence interpleader or a similar action or proceeding in connection with any dispute in relation to allocation of the Emergency Cost Recovery Proceeds and pay the Emergency Cost Recovery Proceeds into court, whereupon the Agent shall be released from any further obligations in respect of such Emergency Cost Recovery Proceeds and the Municipality shall indemnify and hold harmless the Indemnitees from any dispute arising with respect to such Emergency Cost Recovery Proceeds whether the Agent is acting as agent on behalf of the Third Party Fire Departments to the dispute or otherwise.

12. LIMIT ON LIABILITY

Other than Emergency Cost Recovery Proceeds actually recovered, the Agent will not be liable to the Municipality for any costs and expenses incurred as a result of the Fire Department attending and providing emergency services at an Incident Site which it was unable to recover through the Insurance Policies of the owner or tenant of such services.

13. **INSURANCE & IDEMNIFICATION**

The Municipality agrees to indemnify and hold harmless the Indemnitees from and against any and all Losses that may be imposed on, incurred by, or asserted against, the Indemnitees or otherwise, in connection with the performance of its duties under this Agreement or any actions or inactions taken by the Fire Department or Municipality in connection with this Agreement, including as a result of any claims: (i) from insurers as a result of inaccuracies, misrepresentations or fraud in any of the Incident Reports and other information provided to Agent for the purpose of filing Claims; and (ii) from Third Party Fire Departments claiming rights to any Emergency Cost Recovery Proceeds that have been disbursed to the Fire Department. The foregoing liability and indemnification by Municipality shall not apply where the Losses arise from the Agent's gross negligence fraud or willful misconduct.

The Agent covenants and agrees that it shall indemnify, defend and save harmless the Municipality from any liability, cost, demands, damages, expenses, claims and suits arising out of or in any way related to the obligations of the Agent to carry out the work or otherwise meet the obligations provided for in this Agreement, including the failure to perform such work adequately or at all, except to the extent that same is caused by the negligence or wilful misconduct of the Municipality. This indemnity shall survive the early termination or expiry of this Agreement.

Notwithstanding anything to the contrary contained in this Agreement, and subject to any applicable legislation and the ability of a party to protect its own rights in the face of litigation against the that party, each party agrees assist the other party in a timely manner in terms of the provision of information relevant to any claims that are made against the other party with respect to either party's obligations assumed under this Agreement, unless such exchange of information is precluded by law or the terms of the party's insurance coverage.

- (a) During the Term (and any renewal thereof as applicable) of this Agreement, the Agent shall procure and maintain an errors and omissions insurance policy of not less than five million dollars (\$5,000,000.00) coverage. The deductible shall not exceed twenty-five thousand dollars (\$25,000.00).
- (b) The Agent shall carry a Commercial Blanket Bond with an amount no less than Fifty Thousand Dollars (\$50,000.00) that protects both the Agent and the Municipality with respect to any loss resulting from dishonesty, disappearance, destruction and Forgery act(s) arising from the work being performed by the Agent under this Agreement on behalf of the Municipality.
- (c) The Agent shall, at their expense obtain and keep in force during the term of the Agreement, Commercial General Liability Insurance in an amount not less than five million dollars (\$5,000,000.00) per occurrence and five million (\$5,000,000.00) in the aggregate. This policy shall contain products and completed operations coverage, Non-owned automobile coverage, and coverage for claims resulting from Technology Network risks such as data breaches, unauthorized access, theft of confidential information, invasion of privacy, intellectual property infringement such as copyright, trademarks, service marks and trade dress. The deductible shall not exceed twenty-five thousand dollars (\$25,000.00). The Municipality has the right to request, at any time confirmation of the insurance coverages and that the policy is in force.

14. TERMINATION

Notwithstanding Section 2, this Agreement will terminate with 30 days' written notice by either Party (the "**Termination Date**"), provided that if this Agreement is terminated (other than as a result of a material breach of this Agreement by the Agent), the Agent shall be entitled to continue filing all Claims and collecting Emergency Cost Recovery Proceeds, for any incidents attended to by the Fire Department at Incident Sites which occurred prior to the date of the Termination Date of this Agreement, and such filings and recoveries shall remain subject to the terms and conditions of this Agreement. The Municipality or the Fire Department shall not make claims in respect of any incidents attended to by the Fire Department which occurred prior to the Terminate Date. The covenants set forth in this Section 14 shall survive the termination of this Agreement.

15. NOTICES

All notices, communications, statements and payments which may be required or permitted under this Agreement will be in writing and sent by registered mail, courier services, or transmitted by facsimile or other electronic means which produces a physical copy. Any party may change its address by notice to the other parties.

The addresses of the parties pursuant to this Section 15 are as follows:

If to the Municipality:

Township of Puslinch
7404 Wellington Road 34
Puslinch ON
N0B 2J0
E: finance@puslinch.ca
P: 519-736-1226
F: 519-763-5846

Attention: Mary Hasan, Director of Finance/Treasurer

If to the Agent:

Fire Marque Inc.
P.O. Box 2018, Thornton, ON L0L 2N0
Phone: 1-855-424-5991 or 705-424-5991
Fax: 705-424-5702

Attention: Ted K. Woods

16. SEVERABILITY

If any provision of this Agreement is determined to be illegal, invalid or unenforceable by an arbitrator or any court of competent jurisdiction from which no appeal exists or is taken, that provision will be severed from this Agreement and the remaining provisions will remain in full force and effect.

17. ARBITRATION

All disputes, controversies and disagreements with respect to this Agreement, or any matter arising under or in connection with this Agreement, shall be finally settled by arbitration. Arbitration shall be conducted as follows:

- (a) the reference shall be to a single arbitrator appointed in accordance with the *Arbitration Act*, 1991, S.O. 1991, C. 17, as amended;
- (b) the decision of the arbitrator shall be final, conclusive and binding upon all parties;
- (c) unless otherwise determined by the arbitrator, the Parties shall pay an equal portion of the fees and expenses of the arbitrator;
- (d) the *Arbitration Act*, 1991, S.O. 1991, C. 17 shall apply to and govern each such reference to arbitration; and
- (e) All arbitrations shall be conducted in Barrie, Ontario **or in a location suitable to both parties.**

18. GOVERNING LAW

This Agreement is governed by, interpreted and enforced in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable in the province. Subject to Section 17, each of the Parties irrevocably attorns to the exclusive jurisdiction of the Courts of Ontario.

19. WAIVER

No waiver of any provision of this Agreement constitutes a waiver of any other provision.

20. ENTIRE AGREEMENT

Except as stated herein, this Agreement constitutes the entire agreement between the Parties concerning the subject matter hereof and, during the term hereof, supersedes all prior written or verbal agreements concerning such subject matter.

21. AMENDMENTS

Amendments to this agreement shall be in writing and be executed by the Parties. If agreed in writing by both Parties to this agreement an amendment shall form a part of this Agreement.

22. ASSIGNMENT

Neither this Agreement nor any of the rights or obligations under this Agreement are assignable or transferable by a Party without the prior written consent of the other Party, provided that nothing herein shall prevent The Agent from assigning this Agreement or any of its rights or obligations to an affiliate of The Agent, provided that the Agent agrees to remain liable to the Municipality for the obligations of such transferee affiliate.

23. ENUREMENT

This Agreement shall be binding upon and enure to the benefit of the Parties and their respective successors.

24. COUNTERPARTS

This Agreement may be executed and delivered in any number of counterparts (including by facsimile or other electronic transmission) and all counterparts taken together constitute one and the same instrument.

25. LEGAL RELATIONSHIP

In this Agreement nothing gives rise to an employment relationship for the provision of services between the Municipality and Agent. The Parties expressly acknowledge that they are independent and neither an employer-employee relationship is intended or created by this Agreement.

26. COLLECTION AND DISCLOSURE OF PRIVATE INFORMATION

Any information collected by the Agent and Municipality pursuant to this Agreement is subject to, and shall be handled in accordance with, the provisions of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56 as amended and the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. F.31, as amended.

27. LAWS

The Municipality and Agent, its employees and representatives, if any shall at all times comply with any and all applicable federal, provincial and municipal laws, ordinances, statutes, rules, regulations and orders in respect of the performance of this Agreement.

28. CONFIDENTIALITY

The Agent shall hold confidential and not disclose or release to any person other than the Agent and Municipality at any time during or following the term of this Agreement, except where required pursuant to the provisions of the Municipal Freedom of information and Protection of Privacy Act and/or the Personal Information Protection & Electronic Documents Act (PIPEDA), any information or document that identifies any individual or the nature and extent of services received by any individual without obtaining written consent of the Municipality prior to the release or disclosure of such confidential information. The Agent shall be entitled to disclose publicly the fact that the Municipality and/or the Fire Department are clients of the Agent.

29. CONFLICT OF INTEREST

The Agent shall disclose to the Municipality without delay any actual or potential situation that may be reasonably interpreted as either a conflict of interest or a potential conflict of interest, or breach of law in relation to this Agreement. A breach of this Section by the Agent shall entitle the Municipality to terminate this Agreement in addition to any other remedies that the municipality may have in law or equity.

[Remainder of this page left intentionally blank]

IN WITNESS WHEREOF the parties have executed this Agreement as of the date first above written.

CORPORATION OF THE TOWNSHIP OF PUSLINCH

By: _____
Name:
Title:

By: _____
Name:
Title:

FIRE MARQUE INC.

By: _____
Name:
Title:

By: _____
Name:
Title:

THE TOWNSHIP OF

Puslinch



Henry Ford - ***"Coming together is the beginning. Keeping together is progress. Working together is success"***



There are more than 193 private P&C insurers actively competing in Canada to sell insurance policies on homes, cars and businesses.

Top 20 private P&C insurers by direct written premiums.

1. Intact Group 15.08%
2. Desjardins Group 8.50%
3. Aviva Group 8.35%
4. The Co-operators Group 5.76%
5. Wawanesa Mutual Insurance Co. 5.69%
6. Lloyd's Underwriters 5.45%
7. TD Insurance Group 5.42%
8. RSA Group 4.81%
9. Economical Group 3.86%
10. Northbridge Group 3.08%
11. Allstate Group 3.00%
12. Travelers Group 2.69%
13. CAA Group 2.13%
14. AIG Insurance Co. of Canada 1.95%
15. La Capitale Group 1.84%
16. Chubb Group 1.76%
17. Groupe Promutuel 1.33%
18. Zurich Insurance Co. Ltd. 1.18%
19. Genworth Financial Mortgage Insurance Co. 1.08%
20. Allianz Global Risks U.S. Insurance Co. 0.99%

**Top 20
represent
83.95% of
market share**



IBC  BAC | Insurance Bureau of Canada
Bureau d'assurance du Canada

2020 Facts
of the Property and Casualty Insurance
Industry in Canada

Sources: IBC, MSA

Your Property Insurance Policy includes Fire Department Service Charges!

(ix) Fire Department Service Charges

Key language in this contract:

**“25,000.00 dollar limit...
liability of the Insured
assumed by contract or
agreement prior to the loss”**

to loss

Your Property Insurance Policy includes Fire Department Service Charges!

5. Fire Department Charges

The Company agrees to indemnify the insured up to \$1000. for charges for which the insured is legally responsible, if the fire department is called to the insured building or the insured premises. This amount is not to be paid for fire department charges for which the insured is not legally responsible.

Key language in this contract:

“\$1,000.00 limit...for charges for which the insured is legally responsible”

What is Indemnification Technology ®?



Legal Definition

1,478,801. 2010/04/28. Fire Marque Inc., c/o 15th Floor, Bankers Court, 850-2nd Street SW, Calgary, ALBERTA T2P 0R8

Representative
FRASER MILNE
1420, OTTAWA,

INDEMN

SERVICES: Fire and property insurance billing opportunities with respect to insurance companies as early as March 2010.

SERVICES: Protection d'incendie, collecte de police d'assurance

Fire department incident reporting, data collection and property insurance policy wording interpretation

to maximize billing opportunities on behalf of fire departments by invoicing insurance companies

for costs of fire department attendance with respect to insured perils.

facturation pour le compte des services d'incendie par la facturation aux sociétés d'assurances des coûts de surveillance des services d'incendie en ce qui a trait aux risques couverts. Employée au CANADA depuis au moins aussi tôt que le 22 mars 2010 en liaison avec les services.



Office de la propriété
intellectuelle
du Canada

Un organisme
d'Industrie Canada

Canadian
Intellectual Property
Office

An Agency of
Industry Canada

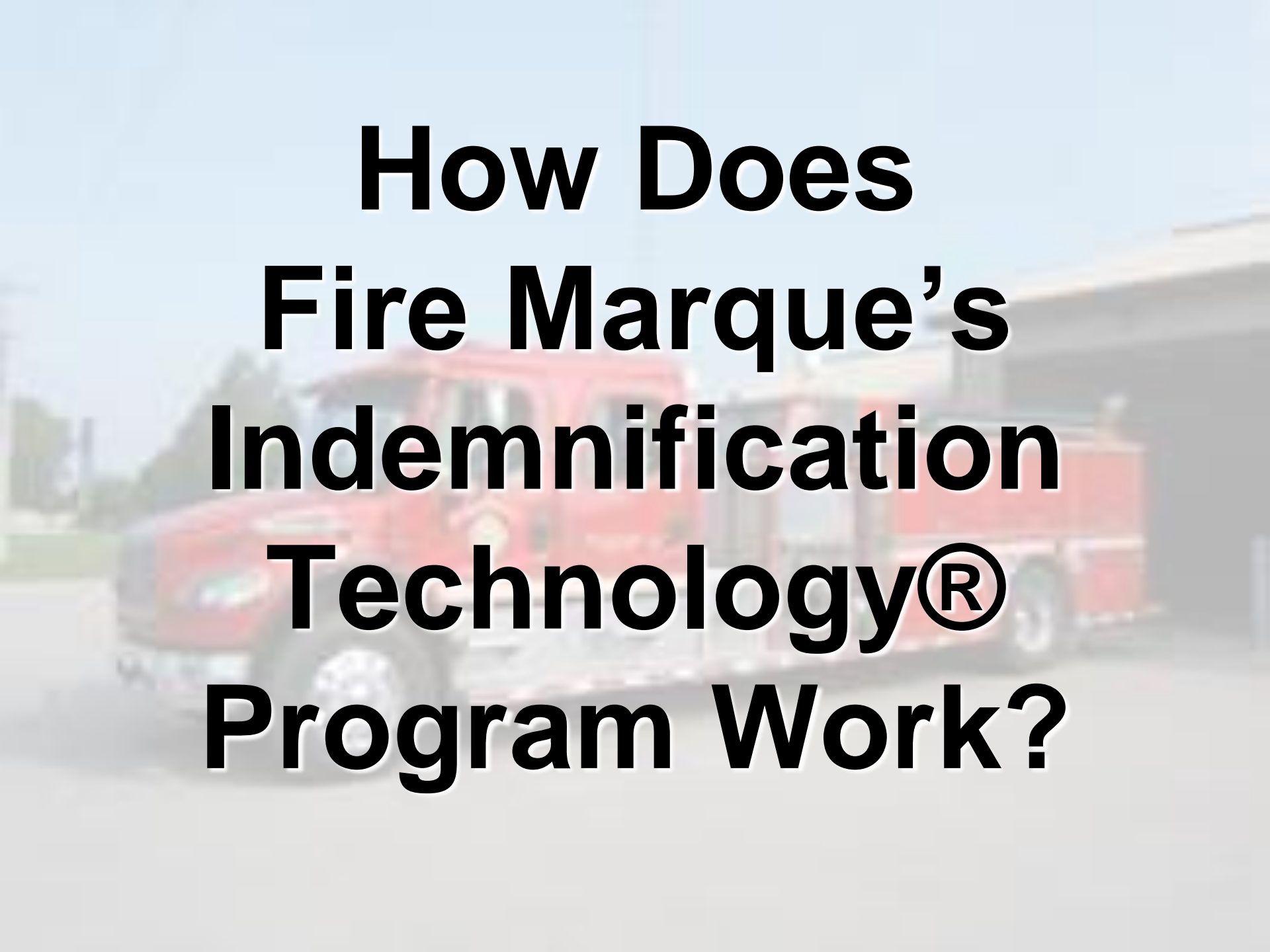
Número d'enregistrement
Registration Number
TMA792,198
Número de dossier
File Number
1478801

Date d'enregistrement
Registration Date
7 mars/Mar 2011

Canada

Registraire des marques de commerce
Registrar of Trade-marks
(CIPQ 198)11-10

OPIC  CIPQ

A blurred background image of a red fire truck, likely a pumper or engine, parked in front of a building. The truck is red with white accents and has emergency lights on top. The background is out of focus, showing a clear sky and a building.

How Does Fire Marque's Indemnification Technology® Program Work?

New Stand Alone By-law to Authorize Cost Recovery Specific to Fire Department Response

**THE CORPORATION OF THE
BY-LAW No.**

**BEING A BY-LAW TO AUTHORIZE
COST RECOVERY (FEES) WITH RESPECT TO FIRE DEPARTMENT SPECIFIC
RESPONSE**

WHEREAS pursuant to section 8 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended from time to time (the “Municipal Act”), the powers of a municipality are to be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considered appropriate and to enhance the municipality’s ability to respond to municipal issues;

AND WHEREAS pursuant to section 391 of the Municipal Act, a municipality may impose fees or charges on persons for services or activities provided or done by or on behalf of it;

AND WHEREAS pursuant to section 398 of the Municipal Act, fees and charges imposed by a municipality on a person constitute a debt of the person to the municipality;

AND WHEREAS Council of the _____ deems it expedient to pass a by-law to impose fees on persons to recover the costs of fire department responses;

NOW THEREFORE the Council of the _____ hereby enacts as follows:

Why is a by-law required?

Because Insurance Policy Wordings Require It!

Allstate – Elite Homeowner Wordings

Are the Municipalities' By-Laws enforceable?

Yes. The Insurance Bureau of Canada's (IBC), Director of Media and Digital Communications, Steve Kee forwarded the following response from the IBC's Consumer Information Centre staff to Eric Lai at Wheels.ca ***"I can tell you from experience that these By-Laws are enforceable. I tried the argument that fire departments operating expenses are paid for by my taxes but to no avail. If there is a claim covered by an insured peril, then the Fire Department charges are covered up to a specific limit."***

The Process for the New Cost Recovery Program

1.

Fire Dept.

- Sends already completed Standard Incident Report (SIR)
- Scene Release Form
- Initial Report Form



2.

Fire Marque

- Reviews
- Indemnity
- Stats
- Subrogation
- Trust Acct.



3.

Fire Department

- Allocates funds

Revenues Stay Within the Fire Budget in 3 Areas!

Public Education!



Revenues Stay Within the Fire Budget in 3 Areas!

Personnel Training!



Revenues Stay Within the Fire Budget in 3 Areas!

Capital Purchases!



The Municipal Act and User Fees

Section XII Sub-section 394 (1) Restriction, fees and charges-No fee or charge by-law **shall** impose a fee or charge that is based on, is in respect of or is computed by reference to,

A) The income of a person, however it is earned or received, **except that a municipality or local board may exempt, in whole or in part, any class of person from all or part of a fee or charge on the basis of inability to pay;**

Legislatures have reversed the way in which cities exercise their jurisdiction:

Under the old scheme, any bylaw or resolution had to be expressly allowed by the governing statute.

With the **natural person powers**, councils are no longer restricted to the words of the statute, but **are allowed to do what logically flows** from the general powers granted by the Act (except where to do so would conflict with the express wording of the statute).

Insurance Rates will not go up

“The price for premiums is based, in part, on an insurer’s best estimate of the amount it will be required to pay out in claims on the policies it wrote in any given year. Insurers pool the premiums of their many policyholders to cover the losses claimed by the few in that year.

Along with covering claim costs, premiums are calculated to cover taxes, operating expenses and expected profits.”

IBC Insurance Bureau of Canada 2022 Fact Book

How profitable was Canada’s P&C industry last year?

Last year saw the lowest-ever combined ratio in the Canadian P&C insurance industry, making it the third most profitable year for Canada’s P&C insurance industry since 1975, according to the Property and Casualty Insurance Compensation Corporation (PACICC).

“The 2021 industry combined ratio was 85.2%,” PACICC chief economist Grant Kelly and research assistant Zhe (Judy) Peng write in the latest *Solvency Matters* quarterly report, released Wednesday. “This is the lowest combined ratio ever recorded by Canada’s insurance industry, beating the previous best of 87.5% recorded in 2006.”



Only in 2003 and 2004 did the industry post a higher return on equity (ROE) than the 17% recorded in 2021.

Let's look at from a small market share Mutual Insurance Company Statement of Income

20000000

18

16

14

12000000

10000000

8

6

4

2

The Annual Report 2017-2018 from the Superintendent of Insurance www.fsco.gov.on.ca/en/about/annual_reports/Documents/pc-2017.html, this insurer had 26,359 Direct Written Premiums.

“Insurers pool the premiums of their many policyholders to cover the losses claimed by the few in that year.” IBC 2020 Fact Book.


The loss incurred within this “insurers pool of premiums” for the Fire Department Expenses paid out by was \$0.11 – there is ZERO risk to a premium increase due to our cost recovery program.

\$18,821,361.00

Example of a Property Insurance Comprehensive Policy Premium is \$1,510.00

Coverage Summary ■ Building \$382,100.00

Identified Premiums including extended water coverage for \$120.00 and home business package for \$300.00 totals \$1,485.00 or 98.3% of the total premium.



■ Personal Property Replacement
Cost \$382,100.00

Remainder of Premium (\$1,510.00) is \$25.00

Coverage Summary

■ By-law (Fire) \$2,000.00

Remaining Premium Total is \$25.00. As a ratio the Fire Department Coverage is insignificant within the additional coverages in the policy. No adverse effect will occur to the policy holder by accessing the Fire Dept. Expense coverage within the Insurance Policy.

\$2,000.00

■ Voluntary Damage to Property
\$500.00

Remainder of Premium (\$1,510.00) is \$25.00

Coverage Summary

■ By-law (Fire) \$2,000.00

Our research indicates the Fire Department Expense coverage premium is between \$1.90 to \$3.40 per thousand dollars of coverage.

■ Legal Liability \$1,000,000.00

So to be perfectly clear the \$2,000.00 coverage in this policy is consistent with our position; it cost the policy holder \$3.80 to \$6.80 or 0.27% to 0.45% of the total premium cost.

Will Property Owners be required to pay a Deductible?

No. Homeowner Property policies state that no deductible is applied to this coverage.



Will the Fire Department Charges reduce the insurance payment?

No. The Fire Department Charges are additional coverage in the policy. Should this situation change Fire Marque would not seek indemnity under the building insurance policy.

If Property Owners pay taxes, which include Fire Department Services then Why should your Fire Department recovery some of their costs?

The Indemnification Technology® program is not a typical fee. It is a cost recovery mechanism to comply with insurance policy language.

Just as property owners have paid taxes for fire services, they have also bought and paid for fire service expense coverage in their property insurance policies.

By requesting insurance companies pay those expenses, the insurance companies are being asked to honour the contractual agreement of the policy they issued.



Why do we need Fire Marque to do it-- can't we just do it ourselves?

“Fire Marque Incorporated has the **knowledge, staff and infrastructure** to perform cost recovery from insurance companies through an agency agreement. They are former insurance professionals who are experienced in insurance policy wording interpretation, data collection, policy review with respect to insured perils, invoicing and recordkeeping.”

- **Town of Bradford West Gwillimbury Staff Report, October 2nd 2012**

“Council could consider submitting claims and collecting funds using City Staff. This alternative is also **NOT recommended** as the **City does not have the staff resources and expertise necessary for the submission of the claims and the follow-up required with various insurance companies.**”

- **City of North Bay Staff Report, July 18th 2013**



Why do we need Fire Marque to do it-- can't we just do it ourselves?

Angus Tornado in Essa Township June 2014



103 separate property incidents/claims

41 different insurance companies, 103 insurance adjusters working on the various claims



Fire Marque's Technical Team received the files 11 months after the incident. Our Team took an additional 10 months to recover the Fire Department Expenses for Essa Township and 4 responding neighbouring Departments.

On June 14th 2014, disaster struck in our municipality in the form of an F2 tornado. With Fire Marque's Indemnification Technology® the expenses for the Fire Department's emergency services were recovered.

Based on our success, I have no hesitation in recommending the Fire Marque Program.

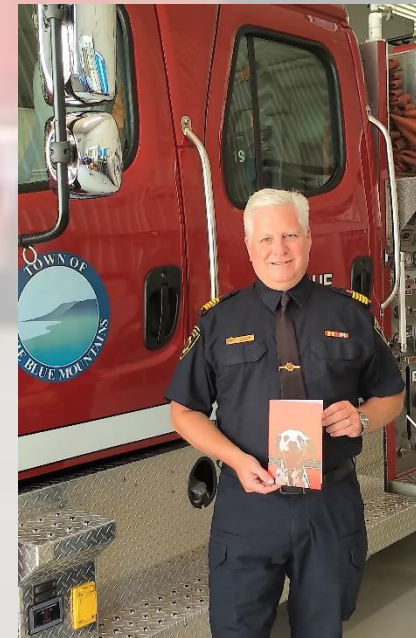
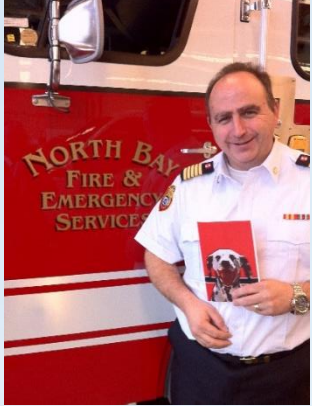
Sincerely,

Terry Dowdall
Mayor



Why Fire Marque?

Experts in INDEMNIFICATION TECHNOLOGY®



FIRE MARQUE



**Questions,
comments,
concerns?**





www.firemarque.com

1-855-424-5991

chris@firemarque.com

1-705-888-7230



REPORT ADM-2023-068

TO: Mayor and Members of Council

PREPARED BY: Justine Brotherston, Interim Municipal Clerk

PRESENTED BY: Justine Brotherston, Interim Municipal Clerk

MEETING DATE: November 29, 2023

SUBJECT: Procedural By-law Housekeeping Amendments

RECOMMENDATION

That Council receives report ADM-2023-068 regarding the Procedural By-law Housekeeping Amendments; and,

That Council gives three readings to By-law 2023-51 being a By-law to amend the Township's Procedural By-law 2022-046, as amended, attached to this report as Schedule "A".

Purpose

The purpose of this report is to provide Council with proposed housekeeping amendments to the Procedural By-law to incorporate Council's direction from the November 8, 2023 Council meeting with respect to Resolution No. 2023-377 and to address other housekeeping items as outlined in this report.

Background

Council at its November 8, 2023 Council Meeting resolved as follows:

Resolution No. 2023-377: Moved by Councillor Bailey and
Seconded by Councillor Sepulis

Whereas the township has a Procedural By-law that requires all Council and Committee meetings to be audio and video recorded and published to the Township's YouTube page; and,

Whereas the Recreation Advisory is not a statutory committee required by any act; and

Whereas as the Committee functions best when open dialogue and full participation is encouraged;

Therefore, in order to facilitate open dialogue and encourage full participation and discussion during the Recreation Advisory Committee meetings, be it resolved that procedural bylaw be amended to remove the requirement for recreation advisory committee meetings to be video recorded and published to the township YouTube page.

CARRIED

Staff have amended section 5.15 in accordance with the above Council Resolution as follows:

5.15 Recording, Broadcasting and/or Streaming

All Council, Committee of Adjustment, Heritage Advisory Committee and Planning and Development Committee meetings are audio and/or video recorded, broadcast and/or streamed publicly by the Township with the exception of proceedings closed to the public provided for by the Act or this By-law. Training sessions are not recorded. All Council, Committee of Adjustment, Heritage Advisory Committee and Planning and Development Committee meetings recordings are published to the Township's YouTube page and retained for record keeping purposes and form part of the official record of the meeting.

Further, staff have amended Section 6.1 Advisory Committees (a) to include the Youth Advisory Committee. Section 6.1 (e) is removed as this section is addressed through each Committee's Terms of Reference to reflect that the Member of Council appointed to each Committee acts as the Committee's Chair. Each Committee approves an alternate Chair schedule at the beginning of the term. The proposed amendments to each section are as follows:

6.1 Advisory Committees

(a) Advisory Committees are created by Council which serve to make recommendations and/or to provide key information and materials to Council. The Advisory Committees include:

- (i) Planning and Development Advisory Committee*
- (ii) Heritage Advisory Committee*
- (iii) Recreation Advisory Committee*
- (iv) Youth Advisory Committee*

~~(e) The Chair and Vice Chair of Advisory Committees are appointed by the Members and may be a Member of Council.~~

Financial Implications

None

Applicable Legislation and Requirements

Municipal Act, 2001, S.O. 2001, c. 25

Engagement Opportunities

None

Attachments

Schedule "A" – Draft By-law 2023-051 to amend the Township's Procedural By-law

Respectfully submitted,

**Justine Brotherston,
Interim Municipal Clerk**

**Courtenay Hoytfox,
Interim CAO**

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 2023-051, being a By-Law to amend the Township's Procedural By-law for Meetings of Council and Committees BL 2022-046, as amended.

WHEREAS the *Municipal Act, 2001, S.O. 2001, Chapter 25, Section 238* requires that every municipality and local Board shall pass a procedure By-Law for governing the calling, place and proceedings of meetings, for public notice of meetings and for electronic participation in meetings;

AND WHEREAS Council passed By-law 2022-046 being a by-law to establish procedure for Meetings of Council and Committees;

THEREFORE the Corporation of the Township of Puslinch by the Council hereby amends By-Law No 2022-046 as follows:

1. That the Section 5.15 be amended as follows:

(a) All Council, Committee of Adjustment, Heritage Advisory Committee and Planning and Development Committee meetings are audio and/or video recorded, broadcast and/or streamed publicly by the Township with the exception of proceedings closed to the public provided for by the Act or this By-law. Training sessions are not recorded. All Council, Committee of Adjustment, Heritage Advisory Committee and Planning and Development Committee meetings recordings are published to the Township's YouTube page and retained for record keeping purposes and form part of the official record of the meeting.

2. That Section 6.1 (a) be amended as follows:

(a) Advisory Committees are created by Council which serve to make recommendations and/or to provide key information and materials to Council. The Advisory Committees include:

- (i) Planning and Development Advisory Committee
- (ii) Heritage Advisory Committee
- (iii) Recreation Advisory Committee
- (iv) Youth Advisory Committee

3. That Section 6.1 (e) be struck from the by-law as follows:

~~(e) The Chair and Vice Chair of Advisory Committees are appointed by the Members and may be a Member of Council.~~

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 29 DAY OF NOVEMBER, 2023.

James Seeley, Mayor

Courtenay Hoytfox, Municipal Clerk



REPORT ADM-2023-069

TO: Mayor and Members of Council

PREPARED BY: Justine Brotherston, Interim Municipal Clerk

PRESENTED BY: Justine Brotherston, Interim Municipal Clerk

MEETING DATE: November 29, 2023

SUBJECT: Sign Variance Request – 4020 Highway 6, Puslinch

RECOMMENDATION

That Report ADM-2023-069 entitled Sign Variance Request – 4020 Highway 6, Puslinch be received; and

Whereas digital signs are specifically prohibited in the existing Township Sign By-law; and

Whereas the relief being sought is intended to be addressed through the Township's updated Proposed Sign By-law in the first quarter of 2024;

That Council defer the request for relief from the Sign By-law 09/91 for 4020 Highway 6, Puslinch until the completion of the review of the Township's Sign By-law as scheduled in the 2024 Corporate Work Plan.

Purpose

The purpose of this report is to provide Council with a request for a Sign By-law Variance for the property municipally known as 4020 Highway 6, Puslinch and recommend deferral of this request until such time that the Township has a new Sign By-law.

Background

The Township received a request for a Sign By-law Variance on October 25, 2023 for the property municipally known as 4020 Highway 6, Puslinch. The requestor is seeking a variance to permit a digital billboard style sign on Highway 6 which will feature a number of businesses.

Comments

The applicant is seeking relief from the Township Sign By-law 09/91 as follows:

Sign By-law 09/91 Section	Requirement	Proposed
SECTION 3 – REGULATIONS	3.7 Portable signs and signs incorporating intermittent illumination are prohibited.	To permit a digital sign and allowing rotating messaging.
SECTION 3 – REGULATIONS	3.11 No sign within the Township shall exceed 9.0 square metres in display surface or copy area.	To permit a sign with a display area of 18.60 m2.
SECTION 3 – REGULATIONS	3.12 A maximum of one sign, used for identification or advertisement, may be erected remote from a place of business provided such business is located within the Township.	To permit advertisement of a range of businesses such as construction, real estate, home builders, insurance companies, restaurants, commercial stores, professional services, colleges/universities, etc.

Staff are currently reviewing the Township's Sign By-law as part of the approved 2023 Corporate Workplan. Staff anticipate that the relief being sought through this sign variance request, including permissions related to digital signs, will be addressed through the proposed Sign By-law. The new by-law will contemplate regulations for digital sign such as sign brightness, message dwelling time, etc. that are not contemplated in the current by-law.

Currently, the Sign By-law is very restrictive and is not geared toward supporting local business and industry. The relief being sought is substantial under the Township's current by-law and may be addressed through the new Sign By-law.

Staff recommend that this variance request be deferred until the new Sign By-law is in place that may scope the variance request currently being sought. Staff expect that Council will have a first draft of the proposed Sign By-law in first quarter of 2024 for consideration.

Financial Implications

None

Applicable Legislation and Requirements

Township of Puslinch Sign By-law 9/91

Attachments

Schedule A – 4020 Highway 6, Puslinch - Sign Variance Request

Schedule B – Sign Site Plan

Schedule C – Sign Drawing

Respectfully submitted,

Reviewed by:

Justine Brotherston,
Interim Municipal Clerk

Courtenay Hoytfox,
Interim CAO

Justine Brotherston

To: [REDACTED]
Subject: RE: Digital Billboard

From: [REDACTED]
Sent: Wednesday, October 25, 2023 5:52 PM
To: Admin <admin@puslinch.ca>
Subject: Digital Billboard

Hello,

I am requesting a relief from the sign by-law to request a digital sign.

Location of proposed digital sign 4020 Highway 6, Puslinch. ON.

Speaking with Laura Emery she mentioned a few things to provide for you guys to start this process.

The sign will be used for advertising purposes.

Things that will be advertised on the sign would be a wide range of businesses.

Example;

Construction, Real Estate, Home Builders, Insurance Companies, Restaurants, Grocery stores, Hotels, Spa's, Golf Courses, Dental Offices, Law Offices, Universities and colleges. etc.

Due to this location we are required to get the necessary permits through MTO as this is on Highway 6. I have already contacted MTO and was given permission to to put in an application for this location. Under MTO's rules their setbacks are

100ft (30.0m) away from the road for a sign that is 10ft height by 20ft width.

and 75ft (22.8m) away from the road for a sign that is 8ft height by 16ft width

The height of the sign would be roughly 16-18ft

Please see attached drawings of the sign, please note the height will need to be modified.

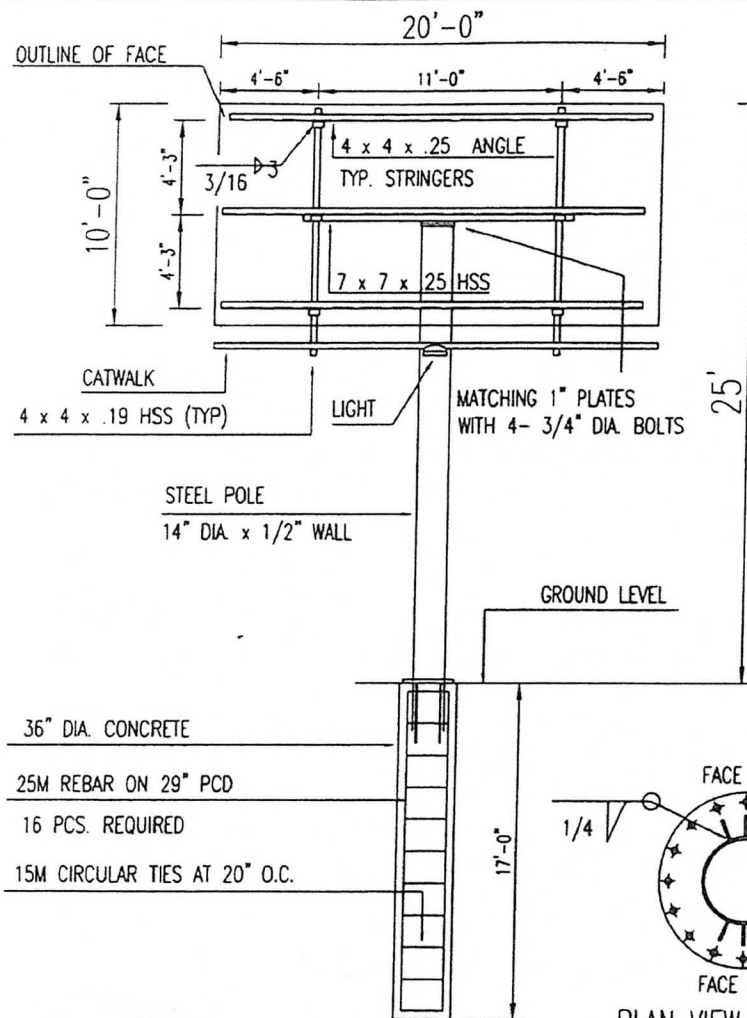
Before I proceed with any permits with MTO / Building permits I would like to make sure that this variance would be allowed in the township of Puslinch.

I have attached a few photos of one of our signs. This sign was also under MTO jurisdiction.

Thank you,

A black rectangular redaction box covering the signature.





36" DIA. CONCRETE

25M REBAR ON 29" PCD

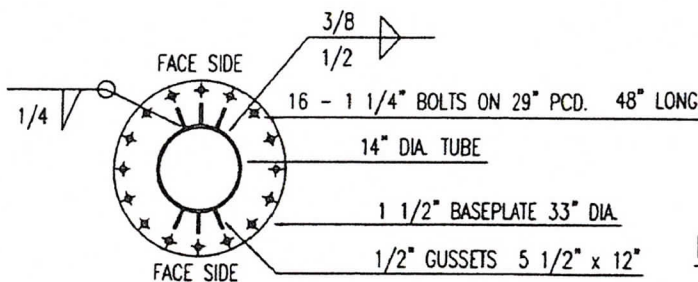
16 PCS. REQUIRED

15M CIRCULAR TIES AT 20" O.C.

FRONT ELEVATION

NOTES

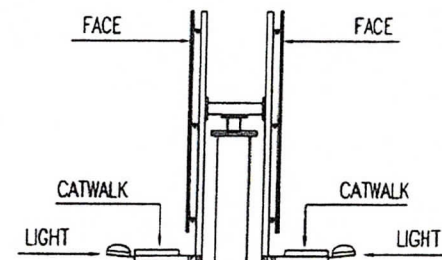
1. STEEL REBAR DEFORMED 400 MPa
2. STEEL HSS50 KSI YIELD
3. STEEL TUBE50 KSI YIELD
4. STEEL STRUCTURAL C.S.A. G40.21-44W
5. ANCHOR BOLTS44 KSI YIELD
6. WELDING C.S.A. W59- 1989 & W47.1



PLAN VIEW OF BASEPLATE

7. FOOTING DESIGNED FOR NORMAL SOIL CONDITIONS WITH LATERAL BEARING PRR. OF 250 LB/SQ.FT./ FT.DEPTH.
8. DESIGN IS FOR WIND VELOCITY PRESSURE OF 0.55 kPa
9. BOLTSASTM A325 OR EQUAL
10. CONCRETE STRENGTH 32MPa AT 28 DAYS 5% AIR INSTALL TO CAN/CSA A23.1 & A23.2 - M90
11. DESIGN IS TO REQUIREMENTS OF THE ONT.BLDG.CODE

LOCATION



END ELEVATION

THIS DRAWING IS THE PROPERTY OF THIS ENGINEER & MAY NOT BE COPIED IN WHOLE OR IN PART WITHOUT THE WRITTEN CONSENT OF THIS ENGINEER.

THE PURCHASE OF THIS DRAWING IN NO WAY TRANSFERS ANY COPYRIGHT OR OTHER OWNERSHIP INTEREST IN IT TO THE BUYER EXCEPT FOR A LIMITED LICENCE TO USE THIS DRAWING FOR THE CONSTRUCTION OF ONE AND ONLY ONE STRUCTURE



REPORT ADM-2023-070

TO: Mayor and Members of Council

PREPARED BY: Justine Brotherston, Interim Municipal Clerk

PRESENTED BY: Justine Brotherston, Interim Municipal Clerk

MEETING DATE: November 29, 2023

SUBJECT: Streamlining Consent Agenda Items

RECOMMENDATION

That Report ADM-2023-070 entitled Streamlining Consent Agenda Items be received; and,

That Council approves the following criteria with respect to the inclusion of Resolutions of Support under Section 6 Consent Agenda, on Council Agenda's as follows:

Resolutions of Support may be filed in accordance with the Township's Record Retention By-law, rather than included on the Council Agenda if the support resolution is regarding a topic that has already been considered by Council and does not include new information.

Purpose

The purpose of this report is to provide Council with a recommendation to streamline the the Consent Agenda section of Council's agenda by including only new support resolutions and filing items that have already been considered by Council at previous meetings.

Background

The purpose of the Consent Agenda is to group routine business items that require no discussion or debate together to be received with one vote instead of multiple motions.

Currently the Township includes the following items under its Consent Agenda:

- Township Council and Advisory Committee Meeting Minutes;
- Correspondence requiring no action; and,
- Resolutions of support.

In an effort to streamline Council's review of consent items and reduce preparation time, staff recommend that resolutions of support regarding a topic that has already been considered by Council and does not include new information, be filed in accordance with the Township's Record Retention By-law and not be included on the Council Agenda under Consents. For clarity, "considered" means a support resolution that has been included on Council's agenda and the item has either been received for information or where Council provides staff with specific direction.

Financial Implications

None

Applicable Legislation and Requirements

None

Engagement Opportunities

None

Attachments

None

Respectfully submitted,

Reviewed by:

Justine Brotherston,
Interim Municipal Clerk

Courtenay Hoytfox,
Interim CAO



REPORT ADM-2023-072

TO: Mayor and Members of Council

PREPARED BY: Justine Brotherston, Interim Municipal Clerk

PRESENTED BY: Justine Brotherston, Interim Municipal Clerk

MEETING DATE: November 29, 2023

SUBJECT: 2023 Priority Properties Intention to Designate

RECOMMENDATION

That Report ADM-2023-072 entitled 2023 Priority Properties Intention to Designate be received; and

That the Council of the Township of Puslinch state an intention to designate the following properties pursuant to Section 29 (Part IV) of the *Ontario Heritage Act, 1990*:

(Municipally known as)

- 1. 22 Victoria Street, Morriston;**
- 2. 32 Brock Road, Puslinch;**
- 3. 42 Queen Street, Morriston;**
- 4. 43 McClintock Drive, Puslinch;**
- 5. 46 Queen Street, Morriston;**
- 6. 78 Queen Street, Morriston;**
- 7. 80 Brock Road, Puslinch;**
- 8. 80 Queen Street, Morriston;**
- 9. 84 Queen Street, Morriston;**
- 10. 319 Brock Road, Puslinch;**
- 11. 600 Arkell Road, Puslinch;**
- 12. 834 Watson Road South, Puslinch;**
- 13. 4492 Watson Road South, Puslinch;**
- 14. 4614 Wellington Road 32, Puslinch;**
- 15. 6705 Ellis Road, Puslinch;**
- 16. 6990 Wellington Road 34, Puslinch;**
- 17. 7156 Concession 1, Puslinch; and,**

That staff be authorized to proceed with notice requirements as outlined in Section 29 of the *Ontario Heritage Act, 1990* and in accordance with the Township's Ontario Heritage Act Alternative Notice Policy; and further,

Where no objections are received within the prescribed time period, that staff be directed to prepare and provide designation by-laws to Council's consideration and enactment.

Purpose

In accordance with Section 29 of the *Ontario Heritage Act, 1990*, the Council of the municipality is required to give its intention to designate a property or properties prior to bringing forward the designation by-law(s). The purpose of this report is to seek Council's direction related to the intention to designate the properties listed as Schedule "A" through "Q" to this report. The list of properties were identified as priority properties by Township Council at its March 22, 2023 meeting.

Background

Council received information relating to the new legislation approved through Bill 23 and the impacts on the Heritage Act at the December 7, 2022 Council meeting. At that meeting, Council resolved as follows:

Resolution No. 2022-390:

Moved by Councillor Goyda and
Seconded by Councillor Hurst

**Whereas Council has concerns regarding Bill 23 and the changes to the Heritage Act;
That Council direct staff to work with the Heritage Committee in regards with the
Register and the legislative changes imposed by Bill 23.**

CARRIED

Staff prepared a report for the Heritage Committee for consideration at the March 6, 2023 meeting. The report outlined the key changes being implemented through Bill 23, the impacts to the Puslinch Heritage Register, list of priority properties for designation, and an action plan.

The properties were prioritized based on the discussions and work prepared by the previous term Heritage Advisory Committee. Heritage Advisory Committee members and staff completed the recommended action plan as outlined in the March 22, 2023, which included the following action items:

1. Sub-Committees were established at the March 3, 2023 Heritage Advisory Committee Meeting.
2. Staff distributed a letter on April 28, 2023 to non-designated property owners (108) advising of a Heritage Designation Open House on May 31, 2023
3. Staff hosted a Designation Open House on May 31, 2023
4. Staff distributed a letter on July 10, 2023 to the non-designated properties that had not been selected as priority properties to solicit interest in heritage designation.
5. In July 2023 staff received and reviewed Draft Statement of Cultural Heritage Value or Interest prepared by the Heritage Advisory Sub-Committees.
6. Staff distributed a letter on August 4, 2023 to priority properties providing them with their Draft Statement of Cultural Heritage Value or Interest, advised the property owners that their property is a priority of designation, and requested a site visit to take updated pictures of the property.
7. In August 2023 staff prepared Draft Statement of Cultural Heritage Value or Interest for remaining non-designated properties and draft heritage by-laws for all non-designated properties on the Township's Heritage Register.
8. On August 29th and August 30th, 2023 staff and Sub-Committee members completed site visits and captured updated exterior images at the following priority properties with permission from the property owner:
 - a) 319 Brock Road S
 - b) 84 Queen Street
 - c) 22 Victoria Street
 - d) 4614 Wellington Road 32

Finally, the Statements of Heritage Cultural Value or Interest for the priority properties have been peer reviewed. The Township's peer reviewer is a previous member of the Township's Heritage Advisory Committee and completed the peer review for 82 Queen Street Statement of Heritage Cultural Value or Interest on behalf of the Township.

Comments

2024 Priority Properties for Designation and remaining 2023 Priority Properties

Staff will bring forward a report with respect to the Heritage Advisory Committee's recommendation for priority properties for designation in 2024 at the December 20, 2023 Council Meeting.

Staff are completing further consultation with the City of Guelph with respect to designation of 880 Victoria Rd as this property is owned by the City. Further, staff are completing further consultation with the County of Wellington with respect to the designation of 4217-4223 Watson Road South as this property is owned by the County. These consultations are going well and staff expect to bring both properties for Council's consideration in 2024.

Financial Implications

The cost for advertisements as required by the *Ontario Heritage Act, R.S.O. 1990, c. O.18* were approved as part of the Township's 2023 Budget on February 8, 2023.

Applicable Legislation and Requirements

Ontario Heritage Act, R.S.O. 1990, c. O.18
Bill 23, More Homes Built Faster Act, 2022

Engagement Opportunities

1. Print Notices;
2. Notice on the Township website in accordance with the Alternate Notice Policy;
3. Additional information on the Township Heritage webpage to spotlight newly designated properties (when applicable).

Attachments

Schedule A – 22 Victoria St – Draft Notice of Intention to Designate
Schedule B – 32 Brock Rd N – Draft Notice of Intention to Designate
Schedule C – 42 Queen St – Draft Notice of Intention to Designate
Schedule D – 43 McClintock Dr – Draft Notice of Intention to Designate
Schedule E – 46 Queen St – Draft Notice of Intention to Designate
Schedule F – 78 Queen St – Draft Notice of Intention to Designate
Schedule G – 80 Brock Rd S – Draft Notice of Intention to Designate
Schedule H – 80 Queen St – Draft Notice of Intention to Designate
Schedule I – 84 Queen St – Draft Notice of Intention to Designate
Schedule J – 319 Brock Rd S – Draft Notice of Intention to Designate
Schedule K – 600 Arkell Rd – Draft Notice of Intention to Designate
Schedule L – 843 Watson Rd S – Draft Notice of Intention to Designate
Schedule M – 4492 Watson Rd S – Draft Notice of Intention to Designate
Schedule N – 4614 Wellington Rd 32 – Draft Notice of Intention to Designate
Schedule O – 6705 Ellis Rd – Draft Notice of Intention to Designate
Schedule P – 6990 Wellington Rd 34 – Draft Notice of Intention to Designate
Schedule Q – 7156 Concession 1 – Draft Notice of Intention to Designate

Respectfully submitted,

Justine Brotherston,
Interim Municipal Clerk

Reviewed by:

Courtenay Hoytfox,
Interim CAO

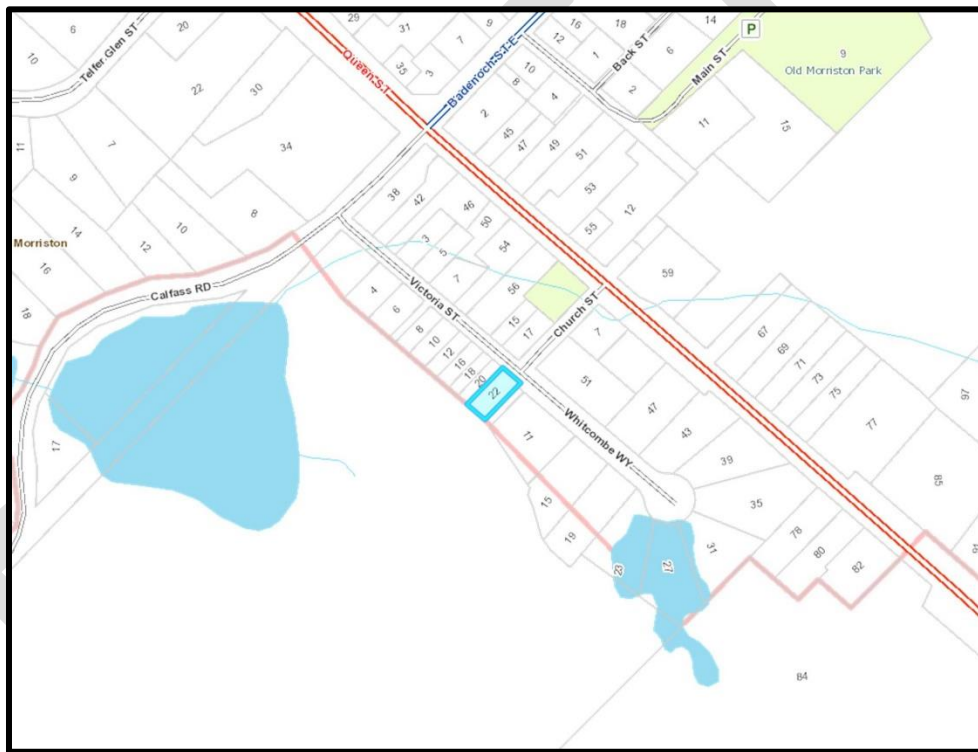


THE TOWNSHIP OF PUSLINCH NOTICE OF INTENTION TO DESIGNATE 22 Victoria Street, Morriston

TAKE NOTICE that the Council of the Corporation of the Township of Puslinch intends to designate 22 Victoria Street, Morriston, as a property of cultural heritage value or interest under section 29, Part IV of the Ontario Heritage Act, R.S.O. 1990, Chapter O.18. as authorized by Township of Puslinch Council through Resolution No. 2023-XXX.

Description of the Property

The subject property is described as being PLAN 135 Lot 47, municipally known as 22 Victoria Street.



(Key Map Showing Location of 22 Victoria Street)

Short Statement of Cultural Heritage Value or Interest:

The property located at 22 Victoria Street, Morriston, retains significant cultural heritage value to the religious and cultural history of this area of the Township. The value is retained in the 1856-1880 church building on site. It was built by German immigrant families who comprised the earliest European settlers in the Morriston area. The church is the only Evangelical German (Kirche Evangelische Gemeinschaft) church within the Township, and is still active as the Morriston United Church. The property's architectural value lies in the church's unique Gothic and buttressed bichrome brick construction, made from local brickworks. The church is a physical and cultural landmark in the Village of

Morrison and is a symbol of the Germanic settlement of the area. The property meets the requirements for designation prescribed by the Province of Ontario under the three categories of design/physical value, historical/associative value, and contextual value. 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.

Design Value:

The property's architectural value lies in the locally designed and built church on site that displays architectural elements unique in Puslinch Township, including buttresses on exterior walls. This 1856 red brick front-gabled Gothic church building was enlarged and renovated in 1880 with Italianate details. The older brickwork is in Flemish bond while the 1880 front facade is in common bond. The building has large lancet windows: four on each side wall, and two on the front facade. The side windows are topped with yellow brick voussoirs and bichrome brick stops. Red brick buttresses with yellow brick corbels frame these windows. Two prominent buttresses in yellow brick bracket the entrance on the front facade. These buttresses have cut stone corbels. Under the front gable is a small gothic window and below that an arched date stone with "Kirche der Evangelischen Gemeinschaft, A. D. 1880" inscribed in mortar. Yellow brick trim highlights the quoins, window voussoirs, and entrance transom. Voussoirs on the front facade have moulded keystones. The eave features Italianate "C" curve brackets with finials along its front and side facades. Stained glass was installed at the time of the 1880 renovation in all the windows and the transom that reads "Evangelical United Brethren Church".

Historical/ Associative Value:

This property has significant historical and associative value. It was built by German immigrants on land owned by Johannes Calfass, and served the predominantly German population in the Morrison area as a religious and social centre. Religious services were provided in the German language up until the time of the First World War. The church continues to serve the Morrison community.

The church is the second building of the German Evangelical Church in Morrison. After several years of meeting in homes, especially on the Calfas' farm, a log church, The Evangelical German Chapel, was built on the west side of Brock Road in the middle of the village block. In the mid 1850s, the log church was taken down, and the present brick church was erected in 1856.

In 1865, a frame parsonage was built on the rear of the church in order for the minister to reside. In 1894, the brick manse was erected next to the church, with the first resident being Rev. Sauer in 1895. The basement was built during the pastorate of Rev. Dorsch (1948-1951), and would be used for Sunday school and a kitchen. The contractor of the basement is attributed to John Winer.

Contextual Value:

The church is situated in the Village of Morrison, settled by German immigrants in the 1830s. Built on land owned by Johannes Calfas, a road was constructed up to the church from Queen Street and named "Church Street." The property is surrounded by several

original residences of German settlers, including the Winer, Calfas, and the Morlock families, who were the first settlers in the area. Additionally, other German settler houses, owned by the Kistenmacher, Schlegel, and the Leitch/Wurtz families, are located on the same street. The church is also physically connected to its surroundings as the bricks used to build the property were manufactured at the Morrison brickyards. The residence next to the church was built as the church manse in 1894. Consequently, the Morrison Church is contextually significant and serves as a landmark in the village.

Description of Heritage Attributes

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 22 Victoria St:

- Height, scale, and form of 1880 building
- Bichromatic brickwork: red brick walls with yellow trim
- Brick buttresses on side walls with yellow corbels
- Front facade buttresses with stone corbels
- Stone sills
- Lancet windows
- Transom window
- Yellow brick voussoirs and stops
- Moulded keystones in front facade voussoirs
- Stained glass
- Eave and "C" brackets
- Datestone

Notice of Objection

Any person may send a notice of objection to this proposed designation, before **XXX** p.m. on **MONTH, DAY, 202X**. This notice must be sent by registered mail or delivered to the Clerk of the Township of Puslinch, and must set out the reason for the objection and all relevant facts. If a notice of objection is received, the Council of the Township of Puslinch 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 objection period. If Council decides not to withdraw its intention to designate, a heritage designation bylaw must be passed within 120 days after the date of publication of the notice of intention to designate. Council must publish a notice of passing of the designation bylaw which is followed by a 30-day appeal period when appeals of the bylaw may be given to the Ontario Land Tribunal for a hearing and decision.

Dated **MONTH, DAY, 202X**

Justine Brotherston
Interim Municipal Clerk
Township of Puslinch
7404 Wellington Road 34, Puslinch, ON N0B 2J0

CC: Property Owner

DRAFT

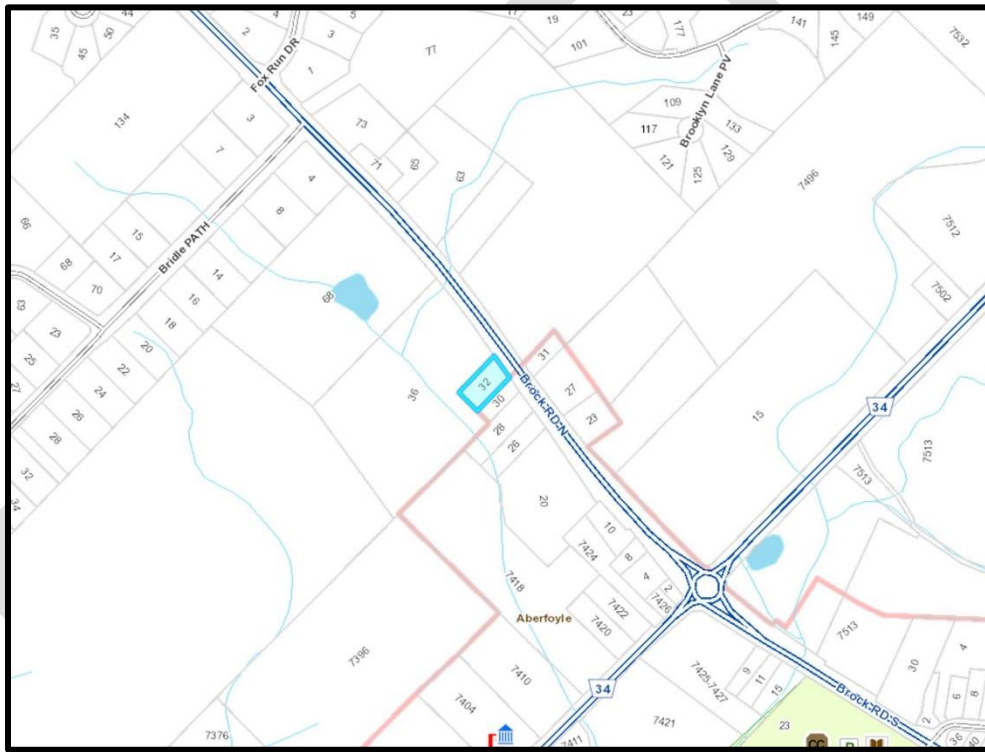


THE TOWNSHIP OF PUSLINCH NOTICE OF INTENTION TO DESIGNATE 32 Brock Road North, Puslinch

TAKE NOTICE that the Council of the Corporation of the Township of Puslinch intends to designate 32 Brock Road North, Puslinch, as a property of cultural heritage value or interest under section 29, Part IV of the Ontario Heritage Act, R.S.O. 1990, Chapter O.18. as authorized by Township of Puslinch Council through Resolution No. 2023-XXX.

Description of the Property

The subject property is described as being Rear Concession 7 Part Lot 19, municipally known as 32 Brock Road North.



(Key Map Showing Location of 32 Brock Rd N)

Short Statement of Cultural Heritage Value or Interest

The property, the former School Section #4, located at 32 Brock Rd N, Puslinch, possesses significant cultural heritage value due to its association with the educational and social history of Township of Puslinch and the Aberfoyle area. This value is retained in the 1872 stone schoolhouse on the site. This building represents the efforts of the board of School Section 1 to provide free public elementary education to the local community. The schoolhouse was constructed in 1872 using building plans published by the Ontario Department of Education in the mid-nineteenth century as a guide. The property's architectural value lies in the exceptional craftsmanship attributed to local contractor,

Robert Little. Many of the architectural elements present here are unique in the Township. The schoolhouse's strategic placement in an area where numerous Aberfoyle and area families attended adds to its historical importance. Given its pivotal role in the history of Puslinch, and growing urban development along Brock Road the property and its schoolhouse hold the status of an historical and geographic landmark. The property meets the requirements for designation prescribed by the Province of Ontario under the three categories of design/physical value, historical/associative value, and contextual value. 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.

Design Value:

Constructed according to mid-nineteenth century Ontario Department of Education building plans, the building features elements representative of mid-nineteenth century Ontario schoolhouse design: front gable roof, single-storey rectangular form, window fenestrations on the side walls and a front facade with two entrances: one for girls and one for boys. This property showcases an outstanding and distinctive example of architectural interpretation of these plans and local stone masonry, combining Gothic and Italianate detailing. The contractor for the structure was Robert Little. Notable design features include the exterior walls cut from granite and amphibolite stone in coursed "Aberdeen bond." The schoolhouse is fitted with original large Romanesque sash windows on the side walls furnished with Gothic rectangular wood tracery muntins. A singular large Romanesque window is on the front façade. These windows feature intricate and distinctive limestone masonry in the large voussoirs, surrounds and sills. The front entrance maintains its original configuration, with separate doors for boys and girls, each equipped with Romanesque transoms and limestone voussoirs. An ocular datestone with a limestone surround under the front gable is inscribed "School Section 4 Puslinch 1872." The roof holds the schoolhouse's original belfry and bell.

Historical or Associative Value:

As Puslinch was settled, it was divided into twelve school sections (SS). The residents of each section built their own school, which not only represented and defined the geographic community but also became a centre for community activities.

This stone schoolhouse built in 1872 by Robert Little was the third incarnation of the School Section #4 succeeding a log structure (1832) and a frame building (1846). The schoolhouse's strategic placement in an area where numerous Aberfoyle and area families attended adds to its historical importance. The property served as an elementary school and social centre for the Aberfoyle school community from 1872 until 1959 when the new Aberfoyle School was established.

Contextual Value:

The property is emblematic of this once thriving village of Aberfoyle. It is surrounded by several other heritage properties along Brock Road in the Aberfoyle area. These

residences, including the George McLean, John Hammersley, and Peter McLaren houses, among many others, played a significant role in shaping and establishing this part of Puslinch. The property is also in close proximity to the Aberfoyle Mill and Aberfoyle blacksmith and wagon shop, industrial heritage properties demonstrating the importance of the property's location as a hub of industry and services. The property holds the status of a landmark due to its architectural excellence and rich and complex history within the Township. Over the years, it has served numerous generations and families, playing crucial roles in both education and commercial activities.

Description of Heritage Attributes

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 32 Brock Road North:

- Height, scale, and massing of original schoolhouse building
- Stone exterior walls in Aberdeen bond
- Romanesque door and window fenestration
- Gothic tracery windows with wood muntins
- Limestone voussoirs, sills and trim on all fenestration
- Date stone
- Belfry and bell

Notice of Objection

Any person may send a notice of objection to this proposed designation, before **XXX** p.m. on **MONTH, DAY, 202X**. This notice must be sent by registered mail or delivered to the Clerk of the Township of Puslinch, and must set out the reason for the objection and all relevant facts. If a notice of objection is received, the Council of the Township of Puslinch 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 objection period. If Council decides not to withdraw its intention to designate, a heritage designation bylaw must be passed within 120 days after the date of publication of the notice of intention to designate. Council must publish a notice of passing of the designation bylaw which is followed by a 30-day appeal period when appeals of the bylaw may be given to the Ontario Land Tribunal for a hearing and decision.

Dated MONTH, DAY, 202X

Justine Brotherston,
Interim Municipal Clerk
Township of Puslinch
7404 Wellington Road 34, Puslinch, ON N0B 2J0

CC: Property Owner
Ontario Heritage Trust

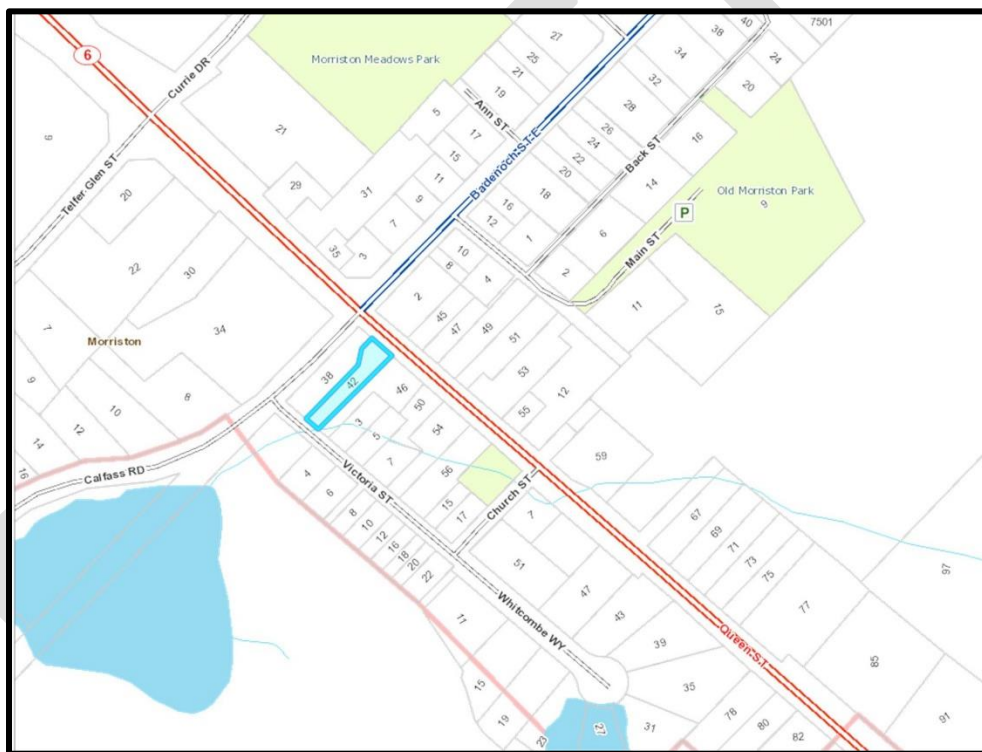


THE TOWNSHIP OF PUSLINCH NOTICE OF INTENTION TO DESIGNATE 42 Queen Street, Puslinch

TAKE NOTICE that the Council of the Corporation of the Township of Puslinch intends to designate 42 Queens St, as a property of cultural heritage value or interest under section 29, Part IV of the Ontario Heritage Act, R.S.O. 1990, Chapter O.18. as authorized by Township of Puslinch Council through Resolution No. 2023-XXX.

Description of the Property

The subject property is described as being PLAN 135 Part Lot 1, municipally known as 42 Queen St.



(Key Map Showing Location of 42 Queen St)

Short Statement of Cultural Heritage Value or Interest

The property located at 42 Queen St, Morriston, has cultural heritage value due to its association with the commercial history of the Township, and especially within the Village of Morriston. This value is retained in the property's 1860 Italianate commercial block. It bears design significance in its representative and elaborate architectural features, and fine craftsmanship. The property is also directly associated with R.B. Morrison, who had the store built and was the individual after which the Village of Morriston was named. Since its construction, the building's central location at the main crossroads of the village has served the community as a commercial centre and landmark. The property meets the

requirements for designation prescribed by the Province of Ontario under the three categories of design/physical value, historical/associative value, and contextual value. 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.

Design Value:

The property includes a three storey yellow brick commercial block constructed in 1860 in an Italianate style. Italianate design was the hallmark of commercial buildings in Ontario between 1860 and 1880, and this structure provides an excellent and early example, with a rear-sloping roof and many decorative elements. Constructed of local Morriston yellow brick laid by Karl Beese in a common bond pattern, the block facade is vertically divided into two halves by a brick firewall. Identical, symmetrical elements on either side of the firewall include: large framed street level display windows with centred doors all of which are fitted with distinctive and extremely rare ogee wood muntins, with the exception of the (face-on) centre door in the left side window. In each half on the second floor are three segmented sash windows with soldier lintels, topped with iron labels and bracket stops. On the top floor above each of these windows are smaller, ocular windows with brick soldiering. The (face-on) left side of the building facade is extended to accommodate a single door on the first floor, a smaller segmented sash window on the second floor, and a smaller ocular window above. The brickwork includes string coursing in yellow brick above the second storey and the top storey.

The north side facade shows brick dentillation across the width under the roof cornice. Toward the rear of this facade are two segmented sash windows on the first and second floor. An entry door under a segmented arch is between the windows on the first floor. A recently built entrance on the side of the north facade near the front of the building repeats the ogee muntin pattern in the door and sidelights.

Notable original architectural elements that were removed sometime after 2011 when the building was re-roofed, include a wide wood roof cornice that spanned the width of the front facade, with Italianate paired "C" brackets with finials. This cornice and bracketing could be replicated, should an attempt be made to restore the original facade.

Historical/Associative Value:

The property, along with its commercial building, is situated on the PLAN 135 Calfas Survey, Part Lot 1. Constructed in 1860, the building was commissioned by R.B. Morrison, a Scottish immigrant who settled in the Township during the 1840s. This construction followed a fire that had destroyed Morrison's previous store on the east side of Brock Road. Opting for a new yellow brick building with bricks from the local brickyard, Morrison chose to build it on the west side of Brock Road, enlisting the services of local German stone mason, Karl Beese.

During its prime, the building accommodated various trades and crafts, employing tailors, shoemakers, milliners, and more, and was the main commercial structure in the village, and the largest between Dundas and Guelph. In 1869, Morrison sold the property to Wes Binkley and repurchased it a decade later. Over time, the commercial building earned the

moniker "Bank Building" due to the Toronto Dominion bank branch located on its first floor.

Contextual Value:

The property holds a prominent location along Queen Street, at the main crossroads in the heart of Morriston. Its strategic placement places it in close proximity to several significant and historic Morriston family properties and residences, such as those built by the Calfas', Morlock, and Winer families.

The property stands as a tangible representation of the village's commercial endeavors during the mid-19th century and has continued to serve as a commercial space since its inception. The use of yellow brick in its construction ties it closely to its immediate surroundings, since these bricks were sourced from the Morriston Brickyard.

Given its vital role in the growth and sustenance of downtown Morriston, the property and its commercial block have earned the status of a landmark in the Township.

Description of Heritage Attributes

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 42 Queen St:

R.B. Morriston Commercial Block

- Height, scale, and form of original two and a half storey property
- Exterior yellow brick walls
- Original door and window fenestration and wood window framing
- Sash, ocular and ogee windows and door on front facade
- Original lintels on front facade
- Stone sills
- Iron stops and labels on front façade

Notice of Objection

Any person may send a notice of objection to this proposed designation, before **XXX** p.m. on **MONTH, DAY, 202X**. This notice must be sent by registered mail or delivered to the Clerk of the Township of Puslinch, and must set out the reason for the objection and all relevant facts. If a notice of objection is received, the Council of the Township of Puslinch 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 objection period. If Council decides not to withdraw its intention to designate, a heritage designation bylaw must be passed within 120 days after the date of publication of the notice of intention to designate. Council must publish a notice of passing of the designation bylaw which is followed by a 30-day appeal period when appeals of the bylaw may be given to the Ontario Land Tribunal for a hearing and decision.

Dated **MONTH, DAY, 202X**

Justine Brotherston,
Interim Municipal Clerk
Township of Puslinch
7404 Wellington Road 34, Puslinch, ON N0B 2J0

CC: Property Owner
Ontario Heritage Trust

DRAFT

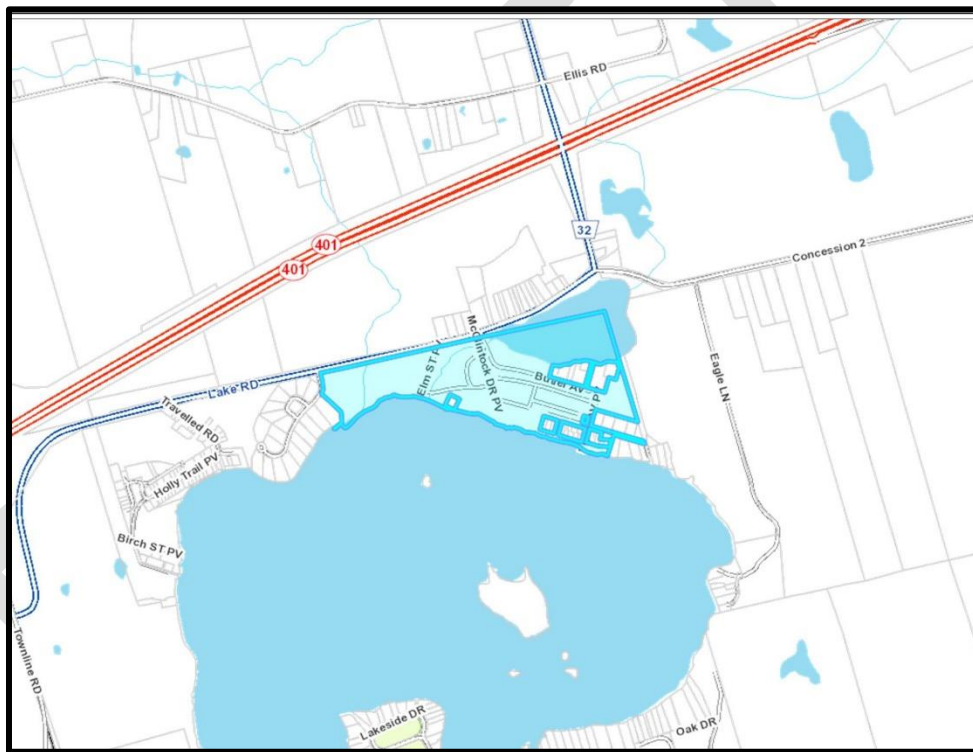


THE TOWNSHIP OF PUSLINCH NOTICE OF INTENTION TO DESIGNATE 43 McClintock Dr, Puslinch

TAKE NOTICE that the Council of the Corporation of the Township of Puslinch intends to designate 43 McClintock Drive as a property of cultural heritage value or interest under section 29, Part IV of the Ontario Heritage Act, R.S.O. 1990, Chapter O.18. as authorized by Township of Puslinch Council through Resolution No. 2023-XXX.

Description of the Property

The subject property is described as being Rear Concession 1 Lot 4, municipally known as 43 McClintock Drive.



(Key Map Showing Location of 43 McClintock Drive)

Short Statement of Cultural Heritage Value or Interest

The property located at 43 McClintock Dr, Puslinch, has cultural heritage value associated with the history of the commercial and hospitality industry in and around Puslinch Lake. This value is retained in the former 1880 frame Puslinch Lake Hotel on the property. It is the last remaining nineteenth century hotel building on Puslinch Lake. The property is also associated with George Sleeman of Guelph who owned the hotel and was instrumental in the hotel's successful operation from the 1880s until the 1910s. Although no longer operating as such, the hotel served thousands seeking recreation at Puslinch Lake. As the last remaining hotel on the only natural lake in the region, it is regarded as

a landmark. The property meets the requirements for designation prescribed by the Province of Ontario under the three categories of design/physical value, historical/associative value, and contextual value. 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.

Design Value:

The property includes a rare extant 1880 two-storey framed hotel building with an "L" shaped floor plan. Notable features that can be found on the building include sash style windows throughout, and a hipped roof. A double hung verandah runs across the front façade under the hipped roof. The entrance is located beneath the verandah. Much of the building remains in its original state, with the only recent addition being the framed entrance to the office building adjacent to the former hotel's entrance.

Historical/Associative Value:

Puslinch Lake was a popular destination for recreation in the nineteenth and early twentieth centuries. The property, located at Lot 4, Rear Concession 1, was originally owned by Thomas Frame. In 1841, Frame built one of the first hotels in Puslinch Lake on this lot. In 1879 the hotel caught fire and Frame subsequently sold the lot to George Martin, who erected the present hotel structure in 1880. By 1883, the property was purchased by George Sleeman of Guelph and his partner John Davidson.

George Sleeman was a brewer, entrepreneur and politician and installed a fifty passenger steamboat called "The City of Guelph" to carry passengers to and from his hotel to St. Helen's Island in Puslinch Lake. He was able to attract and influence a variety of patrons to visit and stay at his hotel. Those who came to the Lake Hotel ranged from factory workers through shopkeepers to the wealthy and affluent of not only the Wellington and Waterloo County regions but those of Toronto and London.

In 1907, the City of Guelph acquired the Lake Hotel due to Sleeman's financial failure with the Guelph Railway Company. The Lake Hotel was included in the assets of the company, so when it went into receivership, so did the hotel.

The City of Guelph operated the hotel as a resort until 1930.

Contextual Value:

The property maintains the unique character of its surroundings as it stands as the sole remaining hotel of several that once served visitors to Puslinch Lake. This hotel serves as a poignant reflection of the area's appearance during the 19th and early 20th century, and a reminder of the role of Puslinch Lake as a leisure destination for Wellington County during this time. As a result, the property's hotel and land have earned the status of a landmark, symbolizing its enduring relationship with not only many Puslinch and Guelph families over generation, but those from different surrounding areas as well. Throughout the years, it has played a pivotal role in providing a range of services and hosting a variety of activities for the residents.

Description of Heritage Attributes

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 43 McClintock Drive:

- Height, scale, and massing of original two storey building
- Frame construction
- Double hung veranda
- Hipped roof
- Original fenestration
- Extant original doors and windows

Notice of Objection

Any person may send a notice of objection to this proposed designation, before **XXX** p.m. on **MONTH, DAY, 202X**. This notice must be sent by registered mail or delivered to the Clerk of the Township of Puslinch, and must set out the reason for the objection and all relevant facts. If a notice of objection is received, the Council of the Township of Puslinch 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 objection period. If Council decides not to withdraw its intention to designate, a heritage designation bylaw must be passed within 120 days after the date of publication of the notice of intention to designate. Council must publish a notice of passing of the designation bylaw which is followed by a 30-day appeal period when appeals of the bylaw may be given to the Ontario Land Tribunal for a hearing and decision.

Dated **MONTH, DAY, 202X**

Justine Brotherston,
Interim Municipal Clerk
Township of Puslinch
7404 Wellington Road 34, Puslinch, ON N0B 2J0

CC: Property Owner
Ontario Heritage Trust



THE TOWNSHIP OF PUSLINCH NOTICE OF INTENTION TO DESIGNATE 46 Queen St, Morriston

TAKE NOTICE that the Council of the Corporation of the Township of Puslinch intends to designate 46 Queen St, Morriston, as a property of cultural heritage value or interest under section 29, Part IV of the Ontario Heritage Act, R.S.O. 1990, Chapter O.18. as authorized by Township of Puslinch Council through Resolution No. 2023-XXX.

Description of the Property

The subject property is described as being PLAN 135 Part Lot 3, municipally known as 46 Queen St.



(Key Map Showing Location of 46 Queen St, Morriston)

Short Statement of Cultural Heritage Value or Interest

The property situated at 46 Queen St, Morriston, holds significant cultural heritage value due to its rich association with hostelry history in the Township. This value is retained in the finely crafted stone structure built as a hotel in 1860. Over time, this establishment became known as the renowned "Morriston Hotel," catering to the needs of numerous residents and visitors in and around the Morriston area. Moreover, the property played a pivotal role in shaping the thriving Morriston downtown during the mid to late 19th century,

contributing to the area's rapid growth and prosperity. Its architectural and historical significance, both intertwined, have cemented its status as a true landmark within the community. The property meets the requirements for designation prescribed by the Province of Ontario under the three categories of design/physical value, historical/associative value, and contextual value. 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.

Design Value:

The property consists of a significant 1860 two-storey fieldstone building with coursed Aberdeen bond masonry and lime taping, a style practiced by Scottish masons. Built in the Neoclassical architectural style for the purpose of a hostelry, it presents common elements of the Neoclassic style: a side gabled roof with wide paired chimneys on each end, symmetrical sash-style windows, and elaborate entrances. Two large windows frame the central entranceway with sidelights and a transom. This central entrance design is replicated directly above on the second floor. The building's windows, with replaced glazing, are topped by solid plain stone lintels, with cut keystone lintels above the main floor and second floor entrances. A secondary entrance is placed to the (face-on) right of the central main entrance offsetting the symmetry of the window and door placement on the facade's first floor. Capped stone parapets run the full width of the roof gable at both ends. Subsequent renovations made to the structure include a new roof plus storm windows and doors. An original balcony with wood railings that ran across the front of the second storey has been replaced by several smaller wrought-iron railings, but the original doors with transoms have been preserved behind the new storm doors.

Historical/ Associative Value:

The property, situated at PLAN 135, Part Lot 2-3, dates back as a hostelry prior to the construction of the 1860 building presently on site. Donald McPherson constructed this hotel following the destruction of an earlier one on the same site, built by Alexander Ochs and ravaged by fire in 1860. To complement the hotel, a combined woodshed and ice house were added at the rear of the property. During winter, blocks of ice from Morriston Pond would be cut and stored in the ice house, ensuring the hotel's kitchen and bar remained well-chilled throughout the warmer months.

In 1905, John Vogt, originally from Copenhagen, Denmark, purchased the hotel and gave it the name "Morriston Hotel." Over time, the property transitioned to a private home.

Contextual Value:

The property is located along Queen St, making it an integral part of the Morriston downtown area. Notably, it shares its surroundings with other significant heritage properties, including the residences of the three founding families of Morriston: Calfas, Morlock, and Winer. Moreover, the property's close proximity to the R.B. Morrison commercial block showcases the concerted efforts made to provide various essential services to the community within a convenient distance. This purpose-built hotel also illustrates the important role of Morriston as a stopover for horse-drawn conveyance along the Brock Road from Lake Ontario to Guelph. It is physically paired with another early stone hotel opposite at 51 Queen Street, built in the same style, and operated by

Alexander Ochs. Given its original purpose and prime location, the hotel has earned landmark status, due to its connection with both the community and visitors over generations.

Description of Heritage Attributes

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 46 Queen St:

- Height, scale, and form of original two storey building
- Exterior stone walls with Aberdeen bond masonry
- Original door and window fenestrations on front facade
- Door and window stone lintels, and stone sills on front facade
- Extant original doors
- Paired chimneys
- Parapets and coping

Notice of Objection

Any person may send a notice of objection to this proposed designation, before **XXX** p.m. on **MONTH, DAY, 202X**. This notice must be sent by registered mail or delivered to the Clerk of the Township of Puslinch, and must set out the reason for the objection and all relevant facts. If a notice of objection is received, the Council of the Township of Puslinch 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 objection period. If Council decides not to withdraw its intention to designate, a heritage designation bylaw must be passed within 120 days after the date of publication of the notice of intention to designate. Council must publish a notice of passing of the designation bylaw which is followed by a 30-day appeal period when appeals of the bylaw may be given to the Ontario Land Tribunal for a hearing and decision.

Dated **MONTH, DAY, 202X**

Justine Brotherston
Interim Municipal Clerk
Township of Puslinch
7404 Wellington Road 34, Puslinch, ON N0B 2J0

CC: Property Owner
Ontario Heritage Trust

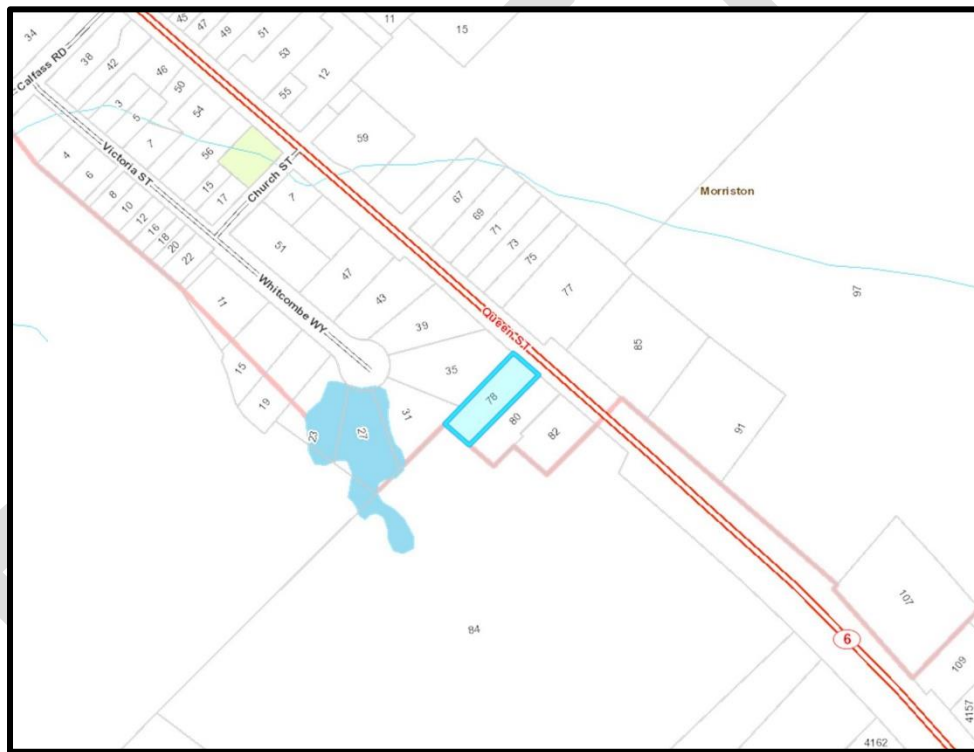


THE TOWNSHIP OF PUSLINCH NOTICE OF INTENTION TO DESIGNATE 78 Queen Street, Morriston

TAKE NOTICE that the Council of the Corporation of the Township of Puslinch intends to designate 78 Queen Street, Morriston, as a property of cultural heritage value or interest under section 29, Part IV of the Ontario Heritage Act, R.S.O. 1990, Chapter O.18. as authorized by Township of Puslinch Council through Resolution No. 2023-XXX.

Description of the Property

The subject property is described as being Rear Concession 7 Part Lot 32, municipally known as 78 Queen Street, Morriston.



(Key Map Showing Location of 78 Queen Street)

Short Statement of Cultural Heritage Value or Interest

The property at 78 Queen Street, Morriston, has cultural heritage value due to its association with the Morlock family who were one of the three founding families of the village of Morriston. This value is retained in the 1854 fieldstone cottage that was the Morlock family's first masonry residence. In addition, the property is situated alongside other Morlock family residences, and forms a streetscape representing three generations and a period of 60 years. The property meets the requirements for designation prescribed by the Province of Ontario under the three categories of design/physical value,

historical/associative value, and contextual value. 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.

Design Value:

This property is an early example of a vernacular and modest one-and-a-half-storey coursed fieldstone cottage with a side-gabled roof and three-bay front façade. Notable features include the wide roof cornice return, large stone quoins and stone voussoirs over all windows and the central front door. Window fenestration originally had 6-over-6 sash windows; a few of the original panes appear to be visible. The side facades also feature two windows on each floor, built in the same style. All windows have stone sills.

Historical/Associative Value:

John Morlock, the original owner, had this stone cottage built on the Morlock farm in 1854. The stonemason was Karl Beese. When his son, Christian Morlock, constructed a large stone farmhouse to the south in 1882, this cottage was intended to become a retirement home for John. However, after John's death in 1884 it was repurposed as accommodation for hired men working on the Morlock farm.

Contextual Value:

78 Queen Street forms part of a streetscape of four adjacent Morlock family built homes built between 1851 and 1910 on the original lot settled by John Christian Morlock. This extant built heritage family streetscape is unique to the Township. It is positioned between Lots 31 and 33 of the other two founding families. The intact Paul Winer family homestead is to the south on Lot 33 and the remains of the Johannes Calfas family homestead are to the north on Lot 31.

Description of Heritage Attributes

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 78 Queen St:

- Height, scale, and form of original one and a half storey residence
- Exterior fieldstone walls
- Stone quoins
- Stone voussoirs
- Stone sills
- Roof cornice return
- Original door and window fenestrations on front and side facades

Notice of Objection

Any person may send a notice of objection to this proposed designation, before **XXX** p.m. on **MONTH, DAY, 202X**. This notice must be sent by registered mail or delivered to the Clerk of the Township of Puslinch, and must set out the reason for the objection and all relevant facts. If a notice of objection is received, the Council of the Township of Puslinch 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 objection period. If Council decides not to withdraw its intention to designate, a heritage designation bylaw must be passed within 120 days after the date of publication of the notice of intention to designate. Council must publish a notice of passing of the designation bylaw which is followed by a 30-day appeal period when appeals of the bylaw may be given to the Ontario Land Tribunal for a hearing and decision.

Dated MONTH, DAY, 202X

Justine Brotherston
Interim Municipal Clerk
Township of Puslinch
7404 Wellington Road 34, Puslinch, ON N0B 2J0

CC: Property Owner
Ontario Heritage Trust

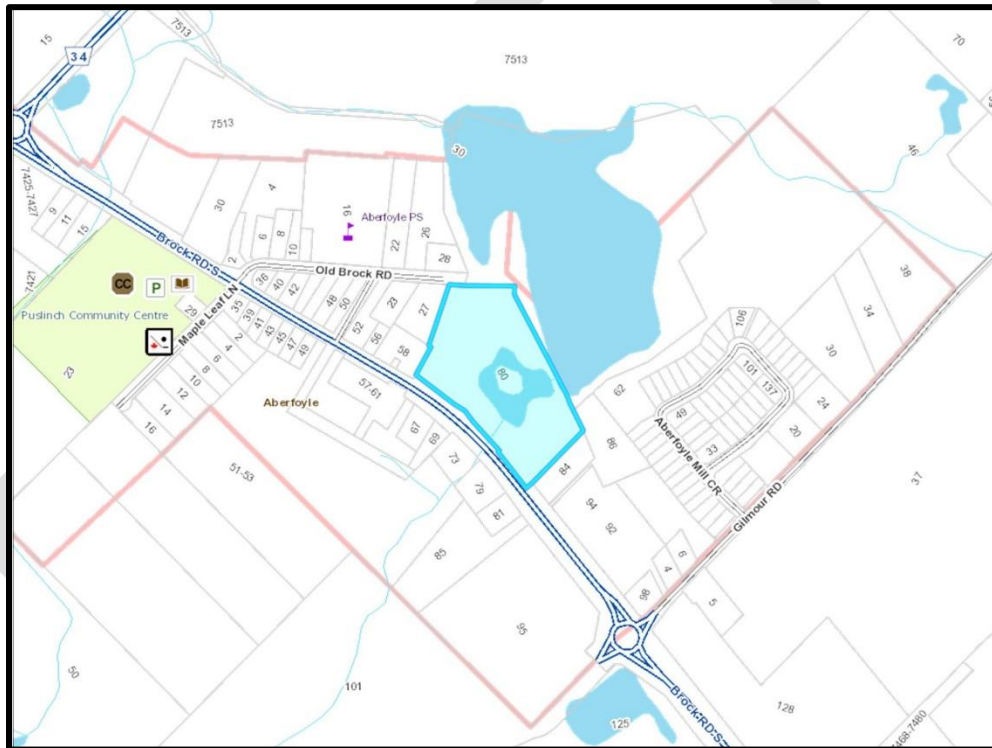


THE TOWNSHIP OF PUSLINCH NOTICE OF INTENTION TO DESIGNATE 80 Brock Road South, Puslinch

TAKE NOTICE that the Council of the Corporation of the Township of Puslinch intends to designate 80 Brock Road S, Puslinch as a property of cultural heritage value or interest under section 29, Part IV of the Ontario Heritage Act, R.S.O. 1990, Chapter O.18. as authorized by Township of Puslinch Council through Resolution No. 2023-XXX.

Description of the Property

The subject property is described as being Front Concession 8 Lot 22, municipally known as 80 Brock Road S.



(Key Map Showing Location of 80 Brock Road S)

Short Statement of Cultural Heritage Value or Interest

The property located at 80 Brock Rd S, Puslinch, holds significant cultural heritage value stemming from its association with the grist milling history of the Township. This value is retained in the large brick mill complex and pond on site. The property's architectural value lies in its design and singular presence in the Township. Built initially in 1863 by George McLean, and subsequently rebuilt in 1869 by him following a fire, it remains the only extant grist mill structure in Puslinch. The mill architecture is in excellent condition. Situated in the heart of Aberfoyle, the property is located alongside other heritage

residences and industries that were established during the mid-1800s in connection with the mill. The property's significance is further seen by its transformation into a restaurant in later years, effectively highlighting its enduring importance and adaptability over time. The property meets the requirements for designation prescribed by the Province of Ontario under the three categories of design/physical value, historical/associative value, and contextual value. 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.

Design Value:

The property showcases a grist mill complex. The primary structure consists of a tall two-and-a-half-storey rectangular building. A one and one-half storey smaller brick wing is attached on the south side. Both buildings are rendered in yellow brick from the Morriston brickyards, laid in common bond by local mason James Freed. A small one-storey fieldstone and board and batten shed is attached to the north side of the building. The rear of the complex has had several additions. A one and one-half storey fieldstone section remains at the rear that appears to date from the 1869 building based on archival photographs.

The main building has a Georgian design: rectangular, side-gabled form with symmetrically placed multi-paned and vertically sashed windows. The front facade has four, six over six paned windows on the second story; with three identical windows placed directly below on the first floor. The main entrance lies below the fourth window. Italianate ornamentation on these fenestrations include details such as brick labels and stops, and brick soldier lintels with dentils on the second storey side windows.

The one and one-half storey brick wing of the complex was reportedly used for drying grain. It has two smaller windows with four over four panes on the front facade, and three on the side facade. A lower six over six paned window with a brick label and stop is on the front facade and on the side facade. An entrance is in the rear corner of this structure.

Historical/Associative Value:

The property, situated at Lot 22 Front Concession 8, saw the construction of the present grist mill in 1869 after a fire burnt down the original 1863 building in 1866. The building and its reconstruction were undertaken by owner George McLean, who also dug out the mill raceway. The mill products achieved international recognition: its oatmeal received a gold medal for its high quality at the 1867 World's Fair in Paris, France. During George McLean's ownership, the mill was called "The Puslinch Mills" and was subsequently named "The Aberfoyle Mill." Throughout its history, the mill serviced a significant number of Puslinch farmers, and served as an industrial anchor to the growing Village of Aberfoyle. The building passed through the hands of numerous proprietors and millers during its active years. Among them were W.H. McDonald, R.B. Morison, Herbert Hamersley, and its final owner, James Murphy.

By the 1960s, the property had been acquired by the Owens Family, who transformed the mill building into a restaurant. It continues in that capacity today as the "Aberfoyle Mill Restaurant".

Contextual Value:

Due to the property's function, many early settlers were drawn to establish their residences near the mill which was essential to their farm economy. The property is in close proximity to numerous other heritage properties situated in the Aberfoyle area of the Township such as the Malcolm McBeath, John Hammersley, and Peter McLaren houses, and the 1857 house built for George McLean across the road from the mill, known today as "The Miller's House." Additionally, the property is closely situated to other buildings that provided essential services for the Aberfoyle area during the 19th century, including a blacksmith and wagon shop, and the Aberfoyle Schoolhouse. Given its pivotal role in enhancing the area's prosperity and its later reputation as a restaurant, the property is a landmark, and the most significant heritage structure in the community.

Description of Heritage Attributes

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 80 Brock Rd S:

Aberfoyle Mill:

- Height, scale, and form of 1869 two and a half storey brick building and one and one-half storey wing
- Yellow brick exterior walls
- Original fenestration, with brick labels and stops
- Extant original doors and wood windows
- Original stone foundation walls and rear fieldstone stone section

Notice of Objection

Any person may send a notice of objection to this proposed designation, before **XXX** p.m. on **MONTH, DAY, 202X**. This notice must be sent by registered mail or delivered to the Clerk of the Township of Puslinch, and must set out the reason for the objection and all relevant facts. If a notice of objection is received, the Council of the Township of Puslinch 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 objection period. If Council decides not to withdraw its intention to designate, a heritage designation bylaw must be passed within 120 days after the date of publication of the notice of intention to designate. Council must publish a notice of passing of the designation bylaw which is followed by a 30-day appeal period when appeals of the bylaw may be given to the Ontario Land Tribunal for a hearing and decision.

Dated **MONTH, DAY, 202X**

Justine Brotherston
Interim Municipal Clerk
Township of Puslinch
7404 Wellington Road 34, Puslinch, ON N0B 2J0

CC: Property Owner

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THE TOWNSHIP OF PUSLINCH NOTICE OF INTENTION TO DESIGNATE 80 Queen Street, Morriston

TAKE NOTICE that the Council of the Corporation of the Township of Puslinch intends to designate 80 Queen Street, Morriston, as a property of cultural heritage value or interest under section 29, Part IV of the Ontario Heritage Act, R.S.O. 1990, Chapter O.18. as authorized by Township of Puslinch Council through Resolution No. 2023-XXX.

Description of the Property

The subject property is described as being Rear Concession 7 Part Lot 32, municipally known as 80 Queen Street.



(Key Map Showing Location of 80 Queen Street, Morriston)

Short Statement of Cultural Heritage Value or Interest

The property located at 80 Queen Street, Morriston, holds significant cultural heritage value due to its association with the Morlock family which was one of the three founding families of Morriston. This value is retained in the 1910 Queen Anne red brick residence on the property that is adjacent to three other Morlock residences. The property is in close proximity to the residences of the other founding families of Morriston, presenting a streetscape of the late 19th and early 20th century. The property meets the requirements for designation prescribed by the Province of Ontario under the three categories of

design/physical value, historical/associative value, and contextual value. 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.

Design Value:

The property features a representative example of a 1910 two-and-a-half-storey late Queen Anne style residence in red brick laid in stretcher bond. The exterior elements of the Queen Anne Revival architecture are prominent, featuring a steeply pitched hipped roof with projecting side and front bay windows, a double-hung wood veranda with decorative "C" brackets, a stained glass window at the entrance, and wood spandrels with finials at the corners of the bay projections. The first floor of each bay projection features a central Romanesque window, while the windows in these bays feature brick segmental arches with a contrasting top row of dark brick dentils. The main door and transom appear to be original, while some of the wood members, especially the balustrade of the double hung porch may be replacements.

Historical/Associative Value:

The property, located at Part Lot 32, Rear Concession 7, was originally settled by the Morlock family, who immigrated from Germany in the 1830s. Together with the Calfas and Winers, the Morlocks are considered the three founding families of the village of Morriston. In 1909, John Christian Morlock, who built the Victorian villa at 84 Queen Street, built this house upon his retirement from farming. Notably, John Christian's brother, Peter Morlock, was responsible for constructing the neighbouring house at 82 Queen St., a beautiful yellow brick house completed in 1910.

Contextual Value:

80 Queen Street forms part of a streetscape of four adjacent Morlock family built homes built between 1854 and 1910 on the original lot settled by John Christian Morlock. This extant built heritage family streetscape is unique to the Township. It is positioned between Lots 31 and 33 of the other two founding families. The intact Paul Winer family homestead is to the south on Lot 33 and the remains of the Johannes Calfas family homestead are to the north on Lot 31.

Description of Heritage Attributes

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 80 Queen St:

- Height, scale, and form of original two and a half storey residence
- Exterior red brick walls in stretcher bond
- Original front door and fenestration
- Stained glass window at entrance
- Segmented window fenestrations with segmental brick arches on front and side facades
- Dark brick dentils over bay windows
- Double hung wood veranda form
- Original ornamentation: wood spandrels, finials and brackets
- Stone window sills

Notice of Objection

Any person may send a notice of objection to this proposed designation, before **XXX** p.m. on **MONTH, DAY, 202X**. This notice must be sent by registered mail or delivered to the Clerk of the Township of Puslinch, and must set out the reason for the objection and all relevant facts. If a notice of objection is received, the Council of the Township of Puslinch 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 objection period. If Council decides not to withdraw its intention to designate, a heritage designation bylaw must be passed within 120 days after the date of publication of the notice of intention to designate. Council must publish a notice of passing of the designation bylaw which is followed by a 30-day appeal period when appeals of the bylaw may be given to the Ontario Land Tribunal for a hearing and decision.

Dated **MONTH, DAY, 202X**

Justine Brotherston,
Interim Municipal Clerk
Township of Puslinch
7404 Wellington Road 34, Puslinch, ON N0B 2J0

CC: Property Owner
Ontario Heritage Trust

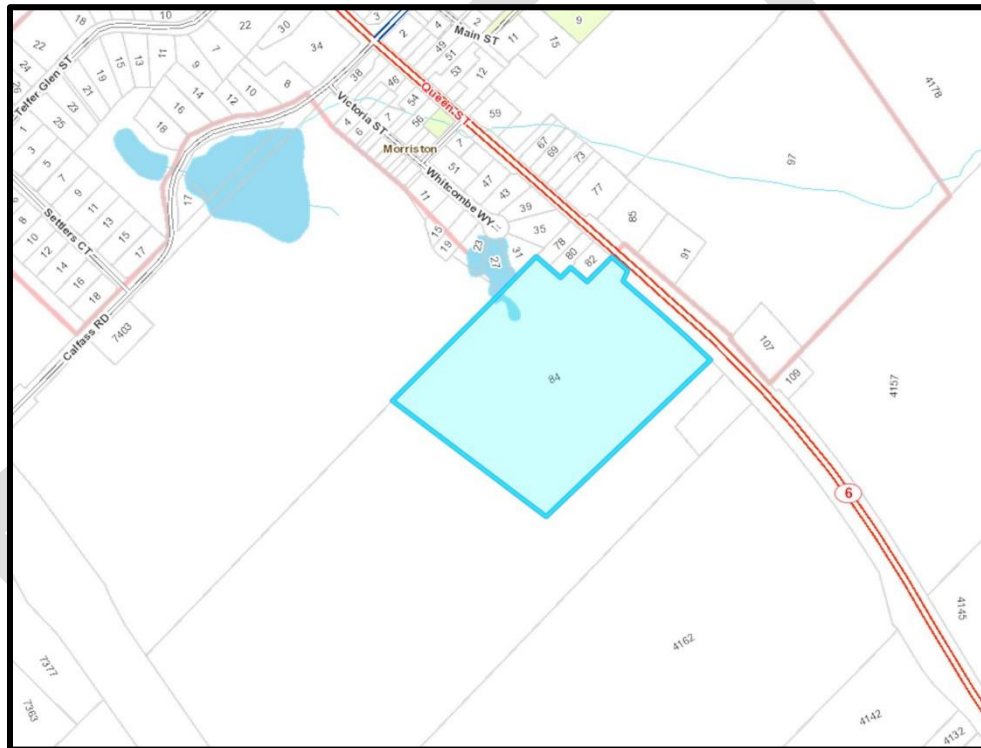


THE TOWNSHIP OF PUSLINCH NOTICE OF INTENTION TO DESIGNATE 84 Queen Street, Morriston

TAKE NOTICE that the Council of the Corporation of the Township of Puslinch intends to designate 84 Queen Street, Morriston, as a property of cultural heritage value or interest under section 29, Part IV of the Ontario Heritage Act, R.S.O. 1990, Chapter O.18. as authorized by Township of Puslinch Council through Resolution No. 2023-XXX.

Description of the Property

The subject property is described as being Rear Concession 7 Part Lot 32, municipally known as 84 Queen Street.



(Key Map Showing Location of 84 Queen Street)

Short Statement of Cultural Heritage Value or Interest

The property situated at 84 Queen St, Morriston, holds significant cultural heritage value due to its historical connection with the Morlock family; one of the three founding families of the village of Morriston. This value is retained in the 1882 stone residence on the property that was built by Christian Morlock, the son of the family's pioneer settler, John Christian Morlock. The property's noteworthy architecture shows outstanding local craftsmanship. Moreover, the property stands beside several adjacent Morlock houses,

collectively forming a distinctive and noteworthy section of the Township. The property meets the requirements for designation prescribed by the Province of Ontario under the three categories of design/physical value, historical/associative value, and contextual value. 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.

Design Value:

The property features an exceptionally well-crafted one-and-a-half-storey stone Victorian villa-style residence, built in 1884 by local stonemason Otto Rappolt. This villa architecture is representative of a type with few examples found in Puslinch Township, and none with this level of craftsmanship. The residence form is a T-plan: a side gabled entrance wing meets a front gabled wing at right angles. The entrance wing faces Brock Road. A veranda joins the two wings of the house and covers the main entrance.

The residence is built in random coursed ashlar limestone. The upper story has a Gothic sash dormer window above the entrance wing and a matching window on the front-gabled wing. Elegant, pentagonal cut-stone voussoirs over these windows have grapevine motifs in the keystones. The dormer keystone is an 1882 datestone, while the motif on the other Gothic window is floral. These motifs were crafted in mortar and stone by another Morriston stonemason, Herbert Leitch. The Gothic window gables are trimmed with decorative bargeboards in a fleur de lis pattern with an ornate fleur de lis gable drop at each peak. The first floor has original sash-style windows. All windows have original shutters. The veranda runs the full length of the front entranceway. This entranceway has a single door with a transom that would have led into a kitchen, and another single side door with transom leading into the wing. The veranda features extensive decorative woodwork: a spooled spandrel with pierced edging supported by turned and moulded posts with horizontal fan brackets and vertical scroll brackets. The architecture and decorative detailing is carefully preserved, and highlights the property's outstanding craftsmanship and attention to detail on this farm property.

Historical/Associative Value:

The property, situated at Lot 32, Rear Concession 7, was originally owned and settled by John Morlock and his family, one of the three founding families of Morriston. Over time, several Morlock houses were constructed on this Lot. The Morlocks came to the area from Germany in 1832 in company with the Calfas family. Together with the Winer family, they created a settlement of continental Germans and established the local German Evangelical church. The present residence, named "Stoneleigh," was erected by John's son, Christian, in 1882, with Otto Rappolt, his son-in-law, as the appointed stonemason.

Contextual Value:

84 Queen Street forms part of a streetscape of four adjacent Morlock family homes built between 1854 and 1910 on the original lot settled by John Christian Morlock. This extant built heritage family streetscape is unique to the Township. It is positioned between Lots 31 and 33 of the other two founding families. The intact Paul Winer family homestead is

to the south on Lot 33 and the remains of the Johannes Calfas family residence and homestead are to the north on Lot 31.

Description of Heritage Attributes

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 84 Queen St:

Christian Morlock House:

- Height, scale, and form of the original one and a half storey house
- Ashlar stone exterior walls
- Fenestration on front and side facades
- Original exterior doors and windows
- Pentagonal cut-stone voussoirs with carved grapevine motifs
- Stone sills
- Datestone
- Bargeboards in fleur de lis pattern
- Verandah and spool spandrel, carved posts and fan and scroll brackets

Notice of Objection

Any person may send a notice of objection to this proposed designation, before **XXX** p.m. on **MONTH, DAY, 202X**. This notice must be sent by registered mail or delivered to the Clerk of the Township of Puslinch, and must set out the reason for the objection and all relevant facts. If a notice of objection is received, the Council of the Township of Puslinch 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 objection period. If Council decides not to withdraw its intention to designate, a heritage designation bylaw must be passed within 120 days after the date of publication of the notice of intention to designate. Council must publish a notice of passing of the designation bylaw which is followed by a 30-day appeal period when appeals of the bylaw may be given to the Ontario Land Tribunal for a hearing and decision.

Dated MONTH, DAY, 202X

Justine Brotherston,
Interim Municipal Clerk
Township of Puslinch
7404 Wellington Road 34, Puslinch, ON N0B 2J0

CC: Property Owner
Ontario Heritage Trust

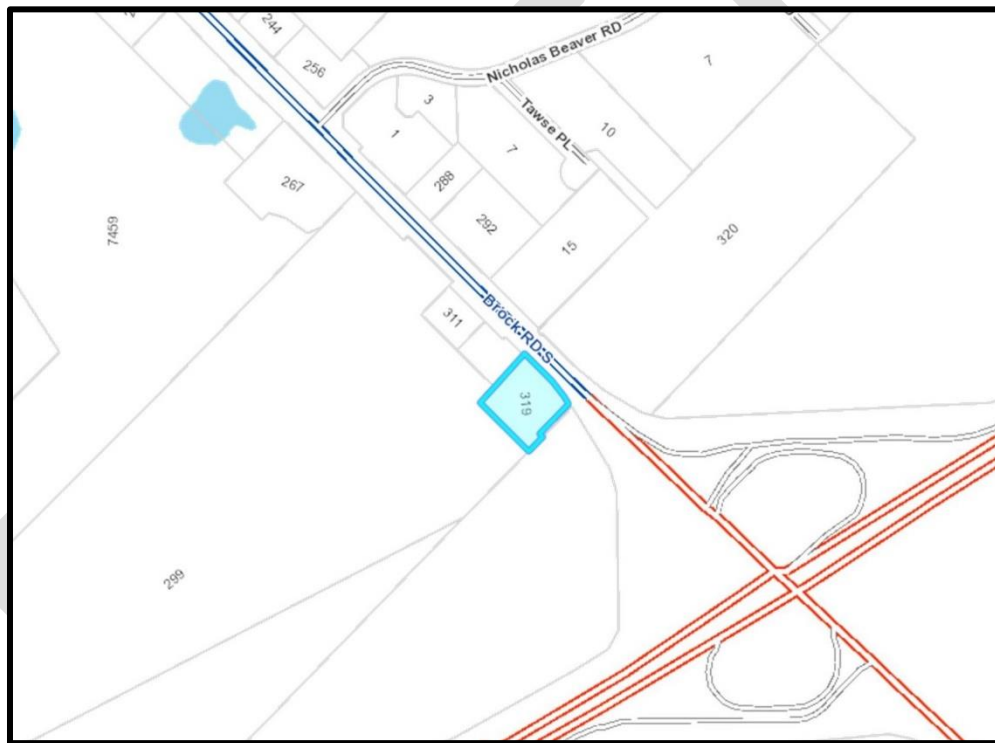


THE TOWNSHIP OF PUSLINCH NOTICE OF INTENTION TO DESIGNATE 319 Brock Road South, Puslinch

TAKE NOTICE that the Council of the Corporation of the Township of Puslinch intends to designate 319 Brock Road South, Puslinch, as a property of cultural heritage value or interest under section 29, Part IV of the Ontario Heritage Act, R.S.O. 1990, Chapter O.18. as authorized by Township of Puslinch Council through Resolution No. 2023-XXX.

Description of the Property

The subject property is described as being Rear Concession 7 Part Lot 28, municipally known as 319 Brock Road South.



(Key Map Showing Location of 319 Brock Road S)

Short Statement of Cultural Heritage Value or Interest

The property located at 319 Brock Rd S, Puslinch, holds significant cultural heritage value to the religious and cultural history of the Township, particularly within the Presbyterian denomination. This heritage value is retained in a noteworthy 1854 stone church with exceptional design value and craftsmanship. Named "Duff's Presbyterian Church" it has served as a religious and social institution for Scottish Presbyterian immigrants and families since its construction. The church is associated with several adjacent heritage properties, including Crown Cemetery, and defines the northern boundary of the Village of Morriston. The property meets the requirements for designation prescribed by the Province of Ontario under the three categories of design/physical value,

historical/associative value, and contextual value. 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.

Design Value:

The property includes a unique 1854 Gothic, front-gabled stone church building, with a stone vestibule and Norman tower addition dating to 1903. Key design elements include stone construction, with cut-limestone coursed ashlar and lime taped masonry on the front and side facades and sizable stone quoins on all corners. Four paired sets of lancet windows run along each of the side walls of the original structure. This design was carried on to the 1903 vestibule addition which has paired lancet windows on the side walls and above the entrance on the front facade. Single lancet windows bracket either side of the central entrance, which has a Gothic transom with the lettering "Duff's Church 1903". During the 1903 renovations, stained glass was installed in all these windows. The vestibule addition includes an embossed cornerstone "DUFF'S CHURCH ERECTED 1854 RE-ERECTED 1903". Four segmented windows sit at basement level below the lancet windows on the side facades. The tower bears Gothic arched vents on the front and side facades and is topped with a stone cornice and seven merlons. All fenestrations have stone voussoirs and sills.

Historical/Associative Value:

Initially a log Presbyterian church was located across the road on Lot 28, Front Concession 8 on land granted by the Crown in 1835 for use by local Presbyterians for religious and educational services, including a cemetery, called Crown Cemetery. In 1843, a substantial group of evangelical ministers separated from the Church of Scotland to establish what is now recognized as the Free Church of Scotland. This schism arose from a disagreement over whether the Church of Scotland or the British Government should have authority over clerical positions and associated benefits. After the "Great Disruption" in the Presbyterian Church in 1843, local Presbyterians supported the new "Free Church of Scotland" and the land on Lot 28, Front Concession 8 was eventually forfeited, although the cemetery continued to operate. Free Presbyterians built Duff's Church directly opposite on Lot 28, Rear Concession 7. Constructed in 1854, the church was named after Dr. Alexander Duff, a Scottish missionary in India, who visited Canada during the 1850s and delivered a speech at the church. By 1893, the property also accommodated a Sunday school, providing education to numerous local children. From its construction until the early 20th century church services were offered in Scottish Gaelic since many of the congregants were immigrants from the Scottish Highlands. It is the oldest and largest church building in Puslinch Township. In the mid to late 1860s, an adjoining 30 acres of land was acquired from John Haise, the owner of Lot 27, Concession 7, for the purpose of erecting a manse for the church. This manse was completed in 1868.

Contextual Value:

The property is located along Brock Road, a region recognized as one of the Township's earliest settlement areas by British and European immigrants. The church is positioned across from Crown Cemetery, land deeded to the Presbyterian church as a burying ground in 1835. The location is close to heritage properties built by the church's early congregants: Malcolm McBeath, George McLean, Peter McLaren, and several others.

Owing to its vital and deep-rooted connections to multiple generations of families, the property holds a distinguished status as a community landmark, and physically stands as a marker of the northern part of the Village of Morriston.

Description of Heritage Attributes

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 316 Brock Rd S:

Duff's Presbyterian Church:

- Height, scale, and form of 1903 building
- Limestone exterior walls and quoins
- Cut ashlar and lime-taped masonry
- Original fenestrations
- Original doors and windows
- Stone voussoirs and stone sills on window fenestrations
- Tooled stone voussoirs on entrance doorway and lancet windows on front facade
- Stained glass
- Norman-style tower, with fenestrations, cornice and merlons.
- Embossed 1903 Cornerstone

Notice of Objection

Any person may send a notice of objection to this proposed designation, before **XXX** p.m. on **MONTH, DAY, 202X**. This notice must be sent by registered mail or delivered to the Clerk of the Township of Puslinch, and must set out the reason for the objection and all relevant facts. If a notice of objection is received, the Council of the Township of Puslinch 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 objection period. If Council decides not to withdraw its intention to designate, a heritage designation bylaw must be passed within 120 days after the date of publication of the notice of intention to designate. Council must publish a notice of passing of the designation bylaw which is followed by a 30-day appeal period when appeals of the bylaw may be given to the Ontario Land Tribunal for a hearing and decision.

Dated MONTH, DAY, 202X

Justine Brotherston,
Interim Municipal Clerk
Township of Puslinch
7404 Wellington Road 34, Puslinch, ON N0B 2J0

CC: Property Owner
Ontario Heritage Trust



THE TOWNSHIP OF PUSLINCH NOTICE OF INTENTION TO DESIGNATE 600 Arkell Road, Puslinch

TAKE NOTICE that the Council of the Corporation of the Township of Puslinch intends to designate 600 Arkell Road as a property of cultural heritage value or interest under section 29, Part IV of the Ontario Heritage Act, R.S.O. 1990, Chapter O.18. as authorized by Township of Puslinch Council through Resolution No. 2023-XXX.

Description of the Property

The subject property is described as being Plan 131 Part Lot 3, municipally known as 600 Arkell Road.



serves as a landmark property in the historic village of Arkell. The property meets the requirements for designation prescribed by the Province of Ontario under the three categories of design/physical value, historical/associative value, and contextual value. 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.

Design Value:

The property includes a modest 1877 Methodist rural brick church. The plain rectangular front-gabled architecture built in local yellow brick from the Morriston brickyard is representative of a Methodist church built in a rural setting from this period. The brick is laid in a stretcher bond. The structure is distinguished by three large Gothic windows along the east side wall and two on the west wall, the original third on this wall removed for a modern building addition. Lancet windows sit on each side of the entrance on the front façade. This entrance features a Gothic transom. Located under the front gable is an arched datestone with brick voussoir, inscribed in the mortar "Plains Wesleyan Church 1877". All doors and windows feature arched brick soldier lintels. Stained glass in a contemporary design was added to all windows and the transom in the 1970s through money raised by congregants. The front portico that covers the central entrance is a later addition, as is the wing added to the west side of the church.

The associated cemetery cairn lies to the rear of the church. Grave markers carved by local stone carvers in the nineteenth century showcase a diverse range of styles, degrees of craftsmanship, and materials. This variety adds to the architectural significance of the property, providing a glimpse into the different artistic expressions and memorialization practices from inception to the present.

Historical/Associative Value:

This area of the Township was settled primarily by English immigrants. An Anglican church was built in the adjacent former hamlet of Farnham on Lot 6, Front Concession 9 in 1845. It was the only Church of England in the Township and was demolished a century later. The building of a Wesleyan Methodist Church at the same time on Lot 6, Rear Concession 9, indicates a community of non-conformist English settlers and the growing influence of Wesleyan theology on the rural farming population in this part of the Township. "Puslinch Plains" or "Arkell Plains" was a term used to refer to this part of the Township with comparatively flat land, and explains the "Plains" attribution on the date stone. The property originally featured a Methodist log church built on land donated by Charles Willoughby in 1838. In 1877, the current yellow brick church was erected. The congregants were English and Scottish settlers in the immediate area of Arkell. In 1920, the church became one of the first United Churches of Canada in Ontario, when Methodist and Presbyterian churches entered into a union. The property also includes a metal plaque presented by the Arkell Women's Institute in 1974. "Dedicated to the pioneer settlers of Arkell, who beautified the land by their toil. They left not only the fruits of their labours, but the thoughts and feelings that cheered them on in their solitude."

Positioned at the rear of the property, the Arkell Church cemetery features grave markers of Arkell settlers and congregants. Those early congregants who contributed 25 shillings or more were entitled to a burial plot without any additional charge. Gravestones are an

important source of local genealogical history and provide vital information on mortality in the settlement period.

In 1981 these stones were moved and relaid onto a cemetery cairn.

Contextual Value:

The property is located at the main crossroads in the Village of Arkell and is a visual landmark among the many heritage properties in the village that include the Arkell Schoolhouse, Arkell Teacherage, and blacksmith shop. Due to its continued role over 150 years as a religious and social centre for the community, the property holds contextual significance to the community.

Description of Heritage Attributes

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 600 Arkell Road, Puslinch:

Arkell United Church:

- Height, scale, and form of 1877 building
- Exterior yellow brick walls and lintels
- Stone sills
- Original doors and windows, and extant fenestration
- Date stone
- Stained Glass
- Cemetery cairn with grave markers
- Women's Institute Plaque

Notice of Objection

Any person may send a notice of objection to this proposed designation, before **XXX** p.m. on **MONTH, DAY, 202X**. This notice must be sent by registered mail or delivered to the Clerk of the Township of Puslinch, and must set out the reason for the objection and all relevant facts. If a notice of objection is received, the Council of the Township of Puslinch 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 objection period. If Council decides not to withdraw its intention to designate, a heritage designation bylaw must be passed within 120 days after the date of publication of the notice of intention to designate. Council must publish a notice of passing of the designation bylaw which is followed by a 30-day appeal period when appeals of the bylaw may be given to the Ontario Land Tribunal for a hearing and decision.

Dated **MONTH, DAY, 202X**

Justine Brotherston,
Interim Municipal Clerk
Township of Puslinch
7404 Wellington Road 34, Puslinch, ON N0B 2J0

CC: Property Owner
Ontario Heritage Trust

DRAFT



THE TOWNSHIP OF PUSLINCH NOTICE OF INTENTION TO DESIGNATE 843 Watson Road South, Arkell

TAKE NOTICE that the Council of the Corporation of the Township of Puslinch intends to designate 843 Watson Road South, Arkell, as a property of cultural heritage value or interest under section 29, Part IV of the Ontario Heritage Act, R.S.O. 1990, Chapter O.18. as authorized by Township of Puslinch Council through Resolution No. 2023-XXX.

Description of the Property

The subject property is described as being Rear Concession 9 Part Lot 7, municipally known as 843 Watson Road South.



(Key Map Showing Location of 843 Watson Road South)

Short Statement of Cultural Heritage Value or Interest

The property located at 843 Watson Rd S, Arkell, possesses significant cultural heritage value due to its association with the educational and social history of the Arkell area. This value is retained in the extant 1862 stone schoolhouse on the property. This building represents the efforts of the board of School Section 1 to provide public elementary education to the local community. The schoolhouse was constructed in 1862 using building plans published by the Ontario Department of Education in the mid-nineteenth century as a guide. The property's architectural value lies in the exceptional craftsmanship shown in the interpretation of these building plans. The schoolhouse served the

community of Arkell and surrounding farms that comprised School Section 1 for a century as a place for elementary education and social events. It is in close proximity to other recognized heritage buildings in Arkell. Given its pivotal role in the history of Puslinch, both the property and its schoolhouse hold the status of a landmark. The property meets the requirements for designation prescribed by the Province of Ontario under the three categories of design/physical value, historical/associative value, and contextual value. 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.

Design Value:

The property includes the earliest extant school in Puslinch Township: an 1862 stone schoolhouse solidly constructed in coursed fieldstone and dolomite limestone. The building features elements representative of mid-nineteenth century Ontario schoolhouse design: front gable roof, single-storey rectangular form, large straight rectangular window fenestrations on the side walls and a front facade with two entrances: one for girls and one for boys. Notable attributes include the very large Romanesque window with a carved limestone surround in the centre of the front facade, entrance fenestrations with heavy limestone surrounds, large limestone quoins, and stone soldier lintels and stone sills on window fenestrations. Under the front gable is a carved datestone "1862" and below another inscribed carved stone inscribed "SCHOOL SECTION NO. 1". The original bell and a reproduced belfry are on the roof.

Historical or Associative Value:

As Puslinch was settled, it was divided into twelve school sections (SS). The residents of each section built their own school, which not only represented and defined the geographic community but also became a venue for community activities. This property, situated at Part Lot 7, Rear Concession 9, formed an initial land purchase agreement for a "common school" dated November 29th, 1850. The designated land served for the construction of a schoolhouse, and James Hewer from the Township and Province of Canada was compensated one pound and five shillings. Trustees for the project included James Hewer, Adam Hume, John Iles, and Joseph Dory. Replacing two log structures dated around 1839 and 1850, the present stone schoolhouse was constructed in 1862. It was in use as an educational and community facility for a century after which schooling became centralised, and the schoolhouse redundant.

Contextual Value:

The property is surrounded by several other heritage properties, along Watson and Arkell Rd in the Arkell area. These residences, including the John Caulfield, John Isles, Jr., and Thomas Arkell houses, among many others, played a significant role in shaping and establishing this part of Puslinch. In addition, the property is also in close proximity to the George Nichol Blacksmith Shop. The purpose-built 1875 stone school's teacherage is located directly beside the schoolhouse, demonstrating the importance of the school's educational role in the community. The property holds the status of a landmark due to its architecture and rich social history within the Township. Over the years, it has served numerous generations and families, playing crucial roles in both education and community activities.

Description of Heritage Attributes

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 843 Watson RD S:

Arkell Schoolhouse:

- Height, scale, and form of original schoolhouse
- Extant exterior coursed stone walls
- Original fenestration on front and side facades
- Limestone quoins, lintels, and sills
- Limestone surrounds on Romanesque window and front facade entrance fenestrations
- Bell and belfry
- Date sign

Notice of Objection

Any person may send a notice of objection to this proposed designation, before **XXX** p.m. on **MONTH, DAY, 202X**. This notice must be sent by registered mail or delivered to the Clerk of the Township of Puslinch, and must set out the reason for the objection and all relevant facts. If a notice of objection is received, the Council of the Township of Puslinch 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 objection period. If Council decides not to withdraw its intention to designate, a heritage designation bylaw must be passed within 120 days after the date of publication of the notice of intention to designate. Council must publish a notice of passing of the designation bylaw which is followed by a 30-day appeal period when appeals of the bylaw may be given to the Ontario Land Tribunal for a hearing and decision.

Dated **MONTH, DAY, 202X**

Justine Brotherston,
Interim Municipal Clerk
Township of Puslinch
7404 Wellington Road 34, Puslinch, ON N0B 2J0

CC: Property Owner
Ontario Heritage Trust

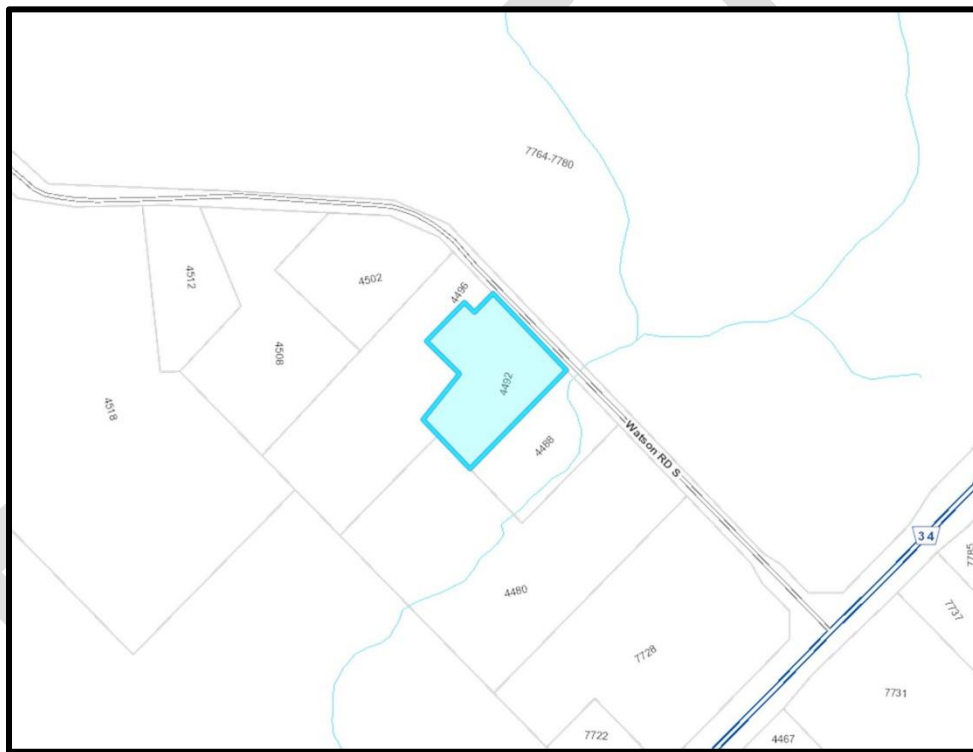


THE TOWNSHIP OF PUSLINCH NOTICE OF INTENTION TO DESIGNATE 4492 Watson Road South, Puslinch

TAKE NOTICE that the Council of the Corporation of the Township of Puslinch intends to designate 4492 Watson Road South, as a property of cultural heritage value or interest under section 29, Part IV of the Ontario Heritage Act, R.S.O. 1990, Chapter O.18. as authorized by Township of Puslinch Council through Resolution No. 2023-XXX.

Description of the Property

The subject property is described as being Front Concession 10 Part Lot 20, municipally known as 4492 Watson Road South.



(Key Map Showing Location of 4492 Watson Road South)

Short Statement of Cultural Heritage Value or Interest

The property located at 4492 Watson Rd S, Puslinch, the former “School Section 10” holds significant cultural heritage value due to its role in the educational and social history of Puslinch Township and the Corwhin community. This value is retained in the extant one-room 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 schoolhouse 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 exceptional and distinct stone masonry attributed to local masons, William Laing and Thomas Taylor. Where other local landmarks have disappeared, the schoolhouse's strategic placement marks the location of the historic hamlet of Corwhin. The property meets the requirements for designation prescribed by the Province of Ontario under the three categories of design/physical value, historical/associative value, and contextual value. 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.

Design Value:

The building features elements representative of late nineteenth century Ontario schoolhouse design: front gable roof, single-storey rectangular form, large window fenestrations on the side walls and a front facade with two entrances: one for girls and one for boys. Noteworthy features include its fine masonry with coursed ashlar and lime-taped exterior stone walls, and large rectangular segmentally arched windows along each of the side walls. A large Romanesque window is centred on the front façade. The side wall windows are topped with soldier-style stone lintels, while the central window holds a Romanesque arched stone lintel. The front gabled roof originally held a belfry and bell.

Historical or Associative Value:

As Puslinch was settled, it was divided into twelve school sections (SS). The residents of each section built their own school, which not only represented and defined the geographic community but also became a centre for community activities. The property at Lot 20, Front Concession 10 was purchased from John Laing. The present structure replaced a previous frame school on the site. 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 centralised 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 repurposed as a residence.

Contextual Value:

The property is surrounded by several other heritage properties along Watson Rd in the Corwhin area. These properties, among others, were built by Andrew McRobbie, Duncan Campbell, and Duncan McFarlane, individuals who played a significant role in shaping and establishing this part of Puslinch and the Corwhin school. The schoolhouse's strategic placement also marks the geographic location of the historic hamlet of Corwhin, since other local landmarks such as the post office, railway station and Methodist church have disappeared.

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 RD S:

Corwhin Schoolhouse:

- Height, scale, and form of original schoolhouse building
- Front gabled roof line
- Coursed ashlar stone exterior walls and quoins
- Extant original door fenestration with voussoirs
- Segmentally arched window fenestrations and stone lintels and sills
- Romanesque window on front facade and arched stone lintel

Notice of Objection

Any person may send a notice of objection to this proposed designation, before **XXX** p.m. on **MONTH, DAY, 202X**. This notice must be sent by registered mail or delivered to the Clerk of the Township of Puslinch, and must set out the reason for the objection and all relevant facts. If a notice of objection is received, the Council of the Township of Puslinch 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 objection period. If Council decides not to withdraw its intention to designate, a heritage designation bylaw must be passed within 120 days after the date of publication of the notice of intention to designate. Council must publish a notice of passing of the designation bylaw which is followed by a 30-day appeal period when appeals of the bylaw may be given to the Ontario Land Tribunal for a hearing and decision.

Dated **MONTH, DAY, 202X**

Justine Brotherston,
Interim Municipal Clerk
Township of Puslinch
7404 Wellington Road 34, Puslinch, ON N0B 2J0

CC: Property Owner
Ontario Heritage Trust



THE TOWNSHIP OF PUSLINCH NOTICE OF INTENTION TO DESIGNATE 4614 Wellington Rd 32, Puslinch

TAKE NOTICE that the Council of the Corporation of the Township of Puslinch intends to designate 4614 Wellington Rd 32, Puslinch, as a property of cultural heritage value or interest under section 29, Part IV of the Ontario Heritage Act, R.S.O. 1990, Chapter O.18. as authorized by Township of Puslinch Council through Resolution No. 2023-XXX.

Description of the Property

The subject property is described as being Rear Concession 3 Lot 5, municipally known as 4614 Wellington Rd 32, Puslinch.



(Key Map Showing Location of 4614 Wellington Rd 32)

Short Statement of Cultural Heritage Value or Interest

The property located at 4614 Wellington Rd 32, Puslinch, holds significant cultural heritage value owing to its association with German settlement and religious history in the Township. The centerpiece of the property is a red stone church, notable for its architectural value derived from the creative use of limestone in its construction. Furthermore, the church has played a vital role as a gathering place for various denominations over the years, serving the spiritual needs of the diverse community in Puslinch. Its historical significance is further emphasized by its long-standing service to

the residents, making it a cherished location with a rich and meaningful past. The property meets the requirements for designation prescribed by the Province of Ontario under the three categories of design/physical value, historical/associative value, and contextual value.

Design Value:

The property's building stands as a representative example of a one-story brick rural style church. This design is characterized by a rectangular floor plan, an end-gabled roof, and exceptionally rare and original 12 by 12 sash-style windows. Notably, the lintels on the west wall are crafted from red brick in a soldier style, while those on the east wall are made of limestone. Moreover, the east wall's windows boast an elegant outline of limestone brick, lending it a truly unique appearance. The exterior walls are predominantly constructed with red brick, yet the quoined corners stand out in limestone, creating a striking contrast in both material and color. Additionally, there have been later additions on the west wall and back façade.

Historical/Associative Value:

The property, located at Lot 5, Rear Concession 3, had its church built on land originally belonging to Jacob Cober, a descendant of German Pennsylvanian Mennonite, Nicholas Cober Sr. In 1868, Jacob and representatives of several families and denominations drew up an agreement that would establish a union church on this land. By 1874, the church was erected. The church was shared among different groups, with the Mennonite Brethren in Christ using it on two Sundays per month, and the Tunkers and Mennonites using it on the remaining Sundays. The German Baptists, however, used the church minimally and had the smallest congregation among the population. Around 1924, the church was eventually closed and fell into neglect and disrepair for a long time.

In the 1950s, the church was restored by many descendants of the original members and leaders. The first burial in the cemetery beside the church was that of Anna, daughter of Rev. Neils Peter Holm and his wife Susanna Cober in 1867, before it was officially designated as a cemetery. There have been 56 known burials in the cemetery, although many of the headstones have since disappeared. The last burial took place in 1930, but the site was not officially "closed" for burials until 1969.

Contextual Value:

The property along Concession 3 defines the character of the area, showcasing the significant efforts of German settlers during its early establishment. Despite being in close proximity to original British family residences like Robert Little, Peter Stewart, and John McCormick houses, the church on the property represents that German settlement took place around the Township, rather than in more typical areas like Morriston. Moreover, the property has served as a landmark for generations of Mennonites, Tunkers, and German Brethren who used the church for services and other civil

activities. Consequently, the church stands as a symbol of the German community's historical and current presence in Puslinch.

Description of Heritage Attributes

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 4614 Wellington Rd 32:

Puslinch Mennonite/ United Brethren Church and Cemetery

- Original stone foundation
- Original doors and windows; including 12 by 12 panes
- Red brick and limestone used for exterior walls; including lintels, quoins, window outline
- Tombstones

It is intended that non-original features may be returned to document earlier designs or to their document original without requiring Council to amend the designating by-law.

Notice of Objection

Any person may send a notice of objection to this proposed designation, before **XXX** p.m. on **MONTH, DAY, 202X**. This notice must be sent by registered mail or delivered to the Clerk of the Township of Puslinch, and must set out the reason for the objection and all relevant facts. If a notice of objection is received, the Council of the Township of Puslinch 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 objection period. If Council decides not to withdraw its intention to designate, a heritage designation bylaw must be passed within 120 days after the date of publication of the notice of intention to designate. Council must publish a notice of passing of the designation bylaw which is followed by a 30-day appeal period when appeals of the bylaw may be given to the Ontario Land Tribunal for a hearing and decision.

Dated **MONTH, DAY, 202X**

Justine Brotherston,
Interim Municipal Clerk
Township of Puslinch
7404 Wellington Road 34, Puslinch, ON N0B 2J0

CC: Property Owner
Ontario Heritage Trust



THE TOWNSHIP OF PUSLINCH NOTICE OF INTENTION TO DESIGNATE 6705 Ellis Road, Puslinch

TAKE NOTICE that the Council of the Corporation of the Township of Puslinch intends to designate at 6705 Ellis Road, as a property of cultural heritage value or interest under section 29, Part IV of the Ontario Heritage Act, R.S.O. 1990, Chapter O.18. as authorized by Township of Puslinch Council through Resolution No. 2023-XXX.

Description of the Property

The subject property is described as being Concession 9 Front Part Lot 2, municipally known as at 6705 Ellis Road, Puslinch.



(Key Map Showing Location of 6705 Ellis Road, Puslinch)

Short Statement of Cultural Heritage Value or Interest

The property located at 6705 Ellis Road, Puslinch, holds significant cultural heritage value due to its association with the religious and educational history of the Township, particularly for the Puslinch Lake community. This value is retained in the 1861 building on the property. It is the only example in Puslinch Township of a Gothic chapel built in the vernacular form from locally sourced materials. It is deeply connected to the Ellis family, as it was originally constructed on the land they owned and built by family members. Moreover, the property possesses significant cultural value stemming from its importance

as a religious and educational centre for multiple generations, especially in the Puslinch Lake community. The Ellis Chapel is recognized locally and provincially as a landmark in the Township. The property meets the requirements for designation prescribed by the Province of Ontario as it satisfies at least three 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 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.

Design Value

The property contains a unique example of a front-gabled Gothic chapel constructed with a high degree of craftsmanship by local artisans using local materials. The design and craftsmanship reflects the beliefs, skills and resources of those who built it. In 1861, the local community came together in work bees to build the chapel, with carpentry work carried out by Edward and Thomas Ellis, as well as Peter Lamont. The structure is constructed with random coursed fieldstone. Two very large sashed Gothic windows with rectangular tracery muntins are placed along both side walls, and on each side of the front entrance. The Gothic transom above the front double door entry matches these windows and lines up with them. These windows were built by Edward Ellis. A single door is located at the rear of the building. All fenestrations have stone voussoirs. The front gabled roof still retains its original wooden brackets beneath the eaves. The front façade holds a stone plaque under the gable peak displaying the name of the chapel and the date of its construction. The chapel interior includes a unique Grecian-style framing behind the pulpit area, among other original materials. The property includes a small cemetery at the rear with marble stones from the 1860s and 1870s that have been removed and re-mounted onto a stone wall cairn. These markers show the delicate work of a single monument carver from Guelph, named "Feast."

Historical/Associative Value

The chapel, situated on Front Concession 2, Part Lot 9, was constructed on land donated by Edward and Mary Ellis. It is historically significant that it was built as an interdenominational church, in a community effort to serve the various Protestant faiths of the residents of the Puslinch Lake area. The regular ministers and local laymen were Methodists but Sunday School teachers were always of mixed denominations. The ministerial services were phased out by the end of the nineteenth century although the Church Sunday School continued into the 1940s, after which the building was used for Boy Scout meetings.

The Chapel was restored in 1962-1963, once again as a community effort, led by Mr. Lloyd S. Frank, a scout for a service centre to be built on the property for the 401 highway that bisected the Ellis lands. It was also intended to be used as a place of meditation for travellers on the 401. The new Ellis Church constitution read "the basic religious purpose and significance of Ellis Church shall be preserved and it shall never be permitted to deteriorate into use as a museum or other commercial purpose."

In August 1963, it was officially recognized and marked by the Archeological and Historical Sites Board of Ontario. The Ellis Chapel's small cemetery was rededicated after

the removal of the extant tombstones onto a memorial stone wall cairn in 1965. This act served as a tribute to those resting in the cemetery and to their faith practiced in the Chapel. As in other cemeteries, the extant gravestones provide genealogical information on the congregants and on disease and mortality in the time period. Other unmarked burials may be present at the rear of the property.

Contextual Value

Ellis Chapel stands in close proximity to the residences of many early settlers who originally inhabited the Puslinch Lake community during the mid-19th century and participated in its construction. Some of these residences, such as the houses of Charles Barrett, Hector McCaig, and Alexander McPherson, are still located in its immediate vicinity, forming a historical neighborhood around Ellis Chapel. The property's strong connection to its surroundings is evident in the fact that numerous building materials were sourced from the nearby fields and forests. Subsequently the restoration of the chapel has been a community event, and services continue to be held here. Due to its architectural, historical, and cultural significance, Ellis Chapel has become a significant, and cherished landmark in the Township.

Description of Heritage Attributes

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 6705 Ellis Rd:

Ellis Chapel

- Height, scale and form of building
- Coursed fieldstone walls and quoins
- All original doors
- Gothic windows with rectangular wood muntin tracery
- Entrance transom
- Stone voussoirs
- Date sign
- Plaque from the Archaeological and Historical Sites Board of Ontario
- Cairn and extant gravestones

Notice of Objection

Any person may send a notice of objection to this proposed designation, before **XXX** p.m. on **MONTH, DAY, 202X**. This notice must be sent by registered mail or delivered to the Clerk of the Township of Puslinch, and must set out the reason for the objection and all relevant facts. If a notice of objection is received, the Council of the Township of Puslinch 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 objection period. If Council decides not to withdraw its intention to designate, a heritage designation bylaw must be passed within 120 days after the date of publication of the notice of intention to designate. Council must publish a notice of passing of the designation bylaw which is followed by a 30-day appeal period when appeals of the bylaw may be given to the Ontario Land Tribunal for a hearing and decision.

Dated MONTH, DAY, 202X

Justine Brotherston,
Interim Municipal Clerk
Township of Puslinch
7404 Wellington Road 34, Puslinch, ON N0B 2J0

CC: Property Owner
Ontario Heritage Trust

DRAFT



THE TOWNSHIP OF PUSLINCH NOTICE OF INTENTION TO DESIGNATE 6990 Wellington Rd 34

TAKE NOTICE that the Council of the Corporation of the Township of Puslinch intends to designate 6990 Wellington Rd 34 as a property of cultural heritage value or interest under section 29, Part IV of the Ontario Heritage Act, R.S.O. 1990, Chapter O.18. as authorized by Township of Puslinch Council through Resolution No. 2022-339.

Description of the Property

The subject property is described as being Front Concession 3 Part Lot 19, municipally known as 6990 Wellington Rd 34.



as it satisfies at least two 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.

Design Value

The property features a representative example of a one-and-a-half-story schoolhouse. A concrete block addition was made to the front, which served as school washrooms, significantly altering its heritage value. However, it was sympathetically covered by wood siding. The original schoolhouse retains its original fieldstone exterior wall, adorned with large quoins, maintaining its historical integrity. The end-gabled roof still contains its original belfry. The windows are of the 6 over 6 paned sash style, fitted with soldier lintels, which is characteristic of the period in which it was constructed. The entrance was relocated to the east side of the property when the building transitioned into a private residence.

Historical/Associative Value

The property, situated on Part Lot 19, Front Concession, was originally owned by Alexander McKay, who generously donated the southeast corner of his farm for the school. As Puslinch was settled, it was divided into twelve school sections (SS). This schoolhouse represented School Section #5, initially starting with a log school building. However, in 1868, the current stone schoolhouse was erected to replace the log structure.

From the time of its opening until around 1965, the school was actively used by students until the Aberfoyle School was established. At that point, all twelve School Section students were consolidated at the new school, leading to the closure of this historic schoolhouse.

Contextual Value

The property is surrounded by several other heritage properties, collectively known as "The Third" in the Township. These residences, including John McCormick, Peter Stewart, Donald Cameron houses, among many others, are of Scottish origin and played a significant role in shaping and establishing the western part of Puslinch. Moreover, the schoolhouse's strong connection to its surroundings is evident in the fact that the stone used for its construction came from Mrs. S. Wilkinson's property. Furthermore, the property holds the status of a landmark due to its rich and complex history within the Township. Over the years, it has served numerous generations and families, playing crucial roles in both education and religious activities.

Description of Heritage Attributes

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 6690 Wellington RD 34:

School House #5

- Exterior fieldstone façade
- One-room, single story schoolhouse footprint
- Height, scale and rectangular massing of the original 1868 single room schoolhouse
- Gabled roof
- Vertical limestone trim around windows
- Belfry with bell
- Roof similar to original cedar shake material
- Original wood shed on the property (now a workshop)

It is intended that non-original features may be returned to document earlier designs or to their document original without requiring Council to amend the designating by-law.

Notice of Objection

Any person may send a notice of objection to this proposed designation, before X p.m. on **MONTH, DAY, 202X**. This notice must be sent by registered mail or delivered to the Clerk of the Township of Puslinch, and must set out the reason for the objection and all relevant facts. If a notice of objection is received, the Council of the Township of Puslinch 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 objection period. If Council decides not to withdraw its intention to designate, a heritage designation bylaw must be passed within 120 days after the date of publication of the notice of intention to designate. Council must publish a notice of passing of the designation bylaw which is followed by a 30-day appeal period when appeals of the bylaw may be given to the Ontario Land Tribunal for a hearing and decision.

Dated MONTH, DAY, 202X

Courtenay Hoytfox
Municipal Clerk
Township of Puslinch
7404 Wellington Road 34, Puslinch, ON N0B 2J0

CC: Property Owner
Ontario Heritage Trust



THE TOWNSHIP OF PUSLINCH NOTICE OF INTENTION TO DESIGNATE 7156 Concession 1, Puslinch

TAKE NOTICE that the Council of the Corporation of the Township of Puslinch intends to designate 7156 Concession 1 as a property of cultural heritage value or interest under section 29, Part IV of the Ontario Heritage Act, R.S.O. 1990, Chapter O.18. as authorized by Township of Puslinch Council through Resolution No. 2023-XXX.

Description of the Property

The subject property is described as being Front Concession 1, Part Lot 26, municipally known as 7156 Concession 1.



(Key Map Showing Location of 7156 Concession 1)

Short Statement of Cultural Heritage Value or Interest

The property located at 7156 Concession 1, Puslinch, retains cultural heritage value due to its significant role in the settlement and religious history of this area of the Township. The property includes the 1882 Knox Presbyterian Church and the associated Knox Presbyterian Cemetery. The property's design value lies in the rural Presbyterian Church vernacular architecture and in the adjacent cemetery landscape plans prepared by the Olmsted Brothers landscape architecture firm. The property is associated with families and individuals significant to the history and settlement of the Crieff area of the Township,

and serves as a marker of the nineteenth century Highland Scots Presbyterian immigration that characterized the southern part of Puslinch Township. Its continuous service across multiple generations underscores its cultural role in the Township, and it serves as a physical landmark at the main crossroads of the Hamlet of Crieff. The property meets the requirements for designation prescribed by the Province of Ontario under the three categories of design/physical value, historical/associative value, and contextual value. 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.

Design Value:

The property includes a vernacular Presbyterian Church constructed by local craftsmen in yellow brick, most likely from the local Morriston brickyard. The simplicity of design and modest size reflects the beliefs and resources of the rural population it served. This church was built in 1882 re-using materials from an earlier 1854 frame church on the site, replaced because it was too large and difficult to heat. Duncan McPherson was the contractor. The church form is rectangular with a front-gabled roof and brick walls laid in a stretcher bond. An engraved "KNOX CHURCH PUSLINCH 1882" date stone is located under the front gable. The front facade has two separate entrance doorways each fitted with a split transom window in a segmented arch. Each side wall has three large vertical windows with segmented arches. In the late twentieth century stained glass was added to these windows through sponsored donations from families in the congregation. All fenestrations have soldier-style yellow brick lintels. In 1910, the original frame church sheds were replaced by a yellow brick addition to the rear of the church. This masonry work is attributed to Dan McMillan.

The church has an associated cemetery on the property that dates to the 1854 church. The cemetery lies on the west and east sides of the church and is still operational. Grave markers carved by local stone carvers in the nineteenth century showcase a diverse range of styles, degrees of craftsmanship, and materials. This variety adds to architectural significance of the property, providing a glimpse into the different artistic expressions and memorialization practices from inception to the present.

In 1923, Col. John Bayne McLean hired the Olmsted Brothers firm to prepare a landscape plan for the church cemetery, which had fallen into disrepair. The Olmsted Brothers was the principal landscape architecture firm in North America, whose projects included the Rockefeller's Biltmore House in North Carolina. Among their few projects in Ontario, they did significant work for J.B. McLean, for his Toronto residence, and in Crieff, for his father's parsonage and farm, and for Knox Presbyterian Church. Their plan included a large capped stone wall fence running along the west side and the front of the property with rear and front iron entrance gates as well as ornamental trees and hedges. The landscape work was carried out in 1924 by church members, and in 1934, the congregation placed a plaque in the front wall, with appreciation of this landscape work commissioned by the J.B McLean.

Historical/Associative Value

The property, located at Part Lot 26, Front Concession 1, originally housed an 1854 large frame church with Gothic windows. The initial construction of this building coincided with the division of the Presbyterian Church congregation in Puslinch into "East" and "West." The East residents attended Duff's Presbyterian Church, while the West residents went to Knox's Church. Many of these Scottish congregants in the West division included the McPherson, McDonald, McLean, and McPhatter families who played vital roles in establishing both Knox Church and the Puslinch community as a whole. The cemetery opened in 1854 at the time the frame church was built. The cemetery markers record the individuals who were congregants of the church, and provide vital information on disease mortality in the settlement period.

The Knox Presbyterian Cemetery provides historical information about gravestone manufacture, genealogical records of the individuals interred within, and insights to disease and mortality in the settlement period. The Cemetery also showcases a 1920s landscape design significant in its association with the Olmsted Brothers.

Contextual Value

Knox Church is situated at the crossroads of the hamlet of Crieff, a locus of central Highland Scots settlement in Puslinch Township in the early 1800s. In the immediate vicinity of the church, notable early residences of these settlers have been preserved, such as those built by John Thompson, Archibald Thomson, Malcolm Gilchrist, William McDonald, and others that form this historic section of Concession 1 in the Township. In 1862, an associated church manse was built on lot 25 for Rev. Andrew McLean, Minister of Knox Church from 1857-1873 who delivered services in Scots Gaelic. It still stands. Due to its cultural significance, Knox Church is widely regarded as a landmark representing numerous communities, families, and generations in the Crieff region. It continues to serve the community as a religious and social centre.

Description of Heritage Attributes

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 7156 Concession 1, Puslinch:

- Height, scale and form of the 1882 church building
- Exterior yellow brick front and side facades of the 1882 church building
- Date Stone
- Original segmented arch fenestration
- Yellow brick soldier lintels
- Stone sills
- Extant windows and doors
- Stained glass
- Cemetery and gravestones
- Stone walled fence
- Iron gates
- 1934 commemorative plaque

Notice of Objection

Any person may send a notice of objection to this proposed designation, before X p.m. on MONTH, DAY, 202X. This notice must be sent by registered mail or delivered to the Clerk of the Township of Puslinch, and must set out the reason for the objection and all relevant facts. If a notice of objection is received, the Council of the Township of Puslinch 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 objection period. If Council decides not to withdraw its intention to designate, a heritage designation bylaw must be passed within 120 days after the date of publication of the notice of intention to designate. Council must publish a notice of passing of the designation bylaw which is followed by a 30-day appeal period when appeals of the bylaw may be given to the Ontario Land Tribunal for a hearing and decision.

Dated MONTH, DAY, 202X

Courtenay Hoytfox
Municipal Clerk
Township of Puslinch
7404 Wellington Road 34, Puslinch, ON N0B 2J0

CC: Property Owner
Ontario Heritage Trust



REPORT BLD-2023-004

TO: Mayor and Members of Council

PREPARED BY: Sarah Huether, Taxation & Customer Service Supervisor

PRESENTED BY: Andrew Hartholt, Chief Building Official

MEETING DATE: November 29, 2023

SUBJECT: Building Department Third Quarter Update – July - September 2023

RECOMMENDATION

That Report BLD-2023-004 entitled Building Department Third Quarter Update – July to September 2023 be received; and

Purpose

The purpose of this report is to provide Council with an update of the activities in the Building Department for the Third Quarter of 2023 (July, August and September).

Background

Council receives a summary of the Township building permits on a quarterly basis.

Financial Implications

The Building Code Act requires that the total amount of building permit fees meets the total costs for the municipality to administer and enforce the Building Code Act and Regulations. Building permit fees were established to fully recover the Township's cost of providing building permit services, including an allocation of administrative overhead/indirect costs. Any surplus revenue from building permit fees is transferred to a restricted reserve, to be drawn upon in years of declining building activity.

Applicable Legislation and Requirements

Building Code Act, 1992, S.O. 1992, c. 23

Attachments

Schedule A – Third Quarter 2023 report and Comparison Charts

Respectfully submitted,

Reviewed by:

Sarah Huether
Taxation & Customer Service
Supervisor

Andrew Hartholt
Chief Building Official

Building Permit Comparison Summary - Schedule A

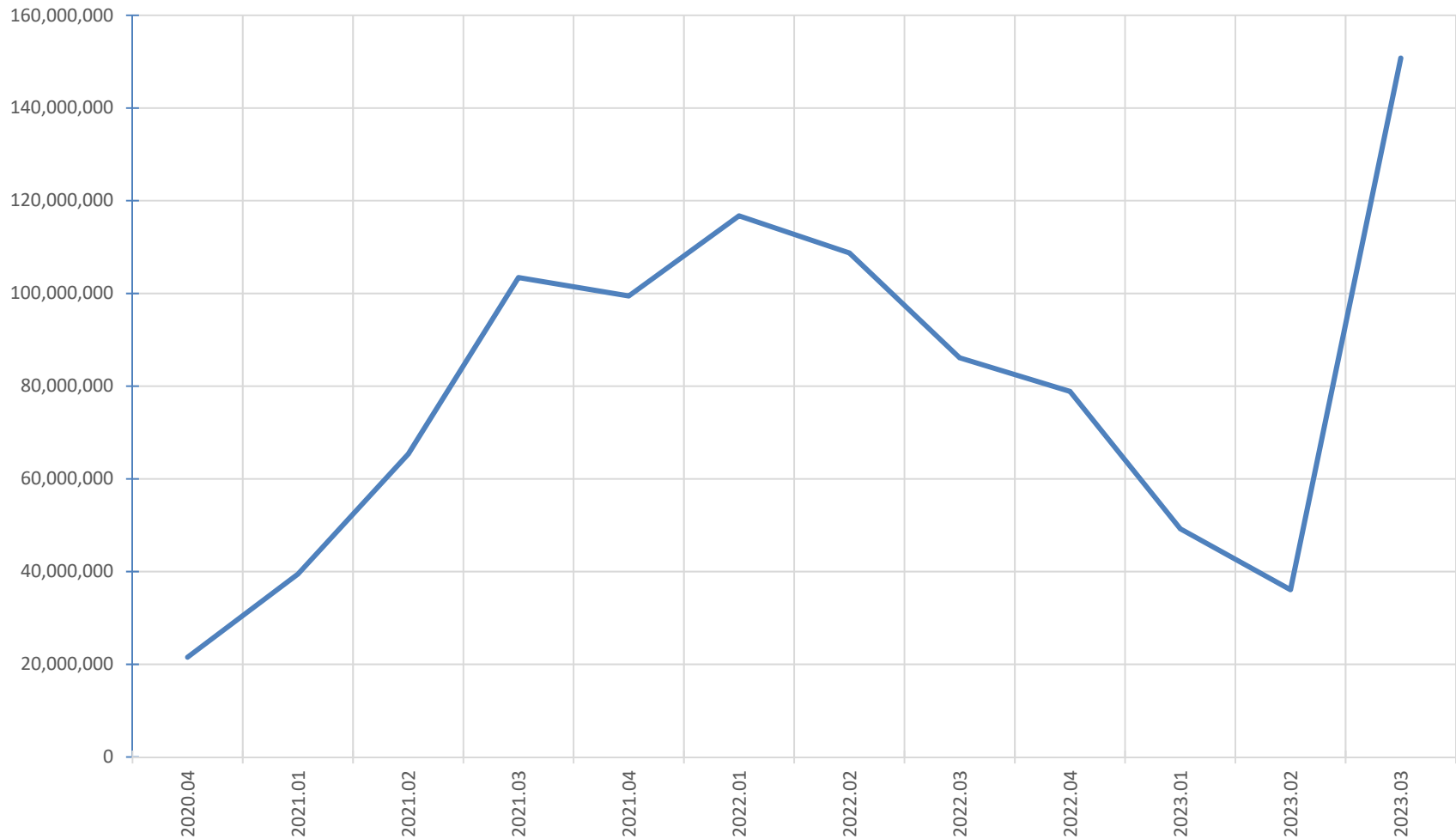
Report BLD-2023-004

Third Quarter - July to September 2023

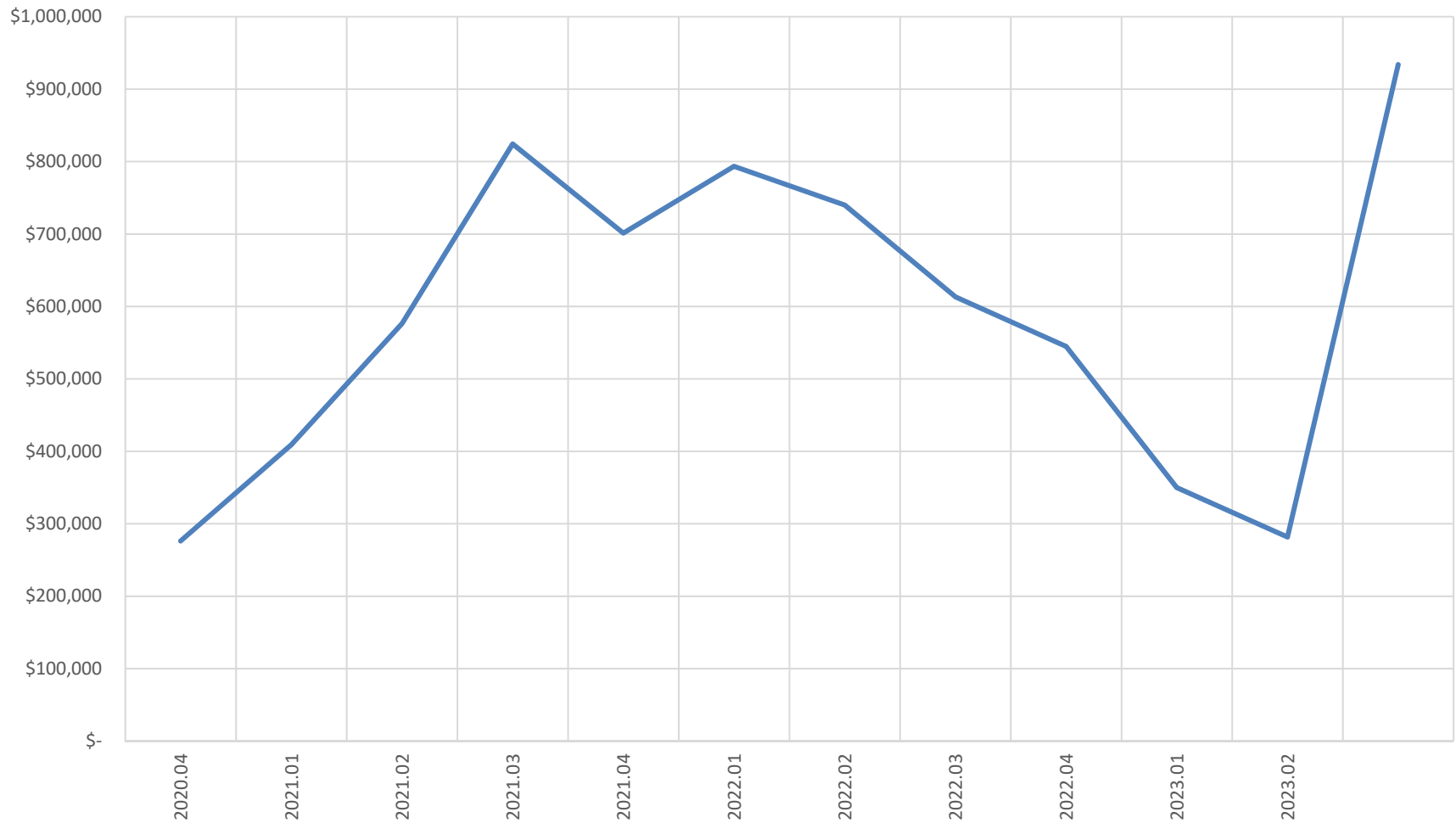
Category	Permit Count		Total Permit Fees		Cost of Construction	
	2023	2022	2023	2022	2023	2022
Accessory Structures	18	15	\$8,265	\$14,971	\$1,581,250	\$1,067,800
Agricultural Structures	0	3	N/A	\$9,724	N/A	\$755,000
Commercial/Industrial	2	3	\$704,216	\$2,920	\$118,000,000	\$55,535
Demolition	0	5	N/A	\$820	N/A	\$70,101
Miscellaneous Permits	3	12	\$1,183	\$3,299	\$181,500	\$301,060
Plans Resubmission	4	3	\$1,416	1842.7	N/A	N/A
Pools Enclosure	8	13	\$1,953	\$3,388	\$595,860	\$904,300
Residential Buildings	14	16	\$51,124	\$74,226	\$8,312,738	\$11,947,135
Residential Sewage System	8	16	\$5,318	\$10,036	\$1,512,499	\$388,081

SUMMARY TOTALS	2023	2022
Total Permits Issued	57	86
Total Dwellings Created	5	9
Total Permit Fees	\$773,475	\$121,226
Total Permit Value	\$130,183,846	\$15,489,012

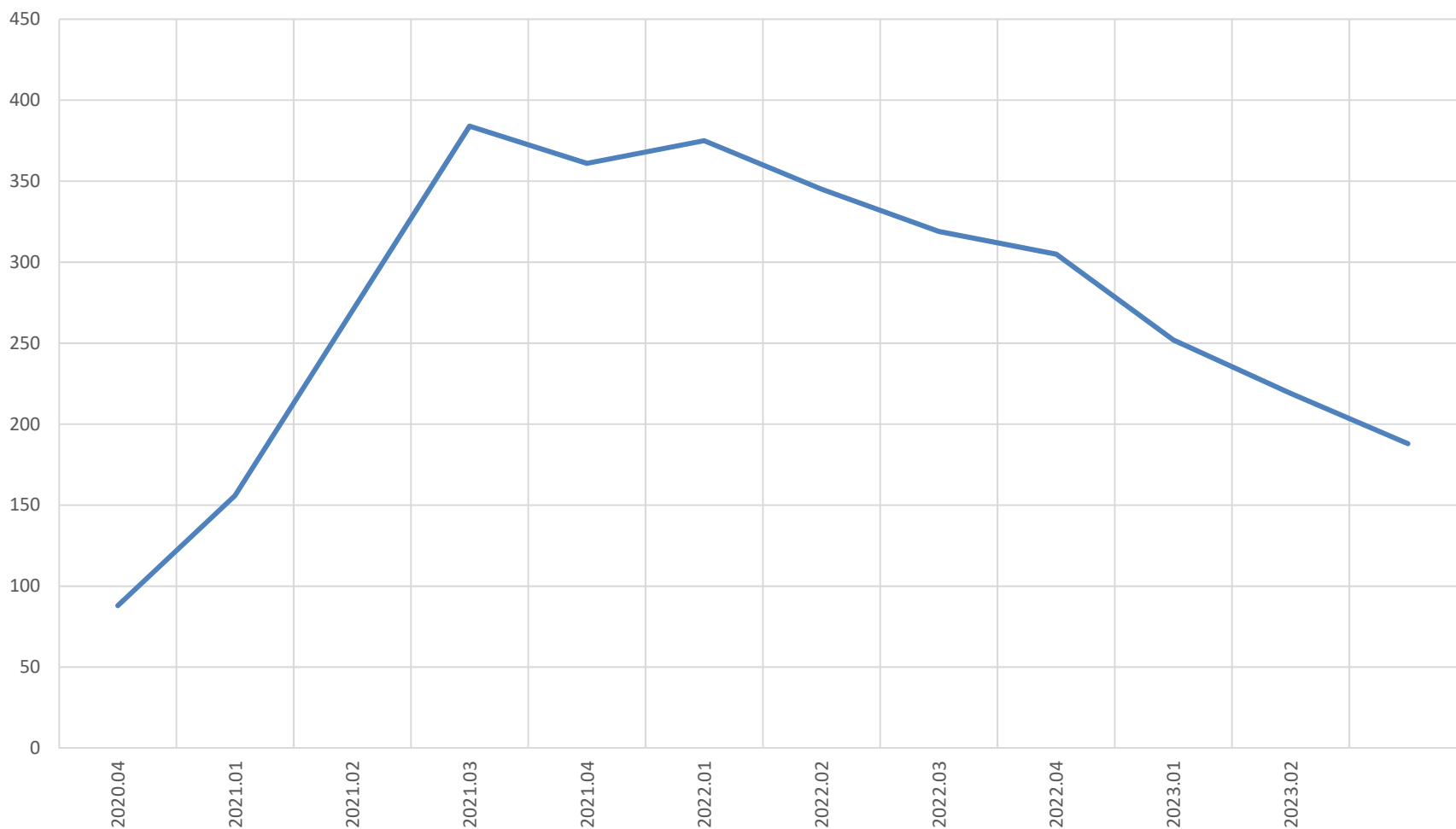
Total Value of Permits, 12 Month Rolling Total



Total Fees Collected, 12 Month Rolling Total



Total # of Permits, 12 Month Rolling Total



Civilian Governance of Police Services

Police Services Board Information Session

Wellington County Police Services Board

Wednesday, April 12th 2023

Topics for Discussion



**POLICING IN
ONTARIO**



**SECTION 10
AGREEMENTS**



**BOARD
PROCESS &
ADMIN.**



**BOARD
MEMBER
CODE OF
CONDUCT**



**COMMUNITY
SAFETY AND
WELL-BEING**

Policing in Ontario

- The ***Police Services Act*** sets out the roles and responsibilities for policing.
- The Act identifies five core police functions in delivering **adequate and effective policing**:
 1. Crime prevention
 2. Law enforcement
 3. Assistance to victims of crime
 4. Public order maintenance
 5. Emergency response
- Further defined in the ***Adequacy and Effectiveness of Police Services Regulation (O. Reg. 3/99)***.
- The ministry also maintains the **Ontario Policing Standards Manual** as a support tool in achieving statutory compliance and excellence in policing.

Policing in Ontario

- A number of organizations and entities have responsibilities under Ontario's policing framework:

Ministry of the Solicitor General
Municipality
Police Services Board
Police Service
Ontario Civilian Police Commission
Office of the Independent Police Review Director
Special Investigations Unit

Policing in Ontario

Monitoring and Oversight

Ministry of the Solicitor General

- Monitoring police forces to ensure that adequate and effective police services are provided at the municipal and provincial levels
- Monitoring boards and police forces to ensure that they comply with prescribed standards of service
- Conducting a system of inspection and review of police forces across Ontario
- Provide information and advice to boards and chiefs of police on a wide range of policing issues

Ontario Civilian Police Commission (OCPC)

- Ensure delivery of adequate and effective police services.
- Conducts investigations, inquiries or reviews into policing matters.
- Can direct a police services board or police service to comply with prescribed standards.

Office of the Independent Police Review Director (OIPRD)

- Receives, manages and oversees all public complaints about police in Ontario about the conduct of specific police officers, or the services or policies of a police service.

Special Investigations Unit (SIU)

- Independently investigates interactions with the police that result in death, serious injury or allegations of sexual assault.
- Authority to lay criminal charges where there are reasonable grounds to do so.

Policing in Ontario

Municipalities' Responsibilities

Every municipality is required to provide adequate and effective policing

- Municipalities are required to provide **adequate and effective** policing in accordance with its needs (s.4)
- Municipalities have different **options for providing policing**:
 - ❖ S.5[1] para.5: The council may enter into an agreement under section 10, alone or jointly with one or more other councils, to have **police services provided by the Ontario Provincial Police (OPP)**
 - ❖ Municipalities **fund the cost of policing services it receives**, subject to the terms of its agreement under section 10 of the *Police Services Act*.
 - ❖ In order for a municipality to enter into an agreement under section 10, the municipality must have a **police services board** (s.10[2])

Policing in Ontario

Civilian Police Governance



Police Services Boards under the *Police Services Act*

- Board is an independent governance body for the police service
- Size and composition of the board is governed by the *Police Service Act*
- The board and its members are subject to independent monitoring and oversight by the Ministry of the Solicitor General and the Ontario Civilian Police Commission
- Roles and responsibilities set out in the *Police Services Act* and regulations

Reasons for Civilian Governance of Police Services

- Safeguard the police service from undue influence or interference
- Link community needs to the provision of policing services
- Promote accountability and transparency for policing in their municipality
- Monitor the delivery of police services to ensure the provision of adequate and effective policing

Policing in Ontario

Board's Relationship with Municipal Council

Municipal Council and the Police Services Board have concurrent responsibilities to provide adequate and effective policing

- Municipality is responsible for determining and funding the method of policing service delivery
- Police services board is responsible for governing the provision of policing services
- Ontario Regulation 3/99 sets requirements to facilitate the exchange of information between the board and municipality: Information sharing protocol (s.32[1]); and consultation (s.32[2]).

The Police Services Board is an independent governance body – not a subcommittee of the municipal council

- Council members on the board should not speak on behalf of municipal council, neither are they to speak on behalf of the board to municipal council
- The conduct of board members is governed by Ontario Regulation 421/97 under the *Police Services Act*

Policing in Ontario

Section 10 Police Services Board

Duties of a Section 10 Police Services Board

S.10(9): The board shall **advise** the OPP detachment commander assigned to the municipality, or his or her designate, with respect to police services in the municipality and shall,

- participate in the selection of the detachment commander of the detachment assigned to the municipality or municipalities
- generally determine objectives and priorities for police services, after consultation with the detachment commander or his or her designate
- establish, after consultation with the detachment commander or his or her designate, any local policies with respect to police services (but the board or joint board shall not establish provincial policies of the Ontario Provincial Police with respect to police services);
- monitor the performance of the detachment commander
- receive regular reports from the detachment commander or his or her designate on disclosures and decisions made under section 49 (secondary activities)
- review the detachment commander's administration of the complaints system under Part V and receive regular reports from the detachment commander or his or her designate on his or her administration of the complaints system

Section 10 Service Agreement

Role of the OPP Under Section 10 Service Agreements

s.10(6): When the agreement comes into effect, the Ontario Provincial Police detachment assigned to the municipality or municipalities shall provide police services for the municipality or municipalities, and shall perform any other duties, including by-law enforcement, that are specified in the agreement.



Adequacy and Effectiveness of Police Services (O. Reg. 3/99)

s.36(2) This Regulation applies to the Ontario Provincial Police, **with necessary modifications**,

- a) with respect to its undertaking of provincial responsibilities and policing under section 5.1 of the Act;
- b) with respect to agreements under section 10 of the Act;** and
- c) with respect to its responsibilities under section 19 of the Act

Section 10 Service Agreement

Generally Determining Objectives and Priorities:

- Commissioner shall ensure that the Detachment Commander responds appropriately to the Board's objectives and priorities for police services, developed after consultation with the Detachment Commander, pursuant to section 10(9)(b) of the *Police Services Act*.

Monitoring Service Delivery:

- OPP shall undertake and be responsible for ensuring that all mandatory standards of adequate and effective police services as required by Ontario Regulation 3/99 under the *Police Services Act* are met and maintained.
- Board responsible to monitor the delivery of police services to ensure that the provisions of Ontario Regulation 3/99 are satisfied on an ongoing basis.
- Detachment Commander shall provide the Board with reasonable documentation, as agreed upon between the Board and the OPP, to allow the Board to evaluate the services and satisfy itself that adequate and effective standards and policies are in place.

Reporting:

- Commissioner shall cause the Detachment Commander or designate to report to the Board at mutually agreed upon intervals in accordance with the *Police Services Act* regarding the provision of police services in and for the municipality. The OPP will determine the information to be contained in the reports and the format in which they will be provided.

Section 10 Service Agreement

Participating in Detachment Commander Selection:

- Detachment Commander selected from a short-listed pool of candidates as determined by the OPP in accordance with its relevant provincial policies. Following the formulation of the short-list, a joint committee consisting of Board members and persons nominated by the Commissioner, shall select the successful candidate in accordance with the process set out in the OPP's provincial policies.

Cost of Police Services:

- On or before October 1st in each year, Ontario shall prepare and **deliver to the Board for review** and to the Municipality for review and approval, the Annual Billing Statement for the following year, together with sufficient documentation and information reasonably necessary to explain and support the billing.

Revenues:

- The parties agree that **sections 132 and 133** of the Police Services Act will be applied as if the OPP Detachment was a municipal police force, and as if the Detachment Commander was a Chief of Police.

PSA, Section 132: Governs the sale of personal property that comes into the possession of the police services and the Board's use of the proceeds in the public interest.

PSA, Section 133: Governs money that comes into the possession of the police services board under circumstances described in section 132, and rules governing the Board's use of the unclaimed money in the public interest.

Section 10 Service Agreement

Section 10 Agreements and Ontario Regulation 3/99 (Adequacy & Effectiveness)

s.30(1): Every board shall prepare a business plan at least once every three years.

- The OPP develop strategic plans at the corporate and detachment levels.
- Section 10 board is responsible for generally determining objectives and priorities for police services after consultation with the detachment commander or his or her designate

s.32(1): Each board is required to have a protocol with its municipal council that addresses the sharing of information with council, including the type of information to be shared and the frequency.

- Mechanism for boards to assure councils that adequate and effective policing is being delivered in accordance with the terms of the agreement.

s.37(1): Every board shall evaluate the adequacy and effectiveness of the services provided by its police force by comparing those services with the requirements of this Regulation.

s.36(2): This Regulation applies to the Ontario Provincial Police, with necessary modifications with respect to agreements under section 10 of the *Police Services Act*.

Police Services Board Process and Administration

Police Services Act:

s.37: The board shall establish its own rules and procedures in performing its duties under this Act

- Provides structure to meetings (frequency, schedule, place and time), role of the chair, decision making process, minute taking, agenda setting and distribution, and board supports.
- Regularly review local policies and processes to ensure they continue to be effective.

s.28(1): The members of a board shall elect a chair at the board's first meeting in each year

- Elect a chair at the first meeting held each year.
- The board may also elect a vice-chair – s.28(2).

s.35(1): The board shall hold at least four meetings each year

- The Act sets four times a year as a minimum.
- However, a board should hold a sufficient number of meetings to effectively carry out its mandate.

s. 35(2): A majority of the members of the board constitutes a quorum.

Police Services Board

Process and Administration

Board Meeting

Board Proceedings are to be open to the public

s. 35(3): Meetings and hearings conducted by the board shall be open to the public, subject to subsection (4), and notice of them shall be published in the manner that the board determines.

Exception

s. 35(4): The board may exclude the public from all or part of a meeting or hearing if it is of the opinion that,

- a) matters involving public security may be disclosed and, having regard to the circumstances, the desirability of avoiding their disclosure in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public; or
- b) intimate financial or personal matters or other matters may be disclosed of such a nature, having regard to the circumstances, that the desirability of avoiding their disclosure in the interest of any person affected or in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public. R.S.O. 1990, c. P.15, s. 35.

Board Member Code of Conduct

Ontario Regulation 421/97

1. Board members shall attend and actively participate in all board meetings.
2. Board members shall not interfere with the police force's operational decisions and responsibilities or with the day-to-day operation of the police force, including the recruitment and promotion of police officers.
3. Board members shall undergo any training that may be provided or required for them by the Ministry.
4. Board members shall keep confidential any information disclosed or discussed at a meeting of the board, or part of a meeting of the board, that was closed to the public.
5. No board member shall purport to speak on behalf of the board unless he or she is authorized by the board to do so.
6. A board member who expresses disagreement with a decision of the board shall make it clear that he or she is expressing a personal opinion.
7. Board members shall discharge their duties loyally, faithfully, impartially and according to the Act, any other Act and any regulation, rule or by-law, as provided in their oath or affirmation of office.

Board Member Code of Conduct

Ontario Regulation 421/97

8. Board members shall uphold the letter and spirit of the Code of Conduct set out in this Regulation and shall discharge their duties in a manner that will inspire public confidence in the abilities and integrity of the board.
9. Board members shall discharge their duties in a manner that respects the dignity of individuals and in accordance with the Human Rights Code and the Charter of Rights and Freedoms (Canada).
10. Board members shall not use their office to advance their interests or the interests of any person or organization with whom or with which they are associated.
11. (1) Board members shall not use their office to obtain employment with the board or the police force for themselves or their family member.
(2) For the purpose of subsection (1), “family member” means the parent, spouse or child of the person, as those terms are defined in section 1 of the Municipal Conflict of Interest Act.
12. A board member who applies for employment with the police force, including employment on contract or on fee for service, shall immediately resign from the board.
13. Board members shall refrain from engaging in conduct that would discredit or compromise the integrity of the board or the police force.

Board Member Code of Conduct

Ontario Regulation 421/97

14. (1) A board member whose conduct or performance is being investigated or inquired into by the Commission under section 25 of the Act or is the subject of a hearing before the Commission under that section shall decline to exercise his or her duties as a member of the board for the duration of the investigation or inquiry and hearing.
15. If the board determines that a board member has breached the Code of Conduct set out in this Regulation, the board shall record that determination in its minutes and may,
 - (a) require the member to appear before the board and be reprimanded;
 - (b) request that the Ministry of the Solicitor General conduct an investigation into the member's conduct; or
 - (c) request that the Commission conduct an investigation into the member's conduct under section 25 of the Act.

Board Member Code of Conduct

Ontario Regulation 421/97

Police Services Act, Section 25

The Commission may inquire into and report on, on its own motion or at the request of the Ministry, the Independent Police Review Director, a municipal council or a board, investigate, inquire into and report on,

- (a) the conduct or the performance of duties of a police officer, a municipal chief of police, an auxiliary member of a police force, a special constable, a municipal law enforcement officer or a member of a board;
- (b) the administration of a municipal police force;
- (c) the manner in which police services are provided for a municipality;
- (d) the police needs of a municipality.

Community Safety and Well-Being Planning

New requirement under PSA – January 1, 2019 (now July 1, 2021 as per All Chiefs Memo 20-0177)

The council of each municipality to which section 4(1) of the *Police Services Act* applies shall prepare and adopt a community safety and well-being plan.

Community safety and well-being plans shall:

- Identify and prioritize risk factors that contribute to crime, victimization, addiction, drug overdose and suicide and any other prescribed risk factors;
- Identify strategies to reduce the prioritized risk factors; and
- Set out measurable outcomes that the strategies are intended to produce.

Community Safety and Well-Being Planning

What is the role of police services boards?

- As part of the planning process, every municipal council is required to establish, and consult with, a multi-sectoral advisory committee.
- The PSA specifies the minimum membership of the advisory committee, which includes a person who represents the police services board of the municipality, or if there is no board, an OPP detachment commander (or delegate).
- Boards will be encouraged to take any actions the plan requires it to take.

Questions / Discussion



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**County of Wellington O.P.P.
Police Services Board Report**

2022 Year End

Detachment Commander:
Inspector Steve Thomas

From the Detachment Commander

This past year proved to be a very busy and eventful one for the Wellington County OPP. As pandemic related restrictions continued to be lifted, we saw the return of in person events as well as a high volume of traffic throughout the summer months. I would like to take this opportunity to thank all the officers, auxiliaries, and civilian support staff in Wellington County for their continued hard work and flexibility as we managed significant weather events, calls for service, changing restrictions and guidelines related to COVID-19 and much more.



Inspector Steve Thomas
519-846-5930

Speaking of hard work and dedication, the Lucas Shortreed investigation comes to mind. For almost 14 years, our detectives and officers worked tirelessly following up on tips and any new leads they could find. Their hard work paid off this past year as two individuals were charged in relation to this investigation. The death of Lucas Shortreed had a profound impact on our community, and I hope that these new developments can bring a measure of comfort for the family of Lucas and for the community.

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I would also like to commend our youth resiliency officer PC Beth Hickey who worked closely with Guelph Wellington Crime Stoppers and Victim Services on the Human Trafficking in Wellington County campaign. This was an excellent example of police collaborating with community partners to help make our communities safer. Throughout 2022 they took part in countless interviews, delivered many virtual and in-person presentations, and created two videos to help educate youth and parents about grooming and human trafficking. A highlight of the campaign was when PC Hickey and Sarah Bowers-Peters were asked to speak to the Ontario Association of Police Service Boards. Their efforts were also recently recognized internationally by Crime Stoppers International. Congratulations to Sarah, Beth, and everyone else involved and thank-you for doing such a great job.

Our Community Response Unit (CRU) and Traffic Management Unit (TMU) also rose to the challenge this past year and worked diligently to make sure that the many community events and parades could take place safely. It seemed like everyone was excited to be able to attend in-person events again after two years of scaled-down or virtual events. I would like to say a huge thank-you to CRU, TMU and the various event organizers for making sure that everything could happen safely.

As we move into 2023, the Wellington County OPP will continue to focus on marine safety and traffic safety after we saw a number of marine related and traffic related deaths last year. Our media officers have been working with the County to put together several videos which will focus on these two topics. We will continue to utilize education and enforcement to work towards making our roadways and waterways as safe as possible. These tragic deaths have a profound impact on the families involved, our communities and our officers and staff. I would like to thank our IMPACT team who followed up

with many of those impacted by these tragic events throughout this past year to provide support and resources as needed.

I would like to remind anyone in our community who may be struggling or feeling overwhelmed that you are not alone. While reaching out for help is often the hardest step, we have many resources and community partners that can help. While we are always looking out for each other, it is important that we look after ourselves as well. On behalf of the Wellington County OPP, I would like to wish everyone a happy and healthy 2023, and I look forward to working with our community partners and the police services board as we strive to make a safer and more secure community here in Wellington County.



Crime Unit

Supervisor: Acting Detective Sergeant Brad Olsen

In the year 2022 The Wellington Crime Unit led or assisted in 337 “Benchmark” occurrences including 60 Sexual Assaults, 131 Deaths. The following are notable complex investigations that were solved in 2022.

Arrest / Charges Laid in Drive-By Shooting

On February 8, 2022, at approximately 1:00 a.m. Wellington County OPP responded to a weapons call at residence on Millburn Boulevard in Fergus. Initial reports indicated that an unknown individual(s) had fired multiple gunshots at an occupied residential home. There were no injuries.

The investigation led Wellington OPP Crime Unit to issue a Canada Wide Warrant for the arrest of Ryan Jacob Robert AMARAL, 33-year-old of Elora.

With the assistance of the New Brunswick RCMP Mr. AMARAL was arrested and charged with 10 criminal code offences:

1. Occupant of Motor Vehicle knowing there was Firearm
2. Knowledge of Unauthorized Possession of Firearm
3. Possession of Weapon for Dangerous Purpose
4. Theft Over \$5,000 of a Motor Vehicle
5. Theft of Electricity or Gas (Under \$5000)
6. Operation While Prohibited under the Criminal Code
7. Discharge a firearm into or at a place in a reckless manner
8. Discharge a restricted firearm or a prohibited firearm with intent
9. Failure to comply with release order X 2
10. Possession of Firearm or Ammunition contrary to Prohibition Order

Mr. AMARAL is currently in custody in New Brunswick serving a 6-year sentence on an unrelated matter.

Canada Wide Warrant Executed for Load Theft Bandit in Quebec

In October 2021, OPP received a report that an unknown male, using a stolen semi-trailer from Halton Region and fake company name of T. T. Transport (QC), obtained 11 Skyjack lifts and 25 rolls of vinyl from a logistics company in the Township of Guelph/Eramosa. The load, estimated at approximately \$300,000, was to be delivered to locations in the United States, however, the property never arrived.

With public assistance after an OPP Twitter media release, the Wellington Crime Unit identified Stephane PRIMEAU, 51-years-old of Saint-Constant, Quebec.

On January 29th, 2022, the Wellington County OPP Crime Unit while working with the Service de Police de la Ville de Montréal, Roussillon Intermunicipal Board of Police, Service de Police Ville de Saint-Jérôme, GardaWorld Investigations, the Insurance Bureau of Canada have laid charges against, Mr. PRIMEAU of Theft over \$5000 and Possession of Property Obtained by Crime over \$5000 in relation to this incident.

A warrant was executed at warehouse in Saint-Jerome, Quebec, where seven Skyjacks were recovered. This investigation is currently before the courts.



Two Arrested / Charged in 14-Year-Old Fatal Hit & Run

On October 10, 2008, 18-year-old Lucas SHORTREED was walking on Wellington Road 17 near Alma at approximately midnight, when he was struck and killed by an unknown vehicle that fled the scene. The initial investigation determined that this suspect vehicle was a 1995-1997 white Dodge Neon. Over 100 tips from the public were investigated over the years.

On September 21, 2022, Investigators of Wellington County OPP Crime Unit (CU), Criminal Investigations Bureau (CIB), West Regional Support Team (RST), Emergency Response Team (ERT) and Forensic Identification Services (FIS) executed a criminal code search warrant at an address on Sideroad 21, Mapleton Township and arrested two people.

David Alexander HALLIBURTON, 55-years-old of Arthur Township has been charged with Fail to Stop at Scene of Accident Involving Bodily Harm or Death, Obstruct Justice, Knowledge of Unauthorized Possession of a Weapon and Careless Storage of a Firearm.

Anastasia Marie HALLIBURTON, 53-years-old of Arthur Township has been charged with Accessory After the Fact to Commit Indictable Offence and Obstruct Justice.

The investigation is currently before the courts.



Firearms Stolen in Harriston Break & Enter - Four Men Face Multiple Charges

On November 14, 2021, the Wellington County Ontario Provincial Police (OPP) responded to a Break and Enter at a residence on Sligo Road East, Mount Forest. It was reported that sometime between November 12, 2021, and November 14, 2021, unknown person(s) forced open a rear door, entered the home and stole multiple firearms.

After an extensive investigation, the Wellington County OPP Crime Unit (CU) with assistance from Wellington Community Street Crime Unit (CSCU), and Community Response Unit (CRU) arrested four men in early 2022. Codie William BLOOM, Michael Anthony HONTAR, Kevin Michael DREXLER and James David FARROW are facing a combined twenty-five charges that include B&E, theft, multiple firearms charges, possession of stolen property, obstruct, fabrication of evidence. and various breaches.

This investigation is currently before the courts.

Community Street Crime Unit

Supervisor: Acting Detective Sergeant Adam McGough

2022 proved to be a productive and busy year for the Wellington County Community Street Crime Unit.

Highlights of 2022 include:

Spring

- Significant training took place in April for specific skills required in the Community Street Crime Unit (CSCU).
- CSCU assisted the Child Sexual Exploitation Unit with conducting surveillance on and arresting a suspected child predator.
- CSCU were actively engaged in overdose death investigations in addition to drug trafficking investigation within the county.
- CSCU assisted the Organized Crime Enforcement Bureau with the execution of 17 search warrants involving drugs and firearms. A significant quantity of controlled substances were seized.
- CSCU investigated a residential break and enter where firearms were stolen. The suspect was identified and was actively evading capture. CSCU tirelessly pursued the suspect and arrested him for serious firearm and theft offences.

Summer

- CSCU concluded a drug trafficking investigation in Centre Wellington. Cocaine, Fentanyl, Oxycodone, cash, and offence related property were seized. A male and female were charged with trafficking controlled substances.
- CSCU welcomed a Frontline member on a Temporary Assignment. CSCU further assisted neighbouring units with intelligence gathering and the execution of search warrants.

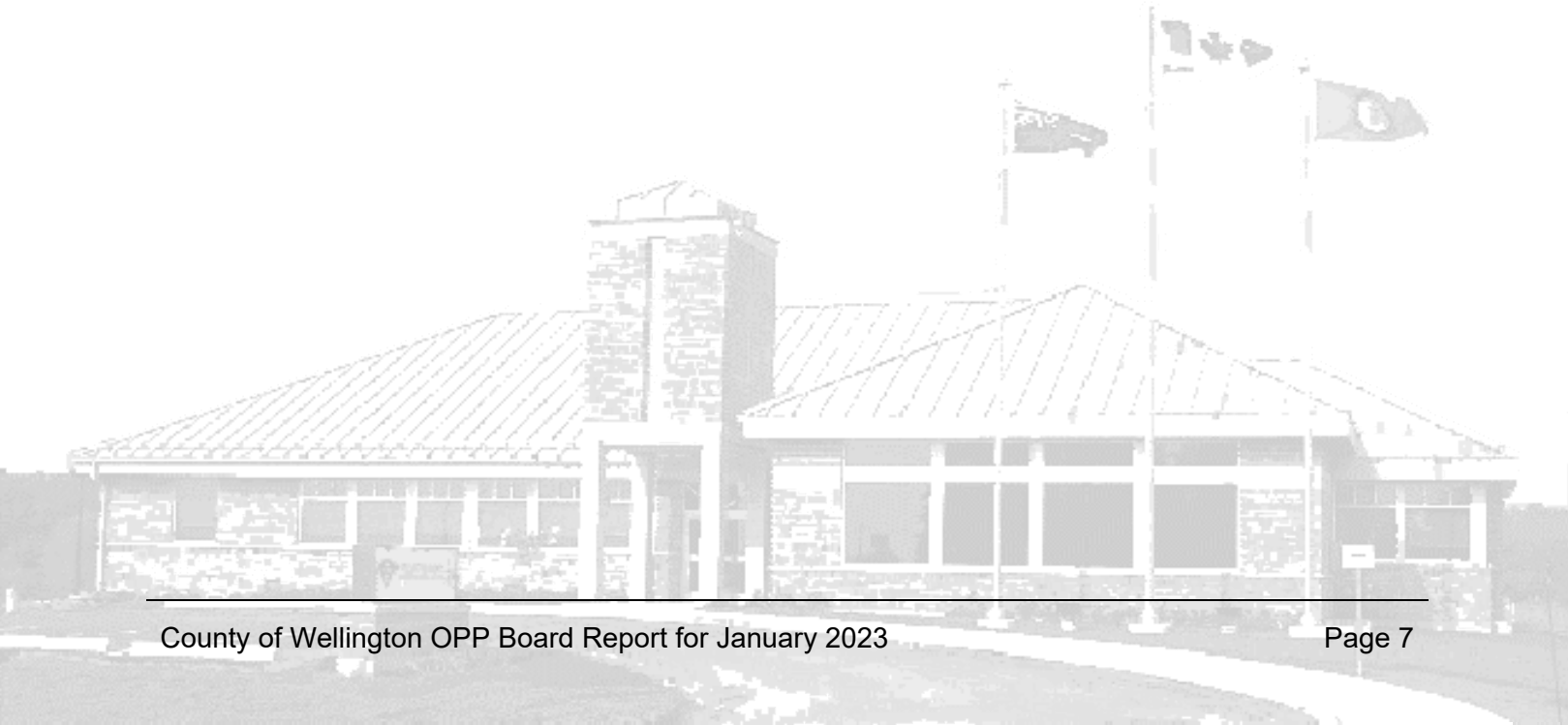
Fall

- In October 2022, Acting Detective Sergeant Vicky McGough returned to her home Detachment of Perth County. A/D/Sgt McGough led Wellington CSCU on many successful investigations. Her hard work and dedication should be commended.

- The new provincial intelligence information program rolled out for CSCU members.
- CSCU participated in search warrants in a neighbouring county resulting in a large drug seizure. The warrants are a direct result of the intelligence and information from Wellington CSCU members.
- CSCU continue to investigate multi-jurisdictional property crimes in addition to those trafficking illicit substances in our community.

Winter

- The Community Street Crime Unit (CSCU) with the Crime Unit entered an investigation of break and enters where firearms were stolen. As a result of this successful partnership and hard work, three males were arrested and charged with multiple offences.
- CSCU members concluded a drug trafficking investigation and executed a search warrant in South Wellington. Crack-cocaine, cash, and evidence to support the drug trafficking operation were seized.
- CSCU executed a search warrant at a residence. Fentanyl, cocaine, methamphetamine, psilocybin, and hydromorphone were seized. This had a direct impact on community safety. A male and female were charged with multiple offences.
- CSCU assisted Frontline members with a break, enter and theft investigation. As a result of the hard work and tenacity, a search warrant was written and executed. A male party was arrested, and all the victim's stolen goods were recovered in his possession. The goods included irreplaceable heirlooms.



Traffic

Traffic Management Unit

Supervisor: Sergeant Mike Ashley

Black Cat Speed Monitoring Devices

The black Cat Speed Monitoring Devices were used extensively across the County in 2022. The devices were deployed to 20 locations this year after Wellington County OPP received requests/complaints about speeds on specific roadways and highways from members of the public and the Townships within the County.

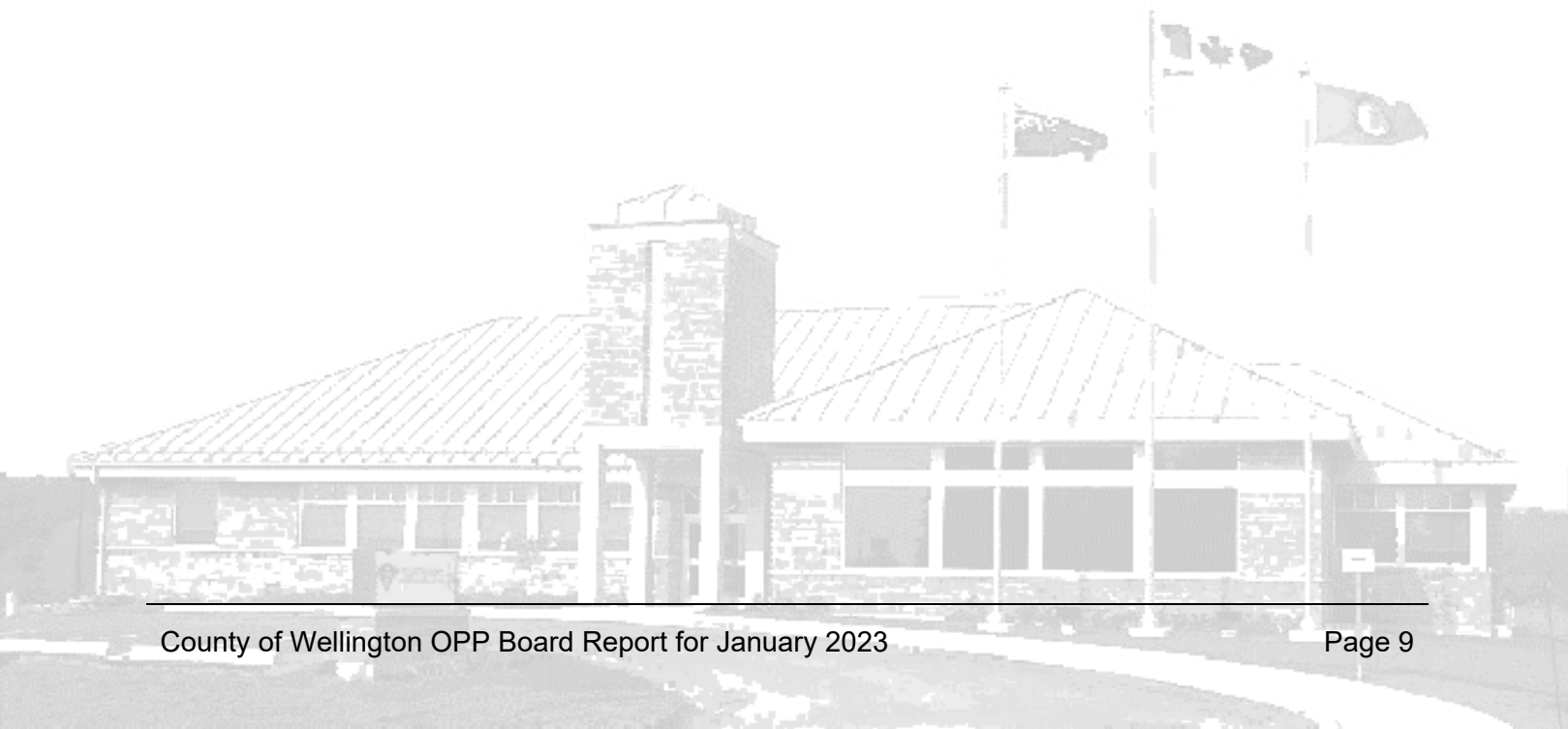
Location	Community Initiated	Study Length	Number of Vehicles	Recommended Enhanced Enforcement	Posted Speed Limit	85 th Percentile	Collision History (5 years)
Gore Road Puslinch	No	11 days	33836	Yes	60	>75	26
Brock Rd NB Puslinch	Yes	5 days	29516	Yes	50	>65	249*
Brock Rd SB Puslinch	Yes	5 days	34223	Yes	50	>65	249*
Victoria Rd S Puslinch	No	10 days	23747	Yes	60	>75	129
Hume Road Puslinch	Yes	5 days	1852	No	60	<71	1
Wellington Rd 19 Centre Wellington	Yes	7 days	32486	No	50	58	21
Hill St Fergus Centre Wellington	Yes	12 days	N/A	No	50	46	11
Geddes St Centre Wellington	Yes	20 days	28906	No	50	55	40
South River Rd Centre Wellington	No	8 days	18384	No	60	68	8
Middleton Av Centre Wellington	Yes	7 days	502	No	50	42	1
Peel St E, Alma Mapleton	No	2 days	9944	Yes	50	>65	11
Elora St S, Alma Mapleton	No	6 days	22393	Yes	50	>65	2
Wellington Rd 7 Guelph/Eramosa		7 days	38614	No	50	63	0
Elora St North Wellington North	Yes	9 days	53684	Yes	50	>65	20
Sligo Rd W Wellington North	Yes	9 days	21484	No	50	63	3
Main Street, West Minto	No	7 days	42464	No	70	75	17
Elora Street, South Minto	No	6 days	25403	Yes	50	52	67
Elora Street, North Minto	Yes	9 days	41561	Yes	50	71	43
Main Street, West Minto	No	11 days	44531	No	50	55	17
King Street Minto	No	7 days	15, 923	No	50	62	0

Beyond the Traffic Stop

Wellington TMU members have seized thousands of dollars of cocaine, methamphetamine, psilocybin, and cannabis (processed and plant form) through pro-active enforcement measures. These seizures also included sums of cash believed to be “proceeds” of these crimes. Some of these enforcement measures have been the result of citizen complaints about traffic related speeding, aggressive driving, stop sign violations, and a multitude of other Highway Traffic Act complaints. Members have been diligent in looking ‘beyond the traffic stop’ to uncover the transportation of illicit drugs through/into our County while initially making efforts to discourage poor driving behaviour linked to the complaints.

Commercial Motor Vehicle Enforcement

Four CMV Blitz’s hosted within Wellington County resulting in approximately 250 CMV’s Inspected and over 100 taken OUT OF SERVICE (not including the hundreds of Commercial Motor Vehicles that have had their plates removed for mechanical safety related issues seized by TMU members).



Community Response

Community Response Unit

Supervisor: Sergeant Corrie Trewartha

2022 saw a very full year for Community Response Unit and support units. With the return of in person events we saw attendance of our units at Highland Games, Riverfest, Mount Forest Fireworks, and Hillside. Numerous smaller community events and farmers markets, saw our team on bikes and foot engaging with community members. Our new fat bikes were a HUGE hit – and members were often stopped by locals to chat about their work and how much they loved this idea. These bikes provide easy access to parks, and trails and allows our members to get into spots and locations you cannot access by car and provides the community with a more approachable avenue to access officers and be able to seek out information or guidance for the community member.

Requests for consultation have started in preparation of the Highland Games and other community events so over the next few months those meeting will take place. Bike Rodeos are starting to fill the calendar, as are many Fraud presentations to local community groups. We are in the months of preparation for our spring events including Emergency Preparedness Week in May and the Fergus Lions Home Show. So, while the weather outside is blustery, much planning is beginning for the upcoming seasons of events, we look forward to continued success and engagement in 2023.

IMPACT (Integrated Mobile Police and Crisis Team)

2022

Individuals Served	Requests for Service	Live Calls with Police	Calls Diverted from Hospital
417	647	298	90.3%

Safe Communities Wellington County

Safe Communities Wellington County has been actively creating strategies for 2023 through its Action Groups and Safe Communities Groups. We have also been compiling statistics from Wellington Dufferin Guelph Public Health, Wellington County OPP, Guelph Wellington Paramedic Services and Wellington County Social Services to determine our priorities for the coming 3 to 5 years. Preliminary statistics show falls are still our number one priority, followed by Motor Vehicle Collisions; with intentional self-harm and accidental poisoning at third and fourth. January's focus has been on sharing the road and speaking out about the importance of mental health and how food insecurity is causing several mental health issues, including eating disorders.

Auxiliary Unit

Unit Commander: Auxiliary Staff Sergeant J. SWAN

Liaison: Provincial Constable Kyle Draves

The Auxiliary Unit resumed full duties in February 2022. Over the course of the year, the unit provided just over 2,782 hours of volunteer time to the OPP. Members participated in a variety of local events

and festivals throughout the County. In addition, Auxiliaries were active with the Marine Unit as well as with general patrol duties. We also teamed up with the Centre Wellington Food Bank to run several successful, “Stuff a Cruiser” events, and teamed up with Big Brothers and Big Sisters of North Wellington and Mount Forest Canadian Tire for our first toy drive on a very stormy Saturday. We ended the year by providing support to the various Remembrance Day ceremonies throughout the county, and then attending the numerous Santa Claus parades.

Auxiliaries undertook several Lock It or Lose It campaigns. This brought an awareness of some crimes that had occurred in local neighbourhoods and gave residents suggestions for how to protect their homes and property. One of the residents we visited took the time to contact command staff at General Headquarters to express their thanks for canvassing their neighbourhood. Our members have also been active visiting local businesses throughout the County to update keyholder and security camera information to support operations in the detachment.

In addition to support in the County, Auxiliaries from Wellington attended events in Ottawa, Sarnia, and Port Dover to assist with events in those communities. Several of our members were part of the ceremonies for officers that passed away during the course of the year. Some of these members attended the funerals, while others attended the detachments affected to provide support. We also provided members to assist around the region with the switchover to the new radio system by shuttling vehicles between detachments.

Over the past year we had two long serving members make the decision to retire from the program. We are fortunate to have added one new member late in the year, and at the time of writing this report we have six potential members in various stages of the recruiting process. Our current membership all exceeded their required hours for the past year, which is quite an accomplishment considering the unit was largely inactive due to Covid restrictions in January and February. We are extremely fortunate to have very dedicated members who are willing to give up so much of their own time to assist residents in our community. I know all our members take great pride in the role they play and their service with the OPP and with members of the public.

Media

Provincial Constable Josh Cunningham

Provincial Constable Jacob Unger

Over the past year, the Wellington County OPP Media Unit completed over 275 media releases. Provincial Constables Joshua Cunningham and Jacob Unger also attended many events that were held throughout Wellington County including the Centre Wellington Home and Leisure Show, Minto Pride in the Park, and the Fergus Highland Games just to name a few. They were also able to deliver presentations on topics such as fraud, marine safety, and bicycle safety to various community groups. Throughout 2022, the Media Unit utilized social media outlets as well as media releases to educate, to raise awareness regarding community issues, and to keep the public informed about what was happening in their community. The Media Unit was also able to utilize social media to assist officers in identifying persons of interest in their investigations and in locating stolen property. The Media Unit already has several projects and events lined up for 2023 as we work to promote road safety, marine safety, and online safety as well as other issues as they may arise.



Court

Supervisor: Acting Sergeant Shaugn ROGERS

In 2022, the Court Bureau staff saw significant changes in the responsibilities of our Special Constables. Previously the S/C's had been assigned to assist with court security and in-court monitoring of bails, trials, and assignment court. With Guelph Police Service assuming these duties, our S/C's have transitioned to Detachment duties including out of custody DNA Orders, fingerprinting, video disclosure, preparing summons and subpoenas and assisting court officers, property officers, and administrative clerks with their assigned duties.

Criminal Record Checks moved to online applications in June which has taken this responsibility away from our local administrative staff and provided easier access for public applicants.

February launch of eIntake resulted in the electronic swearing and submission of Criminal Informations which resulted in a more efficient process of preparing case management briefs. POA Informations followed suit, and the local Justices of the Peace accepted Informations laid "other than in person" with a hardcopy form accompanying the Information provided by a court staff member.

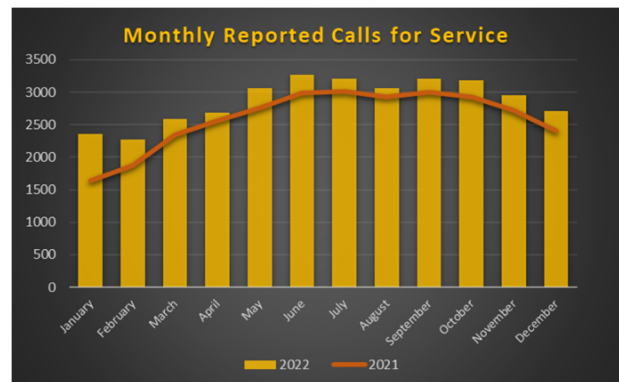
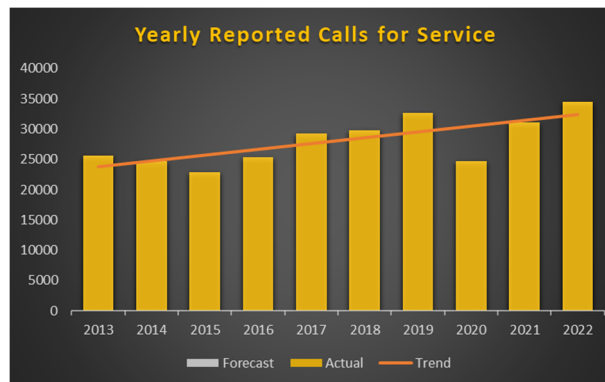
There have been several significant files that the court bureau has worked on including local criminal Ryan AMARAL. Wellington Crime Unit put out a Canada Wide Warrant for AMARAL after he did a drive by shooting in February 2022 in Fergus. Shortly after AMARAL travelled out to eastern Canada on a crime spree. He was accused and convicted of Robbery and other CC charges and received 69 months in jail. He was moved from New Brunswick to Nova Scotia to serve his custodial time. The court bureau communicated and coordinated with Guelph Court and Correctional Services in New Brunswick and Nova Scotia so AMARAL could stand trial for his outstanding Wellington OPP and Guelph Police Service charges. Criminal Charges included Discharging a restricted firearm, Theft of vehicle, Drug Trafficking x 9 and Breaching Court Orders to name a few. Another significant file still before the courts was the conclusion of an investigation and eventual apprehension of Dave and Anastacia Halliburton in the Lucas Shortreed case from 2008.

Statistics Summary

2022 Frontline Calls for Service Statistics

With the easing of restrictions and public concern regarding the Covid-19 pandemic, calls for service in 2022 increased by 11% over 2021 but remain 8% lower than calls for service in 2019.

Police Information occurrences, Community Services initiatives, and R.I.D.E. program activities conducted by officers rose by an average of 11% over 2020 returning to pre-pandemic levels.



2022 Top Calls for Service

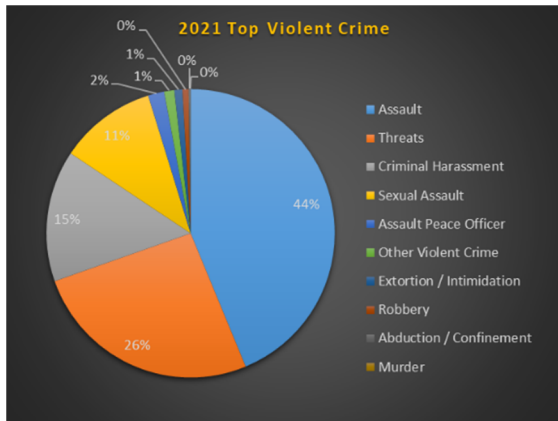
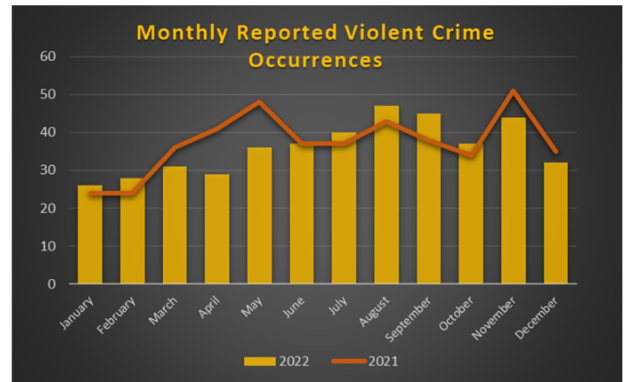
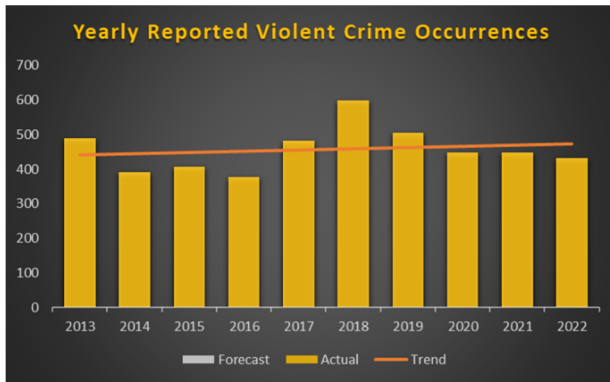
Motor Vehicle Collision	2478
Traffic Complaint	2313
Police Assistance	2300
Police Information	1075
Suspicious Person / Vehicle	884
Domestic Dispute	787
Traffic Hazard	693
Theft	664
Mental Health Occurrences	640
Alarm	499

All data is based on the "Top Level" Uniform Crime Reporting category

Although some crime categories experienced further decreases over 2021, the overall calls for service in 2022 were higher than expected trend levels. It is anticipated that calls for service and overall investigations will be higher in the coming year as we transition away from the pandemic response of 2021 / 2022.

All data is based on the "Top Level" Uniform Crime Reporting category

2022 Violent Crime Statistics



2022 Top Violent Crime Occurrences

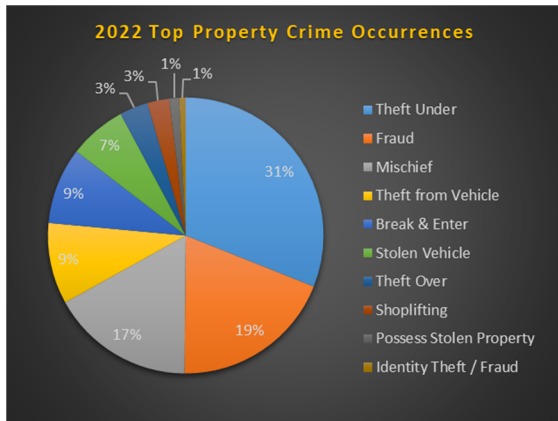
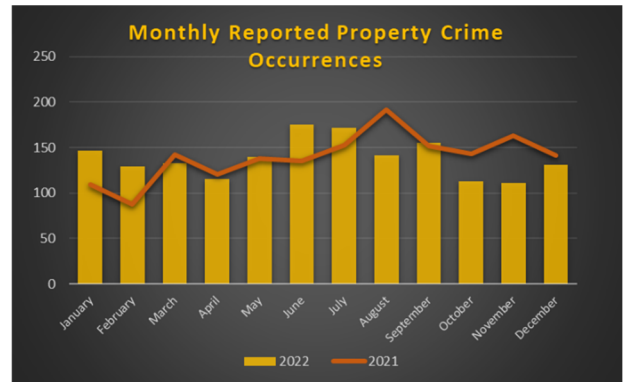
Assault	165
Threats	115
Sexual Assault	64
Criminal Harassment	52
Other Violent Crime	16
Extortion / Intimidation	7
Firearms Offence	6
Assault Peace Officer	5
Robbery	2
Abduction / Confinement	2

Violent Crime by Category

	2021	2022	+/-
Assault	192	165	-14%
Threats	113	115	2%
Criminal Harassment	56	64	14%
Sexual Assault	62	52	-16%
Assault Peace Officer	6	16	167%
Other Violent Crime	4	7	75%
Extortion / Intimidation	9	6	-33%
Robbery	9	5	-44%
Abduction / Confinement	1	2	100%
Murder	4	2	-50%
Attempt Murder	0	1	0%
Firearm Involved	0	0	0%
Human Trafficking Related	0	0	0%

2022 Property Crime Statistics

All data is based on the "Top Level" Uniform Crime Reporting category



2022 Top Property Crime Occurrences

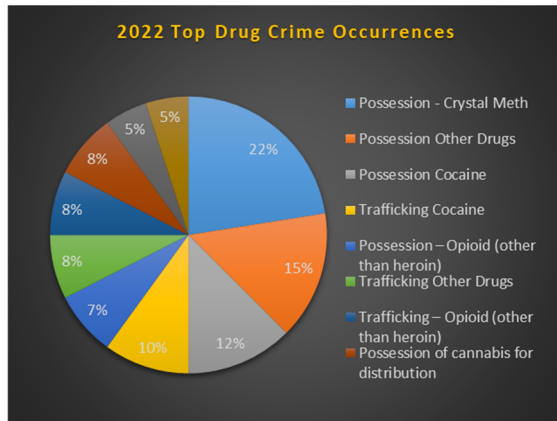
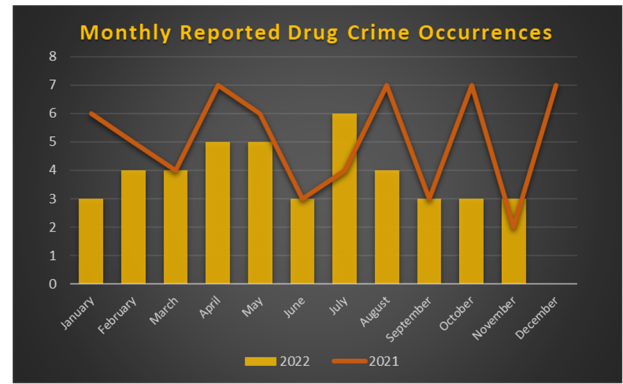
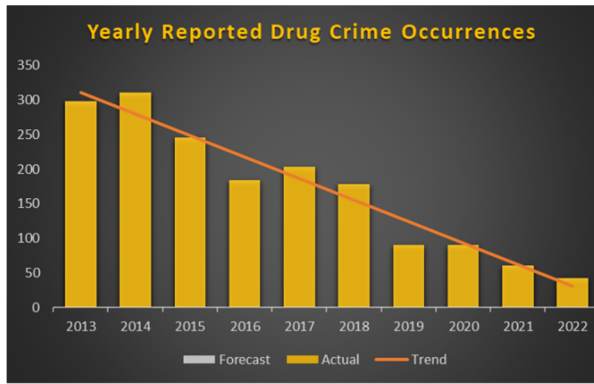
Theft Under	567
Fraud	349
Mischief	307
Theft from Vehicle	174
Break & Enter	164
Stolen Vehicle	123
Theft Over	61
Shoplifting	47
Possess Stolen Property	21
Identity Theft / Fraud	14

Property Crime by Category

	2021	2022	+/-
Theft Under	596	567	-5%
Fraud	374	349	-7%
Mischief	330	307	-7%
Theft from Vehicle	139	174	25%
Break & Enter	127	164	29%
Stolen Vehicle	100	123	23%
Theft Over	68	61	-10%
Shoplifting	50	47	-6%
Possess Stolen Property	16	21	31%
Identity Theft / Fraud	9	14	56%
Arson	1	5	400%

2022 Drug Crime Statistics

All data is based on the "Top Level" Uniform Crime Reporting category



2022 Top Drug Crime Occurrences

Possession - Crystal Meth	9
Possession Other Drugs	6
Possession Cocaine	5
Trafficking Cocaine	4
Possession of cannabis for distr	3
Trafficking - Opioid (other than	3
Trafficking Other Drugs	3
Possession - Opioid (other thar	3
Possession over 30g cannabis - :	2
Trafficking - Crystal Meth	2

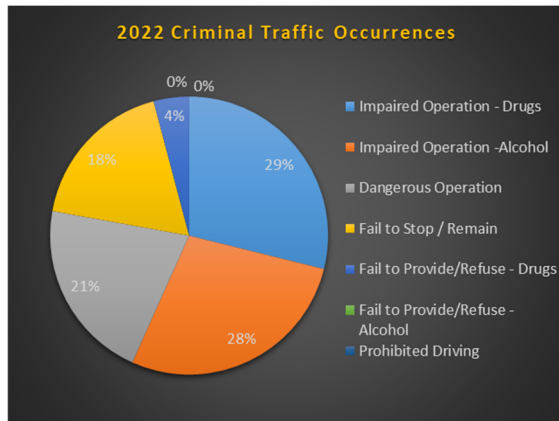
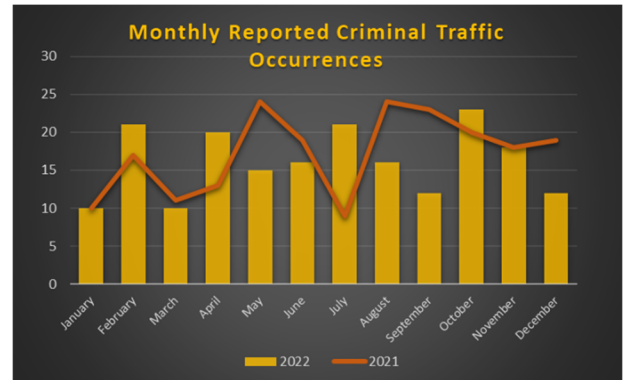
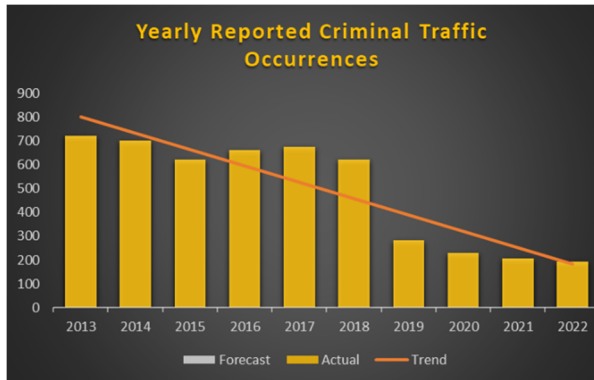
Drug Crime by Category

	2021	2022	+/-
Possession - Crystal Meth	12	9	-25%
Possession Other Drugs	8	6	-25%
Possession Cocaine	8	5	-38%
Trafficking Cocaine	7	4	-43%
Possession - Opioid (other than heroin)	5	3	-40%
Trafficking Other Drugs	5	3	-40%
Trafficking - Opioid (other than heroin)	0	3	0%
Possession of cannabis for distribution	1	3	200%
Trafficking - Crystal Meth	5	2	-60%
Possession over 30g cannabis - adult	1	2	100%
Possession Heroin	1	1	0%

Traffic

2022 Criminal Traffic Statistics

All data is based on the "Top Level" Uniform Crime Reporting category



2022 Top Criminal Traffic Occurrences

Impaired Operation - Drugs	56
Impaired Operation -Alcohol	54
Dangerous Operation	41
Fail to Stop / Remain	35
Fail to Provide/Refuse - Drugs	8
Prohibited Driving	
Fail to Provide/Refuse - Alcoho	

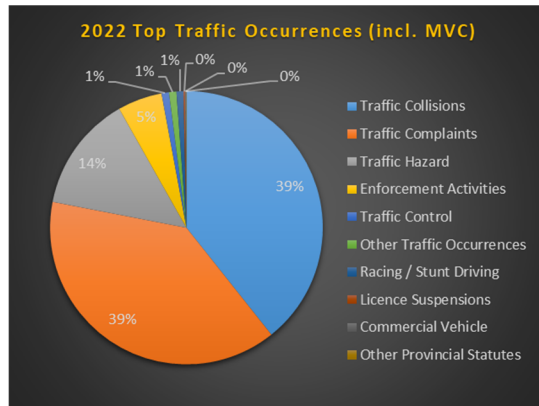
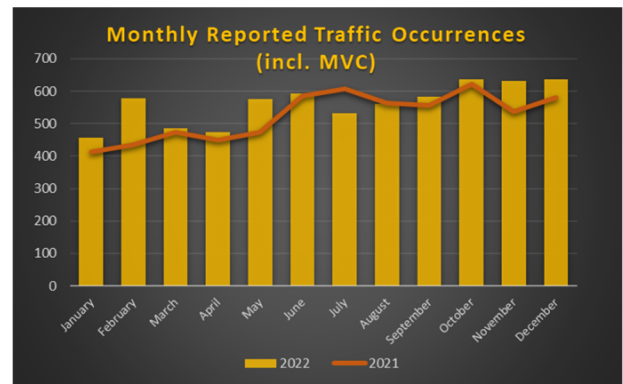
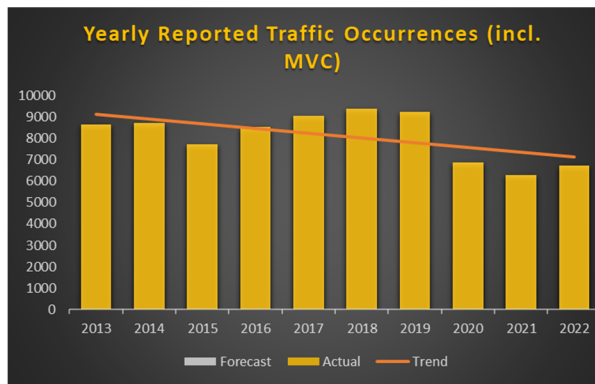
Criminal Traffic by Category

Impaired Operation - Drugs
Impaired Operation -Alcohol
Dangerous Operation
Fail to Stop / Remain
Fail to Provide/Refuse - Drugs
Fail to Provide/Refuse - Alcohol
Prohibited Driving

2021	2022	+/-
33	56	70%
91	54	-41%
51	41	-20%
26	35	35%
6	8	33%
0	0	0%
0	0	0%

2022 Traffic Statistics (incl. MVC)

All data is based on the "Top Level" Uniform Crime Reporting category



2022 Top Traffic Occurrences (incl. MVC)

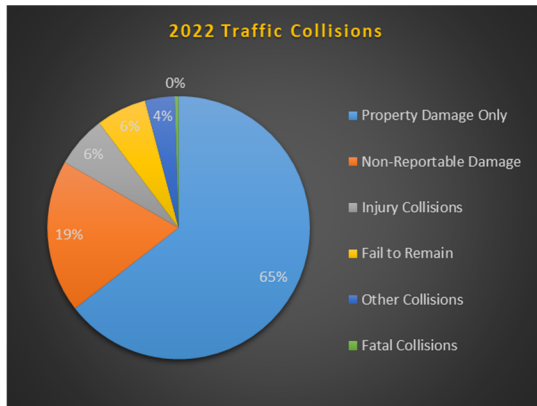
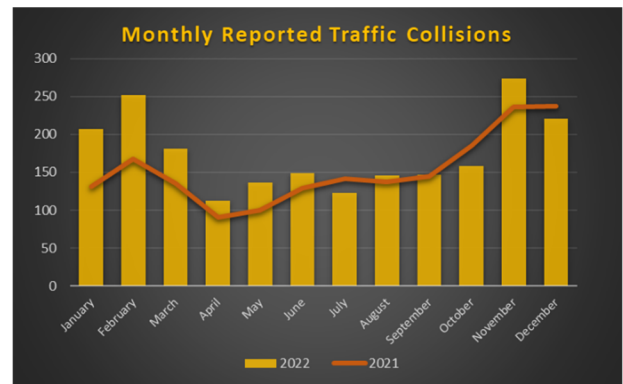
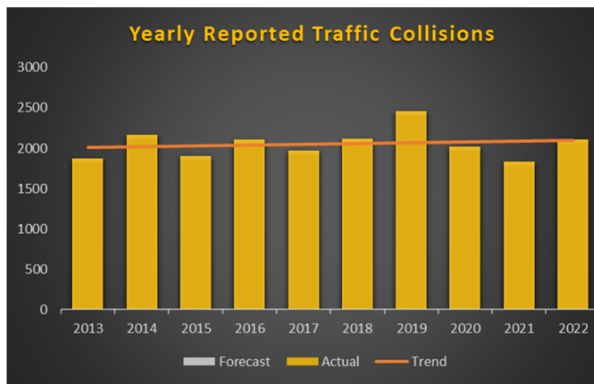
Traffic Collisions	2106
Traffic Complaints	2076
Traffic Hazard	737
Enforcement Activities	283
Other Traffic Occurrences	47
Traffic Control	47
Racing / Stunt Driving	44
Licence Suspensions	10
Commercial Vehicle	5
Other Provincial Statutes	4

Traffic Occurrences by Category

	2021	2022	+/-
Traffic Collisions	1836	2106	15%
Traffic Complaints	2327	2076	-11%
Traffic Hazard	530	737	39%
Enforcement Activities	221	283	28%
Traffic Control	47	47	0%
Other Traffic Occurrences	47	47	0%
Racing / Stunt Driving	52	44	-15%
Licence Suspensions	5	10	100%
Commercial Vehicle	3	5	67%
Other Provincial Statutes	7	4	-43%
Distracted Driving	0	3	0%
Road Rage	1	3	200%
Licence Offences	0	0	0%

2022 Traffic Collisions (MVC)

All data is based on the "Top Level" Uniform Crime Reporting category



2022 Top Traffic Collisions

Property Damage Only	1358
Non-Reportable Damage	396
Injury Collisions	134
Fail to Remain	131
Other Collisions	77
Fatal Collisions	10

Traffic Collisions by Category

	2021	2022	+/-
Property Damage Only	1042	1358	30%
Non-Reportable Damage	481	396	-18%
Injury Collisions	174	134	-23%
Fail to Remain	96	131	36%
Other Collisions	36	77	114%
Fatal Collisions	7	10	43%

Wellington County OPP Collision Reporting Centre (CRC)

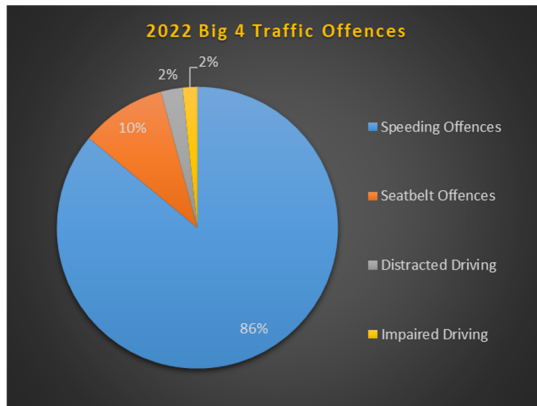
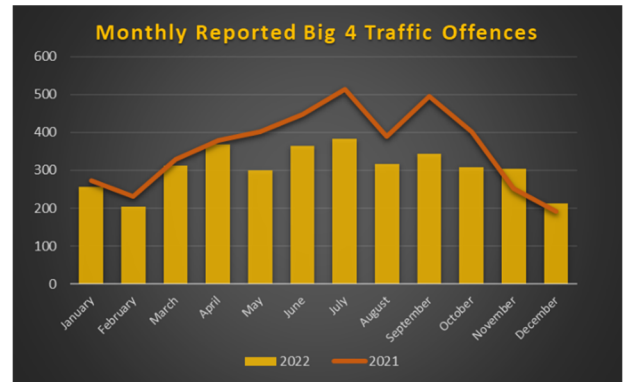
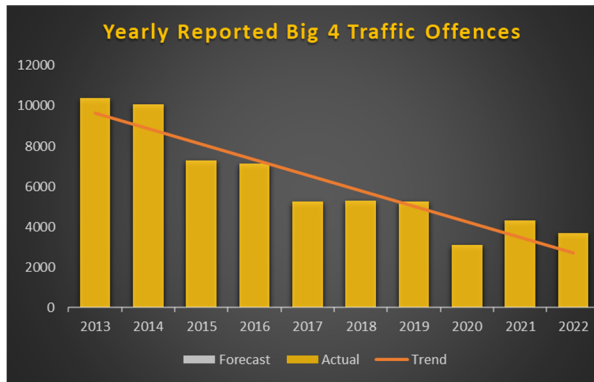
The Wellington County OPP Collision reporting Centre opened on October 4th, 2021 at the Centre Wellington Operations Centre and is staffed by an officer during the regular hours.

Since opening the Collision Reporting Centre has investigated on average of 21% of the property damage collisions within the detachment area. It is anticipated that the number of collisions handled by the CRC providing relief for frontline resources during busy periods.

2021 Collision Reporting Centre Reports	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Total PD Collisions										128	176	157
Collisions Investigated by CRC										21	41	39
Percentage of Collisions Investigated by CRC										16%	23%	25%

2021 Big 4 Traffic Offences

This data is based on the ICON charge data from the OPP Business Intelligence System



2022 Top Big 4 Traffic Offences

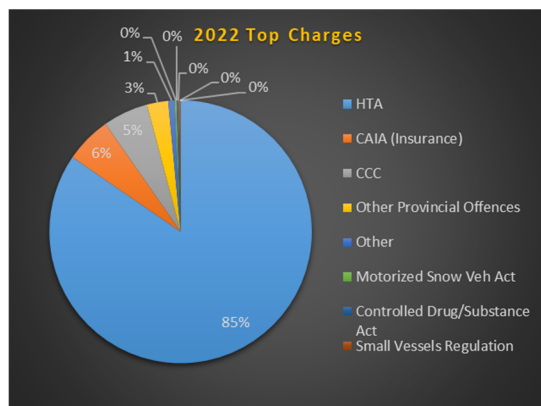
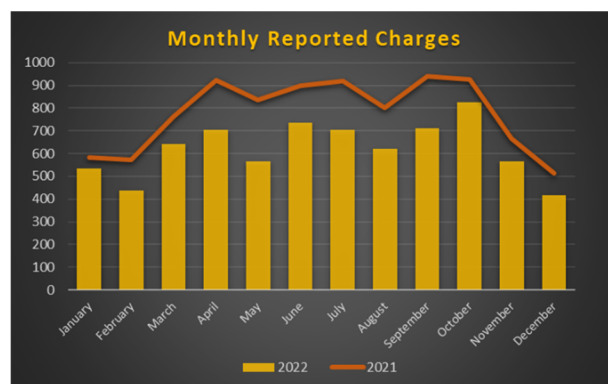
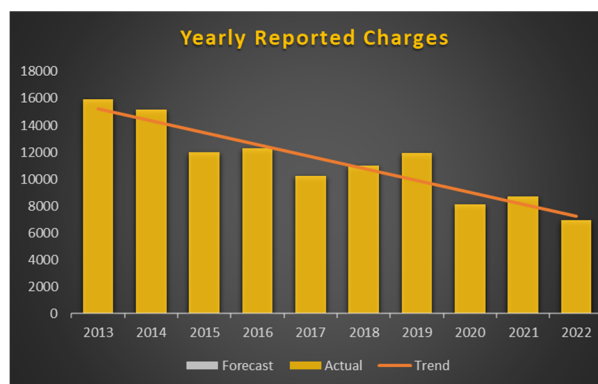
Speeding Offences	3159
Seatbelt Offences	362
Distracted Driving	92
Impaired Driving	62

Big 4 Traffic Charges by Category

	2021	2022	+/-
Speeding Offences	3638	3159	-13%
Seatbelt Offences	360	362	1%
Distracted Driving	92	92	0%
Impaired Driving	216	62	-71%

Charges

This data is based on the ICON charge data from the OPP Business Intelligence System



2022 Top Charges

HTA	6250
CAIA (Insurance)	422
CCC	411
Other Provincial Offences	194
Other	58
Motorized Snow Veh Act	17
Small Vessels Regulation	12
Controlled Drug/Substance Act	12
Off Road Vehicle Act	11
Other Federal Offences	2

Charges	2021	2022	+/-
HTA	6792	6250	-8%
CAIA (Insurance)	427	422	-1%
CCC	1442	411	-71%
Other Provincial Offences	239	194	-19%
Other	101	58	-43%
Motorized Snow Vehicle Act	48	17	-65%
Controlled Drug/Substance Act	31	12	-61%
Small Vessels Regulation	31	12	-61%
Off Road Vehicle Act	11	11	0%
Liquor Licence Act	89	2	-98%
Other Federal Offences	3	2	-33%
Canada Shipping Act	6	1	-83%
Boating Restriction Regulation	0	0	0%
By-Laws (Other – Not Parking)	9	0	-100%

All statistics, graphs and maps are based upon preliminary information supplied by reporting parties and may not have been verified. Preliminary crime classifications may be changed at a later date based upon additional investigation and the possibility of mechanical or human error.

There is no warranty, representation or guarantee as to the content, sequence, accuracy, timeliness, or completeness of any of the data provided herein. The data provided is unreliable for comparison purposes over time, or for any other reason. The Ontario Provincial Police explicitly disclaim any representation or warranty, including, without limitation, any merchantability or fitness for a particular purpose.

Further, the Ontario Provincial Police shall assume no liability for any errors, omissions, or inaccuracies in the information provided, regardless of how caused. The Ontario Provincial Police will not be responsible for the use of, or the results obtained from the use of this information. The Ontario Provincial Police shall assume no liability for any decision, action, or deferral by anyone made in reliance of any information or data provided.

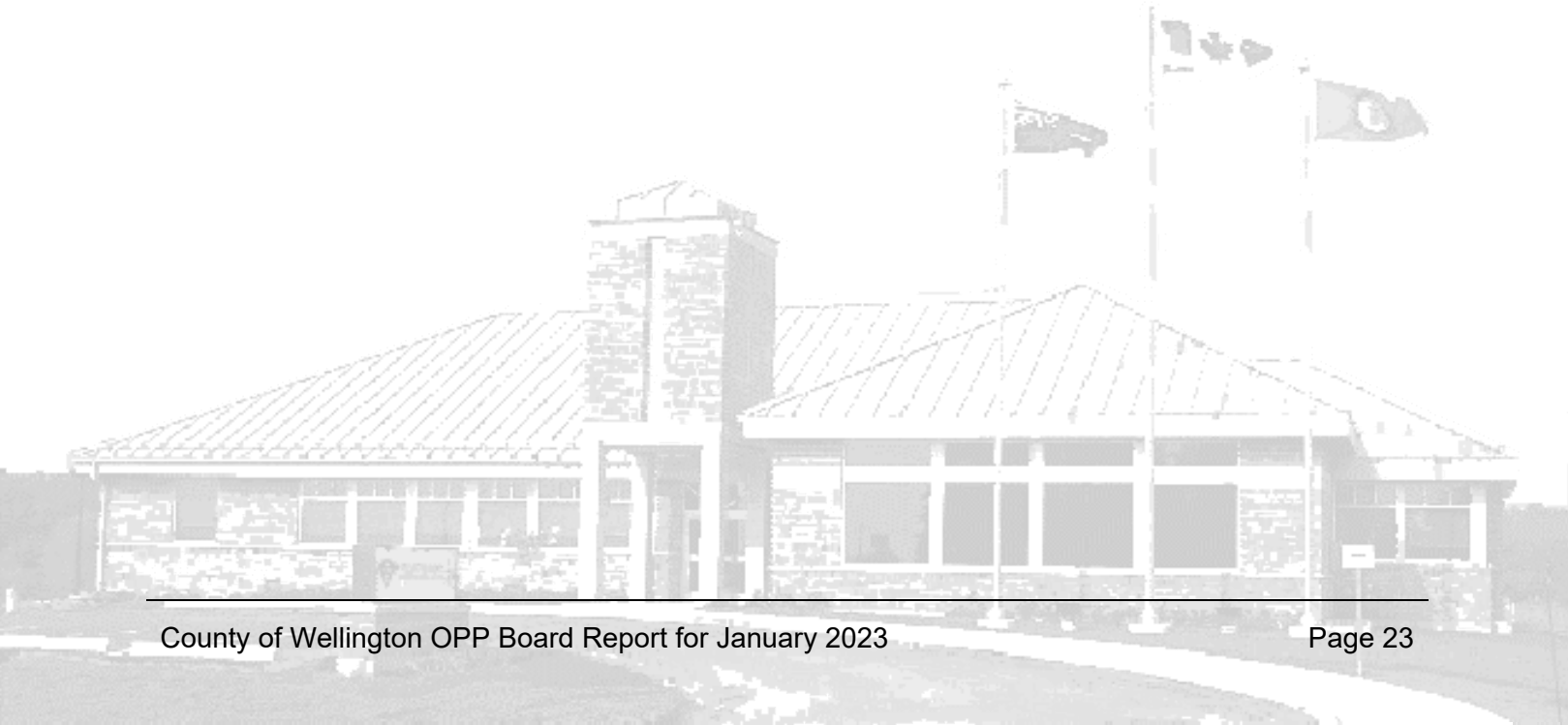
All data visualizations on maps are considered approximate and attempts to derive specific addresses are prohibited.

Report Summary

With 2022 at an end, we reflect and look at the busy and somewhat unprecedented year that it was. With the COVID-19 lockdown and restrictions still in full swing for the first six months of the year, Wellington County OPP officers being inundated with court changes and court dates due to the lockdown and then an influx of community events across the County once the lockdown ended, we were still able to provide top notch policing services due to the professionalism and drive of all the detachment members. Thank you to everyone for their hard work, determination, and their passion to provide community safety despite the long hours and sometimes under appreciated sacrifices that you make every day.

2022 also brought many new faces to the detachment through lateral transfers, direct hires, and new recruits. It also saw the retirement of a few dedicated and long serving Wellington County OPP employees. We wish to welcome those new members to the detachment and give a heart felt goodbye and happy retirement to those members starting a new chapter in their life. Your dedication and service to the Province of Ontario and to the County of Wellington are greatly appreciated. We hope to see you all at the Veteran's Day event for many years to come.

As we reflect back on our calls for service this past year, we can see a return to pre pandemic levels in most categories. Despite these increase, despite staffing pressures and the ever evolving policing world both technologically and legislatively Wellington County OPP is up for the challenge. We anticipate 2023 will result in a higher number of calls for service, but we are prepared, and we will maintain our high standards for professionalism and community policing.



Contacts

In an emergency DIAL 911

You can also call
1 888 310 1122
1 888 310 1133 (TTY)
Anywhere in Ontario, 24-hour toll free

Non-emergency calls

Please call
1 888 310 1122
1 888 310 1133 (TTY)
Anywhere in Ontario, 24-hour toll free

County of Wellington OPP Detachments

Centre Wellington Operations Centre

371 Charles Allan Way,
Fergus, ON N1M 2W3
Non-Emergency 519-846-5930
Fax 519-846-5460

South Wellington Operations Centre

5145 Wellington Road 27,
Rockwood, ON N0B 2K0
Non-Emergency 519-856-1506
Fax 519-846-2327

North Wellington Operations Centre

6725 Wellington Road 109,
Palmerston, ON N0G 2P0
Non-Emergency 519-343-5770
Fax 519-343-5780

OPP General Headquarters

Ontario Provincial Police
General Headquarters
Lincoln M. Alexander Building
777 Memorial Avenue
Orillia, ON
L3V 7V3

General inquiries: 705 329-6111
8:00 am to 4:00 pm, Monday to Friday



www.opp.ca



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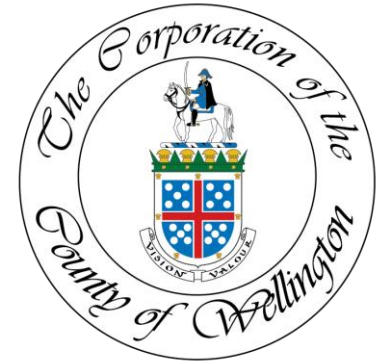
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From: Thomas, Stephen J. (OPP)
Sent: Thursday, November 2, 2023 9:10 AM
To: Earl Campbell <earlc@wellington.ca>
Subject: RE: Puslinch Letter

Sir, further to this, I just received the results from the black cat on lake road. Unfortunately, the PSB report was submitted yesterday so this will not be on it but here are the results.

Location: Lake Road near Sandy Shore Blvd. in the 70km/h zone.
October 21 – Oct 31
26,030 vehicles
85th percentile: 79km/h in the 70km/h zone.

Steve



Puslinch Council

Wellington Road 32 (Lake Road) Reconstruction – Project Details

November 29, 2023

Wellington Road 32 (Lake Road) Reconstruction – Project Details

- ▶ **Safety Improvements and Speed Management Measures:**
- ▶ Reconfigured intersection at WR 32 and Concession 2 to an all way stop T- intersection by removing right turn slip around lane
- ▶ Installed two pedestrian crossings with flashing lights and pavement crosswalk markings – one at conservation area parking lot; one in residential area
- ▶ Extended 50km/h speed limit area across the frontage of the conservation area parking lot
- ▶ Provided a 3.0 metre-wide paved shoulder along the north side of the residential area curbed section to the conservation area
- ▶ Narrowed road lane widths to 3.25 metres from 3.5 metres with enhanced concrete curb and gutter cross section



Wellington Road 32 (Lake Road) Reconstruction – Project Details

- ▶ **Safety Improvements and Speed Management Measures:**
- ▶ Reconfigured the Old Marina driveway to a single access
- ▶ Installed two Speed Display signs in the residential area
- ▶ Installed two centre line speed limits signs in the residential area
- ▶ Installed 50km/h speed limit ahead warning signs
- ▶ Installed pedestrian crossing ahead warning signs



Wellington Road 32 (Lake Road) Reconstruction – Project Details



Wellington Road 32 (Lake Road) Reconstruction – Project Details



Wellington Road 32 (Lake Road) Reconstruction – Project Details



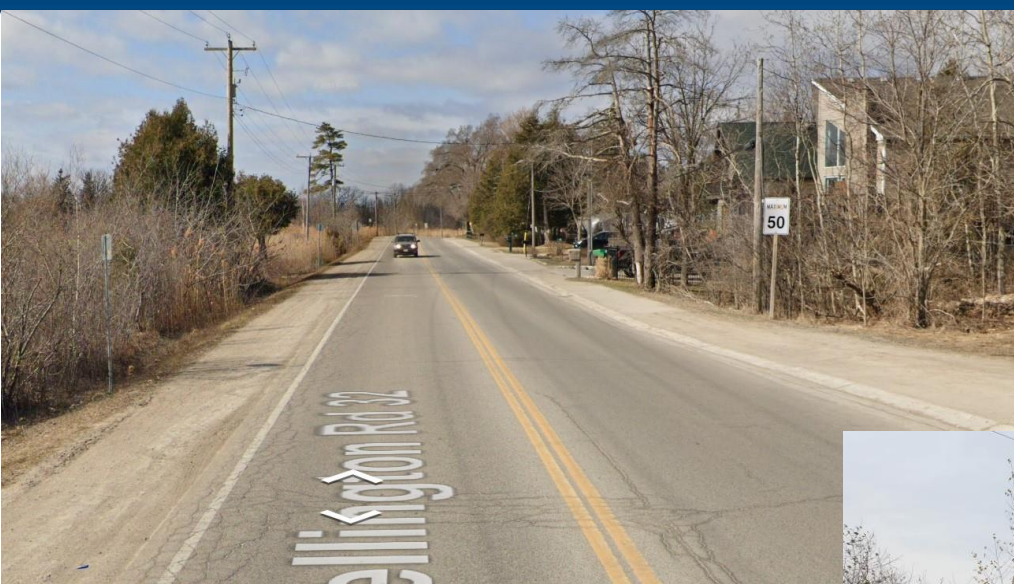
Wellington Road 32 (Lake Road) Reconstruction – Project Details



Wellington Road 32 (Lake Road) Reconstruction – Project Details



Wellington Road 32 (Lake Road) Reconstruction – Project Details



Wellington Road 32 (Lake Road) Reconstruction – Project Details



Wellington Road 32 (Lake Road) Reconstruction – Project Details



Wellington Road 32 (Lake Road) Reconstruction – Project Details



Wellington Road 32 (Lake Road) Reconstruction – Project Details

- ▶ **Other Improvements:**

- ▶ Installed eco-passages and exclusion fencing to help reduce reptile and amphibian mortality rates at the wetland sections
- ▶ Introduced an innovative product, Cematrix - a lightweight cellular concrete used as sub base road material to extend the life cycle of the road structure



Wellington Road 32 (Lake Road) Reconstruction – Project Details





Thank You

Wellington Road 32 (Lake Road) Reconstruction –
Project Details

presented by
Don Kudo, P.Eng.
County Engineer

November 29, 2023



Administration Centre: 400 Clyde Road, P.O. Box 729 Cambridge, ON N1R 5W6

Phone: 519-621-2761 Toll free: 1-866-900-4722 Fax: 519-621-4844 www.grandriver.ca

November 2, 2023

Office of the Municipal Clerk
Township of Puslinch
7404 Wellington Road 34
Puslinch ON N0B 2J0

By email: admin@puslinch.ca
choytfox@puslinch.ca

Dear Township of Puslinch,

Re: 2024 Grand River Conservation Authority Draft Budget for Consultation

Please be advised that the General Membership of the Grand River Conservation Authority (GRCA) approved the GRCA's Budget 2024 Draft #1 for consultation purposes at their meeting on October 27, 2023. The approved motion is as follows:

THAT Report Number GM-10-23-80 – Budget 2024 – Draft #1 be approved for consultation purposes, circulated to all participating municipalities, and posted to the GRCA website.

This consultation circulation is required under [Ontario Regulation 402/22: Budget and Apportionment](#) which came into effect July 1, 2023, and sets out requirements for Conservation Authority budgets and municipal apportionment starting with the 2024 budget process. This regulation replaced *O.Reg.139/96 Municipal Levies* and *O.Reg.670/00 Conservation Authority*. As a result of these changes, the format of the 2024 budget for the GRCA is different from prior years.

The attached report and draft 2024 budget outline the programs and services of the GRCA and how those programs are expected to be funded in 2024. Also attached is the municipal apportionment information.

This draft budget includes a total municipal apportionment amount of \$13,292,000 which represents a 2.5% increase over 2023. Municipal apportionment of General Operating Expenses, Category 1 Operating Expenses, and Category 2 Operating Expenses have been allocated to participating municipalities using Modified Current Value Assessment (MCVA) information in the watershed, which was provided by the Ministry of Natural Resources and Forestry (MNRF). Although not all participating municipalities have signed the Category 2 Memorandum of Understanding (MOU) at this time, the MCVA allocation for Category 2 reflects an assumption of agreement by all participating municipalities.

Under O.Reg.402/22, municipal apportionment and the budget must be approved at separate meetings. The Municipal Apportionment vote is scheduled to occur at the GRCA General Membership meeting on January 26, 2024, and the Final 2024 Budget vote is scheduled for the meeting on February 23, 2024.

Should you have any questions or feedback concerning the draft budget or municipal apportionment, please contact the undersigned.

Sincerely,

A black rectangular box redacting the signature of Karen Armstrong.

Karen Armstrong,
Deputy CAO and Secretary-Treasurer

Grand River Conservation Authority

Report number: GM-10-23-81

Date: October 27, 2023

To: Members of the Grand River Conservation Authority

Subject: Budget 2024 – Draft #1 – Municipal Apportionment

Recommendation:

THAT Report Number GM-10-23-81 – Budget 2024 – Draft #1 – Municipal Apportionment be received as information.

Summary:

The distribution of the proposed 2024 Municipal Apportionment to participating municipalities is attached, based on the first draft of the 2024 Budget.

Report:

Ontario Regulation 402/22: Budget and Apportionment, which came into effect July 1, 2023, details the Conservation Authority (CA) budget process and municipal apportionment methods and requirements. This regulation replaced O.Reg.139/96 Municipal Levies and O.Reg.670/0 Conservation Authority Levies.

Different apportionment methodologies are available depending on the category of expense. General operating expenses are to be apportioned using Modified Current Value Assessment (MCVA). General capital expenses may be apportioned using MCVA or by agreement. Category 1 operating and capital expenses may be apportioned using MCVA or by benefit-based apportionment agreements. Category 2 operating and capital costs are to be apportioned based on the methodology agreed to in the Memorandum of Understanding (MOU). Where Category 3 operating and capital costs are apportioned to municipalities, that calculation may be determined by MCVA, MOU, or benefit-based apportionment agreement.

At the Grand River Conservation Authority, municipal apportionment is allocated to participating municipalities based on Modified Current Value Assessment information in the watershed, which the Ministry of Natural Resources and Forestry (MNRF) provided.

Using the 2023 assessment information provided, the resulting allocation of the proposed 2024 Municipal Apportionment based on the first draft of the 2024 budget is attached. The expenses are categorized separately as General Operating Expenses, Category 1 Operating Expenses, and Category 2 Operating Expenses. Although not all participating municipalities have signed the Category 2 MOU at this point, the MCVA allocation for Category 2 reflects an assumption of agreement by all participating municipalities.

Financial Implications:

The first draft of the 2024 Budget proposes a total municipal apportionment amount of \$13,292,000, representing an increase of \$324,000, or 2.5%, over 2023. After allocating this amount in accordance with O.Reg. 402/22, individual municipalities will experience increases ranging from 1.3% to 7.4% compared to 2023.

Other Department Considerations:

Not Applicable

Prepared by:

Karen Armstrong
Deputy CAO/Secretary-Treasurer

Approved by:

Samantha Lawson
Chief Administrative Officer

Grand River Conservation Authority

Summary of Municipal Apportionment - 2024 Budget

DRAFT - October 27th, 2023

	% CVA in Watershed	2023 CVA (Modified)	CVA in Watershed	CVA-Based Apportionment	2024 Budget General Operating Expenses*	2024 Budget Category 1 Operating Expenses*	2024 Budget Category 2 Operating Expenses*	2024 Budget Total Apportionment	Actual 2023	% Change
Brant County	82.9%	7,651,609,216	6,343,184,040	2.98%	98,549	266,819	30,271	395,639	378,509	4.5%
Brantford C	100.0%	15,830,835,062	15,830,835,062	7.43%	245,952	665,906	75,549	987,407	959,163	2.9%
Amaranth Twp	82.0%	836,304,475	685,769,670	0.32%	10,654	28,846	3,273	42,773	41,929	2.0%
East Garafraxa Twp	80.0%	659,250,495	527,400,396	0.25%	8,194	22,184	2,517	32,895	32,145	2.3%
Town of Grand Valley	100.0%	629,306,057	629,306,057	0.30%	9,777	26,471	3,003	39,251	37,414	4.9%
Melancthon Twp	56.0%	621,036,905	347,780,667	0.16%	5,403	14,629	1,660	21,692	21,055	3.0%
Southgate Twp	6.0%	1,171,985,196	70,319,112	0.03%	1,092	2,958	336	4,386	4,082	7.4%
Haldimand County	41.0%	7,540,022,556	3,091,409,248	1.45%	48,029	130,037	14,753	192,819	188,187	2.5%
Norfolk County	5.0%	9,936,265,436	496,813,272	0.23%	7,719	20,898	2,371	30,988	30,398	1.9%
Halton Region	10.6%	49,388,040,845	5,220,626,448	2.45%	81,109	219,600	24,914	325,623	317,066	2.7%
Hamilton City	26.7%	98,248,255,488	26,281,408,343	12.33%	408,315	1,105,497	125,421	1,639,233	1,605,656	2.1%
Oxford County	36.1%	4,704,097,710	1,696,921,269	0.80%	26,364	71,379	8,098	105,841	103,618	2.1%
North Perth T	2.0%	2,497,940,188	49,958,804	0.02%	776	2,101	238	3,115	2,933	6.2%
Perth East Twp	40.0%	2,108,636,244	843,454,498	0.40%	13,104	35,479	4,025	52,608	51,654	1.8%
Waterloo Region	100.0%	107,591,348,898	107,591,348,898	50.49%	1,671,568	4,525,707	513,453	6,710,728	6,542,324	2.6%
Centre Wellington Twp	100.0%	5,519,221,813	5,519,221,813	2.59%	85,748	232,160	26,339	344,247	335,603	2.6%
Erin T	49.0%	2,632,734,184	1,290,039,750	0.61%	20,042	54,264	6,156	80,462	79,394	1.3%
Guelph C	100.0%	28,678,588,984	28,678,588,984	13.46%	445,558	1,206,332	136,861	1,788,751	1,757,601	1.8%
Guelph Eramosa Twp	100.0%	2,990,332,288	2,990,332,288	1.40%	46,459	125,785	14,271	186,515	182,089	2.4%
Mapleton Twp	95.0%	1,936,823,480	1,839,982,306	0.86%	28,586	77,397	8,781	114,764	111,066	3.3%
Wellington North Twp	51.0%	1,842,795,052	939,825,477	0.44%	14,601	39,533	4,485	58,619	57,083	2.7%
Puslinch Twp	75.0%	2,856,920,480	2,142,690,360	1.01%	33,289	90,130	10,225	133,644	129,031	3.6%
Total		355,872,351,049	213,107,216,762	100.00%	3,310,888	8,964,112	1,017,000	13,292,000	12,968,000	2.5%

**Operating Expenses include maintenance of capital infrastructure, studies, and/or equipment.*

Grand River Conservation Authority

Report number: GM-10-23-80

Date: October 27, 2023

To: Members of the Grand River Conservation Authority

Subject: Budget 2024 – Draft #1

Recommendation:

THAT Report Number GM-10-23-80 - Budget 2024 - Draft #1 be approved for consultation purposes, circulated to all participating municipalities, and posted to the GRCA website.

Summary:

This report summarizes the first draft of the 2024 Budget. The final budget for 2024 will be presented for approval at the February 24, 2024 Annual General Meeting. See Attachment A “Budget 2024 Timetable” for additional details on budget timelines.

Budget 2024- Draft #1 reflects the continuation of programs and services delivered in 2023 and maintains breakeven results. Total draft expenditures for 2024 are \$34,442,188. For context, the October 2022 draft budget for 2023 included expenditures of \$33,279,188. Preliminary budget financial figures are outlined in Attachment G which includes the Statement of Operations and detailed Program and Services statements. The individual programs and services budgets have been categorized as Operating, Capital Maintenance, and Special projects.

Grand River Conservation Authority (GRCA) programs and services are funded by:

- Municipal Apportionment (in prior years referred to as Municipal General Levy)
- Municipal Funding as per Memorandum of Understandings (MOUs)
- Other Municipal Funding (by special agreements)
- Provincial and Federal Grants
- Self-Generated Revenue
- Funding from Reserves

Overall, the municipal funding request has been increased by 2.5% (or \$324,000) to \$13,292,000 in 2024. For a breakdown of municipal funding by Category 1, 2, and general operating expenses see Attachment C “Budget 2024 Municipal funding breakdown”.

As required under *O.Reg.687/21 Transition Plans and Agreements for Programs and Services Under Section 21.2.2 of the Act*, the GRCA has developed an Inventory of Programs and Services based on the categories identified in the Regulation. These categories include: (1) Mandatory, (2) Municipally requested, (3) Other (Authority determines are advisable), and General Operating Expenses.

Attachment B “Programs & Services Inventory” outlines the expenditures and funding sources applicable to each category, along with the reallocation of program surplus between programs and services.

Appendix D “Summary of Municipal Apportionment” details the municipal apportionment and MOU funding requests by participating municipalities.

TABLE A -BUDGET 2024 EXPENDITURES

	2024	2023 (Oct draft)	Increase/(decrease)
<u>EXPENDITURES</u>			
Operating Expenses	\$29,066,688	\$28,148,688	\$918,000
Capital Expenses	\$4,419,000	\$4,104,000	\$315,000
Special Projects	\$840,000	\$840,000	\$0
Funding to Reserve (hydro)	\$116,500	\$116,500	\$0
TOTAL	\$34,442,188	\$33,209,188	\$1,233,000

Note: Use of the term capital expenses for spending that is funded with municipal apportionment refers to major maintenance, water control structure studies, or water management equipment.

Report:

A. CONSERVATION AUTHORITIES ACT - NEW REGULATIONS

The Conservation Authorities Act (CA Act) outlines three categories of programs and services: (1) Mandatory, (2) Municipally requested, and (3) Other (Authority determines are advisable).

O. Reg. 402/22 - Budget and Apportionment also defines “general operating expense or capital cost” as an operating expense or capital cost that is not related to the provision of a program or service that an authority provides. The regulations require that these costs be identified separately, and municipal funding be apportioned using Modified Current Value Assessment (MCVA).

O. Reg. 402/22 requirements came into force for the 2024 budget process. See Attachment A – Budget 2024 Timetable for timeline details. This regulation outlines Four Phases to the budget process

- Phase 1: Categorizing revenue and expenses as per the categories listed above, and amounts of municipal apportionment
- Phase 2: Board approval of draft budget for consultation (vote required), distribution to participating municipalities, and posting on the GRCA’s Governance section on the website. Consultation with municipalities will occur as required.
- Phase 3: Board apportionment approval process (weighted vote required)
- Phase 4: Final budget approval process (vote required)

B. OPERATING BUDGET

In general, the 2024 budget assumes the same level of program and service delivery as provided in 2023. Any exceptions to specific program areas are included in the commentary below as applicable.

(a) Resource Planning

- Resource Planning fee revenue declined in 2023 and therefore this draft of the budget reduced revenue by \$100,000.
- Compensation and benefits costs reduced by \$50,000 to recognize vacancy and/or rate savings which have resulted historically (budget assumes no change in staffing complement).

(b) Residential Property Rental Program

- The Residential Property Rental Program is in the process of winding down. The budgeted 2023 revenue of \$110,000 assumes no decrease in occupancy during 2024.
- The budgeted net result for this program is a \$25,000 deficit.

(c) Outdoor Environmental Education

- Negotiations with school boards for 2023/24 contracts have been completed. The first draft of the budget assumes that 2023/24 school contracts will be extended for the 2024/25 school year. This draft does not include any community or day camp program delivery. Decisions regarding the future format and scope of the Outdoor Environmental Education program will be incorporated into future budget drafts as applicable.

(d) Conservation Areas

- Conservation Area 2024 budgeted revenue of \$10,500,000 is approximately \$1,000,000 less than projected revenue of \$11,500,000 for 2023.
- Operating expenses are being increased by \$350,000.
- Conservation Area program and services expenses have been expanded to include 100% of Manager of Conservation Area Operations, 50% of Luther Marsh operations, and 100% of hazard tree management in the Conservation Areas. The funding for these three additional components is being funded with surplus from other Category 3 programs.
- The Conservation Areas budget excludes any allocation for corporate services overhead expenses.
- The revenue and cost assumptions will be revisited once actuals for the full 2023 season are available. Any adjustments to operating revenue or expenses will be the transfer to/from the Conservation Areas Reserve.

(e) Investment Income

- Income increased \$50,000 due to higher interest being earned on cash balances.

(f) Section 39 Funding

- It is assumed that there will no further cutbacks in the provincial Section 39 grant for the period April 1, 2023 to March 31, 2024 and therefore the Section 39 grant amount is anticipated to remain at \$449,688.

(g) Municipal Funding

- The 2024 Budget includes \$12,275,000 of funding for Category 1 Mandatory Programs and General Operating Expenses along with \$1,017,000 for Category 2 MOU Programs for a total of \$13,292,000 which is a \$324,000 (or 2.5%) increase over the 2023 General Municipal Levy of \$12,968,000.

(h) Surplus Assumption

- The draft budget assumes a \$100,000 surplus carry forward from 2023. If additional surplus is applicable, staff will recommend that it be incorporated in the final budget and used for non-recurring expense demands (i.e. consulting, professional development, and other administrative costs).

(i) Transition Reserve (created in 2021)

- The purpose of the reserve is to fund expenditures related to the transitioning of the GRCA to new provincial regulations requirements and/or fund costs related to managing expenses impacted by COVID-19 or revenue losses due to COVID-19. As at December 31, 2022, the reserve balance is approximately \$2.0 million.
- The strategy for Budget 2024 draft #1 is to utilize the transition reserve to fund one staff position (\$100,000) to assist with some of the deliverables required by the new regulations and to fund the Outdoor Environmental Education program deficit (\$312,000).

(j) Compensation and Benefits and Staffing Comments:

- The 2024 draft budget includes a 3% increase for compensation and benefits which allows for a general wage increase, grid steps within wage scales, and benefit cost increases. In addition, one administrative position is being added to the budget.
- Non-union salary adjustments are required to be approved by the General Membership which is typically presented in November or December for the subsequent year.
- Union wage adjustments have been incorporated into the budget in accordance with the Collective Agreement which is effective until December 31, 2025.

(k) Source Protection Program

- The province has identified that this program is considered a Category 1 mandatory program that is required to be delivered by Conservation Authorities. Funding until March 2024 was secured. The province, which currently fully funds this program, has not guaranteed funding for future years, nor has it announced an end to program funding.

C. CAPITAL & MAJOR MAINTENANCE BUDGET

(a) Major Maintenance Spending Water Control Structures

- The budget is set at \$1,500,000. Any demands that arise more than that amount can be funded with the Water Control Structures reserve and/or the Land Sale Proceeds reserve. Staff continue to seek funding to repair and update the water control infrastructure from provincial and federal government. Government funding included in budget 2024 relates to provincial Water and Erosion Control Infrastructure (WECI) funding which is subject to provincial approval of projects. Changes to this budget line will not impact the request for municipal funding. Any additional spending will be funded with WECI funding or reserves.

(b) Capital Spending Conservation Areas

- The budget is set at \$2,000,000. This spending is budgeted to be funded with \$1,650,000 of fee revenue and \$350,000 from the conservation area reserve. Future budget drafts will be revised as capital projects are prioritized. Any increases in budgeted spending will be facilitated by either increased revenue or use of the conservation area reserve. Any decrease in budgeted expenses would be offset by a transfer to the conservation reserve.

(c) Water Monitoring Equipment and Flood Forecasting and Warning Expenses

- The budget is being held constant at \$300,000. The gauge reserve will be used to fund \$100,000 of total costs and the remaining costs will be funded with Category 1 Municipal Apportionment funding.

(d) Information Systems and Motor Pool

- Costs of \$379,000 for Information Systems and \$240,000 for Motor Pool represent the costs not funded through internal cost allocations to programs and services and are funded through the IS reserve and MP reserve respectively. See Attachment G 'P&S #16 - Supplemental Information – IS and MP' for detailed expense information.

D. SPECIAL PROJECTS

- (a) Special projects do not rely on Municipal Apportionment funding.
- (b) This draft of the budget only includes items that are known or highly likely to be undertaken and a cost can be estimated. At present, the budget includes \$840,000 in spending. By the time the 2024 budget is finalized, special project spending, along with

matching revenue, is expected to increase as projects are approved and carryover amounts are confirmed.

(c) The \$840,000 in special projects included in this draft budget are:

- \$800,000 Rural Water Quality Capital Grants
- \$40,000 Species at Risk Program

(d) New Guelph Lake Nature Centre Building

To date, the purchasing process for this project has not commenced, therefore, a reliable cost estimate is not available. The final budget draft will incorporate this project as applicable with funding to be provided via donations and potentially using GRCA reserves.

E. RESERVES

For 2024, reserves are budgeted to decrease by \$331,500. Significant budgeted drawdowns to reserves include \$350,000 for Conservation Area capital projects, \$315,000 to fund the Environmental Education deficit, \$100,000 to fund one staff position, \$379,000 for Information Systems, and \$240,000 for Motor Pool. See Attachment E 'Summary of Reserves' for details of reserve movements budgeted for 2024. The use of reserves is integral to GRCA operations. The GRCA sets aside certain funds to reserves (i.e. Land Sale Proceeds, Hydro Revenue, Interest Earned on Reserves) in order to be able to draw upon these reserves at a later date in accordance with either legislative mandates and/or board-approved use

Reserves can be viewed as:

- Planned savings set aside for future capital projects (facilitates smoothing of funding requests)
- Surpluses set aside for future operating or capital needs (i.e. Conservation Area revenue in excess of budget)
- Contingency funds for unplanned expenditures
- Legislated amounts to be used in accordance with regulations (i.e. land sale proceeds)

A detailed report on reserves will be presented at the November 24, 2023 meeting.

F. CATEGORY 2 – WATERSHED SERVICES

The programs and services included under watershed services are:

- Subwatershed Studies
- Conservation Services
- Water Quality
- Wastewater Optimization Program
- Groundwater Resources
- Watershed Services

See Attachment F 'Budget 2024 Category 2 - Watershed Services Program Breakdown'

This budget assumes that all participating municipalities will enter into a Memorandum of Agreement with the GRCA and agree to apportioning the funding requirements using MCVA, the same as Category 1 apportionment and the same method that was used in prior years.

G. MUNICIPAL APPORTIONMENT (referred to as General Municipal Levy in prior years)

Where municipal funding is applicable, namely, Category 1, 2, and General Operating Expenses, the methodology of apportionment used is Modified Current Value Assessment (MCVA) on the basis that there is a watershed benefit for all participating municipalities from the programs and services. See Attachment D 'Budget 2024 Summary of Municipal Apportionment' for details.

The methodology for calculating the MCVA and distributing apportionment is outlined in O. Reg. 402/22 Section (7). Agreements with participating municipalities for Category 2 programs and services have not been finalized therefore the funding allocation is subject to change and would be communicated and agreed to accordingly if applicable.

OTHER MAJOR ASSUMPTIONS

- (a) Cottage Lot Rental Program revenue increased by 2.5% or \$57,000 in accordance with the Residential Tenancy Act.
- (b) Total Insurance expense increased by 5% or \$24,000 to reflect 2023 rate increases and projected 2024 rate increases.
- (c) Total Property Tax expense increased \$20,000.
- (d) Admin Operating expense held constant.
- (e) Other Operating expenses increased between 0% and 5% as applicable.
- (f) Motor Pool charge-out rates held constant.
- (g) Computer charge-out rates held constant.

H. SIGNIFICANT OUTSTANDING BUDGET ITEMS

- (a) Year 2023 Carry forward Adjustments
2023 Surplus carry forward - this draft of the 2024 Budget assumes a \$100,000 surplus carryover from year 2023. The actual "2023 Net Surplus" will be incorporated into the 2024 budget.
- (b) 2023 Special Projects carry forward
Any projects commenced in year 2023 and not completed by December 31, 2023 will be carried forward and added to Budget 2023 (i.e. both the funding and the expense will be added to Budget 2023 and therefore these adjustments will have no impact on the breakeven net result).
- (c) Water Control Structures Major Maintenance Expenditures
A final determination of the amount of spending to be added to the Budget 2024 (i.e. unspent amounts from 2023, new projects) will be made, including use of reserves for 2024 projects. Any decisions to increase spending should not impact the general municipal apportionment request but would be funded with reserves, WECI funding, and/or new funding sources, as applicable.
- (d) Conservation Area Revenue and Expenses
Final revenue, operating, and capital expense figures are to be determined following the year-end actuals review.
- (e) Environmental Education
Final revenue and operating expense figures are to be determined following further information on program delivery developments.

The following are attached:

- Attachment A: Budget 2024 Timetable
- Attachment B: Budget 2024 Program and Services Inventory
- Attachment C: Budget 2024 Municipal Funding Breakdown
- Attachment D: Budget 2024 Summary of Municipal Apportionment
- Attachment E: Budget 2024 Summary of Reserves
- Attachment F: Budget 2024 Category 2 - Watershed Services Program breakdown
- Attachment G: Statement of Operations & Detailed Program and Services Statements

Financial Implications:

Budgeted spending for 2024 is \$34,442,188 (2023: \$33,279,188) which includes transfers of \$116,500 to reserves. This first draft of the budget includes a municipal general levy increase of \$324,000 (or 2.5%).

The main budgetary challenges faced by the GRCA are:

- Cost pressures created by the economic environment including inflation, supply chain issues, and labour force shortages.
- Conservation Area operating revenue is impacted by fluctuations in consumer demand and weather conditions which are difficult to predict.
- An aging infrastructure in the Conservation Areas and aging Nature Centre facilities.
- Increased demands on managing passive lands (i.e. land use decisions, hazard tree management, trespassing, infrastructure).
- Keeping pace with digital innovation and technological advancements.
- Meeting new regulation reporting requirements (Conservation Area Strategy, etc.)

Other Department Considerations:

None

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Approved by:

Samantha Lawson
Chief Administrative Officer

Karen Armstrong
Deputy CAO/Secretary-Treasurer

ATTACHMENT A
Grand River Conservation Authority
Budget 2024 Timetable
October 27, 2023

- Oct 27, 2022: Draft Budget #1 to General Meeting and Board approval of the draft budget for consultation purposes
- November 2023: Distribute Draft Budget #1 to Participating Municipalities and post it on the GRCA website in the Governance section
- Nov & Dec 2023: Consultation with Participating Municipalities as requested
- December 15, 2023: Board Motion to send 30 days' notice to Participating Municipalities of Municipal Apportionment Vote at January 26, 2024 General Meeting
- December 22, 2023: Send Notice to Participating Municipalities of Municipal Apportionment Vote and include apportionment amounts and most recent draft Budget
- Jan 26, 2024: Draft Budget #2 to General Meeting and Municipal Apportionment Vote – weighted majority and recorded. Once approved, distribute to Participating Municipalities.
- Feb 23, 2024: Final 2024 Budget Vote – weighted majority (as per by-law) and recorded. Once approved, distribute to Participating Municipalities, post on the GRCA website, and send to MNRF

Grand River Conservation Authority
PROGRAMS AND SERVICES INVENTORY
BUDGET 2024
to General Meeting October 27th, 2023

ATTACHMENT B

		TOTAL EXPENDITURES (includes transfers to reserves)	MUNICIPAL APPORTIONMENT/ Cat 2-MOA FUNDING	MUNICIPAL- OTHER	SELF-GENERATED REVENUE	PROVINCIAL & FEDERAL GRANTS	Funding from RESERVES	Programs & Services SURPLUS allocation	TOTAL REVENUE (after P&S surplus allocation)	NET RESULT
	Programs & Services Inventory									
CATEGORY 1	Watershed Resources-Planning	1,416,100	1,303,600			37,500	75,000		1,416,100	-
	FFW & Flood Plain Mapping	1,101,000	911,662			164,338	25,000		1,101,000	-
	Water Control Structures	3,628,700	2,593,350			985,350	50,000		3,628,700	-
	Resource Planning	2,609,600	1,525,600		1,044,000	40,000			2,609,600	-
	Conservation Lands Mgmt	2,871,900	2,629,900		42,000		200,000		2,871,900	-
	Source Protection Planning	640,000	-			640,000			640,000	-
	Total Category 1	12,267,300	8,964,112		1,086,000	1,867,188	350,000	-	12,267,300	-
			73%	0%	9%	15%	3%	0%	100%	
General Operating	General Operating Expenses (note 5)	4,449,188	3,310,888		250,000		684,000	204,300	4,449,188	-
			74%	0%	6%	0%	15%	5%	100%	
CATEGORY 2	CATEGORY 2 Watershed Services	1,868,000	1,017,000	850,000			1,000		1,868,000	-
			54%	46%	0%	0%	0%	0%	100%	
CATEGORY 3	Tree Planting/Nursery Program	892,900			580,000			312,900	892,900	-
	Conservation Services	82,200				30,000		52,200	82,200	-
	Environmental Education	912,000			600,000		312,000		912,000	-
	Property Rentals	1,109,200			3,038,000			(1,928,800)	1,109,200	-
	Hydro Production	212,000			580,000			(368,000)	212,000	-
	Conservation Areas	11,432,000			10,571,000		351,000	510,000	11,432,000	-
	Administrative Support (note 6)	1,217,400						1,217,400	1,217,400	-
	Total Category 3	15,857,700	-	-	15,369,000	30,000	663,000	(204,300)	15,857,700	-
			0%	0%	97%	0%	4%	-1%	100%	
	TOTAL Programs & Services	34,442,188	13,292,000	850,000	16,705,000	1,897,188	1,698,000	-	34,442,188	-
			39%	2%	49%	6%	5%	0%	100%	

NOTE 1, NOTE 4

NOTE 2

NOTE 3

COMMENTARY:

- NOTE 1 Total Programs & Services expenditures (includes transfers to reserves) is funded 39% by the combined total of mandatory municipal apportionment and Category 2 MOA municipal funding.
- NOTE 2 Almost 50% of total expenses is funded with self-generated revenue.
- NOTE 3 Category 3 'Property Rentals' and 'Hydro Production' generate a surplus which is allocated to Category 3 programs and General Operating expenses to achieve breakeven results for each P&S.
- NOTE 4 In 2023 General Municipal Levy funding totalled \$12,968,000. Therefore Municipal funding is increasing by \$324,000 (or 2.5%) to \$13,292,000 in 2024 compared to 2023.
- NOTE 5 **General Operating Expenses** include administrative expenses related to Office of the CAO, communications, capital support, finance, payroll, human resources, Health and Safety, head Office facility, and other administrative expenses that support the provision of programs and services.
- NOTE 6 **Administrative Support** include administrative expenses related to finance, communications, capital support and other administrative expenses that support category 3 programs and services.

Grand River Conservation Authority
MUNICIPAL FUNDING BREAKDOWN (note 1)

BUDGET 2024

to General Meeting October 27th, 2023

ATTACHMENT C

	2024	2023
	Municipal Apportionment	Municipal Levy
CATEGORY 1 - Mandatory	8,964,112	
General Operating Expenses	3,310,888	
CATEGORY 2 - Municipally Requested MOU's (note 2)	1,017,000	
Matching Admin & Mtce Levy		449,688
Non-Matching Admin & Mtce Levy		11,568,312
Capital Maintenance Levy		950,000
	13,292,000	12,968,000
	<i>dollar Increase</i>	<i>324,000</i>
	<i>percentage Increase</i>	<i>2.5%</i>

Note 1
Funding under special agreements with Municipalities
is not included in above municipal funding breakdown
(i.e. RWQP, Subwatershed studies)

Note 2
 Participation of all member municipalities for Category 2
 programs and services has not been confirmed as at Oct
 27/23. Adjustments may be applicable.

Grand River Conservation Authority

Summary of Municipal Apportionment - 2024 Budget

DRAFT - October 27th, 2023

	% CVA in Watershed	2023 CVA (Modified)	CVA in Watershed	CVA-Based Apportionment	2024 Budget General Operating Expenses*	2024 Budget Category 1 Operating Expenses*	2024 Budget Category 2 Operating Expenses*	2024 Budget Total Apportionment	Actual 2023	% Change
Brant County	82.9%	7,651,609,216	6,343,184,040	2.98%	98,549	266,819	30,271	395,639	378,509	4.5%
Brantford C	100.0%	15,830,835,062	15,830,835,062	7.43%	245,952	665,906	75,549	987,407	959,163	2.9%
Amaranth Twp	82.0%	836,304,475	685,769,670	0.32%	10,654	28,846	3,273	42,773	41,929	2.0%
East Garafraxa Twp	80.0%	659,250,495	527,400,396	0.25%	8,194	22,184	2,517	32,895	32,145	2.3%
Town of Grand Valley	100.0%	629,306,057	629,306,057	0.30%	9,777	26,471	3,003	39,251	37,414	4.9%
Melancthon Twp	56.0%	621,036,905	347,780,667	0.16%	5,403	14,629	1,660	21,692	21,055	3.0%
Southgate Twp	6.0%	1,171,985,196	70,319,112	0.03%	1,092	2,958	336	4,386	4,082	7.4%
Haldimand County	41.0%	7,540,022,556	3,091,409,248	1.45%	48,029	130,037	14,753	192,819	188,187	2.5%
Norfolk County	5.0%	9,936,265,436	496,813,272	0.23%	7,719	20,898	2,371	30,988	30,398	1.9%
Halton Region	10.6%	49,388,040,845	5,220,626,448	2.45%	81,109	219,600	24,914	325,623	317,066	2.7%
Hamilton City	26.7%	98,248,255,488	26,281,408,343	12.33%	408,315	1,105,497	125,421	1,639,233	1,605,656	2.1%
Oxford County	36.1%	4,704,097,710	1,696,921,269	0.80%	26,364	71,379	8,098	105,841	103,618	2.1%
North Perth T	2.0%	2,497,940,188	49,958,804	0.02%	776	2,101	238	3,115	2,933	6.2%
Perth East Twp	40.0%	2,108,636,244	843,454,498	0.40%	13,104	35,479	4,025	52,608	51,654	1.8%
Waterloo Region	100.0%	107,591,348,898	107,591,348,898	50.49%	1,671,568	4,525,707	513,453	6,710,728	6,542,324	2.6%
Centre Wellington Twp	100.0%	5,519,221,813	5,519,221,813	2.59%	85,748	232,160	26,339	344,247	335,603	2.6%
Erin T	49.0%	2,632,734,184	1,290,039,750	0.61%	20,042	54,264	6,156	80,462	79,394	1.3%
Guelph C	100.0%	28,678,588,984	28,678,588,984	13.46%	445,558	1,206,332	136,861	1,788,751	1,757,601	1.8%
Guelph Eramosa Twp	100.0%	2,990,332,288	2,990,332,288	1.40%	46,459	125,785	14,271	186,515	182,089	2.4%
Mapleton Twp	95.0%	1,936,823,480	1,839,982,306	0.86%	28,586	77,397	8,781	114,764	111,066	3.3%
Wellington North Twp	51.0%	1,842,795,052	939,825,477	0.44%	14,601	39,533	4,485	58,619	57,083	2.7%
Puslinch Twp	75.0%	2,856,920,480	2,142,690,360	1.01%	33,289	90,130	10,225	133,644	129,031	3.6%
Total		355,872,351,049	213,107,216,762	100.00%	3,310,888	8,964,112	1,017,000	13,292,000	12,968,000	2.5%

**Operating Expenses include maintenance of capital infrastructure, studies, and/or equipment.*

Grand River Conservation Authority

BUDGET 2024 - SUMMARY of RESERVES

ATTACHMENT E

General Meeting - October 27th, 2023

	BUDGET 2023	"NET CHANGE" INCREASE/(DECREASE) 2023 VS 2024	DETAILS OF "NET CHANGE" BUDGET 2023			BUDGET 2024
			Transfer In (Interest Income)	Transfer In	Transfer Out Description of Transfer	
Type A: GRCA Controlled						
Operating Reserves (designated)						
Property & Liability Insurance	270,383	0	0			270,383
Building & Mechanical Equipment	1,231,833	0	0			1,231,833
Small Office Equipment	8,013	0	0			8,013
Personnel	1,039,112	(65,000)	0		(65,000) OUT- Vacation Accrual, Wages	974,112
Transition	2,003,704	(357,000)	55,000		(412,000) OUT-\$100K Staff Position, \$312,000 Environmental Education	1,646,704
Forestry	1,347,640	35,000	35,000			1,382,640
Information Systems and Technology	1,063,602	(344,000)	35,000	1,437,000	(1,816,000) IN-Chargebacks; OUT-Operating/Capital costs	719,602
Cottage Operations	1,215,650	35,000	35,000			1,250,650
Grand River Watershed Management Plan	116,939	3,000	3,000			119,939
Planning Enforcement	542,179	16,000	16,000			558,179
Property Rental Expenses	757,976	20,000	20,000			777,976
Watershed Restoration	276,275	8,000	8,000			284,275
Master Planning	439,958	15,000	15,000			454,958
Water Management Operating NEW-2022	850,000	25,000	25,000			875,000
Motor Pool Equipment	1,445,368	(185,000)	55,000	1,300,000	(1,540,000) IN-Chargebacks;OUT-Operating/Capital costs	1,260,368
Motor Pool Insurance	95,064	3,000	3,000			98,064
Capital Reserves (designated)						
Water Control Structures	2,759,473	25,000	75,000		(50,000) OUT-Water Control Structures major repairs	2,784,473
Cambridge Desiltation Pond	4,709	(1,000)	0		(1,000) OUT-Cambridge Desiltation Pond costs	3,709
Completion of Capital Projects	162,000	0	0			162,000
Conservation Areas-Stabilization/Capital	7,049,262	(140,000)	210,000		(350,000) OUT-Cons Area Capital costs	6,909,262
Gauges	901,275	(70,000)	30,000		(100,000) OUT-Gauge costs	831,275
Capital Reserves (undesignated)						
General Capital Reserve	1,314,608	151,500	35,000	116,500	IN-Hydro Generation Revenue	1,466,108
Total Type A: GRCA Controlled	24,895,023	(825,500)	655,000	2,853,500	(4,334,000)	24,069,523
Type B: Reserves with Outside Control/Interest						
With MNRF Interest (Capital Reserves)						
Gravel	263,716	4,000	5,000		(1,000) OUT-Gravel Pit License	267,716
Land Sale Proceeds Reserve	22,606,367	479,000	579,000		(100,000) OUT-\$100K Demolition costs	23,085,367
With School Board Interest (Operating Reserves)						
App's Nature Centre	75,501	2,000	2,000			77,501
Laurel Creek Nature Centre	123,611	3,000	3,000			126,611
Guelph Lake Nature Centre	142,487	3,000	3,000			145,487
Taquanyah Nature Centre	23,197	1,000	1,000			24,197
Shade's Mills Nature Centre	79,836	2,000	2,000			81,836
Total Type B: Outside Control/Interest	23,314,715	494,000	595,000	0	(101,000)	23,808,715
TOTAL	\$48,209,738	(331,500)	\$1,250,000	\$2,853,500	(\$4,435,000)	\$47,878,238

BUDGET 2024 - CATEGORY 2 - WATERSHED SERVICES PROGRAM BREAKDOWN*Draft October 27, 2023 to General Meeting*

Programs & Services	Cost	Offsetting Funding	NET COST	Description of Funding
Sub-watershed Services	\$ 285,000	\$ (50,000)	\$ 235,000	Municipal Funding
Conservation Services	\$ 1,339,000	\$ (800,000)	\$ 539,000	Municipal Funding
Water Quality	\$ 148,000	\$ (1,000)	\$ 147,000	
Water Quality - Waste Water Optimization Program	\$ 87,600		\$ 87,600	
Water Quality - Groundwater Resources	\$ 8,400	\$ -	\$ 8,400	
Watershed Sciences & Collaborative Planning *				
TOTAL	\$ 1,868,000	\$ (851,000)	\$ 1,017,000	

* Costs related to this activity integrated in the above listed programs and services.

**GRAND RIVER CONSERVATION AUTHORITY
STATEMENT OF OPERATIONS
BUDGET 2024**

	New Regulations		NEW REGS Budget 2023 (draft Oct version)	NEW REGS Budget 2024
	Category	P&S Ref #		
<u>REVENUE</u>				
<u>Municipal</u>				
Municipal Apportionment	Category 1	various	11,976,000	12,275,000
Memorandums of Understanding Apportionment	Category 2	various	992,000	1,017,000
Other	Category 2	8	850,000	850,000
			13,818,000	14,142,000
<u>Government Grants</u>				
MNRF Transfer Payments	Category 1	various	449,688	449,688
Source Protection Program-Provincial	Category 1	various	640,000	640,000
Other Provincial	Category 1	various	737,500	737,500
Other Provincial	Category 3	various	30,000	30,000
Federal	Category 1	various	40,000	40,000
			1,897,188	1,897,188
<u>Self Generated</u>				
User Fees and Sales				
<i>Resource Planning</i>	Category 1	4	1,144,000	1,044,000
<i>Tree Planting</i>	Category 3	9	580,000	580,000
<i>Conservation Lands Income</i>	Category 3	14	71,000	71,000
<i>Conservation Lands Income</i>	Category 1	5	15,000	15,000
<i>Conservation Areas User Fees</i>	Category 3	14	10,000,000	10,500,000
<i>Environmental Education</i>	Category 3	11	500,000	600,000
Property Rentals	Category 3	12	2,981,000	3,038,000
Hydro Generation	Category 3	13	580,000	580,000
Grand River Conservation Foundation	Category 1,2,3	various	27,000	27,000
Investment Income	General Operating	7	1,350,000	1,400,000
Total Self-Generated Revenue			17,248,000	17,855,000
TOTAL REVENUE			32,963,188	33,894,188

**GRAND RIVER CONSERVATION AUTHORITY
STATEMENT OF OPERATIONS
BUDGET 2024**

	New Regulations		NEW REGS Budget 2023 (draft Oct version)	NEW REGS Budget 2024
	Category	P&S Ref #		
<u>EXPENSES</u>				
OPERATING				
Watershed Management	Category 1	1	1,276,000	1,306,100
Flood Forecasting and Warning	Category 1	2	895,000	911,000
Water Control Structures	Category 1	3	2,143,200	2,128,700
Resource Planning	Category 1	4	2,551,800	2,569,600
Conservation Lands Management	Category 1	5	2,954,600	2,871,900
Source Protection Program	Category 1	6	640,000	640,000
General Operating Expenses	General Operating	7	3,495,788	3,830,188
Watershed Services	Category 2	8	1,043,000	1,068,000
Tree Planting	Category 3	9	867,300	892,900
Conservation Services	Category 3	10	81,200	82,200
Environmental Education	Category 3	11	775,100	912,000
Property Rentals	Category 3	12	1,095,200	1,109,200
Hydro Production	Category 3	13	95,500	95,500
Conservation Areas	Category 3	14	9,037,000	9,432,000
Administrative Support	Category 3	15	1,198,000	1,217,400
Total OPERATING Expenses			28,148,688	29,066,688
CAPITAL				
Watershed Management	Category 1	1	110,000	110,000
Flood Forecasting and Warning	Category 1	2	190,000	190,000
Water Control Structures	Category 1	3	1,500,000	1,500,000
Conservation Areas	Category 3	13	2,000,000	2,000,000
Information Systems	General Operating	16	290,000	379,000
Motor Pool	General Operating	16	14,000	240,000
Total Capital Expenses			4,104,000	4,419,000
SPECIAL				
Resource Planning	Category 1	4	40,000	40,000
Conservation Services	Category 2	8	800,000	800,000
Total SPECIAL PROJECTS Expenses			840,000	840,000
Total Expenses			33,092,688	34,325,688
Gross Surplus			(129,500)	(431,500)
Prior Year Surplus Carryforward			100,000	100,000
Net Funding FROM/(TO) Reserves			29,500	331,500
NET SURPLUS			0	0

GRAND RIVER CONSERVATION AUTHORITY
P&S #1 - Watershed Management
BUDGET 2024

NEW REGS Budget 2023	NEW REGS Budget 2024
(draft Oct version)	

How much does it cost, and who pays for it?

draft Bud 2023(Oct)

Expenditures and Funding to Reserves

Compensation and Benefits	1,013,900	1,044,000
Administration Expenses	197,000	197,000
Other Operating Expenses	65,100	65,100
Total OPERATING Expenditures	1,276,000	1,306,100
Instrumentation	60,000	60,000
Water Quality Monitoring Equipment	50,000	50,000
Total CAPITAL Expenditures	110,000	110,000

TOTAL EXPENDITURES AND FUNDING TO RESERVES	1,386,000	1,416,100
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Funding

Municipal

Municipal Apportionment (levy)	1,273,500	1,303,600
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Government Grants

Other Provincial	37,500	37,500
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Funding From Reserves

Gauges	75,000	75,000
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TOTAL FUNDING	1,386,000	1,416,100
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Net Surplus/(Deficit)	0	0
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**GRAND RIVER CONSERVATION AUTHORITY
P&S #2 - Flood Forecasting and Warning
BUDGET 2024**

NEW REGS Budget 2023	NEW REGS Budget 2024
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(draft Oct version)

How much does it cost, and who pays for it?

Expenditures and Funding to Reserves

Compensation and Benefits	551,000	567,000
Administration Expenses	236,000	236,000
Other Operating Expenses	108,000	108,000
Total OPERATING Expenditures	895,000	911,000
Hardware	88,000	88,000
Stream Gauges	102,000	102,000
Total CAPITAL Expenditures	190,000	190,000

TOTAL EXPENDITURES AND FUNDING TO RESERVES	1,085,000	1,101,000
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Funding

Municipal

Municipal Apportionment (levy)	835,662	911,662
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Government Grants

MNRF Transfer Payments	164,338	164,338
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Funding From Reserves

Floodplain Mapping Projects & Gauges	25,000	25,000
Water Management Operating	60,000	0

TOTAL REVENUE	1,085,000	1,101,000
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Net Surplus/(Deficit)	0	0
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**GRAND RIVER CONSERVATION AUTHORITY
P&S #3 - Water Control Structures
BUDGET 2024**

NEW REGS Budget 2023	NEW REGS Budget 2024
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(draft Oct version)

How much does it cost, and who pays for it?

Expenditures and Funding to Reserves

Compensation and Benefits	1,399,500	1,441,000
Administration Expenses	29,200	29,200
Insurance	199,000	143,000
Property Taxes	170,700	170,700
Other Operating Expenses	344,800	344,800
Total OPERATING Expenditures	2,143,200	2,128,700
 Total CAPITAL Expenditures	 1,500,000	 1,500,000
TOTAL EXPENDITURES AND FUNDING TO RESERVES	3,643,200	3,628,700

Funding

Municipal

Municipal Apportionment (levy)	2,537,850	2,593,350
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Government Grants

MNRF Transfer Payments	285,350	285,350
Provincial	700,000	700,000

Funding From Reserves

Water Control Structures/Water Mgmt Operating Reserve	120,000	50,000
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TOTAL REVENUE AND FUNDING FROM RESERVES	3,643,200	3,628,700
Net Surplus/(Deficit)	0	0

**GRAND RIVER CONSERVATION AUTHORITY
P&S #4 - Resource Planning
BUDGET 2024**

NEW REGS Budget 2023	NEW REGS Budget 2024
(draft Oct version)	

How much does it cost, and who pays for it?

Expenditures and Funding to Reserves

Compensation and Benefits	2,275,200	2,293,000
Administration Expenses	221,900	221,900
Other Operating Expenses	54,700	54,700
Total OPERATING Expenditures	2,551,800	2,569,600
Species at Risk	40,000	40,000
Total SPECIAL PROJECT Expenditures	40,000	40,000
TOTAL EXPENDITURES AND FUNDING TO RESERVES	2,591,800	2,609,600

Funding

Municipal

Municipal Apportionment (levy)	1,362,800	1,525,600
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Government Grants

Federal	40,000	40,000
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Self Generated

Solicitor Enquiry Fees	90,000	80,000
Permit Fees	500,000	470,000
Plan Review Fees	554,000	494,000

Funding from Reserves

Water Management Operating Reserve	45,000	-
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TOTAL REVENUE	2,591,800	2,609,600
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Net Surplus/(Deficit)	0	0
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**GRAND RIVER CONSERVATION AUTHORITY
P&S #5 - Conservation Lands Management
BUDGET 2024**

NEW REGS	NEW REGS
Budget	Budget
2023	2024
(draft Oct version)	

How much does it cost, and who pays for it?

Expenditures and Funding to Reserves

Compensation and Benefits	1,789,700	1,813,000
Administration Expenses	165,100	165,100
Insurance	201,000	60,000
Property Taxes	285,200	305,200
Other Operating Expenses	513,600	528,600
Total OPERATING Expenditures	2,954,600	2,871,900

TOTAL EXPENDITURES AND FUNDING TO RESERVES	2,954,600	2,871,900
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Funding

Municipal

Municipal Apportionment (levy)	2,712,600	2,629,900
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Self Generated

Timber Sales	15,000	15,000
Donations - Foundation	27,000	27,000

Funding From Reserves

Land (Demolitions)	100,000	100,000
Transition Reserve (Staffing)	100,000	100,000

TOTAL REVENUE	2,954,600	2,871,900
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Net Surplus/(Deficit)	0	0
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GRAND RIVER CONSERVATION AUTHORITY
P&S #6 - Source Protection Program
BUDGET 2024

NEW REGS	NEW REGS
Budget	Budget
2023	2024
(draft Oct version)	

How much does it cost, and who pays for it?

Expenditures

Compensation and Benefits	490,000	490,000
Administration Expenses	50,000	50,000
Other Operating Expenses	90,000	90,000
Water Budget - Technical Studies	10,000	10,000
TOTAL EXPENDITURES	640,000	640,000

Funding

Government Grants

Provincial	640,000	640,000
TOTAL FUNDING	640,000	640,000

**GRAND RIVER CONSERVATION AUTHORITY
P&S #7 General Operating Expense
BUDGET 2024**

NEW REGS	NEW REGS
Budget	Budget
2023	2024
(draft Oct version)	

How much does it cost, and who pays for it?

Expenditures and Funding to Reserves

Compensation and Benefits	2,327,500	2,441,000
Administration Expenses	370,000	370,000
Insurance	63,500	284,500
Other Operating Expenses	804,788	804,688
LESS: Recovery of Corporate Services Expenses	(70,000)	(70,000)
Total OPERATING Expenditures	3,495,788	3,830,188
Interest Income	1,250,000	1,250,000
Total FUNDING to RESERVES	1,250,000	1,250,000
TOTAL EXPENDITURES AND FUNDING TO RESERVES	4,745,788	5,080,188

Funding

Municipal

Municipal Apportionment (levy)	3,253,588	3,310,888
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Self Generated

Investment Income	1,350,000	1,400,000
Personnel	65,000	65,000

TOTAL REVENUE	4,668,588	4,775,888
Net Surplus/(Deficit)	(77,200)	(304,300)

GRAND RIVER CONSERVATION AUTHORITY
P&S #8 - Watershed Services - CAT 2
BUDGET 2024

NEW REGS	NEW REGS
Budget	Budget
2023	2024
(draft Oct version)	

How much does it cost, and who pays for it?

Expenditures and Funding to Reserves

Compensation and Benefits	825,100	850,000
Administration Expenses	117,900	118,000
Other Operating Expenses	100,000	100,000
Total OPERATING Expenditures	1,043,000	1,068,000
 RWQP Grants	 800,000	 800,000
Total SPECIAL PROJECT Expenditures	800,000	800,000
 TOTAL EXPENDITURES AND FUNDING TO RESERVES	 1,843,000	 1,868,000

Funding

Municipal

Memorandums of Understanding Apportionment	992,000	1,017,000
Municipal Other	850,000	850,000

Funding From Reserves

Cambridge Desiltation Pond	1,000	1,000
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TOTAL REVENUE	1,843,000	1,868,000
 Net Surplus/(Deficit)	 0	 0

**GRAND RIVER CONSERVATION AUTHORITY
P&S #9 Tree Planting Program
BUDGET 2024**

NEW REGS	NEW REGS
Budget	Budget
2023	2024
(draft Oct version)	

How much does it cost, and who pays for it?

Expenditures and Funding to Reserves

Compensation and Benefits	278,000	287,000
Administration Expenses	30,900	30,900
Other Operating Expenses	558,400	575,000
Total OPERATING Expenditures	867,300	892,900

TOTAL EXPENDITURES AND FUNDING TO RESERVES	867,300	892,900
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Funding

Self Generated

Nursery	400,000	400,000
Landowner Contributions (Tree Planting)	180,000	180,000

TOTAL REVENUE	580,000	580,000
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Net Surplus/(Deficit)	(287,300)	(312,900)
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**GRAND RIVER CONSERVATION AUTHORITY
P&S #10 - Conservation Services
BUDGET 2024**

NEW REGS	NEW REGS
Budget	Budget
2023	2024
(draft Oct version)	

How much does it cost, and who pays for it?

Expenditures and Funding to Reserves

Compensation and Benefits	26,000	27,000
Administration Expenses	33,200	33,200
Other Operating Expenses	22,000	22,000
Total OPERATING Expenditures	81,200	82,200
TOTAL EXPENDITURES AND FUNDING TO RESERVES	81,200	82,200

Funding

Government Grants

Other Provincial	30,000	30,000
TOTAL REVENUE	30,000	30,000
Net Surplus/(Deficit)	(51,200)	(52,200)

**GRAND RIVER CONSERVATION AUTHORITY
P&S #11 - Environmental Education
BUDGET 2024**

NEW REGS	NEW REGS
Budget	Budget
2023	2024
(draft Oct version)	

How much does it cost, and who pays for it?

Expenditures and Funding to Reserves

Compensation & Benefits	574,500	642,000
Administration Expenses	57,000	57,000
Other Operating Expenses	143,600	213,000
Total OPERATING Expenditures	775,100	912,000

Guelph Lake Nature Centre		
Total SPECIAL PROJECT Expenditures	0	0

TOTAL EXPENDITURES AND FUNDING TO RESERVES	775,100	912,000
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Funding

Self Generated

Nature Centre Revenue - Schools	500,000	600,000
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Funding from Reserves

Transition Reserve		312,000
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TOTAL REVENUE	500,000	912,000
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Net Surplus/(Deficit)	(275,100)	0
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**GRAND RIVER CONSERVATION AUTHORITY
P&S #12 - Property Rentals
BUDGET 2024**

NEW REGS	NEW REGS
Budget	Budget
2023	2024
(draft Oct version)	

How much does it cost, and who pays for it?

Expenditures and Funding to Reserves

Compensation and Benefits	456,000	470,000
Administration Expenses	37,500	37,500
Other Operating Expenses	601,700	601,700
Total OPERATING Expenditures	1,095,200	1,109,200
TOTAL EXPENDITURES AND FUNDING TO RESERVES	1,095,200	1,109,200

Funding

Self Generated

Belwood	1,040,000	1,066,000
Conestogo	1,245,000	1,276,000
Agricultural	250,000	250,000
Residential	110,000	110,000
Miscellaneous	336,000	336,000
TOTAL REVENUE	2,981,000	3,038,000
Net Surplus/(Deficit)	1,885,800	1,928,800

GRAND RIVER CONSERVATION AUTHORITY
P&S #13 - Hydro Production
BUDGET 2024

NEW REGS	NEW REGS
Budget	Budget
2023	2024
(draft Oct version)	

How much does it cost, and who pays for it?

Expenditures and Funding to Reserves

Compensation and Benefits	70,000	70,000
Other Operating Expenses	25,500	25,500
Total OPERATING Expenditures	95,500	95,500
General Capital/Land Sale Proceeds	116,500	116,500
Total FUNDING to RESERVES	116,500	116,500
TOTAL EXPENDITURES AND FUNDING TO RESERVES	212,000	212,000

Revenue

Government Grants

Provincial	0	0
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Self Generated

Hydro Production-Belwood	265,000	265,000
Hydro Production-Conestogo	260,000	260,000
Hydro Production-Guelph	40,000	40,000
Hydro Production-Elora	15,000	15,000
Miscellaneous Income	0	0

Funding from Reserves

Land Sale Proceeds	0	0
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TOTAL REVENUE	580,000	580,000
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Net Surplus/(Deficit)	368,000	368,000
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GRAND RIVER CONSERVATION AUTHORITY
P&S #14 - Conservation Areas
BUDGET 2024

NEW REGS	NEW REGS
Budget	Budget
2023	2024
(draft Oct version)	

How much does it cost, and who pays for it?

Expenditures and Funding to Reserves

Compensation and Benefits	5,033,000	5,224,000
Administration Expenses	215,000	220,000
Property Tax	65,000	65,000
Other Operating Expenses	3,724,000	3,923,000
Total OPERATING Expenditures	9,037,000	9,432,000
 Total CAPITAL Expenditures	 2,000,000	 2,000,000
TOTAL EXPENDITURES AND FUNDING TO RESERVES	11,037,000	11,432,000

Funding

Self Generated

Brant	1,100,000	1,175,000
Byng Island	1,000,000	1,100,000
Belwood Lake	400,000	375,000
Conestogo Lake	550,000	600,000
Elora Gorge	2,000,000	2,100,000
Elora Quarry	450,000	450,000
Guelph Lake	1,300,000	1,400,000
Laurel Creek	650,000	650,000
Pinehurst Lake	850,000	900,000
Rockwood	1,250,000	1,300,000
Shade's Mills	450,000	450,000
Total Fee Revenue	10,000,000	10,500,000
 Miscellaneous Income (Luther)	 71,000	 71,000

Funding From Reserves

Gravel	1,000	1,000
Conservation Areas - Capital Projects	500,000	350,000

TOTAL REVENUE	10,572,000	10,922,000
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Net Surplus/(Deficit)	(465,000)	(510,000)
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**GRAND RIVER CONSERVATION AUTHORITY
P&S #15 - Administrative Support - CATEGORY 3
BUDGET 2024**

NEW REGS	NEW REGS
Budget	Budget
2023	2024
(draft Oct version)	

How much does it cost, and who pays for it?

Expenditures and Funding to Reserves

Compensation and Benefits	648,600	668,000
Administration Expenses	100,900	100,900
Insurance	208,500	208,500
Other Operating Expenses	240,000	240,000
LESS: Recovery of Corporate Services Expenses		
Total OPERATING Expenditures	1,198,000	1,217,400

TOTAL EXPENDITURES AND FUNDING TO RESERVES	1,198,000	1,217,400
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Funding

TOTAL REVENUE	0	0
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Net Surplus/(Deficit)	(1,198,000)	(1,217,400)
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GRAND RIVER CONSERVATION AUTHORITY
P&S #16 - Supplemental Information - Information Systems and Motor Pool
BUDGET 2024

NEW REGS	NEW REGS
Budget	Budget
2023	2024
(draft Oct version)	

How much does it cost, and who pays for it?

Expenditures

Information Systems

Compensation and Benefits	1,290,000	1,329,000
Administrative Expenses	25,500	25,500
Software and Hardware Maintenance	187,500	187,500
Supplies and Services	54,000	54,000
Total OPERATING Expenditures	1,557,000	1,596,000
 Capital Expenses	 170,000	 220,000
 LESS Internal Charges	 (1,437,000)	 (1,437,000)
 NET Unallocated Expenses	 290,000	 379,000

Motor Pool

Compensation and Benefits	312,000	321,000
Administrative Expenses	26,000	26,000
Insurance	50,600	63,000
Motor Pool Building and Grounds Maintenance	10,400	10,000
Equipment, Repairs and Supplies	286,000	336,000
Fuel	254,000	284,000
Total OPERATING Expenditures	939,000	1,040,000
 Capital Expenses	 375,000	 500,000
 LESS Internal Charges	 (1,300,000)	 (1,300,000)
 NET Unallocated Expenses	 14,000	 240,000

TOTAL EXPENDITURES	304,000	619,000
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Funding

TOTAL REVENUE	0	0
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Gross Surplus (Deficit)	(304,000)	(619,000)
Funding From Reserves	3,041,000	3,356,000
Funding to Reserves	(2,737,000)	(2,737,000)

Net Surplus/(Deficit)	0	0
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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: 9711

October 31, 2023

Township of Puslinch
7404 Wellington Road 34
Guelph, ON, N1H 6H9

Attention: Mr. Glenn Schwendinger
CAO

Dear Mr. Schwendinger;

Re: Capital Paving Inc., Wellington Pit, License 20085
Puslinch File: E10 CAP – Wellington License: 20085

We have reviewed the 2022 Monitoring Report for the Capital Paving Inc. Wellington Pit, License 20085 prepared by Groundwater Science Corp. on March 28, 2023.

We agree with Groundwater Science Corp. that there is no indication of long-term trends of declining groundwater or surface water levels for on-site monitors. Water levels are observed to vary seasonally but remain within a relatively narrow range over the historical record period. There is no indication that water levels are outside of their normal range.

The downward trend in water levels observed in previous years continues in off-site station A5 SW and A5 GW. There is no indication that the on-site extractive activities can be causing this water level trend. The nearest on-site monitor is BH219 and it consistently has higher water levels than the A5 series and there is no trend toward lower water levels. Water levels at station A5 reached historic lows in 2022.

There has been limited below-water-table extraction to-date, therefore any change in water levels on-site, are expected to be subtle. Based on this review we conclude that groundwater and surface water conditions adjacent to the pit are not being affected by pit activities.

Groundwater Science Corp. recommend that the monitoring program be discontinued given the results to date and planned future activities. It is our recommendation that the monitoring program continue until future

planning details are provided to the Township and these are approved through site plan amendments or ARA license surrender.

Sincerely,

Harden Environmental Services Ltd.



Stan Denhoed, M.Sc., P.Eng.
Senior Hydrogeologist



CAPITAL PAVING INC.

Quality Construction by Quality People

P.O. Box 815 Guelph, Ontario N1H 6L8

March 28, 2023

Ministry of Natural Resources and Forestry
Guelph District
1 Stone Rd. West
Guelph ON N1H 4Y2

COPY

Attention: Meghan Gerrie, Aggregate Technical Specialist

RE: 2022 Groundwater Monitoring Report
Capital Paving Inc., Wellington Pit, Licence No. 20085
Part Lots 7 and 8, Concession 3, Township of Puslinch

Dear Ms. Gerrie,

Please find enclosed with this letter, as per Site Plan requirements, a copy of the 2022 Groundwater Monitoring Annual Report for Capital Paving's Wellington Pit, prepared by Groundwater Science Corp. (GSC)

Capital Paving halted water taking associated with aggregate washing since 2019 and removed the permanent wash plant structure in late 2020 so the company could access the remaining aggregate reserves on the site, located directly under the processing area of the pit. The wash plant well was also decommissioned by a licensed well contractor in July 2020. All remaining aggregate extraction on the site will occur above the water table. All below water table extraction occurred prior to 2006.

Since extraction activities began in 1998 and groundwater monitoring occurring since 1997, historical results have shown that there are no long term trends that indicate measurable groundwater impacts related to aggregate extraction or washing activities.

A copy of this letter and report has also been submitted to the Township of Puslinch.

Should you have any questions, please do not hesitate to contact me at (519) 822-4511 or glourenco@capitalpaving.on.ca

Sincerely,



George Lourenco, P.Eng
Director, Lands and Resources

C.C. Glenn Schwendinger, Township of Puslinch





Groundwater Science Corp.

311 Glastonbury Drive,
Stratford, ON N5A 6B8
Phone: (519) 746-6916
groundwaterscience.ca

March 28, 2023

George Lourenco
Resource Manager,
Capital Paving Inc.
P.O. Box 815
Guelph, ON
N1H 6L8

Dear Mr. Lourenco:

**RE: 2022 Groundwater Monitoring Summary,
Wellington Pit, Licence No. 20085
Part Lots 7 and 8, Concession 3, Township of Puslinch**

This letter is a summary of the results of the 2022 groundwater monitoring program completed for the above reference property. The site location is shown on **Figure 1** (attached).

1.0 Monitoring Program Requirements

The Licence conditions as listed on the Site Plan are summarized as follows:

- *Quarterly (seasonal) groundwater level measurements at locations BH204, BH205, BH213, BH214, BH219, A3, A4, A5, A8, A10, and TP319 for the life of the pit;*
- *Annual reporting of the monitoring data. The report shall include a review of the monitoring program and recommendations regarding future monitoring frequency. It will also include a determination of the “normal” seasonal groundwater table variations that will trigger mitigation measures;*
- *Should groundwater levels at any time be measured above or below the “normal” seasonal groundwater table variations, all below groundwater table extraction will cease immediately and the operator will inform the Ministry of Natural Resources (MNR), Ministry of the Environment (MOE) and the Township of Puslinch.*

2.0 Monitoring Completed

Capital Paving reports that the pit is nearing the end of extraction and rehabilitation, with the expansion property fully rehabilitated and returned to agricultural use in 2020. In addition, all below water table extraction was completed prior to 2006, any extraction completed since that time remained above the water table. Therefore potential for groundwater impacts are minimal.

We note that aggregate washing did not occur at the Wellington Pit in 2022.

Graphs illustrating the historical water monitoring results available, along with a precipitation analysis over the period of record, are attached for reference.

3.0 Discussion of Monitoring Results

The 2022 data is consistent with previous monitoring results, and has confirmed groundwater conditions at the site remain unchanged. Dry conditions persisted through 2021 and 2022, however water levels have remained largely within the historical range established at the site.

Historical monitoring over the life of the pit (since 1997) has established that there are no long-term trends that indicate significant or measurable groundwater level impacts (e.g. lowering) related to aggregate extraction or other associated activities (e.g. aggregate washing). Groundwater levels appear to be primarily related to natural seasonal or annual climate variation for the area. No impacts have occurred due to extraction activities at the site.

Historical monitoring results have established that no impacts have occurred to date. As noted in previous reporting potential for groundwater impact at this time is minimal therefore the monitoring program can be safely discontinued.

4.0 Recommendations

As a result of the monitoring program results to date, and planned future site activities, we recommend that the monitoring program be discontinued.

If you have any questions or require further assistance please do not hesitate to contact us.

Sincerely,



Dave Nahrgang, P.Geol.
Project Hydrogeologist.



Andrew Pentney, P.Geol.
Senior Hydrogeologist



Attached: Figure 1 Monitoring Locations
 Hydrograph – Monitoring Well Water Level Data
 Hydrograph – Drive-Point Piezometer Water Level Data
 Table – Monitoring Results Summary
 Climate Summary

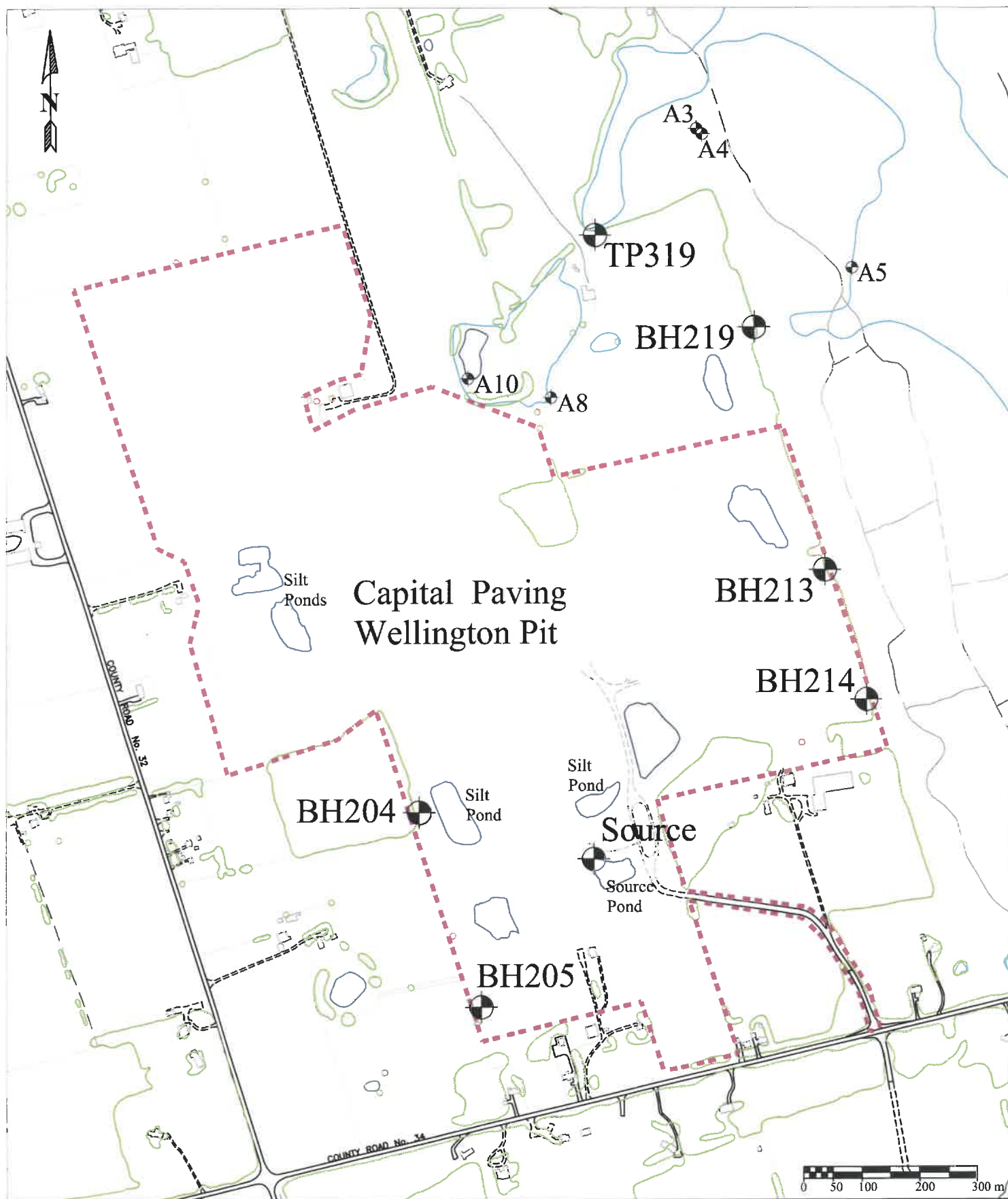
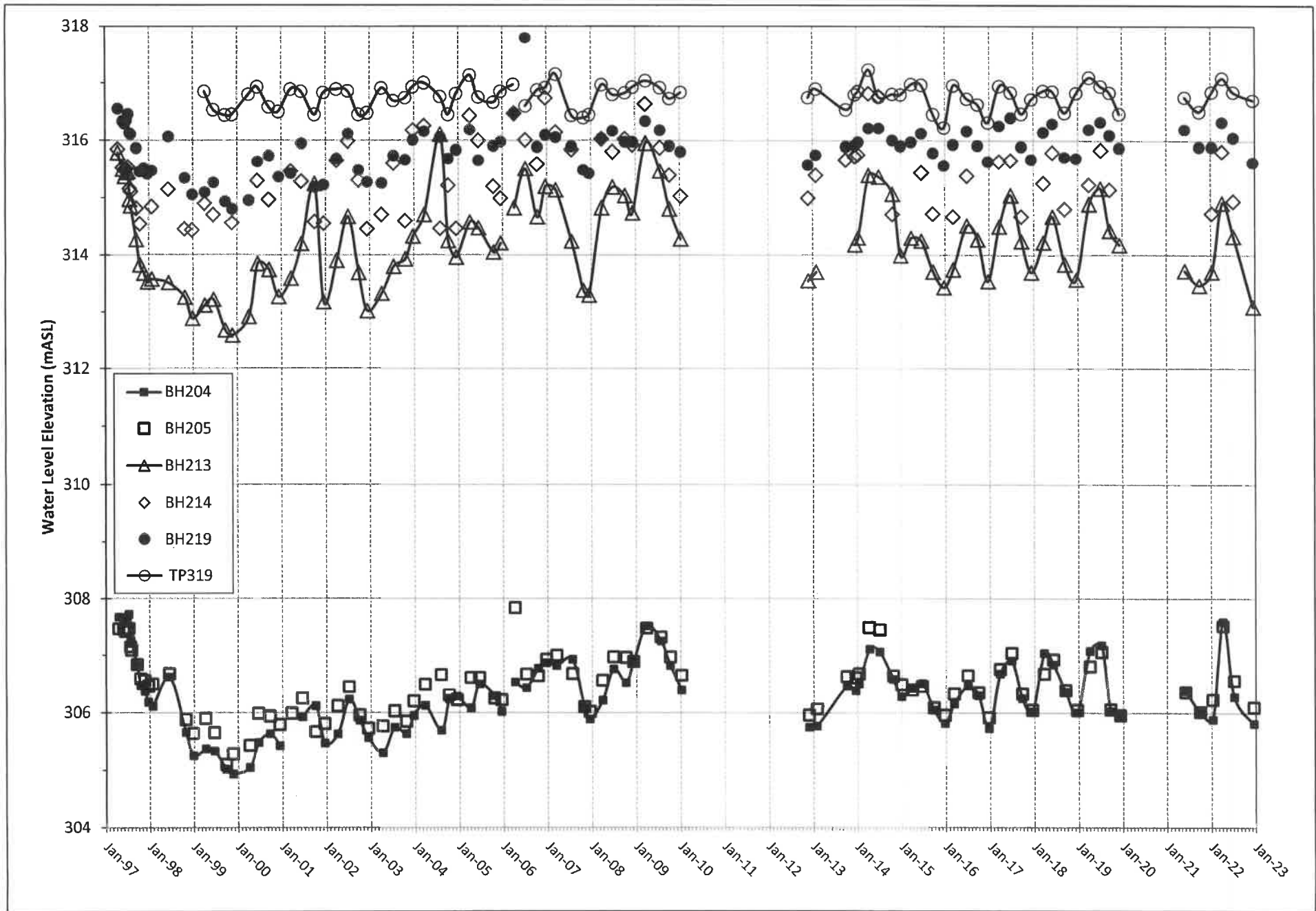


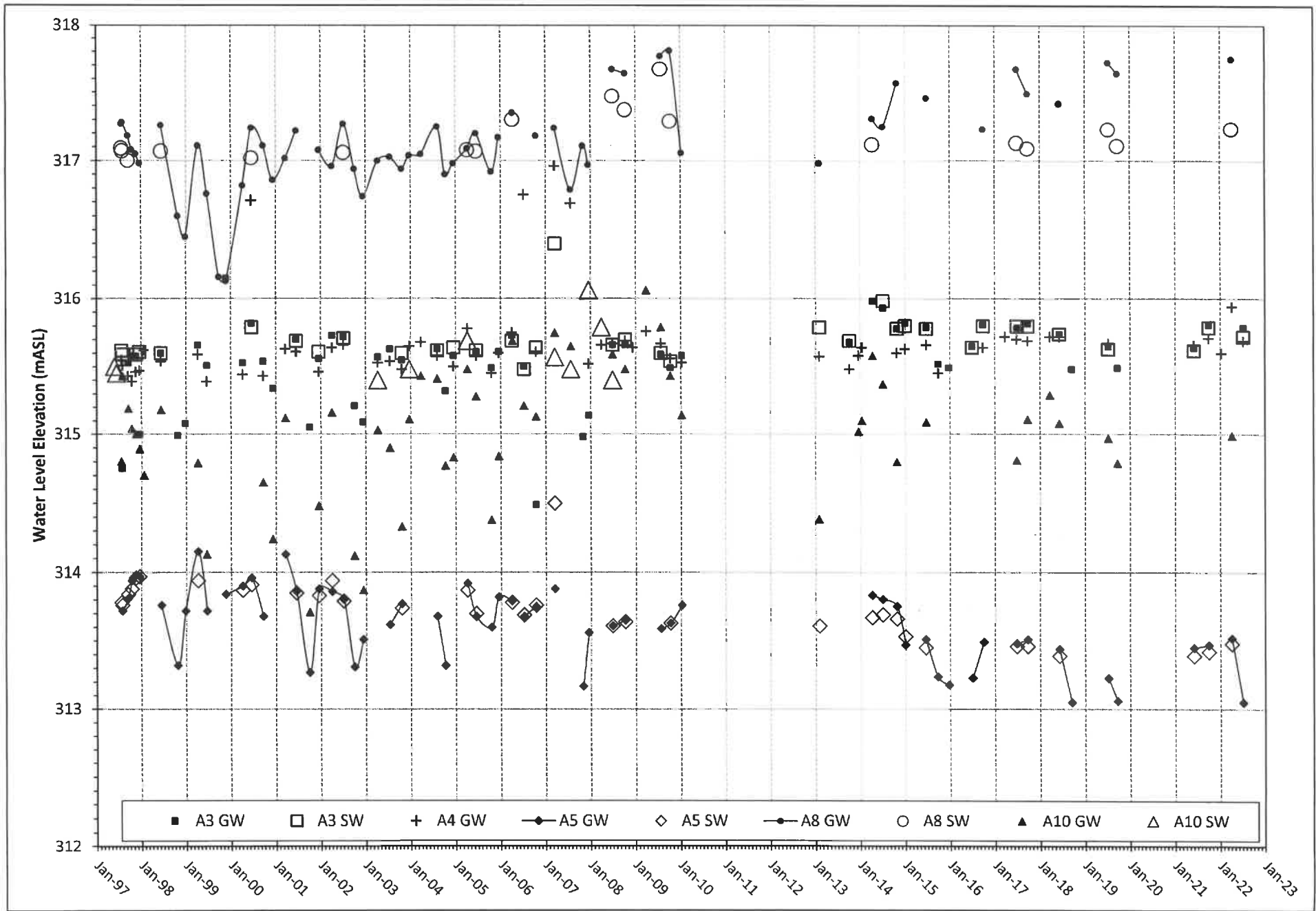
Figure 1: Monitoring Locations

Annual Monitoring Report

Capital Paving Inc. Wellington Pit

Lot 7, Con. 3, Township of Puslinch, County of Wellington

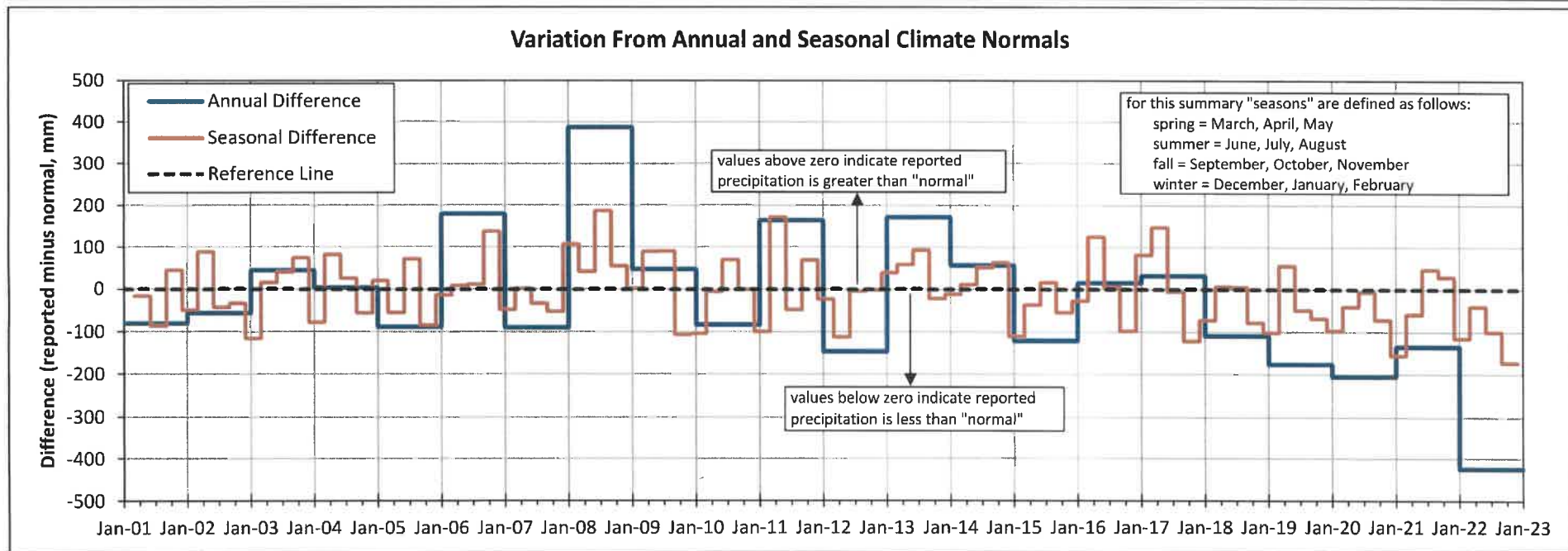
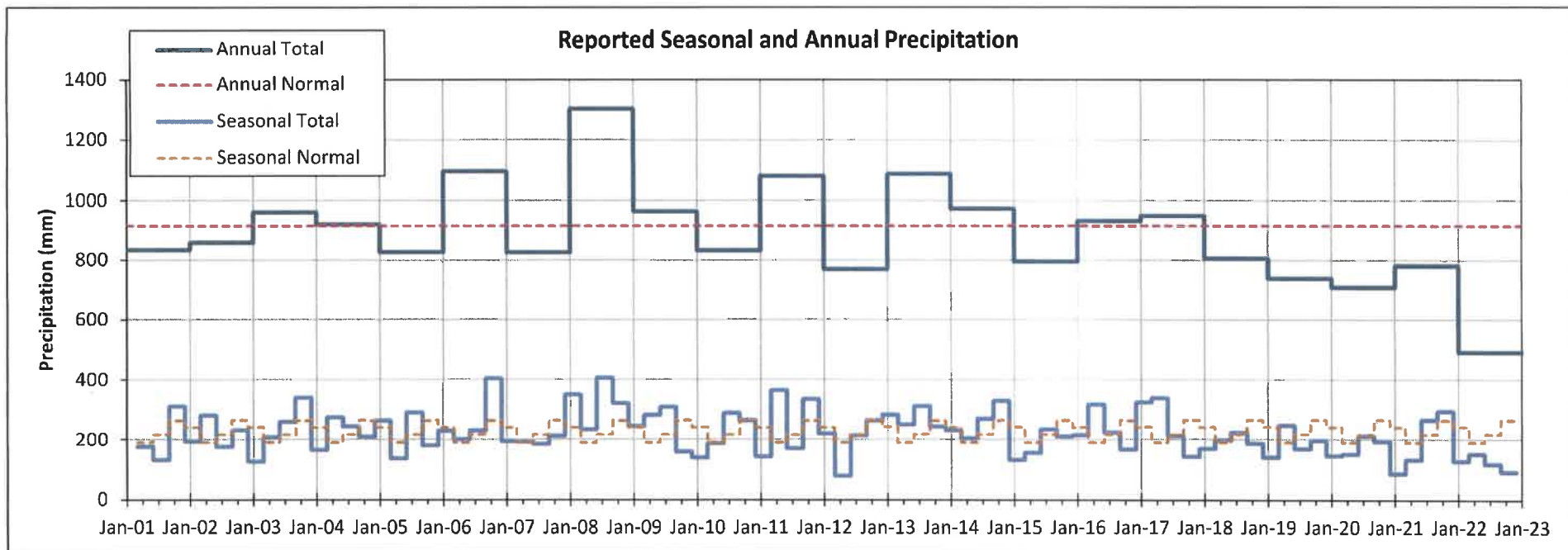




Date	Water Level Elevation (mAMSL)														
	BH204	BH205	BH213	BH214	BH219	TP319	A3 GW	A3 SW	A4 GW	A5 GW	A5 SW	A8 GW	A8 SW	A10 GW	A10 SW
15-Apr-97	307.68	307.47	315.79	315.85	316.55	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
26-May-97	307.64	307.46	315.50	315.53	316.34	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
11-Jun-97	307.58	307.42	315.37	315.49	316.29	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
25-Jun-97	307.68	307.45	315.44	315.51	316.35	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
9-Jul-97	307.73	307.48	315.46	315.54	316.46	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
22-Jul-97	307.27	307.15	314.98	315.16	316.13	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
23-Jul-97	n/a	n/a	n/a	n/a	n/a	n/a	n/a	315.62	315.55	n/a	313.78	317.27	317.09	314.80	315.50
30-Jul-97	307.21	307.09	314.87	315.11	316.11	n/a	314.75	315.59	315.51	313.72	313.76	317.28	317.07	315.43	315.45
15-Sep-97	306.83	306.84	314.27	314.82	315.87	n/a	315.53	n/a	315.43	313.81	313.84	317.18	317.00	315.19	n/a
15-Oct-97	306.47	306.59	313.83	314.55	315.46	n/a	315.58	n/a	315.39	313.94	313.88	317.08	n/a	315.04	n/a
17-Nov-97	306.37	306.56	313.69	dry	315.52	n/a	315.58	315.59	315.46	313.98	313.96	317.05	n/a	315.00	n/a
17-Dec-97	306.18	306.46	313.53	dry	315.42	n/a	315.00	315.61	315.47	313.97	313.97	316.98	n/a	314.89	n/a
21-Jan-98	306.11	306.50	313.59	314.85	315.48	n/a	n/a	n/a	315.62	fr	n/a	fr	n/a	314.70	n/a
10-Jun-98	306.62	306.68	313.52	315.15	316.07	n/a	315.60	315.60	315.54	313.76	n/a	317.26	317.07	315.18	n/a
23-Oct-98	305.66	305.88	313.26	314.45	315.35	n/a	314.99	dry	dry	313.32	dry	316.60	dry	dry	n/a
24-Dec-98	305.25	305.64	312.89	314.43	315.06	n/a	315.08	dry	dry	313.72	dry	316.45	dry	dry	n/a
6-Apr-99	305.37	305.90	313.12	314.90	315.10	316.85	315.66	fr	315.59	314.15	313.94	317.11	dry	314.79	dry
18-Jun-99	305.33	305.65	313.22	314.70	315.27	316.53	315.51	dry	315.39	313.72	dry	316.76	dry	314.13	dry
22-Sep-99	305.02	305.10	312.68	dry	314.94	316.44	dry	dry	dry	dry	dry	316.16	dry	dry	dry
19-Nov-99	304.94	305.28	312.59	314.56	314.81	316.45	316.15	dry	dry	313.84	dry	316.13	dry	dry	dry
5-Apr-00	305.05	305.43	312.92	dry	314.96	316.80	315.53	dry	315.44	313.90	313.87	316.82	dry	dry	dry
16-Jun-00	305.48	305.99	313.85	315.30	315.64	316.93	315.82	315.79	316.71	313.96	313.91	317.24	317.02	dry	dry
19-Sep-00	305.64	305.94	313.75	314.97	315.74	316.58	315.54	dry	315.43	313.68	dry	317.11	dry	314.65	dry
7-Dec-00	305.43	305.80	313.27	dry	315.37	316.50	315.34	dry	dry	fr	fr	316.86	dry	314.24	dry
19-Mar-01	n/a	305.99	313.60	315.47	315.43	316.89	dry	n/a	315.63	314.13	n/a	317.02	dry	315.12	dry
14-Jun-01	305.93	306.25	314.20	315.29	315.95	316.85	315.70	315.69	315.61	313.86	313.85	317.22	dry	n/a	dry
1-Oct-01	306.12	305.67	315.25	314.59	315.19	316.45	315.05	dry	dry	313.27	dry	n/a	dry	313.71	dry
15-Dec-01	305.47	305.81	313.18	314.56	315.23	316.83	315.56	315.61	315.46	313.88	313.83	317.08	dry	314.48	dry
1-Apr-02	305.63	306.12	313.91	315.66	315.69	316.89	315.73	fr	315.64	313.86	313.94	316.96	dry	315.16	dry
4-Jul-02	306.23	306.45	314.68	315.99	316.12	316.86	315.72	315.71	315.66	313.80	313.79	317.27	317.06	n/a	dry
30-Sep-02	305.87	305.96	313.70	315.31	315.49	316.45	315.21	dry	dry	313.31	dry	316.94	dry	314.12	dry
10-Dec-02	305.56	305.73	313.02	314.46	315.28	316.48	315.09	dry	dry	313.51	dry	316.74	dry	313.87	dry
8-Apr-03	305.30	305.77	313.33	314.71	315.26	316.91	315.57	fr	315.53	fr	fr	317.00	fr	315.03	dry
15-Jul-03	305.75	306.03	313.80	315.61	315.74	316.69	315.63	dry	315.54	313.62	dry	317.03	dry	314.90	dry
20-Oct-03	305.63	305.85	313.93	314.60	315.67	316.74	315.55	315.60	315.48	313.77	313.74	316.94	dry	314.33	dry

Date	Water Level Elevation (mAMSL)														
	BH204	BH205	BH213	BH214	BH219	TP319	A3 GW	A3 SW	A4 GW	A5 GW	A5 SW	A8 GW	A8 SW	A10 GW	A10 SW
21-Dec-03	305.95	306.20	314.33	316.18	316.01	316.93	fr	fr	315.65	fr	fr	317.04	dry	315.11	dry
24-Mar-04	306.13	306.49	314.71	316.26	316.16	317.00	fr	fr	315.68	fr	fr	317.05	dry	315.43	
3-Aug-04	305.69	306.66	316.11	314.47	316.06	316.76	315.63	315.62	315.58	313.68	dry	317.25	dry	315.41	315.40
8-Oct-04	306.24	306.30	314.25	315.22	315.69	316.45	315.32	dry	dry	313.32	dry	316.90	dry	314.77	dry
13-Dec-04	306.28	306.22	313.96	314.47	315.84	316.81	315.58	315.64	315.50	fr	fr	316.98	dry	314.83	dry
5-Apr-05	306.08	306.61	314.58	316.43	316.19	317.13	fr	fr	315.78	313.92	313.87	317.09	317.08	315.48	315.48
15-Jun-05	306.50	306.61	314.48	316.00	315.66	316.75	315.61	315.62	315.58	313.68	313.70	317.20	317.07	315.28	dry
17-Oct-05	306.29	306.25	314.05	315.20	315.91	316.66	315.49	dry	315.45	313.60	dry	316.92	dry	314.38	dry
15-Dec-05	306.02	306.22	314.21	314.99	315.98	316.85	315.61	fr	315.60	313.82	fr	317.17	dry	314.84	dry
31-Mar-06	n/a	n/a	n/a	n/a	n/a	316.97	315.73	315.69	315.75	313.79	313.78	n/a	n/a	n/a	n/a
6-Apr-06	306.53	307.84	314.83	316.47	316.48	n/a	n/a	n/a	n/a	n/a	n/a	317.35	317.30	315.69	315.69
7-Jul-06	306.43	306.67	315.51	316.01	317.79	316.60	315.50	315.48	316.75	313.68	313.69	n/a	n/a	315.21	dry
13-Oct-06	306.77	306.64	314.67	315.59	315.89	316.88	314.49	315.64	315.61	313.75	313.76	317.18	dry	315.13	dry
20-Dec-06	306.87	306.93	315.20	316.74	316.10	316.92	fr	fr	fr	fr	fr	fr	fr	fr	fr
15-Mar-07	306.82	307.00	315.14	316.15	316.06	317.15	fr	316.40	316.96	313.88	314.50	317.24	dry	315.75	dry
23-Jul-07	306.93	306.68	314.24	315.85	315.90	316.44	dry	dry	316.69	dry	dry	316.79	dry	315.65	dry
29-Oct-07	306.09	306.10	313.38	dry	315.49	316.40	314.98	dry	dry	313.17	dry	317.11	dry	dry	dry
14-Dec-07	305.89	306.02	313.29	dry	315.43	316.45	315.14	n/a	315.52	313.56	n/a	316.97	n/a	dry	n/a
27-Mar-08	306.21	306.56	314.83	316.03	316.04	316.97	fr	fr	315.66	fr	fr	fr	fr	fr	fr
26-Jun-08	306.76	306.97	315.19	315.81	316.17	316.80	315.66	315.66	315.67	313.61	313.61	317.67	317.47	315.59	315.57
6-Oct-08	306.52	306.96	315.04	316.03	315.98	316.83	315.66	315.70	315.69	313.65	313.64	317.64	317.37	315.48	315.48
7-Dec-08	306.89	306.89	314.74	315.93	315.98	316.93	fr	fr	315.64	fr	fr	fr	fr	fr	fr
25-Mar-09	307.52	307.48	315.96	316.63	316.34	317.04	fr	fr	315.76	fr	fr	fr	fr	316.06	316.06
22-Jul-09	307.25	307.32	315.47	315.88	316.18	316.92	315.59	315.60	315.67	313.59	dry	317.77	317.67	315.79	315.79
7-Oct-09	306.82	306.97	314.81	315.40	315.91	316.73	315.49	315.54	315.56	313.63	313.63	317.81	317.29	315.43	315.40
8-Jan-10	306.39	306.65	314.28	315.03	315.81	316.84	315.58	fr	315.53	313.76	fr	317.06	fr	315.14	fr
26-Nov-12	305.75	305.96	313.55	315.00	315.58	316.75	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
29-Jan-13	305.77	306.07	313.70	315.40	315.76	316.90	n/a	315.79	315.58	n/a	313.61	316.98	dry	314.38	dry
4-Oct-13	306.46	306.63	n/a	315.67	315.90	316.54	315.68	315.69	315.48	n/a	n/a	n/a	n/a	n/a	n/a
17-Dec-13	306.38	306.61	314.18	315.73	315.92	316.80	fr	fr	315.58	fr	fr	fr	dry	315.02	dry
13-Jan-14	306.50	306.68	314.30	315.76	315.98	316.86	fr	fr	315.64	fr	fr	fr	fr	315.10	dry
10-Apr-14	307.11	307.49	315.40	316.82	316.22	317.23	315.98	fr	fr	313.83	313.67	317.31	317.12	315.58	fr
3-Jul-14	307.06	307.45	315.37	316.77	316.22	316.76	315.93	315.98	n/a	313.80	313.69	317.25	dry	315.37	dry
23-Oct-14	306.58	306.64	315.07	314.72	316.01	316.81	315.78	315.78	315.60	313.75	313.66	317.57	dry	314.80	dry
29-Dec-14	306.28	306.49	313.99	dry	315.91	316.80	315.82	315.80	315.63	313.47	313.53	fr	dry	fr	dry

Date	Water Level Elevation (mAMSL)														
	BH204	BH205	BH213	BH214	BH219	TP319	A3 GW	A3 SW	A4 GW	A5 GW	A5 SW	A8 GW	A8 SW	A10 GW	A10 SW
27-Mar-15	306.43	306.40	314.30	dry	315.98	316.98	fr	fr	fr	fr	fr	fr	fr	fr	fr
19-Jun-15	306.51	306.46	314.25	315.44	316.13	316.97	315.79	315.78	315.66	313.51	313.45	317.46	dry	315.09	dry
24-Sep-15	306.05	306.09	313.71	314.72	315.79	316.46	315.52	dry	315.45	313.24	dry	dry	dry	dry	dry
23-Dec-15	305.82	305.96	313.43	dry.	315.57	316.23	315.49	dry	dry	313.18	dry	dry	dry	dry	dry
8-Mar-16	306.16	306.33	313.75	314.67	315.94	316.96	fr	fr	dry	fr	fr	fr	dry	fr	fr
29-Jun-16	306.47	306.65	314.52	315.39	316.17	316.73	315.65	315.64	dry	313.23	dry	dry	dry	dry	dry
26-Sep-16	306.30	306.35	314.27	dry	315.92	316.63	315.81	315.80	315.64	313.49	313.54	317.23	dry	dry	dry
20-Dec-16	305.73	305.92	313.54	dry	315.64	316.32	fr	fr	dry	fr	fr	fr/dry	dry	fr	fr
23-Mar-17	306.68	306.76	314.50	315.64	316.26	316.95	fr	fr	315.72	fr	fr	dry	dry	fr	fr
26-Jun-17	306.91	307.04	315.05	315.66	316.40	316.84	315.79	315.80	315.70	313.48	313.46	317.67	317.13	314.81	dry
22-Sep-17	306.25	306.33	314.24	314.68	315.90	316.47	315.82	315.80	315.69	313.51	313.46	317.49	317.09	315.11	dry
13-Dec-17	306.02	306.05	313.70	dry	315.68	316.72	fr	fr	dry	fr	fr	fr/dry	fr/dry	fr	fr/dry
22-Mar-18	307.04	306.68	314.22	315.26	316.15	316.87	fr	fr	315.72	fr	fr	fr	dry	315.29	dry
6-Jun-18	306.84	306.93	314.68	315.80	316.30	316.86	315.74	315.74	315.72	313.44	313.39	317.42	dry	315.08	dry
14-Sep-18	306.36	306.39	313.84	314.81	315.72	316.49	315.48	dry	dry	313.05	dry	dry	dry	dry	dry
18-Dec-18	306.01	306.05	313.57	dry	315.70	316.83	fr	fr	dry	fr	fr	dry	dry	fr	dry
3-Apr-19	307.08	306.81	314.90	315.23	316.20	317.10	fr	fr	fr	fr	fr	fr	fr	fr	fr
8-Jul-19	307.18	307.06	315.17	315.84	316.33	316.95	315.65	315.63	315.67	313.23	dry	317.72	317.23	314.97	dry
20-Sep-19	306.03	306.06	314.43	315.15	316.10	316.84	315.49	#VALUE!	#VALUE!	313.06	dry	317.64	317.11	314.79	dry
9-Dec-19	305.95	305.96	314.18	dry	315.88	316.47	fr	#VALUE!	#VALUE!	#VALUE!	fr	fr	fr/dry	fr	fr/dry
1-Jun-21	306.38	306.36	313.73	dry	316.20	316.76	315.64	315.62	315.66	313.45	313.39	dry	dry	dry	dry
29-Sep-21	306.01	306.02	313.47	dry	315.90	316.51	315.81	315.79	315.71	313.47	313.42	dry	dry	dry	dry
10-Jan-22	305.89	306.23	313.71	314.74	315.90	316.85	fr	fr	315.60	fr	fr	fr	fr	fr	fr
6-Apr-22	307.60	307.52	314.92	315.82	316.33	317.09	n/a	n/a	315.94	313.52	313.48	317.75	317.24	314.99	dry
7-Jul-22	306.28	306.56	314.33	314.95	316.06	316.85	315.79	315.72	315.69	313.05	dry	dry	dry	dry	dry
16-Dec-22	305.82	306.10	313.09	dry	315.63	316.71	dry	dry	dry	fr	fr	dry	dry	dry	dry
Note:	GW = groundwater, SW = surface water 1997 to 2010 data as reported by Stantec						n/a = not available subsequent data as measured by Groundwater Science Corp.			fr = frozen					





MILL CREEK STEWARDSHIP RANGER REPORT

2023

Grand River Conservation Authority



Prepared By: Emma Dryden
Edited By: Ron Wu-Winter and Robert Messier

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Introduction

Mill Creek Sub-Watershed Background

Originating in the Township of Puslinch just south of Guelph Ontario, Mill Creek forms a channel and heads southwest, for approximately 30km before joining the Grand River in Galt (Cambridge), ON. Mill Creek drains an area of approximately 104 km² and is classified as a cold-water stream. The physical geography of the Mill Creek sub-watershed has played an important role on the biological communities that are present, supporting sensitive aquatic species such as Brook Trout and Brown Trout.

The area's most recent geological history created the conditions for the Mill Creek we see today. Approximately twelve thousand years ago as glaciers in this area began to recede, they left behind deposits of sand and gravel across the sub-watershed. Two significant glacial deposits in the area, the Paris and Galt Moraine create a border around the Northwest and Southeast of the watershed. These glacial features allow for easier groundwater infiltration and create the conditions for cold-water springs which feed Mill Creek. Additionally, the groundwater table is close to the surface in many locations and creates the wetlands that cover almost 40% of the Sub-watershed. These wetlands also play a large part in groundwater recharge and creating cold-water conditions.

Mill Creek Stewardship Rangers Program Background

The Mill Creek sub-watershed has a variety of land uses such as urban and rural residential areas, resource extraction, industrial uses, and agriculture. As development increased between the 1950's and 80's, the impacts played a significant role on the health of the sub-watershed. The Ontario Ministry of Natural Resources and Forestry, and the GRCA conducted stream restoration efforts as early as 1983, however by the mid 90's these labor-intensive restoration efforts became too costly to continue under government funding. By 1996 a sub-watershed study was completed for governing bodies to use as a guide for future development within the area.

A strong public interest in the health of Mill Creek lead to the formation of the Friends of Mill Creek (FOMC) in 1997. It remains a group of local leaders from municipal, university, private industry and non-governmental sectors as well as concerned citizens. The FOMC are the reason restoration efforts on Mill Creek continued and are responsible for the creation of the first Mill Creek Stewardship Ranger Crew (MCSRC) in 2003.

Modeled after the Ontario Ministry of Natural Resources Ranger Program, the MCSRC is composed of 4 local high school students supervised by a leader trained in the environmental field. They spend their summer conducting various restoration efforts throughout the Mill Creek-sub watershed, but also gain insight into the environmental field through enrichment opportunities. Since 2003 there has been a new MCSRC every summer except for a short hiatus between 2020-2021, due to the COVID-19 pandemic.

Restoration Efforts

The practice of restoration seeks to aid the recovery of a disturbed ecosystem. A recovery plan is created on a site-by-site basis and conditions are created to send it on a trajectory towards a final target. This target is based on a reference ecosystem which has the ecological functions and features to be used as a bench mark. The recovery itself can take decades, and an adaptable approach should be taken to ensure the recovery stays on course over time. This means learning from past mistakes and implementing new measurements as the project progresses.

Over the last 40 years there have been various restoration activities carried out on Mill Creek. Building upon the work of past projects and ranger crews, this summer, the 2023 MCSRC carried out restorative activities of various shapes and sizes. This included the collection of garbage, woody debris management, structure building, the removal of a beaver dam, and assisting in monitoring activities.

Meet the Crew

Claire Gosnell - Ranger

Claire (Figure 1) is a recent graduate from Kitchener Waterloo Collegiate and Vocational School and resides in downtown Kitchener. In high school, she took an interest in her green industries classes and enjoyed spending time outside, especially at her cottage in the Beaver Valley through the Covid-19 lockdowns. In her free time, Claire likes to do photography, filmmaking, horseback riding, reading, hiking, and shrimp-watching. She gained interest in the environment from a young age while doing fieldwork and enjoying the outdoors with her family and friends. Claire has taken part in fieldwork which includes anuran, birding, salamander, botanic surveys, as well as fish and frog relocation. In the fall Claire will be attending the University of Guelph for the Environmental Science program with co-op and is interested in pursuing a career in the environmental field in the future.



Figure 1: Happily holding a Brown Trout caught while electrofishing



Figure 2: Shahdad just after hammering an earth anchor in for structure he is standing on

Shahdad Kompanizare - Ranger

Shahdad (Figure 2) is a resident of Waterloo now entering his senior year at Waterloo Collegiate Institute. Upon graduating high school, he hopes to attend the engineering program at the University of Waterloo. Shahdad described his time with the Ranger program as transformative. With a love for the environment he had hoped this program would provide insight and perspective into his future career pathway. For Shahdad, this program offered numerous opportunities to meet individuals with diverse and unique viewpoints he might never have otherwise encountered. He feels the insights gained through this experience haven't just shaped his future; they've broadened his understanding of the world.



Figure 3: Mikayla moving a cedar log to be used in a structure

Mikayla Flikkema - Ranger

Mikayla (Figure 3) is a resident of Kitchener who recently graduated from Woodland Christian High School. In the fall, she plans to attend the University of Waterloo for Environment, Resources, and Sustainability. Mikayla gained her love of nature through camping trips that she and her family went on annually. She has had a passion for helping the environment for many years and participates in a yearly fundraiser for WWF-Canada. Some of her hobbies include spending time outside with her pets and family, going roller blading, spending time with friends, and crocheting. She feels the Ranger program has allowed her to gain hands-on experience in stream restoration and teamwork skills. Her favorite part of being a Mill Creek Stewardship Ranger was being able to spend her summer making a positive impact on stream health and improving the habitats of native wildlife.

Jack Murphy - Ranger

Jack (Figure 4) grew up in Elora and now lives in Puslinch. He will graduate from Bishop Mac high school in Guelph, in 2024. Jack's future inspiration is marine environmental studies, where he can help the community through in-field environmental research. Jack's goal is to attend Dalhousie University in Nova Scotia, where he plans to study marine biology. Jack grew up immersed in activities like camping, hiking, and fishing and he loves hunting, and other outdoor hobbies that require him to get his hands dirty. Jack appreciated the opportunity that the Mill Creek Stewardship Rangers program provided for himself and the community, as well as the pleasure of working outside in a small close-knit crew.



Figure 4: Jack at Capital Paving, beginning to measure water depth upstream of a beaver dam



Figure 5: Emma holding a Brown Trout caught while electrofishing

Emma Dryden – Crew Leader

As a Ranger for the 2022 crew, Emma (Figure 5) was eager to bring her own perspective and experiences as the Crew Leader for the 2023 Mill Creek Stewardship Rangers this summer. Currently residing in Guelph, she graduated with a BSc. in Environmental Science at the University of Guelph in 2019. This past spring, she earned her Graduate Certificate of Ecosystem Restoration through Niagara College. In her spare time, Emma loves to hunt, fish, hike, kayak and enjoys back country camping. She thoroughly enjoyed spending her summer in the Creek, feeding mosquitos, and teaching the Rangers about cold water stream restoration and creating habitat for Brown Trout.

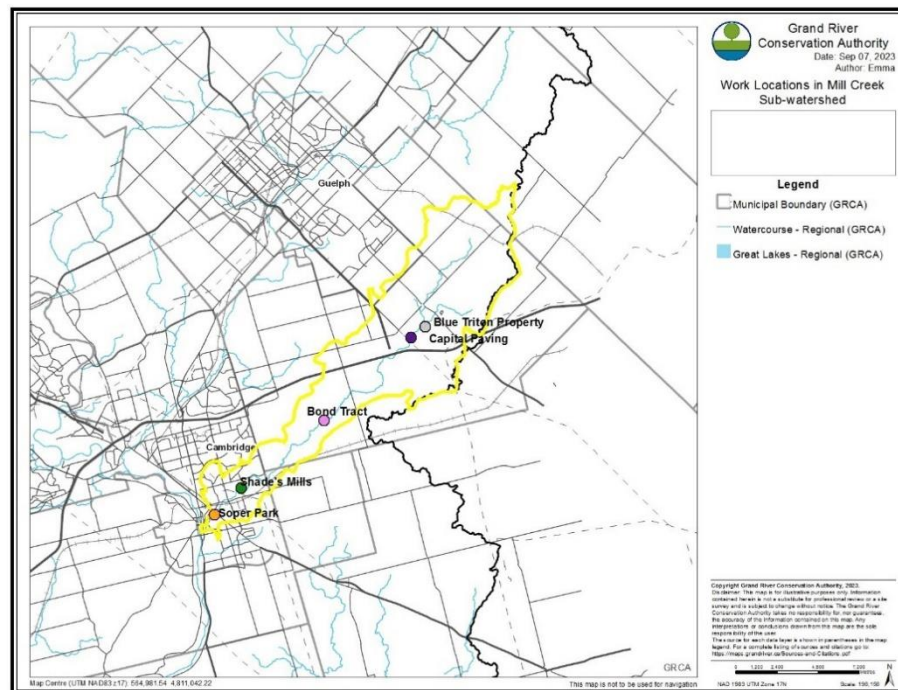
Work Locations

Introduction

The Rangers spent most of their summer focusing efforts on the reaches of Mill Creek that ran through the Blue Triton and Capital Paving properties. Almost half of the Ranger's summer was spent divided between these two sites removing large log jams and a beaver dam. The Rangers also spent time at these sites repurposing and incorporating this woody material into structures built to direct water flow and provide fish habitat. However, they also spent several days at four other worksites throughout the Mill Creek sub-

watershed such as Soper Park, Shade's Mills Conservation Area and the Bond Tract (Figure 6). At these locations, a few activities were carried out such as invasive species surveys and control, garbage clean-up, and structure repairs.

Figure 6: Work locations of the Rangers within the Mill Creek Sub-watershed highlighted in yellow



Capital Paving

The Rangers spent a total of ten days at the Capital Paving property, during which time they removed a large beaver dam and created a total of ten structures within a 220 m section of Mill Creek. They began efforts at this site by first removing a beaver dam more than a meter high and 10.1 meters long (Figure 7). Over the course of multiple days, the dam was removed gradually. An even level of woody debris from the top of the dam was removed, and then the system was given some time to adjust before removing the next layer. By controlling the beaver dam removal in this way, the impounded water can be released slowly and the negative impacts such as the transportation of accumulated sediment and erosion can be minimized.

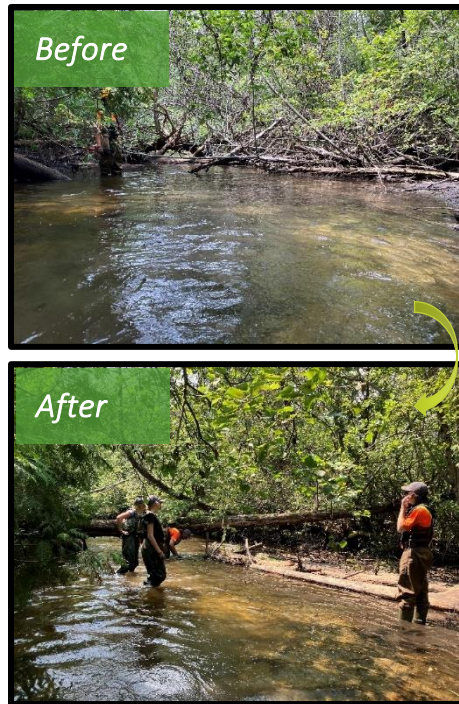
The Rangers were shown how to take quantitative measurements such as water depth, wetted width, cross sections and the length of a creek channel. Before beginning to remove the dam, the Rangers set up four locations upstream to be monitored throughout the process. Each location was given a number and marked with flagging tape. Before, during, and after the dam was removed the Rangers took cross-section measurements for each of these four locations. This allowed the rangers to examine how much impact the beaver dam had upstream (see Appendix A). Before removal, the creek width at the beaver dam was 10.1 m and 0.96 m deep. After the removal of the beaver dam, a measurement was taken in the same location, which showed the width of the channel was now 5.6 m and 0.37 m and the Rangers had reduced the width of the creek channel by 55%.

Mill Creek is heavily monitored for water quality and quantity due to the large number of resource extraction activities in the area. If the beaver dam had been left in place, it could have potentially impacted the monitoring in the area because of its size and ability to pull down the hydraulic head. However, it is important to note that a beaver dam should not be removed in all situations. Beavers are a key species in their ecosystem and have evolved together with trout.

Larger logs from the beaver dam were set aside and other woody debris was also collected from numerous small-medium blockages (Figure 8). The debris was then used to create a total of ten structures with various sizes and purposes (Table 1) along a 220 m section of creek (Figure 9). After all the structures were created, and upon permission from CBM aggregates who owned the neighbouring property, slash (the leftover material from tree clearing) was used to fill voids in structures. The slash was used in two different



Figure 7: Before during and after photos of the beaver dam removed at the Capital Paving site. Blue arrow indicating a birch tree that can be used as a reference point.



ways. Small branches were used as necessary to fill in smaller voids. Or the slash was bundled and tied together to create a fascine, then used to fill larger voids in the structures. Creating these dense structures helps to decrease the velocity of the water as it moves through each structure leading to higher deposition of suspended sediments. Over time vegetation will take over these areas and help to stabilize the sediments creating a new bank and narrowing the channel.

Table 1: Structure placement, size and materials used in the Capital Paving reach for 2023

Structure #	Side of Bank Facing Upstream	Length (m)	Width (m)	Anchors Used
1	Left	5	2.8	4
2	Left	8	2	3
3	Right	4.2	1.7	2
4	Left	7	4.5	6
5	Left	4.2	1.4	2
6	Right	4.4	2.4	4
7	Left	5.3	1.5	2
8	Right	6.5	2.2	3
9	Left	5.3	2	3
10	Right	7.5	2.2	5

Figure 8: Large log jam and structure #4 created using the material harvested

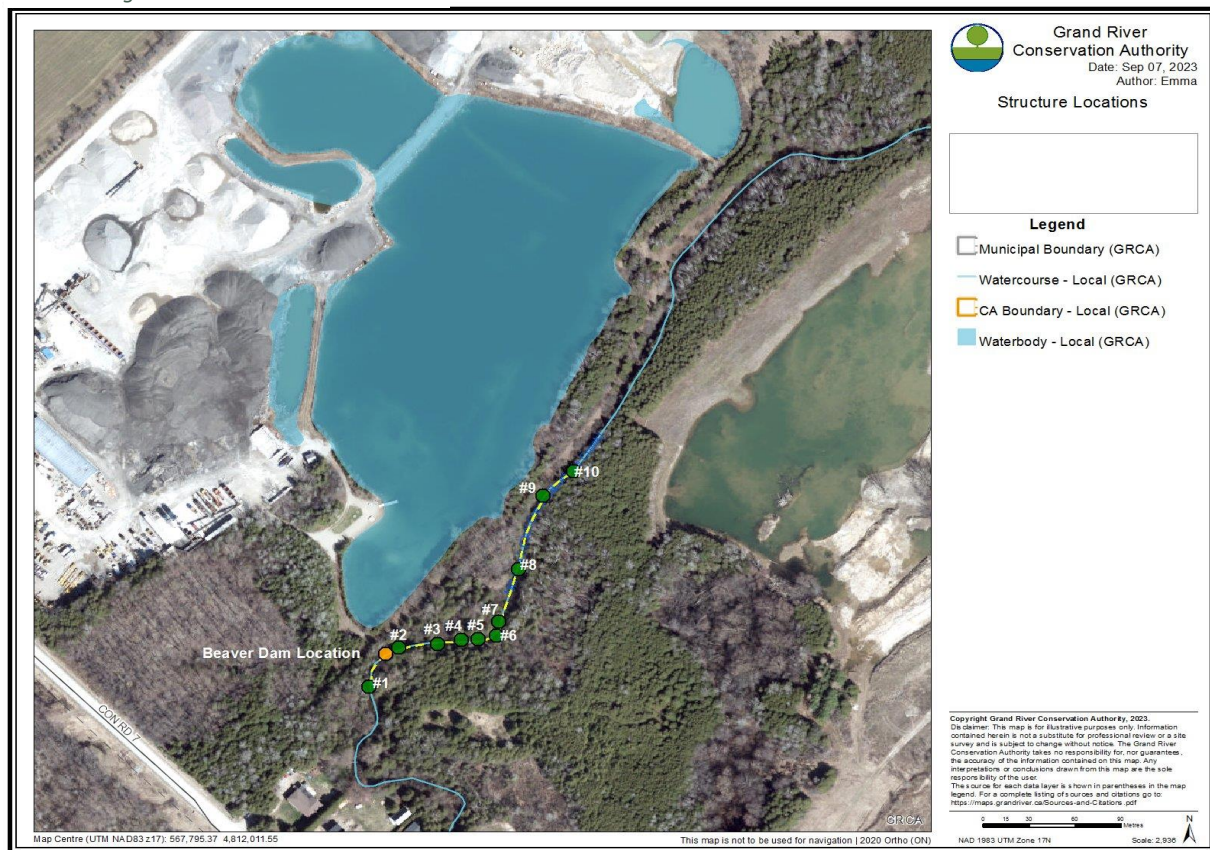


Figure 9: Location of structures created on Capital Paving reach of Mill Creek

Blue Triton

At Blue Triton the Rangers spent a total of eight days onsite creating new structures and adjusting existing ones (Table 2). Starting at the downstream portion of the property, we worked our way upstream, updating existing structures (Figure 10). This included a structure that was originally put in place to block a diverging channel. New woody debris and material gathered from the creek was added to prevent water from seeping through and help keep flow within the main channel. Farther upstream part of a structure had come loose and was diverting the flow of the stream in an undesirable direction. We repositioned this group of logs and re-secured it to the earth anchor with metal staples and 12-gauge annealed metal.

Figure 10: Structure Locations. Pink markers indicate existing structures that were updated this year and green markers indicate new structures created this year. The Orange line surrounding structure six shows the 17.9 m debris jam

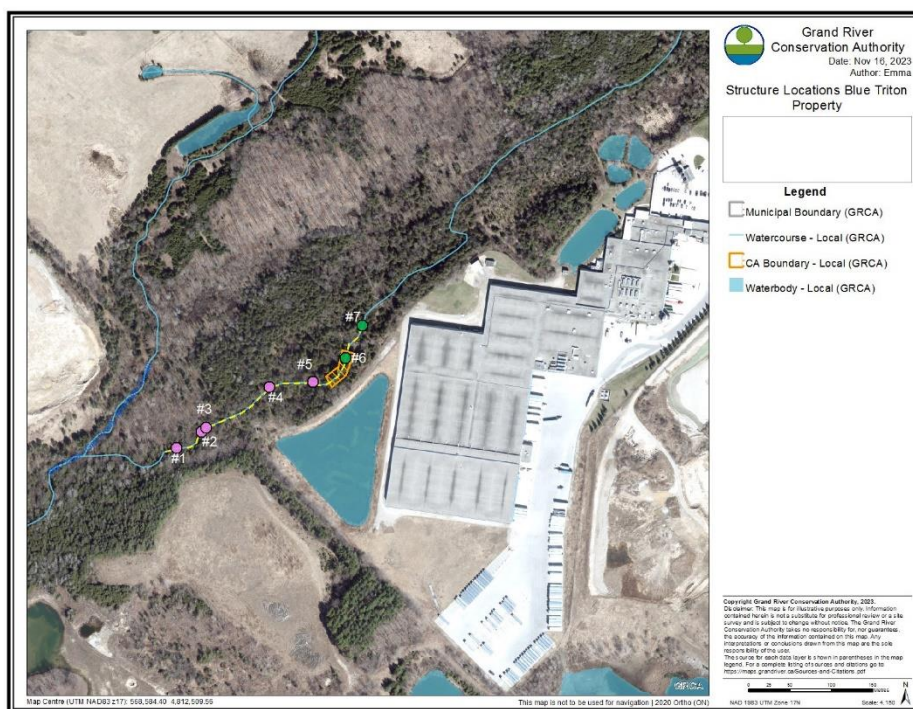


Table 2: Structure placement, size and materials used in the Blue Triton reach for 2023

Structure #	Side of Bank Facing Upstream	Length (m)	Width (m)	Anchors Used	Existing/New	Notes
1	Right	7.3	0.6	0	Existing	Structure was updated with new woody debris, 2.85 meters of length added to protect the exposed root system of a tree on the bank edge
2	Right	6.5	2	0	Existing	Structure updated with new woody debris to block water from entering a diverging channel
3	Right	8.8	n/a	0	Existing	Two larger logs added as an extension to an existing structure to divert flow away from next structure downstream (#2) and create a quiet depositional zone.
4	Right	9.5	2.3	0	Existing	Removed and repositioned a log that had slipped out of place to help the channel flow. Added new woody debris.
5	Left	4.6	2.7	0	Existing	Updated existing structure with new cedar bows and logs from a jam slightly upstream
6	Right	10.5	3.1	8	New	Large two-part structure created after a large log jam was removed, structure created to block flow of water from entering a second channel created by the log jam.
7	Left	4.7	2.1	2	New	Root wad used to create habitat and deflector created in behind to redirect flow into the center of the channel and prevent erosion behind the root wad.

After updating existing structures, we spent four days working on a series of log jams extending over 17.9 m reach of creek. These log jams were blocking and redirecting flow into multiple channels. The slowing of water within this stretch had also caused several centimeters of sand and silt to accumulate on the surface of the gravel channel bed. At the upstream side of this reach was a log jam composed of large fallen cedar trees and intricately intertwined grape vine (Figure 11). It took almost a day to clear this tangled log jam and another half day to clear the rest of the log jams in the 17.9 m stretch. We only cleared the woody debris which was interfering with the flow of the creek. With help from Robert Messier, GRCA Ecologist, we used the fallen cedar, to create a structure that was 10.5m long and 3.8m wide. This structure was created with the intention of narrowing the channel which had widened in this area and to prevent the channel from diverging in two different directions. The grape vines and cedar bows taken from the blockage were bundled together and used to fill the voids of this structure.



Figure 11: Before and after photos of major log jams in a series extending over 17.9m of stream

At the downstream end of these blockages was a large uprooted cedar tree blocking the main channel. With some good effort by the rangers, the upper limbs of the cedar tree were removed, and the remaining root ball was flipped upright and secured into place to create fish habitat in the cavities of the roots underneath (Figure 12). During the last day at the Blue Triton site, the Rangers surveyed upstream

of where they finished their work for any other blockages. Multiple fallen trees have created large blockages upstream. A map of these blockages has been included under the recommendations section.



Figure 12: Shahdad sawing a large stump with root ball still attached (left). Stump upturned and stabilized to create fish habitat in the underwater root system and to unblock channel flow (right).

Shade's Mill Conservation Area

Most of the work completed at Shade's Mills consisted of invasive species control. The two species targeted were *Vincetoxicum nigrum*, more commonly known as Dog Strangling Vine (DSV) and *Phragmites australis australis* (Phrag). The Rangers spent a half a day accompanied by Dan Marina, GRCA Watershed Forester, who showed them how to identify and properly remove Dog Strangling Vine (DSV). The plant and its root system were dug up and put into dark, thick plastic bags to be laid out on a racking system at the GRCA head office.

Exposed to the sun for a few weeks, these plastic garbage bags would heat up and kill the plants in a process known as solarizing. After removing the known patches, the Rangers surveyed some of the forested areas for DSV, and their next visit, removed the rest of it. During another half day at Shade's Mills the Rangers were shown the patch of Phrag which had been removed by the previous year's crew (Figure 13). Many native species were beginning to take over the area again, however new shoots were beginning to sprout up. The Rangers continued work on this patch by removing any new growth and solarizing it.



Figure 13: Shahdad and Mikayla removing Phrag from the beach area at Shade's Mills Conservation Area

Bond Tract

On August 14th and 16th the Rangers visited the Bond Tract to survey this reach of stream and repair any structures. They spent a total of two days working on this property and 4 structures were updated (Figure 14). Due to the minimal woody debris within the stream, a few fallen cedar logs were harvested from the surrounding woodlot. The Bond Tract contains a section of Mill Creek that has been disturbed the least in recent history by surrounding land uses. It is an area used as a reference point for the rest of the sub-watershed. By working on this section of creek the Rangers got to see what their efforts in other parts of the sub-watershed were working towards.



Figure 14: Jack standing beside an existing structure that need repair (left), rangers looking at the structure they had just finished fixing (right)

Soper Park - Garbage Clean-Up Day

Soper park is a significant green space within the Galt district of Cambridge. For many residents within the city it provides an area to play sports, walk their dog and connect with nature. As the Rangers spend most of their time on private property, the clean-up day at Soper park is an important way to connect with the community about Mill Creek and the work taking place within the watershed.

On August 18th the Rangers spent their second day at Soper Park, picking up garbage in Mill Creek (Figure 15). In total seven garbage bags and many larger pieces of garbage were collected from the stream including an iPad, table, bike, radio, multiple sleeping bags and tires. The Rangers were excited to give back to the community and make a difference for this section of stream. They were rewarded when many nearby residents using the park stopped by to chat and ask about the Rangers and their work.



Figure 15: Rangers searching the stream for garbage (left), Claire and Mikayla pulling up our efforts

Enrichment Opportunities

Green Legacy Tree Nursery

The Brad Whitcomb Green Legacy Nursery is a volunteer-based organization aimed at providing trees for reforestation projects within Wellington County. As part of the 150th anniversary of the County of Wellington, the Green Legacy Nursery was opened in 2004 with the goal of planting 150,000 trees. It is now the largest municipal tree planting program in North America with well over 350 million trees planted. Every year the nursery donates free trees to Wellington County landowners to increase tree canopy and natural elements within the community.

While at the Green Legacy Nursery, the Rangers were shown numerous greenhouses used to grow different species of trees and herbaceous plants (Figure 16). They were also shown a large underground "freezer" used to cold stratify and store trees over the winter. During our time at the Green Legacy Nursery, the Rangers helped to repot over 400 trees using their facilities. The species we planted included White Birch, Kentucky Coffee Tree, Balsam Fir, a variety of Maples, Tamarack, Oak.



Figure 16: Left: Green house full of saplings, Middle: Jack and Shahdad repotting trees, Right: some of the 400 trees the rangers helped to repot

University of Guelph, Hagen Aqua Lab

On July 14th we visited the Hagen Aqualab, located on the University of Guelph campus. This facility has state of the art recirculation systems and houses a wide variety of research projects on aquatic organisms. At the Aqualab, the Rangers met with Matt Cornish, Professor and Aqua Lab Coordinator, and a 2nd year marine biology student named Jessica. In a tour of the facility lead by Jessica, the Rangers were shown multiple live specimens including zebra fish, a little skate, king salmon, sea urchins, starfish, seahorses, mussels, corals, crabs, hagfish, and more. The Rangers were also shown the facility's filtration room which housed large pumping equipment and the thick gravel substrate used to help filter biological waste from the tanks. At the time the Rangers visited, the Aqualab was home to several research projects including a zebra fish breeding program (Figure 17).



Figure 17: Rangers looking at zebra fish research project.



The Rangers learned that after three days of development Zebra fish are capable of reproduction. Ultimately, the Rangers were able to gain appreciation for the numerous avenues of research and how to become involved in research projects at their chosen post-secondary institutions (Figure 18).

Figure 18: Rangers learning about a large tank used for larger fish species

Dufferin Aggregates

On August 3rd, the Rangers visited a gravel pit located in the Mill Creek sub-watershed owned by the University of Guelph and operated by Dufferin Aggregates. Johnathan Clark, Site Superintendent, Peter Michalicka, Site Engineer, and Jennah Pettenuzzo, Environmental Coordinator at CRH Canada took the Rangers for their tour, stopping at different sections of the Mill Creek Aggregate Pit property.

The first stop of the tour included a restored aggregate pit, where they created a wetland ecosystem. Significant features of the restored site included barn swallow nesting habitat, snake hibernacula (overwintering sites for snakes), osprey nests, and perches. At this site the Rangers also learned about techniques used to restore the site. For example, the silt created during the rock crushing process is a byproduct, which is pumped back into the aggregate pit to create a silt line. This helps to make a soft floor for the pond and filter water that flows towards Mill Creek.

In the last part of the tour, Peter, Jenna, and Jonathan, finished off by showing the Rangers the gravel extraction process (Figure 19). Originally, when extraction was taking place in the pit across Concession Road 2, a conveyor belt one kilometer in length was built underneath the road. This belt reduced the amount of vehicle traffic needed to transport gravel across the road to be processed with sorting machinery. They ultimately demonstrated that through efficient machinery and automation they can drastically minimize the risk of injury, while increasing the output.

Throughout the tour the Rangers learned about the steps taken to mitigate and manage risks on the area's ecosystem and the surrounding watershed. After a fascinating tour, the Rangers were generously given pizza for lunch, and Dufferin Aggregate lunch bags.



Figure 19: Left to Right: Jenna, Mikayla, Claire, Shahdad, Jack, Peter and Jonathan, standing in the sorting and processing area of the Mill Creek Pit, operated by Dufferin Aggregates

STREAM Sampling

Currently across Canada there are several protocols in use that focus on the collection of small bugs found in streams and lakes called benthic macroinvertebrates or benthics for short (Figure 20). The use of benthics has been widely adopted because each species has its own tolerance for water quality. Therefore, the overall number and composition of benthic species found in a water body can be used as indicators of environmental stress. However, each protocol is grounded on the accessors ability to correctly identify numerous different families or species of benthics, and biases towards the larger, more visible benthics are easily introduced.

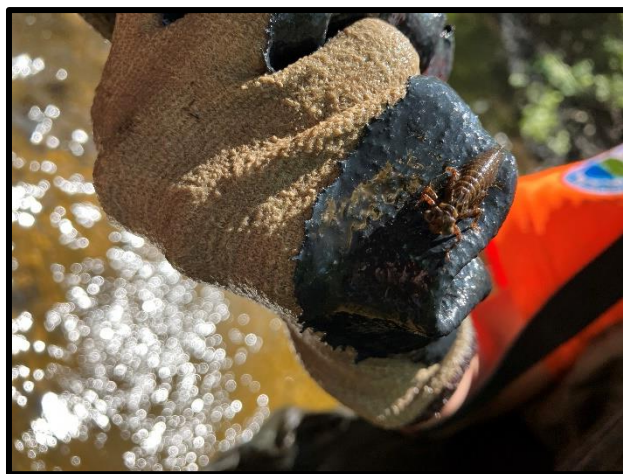


Figure 20: A Dragonfly larva found in the Capital Paving reach of Mill Creek

The STREAM (Sequencing the Rivers for Environmental Assessment and Monitoring) is a new project collaboration between Living Lakes Canada, Environment and Climate Change Canada and Guelph University's Hajibabaei Lab. It aims to make DNA metabarcoding (DNA analysis) the new standard method of data collection used to assess the health of freshwater systems in Canada. Its protocol was adopted from the Canadian Aquatic Biomonitoring Network (CABIN) protocol but focuses on minimizing DNA contamination.

After being briefed on the STREAM Benthic protocol by Lori Richardson, GRCA Monitoring Coordinator, and Robert Messier, the Rangers spent three days collecting samples at four different locations within the Mill Creek sub-watershed (Figure 21). Our sample locations included Soper Park, the Bond Tract, Dufferin Aggregates, and Blue Triton. Using tools such as a disinfected bottle, nitrile gloves, and a D-net with a very fine mesh, we used the kick and sweep technique to gather samples. Each sample was bottled, given a code, had antifreeze added as preservative and sealed before being sent to the University of Guelph to be analyzed. At each location, details about the stream morphology were also documented (see Appendix C). Using skills learned earlier in the summer, the Rangers measured the water depth along a cross-section of the creek channel and took measurements of stream conditions, such as temperature and turbidity, using a brand of water quality meter called a YSI.



Figure 21: Shahdad collecting benthics with the kick and sweep method (left), Lori and Mikayla bottling a sample (middle), Emma, Shahdad and Mikayla using the YSI to measure stream conditions (right)

Aquatic and Wetland Plant Identification Day

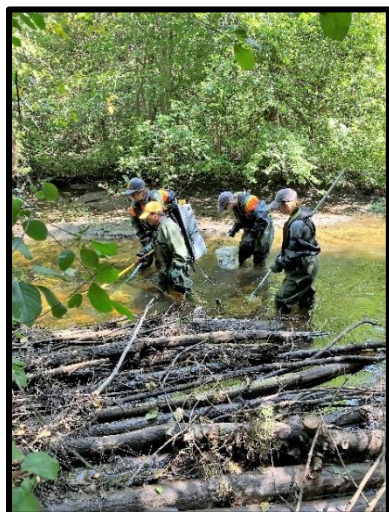
On Thursday, August 17th, Richard Baxter, GRCA Ecologist, joined the Rangers to teach them about identifying different species of wetland and aquatic plants (Figure 22). Two different GRCA-owned and managed properties were visited including the Bond Tract and the Vance Tract. A variety of species that exist in different wetland types. Sphagnum moss and pitcher plants and cotton grass were some of the day's favorites.



Figure 22: Rangers learning to identify aquatic and wetland species plants (right), Pitcher Plant (left)

Electro-Fishing Day

The Rangers were excited to have the opportunity to go electro-fishing on August 22nd. We began the day with a safety slideshow presented by Lori to ensure that we would remain safe during the activity. There are risks involved in electro-fishing that the Rangers had to be made aware of to prevent any accidents. This included learning about the electro-fishing backpack. Lori explained how the battery within the back pack produced an electric current sent out through the anode (wand) and is received by the cathode (rat-tail). The Rangers also learned how living beings in the water are affected by those waves of electricity and how the correct setting will only stun the fish instead of harming them. After the presentation, the Rangers ventured to Capital Paving stretch of creek where they began electrofishing. Helen Pimentel, GRCA Field Monitoring Assistant wore the backpack and the Rangers switched between netting and carrying the bucket of fish (Figure 23). By the end of the afternoon, numerous species of fish



were caught such as Brown Trout, Creek Chub, White Suckers, Rainbow Darter, Brook Stickleback, Rock Bass and, a Black-nosed dace (see Appendix D). The length of each Brown Trout was measured, and all the fish caught were tallied before being releasing back into the creek.

Figure 23: Rangers netting fish behind Helen as she uses the electrofishing backpack near a structure built by the Rangers (left), Jack measuring the length of a Brown Trout caught (right)

Blue Triton Water Bottling Facility Tour

On August 24th the Rangers visited the Blue Triton (formerly Nestle) water bottling facility (Figure 24). They met with Andreanne Simard, Natural Resource Manager at Blue Triton and Kennedy McKee, the Safety, Health, and Environmental Manager. Kennedy provided the Rangers, with a comprehensive walkthrough of the water bottling process, all the way from environmental permits and sourcing the water, to the carbon filtration system and packaging for deliveries. Kennedy also discussed the rigorous testing and quality controls to ensure every bottle met stringent food safety standards.

After the tour of the water bottling facility, the Rangers sat down with Andreanne to discuss the extensive environmental monitoring which takes place for ground water, wildlife, and water quality. She also discussed local community outreach programs, showcasing Blue Triton's proactive approach to environmental responsibility. The Rangers were thankful for the discussion, tour and refreshments provided by Andreanne and Kennedy. The water bottling industry usually gets a bad reputation. However, Andreanne was transparent and provided a fact-based discussion highlighting the intricacies of the manufacturing process while dispelling common misconceptions. It became evident that sustainability and quality were paramount in the operations of the Blue Triton facility.



Figure 24: The Ranger crew outside the Blue Triton facility after their tour

Recommendations

There are two main recommendations for the next years ranger crew:

1. If returning to the University of Guelph's Hagan Aqua Lab, reach out as early as you can. While at the Lab, Matt Cornish suggested providing a tour of other facilities on the University's campus. Of note, he suggested there was a wetland simulation project using distillery vats, however the coordination of multiple tours would need a reasonable amount of planning. This would also make the drive to Guelph worth it as the tour of the AquaLab is relatively short. A campus tour might provide another learning opportunity for younger Rangers to see what opportunities a university can provide.
2. The Blue Triton reach of Mill Creek as a potential worksite for next year. There are numerous large blockages upstream from where the 2023 Rangers finished working (Figure 25), that could provide between 5-8 days of work with a full crew. Be prepared to do some Phrag spading near blockage #2 as there are some stalks which should be addressed before the seed bank gets carried down into other parts of Mill Creek.
 - a. If the Blue Triton property is considered, try coordinate and gain access through the closest gate to the building, as it can provide a more direct route and reduce the amount of time walking to and from site as well as how far the Rangers will have to carry their tools (Figure 26).

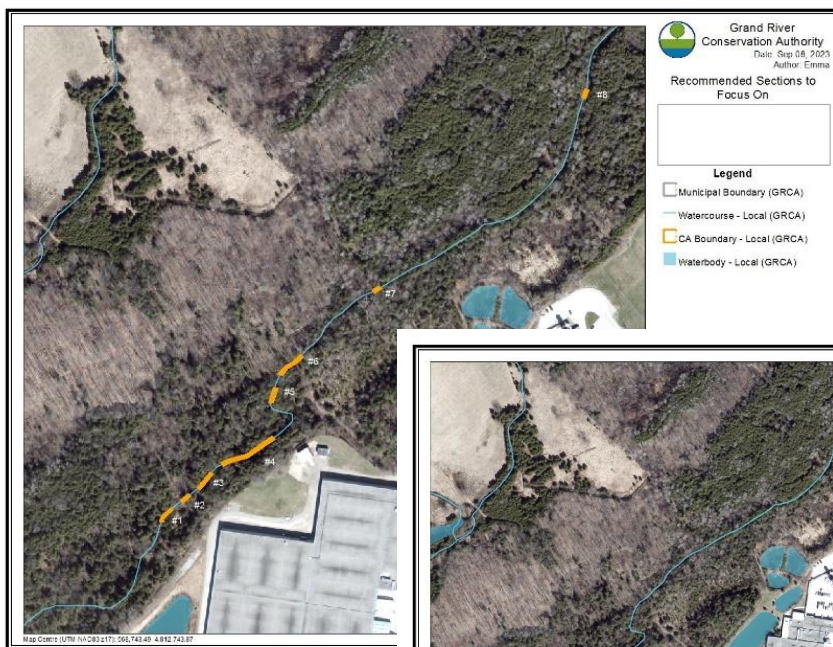
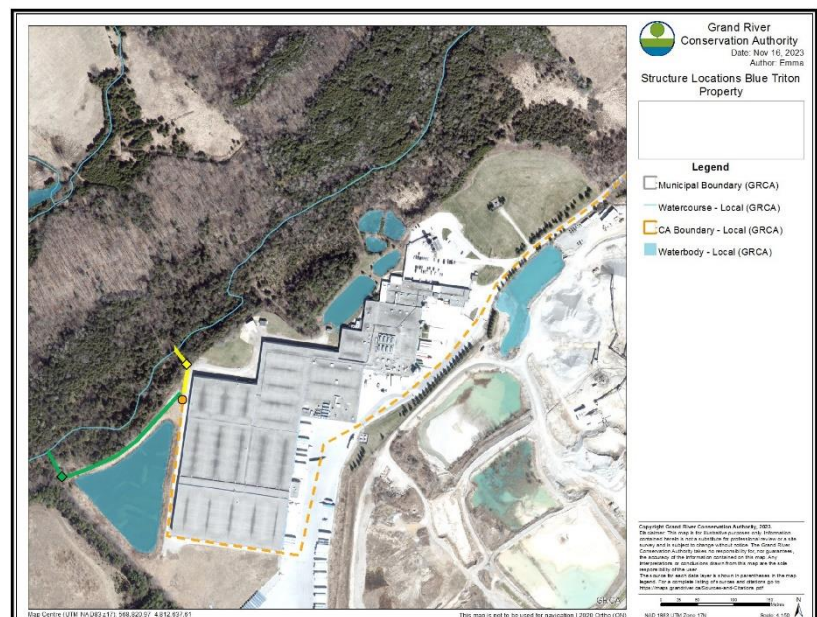


Figure 25: Map showing the locations of remaining blockages and log jams

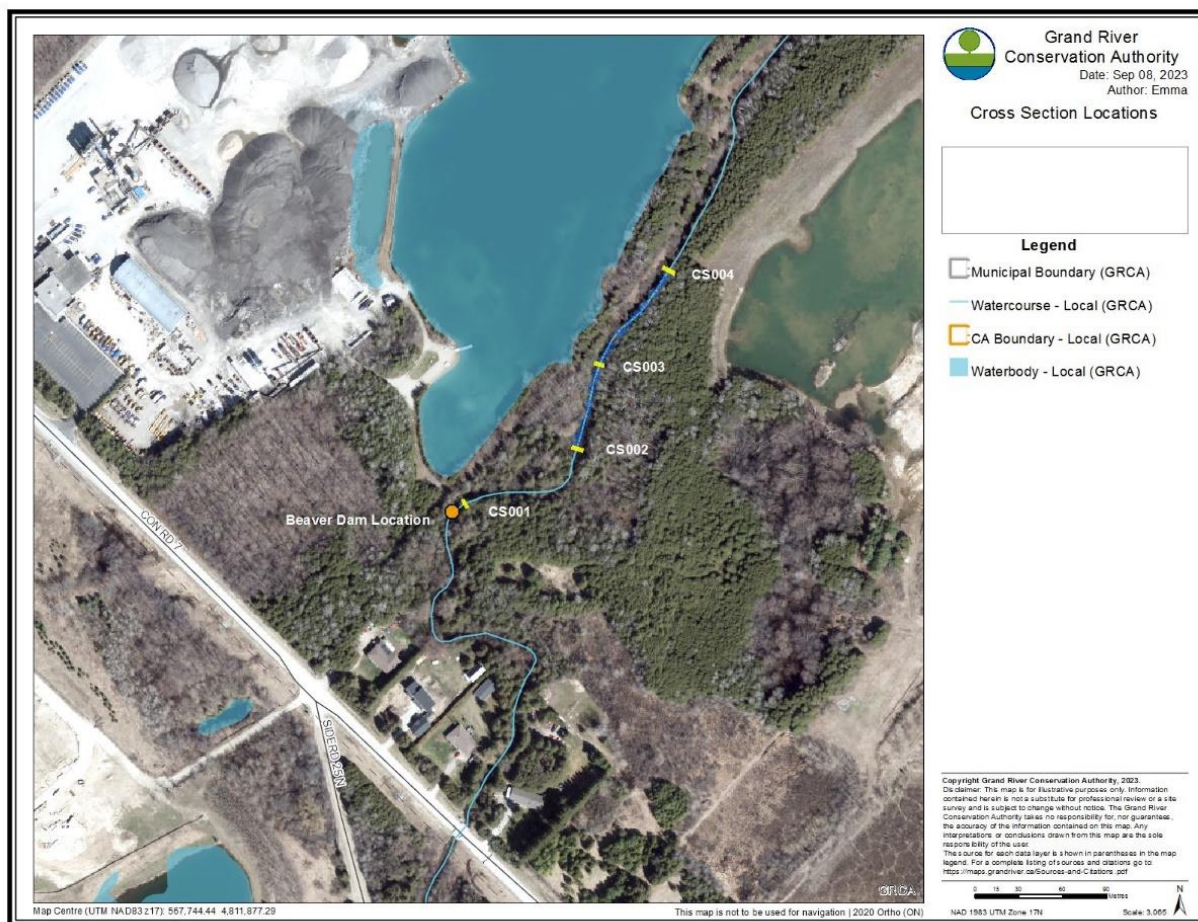
Figure 26: Map Showing the old access (green) and potential new access point (yellow), with diamonds indicating gates.



Appendices

Appendix A- Cross Sections from Capital Paving

The figures below show the wetted width, general shape and depth of the channel at each cross section before, during and after the beaver dam removal. The discrepancy between “during” and “after” beaver dam removal for cross section CS004 can be accounted for by the distance from the dam (on the margin of where the compounded water was observable) and a large rain event which had happened the during the weekend between measurements causing higher water levels.



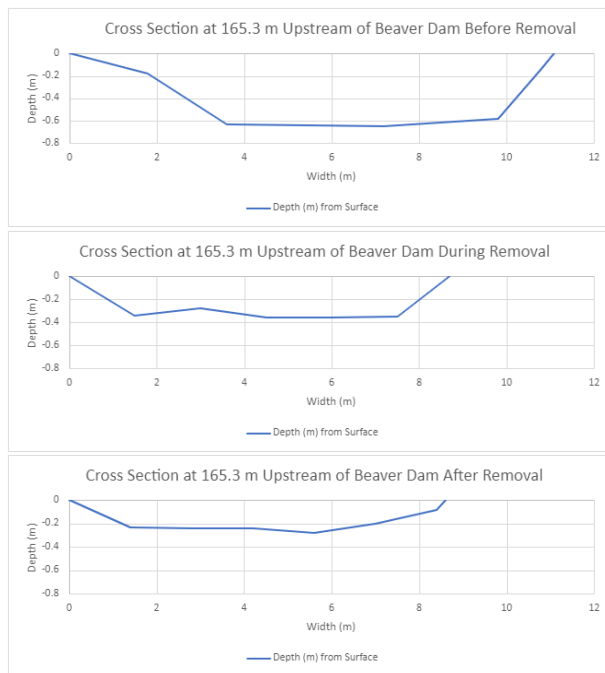
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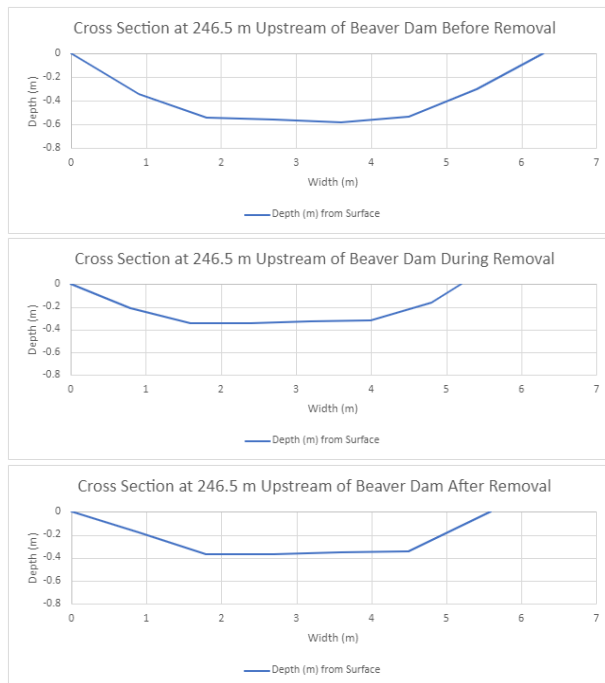
CS002



CS003



CS004



Appendix B –Work Plan for the 2023 Mill Creek Stewardship Rangers

July

Monday	Tuesday	Wednesday	Thursday	Friday
3 CIVIC HOLIDAY	4 MCSR start/ Orientation; MCSRC program intro with Robert; Motor pool introduction; test out chest waders at Shade's Mills CA	5 Orientation cont'd; discuss summer schedule; Shade's Mill Site walk	6 Tailgate safety talk; begin beaver dam removal @ Capital Paving	7 First Aid Training
10 Beaver dam removal continued; channel work upstream @ Capital Paving	11 Beaver dam removal continued; channel work upstream @ Capital Paving	12 Beaver dam removal continued; channel work upstream @ Capital Paving	13 Phrag & DSV removal; DSV survey @ Shade's Mills CA	14 Introduction to STREAM; GIS meeting/intro with Zoe; Hagan Aqua Lab Tour
17 Woody debris removal & structure building @ Capital Paving	18 Woody debris removal & structure building @ Capital Paving	19 Woody debris removal & structure building @ Capital Paving	20 Woody debris removal & structure building @ Capital Paving	21 Woody debris removal & structure building @ Capital Paving
24 Tailgate safety talk; woody debris removal & structure building @ Blue Triton	25 Woody debris removal & structure building @ Blue Triton	26 Woody debris removal & structure building @ Blue Triton	27 Green Legacy Tree Nursery volunteering	28 Woody debris removal & structure building @ Blue Triton

August

Monday	Tuesday	Wednesday	Thursday	Friday
31 Woody debris removal & structure building @ Blue Triton	1 Woody debris removal & structure building @ Blue Triton	2 Woody debris removal & structure building @ Blue Triton	3 Dufferin Aggregates Tour; Woody debris removal & structure building @ Blue Triton	4 DAY OFF
7 CIVIC HOLIDAY - OFF	8 STREAM Sampling @Soper Park & Bond Tract	9 OFFICE DAY- Introduction to final presentation; photo sorting	10 STREAM Sampling @Dufferin Aggregates	11 STREAM Sampling; survey for potential projects for next year @Blue Triton
14 Woody debris removal & structure building/ repair @ Bond Tract	15 RAIN DAY- final presentation prep	16 Woody debris removal & structure building/repair @ Bond Tract	17 Aquatic/Wetland Species Identification Day @ Bond Tract & Vance Tract	18 Garbage Clean Up Day- Soper Park
21 OFFICE DAY- final presentation prep	22 Electrofishing presentation; electrofishing @ Capital Paving	23 OFFICE DAY- final presentation prep	24 Blue Triton Water Bottling Facility Tour; final presentation prep	25 Final Presentation; FOMC Lunch; Truck Clean Up

Appendix C – STREAM Sampling Field Sheets

Samplers: [REDACTED]
 Organization: GRCA - FOMC
 Site Code: MILO1 Date (DD/MM/YYYY): 08/08/2023

Appendix B Field Sampling Packing List

General Equipment	
Nitrile gloves	
Timer	
Cell phone	
Permanent marker/wax pen	

Safety Gear*	
First aid kit	
Throw bag/floatation device	
Sunscreen/hat	
Bug spray	

Decontamination	
Spray bottle of bleach solution	
Collection bucket	
Tarp	
Rinse bottle of clean water	
Bristle brush	
Sealable rinse water collection bottle	
Safety glasses (with side shield)	

Kicknet Sampling	
400 µm D-frame kicknet	
Hip waders/wading boots	

Sample Transfer	
Decontaminated collection bottles	
Preservative	
Rinse bottle of water	
Electrical tape/parafilm	
Cooler with cold packs	

Metadata Collection	
Field measuring tape	
Metal ruler	
Meter stick	
GPS	
Camera (can use cell phone)	

*Safety gear will be dependent on your organization's safety regulations. These items are suggested but likely not exhaustive.

Metadata Collected Prior to Leaving for Field:

Basin Name: Grand River River/Stream Name: Mill Creek
 Upstream Land Use (Urban, Logging, Mining, etc.): Urban park
 Stream Order (Strahler): 4

Samplers: [REDACTED]
Organization: FOMC - GRCA
Site Code: MILOI Date (DD/MM/YYYY): 08/08/2023

Sampled Habitat (Circle)

A. Riffle/Run

B. Pool

C. Wetland

Benthic Kicknet Sampling

Kicknet sample	✓	No. of bottles
Replicate A	✓	3
Replicate B	✓	1
Replicate C	✓	2

Duration of kicks (2 minutes for pools/wetlands, 3 minutes for riffles/runs): 3 minutes

Type of Preservative Used: Absolute Zero

Location Data

GPS Datum (Circle):

A. NAD83

B. WGS84

C. UTM

D. Other: _____

Latitude: 556230 Longitude: 481490 DMS or DD (Circle)

Elevation: 273 m (meters above sea level)

Site Photos (in this order)

Required Photo	✓
Field sheet	✓
Downstream	✓
Upstream	✓
(Facing upstream) Left bank	✓
(Facing upstream) Right bank	✓
Downwards view of substrate through water (with ruler for scale)	✓
Upwards view to capture canopy cover	✓

Wetted Width

Wetted width (m): 6.30 m

Samplers: [REDACTED]
 Organization: FOMC-GRCA
 Site Code: MIL 01 Date (DD/MM/YYYY): 08/08/2023

Velocity

	1	2	3	4	5	6	AVG
Distance from shore (m)	1.05	2.10	3.15	4.20	5.25	6.30	
D ₁ - Flowing Depth (m)	0.21	0.27	0.41	0.32	0.17	0.0	
D ₂ - Depth of Stagnation (m)	0.23	0.28	0.44	0.36	0.175	0.0	
ΔD - Change in Depth (D ₂ - D ₁)	0.02	0.01	0.03	0.04	0.005	0.0	
Velocity = $\sqrt{2(\Delta D/100) * g}$	0.002104	0.00134	0.00707	0.00858	0.00132	0	

g=acceleration due to gravity (9.81m/s²)

Water Chemistry (Optional)

Equipment/Kit Used: Ysi Pro Dss
 Time of collection (24hrs): 10:30-12:15 Time zone: EDT (DST)

Air Temperature (°C)	20 °C
Water Temperature (°C)	20.7
pH	8.11
Specific Conductivity (μs/cm)	652
Dissolved Oxygen (mg/L)	8.20
Turbidity (NTU)	0.0

Additional Parameters/Notes

Samplers: [REDACTED]
 Organization: Friends of Mill Creek (FOMC) - GRCA
 Site Code: MILO2 Date (DD/MM/YYYY): 08/08/2023

Appendix B
Field Sampling Packing List

General Equipment	
Nitrile gloves	
Timer	
Cell phone	
Permanent marker/wax pen	

Kicknet Sampling	
400 µm D-frame kicknet	
Hip waders/wading boots	

Safety Gear*	
First aid kit	
Throw bag/floatation device	
Sunscreen/hat	
Bug spray	

Sample Transfer	
Decontaminated collection bottles	
Preservative	
Rinse bottle of water	
Electrical tape/parafilm	
Cooler with cold packs	

Decontamination	
Spray bottle of bleach solution	
Collection bucket	
Tarp	
Rinse bottle of clean water	
Bristle brush	
Sealable rinse water collection bottle	
Safety glasses (with side shield)	

Metadata Collection	
Field measuring tape	
Metal ruler	
Meter stick	
GPS	
Camera (can use cell phone)	

*Safety gear will be dependent on your organization's safety regulations. These items are suggested but likely not exhaustive.

Metadata Collected Prior to Leaving for Field:

Basin Name: Grand River River/Stream Name: Mill Creek
 Upstream Land Use (Urban, Logging, Mining, etc.): Natural area (swamp)
 Stream Order (Strahler): 4

Samplers: [REDACTED]
Organization: FOMC-GRCA
Site Code: MIL02 Date (DD/MM/YYYY): 08/08/2023

Sampled Habitat (Circle)

A. Riffle/Run B. Pool C. Wetland

Benthic Kicknet Sampling

Kicknet sample	✓	No. of bottles
Replicate A	✓	2
Replicate B	✓	3
Replicate C	✓	3

Duration of kicks (2 minutes for pools/wetlands, 3 minutes for riffles/runs): 3 minutes

Type of Preservative Used: Absolute Zero

Location Data

GPS Datum (Circle):

A. NAD83 B. WGS84 C. UTM D. Other:

Latitude: 0502052 Longitude: 4807010 DMS or DD (Circle)

Elevation: 290 m (meters above sea level)

Site Photos (in this order)

Required Photo	✓
Field sheet	✓
Downstream	✓
Upstream	✓
(Facing upstream) Left bank	✓
(Facing upstream) Right bank	✓
Downwards view of substrate through water (with ruler for scale)	✓
Upwards view to capture canopy cover	✓

Wetted Width

Wetted width (m): 48.93.9 m

Samplers: [REDACTED]
 Organization: FOMC-GRCA
 Site Code: MILO2 Date (DD/MM/YYYY): 08/08/2023

Velocity

	1	2	3	4	5	6	AVG
Distance from shore (m)	2.31	4.62	6.93	9.24	11.5	13.9	
D ₁ - Flowing Depth (m) (cm)	26.7	26.7	24.5	34.0	33	31	
D ₂ - Depth of Stagnation (m) (cm)	26.1	27.6	24.7	34.5	33.7	31.6	
ΔD - Change in Depth (D ₂ - D ₁)	0.001	0.009	0.002	0.005	0.007	0.006	
Velocity = $\sqrt{2(\Delta D/100) * g}$	0.0407	0.0422	0.0198	0.0332	0.0359	0.0343	

g=acceleration due to gravity (9.81m/s²)

Water Chemistry (Optional)

Equipment/Kit Used: YSI Pro DSS

Time of collection (24hrs): 14:45-16:30 Time zone: EDT (DST)

Air Temperature (°C)	20.0 °C
Water Temperature (°C)	19.5
pH	8.17
Specific Conductivity (μs/cm)	738
Dissolved Oxygen (mg/L)	9.84
Turbidity (NTU)	0.9

Additional Parameters/Notes

Samplers: [REDACTED]

Organization: Friends of Mill Creek - GRCA

Site Code: M1L02 Date (DD/MM/YYYY): 10/08/2023

Appendix B

Field Sampling Packing List

General Equipment	
Nitrile gloves	
Timer	
Cell phone	
Permanent marker/wax pen	

Kicknet Sampling	
400 µm D-frame kicknet	
Hip waders/wading boots	

Safety Gear*	
First aid kit	
Throw bag/floatation device	
Sunscreen/hat	
Bug spray	

Sample Transfer	
Decontaminated collection bottles	
Preservative	
Rinse bottle of water	
Electrical tape/parafilm	
Cooler with cold packs	

Decontamination	
Spray bottle of bleach solution	
Collection bucket	
Tarp	
Rinse bottle of clean water	
Bristle brush	
Sealable rinse water collection bottle	
Safety glasses (with side shield)	

Metadata Collection	
Field measuring tape	
Metal ruler	
Meter stick	
GPS	
Camera (can use cell phone)	

*Safety gear will be dependent on your organization's safety regulations. These items are suggested but likely not exhaustive.

Metadata Collected Prior to Leaving for Field:

Basin Name: Grand River River/Stream Name: Mill Creek

Upstream Land Use (Urban, Logging, Mining, etc.): Gravel extraction

Stream Order (Strahler): 4

Samplers: [REDACTED]
Organization: FOMC-GRCA
Site Code: MIL03 Date (DD/MM/YYYY): 10/08/2023

Sampled Habitat (Circle)

A. Riffle/Run B. Pool C. Wetland

Benthic Kicknet Sampling

Kicknet sample	✓	No. of bottles
Replicate A	✓	2
Replicate B	✓	2
Replicate C	✓	1

Duration of kicks (2 minutes for pools/wetlands, 3 minutes for riffles/runs): 3 minutes

Type of Preservative Used: Absolute Zero

Location Data

GPS Datum (Circle):

A. NAD83 B. WGS84 C. UTM D. Other: _____

Latitude: 0500734 Longitude: 4810080 DMS or DD (Circle)

Elevation: 310 m (meters above sea level)

Site Photos (in this order)

Required Photo	✓
Field sheet	✓
Downstream	✓
Upstream	✓
(Facing upstream) Left bank	✓
(Facing upstream) Right bank	✓
Downwards view of substrate through water (with ruler for scale)	✓
Upwards view to capture canopy cover	✓

Wetted Width

Wetted width (m): 5.40 m

Samplers: [REDACTED]
 Organization: FOUIC - GRCA
 Site Code: MIL03 Date (DD/MM/YYYY): 10/08/2023

Velocity

	1	2	3	4	5	6	AVG
Distance from shore (m)	0.9	1.8	2.7	3.6	4.5	5.4	
D ₁ - Flowing Depth (m)	0.18	0.215	0.21	0.23	0.08	0.035	
D ₂ - Depth of Stagnation (m)	0.205	0.24	0.235	0.235	0.085	0.035	
ΔD - Change in Depth (D ₂ - D ₁)	0.025	0.025	0.025	0.005	0.005	0.00	
Velocity = $\sqrt{2(\Delta D/100) * g}$	0.0703	0.0703	0.0703	0.0332	0.0332	0	

g=acceleration due to gravity (9.81m/s²)

Water Chemistry (Optional)

Equipment/Kit Used: Ysi Pro Dss
 Time of collection (24hrs): 11:07 Time zone: EDT (DST)

Air Temperature (°C)	26.0
Water Temperature (°C)	19.2
pH	8.26
Specific Conductivity (μs/cm)	740
Dissolved Oxygen (mg/L)	8.22
Turbidity (NTU)	1.43

Additional Parameters/Notes

Samplers: [REDACTED]
 Organization: EMC - GRCH
 Site Code: MIL04 Date (DD/MM/YYYY): 11/08/2023

Appendix B
Field Sampling Packing List

General Equipment	
Nitrile gloves	
Timer	
Cell phone	
Permanent marker/wax pen	

Kicknet Sampling	
400 µm D-frame kicknet	
Hip waders/wading boots	

Safety Gear*	
First aid kit	
Throw bag/floatation device	
Sunscreen/hat	
Bug spray	

Sample Transfer	
Decontaminated collection bottles	
Preservative	
Rinse bottle of water	
Electrical tape/parafilm	
Cooler with cold packs	

Decontamination	
Spray bottle of bleach solution	
Collection bucket	
Tarp	
Rinse bottle of clean water	
Bristle brush	
Sealable rinse water collection bottle	
Safety glasses (with side shield)	

Metadata Collection	
Field measuring tape	
Metal ruler	
Meter stick	
GPS	
Camera (can use cell phone)	

*Safety gear will be dependent on your organization's safety regulations. These items are suggested but likely not exhaustive.

Metadata Collected Prior to Leaving for Field:

Basin Name: Grand River River/Stream Name: Mill Creek
 Upstream Land Use (Urban, Logging, Mining, etc.): Residential, water extraction
 Stream Order (Strahler): 3

Samplers: [REDACTED]
Organization: FOMC - GRCA
Site Code: MILO4 Date (DD/MM/YYYY): 11/08/2023

Sampled Habitat (Circle)

A. Riffle/Run

B. Pool

C. Wetland

Benthic Kicknet Sampling

Kicknet sample	✓	No. of bottles
Replicate A	✓	2
Replicate B	✓	2
Replicate C	✓	2

Duration of kicks (2 minutes for pools/wetlands, 3 minutes for riffles/runs): 3 minutes

Type of Preservative Used: ABSOLUTE ZERO

Location Data

GPS Datum (Circle):

A. NAD83

B. WGS84

C. UTM

D. Other: _____

Latitude: 0568280 Longitude: 4812401 DMS or DD (Circle)

Elevation: 300 m (meters above sea level)

Site Photos (in this order)

Required Photo	✓
Field sheet	✓
Downstream	✓
Upstream	✓
(Facing upstream) Left bank	✓
(Facing upstream) Right bank	✓
Downwards view of substrate through water (with ruler for scale)	✓
Upwards view to capture canopy cover	✓

Wetted Width

Wetted width (m): 7.4m

Samplers: [REDACTED]
 Organization: FOMC - GRCA
 Site Code: MIL04 Date (DD/MM/YYYY): 11/08/2023

Velocity

	1	2	3	4	5	6	AVG
Distance from shore (m)	1.2	2.4	3.6	4.8	6.0	7.2	
D ₁ - Flowing Depth (m) (cm)	9.5 cm	9.1 cm	20.0 cm	22.1 cm	22.8	19.5 cm	
D ₂ - Depth of Stagnation (m) (cm)	10.7 cm	9.5 cm	21.6 cm	25.1 cm	23.9	20.1 cm	
ΔD - Change in Depth (D ₂ - D ₁) (cm)	1.2 cm	0.4 cm	1.6 cm	3.0 cm	1.1 cm	0.6 cm	
Velocity = $\sqrt{2(\Delta D/100) * g}$	0.0453	0.0350	0.0500	0.0767	0.0405	0.0343	

g=acceleration due to gravity (9.81m/s²)

Water Chemistry (Optional)

Equipment/Kit Used: YSI Pro DSS

Time of collection (24hrs): 10:00 Time zone: EDT

Air Temperature (°C)	16°C
Water Temperature (°C)	20.9°C
pH	8.13
Specific Conductivity (μs/cm)	634
Dissolved Oxygen (mg/L)	7.31
Turbidity (NTU)	0.5

Additional Parameters/Notes

Appendix D – Electrofishing Field Sheets

Site Identification Form									
Stream Name <u>Mill Creek (Capital Paving)</u>				Stream Code (Unique Code)		Site Code		Year <u>2023</u>	Sample <u>1</u>
Uncorrected Grid (XX)	Easting (XXX,XXX)	Northing (X,XXX,XXX)	OR	Latitude	Deg (15-50)	Min (0-60)	Sec (0-60)	Longitude	Deg (80-75)
UTM Coordinates	<u>Sheet 43</u>	<u>456050</u>							
Corrected Grid (XXX)	Easting (XXX,XXX)	Northing (X,XXX,XXX)	Source of GIS Stream Layer used to correct UTM coordinate data (e.g. NRVIS 2)						
UTM Coordinates	<u>Sheet 43</u>	<u>456050</u>							
Source of Coordinates (OBM Map, GPS Unit, Differential GPS)				Datum of Coordinate Source: (NAD 27, NAD 83, WGS 84)					
<u>GRCA Web-Map</u>				<u>NAD 83</u> (This can be found on the legends of maps or in set-up of GPS units)					
Township/Municipality		Lot	Concession	MNR District		Watershed Code			
<u>Puslinch</u>			<u>7</u>	<u>Guelph</u>					
Access Route <u>Access via Capital Paving (4459 Concession Rd. 7, Puslinch)</u>									
Site Description									
Site Marker Description									
Downstream Marker									
Measure from Stake to Site Bearing (Degrees):		Distance (m.):		Photograph Numbers:		Looking Upstream:		Looking Downstream:	
Description:		<u>NO markers used</u>		<u>NO photos</u>					
Upstream Marker									
Measure from Stake to Site Bearing (Degrees):		Distance (m.):		Photograph Numbers:		Looking Upstream:		Looking Downstream:	
Description:		<u>NO markers used</u>		<u>NO photos</u>					
Crew	Records		Date (YYYY/MM/DD) <u>2023/08/22</u>						
Comments <u>Mill Creek Ranger crew</u>								Site Length (m.) <u>120 m</u>	
								Enter dates and initials when data entered in Computer.	
								Date	Init.
Site Sketch								Entered	
Draw two sketches on the back of this sheet. First draw a map to the area of the site then draw a sketch of the site. Be sure to include enough detail to ensure that someone could find the site again, including a north arrow and the locations of all markers, as well as the locations of any noted features. The artist should also sign the sketches.								Verified	
								Corrected	

Fish Sampling Form

Page 1 of 1

Stream Name Mill Creek	Date (YYYY/MM/DD) 2023/08/22	Sample 1	Run 1 of 1	Shocker H. Pimentel
Stream Code	Start Time 13:33	Stop Time 14:14	Netters Mill Creek Ranger crew	
Site Code	Elapsed Time 0:41	Shocker Sec 542	Model No. LR-24	Voltage 150
			# Anodes 1	Frequency 60 Hz
				Pulse 4 ms

Individual fish data				B: Bulk P: Preserved		O: Otolith S: Scale		Bulk fish data				# P R S	Bag #	Species Name/ Remarks
id#	Species	Length -Total -Fork (circle)	Weight (gm.)	B P	O S	Species Name/ Remarks	Batch #	Species or Family	Group Num.	Number of Fish	Bulk Weight (gm.)			
1		178	225	n/a		brown trout	1	212		30	n/a			creek chub
2		129					1	163		9				W. sucker
3		110					1	311		1				rock bass
4		152					1	337		1				rainbow darter
5		138					1	281		4				brook stickleback
6							1	630		2				blacknose dace
7							1	338		1				Iowa darter
8														
9														
10														
11														
12														
13														
14														
15														
16														
17														
18														
19														
20														
21														
22														

Channel Morphology Data Available ☐ Yes
If not, measure the station length and 10 widths ☐ No

#	Widths (m.)	#	Widths (m.)
1		8	
2		7	
3		8	
4		9	
5		10	

Date and initials when entered in computer

Entered	Verified	Corrected

Deviations: Put X in all boxes that are true

Inexperienced sampler: ☒ All Habitats Not Sampled: ☐

Upstream Blocknet Used: ☐ Imprecise Weigh Scale Used: ☐

Explanations:

Continued on Back?

Yes ☐ No ☒

Appendix E - Equipment Inventory

Type	Item	Quantity	Notes
PPE	Safety Glasses	17	13 New, 4 gently used
	Sunglasses, Polarized	3	
	Hard Hats	9	
	Work Gloves (in stream use)	17	Used, but in relatively good condition
	Leather work Gloves	12	4 new, 8 used pairs
	Inflatable PDFs	6	
	Hi-visibility vests	7	
	Ear plugs	46	
	Nitrile Gloves	1	Box, Size large- half full
	Mesh Mosquito jackets	5	
	Wading belts	7	
General Supplies	Road Pylons	5	
	Bug Spray	1	1 bottle of lotion – will need more cans
	Sunscreen	2	tubes
	Hand Sanitizer		1 smaller full bottle
	First aid kits	1	Contents include: gauze, band-aids, disinfectant wipes, cold compress, triangular bandages, tenser, tick removal kit, wire splint, absorbent pads (non-stick), safety pins, afterbite, medical tape, face shield, medical gloves
	Portable water jug/cooler	1	
	Dry sack	2	one XL, one medium
	Wader patching kit	1	Various patches, scissors, partial tube of adhesive
	Shop towels	0	
	WD-40	1	1/2 can
	Orange spray paint	1	
	Plastic Ziplock bags	1	Almost full package
	Garbage bags	~20	
	FOMC sign	1	Looking very sad, the magnetic backing is crumpled and falling apart
	Tick removal kit	2	one has been put into the first aid bag
	Water proof phone bag	2	
Work Supplies	Earth Anchors	12	11 Regular sized, 1 extra large
	12-gauge annealed black wire	1	Partial spool
	Crimp	50-100	(2 bags full)
	U-nails	~300	1/8 of a bucket
	T-bars	8+	
	Flagging tape	1	
Tools	Earth Anchor Driver	1	
	Earth Anchor Rod	4	2 long, 2 short (and unused)
	T bar drivers	4	One broken
	Crimping tool	1	
	Fencing Pliers	4	
	Hammers	2	One with very worn handle
	Ball Peen Hammer	2	
	Bolt cutters	2	

	Pull Saw	10	3 newer (1 with handle that needs a new bolt), 7 older with rusty blades, 2 extra new blades, 4 leather holsters
	Pruners	3	1 is missing a rubber stopper so the blades extend past the other when closed
	Wire cutter	1	
	Wheel barrows	3	2 in great condition, 1 is bent out of shape
	Buckets	8	
	Shovels	1	
	Spades	3	
	Scooping Shovel	2	
	Trowels	11	Most are bent out of shape, but they all look like they could do their job
	Half-length shovels	2	
	Rakes	2	Hard rakes
	Pitch forks	2	
	Pickaxe	2	
	Hatchet	1	
	Axe	2	
	Crowbar	1	
	Metal File	2	
	Winch	1	
	Heavy Duty Chain	1	
	Rope	2	Spools
	Sledge hammer	7	
	Broom	1	
	Assorted old saws	9	
	Screwdriver	1	
	PV pole	1	
Chest Waders	Size 5	1	Lots of patches
	Size 6	1	
	Size 7	3	
	Size 8	5	
	Size 9	2	
	Size 10	3	
	Size 11	1	
	Size 12	3	
	Size 13	0	

Appendix F -Incident Report

Apart from mosquito bites, there were no significant incidents to report.

Glossary

Cold stratify: exposure of seeds or saplings to cold moist conditions to encourage germination and growth in the next growing season, usually done by mimicking the natural processes that would occur over winter months in a freezer or cold storage area.

D-Net: a sampling tool with a “D” shaped opening and lined with a very fine mesh

Moraine: an accumulation of rock debris of varying sizes which is carried or deposited by a glacier

Stream morphology: term used to describe the shape of river channel and how it changes over time

Thalweg: the line of fastest and deepest flow within a stream, typically following the “bubble line”

Travelling Kick-and-Sweep method: a method of sampling; wading along a transect through the water, the substrate is kicked up to dislodge benthic invertebrates while a net is used to create sweeping motions to collect organisms

Turbidity: quality of water determined by the presence and amount of suspended sediment

Wetted width: the distance between either side of the river channel, measured at the point where the water level touches the substrate of the bank.

Proposed regulatory amendments to encourage greater reuse of excess soil

ERO (Environmental Registry of Ontario) number	019-7636
Notice type	Regulation
Act	Environmental Protection Act, R.S.O. 1990
Posted by	Ministry of the Environment, Conservation and Parks
Notice stage	Proposal
Proposal posted	October 17, 2023
Comment period	October 17, 2023 - December 1, 2023 (45 days) Open
Last updated	October 17, 2023

This consultation closes at 11:59 p.m. on:

December 1, 2023

Proposal summary

The Ministry of the Environment, Conservation and Parks is proposing amendments to *Ontario Regulation 406/19* (the excess soil regulation) and the Rules for Soil Management and Excess Soil Quality Standards to encourage greater reuse of low-risk excess soils as part of a circular economy and to prevent usable soil from being disposed of in landfill.

Proposal details

Introduction

The ministry is considering potential amendments to the Excess Soil Regulation and the Rules for Soil Management and Excess Soil Quality Standards (Soil Rules) document to ensure the regulation can be more easily implemented and clearly understood. The proposed amendments also aim to reduce requirements on lower risk activities to achieve greater reuse of readily usable excess soils as part of a circular economy.

In 2019, we made a new Excess Soil Regulation (*Ontario Regulation 406/19: On-Site and Excess Soil Management*, under the *Environmental Protection Act*), supported by a Soil Rules document and risk-based soil reuse standards, to provide clear rules supporting the reuse of excess soil and to help stop illegal dumping of excess soil. The Excess Soil Regulation is now largely in effect.

Proposed amendments

In response to specific concerns related to the implementation of the regulation, the need for clarification of certain regulatory requirements and the need to further remove barriers to reuse of low-risk soils, we are proposing amendments that include the following:

- remove requirements for waste Environmental Compliance Approvals (ECAs) for third-party storage and processing of readily usable low-risk dry soils and small liquid soil sites (class 1 sites), and enhance usability of project leader owned storage sites (class 2 sites)
- increase opportunities for reuse of salt-impacted soil in low-risk circumstances
- exempt specified small projects from physical or electronic hauling records, and add clarifications related to required information and responsibility for confirming information in hauling records
- exempt landscaping projects at low-risk portions of enhanced investigation project areas from reuse planning requirements
- clarify the responsibility of the qualified person when substances such as polymers are used for dewatering or solidification of liquid soil
- enable storage of sediment and soil near waterbodies for projects excavating in or adjacent to that waterbody
- additional clarifications and corrections to assist with better understanding of requirements.

Please refer to the attached document under “Supporting Materials” for a more complete and detailed description of the proposed amendments.

These amendments are proposed to come into effect on January 1, 2024. The need for transition provisions may be considered, including in respect of provisions that may require updates to the Excess Soils Registry.

We may also consider other administrative / consequential amendments or non-substantial clarifications (e.g. (example), grammatical corrections).

We will continue to work collaboratively with stakeholders, and Indigenous communities and organizations to ensure the regulation continues to be implemented effectively.

Regulatory impact statement

The proposed amendments would not provide additional compliance costs to developers, municipalities, infrastructure companies or others, as they would reduce burden or provide flexibility in relation to requirements that are already in the Excess Soil Regulation.

Proposed amendments for exemptions from a waste ECA (Environmental Compliance Approval), hauling record, and excess soil reuse planning requirements, would save cost and time, particularly for smaller operations such as landscaping.

Amendments for increased ability to manage soil at interim sites and enhancing flexibility for the reuse of salt-impacted soil would also result in cost savings, as well as environmental and social benefits from greater local reuse without needing to haul soil to further locations for storage or reuse (less truck traffic and fewer greenhouse gas emissions).

Other amendments provide clarifications of existing requirements to either increase flexibility or enable better understanding for the regulated community.

This proposal would not have a significant environmental impact as important rules regarding the management of excess soil remain in place or are clarified. For example, exemptions from waste ECAs (Environmental Compliance Approvals) are accompanied by regulatory rules to ensure there is no adverse effect to human health or the environment. Reuse options for salt-impacted soil retain setback distances to limit potential impacts to ground and surface water, and remain protective of more sensitive use sites, such as agricultural areas used for growing crops or pasture.

Supporting materials

Related files

[Proposed regulatory amendments to encourage greater reuse of excess soil \(https://prod-environmental-](https://prod-environmental-)

registry.s3.amazonaws.com/2023-09/Excess Soil - Proposed Regulatory Amendments September 2023.pdf
pdf.(Portable Document Format file) 157.72 KB

Related links

[O. Reg. 406/19: On-site and Excess Soil Management Regulation](https://www.ontario.ca/laws/regulation/190406)
(<https://www.ontario.ca/laws/regulation/190406>)

[Rules for Soil Management and Excess Soil Quality Standards](https://www.ontario.ca/page/rules-soil-management-and-excess-soil-quality-standards)
(<https://www.ontario.ca/page/rules-soil-management-and-excess-soil-quality-standards>)

[Handling excess soil website](https://www.ontario.ca/page/handling-excess-soil) (<https://www.ontario.ca/page/handling-excess-soil>)

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.

Land Use Policy, Environmental Policy Branch
40 St. Clair Ave West
10th floor
Toronto, ON
M4V 1M2
Canada

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](#))


Submit by mail

Reema Kureishy
Environmental Policy Branch
40 St Clair Avenue West
10th Floor
Toronto, ON
M4V 1M2
Canada

Connect with
US

Contact

Reema Kureishy

 [\(416\) 276-3170](tel:(416)276-3170)

 mecp.landpolicy@ontario.ca

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NO 042-2023

A by-law to permit the Municipality to impose fees or charges with respect to services or activities provided, related costs payable, and for the use of its property, and to repeal By-law 044-2022.

WHEREAS Section 391(1) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, a municipality may pass By-laws imposing fees or charges for services or activities provided or done by or on behalf of it, for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board, and for the use of its property including property under its control; and

WHEREAS Section 7(1) of the Building Code Act, 1992, S.O. 1992, c. 23, as amended, provides that a municipality may pass By-laws imposing fees and charges; and

WHEREAS Section 69 of the Planning Act, R.S.O. 1990, c.P.13, as amended provides that the Council of a municipality may by By-law establish a tariff of fees for the processing of applications made in respect of planning matters; and

WHEREAS The Council of the Corporation of the Township of Puslinch deems it appropriate to update the Township's User Fees and Charges By-law.

NOW THEREFORE the Council of the Corporation of the Township of Puslinch enacts as follows:

1. For the purpose of this By-law:

- a.) **"Cost(s)"** means any and all disbursements incurred by the municipality, and includes, but is not restricted to, any registration costs, title search costs, corporate search costs, survey costs, reference plan costs, advertising costs, outside counsel fees, paralegal fees, site inspection costs and any applicable taxes;
- b.) **"Fire Department"** means a fire department established by the Township of Puslinch in accordance with the provisions of the Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4 as amended;
- c.) **"Fire Department Specific Response Fees"** means cost recovery fees for **fire department** attendance at a **property** for which the **property owner(s)** have **fire department** insurance coverage;
- d.) **Indemnification Technology®** shall mean **fire department** incident reporting, data collection and **property** insurance policy wording interpretation to maximize billing opportunities on behalf of fire departments by invoicing insurance companies for costs of fire department attendance with respect to insured perils;
- e.) **"Property"** means any real property located within the geographical boundaries of the Township of Puslinch. Real property includes buildings, contents and structures of any nature and kind in or upon such lands to which service is provided. Real property can also include **property** to which the **fire department** is under a service agreement to provide **fire department** response services, automatic aid or mutual aid.
- f.) **"Property Owner(s)"** means the registered owner of **property** or any person, firm, corporation, partnership or society and their heirs, executors, administrators or other legal representatives, including a property manager, tenant, occupant, mortgagee in possession, receiver, manager, trustee or trustee in bankruptcy having control over or possession of the **property** or any portion thereof;
- g.) **"Township"** means the Corporation of the Township of Puslinch.

2. The fees, costs and charges, as outlined in the schedules attached hereto and forming part of this By-law shall be automatically adjusted annually based on the Consumer Price Index for Ontario from May to May.
3. Any person requesting, applying or utilizing the services, applications or approvals listed in the attached schedules and forming part of this By-law shall pay the fees listed for that service, application or approval as set out in the attached schedules.
4. These fees, **costs**, and charges are applicable to residents and non-residents at the rates noted unless there is a specified exemption in the attached schedules.
5. No request by any person for a service, application or approval listed in the attached schedules shall be acknowledged or performed by the **Township** unless and until the person requesting the service, application or approval has paid the fees, **costs** or charges as set out in the attached schedules, unless noted otherwise.
6. All **Township** accounts and invoices are due and payable when rendered.
7. All unpaid fees, **costs** or charges imposed by this By-law on a person constitute a debt of the person to the **Township**.
8. The Treasurer shall add the fees, **costs** and charges imposed pursuant to this By-law to the tax roll for any **property** in the **Township** for which all of the **property owners** are responsible for paying the fees, **costs** and charges under this By-law and collect them in the same manner as municipal taxes in accordance with Section 398 of the Municipal Act, 2001, S.O. 2001, c. 25 as amended.
9. If peer or legal review **costs** are incurred by the **Township** in the processing of an application or approval by the **Township**, the applicant is required to pay these **costs** to the **Township**. The following are the applications or approvals subject to peer or legal review **costs**:
 - a. Agreements – Major, Minor, Registered
 - b. Garden Suites and Renewals (Zoning)
 - c. Lifting of Holding Designation (Zoning)
 - d. Minor Variance – Type 1 and Type 2
 - e. Part Lot Control Exemption By-law
 - f. Pre-Consultation Fee - Mandatory
 - g. Site Alteration Permit Application
 - h. Site Plan Application
 - i. Zoning By-law Amendment
 - j. Zoning By-Law Amendment – Aggregate
10. The **Township** is not obligated to further process an application or approval until all outstanding third party **costs**, fees and other disbursements have been paid by the applicant.
11. The fees, **costs** and charges listed in the schedules to this By-law shall, where applicable, be subject to any applicable provincial and federal taxes.
12. Any fee, **cost** or charge:
 - a. authorized by a by-law or council resolution that comes into effect on the same or a later date than this By-law; or
 - b. included in a valid agreement entered into by the **Township** and one or more other parties,shall be the approved and imposed fee, **cost** or charge for the service, activity or use of **property** specified.
13. The payment of any fee, **cost** or charge in this By-law shall be in Canadian currency.

14. The following Schedules form part of this By-law:

Schedule	Department
A	Administration
B	Finance
C	Public Works
D	Fire and Rescue Services
E	Building
F	Planning and Development
G	By-law
H	Parks
I	Optimist Recreation Centre
J	Puslinch Community Centre

15. The fees, **costs** and charges, as outlined in the schedules attached hereto and forming part of this By-law, shall be implemented and take effect on January 1, 2024.

Fire Department Specific Response Fees

16. The **property owner** shall be responsible for the payment of **fire department specific response fees** imposed by this By-law in accordance with Schedule D attached to this By-law.
17. The **Township** may use **Indemnification Technology®** to assess applicable insurance coverage for **fire department specific response fees**.
18. Where the **Township** believes and/or **Indemnification Technology®** indicates **fire department specific response fees** are applicable but the **property owner** does not have, in part or in full, insurance coverage for **fire department** charges for the **property**, the **Township** may adjust the **fire department specific response fees** to the extent of insurance coverage upon provision by the **property owner** of evidence, to the satisfaction of the **Township**, that no such insurance coverage exists or to demonstrate the limits of such coverage.

Cancellation Terms – Parks, Optimist Recreation Centre, Puslinch Community Centre

19. A refund of 80 percent will be provided where 30 days’ notice of cancellation is given prior to the rental date for the following:
- a. Puslinch Community Centre rentals.
 - b. Parks and Optimist Recreation Centre rentals of eight or more bookings.
20. A full refund will be provided where 72 hours or 3 days’ notice of cancellation is given prior to the rental date for Parks rentals and Optimist Recreation Centre rentals.

Payment Terms – Parks, Optimist Recreation Centre, Puslinch Community Centre

21. One-Time Rentals - Payment is required within five business days of contract creation.
22. Recurring Rentals Throughout the Year - Payment is required on a quarterly basis. The first payment is required within five business days of contract creation. Future payments are required quarterly.
23. Recurring Seasonal Bookings - Payment is required in two instalments. The first payment is required within five business days of contract creation. The second payment is required halfway through the season.

Exemptions, Fee Waivers, Fee Reductions

24. Government organizations are exempt from the agreement fees imposed by this By-law.

25. The Optimist Club of Puslinch is exempt from the photocopy fees imposed by this By-law for **Township** Clean-up and Remembrance Day. The Aberfoyle Agricultural Society is exempt from the photocopy fees imposed by this By-law for the Fall Fair.

26. The following events are exempt from the rental fees imposed by this By-law:

- a. Fall Fair
- b. Santa Claus Parade
- c. Canada Day
- d. Family Day
- e. Remembrance Day

27. The Winter Classic Tournament held during the Family Day Long Weekend including events held on the statutory holiday are exempt from the payment of rental fees with the exception of part-time staffing **costs**.

28. The following requests are not eligible for a fee reduction or waiver:

- a. Religious services
- b. Licences, development charges, cash in lieu of parkland, planning fees, permits, inspections, insurance, personnel costs

29. Eligible organizations can obtain one complimentary two-hour room rental for one meeting during non-prime times in the Meeting Room.

30. Usage of **Township** property must comply with the **Township's** requirements including necessary insurance, permits and approvals within the required timelines.

31. Reduced rates are not offered during prime-time for facilities or parks that have a prime-time and non-prime time rate.

32. A 75% reduced rate shall apply to organizations that meet the eligibility criteria.

33. A 90% reduced rate shall apply to Seniors' Events or Programs.

34. A 90% reduced rate shall apply to Whistle Stop Co-operative Pre-school and Guelph Community Health Centre (The Playgroup).

Reduced Rate Eligibility Criteria

35. Organizations applying for a reduced rate must meet the following eligibility criteria:

- a. Be in existence for at least one year; and
- b. have its principal address in the **Township**; and
- c. be a not-for-profit organization or an unincorporated community group; and
- d. offer services that benefit the **Township** and its residents; and
- e. be in good financial standing with the **Township** and not in litigation with the **Township**; and
- f. be in compliance with any other **Township** by-laws and policies.

For the purposes of this By-law, Puslinch Minor Sports Organizations, Puslinch Religious Organizations, Guelph Community Health Centre (The Playgroup), YMCA/YWCA of Guelph, and the Aberfoyle Agricultural Society are deemed to meet the eligibility criteria.

36. For the purposes of this By-law, services that benefit the **Township** and its residents include:

- a. Charitable community services

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

37. The following organizations are not eligible for a reduced rate:

- a. Adult sports organizations ie. Old Timers, Puslinch Kodiak's, Morriston Men's League, The Aberfoyle Dukes.
- b. County, Provincial and Federal organizations.
- c. Groups or organizations affiliated with any political party or event.
- d. Individuals, commercial organizations, and coalitions such as ratepayer associations.
- e. Hospitals, hospital foundations and hospital auxiliary groups or agencies.
- f. Educational institutions including universities, colleges, schools and associated auxiliary groups.

38. The following information will be required to review an organization's eligibility:

- a. A copy of the letters patent or articles of incorporation, if applicable.
- b. A copy of its Notification of Charitable Registration letter from the Canada Revenue Agency with any supporting documentation indicating the organization's status and terms of registration, if applicable.
- c. A copy of mandate, constitution and by-laws, as applicable.

39. Should any part of this By-law including any part of the schedules, be determined by a Court of competent jurisdiction to be invalid or of no force and effect, such invalid part of the By-law shall be severable and that the remainder of this By-law including the remainder of the Schedules, as applicable, shall continue to operate and to be in force and effect.

40. This By-law shall be known as the "User Fees and Charges By-law".

41. That By-law No. 044/22 is hereby repealed, effective January 1, 2024.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 29th DAY OF NOVEMBER 2023.

James Seeley, Mayor

Courtenay Hoytfox, Clerk

SCHEDULE A: ADMINISTRATION REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2024

TYPE OF REVENUE/USER	Unit/Descr	2023 RATE (NO TAX)	2024 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Agreements - Major - Not Registered *	Administration fee	\$569.00	\$586.00	\$0.00	\$586.00	3.0%	E	For recovery of the costs of facilitating and preparing agreements, ie. a lease agreement on Township lands.
Agreements - Minor - Not Registered *	Administration fee	\$284.00	\$292.00	\$0.00	\$292.00	2.8%	E	For recovery of the costs of facilitating and preparing agreements, ie. miscellaneous agreements.
Agreements - Registered *	Administration fee	\$871.00	\$898.00	\$0.00	\$898.00	3.1%	E	For recovery of the costs of facilitating and preparing agreements, ie. an encroachment agreement or a conditional building permit.
Doors of Puslinch Poster	Per Poster	N/A	\$17.70	\$2.30	\$20.00	100.0%	T	See Report FIN-2023-025.
Freedom of Information	Charged at the rate permitted per the legislation.						E	Regulated by Statute - See Report FIN-2017-024.
Routine Disclosure	Per Request	\$5.00	\$5.00	\$0.00	\$5.00	0.0%	E	Note 1
Signature of Commissioner	Per Document	\$22.81	\$23.51	\$3.06	\$26.57	3.1%	T	
Third Party Cost Recovery	Actual costs incurred + \$100.00 cumulative administration fee for all invoices						T	Material, equipment, labour/benefits, administration costs, third party consultant/specialist costs - See Report FIN-2020-034
* the fees denoted with an asterisk are also subject to the Township's disbursements and third party consultant fees incurred for the processing of the application.								
Note 1: Routine Disclosure								
Applies to records that may not be subject to the Municipal Freedom of Information and Protection of Privacy Act and may include but are not limited to the following types of record requests:								
*building drawings, septic drawings, surveys, occupancy permits, Committee of Adjustment or PDAC records, environmental records, site plan records, detailed financial records/invoices								
and Council records that are not available in a digital format (agendas and minutes) \$5.00 per request including the first 15 minutes of search time; \$7.50 shall be charged for each additional								
15 minutes spent by Township staff to search for the records.								

SCHEDULE B: FINANCE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2024

TYPE OF REVENUE/USER	Unit/Descr	2023 RATE (NO TAX)	2024 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Online Service Fee	Total Transaction Amount	1.75 Percent	1.75 Percent			0.0%	E	In accordance with Visa and Mastercard merchant recommendations. See Report FIN-2022-029
Photocopy	Per Page	\$0.30	\$0.31	\$0.04	\$0.35	3.3%	T	Photocopy fees are exempt for Township Clean-up and Remembrance Day in accordance with Council Resolution No. 2017-363.
Returned Cheque Fee	Per Returned Cheque	\$43.12	\$44.00	\$0.00	\$44.00	2.0%	E	For any cheques that do not clear the Township's bank account.
Tax Certificate	Per Certificate	\$64.68	\$66.00	\$0.00	\$66.00	2.0%	E	
Tax Sale Charges	Actual costs incurred						T	Cost recovery of fees and disbursements as charged by consultants and solicitors.
Third Party Cost Recovery	Actual costs incurred + \$100.00 cumulative administration fee for all invoices						T	Material, equipment, labour/benefits, administration costs, third party consultant/specialist costs - See Report FIN-2022-029.
Tile Drainage Loan Application and Inspection Fee	Flat Fee	\$227.61	\$234.00	\$0.00	\$234.00	2.8%	E	See Report FIN-2018-028

SCHEDULE C: PUBLIC WORKS REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2024

TYPE OF REVENUE/USER	Unit/Descr	2023 RATE (NO TAX)	2024 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Entrance Permit - Commercial/Industrial	Flat Fee	\$446.00	\$460.00	\$0.00	\$460.00	3.1%	E	See Report FIN-2019-027 and By-law No. 2020-032
Entrance Permit - Farm	Flat Fee	\$241.00	\$248.00	\$0.00	\$248.00	2.9%	E	See By-law No. 2020-032
Entrance Permit - Field/Woodlot	Flat Fee	\$223.00	\$230.00	\$0.00	\$230.00	3.1%	E	See Report FIN-2019-027 and By-law No. 2020-032
Entrance Permit - Residential	Flat Fee	\$268.00	\$276.00	\$0.00	\$276.00	3.0%	E	See Report FIN-2019-027
Entrance Permit - Temporary	Flat Fee	\$165.00	\$170.00	\$0.00	\$170.00	3.0%	E	See By-law No. 2020-032
Entrance Permit Deposit	Per Application	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	0.0%	E	Deposit fully refundable upon completion of the entrance and pending no damages to the roadway. See Report FIN-2021-025
Municipal Street Naming: Initial Application Review	All costs associated with any third party review, if required.						T	This fee is applicable to all Municipal Street Naming and Renaming requests in accordance with the Municipal Street Naming Policy - See Report FIN-2022-029.
Municipal Street Renaming: Application Notice Requirement	Flat Fee	\$700.00	\$722.00	\$0.00	\$722.00	3.1%	E	This fee is applicable to Municipal Street Renaming requests that comply with the naming standards in accordance with the Municipal Street Naming Policy - See Report FIN-2022-029.
Municipal Street Renaming: Aid Distribution Per Residential Property (if opted in) on the Street Proposed to be Renamed	Flat Fee	\$200.00	\$206.00	\$0.00	\$206.00	3.0%	E	<p>This fee is to be paid in full by the Requester for Municipal Street Renaming requests that comply with the naming standards - See Report FIN-2022-029.</p> <p>This fee is to be shared equally by the Township and the Requester for Municipal Street Renaming requests that do not comply with the naming standards - See Report FIN-2022-029.</p>

SCHEDULE C: PUBLIC WORKS REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2024

TYPE OF REVENUE/USER	Unit/Descr	2023 RATE (NO TAX)	2024 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Municipal Street Renaming: Aid Distribution Per Legal Business (if opted in) on the Street Proposed to be Renamed	Flat Fee	\$500.00	\$515.00	\$0.00	\$515.00	3.0%	E	This fee is to be paid in full by the Requester for Municipal Street Renaming requests that comply with the naming standards - See Report FIN-2022-029. This fee is to be shared equally by the Township and the Requester for Municipal Street Renaming requests that do not comply with the naming standards - See Report FIN-2022-029.
Municipal Street Renaming: Street Name Signage	Per Sign	\$250.00	\$257.00	\$33.41	\$290.41	2.8%	T	This fee is applicable to Municipal Street Renaming requests that comply with the naming standards in accordance with the Municipal Street Naming Policy - See Report FIN-2022-029.
Municipal Street Renaming: Street Name Signage Installation	Flat Fee	\$100.00	\$103.00	\$13.39	\$116.39	3.0%	T	This fee is applicable to Municipal Street Renaming requests that comply with the naming standards in accordance with the Municipal Street Naming Policy - See Report FIN-2022-029.
Municipal Street Renaming: Private Streets	To a Maximum of	\$500.00	\$515.00	\$0.00	\$515.00	3.0%	E	Additional fees may be borne by the owner of a private street where the street re-naming requires the amendment of existing documents. Upon verification, the Township shall notify the requester of the additional fees and the Township and the requester shall each be responsible to pay 50% of the cost to a maximum of \$1,000 total (\$500 paid by the Township and \$500 paid by the requester). Any amount exceeding \$1000 shall be the responsibility of the private street owner.
Oversize-Overweight Load Permits	Per Trip	\$113.00	\$116.00	\$0.00	\$116.00	2.7%	E	

SCHEDULE C: PUBLIC WORKS REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2024

TYPE OF REVENUE/USER	Unit/Descr	2023 RATE (NO TAX)	2024 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Third Party Cost Recovery	Actual costs incurred + \$100.00 cumulative administration fee for all invoices						T	Material, equipment, labour/benefits, administration costs, third party consultant/specialist costs

SCHEDULE D: FIRE AND RESCUE SERVICES REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2024

TYPE OF REVENUE/USER	Unit/Descr	2023 RATE (NO TAX)	2024 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Burning Permit Violations or Unauthorized Open Air Burning	Note 1						E	Emergency responses to illegal burning or burning without a permit.
Carbon Monoxide Alarms	Per Alarm	\$22.00	N/A removal of fee recommended				T	See Report FIN-2023-025
Daycare & Home Daycare Inspections	Per Inspection	\$113.26	\$116.00	\$15.08	\$131.08	2.4%	T	As mandated in the Fire Code.
Emergency Responses to Incidents such as Collisions/Fires/Hazardous Material Releases on Roadways	Note 1						E	Township residents are exempt from payment of fee for emergency responses where emergency occurs on a Township of Puslinch or County of Wellington Road.
Fire Alarm False Alarm Calls	Note 1						E	A false alarm call after the second false alarm in any calendar year.
Fire Department Specific Response Fees	Note 1 and Note 2						T	FIR-2019-010
Fire Extinguisher Training	Per Person	\$17.05	\$17.58	\$2.29	\$19.87	3.1%	T	
Fire Safety Plan Review	Per Plan	\$136.35	\$140.00	\$18.20	\$158.20	2.7%	T	
Industrial/Commercial/Institutional /Assembly/Apartment	Base Inspection	\$113.26	\$116.00	\$15.08	\$131.08	2.4%	T	Any inspections completed by the fire department that are new, complaint driven, requested or mandated.
Industrial/Commercial/Institutional /Assembly/Apartment	Plus each tenant/occupant/ apartment unit	\$28.49	\$29.00	\$3.77	\$32.77	1.8%	T	Any inspections completed by the fire department that are new, complaint driven, requested or mandated.
Information or Fire Reports	Per Report	\$85.56	\$88.00	\$0.00	\$88.00	2.9%	E	Requested for emergency incidents.
Key Boxes	Per Box	\$168.43	\$173.00	\$22.49	\$195.49	2.7%	T	For rapid entry for firefighters. See Report FIN-2020-044.
Occupancy Load	Flat Fee	\$113.26	\$116.00	\$0.00	\$116.00	2.4%	E	
Open Air Burning Permit Inspection Fee	Per Inspection	\$45.64	\$47.00	\$6.11	\$53.11	3.0%	T	As a result of a request to modify the terms and conditions of the Open Air Burning Permit.
Open Air Burning Permit	Per Permit	\$22.77	\$27.00	\$0.00	\$27.00	18.6%	E	Permit must be renewed annually. Report FIN-2023-030.
Post Fire Watch	Note 1						E	

SCHEDULE D: FIRE AND RESCUE SERVICES REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2024

TYPE OF REVENUE/USER	Unit/Descr	2023 RATE (NO TAX)	2024 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Replacement of Equipment and Resources Used	Actual costs incurred						T	Materials used in emergency responses.
Sale of Fireworks Permit	Per Permit	\$113.26	\$116.00	\$0.00	\$116.00	2.4%	E	
Setting Off or Discharge of High Hazard Fireworks Permit	Per Permit	\$113.26	\$116.00	\$0.00	\$116.00	2.4%	E	
Smoke Alarms	Per Alarm	\$8.14	N/A removal of fee recommended				T	See Report FIN-2023-025
Third Party Cost Recovery	Actual costs incurred + \$100.00 cumulative administration fee for all invoices						T	Material, equipment, labour/benefits, administration costs, third party consultant/specialist costs - See Report FIN-2022-029.
Water Tank Locks	Per Lock	\$20.24	\$20.87	\$2.71	\$23.58	3.1%	T	For locking water tank lids closed.
Special Events	No fee at this time							Requests for Attendance.
Authorized Requester Agreement - Search Fee	No fee at this time							Standard information product per record search fee - See Report FIN-2017-024.

Note 1: Standard Rate as approved by the Ministry of Transportation (MTO) adjusted periodically in accordance with the consumer price index:
MTO rate in effect as of November 1, 2022: \$543.03 Per Hour Per Truck
MTO rate in effect as of November 1, 2023: Not released at time of by-law preparation.
MTO rate in effect as of November 1, 2024: Not released at time of by-law preparation.

Note 2: Fire Department Specific Response Fees
Fire department specific response fees shall be the total of:
a. Current MTO* rate per unit per hour or portion thereof for each unit
b. rate per person per hour or portion thereof for each firefighter
c. other costs including but not limited to: foam, metered water, and any other consumable supplies. Air tank re-filling, cleaning equipment, DSPA or similar type units, cost to replace damaged or destroyed equipment, specialized response costs from automatic/mutual aid agreements, fire protection agreements, water bomber drops, etc.

* The MTO rate per unit per hour is set by the Ministry of Transportation. This rate is adjusted periodically in accordance with the consumer price index.
Such fees shall be charged and calculated on the basis of each **fire department** vehicle attending, resources consumed in attendance to the **property** incident. The time shall be measured from the time of departure of each unit from the **fire department's** facilities to the time the unit is cleared for the next call out.

SCHEDULE E: BUILDING REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2024

TYPE OF REVENUE/USER	Unit/Descr	2023 RATE (NO TAX)	2024 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Minimum Permit Fee	Flat Fee	\$176.00	\$181.00	\$0.00	\$181.00	2.8%	E	For all work unless otherwise noted
<u>NEW BUILDING, ADDITIONS, MEZZANINES</u>								
<u>Group A & B: Assembly & Care and Detention Buildings</u>								
Shell	Per Sq. Foot	\$2.75	\$2.83	\$0.00	\$2.83	2.9%	E	See Report FIN-2017-024
Finished	Per Sq. Foot	\$3.07	\$3.16	\$0.00	\$3.16	2.9%	E	See Report FIN-2017-024
<u>Group C: Residential Buildings</u>								
Houses, Townhouses, and Apartments	Per Sq. Foot	\$2.20	\$2.26	\$0.00	\$2.26	2.7%	E	
Manufactured Home	Per Sq. Foot	\$1.65	\$1.70	\$0.00	\$1.70	3.0%	E	
Garage/carport/shed/boathouse	Per Sq. Foot	\$0.87	\$0.89	\$0.00	\$0.89	2.3%	E	See Report FIN-2018-028
Deck, porch, dock	Flat Fee	\$176.00	\$181.00	\$0.00	\$181.00	2.8%	E	
<u>Group D & E: Business and Personal Service and Mercantile Buildings</u>								
Shell	Per Sq. Foot	\$2.08	\$2.14	\$0.00	\$2.14	2.9%	E	See Report FIN-2017-024
Finished	Per Sq. Foot	\$2.45	\$2.52	\$0.00	\$2.52	2.9%	E	See Report FIN-2017-024
<u>Group F: Industrial Buildings</u>								
Shell	Per Sq. Foot	\$0.84	\$0.86	\$0.00	\$0.86	2.4%	E	See Report FIN-2017-024
Finished	Per Sq. Foot	\$1.07	\$1.10	\$0.00	\$1.10	2.8%	E	See Report FIN-2017-024
<u>Farm Buildings</u>								
New Building	Per Sq. Foot	\$0.35	\$0.36	\$0.00	\$0.36	2.9%	E	See Report FIN-2017-024
<u>INTERIOR FINISHES AND ALTERATIONS - ALL CLASSIFICATIONS</u>								
Finishes to all areas	Per Sq. Foot	\$0.59	\$0.60	\$0.00	\$0.60	1.7%	E	
<u>SEWAGE SYSTEMS</u>								
New Installation	Flat Fee	\$709.00	\$731.00	\$0.00	\$731.00	3.1%	E	
Replacement or alteration	Flat Fee	\$532.00	\$548.00	\$0.00	\$548.00	3.0%	E	
<u>ALTERNATIVE SOLUTIONS</u>								
All buildings/systems within scope of Part 9	Flat Fee	\$569.00	\$586.00	\$0.00	\$586.00	3.0%	E	See Report FIN-2017-024
All buildings/systems within scope of Part 3	Flat Fee	\$1,139.00	\$1,174.00	\$0.00	\$1,174.00	3.1%	E	See Report FIN-2017-024
<u>SPECIAL CATEGORIES AND MISCELLANEOUS</u>								
Change of Use Permit (No Construction)	Flat Fee	\$227.00	\$234.00	\$0.00	\$234.00	3.1%	E	See Report FIN-2017-024
Construction prior to issuance of a permit	100% of permit fee						E	Fee is in addition to all other required permit fees.

SCHEDULE E: BUILDING REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES EFFECTIVE 2024								
TYPE OF REVENUE/USER	Unit/Descr	2023 RATE (NO TAX)	2024 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Conditional Permits	20% of permit fee						E	Fee is in addition to all other required permit fees.
Demolition Permit	Flat Fee	\$176.00	\$181.00	\$0.00	\$181.00	2.8%	E	
Designated Structure Permit	Flat Fee	\$473.00	\$487.00	\$0.00	\$487.00	3.0%	E	Listed per Div.A, 1.3.1.1 Solar installation
Fireplace/Woodstove	Flat Fee	\$176.00	\$181.00	\$0.00	\$181.00	2.8%	E	
Inspection of works not ready	Flat Fee	\$176.00	\$181.00	\$0.00	\$181.00	2.8%	E	At the discretion of the Chief Building Official. Includes code violations and deficiencies.
Occupancy Permit	Flat Fee	\$176.00	\$181.00	\$0.00	\$181.00	2.8%	E	
Occupancy without an Occupancy Permit	Flat Fee	\$284.00	\$292.00	\$0.00	\$292.00	2.8%	E	At the discretion of the Chief Building Official. This fee is not imposed as it relates to the current initiative of closing old open building permits as approved by Council in the 2018 Budget.
Portables	Flat Fee	\$227.00	\$234.00	\$0.00	\$234.00	3.1%	E	
Reproduction of Digital Drawings	Per Page	\$5.00	\$5.15	\$0.67	\$5.82	3.0%	T	Current rate covers the cost for the digital reproduction of (1) digital copy of drawings - See Report FIN-2022-029.
Revision to Approved Plans	Flat Fee	\$354.00	\$365.00	\$0.00	\$365.00	3.1%	E	Before or after a permit is issued - significant changes to approved plans requiring further review. Minor revisions which result in no fee include eliminating a closet, finishing a three-piece bathroom, cosmetic changes, layout changes, removing non-load bearing walls, etc.
Sign Permits	Flat Fee	\$295.00	\$304.00	\$0.00	\$304.00	3.1%	E	With building permit
Storefront replacement	Flat Fee	\$227.00	\$234.00	\$0.00	\$234.00	3.1%	E	
Tents	Flat Fee	\$237.00	\$244.00	\$0.00	\$244.00	3.0%	E	Tents and air-supported structures shall be in conformance with the Building Code and Section 2.9 of the Fire Code. Report FIN-2019-031
Third Party Cost Recovery	Actual costs incurred + \$100.00 cumulative administration fee for all invoices						T	Material, equipment, labour/benefits, administration costs, third party consultant/specialist costs - See Report FIN-2020-034
Transfer of Permit	Flat Fee	\$176.00	\$181.00	\$0.00	\$181.00	2.8%	E	

INTERPRETATION

- The following requirements are to be applied in the calculation of permit fees:
- Floor area of the proposed work is to be measured to the outer face of exterior walls and to the centre line of party walls or demising walls.
 - Unfinished loft space, habitable attics, mezzanines and interior balconies are to be included in all floor area calculations.
 - Unfinished basement space and attached residential garages are not included in floor area calculations.
 - The occupancy categories in this Schedule correspond with the major occupancy classifications in the Ontario Building Code. For multiple occupancy floor areas, the permit fees for each of the applicable

SCHEDULE E: BUILDING REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2024

TYPE OF REVENUE/USER	Unit/Descr	2023 RATE (NO TAX)	2024 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
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- occupancy categories may be used.
- In the case of interior alterations or renovations, area of proposed work is the actual space receiving the work, e.g. tenant suite.
- Additional permit fees are not required for an attached deck to a residential dwelling, when the deck is shown on the approved residential building plans.
- For classes of permits not described in this Schedule, a reasonable permit fee shall be determined by the Chief Building Official.

SCHEDULE F: PLANNING AND DEVELOPMENT REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2024

TYPE OF REVENUE/USER	Unit/Dscr	2023 RATE (NO TAX)	2024 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Agreements - Minor - Not Registered *	Administration fee	\$284.00	\$292.00	\$0.00	\$292.00	2.8%	E	For recovery of the costs of facilitating and preparing agreements, ie. maintenance and operations agreement
Agreements - Registered *	Administration fee	\$872.00	\$899.00	\$0.00	\$899.00	3.1%	E	For recovery of the costs of facilitating and preparing agreements, ie. planning act applications and building permit agreements (ie. permission to have a second dwelling while another is being built), etc.
Compliance Letter - Type 1	Flat Fee	\$85.00	\$87.00	\$0.00	\$87.00	2.4%	E	Note 3
Compliance Letter - Type 2	Flat Fee	\$128.00	\$132.00	\$0.00	\$132.00	3.1%	E	Note 4
Consent Review and Condition Clearance	Flat Fee	\$152.00	\$156.00	\$0.00	\$156.00	2.6%	E	
Consent Review and Condition Clearance - Safe Access Clearance	Flat Fee	\$55.00	\$56.00	\$0.00	\$56.00	1.8%	E	Report FIN-2022-029
Garden Suites and Renewals (Zoning) *	Administration fee	\$1,342.00	\$1,383.00	\$0.00	\$1,383.00	3.1%	E	Report FIN-2019-034
Lifting of Holding Designation (Zoning) *	Administration fee	\$668.00	\$1,472.00	\$0.00	\$1,472.00	120.4%	E	Report FIN-2023-025
Minor Variance - Type 1 *	Administration fee	\$806.00	\$830.00	\$0.00	\$830.00	3.0%	E	Note 1
Minor Variance - Type 2 *	Administration fee	\$1,365.00	\$1,407.00	\$0.00	\$1,407.00	3.1%	E	Note 2
Ownership List Confirmation	Flat Fee	\$77.00	\$79.00	\$0.00	\$79.00	2.6%	E	See Report FIN-2019-027
Part Lot Control Exemption By-law *	Administration fee	\$667.00	\$1,472.00	\$0.00	\$1,472.00	120.7%	E	Report FIN-2023-025
Pre-Consultation Fee - Mandatory *	Administration fee	\$686.00	\$1,052.00	\$0.00	\$1,052.00	53.4%	E	Report FIN-2022-029 and Report FIN-2023-025
Site Plan Application *	Administration fee	\$1,500.00	\$1,546.00	\$0.00	\$1,546.00	3.1%	E	Report FIN-2022-029 and Report FIN-2023-025
Telecommunication Tower Proposals	Flat Fee	\$2,803.00	\$2,890.00	\$0.00	\$2,890.00	3.1%	E	Report FIN-2021-25 - Township administration fee and third party fee.
Third Party Cost Recovery	Actual costs incurred + \$100.00 cumulative administration fee for all invoices						T	Material, equipment, labour/benefits, administration costs, third party consultant/specialist costs - See Report FIN-2020-034
Zoning By-Law Amendment - Aggregate *	Administration fee	\$17,111.00	\$17,641.00	\$0.00	\$17,641.00	3.1%	E	Report FIN-2023-025
Zoning By-Law Amendment *	Administration fee	\$2,500.00	\$2,577.00	\$0.00	\$2,577.00	3.1%	E	Report FIN-2022-029 and Report FIN-2023-025

INTERPRETATION

* the fees denoted with an asterisk are also subject to the Township's disbursements and third party consultant fees incurred for the processing of the application.

SCHEDULE F: PLANNING AND DEVELOPMENT REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2024

TYPE OF REVENUE/USER	Unit/Descr	2023 RATE (NO TAX)	2024 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
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Note 1: Minor Variance - Type 1

Any minor variance application to permit any of the following on residential properties:

- Lot line setbacks for single family dwellings and accessory structures
- Height variances for single family dwellings and accessory structures
- Maximum size of accessory structure variances
- Maximum size of accessory unit variances

Note 2: Minor Variance - Type 2

All other minor variance applications not listed under Type 1.

Note 3: Compliance Letter - Type 1

Includes known building permit history and status as well as applicable zoning designation and permitted uses.

Note 4: Compliance Letter - Type 2 (Type 1 fee plus 50%)

Includes known building permit history and status as well as applicable zoning designation and permitted uses, the status of registered site plans and securities but does not include a title search.

Refund of Application Fees

In the case of a withdrawal or abandonment of an application, staff shall determine the amount of paid fees that may be refunded to the applicant, if any, in accordance with the following

- a.) 80 percent (80%) if administrative functions have only been performed;
- b.) 70 percent (70%) if administrative and zoning functions have only been performed;
- c.) 45 percent (45%) if administrative, zoning, and a completed application has been circulated with comments;
- d.) 35 percent (35%) if application has been sent for second submission and comments have been received;
- e.) no refund shall be made if the application has been approved by Committee and/or Council

SCHEDULE G: BY-LAW REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES EFFECTIVE 2024								
TYPE OF REVENUE/USER	Unit/Descr	2023 RATE (NO TAX)	2024 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Dog Tags	Per Tag	\$32.99	\$34.00	\$0.00	\$34.00	3.1%	E	No more than 3 dogs are permitted per dwelling unit, to a maximum of 5 dogs per property (only where a legal accessory apartment is permitted).
Replacement Dog Tag	Per Tag	\$11.00	\$11.34	\$0.00	\$11.34	3.1%	E	See Report FIN-2020-044
Fence Viewer's Application	Per Application	\$341.97	\$352.00	\$0.00	\$352.00	2.9%	E	
Filming Permit Fee	Flat Fee	\$569.58	\$587.00	\$0.00	\$587.00	3.1%	E	Filming of special events on Township lands/roads.
Filming Permit Security Deposit	Per Filming Permit - days 1 to 3	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00	0.0%	E	For filming projects one (1) to three (3) days in duration - see Report FIN-2022-029 and Filming Policy No. 2022-005.
Filming Permit Security Deposit	Per Filming Permit - each subsequent day after day 3	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00	0.0%	E	After three days of filming, an additional \$2,000 will be required for each subsequent day. See Report FIN-2022-029 and Filming Policy No. 2022-005.
Kennel Licence - New Application	Per Application	\$539.00	\$555.00	\$0.00	\$555.00	3.0%	E	See By-law No. 024-2021
Kennel Licence - Renewal Application	Per Application	\$215.60	\$222.00	\$0.00	\$222.00	3.0%	E	See By-law No. 024-2021
Kennel Licence - Alteration Application	Per Application	N/A	\$222.00	\$0.00	\$222.00	100.0%	E	Report FIN-2023-025
Kennel Licence - Retiring Application	Per Application	\$80.85	\$83.00	\$0.00	\$83.00	2.7%	E	See By-law No. 024-2021
Liquor License Letter	Per Inspection	\$177.03	\$182.00	\$0.00	\$182.00	2.8%	E	Requested or required inspection of licensed sales establishments (as defined by the Liquor Licence Establishment Board of Ontario) that requires an inspection and/or a letter.
Lottery Licence	3% of prize value						E	Fee regulated by AGCO (Nevada, Raffle, Bazaar, etc.).
Municipal Addressing Sign	Flat Fee	\$23.10	\$23.82	\$3.10	\$26.92	3.1%	T	
Municipal Addressing Post	Flat Fee	\$23.10	\$23.82	\$3.10	\$26.92	3.1%	T	
Property Standards Appeal Fee	Flat Fee	\$290.29	\$299.00	\$0.00	\$299.00	3.0%	E	Report FIN-2019-031
Publicized Displays Application Fee	Flat Fee	\$150.00	\$154.00	\$0.00	\$154.00	2.7%	E	Report FIN-2022-029 and Publicized Displays By-law No. 2022-008
Publicized Displays Appeal Fee	Flat Fee	\$30.00	\$30.93	\$0.00	\$30.93	3.1%	E	Report FIN-2022-029 and Publicized Displays By-law No. 2022-008

TYPE OF REVENUE/USER	Unit/Descr	2023 RATE (NO TAX)		2024 RATE (NO TAX)		13% HST	RATE INCL HST		% CHANGE	HST STATUS	COMMENTS
Reinspection Fee	Flat Fee Per Reinspection	\$75.00		\$77.00		\$0.00	\$77.00		2.7%	E	Not charged on first inspections (ie. the inspection to determine if a violation is occurring). Reinspection will be charged each subsequent time the By-law Enforcement, Property Standards, and Licensing Officer attends the site to inspect and compliance has not been achieved (does not include inspections for the purpose of gathering further information). See Report FIN-2022-029.
Septic Compliance Letter	Flat Fee	\$85.56		\$88.00		\$0.00	\$88.00		2.9%	E	Fee charged is consistent for all Township departments.
Sign Permits	Flat Fee	\$113.26		\$116.00		\$0.00	\$116.00		2.4%	E	Without building permit.
Site Alteration Permit Application *	Administration Fee	\$1,800 plus \$75 per hectare (rounded to the greater whole aggregate).									
Site Alteration Permit Application - Normal Farm Practices *	Administration Fee	See Third Party Cost Recovery Fee Below		\$103.00		\$0.00	\$103.00		100.0%	E	See Report FIN-2023-025
Site Alteration Permit Service Fee	Per m³	\$0.06		\$0.06		\$0.00	\$0.06		0.0%	E	Paid at time of application.
Special Events Permit	Per Letter	\$85.56		\$88.00		\$0.00	\$88.00		2.9%	E	Report FIN-2022-029
Swimming Pool Enclosure Permit	Flat Fee	\$244.11		\$251.00		\$0.00	\$251.00		2.8%	E	
Third Party Cost Recovery	Actual costs incurred + \$100.00 cumulative administration fee for all invoices									T	Material, equipment, labour/benefits, administration costs, third party consultant/specialist costs - See Report FIN-2020-034
* the fees denoted with an asterisk are also subject to the Township's disbursements and third party consultant fees incurred for the processing of the application.											

SCHEDULE H: PARKS REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2024

TYPE OF REVENUE/USER Note 1	Unit/Descr	2023 RATE (NO TAX)	2024 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Ball Diamonds - No Lights	Per Hour	\$23.76	\$24.50	\$3.19	\$27.69	3.1%	T	
75% Reduced Rate - Ball Diamonds - No Lights	Per Hour	\$5.94	\$6.12	\$0.80	\$6.92	3.0%	T	
90% Reduced Rate - Ball Diamonds - No Lights	Per Hour	\$2.37	\$2.44	\$0.32	\$2.76	3.0%	T	Note 2
Ball Diamonds - Lights	Per Hour	\$35.63	\$36.74	\$4.78	\$41.52	3.1%	T	after 8:30 p.m.
75% Reduced Rate - Ball Diamonds - Lights	Per Hour	\$8.80	\$9.07	\$1.18	\$10.25	3.1%	T	after 8:30 p.m.
90% Reduced Rate - Ball Diamonds - Lights	Per Hour	\$3.56	\$3.67	\$0.48	\$4.15	3.1%	T	after 8:30 p.m. Note 2
All Ball Diamonds	Per Day	\$178.25	\$183.78	\$23.89	\$207.67	3.1%	T	
75% Reduced Rate - All Ball Diamonds	Per Day	\$44.54	\$45.93	\$5.97	\$51.90	3.1%	T	
90% Reduced Rate - All Ball Diamonds	Per Day	\$17.83	\$18.39	\$2.39	\$20.78	3.1%	T	Note 2
Ball Diamonds - Dragging	Per Occurrence	\$45.53	\$46.95	\$6.10	\$53.05	3.1%	T	Upon request and approval - June 15, 2016 Special Council Meeting.
75% Reduced Rate - Ball Diamonds - Dragging	Per Occurrence	\$11.38	\$11.73	\$1.52	\$13.25	3.1%	T	Upon request and approval - June 15, 2016 Special Council Meeting.
90% Reduced Rate - Ball Diamonds - Dragging	Per Occurrence	\$4.55	\$4.69	\$0.61	\$5.30	3.1%	T	Upon request and approval - June 15, 2016 Special Council Meeting. Note 2
Soccer Field - No Lights	Per Hour	\$30.24	\$31.18	\$4.05	\$35.23	3.1%	T	Development of a fee - Report FIN-2017-012
75% Reduced Rate - Soccer Field - No Lights	Per Hour	\$7.59	\$7.82	\$1.02	\$8.84	3.0%	T	Development of a fee - Report FIN-2017-012
90% Reduced Rate - Soccer Field - No Lights	Per Hour	\$3.02	\$3.11	\$0.40	\$3.51	3.0%	T	Development of a fee - Report FIN-2017-012 Note 2
Soccer Field - Lights	Per Hour	N/A	\$38.00	\$4.94	\$42.94	100.0%	T	Development of a fee - Report FIN-2023-025
75% Reduced Rate - Soccer Field - Lights	Per Hour	N/A	\$9.50	\$1.24	\$10.74	100.0%	T	Development of a fee - Report FIN-2023-025
90% Reduced Rate - Soccer Field - Lights	Per Hour	N/A	\$3.80	\$0.49	\$4.29	100.0%	T	Development of a fee - Report FIN-2023-025 Note 2
Soccer Field - No Lights	Per Day	\$307.67	\$317.21	\$41.24	\$358.45	3.1%	T	Development of a fee - Report FIN-2017-012
75% Reduced Rate - Soccer Field - No Lights	Per Day	\$76.87	\$79.26	\$10.30	\$89.56	3.1%	T	Development of a fee - Report FIN-2017-012
90% Reduced Rate - Soccer Field - No Lights	Per Day	\$30.77	\$31.73	\$4.12	\$35.85	3.1%	T	Development of a fee - Report FIN-2017-012 Note 2
Soccer Field - Lights	Per Day	N/A	\$386.59	\$50.26	\$436.85	100.0%	T	Development of a fee - Report FIN-2023-025
75% Reduced Rate - Soccer Field - Lights	Per Day	N/A	\$96.65	\$12.56	\$109.21	100.0%	T	Development of a fee - Report FIN-2023-025
90% Reduced Rate - Soccer Field - Lights	Per Day	N/A	\$38.66	\$5.03	\$43.68	100.0%	T	Development of a fee - Report FIN-2023-025 Note 2
Ball Diamond Advertising	Per Season	\$199.58	\$205.77	\$26.75	\$232.52	3.1%	T	Available from May to October

SCHEDULE H: PARKS REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2024

TYPE OF REVENUE/USER Note 1	Unit/Descr	2023 RATE (NO TAX)	2024 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
75% Reduced Rate - Ball Diamond Advertising	Per Season	\$49.82	\$51.37	\$6.68	\$58.05	3.1%	T	Available from May to October
90% Reduced Rate - Ball Diamond Advertising	Per Season	\$19.96	\$20.58	\$2.68	\$23.26	3.1%	T	Available from May to October Note 2
Horse Paddock	Per Day	\$228.06	\$235.13	\$30.57	\$265.70	3.1%	T	Rental restricted to horse paddock and tractor pull area.
75% Reduced Rate - Horse Paddock	Per Day	\$56.97	\$58.74	\$7.64	\$66.38	3.1%	T	Rental restricted to horse paddock and tractor pull area.
90% Reduced Rate - Horse Paddock	Per Day	\$22.81	\$23.52	\$3.06	\$26.58	3.1%	T	Rental restricted to horse paddock and tractor pull area. Note 2
Picnic Shelter	Per Hour	\$22.77	\$23.48	\$3.05	\$26.53	3.1%	T	
75% Reduced Rate - Picnic Shelter	Per Hour	\$5.69	\$5.86	\$0.76	\$6.62	3.0%	T	
90% Reduced Rate - Picnic Shelter	Per Hour	\$2.27	\$2.34	\$0.30	\$2.64	3.1%	T	Note 2
Picnic Shelter	Per Day	\$91.16	\$93.99	\$12.22	\$106.21	3.1%	T	
75% Reduced Rate - Picnic Shelter	Per Day	\$22.79	\$23.50	\$3.06	\$26.56	3.1%	T	
90% Reduced Rate - Picnic Shelter	Per Day	\$9.11	\$9.39	\$1.22	\$10.61	3.1%	T	Note 2
Tennis Courts - No Lights	Per Hour	\$21.56	\$22.23	\$2.89	\$25.12	3.1%	T	See Report FIN-2021-025
75% Reduced Rate - Tennis Courts - No Lights	Per Hour	\$5.39	\$5.55	\$0.72	\$6.27	3.0%	T	See Report FIN-2021-025
90% Reduced Rate - Tennis Courts - No Lights	Per Hour	\$2.15	\$2.21	\$0.29	\$2.50	2.8%	T	See Report FIN-2021-025 Note 2
Tennis Courts - Lights	Per Hour	\$32.34	\$33.35	\$4.34	\$37.69	3.1%	T	See Report FIN-2021-025
75% Reduced Rate - Tennis Courts - Lights	Per Hour	\$8.09	\$8.34	\$1.08	\$9.42	3.1%	T	See Report FIN-2021-025
90% Reduced Rate - Tennis Courts - Lights	Per Hour	\$3.23	\$3.34	\$0.43	\$3.77	3.1%	T	See Report FIN-2021-025 Note 2
Fireworks Security Deposit	Per Display	\$500.00	\$500.00	\$0.00	\$500.00	0.0%	E	Clean up of Township lands after fireworks display.
Baseball Equipment and Lights Security Deposit	Per Season	\$50.00	\$50.00	\$0.00	\$50.00	0.0%	E	Lights key provided to ball diamond rentals with light use. Equipment key provided to renters with a minimum of eight rentals.
Picnic Shelter Washroom Key Security Deposit	Per Rental	\$50.00	\$50.00	\$0.00	\$50.00	0.0%	E	
Horse Paddock Security Deposit	Per Rental	\$300.00	\$300.00	\$0.00	\$300.00	0.0%	E	
Note 1: Booking availability of Township fields are dependent on field conditions.								
Note 2: A 90% reduced rate shall apply to Seniors' Events or Programs, Whistle Stop Co-operative Pre-school and Guelph Community Health Centre (The Playgroup).								

SCHEDULE I: OPTIMIST RECREATION CENTRE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2024

TYPE OF REVENUE/USER	Unit/Descr	2023 RATE (NO TAX)	2024 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Arena Floor	Per Hour	\$76.87	\$79.26	\$10.30	\$89.56	3.1%	T	Includes use of change rooms
75% Reduced Rate - Arena Floor	Per Hour	\$19.14	\$19.74	\$2.57	\$22.31	3.1%	T	Includes use of change rooms
90% Reduced Rate - Arena Floor	Per Hour	\$7.69	\$7.93	\$1.03	\$8.96	3.1%	T	Includes use of change rooms Note 2
Ice - Non - Prime	Per Hour	\$64.11	\$66.10	\$8.59	\$74.69	3.1%	T	Includes use of change rooms Note 1
75% Reduced Rate - Ice - Non-Prime	Per Hour	\$15.95	\$16.45	\$2.14	\$18.59	3.1%	T	Includes use of change rooms Note 1
90% Reduced Rate - Ice - Non-Prime	Per Hour	\$6.41	\$6.61	\$0.86	\$7.47	3.1%	T	Includes use of change rooms Note 1 and Note 2
Ice - Prime	Per Hour	\$184.18	\$234.00	\$30.42	\$264.42	27.0%	T	Includes use of change rooms. Report FIN-2023-030. Note 1
Gymnasium	Per Hour	\$34.98	\$36.07	\$4.69	\$40.76	3.1%	T	
75% Reduced Rate - Gymnasium	Per Hour	\$8.69	\$8.96	\$1.16	\$10.12	3.1%	T	
90% Reduced Rate - Gymnasium	Per Hour	\$3.47	\$3.57	\$0.46	\$4.03	2.9%	T	Note 2
Rink Board Advertising	Per Year	\$399.15	\$411.53	\$53.50	\$465.03	3.1%	T	
75% Reduced Rate - Rink Board Advertising	Per Year	\$99.74	\$102.84	\$13.37	\$116.21	3.1%	T	
90% Reduced Rate - Rink Board Advertising	Per Year	\$39.92	\$41.16	\$5.35	\$46.51	3.1%	T	Note 2

Note 1:

- Ice - Non-Prime: Weekdays from 9:00 am to 5:00 pm
- Ice - Prime: Weekdays from 5:00 pm to 10:00 pm, Saturdays, Sundays

Note 2: A 90% reduced rate shall apply to Seniors' Events or Programs, Whistle Stop Co-operative Pre-school and Guelph Community Health Centre (The Playgroup).

SCHEDULE J: PUSLINCH COMMUNITY CENTRE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2024

TYPE OF REVENUE/USER	Unit/Descr	2023 RATE (NO TAX)	2024 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Meeting Room - Non Resident Rental or Commercial Rental	Per Hour	\$37.12	\$38.28	\$4.98	\$43.26	3.1%	T	Maximum 8 hour charge if renting with a full day booking of the Hall. Example of Commercial Rentals include Auctions, Sale of Merchandise - See Report FIN-2019-031
Meeting Room	Per Hour	\$29.69	\$30.62	\$3.98	\$34.60	3.1%	T	Maximum 8 hour charge if renting with a full day booking of the Hall.
75% Reduced Rate - Meeting Room	Per Hour	\$7.36	\$7.59	\$0.99	\$8.58	3.1%	T	Maximum 8 hour charge if renting with a full day booking of the Hall.
90% Reduced Rate - Meeting Room	Per Hour	\$2.96	\$3.05	\$0.40	\$3.45	3.0%	T	Maximum 8 hour charge if renting with a full day booking of the Hall. Note 3
Hall - Non-Prime - Non Resident Rental or Commercial Rental	Per Hour	\$79.71	\$82.18	\$10.68	\$92.86	3.1%	T	Minimum of a 3 hour booking required. Example of Commercial Rentals include Auctions, Sale of Merchandise - See Report FIN-2019-031 Note 1 and Note 2
Hall - Non-Prime	Per Hour	\$63.78	\$65.76	\$8.55	\$74.31	3.1%	T	Minimum of a 3 hour booking required. Note 1 and Note 2
75% Reduced Rate - Hall - Non-Prime	Per Hour	\$15.95	\$16.45	\$2.14	\$18.59	3.1%	T	Minimum of a 3 hour booking required. Note 1 and Note 2
90% Reduced Rate - Hall - Non-Prime	Per Hour	\$6.37	\$6.57	\$0.85	\$7.42	3.1%	T	Minimum of a 3 hour booking required. Note 1, Note 2, and Note 3
Hall - Non-Prime - Non Resident Rental or Commercial Rental	Full Day Rental	\$542.08	\$558.88	\$72.65	\$631.53	3.1%	T	Example of Commercial Rentals include Auctions, Sale of Merchandise - See Report FIN-2019-031 Note 1 and Note 2
Hall - Non-Prime	Full Day Rental	\$433.67	\$447.12	\$58.13	\$505.25	3.1%	T	Note 1 and Note 2
75% Reduced Rate - Hall - Non-Prime	Full Day Rental	\$108.43	\$111.80	\$14.53	\$126.33	3.1%	T	Note 1 and Note 2
90% Reduced Rate - Hall - Non-Prime	Full Day Rental	\$43.33	\$44.68	\$5.81	\$50.49	3.1%	T	Note 1, Note 2, and Note 3
Hall - Prime - Non Resident Rental or Commercial Rental	Full Day Rental	\$711.01	\$986.16	\$128.20	\$1,114.36	38.7%	T	Example of Commercial Rentals include Auctions, Sale of Merchandise - See Report FIN-2019-031 and Report FIN-2023-030. Note 1 and Note 2
Hall - Prime	Full Day Rental	\$568.81	\$586.45	\$76.24	\$662.69	3.1%	T	Note 1 and Note 2
Hall - Prime - Non Resident Rental or Commercial Rental	Per Hour	N/A	\$82.18	\$10.68	\$92.86	100.0%	T	Additional hours beyond the 12 hour full day rental maximum subject to availability.
Hall - Prime	Per Hour	N/A	\$65.76	\$8.55	\$74.31	100.0%	T	Additional hours beyond the 12 hour full day rental maximum subject to availability.

SCHEDULE J: PUSLINCH COMMUNITY CENTRE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2024

TYPE OF REVENUE/USER	Unit/Descr	2023 RATE (NO TAX)	2024 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Hall - Set-up Fee - Non Resident Rental or Commercial Rental	Per Hour	\$79.71	\$82.18	\$10.68	\$92.86	3.1%	T	Example of Commercial Rentals include Auctions, Sale of Merchandise - See Report FIN-2019-031 Note 1, Note 2 and Note 5
Hall - Set-up Fee	Per Hour	\$63.78	\$65.76	\$8.55	\$74.31	3.1%	T	Note 1, Note 2 and Note 5
Use of Kitchen Facilities - Non Prime - Non Resident Rental or Commercial Rental	Per Hour	\$38.91	\$47.00	\$6.11	\$53.11	20.8%	T	Minimum of a 3 hour booking required. Example of Commercial Rentals include Auctions, Sale of Merchandise - See Report FIN-2019-031 Note 1 and Note 2
Use of Kitchen Facilities - Non Prime	Per Hour	\$31.13	\$32.10	\$4.17	\$36.27	3.1%	T	Minimum of a 3 hour booking required. Note 1 and Note 2
75% Reduced Rate - Use of Kitchen Facilities - Non Prime	Per Hour	\$7.78	\$8.02	\$1.04	\$9.06	3.1%	T	Minimum of a 3 hour booking required. Note 1 and Note 2
90% Reduced Rate - Use of Kitchen Facilities - Non Prime	Per Hour	\$3.11	\$3.20	\$0.42	\$3.62	2.9%	T	Minimum of a 3 hour booking required. Note 1, Note 2, and Note 3
Licenced Events Using Patio - Non Resident Rental or Commercial Rental	Flat Rate	\$81.52	\$84.05	\$10.93	\$94.98	3.1%	T	Example of Commercial Rentals include Auctions, Sale of Merchandise - See Report FIN-2019-031 Note 6
Licenced Events Using Fenced Outdoor Patio	Flat Rate	\$65.21	\$67.24	\$8.74	\$75.98	3.1%	T	Note 6
75% Reduced Rate - Licenced Events Using Fenced Outdoor Patio	Flat Rate	\$16.30	\$16.80	\$2.18	\$18.98	3.1%	T	Note 6
90% Reduced Rate - Licenced Events Using Fenced Outdoor Patio	Flat Rate	\$6.52	\$6.72	\$0.87	\$7.59	3.1%	T	Note 3 and Note 6
Personnel Costs	Per Hour Per Personnel	Actual Costs Incurred					T	See Report REC-2023-004 and Report FIN-2023-030. Personnel Costs are applicable for any additional staffing requirements for events at the discretion of the Director of Public Works, Parks and Facilities subject to operational demands and staff availability
Facility Rental Security Deposit - Hall Rental Only or Hall and Meeting Room Rental	Per Booking	\$1,500.00	\$1,500.00	\$0.00	\$1,500.00	0.0%	E	See Report FIN-2022-029 and Note 4
Facility Rental Security Deposit - Meeting Room/Kitchen Facility Only	Per Booking	\$365.00	\$365.00	\$0.00	\$365.00	0.0%	E	See Report FIN-2022-029 and Note 4

Note 1: Hall rentals include the use of the kitchen facility (dishes, silverware, cooking utensils, dishwasher, coffee maker, etc. included)
Note 2: Hall - Non-Prime: Monday to Thursday and Sunday Rentals; Hall - Prime: Friday and Saturday
Note 3: A 90% reduced rate shall apply to Seniors' Events or Programs, Whistle Stop Co-operative Pre-school and Guelph Community Health Centre (The Playgroup).
Note 4: The security deposit is fully refundable after the Event, provided there are no damages to the facility, the access key is returned, and all terms of the Township’s Alcohol Risk Management policy, the Special Occasion Permit or Caterer’s Endorsement, any Township agreements and all applicable federal, provincial and municipal laws, policies, guidelines, regulations and by-laws, including without limitation, the Liquor Licence and Control Act, 2019 are adhered to.

SCHEDULE J: PUSLINCH COMMUNITY CENTRE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2024

TYPE OF REVENUE/USER	Unit/Descr	2023 RATE (NO TAX)	2024 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
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Note 5: Set-up is after 5:00 p.m. on Friday only and must include a Saturday rental. This service is only available if the hall is not booked 7 days prior to the event date.

Note 6: If the outdoor patio has been included on the Special Occasion Permit or Caterer’s Endorsement, Township Staff will fence the outdoor patio.

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 049-2023

Being a by-law to authorize the entering into a Data Sharing and Services Agreement with the Municipal Property Assessment Corporation.

WHEREAS the *Municipal Act*, S.O. 2001, c.25 authorizes a municipality to enter into Agreements;

AND WHEREAS the *Municipal Act*, S.O. 2001, c.25 authorizes a municipality to delegate authority in accordance with the provisions in the *Municipal Act*;

AND WHEREAS the Council for the Corporation of the Township of Puslinch deems it appropriate to enter into a Data Sharing and Services Agreement with the Municipal Property Assessment Corporation;

AND WHEREAS the Council for the Corporation of the Township of Puslinch deems it expedient to delegate authority to the Clerk to execute on behalf of the Township amendments to the Data Sharing and Services Agreement that have no budgetary impact;

NOW THEREFORE the Corporation of the Township of Puslinch hereby enacts as follows:

- 1. That the Corporation of the Township of Puslinch enter into a Data Sharing and Services Agreement with the Municipal Property Assessment Corporation.
- 2. That the Mayor and Clerk are hereby authorized to execute the Data Sharing and Services Agreement.
- 3. That the Clerk be authorized to execute on behalf of the Township amendments to the Data Sharing and Services Agreement that have no budgetary impact.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 29th DAY OF NOVEMBER 2023.

James Seeley, Mayor

Courtenay Hoytfox, Clerk

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 2023-050

Being a By-Law to appoint a Deputy Treasurer

WHEREAS Section 286 (1) of the Municipal Act, 2001 (the “Act”) requires the appointment of a Treasurer who is responsible for the handling of all of the financial affairs of the municipality on behalf of and in the manner directed by the Council of the municipality, including in respect of such matters identified specifically in the Act;

AND WHEREAS Section 286 (2) of the Act provides that Council of a municipality may appoint a Deputy Treasurer who has all the powers and duties of the Treasurer under the *Municipal Act* and any other Act;

AND WHEREAS it is deemed expedient to appoint a Deputy Treasurer;

NOW THEREFORE the Council of the Corporation of the Township of Puslinch enacts as follows:

1. That Michelle Cassar be and is hereby appointed Deputy Treasurer for the Township of Puslinch.
2. That this By-law shall come into full force and effect on its date of passing.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 29th DAY OF NOVEMBER 2023.

James Seeley, Mayor

Courtenay Hoytfox, Municipal Clerk

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 2023-051, being a By-Law to amend the Township's Procedural By-law for Meetings of Council and Committees BL 2022-046, as amended.

WHEREAS the *Municipal Act, 2001, S.O. 2001, Chapter 25, Section 238* requires that every municipality and local Board shall pass a procedure By-Law for governing the calling, place and proceedings of meetings, for public notice of meetings and for electronic participation in meetings;

AND WHEREAS Council passed By-law 2022-046 being a by-law to establish procedure for Meetings of Council and Committees;

THEREFORE the Corporation of the Township of Puslinch by the Council hereby amends By-Law No 2022-046 as follows:

1. That the Section 5.15 be amended as follows:

(a) All Council, Committee of Adjustment, Heritage Advisory Committee and Planning and Development Committee meetings are audio and/or video recorded, broadcast and/or streamed publicly by the Township with the exception of proceedings closed to the public provided for by the Act or this By-law. Training sessions are not recorded. All Council, Committee of Adjustment, Heritage Advisory Committee and Planning and Development Committee meetings recordings are published to the Township's YouTube page and retained for record keeping purposes and form part of the official record of the meeting.

2. That Section 6.1 (a) be amended as follows:

(a) Advisory Committees are created by Council which serve to make recommendations and/or to provide key information and materials to Council. The Advisory Committees include:

- (i) Planning and Development Advisory Committee
- (ii) Heritage Advisory Committee
- (iii) Recreation Advisory Committee
- (iv) Youth Advisory Committee

3. That Section 6.1 (e) be struck from the by-law as follows:

~~(e) The Chair and Vice Chair of Advisory Committees are appointed by the Members and may be a Member of Council.~~

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 29 DAY OF NOVEMBER, 2023.

James Seeley, Mayor

Courtenay Hoytfox, Municipal Clerk

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 2023-067

Being a by-law to authorize the entering into an agreement with Fire Marque Inc. for Cost Recovery (fees) with Respect to Fire Department Specific Response.

WHEREAS the *Municipal Act*, S.O. 2001, c.25 authorizes a municipality to enter into Agreements;

AND WHEREAS the *Municipal Act*, S.O. 2001, c.25 authorizes a municipality to delegate authority in accordance with the provisions in the *Municipal Act*;

AND WHEREAS the Council for the Corporation of the Township of Puslinch deems it appropriate to enter into an agreement with the Fire Marque Inc. for Cost Recovery (fees) with Respect to Fire Department Specific Response;

AND WHEREAS the Council for the Corporation of the Township of Puslinch deems it expedient to delegate authority to the Clerk to execute on behalf of the Township amendments to the Agreement that have no budgetary impact;

NOW THEREFORE the Corporation of the Township of Puslinch hereby enacts as follows:

1. That the Corporation of the Township of Puslinch enter into an agreement with the Fire Marque Inc. for Cost Recovery (fees) with Respect to Fire Department Specific Response.
2. That the Mayor and Clerk are hereby authorized to execute the Agreement.
3. That the Clerk be authorized to execute on behalf of the Township amendments to the Agreement that have no budgetary impact.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 29 DAY OF NOVEMBER 2023.

James Seeley, Mayor

Courtenay Hoytfox, Clerk

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 054-2023

Being a by-law to confirm the proceedings of the Council of the Corporation of the Township of Puslinch at its Council meeting held on NOVEMBER 29, 2023.

WHEREAS by Section 5 of the *Municipal Act, 2001, S.O. 2001, c.25* the powers of a municipal corporation are to be exercised by its Council;

AND WHEREAS by Section 5, Subsection (3) of the *Municipal Act*, a municipal power including a municipality's capacity, rights, powers and privileges under section 8, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS it is deemed expedient that the proceedings of the Council of the Corporation of the Township of Puslinch at its Council meeting held on NOVEMBER 29, 2023 be confirmed and adopted by By-law;

NOW THEREFORE the Council of the Corporation of the Township of Puslinch hereby enacts as follows:

- 1) The action of the Council of the Corporation of the Township of Puslinch, in respect of each recommendation contained in the reports of the Committees and each motion and resolution passed and other action taken by the Council at said meeting are hereby adopted and confirmed.
- 2) The Head of Council and proper official of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said action of the Council.
- 3) The Head of Council and the Clerk are hereby authorized and directed to execute all documents required by statute to be executed by them, as may be necessary in that behalf and the Clerk authorized and directed to affix the seal of the said Corporation to all such documents.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 29 DAY OF NOVEMBER, 2023.

James Seeley, Mayor

Courtenay Hoytfox, Municipal Clerk