



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
FEBRUARY 7, 2024 COUNCIL MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION &
IN-PERSON AT THE MUNICIPAL OFFICE –
7404 WELLINGTON RD 34, PUSLINCH

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AGENDA ADDENDUM

DATE: Wednesday February 7, 2024

CLOSED MEETING: Directly following Section 13 Announcements

REGULAR MEETING: 10:00 A.M.

Addendum

7.1.1 Delegation by Barclay Nap regarding item 12.3.1 BL2023-057 Site Alteration By-law and to repeal BL31/12, as amended

7.1.2 Delegation by Barclay Nap regarding item 12.3.2 BL2023-058 Road Activity By-law

≠ Denotes resolution prepared

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



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6. **Consent Agenda ≠**

- 6.1 Adoption and Receipt of the Minutes of the Previous Council and Committee Meetings:
 - 6.1.1 January 10, 2024 Council Meeting Minutes
(Circulated under separate cover)
 - 6.1.2 January 17, 2024 Public Information Meeting Minutes
(Circulated under separate cover)
 - 6.1.3 November 14, 2023 Planning and Development Advisory Committee Minutes
- 6.2 Town of Plympton-Wyoming resolution regarding Prohibition of Criminals from Municipal Council
- 6.3 The Association of Municipalities of Ontario Policy Update regarding Social and Economic Prosperity Review
- 6.4 Municipality of Tweed resolution regarding Licence Plate Renewal
- 6.5 City of Sarnia resolution regarding Carbon Tax
- 6.6 Township of Greater Madawaska Resolution of Support regarding Wawa-Volunteer Firefighters Tax Credit
- 6.7 The County of Prince Edward resolution regarding Expand Life of Fire Apparatus
- 6.8 Town of Orangeville resolution regarding Social and Economic Prosperity Review
- 6.9 Town of Newmarket resolution to include digital publications as an acceptable means for notice requirements
- 6.10 Grand River Conservation Authority Summary of the General Membership Meeting
January 26, 2024
- 6.11 Grand River Conservation Authority Confirmation of Completion of Transition Period, and
Final Inventory of Programs & Services - O. Reg 687-21
- 6.12 Mill Creek Pit - Dufferin Aggregates - December 2023 Monthly Report

7. **Delegations ≠**

- 7.1 Specific Interest (Items Listed on the Meeting Agenda)
 - 7.1.1 10:15 AM Delegation by Barclay Nap regarding item 12.3.1 BL2023-057 Site Alteration
By-law and to repeal BL31/12, as amended
 - 7.1.2 10:25 AM Delegation by Barclay Nap regarding item 12.3.2 BL2023-058 Road Activity
By-law
- 7.2 General Interest (Items Not Previously Listed on the Meeting Agenda)
 - 7.2.1 None

8. **Public Meetings**

- 8.1 None



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9. **Reports ≠**
 - 9.1 **Puslinch Fire and Rescue Services**
 - 9.1.1 None
 - 9.2 **Finance Department**
 - 9.2.1 Report FIN-2024-003 – 2023 Completed Capital Projects≠
(Circulated under separate cover)
 - 9.2.2 Report FIN-2024-004 – Balances in Discretionary and Restricted Reserves≠
(Circulated under separate cover)
 - 9.2.3 Report FIN-2024-005 – Ontario Regulation 284-09 2024 Budget≠
 - 9.2.4 Report FIN-2024-006 – 2024 Budget Final≠
 - 9.3 **Administration Department**
 - 9.3.1 Report ADM-2024-003 Youth Advisory Committee 2024 Goals and Objectives≠
 - 9.3.2 Report ADM-2024-004 Heritage Advisory Committee Goals and Objectives Progress Update≠
 - 9.3.3 Report ADM-2024-005 Recreation Advisory Committee Goals and Objectives Update≠
 - 9.3.4 Report ADM-2024-006 2023 Annual Water Report≠
 - 9.3.5 Report ADM-2024-007 Enbridge Gas Franchise Agreement Renewal≠
 - 9.3.6 Report ADM-2024-008 Third Reading of Proposed Site Alteration By-law & Road Activity By-law≠
 - 9.4 **Planning and Building Department**
 - 9.4.1 Report BDL-2024-001 Building Department Fourth Quarter Update – October to December 2023≠
 - 9.5 **Roads and Parks Department**
 - 9.5.1 Report PW-2024-001 – Conveyance of Rd Widening – Watson Rd. S.≠
 - 9.6 **Recreation Department**
 - 9.6.1 None
10. **Correspondence ≠**
 - 10.1 **10:05 a.m.** Enbridge Gas Inc. Representative Presentation regarding Enbridge Gas Community Expansion≠
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 and Second Reading
 - 12.1.1 BL2024-006- Franchise Agreement with Enbridge Gas Inc. First and Second Reading Only
 - 12.2 First, Second and Third Reading
 - 12.2.1 BL2024-00 2024 Budget
 - 12.2.2 BL2024-007- Appoint a Road Activity By-law Enforcement Officer
 - 12.2.3 BL2024-008 - Dedicate Watson Rd S
 - 12.3 Third Reading
 - 12.3.1 BL2023-057 Site Alteration By-law and to repeal BL31/12, as amended
 - 12.3.2 BL2023-058 Road Activity By-law
13. **Announcements**
14. **Closed Session – Pursuant to Section 239 of the Municipal Act, 2001**
 - 14.1 Confidential report prepared by staff regarding a proposed or pending acquisition or disposition of land by the municipality – proposed disposition of Township road allowances;
 - 14.2 Confidential report regarding personal matters about an identifiable individual, including municipal or local board employees – Committee of Adjustment and Planning Development Advisory Committee appointment
 - 14.3 Confidential minutes from previous closed meetings:
 - 14.3.1 September 6, 2023 Closed Meeting Minutes
 - 14.3.2 October 18, 2023 Closed Meeting Minutes
15. **Business Arising from Closed Session**
16. **Notice of Motion**
17. **New Business**
 - 17.1 Township Gravel Roads
18. **Confirmatory By-law ≠**
 - 18.1 BL2024-010 Confirm By-law – February 7, 2024≠
19. **Adjournment ≠**



MINUTES

DATE: January 10, 2024

CLOSED MEETING: Directly following section 13
Announcements

COUNCIL MEETING: 10:00 A.M.

The January 10, 2024 Council Meeting was held on the above date and called to order at 10:00 a.m. via electronic participation and in-person at January 10, 2024 Puslinch.

1. CALL THE MEETING TO ORDER

2. ROLL CALL

ATTENDANCE:

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

STAFF IN ATTENDANCE:

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

3. MOMENT OF REFLECTION

4. CONFIRMATION OF THE AGENDA

Resolution No. 2024-001:

Moved by Councillor Goyda and
Seconded by Councillor Sepulis

That Council approves the January 10, 2024 Agenda and Addendum as circulated; and

That Council approves the additions to the agenda as follows:

Consent Item 6.1.4 Questions received from Council seeking additional information and the corresponding responses provided by staff regarding the January 10, 2024 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 December 20, 2023 Council Meeting Minutes

6.1.2 December 13, 2023 Council Meeting Minutes

6.1.3 November 14, 2023 Committee of Adjustment Meeting Minutes

6.1.4 Council Questions and Staff Responses regarding the Jan

6.2 Clearview Township Support Resolution Cemetery Administration Management

6.3 Tay Township Support Resolution Cemetery Administration Management Support

6.4 Town of Aurora Resolution regarding Community Safety and Inciteful Speech

6.5 City of Greater Sudbury Amendment to the Occupational Health and Safety Act



6.6 Town of Aurora Resolution regarding the Homelessness Crisis

6.7 City of Stratford Letter to C. Freeland Minister of Finance of Canada Requesting More Business Support for CEBA

Resolution No. 2024-002: Moved by Councillor Sepulis and
Seconded by Councillor Bailey

That the Consent Agenda items with the exception of items 6.2, 6.3, and 6.5 listed for January 10, 2023 Council meeting be received for information.

CARRIED

Resolution No. 2024-003: Moved by Councillor Hurst and
Seconded by Councillor Sepulis

That the Consent Agenda item 6.2 and 6.3 listed for January 10, 2023 Council meeting be received for information; and

Whereas Puslinch Council supports the Resolutions from Tay Township and Clearview Township regarding Cemetery Administration Management, that staff be directed to send a support resolution accordingly.

CARRIED

Resolution No. 2024-004: Moved by Councillor Hurst and
Seconded by Councillor Sepulis

That the Consent Agenda item 6.5 listed for January 10, 2023 Council meeting be received for information; and

Whereas Puslinch Council supports the Resolution from the City of Greater Sudbury that staff be directed to send a support resolution accordingly.

CARRIED

7. DELEGATIONS:

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

7.1.1 **10:15 AM** Delegation by John McNie regarding item 10.1 Office of the Auditor General of Ontario Management of Aggregate Resources

Resolution No. 2024-005: Moved by Councillor Sepulis and
Seconded by Councillor Bailey

That Council receives the Delegation by John McNie regarding item 10.1 Office of the Auditor General of Ontario Management of Aggregate Resources for information; and

That Council direct staff to contact the University of Guelph to ensure that legal agreements are in place regarding proposed land uses, and/or after use, for donated lands in the Township to ensure that the proposed use is appropriate for the Township.

CARRIED

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

7.2.1 **10:05 AM** Delegation by Ken Friesen, President Reclay StewardEdge regarding the Township of Puslinch Recycling Project facilitated by Reclay StewardEdge and Blue Triton

Resolution No. 2024-006: Moved by Councillor Sepulis and
Seconded by Councillor Hurst

That Council receives the Delegation by Ken Friesen, President Reclay StewardEdge regarding the Township of Puslinch Recycling Project facilitated by Reclay StewardEdge and Blue Triton for information; and



That Council direct staff to send a letter to Blue Triton expressing the Township's appreciation and thanks for contributing the bins to the Township; and

That Council direct staff to consult with Blue Triton regarding the future replacement plan for the bins; and

That Council direct staff to work with Blue Triton on potential labeling and signage for the bins to help decrease the recycling contamination rates.

CARRIED

Council recessed from 1:26 pm to 2:00 pm

Roll Call

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

8. PUBLIC MEETINGS:

January 17, 2024 Public Information Meeting held at 7404 Wellington Rd 34 in-person and by electronic participation through Zoom at 7:00 p.m. regarding the following matter:

2024 Proposed Budget Public Information

9. REPORTS:

9.1 Puslinch Fire and Rescue Services

9.1.1 None

9.2 Finance Department

9.2.1 Report FIN-2024-001 - 2024 Interim Property Tax Levy and Due Dates

Resolution No. 2024-007:

Moved by Councillor Hurst and
Seconded by Councillor Goyda

That Report FIN-2024-001 entitled 2024 Interim Property Tax Levy and Due Dates be received; and

That Council give 3 readings to By-law No. 2024-001 being a by-law to provide for the levy and collection of the 2024 Interim Tax Levy.

CARRIED

9.2.2 Report FIN-2024-002 – 2024 Proposed Budget Update Report

Resolution No. 2024-008:

Moved by Councillor Hurst and
Seconded by Councillor Bailey

That Report FIN-2024-002 entitled 2024 Capital and Operating Budget Update be received and that staff report back to Council accordingly.

CARRIED

9.3 Administration Department

9.3.1 Report ADM-2024-001 - Conferences and Delegations

Resolution No. 2024-009:

Moved by Councillor Sepulis and
Seconded by Councillor Bailey

That Report ADM-2024-001 entitled 2024 Conferences and Delegations be received; and

That Council direct staff to bring this report back when dates are known in order to determine delegation requests as applicable.

CARRIED

9.3.2 Report ADM-2024-002 - Proposed Site Alteration By-law and Road Activity By-law
Presentation Second Reading

Resolution No. 2024-010:

Moved by Councillor Sepulis and
Seconded by Councillor Goyda

**That Report Report ADM-2024-002 - Proposed Site Alteration By-law and Road Activity By-law
Presentation - Second Reading be received; and**

**That Council direct staff to incorporate Council feedback into the third reading of the draft by-law
to be considered by Council at the February 7, 2024 Council meeting.**

CARRIED

9.4 Planning and Building Department

9.4.1 None

9.5 Emergency Management

9.5.1 None

9.6 Roads and Parks Department

9.6.1 None

9.7 Recreation Department

9.7.1 None

10. CORRESPONDENCE:

10.1 Office of the Auditor General of Ontario Management of Aggregate Resources

Resolution No. 2024-011:

Moved by Councillor Sepulis and
Seconded by Councillor Bailey

**That Council receive Correspondence item 10.1 regarding the Office of the Auditor General of
Ontario Management of Aggregate Resources for information.**

CARRIED

10.2 Grand River Conservation Authority Municipal Apportionment and Budget

Resolution No. 2024-012:

Moved by Councillor Goyda and
Seconded by Councillor Bailey



That Council receive Correspondence item 10.2 regarding the Grand River Conservation Authority Municipal Apportionment and Budget for information.

CARRIED

11. COUNCIL REPORTS:

11.1 Mayor' Updates

- 11.1.1 Mayor Seeley gave his condolences to Mr. Jim Howlett's family on his recent passing.
- 11.1.2 Mayor Seeley remarked that the County of Wellington budget is proposed at 4.6% increase.

11.2 Council Member Reports

- 11.2. None

Resolution No. 2024-013:

Moved by Councillor Goyda and
Seconded by Councillor Sepulis

That Council receive the Mayors updates for information.

CARRIED

12. BY-LAWS:

Second Reading:

12.1.1 BL2023-057 Being a By-law to prohibit and regulate the alteration of property and movement of fill within the Township of Puslinch.

12.1.2 BL2023-058 Being a By-law to regulate Road Activity within the Township of Puslinch.

Resolution No. 2024-014:

Moved by Councillor Hurst and
Seconded by Councillor Bailey

That the following By-laws be taken as read for a second reading in open Council:

12.1.1 BL2023-057 Being a By-law to prohibit and regulate the alteration of property and movement of fill within the Township of Puslinch.

12.1.2 BL2023-058 Being a By-law to regulate Road Activity within the Township of Puslinch.

CARRIED

First, Second, and Third Reading:

12.2 BL2024-001 Being a By-law to provide for an interim tax levy for 2024 and the collection thereof.

Resolution No. 2024-015:

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:

12.2 BL2024-001 Being a By-law to provide for an interim tax levy for 2024 and the collection thereof.

CARRIED

13. ANNOUNCEMENTS:



13.1 Councillor Bailey announced that two sessions are being held at the Puslinch Community Center by Crime Stoppers related to fraud awareness on January 18, 2024 and a second session on February 22, 2024.

Resolution No. 2024-016:

Moved by Councillor Bailey and
Seconded by Councillor Sepulis

That Council approve the change to the order of business to advance the Closed Session to directly following Section 7 Delegations.

CARRIED

14. CLOSED SESSION:

Council was in closed session from 11:49 a.m. to 1:24 p.m.

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

Resolution No. 2024-017:

Moved by Councillor Hurst and
Seconded by Councillor Goyda

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

14.1 Confidential report regarding a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board – Memorandum of Understanding with a conservation authority

14.2 Confidential report regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board – Hydrogeology report.

CARRIED

Resolution No. 2024-018:

Moved by Councillor Bailey and
Seconded by Councillor Hurst

THAT Council moves into open session at 1:24 pm

CARRIED

Council resumed into open session at 1:24 p.m.

Resolution No. 2024-019:

Moved by Councillor Goyda and
Seconded by Councillor Sepulis

That Council receives the:

14.1 Confidential report regarding a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board – Memorandum of Understanding with a conservation authority

14.2 Confidential report regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board – Hydrogeology report; and

That staff proceed as directed.

CARRIED

15. BUSINESS ARISING FROM CLOSED SESSION:

None



16. **NOTICE OF MOTION:**

None

17. **NEW BUSINESS:**

None

18. **CONFIRMATORY BY-LAW:**

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

Resolution No. 2024-020:

Moved by Councillor Hurst and
Seconded by Councillor Bailey

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

By-Law 2024-002 being a by-law to confirm the proceedings of Council for the Corporation of the Township of Puslinch at its meeting held on the 10 day of January 2024.

CARRIED

19. **ADJOURNMENT:**

Resolution No. 2024-021:

Moved by Councillor Sepulis and
Seconded by Councillor Goyda

That Council hereby adjourns at 3:00 p.m.

CARRIED

James Seeley, Mayor

Courtenay Hoytfox, Clerk



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
JANUARY 17, 2024 PUBLIC INFORMATION MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION
& IN-PERSON AT 7404 WELLINGTON RD 34

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MINUTES

DATE: January 17, 2024

TIME: 7:00 P.M.

The January 17, 2024 Public Information Meeting was held on the above date and called to order at 7:00 p.m. via electronic participation and in-person at 7404 Wellington Rd 34, Puslinch.

1. CALL THE MEETING TO ORDER

2. ROLL CALL

ATTENDANCE:

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

STAFF IN ATTENDANCE:

CAO, Glenn Schwendinger – Absent
Interim CAO, Courtenay Hoytfox
Director of Finance/Treasurer, Mary Hasan
Interim Municipal Clerk, Justine Brotherston
Director of Public Works, Mike Fowler
Chief Building Official, Andrew Hartholt
Interim Fire Chief, Brad Churchill
Interim Deputy Clerk, Sarah Huether

3. DISCLOSURE OF CONFLICT OF INTEREST

None

4. PURPOSE OF THE PUBLIC MEETING

The Chair stated the purpose of this Public Meeting is to inform and provide the public with the opportunity to ask questions, or to express views with respect to the Township's proposed 2024 Budget. The Councillors are here to observe and listen to your comments; however, they will not make any decisions this evening.

The Township requests that you notify by email Mary Hasan at mhasan@puslinch.ca or by phone at 519-763-1226 ext. 222 if you wish to be on record regarding this matter.

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

The format of this Public Meeting is as follows:

- Mary Hasan, Director of Finance/Treasurer will present the proposed 2024 budget and any further relevant information.



- Following this, the public can obtain clarification, ask questions and express their views.
- Members of the public are permitted 10 minutes each to ask questions and express their views. This time limit is imposed to provide each member of the public an opportunity to speak.

Staff will attempt to answer questions or respond to concerns this evening. If this is not possible, staff will follow up and obtain this information. Responses will be provided when this matter is brought forward and evaluated by Council at the February 7, 2024 Council Meeting.

5. PROPOSED 2024 BUDGET PRESENTATION

Mary Hasan, Director of Finance/Treasurer provided an overview of the proposed 2024 budget, including:

- The budget process.
- What do property taxes pay for in the Township?
- How the budget has changed from 2023
- The impacts of the proposed budget on taxpayers
- What is included in the operating budget
- The 2024 Capital Budget and Long-Term Forecast
- The Township's Discretionary and Restricted Reserves
- Engagement opportunities
- Feedback from the public.

Mayor Seeley then invited members of the public to provide comments.

Margaret Hauwert – 50 Brock Rd S

Good evening, I have six questions. My main question is the engagement survey piece. How many people do take that survey?

Mayor James Seeley – Chair

Justine is looking that up for your. Go ahead with your second question.

Margaret Hauwert – 50 Brock Rd S

I thought Jamie that the community grants were down this year, at least from what I read.

Mayor James Seeley – Chair

My understanding, and I will let staff clarify, is that we approved the same amount this year, maybe we increased it. Where the real decrease happened was the previous budget cycle. There has been a desire by Council to incrementally increase back to historic levels. But, I don't believe we were lower this year than last year. Maybe, Ms. Hasan you can answer that.

Mary Hasan - Director of Finance/Treasurer

Yes, we were higher I believe by about \$5000 compared to last year. Mayor Seeley is correct, last year we did decrease it just based on the budget pressures that were in place last year. It has increased by about \$5000 this year.

Margaret Hauwert – 50 Brock Rd S

Ok, because that's what I thought. With the premise saying it will it was going to go down next year and to be prepared for a decrease in your community grant, which is fine.



Mayor James Seeley – Chair

Margaret, that is not correct. Next year, the direction from Council was that our desire is to look at increasing community grants, as long as they are eligible, to historic levels. Typically it is equivalent to half a percent of tax increase. We are moving up not down.

Margaret Hauwert – 50 Brock Rd S

Oh okay. Well that's good news for us then.

My other question is with regards to staff increases. I get it. Is it just an automatic cost of living which is just a standard across, or does Council have any input into that?

Mary Hasan - Director of Finance/Treasurer

We do have a policy in terms of reviewing CPI from May to May. But, we also do look at what other municipalities' increases are and we have been in line with other municipalities but if Mayor Seeley if you wanted to add to that.

Mayor James Seeley – Chair

So, we do have a policy in place that compares CPI from May to May. Our role as Council is we put the policy in place on how staff are supposed to report back on raises which include raises for Council. With the Covid environment that we were operating in for a few years, inflation was through the roof. There was also one year where inflation was zero or maybe one tick below zero. So, there was a recognition from staff that there were protections in that one year that they took their zero percent raise that they wouldn't go backwards and staff brought a policy change forward that we would also cap the CPI tax increase to a certain percent, which was 4%. If CPI from May to May, if it is above 4% than we carry over what wasn't captured to the next year for consideration. Along with that, we also have a market review which then analyzes what we pay compared to other municipalities and then if need be, we do an adjustment. That doesn't necessarily mean there will be an adjustment. That is a second opportunity to catch staff up to ensure staff are being paid at a fair amount.

The second part of that policy is that we look at what percentile we are paying our staff compared to other municipalities and I believe we are at the 50th percentile whereas there are other municipalities in Wellington County that are north of the 60th percentile. So what that means, is we want to be right in the middle of what staff receive for pay. The municipalities that choose to be at 60% they want to be on the higher end. So, we are trying to find the middle ground and so far we have had good luck with that in keeping our staff here at Puslinch.

Margaret Hauwert – 50 Brock Rd S

Right, because I understand retention. Retention would be big for us because we are so small. When you compare, we are comparing with the same size of staffing township, like when we compare for that 50%. We are not comparing with Mississauga versus Toronto?

Mayor James Seeley – Chair

First I want to say, is that we don't necessarily go and find a municipality that has 7,500 residents, 3,500 homes and compare what they are paying their staff because they may be located in Manitoba. Through amalgamation in 1999, we were stand alone, so we are quite small. We do have to recognize that we are competing with larger municipalities. We have lost staff to Waterloo, Wilmot Township. So, it is hard to find an exact comparison but we do have to compare against the municipalities that we neighbor and other municipalities in Wellington County to try find some fair remuneration.

Margaret Hauwert – 50 Brock Rd S



On one of the slides Mary you talked about penalties being 6%. Can you explain to me what penalties we would have? I wish I could remember what number that was. It does not come up on the zoom as to what slide number that is.

Mary Hasan - Director of Finance/Treasurer

It is interest and penalty on taxes that haven't been paid.

Margaret Hauwert – 50 Brock Rd S

Oh. We should do it monthly and then it wouldn't be such a big to-do.

So increase in interest is that just because of what the bank was offering. An interest increase, one of the slides talked about that.

Mary Hasan - Director of Finance/Treasurer

Interest revenue because of the high interest rate environment we have been in. Our estimate is based on our three year actuals so that increased as part of the 2024 proposed budget compared to the 2023.

Margaret Hauwert – 50 Brock Rd S

Alright that is what I thought. And the reserve. You talked a lot about things being in the reserve. So isn't that just like a savings account.

Mary Hasan - Director of Finance/Treasurer

Yes. So we do contribute to our discretionary reserves and it is like a savings account in order to fund all of our projects over our 10 year forecast period. We do provide council with the balances in our discretionary reserves to ensure they are reasonable prior to budget approval and as well through the budget process.

Margaret Hauwert – 50 Brock Rd S

Ok good. I am sure I am not alone in this, but I am probably the most vocal about it. Is that the County takes such a huge amount of our tax dollars. We had to wait 55 years for a new road, County 46, and a new library long ago. What else does the County do for us that requires such a large portion of our tax dollars?

Mayor James Seeley – Chair

The County has social service responsibilities. They do the library program, all of our garbage and recycling and policing, that is a huge component. That is it in a nutshell to be honest with you. Policing is 20 million dollars a year. Paramedics too, EMS, libraries, Road Network for the county and social services, land division.

I will actually back up. Part of the reason why taxes are high for the County portion in Puslinch is assessment value. I believe it was the Mike Harris government changed how we collected taxes and they based it on per 100,000 of assessment. So, Erin, Guelph-Eramosa and Puslinch have higher assessment values than the remainder of the County. So we pay more because our houses are assessed higher. I do not believe it will ever happen but if we were ever to revert back to just taxing per household in the County we would see major reduction but in a sense we are being penalized because our land values are assessed higher.

Margaret Hauwert – 50 Brock Rd S

Ok. That does makes sense, but that is a bone of contention always when we talk about the County being \$.67 cents to our \$1.00. And Jamie, a good point would be it would be great to have that written down as to why that County part is big because it is not the existing Council that has anything to do with that. It is what services are we seeing and we are not seeing too much unless you live on 46 and you get the snow plough going down. But, many people that



are new to this Township don't see that 46 is a County road because what does that mean to them, nothing, they commute to Toronto and that the school is Township done. I don't know I just think it is just an awareness of why are we paying so much. And, what social services do we get from the County, I am curious?

Mayor James Seeley – Chair

Pretty loaded question. There is a plethora of terms. There is affordable housing, assisted housing, there is transitional housing, there is the shelter system in Guelph. Social Services is administered for the County through the City. There is a cost-sharing component of that. The City pays 90%, we pay 10%. Land ambulance, the County, receives that service through the City of Guelph, that's on the cost-sharing as well. We pay 40% of the cost and the City pays 60%. That is based on a formula around where the call originates and this was all decided back before many of the people here. It went to a tribunal. The County took the City to a tribunal, so that has been hashed out for years. Social Services is administered through us but the burden of the Cost is born by the City of Guelph because that is where most of the residents that are experiencing homelessness are from. But it is land ambulance, EMS is expensive in the County, it is very large geographically and solid waste. Running the one and only landfill is expensive plus picking up the garbage, the green bin, recycling which is actually going to come off of the County's responsibility in 2025. I don't know if that helps.

Margaret Hauwert – 50 Brock Rd S

It helps me, but as you know your night that you have these meetings is the same night that as Aberfoyle Agricultural Society meetings so I have not been able to attend. I don't know if the population base is just empathetic or not empathetic at all, we just sit back and complain, I don't know. That County part always comes up when we do Council things. There needs to be an awareness of that, which is just from my point.

Mayor James Seeley – Chair

The County meets the last Thursday of every month. So, if our meeting is on the Agricultural Society meeting date that would mean the County date is not. So that is at the County building in the City of Guelph. Admin, Finance and Human Resources meets the second Tuesday of every month. So those are opportunities to come in there where the budget is at the County. Those are open to the public and would be a great opportunity to express your concerns.

Margaret Hauwert – 50 Brock Rd S

Yes, Jamie. I will see what I can do about that. Because, you know how I feel about Council meetings. I do not want to repeat because this is all being recorded.

Ok, so the only other piece that I missing is the engagement survey part.

Justine Brotherston- Interim Municipal Clerk

To date, for the 2024 survey, the total visits to the site has been 95 with 22 engaged visitors in comparison to 2023. The total for that survey, the visits was 149 and engaged visitors was 35. Just keep in mind our survey is running until January 31st.

Margaret Hauwert – 50 Brock Rd S

I have already filled it out and it comes to my Twitter. I don't know why people don't access that more. You've got it in a bunch of stuff. That's disappointing because that is not very many people to base on a full Township.

Mayor James Seeley – Chair



I will say it is an increase from just old school, have an open door meeting. We are getting more engagement. I do agree with you that more engagement is better, but this is going the right direction.

Margaret Hauwert – 50 Brock Rd S

But still not enough considering where the world is going in the media sense. Covid helped the senior base which apparently is the biggest demographic in Puslinch.

There needs to be some engagement elsewhere for that. I am still disappointed because I would like to see that more because the complaints that I hear when I am out and about and I always say to them, do that engagement piece and I can't believe people say, what engagement piece?

Ok. I have no more.

Mayor James Seeley – Chair

Well thank you for attending tonight.

Margaret Hauwert – 50 Brock Rd S

Well morning for me Jamie.

Mayor James Seeley – Chair

Oh Right. Enjoy your vacation. Thank you for taking time away from it. Keep spreading the word on the engagement part of our website.

Mayor James Seeley – Chair

Is there other attendees?

Courtenay Hoytfox - Interim CAO

If there are any other attendees that are looking to ask questions or make comments, at the bottom of your screen there is a raise your hand button that you can press and your hand will be raised and that will tell us that you are looking to participate.

Mr. Chair we will just give it a few seconds here to make sure people can find that button.

Mayor James Seeley – Chair

I'll go to our member in the gallery here to see if they have anything. We have one member in attendance. Do you have some questions you'd like to ask?

Jason Ganning - 7462 Fielding Lane

A few questions I have. One would be in the raises to our staffers. I know you compare it to other municipalities as you said previously in the meeting. But, why do we just have to follow suit. The 4%, ok we could have said you only get 2% this year and 2% next year. Just because everyone else is doing it does not mean that we have to do it as well.

Mayor James Seeley – Chair

So, Council can choose to make a policy. I mean, we can make a policy that we never get raises. That is our prerogative. We are Council we can make policy for the corporation. But you have to look at as a Council is the value on retention, re-training, and the knowledge base. If we go to a place where we implement a policy that we cap it at 2% and then you are right it is a catch up thing. The neighboring municipalities continue to do CPI. The intent of CPI is to keep you within your economic position in the world. If inflation is going up and your raises are not keeping up with inflation than you are technically going backwards. So our goal as a corporation



is to keep our staff so we are not in this constant cycle of re-training and hiring, because that has a cost. So part of reducing that cost is keeping up with CPI. However, you have those Covid years.

Jason Ganning - 7462 Fielding Lane

But I think the Township should be treated more like a business. Like in the private sector, there are a lot of companies out there right now that aren't giving any raises and haven't given any raises even though inflation is increasing. And, I get that doubling staff over is an expense to the Township, but when one fish leaves another one will take its place, that's just life. I get that other people in previous years have left to different municipalities because they were probably paying more money. But if you are happy with Puslinch Township and you like working here than you will probably stay. Most people stay at a company that they like. Not all people just chase the dollar.

Mayor James Seeley – Chair

That is a fair statement.

Jason Ganning - 7462 Fielding Lane

I would just hope that Council would take into consideration that yes, it is a tough world out there, and when people in the private sector are not getting raises they don't really like to see public staff getting raises.

Mayor James Seeley – Chair

Yea, and I think a better spot to adjust that is when we do the market value review. That is a good opportunity for Council to say are we going to go 51%, stay at 50%, what does 50% mean? But, Council is hearing what you are saying.

Jason Ganning - 7462 Fielding Lane

If you are say the high end is 60% well than halfway is only 30%, not 50%. Half way compared to another municipality.

Mayor James Seeley – Chair

The 50% mark is we are in the 50% of paying top dollar. It is a scale. Maybe you can explain it better.

Courtenay Hoytfox - Interim CAO

It is a percentile across municipalities. We would be in and around the 50th percentile. Meaning, 50% of municipalities pay more than us, 50 % pay less than us. In Wellington County, the top end of the municipalities among Wellington County tops up at 60th percentile meaning there is still 40% of the municipalities paying more than (inaudible).

Jason Ganning - 7462 Fielding Lane

I think your staff does a good job. But, I would hope that Council would take this into consideration.

Part two, would be part of our operating budget for our Roads Department. I know that a lot of people in Puslinch complain about our gravel roads and they would like to see more improvement to those gravel roads. I know you are putting good step towards hard surfacing. The downfall of hard surfacing is really makes our back roads super highways for commuters, which is a big problem. I would hope that Council would take into consideration putting some money towards speed monitoring or having the OPP down here more often. I notice they are sitting at the Aberfoyle light which is good. But the biggest thing for me is when it comes to



road maintenance gravel. I see that the budget is allowing for \$75,000 this year. To me it is a huge, huge waste of money. The maintenance gravel, they lay it down and it just gets spread to the shoulders by the vehicles. It is an absolute complete waste of money in my opinion. I am in the construction field. I deal with this all the time. Not so much on roads but in other lines of construction. So my question is, why do we not eliminate some of the road maintenance gravel and direct it more to shoulder reclaiming. Because that is where most of our snow ploughs are depositing gravel through the winter.

Mayor James Seeley - Chair

I will let Mr. Fowler answer that. Mr. Fowler if you could focus on the importance, in your opinion, on the maintenance gravel program and what could we expect from our roads if we were to remove that portion of the budget.

Mike Fowler - Director of Public Works

Good evening Mr. Chair, as far as maintenance gravel goes, the intent of it is to replenish the gravel on a two year cycle. One year is done on the east side of the Township, one year is done on the west. The main reason for the depletion of gravel which needs to be replaced is a combination of vehicle traffic, snow ploughing and just overall wear and tear. If new maintenance gravel is not placed every two years, eventually you will end up getting into the sub base which consists of clay, large rocks, things like that.

The Township has always been in a position to stay on top of the gravel to keep at least a 6 inch base of granular A or granular M as a driving surface as not to take a risk of eventually getting into the sub base.

Mayor James Seeley – Chair

Years gone by, the aggregate producers provided the gravel to the Township as part of the operating. That ship has left port and sank. So, the maintenance gravel is an important component because the (inaudible) the traffic lines are going up. The other thing you mentioned was speed monitoring and enforcement from the OPP. I should back up. Also, the Director brought in and you may have seen it at the bottom end of Concession 7, they are testing different materials to improve the longevity of the gravel road in a good state so Council is looking forward to that report back from Mr. Fowler. I am not sure if it is just a long winter test study but definitely the Council and the staff are trying to find ways to improve the consistency of the gravel roads.

Speed monitoring and that stuff. We have an ongoing discussion with the OPP. We have these things called the Black Cats. I am sure you have read about them or heard about them. But, there was a bit of a gap. An individual like yourself could come in and say I got a concern with Concession 7 speeding and then those Black Cats would be deployed but then there wouldn't necessarily be a follow up. So the OPP has recognized that now and they've (inaudible). They are going to come back and report on how they are going to deal with the data that shows speeding. Now it has to show speeding. If it doesn't show speeding they obviously are not going to come back. Instead of just being a blitz then maybe we are going to see enhanced enforcement over a longer period of time. I don't know what those things are going to be but they are going to come back.

Jason Ganning - 7462 Fielding Lane

I was just wondering if we could go back to the road maintenance gravel. \$75,000 equates to about 104 tri-axel loads of gravel being deposited. I just don't see it around our gravel roads. I travel a lot around other municipalities on the same type of roads. I must say they are much better quality than some of our roads. I think a lot of it has to do with the maintenance or the people doing the maintenance and the type of material that they are using. I just don't see why



we need 104 loads of gravel deposited. It's just not there. For the small parts of roadway that they do touch up. I spend a lot of time in the south end of Puslinch, as you know, there are some bad ones down there that are in swamps and we will probably never conquer the problem. But I just don't see 104 loads being useful on our roads. It's just they are not maintaining the roads at the optimal times when they should be maintained and the problem compounds itself because they are not being maintained at the proper times with the proper material. I just don't see the \$75,000 being a huge priority when you can just be reclaiming shoulders. You can spend that \$75,000 and have a shoulder reclaimer come out and bring all that gravel that has been pushed off to the side brought back into the road again. I mean it is quite common practice, maybe not in Ontario so much, but there are a lot of other places that do that.

Mayor James Seeley – Chair

I have seen a reclaimer in use. I don't believe we have one ,but I mean that is something the Director can take away as a thought of looking at. With the new climate environment and the challenges with maintaining our gravel roads and you are right about paving and speed concerns. It is a double edged sword.



Jason Ganning - 7462 Fielding Lane

I have no problem leaving them gravel.

Mayor James Seeley – Chair

There are a lot of people that do though. So it's tough.

Maybe the last part on the maintenance gravel. Mr. Fowler you are saying that we do the east and west side, and you mentioned the 104 tri-axel loads. The \$75,000 does it provide enough gravel to do half of the Township every other year?

Mike Fowler - Director of Public Works

Good evening Mr. Chair. We actually decreased the gravel road budget by \$5,000 this year, it used to be \$80,000. Again, we will stretch it as far as we can. Obviously, roads coming out of the spring, that were identified as swampy or the sub-base is deteriorating we concentrate on those roads first and we basically apply gravel until the budget runs out.

Mayor James Seeley – Chair

To be truthful Jay, just to speak in honest terms. At \$75,000 that is a point and a half if you were remove it from the budget. You'd get that gained once. So, if there were appetite at the Council to remove it, staff could show you all these graphs that we are not funding our infrastructure deficits so that point and half would not go back to the tax levy we would need to allot it to our asset management plan and infrastructure deficit, because we are already seeing stuff because of Covid-19 and the construction costs go through the roof. We are worried that we are not going to be saving enough money. I don't think there is an appetite, but Council has heard your concerns and we will discuss it at our future budget meetings. For me, if the Director were to come and recommend even reducing the gravel budget I'm going to steer that money towards the asset management plan to ensure that we don't have to be hit with some astronomical tax increase upon bridge replacements or this or that whatever infrastructure is due.

Jason Ganning - 7462 Fielding Lane

Thank you.

Mayor James Seeley – Chair

You're welcome. Thanks for coming in.

Did anyone else raise their hands?

Courtenay Hoytfox - Interim CAO

No, we do not have any other raised hands.

Mayor James Seeley – Chair

Alright so last chance for anyone people attending virtually to raise their hands or I am going to declare this meeting closed.

I declare this public meeting closed. Council will take no action on this matter tonight. Staff will be reporting at February 7th 2024 Council meeting with a recommendation for Council's consideration. If you wish to receive verbal notifications on this matter you can notify by email Mary Hasan at mhasan@puslinch.ca or by phone 519-763-1226 ext 222. Only those persons that leave their names will be provided verbal notification. If you wish to speak to the matter when it is brought to Council in the future you must register for delegation with the Township Clerk prior to the meeting.



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
JANUARY 17, 2024 PUBLIC INFORMATION MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION
& IN-PERSON AT 7404 WELLINGTON RD 34

Page / 11

Adjournment:

The meeting adjourned at 8:00 PM.



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
NOVEMBER 14, 2023 PLANNING AND DEVELOPMENT
ADVISORY COMMITTEE MEETING
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

MINUTES

DATE: November 14, 2023
MEETING: Following Committee of Adjustment

The November 14, 2023 Planning and Development Advisory Committee Meeting was held on the above date and called to order was held on the above date and called to order at 7:38 p.m. via electronic participation and in-person at 7404 Wellington Road 34, Puslinch.

1. CALL THE MEETING TO ORDER

2. ROLL CALL

ATTENDANCE:

PRESENT:

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

ABSENT:

None

STAFF IN ATTENDANCE:

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

3. MOMENT OF REFLECTION

4. CONFIRMATION OF THE AGENDA

Resolution No. 2023-098:

Moved by Committee Member Chris Pickard and
Seconded by Committee Member Jeff Born



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
NOVEMBER 14, 2023 PLANNING AND DEVELOPMENT
ADVISORY COMMITTEE MEETING
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

That the Committee approves the November 14, 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 October 10, 2023

Resolution No. 2023-099:

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 October 10, 2023.

CARRIED.

7.2 Other Consent Items

None

8. NOTICE OF PUBLIC MEETINGS/HEARINGS

None

9. REPORTS

9.1. LAND DIVISION (CONSENTS)

9.1.1 Severance Application B65-23 (D10-PIC) – Picard Peanuts Ltd. – c/o James Picard
– Part Lot 30, Concession 7, municipally known as 22 Queen St., Township of Puslinch. ≠
Proposed lot line adjustment is 1878.87 square meters with no frontage (Part 1 on
sketch), vacant land to be added to abutting commercial property – 20 Queen St.; Pang-
Yu Holding Company Inc. (Part 3 on sketch).



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
NOVEMBER 14, 2023 PLANNING AND DEVELOPMENT
ADVISORY COMMITTEE MEETING
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

Retained parcel is 6256.57 square meters with 43.4 meters frontage, existing and proposed commercial use with existing retail store (Part 2 on sketch).

Resolution No. 2023-100: Moved by Committee Member Dennis O'Connor and
Seconded by Committee Member Chris Pickard

That the Committee supports Severance Application B65-23 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.

CARRIED

9.2 ZONING BY-LAW AMENDMENT APPLICATIONS

None

10. CORRESPONDENCE

None

11. NEW BUSINESS

None

12. ADJOURNMENT

Resolution No. 2023-101 Moved by Committee Member Paul Sadhra and
Seconded by Committee Member Jeff Born

That the Planning and Development Advisory Committee hereby adjourns at 7:54 p.m.

CARRIED.



The Honourable Doug Ford
Premier of Ontario
premier@ontario.ca
DELIVERED VIA EMAIL

January 15, 2024

Re: Prohibition of Criminals from Municipal Council

Dear Premier Ford,

Please be advised that at the Regular Council Meeting on January 10th 2024 the Town of Plympton-Wyoming Council supported the resolution from the Township of Conmee regarding the Prohibition of Criminals from Municipal Council.

Motion 15

Moved by Councillor Mike Vasey


Seconded by Councillor Kristen Rodrigues

That Council support item 'j' of correspondence from the Township of Conmee regarding Requiring Pardons for Municipal Councillors with Criminal Records (Prohibition of Criminals from Municipal Council.)

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.

Sincerely,


Erin Kwarciak
Clerk
Town of Plympton-Wyoming

cc: Attorney General - Doug Downey
Solicitor General - Michael Kerzner
Minister of Municipal Affairs – Paul Calandra
MPP – Kevin Holland
MPP / Leader of the Official Opposition – Marit Stiles
MPP and Critic of the Attorney General – Kristyn Wong-Tam
MPP and Critic of Solicitor General – John Vanthof
MPP and Critic of Municipal Affairs - Jeff Burch
Association of Municipalities of Ontario
Rural Ontario Municipal Association
Northern Ontario Municipal Association
All Ontario Municipalities



19 Holland Rd W. RR.#1
Kakabeka Falls, ON POT 1W0

www.conmee.com

On December 19th 2023, Council passed the following resolution at its regular meeting:

RESOLUTION 2023-0247

Moved by Councillor Arnold

Seconded by Councillor Halvorsen

WHEREAS duly elected Officials of a Municipality, or a Township are expected to be above reproach and to conduct themselves with integrity, truth, justice, honesty, transparency and courtesy.

AND WHEREAS there are people of dubious character who have a Criminal Record, having been convicted of a Federal Offence of any of the Federal Statutes of Canada, but not limited to the Criminal Code or Narcotic Control Act, who are currently on Council of a Municipality or have let their name stand for election for Mayor, Reeve or Councillor as a municipal candidate.

NOT WITHSTANDING the provisions of the Ontario Human Rights Code

THEREFORE BE IT RESOLVED that the Township of Conmee lobby the Provincial Government to amend The Municipal Act and Municipal Elections Act, as may be, so that people with a criminal record who have not had their record pardoned from the RCMP Data Base by order of the Governor General of Canada, be prohibited from becoming a candidate in municipal elections or holding office in municipal council

AND THAT an elected local government official be disqualified from office upon conviction of a criminal offense and must resign

AND THAT Council of the Township of Conmee direct the Clerk to send a copy of this resolution to the Ontario Premier Doug Ford, Attorney General Doug Downey, Solicitor General Michael Kerzner, Minister of Municipal Affairs Paul Calandra, MPP Kevin Holland, MPP and Leader of the Official Opposition Marit Stiles, MPP and Critic of the Attorney General Kristyn Wong-Tam, MPP and Critic of Solicitor General John Vanthof, MPP and Critic of Municipal Affairs Jeff Burch, Association of Municipalities of Ontario, Rural Ontario



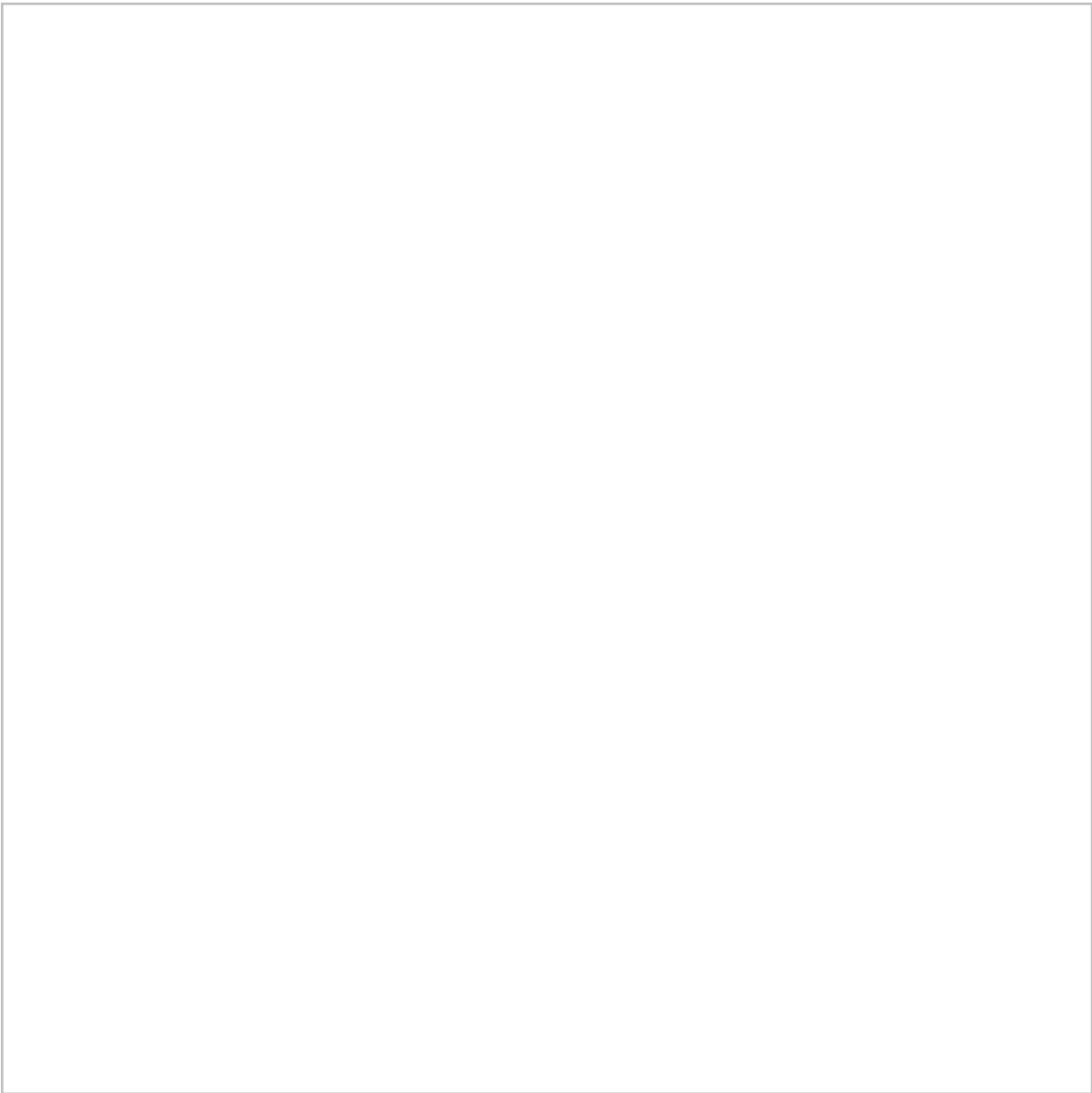
19 Holland Rd W. RR.#1
Kakabeka Falls, ON POT 1W0

www.conmee.com

Municipal Association, Northern Ontario Municipal Association, Thunder Bay District
Municipal League, and all Ontario municipalities

CARRIED





Policy Update – Social and Economic Prosperity Review

Yesterday, [AMO presented](#) to the Standing Committee on Finance and Economic Affairs outlining our recommendations for the provincial 2024 budget. AMO highlighted how the current provincial-municipal fiscal arrangements are undermining the social and economic prosperity of Ontario. We are asking the provincial government to sit down with municipalities and work together on a social and economic prosperity review: a joint review of revenues, costs and financial risks and a detailed analysis of Ontario's infrastructure investment and service delivery needs.

We need *your* help.

Municipal councils are encouraged to support AMO's ongoing advocacy efforts by:

- Highlighting the challenges municipalities are facing and the need for this review during delegations at the upcoming ROMA conference in January, meetings with local

MPPs, and your communities, using key messages included in [AMO's pre-budget backgrounder](#)

- Passing a [council resolution](#) at your next meeting, calling on the province to commit to this review in its upcoming provincial budget
- Sharing your support with local media channels using our [news release template](#)
- Meeting with or writing to local MPPs ([sample wording](#)) in advance of provincial budget

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

Association of Municipalities of Ontario

200 University Ave. Suite 801, Toronto ON Canada M5H 3C6

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Municipality of Tweed Council Meeting
Council Meeting



Resolution No.

3.

Title:

Councillor J. Flieler

Date:

Tuesday, January 9, 2024

Moved by

J. Flieler

Seconded by

P. Valiquette

WHEREAS the decision to eliminate licence plate renewal fees was made with the intention of easing the financial burden on hardworking Ontario Residents;

AND WHEREAS while the elimination of renewal fees has provided relief to residents, it has simultaneously deprived our Ontario infrastructure of vital funding, exacerbating the pressing issues we face;

AND WHEREAS the burden placed on our four hundred and forty-four Ontario municipalities is escalating, pushing them further into debt as they struggle to address critical infrastructure needs without the necessary financial support;

AND WHEREAS the elimination of these fees has resulted in the removal of over six billion dollars over six years, funds urgently needed for our failing Ontario infrastructure;

AND WHEREAS the burden on all four hundred and forty-four Ontario municipalities is pushing them further into debt;

AND WHEREAS reinstating licence plate renewal stickers (fees) and distributing the collected monies to all Ontario municipalities would significantly benefit the urgently required infrastructure upgrades and replacements;

AND WHEREAS redistributed licence plate renewal sticker fees divided equally among all four hundred and forty-four Municipalities would total \$2,252,252.25 every year for each Municipality;

NOW THEREFORE BE IT RESOLVED THAT we request that the Licence Plate Renewal system be reinstated to allocate these six billion lost infrastructure dollars where they rightfully belong;

AND FURTHER, we propose that all monies collected through the reinstated Licence Plate Renewal system be used in the best interests of all Ontarian's for infrastructure improvements, ensuring long-term prosperity and safety of our communities;

AND FURTHER, we trust that the Provincial Government will carefully consider this proposal and take the necessary steps to address the critical infrastructure needs that our Municipality currently faces.

Carried



**THE CORPORATION OF THE CITY OF SARNIA
City Clerk's Department**

255 Christina Street N. PO Box 3018
Sarnia ON Canada N7T 7N2
519-332-0330 (phone) 519-332-3995 (fax)
519-332-2664 (TTY)
www.sarnia.ca clerks@sarnia.ca

January 19, 2024

The Right Honourable Justin Trudeau
Prime Minister of Canada
80 Wellington Street
Ottawa, ON K1A 0A2
Justin.trudeau@parl.gc.ca

Dear Prime Minister:

Re: Carbon Tax

At its meeting held on January 15, 2024, Sarnia City Council adopted the following resolution:

Whereas the federal government recently increased the carbon tax in April 2023 and will almost triple it by 2030; and

Whereas the Parliamentary Budget officer has admitted that when fiscal and economic impacts of the federal fuel charge are considered that the vast majority of households will see a staggering loss; and

Whereas this tax flows through from producers to transporters to the grocery store floor for our citizens; and

Whereas this tax does very little to reduce pollution and emissions; and

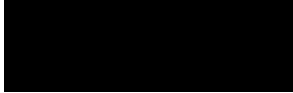
Whereas two thirds of Canadians are approximately \$200 away or less from not being able to pay all their bills at the end of the month; and

Therefore, be it resolved that Sarnia City Council write a Letter to the Federal government (and copied to other Municipalities for their consideration) strongly urging them to cancel the carbon tax which is financially hurting our citizens at a time

when affordability concerns are at an all-time high to ease the financial and inflationary pressure on our Citizens.

Your consideration of this request is respectfully requested.

Yours Sincerely,



Amy Burkhart
City Clerk

cc: All Ontario Municipalities



January 22, 2024

Cheryl Gallant
House of Commons
Ottawa, ON K0J 1H0

Sent via email: cheryl.gallant@parl.gc.ca

Re: Support of Bill C-310 and Amendments to Subsections 118.06 (2) & 118.07 (2) of the *Income Tax Act* (Tax Credit for Volunteer Firefighters)

Dear Ms. Gallant,

Please be advised that at the Regular Council Meeting on January 18th 2024, the Township of Greater Madawaska Council passed the following resolution, supporting the attached resolution from the Municipality of Wawa regarding Support of Bill C-310 and Amendments to Subsections 118.06 (2) & 118.07 (2) of the *Income Tax Act* (Tax Credit for Volunteer Firefighters).

Resolution #9-24

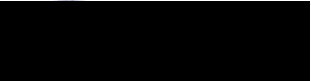
Moved by Councillor Thomson

Seconded by Councillor Levesque

That Council support Municipality of Wawa's Resolution #RC23265 in support of Bill C-310 and Amendments to Subsections 118.06 (2) and 118.07 (2) of the Income Tax Act (Tax Credit for Volunteer Firefighters); and That Council direct staff to share a copy of this resolution with the Association of Fire Chiefs of Ontario, Association of Municipalities of Ontario, all Ontario Municipalities, and Renfrew-Nipissing-Pembroke MP
Carried.

If you have any questions regarding the above motion, please do not hesitate to contact me by phone or email.

Sincerely,


Robin Emon, Clerk
613-752-2229
clerk@greatermadawaska.com

cc: Sent via e-mail
Association of Fire Chiefs of Ontario – info@oafc.on.ca
The Association of Ontario Municipalities (AMO) – resolutions@amo.on.ca
All Ontario Municipalities

P.O Box 180, 19 Parnell Street Calabogie, ON K0J 1H0

Phone: 613-752-2222 Fax: 613-752-2617 Toll Free: 1-800-347-7224 www.greatermadawaska.com



Council Resolution Form

Date: 18 Jan 2024 No: Resolution No.9-24
Moved By: Councillor Thomson Disposition: CARRIED.
Seconded by Councillor Levesque
Item No: 10.1

Description: Volunteer Firefighter Tax Credits - Council Resolution Municipality of Wawa

RESOLUTION:

That Council support Municipality of Wawa's Resolution #RC23265 in support of Bill C-310 and Amendments to Subsections 118.06 (2) and 118.07 (2) of the *Income Tax Act* (Tax Credit for Volunteer Firefighters); and

That Council direct staff to share a copy of this resolution with the Association of Fire Chiefs of Ontario, Association of Municipalities of Ontario, all Ontario Municipalities, and Renfrew-Nipissing-Pembroke MP.

Recorded Vote Requested by:

.....

	Yea	Nay
J. Levesque	_____	_____
T. Popkie	_____	_____
L. Thomson	_____	_____
R. Tripp	_____	_____
R. Weir	_____	_____

MAYOR

Declaration of Pecuniary Interest:

.....
Disclosed his/her/their interest(s), vacated he/her/their seat(s), abstained from discussion and did not vote



The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

Tuesday, November 7, 2023

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

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

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

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

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

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

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

p.2...



The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

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

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

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

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

Disclosure of Pecuniary Interest and the general nature thereof.

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

Clerk: _____

MAYOR - MELANIE PILON	CLERK - MAURY O'NEILL

January 22, 2024

Please be advised that during the regular Council meeting of January 16, 2024 the following motion regarding support for the Province to expand the life span of fire apparatus, specifically pertaining to the replacement of fire trucks due to insurance requirements was carried:

RESOLUTION NO. 2024-46

DATE: January 16, 2024

MOVED BY: Councillor Nieman

SECONDED BY: Councillor Branderhorst

WHEREAS By-Law 3256-2013, being a By-Law to Establish, Maintain, and Operate a Fire Department established service level standards for the Corporation of the County of Prince Edward Fire Department;

AND WHEREAS apparatus and equipment are directly tied to the delivery of fire protection services authorized by Council in By-Law 3256-2013, and a safe, reliable and diverse fleet is required to serve operational needs;

AND WHEREAS fire Apparatus is governed by industry best practices, the application of law and recognized industry partners, including the Ontario Fire Service Section 21 Guidance Notes, National Fire Protection Association Standards, The Occupational Health and Safety Act, and Fire Underwriters Survey (FUS);

AND WHEREAS Fire Underwriters Survey (FUS) is a provider of data, underwriting, risk management and legal/regulatory services focusing on community fire-protection and fire prevention systems in Canada, establishing apparatus replacement schedules based on safety and risk mitigation practices;

AND WHEREAS on November 16, 2023, Council, received report FD-06-2023 regarding asset Management - Fire Apparatus Fleet Report and noted the budgetary pressures of meeting FUS replacement schedules;

AND WHEREAS no provincial funding is available for new fire trucks, yet, small and rural municipalities must meet the same standards set by FUS as larger municipalities for fire equipment, including additional pressure to move fire trucks out when they reach a specific age, even though they can still meet the safety regulations;

THEREFORE BE IT RESOLVED THAT the Council of the Corporation of Prince Edward County direct the Mayor to draft a letter to MPP Minister Todd Smith requesting a meeting to discuss the life span of fire apparatus, specifically pertaining to the replacement of fire trucks due to insurance requirements; and

THAT the Mayor draft a letter to FUS requesting the creation of a new community fire-protection and fire prevention insurance system that does not put all municipalities under the same umbrella, with distinct categories for rural and urban municipalities;

THAT this resolution be sent to Premier Doug Ford, the Honourable David Piccini, Minister of Labour, Immigration, Training and Skills Development, Paul Calandra, Minister of Municipal Affairs and Housing requesting a response on this matter within 30 days of receipt; and

THAT this resolution be shared with all 444 municipalities in Ontario, The Federation of Canadian Municipalities (FCM), The Association of Municipalities Ontario (AMO), and The Eastern Ontario Wardens' Caucus (EOWC).

CARRIED

Yours truly,



Catalina Blumenberg, **CLERK**

cc: Mayor Steve Ferguson, Councillor Nieman, Councillor Branderhorst, Marcia Wallace, CAO and Fire Chief Chad Brown



Corporate Services

January 26, 2024

Re: Social and Economic Prosperity Review

Please be advised that the Council of the Corporation of the Town of Orangeville, at its Regular Council Meeting held on January 22, 2024, approved the following resolution:

WHEREAS current provincial-municipal fiscal arrangements are undermining Ontario's economic prosperity and quality of life; and

WHEREAS nearly a third of municipal spending in Ontario is for services in areas of provincial responsibility and expenditures are outpacing provincial contributions by nearly \$4 billion a year; and

WHEREAS municipal revenues, such as property taxes, do not grow with the economy or inflation; and

WHEREAS unprecedented population and housing growth will require significant investments in municipal infrastructure; and

WHEREAS municipalities are being asked to take on complex health and social challenges – like homelessness, supporting asylum seekers and addressing the mental health and addictions crises; and

WHEREAS inflation, rising interest rates, and provincial policy decisions are sharply constraining municipal fiscal capacity; and

WHEREAS property taxpayers – including people on fixed incomes and small businesses – can't afford to subsidize income redistribution programs for those most in need; and

WHEREAS the province can, and should, invest more in the prosperity of communities; and


WHEREAS municipalities and the provincial government have a strong history of collaboration; now

THEREFORE, BE IT RESOLVED THAT the Town of Orangeville requests the Province of Ontario commit to undertaking with the Association of Municipalities of Ontario a comprehensive social and economic prosperity review to promote the stability and sustainability of municipal finances across Ontario; and

FURTHER THAT a copy of this motion is sent to the Premier of Ontario, Doug Ford; the MPP, Sylvia Jones; and all municipalities in Ontario.

Carried.

Yours truly,



Raylene Martell
Town Clerk



Legislative Services
Town of Newmarket
395 Mulock Drive
P.O. Box 328 Station Main
Newmarket, ON L3Y 4X7

clerks@newmarket.ca
tel.: 905-953-5300
fax: 905-953-5100

January 29, 2024

Sent via email

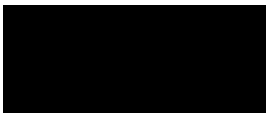
Attn: Minister of Municipal Affairs and Housing

RE: Notice Policy and Procedure By-law Update

I am writing to advise you that at the Town of Newmarket Council meeting held on January 22, 2024, Council adopted the following recommendations regarding the above referenced matter:

1. That the report entitled Notice Policy and Procedure By-law Update dated January 15, 2024 be received; and,
2. That the updated Notice Policy be adopted; and,
3. That the Procedure By-law amendment be adopted; and,
4. That Council supports the resolution of the Township of McKellar, that the Provincial government make an amendment to the Legislation Act, 2006 to include digital publications as an acceptable means of publication for notice requirements for all provincial acts and regulations; and,
5. That a copy of this resolution be submitted to the Minister of Municipal Affairs and Housing, Paul Calandra; Attorney General, Doug Downey; The Association of Ontario Municipalities (AMO); and all Ontario Municipalities; and,
6. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Yours sincerely,



Kiran Saini
Deputy Clerk

KS:eth



Legislative Services
Town of Newmarket
395 Mulock Drive
P.O. Box 328 Station Main
Newmarket, ON L3Y 4X7

clerks@newmarket.ca
tel.: 905-953-5300
fax: 905-953-5100

Copy:
Doug Downey, Attorney General
Association of Ontario Municipalities (AMO)
All Ontario municipalities



**Town of Newmarket Council Extract
Council - Electronic**

Title: Notice Policy and Procedure By-law Update

Date: Monday, January 22, 2024

Moved by: Councillor [Name]

Seconded by: Councillor [Name]

1. That the report entitled Notice Policy and Procedure By-law Update dated January 15, 2024 be received; and,
2. That the updated Notice Policy be adopted; and,
3. That the Procedure By-law amendment be adopted; and,
4. That Council supports the resolution of the Township of McKellar, that the Provincial government make an amendment to the Legislation Act, 2006 to include digital publications as an acceptable means of publication for notice requirements for all provincial acts and regulations; and,
5. That a copy of this resolution be submitted to the Minister of Municipal Affairs and Housing, Paul Calandra; Attorney General, Doug Downey; The Association of Ontario Municipalities (AMO); and all Ontario Municipalities; and,
6. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

Notice Policy

Policy Number: Corp. 1-02

Policy Statement and Strategic Plan Linkages

The Municipal Act, 2001 as amended requires that a municipality shall adopt and maintain a policy with respect to the circumstances in which the municipality shall provide notice to the public and the form, manner and times notice shall be given.

Purpose

This policy will outline the circumstances of notice and the form, manner and times that notice shall be given on matters where there is statutory notice required pursuant to the Municipal Act, 2001, the Ontario Heritage Act, and the Planning Act as amended. This policy does not intend to address notice requirements that may be required by other legislation or policy.

Definitions

In this policy:

Digital Newsletter means an online publication that the Town uses to communicate information.

Newspaper means a printed publication having general circulation in the municipality.

Notice means a digital or printed notification available to the public.

Town means the Corporation of the Town of Newmarket.

Website means the official Town of Newmarket website.

Provisions

1. The minimum public notice requirements and times are set out in Schedule "A" attached.
2. Notices that are to be published on the Website shall be the responsibility of the appropriate Town staff member (i.e., affected department).
3. Notices shall be written in plain language and in an accessible manner.
4. Notices shall include the following information as appropriate:

- 4.1. A description of the proposed action or the purpose and effect of the proposed by-law.
- 4.2. The date, time, and location of the meeting (if required).
- 4.3. Instruction on obtaining additional information, submitting comments, or attending a public meeting.
5. Staff may choose to provide additional or more comprehensive methods of notice at their discretion.
6. If a matter for which notice was given under this policy is deferred, adjourned, or continued to a future Committee of the Whole or Council meeting:
 - 6.1. All statutory requirements for notice of the future meeting will be complied with, if required.
 - 6.2. For non-statutory matters a public statement will be made at the meeting advising that the matter has been deferred, adjourned or continued to a future meeting specified in the statement.

Urgency Provision

If a matter arises which in the opinion of the Chief Administrative Officer in consultation with the Mayor is considered to be of an urgent or time sensitive nature, the notice requirements of this policy shall be waived and the appropriate staff shall make best efforts to provide as much notice and in the manner that is reasonable under the circumstances.

Cross-References

Accountability and Transparency Policy
Procedure By-law 2020-12 as amended.
Sale of Land Policy
Community Engagement Policy
Delegation By-law 2016-17 as amended.

Contact

Legislative Services, clerks@newmarket.ca

Details

Approved by: Council
Approval Date:
Policy Effective Date:
Last Revision Date: December 7, 2017
Revision No: 002

Appendix A – Notice Standards

1. Council and Committee of the Whole meetings

Legislative requirement per the Municipal Act, 2001, s. 238 (2.1): The procedure by-law shall provide for the public notice of meetings.

Town’s Notice Standard: The Procedure By-law will provide the form, manner and time for notice of public meetings.

2. Planning Act notices

Legislative requirement per the Planning Act: There are various requirements under the Planning Act for public notice depending on the matter.

Town’s Notice Standard: Notice will be provided in the form, manner and time required by the Planning Act. Where the Planning Act requires public notice in a newspaper, notice shall be given in accordance with the definition of Notice in this policy.

3. Change in composition of Council and changes to ward boundaries

Legislative requirement per the Municipal Act, 2001, s. 222 (3): Notice must be provided of the passing of a by-law within 15 days after adoption specifying the last date for filing of an appeal.

Town’s Notice Standard: Notice will be provided in writing, on the Town’s website and in the Town’s Digital Newsletter within 15 days after adoption of a by-law to change the composition of Council or to the ward boundaries.

4. Financial statements

Legislative requirement per the Municipal Act, 2001, s. 295 (1) (a) (ii): Within 60 days after receiving the audited financial statements for the previous year the treasurer shall publish a notice in a newspaper having general circulation in the municipality that the audited financial statements for the previous year are available.

Town’s Notice Standard: Notice will be provided in writing, on the Town’s website and in a Digital Newsletter within 60 days after receiving them.

5. Tax sales

Legislative requirement per the Municipal Act, 2001, s. 351 (8): Public notice must be given by the treasurer or their agent of the time and place of the auction, and the name of the person whose personal property is to be sold.

Town’s Notice Standard: Notice will be provided in writing, on the Town’s website and in any other manner as appropriate within 30 days.

6. Changing the name of a private road

Legislative requirement per the Municipal Act, 2001, s. 48: Public notice must be given of the intention to pass a by-law changing the name of a private road.

Town's Notice Standard: Notice will be provided when a written agenda, containing the change in private road name, is published on the Town's website and within the timeframe as established by the Town's Procedure By-law.

7. Intent to designate a property as having cultural heritage value or interest.

Legislative requirement per the Ontario Heritage Act, s. 26 (4): Where a municipality is required by this Part to publish a notice in a newspaper having general circulation in the municipality, notice given in accordance with a policy adopted by the municipality under section 270 of the Municipal Act, 2001 is deemed to satisfy the requirement of this Part to publish notice in a newspaper.

Town's Notice Standard: A notice required under the Ontario Heritage Act will be provided in writing, on the Town's website for a period of 30 days. The notice will comply in all other respects with the requirements of the Ontario Heritage Act including a description of the property, statement of heritage value, and timeline for a notice of objection.

Procedure By-law Edits due to Local Paper no longer in circulation.

12. Cancellation or Postponement of Meetings

- a) A regular, special, or emergency Meeting of Council or Committee of the Whole or a workshop Meeting of Council may be cancelled or postponed where Quorum cannot be achieved, by Council resolution, in the event of an emergency, or where the Meeting is no longer required, as deemed by the Mayor and/or CAO.
- b) The Clerk gives Notice on the Town's website and time permitting, using the Town's electronic newsletter to indicate the cancellation or postponement of a regular, special, or emergency Meeting of Council or Committee of the Whole or a workshop Meeting. Where time is limited, a Notice is posted at the main entrance to the Municipal Office.
- c) Meetings of other Committees may be cancelled or postponed by the Clerk, Recording Secretary, Chair or other assigned person where Quorum cannot be achieved, due to a lack of business items, by Committee resolution, or in the event of an emergency.

14. Notice of Meetings

- a) The Clerk gives Notice of a Meeting of Council or Committee of the Whole by:
 - i) Providing Council with a regular agenda on each Thursday preceding a Meeting day of Council and each Thursday ten days in advance of a Meeting day of a Committee of the Whole.
 - ii) Providing Council with a revised agenda on each Thursday preceding the Meeting day of the Committee of the Whole.
 - iii) Using the Town's website to indicate the date and time of the Meeting of Council or Committee of the Whole.
 - iv) Time permitting, using the Town's electronic newsletter to indicate the date and time of the Meeting of Council or Committee of the Whole.
- b) The Clerk, Recording Secretary or other assigned person gives Notice of Meetings of other Committees, including regular Meetings of the Joint Council Committee (Central York Fire Services) by:
 - i) Providing an agenda to Committee Members one week prior to the Meeting.
 - ii) Time permitting, using the Town's website to indicate the date and time of the Meeting of the Committee.
- c) The Clerk gives Notice of special Meetings of Council or Committee of the Whole by:
 - i) Providing Council with an agenda in person, by telephone, by mail, or electronic mail at least 24 hours prior to the Meeting.

- ii) Using the Town's website to indicate the date and time of the special Meeting of Council or Committee of the Whole.
 - iii) Time permitting, using the Town's electronic newsletter to indicate the date and time of the special Meeting of Council or Committee of the Whole.
- d) The Clerk gives Notice of emergency Meetings of Council or Committee of the Whole by:
 - i) Providing Notice to Council in person, by telephone, by electronic mail, or in the form of an agenda that indicates the date and time of the Meeting and general nature of the matters to be discussed.
 - ii) Using the Town's website to indicate the date and time of the emergency Meeting of Council or Committee of the Whole.
 - iii) Time permitting, using the Town's electronic newsletter to indicate the date and time of the emergency Meeting of Council or Committee of the Whole.
- e) The Clerk gives Notice of workshop Meeting of Council by:
 - i) Providing, at least 24 hours in advance, Notice to Council in person, by telephone, by mail or electronic mail that indicates the date and time of the workshop Meeting and the general nature of the matters to be discussed.
 - ii) Using the Town's website to indicate the date and time of the workshop, and time permitting.
 - iii) Time permitting, using the Town's electronic newsletter to indicate the date and time of the workshop Meeting.

15. Notice of Meetings Closed to the Public

- a) Where a matter may be considered by Council, Committee of the Whole, or a Committee for discussion in closed session, wherever possible, written Notice will include:
 - i) The fact that the Meeting will be closed to the public as provided by the appropriate legislation;
 - ii) The general nature of the matter to be considered at the closed Meeting.

16. Invalidation of Notice of Meeting

- a) If a Meeting Notice is substantially given, but varies from the form and manner provided in this Procedure By-law, the ability to hold the Meeting and the actions taken at the Meeting are not invalidated.



Town of Newmarket
395 Mulock Drive P.O. Box 328,
Newmarket, Ontario, L3Y 4X7

Email: info@newmarket.ca | Website: newmarket.ca | Phone: 905-895-5193

Posting Statutory Public Notices

January 3, 2023

With the local Newspaper Newmarket Era dissolved due to Metroland filing for bankruptcy, the following are measures to post and advertise Statutory Public Notices.

1. Post to News and Notices on the corporate website
 - a. Content will be under the following category: **Public Notice** and **Planning Notice**
 - b. The news article will appear on the homepage, and a section of the website called Statutory Public Notices.
2. Post to the Newmarket Calendar if a meeting is involved (i.e. statutory public meeting)
3. Advertise on Social Media on X (formerly Twitter) and Facebook. If a Statutory Public Meeting is involved, a Facebook event will be created. All social media posts will be linked back to the Public Notice on the Town's website.
4. If a statutory meeting is involved, advertise on NewmarketToday.ca and YorkRegion.com event pages

Optional:

1. A public service announcement (PSA) with the statutory notice will be sent to the local media. Note: sending out a PSA does not guarantee that a local newspaper will publish an article about the meeting.
2. Monthly Neighbor advertisement: purchase a standing advertisement in Neighbour.
 - a. This is the only printed media publication in Newmarket; however, it is a monthly publication with a longer-lead time and therefore does not meet the objective and Legislative definition of a paper to provide timely, quick turnaround public notice.
 - b. While we can't print a public notice directly in the publication due to lead times, a standing advertisement could include a QR code that drives back to the Newmarket webpage with the latest public notices.



Town of Newmarket
395 Mulock Drive P.O. Box 328,
Newmarket, Ontario, L3Y 4X7

Email: info@newmarket.ca | Website: newmarket.ca | Phone: 905-895-5193

Notices to the Public: Communication Options

Background:

On September 15, 2023, Metroland Media, the company of the Town of Newmarket's local newspaper Newmarket Era announced the ending of all local papers effective immediately. The dissolution of the local paper also saw the end of the Town's print publication option for statutory notices/meetings and the Town Page (a weekly ad in the Newmarket Era that advertises public events, notices, upcoming Council Meetings and more).

The following are some communications tactics the Town can consider using to continue to provide sufficient public notice to the community.

Internal Resources:

Newmarket Website – newmarket.ca

Newmarket.ca has various components that can be used to advertise public notices, meetings, and events. These include a community calendar, designated webpage, a notice under news and notices that appear on the front of the website.

Pros:

- Town-owned communications vehicle; existing cost
- Ability for the Town to advertise its own news and notices
- Can be updated in a timely manner
- Ability to direct members of the public to visit the Newmarket website in combination with other tactics, such as a media release, social media post, digital ad, banner/road signs and more.

Cons:

- News items can get lost with the amount of information on the website
- Most users do not visit Newmarket's site via the homepage. Many searches through Google to find their desired content
- Requires the user to visit Newmarket's site for more information
- Unable to reach audiences who do not have access to a computer / mobile device

Public Engagement website – heynewmarket.ca

Projects that have a public engagement component are encouraged to have a project page on Heynewmarket.ca. The public engagement tools and tactics make it easier for users to provide

their feedback, learn about the project and stay up to date with the project timelines and more. HeyNewmarket project pages are included on all communications collateral to drive users to the project webpages (i.e. letter to residents, on-site signage at the location of the project, social media and more)

Pros:

- Town-owned communications vehicle; existing cost
- Ability for the Town to communicate project updates
- It is used in conjunction with other tactics such as a media release, social media post, digital ad, banner/road signs and more.
- Ability to direct members of the public to visit the Newmarket website in combination with other tactics.
- Can be updated in a timely manner.

Cons:

- Requires the user to visit this site for more information.
- Unable to reach audiences who do not have access to a computer / mobile device

Council Slides at the beginning of Council Meetings

Prior to the Council meeting starting, a series of Town news and advertisements are cycled on the screen.

Pros:

- Town-owned communications vehicle; no hard costs
- Opportunity as another avenue to push Town messaging out to the public.
- Potential to reach the audience who may be engaged but without computer access who attend Council meetings in person (limited audience)

Cons:

- Limited exposure to the community. Only available to those who are watching the Council Meeting.

LCD Screens (inside and outside facilities)

Newmarket had LCD screens inside and outside of facilities to help promote Town events and news. There is an ability to select which facilities you'd like to have the ads played across.

Pros:

- Town-owned communications vehicle; existing cost
- Ability to reach audiences within and in and around our facilities.
- Does not require access to a computer or mobile device for initial information

Cons:

- News can get lost with other initiatives and campaigns being advertised on the LCD Screens and distractions at facilities
- Inside facility screens require extra design work (not as fluid)
- Doesn't reach people who are not already engaged with the Town in some way.
- Requires user to go to a website for more information

Neighbourhood Mailouts

The Town of Newmarket can consider sending out targeted letter mailout for statutory meetings to a wider audience in conjunction with statutory requirements.

Pros:

- Opportunity to reach audiences at their home.
- Option to ensure residents are aware of upcoming statutory notices.

Cons:

- Higher cost – to send a 11X14 double sided print piece (unaddressed mail) to an estimated 16,416 households and businesses using Canada Post, the mailing costs are estimated at \$2,500 with additional costs for printing. Addressed mail costs are significantly higher at approximately \$20,000 in delivery costs alone.
- Inability to ensure mail gets to residents in a timely manner
- Tighter timelines to have items printed and dropped off at Canada Post for delivery.
- Hand delivery by staff will require many resources.
- Addresses with 'no junk mail' will not receive the letter if it is unaddressed.
- Can be costly and time consuming for staff to produce, get printed professional and then arrange to be delivered by Canada Post. RFP may be required if services exceed \$20k.
- Canada post delivers by delivery routes and postal codes. Some subdivisions may not receive the notice if they border on neighboring municipalities.

Advertisement within the Property Tax Bill

There is an opportunity to include important information as an insert along with the Property Tax Bill. Finance uses an external marketing company to print and issue Property Taxes which may require increased budget and lead time.

Pros:

- Opportunity to reach Newmarket property owners with Town News

Cons:

- Not all property owners opt in to receive a paper property tax bill.
- Renters are excluded from the distribution.
- Can be costly.
- Additional lead time may be required.

Media Release / Public Service Announcement

Newmarket can consider sending out a Statutory meeting announcement to the Town's local and regional media groups which in turn can be published as an article online and or mentioned through a radio update.

Pros:

- Town-owned communications vehicle; existing cost
- Opportunity to leverage online media sites to publish news articles related to statutory meetings

Cons:

- Potential increase in media calls to the department regarding the meeting.
- Media may not pick up all media releases sent to them and publish it into an article.

Social Media Campaigns and Posts

Social media posts on Facebook, X (formerly Twitter) and Instagram are used to promote public notices, meetings, and important information. Social media posts can be organic (non-paid) or paid to reach a wider audience.

Pros:

- Town-owned communications vehicle; low and scaleable cost for paid advertising
- Ability to reach audiences that currently follow the Town's social media channels and or produce paid ads to reach an even wider audience.
- Multiple platforms to reach audiences regarding Town News
- A resource that the Town currently uses and has adopted strategies to reach audiences.

Cons:

- Unable to reach audiences that do not have access to a computer/mobile device or does not follow the Town of Newmarket.
- Less control over who can see social media ads due to social media algorithms. Time-based versus popularity of the post.
- The Town needs to sign up for other forms of social media in order to reach an even wider audience (i.e. Snapd Chat, Tik Tok, online forums such as Reddit etc.)

External Resources:

Digital ads with Newmarket Today

Corporate Communications currently places digital ads with Newmarket Today. These digital ads are placed at random beside news articles throughout the website. The Town currently has three-sizes of ad placements for the site. Two of which can be changed at any time and one that can only be updated once a month.

Pros:

- Opportunity to market long terms initiative and link back to the Town's site if the user wishes to learn more.
- A different channel to market to Newmarket residents and surrounding communities
- Works better for long-term campaigns and initiatives (i.e., to Sign up for a Town's newsletter, or a new initiative such as ASE that has a long educational period timeframe)
- Could consider an ad driving to Meetings and another driving to Development Applications and ensure this page has information clearly available about all upcoming statutory meetings.

Cons:

- External resource; monthly cost per advertisement
- Can be blocked by ad blockers (if the user has ad blockers installed)
- Cannot control the frequency that the user sees the ad (digital ads are at random)
- Low click-through rates due to limited exposure to audiences

Monthly ads with Neighbor (formerly Snap'd)

Neighbor media, formerly known as Snap'd produces a monthly printed magazine that is currently distributed for free inside Newmarket facilities and in and around the community. Neighbor focuses on community events that involve the Town, Councillors, MPs and MPPs.

Pros:

- Option to provide a 'print' version of communication to the community.
- Free distribution from Neighbor in Town facilities and businesses

Cons:

- Unknown readership



- Long lead time given it's a monthly publication, therefore would not meet the public notice objectives for timely notice. However, we could consider a standing paid Town advertisement with a QR code linking to a website with updated information.
- External resource; monthly cost per advertisement

Advertisement within the Newmarket Hydro Bill

NT power provides an opportunity to use a portion of the bill to communicate messages to the bill receivers in Newmarket (450 characters max). One month prior to when you want the notice to go out is preferred as NT power has planned programming that may need to be shifted.

Pros:

- Opportunity to reach Newmarket Property Owners/Renters
- No external costs

Cons:

- Not all renters or landlords receive Hydro Bills
- Message may not be conveyed since this is appearing on the hydro bill. Topics will need to be tied back to have a connection with Hydro or services.
- Managed by Newmarket Hydro and the Town may not have priority in posting messages.

Interim Solution

- Post statutory ads on the Town's website with a link to the full ad, and supplement the advertising of the ads via the Town's current communications channels (i.e. social media, e-newsletter etc.)
 - **Consider:** Statutory Ads can be sent out as an advisory to the local media.
 - Newmarket will supplement this by posting the ad on the website and advertising the meeting on various communication channels.
 - **Note:** This option may lead to more media calls, and we cannot guarantee if the media will pick up and advertise the meeting.
 - Use existing communication channels to encourage residents to sign-up for e-news. Campaigns can be conducted to entice users to sign up. Include signage at facility kiosks or pull up banners to encourage people to sign-up for news
- Print hard copies of the e-newsletters and place a few copies at high-traffic facilities (i.e. Seniors Meeting Place). Consider also distributing or posting at select facilities outside of Town, such as condos, doctor's office waiting rooms.
- Monthly Neighbor advertisement: purchase a standing advertisement in Neighbour.
 - This is the only printed media publication in Newmarket; however, it is a monthly publication with a longer-lead time and therefore does not meet the objective and Legislative definition of a paper to provide timely, quick turnaround public notice.
 - While we can't print a public notice directly in the publication due to lead times, a standing advertisement could include a QR code that drives back to the Newmarket webpage with the latest public notices.

Longer Term Solution

- Conduct a town-wide survey on the Town's communications and how residents would like to receive information. This can be done via phone, at community events, and an all household/business mail-out.
- Options can include, how they would like to be informed of meetings and public input opportunities and general Town news.
- Findings from the survey will help make data-based decisions to determine the next steps on how to proceed with Town communications.

Other Solutions require more research into the legalities.

- Become our own news source. Using blogs, publish our own news and promote it on our own social media channels, effectively becoming our own news source to be a 'local paper'.



Township of McKellar

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

Phone: (705) 389-2842

Fax: (705) 389-1244

October 19, 2023

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

Sent via email: Doug.Downey@ontario.ca

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

Dear Mr. Downey,

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

Resolution No. 23-671

Moved by: Councillor Kekkonen

Seconded by: Councillor Zulak

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

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

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

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

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

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

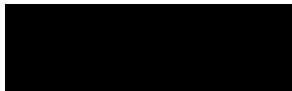
NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar does hereby request the Provincial government to make an amendment to the *Legislation Act, 2006* to include digital publications as an acceptable means of publication and notice requirements for Provincial Acts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

FURTHER request the support of all Ontario Municipalities; and

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

Carried

Regards,



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

cc:

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



Grand River Conservation Authority

Summary of the General Membership Meeting – January 26, 2024

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

Action Items

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

- GM-01-24-04 - Completion of Transition Period for Ontario Regulation 687/21
- GM-01-24-06 - Budget 2024 - Draft #2
- GM-01-24-05 - Municipal Apportionment Approval 2024 (Weighted vote)
- GM-01-24-08 - Fee Schedule 2 - Conservation Areas – Amended
- GM-01-24-03 - Amendment to the Policies for the Administration of Permits under Ontario Regulation 150/06

Information Items

The Board received the following reports as information:

- GM-01-24-01 - Cash and Investment Status
- GM-01-24-02 - Permits issued under Ontario Regulation 150/06
- GM-01-24-07 - Current Watershed Conditions

Correspondence

The Board received the following correspondence:

- John Kemp re: Giant Hogweed in the Watershed
- Waterloo Region Nature re: Laurel Creek Nature Centre
- Brant Waterways Foundation re: Nature Centres
- Laura Muir: Agenda item GM-01-24-04 - Completion of Transition Period for Ontario Regulation 687/21

Source Protection Authority

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

Election of Officers

The board elects a chair and vice-chair each January to serve for the coming year.

- Chris White was acclaimed as Chair of the GRCA for a fourth one-year term
- Susan Foxton was acclaimed as First Vice-Chair of the GRCA for a fourth one-year term
- Kevin Davis was acclaimed as Second Vice-Chair of the GRCA for a one-year term

For full information, please refer to the [January 26 Agenda Package](#). Complete agenda packages and minutes of past meetings can be viewed on our [online calendar](#). The minutes of this meeting will be posted on our online calendar following the next meeting of the General Membership scheduled on February 23, 2024.

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

Justine Brotherston

To: Admin
Subject: RE: Submission of Grand River CA Confirmation of Completion of Transition Period, and Final Inventory of Programs & Services - O.Reg 687/21 under the Conservation Authorities Act

From: Eowyn Spencer <espencer@grandriver.ca>

Sent: Friday, January 26, 2024 3:48 PM

To: clerks@brantford.ca; stephen.o'brien@guelph.ca; clerk@hamilton.ca; clerks@brant.ca; csenior@oxfordcounty.ca; clerk@haldimandcounty.on.ca; lcline@northperth.ca; genevieve.scharback@norfolkcounty.ca; graham.milne@halton.ca; regionalclerk@regionofwaterloo.ca; lisa.campion@erin.ca; Meghan Townsend <mtownsend@townofgrandvalley.ca>; nmartin@amaranth.ca; kokane@centrewellington.ca; pavgoustis@eastgarafraxa.ca; aknight@get.on.ca; lwheeler@mapleton.ca; dholmes@melancthontownship.ca; acarter@pertheast.ca; Admin <admin@puslinch.ca>; lgreen@southgate.ca; kwallace@wellington-north.com
Cc: dlundy@southgate.ca; blambert@wellington-north.com; mgivens@pertheast.ca; alison.newton@brant.ca; bhutchings@brantford.ca; mbaron@mapleton.ca; nmartin@amaranth.ca; blauckner@regionofwaterloo.ca; pavgoustis@eastgarafraxa.ca; dholmes@melancthontownship.ca; dwilson@centrewellington.ca; cao@guelph.ca; cao@erin.ca; iroger@get.on.ca; Glenn Schwendinger <gschwendinger@puslinch.ca>; ksnell@northperth.ca; Jane.MacCaskill@halton.ca; jason.thorne@hamilton.ca; baddley@oxfordcounty.ca; ccase@haldimandcounty.on.ca; al.meneses@norfolkcounty.ca; Samantha Lawson <slawson@grandriver.ca>; Karen Armstrong <karmstrong@grandriver.ca>; BFox@conservationontario.ca; Angela Coleman <acoleman@conservationontario.ca>
Subject: Submission of Grand River CA Confirmation of Completion of Transition Period, and Final Inventory of Programs & Services - O.Reg 687/21 under the Conservation Authorities Act

Greetings Grand River watershed participating municipalities:

Please be advised that at the General Meeting held on January 26, 2024, the Grand River Conservation Authority (GRCA) General Membership passed the following motion:

THAT Report Number GM-01-24-04 – Completion of Transition Period for Ontario Regulation 687/21 be approved, circulated to all Grand River watershed municipalities, posted on the Grand River Conservation Authority website, and submitted to the Ministry of Natural Resources and Forestry.

In accordance with the above resolution and with O.Reg 687/21 under the *Conservation Authorities Act*, our [GRCA staff report and our Final Inventory of Programs and Services](#) is now posted under our [Governance webpage](#), and be will circulated separately as official submission to the Ministry of Natural Resources and Forestry.

Should you have any comments or questions regarding the completion of these requirements, please reach out directly to [Samantha Lawson](#).

Kind regards,

Eowyn Spencer

Executive Assistant

Grand River Conservation Authority

400 Clyde Road, PO Box 729
Cambridge, ON N1R 5W6
Office: 519-621-2763 ext. 2240
Toll-free: 1-866-900-4722



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

January 11, 2024

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

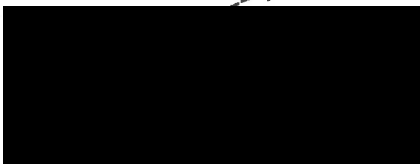
Attention: Ms. Richardson

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

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



Jonathan Clark
Site Superintendent

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



Monthly Reporting
Mill Creek Aggregates Pit
December 2023

Date	DP21 (mASL)	Threshold Value (mASL)	Exceedance
1-Dec-23	305.78	305.58	NO
7-Dec-23	305.80	305.58	NO
14-Dec-23	305.78	305.58	NO
18-Dec-23	305.81	305.58	NO

Date	BH13 (mASL)	DP21 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
1-Dec-23	306.12	305.78	0.34	0.09	NO
7-Dec-23	306.10	305.80	0.30	0.09	NO
14-Dec-23	306.14	305.78	0.36	0.09	NO
18-Dec-23	306.11	305.81	0.29	0.09	NO

Date	DP17 (mASL)	Threshold Value (mASL)	Exceedance
1-Dec-23	305.36	305.17	NO
7-Dec-23	305.39	305.17	NO
14-Dec-23	305.35	305.17	NO
18-Dec-23	305.41	305.17	NO

Date	BH92-12 (mASL)	DP17 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
1-Dec-23	305.56	305.36	0.20	0.04	NO
7-Dec-23	305.59	305.39	0.20	0.04	NO
14-Dec-23	305.57	305.35	0.23	0.04	NO
18-Dec-23	305.60	305.41	0.19	0.04	NO

Date	DP3 (mASL)	Threshold Value (mASL)	Exceedance
1-Dec-23	304.80	304.54	NO
7-Dec-23	304.84	304.54	NO
14-Dec-23	304.81	304.54	NO
18-Dec-23	304.84	304.54	NO

Date	DP6 (mASL)	DP3 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
1-Dec-23	305.60	304.80	0.80	0.55	NO
7-Dec-23	305.65	304.84	0.81	0.55	NO
14-Dec-23	305.62	304.81	0.81	0.55	NO
18-Dec-23	305.60	304.84	0.76	0.55	NO

Date	DP2 (mASL)	Threshold Value (mASL)	Exceedance
1-Dec-23	303.97	303.55	NO
7-Dec-23	304.02	303.55	NO
14-Dec-23	304.02	303.55	NO
18-Dec-23	304.01	303.55	NO

Date	BH92-27 (mASL)	DP2 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
1-Dec-23	304.65	303.97	0.68	0.34	NO
7-Dec-23	304.68	304.02	0.66	0.34	NO
14-Dec-23	304.71	304.02	0.69	0.34	NO
18-Dec-23	304.73	304.01	0.72	0.34	NO

Date	DP1 (mASL)	Threshold Value (mASL)	Exceedance
1-Dec-23	304.30	303.96	NO
14-Dec-23	304.32	303.96	NO
18-Dec-23	304.34	303.96	NO
18-Dec-23	304.35	303.96	NO

Date	BH92-29 (mASL)	DP1 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
1-Dec-23	304.75	304.30	0.45	0.19	NO
14-Dec-23	304.78	304.32	0.46	0.19	NO
18-Dec-23	304.81	304.34	0.47	0.19	NO
18-Dec-23	304.87	304.35	0.51	0.19	NO

Date	DP5CR (mASL)	Threshold Value (mASL)	Exceedance
1-Dec-23	303.38	302.84	NO
14-Dec-23	303.39	302.84	NO
18-Dec-23	303.39	302.84	NO
18-Dec-23	303.43	302.84	NO

Date	OW5-84 (mASL)	DP5CR (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
1-Dec-23	303.66	303.38	0.28	0.15	NO
14-Dec-23	303.66	303.39	0.27	0.15	NO
18-Dec-23	303.67	303.39	0.28	0.15	NO
18-Dec-23	303.69	303.43	0.25	0.15	NO

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



Monthly Reporting
 Mill Creek Aggregates Pit
 December 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):	67.3	Kitchener/Waterloo (Actual)
Total Monthly Normal Precipitation (mm):	71.2	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-Dec-23	0	0	1,750,955	0	306.21	N	305.73	N	304.90	N	305.79	N
2-Dec-23	-	-	-	-	-	-	-	-	-	-	-	-
3-Dec-23	-	-	-	-	-	-	-	-	-	-	-	-
4-Dec-23	0	0	1,744,576	0	306.22	N	305.73	N	304.94	N	305.79	N
5-Dec-23	0	0	1,778,231	0	306.23	N	305.73	N	304.91	N	305.79	N
6-Dec-23	0	0	1,759,534	0	306.23	N	305.73	N	304.94	N	305.79	N
7-Dec-23	0	0	1,547,704	0	306.23	N	305.73	N	304.94	N	305.79	N
8-Dec-23	0	0	1,733,138	0	306.23	N	305.73	N	304.94	N	305.79	N
9-Dec-23	-	-	-	-	-	-	-	-	-	-	-	-
10-Dec-23	-	-	-	-	-	-	-	-	-	-	-	-
11-Dec-23	-	-	-	-	-	-	-	-	-	-	-	-
12-Dec-23	-	-	-	-	-	-	-	-	-	-	-	-
13-Dec-23	-	-	-	-	-	-	-	-	-	-	-	-
14-Dec-23	-	-	-	-	-	-	-	-	-	-	-	-
15-Dec-23	-	-	-	-	-	-	-	-	-	-	-	-
16-Dec-23	-	-	-	-	-	-	-	-	-	-	-	-
17-Dec-23	-	-	-	-	-	-	-	-	-	-	-	-
18-Dec-23	-	-	-	-	-	-	-	-	-	-	-	-
19-Dec-23	-	-	-	-	-	-	-	-	-	-	-	-
20-Dec-23	-	-	-	-	-	-	-	-	-	-	-	-
21-Dec-23	-	-	-	-	-	-	-	-	-	-	-	-
22-Dec-23	-	-	-	-	-	-	-	-	-	-	-	-
23-Dec-23	-	-	-	-	-	-	-	-	-	-	-	-
24-Dec-23	-	-	-	-	-	-	-	-	-	-	-	-
25-Dec-23	-	-	-	-	-	-	-	-	-	-	-	-
26-Dec-23	-	-	-	-	-	-	-	-	-	-	-	-
27-Dec-23	-	-	-	-	-	-	-	-	-	-	-	-
28-Dec-23	-	-	-	-	-	-	-	-	-	-	-	-
29-Dec-23	-	-	-	-	-	-	-	-	-	-	-	-
30-Dec-23	-	-	-	-	-	-	-	-	-	-	-	-
31-Dec-23	-	-	-	-	-	-	-	-	-	-	-	-
Total	0	0	10,314,138	0	-	-	-	-	-	-	-	-

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

Justine Brotherston

From: Township of Puslinch <services@puslinch.ca>
Sent: Sunday, February 04, 2024 11:49 PM
To: Justine Brotherston
Subject: New Entry: Delegate Request

Type of Meeting

Council

Meeting Date

February 7, 2024

How many delegates are requesting to make this presentation?

One (1)

Type of Delegation

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

Identify which agenda item you are requesting to delegate on?

Proposed site alteration bylaw

Type of Presentation

This request is to present a verbal delegation

Type of Attendance

In person

Name of Delegate

BARCLAY NAP

Mailing Address of Delegate

[REDACTED]

Phone Number of Delegate

[REDACTED]

Email Address of Delegate

[REDACTED]

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

Raise concerns of the bylaw from an agricultural point of view

A formal presentation is being submitted to accompany the delegation

No

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

No

Acknowledgement

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

Sent from [Township of Puslinch](#)

Justine Brotherston

From: Township of Puslinch <services@puslinch.ca>
Sent: Sunday, February 04, 2024 11:48 PM
To: Justine Brotherston
Subject: New Entry: Delegate Request

Type of Meeting

Council

Meeting Date

February 7, 2024

How many delegates are requesting to make this presentation?

One (1)

Type of Delegation

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

Identify which agenda item you are requesting to delegate on?

Proposed road activity bylaw

Type of Presentation

This request is to present a verbal delegation

Type of Attendance

In person

Name of Delegate

BARCLAY NAP

Mailing Address of Delegate

[REDACTED]

Phone Number of Delegate

[REDACTED]

Email Address of Delegate

[REDACTED]

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

Raise concerns of the proposed bylaw from an agricultural point of view

A formal presentation is being submitted to accompany the delegation

No

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

No

Acknowledgement

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

Sent from [Township of Puslinch](#)



REPORT FIN-2024-003

TO: Mayor and Members of Council

PREPARED BY: Mary Hasan, Director of Finance/Treasurer

PRESENTED BY: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: February 7, 2024

SUBJECT: 2023 Completed Capital Projects
File: F05 BUD

RECOMMENDATION

That Report FIN-2024-003 entitled 2023 Completed Capital Projects be received.

Purpose

The purpose of this report is to provide Council with information regarding the 2023 Completed Capital Projects.

The projected balances in the discretionary reserves and restricted reserves from 2023 to 2033 are discussed in Report FIN-2024-004.

Background

This Report provides Council with oversight of completed capital projects and the status of how budgeted capital projects have progressed as of December 31, 2023. This Report also links to the Township's balances in discretionary and restricted reserves. Certain components of this Report are also required for the purpose of the Township's annual audit.

Engineering Costs as a Percentage of Total Project Costs

Council requested that staff report on engineering costs as a percentage of total project costs for projects which the Township has retained its engineering firm for the purpose of project management/engineering design, etc.

Outlined below are the engineering costs as a percentage of total project costs for those **completed** construction projects:

Project Description	Engineering Costs	Total Costs	%
Little's Bridge	\$42,407	\$188,937	22.4%
Concession 7- Concession 2A to Mason Road	\$27,240	\$311,226	8.8%
Maltby Road East - Victoria Road South to Watson Road South	\$25,744	\$373,518	6.9%
Roszell Road - Forestell Road to Townline Road	\$27,286	\$420,598	6.5%
Leslie Road West - Watson Road South to Puslinch Flamborough Townline	\$100,369	\$824,607	12.2%
Carriage Lane - Stormwater Management Facility	\$16,321	\$96,655	16.9%
Playground area at Boreham Park (also known as Arkell Park)	\$9,500	\$327,684	2.9%
Replace Lights and Upgrade Washrooms at Old Morrison Park	\$14,731	\$340,839	4.3%

Proceeds of Disposal

In 2023, the Township did not obtain any proceeds from the sale of equipment as no equipment was sold.

Budgeted Capital Expenditures Compared to the Actual Capital Expenditures incurred in 2023

Schedule A to Report FIN-2024-003 provides a breakdown of the budgeted 2023 capital expenditures compared to the actual 2023 capital expenditures (also shown are project deficits and surpluses).

The 2023 capital expenditures outlined in Schedule A are funded by the following types of funding sources:

- Discretionary Reserves (ie. Aggregate Levy, Asset Management, Gravel Roads Improvement, Building Surplus, Capital Carry forward, etc.)
- Restricted Reserves (ie. Development Charges, Cash in Lieu of Parkland, Canada Community Building Fund, etc.)
- Grants (ie. County Business Retention and Expansion, Investing in Canada Infrastructure Program, Ontario Trillium Foundation Funding, Ontario Community Infrastructure Funding, etc.)
- Capital Taxation Levy
 - Please note that surpluses associated with projects that were funded by the Capital Taxation Levy that will not be complete in 2023 (ie. Gravel Extraction Study, etc.) have been contributed to the Capital Carry forward Discretionary Reserve.

Financial Implications

As discussed throughout this Report.

Applicable Legislation and Requirements

Municipal Act, 2001

Engagement Opportunities

The Township has incorporated a number of engagement opportunities associated with the 2024 budget process as outlined in Report FIN-2024-006.

Attachments

Schedule A: 2023 Total Capital Expenditures

Respectfully submitted:

Mary Hasan
Director of Finance/Treasurer

Schedule A - 2023 Total Capital Expenditures

Department/Project	Budget	Actual	Diff	
Fire and Rescue				
Fire and Rescue				
Structural Firefighter Gear	\$14,805	\$10,437	\$4,368	
Community Risk Assessment - Ontario Regulation 378/18	\$25,000	\$0	\$25,000	Capital Carryforward
General Government				
Corporate				
Computer Equipment	\$9,692	\$10,420	-\$728	
Fibre Internet	\$9,000	\$0	\$9,000	
County Road Diet through Aberfoyle Peer Review	\$20,000	\$0	\$20,000	Capital Carryforward
401 and Highway 6 Project Review of Hotspots	\$15,000	\$1,463	\$13,537	Capital Carryforward
Information Technology Review	\$9,616	\$9,616	\$0	
Gravel Extraction Study	\$25,000	\$0	\$25,000	Capital Carryforward
Regionally Significant Economic Development Study Area Phase 1 (Employment)	\$30,000	\$0	\$30,000	Capital Carryforward
Finance				
2024 Development Charges Background Study	\$7,893	\$4,952	\$2,941	Capital Carryforward
Parkland Dedication By-law Amendment	\$21,166	\$1,844	\$19,322	Capital Carryforward
Community Improvement Plan Amendment and Financial Incentives	\$25,000	\$0	\$25,000	Capital Carryforward
Municipal Office				
Convert Lighting to LED and Install Motion Sensors	\$17,420	\$0	\$17,420	Capital Carryforward
Municipal Office HVAC Upgrades	\$199,698	\$43	\$199,655	Capital Carryforward
Accessible Washroom Upgrades	\$100,000	\$0	\$100,000	Capital Carryforward
Power Distribution Equipment (feeders, panels, main disconnect switch)	\$20,000	\$0	\$20,000	Capital Carryforward
Window and Door Replacement Program and Air Curtain on Front Doors	\$100,000	\$0	\$100,000	Capital Carryforward
Parks and Recreation				
Parks				
Puslinch Community Centre Park Renovation and Upgrade	\$2,301,771	\$1,974,670	\$327,102	Capital Carryforward
Puslinch Community Centre Park - Back Soccer Fields Construction	\$61,475	\$59,550	\$1,925	
Replace Lights and Upgrade Washrooms at Old Morriston Park	\$188,284	\$213,655	-\$25,372	
Replacement of Old Morriston 2 Sets of Bleachers	\$15,000	\$14,797	\$203	
Parking Lot & Associated Enhancements (curbing, entrance, and additional lighting) at the front of the Puslinch Community Centre	\$300,000	\$33,280	\$266,720	Capital Carryforward
Playground area at Boreham Park (also known as Arkell Park)	\$356,045	\$323,698	\$32,347	
Kubota Lawn Tractor	\$23,843	\$21,471	\$2,372	
Landscape Trailer	\$10,000	\$8,931	\$1,069	
Pickup truck - 1/2 ton - Crew Cab	\$55,000	\$55,894	-\$894	
PCC				
Building Condition Assessment, Arc Flash Study, Infra-red Scanning of Equipment	\$5,000	\$0	\$5,000	Capital Carryforward
Convert Lighting to LED	\$14,767	\$14,943	-\$176	
Roof Inspection	\$5,000	\$0	\$5,000	Capital Carryforward
Replacement of Ceiling Components	\$35,000	\$318	\$34,682	Capital Carryforward
Replacement of Sanitary Pumps and Control System	\$0	\$4,855	-\$4,855	
ORC				
Building Condition Assessment, Arc Flash Study, Infra-red Scanning of Equipment	\$5,000	\$0	\$5,000	Capital Carryforward
Convert Lighting to LED	\$23,701	\$23,964	-\$264	
Pickleball Line Painting and Floor Refinishing	\$6,934	\$10,481	-\$3,547	
Planning				
Planning				
Cloudpermit - Planning	\$9,900	\$8,548	\$1,352	

Schedule A - 2023 Total Capital Expenditures

Department/Project	Budget	Actual	Diff	
Public Works				
Public Works				
Storm Sewer Inspections and Cleaning	\$10,000	\$7,768	\$2,232	
Bridge and Culvert Inspections-2023	\$15,000	\$11,956	\$3,044	
Roads Management Plan including Condition Index Updates and Traffic Count Study	\$11,587	\$13,277	-\$1,689	
Kerr Crescent - Stormwater Management Facility	\$600,000	\$0	\$600,000	Capital Carryforward
Gravel Road Engineering - Council Direction from March 1, 2023 Council Meeting	\$0	\$6,323	-\$6,323	
Carriage Lane - Stormwater Management Facility	\$161,791	\$93,446	\$68,345	
Puslinch Lake Pedestrian Access and Signage	\$10,000	\$2,288	\$7,712	Capital Carryforward
Leslie Road West - Watson Road South to Puslinch Flamborough Townline	\$834,194	\$791,803	\$42,391	
Little's Bridge	\$170,145	\$172,774	-\$2,629	
Concession 7- Concession 2A to Mason Road	\$324,463	\$311,226	\$13,237	
Maltby Road East - Victoria Road South to Watson Road South	\$533,190	\$373,518	\$159,672	
Tandem Dump Truck	\$400,000	\$394,320	\$5,680	
Roszell Road - Forestell Road to Townline Road	\$551,041	\$420,597	\$130,444	
Building				
Building				
Septic Reinspections	\$16,526	\$21,053	-\$4,527	
By-law				
By-law				
Cloudpermit - By-law Enforcement	\$5,100	\$3,663	\$1,437	
Grand Total	\$7,709,047	\$5,431,844	\$2,277,204	



REPORT FIN-2024-004

TO: Mayor and Members of Council

PREPARED BY: Mary Hasan, Director of Finance/Treasurer

PRESENTED BY: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: February 7, 2024

SUBJECT: Balances in Discretionary and Restricted Reserves
File: F05 BUD

RECOMMENDATION

That Report FIN-2024-004 entitled Balances in Discretionary and Restricted Reserves be received.

Purpose

The purpose of this report is to provide Council with information regarding the projected balances in discretionary and restricted reserves from 2023 to 2033 based on the 2024 proposed Capital Budget and Forecast.

The 2023 completed capital projects are discussed in Report FIN-2024-003.

Background

This Report provides Council with oversight regarding the projected balances in discretionary and restricted reserves from 2023 to 2033 based on the 2024 proposed Capital Budget and Forecast. This Report also links to the Township's 2023 completed capital projects report. Certain components of this Report are also required for the purpose of the Township's annual audit.

The Budget Development and Control Policy discusses in great detail the significance and purpose of discretionary and restricted reserves and it includes a listing of the Township's approved Operating and Capital Discretionary Reserves.

In summary, both Discretionary Reserves and Restricted Reserves are considered during the annual operating and capital budget process and for the purpose of long-term financial planning. Analyzing the balances in the discretionary and restricted reserves from 2023 to 2033 will assist the Township in understanding the amount required to contribute to the reserves in order to fund the Township's long-term forecast. It will also assist in future service level discussions.

Financial Implications

Schedule A – Capital Carry-forward Balance Reconciliation

Schedule A to this report provides a reconciliation of the Township's Capital Carry-forward balance as of December 31, 2023. Capital Carry-forward projects are projects approved in a previous budget funded by tax levy funding or grant funding to be completed in 2024.

Schedule B – Operating Carry-forward Balance Reconciliation

Schedule B to this report provides a reconciliation of the Township's Operating Carry-forward balance as of December 31, 2023. Operating Carry-forward items are items approved to be funded by a prior year surplus or grant funding.

Schedule C – Discretionary Reserves – Balance as of December 31, 2023

Schedule C to this report includes the balance in each discretionary reserve with a total balance of \$6,724,387 in 2022 and \$5,944,154 in 2023. The 2023 balance includes capital carry-forward projects approved in a previous budget funded by discretionary reserves to be completed in 2024.

Schedule D – Restricted Reserves – Balance as of December 31, 2023

Schedule D to this report includes the balance in each restricted reserve with a total balance of \$2,917,663 in 2022 and \$3,998,631 in 2023. The 2023 balance includes capital carry-forward projects approved in a previous budget funded by restricted reserves to be completed in 2024.

Schedule E – Discretionary Reserves – Projected Balances from 2024 to 2033

Schedule E to this report includes the projected balance in each discretionary reserve from 2024 to 2033. The budget contributions and withdrawals entered are based on the Capital Budget and Forecast and the Operating Budget.

2023 Surplus Allocation

Schedule E to Report FIN-2024-004 does not include an estimated 2023 surplus allocation to be allocated to the Asset Management (AM) Discretionary Reserve in accordance with Council Resolution No. 2019-347 given there is a limited surplus anticipated for 2023.

Clause 11 of the Budget Development and Control Policy provides information regarding the General Corporate Surplus as outlined below:

- A Report is submitted for Council's consideration in April following the fiscal year end for the General Corporate Surplus to be contributed to the AM Discretionary Reserve in accordance with Council Resolution No. 2019-347 or to another Discretionary Reserve based on Council's direction.
- The policy adopted by Council through Council Resolution No. 2019-347 states that Council authorizes the allocation of all budget surpluses into the Township's AM Discretionary Reserve for the purpose of meeting future AM obligations.

The 2018 to 2020 and 2022 general surpluses were fully allocated to the AM Discretionary Reserve.

Similar to previous years, Township staff will provide Council with a general status report on the surplus/deficit as of December 31, 2023 based on the results of the 2023 audit in April of 2024. Should further surplus funds be available, it is recommended that these funds be allocated to the AM Discretionary Reserve in accordance with Council Resolution No. 2019-347.

AM Discretionary Reserve

The Township's AM Program and Capital Budget and Forecast enables the Township to plan effectively for the replacement of current infrastructure. The 2024 Capital Budget and Forecast was prepared taking into consideration the 2019 AM Plan and new and updated information regarding asset conditions and replacement cost estimates (ie. 2023 Ontario Structure Inspection Manual Report (Bridges and Culverts) and 2023 Roads Management Plan).

Costs related to asset replacement projects in the Capital Budget and Forecast are funded from the AM Discretionary Reserve as opposed to the Tax Levy resulting in a greater need to contribute funds into the AM Discretionary Reserve in order to address the Township's infrastructure deficit as noted in the 2019 AM Plan. Please note, any asset replacement projects that are permitted to be funded by the Cash in Lieu of Parkland Restricted Reserve are funded by this restricted reserve. See the Cash in Lieu of Parkland section below for further details.

Based on the 2024 Capital Budget and Forecast, the estimated balances in the AM Discretionary Reserve are as outlined below:

2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
\$3.3M	\$2.0M	\$1.9M	\$1.7M	-\$123K	-\$55K	-\$708K	154K	\$383K	\$1.6M

The 2019 AM Plan recommends a minimum target balance of \$2.0 million and a maximum target balance of \$4.0 million in the AM Discretionary Reserve. The estimated balances only meet this target balance in 2024 and 2025. The estimated balance does not meet this target balance from 2026 to 2033. The estimated balance becomes a deficit of \$123K in 2028 and continues to be a deficit to 2030 at \$708K. The estimated balance becomes positive in 2031 and increases to a positive balance of \$1.6M by 2033.

The main reason for the change in the AM Discretionary Reserve is due to an increase in proposed capital withdrawals from 2024 to 2033 related to the capital cost estimates noted in the 2023 Roads Management Plan. Township staff worked with GM BluePlan to refine the capital cost estimates outlined in the 2023 Roads Management Plan presented to Council at its meeting held on September 6, 2023. This refinement of costs has had a positive effect on the balance in the AM Discretionary Reserve.

At its May 24, 2023 Council Meeting, Council directed staff to report on the upper and lower limit thresholds for the AM Discretionary Reserve. Staff will report back on this matter prior to 2025 budget deliberations.

Aggregate Levy Discretionary Reserve

At its meeting held on January 18, 2023, Council directed staff to transfer the full aggregate levy from the operating budget to the capital budget with net zero budgeted tax levy impact in order to mitigate the risk associated with keeping the aggregate levy in the operating budget in the event that aggregate production decreases significantly.

The 2024 Capital Budget and Forecast includes an amount of approximately \$528K of the aggregate levy for the purpose of funding Public Works capital projects over the forecast period.

Schedule F – Restricted Reserves – Projected Balances from 2024 to 2033

Schedule F to this report includes the projected balance in each restricted reserve from 2024 to 2033.

The contributions entered for the restricted reserves are noted below:

- Development Charges (DC) contributions are based on an estimate of \$100,000 received each year.
- Cash in lieu of parkland contributions are estimated at \$40,500 each year.

- Based on discussions with County of Wellington Planning Staff in 2020, the number of projected consents in the forecast is difficult to predict due to more restrictive Provincial policy and the fact that eligible properties are only allowed 1 consent since 2005. Therefore, Township staff have assumed a conservative estimate of three consents per year in order to estimate the amount of cash in lieu of parkland to be received in future years.
- As outlined in the AM Discretionary Reserve section above, any asset replacement projects that are permitted to be funded by the Cash in Lieu of Parkland Restricted Reserve are funded by this restricted reserve. The Planning Act provides the following as it relates to cash in lieu of parkland:

(15) All money received by the municipality under subsections (6), (6.0.1) and (14) and all money received on the sale of land under subsection (5), less any amount spent by the municipality out of its general funds in respect of the land, shall be paid into a special account and spent only for the acquisition of land to be used for park or other public recreational purposes, including the erection, improvement or repair of buildings and the acquisition of machinery for park or other public recreational purposes.

- Below is the cash in lieu of parkland collected from 2019 to 2023 year to date:
 - 2019 - \$190K
 - 2020 - \$203K
 - 2021 – \$304K
 - 2022 – \$256K
 - 2023 year to date - \$1.1M – of which 90% of this amount was for cash in lieu of parkland collected from a significant non-residential development.
- Canada Community-Building Fund contributions are based on the agreement between the Township and the Association of Municipalities of Ontario effective April 1, 2014. The Township was notified on December 7, 2023 of its estimated 2024 to 2028 allocations for the Canada Community-Building Fund as follows:
 - 2024 - \$250K
 - 2025 - \$260K
 - 2026 - \$260K
 - 2027 - \$271K
 - 2028 - \$271K
 - 2029 to 2033 – approximately \$271K based on 2028 allocation levels.

Below are the DC's collected from 2019 to 2023 year to date:

- 2019 - \$256K
- 2020 - \$754K of which 72% of this amount was for DC's collected from a developer that entered into a DC credit agreement with the Township in 2012.
- 2021 - \$318K
- 2022 - \$190K

- 2023 year to date - \$1.6M of which 96% of this amount was for DC's collected from a significant non-residential development.

Please note that all Township roads projects are eligible to be DC funded at a rate of 13.6% in accordance with the Township's 2019 DC Study. There is a projected deficit in the Roads and Related Services DC's from 2029 to 2033. The reason for the deficit relates to the increase in proposed capital withdrawals relates to the capital cost estimates noted in the 2023 Roads Management Plan as further outlined in the AM Discretionary Reserve section above. Staff have provided Watson with the 2023 Roads Management Plan in order to update the 2024 Development Charges Study with these increased replacement cost estimates.

The Administrative Studies DC will no longer be in place upon the passing of the new DC by-law in September 2024 due to the implications of Bill 23.

The total DC's in all Township service areas (ie. Parks and Recreation Services, Fire Services, and Roads and Related Services) have a healthy positive balance. A municipality is permitted to have a negative balance in a DC restricted reserve only if the municipality is able to obtain sufficient DC's in the future to repay the negative balance.

Schedule G – Discretionary and Restricted Reserves - Projected Balances from 2024 to 2033

Schedule G to this report summarizes the total projected balance in each discretionary and restricted reserve from 2024 to 2033.

Applicable Legislation and Requirements

Municipal Act, 2001

Engagement Opportunities

The Township has incorporated a number of engagement opportunities associated with the 2024 budget process as outlined in Report FIN-2024-006.

Attachments

Schedule A – Capital Carry-forward Balance Reconciliation

Schedule B – Operating Carry-forward Balance Reconciliation

Schedule C – Discretionary Reserves – Balance as of December 31, 2023

Schedule D – Restricted Reserves – Balance as of December 31, 2023

Schedule E – Discretionary Reserves – Projected Balances from 2024 to 2033

Schedule F – Restricted Reserves – Projected Balances from 2024 to 2033

Schedule G – Discretionary and Restricted Reserves - Projected Balances from 2024 to 2033

Respectfully submitted:

Mary Hasan
Director of Finance/Treasurer

Schedule A - Capital Carry-forward Balance Reconciliation

Project	Amount
Service Delivery Review Implementation - Ontario Municipal Modernization Funding	\$ 360,943
ORC - Building Condition Assessment, Arc Flash Study, Infra-red Scanning of Equipment	\$ 5,000
PCC - Building Condition Assessment, Arc Flash Study, Infra-red Scanning of Equipment	\$ 5,000
Enabling Accessibility funding for Accessible Washroom Upgrades	\$ 68,311
County Road Diet through Aberfoyle Peer Review	\$ 20,000
Regionally Significant Economic Development Study Area Phase 1 (Employment)	\$ 5,000
401 and Highway 6 Project Review of Hotspots	\$ 13,537
Community Improvement Plan Amendment and Financial Incentives	\$ 25,000
Gravel Extraction Study	\$ 25,000
2024 Development Charges Background Study	\$ 246
Parkland Dedication By-law Amendment	\$ 19,322
Community Risk Assessment - Ontario Regulation 378/18	\$ 10,000
December 31, 2023 Balance	\$ 557,359

Schedule B - Operating Carry-forward Balance Reconciliation

Project	Amount
Additional One-Time 2024 Costs due to Staff Vacancies	\$ 50,001
Develop Video and Photo Content (GoPro or comparable device)	\$ 450
Public Consultation for Township's Land Acknowledgement Report and Statement	\$ 1,080
Community Guide, Business Directory, Puslinch Profile Features, and Associated Economic Development Programmes	\$ 25,000
December 31, 2023 Balance	\$ 76,531

Schedule C - Discretionary Reserves - Balance as of December 31, 2023

Account	Discretionary_Reserves									
	Opening Balance	2022 Surplus Contribution	2023 Budget Contribution	Capital Contributions	Capital Withdrawals	Operating Contributions	Operating Withdrawals	2024 Capital Cfw Projects not yet spent	Ending Balance	
01-0013-3150 Bldg Reserve	\$623,909	\$0	\$0	\$0	-\$3,365	\$466,939	\$0	-\$87,950	\$999,534	
01-0013-3090 Capital Cfw.	\$600,782	\$0	\$0	\$88,105	-\$131,529	\$0	\$0	-\$557,359	-\$2	
01-0013-3120 Corporate Information Technology	\$191,233	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0	\$201,233	
01-0013-3115 Election	\$0	\$0	\$13,750	\$0	\$0	\$0	\$0	\$0	13,750	
01-0013-3195 Corp. Insur. Conting.	\$93,858	\$0	\$25,000	\$0	\$0	\$0	\$0	\$0	\$118,858	
01-0013-3185 Corp. Legal Conting.	\$232,163	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$232,163	
01-0013-3100 Operat. Cfw.	\$29,629	\$0	\$0	\$0	\$0	\$76,531	-\$29,629	\$0	\$76,531	
01-0013-3205 Public Works Winter Maint.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
01-0013-3105 Gravel Roads Improvement	\$279,061	\$0	\$270,800	\$0	-\$6,323	\$0	\$0	\$0	\$543,538	
01-0013-3180 Aggregate Levy	\$20,906	\$0	\$492,000	\$0	-\$498,728	\$0	\$0	\$0	\$14,178	
01-0013-3075 Broadband Strategy Implementation	\$7,192	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,192	
01-0013-3085 Asset Management	\$4,474,173	\$44,019	\$955,792	\$0	-\$1,182,096	\$0	\$0	-\$1,031,593	\$3,260,295	
01-0013-3095 Administrative Studies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
01-0013-3110 Heritage Financial Incentive Program	\$0	\$0	\$0	\$0	\$0	\$10,600	\$0	\$0	\$10,600	
01-0013-3080 Outstanding Deposits	\$171,480	\$0	\$0	\$0	\$0	\$294,803	\$0	\$0	\$466,283	
Total per above	6,724,387	44,019	1,767,342	88,105	(1,822,041)	848,873	(29,629)	(1,676,902)	5,944,154	

Schedule D - Restricted Reserves - Balance as of December 31, 2023

up to December 31, 2023

Account	Restricted_Reserves	Reserve Type					2024		
			Opening	Contributions	Capital	Interest	Capital	not yet	Ending
			Balance		Withdrawals	Income	Projects	spent	Balance
03-0043-2479	Admin. Studies	DC	\$49,223	\$109,607	-\$4,457	\$3,663		-17,695	\$140,341
03-0043-2478	Fire Services	DC	\$725,334	\$471,326	\$0	\$34,581		0	\$1,231,241
03-0043-2475	Parks and Recreation Services	DC	\$118,560	\$40,483	-\$146,852	\$2,352		0	\$14,544
03-0043-2473	Roads and Related Services	DC	\$621,953	\$974,997	-\$244,882	\$35,517		0	\$1,387,584
03-0043-2476	Cash in Lieu of Parkland	Parkland	\$1,121,368	\$1,100,120	-\$862,159	\$44,633		-369,495	\$1,034,466
03-0043-2474	Canada Community-Building Fund Grant		\$222,037	\$242,778	-\$339,793	\$6,244		0	\$131,267
03-0043-2471	Perpetual Maintenance		\$59,188	\$0	\$0	\$0		0	\$59,188
Total			\$ 2,917,663	\$ 2,939,311	\$ (1,598,143)	\$ 126,990		\$ (387,190)	\$ 3,998,631

Schedule E - Discretionary Reserves - Projected Balances from 2024 to 2033

Reserve	Year	Opening Balance	Budget	Est. 2023 Surplus	Capital Withdrawals	Operating Contrib	Operating Withdrawals	Ending Balance
			Contributions	Contributions				
Bldg Reserve	2024	\$999,534	\$0	\$0	\$38,075	\$0	\$58,696	\$902,763
Bldg Reserve	2025	\$902,763	\$0	\$0	\$9,792	\$0	\$0	\$892,971
Bldg Reserve	2026	\$892,971	\$0	\$0	\$0	\$0	\$0	\$892,971
Bldg Reserve	2027	\$892,971	\$0	\$0	\$18,012	\$0	\$0	\$874,959
Bldg Reserve	2028	\$874,959	\$0	\$0	\$94,325	\$0	\$0	\$780,634
Bldg Reserve	2029	\$780,634	\$0	\$0	\$36,750	\$0	\$0	\$743,884
Bldg Reserve	2030	\$743,884	\$0	\$0	\$3,120	\$0	\$0	\$740,764
Bldg Reserve	2031	\$740,764	\$0	\$0	\$0	\$0	\$0	\$740,764
Bldg Reserve	2032	\$740,764	\$0	\$0	\$23,012	\$0	\$0	\$717,752
Bldg Reserve	2033	\$717,752	\$0	\$0	\$3,000	\$0	\$0	\$714,752
Capital Cfwd.	2024	-\$2	\$0	\$0	\$0	\$0	\$0	-\$2
Capital Cfwd.	2025	-\$2	\$0	\$0	\$0	\$0	\$0	-\$2
Capital Cfwd.	2026	-\$2	\$0	\$0	\$0	\$0	\$0	-\$2
Capital Cfwd.	2027	-\$2	\$0	\$0	\$0	\$0	\$0	-\$2
Capital Cfwd.	2028	-\$2	\$0	\$0	\$0	\$0	\$0	-\$2
Capital Cfwd.	2029	-\$2	\$0	\$0	\$0	\$0	\$0	-\$2
Capital Cfwd.	2030	-\$2	\$0	\$0	\$0	\$0	\$0	-\$2
Capital Cfwd.	2031	-\$2	\$0	\$0	\$0	\$0	\$0	-\$2
Capital Cfwd.	2032	-\$2	\$0	\$0	\$0	\$0	\$0	-\$2
Capital Cfwd.	2033	-\$2	\$0	\$0	\$0	\$0	\$0	-\$2
Corporate Information Technology	2024	\$201,233	\$15,000	\$0	\$76,641	\$0	\$0	\$139,592
Corporate Information Technology	2025	\$139,592	\$15,000	\$0	\$41,380	\$0	\$0	\$113,212
Corporate Information Technology	2026	\$113,212	\$15,000	\$0	\$19,520	\$0	\$0	\$108,692
Corporate Information Technology	2027	\$108,692	\$15,000	\$0	\$7,916	\$0	\$0	\$115,776
Corporate Information Technology	2028	\$115,776	\$15,000	\$0	\$16,980	\$0	\$0	\$113,796
Corporate Information Technology	2029	\$113,796	\$15,000	\$0	\$66,491	\$0	\$0	\$62,305
Corporate Information Technology	2030	\$62,305	\$15,000	\$0	\$35,352	\$0	\$0	\$41,953
Corporate Information Technology	2031	\$41,953	\$15,000	\$0	\$9,980	\$0	\$0	\$46,973
Corporate Information Technology	2032	\$46,973	\$15,000	\$0	\$7,916	\$0	\$0	\$54,057
Corporate Information Technology	2033	\$54,057	\$15,000	\$0	\$16,980	\$0	\$0	\$52,077
Election	2024	\$13,750	\$13,750	\$0	\$0	\$0	\$0	\$27,500
Election	2025	\$27,500	\$0	\$0	\$0	\$0	\$0	\$27,500
Election	2026	\$27,500	\$0	\$0	\$0	\$0	\$0	\$27,500
Election	2027	\$27,500	\$0	\$0	\$0	\$0	\$0	\$27,500
Election	2028	\$27,500	\$0	\$0	\$0	\$0	\$0	\$27,500
Election	2029	\$27,500	\$0	\$0	\$0	\$0	\$0	\$27,500
Election	2030	\$27,500	\$0	\$0	\$0	\$0	\$0	\$27,500
Election	2031	\$27,500	\$0	\$0	\$0	\$0	\$0	\$27,500
Election	2032	\$27,500	\$0	\$0	\$0	\$0	\$0	\$27,500
Election	2033	\$27,500	\$0	\$0	\$0	\$0	\$0	\$27,500
Corp. Insur. Conting.	2024	\$118,858	\$0	\$0	\$0	\$0	\$10,000	\$108,858
Corp. Insur. Conting.	2025	\$108,858	\$0	\$0	\$0	\$0	\$0	\$108,858
Corp. Insur. Conting.	2026	\$108,858	\$0	\$0	\$0	\$0	\$0	\$108,858
Corp. Insur. Conting.	2027	\$108,858	\$0	\$0	\$0	\$0	\$0	\$108,858
Corp. Insur. Conting.	2028	\$108,858	\$0	\$0	\$0	\$0	\$0	\$108,858

Schedule E - Discretionary Reserves - Projected Balances from 2024 to 2033

Reserve	Year	Opening Balance	Budget	Est. 2023 Surplus	Capital Withdrawals	Operating Contrib	Operating Withdrawals	Ending Balance
			Contributions	Contributions				
Corp. Insur. Conting.	2029	\$108,858		\$0	\$0	\$0	\$0	\$108,858
Corp. Insur. Conting.	2030	\$108,858		\$0	\$0	\$0	\$0	\$108,858
Corp. Insur. Conting.	2031	\$108,858		\$0	\$0	\$0	\$0	\$108,858
Corp. Insur. Conting.	2032	\$108,858		\$0	\$0	\$0	\$0	\$108,858
Corp. Insur. Conting.	2033	\$108,858		\$0	\$0	\$0	\$0	\$108,858
Corp. Legal Conting.	2024	\$232,163	\$25,000	\$0	\$0	\$0	\$0	\$257,163
Corp. Legal Conting.	2025	\$257,163	\$0	\$0	\$0	\$0	\$0	\$257,163
Corp. Legal Conting.	2026	\$257,163	\$0	\$0	\$0	\$0	\$0	\$257,163
Corp. Legal Conting.	2027	\$257,163	\$0	\$0	\$0	\$0	\$0	\$257,163
Corp. Legal Conting.	2028	\$257,163	\$0	\$0	\$0	\$0	\$0	\$257,163
Corp. Legal Conting.	2029	\$257,163	\$0	\$0	\$0	\$0	\$0	\$257,163
Corp. Legal Conting.	2030	\$257,163	\$0	\$0	\$0	\$0	\$0	\$257,163
Corp. Legal Conting.	2031	\$257,163	\$0	\$0	\$0	\$0	\$0	\$257,163
Corp. Legal Conting.	2032	\$257,163	\$0	\$0	\$0	\$0	\$0	\$257,163
Corp. Legal Conting.	2033	\$257,163	\$0	\$0	\$0	\$0	\$0	\$257,163
Operat. Cfwd.	2024	\$76,531	\$0	\$0	\$0	\$0	\$76,531	\$0
Operat. Cfwd.	2025	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operat. Cfwd.	2026	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operat. Cfwd.	2027	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operat. Cfwd.	2028	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operat. Cfwd.	2029	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operat. Cfwd.	2030	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operat. Cfwd.	2031	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operat. Cfwd.	2032	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operat. Cfwd.	2033	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Public Works Winter Maint.	2024	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
Public Works Winter Maint.	2025	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000
Public Works Winter Maint.	2026	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000
Public Works Winter Maint.	2027	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000
Public Works Winter Maint.	2028	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000
Public Works Winter Maint.	2029	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000
Public Works Winter Maint.	2030	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000
Public Works Winter Maint.	2031	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000
Public Works Winter Maint.	2032	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000
Public Works Winter Maint.	2033	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000
Gravel Roads Improvement	2024	\$543,538	\$320,800	\$0	\$0	\$0	\$0	\$864,338
Gravel Roads Improvement	2025	\$864,338	\$370,800	\$0	\$0	\$0	\$0	\$1,235,138
Gravel Roads Improvement	2026	\$1,235,138	\$420,800	\$0	\$0	\$0	\$0	\$1,655,938
Gravel Roads Improvement	2027	\$1,655,938	\$470,800	\$0	\$0	\$0	\$0	\$2,126,738
Gravel Roads Improvement	2028	\$2,126,738	\$520,800	\$0	\$0	\$0	\$0	\$2,647,538
Gravel Roads Improvement	2029	\$2,647,538	\$570,800	\$0	\$0	\$0	\$0	\$3,218,338
Gravel Roads Improvement	2030	\$3,218,338	\$620,800	\$0	\$0	\$0	\$0	\$3,839,138
Gravel Roads Improvement	2031	\$3,839,138	\$670,800	\$0	\$0	\$0	\$0	\$4,509,938
Gravel Roads Improvement	2032	\$4,509,938	\$720,800	\$0	\$0	\$0	\$0	\$5,230,738
Gravel Roads Improvement	2033	\$5,230,738	\$770,800	\$0	\$0	\$0	\$0	\$6,001,538

Schedule E - Discretionary Reserves - Projected Balances from 2024 to 2033

Reserve	Year	Opening Balance	Budget	Est. 2023 Surplus	Capital Withdrawals	Operating Contrib	Operating Withdrawals	Ending Balance
			Contributions	Contributions				
Aggregate Levy	2024	\$14,178	\$0	\$0	\$528,000	\$528,000	\$0	\$14,178
Aggregate Levy	2025	\$14,178	\$0	\$0	\$507,168	\$528,000	\$0	\$35,010
Aggregate Levy	2026	\$35,010	\$0	\$0	\$519,264	\$528,000	\$0	\$43,746
Aggregate Levy	2027	\$43,746	\$0	\$0	\$528,000	\$528,000	\$0	\$43,746
Aggregate Levy	2028	\$43,746	\$0	\$0	\$520,128	\$528,000	\$0	\$51,618
Aggregate Levy	2029	\$51,618	\$0	\$0	\$531,360	\$528,000	\$0	\$48,258
Aggregate Levy	2030	\$48,258	\$0	\$0	\$528,000	\$528,000	\$0	\$48,258
Aggregate Levy	2031	\$48,258	\$0	\$0	\$529,144	\$528,000	\$0	\$47,114
Aggregate Levy	2032	\$47,114	\$0	\$0	\$455,300	\$528,000	\$0	\$119,814
Aggregate Levy	2033	\$119,814	\$0	\$0	\$493,245	\$528,000	\$0	\$154,569
Broadband Strategy Implementation	2024	\$7,192	\$0	\$0	\$0	\$0	\$0	\$7,192
Broadband Strategy Implementation	2025	\$7,192	\$0	\$0	\$0	\$0	\$0	\$7,192
Broadband Strategy Implementation	2026	\$7,192	\$0	\$0	\$0	\$0	\$0	\$7,192
Broadband Strategy Implementation	2027	\$7,192	\$0	\$0	\$0	\$0	\$0	\$7,192
Broadband Strategy Implementation	2028	\$7,192	\$0	\$0	\$0	\$0	\$0	\$7,192
Broadband Strategy Implementation	2029	\$7,192	\$0	\$0	\$0	\$0	\$0	\$7,192
Broadband Strategy Implementation	2030	\$7,192	\$0	\$0	\$0	\$0	\$0	\$7,192
Broadband Strategy Implementation	2031	\$7,192	\$0	\$0	\$0	\$0	\$0	\$7,192
Broadband Strategy Implementation	2032	\$7,192	\$0	\$0	\$0	\$0	\$0	\$7,192
Broadband Strategy Implementation	2033	\$7,192	\$0	\$0	\$0	\$0	\$0	\$7,192
Asset Management	2024	\$3,260,295	\$949,075	\$0	\$929,120	\$0	\$10,000	\$3,270,250
Asset Management	2025	\$3,270,250	\$1,155,700	\$0	\$2,472,714	\$0	\$0	\$1,953,236
Asset Management	2026	\$1,953,236	\$1,258,700	\$0	\$1,278,638	\$0	\$0	\$1,933,298
Asset Management	2027	\$1,933,298	\$1,290,700	\$0	\$1,476,251	\$0	\$0	\$1,747,747
Asset Management	2028	\$1,747,747	\$963,044	\$0	\$2,833,390	\$0	\$0	-\$122,599
Asset Management	2029	-\$122,599	\$1,245,450	\$0	\$1,177,591	\$0	\$0	-\$54,740
Asset Management	2030	-\$54,740	\$1,265,700	\$0	\$1,918,596	\$0	\$0	-\$707,636
Asset Management	2031	-\$707,636	\$1,290,700	\$0	\$428,844	\$0	\$0	\$154,220
Asset Management	2032	\$154,220	\$1,275,700	\$0	\$1,046,871	\$0	\$0	\$383,049
Asset Management	2033	\$383,049	\$1,295,700	\$0	\$34,305	\$0	\$0	\$1,644,444
Administrative Studies	2024	\$0	\$50,000	\$0	\$107,625	\$200,000	\$0	\$142,375
Administrative Studies	2025	\$142,375	\$50,000	\$0	\$155,000	\$0	\$0	\$37,375
Administrative Studies	2026	\$37,375	\$50,000	\$0	\$62,000	\$0	\$0	\$25,375
Administrative Studies	2027	\$25,375	\$50,000	\$0	\$20,000	\$0	\$0	\$55,375
Administrative Studies	2028	\$55,375	\$50,000	\$0	\$95,000	\$0	\$0	\$10,375
Administrative Studies	2029	\$10,375	\$50,000	\$0	\$65,250	\$0	\$0	-\$4,875
Administrative Studies	2030	-\$4,875	\$50,000	\$0	\$30,000	\$0	\$0	\$15,125
Administrative Studies	2031	\$15,125	\$50,000	\$0	\$20,000	\$0	\$0	\$45,125
Administrative Studies	2032	\$45,125	\$50,000	\$0	\$20,000	\$0	\$0	\$75,125
Administrative Studies	2033	\$75,125	\$50,000	\$0	\$15,000	\$0	\$0	\$110,125
Heritage Financial Incentive Program	2024	\$10,600	\$0	\$0	\$0	\$0	\$10,600	\$0
Heritage Financial Incentive Program	2025	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Heritage Financial Incentive Program	2026	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Heritage Financial Incentive Program	2027	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Heritage Financial Incentive Program	2028	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Schedule E - Discretionary Reserves - Projected Balances from 2024 to 2033

Reserve	Year	Opening Balance	Budget	Est. 2023 Surplus		Operating Contrib	Operating Withdrawals	Ending Balance
			Contributions	Contributions	Capital Withdrawals			
Heritage Financial Incentive Program	2029	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Heritage Financial Incentive Program	2030	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Heritage Financial Incentive Program	2031	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Heritage Financial Incentive Program	2032	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Heritage Financial Incentive Program	2033	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Outstanding Deposits	2024	\$466,283	\$0	\$0	\$0	\$0	\$0	\$466,283
Outstanding Deposits	2025	\$466,283	\$0	\$0	\$0	\$0	\$0	\$466,283
Outstanding Deposits	2026	\$466,283	\$0	\$0	\$0	\$0	\$0	\$466,283
Outstanding Deposits	2027	\$466,283	\$0	\$0	\$0	\$0	\$0	\$466,283
Outstanding Deposits	2028	\$466,283	\$0	\$0	\$0	\$0	\$0	\$466,283
Outstanding Deposits	2029	\$466,283	\$0	\$0	\$0	\$0	\$0	\$466,283
Outstanding Deposits	2030	\$466,283	\$0	\$0	\$0	\$0	\$0	\$466,283
Outstanding Deposits	2031	\$466,283	\$0	\$0	\$0	\$0	\$0	\$466,283
Outstanding Deposits	2032	\$466,283	\$0	\$0	\$0	\$0	\$0	\$466,283
Outstanding Deposits	2033	\$466,283	\$0	\$0	\$0	\$0	\$0	\$466,283

Schedule F - Restricted Reserves - Projected Balances from 2024 to 2033

Reserve	Year	Opening Balance	Capital Withdrawals	Contributions	Ending Balance
Admin. Studies	2024	\$140,341	\$25,650	\$6,317	\$121,008
Fire Services	2024	\$1,231,241	\$12,500	\$26,457	\$1,245,198
Fire Services	2025	\$1,245,198	\$0	\$26,457	\$1,271,655
Fire Services	2026	\$1,271,655	\$0	\$26,457	\$1,298,112
Fire Services	2027	\$1,298,112	\$0	\$26,457	\$1,324,570
Fire Services	2028	\$1,324,570	\$0	\$26,457	\$1,351,027
Fire Services	2029	\$1,351,027	\$0	\$26,457	\$1,377,484
Fire Services	2030	\$1,377,484	\$0	\$26,457	\$1,403,941
Fire Services	2031	\$1,403,941	\$0	\$26,457	\$1,430,398
Fire Services	2032	\$1,430,398	\$0	\$26,457	\$1,456,856
Fire Services	2033	\$1,456,856	\$0	\$26,457	\$1,483,313
Parks and Recreation Services	2024	\$14,544	\$0	\$12,813	\$27,357
Parks and Recreation Services	2025	\$27,357	\$0	\$12,813	\$40,170
Parks and Recreation Services	2026	\$40,170	\$0	\$12,813	\$52,984
Parks and Recreation Services	2027	\$52,984	\$0	\$12,813	\$65,797
Parks and Recreation Services	2028	\$65,797	\$0	\$12,813	\$78,611
Parks and Recreation Services	2029	\$78,611	\$0	\$12,813	\$91,424
Parks and Recreation Services	2030	\$91,424	\$0	\$12,813	\$104,237
Parks and Recreation Services	2031	\$104,237	\$0	\$12,813	\$117,051
Parks and Recreation Services	2032	\$117,051	\$0	\$12,813	\$129,864
Parks and Recreation Services	2033	\$129,864	\$0	\$12,813	\$142,678
Roads and Related Services	2024	\$1,387,584	\$320,552	\$54,412	\$1,121,444
Roads and Related Services	2025	\$1,121,444	\$230,384	\$54,412	\$945,473
Roads and Related Services	2026	\$945,473	\$345,848	\$54,412	\$654,037
Roads and Related Services	2027	\$654,037	\$359,448	\$54,412	\$349,001
Roads and Related Services	2028	\$349,001	\$325,040	\$54,412	\$78,373
Roads and Related Services	2029	\$78,373	\$310,760	\$54,412	-\$177,975
Roads and Related Services	2030	-\$177,975	\$379,440	\$54,412	-\$503,002
Roads and Related Services	2031	-\$503,002	\$36,856	\$54,412	-\$485,446
Roads and Related Services	2032	-\$485,446	\$0	\$54,412	-\$431,034

Schedule F - Restricted Reserves - Projected Balances from 2024 to 2033

Reserve	Year	Opening Balance	Capital Withdrawals	Contributions	Ending Balance
Roads and Related Services	2033	-\$431,034	\$0	\$54,412	-\$376,622
Cash in Lieu of Parkland	2024	\$1,034,466	\$339,500	\$40,500	\$735,466
Cash in Lieu of Parkland	2025	\$735,466	\$460,000	\$40,500	\$315,966
Cash in Lieu of Parkland	2026	\$315,966	\$20,134	\$40,500	\$336,332
Cash in Lieu of Parkland	2027	\$336,332	\$5,000	\$40,500	\$371,832
Cash in Lieu of Parkland	2028	\$371,832	\$162,807	\$40,500	\$249,525
Cash in Lieu of Parkland	2029	\$249,525	\$63,000	\$40,500	\$227,025
Cash in Lieu of Parkland	2030	\$227,025	\$0	\$40,500	\$267,525
Cash in Lieu of Parkland	2031	\$267,525	\$5,000	\$40,500	\$303,025
Cash in Lieu of Parkland	2032	\$303,025	\$0	\$40,500	\$343,525
Cash in Lieu of Parkland	2033	\$343,525	\$23,910	\$40,500	\$360,115
Canada Community-Building Fund	2024	\$131,267	\$250,000	\$249,760	\$131,027
Canada Community-Building Fund	2025	\$131,027	\$245,906	\$260,167	\$145,288
Canada Community-Building Fund	2026	\$145,288	\$260,000	\$260,167	\$145,455
Canada Community-Building Fund	2027	\$145,455	\$271,000	\$270,574	\$145,029
Canada Community-Building Fund	2028	\$145,029	\$271,000	\$270,574	\$144,603
Canada Community-Building Fund	2029	\$144,603	\$271,000	\$270,574	\$144,177
Canada Community-Building Fund	2030	\$144,177	\$261,792	\$270,574	\$152,959
Canada Community-Building Fund	2031	\$152,959	\$244,906	\$270,574	\$178,627
Canada Community-Building Fund	2032	\$178,627	\$211,000	\$270,574	\$238,201
Canada Community-Building Fund	2033	\$238,201	\$91,812	\$270,574	\$416,963
Perpetual Maintenance	2024	\$59,188	\$0	\$0	\$59,188
Perpetual Maintenance	2025	\$59,188	\$0	\$0	\$59,188
Perpetual Maintenance	2026	\$59,188	\$0	\$0	\$59,188
Perpetual Maintenance	2027	\$59,188	\$0	\$0	\$59,188
Perpetual Maintenance	2028	\$59,188	\$0	\$0	\$59,188
Perpetual Maintenance	2029	\$59,188	\$0	\$0	\$59,188
Perpetual Maintenance	2030	\$59,188	\$0	\$0	\$59,188
Perpetual Maintenance	2031	\$59,188	\$0	\$0	\$59,188
Perpetual Maintenance	2032	\$59,188	\$0	\$0	\$59,188

Schedule F - Restricted Reserves - Projected Balances from 2024 to 2033

Reserve	Year	Opening Balance	Capital Withdrawals	Contributions	Ending Balance
Perpetual Maintenance	2033	\$59,188	\$0	\$0	\$59,188

Schedule G - Discretionary and Restricted Reserves - Projected Balances from 2024 to 2033

	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Discretionary Reserves										
Bldg Reserve	\$902,763	\$892,971	\$892,971	\$874,959	\$780,634	\$743,884	\$740,764	\$740,764	\$717,752	\$714,752
Capital Cfwd.	-\$2	-\$2	-\$2	-\$2	-\$2	-\$2	-\$2	-\$2	-\$2	-\$2
Corporate Information Technology	\$139,592	\$113,212	\$108,692	\$115,776	\$113,796	\$62,305	\$41,953	\$46,973	\$54,057	\$52,077
Election	\$27,500	\$27,500	\$27,500	\$27,500	\$27,500	\$27,500	\$27,500	\$27,500	\$27,500	\$27,500
Corp. Insur. Conting.	\$108,858	\$108,858	\$108,858	\$108,858	\$108,858	\$108,858	\$108,858	\$108,858	\$108,858	\$108,858
Corp. Legal Conting.	\$257,163	\$257,163	\$257,163	\$257,163	\$257,163	\$257,163	\$257,163	\$257,163	\$257,163	\$257,163
Operat. Cfwd.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Public Works Winter Maint.	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Gravel Roads Improvement	\$864,338	\$1,235,138	\$1,655,938	\$2,126,738	\$2,647,538	\$3,218,338	\$3,839,138	\$4,509,938	\$5,230,738	\$6,001,538
Aggregate Levy	\$14,178	\$35,010	\$43,746	\$43,746	\$51,618	\$48,258	\$48,258	\$47,114	\$119,814	\$154,569
Broadband Strategy Implementation	\$7,192	\$7,192	\$7,192	\$7,192	\$7,192	\$7,192	\$7,192	\$7,192	\$7,192	\$7,192
Asset Management	\$3,270,250	\$1,953,236	\$1,933,298	\$1,747,747	-\$122,599	-\$54,740	-\$707,636	\$154,220	\$383,049	\$1,644,444
Administrative Studies	\$142,375	\$37,375	\$25,375	\$55,375	\$10,375	-\$4,875	\$15,125	\$45,125	\$75,125	\$110,125
Heritage Financial Incentive Program	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Outstanding Deposits	\$466,283	\$466,283	\$466,283	\$466,283	\$466,283	\$466,283	\$466,283	\$466,283	\$466,283	\$466,283
Total Discretionary Reserves	\$6,225,492	\$5,158,938	\$5,552,016	\$5,856,337	\$4,373,358	\$4,905,166	\$4,869,598	\$6,436,130	\$7,472,531	\$9,569,501
Restricted Reserves										
Admin. Studies	\$121,008	\$127,326	\$133,643	\$139,960	\$146,277	\$152,594	\$158,911	\$165,229	\$171,546	\$177,863
Fire Services	\$1,245,198	\$1,271,655	\$1,298,112	\$1,324,570	\$1,351,027	\$1,377,484	\$1,403,941	\$1,430,398	\$1,456,856	\$1,483,313
Parks and Recreation Services	\$27,357	\$40,170	\$52,984	\$65,797	\$78,611	\$91,424	\$104,237	\$117,051	\$129,864	\$142,678
Roads and Related Services	\$1,121,444	\$945,473	\$654,037	\$349,001	\$78,373	-\$177,975	-\$503,002	-\$485,446	-\$431,034	-\$376,622
Total Development Charges	\$2,515,008	\$2,384,624	\$2,138,776	\$1,879,328	\$1,654,288	\$1,443,528	\$1,164,088	\$1,227,232	\$1,327,232	\$1,427,232
Cash in Lieu of Parkland	\$735,466	\$315,966	\$336,332	\$371,832	\$249,525	\$227,025	\$267,525	\$303,025	\$343,525	\$360,115
Canada Community-Building Fund	\$131,027	\$145,288	\$145,455	\$145,029	\$144,603	\$144,177	\$152,959	\$178,627	\$238,201	\$416,963
Perpetual Maintenance	\$59,188	\$59,188	\$59,188	\$59,188	\$59,188	\$59,188	\$59,188	\$59,188	\$59,188	\$59,188
Total Restricted Reserves	\$3,440,689	\$2,905,066	\$2,679,751	\$2,455,377	\$2,107,603	\$1,873,917	\$1,643,759	\$1,768,071	\$1,968,145	\$2,263,497



REPORT FIN-2024-005

TO: Mayor and Members of Council

PREPARED BY: Mary Hasan, Director of Finance/Treasurer

PRESENTED BY: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: February 7, 2024

SUBJECT: Ontario Regulation 284/09 – 2024 Budget
File: F05 BUD

RECOMMENDATION

That Report FIN-2024-005 entitled Ontario Regulation 284/09 – 2024 Budget be received; and

That Council adopts Report FIN-2024-005 which meets the requirements of Ontario Regulation 284/09 and outlines the preparation of the 2024 Operating and Capital Budgets to a Public Sector Accounting Board compliant format.

Purpose

Ontario Regulation 284/09 requires municipalities that have excluded expenses in their budgets to prepare a report about those excluded expenses and adopt the report by Council Resolution before approving the Township's budget.

There are no direct financial implications associated with this report. The intent is to describe the conversion of the cash based operating and capital budgets to a Public Sector Accounting Board (PSAB) budget compliant format.

Background

In 2009, accounting standards and financial reporting requirements changed significantly, with the most notable change being that of the requirement to report on tangible capital assets (TCA). However, these new accounting standards do not require budgets to be prepared on the same basis.

The Township, like many municipalities, continues to prepare budgets on the traditional cash basis. These budgets do not include the PSAB requirements of accrual accounting and accounting for non-financial assets such as TCA.

Ontario Regulation 284/09

Allowable excluded expenses as per Ontario Regulation 284/09 can be all or a portion of the following:

- a) Amortization expenses
- b) Post-employment benefit expenses
- c) Solid waste landfill closure and post-closure expenses

The Township excludes amortization expense from its cash based budget. Post-employment benefit expenses (ie. premiums paid for retirees who qualify) are included in the operating budget, therefore no adjustment is required. The Township does not have any landfill expenses and as such, they are not applicable.

The regulation requires the report to contain at a minimum:

- a) An estimate of the change in the accumulated surplus (revenues less expenditures) of the municipality to the end of the year resulting from the exclusion of expenses.
- b) An analysis of the estimated impact of the exclusion of expenses on future TCA funding requirements.

In addition to these excluded expenses, the cash based budgets prepared by the Township include certain types of transactions that need to be excluded for PSAB reporting purposes. These are not covered in Ontario Regulation 284/09.

- a) Debenture principal repayments (ie. Carroll Pond debenture which was fully repaid in 2018)
- b) Transfers to discretionary reserves
- c) Contributions from discretionary reserves
- d) Funds from debenture issuances (no new debentures issued for the Township in the 2024 budget)
- e) Fixed Asset/TCA expenditures

Comments

Table 1 below outlines the changes made to convert the balanced 2024 budget prepared under the cash basis of accounting to increase the Township's accumulated surplus in the amount of \$1,019,578. It is important to note that the accumulated surplus is not cash available to the

Township. The most significant portion of the accumulated surplus is investments in TCA and balances in the Township's discretionary reserves.

Table 1	
2024 Budget – Cash Based	
2024 Operating Budget Tax Levy	\$4,024,046
2024 Operating Budget Revenues	\$2,876,345
2024 Operating Budget Net Contributions to Discretionary Reserves	-\$64,957
2024 Operating Budget Expenditures	-\$6,835,434
Surplus/(Deficit)	\$0
2024 Capital Budget Funded	\$4,426,132
2024 Capital Budget Expenditures	-\$4,426,132
Surplus/(Deficit)	\$0
Add Expenditures Excluded from Cash Based Budget	
Amortization Expense – 2022 Audited Financial Statements – Note A	-\$1,572,050
Exclusion Impact on Accumulated Surplus/ (Deficit)	-\$1,572,050
Remove Non PSAB Items from 2024 Cash Based Budget	
Debenture Principal Repayments	\$0
Transfers to Discretionary Reserves (Capital Budget)	\$1,534,875
Transfers to Discretionary Reserves (Operating Budget)	\$63,750
Contribution from Discretionary Reserves (Capital Budget)	-\$1,679,461
Contribution from Discretionary Reserves (Operating Budget)	-\$198,793
Funds from Debenture Issuances	\$0
Budgeted TCA Acquisitions – Note B	<u>\$2,871,257</u>
Total Non PSAB Items Removed from Cash Based Budget	\$2,591,628
Total Impact on 2024 Accumulated Surplus/(Deficit)	\$1,019,578

Note A - Amortization expense of \$1,572,050 has an impact on the 2024 accumulated surplus amount. The amortization expense reduces the surplus amount and also reduces the net book value of the TCA reported on the audited statement of financial position.

Note B – 2024 budgeted TCA purchases of \$2,871,257 is higher than the amortization expense of \$1,572,050. The Township's Asset Management (AM) Program and Capital Budget and Forecast enables the Township to plan effectively for the replacement of current infrastructure. The 2024 Capital Budget and Forecast was prepared taking into consideration the 2019 AM Plan and new and updated information regarding asset conditions and replacement cost estimates (ie. 2023 Ontario Structure Inspection Manual Report (Bridges and Culverts) and 2023 Roads

Management Plan). Report FIN-2024-004 provides information on the estimated balances in the AM Discretionary Reserve from 2023 to 2033.

The Township’s projected accumulated surplus at the end of 2024 is as follows:

December 31, 2022 Audited Accumulated Surplus	\$29,043,088
Projected Impact of 2023 Budget as per Report FIN-2023-005 presented to Council at the February 8, 2023 Council Meeting	\$1,443,876
Projected Impact of 2024 Budget	\$1,019,578
2024 Estimated Ending Accumulated Surplus	\$31,506,542

Financial Implications

There are no direct financial implications associated with this report. The intent is to describe the conversion of the cash based operating and capital budgets to a PSAB budget compliant format.

Applicable Legislation and Requirements

Ontario Regulation 284/09 of the Municipal Act, 2001

Engagement Opportunities

The Township has incorporated a number of engagement opportunities associated with the 2024 budget process as outlined in Report FIN-2024-006.

Attachments

None

Respectfully submitted:

Mary Hasan
Director of Finance/Treasurer



REPORT FIN-2024-006

TO: Mayor and Members of Council

PREPARED BY: Mary Hasan, Director of Finance/Treasurer

PRESENTED BY: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: February 7, 2024

SUBJECT: 2024 Budget - Final
File No. F05 BUD

RECOMMENDATIONS

That Report FIN-2024-006 entitled 2024 Budget – Final be received; and

That Council give 3 readings to By-law No. 2024-005 being a by-law to adopt the Budget for the Corporation of the Township of Puslinch for the year 2024.

Purpose

The purpose of this report is to:

- 1.) Report on the results of the Public Information Meeting (PIM) held on January 17, 2024 as it relates to the 2024 Proposed Budget; and
- 2.) Provide Council with the results of the community engagement survey issued through the Township’s Online Engagement Platform, [EngagePuslinch.ca](https://engagepuslinch.ca); and
- 3.) Seek approval from Council to enact the 2024 Budget By-law.

Background

Council and the Public have received the following reports and presentations to date as part of budget deliberations:

Report	Council Meeting
FIN-2023-025 – 2024 Proposed User Fees and Charges	August 16, 2023 Council Meeting
FIN-2023-026 - 2024 Proposed Cost of Living Adjustment	September 6, 2023 Council Meeting

ADM-2023-046 – Budget Process and Service Level Review	September 6, 2023 Council Meeting
2024 Proposed User Fees and Charges Public Information Meeting (PIM) Presentation and Draft By-law	September 27, 2023 PIM
FIN-2023-030 – 2024 User Fees and Charges By-law	October 18, 2023 Council Meeting
FIN-2023-031 – 2024 Proposed Capital Budget	October 25, 2023 Council Meeting
FIN-2023-032 – 2024 User Fees and Charges By-law	November 29, 2023 Council Meeting
FIN-2023-033 – 2024 Grant Application Program	December 13, 2023 Council Meeting
FIN-2023-034 – 2024 Municipal Insurance	December 13, 2023 Council Meeting
FIN-2023-036 – 2024 Proposed Operating Budget	December 13, 2023 Council Meeting
FIN-2024-002 - 2024 Capital and Operating Budget Update	January 10, 2024 Council Meeting
2024 Proposed Budget PIM Presentation and Draft By-law	January 17, 2024 PIM
FIN-2024-003 – 2023 Completed Capital Projects	February 7, 2024 Council Meeting
FIN-2024-004 – Balances in Discretionary and Restricted Reserves	February 7, 2024 Council Meeting
FIN-2024-005 – Ontario Regulation 284/09 – 2024 Budget	February 7, 2024 Council Meeting
FIN-2024-006 - 2024 Budget - Final	February 7, 2024 Council Meeting

Public Information Meeting

A PIM was held on January 17, 2024 at 7:00 pm to obtain public input on the 2024 Proposed Budget and Draft By-law.

Public comments received at the PIM were responded to at the PIM. Following the PIM, Township staff are in the process of finalizing correspondence for comments from one member of the Public. At the time of writing this Report, based on the comments received from the Public to date, Township staff do not recommend updates to the 2024 Proposed Budget and Draft By-law that was presented at the January 17, 2024 PIM. The minutes of the PIM are included in the February 7, 2024 agenda package. Township staff will provide Council with an update should there be any further questions received prior to the Council Meeting scheduled on February 7, 2024.

Community Engagement Survey – Engage Puslinch

Attached as Schedule A to Report FIN-2024-006 are the results of the community engagement survey issued through the Township's Online Engagement Platform, [EngagePuslinch.ca](https://engagepuslinch.ca) for Council's information. The survey was open from December 22, 2023 to January 31, 2024 at 12:00 p.m. There were a total of 29 (35 – 2023) completed surveys and 104 (139 – 2023) visits to [EngagePuslinch.ca](https://engagepuslinch.ca) as part of 2024 budget engagement.

Financial Implications

As part of the Budget PIM held on January 17, 2024, the following table was presented to the Public to summarize the proposed Capital and Operating Budget.

Description	2023 Approved Budget	2024 Proposed Budget	\$ Change from 2023
Total Capital Tax Levy	\$1,311,000	\$1,334,875	\$23,875
Total Operating Tax Levy	\$3,687,530	\$4,024,046	\$336,516
Total Municipal Tax Levy	\$4,998,530	\$5,358,921	\$360,391

The following tables outlines the 2024 budget compared to the 2023 budget:

Description	2023 Budget	2024 Budget	Notes
Operating Budget			
Operating Expenditures	\$6,033,604	\$6,835,434	Note A, Note D
Operating Revenues	-\$2,206,748	-\$2,876,345	Note B, Note D
Net Reserve Transfers	-\$139,326	\$64,957	Note C, Note D
Total Operating Tax Levy	\$3,687,530	\$4,024,046	Note D
Capital Budget by Funding Source			
Capital Tax Levy	\$1,311,000	\$1,334,875	
Canada Community-Building Fund (CCBF)	\$259,200	\$250,000	
Discretionary Reserves	\$2,018,213	\$1,679,461	Note E
Restricted Reserves	\$505,903	\$698,202	Note F
Other (grants)	\$610,477	\$463,594	Note G
Total Capital Budget	\$4,704,792	\$4,426,132	
Total Tax Levy	4,998,530	\$5,358,921	

Note A – A portion of the operating expenditures increase are offset by reserve withdrawals and increases in revenues/recoveries.

Note B – The operating revenues are noted as a negative which represents a reduction in the total operating tax levy requirement.

Note C - The \$139,326 in 2023 represents a net budgeted withdrawal from reserves. The \$64,957 in 2024 represents a net budgeted contribution to reserves. These amounts are informed based on the balances in each discretionary reserve taking into account contributions and withdrawals as outlined in Report FIN-2024-004 included in the February 7, 2024 Council agenda package.

Note D – The detailed changes in operating expenditures, operating revenues, net reserve transfers, and the operating tax levy were previously reported in the 2024 Proposed Budget

PIM Presentation at the January 17, 2024 PIM, in Report FIN-2023-036 at the December 13, 2023 Council Meeting, and within the questions received from Council seeking additional information and the corresponding responses provided by staff regarding the December 13, 2023 Council agenda.

Note E – The decrease in the discretionary reserve funding source in the 2024 Capital Budget relates to a lower utilization of the Asset Management (AM) Discretionary Reserve in 2024 compared to 2023 for asset replacement/rehabilitation projects.

Note F – The increase in the restricted reserve funding source in the 2024 Capital Budget relates to a higher utilization of the Cash in Lieu of Parkland Restricted Reserve in 2024 compared to 2023 for eligible parks and recreation projects.

Note G – The decrease in the grants funding source in the 2024 Capital Budget relates to the one-time Ontario Trillium Foundation funding that the Township budgeted in 2023 for the Playground area at Boreham Park.

The discretionary reserve contributions in the 2024 budget compared to the 2023 budget are outlined below:

Discretionary Reserve	2023 Budget	2024 Budget	Notes
Insurance Contingency	\$25,000	\$0	The decrease is in accordance with Council direction at the December 13, 2023 Operating Budget Meeting.
Legal Contingency	\$0	\$25,000	Given the number of significant legal matters, it is recommended that an amount of \$25K be contributed to this discretionary reserve.
Elections	\$13,750	\$13,750	
Winter Maintenance	\$0	\$25,000	
Asset Management	\$955,792	\$949,075	
Administrative Studies	\$0	\$250,000	Council at its meeting held on October 25, 2023 established an Administrative Studies Discretionary Reserve to fund one-time studies due to the implications of Bill 23. \$200K of this contribution relates to the 2017 to 2023 gravel pit appeals reassessment (the recoveries are currently being budgeted in supplemental taxation in the 2024 operating budget). An additional \$50K contribution is also recommended in accordance with Council’s direction at the October 25, 2023 Council Meeting.
Corporate Information Technology	\$10,000	\$15,000	
Gravel Roads	\$270,800	\$320,800	This increase is in line with Council direction at the

Improvement			September 6, 2023 Council Meeting.
Total	\$1,767,342	\$1,598,625	These amounts are informed based on the balances in each discretionary reserve taking into account contributions and withdrawals as outlined in Report FIN-2024-004 included in the February 7, 2024 Council agenda package.

Municipal Property Assessment Corporation (MPAC) 2024 Returned Assessment Roll

Based on the 2024 MPAC returned assessment roll and the current tax levy impact as reported in this Report, approximately each additional \$53,500 of taxes levied results in a 1% tax rate increase for the Township portion of taxes on the Median/Typical Single Family Home.

Similar to previous practice, the 2024 returned assessment roll obtained from MPAC in mid-December is compared to the 2023 returned assessment roll to determine the assessment change for the median/typical properties in the Township. The Township verifies the median/typical property assessment changes to the Ontario Property Tax Analysis tool that was made available to Township staff on December 14, 2023. The assessment change is incorporated in the calculation of the tax rate impact for the median/typical properties as further outlined in the tables below in this Report.

The education tax rates are based on correspondence received from the Ministry of Finance dated January 19, 2024 and remain unchanged from what was previously presented at the Budget PIM on January 17, 2024. The County of Wellington (County) adopted its 2024 budget on January 25, 2024. The County tax rates remain unchanged from what was previously presented at the Budget PIM on January 17, 2024. Both the Township and County tax rates are also subject to change based on the County Tax Policy which will be adopted by County Council in approximately April of 2024.

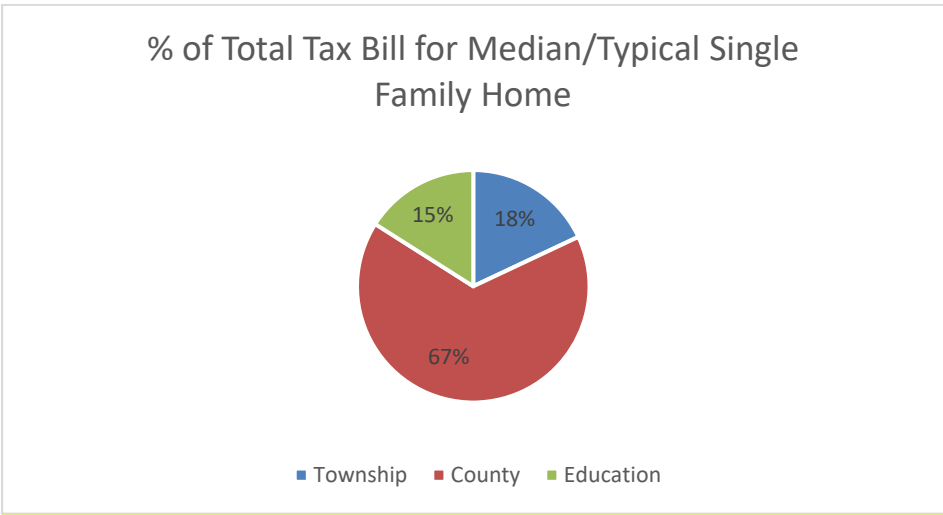
The 2024 returned assessment roll continues to be based on January 1, 2016 assessed values due to the Province’s continued postponement of the 2021 assessment update as a result of the COVID-19 pandemic. Property assessments for the 2024 property tax year will continue to be based on January 1, 2016 assessed values. As a result of the reassessment cycle being postponed again until 2025, the 2021 assessment values are deemed for 2024. There is however new assessment growth as outlined below.

The Township’s 2024 new weighted assessment growth is approximately 2.99% or \$81.3M (ie. new construction and renovations). If there had not been any new assessment growth in the Township, the proposed 2024 budget would have resulted in a Township tax increase of 7.21% and \$81 and a blended tax increase of 4.38% and \$268 on the median/typical single family home.

Median/Typical Single Family Home

The following table shows that the proposed 2024 budget results in a Township tax increase of 4.10% and \$46 and a blended tax increase of 3.81% and \$233 on the median/typical single family home (2023 Assessment - \$615,000; 2024 Assessment - \$615,000).

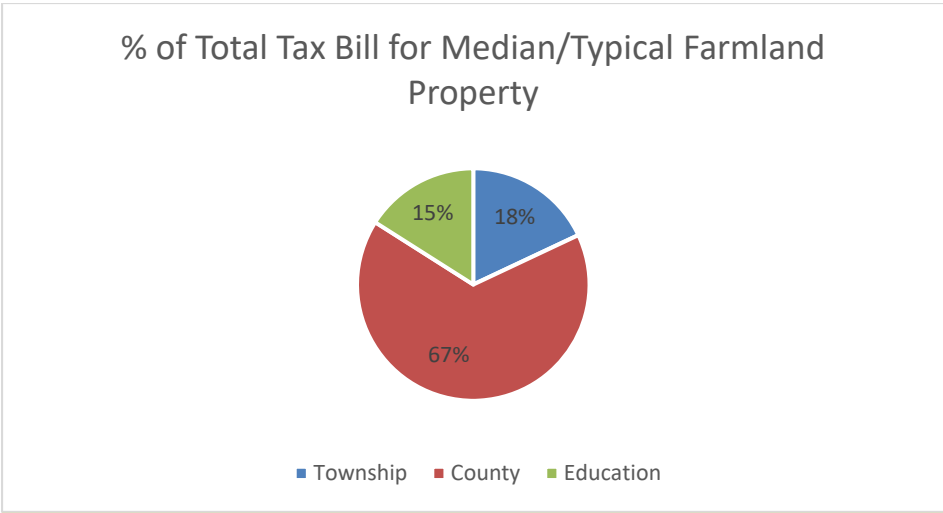
Description	% of Total Tax Bill	2023	2024	\$ Change from 2023	% Change from 2023
Median Assessment		\$615,000	\$615,000	\$0	0.00%
Yearly Township Taxes	18%	\$1,130	\$1,176	\$46	4.10%
Yearly County Taxes	67%	\$4,052	\$4,239	\$187	4.61%
Yearly Education Taxes	15%	\$941	\$941	\$0	0.00%
Yearly Blended Taxes	100%	\$6,123	\$6,357	\$233	3.81%
Yearly Township Taxes per \$100K Assessment		\$184	\$191	\$8	4.10%
Yearly Blended Taxes per \$100K Assessment		\$996	\$1,034	\$38	3.81%



Median/Typical Farmland Property

The following table shows that the proposed 2024 budget results in a Township tax increase of 4.10% and \$12 and a blended tax increase of 3.81% and \$62 on the median/typical farmland property (2023 Assessment - \$648,600; 2024 Assessment - \$648,600).

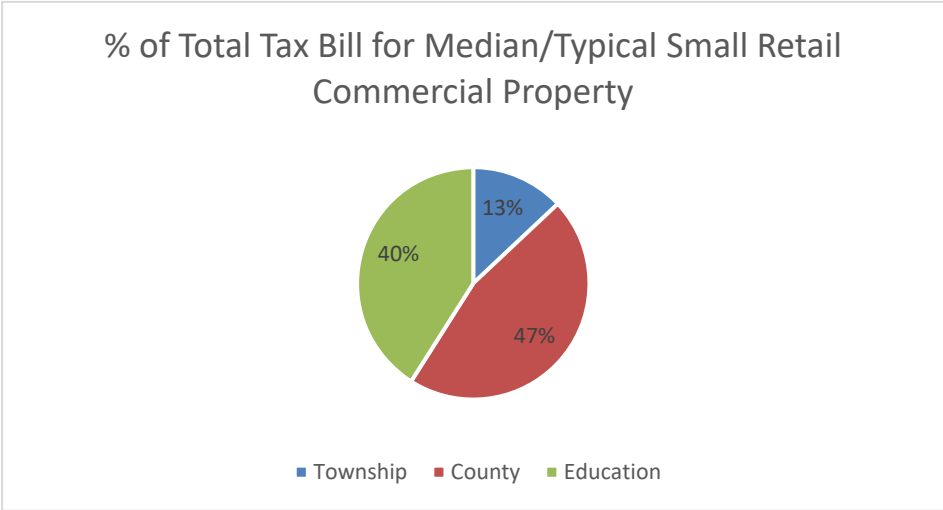
Description	% of Total Tax Bill	2023	2024	\$ Change from 2023	% Change from 2023
Median Assessment		\$648,600	\$648,600	\$0	0%
Yearly Township Taxes	18%	\$298	\$310	\$12	4.10%
Yearly County Taxes	67%	\$1,068	\$1,118	\$49	4.61%
Yearly Education Taxes	15%	\$248	\$248	\$0.00	0.00%
Yearly Blended Taxes	100%	\$1,614	\$1,676	\$62	3.81%
Yearly Township Taxes per \$100K Assessment		\$46	\$48	\$2	4.10%
Yearly Blended Taxes per \$100K Assessment		\$249	\$258	\$9	3.81%



Median/Typical Small Retail Commercial Property

The following table shows that the proposed 2024 budget results in a Township tax increase of 4.10% and \$59 and a blended tax increase of 2.65% and \$296 on the median/typical small retail commercial property (2023 Assessment - \$523,000; 2024 Assessment - \$523,000).

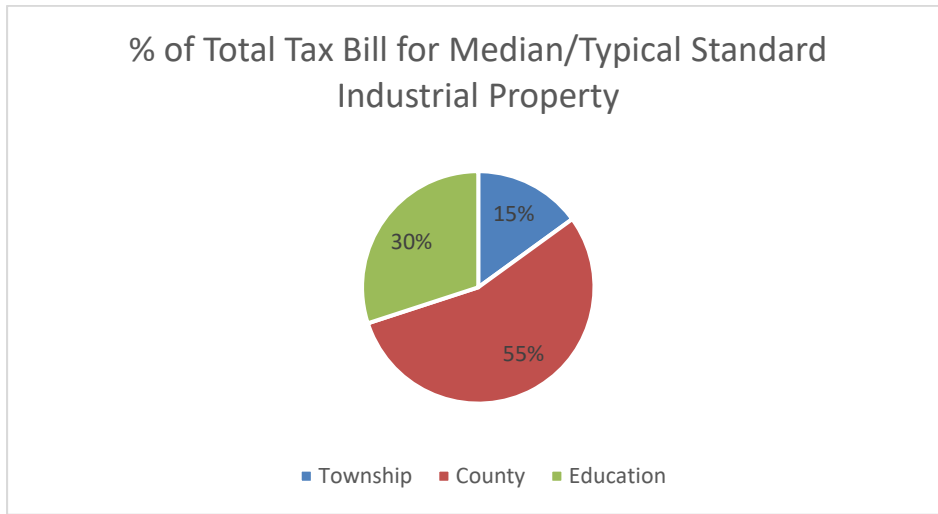
Description	% of Total Tax Bill	2023	2024	\$ Change from 2023	% Change from 2023
Median Assessment		\$523,000	\$523,000	\$0	0%
Yearly Township Taxes	13%	\$1,433	\$1,491	\$59	4.10%
Yearly County Taxes	47%	\$5,138	\$5,375	\$237	4.61%
Yearly Education Taxes	40%	\$4,602	\$4,602	\$0.00	0.00%
Yearly Blended Taxes	100%	\$11,173	\$11,469	\$296	2.65%
Yearly Township Taxes per \$100K Assessment		\$274	\$285	\$11	4.10%
Yearly Blended Taxes per \$100K Assessment		\$2,136	\$2,193	\$57	2.65%



Median/Typical Standard Industrial Property

The following table shows that the proposed 2024 budget results in a Township tax increase of 4.10% and \$241 and a blended tax increase of 3.14% and \$1,213 on the median/typical standard industrial property (2023 Assessment - \$1,332,000; 2024 Assessment - \$1,332,000).

Description	% of Total Tax Bill	2023	2024	\$ Change from 2023	% Change from 2023
Median Assessment		\$1,332,000	\$1,332,000	\$0	0%
Yearly Township Taxes	15%	\$5,873	\$6,114	\$241	4.10%
Yearly County Taxes	55%	\$21,065	\$22,037	\$972	4.61%
Yearly Education Taxes	30%	\$11,722	\$11,722	\$0	0.00%
Yearly Blended Taxes	100%	\$38,660	\$39,872	\$1,213	3.14%
Yearly Township Taxes per \$100K Assessment		\$441	\$459	\$18	4.10%
Yearly Blended Taxes per \$100K Assessment		\$2,902	\$2,993	\$91	3.14%



Applicable Legislation and Requirements

Municipal Act, 2001

Engagement Opportunities

The Township has incorporated a number of engagement opportunities associated with the 2024 budget process as outlined below:

- Advisory Committee Budget Input

- Social Media Posts and/or Advertisements at Facebook.ca/TownshipofPuslinch and Twitter.com/TwpPuslinchON
- Township Website Banner and Budget Page at puslinch.ca/government/budget/
- Community Engagement Survey at EngagePuslinch.ca open from December 22, 2023 to January 31, 2024 at 12:00 p.m.
- Puslinch Today Advertisement
- Wellington Advertiser Advertisement
- Public Information Meeting on January 17, 2024 at 7:00 p.m.
- Media releases related to EngagePuslinch.ca survey and final budget highlights.
- Community Newsletter regarding final budget highlights which will be sent with the final tax bill in August 2024.

Attachments

Schedule A - Engage Puslinch Community Engagement Survey Results

Respectfully submitted:

Mary Hasan
Director of Finance/Treasurer

2024 Proposed Budget

SURVEY RESPONSE REPORT

22 December 2023 - 31 January 2024

PROJECT NAME:

2024 Proposed Budget



SURVEY QUESTIONS

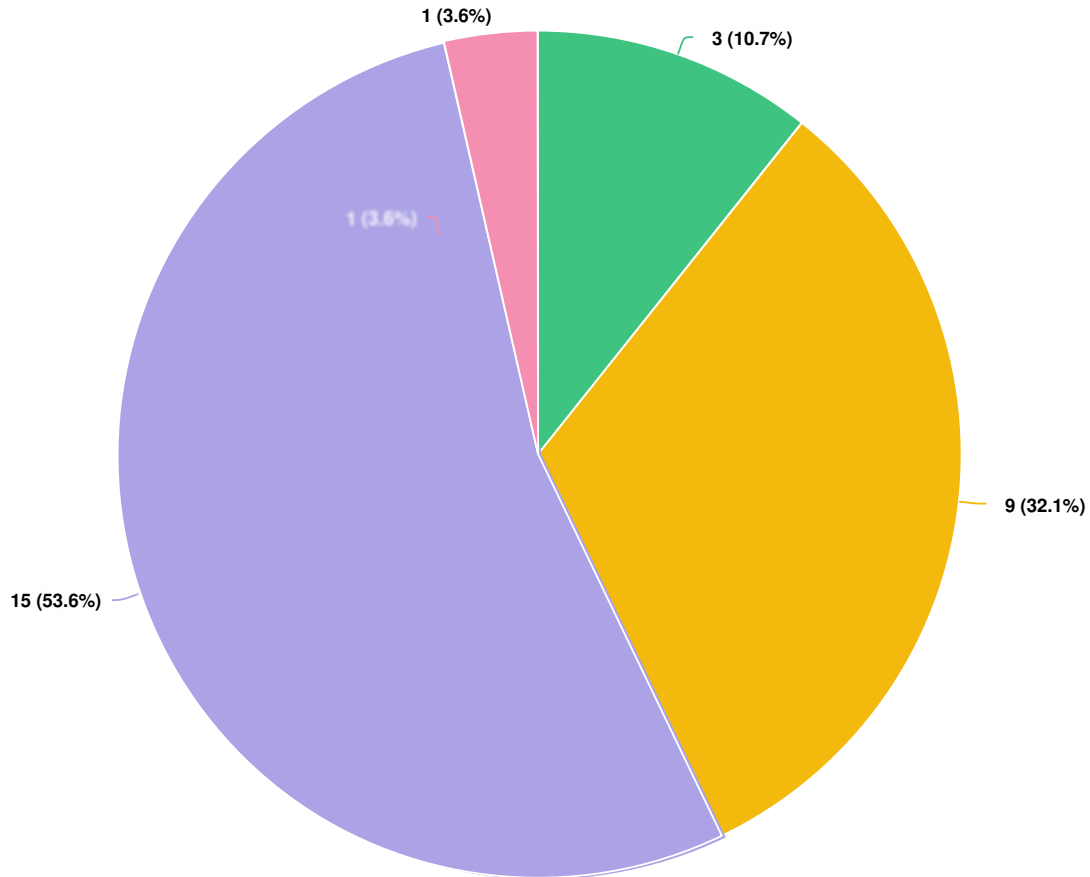
Q1 Which of these action items do you see as the highest overall priorities that you would like Council to consider for the Township? Rank in order with 1 being the highest.

OPTIONS	AVG. RANK
Economic Development	3.67
More Paved Roads	4.27
Increased Service Levels - Public Works	4.35
Increased Service Levels - Fire	4.59
Innovations and Partnerships	4.68
Growth	4.71
Access to Recreation Programming	4.86
Increased Service Levels - Planning	6.30
Additional Recreation Facilities	6.60
Increased Service Levels - Building	6.83

Optional question (27 response(s), 2 skipped)

Question type: Ranking Question

Q2 Local governments must balance the cost of delivering services with taxation, and the cost of providing services continue to rise as a result of inflation and other factors. Adding or enhancing services such as expanded recreation amenities further adds to costs. Which of the following options would you most prefer for the Township to implement in order to balance increasing costs.



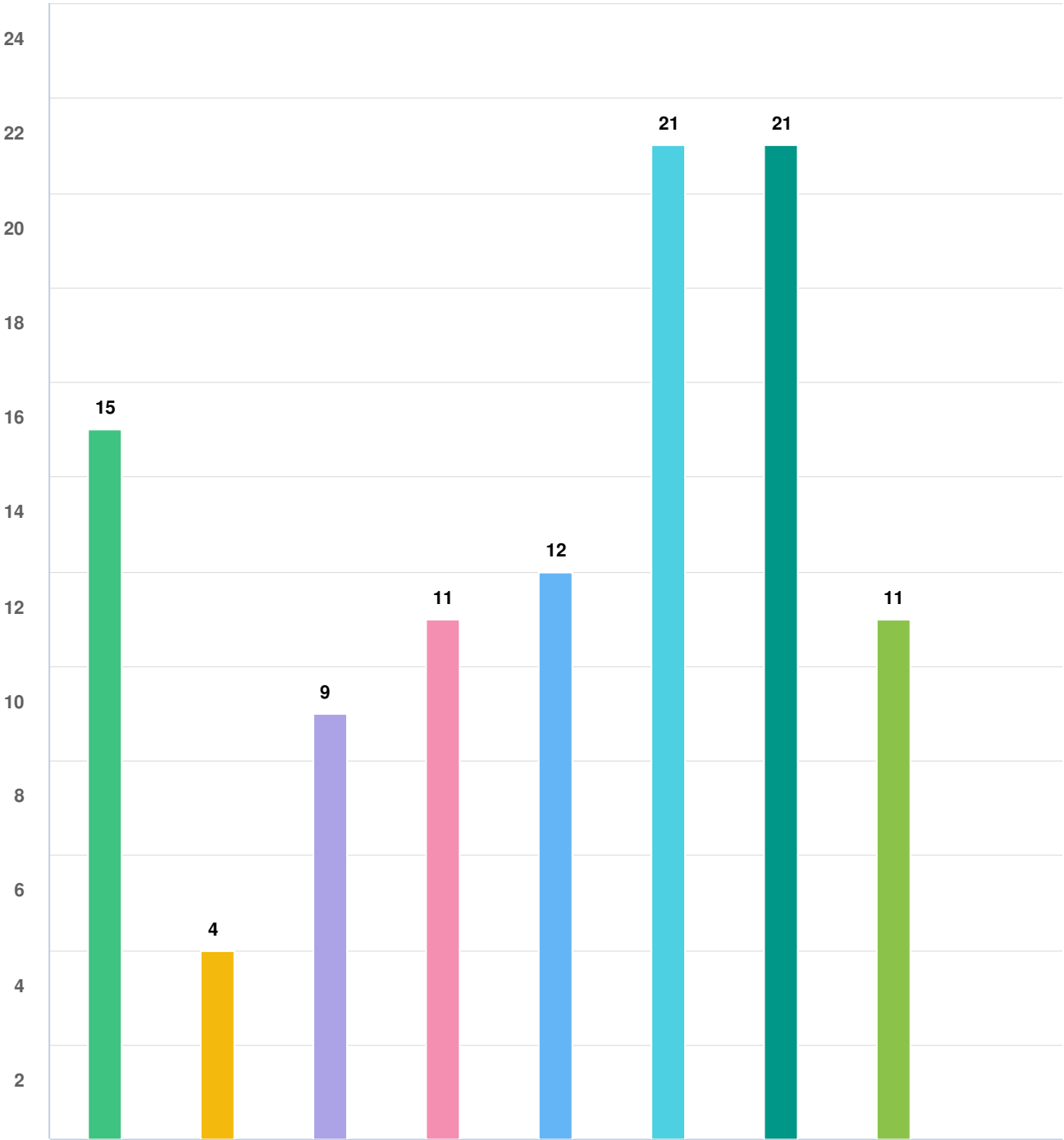
Question options

- Increase taxes a little above the rate of inflation to provide for enhanced service levels such as expanded recreation amenities, without the need to cut services elsewhere to offset.
- Increase taxes by the rate of inflation; if services are enhanced in one area, these should be offset by a reduction to services elsewhere.
- Reduce existing service levels to have a tax increase below the rate of inflation.
- Don't know

Question Options	Responses
Increase taxes a little above the rate of inflation to provide for enhanced service levels such as expanded recreation amenities, without the need to cut services elsewhere to offset.	3
Increase taxes by the rate of inflation; if services are enhanced in one area, these should be offset by the reduction to services elsewhere.	9
Reduce existing service levels to have a tax increase below the rate of inflation.	15
Don't know.	1

Optional question (28 response(s), 1 skipped)
Question type: Radio Button Question

Q3 The Township strives to balance excellent service delivery while maintaining affordable tax rates. Which of the following Township services are most important to you? (select up to 5)



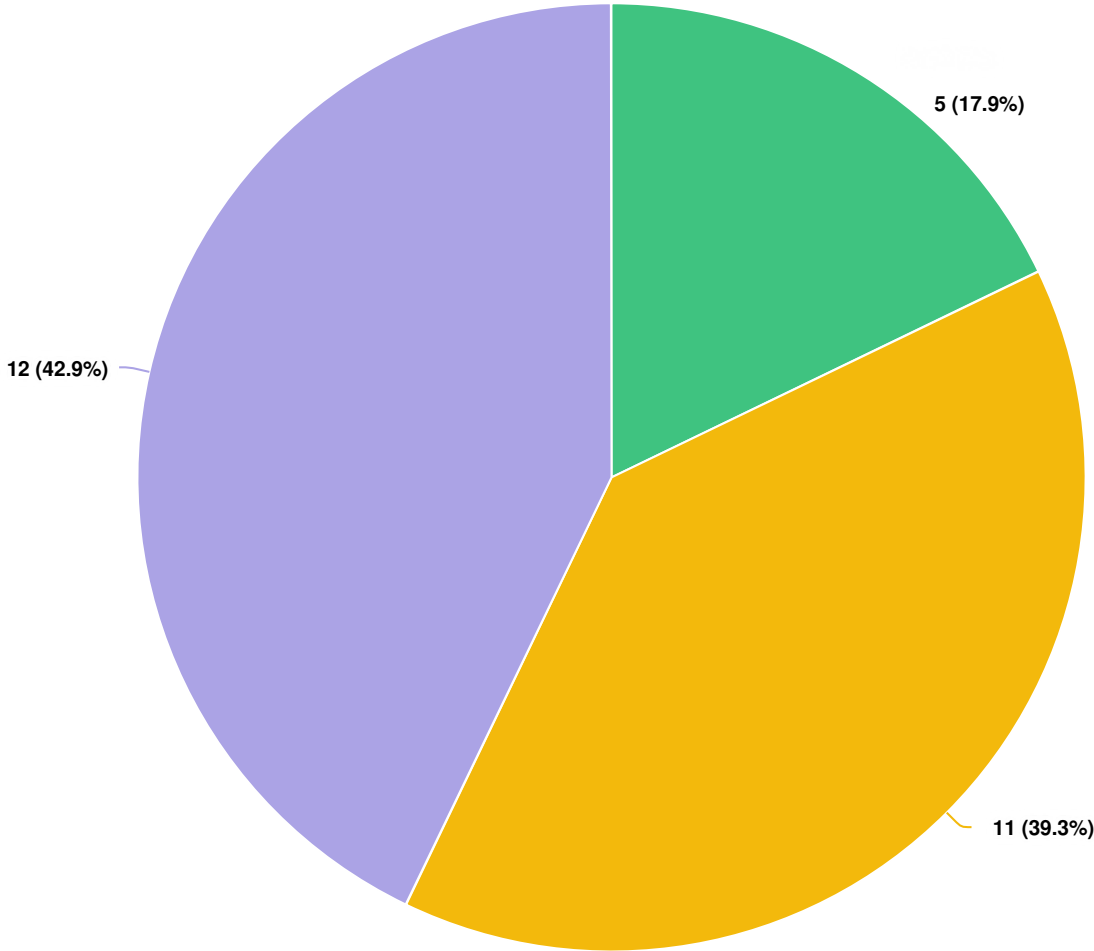
Question options

- Community Centres and Recreation Facilities
- Customer Service
- By-law Enforcement
- Parks
- Planning & Development
- Roads (including Winter Maintenance)
- Fire Services
- Trails
- Animal Licensing and Control (Dog Tags, Dogs at Large, etc.)

Optional question (28 response(s), 1 skipped)
Question type: Checkbox Question

Question Options	Responses
Animal Licensing and Control (Dog Tags, Dogs at Large, etc.)	0
Community Centres and Recreation Facilities	15
Customer Service	4
By-law Enforcement	9
Fire Services	21
Parks	11
Planning & Development	12
Roads (including Winter Maintenance)	21
Trails	11

Q4 Do you feel that you understand how your tax dollars are used within the Township budget?



Question options

- Do not understand
- Somewhat understand
- Good understanding

Question Options	Responses
Do not understand	5
Somewhat understand	11
Good understanding	12

Optional question (28 response(s), 1 skipped)
Question type: Radio Button Question

Q5 | Do you have any comments or feedback that you would like Council to consider on the proposed 2024 Budget?

Anonymous

12/22/2023 10:23 PM

Level of service needs to be more clearly defined. Is it frequency or quality? For example, gravel roads could be graded every week, but if the job is done by someone without the right skills or training, it only makes the problem worse and costs taxpayers more money in the end. Seeing expenses for things like pins, a GoPro camera, and the like are disheartening. In a time of high inflation when nearly everyone is cutting back, why are we directing funds to things like this? Pins are a novelty item, easily lost and bring little value to the community. Good pictures and video can be taken with any cell phone. These expenses may seem trivial, but every dollar counts and decisions like these do not build confidence in the way administrative overhead is being managed. Perhaps some focus should be put on finding efficiencies within the management system/structure and office administration. Better systems, more agile processes, less waste.

Anonymous

12/23/2023 02:22 AM

I don't understand why so much has/is going to the county and do not see the township getting very much in return. I strongly feel no new people should be added to the payroll at ALL after all we are a small township.

Anonymous

12/23/2023 09:21 AM

Council provides zero interaction with voters - do not listen

Anonymous

12/27/2023 12:52 PM

We need to protect our natural resources and support the Indigenous people in our community by addressing the calls to action- it is our duty as settlers who are profiting off of this stolen land.

Anonymous

1/06/2024 11:27 AM

I think the idea of adding tax dollars by adding industrial land and businesses to reduce the tax burden on residents. It would be nice to know what is the % of people working versus retired. Reason why is people retired have to deal more with balancing their budget and not increasing their debt. So when we say to people you getting a tax height we get a better feel for who it impacts.

Anonymous

1/07/2024 05:09 PM

Are there any plans to spend part of the \$750,000 in the Township's Cash In Lieu of Parkland Reserve fund in 2024

2024 Proposed Budget : Survey Report for 22 December 2023 to 31 January 2024

Anonymous

1/08/2024 09:21 AM

Why is baseball paying less for lights than soccer will be? Aren't lights lights regardless of location? Make the fees the same for both programs. Why is township focused on expanding the sale of lands for businesses to build massive plants and warehouses that eat up our natural landscape. Say no to the Danby/Estill deal! He underpaid for the property and this build will negatively impact our residents, wildlife and natural habitats on all surrounding properties.

Anonymous

1/09/2024 05:39 PM

The cost of the Cambridge fire service agreement be paid from Capital Expenditures and not taxed to individual properties as the agreement has been altered several times from the original vote for coverage area

Anonymous

1/09/2024 11:26 PM

Costs need to be held at the rate of inflation or lower. As a retired person, I don't have the ability to bring in extra income. I am trying to do the same with less. Everytime I turn around some level of government just keeps on taking. I'm sorry but if you bring on new spending you need to find savings somewhere else within the budget.

Anonymous

1/16/2024 05:56 PM

4% cost of living change is too high. Have a problem with community centre rentals don't hire a person to manage just raise the fee to cover potential damage and the parties involved will leave a clean undamaged facility or loose their deposit .Stop adding full time employees--do more with less

Anonymous

1/19/2024 09:38 AM

There are far too many employees for a municipality of our size.

Anonymous

1/19/2024 08:11 PM

This survey was actually very hard to complete on a phone and not very user friendly. I feel that between the county and township taxes I am not getting value for my taxation dollars. I understand that most of my taxes go to the county but I don't feel the county contributes enough back to the Puslinch area considering how much we provide in taxes.

Anonymous

1/26/2024 07:00 AM

Efforts should be made not to spend as if the township is "rich" when economic ways can be found. Proper unbiased above board tender process is and absolute necessity. asking age in next question is not appropriate , therefore I have not given a truthful answer.

Anonymous

1/26/2024 05:09 PM

Puslinch is unique as a rural community, however there seems to be an influx in the number of gravel pits and trucking depots that is

taking away from that reality.. I understand the need for development and how that applies to the tax base but at what cost. Property values are impacted as well as life styles, serene neighborhoods become a thruway for gravel and transport trucks, that impacts residents ability to enjoy the rural lifestyle they've chosen. Is there not a route to manageable taxation and services without so much reliance on industrial development..

Anonymous

1/26/2024 11:43 PM

Lower our taxes!!!!!!

Anonymous

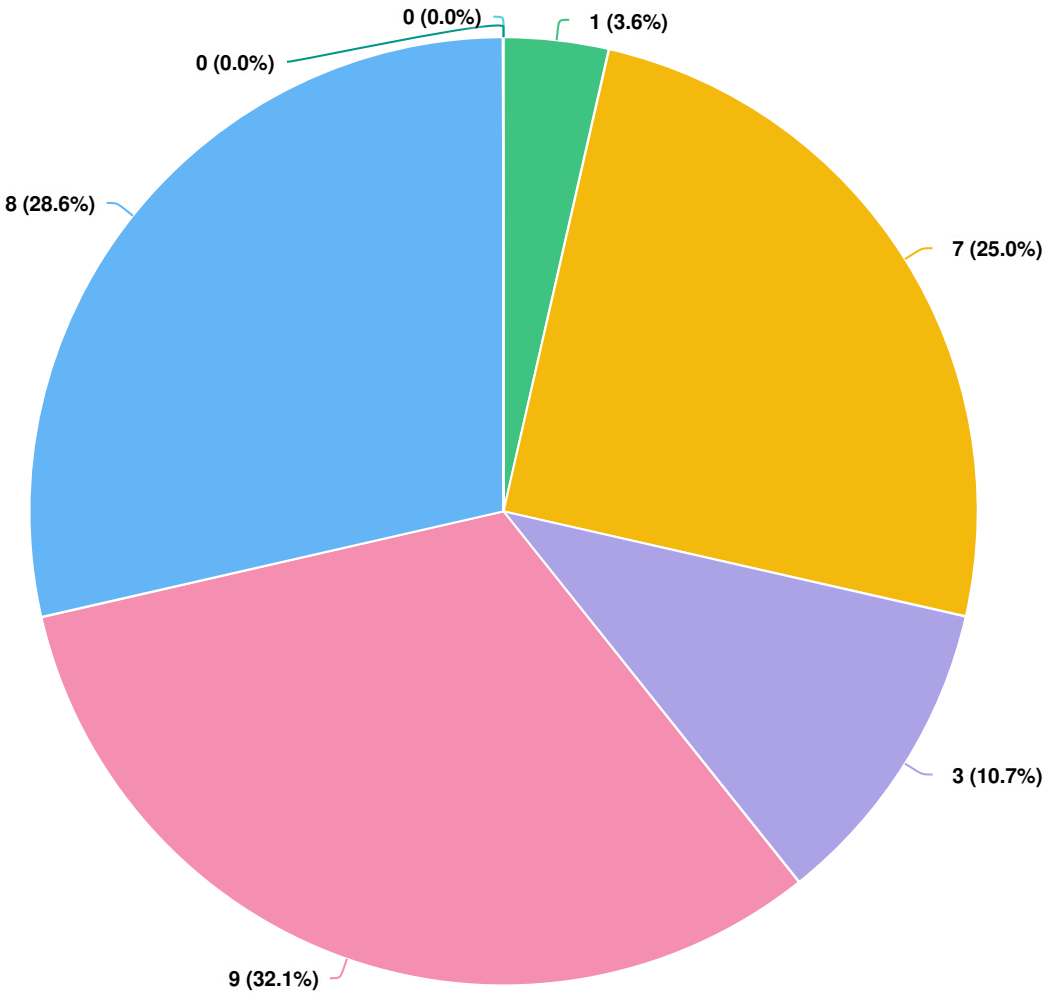
1/29/2024 02:20 PM

Dead trees along roadways that fall during wind storms needs to be addressed.

Optional question (16 response(s), 13 skipped)

Question type: Essay Question

Q6 What is your age?



Question options

- Under 18
- 35-44
- 45-54
- 55-64
- 65+
- 18-24
- 25-34

Question Options	Responses
Under 18	1
18-24	0
25-34	0
35-44	7
45-54	3
55-64	9
65+	8

Optional question (28 response(s), 1 skipped)
Question type: Radio Button Question



REPORT ADM-2024-003

TO: Mayor and Members of Council

PREPARED BY: Laura Emery, Communications and Committee Coordinator

PRESENTED BY: Laura Emery, Communications and Committee Coordinator

MEETING DATE: February 7, 2024

SUBJECT: 2024 Youth Advisory Committee Goals and Objectives

RECOMMENDATION

That Report ADM-2024-003 entitled 2024 Youth Advisory Committee Goals and Objectives be received for information; and,

That Council approve the goals and objectives as outlined in this report for the 2024 year.

Purpose

The purpose of this report is to seek Council's approval of the 2024 Youth Advisory Committee's Goals and Objectives.

Background

Each year of the Youth Advisory Committee's sets its goals and objectives for Council's approval and endorsement. The Committee's Goals and Objectives are reviewed at each meeting. The purpose of the Goals and Objectives is to provide a structured timeline for the completion of the Youth Advisory Committee's initiatives.

Comments

At the December 4, 2023 Youth Advisory Committee staff recommended that the Committee focus their 2024 Goals and Objectives on participating in and supporting existing local events. The Committee discussed events they want to participate in during 2024 and the following was resolved:

Resolution No. 2023-077:

Moved by Aaron Dochstader and
Seconded by Katey Whaling

That report YOU-2023-024 entitled Committee Goals and Objectives & Working on our Projects be received; and,

That the Youth Advisory Committee endorse the following Goals/Objectives to be considered by Council for 2024:

Goals and Objectives Proposal	Sub-Committee Leader(s)
Safe Communities Bike Rodeo	Ayla Panylo
Optimist Canada Day	Katey Whaling
Aberfoyle Agricultural Society Fall Fair	Talia Wineberg
Local Government Week	Kenzo Szatori, Aaron Dochstader
Year End Economic Development Event	TBD

CARRIED.

Following Council’s approval of the Youth Advisory Committee’s 2024 Goals and Objectives the sub-committee’s will be established and begin reaching out to the applicable community organizations with respect to participating in their event.

Financial Implications

None

Applicable Legislation and Requirements

None

Engagement Opportunities

None

Attachments

None

Respectfully submitted,

Reviewed by:

**Laura Emery,
Communications & Committee
Coordinator**

**Justine Brotherston,
Interim Municipal Clerk**



REPORT ADM-2024-004

TO: Mayor and Members of Council

PREPARED BY: Laura Emery, Communications and Committee Coordinator

PRESENTED BY: Laura Emery, Communications and Committee Coordinator

MEETING DATE: February 7, 2024

SUBJECT: Progress Report 2022-2026 Heritage Advisory Committee Goals and Objectives

RECOMMENDATION

That Report ADM-2024-004 entitled Progress Report 2022-2026 Heritage Advisory Committee Goals and Objectives be received for information.

Purpose

The purpose of this report is to provide Council with an update on the status of Heritage Advisory Committee's goals and objectives, endorsed by Council in June 2023.

Background

At the beginning of each term of Council, the Township's Advisory Committee's develop a list of Goals and Objectives for Council's approval and endorsement. The Committee's Goals and Objectives are reviewed at each meeting and additional Goals and Objective's may be added throughout the term through either Council's referral or the Committee completing a Goals/Objectives Proposal for Council's approval and endorsement. The purpose of the Goals and Objectives is to provide a structured timeline for the completion of the Heritage Advisory Committee's initiatives.

Comments

Council approved the Heritage Advisory Committee's Goals and Objectives at the June 14, 2023 Council Meeting. Below is an update for each of the approved goals/objectives.

Regular Reporting to Council:

A report was brought to the June 14, 2023 Council Meeting for Council's approval and endorsement of the Heritage Advisory Committee's 2022-2026 Goals and Objectives.

The Annual Progress Report of the Heritage Advisory Committee's 2022-2026 Goals and Objectives is brought to the February 7, 2024 Council Meeting.

Heritage Register and Bill 23:

A notice of intention to designate for the seventeen (17) 2023 priority properties was sent to each property owner as well as to the Ontario Heritage Trust on December 14, 2023. Any person may send a notice of objection to a proposed designation before 4:00 p.m. on February 9, 2024.

Staff have prepared draft statements of cultural heritage value or interest for the nineteen (19) 2024 priority properties based on the information available in the Township records. These statements are now being reviewed by the Heritage Advisory Committee prior to be send to the Township's peer reviewed.

Doors of Puslinch:

This goal and objective has been completed.

Doors of Puslinch posters arrived at the Township office and staff will began advertising and selling posters as of January in accordance with the goal/objective proposal approved by Council. The posters cost \$20 each.

Engagement Opportunities:

The Engagement Opportunities Sub-Committee met with staff on December 20, 2023 and engagement opportunities discussed include:

1. Land Acknowledgement Work
2. Showcasing the 2023 cohort of designated properties
3. Doors of Puslinch promotion

Financial Implications

None

Applicable Legislation and Requirements

None

Engagement Opportunities

None

Attachments

Schedule A – 2022-2026 Heritage Advisory Committee Goals and Objectives

Schedule A

2022-2026 Goals and Objectives

Goal/Objective	Sub-Committee	Budget	Person(s) Responsible	2022-2026 Status/Timeline Update
Regular Reporting To Council	N	N	Committee Coordinator to draft reports on behalf of the Committee regarding their Goals and Objectives	Spring Report – Spring 2024 Annual progress update of approved Goals/Objectives – February 7, 2024 Council Meeting
Doors of Puslinch Poster	Y	Y	Sub-Committee to implement Doors of Puslinch Poster program	Completed
Heritage Register and Bill 23	N	Y	Committee Coordinator and Sub-committees	2023 Properties: A notice of intention to designate was out on December 14, 2023 and a notice of objection to a proposed designation must be submitted before 4:00 p.m. on February 9, 2024. 2024 Properties: Staff have prepared draft statements of cultural heritage value or interest. Next steps are for Heritage Advisory Committee Sub-committees to review each statement.

Engagement Opportunities	Y	N	Sub-Committee to look for opportunities to increase awareness of heritage initiatives and education	Sub-committee met on December 20, 2023.
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Respectfully submitted,

Reviewed by:

**Laura Emery,
Communications & Committee
Coordinator**

**Justine Brotherston,
Interim Municipal Clerk**



REPORT ADM-2024-005

TO: Mayor and Members of Council

PREPARED BY: Laura Emery, Communications and Committee Coordinator

PRESENTED BY: Laura Emery, Communications and Committee Coordinator

MEETING DATE: February 7, 2024

SUBJECT: Progress Report 2022-2026 Recreation Advisory Committee Goals and Objectives

RECOMMENDATION

That Report ADM-2024-005 entitled Progress Report 2022-2026 Recreation Advisory Committee Goals and Objectives be received for information.

Purpose

The purpose of this report is to provide Council with an update regarding the Recreation Advisory Committee's 2022-2026 Goals and Objectives.

Background

At the beginning of each term of Council, the Township's Advisory Committees develop a list of Goals and Objectives for Council's approval and endorsement. The Committee's Goals and Objectives are reviewed at each Committee meeting and additional Goals and Objective's may be added throughout the term through either Council's referral or the Committee completing a Goals/Objectives Proposal for Council's approval and endorsement. The purpose of the Goals and Objectives is to provide a structured timeline for the completion of the Recreation Advisory Committee's initiatives.

Comments

Council approved the Recreation Advisory Committee's Goals and Objectives at the October 18, 2023 Council Meeting. Below is an update for each of the approved goals/objectives.

Regular Reporting to Council

A report was brought to the October 18, 2023 Council Meeting for Council's approval and endorsement of the Recreation Advisory Committee's 2022-2026 Goals and Objectives.

The Annual Progress Report of the Recreation Advisory Committee's 2022-2026 Goals and Objectives is brought to the February 7, 2024.

Engagement Opportunities

On November 3, 2023, the Engagement Opportunities Sub-committee met regarding Council's referral to promote the Seniors Active Living Centre Program Expansion Grant to appropriate community groups. The sub-committee is working on developing a survey to support the promotion of the grant and is discussing the best ways to advertise the survey. The sub-committee is considering expanding the survey to include all age groups to assist in developing promotion of the Township's facilities to organizations to provide programming at Township facilities. This survey is expected to go live in the spring of 2024.

Recreation Facility Promotion

Staff will assist in scheduling a meeting for this sub-committee once Council direction has been received in regards to the service levels of facilities.

Community Liaison Sub-committee

At the October 18, 2023 Council meeting, Council clarified the role of the Liaison Sub-Committee. This sub-committee's goal is to act as a liaison to assist community groups in fundraising for Township initiatives such as the digital sign replacement and parks revitalization projects. The next steps for this sub-committee are tied to the adoption of the Donation Policy to be considered by Council at a future meeting. The goal of this sub-committee may change as further direction is received with respect to Committee Goals/Objectives.

Open Gym Time on PA Days

An update on this goal and objective is in report ADM-2024-009.

Financial Implications

Possible loss of rental revenue during approved free drop-in times, but the loss is considered marginal and typically, renters provide alternative times for their rentals if an allotted time is not available. Staff are also scheduled to work at the facility during the free drop-in times proposed in this Report resulting in limited incremental staffing costs.

Applicable Legislation and Requirements

None

Engagement Opportunities

None

Attachments

Schedule A – 2022-2026 Recreation Advisory Committee Goals and Objectives

Schedule A

2022-2026 Goals and Objections

Goal/Objective	Sub-Committee	Budget	Person(s) Responsible	2022-2026 Status/Timeline Update
Regular Reporting to Council	N	N	Secretary of the Committee	Spring Report – Spring 2024 Annual progress update of approved Goals/Objectives – January 10, 2024 Council Meeting
Recreation Facilities Promotion	Y	Y	Sub-Committee	Sub-Committee has been established to identify and assist in execution of promotion of Township Recreation Facilities.
Engagement Opportunities	Y	N	Sub-Committee	Sub-committee has been established to execute engagement opportunities for recreation and Township recreation facilities.
Community Liaison	Y	Y	Sub-committee	Sub-committee has been established to plan the following fundraising projects: <ul style="list-style-type: none"> - Fundraising Opportunities for the Parks Revitalization Projects - Fundraising opportunities for Puslinch Community Centre Electronic Sign Replacement - Development of Goals and Objectives for

				Wayne Stokley Trail Bench
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Respectfully submitted,

Reviewed by:

Laura Emery,
Communications and Committee
Coordinator

Justine Brotherston,
Interim Municipal Clerk



REPORT ADM-2024-006

TO: Mayor and Members of Council

PREPARED BY: Sarah Huether, Interim Deputy Clerk

PRESENTED BY: Sarah Huether, Interim Deputy Clerk

MEETING DATE: February 7, 2024

SUBJECT: 2023 Annual Water Report – Drinking Water System Number 260021034

RECOMMENDATION

That Report ADM-2024-006 regarding the 2023 Annual Water Report – Drinking Water System Number 260021034 be received; and

That the 2023 Annual Water Report be submitted to the Ministry and the applicable agencies as outlined in Report ADM-2024-007.

Background

The Township completes, in accordance with Ontario Regulation 170/03, an annual report for Drinking Water System Number 260021034. A copy of 2023 Annual Report is attached as Schedule A.

Notification and Posting

The Annual Drinking Water System Report is submitted to:

Ministry of Environment & Climate Change
Ontario Government Building
1 Stone Road West, 4th Floor
Guelph ON, N1G 4Y2
Fax: 519-826-4286
Email: caterina.luberti@ontario.ca

Ministry of Environment & Climate Change
Suite 200
6733 Mississauga Road

Mississauga ON, L5N 6J5

Email: tina.patel@ontario.ca
colleen.watts@ontario.ca

Wellington Dufferin Guelph Public Health
160 Chancellors Way
Guelph ON, N1G 0E1
Fax: 519-836-7215
phi.intake@wdgpublichealth.ca

Whistle Stop Co-operative Pre-School Inc.
Attention: Sandra Gunson
23 Brock Road South
Puslinch ON, NOB 2J0
whistlestopteacher@gmail.com

The Annual Drinking Water System Report is posted on the:

- Township's website
- Township Office Bulletin Board
- Puslinch Community Centre Bulletin Board and Black Binder
- Library Bulletin Board

Financial Implications

None

Applicable Legislation and Requirements

Ontario Regulation 170/03 – Ontario Water Resources Act

Engagement Opportunities

None

Attachments

Schedule "A" 2023 Drinking Water System Number 260021034 Annual Report

Respectfully submitted,

Sarah Huether
Interim Deputy Clerk

Reviewed by:

Justine Brotherston
Interim Municipal Clerk



OPTIONAL ANNUAL REPORT TEMPLATE

Drinking-Water System Number:	260021034
Drinking-Water System Name:	Puslinch Community Centre
Drinking-Water System Owner:	Township of Puslinch
Drinking-Water System Category:	SMNR – Small Municipal Non-Residential
Period being reported:	January 1, 2023 to December 31, 2023

<p><u>Complete if your Category is Large Municipal Residential or Small Municipal Residential</u></p> <p>Does your Drinking-Water System serve more than 10,000 people? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Is your annual report available to the public at no charge on a web site on the Internet? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	<p><u>Complete for all other Categories.</u></p> <p>Number of Designated Facilities served: <div style="border: 1px solid black; display: inline-block; padding: 2px 10px;">1</div></p> <p>Did you provide a copy of your annual report to all Designated Facilities you serve? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Number of Interested Authorities you report to: <div style="border: 1px solid black; display: inline-block; padding: 2px 10px;">3</div></p> <p>(Puslinch Community Centre, Library and Whistlestop Preschool)</p> <p>Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
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Note: For the following tables below, additional rows or columns may be added or an appendix may be attached to the report

List all Drinking-Water Systems (if any), which receive all of their drinking water from your system:

Drinking Water System Name	Drinking Water System Number
Puslinch Community Centre, Whistlestop Preschool, Library, Concession Booth	260021034



Ontario Drinking-Water Systems Regulation O. Reg. 170/03

Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all of its drinking water?

Yes [X] No []

Indicate how you notified system users that your annual report is available, and is free of charge.

- Public access/notice via the web
- Public access/notice via Government Office
- Public access/notice via a newspaper
- Public access/notice via Public Request
- Public access/notice via a Public Library
- Public access/notice via other method

Describe your Drinking-Water System

There is a UV System in the Puslinch Branch Wellington County Public Library. There is a Softener and UV System in Puslinch Community Centre that serves the Whistlestop Preschool and The Ontario Early Years Pre-School Group.

List all water treatment chemicals used over this reporting period

N/A

Were any significant expenses incurred to? N/A

- Install required equipment
- Repair required equipment
- Replace required equipment

Please provide a brief description and a breakdown of monetary expenses incurred

Provide details on the notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
n/a					



Microbiological testing done under the Schedule 10, 11 or 12 of Regulation 170/03, during this reporting period.

	Number of Samples	Range of E.Coli Or Fecal Results (min #)-(max #)	Range of Total Coliform Results (min #)-(max #)	Number of HPC Samples	Range of HPC Results (min #)-(max #)
Raw	12	0	0-2	10	0 - 10
Treated	140	0	0-7	104	1 - 40
Distribution	N/A				

Operational testing done under Schedule 7, 8 or 9 of Regulation 170/03 during the period covered by this Annual Report.

	Number of Grab Samples	Range of Results (min #)-(max #)	Unit of Measure	<i>NOTE: For continuous monitors use 8760 as the number of samples.</i>
Turbidity	0			
Chlorine	0			
Fluoride (If the DWS provides fluoridation)	0			

Summary of additional testing and sampling carried out in accordance with the requirement of an approval, order or other legal instrument.

Date of legal instrument issued	Parameter	Date Sampled	Result	Unit of Measure
N/A				

Summary of Inorganic parameters tested during this reporting period or the most recent sample results

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Antimony	Nov. 22/21	0.6	ug/L	
Arsenic	Nov. 22/21	0.2	ug/L	
Barium	Nov. 22/21	0.14	ug/L	
Boron	Nov. 22/21	24	ug/L	
Cadmium	Nov. 22/21	0.003	ug/L	
Chromium	Nov. 22/21	0.13	ug/L	
*Lead	Oct. 17/23	0.67/1.23	ug/L	
Mercury	Nov. 22/21	0.01	ug/L	
Selenium	Nov. 22/21	0.04	ug/L	
Sodium	Nov. 22/21	160/0.01	mg/L	
Uranium	Nov. 22/21	0.073	ug/L	
Fluoride	Nov. 22/21	0.36	mg/L	
Nitrite	Oct. 04/22	0.003	mg/L	
Nitrate	Oct. 04/22	0.006	mg/L	

*only for drinking water systems testing under Schedule 15.2; this includes large municipal non-residential systems, small municipal non-residential systems, non-municipal seasonal residential systems, large non-municipal non-residential systems, and small non-municipal non-residential systems

Summary of lead testing under Schedule 15.1 during this reporting period

(applicable to the following drinking water systems; large municipal residential systems, small municipal residential systems, and non-municipal year-round residential systems)

Location Type	Number of Samples	Range of Lead Results (min#) – (max #)	Unit of Measure	Number of Exceedances
Plumbing				
Distribution				

Summary of Organic parameters sampled during this reporting period or the most recent sample results

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Alachlor	Nov.22/21	0.02	ug/L	
Atrazine	Nov.22/21	0.01	ug/L	
Atrazine + N-dealkylated metabolites	Nov.22/21	0.01	ug/L	
Azinphos-methyl	Nov.22/21	0.05	ug/L	
Benzene	Nov.22/21	0.32	ug/L	
Benzo(a)pyrene	Nov.22/21	0.004	ug/L	
Bromoxynil	Nov.22/21	0.33	ug/L	
Carbaryl	Nov.22/21	0.05	ug/L	
Carbofuran	Nov.22/21	0.01	ug/L	
Carbon Tetrachloride	Nov.22/21	0.17	ug/L	
Chlorpyrifos	Nov.22/21	0.02	ug/L	
Desethyl Atrazine	Nov.22/21	0.01	ug/L	
Diazinon	Nov.22/21	0.02	ug/L	
Dicamba	Nov.22/21	0.20	ug/L	
1,2-Dichlorobenzene	Nov.22/21	0.41	ug/L	
1,4-Dichlorobenzene	Nov.22/21	0.36	ug/L	
Dichlorodiphenyltrichloroethane (DDT) + metabolites	Nov.22/21	0.01	ug/L	
1,2-Dichloroethane	Nov.22/21	0.35	ug/L	
1,1-Dichloroethylene (vinylidene chloride)	Nov.22/21	0.33	ug/L	
Dichloromethane	Nov.22/21	0.35	ug/L	
2-4 Dichlorophenol	Nov.22/21	0.15	ug/L	
2,4-Dichlorophenoxy acetic acid (2,4-D)	Nov.22/21	0.19	ug/L	
Diclofop-methyl	Nov.22/21	0.40	ug/L	
Dimethoate	Nov.22/21	0.06	ug/L	



Diquat	Nov.22/21	1	ug/L	
Diuron	Nov.22/21	0.03	ug/L	
Glyphosate	Nov.22/21	1	ug/L	
Epoxide	Nov.22/21	0.01	ug/L	
Malathion	Nov.22/21	0.02	ug/L	
MCPA	Nov.22/21	0.00012	ug/L	
Metolachlor	Nov.22/21	0.01	ug/L	
Metribuzin	Nov.22/21	0.02	ug/L	
Monochlorobenzene	Nov.22/21	0.30	ug/L	
Paraquat	Nov.22/21	1	ug/L	
Pentachlorophenol	Nov.22/21	0.15	ug/L	
Phorate	Nov.22/21	0.01	ug/L	
Picloram	Nov.22/21	1	ug/L	
Polychlorinated Biphenyls(PCB)	Nov.22/21	0.04	ug/L	
Prometryne	Nov.22/21	0.03	ug/L	
Simazine	Nov.22/21	0.01	ug/L	
Terbufos	Nov.22/21	0.01	ug/L	
Tetrachloroethylene	Nov.22/21	0.35	ug/L	
2,3,4,6-Tetrachlorophenol	Nov.22/21	0.2	ug/L	
Triallate	Nov.22/21	0.01	ug/L	
Trichloroethylene	Nov.22/21	0.44	ug/L	
2,4,6-Trichlorophenol	Nov.22/21	0.25	ug/L	
Trifluralin	Nov.22/21	0.02	ug/L	
Vinyl Chloride	Nov.22/21	0.17	ug/L	

List any Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards.

Parameter	Result Value	Unit of Measure	Date of Sample



REPORT ADM-2024-010

TO: Mayor and Members of Council

PREPARED BY: Courtenay Hoytfox, Interim CAO

PRESENTED BY: Courtenay Hoytfox, Interim CAO

MEETING DATE: February 7, 2024

SUBJECT: Enbridge Gas Franchise Agreement Renewal

RECOMMENDATION

That Report ADM-2024-010 entitled Enbridge Gas Franchise Agreement Renewal be received; and

That Puslinch Council approves the form of the draft by-law and franchise agreement attached hereto and authorizes the submission thereof to the Ontario Energy Board for approval pursuant to the provisions of Section 9 of the *Municipal Franchises Act*; and

That Puslinch Council requests that the Ontario Energy Board make an Order declaring and directing that the assent of the municipal electors to the attached draft by-law and franchise agreement pertaining to the Corporation of the Township of Puslinch is not necessary pursuant to the provisions of Section 9(4) of the *Municipal Franchises Act*; and further,

That Council give a first and second reading to By-law 2024-006 being a By-law to authorize a Franchise Agreement between the Corporation of the Township of Puslinch and Enbridge Gas Inc.

Background

On August 18, 2024, the current franchise agreement between the Township of Puslinch and the former Union Gas Limited will expire. Based on the most recent customer count report, Enbridge Gas Inc. currently provides service to approximately 1,325 customers within the Township of Puslinch. Enbridge Gas and its predecessors have been providing access to gas distribution services within the Township of Puslinch since approximately 1959.

Provincial legislation requires a franchise agreement between the municipal corporation and the gas company serving that municipality. The Ontario Energy Board has directed that the current 2000 Model Franchise Agreement be used as the model for such agreements.

As a result, Enbridge Gas and the Township of Puslinch are in the process to renew a 20-year franchise agreement using the approved model. The Township solicitor has reviewed the franchise agreement and has no concerns.

A number of supporting documents are included as schedules to this report for Council's consideration.

Financial Implications

None

Applicable Legislation and Requirements

Municipal Franchises Act

Engagement Opportunities

None

Attachments

Franchise Agreement Renewal Documents:

- Schedule "A" Proposed By-Law 2024-006 (first and second reading)
- Schedule "B" 2000 Model Franchise Agreement with Enbridge Gas Inc.
- Schedule "C" Guidelines to Municipalities Respecting the Renewal of Franchise Agreements

Historical Background:

- Schedule "D" Copy of the current By-Law No. 33 / 04 (passed on August 18, 2004) and the current Franchise Agreement effective August 18, 2004
- Schedule "E" Copy of the Certificates of Public Convenience and Necessity that Enbridge Gas holds for the Township of Puslinch (FBC 99 and FBC 332)

Note: FBC 99 (June 12, 1957) is related to the 26" Dawn-Hamilton pipeline and branch lines (a 10" pipeline was going through the Township of Puslinch as part of that project) and FBC 332 (November 18, 1959) is related to constructing works to supply and to supply gas in the Township of Puslinch. The Enbridge Gas Inc. application to the OEB will ask for a new combined CPCN.

Reference Documents:

- Schedule "F" Copy of the Gas Franchise Handbook (an explanatory supplement to the 2000 Model Franchise Agreement)
- Schedule "G" Customer density map for areas served within the Township of Puslinch

Respectfully submitted,

Courtenay Hoytfox
Interim CAO

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 006-2024

A By-Law To Authorize A Franchise Agreement Between The Corporation Of The Township Of Puslinch And Enbridge Gas Inc.

WHEREAS the Council of the Corporation of the Township of Puslinch deems it expedient to enter into the attached franchise agreement (the "Franchise Agreement") with Enbridge Gas Inc.;

AND WHEREAS the Ontario Energy Board by its Order issued pursuant to the *Municipal Franchises Act* on the day of , 2023 has approved the terms and conditions upon which and the period for which the franchise provided in the Franchise Agreement is proposed to be granted, and has declared and directed that the assent of the municipal electors in respect of this By-Law is not necessary:

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

1. That the Franchise Agreement between the Corporation of the Township of Puslinch and Enbridge Gas Inc. attached hereto and forming part of this by-law, is hereby authorized and the franchise provided for therein is hereby granted.
2. That the Mayor and Municipal Clerk be and they are hereby authorized and instructed on behalf of the Corporation of the Township of Puslinch to enter into and execute under its corporate seal and deliver the Franchise Agreement, which is hereby incorporated into and forming part of this By-Law.
3. That the following by-law be hereby repealed:

By-law No. 33 / 04 for the Corporation of the Township of Puslinch passed in Council on the 18th day of August 2004.
4. That this by-law shall come into force and take effect as of the final passing thereof.

Read a first time this day of , 2024.

Read a second time this day of , 2024.

Read a third time and finally passed this day of , 2024.

James Seeley, Mayor

Courtenay Hoytfox, Municipal Clerk

2000 Model Franchise Agreement

THIS AGREEMENT effective this day of , 2023

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

hereinafter called the "Corporation"

- and -

ENBRIDGE GAS INC.

hereinafter called the "Gas Company"

WHEREAS the Gas Company desires to distribute, store and transmit gas in the Municipality upon the terms and conditions of this Agreement;

AND WHEREAS by by-law passed by the Council of the Corporation (the "By-law"), the duly authorized officers have been authorized and directed to execute this Agreement on behalf of the Corporation;

THEREFORE the Corporation and the Gas Company agree as follows:

Part I - Definitions

1. In this Agreement

- (a) "decommissioned" and "decommissions" when used in connection with parts of the gas system, mean any parts of the gas system taken out of active use and purged in accordance with the applicable CSA standards and in no way affects the use of the term 'abandoned' pipeline for the purposes of the *Assessment Act*;
- (b) "Engineer/Road Superintendent" means the most senior individual employed by the Corporation with responsibilities for highways within the Municipality or the person designated by such senior employee or such other person as may from time to time be designated by the Council of the Corporation;

- (c) "gas" means natural gas, manufactured gas, synthetic natural gas, liquefied petroleum gas or propane-air gas, or a mixture of any of them, but does not include a liquefied petroleum gas that is distributed by means other than a pipeline;
- (d) "gas system" means such mains, plants, pipes, conduits, services, valves, regulators, curb boxes, stations, drips or such other equipment as the Gas Company may require or deem desirable for the distribution, storage and transmission of gas in or through the Municipality;
- (e) "highway" means all common and public highways and shall include any bridge, viaduct or structure forming part of a highway, and any public square, road allowance or walkway and shall include not only the travelled portion of such highway, but also ditches, driveways, sidewalks, and sodded areas forming part of the road allowance now or at any time during the term hereof under the jurisdiction of the Corporation;
- (f) "Model Franchise Agreement" means the form of agreement which the Ontario Energy Board uses as a standard when considering applications under the *Municipal Franchises Act*. The Model Franchise Agreement may be changed from time to time by the Ontario Energy Board;
- (g) "Municipality" means the territorial limits of the Corporation on the date when this Agreement takes effect, and any territory which may thereafter be brought within the jurisdiction of the Corporation;
- (h) "Plan" means the plan described in Paragraph 5 of this Agreement required to be filed by the Gas Company with the Engineer/Road Superintendent prior to commencement of work on the gas system; and
- (i) whenever the singular, masculine or feminine is used in this Agreement, it shall be considered as if the plural, feminine or masculine has been used where the context of the Agreement so requires.

Part II - Rights Granted

2. To provide gas service

The consent of the Corporation is hereby given and granted to the Gas Company to distribute, store and transmit gas in and through the Municipality to the Corporation and to the inhabitants of the Municipality.

3. To Use Highways

Subject to the terms and conditions of this Agreement the consent of the Corporation is hereby given and granted to the Gas Company to enter upon all highways now or at any time hereafter under the jurisdiction of the Corporation and to lay, construct, maintain, replace, remove, operate and repair a gas system for the distribution, storage and transmission of gas in and through the Municipality.

4. Duration of Agreement and Renewal Procedures

(a) If the Corporation has not previously received gas distribution services, the rights hereby given and granted shall be for a term of 20 years from the date of final passing of the By-law.

or

(b) If the Corporation has previously received gas distribution services, the rights hereby given and granted shall be for a term of 20 years from the date of final passing of the By-law provided that, if during the 20 year term of this Agreement, the Model Franchise Agreement is changed, then on the 7th anniversary and on the 14th anniversary of the date of the passing of the By-law, this Agreement shall be deemed to be amended to incorporate any changes in the Model Franchise Agreement in effect on such anniversary dates. Such deemed amendments shall not apply to alter the 20 year term.

(c) At any time within two years prior to the expiration of this Agreement, either party may give notice to the other that it desires to enter into negotiations for a renewed franchise upon such terms and conditions as may be agreed upon. Until such renewal has been settled, the terms and conditions of this Agreement shall continue, notwithstanding the expiration of this Agreement. This shall not preclude either party from applying to the Ontario Energy Board for a renewal of the Agreement pursuant to section 10 of the *Municipal Franchises Act*.

Part III – Conditions

5. Approval of Construction

- (a) The Gas Company shall not undertake any excavation, opening or work which will disturb or interfere with the surface of the travelled portion of any highway unless a permit therefor has first been obtained from the Engineer/Road Superintendent and all work done by the Gas Company shall be to his satisfaction.
- (b) Prior to the commencement of work on the gas system, or any extensions or changes to it (except service laterals which do not interfere with municipal works in the highway), the Gas Company shall file with the Engineer/Road Superintendent a Plan, satisfactory to the Engineer/Road Superintendent, drawn to scale and of sufficient detail considering the complexity of the specific locations involved, showing the highways in which it proposes to lay its gas system and the particular parts thereof it proposes to occupy.
- (c) The Plan filed by the Gas Company shall include geodetic information for a particular location:
 - (i) where circumstances are complex, in order to facilitate known projects, including projects which are reasonably anticipated by the Engineer/Road Superintendent, or
 - (ii) when requested, where the Corporation has geodetic information for its own services and all others at the same location.
- (d) The Engineer/Road Superintendent may require sections of the gas system to be laid at greater depth than required by the latest CSA standard for gas pipeline systems to facilitate known projects or to correct known highway deficiencies.
- (e) Prior to the commencement of work on the gas system, the Engineer/Road Superintendent must approve the location of the work as shown on the Plan filed by the Gas Company, the timing of the work and any terms and conditions relating to the installation of the work.
- (f) In addition to the requirements of this Agreement, if the Gas Company proposes to affix any part of the gas system to a bridge, viaduct or other structure, if the Engineer/Road Superintendent approves this proposal, he may require the Gas Company to comply with special conditions or to enter into a separate agreement as a condition of the approval of this part of the construction of the gas system.

- (g) Where the gas system may affect a municipal drain, the Gas Company shall also file a copy of the Plan with the Corporation's Drainage Superintendent for purposes of the *Drainage Act*, or such other person designated by the Corporation as responsible for the drain.
- (h) The Gas Company shall not deviate from the approved location for any part of the gas system unless the prior approval of the Engineer/Road Superintendent to do so is received.
- (i) The Engineer/Road Superintendent's approval, where required throughout this Paragraph, shall not be unreasonably withheld.
- (j) The approval of the Engineer/Road Superintendent is not a representation or warranty as to the state of repair of the highway or the suitability of the highway for the gas system.

6. **As Built Drawings**

The Gas Company shall, within six months of completing the installation of any part of the gas system, provide two copies of "as built" drawings to the Engineer/Road Superintendent. These drawings must be sufficient to accurately establish the location, depth (measurement between the top of the gas system and the ground surface at the time of installation) and distance of the gas system. The "as built" drawings shall be of the same quality as the Plan and, if the approved pre-construction plan included elevations that were geodetically referenced, the "as built" drawings shall similarly include elevations that are geodetically referenced. Upon the request of the Engineer/Road Superintendent, the Gas Company shall provide one copy of the drawings in an electronic format and one copy as a hard copy drawing.

7. **Emergencies**

In the event of an emergency involving the gas system, the Gas Company shall proceed with the work required to deal with the emergency, and in any instance where prior approval of the Engineer/Road Superintendent is normally required for the work, the Gas Company shall use its best efforts to immediately notify the Engineer/Road Superintendent of the location and nature of the emergency and the work being done and, if it deems appropriate, notify the police force, fire or other emergency services having jurisdiction. The Gas Company shall provide the Engineer/Road Superintendent with at least one 24 hour emergency contact for the Gas Company and shall ensure the contacts are current.

8. **Restoration**

The Gas Company shall well and sufficiently restore, to the reasonable satisfaction of the Engineer/Road Superintendent, all highways, municipal works or improvements which it may excavate or interfere with in the course of laying, constructing, repairing or removing its gas system, and shall make good any settling or subsidence thereafter caused by such excavation or interference. If the Gas Company fails at any time to do any work required by this Paragraph within a reasonable period of time, the Corporation may do or cause such work to be done and the Gas Company shall, on demand, pay the Corporation's reasonably incurred costs, as certified by the Engineer/Road Superintendent.

9. **Indemnification**

The Gas Company shall, at all times, indemnify and save harmless the Corporation from and against all claims, including costs related thereto, for all damages or injuries including death to any person or persons and for damage to any property, arising out of the Gas Company operating, constructing, and maintaining its gas system in the Municipality, or utilizing its gas system for the carriage of gas owned by others. Provided that the Gas Company shall not be required to indemnify or save harmless the Corporation from and against claims, including costs related thereto, which it may incur by reason of damages or injuries including death to any person or persons and for damage to any property, resulting from the negligence or wrongful act of the Corporation, its servants, agents or employees.

10. **Insurance**

- (a) The Gas Company shall maintain Comprehensive General Liability Insurance in sufficient amount and description as shall protect the Gas Company and the Corporation from claims for which the Gas Company is obliged to indemnify the Corporation under Paragraph 9. The insurance policy shall identify the Corporation as an additional named insured, but only with respect to the operation of the named insured (the Gas Company). The insurance policy shall not lapse or be cancelled without sixty (60) days' prior written notice to the Corporation by the Gas Company.
- (b) The issuance of an insurance policy as provided in this Paragraph shall not be construed as relieving the Gas Company of liability not covered by such insurance or in excess of the policy limits of such insurance.
- (c) Upon request by the Corporation, the Gas Company shall confirm that premiums for such insurance have been paid and that such insurance is in full force and effect.

11. **Alternative Easement**

The Corporation agrees, in the event of the proposed sale or closing of any highway or any part of a highway where there is a gas line in existence, to give the Gas Company reasonable notice of such proposed sale or closing and, if it is feasible, to provide the Gas Company with easements over that part of the highway proposed to be sold or closed sufficient to allow the Gas Company to preserve any part of the gas system in its then existing location. In the event that such easements cannot be provided, the Corporation and the Gas Company shall share the cost of relocating or altering the gas system to facilitate continuity of gas service, as provided for in Paragraph 12 of this Agreement.

12. **Pipeline Relocation**

- (a) If in the course of constructing, reconstructing, changing, altering or improving any highway or any municipal works, the Corporation deems that it is necessary to take up, remove or change the location of any part of the gas system, the Gas Company shall, upon notice to do so, remove and/or relocate within a reasonable period of time such part of the gas system to a location approved by the Engineer/Road Superintendent.
- (b) Where any part of the gas system relocated in accordance with this Paragraph is located on a bridge, viaduct or structure, the Gas Company shall alter or relocate that part of the gas system at its sole expense.
- (c) Where any part of the gas system relocated in accordance with this Paragraph is located other than on a bridge, viaduct or structure, the costs of relocation shall be shared between the Corporation and the Gas Company on the basis of the total relocation costs, excluding the value of any upgrading of the gas system, and deducting any contribution paid to the Gas Company by others in respect to such relocation; and for these purposes, the total relocation costs shall be the aggregate of the following:
 - (i) the amount paid to Gas Company employees up to and including field supervisors for the hours worked on the project plus the current cost of fringe benefits for these employees,
 - (ii) the amount paid for rental equipment while in use on the project and an amount, charged at the unit rate, for Gas Company equipment while in use on the project,
 - (iii) the amount paid by the Gas Company to contractors for work related to the project,

- (iv) the cost to the Gas Company for materials used in connection with the project, and
 - (v) a reasonable amount for project engineering and project administrative costs which shall be 22.5% of the aggregate of the amounts determined in items (i), (ii), (iii) and (iv) above.
- (d) The total relocation costs as calculated above shall be paid 35% by the Corporation and 65% by the Gas Company, except where the part of the gas system required to be moved is located in an unassumed road or in an unopened road allowance and the Corporation has not approved its location, in which case the Gas Company shall pay 100% of the relocation costs.

Part IV - Procedural And Other Matters

13. Municipal By-laws of General Application

The Agreement is subject to the provisions of all regulating statutes and all municipal by-laws of general application, except by-laws which have the effect of amending this Agreement.

14. Giving Notice

Notices may be delivered to, sent by facsimile or mailed by prepaid registered post to the Gas Company at its head office or to the authorized officers of the Corporation at its municipal offices, as the case may be.

15. Disposition of Gas System

- (a) If the Gas Company decommissions part of its gas system affixed to a bridge, viaduct or structure, the Gas Company shall, at its sole expense, remove the part of its gas system affixed to the bridge, viaduct or structure.
- (b) If the Gas Company decommissions any other part of its gas system, it shall have the right, but is not required, to remove that part of its gas system. It may exercise its right to remove the decommissioned parts of its gas system by giving notice of its intention to do so by filing a Plan as required by Paragraph 5 of this Agreement for approval by the Engineer/Road Superintendent. If the Gas Company does not remove the part of the gas system it has decommissioned and the Corporation requires the removal of all or any part of the decommissioned gas system for the purpose of altering or improving a highway or in order to facilitate the construction of utility or other works in any highway, the Corporation may remove and dispose of so much of the decommissioned gas system as the Corporation may require for such purposes and neither party shall have recourse against the other for

any loss, cost, expense or damage occasioned thereby. If the Gas Company has not removed the part of the gas system it has decommissioned and the Corporation requires the removal of all or any part of the decommissioned gas system for the purpose of altering or improving a highway or in order to facilitate the construction of utility or other works in a highway, the Gas Company may elect to relocate the decommissioned gas system and in that event Paragraph 12 applies to the cost of relocation.

16. **Use of Decommissioned Gas System**

- (a) The Gas Company shall provide promptly to the Corporation, to the extent such information is known:
 - (i) the names and addresses of all third parties who use decommissioned parts of the gas system for purposes other than the transmission or distribution of gas; and
 - (ii) the location of all proposed and existing decommissioned parts of the gas system used for purposes other than the transmission or distribution of gas.
- (b) The Gas Company may allow a third party to use a decommissioned part of the gas system for purposes other than the transmission or distribution of gas and may charge a fee for that third party use, provided
 - (i) the third party has entered into a municipal access agreement with the Corporation; and
 - (ii) the Gas Company does not charge a fee for the third party's right of access to the highways.
- (c) Decommissioned parts of the gas system used for purposes other than the transmission or distribution of gas are not subject to the provisions of this Agreement. For decommissioned parts of the gas system used for purposes other than the transmission and distribution of gas, issues such as relocation costs will be governed by the relevant municipal access agreement.

17. **Franchise Handbook**

The Parties acknowledge that operating decisions sometimes require a greater level of detail than that which is appropriately included in this Agreement. The Parties agree to look for guidance on such matters to the Franchise Handbook prepared by the Association of Municipalities of Ontario and the gas utility companies, as may be amended from time to time.

18. Other Conditions

Notwithstanding the cost sharing arrangements described in Paragraph 12, if any part of the gas system altered or relocated in accordance with Paragraph 12 was constructed or installed prior to January 1, 1981, the Gas Company shall alter or relocate, at its sole expense, such part of the gas system at the point specified, to a location satisfactory to the Engineer/Road Superintendent.

19. Agreement Binding Parties

This Agreement shall extend to, benefit and bind the parties thereto, their successors and assigns, respectively.

IN WITNESS WHEREOF the parties have executed this Agreement effective from the date written above.

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

Per: _____
James Seeley, Mayor

Per: _____
Courtenay Hoytfox, Municipal Clerk

ENBRIDGE GAS INC.

Per: _____
Mark Kitchen, Director, Regulatory Affairs

Per: _____
Murray Costello, Director, Southeast Region Operations

**GUIDELINES TO MUNICIPALITIES
RESPECTING THE RENEWAL OF FRANCHISE AGREEMENTS WITH ENBRIDGE GAS INC.**

Enclosed is the following package of documents:

- (a) Draft Resolution of the municipality;
- (b) Draft By-Law of the municipality; and
- (c) 2000 Model Franchise Agreement with Enbridge Gas Inc.

PLEASE READ THE FOLLOWING GUIDELINES AND FOLLOW STEPS IN ORDER

1. The draft By-law supplied in this package is designed to repeal any existing by-laws to allow the operation of a new by-law. Although Enbridge Gas uses its best efforts to check its records for by-law repeal, please advise us if there are other by-laws that the municipality is aware of that should also be repealed. Please create an official By-law document for execution purposes.
2. The By-law should be reviewed and given **First and Second reading ONLY**. Third and Final reading **SHOULD NOT** be performed until Enbridge Gas applies for and is in receipt of a Decision and Order from the Ontario Energy Board. The dates of the first and second readings are to be identified on the By-law by the municipality.
3. Having given the By-law first and second readings, representatives (*Mayor and Municipal Clerk*) for the municipality should execute (i.e. sign and seal) **four** copies of the **Resolution**. **DO NOT SIGN OR DATE THE FRANCHISE AGREEMENT AND DO NOT SIGN THE BY-LAW AT THIS TIME**. The **FOUR** executed (i.e., signed and sealed) copies of the **Resolution** as well as the copies of the **By-law** and **Franchise Agreement** should be **returned to Enbridge Gas**.
4. Upon Enbridge Gas' receipt of the documentation from the municipality, an application will be forwarded to the Ontario Energy Board for approval of the franchise agreement.
5. Notice of Enbridge Gas' application to the Ontario Energy Board for approval of the franchise agreement will be published in a local newspaper.
6. Upon receipt of a **Decision and Order** from the Ontario Energy Board, Enbridge Gas will follow the directions from the OEB as set out its Letter of Direction (i.e., directions as to service and publication of the Decision and Order). Enbridge Gas will then return to the municipality the four copies of the By-law and the Franchise Agreement for final approval and execution.
7. At this time the municipality will be directed to insert the date of the OEB Decision and Order into the 2nd paragraph of the By-law. The By-law should be given **THIRD and FINAL reading**. The date of the third and final reading of the By-law will be the effective date of the Franchise Agreement.
8. Upon this third and final reading, the municipality should return **four fully executed (signed and sealed)** By-Laws and **four fully executed (signed and sealed)** Franchise Agreements to Enbridge Gas.
9. Upon receipt of the documents, Enbridge Gas will sign and seal all four original Franchise Agreements and return one fully executed Franchise Agreement with a By-law to the Municipality and to the Ontario Energy Board and will retain the balance for its files.

Kindly refer to the attached "Task List" for your reference and ease in completing the Franchise Agreement renewal process. We thank you for your co-operation with this process.

CHECK LIST FOR COMPLETING FRANCHISE AGREEMENT

Task #	Task	Task Complete
1	Municipality receives Franchise Agreement package from Enbridge Gas	✓
2	Municipality creates official By-law for execution purposes – 4 originals required	
3	Municipality creates official Resolution for execution purposes – 4 originals required	
4	Municipality gives First & Second Reading to By-law and inserts dates of these 2 readings in the By-law document	
5	Municipality executes 4 original Resolution documents	
6	Municipality sends 4 original executed Resolution documents with 4 By-law and 4 Franchise Agreement documents to Enbridge Gas	
7	Municipality awaits for return of documents once Enbridge Gas applies to the OEB and receives the OEB's Order & Decision	
8	The OEB will publish a Notice related to the application in a local newspaper.	
9	Enbridge Gas receives Decision and Order from the OEB and follows directions as to service and publication.	
10	Municipality receives Decision and Order of OEB along with Franchise Agreement renewal documentation from Enbridge Gas	
11	Municipality inserts date of OEB Decision and Order into all four By-law documents (2 nd paragraph AND WHEREAS...)	
12	Municipality gives Third & Final Reading to By-Law and inserts date into all four By-law documents	
13	Municipality fully executes (signs and seals) all four originals of the By-law	
14	Municipality inserts date of Third and Final Reading into the Franchise Agreement (top of first page) as the date of the agreement	
15	Municipality fully executes (sign and seals) all four originals of the Franchise Agreement	
16	Municipality forwards all four fully executed By-laws and Franchise Agreements to Enbridge Gas for execution	
17	Enbridge Gas executes the Franchise Agreement	
18	Enbridge Gas provides one fully executed Franchise Agreement and By-law to the OEB, the Municipality and retains 2 copies for its files	
19	Municipality receives its copy of the fully executed By-law and Franchise Agreement for its records	

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 33/04

A BY-LAW TO AUTHORIZE A FRANCHISE AGREEMENT
BETWEEN THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
and UNION GAS LIMITED

WHEREAS the Council of The Corporation of the Township of Puslinch deems it expedient to enter into the attached franchise agreement (the "Franchise Agreement") with Union Gas Limited;

AND WHEREAS the Ontario Energy Board by its Order issued pursuant to The Municipal Franchises Act on the 05 day of August, 2004 has approved the terms and conditions upon which and the period for which the franchise provided in the Franchise Agreement is proposed to be granted, and has declared and directed that the assent of the municipal electors in respect of this By-Law is not necessary:

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

1. **THAT** the Franchise Agreement between The Corporation of the Township of Puslinch and Union Gas Limited, attached hereto and forming part of this by-law, is hereby authorized and the franchise provided for therein is hereby granted.
2. **THAT** the Mayor and Clerk be and they are hereby authorized and instructed on behalf of The Corporation of the Township of Puslinch to enter into and execute under its corporate seal and deliver the Franchise Agreement, which is hereby incorporated into and forming part of this By-Law.
3. **THAT** the following by-laws be and the same are hereby repealed:

By-law #25/88 for the Corporation of the Township of Puslinch, passed in Council on the 18th day of October, 1989;

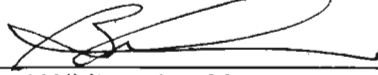
4. **THAT** this by-law shall come into force and take effect as of the final passing thereof.

Read a first time this 19th day of May, 2004.

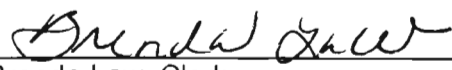
Read a second time this 19th day of May, 2004.

Read a third time and finally passed this 18th day of August, 2004

THE CORPORATION OF THE
TOWNSHIP OF PUSLINCH



Brad Whitcombe, Mayor



Brenda Law, Clerk

2000 Model Franchise Agreement

THIS AGREEMENT effective this 16th day of August, 2004.

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

hereinafter called the "Corporation"

- and -



uniongas

LIMITED

hereinafter called the "Gas Company"

WHEREAS the Gas Company desires to distribute, store and transmit gas in the Municipality upon the terms and conditions of this Agreement;

AND WHEREAS by by-law passed by the Council of the Corporation (the "By-law"), the duly authorized officers have been authorized and directed to execute this Agreement on behalf of the Corporation;

THEREFORE the Corporation and the Gas Company agree as follows:

Part I - Definitions

1. In this Agreement

- (a) "decommissioned" and "decommissions" when used in connection with parts of the gas system, mean any parts of the gas system taken out of active use and purged in accordance with the applicable CSA standards and in no way affects the use of the term 'abandoned' pipeline for the purposes of the *Assessment Act*;

- (b) "Engineer/Road Superintendent" means the most senior individual employed by the Corporation with responsibilities for highways within the Municipality or the person designated by such senior employee or such other person as may from time to time be designated by the Council of the Corporation;
- (c) "gas" means natural gas, manufactured gas, synthetic natural gas, liquefied petroleum gas or propane-air gas, or a mixture of any of them, but does not include a liquefied petroleum gas that is distributed by means other than a pipeline;
- (d) "gas system" means such mains, plants, pipes, conduits, services, valves, regulators, curb boxes, stations, drips or such other equipment as the Gas Company may require or deem desirable for the distribution, storage and transmission of gas in or through the Municipality;
- (e) "highway" means all common and public highways and shall include any bridge, viaduct or structure forming part of a highway, and any public square, road allowance or walkway and shall include not only the travelled portion of such highway, but also ditches, driveways, sidewalks, and sodded areas forming part of the road allowance now or at any time during the term hereof under the jurisdiction of the Corporation;
- (f) "Model Franchise Agreement" means the form of agreement which the Ontario Energy Board uses as a standard when considering applications under the *Municipal Franchises Act*. The Model Franchise Agreement may be changed from time to time by the Ontario Energy Board;
- (g) "Municipality" means the territorial limits of the Corporation on the date when this Agreement takes effect, and any territory which may thereafter be brought within the jurisdiction of the Corporation;
- (h) "Plan" means the plan described in Paragraph 5 of this Agreement required to be filed by the Gas Company with the Engineer/Road Superintendent prior to commencement of work on the gas system; and
- (i) whenever the singular, masculine or feminine is used in this Agreement, it shall be considered as if the plural, feminine or masculine has been used where the context of the Agreement so requires.

Part II - Rights Granted

2. To provide gas service

The consent of the Corporation is hereby given and granted to the Gas Company to distribute, store and transmit gas in and through the Municipality to the Corporation and to the inhabitants of the Municipality.

3. To Use Highways

Subject to the terms and conditions of this Agreement the consent of the Corporation is hereby given and granted to the Gas Company to enter upon all highways now or at any time hereafter under the jurisdiction of the Corporation and to lay, construct, maintain, replace, remove, operate and repair a gas system for the distribution, storage and transmission of gas in and through the Municipality.

4. Duration of Agreement and Renewal Procedures

(a) If the Corporation has not previously received gas distribution services, the rights hereby given and granted shall be for a term of 20 years from the date of final passing of the By-law.

or

(b) If the Corporation has previously received gas distribution services, the rights hereby given and granted shall be for a term of 20 years from the date of final passing of the By-law provided that, if during the 20 year term of this Agreement, the Model Franchise Agreement is changed, then on the 7th anniversary and on the 14th anniversary of the date of the passing of the By-law, this Agreement shall be deemed to be amended to incorporate any changes in the Model Franchise Agreement in effect on such anniversary dates. Such deemed amendments shall not apply to alter the 20 year term.

(c) At any time within two years prior to the expiration of this Agreement, either party may give notice to the other that it desires to enter into negotiations for a renewed franchise upon such terms and conditions as may be agreed upon. Until such renewal has been settled, the terms and conditions of this Agreement shall continue, notwithstanding the expiration of this Agreement. This shall not preclude either party from applying to the Ontario Energy Board for a renewal of the Agreement pursuant to section 10 of the *Municipal Franchises Act*.

Part III – Conditions

5. Approval of Construction

- (a) The Gas Company shall not undertake any excavation, opening or work which will disturb or interfere with the surface of the travelled portion of any highway unless a permit therefore has first been obtained from the Engineer/Road Superintendent and all work done by the Gas Company shall be to his satisfaction.
- (b) Prior to the commencement of work on the gas system, or any extensions or changes to it (except service laterals which do not interfere with municipal works in the highway), the Gas Company shall file with the Engineer/Road Superintendent a Plan, satisfactory to the Engineer/Road Superintendent, drawn to scale and of sufficient detail considering the complexity of the specific locations involved, showing the highways in which it proposes to lay its gas system and the particular parts thereof it proposes to occupy.
- (c) The Plan filed by the Gas Company shall include geodetic information for a particular location:
 - (i) where circumstances are complex, in order to facilitate known projects, including projects which are reasonably anticipated by the Engineer/Road Superintendent, or
 - (ii) when requested, where the Corporation has geodetic information for its own services and all others at the same location.
- (d) The Engineer/Road Superintendent may require sections of the gas system to be laid at greater depth than required by the latest CSA standard for gas pipeline systems to facilitate known projects or to correct known highway deficiencies.
- (e) Prior to the commencement of work on the gas system, the Engineer/Road Superintendent must approve the location of the work as shown on the Plan filed by the Gas Company, the timing of the work and any terms and conditions relating to the installation of the work.
- (f) In addition to the requirements of this Agreement, if the Gas Company proposes to affix any part of the gas system to a bridge, viaduct or other structure, if the Engineer/Road Superintendent approves this proposal, he may require the Gas Company to comply with special conditions or to enter into a separate agreement as a condition of the approval of this part of the construction of the gas system.

- (g) Where the gas system may affect a municipal drain, the Gas Company shall also file a copy of the Plan with the Corporation's Drainage Superintendent for purposes of the *Drainage Act*, or such other person designated by the Corporation as responsible for the drain.
- (h) The Gas Company shall not deviate from the approved location for any part of the gas system unless the prior approval of the Engineer/Road Superintendent to do so is received.
- (i) The Engineer/Road Superintendent's approval, where required throughout this Paragraph, shall not be unreasonably withheld.
- (j) The approval of the Engineer/Road Superintendent is not a representation or warranty as to the state of repair of the highway or the suitability of the highway for the gas system.

6. As Built Drawings

The Gas Company shall, within six months of completing the installation of any part of the gas system, provide two copies of "as built" drawings to the Engineer/Road Superintendent. These drawings must be sufficient to accurately establish the location, depth (measurement between the top of the gas system and the ground surface at the time of installation) and distance of the gas system. The "as built" drawings shall be of the same quality as the Plan and, if the approved pre-construction plan included elevations that were geodetically referenced, the "as built" drawings shall similarly include elevations that are geodetically referenced. Upon the request of the Engineer/Road Superintendent, the Gas Company shall provide one copy of the drawings in an electronic format and one copy as a hard copy drawing.

7. Emergencies

In the event of an emergency involving the gas system, the Gas Company shall proceed with the work required to deal with the emergency, and in any instance where prior approval of the Engineer/Road Superintendent is normally required for the work, the Gas Company shall use its best efforts to immediately notify the Engineer/Road Superintendent of the location and nature of the emergency and the work being done and, if it deems appropriate, notify the police force, fire or other emergency services having jurisdiction. The Gas Company shall provide the Engineer/Road Superintendent with at least one 24 hour emergency contact for the Gas Company and shall ensure the contacts are current.

8. **Restoration**

The Gas Company shall well and sufficiently restore, to the reasonable satisfaction of the Engineer/Road Superintendent, all highways, municipal works or improvements which it may excavate or interfere with in the course of laying, constructing, repairing or removing its gas system, and shall make good any settling or subsidence thereafter caused by such excavation or interference. If the Gas Company fails at any time to do any work required by this Paragraph within a reasonable period of time, the Corporation may do or cause such work to be done and the Gas Company shall, on demand, pay the Corporation's reasonably incurred costs, as certified by the Engineer/Road Superintendent.

9. **Indemnification**

The Gas Company shall, at all times, indemnify and save harmless the Corporation from and against all claims, including costs related thereto, for all damages or injuries including death to any person or persons and for damage to any property, arising out of the Gas Company operating, constructing, and maintaining its gas system in the Municipality, or utilizing its gas system for the carriage of gas owned by others. Provided that the Gas Company shall not be required to indemnify or save harmless the Corporation from and against claims, including costs related thereto, which it may incur by reason of damages or injuries including death to any person or persons and for damage to any property, resulting from the negligence or wrongful act of the Corporation, its servants, agents or employees.

10. **Insurance**

- (a) The Gas Company shall maintain Comprehensive General Liability Insurance in sufficient amount and description as shall protect the Gas Company and the Corporation from claims for which the Gas Company is obliged to indemnify the Corporation under Paragraph 9. The insurance policy shall identify the Corporation as an additional named insured, but only with respect to the operation of the named insured (the Gas Company). The insurance policy shall not lapse or be cancelled without sixty (60) days' prior written notice to the Corporation by the Gas Company.
- (b) The issuance of an insurance policy as provided in this Paragraph shall not be construed as relieving the Gas Company of liability not covered by such insurance or in excess of the policy limits of such insurance.
- (c) Upon request by the Corporation, the Gas Company shall confirm that premiums for such insurance have been paid and that such insurance is in full force and effect.

11. Alternative Easement

The Corporation agrees, in the event of the proposed sale or closing of any highway or any part of a highway where there is a gas line in existence, to give the Gas Company reasonable notice of such proposed sale or closing and, if it is feasible, to provide the Gas Company with easements over that part of the highway proposed to be sold or closed sufficient to allow the Gas Company to preserve any part of the gas system in its then existing location. In the event that such easements cannot be provided, the Corporation and the Gas Company shall share the cost of relocating or altering the gas system to facilitate continuity of gas service, as provided for in Paragraph 12 of this Agreement.

12. Pipeline Relocation

- (a) If in the course of constructing, reconstructing, changing, altering or improving any highway or any municipal works, the Corporation deems that it is necessary to take up, remove or change the location of any part of the gas system, the Gas Company shall, upon notice to do so, remove and/or relocate within a reasonable period of time such part of the gas system to a location approved by the Engineer/Road Superintendent.
- (b) Where any part of the gas system relocated in accordance with this Paragraph is located on a bridge, viaduct or structure, the Gas Company shall alter or relocate that part of the gas system at its sole expense.
- (c) Where any part of the gas system relocated in accordance with this Paragraph is located other than on a bridge, viaduct or structure, the costs of relocation shall be shared between the Corporation and the Gas Company on the basis of the total relocation costs, excluding the value of any upgrading of the gas system, and deducting any contribution paid to the Gas Company by others in respect to such relocation; and for these purposes, the total relocation costs shall be the aggregate of the following:
 - (i) the amount paid to Gas Company employees up to and including field supervisors for the hours worked on the project plus the current cost of fringe benefits for these employees,
 - (ii) the amount paid for rental equipment while in use on the project and an amount, charged at the unit rate, for Gas Company equipment while in use on the project,
 - (iii) the amount paid by the Gas Company to contractors for work related to the project,

- (iv) the cost to the Gas Company for materials used in connection with the project, and
 - (v) a reasonable amount for project engineering and project administrative costs which shall be 22.5% of the aggregate of the amounts determined in items (i), (ii), (iii) and (iv) above.
- (d) The total relocation costs as calculated above shall be paid 35% by the Corporation and 65% by the Gas Company, except where the part of the gas system required to be moved is located in an unassumed road or in an unopened road allowance and the Corporation has not approved its location, in which case the Gas Company shall pay 100% of the relocation costs.

Part IV - Procedural And Other Matters

13. Municipal By-laws of General Application

The Agreement is subject to the provisions of all regulating statutes and all municipal by-laws of general application, except by-laws which have the effect of amending this Agreement.

14. Giving Notice

Notices may be delivered to, sent by facsimile or mailed by prepaid registered post to the Gas Company at its head office or to the authorized officers of the Corporation at its municipal offices, as the case may be.

15. Disposition of Gas System

- (a) If the Gas Company decommissions part of its gas system affixed to a bridge, viaduct or structure, the Gas Company shall, at its sole expense, remove the part of its gas system affixed to the bridge, viaduct or structure.
- (b) If the Gas Company decommissions any other part of its gas system, it shall have the right, but is not required, to remove that part of its gas system. It may exercise its right to remove the decommissioned parts of its gas system by giving notice of its intention to do so by filing a Plan as required by Paragraph 5 of this Agreement for approval by the Engineer/Road Superintendent. If the Gas Company does not remove the part of the gas system it has decommissioned and the Corporation requires the removal of all or any part of the decommissioned gas system for the purpose of altering or improving a highway or in order to facilitate the construction of utility or other works in any highway, the Corporation may remove and dispose of so much of the decommissioned gas system as the Corporation may require for such purposes and neither party shall have recourse against the other for any

loss, cost, expense or damage occasioned thereby. If the Gas Company has not removed the part of the gas system it has decommissioned and the Corporation requires the removal of all or any part of the decommissioned gas system for the purpose of altering or improving a highway or in order to facilitate the construction of utility or other works in a highway, the Gas Company may elect to relocate the decommissioned gas system and in that event Paragraph 12 applies to the cost of relocation.

16. Use of Decommissioned Gas System

- (a) The Gas Company shall provide promptly to the Corporation, to the extent such information is known:
 - (i) the names and addresses of all third parties who use decommissioned parts of the gas system for purposes other than the transmission or distribution of gas; and
 - (ii) the location of all proposed and existing decommissioned parts of the gas system used for purposes other than the transmission or distribution of gas.
- (b) The Gas Company may allow a third party to use a decommissioned part of the gas system for purposes other than the transmission or distribution of gas and may charge a fee for that third party use, provided
 - (i) the third party has entered into a municipal access agreement with the Corporation; and
 - (ii) the Gas Company does not charge a fee for the third party's right of access to the highways.
- (c) Decommissioned parts of the gas system used for purposes other than the transmission or distribution of gas are not subject to the provisions of this Agreement. For decommissioned parts of the gas system used for purposes other than the transmission and distribution of gas, issues such as relocation costs will be governed by the relevant municipal access agreement.

17. Franchise Handbook

The Parties acknowledge that operating decisions sometimes require a greater level of detail than that which is appropriately included in this Agreement. The Parties agree to look for guidance on such matters to the Franchise Handbook prepared by the Association of Municipalities of Ontario and the gas utility companies, as may be amended from time to time.

18. **Other Conditions**

Notwithstanding the cost sharing arrangements described in Paragraph 12, if any part of the gas system altered or relocated in accordance with Paragraph 12 was constructed or installed prior to January 1, 1981, the Gas Company shall alter or relocate, at its sole expense, such part of the gas system at the point specified, to a location satisfactory to the Engineer/Road Superintendent.

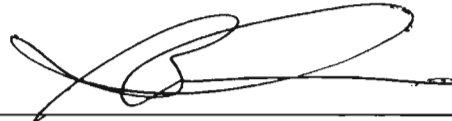
19. **Agreement Binding Parties**

This Agreement shall extend to, benefit and bind the parties thereto, their successors and assigns, respectively.

IN WITNESS WHEREOF the parties have executed this Agreement effective from the date written above.

**THE CORPORATION OF THE TOWNSHIP
OF PUSLINCH**

Per:



Brad Whitcombe, Mayor

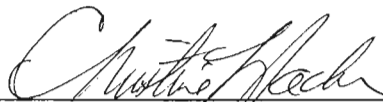
Per:



Brenda Law, Clerk

UNION GAS LIMITED

Per:



Christine Jackson, Assistant Secretary

ONTARIO FUEL BOARD

IN THE MATTER OF the Gas Pipe Lines Act,
1951, as amended;

AND IN THE MATTER OF an Application by
Union Gas Company of Canada, Limited, to
the Ontario Fuel Board for a Certificate
of Public Convenience and Necessity in
respect of a natural gas pipeline from
the Township of Dawn in the County of
Lambton to the Townline Road between the
Counties of Halton and Peel, with certain
branch lines therefrom;

AND IN THE MATTER OF an Application to
the said Board by Union Gas Company of
Canada, Limited and its wholly owned sub-
sidiary, Ontario Natural Gas Storage and
Pipelines Limited to amend the above men-
tioned Application which requested a Cer-
tificate in the names of both Union and
its wholly owned subsidiary, so as to
include Ontario Natural Gas Storage and
Pipelines Limited as an applicant and to
request that the Certificate issue in the
name of that Company alone.

BEFORE

Mr. A. R. Crozier, Chairman	{	Thursday May 2nd, 1957
Mr. T. H. Simpson, Vice-Chairman	{	and Wednesday May 29th,
Mr. W. R. Howard, Commissioner	{	1957
Mr. L. R. MacTavish, Commissioner	{	

CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY

UPON THE APPLICATION of Union Gas Company of Canada, Limited
and its wholly owned subsidiary, Ontario Natural Gas Storage and Pipe-
lines Limited pursuant to section 2 of The Gas Pipe Lines Act, 1951,
as amended, in the presence of counsel for the Applicant and counsel
representing certain land owners in Lambton County and upon due notice
of the public hearing of the said application and of the application
to amend the said application having been given as directed by the
Board and upon hearing the evidence adduced and reading the exhibits
filed and upon hearing the submissions of counsel aforesaid,

1. THIS BOARD DOETH ORDER that subject to the terms and conditions
hereinafter set forth, a Certificate of Public Convenience and Necessity
be and the same is hereby granted to Union Gas Company of Canada, Limited,
hereinafter called "the Company", in respect of a 26 inch gas pipe line
proposed to be constructed by the Company from a point in Lot #25, in the
2nd Concession of the Township of Dawn, in the County of Lambton to the
Townline Road between the Counties of Halton and Peel at a point opposite
Lot #9, in the 11th Concession of the Township of Trafalgar, in the County
of Halton, with the following proposed branch lines therefrom:-

- (a) a 6" line in the Township of Caradoc, in the County
of Middlesex extending easterly from the main line
to the vicinity of the Town of Strathroy;
- (b) a 10" line in the Township of London, in the County
of Middlesex extending southerly from the main line
to the vicinity of the City of London;
- (c) a 6" line in the Township of West Missouri, in the
County of Middlesex and in the Township of Blanchard,
in the County of Perth extending northerly from the
main line to the vicinity of the Town of St. Marys;
- (d) an 8" line in the Township of West Zorra, in the
County of Oxford and in the Township of Downie, in
the County of Perth extending northerly from the main
line to the vicinity of the City of Stratford;

- (e) a 12" line in the Townships of North Dumfries and Waterloo, in the County of Waterloo extending northerly from the main line to the vicinity of the Cities of Kitchener and Waterloo;
- (f) a 10" line in the Township of Beverly, in the County of Wentworth and in the Townships of Puslinch and Guelph, in the County of Wellington, extending northerly from the main line to the vicinity of the City of Guelph;
- (g) a 20" line in the Townships of East Flamborough and West Flamborough, in the County of Wentworth extending southerly from the main line to the vicinity of the City of Hamilton;

along the route proposed by the said Company together with branch lines therefrom and works appurtenant thereto, which proposed route and branch lines are shown on the map filed by the Applicants in this hearing.

2. THIS BOARD DOETH FURTHER ORDER, pursuant to subsection 4 of the said section 2 of The Gas Pipe Lines Act, 1951, as amended, that the said Certificate of Public Convenience and Necessity mentioned in paragraph 1 hereof is granted subject to the following terms and conditions:

- (i) The engineering standards and practices set forth in the 1955 issue of A.S.A. B.31. 1.8 shall be the minimum standards to be observed by the Company in respect of the said pipe line and appurtenances thereto.
- (ii) The Company in laying the said pipe line shall vary its depth so as not to obstruct the natural drainage or any tile drainage system existing or planned, on any land affected, of which the Company has notice prior to the laying of the said pipe line on the lands affected.
- (iii) The Company shall after laying the said pipe line remove all surplus soil and debris and in all respects restore the land so far as is practicable to its former state.
- (iv) Except in the event of emergency, the Company shall not enter upon lands other than those acquired for the pipe line right of way unless the Company has the consent of the owner or tenant, as the case may be, of the land.
- (v) Any Grant of Easement by means of which the Company acquires a right of way for the said pipe line shall be for the said pipe line only.
- (vi) The Company shall offer to each land owner whose lands the pipe line will cross the Grant of Easement filed with this Board as Exhibit 14 amended to conform in principle with sub paragraph ii to v.
- (vii) The form of Grant of Easement as amended shall be submitted to this Board for approval before it is tendered to the land owners affected.
- (viii) Should any dispute or difference, other than a question of damages or compensation, arise under sub paragraphs 2 or 3 of this paragraph; such dispute or difference may, without affecting any rights at law or otherwise of the parties and with the concurrence of each of the parties to the dispute or difference, be referred to the Board for determination.

3. If, as and when the negotiations now pending between Union Gas Company of Canada, Limited and Ontario Natural Gas Storage and Pipelines Limited with respect to the construction and operation of the said pipe line by the latter are completed, the said Certificate of Public Convenience and Necessity hereby granted to Union Gas Company of Canada, Limited may, subject to the approval of the Board, be transferred by Union Gas Company of Canada, Limited to Ontario Natural Gas Storage and Pipelines Limited.

4. The costs of this application and of the application to amend the said application are hereby fixed at \$900 which sum shall be paid forthwith to the Board by the applicant, Union Gas Company of Canada, Limited.

DATED at Toronto this 12th day of June, 1957

"A.R.CHOZIER"

Chairman

"T.H.SIMPSON"

Vice-Chairman

"W.R.Howard"

Commissioner

"L.R.MacTavish"

Commissioner

Attested to and certified to be a true copy.

Secretary
Ontario Fuel Board

ONTARIO FUEL BOARD

IN THE MATTER OF The Municipal Franchises Act, R.S.O. 1950, Chapter 249, as amended;

AND IN THE MATTER OF an Application by Union Gas Company of Canada, Limited to the Ontario Fuel Board for approval of the Board to construct works to supply and to supply gas in the Township of Puslinch.

Puslinch

B E F O R E:

J.J. Wingfelder, Vice-Chairman) Friday, the 16th
 and)
 J.S. Yoerger, Commissioner) day of October, 1959.

CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY

UPON the Application of Union Gas Company of Canada, Limited for approval of the Ontario Fuel Board to construct works to supply and to supply gas in the Township of Puslinch pursuant to Section 8 of The Municipal Franchises Act, R.S.O. 1950, Chapter 249, as amended; upon the hearing of such Application by the Board on the 16th day of October, 1959, after due Notice of such Hearing had been given as directed by the Board; in the presence of Counsel for the Applicant and in the presence of the Reeve, Deputy Reeve and Clerk of the said Township of Puslinch and no one else appearing; upon hearing the evidence adduced, the exhibits filed and Counsel aforesaid;

THIS BOARD DOTH CERTIFY, pursuant to Section 8 of The Municipal Franchises Act, R.S.O. 1950, Chapter 249, as amended, that Public Convenience and Necessity appear to require that approval of the Ontario Fuel Board shall be and the same is hereby given to Union Gas Company of Canada, Limited to construct works to supply and to supply gas in the Township of Puslinch.

AND THIS BOARD DOTH further Order and Direct that the costs of this Application fixed at the sum of \$25.00 shall be paid forthwith by the Applicant to the Board.

DATED at Toronto, Ontario, this 18th day of November, 1959.

ONTARIO FUEL BOARD

J.J. Wingfelder

 Vice-Chairman

J.S. Yoerger

 Chairman

ONTARIO FUEL BOARD

IN THE MATTER OF The Municipal Franchises Act, R.S.O. 1950, Chapter 249, as amended;

AND IN THE MATTER OF an Application by Union Gas Company of Canada, Limited to the Ontario Fuel Board for approval of the Board to construct works to supply and to supply gas in the Township of Puslinch.

BEFORE:

J.J. Wingfelder, Vice-Chairman
and
J.S. Yoerger, Commissioner

Friday, the 16th day of October, 1959.

-: CERTIFICATE OF PUBLIC CONVENIENCE :-
AND NECESSITY

Union Gas Company of Canada, Limited,
Gas Building,
Fifth Street,
Chatham, Ontario.

GAS FRANCHISE HANDBOOK

developed by

**A JOINT COMMITTEE
OF GAS COMPANY**

and

**MUNICIPAL SECTOR
REPRESENTATIVES**



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The following are subjects which are more complex and not easily summarized in a Handbook. Reference should be made to Sections 11, 13 and 16 of the 2000 Model Franchise Agreement.

- *Alternative Easements*
- *Municipal By-laws of General Application*
- *Use of Decommissioned Gas System*

Full copies of the 2000 Model Agreement may be obtained at www.oeb.gov.on.ca or contact your local Gas Company.

FOREWORD

NATURAL GAS FRANCHISE HANDBOOK

Provincial legislation requires that there be a Franchise Agreement between the Municipal Corporation and the Gas Company serving that Municipality. In April 2001, the Ontario Energy Board issued the revised 2000 Model Franchise Agreement to serve as a model for such agreement.

A joint committee comprised of Gas Company and Municipal Sector Representatives has developed this revised Franchise Handbook as a supplement to the 2000 Model Franchise Agreement. This Franchise Handbook is meant to serve as a consolidated guide to deal with operating issues that sometimes require a greater level of detail than appears in the Franchise Agreement itself.

Although your current Franchise Agreement may not be the 2000 Model Franchise Agreement, the contents of this Franchise Handbook describe how the Gas Company intends to carry out its activities within the Municipality and is intended to represent good operating practice. Where there is any conflict between your Franchise Agreement and this Handbook, it is the Franchise Agreement that takes precedence. The Gas Company has staff available to expand on the matters covered in this Franchise Handbook and answer any questions that might arise.

The Board acknowledges the efforts of the participants in producing the revised Franchise Handbook.



Floyd Laughren
Chair – Ontario Energy Board
May 2002

THE FRANCHISE HANDBOOK WORK TEAM



Wilfred Teper (left)
*Ontario Energy
Board*

Bob Foulds (right)
*Municipal Sector
Representative*



David Shantz
*Municipal Sector
Representative*



David Sword (left)
Union Gas Representative

Nick Thalassinos (right)
*Enbridge Consumers Gas
Representative*

Pat Vanini
(no photo available)
*Municipal Sector
Representative*

Neil McKay (left)
Ontario Energy Board

Hugh Thomas (right)
Union Gas Representative



DEFINITION OF HIGHWAY

For purposes of the Franchise Agreement 'highway' means all common and public highways and shall include any bridge, viaduct or structure forming part of a highway, and any public square, road allowance or walkway and shall include not only the travelled portion of such highway, but also ditches, driveways, sidewalks, and sodded areas forming part of the road allowance.

RIGHT TO USE HIGHWAYS

Subject to the terms and conditions of the Franchise Agreement the consent of the Municipality is granted to the Gas Company to enter upon all highways now or at any time hereafter under the jurisdiction of the Municipal Corporation and to lay, construct, maintain, replace, remove, operate and repair a gas system for the distribution, storage and transmission of gas in and through the Municipality.

The Gas Company attempts to minimize inconvenience and disruption caused by pipeline construction and maintenance activities through pre-construction planning, on the job supervision, discussions with municipal representatives and/or property owners or occupants, and timely restoration of property.

COMPENSATION FOR DAMAGES

The Gas Company will be responsible for, and will repair promptly or pay compensation for, any damage it causes during surveying or construction or that may result from inspection, maintenance work or emergency repairs.

This includes damage to crops, fences, tile drains, culverts, trees and access routes. Well qualified, independent appraisers and consultants are often used to assess fair compensation for damages. Any crop loss or damage will be measured, appraised and compensated for as soon as possible after cleanup has been satisfactorily completed.

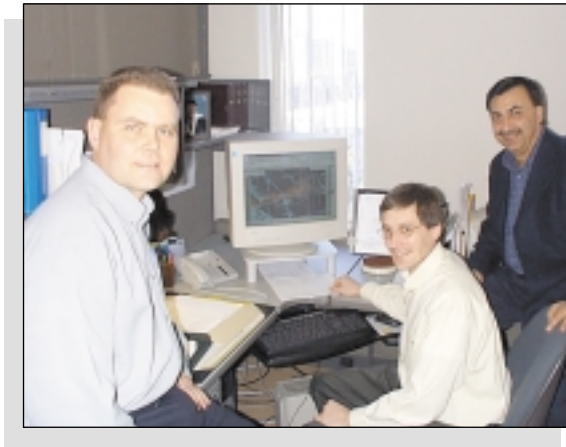
PLANNING FOR CONSTRUCTION

To facilitate proper system expansion and maintenance, the Gas Company will actively participate in each Municipality's Public Utilities Coordinating Committee (PUCC). One of the mandates of the PUCC will be to develop an approved highway cross-section that outlines a standard pipeline location within the highway for each utility's plant.

The Gas Company will adhere to the standard line location wherever feasible, and will acquire approval from the Engineer/Road Superintendent prior to deviating from the standard location. In addition the PUCC will act as a forum to minimize construction conflicts between the road authority and various utilities including cable companies and municipal water and sewer works.



Engineers check plans to minimize construction conflicts.



Working on the proposed projects plans to be submitted to the Engineers or Road Superintendent of the Municipality.

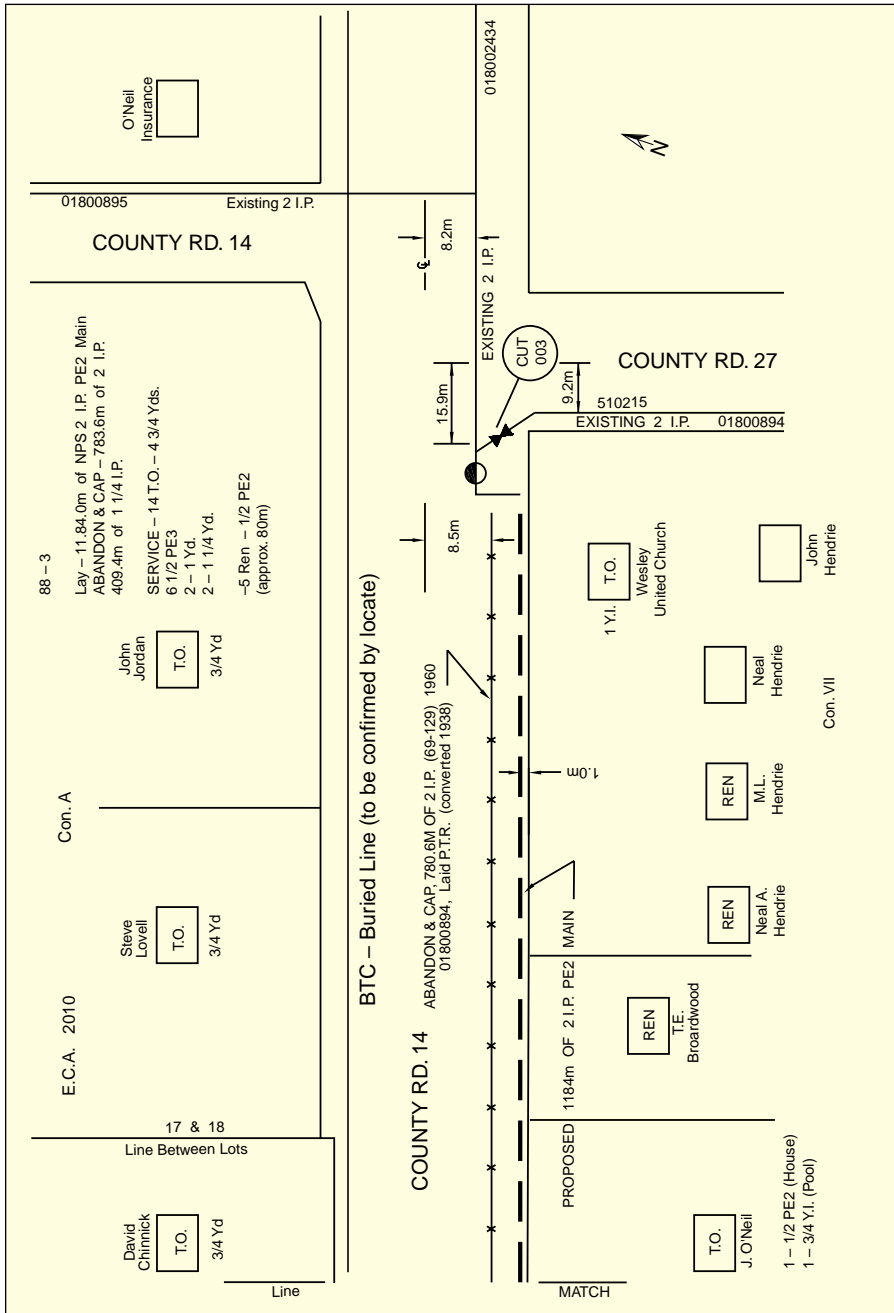
PLANS AND DRAWINGS

Before installing any gas main on a highway, the Gas Company will submit a plan/drawing of the proposed work (similar to the Sample Plan, Figure 1 on page 6) to the Engineer/Road Superintendent for approval. Such approval will not be unreasonably withheld from the Gas Company. This drawing will show the proposed location and alignment of the works to be installed. Route selection involves judgement as well as technical expertise. The Gas Company is very willing to meet with the Engineer/Road Superintendent to arrive at a line location that is acceptable to both parties.

Where circumstances are complex, and in order to facilitate known or reasonably anticipated projects, or when requested because the Municipality has geodetic information for its own services and all others at the same location, the plan filed by the Gas Company shall include geodetic information.

Sample Plan

Figure 1

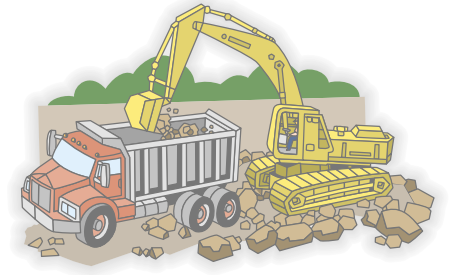


WORK ON THE HIGHWAY

The Gas Company shall not undertake any work that will disturb or interfere with the surface of the travelled portion of the highway unless a permit has been first obtained from the Engineer/Road Superintendent and all work done shall be to his/her satisfaction.

In all other circumstances, except Emergency Situations referred to on page 13, the Gas Company, before entering on any highway within the Municipality shall adhere to the requirements of the Municipality in terms of:

- (1) 'giving notice',
- (2) providing an explanation satisfactory to the Engineer/Road Superintendent, and
- (3) where required, obtaining the appropriate approval(s).



Pavement Cuts

All crossings of the travelled portion of the road will be constructed by boring, jacking or similar methods. In circumstances where these methods are not feasible, approval to open cut will be requested from the Engineer/Road Superintendent prior to construction. Such approval will not be withheld unreasonably. All pavement cuts will be repaired at the expense of the Gas Company.

The Municipality may specify a reasonable degree of compaction and the types of backfill necessary to properly restore the excavation and sub-base of the road. Also, the Engineer/Road Superintendent may specify the type, thickness and method of pavement cut restoration, both temporary and permanent. The Gas Company shall make good any settling or subsidence thereafter caused by such excavation. Where there is an agreement to do so, the Municipality may carry out the repairs and invoice the Gas Company.

WORK ON THE HIGHWAY (continued)

Driveways & Sidewalks

Every effort will be made to bore under paved driveways and sidewalks in an attempt to minimize any inconvenience to the local residents. Any damage that occurs as a result of installation of the gas system will be promptly repaired by the Gas Company to a condition as good or better than it was prior to the construction work and the responsibility for such repairs will be borne by the Gas Company.

Minimizing Inconvenience

The Gas Company will make every effort to minimize any inconvenience during construction. Residents of the local area will be notified prior to construction, and driveways will be obstructed as little as possible. The Municipality may provide guidance and procedures with regard to temporary traffic lane closing, barricading of excavations, detours and partial road closures. Every construction crew is staffed with people who are capable of answering inquiries brought forward by local residents.



*Workers
move quickly
to minimize
any
inconvenience
during
construction.*

LOCATION AND DEPTH OF PLANT

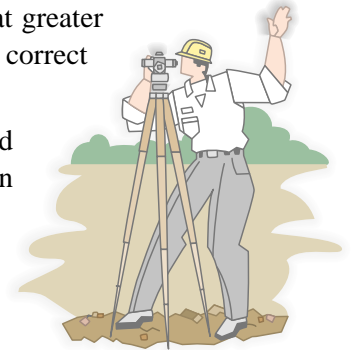
The location of the gas system must be approved by the Engineer/Road Superintendent and his approval shall not be unreasonably withheld. The Gas Company has standard locations for gas lines in specific types of rural or urban environments.

While the locations of utilities will vary in certain municipalities, the diagrams, (Figure 2 on page 10 and Figure 3 on page 11) are typical cross sections for utility locations in a 26-metre road allowance.

The depth of plant must be in accordance with the latest CSA standard and applicable Ontario Regulations at the time of construction. Depth as defined in the latest CSA standards and applicable Ontario Regulations should not be solely relied upon to locate the gas system as the depth of cover may have changed since installation. (see Figure 2, page 10 and Figure 3, page 11).

The Engineer/Road Superintendent may require sections of the gas system to be laid at greater depth to facilitate known projects or to correct known highway deficiencies.

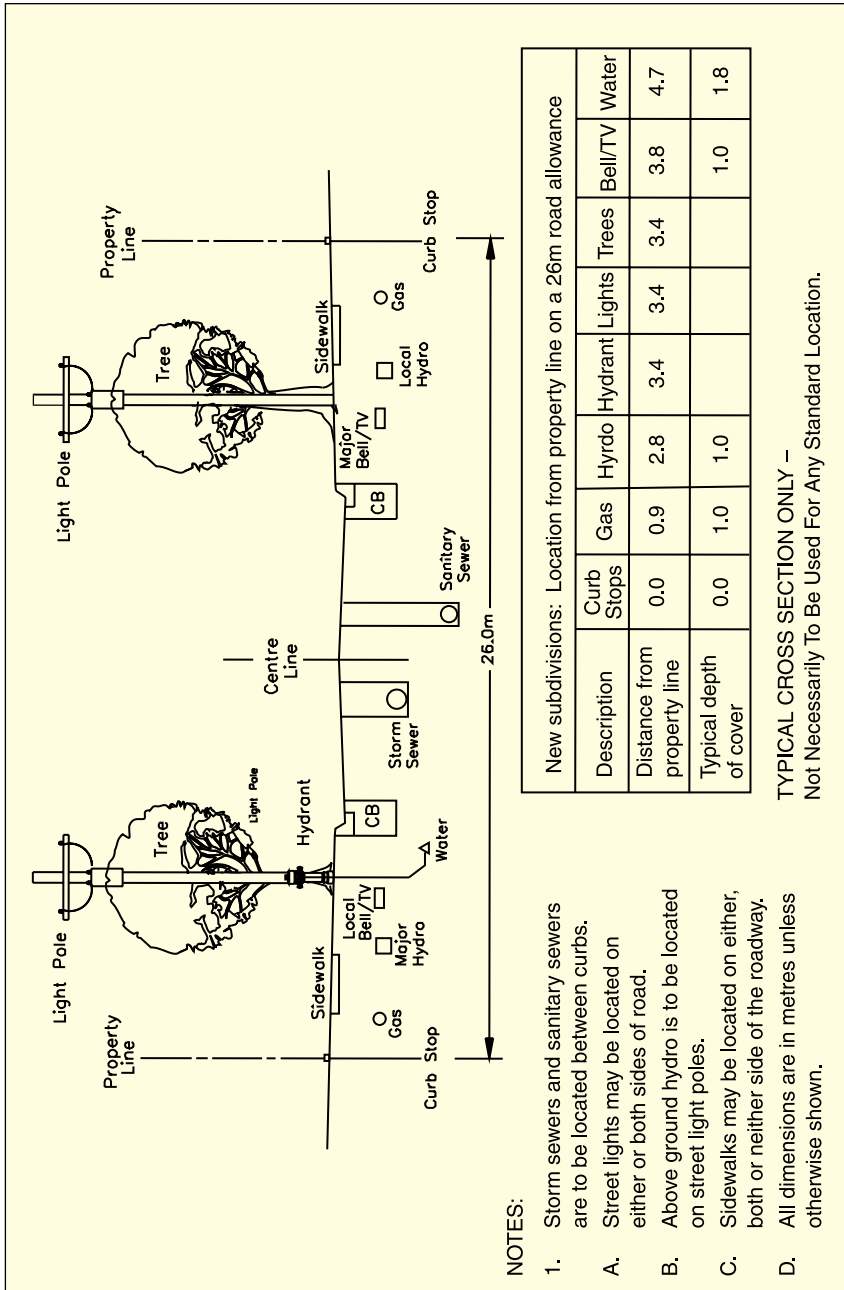
The approval of the Engineer/Road Superintendent is not a representation or warranty as to the state of repair of the highway or the suitability of the highway for the gas system.



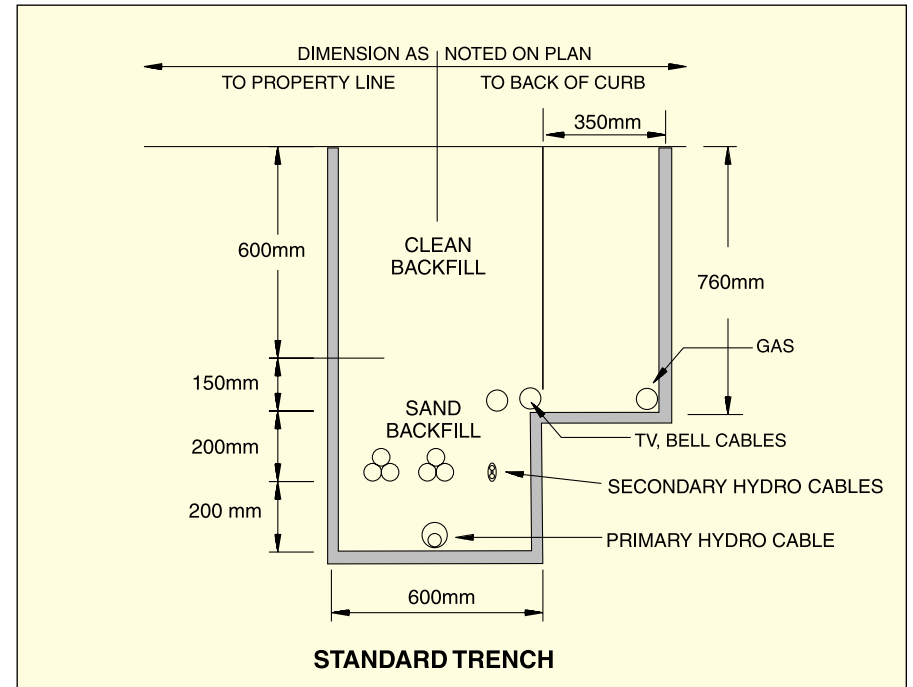
EASEMENTS

Occasionally the Gas Company will install pipelines that need to cross private property. In these cases, easements will be obtained from the landowner prior to construction.

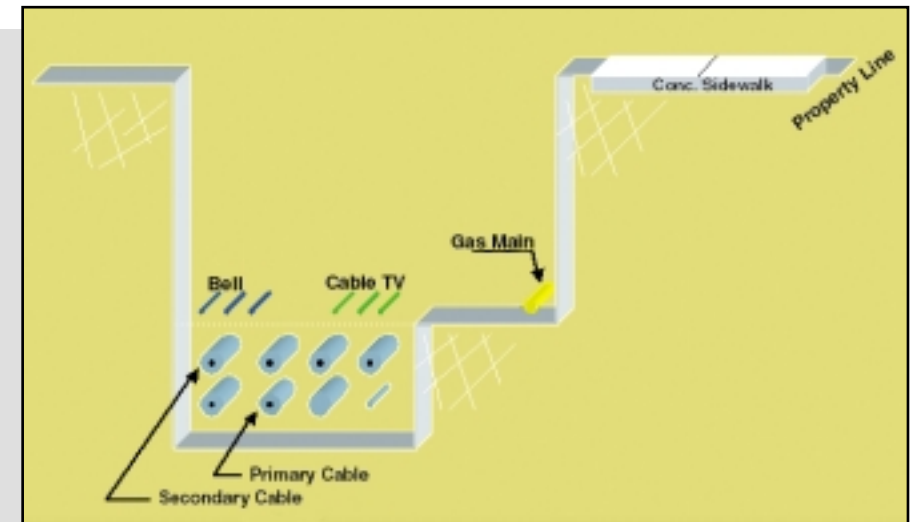
Typical Road Cross Section
Figure 2



Typical Joint Trench Profile
Figure 3



Standard Joint Trench Sketch



DITCHES AND DRAINS

Before installing any plant in the area of a drain or ditch, a copy of the plan for the installation as filed with the Engineer/Road Superintendent will be filed with the Drainage Superintendent. Wherever possible, gas lines will be installed completely under or completely over the ditch so as to not interfere with the carrying capacity of the ditch. Subsurface drains and surface drains will be restored to their original condition after construction. Ditch banks and stream banks will be restored to promote quick vegetation and minimize the possibility of erosion.



*Attaching
gas line on
a bridge.*

BRIDGES, VIADUCTS OR OTHER STRUCTURES

If the Engineer/Road Superintendent approves of a proposal (he/she may disapprove) to affix any part of the gas system to a bridge, viaduct or other structure, he/she may require special conditions or a separate agreement as a condition of approval.

EMERGENCY SITUATIONS

In the event of an emergency involving the gas system, the Gas Company will notify the local authorities, as deemed appropriate, (e.g. Engineer/Road Superintendent, police, fire, ambulance or emergency measures organizations having jurisdiction) immediately upon becoming aware of the severity of the situation. The Gas Company will make every reasonable effort to control the situation as quickly as possible and will consider claims for extraordinary expenses incurred by the Municipality during the emergency. The Gas Company will provide the Engineer/Road Superintendent with at least one 24-hour emergency contact for the Gas Company and shall ensure the contacts are current.

POST-CONSTRUCTION CLEANUP

The cleanup and restoration operations will be performed under the supervision of the Gas Company staff. These staff will be available to discuss with local residents and Municipal representatives any problem that may arise during construction. Gas Company staff have full authority to require that the construction crews and/or all the contractors carry out their work in accordance with the agreements reached with each landowner and in accordance with all relative directives and guidelines of the Ontario Energy Board or the Engineer/Road Superintendent.

PLANTS, TREES, VEGETATION, GRASS OR SOD

Damage caused by the Gas Company to plants, trees, vegetation, grass or sod will be minimized during the construction period with the Gas Company bearing full responsibility for any damages. The Gas Company will not cut, trim or interfere with any trees on the road allowance without the approval of the Engineer/Road Superintendent. Restoration will be completed as promptly as possible, allowing for supply and weather constraints.

PIPELINE RELOCATION

The location of the gas system may conflict with the Municipality's plans to reconstruct or alter roads or Municipal utilities. In these instances, the Gas Company will work with the Municipality to relocate its gas system, with the cost of the relocation to be shared as outlined in the Franchise Agreement. In most circumstances the cost of relocating the gas system will be shared 65% Gas Company and 35% Municipality. In the event your Municipality has a pre-1987 agreement or special legislation, the cost sharing may vary. The Engineer/Road Superintendent must approve the proposed new location of the gas system. The Gas Company will then relocate its gas system within a reasonable period of time.

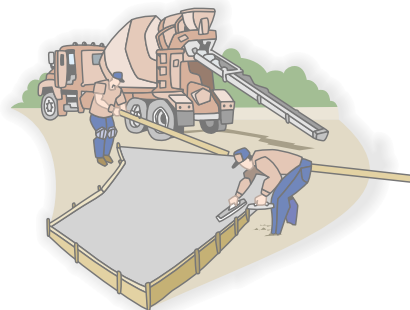
If any part of the gas system is located on a bridge, viaduct or other structure, the Gas Company will alter or relocate that part of the gas system at its sole expense.

In the event the gas system is located in an unassumed road or in an unopened road allowance and the Municipality has not approved its location, the Gas Company will pay 100% of the relocation costs.

ENCASEMENT OF THE GAS SYSTEM

The Municipality will not knowingly build or permit anyone to build without the Gas Company's permission any structure over or encasing any part of the gas system within the highway. Structures would include, but not be limited to, buildings, culverts, vaults, catch basins, utility poles and anchors, and retaining walls.

The construction of roadways, sidewalks and driveways over the gas system would not constitute encasement.

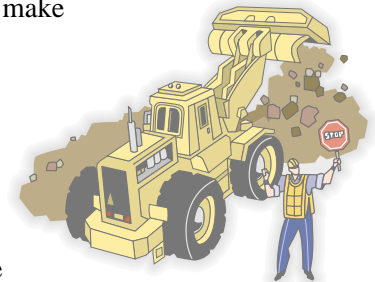


MAINTENANCE OF THE GAS SYSTEM

The Gas Company accepts full responsibility for the construction and installation, maintenance and repair of the gas system. All work done on the gas system must meet all requirements as described by the appropriate government codes. The Ontario Energy Board, the TSSA and the Canadian Standards Association require that all standards and regulations relating to both the protection of the environment and public safety are carried out. If requested, Gas Company representatives will provide copies of the relevant codes/documents. The system is maintained by trained personnel who are available at all times to keep the gas system in good operating condition.

WORK IN THE VICINITY OF THE GAS SYSTEM

Prior to working in the vicinity of gas systems, Municipalities and their agents should make themselves familiar with any required procedures and restrictions. This is necessary to ensure the safety of the general public, the safety of workers carrying out excavation, prevention of damage to gas lines and property, and to ensure the work activities take place in a compatible fashion.



Areas to become familiar with include, but are not limited to:

- *Guidelines for excavations in the vicinity of gas systems*
- *Requirements when blasting in the vicinity of gas systems*
- *Requirements when pile driving in the vicinity of gas systems*
- *Requirements when exposing gas systems*

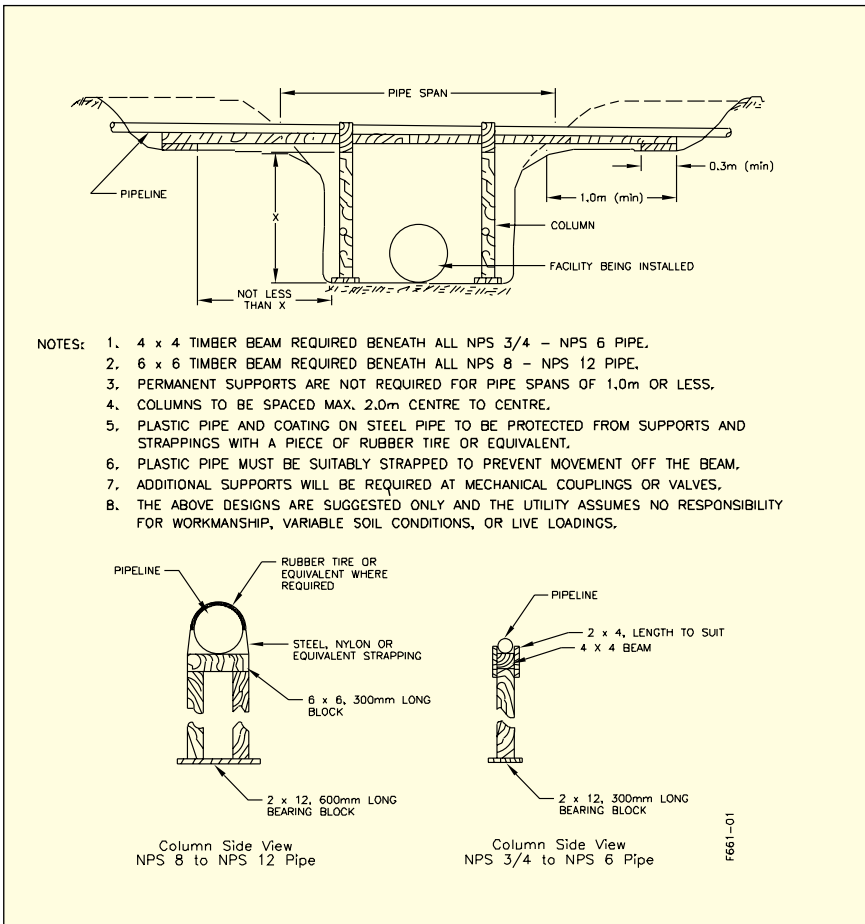
For more information on these areas, please contact your local Gas Company.

PIPELINE SUPPORTS

Prior to excavating below gas pipelines, a suitable support must be installed to prevent the pipeline from deflecting. Figures 4 and 5 (shown on pages 16 and 17) show a variety of support designs. These designs are suggestions only as conditions vary at each job site. In the event Municipal work involves support of the gas system, the proposed work shall be reviewed and approved by the Gas Company and approval will not be unreasonably withheld.

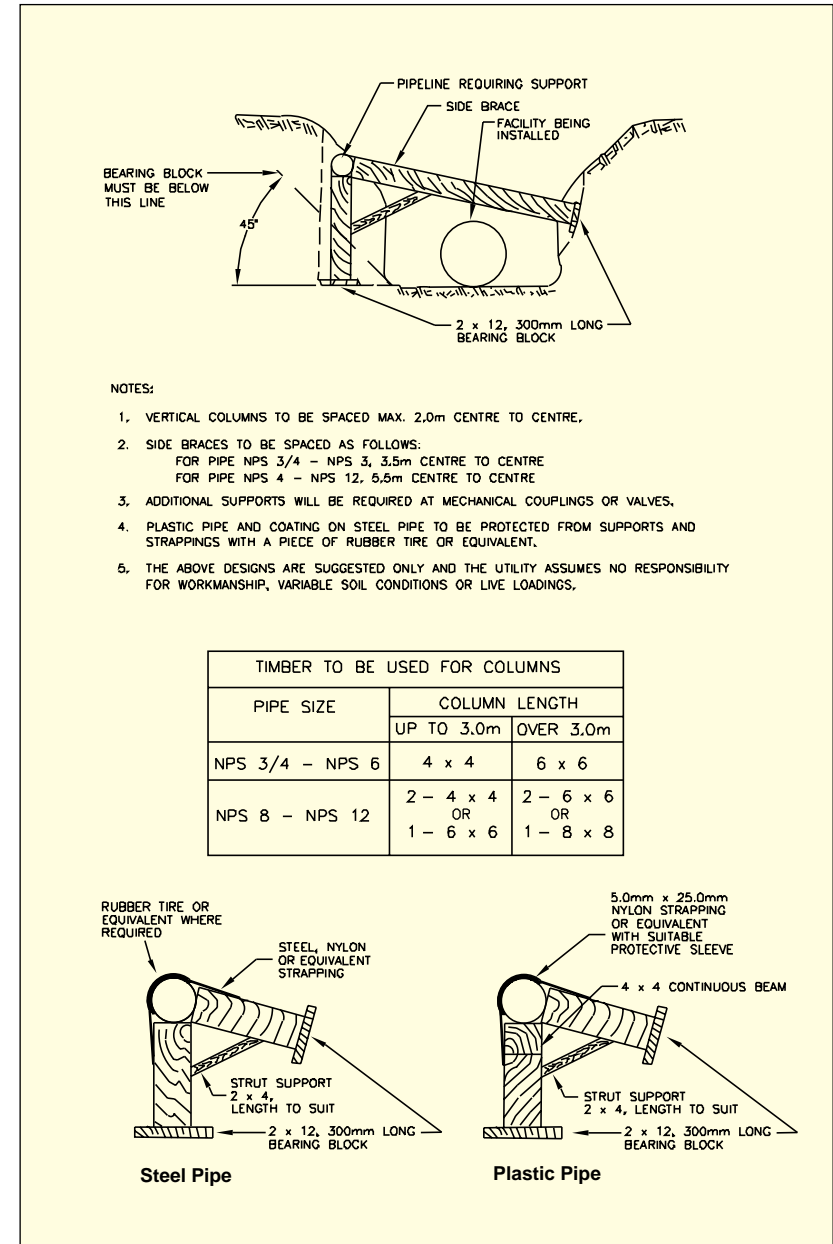
Typical Pipeline Support Crossing Trench

Figure 4



Typical Pipeline Support Parallel to Trench

Figure 5











LOCATION OF THE GAS SYSTEM FOR OTHERS

In order to facilitate work to be undertaken by others, the Gas Company will identify, on the surface of the ground, the location of any of its gas system in a prompt and accurate manner. The cost of this locate service will be borne by the Gas Company. The Gas Company requires hand digging near its pipelines as specified on the locate form.

The chart below illustrates the standard colours that are used in Ontario to identify the various utilities.

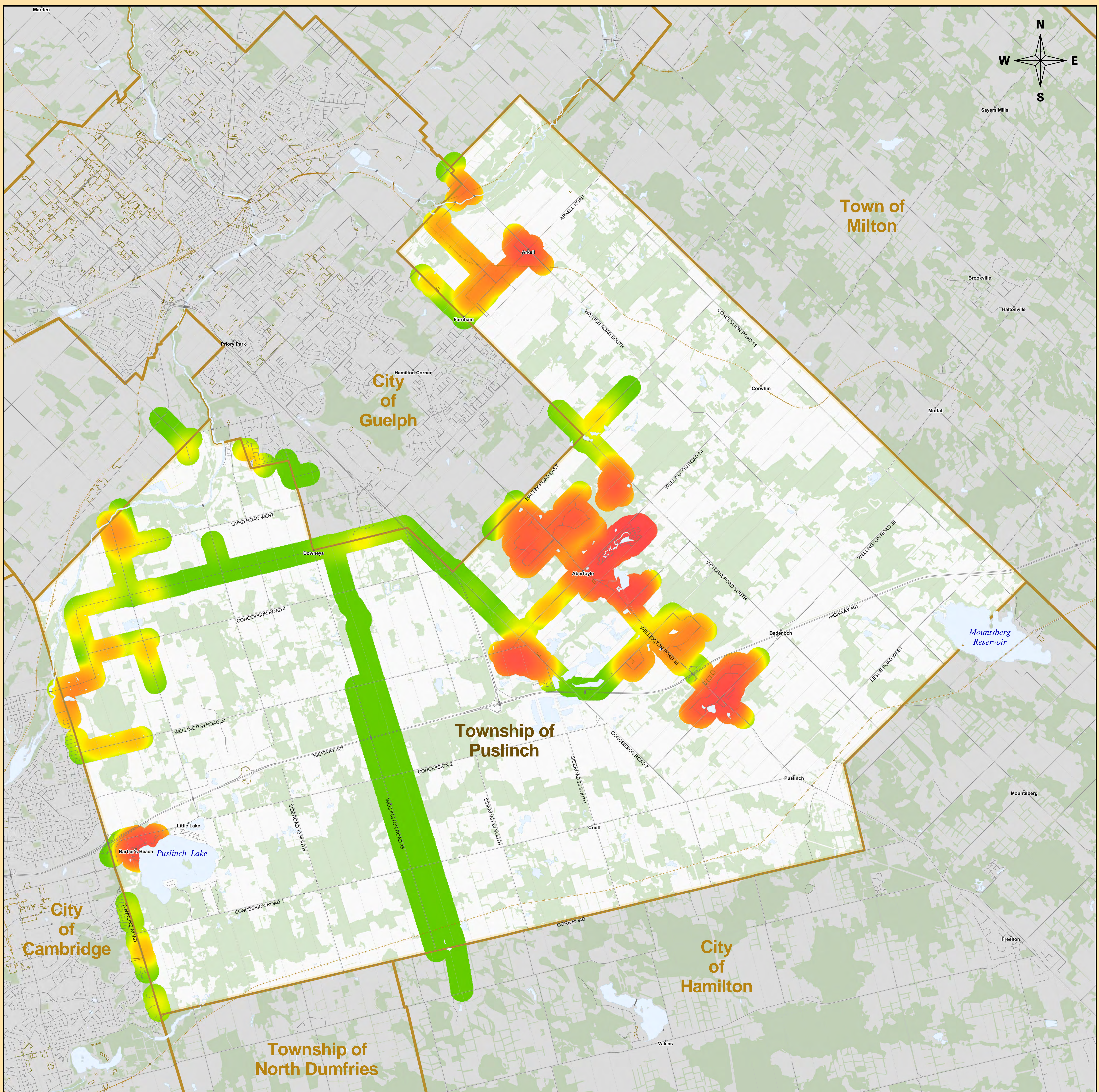
Buried Public Utilities will be identified in the field by the following fluorescent colours.

Permanent line markers are installed along pipelines in rural areas.

	Ontario Hydro Local Hydro Traffic Systems
	Gas Lines, Oil Lines, Steam Lines
	Water Systems
	Telephone Lines, Telegraph Lines, Police and Fire Communications, Cable TV Lines
	Sanitary Sewers, Storm Sewers
	Temporary Survey
	Proposed Excavation
	Reclaimed Water, Irrigation & Slurry Lines

Cautionary Note:

Individuals are reminded that the location of the gas system is identified on the surface of the ground. If you are working above, below or in the vicinity of the gas system you are required to meet the requirements of the various Ontario regulations/guidelines that apply and these can be provided by the Gas Company.



Legend

- Enbridge Gas Pipeline Coverage Area
- Township of Puslinch
- Trans Canada Pipelines
- Roads
- Railways
- Municipal and Township Boundaries
- First Nation Boundary



Township of Puslinch



Disclaimer:

The map is provided with no warranty express or implied and is subject to change at any time. Any Person using the Density Map shall do so at its own Risk and the Density Map is not intended in any way As a tool to locate underground infrastructure for the purposes of excavation



Location map

Township Site Alteration and Road Activity By- laws: Third Reading

February 7, 2024



Proposed Site Alteration By-law

Summary of Feedback and Staff Recommendations:

Council feedback:

- Suggest replacing the term 'amount of fill' to 'volume of fill'

Staff Recommendation:

- Staff have no concerns with this revision at Council's direction prior to executing the By-law

Proposed Site Alteration By-law

Summary of Feedback and Staff Recommendations:

Council feedback:

- Staff to provide feedback related to the how the Excess Soil Quality Standards consider properties that are serviced by private wells.

Staff Response:

- The Excess Soil Quality Standards (ESQS) have separate tables for potable vs non-potable sites and potable is more stringent. See <https://files.ontario.ca/mecp-soil-rules-en-2022-12-29-v2.pdf> including summary chart at page 45.

Proposed Site Alteration By-law

Summary of Feedback and Staff Recommendations:

Council feedback:

- Update Schedule C to incorporate the change from 'standard' permit type to 'intermediate'

Staff Response:

- Staff have made this update.

Proposed Site Alteration By-law

Summary of Feedback and Staff Recommendations:

Council feedback:

- Prohibit fill importation on Prime Agricultural Lands.

Staff Recommendation:

- Staff note that the EPA, the ESQS, and O Reg 406/19 refer to the term agricultural – not prime agricultural. However, the ESQS and O Reg 406/19 apply and impose restrictions on depositing excess soil at agricultural lands.
- Staff recommend that the defined term ‘Beneficial Purpose’ be added to clarify in what circumstances deposits of excess soil are permitted. Note, this is already incorporated into O Reg 406/19.

Proposed Site Alteration By-law

Summary of Feedback and Staff Recommendations:

Council feedback:

- Prohibit liquid fill importation.

Staff Recommendation:

- Staff recommend the inclusion of the following provision: Notwithstanding any other provision of this By-law, no person shall conduct, undertake, cause, permit or carry out the deposit of liquid soil (as is also prohibited by Ontario Regulation 406/19); further, no person shall conduct, undertake, cause, permit or carry out liquid soil temporary storage or liquid soil processing at any Property within the Township unless approved through an Environmental Compliance Approval issued by the MECP and in compliance with Section 3.8 herein, the Township Zoning By-law, and all other applicable By-laws.

Proposed Site Alteration By-law

Summary of Feedback and Staff Recommendations:

Council feedback:

- ❑ The current By-law includes the following statement: “All imported fill and soils regraded or distributed on any lands shall not have any chemical qualities or compounds that are greater than the native material on the site. There shall be no degradation of existing soil quality and groundwater quality as a result of the site alteration.” - Please ensure this paragraph is completely covered in the draft bylaw. Residents/staff/council of the day worked really hard to have this included.

Staff Response:

- ❑ This language poses a considerable departure from the aim and intent of the updated draft by-law. O Reg 406/19, the Soil Rules and the ESQS permit deposit of excess soil at reuse sites based on a number of parameters, including potability of drinking water, shallow vs non-shallow soils, full depth vs stratified subsurface conditions, proximity (within or outside of 30 m) of a water body, and land use. What is proposed above does not reflect this at all. And, what is proposed above means that even clean soil (Table 1 – background conditions) may actually exceed what is the native soil quality at a certain property, rendering many property owners out-of-compliance in even the most innocuous of circumstances, including, potentially, importing topsoil for gardening.

Proposed Site Alteration By-law

Summary of Feedback and Staff Recommendations:

Council feedback:

- Clarify the inclusion of 5.3 & 5.4 & 5.5 b)v)iii) Documentation pertaining to the collection and laboratory analysis of samples of the Fill AS DEFINED IN THE SAMPLING AND ANALYSIS PLAN under Ont Reg 153/04 or Ont Reg 406/19

Staff Recommendation:

- Inclusion of the above allows for Township staff to use their discretion during permit application review to determine whether sampling and analysis already conducted and provided with the application is sufficient or if further sampling is necessary. The Township's peer review process of Site Alteration Applications includes a peer review by the Township Engineer, staff, and technical experts as required (soil experts, ecologists, Conservation Authorities, hydrogeology, etc.) and allows staff the expertise to determine if additional sampling is required.

Proposed Site Alteration By-law

Summary of Feedback and Staff Recommendations:

Council feedback:

- Within each table of the Rules for Soil Management and Excess Soil Quality Standards (406/19), standards for contaminants are presented in relation to property use of the reuse site. Is the entire Township considered agricultural for the purpose of fill?

Staff Response:

- No. Land use determines what ESQS apply. Properties in the Township include all types of land uses (agricultural, residential, institutional, parkland, commercial, industrial, community). Only properties used for agriculture constitute agricultural land use for the purpose of the ESQS.

Proposed Road Activity By-law

Summary of Feedback and Staff Recommendations:

Council feedback:

- Clarifying that a Haul Route Permit is not required for 20 cubic metres of fill importation or less.

Staff Recommendation:

- Staff recommend that the following be added to Part 5 Section 21 of the Road Activity By-law: “Notwithstanding subsection 20, Site Alteration activities that do not exceed 20 cubic metres of fill importation (2 truckloads) and are exempt from permits in accordance with the Site Alteration By-law, are exempt from requiring a Haul Route Permit.”

Engagement Opportunities

- CloudPermit application form;
- Dedicated Township Webpage with visuals and user guide;
- Social Media engagement;
- Online mapping tool;
- Pre-Consultation meetings;
- Circulation to neighbours where required by permit type;
- Public Information Meeting where required by permit type; and
- Advising regulatory agencies of the Township By-law and processes (County, CAs, etc.).

Timeline

- ❑ First reading: December 20, 2023
- ❑ Second reading: January 10, 2024 (incorporating Council feedback from December 20, 2023 meeting)
- ❑ Third reading and enactment: February 7, 2024 (incorporating any final feedback)

Questions and Feedback

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 2023-057

A By-law to prohibit and regulate the alteration of property and movement of fill within the Township of Puslinch (Site Alteration By-law) and a By-law to repeal By-laws 2012-31, 2015-11, 2015-45, 2015-49, 2021-01, and 2021-20.

WHEREAS Section 142 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, (hereafter referred to as the *Municipal Act*) provides that, the Corporation of the Township of Puslinch (the "Township") may pass a by-law prohibiting or regulating the alteration of property through the movement, placing, or dumping of fill, and/or the alteration of the grade of land;

AND WHEREAS Section 142 (2) (d) and (e) of the *Municipal Act* further provides that the Township may require that a permit be obtained for the placing or dumping of fill, or the alteration of the grade of land, and may impose conditions to a permit, including requiring the preparation of plans acceptable to the municipality relating to grading, filling or dumping, the removal of fill and/or the alteration of the grade of land;

AND WHEREAS Section 436 of the *Municipal Act* authorizes the Township to pass by-laws providing that the municipality may enter on land at any reasonable time for the purpose of carrying out inspection to determine whether or not an order or condition is being complied with and require the production of documents and information as well as the collection of samples;

AND WHEREAS Sections 8, 9 and 11 of the *Municipal Act* permit the Township to pass by-laws necessary or desirable for municipal purposes, and paragraphs 5, 6 and 8 of Subsection 11 (2) authorize by-laws respecting the economic, social, and environmental well-being of the municipality, the health, safety and well-being of persons, and the protection of persons and property;

AND WHEREAS Section 23.2 of the *Municipal Act* authorizes the Township to delegate its powers to an officer, employee, or agent of a municipality;

AND WHEREAS Subsection 444(1) of the *Municipal Act* permits the Township, if satisfied that a contravention of a by-law of the Township passed under the *Municipal Act*, has occurred, to make an order requiring the person who contravened the by-law or who caused or permitted the contravention, or the owner or occupier of the land on which the contravention occurred, to discontinue the contravening activity;

AND WHEREAS Subsection 446 of the *Municipal Act* gives the Township the authority to direct or require a person to do a matter or, thing, the municipality may also provide that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person's expense. For these purposes, the Township may enter upon land at any reasonable time. The Township may recover the costs of doing a matter or, thing from the person directed or required to do it by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes;

AND WHEREAS Section 425 of the *Municipal Act* permits the Township to pass by-laws providing that any person who contravenes any by-law the Township passed under the *Municipal Act*, is guilty of an offence;

AND WHEREAS Section 426 (4) of the *Municipal Act* deems that any Person that hinders or obstructs, or attempts to hinder or obstruct, any Person who is exercising or performing a duty under this By-law created under the Act is guilty of an offence;

AND WHEREAS the Council of the Township deems it to be in the public interest to pass this By-law to regulate the alteration of property through the movement, placing, or dumping of fill, and/or the alteration of the grade of land within the Township to ensure that:

- a) Groundwater and surface water quality is maintained;
- b) Drainage patterns, water courses and water bodies are protected;
- c) Natural heritage features, landforms and archeological resources are protected;
- d) Adverse Effects are minimized;
- e) Impacts to the Township's roads, Highways and infrastructure are minimized;

- f) Disturbances and nuisance impacts to residents and businesses are minimized; and
- g) Costs and liabilities are borne by owners and persons who undertake Site Alteration within the Township.

NOW THEREFORE the Council of the Township hereby enacts as follows:

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1. GENERAL

1.1 Short Title

- (a) This By-law may be referred to as the "Site Alteration By-law".

1.2 Administration

- (a) This By-law applies to all Property in the geographical area within the Township, save and except any Property owned by the Township.
- (b) The Chief Building Official in consultation with the Municipal Clerk shall be responsible for the administration of this By-law.

1.3 Delegated Authority

- (a) The Chief Building Official and/or Municipal Clerk is authorized and has the delegated authority to:
- (i) Approve, exempt/waive, issue, revoke, extend, renew, amend, or close a Permit and/or grant approvals of Site Alteration and impose Conditions for continuing to hold a Permit depending on the Site Alteration in addition to the requirements under this By-law;
 - (ii) Determine when a Public Information Meeting or a Meeting of Council is required or not required;
 - (iii) Determine and deem an Application as abandoned, expired, or closed;
 - (iv) Approve and coordinate any Site Restoration or Site Remediation works;
 - (v) Approve amendments to Site Alteration and Fill Management Plans;
 - (vi) Approve and amend Application forms and Guidelines;
 - (vii) Establish appropriate requirements;
 - (viii) Ensure compliance with section 3.8 of this By-law, including requiring appropriate testing and documentation;

- (ix) Appoint a peer review consultant or other engineering, scientific and technical experts to fulfill the role or duties of an Inspector for purposes of this By-law;
- (x) Require or exempt certain works from provisions of this By-law, as permitted in this By-law; and
- (xi) Authorize and/or hire such agents, contractors, and other Persons to perform the work, as required.

1.4 Conflict

- (a) Where there is a conflict between a provision of this By-law and a provision of any other Township by-law, the provision that establishes the highest standards to protect the health and safety of the public and natural environment shall apply. No agreement shall be deemed to provide an exemption from the requirements of this By-law unless this By-law authorizes such exemption, and the agreement specifically provides for it.

1.5 Severability

- (a) If a court of competent jurisdiction declares any section, or any part of any section, of this By-law to be invalid, or to be of no force or effect, it is the intention of the Township that every other provision of this By-law be applied and enforced in accordance with its terms to the extent possible according to law.

1.6 Compliance with Other Laws

- (a) This By-law, and the provisions contained within, are intended to be complimentary to federal and provincial statutes and regulations, and to other by-laws passed by the Council. If any other applicable law requires a higher standard than this By-law requires, the higher standard shall apply.
- (b) By-laws, statutes, regulations, and guidelines referenced in this By-law, including in Schedule A, include any amendments, replacements, or updates to those by-laws, statutes, regulations, and guidelines.

2. DEFINITIONS

2.1 Definitions in this By-law:

- (a) "Adverse Effect" shall have the same meaning as in the *Environmental Protection Act*, R.S.O. 1990, c. E.19 and means one or more of:
 - (i) Impairment of the quality of the natural environment for any use that can be made of it;
 - (ii) Injury or damage to Property or to plant or animal life;
 - (iii) Harm or material discomfort to any person;
 - (iv) An adverse effect on the health of any person;
 - (v) Impairment of the safety of any person;
 - (vi) Rendering any Property or plant or animal life unfit for human use;
 - (vii) Loss of enjoyment of normal use of Property; and
 - (viii) Interference with the normal conduct of business.
- (b) "Aggregate" has the same meaning as in the *Aggregate Resources Act*, R.S.O. 1990, c.A.8, as amended ("*Aggregate Resources Act*").
- (c) "Applicant" means the Owner of a Property and includes a Person authorized in writing to act on behalf of the Owner of a Property to apply for a Permit.
- (d) "Application" means a written submission to request or amend a Permit, in a form prescribed by the Township.
- (e) "Artificial Turf" means any surface synthetic fibers made to resemble turf or other grass-like surface and used as a surface cover.
- (f) "Asphalt" means a mixture of dark bituminous pitch with sand or gravel, used for surfacing roads, driveways and paths, which may include, without limitation, loose or recycled material or a contiguous surface.

- (g) “Beneficial Purpose” has the same meaning as in Ontario Regulation 406/19, and, for clarity, does not include deposit of Excess Soil as the primary use of the Site, but includes the following:
- (i) backfill for an excavation carried out for the purposes of any form of development,
 - (ii) final grading carried out for the purposes of any form of development,
 - (iii) achieving the grade necessary for,
 - i. any development,
 - ii. an undertaking related to infrastructure,
 - iii. landscaping, or
 - iv. another project governed by an instrument issued by a public body, or
 - (iv) the placement of fill to assist in the rehabilitation of the Site.
- (h) “Beneficial Reuse Assessment Tool (BRAT)” has the same meaning as in Ontario Regulation 406/19.
- (i) “Body of Water” means a permanent stream, river or similar watercourse or a pond or lake, but does not include a pond constructed on the property for the purpose of controlling surface water drainage.
- (j) “Chief Building Official” means the Chief Building Official appointed by the Council or his/her designate.
- (k) “Compost” means a mixture of various decaying organic substances, such as dead leaves or manure, used for fertilizing soil.
- (l) “Conservation Authority” includes the Grand River Conservation Authority, Hamilton Conservation Authority, and Halton Conservation Authority.
- (m) “Council” means the Council of the Township.
- (n) “Condition(s)” means the mandatory performance requirements outlined in a Permit or Order and may include the requirement for monetary deposits or Security(s) in connection with the Application.
- (o) “Contaminant” means any solid, liquid, gas, odor, heat, sound, vibration, radiation or combination of any of them resulting directly or indirectly from human activities that causes or may cause an Adverse Effect.
- (p) “Control Plan” means documentation described in Schedule “B” required to be submitted as part of any Application for a Permit under this By-law.
- (q) “Designated Official” means the Chief Building Official, Municipal Clerk, or their designates.
- (r) “Drainage” means the movement of surface water toward a place of disposal, whether by way of the natural characteristics of the ground surface or by artificial means.
- (s) “Dump” means the placing or depositing of Fill in a location other than where the Fill was obtained from or the movement and placing or depositing of Fill from one location on a property to another location on the same property or to a separate property, and “Dumping” has the corresponding meaning.
- (t) “Erosion” means the detachment and movement of Soil, sediment, rock fragments or the like by forces such as but not limited to water, wind, ice, or gravity.
- (u) “Erosion and Dust Control” means measures to control Erosion and dust generated as part of the Site Alteration to the satisfaction of the Township.
- (v) “Excess Soil” has the same meaning as in Ontario Regulation 406/19.
- (w) “Excess Soil Quality Standards” means Part II of the Rules for Soil Management and Excess Soil Quality Standards, as amended, and adopted by reference in Ontario Regulation 406/19.
- (x) “Fill” means any type of material that can be removed from (cut) or placed on (in-fill) land and may include, but is not limited to Soil, Excess Soil, Liquid Soil, Rock, Sod, Compost, Aggregate and Topsoil.

- (y) "Final Surface Material" includes, but is not limited to, concrete, brick, patio pavers (natural or manufactured), block, Asphalt, and Artificial Turf, all free of Contaminants, and does not include Fill.
- (z) "Grade" means the elevation of the ground surface and shall be more particularly defined as follows:
- (i) "Existing Grade" means the elevation of the existing ground surface prior to any Site Alteration and Movement of Fill, including the natural Grade prior to human activities or the Grade previously legally established such as a former approved Grade;
 - (ii) "Finished Grade" means the approved (final) elevation of the ground surface of lands upon which Fill has been Placed or Dumped, the Grade altered, or Topsoil removed, in accordance with this By-law including the Final Surface Material;
 - (iii) "Unapproved Grade" means the elevation of the ground surface that is not an Existing Grade or Finished Grade.
- (aa) "Guidelines" means the Application requirements, information, documentation and material, including Conditions requirements for a Permit, to be used for the purpose of administrating this By-law. Without limiting the generality of the foregoing, the Guidelines may require the posting of deposits and/or Security(s) in connection with the Application.
- (bb) "Highway" means a common and public highway and includes a street, bridge or other structure forming part of a highway over or across which a highway passes and includes the whole of a road allowance under the jurisdiction of the Township.
- (cc) "Inspector" means any person designated by this or any other By-law of the Township as an Inspector or agent of the Township or any persons appointed for the purposes of enforcing this By-law, and includes the Chief Building Official, Building Inspectors, and By-law Enforcement Officers.
- (dd) "Liquid Soil" has the same meaning as in Ontario Regulation 406/19.
- (ee) "MECP" means the Ontario Ministry of the Environment, Conservation and Parks, as may be renamed from time to time.
- (ff) "Movement of Fill" means any non-natural transfer of Fill from one location to another of any distance.
- (gg) "Municipal Clerk" means the Township's clerk appointed by the Council or their designate.
- (hh) "Normal Farm Practice" means a practice that:
- (i) is conducted in a manner consistent with proper and acceptable customs and standards as established and followed by similar agricultural operations under similar circumstances; or
 - (ii) makes use of innovative technology in a manner consistent with proper advanced farm management practices.
- (ii) "Normal Farm Practice Waiver" means a permit waiver authorized by the Designated Official in accordance with Section 5.2 of this By-law.
- (jj) "Officer" means any Person designated by by-law of the Township to enforce this By-law.
- (kk) "*Ontario Regulation 153/04*" means Ontario Regulation 153/04 (Records of Site Condition — Part XV.1 of the Environmental Protection Act), as amended, made under the *Environmental Protection Act*, R.S.O. 1990, c. E.19, as amended ("*Environmental Protection Act*").
- (ll) "*Ontario Regulation 406/19*" means Ontario Regulation 406/19 (On Site and Excess Soil Management), as amended, made under the *Environmental Protection Act*.
- (mm) "Owner" means the registered Owner(s) of the Property.
- (nn) "Permit" means a formal authorization issued by the Township under this By-law.

- (oo) "Person" includes individuals, firms, sole proprietorships, partnerships, associations, trusts, corporations, directors and officers of corporations, trustees, and agents, and the heirs, executors, assigns or other legal representatives of a person to whom the context can apply in law.
- (pp) "Project" has the same meaning as in Ontario Regulation 406/19.
- (qq) "Project Area" has the same meaning as in Ontario Regulation 406/19.
- (rr) "Property" means land including all buildings and structures on the land.
- (ss) "Ponding" means the accumulation of surface water in an area not having Drainage therefrom where the lack of Drainage is caused by the Placing or Dumping of Fill, altering of Grade, or removing of Topsoil.
- (tt) "Proposed Grade" means the proposed elevation of the ground surface of land upon which Fill is proposed to be Placed or Dumped, the Grade altered, or the Topsoil removed.
- (uu) "Public Information Meeting" means an open meeting to which all members of the public are invited, for the purpose of informing the public and receiving comments regarding a proposed Site Alteration.
- (vv) "Qualified Person" means a person who meets the qualifications as set out in Section 5 or 6 of Ontario Regulation 153/04.
- (ww) "Quality Assurance/Quality Control Program" means a program that is designed to meet the requirements of quality assurance and quality control program under Ontario Regulation 153/04.
- (xx) "*Regulation 347*" means Regulation 347 of the Revised Regulations of Ontario, 1990 (General — Waste Management), as amended, made under the *Environmental Protection Act*.
- (yy) "Retaining Wall" means a wall designed to contain and support Fill, which has a Finished Grade higher than that of adjacent lands.
- (zz) "Rock" has the same meaning as in Ontario Regulation 406/19.
- (aaa) "RPRA" means the Ontario Resource Productivity and Recovery Authority.
- (bbb) "Sampling and Analysis Plan" means a plan that is designed to meet the requirements of a sampling and analysis plan under Ontario Regulation 153/04 or Ontario Regulation 406/19.
- (ccc) "Security" means funds held by the Township in a form and amount to be determined in accordance with Schedule "C" to this By-law, to secure the performance of the Owner's obligations under this By-law and any Permit; any additional costs associated with or as a result of the Site Alteration including but not limited to Site Restoration or Site Remediation, completion of the project, deficiencies, damage to the Township roads, etc. shall be deducted from the security; further costs associated with the alteration, if incurred by the Township, shall be invoiced to the Property Owner and may be added to the tax roll and collected in the same manner as taxes on the Property.
- (ddd) "Site" means a parcel or parcels of land altered or proposed to be altered by means of a Site Alteration.
- (eee) "Site Alteration" means any alteration to the existing Grade of land through the removal (cut), placement (filling) or movement (relocation) of Fill.
- (fff) "Site Alteration - Intermediate" or "Intermediate Site Alteration" means the alteration of land where the requirement for a permit is based on: (i) a cumulative volume of fill over a five (5)-year period per property that is in the range of 350 cubic metres to 999 cubic metres of Fill, (ii) where a change in Grade is proposed to be less than 1.5 metres above or below the Existing Grade, and (iii) where the proposed Site Alteration area is less than 1 hectare in land size. A Permit and execution of an agreement with the Township is required for an Intermediate Site Alteration.
- (ggg) "Site Alteration - Large" or "Large Site Alteration" means the alteration of land based on: (i) a cumulative volume of Fill over a five (5)-year period per property that is in the range of 1,000 cubic metres to 9,999 cubic metres of Fill, (ii) where a change in Grade

is proposed to be less than 3 metres above or below the Existing Grade, or (iii) where the proposed Site Alteration area is greater than 1 hectare in land size. The approval of a Permit and execution of an agreement with the Township is required for a Large Site Alteration.

- (hhh) "Site Alteration - Major" or "Major Site Alteration" means the alteration of land based on: (i) a cumulative volume of Fill over a five (5)-year period per property that is greater than 10,000 cubic metres of Fill, or (ii) where a change in Grade is proposed to be greater than 3 metres above or below the Existing Grade. Council is the approval authority for all Major Site Alteration Permits and agreements.
- (iii) "Site Alteration - Minor" or "Minor Site Alteration" means the alteration of land based on: (i) a cumulative volume of Fill over a five (5)-year period per property, calculated from the area of property suitable for Site Alteration (the Property area excluding buildings, structures, and fixed features) up to a maximum of 350 cubic metres, (ii) where a change in Grade is proposed to be less than 1 metres above or below the Existing Grade, (iii) where the proposed Site Alteration area is less than 1 hectare in land size, (iv) is setback a minimum of 30 metres from all property boundaries watercourses and drainage swales, (v) does not change or impact any natural drainage patterns, (vi) does not require a retaining wall, (vii) does not have slopes steeper than 3:1, and (viii) is not within an area regulated by the Conservation Authority. A Permit and execution of an agreement with the Township is required for a Minor Site Alteration.
- (jjj) "Site Alteration and Fill Management Plan" means a document prepared by, or on behalf of an Owner in accordance with the Guidelines detailing such things as current Site conditions, methodology, Existing Grade, Finished Grade, and impact mitigation measures.
- (kkk) "Site Restoration" or "Site Remediation" means the treatment of land that has been affected by Site Alteration so that the use or condition of the land is restored to its pre-Site Alteration condition.
- (lll) "Sod" means the upper stratum of soil bound by grass and plant roots into a thick mat (turf).
- (mmm) "Soil" has the same meaning as in Ontario Regulation 406/19.
- (nnn) "Source Site" means the property or properties from which the Fill originated and includes a "project area" as defined in Ontario Regulation 406/19.
- (ooo) "Swale" means a shallow depression in the ground sloping to a place of disposal of surface water or providing a method of Drainage.
- (ppp) "Topsoil" has the same meaning as in the *Municipal Act*.
- (qqq) "Tree" means any species of woody perennial plant including its root system which has reached or can reach a height of at least 4.5 metres at physiological maturity, provided that where multiple stems grow from the same root system, the number of trees shall be the number of stems with discrete, apical tips.
- (rrr) "Truckload" means 10 cubic metres of Fill.
- (sss) "Vegetation" includes any woody plant or contiguous cluster of plants, including shrubs, hedgerows, and Trees.
- (ttt) "Watercourse" means a natural or constructed channel or Swale in which water flows, either continuously or intermittently with some degree of regularity.
- (uuu) "Zoning By-law" means the Township's Comprehensive Zoning By-law, as applicable and amended from time to time.

3. PROHIBITIONS AND GENERAL PROVISIONS

3.1 Prohibitions in this By-law:

- (a) No Person shall conduct, undertake, cause, permit or carry out a Site Alteration on any Property within the Township without first obtaining approval in accordance with this By-law, unless otherwise exempt as set forth in this By-law.

- (b) No Person shall have, or allow to remain, Fill on that Person's Property that is not approved through a Permit, whether or not the Fill was placed there while the Person was the Owner of the Property.
- (c) Every person who contravenes any provision of this By-law is guilty of an offence.
- (d) Notwithstanding any other provision of this By-law, no person shall conduct, undertake, cause, permit or carry out the deposit of liquid soil (as is also prohibited by Ontario Regulation 406/19); further, no person shall conduct, undertake, cause, permit or carry out liquid soil temporary storage or liquid soil processing at any Property within the Township unless approved through an Environmental Compliance Approval issued by the MECP and in compliance with Section 3.8 herein, the Township Zoning By-law, and all other applicable By-laws.

3.2 Responsibility for Other Obligations

- (a) Compliance with this By-law does not relieve the Owner from any responsibility to obtain all other approvals as required from any other government or authority, or compliance with any other applicable law.

3.3 Trees

- (a) No Person shall conduct, undertake, cause, permit or carry out a Site Alteration that could injure or destroy a Tree except in accordance with the County of Wellington Conservation and Sustainable Use of Woodlands By-law.

3.4 Groundwater

- (a) No Person shall conduct, undertake, cause, permit or carry out a Site Alteration that may adversely affect the quality or quantity of any surface water or groundwater however it may exist including all water used for or available as a source of water for agriculture or human consumption.

3.5 Drainage / Watercourse

- (a) No Person shall conduct, undertake, cause, permit or carry out a Site Alteration that could adversely affect any Watercourse or Drainage on any Property without prior approval in accordance with this By-law including approval from any other applicable government or authority, or compliance with any other applicable law.

3.6 Unapproved Grade

- (a) No Person shall conduct, undertake, cause, permit or carry out a Site Alteration that will result in an Unapproved Grade.

3.7 Adverse Effect

- (a) No Person shall conduct, undertake, cause, permit or carry out a Site Alteration that will, or can be reasonably expected to, result in an Adverse Effect.

3.8 Applicable Laws and Plans

- (a) No Person shall conduct, undertake, cause, permit or carry out Site Alteration unless it complies with:
 - (i) This By-law;
 - (i) The Township Zoning By-law;
 - (ii) The Township Noise By-law;
 - (iii) The Township Property Standards By-law;
 - (iv) The Township Road Activity By-law;
 - (v) The *Greenbelt Plan*;
 - (vi) The requirements of a Conservation Authority with jurisdiction; and

- (vii) All other applicable statutes, regulations, policies, and by-laws, including but not limited to Ontario Regulation 406/19, Regulation 347 and the Rules for Soil Management and Excess Soil Quality Standards.

3.9 False Information

- (a) No person shall submit or cause or permit an application for a Permit to be submitted to the Township that is misleading or contains false information. Where it is revealed that the application for a Permit contained misleading or false information, the Designated Official may revoke the said Permit, and all work that was the subject of the revoked Permit shall immediately cease.

4. EXEMPTIONS

4.1 Exemptions in this By-law:

- (a) Notwithstanding Section 3 of this By-law, this By-law does not apply to:
 - (i) Activities or matters undertaken by the Township, the County of Wellington, a Conservation Authority, the provincial government, or the federal government;
 - (ii) The placing or Dumping of Fill, removal of Topsoil or alteration of the Grade of land imposed after December 31, 2002, as a condition to the approval of a site plan, a plan of subdivision or consent under section 41, 51 or 53, respectively, of the *Planning Act*, R.S.O. 1990, c. P.13, as amended ("*Planning Act*") or as a requirement of a site plan agreement or subdivision agreement entered into under those sections;
 - (iii) The placing or Dumping of Fill, removal of Topsoil or alteration of the Grade of land imposed after December 31, 2002, as a condition to a development permit authorized by regulation made under section 70.2 of the *Planning Act* or as a requirement of an agreement entered into under that regulation;
 - (iv) The placing or Dumping of Fill, removal of Topsoil or alteration of the Grade of land undertaken by a transmitter or distributor, as those terms are defined in section 2 of the *Electricity Act, 1998*, S.O. 1998, c. 15, Sched. A, as amended, for the purpose of constructing and maintaining a transmission system or a distribution system, as those terms are defined in that section;
 - (v) The placing or Dumping of Fill, removal of Topsoil or alteration of the Grade of land undertaken on land described in a licence for a pit or quarry or a permit for a wayside pit or wayside quarry issued under the *Aggregate Resources Act*;
 - (vi) The placing or Dumping of Fill, removal of Topsoil or alteration of the Grade of land undertaken on land in order to lawfully establish and operate or enlarge any pit or quarry on land;
 - i. That has not been designated under the *Aggregate Resources Act* or a predecessor of that Act, and
 - ii. On which a pit or quarry is a permitted land use under a by-law passed under section 34 of the *Planning Act*;
 - (vii) The placing or Dumping of Fill, removal of Topsoil or alteration of the Grade of land undertaken as an incidental part of drain construction under the *Drainage Act* or the *Tile Drainage Act*;
 - (viii) The removal of Topsoil as an incidental part of a normal Agricultural practice including such removal as an incidental part of sod-farming, greenhouse operations and nurseries for horticultural products except for the removal of Topsoil for sale, exchange, or other disposition;
 - (ix) The use, operation, establishment, alteration, enlargement, or extension of a Waste Management System or Waste Disposal Site within the meaning of Part V of the *Environmental Protection Act*, R.S.O. 1990, c.E.19, as amended;
 - (x) The construction, extension, alteration, maintenance, or operation of works under Section 26 of the *Public Transportation and Highway Improvement Act*, R.S.O. 1990, c.P.50, as amended;

- (i) A Site Alteration where another legal instrument of the Township, such as a Planning approval, a building permit, a pool permit, or legal agreement with the Township includes a provision specifically waiving the requirement for a Permit, including:
 - i. A grading plan or site plan, approved by the Chief Building Official, associated with the construction of a building, accessory structure, addition and/or pool;
 - ii. Any Filling of an excavation to the elevation of Existing Grade following the demolition or removal of a Building for which a demolition permit has been issued by the Chief Building Official of the Township, or for which no demolition permit is required under the Building Code Act, R.S.O. 1992, c. 23;
- (ii) The Site Alteration of land does not exceed a cumulative volume of 20 cubic metres (2 Truckloads) on any one property within a 12-month period and provided that the alteration does not meet the definition of Minor Site Alteration and provided that it meets all other provisions of this By-law and may include the following activities:
 - iii. placing of Topsoil on gardens, lawns or other grassed areas;
 - iv. cultivation or tilling of garden beds;
 - v. excavation of Fill having no significant impact on trees, ground cover, Vegetation, watercourses, or stormwater swales and not altering or creating a slope at greater than 8%;
 - vi. minor landscaping works which are at least 0.3 metres from any property line and do not impact Drainage patterns or cause or may cause an Adverse Effect on neighbouring properties; and
 - vii. minor grading or regrading or paving of legal and approved parking areas or driveways which are at least 0.3 metres from any property line and do not impact Drainage patterns or cause or may cause an Adverse Effect on neighbouring properties.

5. APPLICATION REQUIREMENTS

5.1 Normal Farm Practice Waiver

- (a) A Normal Farm Practice Waiver may be applied for where:
 - (i) The Site Alteration is deemed to be a Normal Farm Practice in accordance with the Ministry of Agriculture, Food and Rural Affairs and to the satisfaction of the Designated Official;
 - (ii) All disputes will follow the Farm Practices Conflict Resolution Process as prescribed by the Ministry of Agriculture, Food and Rural Affairs;
- (b) Application Requirements for a Normal Farm Practice Waiver:
 - (i) A complete Normal Farm Practice Site Alteration Waiver Application must be submitted to the Township using the prescribed form, as amended from time to time;
 - (ii) No application fee is required; however, the Owner shall be responsible for any third-party cost and recoveries if an external review is required as determined by the Designated Official;
 - (iii) A justification report prepared by a qualified person must be submitted demonstrating that the Site Alteration is considered a Normal Farm Practice in accordance with the Ministry of Agriculture, Food and Rural Affairs and to the satisfaction of the Designated Official and demonstrating the need for the proposed amount of fill being imported to the Site;
 - (iv) Security shall be provided to the Township in a form and amount to be determined in accordance with Schedule "C" to this By-law;

- (v) Sufficient documentation must be submitted, to the satisfaction of the Designated Official, to demonstrate that the Site Alteration will not cause an Adverse Effect;
 - (vi) Where the Site Alteration will involve the importation of Fill from off-site, documentation is to be provided to the Township to the satisfaction of the Designated Official including but not limited to:
 - i. The amount of Fill being imported from off-site in cubic metres;
 - ii. Documentation that the Fill complies with the parameters as set out in Section 3.8 of this By-law;
 - iii. Documentation pertaining to the collection and laboratory analysis of samples of the Fill;
 - iv. Documentation setting out the evaluation of the Fill sample results;
 - v. Quality Control/Quality Assurance Program; and
 - vi. Source Site confirmation;
 - vii. Documentation demonstrating that the proposed Site Alteration meets the definition of Beneficial Purpose;
 - (vii) A Control Plan must be completed per Schedule B, or aspects of the Control Plan as determined by the Designated Official;
 - (viii) All required permits or approvals by any external agency having jurisdiction are required in order for a Normal Farm Practice Site Alteration Waiver to be issued, including but not limited to the Conservation Authority, Wellington Source Water Protection, and the County of Wellington;
 - (ix) Submission of an approved haul route including road maintenance obligations, in accordance with the Township Road Activity By-law for the importation of Fill to or the removal of Fill from the Property;
 - (x) Submission of an approved schedule and timing of the Site Alteration activities such that no activities occur, at a minimum:
 - i. Between the hours of 7:00 p.m. and 7:00 a.m.;
 - ii. During any period in which a wind warning has been issued by Environment Canada;
 - iii. During any weather conditions where the ability to mitigate Site Alteration activity impacts is severely compromised (e.g., heavy rain, etc.); and
 - iv. During any situation where Site Alteration activities can unduly impact adjacent landowners (e.g., brush fires, floods, unsuitable road conditions, etc.);
- (c) Approval/Refusal Process for a Normal Farm Practice Waiver:
- (i) All Normal Farm Practice Site Alteration Waiver applications are subject to a staff review and comment period. Conditions not described in this By-law may form part of the Waiver;
 - (ii) The Normal Farm Practice Site Alteration Waiver shall be provided to the Owner by the Township's Designated Official in writing and posted on the Township website;
 - (iii) All Normal Farm Practice Waivers are subject to a staff review and comment period, which may form part of the Site Alteration Agreement and may include conditions not described in this By-law.

5.2 Minor Site Alteration Permit Requirements

- (a) A Minor Site Alteration Permit Application may be applied for where:

- (i) The cumulative volume of Fill over a five (5)-year period per property, does not exceed the maximum of 350 cubic metres (35 Truckloads) subject to the area suitable for alteration;
- (ii) The maximum volume of Fill is calculated by the area of the property suitable for alteration (the Property area excluding buildings, structures, environmental features, and fixed features to a maximum of 1 hectare) multiplied by the maximum permitted amount of Fill (350 cubic metres). Example:

$$1\text{ha suitable area} \times 350\text{m}^3 = 350\text{m}^3$$

OR

$$0.4\text{ha suitable area} \times 350\text{m}^3 = 140\text{m}^3$$

- (iii) A change in Grade is proposed to be less than 1 metres above or below the Existing Grade;
 - (iv) The proposed Site Alteration area is less than 1 hectare in land size;
 - (v) The Site Alteration is setback a minimum of 30 metres from all property boundaries watercourses and drainage swales;
 - (vi) The Site Alteration does not change or impact any natural drainage patterns;
 - (vii) The Site Alteration does not require a retaining wall;
 - (viii) The Site Alteration does not have slopes steeper than 3:1;
 - (ix) The Site Alteration is not within an area regulated by the Conservation Authority; and
 - (x) The Site Alteration of land does not meet the definition of Intermediate Site Alteration, provided that it meets all other provisions of this By-law;
- (b) Application Requirements for Minor Site Alteration Permit:
- (i) A complete Intermediate Site Alteration Application must be submitted using the prescribed form, as amended from time to time;
 - (ii) Payment of the prescribed fee as listed in the Township User Fees and Charges By-law;
 - (iii) The Owner shall be responsible for any third-party cost and recoveries if an external review is required as determined by the Designated Official;
 - (iv) Submission of sufficient documentation, to the satisfaction of the Designated Official, to demonstrate that the Site Alteration will not cause an Adverse Effect;
 - (v) Where the Site Alteration will involve the importation of Fill from off-site, documentation is to be provided to the Township to the satisfaction of the Designated Official including but not limited to:
 - i. The amount of Fill being imported from off-site in cubic metres;
 - ii. Documentation that the Fill complies with the parameters as set out in Section 3.8 of this By-law;
 - iii. Documentation pertaining to the collection and laboratory analysis of samples of the Fill;
 - viii. Documentation setting out the evaluation of the Fill sample results;
 - iv. Quality Control/Quality Assurance Program;
 - v. Source Site confirmation;
 - vi. A justification report prepared by a qualified person may be required to be submitted demonstrating the need for the proposed amount of fill being imported to the site; and

vii. Documentation demonstrating that the proposed Site Alteration meets the definition of Beneficial Purpose;

- (vi) A Control Plan must be completed per Schedule B, or aspects of the Control Plan as determined by the Designated Official;
 - (vii) A Site Alteration and Fill Management Plan must be prepared by a Qualified Person;
 - (viii) Confirmation from the Owner and Qualified Person must be submitted confirming that the Qualified Person will be present at the Property and be responsible for all activities associated with the Site Alteration at all times while activities are taking place;
 - (ix) Additional conditions may be included in the Permit as determined by the Designated Official;
 - (x) All required permits or approvals by any external agency having jurisdiction are required, including but not limited to the Conservation Authority, Source Water Protection, and the County of Wellington;
 - (xi) Submission of an approved haul route including road maintenance obligations, in accordance with the Township Road Activity By-law for the importation of Fill to or the removal of Fill from the Property;
 - (xii) Submission of an approved schedule and timing of the Site Alteration activities such that no activities occur:
 - i. Between the hours of 5:00 p.m. and 8:30 a.m. Monday to Friday;
 - ii. Anytime on a Saturday, Sunday or Statutory Holiday;
 - iii. During any period in which a wind warning has been issued by Environment Canada;
 - iv. During any weather conditions where the ability to mitigate Site Alteration activity impacts is severely compromised (e.g., heavy rain, etc.); and
 - v. During any situation where Site Alteration activities can unduly impact adjacent landowners (e.g., brush fires, floods, unsuitable road conditions, etc.);
- (c) Approval/Refusal Process for a Minor Site Alteration Permit:
- (i) All Minor Site Alteration Applications are subject to a staff review and comment period, which may form part of the Site Alteration Permit and may include conditions not described in this By-law;
 - (ii) Security shall be provided to the Township in a form and amount to be determined in accordance with Schedule "C" to this By-law;
 - (iii) The Site Alteration Permit shall be provided to the Owner by the Township's Designated Official in writing and posted on the Township website.

5.3 Intermediate Site Alteration Permit Requirements

- (a) A Intermediate Site Alteration Permit Application may be applied for where:
 - (i) The cumulative volume of Fill over a five (5) year period per property, does not exceed the maximum of 1000 cubic metres (100 Truckloads);
 - (ii) A change in Grade is proposed to be less than 1.5 metres above or below the Existing Grade;
 - (iii) The proposed Site Alteration area is less than 1 hectare in land size; and
 - (iv) The Site Alteration of land does not meet the definition of Large Site Alteration, provided that it meets all other provisions of this By-law;
- (b) Application Requirements for a Intermediate Site Alteration Permit:

- (i) A complete Intermediate Site Alteration Application must be submitted using the prescribed form, as amended from time to time;
- (ii) Payment of the prescribed fee as listed in the Township User Fees and Charges By-law;
- (iii) The Owner shall be responsible for any third-party cost and recoveries if an external review is required as determined by the Designated Official;
- (iv) Sufficient documentation, to the satisfaction of the Designated Official, must be submitted to demonstrate that the Site Alteration will not cause an Adverse Effect;
- (v) Where the Site Alteration will involve the importation of Fill from off-site, documentation is to be provided to the Township to the satisfaction of the Designated Official including but not limited to:
 - i. The amount of Fill being imported from off-site in cubic metres;
 - ii. Documentation that the Fill complies with the parameters as set out in Section 3.8 of this By-law;
 - iii. Documentation pertaining to the collection and laboratory analysis of samples of the Fill;
 - iv. Documentation setting out the evaluation of the Fill sample results;
 - v. Quality Control/Quality Assurance Program;
 - vi. Source Site confirmation;
 - vii. A justification report prepared by a qualified person may be required to be submitted demonstrating the need for the proposed amount of fill being imported to the site; and
 - viii. Documentation demonstrating that the proposed Site Alteration meets the definition of Beneficial Purpose;
- (vi) A Control Plan completed per Schedule B, or aspects of the Control Plan as determined by the Designated Official;
- (vii) If Site-specific standards for Soil quality acceptance have been developed using the MECP's Beneficial Reuse Assessment Tool (BRAT), a copy of the BRAT model input and output and a signed statement by the Qualified Person that prepared the BRAT model must be submitted;
- (viii) If Site-specific standards for Soil quality acceptance have been developed using a risk assessment pursuant to the requirements in the Rules for Soil Management and Excess Soil Quality Standards, a copy of the risk assessment and a signed statement by the Qualified Person that prepared the risk assessment model must be submitted;
- (ix) A Site Alteration and Fill Management Plan must be prepared by a Qualified Person;
- (x) Confirmation from the Owner and Qualified Person must be submitted confirming that the Qualified Person will be present at the Property and be responsible for all activities associated with the Site Alteration at all times while activities are taking place;
- (xi) Additional conditions may be included in the Permit as determined by the Designated Official;
- (xii) All required permits or approvals by any external agency having jurisdiction are required, including but not limited to the Conservation Authority, Source Water Protection, and the County of Wellington;
- (xiii) Submission of an approved haul route including road maintenance obligations, in accordance with the Township Road Activity By-law for the importation of Fill to or the removal of Fill from the Property;

- (xiv) Submission of an approved schedule and timing of the Site Alteration activities such that no activities occur:
 - i. Between the hours of 5:00 p.m. and 8:30 a.m. Monday to Friday;
 - ii. Anytime on a Saturday, Sunday or Statutory Holiday;
 - iii. During any period in which a wind warning has been issued by Environment Canada;
 - iv. During any weather conditions where the ability to mitigate Site Alteration activity impacts is severely compromised (e.g., heavy rain, etc.); and
 - v. During any situation where Site Alteration activities can unduly impact adjacent landowners (e.g., brush fires, floods, unsuitable road conditions, etc.);
- (c) Approval/Refusal Process for a Intermediate Site Alteration Permit:
 - (i) All Intermediate Site Alteration Applications are subject to a staff review and comment period, which may form part of the Site Alteration Agreement and may include conditions not described in this By-law;
 - (ii) A legal agreement between the Owner and the Township shall be executed and registered on title and released from title upon successful completion of all required work as outlined in the Permit and at the direction of the Designated Official;
 - (iii) Security shall be provided to the Township in a form and amount to be determined in accordance with Schedule "C" to this By-law;
 - (iv) The Site Alteration Permit shall be provided to the Owner by the Township's Designated Official in writing and posted on the Township website.

5.4 Large Site Alteration Permit Requirements

- (a) A Large Site Alteration Permit Application may be applied for where:
 - (i) The cumulative volume of Fill over a five (5) year period per property, does not exceed the maximum of 10,000 cubic metres (1000 Truckloads); or
 - (ii) A change in Grade is proposed to be less than 3 metres above or below the Existing Grade; or
 - (iii) The proposed Site Alteration area is greater than 1 hectare in land size; and
 - (iv) The Site Alteration of land does not meet the definition of Major Site Alteration provided that it meets all other provisions of this By-law;
- (b) Application Requirements for a Large Site Alteration Permit:
 - (i) A complete Large Site Alteration Application must be submitted using the prescribed form, as amended from time to time;
 - (ii) Payment of the prescribed fee as listed in the Township User Fees and Charges By-law;
 - (iii) The Owner shall be responsible for any third-party cost and recoveries if an external review is required as determined by the Designated Official;
 - (iv) Sufficient documentation must be submitted, to the satisfaction of the Designated Official, to demonstrate that the Site Alteration will not cause an Adverse Effect;
 - (v) Where the Site Alteration will involve the importation of Fill from off-site, documentation is to be provided to the Township to the satisfaction of the Designated Official including but not limited to:
 - i. The amount of Fill being imported from off-site in cubic metres;

- ii. Documentation that the Fill complies with the parameters as set out in Section 3.8 of this By-law;
 - iii. Documentation pertaining to the collection and laboratory analysis of samples of the Fill;
 - iv. Documentation setting out the evaluation of the Fill sample results;
 - v. Quality Control/Quality Assurance Program;
 - vi. Source Site confirmation;
 - vii. A justification report prepared by a qualified person is required to be submitted demonstrating the need for the proposed amount of fill being imported to the site; and
 - viii. Documentation demonstrating that the proposed Site Alteration meets the definition of Beneficial Purpose;
- (vi) A Control Plan must be completed per Schedule B, or aspects of the Control Plan as determined by the Designated Official;
 - (vii) If Site-specific standards for Soil quality acceptance have been developed using the MECP's BRAT, a copy of the BRAT model input and output and a signed statement by the Qualified Person that prepared the BRAT model must be submitted;
 - (viii) If Site-specific standards for Soil quality acceptance have been developed using a risk assessment pursuant to the requirements in the Rules for Soil Management and Excess Soil Quality Standards, a copy of the risk assessment and a signed statement by the Qualified Person that prepared the risk assessment model must be submitted;
 - (ix) A Site Alteration and Fill Management Plan prepared by a Qualified Person;
 - (x) Confirmation from the Owner and Qualified Person must be submitted confirming that the Qualified Person will be present at the Property and be responsible for all activities associated with the Site Alteration at all times while activities are taking place;
 - (xi) Additional conditions may be included in the Permit as determined by the Designated Official;
 - (xii) All required permits or approvals by any external agency having jurisdiction are required, including but not limited to the Conservation Authority, Source Water Protection, and the County of Wellington;
 - (xiii) Submission of an approved haul route including road maintenance obligations, in accordance with the Township Road Activity By-law for the importation of Fill to or for the removal of Fill from the Property;
 - (xiv) Submission of an approved schedule and timing of the Site Alteration activities such that no activities occur:
 - i. Between the hours of 5:00 p.m. and 8:30 a.m. Monday to Friday;
 - ii. Anytime on a Saturday, Sunday, or Statutory Holiday;
 - iii. During any period in which a wind warning has been issued by Environment Canada;
 - iv. During any weather conditions where the ability to mitigate Site Alteration activity impacts is severely compromised (e.g., heavy rain, etc.); and
 - v. During any situation where Site Alteration activities can unduly impact adjacent landowners (e.g., brush fires, floods, unsuitable road conditions, etc.);
- (c) Approval/Refusal Process for a Large Site Alteration Permit:

- (i) Once a complete application has been received, all property owners within a 120-metre radius of the subject property shall be notified of the details of the project;
- (ii) All Large Site Alteration Applications are subject to a 30-day comment period commencing when neighbour notification takes place;
- (iii) All Large Site Alteration Applications are subject to a staff review of public comments received which may form part of the Site Alteration Agreement and may include conditions not described in this By-law;
- (iv) A legal agreement between the Owner and the Township shall be executed and registered on title and released from title upon successful completion of all required work as outlined in the Permit and at the direction of the Designated Official;
- (v) Security shall be provided to the Township in a form and amount to be determined in accordance with Schedule "C" to this By-law;
- (vi) The Site Alteration Permit shall be provided to the Owner by the Township's Designated Official in writing and posted on the Township website;
- (vii) The Township CAO may request that certain Large Site Alteration Applications be considered by the Council prior to final approval.

5.5 Major Site Alteration Permit Requirements

- (a) A Major Site Alteration Permit Application may be applied for where:
 - (i) The cumulative volume of Fill over a five (5) year period per property, exceeds 10,000 cubic metres (1000 Truckloads); or
 - (ii) Where a change in grade is proposed to be greater than 3 metres above or below the existing grade;
- (b) Application Requirements for a Large Site Alteration Permit:
 - (i) A complete Major Site Alteration Application must be submitted using the prescribed form, as amended from time to time;
 - (ii) Payment of the prescribed fee as listed in the Township User Fees and Charges By-law;
 - (iii) The Owner shall be responsible for any third-party cost and recoveries if an external review is required as determined by the Designated Official;
 - (iv) Sufficient documentation must be submitted, to the satisfaction of the Designated Official, to demonstrate that the Site Alteration will not cause an Adverse Effect;
 - (v) Where the Site Alteration will involve the importation of Fill from off-site, documentation is to be provided to the Township to the satisfaction of the Designated Official including but not limited to:
 - i. The amount of Fill being imported from off-site in cubic metres;
 - ii. Documentation that the Fill complies with the parameters as set out in Section 3.8 of this By-law;
 - iii. Documentation pertaining to the collection and laboratory analysis of samples of the Fill;
 - iv. Documentation setting out the evaluation of the Fill sample results;
 - v. Quality Control/Quality Assurance Program;
 - vi. Source Site confirmation;

- vii. A justification report prepared by a qualified person is required to be submitted demonstrating the need for the proposed amount of fill being imported to the site; and
 - viii. Documentation demonstrating that the proposed Site Alteration meets the definition of Beneficial Purpose;
- (vi) A Control Plan completed per Schedule B;
 - (vii) If Site-specific standards for Soil quality acceptance have been developed using the MECP's BRAT, a copy of the BRAT model input and output and a signed statement by the Qualified Person that prepared the BRAT model must be submitted;
 - (viii) If Site-specific standards for Soil quality acceptance have been developed using a risk assessment pursuant to the requirements in the Rules for Soil Management and Excess Soil Quality Standards, a copy of the risk assessment and a signed statement by the Qualified Person that prepared the risk assessment model must be submitted;
 - (ix) A Site Alteration and Fill Management Plan must be prepared by a Qualified Person;
 - (x) Confirmation from the Owner and Qualified Person that the Qualified Person will be present at the Property and be responsible for all activities associated with the Site Alteration at all times while activities are taking place;
 - (xi) Additional conditions may be included in the Permit as determined by the Designated Official;
 - (xii) All required permits or approvals by any external agency having jurisdiction are required, including but not limited to the Conservation Authority, Source Water Protection, and the County of Wellington;
 - (xiii) Submission of an approved haul route including road maintenance obligations, in accordance with the Township Road Activity By-law for the importation of Fill or for the removal of Fill from the Property;
 - (xiv) Submission of an approved schedule and timing of the Site Alteration activities such that no activities occur:
 - i. Between the hours of 5:00 p.m. and 8:30 a.m. Monday to Friday;
 - ii. Anytime on a Saturday, Sunday, or Statutory Holiday;
 - iii. During any period in which a wind warning has been issued by Environment Canada;
 - iv. During any weather conditions where the ability to mitigate Site Alteration activity impacts is severely compromised (e.g., heavy rain, etc.); and
 - v. During any situation where Site Alteration activities can unduly impact adjacent landowners (e.g., brush fires, floods, unsuitable road conditions, etc.);
- (c) Approval/Refusal Process for a Large Site Alteration Permit:
- (i) Once a complete application has been received, a Public Information Meeting shall be scheduled;
 - (ii) All property owners within a 120-metre radius of the subject property shall be notified of the details of the project and notified of the scheduled Public Information Meeting;
 - (iii) Council approval is required for all Major Site Alteration Applications;
 - (iv) All Major Site Alteration Applications are subject to a 30-day comment period commencing when neighbour notification takes place;

- (v) All Major Site Alteration Applications are subject to a staff review of public comments received which may form part of the Site Alteration Agreement and may include conditions not described in this By-law;
- (vi) Subject to Council approval, a legal agreement between the Owner and the Township shall be executed and registered on title and released from title upon successful completion of all required work as outlined in the Permit and at the direction of the Designated Official;
- (vii) Security shall be provided to the Township in a form and amount to be determined in accordance with Schedule "C" to this By-law;
- (viii) The Site Alteration Permit shall be provided to the Owner by the Township's Designated Official in writing and posted on the Township website;
- (ix) A Permit may be refused when the requirements of this By-law have not been met. Where the Designated Official/Council refuses to issue a Site Alteration Permit, the applicant shall be informed in writing of the refusal. The Application may be reconsidered, if additional information or documentation required by the Designated Official is submitted by the applicant.

6. ABANDONMENT, EXPIRY, RENEWAL, TRANSFER, REVOCATION, AMENDMENT AND CLOSURE OF PERMITS

6.1 Abandoned Application

- (a) An Application for a Permit will be deemed abandoned and the Application and respective file will be closed, where a period of twelve (12) months has elapsed during which:
 - (i) The Person applying for a Permit has not provided all information, documents, fees and deposits as required by the Designated Official including any new submissions that may be required;
 - (ii) The Application has been placed on hold or in abeyance; or
 - (iii) The Application has not seen meaningful progress through submissions towards the issuance of a Permit.

6.2 Expiry

- (a) A Permit for all types of Site Alteration will be issued for a period of one year and expires on the date set out in the Permit unless otherwise specified as a condition of the Permit.
- (b) Every Owner shall satisfy all Conditions of the Permit, even if the Permit is expired, and shall also provide the Township with the following at the discretion of the Designated Official:
 - (i) A letter of acknowledgment of the filing of a Record of Site Condition (in accordance with Ontario Regulation 153/04, as amended);
 - (ii) A completed final topographic survey confirming the Approved Grade; and
 - (iii) Proof of completion of all Permit Conditions.

6.3 Transfer

- (a) If title to the Property for which a Permit has been issued is transferred while the Permit is in effect, the Permit shall be automatically revoked unless the new Owner, prior to the time of the transfer, provides the Township with an undertaking, to the satisfaction of the Director, to comply with all Conditions under which the Permit was issued.

6.4 Revocation

- (a) The Designated Official may at any time and without notice revoke a Permit for any of the following reasons:
 - (i) It was obtained based on mistaken, false or incorrect information;
 - (ii) It was issued in error;

- (iii) The Property Owner and/or Permit holder requests in writing that it be revoked;
- (iv) The Permit holder has failed to comply with any of the Conditions of the Permit; or
- (v) The Permit holder is unwilling or unable to comply with the Conditions of an Order.

6.5 Amendment

- (a) An Applicant or Owner may submit a request to the Designated Official for an amendment to a Permit based on proposed changes to the details of the initial Application as reflected in the Conditions.

6.6 Renewal

- (a) An Applicant or Owner may submit a request to the Designated Official for a renewal of a Permit if the only change from the initial Application and Conditions is the timeline and expiry date.

6.7 Closure

- (a) A Permit is considered closed when all the Conditions and Orders related to the Permit have been fulfilled to the satisfaction of the Designated Official, at which time all unexpended deposits and securities held by the Township shall be released to the Applicant unless an agreement specifies otherwise.

7. ENFORCEMENT

7.1 Inspectors and Designated Official

- (a) This By-law may be enforced by Inspectors and/or the Designated Official. Without limiting/restricting any other power, duty or function granted by this By-law, Inspectors and/or the Designated Official may: give direction, issue an Order to discontinue or to perform work and further give verbal or written direction and may enter Property and/or carry out and direct whatever inspections, are reasonably required to determine compliance with this By-law.
- (b) An Inspector and/or the Designated Official may issue an Order under this By-law to any Person believed to be contravening or have contravened any provision of this By-law.
- (c) An Order may include but is not limited to:
 - (i) Immediately desist from the activity constituting or contributing to such contravention; and
 - (ii) Take immediate action to mitigate and/or remediate the impacts of the activity.

7.2 Entry and Inspection

- (a) Inspectors and the Designated Official may, at any reasonable time:
 - (i) Enter and inspect Property to determine compliance with the provisions of this By-law, or any Condition of a Permit, or Order issued under this By-law. This power of entry does not allow entry into any dwelling;
 - (ii) Enter the Property to collect information, take photographs, videos, measurements, readings and samples (air, surface water, groundwater, soil, materials, etc.);
 - (iii) Require the production of copies of reports, manifests or other documentation for the purposes of auditing any Site Alteration or compliance with the Conditions of a Permit, agreement or Order; and
 - (iv) Require the production of documents for inspection or things relevant to the inspection, inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts.

7.3 Duty to Identify

- (a) Where an Inspector has reasonable grounds to believe that an offence has been committed by a Person, the Inspector may require the name, address, and proof of identity of that Person, and the Person shall supply the required information.

7.4 Obstruction

- (a) No Person shall hinder or obstruct or attempt to obstruct the Designated Official Inspector, or person in the discharge of duties under this By-law as required by the Designated Official or Inspector in order to bring a Property into compliance with this By-law or an Order issued under this By-law.
- (b) No person shall provide false information in any statement, whether orally, in writing or otherwise, made to an Inspector or the Designated Official.
- (c) No Person shall hinder or obstruct, or attempt to hinder or obstruct, any Inspector or Designated Official who is exercising a power or performing a duty under this By-law.

7.5 Obey Order

- (a) No Person shall fail to obey an Order issued under this By-law.

7.6 Presumption

- (a) Where any Site Alteration occurs, is undertaken, caused, or permitted on any Property, the Owner of the Property is presumed to have undertaken, caused, or permitted the Site Alteration to occur, which presumption may be rebutted by evidence to the contrary on a balance of probabilities.

8. ORDERS

8.1 Contravention

- (a) If an Inspector or the Designated Official is satisfied that a person has undertaken, caused, permitted, allowed, or performed a Site Alteration in contravention of the provisions of this By-law, the Conditions of a Permit, and/or an agreement pursuant to this By-law, the Inspector may issue an Order requiring work to be done to correct the contravention.
- (b) Orders issued shall contain the municipal address and/or the legal description of the Property, and shall set out:
 - (i) Reasonable particulars of the contravention, the work to be done, any work or action required to cease or be undertaken to rectify the contravention, and the period within which there must be compliance with the Order; and
 - (ii) Notification that if the work or action is not done, or ceased, as the case may be, in compliance with the Order within the period specified, the Township may have the work done at the expense of the Owner and seek penalties as set out in this By-law.

8.2 Order Served

- (a) Orders issued by an Inspector under this By-law shall be served as follows:
 - (i) Personally, or by prepaid registered mail to the last known address of the Owner, the Permit holder and any other Person to whom the Order is issued; or
 - (ii) If the Township is unable to effect service on the Owner, a placard containing the terms of the Order may be placed in a conspicuous place on the Property and the placing of the placard shall be deemed to be service of the Order.

8.3 Order Deemed to be Served

- (a) If an Order is served on a Person by registered mail, it shall be deemed to have been served on the Person on the fifth (5th) day after the mailing of the order, which deemed service may be rebutted by the Person proving, on a balance of probabilities, that they did not receive the Order.

- (b) An Order may also be issued to a new Owner in any case where ownership of the Property has changed but the offence continues or remains.

9. WORK DONE BY THE TOWNSHIP

9.1 Remedial Action

- (a) If the Conditions of an Order made under this By-law are not complied with within the period specified in the Order, in addition to all other remedies it may have, the Township may undertake any activity to fulfill any of the Conditions of a Permit or Order at the Owner's expense and may enter upon Property at any reasonable time for this purpose.

10. PENALTY AND OFFENCE

10.1 Offence

- (a) Every Person who contravenes: (i) any provision of this By-law, (ii) a Condition of a Permit issued under this By-Law, and/or (iii) an Order issued under this By-law, is guilty of an offence and upon conviction is liable to the penalties provided for in this By-law and provided for in the *Provincial Offences Act*, R.S.O. 1990, c. P. 33, as amended.
- (b) If an Order has been issued under this By-law, and the Order has not been complied with, the contravention of the Order shall be deemed to be a continuing offence for each day or part of a day that the Order is not complied with.

10.2 Penalties

- (a) Every Person who is guilty of a non-continuing offence under this By-law shall be subject to the following penalties:
 - (i) Upon a first conviction under this By-law, to a fine of not less than \$500 and not more than \$50,000 per offence;
 - (ii) Upon a second or subsequent conviction under this By-law, to a fine of not less than \$500 and not more than \$100,000 per offence.
- (b) Every Person who is guilty of a continuing offence under this By-law shall upon conviction be subject to a fine of not less than \$500 and not more than \$10,000 for each day or part of a day that the offence continues up to a maximum of \$100,000 per continuing offence.
- (c) When a Person has been convicted of an offence under this By-law, the Ontario Court of Justice or any Court of competent jurisdiction thereafter may, in addition to any other penalty or remedy imposed on the Person convicted, make an Order:
 - (i) prohibiting the continuation or repetition of the offence by the Person convicted; and/or
 - (ii) requiring the Person convicted to remove material from, repair or rehabilitate, at the convicted Person's expense, a property or undertaking to achieve compliance with this By-law within such reasonable time as the Court orders.
- (a) The Township may recover its costs of remedying a violation of this By-law by invoicing the Owner, by instituting court proceedings or by adding the cost, including interest, to the tax roll, and the exercise of any other available remedy.

11. TRANSITION PROVISION

- (a) All Site Alteration Permits issued by the Township prior to the coming into force of Site Alteration By-law 2023-057, for which Site Alteration Permits are current and valid on the day By-law 2023-057 comes into force, shall remain current and valid under By-law 2023-057 as if the Site Alteration Permit had been issued under By-law 2023-057, whether or not such Site Alteration Permit would be authorized under By-law 2023-057;
- (b) A Site Alteration Permit Application received but not issued by the Township, prior to the coming into force of Site Alteration By-law 2023-057, shall be issued in accordance with Site Alteration By-law 2023-057;

- (c) Any Site Alteration activities undertaken without a valid permit issued prior to the coming into force of Site Alteration By-law 2023-057, shall be subject to the provisions and regulations under By-law 2023-057.
- ~~(d) Notwithstanding the repeal of By-law 2012-31 and all amendments thereto, that by-law shall continue to apply to any acts, omissions, or occurrences, and to any offences that took place prior to the enactment of this By-law.~~

12. EFFECTIVE DATES & REPEAL OF PREDECESSOR BY-LAW

- (a) This By-law Repeals By-laws 2012-31, 2015-11, 2015-45, 2015-49, 2021-01, and 2021-20.
- (b) This By-law shall come into force and effect upon its passage, at which time By-law 2012-31, and all amendments thereto shall hereby be repealed.

READ a FIRST time this 20 day of DECEMBER, 2023

READ a SECOND time this 10 day of JANUARY, 2023

READ a THIRD time and FINALLY PASSED this 7 day of FEBRUARY, 2024.

James Seeley, Mayor

Courtenay Hoytfox, Clerk

DRAFT

SCHEDULE “A”

REFERENCES REGULATIONS, STANDARDS AND GUIDELINES

1. Environmental Protection Act, R.S.O. 1990, c. E.19 - <https://www.ontario.ca/laws/statute/90e19>
2. Ontario Ministry of the Environment, Conservation and Parks, Management of Excess Soil – A Guide for Best Management Practices - <https://www.ontario.ca/page/management-excess-soil-guide-best-management-practices>
3. Ontario Ministry of the Environment, Conservation and Parks, Soil, Ground Water and Sediment Standards for Use Under Part XV.1 of the Environmental Protection Act (July 1, 2011) - <https://www.ontario.ca/page/soil-ground-water-and-sediment-standards-use-under-part-xv1-environmental-protection-act>
4. Ontario Regulation 153/04: Record of Site Condition - <https://www.ontario.ca/laws/regulation/040153>
5. Regulation 347: General – Waste Management - <https://www.ontario.ca/laws/regulation/900347>
6. Ontario Regulation 406/19: On-site and Excess Soil Management - <https://www.ontario.ca/laws/regulation/190406#BK5>
7. Ontario Ministry of the Environment, Conservation and Parks Rules for Soil Management and Excess Soil Quality Standards - <https://www.ontario.ca/page/rules-soil-management-and-excess-soil-quality-standards>
8. Ontario Ministry of the Environment, Conservation and Parks Excess Soil Beneficial Reuse Assessment Tool (BRAT) - <https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fprod-environmental-registry.s3.amazonaws.com%2F2020-12%2FBeneficial%2520Reuse%2520Assessment%2520Tool%20BRAT%2520%2528Dated%252008%2520Dec%25202020%2529%20.xlsx&wdOrigin=BROWSELINK>
9. Ontario Water Resources Act, R.S.O. 1990, c. O.40 – <https://www.ontario.ca/laws/statute/90o40>
10. Ontario Provincial Water Quality Objectives - <https://www.ontario.ca/page/water-management-policies-guidelines-provincial-water-quality-objectives>
11. County of Wellington Conservation and Sustainable Use of Woodlands By-law 5115-09
12. Aggregate Resources Act R.S.O. 1990, c.A.8, - <https://www.ontario.ca/laws/statute/90a08>
13. Invasive Species Act, 2015, S.O.2015, c.22 - <https://www.ontario.ca/laws/statute/15i22>
14. Endangered Species Act, 2007, S.O. 2007, c. 6 <https://www.ontario.ca/laws/statute/07e06>
15. Clean Water Act, 2006, S.O. 2006, c. 22 <https://www.ontario.ca/laws/statute/06c22>
15. Municipal Act, 2001, S.O. 2001, c. 25 <https://www.ontario.ca/laws/statute/01m25>

SCHEDULE "B"
CONTROL PLANS

1. A control plan(s) required to be submitted as part of any Application for a Permit pursuant to this By-law shall include, among other things, the following:
 - (a) a key map showing the location of the Site;
 - (b) the Global Positioning System (GPS) coordinates of the centroid of the Site in terms of easting and northing;
 - (c) the Site boundaries and number of hectares of the Site;
 - (d) the use of the Site and the location and use of the buildings and other structures adjacent to the Site;
 - (e) the location, dimensions and use of existing and proposed buildings and other structures existing or proposed to be erected on the Site;
 - (f) the location of lakes, streams, wetlands, channels, ditches, other watercourses and other bodies of water on the Site and within thirty (30) metres beyond the Site boundary;
 - (g) the location of the predominant Soil types;
 - (h) the location size, species, and condition of all Trees as define in this By-law, including their dripline, and the composite dripline of all other Vegetation;
 - (i) the location of driveways on the lands and all easements and rights-of-way over, under, across or through the Site;
 - (j) the location and dimensions of any existing and proposed stormwater Drainage systems and natural Drainage patterns on the Site and within thirty (30) metres of the Site boundaries;
 - (k) the location and dimensions of utilities, structures, roads, rights-of-ways, easements, highways, and paving;
 - (l) the existing Site topography at a contour interval not to exceed 0.5 metres and to extend a minimum of thirty (30) metres beyond the Site boundaries;
 - (m) the Proposed Grade(s) and Drainage system(s) to be used upon completion of the work which is the subject of the Permit;
 - (n) the location and dimensions of all proposed work which is the subject of the Application for a Permit;
 - (o) the location and dimensions of all proposed temporary Topsoil or Fill stockpiles;
 - (p) the location, dimensions, design details and specifications of all work which is the subject of the Application including all Site Erosion and Dust Control measures or Retaining Walls necessary to meet the requirements of this By-law and the estimated cost of the same;
 - (q) a schedule of the anticipated starting and completion dates of all proposed work which is the subject of the Application for a Permit;
 - (r) a list of the type of equipment and machinery that will be used during the Site Alteration process including the expected days and times of operation in accordance with this By-law;
 - (s) provisions for the maintenance of construction Site Erosion and Dust Control measures during construction and after, as required;
 - (t) typical notes on the final rehabilitation plan to indicate the final ground cover materials, type and size of Vegetation to be planted, depth of Topsoil, Tree removals or Tree protection measures;
 - (u) proposed Site access location(s) and haul route(s) to and within the Site;

- (v) a description of the quality and source of the proposed Fill with confirmation that the Fill meets the applicable Excess Soil Quality Standards for the Site;
 - (i) if Site-specific standards for Soil quality acceptance have been developed using the MECP's Excess Soil Beneficial Reuse Assessment Tool (BRAT), a copy of the BRAT model input and output and a signed statement by the Qualified Person preparing the BRAT model;
 - (ii) If Site-specific standards for Soil quality acceptance have been developed using a risk assessment pursuant to the requirements in the Rules for Soil Management and Excess Soil Quality Standards, a copy of the risk assessment and a signed statement by the Qualified Person that prepared the risk assessment model must be submitted;
 - (w) a Sampling and Analysis Plan for the source of the proposed Fill;
 - (x) a Quality Assurance/Quality Control Program;
 - (y) the scale of drawings, either 1:500 or 1:1000;
 - (z) operational procedures manual;
 - (aa) for Site to receive greater than 10,000 m³, and where required by the provisions of Ontario Regulation 406/19, as amended, file a notice on the Excess Soil Registry operated by RPRA; and
 - (bb) all other information as deemed necessary or required by the Designated Official.
2. Where a permit from the County of Wellington or the Township is required to use any portion of the proposed haul route, the issuance of, and conformity with such permit(s) shall be deemed to be a condition of the issuance of the Permit under this By-law.
 3. It shall be the responsibility of the Owner to ensure that all Fill which is Placed or Dumped under this By-law shall conform with, and meet, the requirements of this By-law and all conditions of the Permit. At any time during the term of the Permit, an Inspector or the Designated Official may require evidence of such conformity, including without limiting the generality of the foregoing a requirement that the Permit Holder provide evidence to the satisfaction of the Designated Official that each Truckload complies with the requirements of this By-law.
 4. Every control plan accompanying an Application for a Permit under this By-law must be stamped by a Qualified Person approved by the Designated Official.
 5. Notwithstanding any other provisions of this By-law, the Designated Official may waive the requirement for a Control Plan or any part thereof, after taking into consideration the proposed works, the anticipated impact on the Site and the surrounding environment.

SCHEDULE "C"

DETERMINATION OF FEES AND FINANCIAL SECURITY

Type of Revenue/User	Unit/Descr	2023 Rate (No Tax)	Comments
Site Alteration Exception Waiver*	N/A	N/A	Subject to recovery of all actual third party costs.
Site Alteration Normal Farm Practices Waiver*	N/A	N/A	Subject to recovery of all actual third party costs. May be required to provide a Security Deposit at the discretion of the Designated Official.
Site Alteration Permit Application Fee – Minor*	Administrative Fee	\$1,000	Non-refundable and due at the application submission for the coordination and administration of an application. Subject to recovery of all actual third party costs.
Site Alteration Permit Security Deposit – Minor**	Security Deposit	\$3,000	Due prior to permit issuance.
Site Alteration Permit Application – <u>Intermediate</u> *	Administrative Fee	\$2,000	Non-refundable and due at the application submission for the coordination and administration of an application. Subject to recovery of all actual third party costs.
Site Alteration Permit Security Deposit – <u>Intermediate</u> **	Security Deposit	\$5,000	Due prior to permit issuance.
Site Alteration Permit Application – Large*	Administrative Fee	\$3,500	Non-refundable and due at the application submission for the coordination and administration of an application. Subject to recovery of all actual third party costs.
Site Alteration Permit Security Deposit – Large**	Security Deposit	\$10,000	Due prior to permit issuance.
Site Alteration Permit Application – Major*	Administrative Fee	\$5,000	Non-refundable and due at the application submission for the coordination and administration of an application. Subject to recovery of all actual third party costs.
Site Alteration Permit Security Deposit – Major**	Security Deposit	To be Determined by the Designated Official	Due prior to permit issuance.
Site Alteration Permit Service Fee	Per cubic metre	\$0.24 per cubic metre	Applicable for Minor, Standard, Large, and Major applications.
Violation Fees***	N/A	N/A	Double all application fees.
Inspector Attendance at a property as a result of a verified violation	Per site attendance	\$150	Per site attendance by the Inspector as a result of a verified violation
Permit Renewal Fee	N/A	N/A	50% of the original application fees.

*The Applicant is responsible for actual third party costs incurred by the Township for processing the application.

** Security Deposit funds are held by the Township and will be returned to the applicant upon fulfilment of all Permit Conditions. Securities may be drawn upon at the direction of the Designated Official, where necessary, to ensure compliance with the conditions of the permit. This includes any costs incurred by the Township related to enforcement of the permit conditions or the Site Alteration By-law. If the funds are drawn upon, the applicant is required to top of the funds to the amount determined in Schedule "B" or as determined by the Designated Official.

*** The Township may recover its costs of remedying a violation of this By-law by invoicing the Owner, by instituting court proceedings or by adding the cost, including interest, to the tax roll, and the exercise of any other available remedy.

DRAFT

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW 2023-058

A by-law to regulate Road Activity.

WHEREAS Section 8(1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, (“the Act”) provides the powers of a municipality under any Act shall be interpreted broadly so as to confer broad authority on municipalities to ensure them to govern their affairs as they consider appropriate, and to enhance their ability to respond to municipal issues;

AND WHEREAS Section 9 of the Act, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Act;

AND WHEREAS Section 11(3) 1 of the Act, provides that a municipality may pass by-laws within the following sphere of jurisdiction: Highways, including parking and traffic on Highways;

AND WHEREAS Section 23.2 (1)(c) and 23.2(5)1 of the Act authorizes a municipality to delegate its powers and duties to an individual who is an officer, employee or agent of the municipality to close a Highway temporarily;

AND WHEREAS Section 127 of the Act provides that a municipality may require the owner or occupant of land to clean and clear the land, clear refuse or debris from the land, prohibit the depositing of refuse or debris on land without the consent of the owner or occupant of the land and to define “refuse”;

AND WHEREAS Section 128 of the Act provides that a municipality may prohibit and regulate with respect to public nuisances, including matters that, in the opinion of council, are or could become or cause public nuisances;

AND WHEREAS Section 444 of the Act, provides that a municipality may make an order to require a person to discontinue contravening a by-law and to do the work required to correct the contravention;

AND WHEREAS Section 446 of the Act, provides that a municipality may proceed to do things at a person’s expense which that person is otherwise required to do under a by-law, but has failed to do and the costs incurred by a municipality may be recovered by adding the costs to the tax roll and collecting them in the same manner as taxes;

WHEREAS Section 425 of the Act, permits a municipality to pass by-laws providing that any person who contravenes any by-law the municipality passed under the Act, is guilty of an offence; and

WHEREAS Section 426 (4) of the Act deems that any Person that hinders or obstructs, or attempts to hinder or obstruct, any Person who is exercising or performing a duty under this By-law created under the Act is guilty of an offence;

NOW THEREFORE, the Council of the Corporation of the Township of Puslinch HEREBY ENACTS AS FOLLOWS:

PART 1 – TITLE, INTERPRETATION AND SEVERABILITY

1. This By-law may be referred to as the “**Road Activity By-law**”.
2. Wherever a word is used in this By-law with its first letter capitalized, the term is being used as it is defined in Part 2 of this By-law. Where any word appears in ordinary case, the commonly applied English language meaning is intended.
3. Wherever a word defined in Part 2 of this By-law is used in the form of a noun, verb, adverb, or adjective, it shall be interpreted as having a corresponding defined meaning even if it is in ordinary case.
4. All words importing the singular shall include the plural, and words imparting the masculine gender shall include the feminine, and the converse of the foregoing also applies, unless the context of the By-law requires otherwise.
5. Headings are for reference purposes and shall not affect in any way the meaning or interpretation of the provisions of this by-law.
6. This By-law applies to all Properties and Highways within the Township.
7. If a court of competent jurisdiction declares any provision or part of a provision of this By-law to be invalid or to be of no force and effect, it is the intention of Council in enacting this By-law that the remainder of this By-law shall continue in force and be applied and enforced in accordance with its terms to the fullest extent possible according to law.

PART 2 – DEFINITIONS

8. For the purpose of this By-law:

“Applicable Law” means all federal, provincial and municipal by-laws, rules, regulations, orders, approvals, permits, standards and all other governmental requirements applicable to any activity on or occupancy of a Highway;

“Applicant” means the Owner of a Property and includes a Person authorized in writing to act on behalf of the Owner of a Property to apply for a Permit;

"Application" means a written submission to request or amend a Haul Route Permit, in a form prescribed by the Township;

"Boulevard" means that portion of every road allowance which is not used as a Sidewalk, driveway, traveled roadway or shoulder including any area where grass is growing or is seeded, or where an earth surface exists;

"By-law" means this by-law;

"Condition(s)" means the mandatory performance requirements outlined in a Permit or Order and may include the requirement for monetary deposits or Security(s) in connection with the Application;

"Director of Public Works" means the Director of the Township of Puslinch Public Works Department, or authorized representative;

"Fill" means any type of material that can be removed from (cut) or placed on (in-fill) land and may include, but is not limited to Soil, Excess Soil., Liquid Soil, Rock, Sod, Compost, Aggregate and Topsoil.

"Haul Route" means a route designated or approved by the Township for the purposes of ingress or egress to a Site Alteration as a condition of the Permit;

"Haul Route Permit" means a permit issued by the Township pursuant to the provisions of this By-law.

"Highway" " means a common and public highway and includes a street, bridge or other structure forming part of a highway over or across which a highway passes and includes the whole of a road allowance under the jurisdiction of the Township;

"Occupant" means the lessee, tenant, mortgagee in possession or any other Person who appears to have care and control of the Property;

"Officer" means a Person designated by the Township to enforce this By-law;

"Owner" means the registered Owner(s) of the Property;

"Performance Security" means a financial guarantee or assurance provided by an Applicant and/or Permit Holder to the Township.

"Person" includes individuals, firms, sole proprietorships, partnerships, associations, trusts, corporations, directors and officers of corporations, trustees, and agents, and the heirs, executors, assigns or other legal representatives of a person to whom the context can apply in law;

"Property" means lands including all buildings and structures on the land;

“Roadway” means that part of the Highway that is improved, designed or ordinarily used for vehicular traffic, but does not include the shoulder or where a Highway includes two or more separate roadways, the term “Roadway” refers to any one roadway separately and not to all of the roadway collectively;

“Refuse” means waste, garbage, litter, rubbish, debris, material, refuse, and any other discarded or abandoned commodities of any kind whatsoever;

“Sidewalk” means that part of a Highway set aside by the Township for the use of pedestrians;

“Site Alteration” means any alteration to the existing grade of land through the removal (cut), placement (filling) or movement (relocation) of Fill;

“Snow Plow Driveway Marker” means a temporary, non-illuminated indicator or guide inserted with a vertical orientation into the ground on private Property or Township right of way that serves to mark the edge of a driveway for a licenced snow plow contractor;

“Township” means the Corporation of the Township of Puslinch or lands within the geographic limits of the Corporation of the Township of Puslinch, as the context requires;

“Vehicle” means a motor vehicle, trailer, traction engine, farm tractor, road building equipment, bicycle and any vehicle drawn, propelled or driven by any kind of power, including muscular power, but does not include a motorized snow vehicle or street car.

PART 3 – PROHIBITIONS

9. Any Person that is subject to this By-law is guilty of an offence, if that person
 - a. Permits oils, chemicals or substances to be deposited or spilled on a Highway including such substances deposited as a result of car maintenance activities, car rust prevention measures and the spillage of rust protecting substances and the general spillage of substances from vehicles;
 - b. Throws, pushes, plows, dumps or otherwise deposits snow or ice on a Highway;
 - c. Deposits, drops, scatters, stores, spills or throws any Refuse, filth, earth, ashes, manure, leaves, or garbage except as permitted in any Township by-law and except as allowed in the most current County of Wellington Waste By-law, or any amendment or re-enactment thereof, paper, hand bill, advertisement, or any vegetable matter, stone, lime, sand, tin, wood, the carcass of any dead animal, fish or fowl, in or upon a Highway;
 - d. Encumbers or damages a Highway by animals, Vehicles or other means;

- e. Permits or allows any Refuse, paper, hand bill, advertisement or any container, whether made of plastic, cardboard or paper, to be blown from private Property onto a Highway;
- f. Obstructs a drain, gutter or water course along or upon a Highway;
- g. Walks upon, rides, drives, or loads an animal, or moves, drives, runs or propels a vehicle upon, over or across a newly constructed Sidewalk or pavement before it has been opened for use by the public;
- h. Throws, piles, stores or causes any Refuse, material to be thrown or piled upon a Highway, except for the purpose of having it immediately delivered upon adjacent premises, nor shall any Person saw or split any cordwood or firewood upon a Highway or being the Owner of cordwood, firewood or topsoil shall be deposited on any Highway, or permit it to remain thereon for a longer time than is necessary for its immediate removal to the premises adjacent thereto;
- i. Places or exposes, or causes any merchandise or articles of any kind, to be placed or exposed upon a Highway or outside of a building so that the same shall project over any part of the Highway;
- j. Moves, or cause to be moved, a Vehicle equipped with cleats, flanges, or tracks on its wheels, or rollers, or any of them, on or along the traveled portion of the Highway, except by means of a float, trailer, or other similar device, providing that a Vehicle is so equipped including a Vehicle for the digging and backfilling of trenched, may be moved directly across the traveled portion of the Highway, if a preventative mat has first been laid on the surface of the portion of the Highway to be crossed, provided however that this paragraph shall not be applied when a Vehicle is operating with the written permission of the Director of Public Works;
- k. Removes a barricade or notice or enters upon or uses a Highway temporarily closed under the provisions of this or any Township by-law;
- l. Removes or moves a barricade, sign or light placed around any construction on a Highway;
- m. Allows any part of a tree, shrub, sapling, hedge or any other plant to extend over or upon any Highway, so as to interfere, with, impede or endanger Persons using the Highway.
- n. Breaks, digs up, destroys or damages the sod or grass of a boulevard, or a fence, or railing erected and maintained for the protection of the boulevard;

- o. Erects a fence, constructs a wall or plants a hedge, in, over, or upon a Highway.
- p. Pulls down, destroys, or in any way interferes with, any municipal structure, including but not limited to, any post, surveyor's mark, bench mark, traffic sign, Highway name sign, sign board, regulatory sign, traffic signal, traffic cone, or any other traffic control device, affixed, or placed upon a Highway;
- q. Permits any flood light to directly or indirectly illuminate a Highway without the written approval of the Director of Public Works;
- r. Hauls earth, sand, stone, or other substances on a Highway, loads their Vehicle or drives the same as to permit or cause the contents thereof to fall, spill or be deposited on a Highway;
- s. Brings a Vehicle or permits it to be brought upon a Highway with mud, clay, lime and similar material, or any fertilizer or manure attached to the wheels, which is likely if not removed, to cause an obstruction or dangerous condition or nuisance on a Highway or cause damage to the surface of the Highway;
- t. While hauling earth, sand, stone, or other substance, loads or drives their Vehicle so as to permit damage to a Highway;
- u. Fails to obtain a Haul Route Permit;
- v. While undertaking Highway activity associated with a Haul Route Permit, performs work outside of hours of 8:30am to 5:00pm Monday-Friday, or performs work on a weekend or statutory holiday;
- w. Fails to maintain an approved Haul Route in a good state of repair in accordance with the Haul Route Permit.

PART 4 – HAUL ROUTE

Permit Required

- 10. No Person shall undertake, or permit to be undertaken, the movement of Fill in connection with any activity regulated by the most current Site Alteration By-law using any Township Highway, without a Haul Route Permit.
- 11. All Highway activity associated with the approved Haul Route Permit shall comply with the Highway Traffic Act, and its regulations.

Application — Minimum Requirements

12. Every Application shall be completed and submitted on forms prescribed by the Township;
13. Every Application shall include:
 - a. A map showing the proposed Haul Route indicating any barricades or signs; and
 - b. A copy of the most current Site Alteration Application; and
 - c. The date(s) and time(s) that the Haul Route will be utilized; and
 - d. The prescribed fee as listed in the Township User Fees and Charges By-law, described in Section 14;
 - e. A Security Deposit described in Section 15;
 - f. Proof of Insurance described in Section 16;
 - g. Any other information or documentation that the Township deems necessary;

Fees

14. The Applicant shall:
 - a. Pay a Permit Application Fee in accordance with Schedule "B" to this By-law; and
 - b. Where road activities occur in the absence of Township approval, violation fees shall be charged amounting in double all application fees.

Security Deposit

15. The Applicant shall provide the Township with securities in the amount to be determined by the Director of Public Works, in the form of cash or an irrevocable Letter of Credit on terms satisfactory to the Township ('Performance Security'). If the Performance Security is less than the amount determined by the Director of Public Works, at any point in time during the Haul Route Permit period, the Permit Holder shall be required to replenish forthwith.

Proof of Insurance and Indemnification

16. The Applicant shall maintain liability insurance in the minimum amount of \$5,000,000, naming the Township as an additional insured. Such policy shall include a cross-liability provision and 30 days' written notice to the Township prior to cancellation.
17. The Applicant shall indemnify the Township against any claims/action arising out the Highway activity (collisions, vehicle damage or accidents as a result of uncleared debris, lack of maintenance/repair, etc.)

Conditions of Haul Route Permit

18. In addition to any other Conditions that the Director of Public Works may deem appropriate, all Highway activity associated with the Haul Rout Permit shall be subject to the following conditions:

- a. The Permit Holder shall comply with all Applicable Laws.
- b. Highway activity associated with a Haul Route Permit shall only occur during the hours of 8:30am to 5:00pm Monday-Friday excluding weekends and statutory holidays.
- c. The approved Haul Route shall at all times be maintained by the Permit Holder in a dust/silt/mud/rock free condition, to the satisfaction of the Director of Public Works.
- d. The Permit Holder shall ensure that a street-sweeper or equivalent is utilized on a daily basis to clean the Haul Route of any tracked debris and shall regularly monitor for any larger foreign objects.
- e. The Permit Holder shall be required to maintain the Haul Route in a good state of repair, free from ruts/potholes, etc., to the satisfaction of the Director of Public Works,
- f. The Permit Holder shall be responsible for the cost associated to undertake such repairs/maintenance as the Director of Public Works may direct, within such time frame as the Township may specify, acting reasonably.
- g. The Applicant shall provide the Township with a 24/7 accessible phone number where Township staff can directly reach the Applicant to address any Highway activity concerns.

PART 5 – EXEMPTIONS

19. The Director of Public Works may grant an exemption to any Person from any provision of this By-law and impose conditions for such exemption as may be considered reasonable and necessary provided such exemption does not interfere with the general integrity of this By-law.
20. Site Alteration activities exempt from permits and/or legal agreements in accordance with the Site Alteration By-law, may be exempt from the requirement for a Haul Route Permit at the discretion of the Director of Public Works.
21. Notwithstanding subsection 20, Site Alteration activities that do not exceed 20 cubic metres of fill importation (2 truckloads) and are exempt from permits in accordance with the Site Alteration By-law, are exempt from requiring a Haul Route Permit.
221. The provisions of subsection 19 shall not apply to an employee or an agent of the Township who is engaged in moving snow or ice. An exemption is not required

by a Person undertaking any works on behalf of the Township or for closures ordered by the Director of Public Works.

232. The provisions of subsection 19 shall not apply to any Person putting sand or salt on the icy portions of a Highway to reduce the danger of pedestrians falling or to enable a Vehicle to use a Roadway.

243. The provisions of subsection 19 shall not apply to the placement of a snow plow driveway marker.

PART 6 – ADMINISTRATION AND AUTHORITY

254. The cleaning and repair of all Highways shall be performed under the direction of the Director of Public Works.

265. The Director of Public Works may temporarily close to traffic any Highway by reason of any work or improvement being carried out thereon or by reason of the condition thereof and the Director of Public Works may cause to be erected or kept thereon, any barricade or notice warning the public that the Highway is closed to traffic and no Person shall enter upon or use a Highway so temporarily closed.

276. The Director of Public Works shall be responsible for the administration of PART 4 – Haul Route.

287. The Director of Public Works is authorized and has delegated authority to receive, consider and approve any Application for a Haul Route, including any Conditions, and exempt/waive, issue, extend, renew, amend, a Haul Route Permit.

298. The Director of Public Works is authorized and has delegated authority to revoke a Haul Route Permit at any time without prior notice to the Permit Holder if:

- a. It was issued in error or as a result of false, mistaken, incorrect or misleading information in the Application;
- b. There are reasonable grounds to believe that the continuation of the Highway activity poses an unacceptable risk to the health and safety of any Person or damage to property; or
- c. The Permit Holder is not in compliance with any Haul Route Permit Condition.

PART 7 – RECOVERY OF COSTS

3029. Where an Order is not complied with, the Director of Public Works will do the work or arrange for the work to be done

310. The Township may recover all costs associated with doing the work, including administrative fees, by action or it may collect them in a like manner as municipal taxes.
324. Failure to pay any invoice associated with Haul Route repair or housekeeping maintenance within 30 days, the costs may be drawn from Securities held by the Township and/or collected in a like manner as municipal taxes.
332. The Township has priority lien status in accordance with section 1(3) of the Act on the Property for the amount spent to do the work (and administrative fees).

PART 8 - ORDERS

343. If an Officer determines that a Property or Person or Permit Holder is not in compliance with any of the standards or requirements of this By-law, the Officer may issue an order requiring a Person or Permit Holder to comply with standards or requirements of this By-law and to discontinue an activity or action prohibited by this By-law.
354. Every Person who fails to comply with an order made under Section 32 is guilty of an offence.

PART 9 – SERVICE OF DOCUMENTS

356. Service of any document, including an order, under this By-law shall be given in writing by registered mail and will be deemed served on the 5th day after a copy is mailed to the Permit Holder or Person's last known address.
376. In addition, service of any document may be given in any of the following ways and is effective:
- a. When a copy is delivered to the Permit Holder or Person to whom it is addressed;
 - b. By email to the last known email address of the Permit Holder or Person to whom service is required to be made.
378. Where service is unable to be done under subsections 35 (a) or (b), notice may be given by placing a placard containing the terms of the document or order in a conspicuous place on the Property to which the document or order relates and shall be deemed to be sufficient service on the Permit Holder or Person..

PART 10 - Enforcement and Penalty Provisions

389. The enforcement of this By-law shall be conducted by an Officer.

4039. (1) Every Person who contravenes any provision of this By-law and every director or officer of a corporation who concurs in such contravention by the corporation, is guilty of an offence and is liable to a fine, and such other penalties, as provided for in the Provincial Offences Act, R.S.O. 1990, c.P.33, as it may be amended from time to time.

(2) In addition to subsection 38(1), any Person who is charged with an offence under this by-law in accordance with Part III of the Provincial Offences Act and is found guilty of the offence, is liable, in addition to any other penalties:

- a. On a first offence, to a fine not less than \$500.00 and not more than \$50,000.00; and
- b. On a second offence and each subsequent offence, to a fine not less than \$1000.00 and not more than \$100,000.00.

410. No Person shall hinder or obstruct, or attempt to hinder or obstruct, any Officer exercising a power or performing a duty under this By-law.

441. Every Person who is alleged to have contravened any of the provisions of this By-law shall identify themselves to an Officer upon request, failure to do so shall be deemed to have hindered or obstructed an Officer in the execution of his or her duties.

432. Upon conviction, any penalty imposed under this By-law may be collected under the authority of the Provincial Offences Act, R.S.O. 1990, c.P.33, as amended.

443. If a Person is convicted of an offence under this By-law, the court in which the conviction has been entered and any court of competent jurisdiction may, in addition to any other remedy and to any penalty imposed, make an order prohibiting the continuation or repetition of the offence by the Person convicted.

PART 11 - SCHEDULES

454. Schedule "A" (Short Form Wording and Set Fines) attached hereto do not form part of this By-law.

PART 12 – EFFECTIVE DATE

465. This by-law shall come into effect on ENTER DATE.

READ a FIRST time this 20 day of DECEMBER, 2023

READ a SECOND time this 10 day of JANUARY, 2023

READ a THIRD time and FINALLY PASSED this 7 day of FEBRUARY, 2024.

James Seeley, Mayor

Courtenay Hoytfox, Clerk

DRAFT

**SCHEDULE "A" TO BY-LAW xx
TOWNSHIP OF PUSLINCH
PART 1 PROVINCIAL OFFENCES ACT – BY-LAW xx: ROAD ACTIVITY BY-LAW
Being a by-law to regulate Road Activity**

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provisions Creating or Defining Offence	COLUMN 3 Set Fine
PROHIBITIONS			
1	Permits oils, chemicals or substances to be deposited or spilled on a Highway	9.a.	\$300.00
2	Deposits snow or ice on a Highway	9.b.	\$300.00
3	Deposits Refuse on a Highway	9.c.	\$300.00
4	Encumbers or damages a Highway	9.d.	\$500.00
5	Permits or allows refuse to be blown from private property onto a Highway	9.e.	\$300.00
6	Obstructs a drain, gutter or water course along or upon a Highway	9.f.	\$300.00
7	Walks upon, rides, drives, loads, runs or propels any animal or vehicle on a newly constructed Sidewalk or pavement before it is open for use by the public.	9.g.	\$200.00
8	Cause any Refuse material to be thrown or piled on a Highway, saw or split firewood upon a Highway, or permit it to remain longer than necessary.	9.h.	\$300.00
9	Place any merchandise or article upon a Highway or outside a building so that the same projects over any part of the Highway	9.i.	\$300.00
10	Move a Vehicle with cleats, flanges, tracks or rollers along the traveled portion of the Highway	9.j.	\$500.00
11	Remove a barricade or notice, or enter upon a Highway that is temporarily closed	9.k.	\$500.00
12	Remove a barricade, sign or light placed around any excavation on a Highway	9.l.	\$500.00
13	Allow a trees, shrub, sapling, hedge or any other plant to extend	9.m.	\$300.00

	over or upon a Highway		
14	Breaks, digs up, destroy or damage the sod or grass of a boulevard, fence or railing erected to protect the boulevard	9.n.	\$300.00
15	Erect a fence or wall or plant a hedge upon a Highway	9.o.	\$300.00
16	Interfere with any municipal structure affixed or placed upon a Highway	9.p.	\$500.00
17	Permit any flood light to illuminate the Highway	9.q.	\$200.00
18	Haul earth, sand, stone, or other substance upon a Highway, load a vehicle or drive a vehicle as to permit the contents to fall or spill on the Highway	9.r.	\$500.00
19	Bring a Vehicle upon a Highway with mud, clay, lime, fertilizer, manure attached to the wheels on a Highway	9.s.	\$500.00
20	While hauling earth, sand, stone or other substance, loads or drives so as to damage a Highway	9.t.	\$500.00
21	Owner fails to obtain a Haul Route Permit	9.u.	\$700.00
22	Applicant/Permit Holder fails to maintain a Haul Route in a good state of repair	9.v.	\$700.00
23	Applicant/Permit Holder performs activity associated with a Haul Route Permit outside of the hours of 8:30am-5:00pm, Monday-Friday, or on a statutory holiday	9.w.	\$700.00
ORDERS			
24	Failure to comply with an order issued under Section 32	33.	\$700.00
ENFORCEMENT AND PENALTY PROVISIONS			
25	Hinder or obstruct, or attempt to hinder or obstruct an Officer	93.	\$900.00

NOTE:

The general penalty provision for the offences indicated above is Section 38 of By-law XX, a certified copy of which has been filed.



REPORT BLD-2024-001

TO: Mayor and Members of Council

PREPARED BY: Andrew Hartholt, Chief Building Official

PRESENTED BY: Andrew Hartholt, Chief Building Official

MEETING DATE: February 7, 2024

SUBJECT: Building Department Fourth Quarter Update – October to December 2023

RECOMMENDATION

That Report BLD-2024-001 entitled Building Department Fourth Quarter Update – October to December 2023 be received; and

Purpose

The purpose of this report is to provide Council with an update of the activities in the Building Department for the Fourth Quarter of 2023 (October, November and December).

Background

Council receives a summary of the Township building permits on a quarterly basis.

Financial Implications

The Building Code Act requires that the total amount of building permit fees meets the total costs for the municipality to administer and enforce the Building Code Act and Regulations. Building permit fees were established to fully recover the Township's cost of providing building permit services, including an allocation of administrative overhead/indirect costs. Any surplus revenue from building permit fees is transferred to a restricted reserve, to be drawn upon in years of declining building activity.

Applicable Legislation and Requirements

Building Code Act, 1992, S.O. 1992, c. 23

Attachments

Schedule A - Fourth Quarter 2023 report and Comparison Charts



Andrew Hartholt
Chief Building Official

Building Permit Comparison Summary - Schedule A

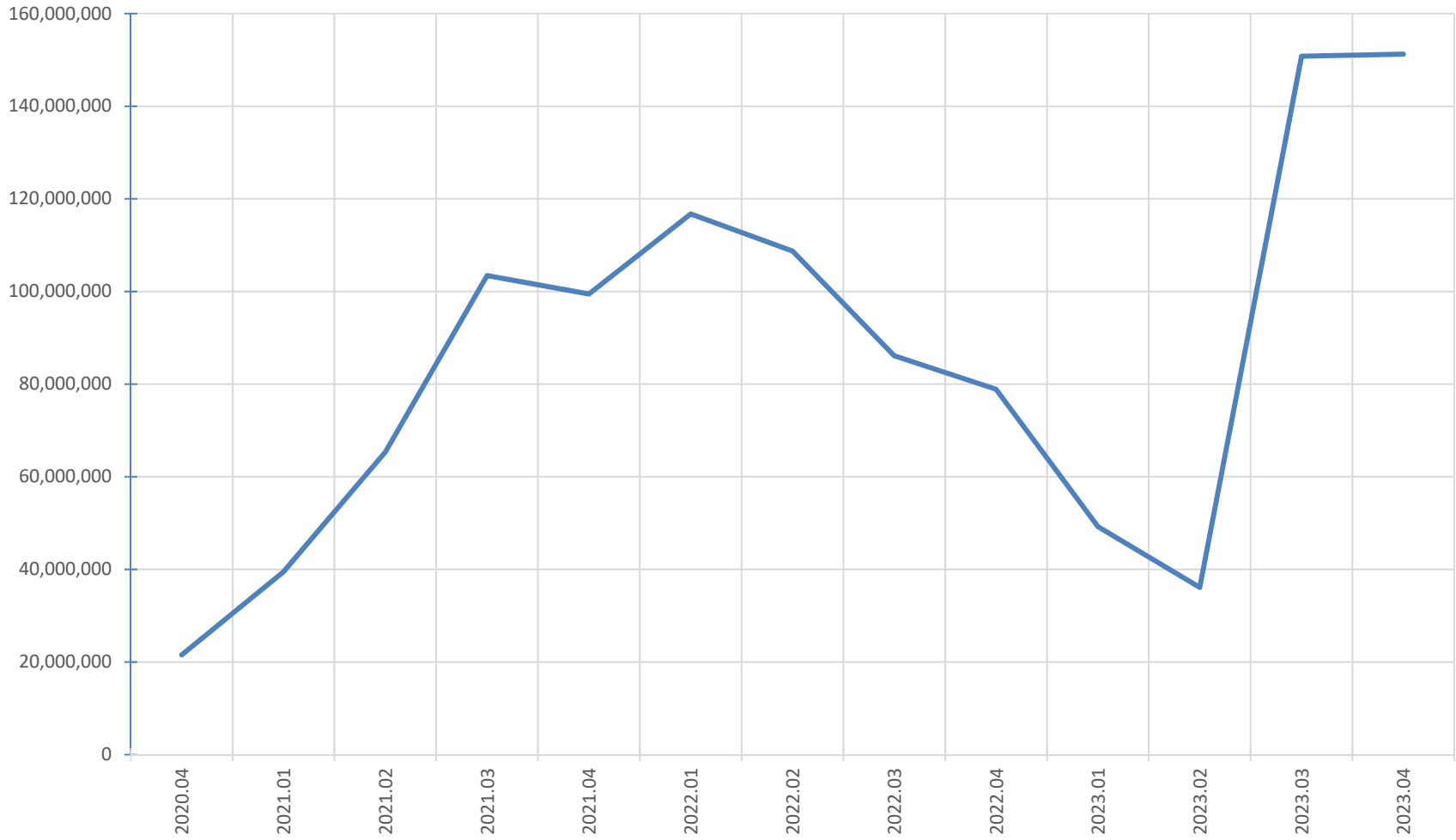
Report BLD-2024-001

Fourth Quarter - October to December 2023

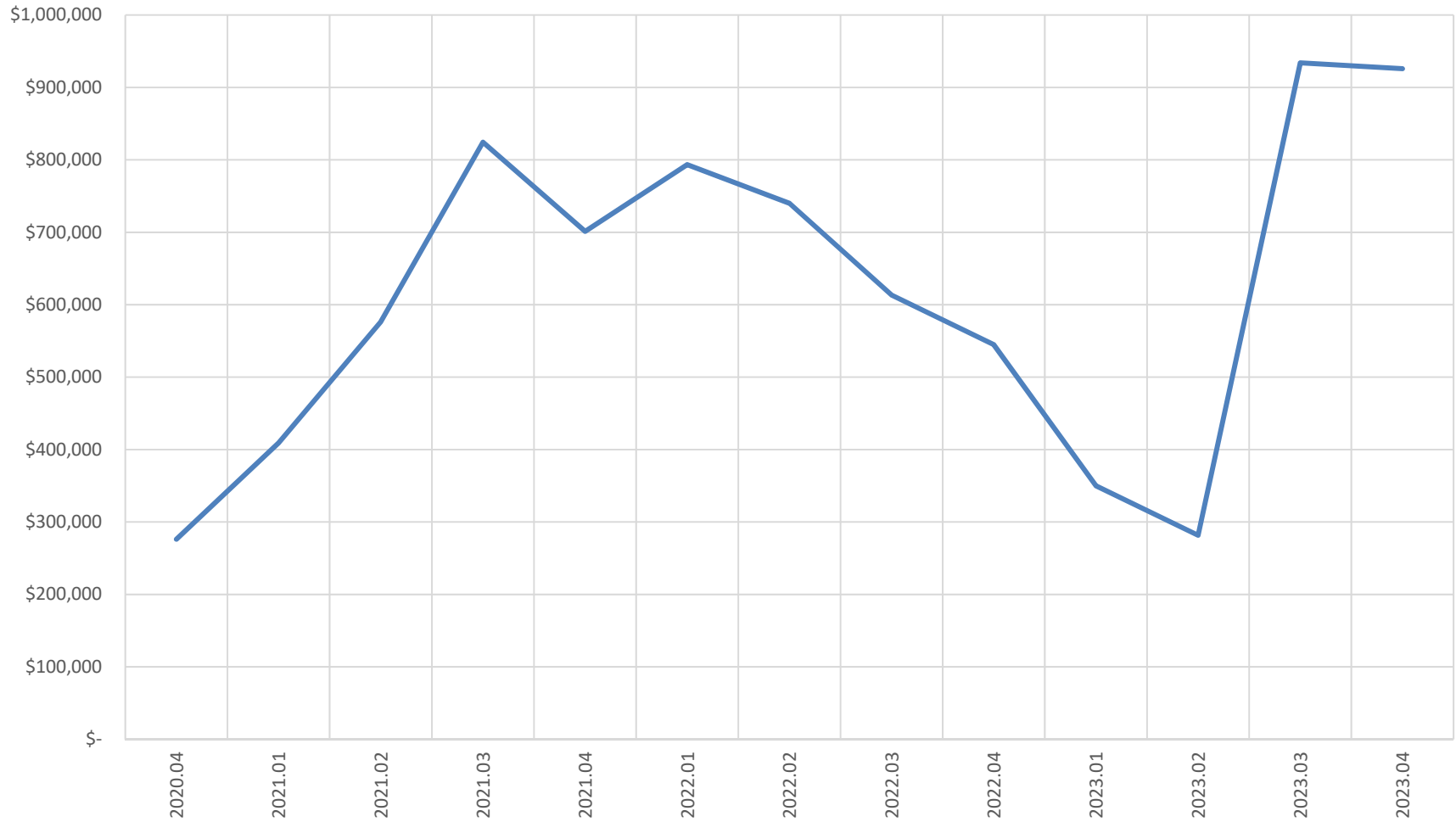
Category	Permit Count		Total Permit Fees		Cost of Construction	
	2023	2022	2023	2022	2023	2022
Accessory Structures	10	11	\$5,961	\$13,413	\$479,000	\$1,292,875
Agricultural Structures	1	2	\$424	\$2,104	\$40,000	\$764,095
Commercial/Industrial	5	0	\$6,858	\$0	\$645,000	\$0
Demolition	3	1	\$528	\$164	\$103,000	\$20,000
Miscellaneous Permits	3	4	\$1,161	\$772	\$800,000	\$23,500
Plans Resubmission	2	4	\$708	\$1,310	-	n/a
Pools Enclosure	3	4	\$732	\$906	\$265,000	\$319,000
Residential Buildings	13	13	\$54,813	\$58,014	\$8,239,400	\$7,563,300
Residential Sewage System	10	12	\$5,495	\$8,096	\$233,500	\$363,600

SUMMARY TOTALS	2023	2022
Total Permits Issued	50	51
Total Dwellings Created	5	4
Total Permit Fees	\$76,681	\$84,778
Total Permit Value	\$10,804,900	\$10,346,370

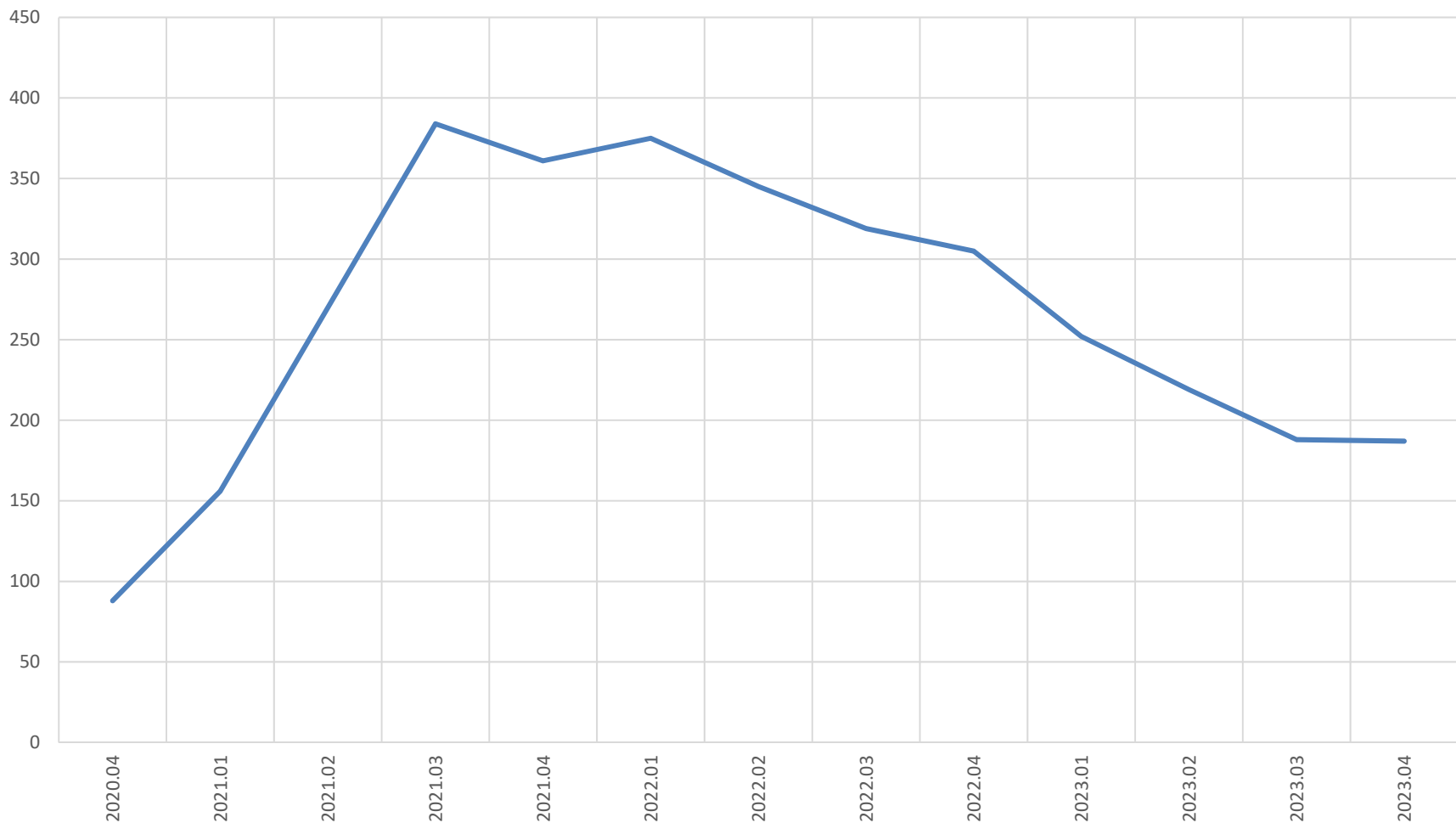
Total Value of Permits, 12 Month Rolling Total



Total Fees Collected, 12 Month Rolling Total



Total # of Permits, 12 Month Rolling Total





REPORT PW-2024-001

**TOWNSHIP OF
PUSLINCH**
EST. 1850

TO: Mayor and Members of Council

PREPARED BY: Lynne Banks, Development & Legislative Coordinator

PRESENTED BY: Lynne Banks, Development & Legislative Coordinator

MEETING DATE: February 7, 2024

SUBJECT: To accept the conveyance of road widenings designated as Parts 1 and 2 on Reference Plan 61R-22658 as part of the Township of Puslinch public highway system and dedicate them as part of Watson Rd. S.

RECOMMENDATION

That Report PW-2024-001 regarding the acceptance of a conveyance of road widenings designated as Parts 1 and 2 on Reference Plan 61R- 22658 (the “subject lands”) from the owners of the property municipally known as 935 Watson Rd. S. (the “Transferor”) and to dedicate them as public highways to be known as and to form part of Watson Rd. S., be received; and

That Council authorize the Mayor and Clerk to execute the Transfer/Deed of Land; and

That Council give three readings to By-law 2024-008 to authorize the dedication of the subject lands as part of the Township’s public highway system.

Purpose

To obtain authorization from Council to acquire lands as part of Watson Rd. S. and to dedicate them as part of the Townships public highway system.

Background

The owners of 935 Watson Rd. S. (the “owner’s lands”) applied for, and received, consent from the County of Wellington Land Division Committee to sever their land (severance file B48-22). Among other conditions, one condition of approval is that the owners transfer road widenings to the Township across both the retained and severed parcels prior to the completion of the severance. The owner’s solicitor has provided the draft Transfer/Deed for the subject lands and the transfer will be completed once the owner’s solicitor registers the Transfer/Deed. Following the above noted registration of the Transfer/Deed of Land, the Township will instruct its solicitor

to register the By-law dedicating Parts 1 and 2 on Reference Plan 61R-22658, attached as Schedule "A" to this Report, as part of Watson Rd. S.

Financial Implications

None

Applicable Legislation and Requirements

Municipal Act, 2001, as amended

Planning Act, R.S.O. 1990, as amended

Attachments

Attachment "A" – Map showing the location of the road allowances.

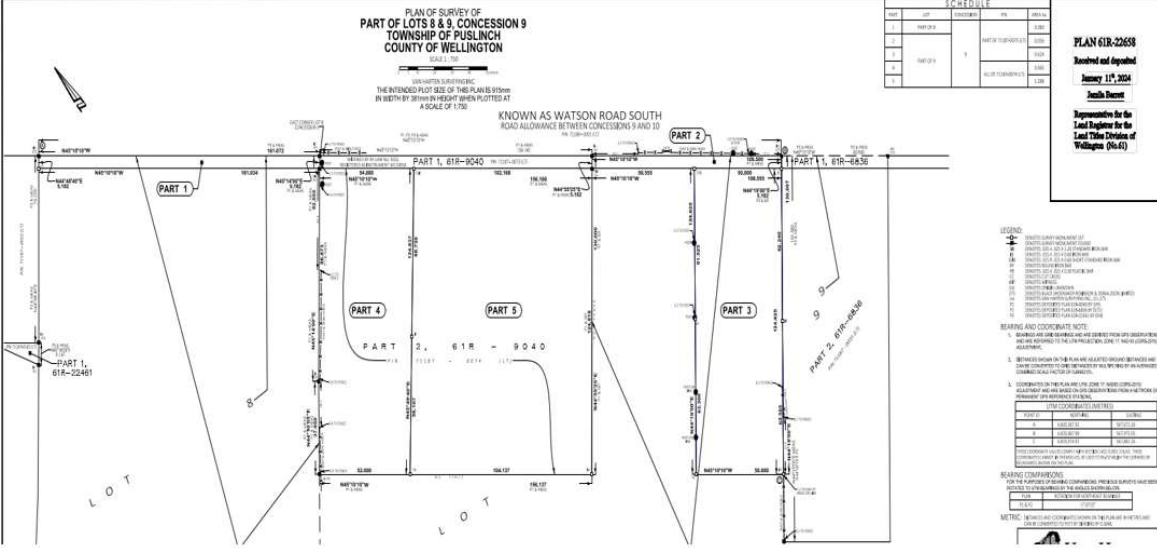
Respectfully submitted,

Reviewed by:

Lynne Banks
Development & Legislative
Coordinator

Courtenay Hoytfox
Interim CAO

ATTACHMENT "A"



January 24, 2024

Your Worship and Members of Council,

I am writing to inform you of our concerns with the [Ontario Energy Board's \(OEB\) decision on Phase 1 of the Enbridge Gas 2024 rebasing application](#), issued on December 21, 2023. The disappointing decision puts future access to natural gas in doubt and sets a deliberate course to eliminate natural gas from Ontario's energy mix. This decision is about the millions of Ontarians who rely on natural gas to keep their homes warm, and the many businesses throughout Ontario who depend on natural gas for day-to-day operation.

Our 2024 rate rebasing application was designed to provide our customers with safe and reliable natural gas at a reasonable cost, in addition to measured steps to help Ontario advance a practical transition to a sustainable energy future. Natural gas plays a critical role in Ontario's energy evolution mix while supporting the reliability of Ontario's electricity system. Natural gas meets 30 percent of Ontario's energy needs, which can not be easily or quickly replaced.

We are taking action to secure the future of natural gas in your communities. We are filing a motion in late January to review evidence with the OEB and seeking a judicial review of this decision.

Without natural gas, communities across Ontario will feel the impacts of this decision in their everyday lives – the stakes are high.

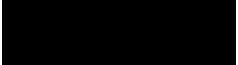
- **Energy Affordability:** Those looking to connect to natural gas will be required to pay an upfront fee, which creates a significant financial barrier to all forms of residential and commercial development. This resulting fee adds thousands of dollars to individual consumers' cost to obtain or expand gas service.
- **Economic Growth:** This decision will put economic developments in your community at risk. The decision limits the ability of future expansion projects to support regional investment to meet the ever-growing energy needs in your community and communities across Ontario. That includes greenhouses, grain dryers, industrial parks, and any new businesses or housing developments seeking access to natural gas.
- **Energy Access:** Preserving customer choice is critical. Constraining access to natural gas through a reduction in capital will significantly limit the future development of essential energy infrastructure vital to moving manufacturing, agriculture, and the consumer goods industry in Ontario.
- **Energy Security:** On an annual basis, natural gas delivers twice the energy to Ontario than electricity, and five times the maximum peak capacity of Ontario's electricity grid at a quarter of the cost. Even in the worst weather conditions, our reliable natural gas system delivers.

As local leaders across the province, your voice matters, and we encourage you to take action.

Reach out to your MPP to share your support for the government's [quick action](#) and write the OEB about the consequences of reduced access to the natural gas grid to support economic development, housing growth, energy reliability. Use your voice to acknowledge the need for natural gas and infrastructure in Ontario today and into the future while we take a measured step towards energy transition.

We ask that you reach out to your municipal advisor or find us at municipalaffairs@enbridge.com to get started.

Sincerely,


Michele Harradence
President
Enbridge Gas Inc.

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 006-2024

A By-Law To Authorize A Franchise Agreement Between The Corporation Of The Township Of Puslinch And Enbridge Gas Inc.

WHEREAS the Council of the Corporation of the Township of Puslinch deems it expedient to enter into the attached franchise agreement (the "Franchise Agreement") with Enbridge Gas Inc.;

AND WHEREAS the Ontario Energy Board by its Order issued pursuant to the *Municipal Franchises Act* on the _____ day of _____, 2023 has approved the terms and conditions upon which and the period for which the franchise provided in the Franchise Agreement is proposed to be granted, and has declared and directed that the assent of the municipal electors in respect of this By-Law is not necessary:

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

1. That the Franchise Agreement between the Corporation of the Township of Puslinch and Enbridge Gas Inc. attached hereto and forming part of this by-law, is hereby authorized and the franchise provided for therein is hereby granted.
2. That the Mayor and Municipal Clerk be and they are hereby authorized and instructed on behalf of the Corporation of the Township of Puslinch to enter into and execute under its corporate seal and deliver the Franchise Agreement, which is hereby incorporated into and forming part of this By-Law.
3. That the following by-law be hereby repealed:

By-law No. 33 / 04 for the Corporation of the Township of Puslinch passed in Council on the 18th day of August 2004.
4. That this by-law shall come into force and take effect as of the final passing thereof.

Read a first time this _____ day of _____, 2024.

Read a second time this _____ day of _____, 2024.

Read a third time and finally passed this _____ day of _____, 2024.

James Seeley, Mayor

Courtenay Hoytfox, Municipal Clerk

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NO 005-2024

A by-law to adopt the Budget for the Corporation of the Township of Puslinch for the year 2024.

WHEREAS Section 290(1) of the Municipal Act, S.O. 2001, c. 25 as amended provides that a local municipality shall in the year or immediately preceding the year, prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality; and

WHEREAS the budget of the Corporation of the Township of Puslinch for 2024 is described in detail in Schedule "A" and Schedule "B" of this By-law.

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

1. That the total estimated operating expenditures for the purposes of the Corporation of the Township of Puslinch ("the Township") for the year 2024 be adopted in the amount of \$6,835,434.
2. That the total estimated operating revenues for the purposes of the Township for the year 2024 be adopted in the amount of \$2,876,345.
3. That the total estimated capital expenditures for the purpose of the Township for the year 2024 be adopted in the amount of \$4,426,132.
4. That the general operating taxation levy to be raised on all rateable property in the Township for the year 2024 be adopted in the amount of \$4,024,046.
5. That the general capital taxation levy to be raised on all rateable property in the Township for the year 2024 be adopted in the amount of \$1,334,875.
6. That the Treasurer be authorized to withdraw funds from and contribute funds to the Township's discretionary reserves and restricted reserves as outlined in Schedule "A" and Schedule "B" of this By-law.
7. That any Canada Community Building funds not required for those projects that identify the use of Canada Community Building funds be directed to other qualified projects identified in Schedule "A" of this By-law.
8. That Schedules "A" and "B", annexed hereto, form part of this By-law.
9. If any section or portion of this by-law is found by a court of competent jurisdiction to be invalid, it is the intent of Council for the Township that all remaining sections and portions of this by-law continue in force and effect.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 7th DAY OF FEBRUARY 2024.

James Seeley, Mayor

Courtenay Hoytfox, Clerk

2024 Capital Plan Summary

Project Cost Service	Department	Capital Project	Classification	Funding Type			Grand Total
				Grant	Levy	Discretionary_R eserves	
Fire and Rescue							
	Fire and Rescue						
		Structural Firefighter Gear	Asset Management			\$17,766	\$17,766
		Wildland Firefighting Equipment	New Asset				\$12,500
General Government							
	Corporate						
		Asset Management	Reserve Contribution		\$949,075		\$949,075
		Corporate Information Technology	Reserve Contribution		\$15,000		\$15,000
		Compensation and Benefits Review	Study/Plan			\$25,000	\$25,000
		Computer Equipment	Information Technology			\$13,991	\$13,991
		Regionally Significant Economic Development Study Area Phase 1 (Employment)	Study/Plan			\$70,000	\$70,000
		Administrative Studies	Reserve Contribution		\$50,000		\$50,000
		Migration to Microsoft 365 Implementation	Information Technology			\$14,500	\$14,500
		Server and Network Infrastructure Replacement	Information Technology			\$75,000	\$75,000
	Finance						
		2024 Development Charges Background Study	Study/Plan			\$2,100	\$18,900
		Asset Management Plan and Policy Updates	Study/Plan			\$67,000	\$67,000
		2024 Conservation and Demand Management Plan	Study/Plan			\$750	\$6,750
	Municipal Office						
		Municipal Administration and Operations Facility	Asset Management			\$0	\$0
		Gas Fired Infra-Red Heaters in Public Works Area	Asset Management			\$10,000	\$10,000

2024 Capital Plan Summary

Project Cost Service	Department	Capital Project	Classification	Funding Type			Debtenture	Grand Total	
				Grant	Levy	Discretionary_R eserves			Restricted_Re serves
		Replacement of UV Pure Water Treatment System	Asset Management			\$20,000		\$20,000	
Parks and Recreation									
	Parks								
		Parking Lot & Associated Enhancements (curbing, entrance, and additional lighting) at the front of the Puslinch Community Centre	Asset Management	\$25,500			\$124,500	\$150,000	
		Pickup truck - 1/2 ton - Crew Cab	New Asset				\$55,000	\$55,000	
	PCC								
		Replacement of UV Pure Water Treatment System	Asset Management				\$20,000	\$20,000	
		Window and Door Replacement Program	Asset Management				\$140,000	\$140,000	
Public Works									
	Public Works								
		Gravel Roads Improvement	Reserve Contribution		\$320,800			\$320,800	
		Watson Road South - County Road 37 (Arkeil Road) to Maltby Road East	Asset Management	\$438,094		\$240,706	\$396,200	\$1,075,000	
		Gore Road - Valens Road to Concession 7	Asset Management			\$384,480	\$60,520	\$445,000	
		Gore Road - Sideroad 20 South to Valens Road	Asset Management			\$655,776	\$103,224	\$759,000	
		Comprehensive Speed Limit Review for Township Roads with a Posted Speed Above 60 km/hr	Study/Plan			\$15,000		\$15,000	
		Maple Leaf Lane - County Road 46 to End	Asset Management			\$67,392	\$10,608	\$78,000	
Grand Total				\$463,594	\$1,334,875	\$1,679,461	\$948,202	\$0	\$4,426,132

2025 Capital Plan Summary

Project Cost				Funding Type		Grand Total	
Service	Department Capital Project	Classification	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
Fire and Rescue							
	Fire and Rescue						
	Fire Master Plan	Study/Plan			\$30,000		\$30,000
	Structural Firefighter Gear	Asset Management			\$17,766		\$17,766
	Defibrillators Fire & Rescue Service Trucks	Asset Management			\$15,000		\$15,000
	Defibrillators - Municipal Buildings	Asset Management			\$4,500		\$4,500
	Pump 31 Truck	Asset Management	\$20,000		\$930,000		\$950,000
General Government							
	Corporate						
	Asset Management	Reserve Contribution		\$1,155,700			\$1,155,700
	Corporate Information Technology	Reserve Contribution		\$15,000			\$15,000
	Computer Equipment	Information Technology			\$21,932		\$21,932
	Tablets - Building, Fire and Health & Safety	Information Technology			\$7,000		\$7,000
	Regionally Significant Economic Development Study Area Phase 2 (Residential)	Study/Plan	\$25,000		\$35,000		\$60,000
	Administrative Studies	Reserve Contribution		\$50,000			\$50,000
	Implement SharePoint Online	Information Technology			\$15,000		\$15,000
	Other Recommendations from 2023 IT Infrastructure and Services Audit (One-Time Costs)	Information Technology			\$7,240		\$7,240
Parks and Recreation							
	ORC						
	Rinkboard Replacement (Interior and Exterior)	Asset Management				\$200,000	\$200,000
	Parks						
	Recreation and Parks Master Plan	Study/Plan			\$25,000		\$25,000
	PCC						

2025 Capital Plan Summary

Project Cost			Funding				Grand Total
Service	Department Capital Project	Classification	Type Grant	Levy	Discretionary_R eserves	Restricted_Re serves	
	Emergency Generator	Asset Management				\$170,000	\$170,000
	Bar Counter, Bar Door, Cosmetic Upgrades	Asset Management	\$10,000			\$90,000	\$100,000
	Electronic Sign Replacement	Asset Management	\$37,500				\$37,500
Public Works							
	Public Works						
	Storm Sewer Inspections and Cleaning	Study/Plan			\$10,000		\$10,000
	Street Lights - Pole and Arm Inspections	Study/Plan			\$20,000		\$20,000
	Gravel Roads Improvement	Reserve Contribution		\$370,800			\$370,800
	Storm Water Management Pond Inspections	Study/Plan			\$5,000		\$5,000
	Puslinch-Flamborough Townline - Leslie Road West to Township Limits	Asset Management			\$76,032	\$11,968	\$88,000
	Concession 1 - Leslie Road West to Highway 6	Asset Management			\$138,240	\$21,760	\$160,000
	Concession 1/Leslie Rd W - Concession 7 to Highway 6	Asset Management	\$438,094			\$245,906	\$684,000
	Daymond Drive - Stormwater Management Facility	Asset Management			\$300,000		\$300,000
	Aberfoyle Business Park Block 6 - Stormwater Management Facility	Asset Management			\$200,000		\$200,000
	Leslie Road West - Victoria Road South to Watson Road South	Asset Management			\$507,168	\$79,832	\$587,000
	Comprehensive Speed Limit Review for Township Roads with a Posted Speed Above 60 km/hr	Study/Plan			\$15,000		\$15,000
	Winer Road - McLean Road to Nicholas Beaver Road	Asset Management			\$309,312	\$48,688	\$358,000
	Mason Road - Concession 7 to End	Asset Management			\$56,160	\$8,840	\$65,000
	Nicholas Beaver Road - Winer Road to Brock Road South	Asset Management			\$376,704	\$59,296	\$436,000
	Pickup truck - 3/4 ton - Crew Cab	Asset Management	\$6,000		\$49,000		\$55,000
	Bridge and Culvert Inspections	Study/Plan			\$15,000		\$15,000
Grand Total			\$536,594	\$1,591,500	\$3,186,054	\$936,290	\$6,250,438

2026 Capital Plan Summary

Project Cost Service	Department	Capital Project	Classification	Funding Type Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
Fire and Rescue								
	Fire and Rescue							
		Fire Master Plan	Study/Plan			\$30,000		\$30,000
		Structural Firefighter Gear	Asset Management			\$11,844		\$11,844
		Portable Pumps	Asset Management			\$15,000		\$15,000
General Government								
	Corporate							
		Website Redesign	Information Technology	\$25,000				\$25,000
		Asset Management	Reserve Contribution		\$1,258,700			\$1,258,700
		Corporate Information Technology	Reserve Contribution		\$15,000			\$15,000
		Computer Equipment	Information Technology			\$9,980		\$9,980
		Computer Equipment - New Term of Council	Information Technology			\$9,540		\$9,540
		Administrative Studies	Reserve Contribution		\$50,000			\$50,000
Parks and Recreation								
	Parks							
		Recreation and Parks Master Plan	Study/Plan			\$25,000		\$25,000
		Pickup Truck - Trsfr from Public Works	Asset Management	\$6,000			\$0	\$6,000
		Light Poles Replacement at the Puslinch Community Centre Grounds	Asset Management				\$5,200	\$5,200
		Fencing Replacement at the Badenoch Soccer Field (East Side)	Asset Management				\$14,934	\$14,934
Public Works								
	Public Works							
		Gravel Roads Improvement	Reserve Contribution		\$420,800			\$420,800
		Pickup truck - 3/4 ton - Single Cab	Asset Management			\$42,000		\$42,000
		Carroll Pond & Lesic Jassal Municipal Drain - Sediment Survey	Study/Plan			\$7,000		\$7,000

2026 Capital Plan Summary

Project Cost Service	Department	Capital Project	Classification	Funding Type			Restricted_Reserves	Grand Total
				Grant	Levy	Discretionary_Reserves		
		Concession 2 Culvert	Asset Management			\$160,000		\$160,000
		Grader - 502	Asset Management			\$70,000		\$70,000
		Concession 2 - Sideroad 10 South to County Road 35	Asset Management			\$519,264	\$81,736	\$601,000
		Concession 2 - Country Road 35 to Sideroad 25 South	Asset Management			\$527,040	\$82,960	\$610,000
		Concession 2 - Sideroad 20 South to Sideroad 25 South	Asset Management	\$438,094		\$108,018	\$386,888	\$933,000
		Concession 2/2A - Sideroad 25 South to Concession 2	Asset Management			\$251,424	\$39,576	\$291,000
		Concession 2A - Concession 2 to Concession 7	Asset Management			\$93,312	\$14,688	\$108,000
Grand Total				\$469,094	\$1,744,500	\$1,879,422	\$625,982	\$4,718,998

2027 Capital Plan Summary

Project Cost Service	Department	Capital Project	Classification	Funding Type		Discretionary_Res erves	Restricted_Res erves	Grand Total
				Grant	Levy			
Building								
	Building							
		SUV	Asset Management			\$18,012		\$18,012
Fire and Rescue								
	Fire and Rescue							
		Structural Firefighter Gear	Asset Management			\$14,805		\$14,805
		Pickup Truck - Mid-Size	Asset Management			\$0		\$0
		Pickup Truck - Mid-Size	Asset Management	\$3,000				\$3,000
		Washer/Extractor	Asset Management			\$10,000		\$10,000
		Gear Dryer	Asset Management			\$6,000		\$6,000
		Thermal Imaging Camera	Asset Management			\$6,000		\$6,000
General Government								
	Corporate							
		Community Based Strategic Plan	Study/Plan	\$25,000		\$5,000		\$30,000
		Asset Management	Reserve Contribution		\$1,290,700			\$1,290,700
		Corporate Information Technology	Reserve Contribution		\$15,000			\$15,000
		Computer Equipment	Information Technology			\$7,916		\$7,916
		Administrative Studies	Reserve Contribution		\$50,000			\$50,000
Parks and Recreation								
	PCC							
		Rebalancing of HVAC system	Asset Management				\$5,000	\$5,000
Public Works								
	Public Works							
		Gravel Roads Improvement	Reserve Contribution		\$470,800			\$470,800
		Leslie Road West Culvert	Asset Management			\$95,040	\$14,960	\$110,000

2027 Capital Plan Summary

Project Cost Service	Department	Capital Project	Classification	Funding Type			Grand Total	
				Grant	Levy	Discretionary_Res erves		Restricted_Res erves
		Cooks Bridge	Asset Management			\$648,000	\$102,000	\$750,000
		Tandem Dump Truck - 304	Asset Management	\$25,000		\$375,000		\$400,000
		Victoria Road South - County Road 34 to Maltby Road East	Asset Management	\$438,094		\$106,522	\$399,384	\$944,000
		Cooks Mill Road - Bridge to County Road 41	Asset Management			\$110,592	\$17,408	\$128,000
		Bridle Path - Bridle Path Split to Brock Road South	Asset Management			\$175,392		\$175,392
		Bridle Path - Bridle Path Split to Brock Road South	Asset Management				\$27,608	\$27,608
		Bridle Path	Asset Management			\$438,912	\$69,088	\$508,000
		Bridge and Culvert Inspections	Study/Plan			\$15,000		\$15,000
By-law								
	By-law	SUV	Asset Management			\$17,988		\$17,988
Grand Total				\$491,094	\$1,826,500	\$2,050,179	\$635,448	\$5,003,221

2028 Capital Plan Summary

Project Cost Service	Department	Capital Project	Classification	Funding Type Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
Building								
	Building							
		Septic Reinspections	Study/Plan		\$16,526			\$16,526
Fire and Rescue								
	Fire and Rescue							
		Structural Firefighter Gear	Asset Management			\$8,883		\$8,883
		Aerial 33 Truck	Asset Management			\$1,490,000		\$1,490,000
		Aerial 33 Truck	Asset Management		\$10,000			\$10,000
General Government								
	Corporate							
		Asset Management	Reserve Contribution		\$963,044			\$963,044
		Corporate Information Technology	Reserve Contribution		\$15,000			\$15,000
		Compensation and Benefits Review	Study/Plan			\$25,000		\$25,000
		Computer Equipment	Information Technology			\$9,980		\$9,980
		Administrative Studies	Reserve Contribution		\$50,000			\$50,000
		Information Technology Infrastructure Audit	Information Technology			\$10,000		\$10,000
	Municipal Office							
		Emergency Generator	Asset Management			\$170,000		\$170,000
		Replacement of metal roofing panels	Asset Management			\$125,000		\$125,000
		Roads Storage Building Roof Rehabilitation	Asset Management			\$15,000		\$15,000
		Municipal Complex: Parking Lot	Asset Management			\$162,750		\$162,750
Parks and Recreation								
	Parks							

2028 Capital Plan Summary

Project Cost Service	Department	Capital Project	Classification	Funding Type Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
		Replacement of metal roofing panels in Blue Storage Building Behind PCC	Asset Management				\$30,000	\$30,000
		Kabota Lawnmower	Asset Management	\$4,933			\$25,067	\$30,000
		Gravel Road Rehabilitation at Old Morriston Park	Asset Management				\$7,740	\$7,740
	PCC							
		Replacement of metal roofing panels	Asset Management				\$100,000	\$100,000
	Public Works							
	Public Works							
		Traffic Count Study	Study/Plan			\$30,000		\$30,000
		Traffic Calming - Streetscaping Morriston - Phase 2	New Asset	\$25,000	\$61,400		\$13,600	\$100,000
		Gravel Roads Improvement	Reserve Contribution		\$520,800			\$520,800
		Roads Condition Index Updates	Study/Plan			\$40,000		\$40,000
		Storm Water Management Pond Inspections	Study/Plan			\$5,000		\$5,000
		Roadside Safety Allowances - Bridges and Culverts	New Asset		\$176,256		\$27,744	\$204,000
		Gore Road - Concession 7 to Lennon Road	Asset Management			\$241,920	\$38,080	\$280,000
		Concession 4 - County Road 35 to Sideroad 20 North	Asset Management	\$438,094		\$82,034	\$81,872	\$602,000
		Concession 1 - Sideroad 10 South to County Road 35	Asset Management			\$520,128	\$81,872	\$602,000
		Tandem Roll-Off Dump Truck- 302	Asset Management			\$375,000		\$375,000
		Tandem Roll-Off Dump Truck- 302	Asset Management	\$25,000				\$25,000
		Gore Road - County Road 35 to Foreman Road	Asset Management			\$249,128	\$352,872	\$602,000
Grand Total				\$519,553	\$1,786,500	\$3,559,823	\$758,847	\$6,624,723

2029 Capital Plan Summary

Project Cost Service	Department	Capital Project	Classification	Funding Type Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
Fire and Rescue								
	Fire and Rescue							
		Structural Firefighter Gear	Asset Management			\$14,805		\$14,805
		Thermal Imaging Camera	Asset Management			\$6,000		\$6,000
General Government								
	Corporate							
		Asset Management	Reserve Contribution		\$1,245,450			\$1,245,450
		Corporate Information Technology	Reserve Contribution		\$15,000			\$15,000
		Computer Equipment	Information Technology			\$13,991		\$13,991
		Administrative Studies	Reserve Contribution		\$50,000			\$50,000
		Server and Network Infrastructure Replacement	Information Technology			\$75,000		\$75,000
	Finance							
		Asset Management Plan and Policy Updates	Study/Plan			\$10,000		\$10,000
		2029 Conservation and Demand Management Plan	Study/Plan			\$7,500		\$7,500
	Municipal Office							
		Building Condition Assessment, Arc Flash Study, Infra-red Scanning of Equipment	Study/Plan			\$20,000		\$20,000
		Exterior wall rehabilitation	Asset Management			\$25,000		\$25,000
		Replacement of furnaces - Fire area	Asset Management			\$20,000		\$20,000
		Replacement of fire alarm system (fire extinguishers, panels, bells, pullstations, heat & smoke detectors)	Asset Management			\$15,000		\$15,000
Parks and Recreation								
	ORC							

2029 Capital Plan Summary

Project Cost Service	Department	Capital Project	Classification	Funding Type			Grand Total
				Grant	Levy	Discretionary_Reserves	
		Building Condition Assessment, Arc Flash Study, Infra-red Scanning of Equipment	Study/Plan			\$7,500	\$7,500
		Floor Scrubber	Asset Management				\$15,000
	Parks						
		Landscape Trailer	Asset Management	\$2,000			\$8,000
	PCC						
		Building Condition Assessment, Arc Flash Study, Infra-red Scanning of Equipment	Study/Plan			\$7,500	\$7,500
		Exterior wall rehabilitation	Asset Management				\$35,000
		Replacement of fire alarm system (fire extinguishers, panels, bells, pullstations, heat & smoke detectors)	Asset Management				\$5,000
	Public Works						
	Public Works						
		Gravel Roads Improvement	Reserve Contribution		\$570,800		\$570,800
		Concession 1 Culvert	Asset Management			\$17,280	\$2,720
		Sideroad 20 North - County Road 34 to Forestell Road	Asset Management	\$438,094		\$94,426	\$397,480
		Concession 4 - Sideroad 20 North to curve in road	Asset Management			\$113,184	\$17,816
		Concession 1 - Transition to Transition	Asset Management			\$531,360	\$83,640
		Tandem Dump Truck- 301	Asset Management	\$25,000		\$375,000	\$400,000
		Concession 1 - Townline Road to Transition	Asset Management			\$319,680	\$50,320
		Concession 1 - Transition to Sideroad 10 South	Asset Management			\$189,216	\$29,784
		Bridge and Culvert Inspections	Study/Plan			\$15,000	\$15,000
Grand Total				\$465,094	\$1,881,250	\$1,877,442	\$644,760
							\$4,868,546

2030 Capital Plan Summary

Project Cost Service	Department	Capital Project	Classification	Funding Type Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
Fire and Rescue								
	Fire and Rescue							
		Structural Firefighter Gear	Asset Management			\$5,922		\$5,922
		Tanker 37 Truck	Asset Management	\$20,000		\$730,000		\$750,000
General Government								
	Corporate							
		Asset Management	Reserve Contribution		\$1,265,700			\$1,265,700
		Corporate Information Technology	Reserve Contribution		\$15,000			\$15,000
		Computer Equipment	Information Technology			\$21,932		\$21,932
		Computer Equipment - New Term of Council	Information Technology			\$9,540		\$9,540
		Tablets - Building, Fire and Health & Safety	Information Technology			\$7,000		\$7,000
		Administrative Studies	Reserve Contribution		\$50,000			\$50,000
Public Works								
	Public Works							
		Storm Sewer Inspections and Cleaning	Study/Plan			\$10,000		\$10,000
		Street Lights - Pole and Arm Inspections	Study/Plan			\$20,000		\$20,000
		Gravel Roads Improvement	Reserve Contribution		\$620,800			\$620,800
		Sideroad 10 North - Forestell Road to Laird Road West	Asset Management			\$260,928	\$41,072	\$302,000
		Victoria Street And Church Street - Calfass Road to Queen Street (Highway 6)	Asset Management			\$111,456	\$17,544	\$129,000
		Deer View Ridge - Hammersley Drive to Fox Run Drive	Asset Management				\$303,000	\$303,000
		Ellis Road Culvert Over Puslinch Lake Irish Creek	Asset Management			\$604,800	\$95,200	\$700,000
		Fox Run Drive - Deer View Ridge to Fox Run Drive transition to curb	Asset Management			\$164,160	\$25,840	\$190,000
		Fox Run Drive to Fox Run Drive	Asset Management			\$256,608	\$40,392	\$297,000

2030 Capital Plan Summary

Project Cost Service	Department	Capital Project	Classification	Funding Type			Discretionary_Reserves	Restricted_Reserves	Grand Total
				Grant	Levy				
		Laird Road West - End to Country Road 32	Asset Management				\$108,000	\$17,000	\$125,000
		Old Brock Road - Cockburn Street to End	Asset Management				\$29,376	\$4,624	\$34,000
		Fox Run Drive - Fox Run Drive transition to median to Fox Run Drive transition to curb	Asset Management				\$79,488	\$12,512	\$92,000
		Fox Run Drive - Brock Road North to Fox Run Drive transition to median	Asset Management				\$63,936	\$10,064	\$74,000
		Ellis Road - County Road 32 to 6725 Ellis Road	Asset Management	\$438,094			\$31,922	\$73,984	\$544,000
Grand Total				\$458,094	\$1,951,500		\$2,515,068	\$641,232	\$5,565,894

2031 Capital Plan Summary

Project Cost Service	Department	Capital Project	Classification	Funding Type Grant	Levy	Discretionary_ Reserves	Restricted_Res erves	Grand Total
Fire and Rescue								
	Fire and Rescue							
		Structural Firefighter Gear	Asset Management			\$11,844		\$11,844
General Government								
	Corporate							
		Website Redesign	Information Technology	\$25,000				\$25,000
		Asset Management	Reserve Contribution		\$1,290,700			\$1,290,700
		Corporate Information Technology	Reserve Contribution		\$15,000			\$15,000
		Computer Equipment	Information Technology			\$9,980		\$9,980
		Administrative Studies	Reserve Contribution		\$50,000			\$50,000
Parks and Recreation								
	ORC							
		Drinking Fountain	Asset Management				\$5,000	\$5,000
	Parks							
		Pickup Truck - Trsfr from Public Works	Asset Management	\$6,000			\$0	\$6,000
Public Works								
	Public Works							
		Gravel Roads Improvement	Reserve Contribution		\$670,800			\$670,800
		Storm Water Management Pond Inspections	Study/Plan			\$5,000		\$5,000
		Pickup truck - 3/4 ton - Single Cab	Asset Management			\$42,000		\$42,000
		Gilmour Road - County Road 46 (Brock Road) to Subdivision Entrance	Asset Management			\$63,072	\$9,928	\$73,000
		Smith Road - Concession 7 to County Road 34	Asset Management			\$83,808	\$13,192	\$97,000

2031 Capital Plan Summary

Project Cost Service	Department	Capital Project	Classification	Funding Type Grant	Levy	Discretionary_ Reserves	Restricted_ Reserves	Grand Total
		Boreham Drive - County Road 37 (Arkell Road) to County Road 41 (Watson Road South)	Asset Management			\$202,000		\$202,000
		Hume Road - Nassagaweya-Puslinch Townline to Watson Road South	Asset Management	\$438,094			\$244,906	\$683,000
		Settler's Road - Calfass Road to Telfer Glen	Asset Management			\$93,000		\$93,000
		Tandem Dump Truck	Asset Management	\$25,000		\$375,000		\$400,000
		Back Street - Main Street to Badenoch Street East	Asset Management			\$87,264	\$13,736	\$101,000
		Bridge and Culvert Inspections	Study/Plan			\$15,000		\$15,000
Grand Total				\$494,094	\$2,026,500	\$987,968	\$286,762	\$3,795,324

2032 Capital Plan Summary

Project Cost Service	Department	Capital Project	Classification	Funding Type Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
Building								
	Building							
		SUV	Asset Management			\$18,012		\$18,012
Fire and Rescue								
	Fire and Rescue							
		Structural Firefighter Gear	Asset Management			\$8,883		\$8,883
		Pickup Truck - Mid-Size	Asset Management	\$3,000		\$0		\$3,000
		Pumper 32 Truck	Asset Management	\$10,000		\$290,000		\$300,000
		Tanker 38 Truck	Asset Management	\$20,000		\$730,000		\$750,000
General Government								
	Corporate							
		Asset Management	Reserve Contribution		\$1,275,700			\$1,275,700
		Corporate Information Technology	Reserve Contribution		\$15,000			\$15,000
		Compensation and Benefits Review	Study/Plan			\$25,000		\$25,000
		Computer Equipment	Information Technology			\$7,916		\$7,916
		Administrative Studies	Reserve Contribution		\$50,000			\$50,000
Public Works								
	Public Works							
		Gravel Roads Improvement	Reserve Contribution		\$720,800			\$720,800
		Beiber Road - Nicholas Beaver Road to private property	Asset Management			\$78,000		\$78,000
		Backhoe - 06	Asset Management	\$53,700		\$101,300		\$155,000
		Telfer Glen - Queen Street (Highway 6) to End	Asset Management	\$318,000				\$318,000
		Main Street - Badenoch Street East to Morriston Ball Park	Asset Management			\$75,000		\$75,000

2032 Capital Plan Summary

Project Cost		Funding Type			Grand Total			
Service	Department	Capital Project	Classification	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
		Watson Road South - bridge to bridge	Asset Management				\$211,000	\$211,000
		Daymond Drive - County Road 46 to End	Asset Management			\$201,000		\$201,000
By-law	By-law							
		SUV	Asset Management			\$17,988		\$17,988
Grand Total				\$404,700	\$2,061,500	\$1,553,099	\$211,000	\$4,230,299

2033 Capital Plan Summary

Project Cost				Funding Type				Grand Total
Service	Department	Capital Project	Classification	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	
Building								
	Building							
		Septic Reinspections	Study/Plan	\$16,526				\$16,526
Fire and Rescue								
	Fire and Rescue							
		Structural Firefighter Gear	Asset Management			\$14,805		\$14,805
		Defibrillators Fire & Rescue Service Trucks	Asset Management			\$15,000		\$15,000
		Defibrillators - Municipal Buildings	Asset Management			\$4,500		\$4,500
General Government								
	Corporate							
		Asset Management	Reserve Contribution		\$1,295,700			\$1,295,700
		Corporate Information Technology	Reserve Contribution		\$15,000			\$15,000
		Computer Equipment	Information Technology			\$9,980		\$9,980
		Administrative Studies	Reserve Contribution		\$50,000			\$50,000
		Information Technology Infrastructure Audit	Information Technology			\$10,000		\$10,000
Parks and Recreation								
	Parks							
		Kubota Lawn Tractor	New Asset	\$4,933			\$18,910	\$23,843
	PCC							
		Replacement of Sanitary Pumps and Control System	Asset Management				\$5,000	\$5,000
Public Works								
	Public Works							
		Gravel Roads Improvement	Reserve Contribution		\$770,800			\$770,800
		Victoria Road Culvert Over Galt Creek	Asset Management			\$170,000		\$170,000

2033 Capital Plan Summary

Project Cost				Funding Type		Discretionary_Reserves	Restricted_Reserves	Grand Total
Service	Department	Capital Project	Classification	Grant	Levy			
		Victoria Road Culvert North of Leslie	Asset Management			\$200,000		\$200,000
		Victoria Road South - Leslie Road West to County Road 36	Asset Management	\$558,188			\$91,812	\$650,000
		Dump Pickup Truck - 1.5 ton - 305	Asset Management	\$27,755		\$74,245		\$102,000
		Pickup truck - 3/4 ton - Crew Cab	Asset Management	\$6,000		\$49,000		\$55,000
		Bridge and Culvert Inspections	Study/Plan			\$15,000		\$15,000
Grand Total				\$613,402	\$2,131,500	\$562,530	\$115,722	\$3,423,154

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Department	Account Type	Account	Description	2021 Actuals	2022 Actuals	2023 YTD	2023 Budget	2024 Budget
Administration								
	Expenditures							
		01-0010-4000	FT Wages	\$369,656	\$422,728	\$322,054	\$436,610	\$468,939
		01-0010-4001	PT Wages	\$2,828	\$6,735	\$6,677	\$8,440	\$9,128
		01-0010-4002	OT Wages	\$0	\$979	\$979	\$500	\$500
		01-0010-4100	FT Wage Related Expenses	\$66,192	\$75,657	\$58,146	\$78,658	\$81,659
		01-0010-4101	PT Wage Related Expenses	\$210	\$531	\$549	\$1,619	\$1,755
		01-0010-4102	Group Benefits	\$22,857	\$29,675	\$32,901	\$40,701	\$56,393
		01-0010-4103	WSIB	\$9,628	\$7,871	\$10,836	\$12,998	\$14,303
		01-0010-4200	Office Supplies & Equipment	\$1,479	\$1,310	\$1,066	\$1,300	\$1,750
		01-0010-4302	Communication (phone, fax, internet)	\$1,371	\$1,647	\$1,083	\$754	\$1,574
		01-0010-4303	Professional Fees - Legal	\$53,572	\$84,012	\$251,394	\$28,500	\$53,500
		01-0010-4305	Professional Fees - Engineering	\$50,736	\$44,239	\$37,060	\$44,423	\$23,145
		01-0010-4307	Events and Other	\$3,020	\$11,153	\$8,715	\$11,598	\$12,310
		01-0010-4308	Mileage	\$0	\$154	\$33	\$200	\$100
		01-0010-4309	Professional Development	\$6,725	\$2,674	\$11,557	\$12,300	\$18,621
		01-0010-4311	Membership and Subscription Fees	\$10,736	\$16,348	\$16,571	\$17,025	\$17,282
		01-0010-4312	Meals	\$0	\$0	\$0	\$100	\$400
		01-0010-4313	Travel - Accomodations & Parking	\$458	\$0	\$0	\$500	\$200
		01-0010-4314	Travel - Air Fare	\$0	\$0	\$0	\$500	\$200
		01-0010-4315	Insurance	\$15,801	\$37,794	\$43,303	\$48,711	\$51,896
		01-0010-4316	Advertising	\$2,695	\$2,032	\$4,144	\$13,510	\$2,715
		01-0010-4317	Professional Fees - Ground Water Monitoring	\$5,715	\$4,803	\$4,908	\$4,000	\$4,000
		01-0010-4320	Contract Services	\$28,525	\$47,709	\$99,547	\$57,790	\$34,394
		01-0010-4321	Clothing, Safety Allowance	\$777	\$207	\$0	\$500	\$2,710
		01-0010-4600	Heritage Financial Incentive Program	\$0	\$0	\$1,000	\$0	\$10,600
	Expenditures Total			\$652,979	\$798,259	\$912,524	\$821,237	\$868,072
	ReserveTransfers							
		01-0013-3110	Transfer from Heritage Financial Incentive Program	\$0	\$0	\$0	\$0	-\$10,600
	ReserveTransfers Total			\$0	\$0	\$0	\$0	-\$10,600
	Revenues							
		01-0015-1110	Agreement, Commissioner, FOI, Photocopy	-\$6,876	-\$2,212	-\$1,567	-\$2,156	-\$2,223
		01-0015-1130	Engineering, Environmental and Legal Fees Recovered	-\$29,591	-\$12,535	-\$7,518	-\$10,000	-\$10,000
		01-0015-1150	Recoveries from Staff Events	\$0	-\$995	-\$1,042	-\$1,300	-\$1,000
		01-0015-1155	Nestle Agreement	-\$500	-\$500	-\$500	-\$500	-\$500
		01-0015-3738	Other recoveries	-\$20	\$0	-\$100	-\$500	-\$500
		01-0015-4300	Ontario Cannabis Legalization Implementation Fund	-\$5,000	\$0	\$0	\$0	\$0
	Revenues Total			-\$41,987	-\$16,241	-\$10,727	-\$14,456	-\$14,223

Department	Account Type	Account	Description	2021 Actuals	2022 Actuals	2023 YTD	2023 Budget	2024 Budget
Building								
	Expenditures							
		01-0020-4000	FT Wages	\$270,967	\$305,284	\$292,316	\$324,944	\$407,637
		01-0020-4001	PT Wages	\$0	\$0	\$0	\$0	\$0
		01-0020-4002	OT Wages	\$0	\$737	\$0	\$500	\$500
		01-0020-4100	FT Wage Related Expenses	\$48,852	\$54,684	\$54,107	\$59,457	\$75,242
		01-0020-4101	PT Wage Related Expenses	\$0	\$0	\$0	\$0	\$0
		01-0020-4102	Group Benefits	\$31,823	\$33,637	\$32,755	\$36,805	\$47,039
		01-0020-4103	WSIB	\$7,958	\$6,998	\$9,502	\$10,136	\$12,856
		01-0020-4199	Computer Software & Hardware	\$131	\$61	\$511	\$300	\$300
		01-0020-4200	Office Supplies & Equipment	\$1,871	\$927	\$1,385	\$1,500	\$1,500
		01-0020-4203	Fuel	\$2,237	\$3,780	\$0	\$2,016	\$2,116
		01-0020-4220	Vehicle Maintenance	\$322	\$868	\$1,586	\$1,000	\$1,000
		01-0020-4301	Postage	\$539	\$547	\$810	\$1,000	\$850
		01-0020-4302	Communication (phone, fax, internet)	\$2,960	\$3,592	\$2,748	\$3,196	\$4,397
		01-0020-4303	Professional Fees - Legal	\$32,964	\$7,871	\$17,916	\$20,000	\$35,000
		01-0020-4304	Professional Fees - Audit	\$7,767	\$6,374	\$6,405	\$6,600	\$6,600
		01-0020-4305	Professional Fees - Engineering	\$54,273	\$3,730	\$1,593	\$40,000	\$5,000
		01-0020-4308	Mileage	\$133	\$186	\$743	\$500	\$750
		01-0020-4309	Professional Development	\$3,123	\$4,508	\$5,348	\$13,309	\$11,404
		01-0020-4311	Membership and Subscription Fees	\$3,250	\$3,784	\$4,663	\$4,711	\$5,431
		01-0020-4312	Meals	\$0	\$0	\$49	\$250	\$100
		01-0020-4313	Travel - Accomodations & Parking	\$0	\$938	\$1,262	\$2,000	\$2,000
		01-0020-4315	Insurance	\$4,520	\$10,541	\$13,391	\$13,547	\$14,509
		01-0020-4316	Advertising	\$892	\$418	\$2,240	\$1,715	\$898
		01-0020-4318	Vehicle Plates	\$165	\$125	\$0	\$125	\$125
		01-0020-4320	Contract Services	\$49,254	\$55,272	\$68,686	\$72,503	\$84,276
		01-0020-4321	Clothing, Safety Allowance	\$300	\$519	\$720	\$720	\$980
		01-0020-4322	Emergency Management	\$467	\$508	\$554	\$530	\$566
		01-0020-4323	Municipal Office Costs Recovered from Building Department	\$20,922	\$21,676	\$22,919	\$20,387	\$20,289
		01-0020-4500	Bank Service Charges	\$6,591	\$5,402	\$4,751	\$5,400	\$5,100
	Expenditures Total			\$552,280	\$532,965	\$546,960	\$643,150	\$746,465
	ReserveTransfers							
		01-0013-3150	Contribution to Building Surplus RF	\$80,971	\$39,059	\$466,939	\$0	\$0
			Transfer from Building Surplus RF	\$0	\$0	\$0	-\$103,910	-\$58,696
	ReserveTransfers Total			\$80,971	\$39,059	\$466,939	-\$103,910	-\$58,696
	Revenues							
		01-0015-1185	Online Service Fee	-\$2,571	-\$4,447	-\$1,709	-\$4,300	-\$3,000
		01-0015-1192	Reproduction of Digital Drawings	-\$676	-\$371	\$0	-\$350	-\$100
		01-0015-3742	Other recoveries	-\$3,000	\$0	\$0	-\$500	-\$500
		01-0017-7210	Designated Structures Permit	-\$3,010	-\$2,265	-\$473	-\$2,000	-\$2,000

Department	Account Type	Account	Description	2021 Actuals	2022 Actuals	2023 YTD	2023 Budget	2024 Budget
By-law								
	Expenditures							
		01-0140-4000	FT Wages	\$0	\$33,003	\$55,857	\$63,243	\$83,976
		01-0140-4001	PT Wages	\$105	\$0	\$340	\$700	\$700
		01-0140-4002	OT Wages	\$0	\$330	\$330	\$500	\$500
		01-0140-4100	FT Wage Related Expenses	\$0	\$6,052	\$10,774	\$11,803	\$15,715
		01-0140-4101	PT Wage Related Expenses	\$0	\$0	\$0	\$0	\$0
		01-0140-4102	Group Benefits	\$0	\$1,328	\$5,041	\$5,139	\$7,187
		01-0140-4103	WSIB	\$0	\$471	\$1,982	\$2,084	\$2,745
		01-0140-4200	Office Supplies & Equipment	\$40	\$107	\$341	\$150	\$150
		01-0140-4203	Fuel	\$0	\$413	\$0	\$2,016	\$2,117
		01-0140-4208	Signage - 911 Signs	\$1,836	\$1,673	\$360	\$1,800	\$1,200
		01-0140-4220	Vehicle Maintenance	\$0	\$107	\$602	\$500	\$500
		01-0140-4302	Communication (phone, fax, internet)	\$1,583	\$1,331	\$665	\$752	\$1,144
		01-0140-4303	Professional Fees - Legal	\$40,364	\$56,189	\$97,319	\$30,000	\$76,000
		01-0140-4305	Professional Fees - Engineering	\$19,417	\$22,194	\$29,835	\$18,000	\$22,000
		01-0140-4308	Mileage	\$14	\$784	\$0	\$500	\$250
		01-0140-4309	Professional Development	\$102	\$2,173	\$1,630	\$1,900	\$3,631
		01-0140-4312	Meals	\$0	\$120	\$0	\$50	\$100
		01-0140-4313	Travel - Accomodations & Parking	\$0	\$1,577	\$0	\$250	\$250
		01-0140-4315	Insurance	\$0	\$0	\$10,586	\$10,653	\$12,064
		01-0140-4316	Advertising	\$0	\$1,351	\$0	\$1,500	\$1,000
		01-0140-4318	Vehicle Plates	\$0	\$0	\$0	\$125	\$125
		01-0140-4320	Contract Services	\$57,480	\$38,209	\$17,278	\$17,928	\$27,725
		01-0140-4321	Clothing, Safety Allowance	\$0	\$1,385	\$150	\$260	\$260
		01-0140-4324	Livestock Loss	\$780	\$0	\$0	\$353	\$353
		01-0140-4311	Membership and Subscription Fees	\$0	\$240	\$363	\$240	\$652
		01-0140-4207	Public Education	\$0	\$0	\$0	\$0	\$500
	Expenditures Total			\$121,721	\$169,034	\$233,453	\$170,446	\$260,843
	ReserveTransfers							
		01-0013-3090	Transfer from Capital Carry-forward	-\$11,494	\$0	\$0	\$0	\$0
	ReserveTransfers Total			-\$11,494	\$0	\$0	\$0	\$0
	Revenues							
		01-0015-1000	Lottery Licences	\$0	-\$30	-\$42	-\$100	-\$50
		01-0015-1255	Sign Permits	-\$269	\$0	\$0	-\$113	-\$116
		01-0015-1260	Fence Viewer's Application	\$0	\$0	\$0	\$0	\$0
		01-0015-1270	Engineering, Environmental and Legal Fees Recovered	-\$19,891	-\$24,167	-\$35,108	-\$13,000	-\$31,500
		01-0015-1280	Site Alteration Agreement	-\$9,717	-\$2,056	-\$9,947	-\$4,000	-\$20,000
		01-0015-3744	Other recoveries	-\$370	-\$400	-\$995	-\$257	-\$588
		01-0015-5240	Ontario Wildlife Damage Compensation	-\$810	\$0	\$0	-\$353	-\$353
		01-0017-7220	Dog Tags and Kennel Licences	-\$12,948	-\$13,336	-\$13,357	-\$13,876	-\$14,088
		01-0017-7230	Municipal addressing signs and posts	-\$3,211	-\$1,264	-\$522	-\$2,180	-\$1,650

Department	Account Type	Account	Description	2021 Actuals	2022 Actuals	2023 YTD	2023 Budget	2024 Budget
Corporate								
	Expenditures							
		01-0150-4501	Taxes written off (Twp share only)	\$125,149	\$24,928	\$31,741	\$32,000	\$32,000
		01-0150-4700	Conservation Authorities Levy Payment	\$174,553	\$177,805	\$184,296	\$184,294	\$192,122
	Expenditures Total			\$299,702	\$202,733	\$216,037	\$216,294	\$224,122
	ReserveTransfers							
		01-0013-3090	Transfer from Capital Carry-forward	-\$87,616	\$0	-\$27,056	-\$27,056	-\$32,966
		01-0013-3100	Transfer from Operating Carryforward	-\$24,400	-\$41,500	-\$2,519	\$0	-\$51,531
		01-0013-3185	Contribution to Legal Contingency	\$50,000	\$0	\$0	\$0	\$25,000
			Transfer from Legal Contingency	\$0	\$0	\$0	\$0	\$0
		01-0013-3095	Contribution to Administrative Studies	\$0	\$0	\$0	\$0	\$200,000
		01-0013-3195	Transfer from Insurance Contingency	\$0	\$0	\$0	-\$10,000	-\$10,000
			Contribution to Insurance Contingency	\$25,000	\$10,000	\$25,000	\$25,000	\$0
	ReserveTransfers Total			-\$37,016	-\$31,500	-\$4,575	-\$12,056	\$130,503
	Revenues							
		01-0014-1220	Supplemental Billings	-\$112,591	-\$180,076	-\$229,277	-\$137,000	-\$366,000
		01-0015-3743	Donations	\$0	\$0	\$0	\$0	\$0
		01-0017-2310	Mun Tax Assistance	-\$27,173	-\$27,717	-\$28,726	-\$28,726	-\$29,066
		01-0017-2320	Host Kilmer (Service Ontario)	-\$30,599	-\$31,771	-\$34,078	-\$34,078	-\$36,410
		01-0017-2330	Ontario Hydro	-\$12,147	-\$12,147	-\$11,950	-\$12,147	-\$11,950
		01-0017-2340	Metrolinx	-\$11,261	-\$11,692	-\$14,249	-\$12,118	-\$13,744
		01-0017-2360	Hydro One	-\$6,310	-\$6,310	-\$6,310	-\$6,310	-\$6,310
		01-0017-2400	Grant Guelph Junction Railway	-\$5,330	-\$824	-\$718	-\$824	-\$718
		01-0017-2500	Puslinch Landfill/Wellington County	-\$8,511	-\$8,581	-\$8,651	-\$8,651	-\$8,732
		01-0017-2600	City of Guelph	-\$36,731	-\$37,035	-\$37,334	-\$37,334	-\$37,684
		01-0017-2700	University of Guelph	-\$723	-\$750	-\$778	-\$778	-\$1,123
		01-0017-2800	CN Railway	-\$1,316	-\$356	-\$311	-\$356	-\$311
		01-0017-2900	CP Railway	-\$7,804	-\$1,206	-\$1,052	-\$1,206	-\$1,052
		01-0017-5110	OMPF	-\$419,800	-\$422,200	-\$423,100	-\$423,100	-\$433,800
		01-0017-7510	Penalties - Property Taxes	-\$120,797	-\$58,816	-\$51,101	-\$90,000	-\$75,000
		01-0017-7520	Interest - Tax Arrears	-\$100,960	-\$157,324	-\$208,522	-\$120,000	-\$155,000
		01-0017-7672	Interest on General	-\$62,819	-\$198,680	-\$413,791	-\$97,000	-\$210,000
		01-0017-7770	Other Revenues	-\$355	-\$356	\$0	\$0	\$0
	Revenues Total			-\$965,228	-\$1,155,841	-\$1,469,948	-\$1,009,627	-\$1,386,901

Department	Account Type	Account	Description	2021 Actuals	2022 Actuals	2023 YTD	2023 Budget	2024 Budget
Fire and Rescue								
	Expenditures							
		01-0040-4001	PT Wages	\$450,424	\$475,836	\$425,389	\$380,151	\$406,850
		01-0040-4101	PT Wage Related Expenses	\$35,290	\$38,417	\$36,894	\$33,958	\$39,019
		01-0040-4102	Group Benefits	\$18,762	\$19,657	\$16,971	\$18,903	\$29,591
		01-0040-4103	WSIB	\$12,553	\$9,759	\$13,046	\$12,431	\$16,665
		01-0040-4200	Office Supplies & Equipment	\$1,310	\$1,039	\$616	\$1,500	\$1,000
		01-0040-4203	Fuel	\$12,684	\$22,055	\$0	\$19,350	\$20,318
		01-0040-4205	Equipment Maintenance & Supplies	\$30,345	\$20,097	\$14,419	\$25,000	\$22,000
		01-0040-4206	Oxygen & Medical Supplies	\$2,003	\$5,375	\$2,402	\$3,100	\$3,100
		01-0040-4207	Public Education	\$693	\$816	\$3,000	\$3,000	\$3,000
		01-0040-4220	Vehicle Maintenance	\$44,691	\$63,687	\$52,285	\$40,000	\$52,000
		01-0040-4302	Communication (phone, fax, internet)	\$10,381	\$10,068	\$6,985	\$6,117	\$5,688
		01-0040-4308	Mileage	\$735	\$929	\$1,693	\$2,000	\$1,500
		01-0040-4309	Professional Development	\$23,389	\$13,281	\$17,909	\$18,370	\$18,370
		01-0040-4311	Membership and Subscription Fees	\$3,100	\$2,206	\$2,140	\$3,585	\$3,740
		01-0040-4312	Meals	\$479	\$715	\$509	\$1,000	\$700
		01-0040-4313	Travel - Accomodations & Parking	\$189	\$36	\$942	\$2,500	\$200
		01-0040-4315	Insurance	\$13,724	\$37,967	\$52,930	\$53,264	\$60,318
		01-0040-4316	Advertising	\$219	\$0	\$901	\$1,000	\$500
		01-0040-4318	Vehicle Plates	\$165	\$390	\$265	\$265	\$265
		01-0040-4319	Permits	\$490	\$507	\$541	\$507	\$541
		01-0040-4320	Contract Services	\$89,919	\$142,070	\$206,764	\$199,734	\$164,381
		01-0040-4321	Clothing, Safety Allowance	\$12,967	\$21,046	\$9,473	\$21,252	\$21,252
		01-0040-4000	FT Wages	\$0	\$0	\$0	\$0	\$105,914
		01-0040-4100	FT Wage Related Expenses	\$0	\$0	\$0	\$0	\$19,029
	Expenditures Total			\$764,515	\$885,952	\$866,073	\$846,988	\$995,940
	Revenues							
		01-0015-3210	Information/Fire Reports	-\$699	-\$714	-\$599	-\$513	-\$616
		01-0015-3215	Other recoveries	-\$2,856	-\$1,972	-\$1,568	-\$9,437	-\$9,437
		01-0015-3230	Open Burning Permit and Inspection	-\$14,661	-\$13,423	-\$14,813	-\$15,000	-\$15,000
		01-0015-3235	Burning Permit Violations	-\$977	\$0	\$0	-\$1,086	-\$543
		01-0015-3245	Fire Extinguisher Training	-\$326	-\$190	\$0	-\$563	-\$264
		01-0015-3250	Water Tank Locks	\$0	\$0	\$0	-\$20	-\$21
		01-0015-3260	Fireworks Permits	-\$103	-\$105	\$0	-\$113	-\$116
		01-0015-3270	Occupancy Load	\$0	\$0	\$0	\$0	\$0
		01-0015-3280	Fire Safety Plan Review	-\$124	\$0	-\$133	-\$273	-\$140
		01-0015-3290	Post Fire Watch	\$0	\$0	\$0	\$0	\$0
		01-0015-3320	Key Boxes	-\$460	\$0	\$0	-\$505	-\$173
		01-0015-3330	Inspections	\$0	\$0	\$0	\$0	\$0
		01-0015-3340	Motor Vehicle Emergency Responses	-\$70,323	-\$89,967	-\$93,806	-\$93,361	-\$93,361
		01-0015-3350	Fire Alarm False Alarm Calls	\$0	\$0	\$0	\$0	\$0
		01-0015-5220	Office of the Fire Marshal Grants	-\$6,400	\$0	\$0	\$0	\$0
	Revenues Total			-\$96,927	-\$106,372	-\$110,918	-\$120,871	-\$119,670

Department	Account Type	Account	Description	2021 Actuals	2022 Actuals	2023 YTD	2023 Budget	2024 Budget
ORC								
	Expenditures							
		01-0080-4000	FT Wages	\$45,131	\$46,971	\$49,599	\$58,906	\$61,277
		01-0080-4001	PT Wages	\$20,160	\$36,406	\$39,486	\$33,272	\$27,274
		01-0080-4002	OT Wages	\$368	\$5,045	\$3,118	\$4,000	\$4,000
		01-0080-4100	FT Wage Related Expenses	\$9,401	\$8,909	\$9,668	\$11,707	\$12,189
		01-0080-4101	PT Wage Related Expenses	\$907	\$2,156	\$4,449	\$6,382	\$5,243
		01-0080-4102	Group Benefits	\$7,168	\$2,218	\$4,387	\$5,350	\$9,947
		01-0080-4103	WSIB	\$1,969	\$1,973	\$3,155	\$3,145	\$3,008
		01-0080-4200	Office Supplies & Equipment	\$223	\$81	\$70	\$150	\$100
		01-0080-4201	Hydro	\$21,484	\$21,936	\$30,484	\$25,000	\$25,000
		01-0080-4202	Heat	\$4,932	\$6,362	\$5,143	\$6,000	\$5,500
		01-0080-4204	Water Protection	\$833	\$1,278	\$958	\$1,000	\$1,000
		01-0080-4205	Equipment Maintenance & Supplies	\$4,065	\$11,273	\$13,578	\$6,870	\$9,000
		01-0080-4215	Bldg-Cleaning, Maint,Supplies Interior	\$2,928	\$8,563	\$8,829	\$5,800	\$6,500
		01-0080-4217	Waste Removal	\$2,038	\$2,389	\$3,031	\$2,135	\$2,400
		01-0080-4222	Bldg-Cleaning, Maint,Supplies Exterior	\$5,014	\$19,900	\$7,407	\$8,000	\$8,000
		01-0080-4302	Communication (phone, fax, internet)	\$2,851	\$2,583	\$2,769	\$2,616	\$2,760
		01-0080-4308	Mileage	\$0	\$0	\$0	\$100	\$100
		01-0080-4309	Professional Development	\$0	\$0	\$0	\$1,000	\$0
		01-0080-4311	Membership and Subscription Fees	\$0	\$0	\$0	\$150	\$0
		01-0080-4312	Meals	\$0	\$0	\$0	\$50	\$50
		01-0080-4315	Insurance	\$3,321	\$8,432	\$10,586	\$10,653	\$12,064
		01-0080-4316	Advertising	\$175	\$1,323	\$418	\$2,100	\$1,000
		01-0080-4320	Contract Services	\$791	\$1,118	\$605	\$1,615	\$1,471
		01-0080-4321	Clothing, Safety Allowance	\$0	\$452	\$813	\$600	\$600
	Expenditures Total			\$133,759	\$189,366	\$198,552	\$196,600	\$198,482
	Revenues							
		01-0015-2600	Ice Rental - Prime	\$0	-\$36,021	-\$23,542	-\$38,808	-\$38,100
		01-0015-2700	Ice Rental - Non-Prime	\$0	-\$583	\$0	-\$628	-\$647
		01-0015-2800	Arena Summer Rentals	-\$12,850	-\$10,991	-\$6,048	-\$13,000	-\$10,310
		01-0015-2900	Gymnasium Rental	-\$3,948	-\$19,116	-\$27,107	-\$25,000	-\$25,775
		01-0015-3000	Rink Board and Ball Diamond Advertising	\$0	-\$1,518	-\$1,197	-\$1,617	-\$1,235
		01-0015-3735	Other Recoveries	\$0	-\$369	-\$353	-\$400	-\$400
	Revenues Total			-\$16,797	-\$68,599	-\$58,248	-\$79,453	-\$76,467

Department	Account Type	Account	Description	2021 Actuals	2022 Actuals	2023 YTD	2023 Budget	2024 Budget
Parks								
	Expenditures							
		01-0110-4000	FT Wages	\$30,311	\$42,624	\$116,696	\$110,523	\$119,359
		01-0110-4001	PT Wages	\$0	\$0	\$0	\$0	\$0
		01-0110-4002	OT Wages	\$255	\$2,486	\$2,607	\$1,000	\$1,000
		01-0110-4100	FT Wage Related Expenses	\$5,480	\$8,001	\$21,818	\$21,124	\$22,746
		01-0110-4101	PT Wage Related Expenses	\$0	\$0	\$0	\$0	\$0
		01-0110-4102	Group Benefits	\$439	\$6,377	\$14,680	\$15,218	\$15,485
		01-0110-4103	WSIB	\$920	\$852	\$3,610	\$3,647	\$3,912
		01-0110-4201	Hydro	\$2,618	\$2,843	\$3,650	\$2,700	\$2,800
		01-0110-4203	Fuel	\$5,687	\$5,877	\$0	\$3,534	\$3,711
		01-0110-4204	Water Protection	\$0	\$0	\$0	\$500	\$200
		01-0110-4205	Equipment Maintenance & Supplies	\$2,332	\$1,831	\$4,196	\$1,800	\$2,800
		01-0110-4220	Vehicle Maintenance	\$263	\$46	\$350	\$0	\$350
		01-0110-4222	Maintenance Grounds	\$7,689	\$12,369	\$6,909	\$13,000	\$13,000
		01-0110-4315	Insurance	\$3,385	\$8,432	\$10,586	\$10,653	\$12,064
		01-0110-4316	Advertising	\$0	\$1,440	\$0	\$2,100	\$1,000
		01-0110-4320	Contract Services	\$684	\$728	\$794	\$2,294	\$2,294
	Expenditures Total			\$60,063	\$93,906	\$185,896	\$188,092	\$200,720
	Revenues							
		01-0015-2200	Horse Paddock Rental	\$0	-\$53	-\$91	-\$57	-\$74
		01-0015-2300	Picnic Shelter	-\$518	-\$1,075	-\$1,013	-\$1,159	-\$1,159
		01-0015-2400	Ball Diamond Rentals	-\$7,387	-\$7,879	-\$9,968	-\$8,475	-\$10,277
		01-0015-2450	Soccer Field Rentals	-\$4,232	-\$4,103	-\$2,213	-\$4,423	-\$3,609
		01-0015-2500	Tennis Courts	\$0	\$0	\$0	-\$800	-\$800
		01-0015-3746	Other recoveries	\$100	-\$350	\$0	\$0	\$0
	Revenues Total			-\$12,037	-\$13,459	-\$13,285	-\$14,914	-\$15,919

Department	Account Type	Account	Description	2021 Actuals	2022 Actuals	2023 YTD	2023 Budget	2024 Budget
PCC								
	Expenditures							
		01-0070-4000	FT Wages	\$59,255	\$65,522	\$63,632	\$70,429	\$132,018
		01-0070-4001	PT Wages	\$0	\$0	\$8,212	\$31,637	\$0
		01-0070-4002	OT Wages	\$1,184	\$1,322	\$3,165	\$500	\$500
		01-0070-4100	FT Wage Related Expenses	\$10,756	\$12,115	\$12,313	\$13,135	\$24,976
		01-0070-4101	PT Wage Related Expenses	\$0	\$0	\$355	\$6,069	\$0
		01-0070-4102	Group Benefits	\$8,381	\$8,513	\$9,397	\$9,409	\$17,627
		01-0070-4103	WSIB	\$1,822	\$1,545	\$2,486	\$3,354	\$4,307
		01-0070-4200	Office Supplies & Equipment	\$0	\$102	\$0	\$150	\$100
		01-0070-4201	Hydro	\$7,085	\$11,116	\$12,061	\$12,000	\$12,000
		01-0070-4202	Heat	\$4,549	\$3,782	\$6,402	\$4,300	\$4,500
		01-0070-4204	Water Protection	\$4,096	\$3,551	\$3,910	\$4,500	\$3,700
		01-0070-4215	Bldg-Cleaning, Maint,Supplies Interior	\$3,607	\$6,366	\$6,696	\$10,000	\$6,500
		01-0070-4216	Kitchen Supplies and Equipment	\$0	\$1,697	\$317	\$1,500	\$1,500
		01-0070-4217	Waste Removal	\$8,100	\$9,453	\$12,123	\$8,541	\$9,500
		01-0070-4222	Outdoor Maintenance of Building	\$5,360	\$3,753	\$4,040	\$4,000	\$4,400
		01-0070-4302	Communication (phone, fax, internet)	\$2,682	\$2,790	\$2,556	\$2,616	\$2,448
		01-0070-4308	Mileage	\$0	\$0	\$0	\$0	\$0
		01-0070-4309	Professional Development	\$0	\$0	\$0	\$0	\$0
		01-0070-4311	Membership and Subscription Fees	\$500	\$0	\$0	\$500	\$500
		01-0070-4312	Meals	\$0	\$0	\$0	\$0	\$0
		01-0070-4313	Travel - Accomodations & Parking	\$0	\$0	\$0	\$0	\$0
		01-0070-4315	Insurance	\$3,321	\$8,432	\$10,586	\$10,653	\$12,064
		01-0070-4316	Advertising	\$0	\$1,507	\$0	\$2,100	\$1,000
		01-0070-4320	Contract Services	\$4,349	\$3,630	\$3,164	\$4,502	\$5,033
		01-0070-4321	Clothing, Safety Allowance	\$208	\$172	\$292	\$260	\$260
	Expenditures Total			\$125,256	\$145,368	\$161,707	\$200,154	\$242,932
	Revenues							
		01-0015-3110	Hall - Prime	\$26	-\$15,587	-\$26,770	-\$29,365	-\$34,739
		01-0015-3115	Hall - Non-Prime	\$26	-\$14,975	-\$20,756	-\$19,969	-\$20,434
		01-0015-3130	Meeting Room	\$0	-\$4,143	-\$11,047	-\$13,427	-\$13,427
		01-0015-3135	Projector and Microphone Rental Fee	\$0	-\$26	\$0	\$0	\$0
		01-0015-3160	Licensed Events Using Patio	\$0	-\$181	-\$126	-\$285	-\$130
		01-0015-3170	Hall - Commercial Rentals	\$0	\$0	\$0	-\$1,547	-\$1,547
		01-0015-3180	Bartenders	\$0	-\$234	\$0	\$0	\$0
		01-0015-3200	Kitchen Facilities - Non-Prime	\$0	-\$686	-\$2,357	-\$3,143	-\$2,570
		01-0015-3220	Advertising Sign	-\$34	\$0	\$0	\$0	\$0
		01-0015-3736	Other Recoveries	\$0	-\$2,101	-\$6,081	-\$5,000	-\$5,000
		01-0015-5250	Recreation Conditional Grants	\$0	-\$1,804	-\$4,358	-\$5,167	-\$5,167
	Revenues Total			\$18	-\$39,737	-\$71,495	-\$77,903	-\$83,014

Department	Account Type	Account	Description	2021 Actuals	2022 Actuals	2023 YTD	2023 Budget	2024 Budget
Public Works								
	Expenditures							
		01-0030-4000	FT Wages	\$409,925	\$482,710	\$430,615	\$502,682	\$530,974
		01-0030-4001	PT Wages	\$41,231	\$38,487	\$24,573	\$19,258	\$20,835
		01-0030-4002	OT Wages	\$22,250	\$44,563	\$31,305	\$27,795	\$27,795
		01-0030-4100	FT Wage Related Expenses	\$73,974	\$88,111	\$82,723	\$95,004	\$100,146
		01-0030-4101	PT Wage Related Expenses	\$3,970	\$5,697	\$3,417	\$3,694	\$4,005
		01-0030-4102	Group Benefits	\$49,418	\$54,703	\$54,681	\$58,241	\$63,845
		01-0030-4103	WSIB	\$13,828	\$13,197	\$16,995	\$17,460	\$18,072
		01-0030-4200	Office Supplies & Equipment	\$202	\$0	\$236	\$100	\$150
		01-0030-4201	Hydro	\$594	\$679	\$771	\$750	\$700
		01-0030-4203	Fuel	\$74,050	\$135,894	\$142,707	\$94,063	\$98,766
		01-0030-4205	Equipment Maintenance & Supplies	\$2,028	\$2,204	\$355	\$2,050	\$2,050
		01-0030-4208	Signage	\$25,497	\$12,295	\$14,233	\$14,500	\$14,500
		01-0030-4209	Pavement Markings	\$30,056	\$34,204	\$36,283	\$35,500	\$35,500
		01-0030-4210	Railway Maintenance and Upgrades	\$41,340	\$1,975	\$0	\$5,000	\$5,000
		01-0030-4211	Municipal Street Naming	\$0	\$5,280	\$0	\$1,000	\$1,000
		01-0030-4212	Maintenance Gravel	\$75,422	\$79,098	\$63,707	\$80,000	\$75,000
		01-0030-4213	Calcium	\$68,488	\$79,791	\$79,152	\$72,000	\$76,000
		01-0030-4214	Winter Maintenance	\$214,793	\$294,687	\$277,542	\$235,000	\$250,000
		01-0030-4217	Waste Removal	\$1,171	\$1,279	\$0	\$1,300	\$1,300
		01-0030-4218	Shop Overhead	\$7,724	\$12,206	\$5,704	\$7,400	\$7,400
		01-0030-4219	Road Maintenance supplies	\$57,203	\$30,999	\$33,691	\$35,400	\$35,400
		01-0030-4220	Vehicle Maintenance	\$27,517	\$65,034	\$45,696	\$46,500	\$42,000
		01-0030-4221	Speed Monitor	\$0	\$0	\$0	\$0	\$0
		01-0030-4222	Tree Maintenance Program	\$23,356	\$24,015	\$20,956	\$22,000	\$32,000
		01-0030-4224	Sidewalk Repairs	\$4,398	\$0	\$0	\$5,000	\$5,000
		01-0030-4302	Communication (phone, fax, internet)	\$2,832	\$3,761	\$2,026	\$2,040	\$2,100
		01-0030-4305	Professional Fees - Engineering	\$994	\$877	\$0	\$2,000	\$1,000
		01-0030-4308	Mileage	\$0	\$0	\$0	\$100	\$100
		01-0030-4309	Professional Development	\$0	\$0	\$0	\$1,420	\$1,200
		01-0030-4311	Membership and Subscription Fees	\$559	\$559	\$219	\$709	\$709
		01-0030-4312	Meals	\$0	\$0	\$0	\$50	\$350
		01-0030-4315	Insurance	\$20,406	\$55,369	\$74,102	\$74,570	\$84,446
		01-0030-4316	Advertising	\$350	\$3,562	\$212	\$2,000	\$1,500
		01-0030-4318	Vehicle Plates	\$5,547	\$11,813	\$6,595	\$6,595	\$6,595
		01-0030-4319	Permits	\$65	\$111	\$60	\$100	\$100
		01-0030-4320	Contract Services	\$31,156	\$33,821	\$50,347	\$49,807	\$74,778
		01-0030-4321	Clothing, Safety Allowance	\$2,021	\$2,279	\$2,200	\$2,800	\$2,800
		01-0030-4400	Street Lights: Repairs and Hydro Bills	\$20,528	\$11,999	\$14,082	\$14,850	\$14,850
	Expenditures Total			\$1,352,892	\$1,631,257	\$1,515,185	\$1,538,737	\$1,637,966
	ReserveTransfers							
		01-0013-3085	Transfer from Asset Management Discretionary Reserve	\$0	-\$1,975	\$0	-\$10,000	-\$10,000

Department	Account Type	Account	Description	2021 Actuals	2022 Actuals	2023 YTD	2023 Budget	2024 Budget
Public Works	ReserveTransfers	01-0013-3100	Transfer from Operating Carryforward	\$0	\$0	-\$27,110	-\$27,110	\$0
		01-0013-3205	Contribution from Winter Maintenance	\$0	-\$39,257	-\$42,542	\$0	\$0
			Contribution to Winter Maintenance	\$14,457	\$0	\$0	\$0	\$25,000
	ReserveTransfers Total			\$14,457	-\$41,232	-\$69,652	-\$37,110	\$15,000
	Revenues							
		01-0015-1290	Oversize-Overweight Load Permits	-\$103	-\$420	-\$339	-\$453	-\$232
		01-0015-2000	Third Party Cost Recovery	-\$16,370	-\$1,319	-\$500	\$0	-\$100
		01-0015-3310	Entrance Permit	-\$5,832	-\$1,647	-\$1,822	-\$4,745	-\$3,196
		01-0015-3315	Municipal Street Naming	\$0	-\$3,080	\$0	-\$1,000	-\$1,000
		01-0015-3740	Public Works Other Recoveries	-\$26,704	-\$28,516	-\$66,418	-\$26,704	-\$48,516
	Revenues Total			-\$49,008	-\$34,981	-\$69,079	-\$32,902	-\$53,044

Department	Account Type	Account	Description	2021 Actuals	2022 Actuals	2023 YTD	2023 Budget	2024 Budget
Source Water Protection								
	Expenditures							
		01-0160-4320	Contract Services	\$8,885	\$9,206	\$6,958	\$9,682	\$9,878
	Expenditures Total			\$8,885	\$9,206	\$6,958	\$9,682	\$9,878
	Revenues							
		01-0015-3748	Source Water Protection Other Recoveries	\$0	-\$24,351	-\$40,085	-\$19,585	-\$19,912
	Revenues Total			\$0	-\$24,351	-\$40,085	-\$19,585	-\$19,912

Department	Account Type	Account	Description	2021 Actuals	2022 Actuals	2023 YTD	2023 Budget	2024 Budget
Heritage Advisory Committee								
	Expenditures							
		01-0050-4001	PT Wages	\$2,262	\$8,379	\$8,786	\$9,766	\$10,986
		01-0050-4101	PT Wage Related Expenses	\$0	\$600	\$639	\$1,283	\$1,374
		01-0050-4103	WSIB	\$0	-\$13	\$159	\$219	\$232
		01-0050-4200	Office Supplies & Equipment	\$1,801	\$0	\$1,684	\$1,833	\$100
		01-0050-4308	Mileage	\$0	\$298	\$109	\$760	\$300
		01-0050-4309	Professional Development	\$0	\$330	\$598	\$1,490	\$1,000
		01-0050-4311	Membership and Subscription Fees	\$110	\$75	\$177	\$177	\$177
		01-0050-4312	Meals	\$0	\$36	\$0	\$150	\$50
		01-0050-4313	Travel - Accomodations & Parking	\$0	\$305	\$328	\$2,260	\$500
		01-0050-4102	Group Benefits	\$0	\$0	\$0	\$38	\$0
	Expenditures Total			\$4,173	\$10,008	\$12,479	\$17,977	\$14,719
	Revenues							
		01-0015-5113	Federal Young Canada Works Operating Grant	\$0	-\$5,700	-\$6,000	-\$5,700	-\$6,000
		01-0015-3749	Doors of Puslinch Posters	\$0	\$0	\$0	-\$4,248	-\$4,248
	Revenues Total			\$0	-\$5,700	-\$6,000	-\$9,948	-\$10,248

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 007-2024

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 Road Activity By-law 2023-058.

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 Road Activity By-law 2023-058;
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 Road Activity By-law 2023-058;
3. And that this By-law shall come into full force and effect on the date of passing.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 7th DAY OF FEBRUARY 2024.

James Seeley, Mayor

Courtenay Hoytfox, Municipal Clerk

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 008-2024

BEING A BY-LAW TO ACQUIRE AND DEDICATE PARTS 1 AND 2 ON REFERENCE PLAN 61R-22658 AS PART OF THE TOWNSHIP OF PUSLINCH PUBLIC HIGHWAY SYSTEM, TO BE KNOWN AS AND TO FORM PART OF WATSON ROAD SOUTH.

WHEREAS Section 11(2) of the Municipal Act authorizes a municipality to acquire lands for the purpose of exercising its authority;

AND WHEREAS Section 27(1) of the Municipal Act authorizes a municipality to pass by-laws in respect of a highway over which it has jurisdiction;

AND WHEREAS The Corporation of the Township of Puslinch now wishes to acquire and dedicate the lands described as Parts 1 and 2 on Reference Plan 61R-22658, Township of Puslinch; (the "lands") as part of the public highway;

AND WHEREAS it is now appropriate to dedicate the lands shown as Parts 1 and 2 on Reference Plan 61R-22658 as part of Watson Road South;

NOW, THEREFORE, BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF PUSLINCH ENACTS AS FOLLOWS:

1. **THAT** the Township acquire the lands for nominal consideration (\$2.00);
2. **THAT** the lands described as Part of Lots 8 and 9, Concession 9 being Parts 1 and 2 on Reference Plan 61R-22658, Township of Puslinch, is hereby dedicated as part of the public highway system to be known as, and to form part of Watson Road South.
3. **THAT** the Mayor and Clerk are hereby authorized to execute on behalf of the Township the Transfer/Deed and other documents as may be necessary to effect the conveyance of the lands.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 7TH DAY OF FEBRUARY 2024.

James Seeley, Mayor

Justine Brotherston, Interim Municipal Clerk

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 2023-057

A By-law to prohibit and regulate the alteration of property and movement of fill within the Township of Puslinch (Site Alteration By-law) and a By-law to repeal By-laws 2012-31, 2015-11, 2015-45, 2015-49, 2021-01, and 2021-20.

WHEREAS Section 142 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, (hereafter referred to as the *Municipal Act*) provides that, the Corporation of the Township of Puslinch (the "Township") may pass a by-law prohibiting or regulating the alteration of property through the movement, placing, or dumping of fill, and/or the alteration of the grade of land;

AND WHEREAS Section 142 (2) (d) and (e) of the *Municipal Act* further provides that the Township may require that a permit be obtained for the placing or dumping of fill, or the alteration of the grade of land, and may impose conditions to a permit, including requiring the preparation of plans acceptable to the municipality relating to grading, filling or dumping, the removal of fill and/or the alteration of the grade of land;

AND WHEREAS Section 436 of the *Municipal Act* authorizes the Township to pass by-laws providing that the municipality may enter on land at any reasonable time for the purpose of carrying out inspection to determine whether or not an order or condition is being complied with and require the production of documents and information as well as the collection of samples;

AND WHEREAS Sections 8, 9 and 11 of the *Municipal Act* permit the Township to pass by-laws necessary or desirable for municipal purposes, and paragraphs 5, 6 and 8 of Subsection 11 (2) authorize by-laws respecting the economic, social, and environmental well-being of the municipality, the health, safety and well-being of persons, and the protection of persons and property;

AND WHEREAS Section 23.2 of the *Municipal Act* authorizes the Township to delegate its powers to an officer, employee, or agent of a municipality;

AND WHEREAS Subsection 444(1) of the *Municipal Act* permits the Township, if satisfied that a contravention of a by-law of the Township passed under the *Municipal Act*, has occurred, to make an order requiring the person who contravened the by-law or who caused or permitted the contravention, or the owner or occupier of the land on which the contravention occurred, to discontinue the contravening activity;

AND WHEREAS Subsection 446 of the *Municipal Act* gives the Township the authority to direct or require a person to do a matter or, thing, the municipality may also provide that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person's expense. For these purposes, the Township may enter upon land at any reasonable time. The Township may recover the costs of doing a matter or, thing from the person directed or required to do it by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes;

AND WHEREAS Section 425 of the *Municipal Act* permits the Township to pass by-laws providing that any person who contravenes any by-law the Township passed under the *Municipal Act*, is guilty of an offence;

AND WHEREAS Section 426 (4) of the *Municipal Act* deems that any Person that hinders or obstructs, or attempts to hinder or obstruct, any Person who is exercising or performing a duty under this By-law created under the Act is guilty of an offence;

AND WHEREAS the Council of the Township deems it to be in the public interest to pass this By-law to regulate the alteration of property through the movement, placing, or dumping of fill, and/or the alteration of the grade of land within the Township to ensure that:

- a) Groundwater and surface water quality is maintained;
- b) Drainage patterns, water courses and water bodies are protected;
- c) Natural heritage features, landforms and archeological resources are protected;
- d) Adverse Effects are minimized;
- e) Impacts to the Township's roads, Highways and infrastructure are minimized;

- f) Disturbances and nuisance impacts to residents and businesses are minimized; and
- g) Costs and liabilities are borne by owners and persons who undertake Site Alteration within the Township.

NOW THEREFORE the Council of the Township hereby enacts as follows:

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1. GENERAL

1.1 Short Title

(a) This By-law may be referred to as the “Site Alteration By-law”.

1.2 Administration

- (a) This By-law applies to all Property in the geographical area within the Township, save and except any Property owned by the Township.
- (b) The Chief Building Official in consultation with the Municipal Clerk shall be responsible for the administration of this By-law.

1.3 Delegated Authority

- (a) The Chief Building Official and/or Municipal Clerk is authorized and has the delegated authority to:
 - (i) Approve, exempt/waive, issue, revoke, extend, renew, amend, or close a Permit and/or grant approvals of Site Alteration and impose Conditions for continuing to hold a Permit depending on the Site Alteration in addition to the requirements under this By-law;
 - (ii) Determine when a Public Information Meeting or a Meeting of Council is required or not required;
 - (iii) Determine and deem an Application as abandoned, expired, or closed;
 - (iv) Approve and coordinate any Site Restoration or Site Remediation works;
 - (v) Approve amendments to Site Alteration and Fill Management Plans;
 - (vi) Approve and amend Application forms and Guidelines;
 - (vii) Establish appropriate requirements;
 - (viii) Ensure compliance with section 3.8 of this By-law, including requiring appropriate testing and documentation;

- (ix) Appoint a peer review consultant or other engineering, scientific and technical experts to fulfill the role or duties of an Inspector for purposes of this By-law;
- (x) Require or exempt certain works from provisions of this By-law, as permitted in this By-law; and
- (xi) Authorize and/or hire such agents, contractors, and other Persons to perform the work, as required.

1.4 Conflict

- (a) Where there is a conflict between a provision of this By-law and a provision of any other Township by-law, the provision that establishes the highest standards to protect the health and safety of the public and natural environment shall apply. No agreement shall be deemed to provide an exemption from the requirements of this By-law unless this By-law authorizes such exemption, and the agreement specifically provides for it.

1.5 Severability

- (a) If a court of competent jurisdiction declares any section, or any part of any section, of this By-law to be invalid, or to be of no force or effect, it is the intention of the Township that every other provision of this By-law be applied and enforced in accordance with its terms to the extent possible according to law.

1.6 Compliance with Other Laws

- (a) This By-law, and the provisions contained within, are intended to be complimentary to federal and provincial statutes and regulations, and to other by-laws passed by the Council. If any other applicable law requires a higher standard than this By-law requires, the higher standard shall apply.
- (b) By-laws, statutes, regulations, and guidelines referenced in this By-law, including in Schedule A, include any amendments, replacements, or updates to those by-laws, statutes, regulations, and guidelines.

2. DEFINITIONS

2.1 Definitions in this By-law:

- (a) "Adverse Effect" shall have the same meaning as in the *Environmental Protection Act*, R.S.O. 1990, c. E.19 and means one or more of:
 - (i) Impairment of the quality of the natural environment for any use that can be made of it;
 - (ii) Injury or damage to Property or to plant or animal life;
 - (iii) Harm or material discomfort to any person;
 - (iv) An adverse effect on the health of any person;
 - (v) Impairment of the safety of any person;
 - (vi) Rendering any Property or plant or animal life unfit for human use;
 - (vii) Loss of enjoyment of normal use of Property; and
 - (viii) Interference with the normal conduct of business.
- (b) "Aggregate" has the same meaning as in the *Aggregate Resources Act*, R.S.O. 1990, c.A.8, as amended ("*Aggregate Resources Act*").
- (c) "Applicant" means the Owner of a Property and includes a Person authorized in writing to act on behalf of the Owner of a Property to apply for a Permit.
- (d) "Application" means a written submission to request or amend a Permit, in a form prescribed by the Township.
- (e) "Artificial Turf" means any surface synthetic fibers made to resemble turf or other grass-like surface and used as a surface cover.
- (f) "Asphalt" means a mixture of dark bituminous pitch with sand or gravel, used for surfacing roads, driveways and paths, which may include, without limitation, loose or recycled material or a contiguous surface.

- (g) “Beneficial Purpose” has the same meaning as in Ontario Regulation 406/19, and, for clarity, does not include deposit of Excess Soil as the primary use of the Site, but includes the following:
- (i) backfill for an excavation carried out for the purposes of any form of development,
 - (ii) final grading carried out for the purposes of any form of development,
 - (iii) achieving the grade necessary for,
 - i. any development,
 - ii. an undertaking related to infrastructure,
 - iii. landscaping, or
 - iv. another project governed by an instrument issued by a public body, or
 - (iv) the placement of fill to assist in the rehabilitation of the Site.
- (h) “Beneficial Reuse Assessment Tool (BRAT)” has the same meaning as in Ontario Regulation 406/19.
- (i) “Body of Water” means a permanent stream, river or similar watercourse or a pond or lake, but does not include a pond constructed on the property for the purpose of controlling surface water drainage.
- (j) “Chief Building Official” means the Chief Building Official appointed by the Council or his/her designate.
- (k) “Compost” means a mixture of various decaying organic substances, such as dead leaves or manure, used for fertilizing soil.
- (l) “Conservation Authority” includes the Grand River Conservation Authority, Hamilton Conservation Authority, and Halton Conservation Authority.
- (m) “Council” means the Council of the Township.
- (n) “Condition(s)” means the mandatory performance requirements outlined in a Permit or Order and may include the requirement for monetary deposits or Security(s) in connection with the Application.
- (o) “Contaminant” means any solid, liquid, gas, odor, heat, sound, vibration, radiation or combination of any of them resulting directly or indirectly from human activities that causes or may cause an Adverse Effect.
- (p) “Control Plan” means documentation described in Schedule “B” required to be submitted as part of any Application for a Permit under this By-law.
- (q) “Designated Official” means the Chief Building Official, Municipal Clerk, or their designates.
- (r) “Drainage” means the movement of surface water toward a place of disposal, whether by way of the natural characteristics of the ground surface or by artificial means.
- (s) “Dump” means the placing or depositing of Fill in a location other than where the Fill was obtained from or the movement and placing or depositing of Fill from one location on a property to another location on the same property or to a separate property, and “Dumping” has the corresponding meaning.
- (t) “Erosion” means the detachment and movement of Soil, sediment, rock fragments or the like by forces such as but not limited to water, wind, ice, or gravity.
- (u) “Erosion and Dust Control” means measures to control Erosion and dust generated as part of the Site Alteration to the satisfaction of the Township.
- (v) “Excess Soil” has the same meaning as in Ontario Regulation 406/19.
- (w) “Excess Soil Quality Standards” means Part II of the Rules for Soil Management and Excess Soil Quality Standards, as amended, and adopted by reference in Ontario Regulation 406/19.
- (x) “Fill” means any type of material that can be removed from (cut) or placed on (in-fill) land and may include, but is not limited to Soil, Excess Soil, Liquid Soil, Rock, Sod, Compost, Aggregate and Topsoil.

- (y) "Final Surface Material" includes, but is not limited to, concrete, brick, patio pavers (natural or manufactured), block, Asphalt, and Artificial Turf, all free of Contaminants, and does not include Fill.
- (z) "Grade" means the elevation of the ground surface and shall be more particularly defined as follows:
 - (i) "Existing Grade" means the elevation of the existing ground surface prior to any Site Alteration and Movement of Fill, including the natural Grade prior to human activities or the Grade previously legally established such as a former approved Grade;
 - (ii) "Finished Grade" means the approved (final) elevation of the ground surface of lands upon which Fill has been Placed or Dumped, the Grade altered, or Topsoil removed, in accordance with this By-law including the Final Surface Material;
 - (iii) "Unapproved Grade" means the elevation of the ground surface that is not an Existing Grade or Finished Grade.
- (aa) "Guidelines" means the Application requirements, information, documentation and material, including Conditions requirements for a Permit, to be used for the purpose of administrating this By-law. Without limiting the generality of the foregoing, the Guidelines may require the posting of deposits and/or Security(s) in connection with the Application.
- (bb) "Highway" means a common and public highway and includes a street, bridge or other structure forming part of a highway over or across which a highway passes and includes the whole of a road allowance under the jurisdiction of the Township.
- (cc) "Inspector" means any person designated by this or any other By-law of the Township as an Inspector or agent of the Township or any persons appointed for the purposes of enforcing this By-law, and includes the Chief Building Official, Building Inspectors, and By-law Enforcement Officers.
- (dd) "Liquid Soil" has the same meaning as in Ontario Regulation 406/19.
- (ee) "MECP" means the Ontario Ministry of the Environment, Conservation and Parks, as may be renamed from time to time.
- (ff) "Movement of Fill" means any non-natural transfer of Fill from one location to another of any distance.
- (gg) "Municipal Clerk" means the Township's clerk appointed by the Council or their designate.
- (hh) "Normal Farm Practice" means a practice that:
 - (i) is conducted in a manner consistent with proper and acceptable customs and standards as established and followed by similar agricultural operations under similar circumstances; or
 - (ii) makes use of innovative technology in a manner consistent with proper advanced farm management practices.
- (ii) "Normal Farm Practice Waiver" means a permit waiver authorized by the Designated Official in accordance with Section 5.2 of this By-law.
- (jj) "Officer" means any Person designated by by-law of the Township to enforce this By-law.
- (kk) "*Ontario Regulation 153/04*" means Ontario Regulation 153/04 (Records of Site Condition — Part XV.1 of the Environmental Protection Act), as amended, made under the *Environmental Protection Act*, R.S.O. 1990, c. E.19, as amended ("*Environmental Protection Act*").
- (ll) "*Ontario Regulation 406/19*" means Ontario Regulation 406/19 (On Site and Excess Soil Management), as amended, made under the *Environmental Protection Act*.
- (mm) "Owner" means the registered Owner(s) of the Property.
- (nn) "Permit" means a formal authorization issued by the Township under this By-law.

- (oo) "Person" includes individuals, firms, sole proprietorships, partnerships, associations, trusts, corporations, directors and officers of corporations, trustees, and agents, and the heirs, executors, assigns or other legal representatives of a person to whom the context can apply in law.
- (pp) "Project" has the same meaning as in Ontario Regulation 406/19.
- (qq) "Project Area" has the same meaning as in Ontario Regulation 406/19.
- (rr) "Property" means land including all buildings and structures on the land.
- (ss) "Ponding" means the accumulation of surface water in an area not having Drainage therefrom where the lack of Drainage is caused by the Placing or Dumping of Fill, altering of Grade, or removing of Topsoil.
- (tt) "Proposed Grade" means the proposed elevation of the ground surface of land upon which Fill is proposed to be Placed or Dumped, the Grade altered, or the Topsoil removed.
- (uu) "Public Information Meeting" means an open meeting to which all members of the public are invited, for the purpose of informing the public and receiving comments regarding a proposed Site Alteration.
- (vv) "Qualified Person" means a person who meets the qualifications as set out in Section 5 or 6 of Ontario Regulation 153/04.
- (ww) "Quality Assurance/Quality Control Program" means a program that is designed to meet the requirements of quality assurance and quality control program under Ontario Regulation 153/04.
- (xx) "*Regulation 347*" means Regulation 347 of the Revised Regulations of Ontario, 1990 (General — Waste Management), as amended, made under the *Environmental Protection Act*.
- (yy) "Retaining Wall" means a wall designed to contain and support Fill, which has a Finished Grade higher than that of adjacent lands.
- (zz) "Rock" has the same meaning as in Ontario Regulation 406/19.
- (aaa) "RPRA" means the Ontario Resource Productivity and Recovery Authority.
- (bbb) "Sampling and Analysis Plan" means a plan that is designed to meet the requirements of a sampling and analysis plan under Ontario Regulation 153/04 or Ontario Regulation 406/19.
- (ccc) "Security" means funds held by the Township in a form and amount to be determined in accordance with Schedule "C" to this By-law, to secure the performance of the Owner's obligations under this By-law and any Permit; any additional costs associated with or as a result of the Site Alteration including but not limited to Site Restoration or Site Remediation, completion of the project, deficiencies, damage to the Township roads, etc. shall be deducted from the security; further costs associated with the alteration, if incurred by the Township, shall be invoiced to the Property Owner and may be added to the tax roll and collected in the same manner as taxes on the Property.
- (ddd) "Site" means a parcel or parcels of land altered or proposed to be altered by means of a Site Alteration.
- (eee) "Site Alteration" means any alteration to the existing Grade of land through the removal (cut), placement (filling) or movement (relocation) of Fill.
- (fff) "Site Alteration - Intermediate" or "Intermediate Site Alteration" means the alteration of land where the requirement for a permit is based on: (i) a cumulative volume of fill over a five (5)-year period per property that is in the range of 350 cubic metres to 999 cubic metres of Fill, (ii) where a change in Grade is proposed to be less than 1.5 metres above or below the Existing Grade, and (iii) where the proposed Site Alteration area is less than 1 hectare in land size. A Permit and execution of an agreement with the Township is required for an Intermediate Site Alteration.
- (ggg) "Site Alteration - Large" or "Large Site Alteration" means the alteration of land based on: (i) a cumulative volume of Fill over a five (5)-year period per property that is in the range of 1,000 cubic metres to 9,999 cubic metres of Fill, (ii) where a change in Grade

is proposed to be less than 3 metres above or below the Existing Grade, or (iii) where the proposed Site Alteration area is greater than 1 hectare in land size. The approval of a Permit and execution of an agreement with the Township is required for a Large Site Alteration.

- (hhh) "Site Alteration - Major" or "Major Site Alteration" means the alteration of land based on: (i) a cumulative volume of Fill over a five (5)-year period per property that is greater than 10,000 cubic metres of Fill, or (ii) where a change in Grade is proposed to be greater than 3 metres above or below the Existing Grade. Council is the approval authority for all Major Site Alteration Permits and agreements.
- (iii) "Site Alteration - Minor" or "Minor Site Alteration" means the alteration of land based on: (i) a cumulative volume of Fill over a five (5)-year period per property, calculated from the area of property suitable for Site Alteration (the Property area excluding buildings, structures, and fixed features) up to a maximum of 350 cubic metres, (ii) where a change in Grade is proposed to be less than 1 metres above or below the Existing Grade, (iii) where the proposed Site Alteration area is less than 1 hectare in land size, (iv) is setback a minimum of 30 metres from all property boundaries watercourses and drainage swales, (v) does not change or impact any natural drainage patterns, (vi) does not require a retaining wall, (vii) does not have slopes steeper than 3:1, and (viii) is not within an area regulated by the Conservation Authority. A Permit and execution of an agreement with the Township is required for a Minor Site Alteration.
- (jjj) "Site Alteration and Fill Management Plan" means a document prepared by, or on behalf of an Owner in accordance with the Guidelines detailing such things as current Site conditions, methodology, Existing Grade, Finished Grade, and impact mitigation measures.
- (kkk) "Site Restoration" or "Site Remediation" means the treatment of land that has been affected by Site Alteration so that the use or condition of the land is restored to its pre-Site Alteration condition.
- (lll) "Sod" means the upper stratum of soil bound by grass and plant roots into a thick mat (turf).
- (mmm) "Soil" has the same meaning as in Ontario Regulation 406/19.
- (nnn) "Source Site" means the property or properties from which the Fill originated and includes a "project area" as defined in Ontario Regulation 406/19.
- (ooo) "Swale" means a shallow depression in the ground sloping to a place of disposal of surface water or providing a method of Drainage.
- (ppp) "Topsoil" has the same meaning as in the *Municipal Act*.
- (qqq) "Tree" means any species of woody perennial plant including its root system which has reached or can reach a height of at least 4.5 metres at physiological maturity, provided that where multiple stems grow from the same root system, the number of trees shall be the number of stems with discrete, apical tips.
- (rrr) "Truckload" means 10 cubic metres of Fill.
- (sss) "Vegetation" includes any woody plant or contiguous cluster of plants, including shrubs, hedgerows, and Trees.
- (ttt) "Watercourse" means a natural or constructed channel or Swale in which water flows, either continuously or intermittently with some degree of regularity.
- (uuu) "Zoning By-law" means the Township's Comprehensive Zoning By-law, as applicable and amended from time to time.

3. PROHIBITIONS AND GENERAL PROVISIONS

3.1 Prohibitions in this By-law:

- (a) No Person shall conduct, undertake, cause, permit or carry out a Site Alteration on any Property within the Township without first obtaining approval in accordance with this By-law, unless otherwise exempt as set forth in this By-law.

- (b) No Person shall have, or allow to remain, Fill on that Person's Property that is not approved through a Permit, whether or not the Fill was placed there while the Person was the Owner of the Property.
- (c) Every person who contravenes any provision of this By-law is guilty of an offence.
- (d) Notwithstanding any other provision of this By-law, no person shall conduct, undertake, cause, permit or carry out the deposit of liquid soil (as is also prohibited by Ontario Regulation 406/19); further, no person shall conduct, undertake, cause, permit or carry out liquid soil temporary storage or liquid soil processing at any Property within the Township unless approved through an Environmental Compliance Approval issued by the MECP and in compliance with Section 3.8 herein, the Township Zoning By-law, and all other applicable By-laws.

3.2 Responsibility for Other Obligations

- (a) Compliance with this By-law does not relieve the Owner from any responsibility to obtain all other approvals as required from any other government or authority, or compliance with any other applicable law.

3.3 Trees

- (a) No Person shall conduct, undertake, cause, permit or carry out a Site Alteration that could injure or destroy a Tree except in accordance with the County of Wellington Conservation and Sustainable Use of Woodlands By-law.

3.4 Groundwater

- (a) No Person shall conduct, undertake, cause, permit or carry out a Site Alteration that may adversely affect the quality or quantity of any surface water or groundwater however it may exist including all water used for or available as a source of water for agriculture or human consumption.

3.5 Drainage / Watercourse

- (a) No Person shall conduct, undertake, cause, permit or carry out a Site Alteration that could adversely affect any Watercourse or Drainage on any Property without prior approval in accordance with this By-law including approval from any other applicable government or authority, or compliance with any other applicable law.

3.6 Unapproved Grade

- (a) No Person shall conduct, undertake, cause, permit or carry out a Site Alteration that will result in an Unapproved Grade.

3.7 Adverse Effect

- (a) No Person shall conduct, undertake, cause, permit or carry out a Site Alteration that will, or can be reasonably expected to, result in an Adverse Effect.

3.8 Applicable Laws and Plans

- (a) No Person shall conduct, undertake, cause, permit or carry out Site Alteration unless it complies with:
 - (i) This By-law;
 - (i) The Township Zoning By-law;
 - (ii) The Township Noise By-law;
 - (iii) The Township Property Standards By-law;
 - (iv) The Township Road Activity By-law;
 - (v) The *Greenbelt Plan*;
 - (vi) The requirements of a Conservation Authority with jurisdiction; and

- (vii) All other applicable statutes, regulations, policies, and by-laws, including but not limited to Ontario Regulation 406/19, Regulation 347 and the Rules for Soil Management and Excess Soil Quality Standards.

3.9 False Information

- (a) No person shall submit or cause or permit an application for a Permit to be submitted to the Township that is misleading or contains false information. Where it is revealed that the application for a Permit contained misleading or false information, the Designated Official may revoke the said Permit, and all work that was the subject of the revoked Permit shall immediately cease.

4. EXEMPTIONS

4.1 Exemptions in this By-law:

- (a) Notwithstanding Section 3 of this By-law, this By-law does not apply to:
 - (i) Activities or matters undertaken by the Township, the County of Wellington, a Conservation Authority, the provincial government, or the federal government;
 - (ii) The placing or Dumping of Fill, removal of Topsoil or alteration of the Grade of land imposed after December 31, 2002, as a condition to the approval of a site plan, a plan of subdivision or consent under section 41, 51 or 53, respectively, of the *Planning Act*, R.S.O. 1990, c. P.13, as amended ("*Planning Act*") or as a requirement of a site plan agreement or subdivision agreement entered into under those sections;
 - (iii) The placing or Dumping of Fill, removal of Topsoil or alteration of the Grade of land imposed after December 31, 2002, as a condition to a development permit authorized by regulation made under section 70.2 of the *Planning Act* or as a requirement of an agreement entered into under that regulation;
 - (iv) The placing or Dumping of Fill, removal of Topsoil or alteration of the Grade of land undertaken by a transmitter or distributor, as those terms are defined in section 2 of the *Electricity Act, 1998*, S.O. 1998, c. 15, Sched. A, as amended, for the purpose of constructing and maintaining a transmission system or a distribution system, as those terms are defined in that section;
 - (v) The placing or Dumping of Fill, removal of Topsoil or alteration of the Grade of land undertaken on land described in a licence for a pit or quarry or a permit for a wayside pit or wayside quarry issued under the *Aggregate Resources Act*;
 - (vi) The placing or Dumping of Fill, removal of Topsoil or alteration of the Grade of land undertaken on land in order to lawfully establish and operate or enlarge any pit or quarry on land;
 - i. That has not been designated under the *Aggregate Resources Act* or a predecessor of that Act, and
 - ii. On which a pit or quarry is a permitted land use under a by-law passed under section 34 of the *Planning Act*;
 - (vii) The placing or Dumping of Fill, removal of Topsoil or alteration of the Grade of land undertaken as an incidental part of drain construction under the *Drainage Act* or the *Tile Drainage Act*;
 - (viii) The removal of Topsoil as an incidental part of a normal Agricultural practice including such removal as an incidental part of sod-farming, greenhouse operations and nurseries for horticultural products except for the removal of Topsoil for sale, exchange, or other disposition;
 - (ix) The use, operation, establishment, alteration, enlargement, or extension of a Waste Management System or Waste Disposal Site within the meaning of Part V of the *Environmental Protection Act*, R.S.O. 1990, c.E.19, as amended;
 - (x) The construction, extension, alteration, maintenance, or operation of works under Section 26 of the *Public Transportation and Highway Improvement Act*, R.S.O. 1990, c.P.50, as amended;

- (i) A Site Alteration where another legal instrument of the Township, such as a Planning approval, a building permit, a pool permit, or legal agreement with the Township includes a provision specifically waiving the requirement for a Permit, including:
 - i. A grading plan or site plan, approved by the Chief Building Official, associated with the construction of a building, accessory structure, addition and/or pool;
 - ii. Any Filling of an excavation to the elevation of Existing Grade following the demolition or removal of a Building for which a demolition permit has been issued by the Chief Building Official of the Township, or for which no demolition permit is required under the Building Code Act, R.S.O. 1992, c. 23;
- (ii) The Site Alteration of land does not exceed a cumulative volume of 20 cubic metres (2 Truckloads) on any one property within a 12-month period and provided that the alteration does not meet the definition of Minor Site Alteration and provided that it meets all other provisions of this By-law and may include the following activities:
 - iii. placing of Topsoil on gardens, lawns or other grassed areas;
 - iv. cultivation or tilling of garden beds;
 - v. excavation of Fill having no significant impact on trees, ground cover, Vegetation, watercourses, or stormwater swales and not altering or creating a slope at greater than 8%;
 - vi. minor landscaping works which are at least 0.3 metres from any property line and do not impact Drainage patterns or cause or may cause an Adverse Effect on neighbouring properties; and
 - vii. minor grading or regrading or paving of legal and approved parking areas or driveways which are at least 0.3 metres from any property line and do not impact Drainage patterns or cause or may cause an Adverse Effect on neighbouring properties.

5. APPLICATION REQUIREMENTS

5.1 Normal Farm Practice Waiver

- (a) A Normal Farm Practice Waiver may be applied for where:
 - (i) The Site Alteration is deemed to be a Normal Farm Practice in accordance with the Ministry of Agriculture, Food and Rural Affairs and to the satisfaction of the Designated Official;
 - (ii) All disputes will follow the Farm Practices Conflict Resolution Process as prescribed by the Ministry of Agriculture, Food and Rural Affairs;
- (b) Application Requirements for a Normal Farm Practice Waiver:
 - (i) A complete Normal Farm Practice Site Alteration Waiver Application must be submitted to the Township using the prescribed form, as amended from time to time;
 - (ii) No application fee is required; however, the Owner shall be responsible for any third-party cost and recoveries if an external review is required as determined by the Designated Official;
 - (iii) A justification report prepared by a qualified person must be submitted demonstrating that the Site Alteration is considered a Normal Farm Practice in accordance with the Ministry of Agriculture, Food and Rural Affairs and to the satisfaction of the Designated Official and demonstrating the need for the proposed amount of fill being imported to the Site;
 - (iv) Security shall be provided to the Township in a form and amount to be determined in accordance with Schedule "C" to this By-law;

- (v) Sufficient documentation must be submitted, to the satisfaction of the Designated Official, to demonstrate that the Site Alteration will not cause an Adverse Effect;
 - (vi) Where the Site Alteration will involve the importation of Fill from off-site, documentation is to be provided to the Township to the satisfaction of the Designated Official including but not limited to:
 - i. The amount of Fill being imported from off-site in cubic metres;
 - ii. Documentation that the Fill complies with the parameters as set out in Section 3.8 of this By-law;
 - iii. Documentation pertaining to the collection and laboratory analysis of samples of the Fill;
 - iv. Documentation setting out the evaluation of the Fill sample results;
 - v. Quality Control/Quality Assurance Program; and
 - vi. Source Site confirmation;
 - vii. Documentation demonstrating that the proposed Site Alteration meets the definition of Beneficial Purpose;
 - (vii) A Control Plan must be completed per Schedule B, or aspects of the Control Plan as determined by the Designated Official;
 - (viii) All required permits or approvals by any external agency having jurisdiction are required in order for a Normal Farm Practice Site Alteration Waiver to be issued, including but not limited to the Conservation Authority, Wellington Source Water Protection, and the County of Wellington;
 - (ix) Submission of an approved haul route including road maintenance obligations, in accordance with the Township Road Activity By-law for the importation of Fill to or the removal of Fill from the Property;
 - (x) Submission of an approved schedule and timing of the Site Alteration activities such that no activities occur, at a minimum:
 - i. Between the hours of 7:00 p.m. and 7:00 a.m.;
 - ii. During any period in which a wind warning has been issued by Environment Canada;
 - iii. During any weather conditions where the ability to mitigate Site Alteration activity impacts is severely compromised (e.g., heavy rain, etc.); and
 - iv. During any situation where Site Alteration activities can unduly impact adjacent landowners (e.g., brush fires, floods, unsuitable road conditions, etc.);
- (c) Approval/Refusal Process for a Normal Farm Practice Waiver:
- (i) All Normal Farm Practice Site Alteration Waiver applications are subject to a staff review and comment period. Conditions not described in this By-law may form part of the Waiver;
 - (ii) The Normal Farm Practice Site Alteration Waiver shall be provided to the Owner by the Township's Designated Official in writing and posted on the Township website;
 - (iii) All Normal Farm Practice Waivers are subject to a staff review and comment period, which may form part of the Site Alteration Agreement and may include conditions not described in this By-law.

5.2 Minor Site Alteration Permit Requirements

- (a) A Minor Site Alteration Permit Application may be applied for where:

- (i) The cumulative volume of Fill over a five (5)-year period per property, does not exceed the maximum of 350 cubic metres (35 Truckloads) subject to the area suitable for alteration;
 - (ii) The maximum volume of Fill is calculated by the area of the property suitable for alteration (the Property area excluding buildings, structures, environmental features, and fixed features to a maximum of 1 hectare) multiplied by the maximum permitted amount of Fill (350 cubic metres). Example:
 - 1ha suitable area x 350m³ = 350m³
 - OR
 - 0.4ha suitable area x 350m³ = 140m³
 - (iii) A change in Grade is proposed to be less than 1 metres above or below the Existing Grade;
 - (iv) The proposed Site Alteration area is less than 1 hectare in land size;
 - (v) The Site Alteration is setback a minimum of 30 metres from all property boundaries watercourses and drainage swales;
 - (vi) The Site Alteration does not change or impact any natural drainage patterns;
 - (vii) The Site Alteration does not require a retaining wall;
 - (viii) The Site Alteration does not have slopes steeper than 3:1;
 - (ix) The Site Alteration is not within an area regulated by the Conservation Authority; and
 - (x) The Site Alteration of land does not meet the definition of Intermediate Site Alteration, provided that it meets all other provisions of this By-law;
- (b) Application Requirements for Minor Site Alteration Permit:
- (i) A complete Intermediate Site Alteration Application must be submitted using the prescribed form, as amended from time to time;
 - (ii) Payment of the prescribed fee as listed in the Township User Fees and Charges By-law;
 - (iii) The Owner shall be responsible for any third-party cost and recoveries if an external review is required as determined by the Designated Official;
 - (iv) Submission of sufficient documentation, to the satisfaction of the Designated Official, to demonstrate that the Site Alteration will not cause an Adverse Effect;
 - (v) Where the Site Alteration will involve the importation of Fill from off-site, documentation is to be provided to the Township to the satisfaction of the Designated Official including but not limited to:
 - i. The amount of Fill being imported from off-site in cubic metres;
 - ii. Documentation that the Fill complies with the parameters as set out in Section 3.8 of this By-law;
 - iii. Documentation pertaining to the collection and laboratory analysis of samples of the Fill;
 - viii. Documentation setting out the evaluation of the Fill sample results;
 - iv. Quality Control/Quality Assurance Program;
 - v. Source Site confirmation;
 - vi. A justification report prepared by a qualified person may be required to be submitted demonstrating the need for the proposed amount of fill being imported to the site; and

- vii. Documentation demonstrating that the proposed Site Alteration meets the definition of Beneficial Purpose;
- (vi) A Control Plan must be completed per Schedule B, or aspects of the Control Plan as determined by the Designated Official;
- (vii) A Site Alteration and Fill Management Plan must be prepared by a Qualified Person;
- (viii) Confirmation from the Owner and Qualified Person must be submitted confirming that the Qualified Person will be present at the Property and be responsible for all activities associated with the Site Alteration at all times while activities are taking place;
- (ix) Additional conditions may be included in the Permit as determined by the Designated Official;
- (x) All required permits or approvals by any external agency having jurisdiction are required, including but not limited to the Conservation Authority, Source Water Protection, and the County of Wellington;
- (xi) Submission of an approved haul route including road maintenance obligations, in accordance with the Township Road Activity By-law for the importation of Fill to or the removal of Fill from the Property;
- (xii) Submission of an approved schedule and timing of the Site Alteration activities such that no activities occur:
 - i. Between the hours of 5:00 p.m. and 8:30 a.m. Monday to Friday;
 - ii. Anytime on a Saturday, Sunday or Statutory Holiday;
 - iii. During any period in which a wind warning has been issued by Environment Canada;
 - iv. During any weather conditions where the ability to mitigate Site Alteration activity impacts is severely compromised (e.g., heavy rain, etc.); and
 - v. During any situation where Site Alteration activities can unduly impact adjacent landowners (e.g., brush fires, floods, unsuitable road conditions, etc.);
- (c) Approval/Refusal Process for a Minor Site Alteration Permit:
 - (i) All Minor Site Alteration Applications are subject to a staff review and comment period, which may form part of the Site Alteration Permit and may include conditions not described in this By-law;
 - (ii) Security shall be provided to the Township in a form and amount to be determined in accordance with Schedule "C" to this By-law;
 - (iii) The Site Alteration Permit shall be provided to the Owner by the Township's Designated Official in writing and posted on the Township website.

5.3 Intermediate Site Alteration Permit Requirements

- (a) A Intermediate Site Alteration Permit Application may be applied for where:
 - (i) The cumulative volume of Fill over a five (5) year period per property, does not exceed the maximum of 1000 cubic metres (100 Truckloads);
 - (ii) A change in Grade is proposed to be less than 1.5 metres above or below the Existing Grade;
 - (iii) The proposed Site Alteration area is less than 1 hectare in land size; and
 - (iv) The Site Alteration of land does not meet the definition of Large Site Alteration, provided that it meets all other provisions of this By-law;
- (b) Application Requirements for a Intermediate Site Alteration Permit:

- (i) A complete Intermediate Site Alteration Application must be submitted using the prescribed form, as amended from time to time;
- (ii) Payment of the prescribed fee as listed in the Township User Fees and Charges By-law;
- (iii) The Owner shall be responsible for any third-party cost and recoveries if an external review is required as determined by the Designated Official;
- (iv) Sufficient documentation, to the satisfaction of the Designated Official, must be submitted to demonstrate that the Site Alteration will not cause an Adverse Effect;
- (v) Where the Site Alteration will involve the importation of Fill from off-site, documentation is to be provided to the Township to the satisfaction of the Designated Official including but not limited to:
 - i. The amount of Fill being imported from off-site in cubic metres;
 - ii. Documentation that the Fill complies with the parameters as set out in Section 3.8 of this By-law;
 - iii. Documentation pertaining to the collection and laboratory analysis of samples of the Fill;
 - iv. Documentation setting out the evaluation of the Fill sample results;
 - v. Quality Control/Quality Assurance Program;
 - vi. Source Site confirmation;
 - vii. A justification report prepared by a qualified person may be required to be submitted demonstrating the need for the proposed amount of fill being imported to the site; and
 - viii. Documentation demonstrating that the proposed Site Alteration meets the definition of Beneficial Purpose;
- (vi) A Control Plan completed per Schedule B, or aspects of the Control Plan as determined by the Designated Official;
- (vii) If Site-specific standards for Soil quality acceptance have been developed using the MECP's Beneficial Reuse Assessment Tool (BRAT), a copy of the BRAT model input and output and a signed statement by the Qualified Person that prepared the BRAT model must be submitted;
- (viii) If Site-specific standards for Soil quality acceptance have been developed using a risk assessment pursuant to the requirements in the Rules for Soil Management and Excess Soil Quality Standards, a copy of the risk assessment and a signed statement by the Qualified Person that prepared the risk assessment model must be submitted;
- (ix) A Site Alteration and Fill Management Plan must be prepared by a Qualified Person;
- (x) Confirmation from the Owner and Qualified Person must be submitted confirming that the Qualified Person will be present at the Property and be responsible for all activities associated with the Site Alteration at all times while activities are taking place;
- (xi) Additional conditions may be included in the Permit as determined by the Designated Official;
- (xii) All required permits or approvals by any external agency having jurisdiction are required, including but not limited to the Conservation Authority, Source Water Protection, and the County of Wellington;
- (xiii) Submission of an approved haul route including road maintenance obligations, in accordance with the Township Road Activity By-law for the importation of Fill to or the removal of Fill from the Property;

- (xiv) Submission of an approved schedule and timing of the Site Alteration activities such that no activities occur:
 - i. Between the hours of 5:00 p.m. and 8:30 a.m. Monday to Friday;
 - ii. Anytime on a Saturday, Sunday or Statutory Holiday;
 - iii. During any period in which a wind warning has been issued by Environment Canada;
 - iv. During any weather conditions where the ability to mitigate Site Alteration activity impacts is severely compromised (e.g., heavy rain, etc.); and
 - v. During any situation where Site Alteration activities can unduly impact adjacent landowners (e.g., brush fires, floods, unsuitable road conditions, etc.);
- (c) Approval/Refusal Process for a Intermediate Site Alteration Permit:
 - (i) All Intermediate Site Alteration Applications are subject to a staff review and comment period, which may form part of the Site Alteration Agreement and may include conditions not described in this By-law;
 - (ii) A legal agreement between the Owner and the Township shall be executed and registered on title and released from title upon successful completion of all required work as outlined in the Permit and at the direction of the Designated Official;
 - (iii) Security shall be provided to the Township in a form and amount to be determined in accordance with Schedule "C" to this By-law;
 - (iv) The Site Alteration Permit shall be provided to the Owner by the Township's Designated Official in writing and posted on the Township website.

5.4 Large Site Alteration Permit Requirements

- (a) A Large Site Alteration Permit Application may be applied for where:
 - (i) The cumulative volume of Fill over a five (5) year period per property, does not exceed the maximum of 10,000 cubic metres (1000 Truckloads); or
 - (ii) A change in Grade is proposed to be less than 3 metres above or below the Existing Grade; or
 - (iii) The proposed Site Alteration area is greater than 1 hectare in land size; and
 - (iv) The Site Alteration of land does not meet the definition of Major Site Alteration provided that it meets all other provisions of this By-law;
- (b) Application Requirements for a Large Site Alteration Permit:
 - (i) A complete Large Site Alteration Application must be submitted using the prescribed form, as amended from time to time;
 - (ii) Payment of the prescribed fee as listed in the Township User Fees and Charges By-law;
 - (iii) The Owner shall be responsible for any third-party cost and recoveries if an external review is required as determined by the Designated Official;
 - (iv) Sufficient documentation must be submitted, to the satisfaction of the Designated Official, to demonstrate that the Site Alteration will not cause an Adverse Effect;
 - (v) Where the Site Alteration will involve the importation of Fill from off-site, documentation is to be provided to the Township to the satisfaction of the Designated Official including but not limited to:
 - i. The amount of Fill being imported from off-site in cubic metres;

- ii. Documentation that the Fill complies with the parameters as set out in Section 3.8 of this By-law;
 - iii. Documentation pertaining to the collection and laboratory analysis of samples of the Fill;
 - iv. Documentation setting out the evaluation of the Fill sample results;
 - v. Quality Control/Quality Assurance Program;
 - vi. Source Site confirmation;
 - vii. A justification report prepared by a qualified person is required to be submitted demonstrating the need for the proposed amount of fill being imported to the site; and
 - viii. Documentation demonstrating that the proposed Site Alteration meets the definition of Beneficial Purpose;
- (vi) A Control Plan must be completed per Schedule B, or aspects of the Control Plan as determined by the Designated Official;
 - (vii) If Site-specific standards for Soil quality acceptance have been developed using the MECP's BRAT, a copy of the BRAT model input and output and a signed statement by the Qualified Person that prepared the BRAT model must be submitted;
 - (viii) If Site-specific standards for Soil quality acceptance have been developed using a risk assessment pursuant to the requirements in the Rules for Soil Management and Excess Soil Quality Standards, a copy of the risk assessment and a signed statement by the Qualified Person that prepared the risk assessment model must be submitted;
 - (ix) A Site Alteration and Fill Management Plan prepared by a Qualified Person;
 - (x) Confirmation from the Owner and Qualified Person must be submitted confirming that the Qualified Person will be present at the Property and be responsible for all activities associated with the Site Alteration at all times while activities are taking place;
 - (xi) Additional conditions may be included in the Permit as determined by the Designated Official;
 - (xii) All required permits or approvals by any external agency having jurisdiction are required, including but not limited to the Conservation Authority, Source Water Protection, and the County of Wellington;
 - (xiii) Submission of an approved haul route including road maintenance obligations, in accordance with the Township Road Activity By-law for the importation of Fill to or for the removal of Fill from the Property;
 - (xiv) Submission of an approved schedule and timing of the Site Alteration activities such that no activities occur:
 - i. Between the hours of 5:00 p.m. and 8:30 a.m. Monday to Friday;
 - ii. Anytime on a Saturday, Sunday, or Statutory Holiday;
 - iii. During any period in which a wind warning has been issued by Environment Canada;
 - iv. During any weather conditions where the ability to mitigate Site Alteration activity impacts is severely compromised (e.g., heavy rain, etc.); and
 - v. During any situation where Site Alteration activities can unduly impact adjacent landowners (e.g., brush fires, floods, unsuitable road conditions, etc.);
- (c) Approval/Refusal Process for a Large Site Alteration Permit:

- (i) Once a complete application has been received, all property owners within a 120-metre radius of the subject property shall be notified of the details of the project;
- (ii) All Large Site Alteration Applications are subject to a 30-day comment period commencing when neighbour notification takes place;
- (iii) All Large Site Alteration Applications are subject to a staff review of public comments received which may form part of the Site Alteration Agreement and may include conditions not described in this By-law;
- (iv) A legal agreement between the Owner and the Township shall be executed and registered on title and released from title upon successful completion of all required work as outlined in the Permit and at the direction of the Designated Official;
- (v) Security shall be provided to the Township in a form and amount to be determined in accordance with Schedule "C" to this By-law;
- (vi) The Site Alteration Permit shall be provided to the Owner by the Township's Designated Official in writing and posted on the Township website;
- (vii) The Township CAO may request that certain Large Site Alteration Applications be considered by the Council prior to final approval.

5.5 Major Site Alteration Permit Requirements

- (a) A Major Site Alteration Permit Application may be applied for where:
 - (i) The cumulative volume of Fill over a five (5) year period per property, exceeds 10,000 cubic metres (1000 Truckloads); or
 - (ii) Where a change in grade is proposed to be greater than 3 metres above or below the existing grade;
- (b) Application Requirements for a Large Site Alteration Permit:
 - (i) A complete Major Site Alteration Application must be submitted using the prescribed form, as amended from time to time;
 - (ii) Payment of the prescribed fee as listed in the Township User Fees and Charges By-law;
 - (iii) The Owner shall be responsible for any third-party cost and recoveries if an external review is required as determined by the Designated Official;
 - (iv) Sufficient documentation must be submitted, to the satisfaction of the Designated Official, to demonstrate that the Site Alteration will not cause an Adverse Effect;
 - (v) Where the Site Alteration will involve the importation of Fill from off-site, documentation is to be provided to the Township to the satisfaction of the Designated Official including but not limited to:
 - i. The amount of Fill being imported from off-site in cubic metres;
 - ii. Documentation that the Fill complies with the parameters as set out in Section 3.8 of this By-law;
 - iii. Documentation pertaining to the collection and laboratory analysis of samples of the Fill;
 - iv. Documentation setting out the evaluation of the Fill sample results;
 - v. Quality Control/Quality Assurance Program;
 - vi. Source Site confirmation;

- vii. A justification report prepared by a qualified person is required to be submitted demonstrating the need for the proposed amount of fill being imported to the site; and
 - viii. Documentation demonstrating that the proposed Site Alteration meets the definition of Beneficial Purpose;
 - (vi) A Control Plan completed per Schedule B;
 - (vii) If Site-specific standards for Soil quality acceptance have been developed using the MECP's BRAT, a copy of the BRAT model input and output and a signed statement by the Qualified Person that prepared the BRAT model must be submitted;
 - (viii) If Site-specific standards for Soil quality acceptance have been developed using a risk assessment pursuant to the requirements in the Rules for Soil Management and Excess Soil Quality Standards, a copy of the risk assessment and a signed statement by the Qualified Person that prepared the risk assessment model must be submitted;
 - (ix) A Site Alteration and Fill Management Plan must be prepared by a Qualified Person;
 - (x) Confirmation from the Owner and Qualified Person that the Qualified Person will be present at the Property and be responsible for all activities associated with the Site Alteration at all times while activities are taking place;
 - (xi) Additional conditions may be included in the Permit as determined by the Designated Official;
 - (xii) All required permits or approvals by any external agency having jurisdiction are required, including but not limited to the Conservation Authority, Source Water Protection, and the County of Wellington;
 - (xiii) Submission of an approved haul route including road maintenance obligations, in accordance with the Township Road Activity By-law for the importation of Fill or for the removal of Fill from the Property;
 - (xiv) Submission of an approved schedule and timing of the Site Alteration activities such that no activities occur:
 - i. Between the hours of 5:00 p.m. and 8:30 a.m. Monday to Friday;
 - ii. Anytime on a Saturday, Sunday, or Statutory Holiday;
 - iii. During any period in which a wind warning has been issued by Environment Canada;
 - iv. During any weather conditions where the ability to mitigate Site Alteration activity impacts is severely compromised (e.g., heavy rain, etc.); and
 - v. During any situation where Site Alteration activities can unduly impact adjacent landowners (e.g., brush fires, floods, unsuitable road conditions, etc.);
- (c) Approval/Refusal Process for a Large Site Alteration Permit:
- (i) Once a complete application has been received, a Public Information Meeting shall be scheduled;
 - (ii) All property owners within a 120-metre radius of the subject property shall be notified of the details of the project and notified of the scheduled Public Information Meeting;
 - (iii) Council approval is required for all Major Site Alteration Applications;
 - (iv) All Major Site Alteration Applications are subject to a 30-day comment period commencing when neighbour notification takes place;

- (v) All Major Site Alteration Applications are subject to a staff review of public comments received which may form part of the Site Alteration Agreement and may include conditions not described in this By-law;
- (vi) Subject to Council approval, a legal agreement between the Owner and the Township shall be executed and registered on title and released from title upon successful completion of all required work as outlined in the Permit and at the direction of the Designated Official;
- (vii) Security shall be provided to the Township in a form and amount to be determined in accordance with Schedule "C" to this By-law;
- (viii) The Site Alteration Permit shall be provided to the Owner by the Township's Designated Official in writing and posted on the Township website;
- (ix) A Permit may be refused when the requirements of this By-law have not been met. Where the Designated Official/Council refuses to issue a Site Alteration Permit, the applicant shall be informed in writing of the refusal. The Application may be reconsidered, if additional information or documentation required by the Designated Official is submitted by the applicant.

6. ABANDONMENT, EXPIRY, RENEWAL, TRANSFER, REVOCATION, AMENDMENT AND CLOSURE OF PERMITS

6.1 Abandoned Application

- (a) An Application for a Permit will be deemed abandoned and the Application and respective file will be closed, where a period of twelve (12) months has elapsed during which:
 - (i) The Person applying for a Permit has not provided all information, documents, fees and deposits as required by the Designated Official including any new submissions that may be required;
 - (ii) The Application has been placed on hold or in abeyance; or
 - (iii) The Application has not seen meaningful progress through submissions towards the issuance of a Permit.

6.2 Expiry

- (a) A Permit for all types of Site Alteration will be issued for a period of one year and expires on the date set out in the Permit unless otherwise specified as a condition of the Permit.
- (b) Every Owner shall satisfy all Conditions of the Permit, even if the Permit is expired, and shall also provide the Township with the following at the discretion of the Designated Official:
 - (i) A letter of acknowledgment of the filing of a Record of Site Condition (in accordance with Ontario Regulation 153/04, as amended);
 - (ii) A completed final topographic survey confirming the Approved Grade; and
 - (iii) Proof of completion of all Permit Conditions.

6.3 Transfer

- (a) If title to the Property for which a Permit has been issued is transferred while the Permit is in effect, the Permit shall be automatically revoked unless the new Owner, prior to the time of the transfer, provides the Township with an undertaking, to the satisfaction of the Director, to comply with all Conditions under which the Permit was issued.

6.4 Revocation

- (a) The Designated Official may at any time and without notice revoke a Permit for any of the following reasons:
 - (i) It was obtained based on mistaken, false or incorrect information;
 - (ii) It was issued in error;

- (iii) The Property Owner and/or Permit holder requests in writing that it be revoked;
- (iv) The Permit holder has failed to comply with any of the Conditions of the Permit; or
- (v) The Permit holder is unwilling or unable to comply with the Conditions of an Order.

6.5 Amendment

- (a) An Applicant or Owner may submit a request to the Designated Official for an amendment to a Permit based on proposed changes to the details of the initial Application as reflected in the Conditions.

6.6 Renewal

- (a) An Applicant or Owner may submit a request to the Designated Official for a renewal of a Permit if the only change from the initial Application and Conditions is the timeline and expiry date.

6.7 Closure

- (a) A Permit is considered closed when all the Conditions and Orders related to the Permit have been fulfilled to the satisfaction of the Designated Official, at which time all unexpended deposits and securities held by the Township shall be released to the Applicant unless an agreement specifies otherwise.

7. ENFORCEMENT

7.1 Inspectors and Designated Official

- (a) This By-law may be enforced by Inspectors and/or the Designated Official. Without limiting/restricting any other power, duty or function granted by this By-law, Inspectors and/or the Designated Official may: give direction, issue an Order to discontinue or to perform work and further give verbal or written direction and may enter Property and/or carry out and direct whatever inspections, are reasonably required to determine compliance with this By-law.
- (b) An Inspector and/or the Designated Official may issue an Order under this By-law to any Person believed to be contravening or have contravened any provision of this By-law.
- (c) An Order may include but is not limited to:
 - (i) Immediately desist from the activity constituting or contributing to such contravention; and
 - (ii) Take immediate action to mitigate and/or remediate the impacts of the activity.

7.2 Entry and Inspection

- (a) Inspectors and the Designated Official may, at any reasonable time:
 - (i) Enter and inspect Property to determine compliance with the provisions of this By-law, or any Condition of a Permit, or Order issued under this By-law. This power of entry does not allow entry into any dwelling;
 - (ii) Enter the Property to collect information, take photographs, videos, measurements, readings and samples (air, surface water, groundwater, soil, materials, etc.);
 - (iii) Require the production of copies of reports, manifests or other documentation for the purposes of auditing any Site Alteration or compliance with the Conditions of a Permit, agreement or Order; and
 - (iv) Require the production of documents for inspection or things relevant to the inspection, inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts.

7.3 Duty to Identify

- (a) Where an Inspector has reasonable grounds to believe that an offence has been committed by a Person, the Inspector may require the name, address, and proof of identity of that Person, and the Person shall supply the required information.

7.4 Obstruction

- (a) No Person shall hinder or obstruct or attempt to obstruct the Designated Official Inspector, or person in the discharge of duties under this By-law as required by the Designated Official or Inspector in order to bring a Property into compliance with this By-law or an Order issued under this By-law.
- (b) No person shall provide false information in any statement, whether orally, in writing or otherwise, made to an Inspector or the Designated Official.
- (c) No Person shall hinder or obstruct, or attempt to hinder or obstruct, any Inspector or Designated Official who is exercising a power or performing a duty under this By-law.

7.5 Obey Order

- (a) No Person shall fail to obey an Order issued under this By-law.

7.6 Presumption

- (a) Where any Site Alteration occurs, is undertaken, caused, or permitted on any Property, the Owner of the Property is presumed to have undertaken, caused, or permitted the Site Alteration to occur, which presumption may be rebutted by evidence to the contrary on a balance of probabilities.

8. ORDERS

8.1 Contravention

- (a) If an Inspector or the Designated Official is satisfied that a person has undertaken, caused, permitted, allowed, or performed a Site Alteration in contravention of the provisions of this By-law, the Conditions of a Permit, and/or an agreement pursuant to this By-law, the Inspector may issue an Order requiring work to be done to correct the contravention.
- (b) Orders issued shall contain the municipal address and/or the legal description of the Property, and shall set out:
 - (i) Reasonable particulars of the contravention, the work to be done, any work or action required to cease or be undertaken to rectify the contravention, and the period within which there must be compliance with the Order; and
 - (ii) Notification that if the work or action is not done, or ceased, as the case may be, in compliance with the Order within the period specified, the Township may have the work done at the expense of the Owner and seek penalties as set out in this By-law.

8.2 Order Served

- (a) Orders issued by an Inspector under this By-law shall be served as follows:
 - (i) Personally, or by prepaid registered mail to the last known address of the Owner, the Permit holder and any other Person to whom the Order is issued; or
 - (ii) If the Township is unable to effect service on the Owner, a placard containing the terms of the Order may be placed in a conspicuous place on the Property and the placing of the placard shall be deemed to be service of the Order.

8.3 Order Deemed to be Served

- (a) If an Order is served on a Person by registered mail, it shall be deemed to have been served on the Person on the fifth (5th) day after the mailing of the order, which deemed service may be rebutted by the Person proving, on a balance of probabilities, that they did not receive the Order.

- (b) An Order may also be issued to a new Owner in any case where ownership of the Property has changed but the offence continues or remains.

9. WORK DONE BY THE TOWNSHIP

9.1 Remedial Action

- (a) If the Conditions of an Order made under this By-law are not complied with within the period specified in the Order, in addition to all other remedies it may have, the Township may undertake any activity to fulfill any of the Conditions of a Permit or Order at the Owner's expense and may enter upon Property at any reasonable time for this purpose.

10. PENALTY AND OFFENCE

10.1 Offence

- (a) Every Person who contravenes: (i) any provision of this By-law, (ii) a Condition of a Permit issued under this By-Law, and/or (iii) an Order issued under this By-law, is guilty of an offence and upon conviction is liable to the penalties provided for in this By-law and provided for in the *Provincial Offences Act*, R.S.O. 1990, c. P. 33, as amended.
- (b) If an Order has been issued under this By-law, and the Order has not been complied with, the contravention of the Order shall be deemed to be a continuing offence for each day or part of a day that the Order is not complied with.

10.2 Penalties

- (a) Every Person who is guilty of a non-continuing offence under this By-law shall be subject to the following penalties:
 - (i) Upon a first conviction under this By-law, to a fine of not less than \$500 and not more than \$50,000 per offence;
 - (ii) Upon a second or subsequent conviction under this By-law, to a fine of not less than \$500 and not more than \$100,000 per offence.
- (b) Every Person who is guilty of a continuing offence under this By-law shall upon conviction be subject to a fine of not less than \$500 and not more than \$10,000 for each day or part of a day that the offence continues up to a maximum of \$100,000 per continuing offence.
- (c) When a Person has been convicted of an offence under this By-law, the Ontario Court of Justice or any Court of competent jurisdiction thereafter may, in addition to any other penalty or remedy imposed on the Person convicted, make an Order:
 - (i) prohibiting the continuation or repetition of the offence by the Person convicted; and/or
 - (ii) requiring the Person convicted to remove material from, repair or rehabilitate, at the convicted Person's expense, a property or undertaking to achieve compliance with this By-law within such reasonable time as the Court orders.
- (a) The Township may recover its costs of remedying a violation of this By-law by invoicing the Owner, by instituting court proceedings or by adding the cost, including interest, to the tax roll, and the exercise of any other available remedy.

11. TRANSITION PROVISION

- (a) All Site Alteration Permits issued by the Township prior to the coming into force of Site Alteration By-law 2023-057, for which Site Alteration Permits are current and valid on the day By-law 2023-057 comes into force, shall remain current and valid under By-law 2023-057 as if the Site Alteration Permit had been issued under By-law 2023-057, whether or not such Site Alteration Permit would be authorized under By-law 2023-057;
- (b) A Site Alteration Permit Application received but not issued by the Township, prior to the coming into force of Site Alteration By-law 2023-057, shall be issued in accordance with Site Alteration By-law 2023-057;

- (c) Any Site Alteration activities undertaken without a valid permit issued prior to the coming into force of Site Alteration By-law 2023-057, shall be subject to the provisions and regulations under By-law 2023-057.

12. EFFECTIVE DATES & REPEAL OF PREDECESSOR BY-LAW

- (a) This By-law Repeals By-laws 2012-31, 2015-11, 2015-45, 2015-49, 2021-01, and 2021-20.
- (b) This By-law shall come into force and effect upon its passage, at which time By-law 2012-31, and all amendments thereto shall hereby be repealed.

READ a FIRST time this 20 day of DECEMBER, 2023

READ a SECOND time this 10 day of JANUARY, 2023

READ a THIRD time and FINALLY PASSED this 7 day of FEBRUARY, 2024.

James Seeley, Mayor

Courtenay Hoytfox, Clerk

SCHEDULE “A”

REFERENCES REGULATIONS, STANDARDS AND GUIDELINES

1. Environmental Protection Act, R.S.O. 1990, c. E.19 - <https://www.ontario.ca/laws/statute/90e19>
2. Ontario Ministry of the Environment, Conservation and Parks, Management of Excess Soil – A Guide for Best Management Practices - <https://www.ontario.ca/page/management-excess-soil-guide-best-management-practices>
3. Ontario Ministry of the Environment, Conservation and Parks, Soil, Ground Water and Sediment Standards for Use Under Part XV.1 of the Environmental Protection Act (July 1, 2011) - <https://www.ontario.ca/page/soil-ground-water-and-sediment-standards-use-under-part-xv1-environmental-protection-act>
4. Ontario Regulation 153/04: Record of Site Condition - <https://www.ontario.ca/laws/regulation/040153>
5. Regulation 347: General – Waste Management - <https://www.ontario.ca/laws/regulation/900347>
6. Ontario Regulation 406/19: On-site and Excess Soil Management - <https://www.ontario.ca/laws/regulation/190406#BK5>
7. Ontario Ministry of the Environment, Conservation and Parks Rules for Soil Management and Excess Soil Quality Standards - <https://www.ontario.ca/page/rules-soil-management-and-excess-soil-quality-standards>
8. Ontario Ministry of the Environment, Conservation and Parks Excess Soil Beneficial Reuse Assessment Tool (BRAT) - <https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fprod-environmental-registry.s3.amazonaws.com%2F2020-12%2FBeneficial%2520Reuse%2520Assessment%2520Tool%20BRAT%2520%2528Dated%252008%2520Dec%25202020%2529%20.xlsx&wdOrigin=BROWSELINK>
9. Ontario Water Resources Act, R.S.O. 1990, c. O.40 – <https://www.ontario.ca/laws/statute/90o40>
10. Ontario Provincial Water Quality Objectives - <https://www.ontario.ca/page/water-management-policies-guidelines-provincial-water-quality-objectives>
11. County of Wellington Conservation and Sustainable Use of Woodlands By-law 5115-09
12. Aggregate Resources Act R.S.O. 1990, c.A.8, - <https://www.ontario.ca/laws/statute/90a08>
13. Invasive Species Act, 2015, S.O.2015, c.22 - <https://www.ontario.ca/laws/statute/15i22>
14. Endangered Species Act, 2007, S.O. 2007, c. 6 <https://www.ontario.ca/laws/statute/07e06>
15. Clean Water Act, 2006, S.O. 2006, c. 22 <https://www.ontario.ca/laws/statute/06c22>
15. Municipal Act, 2001, S.O. 2001, c. 25 <https://www.ontario.ca/laws/statute/01m25>

SCHEDULE "B"
CONTROL PLANS

1. A control plan(s) required to be submitted as part of any Application for a Permit pursuant to this By-law shall include, among other things, the following:
 - (a) a key map showing the location of the Site;
 - (b) the Global Positioning System (GPS) coordinates of the centroid of the Site in terms of easting and northing;
 - (c) the Site boundaries and number of hectares of the Site;
 - (d) the use of the Site and the location and use of the buildings and other structures adjacent to the Site;
 - (e) the location, dimensions and use of existing and proposed buildings and other structures existing or proposed to be erected on the Site;
 - (f) the location of lakes, streams, wetlands, channels, ditches, other watercourses and other bodies of water on the Site and within thirty (30) metres beyond the Site boundary;
 - (g) the location of the predominant Soil types;
 - (h) the location size, species, and condition of all Trees as define in this By-law, including their dripline, and the composite dripline of all other Vegetation;
 - (i) the location of driveways on the lands and all easements and rights-of-way over, under, across or through the Site;
 - (j) the location and dimensions of any existing and proposed stormwater Drainage systems and natural Drainage patterns on the Site and within thirty (30) metres of the Site boundaries;
 - (k) the location and dimensions of utilities, structures, roads, rights-of-ways, easements, highways, and paving;
 - (l) the existing Site topography at a contour interval not to exceed 0.5 metres and to extend a minimum of thirty (30) metres beyond the Site boundaries;
 - (m) the Proposed Grade(s) and Drainage system(s) to be used upon completion of the work which is the subject of the Permit;
 - (n) the location and dimensions of all proposed work which is the subject of the Application for a Permit;
 - (o) the location and dimensions of all proposed temporary Topsoil or Fill stockpiles;
 - (p) the location, dimensions, design details and specifications of all work which is the subject of the Application including all Site Erosion and Dust Control measures or Retaining Walls necessary to meet the requirements of this By-law and the estimated cost of the same;
 - (q) a schedule of the anticipated starting and completion dates of all proposed work which is the subject of the Application for a Permit;
 - (r) a list of the type of equipment and machinery that will be used during the Site Alteration process including the expected days and times of operation in accordance with this By-law;
 - (s) provisions for the maintenance of construction Site Erosion and Dust Control measures during construction and after, as required;
 - (t) typical notes on the final rehabilitation plan to indicate the final ground cover materials, type and size of Vegetation to be planted, depth of Topsoil, Tree removals or Tree protection measures;
 - (u) proposed Site access location(s) and haul route(s) to and within the Site;

- (v) a description of the quality and source of the proposed Fill with confirmation that the Fill meets the applicable Excess Soil Quality Standards for the Site;
 - (i) if Site-specific standards for Soil quality acceptance have been developed using the MECP's Excess Soil Beneficial Reuse Assessment Tool (BRAT), a copy of the BRAT model input and output and a signed statement by the Qualified Person preparing the BRAT model;
 - (ii) If Site-specific standards for Soil quality acceptance have been developed using a risk assessment pursuant to the requirements in the Rules for Soil Management and Excess Soil Quality Standards, a copy of the risk assessment and a signed statement by the Qualified Person that prepared the risk assessment model must be submitted;
 - (w) a Sampling and Analysis Plan for the source of the proposed Fill;
 - (x) a Quality Assurance/Quality Control Program;
 - (y) the scale of drawings, either 1:500 or 1:1000;
 - (z) operational procedures manual;
 - (aa) for Site to receive greater than 10,000 m³, and where required by the provisions of Ontario Regulation 406/19, as amended, file a notice on the Excess Soil Registry operated by RPRA; and
 - (bb) all other information as deemed necessary or required by the Designated Official.
2. Where a permit from the County of Wellington or the Township is required to use any portion of the proposed haul route, the issuance of, and conformity with such permit(s) shall be deemed to be a condition of the issuance of the Permit under this By-law.
 3. It shall be the responsibility of the Owner to ensure that all Fill which is Placed or Dumped under this By-law shall conform with, and meet, the requirements of this By-law and all conditions of the Permit. At any time during the term of the Permit, an Inspector or the Designated Official may require evidence of such conformity, including without limiting the generality of the foregoing a requirement that the Permit Holder provide evidence to the satisfaction of the Designated Official that each Truckload complies with the requirements of this By-law.
 4. Every control plan accompanying an Application for a Permit under this By-law must be stamped by a Qualified Person approved by the Designated Official.
 5. Notwithstanding any other provisions of this By-law, the Designated Official may waive the requirement for a Control Plan or any part thereof, after taking into consideration the proposed works, the anticipated impact on the Site and the surrounding environment.

SCHEDULE "C"**DETERMINATION OF FEES AND FINANCIAL SECURITY**

Type of Revenue/User	Unit/Descr	2023 Rate (No Tax)	Comments
Site Alteration Exception Waiver*	N/A	N/A	Subject to recovery of all actual third party costs.
Site Alteration Normal Farm Practices Waiver*	N/A	N/A	Subject to recovery of all actual third party costs. May be required to provide a Security Deposit at the discretion of the Designated Official.
Site Alteration Permit Application Fee – Minor*	Administrative Fee	\$1,000	Non-refundable and due at the application submission for the coordination and administration of an application. Subject to recovery of all actual third party costs.
Site Alteration Permit Security Deposit – Minor**	Security Deposit	\$3,000	Due prior to permit issuance.
Site Alteration Permit Application – Intermediate*	Administrative Fee	\$2,000	Non-refundable and due at the application submission for the coordination and administration of an application. Subject to recovery of all actual third party costs.
Site Alteration Permit Security Deposit – Intermediate**	Security Deposit	\$5,000	Due prior to permit issuance.
Site Alteration Permit Application – Large*	Administrative Fee	\$3,500	Non-refundable and due at the application submission for the coordination and administration of an application. Subject to recovery of all actual third party costs.
Site Alteration Permit Security Deposit – Large**	Security Deposit	\$10,000	Due prior to permit issuance.
Site Alteration Permit Application – Major*	Administrative Fee	\$5,000	Non-refundable and due at the application submission for the coordination and administration of an application. Subject to recovery of all actual third party costs.
Site Alteration Permit Security Deposit – Major**	Security Deposit	To be Determined by the Designated Official	Due prior to permit issuance.
Site Alteration Permit Service Fee	Per cubic metre	\$0.24 per cubic metre	Applicable for Minor, Standard, Large, and Major applications.
Violation Fees***	N/A	N/A	Double all application fees.
Inspector Attendance at a property as a result of a verified violation	Per site attendance	\$150	Per site attendance by the Inspector as a result of a verified violation
Permit Renewal Fee	N/A	N/A	50% of the original application fees.

*The Applicant is responsible for actual third party costs incurred by the Township for processing the application.

** Security Deposit funds are held by the Township and will be returned to the applicant upon fulfilment of all Permit Conditions. Securities may be drawn upon at the direction of the Designated Official, where necessary, to ensure compliance with the conditions of the permit. This includes any costs incurred by the Township related to enforcement of the permit conditions or the Site Alteration By-law. If the funds are drawn upon, the applicant is required to top of the funds to the amount determined in Schedule "B" or as determined by the Designated Official.

*** The Township may recover its costs of remedying a violation of this By-law by invoicing the Owner, by instituting court proceedings or by adding the cost, including interest, to the tax roll, and the exercise of any other available remedy.

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW 2023-058

A by-law to regulate Road Activity.

WHEREAS Section 8(1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, (“the Act”) provides the powers of a municipality under any Act shall be interpreted broadly so as to confer broad authority on municipalities to ensure them to govern their affairs as they consider appropriate, and to enhance their ability to respond to municipal issues;

AND WHEREAS Section 9 of the Act, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Act;

AND WHEREAS Section 11(3) 1 of the Act, provides that a municipality may pass by-laws within the following sphere of jurisdiction: Highways, including parking and traffic on Highways;

AND WHEREAS Section 23.2 (1)(c) and 23.2(5)1 of the Act authorizes a municipality to delegate its powers and duties to an individual who is an officer, employee or agent of the municipality to close a Highway temporarily;

AND WHEREAS Section 127 of the Act provides that a municipality may require the owner or occupant of land to clean and clear the land, clear refuse or debris from the land, prohibit the depositing of refuse or debris on land without the consent of the owner or occupant of the land and to define “refuse”;

AND WHEREAS Section 128 of the Act provides that a municipality may prohibit and regulate with respect to public nuisances, including matters that, in the opinion of council, are or could become or cause public nuisances;

AND WHEREAS Section 444 of the Act, provides that a municipality may make an order to require a person to discontinue contravening a by-law and to do the work required to correct the contravention;

AND WHEREAS Section 446 of the Act, provides that a municipality may proceed to do things at a person’s expense which that person is otherwise required to do under a by-law, but has failed to do and the costs incurred by a municipality may be recovered by adding the costs to the tax roll and collecting them in the same manner as taxes;

WHEREAS Section 425 of the Act, permits a municipality to pass by-laws providing that any person who contravenes any by-law the municipality passed under the Act, is guilty of an offence; and

WHEREAS Section 426 (4) of the Act deems that any Person that hinders or obstructs, or attempts to hinder or obstruct, any Person who is exercising or performing a duty under this By-law created under the Act is guilty of an offence;

NOW THEREFORE, the Council of the Corporation of the Township of Puslinch HEREBY ENACTS AS FOLLOWS:

PART 1 – TITLE, INTERPRETATION AND SEVERABILITY

1. This By-law may be referred to as the “**Road Activity By-law**”.
2. Wherever a word is used in this By-law with its first letter capitalized, the term is being used as it is defined in Part 2 of this By-law. Where any word appears in ordinary case, the commonly applied English language meaning is intended.
3. Wherever a word defined in Part 2 of this By-law is used in the form of a noun, verb, adverb, or adjective, it shall be interpreted as having a corresponding defined meaning even if it is in ordinary case.
4. All words importing the singular shall include the plural, and words imparting the masculine gender shall include the feminine, and the converse of the foregoing also applies, unless the context of the By-law requires otherwise.
5. Headings are for reference purposes and shall not affect in any way the meaning or interpretation of the provisions of this by-law.
6. This By-law applies to all Properties and Highways within the Township.
7. If a court of competent jurisdiction declares any provision or part of a provision of this By-law to be invalid or to be of no force and effect, it is the intention of Council in enacting this By-law that the remainder of this By-law shall continue in force and be applied and enforced in accordance with its terms to the fullest extent possible according to law.

PART 2 – DEFINITIONS

8. For the purpose of this By-law:

“Applicable Law” means all federal, provincial and municipal by-laws, rules, regulations, orders, approvals, permits, standards and all other governmental requirements applicable to any activity on or occupancy of a Highway;

“Applicant” means the Owner of a Property and includes a Person authorized in writing to act on behalf of the Owner of a Property to apply for a Permit;

"Application" means a written submission to request or amend a Haul Route Permit, in a form prescribed by the Township;

"Boulevard" means that portion of every road allowance which is not used as a Sidewalk, driveway, traveled roadway or shoulder including any area where grass is growing or is seeded, or where an earth surface exists;

"By-law" means this by-law;

"Condition(s)" means the mandatory performance requirements outlined in a Permit or Order and may include the requirement for monetary deposits or Security(s) in connection with the Application;

"Director of Public Works" means the Director of the Township of Puslinch Public Works Department, or authorized representative;

"Fill" means any type of material that can be removed from (cut) or placed on (in-fill) land and may include, but is not limited to Soil, Excess Soil., Liquid Soil, Rock, Sod, Compost, Aggregate and Topsoil.

"Haul Route" means a route designated or approved by the Township for the purposes of ingress or egress to a Site Alteration as a condition of the Permit;

"Haul Route Permit" means a permit issued by the Township pursuant to the provisions of this By-law.

"Highway" " means a common and public highway and includes a street, bridge or other structure forming part of a highway over or across which a highway passes and includes the whole of a road allowance under the jurisdiction of the Township;

"Occupant" means the lessee, tenant, mortgagee in possession or any other Person who appears to have care and control of the Property;

"Officer" means a Person designated by the Township to enforce this By-law;

"Owner" means the registered Owner(s) of the Property;

"Performance Security" means a financial guarantee or assurance provided by an Applicant and/or Permit Holder to the Township.

"Person" includes individuals, firms, sole proprietorships, partnerships, associations, trusts, corporations, directors and officers of corporations, trustees, and agents, and the heirs, executors, assigns or other legal representatives of a person to whom the context can apply in law;

"Property" means lands including all buildings and structures on the land;

“Roadway” means that part of the Highway that is improved, designed or ordinarily used for vehicular traffic, but does not include the shoulder or where a Highway includes two or more separate roadways, the term “Roadway” refers to any one roadway separately and not to all of the roadway collectively;

“Refuse” means waste, garbage, litter, rubbish, debris, material, refuse, and any other discarded or abandoned commodities of any kind whatsoever;

“Sidewalk” means that part of a Highway set aside by the Township for the use of pedestrians;

“Site Alteration” means any alteration to the existing grade of land through the removal(cut), placement (filling) or movement (relocation) of Fill;

“Snow Plow Driveway Marker” means a temporary, non-illuminated indicator or guide inserted with a vertical orientation into the ground on private Property or Township right of way that serves to mark the edge of a driveway for a licenced snow plow contractor;

“Township” means the Corporation of the Township of Puslinch or lands within the geographic limits of the Corporation of the Township of Puslinch, as the context requires;

“Vehicle” means a motor vehicle, trailer, traction engine, farm tractor, road building equipment, bicycle and any vehicle drawn, propelled or driven by any kind of power, including muscular power, but does not include a motorized snow vehicle or street car.

PART 3 – PROHIBITIONS

9. Any Person that is subject to this By-law is guilty of an offence, if that person

- a. Permits oils, chemicals or substances to be deposited or spilled on a Highway including such substances deposited as a result of car maintenance activities, car rust prevention measures and the spillage of rust protecting substances and the general spillage of substances from vehicles;
- b. Throws, pushes, plows, dumps or otherwise deposits snow or ice on a Highway;
- c. Deposits, drops, scatters, stores, spills or throws any Refuse, filth, earth, ashes, manure, leaves, or garbage except as permitted in any Township by-law and except as allowed in the most current County of Wellington Waste By-law, or any amendment or re-enactment thereof, paper, hand bill, advertisement, or any vegetable matter, stone, lime, sand, tin, wood, the carcass of any dead animal, fish or fowl, in or upon a Highway;
- d. Encumbers or damages a Highway by animals, Vehicles or other means;

- e. Permits or allows any Refuse, paper, hand bill, advertisement or any container, whether made of plastic, cardboard or paper, to be blown from private Property onto a Highway;
- f. Obstructs a drain, gutter or water course along or upon a Highway;
- g. Walks upon, rides, drives, or loads an animal, or moves, drives, runs or propels a vehicle upon, over or across a newly constructed Sidewalk or pavement before it has been opened for use by the public;
- h. Throws, piles, stores or causes any Refuse, material to be thrown or piled upon a Highway, except for the purpose of having it immediately delivered upon adjacent premises, nor shall any Person saw or split any cordwood or firewood upon a Highway or being the Owner of cordwood, firewood or topsoil shall be deposited on any Highway, or permit it to remain thereon for a longer time than is necessary for its immediate removal to the premises adjacent thereto;
- i. Places or exposes, or causes any merchandise or articles of any kind, to be placed or exposed upon a Highway or outside of a building so that the same shall project over any part of the Highway;
- j. Moves, or cause to be moved, a Vehicle equipped with cleats, flanges, or tracks on its wheels, or rollers, or any of them, on or along the traveled portion of the Highway, except by means of a float, trailer, or other similar device, providing that a Vehicle is so equipped including a Vehicle for the digging and backfilling of trenched, may be moved directly across the traveled portion of the Highway, if a preventative mat has first been laid on the surface of the portion of the Highway to be crossed, provided however that this paragraph shall not be applied when a Vehicle is operating with the written permission of the Director of Public Works;
- k. Removes a barricade or notice or enters upon or uses a Highway temporarily closed under the provisions of this or any Township by-law;
- l. Removes or moves a barricade, sign or light placed around any construction on a Highway;
- m. Allows any part of a tree, shrub, sapling, hedge or any other plant to extend over or upon any Highway, so as to interfere, with, impede or endanger Persons using the Highway.
- n. Breaks, digs up, destroys or damages the sod or grass of a boulevard, or a fence, or railing erected and maintained for the protection of the boulevard;

- o. Erects a fence, constructs a wall or plants a hedge, in, over, or upon a Highway.
- p. Pulls down, destroys, or in any way interferes with, any municipal structure, including but not limited to, any post, surveyor's mark, bench mark, traffic sign, Highway name sign, sign board, regulatory sign, traffic signal, traffic cone, or any other traffic control device, affixed, or placed upon a Highway;
- q. Permits any flood light to directly or indirectly illuminate a Highway without the written approval of the Director of Public Works;
- r. Hauls earth, sand, stone, or other substances on a Highway, loads their Vehicle or drives the same as to permit or cause the contents thereof to fall, spill or be deposited on a Highway;
- s. Brings a Vehicle or permits it to be brought upon a Highway with mud, clay, lime and similar material, or any fertilizer or manure attached to the wheels, which is likely if not removed, to cause an obstruction or dangerous condition or nuisance on a Highway or cause damage to the surface of the Highway;
- t. While hauling earth, sand, stone, or other substance, loads or drives their Vehicle so as to permit damage to a Highway;
- u. Fails to obtain a Haul Route Permit;
- v. While undertaking Highway activity associated with a Haul Route Permit, performs work outside of hours of 8:30am to 5:00pm Monday-Friday, or performs work on a weekend or statutory holiday;
- w. Fails to maintain an approved Haul Route in a good state of repair in accordance with the Haul Route Permit.

PART 4 – HAUL ROUTE

Permit Required

- 10. No Person shall undertake, or permit to be undertaken, the movement of Fill in connection with any activity regulated by the most current Site Alteration By-law using any Township Highway, without a Haul Route Permit.
- 11. All Highway activity associated with the approved Haul Route Permit shall comply with the Highway Traffic Act, and its regulations.

Application — Minimum Requirements

12. Every Application shall be completed and submitted on forms prescribed by the Township;
13. Every Application shall include:
 - a. A map showing the proposed Haul Route indicating any barricades or signs; and
 - b. A copy of the most current Site Alteration Application; and
 - c. The date(s) and time(s) that the Haul Route will be utilized; and
 - d. The prescribed fee as listed in the Township User Fees and Charges By-law, described in Section 14;
 - e. A Security Deposit described in Section 15;
 - f. Proof of Insurance described in Section 16;
 - g. Any other information or documentation that the Township deems necessary;

Fees

14. The Applicant shall:
 - a. Pay a Permit Application Fee in accordance with Schedule "B" to this By-law; and
 - b. Where road activities occur in the absence of Township approval, violation fees shall be charged amounting in double all application fees.

Security Deposit

15. The Applicant shall provide the Township with securities in the amount to be determined by the Director of Public Works, in the form of cash or an irrevocable Letter of Credit on terms satisfactory to the Township ('Performance Security'). If the Performance Security is less than the amount determined by the Director of Public Works, at any point in time during the Haul Route Permit period, the Permit Holder shall be required to replenish forthwith.

Proof of Insurance and Indemnification

16. The Applicant shall maintain liability insurance in the minimum amount of \$5,000,000, naming the Township as an additional insured. Such policy shall include a cross-liability provision and 30 days' written notice to the Township prior to cancellation.
17. The Applicant shall indemnify the Township against any claims/action arising out the Highway activity (collisions, vehicle damage or accidents as a result of uncleared debris, lack of maintenance/repair, etc.)

Conditions of Haul Route Permit

18. In addition to any other Conditions that the Director of Public Works may deem appropriate, all Highway activity associated with the Haul Rout Permit shall be subject to the following conditions:

- a. The Permit Holder shall comply with all Applicable Laws.
- b. Highway activity associated with a Haul Route Permit shall only occur during the hours of 8:30am to 5:00pm Monday-Friday excluding weekends and statutory holidays.
- c. The approved Haul Route shall at all times be maintained by the Permit Holder in a dust/silt/mud/rock free condition, to the satisfaction of the Director of Public Works.
- d. The Permit Holder shall ensure that a street-sweeper or equivalent is utilized on a daily basis to clean the Haul Route of any tracked debris and shall regularly monitor for any larger foreign objects.
- e. The Permit Holder shall be required to maintain the Haul Route in a good state of repair, free from ruts/potholes, etc., to the satisfaction of the Director of Public Works,
- f. The Permit Holder shall be responsible for the cost associated to undertake such repairs/maintenance as the Director of Public Works may direct, within such time frame as the Township may specify, acting reasonably.
- g. The Applicant shall provide the Township with a 24/7 accessible phone number where Township staff can directly reach the Applicant to address any Highway activity concerns.

PART 5 – EXEMPTIONS

19. The Director of Public Works may grant an exemption to any Person from any provision of this By-law and impose conditions for such exemption as may be considered reasonable and necessary provided such exemption does not interfere with the general integrity of this By-law.
20. Site Alteration activities exempt from permits and/or legal agreements in accordance with the Site Alteration By-law, may be exempt from the requirement for a Haul Route Permit at the discretion of the Director of Public Works.
21. Notwithstanding subsection 20, Site Alteration activities that do not exceed 20 cubic metres of fill importation (2 truckloads) and are exempt from permits in accordance with the Site Alteration By-law, are exempt from requiring a Haul Route Permit.
22. The provisions of subsection 19 shall not apply to an employee or an agent of the Township who is engaged in moving snow or ice. An exemption is not required

by a Person undertaking any works on behalf of the Township or for closures ordered by the Director of Public Works.

23. The provisions of subsection 19 shall not apply to any Person putting sand or salt on the icy portions of a Highway to reduce the danger of pedestrians falling or to enable a Vehicle to use a Roadway.
24. The provisions of subsection 19 shall not apply to the placement of a snow plow driveway marker.

PART 6 – ADMINISTRATION AND AUTHORITY

25. The cleaning and repair of all Highways shall be performed under the direction of the Director of Public Works.
26. The Director of Public Works may temporarily close to traffic any Highway by reason of any work or improvement being carried out thereon or by reason of the condition thereof and the Director of Public Works may cause to be erected or kept thereon, any barricade or notice warning the public that the Highway is closed to traffic and no Person shall enter upon or use a Highway so temporarily closed.
27. The Director of Public Works shall be responsible for the administration of PART 4 – Haul Route.
28. The Director of Public Works is authorized and has delegated authority to receive, consider and approve any Application for a Haul Route, including any Conditions, and exempt/waive, issue, extend, renew, amend, a Haul Route Permit.
29. The Director of Public Works is authorized and has delegated authority to revoke a Haul Route Permit at any time without prior notice to the Permit Holder if:
 - a. It was issued in error or as a result of false, mistaken, incorrect or misleading information in the Application;
 - b. There are reasonable grounds to believe that the continuation of the Highway activity poses an unacceptable risk to the health and safety of any Person or damage to property; or
 - c. The Permit Holder is not in compliance with any Haul Route Permit Condition.

PART 7 – RECOVERY OF COSTS

30. Where an Order is not complied with, the Director of Public Works will do the work or arrange for the work to be done

31. The Township may recover all costs associated with doing the work, including administrative fees, by action or it may collect them in a like manner as municipal taxes.
32. Failure to pay any invoice associated with Haul Route repair or housekeeping maintenance within 30 days, the costs may be drawn from Securities held by the Township and/or collected in a like manner as municipal taxes.
33. The Township has priority lien status in accordance with section 1(3) of the Act on the Property for the amount spent to do the work (and administrative fees).

PART 8 - ORDERS

34. If an Officer determines that a Property or Person or Permit Holder is not in compliance with any of the standards or requirements of this By-law, the Officer may issue an order requiring a Person or Permit Holder to comply with standards or requirements of this By-law and to discontinue an activity or action prohibited by this By-law.
35. Every Person who fails to comply with an order made under Section 32 is guilty of an offence.

PART 9 – SERVICE OF DOCUMENTS

36. Service of any document, including an order, under this By-law shall be given in writing by registered mail and will be deemed served on the 5th day after a copy is mailed to the Permit Holder or Person's last known address.
37. In addition, service of any document may be given in any of the following ways and is effective:
 - a. When a copy is delivered to the Permit Holder or Person to whom it is addressed;
 - b. By email to the last known email address of the Permit Holder or Person to whom service is required to be made.
38. Where service is unable to be done under subsections 35 (a) or (b), notice may be given by placing a placard containing the terms of the document or order in a conspicuous place on the Property to which the document or order relates and shall be deemed to be sufficient service on the Permit Holder or Person..

PART 10 - Enforcement and Penalty Provisions

39. The enforcement of this By-law shall be conducted by an Officer.
40. (1) Every Person who contravenes any provision of this By-law and every director or officer of a corporation who concurs in such contravention by the corporation, is guilty of an offence and is liable to a fine, and such other penalties, as provided for in the Provincial Offences Act, R.S.O. 1990, c.P.33, as it may be amended from time to time.
- (2) In addition to subsection 38(1), any Person who is charged with an offence under this by-law in accordance with Part III of the Provincial Offences Act and is found guilty of the offence, is liable, in addition to any other penalties:
- a. On a first offence, to a fine not less than \$500.00 and not more than \$50,000.00; and
 - b. On a second offence and each subsequent offence, to a fine not less than \$1000.00 and not more than \$100,000.00.
41. No Person shall hinder or obstruct, or attempt to hinder or obstruct, any Officer exercising a power or performing a duty under this By-law.
44. Every Person who is alleged to have contravened any of the provisions of this By-law shall identify themselves to an Officer upon request, failure to do so shall be deemed to have hindered or obstructed an Officer in the execution of his or her duties.
43. Upon conviction, any penalty imposed under this By-law may be collected under the authority of the Provincial Offences Act, R.S.O. 1990, c.P.33, as amended.
44. If a Person is convicted of an offence under this By-law, the court in which the conviction has been entered and any court of competent jurisdiction may, in addition to any other remedy and to any penalty imposed, make an order prohibiting the continuation or repetition of the offence by the Person convicted.

PART 11 - SCHEDULES

45. Schedule "A" (Short Form Wording and Set Fines) attached hereto do not form part of this By-law.

PART 12 – EFFECTIVE DATE

46. This by-law shall come into effect on ENTER DATE.

READ a FIRST time this 20 day of DECEMBER, 2023

READ a SECOND time this 10 day of JANUARY, 2023

READ a THIRD time and FINALLY PASSED this 7 day of FEBRUARY, 2024.

James Seeley, Mayor

Courtenay Hoytfox, Clerk

**SCHEDULE "A" TO BY-LAW xx
TOWNSHIP OF PUSLINCH
PART 1 PROVINCIAL OFFENCES ACT – BY-LAW xx: ROAD ACTIVITY BY-LAW
Being a by-law to regulate Road Activity**

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provisions Creating or Defining Offence	COLUMN 3 Set Fine
PROHIBITIONS			
1	Permits oils, chemicals or substances to be deposited or spilled on a Highway	9.a.	\$300.00
2	Deposits snow or ice on a Highway	9.b.	\$300.00
3	Deposits Refuse on a Highway	9.c.	\$300.00
4	Encumbers or damages a Highway	9.d.	\$500.00
5	Permits or allows refuse to be blown from private property onto a Highway	9.e.	\$300.00
6	Obstructs a drain, gutter or water course along or upon a Highway	9.f.	\$300.00
7	Walks upon, rides, drives, loads, runs or propels any animal or vehicle on a newly constructed Sidewalk or pavement before it is open for use by the public.	9.g.	\$200.00
8	Cause any Refuse material to be thrown or piled on a Highway, saw or split firewood upon a Highway, or permit it to remain longer than necessary.	9.h.	\$300.00
9	Place any merchandise or article upon a Highway or outside a building so that the same projects over any part of the Highway	9.i.	\$300.00
10	Move a Vehicle with cleats, flanges, tracks or rollers along the traveled portion of the Highway	9.j.	\$500.00
11	Remove a barricade or notice, or enter upon a Highway that is temporarily closed	9.k.	\$500.00
12	Remove a barricade, sign or light placed around any excavation on a Highway	9.l.	\$500.00
13	Allow a trees, shrub, sapling, hedge or any other plant to extend	9.m.	\$300.00

	over or upon a Highway		
14	Breaks, digs up, destroy or damage the sod or grass of a boulevard, fence or railing erected to protect the boulevard	9.n.	\$300.00
15	Erect a fence or wall or plant a hedge upon a Highway	9.o.	\$300.00
16	Interfere with any municipal structure affixed or placed upon a Highway	9.p.	\$500.00
17	Permit any flood light to illuminate the Highway	9.q.	\$200.00
18	Haul earth, sand, stone, or other substance upon a Highway, load a vehicle or drive a vehicle as to permit the contents to fall or spill on the Highway	9.r.	\$500.00
19	Bring a Vehicle upon a Highway with mud, clay, lime, fertilizer, manure attached to the wheels on a Highway	9.s.	\$500.00
20	While hauling earth, sand, stone or other substance, loads or drives so as to damage a Highway	9.t.	\$500.00
21	Owner fails to obtain a Haul Route Permit	9.u.	\$700.00
22	Applicant/Permit Holder fails to maintain a Haul Route in a good state of repair	9.v.	\$700.00
23	Applicant/Permit Holder performs activity associated with a Haul Route Permit outside of the hours of 8:30am-5:00pm, Monday-Friday, or on a statutory holiday	9.w.	\$700.00
ORDERS			
24	Failure to comply with an order issued under Section 32	33.	\$700.00
ENFORCEMENT AND PENALTY PROVISIONS			
25	Hinder or obstruct, or attempt to hinder or obstruct an Officer	93.	\$900.00

NOTE:

The general penalty provision for the offences indicated above is Section 38 of By-law XX, a certified copy of which has been filed.

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 010-2024

Being a by-law to confirm the proceedings of the Council of the Corporation of the Township of Puslinch at its Council meeting held on FEBRUARY 7, 2024.

WHEREAS by Section 5 of the *Municipal Act, 2001, S.O. 2001, c.25* the powers of a municipal corporation are to be exercised by its Council;

AND WHEREAS by Section 5, Subsection (3) of the *Municipal Act*, a municipal power including a municipality's capacity, rights, powers and privileges under section 8, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS it is deemed expedient that the proceedings of the Council of the Corporation of the Township of Puslinch at its Council meeting held on FEBRUARY 7, 2024 be confirmed and adopted by By-law;

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

- 1) The action of the Council of the Corporation of the Township of Puslinch, in respect of each recommendation contained in the reports of the Committees and each motion and resolution passed and other action taken by the Council at said meeting are hereby adopted and confirmed.
- 2) The Head of Council and proper official of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said action of the Council.
- 3) The Head of Council and the Clerk are hereby authorized and directed to execute all documents required by statute to be executed by them, as may be necessary in that behalf and the Clerk authorized and directed to affix the seal of the said Corporation to all such documents.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 7 DAY OF FEBRUARY, 2024.

James Seeley, Mayor

Courtenay Hoytfox, Municipal Clerk