



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

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

**DATE:** Wednesday November 8, 2023

**CLOSED MEETING:** 1:00 P.M.

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

### **Addendum**

**10.2 Rural Ontario Municipal Association (ROMA) 2024 Delegation Meetings ≠**

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

**≠ Denotes resolution prepared**

1. **Call the Meeting to Order**
2. **Roll Call**
3. **Moment of Reflection**
4. **Confirmation of the Agenda ≠**
5. **Disclosure of Pecuniary Interest & the General Nature Thereof**
6. **Consent Agenda ≠**
  - 6.1 Adoption and Receipt of the Minutes of the Previous Council and Committee Meetings:
    - 6.1.1 October 25, 2023 Council Minutes



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- 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



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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)
    - 7.2.1 **10:05 AM** Delegation by Salar Chagpar, Prepr & Bob Minhas, Prepr, regarding Digital Transformation Program for Puslinch Employers in 2023
  
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 None
  - 9.3 **Administration Department**
    - 9.3.1 Report ADM-2023-059 – Review of IT Infrastructure and Services ≠
    - 9.3.2 Report ADM-2023-060 – 2024 Council and Committee Meeting Dates ≠
    - 9.3.3 Report ADM-2023-061 – Parking Enforcement Officer By-law Repeal and Replace ≠
    - 9.3.4 Report ADM-2023-063 –Service Levels Review/Outstanding Items ≠
  - 9.4 **Planning and Building Department**
    - 9.4.1 None
  - 9.5 **Roads and Parks Department**
    - 9.5.1 None
  - 9.6 **Recreation Department**
    - 9.6.1 None
  
10. **Correspondence ≠**
  - 10.1 Presentation regarding LAS Automatic Speed Enforcement from Tanner Watt, Municipal Program Specialist, LAS ≠ **10:15 A.M.**
  - 10.2 Rural Ontario Municipal Association (ROMA) 2024 Delegation Meetings ≠
  - 10.3 County of Wellington - Planning Committee Report - Official Plan Review - Provincial Reversal of OPA 119 Modifications ≠
  
11. **Council reports ≠**
  - 11.1 Mayor' Updates
  - 11.2 Council Member Reports (verbal or written updates from members who sit on boards/committees)



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12. **By-laws ≠**
  - 12.1 First, Second and Third Reading
    - 12.1.1 BL2023-046 – Appoint a Parking Enforcement Officer and repeal 053-2020
13. **Announcements**
14. **Closed Session – Pursuant to Section 239 of the Municipal Act, 2001**
  - 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
15. **Business Arising from Closed Session**
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:

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.
17. **New Business**
18. **Confirmatory By-law ≠**
  - 18.1 BL2023-047 Confirm By-law – November 8, 2023 ≠





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19. **Adjournment ≠**



## MINUTES

**DATE:** October 25, 2023

**CLOSED MEETING:** None

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

The October 25, 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, Municipal Clerk
5. Justine Brotherston, Deputy Clerk
6. Andrew Hartholt, CBO
7. Tom Mulvey, Fire Chief – absent

3. **MOMENT OF REFLECTION**

4. **CONFIRMATION OF THE AGENDA**

**Resolution No. 2023-345:**

Moved by Councillor Bailey and  
Seconded by Councillor Hurst

**That Council approves the October 25, 2023 Agenda as circulated; and**

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

**Consent Item 6.1 Questions received from Council seeking additional information and the corresponding responses provided by staff regarding the October 25, 2023 Council agenda.**

**CARRIED**

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

None

6. **Consents**

6.1 October 25, 2023 Council questions and Staff responses

7. **REPORTS:**

**7.1 Finance Department**

7.1.1 Report FIN-2023-031 – 2024 Proposed Capital Budget



**Resolution No. 2023-346:**

Moved by Councillor Sepulis and  
Seconded by Councillor Bailey

**THAT Report FIN-2023-031 entitled 2024 Proposed Capital Budget be received; and**

**That Council directs staffs as follows relating to the 2024 Capital budget projects:**

- 1. That Council approves the new equipment purchase for Wildland Firefighting Equipment package as presented; and,**
- 2. That Council defers the decision on the Compensation and Benefits review until a future budget meeting; and,**
- 3. That Council approves the 2024 Conservation and Demand Management Plan as presented; and,**
- 4. That Council approves the Gas Fired Infra-Red Heaters in Public Works Shop replacement as presented; and,**
- 5. That Council approves the Replacement of the UV Pure Water Treatment System at the Municipal Office as presented; and,**
- 6. That Council approves the Replacement of the UV Pure Water Treatment System at the Puslinch Community Centre as presented; and,**
- 7. That Council approves the PCC door and window replacement program at the budget presented and that Council direct staff to investigate the possibility of incorporating door mechanisms/alarms that limit the opportunity for renters to leave doors open for extended periods of time to reduce energy consumption; and,**
- 8. That Council direct staff to remove the \$10K contribution in 2024 related to the 401 and Highway 6 Project Review of Hotspots.**

**CARRIED**

**Resolution No. 2023-347:**

Moved by Councillor Sepulis and  
Seconded by Councillor Bailey

**That Council direct staff to allocate the supplemental taxation for 2017 to 2023 related to the gravel pit appeals to the asset management discretionary reserve when received to fund one-time capital tax levy increases to the 2024 budget such as the Regionally Significant Economic Development Study Area and/or the Compensation and Benefits Review; and,**

**Whereas Council direct staff that in the event the supplemental taxation is not received in 2024;**

**That Council fund the \$70K required for the Regionally Significant Economic Development Study Area through reallocating \$70K from 2024 contribution to the Gravel Road Improvement Discretionary Reserve; and,**

**That any funds utilized from the Gravel Road Improvement Discretionary Reserve to fund one-time capital levy projects, if required, be paid back once the supplemental taxation for the 2017 to 2023 gravel pit appeals is received.**

**CARRIED**

**Resolution No. 2023-348:**

Moved by Councillor Sepulis and  
Seconded by Councillor Goyda

**Whereas staff have identified that a new discretionary reserve pertaining to Administration studies be established for the purpose of funding previously eligible studies, that are no longer eligible to be DC funded due to Bill 23 and other plans, inspections that were previously funded through the tax levy;**

**That Council direct staff to establish the new discretionary reserve and contribute \$50K as outlined in Report FIN-2023-031 report for the 2024 budget; and,**



That Council direct staff to analyze the additional costs to the Township associated with the impacts of Bill 23 and report back to Council in order to forward this information and Council's concerns to the Province; and,

Whereas the Parks department requires a new pickup truck as identified through the budget process; and,

That the new Park's pickup truck be funded through the Parkland Reserve.

**CARRIED**

**Resolution No. 2023-349:** Moved by Councillor Bailey and  
Seconded by Councillor Hurst

That Council direct staff to incorporate \$57K into the 2024 Capital Budget related to Asset Management Plan and Policy Updates to be funded by the Asset Management Discretionary Reserve as outlined in Report FIN-2023-031.

**CARRIED**

**Resolution No. 2023-350:** Moved by Councillor Hurst and  
Seconded by Councillor Goyda

That Council direct staff to allocate \$0 identified in 2024, \$25K identified in 2025, and \$25K identified in 2026 to fund the Recreation and Parks Master Plan update with funding from the newly established discretionary reserve pertaining to Administration studies; and,

That Council direct staff to undertake a review of the existing Master Plan, Township facilities, and the upgrades and construction projects that have taken place in accordance with the current Master Plan and develop a public engagement plan in consultation with the Recreation Advisory Committee.

**CARRIED**

**Resolution No. 2023-351:** Moved by Councillor Goyda and  
Seconded by Councillor Bailey

That Council endorses staff's recommendations to include landscaping to delineate the playground at Boreham Park from the ditch line at a cost of \$2.5K to be incorporated into the Boreham Park construction project; and,

That Council request the Recreation Advisory Committee and Youth Advisory Committee to connect with Green Legacy to investigate the opportunity to plant additional trees at Boreham Park and that public feedback be sought prior to proceeding with plantings.

**CARRIED**

**Resolution No. 2023-352:** Moved by Councillor Sepulis and  
Seconded by Councillor Goyda

That Council direct staff to update the staff report regarding the request for County funding related to the Kerr Crescent Storm Water Management Facility maintenance to include the request for the County to develop a policy related to contributing financially to local storm water management facilities to be forwarded to the County Clerk requesting inclusion on the appropriate Committee agenda; and,

That Council direct staff to further investigate storm water management cost recovery options for consideration.

**CARRIED**

Council recessed from 11:47 am to 11:58 am

**Roll Call**  
Councillor Goyda  
Councillor Sepulis



**Councillor Bailey**  
**Councillor Hurst**  
**Mayor Seeley**

**8. NOTICE OF MOTION:**

7.1 Councillor Goyda submits the following notice of motion to be considered by Council at the November 8, 2023 Council Meeting:

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.

**9. CONFIRMATORY BY-LAW:**

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

**Resolution No. 2023-353:** Moved by Councillor Sepulis and  
Seconded by Councillor Goyda

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

**By-Law 2023-045 being a by-law to confirm the proceedings of Council for the Corporation of the Township of Puslinch at its meeting held on the 25 day of October 2023.**

**CARRIED**

**10. ADJOURNMENT:**

**Resolution No. 2023-354:** Moved by Councillor Hurst and  
Seconded by Councillor Bailey

**That Council hereby adjourns at 12:34 p.m.**

**CARRIED**

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James Seeley, Mayor

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Courtenay Hoytfox, Clerk



**MINUTES**

**DATE:** October 19, 2023

**CLOSED MEETING:** Directly following disclosure of pecuniary interest

**COUNCIL MEETING:** 9:15 A.M.

The October 19, 2023 Council Meeting was held on the above date and called to order at 9:20 a.m. 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 - absent

**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 - absent
4. Courtenay Hoytfox, Municipal Clerk
5. Justine Brotherston, Deputy Clerk – absent
6. Andrew Hartholt, CBO
7. Tom Mulvey, Fire Chief
8. Alessia Bottos, HR Generalist
9. Jacob Normore, By-law Enforcement Officer

3. **MOMENT OF REFLECTION**

4. **CONFIRMATION OF THE AGENDA**

**Resolution No. 2023-339:**

Moved by Councillor Sepulis and  
Seconded by Councillor Bailey

**That Council approves the October 19, 2023 Agenda as circulated.**

**CARRIED**

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

None

6. **CLOSED SESSION:**

Council was in closed session from 9:22 a.m. to 11:45 a.m.

**Resolution No. 2023-340:**

Moved by Councillor Sepulis and  
Seconded by Councillor Hurst

**That Council shall go into Closed Session Pursuant to Section 239 Subsection 3.1 of the Municipal Act, 2001 for the purpose of:**

**Council Education / Training Session for the purpose of a municipal tour in order to review capital and operating projects and a review of equipment purchases and equipment scheduled for replacement.**

**CARRIED**



**Resolution No. 2023-341:**

Moved by Councillor Sepulis and  
Seconded by Councillor Hurst

**That Council moves into open session at 11:45 am**

**CARRIED**

Council resumed into open session at 11:45 a.m.

**Resolution No. 2023-342:**

Moved by Councillor Sepulis and  
Seconded by Councillor Hurst

**That Council receives the:**

**Council Education / Training Session for the purpose of a municipal tour in order to review capital and operating projects and a review of equipment purchases and equipment scheduled for replacement.**

**CARRIED**

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

None

**8. CONFIRMATORY BY-LAW:**

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

**Resolution No. 2023-343:**

Moved by Councillor Sepulis and  
Seconded by Councillor Hurst

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

**By-Law 2023-044 being a by-law to confirm the proceedings of Council for the Corporation of the Township of Puslinch at its meeting held on the 19 day of October 2023.**

**CARRIED**

**9. ADJOURNMENT:**

**Resolution No. 2023-344:**

Moved by Councillor Bailey and  
Seconded by Councillor Sepulis

**That Council hereby adjourns at 11:45 a.m.**

**CARRIED**

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Jessica Goyda, Alternate Mayor

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Courtenay Hoytfox, Clerk



## MINUTES

**DATE:** October 18, 2023

**CLOSED MEETING:** 1:00 P.M.

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

The October 18, 2023 Council Meeting was held on the above date and called to order at 10:00 a.m. via electronic participation and in-person at 23 Brock Rd S, Puslinch.

1. **CALL THE MEETING TO ORDER**

2. **ROLL CALL**

**ATTENDANCE:**

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

**STAFF IN ATTENDANCE:**

1. Glenn Schwendinger, CAO - absent
2. Mike Fowler, Director of Public Works, Parks and Facilities
3. Mary Hasan, Director of Finance/Treasurer
4. Courtenay Hoytfox, Municipal Clerk
5. Justine Brotherston, Deputy Clerk
6. Tom Mulvey, Fire Chief - absent
7. Andrew Hartholt, Chief Building Official - absent

3. **MOMENT OF REFLECTION**

4. **CONFIRMATION OF THE AGENDA**

**Resolution No. 2023-314:**

Moved by Councillor Sepulis and  
Seconded by Councillor Hurst

**That Council approves the October 18, 2023 Agenda as circulated; and**

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

**Consent Item 6.1.4 Questions received from Council seeking additional information and the corresponding responses provided by staff regarding the October 18, 2023 Council agenda.**

**CARRIED**

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

None

6. **CONSENT AGENDA**

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

6.1.1 September 27, 2023 Council Minutes (circulated under separate cover)

6.1.2 May 16, 2023 Recreation Advisory Committee Minutes

6.1.3 September 11, 2023 Youth Advisory Committee Minutes

6.1.4 October 18, 2023 Council questions and Staff Responses

6.2 Municipality of West Grey Council Resolution Establishing a Guaranteed Livable Income

6.3 Township of Alnwick/Haldimand Council Resolution Establishing a Guaranteed Livable Income

6.4 County of Brant Council Resolution Establishing a Guaranteed Livable Income

6.5 Town of Aurora Council Resolution Gender Based Intimate Partner Violence Epidemic





- 6.6 City of Cambridge Resolution Gender Based Intimate Partner Violence Epidemic
- 6.7 Environmental Registry of Ontario Expanding Ontario's Permit-By-Rule Framework legislation
- 6.8 Grand River Conservation Authority September 22, 2023 Meeting Summary
- 6.9 Ministry of Natural Resources and Forestry Letter regarding TAPMO
- 6.10 Township of Alberton Support Resolution Bill 3 Special Powers and Duties of Heads of Council
- 6.11 Town of Aurora Council Resolution Council Opposition to Strong Mayor Powers
- 6.12 City of Guelph Notice of Complete Application and Public Meeting 331 Clair Road East
- 6.13 City of Guelph Notice of Decision of a Draft Plan of Condominium Subdivision 55 Teal Drive
- 6.14 Municipality of Bluewater letter regarding Childcare Availability in Ontario
- 6.15 Municipality of Wawa Resolution Chronic Pain Treatment
- 6.16 Northumberland County Council Resolution Support for Highway Traffic Act Amendments
- 6.17 Town of Midland Council Resolution Catch and Release Justice
- 6.18 Town of Whitchurch-Stouffville Council Resolution Illegal Land Use Enforcement
- 6.19 Township of Montague Council Resolution Request to Review Municipal Freedom of Information and Protection and Privacy Act
- 6.20 Township of West Lincoln Resolution Challenges Faced by Smaller Developers in Ontario Communities
- 6.21 Township of Puslinch Recreation Advisory Committee Resolution No. 2023-20 – Puslinch Minor Soccer Delegation Materials

**Resolution No. 2023-315:** Moved by Councillor Sepulis and  
Seconded by Councillor Hurst

**That the Consent Agenda items with the exception of items 6.2, 6.3, 6.4, 6.7, 6.21 listed for October 18, 2023 Council meeting be received for information.**

**CARRIED**

**Resolution No. 2023-316:** Moved by Councillor Hurst and  
Seconded by Councillor Goyda

**That the Consent Agenda item 6.2, 6.3, 6.4 listed for October 18, 2023 Council meeting be received for information; and**

**That Council direct staff to incorporate the 'livable income' component into the Market Equity review RFP in 2024.**

**CARRIED**

**Resolution No. 2023-317:** Moved by Councillor Sepulis and  
Seconded by Councillor Bailey

**That the Consent Agenda item 6.7 listed for October 18, 2023 Council meeting be received for information; and**

**Whereas the Township of Puslinch Council has reviewed the Province's ERO 019-6951 Exploring changes to streamline the permit-by-rule framework; and**

**Whereas therein the question "Do you think that aggregate operations, including stormwater and aggregate wash water, would be good candidates for an assessed EASR (Environmental Activity and Sector Registry)?" is posed ; and**

**Whereas the Township has a concern that even compliance with existing approved site plan plans are not being met;**

**Be it resolved that Township of Puslinch therefore cannot support using an assessed EASR for any aggregate operations; and**

**That Council direct staff to forward the resolution to Speaker Ted Arnott, MPP Matthew Rae, County of Wellington and TAPMO.**



**CARRIED**

**Resolution No. 2023-318:**

Moved by Councillor Sepulis and  
Seconded by Councillor Hurst

**That the Consent Agenda item 6.21 listed for October 18, 2023 Council meeting be received for information.**

**CARRIED**

**7. DELEGATIONS:**

7.1 Specific Interest (Items Listed on the Meeting Agenda)  
None

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

7.2.1 **10:05 AM** Delegation by Kevin Mitchell, Dufferin Aggregates, regarding Aberfoyle Pit 2 request for extension of hauling dates ≠

**Resolution No. 2023-319:**

Moved by Councillor Sepulis and  
Seconded by Councillor Hurst

**That Council receives the Delegation by Kevin Mitchell, Dufferin Aggregates, regarding Aberfoyle Pit 2 request for extension of hauling dates; and**

**That Council approve the request for extended operations from November 15, 2023 to December 15, 2023, Monday to Friday 7:00 A.M. to 6:00 P.M.; and**

**That Dufferin Aggregates be responsible to notify neighbours of the change in operations for the 2023 season; and**

**That Council make the approval of the extension conditional, subject to no trucks being parked on Victoria Road; and**

**That Council direct staff to work jointly with Dufferin Aggregates to contact the County of Wellington to adjust the timing of the red light at the intersection and include the consideration of a left hand turn light to allow for better traffic flow; and**

**Whereas Dufferin Aggregates routinely makes this request of Council on an annual basis;**

**Therefore, that Council direct staff to work with Dufferin Aggregates to formally review and potentially amend the agreement to include amendments to the operating season, operating days and times, road maintenance obligations, establishing a compliant protocol, etc.**

**CARRIED**

7.2.2 **10:15 AM** Delegation by Salar Chagpar, Prepr & Bob Minhas, Prepr, regarding Digital Transformation Program for Puslinch Employers in 2023 – Deferred to the November 8, 2023 Council Meeting.

**8. PUBLIC MEETINGS:**

None

**9. REPORTS:**

**9.1 Puslinch Fire and Rescue Services**

9.1.1 None

**9.2 Finance Department**

9.2.1 Report FIN-2023-027- Second Quarter Financial Report - 2023

**Resolution No. 2023-320:**

Moved by Councillor Hurst and



Seconded by Councillor Sepulis

**That Report FIN-2023-027 entitled Second Quarter Financial Report – 2023 be received.**

**CARRIED**

9.2.2 Report FIN-2023-029 - Municipal Performance Measurement Program Report for 2022

**Resolution No. 2023-321:**

Moved by Councillor Goyda and  
Seconded by Councillor Sepulis

**That Report FIN-2023-029 entitled Municipal Performance Measurement Program Report for 2022 be received.**

**CARRIED**

9.2.3 Report FIN-2023-030 - 2024 User Fees and Charges By-law

**Resolution No. 2023-322:**

Moved by Councillor Hurst and  
Seconded by Councillor Bailey

**That Report FIN-2023-030 entitled 2024 User Fees and Charges By-law be received; and,**

**That Council defer the report and By-law to the November 8, 2023 meeting for consideration.**

**CARRIED**

### **9.3 Administration Department**

9.3.1 Report ADM-2023-055 2022-2026 Recreation Advisory Committee Goals and Objectives Report

**Resolution No. 2023-323:**

Moved by Councillor Hurst and  
Seconded by Councillor Bailey

**That Report ADM-2023-055 entitled 2022-2026 Recreation Advisory Committee Goals and Objectives be received; and,**

**That Council approve the 2022-2026 Recreation Advisory Committee Goals and Objectives as amended to revise the Fundraising Sub-Committee to be renamed to the Community Liaison Committee.**

**CARRIED**

9.3.2 Report ADM-2023-056 Recreation Advisory Committee Terms of Reference Amendment

**Resolution No. 2023-324:**

Moved by Councillor Sepulis and  
Seconded by Councillor Goyda

**That Report ADM-2023-056 entitled Recreation Advisory Committee Terms of Reference Amendment be received; and**

**That Council approve the following amendments to the Recreation Advisory Committee Terms of Reference:**

- 1. The number of Committee Meetings be increased to eight (8) meetings per year including two (2) joint meetings with the Youth Advisory Committee; and**
- 2. The Committee Meeting dates be changed from the third Tuesday of the month to the third Thursday of the month; and**

**That Council approve an increase of \$1,640.96 to the per diems for the Recreation Advisory Committee as an ongoing base budget operating increase request.**



**CARRIED**

9.3.3 Report ADM-2023-057 Youth Advisory Committee Terms of Reference Amendment

**Resolution No. 2023-325:**

Moved by Councillor Hurst and  
Seconded by Councillor Sepulis

**That Report ADM-2023-057 entitled Youth Advisory Committee Terms of Reference Amendment be received; and**

**That Council approve the following amendment to the Youth Advisory Committee Terms of Reference:**

- 1. That two (2) of the Youth Advisory Committee meetings be joint committee meetings with the Recreation Advisory Committee.**

**CARRIED**

9.3.4 Report ADM-2023-058 Conservation Authorities Act

**Resolution No. 2023-326:**

Moved by Councillor Hurst and  
Seconded by Councillor Sepulis

**That Report ADM-2023-058 entitled Conservation Authorities Act – Memorandum of Understandings/Agreements be received; and**

**That Council authorize the Mayor and Clerk to execute the required documents to enter into the Memorandum of Understanding, as amended to include the Township indemnification clause, with the Grand River Conservation Authority attached as Schedule B to Report ADM-2023-058; and**

**That Council authorize the Mayor and Clerk to execute the required documents to enter into the Agreement for Services, as presented, with the Hamilton Region Conservation Authority attached as Schedule C to Report ADM-2023-058; and**

**That Council authorize the Mayor and Clerk to execute the required documents to enter into the Memorandum of Understanding, as amended striking out the reference to Category 3 (three) services, with the Halton Region Conservation Authority attached as Schedule D to Report ADM-2023-058.**

**CARRIED**

**Council recessed from 12:28 pm to 1:00 pm**

**Roll Call**

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

**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 Mini Lakes 2022 Annual Operations and Maintenance Report for the Wastewater Treatment System and Peer Review

**Resolution No. 2023-327:**

Moved by Councillor Bailey and  
Seconded by Councillor Goyda

**That Council receive the Mini Lakes 2022 Annual Operations and Maintenance Report for the Wastewater Treatment System and GM BluePlan's Peer Review for information; and**

**That Council request that Mini Lakes continue to provide quarterly progress update reports including a construction schedule to the Township as was done in previous years; and**

**That Council request that Mini Lakes provide additional information relating to the emergency treatment system and how soon it could be made available if needed in Mini Lakes.**

**CARRIED**

10.2 County of Wellington – Planning Committee Report regarding New Provincial Housing Fund – Building Faster Fund

**Resolution No. 2023-328:**

Moved by Councillor Hurst and  
Seconded by Councillor Sepulis

**That Council receive the County of Wellington – Planning Committee Report regarding New Provincial Housing Fund – Building Faster Fund for information.**

**CARRIED**

10.3 County of Wellington – Planning Committee Report regarding County Official Plan Review – OPA 123 Future Development Lands

**Resolution No. 2023-329:**

Moved by Councillor Goyda and  
Seconded by Councillor Sepulis

**That Council receive the County of Wellington – Planning Committee Report regarding County Official Plan Review – OPA 123 Future Development Lands for information.**

**CARRIED**

10.4 Presentation by Chris Carrier, National Accounts Manager, Fire Marquee Inc.

**Resolution No. 2023-330:**

Moved by Councillor Sepulis and  
Seconded by Councillor Hurst

**That Council receive the Presentation by Chris Carrier, National Accounts Manager, Fire Marquee Inc. for information; and**

**That Council direct staff to bring forward a report and associated by-law and agreement for Council's consideration at an upcoming meeting; and**

**That Council direct staff to contact the Township of Centre Wellington and Township of Guelph Eramosa to report back to Council on their experience with Fire Marquee.**

**CARRIED**



**11. COUNCIL REPORTS:**

11.1 Mayor' Updates

11.1.1 None

11.2 Council Member Reports

11.2.1 Councillor Bailey asked for an update for the Youth Advisory Committee presentation at the Aberfoyle Public School for local government week.

**Resolution No. 2023-331:**

Moved by Councillor Sepulis and  
Seconded by Councillor Bailey

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

**CARRIED**

**12. BY-LAWS:**

None

**13. ANNOUNCEMENTS:**

None

**14. CLOSED SESSION:**

Council was in closed session from 1:00 p.m. to 5:20 p.m.

The Clerk stopped the recording and removed all public attendees from the webinar. The webinar was then 'locked' so no new participants are able to join.

**Resolution No. 2023-332:**

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 regarding the security of the property of the municipality or local board – IT Infrastructure Analysis; and,**

**14.2 Confidential report regarding advice that is subject to solicitor-client privilege, including communications necessary for that purpose – Ontario Land Tribunal matter; and,**

**14.3 Confidential report regarding advice that is subject to solicitor-client privilege, including communications necessary for that purpose – Aggregate Resources Act proposed amendment; and,**

**14.4 Confidential report regarding a proposed or pending acquisition or disposition of land by the municipality or local board – Municipal Office Space Needs; and,**

**14.5 Confidential report regarding personal matters about an identifiable individual, including municipal or local board employees– Human Resource matter; and,**

**14.6 Confidential report regarding personal matters about an identifiable individual, including municipal or local board employees – Human Resource matter; and,**

**14.7 Confidential report litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board in accordance with Township Policy 2021-002 By-law Enforcement and Complaint Policy Section 3.14(c) – By-law Enforcement Matter.**

**CARRIED**



**Resolution No. 2023-333:**

Moved by Councillor Bailey and  
Seconded by Councillor Goyda

**THAT Council moves into open session at 5:20 pm**

**CARRIED**

Council resumed into open session at 5:20 p.m.

**Resolution No. 2023-334:**

Moved by Councillor Hurst and  
Seconded by Councillor Sepulis

**That Council receives the:**

**14.1 Confidential report regarding the security of the property of the municipality or local board – IT Infrastructure Analysis; and,**

**14.2 Confidential report regarding advice that is subject to solicitor-client privilege, including communications necessary for that purpose – Ontario Land Tribunal matter; and,**

**That Council authorize the Mayor and Clerk to execute the minutes of settlement on behalf of the Township in consultation with the Township solicitor when a settlement has been reached; and,**

**14.3 Confidential report regarding advice that is subject to solicitor-client privilege, including communications necessary for that purpose – Aggregate Resources Act proposed amendment; and,**

**14.4 Confidential report regarding a proposed or pending acquisition or disposition of land by the municipality or local board – Municipal Office Space Needs; and,**

**14.5 Confidential report regarding personal matters about an identifiable individual, including municipal or local board employees– Human Resource matter; and,**

**14.6 Confidential report regarding personal matters about an identifiable individual, including municipal or local board employees – Human Resource matter; and,**

**14.7 Confidential report litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board in accordance with Township Policy 2021-002 By-law Enforcement and Complaint Policy Section 3.14(c) – By-law Enforcement Matter; and,**

**That staff proceed as directed.**

**CARRIED**

**Resolution No. 2023-335:**

Moved by Councillor Bailey and  
Seconded by Councillor Hurst

**That Council approve that the meeting proceed past 5:00 o'clock in accordance with Procedural By-law.**

**CARRIED**

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

None

**16. NOTICE OF MOTION:**

None

**17. NEW BUSINESS:**





Councillor Sepulis provided an update regarding the on-going issue in the Township related to high-speed internet and the lack of communication with Rogers. The Township is seeking a construction schedule and mapping identifying gaps in areas that are not serviced.

**Resolution No. 2023-336:** Moved by Councillor Sepulis and  
Seconded by Councillor Hurst

**That staff report back on the issue of lack of communication with Rogers and request that Rogers provide information regarding the identification of areas that may not be served by the two providers (Rogers and Standard Broadband).**

**CARRIED**

**18. CONFIRMATORY BY-LAW:**

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

**Resolution No. 2023-337:** Moved by Councillor Goyda and  
Seconded by Councillor Sepulis

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

**By-Law 2023-043 being a by-law to confirm the proceedings of Council for the Corporation of the Township of Puslinch at its meeting held on the 18 day of October 2023.**

**CARRIED**

**19. ADJOURNMENT:**

**Resolution No. 2023-338:** Moved by Councillor Bailey and  
Seconded by Councillor Hurst

**That Council hereby adjourns at 5:39 p.m.**

**CARRIED**

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James Seeley, Mayor

---

Courtenay Hoytfox, Clerk





THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
SEPTEMBER 12, 2023 COMMITTEE OF ADJUSTMENT MEETING  
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

**MINUTES**

**DATE:** September 12, 2023

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

The September 12, 2023 Committee of Adjustment Meeting was held on the above date and called to order at 7:00 p.m. via electronic participation and in-person at 23 Brock Rd S, Puslinch.

**1. CALL THE MEETING TO ORDER**

**2. ROLL CALL**

**ATTENDANCE:**

**PRESENT:**

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

**ABSENT:**

None

**STAFF IN ATTENDANCE:**

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

**3. MOMENT OF REFLECTION**

**4. CONFIRMATION OF THE AGENDA**

**Resolution No. 2023-077:**

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



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
SEPTEMBER 12, 2023 COMMITTEE OF ADJUSTMENT MEETING  
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

**That the Committee approves the September 12, 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 August 8, 2023

**Resolution No. 2023-078:**

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

**That the Committee of Adjustment approves the Minutes from the meeting held August 8, 2023.**

**CARRIED.**

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

**7.1 Minor Variance Application D13-MAS – Christine and Gary Mason – 4668 Sideroad 20 N., Front Part Lot 20, Concession 4, Township of Puslinch. #**

Requesting relief of New Comprehensive Zoning By-law # 23-2018, as amended, from Section 11.3, Table 11.2.

The purpose and effect is to provide relief from Section 11.3. Table 11.2 to permit a reduced lot frontage along Forestell Rd to be 10m instead of 120m as required.

- Hailey Keast, agent for the owner of the property, provided an overview of the application.
- There were no questions or comments from the public.
- There were no further questions or comments from the Committee.

**Resolution No. 2023-079:**

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



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
SEPTEMBER 12, 2023 COMMITTEE OF ADJUSTMENT MEETING  
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

**That the Minor Variance Decision as made by the Committee be approved.**

**CARRIED.**

**7.2 Minor Variance Application D13-GOD – Krista and Paul Godinho – 6911 Wellington Road 34, Concession 2, Rear Part Lot 16, Township of Puslinch. #**  
Requesting relief of New Comprehensive Zoning By-Law #23-2018, as amended, from Section 4.4.2 , Table 4.1.

The purpose and effect is to provide relief from:

1. Section 4.4.2, Table 4.1 to permit the accessory building to have a maximum lot coverage of 225m<sup>2</sup> instead of 200m<sup>2</sup>, for a lot area less than 1.0ha; and
2. Section 4.4.2, Table 4.1 to permit the accessory building to have a height of 6.1m (20ft) instead of 5m as permitted.

- Hailey Keast, agent for the applicant, provided an overview of the application.
- There were no questions or comments from the public.
- There were no questions or comments from the Committee.

**Resolution No. 2023-080:**

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

**That the Minor Variance Decision as made by the Committee be approved with the following Condition:**

1. That the existing old shed located at the rear of the property be demolished prior to the new shed being built.

**CARRIED.**

**8. NEW BUSINESS**

None

**9. ADJOURNMENT**

**Resolution No. 2023-081:**

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

**That the Committee of Adjustment hereby adjourns at 7:16 p.m.**

**CARRIED.**



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
SEPTEMBER 12, 2023 PLANNING AND DEVELOPMENT  
ADVISORY COMMITTEE MEETING  
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

**MINUTES**

**DATE:** September 12, 2023  
**MEETING:** Following Committee of Adjustment

The September 12, 2023 Planning and Development Advisory Committee Meeting was held on the above date and called to order at 7:16 p.m. via electronic participation and in-person at 23 Brock Rd S, Puslinch.

**1. CALL THE MEETING TO ORDER**

**2. ROLL CALL**

**ATTENDANCE:**

**PRESENT:**

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

**ABSENT:**

None

**STAFF IN ATTENDANCE:**

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

**3. MOMENT OF REFLECTION**

**4. CONFIRMATION OF THE AGENDA**



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
SEPTEMBER 12, 2023 PLANNING AND DEVELOPMENT  
ADVISORY COMMITTEE MEETING  
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

**Resolution No. 2023-082:**

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

**That the Committee approves the September 12, 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. 2023-083:**

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

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

**CARRIED.**

**7.2 Other Consent Items**

None

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

None

**9. REPORTS**

**9.1. LAND DIVISION (CONSENTS)**



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
SEPTEMBER 12, 2023 PLANNING AND DEVELOPMENT  
ADVISORY COMMITTEE MEETING  
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

**9.1.1 Severance Application B62-23 (D10-DAM) – Flavia Damaren – Part Lot 10, Concession 10, municipally known as 218 Hume Road, Township of Puslinch. #**

Proposed severance is 45 meters frontage x 180 meters = 0.8 hectares, vacant land for proposed rural residential use.

Retained parcel is 3.3 hectares with 55.58 meters frontage, existing and proposed rural residential use with existing house, shop and pool.

**Resolution No. 2023-084:** Moved by Committee Member Paul Sadhra and  
Seconded by Committee Member Jeff Born

**That the Committee supports Severance Application B62-23 subject to the following condition(s):**

1. That the Owner satisfy all the requirements of the Township of Puslinch, financial and otherwise (including taxes paid in full and Consent Review/Condition Clearance fee) which the Township may deem to be necessary at the time of issuance of the Certificate of Consent for the property and orderly development of the subject lands. Any fees incurred by the Township for the review of this application will be the responsibility of the applicant; and further that the Township of Puslinch file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
2. That an EIS is provided to the Township for the purpose of a peer review to the satisfaction of the Township; and further that the Township of Puslinch file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
3. That the Owner enter into a Development Agreement with the Township of Puslinch for the purpose of the peer review of the EIS to include third party cost recovery; 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.

**CARRIED**

**9.2 ZONING BY-LAW AMENDMENT APPLICATIONS**

None



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
SEPTEMBER 12, 2023 PLANNING AND DEVELOPMENT  
ADVISORY COMMITTEE MEETING  
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

**10. CORRESPONDENCE**

None

**11. NEW BUSINESS**

None

**13. ADJOURNMENT**

**Resolution No. 2023-085**

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

**That the Planning and Development Advisory Committee hereby adjourns at 7:27 p.m.**

**CARRIED.**



# The Corporation of the Town of Cobourg

## Resolution

---

Cobourg Police Services Board  
107 King Street West,  
Cobourg, ON K9A 2M4  
VIA EMAIL:  
[sue.bernardi@cobourgpsb.com](mailto:sue.bernardi@cobourgpsb.com)

Town of Cobourg  
55 King Street West,  
Cobourg, ON, K9A 2M2  
[clerk@cobourg.ca](mailto:clerk@cobourg.ca)

October 12, 2023

RE: Correspondence from the Town of Midland regarding Catch and Release Justice in Ontario

Please be advised that the Town of Cobourg Council, at its meeting held on October 2, 2023, passed the following resolution:

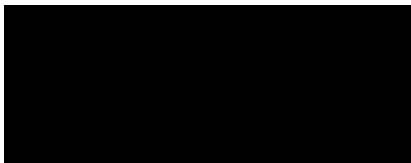
Moved by Councillor Miriam Mutton  
Seconded by Councillor Randy Barber

Resolution No: 315-2023  
October 2, 2023

**THAT** Council receive the correspondence from the Town of Midland regarding Catch and Release Legislation for information purposes; and

**FURTHER THAT** Council support the resolution from the Town of Midland and direct Staff to circulate to Ontario municipalities and the Cobourg Police Services Board.

Sincerely,



Kristina Lepik  
Deputy Clerk/Manager, Legislative Services

Cc: Ontario Municipalities

Enclosure: Correspondence from the Town of Midland – “Catch and Release” Justice in Ontario



Executive Services  
99-A Advance Avenue, Napanee, ON K7R 3Y5 [www.greaternapanee.com](http://www.greaternapanee.com)

October 27, 2023

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

**Re: Catch and Release Justice**

Dear Premier Ford:

Please be advised that the Council of the Town of Greater Napanee passed the following resolution at its regular session meeting of October 24, 2023:

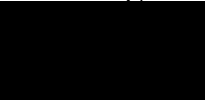
*RESOLUTION #512/23: Calver, Norrie*

That Council receive for information the correspondence from the Town of Midland respecting catch and release justice;  
And further that Council direct staff to send a letter of support for the resolution passed by the Town of Midland to the Premier of Ontario, MPP Breese, and all Ontario municipalities.

CARRIED

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

Sincerely,



Jessica Walters  
Clerk

cc. Hon. Ric Breese, MPP, Hastings-Lennox & Addington  
All Ontario municipalities

THE CORPORATION OF THE  
TOWN OF MIDLAND

575 Dominion Avenue  
Midland, ON L4R 1R2  
Phone: 705-526-4275  
Fax: 705-526-9971  
info@midland.ca



September 8, 2023

The Senate of Canada  
Ottawa, ON  
K1A 0A4

Via Email: [sencom@sen.parl.gc.ca](mailto:sencom@sen.parl.gc.ca)

Premier Doug Ford  
Legislative Building  
Queen's Park  
Toronto ON  
M7A 1A1

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

Dear Premier Ford:

**Re: "Catch and Release" Justice is Ontario**

At its September 6, 2023, Regular Council Meeting with Closed Session the Council for the Town of Midland passed the following Resolution:


*That the Town of Midland send a letter to the Federal and Provincial Governments requesting meaningful improvements to the current state of "catch and release" justice in the Ontario legal system. Police Services across Ontario are exhausting precious time and resources having to manage the repeated arrests of the same offenders, which in turn, is impacting their morale, and ultimately law-abiding citizens who are paying the often significant financial and emotional toll of this broken system; and*

*That this resolution be sent to other Municipalities throughout Ontario for their endorsement consideration.*

Thank you.

Yours very  
truly,

**THE CORPORATION OF THE TOWN OF MIDLAND**

  
Sherri Edgar, AMCT  
Municipal Clerk  
Ext. 2210

THE CORPORATION OF THE  
TOWN OF MIDLAND

575 Dominion Avenue  
Midland, ON L4R 1R2  
Phone: 705-526-4275  
Fax: 705-526-9971  
info@midland.ca



September 8, 2023

The Senate of Canada  
Ottawa, ON  
K1A 0A4

Via Email: [sencom@sen.parl.gc.ca](mailto:sencom@sen.parl.gc.ca)

Premier Doug Ford  
Legislative Building  
Queen's Park  
Toronto ON  
M7A 1A1

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

Dear Premier Ford:

**Re: "Catch and Release" Justice is Ontario**

At its September 6, 2023, Regular Council Meeting with Closed Session the Council for the Town of Midland passed the following Resolution:


*That the Town of Midland send a letter to the Federal and Provincial Governments requesting meaningful improvements to the current state of "catch and release" justice in the Ontario legal system. Police Services across Ontario are exhausting precious time and resources having to manage the repeated arrests of the same offenders, which in turn, is impacting their morale, and ultimately law-abiding citizens who are paying the often significant financial and emotional toll of this broken system; and*

*That this resolution be sent to other Municipalities throughout Ontario for their endorsement consideration.*

Thank you.

Yours very  
truly,

**THE CORPORATION OF THE TOWN OF MIDLAND**

  
Sherri Edgar, AMCT  
Municipal Clerk  
Ext. 2210

The Honourable Arif Virani  
Minister of Justice and Attorney General of Canada  
House of Commons  
Ottawa, ON K1A 0A6  
[arif.virani@parl.gc.ca](mailto:arif.virani@parl.gc.ca)  
VIA EMAIL

The Honourable Doug Downey  
Ministry of the Attorney General  
McMurty-Scott Building  
720 Bay Street, 11<sup>th</sup> Floor  
Toronto, ON M7A 2S9  
[doug.downey@ontario.ca](mailto:doug.downey@ontario.ca)  
VIA EMAIL

October 12, 2023

Dear Minister Virani and Minister Downey,

**RE: “Catch and Release” Justice in Ontario**

Please be advised that at their meeting held on October 3, 2023, the Council of the Township of Howick passed the following resolution:

**Resolution No. 351-23**

**Moved by:** Councillor Grimes

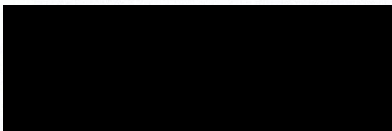
**Seconded by:** Councillor Rognvaldson

**That** Council of the Township of Howick supports Item 9.5 of correspondence from the Town of Midland regarding the current “catch and release” justice in the Ontario legal system.

**Carried.**

If you require any additional information, please do not hesitate to contact my office.

Sincerely,



Caitlin Gillis  
Clerk-Administrator  
Township of Howick  
[clerk@howick.ca](mailto:clerk@howick.ca)  
519-335-3208 ext, 2

Cc: All Ontario Municipalities

Enclosure: Correspondence from the Town of Midland – “Catch and Release” Justice in Ontario





MUNICIPALITY OF  
**North Perth**

[www.northperth.ca](http://www.northperth.ca)

A Community of Character

330 Wallace Ave. N., Listowel, ON N4W 1L3

Phone: 519-291-2950

Toll Free: 888-714-1993

October 26<sup>th</sup>, 2023

The Honourable Doug Downey  
Ministry of the Attorney General  
McMurty-Scott Building  
720 Bay St., 11<sup>th</sup> Flor  
Toronto, ON M7A 2S9  
Via Email: [doug.downey@ontario.ca](mailto:doug.downey@ontario.ca)

Re: Catch and Release Justice in Ontario

Please be advised that the Council of the Municipality of North Perth passed the following resolution at their regular meeting held on October 23<sup>rd</sup>, 2023 regarding "Catch and Release" Justice in Ontario.

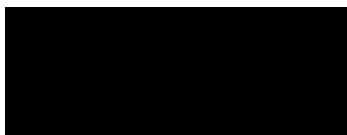
**Moved By:** Sarah Blazek     **Seconded By:** Matt Richardson

THAT: The Council of the Municipality of North Perth endorses the resolution from the Town of Midland and circulates the resolution to relevant stakeholders.

**CARRIED**

If you have any questions regarding the above resolution, please do not hesitate to contact me.

Regards,



Sarah Carter  
Acting Clerk/Legislative Services Supervisor  
Municipality of North Perth  
330 Wallace Ave. N., Listowel ON N4W 1L3  
519-292-2062  
[scarter@northperth.ca](mailto:scarter@northperth.ca)

Cc: Perth-Wellington MP, John Nater  
Perth Wellington MPP, Matthew Rae  
All Ontario Municipalities

THE CORPORATION OF THE  
TOWN OF MIDLAND

575 Dominion Avenue  
Midland, ON L4R 1R2  
Phone: 705-526-4275  
Fax: 705-526-9971  
info@midland.ca



September 8, 2023

The Senate of Canada  
Ottawa, ON  
K1A 0A4

Via Email: [sencom@sen.parl.gc.ca](mailto:sencom@sen.parl.gc.ca)

Premier Doug Ford  
Legislative Building  
Queen's Park  
Toronto ON  
M7A 1A1

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

Dear Premier Ford:

**Re: "Catch and Release" Justice is Ontario**

At its September 6, 2023, Regular Council Meeting with Closed Session the Council for the Town of Midland passed the following Resolution:

*That the Town of Midland send a letter to the Federal and Provincial Governments requesting meaningful improvements to the current state of "catch and release" justice in the Ontario legal system. Police Services across Ontario are exhausting precious time and resources having to manage the repeated arrests of the same offenders, which in turn, is impacting their morale, and ultimately law-abiding citizens who are paying the often significant financial and emotional toll of this broken system; and*

*That this resolution be sent to other Municipalities throughout Ontario for their endorsement consideration.*

Thank you.

Yours very  
truly,

**THE CORPORATION OF THE TOWN OF MIDLAND**

*Sherri Edgar*

Sherri Edgar, AMCT  
Municipal Clerk  
Ext. 2210



# The Corporation of the Town of Cobourg

## Resolution

---

Hon. Doug Ford  
Premier of Ontario  
Legislative Building,  
Queen's Park, Toronto,  
ON M7A 1A1  
VIA EMAIL:  
[doug.fordco@pc.ola.org](mailto:doug.fordco@pc.ola.org)

Town of Cobourg  
55 King Street West,  
Cobourg, ON, K9A 2M2  
[clerk@cobourg.ca](mailto:clerk@cobourg.ca)

October 11, 2023

RE: Correspondence from the Township of Puslinch regarding Illegal Land Use Enforcement

Please be advised that the Town of Cobourg Council, at its meeting held on October 2, 2023, passed the following resolution:

Moved by           Councillor Miriam Mutton  
Seconded by       Councillor Brian Darling

Resolution No: 314-2023  
October 2, 2023

**THAT** Council receive the correspondence from the Township of Puslinch regarding Illegal Land Use Enforcement for information purposes; and

**FURTHER THAT** Council endorse and support the resolution from the Township of Puslinch and Council direct staff to send a duplicate resolution to associated ministries and Ontario Municipalities.

The resolution reads as follows:

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

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

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



# The Corporation of the Town of Cobourg

## Resolution

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- Including provisions to ensure a corporation is liable to fines of not more \$100,000 upon first conviction and not more than \$50,000 for each day in which the contravention has continued after the day in which the corporation was initially convicted.

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

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

Sincerely,



Kristina Lepik  
Deputy Clerk/Manager, Legislative Services

Cc: The Honourable Steve Clark, Minister of Municipal Affairs and Housing,  
The Honourable Sylvia Jones, Deputy Premier, Minister of Health and MPP Dufferin-Caledon,  
The Honourable Doug Downey, Attorney General of Ontario,  
Association of Municipalities of Ontario,  
Rural Ontario Municipal Association,  
Ontario Municipalities





October 12, 2023

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

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

**Town of Whitchurch-Stouffville Council Resolution of September 27, 2023, Re: Correspondence from Township of Puslinch and Town of Caledon, re: Illegal Land Use Enforcement**

Dear Premier:

Please be advised that Council, at its Regular Meeting on Wednesday October 11, 2023, passed the following resolution:

**2023-314 Resolution from the Town of Whitchurch-Stouffville RE: Illegal Lane Use Enforcement**

**BE THAT IT RESOLVED** The Council of the Corporation of the Township of Southwold hereby supports the attached resolution from the Town of Whitchurch-Stouffville regarding correspondence received from the Township of Puslinch and Town of Caledon regarding Illegal Land Use Enforcement; and

**FURTHER** a copy of this resolution be sent to the Honourable Doug Ford, Premier of Ontario, the Honourable Paul Calanda, Minister of Municipal Affairs and Housing, MPP Elgin- Middlesex- London Rob Flack, Honourable Doug Downey, Attorney General of Ontario, Association of Municipalities of Ontario, Rural Ontario Municipal Association and the Towns of Whitchurch-Stouffville and Caledon and the Township of Puslinch.

**CARRIED**

Yours truly



Lisa Higgs  
CAO/Clerk

Att.

Copy: Hon. Paul Calanda, Minister of Municipal Affairs and Housing  
Hon. Robert Flack, MPP, Elgin-Middlesex-London  
Hon. Doug Downey, Attorney General of Ontario  
Association of Municipalities of Ontario (AMO)  
Rural Ontario Municipal Association (ROMA)  
Town of Whitchurch-Stouffville  
Town of Caledon  
Township of Puslinch

October 3, 2023

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

**Delivered by email**  
[premier@ontario.ca](mailto:premier@ontario.ca)

Dear Premier:

**Re: Town of Whitchurch-Stouffville Council Resolution of September 27, 2023, Re: Correspondence from Township of Puslinch and Town of Caledon, re: Illegal Land Use Enforcement**

Please be advised that this matter was considered by Council at its meeting held on September 27, 2023, and in this regard, Council passed the following resolution:

**WHEREAS** the Town of Whitchurch-Stouffville Council supports the resolution from the Town of Caledon regarding illegal land use enforcement; and

**WHEREAS** the Town of Whitchurch-Stouffville recognizes that combatting illegal land use enforcement effectively is challenging, and an issue of municipal importance; and

**WHEREAS** the Town of Whitchurch-Stouffville recognizes that illegal land use has a negative impact on local residents and the surrounding area; and

**WHEREAS** the Town of Whitchurch-Stouffville believes that the tools currently available to municipalities under the Municipal Act are insufficient to combat illegal land uses; and

**THAT** Council direct Staff to send a support resolution accordingly.

**THEREFORE**, the Town of Whitchurch-Stouffville passes this resolution regarding Illegal Land Use Enforcement:

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

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

- Including provisions to ensure a corporation is liable to fines of not more \$100,000 upon first conviction and not more than \$50,000 for each day in which the contravention has continued after the day in which the corporation was initially convicted.

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

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

The above is for your consideration and any attention deemed necessary.

Kind regards,



Monica Beattie  
Senior Clerk's Coordinator

Attachment

Copy: Hon. Paul Calanda, Minister of Municipal Affairs and Housing  
Hon. Sylvia Jones, MPP, Dufferin-Caledon  
Hon. Doug Downey, Attorney General of Ontario  
Association of Municipalities of Ontario (AMO)  
All Ontario Municipalities  
Rural Ontario Municipal Association (ROMA)

## Staff Report 2023-0327

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Meeting Date: June 6, 2023

Subject: Illegal Land Use Enforcement Update

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

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### RECOMMENDATION

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

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

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

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

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

### REPORT HIGHLIGHTS

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

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

## **DISCUSSION**

### **Background**

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

### **Education and Communication Strategy**

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



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

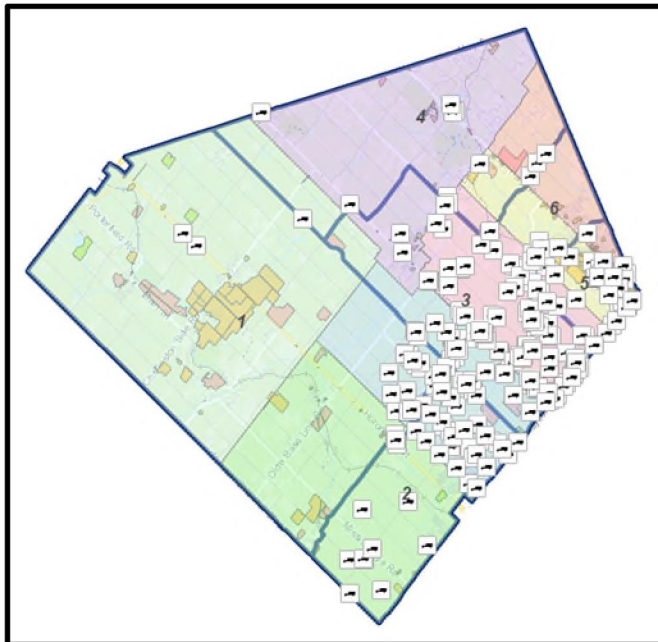
Along with the production of this guide, staff continue to utilize a variety of communication tactics to help inform residents and operators of illegal truck storage facilities of the rules and consequences for violating the Town's By-laws. These efforts include:

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

### **Enforcement Efforts**

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

**Figure 1:** Location of properties investigated



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

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

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

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

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

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



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

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



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

### **Current Challenges and Solutions**

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

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

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

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

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

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

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

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

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

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

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

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

### **Summary**

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

### **FINANCIAL IMPLICATIONS**

Financial implications are contained throughout this report.

### **COUNCIL WORK PLAN**

Subject matter is not relevant to the Council Workplan.

### **ATTACHMENTS**

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



Schedule A to Staff Report 2023-0327





# **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](mailto: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;

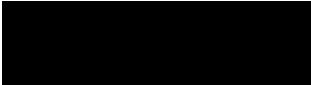
**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby request the Provincial government to make an amendment to the *Legislation Act, 2006* to include digital publications as an acceptable means of publication and notice requirements for Provincial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



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

October 26<sup>th</sup> 2023

Sent via e-mail: [doug.downey@ontario.ca](mailto:doug.downey@ontario.ca)

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

Dear Mr. Downey,

Please be advised that at the Regular Council Meeting on October 25<sup>th</sup> 2023, the Town of Plympton-Wyoming Council passed the following motion, supporting the attached resolution from the Township of McKellar regarding a Call for an Amendment to the Legislation Act, 2006.

***Motion 10***

*Moved by Councillor Kristen Rodrigues*


*Seconded by Councillor John van Klaveren*

*That Council support item 'L' of correspondence from the Township of McKellar regarding a Call for an Amendment to the Legislation Act, 2006.*

***Carried.***

If you have any questions regarding the above motion, please do not hesitate to contact me by phone or email at [ekwarciak@plympton-wyoming.ca](mailto:ekwarciak@plympton-wyoming.ca).

Sincerely,

  
Erin Kwarciak  
Clerk  
Town of Plympton-Wyoming

cc: Sent via e-mail  
Paul Calandra, Minister of Municipal Affairs and Housing  
Bob Bailey, MPP Sarnia-Lambton  
The Association of Ontario Municipalities (AMO)  
Neil Oliver, CEO & President, Metroland Media Group  
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](mailto: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](mailto: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



# Catherine Fife

MPP Waterloo

Robert Kirby  
Mayor of Township of East Hawkesbury  
5151 County Road 14, P.O. Box 340, St-Eugene, ON, K0B 1P0

**RE: Requesting your support for Bill 21, Fixing Long-Term Care Amendment Act (Till Death Do Us Part), 2022**

September 25, 2023

Dear Mayor Kirby,

I am writing to you today to share an update on Bill 21, Fixing Long-Term Care Amendment Act (Till Death Do Us Part), 2022, and to request your support for this important legislation.

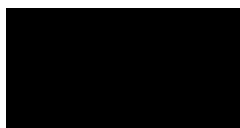
Bill 21 amends the Residents' Bill of Rights set out in section 3 of Fixing Long-Term Care Act, 2021 by adding the right of residents not to be separated from their spouse upon admission but to have accommodation made available for both spouses so they may continue to live together.

The Act was inspired by Cambridge resident Jim McLeod, who will have been separated from his wife of 65 years Joan, on September 17, 2023. Nearly 6 years later, Jim continues to champion spousal reunification. He often says that he will talk to anyone and has two giant binders full of his advocacy work on the Bill. Last week, he told me that his heart is breaking because of his separation from Joan. He has brought other seniors who are separated from their spouses into the advocacy – you cannot sit with these folks for any amount of time and not care deeply about this legislation.

I know that you value the many contributions that older adults have made to Waterloo Region, and care deeply that they can live their final years with dignity and love. **I am hoping you will consider bringing a motion forward to your Council, in support of the Till Death Do Us Part Act.** Your support will help us to keep attention on this important legislation, so that it can finally be called to the Standing Committee on Social Policy – one step closer to Royal Assent.

I would be happy to discuss the Bill with you further, via phone call or an in-person meeting at your convenience. Thanks in advance for considering my request.

Sincerely,



Catherine Fife, Waterloo MPP  
Finance & Treasury Board Critic

---

**Constituency Office**  
100 Regina St. S., Suite 220  
Waterloo, ON N2J 4A8  
Ph: 519-725-3477 | Fax: 519-725-3667  
Email: cfife-co@ndp.on.ca

**Queen's Park Office**  
Room 154, Main Legislative Bldg.  
Queen's Park, Toronto ON M7A 1A5  
Ph: 416-325-6913 | Fax: 416-325-6942  
Email: cfife-qp@ndp.on.ca

**Township of East Hawkesbury  
Regular Meeting**



**Agenda Number:** 16.  
**Resolution #** 2023-50  
**Title:** Correspondence  
**Date:** October 10, 2023

---

**Moved by:** Monique Desjardins  
**Seconded by:** Stéphanie Sabourin

Be it resolved that Council support Bill 21 amends the Residents' Bill of Rights set out in section 3 of Fixing Long-Term Care Act, 2021 by adding the right of residents not to be separated from their spouse upon admission but to have accommodation made available for both spouses so they may continue to live together.

[Redacted signature]

**Carried**

[Redacted signature]

Hemi Villeneuve, Clerk,

Canton de Hawkesbury Est  
Réunion Extraordinaire




No. du point à l'ordre du jour: 16.  
Résolution # 2023-50  
Titre: Correspondance  
Date: le 10 octobre 2023

---

Proposé par: Monique Desjardins  
Appuyé par: Stéphanie Sabourin

Qu'il soit résolu que le Conseil soutien le projet de loi 21 qui modifie la Charte des droits des résidents énoncée à l'article 3 de la loi de 2021 sur les soins de longue durée en ajoutant le droit des résidents de ne pas être séparés de leur conjoint au moment de leur admission, mais de disposer d'un logement pour les deux conjoints afin qu'ils puissent continuer à vivre ensemble.

Adoptée

  
Hemi Villeneuve, Greffière,



MUNICIPALITY OF  
**North Perth**

[www.northperth.ca](http://www.northperth.ca)

A Community of Character

330 Wallace Ave. N., Listowel, ON N4W 1L3

Phone: 519-291-2950

Toll Free: 888-714-1993

October 26<sup>th</sup>, 2023

Minister of Long-Term Care  
438 University Avenue, 8<sup>th</sup> Floor  
Toronto, ON M5G 2K8

To Whom It May Concern,

Please be advised that the Council of the Municipality of North Perth passed the following resolution at their regular meeting held on October 16<sup>th</sup>, 2023 regarding a request for support for Bill 21, Fixing Long-Term Care Amendment Act (Till Death Do Us Part), 2022 from Catherine Fife, Waterloo MPP.

**Moved By:** Lee Anne Andriessen    **Seconded By:** Sarah Blazek

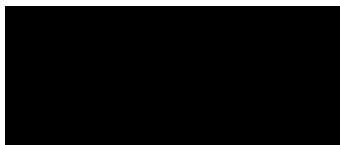
THAT: The Council of the Municipality of North Perth supports Consent Agenda Item 7.11 *Catherine Fife, Waterloo MPP – Request for Support for Bill 21, Fixing Long-Term Care Amendment Act (Till Death Do Us Part), 2022.*

AND THAT: Staff be directed to forward the resolution to other provincial entities and other Council counterparts across Ontario.

**CARRIED**

If you have any questions regarding the above resolution, please do not hesitate to contact me.

Regards,



Sarah Carter  
Acting Clerk/Legislative Services Supervisor  
Municipality of North Perth  
330 Wallace Ave. N., Listowel ON N4W 1L3  
519-292-2062  
[scarter@northperth.ca](mailto:scarter@northperth.ca)

Cc: Catherine Fife, Waterloo MPP  
Perth Wellington MPP, Matthew Rae  
All Ontario Municipalities



# Catherine Fife

MPP Waterloo

Todd Kasenberg  
Mayor of Municipality of North Perth

**RE: Requesting your support for Bill 21, Fixing Long-Term Care Amendment Act (Till Death Do Us Part), 2022**

September 25, 2023

Dear Mayor Kasenberg,

I am writing to you today to share an update on Bill 21, Fixing Long-Term Care Amendment Act (Till Death Do Us Part), 2022, and to request your support for this important legislation.

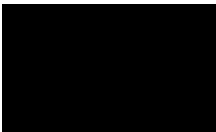
Bill 21 amends the Residents' Bill of Rights set out in section 3 of Fixing Long-Term Care Act, 2021 by adding the right of residents not to be separated from their spouse upon admission but to have accommodation made available for both spouses so they may continue to live together.

The Act was inspired by Cambridge resident Jim McLeod, who will have been separated from his wife of 65 years Joan, on September 17, 2023. Nearly 6 years later, Jim continues to champion spousal reunification. He often says that he will talk to anyone and has two giant binders full of his advocacy work on the Bill. Last week, he told me that his heart is breaking because of his separation from Joan. He has brought other seniors who are separated from their spouses into the advocacy – you cannot sit with these folks for any amount of time and not care deeply about this legislation.

I know that you value the many contributions that older adults have made to Waterloo Region, and care deeply that they can live their final years with dignity and love. **I am hoping you will consider bringing a motion forward to your Council, in support of the Till Death Do Us Part Act.** Your support will help us to keep attention on this important legislation, so that it can finally be called to the Standing Committee on Social Policy – one step closer to Royal Assent.

I would be happy to discuss the Bill with you further, via phone call or an in-person meeting at your convenience. Thanks in advance for considering my request.

Sincerely,



Catherine Fife, Waterloo MPP  
Finance & Treasury Board Critic

---

**Constituency Office**  
100 Regina St. S., Suite 220  
Waterloo, ON N2J 4A8  
Ph: 519-725-3477 | Fax: 519-725-3667  
Email: cfife-co@ndp.on.ca

**Queen's Park Office**  
Room 154, Main Legislative Bldg.  
Queen's Park, Toronto ON M7A 1A5  
Ph: 416-325-6913 | Fax: 416-325-6942  
Email: cfife-qp@ndp.on.ca



## BACKGROUND:

On November 15, 2022, the Till Death Do Us Part Act, passed second reading in the Ontario legislature after being [introduced for the third time in September 2022](#). The bill was then referred to the Ontario Legislature's Social Policy Committee. You can view highlights of the second reading debate here: <https://www.youtube.com/watch?v=mYRlgQgDe2k>

I have been pushing for the Standing Committee on Social Policy to schedule a time to begin the work of reviewing Bill 21 since November 2022. **Today marks 286 days since the Act passed second reading at the Legislative Assembly of Ontario.** Unfortunately, the Bill has yet to be called to committee.

Bill 21, which was formerly Bill 153 and 95, respectively, had passed second reading and was sent to the Justice Committee in December 2019, but was wiped off the order paper when Premier Ford prorogued the house in 2021. It was reintroduced early 2022 but did not have time to progress before the election.

Since I first introduced this Bill in 2019, the number of people who've reached out to my offices with heartbreaking stories of couples entering long-term care who are torn apart has skyrocketed. Simply put, Ontario seniors deserve dignity in care and should have the right to live with their partner as they age. Of note, Nova Scotia passed similar legislation, titled the [Life Partners in Long-Term Care Act](#) in 2021.

Following many meetings with stakeholders, it's clear that "care campuses" which offer different levels of care (independent, assisted living and long-term care) are the progressive model for investing in quality care for Ontario's aging population. Care campuses are an essential element to keeping couples together as they often age at different rates. This level of choice has been brought to my attention as especially important to rural and northern municipal leaders across Ontario. The care campus model for seniors housing that builds different levels of care has unique financial savings that will be critical as we grapple with a rapidly aging province.

We need the Bill to be called to the Standing Committee on Social Policy as soon as possible. We know that couples who are separated across Ontario cannot wait any longer for this legislative change to be made.

Here are the links to recent media coverage of the Till Death Do Us Part Act, which provide more specific insights into the lived experiences of older adults who are separated from their spouses:

- [CTV News Kitchener: Ontario seniors separated in long-term care pushing for the right to remain together](#)
- [CityNews Kitchener: Waterloo MPP appeals for seniors bill to be brought forward](#)
- [Waterloo Region Record: Cambridge senior calls for end to separating couples in long-term care](#)

---

**Constituency Office**  
100 Regina St. S., Suite 220  
Waterloo, ON N2J 4A8  
Ph: 519-725-3477 | Fax: 519-725-3667  
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Email: [cfife-qp@ndp.on.ca](mailto:cfife-qp@ndp.on.ca)



THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS  
RESOLUTION

Regular Meeting

Resolution: 2023 - 372

Date: October 17, 2023

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

THAT Council hereby receives and supports resolution number 2023-475 from the Municipality of Grey Highlands, resolution number 2023-173 from the Municipality of St.-Charles and the resolution from the Municipality of South Dundas passed on September 11, 2023 regarding school bus stop arm cameras;

AND THAT Council directs the Clerk to forward a copy of this resolution to Premier Doug Ford, Attorney General Doug Downey; the Minister of Education; the local Member of Provincial Parliament (MPP); the Association of Municipalities of Ontario (AMO) and all Ontario Municipalities.

Carried

Deferred

Defeated

MAYOR \_\_\_\_\_

Recorded Vote:	Yea	Nay
Mayor Fraser	___	___
Deputy Mayor Bergeron	___	___
Councillor Annable	___	___
Councillor Uhrig	___	___
Councillor Lennox	___	___



The Corporation of the Municipality of St. Charles  
RESOLUTION PAGE



Regular Meeting of Council

**Agenda Number:** 10.2.  
**Resolution Number** 2023-173  
**Title:** Resolution Stemming from July 19, 2023 Regular Meeting of Council - Item 10.1 - Correspondence #4  
**Date:** August 9, 2023

---

**Moved by:** Councillor Laframboise  
**Seconded by:** Councillor Lachance

**BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby supports the Resolution passed by the Municipality of Grey Highlands on June 21, 2023 requiring all stop arm cameras on to be installed and paid for by the Province on all school buses for the start of the 2023-2024 school year;**

**AND BE IT FURTHER RESOLVED THAT a copy of this Resolution be forwarded to Premier Doug Ford; Attorney General Doug Downey; the Ministry of Education; the local Member of Provincial Parliament (MPP); the Association of Municipalities of Ontario (AMO) and all Ontario Municipalities.**

CARRIED

[REDACTED]  
MAYOR

June 21, 2023

Office of the Premier of Ontario

Sent via email

To Hon. Doug Ford:

**Re: Resolution # 2023-475**

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

That the Council of the Municipality of Grey Highlands urges the Provincial Government to:


1. Require all school buses to have stop arm cameras installed and paid for by the Province for the start of the 2023-2024 school year; and

2. Underwrite the costs for the implementation and on-going annual costs for Administrative Monetary Penalties in small and rural municipalities;

FURTHER RESOLVED THAT this resolution be circulated to Premier Doug Ford, Attorney General Doug Downey, Minister of Education Stephen Lecce, Provincial opposition parties, Rick Byers MPP, AMO, Bluewater District School Board, Grey County Warden and all municipalities in Ontario.

If you require anything further, please contact this office.

Sincerely,

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

cc. Attorney General Doug Downey,  
Minister of Education Stephen Lecce,  
Provincial opposition parties,  
Rick Byers MPP,  
AMO,  
Bluewater District School Board,  
Grey County Warden  
and all municipalities in Ontario.

**The Municipality of Grey Highlands**

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



**Date:** September 11, 2023

---

**To:** Mayor & Council  
**From:** Crystal LeBrun, Director of Corporate Services/Clerk  
**Subject:** **School Bus Stop Arm Cameras Resolution**

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**Notice of Motion by Councillor Tom Smyth**

**WHEREAS** almost 824,000 students travel in about 16,000 school vehicles every school day in Ontario and according to the Ministry of Transportation's statistics the rate of vehicles blowing by stopped school buses is over 30,000 times every day;

**AND WHEREAS** the Province of Ontario passed the Safer School Zones Act in 2017 which authorized the use of Automated School Bus Stop Arm Camera Systems to detect incidents where vehicles failed to stop when the school bus was stopped and the stop-arm extended (O. Reg. 424/20);

**AND WHEREAS** the Association of Municipalities (AMO) working on behalf of all Ontario Municipalities made its submission to the Standing Committee on General Government on May 21, 2019 in support of Administrative Monetary Penalties (AMPs) to be used to collect fine revenue for school bus stop arm infractions and other applications, including Automated Speed Enforcement (ASE) technologies deployed in school and community safety zones;

**AND WHEREAS** police resources can not be spread any thinner to enforce Highway Traffic Act offences throughout municipalities;

**AND WHEREAS** the administrative and financial costs to establish the required municipal Administrative Penalty program under the Highway Traffic Act, and its regulations, are substantial and maybe out of reach for small or rural municipalities that have insufficient amounts of traffic to generate the required funds to offset the annual operational costs of a municipal Administrative Penalty program;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Municipality of South Dundas urges the Provincial Government to:

- a) Require all school buses to have stop arm cameras installed and paid for by the Province for the start of the 2023-2024 school year; and

b) Underwrite the costs for the implementation and on-going annual costs for Administrative Monetary Penalties in small and rural municipalities;

**AND FURTHER THAT** this resolution be circulated to Premier Doug Ford, Attorney General Doug Downey, Minister of Education Stephen Lecce, Provincial opposition parties, Mathew Rae MPP, and AMO.

Oct 25, 2023

Ann-Marie Norio, Regional Clerk  
Niagara Region  
1815 Sir Isaac Brock Way  
Thorold, ON  
L2V 4T7

Dear Ms. Norio:

Re: Niagara Region - Motion Respecting Recommendations from the Renfrew County Inquest and Declaration of Intimate Partner Violence as an Epidemic

This is to confirm that at the Oct 23, 2023 Council Meeting the following resolution was adopted with respect to the above noted matter:

1. That, the correspondence received from the Regional Municipality of Niagara regarding the Motion Respecting Recommendations from the Renfrew County Inquest and Declaration of Intimate Partner Violence as an Epidemic, as attached as Schedule A, be received and supported; and,
2. That, the Township of West Lincoln recognize the issues of gender-based violence and intimate partner violence in Niagara as serious to the health and wellness of local residents and their families; and,
3. That, the Township of West Lincoln commit to engaging with community partners to educate and support our residents about the seriousness and long-term danger of violence in our communities; and,
4. That, the Township of West Lincoln declare, in accordance with Recommendation #5 of the Niagara Region request, that intimate partner violence and gender-based violence are an epidemic; and,
5. That, a copy of this motion be sent to each of Niagara's 12 Local Area Municipalities; The Honourable Arif Virani, Minister of Justice; The Honourable Doug Ford, Premier of Ontario; The Honourable Charmaine A. Williams, Associate Minister of Women's Social and Economic Opportunity; The Honourable Parm Gill, Minister of Red Tape Reduction; Niagara four MPs; Niagara's four MPPs; the Association of Municipalities of Ontario (AMO); the

Federation of Canadian Municipalities (FCM); Mayors and Regional Chairs of Ontario (MARCO); and Ontario's Big City Mayors (OBCM).

If any further information is required, please contact the undersigned at 905-957-3346, Ext 6720.

Yours Truly,



Jessica Dyson  
Director of Legislative Services/Clerk

Niagara's 12 Local Area Municipalities  
The Honourable Arif Virani, Minister of Justice;  
The Honourable Doug Ford, Premier of Ontario;  
The Honourable Charmaine A. Williams, Associate Minister of Women's Social and Economic Opportunity;  
The Honourable Parm Gill, Minister of Red Tape Reduction;  
Niagara four MPs; Niagara's four MPPs;  
Association of Municipalities of Ontario (AMO);  
the Federation of Canadian Municipalities (FCM); Mayors and Regional Chairs of Ontario (MARCO); and Ontario's Big City Mayors (OBCM)





OFFICE OF THE CITY CLERK  
500 Donald Street East  
Thunder Bay, ON P7E 5V3

Tel: (807) 625-2230  
Fax: (807) 623-5468

October 17, 2023

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

Dear Hon. Doug Ford:

**Re: Intimate Partner Violence**

Please be advised that the following resolution was adopted by Committee of the Whole at its meeting held on September 25, 2023, and subsequently ratified by City Council on October 16, 2023:

" WITH RESPECT to Report 299-2023-City Manager's Office-Strategic Initiatives & Engagement, we recommend that Intimate Partner Violence (IPV) / Gender-Based Violence (GBV) be declared an epidemic;

AND THAT a copy of the resolution be sent to the Premier of Ontario and all Ontario municipalities;

AND THAT any necessary by-laws be presented to City Council for ratification."

CARRIED

Should you have any further questions relative to the above, please do not hesitate to contact the undersigned.

Yours truly,



Dana Earle  
Deputy City Clerk

//

cc: all Ontario municipalities



CLEARVIEW  
TOWNSHIP

**Clerk's Department**  
Township of Clearview  
Box 200, 217 Gideon Street  
Stayner, Ontario L0M 1S0  
[clerks@clearview.ca](mailto:clerks@clearview.ca) | [www.clearview.ca](http://www.clearview.ca)  
Phone: 705-428-6230

October 18, 2023

File: C00.2023

Premier of Ontario  
Legislative Building  
Queen's Park  
Toronto ON M7A 1A1

Sent by Email

Dear Premier Ford,

**RE: Establishing a Guaranteed Livable Income**


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Please be advised that Council of the Township of Clearview, at its meeting held on October 16, 2023, passed a resolution supporting the correspondence/resolution from the Town of Grimsby regarding establishing a guaranteed livable income:

Moved by Councillor Broderick, Seconded by Councillor McArthur, That in consideration of correspondence received September 11, 2023, from the Town of Grimsby respecting establishing a guaranteed livable income, Council of the Township of Clearview directs staff to send a letter of support for the resolution passed by the Town of Grimsby to the Premier of Ontario, the MP and MPP for Simcoe-Grey, and all Ontario municipalities. Motion Carried.

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

Regards,

  
Sasha Helmkey-Playter, B.A., Dipl. M.A., AOMC  
Clerk/Director of Legislative Services

cc: Brian Saunderson, MPP Simcoe Grey  
Terry Dowdall, MP Simcoe Grey

Ontario Municipalities



MUNICIPALITY OF  
**North Perth**

[www.northperth.ca](http://www.northperth.ca)

A Community of Character

330 Wallace Ave. N., Listowel, ON N4W 1L3

Phone: 519-291-2950

Toll Free: 888-714-1993

October 26<sup>th</sup>, 2023

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

Re: Social and Economic Prosperity Review

Please be advised that the Council of the Municipality of North Perth passed the following resolution at their regular meeting held on October 23<sup>rd</sup>, 2023 regarding Policy Update – Social and Economic Prosperity Review from the Association of Municipalities Ontario.

**Moved By:** Matt Duncan      **Seconded By:** Allan Rothwell

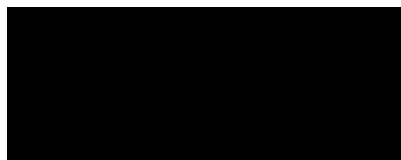
THAT: The Council of the Municipality of North Perth endorses the briefing from AMO calling for discussion on Social and Economic Prosperity and that North Perth is willing to participate.

AND THAT: The resolution be forwarded to the Premier of Ontario, AMO, Perth-Wellington MP John Nater, Perth-Wellington MPP Matthew Rae, and all Ontario municipalities.

**CARRIED**

If you have any questions regarding the above resolution, please do not hesitate to contact me.

Regards,



Sarah Carter  
Acting Clerk/Legislative Services Supervisor  
Municipality of North Perth  
330 Wallace Ave. N., Listowel ON N4W 1L3  
519-292-2062  
[scarter@northperth.ca](mailto:scarter@northperth.ca)

Cc: AMO  
Perth-Wellington MP, John Nater  
Perth Wellington MPP, Matthew Rae  
All Ontario Municipalities

AMO Policy Update not displaying correctly? [View the online version](#)  
Add Communicate@amo.on.ca to your safe list



# POLICY UPDATE

October 18, 2023

## Policy Update - Social and Economic Prosperity Review

Municipalities across Ontario are facing increasingly complex challenges, such as tackling homelessness and climate change, without the financial tools to solve them. It's time for the province and municipalities to work collaboratively towards solutions for the long-term stability and sustainability of municipal finances.

[AMO has called on Premier Ford](#) to propose an update of the partnership between provincial and municipal governments to build sustainable communities, a solid foundation for economic growth and quality of life.

A [social and economic prosperity review](#) would help to create a sustainable, accountable provincial-municipal relationship where both orders of government can meet their responsibilities, grounded in:

- Affordability and fiscal sustainability for both orders of government
- Fairness for taxpayers and affordability for residents
- Coordinated and timely infrastructure investment resilient to climate realities
- Increased housing supply and affordability
- Robust health and social services supporting increased economic participation
- Long term economic development and prosperity for Ontario and its communities
- Modern, effective and streamlined service delivery

It's the right time for a province-wide conversation.

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



**Corporation of the  
Municipality of West Grey**

402813 Grey Road 4, RR 2 Durham, ON N0G 1R0  
519 369 2200

October 23, 2023

Honourable Michael Parsa, Minister  
[MinisterMCCSS@ontario.ca](mailto:MinisterMCCSS@ontario.ca)  
Ministry Children, Community and Social Services  
7<sup>th</sup> Flr, 438 University Ave  
Toronto, ON, M5G 2K8

**RE: Childcare availability in Ontario**

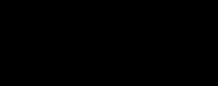
Dear Minister Parsa,

Please be advised that at its meeting held on October 17, 2023, the council of the Municipality of West Grey considered the above-noted matter and passed Resolution No. R-231017-004 as follows:

**"THAT in consideration of correspondence received from the Municipality of Bluewater respecting childcare availability, council directs staff to send a letter of support to the Ministry of Children, Community and Social Services with copies being sent to the Premier of Ontario and all Ontario municipalities."**

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

Sincerely, 

  
Jamie Eckenswiller, AMP (he/him)  
Director of Legislative Services/Clerk  
Municipality of West Grey

Attachment: Municipality of Bluewater – Childcare availability in Ontario Resolution

Cc. Honourable Doug Ford, Premier of Ontario  
Ontario municipalities

# Municipality of *Bluewater*

October 2, 2023

The Honourable Lisa M. Thompson  
Member of Provincial Parliament (MPP)  
408 Queen Street, P.O. Box 426  
Blyth, ON N0M 1H0

Re: Childcare availability in Ontario

Dear Minister Thompson:

The Municipality of Bluewater is concerned about the critical issue of childcare availability in our province and how it is linked to educational requirements and low wages within the childcare sector. We believe that addressing these issues is crucial for the well-being of our families and the future prosperity of Bluewater and Ontario.

Childcare availability in Ontario has become an increasingly pressing problem for parents and guardians. Access to affordable, high-quality childcare is essential for families to balance work and family responsibilities, and it plays a vital role in supporting the early development and education of our children. However, the lack of available childcare spaces is a significant barrier for many parents, limiting their ability to participate fully in the workforce and achieve financial stability.

We suspect that one of the key factors contributing to the shortage of childcare spaces is the educational requirements imposed on childcare workers. While it is important to ensure the safety and well-being of children in childcare settings, the current educational requirements may be overly restrictive. These requirements often result in a shortage of qualified childcare providers, making it challenging to expand the availability of childcare services.

This year in the Municipality of Bluewater, we have childcare facilities and before and after school programs that have closed or have reduced capacity due to lack of qualified staffing. These recent closures and capacity issues have imposed a significant amount of stress on families in our community.

Additionally, low wages within the childcare sector are a significant concern. Many qualified and passionate individuals are discouraged from pursuing a career in childcare



due to the low wages and limited opportunities for professional growth. This low-wage structure not only makes it difficult to attract and retain skilled childcare educators but also effects the quality of care children receive. Investing in the professional development and fair compensation of early childcare educators is essential to ensure that our children receive the best care possible and the best start in life.

**To address these issues and improve childcare availability in Ontario, the Municipality urges you to consider the following actions:**

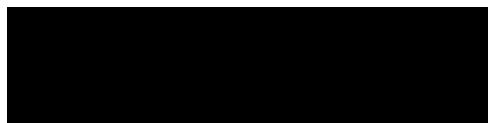
1. Review and Reform Educational Requirements: Work with relevant stakeholders to review and potentially revise the training methods of early childcare educators, striking a balance between safety and accessibility by increasing the praxis model to learning.
2. Invest in Professional Development: Advocate for increased investment in professional development opportunities for childcare workers to enhance their skills and qualifications.
3. Increase Wages: Support initiatives to increase the wages of childcare workers, ensuring that they are paid a fair and competitive salary for the vital work they do.
4. Expand Funding: Work to secure additional funding for the expansion of childcare services and facilities, especially in underserved and rural communities.
5. Promote Public Awareness: Raise public awareness about the importance of accessible and high-quality childcare services and the need for policy changes.

This is an urgent matter that is expected to worsen and your timely response to these concerns is needed.

By addressing these issues, we can make significant strides toward improving childcare availability in Bluewater and Ontario and ensuring that families have the support they need to thrive. We kindly request your timely support and advocacy on these matters and would be grateful for any updates or initiatives related to childcare reform in our province.

Thank you for your attention to this critical issue. We look forward to your continued dedication to the well-being of Ontario's families and children.

Sincerely,



Mayor Paul Klopp for the  
Council of the Municipality of Bluewater

cc: Premier Doug Ford  
Ben Lobb, Huron-Bruce MP  
Hon. Michael Parsa, Minister of Children, Community and Social Services  
All Ontario Municipalities

Executive Services  
99-A Advance Avenue, Napanee, ON K7R 3Y5 [www.greaternapanee.com](http://www.greaternapanee.com)

October 27, 2023

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

**Re: Provincial Legislation for Third-Party Short-Term Rental Companies**

Dear Premier Ford:

Please be advised that the Council of the Town of Greater Napanee passed the following resolution at its regular session meeting of October 24, 2023:


*RESOLUTION #511/23: Hicks, Martin*

That Council receive for information the correspondence from the City of Burlington respecting provincial legislation for third-party short-term rental brokerage companies; And further that Council direct staff to send a letter of support for the resolution passed by the City of Burlington to the Premier of Ontario, MPP Breese, and all Ontario municipalities.

CARRIED

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

Sincerely,



Jessica Walters  
Clerk

cc. Hon. Ric Breese, MPP, Hastings-Lennox & Addington  
All Ontario municipalities

Sent via email

September 28, 2023

**SUBJECT: Provincial legislation for third-party short-term rental companies**

Please be advised that at its meeting held Tuesday, September 26, 2023, the Council of the City of Burlington approved the following resolution:

Whereas the demand for alternative accommodations has resulted in an increased prominence of residential properties being advertised for short term accommodations through third party companies such as Airbnb and VRBO; a shift from the 'traditional' cottage rental historically managed by a property owner; and

Whereas over the past decade a flood of properties have been removed from the ownership and long-term rental market (*Canada Research Chair in Urban Governance at McGill University*) contributing to housing shortages, increased housing demands and increased housing costs resulting in housing affordability issues, including affordable rentals; and

Whereas short term rentals (STR) can be beneficial, when operated appropriately, by providing solutions for the accommodation industry that supports local tourism and small businesses as well as providing an opportunity for property owners to generate income from their residence (permanent or seasonal) using a convenient third-party system; and

Whereas STR's can create nuisances including noise, parking, high volumes of visitors attending a property, septic capacity and fire safety, for adjacent residential property owners who wish to experience quiet enjoyment of their property; and

Whereas research indicates that demand for STR's is increasing, in part due to vacationers choosing domestic travel options as well as the financial benefits to property owners, demonstrating that STR's are here to stay; and

Whereas there are no Provincial regulations in place governing third party STR companies resulting in a variety of regulations/guidelines being implemented at the local municipal level which creates inconsistencies, confusion and frustrations for both consumers and residents across the province; and

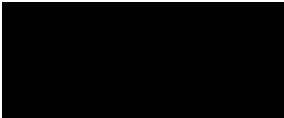
Therefore, be it resolved that Burlington City Council calls on the Provincial Government to move forward as soon as possible to legislate all third-party short-term rental brokerage companies, for example Airbnb and VRBO, requiring them to:

- appropriately manage and be responsible for their listings, and to compel compliance; and
- establish a registry system, making it mandatory for each rental listing to register and pay an appropriate annual fee, with the requirement that STR companies are to provide the registry and collected fees to the municipality in which the STR properties are located, allowing municipalities to be aware of all registered STR properties and to have access to funds to assist with the response and enforcement of issues surrounding STR properties; and
- de-list/remove a property from the STR company's listing when a municipality has identified and verified life, health and/or nuisance infractions including noise, fire safety, septic, etc. to ensure a property cannot be rented; and

That a copy of this resolution be sent to all Ontario municipalities for support as well as to the Minister of Municipal Affairs and Housing and Halton MPPs.

If you have any questions, please contact me at extension 7702 or the e-mail address above.

Sincerely,



Kevin Arjoon  
City Clerk



# The Corporation of the Township of Terrace Bay

P.O. Box 40, 1 Selkirk Avenue, Terrace Bay, ON, P0T 2W0  
Phone: (807) 825-3315 Fax: (807) 825-9576

October 17, 2023

Premier Doug Ford  
[premier@ontario.ca](mailto:premier@ontario.ca)

Dear Mr. Ford,

At the Township of Terrace Bay Regular Council Meeting held on Monday March 6, 2023, the following resolution of support was passed.

**RE: Township of Aurora Motion 10.4 Councillor Weese, Re: Aurora Council Opposition to Strong Mayor Powers in Aurora”**

**Resolution: 257-2023**

**Moved by: Councillor Johnson**

**Seconded by: Councillor St. Louis**

**Whereas** the Township of Aurora passed "Motion 10.4 - Councillor Weese; Re: Aurora Council Opposition to Strong Mayor Powers in Aurora at its meeting on September 26, 2023; and

**Whereas** these Strong Mayor Powers undermine democratic processes executed through municipal elections;and

**Whereas** Strong Mayor Powers may also violate by-laws established by municipalities that provides accepted and legal procedures for governance; and

**Whereas** Terrace Bay Council recognizes the important role each Councillor provides the residents in their Ward and the community-at-large;

**Now Therefore Be it Hereby Resolved** That the Township of Terrace Bay Council supports the Town of Aurora's motion 10.4 and opposes Strong Mayor Powers being provided to the Head of Council;

**Be It Further Resolved** That this approved Motion is to be sent to the Premier of Ontario, the Honourable Doug Ford; the Minister of Municipal Affairs and Housing, the Honourable Paul Calandra; Lise Vaugeois MPP, Thunder Bay—Superior North and each of the Municipalities in Ontario.

Sincerely,

  
Jon Hall  
CAO/Clerk

**CC:**

Honourable Paul Calandra - [minister.mah@ontario.ca](mailto:minister.mah@ontario.ca)

MPP – Thunder Bay Superior North - Lise Vaugeois - [LVaugeois-QP@ndp.on.ca](mailto:LVaugeois-QP@ndp.on.ca)

All Ontario Municipalities



CLEARVIEW  
TOWNSHIP

**Clerk's Department**  
Township of Clearview  
Box 200, 217 Gideon Street  
Stayner, Ontario L0M 1S0  
[clerks@clearview.ca](mailto:clerks@clearview.ca) | [www.clearview.ca](http://www.clearview.ca)  
Phone: 705-428-6230

October 18, 2023

File: C00.2023

Premier of Ontario  
Legislative Building  
Queen's Park  
Toronto ON M7A 1A1

Sent by Email

Dear Premier Ford,

**RE: Illegal Car Rally – Provincial Task Force**

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Please be advised that Council of the Township of Clearview, at its meeting held on October 16, 2023, passed a resolution supporting the correspondence/resolution from the Town of Wasaga Beach regarding illegal car rallies:

Moved by Councillor Broderick, Seconded by Deputy Mayor Van Staveren, Whereas, the prevalence of unsanctioned car rally events has grown in recent years throughout North America; and

Whereas, the Town of Wasaga Beach has been the target of unsanctioned car rallies over the past four years resulting in property damage, threats to public order, and significant risk to people's safety and enjoyment of their property;

And Whereas the protections afforded by the Canadian Charter of Rights and Freedoms are being violated by unsanctioned car rally organizers and participants, thereby infringing on the rights of others and undermined the response of enforcement personnel; and

Whereas, unsanctioned car rally activity crosses multiple jurisdictions requiring a province wide coordinated response framework to protect all communities from the same disruption and risk to public safety;



Therefore Be It Resolved That the Town of Wasaga Beach requests that a provincial task force be assembled to create a municipal response framework to protect communities from unsanctioned car rallies with a mandate to include, but not limited to:

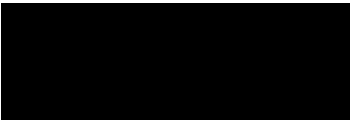
- Investigate legislative enhancements and tools to assist municipalities in responding and enforcing unsanctioned car rallies.
- Investigate expanded powers for municipal law enforcement officers.
- Develop a proactive approach to awareness, prevention, enforcement and collaboration across all enforcement personnel, including police, municipal law enforcement officers and other provincial offences officers.
- Investigate harsher penalties and increased fines for unsanctioned car rally organizers and participants; and

That the Province provide funding to municipalities to assist with the cost in enforcing unsanctioned car rallies; and

And Further That a copy of this resolution be sent to the Right Honourable Prime Minister Justin Trudeau, Honourable Doug Ford, Premier of Ontario, the Honourable Michael Kerzner, Solicitor General of Ontario, the Honourable Doug Downey, Attorney General of Ontario, the Honourable Paul Calandra, Minister of Municipal Affairs and Housing, the Honourable Prabmeet Sarkaria, Minister of Transportation, MPP Brian Saunderson, Commissioner of the Ontario Provincial Police, County of Simcoe, FCM, and AMO.

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

Regards,



Sasha Helmky-Playter, B.A., Dipl. M.A., AOMC  
Clerk/Director of Legislative Services

cc: Right Honourable Prime Minister Justin Trudeau  
Premier Doug Ford  
Hon. Michael Kerzner, Solicitor General of Ontario  
Hon. Doug Downey, Attorney General of Ontario  
Hon. Paul Calandra, Minister of Municipal Affairs and Housing  
Hon. Prabmeet Sarkaria, Minister of Transportation  
MPP Brian Saunderson  
Commissioner Thomas Carrique, Ontario Provincial Police  
County of Simcoe Council

Federation of Canadian Municipalities  
Association of Municipalities of Ontario  
Ontario Municipalities



CLEARVIEW  
TOWNSHIP

**Clerk's Department**  
Township of Clearview  
Box 200, 217 Gideon Street  
Stayner, Ontario L0M 1S0  
[clerks@clearview.ca](mailto:clerks@clearview.ca) | [www.clearview.ca](http://www.clearview.ca)  
Phone: 705-428-6230

October 18, 2023

File: C00.2023

Premier of Ontario  
Legislative Building  
Queens Park  
Toronto ON M7A 1A4

Sent by Email

**RE: Municipal Codes of Conduct**

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Please be advised that Council of the Township of Clearview, at its meeting held on October 16, 2023, passed a resolution supporting the correspondence regarding Municipal Codes of Conduct.

Moved by Councillor Broderick, Seconded by Councillor Walker, Whereas all Ontarians deserve and expect a safe and respectful workplace;

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

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

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

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

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

Now, therefore be it resolved that the Township of Clearview supports the call of the Association of Municipalities of Ontario for the Government of Ontario to introduce legislation

to strengthen municipal Codes of Conduct and compliance with them in consultation with municipal governments;

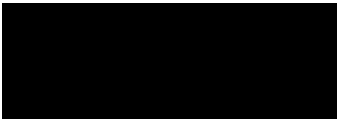
Also, Be It Resolved that the legislation encompass the Association of Municipalities of Ontario's recommendations for:

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

And that the above resolution be circulated to the Ministry of Municipal Affairs and Housing, MPP Brian Saunderson and all Ontario Municipalities.

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

Regards,



Sasha Helmkey-Playter, B.A., Dipl. M.A., AOMC  
Clerk/Director of Legislative Services

cc: Hon. Paul Calandra, Ministry of Municipal Affairs and Housing  
MPP Simcoe Grey, Brian Saunderson  
Ontario Municipalities



THE CORPORATION OF THE TOWN OF PARRY SOUND  
RESOLUTION IN COUNCIL

NO. 2023 - 149

DIVISION LIST

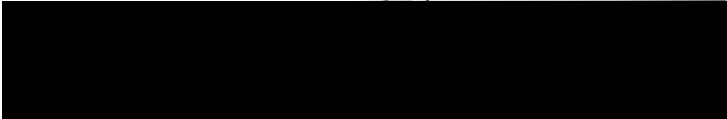
YES NO

DATE: October 3, 2023

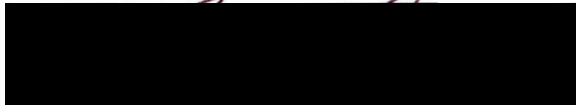
- Councillor **G. ASHFORD**
- Councillor **J. BELESKEY**
- Councillor **P. BORNEMAN**
- Councillor **B. KEITH**
- Councillor **D. McCANN**
- Councillor **C. McDONALD**
- Mayor **J. McGARVEY**

\_\_\_\_\_  
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 \_\_\_\_\_  
 \_\_\_\_\_

MOVED BY:



SECONDED BY:



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

Whereas speeding on Town of Parry Sound roads is a concern, and can occur in all areas of the community; and

Whereas barriers and delays to enforcement pose a danger to the community; and

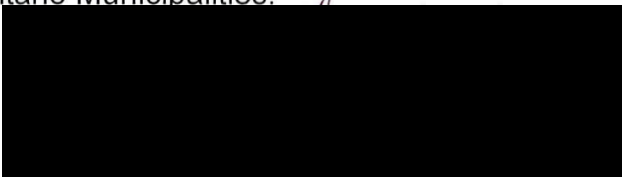
Whereas the Town of Parry Sound has limited resources to implement speed mitigation road design and re-design; and

Whereas local police service has limited resources to undertake speed enforcement; and

Whereas s.205.1 of the Highway Traffic Act (HTA) provides that Automated Speed Enforcement systems (ASE) may only be placed in designated community safety zones and school safety zones,

THEREFORE BE IT RESOLVED THAT the Town of Parry Sound supports the request of the City of Cambridge that the Ontario Government amend s.205.1 of the HTA to permit municipalities to locate an ASE system permanently or temporarily on any roadway under the jurisdiction of municipalities and as determined by municipalities and not be restricted to only community safety zones and school safety zones; and

THAT a copy of this resolution be forwarded to the Ontario Minister of Transportation, the Ontario Minister of Municipal Affairs and Housing, MPP Graydon Smith, the Association of Municipalities of Ontario (AMO) and all Ontario Municipalities.



Mayor Jamie McGarvey

PO Box 488  
201 Atwood Avenue  
Rainy River, ON  
P0W 1L0

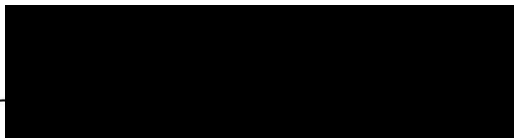


Office Phone: (807) 852-3244  
Clerk Phone: (807) 852-3978  
Fax: (807) 852-3553  
Email: rainyriver@tbaytel.net  
Website: www.rainyriver.ca

# Town of Rainy River

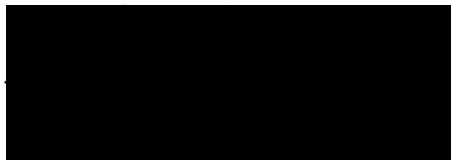
## RESOLUTION

MOVED BY



DATE: October 10, 2023

SECONDED BY



RESOLUTION: 23-020

**“WHEREAS** the Corporation of the Town of Rainy River is a small community in Northwestern Ontario with limited financial resources;

**AND WHEREAS** the Town of Rainy River owns and operates the water treatment facilities, water distribution facilities, wastewater treatment facilities and wastewater collection facilities which service the residents of the Town of Rainy River;

**AND WHEREAS** the Town of Rainy River requires Class II Water Treatment Operators for its facilities;

**AND WHEREAS** the Corporation of the Town of Rainy River attempts to provide training as prescribed by the Province of Ontario to obtain the necessary classification(s);

**AND WHEREAS** the Town of Rainy River has been fortunate in obtaining a full staff compliment eager to take on the responsibilities of water treatment and distribution and wastewater collection and treatment operations;

**AND WHEREAS** any new employees of the Town of Rainy River require certification;

**AND WHEREAS** training is becoming increasingly difficult to procure;

**AND WHEREAS** the Province of Ontario has implemented stringent review of water treatment plants to ensure compliance;



**AND WHEREAS** the Province of Ontario is promoting and providing an increased number of training opportunities for a variety of trades;

**BE IT HEREBY RESOLVED** that the Corporation of the Town of Rainy River petitions the Province of Ontario to expand water treatment training opportunities for communities within Ontario;

**AND FURTHER** the training be delivered in a method that is flexible and affordable;

**AND FURTHER** utilize existing networks, such as Contact North, for on-line exam preparation and exam supervision;

**AND FURTHER** the Council of the Corporation of the Town of Rainy River forward copies of this resolution to Premier Doug Ford, Minister of Environment, Conservation and Parks Andrea Khanjin, MPP Greg Rickford, Walkerton Clean Water Centre, Ontario Municipalities.”

ABSTAIN \_\_\_\_\_  
AYES \_\_\_\_\_  
NAYES \_\_\_\_\_

CARRIED \_\_\_\_\_ ✓  
DEFEATED \_\_\_\_\_

D. ARMSTRONG \_\_\_\_\_  
D. EWALD \_\_\_\_\_  
J. HAGARTY \_\_\_\_\_  
B. HELGESON \_\_\_\_\_  
N. IVALL \_\_\_\_\_  
M. KREGER \_\_\_\_\_  
G. PROST \_\_\_\_\_

\_\_\_\_\_  
MAYOR OR ACTING MAYOR





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

October 13<sup>th</sup>, 2023

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

**RECEIVED**  
OCT 16 2023  
Township of Puslinch

Attention: Ms. Richardson

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

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

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

Sincerely,

  
Bader Diab  
Site Superintendent

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



Monthly Reporting  
Mill Creek Aggregates Pit  
September 2023

Date	DP21 (mASL)	Threshold Value (mASL)	Exceedance
7-Sep-23	305.82	305.49	NO
15-Sep-23	305.83	305.49	NO
20-Sep-23	305.80	305.49	NO
25-Sep-23	305.78	305.49	NO

Date	BH13 (mASL)	DP21 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
7-Sep-23	306.18	305.82	0.36	0.10	NO
15-Sep-23	306.20	305.83	0.37	0.10	NO
20-Sep-23	306.16	305.80	0.36	0.10	NO
25-Sep-23	306.13	305.78	0.35	0.10	NO

Date	DP17 (mASL)	Threshold Value (mASL)	Exceedance
7-Sep-23	305.29	305.17	NO
15-Sep-23	305.30	305.17	NO
20-Sep-23	305.28	305.17	NO
25-Sep-23	305.26	305.17	NO

Date	BH92-12 (mASL)	DP17 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
7-Sep-23	305.66	305.29	0.37	0.06	NO
15-Sep-23	305.68	305.30	0.38	0.06	NO
20-Sep-23	305.65	305.28	0.36	0.06	NO
25-Sep-23	305.60	305.26	0.34	0.06	NO

Date	DP3 (mASL)	Threshold Value (mASL)	Exceedance
7-Sep-23	304.79	304.54	NO
15-Sep-23	304.77	304.54	NO
20-Sep-23	304.76	304.54	NO
25-Sep-23	304.74	304.54	NO

Date	DP6 (mASL)	DP3 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
7-Sep-23	305.69	304.79	0.90	0.58	NO
15-Sep-23	305.73	304.77	0.95	0.58	NO
20-Sep-23	305.64	304.76	0.88	0.58	NO
25-Sep-23	305.63	304.74	0.88	0.58	NO

Date	DP2 (mASL)	Threshold Value (mASL)	Exceedance
7-Sep-23	304.23	303.50	NO
15-Sep-23	304.00	303.50	NO
20-Sep-23	303.96	303.50	NO
25-Sep-23	303.93	303.50	NO

Date	BH92-27 (mASL)	DP2 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
7-Sep-23	304.73	304.23	0.50	0.32	NO
15-Sep-23	304.71	304.00	0.71	0.32	NO
20-Sep-23	304.67	303.96	0.70	0.32	NO
25-Sep-23	304.63	303.93	0.71	0.32	NO

Date	DP1 (mASL)	Threshold Value (mASL)	Exceedance
7-Sep-23	304.31	303.91	NO
15-Sep-23	304.33	303.91	NO
20-Sep-23	304.30	303.91	NO
25-Sep-23	304.26	303.91	NO

Date	BH92-29 (mASL)	DP1 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
7-Sep-23	304.89	304.31	0.58	0.23	NO
15-Sep-23	304.90	304.33	0.57	0.23	NO
20-Sep-23	304.86	304.30	0.56	0.23	NO
25-Sep-23	304.79	304.26	0.53	0.23	NO

Date	DP5CR (mASL)	Threshold Value (mASL)	Exceedance
7-Sep-23	303.32	302.79	NO
15-Sep-23	303.34	302.79	NO
20-Sep-23	303.31	302.79	NO
25-Sep-23	303.27	302.79	NO

Date	OW5-84 (mASL)	DP5CR (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
7-Sep-23	303.58	303.32	0.25	0.15	NO
15-Sep-23	303.61	303.34	0.28	0.15	NO
20-Sep-23	303.54	303.31	0.23	0.15	NO
25-Sep-23	303.52	303.27	0.25	0.15	NO

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



Monthly Reporting  
Mill Creek Aggregates Pit  
September 2023

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

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

Total Monthly Precipitation (mm):	21.2	Kitchener/Waterloo (Actual)
Total Monthly Normal Precipitation (mm):	87.8	Waterloo-Wellington A (30-year Normal)

Date	Below Water Table Extraction Phase 5	Below Water Table Extraction Phase 2	Water Pumped from Main Pond (gals)	Water Pumped from Active Silt Pond (gals)	Main Pond Level (mASL)	Exceedance Y/N (BELOW 305.5 mASL)	Phase 2 Pond Level (mASL)	Exceedance Y/N (BELOW 305.0 mASL)	Phase 3 Pond Level (mASL)	Exceedance Y/N (BELOW 303.85 mASL)	Phase 4 Pond Level (mASL)	Exceedance Y/N (BELOW 304.5 mASL)
1-Sep-23	0	0	1,692,223	0	306.39	N	305.89	N	305.00	N	306.02	N
2-Sep-23	0	0	714,460	0	306.39	N	305.89	N	305.00	N	306.03	N
3-Sep-23	-	-	-	-	-	-	-	-	-	-	-	-
4-Sep-23	-	-	-	-	-	-	-	-	-	-	-	-
5-Sep-23	0	0	1,718,840	0	306.39	N	305.90	N	304.99	N	306.02	N
6-Sep-23	0	0	1,445,638	0	306.39	N	305.91	N	304.99	N	306.01	N
7-Sep-23	0	0	1,461,696	0	306.4	N	305.91	N	305.00	N	306.02	N
8-Sep-23	0	0	1,685,404	0	306.4	N	305.90	N	304.99	N	306.00	N
9-Sep-23	0	0	710,061	0	306.4	N	305.90	N	304.99	N	306.00	N
10-Sep-23	-	-	-	-	-	-	-	-	-	-	-	-
11-Sep-23	0	0	1,715,980	0	306.37	N	305.89	N	304.95	N	306.09	N
12-Sep-23	0	0	1,335,433	0	306.37	N	305.89	N	304.98	N	306.02	N
13-Sep-23	0	0	1,704,542	0	306.38	N	305.89	N	304.95	N	305.99	N
14-Sep-23	0	0	1,668,687	0	306.38	N	305.89	N	304.96	N	305.99	N
15-Sep-23	0	0	1,697,503	0	306.37	N	305.89	N	304.93	N	305.99	N
16-Sep-23	0	0	726,558	0	306.37	N	305.89	N	304.93	N	305.99	N
17-Sep-23	-	-	-	-	-	-	-	-	-	-	-	-
18-Sep-23	0	0	1,705,862	0	306.36	N	305.90	N	304.94	N	305.99	N
19-Sep-23	0	0	1,699,042	0	306.35	N	305.89	N	304.94	N	305.99	N
20-Sep-23	0	0	1,687,164	0	306.35	N	305.88	N	304.93	N	305.99	N
21-Sep-23	0	0	1,197,073	0	306.36	N	305.88	N	304.95	N	305.99	N
22-Sep-23	0	0	1,709,161	0	306.37	N	305.88	N	304.95	N	305.99	N
23-Sep-23	0	0	745,256	0	306.37	N	305.88	N	304.95	N	305.99	N
24-Sep-23	-	-	-	-	-	-	-	-	-	-	-	-
25-Sep-23	0	0	1,726,539	0	306.33	N	305.87	N	304.90	N	305.95	N
26-Sep-23	0	0	1,707,621	0	306.36	N	305.87	N	304.89	N	305.95	N
27-Sep-23	0	0	1,707,841	0	306.35	N	305.87	N	304.88	N	305.96	N
28-Sep-23	0	0	1,726,319	0	306.33	N	305.85	N	304.89	N	305.95	N
29-Sep-23	0	0	1,704,762	0	306.33	N	305.85	N	304.87	N	305.94	N
30-Sep-23	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>0</b>	<b>0</b>	<b>35,593,664</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

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

**From:** [Township of Puslinch](#)  
**To:** [Justine Brotherston](#)  
**Subject:** New Entry: Delegate Request  
**Date:** Wednesday, September 27, 2023 7:16:53 PM

---

**Type of Meeting**

Council

---

**Meeting Date**

October 18, 2023

---

**How many delegates are requesting to make this presentation?**

Two (2)

---

**Type of Delegation**

This is a request to delegate on a general topic

---

**Type of Presentation**

This request is to present a verbal delegation

---

**Type of Attendance**

Via Zoom

---

**Name of Delegate**

Salar Chagpar

---

**Mailing Address of Delegate**

[REDACTED]

---

**Phone Number of Delegate**

[REDACTED]

---

**Email Address of Delegate**

[REDACTED]

---

**Name of Second Delegate**

Bob Minhas

---

**Mailing Address of Second Delegate**

[REDACTED]

---

**Phone Number of Second Delegate**

[REDACTED]

---

**Email Address of Second Delegate**

[REDACTED]

---

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

To share details about the upcoming Digital Transformation Program to be delivered to Puslinch Employers in 2023 and 2024.

---

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

Yes

---

**File Upload**

[Town-of-Puslinch-DTP.pptx](#)

---

**The delegation will require the use of audio-visual**



**equipment (power point presentation)**

Yes

---

**Acknowledgement**

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

Sent from [Township of Puslinch](#)



# Virtual Technology Training for Remote Communities (VTT-RC) in Puslinch **co-LEARN.co-LAB.co-SOLVE.**<sup>®</sup>

Prepared for:  
Economic Development Team  
*County of Wellington*

- 
- 
- 
- **Today's Agenda**
- 
- 
- 

- Introductions
- About Prepr
- About Virtual Technology Training for Remote Communities (VTT-RC) also known as the Digital Transformation Program (D.T.P.)



# Connecting Ecosystems, One Virtual Lab at a time.

Collaboratively working with key organizations whose mission and vision aligns with ours to support public and private sector partnerships to close the gap between the skills and innovation ecosystem and support economic growth and development in Canada & beyond.



MADE IN  
CANADA  
FABRIQUÉ  
AU CANADA



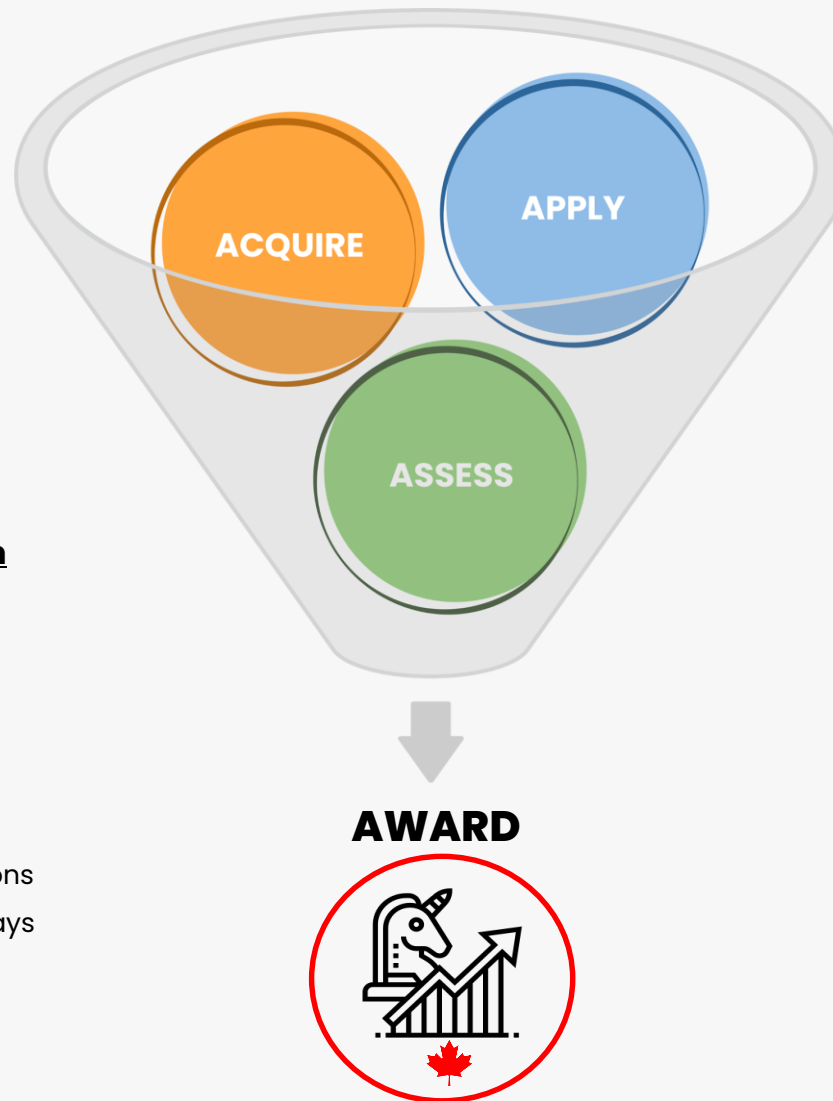
# Prepr Use Cases

**ACQUIRE** skills thru hands-on training via:

- PSE institutions
- Entrepreneur bootcamps
- Workplaces
- Unions
- IT training providers
- Self-directed learning

**AWARD** and recognize proven skills based on:

- Acquisition of defined competencies
- Project outputs based on job requirements
- Microcredentials
- Professional standards and certifications
- Continuing Education Learning Pathways



**APPLY** skills to real-world challenges:

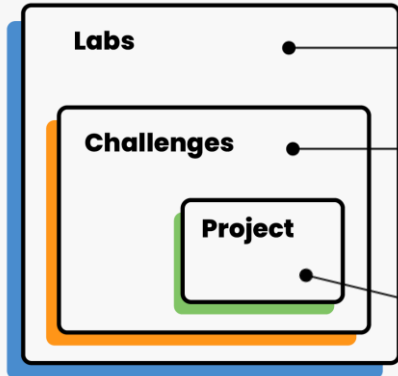
- Interdisciplinary project teams
- Cross-organizational partnerships
- Work-integrated learning (WIL)
- Start-ups
- Case studies

**ASSESS** skills in a competitive real world environment :

- Candidate screening, hiring and promotion
- PLAR
- WIL, intern, apprentice matching
- Onboarding
- Team building



# Prepr's Learn Lab Platform: Skills & Innovation Hub



**Labs:** Within each Lab are a number of related Challenges.

**Challenges:** provide the opportunity to learn by doing and showcase learners' skills.

**Projects** are created based on the Challenge.

Learners either choose or are assigned a Lab that has a specific theme and purpose.

Once they join a Lab they will be able to see the related Challenges, along with associated Resources and a discussion space. Think of it as a virtual collaboration space.

Learners read the Challenge description and start a Project.

Quick Dashboard

Challenges

Skills Challenge

Start Challenge

My WIL Project

Learners see all the Projects submitted to each Challenge.

Learners start a challenge by creating a project. They invite other learners to their project team

Project

My Business Project

Submit

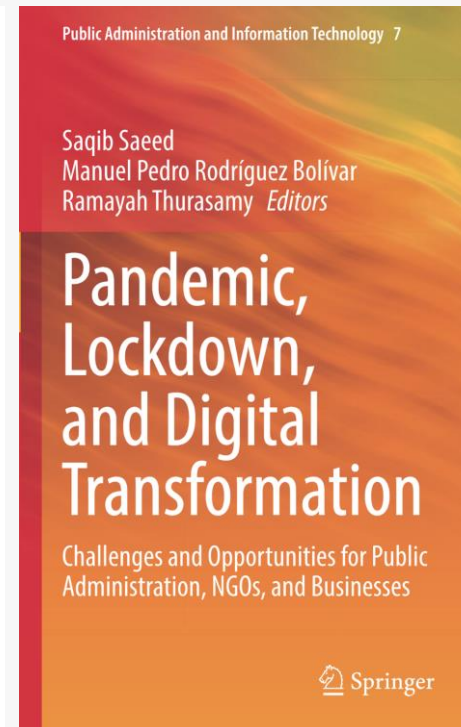
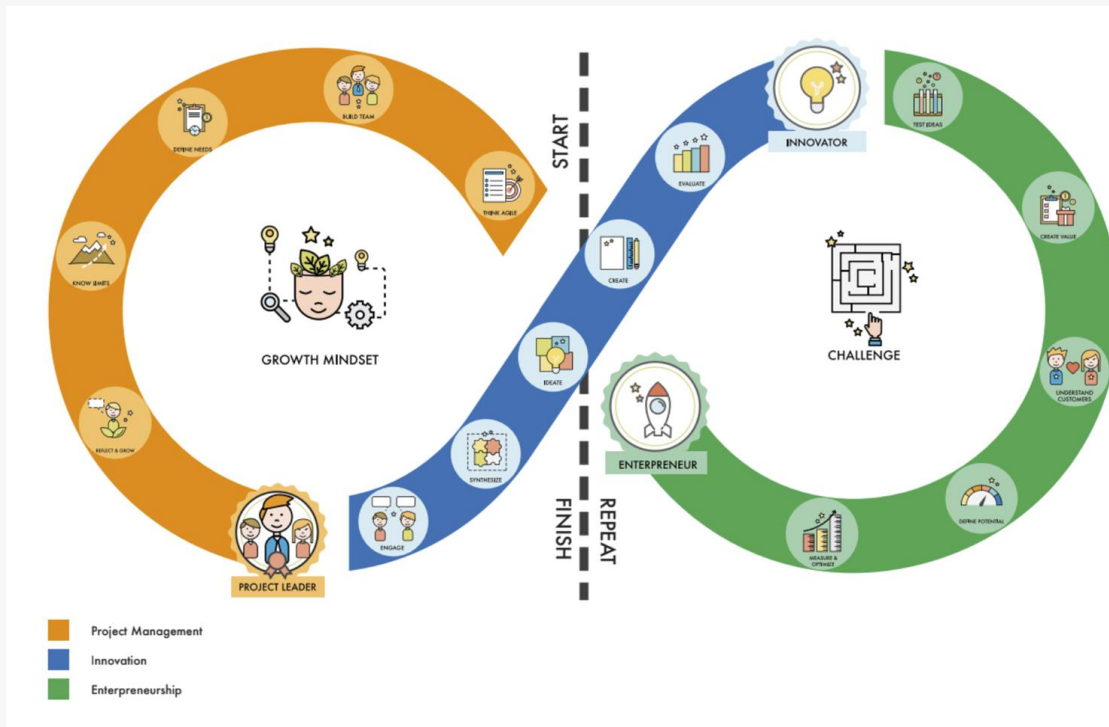
Learners' project pitch template and task list will guide them through the steps to prepare it for submission

Once they submit their Project to a Challenge, they can receive feedback and have their project assessed. Once this is done, they will receive a micro-credential to verify the skills learned, and to showcase their project on their resume and LinkedIn profile!





# P.I.E.<sup>®</sup> (Project Leadership, Innovation, Entrepreneurship) = Entrepreneurial WIL – 8 Years Tested, Researched, Published.





## **Proven Results**

- MTLSD Skills Catalyst –Flexible Upskilling Network (F.U.N.) Program Results

- 79% Gained employment
- 45.6% Women
- 73.8% identified as racialized
- 180+ trained
- 47 employers added to Employer Network
- 95% satisfied or very satisfied with the program

- CEWIL iHUB - University of Alberta KinCase Competition – Project Results

- 110 iWIL experiences delivered
- 22 team projects created
- 12 indigenous organizations & members engaged



## Prepr Partners



Youth Employment Skills Strategy (YESS) - 2021-2024  
Skills for Success 2023-2024  
Community Workforce Development Program 2023-2025



Innovative Work-Integrated Learning – iHUB - 2021



Skills Catalyst Fund (SCF) - 2020-2021



# Virtual Technology Training for Remote Communities (VTT-RC)

Prepr's VTT-RC project is designed to help businesses in Puslinch build capacity and resilience through:

- Support **SME employers with technology adoption** through hands-on training for current employees, particularly related to email marketing, customer relationship management, social media management tools, data and analytics tools, and proposal management tools.
  - Providing a 1 hour introductory session by a digital transformation expert and provided hands-on challenge to help them plan their technology adoption plan
- Offering **digital skills training focused** on developing capabilities in the areas of **digital marketing, social media management, customer success and sales fundamentals**.
  - This training will be offered to **existing employees** to help them upskill
  - It will also be offered to **job seekers in Puslinch and area** so they will be ready to be matched with a local employer upon graduation



## Project Targets

- A minimum of 20 participating employers in Puslinch, targeting small and mid-sized businesses that will benefit from digital transformation work in the areas of marketing, sales and customer service
- 50 participants will be served (25 employees, 25 job seekers), with a minimum 75% from one or more under-represented groups including
  - 60% Women
  - 10% People of Colour
  - 5.5% Newcomers (With PR or Refugee Status)
- 20 job seekers (80%) will become employed/self-employed as a direct result of this project
- 16 of workers (72%) will either receive greater job responsibilities, earn a more senior position or be identified by their employer as being ready to transition to a more senior role in the near future.



## **Key Activities**

**Community Workforce Planning** in collaboration with community-based organization partners and employers in the region. This aspect of the project activities will be undertaken within the first two quarters to ensure that this information can be used to further refine the training design and supports provided to the local community.

- SMEs will be recruited through partners and direct outreach campaigns (phone calls and emails). Subsequently, employer assessments will be conducted to capture the labour needs related to vacancies and upskilling and re-skilling
- Data will be gathered and analyzed to further understand the areas of economic growth in the community; and
- A community workforce profile including details on demographic groups will be developed



## Key Activities

**Training & tools implementation to support learning.** As a virtual training program we will deploy our Learn Lab Innovation & Skills Platform to maximize impact and allow employers to offer the training in the workplace minimizing disruption to operations. The training for employees and job seekers will leverage and extend Prepr's existing programming. As part of this activity Prepr will:

- Deploy our Learn Lab platform and enhance it over the first two quarters through integration with other program delivery tools such as Airmeet and Google Apps.
- Hold focus groups with partners and employers to understand the needs of employers in the community and tailoring programming to be highly relevant and impactful
- Tailor Prepr's training to meet the needs of local employers while leveraging our PIE framework (Project Leadership, Innovation & Entrepreneurship), our Digital Capability Labs, and the work Prepr is doing related to Skills for Success (SFS)





## Key Activities

- **Employer & Participant Recruitment.** Employers will be recruited through our partners and via direct outreach. Hold focus groups with partners and employers to understand the needs of employers in the community and tailoring programming to be highly relevant and impactful
  - One on one calls will be conducted to introduce employers to the program, capture their current needs and pain points and share how the training program and technology adoption can benefit them. As part of employer on-boarding, employers will be asked to complete an application form providing general information about the business size, age, location, and industry.
  - Workers will be nominated by employers who have been accepted into the program and complete a screening process. Employees from underrepresented groups such as women, visible minorities and newcomers who have the potential to be promoted will be given priority.
  - For the 45 job-seekers, recruitment will happen both locally through community-based organizations as well as digitally through geo-targeted ads and through Prepr's reach leveraging job networks. Individuals from equity-deserving groups including women, individuals from Black and racialized communities and newcomers who have been in Canada less than 5 years.





## Key Activities

- **Training & Job Matching** for both employees and job-seekers in the areas of digital and soft skills. Training will be delivered virtually to maximize the ease of action for participants and employers. Two training modalities will be used:
  - For workers: A hybrid delivery model will include instructor-led discussions, office hours, self-paced training and hands-on learning challenges. This will be delivered over an 8 week period and require 80 hours of effort.
  - For job-seekers: Training will consist of 2 weeks of intensive instructor-led training followed by a hybrid training approach to support participants as they transition into the workplace. This will require 120+ hours of effort.

Program graduates will be matched with participating employers who will benefit from their skills to support their digital transformation efforts. A wage subsidy will be offered.



## Key Activities

**Knowledge Mobilization** through our industry partnerships within the sector, we will actively structure in-person events and webinars and communication to keep the community aware of the evolution of the program.

- This will start with disseminating the Community Workforce Plan developed as part of milestone 4. It will also involve events to help employers better understand how they can leverage technology to support their marketing, sales and service functions to drive growth.
- Three of Prepr's senior team members have collectively supported over 350 SMEs with growth activities including technology adoption. This deep industry expertise is invaluable to ensure the employers success with this initiative.



## ***How can Partners in the Community support VTT-RC?***

- Supporting with employer engagement and recruitment in Puslinch through various means such as:
  - Dissemination through email and social media
  - Joining in on 4 live events and 1 virtual to let employers in the area know about the program and to participate in focus groups
  - Identifying employers in the community and making direct introductions

This includes engagement across multiple phases of the project:

- Community workforce planning & focus groups
- Enrollment of businesses to support with digital transformation and employee training
- Supporting job placement with local employers for job-seekers who graduate from training



# *Questions?*



MADE IN  
CANADA  
FABRIQUÉ  
AU CANADA



10  
YEARS OF



**Bob Minhas**

Project Manager - DTP  
bob@prepr.org

**Salar Chagpar**

Chief Visioneer  
salar.chagpar@prepr.org





## **REPORT ADM-2023-059**

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TO: Mayor and Members of Council

PREPARED BY: Justine Brotherston, Deputy Clerk (Interim Municipal Clerk)

PRESENTED BY: Justine Brotherston, Deputy Clerk (Interim Municipal Clerk)

MEETING DATE: November 8, 2023

SUBJECT: Review of Information Technology (IT) Infrastructure and Services

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### **RECOMMENDATION**

**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.**

### **Purpose**

The purpose of this report is to seek Council's direction with respect to issuing a request for proposal for Managed IT Services (MIS) and to seek Council's direction with respect to capital and operating costs of the Township's IT infrastructure and Services for consideration in the proposed 2024 budget.

### **Background**

As part of the preparation of the Township's proposed 2024 budget process, staff retained a Third Party IT Consultant to conduct an audit of the Township's IT infrastructure and develop a roadmap for replacements and improvements. An audit of the Township's IT Infrastructure was last completed in 2013. Further, the Township has not issued an RFP for an MIS provider since

2014. Staff have summarized the recommendations of the 2023 IT Infrastructure Audit below for Council's consideration.

## **Comments**

### **Proposed Projects for 2024**

In consultation with the IT Consultant performing the 2023 audit, staff recommend that the following projects be included for consideration as part of the proposed 2024 budget:

*Replacement of Hosts serve* – The Township's servers were identified for replacement in the 2024 Capital Budget, as the servers will reach end of life in 2024. The identified lifecycle for servers is 5 years as server hardware ages under the stress of 24/7 operation. Staff recommend that an estimated amount of \$37,500 be earmarked for the server replacement in the proposed 2024 budget. Once an MIS provider has been selected through the procurement process, staff will work with the MIS provider to determine the type of server (physical vs. cloud) that is most appropriate for the Township's services and operations.

*Replacement of Network Infrastructure* – The Township's switching equipment and firewalls were identified for replacement in the 2024 Capital Budget. Staff recommend that an estimated amount of \$37,500 be included in the proposed 2024 budget for this purchase.

*Migration to Microsoft 365* – Staff recommend that Microsoft 365 be implemented in 2024 as the productivity software for all Township devices and that an estimated amount of \$14,500 be included in the proposed 2024 budget to implement the software and purchase licences for 2024. Further, staff recommend that an estimated amount of \$8,500 be included as an operating budget increase beginning in 2025 for future years.

*Managed IT Services* – Staff recommend that fully Managed IT Services be implemented in 2024 to provide IT Services at an estimated cost of \$73,500 subject to the results of the request for proposal and included as an operating budget increase for future years in accordance with the Township's Procurement Policy. Further, staff recommend that \$10,000 be earmarked to complete an IT Infrastructure Audit every 5 years and that staff be directed to issue an RFP for Managed IT Services every 5 years.

The recommendations above have been summarized in Schedule A attached to this report.



## Proposed Projects for 2025

Staff recommend that the following projects be considered as part of the proposed 2025 budget following the implementation of the MIS provider to evaluate options and receive strategic advice with respect to the following:

*Implement SharePoint Online* – Staff recommend that an estimated amount of \$15,000 be earmarked for the implementation of SharePoint as file storage for the Township's electronic files as part of the proposed 2025 budget.

*Onsite and Offsite Backups for Servers* – Staff recommend that \$8,000 be earmarked for backup licences for onsite appliance and off-site cloud storage. This amount may be able to be reduced or removed with the implementation of SharePoint, however this would be determined through discussions with the Township's Managed IT Service provider.

*Installation of Environmental Monitoring Solution* – Staff recommend that \$1,200 be earmarked for the installation of an environmental monitoring solution should the Township purchase a physical server in 2024.

*Upgrade Battery Backup Unit* – Staff recommend that this project be discussed with the Township's Managed IT Service provider to determine if \$2,040 be earmarked to upgrade the battery backup unit.

*Datto Backup Appliance* – Staff recommend that this project be discussed with the Township's Managed IT Service provider to determine if \$4,000 should be earmarked to purchase a 4 TB Backup Device.

### **Financial Implications**

There is an estimated amount of \$281K of the Ontario Municipal Modernization Funding available. This funding will be used for anticipated information technology (IT) costs that meet the intent of the Ontario Municipal Modernization Funding. The intent of this funding provided by the Province in early 2019 is to assist in "efforts to become more efficient and reduce expenditure growth over the longer term". The Township's past practice has been to utilize this funding for projects that help to modernize service delivery and allow the Township to become more efficient.

The Township also has a Corporate Information Technology Discretionary Reserve which is used for “implementing the recommendations from the County of Wellington and its member municipalities Operational Services Efficiency Review in response to the Provincial Modernization Grant”. Information technology projects noted in the Capital Budget and Forecast are currently funded by this discretionary reserve (ie. computer equipment replacements, tablets, server replacement, etc.). The total project balance as of December 31, 2024 is \$169K (this includes withdrawals for 2024 proposed capital projects such as computer equipment replacements and server replacement).

**Applicable Legislation and Requirements**

Township Procurement Policy

**Engagement Opportunities**

None

**Attachments**

Schedule “A” – Proposed 2024 Budget IT Infrastructure and Services

Schedule “B” – Proposed 2025 Budget IT Infrastructure and Services

Respectfully submitted,

Reviewed by:

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**Justine Brotherston,  
Deputy Clerk (Interim Municipal  
Clerk)**

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**Courtenay Hoytfox,  
Municipal Clerk (Interim CAO)**

**Schedule A – Proposed 2024 Budget IT Infrastructure and Services**

<b>Item</b>	<b>Description</b>	<b>Cost</b>
Replacement of Hosts serve	Replacement of host server	\$37,500
Replacement of Network Infrastructure	Firewalls, Switches and labour	\$37,500
Migration to Microsoft 365 Implementation	Labour	\$6,000
Microsoft 365 Licences	Microsoft 365 Business Premium, Email Archival, Office 365 Backup	\$8,500/year
Managed IT Services	\$175/per user	\$73,500/year
It Infrastructure Audit	\$10,000 be allocated to complete an IT Infrastructure Audit in 2028	\$10,000 in 2028

**Schedule B - Proposed 2025 Budget IT Infrastructure and Services**

<b>Item</b>	<b>Description</b>	<b>Cost</b>
Implement SharePoint Online	Labour to build site and facilitate data migration	\$15,000
Installation of Environmental Monitoring Solution	Environmental Monitor hardware and labour to configure	\$1,200
Upgrade Battery Backup Unit	Network aware UPS, Labour to install and configure alerting and test	\$2,040
Datto Backup Appliance	4 TB Backup Device	\$4,000
Onsite and Offsite Backups for Servers	Backup licences for onsite appliance and off-site cloud storage	\$8,000/year
Microsoft 365 Licences	Microsoft 365 Business Premium, Email Archival, Office 365 Backup	\$8,500/year
Managed IT Services	\$175/per user	\$73,500/year



## **REPORT ADM-2023-060**

---

TO: Mayor and Members of Council

PREPARED BY: Courtenay Hoytfox, Municipal Clerk (Interim CAO)

PRESENTED BY: Courtenay Hoytfox, Municipal Clerk (Interim CAO)

MEETING DATE: November 8, 2023

SUBJECT: Proposed 2024 Council, Committee & Budget Meeting Schedule

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### **RECOMMENDATION**

**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 presented/amended.**

### **DISCUSSION**

#### **Statutory Holiday and Conference Dates**

The Council/Budget Meeting Schedule is set taking into consideration the 2024 Statutory Holidays and the various annual conferences that Council members may attend, including:

- Rural Ontario Municipal Association (January 21 to 23, 2024);
- Ontario Good Roads Association (April 21 to 24, 2024);
- Federation of Canadian Municipalities (June 6 to 9, 2024); and
- Association of Municipalities of Ontario (August 18 to 21, 2024)

#### **Council Meetings**

The Procedural By-law 59/08, as amended, outlines that Council will meet on Wednesday at 10:00 o'clock in the morning (including budget meetings) on 3-week frequency with the exception of the months of July and August where there shall be one regular meeting in each month at 10:00 o'clock in the morning on a Wednesday determined by Council.

### **Committee Schedule**

Committee meeting date and times have been included based on the current structure. Those may be amended based on Council's direction.

Currently, the Township holds the following three advisory committee meetings:

- The Planning and Development Advisory Committee, which meets on the second Tuesday of every month at 7:00 p.m.
- The Recreation Committee which meets six (6) on the third Thursday of the month at 7:00 p.m. and twice yearly jointly with the Youth Advisory Committee on the first Monday of the month.
- The Heritage Committee which meets six (6) times yearly at 1:00 p.m. on the first Monday of the month.
- The Youth Advisory Committee meetings ten (10) times yearly at 6:00 p.m. on the first Monday of the month with two the meetings being joint with the Recreation Advisory Committee.

### **Public Information Meetings**

Nine (9) Public Information Meeting (PIM) dates have been set throughout the year to align with a regularly scheduled Council meeting dates. This provides Council members and the public advance notice for any potential public meetings required under legislation or at the request of Council. If there is no need for a PIM, Council will be advised by Administration staff and the website will be updated. All PIMs will commence at 7:00 p.m. Staff recommend that PIMs are not pre-scheduled during the months of July and August and that these be scheduled if required.

### **Budget Meetings**

The Budget meetings for the **2024 Budget** have been set as follows:

- Proposed User Fees and Charges By-law Public Information Meeting – September 27, 2023
- Adoption of User Fees and Charges By-law – October 18, 2023
- Road and Facility Tour with Department Heads and Council – October 19, 2023
- Present proposed Capital Budget and Ten (10) year forecast to Council including Capital Budget sheets – October 25, 2023
- Present proposed base Operating Budget to Council – November 22, 2023
- Grant applications and amounts requested under the Grant Application Program – November 22, 2023
- Updated Capital and Operating Budget based on Council's direction – January 10, 2024
- Proposed Budget Public Information Meeting – January 17, 2024
- Final Budget Approval – February 7, 2024

The Budget meetings for the **2025 Budget** have been set as follows:

- Proposed User Fees and Charges By-law Public Information Meeting – September 25, 2024
- Adoption of User Fees and Charges By-law – October 16, 2024
- Road and Facility Tour with Department Heads and Council – October 17, 2024
- Present proposed Capital Budget and Ten (10) year forecast to Council including Capital Budget sheets – October 23, 2024
- Present proposed base Operating Budget to Council – November 20, 2024
- Grant applications and amounts requested under the Grant Application Program – November 20, 2024
- Updated Capital and Operating Budget based on Council’s direction – January 15, 2025
- Proposed Budget Public Information Meeting – January 22, 2025
- Final Budget Approval – February 12, 2025

#### **List of All Committee and Council Meeting Dates for 2024**

January 1: Statutory Holiday

January 9: Committee of Adjustment & Planning and Development Committee Meeting at 7:00 P.M.

January 10: Council Meeting - Updated Capital and Operating Budget based on Council’s direction at 10:00 A.M.

January 15: Heritage Advisory Committee Meeting at 1:00 P.M.

January 15: Joint Youth Advisory Committee and Recreation Advisory Committee 6:00 P.M.

January 17: Proposed Budget Public Information Meeting at 7:00 P.M.

January 21-23: Rural Ontario Municipal Association Conference

February 5: Youth Advisory Committee Meeting at 6:00 P.M.

February 7: Council Meeting – Final Budget Approval at 10:00 A.M.

February 13: Committee of Adjustment & Planning and Development Committee Meeting at 7:00 P.M.

February 15: Recreation Advisory Committee Meeting at 7:00 P.M.

February 19: Statutory Holiday

February 28: Council Meeting at 10:00 A.M.

March 4: Heritage Advisory Committee Meeting at 1:00 P.M.

March 4: Youth Advisory Committee Meeting at 6:00 P.M.



March 12: Committee of Adjustment & Planning and Development Committee Meeting at 7:00 P.M.

March 20: Council Meeting at 10:00 A.M.

March 20: Public Information Meeting at 7:00 P.M.

March 29, April 1: Statutory Holiday

April 8: Youth Advisory Committee Meeting at 6:00 P.M.

April 9: Committee of Adjustment & Planning and Development Committee Meeting at 7:00 P.M.

April 10: Council Meeting at 10:00 A.M.

April 10: Public Information Meeting at 7:00 P.M.

April 18: Recreation Advisory Committee

April 21-24: Ontario Good Roads Association Conference

May 1: Council Meeting at 10:00 A.M.

May 6: Heritage Advisory Committee Meeting at 1:00 P.M.

May 6: Joint Youth Advisory Committee and Recreation Advisory Committee Meeting at 6:00 P.M.

May 14: Committee of Adjustment & Planning and Development Committee Meeting at 7:00 P.M.

May 20: Statutory Holiday

May 22: Council Meeting at 10:00 A.M.

May 22: Public Information Meeting at 7:00 P.M.

June 3: Youth Advisory Committee Meeting at 6:00 P.M.

June 6-9: Federation of Canadian Municipalities

June 11: Committee of Adjustment & Planning and Development Committee Meeting at 7:00 P.M.

June 12: Council Meeting at 10:00 A.M.

June 12: Public Information Meeting at 7:00 P.M.

June 20: Recreation Advisory Committee meeting at 7:00 P.M.

July 1: Statutory Holiday

July 9: Committee of Adjustment & Planning and Development Committee Meeting at 7:00 P.M.

July 10: Council Meeting at 10:00 A.M.

August 5: Statutory Holiday

August 13: Committee of Adjustment & Planning and Development Committee Meeting at 7:00 P.M.

August 14: Council Meeting at 10:00 A.M.

August 18-21: Association of Municipalities of Ontario Conference

September 2: Statutory Holiday

September 4: Council Meeting at 10:00 A.M.

September 9: Heritage Advisory Committee Meeting at 1:00 P.M.

September 9: Youth Advisory Committee Meeting at 6:00 P.M.

September 10: Committee of Adjustment & Planning and Development Committee Meeting at 7:00 P.M.

September 19: Recreation Advisory Committee Meeting at 7:00 P.M.

September 25: Council Meeting at 10:00 A.M.

September 25: Public Information Meeting – Proposed User Fees and Charges By-Law at 7:00 P.M.

October 7: Youth Advisory Committee Meeting at 6:00 p.m.

October 8: Committee of Adjustment & Planning and Development Committee Meeting at 7:00 P.M.

October 14: Statutory Holiday

October 17: Recreation Advisory Committee Meeting at 7:00 P.M.

October 16: Council Meeting – Adoption of User Fees and Charges By-Law at 10:00 A.M.

October 17: Council Meeting – Road and Facility Tour with Department Heads and Council at 10:00 A.M.

October 23: Council Meeting – Present proposed Capital Budget and Ten (10) year forecast to Council including Capital Budget sheets at 10:00 A.M.

November 4: Heritage Advisory Committee Meeting at 1:00 P.M.

November 4: Youth Advisory Committee Meeting at 6:00 P.M.

November 6: Council Meeting at 10:00 A.M.

November 11: Statutory Holiday

November 12: Committee of Adjustment & Planning and Development Committee Meeting at 7:00 P.M.

November 20: Council Meeting – Present proposed base Operating Budget to Council and Grant applications and amounts requested under the Grant Application Program at 10:00 A.M.

November 21: Recreation Advisory Committee Meeting at 7:00 P.M.

November 27: Council Meeting at 10:00 A.M.

November 27: Public Information Meeting at 7:00 P.M.

December 2: Heritage Advisory Committee Meeting at 1:00 P.M.

December 2: Youth Advisory Committee Meeting at 6:00 p.m.

December 10: Committee of Adjustment & Planning and Development Committee Meeting at 7:00 P.M.

December 18: Council Meeting at 10:00 A.M.

December 18: Public Information Meeting at 7 P.M.

December 25-January 1: Township Holiday Closure

### **FINANCIAL IMPLICATIONS**

None

### **APPLICABLE LEGISLATION AND REQUIREMENTS**

*Municipal Act, 2001* – Section 286

Procedure By-Law 59/08

### **ATTACHMENTS**

Schedule “A” - Proposed 2024 Council, Committee and Budget Meeting Schedule

# 2024

## Council & Committee Calendar

C/PIM	Council Meeting (10 a.m.) / Public Info. Meeting (7p.m.)
H	Denotes a Statutory Holiday/Offices Closed
C	Council Meeting (10 a.m.)
PDAC	Planning Development Advisory Committee (7p.m.)
HC	Heritage Committee (1p.m.)
HC/YC	Heritage Committee (1p.m.) Youth Committee (6p.m.)
YC	Youth Committee (6p.m.)
RC	Recreation Committee (7p.m.)
C/RC	Council Meeting (10 a.m.) Recreation Committee (7 p.m.)

ROMA	ROMA Virtual Conference January 22-24, 2023
OGRA	OGRA Conference April 16-19, 2023
AMO	AMO Conference August 21-23, 2023
FCM	FCM Conference May 25-28, 2023
CB	Capital Budget Meeting (10 a.m.)
OPB	Operating Budget Meeting (10 a.m.)
CB/OPB	Capital & Operating Budget Meeting (10 a.m.)
B	Council Meeting (10 a.m.) / Final Budget Approval

January						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
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28	29	30	31			
**2023 Budget PIM						

February						
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March						
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April						
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May						
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June						
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30						

July						
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August						
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September						
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29	30					
**2024 User Fees and Charges By-law PIM						

October						
S	M	T	W	T	F	S
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November						
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December						
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29	30	31				



## **REPORT ADM-2023-061**

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TO: Mayor and Members of Council

PREPARED BY: Justine Brotherston, Deputy Clerk (Interim Municipal Clerk)

PRESENTED BY: Justine Brotherston, Deputy Clerk (Interim Municipal Clerk)

MEETING DATE: November 8, 2023

SUBJECT: Parking Enforcement Officer By-law Repeal and Replace

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### **RECOMMENDATION**

**That Report ADM-2023-0XX 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.**

#### **Purpose**

The purpose of this report is seek Council's approval of a by-law to repeal and replace the Parking Enforcement Officer By-law 053-2020 with By-law 2023-046 to support the enforcement of parking violations in the winter season between November 1 and March 31.

#### **Background**

At the July 13, 2023 Council meeting, Council adopted By-law 6000-23 being a by-law to regulate parking within the Township of Puslinch. On November 18, 2020 Council adopted By-law 053-2020 appointing Public Works Department employees as Municipal Law Enforcement Officers of the purpose of enforcement the Township's Parking By-law including but not limited to the following types of violations:

1. The parking of vehicles upon a highway in such a manner as to interfere with the movement of traffic or the clearing of snow from the highway.
2. The parking of vehicles upon a highway or on a municipal parking lot between the hours of 2 a.m. and 6 a.m. of any day during the months of November, December, January,

February and March of any year. of vehicles on a highway between the hours of 2 AM and 6 AM of any day.

3. The parking of vehicles upon a highway or on a municipal parking lot or on private property, in a fire route.
4. The parking of vehicles upon a highway within 3 metres of a point on the curb or edge of a highway nearest to a fire hydrant.
5. The parking of vehicles upon a highway within 9 metres of an intersection.
6. The parking of vehicles with the wheels or runners further than 0.15 metres from the curb of the highway or where no curb exists the edge of the highway.
7. The parking or stopping of vehicles on or over a sidewalk.

Staff recommend that the By-law 053-2020 be repealed and replaced with By-law 2023-046- to appoint Public Works Department staff to enable them to enforce the Township's new Parking By-law 6000-23 in accordance with past practice.

**Financial Implications**

None

**Applicable Legislation and Requirements**

Highway Traffic Act, R.S.O. 1990, c. H.8, as amended

Municipal Act, 2001, S.O. 2001, c. 25

Provincial Offences Act, R.S.O. 1990, Chapter P.33

Parking By-law 6000-23

**Engagement Opportunities**

None

**Attachments**

Schedule A – Draft By-law 2023-046

Respectfully submitted,

Reviewed by:

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**Justine Brotherston,  
Deputy Clerk (Interim Municipal  
Clerk)**

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**Courtenay Hoytfox,  
Municipal Clerk (Interim CAO)**

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**

**BY-LAW NUMBER 046-2023**

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.

**WHEREAS** Section 9 of the *Municipal Act, 2001*, S.O. 2001 c. 25, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

**AND WHEREAS** section 23 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended (the "*Municipal Act 2001* ") confers the power to a municipal council to delegate its authority to an officer or employee of the municipality, including the power to issue licenses;

**AND WHEREAS** Section 227 of the *Municipal Act*, S.O. 2001, c. 25, authorizes a Council to pass a by-law to appoint such officers and employees as may be necessary for the purposes of the Corporation, for carrying into effect the provisions of any by-law of Council;

**AND WHEREAS** Section 15 of the *Police Services Act* R.S.O. 1990, c. P.15, as amended, authorizes the appointment of Municipal Law Enforcement Officers who shall be peace officers for the purpose of enforcing the by-laws of the municipality;

**NOW THEREFORE** the Council of the Corporation of the Township of Puslinch hereby enacts as follows:

1. That Jeff Barnett be appointed as a Municipal Law Enforcement Officer for the Township of Puslinch for the purpose of enforcing the Township's Parking By-law No. 6000-23;
2. That John Kerr be appointed as a Municipal Law Enforcement Officer for the Township of Puslinch for the purpose of enforcing the Township's Parking By-law No. 6000-23;
3. And that this By-law shall come into full force and effect on November 1, 2023.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 8<sup>th</sup> DAY OF NOVEMBER 2023.**

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James Seeley, Mayor

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Courtenay Hoytfox, Municipal Clerk





## REPORT ADM-2023-062

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TO: Mayor and Members of Council

PREPARED BY: Courtenay Hoytfox, Municipal Clerk (Interim CAO)  
Mary Hasan, Director of Finance/Treasurer

PRESENTED BY: Courtenay Hoytfox, Municipal Clerk (Interim CAO)

MEETING DATE: November 8, 2023

SUBJECT: Service Level Review – Outstanding Items

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### **RECOMMENDATIONS**

**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 approve aerial survey of Concession Road 2 from Wellington Road 25 to Concession Road 7 at an amount of \$2,443 for 2D orthomosaic mapping to be funded from the 2024 tax levy; and**

**THAT Council authorize a net 2024 base budget increase of approximately \$25,860 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**

**THAT the Puslinch Community Centre capacity limits of \_\_\_\_\_ be updated in the Township's Facility Rental Agreements and the Alcohol Risk Management Policy effective immediately.**

## DISCUSSION

### Purpose

The purpose of this report is to seek Council's approval on 2024 budget items pertaining to the outstanding service level items based on Council's direction at the service level meeting held on September 6, 2023.

### Background

Council at its meeting held on September 6, 2023 received Report ADM-2023-046 – Budget Process and Service Level Review.

Summarized below are the comments and direction received from Council pertaining to the outstanding service level items that are being reported on in this Report:

#### **1. IT Infrastructure Gap Analysis**

##### Council direction:

This study is being funded through the modernization grant funding and the total cost is approximately \$9750. The results of this analysis will be provided back to Council for consideration during the budget process. The analysis will identify the budget requirements associated with IT infrastructure upgrades or recommended changes to the managed services. Council directed staff to proceed with the project and report back.

##### 2024 Budget Implications/Staff Comments:

The IT infrastructure gap analysis has been completed and staff are reporting separately through Report ADM-2023-059 on the review including recommendations for Council's consideration.

#### **2. Site Alteration By-law Enforcement Support**

##### Council direction:

That staff investigate after hours by-law enforcement support through contact neighbouring municipalities with 24/7 service delivery for budget deliberations and investigate cost recovery options related to enforcement.

##### 2024 Budget Implications/Staff Comments:

City of Guelph, City of Cambridge, and Town of Milton were contacted to determine if after hours by-law enforcement support could be provided to the Township through a Use Agreement. The City of Cambridge and the Town of Milton indicated some interest to be further discussed for the 2025 budget cycle.

The City of Guelph has a Use Agreement with the Township of Wellington North. The agreement includes a City Officer being scheduled to attend at the Township a specified number of hours per week at an approximate rate of \$114/hour. This type of scheduled Use Agreement does not meet the Township's needs as after hours calls are on an as needed basis and cannot be scheduled in advance.

The Township could consider hiring a second By-law Enforcement Officer and entering into shared service arrangements with member municipalities (and smaller neighbouring municipalities) for after hours support. Staff have not investigated this option and are seeking Council direction to initiate these discussions.

### **3. New Technical Building Position**

#### Council direction:

That staff report back through the budget process on added admin support for technical reviews for site alteration applications.

#### 2024 Budget Implications/Staff Comments:

Staff recommend that a technical position be added to the Building Department to assist with oversight of building permits through CloudPermit, provide additional customer support at the counter, and that 25% of the position (approximately 9 hours per week) be dedicated to the by-law department for administration of the Township Site Alteration Permit Process through CloudPermit. This would allow the by-law officer to focus on enforcement related activities.

If this new position is approved, the job description is required to be reviewed and scored for placement on the Township compensation grid. Based on a comparator review, staff estimate the compensation to be approximately \$81K inclusive of salaries and benefits. Building will fund 75% of the cost with the remaining 25% being funded through tax levy and the by-law cost centre. It is anticipated with the addition of this position and the implementation of the Township's new Site Alteration By-law, that legal fees should decrease due to an increase in service levels related to monitoring and permitting of site alterations. The amount of the reduction is not quantifiable at this time.

### **4. Recreation Programming & Liaison Person**

#### Council direction:

That Council refer the initiative to implement a Recreation programming & liaison person to the Youth Advisory Committee & Recreation Committee to increase awareness regarding Township facilities in addition to utilizing Township communication tools.

#### 2024 Budget Implications/Staff Comments:

Prior to referring this matter to the Advisory committees, staff are seeking Council direction related to the Puslinch Community Centre (PCC) operating matters (i.e. occupancy limits, staffing levels, community events versus private rentals).

Staff continue to improve collaboration with its Community Groups and promoting local events (i.e the Township worked with the Agricultural Society on the 2023 Fall Fair promotions and events). The Recreation Advisory Committee has established a sub-committee focused on Community Group Liaison activities.

## **5. Increased Committee Meeting Schedule for Recreation and Youth Committee**

### Council direction:

Staff to bring back a revised TOR for the Recreation Committee to increase the meeting frequency to 6-8 meetings per year (including 1-2 combined meetings with Rec & Youth for project building and brainstorming) and adjust the per diem through the 2024 budget process; and that this be presented to the Rec Committee at an upcoming meeting.

### 2024 Budget Implications/Staff Comments:

Council approved the recommendations outlined in Report ADM-2023-056 – Recreation Advisory Committee Terms of Reference Amendment and Report ADM-2023-057 – Youth Advisory Committee Terms of Reference Amendment accomplished the direction from Council which increased the annual the per diem amount by approximately \$1,640.69 in the 2024 proposed operating budget.

## **6. Facility Program Promotion**

### Council direction:

Staff to look into software capabilities to include the program name on the online calendar and the privacy limitations.

### 2024 Budget Implications/Staff Comments:

As previously reported in report REC-2023-004, staff will be developing a process and applicable forms for renters to advertise their events on the Township recreation calendar commencing in January 2024. In addition, staff will be redeveloping the Township Community Groups page to connect with the Recreation Calendar with a similar launch date of January 2024.

## **7. Heritage Designation Advertising Policy**

### Council direction:

Staff to report back on the possibility of a policy to modify the statutory requirement to advertise Heritage Designations.

### 2024 Budget Implications/Staff Comments:

Council approved the Alternate Notice Policy for heritage Designations at the September 27, 2023 Council meeting. This resulted in a savings of \$10,600 being allocated to the Heritage

Discretionary Reserve. \$200 being utilized in 2023 for advertisements and \$200 being utilized in 2024.

## 8. Heritage Grant Funding / Heritage CIP

### Council direction:

That staff report back regarding the possibility to establish a Heritage Fund or Heritage CIP.

### 2024 Budget Implications/Staff Comments:

There are a number of available funding tools for municipalities related to Heritage included in the, *Municipal Act*, and *Heritage Act*. Staff have summarized the tools below and included pros and cons of each tool.

#### 1. *Municipal Act*

##### a. **Property Tax Relief** – Section 365.2

- i. 10-40% relief may be offered
- ii. Property must be designated under the Ontario Heritage Act
- iii. Municipality establishes criteria for program
- iv. Owners required to enter into a Heritage Easement Agreement which the municipality may or may not require to register on title.
- v. An upper-tier municipality may or may not refund taxes levied for their purposes. The province will refund the education portion.

##### b. Pros

- i. Offers financial relief to owners of a heritage designated property.

##### c. Cons

- i. Does not necessarily incentivize owners to put refunds towards property maintenance or improvements.
- ii. Unpredictable budget projections - reliant on MPAC assessment or re-assessment of property

#### 2. *Ontario Heritage Act (OHA)*

##### a. **Grant or Loan Program** – Section 39

- i. OHA heritage designated properties only.
- ii. Municipality establishes grant/loan criteria but funds must go towards paying for “whole or part of the cost of alterations” to heritage property

##### b. Pros

- i. Flexibility –Tailored to reflect local heritage priorities. Target properties (i.e., vacant heritage buildings, conversions that encourage residential units, a geographic area or building age/style) or type of restorations (i.e., façade, structural, interior/exterior, landscaping).
- ii. Can be developed to provide small or large financial incentives.

- Small incentives (i.e., under \$5000) may have simple application & approval processes to encourage participation. Applicants are not required to commit to a large financial outlay to participate.
  - Large incentives (i.e., high value projects) may involve Heritage Permits, studies and agreements registered on title.
- iii. Implementation is at the discretion of Council and may be amended by resolution.
  - iv. Predictable budget projections.
  - v. Not limited by Community Improvement Plan (CIP) or Planning Act provisions.
- c. Cons
- i. Not available to “listed” heritage properties.
  - ii. Funds not directed to priorities established by the CIP.
  - iii. Not available to tenants of property.

### **3. Planning Act**

- a. **Community (Heritage) Improvement Plan – Section 28**
- i. Mandatory public consultation process and Ministry of Municipal Affairs approval.
  - ii. Municipality must pass a by-law identifying a “project area” and a plan to revitalize that area. Project area may be entire municipality.
  - iii. Municipality can use CIPs to establish a variety of financial incentive programs (including grants, loans and/or tax increment equivalent grant program) to support the revitalization of the project area.
  - iv. Incentive programs available for both designated and listed heritage properties.
  - v. “community improvement” means the planning or replanning, design or redesign, resubdivision, clearance, development or redevelopment, construction, reconstruction and rehabilitation, improvement of energy efficiency, or any of them, of a community improvement project area, and the provision of such residential, commercial, industrial, public, recreational, institutional, religious, charitable or other uses, buildings, structures, works, improvements or facilities, or spaces therefore, as may be appropriate or necessary;
  - vi. Eligible costs include those “related to environmental site assessment, environmental remediation, development, redevelopment, construction and reconstruction of lands and buildings for rehabilitation purposes or for the provision of energy efficient uses, buildings, structures, works, improvements, or facilities (Planning Act, Section 28(7.1)).
- b. Pros
- i. Financial incentive programs target priorities set out in CIP
  - ii. Available to both designated and listed properties

- iii. Available to tenants
- c. Cons
  - i. Establishing & amending the CIP grant program is time consuming and can be expensive.
    - The process often involves hiring a consultant.
    - CIP is subject to Planning Act process.
    - Minor amendments involve public consultation process and Ministry approval.

## **9. Revitalization of Aberfoyle and Morriston**

### Council direction:

Staff to prepare an RFP for Urban Design concepts for the Aberfoyle and Morriston area to include the Township banners; pole lighting, sidewalks, crosswalk.

### 2024 Budget Implications/Staff Comments:

As previously reported in Report FIN-2023-031 – 2024 Proposed Capital Budget:

*Council at its meeting held on September 6, 2023 directed staff to investigate planning revitalization of Aberfoyle between the two roundabouts including issuing a RFP for urban design concepts for the Aberfoyle and Morriston area to include the Township banners, pole lighting, sidewalks, and cross walks.*

*The Township developed a Traffic Calming - Streetscaping Morriston strategy in cooperation with the Ministry of Transportation, Wellington County Planning Department, and the Township. Council at its meeting held on December 12, 2018 directed staff to move the Traffic Calming- Streetscaping Morriston project from 2023 to 2028 to allow for the completion of the Morriston By-pass. The Township has included funds of \$100K in its 2028 Capital Budget and Forecast based on preliminary landscape cost estimates received in previous years.*

*The Township has been working collaboratively with the County Economic Development department regarding Council's direction at the September 6, 2023 Council Meeting. The County has provided the following information for Council's information:*

*In collaboration with Wellington-Waterloo Community Futures (WWCF), the Economic Development Division was successful in obtaining a Rural Economic Development (RED) grant to support downtown revitalization efforts across the County. Deliverables include building an updated photo library of Wellington County's downtowns and businesses, the creation of a Discover Downtown marketing campaign, and supporting specific priorities outlined by member municipalities. The photography project has wrapped up with assets being available to the municipalities by the end of October. Next steps for Puslinch include a downtown visitation of Aberfoyle and Morriston on October 18, 2023 in order to assess first impressions and become more familiar with both communities, a business mix analysis and recommendations.*



Township staff obtained the following update from County of Wellington Economic Development staff related to the October 18, 2023 site visit

*Earlier this year, County Economic Development staff met with a preliminary group including members of the Economic Development Committee, Mayor Seeley and Councillor Sepulis to discuss opportunities related to Business Retention and Expansion activities in Puslinch. Downtown revitalization was identified as an area of need. County Economic Development staff conducted a site visit in Aberfoyle and Morriston on October 18 to gain a deeper understanding of these communities and to assess their respective strengths and challenges. Staff is currently developing an asset map/business mix analysis geared towards both Aberfoyle and Morriston, followed by reviewing findings within the Roger Brooks Assessment. Once this has been completed, County staff will present to Puslinch Township staff and outline a suggested scope of work, including specifics regarding business visits and interviews.*

It is recommended that staff report back on downtown revitalization at a future date in order to incorporate both the County and the Traffic Calming - Streetscaping Morriston work.

## **10. Speed Enforcement**

### Council direction:

Staff to request that the County representative of the Police Services Board (Councillor Campbell and the Inspector) to delegate to Council regarding level of service, breakdown of the member municipality (i.e. tickets issued in each municipality, km of road per each municipality).

### 2024 Budget Implications/Staff Comments:

Township staff sent correspondence to the County for inclusion on the November 7, 2023 Police Service Board Committee requesting information related to service levels and budget implications specific to Puslinch. A presentation to Council has tentatively been scheduled for November 29, 2023.

## **11. Gravel Extraction Study**

### Council direction:

\$25k is currently funded in the 2023 budget. This funding can be carried forward to 2024 to undertake this work.

### 2024 Budget Implications/Staff Comments:

Staff sent correspondence to the County requesting any relevant information collected through the MPAC pit assessment court proceedings as a starting point. Staff are requesting the County's assistance scoping the project and retaining a consultant(s) to prepare the study.

## **12. Seniors Committee**

### Council direction:

Staff to prepare communications to the public to gauge interest in a seniors committee and report back for potential to add in the next term of Council.

2024 Budget Implications/Staff Comments:

Staff are planning to canvas the community in the first quarter of 2024 to gauge community interest. Staff will report back to Council on the public engagement and the resources required for consideration in the 2025 budget process.

**13. Township Economic Development Program**Council direction:

Staff are submitting for County grant funding for 2024 and suggest that funds are budgeted for in future years. Staff will report to Council on detailed costing during the budget process.

2024 Budget Implications/Staff Comments:

Staff have requested feedback from Council, the public, and the County Economic Development department for content to be included in the guide.

Based on the feedback, the guide is now approximately 48 pages. The response from the business community has been very positive. All design is being completed by Township staff at no additional costs. Staff continue to enhance the Township local image database to limit the use of stock images. The County has indicated that their updated photo library of Wellington County's downtowns and businesses will be available to Puslinch by the end of 2023/start of 2024. This County initiative was funded through obtaining the Rural Economic Development (RED) grant to support downtown revitalization.

The cost for printing the Community Guide to be distributed to households in Puslinch and associated postage is \$12,704.20. Staff will be applying for grant funding from the County to fund this initiative in 2024.

The business community has responded very positively to the Puslinch Profile Features initiative. The Township currently has 28 applications to be featured. Staff budgeted for one half-page ad in the Puslinch Pioneer to feature one business per month at an annual cost of \$2150 + HST. Currently, the Township has more than 2 years worth of features. Staff will be applying for grant funding from the County to fund this initiative in 2024.

**14. Aerial Survey work relating to aggregate operations**Council direction:

Staff to report back on detailed costing including quotes.

2024 Budget Implications/Staff Comments:

Staff obtained a number of quotes for the aerial survey work. Based on the pricing and the value, staff recommend that the below quote be budgeted for. This includes aerial survey of Concession Road 2 from Wellington Road 25 to Concession Road 7.

Quote #3:

\$2400 + HST 2D orthomosaic mapping

**15. Fire Marque Agreement and By-law**

Council direction:

Staff to report back with report and draft agreement during the budget process.

2024 Budget Implications/Staff Comments:

Staff aim to report back to Council at the November 29, 2023 Council meeting.

**16. Facility Usage Analysis**

Council direction:

That Council direct staff to report back to Council on the proposed facility operator position at an upcoming meeting and that the report include an analysis of the facility revenue and expenditures, the anticipated loss of revenue if the hall capacity is reduced to 100 people, and the option to only rent to residents and community groups; and the addition of a facility operator versus status quo with the current staffing resources.

2024 Budget Implications/Staff Comments:

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

Based on the analysis completed, the following was noted regarding the estimated amount of rental fees collected and the number 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
Community Group	\$155	0.26%	3	3.49%
Residents	\$4,546	7.67%	11	12.79%
Non-Residents	\$54,561	92.07%	72	83.72%
<b>Total</b>	<b>\$59,262</b>	<b>100%</b>	<b>86</b>	<b>100%</b>

Based on the analysis completed, the following was noted regarding the estimated amount of rental fees collected and the number 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
Unknown	\$2,215	3.74%	4	4.65%
1-100	\$32,433	54.73%	45	52.33%
101 to 150	\$9,381	15.83%	15	17.44%
151 to 200	\$9,038	15.25%	14	16.28%
201 to 250	\$6,195	10.45%	8	9.30%
<b>Total</b>	<b>\$59,262</b>	<b>100%</b>	<b>86</b>	<b>100%</b>

Attached as Schedule A to this Report is an excerpt from the 2023 Budget By-law No. 009-2023 related to PCC revenues and expenditures.

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. Report REC-2023-004 is attached as Schedule B to this Report.

### **17. Revised Drop-in Skating Schedule – Youth Committee Feedback**

#### Council direction:

Council directed staff to refer the Drop-in schedule changes to the Youth Committee, specifically related to the addition of Friday night programming for youth 13-27 years old.

#### 2024 Budget Implications/Staff Comments:

The Youth Advisory Committee supports youth skating programming for 13 to 17 year olds from 6:30-8:30 p.m. on Friday nights. This will be implemented for the 2023/2024 free skate schedule.

### **FINANCIAL IMPLICATIONS**

As outlined throughout the report.

### **APPLICABLE LEGISLATION AND REQUIREMENTS**

*Municipal Act, 2001*

*Planning Act, 1990*

*Ontario Heritage Act, 1990*

### **ATTACHMENTS**

Schedule A – Excerpt from 2023 Budget By-law No. 009-2023 related to PCC Operating

Schedule B – Report REC-2023-004 – Service Levels – Parks and Recreation

**Respectfully submitted:**

Courtenay Hoytfox  
Municipal Clerk (Interim CAO)

Mary Hasan  
Director of Finance/Treasurer

Department	Account Type	Description	2020 Actuals	2021 Actuals	2022 YTD	2022 Budget	2023 Budget
PCC							
	<b>Expenditures</b>						
		FT Wages	\$57,524	\$59,255	\$64,193	\$63,706	\$70,429
		PT Wages	\$10,976	\$0	\$0	\$21,491	\$31,637
		OT Wages	\$19	\$1,184	\$1,322	\$1,000	\$500
		FT Wage Related Expenses	\$9,570	\$10,756	\$11,859	\$11,809	\$13,135
		PT Wage Related Expenses	\$501	\$0	\$0	\$2,218	\$6,069
		Group Benefits	\$7,573	\$8,381	\$8,513	\$7,383	\$9,409
		WSIB	\$2,145	\$1,822	\$1,545	\$2,595	\$3,354
		Office Supplies & Equipment	\$104	\$0	\$102	\$150	\$150
		Hydro	\$6,800	\$7,085	\$11,116	\$12,000	\$12,000
		Heat	\$3,914	\$4,549	\$3,782	\$4,300	\$4,300
		Water Protection	\$3,007	\$4,096	\$3,551	\$4,500	\$4,500
		Bldg-Cleaning, Maint,Supplies Interior	\$3,959	\$3,607	\$6,366	\$13,670	\$10,000
		Kitchen Supplies and Equipment	\$0	\$0	\$1,697	\$1,500	\$1,500
		Waste Removal	\$7,075	\$8,100	\$9,453	\$8,541	\$8,541
		Outdoor Maintenance of Building	\$6,557	\$5,360	\$3,753	\$4,000	\$4,000
		Communication (phone, fax, internet)	\$3,179	\$2,682	\$2,790	\$2,856	\$2,616
		Mileage	\$0	\$0	\$0	\$100	\$0
		Professional Development	\$0	\$0	\$0	\$0	\$0
		Membership and Subscription Fees	\$0	\$500	\$0	\$500	\$500
		Travel - Meals	\$0	\$0	\$0	\$50	\$0
		Travel - Accomodations & Parking	\$0	\$0	\$0	\$250	\$0
		Insurance	\$7,746	\$3,321	\$8,432	\$8,862	\$10,653
		Advertising	\$0	\$0	\$1,507	\$2,100	\$2,100
		Contract Services	\$2,918	\$4,349	\$3,630	\$4,092	\$4,502
		Clothing, Safety Allowance	\$0	\$0	\$172	\$260	\$260
	<b>Expenditures Total</b>		<b>\$133,565</b>	<b>\$125,048</b>	<b>\$143,782</b>	<b>\$177,933</b>	<b>\$200,154</b>
	<b>Revenues</b>						
		Hall - Prime	-\$3,892	\$26	-\$15,587	-\$13,623	-\$29,365
		Hall - Non-Prime	-\$2,052	\$26	-\$14,975	-\$9,560	-\$19,969
		Meeting Room	-\$1,308	\$0	-\$4,143	-\$5,975	-\$13,427
		Projector and Microphone Rental Fee	\$0	\$0	-\$26	-\$106	\$0
		Licensed Events Using Patio	\$0	\$0	-\$181	-\$121	-\$285
		Hall - Commercial Rentals	\$0	\$0	\$0	-\$330	-\$1,547







**REPORT REC-2023-004**

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TO: Mayor and Members of Council

PREPARED BY: Mike Fowler, Director of Public Works, Parks, and Facilities  
Mary Hasan, Director of Finance/Treasurer

PRESENTED BY: Mike Fowler, Director of Public Works, Parks, and Facilities

MEETING DATE: September 27, 2023

SUBJECT: Service Levels – Parks and Recreation  
File: F05 BUD

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**RECOMMENDATIONS**

**THAT Report REC-2023-004 entitled Service Levels – Parks and Recreation be received; and**

**THAT Council authorize additional funds of \$42,000 for the senior soccer field topsoil and re-sodding to be funded by the Cash in Lieu of Parkland Restricted Reserve as soon as possible in the Fall of 2023; and**

**THAT Schedule J of the 2024 User Fees and Charges By-law be updated to clarify that 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; and**

**THAT Council authorize a net 2024 base budget increase of approximately \$25,860 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 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**

**THAT the Puslinch Community Centre capacity limits as outlined in Report REC-2023-004 be updated in the Township's Facility Rental Agreements and the Alcohol Risk Management Policy effective immediately; and**

**THAT Council authorize the intercorporate transfer of the Public Works Pickup truck – ¾ ton – Crew Cab Asset No. 7009 acquired in 2017 to Parks as part of the 2024 Budget; and**

**THAT Council authorize the pre-budget approval of a new Public Works Pickup truck – ½ ton – Crew Cab amounting to \$55,000 as part of the 2024 Budget; and**

**That the Township remove the free Family Skate scheduled from 12:00 p.m. to 4:00 p.m. on Saturday's in order to facilitate the rental of the ice during this prime time for other leagues and one-time bookings; and**

**That Council direct staff to implement in 2024 the promotion of recreational programming offered by third party organizations/renters who utilize the Township's facilities on the Township's Recreation and Leisure Calendar and Community Groups Page on [Puslinch.ca](https://puslinch.ca) after all permissions and waivers are obtained by the third party organization/renter as detailed in Report REC-2023-004.**

## **DISCUSSION**

### **Purpose**

The purpose of this report is to seek Council's approval on 2024 budget items pertaining to Parks and Recreation service levels based on Council's direction at the service level meeting held on September 6, 2023.

### **Background**

Council at its meeting held on September 6, 2023 received Report ADM-2023-046 – Budget Process and Service Level Review.

Summarized below are the comments and direction received from Council pertaining to Parks and Recreation service levels that are being reported on in this Report:

<b>Council Comments Report ADM-2023-046</b>	<b>Council Direction - September 6, 2023 Council Meeting</b>	<b>2024 Budget Implications</b>
More frequent cleaning of facilities. A thorough full cleaning/maintenance of all facilities every spring.	Park cleaning and maintenance: subject to the discussion regarding additional staffing resources	See section below entitled "Facilities Operational Service Levels and Additional Resourcing Needs"
More frequent cleaning of washrooms at ball diamonds.	See above.	See section below entitled "Facilities Operational Service Levels and Additional Resourcing Needs"

Regular re-grading of diamonds to ensure proper drainage.	See above.	See section below entitled "Parks Operational Service Levels"
Parks maintenance service levels to meet the current upkeep needs and the needs of the changes with the parks revitalization upgrades.	See above.	See section below entitled "Parks Operational Service Levels"
Would like to see an increase where the millennial garden has a one-time spring landscape clean up at the beginning of the season – this will allow volunteers to maintain it in a reasonable capacity.	Millennial garden: no action (subject to the discussion regarding additional staffing resources or outsourcing)	See section below entitled "Parks Operational Service Levels"
Assessment of our bookings program that services staff use.	Facility booking system: no action; staff to review the possibility of a flexible rental approval process where a rental request is made during a time where public drop-in programming is typically scheduled.	See section below entitled "Public Drop-in Programming"
Would like to see an increase in recreation programming options for Puslinch residents.	Staff to look into software capabilities to include the program name on the online calendar and the privacy limitations.	See section below entitled "Recreation Programming, Recreation and Leisure Calendar and Community Groups Page on <a href="https://puslinch.ca">Puslinch.ca</a> "
Adding lighting to Millennial garden.	Staff to request a quote from an electrician in order to provide lighting options and report back through budget process.	The estimated cost associated with running electrical conduit for lighting and a decorative lantern and post is approximately \$10K. Staff are requesting Council's direction on whether this cost should be incorporated in the proposed 2024 capital budget as a standalone project. Alternatively, this project could be considered as part of the upcoming review of the Recreation and Parks Master Plan.

Summarized below are the comments received from staff pertaining to Parks and Recreation Service Levels that are being reported on in this Report:

<b>Staff Comments Report ADM-2023-046</b>	<b>Council Direction - September 6, 2023 Council Meeting</b>	<b>2024 Budget Implications</b>
<p>The Puslinch Community Centre (PCC) is currently not staffed during weekend rentals. Part time facility staff are scheduled to clean and ‘turn over’ the facility in between rentals. It is becoming increasingly difficult to manage large scale events with no staffing presence. The facility is being damaged on a more regular basis, as well as rentals are exceeding occupant loads. This is being communicated to full time facility staff by the students working at the Optimist Recreation Centre (ORC). Often renters are not fulfilling their contract obligations in respect to cleaning of the facility upon departure. It is also being reported that some large scale rentals are avoiding the Alcohol Risk Management Policy by drinking in the PCC parking lot and grounds and not in the facility. Full time staff are aware of this activity as they often clean the PCC grounds the following Monday and are finding bottles. Staff strongly suggest that a lower occupant maximum be set for the facility as the cleaning associated with large groups (250+) is not feasible with current staffing levels. In addition, staff suggest that Facility staff work on a rotational basis in order to have a full time staff person present at all times when the PCC is being rented. Staff are preparing an information report with detailed costing for Council’s consideration. This would include reducing the number of part time hours and adding a third facility operator in order to develop a rotational shift schedule.</p>	<p>PCC rentals: staff report back on the costing of the addition of a full time facility operator; investigating an occupant maximum for facility rentals at the PCC.</p>	<p>See section below entitled “Facilities Operational Service Levels and Additional Resourcing Needs”</p>
<p>The Parks department has one (1) truck for three (3) employees; Within the Parks department, there is one crew cab pick-up</p>	<p>Parks pick-up truck: staff prepare costing for consideration during the</p>	<p>See section below entitled “Additional Parks Pickup Truck”</p>

<p>responsible for transporting staff and mowers to the various sites in the Township. In addition to parks duties Parks staff are required to complete garbage removal from parks; daily baseball diamond dragging; washroom cleanings; part and supplies pick-ups during the week. With the addition of a second truck, the three parks workers could more efficiently complete tasks. Currently all three staff must travel together in the one truck. The Township has two mowers and so it would be much more efficient if a second truck was added to parks in order for the third park's employee to complete additional tasks at a different site. The addition of the second truck for Parks would be beneficial in advance of the new PCC grounds being completed as this site will require additional maintenance and upkeep.</p>	<p>budget process for the addition of a pick-up truck in the parks department and also include a leasing option in the costing analysis. Include the life cycle of the existing trucks in the analysis.</p>	
<p>The back senior soccer field turf unfortunately did not take with many efforts taken by Township staff. The Puslinch Soccer Club has identified concerns with the turf playing conditions as well and has highlighted this concern in advance of the 2024 playing season. The Fall Fair is utilizing the field for their 2023 events including tents and animal exhibits. Staff recommend that Council consider resodding the field in late fall after the Fall Fair while the current contractor is on site and available to do the work. Staff can provide detailed costing for consideration should Council give that direction.</p>	<p>Senior soccer field re-sodding: staff to provide a report back to Council on the feasibility of this request.</p>	<p>Staff recommend that additional senior soccer field topsoil and re-sodding costs of \$42K be authorized to be completed as soon as possible in the Fall of 2023 while the contractor is on site for the PCC Park Renovation and Upgrade project.</p>
<p>Operating budget implications associated with the parks revitalization projects that are currently underway.</p>	<p>Park cleaning and maintenance: subject to the discussion regarding additional staffing resources</p>	<p>See section below entitled "Parks Operational Service Levels"</p>

## Level of Service Policy for the Public Works, Parks and Facilities Department

Attached as Schedule A to this Report is the Level of Service Policy for the Public Works, Parks and Facilities Department adopted by Council at their meeting held on November 17, 2021 through Council Resolution No. 2021-373.

As previously directed by Council, staff are currently undertaking public engagement through EngagePuslinch.ca to obtain feedback on the Level of Service Policy for the Public Works, Parks and Facilities Department. Staff will be reporting back separately through the budget process the public feedback received. Staff recommend that in future years, public engagement be conducted in June each year in order to report back on the results to Council as part of service level review discussion.

## Facilities Operational Service Levels and Additional Resourcing Needs

The Township currently has:

- 2 full-time facility operators which are allocated to the PCC and the ORC.
- 5 part-time student facility operators which are allocated to the ORC and 1 part-time municipal representative allocated to the PCC. These part-time positions share 3,544 annual hours.

Attached as Schedule B to this Report is Report REC-2022-014 – Facility Rental Concerns presented to Council at their meeting held on August 10, 2022. At this meeting, Council passed Council Resolution No. 2022-269 which outlined:

*THAT a discretionary Township staffing presence may be requested during weekend and statutory holiday rentals effective immediately at the Puslinch Community Centre; and*

*THAT an hourly fee be established effective immediately for full cost recovery associated with the position during weekend and statutory holiday rentals; and*

*That the security deposit be increased to \$1,500 effective immediately; and*

*That the increased security deposit and the hourly fee for staffing be included in the 2023 User Fees and Charges by-law.*

Based on previous Council direction, the following has been implemented to date:

- The facility rental security deposit for the PCC Hall increased from \$365 to \$1,500 effective August 2022 and was incorporated in the 2023 User Fees and Charges By-law.
- The hourly fee for full cost recovery associated with the position during weekend and statutory holiday rentals was included in the 2023 User Fees and Charges By-law but was not implemented as further outlined below.

- Staff finalized the recruitment for the municipal representative position in early February 2023.
  - A discretionary Township staffing presence was not consistently scheduled to attend the PCC during weekend and statutory holiday rentals due to staffing unavailability.
  - Staff have not implemented the hourly fee for personnel costs at the PCC given the uncertainties associated with determining when a discretionary staffing fee should be included in a contract or not or when the individual would be scheduled to work. This is very difficult for operational and customer service staff to manage and implement. Rental contracts are often created well in advance of the rental taking place. The scheduling for a discretionary Township staffing presence is typically not known this early in the contract creation stage and was very difficult to implement.
  - The need for discretionary personnel costs are proposed to be mitigated further with the reduced capacity limit and increase in full-time facility operators as recommended in this Report below.
  - It is recommended that Schedule J of the 2024 User Fees and Charges By-law be updated to clarify that 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.
- Consumer price index (CPI) inflation increases have been implemented annually for the Township's user fees to closely reflect the actual cost for providing the service while keeping in line with comparator municipalities.
- A non-resident surcharge for PCC rentals commenced in 2020 and is recommended to continue to be in place in accordance with Report FIN-2023-025 presented to Council on August 16, 2023. This is in accordance with staff's previous recommendation to Council in Report FIN-2019-031 presented to Council on October 16, 2019.
- 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.
  - Future detailed benchmarking analysis of further Township fees may result in further changes to the Township's fee structure in 2025 and future years in order to ensure that the Township is recovering actual costs for its rental fees while keeping in line with comparator municipalities.

As summarized in Report REC-2022-014 – Facility Rental Concerns, the Township has issued several letters over the years to renters failing to comply with rental agreements which resulted in the Township retaining a portion or all of the renters' security deposits. 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. The Township issued 6 letters in 2022 and 4 letters to date in 2023 due to the compliance issues that have been noted by Township staff as summarized below:

- Failure to clean the facility (washroom, kitchen, Archie MacRobbie Hall and/or Alf Hales Room) to a reasonable standard as per the rental agreement.
- Excessive garbage left on the outdoor grounds of the PCC.
- Garbage and water bottles thrown on the metal roof of the building.
- Failure to properly secure the facility after the rental.
- Removal of kitchen supplies from the PCC after rentals.
- Interior furniture brought and left outside on the PCC grounds.
- Barbeque coals on the PCC grounds.
- Failure to properly dispose of waste in the waste containers.
- Unauthorized use of areas within the facility that are not rented; locks were installed in 2022 at the Alf Hales Room to restrict unauthorized access.
- Unauthorized use of outdoor areas that are not rented (ie. soccer fields, tennis courts, baseball diamonds, etc.) which results in additional operational cleaning and repair costs.
- Unauthorized use of other facilities that are not rented (ie. ORC).
- Unauthorized use of facility equipment at the ORC and the PCC.
- Unauthorized alcohol consumption and failure to adhere to the requirements of the Alcohol Risk Management Policy.
- Damage to cabinet locks to gain unauthorized access to supplies in the Alf Hales Room.
- Damage to areas within the facility (ie. holes in walls, broken projector screen, etc.).
- Aggressive behaviour from renters towards Township staff.
- Increased overtime costs associated with unnecessary calls to the Public Works on-call number for non-emergency items.

Unfortunately, the above operational issues have significant operational cost implications for the Township. There have been a number of times where overtime costs are being incurred by the Township due to the lack of staffing resources as a result of the operational issues at these facilities. There are also additional administrative costs associated with issuing letters and retaining a portion of each security deposit. The transition to usage as commercial facilities has resulted in a financial situation that is not sustainable and the requirement for additional facility staffing resources as further outlined below:

- It is recommended that a mandatory Township staffing presence during weekend rentals be implemented at the PCC in order to minimize damage and risk exposure due to capacity exceedances, use of unauthorized areas of the facility, and the other



compliance issues outlined above. The recommended increase in full-time equivalents as further outlined below would also assist with implementing the requests from Council in Report ADM-2023-046 – Budget Process and Service Level Review (ie. more frequent cleaning of facilities including washrooms at ball diamonds).

- As outlined in Report ADM-2023-046 – Budget Process and Service Level Review, staff recommend that full-time facility staff work on a rotational basis in order to have a full time staff present when the PCC is being rented.
- Staff's recommendation is to reduce the part-time position hours from 3,544 annual hours to 1,500 annual hours resulting in annual approximate savings of \$48,717. The majority of the part-time hours are still required for additional assistance during the daytime at the ORC when the ice is in for ice maintenance or as required on a case by case basis based on rental requirements. Township staff will continue to monitor the staffing requirements.
- Staff's recommendation is to increase from 2 full-time facility operators to 3 full-time facility operators in order to develop a rotational shift schedule resulting in annual approximate costs of \$74,577.
- The net impact of the above recommendations is a 2024 base budget increase of approximately \$25,860 based on 2023 salary and benefits amounts.

Staff have noted that the PCC in particular is being rented with maximum fire code capacity limits. Staff recommend that the capacity limits be limited to 100 attendees maximum for all PCC hall private event rentals (both licensed and non-licensed events). It is also recommended that the Alf Hales Room have a 30 attendee maximum for both licensed and non-licensed events.

- The following types of events would not be subject to the 100 attendee maximum in the PCC hall:
  - Community events (ie. Fall Fair, Santa Claus Parade, Canada Day, Family Day, Remembrance Day, etc.); and
  - Township events (ie. Township annual appreciation night, etc.); and
  - Other bazaars/markets/vendor type events where the number of attendees fluctuates throughout the duration of the event.
- The capacity limits outlined above are recommended to ensure that the service level of the facility is maintained, as it is operated on a private well and septic system. The number of attendees using the facility can greatly impact this Township infrastructure.

Additionally, staff note that back-to-back rentals during prime times (ie. Friday through Sunday) are very hard on the facility infrastructure such as the septic system and the cleanliness of the facility (both indoor and the grounds). Staff recommend that a maintenance window be incorporated between rentals in order to permit staff sufficient time to fully clean and sanitize the facility and to inspect the facility for damages between rentals. Rental requests would be processed on a first come first serve basis. Staff will continue to monitor and report back to Council as needed.

## **Parks Operational Service Levels**

The Township currently has 3 full-time equipment operators which are allocated to Public Works (40% of the year) and Parks (60% of the year). Several parks requests have been made as part of Report ADM-2023-046 – Budget Process and Service Level Review (ie. regular regrading of diamonds to ensure proper drainage, millennium garden requests, operating budget implications associated with the parks revitalization projects that are currently underway, etc.).

Additionally, Township staff agree that the PCC Park Renovation and Upgrade will result in an increased staffing requirement in the Parks department. Staff plan to report on additional parks resourcing requirements as part of 2025 budget deliberations upon completion of the PCC Park Renovation and Upgrade construction.

Staff's understanding was that the works at the Millennium Garden are a volunteer based initiative with no staff resources currently allocated:

- A one-time \$3,000 base budget increase was allocated in the 2023 budget for top soil, plantings and mulch at the Millennium Garden. These items have been purchased.
- It was recommended in Report FIN-2023-001 that the \$3,000 be a permanent base budget increase with the additional funds utilized for establishing and maintaining additional flower beds around the new signage installed at the Township's facilities and parks.

It is recommended that any additional increases in service levels in parks including additional works at the Millennium Garden, be considered as part of the upcoming review of the Recreation and Parks Master Plan. Further, staff recommend that prior to allocating funds for works at the Millennium Garden, that the Recreation Committee be requested to engage with interested volunteers in the community such as the Junior Gardener's Club to increase volunteer numbers.

## **Additional Parks Pickup Truck**

As outlined in Report ADM-2023-046 – Budget Process and Service Level Review, the parks department has one (1) pickup truck that is currently being used amongst three (3) employees. Within the Parks department, there is one ½ ton crew cab pick-up responsible for transporting staff and mowers to the various sites in the Township. With the addition of a second pickup truck, the three parks employees could more efficiently complete tasks. Currently all three staff must travel together in the one truck. The Township has two mowers and so it would be much more efficient if a second truck was added in parks in order for the third parks employee to complete additional tasks at a different site. The addition of the second truck for Parks would

be beneficial in advance of the completion of the PCC Park Renovation and Upgrade as this site will require additional maintenance and upkeep.

Staff discussed potential leasing options and were notified by the dealer that due to the wear and tear on Public Works/Parks vehicles, long-term leasing options are not available.

The Township has typically completed intercorporate transfers of pickup trucks between departments. Outlined in the table below are the current Public Works/Parks pickup trucks and their proposed replacement year based on the 2023 Capital Budget and Forecast presented to Council in the previous year:

Department	Description	Year	Intercorporate Transfer	Current Mileage (kilometer)	Lifecycle	Replacement Year	Replacement Cost
Public Works	Pickup truck - 3/4 ton - Crew Cab	2017-05		183,371	8	2025	\$54K
Public Works	Pickup truck - 3/4 ton - Single Cab	2021-03	To Parks	57,901	5	2026	\$42K
Parks	Pickup truck - 1/2 ton	2015-04	From Public Works	161,174	5	2026	Transfer

It is recommended that the Public Works Pickup truck – ¾ ton - Crew Cab acquired in 2017 be transferred to Parks as part of the 2024 budget to be replaced in 2027. It is recommended that Council authorize the pre-budget approval of a new Pickup truck – ½ ton – Crew Cab amounting to \$55K in Public Works as part of the 2024 Budget to be transferred to Parks in 2027. There is currently one unit in stock and due to the potential strike with both Canada and the United States automotive workers, the projected backlog for vehicles is between 6 to 8 months.

Outlined in the table below are the proposed Public Works/Parks pickup trucks and their proposed replacement year based on the above recommendation:

Department	Description	Year	Intercorporate Transfer	Current Mileage	Lifecycle	Replacement Year	Replacement Cost
Parks	Pickup truck - 3/4 ton - Crew Cab	2017-05	From Public Works in 2024	183,371	4 years in Parks	2027	Transfer
Public Works	Pickup truck – 1/2 ton - Crew Cab	2024	To Parks in 2027	N/A	3 years in Public Works	2027	\$55K
Public Works	Pickup truck - 3/4 ton - Single Cab	2021-03	N/A	57,901	10	2031	\$42K
Parks	Pickup truck - 1/2 ton	2015-04	N/A	161,174	10	2025	\$55K

## Public Drop-in Programming

Council direction at the November 25, 2020 Council Meeting through Council Resolution No. 2020-349 is outlined below:

*That staff continue to develop a free skate and shinny schedule, upon eight week league scheduling bookings being confirmed no later than November 30th of each year; and  
That the Township facilitate the rental of the ice for other leagues and one-time bookings after the eight week league bookings have been scheduled; and*

*That the Township reduce the amount of free Adult Shinny to one hour per week.*

The Township's annual ice schedule is developed in accordance with the above Council Resolution. The free skate and shinny schedule is developed upon league scheduling being confirmed while attempting to keep the schedule as consistent as possible to previous years. Attached as Schedule C to this Report is the 2022/2023 ice schedule prepared by Township staff.

The benefits associated with establishing a consistent, weekly drop-in ice schedule are outlined below:

- Enables increased utilization of the facility by users.
- The public appreciates the reliability in a weekly drop-in schedule.
- Enables effective and timely advertising to the public through the Township website of the weekly drop-in schedule.
- Creates a fair, equal and transparent process for providing free drop-in times to the public.

The establishment of a weekly drop-in ice schedule is also consistent with the Township's Roller Skating and Inline Shinny Free Drop-in Time at the ORC rink. The participant/utilization rates associated with a fluid schedule were very low as previously reported to Council in Report REC-2023-003. As outlined in Report REC-2023-003, the Township's practice has been that drop-ins outside of scheduled ice program times or outside of ice league/private rentals, are generally accommodated on a first come first serve basis upon facility staff being on site.

The ice-prime times include weekdays from 5:00 p.m. to 10:00 p.m. and Saturdays and Sundays. The Township does receive a number of rental requests for weekend tournaments. These requests are typically for greater than the current 2 hour time slot availability on Saturday's.

- In 2022/2023, the private rental opportunities in the established weekly ice schedule on Saturdays and Sundays were limited to no more than two hours per rental.
- In 2022/2023, family skate was offered during the following times:
  - 12:00 p.m. to 4:00 p.m. from Monday to Sunday; and
  - 6:30 p.m. to 8:30 p.m. from Friday to Sunday.

An option for Council's consideration for the 2023/2024 established weekly ice schedule in order to facilitate the rental of the ice during this time for other leagues and one-time bookings during prime times on Saturday's is to remove the free Family Skate on Saturday's from 12:00 p.m. to 4:00 p.m. Based on review of usage data from the pilot program associated with free skating, the Family Skate from 2016/2017 season and 2017/2018 season averaged 235 attendees on Saturday's and 446 attendees on Sunday's. There are more attendees on Sunday's, therefore, it is not recommended that we change the Sunday free Family Skate schedule.

League rental contracts are typically established by the end of November. The Township is able to accommodate weekend tournament requests on a first come first serve basis prior to the league rentals being confirmed. This would provide sufficient notice to the public when publishing the weekly ice schedule where certain public drop in times may not be available. If tournament rental requests are received after the league rental contracts are finalized, the Township would not be able to cancel the league rentals in order to accommodate one-time tournaments/events.

**Recreation Programming, Recreation and Leisure Calendar and Community Groups Page on [Puslinch.ca](http://Puslinch.ca)**

The following was reported to Council in Report FIN-2021-036 at their November 17, 2021 Council Meeting:

*The Township obtained information from Guelph Eramosa Township who offers the following municipally led recreation programming and participant numbers:*

*Pickleball (10 to 15), Nordic Pole Walking (5), Chess, Cooking Classes (10), Gentle Walk and Movement (3), Shuffleboard (8), Enabling Garden Club (5), Darts (4), Games for the Brain (6), Euchre, Bocce Ball (5), Educational Workshops (average of 10), Crafting Workshops (5), Silver Screening (8), Bingo (6), Hand Stitching (6), Art Workshops (10), Music in the Garden (40), Yoga (10 to 15), Cardio Core (7), Cardio Sculpt Intervals (6), Strength and Stretch (12), Bands and Bells (12), Yoga 55 (7), DDPY (15 to 32), Benefits of Bone fitness (12), Sitfit (7), Use it Lose it Tone it up (29), Music 'N' Motion (12), Stroller Fit, Family Yoga, Walking Soccer (10 to 12), Remote Control Airplanes (5 to 7), Tot 'N' Play, 55+ Soccer, Indoor Golf Range, Women's Recreation Soccer, Coed Slo Pitch League, Pole Walking Workshops.*

*The number of staff required for each program include 14 part-time staff, 1 full-time staff, and 2 seasonal staff. There are also many volunteers and special guest speakers that assist with this programming.*

*The Township of Guelph Eramosa also has external organizations (similar to the Township of Puslinch) who offer recreation programming and book the Township's facilities such as summer camps, soccer, baseball, and adult recreational leagues.*

The Township currently does not provide Township run recreation programming as this would result in a significant service level and staffing increase. Township community groups offer the programs while utilizing Township facilities.

In accordance with Council's direction at their meeting held on September 6, 2023, Township staff recommend that the following be implemented in 2024 to promote the recreational programming offered by third party organizations/renters who utilize the Township's facilities on the Township's Recreation and Leisure Calendar and Community Groups Page on [Puslinch.ca](https://www.puslinch.ca) by establishing the following processes/controls prior to implementation:

- Staff recommend that the Township obtain prior written permission from the third party organization/renter offering an organized league/program/event prior to promotion on the Township's online calendar and the Community Groups page:
  - Any third party organization/renter requesting their organized league/program/event to be placed on the Township's online calendar must provide contact information to be displayed on the Community Groups page.
    - The rationale for this is that the Township does not have the resources or the detailed knowledge regarding each organized league/ program/ event. The Township does not have a recreation liaison/recreation staff member dedicated to manage these public inquiries.
  - It is preferred that the contact information noted on the Township's website be an organization affiliated website and/or email.
  - Permission is required from the third party organization/renter due to privacy concerns.
    - Township staff are not in a position to provide personal information on the Township's website without obtaining this permission directly from the third party organization/renter.
  - The third party organization/renter will be required to sign a waiver confirming that:
    - The Township is not responsible for any unsolicited/phishing emails received by the organization/renter and that the organization/renter is providing their contact information that must be placed on the Township's Community Groups page at their own risk.
    - The content placed in the online calendar and Community Groups page must adhere to the requirements of the Township's Advertisement, Communication and Media Relations Policy and the Corporate Accessibility Policy.
    - It is the organization/renter's responsibility to notify the Township of updated contact information.

- If the organization/renter does not host a league/program/event in a Township facility within 365 calendar days, the organization/renter will be automatically removed from the Township's Community Groups page.
- The Township will include the following in its online calendar and Community Groups page to be implemented in 2024 only after the above permissions have been obtained from the third party organization/renter:
  - It is recommended that Township drop-in programming (ie. Drop-In Roller/Inline Skating, Family Skate, etc.) continue to include the specific drop-in program name in the online calendar.
  - It is recommended that organized leagues/programs for registered participants be specifically noted on the online calendar. For example, "League Women's Volleyball" or "Cooking Classes", etc.
  - It is recommended that events open to the public such as the Fall Fair, Santa Claus Parade, Canada Day, Family Day, Remembrance Day, etc. be specifically noted on the online calendar.
  - It is important that once this is implemented, that it be implemented based on the type of rental. For example, there are certain leagues/programs/events that are not open to the public and will be noted as a "Private Rental" in the online calendar.
  - This initiative does not apply to private functions that are not open to the public (ie. stag and does, weddings, birthday parties, anniversaries, funerals, etc.). These types of private functions will be noted as a "Private Rental" in the online calendar.
  - The Township's facility booking system has a character limit of 60 when noting the type of event which would then display on the online calendar.
- Staff recommend that the Township update the Recreation and Leisure Calendar page on [Puslinch.ca](https://puslinch.ca) in 2024 once this is implemented to note a legend as follows:
  - "Private Rental" means private events that are not open to the public.
  - "League" events are for registered participants only. For contact information for this league, please click here to visit our Community Groups page.
  - "Other Programs/Events" may require registration and are open to the public. For contact information for this program/event, please click here to visit our Community Groups page.
  - "Drop In" events are non-supervised Township programs open to the public. For more information, please contact the Township.

## FINANCIAL IMPLICATIONS

In addition to the financial implications outlined throughout this Report, staff also obtained estimates for external commercial cleaning services for the PCC for weekends. Quotes ranged from \$125 to \$350 per cleaning averaging \$267 per visit. The cleaning cost may increase depending on the condition of the facility after the rental. These estimated costs amount to

approximately \$28K of incremental annual costs assuming the commercial cleaning services are required 2 times per week. Staff recommend that this option only be explored if Council does not support the increase in the full-time facility operator positions from 2 to 3 as outlined in this Report.

Township staff also have the ability to draw on the renter's security deposit in the event that a commercial cleaning service is required based on the severity of the condition of the facility after the rental. This would not result in an incremental cost to the Township.

**APPLICABLE LEGISLATION AND REQUIREMENTS**

Municipal Act

**ATTACHMENTS**

Schedule A - Level of Service Policy for the Public Works, Parks and Facilities Department

Schedule B - Report REC-2022-014 – Facility Rental Concerns

Schedule C – 2022/2023 Ice Schedule

**Respectfully submitted:**

**Mike Fowler**  
**Director of Public Works, Parks, and Facilities**

**Mary Hasan**  
**Director of Finance/Treasurer**

**Reviewed by:**

**Courtenay Hoytfox**  
**Municipal Clerk**





**CORPORATION OF THE  
TOWNSHIP OF PUSLINCH**

**LEVEL OF SERVICE POLICY FOR THE  
PUBLIC WORKS, PARKS, AND FACILITIES DEPARTMENT  
POLICY 2021-007**

**THE CORPORATION OF THE  
TOWNSHIP OF PUSLINCH**  
7404 WELLINGTON ROAD 34  
PUSLINCH, ONTARIO N0B 2J0



**TABLE OF CONTENTS**

<b>PREAMBLE</b>	<b>4</b>
<b>DEFINITIONS</b>	<b>5</b>
<b>SECTION 1 - WINTER CONTROL OPERATIONS</b>	<b>6</b>
Objective:	7
Winter Control Season:	7
Winter Patrols:	7
Roads and Municipal Parking Lots:	7
Road Classifications:	8
Winter Weather Monitoring:	9
Sidewalks:	10
Sod Damages:	10
Exclusions:	10
<b>SECTION 2 - HARD TOP SURFACE MAINTENANCE</b>	<b>11</b>
Objective:	12
Potholes:	12
Shoulder Drop-offs:	13
Pavement Markings:	13
Centerline Marking:	13
Street Cleaning:	13
Debris on Roadway:	14
Surface Discontinuities:	14
Utility Cuts	14
<b>SECTION 3 - GRAVEL SURFACE MAINTENANCE</b>	<b>15</b>
Objective:	16
Potholes:	16
Routine Grading:	16
Spot Grading:	16
Dust Suppressant Application:	16
Maintenance Gravel Application:	17
Debris on Roadway:	17
Exclusions:	17
<b>SECTION 4 - ROADSIDE SIGNS</b>	<b>18</b>
Objective:	19
Regulatory or Warning Signs:	19
<b>SECTION 5 - ROADSIDE MAINTENANCE</b>	<b>20</b>
Objective:	21
Roadside Grass Cutting:	21
Tree Trimming and Removal:	21
Brush Control:	21
Roadside Ditches:	21
Streetlights:	22
Boulevard Maintenance and Planting:	22
Exclusions:	23
<b>SECTION 6 - BRIDGES AND CULVERTS</b>	<b>24</b>
Objective:	25
Bridge Inspections:	25
Bridge and Culvert Maintenance:	25
Surface Discontinuities:	26
Exclusions:	26
<b>SECTION 7 – MISCELLANEOUS – PUBLIC WORKS</b>	<b>27</b>
Weather Monitoring:	28
Routine Patrolling:	28



Temporary Road Closures:	28
Mailbox Policy:	29
Sidewalk Repair:	29
Private Entrances:	29
Waste Collection and Waste Diversion:	30
Traffic Counting:	30
<b>SECTION 8 - PARKS</b>	<b>31</b>
Objective	32
Play Space Inspections	32
Ball Diamonds	32
Soccer fields	32
Open Areas	33
<b>SECTION 9 - FACILITIES</b>	<b>34</b>
Objective	35
Optimists Recreation Centre Rink	35
Optimists Recreation Centre Gymnasium	35
Puslinch Community Centre	36

**LIST OF TABLES**

TABLE 1 CLASSIFICATION OF HIGHWAYS	8
TABLE 2 SNOW ACCUMULATION AND RESPONSE TIME	8
TABLE 3 ICE FORMATION PREVENTION AND ICY ROADWAYS	9
TABLE 4 POTHoles ON PAVED SURFACE OF ROADWAY	12
TABLE 5 POTHoles ON PAVED SURFACE OF SHOULDERS	12
TABLE 6 SHOULDER DROP-OFFS	13
TABLE 7 SURFACE DISCONTINUITIES	14
TABLE 8 POT HOLES ON NON-PAVED SURFACE OF ROADWAY	16
TABLE 9 REGULATORY AND WARNING SIGNS	19
TABLE 10 STREET LIGHTS	22
TABLE 11 BRIDGE DECK SPALLS	25
TABLE 12 PATROLLING FREQUENCY	28

**SCHEDULE A**

ROAD CLASSIFICATION CHART	37
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### **PREAMBLE**

This document describes of the level of service which the Township of Puslinch Public Works, Parks and Facilities Department provides for common and routine activities which are required and expected of the department. The policy sets an obligation for the Public Works Parks and Facilities Department to make reasonable efforts to achieve a consistent approach towards meeting a safe and achievable standard level of service.

The following level of service policies meet or exceed the requirements of the Minimum Maintenance Standards for Municipal Highways predetermined by the Province of Ontario through Ontario Regulation 239/02 under the Municipal Act, 2001, as amended from time to time.

Council of the Township of Puslinch has adopted the Ontario Minimum Maintenance Standards for Municipal Highways as the minimum acceptable standard for Township of Puslinch maintained rights-of-way. This document provides additional details to each of the areas identified within the Minimum Maintenance Standards. Furthermore, the policy establishes an inventory of practices and procedures for additional services provided by the Public Works Parks and Facilities Department which are not covered through the Minimum Maintenance Standards.

The Director of Public Works Parks and Facilities shall be the primary person responsible for the implementation and administration of these policies.



## DEFINITIONS

- 1) *for the purpose of this document, the terms roadway, highway, street and road are interchangeable throughout;*
- 2) *for the purpose of this document, the term Township, Municipality, Puslinch, and Township of Puslinch are interchangeable and all refer to The Corporation of the Township of Puslinch;*
- 3) *for the purpose of this document, the term Director of Public Works, Parks, and Facilities or Public Works Manager are interchangeable and refer to the Township of Puslinch, Director of Public Works, Parks, and Facilities and Park;*

<b>cm</b>	Centimetres;
<b>Day</b>	24-hour period;
<b>Non-Paved Surface</b>	a surface that is not paved;
<b>Paved Surface</b>	a surface with a layer of asphalt, concrete, or asphalt emulsion;
<b>Roadway</b>	has the same meaning as in subsection 1 of the highway traffic act;
<b>Shoulder</b>	the untraveled portion of the highway that provides lateral support to the roadway;
<b>Shoulder Drop-off</b>	the vertical differential, where the paved surface of the roadway is higher than the surface of the shoulder;
<b>Surface</b>	the top of the roadway or shoulder;
<b>Snow Accumulation</b>	the natural accumulation of new fallen snow, slush, or wind-blown snow that covers more than half a lane width of a roadway;
<b>Debris</b>	any material or object on the roadway that is not an integral part of the roadway or has not been intentionally placed on the roadway by the Township and that it is reasonably likely to cause damage to a motor vehicle or injure a person in the motor vehicle;

### Winter Control

<b>Season</b>	the 15th day of November each year, through to April 1st the following year;
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### Representative

<b>Roads</b>	a selection of roads which portray the condition of the remaining roads adjacent to, or in the area of the representative roads;
<b>MTO</b>	Kings Highway, or Province of Ontario owned and maintained through contracted services;
<b>County</b>	means county or regional government level;
<b>Hard Top Surface</b>	a roadway with a surface comprised of a layer of asphalt, concrete or asphalt emulsion;
<b>Boulevard</b>	for the purpose of this procedure means an urban area where the grass or earthed area(s) between the roadside curb or in the case of no curb, the back slope of the roadside ditch/swale and the property line;
<b>Loose-Top</b>	a roadway surfaced with materials other than asphalt, concrete or asphalt emulsion, typically refers to a gravel surfaced road;



**SECTION 1 - WINTER CONTROL OPERATIONS**



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## WINTER CONTROL OPERATIONS

### Objective:

The Township of Puslinch Public Works, Parks and Facilities Department will strive, as is reasonably practicable, to provide safe and passable winter road conditions for vehicular and pedestrian traffic as set out in this level of service policy and within the resources provided by the Council of the Township of Puslinch.

### Winter Control Season:

The Township of Puslinch conducts winter control operations from 15th day of November each year, through to April 1st the following year (winter control season). The Public Works, Parks and Facilities Department will have sufficient winter control equipment and manpower available 7 days a week during the winter control season to respond to winter events.

### Winter Patrols:

The purpose of the winter patrol is to monitor and record weather and road conditions, and to mobilize winter control operations should a winter control response be deemed required by the patroller.

Winter Patrol of "representative roads" shall be completed by the patroller as conditions dictate no later than 3:00am to allow for initiating a response no later than 5:00am on weekdays. Patrols are conducted between 5:00 am 1:00 pm on weekends to initiate the necessary response.

### Roads and Municipal Parking Lots:

The Township will mobilize the forces and equipment necessary to permit the flow of traffic on Township winter maintained roads. Winter control operations will occur as required. Roads will be maintained in accordance with the Minimum Maintenance Standards (MMS), response time will be based on the roads assigned highway classification and the condition of accumulation which exist, both of which are defined within the MMS.

The following table lists the highway classification of roads based on the Average Annual Daily Traffic (AADT) and the posted or statutory speed limit (km/h).

Winter control operations on municipal parking lots will occur as required and will generally be completed prior to opening of regular business. Salt, sand, or a combination of both will be applied as conditions warrant.

The Director of Public Works, Parks, and Facilities or designate will be the primary individual responsible for making decisions regarding the most effective and efficient use of available resources. Weather reports and experience shall assist in making these decisions.



TABLE 1  
CLASSIFICATION OF HIGHWAYS

Average Annual Daily Traffic	Posted or Statutory Speed Limit (kilometres per hour)						
	91 - 100	81 - 90	71 - 80	61 - 70	51 - 60	41 - 50	1 - 40
15,000 or more	1	1	1	2	2	2	2
12,000 - 14,999	1	1	1	2	2	3	3
10,000 - 11,999	1	1	2	2	3	3	3
8,000 - 9,999	1	1	2	3	3	3	3
6,000 - 7,999	1	2	2	3	3	3	3
5,000 - 5,999	1	2	2	3	3	3	3
4,000 - 4,999	1	2	3	3	3	3	4
3,000 - 3,999	1	2	3	3	3	4	4
2,000 - 2,999	1	2	3	3	4	4	4
1,000 - 1,999	1	3	3	3	4	4	5
500 - 999	1	3	4	4	4	4	5
200 - 499	1	3	4	4	5	5	5
50 - 199	1	3	4	5	5	5	5
0 - 49	1	3	6	6	6	6	6

Forces will be mobilized based predominately on current and forecasted weather conditions as well as snow accumulation, however, other factors may contribute to deploying such forces. Reaction time for responding to snow accumulation and ice formation will begin as soon as practicable after becoming aware of the fact. The depth of snow accumulation will be determined in accordance with the Ontario MMS. If the depth of snow accumulation on a roadway is less than or equal to the depth set out in the following table, the roadway is deemed to be in a state of repair with respect to snow accumulation.

TABLE 2  
SNOW ACCUMULATION AND RESPONSE TIME

Class of Highway	Accumulation Depth (cm)	Response Time (hr)
1	2.5	4
2	5	6
3	8	12
4	8	16
5	10	24

Road Classifications:

Please refer to Schedule A





Winter Weather Monitoring:

From October 1st to April 30, the Township will monitor the current and forecasted weather three times per calendar day, the morning, noon hour and evening. Weather reports will be electronically received and recorded.

Response Time for Icy Roads:

The minimum standards of the Township for treating icy roads is to deploy resources as soon as practicable after becoming aware of the fact that the roadway is icy and to treat the icy conditions within the time set out in Table 3 after becoming aware of the fact.

TABLE 3  
ICE FORMATION PREVENTION AND ICY ROADWAYS

Class of Highway	Time
1	3 hours
2	4 hours
3	8 hours
4	12 hours
5	16 hours

If the Township determines that there is a substantial probability of ice forming on a roadway the Township will deploy resources to prevent the formation of ice within the timeframe indicated in Table 3.

The Township may use ice blading techniques to reduce the hazard of icy surfaces on gravel roads, and salt, sand, or a combination of, to treat and reduce the hazard of icy hard top roads.

Priorities:

The sequence of winter control operations may give priority to a class of road which has a higher classification rank. During a major snowfall event, priority will be given to higher class roadways and roads which are thoroughfares for emergency vehicles and bus routes, local urban streets will follow. All roads within the Township do not have to be held to the same level of service, the level of service varies in accordance with the classification given to the road under Ontario Regulation 239/02 the Minimum Maintenance Standards.



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### Sidewalks:

The Township shall mobilize the forces and equipment necessary to permit safe passage of pedestrian traffic on Township sidewalks. Accumulated snow will be removed and salt, sand, or a combination of both will be applied as conditions warrant to alleviate icy conditions.

### Sod Damages:

Damages sod in urbanized areas will be repaired by Public Works staff with topsoil and seed only. The Township does not remediate properties which receive stones from adjacent gravel surfaced roads.

### Exclusions:

Township forces will at all times attempt to meet the service levels, however, it is recognized that exceptionally heavy snowfall events may occasionally prevent this.

The Township does not provide 24 hour winter control operations, response time will be as dictated by the Minimum Maintenance Standard for Ontario Highways and the Highway Traffic Act Regulation 555/06 (hours of service).

The Township does not clear private driveways, parking lots or entrances.

Sidewalks are not maintained to a bare surface, but rather to provide a safe walking path for pedestrians. It is recognized that snow may be deposited onto private property during winter control operations on municipal sidewalks.



**SECTION 2 - HARD TOP SURFACE MAINTENANCE**



## HARD TOP SURFACE MAINTENANCE

### Objective:

The Township of Puslinch Public Works, Parks and Facilities Department will make every reasonable effort to maintain the Townships existing hard top surfaces in a condition which provides a smooth and safe riding surface, eliminates hazards to vehicular and pedestrian traffic, and to protect the Township's investments in hard top surfaces.

### Potholes:

The Public Works, Parks and Facilities Department will repair potholes on hard top surfaces and hard top surfaced shoulders at a minimum, in accordance with the MMS. If a pothole exceeds both the surface area and depth set out in the table below, the minimum service level is to repair the pothole within the time set out in the table below after becoming aware of the fact.

TABLE 4  
POTHOLES ON PAVED SURFACE OF ROADWAY

Class of Highway	Surface Area	Depth	Time
1	600 cm <sup>2</sup>	8 cm	4 days
2	800 cm <sup>2</sup>	8 cm	4 days
3	1000 cm <sup>2</sup>	8 cm	7 days
4	1000 cm <sup>2</sup>	8 cm	14 days
5	1000 cm <sup>2</sup>	8 cm	30 days

TABLE 5  
POTHOLES ON PAVED SURFACE OF SHOULDERS

Class of Highway	Surface Area	Depth	Time
1	1500 cm <sup>2</sup>	8 cm	7 days
2	1500 cm <sup>2</sup>	8 cm	7 days
3	1500 cm <sup>2</sup>	8 cm	14 days
4	1500 cm <sup>2</sup>	10 cm	30 days
5	1500 cm <sup>2</sup>	12 cm	60 days

Potholes will be repaired with suitable materials which may include cold patching, hot mix patching or recycled asphalt patching. A pothole is determined to be repaired if it does not exceed the criteria in the table above.



Shoulder Drop-offs:

Each year the Public Works, Parks and Facilities Department perform shoulder maintenance on hard top surfaced roadways. Shoulder maintenance includes the placement of granular or asphalt materials adjacent to the travelled portion of the roadway.

Apart from routine shoulder maintenance, if a shoulder drop-off is greater than the depth set out in the table below and is continuous for a distance greater than 20 meters the minimum standard is to repair the shoulder drop-off within the time set out in the table below after becoming aware of the fact.

TABLE 6  
SHOULDER DROP-OFFS

Class of Highway	Depth	Time
1	8 cm	4 days
2	8 cm	4 days
3	8 cm	7 days
4	8 cm	14 days
5	8 cm	30 days

The Township may choose to post a temporary sign warning drivers of the shoulder drop-off, within the time, after becoming aware of the fact, as set out in the above table. Repairs will be made within a reasonable time afterwards, as funds, equipment and materials are available to carry out the necessary repairs.

A shoulder drop-off shall be deemed to be repaired if its depth is equal to or less than the criteria listed in the above Table 8.

Pavement Markings:

The Township will provide pavement markings which identify pedestrian crossing zones, school crossing zones and main intersection stop bars, and parking lines in municipal parking lots. Pavement marking will be remarked as required at the discretion of the Director of Public Works Parks and Facilities.

Centerline Marking:

Centerline markings will be limited a single solid yellow line indicative of identifying traffic lanes and alerting drivers that passing is not permitted, centerline markings will be repainted every second year, or more frequent if determined by the Director of Public Works, Parks, and Facilities that the condition has faded and requires remarking.

Street Cleaning:

The Public Works, Parks and Facilities Department may provide street sweeping to Township maintained urban streets which are constructed with curb and gutter systems. Street sweeping may be provided once per year, and will generally occur in the spring, only if determined necessary by the Director of Public Works, Parks, and Facilities. Street sweeping is provided to maintain the integrity of surface water conveyance along the gutter system, to



prevent unnecessary debris from entering the storm system, and in some cases to reduce dust.

Streets without curb and gutter systems will be cleaned at the discretion of the Director of Public Works, Parks, and Facilities.

Debris on Roadway:

If there is debris on a roadway, the minimum standard is to deploy resources, as soon as practicable after becoming aware of the fact, to remove the debris.

The Public Works, Parks and Facilities Department will clear roads of materials that are not an integral part of the roadway or have not been placed intentionally on the roadway by the Township, and are likely to cause damage.

If, in the event that debris is placed on a roadway, either purposely or inadvertently, the offending party may be invoiced, under the discretion of the Director of Public Works, Parks, and Facilities, for full cost recovery to the Township for expenses incurred when cleaning or clearing the debris from the road.

Surface Discontinuities:

Surface discontinuity means a vertical discontinuity creating a step formation at joints, or cracks in the paved surface of the roadways.

If a surface discontinuity on a roadway exceeds the height set out in Table 9, the minimum standard is to repair the surface discontinuity within the time set out in Table 9 after becoming aware of the fact.

TABLE 7  
SURFACE DISCONTINUITIES

Class of Highway	Height	Time
1	5 cm	2 days
2	5 cm	2 days
3	5 cm	7 days
4	5 cm	21 days
5	5 cm	21 days

Temporary signage may be posted to warn traffic of conditions which exist until repairs can be made.

A surface discontinuity on a roadway is deemed to be in a state of repair if its height is less than or equal to the height set out in Table 9, or if temporary signage is erected.

Utility Cuts

Utility Cuts are not permitted.



TOWNSHIP OF  
**PUSLINCH**  
EST. 1850

Township of Puslinch  
Public Works, Parks, and  
Facilities Department

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**SECTION 3 - GRAVEL SURFACE MAINTENANCE**



## GRAVEL SURFACE MAINTENANCE

### Objective:

The Township of Puslinch Public Works, Parks and Facilities Department will make every effort reasonable to maintain the Townships existing gravel surfaced roads in a condition which provides a smooth and safe riding surface, eliminates hazards to vehicular and pedestrian traffic, and to protect the Townships investments in loose top surfaces.

### Potholes:

The Township will repair potholes on gravel surfaced roads at a minimum, in accordance with the MMS. If a pothole exceeds both the surface area and depth set out in the table below, the minimum service level is to repair the pothole within the time set out in the table below after becoming aware of the fact.

TABLE 8  
POT HOLES ON NON-PAVED SURFACE OF ROADWAY

Class of Highway	Surface Area	Depth	Time
3	1500 cm <sup>2</sup>	8 cm	7 days
4	1500 cm <sup>2</sup>	10 cm	14 days
5	1500 cm <sup>2</sup>	12 cm	30 days

Potholes on gravel surfaced roads will be repaired with granular materials and spot grading efforts. A pothole is determined to be repaired if it does not exceed the criteria in the table above.

### Routine Grading:

The Township shall grade all gravel roads, at a minimum, in the spring and fall of each year. Grading may consist of multiple passes over an extended period until the desired results are achieved. Grading efforts shall be focused on promoting positive drainage and will generally attempt to achieve a crossfall ranging from 4 to 6% from the crown of the road.

### Spot Grading:

The Township shall perform spot grading of certain sections gravel surfaced roads which are deemed to be in need of repair. This will generally occur to remedy intersection washboarding, potholing, and uneven surfaces. Spot grading will generally occur following a rain event when gravel surfaces is most workable.

### Dust Suppressant Application:

The Township shall apply dust suppressants on gravel surfaced roads to protect the health and safety of the public by controlling dust and reducing the amount of granular float on the road surface.





Liquid dust suppressants shall be applied through contracted services on Township maintained gravel surfaced roads once per year, in the spring of each year. The application will be at a rate necessary to achieve desired results. Application rates may vary based upon factors such as road width, traffic volumes, existing surface conditions, etc.

#### Maintenance Gravel Application:

The Township shall add gravel to existing gravel surfaced roads in order to maintain the structural integrity of the road, to strive to provide a smooth surface free from imperfections, and to maintain the desired amount of crossfall, fines and workable material required to perform the required maintenance.

Maintenance gravel will be applied through contracted services at a rate necessary to maintain the integrity of the roadway. Application rates will be determined based on factors such as road width, traffic volumes, previous application rates, existing surface conditions, etc. Application rates may be adjusted by staff after considering the local conditions and maintenance requirement of the road. Maintenance gravel shall meet the specifications of the contract documents.

#### Debris on Roadway:

If there is debris on a roadway, the minimum standard is to deploy resources, as soon as practicable after becoming aware of the fact, to remove the debris.

The Township will clear roads of materials (except snow, slush, or ice) that are not an integral part of the roadway or have not been placed intentionally on the roadway by the Township, and are likely to cause damage.

If, in the event that debris is placed on a roadway, either purposely or inadvertently, the offending party may be invoiced for full cost recovery to the Township for expenses incurred when cleaning or clearing the debris from the road.

#### Exclusions:

The Township does not provide or apply maintenance gravel to private entrances.

The Township does not apply dust suppressants to private drives.

The Township does not grade private drives or entrances.



TOWNSHIP OF  
**PUSLINCH**  
EST. 1850

Township of Puslinch  
Public Works, Parks, and  
Facilities Department

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**SECTION 4 - ROADSIDE SIGNS**



## ROADSIDE SIGNS

### Objective:

The Township of Puslinch Public Works, Parks and Facilities Department will make every effort reasonable to maintain and provide proper roadside signage to control and safeguard vehicle and pedestrian traffic and to provide direction to the travelling public.

### Regulatory or Warning Signs:

The Township will ensure that all regulatory and warning signs are inspected for retro-reflectivity.

The minimum standard for the frequency of inspecting regulatory or warning signs to check to see that they meet the retro-reflectivity requirements of the Ontario Traffic Manual is once per calendar year, with each inspection taking place not more than 16 months from the previous inspection.

A sign that has been inspected and passed the retro-reflectivity requirements is deemed to be in a state of repair with respect to the retro-reflectivity requirements of the Ontario Traffic Manual until the next inspection is required.

If a regulatory or warning sign is illegible, improperly orientated, obscured or missing, the minimum standard is to repair the sign within the time set out in the Table below after becoming aware of the fact.

TABLE 9  
REGULATORY AND WARNING SIGNS

Class of Highway	Time
1	7 days
2	14 days
3	21 days
4	30 days
5	30 days

If any of the signs listed below are found to be illegible, improperly orientated, obscured, or missing, the minimum standard is to deploy resources as soon as practicable after becoming aware of the fact.

1. Checkerboard	9. Stop
2. Curve sign with advisory speed tab	10. Stop Ahead
3. Do not enter	11. Stop Ahead, New
4. Load Restricted Bridge	12. Traffic Signal Ahead, New
5. Low Bridge	13. Two-Way Traffic Ahead
6. Low Bridge Ahead	14. Wrong Way
7. One Way	15. Yield
8. School Zone Speed Limit	16. Yield Ahead



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**SECTION 5 - ROADSIDE MAINTENANCE**

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## ROADSIDE MAINTENANCE

### Objective:

The Township of Puslinch Public Works, Parks and Facilities Department will strive, as is reasonably practicable, to provide safe and well maintained roadside conditions for vehicular and pedestrian traffic as set out in this level of service policy and within the resources provided by the Council of the Township of Puslinch.

### Roadside Grass Cutting:

The Township will undertake roadside grass cutting on all rural Township maintained roads, at a minimum twice per year, to improve visibility and to minimize encroachment of vegetation onto the travelled portion of the roadway.

Roadsides shall be cut by means of one pass with the roadside mower resulting in an approximate 1.2m cut, typically occurring in mid to late spring.

Certain sections of roadsides may be cut multiple time per year at the discretion of the Director of Public Works, Parks, and Facilities after considering vegetation growth, impeded visibility, and encroachment of vegetation.

### Tree Trimming and Removal:

Within the resources available, the Township will regularly inspect trees within the road allowance as part of routine patrols, and shall remove dead or visible hazardous trees located within the road allowance to ensure the safety of the public and to prevent damage to adjacent utilities and structures.

The Township will trim or remove trees and/or branches as necessary which create visual obstruction along the travelled portion of the road.

In the event of multiple downed trees and limbs, priority will be given to trees which are impeding the flow of traffic, or those which present a health and safety concern.

Sections 62 and 431 of the *Municipal Act*, 2001 empowers municipalities, with notice to the owner, to trim trees on private property where the branches extend over the right-of-way. If the tree is an immediate danger, then it may be removed immediately without notice. No notice, or consent is required to trim branches or roots which extend onto municipal property from trees which are located on private property.

### Brush Control:

The Township will control the growth of brush located within the road allowance if it is found to cause a visual hazard.

### Roadside Ditches:

Roadside ditches are intended to receive and convey road water only. The Township shall maintain roadside ditches such that they provide positive drainage of surface waters, but not to



a state which eliminates the ponding of surface waters within the ditch. The Township shall notify property owners of any work being done on a ditch.

Streetlights:

The minimum standard for frequency of inspecting all Township owned streetlights, including the arm inspections for streetlights, is to check to see that they are functioning once per calendar year.

For conventional streetlights, if three or more consecutive luminaries on a roadway are not functioning, the minimum standard is to repair within the time set out in Table 12.

Streetlights are deemed to be in a state of repair if the number of non-functioning consecutive streetlights does not exceed two.

TABLE 10  
STREET LIGHTS

Class of Highway	Time
1	7 days
2	7 days
3	14 days
4	14 days
5	14 days

Boulevard Maintenance and Planting:

In many cases the portion of property nearest the street in an urban setting is municipal property and is known as a boulevard. This area is the entrance point for many municipal services onto private lots and is strictly regulated as it may need to be accessed at any time to repair or improve services. The boulevard area provides snow storage in the winter and often contain underground water, sewer, gas, hydro, cable and telecommunications infrastructure in addition to above ground hydro telecommunications.

Municipal boulevards which are disturbed due to maintenance or construction activities performed by, or on behalf of the Township will be restored with topsoil and seed unless otherwise specified through contract.

Contractors working on utilities within the boulevard area shall restore any disturbed areas with topsoil and seed, unless otherwise specified, to the satisfaction of the Public Works, Parks and Facilities Department.

It is the property owner's responsibility to maintain the municipal boulevard. Property owners are encouraged to maintain the standard grassed municipal boulevard in front of their property. Property owners wishing to install alternatives to sod shall notify the Township in writing for approval prior to carrying out any works on the boulevard. Tree planting is not permitted within the boulevard.

The Township assumes no responsibility for the cost of repairs of any damages to the garden on the boulevard. No permanent installations such as in-ground irrigation systems, fencing are permitted. Placement of small rocks and stones within the boulevard require Township



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approval.

It is the responsibility of the property owner to locate their property line through their legal survey. Retaining walls or fences shall be set back a minimum 0.3 metres from any lot line abutting a street. Hedges shall be set back a minimum 1.0 metres from the front lot line. In the case of a corner lot, hedges shall be also set back a minimum 1.0 metres from the side lot line abutting the street.

The Township reserves the right with due notice to require that the boulevard be returned to grass at any time at the property owner's expense, failing which the Township may remove all non-compliant material and restore the boulevard to the grassed standard. The Township is to notify property owners of any work being done on a boulevard.

Exclusions:

The Township does not cut boulevard roadsides in urban areas.

The Township does not cut the entire road allowance, from property line to property line.

The Township does not spray for noxious weeds.

The Township does not remove healthy trees from the road allowance unless they pose or are expect to compromise the safety of the roadway.

The Township does not remove trees from private property, nor does the Township remove debris (limbs, branches etc.) from trees located on private property.

The Township does not provide outlet for drainage tile into roadside ditches.

The Township does not repair streetlights on a daily basis.

The Township does not provide street lighting on all roads.

The Township does not provide notification to abutting property owners of emergency or scheduled work being carried out on the municipal boulevard.



**SECTION 6 - BRIDGES AND CULVERTS**





## BRIDGES AND CULVERTS

### Objective:

The Township of Puslinch Public Works, Parks and Facilities Department will strive to keep existing bridges and culverts in a state of repair to provide safety to the user, to protect the Townships investments and to extend the useful life span of the structures as set out in this level of service policy and within the resources provided by the Council of the Township of Puslinch.

### Bridge Inspections:

The Township will have all bridge structures inspected as required by *Ontario Regulation 104/97, Amended to O. Reg. 160/02*. All bridge structures will be inspected under the supervision of a Licensed Professional Engineer once every two years consistent with the Ontario Structure Inspection Manual (OSIM).

### Bridge and Culvert Maintenance:

The Township will maintain its inventory of bridges of culverts as recommended through the OSIM inspection reports. Bridge deck spalls shall be maintained in accordance with the Table below. If a bridge deck spall exceeds both the surface area and depth set out in Table 13, the minimum standards is to repair the bridge deck spall within the time set out in Table 13 after becoming aware of the fact.

TABLE 11  
BRIDGE DECK SPALLS

Class of Highway	Surface Area	Depth	Time
1	600 cm <sup>2</sup>	8 cm	4 days
2	800 cm <sup>2</sup>	8 cm	4 days
3	1,000 cm <sup>2</sup>	8 cm	7 days
4	1,000 cm <sup>2</sup>	8 cm	7 days
5	1,000 cm <sup>2</sup>	8 cm	7 days

A bridge deck spall is deemed to be in a state of repair if its surface area or depth is less than or equal to that set out in Table 13.

The Township will maintain and/or replace municipal culverts crossing roadways as necessary to ensure structural integrity and maintain the flow of water.

In the event that a private entrance culvert within the road allowance becomes obstructed and as a result impedes the flow of road water, the Township will notify the property owner if the obstruction causes a concern within the road allowance. Depending on specific circumstances, the Public Works, Parks and Facilities Department may repair or replace the culvert and allocated all related expenses to the property owner as deemed appropriate by the Director of Public Works, Parks, and Facilities.



Surface Discontinuities:

If a surface discontinuity on a bridge deck exceeds five centimetres, the minimum standard is to deploy resources as soon as practicable after becoming aware of the fact to repair the surface discontinuity on the bridge deck.

Exclusions:

The Township does not inspect structures on private property.

The Township typically does not maintain or install private entrance culverts; unless capital improvements to the road abutting the entrance are undertaken.



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Township of Puslinch  
Public Works, Parks, and  
Facilities Department

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**SECTION 7 – MISCELLANEOUS – PUBLIC WORKS**



**MISCELLANEOUS**

Weather Monitoring:

From May 1 to September 30 the minimum standard of the Township is to monitor the current and forecasted weather conditions, once per day.

Routine Patrolling:

The minimum standard for the frequency of routine patrolling of all road sections checking for conditions will be as indicated in Table 14. Routine patrolling will be completed by competent persons; the patrol route and findings will be recorded electronically or by hand.

Routine patrolling will consist of observing the conditions of the roadway, either by driving on or by electronically monitoring the roadway, and may be performed by persons responsible for patrolling or performing maintenance activities.

If it is determined by the Township that the weather indicates that there is substantial probability of snow accumulation on roadways, ice formation on roadways, or icy roadways, the minimum standard for patrolling also included patrolling representative roadways.

TABLE 12  
PATROLLING FREQUENCY

Class of Highway	Patrolling Frequency
1	3 times every 7 days
2	2 times every 7 days
3	once every 7 days
4	once every 14 days
5	once every 30 days

Temporary Road Closures:

The Township shall notify all emergency agencies relating to temporary road closures resulting from municipal operations or municipal maintenance activities through the Township website. The Township will strive to provide reasonable notice of planned closures, however, it is realised that road closures on an emergency basis may be required.

The Township will temporarily close roads at the request of the Ontario Provincial Police and will deploy signs and barricades if requested to do so.

In the event of a temporary road closure for a private undertaking (construction or special event), the Township will undertake the necessary notifications, erect and remove the required barricades and/or signage. The Township may invoice for the related costs.



### Water on Roadway:

If more than half a lane width is covered with water having a depth of 5cm or more, the Township will deploy resources, as soon as practicable, after becoming aware of the fact, to lower the water level or to post temporary signage warning of the conditions, or to temporarily close the road section(s).

### Mailbox Policy:

The Township shall enforce Township Mailbox Policy 2020-001 regarding the installation of mailboxes along municipal roads. The Township shall only replace mailboxes damaged by the Township during snow removal operations in accordance with Mailbox Policy 2020-001. Mailboxes damaged by snow, ice or slush will not be replaced. Only mailboxes which have come into contact with Township plow equipment will be replaced in accordance with Township Mailbox Policy 2020-001.

### Sidewalk Repair:

The minimum Township standard for the frequency of inspecting sidewalks to check for surface discontinuity is once per calendar year.

Sidewalks are deemed to be in a state of repair with respect to surface discontinuity until the next inspection provided that the Township does not acquire actual knowledge that there is a presence of a surface discontinuity in excess of 2cm.

The Township will make reasonable measures to protect users of the sidewalk from discontinuity by making permanent or temporary repairs, alerting attention to the discontinuity, or preventing access to the area.

New or replaced sidewalk panels shall be at a width of 1.5m unless otherwise specified through contract or at the discretion of the Director of Public Works, Parks, and Facilities.

The construction or repairs of sidewalks will be subject to available funds through the annual budget.

The cost of repairing or replacing sidewalk panels which are broken or damaged during private construction or utility placement will be invoiced to the damaging party at the discretion of the Director of Public Works, Parks, and Facilities.

### Private Entrances:

The Township shall review private entrances as per By-law 2020-032. The Township will only approve new entrances considered appropriate under the terms of, and in compliance with By-law 2020-032.

The Township does not pay for any materials, labour or equipment relating to the construction or reconstruction of private entrances unless capital improvements are



made to the abutting road or if special circumstances arise, to which such decisions will be at the discretion of the Director of Public Works, Parks, and Facilities.

The Township does not maintain private entrances.

Waste Collection and Waste Diversion:

This is a service provided by Wellington County. The Township has no involvement.

Traffic Counting:

The Township will conduct a comprehensive traffic count study once every four years, during each term of Council. The most recent study shall dictate the AADT for road sections within the Township and shall be used to determine the classification of highway.

The Township may conduct more frequent traffic counts to determine localized traffic volumes under the discretion of the Director of Public Works, Parks, and Facilities.



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Public Works, Parks, and  
Facilities Department

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**SECTION 8 - PARKS**



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## PARKS

### Objective

The Township of Puslinch Public Works, Parks and Facilities Department will strive to keep all Township Parks in a state of repair to provide safety to the user, to enable activities and sporting events to take place generally consistent with that type of sporting event, and to protect the Townships investments and to extend the useful life span of the structures as set out in this level of service policy and within the resources provided by the Council of the Township of Puslinch.

### Play Space Inspections

The Township will undertake play space inspections monthly on play equipment which is located on municipal property. The Township will maintain play structures are maintained in a safe condition.

### Ball Diamonds

The Township will maintain ball diamonds in a good state of repair and in a condition typically necessary for the type of activity played in this type of facility.

All designated playing surfaces will be inspected weekly. The infield will be surface dragged once daily and any potholes filled. Batter's box and pitcher's mound will be hand raked as necessary. Outfield grass cutting and weed trimming along fence lines will be undertaken as necessary.

Bleachers where provided will be inspected weekly. Weed trimming under bleachers will be completed as needed.

Garbage will be collected weekly during the season of use.

Lights are available at PCC and Old Morriston Ball Park. Available for use as per the rental agreement.

The Township will maintain the washrooms as needed depending on usage of the facility.

### Soccer fields

The Township will maintain soccer pitches in a good state of repair and in a condition typically necessary for the type of activity played in this type of facility.

All designated playing surfaces will be inspected weekly.

Grass cutting and weed trimming will be undertaken as necessary.

Bleachers where provided will be inspected weekly. Weed trimming under bleachers will be done weekly.

Garbage will be collected weekly during the season of use.

Lights are available at PCC and Old Morriston Ball Park. Available for use as per the rental agreement.





Open Areas

All open areas will be inspected weekly. Grass cutting and weed trimming will be undertaken as necessary.

Garbage will be collected weekly during the season of use.



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**SECTION 9 - FACILITIES**



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## Facilities

### Objective

The Township of Puslinch Public Works, Parks and Facilities Department will strive to keep all Township facilities in a state of repair to provide safety to the user, to enable activities and events to take place generally consistent with community facilities, and to protect the Townships investments and to extend the useful life span of the structures as set out in this level of service policy and within the resources provided by the Council of the Township of Puslinch.

### Optimists Recreation Centre Rink

#### Winter Season

Ice will be installed commencing mid-December weather permitting and is generally kept until mid March weather permitting. Line painting is done once at the beginning of the season.

The ice is maintained and flooded daily. Changerooms are maintained and cleaned depending on the usage of the facility.

Rink boards and glass are inspected and maintained weekly. The curtains are inspected weekly, used as necessary depending on weather conditions.

The compressor and chiller are inspected daily.

The garbage is collected weekly.

#### Summer Season

The Changerooms are maintained and cleaned daily (depending on use and rentals). Rink floor, boards and glass are inspected and cleaned weekly. The curtains inspected weekly, used as necessary depending on weather conditions.

The garbage is collected weekly.

### Optimists Recreation Centre Gymnasium

Gymnasium floors are dry mopped regularly as required depending on use and rentals.

Washrooms / changerooms, kitchenette/party room are cleaned daily depending on use and on rentals.

Sporting equipment provided by Township is inspected weekly.



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### Puslinch Community Centre

#### Alf Hales Room

The Alf Hales room will be cleaned daily, along with the main washrooms and front foyer depending on use and rentals.

#### Archie McRobert Room

The Archie McRobert Room will be cleaned daily (depending on rentals).

#### Kitchen

The Archie McRobert Room will be cleaned daily (depending on rentals).

#### Outdoor patio

The Outdoor patio inspected weekly during summer and cleaned as needed (depending on rentals).



## SCHEDULE A ROAD CLASSIFICATION CHART

Township Roads Minimum Maintenance Standard (MMS) Classification			
Ann St	5	Leslie Rd W	4
Back St	5	MacPherson's Ln	5
Beiber Rd	4	Main St	5
Boreham Dr	5	Maltby Rd E	4
Boyce Dr	5	Maple Leaf Ln	5
Bridle Path	5	Mason Dr	4
Calfass Rd	5	McClean Rd E	3
Carriage Ln	5	McClean Rd W	3
Carter Rd	5	McRae Station Rd	4
Cassin Ct	5	Midway Ln	4
Cathrine Ct	5	Nicholas Beaver Rd	4
Church St	5	Niska Rd	3
Cockburn St	5	Ochs St	5
Concession 1	4	Old Brock Rd	5
Concession 11	4	Old Ruby Ln	5
Concession 2	3	Pioneer Tr	4
Concession 4	4	Roszell Rd	4
Concession 7	3	Settlers Ct	5
Cook's Mill Rd	5	Sideroad 10 N	4
Currie Dr	5	Sideroad 10 S	4
Darkwood Rd	4	Sideroad 12 N	4
Daymond Dr	5	Sideroad 20 N	4
Deer View Rd	5	Sideroad 20 S	4
Elizabeth Pl	5	Sideroad 25 N	4
Ellis Rd	4	Sideroad 25 S	4
Farnham Rd	5	Small Road	4
Forestell Rd (CTY 35 TO Roszell)	4	Smith Rd	4
Fox Run Dr	5	Tawse Place	5
Gilmour Rd	4	Telfer Glen St	5
Gore Rd (Lennon to 35)	4	Townline Rd	3
Gore Rd (Cooper to Village Rd)	4	Travelled Rd	5
Hammersley Rd	5	Victoria Rd S	3
Hume Rd	4	Victoria St	5
Kerr Cr	4	Waston Rd S	3
Laing Ct	5	Winer Cr	4
Laird Rd W	4	Winer Rd	4





**REPORT REC-2022-014**

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TO: Mayor and Members of Council

PREPARED BY: Glenn Schwendinger CAO  
Mike Fowler, Director of Public Works, Parks, and Facilities  
Mary Hasan, Director of Finance/Treasurer  
Sarah Huether, Taxation and Customer Service Supervisor

PRESENTED BY: Glenn Schwendinger CAO

MEETING DATE: August 10, 2022

SUBJECT: Facility Rental Concerns  
File: F05 BUD

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**RECOMMENDATIONS**

**THAT Report REC-2022-014 regarding Facility Rental Concerns be received for information; and**

**THAT a mandatory Township staffing presence during weekend and statutory holiday rentals be implemented effective immediately at the Puslinch Community Centre; and**

**THAT an hourly fee be established effective immediately for full cost recovery associated with the position during weekend and statutory holiday rentals.**

**Purpose**

The purpose of the report is to inform Council with respect to trends being experienced with facility rentals, to provide some options for Council’s consideration and to seek Council direction regarding Facility Rentals moving forward.

**Background**

The Township of Puslinch has the following facilities available for rental by the public.

- Puslinch Community Centre; Archie MacRobbie Hall and Alf Hales Room
- Puslinch Optimist Recreation Centre; Gymnasium and Arena

- Aberfoyle Soccer Pitch
- Aberfoyle Tennis Courts \*lit courts for evening rentals
- Aberfoyle Baseball Diamond \*lit diamond for evening rentals
- Aberfoyle Horse Paddock
- Morriston Meadows Picnic Pavilion
- Morriston Meadows Baseball Diamond
- Old Morriston Baseball Diamond \*lit diamond for evening rentals

This report will focus on the following:

- Puslinch Community Centre; Archie MacRobbie Hall and Alf Hales Room
- Puslinch Optimist Recreation Centre; Gymnasium and Arena

### Current usage/rentals

#### Puslinch Community Centre

- The Puslinch Community Centre is currently rented by a wide array of users including:
  - Community groups for community events and fundraisers
  - Religious congregations for services, luncheons, and fundraisers
  - Businesses for meetings, training, and staff parties
  - Individuals hosting private and public events such as weddings, craft shows, trade shows, intimate concerts, family parties, stag and does, funeral receptions, etc.
  - Childcare/preschool programming in the Alf Hales Room
- Most of the larger events at the Puslinch Community Centre are hosted on weekends and public holidays with the frequency of the rentals increasing during the summer months due to the summer being a traditional time to host these types of events.

#### Puslinch Optimist Recreation Centre

- The Puslinch Optimist Recreation Centre is currently rented by a wide array of users including:
  - Professional and recreational sports teams and recreational groups
  - Fitness groups for recreational classes such as Zumba, yoga, etc.
  - Individuals hosting birthday parties
  - Community groups for community events
  - The outdoor arena is available for skating and hockey over the winter months and transforms into a shaded space ideal for dryland training, ball hockey, dodgeball, indoor soccer, lacrosse, etc.



- The Puslinch Optimist Recreation Centre is currently rented on a regular basis with the frequency of the rentals slowing down during the summer months due to more recreational activities being performed outdoors.

### Current rental fee structure

#### Puslinch Community Centre

The current rental fee structure for the Puslinch Community Centre is included as Schedule A to this Report. It includes separate fees on a per hour and full day basis for the Archie MacRobbie Hall and Alf Hales Room. It also includes 75% reduced rates and 90% reduced rates for those organizations that meet the eligibility criteria in accordance with By-law No. 052-2021. There is also a 25% surcharge for non-resident and commercial rentals.

Council at its meeting held on May 4, 2022 authorized the increase of the security deposit for Puslinch Community Centre rentals from \$365 to \$750. The security deposit was recommended to be increased to \$750 for cost recoverability of damages at the Puslinch Community Centre. The security deposit is fully refundable after the function provided all terms of the rental agreement are adhered to and the access key card is returned. Outlined below are the comparator municipality deposits collected for similar types of rentals:

<b>Municipality</b>	<b>Security Deposit Amount</b>
Cambridge	\$350
Centre Wellington	Community Halls - \$150 Areas or Grounds – Large Event - \$1,000 Areas or Grounds – Small Event - \$500
Guelph	\$1,000 – less than 100 attendees \$2,000 – greater than 100 attendees
Guelph Eramosa	\$500 – Halls \$200 - Pavilions when gate key is issued
Hamilton	No Security Deposit Collected
Mapleton	\$200.00 - non-licensed events \$500.00 - licensed events; and \$1,000 - stag and doe fundraising events
Milton	No Security Deposit Collected
Wellington North	\$500

#### Puslinch Optimist Recreation Centre

The current rental fee structure for the Puslinch Optimist Recreation Centre is included as Schedule A to this Report. It includes separate fees on a per hour basis for the Arena Floor, Ice – Non-Prime, Ice – Prime, and Gymnasium. It also includes 75% reduced rates and 90% reduced rates for those organizations that meet the eligibility criteria in accordance with By-law No. 052-2021.

## Discussion

As Council is aware the facilities which are the focus of this report are operated as community centres. This is the basis of how these facilities are funded, staffed, resourced and intended to be utilized. The overall concept of a community centre is that it is provided for and funded by the community, for the community. Council has intentionally made the decision to keep rental rates low to enable as many people as possible to utilize these facilities. As these facilities are funded from rental revenues as well as the tax base, the community accepts that they subsidize or financially support these facilities to bridge the gap between the sum of all costs and rental revenues received. This is a common approach in many municipalities. Interest has been expressed recently to promote these facilities in an effort to increase utilization and in theory, revenue as well.

A challenge that is evolving in the municipal community centre area is that the usage of these facilities is changing. The types of rentals and types of activities taking place are changing for a number of reasons. The trend has been that the use of these facilities is moving from being community centres towards commercial social, recreation, and entertainment facilities.

This change in usage has resulted in a number of operational challenges. The following examples are provided in an effort to help council be aware of what is taking place in its facilities. These examples are not pointing to any specific rental or renters, they are a representation of trends being observed in what is unfortunately becoming the norm in many rentals:

- Failure to clean the facility (washroom, kitchen, Archie MacRobbie Hall and/or Alf Hales Room) to a reasonable standard as per the Rental Agreement.
- Removal of kitchen supplies after rentals.
- Failure to properly dispose of waste in the waste containers.
- Unauthorized use of areas within the facility that are not rented; locks have now been installed at the Alf Hales Room to restrict unauthorized access.
- Unauthorized use of outdoor areas at the Puslinch Community Centre that are not rented (ie. soccer fields, tennis courts, baseball diamond, etc.).
- Unauthorized use of other facilities that are not rented (ie. Puslinch Optimist Recreation Centre)
- Damage to cabinet locks to gain unauthorized access to supplies in the Alf Hales Room.
- Damage to areas within the facility (ie. holes in walls, broken projector screen, etc.).
- Increased costs associated with unnecessary calls to the Public Works on-call number which is to be used for emergency purposes.

Unfortunately the understandable approach of rate payers subsidizing low rental rates has increased the usage of the facilities by those benefitting from low rental rates while at the same time not having the commitment or dedication to the community facility or the financial reasonability to help subsidize the low rental rates. The unique location of these facilities along a major transportation corridor provides easy access to the facilities. When rental challenges occur which result in additional costs to the Township with individuals from within the community, cost recovery does have a few options. These options do not occur when external to the community.

Staff in no way want to make inappropriate comments or paint an inaccurate picture of users of the facility. As such a review of facility rentals was undertaken in 2019 prior to COVID closures.

Based on the analysis completed in 2019, of the Township's 1,210 customers within the Township's facility booking system, 844 or 70% of the renters had a non-Puslinch mailing address. It was recommended at that time that the Township implement a 25% surcharge for the Puslinch Community Centre in order to obtain a sustainable source of funding as it relates to required staffing resources, ongoing upkeep and maintenance of the facility, and future asset replacement/restoration. The surcharge implemented was in line with municipalities in the surrounding areas including Milton, Guelph and Hamilton as outlined below:

- Milton – Surcharge of 10%
- Guelph – Surcharge of 15%
- Hamilton – Surcharges ranging from 50% to 67% for commercial and non-resident facility rentals

Council at its meeting held on October 16, 2019 through Council Resolution No. 2019-355 adopted the non-resident surcharge for Puslinch Community Centre rentals for a period of 12 months with staff being required to report back on the impacts of the new fee structure on revenues. Due to the COVID-19 pandemic, the Township has had to issue several facility rental refunds/rebooking's due to the closure of the Township's facilities in 2020, 2021, and 2022. The Puslinch Community Centre was reopened in May 2022. It is recommended that staff report back on the impacts of the non-resident surcharge for Puslinch Community Centre rentals as part of its 2024 User Fees and Charges By-law review when there is more financial data available associated with the non-resident surcharge impacts.

As an example a more detailed analysis was undertaken with respect to a rental of one of the facilities. Challenges encountered which have become more common and were not necessarily unique to this rental were as follows:

- Garbage and water bottles thrown on the metal roof of the building.
- Interior furniture brought and left outside on the Puslinch Community Centre grounds.
- Barbeque coals on the Puslinch Community Centre grounds.

- Failure to clean the facility (washroom, kitchen, Archie MacRobbie Hall and Alf Hales Room) to a reasonable standard as per the Rental Agreement.
- Failure to properly secure the facility after the rental.
- Failure to properly dispose of waste in the waste containers with excessive garbage left on the Puslinch Community Centre grounds and in the hall.
- Unauthorized use of areas that are not rented.
- Damage to cabinet locks to gain unauthorized access to supplies.

The total rental revenue received for this rental for the Archie MacRobbie Hall and Alf Hales Room was \$636.47 (net of taxes). This was based on 2019 rental fees as the rental contract was created in August 2019. 2019 rental fees did not include a 25% non-resident surcharge. The rental was required to be deferred to 2022 due to COVID closures. If this contract had been created based on 2022 rental fees with the 25% non-resident surcharge, the rental revenue would have amounted to \$797.26 (net of taxes).

Following the rental, it took a total of 40 combined employee hours to return the facility and grounds to a condition that was suitable to be used for another rental. Typically, the total combined employee hours is 6 hours to clean the facility for the next rental. This equates to an estimated incremental cost of 34 hours or \$1,302. Additionally, administrative staff needed to spend approximately 4 hours dealing with administrative and deposit issues equating to an estimated incremental cost of \$4 hours or \$193. The security deposit of \$750 was not returned for this rental. This represents a net loss of \$745 by the Township for one rental.

### **Conclusion**

While the intent of subsidized low rates for community centres is a common practice, the transition to usage as commercial facilities has resulted in a financial situation that is not sustainable. Staff is seeking Council's direction on the following options:

1. Have mandatory Township staffing presence during weekend rentals and statutory holidays to minimize damage and risk exposure due to capacity exceedances, use of unauthorized areas of the facility, etc. This Township staffing presence would also overlook the Alf Hales Room which the Township has experienced problems and damages in the past.
2. Increase rental fees to cover true costs.
3. Increase security deposit requirements.
4. Rentals no longer permitted to individuals or groups where problems were encountered in previous rentals.

### **FINANCIAL IMPLICATIONS**

As discussed throughout this Report.

**APPLICABLE LEGISLATION AND REQUIREMENTS**

None

**ATTACHMENTS**

Schedule A – Puslinch Community Centre and Puslinch Optimist Recreation Centre 2022 fees –  
User Fees and Charges By-law No. 052-2021

**SCHEDULE I: OPTIMIST RECREATION CENTRE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2022**

TYPE OF REVENUE/USER	Unit/Descr	2021 RATE (NO TAX)	2022 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
<b>Arena Floor</b>	Per Hour	\$69.90	<b>\$71.30</b>	\$9.27	\$80.57	2.0%	T	Includes use of change rooms
<b>75% Reduced Rate - Arena Floor</b>	Per Hour	\$17.40	<b>\$17.75</b>	\$2.31	\$20.06	2.0%	T	Includes use of change rooms
<b>Ice - Non - Prime</b>	Per Hour	\$58.30	<b>\$59.47</b>	\$7.73	\$67.20	2.0%	T	Includes use of change rooms
<b>75% Reduced Rate - Ice - Non-Prime</b>	Per Hour	\$14.50	<b>\$14.79</b>	\$1.92	\$16.71	2.0%	T	Includes use of change rooms
<b>Ice - Prime</b>	Per Hour	\$167.50	<b>\$170.85</b>	\$22.21	\$193.06	2.0%	T	Includes use of change rooms
<b>Gymnasium</b>	Per Hour	\$31.80	<b>\$32.44</b>	\$4.22	\$36.66	2.0%	T	
<b>75% Reduced Rate - Gymnasium</b>	Per Hour	\$7.90	<b>\$8.06</b>	\$1.05	\$9.11	2.0%	T	
<b>90% Reduced Rate - Gymnasium</b>	Per Hour	\$3.16	<b>\$3.22</b>	\$0.42	\$3.64	1.9%	T	Applicable for Seniors' Events/Programs, Whistle Stop Co-operative Pre-school and Guelph Community Health Centre (Playgroup).
<b>Rink Board Advertising</b>	Per Year	\$363.00	<b>\$370.26</b>	\$48.13	\$418.39	2.0%	T	
<b>75% Reduced Rate - Rink Board Advertising</b>	Per Year	\$90.70	<b>\$92.52</b>	\$12.03	\$104.55	2.0%	T	

**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

**SCHEDULE J: PUSLINCH COMMUNITY CENTRE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2022**

TYPE OF REVENUE/USER	Unit/Descr	2021 RATE (NO TAX)	2022 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Meeting Room	Per Hour	\$27.00	\$27.54	\$3.58	\$31.12	2.0%	T	Maximum 8 hour charge if renting with a full day booking of the Hall.
75% Reduced Rate - Meeting Room	Per Hour	\$6.70	\$6.83	\$0.89	\$7.72	1.9%	T	Maximum 8 hour charge if renting with a full day booking of the Hall.
90% Reduced Rate - Meeting Room	Per Hour	\$2.70	\$2.75	\$0.36	\$3.11	1.9%	T	Maximum 8 hour charge if renting with a full day booking of the Hall. Applicable for Seniors' Events/Programs, Whistle Stop Co-operative Pre-school and Guelph Community Health Centre (Playgroup).
Hall - Non-Prime	Per Hour	\$58.00	\$59.16	\$7.69	\$66.85	2.0%	T	Minimum of a 3 hour booking required.
75% Reduced Rate - Hall - Non-Prime	Per Hour	\$14.50	\$14.79	\$1.92	\$16.71	2.0%	T	Minimum of a 3 hour booking required.
90% Reduced Rate - Hall - Non-Prime	Per Hour	\$5.80	\$5.91	\$0.77	\$6.68	1.9%	T	Minimum of a 3 hour booking required. Applicable for Seniors' Events/Programs, Whistle Stop Co-operative Pre-school and Guelph Community Health Centre (Playgroup).
Hall - Non-Prime	Full Day Rental	\$394.40	\$402.29	\$52.30	\$454.59	2.0%	T	
75% Reduced Rate - Hall - Non-Prime	Full Day Rental	\$98.60	\$100.58	\$13.08	\$113.66	2.0%	T	
90% Reduced Rate - Hall - Non-Prime	Full Day Rental	\$39.40	\$40.19	\$5.22	\$45.41	2.0%	T	Applicable for Seniors' Events/Programs, Whistle Stop Co-operative Pre-school and Guelph Community Health Centre (Playgroup).
Hall - Prime	Full Day Rental	\$517.30	\$527.65	\$68.59	\$596.24	2.0%	T	
Commercial Rental	Surcharge	25% Surcharge	25% Surcharge			0.0%	T	Example - Auctions, Sale of Merchandise See Report FIN-2019-031
Non Resident Rental	Surcharge	25% Surcharge	25% Surcharge			0.0%	T	See Report FIN-2019-031
Hall - Set-up Fee	Per Hour	\$58.00	\$59.16	\$7.69	\$66.85	2.0%	T	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.
Use of Kitchen Facilities - Non Prime	Per Hour	\$28.30	\$28.87	\$3.75	\$32.62	2.0%	T	Minimum of a 3 hour booking required.
Licensed Events Using Patio	Flat Rate	\$59.30	\$60.49	\$7.86	\$68.35	2.0%	T	Patio Fencing
Microphone	Flat Rate	\$25.90	\$26.42	\$3.43	\$29.85	2.0%	T	See Report FIN-2018-030
Projector	Flat Rate	\$25.90	\$26.42	\$3.43	\$29.85	2.0%	T	See Report FIN-2016-029
Facility Rental Security Deposit	Per Booking	\$365.00	\$365.00	\$0.00	\$365.00	0.0%	E	Deposit is fully refundable after function if there are no damages and key is returned.
Bartenders	Per Bartender	\$134.80	\$137.50	\$17.88	\$155.38	2.0%	T	Smart Serve Certified
Electronic Sign Advertising	Per Week	\$34.50	\$35.19	\$4.57	\$39.76	2.0%	T	No charge for Puslinch Community Centre rentals.

SCHEDULE J: PUSLINCH COMMUNITY CENTRE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2022

TYPE OF REVENUE/USER	Unit/Descr	2021 RATE (NO TAX)	2022 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
75% Reduced Rate - Electronic Sign Advertising	Per Week	\$8.60	\$8.77	\$1.14	\$9.91	2.0%	T	
90% Reduced Rate - Electronic Sign Advertising	Per Week	\$3.50	\$3.57	\$0.46	\$4.03	2.0%	T	Applicable for Seniors' Events/Programs, Whistle Stop Co-operative Pre-school and Guelph Community Health Centre (Playgroup).

**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



2022	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday							
10:00 AM	Adult/Senior Skate 10am-11am					Private Rental	Private Rental							
10:30 AM														
11:00 AM	Parents and Tots with sticks 11am-12pm				Adult Shinny	Private Rental	Private Rental							
11:30 AM														
12:00 PM	Family Skate 12pm-4:00pm													
12:30 PM														
1:00 PM														
1:30 PM														
2:00 PM														
2:30 PM														
3:00 PM														
3:30 PM														
4:00 PM								Stick & Puck Age 5-7	Stick & Puck Age 8-12	Shinny Age 8-12	Stick & Puck Age 5-7	Stick & Puck Age 8-12	League Rental	League Rental
4:30 PM										Shinny Age 13-17		League Rental	Private Rental	Private Rental
5:00 PM	Ice Maintenance	Ice Maintenance	Ice Maintenance	Ice Maintenance	League Rental	Private Rental	Private Rental							
5:30 PM	League Rental	League Rental		Ice Maintenance	Ice Maintenance	Ice Maintenance	Ice Maintenance							
6:00 PM	League Rental	League Rental	Private Rental	League Rental	Family Skate 6:30pm-8:30pm									
6:30 PM			Private Rental											
7:00 PM	League Rental	League Rental	Private Rental	League Rental										
7:30 PM	Private Rental		Private Rental											
8:00 PM	Private Rental	Private Rental	Private Rental	League Rental	Private Rental	Private Rental	Private Rental							
8:30 PM	Private Rental				Private Rental	Private Rental								
9:00 PM	CLOSED	CLOSED	CLOSED	League Rental	CLOSED	CLOSED	CLOSED							
9:30 PM														
10:00 PM														

# Automated Speed Enforcement (ASE) Service

Program Overview

Puslinch Township Council

November 8, 2023





# Who is LAS?

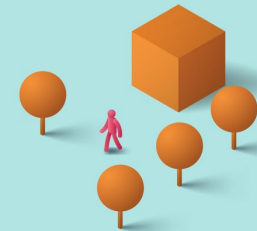
## AMO's Business Services

- 30+ years delivering programs and services for municipalities
- Not-for-profit, governed by a Board of Directors
- 9/10 depend on LAS



**Helping Communities Work Better**

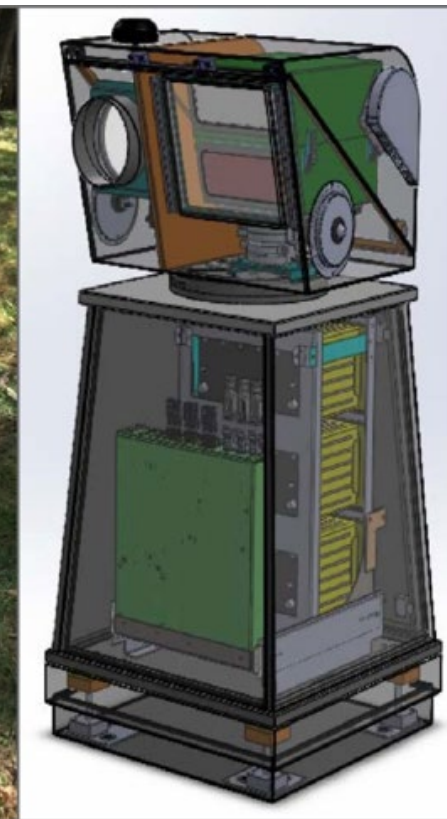




# What is Automated Speed Enforcement?



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Used with Permission – © Conduent 2023



# Ontario's ASE Rules



**O.Reg 398/19**  
**Automated Speed Enforcement**

**O.Reg 355/22**  
**Administrative Penalties for Camera-Based Contraventions**







# The Service Framework

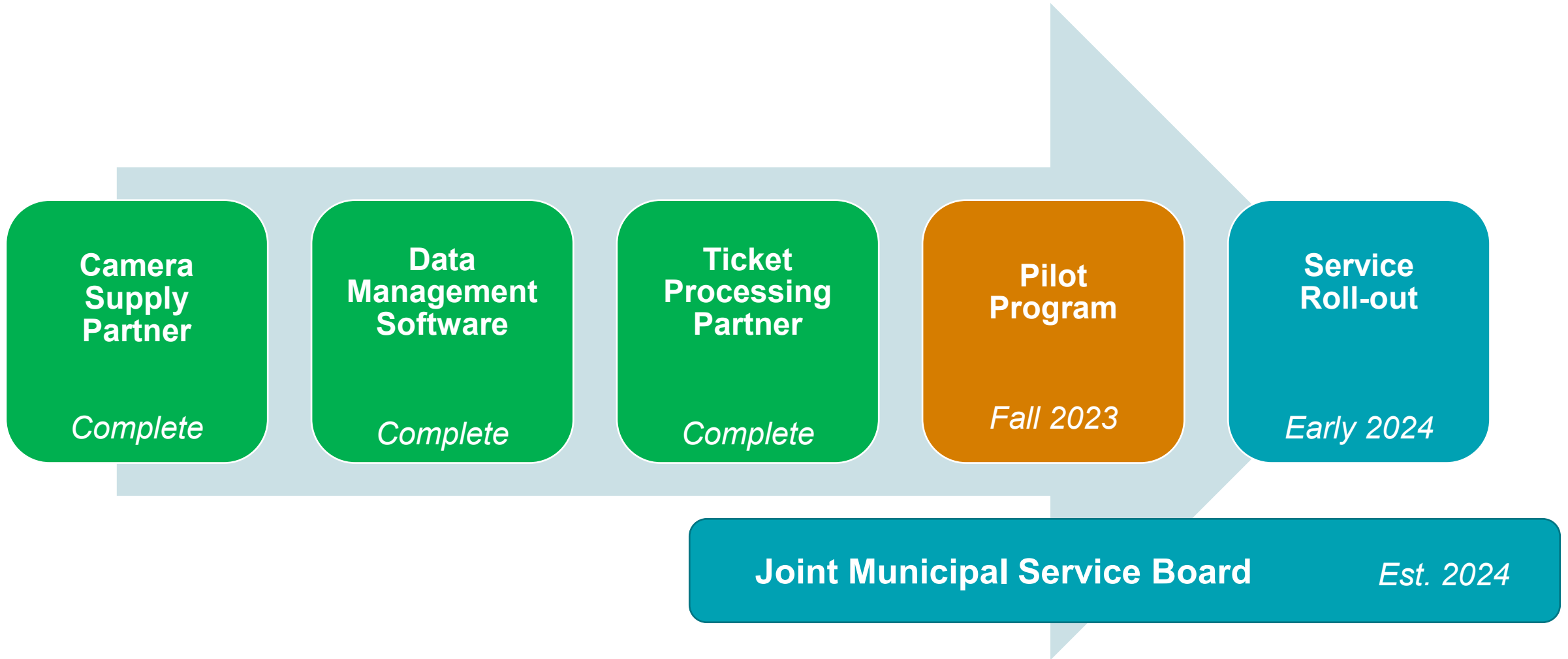


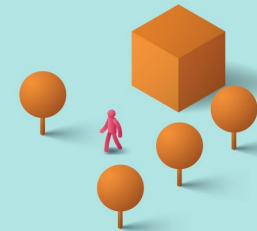
- Signage
- Installation and Calibration
- Relocations
- Maintenance/Repair
- Short or Long-Term Contracts
- Fixed, Temporary, Mobile Options

- Data Management and Validation
- Owner Information Lookup
- Ticket Processing by municipally-employed Provincial Offences Officers
- Printing and Mailing

- Option 1: POA Courts – Filing and Disclosure Packages
- Option 2: Administrative Penalties through Municipality or LAS (incl Screening & Hearing Officers)

# Program Development





# Ontario's Trusted Enforcement Service

 First organization to provide photo enforcement services in Canada

 Experience in six provinces

 Over 25 years of local presence in Canada

 Two Canadian processing centres

 500,000 violations processed per year

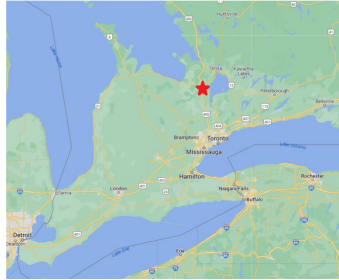
In partnership with:

**CONDUENT**  
Transportation





# The Processing Centre



- Process tickets for LAS ASE Service
- Services:
  - Interface with MTO for owner info
  - Review, issue, print, mail notices
  - Support for both POA and AP operations
- Hiring 2 officers to start (capacity up to 8 officers/shift)
- Once at capacity, replicate at other municipalities and form JMSB
  - Set-up costs covered → self-sustaining
  - Consistent, proven processes
  - Benefits for founding municipalities



**Let's continue the conversation...**

T 416.971.9856 TF 877.426.6527

Tanner Watt

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

647-932-3530

[Home](#) / [ROMA 2024 Conference](#) /

## Delegation Meetings

ROMA delegates have the opportunity to request a delegation meeting with Provincial minister.

The deadline for submitting delegation requests is **Monday November 20, 2023**.

To submit a request, complete the form below:

- [English Request for Delegation Form](#)
- [French Request for Delegation Form](#)

Any questions should be directed to MMAH by email: [Delegations@ontario.ca](mailto:Delegations@ontario.ca)

To request a delegation meeting with **Mike Schreiner, Leader of the Green Party** of Ontario: email [leader@gpo.ca](mailto:leader@gpo.ca), or call 519-362-9472.

### ROMA Conference

[Registration](#)

[Hotel Information](#)

[Program](#)

**Delegation Meetings**

[Exhibitor Information](#)

[Sponsorship Opportunities](#)

# 2024 Rural Ontario Municipal Association (ROMA) Conference

Submit a request to meet with ministers and parliamentary assistants at the 2024 ROMA conference.

## Overview

The ROMA conference is organized annually by the [Rural Ontario Municipal Association](#). Municipalities across the province have an opportunity to meet with provincial ministers and parliamentary assistants at the conference to discuss specific issues.

This year, the conference will be held from January 21 to 23, 2024.

## Request a meeting

As a municipal delegate, you can request a delegation meeting with a minister or parliamentary assistant at the ROMA conference. The deadline to submit your request is **Monday, November 20, 2023**.

## Guidelines

- Do not submit the same issue to multiple ministries.
- Each form lets you request a meeting with up to three ministries. If you'd like to meet with more than three ministries, submit a new form.
- Not all ministers and parliamentary assistants will be accepting delegations. Do not contact your MPP or individual Ministers' Offices to request a meeting.
- Municipal associations requesting multi-ministry meetings should contact their Ministry of Municipal Affairs and Housing regional Municipal Services Office representative or email [delegations@ontario.ca](mailto:delegations@ontario.ca) for the appropriate request form.

## After you submit your request

If you included your email address in response to question 6 on the form, you will receive a copy of your submission within one business day of submitting it. The status of your request will be communicated by

email or telephone at least **one week before the conference**. If your request is successful, we will contact you with the time and location of your delegation meeting.

## Contact

If you have questions or concerns about this form, contact [delegations@ontario.ca](mailto:delegations@ontario.ca).

**Closing date and time:** Monday November 20, 2023 at 5:00PM EST

---

### 1. Enter the name of your municipality. \*

### 2. Contact person: \*

Choose a contact person who is knowledgeable about the issue(s) and is available to respond to ministry inquiries within one business day. Provide an alternate contact if this person will be on vacation.

### 3. Phone number: \*

### 4. Email address: \*

### 5. Alternate Contact Name and Email:

6. If you would like to receive a copy of what you have submitted, please provide a valid email address. Note that the copy of your submission will be sent to this email address within one business day.

**7. Select the minister you would like to meet with: \***

- Agriculture, Food and Rural Affairs
- Attorney General
- Children, Community and Social Services
- Citizenship and Multiculturalism
- Colleges and Universities
- Economic Development, Job Creation and Trade
- Education
- Energy
- Environment, Conservation and Parks
- Finance
- Francophone Affairs
- Health
- Indigenous Affairs
- Infrastructure
- Intergovernmental Affairs
- Labour, Immigration, Training and Skills Development
- Legislative Affairs
- Long-Term Care
- Mines
- Municipal Affairs and Housing
- Natural Resources and Forestry
- Northern Development
- President of the Treasury Board
- Public and Business Service Delivery
- Red Tape Reduction
- Seniors and Accessibility
- Solicitor General
- Tourism, Culture and Sport

Transportation

**8. Select your preferred date of the meeting: \***

Sunday January 21, 2024

Monday January 22, 2024

Tuesday January 23, 2024

No preference

**9. Enter the full names and titles of delegates who will attend this meeting: \***

**10. Issue 1: Summarize your first discussion issue related to this ministry. \***

**11. Background: Provide background/context of the first issue you listed: \***

**12. Issue 2: If you have a second discussion issue related to this ministry, summarize it here.**

**13: Background: Provide background/context of the second issue you listed:**

**14. Issue 3: If you have a third discussion issue related to this ministry, summarize it here.**



**15. Background: Provide background/context of the third issue you listed:**

**16. Would you like to meet with a second ministry? \***

Yes

No

### Your privacy matters

All submissions on this page will be collected by the Ministry of Municipal Affairs and Housing (MMAH). If you choose to share your submission publicly, it may be used in future reports or other communications material by MMAH. If you choose to provide personal information through this website or by email, your information will be handled according to our [Privacy Statement](#).

Preview

Updated: October 26, 2023



## Committee Report



PLANWELL

**To:** Chair and Members of the Planning Committee  
**From:** Sarah Wilhelm, Manager of Policy Planning  
**Date:** Thursday, November 09, 2023  
**Subject:** County Official Plan Review – Provincial Reversal of OPA 119 Modifications

---

### 1.0 Purpose

The purpose of this report is to address the Provincial reversal of their modifications to County Official Plan Amendment 119 (County Growth Structure). A separate report addresses the proposed Provincial reversal of Greenbelt Plan changes that were made in December 2022.

### 2.0 Background

On October 23, 2023 the Minister of Municipal Affairs and Housing announced that his office has reviewed past Provincial decisions on Official Plans to ensure that they were made “in a manner that maintains and reinforces public trust.” Minister Calandra determined that the Province failed to meet that test and said that they will be introducing legislation to reverse Provincial changes to official plans for several municipalities, including Wellington County. This reversal impacts the Provincial decision on Official Plan Amendment 119 (OPA 119) and would restore it back to the version adopted by County Council. In a related statement (attached), the Province noted that they would consider the following exceptions: where “construction has begun” or where doing so “would contravene existing provincial legislation and regulation”.

The County Planning Director and Manager of Policy Planning participated in a teleconference call with Deputy Minister Greenberg and her Municipal Affairs and Housing senior staff on Friday, October 27, 2023. The Deputy Minister confirmed the following:

- The intent of the Province is to go back and approve OPA 119 as it was originally adopted by County Council without the Provincial modifications.
- The effective date of this new Provincial approval will need to be determined.
- Municipalities have until December 7, 2023 to provide comments regarding the two exceptions noted above.
- Consideration of municipal costs related to Provincial modifications will be considered beyond the 45-day commenting deadline.

A letter of November 2, 2023 from the Minister (attached) clarifies the scope and process for winding back Official Plan Amendment modifications. In it, the Minister reconfirmed that the Ministry will consider information about projects where construction has begun. They will also seek feedback about 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 the municipality supports.

The letter further states that “Lower-tier municipal feedback on the original plan submitted to the Province will be important to supporting its implementation.”

The Minister will introduce draft legislation to reverse the modifications. The legislation will be posted on the Environmental Registry of Ontario (ERO). This provides an additional avenue for commenting to the Province.

**3.0 OPA 119 – County Growth Structure**

OPA 119 set the stage for considering future growth in Wellington County by implementing the recommended growth structure from the technical work completed as part of Phase 1 of the County’s municipal comprehensive review (MCR). The amendment did not include urban expansions or employment conversions as these matters were to be addressed as part of the County’s technical work (Phase 2 land needs assessment and Phase 3 urban expansion review) and implemented through future phased Official Plan Amendments.

OPA 119 was adopted by County Council on May 26, 2022 but required approval of the Minister of Municipal Affairs and Housing (MMAH) prior to coming into force and effect. The Provincial review lasted over 10 months and on April 11, 2023 the Minister issued a decision to approve the OPA, with 33 modifications (link to Provincial decision: [ero.ontario.ca/notice/019-5635](http://ero.ontario.ca/notice/019-5635)).

County and Member Municipality staff were not made aware of, or consulted on, several significant modifications primarily dealing with urban boundary expansions. Staff is unaware of any technical evaluations completed by the Province to ensure that the expansions met current Provincial, County and local policy, municipal servicing requirements, etc. The Provincial approach failed to recognize the decision-making authority and accountability of municipal elected officials in the area of community planning. The Provincial decision was final and could not be appealed.

**4.0 Discussion**

The Province has made it clear that all modifications will be reversed, except where it wouldn’t align with legislation or regulations (e.g. the Greenbelt Act) but that they would accept information about “projects that area already underway”. On this basis, staff advise of the following:

Provincial Modifications to be Reversed	Status of Development
Urban Expansions in Fergus and Elora/Salem	- No development applications filed and no planning approvals have been obtained for any of the affected properties.
Urban Expansion in Rockwood	- No development applications filed and no planning approvals have been obtained for any of the affected properties.
Urban Expansion in Clifford	- Severance application filed, but no planning approval has been obtained for any of the affected properties. - No other development applications filed and no other planning approvals have been obtained.

<b>Provincial Modifications to be Reversed</b>	<b>Status of Development</b>
Employment Conversion in Arthur	<ul style="list-style-type: none"> <li>- No planning approvals have been obtained.</li> <li>- Official Plan Amendment and Zoning By-law Amendment applications appealed to Ontario Land Tribunal.</li> <li>- Employment conversion not supported by MCR Phase 2 Report prepared by Watson &amp; Associates Land Economists Ltd.</li> </ul>

Staff’s position for the examples above is that each modification should be reversed.

However, there are two circumstances where development approvals have been granted on the assumption of conformity prior to the Government’s announcement that should be considered for reinstatement:

<b>Provincial Modifications to be Reinstated</b>	<b>Status of Development</b>
Changes to the existing policy area text and mapping for the Fergus Golf Course Recreational/ Residential Area in Centre Wellington	<ul style="list-style-type: none"> <li>- Rezoning approved in July 2023.</li> <li>- Draft approval of subdivision and condominium applications granted October 5, 2023.</li> </ul>
Employment Conversion in Elora (22 Park Road)	<ul style="list-style-type: none"> <li>- Lot line adjustment provisionally approved to amalgamate development lands.</li> <li>- Local Official Plan Amendment for the employment conversion and a Zoning By-law Amendment are under review.</li> <li>- Employment conversion supported by MCR Phase 2 Report prepared by Watson &amp; Associates Land Economists Ltd.</li> </ul>

Some of the Ministry’s administrative modifications to OPA 119 (numbered 1 through 19) meet existing Provincial policy and staff would support their reinstatement. These modifications deal with matters such as Indigenous consultation, employment area protection, additional urban centre expansion criteria, support for a diverse range and mix of housing and additional definitions.

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:

- Greenbelt Plan removals (and an addition elsewhere) for the Regionally Significant Economic Development Study Area
- Deferral of consideration of identifying the historic Hamlet of Puslinch until a future Greenbelt Plan review

Staff also note that modifications to OPA 119 were made to implement the Provincial expansion of the Greenbelt Plan in Erin to help make up for the removal of 15 parcels of land for development purposes in December 2022. Our commentary on Bill 136 – Greenbelt Statute Law Amendment Act, 2023 and Environmental Registry posting 019-7739 is provided in a separate report (PD2023-33).

There are other areas of impact that will require additional consultation with Provincial staff, such as the effective date of the new Provincial approval and determination of municipal costs. There may also be additional information from the Province or Member Municipalities which becomes available before Committee or Council’s consideration of this report. If necessary, staff will advise of such matters.

The implications of the reversal of OPA 119 modifications on the Official Plan Review are highlighted separately in Progress Report 10 (PD2023-35).

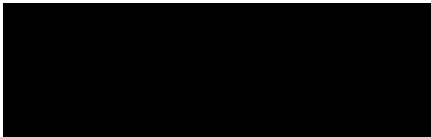
## **5.0 Recommendations**

That the County Official Plan Review – Provincial Reversal of OPA 119 Modifications report be received for information;

That the report be circulated to Member Municipalities so that they have the report to assist if responding to the Ministry under separate cover; and

That staff work with the Province to recover municipal costs.

Respectfully submitted,



Sarah Wilhelm, RPP, MCIP  
Manager of Policy Planning

Attachment 1: October 23, 2023 Statement, Minister of Municipal Affairs and Housing

Attachment 2: November 2, 2023 Letter, Minister of Municipal Affairs and Housing

STATEMENT

## Ontario Winding Back Changes to Official Plans

October 23, 2023

Municipal Affairs and Housing

---

TORONTO — Today, Paul Calandra, Minister of Municipal Affairs and Housing, released the following statement:

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

In reviewing how decisions were made regarding official plans, it is now clear that they failed to meet this test. In response, as soon as I am able, I will be introducing legislation that would reverse the official plan decisions for Barrie, Belleville, Guelph, Hamilton, Ottawa and the City of Peterborough, the Regional Municipalities of Halton, Niagara, Peel, Waterloo and York, as well as Wellington County. This legislation would wind back provincial 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 regulation. This includes winding back changes to urban boundaries.

To ensure that the reset plans match our shared ambitions to build more homes, especially now that municipalities have made their housing pledges, we will be asking impacted municipalities to submit changes and updates to those plans to ministry staff within 45 days of today, including information on projects that are already underway.

In recognition of the costs incurred by municipalities arising out of this decision, the province will work with impacted municipalities to assist with related planning and staffing costs.”

---

## Related Topics

### Government

Learn about the government services available to you and how government works.

[Learn more](#)

### Home and Community

Information for families on major life events and care options, including marriage, births and child care. Also includes planning resources for municipalities. [Learn](#)

[more](#)

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### Media Contacts

Alexandru Cioban

Minister's Office

[Alexandru.Cioban@ontario.ca](mailto:Alexandru.Cioban@ontario.ca)

Communications Branch

[MMA.media@ontario.ca](mailto:MMA.media@ontario.ca)

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Municipal Affairs  
and Housing**

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Tel.: 416 585-7000

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre  
777, rue Bay, 17<sup>e</sup> 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](mailto: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.

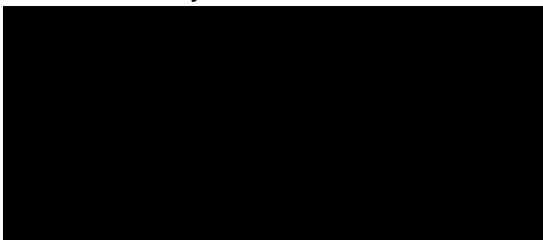
While I intend to introduce legislation prior to the conclusion of the 45-day period, please rest assured that municipal feedback received during the 45-day window, and through consultation on the legislation, will be carefully considered to determine the best approach for moving forward, including if 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

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**

**BY-LAW NUMBER 046-2023**

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.

**WHEREAS** Section 9 of the *Municipal Act, 2001*, S.O. 2001 c. 25, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

**AND WHEREAS** section 23 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended (the "*Municipal Act 2001* ") confers the power to a municipal council to delegate its authority to an officer or employee of the municipality, including the power to issue licenses;

**AND WHEREAS** Section 227 of the *Municipal Act*, S.O. 2001, c. 25, authorizes a Council to pass a by-law to appoint such officers and employees as may be necessary for the purposes of the Corporation, for carrying into effect the provisions of any by-law of Council;

**AND WHEREAS** Section 15 of the *Police Services Act* R.S.O. 1990, c. P.15, as amended, authorizes the appointment of Municipal Law Enforcement Officers who shall be peace officers for the purpose of enforcing the by-laws of the municipality;

**NOW THEREFORE** the Council of the Corporation of the Township of Puslinch hereby enacts as follows:

1. That Jeff Barnett be appointed as a Municipal Law Enforcement Officer for the Township of Puslinch for the purpose of enforcing the Township's Parking By-law No. 6000-23;
2. That John Kerr be appointed as a Municipal Law Enforcement Officer for the Township of Puslinch for the purpose of enforcing the Township's Parking By-law No. 6000-23;
3. And that this By-law shall come into full force and effect on November 1, 2023.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 8<sup>th</sup> DAY OF NOVEMBER 2023.**

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James Seeley, Mayor

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Courtenay Hoytfox, Municipal Clerk

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**

**BY-LAW NUMBER 047-2023**

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 8, 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 8, 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 8 DAY OF NOVEMBER, 2023.**

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James Seeley, Mayor

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Courtenay Hoytfox, Municipal Clerk