



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
MAY 1, 2024 COUNCIL MEETING  
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION &  
IN-PERSON AT THE MUNICIPAL OFFICE –  
7404 WELLINGTON RD 34, PUSLINCH

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## **AGENDA**

**DATE:** Wednesday May 1, 2024

**CLOSED MEETING:** 12:30 P.M.

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

≠ Denotes resolution prepared

1. **Call the Meeting to Order**
2. **Roll Call**
3. **Moment of Reflection**
4. **Confirmation of the Agenda ≠**
5. **Disclosure of Pecuniary Interest & the General Nature Thereof**
6. **Consent Agenda ≠**
  - 6.1 Adoption and Receipt of the Minutes of the Previous Council and Committee Meetings:
    - 6.1.1 April 10, 2024 Council Minutes
    - 6.1.2 February 20, 2024 Special Council Meeting Minutes



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- 6.1.3 March 12, 2024 Planning and Development Advisory Committee Meeting Minutes
- 6.1.4 March 4, 2024 Youth Advisory Committee Minutes
- 6.1.5 November 30, 2023 Recreation Advisory Committee Minutes
- 6.2 Town of Plympton-Wyoming resolution regarding Securing Access to Natural Gas for our Community and Ontario
- 6.3 Municipality of St. Charles resolution regarding Support for Household Food Insecurity
- 6.4 The County of Prince Edward resolution regarding the Creation of a Municipal Accessibility Fund
- 6.5 Municipality of Wawa resolution regarding the Creation of a Municipal Accessibility Fund
- 6.6 Municipality of West Perth resolution regarding Conservation Authorities Act
- 6.7 City of Sault Ste. Marie resolution regarding Intimate Partner Violence & Coercive Control
- 6.8 City of Peterborough Resolution regarding Amending the Ombudsman Act
- 6.9 Western Ontario Warden's Caucus Support for Small Business Enterprise Centre Funding
- 6.10 Puslinch Historical Society letter to Township of Puslinch Council
- 6.11 Ministry of Municipal Affairs and Housing regarding Bill 185 Cutting Red Tape to Build More Mores Act 2024
- 6.12 Association of Municipalities of Ontario regarding Policy Update - Bill 185 Cutting Red Tape to Build More Homes Act 2024
- 6.13 The Association of Municipal Managers, Clerks and Treasurers of Ontario regarding Advocacy Update Province Introduces Bill 185
- 6.14 Ministry of Agriculture, Food and Rural Affairs regarding Storm Water Fee Structures
- 6.15 Dufferin Aggregates Monthly Monitoring Report for Mill Creek #5738 - March 2024
- 6.16 Wellington Federation of Agriculture regarding the Importance of Minimum Distance Separation Requirements
- 6.17 Letter from Wellington Catholic District School Board regarding Education Development Charges By-law Notice of Passing
- 6.18 County of Wellington O.P.P. - Police Services Board Report - February 2024
- 6.19 County of Wellington O.P.P. - Police Services Board Report – January 2024
- 7. **Delegations ≠**
  - 7.1 Specific Interest (Items Listed on the Meeting Agenda)
    - 7.1.1 None
  - 7.2 General Interest (Items Listed on the Meeting Agenda)
    - 7.2.1 **10:15 A.M.** Delegation by Barclay Nap, Wellington Federation of Agriculture regarding Agri-Food System Study





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- 7.2.2 **10:25 A.M.** Delegation by Olinda Dasilva and Scott Bartles regarding  
Regulatory By-law for Gun Ranges

8. **Public Meetings**

- 8.1 None

9. **Reports ≠**

9.1 **Puslinch Fire and Rescue Services**

- 9.1.1 FIR-2024-003 The Canadian Red Cross Society Training Partnership  
Agreement≠

9.2 **Finance Department**

- 9.2.1 Report FIN-2024-009 2023 Lease Financing Agreement Summary Report≠  
9.2.2 Report FIN-2024-010 Treasurer's Investment Report for 2023≠  
9.2.3 Report FIN-2024-011 Audited Financial Statements for the year ended  
December 31, 2023≠  
9.2.4 Report FIN-2024-012 Fourth Quarter Financial Report - 2023≠

9.3 **Administration Department**

- 9.3.1 None

9.4 **Planning and Building Department**

- 9.4.1 Report BLD-2024-002 Report for Council (Q1 2024) ≠  
9.4.2 Report PD-2024-002 ZBA Deemed Complete/Incomplete 6706 Gore Road ≠

9.5 **Roads and Parks Department**

- 9.5.1 Report PW-2024-003 Tender Results for the 2024 Asphalt Program ≠

9.6 **Recreation Department**

- 9.6.1 None

10. **Correspondence ≠**

- 10.1 Halton-Hamilton Source Protection Region letter regarding recommended phase out of  
free well water testing≠  
10.2 University of Guelph decision regarding exemption of records for aquafarming on  
properties within the Township of Puslinch≠  
10.3 County of Wellington Planning Committee Resolution regarding County Official Plan  
Housing Policy Review in Wellington County≠  
10.4 ERO Posting 019-832 regarding Minister's permit and review powers under the  
Conservation Authorities Act≠  
10.5 TAPMO Request to Municipal Councils regarding Executive Director Position≠



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- 10.6 Objection Letter to Canada Building Materials (CBM) Aggregates, a Division of St. Mary's Cement Inc. (Canada) regarding the proposed Aberfoyle South Pit Expansion, Part of Lots 18-20, Concession 1, Township of Puslinch, County of Wellington, Aggregate Resources Act Licence Application #626630#  
(Circulated under separate cover)
11. **Council reports ≠**  
11.1 Mayor' Updates  
11.2 Council Member Reports (verbal or written updates from members who sit on boards/committees)
12. **By-laws ≠**  
12.1 First, Second and Third Reading  
12.1.1 BL2024-033 - To Authorize Entering into a Training Partnership Agreement with the Canadian Red Cross  
12.1.2 BL2024-035- Appoint Building Official Kun (Olive) Zhang
13. **Announcements**  
13.1 Volunteer of the Year Award recipient Ken Williams 10:05 A.M.
14. **Closed Session – Pursuant to Section 239 of the Municipal Act, 2001**  
14.1 Confidential report prepared by staff regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board – OLT  
14.2 Confidential report prepared by staff regarding advice that is subject to solicitor-client privilege, including communications necessary for that purpose - Aggregate Resource Act Licence Application  
14.3 Confidential minutes from previous closed meetings:  
14.3.1 April 10, 2024 First Closed Meeting Minutes
15. **Business Arising from Closed Session**
16. **Notice of Motion**
17. **New Business**
18. **Confirmatory By-law ≠**  
18.1 BL2024-036 Confirm By-law – May 1, 2024
19. **Adjournment ≠**



## MINUTES

**DATE:** April 10, 2024

**CLOSED MEETING:** Directly following section 13  
Announcements

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

The April 10, 2024 Council Meeting was held on the above date and called to order at 10:15 a.m. via electronic participation and in-person at 7404 Wellington Rd 34, Puslinch.

### 1. **CALL THE MEETING TO ORDER**

### 2. **ROLL CALL**

#### **ATTENDANCE:**

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

#### **STAFF IN ATTENDANCE:**

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

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

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

#### **Resolution No. 2024-120:**

Moved by Councillor Goyda and  
Seconded by Councillor Hurst

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

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

**Consent Item 6.14 Questions received from Council seeking additional information and the corresponding responses provided by staff regarding the April 10, 2024 Council agenda; and**

**That Council approve the addition of the confidential item 14.3 Confidential Verbal Report regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board – potential OLT appeal.**

**CARRIED**

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

Councillor Bailey declared a potential pecuniary interest related to item 9.6.2 REC-2024-002 Concession Stand at Old Morrison Baseball Diamond, as I am a member of the Puslinch Minor Ball board of directors and will refrain from discussion and voting with respect to this item.

### 6. **CONSENT AGENDA**

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

6.1.1 March 20, 2024 Council Meeting Minutes

- 6.1.2 February 13, 2024 Committee of Adjustment Meeting Minutes
- 6.1.3 February 13, 2024 Planning and Development Advisory Committee Meeting Minutes
- 6.1.4 April 10, 2024 Council questions and Staff Responses

- 6.2 Heritage Advisory Committee Resolution 2024-017 Regarding Report HER-2024-009 Designating Properties Delisted from Heritage Register on January 1, 2025
- 6.3 Grand River Conservation Authority Summary of the General Membership Meeting – March 22, 2024
- 6.4 Grand River Conservation Authority Legislative and Regulatory Changes Affecting GRCA Development Permitting – Effective April 1, 2024
- 6.5 Hamilton Conservation Authority Legislative and Regulatory Changes Affecting HCA’s Development Permitting - Effective April 1, 2024
- 6.6 Town of Bracebridge Resolution of Support for New Provincial-Municipal Fiscal Framework
- 6.7 Letter from Ministry of Transportation regarding Licence Plate Renewal
- 6.8 Letter from MPP Ted Arnott in Support of Township of Puslinch Resolution 2024-072, Bill 165 Keeping Energy Costs Down, 2024
- 6.9 Letter from Fondation Émergence Requesting Support for International Day Against Homophobia and Transphobia (May 17)
- 6.10 Town of Aurora Resolution regarding Amenity Sharing Memorandum of Understanding with School Boards for Evening and Weekend Gym Use
- 6.11 Letter from Ministry of Environment, Conservation and Parks regarding Comprehensive Environmental Assessment Projects Regulation and other Regulations
- 6.12 Loyalist Township Resolution regarding Budgetary Pressure Relating to Infrastructure Development, Maintenance and Repairs
- 6.13 Town of Cobourg Council Resolution to Request an Amendment of Subsection 27(16) of the Ontario Heritage Act
- 6.14 Township of Amaranth Resolution regarding Operational Budget Funding
- 6.15 AMO Policy Update – 2024 Ontario Budget and National Housing Strategy Funding
- 6.16 Former Senior Managers of Public Health Ontario - Letter of Concern regarding Closure of Regional PHO Lab
- 6.17 Town of Whitby Resolution regarding Ontario Energy Board's Decision to end the Gas Pipeline Subsidy
- 6.18 Township of Adelaide Metcalfe Resolution regarding Request to Increase Tile Drain Loan Limit
- 6.19 Township of Clearview Resolution regarding Endorsement of Bill C-63, The online Harms Act currently in front of Parliament
- 6.20 Township of Shelburn Resolution to Eradicate All Forms of Racism, Especially Islamophobia and Antisemitism
- 6.21 Conservation Halton report regarding Advancing Natural Asset Management Practices in the Grindstone Creek Watershed
- 6.22 Chartered Professional Accountants Canada report regarding Valuing natural capital - is it on your radar

**Resolution No. 2024-121:**

Moved by Councillor Bailey and  
Seconded by Councillor Sepulis

**That the Consent Agenda items listed for APRIL 10, 2024 with the exception of items 6.13, 6.14, 6.21 Council meeting be received for information.**

**CARRIED**

**Resolution No. 2024-122:**

Moved by Councillor Bailey and  
Seconded by Councillor Hurst

**That the Consent Agenda item 6.21 be received for information; and**

**That Council direct staff to connect with NAI and the conservation authorities and bring back an information report on Natural Asset Planning for Council’s consideration including potential funding options; and**



**That Council's resolution, and the corresponding consent items, be sent to HCA and GRCA for information.**

**CARRIED**

**Resolution No. 2024-123:**

Moved by Councillor Hurst and  
Seconded by Councillor Sepulis

**That the Consent Agenda item 6.13 be received for information; and**

**Whereas Council supports the resolution from the Town of Cobourg Council regarding a Request to Amend Subsection 27(16) of the Ontario Heritage Act;**

**That Council direct staff to forward a support resolution accordingly; and**

**That Council refer this consent item to the Heritage Advisory Committee for its information.**

**CARRIED**

**Resolution No. 2024-124:**

Moved by Councillor Sepulis and  
Seconded by Councillor Hurst

**That the Consent Agenda item 6.14 be received for information; and**

**Whereas Council supports the resolution from the Township of Amaranth regarding Operational Budget Funding;**

**That Council direct staff to forward a support resolution accordingly; and further**

**That the resolution be forwarded to the County Warden Lennox for information.**

**CARRIED**

**7. DELEGATIONS:**

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

7.1.1 None

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

7.2.1 None

**8. PUBLIC MEETINGS:**

None

**9. REPORTS:**

**9.1 Puslinch Fire and Rescue Services**

9.1.1 Deferred to future Council Meeting - 9.1.1 Report FIR-2024-003 - The Canadian Red Cross Society Training Partnership Agreement

**9.2 Finance Department**

9.2.1 Report FIN-2024-008 - Temporary Borrowing By-law

**Resolution No. 2024-125:**

Moved by Councillor Hurst and  
Seconded by Councillor Sepulis

**THAT Report FIN-2024-008 entitled 2024 Temporary Borrowing By-law be received; and**

**THAT Council give 3 readings to By-law No. 2024-032 being a by-law authorizing external temporary borrowings of \$1,500,000 in 2024.**



**CARRIED**

### **9.3 Administration Department**

9.3.1 Report ADM-2024-020 Repeal and Replace of Township Noise By-law

**Resolution No. 2024-126:**

Moved by Councillor Bailey and  
Seconded by Councillor Goyda

**That Report ADM-2024-020 entitled Repeal and Replace of Township Noise By-law be received;  
And**

**That Council give three readings to By-law 6001-24 being a by-law to regulate, prohibit and  
otherwise control noise in the Township of Puslinch and to repeal by-law 5001-05.**

**CARRIED**

9.3.2 Report ADM-2024-021 2024 Proposed 2024 Corporate Work plan

**Resolution No. 2024-127:**

Moved by Councillor Sepulis and  
Seconded by Councillor Goyda

**THAT Report ADM-2024-021 regarding the Proposed 2024 Corporate Work Plan be received; and**

**THAT the Township of Puslinch Council directs staff to proceed with finalizing the document as  
presented and report back to Council regarding the progress throughout the year; and**

**That Council direct staff to include the County Road Diet through Aberfoyle on the  
2025 Proposed Corporate Work Plan subject to confirmation from the County on the status of  
this work.**

**CARRIED**

9.3.3 Report ADM-2024-022 Heritage Advisory Committee 2022-2026 Goals and Objectives  
Update

**Resolution No. 2024-128:**

Moved by Councillor Sepulis and  
Seconded by Councillor Goyda

**That Report ADM-2024-022 entitled Heritage Advisory Committee 2022-2026 Goals and  
Objectives Update be received for information; and,**

**That Council approve the addition of 2025 Priority Properties as a Heritage Advisory Committee  
goal and objective as presented.**

**CARRIED**

9.3.4 Report ADM-2024-023 Launch of Puslinch Community Guide & Business directory and  
associated programs

**Resolution No. 2024-129:**

Moved by Councillor Hurst and  
Seconded by Councillor Bailey

**That Report ADM-2024-023 entitled Launch of Puslinch Community Guide & Business Directory  
and associated programs be received for information.**

**CARRIED**



**Council recessed from 11:40pm to 12:10pm**

**Roll Call**

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

9.3.5 Report ADM-2024-024 First Reading Repeal and Replacement of Township Sign By-law

**Resolution No. 2024-130:** Moved by Councillor Hurst and  
 Seconded by Councillor Sepulis

**THAT Report ADM-2024-024 First Reading Repeal and Replacement of Township Sign By-law be received for information; and**

**That Council direct staff to report back with on the revisions and recommendations made by Council at a future 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 Report REC-2024-001- Roller Skating at the ORC Final Pilot Program

**Resolution No. 2024-131:** Moved by Councillor Bailey and  
 Seconded by Councillor Goyda

**That Report REC-2024-001 entitled Roller Skating Free Drop-in Time at the ORC Rink – Final Pilot Program Results be received; and**

**That the following free drop in schedule at the ORC Rink continue to remain in place:**

Month	Tuesday - Inline Shinny	Thursday - Roller-skating	Sunday - Roller-skating
May to June and September to November – weather dependent	3:00 p.m. to 4:30 p.m.	3:00 p.m. to 4:30 p.m.	10:00 a.m. to 1:00 p.m.
July and August	11:00 a.m. to 12:30 p.m.	3:00 p.m. to 4:30 p.m.	10:00 a.m. to 1:00 p.m.

**CARRIED**





Councillor Bailey declared a potential pecuniary interest related to item 9.6.2 REC-2024-002 Concession Stand at Old Morriston Baseball Diamond, as I am a member of the Puslinch Minor Ball board of directors and will refrain from discussion and voting with respect to this item.

9.7.2 Report REC-2024-002 - Concession Stand at Old Morriston Baseball

**Resolution No. 2024-132:**

Moved by Councillor Sepulis and  
Seconded by Councillor Goyda

**That Report REC-2024-002 entitled Concession Stand at Old Morriston Baseball Diamond be received; and**

**That Council direct staff to permit the use of the Concession Stands with the rental of the field at no additional cost;**

**That staff be requested to contact Puslinch Minor Ball regarding whether Puslinch Minor Ball is willing to donate the fridge to the Township for the use of all renters.**

**CARRIED**

10. **CORRESPONDENCE:**

10.1 2023 Puslinch Pit Expansion (625710) Ground Water Monitoring Report and Peer Review

**Resolution No. 2024-133:**

Moved by Councillor Bailey and  
Seconded by Councillor Hurst

**That correspondence item 10.1 regarding the 2023 Puslinch Pit Expansion (625710) Ground Water Monitoring Report and Peer Review be received for information.**

**CARRIED**

10.2 Ausable Bayfield Maitland Valley Source Protection Committee recommendation Phase Out of Free Well Water Testing

**Resolution No. 2024-134:**

Moved by Councillor Sepulis and  
Seconded by Councillor Hurst

**That correspondence item 10.2 regarding the Ausable Bayfield Maitland Valley Source Protection Committee recommendation Phase Out of Free Well Water Testing be received for information; and**

**Whereas the Township of Puslinch in receipt of the February 26, 2024 letter from the Ausable Maitland Valley Source Protection Committee (via the Lake Erie Source Protection Committee Meeting of March 28, 2024 ) to Honourable Lisa Thompson, Ontario Ministry of Agriculture, Food and Rural Affairs concerned Public Health Ontario's recommended phase out of free well water testing; and**

**Whereas the residents of the Township does not have access to a municipal water supply and rely exclusively on well water; and**

**Whereas the phasing of free well water testing will impose an additional barrier to ensuring safe drinking water when it is already difficult to encourage residents to test their water;**

**Be it resolved that the Township of Puslinch supports the letter from the Ausable Bayfield Maitland Valley Source Protection Committee to Minister Lisa Thompson and requests staff to**



**Send a similar letter of concern Minister Lisa Thompson, Honourable Sylvia Jones Minister of Health and Long Term Care, Honourable Andrea Khanjin Minister of the Environment, Conservation and Parks, all Ontario Municipalities, AMO, Hon. Ted Arnott, and MPP Rae.**

**CARRIED**

10.3 County of Wellington Committee Report regarding 2023 Residential Development Monitoring

**Resolution No. 2024-135:** Moved by Councillor Goyda and  
Seconded by Councillor Sepulis

**That correspondence item 10.3 regarding the County of Wellington Committee Report regarding 2023 Residential Development Monitoring be received for information.**

**CARRIED**

10.4 ERO Posting 019-8428 - CBM Aggregates

**Resolution No. 2024-136:** Moved by Councillor Sepulis and  
Seconded by Councillor Goyda

**That correspondence item 10.4 regarding the ERO Posting 019-8428 - CBM Aggregates be received for information; and**

**That Council direct staff to provide the Township objection letter to Council for consideration at a May 1, 2024 meeting in order to meet the timeline to submit comments; and**

**That Council direct staff, should time permit that the Township objection letter and supporting technical review be forwarded to the County Planning Committee for its May 16, 2024 meeting.**

**CARRIED**

## **11. COUNCIL REPORTS:**

### **11.1 Mayor' Updates**

11.1.1 Mayor Seeley gave an update on the upcoming meeting with the MTO regarding the Highway 6 upgrade requests.

11.1.2 Mayor Seeley provided an update regarding the meeting with the MOF related to the assessment of aggregate lands and the potential for a new tax class.

11.1.3 Mayor Seeley provided an update that Caledon has tentatively supported the TAPMO request for funding for an Executive Director position.

11.1.4 Mayor Seeley gave an update that the Director of Public works and himself attended a site meeting with the Ag Society at the PCC regarding the annual Fall Fair. There is an additional meeting in April to discuss the fall fair programming.

### **11.2 Council Member Reports**

11.2.1 Councillor Bailey gave an update on the Conservation Halton CEO vacancy and the upcoming recruitment for the position.

11.2.2 Councillor Goyda gave an update that the Rec Committee Engagement Survey launches on Engage Puslinch. This will include written surveys at the Optimist Fish Fry.

11.2.3 Councillor Sepulis provided an update on the Puslinch High Speed Internet Committee and the recent meetings that have taken place with Rogers, Standard Broadband, and SWIFT.

11.2.4 Councillor Hurst made note that the Township Clean-up day is scheduled for May 4, 2024.

**Resolution No. 2024-137:** Moved by Councillor Bailey and  
Seconded by Councillor Sepulis

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

**CARRIED**

## **12. BY-LAWS:**



12.1.1 BL2024-032 – Being a by-law to authorize Temporary Borrowing of funds to meet current expenditures of the Corporation of the Township of Puslinch during the fiscal year ending December 31, 2024.

12.1.2 BL6001-24 – Being a By-law to regulate, prohibit and otherwise control noise in the Township of Puslinch and to repeal by-law 5001-05

**Resolution No. 2024-138:**

Moved by Councillor Hurst and  
Seconded by Councillor Bailey

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

**12.1.1 BL2024-032 – Being a by-law to authorize Temporary Borrowing of funds to meet current expenditures of the Corporation of the Township of Puslinch during the fiscal year ending December 31, 2024.**

**12.1.2 BL6001-24 – Being a By-law to regulate, prohibit and otherwise control noise in the Township of Puslinch and to repeal by-law 5001-05**

**CARRIED**

**13. ANNOUNCEMENTS:**

13.1 Councillor Bailey mentioned the upcoming Bike Rodeo on May 11, 2024 from 9:00 am-12:00 pm

**14. CLOSED SESSION:**

Council was in closed session from 1:46 p.m. to 2:33 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. 2024-139:**

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 prepared by staff regarding personal matters about an identifiable individual, including municipal or local board employees – Senior of the Year Nominations**

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

**14.2.1 January 10, 2024 First Closed Meeting Minutes**

**14.2.2 January 17, 2024 First Closed Meeting Minutes**

**14.2.3 January 24, 2024 First Closed Meeting Minutes**

**14.2.4 February 7, 2024 First Closed Meeting Minutes**

**14.2.5 February 20, 2024 First Closed Meeting Minutes**

**14.2.6 February 28, 2024 First Closed Meeting Minutes**

**14.2.7 March 20, 2024 First Closed Meeting Minutes**

**14.3 Confidential Verbal Report regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board – potential OLT appeal.**

**CARRIED**

**Resolution No. 2024-140:**

Moved by Councillor Hurst and  
Seconded by Councillor Sepulis

**THAT Council moves into open session at 2:33 pm**

**CARRIED**

Council resumed into open session at 2:33 p.m.



**Resolution No. 2024-141:**

Moved by Councillor Bailey and  
Seconded by Councillor Goyda

That Council receives the:

**14.1 Confidential report prepared by staff regarding personal matters about an identifiable individual, including municipal or local board employees – Senior of the Year Nominations**

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

**14.2.1 January 10, 2024 First Closed Meeting Minutes**

**14.2.2 January 17, 2024 First Closed Meeting Minutes**

**14.2.3 January 24, 2024 First Closed Meeting Minutes**

**14.2.4 February 7, 2024 First Closed Meeting Minutes**

**14.2.5 February 20, 2024 First Closed Meeting Minutes**

**14.2.6 February 28, 2024 First Closed Meeting Minutes**

**14.2.7 March 20, 2024 First Closed Meeting Minutes**

**14.3 Confidential Verbal Report regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board – potential OLT appeal; 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. 2024-142:**

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 2024-034 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 April 2024.**

**CARRIED**

**19. ADJOURNMENT:**

**Resolution No. 2024-143:**

Moved by Councillor Hurst and  
Seconded by Councillor Sepulis

That Council hereby adjourns at 2:34 p.m.

**CARRIED**



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
APRIL 10, 2024 COUNCIL MEETING  
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION  
& IN-PERSON AT 7404 WELLINGTON RD 34, PUSLINCH

---

James Seeley, Mayor

---

Courtenay Hoytfox, Clerk



## MINUTES

**DATE:** February 20, 2024

**CLOSED MEETING:** Directly following section 6 Reports

**COUNCIL MEETING:** 11:00 A.M.

The February 20, 2024 Council Meeting was held on the above date and called to order at 11:00 a.m. via electronic participation.

1. **CALL THE MEETING TO ORDER**

2. **ROLL CALL**

**ATTENDANCE:**

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

**STAFF IN ATTENDANCE:**

1. Courtenay Hoytfox, Interim CAO
2. Justine Brotherston, Interim Clerk
3. Alessia Bottos, HR Generalist

3. **MOMENT OF REFLECTION**

4. **CONFIRMATION OF THE AGENDA**

**Resolution No. 2024-112:**

Moved by Councillor Sepulis and  
Seconded by Councillor Goyda

**That Council approves the February 20, 2024 Agenda as circulated.**

**CARRIED**

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

None

6. **REPORTS:**

**9.1 Administration Department**

**9.1.1 Report ADM-2024-009 Procedural By-law Amendment**

**Resolution No. 2024-113:**

Moved by Councillor Hurst and  
Seconded by Councillor Sepulis

**That Council receives report ADM-2024-009 regarding the proposed Procedural By-law Amendment; and,**

**That Council gives three readings to By-law 2024-011 being a By-law to amend the Township Procedural By-law 2022-046, as amended, attached to this report as Schedule "A".**

**CARRIED**

7. **CLOSED SESSION:**

Council was in closed session from 11:04 p.m. to 11:32 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. 2024-114:** Moved by Councillor Sepulis and  
Seconded by Councillor Goyda

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

**Confidential report personal matters about an identifiable individual, including municipal or local board employees – Human Resource Matter**

**CARRIED**

**Resolution No. 2024-115:** Moved by Councillor Bailey and  
Seconded by Councillor Sepulis

**THAT Council moves into open session at 11:32 pm**

**CARRIED**

Council resumed into open session at 11:32 pm.

**Resolution No. 2024-116:** Moved by Councillor Hurst and  
Seconded by Councillor Goyda

**That Council receives the:**

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

**That staff proceed as directed.**

**CARRIED**

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

None

**9. BY-LAWS:**

12.1.1 BL2024-011 – Being a by-law to amend the Township Procedural By-law

**Resolution No. 2024-117:** Moved by Councillor Bailey and  
Seconded by Councillor Sepulis

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

**12.1.1 BL2024-011 – Being a by-law to amend the Township Procedural By-law.**

**CARRIED**

**10. CONFIRMATORY BY-LAW:**

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

**Resolution No. 2024-118:** Moved by Councillor Goyda and  
Seconded by Councillor Sepulis

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



**By-Law 2024-0012 being a by-law to confirm the proceedings of Council for the Corporation of the Township of Puslinch at its meeting held on the 20 day of February 2024.**

**CARRIED**

**11. ADJOURNMENT:**

**Resolution No. 2024-119:**

Moved by Councillor Bailey and  
Seconded by Councillor Hurst

**That Council hereby adjourns at 11:33 p.m.**

**CARRIED**

---

James Seeley, Mayor

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Courtenay Hoytfox, Clerk



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
MARCH 12, 2024 PLANNING AND DEVELOPMENT  
ADVISORY COMMITTEE MEETING  
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

**MINUTES**

**DATE:** March 12, 2024  
**MEETING:** Following Committee of Adjustment

The March 12, 2024 Planning and Development Advisory Committee Meeting was held on the above date and called to order at 7:19 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  
Chris Pickard  
Paul Sadhra  
Amanda Knight

**ABSENT:**

Jeffrey Born

**STAFF IN ATTENDANCE:**

Lynne Banks, Secretary/Treasurer  
Sarah Huether, Interim Deputy Clerk  
Mehul Safiwala, Junior Planner  
Zachary Prince, Senior Planner, County of Wellington

**3. MOMENT OF REFLECTION**

**4. CONFIRMATION OF THE AGENDA**

**Resolution No. 2024-013:**

Moved by Committee Member Amanda Knight and  
Seconded by Committee Member Chris Pickard





THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
MARCH 12, 2024 PLANNING AND DEVELOPMENT  
ADVISORY COMMITTEE MEETING  
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

**That the Committee approves the March 12, 2024 Agenda and receives the reports 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 February 13, 2024

**Resolution No. 2024-014:**

Moved by Committee Member Paul Sadhra and  
Seconded by Committee Member Chris Pickard

**That the Planning and Development Advisory Committee approves the Minutes from the meeting held February 13, 2024.**

**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 B7-24 (D10-BRU) – Mary & John Brunsveld – Part Lot 15, Concession 1, municipally known as 4120 Wellington Rd. 35, Township of Puslinch. #**

Proposed severance is 1.35 hectares with 78m frontage, existing and proposed rural residential use with existing dwelling, barn for storage, drive shed & silos.



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
MARCH 12, 2024 PLANNING AND DEVELOPMENT  
ADVISORY COMMITTEE MEETING  
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

Retained parcel is 47.7 hectares with 385m frontage, existing and proposed agricultural use with existing farm equipment shop.

**Resolution No. 2024-015:**

Moved by Committee Chris Pickard and  
Seconded by Committee Member Paul Sadhra

**That the Committee supports Severance Application B7-24 subject to the following condition(s):**

1. That the Owner satisfy all the requirements of the Township of Puslinch, financial and otherwise (including taxes paid in full and Consent Review/Condition Clearance fee) which the Township may deem to be necessary at the time of issuance of the Certificate of Consent for the property and orderly development of the subject lands. Any fees incurred by the Township for the review of this application will be the responsibility of the applicant; and further that the Township of Puslinch file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
2. That the owner obtain zoning compliance for the proposed severed parcel to prohibit livestock in the barn located on the property; and further that the Township file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
3. That the owner obtain zoning compliance for the proposed retained parcel to prohibit a main residence to be built on the property; and further that the Township file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
4. That the owner obtain building code compliance for the both the proposed retained and severed parcels and obtain all required studies and building permits; and further that the Township file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition
5. 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**



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
MARCH 12, 2024 PLANNING AND DEVELOPMENT  
ADVISORY COMMITTEE MEETING  
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

**9.1.2 Severance Application B8-24 (D10-COX) - Brian and Janice Cox – Part Lot 19, Concession 9, municipally know as 4501 Victoria Rd. S., Township of Puslinch. ≠**

Proposed lot line adjustment is 0.38 hectares with no frontage, vacant land to be added to abutting rural residential lot - Troy & Elspeth Cox.

Retained parcel is 38.5 hectares with 338m frontage, existing and proposed agricultural use with existing dwelling, shop & shed.

**Resolution No. 2024-016:** Moved by Committee Member Amanda Knight and  
Seconded by Committee Member Chris Pickard

**That the Committee supports (revised) Severance Application B8-24 subject to the following condition(s):**

1. That the Owner satisfy all the requirements of the Township of Puslinch, financial and otherwise (including taxes paid in full and Consent Review/Condition Clearance fee) which the Township may deem to be necessary at the time of issuance of the Certificate of Consent for the property and orderly development of the subject lands. Any fees incurred by the Township for the review of this application will be the responsibility of the applicant; and further that the Township of Puslinch file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
2. That the owner obtain zoning compliance and compliance with all other Township regulatory By-laws, for the proposed merged parcel; and further that the Township file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
3. That any fees incurred by the Township of Puslinch 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



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
MARCH 12, 2024 PLANNING AND DEVELOPMENT  
ADVISORY COMMITTEE MEETING  
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

**10. CORRESPONDENCE**

None

**11. NEW BUSINESS**

**11.1 Planning and Development Advisory Committee Report 2024-001 - 2022-2026  
Planning and Development Advisory Committee Goals and Objectives - Update #**

**Resolution No. 2024-017:**

Moved by Committee Member Paul Sadhra and  
Seconded by Committee Member Chris Pickard

**That Report 2024-001 be approved.**

**CARRIED.**

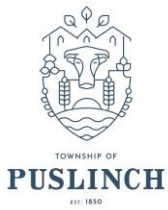
**12. ADJOURNMENT**

**Resolution No. 2024-018**

Moved by Committee Member Chris Pickard and  
Seconded by Committee Member Paul Sadhra

**That the Planning and Development Advisory Committee hereby adjourns at 7:38 p.m.**

**CARRIED.**



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

## MINUTES

DATE: March 4, 2024

MEETING: 6:00 P.M.

The March 4, 2024 Youth Advisory Committee was held on the above date and called to order at 6:07 p.m. via in person participation at the Municipal Office at 7404 Wellington Road 34, Puslinch.

1. CALL THE MEETING TO ORDER

2. ROLL CALL

Attendance:

Councillor Sara Bailey

Aaron Dochstader

Ayla Panylo

Carter Devries

Laz Holford

Oliver Van Gerwen

Talia Wineberg

Xander Wineberg

Absent:

Kenzo Szatori

Katey Whaling

Chelsey MacPherson

Staff in Attendance:

Laura Emery, Communications and Committee Coordinator

Sarah Heuther, Interim Deputy Clerk

3. MOMENT OF REFLECTION

4. CONFIRMATION OF THE AGENDA

Resolution No. 2024-009:

Moved by Xander Wineberg and  
Seconded by Aaron Dochstader



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

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

CARRIED

5. DISCLOSURE OF CONFLICT OF INTEREST:

None

6. DELEGATIONS

6.1 Delegation presented by Grove Wellness regarding Youth Wellness Hubs

Resolution No. 2024-010:

Moved by Ayla Panylo and  
Seconded by Oliver Van Gerwen

That the Delegation by the Grove Wellness regarding information on Youth Wellness Hubs be received for information.

CARRIED

7. CONSENT AGENDA

7.1 February 5, 2024 Youth Advisory Committee Minutes

Resolution No. 2024-011:

Moved by Talia Wineberg and  
Seconded by Laz Holford

That Consent Agenda item 7.1 listed for the February 5, 2024 Youth Advisory Committee Meeting be received for information.

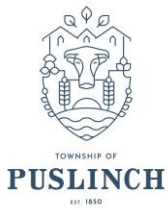
CARRIED

8. COMMITTEE AND STAFF REPORTS

8.1 Ice Breaker Activity

Resolution No. 2024-012:

Moved by Carter Devries and  
Seconded by Aaron Dochstader



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

That the Ice Breaker Activity be moved to a further Youth Advisory Committee Meeting.

CARRIED

8.2 SPARK Leadership Conference

Resolution No. 2024-013:

Moved by Oliver Van Gerwen and  
Seconded by Aaron Dochstader

That the SPARK Leadership Conference be received for information; and,

That staff be directed to sign 7 Youth up for the conference with May 23rd being the preferred date.

CARRIED

8.3 Report YOU-2024-003 – Committee Goals and Objectives Update & Working on our Projects

Resolution No. 2024-014:

Moved by Xander Wineberg and  
Seconded by Laz Holford

That report YOU-2024-003 entitled Committee Goals and Objectives & Working on our Projects be received for information.

CARRIED

9. CORRESPONDENCE

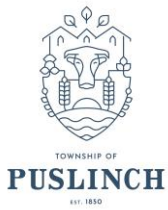
None

10. ANNOUNCEMENTS

None

11. NOTICE OF MOTION

None



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

12. NEW BUSINESS

Committee member Ayla Panylo raised concerns with respect to neighbourhood complaints regarding Boreham Park resulting in the removal of landscaping and general concern to use and access of Boreham Park following the complaints.

Committee member Oliver Van Gerwen expressed his concern regarding the negative feedback towards the neighbourhood concerns.

13. ADJOURNMENT

Resolution No. 2024-015:

Moved by Talia Wineberg and  
Seconded by Ayla Panylo

That the Youth Advisory Committee hereby adjourns at 7:37 p.m.

CARRIED





THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
NOVEMBER 30, 2023 RECREATION ADVISORY COMMITTEE MEETING  
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION -  
7404 WELLINGTON RD 34, PUSLINCH ON

## MINUTES

DATE: November 30, 2023

MEETING: 7:00 P.M.

The November 30, 2023 Recreation Advisory Committee was held on the above date and called to order at 7:09 p.m. via in person participation at the Municipal Office at 7404 Wellington Road 34, and via electronic participation.

1. CALL THE MEETING TO ORDER

2. ROLL CALL

Attendance:

Councillor Jessica Goyda

Joanna Jefferson

Stephanie McCrone

Staff in Attendance:

Justine Brotherston, Interim Municipal Clerk

Laura Emery, Communications and Committee Coordinator

Sarah Huether, Interim Deputy Clerk

Mike Fowler, Director of Public Works, Parks and Facilities

Absent:

Vince Klimkosz

Mary Christidis

3. MOMENT OF REFLECTION

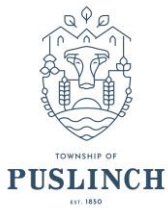
4. CONFIRMATION OF THE AGENDA

Resolution No. 2023-030:

Moved by Joanna Jefferson and  
Seconded by Stephanie McCrone

That the Recreation Advisory Committee approves the November 30, 2023 Agenda as circulated.

CARRIED



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
NOVEMBER 30, 2023 RECREATION ADVISORY COMMITTEE MEETING  
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION -  
7404 WELLINGTON RD 34, PUSLINCH ON

5. DISCLOSURE OF CONFLICT OF INTEREST

None

6. DELEGATIONS

None

7. CONSENT AGENDA

7.1 October 3, 2023 Recreation Advisory Committee Minutes

7.2 Township of Puslinch Council Resolution 2023-324 Recreation Advisory Committee  
Terms of Reference

7.3 Township of Puslinch Council Resolution 2023-377 remove requirement for Recreation  
Advisory Committee Meetings to be video recorded and published to Township's YouTube  
page

7.4 Facility Revenues and previous year comparators for September 1, 2023 to October 31,  
2023

Resolution No. 2023-031:

Moved by Stephanie McCrone and  
Seconded by Joanna Jefferson

That Consent Agenda item 7.1 October 3, 2023 Recreation Advisory Committee Minutes  
be received for information.

CARRIED

Resolution No. 2023-032:

Moved by Joanna Jefferson and  
Seconded by Stephanie McCrone

That Consent Agenda item 7.2 Township of Puslinch Council Resolution 2023-324  
Recreation Advisory Committee Terms of Reference be received for information.

CARRIED



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
NOVEMBER 30, 2023 RECREATION ADVISORY COMMITTEE MEETING  
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION -  
7404 WELLINGTON RD 34, PUSLINCH ON

Resolution No. 2023-033:

Moved by Stephanie McCrone and  
Seconded by Joanna Jefferson

That Consent Agenda item 7.3 Township of Puslinch Council Resolution 2023-377 remove requirement for Recreation Advisory Committee Meetings to be video recorded and published to Township's YouTube page be received for information.

CARRIED

Resolution No. 2023-034:

Moved by Joanna Jefferson and  
Seconded by Stephanie McCrone

That Consent Agenda item 7.4 Facility Revenues and previous year comparators for September 1, 2023 to October 31, 2023 be received for information.

CARRIED

8. COMMITTEE AND STAFF REPORTS

8.1 Report – REC-2023-015 – Open Gym on PA Days

Resolution No. 2023-035:

Moved by Joanna Jefferson and  
Seconded by Stephanie McCrone

That staff report REC-2023-015 regarding the Open Gym on School PA Days be received for information; and,

That the Recreation Advisory Committee provides the following comments with respect to having Open Gym times for Council's consideration:

The committee is supportive of having Open Gym times on PA days from 9:00 a.m. to 11:00 a.m. and additionally recommends having Parent and Tot open gym programming in the mornings one day a week.

CARRIED



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
NOVEMBER 30, 2023 RECREATION ADVISORY COMMITTEE MEETING  
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION -  
7404 WELLINGTON RD 34, PUSLINCH ON

8.2 Report – REC-2023-016 – Proposed 2024 Recreation Advisory Committee Meeting  
Schedule

Resolution No. 2023-036:

Moved by Joanna Jefferson and  
Seconded by Stephanie McCrone

That staff report REC-2023-16 regarding the Proposed 2024 Recreation Advisory  
Committee Schedule be received for information; and further,

That the 2024 Recreation Advisory Committee meet at the following dates:

Tuesday February 20<sup>th</sup>,

Tuesday April 16<sup>th</sup>,

Tuesday June 18<sup>th</sup>,

Tuesday September 17<sup>th</sup>,

Tuesday October 15<sup>th</sup>,

Tuesday November 19<sup>th</sup>.

CARRIED

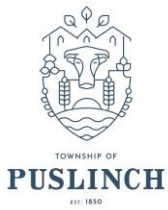
8.3 Report – REC-2023-013 – 2022-2026 Committee Goals and Objectives

Resolution No. 2023-037:

Moved by Stephanie McCrone and  
Seconded by Joanna Jefferson

That staff report REC-2023-017 entitled 2022-2026 Recreation Advisory Committee  
Goals and Objectives be received for information.

CARRIED



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
NOVEMBER 30, 2023 RECREATION ADVISORY COMMITTEE MEETING  
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION -  
7404 WELLINGTON RD 34, PUSLINCH ON

8.4 Verbal update – Parks Master Plan Update – Director of Public Works, Parks and Facilities

Resolution No. 2023-038:

Moved by Joanna Jefferson and  
Seconded by Stephanie McCrone

That the verbal update from Mike Fowler, Director of Public Works, Parks and Facilities be received for information.

CARRIED.

9. CORRESPONDENCE

None

10. ANNOUCEMENTS

None

11. NOTICE OF MOTION

None

12. NEW BUSINESS

None

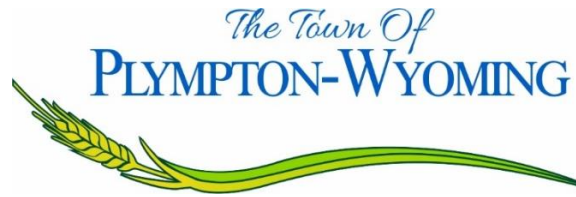
13. ADJOURNMENT

Resolution No. 2023-039:

Moved by Joanna Jefferson and  
Seconded by Stephanie McCrone

That the Recreation Advisory Committee hereby adjourns at 7:56 p.m.

CARRIED



## RESOLUTION

**RESOLUTION NO. 10**

**DATE: April 10<sup>th</sup>, 2024**

**MOVED BY: Netty McEwen**

**SECONDED BY: John van Klaveren**

### **RE: SECURING ACCESS TO NATURAL GAS FOR OUR COMMUNITY AND ONTARIO**

---

WHEREAS Access to natural gas is important to residents and businesses in our community for affordability and reliability.

WHEREAS The Ontario Energy Board's (OEB) decision on Phase 1 of the Enbridge Gas 2024 rebasing application, issued on 21 December 2023, has concerning implications including putting into question the future access to natural gas that support of economic development, affordable housing growth, and energy reliability in communities such as the Town of Plympton-Wyoming.

AND WHEREAS Ontario is growing and access to affordable energy to support this growth for homes and businesses is crucial, and is a measured approach to energy transition as not having access to natural gas will stifle economic growth and put housing and energy affordability at risk.

NOW THEREBE IT RESOLVED:

1. THAT the Town of Plympton-Wyoming supports a measured approach to Ontario's energy transition.

AND THAT the Town of Plympton-Wyoming recognizes that there may not be enough electricity available to replace the energy provided by natural gas and meet the increased demand from electrification.

2. THAT Natural gas must continue to play an integral role in meeting the energy needs of Ontario.

3. THAT the Town of Plympton-Wyoming supports the work the Government of Ontario has done to date, including the Natural Gas Expansion Program and Electrification and Energy Transition Panel's call for a clear policy on the role of natural gas to secure access to affordable energy.

4. THAT this resolution be circulated to the President of AMO, Colin Best, Hon. Doug Ford, Premier of Ontario, Hon. Todd Smith, the Minister of Energy, Bob Bailey Member of Provincial Parliament for Sarnia-Lambton, all regional municipalities as significant actors to ensuring the need for natural gas in Ontario as part of a measured approach towards energy transition, and submitted to [municipalaffairs@enbridge.com](mailto:municipalaffairs@enbridge.com).

  
Mayor  
Town of Plympton-Wyoming

The Corporation of the Municipality of St. Charles  
RESOLUTION PAGE



Regular Meeting of Council

Agenda Number: 8.3.

Resolution Number 2024-071

Title: Resolution stemming from February 21, 2024 Regular Meeting of Council - Item 10.1 - Correspondence #8

Date: March 20, 2024

---

Moved by: Councillor Pothier

Seconded by: Councillor Laframboise

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby supports the Resolution passed by Public Health Sudbury & Districts on January 18, 2024, regarding household food insecurity;

AND BE IF FURTHER RESOLVED THAT a copy of this Resolution be sent to Premier Doug Ford; Minister of Children, Community and Social Services, Michael Parsaco; Minister of Finance, Peter Bethlenfalvy; Minister of Municipal Affairs and Housing, Paul Calandra; Deputy Premier and Minister of Health, Sylvia Jones; the Association of Municipalities of Ontario (AMO); our local Member of Provincial Parliament (MPP); and all Ontario Municipalities.

CARRIED

  
MAYOR



**Public Health**  
**Santé publique**  
SUDBURY & DISTRICTS

January 24, 2024

VIA ELECTRONIC MAIL

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

Dear Recipient:

**Re: Household Food Insecurity**

At its meeting on January 18, 2024, the Board of Health carried the following resolution #06-24:

*WHEREAS food security is a chronic and worsening health issue as documented by annual local data on food affordability and as recognized by multiple Association of Local Public Health Agencies (ALPHA) resolutions: [A05-18](#) (Adequate Nutrition for Ontario Works and Ontario Disability Support Program), [A18-02](#) (Minimum Wage that is a Living Wage), [A15-04](#) (Basic Income Guarantee), and [A23-05](#) (Monitoring Food Affordability in Ontario and the Inadequacy of Social Assistance Rates)*

*THEREFORE BE IT RESOLVED THAT the Board of Health for Public Health Sudbury & Districts call on the provincial government to incorporate local food affordability findings in determining adequacy of social assistance rates to reflect the current costs of living and to index Ontario Works rates to inflation going forward; and*

*THAT in the context of the Public Health Strengthening roles and responsibilities deliberations, the Board of Health urge all health system partners to remain committed to population health assessment and surveillance as it relates to monitoring food environments and, specifically, to monitoring food affordability; and share this motion broadly with local and provincial stakeholders.*

**Sudbury**

1300 rue Paris Street  
Sudbury ON P3E 3A3  
t: 705.522.9200  
f: 705.522.5182

**Elm Place**

10 rue Elm Street  
Unit / Unité 130  
Sudbury ON P3C 5N3  
t: 705.522.9200  
f: 705.677.9611

**Sudbury East / Sudbury-Est**

1 rue King Street  
Box / Boîte 58  
St.-Charles ON POM 2W0  
t: 705.222.9201  
f: 705.867.0474

**Espanola**

800 rue Centre Street  
Unit / Unité 100 C  
Espanola ON P5E 1J3  
t: 705.222.9202  
f: 705.869.5583

**Île Manitoulin Island**

6163 Highway / Route 542  
Box / Boîte 87  
Mindemoya ON POP 1S0  
t: 705.370.9200  
f: 705.377.5580

**Chapleau**

34 rue Birch Street  
Box / Boîte 485  
Chapleau ON POM 1K0  
t: 705.860.9200  
f: 705.864.0820

**toll-free / sans frais**

1.866.522.9200

**phsd.ca**



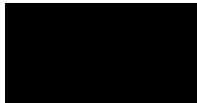


Letter  
Re: Household Food Insecurity  
January 24, 2024  
Page 2

Household food insecurity is one of the strongest predictors of poor health, making it a serious public health issue (PROOF, 2023). Individuals who are food insecure are at higher risk of diet-related diseases like diabetes and are at higher risk for a wide range of chronic conditions such as depression and anxiety disorders, arthritis, and chronic pain. Household food insecurity leaves an indelible mark on children's health and well-being (PROOF, 2023). The experience of food insecurity in childhood is associated with mental health concerns throughout childhood and into early adulthood (PROOF, 2023). In Ontario, the healthcare costs of individuals who are the most food insecure can be more than double that of individuals who are food secure (PROOF, 2023, Tarasuk et al., 2015).

Thank you for your attention to this important issue – the solutions for which will not only help many Ontarians in need but also protect the sustainability of our critical health and social services resources.

Sincerely,



Penny Sutcliffe, MD, MHSc, FRCPC  
Medical Officer of Health and Chief Executive Officer

cc: Honourable Michael Parsa, Minister of Children, Community and Social Services  
Honourable Peter Bthlenfalvy, Ministry of Finance  
Honourable Paul Calandra, Minister of Municipal Affairs and Housing  
Honourable Sylvia Jones, Deputy Premier and Minister of Health  
France G linas, Member of Provincial Parliament, Nickel Belt  
Jamie West, Member of Provincial Parliament, Sudbury  
Michael Mantha, Member of Provincial Parliament, Algoma-Manitoulin  
Dr. Kieran Moore, Chief Medical Officer of Health  
Jacqueline Edwards and Jennifer Babin-Fenske, Co-chairs, Greater Sudbury Food Policy Council  
Richard Lathwell, Local Food Manitoulin  
Colleen Hill, Executive Director, Manitoulin Family Resources  
All Ontario Boards of Health  
Association of Local Public Health Agencies

Letter  
Re: Household Food Insecurity  
January 24, 2024  
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PROOF (2023). What are the implications of food insecurity for health and health care? Identifying Policy Options to Reduce Household Food Insecurity in Canada. Retrieved from:  
<https://proof.utoronto.ca/food-insecurity/what-are-the-implications-of-food-insecurity-for-health-andhealth-care/>

Tarasuk, V., Cheng, J., de Oliveira, C., Dachner, N., Gundersen, C., Kurdyak, P. (2015). Association between household food insecurity and annual healthcare costs. Canadian Medical Association Journal. 1 87 (14) E429-E436. DOI: <https://doi.org/10.1503/cmaj.150234>

March 28, 2024

Please be advised that during the regular Council meeting of March 26, 2024 the following resolution regarding support for 'a call to action' to meet the deadline of an Accessible Ontario by 2025 was carried.

**RESOLUTION NO. 2024-151**

**DATE: March 26, 2024**

**MOVED BY: Councillor MacNaughton**

**SECONDED BY: Councillor Pennell**

**WHEREAS** the Accessibility for Ontarians With Disabilities Act (AODA) is ground-breaking legislation, created to help people with disabilities fully participate in society, bring them to the table in crafting regulations, and build mechanisms to enforce standards;

**WHEREAS** Rich Donovan, an expert in accessibility issues, was appointed as the Independent Reviewer of the Act in 2022, and in his 2023 legislative review declared a crisis as a necessary catalyst to get Ontario back on track for accessibility;

**WHEREAS** at least 2.9 million Ontarians currently live with a disability, representing at least 22% of the consumer base and the workforce, but due to barriers, Ontarians with disabilities are too often falling short of their full potential;

**WHEREAS** the AODA aims to develop, implement and enforce standards related to goods, services, accommodation, employment and buildings before Jan. 1, 2025, and municipalities, as the level of government closest to the people are at the front lines, developing, implementing and enforcing these standards without meaningful guidance on its implementation and/or enforcement by the Province;

**WHEREAS** people with disabilities and advocates, including Prince Edward County's Accessibility Advisory Committee, note the slow pace of current and previous Ontario governments in implementing the AODA and there are growing concerns there will be no renewed push to keep accessibility issues at the forefront after 2025;

**WHEREAS** Prince Edward County is dedicated and committed to creating a welcoming environment so that all people may have equitable access to programs, goods, services and facilities, but making investments to achieve the AODA

standards has been challenging given the lack of consistent and stable funding for municipalities to remove accessibility barriers;

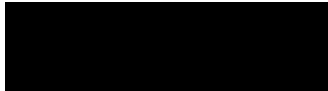
**THEREFORE BE IT RESOLVED THAT** the Council of Prince Edward County strongly encourages action on the part of the Provincial Government to urgently:

- a) create a "Municipal Accessibility Fund" for municipalities to develop, implement and enforce AODA standards related to goods, services, accommodation, employment and buildings. Such a fund could be modeled after the Canada Community-Building Fund or the Ontario Cannabis Legalization Implementation Fund on a per household basis;
- b) to commit to working with municipalities to implement the Donovan Review immediate crisis recommendations;

**AND FURTHER THAT** the Mayor write a letter in support of this resolution to the Minister of Seniors and Accessibility, and that a copy of this resolution be sent to the Premier of Ontario, the Minister of Seniors and Accessibility, the Minister of Children, Community, and Social Services, the Minister of Health, the Minister of Municipal Affairs and Housing, the Federation of Canadian Municipalities, the Association of Municipalities of Ontario, and the Eastern Ontario Wardens Caucus, and all Ontario Municipalities.

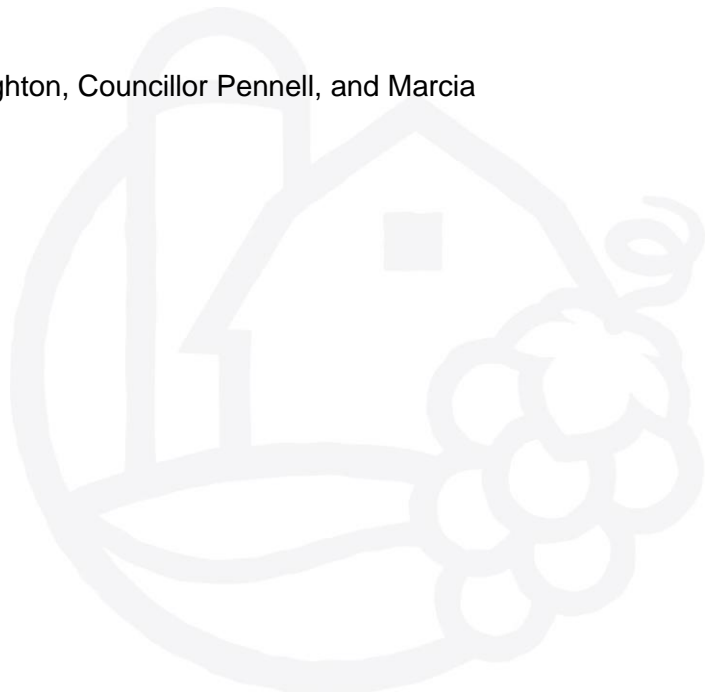
**CARRIED**

Yours truly,



Catalina Blumenberg, **CLERK**

cc: Mayor Steve Ferguson, Councillor MacNaughton, Councillor Pennell, and Marcia Wallace, CAO





The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

Tuesday, April 16, 2024

Resolution # RC24087	Meeting Order: 10
Moved by: [REDACTED]	Seconded by: [REDACTED]

**WHEREAS** the Accessibility for Ontarians With Disabilities Act (AODA) is ground-breaking legislation, created to help people with disabilities fully participate in society, bring them to the table in crafting regulations, and build mechanisms to enforce standards;

**AND WHEREAS** Rich Donovan, an expert in accessibility issues, was appointed as the Independent Reviewer of the Act in 2022, and in his 2023 legislative review declared a crisis as a necessary catalyst to get Ontario back on track for accessibility;

**AND WHEREAS** at least 2.9 million Ontarians currently live with a disability, representing at least 22% of the consumer base and the workforce, but due to barriers, Ontarians with disabilities are too often falling short of their full potential;

**AND WHEREAS** the AODA aims to develop, implement and enforce standards related to goods, services, accommodation, employment and buildings before Jan. 1, 2025, and municipalities, as the level of government closest to the people are at the front lines, developing, implementing and enforcing these standards without meaningful guidance on its implementation and/or enforcement by the Province;

**AND WHEREAS** people with disabilities and advocates, note the slow pace of current and previous Ontario governments in implementing the AODA and there are growing concerns there will be no renewed push to keep accessibility issues at the forefront after 2025;

**AND WHEREAS** the Municipality of Wawa is dedicated and committed to creating a welcoming environment so that all people may have equitable access to programs, goods, services and facilities, but making investments to achieve the AODA standards has been challenging given the lack of consistent and stable funding for municipalities to remove accessibility barriers;

p.2...



The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

THEREFORE, BE IT RESOLVED THAT the Corporation of the Municipality of Wawa Council strongly encourages action on the part of the Provincial Government to urgently:

- a) create a "Municipal Accessibility Fund" for municipalities to develop, implement and enforce AODA standards related to goods, services, accommodation, employment and buildings. Such a fund could be modelled after the Canada Community-Building Fund or the Ontario Cannabis Legalization Implementation Fund on a per household basis;
b) to commit to working with municipalities to implement the Donovan Review immediate crisis recommendations;

AND FURTHER THAT that a copy of this resolution be sent to the Minister of Seniors and Accessibility, the Premier of Ontario, the Minister of Seniors and Accessibility, the Minister of Children, Community, and Social Services, the Minister of Health, the Minister of Municipal Affairs and Housing, the Federation of Canadian Municipalities, the Association of Municipalities of Ontario, and the Eastern Ontario Wardens Caucus, and all Ontario Municipalities.

Table with 4 columns: RESOLUTION RESULT, RECORDED VOTE, YES, NO. Rows include CARRIED, DEFEATED, TABLED, RECORDED VOTE (SEE RIGHT), PECUNIARY INTEREST DECLARED, and WITHDRAWN.

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: \_\_\_\_\_

Table with 2 columns: MAYOR - MELANIE PILON, CLERK - MAURU O'NEILL. Both cells contain redacted signatures.

April 16, 2024

Conservation Authorities and  
Natural Hazards Section  
Ministry of Natural Resources and  
Forestry – RPDPB  
By E-mail: [ca.office@ontario.ca](mailto:ca.office@ontario.ca)

Matthew Rae  
MPP for Perth-Wellington  
By E-mail: [matthew.rae@pc.ola.org](mailto:matthew.rae@pc.ola.org)

**RE: Conservation Authorities Act**

Please note that in response to the attached Ministry of Natural Resources and Forestry’s proposal “Regulation detailing new Minister’s Permit and Review powers under the Conservation Authorities Act” on April 5, 2024, Council of the Municipality of West Perth at its Regular Council Meeting held on April 15, 2024, passed the following resolution:

RESOLUTION: 122/24

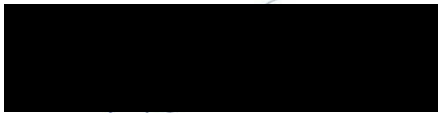
Moved By: Councillor Trentowsky

Seconded by: Councillor Duck

CARRIED

“That the Council for the Municipality of West Perth recommends to the province that any proposed changes contemplated by the province be put on hold until such time that the planning statement is finalized by the province and communicated to the municipalities and that this motion be circulated to the Association of Municipalities of Ontario (AMO) All Ontario Municipalities for support.”

If you require further information, please do not hesitate to contact the Clerk’s Department.



Daniel Hobson  
Manager of Legislative Services/Clerk  
Municipality of West Perth

cc: Matthew Rae, MPP for Perth-Wellington  
Association of Municipalities of Ontario (AMO)  
All Ontario Municipalities



# Regulation detailing new Minister's Permit and Review powers under the Conservation Authorities Act.

ERO (Environmental Registry of Ontario) number	019-8320
Notice type	Regulation
Act	Conservation Authorities Act, R.S.O. 1990
Posted by	Ministry of Natural Resources and Forestry
Notice stage	Proposal
Proposal posted	April 5, 2024
Comment period	April 5, 2024 - May 6, 2024 (31 days) Open
Last updated	April 5, 2024

This consultation closes at 11:59 p.m.

on:

**May 6, 2024**

## Proposal summary

We are proposing a regulation specifying the circumstances under which the Minister may issue an order to prevent a conservation authority from making a permitting decision and make the permitting decision in the place of a conservation authority or may undertake a review of a conservation authority permitting decision.

## Proposal details

Conservation authorities regulate development and other activities through a permitting process under the *Conservation Authorities Act* for the purposes of natural hazard management and to protect people and property from natural hazards, such as flooding and erosion. Each conservation authority implements the permitting framework based on provincial legislation, regulatory

requirements, and technical standards, as well as conservation authority board-approved policies that outline how the conservation authority administers regulations locally.

Recently proclaimed provisions in the *Conservation Authorities Act* and associated regulations came into effect on April 1, 2024, including new powers for the Minister to 1) issue an order to prevent a conservation authority from issuing a permit and to take over the permitting process in the place of a conservation authority, and 2) review a conservation authority permit decision at the request of the applicant.

The Ministry is proposing a regulation which would set out the circumstances under which these powers could be used. If the regulation is approved, public guidance would be made available on the criteria and processes outlined in the regulation.

## 1. Permits issued by the Minister

Existing requirements under the *Conservation Authorities Act* regarding permits issued by the Minister under section 28.1.1 include:

- The Minister may issue an order directing a conservation authority not to issue a permit to a specific individual to engage in a specified activity, or to persons who may wish to engage in a certain type or class of activity, that would be prohibited under section 28 without a permit.
- The Minister's decision to issue an order is discretionary, and it may be issued either before or after an application for a permit has been submitted to the relevant conservation authority.
- Notice of any order must be provided to affected conservation authorities, any person who applied for the permit in question prior to the order and be posted on the Environmental Registry of Ontario (ERO (Environmental Registry of Ontario)) within 30-days.
- If an order made, the Minister has the power to issue a permit in place of the conservation authority. When making a permitting decision, the Minister is required to satisfy the same criteria concerning natural hazards and public safety that are considered by conservation authorities. This includes whether the activity is likely to affect the control of flooding, erosion, dynamic beaches or unstable soil or

bedrock. It also must consider whether the activity is likely to create conditions or circumstances that, in the event of a natural hazard, might jeopardize the health or safety of persons or result in the damage or destruction of property.

- The Minister may refuse the permit or issue a permit subject to such conditions as the Minister determines are appropriate.

### **Proposed additional requirements that would be set out in regulation include:**

- The Minister may make an order to prevent a conservation authority from making a permitting decision and take over the permitting process only if the development activity or type or class of permits pertains to or supports a specified provincial interest, including:
  - Housing (community, affordable and market-based)
  - Community services (health, long-term care, education, recreation socio-cultural, security and safety, environment)
  - Transportation infrastructure
  - Buildings that facilitate economic development or employment
  - Mixed use developments
- If a proponent wishes to petition the Minister to issue an order, the proponent must submit a request to the Minister that would include information on:
  - Overview of proposed development.
  - Why the Minister's involvement is requested (e.g., development of provincial interest, timing/urgency; permitting process to date if applicable; other barriers) and preferable to the standard process in the *Conservation Authorities Act*.
  - Indication of whether the local municipality has endorsed the project and the request for Minister's involvement (e.g., by municipal letter or resolution).
  - Status of other required project approvals including the extent of any engagement with the conservation authority in the permitting process that the applicant has had to date.

## 2. Permits reviewed by the Minister

Existing requirements under the *Conservation Authorities Act* relating to requests for review under section 28.1.2 regarding permits where there is an order made by the Minister of Municipal Affairs and Housing under section 34.1 or 47 of the *Planning Act* and section 28.1 regarding all other conservation authority permits include:

- An applicant who has been refused a permit or had conditions attached to a permit by a conservation authority to which the applicant objects can, within 15-days of receiving reasons for the authority's decision, submit a request to the Minister for the Minister to review the authority's decision. Alternatively, an applicant also has the option to appeal the authority's decision to the Ontario Land Tribunal.
- After receiving a request, the Minister has 30-days in which to decide whether or not they intend to conduct a review. If the Minister decides to conduct the review, a notice shall be posted on the ERO (Environmental Registry of Ontario) within 30-days of a reply indicating the Minister intends to review the decision by the authority. If the Minister does not reply within 30-days of the request, this is deemed to indicate that the Minister does not intend to conduct a review.
- After conducting a review, the Minister may confirm or vary the authority's decision or make any decision that the Minister considers appropriate, including issuing the permit subject to conditions.
- The Minister is required to base the decision on same criteria concerning natural hazards and public safety that are considered by conservation authorities. This includes whether the activity is likely to affect the control of flooding, erosion, dynamic beaches or unstable soil or bedrock. It also must consider whether the activity is likely to create conditions or circumstances that, in the event of a natural hazard, might jeopardize the health or safety of persons or result in the damage or destruction of property.

### **Proposed additional requirements that would be set out in regulation include:**

- The Minister may conduct a review of a conservation authority permit decision only if the development activity pertains to or supports a development of specified provincial interest, including:
  - Housing (community, affordable and market-based)

- Community services (health, long-term care, education, recreation socio-cultural, security and safety, environment)
- Transportation infrastructure
- Buildings that facilitate economic development or employment
- Mixed use developments

Note: This criteria would not apply to permit reviews under section 28.1.2 regarding permits where there is an order made by the Minister of Municipal Affairs and Housing under section 34.1 or 47 of the *Planning Act*.

- The request submitted to the Minister for a review would include information on:
  - Overview of proposed development.
  - If the request relates to conditions imposed by the conservation authority to which the applicant objects, identification of the specific conditions that are subject to the request for review, the changes requested to the conditions and the rationale in support of the requested changes.
  - If the request relates to an authority's decision to refuse a permit, the rationale in support of requesting that the Minister varies the decision and issues the permit.
  - Why the Minister's involvement is requested (e.g., development of provincial interest, timing/urgency; permitting process to date; other barriers) and preferable to alternative mechanisms in the *Conservation Authorities Act*.
  - Indication of whether the local municipality has endorsed the project and/or the request for Minister's involvement (e.g., by municipal letter or resolution).
  - Status of other required project approvals.

## Regulatory impact analysis

By clearly communicating the circumstances under which the Minister would consider whether to issue an order to prevent a conservation authority from making a permitting decision and to make permitting decisions in place of a conservation authority or to review a conservation authority permitting decision, this proposal would ensure that development proponents pursue the appropriate permitting channel. Efficiently navigating the permitting process is

expected to help save proponents time and resources. We expect that there will be some minor administrative costs for development proponents based on the time needed to learn about and understand the proposed changes.

## Supporting materials

### Related links

Conservation Authorities Act

(<https://www.ontario.ca/laws/statute/90c27#BK43>)

O. Reg. 41/24: Prohibited Activities, Exemptions and Permits

(<https://www.ontario.ca/laws/regulation/240041>)

### View materials in person

Some supporting materials may not be available online. If this is the case, you can request to view the materials in person.

Get in touch with the office listed below to find out if materials are available.

MNRF - RPDPB - Resources Development Section

300 Water Steet

2nd Floor South

Peterborough, ON

K9J 3C7

Canada

## Comment

Let us know what you think of our proposal.

Have questions? Get in touch with the contact person below. Please include the ERO (Environmental Registry of Ontario) number for this notice in your email or letter to the contact.

[Read our commenting and privacy policies. \(/page/commenting-privacy\)](/page/commenting-privacy)

## Submit by mail

Conservation Authorities and  
Natural Hazards Section

Ministry of Natural Resources and  
Forestry - RPDPB

300 Water Street

2nd Floor South Tower

Peterborough, ON

K9J 3C7

Canada

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Connect with  
US

## Contact

Conservation Authorities and  
Natural Hazards Section

 [ca.office@ontario.ca](mailto:ca.office@ontario.ca)

**The Corporation of the  
City of Sault Ste. Marie**



**Clerk's Department**

Rachel Tyczinski  
City Clerk

April 11, 2024

The Right Honourable Justin Trudeau  
Prime Minister of Canada  
Office of the Prime Minister  
80 Wellington Street  
Ottawa, ON  
K1A 0A2

Dear Sir:

**Re: Intimate Partner Violence and Coercive Control**

Please be advised that at its April 8, 2024 City Council meeting, Sault Ste. Marie City Council passed the following resolution:

Whereas the jury that heard the Carol Culleton, Anastasia Kuzyk, and Nathalie Warmerdam inquest (The Renfrew County Inquest) issued 86 recommendations to prevent future deaths and delivered those recommendations to the Province of Ontario; and

Whereas recommendation #85 of the inquest is to include "coercive control", as defined in the *Divorce Act*, as a criminal offence or as a type of assault under section 265 of the *Criminal Code*; and

Whereas according to experts, a perpetrator has privileged access to information about the target by virtue of the closeness of an intimate relationship and, as such, is able to identify unique vulnerabilities that can be exploited for coercive control; and

Whereas Coordinating Community Responses to Domestic Violence cites scholars and advocates in the field have consistently described intimate partner violence as both an expression of, and an attempt to maintain, power and control over intimate partners; and

Whereas in 2019, according to the Government of Canada, of the 107,810 people aged 15 and over who experienced intimate partner violence 79% were women. 55% of women who experienced physical or sexual intimate partner violence feared a partner at some point. Being afraid of a partner can indicate intimate partner violence that is more coercive, more severe, and more likely to reflect a pattern of abusive behaviours; and

Whereas between 2014 and 2019 in Canada, there were 497 victims of intimate partner homicide, and 80% (400 victims) were women; and



Whereas while Indigenous women account for about 5% of all women in Canada, they accounted for 21% of women killed by an intimate partner between 2014 and 2019 (83 victims). In 2021, the rate of gender-related homicide of Indigenous women and girls was more than triple that of gender-related homicides of women and girls overall (1.72 versus 0.54 per 100,000 women and girls); and

Whereas the Government of Canada names coercive control as one of the acts included in intimate partner violence, but does not include coercive control as an offence contained within the *Criminal Code* of Canada\* and

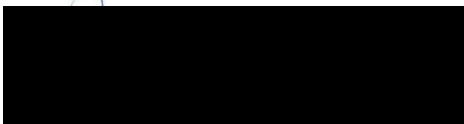
Whereas Bill C332, a private member's bill to amend the Criminal Code to create an offence of exercising coercive control of an intimate partner by engaging in a pattern of conduct that consists of any combination, or any repeated instances, of any of the following acts: using, attempting to use or threatening to use violence against certain persons, coercing or attempting to coerce the intimate partner to engage in sexual activity or engaging in other conduct that could reasonably be expected to cause the intimate partner to believe that their safety, or the safety of a person known to them, is threatened\*\*

Now Therefore Be It Resolved that the Sault Ste. Marie City Council express its support for Bill C-332 as well as call on the Government of Canada to support Bill C-332 and enact the necessary amendments to the *Criminal Code* of Canada to include coercive control of an intimate partner; and

Further it be resolved that a copy of this motion be circulated to the Right Honourable Justin Trudeau, Prime Minister of Canada, the Honourable Dominic LeBlanc, Minister of Public Safety, the Honourable Patty Hajdu, Minister of Indigenous Services, the Honourable Mark Holland, Minister of Health, the Honourable Marci Ien, Minister for Women and Gender Equality and Youth, the Honourable Jenna Sudds, Minister of Families, Children and Social Development, the Honourable Arif Virani, Minister of Justice, City of Sault Ste Marie MP Terry Sheehan, MP Laurel Collins, the Association of Municipalities of Ontario, Federation of Northern Ontario Municipalities, Federation of Canadian Municipalities, and all Ontario municipalities.

- \* <https://women-gender-equality.canada.ca/en/gender-based-violence/intimate-partner-violence.html>
- \*\* <https://www.parl.ca/documentviewer/en/44-1/bill/C-332/second-reading>
- <https://www150.statcan.gc.ca/n1/pub/85-002-x/2023001/article/00003-eng.htm>

Sincerely

A large black rectangular redaction box covering the signature of Rachel Tyczinski.

Rachel Tyczinski  
City Clerk



April 11, 2024

Hon. Paul Calandra  
Minister of Municipal Affairs and Housing  
via Email:  
minister.mah@ontario.ca

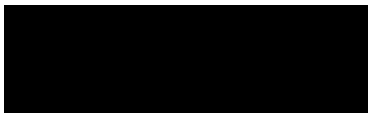
**Re: Jurisdiction of Ontario's Ombudsman**

The following resolution, adopted by City Council at their meeting on April 8, 2024, is forwarded for your information and necessary action.

That Council approve the recommendations outlined in [Report LSOCS24-005](#), dated April 2, 2024 of the Commissioner, Legislative Services, as follows:

- a) That the Honourable Paul Calandra, Minister of Municipal Affairs and Housing, be requested to introduce a Bill to amend the Ombudsman Act to require the Ontario Ombudsman to provide to each municipality, if requested by the municipality, sufficient particulars of each investigation, matter or case respecting the municipality that is referred to in each of the Ombudsman's Annual Reports to permit the municipality to fully understand and address the subject matter of each such investigation, matter or case including:
  - i) a copy of each complaint, as applicable, redacted only to the extent of individuals' personal information contained therein;
  - ii) the identities of the municipality's employees, officers and members of Council with whom the Ombudsman was consulting in respect of the investigation, matter or case; and
  - iii) particulars of the outcome of the investigation, matter or case including the Ombudsman's findings, conclusions and recommendations, if any.
- b) That the City Clerk forward Council's resolutions resulting from Council's approval of these recommendations to Minister Calandra, MPP David Smith, the Association of Municipalities of Ontario and to the municipal Clerks of Ontario's municipalities.

Sincerely,



John Kennedy, City Clerk

cc: David Smith, MPP  
Association of Municipalities of Ontario (AMO)  
All Ontario Municipalities



Monday, April 15, 2024

Sent via email  
[MEDJCT.Minister@ontario.ca](mailto:MEDJCT.Minister@ontario.ca)

Hon. Vic Fedeli  
Minister of Economic Development, Job Creation and Trade  
College Park 18th Flr,  
777 Bay St  
Toronto, ON M7A 1S5

Dear Honourable Minister Fedeli,

**Re: Western Ontario Warden's Caucus Support for Small Business Enterprise Centre Funding**

As you are aware, Small Business Enterprise Centres play an invaluable role in supporting entrepreneurs and small businesses across Ontario. For over 25 years, these centres have been instrumental in providing essential resources, tools, and guidance to individuals embarking on their entrepreneurial journeys.

There are 12 SBEC's located within the WOWC Counties, they are Collingwood, Orangeville, Niagara Falls, Stratford, Woodstock, Huron County, Sarnia-Lambton, St Thomas, Essex, Port Elgin, Owen Sound, Bruce County.

These centres serve as crucial hubs for budding entrepreneurs and existing small businesses alike. From assisting with business plans to aiding in recovery during challenging times, SBECs are pivotal in fostering economic growth and resilience within our communities. Small businesses are the backbone of the economy, making up 98% of all employer businesses in Ontario and Western Ontario is no different.

At the regular meeting of the Western Ontario Wardens' Caucus on Friday, April 5, 2024 the Caucus supported Small Business Enterprise Centres with the following resolution:

**Moved by H. MacDonald, seconded by D. Bailey:**

**Whereas** for more than 25 years, the 47 Small Business Enterprise Centres (SBEC's) across Ontario have supported entrepreneurs and small businesses by providing the essential fundamentals, tools, and contacts they need to start and grow their businesses; and

**Whereas** 12 SBEC locations offer services in WOWC member municipalities; and Whereas the Small Business Enterprise Centres, or SBEC's, are often the first stop on an entrepreneur's journey; and

**Whereas** In addition to working with entrepreneurs at the start of their journey, SBEC's are called upon to support existing businesses, typically with 10 or less employees; and

**Whereas** this support comes in the form of supporting them with growth plans, succession planning, and with recovery during difficult times; and

**Whereas**, operating funding has stagnated, impacting the ability to maintain services, diminishing the time spent with clients, time spent in the community, and involvement in local events and programming; and

**Whereas** the short-term duration of the Transfer Payment Agreements, makes budgeting and long-term planning difficult; and

**Whereas** SBEC's Transfer Payment Agreements with the Ministry of Economic Development, Job Creation and Trade, expires on March 31, 2024

**Therefore** be it resolved that Western Ontario Wardens' Caucus requests that the Province continue to fund SBECs and increase annual amounts in line with inflation and population growth.

**And further that a copy of this resolution be sent to:**

- Honourable Vic Fedeli, Minister of Economic Development, Job Creation & Trade
- MPP Effie J. Triantafilopoulos, Parliamentary Assistant to the Minister of Economic Development, Job Creation and Trade
- MPP Andrew Dowie, Parliamentary Assistant to the Minister of Economic Development, Job Creation and Trade
- MPP Nina Tangri, Associate Minister of Small Business
- Stephen Rhodes, Deputy Minister for Economic Development, Job Creation & Trade
- Anne Bermonte, Assistant Deputy Minister, Innovation and Economic Partnerships Division, Ministry of Economic Development, Job Creation and Trade
- Western Ontario MPPs
- Municipalities in Western Ontario.

- **CARRIED**

We were encouraged to see in the budget that Ontario is investing an additional \$6.8 million over the next two years to enhance the Starter Company Plus program, allowing more eligible entrepreneurs to receive a Starter Company Plus Grant of \$5,000, that will provide grants to an additional 500 entrepreneurs over two years. As well as supporting the Summer Company Program, providing student between the ages of students between the ages of 15 and 29 with at least 12 hours of business training, one-on-one mentoring and grants up to \$3,000.

The budget failed to address operating funding for the SBEC's that has stagnated over the years, leading to challenges in maintaining services and adequately supporting clients. Core funding from the province has remained unchanged since 2014 and municipalities have increased their contributions by 68% over that period. Additionally, the short-term nature of Transfer Payment Agreements with the Ministry of Economic Development, Job Creation and Trade further complicates long-term planning and sustainability for these centres.

We look forward to collaborating with you on ensuring the prosperity of our small business community.

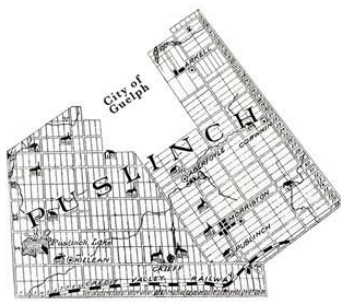
Sincerely,



Glen McNeil,  
Chair, Western Ontario Wardens' Caucus

cc:

MPP Effie J. Triantafilopoulos, Parliamentary Assistant to the Minister of Economic Development, Job Creation and Trade  
MPP Andrew Dowie, Parliamentary Assistant to the Minister of Economic Development, Job Creation and Trade  
MPP Nina Tangri, Associate Minister of Small Business  
Stephen Rhodes, Deputy Minister for Economic Development, Job Creation & Trade  
Anne Bermonte, Assistant Deputy Minister, Innovation and Economic Partnership, Division, Ministry of Economic  
Development, Job Creation and Trade  
Western Ontario MPPs  
Municipalities in Western Ontario



**PUSLINCH  
HISTORICAL  
SOCIETY**  
Founded 1984

**Website: [puslinchhistorical.ca](http://puslinchhistorical.ca)**

April 17, 2024

To Mayor Seeley and Councillors

The past year has seen continued interest in the PHS archives and website. Doors were open for inquiries every Saturday from noon until closing time at 3, with volunteers from the society covering each week. As well, there have been many occasions on which the archives have been opened for visitors unable to stop in on a Saturday. People have come from Western Canada as well as many Ontario locations recently.

It is the website, however, which generates the most inquiries – not unexpected when people doing genealogy or researching Puslinch subjects of interest turn to the internet as their first source of information. We encourage people within driving distance to come in, by providing them with an outline of the materials available to them in the collection. However, for people further away, one of our researchers will forward pertinent information. The recipients have been generous with donations and these are our main sources of income after memberships and book sales. Queries have come from as far away as Germany this year.

The contents of the former Morriston community library collection was donated to PHS in 2023. An inventory was made of the contents in order to have a record of what people were reading in the early 20<sup>th</sup> century, but the books were too moldy to be kept in the archives.

Several genealogists added the research they have done on Puslinch families to our collection this past year, and the “Families” list on our website was updated accordingly. Material is constantly added to the “Subject” and “Surname” files.

Our organization has a Planning Committee made up of 8 members of PHS, with the annual meeting every April. Approval was given at the 2024 annual meeting for a working committee (made up of John Clark, Marilyn Crow and Gail Kerr) to purchase a new computer for the archives. The current PHS computer was purchased in 2012. The funds are available in our treasury, but some investigation is needed before purchasing a new one.

Once again, we express our thanks to Council for supporting the work of the PHS volunteers. The society was formed in 1984, making this our 40<sup>th</sup> anniversary year. Watch for anniversary displays in the entrance hall to the Puslinch library, at the Canada Day celebrations July 1<sup>st</sup> and at the Aberfoyle Fall Fair in September, as a way to educate the broader Puslinch public about the material available in the archives.

We invite you to drop in the archives any Saturday afternoon at the Puslinch library to explore our resources.

Sincerely, Marilyn Crow  
PHS photo archivist

## Justine Brotherston

---

**Subject:** RE: Proposed Cutting Red Tape to Build More Homes Act, 2024 – Housing Initiatives

**From:** Fraser, Sean (MMAH) <[sean.fraser@ontario.ca](mailto:sean.fraser@ontario.ca)>

**Sent:** Friday, April 12, 2024 3:50 PM

**To:** Admin <[admin@puslinch.ca](mailto:admin@puslinch.ca)>

**Subject:** Proposed Cutting Red Tape to Build More Homes Act, 2024 – Housing Initiatives

April 12, 2024

Good afternoon,

I am writing regarding the government's recent introduction of the [Spring 2024 Red Tape Reduction Package](#) as part of its ongoing commitment to build at least 1.5 million homes by 2031.

The government also announced a series of proposed legislative, regulatory and policy changes as part of the [government's housing initiatives](#), including through Bill 185, the proposed [Cutting Red Tape to Build More Homes Act, 2024](#):

- [ERO #019-8462](#): An updated proposed Provincial Planning Statement, with new and updated policies for feedback based on the results of the 2023 consultation of the proposed Provincial Planning Statement ([ERO #019-6813](#));
- [ERO #019-8366](#): Removing barriers to additional residential units;
- [ERO #019-8368](#): Proposed amendments to Ontario Regulation 73/23: Municipal Planning Data Reporting regulation;
- [ERO #019-8369](#): Changes to the Planning Act, City of Toronto Act, 2006, and Municipal Act, 2001;
- [ERO #019-8370](#): Regulatory changes under the Planning Act and Development Charges Act, 1997: Newspaper Notice Requirements and Consequential Housekeeping Changes;
- [ERO #019-8371](#): Changes to the Development Charges Act, 1997, to enhance municipalities' ability to invest in housing-enabling infrastructure;

The government is undertaking a consultation on the proposals for at least 30 days beginning April 10, 2024. The Ministry of Municipal Affairs and Housing invites you to review the [Environmental Registry of Ontario](#) posting links provided above and share any feedback you may have.

You can learn more about the Spring 2024 Red Tape Reduction Package, including the [proposed Cutting Red Tape to Build More Homes Act, 2024, online](#). The ministry looks forward to hearing your ideas and advice on these important initiatives.

Finally, you should also be aware that the Ministry has introduced a new [zoning order framework](#) that will help guide how zoning order requests are received and considered. Moving forward, the Minister

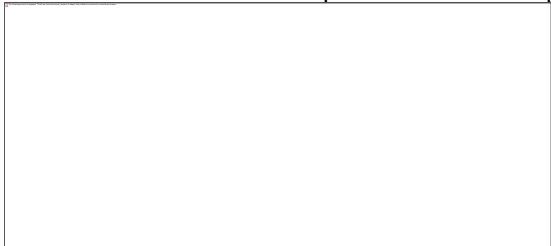


will only be considering requests that have been submitted in accordance with the new zoning order framework.

Sincerely,

**Sean Fraser**

Assistant Deputy Minister | Assistant Deputy Minister's Office  
Planning and Growth Division | Ministry of Municipal Affairs and Housing  
Ontario Public Service | 416-716-4362 | [sean.fraser@ontario.ca](mailto:sean.fraser@ontario.ca)



*Taking pride in strengthening Ontario, its places and its people*

cc: Caspar Hall, Assistant Deputy Minister, Local Government Division  
Hannah Evans, Assistant Deputy Minister, Municipal Services Division

*Disponible en français sur demande.*

**From:** AMO Communications <communicate@amo.on.ca>  
**Sent:** Wednesday, April 10, 2024 6:50 PM  
**To:** Justine Brotherston  
**Subject:** AMO Policy Update - Bill 185, Cutting Red Tape to Build More Homes Act, 2024



## **Policy Update – Bill 185, *Cutting Red Tape to Build More Homes Act, 2024***

Today the Government [introduced Bill 185](#), the *Cutting Red Tape to Build More Homes Act*. This omnibus bill includes changes to [a range of legislation](#) including changes to development charges and Ontario's land-use planning framework with the stated intent of removing barriers to building 1.5 million homes by 2031.

### **Changes to Development Charges**

In response to AMO advocacy, Bill 125 would make significant steps towards restoring municipalities' ability to fund growth-related infrastructure by:

- repealing the five-year phase-in of development charges introduced under Bill 23, and
- restoring studies as eligible development charge costs.

The bill moves forward with development charge exemptions for affordable units, with a commitment to release a bulletin by June providing necessary implementation information. AMO has supported these exemptions following the inclusion of income criteria in the definition of affordable.

AMO will continue to highlight the need to reinstate both housing services and the cost of land as eligible DC costs. Together, these

changes are costing municipalities around \$4 billion over a 10-year period and will have a material impact on municipalities' ability to invest in community housing.

AMO recognizes that that these changes are the result of a renewed approach to collaboration between the province and municipalities. The proposed changes make progress in walking back elements of Bill 23 that significantly undermined municipalities' ability to support housing. They do not, however, replace the need for a comprehensive conversation to update the provincial-municipal fiscal framework to support sustainability, affordability and economic prosperity.

### **Minister's Zoning Orders**

Bill 185 would replace the Community Infrastructure and Housing Accelerator (CHIA) tool with a new Minister's Zoning Order (MZO) [framework](#) that requires:

- Demonstration of how infrastructure servicing will be addressed;
- Anticipated timelines for downstream approvals and project completion;
- Evidence that they deliver on a provincial priority or are supported by a single-tier or lower-tier municipality.

The new MZO framework takes steps towards improving transparency, but fall short of AMO's recommendations that the government:

- use MZOs only in collaboration with municipalities
- use MZOs only in situations of extraordinary urgency, and
- enshrine this requirement in legislation.

### **Land-Use Planning Changes**

Bill 185 includes a number of changes intended to streamline planning processes and speed up housing development, including:

- Allowing municipalities to reallocate infrastructure servicing allocations from stalled developments to ready-to-build ones in order to better support growth

- Removing the planning application fee refund framework introduced through 2022's Bill 109
- Exempting public universities from planning approvals to facilitate faster construction of student residences
- Limiting third-party appeals for approved Official Plans and Zoning By-laws
- Authorities needed to move forward with removing planning authorities from seven upper-tier municipalities

Along with these measures, the government is introducing the next edition of the Building Code and will be sharing an updated draft of the next Provincial Planning Statement (PPS) for a 30-day consultation.

AMO calls on the province to support effective implementation of measures by limiting future changes to the land-use planning process and restoring stability and certainty to the system.

## Other Items

Bill 185 also proposes to streamline the anti-bonusing exemptions process by providing the Lieutenant Governor in Council the authority to allow municipalities to grant direct or indirect assistance to specific types of businesses, subject to certain conditions.

Bill 185 makes changes to the *Hazel McCallion Act (Peel Dissolution)* which would require the transition board to provide recommendations on the transfer of powers, responsibility or jurisdiction from Peel Region with respect to land use planning, water and wastewater, storm water, highways and waste management. AMO will continue to monitor the work of the Peel Transition Board to identify any policy recommendations that may impact municipalities in the future.

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

Association of Municipalities of Ontario

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

April 11, 2024

To Our Municipal Clients:

Re: Assessment of Bill 185, *Cutting Red Tape to Build More Homes Act, 2024*

On behalf of our many municipal clients, we are writing to inform you of the Ontario Legislature's proposed changes to the *Development Charges Act* (D.C.A.) under Bill 185 (*Cutting Red Tape to Build More Homes Act*) and to Ontario Regulation 82/98 under the D.C.A. These proposed changes are with respect to:

- The definition of eligible capital costs (to include certain studies);
- The removal of the mandatory phase-in of charges;
- The process for minor amendments to development charge (D.C.) by-laws;
- A reduction of time for the D.C. rate freeze related to site plan and zoning by-law amendment planning applications;
- Modernizing public notice requirements; and
- Implementation of the Affordable Residential Unit exemptions.

Further details with respect to these proposed changes are provided below.

With respect to changes to the *Planning Act* arising from Bill 185, Watson will be preparing a subsequent letter summarizing the changes.

## 1. Revised Definition of Capital Costs

On November 28, 2022, the Province enacted Bill 23, *More Homes Built Faster Act*, which included a number of discounts, exemptions, and reductions to D.C.s. As part of this legislation, the definition of capital costs (subsection 5 (3) of the D.C.A.) was amended to remove studies, including D.C. background studies.

Bill 185 proposes to reverse the capital cost amendments of the *More Homes Built Faster Act* (Bill 23) by reinstating studies as an eligible capital cost. The following paragraphs are proposed to be added to subsection 5 (3) of the D.C.A.:

5. *Costs to undertake studies in connection with any of the matters referred to in paragraphs 1 to 4.*
6. *Costs of the development charge background study required under section 10.*



The proposed amendment will allow municipalities to fund studies, consistent with by-laws passed prior to the *More Homes Built Faster Act* (Bill 23). This will allow for the funding of master plans, D.C. background studies, and similar studies that inform the capital costs of the D.C. background study.

## 2. Removal of the Mandatory Phase-in

The *More Homes Built Faster Act* (Bill 23) required the phase-in of charges imposed in a D.C. by-law over a five-year term. D.C. by-laws passed after January 1, 2022, were required to phase-in the calculated charges as follows:

- Year 1 of the by-law – 80% of the charges could be imposed;
- Year 2 of the by-law – 85% of the charges could be imposed;
- Year 3 of the by-law – 90% of the charges could be imposed;
- Year 4 of the by-law – 95% of the charges could be imposed; and
- Years 5 to 10 of the by-law – 100% of the charges could be imposed.

Bill 185 proposes to remove the mandatory phase-in of the charges. It is proposed that this change would be effective for D.C. by-laws passed after Bill 185 comes into effect.

For site plan and zoning by-law amendment applications that were made prior to Bill 185 receiving Royal Assent, the charges payable will be the charges that were in place on the day the planning application was made (i.e., including the applicable mandatory phase-in).

Note, the Bill also proposes to allow minor amendments to D.C. by-laws that include these phase-in provisions. As provided in further detail below, these amendments would not require the preparation of a D.C. background study or undertake the statutory public process, and the amendments would not be subject to Ontario Land Tribunal appeal. This provision will only be available for a period of six months after Bill 185 takes effect.

## 3. Process for Minor Amendments to D.C. By-laws

Section 19 of the D.C.A. requires that a municipality must follow sections 10 through 18 of the D.C.A. (with necessary modifications) when amending D.C. by-laws. Sections 10 through 18 of the D.C.A. generally require the following:

- Completion of a D.C. background study, including the requirement to post the background study 60 days prior to passage of the D.C. by-law;
- Passage of a D.C. by-law within one year of the completion of the D.C. background study;
- A public meeting, including notice requirements; and
- The ability to appeal the by-law to the Ontario Land Tribunal.



Bill 185 proposes to allow municipalities to undertake minor amendments to D.C. by-laws for the following purposes without adherence to the requirements noted above (with the exception of the notice requirements):

1. To repeal a provision of the D.C. by-law specifying the date the by-law expires or to amend the provision to extend the expiry date (subject to the 10-year limitations provided in the D.C.A.);
2. To impose D.C.s for studies, including the D.C. background study; and
3. To remove the provisions related to the mandatory phase-in of D.C.s as discussed in section 2 of this letter.

Minor amendments related to items 2 and 3 noted above may be undertaken only if the D.C. by-law being amended was passed after November 28, 2022, and before Bill 185 takes effect. Moreover, the amending by-law must be passed within six months of Bill 185 taking effect.

Notice requirements for these minor amending by-laws are similar to the typical notice requirements, with the exception of the requirement to identify the last day for appealing the by-law (as these provisions do not apply).

#### 4. Reduction of D.C. Rate Freeze Timeframe

Bill 108, *More Homes, More Choices Act, 2019*, which received Royal Assent on June 6, 2019, provided several changes to the D.C.A. including the requirement to freeze the D.C.s imposed on certain developments. This applied to developments that were subject to a site plan and/or a zoning by-law amendment application. The D.C. rate for these developments is “frozen” at the rates that were in effect at the time the site plan and/or a zoning by-law amendment application was submitted (subject to applicable interest). Once the application is approved by the municipality, if the date the D.C. is payable<sup>[1]</sup> is more than two years from the approval date, the D.C. rate freeze would no longer apply.

Bill 185 proposes to reduce the two-year timeframe to 18 months and move this timeframe from being identified in O. Reg. 82/98 to being identified in the D.C.A. Transition provisions are included that require the two-year D.C. “freeze” for site plan and zoning by-law amendment applications that were approved prior to Bill 185 receiving Royal Assent to remain in effect.

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<sup>[1]</sup> In the case of Rental Housing and Institutional development, once the application is approved by the municipality, if the date the first building permit is issued is more than two years after the date of approval, the D.C. rate freeze would no longer apply.





Note that the streamlined process for minor amending by-laws does not appear to include the ability to amend D.C. by-laws to meet this legislative change.

## 5. Other Proposed Changes

Along with the proposed legislative changes outlined in Bill 185, the Province has identified related proposed regulatory changes regarding modernization of the public notice requirements. In addition, the Province has noted that implementation of the Affordable Residential Unit exemption will occur on June 1, 2024.

### 5.1 Modernizing Public Notice Requirements

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The D.C.A. sets out the requirements for municipalities to give notice of public meetings and of by-law passage. These requirements are prescribed in sections 9 and 10 of O. Reg. 82/98 and include giving notice in a newspaper of sufficiently general circulation in the area to which the by-law would apply. The proposed regulatory changes would modernize public notice requirements by allowing municipalities to provide notice on a municipal website if a local newspaper is not available.

### 5.2 Implementing the Affordable Residential Unit Exemption

---

*The More Homes Built Faster Act* (Bill 23) identified an exemption for Affordable Residential Units. This exemption was subsequently revised through Bill 134, *Affordable Homes and Good Jobs Act, 2023*, which received Royal Assent on December 4, 2023. The exemption is summarized as follows:

- Affordable Rental: Where the rent is no greater than the lesser of the income based affordable rent<sup>[1]</sup> set out in the Affordable Residential Units Bulletin and the average market rent identified in the Affordable Residential Units Bulletin.
- Affordable Owned Unit: Where the price of the residential unit is no greater than the lesser of the income-based affordable purchase price<sup>[2]</sup> set out in the Affordable Residential Units Bulletin and 90% of the average purchase price identified in the Affordable Residential Units Bulletin.

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<sup>[1]</sup> Based on the 60<sup>th</sup> percentile of gross annual incomes for renter households in the applicable local municipality and where the rent is equal to 30% of the income of the household.

<sup>[2]</sup> Based on the 60<sup>th</sup> percentile of gross annual incomes for households in the applicable local municipality and where the purchase price would result in annual accommodation costs equal to 30 per cent of the income of the household.





The Provincial Backgrounder has indicated that this exemption will come into force on June 1, 2024, and that the Affordable Residential Units Bulletin will be posted on Ontario.ca.

Note, no commentary has been provided on the Attainable Unit exemption at this time.

## 6. Summary Comments on the Proposed Amendments

Many of these changes to the D.C.A. appear positive for municipalities by assisting in ensuring that growth pays for growth to the extent possible. This is achieved by allowing for the inclusion of growth-related studies that will allow municipalities to appropriately plan for additional development. Furthermore, the removal of the mandatory phase-in provisions ensures discounts to D.C.s are not provided to development and redevelopment that municipalities do not aim to incentivize. The reduction in the D.C. rate freeze timeline helps to ensure development that is not proceeding quickly does not receive D.C. discounts. Additionally, the ability to make minor amendments to D.C. by-laws to align with the legislative changes without onerous administrative requirements will assist municipalities in aligning policies with the amended legislation quickly. Modernizing the public notice requirements further assists municipalities in areas where there is no local newspaper.

With respect to the implementation of the Affordable Residential Unit exemption on June 1, 2024, as stated in previous correspondence, while it is an admirable goal to create additional affordable housing units, further D.C., community benefits charge, and parkland exemptions will continue to provide further financial burdens on municipalities to fund these exemptions.

Watson will be providing a submission through the Environmental Registry of Ontario on these legislative changes. Watson will also be seeking an opportunity to speak as a delegation to the Standing Committee, if possible, to provide our comments on behalf of our municipal clients. We will continue to monitor the progress of Bill 185 through the legislature and will continue to keep our clients informed of any changes. If you have any questions, please do not hesitate to contact us.

Yours very truly,

WATSON & ASSOCIATES ECONOMISTS LTD.

Daryl Abbs, MBE, PLE, Managing Partner  
Andrew Grunda, MBA, CPA, CMA, Principal  
Jamie Cook, MCIP, RPP, PLE, Managing Partner  
Peter Simcisko, BA (Hons), MBE, Managing Partner  
Sean-Michael Stephen, MBA, Managing Partner  
Jack Ammendolia, BES, PLE, Managing Partner

**Justine Brotherston**

---

**To:** Courtenay Hoytfox  
**Subject:** RE: Advocacy Update: Province Introduces Bill 185

*My work hours may not match yours, and I do not expect you to respond outside your working hours*

---

**From:** AMCTO | The Municipal Experts <[amcto@amcto.com](mailto:amcto@amcto.com)>  
**Sent:** Wednesday, April 17, 2024 11:37 AM  
**To:** Courtenay Hoytfox <[choytfox@puslinch.ca](mailto:choytfox@puslinch.ca)>  
**Subject:** Advocacy Update: Province Introduces Bill 185

Updates on our advocacy initiatives

View this email [in your browser](#).



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## Advocacy Update

Learn more about our work as we advocate on behalf of AMCTO members

April 17, 2024

**Advocacy Update: Province Introduces Bill 185**  
***Cutting Red Tape to Build More Homes Act, 2024***

On April 10, 2024, the Ontario Minister of Municipal Affairs and Housing and Minister of Legislative Affairs, Hon. Paul Calandra introduced Bill 185, *Cutting Red Tape to Build More Homes Act, 2024*. Presented as part of a red tape reduction package, its stated intent is to streamline approvals and help build more homes and infrastructure faster. The omnibus bill proposes legislative amendments related to development charges (DCs), planning, line fences and more, many of which directly affect municipal fiscal sustainability, service delivery, and staffing.

## Development Charges

Some of these changes come in response to our [submission to the Standing Committee on Heritage, Infrastructure and Cultural Policy](#) regarding Bill 23, *More Homes Built Faster Act, 2022*. AMCTO is supportive of the government's efforts to address housing supply and measures to improve local and provincial processes, and we have kept pressure on the Province to recognize the financial and administrative impacts on municipalities. In our submission we asked for amendments to Bill 23 to ensure that municipalities can continue to provide hard and soft services to their communities without incurring significant financial impact. Through Bill 185, the Province proposes to remove the five-year phase-in for development charges (DCs), reinstate studies as an eligible DC cost, reduce the DC freeze timeframe from two years to 18 months, and streamline the process for municipalities to extend existing DC bylaws – helping municipalities ensure growth pays for growth.

## Public Notice Requirements

Public notice requirements is another issue we, on behalf of members, raised with the Province earlier this year in a letter to Minister Calandra and at our Rural Ontario Municipal Association (ROMA) delegation with the Minister of Red Tape Reduction. Dozens of municipalities have flagged that current legislation on public notice requirements is increasingly difficult and potentially costly, even more so due to the recent closure of various newspaper print publications. We are pleased to see some clarification on this in the *Planning Act* and the *Development Charges Act*, such as allowing municipalities to give notice of new planning decisions on their website where no local newspaper is available. We know the notice issue goes beyond publication and includes concerns around mailing as well. The Province is [consulting on proposed changes](#) with a deadline of May 10, 2024.

## Line Fences Act

In addition to the above, the Province intends to allow notices to be sent electronically when it comes to the *Line Fences Act*, along with other proposed modernization amendments such as removing the requirement for municipalities to provide stenographic services during appeals hearings. We previously submitted comments on the proposed repeal of the *Line Fences Act* due to the administrative burden to municipalities. The Province is [consulting on proposed changes](#) with a deadline of May 10, 2024.

## Producer Pays

Within the red tape reduction package, the Province is further considering changes to producer responsibility regulations for recycling related to reporting requirements, clarifying rules, how producers and producer responsibility organizations (PROs) establish and operate collection networks, and more. Throughout the transition to the producer responsible model, we saw much of the financial responsibilities related to collection, material management, promotion, education, and reporting shift from municipalities to producers, reducing the financial and administrative burden on municipalities. Changes that remove producer responsibility would be of concern as they could have adverse impacts on municipalities.

Also on our radar is that under certain circumstances, municipalities are currently considered producers, such as when it comes to paper usage which has potentially burdensome reporting requirements attached to it. This is an area where we are continuing to gather information, data and feedback from members to better understand the problem and necessary solutions. We look forward to working collaboratively with other municipal associations on this issue. Share your feedback on this and other burdensome reporting through our intake form below.

[SHARE FEEDBACK](#)

## Other Administrative and Reporting Burden

We are also further examining other proposed changes to the reporting burden such as changes to municipal planning data reporting. In 2023, [we submitted comments](#) to the Ministry of Municipal Affairs and Housing about Municipal Reporting on Planning Matters. In this, we shared our concern that if approved, this would add more burden on municipalities. Our recommendations included asking the Province to work with the municipal sector to ensure the right data is collected, removing the requirement of five years of historical data, reducing the frequency of reporting to one or two times a year, among others. The Province is [consulting on proposed changes](#) with a deadline of May 10, 2024.

## Next Steps

Our team is considering making submissions on these items, but we need your help and support to do so. If you have comments on the above proposals, please complete our feedback form (linked in the button above) or [contact us](#) directly to share your ideas, comments, or concerns by **Monday, April 29**.

We will continue to monitor the proposed changes for impacts to municipalities and opportunities for consultation. The above-noted proposed amendments within Bill 185 are those most relevant to our Association's proactive advocacy work, however, the other changes announced also affect municipalities. A more extensive list of Bill 185's changes can be found on [our blog](#).

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**AMCTO | The Municipal Experts**

2680 Skymark Avenue, Suite 610, Mississauga, Ontario L4W 5L6

Tel: (905) 602-4294

**[www.amcto.com](http://www.amcto.com)**

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Ministry of Agriculture,  
Food and Rural Affairs

Office of the Minister

77 Grenville Street, 11th Floor  
Toronto, Ontario M7A 1B3  
Tel: 416-326-3074  
www.ontario.ca/OMAFRA

Ministère de l'Agriculture, de  
l'Alimentation et des Affaires rurales

Bureau du ministre

77, rue Grenville, 11<sup>e</sup> étage  
Toronto (Ontario) M7A 1B3  
Tél. : 416 326-3074  
www.ontario.ca/MAAARO



April 16, 2024

His Worship James Seeley  
Township of Puslinch  
james@wellington.ca

Dear Mayor Seeley:

It has been brought to my attention that some municipalities in the province have implemented new stormwater fee structures, and others are exploring doing so.

As Minister of Agriculture, Food and Rural Affairs, I am writing to ask that your municipality considers the needs and potential impacts on agriculture in your community when evaluating proposed changes to stormwater or other fees and to offer any support that my ministry can provide as you fully consider the impacts.

As you know, Ontario farms contribute significantly to local economies while supporting access to high-quality food both domestically and globally. The agri-food sector employs over 836,000 people and contributed \$48.8 billion to our provincial economy. Our government is committed to supporting the growth of the agriculture and food industry, which is why we released [Grow Ontario: a provincial agri-food strategy](#) to strengthen the agri-food sector, support economic growth, and ensure an efficient, reliable and responsive food supply for Ontarians.

To ensure that our food supply system continues to be responsible, trusted, and competitive on the world stage as well as a driver for economic growth in Ontario, it is important that all levels of government work closely with the agricultural community when evaluating new policies.

There is a need for special consideration for agricultural properties to ensure there are no unintended consequences that disproportionately impact farmers or greenhouse operators, as demonstrated in several of the new stormwater utility programs, including Brant County's proposed Stormwater Utility Program, which will exempt agricultural properties from the new proposed fee.

.../2

It is also worth noting that many farmers have already invested in water management measures and may not utilize municipal waterways in the same manner as other businesses.

Staff at my ministry are available to provide guidance on supporting the growth of the agricultural community while balancing broader municipal needs. Please feel free to contact Scott Duff with any questions you may have at (519) 820-3331 or by email at [scott.duff@ontario.ca](mailto:scott.duff@ontario.ca).

I hope that your municipality will consider engaging more directly with farmers and greenhouse operators to mitigate any unintended impacts new charges may have. It is imperative that municipalities and the agricultural industry work together to ensure the economic prosperity of our rural communities now and well into the future.

Sincerely,



Lisa M. Thompson  
Minister of Agriculture, Food and Rural Affairs

c: Scott Duff, Director, Policy Division

**Did you know about the Farmers' Wellness Initiative?**

- Your mental health is important! If you're a farmer or a member of a farm family and in need of mental health support, please call 1-866-267-6255 and arrange to speak with a professional today.
- For additional resources visit: <https://farmerwellnessinitiative.ca/>.



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

April 10, 2024

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

**RECEIVED**  
APR 17 2024  
Township of Puslinch

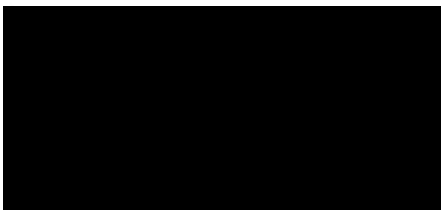
Attention: Ms. Richardson

**Re: Monthly Monitoring Report – March 2024  
Mill Creek Pit, License #5738  
Township of Puslinch, Wellington County**

Please find enclosed the required monitoring data for the month of March 2024 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  
March 2024

Date	DP21 (mASL)	Threshold Value (mASL)	Exceedance	Date	BH13 (mASL)	DP21 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
8-Mar-24	306.00	305.66	NO	8-Mar-24	306.20	306.00	0.20	0.11	NO
12-Mar-24	305.88	305.66	NO	12-Mar-24	306.25	305.88	0.37	0.11	NO
22-Mar-24	Frozen	305.66	NO	22-Mar-24	306.23	Frozen	-	0.11	NO
28-Mar-24	305.87	305.66	NO	28-Mar-24	306.22	305.87	0.35	0.11	NO
Date	DP17 (mASL)	Threshold Value (mASL)	Exceedance	Date	BH92-12 (mASL)	DP17 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
8-Mar-24	305.31	305.17	NO	8-Mar-24	305.66	305.31	0.35	0.07	NO
12-Mar-24	305.35	305.17	NO	12-Mar-24	305.74	305.35	0.39	0.07	NO
22-Mar-24	Frozen	305.17	NO	22-Mar-24	305.71	Frozen	-	0.07	NO
28-Mar-24	305.30	305.17	NO	28-Mar-24	305.70	305.30	0.40	0.07	NO
Date	DP3 (mASL)	Threshold Value (mASL)	Exceedance	Date	DP6 (mASL)	DP3 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
8-Mar-24	304.78	304.54	NO	8-Mar-24	305.76	304.78	0.98	0.57	NO
12-Mar-24	304.87	304.54	NO	12-Mar-24	305.81	304.87	0.94	0.57	NO
22-Mar-24	Frozen	304.54	NO	22-Mar-24	305.81	Frozen	-	0.57	NO
28-Mar-24	304.88	304.54	NO	28-Mar-24	305.79	304.88	0.91	0.57	NO
Date	DP2 (mASL)	Threshold Value (mASL)	Exceedance	Date	BH92-27 (mASL)	DP2 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
8-Mar-24	304.03	303.65	NO	8-Mar-24	304.70	304.03	0.67	0.43	NO
12-Mar-24	304.00	303.65	NO	12-Mar-24	304.79	304.00	0.79	0.43	NO
22-Mar-24	Frozen	303.65	NO	22-Mar-24	304.72	Frozen	-	0.43	NO
28-Mar-24	304.02	303.65	NO	28-Mar-24	304.72	304.02	0.70	0.43	NO
Date	DP1 (mASL)	Threshold Value (mASL)	Exceedance	Date	BH92-29 (mASL)	DP1 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
8-Mar-24	304.31	303.88	NO	8-Mar-24	304.89	304.31	0.58	0.29	NO
12-Mar-24	304.36	303.88	NO	12-Mar-24	304.91	304.36	0.55	0.29	NO
22-Mar-24	Frozen	303.88	NO	22-Mar-24	304.90	Frozen	-	0.29	NO
28-Mar-24	304.31	303.88	NO	28-Mar-24	304.90	304.31	0.59	0.29	NO
Date	DP5CR (mASL)	Threshold Value (mASL)	Exceedance	Date	OW5-84 (mASL)	DP5CR (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
8-Mar-24	303.32	302.88	NO	8-Mar-24	303.68	303.32	0.36	0.20	NO
12-Mar-24	303.42	302.88	NO	12-Mar-24	303.70	303.42	0.28	0.20	NO
22-Mar-24	Frozen	302.88	NO	22-Mar-24	303.69	Frozen	-	0.20	NO
28-Mar-24	303.21	302.88	NO	28-Mar-24	303.71	303.21	0.50	0.20	NO

No exceedances to report for the month of March.

Note: A beaver dam has been observed on private property upstream of DP5CR, which is likely to impact the water levels at DP5CR. Similar to what has occurred in the recent past at this location, the beaver dam may potentially cause action threshold exceedances. It is recommended that the appropriate authority arrange to have the beaver dam removed.



Monthly Reporting												
Mill Creek Aggregates Pit												
March 2024												
				Max. Allowable as per PTTW- Main Pond				Max. Allowable as per PTTW- Silt Pond				
				(Imperial Gallons)		(Litres)						
				(Imperial Gallons)		(Litres)	(Imperial Gallons)		(Litres)			
Total Monthly Precipitation (mm):		66.0	Kitchener/Waterloo (Actual)	2,500	per minute	11,365	2,597	per minute	11,806			
Total Monthly Normal Precipitation (mm):		61.0	Waterloo-Wellington A (30-year Normal)	1,800,000	per day	8,183,000	3,739,477	per day	17,000,000			
Date	Below Water Table Extraction Phase 5	Below Water Table Extraction Phase 2	Water Pumped from Main Pond (gals)	Water Pumped from Active Silt Pond (gals)	Main Pond Level (mASL)	Exceedance Y/N (BELOW 305.5 mASL)	Phase 2 Pond Level (mASL)	Exceedance Y/N (BELOW 305.0 mASL)	Phase 3 Pond Level (mASL)	Exceedance Y/N (BELOW 303.85 mASL)	Phase 4 Pond Level (mASL)	Exceedance Y/N (BELOW 304.5 mASL)
1-Mar-24	-	-	-	-	-	-	-	-	-	-	-	-
2-Mar-24	-	-	-	-	-	-	-	-	-	-	-	-
3-Mar-24	-	-	-	-	-	-	-	-	-	-	-	-
4-Mar-24	-	-	-	-	-	-	-	-	-	-	-	-
5-Mar-24	-	-	-	-	-	-	-	-	-	-	-	-
6-Mar-24	-	-	-	-	-	-	-	-	-	-	-	-
7-Mar-24	-	-	-	-	-	-	-	-	-	-	-	-
8-Mar-24	-	-	-	-	-	-	-	-	-	-	-	-
9-Mar-24	-	-	-	-	-	-	-	-	-	-	-	-
10-Mar-24	-	-	-	-	-	-	-	-	-	-	-	-
11-Mar-24	-	-	-	-	-	-	-	-	-	-	-	-
12-Mar-24	-	-	-	-	-	-	-	-	-	-	-	-
13-Mar-24	-	-	-	-	-	-	-	-	-	-	-	-
14-Mar-24	-	-	-	-	-	-	-	-	-	-	-	-
15-Mar-24	-	-	-	-	-	-	-	-	-	-	-	-
16-Mar-24	-	-	-	-	-	-	-	-	-	-	-	-
17-Mar-24	-	-	-	-	-	-	-	-	-	-	-	-
18-Mar-24	-	-	-	-	-	-	-	-	-	-	-	-
19-Mar-24	-	-	1,555,183	-	306.43	N	305.95	N	305.02	N	306.17	N
20-Mar-24	-	-	1,280,441	-	306.43	N	305.95	N	305.02	N	306.16	N
21-Mar-24	-	-	-	-	-	-	-	-	-	-	-	-
22-Mar-24	-	-	-	-	-	-	-	-	-	-	-	-
23-Mar-24	-	-	-	-	-	-	-	-	-	-	-	-
24-Mar-24	-	-	-	-	-	-	-	-	-	-	-	-
25-Mar-24	-	-	1,253,165	-	306.43	N	305.95	N	305.00	N	306.17	N
26-Mar-24	-	-	1,618,534	-	306.43	N	305.95	N	305.00	N	306.17	N
27-Mar-24	-	-	1,745,676	-	306.43	N	305.95	N	305.00	N	306.17	N
28-Mar-24	-	-	1,605,776	-	306.43	N	305.95	N	305.00	N	306.17	N
29-Mar-24	-	-	-	-	-	-	-	-	-	-	-	-
30-Mar-24	-	-	-	-	-	-	-	-	-	-	-	-
31-Mar-24	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>0</b>	<b>0</b>	<b>9,058,774</b>	<b>0</b>								

Note: No exceedances to report for the month of March



**WELLINGTON FEDERATION OF AGRICULTURE**

**Barclay Nap**

President

4402 Concession 11, Moffat ON

L0P 1J0

519-223-1287

[napbarclay@gmail.com](mailto:napbarclay@gmail.com)

[www.wfofa.on.ca](http://www.wfofa.on.ca)

**Katherine Noble**

Administrator

131 Maitland St.

RR1, Harriston ON

N0G 1Z0

519-323-7294

[wellington-fed-ag@outlook.com](mailto:wellington-fed-ag@outlook.com)

**Sent via email to:**

Kerri O’Kane, Clerk, Township of Centre Wellington

Dina Lundy, Clerk, Town of Erin

Amanda Knight, Clerk, Township of Guelph/Eramosa

Larry Wheeler, Clerk, Township of Mapleton

Annilene McRobb, Clerk, Town of Minto

Courtenay Hoytfox, Clerk, Township of Puslinch

Karren Wallace, Clerk, Township of Wellington North

**Re: The importance of Minimum Distance Separation requirements**

All municipal councils and clerks in Wellington County,

The Wellington Federation of Agriculture (WFA) is the largest farm organization in the County of Wellington with over 1500 members. Wellington County is a hub of agricultural innovation, research, and leadership in the province. The primary agriculture sector in Wellington County plays a crucial role in the economy by contributing \$841 million to Ontario’s GDP and employing over 12,260 people. Wellington County accounts for a notable portion of the provincial agricultural supply chain, too, producing 5.8% of 2021 provincial farm cash receipts. Protecting and preserving the highly productive agricultural land for the purpose of growing, harvesting, and producing food is the Wellington Federation of Agriculture’s (WFA) priority.

WFA’s recent Agri-Food Systems Study found that Wellington County businesses in agriculture and food contribute \$2.8 billion to Canada’s Gross Domestic Product with only 0.2% of Ontario’s land base. That land base has 3% of the total prime agricultural land in the province. Along with its geographical position and climate, Wellington County is one of the best places in Canada to produce food. If its location to trade markets and growing populations requiring food are included, the future for commerce fed by agriculture in Wellington County is enormous.

With the population in Wellington County expected to grow substantially to meet the needs of new residents by 2051, this has placed pressure on the lands in rural areas to become home for more new homes. Without studious planning, the future of the farms and farm practices in Wellington County can be negatively affected.

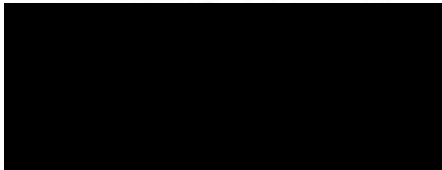


The Minimum Distance Separation (MDS) requirements dictated by Ontario's Provincial Policy Statement, are an important planning tool to help prevent conflict between livestock farms and/or agricultural practices and nearby residences. The reduction of MDS can hurt this attempt to reduce/prevent conflict. Not only is the smell of manure and the flow of its nutrients in the soil important, but the future needs of the farm business as well should be kept in mind. A farm business may need to invest in new facilities for livestock health, or the Ministry of Agriculture may require new manure management and storage due to new science. An already reduced MDS would impede a farm business from being able to improve itself. Because of this, WFA does not see MDS reduction requests as minor.

Before the Provincial government's Bill 23, a municipality's decisions on minor variances that resulted in a negative conclusion to a farm business could be appealed. Unfortunately, Bill 23 has removed that right to appeal. This makes the composing of a decision to allow for a minor variance, such as the reduction of a MDS setback, that much more critical.

The WFA appreciates the opportunities to comment on proposed applications that come to our Board of Directors. Unfortunately, as a volunteer body, there are only so many hours in a month that we can submit ourselves to providing an agricultural view to each of the municipalities in Wellington County. We believe by working with councils and their staff to educate on agriculture, that our perspective can be further understood. If there are questions or topics that your council or staff may have on agriculture or an aspect of it, we would be welcome to find an answer for you. Please do not hesitate to use us as a resource.

Sincerely,



Barclay Nap  
President, Wellington Federation of Agriculture

Cc via email:

Sarah Wilhelm, County of Wellington Planning Department  
Matthew Rae, MPP Perth-Wellington  
Ted Arnott, MPP Wellington-Halton Hills  
WFA Board of Directors



Dear Valued Stakeholder:

The Wellington Catholic District School Board and the Upper Grand District School Board held a joint Board meeting on April 18, 2024, to pass their respective Education Development Charge By-laws:

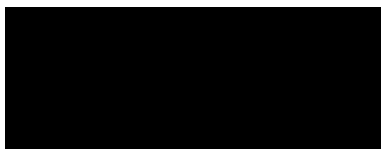
In accordance with Section 15 of O. Reg 20/98, please be advised on the 18<sup>th</sup> day of April 2024 the Wellington Catholic District School Board passed an Education Development Charge by-law for Wellington County. The new by-laws come into force on the 23<sup>rd</sup> day of April 2024. Under the new by-laws the Education Development Charges imposed are as follows:

<b>Region</b>	<b>Current 100% Residential Rate</b>	<b>Calculated 100% Residential Rate</b>	<b>Year 1</b> April 23, 2024 to April 22, 2025	<b>Year 2</b> April 23, 2025 to April 22, 2026	<b>Year 3</b> April 23, 2026 to April 22, 2027	<b>Year 4</b> April 23, 2027 to April 22, 2028	<b>Year 5</b> April 23, 2028 to April 22, 2029
County of Wellington (incl. City of Guelph)	\$619	\$919	\$919	\$1,199			

Attached you will find a copy of the notice of passing together with the 2024 Education Development Charges By-Law for Wellington County. Section 257.64(1) of the Education Act provides for a forty-day appeal period following the day that the Board passes the by-law. Forty days from April 18 is Tuesday, May 28, 2024.

Should you have additional questions, please contact me directly.

Sincerely,



Tracy McLennan  
 Superintendent of Corporate Services and Treasurer

Attach: Notice of Passing dated April 18, 2024  
 2024 Education Development Charges By-law (Wellington County)

# Notice of the Passing of Education Development Charges By-Laws

## Upper Grand District School Board

### Wellington Catholic District School Board

**TAKE NOTICE** that on April 18, 2024, the Upper Grand District School Board passed Education Development Charges By-law, 2024 (Dufferin County) and Education Development Charges By-law, 2024 (Wellington County) and the Wellington Catholic District School Board passed Education Development Charges By-law No. 2024-01, under section 257.54 of the *Education Act* (the “By-laws”).

**AND TAKE NOTICE** that any person or organization may appeal any or all of the By-laws to the Ontario Land Tribunal under Section 257.65 of the Act, by filing with the Secretary of the applicable Board or Boards on or before the 28<sup>th</sup> day of May, 2024, a notice of appeal setting out the objection to the By-law(s) and the reasons supporting the objection, together with the prescribed appeal fee payable to the Ministry of Finance in respect of each appeal.

The By-laws come into force on April 23, 2024 and have a term of five years. The education development charges per dwelling unit imposed under the By-laws are in the following amounts for the periods set out below:

School Board and Applicable County	April 23, 2024 to April 22, 2025	April 23, 2025 to April 22, 2026	April 23, 2026 to April 22, 2027	April 23, 2027 to April 22, 2028	April 23, 2028 to April 22, 2029
Upper Grand District School Board County of Dufferin	\$2,632	\$2,932	\$3,232	\$3,532	\$3,832
Upper Grand District School Board County of Wellington	\$2,522	\$2,822	\$3,122	\$3,422	\$3,722
Wellington Catholic District School Board County of Wellington	\$919	\$1,199			

Education Development Charges By-law, 2024 (Wellington County) of the Upper Grand District School Board and Education Development Charges By-law No. 2024-01 of the Wellington Catholic District School Board each apply to the residential development of land in the County of Wellington. Education Development Charges By-law, 2024 (Dufferin County) of the Upper Grand District School Board applies to the residential development of land in the County of Dufferin. Accordingly, a key map showing the location of lands affected by the By-laws is not provided as part of this notice.

A copy of each By-law is available for examination in the office of the applicable Board during regular office hours and also on each Board's website:

Upper Grand District School Board  
500 Victoria Road North  
Guelph, ON N1E 6K2  
[www.ugdsb.ca](http://www.ugdsb.ca)

Wellington Catholic District School Board  
255 Speedvale Avenue West  
Guelph, ON N1H 1C5  
[www.wellingtoncdsb.ca](http://www.wellingtoncdsb.ca)

Notice of a proposed by-law amending a By-law or the passage of such an amending by-law is not required to be given by a Board to any person or organization, other than to certain clerks of municipalities or secretaries of school boards, unless the person or organization gives the secretary of the Board a written request for notice of any amendments to the By-law and has provided a return address.

Dated at the City of Guelph this 18<sup>th</sup> day of April, 2024

Peter Sovran, Director of Education / Secretary to the Board, Upper Grand District School Board  
Michael Glazier, Director of Education / Secretary to the Board, Wellington Catholic District School Board

**WELLINGTON CATHOLIC DISTRICT SCHOOL BOARD**  
**EDUCATION DEVELOPMENT CHARGES BY-LAW No. 2024-01**  
**WELLINGTON COUNTY**

A by-law for the imposition of education development charges

**WHEREAS** section 257.54 (1) of the *Education Act* provides that a district school board may pass by-laws for the imposition of education development charges against land in its area of jurisdiction undergoing residential development if there is residential development in the area of jurisdiction of the district school board that would increase education land costs and the residential development requires one or more of the actions identified in section 257.54(2) of the *Education Act*;

**AND WHEREAS** on April 11, 2024, the Minister of Education approved the Board's estimates which are prescribed under section 10, paragraph 1 of Ontario Regulation 20/98;

**AND WHEREAS** the Wellington Catholic District School Board has satisfied the conditions prescribed under section 10 of Ontario Regulation 20/98 in order for it to pass an education development charge by-law;

**AND WHEREAS** the Wellington Catholic District School Board has conducted a review of its education development charge policies and held a public meeting on March 21, 2024, in accordance with section 257.60 of the *Education Act*;

**AND WHEREAS** the Wellington Catholic District School Board has given a copy of the education development charge background study relating to this by-law to the Minister of Education and to each school board having jurisdiction within the area to which this by-law applies;

**AND WHEREAS** the Wellington Catholic District School Board has given notice and held public meetings on March 21, 2024 and April 18, 2024, in accordance with section 257.63(1) of the *Education Act* and permitted any person who attended the public meetings to make representations in respect of the proposed education development charges;

**AND WHEREAS** the Wellington Catholic District School Board has determined in accordance with section 257.63(3) of the *Education Act* that an additional public meeting is not necessary in respect of this by-law;

**NOW THEREFORE THE WELLINGTON CATHOLIC DISTRICT SCHOOL BOARD  
HEREBY ENACTS AS FOLLOWS:**

## PART I

### APPLICATION

#### Defined Terms

1. In this by-law,
  - (a) “Act” means the *Education Act*, R.S.O. 1990, c.E.2, as amended, or a successor statute;
  - (b) “agricultural use” means lands, buildings or structures used, or designed or intended for use for the purpose of a *bona fide* farming operation including, but not limited to, animal husbandry, dairying, fallow, field crops, removal of sod, forestry, fruit farming, horticulture, market gardening, pasturage, poultry keeping and any other activities customarily carried on in the field of agriculture;
  - (c) “Board” means the Wellington Catholic District School Board;
  - (d) “County” means the County of Wellington and includes the City of Guelph;
  - (e) “development” includes redevelopment;
  - (f) “dwelling unit” means a room or suite of rooms used, or designed or intended for use by one person or persons living together, in which culinary and sanitary facilities are provided for the exclusive use of such person or persons, and shall include, but is not limited to, a dwelling unit or units in an apartment, group home, mobile home, duplex, triplex, semi-detached dwelling, single detached dwelling, stacked townhouse and townhouse;
  - (g) “education land costs” means costs incurred or proposed to be incurred by the Board,
    - (i) to acquire land or an interest in land, including a leasehold interest, to be used by the Board to provide pupil accommodation;
    - (ii) to provide services to the land or otherwise prepare the site so that a building or buildings may be built on the land to provide pupil accommodation;
    - (iii) to prepare and distribute education development charge background studies as required under the Act;
    - (iv) as interest on money borrowed to pay for costs described in paragraphs (i) and (ii); and



- (v) to undertake studies in connection with an acquisition referred to in paragraph (i).
  - (h) “education development charge” means charges imposed pursuant to this by-law in accordance with the Act;
  - (i) “local board” means a local board as defined in the *Municipal Affairs Act*, other than a board defined in section 257.53(1) of the Act;
  - (j) “mixed use” means land, buildings or structures used, or designed or intended for use, for a combination of non-residential and residential uses;
  - (k) “non-residential use” means lands, buildings or structures or portions thereof used, or designed or intended for use for other than residential use or agricultural use, and includes, but is not limited to, an office, retail, industrial or institutional use;
  - (l) “*Planning Act*” means the *Planning Act*, R.S.O. 1990, c. P.13, as amended;
  - (m) “Regulation” means Ontario Regulation 20/98, as amended, made under the Act;
  - (n) “residential development” means lands, buildings or structures developed or to be developed for residential use.
  - (o) “residential use” means lands, buildings or structures used, or designed or intended for use as a dwelling unit or units, and shall include a residential use accessory to a non-residential use and the residential component of a mixed use or of an agricultural use;
2. In this by-law where reference is made to a statute or a section of a statute such reference is deemed to be a reference to any successor statute or section.

### **Lands Affected**

3. (1) Subject to sections 3(2) and 3(6), this by-law applies to all lands in the County.
- (2) This by-law shall not apply to lands that are owned by and are used for the purposes of:
- (i) the County or a local board thereof;
  - (ii) a municipality or a local board thereof;
  - (iii) a board as defined in section 257.53(1) of the Act;
  - (iv) a public hospital receiving aid under the *Public Hospitals Act*, R.S.O. 1990, c. P.40.

- (3) Subject to subsection (4), an owner shall be exempt from education development charges if a development on its lands would construct, erect, or place a building or structure, or make an addition or alteration to a building or structure for one of the following purposes:
  - (i) a private school;
  - (ii) a long-term care home, as defined in the *Fixing Long-Term Care Act, 2021*;
  - (iii) a retirement home, as defined in the *Retirement Homes Act, 2010*;
  - (iv) a hospice or other facility that provides palliative care services;
  - (v) a child care centre, as defined in the *Child Care and Early Years Act, 2014*;
  - (vi) a memorial home, clubhouse or athletic grounds owned by the Royal Canadian Legion.
- (4) If only a portion of a building or structure, or an addition or alteration to a building or structure, referred to in subsection (3) will be used for a purpose identified in that subsection, only that portion of the building, structure, addition or alteration is exempt from an education development charge.
- (5) An owner shall be exempt from education development charges if the owner is,
  - (i) a college of applied arts and technology established under the *Ontario Colleges of Applied Arts and Technology Act, 2002*;
  - (ii) a university that receives regular and ongoing operating funds from the Government of Ontario for the purposes of post-secondary education;
  - (iii) an Indigenous Institute prescribed for the purposes of section 6 of the *Indigenous Institutes Act, 2017*.
- (6) In accordance with section 19 of the University of Guelph Act, 1964, S.O. 1964 c. 120, property vested in the University of Guelph and any lands and premises leased to and occupied by the University are exempt from education development charges under this by-law so long as the same are actually used and occupied for University or University related purposes, those purposes being set out in section 3 of the University of Guelph Act, 1964, as amended.

**Approvals for Development**

4. (1) Education development charges shall be imposed against all lands, buildings or structures undergoing residential development if the development requires one or more of the following:
  - (a) the passing of a zoning by-law or of an amendment thereto under section 34 of the *Planning Act*;
  - (b) the approval of a minor variance under section 45 of the *Planning Act*;
  - (c) a conveyance of land to which a by-law passed under subsection 50(7) of the *Planning Act* applies;
  - (d) the approval of a plan of subdivision under section 51 of the *Planning Act*;
  - (e) a consent under section 53 of the *Planning Act*;
  - (f) the approval of a description under section 9 of the *Condominium Act, 1998*;  
or
  - (g) the issuing of a permit under the *Building Code Act, 1992* in relation to a building or structure.
- (2) In respect of a particular development an education development charge will be collected once, but this does not prevent the application of this by-law to future development on the same property.
5. The Board has determined that the residential development of land to which this by-law applies increases education land costs.

**Categories of Development and Uses of Land Subject to Education Development Charges**

6. Subject to the provisions of this by-law, education development charges shall be imposed upon all categories of residential development.
7. Subject to the provisions of this by-law, education development charges shall be imposed upon all residential uses of land, buildings or structures.

## **PART II**

### **EDUCATION DEVELOPMENT CHARGES**

#### **Residential Education Development Charges**

8. Subject to the provisions of this by-law, an education development charge per dwelling unit shall be imposed upon the designated categories of residential development and the designated residential uses of land, buildings or structures, including a dwelling unit accessory to a non-residential use, and, in the case of a mixed-use building or structure, upon the dwelling units in the mixed-use building or structure. The education development charge per dwelling unit shall be in the following amounts for the periods set out below:
- (1) April 23, 2024 to April 22, 2025 - \$919.00;
  - (ii) April 23, 2025 to April 22, 2029 - \$1,199.00.

#### **Exemptions from Residential Education Development Charges**

9. (1) In this section,
- (i) “gross floor area” means the total floor area, measured between the outside of exterior walls or between the outside of exterior walls and the centre line of party walls dividing the building from another building, of all floors above the average level of finished ground adjoining the building at its exterior walls;
  - (ii) “other residential building” means a residential building not in another class of residential building described in this section;
  - (iii) “semi-detached or row dwelling” means a residential building consisting of one dwelling unit having one or two vertical walls, but no other parts, attached to another structure;
  - (iv) “single detached dwelling” means a residential building consisting of one dwelling unit that is not attached to another building.
- (2) Subject to sections 9(3) and (4), education development charges shall not be imposed with respect to,
- (i) the enlargement of an existing dwelling unit that does not create an additional dwelling unit;
  - (ii) the creation of one or two additional dwelling units in an existing single detached dwelling; or

- (iii) the creation of one additional dwelling unit in an existing semi-detached dwelling, an existing row dwelling, or any other residential building.
- (3) Notwithstanding section 9(2)(ii), education development charges shall be imposed in accordance with section 8 if the total gross floor area of the additional unit or two additional dwelling units exceeds the gross floor area of the existing single detached dwelling.
- (4) Notwithstanding section 9(2)(iii), education development charges shall be imposed in accordance with section 8 if the additional dwelling unit has a gross floor area greater than,
  - (i) in the case of a semi-detached or row dwelling, the gross floor area of the existing dwelling unit; or
  - (ii) in the case of any other residential building, the gross floor area of the smallest dwelling unit already contained in the residential building.
- 10. (1) Education development charges under section 8 shall not be imposed with respect to the replacement, on the same site, of a dwelling unit that was destroyed by fire, demolition or otherwise, or that was so damaged by fire, demolition or otherwise as to render it uninhabitable.
- (2) Notwithstanding section 10(1), education development charges shall be imposed in accordance with section 8 if the building permit for the replacement dwelling unit is issued more than 4 years after,
  - (i) the date the former dwelling unit was destroyed or became uninhabitable; or
  - (ii) if the former dwelling unit was demolished pursuant to a demolition permit issued before the former dwelling unit was destroyed or became uninhabitable, the date the demolition permit was issued.
- (3) Notwithstanding section 10(1), education development charges shall be imposed in accordance with section 8 against any dwelling unit or units on the same site in addition to the dwelling unit or units being replaced. The onus is on the applicant to produce evidence to the satisfaction of the Board, acting reasonably, to establish the number of dwelling units being replaced.

**PART HI**

**ADMINISTRATION**

**Payment of Education Development Charges**

11. Education development charges are payable in full to the area municipality in which the development takes place on the date a building permit is issued in relation to a building or structure on land to which this education development charge by-law applies.
12. The treasurer of the Board shall establish and maintain an educational development charge account in accordance with the Act, the Regulation and this by-law.

**Payment by Services**

13. Notwithstanding the payments required under section 11, and subject to section 257.84 of the Act, the Board may, by agreement, permit an owner to provide land for pupil accommodation in lieu of the payment of all or a part of the education development charges.

**Collection of Unpaid Education Development Charges**

14. Section 349 of the *Municipal Act, 2001* applies with necessary modifications with respect to an education development charge or any part of it that remains unpaid after it is payable.

**Motion to Review the By-law**

15. (1) Where it appears to the Board that the land values underlying the education development charge calculation are indicating higher costs than the Board is generally experiencing over a period of time sufficient to show the discrepancy with a reasonable degree of assurance, the Board shall consider a motion to study amending the by-law to reduce the charge.
- (2) Where it appears to the Board that the land values underlying the education development charge calculation are indicating lower costs than the Board is generally experiencing over a period of time sufficient to show the discrepancy with a reasonable degree of assurance, the Board shall consider a motion to study amending the by-law to increase the charge.

**Date By-law In Force**

16. This by-law shall come into force on April 23, 2024.

**Date By-law Expires**

17. This by-law shall expire five years after the date it comes into force, unless it is repealed at an earlier date.

**Repeal**

18. The Wellington Catholic District School Board Education Development Charges By-law No. 2019-01 is hereby repealed on the date this by-law comes into force.

**Severability**

19. In the event any provision, or part thereof, of this by-law is found by a court of competent jurisdiction to be *ultra vires*, such provision, or part thereof, shall be deemed to be severed, and the remaining portion of such provision and all other provisions of this by-law shall remain in full force and effect.

**Interpretation**

20. Nothing in this by-law shall be construed so as to commit or require the Board to authorize or proceed with any capital project at any time.

**Short Title**

21. This by-law may be cited as the Wellington Catholic District School Board Education Development Charges By-Law No. 2024-01.

ENACTED AND PASSED this 18<sup>th</sup> day of April, 2024.

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Chairperson

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Director of Education and Secretary



**County of Wellington O.P.P.  
Police Services Board Report**

**February 2024**

Detachment Commander:  
Inspector Steve Thomas



# From the Detachment Commander

With thoughts of spring coming to mind and the anticipation of warmer weather, Wellington County OPP would like to remind everyone of the potential dangers relating to fast moving waterways due to snow melt and to be cautious around melting ice. Fast moving waterways can pose a danger to everyone especially young children and pets that get too close to the water's edge.

Although, it looks like spring has arrived, I also want to remind everyone that winter is not over and there is always the possibility that mother nature will greet us with another blast of snow. Leave those snow tires on for a little bit longer and if the weather does turn, please slow down and drive according to the conditions. Your actions can save lives!

Fraud investigations can be tedious and time consuming, often requiring judicial authorizations to obtain banking information and track the flow of money. In February, the Wellington County Crime Unit concluded a lengthy fraud investigation and has charged seven people with Fraud over \$5000 in relation to several stolen cheques being fraudulently cashed. With March being Fraud Prevention month, the above-mentioned case is a good reminder to everyone to be vigilant when receiving phone calls relating to finances and personal information.



Inspector Steve Thomas  
519-846-5930

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## Crime

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### Crime Unit

Supervisor: Detective Sergeant, Jennifer Foley

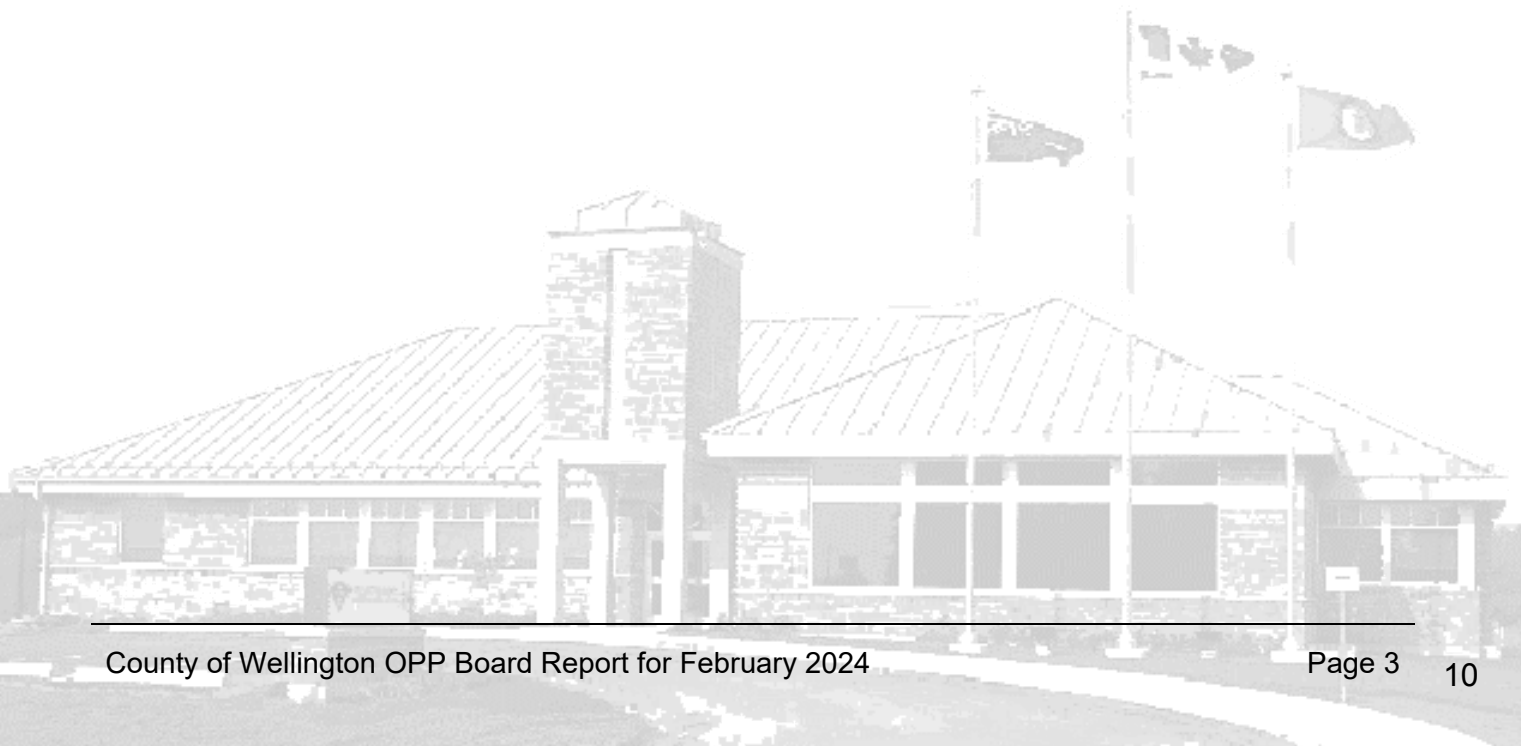
In February 2024, the Wellington County Crime Unit concluded several sexual assault investigations. A 23-year-old female was charged with Sexual Exploitation relating to a sexual offence reported in January 2024.

A 68-year-old male was charged with four counts of Sexual Assault, two counts of Gross Indecency and two counts of Sexual Intercourse with a female between 14 & 16 years of age in relation to offences that occurred between 1986 and 1991. These incidents were reported to police in October 2023.

A 19-year-old male was charged with Sexual Assault causing Bodily Harm and Choking relating to an incident reported in January 2024.

A 20-year-old male was charged with Sexual Assault for an incident reported this month.

The Crime Unit investigates sexual offences involving youth who may be the victim or perpetrator of these offences. In cases where a young person is the offender, police may consider extrajudicial measures as an alternative to criminal charges. These measures include Youth Justice Programs offered by local support agencies.



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## **Community Street Crime Unit**

Supervisor: Detective Sergeant, Jeffrey Dudley

In February, Wellington County frontline officers and the Community Street Crime Unit (CSCU) members assisted York Regional Police with a group of stolen vehicles travelling in the area. Working together as a team CSCU and frontline were able to recover two vehicles and two people were arrested and charged with several offences related to the theft and possession of the stolen vehicles.

CSCU and Frontline were also able to recover three stolen vehicles from a storage yard in the south end of Wellington County. CSCU assisted with writing a warrant and recovering the motor vehicles.

In February, Wellington CSCU assisted a neighboring unit with a warrant execution regarding a stolen vehicle. As a result, officers executed a warrant and recovered a stolen vehicle that had been fraudulently registered. A person has been charged with offences related to the possession of a stolen vehicle.

In February, Wellington County responded to a serious MVC in Center Wellington involving multiple vehicles and victims. An accused entered a controlled intersections at a high rate of speed and struck several other vehicles before entering a ditch. As a result of the investigation approximately \$100,000.00 worth of drugs were located in the vehicle. CSCU assisted with the processing and identification of the various drugs. The accused was also charged with impaired and trafficking related offences.

Wellington CSCU continues to prioritize local crime trends, the opioid crises and targeting local people identified in property thefts. Members are committed to continuous learning and are attending training when time permits. CSCU has developed local training, mentoring initiatives for front line members to promote officer safety and enhance their local knowledge on the current drug and property crimes trends in the area.



## Traffic

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### Traffic Management Unit

Supervisor: Sergeant Kevin Driscoll

### Enhanced Enforcement Program

Enhanced Enforcement is a focused traffic safety initiative which areas of concern are identified through various means and police conduct education and charge drivers who fail to follow the rules of the road. The goal is to reduce safety issues through visibility, presence, and enforcement.

Enhanced Enforcement protocols were rolled out on November 14, 2023. The following locations and charges are from February 2024.

Location	Charges
Wellington Road 22, Town of Erin	30
Wellington Road 23, Town of Erin	9
Concession 7, Puslinch	2
Wellington Rd 51, Guelph/Eramosa	2
Wellington Road 7 <i>Rothsay, between Wellington Rd 10 and Wellington Rd 12</i>	5
Concession 1, Puslinch	5
Wellington Road 7, Elora	6
Jones Base Line, Guelph/Eramosa <i>At Highway 7</i>	12
Brock Road North, Puslinch <i>At Wellington Road 34</i>	14
Lake Road (Wellington Road 32), Puslinch <i>Within 50 km/h zone</i>	9

### Traffic Management Unit - Administration

Wellington County Traffic Management Unit (TMU) will be running a competition in March to fill an upcoming vacancy. PC P. Mullan will be returning to platoon, we want to thank him for his hard work and dedication to traffic safety.

TMU sent one member for motorized snowmachine operator training at the beginning of February. PC Unger successfully completed the training and is now qualified to operate our sleds.

Sergeant Kevin Driscoll took over the Traffic Management Unit supervisor position in February. Sergeant Driscoll brings with him a wealth of knowledge as he previously spent eight years with the Regional Traffic Unit. Thank you to Sergeant Adam McGough as he embarks on his new role as the supervisor for the Wellington County Community Response Unit.

There was a pause in black cat deployments as the traffic unit underwent a change in supervision. Deployments to resume next month.

## **Collision Reporting Centre (CRC)**

Supervisor: Sergeant Ange Stiles

OPP Collision Reporting Centres (CRCs) enhance safety on our county roads. They help with rapid clearance, reduce the risk of secondary collisions, allows OPP to maximize resources, and allows drivers an alternate means to reporting a collision at a time that is convenient for the involved parties.

By October 2023, our CRCs surpassed year two of operations in the County of Wellington.

In February 2024, the County of Wellington OPP were dispatched to over 100 motor vehicle collisions (MVCs).

Our County CRCs processed 57 MVCs for the month of February.

The top three contributing factors for MVCs in our County continue to trend as:

1. Wild/domestic animal
2. Follow too close
3. Speed – Too fast for conditions

Depending on the month, County of Wellington CRCs receive and process 50% of the dispatched MVCs.

When a member of the public attends any of the County of Wellington OPP Detachments to report a minor collision, they are welcome to attend Rockwood, Fergus or Teviotdale. At their request, a member of the public is also allowed to request an officer attend the scene of their collision if they prefer not to attend one of our CRCs.



## Community Response

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### Community Response Unit

Supervisor: Sergeant Adam McGough

The Community Response (CRU) has been supporting front line and engaging with the Community. Members participate in the Polar Run and Polar Plunge to raise awareness and money for community initiatives.

Planning is underway for the larger summer festivals where police presence is required.

A large portion of CRU's time has been conducting Offender Management & Apprehension Plan activities including arresting parties outstanding on warrants. The unit has been highly successful in executing warrants.

Community & Safety Services is pleased to announce that PC Sarah McClinchey was successful in the process to become Wellington County OPP's newest Community Safety Officer. PC McClinchey will assist with community engagement, school resources and media as part of her new duties.

### IMPACT (Integrated Mobile Police and Crisis Team)

#### February 2024

Individuals Served	Requests for Service	Live Calls with Police	Calls Diverted from Hospital
*	*	*	*

\*February 2024 IMPACT stats not available at the time this report was drafted.

### Safe Communities Wellington County

Safe Communities Wellington County focused on falls prevention during the month culminating in participating in the Victoria Park Seniors Active Living and Retirement Show at the Centre Wellington Sportsplex. We had the opportunity to speak on fall prevention, accidental poisonings and our partnerships to have a greater impact on injury prevention across Wellington County. The audience was very receptive to hearing about the Wellington County

Community Safety and Well-Being plan that also provided some leads in recruiting individuals to sit on The Safe Communities Leadership Table and Action Groups.

### Auxiliary Unit

Unit Commander: Auxiliary Staff Sergeant J. SWAN

Liaison: Provincial Constable Kyle Draves

Members of the Auxiliary Unit joined uniform recruiting at the Canadian Auto Show this month. We participated in several shifts at this event during the month. We also had a member participate in a recruiting event at Conestoga College at the invitation of the Cambridge Auxiliary Unit. In personnel

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news we added one new member in the month of February and training this month focused on protocol and dress.

### **Crime Stoppers**

Sarah Bowers-Peter, Program Coordinator CSGW

February saw a large number of presentations requested and executed by Crime Stoppers Guelph Wellington (CSGW), as well as new opportunities for engagement.

### **GUELPH POLICE SERVICE – LUNCH AND LEARN**

Invited by Victim Services Wellington, CSGW is participating in four Lunch and Learn events throughout February and into April. These are showcases for community organizations and give CSGW the opportunity to connect directly with investigators.

### **WELLINGTON COUNTY OPP – COFFEE WITH A COP**

CSGW attended the Mount Forest Coffee with a Cop in January and in Erin in February. It is hoped CSGW will be invited to participate in future events as this is a terrific opportunity to illustrate the difference between Crime Stoppers and police. Many interesting and helpful conversations have taken place as a result.

### **FRAUD TALK**

CSGW and Victim Services Wellington have participated in Fraud Talk presentations, including being a feature at the Active Living and Retirement Show in Fergus on February 23<sup>rd</sup>. Local seniors' homes and condos have received this presentation as well. This campaign is funded through the CSGW led Ministry of the Solicitor General Grant that concludes in March.

### **NO ROOM FOR HATE**

CSGW and Victim Services Wellington delivered their first No Room for Hate presentation in Puslinch on February 22<sup>nd</sup>. A second presentation is taking place in Harriston in March. This campaign is funded through the CSGW led Ministry of the Solicitor General Grant that concludes in March.

### **5 TIPS 5 IDEAS 5 SIGNS**

Cyber safety and Human Trafficking awareness for parents and guardians, known as 5-5-5 was presented in Mount Forest on February 24<sup>th</sup>. This information continues to shock attendees who have no idea the impact the internet has on predator engagement with their youth.

Anyone interested in booking any of the CSGW presentations is invited to go to the website, [csgw.tips](http://csgw.tips) and "Contact Us", or reach out to the Program Coordinator directly.



**Media**

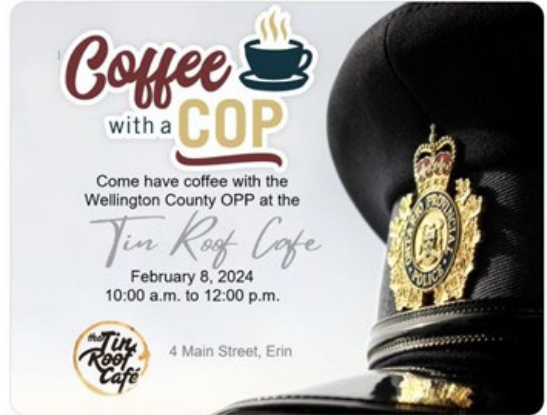
Provincial Constable Josh Cunningham

**OPP West Region @OPPWR · Feb 3**  
 Thank you @CentrWellington #firefighters. You're the icing on our cake! Thank you for taking a break from your ice rescue training to "DUNK" a @SOOntario limited edition donut ^JC #WellingtonOPP @wellingtncounty



4 21 4K

**OPP West Region @OPPWR · Feb 5**  
 #WellingtonOPP will be at the World Famous #TinRoofCafe in Erin on Feb8 '24 from 10am-12pm for some good conversation on policing in @wellingtncounty ^JC @TownofErin



2 7 2.2K

**OPP West Region @OPPWR · Feb 7**  
 #WellingtonOPP is participating in a Human Trafficking webinar for the evening of Feb13'24. ^JC  
 Register here: [us02web.zoom.us/webinar/regist...](https://us02web.zoom.us/webinar/regist...)

**Understanding Human Trafficking: Building on Our Knowledge**

This is Part 2 of Understanding Human Trafficking: A Parent Information Session.

Join Cindy and Jaseth from Women in Crisis and Barb from Family Transition Place for this informative webinar building on the skills and knowledge gained in the previous session.

This presentation will give participants tools to address the risk of sex trafficking by helping young people build resilience. Presenters will provide a brief overview of human trafficking and share information about resilience factors, how to determine and address the unmet needs of young people, how to talk to young people about consent and healthy relationships, safety planning, and understanding the supports available. Presenters will also use real world examples to help parents and caregivers understand how trafficking happens and where to go for support if needed.

Following the presentation, there will be an opportunity to ask questions.

**February 13, 2024 6 - 730pm**

2 1.9K

**OPP West Region @OPPWR · Feb 8**  
 UPDATE \*\*\* SUSPECT IDENTIFIED AND CHARGED \*\*\*

#WellingtonOPP investigating a theft of a charity donation box from #mountForest on Feb3'24 just before 9am.



5 13 116 6.1K



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## Court

Supervisor: Sergeant Shaugn Rogers

The Wellington County Court Bureau had another busy month. Below are some of the highlights,

- Coordinated with local bail compliance program by providing a list of warrants for review as well as warrant status of violent crime offences.
- Continuing to process an increased number of executed bench warrants as accused persons are being located by increased efforts of officers.
- Implementation of new procedures for disclosure of recorded interviews and prisoner monitor recordings that will provide efficiencies for court staff.

Statistics	January	February	YTD
Number of bails at Detachment	<b>21</b>	<b>24</b>	45
# Arrest Warrants Issued - Endorsed	<b>20</b>	<b>21</b>	41
# Arrest Warrants Issued - Unendorsed	<b>10</b>	<b>13</b>	23
# Arrest Warrants Issued YTD	<b>30</b>	<b>34</b>	64
# Processes Issued	<b>105</b>	<b>107</b>	212
# Processes Served	<b>43</b>	<b>24</b>	67

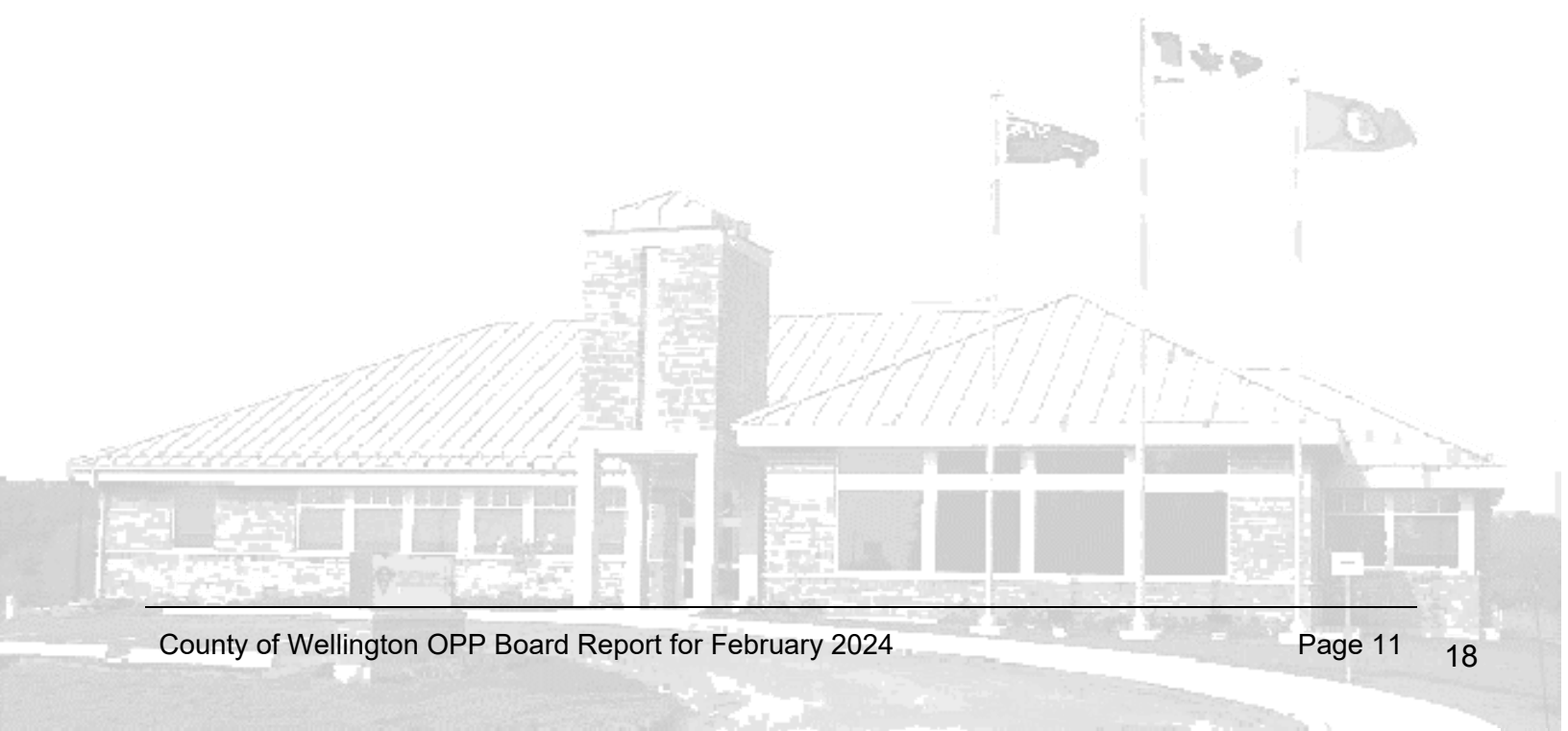
# Personnel & Acknowledgements

On February 9<sup>th</sup>, 2024 Acting Sergeant B. Griffin and Provincial Constable S. Schneider of Centre Wellington OPP, were dispatched to attend a residence in Elora where two people were actively trying to steal a motor vehicle.

Both officers responded and intercepting both suspects still on scene, preventing the theft and arresting both accused after a brief foot pursuit as the parties attempted to escape lawful custody.

In light of the exceptional police work/teamwork, during a time of unprecedented increase in auto car thefts, both locally and provincially, requiring multi-jurisdictional task forces being initiated, Acting Sergeant Griffin and PC Schneider's heroic actions deserve recognition for a job well done!

It should be noted that the accused parties were subsequently charged with 11 charges, including Theft of Motor Vehicle Over 5000\$, possession of Break and Enter Instruments, assault with intent to resist arrest, possessing an automobile master key and multiple fail to comply charges.



# Statistics Summary

## Calls for Service

2024 year to date calls for service appear to have remained stable from the same period last year.

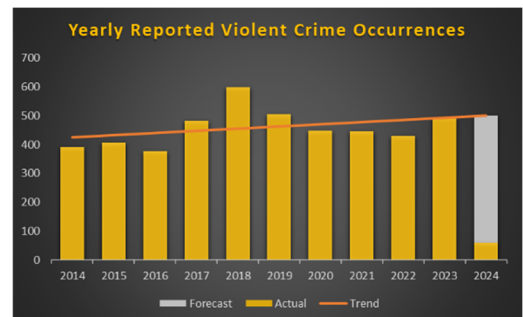
It is projected that annual calls for service should remain stable in 2024.



## Violent Crime

Violent Crime appears to be trending up, however there is no significant increase in violent crime projected over last year.

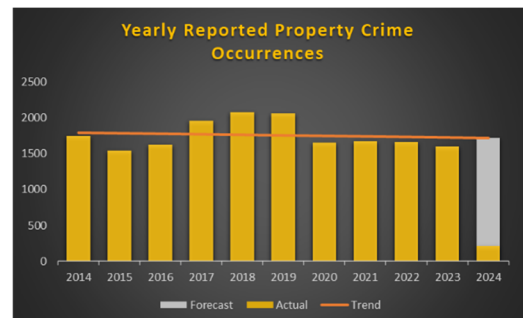
2024 year to date violent crime has remained stable from the same period last year.



## Property Crime

Property Crime has continued to trend lower since 2018, however an increase in property crime is predicted for 2024.

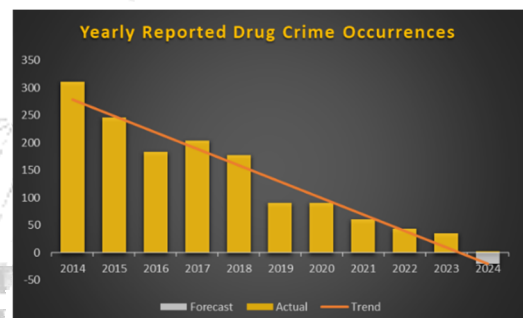
2024 year to date property crime has decreased 14% over the same period last year.



## Drug Crime \*

Drug Crime continues to trend lower than previous years. This trend is mostly due to the decriminalization of cannabis and related substances in 2018. It is anticipated that drug crime will begin to level off and remain stable at a low level in comparison to recent years.

2024 year to date drug crime has remained stable from the same period last year.

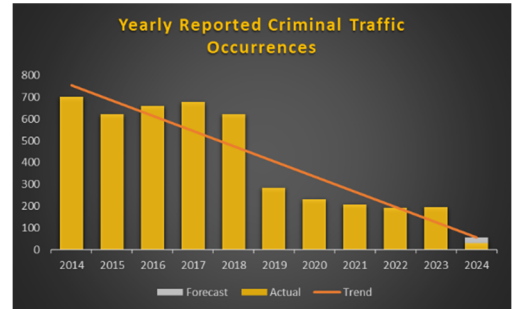


\* Note: Recreational use of cannabis was decriminalized on October 17<sup>th</sup>, 2018

## Criminal Traffic Offences

Criminal Traffic occurrences are projected to decrease over 2023 levels.

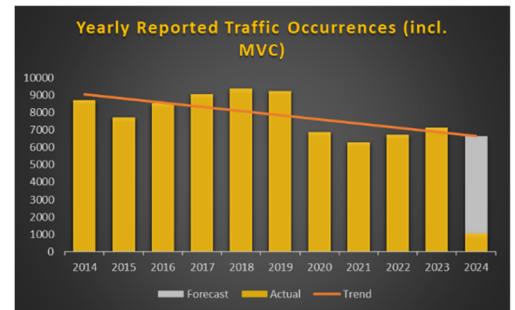
2024 year to date criminal traffic occurrences have increased by 17% over the same period last year.



## Traffic Related Occurrences

Although reductions were observed in traffic occurrences since 2019, an increase in 2023 was realized. A decrease is forecast in 2024.

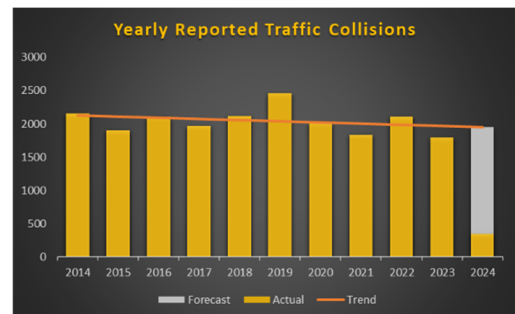
Year to date traffic occurrences have decreased 1% over the same period last.



## Motor Vehicle Collisions

Motor vehicle collision occurrences appear to be trending slightly upward. Reductions were enjoyed during 2021 and 2022 however an increase in 2023 was observed. It is forecasted that collisions will remain at 2023 levels in 2024.

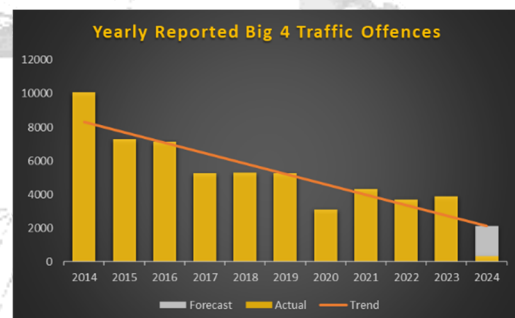
2024 year to date collisions have decreased 16% over the same period last year.



## Big 4 Traffic (Impaired Operation – Distracted Driving – Seatbelts – Speeding)

2024 year to date Big 4 Traffic Offences have decreased 16% over the same period last year.

Data for February 2024 was unavailable at the time of data collection.



All statistics, graphs and maps are based upon preliminary information supplied by reporting parties and may not have been verified. Preliminary crime classifications may be changed at a later date based upon additional investigation and the possibility of mechanical or human error.  
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 All data visualizations on maps are considered approximate and attempts to derive specific addresses are prohibited.

# Report Summary

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Wellington County OPP remains ready to meet the policing needs of the community. With calls for service projected to be level with 2023 we are in a great position to maintain community safety and meet the high level of policing excellence that citizens of Wellington County expect.

With spring around the corner and the last few weeks of winter before us, Wellington County OPP once again wants to remind everyone about the risks of melting ice, rising water levels and fast-moving currents. These dangers can be difficult to see until it is too late, especially for young children and pets. At this time of year please avoid the waterways until the spring melt has subsided.

Wellington County OPP also wants to remind everyone that March is Fraud Prevention month. Please be aware that criminals are/will attempt to solicit monies from many members of the Wellington County community, especially seniors. Please remember that the Ontario government and the Government of Canada will not call you directly for any payments and they do not accept gift cards of any kind as reimbursement. Other scams to be mindful about are bitcoin and romance scams, but the types of scams are endless. Always verify that who you are talking to is legitimate. Attend your bank in person even if you are being told not to. Attend the police station even if the caller is telling you not to. If someone is telling you about an opportunity that sounds too good to be true, it likely is!



# Contacts

## In an emergency DIAL 911

You can also call  
**1 888 310 1122**  
1 888 310 1133 (TTY)  
Anywhere in Ontario, 24-hour toll free

## Non-emergency calls

Please call  
**1 888 310 1122**  
1 888 310 1133 (TTY)  
Anywhere in Ontario, 24-hour toll free

### County of Wellington OPP Detachments

#### Centre Wellington Operations Centre

371 Charles Allan Way,  
Fergus, ON N1M 2W3  
Non-Emergency 519-846-5930  
Fax 519-846-5460

#### South Wellington Operations Centre

5145 Wellington Road 27,  
Rockwood, ON N0B 2K0  
Non-Emergency 519-856-1506  
Fax 519-846-2327

#### North Wellington Operations Centre

6725 Wellington Road 109,  
Palmerston, ON N0G 2P0  
Non-Emergency 519-343-5770  
Fax 519-343-5780

### OPP General Headquarters

**Ontario Provincial Police**  
General Headquarters  
Lincoln M. Alexander Building  
777 Memorial Avenue  
Orillia, ON  
L3V 7V3

General inquiries: 705 329-6111  
8:00 am to 4:00 pm, Monday to Friday

-  [www.opp.ca](http://www.opp.ca)
-  [Report a Crime Online](#)
-  [News releases](#)
-  [Upcoming events](#)
-  [Social media](#)



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**County of Wellington O.P.P.  
Police Services Board Report**

**January 2024**

Detachment Commander:  
Inspector Steve Thomas

# From the Detachment Commander

Wellington County OPP wants to remind everyone that despite the unusually warm winter and lack of snow, winter could, and most likely will, return. Please drive according to the weather and road conditions as they can quickly deteriorate during a winter storm. Also be mindful of fast-moving waterways as the snow melts and increases river volumes. A relaxing, leisurely activity could turn deadly serious if you underestimate a thaw.

I am looking forward to 2024 and providing exceptional police services to the County of Wellington. Our members are ready and able to serve the community, their number one priority is your safety.



Inspector Steve Thomas  
519-846-5930

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## Crime

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### Crime Unit

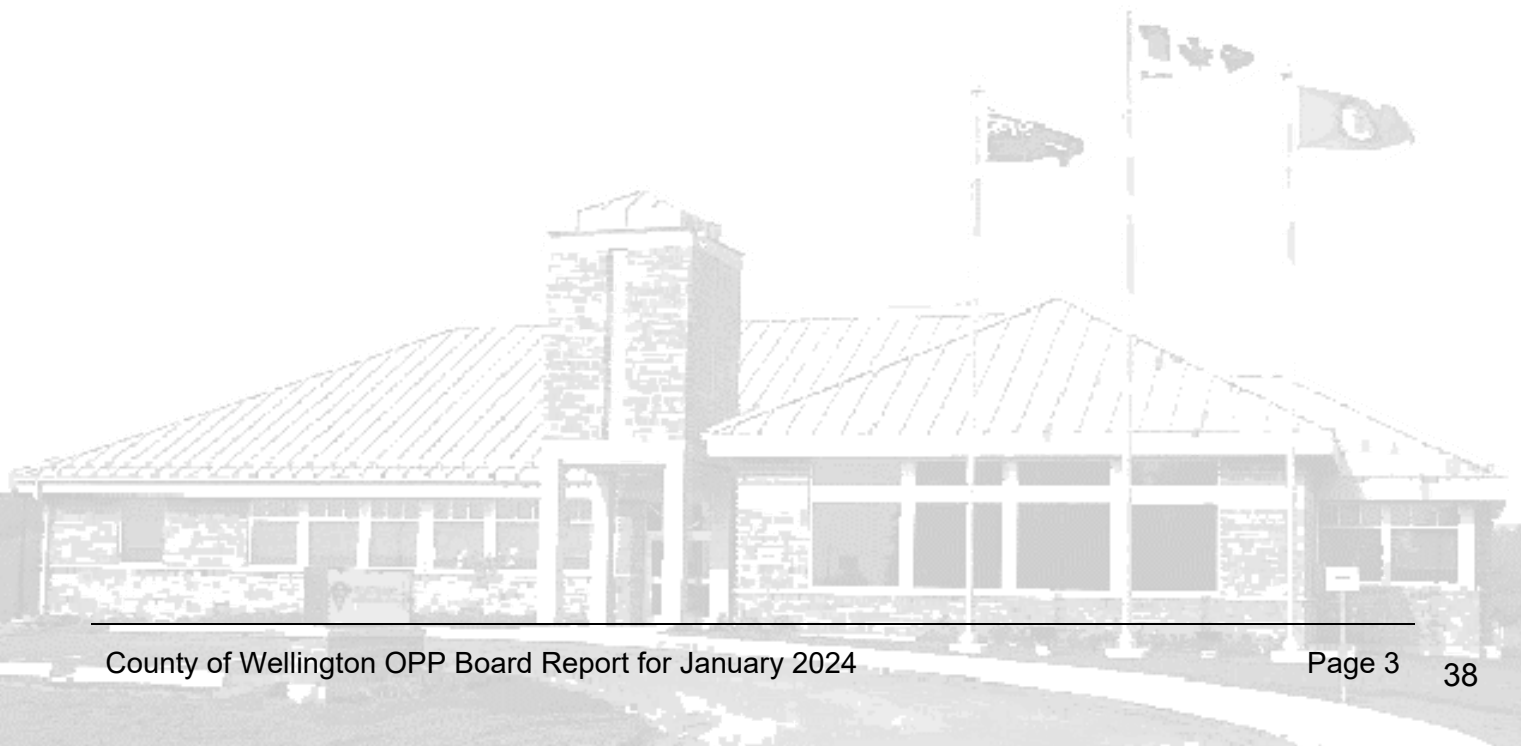
Supervisor: Detective Sergeant, Jennifer Foley

In January 2024, the Crime Unit arrested and charged two people relating to sexual assaults occurring between 1961 and 1984. An 89-year-old male was charged with Gross Indecency (nine counts), Gross Indecency (three counts), Indecent Assault on a Female (eight counts), Sexual Assault, Assault and Forcible Confinement. An 85-year-old female was charged with Assault and Forcible Confinement.

The Crime Unit received information that a member of the public was in illegal possession of a firearm. A Criminal Code search warrant was executed at residence where a firearm and ammunition were located. As a result, an adult male was charged with Unauthorized Possession of a Firearm, Careless Storage of a Firearm and Fail to Comply with Undertaking.

Members of the Crime Unit receive enhanced training in many areas of criminal investigation to ensure they have the specialized knowledge and skills to investigate major crimes and mentor new officers. In January, members of the Crime Unit attended training on Instructional Techniques, Asset Forfeiture, Child Interviewing, and Investigative Interviewing.

We continue to receive reports of online frauds related to cryptocurrency. Reports typically detail a victim who believes they are making an investment in a legitimate cryptocurrency company. They liaise with someone who they believe is a legitimate “agent”, often shown that they have a quick return on their investment and are convinced to invest larger amounts of money. Then when they want to make a significant withdrawal from their virtual wallet, they are unable to reach the “agent” and the initial investment funds are no longer available. The Crime Unit liaises with the OPP Cybercrime Investigations Team in Orillia to assist with tracing these transactions. While each case is investigated individually, the perpetrators of these offences are often found to be operating from countries where we do not have reciprocal law enforcement powers. This makes investigations exceedingly difficult and lost funds are rarely recovered. Members of the public are encouraged to do their research for scams or complaints relating to the company they are dealing with, and to report suspicious transactions to both police and the Canadian Anti-Fraud Centre.



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## Community Street Crime Unit

Supervisor: Detective Sergeant, Jeffrey Dudley

The Community Street Crime Unit had a very busy January 2024. Following are several investigations both ongoing and concluded:

- The Community Street Crime Unit executed a Controlled Drugs and Substances Act search warrant in the town of Erin in relation to a street level cocaine trafficking investigation. A male party was arrested.
- Assisted frontline with a \$50,000 theft of wire from Nexans in Fergus.
- Completed the investigation into stolen vehicles from Centre Wellington. Suspects were identified and charges were laid.
- Continued to investigate the theft of tire rims from a Wellington North retailer.
- Members assisted Dufferin County OPP with a theft/methamphetamine trafficking investigation affecting Wellington County. Two male parties have been arrested and charged with property and drug related offences.
- Investigated a multi-jurisdictional LCBO theft. Suspects were identified and arrest warrants were issued.



## Traffic

### Traffic Management Unit

Supervisor: Sergeant Adam McGough

### Black Cat Speed Monitoring Devices

	Study Length	Number of Vehicles	Recommended Enhanced Enforcement	Posted Speed Limit	85 <sup>th</sup> Percentile	Collision History (5 years)
Location	Andrews Dr, Drayton – Mapleton Twp <i>At Maple St</i>					
	10 days	4,599	No	50	47	0
Location	Wellington Road 8, Goldstone – Mapleton Twp <i>Sideroad 18</i>					
	8 days	19,811	Yes	60	83	2
Location	Gore Road, Puslinch Twp <i>near Concession 7</i>					
	6 days	6,313	Yes	60	89	0
<b>County Deployed</b>						
Location	Wellington Road 11, Mapleton Twp <i>Between Scenic Dr &amp; Highview</i>					
	7 days	7,077	Yes	80	100	0
Location	Wellington Road 16, Centre Wellington Twp <i>Between Sideroad 15 &amp; Sideroad 20</i>					
	7 days	10,388	Yes	80	103	9
Location	Wellington Road 18, Centre Wellington Twp <i>Between Stumpf St &amp; Emily St</i>					
	7 days	19,851	No	50	60	0
Location	Wellington Road 7, Centre Wellington Twp <i>Between York St &amp; 1<sup>st</sup> Line</i>					
	7 days	56,049	No	50	68	1
Location	Wellington Road 26, Centre Wellington Twp <i>Between Wellington Road 18 &amp; Wellington Road 19</i>					
	7 days	17,409	No	80	98	0
Location	Wellington Road 43, Centre Wellington Twp <i>Between Wellington Road 18 &amp; St Andrew St</i>					
	7 days	60,672	No	50	63	2

This data is being used to target specific complaint locations from members of the community or those identified internally.

### Enhanced Enforcement Program

Enhanced Enforcement is a focused traffic safety initiative which areas of concern are identified through various means and police conduct education and charge drivers who fail to follow the rules of the road. The goal is to reduce safety issues through visibility, presence, and enforcement.

Enhanced Enforcement protocols were rolled out on November 14, 2023. The following locations and charges are from November 14 to December 31, 2023.

Location	Charges
Wellington Road 22, Town of Erin <i>Between Wellington Rd 24 and 6<sup>th</sup> Line</i>	7
Wellington Road 23, Town of Erin <i>Wellington Rd 22 and Sideroad 17</i>	6
Concession 7, Puslinch <i>Between Concession 2 &amp; Wellington Road 34</i>	10
Wellington Rd 51, Guelph/Eramosa <i>Between Highway 6 &amp; Wellington Road 7</i>	21
Wellington Road 7 <i>Rothsay, between Wellington Rd 10 and Wellington Rd 10</i>	35
Concession 1, Puslinch <i>Between Highway 6 and Townline Rd</i>	27
Wellington Road 7, Mapleton <i>near Wellington Road 11</i>	11
Jones Base Line, Guelph/Eramosa <i>At Highway 7</i>	New
Brock Road North, Puslinch <i>At Wellington Road 34</i>	New
Lake Road (Wellington Road 32), Puslinch <i>Within 50 km/h zone</i>	New

**Traffic Management Unit - Administration**

Wellington County Traffic Management Unit has welcomed two new members into the fold. These members bring a wealth of experience relating to traffic safety and enforcement.

TMU is sending one member for motorized snowmachine operator training at the beginning of February, should the weather conditions permit the course to run. This will allow the unit to continue engaging with community members on trails and participate in safety events.

**COLLISION REPORTING CENTRES (CRC)**

Supervisor: Sergeant Ange Stiles

In January 2024, the County of Wellington OPP were dispatched to over 200 motor vehicle collisions (MVCs). Of those, over 90% were “vehicle damage only” collisions.

Depending on the month, the County of Wellington CRC receives and processes over 50% of the motor vehicle collisions.

When a member of the public attends any of the County of Wellington OPP Detachments to report a minor collision, they are welcome to attend Rockwood, Fergus or Teviotdale. At their request, a member of the public is also allowed to request an officer attend the scene of their collision if they prefer not to attend our CRC.

## Community Response

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### Community Response Unit

Supervisor: Sergeant, James Mackenzie

Community Response had a busy January supporting front line and engaging with the Community. We continued our Coffee with a Cop initiative at the Coffee Culture in Mount Forest and Supported Grace Community Church with their first Polar Bear run through Elora and Fergus.

CSS sent a representative to Peel Region to participate in the Bocce (Bocci) Ball Spring Games. This was an event where officers joined Special Olympic Athletes for a tournament of fun.

We partnered with the Centre Wellington Snowmobile Association to plan a safe season on our trails...we just need the snow to stay for a few weeks!

CSS is looking forward to this year, we already have over 30 community events on the schedule. See you out there!

### IMPACT (Integrated Mobile Police and Crisis Team)

#### January 2024

Individuals Served	Requests for Service	Live Calls with Police	Calls Diverted from Hospital
47	54	22	95.5%

### Safe Communities Wellington County

Safe Communities was in high gear with planning for the year, including presentations of Action Plans for 2024 from the Falls, Motor Vehicle, Mental Wellness and Accidental Poisonings Action Groups. January was also a month focused on our mental health with a focus on tips to help with Seasonal Affectiveness Disorder on social media and radio.

### Auxiliary Unit

Unit Commander: Auxiliary Staff Sergeant J. SWAN

Liaison: Provincial Constable Kyle Draves

The Auxiliary Unit training this month consisted of going over everyone's annual reviews and reviewing the OPP Auxiliary Mission Statement. Due to our large number of new members, we took the time to share a brief overview of the usual events we cover over the course of the year. We had one event to attend - assisting with traffic at a Polar Bear Run in Elora. Members continue to assist officers with general patrol duties.

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## Crime Stoppers

Sarah Bowers-Peter, Program Coordinator CSGW

January is Crime Stoppers month. Crime Stoppers Guelph Wellington adopted the theme of “Join the CSGW Team” to increase awareness of volunteer opportunities. Two Board members stepped away in December 2023 and one member is in the intake process. The Board can seat 20 volunteer members and currently sits at 12. Anyone who knows of someone interested in volunteering with CSGW is asked to have them complete an application at [www.csgw.tips](http://www.csgw.tips) . Applicants must clear a Criminal Record Check and complete the interview process. Ideally, we would have representation from Mapleton, Erin, and Wellington North as these have minimal volunteer support of only one individual represents the community.

The CSGW Board of Directors held an appreciation dinner on January 10, that celebrated the support of individuals, businesses and organizations that have supported the program. Representatives from Wellington County OPP and Guelph Police Service were also in attendance as supporting police agencies. Awards were presented to partners who contributed to OACS and CSI recognition, as well as the annual Cornerstone Award for 2023.

Interest in live presentations continues. Fraud Talk, Hate Crime and 5 Tips, 5 Ideas and 5 Signs are the most popular at this time. Anyone interested in a CSGW presentation is invited to “Contact Us” through the website to arrange a presentation date.





**Media**

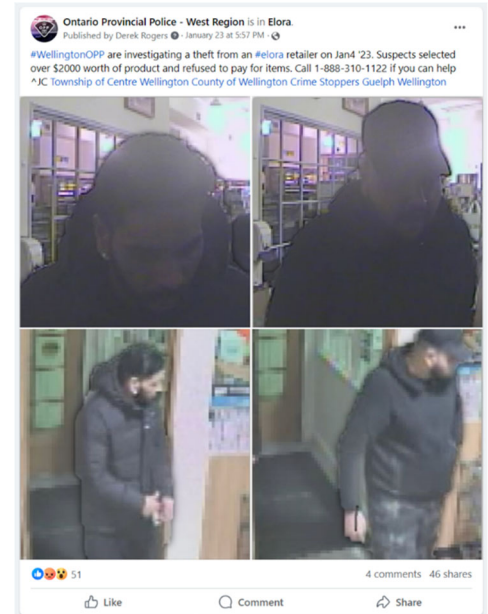
Provincial Constable Josh Cunningham

The Media Unit was kept busy this month organizing the upcoming Citizens Police Academy set to start on March 6<sup>th</sup>. The Academy will take place on ten consecutive Wednesdays, at the Centre Wellington Operations Centre. Applications to attend can be picked up at any of the three Wellington County OPP Detachments (Rockwood, Fergus, Teviotdale). Applications are open to members of the public and does not exclude Police Service Board members from applying.



**Citizens Police Academy**

**Wellington County 2024**



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## Court

Supervisor: Acting Sergeant, Mike Deboer

The Wellington County Court Unit advised of no major developments within the courts this month.

The following chart displays the number of bail hearings, warrants issued, and summons issued/served in January 2024.

Statistics	January	YTD
Number of bails at Detachment	<b>21</b>	21
# Arrest Warrants Issued - Endorsed	<b>20</b>	20
# Arrest Warrants Issued - Unendorsed	<b>10</b>	10
# Arrest Warrants Issued YTD	<b>30</b>	30
# Processes Issued	<b>105</b>	105
# Processes Served	<b>34</b>	34



# Personnel & Acknowledgements

Wellington County OPP is proud to announce following promotions to the rank of Sergeant.

- Detective Constable Kevin Detweiler
- Provincial Constable Greg MacDonald
- Provincial Constable Darren Gould

Detweiler and MacDonald are currently members of the Wellington County OPP. Gould is a member of the Toronto OPP - Highway Safety Division and will be joining us this Spring. Congratulations to all and we look forward to seeing them in their new frontline supervisory roles.



# Statistics Summary

## Calls for Service

2024 year to date calls for service appear to have decreased 20% over the same period last year.

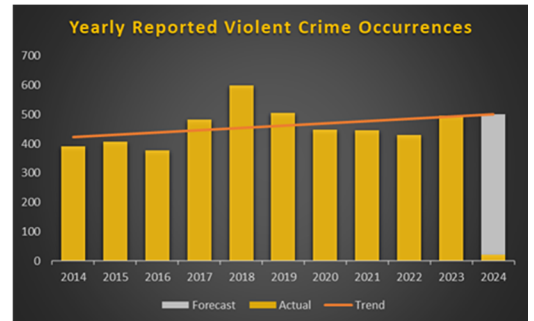
It is projected that annual calls for service should remain stable in 2024.



## Violent Crime

Violent Crime appears to be trending up, however there is no significant increase in violent crime projected over last year.

2024 year to date violent crime has decreased 46% over the same period last year.



## Property Crime

Property Crime has continued to trend lower since 2018, however an increase in property crime is predicted for 2024.

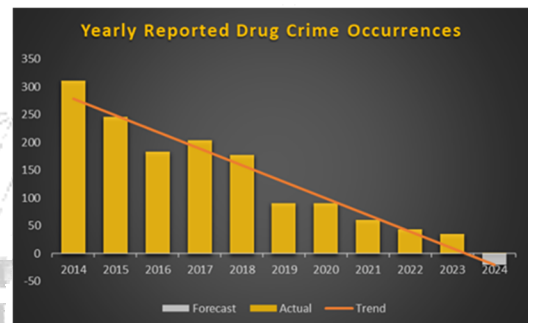
2024 year to date property crime has decreased 53% over the same period last year.



## Drug Crime \*

Drug Crime continues to trend lower than previous years. This trend is mostly due to the decriminalization of cannabis and related substances in 2018. It is anticipated that drug crime will begin to level off and remain stable at a low level in comparison to recent years.

2024 year to date drug occurrences have decreased by 75% over the same period last year. This does not appear to be significant due to the lower numbers of drug charges processed.

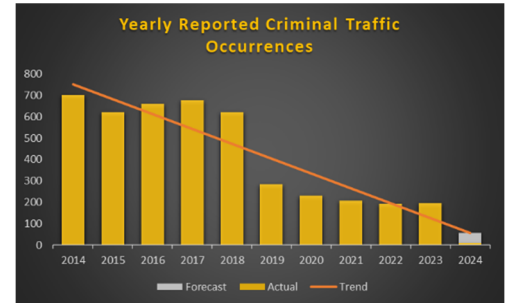


\* Note: Recreational use of cannabis was decriminalized on October 17<sup>th</sup>, 2018

## Criminal Traffic Offences

Criminal Traffic occurrences are projected to decrease over 2023 levels.

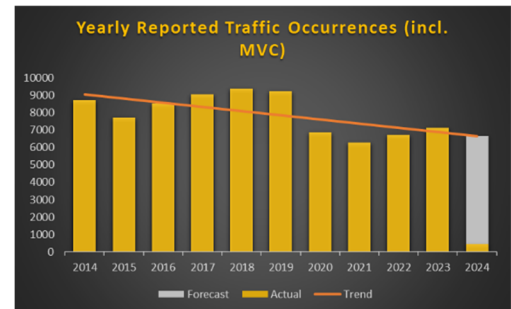
2024 year to date criminal traffic occurrences have decreased by 23% over the same period last year.



## Traffic Related Occurrences

Although reductions were observed in traffic occurrences since 2019, an increase in 2023 was realized. A projected decrease is forecast in 2024, however it is reasonable to expect that levels will remain close to more recent annual totals.

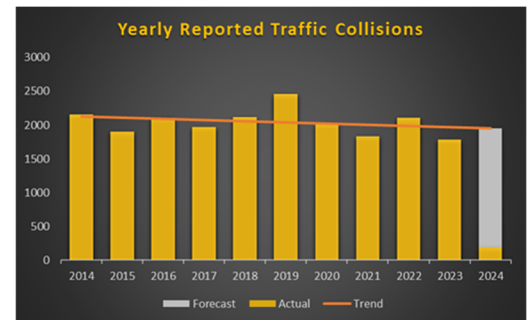
Year to date traffic occurrences have decreased 2% over the same period last.



## Motor Vehicle Collisions

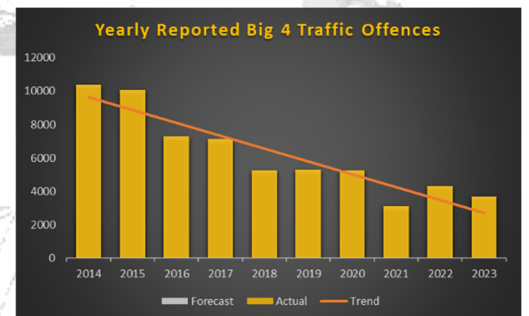
Motor vehicle collision occurrences appear to be trending slightly upward. Reductions were enjoyed during 2021 and 2022 however an increase in 2023 was observed. It is forecasted that collisions will remain at 2023 levels in 2024.

2024 year to date collisions have increased 8% over the same period last year.



## Big 4 Traffic (Impaired Operation – Distracted Driving – Seatbelts – Speeding)

Data for January 2024 was not available at the time of this report.



All statistics, graphs and maps are based upon preliminary information supplied by reporting parties and may not have been verified. Preliminary crime classifications may be changed at a later date based upon additional investigation and the possibility of mechanical or human error.  
 There is no warranty, representation or guarantee as to the content, sequence, accuracy, timeliness, or completeness of any of the data provided herein. The data provided is unreliable for comparison purposes over time, or for any other reason. The Ontario Provincial Police explicitly disclaim any representation or warranty, including, without limitation, any merchantability or fitness for a particular purpose.  
 Further, the Ontario Provincial Police shall assume no liability for any errors, omissions, or inaccuracies in the information provided, regardless of how caused. The Ontario Provincial Police will not be responsible for the use of, or the results obtained from the use of this information. The Ontario Provincial Police shall assume no liability for any decision, action, or deferral by anyone made in reliance of any information or data provided.  
 All data visualizations on maps are considered approximate and attempts to derive specific addresses are prohibited.

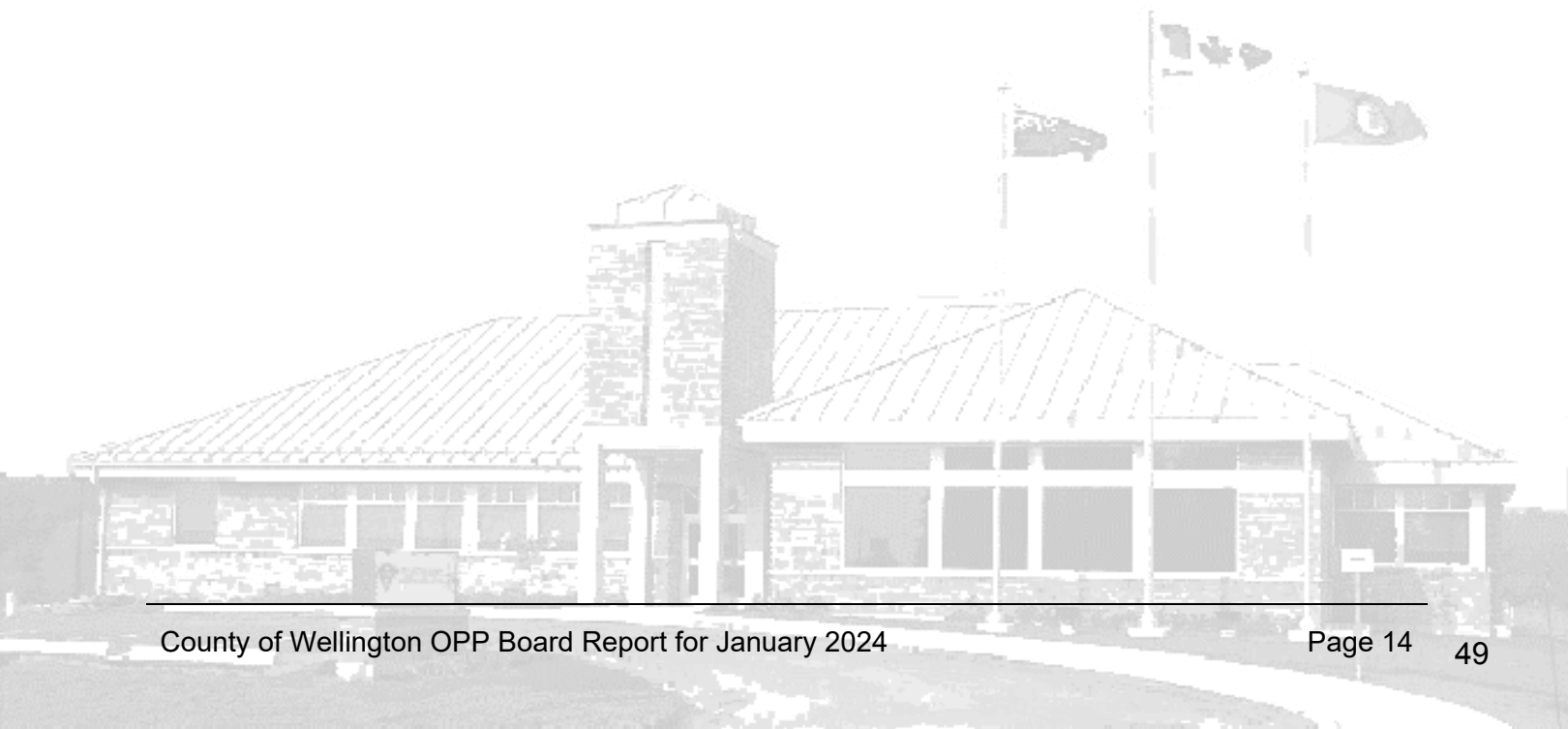
# Report Summary

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Wellington County OPP is anticipating calls for service to remain roughly the same as 2023 levels. Our officers have already hit the ground running with Enhanced Enforcement Program and the Black Cat Speed Monitoring Devices to maintain road safety. Our Crime Unit and Street Crime Unit had a very busy January 2024 with multiple investigations and charges laid.

With Spring on the horizon, Wellington County OPP is set to enter the preparation phase for the many community events and festivals in the near future. We look forward to providing community safety to ensure the public's enjoyment of the festivities.

Lastly, we want to remind everyone again, that winter will most likely return to the County. Please drive according to the road and weather conditions. Your adaptation to these changes could save a life.



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# Contacts

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## In an emergency DIAL 911

You can also call  
**1 888 310 1122**  
1 888 310 1133 (TTY)  
Anywhere in Ontario, 24-hour toll free

## Non-emergency calls

Please call  
**1 888 310 1122**  
1 888 310 1133 (TTY)  
Anywhere in Ontario, 24-hour toll free

### County of Wellington OPP Detachments

#### Centre Wellington Operations Centre

371 Charles Allan Way,  
Fergus, ON N1M 2W3  
Non-Emergency 519-846-5930  
Fax 519-846-5460

#### South Wellington Operations Centre

5145 Wellington Road 27,  
Rockwood, ON N0B 2K0  
Non-Emergency 519-856-1506  
Fax 519-846-2327

#### North Wellington Operations Centre

6725 Wellington Road 109,  
Palmerston, ON N0G 2P0  
Non-Emergency 519-343-5770  
Fax 519-343-5780

### OPP General Headquarters

**Ontario Provincial Police**  
General Headquarters  
Lincoln M. Alexander Building  
777 Memorial Avenue  
Orillia, ON  
L3V 7V3

General inquiries: 705 329-6111  
8:00 am to 4:00 pm, Monday to Friday



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



[Report a Crime Online](#)



[News releases](#)



[Upcoming events](#)



[Social media](#)



## Delegate Request - Entry #11189

**Type of Meeting**

Council

**Meeting Date**

May 1, 2024

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

One (1)

**Type of Delegation**

This is a request to delegate on a general topic

**Type of Presentation**

This request is to present a verbal delegation

**Type of Attendance**

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)**

To Present the findings from an Agri-Food System Study that the Wellington Federation of Agriculture had completed on Wellington County. This shows the economic impact and importance of the agriculture industry in Wellington County on Ontario and Canada.

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

Yes

**File Upload**

[Wellington-County-Agri-food-Systems-Study-Key-Findings-1.png](#)

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

Yes

**Acknowledgement**

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

[Township of Puslinch](#)

## Wellington County Agri-food Systems Study - Key Findings

### Economic Contribution

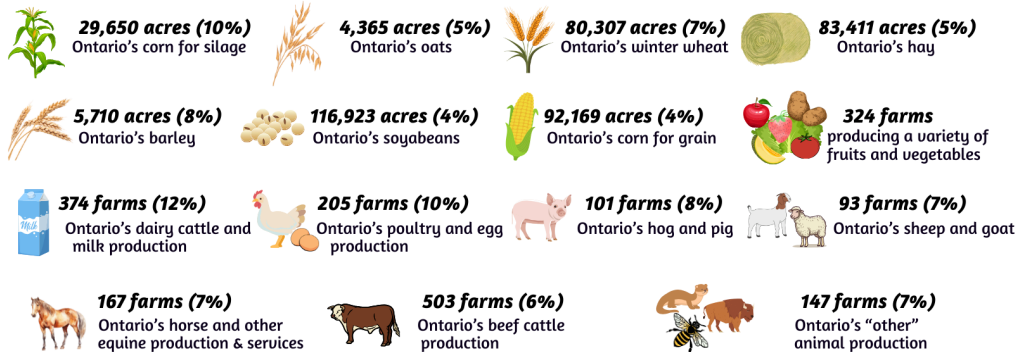
**\$2.8 billion** to Canada's Gross Domestic Product (GDP), which is **5%** of Ontario's agri-food industry's total contribution  
**\$496 million** in labour income within farm and upstream jobs  
**\$79 million** in provincial and federal tax revenue  
**35,943 jobs** and 6,621 full-time equivalent jobs



Wellington County boasts a strong agri-food processing sector.

The growing conditions and high-quality soils in Wellington County make it a valuable asset in feeding the community, Ontarians, Canadians and the world. Wellington County farmers are innovators in adopting sustainable farming practices.

### Wellington County is home to:



**\$189.28 million (4%)** for grains and oilseeds

**\$220.8 million (12%)** for poultry (chicken & turkey) & eggs

**\$6.02 million (6%)** for sheep and lamb

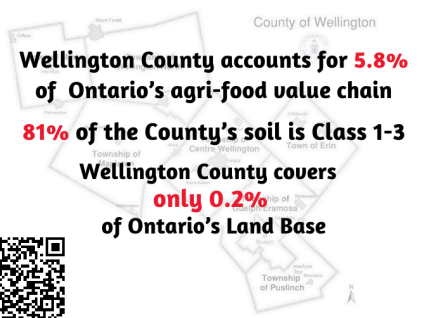
**Wellington's contribution of all of Ontario's farm cash receipts**

**\$107.64 million (6%)** for hogs

**\$223.96 million (10%)** for dairy products

**\$150.9 million (11%)** for beef cattle

Wellington County has a strong input and services sector that differentiates it from other rural Ontario communities.



Scan for full report



**Farms Food Future**







**Township of Puslinch**  
7404 Wellington Road 34  
Puslinch, ON, N0B 2J0  
T: (519) 763 – 1226  
F: (519) 763 – 5846  
www.puslinch.ca

## Delegate Request

Meeting Date: May 1, 2024

### Applicant Information

Applicant Name: Olinda Dasilva & Scott Bartles

Mailing Address: [REDACTED]

Eail Address: [REDACTED]

Telephone Number: [REDACTED]

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

We are asking Council to direct staff to look into a Regulatory By-law that regulates Gun Ranges in the Township of Puslinch.

\_\_\_\_\_ -

\_\_\_\_\_

\_\_\_\_\_ -

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\_\_\_\_\_ -

\_\_\_\_\_

\_\_\_\_\_ -

\_\_\_\_\_

I am submitting a formal presentation to accompany my delegation:

Yes: Yes  
\_\_\_\_

No: \_\_\_\_

I will require the following audio-visual equipment:

PowerPoint: \_\_\_\_ We will have a flash drive with a visual and audio presentation. We will provide it to staff prior to the meeting date. We will also have additional pictures and audio for council to view prior to our delegation

**Note: delegations are permitted to speak for 10 minutes. Your form or letter must be received 24 hours before the preparation of the Council agenda. This usually means at least one week prior to the Council meeting.**

**Personal Information collected on this form is collected under the authority of the Municipal Act and will be used only for the purposes of sending correspondence relating to matters before Council and for creating a record that is available to the general public in a hard copy format and on the internet in an electronic format in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Questions regarding the collection of this information may be directed to the Township Clerk's office.**

**The Township of Puslinch is committed to providing accessible formats and communication supports for people with a disability. If another format would work better for you, please contact the Township Clerk's office for assistance.**



## **REPORT FIR-2024-003**

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TO: Mayor and Members of Council

PREPARED BY: Brad Churchill, Deputy Fire Chief

PRESENTED BY: Brad Churchill, Deputy Fire Chief

MEETING DATE: May 1, 2024

SUBJECT: The Canadian Red Cross Society Training Partner Agreement

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### **RECOMMENDATIONS**

That Report FIR-2024-003 entitled The Canadian Red Cross Society Training Partner Agreement be received; and

That Council give three readings to By-law No. 2024-033 being a By-law authorizing the entering into a Training Partner Agreement with the Canadian Red Cross Society.

### **Purpose**

The purpose of this report is to renew the Canadian Red Cross Society Training Partner Agreement. Puslinch Fire & Rescue Service have designated authorized personnel that are licensed by Canadian Red Cross for the facilitation of medical training to Puslinch Fire & Rescue Service employees, Puslinch Township Staff and other community groups. This level of emergency medical service is outlined in By-law 018-2019 - appendix "A" - Core Services.

### **Background**

Medical response is a major component of the responsibilities of Puslinch Fire & Rescue Service. In 2023, 198 of the 382 (52%) responses required medical aid. Responses include direct medical assistance based on availability and arrival of Emergency Medical Services as well as assistance to Emergency Medical Technicians. These responses include medical emergencies, motor vehicle collisions and rescues. This high call volume requires Puslinch Fire & Rescue firefighters to receive specific and designated medical training.

The Canadian Red Cross Society Training Partner Agreement allows Puslinch Fire & Rescue Service Instructors to provide this training in-house reducing cost of registration, well as the logistics involved when courses are held outside of the Township. This new agreement is replacing the previous agreement signed in 2016, which has expired.

**Financial Implications**

The 2024 Operating Budget includes the following fees to the Canadian Red Cross for the Training Partnership Agreement:

- An annual membership fee of \$250
- Red Cross First Responder Certification required every 3 years \$1,290
- Red Cross Instructors Certification required every 3 years - \$630
- Red Cross CPR Certification - \$860

**Applicable Legislation and Requirements**

Township of Puslinch By-law 018-2019, Appendix "A" - Core Services

**Engagement Opportunities**

Not applicable

**Attachments**

Schedule 'A' – Training Partner Agreement – Canadian Red Cross and Corporation of the Township of Puslinch

**Respectfully submitted:**

**Brad Churchill**  
Deputy Fire Chief

**Reviewed by:**

**Courtenay Hoytfox**  
Interim CAO



## TRAINING PARTNER AGREEMENT

This Training Partner Agreement (the “**Agreement**”) is made as of \_\_\_\_\_, between:

**THE CANADIAN RED CROSS SOCIETY**  
400 Cooper Street, Suite 8000, Ottawa, Ontario, K2P 2H8  
 (“**CRC**”)

and

**FULL LEGAL NAME OF TRAINING PARTNER**  
[Address], [City], [Province], [Postal Code]  
 (“**Training Partner**”)

**WHEREAS**, CRC has created and delivers training programs, including first aid, swimming and water safety courses, under the Red Cross brand, based on national program standards and designed to meet the requirements of relevant federal and provincial laws and regulations, including occupational health and safety regulations and child protection acts (the “**Programs**”);

**AND WHEREAS**, CRC delivers the Programs in part using its own personnel and in part through independent CRC-licensed training partners, who employ the services of CRC-certified instructors to deliver training courses;

**AND WHEREAS**, the Training Partner wishes to become a training partner and deliver one or more of the training courses that form part of the Programs (as identified in the applicable Schedule(s) attached to this Agreement, the “**Training Courses**”), either to its own employees or to others, such as individual members of the public (such persons, “**Participants**”);

**AND WHEREAS**, the Training Partner has proposed one or more locations where it will deliver the Training Courses (the “**Facilities**”);

**AND WHEREAS**, CRC wishes to license the Training Partner to deliver the Training Courses at the Facilities, subject to the terms herein;

**NOW THEREFORE**, in consideration of the terms set forth in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, CRC and the Training Partner (each, a “**Party**” and together, the “**Parties**”) agree as follows:

## 1. DEFINITIONS

In this Agreement, the following terms have the following meanings:

- 1.1 “**Agreement**” is defined in the recitals above.
- 1.2 “**Business Day**” is defined in Section 14.2.
- 1.3 “**Confidential Information**” is defined in Section 10.1.
- 1.4 “**CRC**” is defined in the recitals above.
- 1.5 “**CRC Standards**” is defined in Section 4.1.
- 1.6 “**Facilities**” is defined in the recitals above.
- 1.7 “**Fees**” is defined in Section 9.1.
- 1.8 “**Force Majeure**” is defined in Section 13.1.
- 1.9 “**Grave Error**” is defined in Section 11.5.
- 1.10 “**Individual(s) With Whom CRC Has Terminated The Training Partner Agreement**” is defined in Section 7.3.
- 1.11 “**Instructors**” is defined in Section 5.3.
- 1.12 “**Intellectual Property**” is defined in Section 8.1.
- 1.13 “**Licence**” is defined in Section 3.1.
- 1.14 “**Licensed Branding**” is defined in Section 3.1.
- 1.15 “**Materials**” is defined in Section 3.3.
- 1.16 “**Non-CRC Courses**” is defined in Section 3.3.
- 1.17 “**Notice(s)**” is defined in Section 14.1.
- 1.18 “**Participants**” is defined in the recitals above.
- 1.19 “**Party**” and “**Parties**” is defined in the recitals above.
- 1.20 “**Personal Information**” is defined in Section 10.2.

- 1.21 “**Primary Contact**” is defined in Section 14.4.
- 1.22 “**Program Contact**” is defined in Section 14.5.
- 1.23 “**Programs**” is defined in the recitals above.
- 1.24 “**Submission of Information**” is defined in Section 4.5.
- 1.25 “**Term**” is defined in Section 6.1.
- 1.26 “**Training Course Roster**” is defined in Section 4.5.
- 1.27 “**Training Courses**” is defined in the recitals above.
- 1.28 “**Training Partner**” is defined in the recitals above.

## 2. PURPOSE

- 2.1 Subject to the terms herein, CRC licenses the Training Partner to deliver, using up-to-date CRC Materials, CRC-certified Instructors and CRC course management software, the Training Courses at the Facilities. CRC shall provide access to the CRC course management software and shall make available to the Training Partner for purchase the necessary CRC Course manuals and Materials for the delivery of the Training Courses.

## 3. LICENCE

- 3.1 CRC grants the Training Partner a limited, non-exclusive licence, for the duration of the Term, to:

- (a) deliver the Training Courses at the Facilities; and
- (b) use, subject to Section 3.2, the CRC name, the CRC training partner logo and, if applicable, the CRC swim logo (collectively, the “**Licensed Branding**”), solely for the purpose of promoting and delivering the Training Courses at the Facilities,

(the “**Licence**”).

- 3.2 The Training Partner’s use of the Licensed Branding is subject to:

- (a) compliance with CRC’s brand guidelines, including the terms and restrictions described in the CRC Training Partner Graphics Guide and CRC Swim Identity Guide available at [www.myrc.redcross.ca](http://www.myrc.redcross.ca);
- (b) CRC’s right to require the Training Partner to obtain CRC’s prior written approval of any such use (including in advertising, signage and websites). If

required to obtain prior written approval, the Training Partner shall identify the context, audience, variations and means of communication for the proposed use of the Licensed Branding when submitting its request for approval;

- (c) the Training Partner shall not copy content, including content that incorporates the Licensed Branding, from the websites or publications of other training partners;
- (d) CRC's right to request changes to or the removal of any use of the Licensed Branding which is, in CRC's sole opinion, contrary to this Agreement. The Training Partner shall promptly implement such requests upon receipt; and
- (e) any additional conditions or restrictions, including amendments to CRC's brand guidelines, which CRC may communicate in writing from time to time.

3.3 **Marketing.** Materials (as defined below) must clearly identify the Training Partner's logo and company name. "**Materials**" includes all CRC-developed Training Course manuals, resources, evaluations, presentations, lesson plans, media tools, videos, applications, knowledge evaluations, online courses or course tools, whether in digital or in print format, that are purchased directly, accessed or downloaded from CRC for Participants, Instructors, Instructor trainers, and/or Training Partners to use. Where the Training Partner has developed their own training courses and materials without CRC's direct involvement or consultation ("**Non-CRC Courses**"), the Training Partner shall not, during the term of this Agreement or following termination of this Agreement, advertise or market any of its Non-CRC Courses in any way that: (i) represents the Non-CRC Courses as CRC courses, (ii) implies that the Non-CRC Courses are CRC courses, or (iii) suggests that the Non-CRC Courses are affiliated with, developed by or offered in conjunction with, or approved by CRC. Training Partner shall ensure that any marketing and advertisements clearly delineate between CRC Courses and Non-CRC Courses.

3.4 **No Confusion.** In any use of or reference to the CRC name, the Training Partner must not represent themselves as CRC but must always clearly present themselves as a CRC Training Partner or as an organization offering CRC Courses. The Training Partner may not use the CRC name (or any abbreviation or variation thereof) in their domain name, email address or web page metadata, but may use the name in sub-directories or in connection with specific web pages where they are featuring CRC products or CRC Courses (e.g. <http://trainingpartner.com/red-cross-first-aid>), provided that the Training Partner is at all times clear that the Training Partner is an organization offering CRC Courses and is not representing itself as the CRC.

3.5 **Facilities.** The Facilities are:

- (a) the publicly listed sites on My Red Cross; and
- (b) such other sites as may be, prior to their use for the delivery of any Training Courses, proposed by the Training Partner and approved in writing by CRC.



CRC reserves the right, in its sole and absolute discretion, to remove any facility listed on My Red Cross either before or after the facility has been posted on My Red Cross.

- 3.6 **Sub-Licensing.** The Training Partner may grant sublicences of the Licence only with the prior written approval of CRC, and only to persons subcontracted by the Training Partner, subject to any subcontracting restrictions set out elsewhere in this Agreement, its Schedules and Annexes, to deliver Training Courses on the Training Partner's behalf. The Training Partner shall not grant sublicences for CRC's Swimming & Water Safety, Marine First Aid, or First Aid Instructor Development courses. The Training Partner shall ensure, by written contractual arrangement and appropriate oversight, that all such sublicensed persons comply with all terms and conditions of this Agreement and that all such sublicensed persons are covered by the Training Partner's liability insurance. The Training Partner shall be fully responsible and liable to CRC for the compliance of its sublicensed persons and for any and all of their actions and omissions in connection with (i) this Agreement, (ii) the delivery of the Training Courses and (iii) CRC.
- 3.7 **The Emblem.** The Red Cross emblem consists of a red cross on a white background. The CRC logo is the Red Cross emblem plus the phrase "Canadian Red Cross" or "Croix-Rouge canadienne", as set out in CRC's graphic standards. **USE OF THE RED CROSS EMBLEM ALONE IS STRICTLY PROHIBITED.**
- 3.8 **Reservation of Rights.** All rights not expressly granted to the Training Partner herein are reserved by CRC. Any use of the Licensed Branding not set out in this Agreement, or any other use of the logo, name or other marks of CRC, shall require the prior written approval of CRC.
- 3.9 **CRC Ownership.** The Training Partner acknowledges CRC's exclusive right, title and interest in and to the Licensed Branding, and the Training Partner's use of the Licensed Branding shall enure to the benefit of the CRC. The Training Partner shall not commit, or cause or abet any third party to commit, any act challenging or in any way impairing or attempting to impair the CRC's right, title and interest in the Licensed Branding. The Training Partner shall furthermore not use, or abet the use of, any branding or other materials that may, in the sole opinion of CRC, create a risk of confusion in relation to the Licensed Branding, and the Training Partner shall immediately remove and cease to use any such potentially confusing branding or materials upon the request of CRC.

#### **4. TRAINING PARTNER RESPONSIBILITIES**

- 4.1 **Rules and Standards.** The Training Partner shall comply and act in a manner consistent with:
- (a) the national program and management standards published by CRC for the Programs, as they may be amended from time to time (the "**CRC Standards**"). The updated CRC Standards may always be viewed at [www.myrc.redcross.ca](http://www.myrc.redcross.ca);

- (b) the requirements for the delivery of the Programs as published by CRC on [www.myrc.redcross.ca](http://www.myrc.redcross.ca) and updated from time to time, including with respect to quality levels, classroom and facilities and resources, equipment and supplies;
- (c) the CRC Code of Conduct, CRC Privacy Policy, Child Protection Policy and Social Media Guidelines, available at [www.myrc.redcross.ca](http://www.myrc.redcross.ca);
- (d) all applicable laws and regulations including, without limitation, privacy, anti-spam and accessibility or human rights legislation; and
- (e) the Fundamental Principles of the International Red Cross and Red Crescent Movement, attached as Schedule “B” to this Agreement.

4.2 **Training Partner Standards of Behaviour.** The Training Partner shall read and ensure that it understands CRC’s Training Partner Standards of Behaviour, attached as Schedule “C” to this Agreement.

4.3 **Course Delivery.** The Training Partner shall, in the delivery of the Training Courses:

- (a) deliver the Training Courses in Canada only, at the Facilities;
- (b) employ only Instructors (as defined below) who have a current CRC certification for the appropriate training program to teach the Training Courses being offered;
- (c) ensure that all Instructors employed are covered by applicable provincial or territorial workers’ compensation insurance, and that all such Instructors are subject to appropriate screening and obtain a criminal background and/or vulnerable sector check prior to the term of their employment with the Training Partner. The vulnerable sector check applies where there is a reasonable likelihood that the Instructor will interact with minors. Upon CRC’s request, Training Partner will provide confirmation to CRC that appropriate screening measures have been taken;
- (d) use only current Training Course manuals and Materials purchased directly, accessed or downloaded from CRC. For greater clarity, a Training Partner’s sub-licensees may use Materials purchased from CRC by the Training Partner;
- (e) deliver the Training Courses in a safe and accessible environment in accordance with applicable provincial or territorial requirements, reasonably ensuring that Participants, Instructors and other persons are free from preventable hazards, bullying, harassment, discrimination, and other physical or psychological abuse;

- (f) inform Participants and Instructors that contact information will be shared with CRC for the purposes of issuing certifications;
- (g) provide accommodations to Instructors and Participants as may be required by accessibility and human rights legislation; and
- (h) ensure that it has policies in place to educate Participants, Instructors, and other persons, as applicable, on the matters listed in this Section 4.

4.4 **Course Materials.** CRC makes the Materials available for purchase by training partners for the delivery of Training Courses. The Training Partner:

- (a) shall only use the Materials for the delivery of Training Courses pursuant to this Agreement;
- (b) shall not modify the Materials in any way without CRC's prior written approval;
- (c) shall not reproduce the Materials without CRC's prior written approval, other than worksheets, knowledge evaluations and other forms which are intended to be photocopied for use in delivering a Training Course;
- (d) in particular, shall not re-sell, for commercial or course delivery purposes, the Materials to any person (other than Participants or the Training Partner's sublicensees), or permit Materials to be used by any person who is not a current CRC training partner to deliver training programs; and
- (e) shall not, without CRC's prior written approval (which may be sought pursuant to Section 3.2), copy content or images from the Materials for any other purpose, including the creation of promotional content for the Training Courses, the Training Partner or the Training Partner's website or publications.

4.5 **Submission of Information.** The Training Partner shall, using the My Red Cross course management program:

- (a) prior to or after each Training Course delivery, but no later than ten (10) days following course completion, upload information including Training Course date, location, and Instructor names for publicly promoted CRC Courses;
- (b) prior to or after applicable Training Course delivery, complete course components or confirm pre-requisites for Participants; and
- (c) after each Training Course delivery, within a maximum of ten (10) days following Training Course completion, submit the final Training Course Roster (as defined below),

(collectively, the “**Submission of Information**”). “**Training Course Roster**” means information about the Training Course, the Participants, and the Instructor which is electronically uploaded to My Red Cross for the purpose of issuing certifications and/or proof of completing the CRC training or education. **TIMELY COMPLIANCE OF THE SUBMISSION OF INFORMATION SET OUT IN THIS SECTION 4.5 IS REQUIRED FOR THE ISSUANCE OF PARTICIPANT CERTIFICATES.**

4.6 **Find A Course.** CRC permits training partners to list only their publicly offered CRC Courses on CRC’s Find A Course database, to help connect prospective participants with publicly offered CRC Courses. When using CRC’s Find A Course database, the Training Partner shall list only publicly offered CRC Courses at the Facilities and for which the Training Partner has the Instructors, access to Facilities (proof of ownership, rental agreement, etc.) and intention to offer the course. The Training Partner shall deliver a minimum of fifty percent (50%) of its publicly offered CRC Courses on CRC’s Find A Course database. If the Training Partner is no longer able, or no longer plans, to offer a publicly listed CRC Course for any reason, the Training Partner, upon realizing it is no longer able or no longer plans to offer a publicly listed CRC Course, shall immediately remove that course from CRC’s Find A Course database. CRC reserves the right, in its sole and absolute discretion, to require Training Partner to provide documentation demonstrating its intent to offer a Training Course. CRC shall determine, in its sole and absolute discretion, what type of documentation Training Partner will be required to provide in order to demonstrate such intent.

4.7 **Google Analytics.** For certain large training partners, CRC may ask for permission to use analytics code, such as Google Analytics, on the Training Partner’s website to track users and sales, for the purposes of tracking conversions from CRC’s marketing efforts and from visitors coming from My Red Cross to their site.

## 5. **CRC RESPONSIBILITIES**

5.1 **Rules and Standards.** CRC shall comply and act in a manner consistent with:

- (a) the national management standards published by CRC for the Programs, as they may be amended from time to time;
- (b) the CRC Code of Conduct, CRC Privacy Policy, Child Protection Policy and Social Media Guidelines, available at [www.myrc.redcross.ca](http://www.myrc.redcross.ca);
- (c) all applicable laws and regulations including, without limitation, privacy, anti-spam and accessibility or human rights legislation; and
- (d) the Fundamental Principles of the International Red Cross and Red Crescent Movement, attached as Schedule “B” to this Agreement.

5.2 CRC shall provide access to:

- (a) up-to-date Materials for the Training Courses which may be accessed, downloaded or purchased by the Training Partner and which meet the applicable federal, provincial, and/or territorial requirements, as well as the CRC Standards,;
- (b) Training Course updates and revisions as may be made from time to time;
- (c) updates related to the Programs, such as newsletters and bulletins sent to CRC training partners using the contact information provided to CRC;
- (d) technical support to clarify or explain the information related to the Programs, including the information in the Materials and the CRC Standards; and
- (e) pre-developed marketing Materials related to the delivery of the Programs;

5.3 CRC shall maintain a certification registry of:

- (a) all individuals who hold a current and valid certification to instruct one or more of the Training Courses in the Program, based on successful completion of the relevant requirements (such individuals, “**Instructors**”); and
- (b) all individuals who have completed one or more CRC Courses from the Programs.

5.4 Upon request, CRC will work with Training Partner to meet their obligations under human rights legislation in relation to the Training Courses, including improving the accessibility of the Training Courses and providing accommodations to Participants.

5.5 For greater certainty, CRC does not and shall not provide assistance in securing locations for the Training Partner (including the Facilities listed on My Red Cross).

## 6. **TERM**

6.1 This Agreement shall commence on the date indicated on the first page above, and shall continue for a period of five (5) years (including any renewal, the “**Term**”). The Term may be renewed for successive additional two (2) year periods, upon the provision by one Party of notice of intent to renew at least thirty (30) days prior to the expiry of the then-current Term, and the acceptance by the other Party of such renewal.

## 7. **TERMINATION**

7.1 **Termination with Notice.** Either Party may terminate this Agreement for any reason upon sixty (60) days’ written notice to the other Party.

7.2 **Termination for Cause.** CRC may terminate this Agreement immediately if:

- (a) the Training Partner is in material breach of this Agreement and such breach has not been cured within thirty (30) days, or such other time as is reasonable in the circumstances, following written notice to the Training Partner, or such breach is, by its nature, incapable of being cured;
- (b) the Training Partner does not, within a maximum of ten (10) days following CRC Course completion, submit the final Training Course Roster and Training Course results, using the My Red Cross course management program, or has not within such period advised CRC of the delay and made diligent efforts to resolve such delay;
- (c) the Training Partner is in default of payment of any Fees;
- (d) the Training Partner has, in the reasonable opinion of CRC, misused CRC's Find A Course database;
- (e) the Training Partner, or any of its directors, officers, employees, volunteers or subcontractors, does anything or fails to control conduct which, in the reasonable opinion of CRC, brings or could bring the name, logo or reputation of CRC, the Programs or the Licensed Branding into disrepute. For greater certainty, this shall include the conviction of any of the Training Partner's directors, officers, employees, volunteers or subcontractors of a criminal offence, discrimination by the Training Partner or any of its directors, officers, employees, volunteers or subcontractors, or any conduct which jeopardizes the dignity or safety of Participants;
- (f) the Training Partner is or is reasonably suspected to be involved in any way in the fraudulent issuance of certifications or forging certifications;
- (g) an Individual With Whom CRC Has Terminated The Training Partner Agreement (as defined below) is involved in the delivery of one or more Training Courses, and such individual is not permanently removed from involvement within thirty (30) days following written notice to the Training Partner (or as otherwise directed and agreed in writing) by CRC;
- (h) the Training Partner becomes or is declared bankrupt or insolvent, ceases or threatens to cease to carry on business, has a receiver appointed over all or part of the Training Partner's business, makes an assignment for the benefit of its creditors, or enters into an agreement for the compromise of its obligations under this Agreement; or
- (i) the Training Partner does not deliver any Training Courses for a period of eighteen (18) consecutive months.

7.3 **Individuals with Whom CRC Has Terminated the Training Partner Agreement.** The integrity of the Programs is of critical importance to CRC, and CRC reserves the right to not do business with individuals in whom CRC has lost confidence. For the purpose of this Section 7.3, CRC is deemed to have “lost confidence” in individuals who, in CRC’s sole discretion, have demonstrated a history of violating (i) the Fundamental Principles of the International Red Cross and Red Crescent Movement (attached hereto as Schedule “B”) and/or (ii) the Training Partner Standards of Behaviour (attached hereto as Schedule “C”). Where Training Partner has been terminated for cause, Training Partner and its owners, directors and officers (collectively, “**Individuals With Whom CRC Has Terminated The Training Partner Agreement**” and individually, “**Individual With Whom CRC Has Terminated The Training Partner Agreement**”) shall not thereafter be involved in the Programs or in the delivery of Training Courses, directly or indirectly, whether for their own account or in connection with the business of another training partner, including as partners, owners, employees, Instructors, subcontractors, sub-licensees or otherwise. CRC may, in its sole and absolute discretion, upon receipt of request made to CRC in writing, lift this restriction with respect to any individual (and upon CRC’s written decision to lift the restriction, such individual shall no longer be considered an Individual With Whom CRC Has Terminated The Training Partner Agreement); however, CRC shall be under no obligation to lift this restriction or to consider such requests.

7.4 **Obligations on Termination.** Upon any termination of this Agreement:

- (a) CRC will notify the Training Partner and any Instructors working for the Training Partner (of whom CRC is aware) of the termination;
- (b) the Licence shall terminate and the Training Partner shall immediately cease to:  
(i) use the Licensed Branding in any capacity, (ii) hold itself out as a CRC training partner, and (iii) offer any Training Courses;
- (c) the Training Partner shall immediately provide to CRC a list and details of (i) the Training Courses they are delivering or scheduled to deliver, and (ii) Participant contact information. CRC shall use reasonable efforts to ensure that such Training Courses are continued by CRC or another training partner and that Participants and Instructors are as minimally affected as possible;
- (d) the Training Partner’s access to My Red Cross shall end immediately (and the Training Partner shall submit any remaining information by separate communication, using the contact information provided herein or as otherwise communicated to CRC in writing);
- (e) the Training Partner shall return or destroy all Materials in its possession. The Training Partner may receive a full or partial refund for the return of Materials to CRC depending on whether the Materials are, in the sole opinion of CRC, current, unused and resalable;

- (f) each Party shall return or destroy all Confidential Information of the other Party in its possession;
- (g) any annual fee paid for the year in progress shall be forfeited. If the termination is by CRC in accordance with Section 7.1 of this Agreement, CRC may, in its sole and absolute discretion, refund a portion of the annual fee; and
- (h) CRC reserves the right, in its sole and absolute discretion, to revoke the Training Partner's certification as an Instructor.

7.5 **Suspension.** If CRC would be entitled to terminate this Agreement, CRC may instead, in CRC's sole and absolute discretion, suspend the Agreement (or any part of it, such as CRC's Find A Course database), including the Licence and Training Partner's right to deliver the Training Courses, pending an investigation or for such other period as CRC chooses, without prejudice to the rights and remedies of either Party hereunder. Subsections 7.4(a), (b), (c) and (d) shall also apply (with necessary modifications) upon any suspension of the Agreement.

7.6 **Facilities.** Either Party may terminate (or, in the case of CRC, suspend) this Agreement pursuant to this Section 7 with respect to one or more Facilities only and, upon such termination becoming effective, the terminated Facilities shall be deleted from My Red Cross but this Agreement shall continue in force with respect to the other Facilities.

7.7 **Survival.** Provisions which are expressly or impliedly intended to remain in force after termination shall survive termination of this Agreement, including without limitation the provisions herein with respect to Submission of Information, payment of Fees, confidentiality and data protection, liability and indemnity and audit.

## 8. NON-COMPETE

8.1 **Use of Materials.** For greater certainty, Training Partner acknowledges and shall respect CRC's Intellectual Property (as defined below) in the Materials (whether in hard copy, digital or other format), and Training Partner shall not commit or abet any re-use, copying or modification of the Materials for any other purposes, including the development or delivery of training programs, whether by the Training Partner or by third parties, other than the Training Courses that are delivered pursuant to this Agreement. **"Intellectual Property"** means any Materials, inventions, designs, ideas, discoveries, works, creations, trade-marks, developments, programs, software, schematics, codes, drawings, sketches, specifications, compilations of information, analysis, data, formulae, methods, processes, techniques, prototypes, products, samples, equipment, tools and machines, which are conceived of, developed, created, modified or improved by CRC or Training Partner, either solely or with others, in whole or in part, whether at CRC's place of business or otherwise, and whether on CRC's time or on the Training Partner's own time.



## 9. FEES

9.1 The Training Partner shall pay:

- (a) the fees as set out in the applicable Schedules;
- (b) the purchase price for Materials and fees for the issuance of certifications to Participants;
- (c) late charges, as set out in Section 9.5, if applicable; and
- (d) applicable taxes as invoiced by CRC,

(the “Fees”). Purchases of Materials are subject to the CRC Standard Terms and Conditions of Sale, available at <https://shop-magasiner.redcross-croixrouge.ca/terms>, or the Shop Online Terms available at [www.shop.redcross.ca](http://www.shop.redcross.ca), as applicable and as may be amended from time to time.

9.2 All Fees are due within thirty (30) days after date of invoice from CRC. Unpaid amounts are subject to interest at the lesser of one and a half percent (1.5%) per month (compounded monthly) or the maximum rate allowable at law, without prejudice to the other remedies available to CRC hereunder and in law.

9.3 CRC may amend the Fees upon ninety (90) days’ written notice to the Training Partner.

9.4 **Individuals Doing Business.** Where the Training Partner is an individual as defined in the *Canada Business Corporations Act* and is doing business in its own name or in the name of a company, CRC shall invoice the individual whose name appears on the first page of this Agreement. For certainty, where the Training Partner is an individual, the Training Partner shall be personally liable for the payment of all Fees under this Agreement.

9.5 **Late Charges.** Where the Training Partner does not comply with the Submission of Information as required by Section 4.5, CRC may, in its sole and absolute discretion, as an alternative to termination or suspension of this Agreement pursuant to Section 7.2(b) but without in any way restricting CRC’s right to terminate or suspend this Agreement if it so chooses, elect to impose late charges on the Training Partner, in such amounts as CRC may determine. Late charges shall be payable upon date of invoice from CRC or by deduction from amounts due to the Training Partner, at CRC’s option.

## 10. CONFIDENTIALITY AND PRIVACY

10.1 **Confidential Information.** “Confidential Information” means information of the other Party that is disclosed in connection with this Agreement, which is identified as confidential at the time of disclosure or that a reasonable person would consider, from the nature of the information or the circumstances of disclosure, to be confidential. Confidential Information does not include information that (i) enters the public domain or

(ii) is independently obtained by the receiving Party, in each case free of, and without breach of, any obligation of confidentiality. Each Party shall not disclose the other Party's Confidential Information without prior written consent or unless required by law, nor make use of the other Party's Confidential Information except for the performance of this Agreement. Each Party shall protect the other Party's Confidential Information from disclosure by the same measures that it uses to protect its own confidential information, but in any event by not less than reasonable measures.

10.2 **Personal Information.** During the performance of this Agreement, the Parties may have access to or receive personal information, including information relating to Participants, personnel of the Parties or others, which may include information that identifies or could identify an individual including name, address, email address, job title, or credit card information (“**Personal Information**”). The Parties will use, disclose and retain the Personal Information solely for the operation of the Programs and to carry out their obligations under this Agreement, and in no event may either Party sell, lease or trade the Personal Information to any third party. All Personal Information shall be handled in strict compliance with all Canadian federal and provincial or territorial laws relating to the storage, collection, use and disclosure of personal information, including the *Personal Information Protection and Electronic Documents Act* (Canada) and provincial legislation, as well as in compliance with any applicable foreign or other laws.

## 11. LIABILITY AND INDEMNIFICATION

11.1 **Limitation.** CRC shall not be liable for any injury, loss, damage or death occasioned to any person or property arising or alleged to arise in connection with the Training Partner's activities in connection with this Agreement, except as provided in Section 11.4b) below.

11.2 **No Warranty or Representation.** The Parties do not make and have not made any warranties or representations regarding the subject matter of this Agreement, save as expressly stated.

11.3 **Consequential Damages.** In no event will either Party be liable for any consequential, incidental, indirect, special or punitive damages, even if the Party has been notified of the possibility of such damage and regardless of the legal theory on which such damages are asserted. Consequential damages shall include lost or imputed profits, cost of capital, business interruption, loss of business reputation and loss of opportunity.

### 11.4 **Indemnities.**

- (a) The Training Partner shall indemnify, defend and hold harmless CRC and its directors, officers, employees, agents and subcontractors against all liabilities, costs and expenses, including legal fees, in respect of third party claims where and to the extent that the claim is attributable to (i) the Training Partner's breach of this agreement; or (ii) the Training Partner's willful or negligent act or omission in connection with this Agreement, or that of its employees, agents,

subcontractors or others for whom the indemnifying Party is in law reasonably responsible.

- (b) CRC shall indemnify, defend and hold harmless the Training Partner and its directors, officers, employees, agents and subcontractors against all liabilities, costs and expenses, including legal fees, in respect of third party claims where and to the extent that such claim is attributable to a Grave Error (as defined below) in the Materials upon which the Training Partner relies to teach the Training Courses, provided that: (i) the Training Partner is using the most recent official version of the Materials; (ii) the Training Partner obtained the Materials directly from CRC; and (iii) the Materials have not been altered in any way from their official version as provided by CRC.

11.5 For the purposes of Section 11, a “**Grave Error**” means an inaccuracy of such nature that the inaccuracy can reasonably be expected to cause substantial harm to a person who is relying on the Materials in which the inaccuracy occurs.

11.6 The indemnified Party shall promptly notify the indemnifying Party of any claim covered by Section 11; shall allow the indemnifying Party to conduct and control, at the indemnifying Party's sole cost and expense, the defence of such claim and any related settlement negotiations; shall afford all reasonable assistance to the indemnifying Party (at the indemnifying Party's sole cost and expense); and shall make no admission prejudicial to the defence of such claim.

## 12. **INSURANCE**

12.1 The Training Partner shall be responsible for maintaining insurance in such amounts and against such risks and perils as would be customarily obtained and maintained by a prudent person undertaking similar operations, and failure to do so will be entirely at the Training Partner's own risk. Without limiting the foregoing, this insurance must include general commercial liability insurance in an amount not less than two million dollars (\$2,000,000) per occurrence. The Training Partner shall, by certificate or otherwise, name CRC as an additional insured on the applicable insurance policies. The Training Partner shall provide satisfactory evidence of its insurance upon CRC's request.

12.2 If the Training Partner is a municipality or similar organization and is self-insured, CRC may accept, in its sole and absolute discretion, that the required insurance will be maintained by way of the self-insurance program. Upon CRC's acceptance of the self-insurance program, the Training Partner shall cause CRC to be included under such program as an additional insured or provide a waiver of subrogation in favour of CRC. CRC reserves the right to reject, in whole or in part, the self-insurance program of the Training Partner and to require commercial insurance coverage as set out in Section 12.1.

**13. FORCE MAJEURE**

13.1 “**Force Majeure**” means a circumstance which is beyond the control of, and not reasonably foreseeable by, a Party which prevents the Party from performing its obligations under this Agreement, and includes: act of God; laws, orders, rules, regulations, acts and restraints of any federal, provincial, state, local, municipal, regional, territorial, aboriginal, or other government, branch, ministry, or court, including any district, agency, commission, board or arbitration panel; fire and explosions; inclement weather including floods, overland flooding, storms, tornados, hurricanes, tsunamis, earthquakes, volcanic eruptions and landslides; war, political and civil unrest; epidemics, outbreak of disease and quarantine; terrorism; labour issues including walkouts, strikes, lockouts and picketing; delays or defaults in or caused by, and shortages of, power, water, or transportation. If either Party is delayed or prevented from the performance of its obligations hereunder, other than a payment obligation, by reason of Force Majeure, and if such Party has given the other Party prompt notice thereof and, upon request, such confirmatory documentation as the other Party may reasonably request, and has in good faith kept the other Party apprised of when the delay is expected to be resolved, the time for the performance of the Party’s obligations will be extended for a period equal to the duration of the Force Majeure circumstance that occasioned the delay, but not exceeding sixty (60) days unless otherwise mutually agreed by the Parties. If the Force Majeure circumstance continues for more than sixty (60) days, either Party may terminate this Agreement immediately, upon written notice to the other Party.

**14. NOTICE**

14.1 All notices, requests, demands, or other formal communications (each a “**Notice**” and collectively the “**Notices**”) hereunder shall be given in writing by personal delivery, by postage prepaid registered mail, or by email. The address of each Party for such Notices shall be as follows,

**For CRC:**

The Canadian Red Cross Society  
400 Cooper Street, Suite 8000  
Ottawa, Ontario, K2P 2H8

**Attention:** National Prevention and  
Safety Contact Centre

**Email:** [myrcsupport@redcross.ca](mailto:myrcsupport@redcross.ca)

**For Training Partner:**

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

**Attention:**

**Email:**

or such subsequent address given by such Party to the other Party by notice in writing from time to time.

14.2 All Notices shall be deemed to have been received when delivered by hand or transmitted by email or, if mailed, ten (10) Business Days after the day of the mailing thereof,

excluding any time during which the normal mail service is interrupted by strikes or other irregularities. “**Business Day**” means any day excluding a Saturday, Sunday or statutory holiday in the province or territory where the Training Partner and CRC carries out its obligations under this Agreement.

14.3 The Parties further agree that in appropriate circumstances, CRC may communicate with the Training Partner through [www.myrc.redcross.ca](http://www.myrc.redcross.ca). For the purpose of this Section 14.3, “appropriate circumstances” include but are not limited to: business, day-to-day, or other communications that are less time sensitive, have a low impact on the Training Partner, and/or are informal in nature, such as system maintenance updates and general information from CRC that may be of interest to the Training Partner.

14.4 **Primary Contact.** The Training Partner appoints a nominee to manage the relationship between the Parties and ensure compliance with this Agreement (the “**Primary Contact**”), as follows:

Name: <insert name>  
Email: <insert email address>  
Phone number: <insert phone number>

The Training Partner may change its Primary Contact by written notice to the CRC.

14.5 **Program Contact.** The Training Partner appoints a nominee to manage the delivery of the Program content and ensure compliance with the CRC Standards (the “**Program Contact**”), as follows:

Name: <insert name>  
Email: <insert email address>  
Phone number: <insert phone number>

The Training Partner may change its Program Contact nominee by written notice to the CRC.

14.6 CRC may be reached at [myrcsupport@redcross.ca](mailto:myrcsupport@redcross.ca) or by phone at 1-877-356-3226.

## 15. RECORD KEEPING AND OVERSIGHT

15.1 **Records.** The Training Partner shall keep records, for a period of seven (7) years from the last year to which the books and records relate for all matters related to the delivery of the Programs and the Training Partner’s compliance with its obligations under this Agreement.

15.2 **Audit – Records.** At any time during the records retention period referred to in Section 15.1, the Training Partner shall, and shall cause its subcontractors and agents to, within a commercially reasonable time, provide CRC (through CRC’s authorized representatives) with such records, reports and access to premises as CRC may reasonably request for the purposes of conducting an audit to determine compliance by the Training Partner with its

obligations under this Agreement. CRC shall have access to, and may examine, audit, and take copies and extracts from, all records including, but not limited to, all course information, activity logs, time sheets, books of account, vouchers, cheques, papers, certificates, licences and other documents that relate to the performance of this Agreement.

15.3 **Audit – Course.** The Training Partner shall provide CRC (through CRC’s authorized representatives) with complete access, at any time and without prior notice, to audit any Training Course offered by the Training Partner for purposes of classroom monitoring and course quality evaluation.

15.4 **Reporting – General.** The Training Partner shall report to CRC at such times, in such manner and with respect to such matters, as CRC may reasonably require with respect to this Agreement, and shall:

- (a) immediately inform CRC of any allegation, arrest or criminal charge against an owner, director, officer, agent, employee, volunteer or subcontractor of the Training Partner;
- (b) immediately inform CRC if it discovers that an Individual With Whom CRC Has Terminated The Training Partner Agreement (as defined in Section 7.3) is involved in any way in the delivery of any Training Courses;
- (c) upon CRC’s request, provide a complete list of all subcontractors and sub-licensees;
- (d) upon CRC’s request, submit copies of Training Course promotional materials;
- (e) upon CRC’s request, participate in the gathering of statistical data necessary for the ongoing evaluation of Training Courses; and
- (f) forward to CRC feedback, comments and suggestions relating to the Programs and Materials.

15.5 **Reporting – Complaints.** The Training Partner shall:

- (a) immediately notify and forward to CRC all complaints it receives alleging a breach of the CRC Standards;
- (b) notify CRC of any other serious complaints it receives related to the provision of the Training Courses, within a reasonable time of the Training Partner becoming aware of the complaint. The determination of which complaints are serious shall be made by the Training Partner, acting reasonably; and
- (c) fully cooperate with and support any investigation and resolution of complaints regarding courses delivered by the Training Partner, including provision of a report submitted to CRC when requested.

## 16. GENERAL PROVISIONS

- 16.1 **Entire Agreement.** This Agreement, together with its schedules, annexes, and the documents referenced herein, constitutes the entire agreement between the Parties pertaining to the subject matter hereof and supersedes all prior agreements, understandings, negotiations, and discussions, whether oral or written, between the Parties in respect of the subject matter.
- 16.2 **Amendments.** Except as otherwise provided for herein, this Agreement may be amended only by the written agreement of the Parties. For greater certainty, certain changes to the Program and CRC Standards may be posted to [www.myrc.redcross.ca](http://www.myrc.redcross.ca) from time to time, and such changes shall be effective when posted.
- 16.3 **Governing Law.** This Agreement shall be interpreted in accordance with, and governed by, the laws of the province or territory where the Training Partner is located (as indicated by the address provided on the first page of this Agreement), and the federal laws of Canada applicable therein, excluding conflict of law provisions.
- 16.4 **Arbitration.** Any dispute arising in connection with this Agreement that cannot be resolved by good faith negotiation between the Parties within thirty (30) days shall be resolved by arbitration, except only that this Section 16.4 shall not prevent either Party from seeking injunctive relief from a court of competent jurisdiction. The arbitration shall be heard and determined by a single arbitrator mutually acceptable to the Parties or, if the Parties cannot agree, each Party shall select one arbitrator and the two selected arbitrators shall together select a third arbitrator. The arbitrators shall be experienced in the matter to be arbitrated and shall not have any prior or existing business connection with either of the Parties. The arbitration shall be in accordance with the *Arbitrations Act, 1991* (Ontario) and shall be conducted in English or in French, as agreed by the Parties. Costs of the arbitration shall be borne equally by both Parties, unless the arbitration award directs otherwise. The decision of the arbitrators shall be final and binding and shall not be subject to appeal.
- 16.5 **Media Communications.** Neither Party will make any public statement, press release or other announcement relating to this Agreement, the Programs or the appointment of the Training Partner without the prior written consent of the other Party, provided this Section 16.5 shall not restrict either Party from complying with the law, regulation or other governmental demand or request for information.
- 16.6 **Relationship of the Parties.** This Agreement does not provide for a joint venture, partnership, agency, franchise, dealership, distributorship or employment relationship between the Parties or any other relationship other than independent contractors, and neither Party shall represent otherwise. The word “partner” in the term “training partner” is intended to emphasize the cooperative nature of the relationship, and the Parties agree that they are not partners in the legal sense. The acts of one Party shall not bind the other Party, and the Parties share no expectation of profit. For greater certainty, CRC shall not

be liable for any contractual commitments entered into by the Training Partner with any third party in connection with this Agreement.

- 16.7 **Non-Exclusivity.** Nothing in the Agreement grants Training Partner the right to exclusively provide the Training Courses at the Facilities or in general. CRC may enter into other agreements similar to this Agreement with other parties and training partners.
- 16.8 **Assignment.** This Agreement shall be binding upon and enure to the benefit of the Parties, their respective successors and permitted assigns. Neither Party may assign, transfer or delegate any of its rights or obligations hereunder except with the prior written consent of the other Party.
- 16.9 **Change of Control.** The Training Partner shall immediately notify CRC upon any change of control of the Training Partner, or any change of control of the Training Partner's direct or indirect parent corporation.
- 16.10 **Gender.** Any reference to any gender shall include all genders, and words used herein importing the singular number only shall include the plural and *vice versa*.
- 16.11 **Currency.** Unless otherwise specified, all monetary amounts are stated in Canadian dollars.
- 16.12 **Non-Waiver.** No waiver by any Party of any breach by the other Party shall be a waiver of any subsequent breach of the same or any other obligation, nor shall any forbearance in seeking a remedy for any breach be a waiver of any rights and remedies with respect to such or any subsequent breach.
- 16.13 **Severance.** Any provision of this Agreement which is, or becomes, illegal, invalid or unenforceable shall be severed to the extent of such illegality, invalidity or unenforceability and shall not affect or impair the remaining provisions.
- 16.14 **Set-Off.** Either Party may set off any amount owed by the other Party against any amount due to the other Party in connection with this Agreement.
- 16.15 **Time is of the Essence.** Time shall be of the essence in all provisions of this Agreement.
- 16.16 **Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all of which together shall be deemed to be one and the same binding instrument.

\*\*\* OUTSIDE QUEBEC \*\*\*

- 16.17 **Language.** The Parties acknowledge that they have requested that this Agreement and all documents relating thereto were executed in the English language. Should this Agreement be translated, in the event of a discrepancy in interpretation, the English version shall prevail.



\*\*\* OR, IN QUEBEC \*\*\*

16.18 **Language.** The Parties acknowledge that they have requested that this Agreement and all documents relating thereto were executed in the French language. Should this Agreement be translated, in the event of a discrepancy in interpretation, the French version shall prevail.

**THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK**

The Training Partner hereby acknowledges and confirms that it has read and understands each of the following Sections of this Training Partner Agreement:

Section 3: Licence

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*I have read and I understand Section 3 (Licence) of this Training Partner Agreement.*

Section 4: Training Partner Responsibilities

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*I have read and I understand Section 4 (Training Partner Responsibilities) of this Training Partner Agreement.*

Schedule "C": Training Partner Standards Of Behaviour

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*I have read and I understand Schedule "C" (Training Partner Standards Of Behaviour) of this Training Partner Agreement.*

**IN WITNESS WHEREOF**, each of CRC and the Training Partner have caused this Agreement to be signed and delivered by its duly authorized representative:

For the Training Partner:

For the Canadian Red Cross Society:

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*I have authority to bind the corporation (if applicable)*

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*I have authority to bind the corporation*

Name (print): \_\_\_\_\_

Name (print): \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## SCHEDULE “A-1”

### TRAINING COURSES AND FEES

A-1.1 The Training Partner is authorized by CRC to provide the following courses indicated by the selected boxes, below:

#### CERTIFICATION COURSES

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##### **First Aid**

- Core Programs: CPR, Emergency or Standard First Aid and CPR, Emergency or Standard Child Care First Aid & CPR
- Remote First Aid and Wilderness First Aid
- Youth Programs: Babysitting, Stay Safe!
- Basic Life Support
- Oxygen Therapy
- Airway Management

##### **Swimming & Water Safety**

- Instructor Development: Water Safety Instructor

##### **Lifeguarding** (not available in British Columbia or Quebec)

- Red Cross Assistant Lifeguard
- Red Cross Pool or Waterfront Lifeguard
- Instructor Development: Assistant Lifeguard Instructor, Red Cross Lifeguard Instructor

##### **Health, Safety and Wellness**

- Psychological First Aid
- Online Health, Safety & Wellness courses
- Preventing Disease Transmission

#### NON-CERTIFICATION COURSES

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##### **First Aid**

- First Aid Basics
- Opioid Awareness
- [CRC to insert list of First Aid non-certification courses]

##### **Swimming & Water Safety**

- Red Cross Swim Preschool

- Red Cross Swim Kids (including Red Cross Swim @ School and Red Cross Swim @ Camp)
- Red Cross Swim for adults and teens
- Red Cross Swim Adapted Aquatics

**Health, Safety & Wellness**

- [CRC to insert list of Health, Safety & Wellness non-certification courses]
- [CRC to insert list of Health, Safety & Wellness non-certification courses]
- [CRC to insert list of Health, Safety & Wellness non-certification courses]

**FEES**

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A-1.2 The Training Partner shall pay the following fees:

- (a) Prices for Materials purchased, as set by CRC and made available at [shop.redcross.ca](http://shop.redcross.ca);
- (b) Fees for the issuance of Participant certifications, as set by CRC and made available at [shop.redcross.ca](http://shop.redcross.ca);
- (c) Annual fees as determined by CRC and set out in the invoice(s) issued by CRC to Training Partner; and
- (d) Other fees as determined by CRC and set out in the invoice(s) issued by CRC to Training Partner.

A-1.3 The prices provided to Training Partner are subject to change with ninety (90) days' written notice.

**SCHEDULE "A-2"**

*Intentionally deleted.*

**SCHEDULE "A-3"**

*Intentionally deleted.*

## SCHEDULE “A-4”

### FIRST AID INSTRUCTOR DEVELOPMENT PROGRAM

A-4.1 The Training Partner will deliver the Training Course(s) indicated by the selected boxes, below:

#### **Instructor Development**

- Youth Leader
- First Aid Instructor
- CPR Instructor
- Emergency Medical Responder Instructor
- First Responder Instructor
- Basic Life Support Instructor
- Wilderness & Remote First Aid Instructor
- Psychological First Aid Instructor

A-4.2 In delivering the Training Courses selected in this Schedule, in addition to and without limiting the other obligations set out in the Agreement, the Training Partner shall:

- (a) support instructor candidates through all aspects of the Instructor Development Program, and throughout their lifecycle as an Instructor (as further described at [www.myrc.redcross.ca](http://www.myrc.redcross.ca)). This includes but is not limited to assisting instructor candidates with online learning, skills evaluation, course completion, teaching experience components, re-certification and all other requirements;
- (b) create and implement an internal quality improvement plan specific to each instructor candidate’s professional development, which may include peer assessment, self-assessment and mentorship. Collaborate with CRC Program staff to support these processes;
- (c) create and implement policies and procedures including with respect to refunds, remediation and refresher courses;
- (d) adhere to any regional calendar of courses set annually with CRC;
- (e) deliver the Training Courses within the geographic regions as determined by CRC and listed below as follows:
  - i. **[insert location];**
  - ii. **[insert location];** and
  - iii. **[insert location];**

- (f) support development of all instructor candidates and Instructors, remaining neutral to candidates from other agencies; and
- (g) identify a minimum of one (1) course annually for an audit of each of: (i) an in-classroom session, (ii) a skills session, and (iii) a classroom audit of a teaching experience for a new instructor candidate. The Training Partner shall provide at least forty-eight (48) hours' written notice of any cancellation, delay or rescheduling of a session that has been scheduled for audit by CRC, and shall provide immediate written notice to CRC of the time when such session reconvenes, together with an explanation of the reason for the rescheduling.

**A-4.3 Any breach of the provisions of this Schedule A-4 will be considered cause for termination of the Training Partner Agreement by CRC.**

#### FEES

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A-4.4 The Training Partner shall pay the following fees:

- (a) Prices for Materials purchased, as set by CRC and made available at [shop.redcross.ca](http://shop.redcross.ca);
- (b) Fees for the issuance of Participant certifications, as set by CRC and made available at [shop.redcross.ca](http://shop.redcross.ca); and
- (c) Other fees as determined by CRC and set out in the invoice(s) issued by CRC to Training Partner.



## SCHEDULE “A-5”

### MAJOR ACCOUNT SOLUTIONS PROGRAM

A-5.1 **Background.** CRC enters into contractual arrangements with certain organizations (“**National Clients**”) whereby CRC agrees to deliver certain of the Programs to personnel of the National Clients, in group classes specific to the National Client or through the participation of personnel of the National Client in public course offerings. CRC may subcontract the delivery of these courses to training partners participating in this Major Account Solutions Program, in accordance with written terms of reference (as defined below) delivered to and accepted by the Training Partner.

A-5.2 The Training Partner will deliver the Training Course(s) indicated by the selected boxes, below:

- Core Programs: CPR, Emergency or Standard First Aid and CPR, Emergency or Standard Child Care First Aid & CPR
- Specialty Programs: Wilderness & Remote and Advanced Wilderness & Remote First Aid
- Psychological First Aid

A-5.3 During the Term, CRC may deliver to Training Partner written terms of reference to deliver one or more of the Training Courses indicated above to a National Client (“**Terms of Reference**”). The Training Partner shall have two (2) Business Days following delivery of the Terms of Reference to accept the Terms of Reference and designate a contact person. If acceptance is not communicated to CRC within two (2) Business Days, Training Partner will be deemed not to have accepted the Terms of Reference. Upon acceptance of the Terms of Reference, the Training Partner will deliver the Training Courses, and CRC will pay the Training Partner, as indicated and in accordance with the terms in this Schedule “A-5”.

A-5.4 In delivering the Training Courses pursuant to this Schedule “A-5”, in addition to and without limiting the other obligations set out in the Agreement, Training Partner shall:

- (a) deliver the Training Courses in accordance with the Terms of Reference, including with respect to the specified timeline, location and any other requirements stipulated therein;
- (b) accommodate any CRC-requested change in Instructors, if, in CRC’s sole opinion, the Instructors selected by the Training Partner are not suitable for the Training Course; and
- (c) set up training for groups of Participants, and accommodate individual National Client personnel in publicly offered CRC Courses offered by the Training Partner, at the same prescribed rates; and

- (d) when providing training to individual National Client personnel in publicly offered CRC Courses offered by the Training Partner, identify such Participants and the associated National Client using the tools provided in the My Red Cross course management program.

A-5.5 **Additional Terms.** The Training Partner shall adhere to the following additional terms:

- (a) **Facilities.** Each site specified in the Terms of Reference for the delivery of one or more Training Courses shall be, for the purposes of this Agreement and the Licence, considered a Facility, until the completion of such Terms of Reference of completed delivery of all Training Courses thereunder;
- (b) **Non-Solicitation.** The Training Partner shall not at any time approach a National Client for any purpose other than the delivery of Training Courses pursuant to this Schedule “A-5”, without the prior written approval of CRC;
- (c) **No Exclusivity.** CRC reserves the right to deliver Terms of Reference for any National Client to any Training Partner or CRC branch; and
- (d) **Termination.** CRC may terminate this Schedule “A-5” or any accepted Terms of Reference in any circumstance where CRC has the right to terminate or suspend the Agreement, and such termination shall not (unless expressly provided) terminate the Agreement. All Terms of Reference shall terminate upon termination of the Agreement, unless the Parties agree otherwise in writing. In the event that a National Client terminates its contract with CRC, all Terms of Reference associated with that National Client shall immediately terminate, without liability to either Party.

A-5.6 **Payment.** In consideration of the Training Partner’s delivery of the Training Course in accordance with the Terms of Reference, and provided that the Training Partner enters the final Training Course Roster and Training Course results into the My Red Cross course management program within ten (10) days of the end of the Training Course, CRC will pay to the Training Partner the fees described in the Terms of Reference, upon receipt of invoice from the Training Partner.

A-5.7 **Timely Submission of Information. TIMELY SUBMISSION OF INFORMATION IS A CONDITION OF CRC’S PAYMENT OBLIGATION TO TRAINING PARTNER.** When course information is not submitted on time, CRC may be unable to invoice the National Client for the delivery of the Training Course. **WHERE THE TRAINING PARTNER FAILS TO SUBMIT THE INFORMATION REQUIRED PURSUANT TO SECTION 4.5 OF THE AGREEMENT WITHIN TEN (10) DAYS OF TRAINING COURSE COMPLETION, CRC HAS THE RIGHT TO NOT PAY THE TRAINING PARTNER FOR THE DELIVERY OF THE TRAINING COURSE.** Exceptions may be made only where the Training Partner provides written notice to CRC within the ten (10) day period that the Submission of Information will be delayed and CRC

determines, in its sole and absolute discretion and without any liability whatsoever for the exercise of its discretion, that:

- (a) the delay in the entry of the Submission of Information was outside the Training Partner's control; or
- (b) the Training Partner exercised all reasonable diligence in attempting to comply with the Submission of Information requirements as promptly as possible.

Alternatively, in CRC's sole and absolute discretion, CRC may elect to pay for Training Course delivery notwithstanding the Training Partner's late Submission of Information, and to impose late charges, in amounts chosen by CRC, which shall be deducted from payments to the Training Partner.

## SCHEDULE “A-6”

### PROFESSIONAL RESPONDER PROGRAMS

A-6.1 The Training Partner will deliver the Training Course(s) indicated by the selected boxes, below:

- First Responder
- Emergency Medical Responder
- Advanced First Aid (Workplace)
- Oxygen Therapy
- Airway Management
- Basic Life Support
- Wilderness First Responder

A-6.2 In delivering the Training Course(s) selected in this Schedule “A-6”, in addition to and without limiting the other obligations set out in the Agreement, the Training Partner shall:

- (a) if employing a guest lecturer for any topic, ensure that the guest lecturer’s role is clearly defined and that the guest lecturer’s time does not exceed ten percent (10%) of the total Training Course time;
- (b) provide the Training Course that is appropriate to the jurisdiction where the Participants will work, so that Participants may apply for the applicable licensure or registration, which is available at [www.myrc.redcross.ca](http://www.myrc.redcross.ca);
- (c) make reasonable efforts to assist Participants with licensure or registration applications and evaluations, where applicable;
- (d) meet all special equipment requirements for the program offers as outlined in the CRC Standards;
- (e) create and implement course refresher opportunities for Participants when requested and if able; and
- (f) create and implement policies and procedures including with respect to refunds, remediation and refresher courses.

#### FEES

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A-6.3 The Training Partner shall pay the following fees:

- (a) Prices for Materials purchased, as set by CRC and made available at [shop.redcross.ca](http://shop.redcross.ca);

- (b) Fees for the issuance of Participant certifications, as set by CRC and made available at [shop.redcross.ca](http://shop.redcross.ca); and
- (c) Other fees as determined by CRC and set out in the invoice(s) issued by CRC to Training Partner.

## SCHEDULE “A-7”

### MARINE FIRST AID PROGRAM

A-7.1 The Training Partner will deliver the Training Course(s) indicated by the selected boxes, below:

- Marine Basic First Aid (MBFA)
- Marine Advanced First Aid (MAFA)

A-7.2 **Background.** Marine first aid courses are CRC instruction programs that have been approved by Transport Canada (the “**Marine First Aid Courses**”), and Transport Canada has very specific requirements for the administration and delivery of these courses. CRC is the approved Transport Canada course provider and, as such, is responsible for the delivery of these courses by its training partners.

A-7.3 In delivering the Training Courses selected in this Schedule “A-7”, in addition to and without limiting the other obligations set out in the Agreement, Training Partner shall:

- (a) adhere to the guidelines and standards outlined in the Marine First Aid Quality Management Manual as may be amended from time to time. The Marine First Aid Quality Management Manual is provided by CRC to Training Partner upon signing the Training Partner Agreement;
- (b) follow all Marine First Aid Course training standards set out by Transport Canada in [TP 13008 E](#) (see <http://www.tc.gc.ca/eng/marinesafety/tp-tp13008-menu-142.htm>);
- (c) allow a Transport Canada representative to monitor a Marine First Aid Course without notice;
- (d) when Transport Canada monitors a Marine First Aid Course delivered by the Training Partner, notify CRC within ten (10) days after completion of the course;
- (e) ensure all Participants present their Candidate Document Number (“**CDN#**”). The Participant CDN# is part of the course information that must be submitted by the Training Partner within a maximum of ten (10) days following course completion using the My Red Cross course management program;
- (f) safely and securely store the following records, as further outlined in the Marine First Aid Quality Management Manual:
  - (i) attendance records for each Participant;

- (ii) evaluation results for each Participant; and
  - (iii) skills checklist for each unsuccessful Participant; and
- (g) ensure that Instructors are:
- (i) for Marine Basic First Aid, current Canadian Red Cross First Aid & CPR/AED certified instructors; and
  - (ii) for Marine Advanced First Aid, current Canadian Red Cross First Responder or Emergency First Responder certified instructors.

## FEES

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A-7.1 The Training Partner shall pay the following fees:

- (a) Prices for Materials purchased, as set by CRC and made available at [shop.redcross.ca](http://shop.redcross.ca);
- (b) Fees for the issuance of Participant certifications, as set by CRC and made available at [shop.redcross.ca](http://shop.redcross.ca); and
- (c) Other fees as determined by CRC and set out in the invoice(s) issued by CRC to Training Partner.

## SCHEDULE “B”

### FUNDAMENTAL PRINCIPLES OF THE INTERNATIONAL RED CROSS AND RED CRESCENT MOVEMENT

- Humanity** The International Red Cross and Red Crescent Movement, borne of a desire to bring assistance without discrimination to the wounded on the battlefield, endeavours, in its international and national capacity, to prevent and alleviate human suffering wherever it may be found. Its purpose is to protect life and health and to ensure respect for the human being. It promotes mutual understanding, friendship, cooperation and lasting peace amongst all peoples.
- Impartiality** The Movement makes no discrimination as to nationality, race, religious beliefs, class or political opinions. It endeavours to relieve the suffering of individuals, being guided solely by their needs, and to give priority to the most urgent cases of distress.
- Neutrality** In order to continue to enjoy the confidence of all, the Movement may not take sides in hostilities or engage at any time in controversies of a political, racial, religious or ideological nature.
- Independence** The Movement is independent. The National Societies, while auxiliaries in the humanitarian services of their governments and subject to the laws of their respective countries, must always maintain their autonomy so that they may be able at all times to act in accordance with the principles of the Movement.
- Voluntary Service** It is a volunteer relief movement not prompted in any manner by desire for gain.
- Unity** There can be only one Red Cross or one Red Crescent Society in any one country. It must be open to all. It must carry on its humanitarian work throughout its territory.
- Universality** The International Red Cross and Red Crescent Movement, in which all Societies have equal status and share equal responsibilities and duties in helping each other, is worldwide.



**SCHEDULE “C”**  
**TRAINING PARTNER STANDARDS OF BEHAVIOUR**

1. CRC is committed to high standards of ethics and conduct in all aspects of its operations. CRC requires the highest standards of professional and ethical conduct from its training partners.
2. CRC is dedicated to the vigilant protection of individual human rights and the Canadian Human Rights Act, and has a resolute commitment to the principles of equal opportunity, equity and justice through its Fundamental Principles attached as Schedule “B” to the Training Partner Agreement. CRC is also committed to engaging with companies and individuals who do not engage in activities that cause social injury for consumers, employees, or other persons; violate or frustrate the enforcement of domestic rules and/or international law; and whose activities compromise, deprive or threaten individual health, safety, or basic freedoms. As a result, Training Partners, their employees and their subcontractors will commit to conduct their business affairs according to ethical standards which include, but are not limited to: honesty, integrity, trustworthiness, fairness, and respect for the intrinsic value of each human being and the environment.
3. Training Partner is expected to acknowledge that it has actual knowledge of this Training Partner Standards of Behaviour and will make reasonable efforts to apply the standards contained herein in carrying out all of its obligations under the Training Partner Agreement.
4. **Neutrality.** Training Partner is expected to, in the course of carrying out its obligations under the Training Partner Agreement, at all times:
  - (a) act with honesty, integrity, diligence and transparency;
  - (b) contribute to creating a respectful, inclusive, positive and healthy environment for all employees, volunteers, personnel, instructors, and training course participants;
  - (c) consistently display high professional standards to project a favourable image of the CRC and its programs;
  - (d) not discriminate against any person on the basis of nationality, race, religious beliefs, social or economic class, associations or political opinions;
  - (e) work collaboratively with other Training Partners and Instructors in their geographic region;
  - (f) offer training to all candidates regardless of affiliations with other organizations;
  - (g) work collaboratively and responsibly with the CRC; and
  - (h) never represent themselves as CRC or as an agent of CRC to media, on the Internet or on social media unless authorized by CRC in writing.

5. **Health and Safety (Humanity).** Training Partner is expected to, in the course of carrying out its obligations under the Training Partner Agreement, at all times:
- (a) provide their employees, volunteers, personnel, instructors, and training course participants with safe and healthy environments, which, at a minimum, complies with federal, provincial or territorial and local health and safety laws and regulations; and
  - (b) take adequate steps to prevent accidents or injuries to health arising out of, associated with, or occurring in the course of training.
6. **Anti-Corruption.** Training Partner is expected to, in the course of carrying out its obligations under the Training Partner Agreement, at all times:
- (a) follow the highest ethical standards in all aspects of Training Course delivery and will:
    - (i) prevent the occurrence of bribery or corrupt practices;
    - (ii) not engage in any bribery or corrupt practices or any kind;
    - (iii) not do business with any person or third party where Training Partner knows, suspects or reasonably ought to know or suspect the existence of any illegal, unethical or questionable practices; and
    - (iv) take reasonably appropriate action in the event there is any evidence of illegal, unethical or questionable practices; and
  - (b) comply in all respects with all Canadian laws and regulations dealing with bribery and corruption including without limitation the *Corruption of Foreign Public Officials Act*, the *Criminal Code*, and the *Quebec Anti-corruption Act*, as may be amended from time to time.

## ANNEX "A"

### TRAINING PARTNER AGREEMENT AGREEMENT TO SUBCONTRACT

This Agreement to Subcontract under the Training Partner Agreement is made and entered into on this [•] day of [•], 20[•] (the "**Agreement to Subcontract**").

**BETWEEN:**

**THE CANADIAN RED CROSS SOCIETY**  
400 Cooper Street, Suite 8000, Ottawa, Ontario, K2P 2H8  
("CRC")

and

[**FULL LEGAL NAME OF TRAINING PARTNER**]  
[Address], [City], [Province], [Postal Code]  
("Training Partner")

**WHEREAS**, CRC and the Training Partner entered into a Training Partner Agreement effective [date of original TP agreement] (the "**Training Partner Agreement**");

**AND WHEREAS**, CRC and the Training Partner wish to update the Training Partner Agreement to allow for the ability of the Training Partner to take on subcontracts under their agreement (the "**Subcontracting**") in the delivery of certain Training Courses, excluding CRC's Swimming & Water Safety, Marine First Aid, and First Aid Instructor Development courses;

**NOW THEREFORE**, in consideration of the mutual covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, CRC and the Training Partner (each, a "**Party**" and together, the "**Parties**") agree as follows:

1. In particular, without limiting the foregoing, the Subcontracting:
  - (a) shall be used only in connection with Training Course delivery and for the purposes of fulfilling the Training Partner's obligations under the Training Partner Agreement; and
  - (b) the Materials shall be distributed only to Participants or the subcontracted third party for their use in the Training Course and shall not be distributed or sold to any other person or organization not subcontracting for the Training Partner, or for any other purpose.
2. The Training Partner must meet the following conditions during the Term (as defined below):

- (a) Provide insurance in such amounts and against such risks and perils as would be customarily obtained and maintained by a prudent person undertaking similar operations for each subcontracted third party, or ensure each subcontracted third-party obtains and maintains their own insurance in such amounts and against such risks and perils as would be customarily obtained and maintained by a prudent person undertaking similar operations;
  - (b) Provide a complete listing of all subcontracted third parties to CRC on an annual basis;
  - (c) Submit all required Training Course Roster information to CRC within ten (10) days of delivering the Training Course (for clarity: this is not a responsibility of the subcontracted third-party and must be carried out by the Training Partner);
  - (d) Follow-up with the subcontracted third-party and CRC about any quality assurance issues resulting from the use of the subcontracted third-party;
  - (e) Review any marketing materials used by the subcontracted third-party and associated with Training Course delivery. These marketing materials shall be in accordance with CRC graphic standards; and
  - (f) Ensure that the subcontracted third-party complies with the rules and standards as set out in Section 4.1 of the Training Partner Agreement.
3. This Agreement to Subcontract shall be in force for a term of five (5) years from the date first indicated on the first page of this Agreement to Subcontract, or such longer period as may be agreed by the Parties in writing (the “**Term**”). Either Party may terminate this Agreement to Subcontract upon thirty (30) days’ written notice to the other Party.
4. Except as expressly modified by this Agreement to Subcontract, all terms and conditions of the Training Partner Agreement remain in full force and effect.
5. Unless otherwise provided for in this Agreement to Subcontract, all terms and conditions of the Training Partner Agreement continue to apply. Where any of the terms or conditions of this Agreement to Subcontract and the Training Partner Agreement conflict, the terms and conditions of the Training Partner Agreement shall prevail. This Agreement to Subcontract may be modified in writing only.
6. This Agreement to Subcontract shall be governed by and interpreted as part of the Training Partner Agreement and its general terms and conditions. All capitalized terms not defined in this Agreement to Subcontract shall have the same definition as the same capitalized terms in the Training Partner Agreement.
7. The provisions of the Training Partner Agreement and of this Agreement to Subcontract shall be severable in the event that any of the provisions are held by a court with competent

jurisdiction to be invalid, void or otherwise unenforceable, and the other remaining provisions shall remain enforceable to the fullest extent permitted by law.

- 8. This Agreement to Subcontract may be executed in counterparts, each of which shall be deemed an original and both of which, when taken together, shall constitute one and the same instrument.

**IN WITNESS WHEREOF**, the Parties have caused this Agreement to Subcontract to be executed by their duly authorized representatives.

For the Training Partner:

For the Canadian Red Cross Society:

\_\_\_\_\_  
*I have authority to bind the corporation (if applicable)*

\_\_\_\_\_  
*I have authority to bind the corporation*

Name (print): \_\_\_\_\_

Name (print): \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_



## **REPORT FIN-2024-009**

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TO: Mayor and Members of Council

PREPARED BY: Michelle Cassar, Deputy Treasurer

PRESENTED BY: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: May 1, 2024

SUBJECT: 2023 Lease Financing Agreement Summary Report  
File No. A09 LEA

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### **RECOMMENDATIONS**

**That Report FIN-2024-009 entitled 2023 Lease Financing Agreement Summary Report be received; and**

**That Council accepts the Treasurer's statement that all lease financing agreements are non-material and have been made in accordance with the Township's Lease Financing Agreement Policy as outlined in Schedule B to Report FIN-2024-009.**

### **DISCUSSION**

#### **Purpose**

The purpose of this report is to comply with the Treasurer's reporting requirements as set out by Ontario Regulation 653/05 of the Municipal Act, 2001.

#### **Background**

Lease financing agreements represent long-term commitments of the municipality beyond the term of Council. It is a requirement pursuant to Section 11 of Ontario Regulation 653/05, as amended, at least once a year, the Treasurer report to Council to ensure all lease financing agreements have been made in accordance with the Township's approved policy which is attached as Schedule B to this report.

The intent of the Act and regulation is to impose a higher level of due diligence on lease financing agreements for municipal capital facilities.

A list of the Township's active lease financing agreements as of December 31, 2023 and December 31, 2022 are outlined in Schedule A. Each of the leases on the attached Schedule A represent a non-material lease in accordance with the Township's Lease Financing Agreement Policy.

### **Financial Implications**

The Township's 2023 and 2022 leases consist of 1 photocopier lease, 1 large format digital scanner lease and 1 postage meter lease. The expiry dates for the current agreements range from 2024 to 2028. See below for a summary of the information provided in Schedule A to this report:

- Annual 2023 cost of lease financing agreements is \$5,489.
- Remaining balance of the payments in future years is \$13,200 as of December 31, 2023 and \$7,367 as of December 31, 2022.
- Remaining balance of lease payments in future years as a percentage of the Township's combined long-term debt including leases is 100% as of December 31, 2023 and 100% as of December 31, 2022 as the Township repaid its long-term debt in 2018
  - a) As of December 31, 2023 and December 31, 2022, the Township has zero long-term debt.

### **Applicable Legislation and Requirements**

Ontario Regulation 653/05 of the Municipal Act, 2001

### **Engagement Opportunities**

N/A

### **Attachments**

Schedule A – Treasurer's 2023 Lease Financing Agreements Summary Report

Schedule B – Lease Financing Agreement Policy

**Respectfully submitted:**

**Michelle Cassar**  
**Deputy Treasurer**

**Reviewed by:**

**Mary Hasan**  
**Director of Finance/Treasurer**



Treasurer's 2023 Lease Financing Agreements Summary Report

Department	Lessor	Description of Lease	Lease Term	# of Units	Annual Cost	Full Term Cost	Dec. 31, 2022 Balance Remaining	2023 Cost	Dec. 31, 2023 Balance Remaining
Corporate	Quadient	Postage Meter	November 12, 2021 to November 11, 2024	1	\$ 377	\$ 943	\$ 723	\$ 377	\$ 346
Corporate	Information Network System INS	Photocopier	January 15, 2023 to January 14, 2028	1	\$ 2,265	\$ 11,323	\$ -	\$ 2,265	\$ 9,058
Corporate	Information Network System INS	Large Format Digital Scanner	May 1, 2022 to April 30, 2025	1	\$ 2,848	\$ 8,543	\$ 6,644	\$ 2,848	\$ 3,796
				<b>Totals</b>	<b>\$ 5,489</b>	<b>\$ 20,809</b>	<b>\$ 7,367</b>	<b>\$ 5,489</b>	<b>\$ 13,200</b>
<b>Total of all other long-term debt (includes both principal and interest)</b>							<b>\$ -</b>		<b>\$ -</b>
							<b>Percentage</b>	<b>100.0%</b>	<b>100.0%</b>



TITLE: LEASE FINANCING AGREEMENT POLICY  
DATE: May 6, 2015  
SUBJECT: LEASE FINANCING AGREEMENT POLICY  
File No. A09 LEA

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**Purpose:**

1. To adopt a statement of the Township of Puslinch's (Township) lease financing agreement policies and goals. Ontario Regulation 653/05, as amended, requires the adoption of such a statement before a municipality may enter into a lease financing agreement.
2. To provide guidance to staff when contemplating lease arrangements for the provision of **Municipal Capital Facilities** as defined in Ontario Regulation 603/06, as amended.
3. To ensure that both staff and Council are aware of the entire cost of the financial lease, of any special risks to the **Township** that are attached to the lease agreement and that alternative sources of financing have been considered.

**Definitions**

**Financing Lease:** a lease allowing for the provision of **Municipal Capital Facilities** and the lease may or will require payment by the municipality beyond the term of Council;

**Municipal Capital Facilities:** includes land, as defined in the Assessment Act, works, equipment, machinery and related systems and infrastructures.

**Material Lease:** a **Financing Lease** that would result in a **Material Impact** for the **Township**.

**Material Impact:** means costs or risks that significantly affect, or would reasonably be expected to have a significant effect on, the debt and financial obligation limit prescribed under Ontario Regulation 403/02, as amended.

**Township:** the Corporation of the Township of Puslinch

### **Statement of Lease Financing Agreement Policies and Goals:**

1. The **Township's** objective is to preserve and improve the long-term financial health of the **Township** and to ensure that prices paid for goods and services make optimum use of **Township** resources. When staff consider the option of a lease financing arrangement, the evaluation of the option must strictly adhere to this goal.
2. Prior to entering into a **Material Lease** the following considerations will be taken into account:
  - a. The financial risks and benefits of the lease transaction, such as a comparison between the fixed and estimated costs and the risks associated with the proposed agreement and those associated with other methods of financing, the effective rate(s) of interest, a sensitivity analysis for leases with variable lease payments, a schedule of all fixed amounts of payment and that which may be required by any extension or renewal of the agreement, and a statement of any contingent payment options associated with termination, replacement, loss, guarantees and indemnities;
  - b. The non-financial risks and benefits of the lease transaction;
  - c. County of Wellington feedback after written notification to the County is provided regarding the lease financing agreement being considered;
  - d. The independent legal and financial opinions of the transaction, including the legality of the terms and provisions of any proposed agreement or agreements, and any other legal considerations affecting the lease transaction;
  - e. An assessment regarding whether the financial and non-financial risks associated with the agreement are reasonable; and
  - f. An assessment regarding whether the cost of financing in the proposed financing agreement is lower than other methods of financing available to the **Township** such as debt, reserves, operating funds.
  - g. The costs and risks associated with a proposed lease financing agreement in the report shall be assessed as of the date the report is made. The summary of information in the report shall include all information required for the entire term of the proposed lease financing agreement, including any possible extensions or renewals.
  - h. At any time after a report regarding a potential lease financing agreement has been made, but before the proposed lease financing agreement is

entered into, if the Director of Finance/Treasurer becomes of the opinion that a changed circumstance with respect to the proposed agreement may result in a **Material Impact** for the **Township**, the Director of Finance/Treasurer shall as soon as reasonably possible update the report and present the updated report to Council.

3. The Director of Finance/Treasurer, in accordance with legislative requirements, shall submit an annual report on lease financing agreements to Council. The report shall include the following:
  - a. A description of the estimated proportion of the total financing arrangements of the **Township** that is undertaken through lease financing agreements to the total long-term debt of the **Township** and a description of the change, if any, in that estimated proportion since the previous year's report;
  - b. A statement by the Director of Finance/Treasurer as to whether, in his or her opinion, all lease financing agreements were made in accordance with the statement of leasing policies and goals adopted by the **Township**; and
  - c. Any other information that Council may require or that, in the opinion of the Director of Finance/Treasurer, should be recorded.

#### **Non-Material Lease Financing Agreements:**

1. It is recognized that certain categories of **financing leases** will not involve costs or risks that will significantly affect, or would reasonably be expected to have an effect on the financial debt repayment and financial limits prescribed for the **Township**. The following leases are considered non-material leases:
  - a. Leases for office equipment including photocopiers, multi-functional printers, postage meters, etc. which have been entered into in accordance with the **Township's** Purchasing and Procurement Policy; and
  - b. Leases of real property where the lease is nominal, token consideration or consideration that does not exceed the materiality level of the audited financial statements.



## **REPORT FIN-2024-010**

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TO: Mayor and Members of Council

PREPARED BY: Michelle Cassar, Deputy Treasurer

PRESENTED BY: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: May 1, 2024

SUBJECT: Treasurer's Investment Report for 2023  
File No. F12 CAN and A09 INV

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### **RECOMMENDATIONS**

**That Report FIN-2024-010 entitled Treasurer's Investment Report for 2023 be received; and**

**That Council accepts the Treasurer's statement that based on the information supplied by Canaccord Genuity Wealth Management, the cash and temporary investments held by the Township of Puslinch during the calendar year 2023 were all prescribed in accordance with Section 418 of the Municipal Act, 2001 and were all eligible as outlined in Ontario Regulation 438/97 and that all related transactions in 2023 comply with the investment policies and goals adopted by the Township on August 13, 2014; and**

**That no changes be made to the Policy at this time.**

### **Purpose**

The purpose of this report is to provide Council with the Treasurer's Investment Report for 2023 as required by Ontario Regulation 438/97 of the Municipal Act.

### **Background**

Pursuant to Ontario Regulation 438/97 of the Municipal Act, the Treasurer for the Township shall prepare an investment report to Council containing the following:

- a statement about the performance of the portfolio of investments;

- a description of the estimated proportion of the total investments that are invested in long-term and short-term securities and a description of the change, if any, in that estimated proportion since the previous year’s report;
- a statement by the treasurer regarding whether the investments are consistent with the investment policies and goals adopted by the municipality;
- a record of the date of each transaction in or disposal of its own securities, including a statement of the purchase and sale price of each security.

**Investment Income**

A comparison of the investment income allocated to the Operating Fund and Restricted Reserve Fund in 2023 and 2022 is outlined below:

Description of Fund	2023	2022
Operating Fund	\$477,374	\$198,680
Restricted Reserve Fund	\$184,791	\$68,981
<b>Total</b>	<b>\$662,165</b>	<b>\$267,661</b>

The total investment income of \$662,165 provided an average rate of return of 6.94% (2022 – 2.88%) for both cash and temporary investments. The average rate of return was calculated based on the amount of investment income obtained in 2023 divided by the average book value of the Township’s cash and investment position at December 31, 2023 and December 31, 2022.

Investment income earned has increased in 2023 compared to 2022 due to an increase in interest rates on the Township’s cash and temporary investments. The Bank of Canada has been holding their interest rate target stable at 5.00% since July 2023. The Township timed investments well at the interest rate peak locking in multiple GICs yielding well over 5%, bringing up the average yield of the portfolio. The Township earns investment income at a rate of prime less a percentage on a monthly basis based on the balance in its bank account. The approximate change in the prime rate is outlined below based on January and December rates:

Date	Prime Rate
January 2022	2.45%
December 2022	6.45%
January 2023	6.45%
December 2023	7.20%

## Portfolio Summary

The portfolio summary as of December 31, 2023 and December 31, 2022 at current value consisted of the following:

Type	2023 (\$)	2023 (%)	2022 (\$)	2022 (%)
Cash	\$6,108,158	63%	\$5,817,259	62%
Temporary Investments	\$3,632,218	34%	\$3,515,280	38%
<b>Total</b>	<b>\$9,740,376</b>	<b>100%</b>	<b>\$9,332,539</b>	<b>100%</b>

Overall the Township's available cash and temporary investments has increased by \$408K or 4.4% in 2023 compared to 2022. The increase predominantly relates to the following:

Description	Amount
An increase in development charge contributions received. The Township received contributions of \$1.6M in 2023 compared to \$190K in 2022. Please note, the increase in development charges collected in 2023 relates to \$1.5M collected from a developer for a significant non-residential development.	\$1.5M
An increase in investment income in 2023 compared to 2022.	\$394K
An increase in accounts payable and accrued liabilities in 2023 compared to 2022 mostly related to the 2024 payments for Public Works and Parks construction projects.	\$609K
An increase in security deposits released in 2023 compared to 2022.	-\$137K
An increase in taxes receivable in 2023 compared to 2022. Similar to previous years, the Township initiated proceedings to collect these outstanding taxes in accordance with the provisions of the Municipal Act. The Township works with RealTax to commence collection action for tax arrears. The approximate number of files open each year is outlined below: <ul style="list-style-type: none"> <li>• 13 - 2022</li> <li>• 20 - 2023</li> <li>• 18 - 2024 year to date.</li> </ul> RealTax assists the Township with the legislative requirements for registering a tax arrears certificate after all other collection efforts have been exhausted by Township staff.	-\$374K
An increase in accounts receivable in 2023 compared to 2022 related to: <ul style="list-style-type: none"> <li>• An increase in third party cost recoveries due to changes in planning fee structures related to Bill 109.</li> </ul>	-\$1.66M

<ul style="list-style-type: none"> <li>• An increase in grants receivable from Provincial and Federal sources due to an increase in construction projects that were grant funded in 2023 compared to 2022 (ie. \$5.8M of tangible capital asset additions in 2023 compared to \$2.7M in 2022).</li> <li>• Increase in HST receivable due to an increase in construction projects in 2023 compared to 2022 (see bullet above).</li> </ul>	
<b>Predominant Increase</b>	<b>\$292K</b>

The Township’s temporary investments are GIC’s with a 100% guarantee. The value from December 31, 2022 (or investment opening balance) compared to December 31, 2023 are outlined in the table below:

Issuer	Issue Date	Term	Interest Rate	Maturity Date	Value as of December 31, 2022 OR Investment Opening Balance	Current Value as of December 31, 2023
Tandia Financial Credit Union	7-Sep-21	3 year	1.75%	9-Sep-24	\$ 255,778	\$ 260,250
Haventree Bank	16-Mar-22	2 year 2 day	2.66%	18-Mar-24	\$ 102,113	\$ 104,824
Coast Capital Savings	16-Mar-22	2 year 2 day	2.65%	18-Mar-24	\$ 102,105	\$ 104,805
Equitable Bank	16-Mar-22	3 year 1 day	2.97%	17-Mar-25	\$ 102,360	\$ 105,393
Equitable Trust	16-Mar-22	3 year 1 day	2.97%	17-Mar-25	\$ 102,360	\$ 105,393
Bank of Nova Scotia	16-Mar-22	3 year 1 day	2.95%	17-Mar-25	\$ 102,344	\$ 105,356
Your Neighbourhood Credit Union YNCU	18-Mar-23	1 year	5.05%	18-Mar-24	\$ 250,000	\$ 260,003
DUCA Financial	18-Mar-23	18 month	5.10%	16-Sep-24	\$ 250,000	\$ 260,102
Prospera Credit Union	18-Jul-23	1 year	5.70%	18-Jul-24	\$ 1,121,256	\$ 1,150,243
Meridian Credit Union	7-Sep-23	1 year 2 day	5.70%	9-Sep-24	\$ 103,266	\$ 105,116
Prospera Credit Union	28-Dec-23	3 year	5.15%	28-Dec-26	\$1,070,280	\$ 1,070,732
				<b>Total</b>	<b>\$3,561,862</b>	<b>\$ 3,632,218</b>

The investments that were issued in 2023 accrued interest on a pro-rated basis from the issue date to December 31, 2023. All other investments that were issued prior to 2023 would have accrued the full interest rate percentage noted in the table above as they would have been accruing interest for the full year of 2023.

The Township also maintains a surplus operating cash balance to meet any unexpected financial obligations.



## **Investment Policy**

The Township's investment policy was approved by Council in their meeting on August 13, 2014 through Council Resolution No. 2014-292. The investment policy is attached as Schedule A to Report FIN-2024-010 and it sets out the investment policy of the Township. Ontario Regulation 438/97 recommends that Council at least annually review the investment policy and update it, as necessary, as a result of the review.

## **Financial Implications**

There is no financial impact directly associated with this report.

## **Applicable Legislation and Requirements**

Ontario Regulation 438/97 of the Municipal Act, 2001

## **Engagement Opportunities**

N/A

## **Attachments**

Schedule A: Investment Policy

### **Respectfully submitted:**

**Michelle Cassar**  
**Deputy Treasurer**

### **Reviewed by:**

**Mary Hasan**  
**Director of Finance/Treasurer**

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TITLE: INVESTMENT POLICY

DATE: August 13, 2014

SUBJECT: INVESTMENTS OF SURPLUS FUNDS  
File No. A09 INV

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**Purpose:**

To govern and ensure the **prudent** management of the Township of Puslinch's surplus funds and investment portfolio in accordance with the authority for investments provided under Section 418 of the Municipal Act, 2001 and Ontario Regulation 438/97.

**Scope:**

This policy includes all funds that are the responsibility of the Township of Puslinch ("Township").

**Definitions:**

**Credit Risk:** the risk to an investor that an issuer will default in the payment of interest and/or principal on a security.

**Diversification:** a process of investing assets among a range of security types by sector, **maturity**, and quality rating.

**Interest Rate Risk:** the risk associated with declines or rises in interest rates which cause an investment in a fixed-income security to increase or decrease in value.

**Liquidity:** a measure of an asset's convertibility to cash.

**Long-Term Securities:** investments with duration of greater than 365 days at the time of acquisition.

**Major Chartered Banks:** the following are the six **major chartered banks** referred to in this policy:

- Royal Bank of Canada
- Canadian Imperial Bank of Commerce
- Bank of Montreal
- Bank of Nova Scotia

- Toronto Dominion Bank
- National Bank of Canada

**Market Risk:** the risk that the value of a security will increase or decrease as a result of changes in market conditions.

**Market Value:** current market price of a security.

**Maturity:** the date on which payment of a financial obligation is due.

**ONE Investment Program:** a professionally managed group of investment funds composed of pooled investments that meet eligibility criteria as defined by regulations under the Municipal Act. The Local Authority Services Limited (LAS) and CHUMS Financing Corporation (CHUMS) operate this program.

**Prudent Person Rule:** an investment standard outlining the fiduciary responsibilities relating to the investment practices of public fund investors.

**Safekeeping:** holding of assets (e.g., securities) by a financial institution.

**Short-Term Securities:** investments with duration of 365 days or less at the time of acquisition.

**Township:** The Corporation of the Township of Puslinch

**Objectives:**

Under Ontario Regulation 438/97, Council shall adopt a statement of the municipality's investment policies and goals. The goals and objectives for the investing of surplus funds are as follows, in priority order:

a. Adherence to Statutory Requirements:

All investment activities shall be governed by the Municipal Act, 2001. Investments will be those deemed eligible under Ontario Regulation 438/97 or as authorized by subsequent provincial regulations, and as further defined in this policy.

b. Preservation of Capital:

Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.

c. Maintenance of **Liquidity:**

The investment portfolio shall remain sufficiently liquid to meet all cash flow

requirements and to minimize temporary borrowing requirements. To the greatest extent possible, the portfolio will be structured such that securities mature concurrent with anticipated cash demands. Furthermore, since all possible cash demands cannot be anticipated, the portfolio shall consist largely of securities with active secondary or resale markets. A portion of the portfolio may also be placed in local government investment pools (eg. **One Investment Program**) that offer **liquidity** for short-term funds.

d. Yield:

Without compromising other objectives, the **Township** shall maximize the rate of return earned on its portfolio. Investments are generally limited to relatively low risk securities in anticipation of earning a fair return relative to the assumed risk.

### **Standards of Care:**

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence would exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

Authorized **Township** staff acting in accordance with the Act and regulations thereto and this investment policy, and exercising due diligence, shall be relieved of personal responsibility for the **credit risk**, **interest rate risk**, or **market risk** of any particular security, provided deviations from expectations are reported promptly to Council and the liquidation or the sale of securities is carried out in accordance with the terms of this policy.

### **Ethics and Conflict of Interest:**

Authorized **Township** staff involved in the investment process shall:

- Refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions; and
- Not undertake personal investment transactions with the same individual with whom business is conducted on behalf of the **Township**.

### **Delegation of Authority:**

The Director of Finance/Treasurer will have overall responsibility for the **prudent** investment of the **Township's** portfolio including authorization to:

- Invest surplus funds of the **Township** in accordance with the Municipal Act, 2001, Ontario Regulation 438/97, and this policy;

- Enter into arrangements with banks, investment dealers and brokers, and other financial institutions for the purchase, sale redemption, issuance, transfer and **safekeeping** of securities;
- Execute and sign documents on behalf of the **Township** (**safekeeping** agreements must also be signed by the Chief Administrative Officer);
- Designate certain **Township** staff to carry out the day to day management of the investment program; and
- Perform all other related acts in the day to day management of the investment program.

### **Safekeeping & Custody:**

All securities shall be held for **safekeeping** by a financial institution or institutions approved by the **Township**. Individual accounts shall be maintained for each portfolio. All securities shall be held in the name of the **Township**. The **Township** may consolidate all holdings with one institution.

The depository shall issue a **safekeeping** receipt to the **Township** listing the specific instrument, rate, **maturity** and other pertinent information. The depository will also provide reports which list all securities held for the **Township**, the book value of holdings and the **market value** thereof.

### **Authorized Investments:**

The **Township** may invest in certain securities as set out by Ontario Regulation 438/97 of the Municipal Act.

The portfolio aims for both **diversification** and near risk-free investments to ensure security of capital. Emphasis is placed on securities offered by or unconditionally guaranteed by the Government of Canada, a Province of Canada or the six **major chartered banks**.

The **Township** shall invest only in securities that are expressed or payable in Canadian dollars.

Investment in a municipal investment pool as allowed by Ontario Regulation 438/97, such as the **One Investment Program** is an appropriate investment.

**Diversification:**

The **Township** shall diversify its investments to the best of its ability based on the type of funds invested and the cash flow needs of those funds. **Diversification** can be by type of investment, number of institutions invested in and length of **maturity**. Investment in a municipal investment pool as allowed by Ontario Regulation 438/97, such as the **One Investment Program**, should be considered an appropriate method of investment **diversification**.

**Maximum Maturity:**

The **Township** shall hold sufficient funds in short-term investment instruments in order to maintain adequate **liquidity** and meet the day to day cash flow requirements.

To the extent possible, the **Township** shall match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the **Township** will not directly invest in securities maturing more than ten (10) years from the date of purchase. Restricted reserves and other funds with longer-term investment horizons may be invested in securities exceeding ten (10) years if the maturities of such investments are made to coincide as nearly as practicable with the expected use of funds.

**Performance Benchmarks:**

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return through budgetary and economic cycles that is commensurate with the investment risk tolerance, constraints and cash flow needs of the **Township**. The **market value** of the portfolio shall be calculated at the end of each fiscal year by the Director of Finance/Treasurer. This is a requirement for financial statement purposes and ensures that a review of the investment portfolio, in terms of value and price volatility, has been performed. The investment portfolio will be designed to obtain, at a minimum, market rates of return taking into account the **Township's** investment risk tolerance, constraints and cash flow needs.

**Reporting:**

The Director of Finance/Treasurer, in accordance with legislative requirements, shall submit an annual investment report to Council. The investment report will include the following:

- a.) A statement about the performance of the investment portfolio during the period covered by the report;
- b.) A description of the estimated proportion of the total investments of a municipality that are invested in its own **long-term securities** and **short-term securities** to the total investment of the municipality and a description of the change, if any, in that estimated proportion since the previous year's report;

- c.) A statement by the Director of Finance/Treasurer as to whether or not, in his or her opinion, all investments were made in accordance with the investment policies and goals adopted by the **Township**;
- d.) A record of the date of each portfolio transaction of the **Township's** securities, including a statement of the purchase and sale price of each security; and
- e.) Such other information that the Council may require or that, in the opinion of the Director of Finance/Treasurer, should be included.



## **REPORT FIN-2024-011**

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TO: Mayor and Members of Council

PREPARED BY: Mary Hasan, Director of Finance/Treasurer

PRESENTED BY: Mary Hasan, Director of Finance/Treasurer  
Murray Short, Partner, RLB LLP

MEETING DATE: May 1, 2024

SUBJECT: Audited Financial Statements for the year ended December 31, 2023  
File: F10 FIN and F03 AUD

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### **RECOMMENDATIONS**

**THAT Report FIN-2024-011 entitled Audited Financial Statements for the year ended December 31, 2023 be received; and**

**THAT Council receives the presentation by Murray Short of RLB LLP regarding the 2023 Township of Puslinch Financial Statements; and**

**That Council approves the following documents from RLB LLP:**

- a.) Audit Report to the Members of Council dated May 1, 2024;**
- b.) Financial statements for the year ended December 31, 2023.**

### **Purpose**

The purpose of this report is to seek Council's approval of the following documents from RLB LLP (RLB):

- a.) Audit Report to the Members of Council dated May 1, 2024 attached as Schedule A to Report FIN-2024-011.
- b.) Financial statements for the year ended December 31, 2023 attached as Schedule B to Report FIN-2024-011.



## **Background**

A pre-audit planning letter was included on the December 20, 2023 Council Agenda package which included RLB's audit approach for the 2023 fiscal year end in accordance with Canadian Generally Accepted Auditing Standards and Public Sector Accounting Standards.

## **Financial Implications**

The fee for the audit services is accommodated within the approved Operating Budget.

## **Applicable Legislation and Requirements**

Municipal Act, 2001

## **Engagement Opportunities**

The Township has incorporated a number of engagement opportunities associated with the 2023 audited financial statements as outlined below:

- Social Media Posts at [Facebook.ca/TownshipofPuslinch](https://www.facebook.com/TownshipofPuslinch) and [Twitter.com/TwpPuslinchON](https://twitter.com/TwpPuslinchON)
- Township Financial Reporting Page at [puslinch.ca/government/financial-reporting/](https://puslinch.ca/government/financial-reporting/)
- Puslinch Pioneer Advertisement as required under Section 295 of the Municipal Act, 2001

## **Attachments**

Schedule A: Audit Report to the Members of Council dated May 1, 2024

Schedule B: Financial statements for the year ended December 31, 2023

Schedule C: Township of Puslinch 2023 Financial Statement Presentation

**Respectfully submitted:**

**Mary Hasan**  
**Director of Finance/Treasurer**



May 1, 2024

The Corporation of the Township of Puslinch  
7404 Wellington Road 34  
Puslinch, ON  
N0B 2J0

Dear Members of Council of The Corporation of the Township of Puslinch

We have completed our audit of the financial statements of the The Corporation of the Township of Puslinch for the year ended December 31, 2023. As part of our work, we reviewed the accounting procedures and systems of internal control in the principal areas of financial activity within the corporation. We report to you that, within the scope of our examinations, the systems of internal control are adequate to support the fairness of presentation and that we did not come across any material weaknesses.

However, we do stress that this observation is not the result of a specific examination of the corporation's system of internal control and, therefore, must be taken in the context that it is meant, namely review of internal control systems to allow us to voice our opinion on the financial statements in accordance with Canadian public sector accounting standards.

During the course of our audit of the corporation for the year ended December 31, 2023, we may have identified matters which might have been of interest to management but tended to be minor or more of a housekeeping nature. During the audit, we would have met with Mary Hasan (Director, Finance and Treasurer) and communicated these minor items, if applicable. There were no significant items that we felt should be addressed formally and brought to the attention of the council.

This communication is prepared solely for the information of management and is not intended for any other party and, as such, we accept no responsibility to a third party who uses this communication.

We would like to take this opportunity to thank you and your staff for the excellent co-operation and assistance we received throughout the course of our work and, in particular, the assistance and co-operation received from Mary, Michelle, Sarah, Justine, and Courtenay.

If you have any questions or concerns, we will certainly be pleased to discuss these with you further, at your convenience.

Yours truly,

M. D. P. Short, MBA, CPA, CA, C. Dir, is responsible for the engagement and its performance, and for the report that is issued on behalf of RLB LLP, and who, where required, has the appropriate authority, from a professional, legal or regulatory body.

DRAFT

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**  
**INDEX TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED DECEMBER 31, 2023**

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## INDEPENDENT AUDITOR'S REPORT

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To the Members of Council, Inhabitants and Ratepayers of: The Corporation of the Township of Puslinch

### Opinion

We have audited the accompanying financial statements of The Corporation of the Township of Puslinch, which comprise the statement of financial position as at December 31, 2023 and the statements of operations, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, these financial statements present fairly, in all material respects, the financial position of The Corporation of the Township of Puslinch as at December 31, 2023 and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### Basis of Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of The Corporation of the Township of Puslinch in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the municipality's ability to continue as a going concern, disclosing, as applicable, matters related to a going concern and using the going concern basis of accounting unless management either intends to liquidate the municipality or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the municipality's financial reporting process.

### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements, as a whole, are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgement and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the municipality's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the municipality's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the municipality to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Guelph, Ontario  
May 1, 2024

Chartered Professional Accountants  
Licensed Public Accountants

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT DECEMBER 31, 2023**

	<b>2023</b>	<b>2022</b>
<b>FINANCIAL ASSETS</b>		
Cash (note 2)	\$ 6,108,158	\$ 5,817,259
Portfolio investments (note 3)	3,632,218	3,515,280
Taxes receivable	2,044,718	1,670,785
Accounts receivable	<u>2,235,460</u>	<u>577,729</u>
	<u>14,020,554</u>	<u>11,581,053</u>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities	1,240,080	631,403
Grading deposits	30,500	34,000
Security deposits	715,176	852,273
Post-employment benefits (note 4)	67,883	74,035
Entrance permit deposits	4,000	6,000
Deferred revenue (note 5)	<u>4,618,469</u>	<u>3,287,487</u>
	<u>6,676,108</u>	<u>4,885,198</u>
<b>NET FINANCIAL ASSETS</b>	<u>7,344,446</u>	<u>6,695,855</u>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (schedule 1)	26,413,319	22,345,683
Prepaid expenses	<u>0</u>	<u>1,550</u>
	<u>26,413,319</u>	<u>22,347,233</u>
<b>ACCUMULATED SURPLUS</b> (schedule 2)	<u>\$ 33,757,765</u>	<u>\$ 29,043,088</u>



**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**  
**STATEMENT OF OPERATIONS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

	<b>2023 Budget</b>	<b>2023</b>	<b>2022</b>
<b>REVENUES</b> (schedule 3)			
Taxation	\$ 5,329,042	\$ 5,458,896	\$ 5,058,173
Fees and user charges	339,797	722,086	387,116
Government transfers (note 8)	1,330,064	2,902,223	1,442,009
Other income (note 9)	<u>2,684,305</u>	<u>4,114,922</u>	<u>2,239,624</u>
	<u>9,683,208</u>	<u>13,198,127</u>	<u>9,126,922</u>
<b>EXPENSES</b> (schedule 3)			
General government	1,908,283	1,951,818	1,845,827
Protection services	1,485,938	1,598,631	1,507,205
Transportation services	2,773,968	2,968,033	2,961,622
Recreation and cultural services	721,343	752,471	564,919
Planning and development	<u>884,373</u>	<u>1,212,497</u>	<u>829,086</u>
	<u>7,773,905</u>	<u>8,483,450</u>	<u>7,708,659</u>
<b>ANNUAL SURPLUS</b>	1,909,303	4,714,677	1,418,263
<b>ACCUMULATED SURPLUS, beginning of year</b>	<u>29,043,088</u>	<u>29,043,088</u>	<u>27,624,825</u>
<b>ACCUMULATED SURPLUS, end of year</b>	<u>\$ 30,952,391</u>	<u>\$ 33,757,765</u>	<u>\$ 29,043,088</u>

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**  
**STATEMENT OF CHANGES IN NET FINANCIAL ASSETS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

	<b>2023 Budget (note 7)</b>	<b>2023</b>	<b>2022</b>
<b>ANNUAL SURPLUS</b>	\$ <u>1,909,303</u>	\$ <u>4,714,677</u>	\$ <u>1,418,263</u>
Acquisition of tangible capital assets	(4,014,745)	(5,776,317)	(2,665,851)
Amortization of tangible capital assets	1,572,050	1,555,947	1,572,050
Loss (gain) on sale of tangible capital assets	0	152,734	(40,990)
Proceeds on disposal of tangible capital assets	<u>0</u>	<u>0</u>	<u>40,991</u>
	<u>(2,442,695)</u>	<u>(4,067,636)</u>	<u>(1,093,800)</u>
Change in prepaid expenses	<u>0</u>	<u>1,550</u>	<u>(1,550)</u>
<b>(DECREASE) INCREASE IN NET FINANCIAL ASSETS</b>	(533,392)	648,591	322,913
<b>NET FINANCIAL ASSETS, beginning of year</b>	<u>6,695,855</u>	<u>6,695,855</u>	<u>6,372,942</u>
<b>NET FINANCIAL ASSETS, end of year</b>	<u>\$ 6,162,463</u>	<u>\$ 7,344,446</u>	<u>\$ 6,695,855</u>

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

	<b>2023</b>	<b>2022</b>
<b>CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES</b>		
Annual surplus	\$ 4,714,677	\$ 1,418,263
Items not requiring an outlay of cash		
Change in post-employment benefits	(6,152)	(8,184)
Amortization of tangible capital assets	1,555,947	1,572,050
Loss (gain) on sale of tangible capital assets	<u>152,734</u>	<u>(40,990)</u>
	6,417,206	2,941,139
Changes in non-cash working capital		
Taxes receivable	(373,933)	(299,971)
Accounts receivable	(1,657,731)	95,304
Prepaid expenses	1,550	(1,550)
Accounts payable and accrued liabilities	608,677	191,483
Grading deposits	(3,500)	(4,500)
Security deposits	(137,097)	(4,104)
Entrance permit deposits	(2,000)	6,000
Deferred revenue	<u>1,330,982</u>	<u>(244,427)</u>
	<u>6,184,154</u>	<u>2,679,374</u>
<b>CASH PROVIDED BY (USED IN) CAPITAL ACTIVITIES</b>		
Acquisition of tangible capital assets	(5,776,317)	(2,665,851)
Proceeds on disposal of tangible capital assets	<u>0</u>	<u>40,991</u>
	<u>(5,776,317)</u>	<u>(2,624,860)</u>
<b>NET INCREASE IN CASH AND CASH EQUIVALENTS</b>	407,837	54,514
<b>NET CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR</b>	<u>9,332,539</u>	<u>9,278,025</u>
<b>NET CASH AND CASH EQUIVALENTS, END OF YEAR</b>	<u>\$ 9,740,376</u>	<u>\$ 9,332,539</u>
<b>CASH AND CASH EQUIVALENTS CONSISTS OF:</b>		
Cash	\$ 1,502,492	\$ 3,447,535
Restricted cash	<u>4,605,666</u>	<u>2,369,724</u>
	<u>6,108,158</u>	<u>5,817,259</u>
Portfolio investments	2,196,121	2,138,112
Restricted portfolio investments	<u>1,436,097</u>	<u>1,377,168</u>
	<u>3,632,218</u>	<u>3,515,280</u>
	<u>\$ 9,740,376</u>	<u>\$ 9,332,539</u>

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements have been prepared in accordance with Canadian public sector accounting standards and include the following significant accounting policies:

(a) **ACKNOWLEDGEMENT OF RESPONSIBILITY**

Management and Council of The Corporation of the Township of Puslinch acknowledge their responsibility for the creation and compilation of the following significant accounting policy decisions and the related policy notes.

(b) **USE OF ESTIMATES**

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Significant areas requiring management's estimates include accrued liabilities, accrued grants receivable, useful lives of tangible capital assets and taxation revenue. Actual results could differ from those estimates.

(c) **FINANCIAL INSTRUMENTS**

The municipality measures all its financial assets and financial liabilities at cost or amortized cost.

Impairment

For financial assets measured at cost or amortized cost, the municipality determines whether there is objective evidence of impairment. When there is, and the municipality determines that a loss in value that reflects the expectation that the underlying economic resource has diminished in a manner that is other than temporary, a write-down is recognized in the statement of operations.

Transaction costs

Transaction costs related to financial instruments originated or exchanged in an arm's length transaction that are subsequently measured at cost or amortized cost are recognized in the original cost of the instrument.

(d) **CASH AND CASH EQUIVALENTS**

Cash and cash equivalents include all cash balances and short term highly liquid investments that are readily convertible into cash. The municipality's bank accounts are all held at one financial institution. The Canadian Deposit Insurance Corporation insures deposits up to a maximum of \$100,000 per depositor. The municipality has reserves and obligatory reserve funds for which cash is segregated and will be used only for specific purposes.

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

(e) POST-EMPLOYMENT BENEFITS

The contributions to the Ontario Municipal Employees Retirement System ("OMERS"), a multi-employer defined benefit plan, are expensed when contributions are due. A defined benefit plan specifies the amount of retirement benefits to be received by the employees based on length of service and rates of pay. Employees and employers contribute jointly to the plan, and any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. As a result, the municipality does not recognize any share of the OMERS pension surplus or deficit.

The municipality provides post-employment health, dental and life insurance benefits to eligible retired employees to a maximum age of 65. Retired full-time employees with 10 or more continuous years of service are eligible. The benefits earned by employees are determined using management's best estimate of expected benefit costs, and are expensed as services are rendered.

(f) INTANGIBLE CAPITAL ASSETS

Works of art and historical treasures, developed or inherited intangibles, and items inherited by right of the Crown, such as Crown lands, and natural resources, are not recognized in the municipality's financial statements.

(g) TANGIBLE CAPITAL ASSETS

Tangible capital assets are recorded at cost less accumulated amortization. Costs include all amounts that are directly attributable to the acquisition, construction, development or betterment of the asset. Assets are amortized on the basis of their estimated useful life using the straight-line method, using the following rates:

Buildings	40 years
Furniture and equipment	5-20 years
Roads	10-50 years
Bridges and infrastructure	20-50 years
Vehicles	7-15 years

Amortization is recorded at 50% of the above rates in the year of addition.

Tangible capital assets received as contributions are recorded at fair value at the date of receipt.

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

(h) **TAXATION AND RELATED REVENUES**

Property tax billings are prepared by the municipality based on assessment rolls issued by the Municipal Property Assessment Corporation. Tax rates are established annually by Council, incorporating amounts to be raised for local services. A normal part of the assessment process is the issue of supplementary assessment rolls, which provide updated information with respect to changes in property assessment. Once a supplementary assessment roll is received, the municipality determines the taxes applicable and renders supplementary tax billings.

Assessments and the related property taxes are subject to appeal. Taxes are recorded at estimated amounts when they meet the definition of an asset, have been authorized and the taxable event occurs. For property taxes, the taxable event is the period for which the tax is levied. Taxes receivable are recognized net of allowance for anticipated uncollectable amounts.

(i) **REVENUE RECOGNITION**

All other fees and user charges are recognized when the related service is provided.

Other income is recorded upon sale of goods or provision of service, when collection is reasonably assured.

Investment income earned on surplus funds (excluding obligatory reserve funds) is reported as revenue in the period earned. Investment income on obligatory reserve funds is recorded directly to each fund balance.

(j) **GOVERNMENT TRANSFERS**

Government transfers are recognized as revenue in the period when the transfer is authorized and eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Deferred revenue is recognized in the statement of operations as the stipulation liabilities are settled.

(k) **COUNTY AND SCHOOL BOARDS**

The municipality collects taxation revenue on behalf of the school boards and the County of Wellington. The taxation, other revenues, expenses, assets and liabilities with respect to the operations of the school boards and the County of Wellington are not reflected in these financial statements.

**2. BANK INDEBTEDNESS**

The municipality has not utilized an authorized operating line of credit with a limit up to a maximum of \$1,500,000. The line of credit bears interest at prime and is secured by a current borrowing by-law.

**3. PORTFOLIO INVESTMENTS**

Portfolio investments are invested in Guaranteed Income Certificates with interest rates ranging from 1.75% to 5.70% (2022 - 1.05% to 5.05%) and maturity dates ranging from March 2024 to December 2026 (2022 - March 2023 to March 2025).

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

**4. POST-EMPLOYMENT BENEFITS**

Total benefit payments paid by the municipality on behalf of retirees during the year were \$0 (2022 - \$612) and the employee benefit liability at year end is \$67,883 (2022 - \$74,035). The municipality has not made allocations to fund this liability and future expenditures are anticipated to be recovered from tax billings. Expenses related to retirement benefits other than pensions are as follows:

	<b>2023</b>	<b>2022</b>
Current period benefit cost	\$ 1,868	\$ 1,770
Retirement benefit interest	1,043	1,181
Amortization of actuarial gains/losses	<u>(3,410)</u>	<u>(3,410)</u>
	<u>\$ (499)</u>	<u>\$ (459)</u>

The actuarial valuation is based on a number of assumptions about future events, such as inflation rates, interest rates, medical inflation rates, wage and salary increases, and employee turnover and mortality. The most recent actuarial valuation was performed in 2023. The following are assumptions used to reflect the municipality's best estimates:

Discount rate	4.50% per year
Dental premium rates	4.00% per year
Health care premium rates	5.67% in 2024 to 3.75% over 6 years
Future salary escalations	3.00% per year
Future inflation rate	2.00% per year

**5. DEFERRED REVENUE**

	<b>Opening</b>	<b>Contributions Received</b>	<b>Investment Income</b>	<b>Revenue Recognized</b>	<b>Ending</b>
<b>Obligatory reserve funds</b>					
Development charges	\$ 1,515,069	\$ 1,596,413	\$ 114,230	\$ (459,080)	\$ 2,766,632
Federal Canada Community-Building Fund	222,037	242,778	8,634	(371,867)	101,582
Recreational land	1,121,367	1,100,120	61,927	(1,083,552)	1,199,862
Stormwater perpetual maintenance	<u>59,188</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>59,188</u>
	<u>2,917,661</u>	<u>2,939,311</u>	<u>184,791</u>	<u>(1,914,499)</u>	<u>4,127,264</u>
<b>Other</b>					
Taxation	304,800	349,286	0	(304,800)	349,286
Recreation	47,000	60,417	0	(47,000)	60,417
Building permits	<u>18,026</u>	<u>81,502</u>	<u>0</u>	<u>(18,026)</u>	<u>81,502</u>
	<u>369,826</u>	<u>491,205</u>	<u>0</u>	<u>(369,826)</u>	<u>491,205</u>
	<u>\$ 3,287,487</u>	<u>\$ 3,430,516</u>	<u>\$ 184,791</u>	<u>\$ (2,284,325)</u>	<u>\$ 4,618,469</u>

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**6. FINANCIAL INSTRUMENTS**

Unless otherwise noted, it is management's opinion that the municipality is not exposed to significant interest, credit, currency, liquidity, or other price risks arising from the financial instruments.

The extent of the municipality's exposure to these risks did not change in 2023 compared to the previous period.

The municipality does not have a significant exposure to any individual customer or counterpart.

**7. BUDGET**

The following is a reconciliation of the modified accrual basis amended budget approved by Council to a basis consistent with Public Sector Accounting Standards:

	<b>2023 Budget</b>	<b>2023</b>	<b>2022</b>
Annual surplus	\$ 1,909,303	\$ 4,714,677	\$ 1,418,263
Amortization of tangible capital assets	1,572,050	1,555,947	1,572,050
Change in unfunded liabilities	0	(6,152)	(8,184)
Change in other surpluses	<u>0</u>	<u>665</u>	<u>96</u>
	3,481,353	6,265,137	2,982,225
Transfers from (to) reserves	533,392	(578,853)	(272,356)
Acquisition and disposal of tangible capital assets	<u>(4,014,745)</u>	<u>(5,658,081)</u>	<u>(2,665,850)</u>
	0	28,203	44,019
Prior year general surplus	0	44,019	569,206
Transfer of prior year surplus to reserve	<u>0</u>	<u>(44,019)</u>	<u>(569,206)</u>
	<u>\$ 0</u>	<u>\$ 28,203</u>	<u>\$ 44,019</u>

**8. GOVERNMENT TRANSFERS**

	<b>2023 Budget</b>	<b>2023</b>	<b>2022</b>
<b>Operating</b>			
Government of Canada	\$ 5,700	\$ 6,398	\$ 5,700
Province of Ontario	428,620	427,458	424,004
Other	<u>25,000</u>	<u>50,000</u>	<u>0</u>
	459,320	483,856	429,704
<b>Capital</b>			
Government of Canada	339,793	1,887,416	603,191
Province of Ontario	530,951	530,951	347,747
Other	<u>0</u>	<u>0</u>	<u>61,367</u>
	870,744	2,418,367	1,012,305
	<u>\$ 1,330,064</u>	<u>\$ 2,902,223</u>	<u>\$ 1,442,009</u>



**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

**9. OTHER INCOME**

	<b>2023 Budget</b>	<b>2023</b>	<b>2022</b>
Penalties and interest on taxation	\$ 210,000	\$ 259,623	\$ 216,140
Investment income	97,000	477,374	198,680
Licenses and permits	578,774	964,580	604,457
Donations	0	4,000	0
Development charges	397,375	459,080	349,962
Cash in lieu of parkland	607,687	1,083,552	72,691
Royalties	492,000	578,795	599,394
Other	142,113	155,682	81,363
Rents, concessions and franchises	<u>159,356</u>	<u>132,236</u>	<u>116,937</u>
	<u>\$ 2,684,305</u>	<u>\$ 4,114,922</u>	<u>\$ 2,239,624</u>

**10. POST-EMPLOYMENT BENEFITS - PENSION**

The municipality makes contributions to OMERS on behalf of 29 (2022 - 23) members of its staff. The employer amount contributed to OMERS was \$201,044 (2022 - \$186,388). The contribution rate was 9.0% to 15.8% (2022 - 9.0% to 15.8%) depending on age and income level. The ongoing adequacy of the contribution rates will need to be monitored as fluctuations in the financial markets may lead to increased future funding requirements.

The OMERS financial statements reported \$128.8 billion in net assets available for benefits (2022 - \$124.4 billion), \$134.6 billion as the defined benefit accrued pension obligation (2022 - \$128.8 billion) and a defined benefit funding deficit of \$4.2 billion (2022 - \$6.7 billion).

**11. SEGMENTED DISCLOSURE**

The Corporation of the Township of Puslinch is a diversified municipal government institution that provides a wide range of services to its citizens, such as recreational and cultural services, planning and development, fire, and transportation services. Distinguishable functional segments have been separately disclosed in the segmented information. The nature of the segments and the activities they encompass are as follows:

General Government

This item relates to the general operations of the municipality itself and cannot be directly attributed to a specific segment.

Protection to Persons and Property

Protection is comprised of fire protection and bylaw enforcement. The fire department is responsible for providing fire suppression services, fire prevention programs, training and education. The bylaw enforcement department works to ensure that citizens and their property are protected by ensuring the municipality's bylaws are being adhered to. This department also includes services related to source water protection and other transfers made to the Grand River Conservation Authority, Conservation Halton and Hamilton Conservation Authority.

Transportation

Transportation is responsible for providing the municipality with road maintenance, winter control services, street light maintenance, parking lots and equipment maintenance.

Recreational and Cultural Services

This service area provides public services that contribute to the provision of recreation and leisure services and the maintenance of parks and open space.

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**11. SEGMENTED DISCLOSURE (continued)**

Planning and Development

This department provides a number of services including municipal planning, maintenance and enforcement of building and construction codes and review of all property development plans through its application process.

The accounting policies of the segments are the same as those described in the summary of significant accounting policies. Amounts that are directly attributable to a number of segments have been allocated on a reasonable basis as follows:

Taxation and payments-in-lieu

Allocated to those segments that are funded by these amounts based on the net surplus for the year.

Ontario Municipal Partnership Fund

Allocated to segments based on the net surplus for the year.

Provincial Aggregate Levy

Allocated to the transportation services segment with other income.

**12. COUNTY AND SCHOOL BOARDS**

During the year, the following taxation revenue was raised and remitted to the school boards and the County of Wellington:

	<b>2023</b>	<b>2022</b>
School boards	\$ 6,551,416	\$ 6,251,355
County of Wellington	<u>18,978,160</u>	<u>17,560,401</u>
	<u>\$25,529,576</u>	<u>\$23,811,756</u>

**13. COMMITMENTS**

The municipality has committed to spend approximately \$628,141 on capital projects in 2024 and beyond.

The municipality has various contractual commitments for 2024 totalling \$281,301.

In addition, the municipality is in an agreement for fire services from January 1, 2022 to December 31, 2024. The budgeted future commitments are:

2024	\$ <u>144,232</u>
------	-------------------

**14. CONTINGENCIES**

Various claims have been filed against the municipality for incidents which arose in the ordinary course of operations. In the opinion of management and legal counsel, the outcome of the lawsuits, now pending, will either be covered by insurance, or, if not so covered, will involve amounts that would not have a material adverse affect on the position of the municipality. However, should any loss result from the resolution of these claims, such loss would be accounted for as a prior period adjustment.

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**  
**SCHEDULE OF TANGIBLE CAPITAL ASSETS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

Schedule 1

	Land	Buildings	Furniture and Equipment	Roads	Bridges and Structures	Vehicles	Assets Under Construction	2023
<b>COST</b>								
Balance, beginning of year	\$ 1,340,753	\$ 4,866,781	\$ 1,675,820	\$ 35,033,107	\$ 8,789,688	\$ 4,308,920	\$ 557,304	\$ 56,572,373
Additions during the year	448,380	399,311	62,192	2,095,424	1,993,244	450,214	327,552	5,776,317
Disposals during the year	0	0	(10,662)	(1,870,444)	(199,306)	0	0	(2,080,412)
Transfers	230,839	0	0	48,967	218,000	0	(497,806)	0
Balance, end of year	<u>2,019,972</u>	<u>5,266,092</u>	<u>1,727,350</u>	<u>35,307,054</u>	<u>10,801,626</u>	<u>4,759,134</u>	<u>387,050</u>	<u>60,268,278</u>
<b>ACCUMULATED AMORTIZATION</b>								
Balance, beginning of year	0	2,089,002	1,050,035	26,173,980	3,179,611	1,734,062	0	34,226,690
Amortization	0	115,187	79,962	795,539	230,137	335,122	0	1,555,947
Disposals during the year	0	0	(74,459)	(1,735,167)	(118,052)	0	0	(1,927,678)
Balance, end of year	<u>0</u>	<u>2,204,189</u>	<u>1,055,538</u>	<u>25,234,352</u>	<u>3,291,696</u>	<u>2,069,184</u>	<u>0</u>	<u>33,854,959</u>
<b>NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS</b>	<u>\$ 2,019,972</u>	<u>\$ 3,061,903</u>	<u>\$ 671,812</u>	<u>\$ 10,072,702</u>	<u>\$ 7,509,930</u>	<u>\$ 2,689,950</u>	<u>\$ 387,050</u>	<u>\$ 26,413,319</u>

	Land	Buildings	Furniture and Equipment	Roads	Bridges and Structures	Vehicles	Assets Under Construction	2022
<b>COST</b>								
Balance, beginning of year	\$ 1,340,753	\$ 4,637,121	\$ 1,488,269	\$ 34,531,391	\$ 8,206,925	\$ 4,204,193	\$ 484,965	\$ 54,893,617
Additions during the year	0	78,171	223,987	914,816	551,338	617,525	280,014	2,665,851
Disposals during the year	0	0	(36,436)	(429,331)	(8,530)	(512,798)	0	(987,095)
Transfers	0	151,489	0	16,231	39,955	0	(207,675)	0
Balance, end of year	<u>1,340,753</u>	<u>4,866,781</u>	<u>1,675,820</u>	<u>35,033,107</u>	<u>8,789,688</u>	<u>4,308,920</u>	<u>557,304</u>	<u>56,572,373</u>
<b>ACCUMULATED AMORTIZATION</b>								
Balance, beginning of year	0	1,971,159	965,247	25,743,150	3,008,219	1,953,959	0	33,641,734
Amortization	0	117,843	121,223	860,161	179,922	292,901	0	1,572,050
Disposals during the year	0	0	(36,435)	(429,331)	(8,530)	(512,798)	0	(987,094)
Balance, end of year	<u>0</u>	<u>2,089,002</u>	<u>1,050,035</u>	<u>26,173,980</u>	<u>3,179,611</u>	<u>1,734,062</u>	<u>0</u>	<u>34,226,690</u>
<b>NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS</b>	<u>\$ 1,340,753</u>	<u>\$ 2,777,779</u>	<u>\$ 625,785</u>	<u>\$ 8,859,127</u>	<u>\$ 5,610,077</u>	<u>\$ 2,574,858</u>	<u>\$ 557,304</u>	<u>\$ 22,345,683</u>

See notes to the financial statements

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**  
**SCHEDULE OF ACCUMULATED SURPLUS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

*Schedule 2*

	<b>2023</b>	<b>2022</b>
<b>SURPLUSES</b>		
Invested in tangible capital assets	\$ 26,413,319	\$ 22,345,683
Unfunded post-employment benefits	(67,883)	(74,035)
General surplus	28,203	44,019
Barber's Beach street lighting area	331	810
Cambridge fire area	<u>2,038</u>	<u>2,224</u>
	<u>26,376,008</u>	<u>22,318,701</u>
<b>RESERVES</b>		
Working funds	633,889	630,411
Contingencies	345,182	326,022
Asset management	4,193,747	4,474,174
Operating purposes	1,470,430	802,581
Capital purposes	<u>738,509</u>	<u>491,199</u>
	<u>7,381,757</u>	<u>6,724,387</u>
<b>ACCUMULATED SURPLUS</b>	<u>\$ 33,757,765</u>	<u>\$ 29,043,088</u>

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**  
**SCHEDULE OF SEGMENTED DISCLOSURE**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

Schedule 3

	<b>General Government</b>	<b>Protection Services</b>	<b>Transpor- tation Services</b>	<b>Recreational and Cultural Services</b>	<b>Planning and Development</b>	<b>2023</b>
<b>REVENUES</b>						
Taxation	\$ 1,519,812	\$ 1,954,617	\$ 1,984,467	\$ 0	\$ 0	\$ 5,458,896
Fees and user charges	21,782	164,805	500	0	534,999	722,086
Government transfers	174,236	151,496	906,627	1,669,864	0	2,902,223
Other income	785,708	73,480	794,227	447,441	2,014,066	4,114,922
	<u>2,501,538</u>	<u>2,344,398</u>	<u>3,685,821</u>	<u>2,117,305</u>	<u>2,549,065</u>	<u>13,198,127</u>
<b>EXPENSES</b>						
Salaries and benefits	1,128,184	621,331	727,662	394,144	524,048	3,395,369
Materials and supplies	235,453	200,835	594,905	178,270	69,871	1,279,334
Contracted services	500,971	458,534	293,290	4,563	636,746	1,894,104
Other transfers	12,982	184,296	0	0	0	197,278
Rents and financial expenses	21,249	0	0	5,603	4,751	31,603
Amortization	52,979	133,635	1,199,442	169,891	0	1,555,947
(Gain) loss on sale of tangible capital assets	0	0	152,734	0	0	152,734
Allocation of program support	0	0	0	0	(22,919)	(22,919)
	<u>1,951,818</u>	<u>1,598,631</u>	<u>2,968,033</u>	<u>752,471</u>	<u>1,212,497</u>	<u>8,483,450</u>
<b>ANNUAL SURPLUS</b>	<u>\$ 549,720</u>	<u>\$ 745,767</u>	<u>\$ 717,788</u>	<u>\$ 1,364,834</u>	<u>\$ 1,336,568</u>	<u>\$ 4,714,677</u>

	<b>General Government</b>	<b>Protection Services</b>	<b>Transpor- tation Services</b>	<b>Recreational and Cultural Services</b>	<b>Planning and Development</b>	<b>2022</b>
<b>REVENUES</b>						
Taxation	\$ 1,622,135	\$ 1,651,124	\$ 1,555,295	\$ 199,475	\$ 30,144	\$ 5,058,173
Fees and user charges	25,495	119,152	4,399	234	237,836	387,116
Government transfers	157,885	137,817	917,660	226,131	2,516	1,442,009
Other income	495,143	62,071	920,358	195,010	567,042	2,239,624
	<u>2,300,658</u>	<u>1,970,164</u>	<u>3,397,712</u>	<u>620,850</u>	<u>837,538</u>	<u>9,126,922</u>
<b>EXPENSES</b>						
Salaries and benefits	1,183,103	584,852	727,468	253,037	496,200	3,244,660
Materials and supplies	209,472	222,957	652,727	172,784	60,336	1,318,276
Contracted services	354,371	360,146	394,687	5,475	279,800	1,394,479
Other transfers	22,029	177,805	0	0	9,024	208,858
Rents and financial expenses	22,781	0	0	4,819	5,402	33,002
Amortization	54,071	161,445	1,227,730	128,804	0	1,572,050
(Gain) loss on sale of tangible capital assets	0	0	(40,990)	0	0	(40,990)
Allocation of program support	0	0	0	0	(21,676)	(21,676)
	<u>1,845,827</u>	<u>1,507,205</u>	<u>2,961,622</u>	<u>564,919</u>	<u>829,086</u>	<u>7,708,659</u>
<b>ANNUAL SURPLUS</b>	<u>\$ 454,831</u>	<u>\$ 462,959</u>	<u>\$ 436,090</u>	<u>\$ 55,931</u>	<u>\$ 8,452</u>	<u>\$ 1,418,263</u>

See notes to the financial statements

# Township of Puslinch

## 2023 Financial Statements

Presented by Murray Short

TOWNSHIP OF  
**PUSLINCH**  
EST. 1850





# AGENDA



- Audit Overview
- Audit Report
- Financial Statements
- Next Steps

# Audit Overview

- Final materiality = \$240,000
- No change in key audit areas, risks or planned procedures since communicated in Pre-Audit Communication Letter
- No significant internal control deficiencies to communicate
- No known independence issues
- One adjusting entry related to amortization of equipment
- Four unadjusted differences identified and communicated



# Audit Report

- The financial statements present fairly, in all material respects, the financial position, result of operations and cash flows of the Township of Puslinch in accordance with Canadian public sector accounting standards
- Audit conducted in accordance with Canadian generally accepted auditing standards

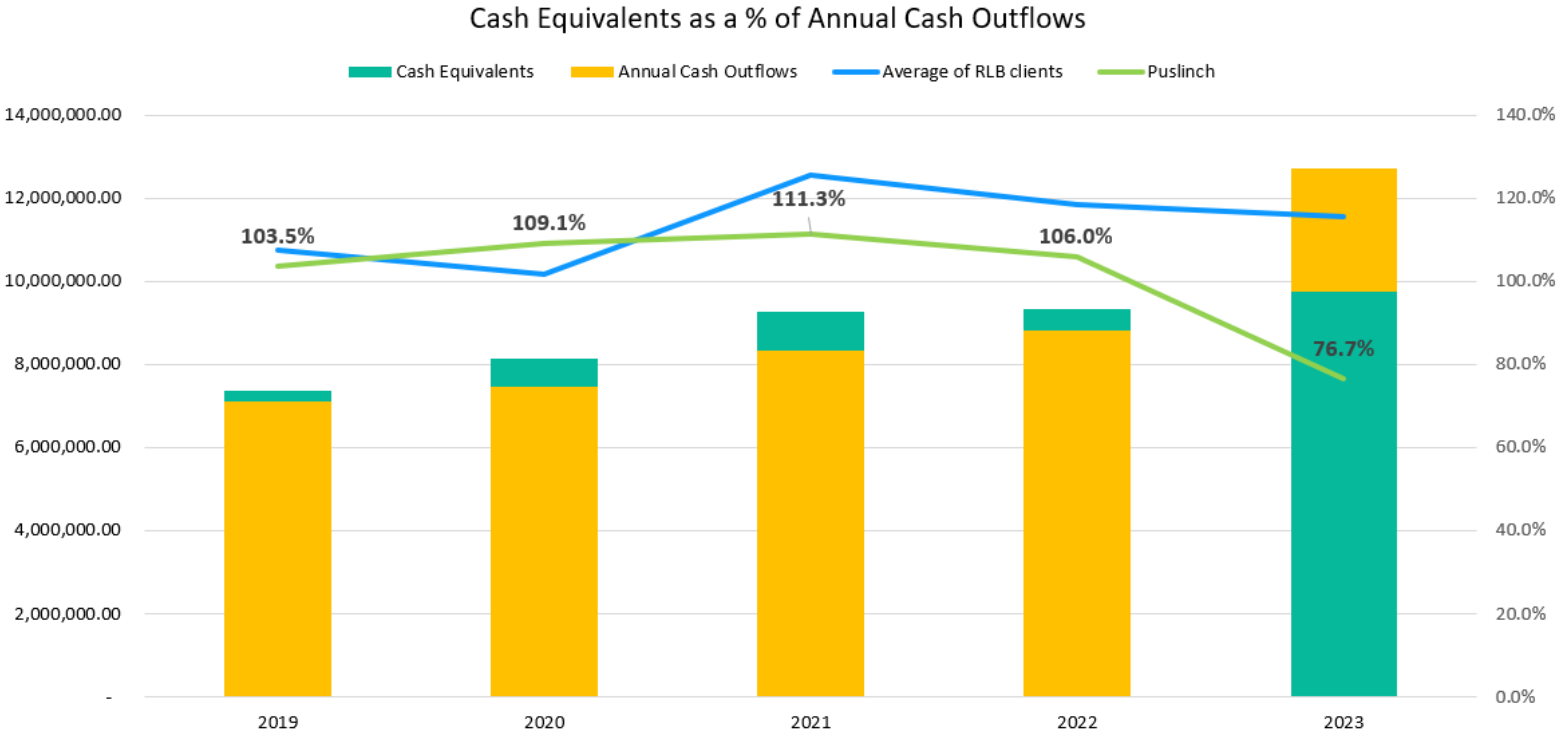
# Statement of Financial Position

- The Statement of Financial Position (similar to a Balance Sheet for non-public entities) is a snapshot of the municipality's assets, liabilities and accumulated surplus at a point in time
- Key areas:
  - Cash equivalents (cash and portfolio investments)
  - Taxes receivable
  - Tangible capital assets
  - Accumulated surplus

# Statement of Financial Position

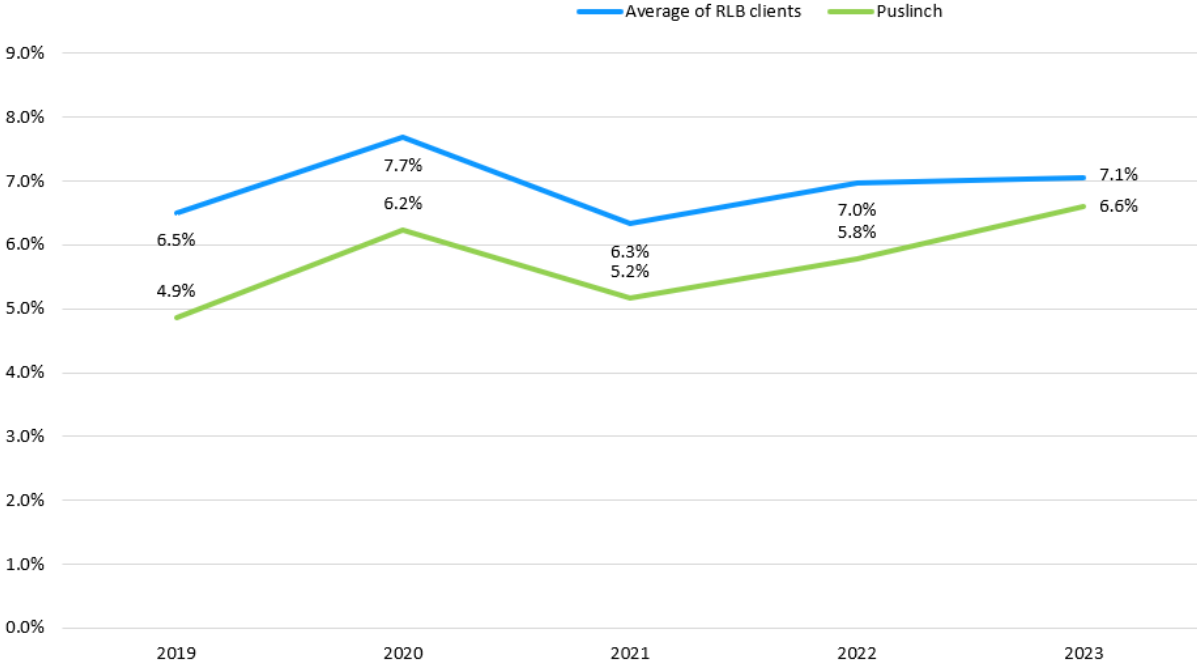
	2023	2022
<b>FINANCIAL ASSETS</b>		
Cash (note 2)	\$ 6,108,158	\$ 5,817,259
Portfolio investments (note 3)	3,632,218	3,515,280
Taxes receivable	2,044,718	1,670,785
Accounts receivable	<u>2,235,460</u>	<u>577,729</u>
	<u>14,020,554</u>	<u>11,581,053</u>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities	1,240,080	631,403
Grading deposits	30,500	34,000
Security deposits	715,176	852,273
Post-employment benefits (note 4)	67,883	74,035
Entrance permit deposits	4,000	6,000
Deferred revenue (note 5)	<u>4,618,469</u>	<u>3,287,487</u>
	<u>6,676,108</u>	<u>4,885,198</u>
<b>NET FINANCIAL ASSETS</b>	<u>7,344,446</u>	<u>6,695,855</u>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (schedule 1)	26,413,319	22,345,683
Prepaid expenses	<u>0</u>	<u>1,550</u>
	<u>26,413,319</u>	<u>22,347,233</u>
<b>ACCUMULATED SURPLUS</b> (schedule 2)	<u>\$ 33,757,765</u>	<u>\$ 29,043,088</u>

# Cash Equivalents



# Taxes Receivable

Taxes Receivable as a % of Total Tax Levied

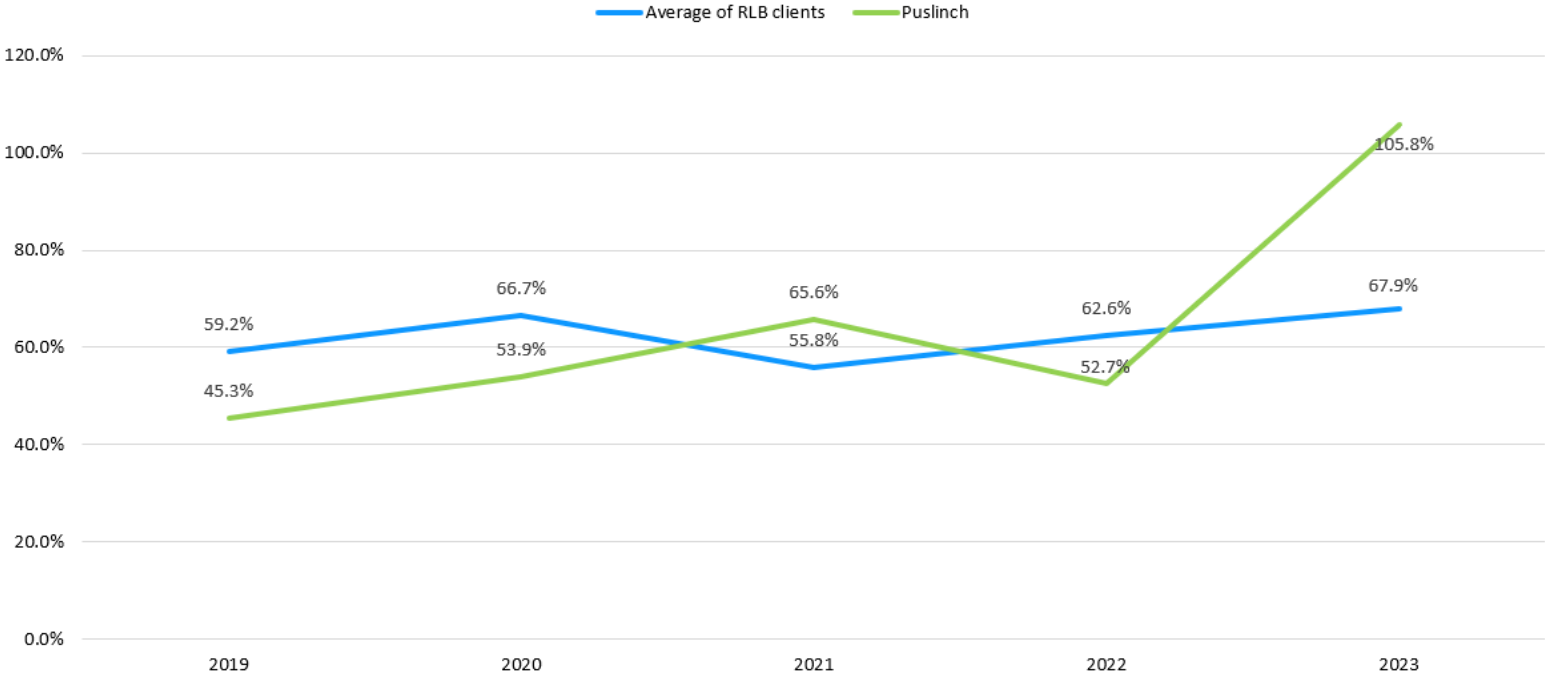


**MMAH Level of Risk:**  
Low < 10%  
Moderate 10 - 15%  
High >15%



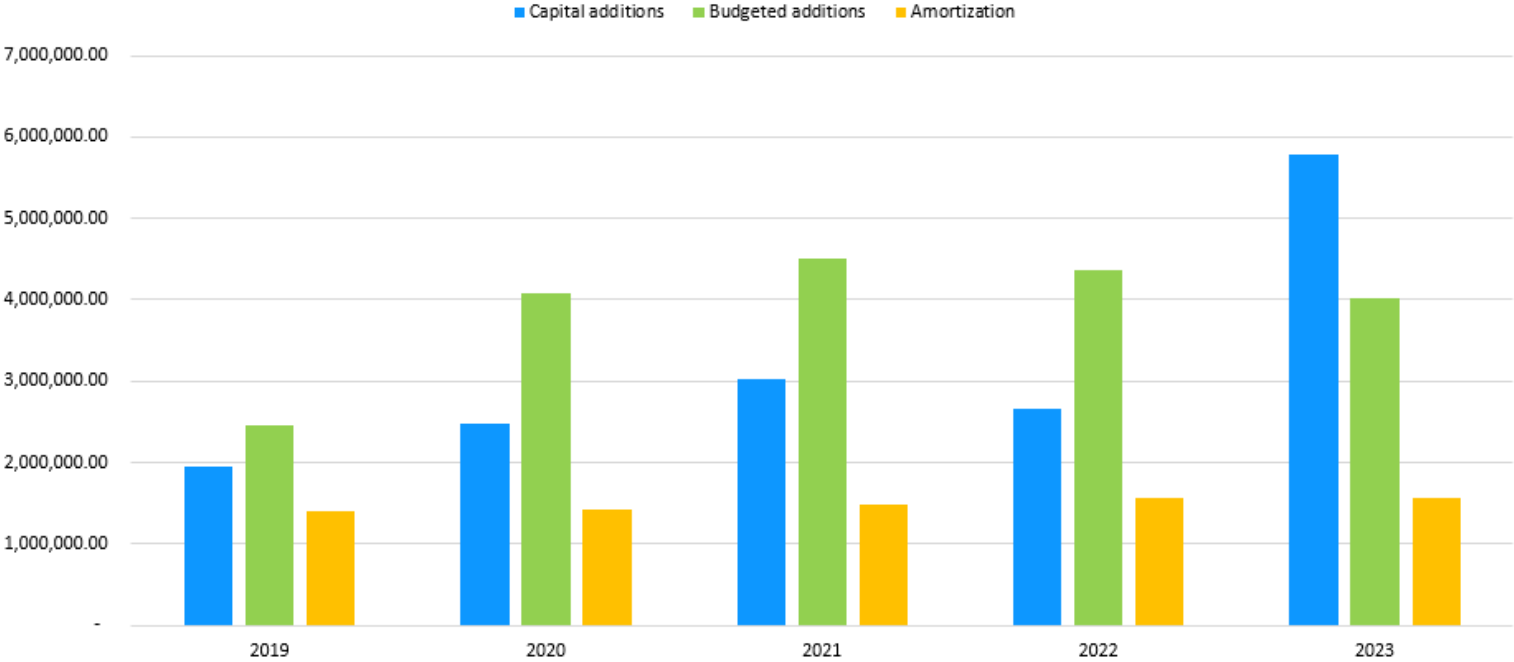
# Tangible Capital Assets

Capital Additions as a % of Total Tax Revenue



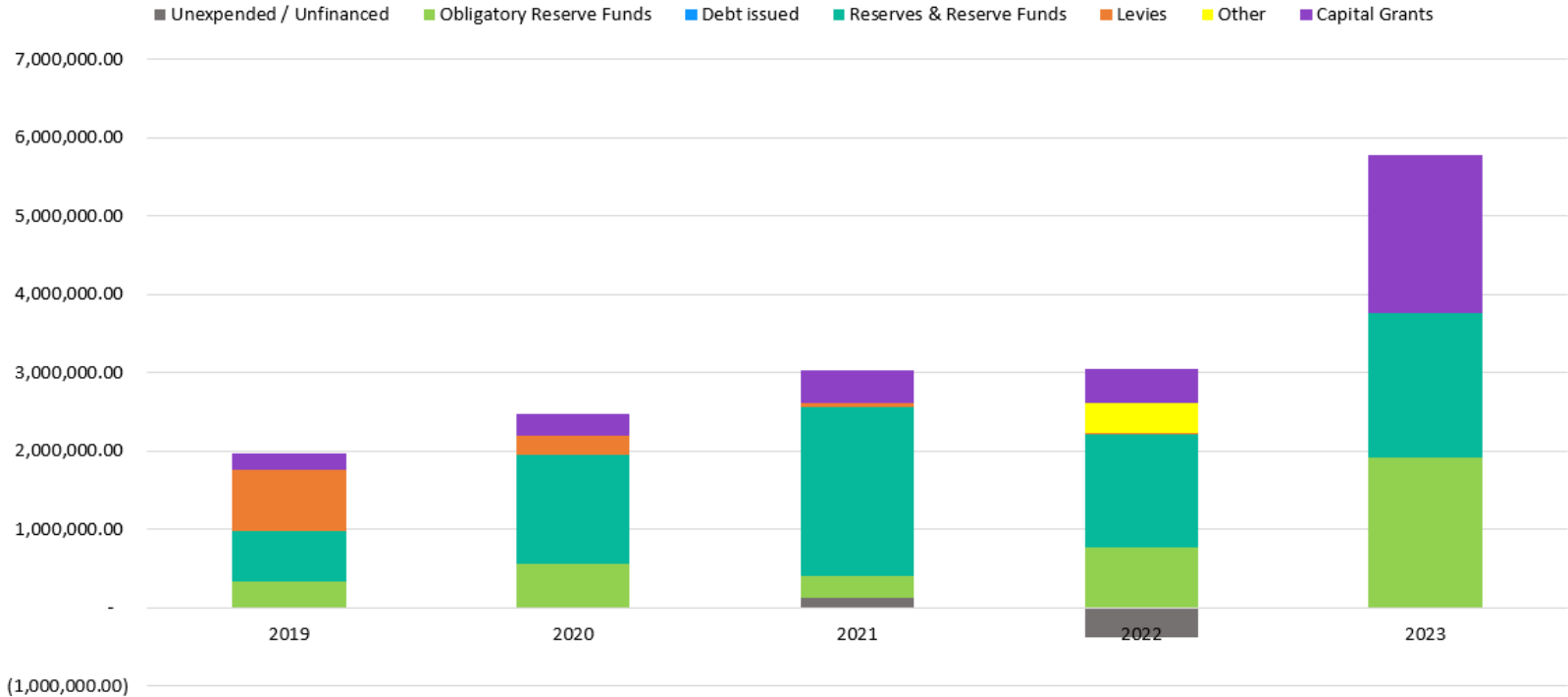
# Tangible Capital Assets

Capital Additions vs. Budget vs. Amortization



# Tangible Capital Assets

### Capital Additions by Funding Source





# Statement of Operations

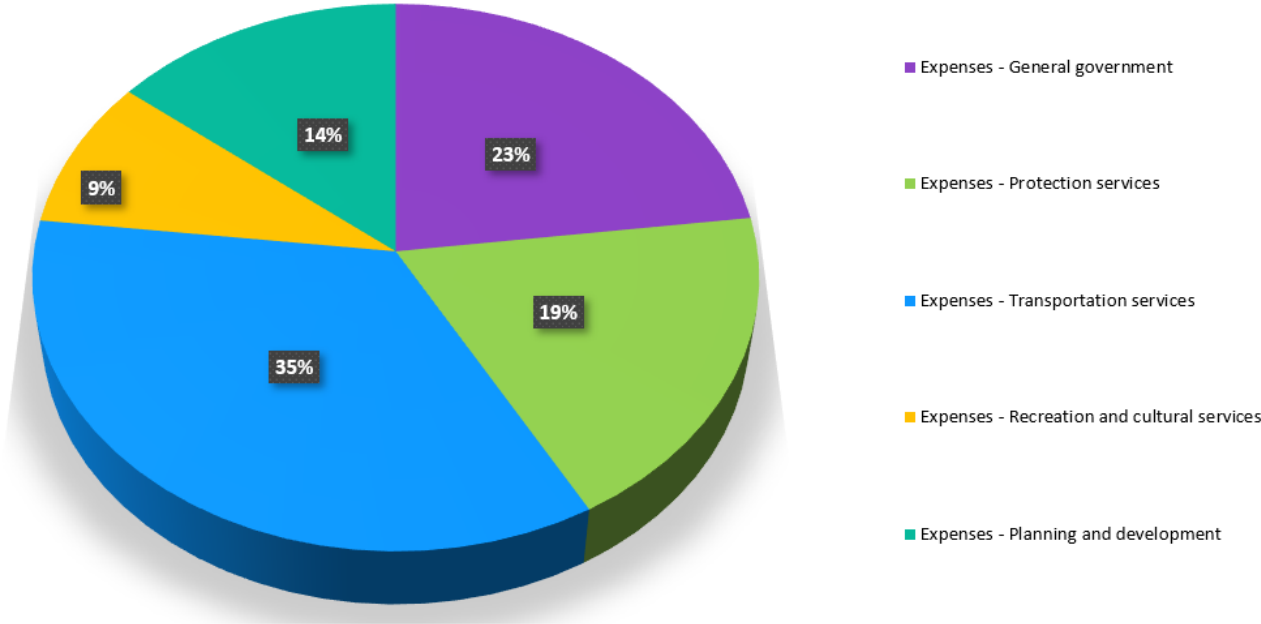
- The Statement of Operations reports the revenues less expenses resulting in the annual surplus of the municipality
- Key areas:
  - Budget vs. actual results
  - Expenditures by department
  - Annual surplus
  - Accumulated surplus

# Statement of Operations

	2023 Budget	2023	2022
<b>REVENUES</b> (schedule 3)			
Taxation	\$ 5,329,042	\$ 5,458,896	\$ 5,058,173
Fees and user charges	339,797	722,086	387,116
Government transfers (note 8)	1,249,471	2,902,223	1,442,009
Other income (note 9)	<u>2,185,146</u>	<u>4,114,922</u>	<u>2,239,624</u>
	<u>9,103,456</u>	<u>13,198,127</u>	<u>9,126,922</u>
<b>EXPENSES</b> (schedule 3)			
General government	1,886,611	1,951,818	1,845,827
Protection services	1,455,838	1,598,631	1,507,205
Transportation services	2,773,968	2,968,033	2,961,622
Recreation and cultural services	721,343	752,471	564,919
Planning and development	<u>884,373</u>	<u>1,212,497</u>	<u>829,086</u>
	<u>7,722,133</u>	<u>8,483,450</u>	<u>7,708,659</u>
<b>ANNUAL SURPLUS</b>	1,381,323	4,714,677	1,418,263
<b>ACCUMULATED SURPLUS, beginning of year</b>	<u>29,043,088</u>	<u>29,043,088</u>	<u>27,624,825</u>
<b>ACCUMULATED SURPLUS, end of year</b>	<u>\$ 30,424,411</u>	<u>\$ 33,757,765</u>	<u>\$ 29,043,088</u>

# Expenditures by Department

Expenditures by Department



# Expenditures by Department

	2019	2020	2021	2022	2023
Expenses - General government	21.6%	20.4%	23.1%	23.9%	23.0%
Expenses - Protection services	19.0%	18.4%	19.2%	19.6%	18.8%
Expenses - Transportation services	40.2%	43.0%	40.0%	38.4%	35.0%
Expenses - Recreation and cultural services	7.7%	6.6%	6.6%	7.3%	8.9%
Expenses - Planning and development	11.6%	11.7%	11.0%	10.8%	14.3%

# Statement of Changes in Net Financial Assets

- The Statement of Changes in Net Financial Assets reconciles the annual surplus to the change in net financial assets, removing the activity of the non-financial assets

# Statement of Changes in Net Financial Assets

	2023 Budget (note 7)	2023	2022
<b>ANNUAL SURPLUS</b>	\$ <u>1,909,303</u>	\$ <u>4,714,677</u>	\$ <u>1,418,263</u>
Acquisition of tangible capital assets	(4,014,745)	(5,776,317)	(2,665,851)
Amortization of tangible capital assets	1,572,050	1,555,947	1,572,050
Loss (gain) on sale of tangible capital assets	0	152,734	(40,990)
Proceeds on disposal of tangible capital assets	<u>0</u>	<u>0</u>	<u>40,991</u>
	<u>(2,442,695)</u>	<u>(4,067,636)</u>	<u>(1,093,800)</u>
Change in prepaid expenses	<u>0</u>	<u>1,550</u>	<u>(1,550)</u>
<b>(DECREASE) INCREASE IN NET FINANCIAL ASSETS</b>	(533,392)	648,591	322,913
<b>NET FINANCIAL ASSETS, beginning of year</b>	<u>6,695,855</u>	<u>6,695,855</u>	<u>6,372,942</u>
<b>NET FINANCIAL ASSETS, end of year</b>	<u>\$ 6,162,463</u>	<u>\$ 7,344,446</u>	<u>\$ 6,695,855</u>

# Statement of Cash Flows

- The Statement of Cash Flows breaks down the change in cash equivalents through the year between operating and capital sources

# Statement of Cash Flows

	2023	2022
<b>CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES</b>		
Annual surplus	\$ 4,714,677	\$ 1,418,263
Items not requiring an outlay of cash		
Change in post-employment benefits	(6,152)	(8,184)
Amortization of tangible capital assets	1,555,947	1,572,050
Loss (gain) on sale of tangible capital assets	152,734	(40,990)
	<u>6,417,206</u>	<u>2,941,139</u>
Changes in non-cash working capital		
Taxes receivable	(373,933)	(299,971)
Accounts receivable	(1,657,731)	95,304
Prepaid expenses	1,550	(1,550)
Accounts payable and accrued liabilities	608,677	191,483
Grading deposits	(3,500)	(4,500)
Security deposits	(137,097)	(4,104)
Entrance permit deposits	(2,000)	6,000
Deferred revenue	1,330,982	(244,427)
	<u>6,184,154</u>	<u>2,679,374</u>
<b>CASH PROVIDED BY (USED IN) CAPITAL ACTIVITIES</b>		
Acquisition of tangible capital assets	(5,776,317)	(2,665,851)
Proceeds on disposal of tangible capital assets	0	40,991
	<u>(5,776,317)</u>	<u>(2,624,860)</u>
<b>NET INCREASE IN CASH AND CASH EQUIVALENTS</b>	407,837	54,514
<b>NET CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR</b>	<u>9,332,539</u>	<u>9,278,025</u>
<b>NET CASH AND CASH EQUIVALENTS, END OF YEAR</b>	<u>\$ 9,740,376</u>	<u>\$ 9,332,539</u>



# Schedule of Accumulated Surplus

- The Schedule of Accumulated Surplus (Schedule 2) shows the various sources of the accumulated surplus, including reserves
- Reserves shown are amounts set aside by the municipality for specific purposes

# Schedule of Accumulated Surplus

	2023	2022
<b>SURPLUSES</b>		
Invested in tangible capital assets	\$ 26,413,319	\$ 22,345,683
Unfunded post-employment benefits	(67,883)	(74,035)
General surplus	28,203	44,019
Barber's Beach street lighting area	331	810
Cambridge fire area	<u>2,038</u>	<u>2,224</u>
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<b>RESERVES</b>		
Working funds	633,889	630,411
Contingencies	345,182	326,022
Asset management	4,193,747	4,474,174
Operating purposes	1,470,430	802,581
Capital purposes	<u>738,509</u>	<u>491,199</u>
	<u>7,381,757</u>	<u>6,724,387</u>
<b>ACCUMULATED SURPLUS</b>	<u>\$ 33,757,765</u>	<u>\$ 29,043,088</u>

# Deferred Revenue

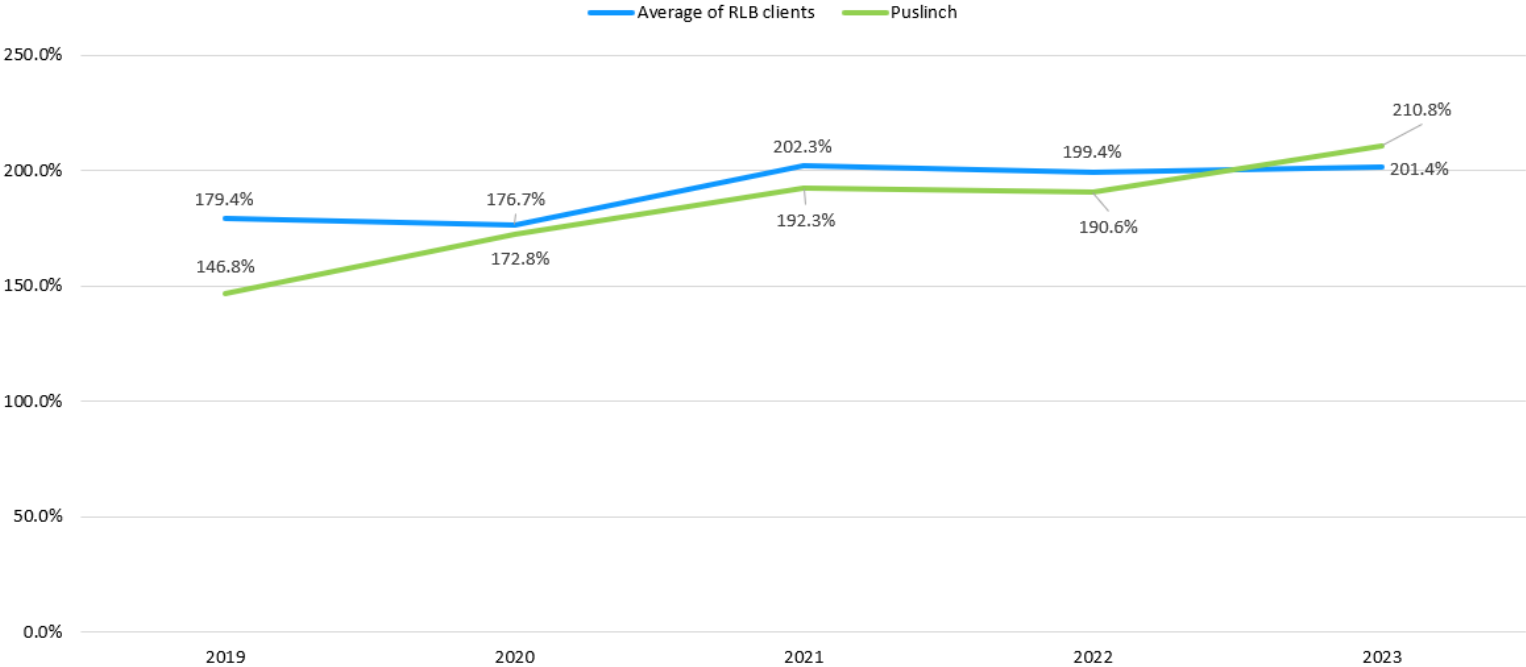
- The deferred revenue note reconciles the activity within obligatory reserve funds and other deferred items
- Deferred revenue is revenue received that has not yet been spent
- Obligatory reserve funds are deferred revenue that the municipality is required by law, regulation or the funding agreement that a reserve fund be utilized

# Deferred Revenue

	Opening	Contributions Received	Investment Income	Revenue Recognized	Ending
<b>Obligatory reserve funds</b>					
Development charges Federal Canada Community-Building Fund	\$ 1,515,069	\$ 1,596,413	\$ 114,230	\$ (459,080)	\$ 2,766,632
Recreational land	222,037	242,778	8,634	(371,867)	101,582
Stomwater perpetual maintenance	1,121,367	1,100,120	61,927	(1,083,552)	1,199,862
	59,188	0	0	0	59,188
	<u>2,917,661</u>	<u>2,939,311</u>	<u>184,791</u>	<u>(1,914,499)</u>	<u>4,127,264</u>
<b>Other</b>					
Taxation	304,800	349,286	0	(304,800)	349,286
Recreation	47,000	60,417	0	(47,000)	60,417
Building permits	18,026	81,502	0	(18,026)	81,502
	<u>369,826</u>	<u>491,205</u>	<u>0</u>	<u>(369,826)</u>	<u>491,205</u>
	<u>\$ 3,287,487</u>	<u>\$ 3,430,516</u>	<u>\$ 184,791</u>	<u>\$ (2,284,325)</u>	<u>\$ 4,618,469</u>

# Reserve & Reserve Funds

Reserves & Reserve Funds as a % of Total Tax Revenue



# Next Steps

Council and management to communicate any changes to representations given throughout the audit process or any awareness of fraud up to the date of financial statement approval

Approval of financial statements by Council

Receipt of signed management representation letter

Township's submission of Financial Information Return (FIR)



Questions?

Thank  
you!





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## **REPORT FIN-2024-012**

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TO: Mayor and Members of Council

PREPARED BY: Michelle Cassar, Deputy Treasurer

PRESENTED BY: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: May 1, 2024

SUBJECT: Fourth Quarter Financial Report – 2023  
File: F05 – BUD

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### **RECOMMENDATIONS**

**THAT Report FIN-2024-012 entitled Fourth Quarter Financial Report – 2023 be received.**

#### **Purpose**

The purpose of this report is to provide Council a summary of the Township finances for the Fourth Quarter of 2023 (October, November, December).

#### **Background**

Council receives a summary of the Township finances on a quarterly basis as required by the Township's annual audit. This report is prepared in consultation with department heads.

#### **Financial Implications**

Discussed throughout the Report and within the Schedules attached to the Report.

#### **Applicable Legislation and Requirements**

None

#### **Engagement Opportunities**

N/A

**Attachments**

Schedule A – Departmental Detail

Schedule B – Expense and Revenue Summary

Schedule C – Other Financial Data

**Respectfully submitted:**

**Michelle Cassar**  
**Deputy Treasurer**

**Reviewed by:**

**Mary Hasan**  
**Director of Finance/Treasurer**

**Report FIN-2024-012 - Fourth Quarter Financial Report - 2023**  
**Schedule A - Departmental Detail**

	Current Quarter		\$ Budget		%
	Actuals	YTD Actuals	Remaining	2023 Budget	Remaining
<b>Building</b>					
<b>Building</b>					
<b>Expenditures</b>					
<b>Building Maintenance</b>					
Municipal Office Costs Recovered from Building	\$22,919	\$22,919	-\$2,531	20,387	-12%
<b>Contract Services/Professional Fees</b>					
Contract Services	\$23,320	\$68,686	\$3,818	72,503	5%
Professional Fees - Audit	\$1,362	\$6,405	\$195	6,600	3%
Professional Fees - Engineering & Environmental	\$1,308	\$1,593	\$38,407	40,000	96%
Professional Fees - Legal	\$2,899	\$17,916	\$2,084	20,000	10%
<b>Materials and Supplies</b>					
Advertising	\$2,033	\$2,240	-\$525	1,715	-31%
Clothing, Safety Allowance	\$412	\$720	\$0	720	0%
<b>Office Equipment and Supplies</b>					
Computer Software & Hardware	\$401	\$511	-\$211	300	-70%
Office Supplies & Equipment	\$469	\$1,385	\$115	1,500	8%
<b>Professional Development</b>					
Professional Development	\$1,950	\$5,348	\$7,961	13,309	60%
Travel - Meals	\$49	\$49	\$201	250	80%
Travel - Accommodations & Parking	\$1,262	\$1,262	\$738	2,000	37%
Membership & Subscription Fees	\$362	\$4,663	\$49	4,711	1%
<b>Salaries, Wages and Benefits</b>					
FT Wages	\$87,153	\$319,934	\$5,010	324,944	2%
Group Benefits	\$9,216	\$32,755	\$4,050	36,805	11%
OT Wages	\$0	\$0	\$500	500	100%
PT Wages	\$0	\$0	\$0	0	N/A
WSIB	\$2,375	\$9,565	\$570	10,136	6%
FT Wage Related Expenses	\$13,733	\$57,742	\$1,715	59,457	3%
PT Wage Related Expenses	\$0	\$0	\$0	0	N/A
<b>Utilities</b>					
Emergency Management	\$233	\$554	-\$24	530	-4%
Fuel	\$2,060	\$2,060	-\$44	2,016	-2%
Insurance	\$360	\$13,391	\$156	13,547	1%

**Report FIN-2024-012 - Fourth Quarter Financial Report - 2023**  
**Schedule A - Departmental Detail**

	Current Quarter		\$ Budget		%
	Actuals	YTD Actuals	Remaining	2023 Budget	Remaining
Postage	\$0	\$810	\$190	1,000	19%
Communication (phone,fax,internet)	\$807	\$2,748	\$447	3,196	14%
Bank Service Charges	\$1,151	\$4,751	\$649	5,400	12%
<b>Vehicles and Equipment</b>					
Mileage	\$446	\$743	-\$243	500	-49%
Vehicle Maintenance	\$162	\$1,586	-\$586	1,000	-59%
Vehicle Plates	\$0	\$0	\$125	125	100%
<b>Expenditures Total</b>	<b>\$176,441</b>	<b>\$580,337</b>	<b>\$62,813</b>	<b>643,150</b>	<b>10%</b>
<b>Revenues</b>					
<b>Recoveries</b>					
Other Recoveries	\$0	\$0	-\$500	-500	100%
<b>User Fees, Licenses and Fines</b>					
Alternative Solution Application	\$0	\$0	-\$569	-569	100%
Demolition Permits	-\$528	-\$1,760	\$260	-1,500	-17%
Designated Structures Permit	\$0	-\$473	-\$1,527	-2,000	76%
Farm Building Permits	\$0	\$0	-\$24,000	-24,000	100%
Institutional, Commercial & Industrial Building Permits	-\$946	-\$708,939	\$677,859	-31,080	-2181%
Occupancy Permits	-\$880	-\$2,276	-\$3,424	-5,700	60%
Online Service Fee	-\$366	-\$1,709	-\$2,591	-4,300	60%
Re-inspection fees	-\$176	-\$176	-\$176	-352	50%
Residential Building Permits	\$29,778	-\$194,242	-\$225,758	-420,000	54%
Revision to a Permit	-\$708	-\$3,186	-\$1,514	-4,700	32%
Septic System Permit - Alter	\$0	-\$3,192	-\$1,748	-4,940	35%
Septic System Permit - New	-\$4,963	-\$14,789	-\$19,211	-34,000	57%
Sign Permits	\$295	-\$295	-\$955	-1,250	76%
Tent or Marquee Fee	\$0	-\$1,185	-\$2,315	-3,500	66%
Transfer of Permit	\$0	-\$176	-\$324	-500	65%
Reproduction of Digital Drawings Fees	\$0	\$0	-\$350	-350	100%
<b>Revenues Total</b>	<b>\$21,506</b>	<b>-\$932,398</b>	<b>\$393,157</b>	<b>-539,241</b>	<b>-73%</b>

**Report FIN-2024-012 - Fourth Quarter Financial Report - 2023**  
**Schedule A - Departmental Detail**

	Current Quarter		\$ Budget		%
	Actuals	YTD Actuals	Remaining	2023 Budget	Remaining
By-law					
<b>By-law</b>					
<b>Expenditures</b>					
<b>Contract Services/Professional Fees</b>					
Contract Services	\$5,490	\$17,585	\$343	17,928	2%
Livestock Loss	\$0	\$0	\$353	353	100%
Professional Fees - Engineering & Environmental	\$13,100	\$34,375	-\$16,375	18,000	-91%
Professional Fees - Legal	\$40,970	\$97,757	-\$67,757	30,000	-226%
<b>Materials and Supplies</b>					
Advertising	\$0	\$0	\$1,500	1,500	100%
Clothing, Safety Allowance	\$102	\$150	\$110	260	42%
Public Education	\$0	\$0	\$0	0	N/A
Signage	\$180	\$360	\$1,440	1,800	80%
<b>Office Equipment and Supplies</b>					
Office Supplies & Equipment	\$227	\$341	-\$191	150	-127%
<b>Professional Development</b>					
Professional Development	\$0	\$1,630	\$270	1,900	14%
Travel - Meals	\$0	\$0	\$50	50	100%
Travel - Accommodations & Parking	\$0	\$0	\$250	250	100%
Membership & Subscription Fees	\$0	\$363	-\$123	240	-51%
<b>Salaries, Wages and Benefits</b>					
FT Wages	\$18,270	\$61,965	\$1,278	63,243	2%
Group Benefits	\$1,271	\$5,041	\$98	5,139	2%
OT Wages	\$1,351	\$1,681	-\$1,181	500	-236%
PT Wages	\$340	\$340	\$360	700	51%
WSIB	\$631	\$1,960	\$125	2,084	6%
FT Wage Related Expenses	\$3,266	\$11,533	\$270	11,803	2%
<b>Utilities</b>					
Fuel	\$1,426	\$1,426	\$590	2,016	29%
Insurance	\$0	\$10,586	\$67	10,653	1%
Communication (phone,fax,internet)	\$275	\$665	\$87	752	12%
<b>Vehicles and Equipment</b>					
Mileage	\$0	\$0	\$500	500	100%
Vehicle Maintenance	\$0	\$602	-\$102	500	-20%

**Report FIN-2024-012 - Fourth Quarter Financial Report - 2023**  
**Schedule A - Departmental Detail**

	Current Quarter		\$ Budget		%
	Actuals	YTD Actuals	Remaining	2023 Budget	Remaining
Vehicle Plates	\$0	\$0	\$125	125	100%
<b>Expenditures Total</b>	<b>\$86,899</b>	<b>\$248,361</b>	<b>-\$77,915</b>	<b>170,446</b>	<b>-46%</b>
<b>Revenues</b>					
<b>Recoveries</b>					
Engineering, Environmental, and Legal Fees Recovered	-\$17,031	-\$38,608	\$25,608	-13,000	-197%
Ontario Wildlife Damage Compensation	\$0	\$0	-\$353	-353	100%
Other Recoveries	\$0	-\$995	\$738	-257	-287%
<b>User Fees, Licenses and Fines</b>					
Dog Tags and Kennel Licences	-\$2,757	-\$14,757	\$881	-13,876	-6%
Fence Viewer's Application	\$0	\$0	\$0	0	N/A
Filming Permit Fee	\$0	\$0	-\$570	-570	100%
Inspection Permit - LCBO	\$0	\$0	-\$177	-177	100%
Lottery Licences	-\$42	-\$42	-\$58	-100	58%
Municipal addressing signs	-\$184	-\$522	-\$1,658	-2,180	76%
Pool Enclosure Permit	-\$976	-\$1,221	-\$6,956	-8,177	85%
Property Standards Appeal Fee	\$0	\$0	-\$290	-290	100%
Septic Compliance Letter	-\$171	-\$770	-\$347	-1,117	31%
Sign Permits	\$0	\$0	-\$113	-113	100%
Site Alteration Agreement	-\$7,721	-\$9,947	\$5,947	-4,000	-149%
Special Events Permit	-\$86	-\$1,074	-\$637	-1,711	37%
Reinspection Fee	\$0	\$0	-\$375	-375	100%
Publicized Display Fees	\$0	\$0	-\$300	-300	100%
<b>Revenues Total</b>	<b>-\$28,968</b>	<b>-\$67,935</b>	<b>\$21,339</b>	<b>-46,596</b>	<b>-46%</b>

**Report FIN-2024-012 - Fourth Quarter Financial Report - 2023**  
**Schedule A - Departmental Detail**

	Current Quarter		\$ Budget		%
	Actuals	YTD Actuals	Remaining	2023 Budget	Remaining
Fire and Rescue					
<b>Fire and Rescue</b>					
<b>Expenditures</b>					
<b>Contract Services/Professional Fees</b>					
Contract Services	\$50,616	\$206,926	-\$7,192	199,734	-4%
<b>Materials and Supplies</b>					
Advertising	\$901	\$901	\$99	1,000	10%
Clothing, Safety Allowance	\$4,096	\$10,733	\$10,520	21,252	49%
Oxygen & Medical Supplies	\$806	\$2,402	\$698	3,100	23%
Public Education	\$1,043	\$3,000	\$0	3,000	0%
<b>Office Equipment and Supplies</b>					
Office Supplies & Equipment	\$286	\$616	\$884	1,500	59%
<b>Professional Development</b>					
Professional Development	\$3,609	\$17,909	\$461	18,370	3%
Travel - Meals	\$400	\$509	\$491	1,000	49%
Travel - Accommodations & Parking	\$790	\$942	\$1,558	2,500	62%
Membership & Subscription Fees	\$1,180	\$2,140	\$1,445	3,585	40%
<b>Salaries, Wages and Benefits</b>					
Group Benefits	\$2,254	\$16,971	\$1,932	18,903	10%
WSIB	\$3,693	\$13,046	-\$615	12,431	-5%
Remuneration	\$141,211	\$469,191	-\$89,040	380,151	-23%
Remuneration Related Expenses	\$12,966	\$39,602	-\$5,644	33,958	-17%
<b>Utilities</b>					
Fuel	\$16,443	\$16,443	\$2,907	19,350	15%
Insurance	\$0	\$52,930	\$334	53,264	1%
Communication (phone,fax,internet)	\$4,166	\$6,985	-\$868	6,117	-14%
<b>Vehicles and Equipment</b>					
Equipment Maintenance & Supplies	\$6,773	\$14,419	\$10,581	25,000	42%
Mileage	\$296	\$1,693	\$307	2,000	15%
Permits	\$0	\$541	-\$34	507	-7%
Vehicle Maintenance	\$6,856	\$52,285	-\$12,285	40,000	-31%
Vehicle Plates	\$265	\$265	\$0	265	0%
<b>Expenditures Total</b>	<b>\$258,650</b>	<b>\$930,448</b>	<b>-\$83,460</b>	<b>846,988</b>	<b>-10%</b>
<b>Revenues</b>					



**Report FIN-2024-012 - Fourth Quarter Financial Report - 2023**  
**Schedule A - Departmental Detail**

	Current Quarter		\$ Budget		%
	Actuals	YTD Actuals	Remaining	2023 Budget	Remaining
<b>Grants</b>					
Office of Fire Marshal Grants	\$0	\$0	\$0	0	N/A
<b>Recoveries</b>					
Other Recoveries	-\$1,296	-\$1,568	-\$7,869	-9,437	83%
<b>User Fees, Licenses and Fines</b>					
Boarding up or Barricading	\$0	\$0	\$0	0	N/A
Burning Permit Violations	\$0	\$0	-\$1,086	-1,086	100%
Carbon Monoxide Alarms and Smoke Alarms	\$0	\$0	\$0	0	N/A
Fire Alarm False Alarm Calls	\$0	\$0	\$0	0	N/A
Fire Extinguisher Training	\$0	\$0	-\$563	-563	100%
Fire Safety Plan Review	\$0	-\$133	-\$140	-273	51%
Fireworks Permits	\$0	\$0	-\$113	-113	100%
Information/Fire Reports	\$0	-\$599	\$86	-513	-17%
Inspections	\$0	\$0	\$0	0	N/A
Key Boxes	\$0	\$0	-\$505	-505	100%
Motor Vehicle Emergency Responses	-\$47,691	-\$114,227	\$20,866	-93,361	-22%
Occupancy Load	\$0	\$0	\$0	0	N/A
Open Burning Permit and Inspection	-\$524	-\$14,813	-\$187	-15,000	1%
Post Fire Watch	\$0	\$0	\$0	0	N/A
Water Tank Locks	\$0	\$0	-\$20	-20	100%
<b>Revenues Total</b>	<b>-\$49,511</b>	<b>-\$131,339</b>	<b>\$10,468</b>	<b>-120,871</b>	<b>-9%</b>

**Report FIN-2024-012 - Fourth Quarter Financial Report - 2023**  
**Schedule A - Departmental Detail**

	Current Quarter		\$ Budget		%
	Actuals	YTD Actuals	Remaining	2023 Budget	Remaining
<b>General Government</b>					
<b>Administration</b>					
<b>Expenditures</b>					
<b>Community Grants</b>					
Heritage Financial Incentive Program	\$1,000	\$1,000	-\$1,000	0	N/A
<b>Contract Services/Professional Fees</b>					
Contract Services	\$31,752	\$99,547	-\$41,757	57,790	-72%
Professional Fees - Engineering & Environmental	\$20,413	\$37,609	\$6,813	44,423	15%
Professional Fees - Legal	\$145,107	\$251,394	-\$222,894	28,500	-782%
Professional Fees - Township-wide Groundwater Monitoring	\$3,547	\$4,908	-\$908	4,000	-23%
<b>Materials and Supplies</b>					
Advertising	\$979	\$4,144	\$9,366	13,510	69%
Clothing, Safety Allowance	\$0	\$0	\$500	500	100%
Events and Other	\$7,594	\$8,715	\$2,883	11,598	25%
<b>Office Equipment and Supplies</b>					
Office Supplies & Equipment	\$202	\$1,066	\$234	1,300	18%
<b>Professional Development</b>					
Professional Development	\$1,744	\$11,557	\$743	12,300	6%
Travel - Air Fare	\$0	\$0	\$500	500	100%
Travel - Meals	\$0	\$0	\$100	100	100%
Travel - Accommodations & Parking	\$0	\$0	\$500	500	100%
Membership & Subscription Fees	\$0	\$16,571	\$455	17,025	3%
<b>Salaries, Wages and Benefits</b>					
FT Wages	\$106,822	\$357,260	\$79,350	436,610	18%
Group Benefits	\$1,689	\$26,749	\$13,952	40,701	34%
OT Wages	\$3,842	\$4,821	-\$4,321	500	-864%
PT Wages	\$2,594	\$7,419	\$1,021	8,440	12%
WSIB	\$3,095	\$10,814	\$2,183	12,998	17%
FT Wage Related Expenses	\$16,631	\$62,749	\$15,909	78,658	20%
PT Wage Related Expenses	\$231	\$599	\$1,020	1,619	63%
<b>Utilities</b>					
Insurance	\$840	\$43,303	\$5,408	48,711	11%
Communication (phone,fax,internet)	\$345	\$1,083	-\$329	754	-44%
<b>Vehicles and Equipment</b>					

**Report FIN-2024-012 - Fourth Quarter Financial Report - 2023**  
**Schedule A - Departmental Detail**

	Current Quarter		\$ Budget		%
	Actuals	YTD Actuals	Remaining	2023 Budget	Remaining
Mileage	\$0	\$33	\$167	200	83%
<b>Expenditures Total</b>	<b>\$348,428</b>	<b>\$951,341</b>	<b>-\$130,104</b>	<b>821,237</b>	<b>-16%</b>
<b>Revenues</b>					
<b>Grants</b>					
Ontario Cannabis Legalization Implementation Fund	\$0	\$0	\$0	0	N/A
<b>Recoveries</b>					
Engineering, Environmental, and Legal Fees Recovered	-\$3,953	-\$7,518	-\$2,482	-10,000	25%
Nestle Agreement	-\$500	-\$500	\$0	-500	0%
Other Recoveries	-\$100	-\$100	-\$400	-500	80%
Recoveries from Staff Events	-\$1,042	-\$1,042	-\$258	-1,300	20%
<b>User Fees, Licenses and Fines</b>					
Signature of Commissioner and FOI Requests	-\$90	-\$1,567	-\$589	-2,156	27%
<b>Revenues Total</b>	<b>-\$5,684</b>	<b>-\$10,727</b>	<b>-\$3,729</b>	<b>-14,456</b>	<b>26%</b>

**Report FIN-2024-012 - Fourth Quarter Financial Report - 2023**  
**Schedule A - Departmental Detail**

	Current Quarter		\$ Budget		%
	Actuals	YTD Actuals	Remaining	2023 Budget	Remaining
<b>Corporate</b>					
<b>Expenditures</b>					
<b>Contract Services/Professional Fees</b>					
Conservation Authorities Levy Payment	\$0	\$184,296	-\$2	184,294	0%
<b>Writeoffs</b>					
Taxes written off (Twp share only)	\$490	\$31,741	\$259	32,000	1%
Tax write off Accrual	-\$29,910	-\$29,910	\$29,910	0	N/A
<b>Expenditures Total</b>	<b>-\$29,420</b>	<b>\$186,127</b>	<b>\$30,167</b>	<b>216,294</b>	<b>14%</b>
<b>Revenues</b>					
<b>Grants</b>					
Operating Donations	\$0	\$0	\$0	0	N/A
Provincial OMPF Operating Grant	-\$105,775	-\$423,100	\$0	-423,100	0%
<b>Payments-in-Lieu of Taxes and Other Levies</b>					
PIL Mun Tax Assistance	-\$8,835	-\$28,726	\$0	-28,726	0%
PIL Transportation Ministry	\$0	-\$34,078	\$0	-34,078	0%
PIL Hydro One	\$0	-\$11,950	-\$197	-12,147	2%
PIL Greater Toronto Transit Authority	-\$2,131	-\$14,249	\$2,131	-12,118	-18%
IH Municipal Retained Portion	-\$6,310	-\$6,310	\$0	-6,310	0%
PIL Guelph Junction Railway	\$0	-\$718	-\$105	-824	13%
PIL County of Wellington Landfill	\$0	-\$8,651	\$0	-8,651	0%
PIL City of Guelph	\$0	-\$37,334	\$0	-37,334	0%
PIL University of Guelph	\$0	-\$778	\$0	-778	0%
PIL Canadian National Railway	\$0	-\$311	-\$46	-356	13%
PIL Canadian Pacific Railway	\$0	-\$1,052	-\$154	-1,206	13%
<b>Penalties and Interest</b>					
Interest - Tax Arrears	-\$66,497	-\$208,522	\$88,522	-120,000	-74%
Interest on Cash and Equivalents	-\$200,700	-\$477,374	\$380,374	-97,000	-392%
Penalties - Property Taxes	-\$12,300	-\$51,101	-\$38,899	-90,000	43%
<b>Property Taxes</b>					
Supplemental Billings	-\$38,060	-\$229,277	\$92,277	-137,000	-67%
<b>User Fees, Licenses and Fines</b>					
Other Revenues	\$0	\$0	\$0	0	N/A
<b>Revenues Total</b>	<b>-\$440,608</b>	<b>-\$1,533,531</b>	<b>\$523,904</b>	<b>-1,009,627</b>	<b>-52%</b>

**Report FIN-2024-012 - Fourth Quarter Financial Report - 2023**  
**Schedule A - Departmental Detail**

	Current Quarter		\$ Budget		%
	Actuals	YTD Actuals	Remaining	2023 Budget	Remaining
<b>Council</b>					
<b>Expenditures</b>					
<b>Office Equipment and Supplies</b>					
Office Supplies & Equipment	\$16	\$47	\$153	200	77%
<b>Professional Development</b>					
Professional Development	\$682	\$1,216	\$1,984	3,200	62%
Travel - Air Fare	\$0	\$0	\$500	500	100%
Travel - Meals	\$0	\$46	\$154	200	77%
Travel - Accommodations & Parking	\$0	\$508	\$2,992	3,500	85%
Membership & Subscription Fees	\$0	\$0	\$0	0	N/A
<b>Salaries, Wages and Benefits</b>					
Group Benefits	\$4,800	\$18,721	\$5,938	24,659	24%
Remuneration	\$31,918	\$109,748	-\$308	109,440	0%
Remuneration Related Expenses	\$2,049	\$6,637	\$2,009	8,646	23%
<b>Vehicles and Equipment</b>					
Mileage	\$118	\$231	\$569	800	71%
<b>Expenditures Total</b>	<b>\$39,583</b>	<b>\$137,154</b>	<b>\$13,991</b>	<b>151,145</b>	<b>9%</b>

**Report FIN-2024-012 - Fourth Quarter Financial Report - 2023**  
**Schedule A - Departmental Detail**

	Current Quarter		\$ Budget		%
	Actuals	YTD Actuals	Remaining	2023 Budget	Remaining
<b>Elections</b>					
<b>Expenditures</b>					
<b>Contract Services/Professional Fees</b>					
Professional Fees - Audit	\$0	\$47	\$1,503	1,550	97%
Contract Services	\$0	\$1,883	-\$407	1,476	-28%
<b>Materials and Supplies</b>					
Advertising	\$0	\$0	\$0	0	N/A
Signage	\$0	\$0	\$0	0	N/A
<b>Office Equipment and Supplies</b>					
Office Supplies & Equipment	\$0	\$0	\$0	0	N/A
<b>Professional Development</b>					
Professional Development	\$0	\$0	\$0	0	N/A
<b>Salaries, Wages and Benefits</b>					
Per Diems	\$0	\$0	\$0	0	N/A
<b>Utilities</b>					
Postage	\$0	\$0	\$0	0	N/A
<b>Expenditures Total</b>	<b>\$0</b>	<b>\$1,929</b>	<b>\$1,096</b>	<b>3,026</b>	<b>36%</b>
<b>Revenues</b>					
<b>Recoveries</b>					
Election - Other Recoveries	\$0	\$0	\$0	0	N/A
Nomination Fees	\$0	\$0	\$0	0	N/A
<b>Revenues Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0</b>	<b>N/A</b>

**Report FIN-2024-012 - Fourth Quarter Financial Report - 2023**  
**Schedule A - Departmental Detail**

	Current Quarter		\$ Budget		%
	Actuals	YTD Actuals	Remaining	2023 Budget	Remaining
<b>Finance</b>					
<b>Expenditures</b>					
<b>Community Grants</b>					
Community Grants	\$0	\$11,982	\$133	12,115	1%
<b>Contract Services/Professional Fees</b>					
Contract Services	\$24,726	\$69,043	-\$4,376	64,667	-7%
Environmental Service - Garbage Bags	\$3,600	\$10,400	-\$6,400	4,000	-160%
Professional Fees - Audit	\$3,177	\$14,944	\$456	15,400	3%
<b>Debt - Penalties and Interest</b>					
Debt Interest Repayment	\$0	\$0	\$0	0	N/A
Principal Repayment	\$0	\$0	\$0	0	N/A
<b>Materials and Supplies</b>					
Advertising and Tax Sale Expenses	\$10,382	\$26,353	-\$13,359	12,994	-103%
COVID-19 Incremental Expenses	\$0	\$0	\$0	0	N/A
<b>Office Equipment and Supplies</b>					
Computer Software & Hardware	\$433	\$1,758	-\$758	1,000	-76%
Office Supplies & Equipment	\$2,363	\$6,697	-\$1,697	5,000	-34%
<b>Professional Development</b>					
Travel - Meals	\$0	\$0	\$100	100	100%
Travel - Accommodations & Parking	\$0	\$0	\$1,000	1,000	100%
Membership & Subscription Fees	\$0	\$3,387	-\$272	3,114	-9%
Professional Development	\$152	\$1,641	\$2,917	4,559	64%
<b>Salaries, Wages and Benefits</b>					
FT Wages	\$77,699	\$325,728	\$79,505	405,233	20%
OT Wages	\$4,216	\$4,216	-\$3,716	500	-743%
Group Benefits	\$10,375	\$44,661	\$3,475	48,136	7%
WSIB	\$2,474	\$11,091	\$1,531	12,622	12%
PT Wages	\$15,988	\$54,572	-\$54,572	0	N/A
FT Wage Related Expenses	\$12,404	\$60,363	\$13,624	73,987	18%
PT Wage Related Expenses	\$2,871	\$6,578	-\$6,578	0	N/A
<b>Utilities</b>					
Communication (phone,fax,internet)	\$1,406	\$4,487	\$1,031	5,518	19%
Postage	\$3,111	\$14,061	-\$1,861	12,200	-15%
Emergency Management	\$441	\$1,292	-\$55	1,236	-4%

**Report FIN-2024-012 - Fourth Quarter Financial Report - 2023**  
**Schedule A - Departmental Detail**

	Current Quarter		\$ Budget		%
	Actuals	YTD Actuals	Remaining	2023 Budget	Remaining
Bank Service Charges	\$2,686	\$11,108	-\$108	11,000	-1%
<b>Vehicles and Equipment</b>					
Mileage	\$0	\$0	\$200	200	100%
<b>Writeoffs</b>					
Other Write-offs	\$3	\$10,141	-\$10,141	0	N/A
<b>Expenditures Total</b>	<b>\$178,504</b>	<b>\$694,501</b>	<b>\$80</b>	<b>694,582</b>	<b>0%</b>
<b>Revenues</b>					
<b>Grants</b>					
Safe Restart COVID-19 Funding	\$0	\$0	\$0	0	N/A
<b>Recoveries</b>					
Advertising, Legal, and Realtax Fees Recovered	-\$5,739	-\$20,591	\$6,591	-14,000	-47%
Garbage bags	-\$3,383	-\$9,634	\$5,634	-4,000	-141%
Other Recoveries	-\$628	-\$709	-\$791	-1,500	53%
<b>User Fees, Licenses and Fines</b>					
NSF Fees	-\$302	-\$1,164	\$561	-604	-93%
Tax Certificates	-\$1,552	-\$10,209	\$1,269	-8,940	-14%
Online Service Fee	-\$730	-\$2,489	\$489	-2,000	-24%
<b>Revenues Total</b>	<b>-\$12,334</b>	<b>-\$44,796</b>	<b>\$13,752</b>	<b>-31,044</b>	<b>-44%</b>



**Report FIN-2024-012 - Fourth Quarter Financial Report - 2023**  
**Schedule A - Departmental Detail**

	Current Quarter		\$ Budget		%
	Actuals	YTD Actuals	Remaining	2023 Budget	Remaining
<b>Heritage Committee</b>					
<b>Expenditures</b>					
<b>Office Equipment and Supplies</b>					
Office Supplies & Equipment	\$1,684	\$1,684	\$149	1,833	8%
<b>Professional Development</b>					
Professional Development	\$181	\$598	\$892	1,490	60%
Travel - Meals	\$0	\$0	\$150	150	100%
Travel - Accommodations & Parking	\$0	\$328	\$1,932	2,260	85%
Membership & Subscription Fees	\$0	\$177	\$0	177	0%
<b>Salaries, Wages and Benefits</b>					
Group Benefits	\$0	\$0	\$38	38	100%
WSIB	-\$51	\$159	\$60	219	28%
PT Wage Related Expenses	\$8	\$639	\$645	1,283	50%
Per Diems and PT Wages	\$1,963	\$8,786	\$981	9,766	10%
<b>Vehicles and Equipment</b>					
Mileage	\$0	\$109	\$651	760	86%
<b>Expenditures Total</b>	<b>\$3,785</b>	<b>\$12,479</b>	<b>\$5,498</b>	<b>17,977</b>	<b>31%</b>
<b>Revenues</b>					
<b>Grants</b>					
Federal Young Canada Works Operating Grant	-\$1,898	-\$6,398	\$698	-5,700	-12%
<b>Recoveries</b>					
Doors of Puslinch Posters	\$0	\$0	-\$4,248	-4,248	100%
<b>Revenues Total</b>	<b>-\$1,898</b>	<b>-\$6,398</b>	<b>-\$3,550</b>	<b>-9,948</b>	<b>36%</b>

**Report FIN-2024-012 - Fourth Quarter Financial Report - 2023**  
**Schedule A - Departmental Detail**

	Current Quarter		\$ Budget		%
	Actuals	YTD Actuals	Remaining	2023 Budget	Remaining
<b>Municipal Office</b>					
<b>Expenditures</b>					
<b>Building Maintenance</b>					
Cleaning, Maintenance & Supplies - Interior	\$15,231	\$27,918	-\$1,972	25,946	-8%
Outdoor Maintenance	\$0	\$288	\$1,012	1,300	78%
<b>Contract Services/Professional Fees</b>					
Contract Services	\$1,390	\$3,722	\$2,279	6,000	38%
Water Protection	\$158	\$1,747	-\$747	1,000	-75%
<b>Office Equipment and Supplies</b>					
Kitchen Supplies & Equipment	\$1,114	\$5,452	-\$952	4,500	-21%
<b>Utilities</b>					
Heat	\$3,638	\$14,298	-\$2,798	11,500	-24%
Hydro	\$5,302	\$19,173	-\$4,173	15,000	-28%
Waste Removal	\$1,360	\$3,799	-\$1,087	2,712	-40%
<b>Expenditures Total</b>	<b>\$28,193</b>	<b>\$76,396</b>	<b>-\$8,438</b>	<b>67,958</b>	<b>-12%</b>
<b>Revenues</b>					
<b>Recoveries</b>					
Municipal Office Costs Recovered from Building Department	-\$22,919	-\$22,919	\$2,531	-20,387	-12%
<b>Revenues Total</b>	<b>-\$22,919</b>	<b>-\$22,919</b>	<b>\$2,531</b>	<b>-20,387</b>	<b>-12%</b>

**Report FIN-2024-012 - Fourth Quarter Financial Report - 2023**  
**Schedule A - Departmental Detail**

	Current Quarter		\$ Budget		%
	Actuals	YTD Actuals	Remaining	2023 Budget	Remaining
<b>PDAC</b>					
<b>Expenditures</b>					
<b>Office Equipment and Supplies</b>					
Office Supplies & Equipment	\$65	\$65	\$35	100	35%
<b>Professional Development</b>					
Professional Development	\$0	\$400	\$100	500	20%
Travel - Meals	\$0	\$0	\$50	50	100%
Travel - Accommodations & Parking	\$0	\$0	\$500	500	100%
<b>Salaries, Wages and Benefits</b>					
Per Diems	\$4,337	\$4,337	\$586	4,923	12%
<b>Vehicles and Equipment</b>					
Mileage	\$0	\$0	\$150	150	100%
<b>Expenditures Total</b>	<b>\$4,402</b>	<b>\$4,802</b>	<b>\$1,421</b>	<b>6,223</b>	<b>23%</b>

**Report FIN-2024-012 - Fourth Quarter Financial Report - 2023**  
**Schedule A - Departmental Detail**

	Current Quarter		\$ Budget		%
	Actuals	YTD Actuals	Remaining	2023 Budget	Remaining
<b>Recreation Committee</b>					
<b>Expenditures</b>					
<b>Office Equipment and Supplies</b>					
Office Supplies & Equipment	\$65	\$65	\$35	100	35%
<b>Professional Development</b>					
Professional Development	\$0	\$521	-\$21	500	-4%
Travel - Meals	\$0	\$0	\$50	50	100%
Travel - Accommodations & Parking	\$0	\$0	\$500	500	100%
<b>Salaries, Wages and Benefits</b>					
Per Diems	\$1,538	\$1,538	\$102	1,641	6%
<b>Vehicles and Equipment</b>					
Mileage	\$0	\$0	\$150	150	100%
<b>Expenditures Total</b>	<b>\$1,603</b>	<b>\$2,124</b>	<b>\$816</b>	<b>2,941</b>	<b>28%</b>

**Report FIN-2024-012 - Fourth Quarter Financial Report - 2023**  
**Schedule A - Departmental Detail**

	Current Quarter		\$ Budget		%
	Actuals	YTD Actuals	Remaining	2023 Budget	Remaining
<b>Youth Committee</b>					
<b>Expenditures</b>					
<b>Office Equipment and Supplies</b>					
Office Supplies & Equipment	\$238	\$238	\$262	500	52%
<b>Professional Development</b>					
Professional Development	\$0	\$0	\$0	0	N/A
<b>Vehicles and Equipment</b>					
Mileage	\$0	\$0	\$0	0	N/A
<b>Expenditures Total</b>	<b>\$238</b>	<b>\$238</b>	<b>\$262</b>	<b>500</b>	<b>52%</b>

**Report FIN-2024-012 - Fourth Quarter Financial Report - 2023**  
**Schedule A - Departmental Detail**

	Current Quarter		\$ Budget		%
	Actuals	YTD Actuals	Remaining	2023 Budget	Remaining
Parks and Recreation					
<b>Library</b>					
<b>Expenditures</b>					
<b>Utilities</b>					
Water Protection	\$1,188	\$3,034	-\$784	2,250	-35%
Library Historical Society Rent	\$1,294	\$5,603	-\$163	5,440	-3%
<b>Expenditures Total</b>	<b>\$2,482</b>	<b>\$8,637</b>	<b>-\$947</b>	<b>7,690</b>	<b>-12%</b>
<b>Revenues</b>					
<b>Recoveries</b>					
Costs Recovered from County	-\$9,440	-\$9,440	\$6,140	-3,300	-186%
<b>Revenues Total</b>	<b>-\$9,440</b>	<b>-\$9,440</b>	<b>\$6,140</b>	<b>-3,300</b>	<b>-186%</b>

**Report FIN-2024-012 - Fourth Quarter Financial Report - 2023**  
**Schedule A - Departmental Detail**

	Current Quarter		\$ Budget		%
	Actuals	YTD Actuals	Remaining	2023 Budget	Remaining
<b>Parks</b>					
<b>Expenditures</b>					
<b>Contract Services/Professional Fees</b>					
Contract Services	\$397	\$794	\$1,500	2,294	65%
Water Protection	\$0	\$0	\$500	500	100%
<b>Materials and Supplies</b>					
Advertising	\$0	\$0	\$2,100	2,100	100%
Outdoor Maintenance	\$1,229	\$6,909	\$6,091	13,000	47%
<b>Salaries, Wages and Benefits</b>					
FT Wages	\$33,954	\$119,103	-\$8,580	110,523	-8%
Group Benefits	\$3,892	\$14,680	\$538	15,218	4%
OT Wages	\$0	\$2,607	-\$1,607	1,000	-161%
PT Wages	\$0	\$0	\$0	0	N/A
WSIB	\$1,186	\$3,610	\$37	3,647	1%
FT Wage Related Expenses	\$6,240	\$22,088	-\$964	21,124	-5%
PT Wage Related Expenses	\$0	\$0	\$0	0	N/A
<b>Utilities</b>					
Fuel	\$6,476	\$6,476	-\$2,942	3,534	-83%
Hydro	\$1,869	\$3,650	-\$950	2,700	-35%
Insurance	\$0	\$10,586	\$67	10,653	1%
<b>Vehicles and Equipment</b>					
Equipment Maintenance & Supplies	\$22	\$4,196	-\$2,396	1,800	-133%
Mileage	\$0	\$0	\$0	0	N/A
Vehicle Maintenance	\$20	\$350	-\$350	0	N/A
<b>Expenditures Total</b>	<b>\$55,287</b>	<b>\$195,050</b>	<b>-\$6,957</b>	<b>188,092</b>	<b>-4%</b>
<b>Revenues</b>					
<b>Recoveries</b>					
Other Recoveries	\$450	\$0	\$0	0	N/A
<b>User Fees, Licenses and Fines</b>					
Aberfoyle/Morrison Ball Park/ Morrison Meadows	-\$297	-\$9,968	\$1,492	-8,475	-18%
Horse Paddock Rental	\$0	-\$91	\$34	-57	-60%
Picnic Shelter	\$0	-\$1,013	-\$145	-1,159	13%
Soccer Field Rentals	\$0	-\$2,213	-\$2,210	-4,423	50%
Tennis Court Rentals	\$0	\$0	-\$800	-800	100%

**Report FIN-2024-012 - Fourth Quarter Financial Report - 2023**  
**Schedule A - Departmental Detail**

	Current Quarter		\$ Budget		%
	Actuals	YTD Actuals	Remaining	2023 Budget	Remaining
<b>Revenues Total</b>	<b>\$153</b>	<b>-\$13,285</b>	<b>-\$1,629</b>	<b>-14,914</b>	<b>11%</b>
<b>Optimist Recreation Center</b>					
<b>Expenditures</b>					
<b>Building Maintenance</b>					
Cleaning, Maintenance & Supplies - Interior	\$1,000	\$8,829	-\$3,029	5,800	-52%
Outdoor Maintenance	\$3,247	\$7,407	\$593	8,000	7%
<b>Contract Services/Professional Fees</b>					
Contract Services	\$265	\$605	\$1,010	1,615	63%
Water Protection	\$99	\$958	\$42	1,000	4%
<b>Materials and Supplies</b>					
Advertising	\$0	\$418	\$1,682	2,100	80%
Clothing, Safety Allowance	\$224	\$813	-\$213	600	-36%
<b>Office Equipment and Supplies</b>					
Office Supplies & Equipment	\$70	\$70	\$80	150	54%
<b>Professional Development</b>					
Professional Development	\$0	\$0	\$1,000	1,000	100%
Travel - Meals	\$0	\$0	\$50	50	100%
Membership & Subscription Fees	\$0	\$0	\$150	150	100%
<b>Salaries, Wages and Benefits</b>					
FT Wages	\$16,366	\$55,068	\$3,837	58,906	7%
Group Benefits	\$2,257	\$4,387	\$963	5,350	18%
OT Wages	\$0	\$3,118	\$882	4,000	22%
WSIB	\$939	\$3,155	-\$10	3,145	0%
PT Wages	\$11,549	\$43,442	-\$10,171	33,272	-31%
FT Wage Related Expenses	\$3,122	\$10,579	\$1,128	11,707	10%
PT Wage Related Expenses	\$1,448	\$4,824	\$1,558	6,382	24%
<b>Utilities</b>					
Heat	\$681	\$5,143	\$857	6,000	14%
Hydro	\$2,473	\$30,484	-\$5,484	25,000	-22%
Insurance	\$0	\$10,586	\$67	10,653	1%
Waste Removal	\$1,104	\$3,031	-\$895	2,135	-42%
Communication (phone,fax,internet)	\$971	\$2,769	-\$153	2,616	-6%
<b>Vehicles and Equipment</b>					
Equipment Maintenance & Supplies	\$1,669	\$13,578	-\$6,708	6,870	-98%



**Report FIN-2024-012 - Fourth Quarter Financial Report - 2023**  
**Schedule A - Departmental Detail**

	Current Quarter		\$ Budget		%
	Actuals	YTD Actuals	Remaining	2023 Budget	Remaining
Mileage	\$0	\$0	\$100	100	100%
<b>Expenditures Total</b>	<b>\$47,483</b>	<b>\$209,265</b>	<b>-\$12,665</b>	<b>196,600</b>	<b>-6%</b>
<b>Revenues</b>					
<b>Recoveries</b>					
Other Recoveries	\$0	-\$353	-\$47	-400	12%
<b>User Fees, Licenses and Fines</b>					
Arena Summer Rentals	-\$932	-\$6,048	-\$6,952	-13,000	53%
Gymnasium Rental	-\$6,897	-\$27,107	\$2,107	-25,000	-8%
Ice Rental - Non-Prime	\$0	\$0	-\$628	-628	100%
Ice Rental - Prime	\$0	-\$23,542	-\$15,266	-38,808	39%
Rink Board and Ball Diamond Advertising	\$0	-\$1,197	-\$420	-1,617	26%
<b>Revenues Total</b>	<b>-\$7,829</b>	<b>-\$58,248</b>	<b>-\$21,205</b>	<b>-79,453</b>	<b>27%</b>

**Report FIN-2024-012 - Fourth Quarter Financial Report - 2023**  
**Schedule A - Departmental Detail**

	Current Quarter		\$ Budget		%
	Actuals	YTD Actuals	Remaining	2023 Budget	Remaining
<b>Puslinch Community Center</b>					
<b>Expenditures</b>					
<b>Building Maintenance</b>					
Cleaning, Maintenance & Supplies - Interior	\$4,411	\$6,696	\$3,304	10,000	33%
Outdoor Maintenance	\$0	\$4,040	-\$40	4,000	-1%
<b>Contract Services/Professional Fees</b>					
Contract Services	\$1,271	\$3,164	\$1,338	4,502	30%
Water Protection	\$1,188	\$3,910	\$590	4,500	13%
<b>Materials and Supplies</b>					
Advertising	\$0	\$0	\$2,100	2,100	100%
Clothing, Safety Allowance	\$31	\$292	-\$32	260	-12%
<b>Office Equipment and Supplies</b>					
Office Supplies & Equipment	\$0	\$0	\$150	150	100%
Kitchen Supplies & Equipment	\$29	\$317	\$1,183	1,500	79%
<b>Professional Development</b>					
Professional Development	\$0	\$0	\$0	0	N/A
Travel - Meals	\$0	\$0	\$0	0	N/A
Travel - Accommodations & Parking	\$0	\$0	\$0	0	N/A
Membership & Subscription Fees	\$0	\$0	\$500	500	100%
<b>Salaries, Wages and Benefits</b>					
FT Wages	\$20,342	\$70,430	-\$1	70,429	0%
Group Benefits	\$2,361	\$9,397	\$12	9,409	0%
OT Wages	\$322	\$3,301	-\$2,801	500	-560%
WSIB	\$655	\$2,486	\$868	3,354	26%
PT Wages	\$953	\$8,486	\$23,151	31,637	73%
FT Wage Related Expenses	\$3,110	\$13,020	\$115	13,135	1%
PT Wage Related Expenses	\$39	\$362	\$5,707	6,069	94%
<b>Utilities</b>					
Heat	\$2,173	\$6,402	-\$2,102	4,300	-49%
Hydro	\$2,405	\$12,061	-\$61	12,000	-1%
Insurance	\$0	\$10,586	\$67	10,653	1%
Waste Removal	\$4,417	\$12,123	-\$3,582	8,541	-42%
Communication (phone,fax,internet)	\$915	\$2,556	\$60	2,616	2%
<b>Vehicles and Equipment</b>					

**Report FIN-2024-012 - Fourth Quarter Financial Report - 2023**  
**Schedule A - Departmental Detail**

	Current Quarter		\$ Budget		%
	Actuals	YTD Actuals	Remaining	2023 Budget	Remaining
Mileage	\$0	\$0	\$0	0	N/A
<b>Expenditures Total</b>	<b>\$44,619</b>	<b>\$169,628</b>	<b>\$30,527</b>	<b>200,154</b>	<b>15%</b>
<b>Revenues</b>					
<b>Grants</b>					
Small Water Works Funding	-\$4,358	-\$4,358	-\$809	-5,167	16%
<b>Recoveries</b>					
Other Recoveries	\$1,247	-\$3,081	-\$1,919	-5,000	38%
<b>User Fees, Licenses and Fines</b>					
Alf Hales Room	-\$2,872	-\$11,047	-\$2,380	-13,427	18%
Archie MacRobbie Hall - Non-Prime	-\$3,132	-\$20,756	\$787	-19,969	-4%
Archie MacRobbie Hall - Prime	-\$8,064	-\$26,770	-\$2,595	-29,365	9%
Commercial Rentals	\$0	\$0	-\$1,547	-1,547	100%
Kitchen Facilities	-\$700	-\$2,357	-\$786	-3,143	25%
Licensed Events Using Patio	\$0	-\$126	-\$159	-285	56%
<b>Revenues Total</b>	<b>-\$17,879</b>	<b>-\$68,495</b>	<b>-\$9,408</b>	<b>-77,903</b>	<b>12%</b>

**Report FIN-2024-012 - Fourth Quarter Financial Report - 2023**  
**Schedule A - Departmental Detail**

	Current Quarter		\$ Budget		%
	Actuals	YTD Actuals	Remaining	2023 Budget	Remaining
Planning					
<b>Planning</b>					
<b>Expenditures</b>					
<b>Community Grants</b>					
Community Improvement Plan Grants	\$0	\$0	\$0	0	N/A
<b>Contract Services/Professional Fees</b>					
Contract Services	\$7,944	\$24,944	\$25,046	49,990	50%
Professional Fees - Engineering & Environmental	\$142,995	\$306,883	-\$236,334	70,549	-335%
Professional Fees - Legal	\$50,655	\$174,889	-\$157,889	17,000	-929%
Professional Fees - Mini Lakes Water Monitoring	\$833	\$5,830	-\$3,330	2,500	-133%
<b>Materials and Supplies</b>					
Advertising	\$2,601	\$7,869	-\$2,369	5,500	-43%
<b>Office Equipment and Supplies</b>					
Office Supplies & Equipment	\$0	\$0	\$200	200	100%
<b>Professional Development</b>					
Professional Development	-\$290	\$182	\$618	800	77%
Travel - Meals	\$0	\$0	\$50	50	100%
Travel - Accommodations & Parking	\$0	\$0	\$250	250	100%
Membership & Subscription Fees	\$0	\$789	-\$484	305	-159%
<b>Salaries, Wages and Benefits</b>					
FT Wages	\$23,242	\$79,467	-\$406	79,061	-1%
Group Benefits	\$1,507	\$5,977	\$136	6,112	2%
OT Wages	\$1,520	\$1,520	-\$1,020	500	-204%
WSIB	\$785	\$2,491	\$111	2,602	4%
Group Benefits PT	\$0	\$0	\$0	0	N/A
FT Wage Related Expenses	\$3,552	\$14,596	-\$32	14,564	0%
<b>Utilities</b>					
Communication (phone,fax,internet)	\$0	\$42	\$58	100	58%
<b>Vehicles and Equipment</b>					
Mileage	\$0	\$0	\$100	100	100%
<b>Expenditures Total</b>	<b>\$235,345</b>	<b>\$625,479</b>	<b>-\$375,296</b>	<b>250,183</b>	<b>-150%</b>
<b>Revenues</b>					
<b>Recoveries</b>					
Engineering, Environmental, and Legal Fees Recovered	-\$394,390	-\$492,783	\$377,783	-115,000	-329%

**Report FIN-2024-012 - Fourth Quarter Financial Report - 2023**  
**Schedule A - Departmental Detail**

	Current Quarter		\$ Budget		%
	Actuals	YTD Actuals	Remaining	2023 Budget	Remaining
<b>User Fees, Licenses and Fines</b>					
Agreements	\$0	-\$2,556	\$1,684	-872	-193%
Consent Review and Clearance	-\$883	-\$3,388	-\$545	-3,933	14%
Garden Suites and Renewals (Zoning)	\$0	\$0	\$0	0	N/A
Lifting of Holding Designation Fee (Zoning)	\$0	\$0	-\$668	-668	100%
Minor Variance Application	-\$5,148	-\$23,075	\$8,502	-14,573	-58%
Ownership List Confirmation	-\$308	-\$1,155	-\$308	-1,463	21%
Part Lot Control Exemption By-law	\$0	\$0	\$0	0	N/A
Pre-Consultation	-\$6,174	-\$19,232	\$8,256	-10,976	-75%
Site Plan Control	\$1,935	\$20,911	-\$31,411	-10,500	299%
Telecommunication Tower Proposals	\$0	\$0	-\$903	-903	100%
Zoning By-law Amendment	\$0	-\$7,500	\$0	-7,500	0%
Zoning By-law Amendment - Aggregate	\$0	\$0	-\$17,111	-17,111	100%
Compliance Letter	-\$383	-\$4,337	\$1,315	-3,022	-44%
<b>Revenues Total</b>	<b>-\$405,351</b>	<b>-\$533,114</b>	<b>\$346,593</b>	<b>-186,521</b>	<b>-186%</b>

**Report FIN-2024-012 - Fourth Quarter Financial Report - 2023**  
**Schedule A - Departmental Detail**

	Current Quarter		\$ Budget		%
	Actuals	YTD Actuals	Remaining	2023 Budget	Remaining
Public Works					
<b>Public Works</b>					
<b>Expenditures</b>					
<b>Contract Services/Professional Fees</b>					
Contract Services	\$35,140	\$53,869	-\$4,062	49,807	-8%
Professional Fees - Engineering & Environmental	\$0	\$0	\$2,000	2,000	100%
<b>Materials and Supplies</b>					
Advertising	\$189	\$212	\$1,788	2,000	89%
Clothing, Safety Allowance	\$1,287	\$2,200	\$600	2,800	21%
Signage	\$898	\$14,233	\$267	14,500	2%
<b>Office Equipment and Supplies</b>					
Office Supplies & Equipment	\$62	\$236	-\$136	100	-136%
<b>Professional Development</b>					
Professional Development	\$0	\$0	\$1,420	1,420	100%
Travel - Meals	\$0	\$0	\$50	50	100%
Membership & Subscription Fees	\$0	\$219	\$490	709	69%
<b>Roads and Related Costs</b>					
Calcium	\$0	\$79,152	-\$7,152	72,000	-10%
Maintenance Gravel	\$0	\$63,707	\$16,293	80,000	20%
Pavement Markings	\$0	\$36,283	-\$783	35,500	-2%
Permits	\$51	\$60	\$40	100	40%
Road Maintenance Supplies	\$12,724	\$33,691	\$1,709	35,400	5%
Shop Overhead	\$1,645	\$5,704	\$1,696	7,400	23%
Sidewalk Repairs	\$0	\$0	\$5,000	5,000	100%
Speed Monitor	\$0	\$0	\$0	0	N/A
Tree Maintenance Program	\$0	\$20,956	\$1,044	22,000	5%
Winter Maintenance	\$43,445	\$277,542	-\$42,542	235,000	-18%
Railway Maintenance and Upgrades	\$0	\$0	\$5,000	5,000	100%
Street Lights: Repairs and Hydro Expenses	\$4,177	\$14,082	\$768	14,850	5%
Municipal Street Naming	\$0	\$0	\$1,000	1,000	100%
<b>Salaries, Wages and Benefits</b>					
FT Wages	\$135,896	\$483,051	\$19,631	502,682	4%
Group Benefits	\$14,106	\$54,681	\$3,560	58,241	6%
OT Wages	\$9,815	\$39,982	-\$12,187	27,795	-44%

**Report FIN-2024-012 - Fourth Quarter Financial Report - 2023**  
**Schedule A - Departmental Detail**

	Current Quarter		\$ Budget		%
	Actuals	YTD Actuals	Remaining	2023 Budget	Remaining
Seasonal Wages	\$13,920	\$38,493	-\$19,235	19,258	-100%
WSIB	\$4,278	\$16,995	\$465	17,460	3%
FT Wage Related Expenses	\$20,472	\$89,529	\$5,476	95,004	6%
Seasonal Wage Related Benefits	\$1,736	\$4,931	-\$1,237	3,694	-34%
<b>Utilities</b>					
Fuel	\$10,971	\$116,303	-\$22,241	94,063	-24%
Hydro	\$215	\$771	-\$21	750	-3%
Insurance	\$0	\$74,102	\$468	74,570	1%
Waste Removal	\$0	\$0	\$1,300	1,300	100%
Communication (phone,fax,internet)	\$684	\$2,026	\$14	2,040	1%
<b>Vehicles and Equipment</b>					
Equipment Maintenance & Supplies	\$137	\$355	\$1,695	2,050	83%
Mileage	\$0	\$0	\$100	100	100%
Vehicle Maintenance	\$23,261	\$45,818	\$682	46,500	1%
Vehicle Plates	\$6,595	\$6,595	\$0	6,595	0%
<b>Expenditures Total</b>	<b>\$341,704</b>	<b>\$1,575,779</b>	<b>-\$37,041</b>	<b>1,538,737</b>	<b>-2%</b>
<b>Revenues</b>					
<b>Recoveries</b>					
Other Recoveries	-\$66,418	-\$66,418	\$39,714	-26,704	-149%
Third Party Cost Recovery	-\$400	-\$500	\$500	0	N/A
<b>User Fees, Licenses and Fines</b>					
Entrance Permit	-\$268	-\$1,822	-\$2,923	-4,745	62%
Oversize-Overweight Load Permits	-\$113	-\$339	-\$114	-453	25%
Municipal Street Naming	\$0	\$0	-\$1,000	-1,000	100%
<b>Revenues Total</b>	<b>-\$67,199</b>	<b>-\$69,079</b>	<b>\$36,177</b>	<b>-32,902</b>	<b>-110%</b>

**Report FIN-2024-012 - Fourth Quarter Financial Report - 2023**  
**Schedule A - Departmental Detail**

	Current Quarter		\$ Budget		%
	Actuals	YTD Actuals	Remaining	2023 Budget	Remaining
Source Water Protection					
<b>Source Water Protection</b>					
<b>Expenditures</b>					
<b>Contract Services/Professional Fees</b>					
Contract Services	\$4,744	\$9,554	\$128	9,682	1%
<b>Salaries, Wages and Benefits</b>					
FT Wages	\$0	\$0	\$0	0	N/A
<b>Expenditures Total</b>	<b>\$4,744</b>	<b>\$9,554</b>	<b>\$128</b>	<b>9,682</b>	<b>1%</b>
<b>Revenues</b>					
<b>Recoveries</b>					
Other Recoveries	\$0	-\$40,085	\$20,500	-19,585	-105%
<b>Revenues Total</b>	<b>\$0</b>	<b>-\$40,085</b>	<b>\$20,500</b>	<b>-19,585</b>	<b>-105%</b>
<b>Grand Total</b>	<b>\$781,008</b>	<b>\$3,077,841</b>	<b>\$749,016</b>	<b>3,826,856</b>	<b>20%</b>



**Report FIN-2024-012 - Fourth Quarter Financial Report - 2023**  
**Schedule B - Expense and Revenue Summary**

Expenditures	Current	YTD Actuals	\$ Budget		%	2022 -
	Quarter		Remaining	2023 Budget	Remaining	Fourth
	Actuals					Quarter %
					Remaining	Remaining
<b>Administration</b>	\$348,428	\$951,341	-\$130,104	821,237	-16%	-2%
<b>Building</b>	\$176,441	\$580,337	\$62,813	643,150	10%	17%
<b>By-law</b>	\$86,899	\$248,361	-\$77,915	170,446	-46%	-18%
<b>Corporate</b>	-\$29,420	\$186,127	\$30,167	216,294	14%	4%
<b>Council</b>	\$39,583	\$137,154	\$13,991	151,145	9%	4%
<b>Elections</b>	\$0	\$1,929	\$1,096	3,026	36%	-2%
<b>Finance</b>	\$178,504	\$694,501	\$80	694,582	0%	-1%
<b>Fire and Rescue</b>	\$258,650	\$930,448	-\$83,460	846,988	-10%	-13%
<b>Heritage Committee</b>	\$3,785	\$12,479	\$5,498	17,977	31%	-208%
<b>Library</b>	\$2,482	\$8,637	-\$947	7,690	-12%	-10%
<b>Municipal Office</b>	\$28,193	\$76,396	-\$8,438	67,958	-12%	-5%
<b>Parks</b>	\$55,287	\$195,050	-\$6,957	188,092	-4%	-15%
<b>PDAC</b>	\$4,402	\$4,802	\$1,421	6,223	23%	30%
<b>Planning</b>	\$235,345	\$625,479	-\$375,296	250,183	-150%	-35%
<b>Public Works</b>	\$341,704	\$1,575,779	-\$37,041	1,538,737	-2%	-11%
<b>Recreation Committee</b>	\$1,603	\$2,124	\$816	2,941	28%	61%
<b>Source Water Protection</b>	\$4,744	\$9,554	\$128	9,682	1%	3%
<b>Optimist Recreation Center</b>	\$47,483	\$209,265	-\$12,665	196,600	-6%	3%
<b>Puslinch Community Center</b>	\$44,619	\$169,628	\$30,527	200,154	15%	18%
<b>Youth Committee</b>	\$238	\$238	\$262	500	52%	N/A
<b>Expenditures Total</b>	<b>\$1,828,970</b>	<b>\$6,619,629</b>	<b>-\$586,025</b>	<b>6,033,604</b>	<b>-10%</b>	<b>-4%</b>

**Report FIN-2024-012 - Fourth Quarter Financial Report - 2023**

**Schedule B - Expense and Revenue Summary**

	Current	YTD Actuals	\$ Budget		%	2022 -
	Quarter		Remaining	2023 Budget	Remaining	Fourth
	Actuals					Quarter %
Revenues						Remaining
<b>Administration</b>	-\$5,684	-\$10,727	-\$3,729	-14,456	26%	11%
<b>Building</b>	\$21,506	-\$932,398	\$393,157	-539,241	-73%	-16%
<b>By-law</b>	-\$28,968	-\$67,935	\$21,339	-46,596	-46%	-36%
<b>Corporate</b>	-\$440,608	-\$1,533,531	\$523,904	-1,009,627	-52%	-20%
<b>Elections</b>	\$0	\$0	\$0	0	N/A	N/A
<b>Finance</b>	-\$12,334	-\$44,796	\$13,752	-31,044	-44%	36%
<b>Fire and Rescue</b>	-\$49,511	-\$131,339	\$10,468	-120,871	-9%	13%
<b>Heritage Committee</b>	-\$1,898	-\$6,398	-\$3,550	-9,948	36%	N/A
<b>Library</b>	-\$9,440	-\$9,440	\$6,140	-3,300	-186%	-10%
<b>Municipal Office</b>	-\$22,919	-\$22,919	\$2,531	-20,387	-12%	-5%
<b>Parks</b>	\$153	-\$13,285	-\$1,629	-14,914	11%	-20%
<b>Planning</b>	-\$405,351	-\$533,114	\$346,593	-186,521	-186%	-25%
<b>Public Works</b>	-\$67,199	-\$69,079	\$36,177	-32,902	-110%	-25%
<b>Source Water Protection</b>	\$0	-\$40,085	\$20,500	-19,585	-105%	N/A
<b>Optimist Recreation Center</b>	-\$7,829	-\$58,248	-\$21,205	-79,453	27%	-10%
<b>Puslinch Community Center</b>	-\$17,879	-\$68,495	-\$9,408	-77,903	12%	6%
<b>Revenues Total</b>	-\$1,047,962	-\$3,541,789	\$1,335,041	-2,206,748	-60%	-19%
<b>Grand Total</b>	<b>\$781,008</b>	<b>\$3,077,841</b>	<b>\$749,016</b>	<b>3,826,856</b>	<b>20%</b>	<b>7%</b>

**Report FIN-2024-012 - Fourth Quarter Financial Report - 2023  
Schedule C - Other Financial Data**

	31/Jan/23	31/Jan/22	28/Feb/23	28/Feb/22	31/Mar/23	31/Mar/22	30/Apr/23	30/Apr/22	31/May/23	31/May/22	30/Jun/23	30/Jun/22
<b>Total Taxes Billed</b>	<b>\$0</b>	<b>\$0</b>	<b>\$7,031,923</b>	<b>\$6,658,853</b>	<b>\$7,031,923</b>	<b>\$6,658,853</b>	<b>\$14,062,189</b>	<b>\$13,316,082</b>	<b>\$14,062,189</b>	<b>\$13,316,082</b>	<b>\$14,062,189</b>	<b>\$13,316,082</b>
<b>In-year Township Tax Adjustments</b>												
Taxes Written Off	-\$1,930	\$7,530	-\$2,038	-\$4,333	-\$4,979	-\$6,202	-\$4,992	-\$9,193	-\$4,992	-\$9,193	-\$29,730	-\$18,664
Supplemental Billings	\$0	\$0	\$0	\$0	\$0	\$1,337	\$0	\$1,337	\$0	\$1,337	\$2,477	\$65,496
<b>Net Taxes Billed</b>	<b>-\$1,930</b>	<b>\$7,530</b>	<b>\$7,029,885</b>	<b>\$6,654,520</b>	<b>\$7,026,944</b>	<b>\$6,653,988</b>	<b>\$14,057,197</b>	<b>\$13,308,226</b>	<b>\$14,057,197</b>	<b>\$13,308,226</b>	<b>\$14,034,936</b>	<b>\$13,362,914</b>
<b>Total Outstanding Taxes &amp; Interest</b>	<b>\$880,926</b>	<b>\$669,657</b>	<b>\$1,875,310</b>	<b>\$1,876,558</b>	<b>\$559,188</b>	<b>\$143,705</b>	<b>\$2,806,170</b>	<b>\$2,420,378</b>	<b>\$1,723,444</b>	<b>\$1,246,001</b>	<b>\$989,804</b>	<b>\$855,446</b>
<b>Cash, Temporary Investments, and Interest Income</b>												
Unrestricted Cash	\$3,298,222	\$4,061,472	\$9,846,914	\$9,824,810	\$4,975,075	\$5,580,368	\$9,283,299	\$9,543,292	\$9,848,674	\$10,463,107	\$3,325,279	\$4,499,103
Unrestricted Temporary Investments	\$2,138,112	\$2,096,964	\$2,138,112	\$2,096,964	\$2,138,112	\$2,096,964	\$2,138,112	\$2,096,964	\$2,108,743	\$2,096,964	\$2,108,743	\$2,096,964
Unrestricted Interest Income	-\$25,060	-\$3,272	-\$39,163	-\$5,157	-\$89,420	-\$11,762	-\$131,036	-\$18,642	-\$125,424	-\$24,270	-\$164,649	-\$35,448
Restricted Cash	\$2,378,611	\$2,966,637	\$1,558,666	\$2,792,084	\$1,586,750	\$2,864,501	\$1,593,135	\$2,943,216	\$1,599,413	\$1,945,813	\$1,659,901	\$1,974,600
Restricted Temporary Investments	\$1,377,168	\$351,889	\$1,377,168	\$351,889	\$1,377,168	\$351,889	\$1,377,168	\$351,889	\$1,377,168	\$1,351,889	\$1,377,168	\$1,351,889
Restricted Interest Income	-\$8,887	-\$1,349	-\$18,174	-\$2,706	-\$25,658	-\$3,913	-\$32,043	-\$5,777	-\$38,321	-\$8,373	-\$44,841	-\$11,376
	31-Jul-23	31-Jul-22	31-Aug-23	31-Aug-22	30-Sep-23	30-Sep-22	31-Oct-23	31-Oct-22	30-Nov-23	30-Nov-22	31-Dec-23	31-Dec-22
<b>Total Taxes Billed</b>	<b>\$14,062,189</b>	<b>\$13,316,082</b>	<b>\$21,601,042</b>	<b>\$20,346,368</b>	<b>\$21,601,042</b>	<b>\$20,346,368</b>	<b>\$29,140,609</b>	<b>\$27,376,246</b>	<b>\$29,140,609</b>	<b>\$27,376,246</b>	<b>\$29,140,609</b>	<b>\$27,376,246</b>
<b>In-year Township Tax Adjustments</b>												
Taxes Written Off	-\$29,739	-\$22,739	-\$30,932	-\$22,739	-\$31,251	-\$23,524	-\$33,072	-\$21,959	-\$26,916	-\$24,736	-\$31,741	-\$24,928
Supplemental Billings	\$102,880	\$93,197	\$176,628	\$102,907	\$191,217	\$150,437	\$191,217	\$167,495	\$205,223	\$180,076	\$229,277	\$180,076
<b>Net Taxes Billed</b>	<b>\$14,135,330</b>	<b>\$13,386,540</b>	<b>\$21,746,737</b>	<b>\$20,426,536</b>	<b>\$21,761,008</b>	<b>\$20,473,281</b>	<b>\$29,298,754</b>	<b>\$27,521,782</b>	<b>\$29,318,916</b>	<b>\$27,531,586</b>	<b>\$29,338,145</b>	<b>\$27,531,394</b>
<b>Total Outstanding Taxes &amp; Interest</b>	<b>\$299,657</b>	<b>\$265,191</b>	<b>\$1,893,560</b>	<b>\$1,418,774</b>	<b>\$883,821</b>	<b>\$187,879</b>	<b>\$2,952,427</b>	<b>\$2,564,455</b>	<b>\$1,995,507</b>	<b>\$1,724,680</b>	<b>\$1,651,976</b>	<b>\$1,352,438</b>
<b>Cash, Temporary Investments, and Interest Income</b>												
Unrestricted Cash	\$4,763,396	\$4,876,080	\$12,621,445	\$10,099,131	\$6,112,379	\$6,030,341	\$11,173,893	\$9,980,299	\$10,383,302	\$10,236,721	\$1,501,765	\$3,446,809
Unrestricted Temporary Investments	\$2,132,538	\$2,104,253	\$2,132,538	\$2,104,253	\$2,132,538	\$2,104,253	\$2,132,538	\$2,104,253	\$2,132,538	\$2,104,253	\$2,196,121	\$2,138,112
Unrestricted Interest Income	-\$228,573	-\$57,733	-\$245,412	-\$67,278	-\$276,674	-\$81,750	-\$331,386	-\$110,984	-\$364,918	-\$131,054	-\$477,374	-\$198,680
Restricted Cash	\$1,828,608	\$2,139,220	\$4,355,650	\$2,169,107	\$4,405,115	\$2,174,216	\$4,444,785	\$2,199,889	\$4,586,146	\$2,342,640	\$4,605,666	\$2,369,724
Restricted Temporary Investments	\$1,377,168	\$1,351,889	\$1,377,168	\$1,358,059	\$1,378,296	\$1,358,059	\$1,378,296	\$1,358,059	\$1,378,296	\$1,366,936	\$1,436,097	\$1,377,168
Restricted Interest Income	-\$51,460	-\$14,239	-\$59,035	-\$24,512	-\$68,428	-\$29,622	-\$87,498	-\$35,653	-\$107,470	-\$51,306	-\$184,791	-\$68,981



## **REPORT BLD-2024-002**

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TO: Mayor and Members of Council

PREPARED BY: Olive Zhang, Building Services Technician

PRESENTED BY: Andrew Hartholt, Chief Building Official

MEETING DATE: May 1, 2024

SUBJECT: Building Department First Quarter Update – January to March 2024

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### **RECOMMENDATION**

**That Report BLD-2024-002 entitled Building Department First Quarter Update – January to March 2024 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 First Quarter of 2024 (January, February and March).

### **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 - First Quarter 2024 report and Comparison Charts

Respectfully submitted,

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**Olive Zhang**  
Building Services Technician

Reviewed by:

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**Andrew Hartholt**  
Chief Building Official

**Building Permit Comparison Summary - Schedule A**

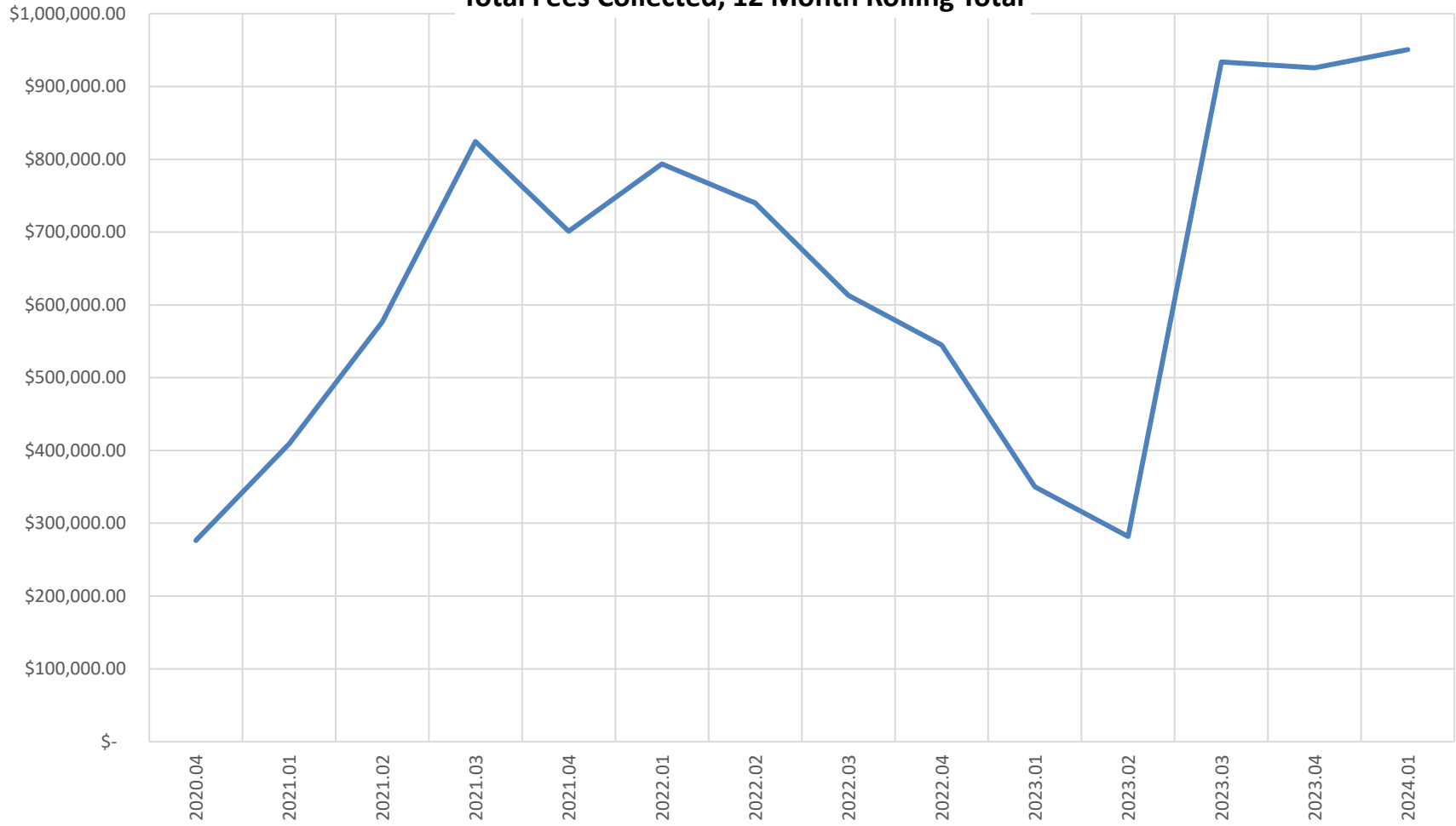
**Report BLD-2024-002**

**First Quarter - January to March 2024**

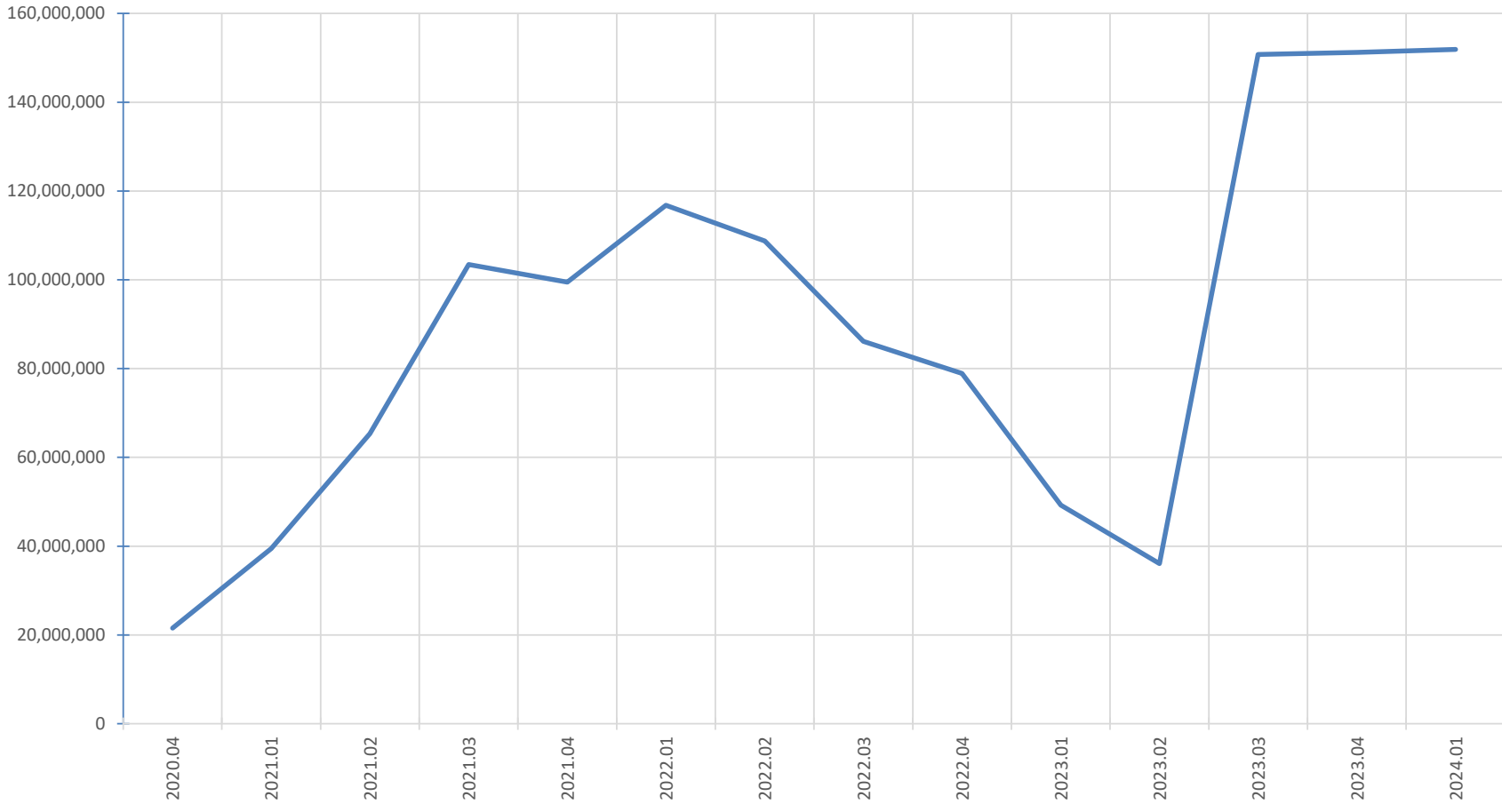
Category	Permit Count		Total Permit Fees		Cost of Construction	
	2024	2023	2024	2023	2024	2023
Accessory Structures	6	5	\$10,375	\$4,966	\$2,239,000	\$1,015,000
Agricultural Structures	1	0	\$831	\$0	\$40,000	\$0
Commercial/Industrial	0	1	\$0	\$1,076	\$0	\$2,300,000
Demolition	1	2	\$181	\$340	\$10,000	\$128,000
Miscellaneous Permits	1	1	\$181	\$176	\$8,000	\$13,000
Plans Resubmission	1	2	\$365	\$683	\$0	\$0
Pools Enclosure	0	2	\$0	\$471	\$0	\$230,000
Residential Buildings	10	11	\$38,314	\$19,121	\$3,717,700	\$1,673,000
Residential Sewage System	7	5	\$4,685	\$3,228	\$200,266	\$205,000

<b>SUMMARY TOTALS</b>	<b>2024</b>	<b>2023</b>
<b>Total Permits Issued</b>	<b>27</b>	<b>29</b>
<b>ARU's created</b>	<b>1</b>	<b>0</b>
<b>Dwellings Created</b>	<b>0</b>	<b>1</b>
<b>Total Dwellings Units Created</b>	<b>1</b>	<b>1</b>
<b>Total Permit Fees</b>	<b>\$54,932</b>	<b>\$30,061</b>
<b>Total Permit Value</b>	<b>\$6,214,966</b>	<b>\$5,564,000</b>

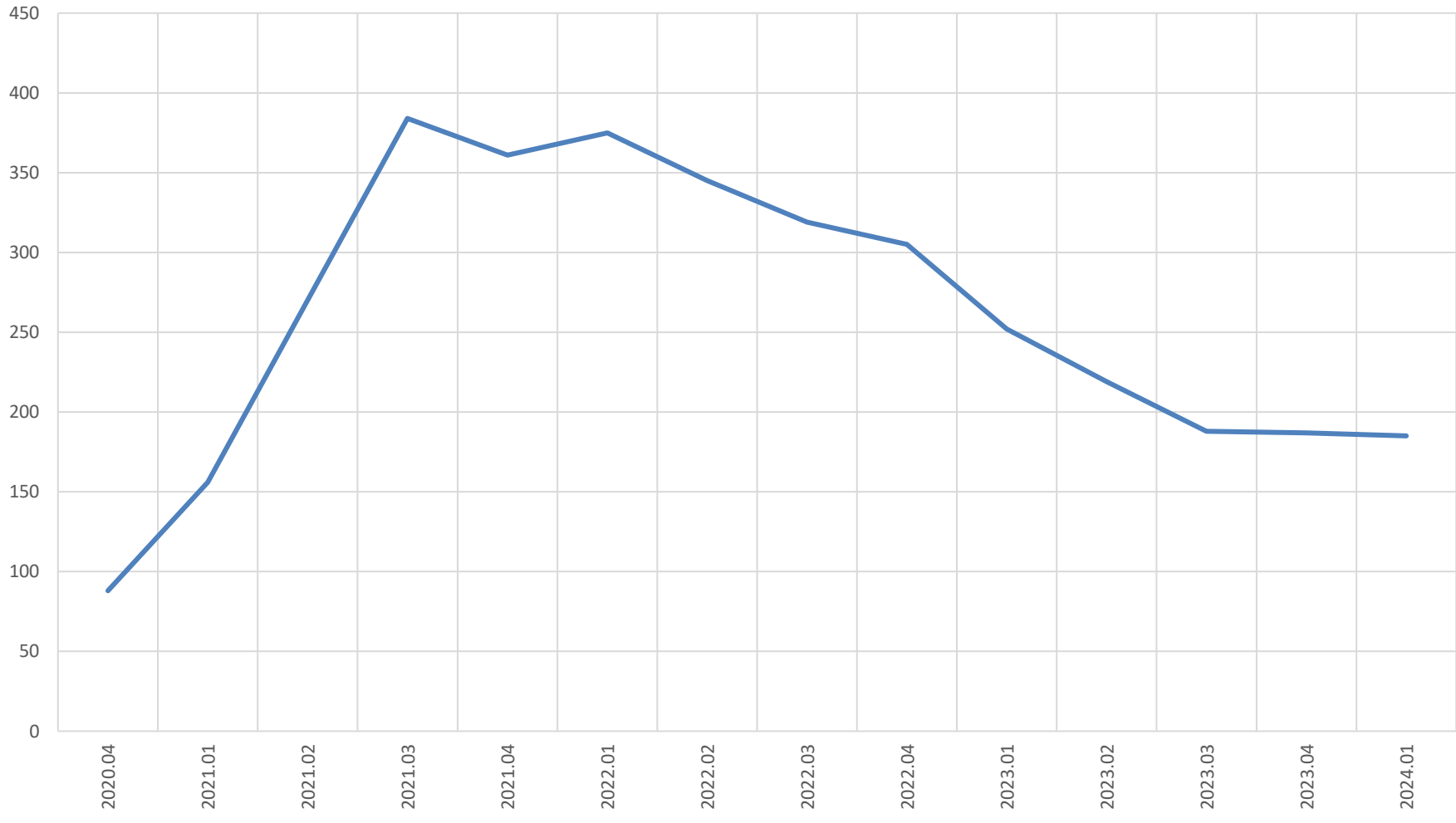
**Total Fees Collected, 12 Month Rolling Total**



**Total Value of Permits, 12 Month Rolling Total**



**Total # of Permits, 12 Month Rolling Total**







## **REPORT PD-2024-002**

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TO: Mayor and Members of Council

PREPARED BY: Lynne Banks, Development & Legislative Coordinator

PRESENTED BY: Lynne Banks, Development & Legislative Coordinator

MEETING DATE: May 1, 2024

SUBJECT: Zoning By-law Amendment Application (D14/AZI) 6706 Gore Road  
Request for Council to deem the application complete/incomplete

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### **RECOMMENDATION**

**That Report PD-2024-002 entitled Zoning By-law Amendment Application (D14/AZI) Request for Council to deem the application to be [complete/incomplete] be received; and**

**Whereas the outstanding items have been resolved as noted in the comment summary report attached a Schedule "A";**

**Therefore, that Council deem the zoning amendment application to be complete; and,**

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

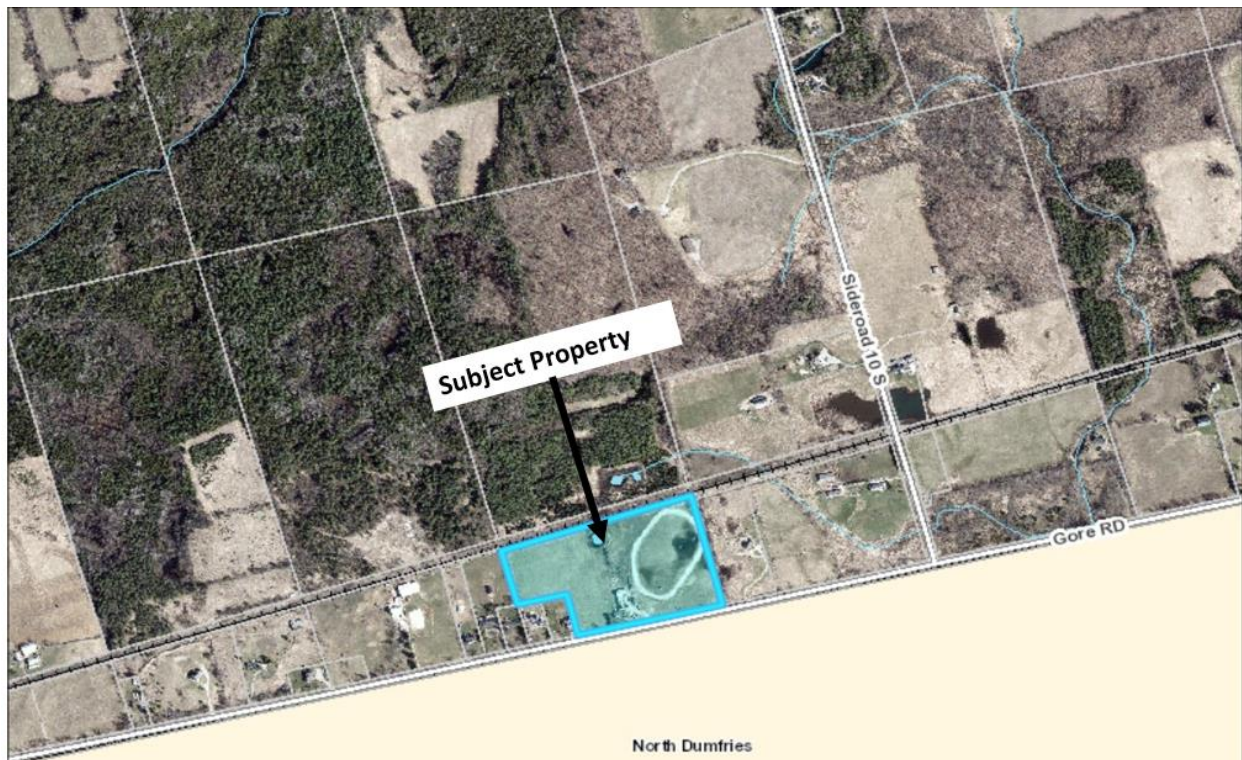
### **Purpose**

The purpose of this report is to:

1. Advise Council of the application for a Site Specific Zoning By-law Amendment for the property described as 6706 Gore Road; Concession Gore front Part Lot 9, RP61R-7925 Part 3 Part of Part 2; Township of Puslinch. The proposed Zoning By-law Amendment is to amend the Township of Puslinch Zoning By-law 23-2018 to rezone the lands from Agricultural (A) zone to a site specific Agricultural (A-XX) to permit a dog kennel and dog breeding operation.

2. Obtain confirmation from Council that the application can be deemed to be complete and provide notice in accordance with Section 3 and Section 5 of O. Reg. 545/06 of the *Planning Act, 1990*.

### KEY MAP



### Background

#### Application

The proposed Zoning By-law Amendment Application included the following supporting materials:

- Planning Justification Report – GSP Group, dated March 2023;
- Plan of Survey showing the existing layout of the property dated December 20, 2022
- Noise Study – SLR Consulting (Canada) Ltd., dated December 6, 2022;
- House Plan;
- Drawings showing the details of the sheds;
- Plans including Site Plan, Waste Management Plan & Fire Route, dated March 2023
- Planning Justification Report Addendum – Innovative Planning Solutions, dated August

28, 2023;

- Updated Plan of Survey dated July 20, 2023;
- Site Specific Site Plan Drawing dated July 20, 2023;
- Floor Plan Drawing Dated July 20, 2023
- 2<sup>nd</sup> Submission Comment Response Matrix – Innovative Planning Solutions dated August 28, 2023
- Revised Waste Management Plan dated August 22, 2023
- Overall Site Plan Drawings dated August 11, 2023
- Specific Site Plan Drawings dated August 11, 2023
- Floor Plan Drawings dated August 11, 2023
- Revised Zoning By-law Amendment Application dated August 21, 2023
- Environmental Noise Study – SLR Consulting (Canada) Ltd. dated August 25, 2023;
- Noise Peer Review Response – SLR Consulting (Canada) Ltd. dated August 25, 2023;
- Planning Justification Report – Innovative Planning Solutions dated August 28, 2023
- Site Specific Site Plan Drawing dated November 10, 2023
- Environmental Noise Study – SLR Consulting (Canada) Ltd. dated November 8, 2023;
- 3<sup>rd</sup> Submission Comment Response Matrix – Innovative Planning Solutions dated November 13, 2023;
- Noise Peer Review Response 3 – SLR Consulting (Canada) Ltd. dated January 14, 2024;
- Environmental Noise Study – SLR Consulting (Canada) Ltd. dated January 17, 2024;
- 4<sup>th</sup> Submission Comment Response Matrix – Innovative Planning Solutions dated February 9, 2024
- Peer Review (Owner’s consultant) response to Township Peer Review of original Noise Study

The application required four submissions in order to address all comments from Township Staff and consultants. Each further submission addressed outstanding comments provided to the applicant by Township staff and consultants. Further, there was a delay between the first and second submission due to the owner’s decision to engage a new Planner in order to move the application through the process faster.

### Consultation:

#### **1. Pre-Consultation**

A pre-submission consultation for the proposed rezoning was submitted on December 8, 2021 and the applicant was provided with preliminary comments from Township Staff and its consultants representing the Township and external agencies.

## **2. First Submission**

A Zoning By-law Amendment Application was submitted to the Township on March 22, 2023. The zoning amendment application was circulated for preliminary review on March 22, 2023 to the Township's consultants, staff, County of Wellington staff and external agencies for review and comments. The Township's consultants identified a number of deficiencies with the application and staff prepared a report for Council's consideration at its May 3, 2023 Council meeting recommending Council deem the application incomplete until the deficiencies were addressed to the satisfaction of the Township.

## **3. Subsequent submissions**

Following the Council decision on May 3, 2023, three additional submissions were made to address the deficiencies identified by Township consultants as demonstrated in Schedule 'A' of this report.

### **Comments**

Staff recommend that Council deem the application to be complete at this time as the applicant has addressed all outstanding issues as noted by Township staff and consultants. The applicant has paid the required fee to the Township and is responsible for paying all third party costs.

Should Council deem the application to be complete, the Township will have 90 days to process the application in order for Council to make a decision on the zoning amendment application within the statutory timelines. The legislation sets out the following process to be completed within the 90-day timeframe:

- Circulate the statutory notice to properties within a 120 metre buffer, in addition to all required agencies;
- Peer review all submitted materials to the satisfaction of the Township;
- Present the application to the Township Planning and Development Advisory Committee for comments (tentatively scheduled for May 14, 2024);
- Schedule and conduct at least one public meeting (tentatively scheduled for June 12, 2024);

- Advertise the complete application and public meeting in the Wellington Advertiser in accordance with statutory notice requirements and installing physical signage on the property; and
- Provide Council with a planning recommendation report and proposed by-law (tentatively scheduled for July 10, 2024).

Further, it will be staff's recommendation that a condition of zoning approval is that the owner is required to enter into a site plan control agreement for the existing kennel subject to approval of the zoning by-law.

### **Financial Implications**

None

### **Applicable Legislation and Requirements**

County of Wellington Official Plan  
Township of Puslinch Zoning By-law 2018-023  
*Planning Act, R.S.O. 1990, as amended*

### **Attachments**

Schedule "A" - Comment Summary(s)

**Respectfully submitted,**

**Reviewed by:**

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**Lynne Banks**  
**Development & Legislative**  
**Coordinator**

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**Justine Brotherston,**  
**Interim Municipal Clerk**



**Comment Summary – Zoning By-law Amendment Application – 6706 Gore Rd.**

**4<sup>th</sup> Submission**

<b>Consultant</b>	<b>Comments</b>
County of Wellington Planning	See letter attached
Noise Consultant	See letter attached



## COUNTY OF WELLINGTON

PLANNING AND DEVELOPMENT DEPARTMENT  
ALDO SALIS, BES, M.Sc. MCIP, RPP, DIRECTOR  
TEL: (519) 837-2600  
FAX: (519) 823-1694  
1-800-663-0750

ADMINISTRATION CENTRE  
74 WOOLWICH STREET  
GUELPH, ON N1H 3T9

March 06, 2024

Courtenay Hoytfox  
CAO (Acting)  
Township of Puslinch  
7404 Wellington County Rd 34  
Puslinch, ON N0B 2J0

Dear Courtenay:

**Re: ZONING BY-LAW AMMENDMENT – 4<sup>th</sup> Submission Comments**  
**Usman Aziz**  
**6706 Gore Rd, Township of Puslinch**

Please find the Planning comments below in reference to the above noted Zoning By-law Amendment application (4<sup>th</sup> Submission). These comments are provided based on a review of the following:

**Reports Submitted:**

- Cover Letter (February 9, 2024)
- Comment Response Matrix (February 9, 2024)
- Environmental Noise Study prepared by SLR Consulting (Canada) Ltd. (January 17, 2024)
- Peer Review Response 3 prepared by SLR Consulting (Canada) Ltd. (January 17, 2024)
- Draft Zoning By-law

**Planning Comments:**

1. It is acknowledged that the draft Site-specific Zoning By-law has been included. It is noted that the draft Zoning By-law will need to identify that the proposed use is within a portion of the subject property and will be carried out within the existing buildings. Attached is the proposed wording.
2. It is acknowledged that '6706 Gore Road Site Plan Sheet 2' indicates lighting will be directed away from street and properties. However, a photometric plan will be required at the site plan application process.

We trust that these comments are of assistance. Provided the comments from all other agencies have been addressed the application can be deemed complete.

Regards,



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Asavari Jadhav  
Planner

March 8, 2024

Township of Puslinch  
7404 Wellington Road 34  
Puslinch, Ontario  
N0B 2J0

Attention: Lynne Banks  
[lbanks@puslinch.ca](mailto:lbanks@puslinch.ca)

**VIA E-MAIL**

**Re: Peer Review of Environmental Noise Study and Peer Review Responses  
Proposed Dog Breeding Kennel  
6706 Gore Road  
Puslinch, Ontario  
VCL File: 123-0140**

Dear Ms. Banks:

We have completed our review of these documents:

- “*Environmental Noise Study, Dog Breeding Kennel, 6706 Gore Road, Puslinch, Ontario*”, dated January 17, 2024, prepared by SLR Consulting (Canada) Ltd. (SLR);
- Letter to Usman Aziz regarding 6706 Gore Road, Township of Puslinch, Peer Review Response 3 – Proposed Dog Breeding Kennel – Environmental Noise Study, dated January 17, 2024, prepared by SLR Consulting (Canada) Ltd.; and
- The responses to the acoustically related comments (i.e., 10 to 13) in the Comment Response Matrix, dated February 9, 2024.

Responses 10 to 13 appropriately address the outstanding comments from our previous review.

As per the recommendations of the report:

- Dogs are not to be outdoors between the hours of 7 pm and 7 am;
- All indoor areas where dogs will be located are to be climate controlled, which includes air conditioning, and must have their exterior windows and doors remain closed for noise control purposes;
- The outdoor air cooled air conditioning condenser units must have ARI sound level ratings of 7.6 bels or less; and



- Should a residential dwelling or other noise sensitive land use be proposed/constructed within the highlighted area of the vacant lot to the south as shown on Figure 5 of the report, the noise study must be reviewed and revised to ensure appropriate mitigation measures are incorporated into the kennel's operations to comply with the noise guideline limits at the new receptor location.

If there are any questions, please do not hesitate to call.

Yours truly,

**VALCOUSTICS CANADA LTD.**

Per:



**John Emeljanow, P. Eng.**

JEV  
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## Comment Summary – Zoning By-law Amendment Application – 6706 Gore Rd.

### 3<sup>rd</sup> Submission

Consultant	Comments
GM BluePlan - Engineers	See letter attached
County of Wellington Planning	Comments pending
Hydrogeologist	<p>We understand that additional details on the septic system and soak away pits will be provided through detailed site plan control submission.</p> <p>We have no further comments related to the ZBA application.</p>
Township of Puslinch Building Department – Andrew Hartholt	I have no further comments besides the outstanding permits.
Township of Puslinch By-law – Jacob Normore	<p>By-law recognizes that Mr. Skerratt has acknowledged all comments provided from By-law during circulation of the previous submission. <b>By-law has no further comments or concerns at this time.</b></p> <p>To serve as a reminder to the Property Owner / Applicant, I have provided the same list of comments/requirements for a Kennel under the Township of Puslinch By-law 24-2021:</p> <ul style="list-style-type: none"> <li>• If the applicant is successful in a Zoning By-law Amendment, a New Kennel Licence Application is required to be submitted <b>immediately</b> after the passing of the Zoning By-law Amendment. An</li> </ul>



TOWNSHIP OF  
**PUSLINCH**  
1850

application can be submitted at the following link:  
<https://puslinch.ca/doing-business/kennel-licences/>.

- Once a New Kennel Licence Application is submitted, the Township will process the application and schedule an inspection in accordance with the provisions set out in the Township of Puslinch Kennel Licensing By-law 24-2021. The Kennel **must** pass the inspection and be in compliance with **every** section of the Kennel Licensing By-law, in order to continue operation. I have attached a copy of the Township of Puslinch Kennel Licensing By-law 024-2021 for reference.
- A Kennel shall have a maximum of twenty-five (25) Dogs at any one time. Puppies under 4 months old shall not be included in this number.
- The Floor Plan included in the Zoning By-law Amendment would have to be revised to meet the requirements for a Floor Plan set out in Section 8.1.7. of the Kennel Licensing By-law. The Floor Plan must be drawn to scale (min. 1:64 (3/16" = 1'-0")) of any building, structure, dog run, or facility being used for the housing of Dogs. The floor plan must graphically indicate the area being used for a Kennel including pens, dog runs, walkways, exits, fire extinguishers, etc. The plans shall be fully dimensioned and labelled.
- Every Kennel shall be of sufficient space to allow the Dogs kept therein to stand erect and be comfortable and shall have no less than 2.3 square meters of floor area per dog. For bitches with nursing puppies, the required space in each Kennel is increased by 10% (0.23) to a total of 2.53 square meters of floor area per nursing puppy. Please see



TOWNSHIP OF  
**PUSLINCH**  
1827 1840

the below calculations based on 2.3 square meters per dog.

- Barn No.1 – Each Pen is permitted to keep a maximum of 1 dog, except for K7 which is permitted a maximum of 2 dogs.
  - Barn No.2 – Each Pen is permitted to keep a maximum of 2 dogs, except for K8 and K9 which is permitted a maximum of 1 dog.
  - Barn No. 3 – Each Pen I is permitted to keep a maximum of 2 dogs, except for K9 and K10 which is permitted a maximum of 1 dog.
  - Barn No.4 – Each Pen is permitted to keep a maximum of 4 dogs.
  - Shed No.2 – Each Pen is permitted to keep a maximum of 4 dogs, except K1 which is permitted a maximum of 5 dogs.
  - No dogs are permitted to be kept in sheds 1,3, and 4.
  - Please note that the By-law only permit a maximum of 25 dogs and the required 10% of nursing puppies is not calculated in these calculations. Please provide your own calculations for the pens with nursing puppies.
- Floors in all pens, alleyways and outdoor runs shall be sloped to allow for sufficient drainage.
  - The Names and addresses of the purchasers of individual dogs must be recorded. There is no exception to this rule.
  - All dogs shall be confined indoors during the hours of 8:00 p.m. to 7:00 a.m.

Noise Consultant

See letter attached



TOWNSHIP OF  
**PUSLINCH**  
1850

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November 29, 2023  
Our File: 121006-042

Township of Puslinch  
7404 Wellington Road 34  
Guelph, ON N0B 2J0

Attention: Ms. Lynne Banks

Re: Zoning By-law Amendment  
Proposed Dog Kennel and Related Operation  
6706 Gore Road, Township of Puslinch  
Third Submission

Dear Ms. Banks,

Following our review of Zoning By-law Amendment 3<sup>rd</sup> submission documents received on November 14, 2023, we are providing comments for a proposal to convert an existing equestrian facility to a dog kennel facility, on the subject lands at 6706 Gore Road in the Township of Puslinch.

The following documents and drawings were received and reviewed:

- Zoning By-law Amendment 3<sup>rd</sup> Submission Cover Letter, prepared by Innovative Planning Solutions (IPS), dated November 13, 2023.
- Comment Response Matrix, prepared by IPS, dated November 13, 2023.
- Site Plan, prepared by J.D. Barnes Ltd., dated July 20, 2023 and revised November 10, 2023.

We defer the following documents and drawings to the Township noise consultant.

- Environmental Noise Study, prepared by SLR Consulting Ltd., dated November 8, 2023.

Based on our review of the site and provided documents, it appears that existing buildings, driveways, and parking areas are to be used for proposed dog kennel activities. It is assumed that existing water and wastewater servicing will be used, and that there will not be significant changes to site grading, drainage or the percent imperviousness of the property.

Therefore, as stated in GMBP’s pre-consultation letter dated January 6, 2022; zoning by-law amendment letter dated March 27, 2023; and second submission letter dated September 15, 2023, we will review the Site Plan for completeness as it pertains to the proposed activity.

Based on our review, we provide the following updated comments. At this time, we have no concern with the Zoning By-law Amendment application.

Item No.	Matter / Requirement	Drawing / Document Reference	Date Identified	Date Cleared	Comment
	None				

The following items have been identified as completed:

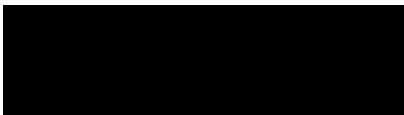
Item No.	Matter / Requirement	Drawing / Document Reference	Date Identified	Date Cleared	Comment
1.	Site Plan Qualified Professional	Site Plan	March 22, 2023	September 14, 2023	<p><u>GMBP Comment March 22, 2023:</u> Please confirm the Site Plan author/drafter. As per Township of Puslinch Site Plan and Drawing Requirements, the Site Plan must show the author and it must be prepared by a qualified professional.</p> <p><u>Response:</u> Please see revised drawings from J.D. Barnes dated July 2023.</p> <p><u>GMBP Comment September 14, 2023:</u> No further comment.</p>
2.	Site Plan	Site Plan	March 22, 2023.	November 29, 2023.	<p><u>GMBP Comment March 22, 2023:</u> Please see the complete Site Plan and Drawing Requirements for a list of items required for a Site Plan:</p> <p><a href="https://puslinch.ca/wp-content/uploads/2020/09/Site-Plan-and-Drawing_Guidelines.pdf">Site Plan and Drawing Requirements (puslinch.ca) (https://puslinch.ca/wp-content/uploads/2020/09/Site-Plan-and-Drawing_Guidelines.pdf)</a></p> <p>Please confirm the general information such as the owner, consultant, legal description, property lines referenced to a current plan of survey, north arrow, revision dates (if applicable) on the Site Plan.</p> <p>Please also confirm garbage disposal areas, lighting information, accessibility routes, and signage for the fire access route on the Site Plan.</p> <p><u>GMBP Comment September 14, 2023:</u> Please confirm accessible route on the Site Plan, including accessible parking with maximum slopes per County of Wellington Facility Accessibility Design Manual. Please also provide parking calculation to justify number of parking spaces and accessible parking spaces.</p>

Item No.	Matter / Requirement	Drawing / Document Reference	Date Identified	Date Cleared	Comment
					<p><u>Response:</u></p> <p>The majority of this comment can be addressed at site plan stage. Zoning matrix provided by J.D. Barnes (sheet 1) – November 10/23.</p> <p><u>GMBP Comment November 28, 2023:</u></p> <p>Acknowledged. Please ensure that the accessible route is provided at the site plan stage, including accessible parking with maximum slopes per County of Wellington Facility Accessibility Design Manual.</p>

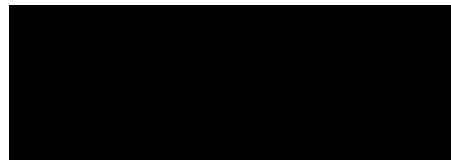
If you have any questions or require additional information, please do not hesitate to contact us.

Yours truly,

GM BLUEPLAN ENGINEERING  
Per:



Parth Lad, E.I.T.  
Technical Specialist



Steve Conway, C.E.T., rcsi, PMP  
Branch Manager, Senior Project Manager



December 1, 2023

Township of Puslinch  
7404 Wellington Road 34  
Puslinch, Ontario  
N0B 2J0

Attention: Lynne Banks  
[lbanks@puslinch.ca](mailto:lbanks@puslinch.ca)

**VIA E-MAIL**

**Re: Peer Review of Environmental Noise Study and Peer Review Responses  
Proposed Dog Breeding Kennel  
6706 Gore Road  
Puslinch, Ontario  
VCL File: 123-0140**

Dear Ms. Banks:

We have completed our review of these documents:

- “Environmental Noise Study, Dog Breeding Kennel, 6706 Gore Road, Puslinch, Ontario”, dated November 8, 2023, prepared by SLR Consulting (Canada) Ltd. (SLR); and
- The responses to the acoustically related comments (i.e., 21 to 27) in the Comment Response Matrix, dated November 13, 2023.

Our comments are outlined below.

22. The response provided addresses the concern.
23. The updated report is still only recommending that exterior windows in climate controlled spaces remain closed. As per the SLR response, all indoor spaces where dogs could be located should have exterior doors and windows closed at all times for noise control purposes.
24. The updated report is still only recommending that the a/c selections comply with MECP Publication NPC-216. As per the SLR response, the recommendation should be changed to each a/c unit should have an ARI sound rating not exceeding 7.6 bels.
25. The response to c) indicates there is a Figure B1 attached to the response letter. The indicated figure was not provided as part of the response matrix. Thus, we cannot comment on the information provided in this figure.
26. The response provided does not address the question/concern. As an example of the issue, in the table provided in the response matrix, Dog Run 2 is about equidistant from POR1 and POR 3 and both PORs are predicted to receive the same 40 dBA sound level

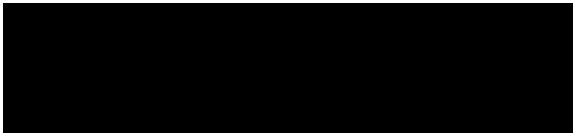
yet POR 1 appears to be fully screened from Dog Run 2 by Shed No. 2 and the Barns and POR 3 has full exposure to Dog Run 2. The report states that the acoustical screening from the existing buildings on the site has been included. Why is the predicted sound level at POR 1 from Dog Run 2 not significantly lower than the predicted sound level at POR 3?

27. The response provided addresses the concern.

If there are any questions, please do not hesitate to call.

Yours truly,

**VALCOUSTICS CANADA LTD.**

Per:   
**John Emeljanow, P.Eng.**

JEV  
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## Justine Brotherston

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**From:** Asavari Jadhav <asavarij@wellington.ca>  
**Sent:** Friday, December 08, 2023 2:06 PM  
**To:** Lynne Banks  
**Cc:** Meagan Ferris  
**Subject:** 6706 Gore Rd 3rd submission - Comments

Hi Lynne,

For the 6706 Gore Rd 3<sup>rd</sup> submission for ZBA, we have the following comments:

1. We acknowledge that the intent of using the term kennel within the draft zoning by-law is to allow for flexibility of use. It is also noted that the draft by-law should address other zoning compliance issues, such as the kennel's setback from the existing residential dwelling on neighboring property.
2. It is acknowledged that the building heights have been provided and are in compliance with Section 4.4.2.f table 4.1 of the zoning by-law.
3. The comments regarding the outdoor storage, signage and grooming services have been acknowledged.
4. The applicant has confirmed that there will no other business on the subject property.
5. Within the comment response (comment no 10) it is noted that proposed lighting has been identified on plans. However, the lighting plans does not appear to have been submitted. Please re-submit the plans and ensure compliance with Section 4.15 of the zoning by-law.

Thank you,

**Asavari Jadhav**

Planner

County of Wellington

Planning and Development Department

74 Woolwich Street,

Guelph ON, N1H 3T9

T 519.837.2600 x 2066

E [asavarij@wellington.ca](mailto:asavarij@wellington.ca)

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## Comment Summary – Zoning By-law Amendment Application – 6706 Gore Rd.

### 2<sup>nd</sup> Submission

Consultant	Comments
GM BluePlan - Engineers	See letter attached
County of Wellington Planning	See letter attached
Ecologist	See letter attached
Hydrogeologist	See letter attached
Township of Puslinch Building Department – Andrew Hartholt	No comments received to date
Township of Puslinch By-law – Jacob Normore	<p>By-law would like to make the following comments/questions:</p> <ul style="list-style-type: none"><li>• If the applicant is successful in a Zoning By-law Amendment, a New Kennel Licence Application is required to be submitted <b>immediately</b> after the passing of the Zoning By-law Amendment. An application can be submitted at the following link: <a href="https://puslinch.ca/doing-business/kennel-licences/">https://puslinch.ca/doing-business/kennel-licences/</a>.</li><li>• Once a New Kennel Licence Application is submitted, the Township will process the application and schedule an inspection in accordance with the provisions set out in the Township of Puslinch Kennel Licensing By-law 24-2021. The Kennel <b>must</b> pass the inspection and be in compliance with <b>every</b> section of the Kennel Licensing</li></ul>

By-law, in order to continue operation. I have attached a copy of the Township of Puslinch Kennel Licensing By-law 024-2021 for reference.

- A Kennel shall have a maximum of twenty-five (25) Dogs at any one time. Puppies under 4 months old shall not be included in this number.
- The Floor Plan included in the Zoning By-law Amendment would have to be revised to meet the requirements for a Floor Plan set out in Section 8.1.7. of the Kennel Licensing By-law. The Floor Plan must be drawn to scale (min. 1:64 (3/16" = 1'-0")) of any building, structure, dog run, or facility being used for the housing of Dogs. The floor plan must graphically indicate the area being used for a Kennel including pens, dog runs, walkways, exits, fire extinguishers, etc. The plans shall be fully dimensioned and labelled.
- **In the Waste Management Plan Report, it is mentioned that dog fecal matter will be disposed of at the dumping site. Could you please clarify what the 'dumping site' is?**
- Every Kennel shall be of sufficient space to allow the Dogs kept therein to stand erect and be comfortable and shall have no less than 2.3 square meters of floor area per dog. For bitches with nursing puppies, the required space in each Kennel is increased by 10% (0.23) to a total of 2.53 square meters of floor area per nursing puppy. Please see the below calculations based on 2.3 square meters per dog. **Please do your own calculations separately to include nursing puppies and provide them.**



	<ul style="list-style-type: none"><li>○ Barn No.1 – Each Pen is permitted to keep a maximum of 1 dog, except for K7 which is permitted a maximum of 2 dogs.</li><li>○ Barn No.2 – Each Pen is permitted to keep a maximum of 2 dogs, except for K8 and K9 which is permitted a maximum of 1 dog.</li><li>○ Barn No. 3 – Each Pen I is permitted to keep a maximum of 2 dogs, except for K9 and K10 which is permitted a maximum of 1 dog.</li><li>○ Barn No.4 – Each Pen is permitted to keep a maximum of 4 dogs.</li><li>○ Shed No.2 – Each Pen is permitted to keep a maximum of 4 dogs, except K1 which is permitted a maximum of 5 dogs.</li><li>○ No dogs are permitted to be kept in sheds 1,3, and 4.</li><li>○ Please note that the By-law only permit a maximum of 25 dogs and the required 10% of nursing puppies is not calculated in these calculations. Please provide your own calculations for the pens with nursing puppies.</li><li>● Floors in all pens, alleyways and outdoor runs shall be sloped to allow for sufficient drainage.</li><li>● The Names and addresses of the purchasers of individual dogs must be recorded. There is no exception to this rule.</li></ul> <p>All dogs shall be confined indoors during the hours of 8:00 p.m. to 7:00 a.m.</p>
GRCA	The GRCA continues to have no objection to the proposed ZBA at 6706 Gore Road and have no further comments at this time.



**UNIVERSITY OF LINCOLN**  
**UNIVERSITY OF LINCOLN**

Noise Consultant	See letter attached



September 15, 2023  
Our File: 121006-042

Township of Puslinch  
7404 Wellington Road 34  
Guelph, ON N0B 2J0

Attention: Ms. Lynne Banks

Re: Zoning By-law Amendment  
Proposed Dog Kennel and Related Operation  
6706 Gore Road, Township of Puslinch  
Second Submission

Dear Ms. Banks,

Following our review of Zoning By-law Amendment 2<sup>nd</sup> submission documents received on August 29, 2023, we are providing comments for a proposal to convert an existing equestrian facility to a dog kennel facility, on the subject lands at 6706 Gore Road in the Township of Puslinch.

The following documents and drawings were received and reviewed:

- Zoning By-law Amendment 2<sup>nd</sup> Submission Cover Letter, prepared by Innovative Planning Solutions (IPS), dated August 28, 2023.
- Comment Response Matrix, prepared by IPS, dated August 28, 2023.
- Site Plan, prepared by J.D. Barnes Ltd., dated July 20, 2023 and revised August 11, 2023.

We defer the following documents and drawings to the Township Planning department.

- Zoning By-law Amendment Application (revised), prepared by IPS, dated August 21, 2023.
- Authorization as Agent Letter, prepared by IPS, dated August 13, 2023.
- Planning Justification Report Addendum, prepared by IPS, dated August 28, 2023.
- Zoning By-law Amendment Schedule "A", prepared by IPS, dated August 14, 2023.
- Waste Management Plan Report Revised, unknown author, dated August 22, 2023.

We defer the following documents and drawings to the Township noise consultant.

- Environmental Noise Study and Peer Review Response, prepared by SLR Consulting Ltd., dated August 25, 2023.

Based on our review of the site and provided documents, it appears that existing buildings, driveways, and parking areas are to be used for proposed dog kennel activities. It is assumed that existing water and wastewater servicing will be used, and that there will not be significant changes to site grading, drainage or the percent imperviousness of the property.

Therefore, as stated in GMBP's pre-consultation letter dated January 6, 2022 and zoning by-law amendment letter dated March 27, 2023, we will review the Site Plan for completeness as it pertains to the proposed activity.



As such, we provide the following comments based on our review of the Site Plan:

**Deficiencies/Outstanding Matters**

Item No.	Matter / Requirement	Drawing / Document Reference	Date Issue Identified	Comment
2.	Site Plan	Site Plan	March 22, 2023.	<p><u>GMBP Comment March 22, 2023:</u></p> <p>Please see the complete Site Plan and Drawing Requirements for a list of items required for a Site Plan:</p> <p><a href="https://puslinch.ca/wp-content/uploads/2020/09/Site-Plan-and-Drawing_Guidelines.pdf">Site Plan and Drawing Requirements (puslinch.ca) (https://puslinch.ca/wp-content/uploads/2020/09/Site-Plan-and-Drawing_Guidelines.pdf)</a></p> <p>Please confirm the general information such as the owner, consultant, legal description, property lines referenced to a current plan of survey, north arrow, revision dates (if applicable) on the Site Plan.</p> <p>Please also confirm garbage disposal areas, lighting information, accessibility routes, and signage for the fire access route on the Site Plan.</p> <p><u>GMBP Comment September 14, 2023:</u></p> <p>Please confirm accessible route on the Site Plan, including accessible parking with maximum slopes per County of Wellington Facility Accessibility Design Manual. Please also provide parking calculation to justify number of parking spaces and accessible parking spaces.</p>

The following items have been identified as completed:

Item No.	Matter / Requirement	Drawing / Document Reference	Date Identified	Date Cleared	Comment
1.	Site Plan Qualified Professional	Site Plan	March 22, 2023	September 14, 2023	<p><u>GMBP Comment March 22, 2023:</u></p> <p>Please confirm the Site Plan author/drafter. As per Township of Puslinch Site Plan and Drawing Requirements, the Site Plan must show the author and it must be prepared by a qualified professional.</p> <p><u>Response:</u></p> <p>Please see revised drawings from J.D. Barnes dated July 2023.</p> <p><u>GMBP Comment September 14, 2023:</u></p> <p>No further comment.</p>

If you have any questions or require additional information, please do not hesitate to contact us.

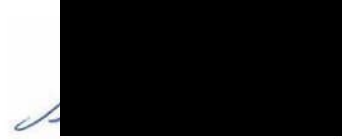


Yours truly,

GM BLUEPLAN ENGINEERING  
Per:



Sergio Zaga, M.Eng.  
Project Designer



Steve Conway, C.E.T., rcsi, PMP  
Branch Manager, Senior Project Manager



## COUNTY OF WELLINGTON

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PLANNING AND DEVELOPMENT DEPARTMENT  
ALDO SALIS, BES, M.Sc. MCIP, RPP, DIRECTOR OF PLANNING AND DEVELOPMENT  
TEL: (519) 837-2600 EXT. 2064  
FAX: (519) 823-1694  
1-800-663-0750

ADMINISTRATION CENTRE  
74 WOOLWICH STREET  
GUELPH, ONTARIO  
N1H 3T9

September 22<sup>nd</sup>, 2023

Courtenay Hoytfox  
CAO (Acting)  
Township of Puslinch  
7404 Wellington County Rd 34  
Puslinch, On  
N0B 2J0

Dear Courtenay:

**Re: ZONING BY-LAW AMMENDMENT – 2<sup>nd</sup> Submission Comments  
Usman Aziz  
6706 Gore Rd  
Township of Puslinch**

---

Please find the Planning comments below in reference to the above noted Zoning By-law Amendment application (2nd Submission). These comments are provided based on a review of the following:

**Reports Submitted:**

- Cover Letter (August 28, 2023)
- Revised Zoning By-law Amendment Application Form (August 10, 2023)
- Comment Response Matrix (August 28, 2023)
- Planning Justification Report Addendum, prepared by IPS (August 28, 2023)
- Draft Zoning By-law, prepared by IPS (August 14, 2023)
- Overall Site Plan Drawing, prepared by J.D. Barnes Ltd. (July 20, 2023)
- Site Specific Site Plan Drawing (July 20, 2023)
- Floor Plan Drawings, prepared by J.D. Barnes Ltd. (July 20, 2023)
- Environmental Noise Study, prepared by SLR Consulting (Canada) Ltd. (August 15, 2023)
- Environmental Noise Study Response Comments, prepared by SLR Consulting (Canada) Ltd. (August 25, 2023)
- Waste Management Plan Report Revised (August 22, 2023)

**Proposed Use**

It is acknowledged that the application is proposing to establish a dog breeding operation and will include 25 dogs living permanently on-site. The application proposes a site-specific amendment to the zoning by-law for a portion of the property for the kennel use with reduced setback from existing residential dwelling.

A draft Site-specific Zoning By-law has been included in the planning justification letter to rezone a portion of the subject lands from Agricultural (A) zone to and Agricultural Exception (A-XX) zone. As the intent is to have a kennel specific to breeding and the Zoning By-law definition of a "Kennel" is more general, it may be appropriate for the draft amending by-law to identify the use being permitted is specifically a breeding kennel to reflect the development as proposed and to identify the existing building(s) being utilized as part of the kennel.

### **Planning Comments:**

1. Based on a review of the additional information submitted, we acknowledge the following:
  - a. The applicant has confirmed that the business is solely a dog breeding operation, and no dogs or animals will be boarded on this property. The applicant has further confirmed that there will be a maximum of 25 dogs on-site permanently.
  - b. Further, the applicant has indicated that there are a total of 44 pens (within 4 barns and 3 sheds) that will be used for infant/young dogs and relocate adult dogs during cleaning of pens.
  - c. The applicant has confirmed that the business and property is accessible to the public between 10 a.m. and 6 p.m to purchase an infant/young dog by appointments. However, the dog breeding (Kennel operation) will function between 7 a.m. and 7 p.m.
  - d. It is acknowledged that the applicant has confirmed that the dog pens will be in barn 1-4 and shed #2. The sheds #3 and #4 are intended to be used to store equipment and supplies as well as dog food and water. Shed 1 will be used as storage for the residence.
  - e. Further the applicant has indicated that the barn 4 has a grooming area.
  - f. It is acknowledged that the proposed development is completely within the Secondary Agriculture designation and a portion of the subject property is proposed to be rezoned.
  - g. Within the 2<sup>nd</sup> submission the applicant has provided with the detailed site plan and over site plan of the subject property for the kennel operation.
  - h. It is acknowledged that the septic and required water servicing is existing and no new services are proposed and the septic to the east of barn 2 and 3 within the 1<sup>st</sup> submission drawings were labelled in error and are used as soak-away (LID) features for any cleaning operations of the dog pens and the same has been updated on the site plan provided within the 2<sup>nd</sup> submission.

Within the waste management plan submitted, the applicant has indicated that the animal waste will be hauled out of the property on a daily basis by a private waste collection agency. Therefore, there is no need for containment or treatment facilities.

The application form and the site plan has been updated to reflect the existing services.

- i. The site plan provided indicate the barns and the dog runs have a setback of 97.3m and 105m respectively from an existing dwelling at 6700 Gore Rd. The applicant has requested relief from the maximum required setback requirements from an existing dwelling on any other lot.

Within the Planning Justification report it is noted that the applicant has not explored alternative locations to accommodate the kennel to meet the By-law Provisions. The applicant is proposing to use the existing buildings on site and no new buildings are proposed.

- j. The noise study conducted by SLR Consulting (Canada) Ltd., has indicted that the reviewed for the dog runs between 7am and 7pm and assessment between 7pm and 7am was not completed.

Further, the study has concluded that there are no adverse impacts expected on the surroundings and noise control measures are not required at this time.

**k. Within the Planning Justification Report:**

- i. The applicant has provided with the total floor area of all combined buildings that is identified to be 2167.6 m<sup>2</sup> including areas for the associated 4 outdoor dog runs.
- ii. It is acknowledged that no new buildings are proposed for the kennel use. Therefore, the barns 1-4 and shed 2-4 will be used for kennel operation. Shed 1 will be used as storage for the single detached dwelling unit.
- iii. From the updated site plan provided it is acknowledged that that 30 m setback has been provided from all wetland features.
- iv. The applicant has further indicated that no new development is proposed or occur within the sensitive areas.

**Additional Comments/Clarification Items:**

Although it appears most of the comments previously made were responded to, we do ask that the following clarification be provided to assist in our reviewing and understanding of the development proposal, including overall compliance with other provisions of the Zoning By-law. Can you please provide additional details to ensure all the insufficiencies are covered within the proposed ZBA and avoid future applications and delays.

1. Can you please provide building sections to determine the building height.
2. Is outdoor storage required?
3. Is there any signage proposed. If yes, please ensure compliance with Sign By-law.
4. Will there be any other business on site other than the dog breeding operation.
5. Please confirm if there will be grooming services provided for the dogs other than those on site.

**For the conceptual plan, can the following be clarified:**

1. Can you confirm if a lighting is proposed on site. If yes, please ensure compliance with Section 4.15 of the Zoning By-law.
2. Please identify the parking for the existing dwelling and parking associated with the kennel separately. Please provide dimensions for the parking spaces within the detailed site plan.
3. It is understood garbage will not remain on site for long; however, we request that any garbage storage be screened from public view and located away from any residential uses.

**Environmental Noise Study**

It is acknowledged that the comments flagged in our previous comment letter have been clarified. It is further acknowledged that the revised Noise Assessment provides a recommended that the exterior doors and windows of all the structures where dogs are housed remain closed for noise control purposes. Noise control measures are not identified as being required.

It is further understood that Township’s peer reviewer (Valcoustics Canada Ltd.) has provided comments and that additional information is required prior to deeming the application complete.


**Future Applications & Licenses:**

It is acknowledged that if the subject Zoning By-law amendment is approved, a site plan application and associated approval will also be required. It is further acknowledged that a license from the Township will be required for the Kennel and the applicant will need to confirm that they meet the requirements of By-law 024-2021. If not done so thus far, it is recommended that a review of this licensing By-law be taken to ensure that the use of this site will comply.

It is further understood that dogs 4 months and older count towards the licensing By-law’s maximum number of dogs. The applicant should confirm that the proposed 25 adult dogs accounts for all dogs 4 months and older at any given time.

We trust that these comments are of assistance and request a response letter addressing all comments to be submitted prior to deeming this application complete.

Regards,



---

Asavari Jadhav  
Planner



3-5 Edinburgh Road South  
Guelph . Ontario  
N1H 5N8

519.822.6839

info@aboutdng.com

www.aboutdng.com

#### URBAN FORESTRY

ARBORIST REPORTS  
MANAGEMENT PLANS  
TREE PRESERVATION PLANS  
TREE RISK ASSESSMENT  
GIS TREE INVENTORIES  
TREE APPRAISALS  
MONITORING

#### ECOLOGICAL RESTORATION

NATURAL SYSTEMS DESIGN  
HABITAT RESTORATION  
EDGE MANAGEMENT PLANS  
RAVINE STEWARDSHIP PLANS  
NATURALIZATION PLANS  
INTERPRETIVE DESIGN  
MONITORING  
CONTRACT ADMINISTRATION

#### ENVIRONMENTAL STUDIES

SUBWATERSHED STUDIES  
ENVIRONMENTAL IMPACT  
STATEMENTS  
ECOLOGICAL LAND  
CLASSIFICATION  
WETLAND EVALUATION  
VEGETATION ASSESSMENT  
BOTANICAL INVENTORIES  
WILDLIFE SURVEYS  
MONITORING

#### LANDSCAPE ARCHITECTURE

MASTER PLANNING  
RESIDENTIAL COMMUNITIES  
COMMERCIAL/INDUSTRIAL  
HEALTHCARE AND EDUCATION  
STREETSCAPES  
PARKS AND OPEN SPACES  
TRAIL SYSTEMS  
GREEN ROOFS  
CONTRACT ADMINISTRATION

#### EXPERT OPINION

LPAT TESTIMONY  
LEGAL PROCEEDINGS  
PEER REVIEW  
RESEARCH  
EDUCATION

September 7, 2023

Our Project #: AA21-049A-005C  
Sent by email: lbanks@puslinch.ca

Lynne Banks  
Development and Legislative Coordinator  
Township of Puslinch  
7404 Wellington Rd. 34  
Puslinch, ON N0B 2J0

**Re: 6706 Gore Road, Township of Puslinch  
Ecological Review, 2<sup>nd</sup> submission, Zoning By-law Amendment  
application, Proposed Dog breeding Kennel**

Dear Ms. Banks:

About & Associates Inc. has been retained by the Township of Puslinch to review an updated submission of the zoning by-law amendment application, to determine if there are any new ecological constraints per the submitted materials, as they relate to a proposed Dog Breeding Kennel. Per the Township Zoning By-law, kennels are only permitted as a site-specific zoning amendment. We have reviewed the following documents as part of our assessment:

- 6706 Gore Road - Cover Letter, August 28, 2023
- 6706 Gore Road Zoning-By-law-Amendment Application (revised), March 2023
- 6706 Gore Road Authorization Letter, August 13, 2023
- 6706 Gore Road Comment Response Matrix, August 28, 2023
- 6706 Gore Road Planning Justification Report Addendum, August 28, 2023
- 6706 Gore Road Zoning By-law Draft Schedule, August 14, 2023
- 6706 Gore Road Overall Site Plan Drawing, July 20, 2023
- 6706 Gore Road Site Specific Site Plan Drawing, July 20, 2023
- 6706 Gore Road Floor Plan Drawing, July 20, 2023
- 6706 Gore Road Environmental Noise Study, August 25, 2023
- 6706 Gore Road Environmental Noise Study Response Comments, August 25, 2023
- 6706 Gore Road Waste Management Plan Report Revised, August 22, 2023.

Our review of the 2<sup>nd</sup> submission zoning application documents has confirmed that our comments submitted April 4, 2023 continue to apply, regarding the potential presence of ecological constraints or concerns, and any potential impacts to such features, as they relate to the proposed Dog Breeding Kennel. We've noted that the updated submission drawings further confirm that all work is located greater than 30m from the core natural features present on the property. No natural heritage features requiring additional study exist within the proposal area. The waste management plan has identified that any waste retained on site will be stored in appropriate receptacles that do not allow any leaching into the environment.

As such, we have no ecological concerns for the proposed zoning amendment, per the provided submission materials. Please contact the undersigned should you require additional information of the above.

Yours truly,

**ABOUD & ASSOCIATES INC.**



Cheryl-Anne Ross, B. Sc.  
Ecology Lead & Wildlife Ecologist

S:\A+A Projects\2021\Approved\21-049A Puslinch Peer Review\AA File\21-049A-005C 6706 Gore Rd\Report\AA Ecological review 21-049A-005C 2nd submission draft.docx





Harden Environmental Services Ltd.  
4622 Nassagaweya-Puslinch Townline  
Moffat, Ontario, L0P 1J0  
Phone: (519) 826-0099 Fax: (519) 826-9099

Hydrogeological Assessment

Geochemistry

Phase I / II ESA

Regional Flow Studies

Contaminant Investigations

OLT Hearings

Water Quality Sampling

Groundwater & Surface Water  
Monitoring

Groundwater Protection  
Studies

Groundwater Modelling

Groundwater Mapping

Permits to Take Water

Environmental Compliance  
Approvals

Designated Substance Surveys

Our File: 2322

September 12, 2023

Township of Puslinch  
7404 Wellington Road 34  
Puslinch, Ontario N0B 2J0

Attention: Lynne Banks  
Development and Legislative Coordinator

**Re: Zoning Amendment Application Comments  
6706 Gore Road, Puslinch, Ontario**

Dear Lynne,

Harden Environmental Services Ltd. (Harden) is pleased to provide hydrogeological comments for the zoning amendment application for 6706 Gore Road in Puslinch, Ontario (the site).

Harden provides the following comments related to the applicant's submission:

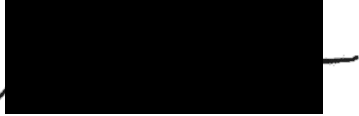
1. The site plan included in the first submission showed three separate septic tanks and dispersal beds on the property. The site plan included in the second submission shows one septic tank and dispersal bed just north of the existing house, and the other two septic locations identified in the first submission as "Septic Tank #2" and "Septic Tank #3" have been replaced with "Soak Away Pit (LID)" locations. Both site plans are attached for reference.

The applicant should clarify the existing/proposed use of the soak away pits, the type(s) of liquid and quantity/flows discharged to these pits and classification (e.g., sewage, greywater, stormwater management, etc.), and any existing/proposed treatment systems.

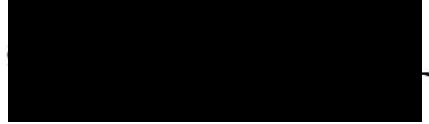
Sewage flows that exceed 10,000 L/day (cumulative for the entire property) require an Environmental Compliance Approval (ECA) from the Ministry of the Environment, Conservation and Parks (MECP).

We appreciate the opportunity to provide these comments. Should you have any questions or concerns, please do not hesitate to contact the undersigned.

Harden Environmental Services Ltd.



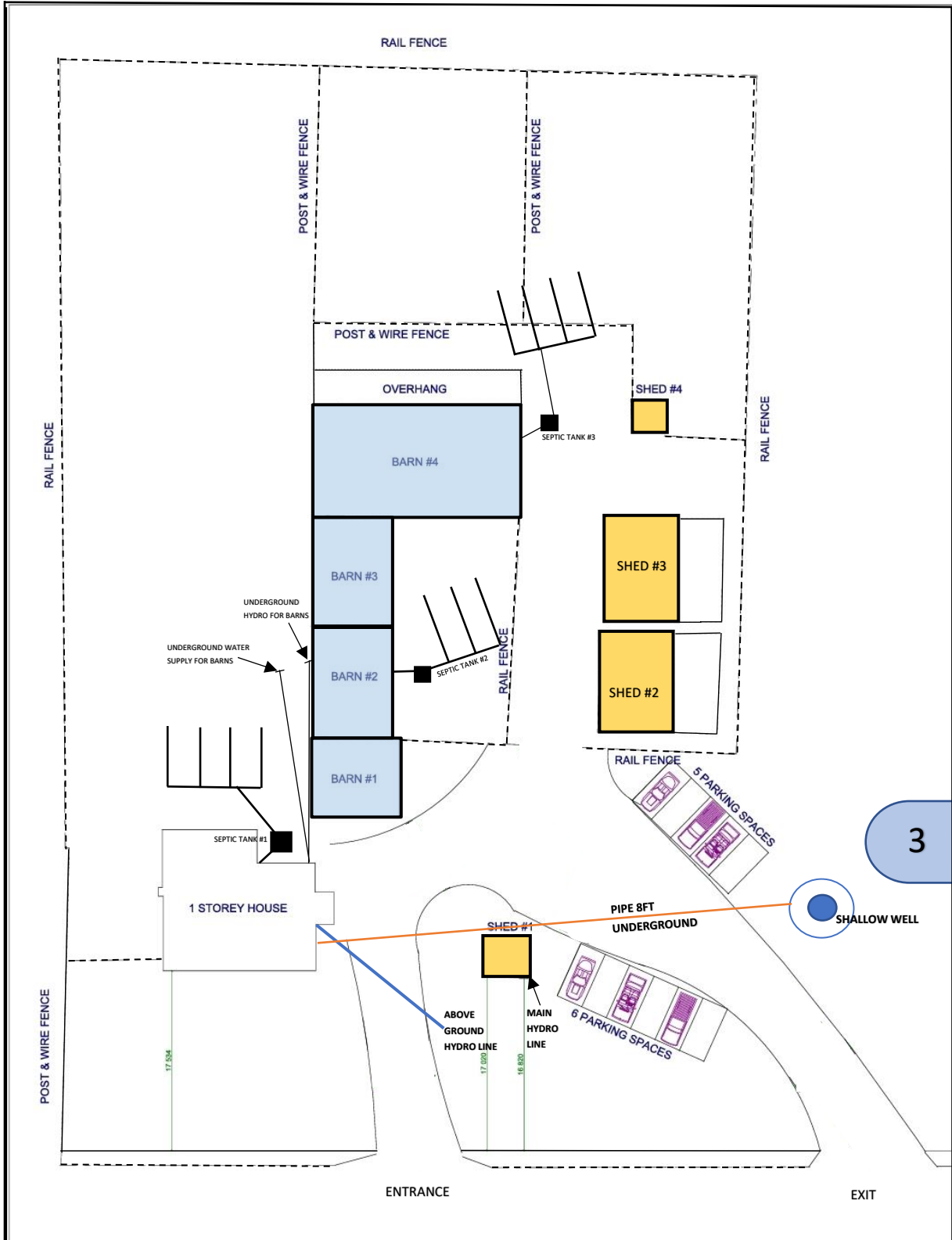
Angela M. Mason, M.Sc., P.Geo., QP<sub>ESA</sub>  
Senior Hydrogeologist



Stan Denhoed, P.Eng., M.Sc.  
President and Senior Hydrogeologist

Attachments:

- 1 – Water Management and Hydro Plan (March 2023)
- 2 – Site Plan / Zone Change Application (JD Barnes, July 20, 2023)



3

Water Management and Hydro plan

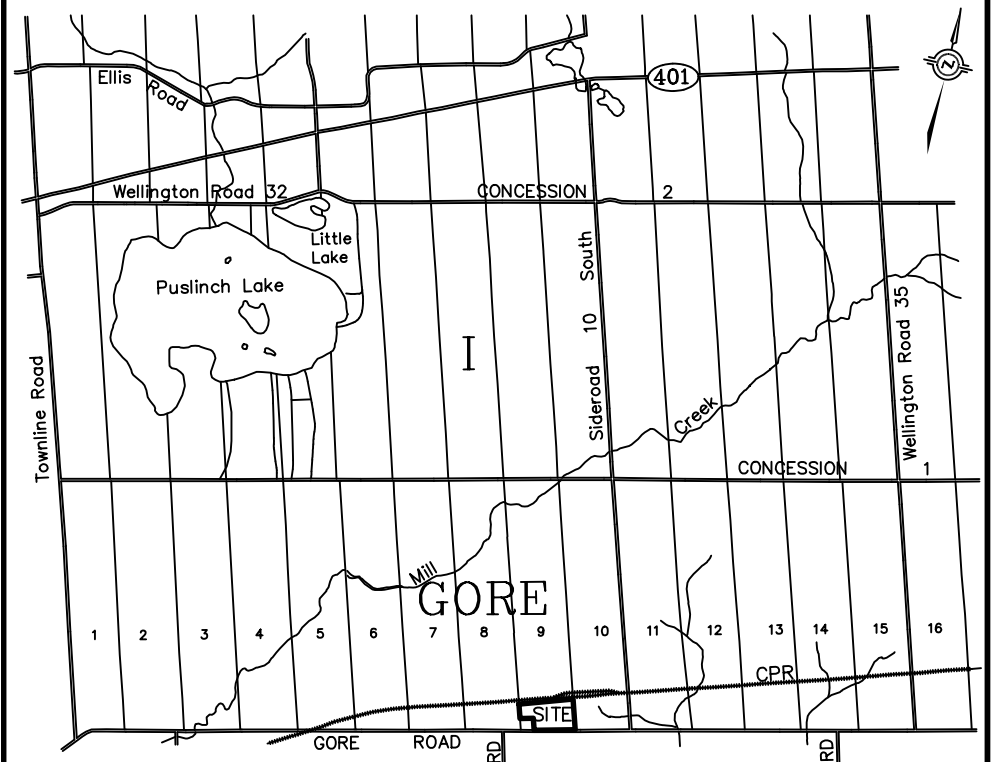
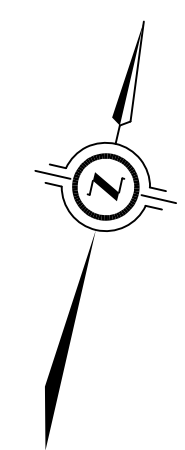
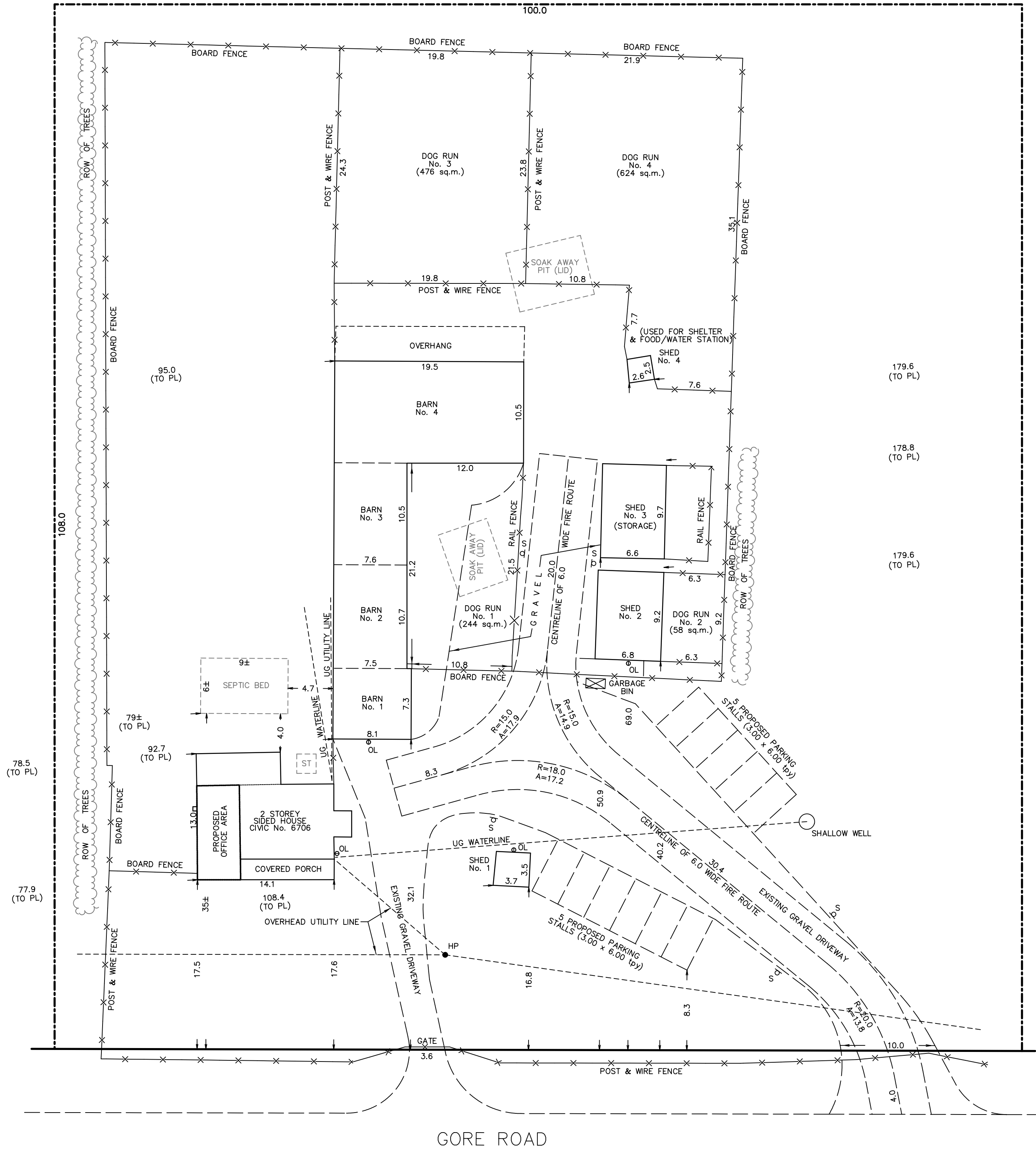
6706 Gore Rd, Puslinch, ON N0B 2J0

SCALE 1:320

DATE: MARCH, 2023

S3

TOWNSHIP OF PUSLINCH  
COUNTY OF WELLINGTON



KEYPLAN (NOT TO SCALE)

GENERAL NOTES:

1. THIS PLAN WAS PREPARED FOR USMAN AZIZ.
2. LOT DIMENSIONS SHOWN ARE AS SHOWN ON PLAN BY J.D. BARNES LIMITED, PROJECT No. 22-14-851-00-A, DATED DECEMBER 20, 2022 AND HAVE NOT BEEN VERIFIED BY SURVEY.
3. THIS IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED FOR TRANSACTION OR MORTGAGE PURPOSES.
4. THE POSITION OF ALL POLE LINES, CONDUITS, WATER MAINS, SEWERS AND OTHER UNDERGROUND AND OVERHEAD UTILITIES AND STRUCTURES IS NOT NECESSARILY SHOWN ON THIS PLAN, AND WHERE SHOWN, THE ACCURACY OF THE POSITION OF SUCH UTILITIES AND STRUCTURES IS NOT GUARANTEED. BEFORE STARTING WORK, THE CONTRACTOR SHALL INFORM HIMSELF OF THE EXACT LOCATION OF ALL SUCH UTILITIES AND STRUCTURES, AND SHALL ASSUME ALL LIABILITY FOR DAMAGE TO THEM.
5. ALL ANIMAL WASTE COLLECTION IS TO BE REMOVED FROM THE SITE DAILY THROUGH A PRIVATE CONTRACTOR OR OWNER AND THAT ALL OTHER FORMS OF WASTE ARE STORED WITHIN THE GARBAGE BIN FOR STANDARD COLLECTION SERVICES.

PROPERTY DESCRIPTION - PART OF LOT 9, GORE CONCESSION (7.8 ha)

CURRENT ZONING - A (AGRICULTURAL)

CIVIC No. 6706

- BARN No. 1 - 9 PROPOSED DOG KENNELS (59.1 sq.m.)
- BARN No. 2 - 10 PROPOSED DOG KENNELS (80.3 sq.m.)
- BARN No. 3 - 10 PROPOSED DOG KENNELS (79.8 sq.m.)
- BARN No. 4 - 11 PROPOSED DOG KENNELS & QUARANTINE ROOM (204.8 sq.m.)
- SHED No. 1 - (13.0 sq.m.)
- SHED No. 2 - 4 PROPOSED DOG KENNELS (62.6 sq.m.)
- SHED No. 3 - STORAGE (64.0 sq.m.)
- SHED No. 4 - USED FOR SHELTER AND FOOD/WATER STATION (6.5 sq.m.)
- HOUSE - DWELLING (152.0 sq.m. TOTAL GROUND FLOOR) & PROPOSED OFFICE (OFFICE 4.32 x 9.60 - 41.5 sq.m.)

LEGEND

GRCA	DENOTES	GRAND RIVER CONSERVATION AUTHORITY
ST	DENOTES	SEPTIC TANK
HP	DENOTES	HYDRO POLE
UG	DENOTES	UNDERGROUND
PL	DENOTES	PROPERTY LINE
S	DENOTES	'NO PARKING - FIRE ROUTE' SIGN
OL	DENOTES	OUTDOOR LIGHTING
PS	DENOTES	PATIO SLIDER
D	DENOTES	MANDOOR
FD	DENOTES	FLOOR DRAIN
K	DENOTES	PROPOSED KENNEL NUMBER

5			
4			
3			
2			
1	AS PER COMMENTS FROM INNOVATIVE PLANNING SOLUTIONS	DM	AUG. 11, 2023
No.	REVISIONS	BY	DATE
	CONSTRUCTION		
	TENDER		
	ISSUE FOR APPROVALS		
	ISSUE BLOCK		

COUNTY OF WELLINGTON TOWNSHIP OF PUSLINCH

SITE PLAN / ZONE CHANGE APPLICATION

**J.D. BARNES** LIMITED  
SURVEYING MAPPING GIS  
LAND INFORMATION SPECIALISTS  
257 WOODLAWN ROAD WEST, UNIT 101, GUELPH, ON N1H 8J1  
T: (519) 822-4031 F: (519) 822-1220 www.jdbarnes.com

DESIGNED BY: KFH	SCALE 1 : 300	DATE: JULY 20, 2023
CHECKED BY: KFH	5 0 5 10 metres	
DRAWN BY: DM		
CHECKED BY: KFH		
FILE No. 22-14-851-01	REVISION No. 1	SHEET 2 OF 3

# THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

## BY-LAW NUMBER 024-2021

A by-law to control, license, register and regulate  
Dogs and Kennels within the Township of Puslinch  
and to repeal By-law 8/99 and 33/05

**WHEREAS** section 11 (2), paragraph 6 of the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended (hereinafter called the "Act") authorizes a municipality to pass a by-law respecting the health, safety and well-being of persons;

**AND WHEREAS** section 11 of the Act authorizes a municipality to pass a by-law to regulate dogs;

**AND WHEREAS** section 11(2) paragraph 8 and section 11(3) of the Act authorizes a municipality to pass by-laws respecting dogs and the protection of persons and property;

**AND WHEREAS** section 8 (3) of the Act authorizes a municipality to provide for a system of Licenses with respect to dogs;

**AND WHEREAS** section 23.1 of the Act authorizes a municipality to delegate its powers and duties;

**AND WHEREAS** the Council of the Corporation of the Township of Puslinch deems it necessary and expedient to regulate the keeping of dogs and the establishment and operation of dog kennels in the Township of Puslinch;

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

### 1. INTERPRETATION

For the purpose of this By-law the following definitions shall apply:

**BOARDING:** shall mean the taking in of domestic dog for a period of time for capital gain;

**BOARDING KENNEL:** shall mean any building, structure, dog run or facility, or part thereof, used for the boarding (for hire), grooming, showing, training or temporary housing of more than one (1) dog, but does not include a veterinarian clinic;

**BREEDING:** shall mean the generating of canine offspring;

**BREEDING KENNEL:** shall mean any building, structure, dog run or facility, or part thereof, where more than two (2) dogs are kept for the purposes of breeding, housing or selling;

**CLERK:** shall mean the Clerk for the Township or any person designated by the Clerk;

**COUNCIL:** shall mean the Council of The Corporation of the Township of Puslinch;

**DOG:** shall mean any member of the species *canis familiaris* or hybrid thereof and shall include a male or female, spayed, neutered or intact dog (of any age or breed);

**DWELLING UNIT:** shall mean a room or a suite of rooms operated as a housekeeping unit, used or intended to be used as a domicile by one or more persons and supporting general living conditions including cooking, eating, sleeping and sanitary facilities;

**GOOD STANDING:** shall mean a Kennel that complies with all requirements of this By-law and all other Township By-laws, has up to date License, and has resolved any outstanding verified complaints at the time of License application;

**HARBOUR or HARBOURED:** shall include keeping or possessing for any period of time, whether temporary or not;

**KEEP or KEPT:** shall include harbouring or possessing for any period of time, whether temporary or not;

**KENNEL:** shall mean any building, structure, dog run or facility or part thereof where more than three (3) dogs are housed, groomed, bred, boarded, trained or sold, and includes a **BOARDING KENNEL**, **BREEDING KENNEL**, and **RETIRING KENNEL**, but does not include a veterinarian clinic;

**LEASH:** shall mean a leash, chain, rope, cord, chain or other similar device, which is used, designed and capable of being held by a person and is used and designed to restrain a dog;

**LICENSE:** shall mean a License issued by the Township permitting an Owner to operate a Kennel;

**LICENSEE:** shall mean a person issued a kennel License pursuant to this By-law;

**MUNICIPAL LAW ENFORCEMENT OFFICER (or "MLEO"):** shall mean a person appointed by Council to enforce the by-laws of the Township pursuant to section 15 of the *Police Services Act*, R.S.O. 1990, c. P. 15, as amended;

**OFFICER:** shall mean a dog control officer, a pound keeper and its employees, the Ontario SPCA Officers, Animal Welfare Inspectors appointed under the *Provincial Animal Welfare Services Act, 2019*, police officer, MLEO, the Medical Health Officer or other person appointed by by-law to enforce the provisions of this By-law;

**ONTARIO SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS (or "OSPCA"):** shall mean the Ontario Society for the Prevention of Cruelty to Animals or any local branch;

**OWNER:** shall mean the person who is the registered owner of the property on which a Kennel is located;

**PERSON:** shall include an individual, sole proprietorship, partnership, limited partnership, trust, corporation, and an individual in his or her capacity as a trustee, executor, administrator, or other legal representative;

**POLICE WORK DOG:** shall mean a dog trained, or training, for and engaged in law enforcement by any Federal, Provincial or municipal government or government agency;

**POUND:** shall mean any premise or facility or part thereof used by the Township for the temporary housing or boarding of dogs that have been impounded pursuant to this By-law;

**POUND KEEPER:** shall mean any person or organization retained by the Township to provide pound services;

**PROPERTY:** shall mean a parcel of land which is capable of being legally conveyed;

**PUREBRED:** shall mean a dog registered or eligible for registration with an Association incorporated under the *Dog Pedigree Act (Canada)*;

**REGISTRATION or REGISTERED:** shall means a record of ownership and of the keeping of a dog pursuant to this By-law;

**RETIRING KENNEL:** shall mean a formerly licensed BREEDING KENNEL that meets the criteria in Sections 11.19 to 11.23 of this By-law

**SCHEDULE OF FEES:** shall mean the Township's User Fees and Charges By-Law, as amended from time to time;

**SERVICE DOG:** shall mean a dog trained to assist the visually impaired and a dog guide working with a person with a physical or mental disability or a medical condition;

TAG: shall mean a tag issued by the Township permitting the Keeping or Harboring of a dog within the Township;

TREASURER: shall mean the Treasurer of the Township;

TOWNSHIP: shall mean The Corporation of the Township of Puslinch;

VETERINARY CLINIC: shall mean a building where dogs are diagnosed and treated for illness by a registered veterinarian, and where such dogs can be temporarily housed within the clinic, and includes accessory services such as grooming, but does not include a commercial kennel as defined in the Township's Zoning By-law;

ZONE: shall mean a land use designation as indicated in the Township's Zoning By-law(s) passed pursuant to the provisions of the *Planning Act*.

## **2. APPLICATION AND GENERAL PROVISIONS**

2.1. This By-law shall apply throughout the whole of the Township.

2.2. No Person shall Keep or Harbour or permit to be Kept or Harboured at any one time, more than three (3) Dogs per Dwelling Unit to a maximum of 5 Dogs per Property.

2.3. Section 2.2 does not apply to

2.3.1. A Pound;

2.3.2. The Owner of:

2.3.2.1. A Kennel with a valid License issued pursuant to this By-law

2.3.2.2. A Veterinary Clinic

2.3.2.3. A Shelter operated by a branch or affiliate of the Ontario SPCA or Humane Society; and,

2.3.2.4. A facility registered as a research facility in accordance with the *Dogs for Research Act*, R.S.O. 1990, c. A. 22, as amended;

2.4. No Person shall own or Keep or Harbour a Dog without a current valid Dog Tag.

2.5. An Owner of a Dog shall keep the Tag issued by the Township securely fixed on the Dog for which it was issued at all times.

2.6. No Person shall:

2.6.1. affix a Tag to any Dog other than the Dog for which it was issued; or

2.6.2. remove a Tag except to replace it with a current or valid Tag.



### **3. LICENSES, TAGS AND REGISTRATION (GENERAL)**

- 3.1. The Clerk or his/her delegate is hereby delegated authority to issue Licenses and Tags in accordance with the provisions of this By-law.
- 3.2. The Clerk or his/her delegate is hereby delegated authority to impose additional terms and conditions to a Kennel License that in his/her opinion are reasonable and taking into consideration:
  - 3.2.1. the health, safety and well-being of Persons and Dogs;
  - 3.2.2. the impact on a neighbouring Property or neighbouring Property Owner.
- 3.3. A Tag automatically expires and becomes null and void upon the sale, death or other disposal of a Dog to which such Tag applies.
- 3.4. A Tag or License issued by the Township is non-refundable.
- 3.5. A Tag or License issued pursuant to this By-law is valid for one year from the date it is issued.
- 3.6. A Licensee shall notify the Township within fifteen (15) days of any changes to the:
  - 3.6.1. business name;
  - 3.6.2. location of the business premises;
  - 3.6.3. ownership of the businessand such changes shall be subject to submission of the necessary documentation to the Township.
- 3.7. A Licensee shall display a License in a conspicuous place on the Licensed Property visible to the public at all times.
- 3.8. A Licensee shall be responsible for the act(s) and omission(s) of its employees, representatives and agents in the carrying on of the business in the same manner and to the same extent as though the Licensee did the act(s) or omission(s).
- 3.9. Any record required by this By-law shall be produced by the Licensee upon request of an Officer.

### **4. APPLICATION FOR DOG TAG**

- 4.1. An Owner of a Dog shall obtain a Dog Tag from the Township within ten (10) days of taking possession of the Dog and annually thereafter.
- 4.2. An Owner of a Dog making an application for a Dog Tag shall submit:

- 4.2.1. a complete application in the form provided by the Township;
  - 4.2.2. when required by the Township, a certificate signed by a practicing veterinarian that the Dog has been inoculated with an anti-rabies vaccine;
  - 4.2.3. the required Tag fee in accordance with the Township's User Fees and Charges By-law, as amended.
- 4.3. A Dog Tag shall be issued where the Clerk or his/her delegate is satisfied that the requirements of this By-law have been met.
- 4.4. An Owner of a Dog may obtain a replacement Dog Tag upon re-payment of the Tag Fee.

## **5. DOGS AT LARGE**

- 5.1. No Person shall permit a Dog to be at large in the Township.
- 5.2. A Dog is deemed to be running at large if found in any place other than the Property of the Owner of the Dog and the Dog is not on a Leash and under the control of a Person capable of handling the Dog when it is on Property other than that of the Owner, unless prior consent is given by the Person owning the Property on which the Dog is found.
- 5.3. Sections 5.1 and 5.2 of this By-law shall not apply to a:
- 5.3.1. Police Work Dog, or a Service Dog while actively engaged in the performance of its trained duties;
- 5.4. The Owner of a Dog shall remove forthwith any excrement left by a Dog on any public property or private property other than the Owner's property and shall provide for the sanitary disposal of such excrement.

## **6. IMPOUNDMENT**

- 6.1. An Officer may seize and impound a Dog found running at large and may apprehend a Dog.
- 6.2. Where the Owner of a Dog is known, the Pound Keeper shall make reasonable efforts to notify the Owner that the Dog has been impounded.
- 6.3. Where a Dog is seized and impounded, the Pound Keeper shall return it to the Owner provided that:
- 6.3.1. the Owner claims possession of the Dog within ten (10) days

(excluding Sundays and holidays) after the date of seizure; and

- 6.3.2. the Dog can be lawfully returned; and
  - 6.3.3. upon payment of any applicable Licensing or Tag fees; and
  - 6.3.4. upon payment of the Pound and boarding fees.
- 6.4. The Owner of a Dog impounded, if known, whether or not the Dog is claimed by the Owner from the Pound, shall be liable for the payment of the Pound fee, the boarding fee, and any euthanasia and disposal fees applicable, and shall pay all fees on demand to the Township's Pound Keeper.
- 6.5. Where at the end of ten (10) days excluding Sundays and holidays a Dog has not been returned to the Owner, the Pound Keeper may dispose of the Dog in accordance with the provisions of the *Animals for Research Act, R.S.O. 1990, c. A. 22*, as amended.
- 6.6. All monies received for the sale or adoption of unclaimed Dogs shall become the property of the Township.

## **7. DOG KENNELS – LICENSING**

- 7.1. No Person shall own, operate, manage, control or supervise a Kennel on any Property within the Township without a License.
- 7.2. Only an Owner may apply for and be issued a License. A License issued to an Owner is not transferable.
- 7.3. Every Owner:
- 7.3.1. who applies for a License shall do so, in writing, on the form prescribed by the Township; and
  - 7.3.2. shall be responsible for paying the Township's actual costs in relation to the administration or enforcement of this By-law for their Kennel as well as for paying all applicable fees, as required by the Schedule of Fees.
- 7.4. Kennels shall at all times comply with, and shall only be permitted in accordance with, the Township's Zoning By-law, as amended.
- 7.5. A Kennel shall have a maximum of twenty-five (25) Dogs at any one time. Kennels that lawfully existed at the time of original adoption of this By-law and that had more than 25 Dogs shall be permitted to continue operating so long as the License remains in Good Standing and is re-applied for each

year without any discontinuance of operations, but such operations shall not be permitted to expand.

- 7.6. Every Owner of a Breeding Kennel shall keep a list of all Dogs currently being kept at the subject Property, including both purebreds and non-purebreds, noting verification of current rabies vaccination for each Dog (except where there is proof that they are under 4 months of age). This list shall be kept current at all times and shall be produced to any Township employee or inspector upon demand;
- 7.7. Every Owner of a Boarding Kennel shall at all times keep a list of all Dogs currently boarded, including verification of rabies vaccination for each Dog. This list shall be kept current at all times and shall be produced to any Township employee or inspector upon demand;
- 7.8. Every License shall expire on the 1<sup>st</sup> day of February in the year succeeding the date of issue, and every application for renewal of a License shall be submitted to the Township on or before that same date.

## **8. DOG KENNELS – LICENSE APPLICATIONS REQUIREMENTS**

- 8.1. Every Owner applying for a License shall, on or before the 1<sup>st</sup> day of February of each year, submit the following to the Township:
  - 8.1.1. written clearance from the OSPCA or a veterinarian assuring compliance with Sections 11.3 to 11.6, inclusive, of this By-law, with any associated costs borne by the Owner;
  - 8.1.2. upon in initial application for a license, or where any change is proposed to an existing licensed kennel, a site plan drawn to scale showing the location of all buildings, structures, dog runs or facilities on the subject property, including the location of all buildings, structures, dog runs or facilities, or parts thereof, to be used as a Kennel. The site plan must also specify the distance which separates the Kennel from all property lines and all buildings, structures, dog runs or facilities, including any residential buildings situated on adjacent properties;
  - 8.1.3. in the case of Breeding Kennels, a list of all Dogs currently being kept at the subject Property, including both purebreds and non-purebreds, noting verification of current rabies vaccination for each Dog (except where there is proof that they are under 4 months of age);
  - 8.1.4. the applicable fees, as required by the Township's Fees and Charges By-law, as amended;

- 8.1.5. a sworn declaration by the Owner that (s)he has never been convicted under Section 446 of the Criminal Code of Canada pertaining to animal cruelty or an offence under the *Ontario Society for the Prevention of Cruelty to Animals Act*, the *Provincial Animal Welfare Services Act, 2019*, or the *Dog Owners' Liability Act*, ;
  - 8.1.6. proof of insurance by way of a Certificate of Insurance showing a minimum limit of \$2,000,000 (Two Million Dollars) in Commercial General Liability;
  - 8.1.7. a floor plan drawn to scale (min. 1:64 (3/16" = 1'-0")) of any building, structure, dog run, or facility being used for the housing of Dogs. The floor plan must graphically indicate the area being used for a Kennel including pens, dog runs, walkways, exits, fire extinguishers, etc. The plans shall be fully dimensioned and labelled.
  - 8.1.8. a nutrient management plan demonstrating how Dog excrement will be handled and disposed of.
  - 8.1.9. in the discretion of the Township, in the case of a new Kennel or an expansion (either in area or in number of Dogs), a noise study from a qualified acoustical consultant demonstrating that predicted noise will not cause exceedances of environmental noise guidelines from stationary sources as published by the Ministry of the Environment, Conservation and Parks from time to time.
- 8.2. in the case of a new Kennel or an expansion (either in area or in number of Dogs), a site inspection shall be required within 30 days of the issuance of the license to confirm that the Kennel was constructed in accordance with the site plan and meets all other requirements of this By-law. Failure by the Owner to allow for such an inspection shall be grounds for revocation of the License.

## **9. REFUSAL OF LICENSE**

9.1. The Township shall refuse to issue a License where:

- 9.1.1. all of the submission requirements set out in section 8 of this By-law have not been met;
- 9.1.2. any of the other requirements of this By-law are not being met;
- 9.1.3. the location of a Kennel does not meet all of the applicable zoning requirements; or,

9.1.4. in the case of an existing Kennel, the Licensee is not in Good Standing under this By-law or any other Township By-law.

9.2. The Township may refuse to issue a License application where the Owner has been convicted of an offence pursuant to a provincial statute or an offence pursuant to a municipal by-law.

9.3. In the event that a License application is refused, the Township shall provide written notice to the Owner by regular mail or personal delivery, together with reasons for the refusal.

9.4. Within twenty (20) days of a License application being refused, the Owner may apply to the Township, in writing, for a hearing before Council.

9.5. Upon receipt of a request for a hearing, the Township shall arrange for such a hearing at a Council meeting and written notice of the date, time and location of that hearing shall be given to the Owner by regular mail or personal delivery not less than seven (7) days prior to the hearing.

9.6. At any hearing, prior to making its decision, Council shall consider:

9.6.1. the License application;

9.6.2. the reasons for refusal;

9.6.3. any recommendations for conditions to be placed on the License;  
and

9.6.4. any oral or written submissions made by the Owner or their representative.

9.7. Following the hearing, Council may:

9.7.1. issue the License, with or without conditions; or,

9.7.2. refuse to issue the License.

9.8. The Township shall notify the Owner, in writing, of Council's decision by regular mail or personal delivery within ten (10) days of the decision.

9.9. Council's decision shall be final and not subject to further review.

## **10. CHANGES/ALTERATIONS TO KENNEL**

10.1. After the issuance of a License, the Owner shall not change or otherwise alter a Kennel without first obtaining the written permission of the Township and submitting:

- 10.1.1. written clearance from the OSPCA or a veterinarian assuring compliance with Sections 11.3 to 11.6, inclusive, of this By-law, with any associated costs borne by the Owner;
- 10.1.2. a revised site plan drawn to scale showing the location of all buildings, structures, dog runs or facilities on the subject property, including the location of all buildings, structures, dog runs or facilities, or parts thereof, to be used as a Kennel. The site plan must also specify the distance which separates the Kennel from all property lines and all buildings, structures, dog runs or facilities, including any residential buildings situated on adjacent properties;
- 10.1.3. in the case of a Breeding Kennel, a revised list of all Dogs currently being kept at the subject Property at the time the application is submitted, including both Purebreds and non-Purebreds, noting verification of current rabies vaccination for each Dog (except where there is proof that they are under 4 months of age);
- 10.1.4. in the discretion of the Township, in the case of a Kennel expanding either in area or in terms of the number of Dogs, a noise study from a qualified acoustical consultant demonstrating that such expansion will not cause exceedances of environmental noise guidelines from stationary sources as published by the Ministry of the Environment, Conservation and Parks from time to time;
- 10.1.5. an updated nutrient management plan that reflects the changes in the Kennel operation; and,
- 10.1.6. the applicable fees, as required by the Schedule of Fees.
- 10.2. The Township shall refuse to approve a change or alteration where the Licensee is not in Good Standing under this By-law or any other Township By-law.
- 10.3. The Township shall provide written notice of its approval or refusal of a change or alteration to a Kennel to the Owner by regular mail, email or personal delivery, together with reasons for the refusal.
- 10.4. In the event that the proposed change or alteration is refused, the Owner may apply for a hearing before Council following the same procedures as set out in sections 9.4 to 9.9 of this By-law.

## **11. MINIMUM STANDARDS**

All Kennels shall comply with the following minimum standards, in addition to all

requirements of the Township's Zoning By-law, as amended:

- 11.1. No Kennel shall be located within any part of any Dwelling Unit or attached to any Dwelling Unit.
- 11.2. No part of any building or structure enclosing a Kennel shall be used for human habitation.
- 11.3. Every Kennel shall be of sufficient space to allow the Dogs kept therein to stand erect and be comfortable, and shall have no less than 2.3 square metres (25 sq. ft.) of floor area per Dog which may be increased in accordance with the size of the Dog or decreased in accordance with the size of the breed of Dog using reasonable judgement and approved by the OSPCA or veterinarian.
- 11.4. Every Kennel shall be sufficient in size and height and of a design that permits each Dog confined therein to:
  - 11.4.1. stand normally to its full height with sufficient room for the Dog to wag its tail without hitting anything;
  - 11.4.2. turn around easily;
  - 11.4.3. move about easily for the purpose of posture adjustments;
  - 11.4.4. lie down in a fully extended position and without touching another Dog;
  - 11.4.5. have sufficient room to separate food, excrement and bedding;
  - 11.4.6. provides for isolation areas for sick or distressed Dogs;
  - 11.4.7. enable species-appropriate contact; and,
  - 11.4.8. provide for the social and behavioural needs of the Dog.
- 11.5. Every Kennel shall be properly equipped with accessible, fresh water and suitable, adequate feed both in clean, properly sized containers made of stainless steel to maintain Dogs in a healthy condition. Food and water receptacles shall be kept clean and located as to avoid contamination by excreta.
- 11.6. Every Kennel shall be kept in a sanitary, well-ventilated condition and free from offensive odours, disease and insect or rodent infestation. Dog feces shall be removed daily.



- 11.7. Every Kennel shall have floors and walls made of concrete or other impermeable material (including rigid plastic). Wire floors and cages shall not be permitted.
- 11.8. The yards and runways associated with Kennel operations shall be completely enclosed with a fence or as required by the Township's applicable Zoning By-law.
- 11.9. Floors in all pens, alley-ways and outdoor runs (or any area resembling the same) shall be sloped to allow for sufficient drainage.
- 11.10. Every Kennel shall be provided with adequate natural or artificial light, proper ventilation and sufficient heat and air conditioning to maintain healthy conditions. Every run or pen must be regularly cleaned and sanitized and excreta removed and properly disposed of daily.
- 11.11. Every Kennel shall be provided with adequately shaded, outdoor open air runs, properly fenced to maintain control of the Dogs and with adequate space to accommodate the breed of the Dog being housed.
- 11.12. The Owner of a Kennel shall maintain compliance with all environmental laws pertaining to the disposal of waste at all times.
- 11.13. The Owner of a Kennel shall ensure that every Dog is provided with necessary veterinary medical care when any Dog exhibits signs of pain, illness, injury or suffering.
- 11.14. Every Owner of a Kennel shall:
  - 11.14.1. maintain records verifying current rabies vaccination for each Dog at the Kennel (except puppies at a Breeding Kennel under 4 months old) and provide such records to the Township immediately upon request; and
  - 11.14.2. have in force and effect, at all times, Commercial General Liability insurance with a minimum limit of \$2,000,000 (Two Million Dollars) and provide proof of such insurance to the Township immediately upon request.
- 11.15. The Owner of a Kennel shall ensure that:
  - 11.15.1. a secure, chain link fence, wooden fence or alternative enclosure satisfactory to Township staff is installed and maintained around any outdoor run or any outdoor play area with a minimum height of 2 metres (6 feet);

- 11.15.2. any pen area for the housing of Dogs shall be constructed with solid walls and roofing;

### **Breeding Kennels**

11.16. In addition to the Minimum Standards in Sections 11.1 to 11.14, every Breeding Kennel shall:

- 11.16.1. maintain a whelping bitch in separate accommodation from the balance of the Dogs in the Kennel, and shall keep any puppies in a whelping box that prevents puppies from escaping or harming themselves;
- 11.16.2. provide bitches with nursing puppies increased space in the whelping box by 10% per nursing puppy;
- 11.16.3. provide absorbent bedding in the whelping box to keep the puppies clean and dry;
- 11.16.4. provide a water bowl that is situate such that a puppy cannot fall in
- 11.16.5. provide adequate supplemental heat at all times.

11.17. Every Owner of a Breeding Kennel shall maintain records of the following:

- 11.17.1. the dates of arrival and departure of all Dogs;
- 11.17.2. the breeding and identification records of all whelping bitches and stud Dogs and the results of litters;
- 11.17.3. the age and breed of all Dogs kept and sold; and
- 11.17.4. the names and addresses of the purchasers of individual Dogs.

### **Boarding Kennels**

11.18. Every Owner of a Boarding Kennel shall maintain records with the following minimum information:

- 11.18.1. the dates of arrival and departure of all Dogs; and
- 11.18.2. the names and addresses of the owners of all Dogs cared for at the Kennel.

### **Retiring Kennels**

11.19. Where an Owner of a Breeding Kennel wishes to wind down

operations and retire, they shall have the option of applying for a Retiring Kennel license in accordance with this section. The purpose of the Retiring Kennel license is to allow an Owner who has operated in Good Standing keep more than three (3) Dogs on their Property without the need to apply for a full Breeding Kennel license.

- 11.20. To be eligible for a Retiring Kennel License, the Owner must demonstrate:
  - 11.20.1. That he/she previously was a Licensee in Good Standing in the calendar year immediately prior to applying for a Retiring Kennel License;
  - 11.20.2. That all commercial activities (including boarding, breeding and training, etc.) have ceased;
  - 11.20.3. That the number of Dogs will not increase, which shall be demonstrated by a sworn declaration to that affect;
  - 11.20.4. That no more than ten (10) Dogs will be harboured on the Property;
- 11.21. Retiring Kennel Licenses shall only be permitted for a maximum of 5 years.
- 11.22. The Licensee of a Retiring Kennel shall be subjected to annual inspections to ensure that no commercial activities have resumed.
- 11.23. The requirements of sections 7.4, 8.1, and 11.14.2 of this By-law do not apply to Retiring Kennels.

## **12. CONFINEMENT AND CONTROL OF DOGS IN KENNELS**

- 12.1. All Dogs shall be confined indoors during the hours of 8:00 p.m. to 7:00 a.m.
- 12.2. The Owner of a Kennel shall maintain compliance with applicable Township by-laws at all times.

## **13. REVOCATION OF LICENSE**

- 13.1. Any License issued under the provisions of this By-law may be revoked by the Township, prior to its expiration, for any contravention of the provisions of this By-law if:
  - 13.1.1. the Township provides written notice of the By-law

contravention to the Owner by regular mail or personal delivery;  
and,

13.1.2. the Owner has not corrected the By-law contravention within ten (10) days of receiving the Township's written notice.

13.2. Following the process set out in section 13.1, if the Township decides to revoke a License, the Township shall provide written notice of the revocation to the Owner by regular mail or personal delivery.

13.3. Following the revocation of a License, the Owner may apply for a hearing before Council following the same procedures as set out in sections 9.4 to 9.9 of this By-law.

#### **14. ENFORCEMENT**

14.1. This By-law may be enforced by a Municipal Law Enforcement Officer, or any other Person appointed by Council for that purpose.

#### **15. INSPECTION**

15.1 The Township may enter on land at any reasonable time for the purpose of carrying out an inspection to determine whether or not the following are being complied with:

15.1.1 this By-law;

15.1.2 a direction or order of the Township made under the *Municipal Act, 2001* or a by-law of the Township passed under the *Municipal Act, 2001*; and,

15.1.3 a condition of a License.

15.2 For the purposes of an inspection, the Township may:

15.2.1 require the production for inspection of documents or things relevant to the inspection; inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts;

15.2.2 require information from any Person concerning a matter related to the inspection; and

15.2.3 alone or in conjunction with a Person possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purposes of the inspection.

#### **16. OFFENCES**

16.1. Any Person who contravenes any provision of this By-law is guilty of an

offence and upon conviction is liable to a fine as provided for by the *Provincial Offences Act*, R.S.O. 1990, c. P.33, as amended.

- 16.2. A director or officer of a corporation who knowingly concurs in the contravention of this By-law by the corporation is guilty of an offence.
- 16.3. Any Person who hinders or obstructs, or attempts to hinder or obstruct, any Person who is exercising a power or performing a duty under this By-law is guilty of an offence.
- 16.4. Each day on which a person contravenes any provision of this By-law shall be deemed to constitute a separate offence under this By-law as provided for in section 429(2) of the *Municipal Act, 2001*, S.O. 2001, c.25.
- 16.5. Any Person, including a director or officer of a corporation, who is convicted of an offence is liable to a minimum fine of One Hundred Dollars (\$100.00) and a maximum fine of One Hundred Thousand Dollars (\$100,000.00).
- 16.6. In addition to the fine amounts set out in section 16.5 of this By-law, for each day or part of a day that an offence continues, the minimum fine shall be One Hundred Dollars (\$100.00) and the maximum fine shall be Ten Thousand Dollars (\$10,000.00). The total of all daily fines for the offence is not limited to One Hundred Thousand Dollars (\$100,000.00).
- 16.7. In addition to the regular fines outlined in sections 16.5 and 16.6 of this By-law, a special fine may be imposed on any convicted Person in order to eliminate or reduce any economic advantage or gain from contravening this By-law. A special fine may exceed One Hundred Thousand Dollars (\$100,000.00).
- 16.8. If this By-law is contravened and a conviction entered, in addition to any other remedy and to any penalty imposed by the By-law, the court in which the conviction has been entered or any court of competent jurisdiction thereafter may make an order prohibiting the continuation or repetition of the offence by the Person convicted.

#### **Collection of Unpaid Fines**

- 16.9. Pursuant to s. 441 of the *Municipal Act, 2001*, if any part of a fine for a contravention of this By-law remains unpaid after the fine becomes due and payable under s. 66 of the *Provincial Offences Act*, R.S.O. 1990, c. P.33, as amended, including any extension of time for payment ordered under that section, a Treasurer may give the Person against whom the fine was imposed a written notice specifying the amount of the fine payable and the final date on which it is payable, which shall be not less than twenty one (21) days after the date of the notice.

If the fine remains unpaid after the final date specified in the notice, the fine shall be deemed to be unpaid taxes for the purposes of s. 351 of the *Municipal Act, 2001*.

### **Court Order to Close Premises**

- 16.10. Pursuant to s. 447 of the *Municipal Act, 2001*, where an Owner is convicted of knowingly carrying on or engaging in a trade, business or occupation on, in or in respect of any premises or any part of any premises without a License required by this By-law, the Court may order that the premises or part of the premises be closed to any use for a period not exceeding two (2) years.
- 16.11. Where a Person is convicted of a contravention of this By-law, other than a conviction described in section 16.10, and the Court determines that the Owner or occupant of the premises or part of the premises in respect of which the conviction was made knew or ought to have known of the conduct which formed the subject-matter of the conviction or of any pattern of similar conduct, the Court may order that the premises or part of the premises be closed to any use for a period not exceeding two (2) years.

## **17. ORDERS**

- 17.1. Where the Township is satisfied that a contravention of this By-law has occurred, the Township may make an order requiring the Person who contravened this 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.
- 17.2. An order under s. 17.1 of this By-law shall set out:
- 17.2.1. reasonable particulars of the contravention adequate to identify the contravention and the location of the land on which the contravention occurred; and,
  - 17.2.2. the date by which there must be compliance with the order.
- 17.3. Any Person who contravenes an order under s. 17.1 of this By-law is guilty of an offence.
- 17.4. Where the Township is satisfied that a contravention of this By-law has occurred, the Township may make an order requiring the Person who contravened this By-law, or who caused or permitted the contravention, or the Owner or occupier of the land on which the contravention occurred, to do work to correct the contravention.
- 17.5. An order under s. 17.4 of this By-law shall set out:

- 17.5.1 reasonable particulars of the contravention adequate to identify the contravention and the location of the land on which the contravention occurred; and,
  - 17.5.2 the work to be done and the date by which the work must be done.
- 17.6 An order under s. 17.4 of this By-law may require work to be done even though the facts that constitute the contravention of this By-law were present before this By-law came into force.
- 17.7 Any Person who contravenes an order under s. 17.4 of this By-law is guilty of an offence.
- 17.8 If a Person fails to do a matter or thing, including comply with an order under this By-law, as directed or required by this By-law, the Township may, in default of it being done by the Person directed or required to do it, do the matter or thing at the Person's expense. 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 municipal taxes.
- 17.9 The costs outlined in s. 17.8 of this By-law shall include interest calculated at a rate of fifteen per cent (15%), calculated for the period commencing on the day the Township incurs the costs and ending on the day the costs, including the interest, are paid in full.
- 17.10 The amount of the costs, including interest, constitutes a lien on the land upon the registration in the proper land registry office of a notice of lien. The lien is in respect of all costs that are payable at the time the notice is registered plus interest accrued to the date the payment is made. Upon receiving payment of all costs payable plus interest accrued to the date of payment, the Township shall register a discharge of the lien in the proper land registry office.

## **18. SERVICE OF ORDERS, NOTICES and DECISIONS**

- 18.1. An order, notice or decision under this By-law shall be served personally or by registered mail. A copy of the order, notice or decision may also be:
- 18.1.1. Emailed to the last known email address of the Person to whom the order is directed;
  - 18.1.2. Deposited in a mailbox or mail slot of the Person to whom the order is directed; or,
  - 18.1.3. Sent by prepaid regular mail to the last known address of the Person to whom the order is directed.

18.2. Where service is effected by:

18.2.1. registered mail, it shall be deemed to be made on the second (2<sup>nd</sup>) day after the date of mailing;

18.2.2. person service, it shall be deemed effective on the day the document served was delivered;

19. **SHORT TITLE**

19.1. This By-law may be cited as the “Dog and Kennel Licencing By-Law”.

20. **SEVERABILITY**

20.1. If any court of competent jurisdiction finds that any of the provisions of this By-law are ultra vires the jurisdiction of Council, or are invalid for any reason, such provision shall be deemed to be severable and shall not invalidate any of the other provisions of the by-law which shall remain in full force and effect.

21. **REPEAL**

21.1. By-laws 8/99 and 33/05 are hereby repealed.

22. **COMING INTO FORCE**

22.1. This By-law shall come into effect upon the final passing thereof.

Passed by Council on the 24th day  
of March, 2021 authorized by  
Council Resolution No. 2021-095

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James Seeley, Mayor

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Courtenay Hoytfox, Clerk



**Township of Puslinch**  
**By-law No. 024-2021**  
**Schedule A**  
**Part I of *Provincial Offences Act***  
**Set Fine Schedule**

<b>Item</b>	<b>Short Form Wording</b>	<b>Provision Creating or Defining Offence</b>	<b>Set Fine</b>
1	Keep more than 3 dogs per dwelling unit / 5 dogs per property	2.2	\$200.00
2	Keep/harbour dog without valid tag	2.4	\$150.00
3	Affix tag to unregistered dog	2.6.1	\$150.00
4	Fail to display License in conspicuous place	3.7	\$300.00
5	Permit dog to run at large	5.1	\$100.00
6	Fail to remove dog excrement	5.4	\$100.00
7	Operate kennel without a license	7.1	\$400.00
8	Permitting Dogs outdoors – 8:00 p.m. to 7:00 a.m.	12.1	\$100.00

\*NOTE: The penalty provision for the offences indicated above is section 16.1 of the By-law 024-2021, a certified copy of which has been filed.

September 19, 2023

Township of Puslinch  
7404 Wellington Road 34  
Puslinch, Ontario  
N0B 2J0

Attention: Lynne Banks  
[lbanks@puslinch.ca](mailto:lbanks@puslinch.ca)

**VIA E-MAIL**

**Re: Peer Review of Environmental Noise Study and Peer Review Response  
Proposed Dog Breeding Kennel  
6706 Gore Road  
Puslinch, Ontario  
VCL File: 123-0140**

Dear Ms. Banks:

We have completed our review of these documents:

- “Environmental Noise Study, Dog Breeding Kennel, 6706 Gore Road, Puslinch, Ontario”, dated August 25, 2023, prepared by SLR Consulting (Canada) Ltd. (SLR); and
- Letter to Usman Aziz dated August 25, 2023 regarding 6706 Gore Road, Township of Puslinch, Peer Review Response – Proposed Dog Breeding Kennel – Environmental Noise Study, prepared by SLR.

Our comments are outlined herein.

## **1.0 COMMENTS**

- a) We agree that the application of the sound level limits for a stationary noise source as outlined in Ministry of Environment, Conservation and Parks (MECP) Publication NPC-300 appropriately address the requirements of the applicable Noise By-Laws. This is consistent with item 8.1.9 in By-Law Number 024-2021 which indicates the predicted noise levels are not to exceed the environmental noise guidelines from stationary sources as published by the MECP.
- b) Section 4.1.1 of the SLR report indicates that the reference sound power level of 110 dBAI used to complete the impact assessment is an average sound power level that is representative of small to large breed dogs. The report then goes on to say “*as the kennel is planning to include small breeds at this time, this is considered to be a conservatively high assessment of noise impacts*”. A few questions:

- a. Why is this a conservatively high assessment when the reference sound power level used is a representation of the mix of breed sizes anticipated at the facility?
  - b. Is the facility planning on not having small breeds at some point in the future?
  - c. If small breeds are not at the facility, what impact does this have on the reference sound power level and the resulting off site sound levels? Conversely, if larger breeds are not anticipated at the facility, what impact does this have on the reference sound power level and the resulting off site sound levels?
- c) Section 4.1.1 also recommends that “*exterior windows to climate-controlled spaces where dogs will be located indoors remain closed for noise control purposes*”. For noise control purposes, all indoor spaces where dogs may be located require exterior windows and doors to remain closed for noise control purposes and not just those spaces that are climate controlled.
- d) The recommendation that a/c unit selections shall meet the sound level recommendations of MECP Publication NPC-216 is not adequate. According to NPC-216, the indicated 7.6 bels limit applies to residential air conditioners that are 38,900 BTU or less. If larger air conditioners are used, there is no corresponding sound level limit in NPC-216. Thus, the recommendation should simply be that each a/c unit must have an ARI sound rating not exceeding 7.6 bels.
- e) The discussion in 4.4 of the SLR report indicates that the vacant lot is not noise sensitive. NPC-300 clearly defines a noise sensitive zoned lot as being a Point of Reception where the noise guideline limits must be met. We agree that any required noise mitigation can be deferred but that the mitigation must be in place prior to any dwelling or other noise sensitive use being occupied. However, the noise study must demonstrate that any potential noise mitigation measures are feasible and practical. Questions about the potential noise mitigation measures mentioned in the report are:
- a. What does administrative controls mean? Will outdoor runs 1 and 2 cease to be used? Review of the analysis results also seem to show the guideline limits are exceeded for the outdoor run 4 scenario. Does this mean future outdoor activities will be limited to outdoor run 3?
  - b. What height of sound barrier is needed to meet the guideline limits?
  - c. Regarding Figure 5 which shows the area where an excess above the guideline limit is predicted, the Outdoor Point of Reception should also be considered which extends 30 m from the dwelling facades in all directions.
- f) The sound level modelling discussion in 4.2 indicates existing buildings were taken into account. Review of the analysis results indicate that the predicted sound levels are higher at POR 1 than at POR 3. These receptors are about the same distance from the facility. However, POR 1 likely benefits from the acoustical screening provided by the existing buildings (the analysis information in Appendix B shows barrier attenuation for the receptor to the west). Thus, it is not clear why the sound level at POR 1 is higher than at POR 3. Clarification is needed.

- g) The report fails to provide any significant analysis details, such as the ground absorption coefficient, or a sample calculation. Additional analysis detail is needed to confirm the analysis approach.

## 2.0 CONCLUSIONS

Our review of the environmental noise study prepared in support of the dog breeding kennel indicates a few items remain, as outlined above, that require further clarification and assessment before we can concur with its findings and conclusions.

If there are any questions, please do not hesitate to call.

Yours truly,

**VALCOUSTICS CANADA LTD.**

Per:

  
John McAnoway, Eng.

JEV  
J:\2023\1230140\000\Letters\2023-09-19 Peer Review V2.0.docx



**Comment Summary – Zoning By-law Amendment Application – 6706 Gore Rd.**

<b>Consultant</b>	<b>Comments</b>
GM BluePlan - Engineers	Please see letter attached
County of Wellington Planning	Please see letter attached
Ecologist	Please see letter attached
Stan Denhoed-Township Hydrogeologist	No concerns
Township of Puslinch Fire Department – Brent Smith	The Fire Department has no concerns.
Township of Puslinch Building Department – Andrew Hartholt	<ul style="list-style-type: none"> <li>• Building permits will be required for any:               <ul style="list-style-type: none"> <li>○ New or modified buildings                   <ul style="list-style-type: none"> <li>▪ The Township does not appear to have any records of building permits for the kennels and septic systems shown.</li> </ul> </li> <li>○ Additional or modified plumbing</li> <li>○ New or modified septics</li> </ul> </li> <li>• Shed #5 doesn't appear to be showing on the site plan provided. Where is the shed located?</li> <li>• Provide distances from septic system to existing buildings</li> <li>• Provide details, assessment, and estimated flows for all existing septic systems on-site.</li> </ul>



	Further comments will be made once the site plan application is received and more information is available.
Township of Puslinch Public Works – Mike Fowler	No comments or concerns
Township of Puslinch By-law – Jacob Normore	By-law has no comments or concerns at this time.
GRCA	See letter attached
Source Water	Since this property is <b>not</b> located in a vulnerable area (wellhead protection area, issues contributing area, intake protection zone etc.), the application can be screened out and it does not require a Section 59 notice under the <i>Clean Water Act</i> .
Noise Consultant	See letter attached



March 27, 2023  
Our File: 121006-042

Township of Puslinch  
7404 Wellington Road 34  
Guelph, ON N0B 2J0

Attention: Ms. Lynne Banks

Re: Zoning By-law Amendment  
Proposed Dog Kennel and Related Operation  
6706 Gore Road, Township of Puslinch

Dear Ms. Banks,

Following our review of Zoning By-law submission documents received on March 22, 2023, we are providing comments for a proposal to convert an existing equestrian facility to a dog kennel facility, on the subject lands at 6706 Gore Road in the Township of Puslinch.

The following documents and drawings were received and reviewed:

- Zoning By-law Amendment Application, prepared by GSP Group, dated December 8, 2022.
- Pre-consultation Comment Summary, prepared by the Township of Puslinch, n.d.
- Letter for the Application for Zoning By-law Amendment, prepared by GSP Group, dated December 8, 2022.
- Final Site Plan, Fire Route Plan, and Water Management and Hydro Plan, unknown author, dated March 2023.
- Project Report, prepared by J.D. Barnes Ltd., dated December 21, 2022.
- Plan of Survey for Part of Lot 9 Gore Concession in the Township of Puslinch, prepared by J.D. Barnes Ltd., dated December 20, 2022.
- Waste Management Plan Report, unknown author, n.d.

We defer the following documents and drawings to the Township Planning department.

- Planning Justification Report, prepared by GSP Group, dated March 2023.

We defer the review of the following documents and drawings to the Township Building Department.

- House Plan, including H1-H3, unknown author, dated March 2023.
- Plan of Sheds, including A1-A3, unknown author, dated March 2023.

Based on our review of the site and provided documents, it appears that existing buildings, driveways, and parking areas are to be used for proposed dog kennel activities. It is assumed that existing water and wastewater servicing will be used, and that there will not be significant changes to site grading, drainage or the percent imperviousness of the property.

Therefore, as stated in GMBP's pre-consultation letter dated January 6, 2022, we will review the Site Plan for completeness as it pertains to the proposed activity.

As such, we provide the following comments based on our review of the Site Plan:

**Deficiencies/Outstanding Matters**

Item No.	Matter / Requirement	Drawing / Document Reference	Date Issue Identified	Comment
1.	Site Plan Qualified Professional	Site Plan	March 22, 2023.	Please confirm the Site Plan author/drafter. As per Township of Puslinch Site Plan and Drawing Requirements, the Site Plan must show the author and it must be prepared by a qualified professional.
2.	Site Plan	Site Plan	March 22, 2023.	<p>Please see the complete Site Plan and Drawing Requirements for a list of items required for a Site Plan:  <a href="https://puslinch.ca/wp-content/uploads/2020/09/Site-Plan-and-Drawing_Guidelines.pdf">Site Plan and Drawing Requirements (puslinch.ca)</a>  <a href="https://puslinch.ca/wp-content/uploads/2020/09/Site-Plan-and-Drawing_Guidelines.pdf">https://puslinch.ca/wp-content/uploads/2020/09/Site-Plan-and-Drawing_Guidelines.pdf</a></p> <p>Please confirm the general information such as the owner, consultant, legal description, property lines referenced to a current plan of survey, north arrow, revision dates (if applicable) on the Site Plan.</p> <p>Please also confirm garbage disposal areas, lighting information, accessibility routes, and signage for the fire access route on the Site Plan.</p>

If you have any questions or require additional information, please do not hesitate to contact us.

Yours truly,

GM BLUEPLAN ENGINEERING

Per:



Srdjan Malicevic, E.I.T.  
Project Designer



Steve Conway, C.E.T., rcsi, PMP  
Branch Manager, Partner





## COUNTY OF WELLINGTON

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PLANNING AND DEVELOPMENT DEPARTMENT  
ALDO SALIS, B.S., M.Sc. MCIP, RPP, DIRECTOR OF PLANNING AND DEVELOPMENT  
TEL: (519) 837-2600 EXT. 2064  
FAX: (519) 823-1694  
1-800-663-0750

ADMINISTRATION CENTRE  
74 WOOLWICH STREET  
GUELPH, ONTARIO  
N1H 3T9

April 11<sup>th</sup>, 2023

Glenn Schwindinger  
CAO  
Township of Puslinch  
7404 Wellington County Rd 34  
Puslinch, On  
N0B 2J0

Dear Glenn:

**Re: ZONING BY-LAW AMMENDMENT – Initial Comments  
Usman Aziz  
6706 Gore Rd  
Township of Puslinch**

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Please find the Planning comments below in reference to the above noted Zoning By-law Amendment based on our preliminary review of the documents below. These comments are provided based on a review of the following:

### **Reports Submitted:**

- Zoning By-law Amendment Application Form
- Application for Zoning By-law Amendment Letter (December 8, 2022)
- Planning Justification Report prepared by GSP Group (March 2023)
- Waste Management Plan (n.d.)
- Surveyor's Real Property Report, prepared by J.D. Barnes Ltd. (December 20, 2022)
- Surveyor Project Report prepared by J.D. Barnes Limited (December 21, 2022)
- Fire Route Plan (March 2023)
- Water Management and Hydro Plan (March 2023)
- Site Plan (March 2023)
- Proposed Shed Drawings (March 2023)
- House Floor Plans (March 2023)
- Environmental Noise Study – Dog Breeding Kennel prepared by SLR (December 6, 2023)

### **Proposed Use**

1. It is acknowledged that the application is proposing to establish a dog kennel facility and dog breeding operation. The applicant has confirmed that the proposed development will not include future veterinary services. The application proposes a site specific amendment to the zoning by-law for a portion of the property for the kennel use.

**Planning Comments:**

2. The applicant is to clarify the portion of the business related to the boarding of dogs. What services are provided for the boarding of dogs? Is the applicant proposing to have additional dogs boarded from the public above the 25 dogs on-site noted within the Planning Justification Report? Do the 25 dogs identified in the Planning Justification Report live on the property permanently? The maximum number of dogs permitted within the Kennel By-law on a property at any given time is 25 dogs.
3. Can the applicant please provide greater detail on the boarding services related to the boarding kennel (i.e. pick up and drop off times, other times of services, services provided etc.)
4. The applicant has identified that the property contains an existing single detached dwelling, a large rectangular metal-clad building, and two larger sheds. However, from the submitted site plan and shed drawings, it appears there are other sheds associated with the use (sheds 1-5). Shed 5 is not identified within the submitted site plan. Please confirm all of the buildings proposed to be associated with the use and show them on an updated site plan drawing. It appears the following buildings are used as part of the proposal:
  - a. Barns: 1-4
  - b. Sheds: 1-5
5. Five full time employees and three part-time employees are proposed associated with the use and guests are proposed to be permitted on the site during the hours of 10:00 am to 6:00 pm. Please provide an explanation as to the reasons guests are accessing the property (i.e. pick up and drop off times of dogs boarded on-site, other services etc.).
6. The subject property is designated as Secondary Agricultural, Core Greenlands and Greenlands within the County of Wellington Official Plan. The subject lands are also located within the Paris Galt Moraine Policy Area. The Secondary Agricultural Designation permits all uses allowed in the Prime Agricultural Area. Kennels may be permitted on an existing lot of record within the Prime Agricultural Area and the Official Plan provides that local zoning by-laws may establish criteria for these uses.
7. The subject property is zoned Agricultural (A) and is within the Natural Environment (NE) Zone and contains the Environmental Protection Zone Overlay. The proposed boarding and breeding kennel use appears to be fully within the Agricultural Zone, however an additional key map of the site showing the overall full property layout and the portion of the property within the proposed site specific zone is required to get a full understanding of the function of the site.
8. The applicant is to confirm the septic and water servicing requirements for the proposed use. The site plan shows three septic systems and one well. Please confirm which are existing and proposed. The application form indicates there are existing and proposed wells and septic systems. The pre-consultation included a question for the applicant to confirm the servicing requirements for the use.
9. Section 4.13 of the Township Zoning By-law requires that a kennel shall be no closer than 125 m from any existing residential dwelling, commercial or institutional building on any other lot. Planning staff are concerned that the dog runs appear to not be located outside of the 125 m from existing residential dwellings and how this may impact compatibility of the proposed use. The 125

m setback is measured from all components of the kennel use, not just where dogs are primarily housed. The submitted noise study appears to have not reviewed the 125 m setback as part of the evaluation, and it appears there are additional dog runs not reviewed by noise consultant. The noise study identified two (2) outdoor run areas (area to the rear of the barns and to the east of the barn), however the site plan and the submitted shed drawings show additional dog runs (shed 3 and shed 2, shed 5). All aspects of the kennel must be reviewed for noise impacts.

#### 10. Planning Justification Report

- a. The Provincial Policy Statement in section 1.1.5.4 requires that development is compatible with the rural landscape and can be sustained by rural service levels should be promoted. The applicant is to provide clarifications of servicing requirements on the property. The total floor area of all combined buildings (identified as 530 square metres) as well as the size of all associated outdoor runs will be reviewed for compatibility. Please provide the areas of all the outdoor runs.
- b. The Growth Plan (2020) contains requirements for Lands Adjacent to Key Hydrologic Features and Key Natural Heritage Features. Please provide a key plan that shows the 30 m vegetation protection zone from all wetland features can be met.
- c. The subject lands are located within the Paris Galt Moraine Policy Area. The planning justification report should consider Section 4.9.7 of the Official Plan. Please confirm if any new buildings are proposed for the use (i.e. Shed #5).
- d. The subject lands contain Greenlands Systems including wetlands and Provincially Significant Wetlands. The planning justification report should consider section 5 of the Official Plan.
- e. The submitted Planning Justification Report did not evaluate the general provision section regarding kennels within section 4.13 of the By-law. This section includes a minimum setback from kennels to existing residential dwellings.

The dwelling located at 6700 Gore Road appears to be within the required 125 m setback. It is also noted Shed #1 appears to be included within the kennel use which may be within 125 m from the two-storey home to the south on the opposite side of Gore Rd. Shed #5 is not detailed on the site plan. This section also includes fencing requirements for outdoor runs, as well as restrictions for dog activity in outdoor runs. The Planning Justification Report should be updated to consider these provisions and confirm no additional relief is required.

Planning staff will consider the size of the proposed kennel and outdoor run area for compatibility and may need to consider the applicability of section 4.4 regarding the buildings on-site.

- f. Section 3 of the Planning Justification Report includes information on dogs and the locations they are housed. This description leaves out a number of sheds including sheds #1, #3, #5, and #4. Please update to include all buildings associated with the kennel and their use associated with the kennel. It would be helpful for a summary of the area of each building as well. Please also include a summary of the proposed dog runs including the area

associated with each run.

- g. Planning staff have concerns regarding setback of the kennel to the surrounding residential uses. It is recognized that the intent is to utilize existing structures and space, however this property is of a sufficient size to potentially accommodate a kennel elsewhere that meet the By-law Provisions. Please include a review of alternative locations in the Planning Justification Report.

#### **11. Overall Site Map**

- a. In addition to the documents submitted, please include a site map that shows the entirety site and proposed specific portion of the site that would be subject to the proposed site specific zoning amendment.
  - i. The site plan map should also clearly indicate fencing proposed surrounding outdoor runs, outdoor run size, and label all outdoor runs.
  - ii. The site plan map should clearly identify the distance of the kennel operation to the properties located at 6700 Gore Rd and the two-storey home to the south on the opposite side of Gore Rd identified as POR3 within the Environmental Noise Study.
- b. Show locations of waste bins as described within the Waste Management Plan on the site plan.

#### **12. Shed Drawings**

- a. The submitted drawing details the total number of enclosures for dogs within shed buildings. A number of the sheds are not shown on the submitted site plan. Please clarify if the sheds within the submitted drawings are sheds or barns and clearly differentiate between sheds and the metal clad building on the site plan for clarity. The capacity with the sheds appears to include 44 enclosures. Please provide further clarification regarding the number of enclosures when the maximum permitted number of dogs within the kennel by-law is 25 dogs.
- b. In addition to the sheds, please include floor plans of all existing buildings. It is noted floor plans were received for the existing dwelling.

#### **13. Environmental Noise Study**

- a. The noise study included an evaluation based on two outdoor runs, however, there appear to be additional outdoor runs on the site plan and attached to the shed buildings that must be considered. The submitted shed drawings include outdoor runs attached to Shed #2, Shed #5, and Shed #3.

It is understood that this study is being reviewed by a qualified professional, planning staff recommend that Township staff share these comments with the Township's noise consultant:

- (i) the noise study should consider all sources of noise (indoor and out);
- (ii) clarification on the number if dogs used to calculate noise requirements should be identified, and
- (iii) if it is appropriate to consider the noise of puppies as well;

- (iv) that confirmation that the applicable local Noise By-law is met.
  - (v) Review of the zoning by-law special provisions in relation to setback
  - (vi) consideration of the County of Wellington Noise By-law: [5001-05-Noise-By-law.pdf \(wellington.ca\)](https://www.wellington.ca/5001-05-Noise-By-law.pdf)
- b. The noise study indicated that noise was only reviewed as outdoor noise between the hours of 7 am – 7pm. The Township Zoning By-law restricts outdoor run or outdoor common play area hours between the hours of 8 pm – 7 am. Please confirm if the kennel will be operating outdoor runs after 7 pm.

These comments are intended to provide initial feedback to the applicant and Township on the initial zoning By-law submission. As more information is provided and detailed review of the application is completed more comments may arise. Further, these comments have been prepared without the understanding of preliminary comments from other consultants and agencies. I trust these initial comments will be of assistance.

**It is noted that all of the requested studies have been submitted by the applicant; however, planning staff have identified a number of updates/clarifications required that may delay the detailed review process and ultimately meeting the Planning Act's requirements for a decision to be made in 90 days. The Township may wish to consider requiring the following items to be addressed prior to deeming this application complete:**

- An addendum to the Environmental Noise Study to reflect the comments provided above
- An addendum to the submitted Planning Justification Report to reflect the above comments
- An updated key map that shows the entirety of the site including the portion related to the site specific amendment, all buildings associated with the use clearly labeled, area of dog runs provided; distances of buildings and dog runs to surrounding sensitive land uses clearly identified, fencing and fence materials identified in compliance with the Township Zoning By-law and Kennel By-law.
- Floor plans for barns 1 – 4

Regards,



Joanna Salsberg, RPP  
Planner



3-5 Edinburgh Road South  
Guelph . Ontario  
N1H 5N8

519.822.6839

info@aboutdng.com

www.aboutdng.com

#### URBAN FORESTRY

ARBORIST REPORTS  
MANAGEMENT PLANS  
TREE PRESERVATION PLANS  
TREE RISK ASSESSMENT  
GIS TREE INVENTORIES  
TREE APPRAISALS  
MONITORING

#### ECOLOGICAL RESTORATION

NATURAL SYSTEMS DESIGN  
HABITAT RESTORATION  
EDGE MANAGEMENT PLANS  
RAVINE STEWARDSHIP PLANS  
NATURALIZATION PLANS  
INTERPRETIVE DESIGN  
MONITORING  
CONTRACT ADMINISTRATION

#### ENVIRONMENTAL STUDIES

SUBWATERSHED STUDIES  
ENVIRONMENTAL IMPACT  
STATEMENTS  
ECOLOGICAL LAND  
CLASSIFICATION  
WETLAND EVALUATION  
VEGETATION ASSESSMENT  
BOTANICAL INVENTORIES  
WILDLIFE SURVEYS  
MONITORING

#### LANDSCAPE ARCHITECTURE

MASTER PLANNING  
RESIDENTIAL COMMUNITIES  
COMMERCIAL/INDUSTRIAL  
HEALTHCARE AND EDUCATION  
STREETSCAPES  
PARKS AND OPEN SPACES  
TRAIL SYSTEMS  
GREEN ROOFS  
CONTRACT ADMINISTRATION

#### EXPERT OPINION

LPAT TESTIMONY  
LEGAL PROCEEDINGS  
PEER REVIEW  
RESEARCH  
EDUCATION

April 4, 2023

Our Project #: AA21-049A-005B  
Sent by email: jbrotherston@puslinch.ca

Justine Brotherston, Deputy Clerk  
Township of Puslinch  
7404 Wellington Rd. 34  
Puslinch, ON N0B 2J0

**Re: 6706 Gore Road, Township of Puslinch  
Ecological Review, Zoning By-law Amendment application  
Proposed Dog breeding Kennel**

Dear Ms. Brotherston:

About & Associates Inc. has been retained by the Township of Puslinch to review additional materials as part of the zoning by-law amendment application, to determine if there are any new ecological constraints per the submitted materials, as they relate to a proposed Dog Breeding Kennel. Per the Township Zoning By-law, kennels are only permitted as a site-specific zoning amendment. We have reviewed the following documents as part of our assessment:

- Figure A1, A2 and A3, shed layouts, March 2023
- Site Plans, figure S1, S2 and S3, March 2023
- Project, Report, 6706 Gore Road, Puslinch, J.D. Barned Limited, December 21, 2022
- Waste Management Plan, 6706 Gore Road, Puslinch, ON, undated.
- Comment Summary – 6706 Gore Road, pre-consultation
- Plan of Survey of Part of Lot 9, Gore concession, Township of Puslinch, County of Wellington, J.D. Barnes, December 20, 2022.
- Zoning By-law Amendment application, 6706 Gore Road, December 8, 2022.
- House plans, Figure H1, H2 and H3, March 2023
- Environmental Noise Study, Dog Breeding Kennel, SLR Consulting (Canada) Ltd., December 6, 2022.
- Planning Justification Report, 6706 Gore road, Township of Puslinch, county of Wellington, GSP Group, March 2023.
- Letter to County, Re: Application for Zoning By-Law Amendment, 6706 Gore Road, Puslinch, GSP Group, December 8, 2022.

- Aerial photography of the subject site, including Google Street View, March 2021
- Wellington County Draft Natural Heritage System Mapping
- GRCA mapping of natural heritage features (e.g., regulation limit, GRCA and OMNR wetlands, ANSI's, and MNR Woodlands), and
- Natural Heritage Information Center, Make-a-map, accessed March 30, 2023

Our review has identified and confirmed the following continue to apply regarding the presence of ecological constraints or concerns, as they relate to the proposed Dog breeding Kennel.

- All proposed facilities are existing on the property, and only the addition of board on board fencing for a proposed dog run/play area is proposed as new build.
- Review of Google aerial and street view photography images has not identified any additional/unmapped natural heritage features are present in the vicinity of the proposal.
- GRCA regulated habitat (a small area of Wetland identified to the north of the proposed development) is present within the property limits, but the proposed use is approximately 60m from the regulation limit.
- The MNRF Natural Heritage System mapping and the Wellington County Draft Natural Heritage System mapping does not identify any further natural heritage features within the property limits.
- The provincial Natural Heritage System limits are present on the property and include the area of a 30m buffer around the northern wetland feature. It appears that the proposed board on board fencing is outside of the NHS.
- Our Species at Risk review of the NHIC, Ontario Reptile & Amphibian Atlas, Breeding Bird Atlas and Mammal Atlas, has determined that habitat for any Species at Risk is unlikely to be impacted, based on the limits of the development, and that the structures are existing and will remain.
- The proposed development is within the boundaries of the Growth Plan for the Greater Golden Horseshoe but does not appear to include the lands within the Natural Heritage System.

In conclusion, our review of the zoning application documents, and background information corroborates our previous review of the pre-submission application, that no natural heritage features requiring additional study exist within the proposal area. The waste management plan has identified that any waste retained on site will be stored in appropriate receptacles that do not allow any leaching into the environment.

Please contact the undersigned should you require additional information of the above.

Yours truly,

**ABOUD & ASSOCIATES INC.**



Cheryl-Anne Ross, B. Sc.  
Ecology Lead & Wildlife Ecologist

S:\A+A Projects\2021\Approved\21-049A Puslinch Peer Review\AA File\21-049A-005B 6706 Gore Rd\Report\AA Ecological review 21-049A-005B final.docx





Administration Centre: 400 Clyde Road, P.O. Box 729 Cambridge, ON N1R 5W6

Phone: 519-621-2761 Toll free: 1-866-900-4722 Fax: 519-621-4844 [www.grandriver.ca](http://www.grandriver.ca)

March 23, 2023  
via email

GRCA File: ZBA – 6706 Gore Road

Lynne Banks  
Development and Legislative Coordinator  
Township of Puslinch  
7404 Wellington Road 34  
Puslinch, ON, N0B 2J0

Dear Ms. Banks,

**Re: Zoning By-law Amendment Application**  
6706 Gore Road, Township of Puslinch  
Usman Aziz – Owner  
GSP Group c/o Kristen Barisdale – Agent

Grand River Conservation Authority (GRCA) staff has reviewed the above-noted Zoning By-law Amendment (ZBA) Application to permit the establishment of a dog kennel facility and dog breeding operation at 6706 Gore Road in the Township of Puslinch.

#### **Recommendation**

The GRCA has no objection to the proposed Zoning By-law Amendment.

#### **GRCA Comments**

GRCA has reviewed this application as per our delegated responsibility from the Province to represent provincial interests regarding natural hazards identified in Section 3.1 of the Provincial Policy Statement (PPS, 2020) and as a regulatory authority under Ontario Regulation 150/06. GRCA has also provided comments as a public body under the Planning Act as per our CA Board approved policies.

Information currently available at this office indicates that the subject property includes unevaluated wetlands and the regulated allowance to these features. Due to the presence these features, a portion of the property is regulated by the GRCA under Ontario Regulation 150/06 - Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation. Future development or other alteration within GRCA regulated area will require prior written approval from GRCA in the form of a permit pursuant to Ontario Regulation 150/06.

From our review, we believe that the proposed zoning amendment would not impact on the natural hazards and would not provide opportunity for additional built development in or adjacent to the hazards. As such, we have no objection to the proposal.

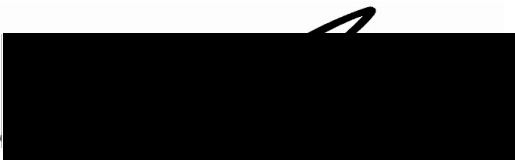
Consistent with GRCA's 2023 approved fee schedule, this application is considered a minor Zoning By-law Amendment and the applicant will be invoiced in the amount of \$465.00 for the GRCA's review of this application.

**For municipal consideration**

Please be advised that on January 1, 2023, a new Minister's regulation (Ontario Regulation 596/22: Prescribed Acts – Subsections 21.1.1 (1.1) and 21.1.2 (1.1) of the Conservation Authorities Act) came into effect. As a result, non-mandatory technical review services that the GRCA formerly provided under agreement with some municipalities (e.g., technical reviews related to natural heritage and select aspects of stormwater management) will no longer be provided.

Should you have any questions, please contact me at 519-621-2763 ext. 2236 or [clorenz@grandriver.ca](mailto:clorenz@grandriver.ca).

Sincerely,

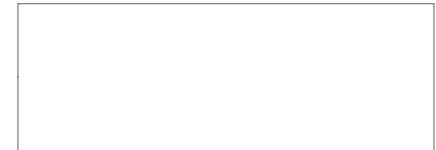


Chris Lorenz, M.Sc.  
Resource Planner  
Grand River Conservation Authority

Enclosed: GRCA Mapping

Copy: Usman Aziz (via email)  
GSP Group c/o Kristen Barisdale (via email)  
County of Wellington (via email)





Legend

- Regulation Limit (GRCA)
- Regulated Watercourse (GRCA)
- Regulated Waterbody (GRCA)
- Wetland (GRCA)
- Floodplain (GRCA)
  - Engineered
  - Estimated
  - Approximate
  - Special Policy Area
- Slope Valley (GRCA)
  - Steep
  - Oversteep
  - Steep
- Slope Erosion (GRCA)
  - Oversteep
  - Toe
- Lake Erie Flood (GRCA)
- Lake Erie Shoreline Reach (GRCA)
- Lake Erie Dynamic Beach (GRCA)
- Lake Erie Erosion (GRCA)
- Parcel - Assessment (MPAC/MNRF)

This legend is static and may not fully reflect the layers shown on the map. The text of Ontario Regulation 150/06 supercedes the mapping as represented by these layers.

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Disclaimer: This map is for illustrative purposes only. Information contained herein is not a substitute for professional review or a site survey and is subject to change without notice. The Grand River Conservation Authority takes no responsibility for, nor guarantees, the accuracy of the information contained on this map. Any interpretations or conclusions drawn from this map are the sole responsibility of the user.  
The source for each data layer is shown in parentheses in the map legend. For a complete listing of sources and citations go to: <https://maps.grandriver.ca/Sources-and-Citations.pdf>





April 26, 2023

Township of Puslinch  
7404 Wellington Road 34  
Puslinch, Ontario  
N0B 2J0

Attention: Lynne Banks  
[lbanks@puslinch.ca](mailto:lbanks@puslinch.ca)

**VIA E-MAIL**

**Re: Peer Review of Environmental Noise Study  
Proposed Dog Breeding Kennel  
6706 Gore Road  
Puslinch, Ontario  
VCL File: 123-0140**

Dear Ms. Banks:

We have completed our review of the “Environmental Noise Study, Dog Breeding Kennel, 6706 Gore Road, Puslinch, Ontario”, dated December 6, 2022, prepared by SLR Consulting (Canada) Ltd. (SLR).

Our comments are outlined herein.

## **1.0 COMMENTS**

- a) The noise assessment indicates that the noise by-laws of Puslinch and North Dumfries do not apply to the proposed breeding kennel. It is agreed that the Puslinch By-Law 5001-05 does not appear to apply. However, the North Dumfries By-Law 2609-14 does have a general prohibition on noise. Part 3.1 states “*no person shall make, cause or permit Noise or vibration, at any time, which is likely to disturb any inhabitant of the Township, which may include disturbing the quiet, peace, rest, enjoyment, comfort or convenience of the inhabitant*”. This would apply to the noise from barking dogs. However, no sound level limits are provided in the by-law.
- b) The noise assessment has applied the Ministry of Environment, Conservation and Parks (MECP) noise guideline requirements of NPC-300 for a frequent impulsive noise source to complete the assessment. The Class 3 exclusion limits have been applied. This is considered appropriate. Section 2.3.1 of the SLR report indicates the outdoor sound level limits apply at the outdoor living area (yards). The sound level limits are applicable at any point within 30 m of a residential dwelling provided it is on the same property as the dwelling itself.

- c) The noise study has identified the closest existing residences to complete assessment. NPC-300 also requires the assessment include vacant lots that have the zoning to permit a noise sensitive land use to also be included in the assessment. In this area, the lands likely have agricultural zoning where a residential dwelling is permitted. Thus, a discussion (and assessment if applicable) on vacant lots should be included as part of the assessment.
- d) The NPC-300 noise guideline requires a predictable worst-case noise impact assessment. Our understanding of the assessment is that barking dogs are modelled in both outdoor run areas simultaneously. It may be possible that the dogs will be in one outdoor run or the other and not always in both. Thus, the predictable worst-case assessment should consider this scenario.
- e) The assessment has excluded the noise impact from the outdoor air conditioning equipment. It is agreed that it will likely not be significant. However, maximum (AHR1) sound ratings for the equipment should be provided in the assessment to assist with its future selection when the facility is being designed and constructed.
- f) Since the noise study does not consider the impact of barking dogs indoors and the indoor spaces will be climate controlled, a recommendation of the noise study should be that all exterior windows and doors remain closed.
- g) The noise study concludes that the proposed facility complies with the requirements of the Puslinch and North Dumfries noise by-laws. It is not clear how this conclusion can be drawn since SLR's position is that the by-laws are silent on dog barking noise and they have not been considered further. However, as per item a) above, at least the general prohibition in the North Dumfries noise by-law is applicable.

## 2.0 CONCLUSIONS

Our review of the environmental noise study prepared in support of the dog breeding kennel indicates there are a few items, as outlined above, that require further clarification and assessment before we can concur with its findings and conclusions

If there are any questions, please do not hesitate to call.

Yours truly,

**VALCOUSTICS CANADA LTD.**

Per:



**John Emeljanow, P.Eng.**



## **REPORT PW-2024-003**

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TO: Mayor and Members of Council

PREPARED BY: Mike Fowler, Director of Public Works, Parks and Facilities  
Mary Hasan, Director of Finance/Treasurer

PRESENTED BY: Mike Fowler, Director of Public Works, Parks and Facilities

MEETING DATE: May 1, 2024

SUBJECT: Tender Results for the 2024 Asphalt Program  
File: F18ASP

---

### **RECOMMENDATIONS**

**That Report PW-2024-003 entitled Tender Results for the 2024 Asphalt Program be received; and**

**That the tender for the 2024 Asphalt Program be awarded to Cox Construction Limited at their tendered amount of \$1,409,353 inclusive of the non-refundable portion of HST; and**

**That Council authorizes the Mayor and Clerk to sign the required contract documents.**

### **Purpose**

The purpose of this report is to seek Council's approval to award Contract No. PW24-001 for the 2024 Asphalt Program.

As the total tender amounts exceed the \$500,000 threshold noted in the Township's Purchasing & Procurement of Goods and Services By-law 60/08, Council authorization is required.

### **Background**

A public tender for the 2024 Asphalt Program was advertised on the Bids and Tenders website for three weeks and closed on March 28, 2024. Local contractors were also made aware that the tenders were available. As a result of a call for tenders, six (6) bids were received.

After a review of the submitted bids, staff are recommending the contract for the 2024 Asphalt Program be awarded to Cox Construction Limited; the lowest compliant bid submitted which aligns with GM BluePlan's recommendation attached as Schedule A to this Report. The successful bid conforms to the specifications as requested in the tender document.

### Financial Implications

#### **2024 Approved Capital Budget**

The 2024 Capital Budget includes total combined funding of \$2,357,000. The breakdown of tender result costs including the contract tender price, non-refundable portion of HST, and an engineering estimate of 8% as detailed below total \$1,520,151. There are additional funds remaining of \$836,849 when compared to the 2024 approved budget:

<b>Capital Project</b>	<b>Funding Source</b>	<b>2024 Approved Budget</b>	<b>2024 Tender Results</b>	<b>Additional Funds Remaining</b>
Watson Road South - County Road 37 (Arkell Road) to Maltby Road East	OCIF - Formula Based	\$438,094	\$438,094	\$0
Watson Road South - County Road 37 (Arkell Road) to Maltby Road East	Canada Community-Building Fund	\$250,000	\$215,121	\$34,879
Watson Road South - County Road 37 (Arkell Road) to Maltby Road East	Asset Management	\$240,706	\$0	\$240,706
Watson Road South - County Road 37 (Arkell Road) to Maltby Road East	Development Charges (DC's)	\$146,200	\$102,821	\$43,379
Maple Leaf Lane - County Road 46 to End	DC's	\$10,608	\$14,275	-\$3,667
Maple Leaf Lane - County Road 46 to End	Asset Management	\$67,392	\$90,690	-\$23,298
Gore Road - Valens Road to Concession 7 and Gore Road - Sideroad 20 South to Valens Road	Asset Management	\$512,256	\$41,505.44	\$470,751
Gore Road - Valens Road to Concession 7 and Gore Road - Sideroad 20 South to Valens Road	DC's	\$163,744	\$89,644	\$74,100
Gore Road - Valens Road to Concession 7 and Gore Road - Sideroad 20 South to Valens Road	Aggregate Levy	\$528,000	\$528,000	\$0
<b>Total</b>		<b>\$2,357,000</b>	<b>\$1,520,151</b>	<b>\$836,849</b>

Based on discussions with GM BluePlan, the tender results are below the engineering estimates due to the following:

- Engineering estimates are based on previous bids received, typically utilizing the average from the previous bids received.
- Engineering estimates typically follow market conditions and are adjusted based on GM BluePlan's experience with other similar projects.
- Engineering estimates are aimed to be close to the average bid received while also recognizing that the tender process is open and competitive.
- Since these estimates are also used for budgeting purposes, the estimates are conservative so as to not provide overly optimistic estimates.
- For this tender:
  - the lowest bid is 12% below the engineering estimate
  - the third lowest bid out of the 6 bids received is closest to the engineering estimate.
  - the engineering estimate is 4% below the average of the bids received.

### **Applicable Legislation and Requirements**

The works for the above projects have been procured in accordance with the Township's Purchasing and Procurement of Goods and Services By-law 60/08.

### **Engagement Opportunities**

A public tender was advertised on the Bids and Tenders website at [puslinch.bidsandtenders.ca/Module/Tenders/en](https://puslinch.bidsandtenders.ca/Module/Tenders/en) and on the Township website at [puslinch.ca/doing-business/bids-tenders/](https://puslinch.ca/doing-business/bids-tenders/).

### **Attachments**

Schedule A: GMBluePlan Recommendation Report - PW24-001 – 2024 Asphalt Program

**Respectfully submitted:**

**Mary Hasan**  
**Director of Finance/Treasurer**

**Mike Fowler**  
**Director of Public Works, Parks and Facilities**





PEOPLE | ENGINEERING | ENVIRONMENTS

April 3, 2024  
Our File: 124001

Township of Puslinch  
7404 Wellington Road 34  
Puslinch, ON N0B 2J0

Attn: Mike Fowler  
Director of Public Works, Parks and Facilities

Re: 2024 Asphalt Program  
Contract No. PW24-001  
Bid Evaluation

Dear Mike,

This letter is to confirm the results of the tender closing for the above noted project that occurred on Thursday, March 28, 2024. The tender period officially closed at 2:00 p.m., and submissions were received through the Township of Puslinch's (Township's) online bidding system. In total, six electronic tender submissions were received prior to the tender closing date and time. Results of the tender submissions are summarized below, as sorted from lowest to highest bid:

Order	Bidder	Sub-Total	HST	Total Price
1.	Cox Construction Limited	\$1,384,972.22	\$180,046.39	\$1,565,018.61
2.	Brantco Construction	\$1,456,234.80	\$189,310.52	\$1,645,545.32
3.	Capital Paving Inc.	\$1,582,000.00	\$205,660.00	\$1,787,660.00
4.	GIP Paving Inc.	\$1,711,000.00	\$222,430.00	\$1,933,430.00
5.	IPAC Paving Limited	\$1,776,686.40	\$230,969.23	\$2,007,655.63
6.	Pacific Paving Limited	\$1,988,260.00	\$258,473.80	\$2,246,733.80

The totals provided above include provisional items and the contingency allowance.

All tender submissions have been checked for errors, omissions, qualifications and obvious imbalances. All submissions included proof of insurance, a Bid Bond and Agreement to Bond / Surety's Consent. Addendum was acknowledged through the online bidding system as part of the tender submission process.

The low bid by Cox Construction Limited. (Cox) of \$1,384,972.22 + HST is approximately 5% lower than the second lowest bid, and approximately 12% lower than the Engineer's Estimate. Cox's tender submission is a quality bid with no apparent anomalies or imbalances. They are a contractor known to the Township, with whom we are familiar with for similar works. As such, no references have been requested. As noted in their bid submission, Cox has suggested a project start date of July 2, 2024.

Based on the above and in accordance with the Township's Purchasing Policy, we recommend that Contract PW24-001 be awarded to the lowest compliant bidder, Cox Construction Limited.



Please advise us of your decision to award this Contract so we can review with the successful bidder and provide a digital Contract for execution by the Contractor and Township. We will also request a pre-construction meeting upon authorization from the Township.

We trust that you will find the above to be in order. Should you have any questions or concerns, please do not hesitate to contact us.

Yours truly,  
**GM BLUEPLAN ENGINEERING LIMITED**  
Per:

A handwritten signature in blue ink, appearing to read 'Steve Conway', written over a light blue circular stamp.

Steve Conway, CET, PMP, rcsi

Cc: Mary Hasan, Township of Puslinch (mhasan@puslinch.ca)  
Abhijeet, GM Blueplan Engineering (abhijeet@gmblueplan.ca)

April 12, 2024

**The Honourable Andrea Khanjin, Minister of the Environment, Conservation and Parks**  
**The Honourable Sylvia Jones, Minister of Health**

Via email: [minister.mecp@ontario.ca](mailto:minister.mecp@ontario.ca)  
[sylvia.jones@ontario.ca](mailto:sylvia.jones@ontario.ca)

**RE: Recommended Phase Out of Free Well Water Testing**

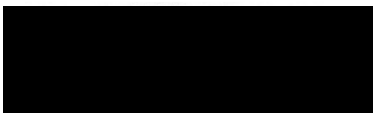
Dear Ministers,

The 2023 Auditor General's audit of Public Health Ontario (PHO) recommends that PHO, in conjunction with the Ministry of Health, update and implement a plan to streamline public health laboratory operations. In response, the Halton Hamilton Source Protection Committee passed the following resolution at their meeting on March 19, 2024:

***THAT** the Halton-Hamilton Source Protection Committee direct staff to write a letter to the Minister of the Environment, Conservation, and Parks, the Minister of Health, area municipalities, other Source Protection Committees and local health units requesting that the province does not proceed with the recommended phase out of free private well water testing in Ontario.*

The Halton Hamilton Source Protection Committee is concerned about the proposed phase-out of free water testing for private drinking water. Approximately 50,000 residents in the Halton Hamilton Source Protection Region rely on non-municipal water sources, like private wells, which lack legislative protection. Free testing reduces financial and logistical barriers for residents, enabling regular testing that helps ensure safe drinking water sources. The committee urges the province to not proceed with the phase-out, as outlined in the attached March 19, 2024 committee report.

Yours truly,



Robert Edmondson  
Chair, Halton-Hamilton Source Protection Committee

Cc. Source Protection Committee Chairs and Program Managers  
City of Hamilton Public Health  
Halton Region Public Health



Halton-Hamilton  
Source Protection Region

City of Hamilton, Town of Grimsby, Niagara Region, Township of Puslinch, County of Wellington, Halton Region, City of Burlington, Town of Halton Hills, Town of Milton, Town of Oakville, Peel Region, City of Mississauga

**Report To:** Halton-Hamilton Source Protection Committee  
**Report No.:** SPC-24-03-09  
**From:** Martin Keller, Senior Manager, Watershed Planning and Source Protection  
**Date:** March 19, 2024  
**Subject:** **2023 Auditor General Report – Proposed Phase Out of Free Well Water Testing**

---

### **Recommendation**

**THAT** the Halton-Hamilton Source Protection Committee receives for information the staff report SPC-24-03-09 2023 Auditor General Report – Proposed Phase Out of Free Well Water Testing;

**AND THAT** the Halton-Hamilton Source Protection Committee direct staff to write a letter to the Minister of the Environment, Conservation, and Parks and the Minister of Health requesting that the province does not proceed with the recommended phase out of free private well water testing in Ontario.

### **Executive Summary**

The 2023 Auditor General’s Value-for-Money audit of Public Health Ontario (PHO) recommended that PHO, in conjunction with the Ministry of Health, update and implement a plan to streamline public health laboratory operations. The plan included gradually discontinuing free private drinking water testing. The proposed phase out of free water testing for private drinking water is of concern. Private systems are not protected through legislated requirement under the *Safe Drinking Water Act, 2002*, and *Clean Water Act, 2006*, but are more likely to contribute to cases of gastrointestinal illness than municipal systems. In the Halton Hamilton Source Protection Region, about 50,000 resident do not receive water from municipal systems, with many relying on private drinking water system, including wells. Currently, both the City of Hamilton and Halton Region offer free well water testing. In 2012, a quarter of all samples from private residential wells and cisterns in Hamilton had unsafe levels of bacteria. Free private well water testing reduces barriers for residents to regularly test their wells. If implemented, the proposal to privatize well water testing will increase the risk for residents on private systems becoming ill.

### **Report**

In December 2023 the Auditor General released its [Value-for-Money Audit of Public Health Ontario \(PHO\)](#). The audit, among other items, found that PHO’s laboratory sites were not operating efficiently. In 2017, PHO developed a plan collaboratively with the Ministry of Health to modernize its laboratory operations by consolidating resources into

fewer laboratory sites and discontinuing or restricting eligibility for certain tests. This plan has not been approved and implemented. According to the audit, implementation of this plan was put on hold due to the construction of the new London public health laboratory, as well as increased capacity required from all PHO laboratory sites for COVID-19. Audit recommendation #5 states that PHO, in conjunction with the Ministry of Health, should update and implement a plan within 12 months to streamline public health laboratory operations.

The 2017 plan proposed to gradually close six of the 11 public health laboratory sites (Hamilton, Kingston, Orillia, Peterborough, Sault Ste. Marie and Timmins) and changing the types of test offered at the PHO laboratory sites, including gradually discontinuing free private drinking water testing. Mitigating rising costs of maintaining facilities and establishing a more efficient operating model that reduces the rerouting of samples to other PHO laboratory sites are stated as the main reasons for the plan.

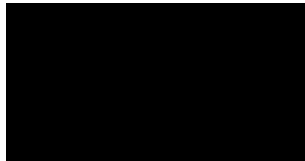
The proposed phasing out of free private drinking water well testing is of concern. Private drinking water systems do not have the legislated safeguards that are required for municipal, communal, and public systems under the *Safe Drinking Water Act, 2002*. Neither are the water sources of private drinking water systems protected through the source protection program under the *Clean Water Act, 2006*. Under the *Clean Water Act, 2006*, only municipal drinking water systems are mandated to be included in the source protection program. According to Health Canada's guidance on waterborne pathogens, private and small community water systems are vulnerable and recognized as being more likely to contribute to cases of human gastrointestinal illness than municipal systems.

In the Halton Hamilton Source Protection Region, 95% of the population receive their drinking water from municipal systems. The remaining 5%, or about 50,000 residents, receive their drinking water from non-municipal systems, many of them private drinking water wells. Testing of private well water is one of the only avenues for residents on private systems to ensure their drinking water is safe. Well water testing of private wells is the responsibility of each well owner. Currently, both the City of Hamilton Public Health Services and Halton Region Public Health offer free private drinking water testing through the PHO Hamilton laboratory site. The City of Hamilton Public Health Services recommends testing at least three times a year for bacteria. In 2012, about a quarter of all water samples from private residential wells and cisterns in Hamilton had unsafe levels of bacteria.

Free private well water testing is important to reduce barriers for residents to test their wells on a regular basis. Without free water testing, well owners would need to use commercial labs for a fee, which disincentivizes testing. Without regular testing, water quality is unknown, and residents are at increased risk of falling ill.

In the Walkerton Inquiry Report Part 2, Justice Dennis O'Connor concluded the privatization of laboratory testing of drinking water samples contributed directly to the E. coli O157:H7 outbreak in Walkerton, Ontario in May 2000. Twenty-four years later, there is a proposal to privatize water testing once again.

Signed & respectfully submitted:



Martin Keller  
Senior Manager, Watershed Planning and Source Protection



Mardi Bergen  
Source Water Information Coordinator, Watershed Planning and Source Protection



April 9, 2024

**Reference Number: A-2024-003**

James Seeley  
24 Back St  
Morrison NOB 2C0 ON

Via email: [seeleyjames@hotmail.com](mailto:seeleyjames@hotmail.com)

Dear Mr. Seeley,

On January 18, 2024, we received your request for information under the *Freedom of Information and Protection of Privacy Act* (the Act), as follows:

*“Communications between UoG real estate division, Executive team, finance team or any employee, agent or representative acting on behalf of the UoG in regards to aquafarming, fish farming at any use on property within Puslinch.”*

You further specified the request time span to be January 1, 1980 to January 13, 2024.

The letter constitutes a final decision with regard to all responsive records.

The University has withheld the records, in full, that are responsive to this request and pursuant to the Act.

The following information is provided as further clarification for the University’s decision and exemptions or exclusions applied:

**Exemption: s.17(1)(a)**

- [1] The University withholds the records in full or in part pursuant to s.17(1)(a).
- [2] With respect to the records withheld in full or in part pursuant to s.17(1)(a), the Act obliges the University to “refuse to disclose a record that reveals a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence implicitly or explicitly, where the disclosure could reasonably be expected to, prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization.”
- [3] The University submits that, relative to s.17(1)(a) of the Act: [1] it is clear the responsive records are commercial in nature as they consist of communication about commercial matters [2] that the information was supplied implicitly or explicitly in confidence and that the University has consistently treated the responsive records and the information they contain in a manner that indicates a concern for their protection from disclosure to the public [3] and that the disclosure



could reasonably be expected to (a) prejudice significantly the competitive position of third parties (b) or interfere significantly with the contractual or other negotiations of third parties.

**Exemption: s.18(1)(c)**

- [4] The University withholds the records in full or in part pursuant to s.18(1)(c).
- [5] With respect to the records withheld in full or in part pursuant to s.18(1)(c), the *Act* provides that the University may “refuse to disclose a record that contains, [...] information where the disclosure could reasonably be expected to prejudice the economic interests of an institution or the competitive position of an institution.”
- [6] The University submits that, relative to s.18(1)(c) of the *Act* it is clear that disclosure of the information at issue could reasonably be expected to prejudice the economic interests and/or the competitive position of the University.
- [7] The University submits that the discretionary exemption under s.18(1) is designed to protect the ability of institutions to earn money in the marketplace when they compete with other private or public entities for business. The IPC has recognized that the discretionary exemption under s.18(1) of the *Act* ensures the “commercially valuable information” of an institution is exempt from disclosure in a similar fashion with non-governmental organizations (PO-4410).
- [8] The responsive records relate to property managed as part of the University’s Heritage Trust. These properties are surplus to the immediate or foreseeable teaching and research needs of the University and designated for development on a commercial basis so that the University can make better economic use of these lands for the long-term benefit of the institution. Accordingly, the University competes with other private or public entities for business as it relates to the property that is the subject of the responsive records.
- [9] The IPC has consistently held that information relative to an institution’s prospective commercial land dealings is exempt from disclosure under s.18(1)(c) of the *Act* as disclosure could reasonably be expected to place institutions at a disadvantage relative to current or future dealings (MO-1392, MO-2247, MO-2532, PO-1901).

**Exemption: s.19(a) and/or s.19(c)**

- [10] The University withholds the records in full or in part pursuant to s.19(a) and/or s.19(c).
- [11] Pursuant to s.19(a) of the *Act*, the records are withheld in full or in part due to “solicitor-client privilege.” The *Act* stipulates that “a head may refuse to disclose a record that is subject to solicitor-client privilege.” In the alternative, the records are withheld in full or in part due to s.19(c) which provides that “a head may refuse to disclose a record [...] that was prepared by or for counsel employed or retained by an educational institution or a hospital for use in giving legal advice or in contemplation of or for use in litigation.”

The *Act* contemplates a user-pay principle and stipulates in s.57(1) that “a head shall require the person who makes a request for access to a record to pay fees in the amounts prescribed by the regulations.” In this case, the University has elected to waive fees.

You may ask for a review of this decision within 30 days of receiving this letter by writing to: Registrar, Information and Privacy Commissioner/Ontario, 2 Bloor Street East, Suite 1400, Toronto, Ontario M4W 1A8, Telephone (416) 326-3333 or toll free 1-800-387-0073.

If you decide to request a review of this decision, please provide the Commissioner's office with the following: the file number listed at the beginning of this letter; a copy of this decision letter; and, a copy of the original request for information you sent to the institution.

In addition, you must send an appeal fee of *General*: \$25.00 to the Commissioner's office. Please include the fee with your letter of appeal – appeal fees should be in the form of either a cheque or money order, payable to the Minister of Finance.

If you wish clarification concerning the University's decision, please contact Madeleine Krucker at [privacy@uoguelph.ca](mailto:privacy@uoguelph.ca) or by phone at 519-824-4120, ext. 54247.

Sincerely,



**Harpreet Hansra,**  
General Counsel and Interim University Secretary

cc. Madeleine Krucker, Manager, Information Governance & Compliance



KIM COURTS  
DEPUTY CLERK  
T 519.837.2600 x 2930  
F 519.837.1909  
E kimc@wellington.ca

74 WOOLWICH STREET  
GUELPH, ONTARIO  
N1H 3T9

April 12, 2024

Wellington County  
Member Municipality Clerks

Amanda Knight, Township of Guelph/Eramosa  
Nicole Cardow, Town of Erin  
Kerri O'Kane, Township of Centre Wellington  
Larry Wheeler, Township of Mapleton  
Annilene McRobb, Town of Minto  
Karren Wallace, Township of Wellington  
Courtenay Hoytfox, Township of Puslinch

[aknight@get.on.ca](mailto:aknight@get.on.ca)  
[nicole.cardow@erin.ca](mailto:nicole.cardow@erin.ca)  
[kokane@centrewellington.ca](mailto:kokane@centrewellington.ca)  
[LWheeler@mapleton.ca](mailto:LWheeler@mapleton.ca)  
[annilene@town.minto.on.ca](mailto:annilene@town.minto.on.ca)  
[kwallace@wellington-north.com](mailto:kwallace@wellington-north.com)  
[choytfox@puslinch.ca](mailto:choytfox@puslinch.ca)

Good afternoon,

At its meeting held April 11, 2024 the Planning Committee approved the following recommendation:

**That the County Official Plan Review - Housing Focused: A Housing Policy Review in Wellington County report be received for information; and**

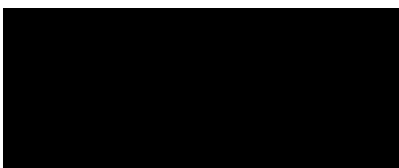
**That the County Clerk circulate this report to member municipalities for information.**

It is requested that all feedback be submitted **no later than May 31, 2024**.

Please find enclosed the County Official Plan Review – Housing Focused: A Housing Policy Review in Wellington County report.

Should you have any questions, please contact Jameson Pickard, Senior Policy Planner at [jamesonp@wellington.ca](mailto:jamesonp@wellington.ca).

Sincerely,



Kim Courts  
Deputy Clerk



## Committee Report



**To:** Chair and Members of the Planning Committee  
**From:** Jameson Pickard, Senior Policy Planner  
**Date:** Thursday, April 11, 2024  
**Subject:** **County Official Plan Review - Housing Focused: A Housing Policy Review in Wellington County**

PLANWELL

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### 1.0 Purpose:

Planning Staff have prepared the attached document, “Housing Focused: A Housing Policy Review in Wellington County” with the intent of applying a housing-focused lens to the development policies in the Official Plan. The document identifies policy options that could be considered in the County Official Plan and facilitates a discussion about the future of housing policy in Wellington.

### 2.0 Housing Focused: A Housing Policy Review in Wellington County

The attached document provides a summary of the land use planning policy framework that applies to housing development in Wellington County and provides a series of policy options the County could pursue to update the Official Plan. Planning Staff have identified four broad themes in Provincial policy to help frame these directives and root them in sound planning policy. These themes include:

- Meeting long-term housing demand
- Providing an appropriate mix of housing options
- Intensification and Compatibility of development
- Support the efficient use of land and municipal services.

The document also offers some housing-focused suggestions to our member municipalities to consider in their local planning documents and lays out a series of questions to help generate feedback.

### 3.0 Consultation and Feedback

This report will be circulated to our member municipalities and posted on the Official Plan Review webpage for comment and feedback. Comments received will be compiled into a summary report and used to help inform a future Official Plan Amendment that updates the housing policies of the Official Plan. Formal policy changes will be presented and consulted on through the Official Plan Amendment review and approval process.

Planning staff are open to hearing feedback on the options discussed in the report as well as other policy options and ideas that could be pursued to help support housing development in Wellington.

We are asking that all feedback be submitted no later than May 31<sup>st</sup>, 2024.

**Strategic Action Plan:**

This report relates to the following objectives and priorities in the County's Strategic Action Plan:

- Continue working to ensure all County residents have a safe place they can call home.

**Recommendation:**

That the County Official Plan Review - Housing Focused: A Housing Policy Review in Wellington County report be received for information.

That the County Clerk circulate this report to Member Municipalities for information.

Respectfully submitted,



Jameson Pickard, B. URPL, MCIP, RPP  
Senior Policy Planner





# Housing Focused: A Housing Policy Review in Wellington County

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April 11<sup>th</sup>, 2024

Prepared by: Wellington County Planning Department



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## Executive Summary

The County of Wellington is facing increased challenges related to housing. This includes challenges like affording a home or having access to the right type of home based on your current needs. The cause of these challenges cannot be solely attributed to just one thing, or one level of government or industry, but rather a series of compounding factors which come together when dealing with housing.

The County Official Plan and local planning documents have a significant role in guiding housing decisions in Wellington. Historically, planning policy has disproportionately supported low density development and the preservation of existing neighbourhoods over increased density in the County. This approach has resulted in approximately 70% of all new housing development in the County to be in the form of low-density dwellings since 2008. For our communities to remain resilient and supportive of a diversity of needs, our approach to housing needs to change. Establishing a framework that more equitably supports a broader housing mix, tenures and affordability will ensure that County policies are supporting a range of housing solutions.

This report provides an overview of the land use planning policy framework in the County of Wellington and applies a housing focused lens on the County's land use planning policies. Through this perspective several housing supportive policy recommendations for the County Official Plan are presented, as well as suggestions for our member municipalities focused on the following themes:

- Meeting long-term housing demand
- Providing an appropriate mix of housing options
- Intensification and compatibility of development
- Supporting the efficient use of land and Municipal services.

The goal of this document is to identify helpful land use planning policy changes related to housing within the County's control. These recommendations and suggestions are a necessary step in addressing the housing crisis but will not in and of themselves solve the problem. Federal and Provincial governments, as well as the development industry and the public have crucial roles to play in bringing housing to market.

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## Table of Contents

### 1. Planning Framework

- a. Provincial Policy
- b. County of Wellington Official Plan
- c. Local Official Plans
- d. Local Zoning By-Laws

### 2. Housing Focused Policy Options

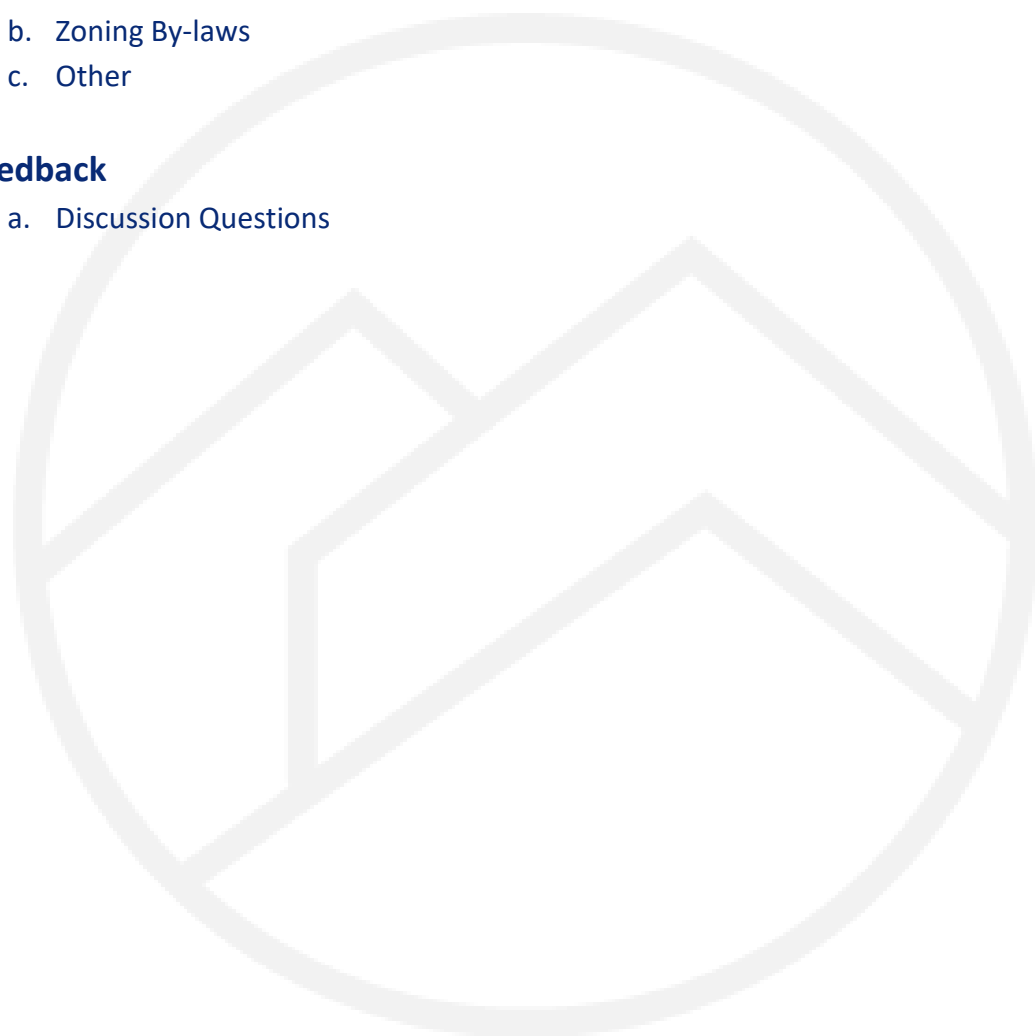
- a. Meeting the Long-term Housing Demand
- b. Providing an Appropriate Mix of Housing Options
- c. Intensification and Compatibility of Development
- d. Support the Efficient Use of Land and Municipal Services

### 3. Local Planning Recommendations

- a. Local Official Plans
- b. Zoning By-laws
- c. Other

### 4. Feedback

- a. Discussion Questions





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## Planning Framework

Decisions related to new housing development in the County of Wellington are required to be consistent with or conform to the different planning policies that apply within Wellington. This section provides an overview of the current planning policy framework in the County affecting new housing development.

## Provincial Policy Direction

In the County, the Province's housing policy framework is primarily delivered through the Planning Act and land use plans such as the Provincial Policy Statement, 2020 (PPS) and A Place to Grow: Growth Plan for the Greater Golden Horseshoe (A Place to Grow) 2019.

The Planning Act is the foundation of planning in Ontario, as it identifies matters of Provincial interest related to land use planning and establishes important statutory processes essential for the implementation of the provincial policy framework. However, most of the detailed provincial policy direction related to provincial objectives, including housing, come through the PPS and A Place to Grow.

The PPS is the primary Provincial land use planning policy document, applying across Ontario. A Place to Grow is a growth plan that provides a more detailed framework for where and how growth should be accommodated in the Greater Golden Horseshoe. In terms of housing policy, both policy documents aim to support the achievement of livable communities, a thriving economy, a clean and healthy environment, and social equity, improving the quality of life for all Ontarians. The PPS achieves this through specific policy directives to planning authorities including:

- maintain at all times the ability to accommodate residential growth for a minimum of 15 years through residential intensification and redevelopment;
- provide for an appropriate range and mix of housing options to meet projected market-based and affordable housing needs;
- promote densities for new housing which efficiently use land, resources, infrastructure and public facilities;
- establish and implement minimum targets for the provision of housing which is affordable to low- and moderate-income households and which aligns with applicable housing and homelessness plans;
- permit and facilitate all housing options required to meet the social, health, economic and well-being requirements of current and future residents, including special needs requirements, as well as all types of residential intensification including additional residential units and redevelopment.

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A Place to Grow builds upon the policy foundation provided by the PPS and provides additional and more specific land use planning policies to address housing in the Greater Golden Horseshoe. In particular, the plan:

- Places the responsibility of housing with upper-tier Municipalities in consultation with member municipalities;
- Establishes a planning horizon of 2051 for planning authorities to plan to;
- Allocates specific population, household, and employment forecasts to the County;
- Establishes an intensification first approach and sets out a detailed growth structure with specific intensification and density targets for planning authorities to achieve;
- Provides direction to planning authorities to support housing choice through intensification and identifying a diverse range and mix of housing options.

## **County of Wellington Official Plan**

The County of Wellington Official Plan is the main land use planning policy document in Wellington that influences housing development and implements the Provincial land use policy framework locally. The County Official Plan applies across Wellington and serves as the local Official Plan for five of the seven Member Municipalities in the County and offers specific policy sections that cater to local needs. Centre Wellington and the Town of Erin have their own official plans and are discussed in the following section.

Housing policy contained in the County Official Plan needs to be updated to reflect new Provincial policy. The County is currently undertaking an Official Plan Review to revise the Official Plan, including its housing policies. While dated, the housing policies in the Plan were innovative for the time and still provide a solid framework to build upon. This document is intended to articulate specific policy directions that will guide policy development to align with new Provincial policy direction and support the County's long-term housing needs.

## **Local Official Plans**

As noted above the Township of Centre Wellington and the Town of Erin both have local official plans in place. These official plans in some instances closely resemble the County Official Plan but generally provide a series of policy directions that are tailored to respond to the local context and needs. Each of these plans require various levels of updating to address Provincial and County policy direction related to housing. Once the County is completed its Official Plan Review Centre Wellington and Erin will be required to update their plans to conform to the County planning policies.

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## Local Zoning by-laws

Member municipalities within the County each have their own Comprehensive Zoning by-laws which govern housing development. The zoning provisions authorize specific types of uses and built forms on properties and dictate standards which development must meet to be allowed to proceed. These documents play a crucial role in determining if certain forms of housing can be built as of right or if planning approvals are necessary to allow different forms of housing on a property. Updates to the various municipal zoning by-laws in the County will be required to implement the housing policy direction of the Province, County and local municipalities.



## Housing Focused Policy Directions

The following section identifies several housing focused policy directions for the County Official Plan, that if implemented will help the County meet its housing objectives and support the diverse needs of our communities. Planning Staff have identified 4 broad themes in Provincial policy to help frame these policy directives and root them in sound planning policy. These themes include the following:

- Meeting long-term housing demand
- Providing an appropriate mix of housing options
- Compatibility of development and intensification
- Support efficient use of land and services.

<b>Meeting the Long-term Housing Demand</b>	
<b>Policy Direction</b>	<b>Policy Impacts</b>
<b>Make enough land available to meet the 2051 Planning forecast</b>	<ul style="list-style-type: none"> <li>• Implement Urban Centre boundary expansion recommendations from the County’s Land Needs Assessment.</li> </ul>
	<ul style="list-style-type: none"> <li>• Develop clear policy in the Plan which commits to monitoring and updating residential land supply.</li> </ul>
	<ul style="list-style-type: none"> <li>• Review the rural growth policies to ensure appropriate rural growth can continue to be provided.</li> </ul>

<b>Providing an Appropriate Mix of Housing Options</b>	
<b>Policy Direction</b>	<b>Policy Impacts</b>
<b>Supports a wider range of housing options</b>	<ul style="list-style-type: none"> <li>• Revise language in the Plan that currently places priority on low density housing development.</li> </ul>
	<ul style="list-style-type: none"> <li>• Introduce a new multi-unit building definition to the Plan which can take many forms (ex. Apartments, Stacked Townhomes, back-to-back townhomes, etc.)</li> </ul>
	<ul style="list-style-type: none"> <li>• Identify the Residential Transition Area designation as strategic growth areas for compatible medium/high-density residential and mixed-use buildings. Service commercial uses would continue to be permitted.</li> </ul>
	<ul style="list-style-type: none"> <li>• Introduce policies in the plan that clarify housing mix includes a range of unit sizes, tenures and built forms.</li> </ul>
	<ul style="list-style-type: none"> <li>• Update County policies to clearly articulate and facilitate mixed-use development in highway commercial and central business district designations.</li> </ul>
<b>Better support Community Housing and Affordable Housing</b>	<ul style="list-style-type: none"> <li>• Revise the “Special Needs housing” policies in the Plan to better capture community housing uses –</li> </ul>

	emergency shelters, shelters, group homes, transitional housing etc. Clearly permit these uses in all Residential and appropriate Commercial designations.
	<ul style="list-style-type: none"> <li>• Introduce policies into the plan that identify inclusionary zoning as a tool that can be used to support affordable housing and outline steps for its use if a future Provincial policy environment would allow the County/ Member municipalities to implement this framework.</li> </ul>
	<ul style="list-style-type: none"> <li>• Introduce new condominium conversion policies into the plan to prevent the demolition and conversion of existing rental housing unless certain conditions are met.</li> </ul>
	<ul style="list-style-type: none"> <li>• Introduce policy connections to the County Housing and Homelessness Plan.</li> </ul>
	<ul style="list-style-type: none"> <li>• Establish rental housing target in the Official Plan as required by the Growth Plan.</li> </ul>

<b>Intensification and Compatibility of Development</b>	
<b>Policy Direction</b>	<b>Policy Impacts</b>
<b>Support the character of our communities, while facilitating a broader range of housing options</b>	<ul style="list-style-type: none"> <li>• Develop a policy approach to support the protection of our community’s urban character through innovative architectural styles and urban forms that compliment and support it.</li> </ul>
	<ul style="list-style-type: none"> <li>• Review and update official plan policies to place a stronger emphasis on urban design for infill development and newly developing areas.</li> </ul>

<b>Support the Efficient Use of Land and Municipal Services</b>	
<b>Policy Direction</b>	<b>Policy Impacts</b>
<b>Better respond to housing demands and infrastructure efficiencies</b>	<ul style="list-style-type: none"> <li>• Create a policy that allows for urban centre boundaries to be adjusted in a manner that results in no increase in urban areas. This rationalization exercise could occur outside of a municipal comprehensive review subject to municipally initiated official plan amendment and meeting specific policies related to impact and servicing.</li> </ul>
	<ul style="list-style-type: none"> <li>• Introduce development phasing policies to the plan to ensure the orderly development of new growth areas and alignment with infrastructure and community facility investment.</li> </ul>

<b>Use land more efficiently</b>	<ul style="list-style-type: none"> <li>• Introduce a policy that would require residential development on sites larger than 2 ha in the Designated Greenfield Area to provide 30% of the new residential units in forms other than single-detached or semi-detached, such as townhomes and multi-unit residential buildings.</li> </ul>
	<ul style="list-style-type: none"> <li>• Update the low and medium housing density requirements in the plan and add a new high-density category. Update could include broadening the permitted uses in low density category and adding height ranges across all categories.</li> </ul>

### Local Planning Recommendations

Local planning documents and processes are recognized as a key element in achieving a successful and healthy policy environment for housing in the County. We recognize and support the diversity in our local communities and understand that there are various approaches that can be taken to achieve our collective housing goals. Suggestions offered in this section are intended to provide guidance on housing policy and zoning provisions that should be considered in local planning documents to support the County’s long-term housing objectives.

### Local Official Plans

The integration of the following policy concepts should be considered for the local official plans in Centre Wellington and Erin:

- Support the development of a full range of housing options including size, type, tenure, special needs etc.
- Support intensification through new compatible housing forms.
- Identify areas for new compatible medium and high-density development.
- Support walkable communities through the integration of commercial/retail uses in residential areas.
- Complete comprehensive updates of the plans on a regular basis to keep policies responsive to demand.

### Local Zoning By-laws

The following changes should be considered for all local Zoning By-laws:

- Amend housing-related definitions to create increased flexibility.
- Redefine what is permitted in low density Residential zones.

- 
- Ensure Additional Residential Unit provisions are up to date with current legislative requirements.
  - Permit as of right Special Needs Housing in all residential and commercial zones (includes group homes, shelters for victims of abuse, hospice, supportive housing, transitional housing, etc.)
  - Review zoning maps to identify sites that could be pre-zoned for higher density development.
  - Reduction of minimum parking requirements for residential uses (where appropriate).
  - Remove minimum unit size requirements and let the building code guide minimum size.

## Other

Given the roles and responsibilities in the County, our member municipalities have other by-laws, standards and guidelines that are influential in the development of housing. These include:

- Municipal servicing allocation by-laws
- Engineering and design standards
- Design guidelines.

These by-laws, standards and guidelines should be reviewed to ensure that they are optimized to meet our housing goals, align with other applicable municipal documents, and facilitate the effective delivery of housing in our communities.

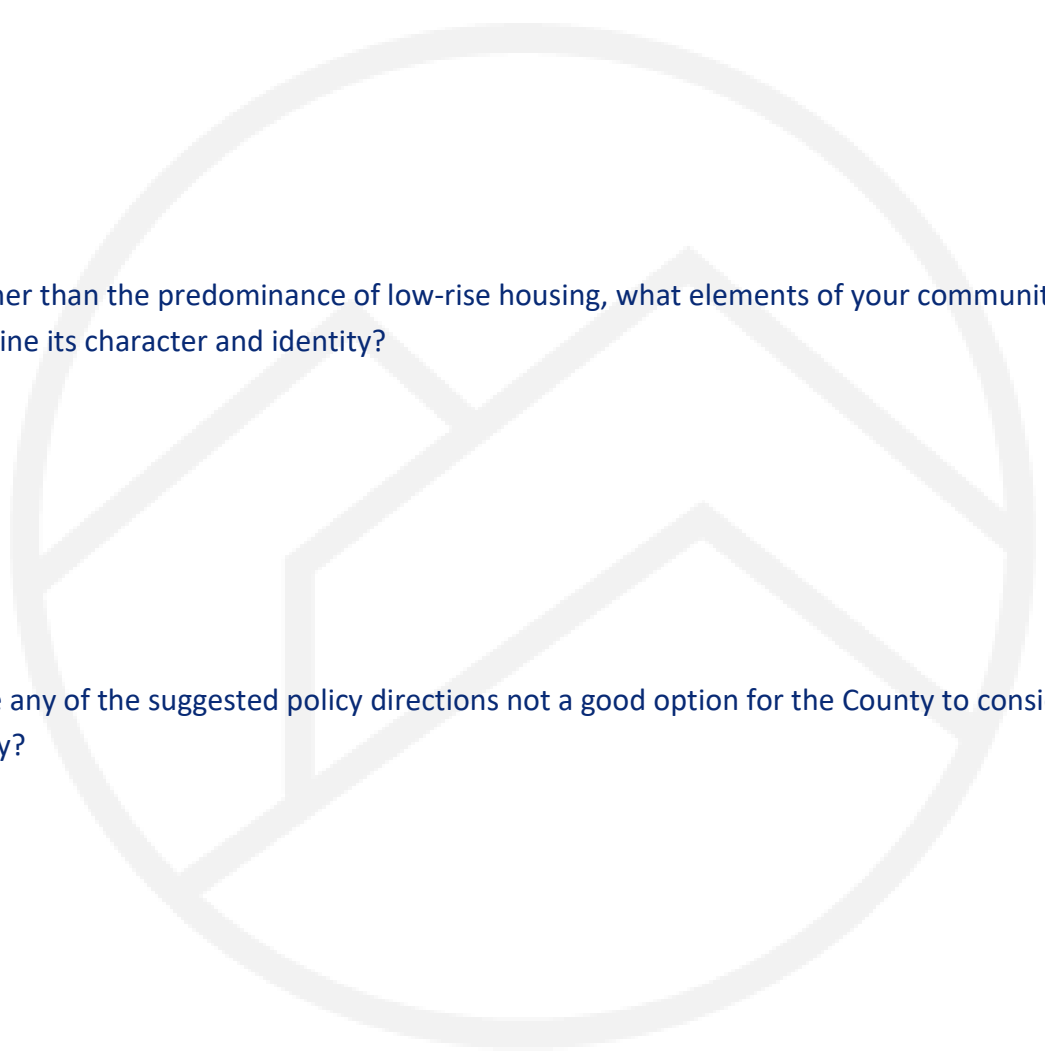
## Feedback

This document begins a discussion on housing policy changes in the County of Wellington's Official Plan. We know that the local experts leading our communities, residents living in our communities and stakeholders helping build our communities have valuable insights to share about housing development. We want to learn from those insights to help shape a policy environment that achieves our goals.

The following questions are not intended to limit the scope of feedback but rather help generate a thoughtful dialogue about the future of housing policy in the County. Please provide additional feedback about matters you feel are relevant to the housing policy discussion in the County.

Please submit feedback by **May 31<sup>st</sup>, 2024**, through the project email [planwell@wellington.ca](mailto:planwell@wellington.ca).

- 
- 1) Are there current policies in the Official Plan that create problems for housing development in the County? If so, why?
  
  - 2) Do the proposed policy directions go far enough to help support a diverse mix of housing options?
  
  - 3) What actions and/or policy changes should the County pursue to help increase the supply of rental housing?
  
  - 4) Other than the predominance of low-rise housing, what elements of your community help define its character and identity?
  
  - 5) Are any of the suggested policy directions not a good option for the County to consider and why?





## Justine Brotherston

---

**Subject:** RE: Proposed regulation regarding Minister's Permit and Review powers under the Conservation Authorities Act

**From:** ca.office (MNRF) <[ca.office@ontario.ca](mailto:ca.office@ontario.ca)>

**Sent:** Friday, April 5, 2024 4:08 PM

**To:** ca.office (MNRF) <[ca.office@ontario.ca](mailto:ca.office@ontario.ca)>

**Subject:** Proposed regulation regarding Minister's Permit and Review powers under the Conservation Authorities Act

*\* This email is being sent on behalf of Jennifer Keyes, Director, Resources Planning and Development Policy Branch \**

Good afternoon:

I am writing to you today to notify you of a regulation proposal that is available for public comment on the Environment Registry of Ontario at posting [#019-8320](#).

Sections of the *Conservation Authorities Act* coming into effect on April 1, 2024 include provisions enabling the Minister of Natural Resources and Forestry (the Minister) to i) issue an order to prevent a conservation authority from issuing a permit and decide on a permit application in the place of the conservation authority, and ii) to review a conservation authority permit decision at the request of an applicant.

This proposed regulation would set out the limited circumstances under which the Minister may use these powers as circumstances where the proposed development activity or other activity pertains to specified matters of provincial interest. Additionally, it proposes a transparent process for individuals to request the use of these powers and sets out the information that would be submitted to the Minister as part of such a request.

If you have any questions, please reach out to the Ministry of Natural Resources and Forestry at [ca.office@ontario.ca](mailto:ca.office@ontario.ca).

Sincerely,

Jennifer Keyes  
Director, Resources Planning and Development Policy Branch  
Ministry of Natural Resources and Forestry



*Taking pride in strengthening Ontario, its places and its people*

**Please Note:** As part of providing [accessible customer service](#), please let me know if you have any accommodation needs or require communication supports or alternate formats.



January 2024

## **Re: Request for Financial Support for TAPMO Executive Director Position**

Hello Municipal Council Colleagues,

The aggregate industry in Ontario falls exclusively under the jurisdiction of the Provincial Government. Municipalities are not having their concerns addressed, in fact almost every piece of proposed legislation that reaches the Environmental Registry, has changes in favor of the aggregate industry. This is a direct result of lobbying efforts by their association.

It is not feasible for one municipality to affect change on its own, we need an organization like TAPMO. Similarly to municipalities, myself the Chair of TAPMO, and the remainder of the Executive Committee (EC) cannot be expected to champion the concerns of TAPMO members. We simply do not have the time manage our own municipalities as well as concerns with the aggregate industry.

Recently, the Governor General's report on the aggregate industry was released. With the amount of recommendations within the report it is not feasible for the EC to utilize this report to fullest and affect change in favor of municipalities.

Wellington County appealed aggregate operations in 2018. The fruition of that appeal will be felt by all municipalities across Ontario. The County of Wellington won that appeal on behalf of all municipalities.

Municipalities need a familiar face at Queen's Park expressing our concerns as the changes lobbied by the aggregate industry are being considered. We need to be proactive not reactive.

The goal is to build the membership to a point that the fees received would support the staff obligation. However, time is of the essence. To make full use of the Auditor General's report, we need the Executive Director in place as soon as possible.

The Executive Director will be responsible for reviewing ERO postings. The reviews would be shared with members of TAPMO. Thus, we would have more comments being submitted to the Province and from a mostly unified position.

The Executive Director would be responsible for building a database on new/expansion applications while guiding municipalities through the process. We would begin to build off of each other's success to help improve the impact the industry has.

Attached is the approved job description for the TAPMO Executive Director for your reference.

With the Assessment Review Board success, as a top producing municipality, you will be receiving new tax revenue. I would request that your municipality use \$25 000 of this new assessment money, to support the Executive Director position at TAPMO. We would request that this be a permanent increase and be supported through CPI increases.

Lastly, the agreement for support of the Executive Director at TAPMO would include a refund component when membership fees reach a level to sustain TAPMO. I would request that your Council receive a report from your Treasurer outlining the increased taxes your municipality will receive due the Assessment Review Board ruling (Wellington County), and the feasibility of dedicating portions of that new assessment to the proposed TAPMO Executive Director position.

Thank you for your consideration.



James Seeley  
Chair, Top Aggregate Producing Municipalities of Ontario (TAPMO)  
Mayor, Township of Puslinch



## **JOB DESCRIPTION – EXECUTIVE DIRECTOR**

**REPORTS TO: TAPMO Chair and Lead CAO / Treasurer**

**Job Location: Flexible**

**Hours of Work: 35 per week; flexibility of hours may be required**

**Term: TBD**

### **Responsibilities:**

The Top Aggregate Producing Municipalities of Ontario (TAPMO) is comprised of elected officials from municipalities across Ontario who have joined together to work with industry partners and provincial decision makers to developing a sustainable plan for aggregate extraction. TAPMO is seeking a full-time Executive Director.

The ED reports to and receives direction from the Chair and Lead CAO / Treasurer.

- The Executive Director (ED) is responsible for implementing TAPMO priorities and strategic direction and providing expert advice to the TAPMO Chair, Executive Committee and members, strengthening the organization's position as a trusted, respected voice on aggregate related issues affecting municipalities. The position involves government relations, advocacy and working with an extensive network of senior level government and aggregate industry officials.
- The ED will facilitate the development of sound public policy positions on a range of issues important to TAPMO members.
- The ED will work closely with the TAPMO Chair to identify and implement priorities and strategic direction on behalf of the Executive Committee and will work closely with member municipalities' Chief Administrative Officers and other staff ensure that communication between members is well established and managed.
- The ideal candidate must be well versed and understand that municipal governments deal with the impacts of aggregate sites on water resources, neighbours, haul routes, road damage from heavy hauling, pit rehabilitation, and safety for traffic and pedestrians.
- Oversee marketing and communications of TAPMO priorities and initiatives including developing and maintaining a social media presence, quarterly newsletter and website maintenance.



Top  
Aggregate  
Producing  
Municipalities of  
Ontario

- Strong administrator, managing agenda preparation and providing support for TAPMO Executive Committee meetings and annual general meetings.
- Draft annual TAPMO workplan in collaboration with the Executive Committee.
- Maintain and report on the performance and progress of TAPMO goals and objectives.
- Coordinate the necessary persons and elements to move forward on regional aggregate related initiatives.
- First point of contact for TAPMO members, their staff, stakeholders, media and the public.
- Liaise with appropriate senior levels of municipal, provincial and federal government, elected officials, regional support organizations, private sector and aggregate industry professionals.
- Research and develop policy positions, briefing notes and presentations on key issues and opportunities that affect TAPMO and its members as they seek to influence public policy among other levels of government and advocate for change.
- Provide input regarding annual budget and membership fees to ensure adequate funding is available to meet obligations.
- Assist lead Treasurer with reporting on the budget and maintain records related to expenses, ensuring all invoices are accurate and submitted for payment in a timely manner.
- Other duties as assigned by the TAPMO Chair or lead CAO / Treasurer.
- Thorough understanding of the municipal sector, particularly how current and future trends and challenges impact them.
- Understanding of the roles, responsibilities, and relationships between levels of government in Canada.
- Political acuity and ability to build and maintain strong relationships with elected officials, stakeholders, and senior municipal staff.



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- Strong interpersonal skills, diplomacy and ability to communicate effectively and discreetly.

### **Minimum Qualifications:**

- University degree or equivalent degree in public policy or related field
- Minimum five years relevant experience required
- Ability to work proactively and independently
- Ability to think and act strategically in a political and regional environment
- Ability to combine both the local community perspective as well as the bigger picture
- Experience with and knowledge of the aggregate industry
- Experience working with and knowledge of different levels of government
- Excellent verbal and written communication skills
- Strong oral and written communication skills and the demonstrated ability to prioritize tasks
- Excellent computer skills; Microsoft Word, Excel, Outlook and PowerPoint
- Possess valid driver's license and have access to a reliable vehicle as travel throughout Ontario may be required

## **JOB DESCRIPTION – EXECUTIVE DIRECTOR**

**REPORTS TO: TAPMO Chair and Lead CAO / Treasurer**

**Job Location: Flexible**

**Hours of Work: 35 per week; flexibility of hours may be required**

**Term: TBD**

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- Maintain and report on the performance and progress of TAPMO goals and objectives.
- Coordinate the necessary persons and elements to move forward on regional aggregate related initiatives.
- First point of contact for TAPMO members, their staff, stakeholders, media and the public.
- Liaise with appropriate senior levels of municipal, provincial and federal government, elected officials, regional support organizations, private sector and aggregate industry professionals.
- Research and develop policy positions, briefing notes and presentations on key issues and opportunities that affect TAPMO and its members as they seek to influence public policy among other levels of government and advocate for change.
- Provide input regarding annual budget and membership fees to ensure adequate funding is available to meet obligations.
- Assist lead Treasurer with reporting on the budget and maintain records related to expenses, ensuring all invoices are accurate and submitted for payment in a timely manner.
- Other duties as assigned by the TAPMO Chair or lead CAO / Treasurer.
- Thorough understanding of the municipal sector, particularly how current and future trends and challenges impact them.
- Understanding of the roles, responsibilities, and relationships between levels of government in Canada.
- Political acuity and ability to build and maintain strong relationships with elected officials, stakeholders, and senior municipal staff.





Top  
Aggregate  
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Ontario

- Strong interpersonal skills, diplomacy and ability to communicate effectively and discreetly.

#### **Minimum Qualifications:**

- University degree or equivalent degree in public policy or related field
- Minimum five years relevant experience required
- Ability to work proactively and independently
- Ability to think and act strategically in a political and regional environment
- Ability to combine both the local community perspective as well as the bigger picture
- Experience with and knowledge of the aggregate industry
- Experience working with and knowledge of different levels of government
- Excellent verbal and written communication skills
- Strong oral and written communication skills and the demonstrated ability to prioritize tasks
- Excellent computer skills; Microsoft Word, Excel, Outlook and PowerPoint
- Possess valid driver's license and have access to a reliable vehicle as travel throughout Ontario may be required



Township of Puslinch  
7404 Wellington Road 34  
Puslinch, ON, N0B 2J0

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May 1, 2024

Canada Building Materials (CBM) Aggregates, a Division of St. Marys Cement Inc. (Canada)  
Attn: David Hanratty, Director of Land, Resource & Environment  
Aggregates Division  
55 Industrial Street  
Toronto, ON M4G 3W9

Jason McLay  
c/o Integrated Aggregate Operations Section  
Ministry of Natural Resources and Forestry  
4<sup>th</sup> Floor S, 300 Water Street  
Peterborough, ON K9J 3C7

(delivered by email and courier)

RE: Objection Letter to Canada Building Materials (CBM) Aggregates, a Division of St. Marys Cement Inc. (Canada) regarding the proposed Aberfoyle South Pit Expansion, Part of Lots 18-20, Concession 1, Township of Puslinch, County of Wellington, Aggregate Resources Act Licence Application #626630

Dear Mr. Hanratty and Mr. McLay:

The Township of Puslinch (the Township) is in receipt of your submission package. This letter is being provided by email in accordance with the direction provided in Form 1 approved by the Ministry of Natural Resources and Forestry (“Ministry”). Hard copies will follow by courier. In addition, the Township’s comments will be submitted electronically through the Environmental Registry of Ontario portal.

The County of Wellington Official Plan designation and the Township zoning for the Subject Lands do not permit aggregate extraction. For these reasons, in addition to the significant concerns set out below, the Township objects.

It is understood that the County of Wellington has received an application for an Official Plan Amendment (“OPA”) for the Subject Lands, but as of yet, the County has not declared the application to be complete. The Township has not received an application for a Zoning Bylaw Amendment (“ZBA”). Given the fact that the applicant has chosen to initiate the Consultation

and Notification process of the Licence application under the Aggregate Resources Act (“ARA”) well in advance of the OPA and ZBA, the Township has received many concerns and questions regarding the application.

In its initial review of the documentation provided by the applicant, the Township has identified several concerns with the application. The application in its current form does not have appropriate regard for the matters listed in section 12 of the Aggregate Resources Act. Primarily the Township’s Development Review Team has identified concerns related to the following:

- a) The effect of the operation of the pit on the natural environment;
- b) The effect of the operation of the pit on the nearby residents;
- c) The suitability of the final rehabilitation plans for the site;
- d) The possible effects on ground and surface water, including the potential impacts on Mill Creek and the associated provincially significant wetland;
- e) The potential for impacts on adjacent agricultural operations;
- f) The potential for impacts on the proposed haul route, including the provision for road improvements and a mechanism to ensure maintenance of the haul route as a result of gravel truck traffic on the municipal road network;
- g) The determination of the quantity of aggregate on the site; and
- h) A comprehensive rehabilitation plan for licensed pits operated by the applicant (or its sister companies) in the local area.

Furthermore, it is the Township’s opinion that the application, in its current form, does not constitute good planning and is not in the public interest—consequently, it should not be approved.

Additionally, there are matters which may require further examination under the ARA application and future planning applications, including technical hydrogeological matters. The Township will peer review the technical studies prepared by the applicant, including noise, dust, traffic, hydrogeology, natural environment, agriculture, and visual impacts. The results of these further studies will be circulated to the Ministry and the Applicant when they become available. As well, it may be necessary for the Ministry and the Township to become involved in the technical review and/or consultation process to be completed by the Department of Fisheries and Oceans (“DFO”) and Indigenous communities. We ask that the Applicant and the Ministry circulate the comments from these organizations and other respective government agencies to the Township.

Please note that the concerns outlined in this letter represent the results of the initial review completed on behalf of the Township by its Development Review Team. The Township reserves the right to identify further concerns, to provide more detail, and to provide additional recommendations for the resolution of any concerns identified as the review of this application continues.

Given the volume and technical detail of the material provided in support of this application, the Township has not had sufficient time to fully analyze and assess the potential effects of the aggregate pit as proposed. The Township reserves the right to raise further issues and make further recommendations as its review progresses.

The Township, in consultation with its technical review team, will provide coordinated technical comments to support discipline-to-discipline conversations on the proposal and to inform decision-making of the parties. The Township looks forward to engaging with the proponent through this process alongside our agency partners.

Sincerely,

Courtenay Hoytfox  
Municipal Clerk / Interim CAO  
Township of Puslinch

Cc: Meagan Ferris, Manager of Planning and Environment, County of Wellington  
Neal DeRuyter, MHBC  
SmithValeriotte Law Firm LLP, external legal counsel for the Township

# THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

## BY-LAW 2024-033

Being a by-law to authorize the entering into a Training Partner Agreement with the Canadian Red Cross Society.

**WHEREAS** the Municipal Act, S.O. 2001, c.25 authorizes a municipality to enter into Agreements;

**AND WHEREAS** the Municipal Act, S.O. 2001, c.25 authorizes a municipality to delegate authority in accordance with the provisions in the Municipal Act;

**AND WHEREAS** the Council for the Corporation of the Township of Puslinch deems it expedient to enter into a Training Partnership Agreement with the Canadian Red Cross Society;

**AND WHEREAS** the Council for the Corporation of the Township of Puslinch deems it expedient to delegate authority to the Clerk to execute on behalf of the Township amendments to the Training Partner Agreement that have no budgetary impact;

**NOW THEREFORE** the Council of the Corporation of the Township of Puslinch HEREBY ENACTS AS FOLLOWS:

1. That the Corporation of the Township of Puslinch enter into a Training Partner Agreement with The Canadian Red Cross Society.
2. That the Mayor and Clerk are hereby authorized to execute the Training Partner Agreement.
3. That the Clerk be authorized to execute on behalf of the Township amendments to the Training Partner Agreement that have no budgetary impact.
4. That this by-law shall come into effect on the date of passing.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 1<sup>st</sup> DAY OF MAY, 2024.**

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James Seeley, Mayor

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Justine Brotherston, Interim Municipal Clerk

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**

**BY-LAW NO. 2024-035**

Being a by-law to appoint a Building Official Kun (Olive) Zhang for the Corporation of the Township of Puslinch

**WHEREAS** Section 3 of the Building Code Act, S.O. 1992, c. 23, requires a municipality to appoint a Chief Building Official and such inspectors as are necessary for the enforcement of the Act in the areas in which the municipality has jurisdiction;

**AND WHEREAS** section 15(1) of the Police Services Act, R.S.O. 1990, c. P15, permits a Municipal Council to appoint persons to enforce the by-laws of the Municipality;

**AND WHEREAS** A person employed by the Corporation of the Township of Puslinch whose responsibilities include the enforcement of a by-law, an Act or a regulation under an Act, while in the discharge of his or her duties;

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

1. That Kun (Olive) Zhang be and is hereby appointed as a Building Inspector and as a Municipal Law Enforcement Officers and Provincial Offences Officer for the purpose of the enforcement of a by-law, an Act or a regulation under an Act, while in the discharge of his or her duties.
2. That this By-law come into effect on the day of passing.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 1<sup>st</sup> DAY OF MAY 2024.**

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James Seeley, Mayor

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Justine Brotherston, Interim Municipal Clerk

# THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

## BY-LAW NUMBER 036-2024

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 MAY 1, 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 MAY 1, 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 1 DAY OF MAY, 2024.**

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James Seeley, Mayor

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Justine Brotherston, Interim Municipal Clerk