



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

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A G E N D A

DATE: Wednesday July 10, 2024

CLOSED MEETING: 10:35 A.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 June 14, 2024 Special Council Meeting Minutes
 - 6.1.2 June 12, 2024 Council Meeting Minutes



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- 6.1.3 June 12, 2024 Public Information Meeting Minutes
 - 6.1.4 May 14 2024 Committee of Adjustment Meeting Minutes
 - 6.1.5 April 16, 2024 Recreation Advisory Committee Minutes
 - 6.1.6 April 8, 2024 Youth Advisory Committee Minutes
 - 6.2 AMO Policy Update - Bill 200, Agricultural Land Protection, Electricity Distribution Financing, and Other Updates
 - 6.3 AMO Update - 10 Year Renewal of the Canada Community-Building Fund
 - 6.4 County of Wellington OPP Police Services Board Report - April 2024
 - 6.5 County of Wellington OPP Police Services Board Report - April 2024
 - 6.6 Dufferin Aggregates May 2024 Monthly Monitoring Report - Mill Creek Pit Licence 5738
 - 6.7 The Ontario Aggregate Resources Corporation 2023 Annual Report
 - 6.8 Minister of Health letter regarding Private Well Water Testing
 - 6.9 Ministry of Natural Resources Letter regarding Streamlining of Approvals Under the Aggregate Resources Act and Supporting Policy
 - 6.10 Municipality of Callander Council Resolution for the Premier to Resume the Assessment Cycle
 - 6.11 Municipality of Mattawan Council Support Resolution for the Premier to Resume the Assessment Cycle
 - 6.12 Municipality of Tweed Council Resolution regarding Sustainable Funding for Small Rural Municipalities for Ontario Provincial Police Force
 - 6.13 Township of Brudenell Lyndoch and Raglan Council Support Resolution regarding the Province to Introduce a Bill to Amend the Ombudsmen Act
 - 6.14 Municipality of West Nipissing Oust Council Resolution regarding Seeking Support for Champlain Bridge Rehabilitation
 - 6.15 Township of Larder Lake Council Resolution regarding Financial Assistance to Municipalities to complete the Asset Retirement Obligation
 - 6.16 Township of Harley Council Resolution regarding Asset Retirement Obligation
 - 6.17 Puslinch Profile Features June 2024
 - 6.18 Puslinch Profile Features July-August 2024
 - 6.19 Sunrise Therapeutic Riding & Learning Centre Donation Receipt and Thank you Letter
 - 6.20 Ministry of Municipal Affairs and House regarding Planning Act and Development Charges Act Regulations related to the Cutting Red Tape to Build More Homes Act, 2024 (Bill 185)
7. **Delegations ≠**
- 7.1 Specific Interest (Items Listed on the Meeting Agenda)
 - 7.1.1 None



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7.2 General Interest (Items Listed on the Meeting Agenda)

7.2.1 Written Delegation by Marjorie Clark regarding the Killean School Bell

8. **Public Meetings**

8.1 July 10, 2024 at 7:00 P.M. Public Information Meeting held in-person in Council Chambers, Municipal Office (7404 Wellington Rd 34) and by electronic participation through Zoom regarding Proposed Development Charges By-law

9. **Reports ≠**

9.1 **Puslinch Fire and Rescue Services**

9.1.1 Report FIR-2024-004 Procurement Options for the Replacement Pump 31 Truck Update ≠

9.2 **Finance Department**

9.2.1 Report FIN-2024-015 Canada Community Building Fund Agreement ≠

9.2.2 **10:25 A.M.** Report FIN-2024-016 Energy Conservation and Demand Management Plan ≠

9.2.3 Report FIN-2024-017 First Quarter Financial Report 2024 ≠

9.3 **Administration Department**

9.3.1 Report ADM-2024-032 Final Draft Heritage Permit By-law ≠

9.3.2 Report ADM-2024-033 Second Draft Repeal and Replace Sign By-law ≠

9.3.3 Report ADM-2024-034 Sign Variance Request 256 Brock Rd S ≠

9.3.4 Report ADM-2024-035 Reporting Out from Council Direction Update ≠

9.3.5 Report ADM-2024-036 Repeal of Mandatory Pre-Consultation By-law ≠

9.3.6 Report ADM-2024-038 ERO Postings 019-8825, 019-8826, 019-8827 ≠
(Circulated under separate cover)

9.4 **Planning and Building Department**

9.4.1 **1:00 P.M.** Report PD-2024-003 Zoning By-law Amendment – 6706 Gore Rd ≠

9.5 **Roads and Parks Department**

9.5.1 None

9.6 **Recreation Department**

9.6.1 None

10. **Correspondence ≠**

10.1 **10:15 A.M.** Presentation by Tim Beckett and Carianne Loach, Behr Integrated Solutions regarding Township of Puslinch Community Risk Assessment ≠

10.2 Ministry of Natural Resources letter regarding streamlining of approvals under the Aggregate Resources Act and supporting policy ≠



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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 BL2024-044 Authorize Entering into Funding Agreement with CCBF
 - 12.1.2 BL2024-045 Delegate Authority for extension agreements
 - 12.1.3 BL2024-046 Heritage Permit By-law
 - 12.1.4 BL2024-047 Zoning By-law Amendment 6706 Gore Rd

13. **Announcements**
 - 13.1 **10:05 A.M.** Award of Senior of the Year to Barb Hagey

14. **Closed Session – Pursuant to Section 239 Subsection (2) of the Municipal Act, 2001 for the purpose of:**
 - 14.1 Confidential report regarding personal matters about an identifiable individual, including municipal or local board employees – Human Resource Matter
 - 14.2 Confidential report regarding personal matters about an identifiable individual, including municipal or local board employees – Property Tax Matter
 - 14.3 Confidential report regarding a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board – Procurement Matter
 - 14.4 Confidential report regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board – By-law Enforcement Matter
 - 14.5 Confidential report regarding advice that is subject to solicitor-client privilege, including communications necessary for that purpose– Human Resource Policies
 - 14.6 Confidential report regarding personal matters about an identifiable individual, including municipal or local board employees – Recreation Advisory Committee appointment
 - 14.7 Confidential report regarding personal matters about an identifiable individual, including municipal or local board employees – Youth Advisory Committee appointment
 - 14.8 Confidential minutes from previous closed meetings:
 - 14.8.1 June 12, 2024 Closed Meeting Minutes
 - 14.8.2 June 14, 2024 Closed Meeting Minutes



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

15. **Business Arising from Closed Session**
16. **Notice of Motion**
17. **New Business**
18. **Confirmatory By-law ≠**
18.1 BL2024-050 Confirm By-law – July 10, 2024
19. **Adjournment ≠**



MINUTES

DATE: June 14, 2024

CLOSED MEETING: 9:10 A.M.

COUNCIL MEETING: 9:00 A.M.

The June 14, 2024 Council Meeting was held on the above date and called to order at 9:04 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. Glenn Schwendinger, CAO - absent
2. Mike Fowler, Director of Public Works, Parks and Facilities
3. Mary Hasan, Director of Finance/Treasurer
4. Courtenay Hoytfox, Interim CAO
5. Justine Brotherston, Interim Municipal Clerk
6. Andrew Hartholt, CBO
7. Jamie MacNeil, Fire Chief

3. **MOMENT OF REFLECTION**

4. **CONFIRMATION OF THE AGENDA**

Resolution No. 2024-228:

Moved by Councillor Sepulis and
Seconded by Councillor Bailey

That Council approves the June 14, 2024 Agenda as circulated.

CARRIED

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

None

6. **CLOSED SESSION:**

Council was in closed session from 9:10 a.m. to 11:19 a.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. 2024-229:

Moved by Councillor Sepulis and
Seconded by Councillor Goyda

That Council shall go into closed session under Section 239 of the Municipal Act Subsection 3.1 of the Municipal Act, 2001 for the purpose of:

6.1 Council Education/Training Session for the purpose of providing training with respect to draft Development Charges By-law Background Study.

CARRIED



Resolution No. 2024-230:

Moved by Councillor Sepulis and
Seconded by Councillor Goyda

THAT Council moves into open session at 11:19 a.m.

CARRIED

Council resumed into open session at 11:19 a.m.

Resolution No. 2024-231:

Moved by Councillor Hurst and
Seconded by Councillor Bailey

That Council receives the:

6.1 Council Education/Training Session for the purpose of providing training with respect to draft Development Charges By-law Background Study; and

That staff proceed as directed.

CARRIED

7. BUSINESS ARISING FROM CLOSED SESSION:

None

8. CONFIRMATORY BY-LAW:

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

Resolution No. 2024-232:

Moved by Councillor Goyda and
Seconded by Councillor Hurst

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

By-Law 2024-043 being a by-law to confirm the proceedings of Council for the Corporation of the Township of Puslinch at its meeting held on the 14 day of June 2024.

CARRIED

9. ADJOURNMENT:

Resolution No. 2024-233:

Moved by Councillor Sepulis and
Seconded by Councillor Bailey

That Council hereby adjourns at 11:20 a.m.

CARRIED

James Seeley, Mayor

Courtenay Hoytfox, Clerk



MINUTES

DATE: June 12, 2024

CLOSED MEETING: 12:30 P.M.

COUNCIL MEETING: 9:00 A.M.

The June 12, 2024 Council Meeting was held on the above date and called to order at 9:00 a.m. via electronic participation and in-person at 7404 Wellington Rd 34, Puslinch.

1. **CALL THE MEETING TO ORDER**

2. **ROLL CALL**

ATTENDANCE:

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

STAFF IN ATTENDANCE:

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

3. **MOMENT OF REFLECTION**

4. **CONFIRMATION OF THE AGENDA**

Resolution No. 2024-206:

Moved by Councillor Sepulis and
Seconded by Councillor Bailey

That Council approves the June 12, 2024 Agenda and Addendum as circulated; and

That Council approves the addition to the agenda as follows:

Consent Item 6.1.4 Questions received from Council seeking additional information and the corresponding responses provided by staff regarding the June 12, 2024 Council agenda.

CARRIED

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

Councillor Sepulis declared a potential pecuniary interest related to item 10.1 Presentation by NPG Planning Solutions regarding Puslinch by Design: Employment Lands Study Update, as I live on SR20N and have previously declared that I have a pecuniary interest in a proposed rezoning of a property on SR20N. The study area for the Regionally Significant Economic Development Study as currently structured includes all properties on the east side of SR20N from WR34 to Forestell Road. This further requires me to declare a pecuniary interest as any development may have an impact on the value of my property. I cannot accordingly participate in any discussions and decisions regarding the study.

6. **CONSENT AGENDA**

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

6.1.1 May 22, 2024 Council Meeting Minutes



6.1.2 April 9, 2024 Planning and Development Advisory Committee Meeting Minutes

6.1.3 March 12, 2024 Committee of Adjustment Meeting Minutes

6.1.4 June 12, 2024 Council questions and Staff Responses

6.2 Association of Municipalities Ontario Policy Update regarding National Housing Strategy Funding, Ontario Health Teams, Enhancing Digital Security and Trust, Next Building Code

6.3 Association of Municipalities Ontario Policy Update regarding National Housing Strategy

6.4 Grand River Conservation Authority May 2024 General Meeting Summary

6.5 Wellington Federation of Agriculture regarding Stormwater Management Master Plans in Agricultural Areas for Wellington County

6.6 Enbridge Gas Inc. update related to Enbridge's Rate Rebasing Application and on Ontario's Keeping Energy Costs Down Act

6.7 Ministry of Municipal Affairs and Housing update related to municipal development related charge (MDRC) exemptions

6.8 Minister of Citizenship and Multiculturalism Letter regarding changes made to Ontario Heritage Act

6.9 Office of the Solicitor General Letter regarding Community Safety and Policing Act, 2019

6.10 Ministry of Municipal Affairs and Housing Letter regarding Get it Done Act, 2024, Received Royal Assent

6.11 Lake of Bays Letter resolution regarding Royal Assent of Administrative Monetary Penalty System in the Building Code Act

6.12 Township of Centre Wellington regarding Notice of Study Commencement and Public Information Centre - Water and Wastewater Master Servicing Plan

6.13 Township of Alwicks Haldimand resolution regarding MFIPPA Modernization

6.14 County of Wellington Joint Accessibility Advisory Committee Minutes – May 2024

6.15 Ontario Historical Society - Heritage Organization Development Grant - Applications Now Open

6.16 Puslinch Optimist Club Thank You Letter

6.17 Watson and Associates Assessment of Bill 185, Cutting Red Tape to Build More Homes Act, 2024

Resolution No. 2024-207:

Moved by Councillor Hurst and
Seconded by Councillor Bailey

That the Consent Agenda items with the exception of items 6.1.1, 6.11, 6.8, 6.13, and 6.15 listed for June 12, 2024 Council meeting be received for information.

CARRIED

Resolution No. 2024-208:

Moved by Councillor Sepulis and
Seconded by Councillor Bailey

That the Consent Agenda items 6.1.1 listed for June 12, 2024 Council meeting be received for information.

CARRIED

Resolution No. 2024-209:

Moved by Councillor Sepulis and
Seconded by Councillor Hurst

That the Consent Agenda items 6.11 listed for June 12, 2024 Council meeting be received; and

That Council direct staff to send a support resolution accordingly.

CARRIED

Resolution No. 2024-210:

Moved by Councillor Sepulis and
Seconded by Councillor Hurst

That the Consent Agenda item 6.13 listed for June 12, 2024 Council meeting be received; and

That Council direct staff to send a support resolution accordingly.

CARRIED

Resolution No. 2024-211:

Moved by Councillor Bailey and



Seconded by Councillor Goyda

That the Consent Agenda item 6.8 listed for June 12, 2024 Council meeting be received; and

That Council direct staff to send correspondence to the Ministry expressing its gratitude for considering municipal feedback on this important issue.

CARRIED

Resolution No. 2024-212:

Moved by Councillor Hurst and
Seconded by Councillor Sepulis

That the Consent Agenda item 6.15 listed for June 12, 2024 Council meeting be received; and

That Council refer this consent item to the Heritage Advisory Committee for consideration; and

That Council direct staff to forward this grant information to local heritage groups regarding the potential funding.

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 **9:05 AM** Delegation by John McNie regarding ERO #019-8428 with respect to an aggregate pit license application for the Ed Lake property on Concession Rd 2

Resolution No. 2024-213:

Moved by Councillor Sepulis and
Seconded by Councillor Goyda

That Council receives the Delegation by John McNie regarding ERO #019-8428 with respect to an aggregate pit license application for the Ed Lake property on Concession Rd 2 for information.

CARRIED

Resolution No. 2024-214:

Moved by Councillor Sepulis and
Seconded by Councillor Bailey

That Council add a closed session item to discuss the delegation material to the June 12, 2024 closed session meeting.

CARRIED

7.2.2 **9:15 AM** Delegation by Gabrielle Monteith regarding Bitumen and Tar in Wetlands due to road projects on Watson Road

Resolution No. 2024-215:

Moved by Councillor Sepulis and
Seconded by Councillor Goyda

That Council receives the Delegation by Gabrielle Monteith regarding Bitumen and Tar in Wetlands due to road projects on Watson Road for information; and

That Council direct staff to include the consideration for roadway wildlife mitigation measures during the 2025 budget process.

CARRIED

8. PUBLIC MEETINGS:

June 12, 2024 at 7:00 P.M. Public Information Meeting held in-person in Council Chambers, Municipal Office (7404 Wellington Rd 34) and by electronic participation



through Zoom regarding proposed Zoning By-law Amendment D14/AZI (Usman Aziz) 6707
Gore Road, Puslinch

9. **REPORTS:**

9.1 Puslinch Fire and Rescue Services

9.1.1 Report FIR-2024-004 Final Draft Community Risk Assessment

Resolution No. 2024-216:

Moved by Councillor Goyda and
Seconded by Councillor Sepulis

**That Report FIR-2024-004 Final Draft Community Risk Assessment be received for information;
and**

**That a final version of the Community Risk Assessment be presented to Council at the July
Council meeting.**

CARRIED

9.2 Finance Department

9.2.1 None

9.3 Administration Department

9.3.1 Report ADM-2024-027 2nd Draft Heritage Permit By-law

Resolution No. 2024-217:

Moved by Councillor Hurst and
Seconded by Councillor Goyda

That Report ADM-2024-027 2nd Draft Heritage Permit By-law be received for information; and

That Council direct staff to incorporate the revisions as noted into the final draft of the by-law.

CARRIED

9.3.2 Report ADM-2024-031 Proposed Township comments regarding Badger Daylighting ERO
#019-8678 for Waste ECA Application

Resolution No. 2024-218:

Moved by Councillor Hurst and
Seconded by Councillor Bailey

**That Report ADM-2024-031 entitled Badger Daylighting ERO for Waste Disposal Site ECA
Application be received; and**

**Whereas the Zoning By-law Amendment appeal to the Ontario Land Tribunal was
withdrawn by the Appellant on May 24, 2024, finalizing Council's decision such that the
zoning remains extractive alone and hydrovac operations are not permitted; and**

**Whereas the Environmental Protection Act (EPA), Section 91 of Part X Spills, defines a
"spill" as a discharge of a pollutant into the natural environment from or out of a
structure, vehicle, or other container that is abnormal in quality; and**

**Whereas the process occurring on the subject lands of depositing, draining, and drying
liquid soils (a waste defined by Reg. 347 and O.Reg. 406/19), potentially containing
contaminants, has the potential to impact groundwater; and**

Whereas such releases into the natural environment necessitate notification, reporting,



and appropriate responses as outlined within the EPA regulations;

Therefore, Puslinch Council expects the hydrovac use to cease and the ECA application to be withdrawn. However, should the use continue, Puslinch Council requests that the Ministry of the Environment, Conservation and Parks (MECP) take steps to enforce compliance with the Environmental Protection Act, its Regulations, and the obligations therein; and

Whereas the hydrovac operations could result in a spill, as defined by the EPA, each time a truck discharges at the property;

That Puslinch Council requests that the MECP work directly with the property owner to ensure the site be rehabilitated to the satisfaction of the MECP, in accordance with the EPA, to protect adjacent landowners, the environment, and groundwater from adverse effects; and further:

That this report be forwarded directly to the Minister of the Environment, Conservation, and Parks, requesting a response, to MPP Arnott requesting his support with the Township's request that the MECP enforce the EPA and their obligations therein, MPP Rae requesting his support with the Township's request that the MECP enforce the EPA and their obligations therein, and to the MECP Local District Manager; and

That the MNRF be re-notified and requested that they fulfill their regulatory obligations in respect to the non-compliant use occurring within the ARA licensed area; and

That Puslinch Council directs Staff to formally object to the Waste Disposal Site ECA posted as ERO number 019-8678, in accordance with the comments herein.

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 Report PW-2024-004 Consideration for hard surfacing gravel roads

Resolution No. 2024-219:

Moved by Councillor Bailey and
Seconded by Councillor Goyda

That Report PW-2024-004 regarding the Consideration for Hard-Surfacing Gravel Roads be received; and

That Council give consideration to staff's recommendations as outlined in the report; and

That Council select the following Township road for hard-surfacing Road Project 3: Asset ID 27B, 71 & 81; and

That Council direct staff to work with the Township Engineer on the design in order for construction to commence in 2026.

CARRIED

Council recessed from 11:38 am to 12:15 pm



Roll Call

Councillor Goyda
Councillor Sepulis
Councillor Bailey
Councillor Hurst
Mayor Seeley

9.7 Recreation Department

9.7.1 None

10. CORRESPONDENCE:

Councillor Sepulis declared a potential pecuniary interest related to item 10.1 and refrained from participating in discussions and voting on the item.

10.1 Puslinch By Design Employment Land Study Kick-off Presentation

Resolution No. 2024-220:

Moved by Councillor Goyda and
Seconded by Councillor Hurst

That Council receive the Puslinch by Design Employment Land Study Kick-off Presentation for information.

CARRIED

11. COUNCIL REPORTS:

11.1 Mayor' Updates

11.1.1 Mayor Seeley mentioned the Canada Day celebrations on July 1 at the Puslinch Community Centre

11.2 Council Member Reports

11.2.1 Councillor Bailey gave an update regarding the Agricultural Society Chicken Dinner at the Puslinch Community Centre.

11.2.2 Councillor Hurst gave an update on the upcoming Puslinch Lake Conservation Association house tour.

11.2.3 Councillor Sepulis provided an update from an incident at the Aberfoyle carnival and the Fire department staff that assisted the member of the public, and expressed the resident's appreciation for the Fire department's assistance.

11.2.4 Councillor Bailey expressed her thanks for the Fire Department's participation at the Aberfoyle Carnival.

11.2.5 Councillor Bailey asked staff to update Council regarding the Township' land acknowledgment statement open house.

Resolution No. 2024-221:

Moved by Councillor Hurst and
Seconded by Councillor Sepulis

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

CARRIED

12. BY-LAWS:

12.1.1 None

13. ANNOUNCEMENTS:

17.1 None

14. CLOSED SESSION:

Council was in closed session from 11:49 a.m. to 3:01 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. 2024-222: Moved by Councillor Sepulis and
Seconded by Councillor Bailey

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

14.1 Confidential report regarding advice that is subject to solicitor-client privilege, including communications necessary for that purpose - By-law enforcement

14.2 Confidential minutes from previous closed meetings:

14.2.1 May 22, 2024 Closed Meeting Minutes

14.3 Confidential verbal report regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board – Aggregate Resource Act application

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

CARRIED

Resolution No. 2024-223: Moved by Councillor Hurst and
Seconded by Councillor Bailey

THAT Council moves into open session at 3:01 pm

CARRIED

Council resumed into open session at 3:01 p.m.

Resolution No. 2024-224: Moved by Councillor Sepulis and
Seconded by Councillor Goyda

That Council receives the:

14.1 Confidential report regarding advice that is subject to solicitor-client privilege, including communications necessary for that purpose - By-law enforcement

14.2 Confidential minutes from previous closed meetings:

14.2.1 May 22, 2024 Closed Meeting Minutes

14.3 Confidential verbal report regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board – Aggregate Resource Act application

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

That staff proceed as directed; and

That Council defer the Council Education/Training Session for the purpose of providing training with respect to responsibilities under the Fire Protection and Prevention Act to a future meeting.

CARRIED

15. BUSINESS ARISING FROM CLOSED SESSION:

None

16. NOTICE OF MOTION:

None



17. **NEW BUSINESS:**

- (a) Councillor Bailey mentioned the water leak in the shed at the Badenoch soccer field and noted that the roof needs to be replaced.

Resolution No. 2024-225:

Moved by Councillor Bailey and
Seconded by Councillor Sepulis

That Council direct staff to repair the roof on the shed if possible through the existing operating budget and if not, to fund the repairs through the parkland reserve.

CARRIED

18. **CONFIRMATORY BY-LAW:**

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

Resolution No. 2024-226:

Moved by Councillor Goyda and
Seconded by Councillor Hurst

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

By-Law 2024-042 being a by-law to confirm the proceedings of Council for the Corporation of the Township of Puslinch at its meeting held on the 12 day of June 2024.

CARRIED

19. **ADJOURNMENT:**

Resolution No. 2024-227:

Moved by Councillor Bailey and
Seconded by Councillor Hurst

That Council hereby adjourns at 3:05 p.m.

CARRIED

James Seeley, Mayor

Courtenay Hoytfox, Clerk



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

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MINUTES

DATE: June 12, 2024

TIME: 7:00 P.M.

The June 12, 2024 Public Information Meeting was held on the above date and called to order at 7:00 p.m. via electronic participation and in-person at 7404 Wellington Rd 34, Puslinch.

1. CALL THE MEETING TO ORDER

2. ROLL CALL

ATTENDANCE:

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

STAFF IN ATTENDANCE:

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

PUBLIC ATTENDANCE:

Innovative Planning Solutions, Nick Skerratt
Property Owner, Usman Aziz
Employee of Maple Haven Kennel, Parkash Venkataraman
Noise Consultant, SLR Consulting (Canada) Ltd

3. DISCLOSURE OF CONFLICT OF INTEREST

None

4. PURPOSE OF THE PUBLIC MEETING

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

The Township requests that you notify by email planning@puslinch.ca or by phone at 519-763-1226 ext. 4 if you wish to be on record regarding this matter.

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



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

- a) The applicant (a specific person, a public body, the registered owner of the property to which the by-law would apply)
- b) The Minister

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

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

The format of this Public Meeting is as follows:

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

5. DEVELOPMENT PROPOSAL FOR USMAN AZIZ D14-AZI CONCESSION GORE FRONT PT LOT 9 PT 3 PT 2 – KNOWN AS 6706 GORE RD, PUSLINCH

Mayor Seeley: The purpose and effect of the proposed zoning by-law amendment is to amend the Township of Puslinch new comprehensive Zoning by-law 23-2018 to permit the establishment of a dog kennel and dog breeding operation. The application proposes relief from the general provisions to allow the dog kennel and breeding operations to be located 97 metres away from an existing residential dwelling and to repurpose existing buildings on the subject land to accommodate the use of a dog kennel and dog breeding operation as outlined in the application.

I will now ask the owner or applicant to make the presentation.

Nick Skerratt: Good evening Mayor, Council members, staff and the public. My name is Nick Skerratt with Innovative Planning Solutions, here to speak on behalf of the owners in attendance for the lands municipally known as 6706 Gore Rd.

The purpose of this presentation is to provide an overview of the proposed development and zoning by-law amendment and receive feedback from Council and the public in attendance tonight.



The intent of this application is to facilitate the rezoning of a portion of the agricultural lands to agricultural with exemptions in order to permit and facilitate the development of a dog breeding use which falls within the kennel definition as per the current Zoning By-law.

The subject lands shown in red outline contains a total lot area of 7.8 hectares with approximately 307 metres along Gore Rd and 408 metres along the existing rail line.

The property contains open field agricultural areas, which were used for agricultural purposes and previously used horse paddocks with an associated horse track. Within this area are vegetated areas and the property is bordered by trees. Within the existing structures currently used for dog breeding kennel operations is a large barn structure, two medium-size sheds used for dog breeding, housing areas along with, two smaller shed structures used for storage.

There is an associated fenced dog run area, parking and two access driveways from Gore Road. There is one dwelling, which the owner operator resides in and contains an office area related to the dog breeding operation. Fencing and vegetated buffer areas separate the dog breeding kennel operation from abutting properties.

This slide provides a high-level overview of surrounding land uses from the subject property as you can see from this image there's a lot of farm and mature vegetated areas surrounding the subject property shown in red outline.

Further to the East are agricultural with some residential uses. South contains the majority of agricultural uses and a farmhouse; and West contains agricultural and residential uses. All agricultural and vegetated areas are to remain on the subject lands to ensure protection of natural features and maintain the countryside field.

This slide provides a high-level overview of the County Official Plan with respect to the subject property. The County Official Plan designates these lands as secondary agricultural shown in brown and core green lands shown in green. The secondary agricultural designation allows for kennel uses subject to Municipal Zoning By-law regulations to establish criteria for such uses. This means that no Official Plan amendment was required to establish a dog breeding kennel operation rather a Zoning By-law amendment was necessary to ensure the permissions and site-specific provisions.

Building off the policy framework of the Official Plan, the Township's Zoning By-law is an implementation tool containing specific regulations such as uses, setbacks, structures, parking requirements, height and landscaped areas. This slide shows the existing zoning of the subject lands. The property is currently agricultural and natural environment with natural environment overlay protection area. The proposed Zoning By-law amendment intends to rezone a portion of these agricultural lands to agricultural exemptions in order to facilitate the existing development of a dog breeding kennel use.

This slide provides a site plan concept of the entire property and site-specific area as part of the rezoning proposal. This property is intended to be rezoned in the central to the property and contains all existing structures and outdoor dog run areas. The dashed box area outlines the proposed site-specific zoning for the dog breeding kennel uses which is approximately 108 hectares in size with dimensions of 108 metres deep by 100 metres wide. All areas outside of the proposed site-specific zone will remain agricultural. The environmental protection areas will remain to be protected from development impacts. This image shows setbacks from the dog breeding kennel structures and the outdoor dog run areas from the closest residential structure located at 6700 Gore Rd. The purpose of this measurement is required for distance separation

from the kennel uses and residential uses. This is to ensure it is an appropriate distance from the kennel operation. The separation distance is identified as a site-specific zoning exemption and as part of the zoning proposal. A list of site-specific exemptions will be provided further in this presentation.

This slide provides greater detail to the area intended to be rezoned. The image on the left is a site plan drawing that provides details of the building location, setbacks, outdoor dog runs, vegetation, fencing, access driveways, fire routes and location of utilities. The image on the right is a rendering with reduced details to provide a clear illustration of the buildings located on the property and the overall area to be rezoned encompassing these structures within a 108 hectare area.

For additional context, operational function of the business is solely a dog breeding operation and no dogs or animals will be boarded on this property. The maximum number of adult dogs housed on the site for dog breeding purposes is 25 and will remain on the site permanently in line with the kennel by-law regulations. There are 44 dog pen areas within the existing structures and 4 outdoor dog runs. Permanent adult dogs will be housed in individual dog pen areas to ensure spacious, safe accommodations above industry standards. The remaining dog areas are utilized for infant dogs and for the ability to relocate adult dogs to clean spacious dog pen areas while other pens are cleaned. This ensures adult dog accommodations are continuously maintained for optimal treatment of animals. The facility is not open to the public which reduces or eliminates any traffic concerns. The only option for members of the public to access the property is with respect to purchasing of an infant young dog through scheduled appointments. This will occur between the hours of 10:00 a.m, to 6:00 p.m. Similarly, dog breeding kennel operations will function between the hours of 7:00 a.m. and 7:00 p.m., and the goal of the operation is to adhere to applicable legislation including the Township of Puslinch Zoning By-law and Kennel By-law. The operator will provide employment of 5 full time employees with part time staff members in addition to the owner operator residing on the property, within the existing dwelling. This operation actively participates in partnerships with local College institutions to assist with student co-op programs.

Related to sound, any potential noise disturbances are mitigated through recommendations within the sound report. The inclusion of an existing tight board fence and vegetation along the West boundary to assist with visual buffering from adjoining residential properties allows for softening of existing structures and outdoor dog run areas. A professional noise consultant was retained to provide sound level evaluations of the use to residential properties. Through the noise study, mitigation measures were identified in line with operational criteria of the dog breeding kennel use. The resulting professional noise study concluded that the dog breeding kennel use is within acceptable sound level of abutting residential properties. It is important to note that the sound study has been reviewed by Township staff and subject to the Township peer reviewer consultant on multiple submissions to conclude sound levels are within acceptable levels. The closest portion of the dog breeding kennel use to an abutting residential property located at 6700 Gore Rd is slightly over 97 metres while all other portions of the use are located over 100 metres or more from residential use. From our understanding, no noise complaints have been filed with the municipality related to this use prior to submission of the Zoning By-law amendment.

The area noted with cross-hatching is Zoning By-law Provision A-SP# illustrates the area to be rezoned in relation to the entire parcel. The remaining portion of the parcel will continue to be zoned agricultural and natural environment areas.

This slide lists the proposed site-specific zoning exemptions to establish the dog breeding kennel use as a portion of the subject property. This list includes permissions to allow for kennel use, which include:

- dog breeding
- restrictions on the total size of existing structures, outdoor dog run area
- restrictions in setbacks from residential uses at 6700 Gore Rd to the dog breeding kennel use, and;
- all other regulations of Section 4.13 of the Township zoning by-law related to kennel uses be applicable.

To note, the additional zoning regulations are to ensure that the dog breeding kennel operation remain within the existing layout, size and area. It has also helped identify separation distances from residential uses. The Zoning By-law requires a 125m setback to existing residential dwellings from a kennel use. The proposal reduces the setback to 97m. Through submission of a noise study and the establishment of a tight board fence with vegetative screening from the residential uses along with operational timelines aligning with by-law regulations, the reduction in setback can be justified. All other provisions of the Zoning By-law have been satisfied with respect to parking, landscaping, building sizes, heights as well as all other provisions of Section 4.13 for kennel uses.

In conclusion, the purpose of the re-zoning amendment is to re-zone the subject lands from agricultural to agricultural site-specific to reflect the legalization of an existing dog breeding kennel operation on the subject land. The proposal is consistent and aligns with Provincial planning interests and policies, supports preservation and protection of cultural through the creation of an area of the subject property specific to dog breeding kennel use, protection and maintenance of natural environment areas, provides opportunities by diversifying the economic base within the countryside landscape and adheres to sound levels to residential uses.

It is our objective, subject to the Zoning By-law amendment process, to adhere to municipal licensing requirements for kennel operation as well as detailed requirements as part of the site control process with the Township. We have reviewed all comments submitted for this Public Meeting and we are willing to work with applicable agencies and staff to address any comments as needed.

This concludes the presentation. Should you have any questions that arise, council, staff or the public, please address them to myself or we also do have the noise consultant here to answer any of those specific detailed questions.

Mayor Seeley: Thank you for your presentation. I will now ask Jesse. Are you doing a presentation?

Jesse Auspitz: The applicant has covered everything that I would be saying. I know there were some questions that have come forward with respect to noise for the property to the South. If that is alright I can respond at the conclusion.

Mayor Seeley: Is there anybody in the gallery here that has any questions or needs clarification. Do we have any attendees?

Courtenay Hoytfox: Anyone in the virtual gallery on zoom. If you any questions or comments or would like to make a statement if you could just use your raise your hand function. It is just located at the bottom of your screen.



Mayor Seeley: I am a little confused (directed at Jesse). Do you have something you want to present to us or just you want to be available for questions from Council?

Jesse Auspitz: I would like to be available for questions. If anyone has a question, I could respond at the appropriate time.

Mayor Seeley: is that not now?

Courtenay Hoytfox: It could be now. This relates to a question that came up when this was in front of Council when we were ready to deem it complete. It was in respect to the vacant lot that is in the area and just how noise is going to be assessed, should it be developed into a residential unit later on. So, our planner Jesse has looked into that for us.

Jesse Auspitz: The noise study that was prepared in support of the application stated should a residential dwelling on the land to the South, in the Township of North Dumfries, the noise study prepared provided a recommendation noting that noise across the street would exceed appropriate limits for residential use. Keeping in mind that the property does not have a dwelling right now. What they suggested was, should a residential dwelling or other noise sensitive land use be proposed or constructed within the highlighted area of the vacant lot to the South (as shown in figure five) it must be reviewed to ensure appropriate mitigation measures are incorporated into the kennels operations to comply with the noise guideline limits at the new receptor location.

The question was related in terms of whether that could in fact be implemented. We do not have an answer at this point in terms of whether that can actually be implemented through the site plan agreement. The reason is that the site plan agreement deals with physical elements of the site so updating a noise study at a future date when the residential dwelling is constructed; I do not believe that can be implemented through the site plan agreement. I do want to point out that the Township does have a Noise By-law. Dog barking is not covered in the Noise By-law. I also looked at the Licensing By-law as it related to kennel operation. Your Licensing By-law does not require a noise study for an existing kennel operation, unless there is an expansion. (inaudible) I understand we are looking into that a little bit further and that it will be detailed in the staff report.

Mayor Seeley: Ok, thank you Jesse. Alright, Councils opportunity to ask any questions or any clarification.

Councillor Sepulis: I would like to understand the nature of the complaints, if any, that we received.

Courtenay Hoytfox: Certainly. Just to give a timeline from staff records, there was a pre-consultation that was submitted in December of 2021 for this use which was sort of the first step in legalizing it through a planning act application. There was a noise complaint that was submitted in October 2022 as the applicant was sort of working through the process. This did result in a notice letting them know that this had taken place and recognizing that we needed to work through the planning application process here. That was the complaint in relation to noise.

There was another complaint that was not noise related and it did prompt, as I understand, there was a visit from PAWS which is the Ministry's Organization but there was no concerns that were raised with that and likewise the Township has had their humane society that we work with, Cambridge Humane Society, go out and inspect the property as well by I understand



a veterinarian which is part of our process and again there were no concerns raised. There has been a conditional kennel permit that's been issued based on those types of inspections.

Councillor Sepulis: So with respect to the complaint that was received in 2022, was that before or after the fence was put up.

Courtenay Hoytfox: It was before.

Councillor Sepulis: Ok. Thank you.

Councillor Bailey: Just a follow up to Jesse. Just so I am clear on it. If the vacant lot was to be built upon, is there a trigger or is there a mechanism that gets triggered to then say okay now we need to look at a new noise study?

Jesse Auspitz: That is a question that has come forward. The noise consultant put forward a recommendation that the noise study be updated should a residential dwelling be constructed. The problem is, as you have pointed out, I do not know how that can actually be implemented and how the Township can require it. I do not believe that we can require that through the conditions of approval. However, I understand that the Township is looking into the matter a little bit further. There are other opportunities, if we wanted to include physical mitigation at the forefront. There is the opportunity to apply a holding provision at a future date as well.

Councillor Bailey: onto the vacant lot?

Jesse Auspitz: No, on the subject lands and that holding provision would ensure appropriate mitigation measures are put in place.

Councillor Bailey: Just so I am clear on the timeline as well. There was a pre-consultation in 2021 to legalize the kennel but how long has the kennel been in existence?

Property Owner: The kennel, during the process, I was not doing the breeding. When I bought the property in 2021, I had the dogs, some dogs, not the whole 25. As you mentioned it was a noise complaint in 2022.

Mayor Seeley: How long has the Township been dealing with this file? It is historic and it is further back than 2021.

Courtenay Hoytfox: No. It was, as I understand, brought forward through pre-consultation in 2021 and then subsequent to that we did receive those two complaints that were noted. One being noise and one being more about welfare, and both of those things were looked at and again the one on the side of welfare we've had like I've noted there's three separate groups in and we have signed off on this kennel permit. They've met the requirements of our kennel permit.

Mayor Seeley: But, what initiated that first pre-consultation? Was there a by-law complaint about a kennel? I feel that the original owners possibly had an operation going on and there might have been some complaints driven which then brought the original owners in to get zoning to legalize their use then these individuals purchased. Do you have an indication of how long the previous owners had dogs?

Property owner: A lot of the set up was already there and I was not aware of the noise complaint. I was under the impression that somebody felt that there is dogs there. I was walking my dogs outside everyday on the leashes. So, I was under the impression that



somebody complained that I had more dogs than legally should be but there was no complaint as far as I understand. I do not think we have any noise complaint it was more about the welfare which you said we have complied on three or four different times. We went to pre-consultation in 2021 and it got delayed because we were working with a different firm at that time so because of the delay and then there were some welfare people who came in and at that time because of the delay then we were issued to come and apply for the permit. It was those two notices, to my knowledge, they are not noise related. It was just about you started an application, you're not finishing it on time and we are giving you this time to come and finish it off.

Mayor Seeley: What the Councillor is trying to find out is how long dogs have been on the property because if, this is my interpretation of your question, because if regardless of when you are legalizing the use if dogs were there for 10 years and there was one complaint versus dogs came in 2021 and then you got the complaint that's where the Councillor is trying to get.

Property owner: Yes. The previous owner had the dogs there before. When I bought the property he had the dogs set up there. I bought this property in 2021 so probably they had.

Mayor Seeley: So it is difficult to determine exactly when but these individuals started a legal process in 2021 when they purchased.

Councillor Bailey: I just had one more question. I did not see any report from Source Water Protection in there. Is there a need for that with excrement storage on the property?

Jesse Auspitz: We did get comments from Source Water. There were no concerns.

Councillor Hurst: Maybe a couple follow-ups to the questions. Maybe it is hard to decipher from the briefing note. The distance from the kennel to the vacant lot, do we have a distance on that?

Nick Skerratt: I believe there is a residential property, not on the vacant lot, but beside it to the East. If we go back to the presentation, I think it is slide 6. That distance, from the closest point of the kennel operation, to that residential home which is a similar distance to the vacant lot is about 133 metres. So, you can see that there is a number of very small numbers here at the bottom where it says Gore Road. Those are distance specs from our consultant that shows the distance from any point of that structure. I know it is little blurry. You can see the bottom one is 146. The top one is about 133 and then 137, 145.

Councillor Hurst: So presumably, that would be a somewhat similar slightly less distance to the vacant lot?

Nick Skerratt: Relatively, yes. But we can easily produce that number should it be wanted.

Councillor Hurst: I think to just follow up on previous comments, that would be something I think just for full clarity in the process that would be a good thing to make note of and any potential building distance separation from the actual roads. Just thinking like the maximum distance one would potentially have a property and that is probably where my number goes if that is 125 then great, if it's less than that then that becomes a concern.

Nick Skerratt: Your Worship, just for clarification purposes. Hypothetically, if we took that lot that is in the other municipality and showed a hypothetical residential building meeting their setbacks and what the distance would be to the kennel operation is that correct?

Councillor Hurst: That's exactly correct.

Nick Skerratt: Perfect. We can do that.

Councillor Hurst: Thank you for that. Next question I had and maybe this is hard to answer but I'll attempt to ask the question. For the building owners, any future development plans within that property or is the existing infrastructure there suiting the needs of the business currently and into the future? I am just curious if you can share that.

Property Owner: We would love to invite you guys to come and visit the kennel. It is beautiful.

Councillor Hurst: I think that it is helpful to understand kind of what your future plans are. What I am hearing is the existing infrastructures there...

Property Owner: It should be more than enough for the dogs. I have three extra kennels which I used to just let them go here and there and to just watch them.

Councillor Hurst: Ok. Thanks. That is helpful. My third question, and maybe this is more for staff, if you can share and I get that the noise complaint potentially was pre your ownership on the property. Since the fence and the potential vegetation have been put in has there been any communication with the homeowner to the West of the property, this 97 feet, that this satisfies their concerns?

Mayor Seeley: Ms. Hoytfox can add some clarification to the noise complaint we received and the timing surrounding it.

Courtenay Hoytfox: So it was in October of 2022 that we did receive a noise complaint. There was likely a visit from our By-law Enforcement Officer around that time. That was the timeframe of it and I understand that was before the fence went in. With respect to the feedback during the public consultation from that particular neighbour, is it the one on the street here to the West that you are referring to Councillor Hurst?

Councillor Hurst: Yes the 10665.

Nick Skerratt: That is municipally 6700 Gore Rd.

Jesse Auspitz: The comments that we received do not all have municipal addresses. The only comment that I have that has a location speaks about two houses East and that was sent on June 1, 2024. There was another one there that had a noise complaint but I do not see a municipal address in that comment.

Councillor Hurst: I guess really what I was after is did the fact that a fence was erected and vegetation put in fully satisfy those concerns.

Jesse Auspitz: That is correct. However, I do want to point out there was a noise study done and as the applicant had indicated you would rely on that advice which is that noise would meet appropriate standards for the land that is to the East and to the West.

Councillor Hurst: That's good. I am good thanks.

Councillor Goyda: I just have one question. I know there is a noise study that is based on usually hypothetical things but should there be more noise than is anticipated where there is several complaints about noise is there a protocol in place?

Nick Skerratt: Yes, Your Worship. To Council's question, yes we have mitigation measures that we can employ should those noise evaluations go higher than what is anticipated through this study and we'd be more than happy to ensure that we meet those noise study standards. We want to ensure that this operation meets those regulations and contributes to the community. I also want to just circle back to any potential mitigation measures in respect to vacant property that we are more than happy to work through those detailed designs or mitigation measures through site plan control as a very detailed process with Municipal Staff and the consultant. We are happy to offer up any solutions that we can rectify. Given that it is a hypothetical situation on an existing farm operated land with existing mature vegetation and the likelihood of whenever that house may happen is very much up in the air.

Mayor Seeley: My understanding of this vacant lot is that we are not certain yet if we have the authority to impose some controls to mitigate the noise for the vacant lot and we are going to get more information on what is available to us and what is not.

Jesse Auspitz: That is correct and I just want to clarify. The concern is do we have to employ all the physical mitigation measures through the site plan process or can we employ those mitigation measures sometime in the future should a new dwelling ever be constructed. We can definitely employ physical mitigation measures through the site plan process but the question comes down to, can you have a condition that the applicant would have to update the noise study to employ mitigation measures should a new dwelling ever be constructed?

Mayor Seeley: The distance from the lot to South as a noise receptor are they using the property line immediately adjacent to the road allowance, are they using the centre of the property, where are they measuring to say that the noise may be at unacceptable levels to that lot.

SLR Consulting (Canada) Ltd: I assisted with preparation of the environmental noise study. We modeled contours from each of the dog runs representing the barking at two different receptor heights. 4.5 metres representing a second storey window if it were a two storey dwelling or 1.5 metres which represents an outdoor point of reception or a single storey window. So that figure that you see in the report is an amalgamation of all those contours that you kind of see previously superimposed over the Northeast portion of that lot (Figure 6)

Mayor Seeley: Where on the lot? When you say 4.5 metres was it at road, or the back of the lot, middle of the lot?

SLR Consulting (Canada) Ltd: We didn't assess. What we are showing is what the sound level would be at various locations within the lot where it exceeds the limit of 45 DBA.

Mayor Seeley: Ok where I was trying to go with this is I am struggling with putting restrictions on a possible business for a hypothetical situation. What I was trying to figure out is as a municipality if North Dumfries ever receives a building application for that property that our comments could be that we do not want a building within x amount of metres from the front of the property line to try to keep that separation from that business. What I am also hearing from Jesse is that once this is established there might not be as much authority to make them mitigate the noise to a house coming after the established business.

Jesse Auspitz: That is correct. May I add too one other point that you mentioned. I looked up the zoning for the property in North Dumfries. They are allowed a dwelling as a right so they wouldn't go through a public planning process if they were to construct a dwelling.



Mayor Seeley: So that's the issue.

Nick Skerratt: Your Worship, we understand that this is a potential concern in the future and we are more than happy to accommodate through mitigation measures should that ever happen. Even though there is no Municipal triggers but there are other avenues that we can explore that put restrictive covenants on that subject property such as a Section 118 which is registered on title that should that actually become a noise issue, mitigation measures will be addressed at that time. Those are similar to site plan control which is an agreement registered on title and can have conditions of approval. Should the municipality and their consultant not feel that it is an adequate way of regulating something hypothetical in the future, there are other legal means that we can register on title.

Mayor Seeley: Well I look forward to what staff report back. I am sure they'll take those comments into consideration.

Parkash Venkataraman: I just wanted to run through some timelines. The previous owner had this operation from 2011 and it is one of the reasons why the new owner decided to buy that property and as soon as the new ownership came into place and then the first complaint came in. There was no complaint from 2011 to 2021. As soon as new ownership changed the first complaint came in and then the mitigation was addressed with fencing and vegetation and all that kind of stuff. Because it was not legalized and so the new owner felt the importance of running the kennel with legalization and proper things in place. This has been going on for the last three years and it is really affecting the business and we request that Council and the Mayor have some consideration. He is going to create a lot of economic development. As our planner mentioned about five full time jobs and also helping with the local college and universities here. I just want to mention about the timeline and the request you to consider. Thank you.

Mayor Seeley: I am pretty certain they had some sort of operation there historically because I actually thought I knew the owners and you guys walked in and I am like those are not the owners I knew something had changed. Anyways, back to the script. Is there anything further from Council?

Councillor Sepulis: Just a question when would this rezoning application go forward to Council.

Courtenay Hoytfox: So Mr. Chair, I don't have the timeline in front of me but we would work through we think it is July 10th it would be a 90 day process period. We are sort of reaching the end of that so we are going to try to maintain those timelines.

Councilor Sepulis: Great, thank you.

Mayor Seeley: Last chance, is there any further information the applicant wishes to provide? I declare this public meeting closed. Council will take no action on the proposal tonight. Staff will be reporting at a later date with a recommendation for Council's consideration. If you wish to receive further notification of this proposal please email or call planning@puslinch.ca or by phone 519-763-1226 extension 4 or contact Township staff during regular business hours. Only those persons who leave their names will be provided further notification. If you wish to speak to the proposal that is brought before Council in the future you must register as a delegation with the municipal clerk prior to the meeting.

Thank you everyone.

Adjournment:



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

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The meeting adjourned at 7:43PM



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
MAY 14, 2024 COMMITTEE OF ADJUSTMENT MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION & IN PERSON
AT 7404 WELLINGTON RD 34, PUSLINCH

MINUTES

DATE: May 14, 2024

MEETING: 7:00 p.m.

The May 14, 2024 Committee of Adjustment Meeting was held on the above date and called to order at 7:00 p.m. via electronic participation and in-person at 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
Jeffrey Born

ABSENT:

None

STAFF IN ATTENDANCE:

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

3. MOMENT OF REFLECTION

4. CONFIRMATION OF THE AGENDA

Resolution No. 2024-012:

Moved by Committee Member Chris Pickard and



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
MAY 14, 2024 COMMITTEE OF ADJUSTMENT MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION & IN PERSON
AT 7404 WELLINGTON RD 34, PUSLINCH

Seconded by Committee Member Amanda Knight

That the Committee approves the May 14, 2024 Agenda as amended and as circulated.

CARRIED.

5. DISCLOSURE OF CONFLICT OF INTEREST:

None

6. APPROVAL OF MINUTES

6.1 Approval of the Minutes

6.1.1 March 12, 2024

Resolution No. 2024-013:

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

That the Committee of Adjustment approves the Minutes, as amended, from the meeting held on March 12, 2024.

CARRIED.

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

7.1 Minor Variance Application D13-SAV – Doug Savin – 10 Telfer Glen Street, Township of Puslinch.

Requesting relief of New Comprehensive Zoning By-law # 23-2018, as amended, from the following:

1. Section 4.2.a.i, Additional Residential Units, to permit the total floor area of the additional residential unit to be 138.47 m² instead of 130 m² as required.
2. Section 4.2.c.iv.1., Additional Residential Units, to permit an ancillary building to have a height of 5.4 meters instead of 5 meters as required.

- Doug Savin, applicant, provided an overview of the application.



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
MAY 14, 2024 COMMITTEE OF ADJUSTMENT MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION & IN PERSON
AT 7404 WELLINGTON RD 34, PUSLINCH

- There were no questions or comments from the public.
- Amanda Knight noted that the drawings for the accessory dwelling unit shows that the basement is unfinished and asked if it is going to remain unfinished since it wasn't included as part of the variance request.
- Doug Savin advised that it will remain unfinished.
- Chirs Pickard noted that the interior total square metres for the interior of the accessory dwelling unit is different than the exterior square meters and asked for clarification.
- Mehul Safiwala advised that only the interior total square meters are taken into consideration when reviewed due to the thickness of the walls of the dwelling, which is not included in the calculations.
- There were no further questions or comments from the Committee.

Resolution No. 2024-014:

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

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

1. Building permits are required for both the new Accessory Dwelling Unit (ADU) and septic replacement/upgrade proposed. A fire separation between the ADU and the unfinished basement storage area will be required as part of the review
2. MTO Building and Land Use Permit(s) will be required for any future work on the subject lands to construct the additional residential unit.

CARRIED.

7.2 Minor Variance Application D13-FRE – David Freure – 29 Eagle Lane, Township of Puslinch.

Requesting relief of New Comprehensive Zoning By-law # 23-2018, as amended, to facilitate the addition of a deck to an existing single detached dwelling.

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



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
MAY 14, 2024 COMMITTEE OF ADJUSTMENT MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION & IN PERSON
AT 7404 WELLINGTON RD 34, PUSLINCH

Resolution No. 2024-015:

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

**That the Minor Variance Decision as made by the Committee be approved with no conditions.
CARRIED.**

8. NEW BUSINESS

8.1 Report CofA 2024-002 – Finance and Budget Training

The report will be brought forward at the next Committee of Adjustment meeting on June 11, 2024.

9. ADJOURNMENT

Resolution No. 2024-017:

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

That the Committee of Adjustment hereby adjourns at 7:19 p.m.

CARRIED.



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
APRIL 16, 2024 RECREATION ADVISORY COMMITTEE MEETING
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION -
7404 WELLINGTON RD 34, PUSLINCH ON

MINUTES

DATE: April 16, 2024

MEETING: 7:00 P.M.

The April 16, 2024 Recreation Advisory Committee was held on the above date and called to order at 7:06 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

Mary Christidis

Staff in Attendance:

Laura Emery, Communications and Committee Coordinator

Sarah Huether, Interim Deputy Clerk

Mike Fowler, Director of Public Works, Parks and Facilities

Mary Hasan, Director of Finance/Treasurer

Absent:

Vince Klimkosz

3. MOMENT OF REFLECTION

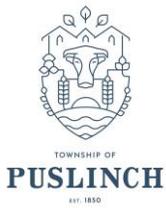
4. CONFIRMATION OF THE AGENDA

Resolution No. 2024-001:

Moved by Joanna Jefferson and
Seconded by Stephanie McCrone

That the Recreation Advisory Committee approves the April 16, 2024 Agenda as circulated.

CARRIED.



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
APRIL 16, 2024 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 November 30, 2024 Recreation Advisory Committee Minutes

7.2 Facility Revenues and previous year comparators for November 1, 2023 to January 30, 2024

Resolution No. 2024-002:

Moved by Joanna Jefferson and
Seconded by Stephanie McCrone

That Consent Agenda items for the April 16, 2024 Recreation Advisory Committee meeting be received for information.

CARRIED

8. COMMITTEE AND STAFF REPORTS

8.1 Report – REC-2024-001 – 2022-2026 Goals and Objectives

Resolution No. 2024-003:

Moved by Stephanie McCrone and
Seconded by Joanna Jefferson

That report REC-2024-001 entitled 2022-2026 Recreation Advisory Committee Goals and Objectives Update be received for information.

CARRIED

8.2 Committee Memo – MEMO-2024-001 – Engagement Sub-committee Survey

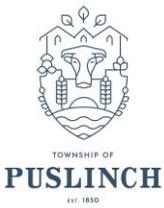
Resolution No. 2024-004:

Moved by Joanna Jefferson and
Seconded by Stephanie McCrone

That Committee Memo MEMO-2024-001 be received for information; and,

That the Committee support the survey as outlined in the memo.

CARRIED



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
APRIL 16, 2024 RECREATION ADVISORY COMMITTEE MEETING
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION -
7404 WELLINGTON RD 34, PUSLINCH ON

8.3 Report – REC-2024-003 – Finance and Budget Training

Resolution No. 2024-005:

Moved by Joanna Jefferson and
Seconded by Stephanie McCrone

That report REC-2024-002 entitled Finance and Budget Training be received for information.

CARRIED

8.4 Verbal Update – Recreation Master Plan

Resolution No. 2024-006:

Moved by Mary Christidis and
Seconded by Joanna Jefferson

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

CARRIED

9. CORRESPONDENCE

None

10. ANNOUCEMENTS

Mike Fowler, Director of Public Works, Parks and Facilities informed the committee that the Optimist Recreation Centre rink closed for the 2024 ice season after Easter weekend; the longest the ice rink has ever been open. He also informed the Committee, that he has received interest from small vendors to utilize the large concrete plaza, near the rear parking lot, on Saturday mornings during soccer and baseball programming.

11. NOTICE OF MOTION

None



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
APRIL 16, 2024 RECREATION ADVISORY COMMITTEE MEETING
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION -
7404 WELLINGTON RD 34, PUSLINCH ON

12. NEW BUSINESS

None

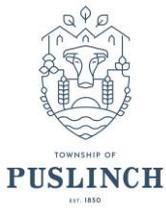
13. ADJOURNMENT

Resolution No. 2024-007:

Moved by Stephanie McCrone and
Seconded by Joanna Jefferson

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

CARRIED



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
APRIL 8, 2024 YOUTH ADVISORY COMMITTEE MEETING
IN-PERSON MEETING AT 7404 WELLINGTON RD 34

MINUTES

DATE: April 8, 2024

MEETING: 6:00 P.M.

The April 8, 2024 Youth Advisory Committee was held on the above date and called to order at 6:03 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
Laz Holford
Oliver Van Gerwen
Kenzo Szatori
Katey Whaling

Absent:

Talia Wineberg
Xander Wineberg
Carter Devries

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. 2024-016:

Moved by Aaron Dochstader and
Seconded by Oliver Van Gerwen



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
APRIL 8, 2024 YOUTH ADVISORY COMMITTEE MEETING
IN-PERSON MEETING AT 7404 WELLINGTON RD 34

That the Youth Advisory Committee approves the April 8, 2024 Agenda as circulated.

CARRIED

5. DISCLOSURE OF CONFLICT OF INTEREST:

None

6. DELEGATIONS

6.1 Delegation presented by Mill Creek Rangers regarding Mill Creek Stewardship Ranger Program

Resolution No. 2024-017:

Moved by Laz Holford and
Seconded by Katey Whaling

That the Delegation by Don McKay regarding the Mill Creek Stewardship Ranger Program be received for information.

CARRIED

7. CONSENT AGENDA

7.1 March 4, 2024 Youth Advisory Committee Minutes

Resolution No. 2024-018:

Moved by Ayla Panylo and
Seconded by Kenzo Szatori

That Consent Agenda item 7.1 listed for the March 4, 2024 Youth Advisory Committee Meeting be received for information.

CARRIED

8. COMMITTEE AND STAFF REPORTS

8.1 Workshop – Procedural Review, Committee Mandate and Brainstorming Session

Resolution No. 2024-019:

Moved by Ayla Panylo and
Seconded by Laz Holford



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
APRIL 8, 2024 YOUTH ADVISORY COMMITTEE MEETING
IN-PERSON MEETING AT 7404 WELLINGTON RD 34

That the Workshop be received for information.

CARRIED

8.2 Ice Breaker Activity

Resolution No. 2024-020:

Moved by Kenzo Szatori and
Seconded by Aaron Dochstader

That the Ice Breaker Activity be moved to a future Committee meeting.

CARRIED

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

Resolution No. 2024-021:

Moved by Oliver Van Gerwen and
Seconded by Aaron Dochstader

That report YOU-2024-004 entitled Committee Goals and Objectives & Working on our
Projects be received for information.

CARRIED

9. CORRESPONDENCE

None

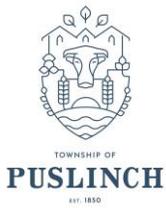
10. ANNOUNCEMENTS

Don McKay informed the Committee of the Optimist Club of Puslinch Scholarships Program, offering three scholarships of \$1500 each to residents of the Township of Puslinch entering their first year of post secondary education. The Scholarship information will be posted on the Optimist Club of Puslinch website soon.

Don McKay informed the Committee that the Aberfoyle Agricultural Society will be allowing the Youth Advisory Committee to use the Gym on Saturday afternoon. of the Fall Fair, to run youth programming.

11. NOTICE OF MOTION

None



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
APRIL 8, 2024 YOUTH ADVISORY COMMITTEE MEETING
IN-PERSON MEETING AT 7404 WELLINGTON RD 34

12. NEW BUSINESS

Councillor Bailey asked the Committee for comment on the proposed times for youth drop in scheduling at the Optimist Recreation Centre rink for the 2024 season. The Youth Advisory Committee is supportive of the proposed times.

13. ADJOURNMENT

Resolution No. 2024-022:

Moved by Katey Whaling and
Seconded by Oliver Van Gerwen

That the Youth Advisory Committee hereby adjourns at 7:52 p.m.

CARRIED

From: [AMO Policy](#)
To: [Admin](#)
Subject: AMO Policy Update - Bill 200, Agricultural Land Protection, Electricity Distribution Financing, and Other Updates
Date: Wednesday, June 12, 2024 12:20:23 PM



AMO Policy Update - Bill 200, Agricultural Land Protection, Electricity Distribution Financing, and Other Updates

Bill 200, *Homeowner Protection Act* – Changes to Heritage Designation Deadlines

Last week, [Bill 200, the Homeowner Protection Act](#) received Royal Assent, extending the deadline to designate properties listed on municipal heritage registers to January 1, 2027. These changes respond to [concerns](#) that the original 2025 deadline did not provide enough time for municipalities to review the listed properties, leading to increased reactionary designations and appeals to the Ontario Land Tribunal. The bill also clarifies changes that properties removed from registers are ineligible for heritage designations for five years, bans registration of Notices of Security Interest for consumer goods on the Land Registry, and establishes a 10-day cooling off period for new homebuyers.

Provincial Guidance on Agricultural Land Protection related to Energy Projects

Last week, the Minister of Energy and Minister of Agriculture, Food and Rural Affairs [issued a letter](#) providing direction to the Independent Electricity System Operator (IESO) to include agricultural land protections in future energy procurements. This direction comes following [AMO's recent advocacy](#) to the province and IESO seeking stronger guidance on energy project siting and agricultural protection.

Ontario Energy Board (OEB) – Electricity Distribution Financing

AMO [submitted comments](#) to the OEB to inform [their work](#) exploring funding options for growth-related electricity distribution infrastructure. This directly impacts how much new developments cost and local energy rates. This is also one of many important conversations about how we pay for growth. It's estimated that local distribution companies (LDCs) need to spend as much as \$120 billion by 2050 to expand the grid – more than double the rate of current infrastructure investment. As majority LDC owners, municipalities have a vested interest in ensuring LDCs can afford these upgrades.

AMO's Advocacy in response to Auditor General's Report on Aggregate Management

Last year, the Ontario Auditor General [issued a report](#) on a value-for-money audit of Ontario's Management of Aggregate Resources. AMO has [sent a letter](#) to the Ministry of Natural Resources calling on the province to implement the Auditor General's recommendations particularly as they relate to addressing gaps in the aggregate management framework including:

- An inadequate number of inspectors conducting infrequent and incomplete inspections
- Aggregate extraction fees that are inadequate to fund the aggregate

- management program and royalty payments to municipalities
- Cumulative impacts of multiple aggregate operations in small areas leading to increased environmental risks to source water, natural habitats, and agricultural land

AMO's Submission to OMAFRA Rural Economic Development Strategy Consultation

AMO [submitted comments to the Ministry of Rural Affairs](#) to support their [rural economic development strategy consultation](#). AMO's submission advocated for increased provincial support for:

- Effective coordination of local and provincial economic development funding, increased funding and a commitment to a [Social and Economic Prosperity Review](#)
- Workforce development initiatives to connect students and workers with the right skills for in-demand jobs with attraction and retention supports
- Building complete communities that are resilient and attractive to workers and business including supports for affordable housing, infrastructure, health services, transportation, broadband and energy

Private Members' Bill: Bill 207, *Municipal Accountability and Integrity Act*

Since 2021, AMO has called on the provincial government to pass legislation that enables municipalities to enforce the ethical behaviour of elected officials.

AMO engaged in extensive consultations with municipalities and worked in partnership with ministry officials to develop a list of strong recommendations to respond to this important municipal concern, including:

- Updating municipal Codes of Conduct to account for workplace safety and harassment
- Creating a flexible administrative penalty regime that could be adapted to the local economic and financial circumstances of municipalities across Ontario
- Increasing training of municipal Integrity Commissioners to enhance consistency of investigations and recommendations across the province
- Allowing municipalities to apply to a member of the judiciary to remove a sitting member if recommended through the report of a municipal Integrity Commissioner

We look forward to hearing more about how the government intends to

respond to the sector's ongoing request for government legislation at the upcoming AMO conference in August.

Government Passes Bill 185, *Cutting Red Tape to Build More Homes Act, 2024*

Bill 185 received Royal Assent on June 6, bringing into force two key Bill 23 development charge reversals and *Planning Act* amendments.

Provincial Cabinet Shuffle

On June 6, the province announced its latest Cabinet shuffle. New Ministers were announced for Tourism, Culture, and Gaming; Sport; Farming, Agriculture, and Agribusiness; Long-Term Care; Energy and Electrification; Education; and more. Several ministry names were changed and new Associate Minister positions created. All recent changes are on an [Ontario Newsroom article](#).

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Association of Municipalities of Ontario

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

From: [AMO Communications](#)
To: [Admin](#)
Subject: Renewal of the Canada Community-Building Fund
Date: Wednesday, June 5, 2024 2:58:21 PM



Today, the Association of Municipalities of Ontario (AMO), along with Canada, Ontario, and the City of Toronto, [announced](#) agreement on a 10-year renewal of the [Canada Community-Building Fund \(CCBF\)](#)

Through the negotiations AMO worked to ensure that the renewed agreement builds on the success of the Fund in providing predictable funding - without the need for application - to be invested in priority infrastructure projects within 18 eligible categories. The Fund will remain largely the same, flowing crucial infrastructure dollars to municipal governments, and supporting the growth and vitality of communities across Ontario. Within the next 10 days, AMO will send out the Municipal Funding Agreements.

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**County of Wellington O.P.P.
Detachment Board**

April 2024

Detachment Commander:
Inspector Steve Thomas

From the Detachment Commander

With spring upon us, April showers in full swing and mother nature giving us a taste of summer weather in April I can confidently say that Spring has arrived, boating season will soon commence and outdoor activities across Wellington County will increase. I want to remind everyone that safety should come first no matter what activities you plan to take part in. Remember to have the appropriate safety equipment in your vessels, vehicles, and backpacks. Your preparation prior to heading out could save a life or assist someone in need.

With the weather slowly warming up Wellington County OPP has received and continues to receive notices of community events, festivals and other activities scheduled across the County. We look forward to seeing familiar faces, meeting new members of the community, and conversing with those in attendance. Your safety is our priority, so you can enjoy the festivities, food and entertainment in a safe environment.

As summer approaches, barbeques, backyard campfires and all the fun activities that come along with summer will return. Please do not drink and drive! Make plans beforehand for a designated driver, call a taxi or an uber, or sleep over. Drinking and driving is a menace to the roads and the public in general. Wellington County OPP officers will be on the roadways and running RIDE programs across the County to keep the community safe.



Inspector Steve Thomas
519-846-5930

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Crime

Crime Unit

Supervisor: Detective Sergeant, Jennifer Foley

This month members of the Wellington Crime Unit attended training on Sexual Assault Investigation, the Ontario Sex Offender Registry, and Investigative Genetic Genealogy.

In April 2024 Detective Constable Roman Walizad participated in several community events hosted by York Regional Police. Along with members of York Regional Police, Toronto Police Service, Peel Regional Police, a Ramadan Iftar dinner, and an Eid al-Fitr celebration. D/C Walizad represented the OPP in his dress uniform.



Community Street Crime Unit

Supervisor: Detective Sergeant, Jeffrey Dudley

April has been a busy month for Wellington County Community Street Crime Unit (CSCU). They have assisted with several frontline investigations and have completed their own trafficking investigations which produced impressive results. Wellington County CSCU continues to support the Major Crime Unit and frontline investigations where possible.

D/C Merkus has completed his temporary assignment and is returning to frontline duties. D/C Merkus did an excellent job during his time in CSCU and I would like to thank him for his countless contributions to the Wellington County Team.

In April, Wellington County CSCU completed a four-month project into drug trafficking in Center Wellington. Two search warrants were executed in Center Wellington and Waterloo Region. As a result, one person from Center Wellington was charged with drug trafficking offences. One person from Waterloo Region was charged with trafficking offences. Police seized quantities of cocaine, methamphetamine, crack cocaine, prescription medication, weapons, drug trafficking paraphernalia and a large amount of Canadian Currency. Wellington CSCU were assisted by Huron/Perth CSCU, Grey Bruce CSCU, Regional Support Team, Emergency Response Team, Tactics and Rescue Unit and members of the Wellington County Detachment. This investigation shut down a large drug distribution network in Wellington and Waterloo Region and will have a large community impact for months to come.

Wellington County responded to a possible impaired in Center Wellington. A female was located passed out behind the wheel of her motor vehicle. During the arrest a quantity of cocaine and methamphetamine was located. CSCU assisted with judicial authorizations and processing the drug related items. The driver was charged with possession for the purpose of trafficking and impaired related offences.

Wellington County was contacted by York Regional Police Service regarding a stolen vehicle from their area. CSCU authored a judicial authorization to search a property for the stolen vehicle. CSCU and frontline members executed the warrant and located five stolen high-end vehicles. The estimated value to the recovered stolen vehicles is \$345,000.00. Great teamwork by frontline and CSCU members.

In April Wellington County CSCU assisted frontline with a string of residential break and enters and vehicle thefts in Center and South Wellington. Three people broke into several residences and stole various items including vehicles. The accused parties were located and quickly arrested. CSCU and Frontline worked together to reach out to the victims of crime, get the property returned and lay a number of charges related to the break and enters. Great work by frontline and CSCU members.

Wellington County OPP responded to a string of break and enters in Center Wellington. The suspects broke into various residences and stole items including identification and credit cards. CSCU assisted with video canvassing and case review. The suspects then used the credit cards at several commercial businesses in the tri city area. A neighboring police service assisted with identification of the accused parties and charges have been laid in relation to the break and enters. Wellington County Frontline and CSCU did an excellent job with this investigation.

Wellington County assisted Grey Bruce CSCU with a cocaine trafficking investigation in the Meaford area. As a result, five firearms were seized, large quantities of cocaine and a large quantity of Ketamine was seized. Two Grey County residents have been charged with trafficking related offences.

Wellington County CSCU assisted Grey Bruce CSCU and Saugeen Shores Police Service with project Riptide. As a result, four search warrants were executed in Grey Bruce County, Saugeen Shores and Brampton. Police Seized firearms, cocaine, psilocybin, fentanyl, illegal cannabis marihuana, weapons and indicia of trafficking. Five people have been charged with several weapons and trafficking related offences.

Wellington County OPP CSCU continues to prioritize local crime trends, the opioid crises and targeting local people identified in property thefts. CSCU 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

Traffic Management Unit

Supervisor: Sergeant Kevin Driscoll

Black Cat Speed Monitoring Devices

	Study Length	Number of Vehicles	Recommended Enhanced Enforcement	Posted Speed Limit	85 th Percentile	Collision History (5 years)
Location						
Main St E - Drayton	8 days	29127	No	50	63	
Location						
Wellington St N - Drayton	8 days	20856	Yes	50	70	
Location						
Twelfth Line – Mapleton between Wellington Road 11 and 12	8 days	11323	No	80	100	1 fatal collision April 2024
County Deployed						
Location						
County 24 between County 22 and 124	7	25128	No	80	90	
Location						
County 16 between 6 th line and north limits	7	12116	No	50	67	
Location						
County 125 Ospringe south of McKinnon	7	12325	No	80	94	

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 April 2024.

Location	Charges
Concession 1 between Hwy 6 and Townline Road Puslinch	2
Indian Trail between Spirit Valley Path and the River – Guelph-Eramosa	24
Wellington Road 7 Elora -David St to Wellington Road 18 Salem	16
Simpson St Alma between Wellington Road 7 and Raglan St	2

Traffic Management Unit - Administration

The Township of Centre Wellington has sent out their media release for the new 40km/hr zone in Elora. Educational component to commence.

There was a serious motor vehicle collision on the Twelfth Line in Mapleton, due to a high volume of traffic utilizing this road to bypass the bridge closure on Wellington Road 7. A Black Cat was deployed to assist with traffic pressures being observed on this roadway.

Marine patrols on Wellington bodies of water to commence May 18th. Assistance from West Region Traffic Management Unit as well as the Wellington County OPP Auxiliary to be utilized.

Wellington County will be participating in the Provincial Motorcycle Safety Awareness Week campaign (May 1-5)

Traffic Unit members and the Wellington OPP Auxiliary unit will be assisting with a bicycle safety rodeo in Puslinch on May 11th.

A Wellington Tow Association meeting was held at the Centre Wellington Detachment.

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

Our County CRCs processed over 45 MVCs for the month of April.

The top three contributing factors for MVCs in our County are: Wild/domestic animal; Follow too close; and Speed – Too fast for conditions.

Depending on the month, County of Wellington CRCs usually 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

Community Response Unit

Supervisor: Sergeant Adam McGough

Community Response Unit / Offender Management & Apprehension Program:

The members of the Community Response Unit have been very active in the Offender Management & Apprehension Program. The program, kickstarted by a government grant has been very successful.

For this reporting period, Wellington County OPP have executed 49 warrants. 74 warrants have been sent to the Ministry of the Attorney General for review.

In April, Wellington County OPP will pivot the focus to bail compliance checks for those in the community.

Training & Engagement:

PC Cunningham has been facilitating our first Citizens Police Academy in Wellington County. This program showcases the OPP, its services, equipment, history and more to those who applied.

Community Safety Officers PC McClinchey, PC Cunningham, and Community Response Unit member PC Rockefeller recently attended the Trauma Event System conference in Guelph. The committee identifies need, gaps and challenges that are facing our community and shared work and explores opportunities to address those gaps.

IMPACT (Integrated Mobile Police and Crisis Team)

March 2024

Individuals Served	Requests for Service	Live Calls with Police	Calls Diverted from Hospital
53	61	41	92.7%

Safe Communities Wellington County

Safe Communities Wellington County focused our media on ATV Safety whether you are on roads or trails within Wellington County. We also had a very busy April with us participating in three events; including The Drayton Farm Show where we partnered with the Wellington County OPP to educate families about ATV safety, Mental Health in the farming community and a variety of other injury prevention areas. To close out the month we participated in The First Annual Spring Fling at The Stables at Grand River Raceway, and Lights and Sirens at The Centre Wellington Sportsplex.

Auxiliary Unit

Unit Commander: Auxiliary Staff Sergeant J. SWAN

Liaison: Provincial Constable Kyle Draves

Regular training was held in the North Wellington Operations Centre this month. Our main training topic covered community mobilization and engagement.

Auxiliary members completed our annual refreshers on defensive tactics and firearms familiarization. We are very appreciative of the local in-service training unit for accommodating weekend dates for Auxiliary members to attend.

I had the opportunity to join the “Swap Talk” program on The Grand 101.1 radio in Centre Wellington this month to share information about the Auxiliary program. The hosts had numerous questions both on and off air about the Auxiliary program. It was a great opportunity to promote the activities of the unit in the community as well as to raise awareness of the Auxiliary Program in general.

Members attempted one Safeguard audit this month that the homeowner was not present for in addition to regular patrol hours. At the start of the month, we assisted with a food drive at Freshco in Fergus for the Centre Wellington Food Bank that brought in over 700 bags of food and \$647 in cash donations. We also had members attend the Drayton Farm Show and the Lights and Sirens Hockey Game in Fergus.

In May Auxiliary Constable Natalie BUREK has arranged for a number of Auxiliaries in Wellington County to become certified child car seat inspectors. More details about this clinic will be shared in the May report.



Crime Stoppers

Sarah Bowers-Peter, Program Coordinator CSGW

April highlights for Crime Stoppers Guelph Wellington (CSGW) included Youth Fire Chief for a Day and the second annual Lights and Sirens where Wellington County OPP faced off for a fundraising hockey game with Centre Wellington Fire Rescue.

The event was held April 21 at the Centre Wellington Sportsplex. With a family skate starting the day, the hockey game was the main attraction as the two first responder teams going head-to-head. CSGW sold 50/50 tickets and took donations at the door, along with Centre Wellington Foodbank. The amount raised for CSGW was being confirmed at time of writing.

The Youth Fire Chief campaign was straightforward. Anyone who made a donation to CSGW between March 13-31, 2024, would have their name entered into a draw. If their name was drawn, they could name a youth of their choosing to be Youth Fire Chief for Centre Wellington Fire Rescue. The title was open to candidates aged 5-12 years of age. The winner, from Wellington North, was delighted with her time as the "Chief" wearing a special shirt, learning fire safety techniques, touring the fire hall, riding a fire truck and getting lunch with Chief Mulvey before touring the Township of Centre Wellington municipal offices. While this was a modest fundraising, for a first time event it was deemed a success and a subsequent campaign is being planned.

Presentations continue to be popular. This includes the Communications Training Developed at CSGW to assist volunteers joining the Board. This training covers internal communications, public relations, dealing with media and community engagement. This training was recognized by the Ontario Association of Crime Stoppers and Canadian Crime Stoppers Associations and has been delivered to programs across Canada as a result.

As we move into May, CSGW is prepping for Mulch Sale Season, a key fundraising campaign in Mount Forest (May 11th) and Guelph (May 4th in person – and all month long). For more information, check out www.csgw.tips or CSGW social media.

Media

Provincial Constable Josh Cunningham & Provincial Constable Sarah McClinchey

- The media unit attended the Youth Advisory Committee on April 3rd
- Both members of the Media Unit attended the Regional CSO meeting on April 4th
- Media attended the Drayton Farm Show on April 10th & 11th
- PC McClinchey attended and completed the OPP media course from the 15th to the 19th of April
- PC Cunningham and PC McClinchey attended VTRA (Violent Threat Risk Assessment) training on the 24th & 25th of April
- PC Cunningham continued to facilitate the Citizen's Police Academy in April. Sessions 5, 6, 7 & 8 were completed this month.
- Wellington County OPP members participated in Smile cookie day on April 29th
- On April 30th the Media Unit were live on Radio Talk with the River 88.1



OPP West Region @OPPWR · Apr 9

#WellingtonOPP would like to speak to the individuals in the photos regarding a recent theft from a business in #Palmerston. Anyone with information regarding this incident is asked to contact the Wellington County OPP at 1-888-310-1122 or Crime Stoppers at 1-800-222-8477. ^kl



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Court

Supervisor: Sergeant Shaugn Rogers

Wellington County Court Bureau highlights from March 2024,

- Currently providing direction and proposed training for all Detachment Administrative Clerks to assist in the duties of the court bureau.
- Provided direction for members on new procedure for uploading Detachment video interviews for disclosure to the Crown.
- Reviewed current practices and provided updated direction for members on implementing “plug in” tool for mandatory redaction of digital evidence.
- Implemented new procedure for members dealing with rescheduling of accused persons who failed to show for fingerprinting dates.



Personnel & Acknowledgements

D Platoons hard work leads to arrests

After a string of break and enters in South Wellington that resulted in a significant amount of high valued property being stolen D Platoon commenced an investigation that required forensic involvement that was invaluable to identifying suspects.

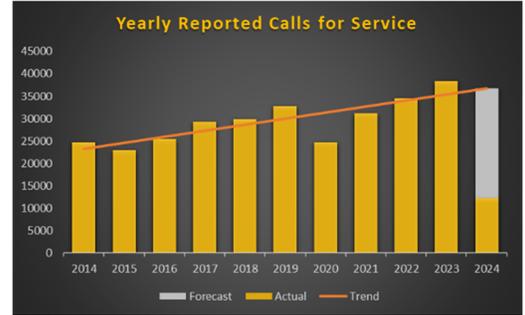
PC Oppong-Kykyeku, PC Ritchie, PC Kalcsics and PC Lantz worked tirelessly to take numerous reports, process scenes and property via SOCO. Their detailed work was essential to three parties being arrested shortly thereafter by Dufferin OPP. The vehicles were recovered and the officers spent a lot of time doing follow up and returning items to their owners.

Statistics Summary

Calls for Service

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

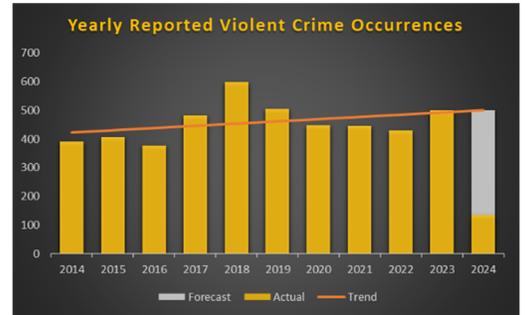
2024 year to date calls for service have decreased 3% from the same period last year.



Violent Crime

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

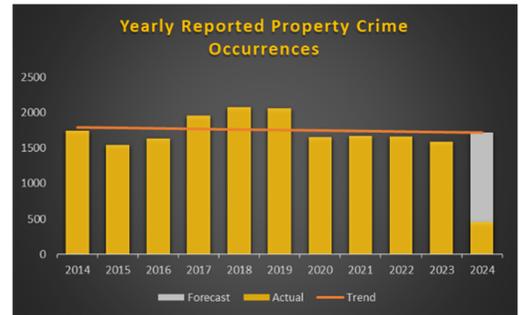
2024 year to date violent crime has decreased 6% from the same period last year.



Property Crime

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

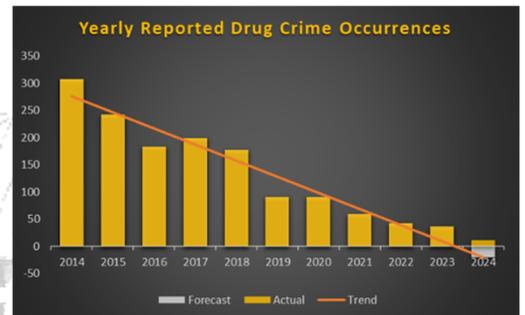
2024 year to date property crime has decreased 7% over the same period last year.



Drug Crime *

Drug Crime continues to trend lower than previous years. 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 increased 84% from the same period last year. This increase is insignificant due to the low number of cases reported during the period last year.



* Note: Recreational use of cannabis was decriminalized on October 17th, 2018

Criminal Traffic Occurrences

Criminal Traffic occurrences are projected to increase over 2023 levels.

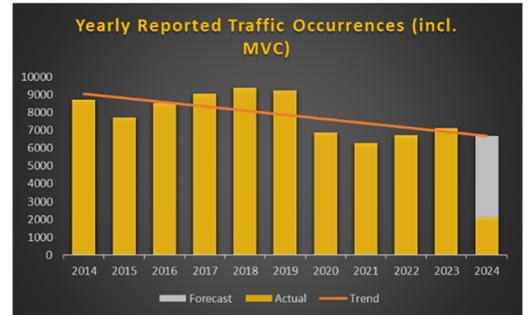
2024 year to date criminal traffic occurrences have increased by 18% over the same period last year.



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 3% 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.

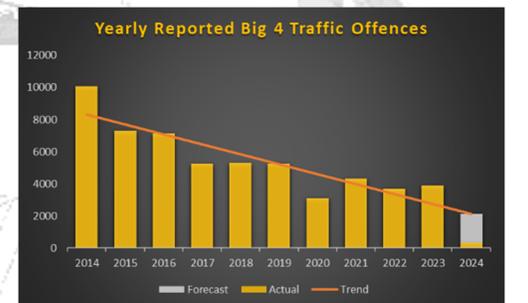
2024 year to date collisions have increased 2% over the same period last year.



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

Current data unavailable at the time of this report.

Chart depicted is January 2024 data.



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

Report Summary

With another busy season of winter driving and dangerous road conditions seemingly behind us, Wellington County OPP is looking forward to spring weather and the commencement of the many events and festivities that blanket the County at this time of year.

Our focus as always is safety, we want everyone to enjoy the entertainment, the weather, the parks, trails and waterways to the fullest; we ask that everyone take it upon themselves to ensure they are prepared for emergency situations that are inevitably going to happen. The best way to do this is to ensure you wear and use proper safety equipment for the activity you are taking part in. If you are out on the waterways make sure you have lifejackets for each person, if you are driving a vehicle slow down and do not drink and drive. If you are out hiking make sure you bring a first aid kit, water, and snacks. Your preparations and actions can save a life and prevent an emergency.



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
-  [Report a Crime Online](#)
-  [News releases](#)
-  [Upcoming events](#)
-  [Social media](#)



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**County of Wellington O.P.P.
Detachment Board Report**

May 2024

Detachment Commander:
Inspector Steve Thomas

From the Detachment Commander

With summer on the horizon, Wellington County OPP wants to remind everyone about both boating and driving safety. Be proactive, prepare, and plan ahead. Your actions can unknowingly save a life or prevent a life altering injury. Please ensure there are life jackets for all boat occupants and never operate any vessel or motor vehicle while impaired. All Wellington officers continue to make RIDE and enforcement of impaired driving of any type of vehicle a priority to keep our community safe.

Our Traffic Management Unit and Community Response Unit have been out on the waterways with the marine vessel, and they continue to travel the trails on OPP bicycles and ATVS to keep the boating and cycling public safe and to assist anyone in need.

On May 31st, 2024, Wellington County OPP held a Progress Pride flag ceremony at North Wellington Operations Centre in Teviotdale. The raising of the Progress Pride flag outside the Wellington County detachments celebrates the diversity of the 2SLGBTQIA+ community and symbolizes the continuing commitment of the OPP to support, promote, and protect equity and acceptance of all.

I want to wish everyone a safe and happy summer while you enjoy the sunshine with your families and participate in your seasonal activities of choice. But, please, remember to enjoy these summer activities safely and responsibly and plan for any possible emergencies.



Inspector Steve Thomas
519-846-5930

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Crime

Crime Unit

Supervisor: Acting Detective Sergeant, Christine Millson

This month members of the Wellington Crime Unit were recognized for their Investigative Excellence and commended for their professionalism and dedication to duty at the OPP West Region Awards Ceremony. There were two investigations that were recognized that involved members of the Wellington County OPP. specifically lead by the Crime Unit.

Lucas Shortreed Hit and Run Investigation

In 2008, a hit and run collision killed a young pedestrian in Wellington North Township. After striking the victim, the driver of a 1995 white Dodge Neon fled the scene and was not identified until 2022. Investigation recovered the suspect vehicle and led to criminal charges on two offenders. Both accused subsequently plead guilty in court.



Unknown Offender Sexual Assault

The incident occurred on January 28th, 2023, during a rideshare from Guelph to Fergus. The two women approached a vehicle that they thought was their rideshare. The driver told them he was not their driver that they had ordered but was a driver for the app. On the drive to Fergus, the male sexually assaulted both women. Following a thorough investigation, the driver and vehicle were identified, and the male was charged with two counts of Sexual Assault.

Community Street Crime Unit

Supervisor: Detective Sergeant, Jeffrey Dudley

May has been a steady month for the Community Street Crime Unit (CSCU); we also continue to support the Crime Unit and frontline investigations where possible.

D/C Schneider joined CSCU on a Temporary Assignment and brings with him a wealth of frontline knowledge from working in both Perth and Wellington County. CSCU looks forward to working with D/C Schneider and developing his investigative skills.

As part of our commitment to continuous learning, CSCU Members attended various training courses and workshops within West Region. The officers bring back knowledge they can share with frontline, and it has provided them with additional tools to utilize during their investigations.

In May an officer with the Wellington Traffic Unit was patrolling in Center Wellington and located an impaired driver. A search was completed of the individual and a firearm, cocaine and a large quantity of currency was located. Officers completed a further search of the vehicle and found a significant amount of cocaine. The individual was charged with a number of offences and held for bail. Members of The Traffic Unit, D Platoon and CSCU worked together to bring this investigation to a successful conclusion. Great teamwork demonstrated in Wellington County.

Members of the CSCU conducted a presentation to one of our community partners. The goal of the presentation was to provide knowledge on some of the risks and hazards that can be present in the community. The presentation was well received and CSCU continues to maintain good working relationships with our community partners.

CSCU assisted neighboring CSCU units with search warrant executions and investigations as part of the ongoing commitment to public safety and reducing harm in our communities.

Wellington County CSCU continues to prioritize local crime trends, the opioid crises and targeting local people identified in property thefts. CSCU 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

Traffic Management Unit

Supervisor: Sergeant Kevin Driscoll

Black Cat Speed Monitoring Devices

	Study Length	Number of Vehicles	Recommended Enhanced Enforcement	Posted Speed Limit	85 th Percentile	Collision History (5 years)
Location						
Concession 11 Arthur Township	10 days	3976	Yes	50	73	
Location						
Side Road 19 - Fergus	9 days	1902	No	40	54	
Location						
Side Road 20 – Mapleton	8 days	1012	No	50	46	
County Deployed						
Location						
County 7 Between Hwy 6 and County 51	7 days	33983	No	80	106	
Location						
County 32 between Concession 11 and 33	7 days	48305	Yes	70	115	

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 May 2024.

Location	Charges
Concession 11 – Wellington North - Farewell	0
Indian Trail between Spirit Valley Path and the River – Guelph-Eramosa	33 (22 warnings)

Traffic Management Unit - Administration

Marine patrols have commenced with great success. Members have been on all bodies of water within the County with the assistance from West Region Traffic Management Unit as well as the Wellington County OPP Auxiliary.

Wellington County members participated in the Provincial Motorcycle Safety Awareness Week campaign (May 1st to 5th). This campaign involved both enforcement efforts and public awareness to address dangerous activities that threaten the safety of our two-wheeled motorists.

Traffic Unit members and the Wellington OPP Auxiliary assisted with a bicycle safety rodeo in Puslinch on May 11th.

Members of Wellington Detachment also participated in the Canada Safe Boating Week as well as the Canada Road Safety Week. Many hours were patrolled on the various waterways resulting in several warnings issued for minor infractions. One operator, however, was educated with an offence notice for open alcohol on a vessel.

On the highways, Wellington County members worked extremely hard keeping the motoring public safe and the results are self-explanatory. There were 445 traffic incidents generated resulting in 416 provincial offences being issued with a further 315 warnings issued.

It is anticipated that further Black Cat deployments will be completed in the coming summer months which will result in further enhanced enforcement locations. The County currently has limited enhanced enforcement locations due to the great work that is being done by the traffic unit and detachment members.

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 May 2024, the County of Wellington OPP were dispatched to over 170 vehicle collisions (MVCs).

Our County CRCs processed close to 90 MVCs for the month of May.

The top three contributing factors for MVCs in our County are: Wild/domestic animal; Follow too close; and Speed – Too fast for conditions.

Depending on the month, County of Wellington CRCs usually 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

Community Response Unit

Supervisor: Sergeant Adam McGough

Community Response Unit / Offender Management & Apprehension Program:

The members of the Community Response Unit (CRU) continue to be very active in the Offender Management & Apprehension Program. This program has been tremendously successful since its creation last year with the assistance of a government grant.

From January 1st, 2024 – May 28th, 2024, 134 warrants have been executed by Wellington County OPP. There have also been 40 bail condition compliance checks on those in the community.

During this month, CRU members drafted and were authorized to use sophisticated technical means to locate three members believed to be violating bail conditions in our community. Two were arrested, the other has fled to another province.

The new OPP Provincial Bail Support Team (BST) has come online this month and Wellington OPP CRU are working closely with BST to track down wanted parties and arrest them.

CRU members were also active in Marine Duties to kickoff the 2024 boating season.

Community Engagement:

PC Cunningham, joined by PC McClinchey, has been facilitating our first Citizens Police Academy in Wellington County. This program showcases the OPP, its services, equipment, history and more to those who applied.

Community Services Officer PC McClinchey completed the OPP Media training course. PC Cunningham and PC McClinchey have both been trained in Violence Threat Risk Assessment (VTRA) training facilitated by our social agency partners to provide risk assessments within our schools.

Planning meetings and liaison activities have continued for major events taking place in the coming months in Wellington County, including but not limited to Riverfest, Meadows Fest, Highland Games and Pride events.



During May, Wellington OPP was proud to attend Guelph Emergency Preparedness Day. Members of Wellington OPP also were involved in Tim Horton's "Smile Cookie" events which proceeds were used for donations to local schools. May 8th, 2024 was McDonald's McHappy Day, which Wellington County members attended to raise funds for the



Ronald McDonald House. Both CSOs gave a community presentation in Erin in the prevention of auto theft. CSO, CRU, CSS, Auxiliary and frontline members were also busy with Bicycle Rodeos throughout the County.

IMPACT (Integrated Mobile Police and Crisis Team)

March 2024

Individuals Served	Requests for Service	Live Calls with Police	Calls Diverted from Hospital
41	44	11	100%

Safe Communities Wellington County

Our primary focus within our media outlets was Car Seat Safety and Consumer Product Safety to prepare for Safe Kids Week in June. We also partnered with Ontario Students Against Impaired Driving and Hennessey Veit for SAID Day and attended three high schools to speak to students about impaired driving and the rules surrounding graduated licensing. Hennessey Veit received a \$500 Road Safety Grant from Parachute Canada to raise awareness about impaired driving, and graduated licensing rules. To close off the month, we partnered with Wellington County OPP at the Fergus Lions Home Show to speak to attendees about injury prevention. The Safety Scavenger Hunt was a hit, once again!

Auxiliary Unit

Unit Commander: Auxiliary Staff Sergeant J. SWAN

Liaison: Provincial Constable Kyle Draves

As noted in last month's report, we hosted a child car seat technician clinic in Rockwood at the start of May. We had three members become certified car seat technicians as a result of this clinic. We hosted a car seat clinic on May 5th in Rockwood for our members to do their final certification. We then had members conduct a second child car seat clinic as a part of the open house at the Rockwood Fire Hall on May 11th.

Auxiliary members attended bicycle rodeos in Fergus in association with the Fergus Optimist Club, and at the Puslinch Fire Hall in association with the Optimist Club of Puslinch. We also had members assist with the OPP display at the Fergus Leisure Show. Two members attended Minto Safe Kids Day in Palmerston to assist with bike safety instruction. The coordinator for the Special Olympics Track and Field Day reached out to us this year and asked if the Auxiliary Unit would be interested in assisting with the event, three members were able to volunteer and attend. Our Auxiliary Liaison Officer PC Kyle Draves and Auxiliary Staff Sergeant Swan attended the final session of the Citizen's Academy to share information and answer questions about the Auxiliary program.

The Wellington County OPP Auxiliary Unit had three members resign this month as they were successful in other employment opportunities. Two members were successful with uniform recruitment and entered the OPP class that started at the end of May. And a third member secured a cadet position with Halton Regional Police and has started their new role with that service. We thank all three for their work with the Auxiliary Program and wish them well in their future careers.

Finally, I am pleased to announce that the Auxiliary Unit was awarded the Friends of the Food Bank Crystal Award at a recent appreciation reception held by the food bank. The award is currently in the

display case at the Centre Wellington Operations Centre. Thank-you to Auxiliary Sergeant Danielle Ellis who coordinates our work with the Food Bank.

Crime Stoppers

Sarah Bowers-Peter, Program Coordinator CSGW

May is Mulch Season for Crime Stoppers Guelph Wellington. This key fundraising event is crucial to the success of the program. Fundraising is used to pay Tipster rewards and to help operate the program.

While overhead is extremely low, there are costs to increase awareness of the program, specifically the various promotional materials. Pens, posters, notepads, racks etc. are used to create awareness when handed out at presentations and community events. Fundraising is the main responsibility of the CSGW Board of Directors.

The Mount Forest Sale was held at Young's Home Hardware on May 11th, while the Guelph Sale was both a one-day event (May 4th at the Wellington Street location of JL's Home Hardware) as well as month-long. CSGW volunteers loaded the mulch on the 4th and 11th. In Guelph \$2 per bag was donated while we were on site. For the rest of the month, \$1 per bag is being donated. In Mount Forest, all proceeds were turned over to CSGW. Totals will be announced in June.

Presentations continue to be high demand with Fraud Talk and 5 Tips, 5 Ideas and 5 Signs being the current favorites. CSGW has had ongoing requests for Cyber Safety information for youth. Following the announcement this month regarding Project Aquatic, CSGW will develop this content for delivery in schools. We are working with UGDSB to get this information approved for delivery. Review of all CSGW presentations will take place over the summer to offer the most current and engaging content.

The Program Coordinator was invited to attend West Region Headquarters to present the Crime Stoppers message and tie it into youth engagement. The presentation was well received, and a number of follow-ups have taken place.



Court

Supervisor: Sergeant Shaugn Rogers

Wellington County Court Bureau highlights from May 2024,

- Addressing a more streamlined approach to officer attendance at all POA trial dates. Consideration is being given to have officers scheduled for trial be notified only if the trial is moving forward which can alleviate pressure on these frontline officers who are being dispatched to priority calls for service at the same time.
- Reassigning workloads and assigned duties amongst court bureau staff to address staffing vacancies. One of the DACS was temporarily assigned to a regional analyst role which required reassigning workload amongst other staff members. At the same time, the court bureau saw the addition of a new part-time officer who has been assigned to assist with prisoner care, process service and fingerprinting.
- Reviewed current practices and provided updated direction for members on implementing “plug in” tool for mandatory redaction of digital evidence.

Personnel & Acknowledgements

Citizens Police Academy

The inaugural Wellington County OPP Citizen's Police Academy concluded on May 10th, 2024. Twenty members from the community were selected to attend the ten week academy and received an in-depth look into the policing world, how we operate and why we do the things we do.

Thank you to everyone that applied and thank you to everyone selected for being on time, attentive and full of questions. We hope you were able to get a better understanding of policing and the challenges that come with the profession.

For anyone interested, the plan is to run the Citizen's Police Academy again in the Spring of 2025. Please look for media announcements come Winter of 2024 if you plan to apply for next year's class.



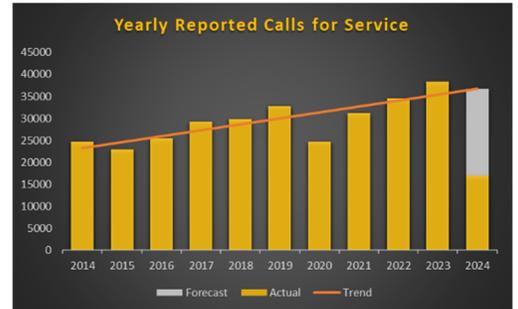
Thank you to PC Cunningham, PC McClinchey for organizing and facilitating the first Wellington County OPP Citizen's Police Academy. Special thank you to Detachment Administration Clerk Carly McKeown for providing administrative support for the academy on her own time after completing her daily work duties.

Statistics Summary

Calls for Service

It is projected that annual calls for service should remain relatively stable in 2024 as compared to the previous year.

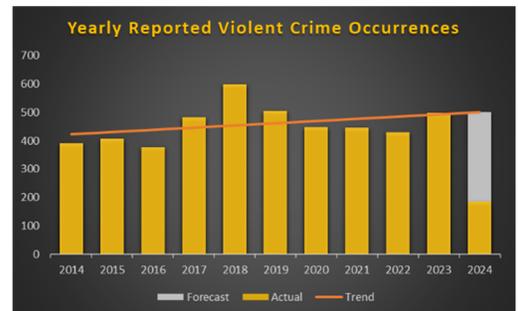
2024 year to date calls for service (Jan-May) have increased 5% from the same period last year.



Violent Crime

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

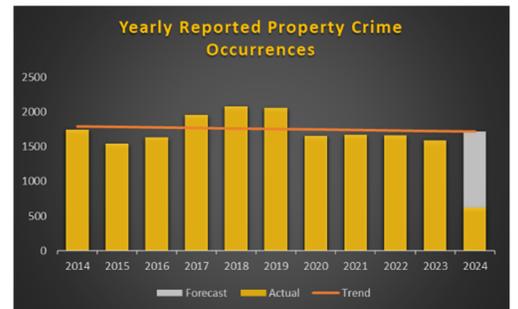
2024 year to date violent crime (Jan-May) has decreased 3% from the same period last year.



Property Crime

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

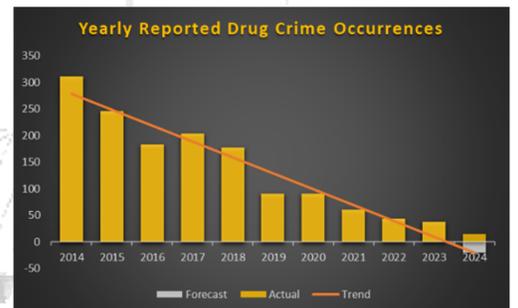
2024 year to date property crime (Jan-May) has remained stable over the same period last year.



Drug Crime *

Drug Crime continues to trend lower than previous years. 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 (Jan-May) has increased 67% from the same period last year. The increase is considered insignificant at this time due to the low number of cases reported.



* Note: Recreational use of cannabis was decriminalized on October 17th, 2018

Criminal Traffic Occurrences

Criminal Traffic occurrences are projected to decrease over 2023 levels.

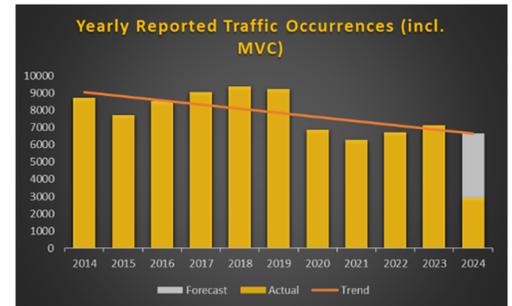
2024 year to date criminal traffic occurrences (Jan-May) have increased by 16% over the same period last year.



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 (Jan-May) have decreased 3% 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 near 2023 levels in 2024.

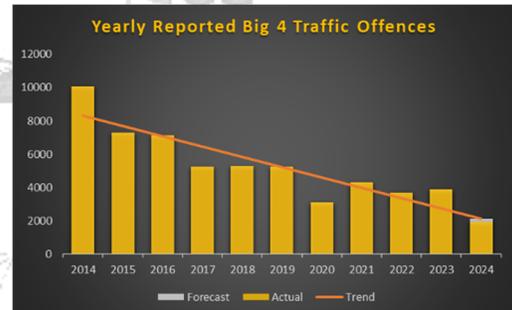
2024 year to date collisions (Jan-May) have increased 7% over the same period last year.



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

Using the previous 10 years of data, Big 4 Traffic offences were projected to decline over last year. Currently, Big 4 Traffic Offences are expected to exceed the projection.

2024 year to date Big 4 Traffic Offences (Jan-Apr) have increased 38% over the same period last year.



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

As we enter the time of year that brings about long days filled with sunshine and fun outside, Wellington County OPP wants to remind everyone that summer is also a time where we need to be vigilant and use caution while enjoying the outdoor activities that coincide with warm weather. Please remember to wear life jackets, plan ahead, and never operate a boat or motor vehicle while impaired.

Being prepared for unexpected emergencies can be the difference, bring a first aid kit, pack extra water and nonperishable food supplies. When going out to enjoy summer events, festivals, and activities many of us never think we could fall victim to a tragedy or help to prevent one, but your actions and planning could save a life and prevent a disaster.

Wellington County OPP officers will continue to be visible throughout our community for the remainder of spring and throughout the summer months. We will proactively patrol our roadways and waterways to ensure they are safe for your enjoyment and use. Please do not hesitate to strike up a conversation, ask your questions, and help to build a community minded relationship/trust with your local police officers. We look forward to seeing as many of you as possible at the community events and festivals across Wellington County in the coming months.

Please be safe and have a wonderful summer, enjoy the weather and sunshine.



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
-  [Report a Crime Online](#)
-  [News releases](#)
-  [Upcoming events](#)
-  [Social media](#)



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

RECEIVED

JUN 14 2024

Township of Puslinch

June 12, 2024

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

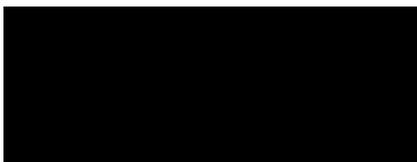
Attention: Ms. Richardson

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

Please find enclosed the required monitoring data for the month of May 2024. 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
May 2024

Date	DP21 (mASL)	Threshold Value (mASL)	Exceedance
1-May-24	305.87	305.60	NO
6-May-24	305.84	305.60	NO
13-May-24	305.82	305.60	NO
23-May-24	305.79	305.60	NO
29-May-24	305.87	305.60	NO

Date	BH13 (mASL)	DP21 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
1-May-24	306.27	305.87	0.40	0.11	NO
6-May-24	306.19	305.84	0.35	0.11	NO
13-May-24	306.26	305.82	0.44	0.11	NO
23-May-24	306.24	305.79	0.45	0.11	NO
29-May-24	306.28	305.87	0.41	0.11	NO

Date	DP17 (mASL)	Threshold Value (mASL)	Exceedance
1-May-24	305.38	305.17	NO
6-May-24	305.36	305.17	NO
13-May-24	305.32	305.17	NO
23-May-24	305.22	305.17	NO
29-May-24	305.37	305.17	NO

Date	BH92-12 (mASL)	DP17 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
1-May-24	305.79	305.38	0.41	0.14	NO
6-May-24	305.74	305.36	0.38	0.14	NO
13-May-24	305.73	305.32	0.41	0.14	NO
23-May-24	305.67	305.22	0.45	0.14	NO
29-May-24	305.77	305.37	0.40	0.14	NO

Date	DP3 (mASL)	Threshold Value (mASL)	Exceedance
1-May-24	304.90	304.54	NO
6-May-24	304.85	304.54	NO
13-May-24	304.80	304.54	NO
23-May-24	304.72	304.54	NO
29-May-24	304.78	304.54	NO

Date	DP6 (mASL)	DP3 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
1-May-24	305.92	304.90	1.02	0.73	NO
6-May-24	305.87	304.85	1.02	0.73	NO
13-May-24	305.82	304.80	1.02	0.73	NO
23-May-24	305.78	304.72	1.06	0.73	NO
29-May-24	305.84	304.78	1.06	0.73	NO

Date	DP2 (mASL)	Threshold Value (mASL)	Exceedance
1-May-24	304.02	303.69	NO
6-May-24	303.99	303.69	NO
13-May-24	304.00	303.69	NO
23-May-24	303.98	303.69	NO
29-May-24	304.02	303.69	NO

Date	BH92-27 (mASL)	DP2 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
1-May-24	304.83	304.02	0.81	0.34	NO
6-May-24	304.80	303.99	0.81	0.34	NO
13-May-24	304.73	304.00	0.73	0.34	NO
23-May-24	304.73	303.98	0.75	0.34	NO
29-May-24	304.81	304.02	0.79	0.34	NO

Date	DP1 (mASL)	Threshold Value (mASL)	Exceedance
1-May-24	304.36	303.97	NO
6-May-24	304.34	303.97	NO
13-May-24	304.35	303.97	NO
23-May-24	304.29	303.97	NO
29-May-24	304.34	303.97	NO

Date	BH92-29 (mASL)	DP1 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
1-May-24	304.88	304.36	0.52	0.17	NO
6-May-24	304.91	304.34	0.57	0.17	NO
13-May-24	304.96	304.35	0.61	0.17	NO
23-May-24	304.79	304.29	0.50	0.17	NO
29-May-24	304.98	304.34	0.64	0.17	NO

Date	DP5CR (mASL)	Threshold Value (mASL)	Exceedance
1-May-24	303.27	302.86	NO
6-May-24	303.29	302.86	NO
13-May-24	303.40	302.86	NO
23-May-24	303.25	302.86	NO
29-May-24	303.39	302.86	NO

Date	OWS-84 (mASL)	DP5CR (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
1-May-24	303.73	303.27	0.46	0.18	NO
6-May-24	303.70	303.29	0.41	0.18	NO
13-May-24	303.68	303.40	0.28	0.18	NO
23-May-24	303.69	303.25	0.44	0.18	NO
29-May-24	303.71	303.39	0.32	0.18	NO

No exceedances to report for the month of May.

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
May 2024

Total Monthly Precipitation (mm):	102.1	Kitchener/Waterloo (Actual)
Total Monthly Normal Precipitation (mm):	80.2	Waterloo-Wellington A. (30-year Normal)

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

Max. Allowable as per PTTW- Silt Pond		
(Imperial Gallons)	per minute	(Litres)
2,597	per minute	11,808
3,789,477	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-May-24	-	-	1,619,634	-	306.52	N	306.08	N	305.03	N	306.25	N
2-May-24	-	-	1,778,231	-	306.52	N	306.07	N	305.02	N	306.24	N
3-May-24	-	-	1,789,890	-	306.52	N	306.06	N	305.03	N	306.25	N
4-May-24	-	-	-	-	-	-	-	-	-	-	-	-
5-May-24	-	-	-	-	-	-	-	-	-	-	-	-
6-May-24	-	-	1,757,774	-	306.53	N	306.08	N	305.01	N	306.26	N
7-May-24	-	-	1,795,169	-	306.52	N	306.08	N	305.02	N	306.25	N
8-May-24	-	-	1,739,737	-	306.53	N	306.09	N	305.07	N	306.23	N
9-May-24	-	-	1,738,197	-	306.53	N	306.07	N	305.05	N	306.20	N
10-May-24	-	-	1,756,454	-	306.52	N	306.08	N	305.09	N	306.17	N
11-May-24	-	-	-	-	-	-	-	-	-	-	-	-
12-May-24	-	-	-	-	-	-	-	-	-	-	-	-
13-May-24	-	-	1,753,155	-	306.52	N	306.09	N	305.09	N	306.17	N
14-May-24	-	-	1,762,174	-	306.52	N	306.09	N	305.06	N	306.17	N
15-May-24	-	-	1,769,653	-	306.51	N	306.09	N	305.05	N	306.16	N
16-May-24	-	-	1,785,930	-	306.51	N	306.09	N	305.05	N	306.16	N
17-May-24	-	-	1,132,622	-	306.51	N	306.07	N	305.05	N	306.15	N
18-May-24	-	-	-	-	-	-	-	-	-	-	-	-
19-May-24	-	-	-	-	-	-	-	-	-	-	-	-
20-May-24	-	-	-	-	-	-	-	-	-	-	-	-
21-May-24	-	-	1,740,837	-	306.50	N	306.08	N	305.04	N	306.16	N
22-May-24	-	-	1,744,356	-	306.50	N	306.09	N	305.07	N	306.17	N
23-May-24	-	-	1,768,773	-	306.50	N	306.09	N	305.05	N	306.17	N
24-May-24	-	-	1,694,863	-	306.49	N	306.08	N	305.02	N	306.16	N
25-May-24	-	-	-	-	-	-	-	-	-	-	-	-
26-May-24	-	-	-	-	-	-	-	-	-	-	-	-
27-May-24	-	-	1,753,155	-	306.50	N	306.10	N	305.02	N	306.17	N
28-May-24	-	-	1,757,774	-	306.52	N	306.11	N	305.02	N	306.17	N
29-May-24	-	-	1,771,412	-	306.52	N	306.12	N	305.03	N	306.20	N
30-May-24	-	-	1,781,091	-	306.51	N	306.11	N	305.02	N	306.20	N
31-May-24	-	-	1,781,751	-	306.50	N	306.10	N	305.02	N	306.19	N
Total	0	0	37,972,631	0								

Note: No exceedances to report for the month of May



TOARC Annual Report

2023

Board of Directors



2023

Representing The Ontario Stone, Sand & Gravel Association (OSSGA)

Terry Waites |
Chairman of the Board

Ryan Essex |
Secretary/Treasurer

Bill Marquardt
George Lourenco

Representing a Conservation or Environmental Organization

Lisa Burnside

Representing the Association of Municipalities of Ontario (AMO)

Sandra Easton

Representing the Aggregate Industry at Large (non OSSGA)

Kerry Doughty

Representing the Ministry of Natural Resources and Forestry as an "Ex Officio Member"

Renée Bowler

2024

Representing The Ontario Stone, Sand & Gravel Association (OSSGA)

Terry Waites |
Chairman of the Board

Ryan Essex |
Secretary/Treasurer

Bill Marquardt
George Lourenco

Representing a Conservation or Environmental Organization

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Representing the Association of Municipalities of Ontario (AMO)

Sandra Easton

Representing the Aggregate Industry at Large (non OSSGA)

Kerry Doughty

Representing the Ministry of Natural Resources and Forestry as an "Ex Officio Member"

Paul Bernier

Minister Smith

May 27, 2024

Honourable Graydon Smith
Minister of Natural Resources and Forestry
Suite 6630, 6th Floor, Whitney Block
99 Wellesley Street West
Toronto, Ontario M7A 1W3

On behalf of the Board of Directors, I am pleased to submit the 2023 Annual Report of The Ontario Aggregate Resources Corporation.

Enclosed within this report are the audited financial statements for both the Aggregate Resources Trust and The Ontario Aggregate Resources Corporation, covering the fiscal year ending December 31, 2023. Notably, the financial statements for the Aggregate Resources Trust include a comprehensive schedule detailing the rehabilitation costs for projects completed under the Management of Abandoned Aggregate Properties (MAAP) program throughout the year.

Additionally, the report provides an insightful overview of various rehabilitation initiatives led by the MAAP program, alongside research endeavors funded by the Abandoned Pits & Quarries Rehabilitation Fund.

We trust that this report serves as a thorough reflection of our corporation's activities and achievements over the past year.

Yours truly,



Terry Waites
Chairman of the Board



2023 Chairman's Message

I understand from our team at The Ontario Aggregate Resources Corporation (TOARC) that 2023 brought challenges and situations that I am pleased to say, as expected, were handled by them in a professional manner!

Early in the year TOARC was informed by its contacts at the Ministry of Natural Resources and Forestry (MNR) that the Office of the Auditor General of Ontario would be undertaking a Value-for-Money Audit on the MNR in 2023. As trustee of the Aggregate Resources Trust, TOARC was asked to participate and fully support this process.

As expected, TOARC's employees fully supported the process by participating in individual interviews, demonstrating administration tools, information and reports that allow TOARC to meet the obligations of the Trust or "Trust purposes". An example of supporting The Auditor General, the staff joined the spring pre-bid project tour. During this tour, bidding contractors and the Management of Abandoned Aggregate Properties (MAAP) program construction supervisor visited the legacy sites scheduled for tender. The purpose was to oversee the rehabilitation process of these legacy aggregate sites. I understand that it provided them with a valuable opportunity to gain insight into MAAP's functions and operational procedures.

Although I do not think it is appropriate to comment on the overall results or findings of the audit, I do think it is important to note that many of the challenges that the Auditor General noted were identified by referencing reports, systems, and databases that TOARC and MAAP have implemented and share with the MNR regularly. Additionally, the report highlights some of MAAP's commendable practices, such as monitoring the progress of rehabilitated lands for several years post-completion.

Annual Fees and Royalties of \$39.7 million were collected and disbursed in 2023 based on 2022 production reporting.

Production reported on licences decreased by 2.4% in 2022 to 163 million tonnes. When including permits, Forestry Pits, and Private Land Non-Designated sources, the total production dropped to 173 million tonnes from 178 million tonnes in 2021.

The Upper and Lower Tier Municipalities portion of the fees they received did not change significantly as the fee increase from \$0.208 per tonne to \$0.213 per tonne (2.4%) was offset by approximately the same 2.4 % decrease in production tonnage reported on licenses. Minor differences in fees received year over year are mainly attributed to the differences between permit and licence year over year changes.

2023 Fees based on 2022 production were disbursed amongst recipients as follows:

DISBURSEMENT YEAR	2021 (\$MILLION)	2022 (\$MILLION)	2023 (\$MILLION)
Local Municipalities	21.4	22.8	22.8
Counties & Regions	5.3	5.6	5.7
MAAP Program	1.1	1.1	1.2
Province - Annual Fee from Licences & Permits	7.5	7.9	7.9
Province - Royalties from Permits	1.9	2.2	2.1
TOTAL	37.2	39.6	39.7

*(2021 - 2023 Disbursement shown for comparison)

The MAAP program is dedicated to the restoration of Ontario's "abandoned pits and quarries." As per the Ministry of Natural Resources and Forestry, these sites are located in designated areas under the Aggregate Resources Act (ARA) and never held a licence prior to December 31, 1989. Within MAAP, we term these sites as "legacy" and are generally small pits and quarries that were excavated to facilitate infrastructure development across Ontario but were never rehabilitated. They are scattered throughout every Lower and Upper Tier Municipality.

The total count of legacy sites in Ontario has decreased by nineteen to 8,209 files now in our eMAAP database of which 6,619 are now closed. This decrease in sites was the result of duplicate files within the system. This means that there remain 1,590 open sites that may require some sort of rehabilitation.

Developed	775
Licensed	349
No Historical extraction*	397
Naturalized (to create new habitat)	2690
Rehabilitated (by owner)	796
Situated on Crown Land	269
Landowner Not Interested	701
Rehabilitated by MAAP/MNR	642
Total Files Closed	6,619

*Files where no disturbances could be found or where it was determined the site disturbance was not a result of aggregate extraction.



In 2023, MAAP initiated rehabilitation of seventeen (17) legacy sites throughout Ontario. They included nine (9) sites located in Muskoka and Parry Sound, along with eight (8) sites on Manitoulin Island. Notably, all 2023 MAAP projects focused on naturalization efforts. Further details showing exemplary work by MAAP can be found later in this annual report.

Rehabilitating aggregate sites in Northern Ontario presents enduring challenges, primarily attributed to limited soil availability and shorter growing seasons. TOARC, in partnership with Collège Boréal and Lakehead University, alongside industrial collaborators Pioneer Construction, Ethier Sand and Gravel, and Glencore's Sudbury Integrated Nickel Operations, continues to develop Novel Strategies for Enhancing Biodiversity and Ecosystem Function at Northern Ontario Aggregate Pits. An article describing 2023 summer field trials at a Sudbury legacy site and plans for further trials and monitoring until 2025 can be found later in this report.

Examining naturalization of legacy sites has been a focus of MAAP the past few years. The research project, Guelph Arboretum: 40 Years After Naturalization wrapped up in 2023. One of the main goals was to compile valuable information on the biodiversity, abundance, and relative state of rehabilitation in a largely unrehabilitated site compared to a site that received more thorough restoration efforts. The comparative analysis was to assess how different strategic interventions play out over an extended period of naturalization. Results of this project can be found later in this report.

Part of MAAP's mandate is to document rehabilitation methods and assess their effectiveness. With over 300 completed naturalization projects at MAAP and over 8,400 surrendered files in the province, restoration science has evolved significantly. While traditional methods involve extensive field and lab analysis, spaceborne satellite and drone imagery are increasingly accessible and used for vegetation monitoring and moisture gradient quantification in various sectors.

In spring 2023, TOARC partnered with the University of Toronto to develop a rapid assessment protocol for aggregate pit restoration success using image analysis.

The research aimed to identify key ecosystem functions contributing to successful restoration, determine which functions can be reliably estimated through remote sensing and develop a streamlined evaluation methodology. The findings of this trial are detailed later in this report.

Another responsibility of TOARC involves addressing and potentially rehabilitating sites that have been revoked by the MNR for various reasons. These cases often present challenges such as insolvency, lands that are not owned by the licensee or permittee, and/or ongoing litigation. In recent years, the team has focused on minimizing the number of open files, ensuring rehabilitation is completed, where necessary, by either the former client (licensee or permittee) or TOARC. This effort is crucial for mitigating potential liability to the Trust. In 2023, the number of open files was reduced from 9 to 4, significantly decreasing the potential liability from \$487,500 to \$4,375.

Trust funds increased in the year ending 2023 to \$19,232,283 from \$17,655,287 at the year end 2022. Trust revenue increased by \$5,064,288 as the investment revenue in 2023 were \$3,328,654 compared to a loss of \$1,735,634 in 2022. This was largely due to the gains in the "unrealized changes in fair value portion" reflective of better performance of the 2023 financial markets. Trust's expenses increased by \$145,200 in 2023. This increase was mainly a result of programming cost relating to a fillable PDF project, higher labour, travel, accommodation, and other costs due to high inflation.

There were no changes to the composition of the Board of Directors in 2023. I want to thank all my fellow board members and the team at TOARC who are always engaged and committed to ensuring that the organization is committed to meeting and exceeding the objectives of the Aggregate Resources Trust.

Respectfully submitted,

Terry Waites
Chairman of the Board



MAAP 2023 Project Summary

Project Number	Landowner / Location	End Use	Area (ha*)	COST \$
22-06	Noordam Pit, Perth County	Agriculture	n/a	1,350
22-02b	Kent Pit , Durham County	Agriculture	n/a	720
22-05a	Strike- Sapp Pit, Huron County	Agriculture	n/a	860
23-01a	Phillips Pit, Parry Sound County	Naturalization	0.84	31,284
23-01c	Nilson Pit, Parry Sound County	Naturalization	0.29	9,973
23-01ci	Nilson Pit, Parry Sound County	Naturalization	0.09	9,973
23-01d	Copeman Pit, Parry Sound County	Naturalization	0.65	21,553
23-01e	Shillolo Pit, Parry Sound County	Naturalization	2.12	72,454
23-01f	Faubert Pit, Muskoka County	Naturalization	0.27	12,070
23-01g	Davidson Pit, Muskoka County	Naturalization	0.14	5,158
23-01h	Rose Pit, Muskoka County	Naturalization	0.12	9,594
23-01i	Moore Pit, Muskoka County	Naturalization	0.54	17,856
23-02	Kains Pit, Manitoulin County	Naturalization	0.50	200
23-03a	McCaffery Pit, Manitoulin County	Naturalization	0.58	30,022
23-03b	Wilson - Baksh Pit, Manitoulin County	Naturalization	0.67	35,247
23-03c	Deforge Pit, Manitoulin County	Naturalization	0.52	27,585
23-03d	McMullin Pit, Manitoulin County	Naturalization	0.08	8,779
23-03e	Barfoot Pit, Manitoulin County	Naturalization	0.65	34,341
23-03f	Wright Pit, Manitoulin County	Naturalization	0.32	25,628
23-03g	Durand Pit, Manitoulin County	Naturalization	3.23	192,753
24-01a	Mississauga First Nation Pit, Algoma County	Naturalization	n/a	1,936
24-01b	Mississauga First Nation Pit, Algoma County	Naturalization	n/a	1,936
24-01c	Mississauga First Nation Pit, Algoma County	Naturalization	n/a	1,936
--	Green Pit, Wellington County	Agriculture	n/a	240
24-03d	Hillbilly Camp Pit , Muskoka County	Naturalization	n/a	5,000

*Hectares is working area of the site. Sites previously reported or to be completed will show "n/a".

Summary of MAAP Rehabilitation Costs

Year	Number of New Sites	Area Rehabilitated (ha)	Total Costs** \$	Cost / (ha) \$	Avg Cost per site \$	Avg Area Rehabilitated (ha)
1992-96*	52	77.99	726,480	9,315	13,971	1.50
1997	15	22.40	497,973	22,231	33,198	1.49
1998	10	18.35	219,199	11,945	21,920	1.84
1999	16	30.35	366,636	12,080	22,915	1.90
2000	18	28.50	411,226	14,429	22,846	1.58
2001	21	25.50	320,337	12,562	15,254	1.21
2002	10	14.25	288,844	20,270	28,884	1.43
2003	19	46.39	342,897	7,392	18,047	2.44
2004	15	27.35	414,986	15,173	27,666	1.82
2005	27	75.45	499,290	6,617	18,492	2.79
2006	28	49.50	506,210	10,226	18,079	1.77
2007	23	39.11	744,771	19,043	32,381	1.70
2008	29	45.10	482,874	10,707	16,651	1.56
2009	20	24.29	328,584	13,528	16,429	1.21
2010	19	19.35	231,122	11,944	12,164	1.02
2011	38	34.40	341,521	9,928	8,987	0.91
2012	30	38.10	444,222	11,659	14,807	1.27
2013	28	44.13	490,554	11,116	17,520	1.58
2014	13	21.79	431,413	19,799	33,186	1.68
2015	23	38.73	402,307	10,387	17,492	1.68
2016	37	42.49	467,769	11,009	12,642	1.15
2017	29	28.02	533,025	19,023	18,380	0.97
2018	21	28.28	593,149	20,974	28,245	1.35
2019	26	19.00	594,271	31,277	22,857	0.73
2020	19	20.20	514,590	25,475	27,084	1.06
2021	21	19.16	758,336	39,579	36,111	0.91
2022	18	15.47	582,959	37,684	32,388	0.86
2023	17	11.61	544,472	46,978	32,028	0.68
Total	642	905.26	13,080,016	14,449	20,374	1.41

* 1992-1996 data is based on information provided by MNRF ** Total Costs have been restated (except for MNRF contracts) to include total project spend in subsequent years. Only completed projects are included.



Uncovering Nature’s Resilience: A 40-Year Review of Gravel Pit Rehabilitation at the University of Guelph Arboretum

Ecological restoration is a critical endeavor in mitigating the environmental impacts of human activities, including industrial landscapes such as gravel pits. The University of Guelph Arboretum has been at the forefront of such restoration efforts pioneering initiatives dating back to the 1970s. In 2021 the Guelph Arboretum, supported by TOARC, delved into the history and evolution of gravel pit rehabilitation at the Arboretum calling the study the “The Gravel Pit Rehabilitation Project” focusing on two key areas, 1) Gravel Pit Restoration Collection and 2) Southwoods Hill.

The Gravel Pit Rehabilitation Collection, initiated in 1976, aimed to restore a legacy gravel pit within the Arboretum grounds. This rehabilitation involved innovative reclamation methods and has been undergoing assessment in recent years to understand its success and inform future restoration efforts. The Southwoods Hill area, another disturbed site within the Arboretum was filled with material from adjacent road construction with no further restorative actions until the 1970s when rehabilitation efforts began. Unlike the Gravel Pit Rehabilitation Collection area, the restoration efforts at Southwoods Hill were less thorough and involved minimal maintenance after the initial planting phase. By conducting a comprehensive review of these two areas this study aimed to shed light on the effectiveness of restoration strategies employed and their long-term ecological outcomes.

Methodology:

The research methodology in this study included archival research, bioinventory surveys and soil testing. Archival records documenting the history of restoration efforts at the Gravel Pit Restoration Collection and Southwoods Hill areas were meticulously reviewed and analyzed. Bioinventory surveys were conducted to assess plant species diversity and abundance at both sites. Similarly, soil samples were collected and analyzed to evaluate soil properties and nutrient content. Comparative analyses were performed to identify differences in restoration outcomes between both sites.

Results:

The analysis revealed differences in plant species composition and soil characteristics between the two areas. While the Gravel Pit Rehabilitation Collection area displayed a higher abundance of certain species, Southwoods Hill showcased a more diverse range of grasses, sedges, and wildflowers that adapted to its gravel-rich and alkaline soils. Soil testing highlighted differences in soil properties between the disturbed sites and undisturbed forest areas within the Arboretum. Despite similarities in historic soil classification, disturbed areas showed higher pH levels and lower magnesium and sodium content likely due to the extraction process and subsequent reclamation efforts.

Discussion:

The findings of this study highlighted the importance of long-term monitoring and adaptive management in ecological restoration. The success of restoration efforts at Southwoods Hill underscores the resilience of natural ecosystems and the potential benefits of minimal intervention approaches. In contrast, the Gravel Pit Restoration Collection exemplifies the efficacy of targeted restoration strategies in transforming degraded landscapes into thriving habitats. These insights have implications for future restoration projects, emphasizing the need for holistic, context-specific approaches informed by long-term monitoring data.

Conclusion:

The University of Guelph Arboretum’s gravel pit rehabilitation projects offer valuable lessons in ecological restoration and landscape management. By examining the evolution of restoration efforts at the Gravel Pit Restoration Collection and Southwoods Hill, this study has provided insights into the factors influencing restoration success and ecosystem resilience. Moving forward, continued monitoring and research will be essential in furthering our understanding of ecological processes and informing future restoration endeavors.

Find the full report here:



Take a Tour of the Rehabilitation Collection

One of the highlights of the partnership between TOARC and the Guelph Arboretum was that a video documenting the history of the Arboretum’s Gravel Pit Restoration Collection efforts was published. The video follows Sarah Lowe, the Rehabilitation Coordinator from 1976- 1979, at the Arboretum as she discusses the work completed in the rehabilitation collection and its intentions.

The video can be viewed here:



Southwoods Hill Restoration Project Area

Gravel Pit Rehabilitation Collection Area

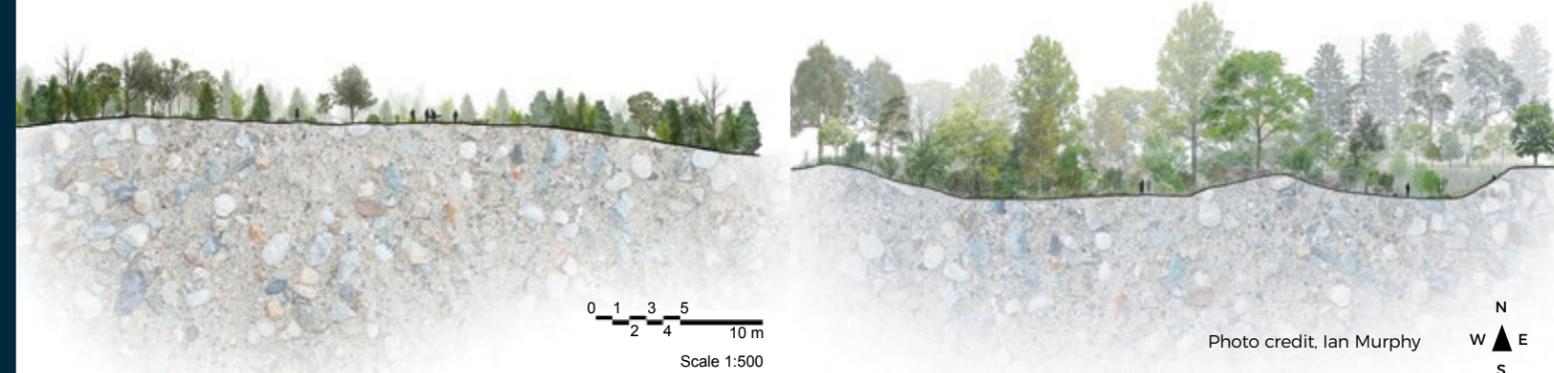
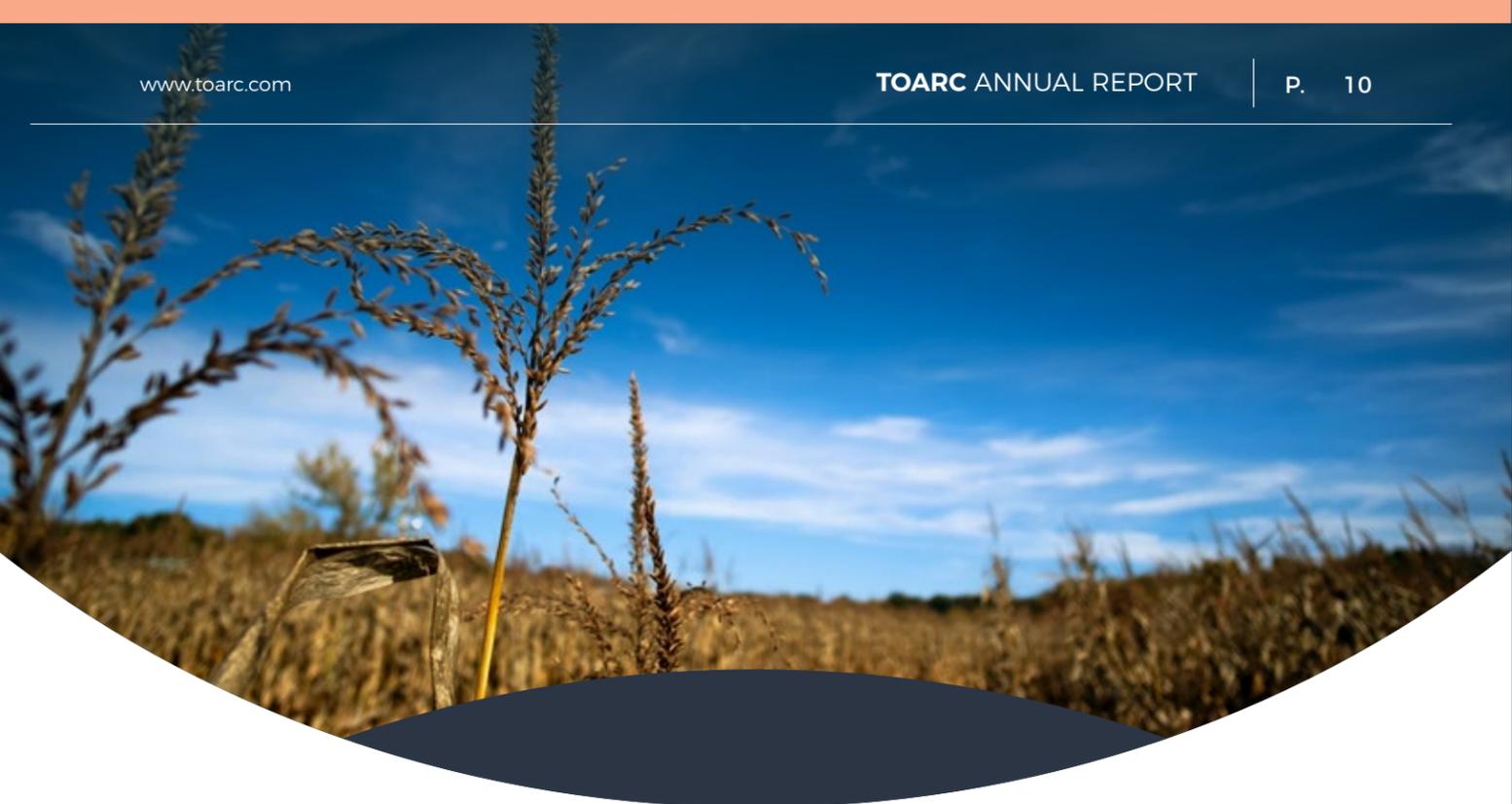


Photo credit, Ian Murphy





Developing a Protocol for Rapid Assessment of Aggregate Pit Restoration Success

The rehabilitation of pits and quarries represents a crucial step in the sustainable management of aggregate resources within the province. Effectively transitioning these sites from areas of extraction to productive land-use spaces is essential for environmental conservation. TOARC, through the MAAP program is responsible for the rehabilitation of legacy pits and quarries, ensuring the land is restored to a viable ecosystem. This process often involves grading the site to safer slopes, spreading available topsoil and hydroseeding vegetation to kickstart recovery and introduce essential nutrients. However, the ultimate success of this rehabilitation process in restoring sites to their natural state remains uncertain.

The field of restoration science has evolved significantly, moving beyond simple species inventories to assess the ecological recovery of restored sites. Evaluation now encompasses 18 different metrics across six attributes, including site physical conditions, species composition, structural diversity, ecosystem function, external exchanges, and threat absence. Quantifying these metrics typically demands extensive field and laboratory analysis over multiple sampling periods. For instance, assessing plant species composition requires monitoring at least three times during the growing season to accommodate the varied growth habits of different vegetation guilds. Despite minimal seasonal changes in soil structure, the spatial variability in these metrics necessitates extensive fieldwork. Additionally, factors like nutrient cycling, ecosystem production and respiration, and soil water content should be monitored throughout the growing season.

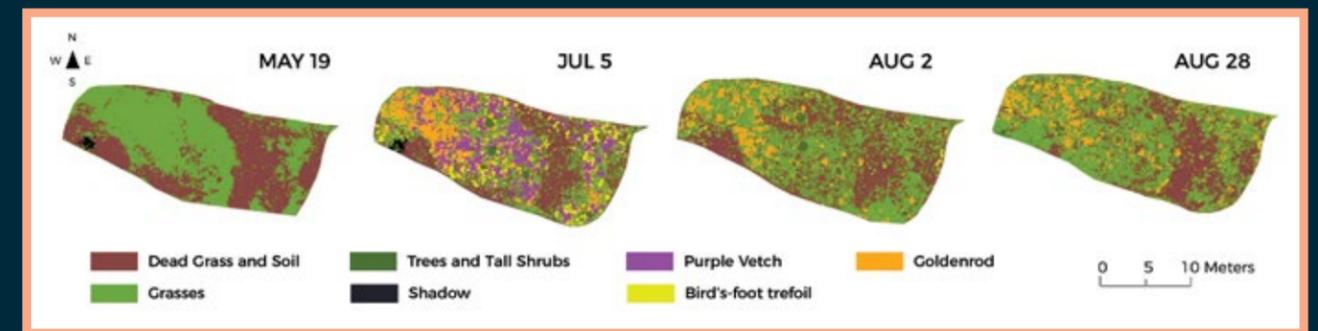
The rise of spaceborne satellite and drone imagery has revolutionized environmental monitoring, offering a potential solution to reduce the labour-intensive field and lab efforts required for assessing rehabilitation success. These technologies have been increasingly utilized for measuring vegetation status, monitoring post-disturbance recovery and quantifying moisture gradients in various fields, including forestry and agriculture. This presents an opportunity to employ image analysis techniques to streamline the evaluation process without compromising accuracy.

In a collaborative effort between TOARC and the University of Toronto in 2023, the feasibility of using these image analysis techniques to assess rehabilitation projects was explored. With over 300 legacy rehabilitation projects already naturalized by the MAAP program and thousands more sites rehabilitated by licensees and permittees in Ontario, the need for a standardized evaluation protocol is evident.

The overarching goal of the ongoing project is to develop a clear protocol for critically evaluating the success of previously rehabilitated sand and gravel pits. This involves determining key ecosystem functions contributing to successful restoration, identifying functions reliably estimable through remotely sensed image analysis and developing a streamlined evaluation methodology applicable to numerous restoration projects.

Preliminary results from the project are promising, with drone imaging proving effective in capturing detailed information on vegetation cover and species diversity across rehabilitated sites. These findings hold significant implications for the sustainable management of aggregate resources in Ontario. By establishing a streamlined evaluation methodology, the project aims to provide a reliable framework for assessing the success of pit rehabilitation efforts. Moreover, it highlights the potential of drone technology in facilitating rapid and cost-effective assessments of restoration outcomes.

As the project progresses, efforts will focus on expanding study sites, refining drone remote sensing workflows and exploring the complex relationships between soil health and vegetation dynamics. Ultimately, the project strives to contribute to ongoing efforts to ensure the ecological integrity of rehabilitated aggregate pits and quarries across the province. For access to the full report, visit www.toarc.com.





Reimagining Restoration: Innovative Approaches to Enhance Biodiversity and Ecosystem Functions in Northern Ontario's Aggregate Pits

The collaboration between TOARC (The Ontario Aggregate Resources Corporation), industrial partners (Pioneer Construction, Ethier Sand and Gravel, and Glencore's Sudbury Integrated Nickel Operations), Collège Boréal, and Lakehead University aims to address the challenges of rehabilitating former legacy aggregate sites in northeastern Ontario. These pits pose ecological and possible safety concerns due to their unstable slopes, lack of vegetation and easy public accessibility.

To overcome these challenges, the research team conducted comprehensive greenhouse trials in 2020 and 2021, followed by preparations for field trials. The greenhouse trials indicated that traditional treatments such as lime and fertilizer mix yielded suboptimal results, while blended pulp mill sludges showed promising outcomes in improving seedling outcomes, soil fertility and water holding capacity.

The selected trial site in Sudbury, Ontario, was chosen as a representative example of a typical northern Ontario pit, making it suitable for conducting field trials. The site preparation involved extensive work, including resloping, improving access and removing garbage to create suitable conditions for the experiments.

A delay in an Environmental Compliance Approval (ECA) necessitated a staggered approach to treatment application. Nonetheless, with the onset of spring 2024, the team anticipates swiftly applying the blended primary and secondary pulp sludge treatments on the trial site as soon as the snow melts. Additionally, biomass boiler ash and lime-treated municipal biosolids have already been incorporated into the pit floor material to enhance soil quality.

Following the earthwork phase, native trees and shrubs will be planted and sown with monitoring efforts spanning two years to assess the health of plants, water quality and soil conditions. The research findings aim to provide valuable insights into improving legacy site rehabilitation strategies, benefiting not only regional aggregate producers but also other regions with similar geological and climatic conditions.

Ultimately, the protocols developed through this collaboration offer promising solutions for enhancing biodiversity and ecosystem functions in disturbed legacy sites, contributing to long-term environmental sustainability in the region.

To stay up to date on the project's progress visit, www.toarc.com

Addressing the Organic Void: MAAP's Trials with Soil Amendments on Legacy Sites

Legacy sites, which predate the Aggregate Resources Act, often had their organic matter removed and relocated during extraction activities. To overcome the challenges of low organics on site, MAAP has been trialing soil amendments on these difficult terrains and closely monitoring their effectiveness and progress. What MAAP has discovered is that as time progresses, dead grasses that accumulate year after year help build a soil layer and while soil amendments can kickstart this process, time remains an essential factor. Follow along for some examples over a 5-year period.



One Year After Rehabilitation:

MAAP Project: 21-01a Anderson Pit, Area ~4,300m² Volume ~700m³

The Anderson pit, located near Maynooth Ontario, had very sandy exposed faces at each end with no recoverable organic soils to be used for rehabilitation. Minor grading was required to reduce the sheer faces, but the rehabilitation plan primarily relied on the application of hydroseed. Northern Ontario seed mix was applied in a "Verdiol Biotic Earth Black" hydraulic growth media across the site. After one year of drought conditions, vegetation was well established on shaded slopes that prevented desiccation. Other areas of the pit were patchy and did not do well. After consultation, it was decided that low success areas would be reseeded. MAAP continues to monitor the site and make recommendations as it progresses.

Two Years After Rehabilitation:

MAAP Project: 21-02c Pollatschek Pit, Area ~12,375m²

Volume ~5,200m³

Like the Anderson pit, the Pollatschek site exhibited a characteristic presence of "blow" sand in the pit face transitioning to gravelly soils at the east end. Test pitting verified the presence of approximately 700m³ of sandy organic soils within a berm at the top of the face. A rehabilitation design was developed for a 5:1 slope utilizing the available 700m³ organic soils to top-dress the graded slope. Bulldozer tracks were intentionally left perpendicular to the slope to help trap the hydroseed product. The site was seeded using the same "Verdiol Biotic Earth Black" hydraulic growth media and Northern Ontario seed mix. After one year, the results were marginally better than those observed at the Anderson pit, likely attributed to the incorporation of organic soils onto the slope. It is important to note that soil accumulation will require time.



BEFORE



DURING



TWO YEARS AFTER

Five Years After Rehabilitation:

MAAP Project: 16-03c Mundt Pit, Area ~13,825m² Volume ~3,000m³

The Mundt pit featured several small pit faces with the largest approximately 4 meters high, along with a spacious open floor previously utilized for equipment and vehicle storage. The site was scattered with numerous large rock piles and overburden of varying grain sizes. Notably, there was a lack of organic materials available on site. The grading approach aimed to smooth out the remaining slopes wherever possible to minimize disturbance to the surrounding forested area.

To address the absence of organic material, TOARC contacted a local lumber mill that had surplus piles of decomposing organics resulting from processing raw wood before milling. The mill was eager to dispose of some of these piles to create additional floor space for their operations. Approximately 2,100m³ of material was obtained free of charge, covering the floor to a depth of about 20cm. Since the mulch was only partially decomposed, it would take several years for it to break down sufficiently to facilitate the establishment of grasses and woody species. Five years after rehabilitation the site is well on its way to self-sustaining vegetation!



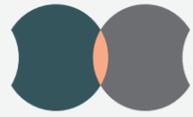
BEFORE



ONE YEAR AFTER



FIVE YEARS AFTER



Shedding Light on Aggregate Rehabilitation: TOARC's Surrender Online Reporting Tool

The rehabilitation of pits and quarries is a critical aspect of managing aggregate resources in Ontario sustainably. Transitioning from extraction to productive land-use activities helps alleviate land-use conflicts and addresses social, economic, and environmental concerns. Despite the many examples of exceptional rehabilitation practices, their impact often goes unnoticed.

One of the Trust's important purposes is the education and training of those interested in the aggregate industry. TOARC is continuously working to bridge the communication gap between industry and the public as well as provide a non-biased communication forum. One of these education efforts is the ongoing maintenance of the Surrendered Online Reporting Tool database that is available to the public on TOARC's website. In 2015, TOARC created the eSurrender database in response to the 2013 Review of the Aggregate Resources Act by the Standing Committee on General Government.

The TOARC Surrendered Sites Reporting and Mapping Tool provides a more complete understanding of the end-use of former pits and quarries and has the potential to be used to support licence and permit applications, provide information at public consultation meetings, be utilized for research initiatives and serve as an educational tool for end-use possibilities.

How many files are in TOARC's database?

As of 2023, TOARC has 8,497 files in its database, but not all these sites are necessarily surrendered. When TOARC created the database in 2015 it combined various datasets and there were 8,064 surrender files. Many of these files were historical and required review to determine if site extraction occurred. For example, during the lifespan of a licence/ or permit it could have multiple ID numbers, amalgamated with other site(s), and/ or had no extraction. Since 2015 TOARC staff have reviewed 5,164 out of the 8,064 files to determine whether they are a surrendered licence or permit.

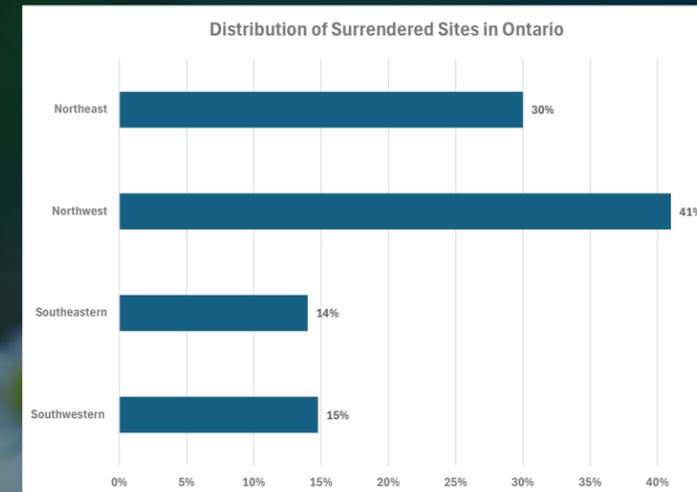
A goal of 2024 is to complete the review the remaining 2,900 historical surrendered data.

How does TOARC staff visit the surrendered sites?

TOARC staff receive the official surrender documents from the Ministry of Natural Resources & Forestry (MNR) including a site rehabilitation plan, if available. The information is added to our internal database and flagged for a site visit. During the summer months TOARC's field technicians visit legacy and surrendered sites when working in a geographical area.

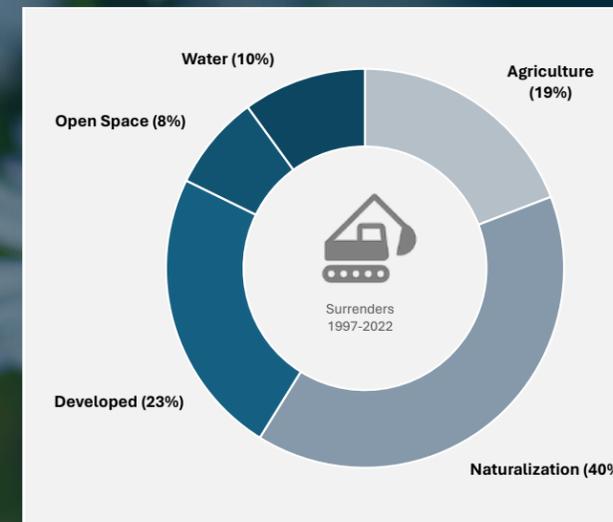
Since 2015, TOARC has received 433 new surrenders, so an average of 50 sites have been surrendered annually. One of the challenges of documenting surrendered sites is that it is only a picture in time. As TOARC collects information on historical sites for the database, there is a probable chance that the land- use had changed since the surrender date as the decision of the land post surrender are not subject to the Aggregate Resource Act and are a decision of the landowner. To better document the rehabilitation of the surrendered site, versus a land use change TOARC has updated its policy for field technicians to prioritize visiting newly surrendered sites 1-year post-surrender to ensure the immediate rehabilitated land-use is documented.

Where are the surrendered sites distributed?



A significant portion of the surrendered sites are permits in Northern Ontario, accounting for over 70% of the total surrendered sites. For this analysis, southern and northern Ontario were delineated by sites north or south of Sudbury.

What are the field visits showing?



Rehabilitation

Review of surrendered licences and permits in Ontario that TOARC has completed site visits, show that nearly 40% of the rehabilitated hectares are naturalized.

- Agriculture end use:**
Includes pasture, field crop and speciality crops.
- Naturalization end use:**
Includes forest, meadow, thicket, alvar, etc.
- Developed end use:**
Includes residential, commercial, industrial, etc.
- Water:**
Includes wetlands, ponds and lakes.
- Open Space:**
Includes maintained, bedrock, gravel, sand, natural, etc.

There are some data gaps

As users explore the Surrendered Sites Reporting and Mapping Tool, it is essential to keep in mind the potential for data gaps. While TOARC has made diligent efforts to compile data from various sources, gaps may still exist due to information being retired according to retention schedules.

The database's coverage spans a significant temporal scale, reflecting changes in standards, policies, procedures, and regulations since the enactment of the Aggregate Resources Act in 1990. It is crucial for users to understand that the information on current and surrounding land usage is only indicative of the situation at the time of TOARC's visit to the site.

Surrender online reporting tool

The online tool contains information on a site-by-site basis detailing the current and surrounding land-uses as well as information on the licence/permit itself, including operation type, licence/permit class, licensed area, location, and surrendered date. A photographic record of the sites are also available.

Please check out the tool and share with other interested stakeholders, <https://toarc.com/surrendered-sites-reporting-and-mapping-tool/>



Financial Reports



Independent Auditor's Report

To the Trustee of Aggregate Resources Trust:

Opinion

We have audited the financial statements of Aggregate Resources Trust (the "Trust"), which comprise the statement of financial position as at December 31, 2023, and the statements of revenue and expenses and changes in fund balances, and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Trust as at December 31, 2023, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for 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 Trust 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.

Other Information

Management is responsible for the other information. The other information comprises the information, other than the financial statements and our auditor's report thereon, included in the 2023 Annual Report.

Our opinion on the financial statements does not cover the other information and we will not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information identified above and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated.

The 2023 Annual Report is expected to be made available to us after the date of the auditor's report. If, based on the work we will perform on this other information, we conclude that there is a material misstatement of this other information, we are required to report that fact to those charged with governance.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, 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 Trust's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Trust or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Trust's financial reporting process.

continued on next page..

Independent Auditor's Report

(continued)

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 judgment 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 the 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 Trust'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 Trust'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 Trust 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.

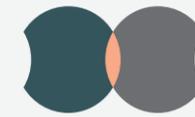
We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

BDO CANADA LLP

Chartered Professional Accountants, Licensed Public Accountants

Oakville, Ontario

April 11, 2024



Aggregate Resources Trust

Statement of Financial Position

	December 31 2023 \$	December 31 2022 \$
ASSETS		
CURRENT		
Cash	636,900	405,837
Due from Licensees and Permittees	406,939	599,227
HST recoverable	123,232	169,885
Prepaid expenses	33,266	36,019
TOTAL CURRENT ASSETS	1,200,337	1,210,968
Investments ^[note 2]	19,268,611	17,320,781
Capital assets, and Intangibles, net ^[note 3]	114,991	80,515
	20,583,939	18,612,264
LIABILITIES AND TRUST FUNDS		
CURRENT		
Accounts payable and accrued liabilities	281,559	156,753
Wayside permit deposits	39,000	70,200
Deferred Aggregate Resources Charges	87,648	31,805
Due to Governments	943,449	698,219
TOTAL LIABILITIES	1,351,656	956,977
TRUST FUNDS		
Rehabilitation Fund ^[see schedules]	16,648,576	16,013,903
Abandoned Pits and Quarries Rehabilitation Fund ^[see schedules]	2,583,707	1,641,384
TOTAL TRUST FUNDS	19,232,283	17,655,287
	20,583,939	18,612,264

The accompanying notes are an integral part of these financial statements.

On behalf of the Trust by The Ontario Aggregate Resources Corporation as Trustee:

Director

Director

Aggregate Resources Trust

Statement of Revenue and Expenses and Changes in Fund Balances

For The Year Ended December 31	2023 \$	2022 \$
REVENUE		
Investment income ^[note 2]	2,075,200	1,279,329
Unrealized changes in fair values	1,219,954	(3,014,963)
Gain on disposal of capital assets	33,500	-
	3,328,654	(1,735,634)
EXPENSES		
Trust's expenses ^[note 6]	1,766,167	1,610,900
Amortization	75,942	78,182
Investment management fees	141,987	149,814
	1,984,096	1,838,896
EXCESS/(DEFICIENCY) OF REVENUE OVER EXPENSES BEFORE THE FOLLOWING	1,344,558	(3,574,530)
Aggregate Resources Charges	39,660,460	39,644,074
Allocated to the Governments	(38,509,785)	(38,509,697)
Allocated to the Crown	(1,150,675)	(1,134,377)
Expenditures incurred in meeting the Trust purposes ^[see schedules]	(918,237)	(827,915)
EXCESS/ (DEFICIENCY) OF REVENUE OVER EXPENSES FOR THE YEAR	426,321	(4,402,445)
Trust Funds, beginning of year	17,655,287	20,923,355
Funds reinvested by the Crown	1,150,675	1,134,377
TRUST FUNDS, END OF YEAR	19,232,283	17,655,287

The accompanying notes are an integral part of these financial statements.

Aggregate Resources Trust

Schedules of Statement of Revenue and Expenses and Changes in Fund Balances for the Aggregate Resources, Rehabilitation and Abandoned Pits and Quarries Rehabilitation Funds

For The Year Ended December 31, 2023	Aggregate Resources Fund \$	Rehabilitation Fund \$	Abandoned Pits and Quarries Rehabilitation Fund \$	Total \$
REVENUE				
Investment income ^[note 2]	—	971,828	1,103,372	2,075,200
Unrealized changes in fair value	—	1,106,536	113,418	1,219,954
Gain on disposal of capital assets	—	7,500	26,000	33,500
	—	2,085,864	1,242,790	3,328,654
EXPENSES				
Trust's expenses ^[note 6]	—	975,316	790,851	1,766,167
Amortization	—	59,249	16,693	75,942
Investment management fees	—	124,837	17,150	141,987
	—	1,159,402	824,694	1,984,096
EXCESS OF REVENUE OVER EXPENSES BEFORE THE FOLLOWING	—	926,462	418,096	1,344,558
Aggregate Resources Charges	39,660,460	—	—	39,660,460
Allocated to the Governments	(38,509,785)	—	—	(38,509,785)
Allocated to the Crown	(1,150,675)	—	—	(1,150,675)
Expenditures incurred in meeting the Trust purposes ^[see schedules]	—	(291,789)	(626,448)	(918,237)
EXCESS/(DEFICIENCY) OF REVENUE OVER EXPENSES FOR THE YEAR	—	634,673	(208,352)	426,321
Trust Funds, beginning of year	—	16,013,903	1,641,384	17,655,287
Funds reinvested by the Crown	1,150,675	—	—	1,150,675
Interfund transfer	(1,150,675)	—	1,150,675	—
TRUST FUNDS, END OF YEAR	—	16,648,576	2,583,707	19,232,283

The accompanying notes are an integral part of these financial statements.

Aggregate Resources Trust

Schedules of Statement of Revenue and Expenses and Changes in Fund Balances for the Aggregate Resources, Rehabilitation and Abandoned Pits and Quarries Rehabilitation Funds

For The Year Ended December 31, 2022	Aggregate Resources Fund \$	Rehabilitation Fund \$	Abandoned Pits and Quarries Rehabilitation Fund \$	Total \$
REVENUE				
Investment income ^[note 2]	—	897,601	381,728	1,279,329
Unrealized changes in fair value	—	(2,754,603)	(260,360)	(3,014,963)
	—	(1,857,002)	121,368	(1,735,634)
EXPENSES				
Trust's expenses ^[note 6]	—	900,424	710,476	1,610,900
Amortization	—	63,579	14,603	78,182
Investment management fees	—	136,874	12,940	149,814
	—	1,100,877	738,019	1,838,896
DEFICIENCY OF REVENUE OVER EXPENSES BEFORE THE FOLLOWING				
	—	(2,957,879)	(616,651)	(3,574,530)
Aggregate Resources Charges	39,644,074	—	—	39,644,074
Allocated to the Governments	(38,509,697)	—	—	(38,509,697)
Allocated to the Crown	(1,134,377)	—	—	(1,134,377)
Expenditures incurred in meeting the Trust purposes ^[see schedules]	—	(144,400)	(683,515)	(827,915)
DEFICIENCY OF REVENUE OVER EXPENSES FOR THE YEAR				
	—	(3,102,279)	(1,300,166)	(4,402,445)
Trust Funds, beginning of year	—	19,116,182	1,807,173	20,923,355
Funds reinvested by the Crown	1,134,377	—	—	1,134,377
Interfund transfer	(1,134,377)	—	1,134,377	—
TRUST FUNDS, END OF YEAR	—	16,013,903	1,641,384	17,655,287

The accompanying notes are an integral part of these financial statements.

Aggregate Resources Trust

Statement of Cash Flows

For The Year Ended December 31	2023 \$	2022 \$
CASH FLOWS FROM OPERATING ACTIVITIES		
Excess/(Deficiency) of revenue over expenses	426,321	(4,402,445)
Add (less) items not involving cash		
Amortization	75,942	78,181
Unrealized changes in fair values	(1,219,954)	3,015,013
Realized capital gain on sale of investments		(390,624)
Gain on disposal of capital asset and intangibles	(33,500)	—
	(751,191)	(1,699,875)
Net change in non-cash working capital balances related to operations		
Due from Licensees and Permittees	192,288	(200,902)
HST recoverable	46,653	(83,735)
Prepaid expenses	2,753	(4,839)
Accounts payable and accrued liabilities	124,806	(18,637)
Wayside permit deposits	(31,200)	—
Deferred Aggregate Resources Charges	55,843	(1,750)
Due to Governments	245,230	(5,546)
CASH USED IN OPERATING ACTIVITIES	(114,818)	(2,015,284)
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of capital assets and Intangibles	(110,418)	(34,324)
Proceeds on disposal of capital assets and intangibles	33,500	—
Purchase of investments	(1,929,111)	(645,420)
Proceeds on the sale of investments	1,201,235	1,544,831
CASH PROVIDED / (USED) BY INVESTING ACTIVITIES	(804,794)	865,087
CASH FLOWS FROM FINANCING ACTIVITIES		
Funds reinvested by the Crown	1,150,675	1,134,377
CASH PROVIDED BY FINANCING ACTIVITIES	1,150,675	1,134,377
NET INCREASE (DECREASE) IN CASH	231,063	(15,820)
Cash, beginning of year	405,837	421,657
CASH, END OF YEAR	636,900	405,837

The accompanying notes are an integral part of these financial statements.

Aggregate Resources Trust

Schedules of Rehabilitation Costs for the Rehabilitation Fund

FOR THE YEAR ENDED DECEMBER 31, 2023

Project Number	Project Name	Approved Amount \$	Paid or Payable / (Recovered) \$
22-001	Charles Dietrich Construction Ltd., Frontenac County	15,484	15,484
22-002	2349580 Ontario Inc., Kenora County	17,004	17,008
23-001	Marvin Blanchard, York County	229,857	229,857
	Education		
	TOARC study of surrendered sites in Ontario - (eSurrender) *	60,995	9,940
	Student Rehabilitation Design Competition	12,000	9,500
	University of Waterloo - Aggregate Resources Planning Credit Course	10,000	10,000
	Variance to Budget	(89,845)	—
		255,495	291,789

FOR THE YEAR ENDED DECEMBER 31, 2022

Project Number	Project Name	Approved Amount \$	Paid or Payable / (Recovered) \$
21-003	3486702 Canada Inc., Cochrane County	32,539	32,539
22-001	Charles Dietrich Construction Ltd., Frontenac County	32,427	32,427
	Education		
	Grade 9 Curriculum	52,500	52,500
	TOARC study of surrendered sites in Ontario - (eSurrender) *	58,255	4,634
	Student Rehabilitation Design Competition	12,000	6,300
	University of Waterloo - Aggregate Resources Planning Credit Course	10,000	10,000
	Gravel Pit Rehabilitation 40-Years After	6,000	6,000
	Variance to Budget	91,034	—
		294,755	144,400

The accompanying notes are an integral part of these financial statements

Aggregate Resources Trust

Schedule of Rehabilitation Costs for the Abandoned Pits and Quarries Rehabilitation Fund

FOR THE YEAR ENDED DECEMBER 31, 2023

Project Number	Project Name	Approved Amount \$	Paid or Payable / (Recovered) \$
22-06	Noordam Pit, Perth County	—	1,350
22-02b	Kent Pit, Durham County	—	720
22-05a	Strike-Sapp Pit, Huron County	—	860
23-01a	Phillips Pit, Parry Sound County	31,284	31,284
23-01c	Nilson Pit, Parry Sound County	9,973	9,973
23-01ci	Nilson Pit, Parry Sound County	9,973	9,973
23-01d	Copeman Pit, Parry Sound County	21,553	21,553
23-01e	Shillolo Pit, Parry Sound County	72,454	72,454
23-01f	Faubert Pit, Muskoka County	12,070	12,070
23-01g	Davidson Pit, Muskoka County	5,158	5,158
23-01h	Rose Pit, Muskoka County	8,677	9,594
23-01i	Moore Pit, Muskoka County	17,856	17,856
23-02	Kains Pit, Manitoulin County	200	200
23-03a	McCaffery Pit, Manitoulin County	29,844	30,022
23-03b	Wilson-Baksh Pit, Manitoulin County	35,069	35,247
23-03c	Deforge Pit, Manitoulin County	27,406	27,585
23-03d	McMullin Pit, Manitoulin County	8,600	8,779
23-03e	Barfoot Pit, Manitoulin County	32,525	34,341
23-03f	Wright Pit, Manitoulin County	23,813	25,628
23-03g	Durand Pit, Manitoulin County	190,938	192,753
24-01a	Mississauga First Nation Pit, Algoma County	1,936	1,936
24-01b	Mississauga First Nation Pit, Algoma County	1,936	1,936
24-01c	Mississauga First Nation Pit, Algoma County	1,936	1,936
--	Green Pit, Wellington County	—	240
24-03d	Hillbilly Camp Pit, Muskoka County	5,000	5,000
	Drone Lease	15,500	
	Research costs		
	Arboretum: Gravel Pit Rehabilitation 40-year later	12,000	12,000
	Developing a protocol for rapid assessment of aggregate pit restoration success	11,000	11,000
	Constraints on Northern Aggregate Pit Reclamation and Novel Reclamation Strategies for Enhancing Biodiversity and Ecosystem Functioning	90,000	90,000
	NSERC, Shared costs of above	(45,000)	(45,000)
	Variance to budget	263,299	—
		895,000	626,448

The accompanying notes are an integral part of these financial statements.

Aggregate Resources Trust

Schedule of Rehabilitation Costs for the Abandoned Pits and Quarries Rehabilitation Fund

FOR THE YEAR ENDED DECEMBER 31, 2022

Project Number	Project Name	Approved Amount \$	Paid or Payable / (Recovered) \$
20-04c	Horst Pit, Waterloo County	—	575
22-01a	Lawrence Pit, Durham County	27,047	27,047
22-01b	Hodgson Pit, Durham County	12,592	12,592
22-01c	Alpe Pit, Durham County	46,132	46,132
22-01d	Ward- Jarvis Pit, Durham County	7,660	7,660
22-02a	Holtrop Pit, Durham County	42,110	42,110
22-02b	Kent Pit, Durham County	42,800	42,800
22-02c	Toth Pit, Durham County	26,610	26,610
22-03	Glencore Pit, District of Sudbury	37,500	37,500
22-04a	Lammie Pit, District of Sudbury	31,000	31,000
22-04b	Tessier Pit, District of Sudbury	20,000	20,000
22-04c	Lefrancois Pit, District of Sudbury	37,625	37,625
22-04d	Champaigne Pit, Nippissing County	22,950	22,950
22-04e	Champaigne Pit, Nippissing County	29,850	29,850
22-04f	Smithard Pit, Nippissing County	27,750	27,750
22-04g	McGuinley Pit, Nippissing County	31,200	31,200
22-05a	Strike- Sapp Pit, Huron County	28,850	29,025
22-05b	McTavish Pit, Perth County	31,818	31,818
22-05c	Hohnstein Pit, Bruce County	6,244	6,244
22-06	Noordam Pit, Perth County	100,000	100,000
	Miscellaneous expenses	—	1,454
	Drone lease	15,500	14,573
	Research costs		
	Arboretum: Gravel Pit Rehabilitation 40-year later	12,000	12,000
	Constraints on Northern Aggregate Pit Reclamation and Novel Reclamation Strategies for Enhancing Biodiversity and Ecosystem Functioning	90,000	90,000
	NSERC, Shared costs Mitigation Extraction through Afforestation	(45,000)	(45,000)
	Variance to budget	224,762	—
		907,000	683,515

The accompanying notes are an integral part of these financial statements.

Aggregate Resources Trust

Notes to Financial Statements December 31, 2023

1. NATURE OF OPERATIONS AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

FORMATION AND NATURE OF TRUST

Aggregate Resources Trust [the "Trust"] was settled by Her Majesty the Queen in Right of the Province of Ontario [the "Crown"] as represented by the Minister of Natural Resources [the "Minister"] for the Province of Ontario pursuant to Section 6.1(1) of the Aggregate Resources Act, R.S.O. 1990, Chap. A8 as amended [the "Act"]. The Minister entered into a Trust Indenture dated June 27, 1997 [the "Trust Indenture"] with The Ontario Aggregate Resources Corporation ["TOARC"] appointing TOARC as Trustee of the Trust.

The Trust's goals are: [a] the rehabilitation of land for which a Licence or Permit has been revoked and for which final rehabilitation has not been completed; [b] the rehabilitation of abandoned pits and quarries, including surveys and studies respecting their location and condition; [c] research on aggregate resource management, including rehabilitation; [d] making payments to the Crown and to regional municipalities, counties and local municipalities in accordance with regulations made pursuant to the Act; [e] the management of the Abandoned Pits and Quarries Rehabilitation Fund; and [f] such other purposes as may be provided for by or pursuant to Section 6.1(2)5 of the Act.

In 1999 the Trust's purposes were expanded by amendment to the Trust Indenture to include:

(a) "the education and training of persons engaged in or interested in the management of the aggregate resources of Ontario, the operation of pits or quarries, or the rehabilitation of land from which aggregate has been excavated; and

(b) the gathering, publishing and dissemination of information relating to the management of the aggregate

resources of Ontario, the control and regulation of aggregate operations and the rehabilitation of land from which aggregate has been excavated."

In accordance with the Trust Indenture, TOARC administers the Trust which consists of three funds: the Aggregate Resources Fund, the Rehabilitation Fund and the Abandoned Pits and Quarries Rehabilitation Fund. TOARC is a mere custodian of the assets of the Trust and all expenditures made by TOARC are expenditures of the Trust.

Prior to the creation of the Trust, the Trust's goals were pursued by the Minister and, separately, the Ontario Stone, Sand & Gravel Association [the "OSSGA"] formerly The Aggregate Producers' Association of Ontario [the "APAO"]. Upon the creation of the Trust, rehabilitation security deposits held by the Crown, as represented by the Minister, were to be transferred to the Trust. In addition, the Crown directed the OSSGA to transfer, on behalf of the Crown, the Abandoned Pits and Quarries Rehabilitation Fund to the Trust. By December 31, 1999, the Minister and the OSSGA had transferred \$59,793,446 and \$933,485, respectively, to the Trust.

Pursuant to the Trust Indenture, TOARC "shall pay and discharge expenses properly incurred by it in carrying out and fulfilling the Trust purposes and the administration of the Trust [Section 7.02].

The Aggregate Resources Fund is for the collection of the annual licence and permit fees, royalties, and wayside permit fees [aggregate resources charges] collected on behalf of the Minister. Effective for the 2022 production year the annual licence/permit fees, permit royalty fee, wayside permit issuance and mining leases fees are as follows:

Charge	2022 Production	2021 Production
Class A Licence (private Land) or Aggregate Permits authorized to remove more than 20,000 tonnes annually	21.3 cents/tonne or \$741, whichever is greater	20.8 cents/tonne or \$724, whichever is greater
Class B Licence (private Land) or Aggregate Permits authorized to remove 20,000 tonnes or less annually	21.3 cents/tonne or \$370, whichever is greater	20.8 cents/tonne or \$361, whichever is greater
Wayside Permit (issuance fee)	21.3 cents/tonne or \$741, whichever is greater	20.8 cents/tonne or \$724, whichever is greater
Minimum Royalty	53.9 cents/tonne	52.6 cents/tonne

For production prior to 2017 all aggregate resources charges were collected and disbursed based on the legislation in effect at the time.

DISTRIBUTION:

Fees collected from licences, wayside permits and aggregate permits will be distributed approximately as follows:

3% to the Aggregate Resources Trust for rehabilitation and research
61% to the local municipality in which the site is located
15% to the upper-tier municipality in which the site is located
21% to the Crown (minimum)

Royalties are paid to the Crown for use of Crown-owned aggregate.

Aggregate Resources Trust

Notes to Financial Statements December 31, 2023

1. NATURE OF OPERATIONS AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (CONTINUED)

The funds reinvested by the Crown to the Trust from the Aggregate Resources Fund will be transferred within the Trust and used for the Rehabilitation Fund and the Abandoned Pits and Quarries Rehabilitation Fund. In addition, the Trust collects the royalty payments and annual fees related to aggregate permits and also disburses the funds to the Crown within six months of receipt.

The Rehabilitation Fund represents the rehabilitation security deposits held by the Crown, contributed by Licensees/Permittees, transferred to the Trust. The Trust has refunded approximately \$48.6 million as per the Crown's directions. The balance of funds will be used to ensure the rehabilitation of land where licenses and/or permits have been revoked and final rehabilitation has not been completed.

The Abandoned Pits and Quarries Rehabilitation Fund is for the rehabilitation of abandoned sites and related research. Abandoned sites are pits and quarries for which a licence or permit was never in force at any time after December 31, 1989.

The Trust's expenses [or Trustee's expenses] are the amounts paid pursuant to Article 7.02 of the Trust Indenture.

Pursuant to Section 4.01 of the Trust Indenture, the Trust's assets and the income and gains derived therefrom are property belonging to the Province of Ontario within the meaning of Section 125 of the Constitution Act, 1867 and, by reason of Section 7.01 of the Trust Indenture, the amounts paid by the Trustee pursuant to Article 7 are paid to or for the benefit of the Crown.

Basis of Accounting

The financial statements of the Trust have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.

Use of Estimates

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results could differ from management's best estimates as additional information becomes available in the future. The financial statements have, in management's opinion, been properly prepared using careful judgment within reasonable limits of materiality and within the framework of the accounting policies of the Trust.

Aggregate Resources Charges

Aggregate resources charges collected on behalf of the Minister are recorded upon receipt of a tonnage report from Licensees and Permittees. Aggregate resources charges

are based on the tonnage produced in the preceding period by the Licensees and Permittees as reported by the Licensees and Permittees. Based on the reported tonnage, if the calculated aggregate resources charges are zero or less than the minimum annual fee, minimum annual fee is charged and recognized. Deferred Aggregate Resources Charges represents prepayments and overpayments of fees charged to Licensees and Permittees.

Capital Assets and Intangibles

Capital assets and intangibles are recorded at cost less accumulated amortization. Amortization is recorded to write off the cost of capital assets and intangibles over their estimated useful lives on a straight-line basis as follows:

Computer equipment	3 to 5 years
Computer software	3 to 5 years
Furniture and fixtures	5 years
Vehicles-Car	3 years
Vehicles-Truck	5 years

Financial Instruments

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, equities and pooled funds traded in an active market are reported at fair value, with realized gains and losses and unrealized changes in fair values of investments recorded in the Statement of Revenue and Expenses and Changes in Fund Balances under investment income and unrealized changes in fair value respectively. All other financial instruments are reported at cost or amortized cost less impairment, if applicable. Financial assets are tested for impairment when changes in circumstances indicate the asset could be impaired. Transaction costs on the acquisition, sale or issue of financial instruments are included in the Statement of Revenue and Expenses and Changes in Fund Balances under investment income for those items remeasured at fair value at each statement of financial position date and charged to the financial instrument for those measured at amortized cost.

Revenue Recognition

Investment income is recognized in the period in which it is earned.

Foreign Currency Translation

Foreign currency accounts are translated into Canadian dollars as follows:

Foreign currency assets and liabilities are translated into Canadian dollars by the use of the exchange rate prevailing at the year-end date for monetary items and at exchange rates prevailing at the transaction date for non-monetary items. The resulting foreign exchange gains and losses are included in investment income in the current period.

Aggregate Resources Trust

Notes to Financial Statements December 31, 2023

2. INVESTMENTS

Investments consist of the following:

	2023		2022	
	Fair Value \$	COST \$	Fair Value \$	COST \$
Pooled Funds	19,268,611	16,454,489	17,320,781	15,726,612

Investment income is broken down as follows:

	2023 \$	2022 \$
Interest income	1,364,437	554,742
Dividends	313,711	333,963
Realized capital gains	397,052	390,624
	2,075,200	1,279,329

Investment income of the Rehabilitation Fund includes interest earned on Aggregate Resources Charges collected on behalf of the Minister of \$399,140 [2022 - \$297,365].

The Trust manages market risk by diversifying investments in accordance with the Trust's Statement of Investment Policies and Guidelines ("SIP&C"). Investments are based on asset mix and risk management policies that are designed to enable to the Trust to meet or exceed its long term objectives with an acceptable level of risk, consistent with the SIP&C as approved by the Board of Directors. The Board of Directors has reviewed and amended in September 2022 for the Trust which sets out investments objectives, guidelines and benchmarks used in investing the Trust's assets, permitted categories of investments, asset mix diversification and rate of return expectations. The Trust's expected annual target rate of return is 5.25% plus CPI over a 4-year rolling period. The SIP&C target asset mix is comprised of four categories of assets. A set of benchmarks has been identified to measure against each category's annual rate of investment return. The Trust's investments were allocated within the allowable asset categories ranges, as of the date of the financial statements.

Aggregate Resources Trust

Notes to Financial Statements December 31, 2023

3. CAPITAL ASSETS AND INTANGIBLES

Capital assets consist of the following:

	2023			2022		
	Cost \$	Accumulated Amortization \$	Net Book Value \$	Cost \$	Accumulated Amortization \$	Net Book Value \$
Computer equipment	233,409	201,301	32,108	215,354	180,964	34,389
Furniture and fixtures	107,256	106,460	796	107,256	102,557	4,699
Vehicles	153,451	71,364	82,087	61,088	54,230	6,858
Leasehold Improvement	38,670	38,670	—	38,670	31,581	7,089
	532,786	417,795	114,991	422,368	369,332	56,036
INTANGIBLES						
Computer software	483,522	483,522	—	483,522	456,043	27,479
	1,016,308	901,317	114,991	905,889	825,375	80,515

4. COMMITMENTS

The Trust has entered into a number of Research Funding Agreements. The future annual payments, in total and over the next three years, are as follows:

	\$
2024	139,595
2025	101,500
2026	101,000
	342,095

5. LEASE COMMITMENTS

The future minimum annual lease payments (excluding HST) are as follows:

2024	102,744
2025	104,499
2026	106,108
2027	106,896
2028	89,765
	510,012

Aggregate Resources Trust

Notes to Financial Statements December 31, 2023

6. TRUST'S EXPENSES

For The Year Ended December 31, 2023	Rehabilitation Fund \$	Abandoned Pits and Quarries Rehabilitation Fund \$	Total \$
EXPENSES			
Salaries and employee benefits	638,982	594,615	1,233,597
Board expenses	259	—	259
Professional fees	76,255	13,424	89,679
Data processing	88,933	37,541	126,474
Travel	40,253	60,980	101,233
Communication	40,010	35,609	75,619
Office	18,003	12,102	30,105
Office lease, taxes and maintenance	66,299	33,149	99,448
Insurance	6,322	3,431	9,753
TRUST'S EXPENSES	975,316	790,851	1,766,167
For The Year Ended December 31, 2022	Rehabilitation Fund \$	Abandoned Pits and Quarries Rehabilitation Fund \$	Total \$
EXPENSES			
Salaries and employee benefits	628,392	536,183	1,164,575
Board expenses	295	40	335
Professional fees	66,529	13,026	79,555
Data processing	63,338	21,527	84,865
Travel	24,632	68,962	93,594
Communication	32,672	28,391	61,063
Office	16,622	8,374	24,996
Office lease, taxes and maintenance	63,344	31,673	95,017
Insurance	4,600	2,300	6,900
TRUST'S EXPENSES	900,424	710,476	1,610,900



Aggregate Resources Trust

Notes to Financial Statements December 31, 2023

7. FINANCIAL INSTRUMENT RISKS

CREDIT RISK

Credit risk is the risk that the counterparty to a financial instrument will fail to discharge an obligation that is entered into with the Trust. The risk of default on transactions in listed securities is unlikely, as the trade will fail if either party to the transaction does not meet its obligation. The Trust also has credit risk to the extent that licensees and permittees receivables are not collectible. The Trust manages this risk by closely monitoring the outstanding balances for payment. This risk has not changed from the prior year.

CURRENCY RISK

Currency risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in foreign exchange rates. The Trust is exposed to currency risk arising from the possibility that changes in foreign exchange rates will affect the value of its foreign currency investments. This risk has not changed from the prior year.

INTEREST RATE RISK

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Trust is exposed to interest rate risk arising from the possibility that changes in interest rates will affect the value of fixed income denominated investments (Note 2). This risk has not changed from the prior year.

LIQUIDITY RISK

Liquidity risk is the risk that the Trust encounters difficulty in meeting its obligations associated with its financial liabilities. Liquidity risk includes the risk that, as a result of operational liquidity requirements, the Trust will not have sufficient funds to settle a transaction on the due date; will be forced to sell financial assets at a value, which is less than what they are worth; or may be unable to settle or recover a financial asset. Liquidity risk arises from the Trust's accounts payable and accrued liabilities and due to Governments. This risk has not changed from the prior year.

MARKET RISK

Interest rate risk arises from the possibility that changes in interest rates will affect the fair value of financial instruments. It arises when the Trust invests in interest-sensitive investments such as bonds and other fixed income investments.

Currency risk is the risk that the value of a financial instrument will fluctuate due to changes in foreign currencies.

The Trust invests in the units of pooled funds, which in turn invest in a diversified portfolio of assets. While the underlying investments of the pooled funds are susceptible to both currency and interest rate risk, the risk to the Trust is indirect in nature. Given the Trust is not directly holding any investments denominated in foreign currency or any interest-sensitive securities, the Trust has no direct exposure to currency or interest rate risk.

Other price risk is the risk that the value of financial instruments will fluctuate as a result of changes in market prices, other than those arising from interest rate risk or currency risk, whether those changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in a market. This risk has not changed from the prior year.



Independent Auditor's Report

To the Shareholder of The Ontario Aggregate Resources Corporation:

OPINION

We have audited the financial statements of The Ontario Aggregate Resources Corporation (the "Corporation"), which comprise the balance sheet as at December 31, 2023, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Corporation as at December 31, 2023 in accordance with Canadian accounting standards for private enterprises.

BASIS FOR 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 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.

OTHER INFORMATION

Management is responsible for the other information. The other information comprises the information, other than the financial statements and our auditor's report thereon, included in the 2023 Annual Report.

Our opinion on the financial statements does not cover the other information and we will not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information identified above and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated.

The 2023 Annual Report is expected to be made available to us after the date of the auditor's report. If, based on the work we will perform on this other information, we conclude that there is a material misstatement of this other information, we are required to report that fact to those charged with governance.

RESPONSIBILITIES OF MANAGEMENT AND THOSE CHARGED WITH GOVERNANCE FOR THE FINANCIAL STATEMENTS

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, 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 Corporation's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Corporation or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Corporation's financial reporting process.

Independent Auditor's Report

(continued)

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 judgment 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 the 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 Corporation'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 Corporation'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 Corporation 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.

BDO CANADA LLP

Chartered Professional Accountants, Licensed Public Accountants

Oakville, Ontario

April 11, 2024

Balance Sheet

December 31	2023 \$	2022 \$
ASSET		
Cash	1	1
SHAREHOLDER'S EQUITY		
Share capital		
Authorized and issued, 1 common share	1	1
Retained earnings	—	—
	1	1

The accompanying note is an integral part of these financial statements

On behalf of the Board:

 Director
  Director



The Ontario Aggregates Resources Corporation Notes to Financial Statements

For the year ended December 31, 2023

1. NATURE OF OPERATIONS AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

FORMATION AND NATURE OF CORPORATION

The Ontario Aggregate Resources Corporation [the "Corporation"] was incorporated on February 20, 1997. The Corporation's sole shareholder is the Ontario Stone, Sand & Gravel Association [the "OSSGA"] (formerly The Aggregate Producers' Association of Ontario [the "APAO"]), a not-for-profit organization. The Corporation's sole purpose is to act as Trustee of the Aggregate Resources Trust [the "Trust"]. On June 27, 1997, the Corporation and Her Majesty the Queen in Right of the Province of Ontario [the "Crown"], as represented by the Minister of Natural Resources [the "Minister"], entered into a Trust Indenture, appointing the Corporation as Trustee of the Trust.

In accordance with the Indenture Agreement, the Corporation manages the administrative expenses as Trustee of the Trust which consists of three funds: the Aggregate Resources Fund, the Rehabilitation Fund and the Abandoned Pits and Quarries Rehabilitation Fund.

The Trust's assets managed by the Corporation, amounting to approximately \$19.2 million, are not included in the accompanying balance sheet. The beneficial owner of the Trust's assets is the Crown.

The financial statements do not include an income statement or statement of cash flows as there is no activity recorded in the Corporation as all fees or costs are absorbed by the related Trust.

BASIS OF ACCOUNTING

The financial statements of the Corporation have been prepared in accordance with Canadian accounting standards for private enterprises.



Audits and Revoked Status

Production Reporting – Audit Program

TOARC, on behalf of the Trust, initiated an audit program in 2000 to monitor the completeness and accuracy of production reports submitted by licensees and permittees. The program is designed to educate licence and permit holders with respect to their obligations for record keeping under the Aggregate Resources Act in addition to assuring that aggregate production is being reported properly.

Since the inception of the program, TOARC has audited 1,436 clients covering 3,826 licences and permits resulting in an additional \$1,744,669 of net aggregate resource fees collected.

Revoked Licences and Permits

Under Subsection (v) (i) of the Trust Indenture, TOARC has the responsibility for "the rehabilitation of land for which a Licence or Permit has been revoked and for which final rehabilitation has not been completed". Since inception of the Trust, 118 licences and 277 permits have been revoked. In the case of licences, 116 have been rehabilitated or the files have been closed for other reasons. In the case of permits, 275 have been rehabilitated or closed for other reasons. To date the Trust has expended \$1,541,461 in net direct costs for rehabilitation of revoked sites.



Professional Assistance

Banking Institution

Scotiabank®

Investment Advisors

CBW Financial Group

Investment Managers

Burgundy Asset Management Ltd.
Mawer Investment Management Ltd.

Auditors

BDO Canada LLP

Legal Counsel

Blakes, Cassels & Graydon LLP

Shareholder

Ontario Stone, Sand & Gravel Association



1001 Champlain Ave Suite 103,
Burlington, Ontario L7L 5Z4

TOARC.COM



Ministry of Health

Office of the Deputy Premier
and Minister of Health

777 Bay Street, 5th Floor
Toronto ON M7A 1N3
Telephone: 416-327-4300
www.ontario.ca/health

Ministère de la Santé

Bureau du vice-premier ministre
et ministre de la Santé

777, rue Bay, 5^e étage
Toronto ON M7A 1N3
Téléphone: 416-327-4300
www.ontario.ca/sante



May 30, 2024

Colin Best
President and Councillor for the Region of Halton
Association of Municipalities of Ontario (AMO)
801 – 200 University Avenue
Toronto ON M5H 3C6
amopresident@amo.on.ca

Dear Mr. Best:

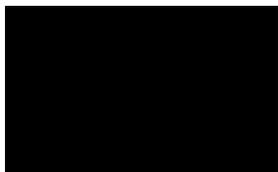
I wanted to take a moment to address a concern raised by some municipalities arising from the Auditor General's recommendations about Ontario's public health laboratories.

There are thousands of residents across rural Ontario that get their well water tested. Growing up, I have relied on well water and know the importance of testing.

As I have said in the legislature multiple times, we have not made any changes to the testing of private drinking water samples. These services continue to be performed at Public Health Ontario's laboratory sites, free of charge. That will not change.

The Ministry of Health and Public Health Ontario will continue to work together to strengthen the provincial public health laboratory network.

Sincerely,



Sylvia Jones
Deputy Premier and Minister of Health

Ministry of Natural Resources

Resource Development Section
Development and Hazard Policy Branch
Policy Division
300 Water Street
Peterborough, ON K9J 3C7

Ministère des Richesses Naturelles

Section du développement des ressources
Direction general de l'elaboration et des
politiques sur les risqué
Division de l'élaboration des politiques
300, rue Water
Peterborough (Ontario) K9J 3C7



RE: Streamlining of approvals under the *Aggregate Resources Act* and supporting policy

Greetings,

Further to my letter dated May 29th, 2023, I am writing to inform you that a decision notice has been posted regarding the “Proposed changes to the *Aggregate Resources Act*, Ontario Regulation 244/97 to expand self-filing activities and a new policy regarding amendments to existing aggregate approvals” (ERO #[019-6767](#)).

The Ministry of Natural Resources has made changes under the *Aggregate Resources Act* to expand the list of small or routine site plan changes to an existing pit or quarry that can be self-filed (subject to conditions). The ministry has also implemented a new policy for amending an existing aggregate licence, permit or site plan where approval by the ministry is required.

On August 18, 2023, Ontario Regulation 244/97 was amended to add additional site plan changes that can be made without ministry approval when certain conditions and eligibility criteria are met. For a complete list of these changes, conditions and eligibility criteria, please refer to section 7.2 of the regulation, which can be viewed at: <https://www.ontario.ca/laws/regulation/970244>

In addition, the ministry has introduced a new amendment policy that clarifies the requirements and approach to public notification and consultation, as well as provides direction on the requirements when applying for an amendment, and guides ministry decision-making for amendment applications (including what constitutes significant and non-significant amendments). Effective immediately, this policy replaces 14 existing aggregate policies and procedures. For a complete list, please refer to the decision notice.

To view the complete details of this decision, please click on the link above or visit the Environmental Registry of Ontario at ero.ontario.ca and search for ERO number 019-6767.

If you have any questions regarding these changes, please contact us by email at aggregates@ontario.ca.

Sincerely,

Jennifer Keyes,
Director, Development and Hazard Policy Branch

31 May 2024

Premier Doug Ford premier@ontario.ca

RE: Urging the Government to Promptly Resume Assessment Cycle

Please be advised that the Council of the Corporation of the Municipality of Callander passed the following resolution at its Regular Meeting of Council held Tuesday, May 28, 2024.

Resolution No. 2024/05/184:

7.4(c) WHEREAS the assessment cycle is an essential process for maintaining the fairness and predictability of property taxes in our province;

AND WHEREAS the pause in the reassessment cycle has created uncertainty and instability in property taxation, impacting both residential and commercial property owners;

AND WHEREAS the government has delayed an assessment update again in 2024, resulting in Ontario's municipalities continuing to calculate property taxes using 2016 property values;

AND WHEREAS both current and outdated assessments are inaccurate, increase volatility, and are not transparent;

AND WHEREAS frequent and accurate reassessments are necessary to stabilize property taxes and provide predictability for property owners, residents, and businesses alike;

AND WHEREAS the staff at the Municipal Property Assessment Corporation would benefit from further skills enhancement and training in assessments, recognizing the importance of ensuring accurate evaluations for 100% of our municipality;

AND WHEREAS the Government has announced a review of the property assessment and taxation system with a focus on fairness, equity, and economic competitiveness, and therefore further deferring new property assessment;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Callander hereby calls upon the Premier to promptly resume the assessment cycle to ensure the stability and predictability of property taxes while the Government conducts its review of the property assessment and taxation system, or respond with an alternative method for every municipality in Ontario to achieve fair taxation;

AND THAT all Municipalities in Ontario and their constituents are encouraged to apply pressure to the Premier, daily, weekly, and monthly, to resolve the situation before it causes undo stress to everyone in the Municipality;

AND THAT a copy of this resolution be forwarded to the Premier, the relevant provincial authorities, the Association of Municipality in Ontario, the Rural Ontario Municipalities Association, the Federation of Northern Ontario Municipalities, the Municipal Property Assessment Corporation, and all municipalities in Ontario for their consideration, to make proper changes as quickly and efficiently as possible.

Thank you,

A handwritten signature in black ink, appearing to read 'C. Pigeau', with a long horizontal flourish extending to the right.

Cindy Pigeau
Municipal Clerk

Copy to: Association of Municipalities of Ontario
Rural Ontario Municipalities Association
Federation of Northern Ontario Municipalities
Municipal Property Assessment Corporation
All Ontario Municipalities

THE CORPORATION OF THE MUNICIPALITY OF MATTAWAN

DATE June 13, 2024 Resolution No. 2024 - 078

MOVED BY Councillor LEMAIRE

SECONDED BY Councillor LAHAYE

BE IT RESOLVED that the Corporation of the Municipality of Mattawan, supports Resolution No. 2024/05/184 received from the Municipality of Callander, which calls on Premier Doug Ford to promptly resume the assessment cycle to ensure the stability and predictability of property taxes while the Ontario Government conducts its review of the property assessment and taxation system, or responds with an alternative method for every municipality in Ontario to achieve fair taxation.

CARRIED Mayor Peter Murphy



DIVISION VOTE

NAME OF MEMBER OF COUNCIL	YEAS	NAYS
<u>Councillor Bell</u>	<u> </u>	<u> </u>
<u>Councillor Edwards</u>	<u> </u>	<u> </u>
<u>Councillor Lahaye</u>	<u> </u>	<u> </u>
<u>Councillor Lemaire</u>	<u> </u>	<u> </u>

31 May 2024

Premier Doug Ford premier@ontario.ca

RE: Urging the Government to Promptly Resume Assessment Cycle

Please be advised that the Council of the Corporation of the Municipality of Callander passed the following resolution at its Regular Meeting of Council held Tuesday, May 28, 2024.

Resolution No. 2024/05/184:

7.4(c) WHEREAS the assessment cycle is an essential process for maintaining the fairness and predictability of property taxes in our province;

AND WHEREAS the pause in the reassessment cycle has created uncertainty and instability in property taxation, impacting both residential and commercial property owners;

AND WHEREAS the government has delayed an assessment update again in 2024, resulting in Ontario's municipalities continuing to calculate property taxes using 2016 property values;

AND WHEREAS both current and outdated assessments are inaccurate, increase volatility, and are not transparent;

AND WHEREAS frequent and accurate reassessments are necessary to stabilize property taxes and provide predictability for property owners, residents, and businesses alike;

AND WHEREAS the staff at the Municipal Property Assessment Corporation would benefit from further skills enhancement and training in assessments, recognizing the importance of ensuring accurate evaluations for 100% of our municipality;

AND WHEREAS the Government has announced a review of the property assessment and taxation system with a focus on fairness, equity, and economic competitiveness, and therefore further deferring new property assessment;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Callander hereby calls upon the Premier to promptly resume the assessment cycle to ensure the stability and predictability of property taxes while the Government conducts its review of the property assessment and taxation system, or respond with an alternative method for every municipality in Ontario to achieve fair taxation;

AND THAT all Municipalities in Ontario and their constituents are encouraged to apply pressure to the Premier, daily, weekly, and monthly, to resolve the situation before it causes undo stress to everyone in the Municipality;

AND THAT a copy of this resolution be forwarded to the Premier, the relevant provincial authorities, the Association of Municipality in Ontario, the Rural Ontario Municipalities Association, the Federation of Northern Ontario Municipalities, the Municipal Property Assessment Corporation, and all municipalities in Ontario for their consideration, to make proper changes as quickly and efficiently as possible.

Thank you,



Cindy Pigeau
Municipal Clerk

Copy to: Association of Municipalities of Ontario
Rural Ontario Municipalities Association
Federation of Northern Ontario Municipalities
Municipal Property Assessment Corporation
All Ontario Municipalities

Municipality of Tweed Council Meeting
Council Meeting



Resolution No. 229
Title: Councillor P. Valiquette
Date: Tuesday, April 23, 2024

Moved by P. Valiquette
Seconded by J. Palmateer

WHEREAS it is apparent that the Ontario Government has overlooked the needs of small rural Ontario;
AND WHEREAS Ontario's small rural municipalities face insurmountable challenges to fund both upfront investments and ongoing maintenance of their capital assets including roads, bridges, water/wastewater and municipally owned buildings including recreational facilities, libraries and other tangible capital assets;

AND WHEREAS small rural Ontario's operating needs consume the majority of property tax revenue sources;

AND WHEREAS small rural municipalities (of 10,000 people or less) are facing monumental infrastructure deficits that cannot be adequately addressed through property tax revenue alone;

AND WHEREAS in 2015 the provincial government moved to standardized billing for all non-contract J.P.P. (5.1) locations;

AND WHEREAS the Ontario Government has committed \$9.1 billion to Toronto alone to assist with operating deficits and the repatriation of the Don Valley and Gardner Expressway; and \$534 million to Ottawa for the repatriation of Hwy 174;

AND WHEREAS the annual cost of the Ontario Provincial Police, Municipal Policing Bureau for small rural non-contract (5.1) municipalities is approximately \$428 million;

AND WHEREAS this annual cost is significantly less than the repatriation costs of the Gardiner Express Way, the Don Valley Parkway and Highway 174 (Ottawa Region) but provides a greater impact to the residents of the Province overall;

AND WHEREAS this will afford relief to small rural municipalities for both infrastructure and operating needs while having a minimal impact on the provincial budget;

NOW THEREFORE BE IT RESOLVED THAT The Municipality of Tweed call on the Ontario Government to immediately implement sustainable funding for small rural municipalities by reabsorbing the cost of the Ontario Provincial Police Force back into the provincial budget with no cost recovery to municipalities;

AND FURTHER, that Council direct staff to circulate this resolution to Premier Doug Ford (premier@ontario.ca), Minister of Solicitor General, Minister of Finance, and to the Association of Municipalities of Ontario (amo@amo.on.ca) and all Municipalities in Ontario.

Carried



**TOWNSHIP OF
BRUDENELL, LYNDOCH AND RAGLAN**

42 Burnt Bridge Road, PO Box 40
Palmer Rapids, Ontario K0J 2E0
TEL: (613) 758-2061 · FAX: (613) 758-2235

June 6, 2024

The Honourable Paul Calandra,
Minister of Municipal Affairs and Housing

Dear Hon. Calandra,

Re: Jurisdiction of Ontario's Ombudsman

Please be advised that at their last Regular Meeting of Council on Wednesday June 5th, 2024, the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan supported the following resolution:

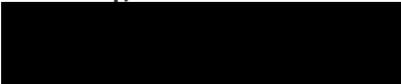
Resolution # 2024-06-05-08
Moved By: Councillor Kauffeldt
Seconded by: Councillor Banks

"Be it resolved that the Council of the Corporation of the Township of Brudenell, Lyndoch and Raglan hereby supports the request from the City of Peterborough that the Honourable Paul Calandra, Minister of Municipal Affairs and Housing be requested to introduce a Bill to amend the Ombudsmen Act.

And further that Council directs staff to provide a copy of this resolution to the Honourable Paul Calandra, Minister of Municipal Affairs and Housing; the Honourable John Yakabuski, Member of Provincial Parliament for Renfrew Nipissing Pembroke; the Association of Municipalities of Ontario; and all Ontario Municipalities."

CARRIED.

Sincerely,


Tammy Thompson
Deputy 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**



Council - Committee of the Whole

Resolution # 2024-147
Title: Resolution seeking support re: Champlain Bridge Rehabilitation
Date: June 4, 2024

Moved by: Councillor Georges Pharand
Seconded by: Councillor Roch St. Louis

WHEREAS the Champlain Bridge, located on the King’s Highway 17, west of the Town of Sturgeon Falls in the Municipality of West Nipissing is integral infrastructure to the Trans-Canada Highway network and also serves as a connecting link to Highway 64;

AND WHEREAS Highway 17 is a critical link in the Trans-Canada highway network, with Average Annual Daily Traffic (AADT) of over 14,000 travelers;

AND WHEREAS the majority of the traffic is provincial traffic, using the Trans-Canada highway for transporting goods and services in Ontario which, if shut down or restricted, would result in a 123km detour.

AND WHEREAS in 2021 an agreement was entered into between the Municipality and the Ministry of Transportation for the design of the rehabilitation or replacement of the Champlain Bridge, which design indicated that the bridge should be replaced at the anticipated cost of \$30,000,000.

AND WHEREAS Municipality of West Nipissing does not have the financial resources to undertake a project of this magnitude without assistance;

AND WHEREAS the Province has previously recognized the financial burden placed on municipalities, forced to maintain Provincial Infrastructure, by removing the burden of the Don Valley Parkway, and the Gardner Express Way from the City of Toronto;

BE IT THEREFORE RESOLVED THAT the Province of Ontario recognize the Champlain Bridge as critical provincial infrastructure and assume responsibility for its replacement;

BE IT FURTHER RESOLVED THAT if the assumption of the Bridge by the province cannot be undertaken, that the Province provide financial and operational assistance to the Municipality of West Nipissing for the undertaking of the replacement of the Champlain Bridge;

BE IT FURTHER RESOLVED THAT all northeastern municipalities served by the Highway 17 as well as the Association of Municipalities of Ontario (AMO), Rural Ontario Municipalities Association (ROMA), Ontario Good Roads Association (OGRA) and the Federation of Northern Ontario Municipalities (FONOM) be requested to support the Municipality of West Nipissing’s request by submitting letters of support to the Ministry of Transportation.

CARRIED



Council - Committee of the Whole

Résolution # 2024-147
Titre: Résolution demandant de l'aide pour la réfection du pont Champlain
Date: le 4 juin 2024

Proposé par: Councillor Georges Pharand

Appuyé par: Councillor Roch St. Louis

ATTENDU QUE le pont Champlain, situé sur la route royale 17, à l'ouest de la ville de Sturgeon Falls dans la municipalité de Nipissing Ouest, fait partie intégrante de l'infrastructure du réseau routier transcanadien et sert également de lien avec la route 64 ;

ET ATTENDU QUE la route 17 est un lien essentiel du réseau routier transcanadien, avec un trafic journalier annuel moyen (TJAM) de plus de 14 000 voyageurs ;

ET ATTENDU QUE la majorité du trafic est provincial, utilisant la route transcanadienne pour le transport de biens et de services en Ontario qui, s'il est fermé ou restreint, résulterait en un détour de 123 km.

ET ATTENDU QU'en 2021, une entente a été conclue entre la municipalité et le ministère des Transports pour la conception de la remise en état ou du remplacement du pont Champlain, laquelle a indiqué que le pont devrait être remplacé au coût prévu de 30 000 000 \$.

ATTENDU QUE la municipalité de Nipissing Ouest n'a pas les ressources financières nécessaires pour entreprendre un projet de cette envergure sans aide ;

ET ATTENDU QUE la province a déjà reconnu le fardeau financier imposé aux municipalités, forcées d'entretenir l'infrastructure provinciale, en retirant à la ville de Toronto le fardeau de la promenade Don Valley et de la voie express Gardner ;

IL EST DONC RÉSOLU QUE la province de l'Ontario reconnaisse que le pont Champlain est une infrastructure provinciale essentielle et qu'elle assume la responsabilité de son remplacement ;

IL EST EN OUTRE RÉSOLU QUE si la province ne peut assumer la responsabilité du pont, qu'elle fournisse une aide financière et opérationnelle à la municipalité de Nipissing Ouest pour le remplacement du pont Champlain ;

IL EST EN OUTRE RÉSOLU QUE toutes les municipalités du nord-est desservies par la route 17 ainsi que l'Association des municipalités de l'Ontario (AMO), l'Association des municipalités rurales de l'Ontario (ROMA), l'Ontario Good Roads Association (OGRA) et la Fédération des municipalités du Nord de l'Ontario (FONOM) soient priées d'appuyer la demande de la municipalité de Nipissing Ouest en soumettant des lettres d'appui au ministère des Transports.

ADOPTÉ

THE CORPORATION OF THE TOWNSHIP OF LARDER LAKE

69 Fourth Avenue, Larder Lake, ON

Phone: 705-643-2158 Fax: 705-643-2311



MOVED BY:

- Thomas Armstrong
- Patricia Hull
- Paul Kelly
- Lynne Paquette

SECONDED BY:

- Thomas Armstrong
- Patricia Hull
- Paul Kelly
- Lynne Paquette

Motion #: 12

Resolution #:

Date: June 11, 2024

WHEREAS, the Public Sector Accounting Board (PSAB) establishes accounting standards for the public sector which must be followed by all Ontario municipalities; And

WHEREAS, the Municipal Act, 2001 section 294.1 states that a municipality shall, for each fiscal year, prepare annual financial statements for the municipality in accordance with generally accepted accounting principles for local governments as recommended, from time to time, by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada; And

WHEREAS, PS 3280 is a new accounting standard covering asset retirement obligations (ARO) that was approved by PSAB in March 2018; And

WHEREAS, the standard must be applied by all public sector entities who prepare their financial statements under PSAB, including all Canadian municipalities; And

WHEREAS, many small municipalities do not have accountants or engineers on staff to complete the ARO obligations and this major accounting change will force small municipalities to hire consultants to complete this work and cause a significant financial burden to municipalities;

NOW THEREFORE BE IT RESOLVED THAT The Corporation of the Township of Larder Lake hereby calls upon the province of Ontario to provide financial assistance to municipalities to complete the ARO; And

FINALLY, THAT a copy of this resolution be forwarded to the Honourable Paul Calandra, Minister of Municipal Affairs and Housing, the Association of Municipal Clerks and Treasurers

Recorded vote requested:

	For	Against
Tom Armstrong		
Patricia Hull		
Paul Kelly		
Lynne Paquette		
Patty Quinn		

I declare this motion

<input type="checkbox"/> Carried
<input type="checkbox"/> Lost / Defeated
<input type="checkbox"/> Deferred to: _____ (enter date)
Because:
<input type="checkbox"/> Referred to: _____ (enter body)
Expected response: _____ (enter date)

Disclosure of Pecuniary Interest*

Chair: _____

*Disclosed his/her (their) interest(s), abstained from discussion and did not vote on this question.

THE CORPORATION OF THE TOWNSHIP OF LARDER LAKE

69 Fourth Avenue, Larder Lake, ON

Phone: 705-643-2158 Fax: 705-643-2311



MOVED BY:

- Thomas Armstrong
- Patricia Hull
- Paul Kelly
- Lynne Paquette

SECONDED BY:

- Thomas Armstrong
- Patricia Hull
- Paul Kelly
- Lynne Paquette

Motion #: 13

Resolution #:

Date: June 11, 2024

of Ontario (AMCTO), the Timiskaming Municipal Association (TMA), the Federation of Ontario Municipalities (FONOM), and all municipalities within the District of Timiskaming.

Recorded vote requested:

	For	Against
Tom Armstrong		
Patricia Hull	✓	
Paul Kelly	✓	
Lynne Paquette	✓	
Patty Quinn	✓	

I declare this motion

<input checked="" type="checkbox"/> Carried
<input type="checkbox"/> Lost / Defeated
<input type="checkbox"/> Deferred to: _____ (enter date)
Because:
<input type="checkbox"/> Referred to: _____ (enter body)
Expected response: _____ (enter date)

Disclosure of Pecuniary Interest*

Chair: _____



*Disclosed his/her (their) interest(s), abstained from discussion and did not vote on this question.



THE CORPORATION OF THE TOWN OF COBALT

June 26, 2024

The Corporation of the Township of Harley
903303 Hanbury Rd
New Liskeard, ON P0J 1P0

Please be advised that at the Regular Meeting of Council on June 25, 2024, the Town of Cobalt adopted the following resolution:

RESOLUTION No. 2024-125

MOVED BY: Councillor Wilcox
SECONDED BY: Councillor Starchuk

WHEREAS the Public Sector Accounting Board (PSAB) establishes accounting standards for the public sector which must be followed by all Ontario municipalities;

AND WHEREAS the Municipal Act, 2001, section 294.1 states that a municipality shall, for each fiscal year, prepare annual financial statements for the municipality in accordance with generally accepted accounting principles for local governments as recommended, from time to time, by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada;

AND WHEREAS PS3280 is a new accounting standard covering asset retirement obligations (ARO) that was approved by PSAB in March 2018;

AND WHEREAS the standard must be applied by all public sector entities who prepare their financial statements under PSAB, including all Canadian municipalities;

AND WHEREAS many small municipalities do not have accountants or engineers on staff to complete the ARO obligations and this major accounting changes will force small municipalities to hire consultants to complete this work and cause a significant financial burden to municipalities;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Town of Cobalt supports the resolutions from the Township of Harley, Coleman Township, Township of Larder Lake, Township of Casey, Township of Hudson & Township of Kerns and hereby calls upon the province of Ontario to provide financial assistance to municipalities to complete the ARO;

AND FURTHER THAT a copy of this resolution be forwarded to the Honourable Paul Calandra, Minister of Municipal Affairs and Housing, the Association of Municipal Clerks and Treasurers of Ontario (AMCTO), the Timiskaming Municipal Association (TMA), the Federation of Northern Ontario Municipalities (FONOM) and all municipalities within the District of Timiskaming.

CARRIED

Kind Regards,


Steven Dalley
Town Manager, Clerk/Treasurer
Email: sdalley@cobalt.ca

THE PUSLINCH PROFILE FEATURES: Brae Ridge Farm & Sanctuary



Nestled in the serene landscape of Puslinch, Brae Ridge Farm & Sanctuary stands as a testament to the transformative power of love for animals and nature. Founded six years ago, this sanctuary emerged from a former city dweller's enchantment with alpacas, evolving into a haven for various rescued animals, including alpacas, horses, Indian Runner ducks, and a mini pig.

Led by two remarkable women, aged 56 and 76, Brae Ridge Farm & Sanctuary is a sanctuary not only for its animal residents but also for anyone seeking solace amidst nature's embrace. Guided by the ethos of "simply better for you, them, and us," the farm prioritizes simplicity and sustainability, offering educational and private tours that prioritize the well-being of both humans and animals.

Beyond its role as a sanctuary, Brae Ridge Farm & Sanctuary actively supports its community by practicing minimal processing and sustainable techniques in crafting wearables, sweeteners, and home products. Whether it's the therapeutic practice of Yoga with Alpacas on weekend mornings or private sessions tailored for team building and special events, every interaction is infused with the essence of harmony and care. Private farm visits and tours are offered every day at 11:00 a.m. or 4:00 p.m. throughout the year. All visits are reservation only.



 penny@braeridgefarm.com

 braeridgefarm.com

 226-924-4065

THE PUSLINCH PROFILE FEATURES:

Morriston Veterinary Clinic

Morriston Veterinary Clinic, established by Dr. Abraham Aho in 2020, is an animal clinic dedicated to providing top-notch veterinary care in Puslinch. The clinic offers a comprehensive range of services, including annual pet wellness exams, vaccinations, parasite control, medical diagnostics and treatment, soft tissue and limited orthopedic surgeries, as well as dental care. Dr. Aho, who resides in Puslinch with his family with numerous pets himself, has created a practice that prides itself on its community-oriented approach and a team committed to the health and well-being of pets.

Dr. Aho's journey to opening Morriston Veterinary Clinic is deeply rooted in his small-town upbringing, which instilled in him a strong sense of community and the importance of giving back. Morriston Veterinary Clinic plays a vital role in the Puslinch community, reinforcing the importance of supporting local businesses. The clinic's presence not only ensures that residents have access to high-quality veterinary care but also contributes to the Township's vibrant and welcoming atmosphere. Local businesses like Morriston Veterinary Clinic are the backbone of Puslinch, enhancing its reputation and making it a desirable place to live.

 contact@morristonvetclinic.com

 morristonvetclinic.com

 519-803-9704





6920 Concession 1, RR#2, Puslinch ON N0B 2J0
519-837-0558 | info@sunrise-therapeutic.ca

RECEIVED
JUN 10 2024
Township of Puslinch

June 3, 2024

Township of Puslinch
7404 Wellington Rd. 34
Guelph ON N1H 6H9

Dear Friends,

Thank you very much for your donation to Sunrise.

Your contribution will support Sunrise's therapeutic riding program for children and adults with special needs.

More than 100 client riders visit Sunrise each week for therapy lessons taught by Canadian Certified instructors.

At Sunrise, riders experience a sense of belonging, empowerment and achievement - as well as many physical and cognitive benefits. The human-animal bond is a powerful motivator, enabling riders to reach their full potential.

Thank you for partnering with us to make a positive impact in the lives of those with special needs in our community.

Sincerely,


Lynne O'Brien
Executive Director

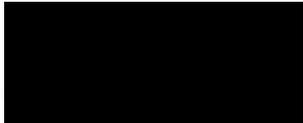
DONATION RECORDS RECEIPT
(not an official tax receipt)



Sunrise Therapeutic Riding & Learning Centre
6920 Concession 1, RR#2, Puslinch ON N0B 2J0
519-837-0558 | info@sunrise-therapeutic.ca
sunrise-therapeutic.ca
Charitable registration #: 11920 6027 RR0001

Date:	06/03/2024
Date donation received:	05/01/2024
Amount of gift:	\$3,000.00

Donated by:
Township of Puslinch
7404 Wellington Rd. 34
Guelph ON N1H 6H9


Authorized signature

Ministry of
Municipal Affairs and Housing

Planning Policy Branch
777 Bay Street, 13th Floor
Toronto ON M5G 2E5
Tel. 416-585-6014

Ministère des
Affaires municipales et du Logement

Direction des politiques d'aménagement
777, rue Bay, 13^e étage
Toronto ON M5G 2E5
Tél. 416-585-6014



Date: July 3, 2024

Subject: **Planning Act and Development Charges Act Regulations related to the
*Cutting Red Tape to Build More Homes Act, 2024 (Bill 185)***

I am writing to provide an update on regulations under the *Planning Act and Development Charges Act, 1997* related to the *Cutting Red Tape to Build More Homes Act, 2024*.

The *Planning Act and Development Charges Act, 1997* regulations came into effect on July 1, 2024.

Changes made include:

- modernizing public notice requirements and providing municipalities with the ability to provide notice in respect of the above matters on a municipal website if there is no local print newspaper available
- consequential amendments to remove requirements for certain statements regarding appeal rights to be included in public notices
- consequential changes to ensure notice is provided to nearby public hospitals and airports
- housekeeping amendments for the removal of spent provisions related to DC exemptions for additional residential units and the prescribed amount of time for the DC freeze period

You can view copies of the amending *Planning Act* regulations on Ontario's e-Laws website:

- [Ontario Regulation 285/24](#) – amending Ontario Regulation 543/06 “Official Plans and Plan Amendments”
- [Ontario Regulation 286/24](#) – amending Ontario Regulation 545/06 “Zoning By-Laws, Holding By-Laws and Interim Control By-Laws”
- [Ontario Regulation 287/24](#) – amending Ontario Regulation 544/06 “Plans of Subdivision”
- [Ontario Regulation 288/24](#) – amending Ontario Regulation 197/96 “Consent Applications”
- [Ontario Regulation 289/24](#) – amending Ontario Regulation 200/96 “Minor Variance Applications”

- [Ontario Regulation 290/24](#) – amending Ontario Regulation 509/20 – “Community Benefits Charges and Parkland”
- [Ontario Regulation 291/24](#) – amending Ontario Regulation 549/06 “Prescribed Time Period – Subsections 51 (52.4) of the Act”

You can view copies of the amending Development Charges Act, 1997 regulations on Ontario’s e-Laws website:

- [Ontario Regulation 279/24](#) – amending Ontario Regulation 82/98 – “General”

If you have any questions about the changes to the land use planning and appeal system, including the *Planning Act* regulatory changes, please email PlanningConsultation@ontario.ca.

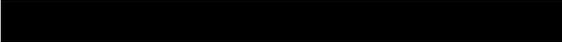
If you have any questions about the changes to the *Development Charges Act, 1997*, including the regulatory changes related to public notice requirements under the Act and other matters, please email MFPB@ontario.ca.

Sincerely,

Laura Evangelista, Director
Provincial Policy Branch
Ministry of Municipal Affairs

Ruchi Parkash, Director
Municipal Finance Policy Branch
Ministry of Municipal Affairs

June 25th, 2024.



**To: Mayor James Seeley
Councillor Sara Bailey
Councillor Jessica Goyda
Councillor Russell Hurst
Councillor John Sepulis,
County Councillor Matthew Bulmer**

From: Marjorie Clark

Re: Killean School bell

Mayor Seeley & Councillors:

Puslinch became a township in 1850. When constituted, it amalgamated twelve communities or school sections, as they were called, within its borders. In 2025, the township will celebrate its 175th anniversary. Would Council consider the Killean school bell as the centrepiece of a commemorative cairn, to mark our roots for this occasion?

Prior to the pandemic, the Puslinch Historical Society endeavoured to launch this project but soon found that the Society lacked manpower, knowledge, and expertise and sufficient funds to accomplish the job. The group was forced to abandon the plan. Therefore, I am writing as a private citizen to ask if Council would consider this undertaking.

The Killean bell is currently stored on the property of Kevin Whitcombe, who would be pleased to donate it. It may require some alteration. What I envision is a stone cairn similar to that erected in the Historic Corner Block in Morriston. Although a plaque should identify the bell as from Killean School, it ought to state that it symbolizes all 12 of

the school sections (communities), which formed Puslinch Township in 1850. For confirmation of these facts, please consult Annals of Puslinch 1850-1950.

Perhaps an appropriate spot to place the cairn would be on the Community Centre Grounds, maybe on the east side of the library?

Through all of these 175 years, Puslinch has been a wonderful place to live and to grow. We should take every opportunity to celebrate our successes, particularly in this turbulent era. 175 years of life in Puslinch Township truly merits celebration.

Would you, Mayor Seeley and you, Councillors, favour this project to commemorate the township's 175th anniversary?

**Sincerely yours,
Marjorie Clark**

cc. Courtenay Hoytfox, Acting CAO



REPORT FIR-2024-004

TO: Mayor and Members of Council

PREPARED BY: Courtenay Hoytfox, Interim CAO
Jamie MacNeil, Fire Chief

PRESENTED BY: Courtenay Hoytfox, Interim CAO

MEETING DATE: July 10, 2024

SUBJECT: Purchase of a Replacement of Pump 31 Truck - Update
File: F18PUM

RECOMMENDATIONS

That Report FIR-2024-004 entitled Purchase of a Replacement of Pump 31 Truck – Update be received; and

That Council authorize the replacement of Pump 31 Truck through the Co-operative Purchasing Program through the Local Authority Services (LAS) Canoe Procurement Group of Canada for a City View Specialty Vehicles Inc./Rosenbauer America Stock Pumper Truck as outlined in Report FIR-2024-004; and

That Council authorizes the pre-payment of ___% for the Replacement of Pump 31 Truck.

Purpose

The purpose of this report is to update Council and seek Council's direction in relation to Council's direction from the February 28, 2024 Council meeting regarding the replacement of Puslinch Fire and Rescue Service (PFRS) Pump 31 Truck.

Background

At Council's February 28, 2024 meeting, Council resolved as follows:

Resolution No. 2024-070: Moved by Councillor Sepulis and
Seconded by Councillor Goyda

That Report FIR-2024-001 entitled Award for the purchase of a Replacement of Pump 31 Truck be received; and

That Council authorize additional funding required of \$200K from the 2025 forecasted budget for the Replacement of Pump 31 Truck to be funded by the Asset Management Discretionary Reserve; and

That Council authorize the replacement of Pump 31 Truck through the Co-operative Purchasing Program through the Local Authority Services (LAS) Canoe Procurement Group of Canada; and

That Council authorizes the purchase through Canoe for a purpose-built Maxi Metal of Quebec, Canada, Saber Pumper truck from Commercial Emergency Equipment Co. of Delta, BC; and

That Council authorizes the pre-payment option for the Replacement of Pump 31 Truck subject to the Township being satisfied with the terms and conditions of this option.

CARRIED

Staff underwent a thorough review of the terms and conditions of the pre-payment option. Ultimately, the conditions associated with the pre-payment option through Commercial Emergency Equipment Co. were not satisfactory to the Township and therefore, staff are not able to recommend proceeding with the purchase of the Replacement of Pump 31 Truck as reported in the February 28, 2024 staff report.

As noted in the February 28, 2024 staff report, the Township's current procurement policy authorizes the Chief Administrative Officer to participate in cooperative purchasing arrangements with other levels of government, municipalities, local boards and public agencies where Council has approved such participation. The Canoe Procurement Group of Canada program through LAS is a cooperative purchasing arrangement in accordance with the Township's procurement policy. Staff investigated additional opportunities for a purchase through the LAS Canoe Procurement Group of Canada.

Rosenbauer America is a participating vendor with the Canoe Procurement Group of Canada. A stock pumper from Rosenbauer America, City View Specialty Vehicles ("City View"), including the applicable Canoe discount of 15% is \$968,110.00. Fire Chief MacNeil has indicated that this stock truck meets the needs of the Township. This option does not include a performance bond, however there are flexible pre-payment options to mitigate risks associated with pre-paying a portion of the cost. Pre-payment amounts start at 10% prepay requirement after a purchase

order with options to pay up to 25%, 50%, 75% or 100% upfront. These various options each come with a corresponding discount as outlined below:

- 25% pre-payment - \$5,720 discount
- 50% pre-payment - \$21,320 discount
- 75% pre-payment - \$33,020 discount
- 100% pre-payment - \$41,990 discount

The benefit to the payment options is that the Township could choose to minimize any risks by only paying 10% of the purchase price which is required up front after a purchase order and the balance upon delivery. Conversely, if the Township would prefer to take on some risk in exchange for a discount, there is the option to pre-pay up to the entire amount and obtain a maximum discount of approximately \$42,000.00.

Staff recommend that the Township take advantage of either the 50% or 75% pre-payment option to receive approximately \$21k-\$33k in additional discounts. Staff do not recommend paying the full amount as this option does not include a performance bond (this would be at an additional cost). The total cost of the truck with the additional 50% pre-payment discount is approximately \$946,790.00 plus HST. Alternatively, the total cost of the truck with the additional 75% pre-payment discount is approximately \$935,090.00 plus HST.

Council approved a total budget of \$1,150,000 to purchase a replacement pump 31 truck. The option for a stock truck from City View represents a reduction in cost of approximately \$203,210 or \$214,910 excluding the non-refundable portion of HST with a 50% or 75% pre-payment option respectively.

Financial Implications

As noted throughout the report.

Applicable Legislation and Requirements

Work for the above project will be procured in accordance with the Township's Purchasing and Procurement of Goods and Services By-law 60/08.

Engagement Opportunities

Not applicable

Attachments

None

Respectfully submitted,

Reviewed by:

Jamie MacNeil
Fire Chief

Courtenay Hoytfox
Interim CAO



REPORT FIN-2024-015

TO: Mayor and Members of Council

PREPARED BY: Mary Hasan, Director of Finance/Treasurer

PRESENTED BY: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: July 10, 2024

SUBJECT: Canada Community-Building Fund – Execution of Municipal Funding Agreement
File No. L04 ASS

RECOMMENDATIONS

That Report FIN-2024-015 entitled Canada Community-Building Fund – Execution of Municipal Funding Agreement be received; and

That Council gives 3 readings to By-law No. 2024-044 being a By-law authorizing the entering into a Municipal Funding Agreement with the Association of Municipalities of Ontario in order to participate in the Canada Community-Building Fund.

Purpose

The purpose of this report is to recommend that Council enact a By-law authorizing the entering into a Municipal Funding Agreement (MFA) with the Association of Municipalities of Ontario (AMO) in order to participate in the Canada Community-Building Fund.

Background

In June of 2024, AMO, along with Canada, Ontario, and the City of Toronto agreed to a 10-year renewal of the Canada Community-Building Fund (CCBF). Through the negotiations, AMO worked to ensure that the renewed MFA builds on the success of the CCBF in providing predictable funding - without the need for application - to be invested into priority infrastructure projects. The CCBF will remain largely the same, flowing crucial infrastructure dollars to municipal governments, and supporting the growth and vitality of communities across Ontario.

AMO has confirmed that there are minimal changes from the previous 2014 MFA as summarized below:

- Allocations will follow the existing model (ie. distribution on a per capita basis in accordance with Census population counts and split 50/50 in two-tier systems).
- The same 18 categories that were eligible in the previous MFA remain eligible. The disaster mitigation category has been renamed resilience, and the capacity-building category has been expanded. Funds can be invested across 18 categories of projects (ie. broadband connectivity, brownfield redevelopment, capacity-building, community energy systems, cultural infrastructure, drinking water, fire halls, local roads and bridges, public transit, recreational infrastructure, regional and local airports, resilience, short-line rail, short-sea shipping, solid waste, sport infrastructure, tourism infrastructure, and wastewater).
- Terms regarding the use, transfer, and retention of funds are unchanged.
- Asset management will continue to guide CCBF investment. The Township must continue to develop and implement asset management systems by meeting provincial targets as set out in Ontario Regulation 588/17 and improving asset data particularly data describing asset conditions, costs, levels of service, and risks.
- Communications will continue to be a federal government priority (ie. installing federal infrastructure signage, etc.).
- CCBF funds are still expected to complement (without replacing or displacing) existing funding for municipal infrastructure.
- Wording has been revised (not content) of many sections to provide greater clarity.

New requirements related to housing have been introduced as summarized below:

- Single-tier and lower-tier municipalities with a 2021 Census population of 30,000 or more must complete a Housing Needs Assessment by March 2025. This requirement is not applicable to the Township.
- Housing outcomes resulting from CCBF investment will need to be reported where it makes sense to do so.

AMO has requested that the Township sign the MFA as soon as possible in order for CCBF funds to be distributed to the Township in August 2024. The MFA will come into effect on April 1, 2024. The term of the MFA is ten years. AMO has advised that similar to previous MFA's, the form and content of the MFA are not subject to negotiation and any changes - other than the inclusion of signatures - are null and void.

Financial Implications

The confirmed allocations for the 2024 to 2028 period are outlined below and were incorporated in the Township's 2024 Capital Budget and Forecast:

- 2024 - \$250K
- 2025 - \$260K
- 2026 - \$260K
- 2027 - \$271K
- 2028 - \$271K

Allocations for 2024 to 2028 are based on population data from the 2021 Census. Allocations for 2029 to 2033 will be based on population data from the 2026 Census.

The Township has typically utilized the CCBF funding for the repaving of existing paved roads and/or rehabilitation of bridges/culverts.

Applicable Legislation and Requirements

Municipal Act, 2001

Engagement Opportunities

Not Applicable

ATTACHMENTS

Schedule A – MFA on the CCBF

Respectfully submitted:

Mary Hasan
Director of Finance/Treasurer

MUNICIPAL FUNDING AGREEMENT ON THE CANADA COMMUNITY-BUILDING FUND

BETWEEN:

THE ASSOCIATION OF MUNICIPALITIES OF ONTARIO

(referred to herein as “**AMO**”)

AND:

THE TOWNSHIP OF PUSLINCH

(a municipal corporation pursuant to the *Municipal Act, 2001*, referred to herein as the “**Recipient**”)

WHEREAS the Government of Canada, the Government of Ontario, AMO, and the City of Toronto are signatories to the Administrative Agreement on the Canada Community-Building Fund effective April 1, 2024 (the “**Administrative Agreement**”), which governs the transfer and use of the Canada Community-Building Fund (“**CCBF**”) in Ontario;

AND WHEREAS AMO is responsible for the administration of CCBF funding made available to all Municipalities in Ontario – except the City of Toronto – under the Administrative Agreement, and will therefore undertake (and require the Recipient to undertake) certain activities as set out in this Agreement;

AND WHEREAS the Recipient wishes to enter into this Agreement to access CCBF funding;

NOW THEREFORE the Parties agree as follows:

1. DEFINITIONS AND INTERPRETATIONS

1.1 **Definitions.** For the purposes of this Agreement, the following terms shall have the meanings ascribed to them below:

“Annual Report” means the duly completed report to be prepared and delivered to AMO as described in Section 6.1.

“Asset Management” is a principle/practice that includes planning processes, approaches, plans, or related documents that support an integrated lifecycle approach to the effective stewardship of infrastructure assets to maximize benefits and effectively manage risk.

“Canada” means the Government of Canada, as represented by the Minister of Housing, Infrastructure and Communities.

“Canada Community-Building Fund” or “CCBF” means the program established under section 161 of the *Keeping Canada’s Economy and Jobs Growing Act*, S.C. 2011, c. 24 as amended by section 233 of the *Economic Action Plan 2013 Act, No. 1*, S.C. 2013, c. 33, as the Gas Tax Fund and renamed the Canada Community-Building Fund in section 199 of *Budget Implementation Act, 2021, No. 1*.

“Contract” means an agreement between the Recipient and a Third Party whereby the latter agrees to supply a product or service to an Eligible Project in return for financial consideration.

“Eligible Expenditure” means an expenditure described as eligible in Schedule B or deemed eligible by Canada in accordance with Section 4.2.

“Eligible Investment Category” means an investment category listed in Schedule A or deemed eligible by Canada in accordance with Section 3.2.

“Eligible Project” means a project that fits within an Eligible Investment Category.

“Event of Default” has the meaning given to it in Section 13.1 of this Agreement.

“Funds” mean the funds made available to the Recipient through the CCBF or any other source of funding as determined by Canada. Funds are made available pursuant to this Agreement and includes any interest earned on the said Funds. Funds transferred to another Municipality in accordance with Section 5.3 of this Agreement are to be treated as Funds by the Municipality to which the Funds are transferred; and Funds transferred to a non-municipal entity in accordance with Section 5.4 of this Agreement shall remain as Funds under this Agreement for all purposes and the Recipient shall continue to be bound by all provisions of this Agreement with respect to such transferred Funds.

“Housing Needs Assessment” or **“HNA”** means a report informed by data and research describing the current and future housing needs of a Municipality or community according to guidance provided by Canada.

“Ineligible Expenditures” means those expenditures described as ineligible in Schedule C or deemed ineligible by Canada in accordance with Section 4.2.

“Infrastructure” means tangible capital assets that are primarily for public use or benefit in Ontario – whether municipal or regional, and whether publicly or privately owned.

“Lower-Tier Municipality” means a Municipality that forms part of an Upper-Tier Municipality for municipal purposes, as defined under the *Municipal Act, 2001*, S.O. 2001, c. 25.

“Municipal Fiscal Year” means the period beginning January 1st of a year and ending December 31st of the same year.

“Municipality” and **“Municipalities”** means every municipality as defined under the *Municipal Act, 2001*, S.O. 2001, c. 25.

“Non-Municipal Transfer By-law” means a by-law passed by Council of the Recipient pursuant to Section 5.4 of this Agreement.

“Parties” means AMO and the Recipient.

“Prior Agreement” means the municipal funding agreement for the transfer of federal gas tax funds entered into by AMO and the Recipient, effective April 2014 and with an expiry date of March 31, 2024.

“Single-Tier Municipality” means a Municipality, other than an Upper-Tier Municipality, that does not form part of an Upper-Tier Municipality for municipal purposes, as defined under the *Municipal Act, 2001*, S.O. 2001 c. 25.

“Third Party” means any person or legal entity, other than the Parties to this Agreement, who participates in the implementation of an Eligible Project by means of a Contract.

“Transfer By-law” means a by-law passed by Council of the Recipient pursuant to Section 5.3 of this Agreement.

“Unspent Funds” means the amount reported as unspent by the Recipient as of December 31, 2023 in the Recipient’s 2023 Annual Report (as defined under the Prior Agreement).

“Upper-Tier Municipality” means a Municipality of which two or more Lower-Tier Municipalities form part for municipal purposes, as defined under the *Municipal Act, 2001*, S.O. 2001 c. 25.

1.2 Interpretations

- a) **“Agreement”** refers to this agreement as a whole, including the cover and execution pages and all of the schedules hereto, and all amendments made hereto in accordance with the provisions hereof.
- b) The words **“herein”**, **“hereof”** and **“hereunder”** and other words of similar import refer to this Agreement as a whole and not any particular schedule, article, section, paragraph or other subdivision of this Agreement.
- c) The term **“including”** or **“includes”** means including or includes (as applicable) without limitation or restriction.
- d) Any reference to a federal or provincial statute is to such statute and to the regulations made pursuant to such statute as such statute and regulations may at any time be amended or modified and in effect and to any statute or regulations that may be passed that have the effect of supplementing or superseding such statute or regulations.

2. TERM OF THE AGREEMENT

- 2.1 **Term.** Subject to any extension or termination of this Agreement or the survival of any of the provisions of this Agreement pursuant to the provisions contained herein, this Agreement shall come into effect as of April 1, 2024 up to and including March 31, 2034.
- 2.2 **Review.** This Agreement will be reviewed by AMO by June 30, 2027.
- 2.3 **Amendment.** This Agreement may be amended at any time in writing as agreed to by AMO and the Recipient.
- 2.4 **Notice.** Any of the Parties may terminate this Agreement on two (2) years written notice.
- 2.5 **Prior Agreement.** The Parties agree that the Prior Agreement, including Section 15.5 thereof, is hereby terminated. Notwithstanding the termination of the Prior Agreement, including Section 15.5, the reporting and indemnity obligations of the Recipient thereunder with respect to expended Funds governed by the Prior Agreement as set forth in Sections 5, 7, 10.3, 10.4 and 10.5 of the Prior Agreement shall survive the said termination.

3. ELIGIBLE PROJECTS

- 3.1 **Eligible Projects.** Eligible Projects are those that fit within an Eligible Investment Category. Eligible Investment Categories are listed in Schedule A.
- 3.2 **Discretion of Canada.** The eligibility of any investment category not listed in Schedule A is solely at the discretion of Canada.
- 3.3 **Recipient Fully Responsible.** The Recipient is fully responsible for the completion of each Eligible Project in accordance with Schedule A and Schedule B.

4. ELIGIBLE EXPENDITURES

- 4.1 **Eligible Expenditures and Ineligible Expenditures.** Eligible Expenditures are described in Schedule B. Ineligible Expenditures are described in Schedule C.
- 4.2 **Discretion of Canada.** The eligibility of any item not listed in Schedule B or Schedule C to this Agreement is solely at the discretion of Canada.
- 4.3 **Reasonable Access.** The Recipient shall allow AMO and Canada reasonable and timely access to all documentation, records and accounts and those of their respective agents or Third Parties related to the receipt, deposit and use of Funds and Unspent Funds, and any interest earned thereon, and all other relevant information and documentation requested by AMO or Canada or their respective designated representatives for the purposes of audit, evaluation, and ensuring compliance with this Agreement.
- 4.4 **Retention of Receipts.** The Recipient will keep proper and accurate accounts and records of all Eligible Projects including invoices and receipts for Eligible Expenditures for at least six (6) years after the completion of the project.
- 4.5 **Contracts.** The Recipient will award and manage all Contracts in accordance with its relevant policies and procedures and, if applicable, in accordance with any domestic or international trade agreements, and all other applicable laws. The Recipient will ensure any of its Contracts for the supply of services or materials to implement its responsibilities under this Agreement will be awarded in a way that is transparent, competitive, consistent with value for money principles and pursuant to its adopted procurement policy.

5. FUNDS

- 5.1 **Use of Funds.** The Recipient acknowledges and agrees the Funds are intended for and shall be used only for Eligible Expenditures in respect of Eligible Projects.

- 5.2 **Unspent Funds.** Any Unspent Funds, and any interest earned thereon, will be subject to the terms and conditions of this Agreement, and will no longer be governed by the terms and conditions of the Prior Agreement.
- 5.3 **Transfer of Funds to a Municipality.** Where a Recipient decides to allocate and transfer Funds to another Municipality (the “Transferee Municipality”):
- a) The allocation and transfer shall be authorized by a Transfer By-law. The Transfer By-law shall be passed by the Recipient’s council and submitted to AMO as soon thereafter as practicable. The Transfer By-law shall identify the Transferee Municipality and the amount of Funds the Transferee Municipality is to receive for the Municipal Fiscal Year(s) specified in the Transfer By-law.
 - b) The Recipient is still required to submit an Annual Report in accordance with Section 6.1 hereof with respect to the Funds transferred.
 - c) No transfer of Funds pursuant to this Section 5.3 shall be effected unless and until the Transferee Municipality has either (i) entered into an agreement with AMO on substantially the same terms as this Agreement, or (ii) has executed and delivered to AMO a written undertaking to assume all of the Recipient’s obligations under this Agreement with respect to the Funds transferred, such as undertaking in a form satisfactory to AMO.
- 5.4 **Transfer of Funds to a Non-Municipal Entity.** Where a Recipient decides to support an Eligible Project undertaken by a non-municipal entity (whether a for profit, non-governmental, or not-for profit organization):
- a) The provision of such support shall be authorized by a Transfer By-law (a “Non-Municipal Transfer By-law”). The Non-Municipal Transfer By-law shall be passed by the Recipient’s council and submitted to AMO as soon as practicable thereafter. The Non-Municipal Transfer By-law shall identify the non-municipal entity, and the amount of Funds the non-municipal entity is to receive for that Eligible Project.
 - b) The Recipient shall continue to be bound by all the provisions of this Agreement notwithstanding any such transfer.
 - c) No transfer of Funds pursuant to this Section 5.4 shall be effected unless and until the non-municipal entity receiving the Funds has executed and delivered to AMO a written undertaking to assume all of the Recipient’s obligations under this Agreement with respect to the Funds transferred, in a form exclusively satisfactory to AMO.
- 5.5 **Payout of Funds.** Subject to Sections 5.14 and 5.15, AMO will transfer Funds twice yearly, on or before the dates agreed upon by Canada and AMO.

- 5.6 **Deposit of Funds.** The Recipient will deposit the Funds in:
- a) An interest-bearing bank account; or
 - b) An investment permitted under:
 - i. The Recipient's investment policy; and
 - ii. Provincial legislation and regulation.
- 5.7 **Interest Earnings and Investment Gains.** Interest earnings and investment gains will be:
- Proportionately allocated to the CCBF when applicable; and
 - Applied to Eligible Expenditures for Eligible Projects.
- 5.8 **Funds Advanced.** Funds shall be spent (in accordance with Sections 3 and 4) or transferred (in accordance with Sections 5.3 or 5.4) within five (5) years after the end of the year in which Funds were received. Unexpended Funds shall not be retained beyond such five (5) year period without the documented consent of AMO. AMO reserves the right to declare that unexpended Funds after five (5) years become a debt to Canada which the Recipient will reimburse forthwith on demand to AMO for transmission to Canada.
- 5.9 **Expenditure of Funds.** The Recipient shall expend all Funds by December 31, 2038.
- 5.10 **HST.** The use of Funds is based on the net amount of harmonized sales tax to be paid by the Recipient net of any applicable tax rebates.
- 5.11 **Limit on Canada's Financial Commitments.** The Recipient may use Funds to pay up to one hundred percent (100%) of Eligible Expenditures of an Eligible Project.
- 5.12 **Federal Funds.** The Recipient agrees that any Funds received will be treated as "federal funds" for the purpose of other federal infrastructure programs.
- 5.13 **Stacking.** If the Recipient is receiving federal funds under other federal infrastructure programs in respect of an Eligible Project to which the Recipient wishes to apply Funds, the maximum federal contribution limitation set out in any other federal infrastructure program agreement made in respect of that Eligible Project shall continue to apply.
- 5.14 **Withholding Payment.** AMO may, in its exclusive discretion, withhold Funds where the Recipient is in default of compliance with any provisions of this Agreement.
- 5.15 **Insufficient Funds Provided by Canada.** Notwithstanding the provisions of Section 2, if Canada does not provide sufficient funds to continue the Funds for any Municipal

Fiscal Year during which this Agreement is in effect, AMO may immediately terminate this Agreement on written notice to the Recipient.

6. REPORTING REQUIREMENTS

- 6.1 **Annual Report.** The Recipient shall submit a report to AMO by April 30th each year, or as otherwise notified by AMO. The report shall be submitted in an electronic format deemed acceptable by AMO and shall contain the information described in Schedule D.
- 6.2 **Project List.** The Recipient shall ensure that projects are reported in advance of construction. Information required is as noted in Section 2.3 of Schedule E.

7. ASSET MANAGEMENT

- 7.1 **Implementation of Asset Management.** The Recipient will develop and implement an Asset Management plan, culture, and methodology in accordance with legislation and regulation established by the Government of Ontario (e.g., O. Reg. 588/17).
- 7.2 **Asset Data.** The Recipient will continue to improve data describing the condition of, long-term cost of, levels of service provided by, and risks associated with infrastructure assets.

8. HOUSING NEEDS ASSESSMENT

- 8.1 **Requirement.** While an HNA is encouraged for all Municipalities, the Recipient must complete a HNA if it had a population of 30,000 or more on the 2021 Census of Canada and is a Single-Tier Municipality or a Lower-Tier Municipality.
- 8.2 **Content of the HNA.** The Recipient will prepare the HNA in accordance with the guidance provided from time to time by Canada.
- 8.3 **Use of HNA.** The Recipient is expected to prioritize projects that support the growth of the housing supply. The HNA is to be used by Municipalities to prioritize, where possible, Infrastructure or capacity building projects that support increased housing supply where it makes sense to do so.
- 8.4 **Publication of the HNA.** The Recipient will publish the HNA on its website.
- 8.5 **HNA reporting requirements.** The Recipient will send to AMO by March 31, 2025, unless otherwise agreed upon:
 - a) A copy of any HNA it is required to complete in accordance with Section 8.1; and

- b) The URL to the published HNA on the Recipient's website.

9. COMMUNICATIONS REQUIREMENTS

- 9.1 The Recipient will comply with all communication requirements outlined in Schedule E.

10. RECORDS AND AUDIT

- 10.1 **Accounting Principles.** All accounting terms not otherwise defined herein have the meanings assigned to them; all calculations will be made and all financial data to be submitted will be prepared in accordance with generally accepted accounting principles ("GAAP") in effect in Ontario. GAAP will include, without limitation, those principles approved or recommended for local governments from time to time by the Public Sector Accounting Board or the Chartered Professional Accountants of Canada or any successor institute, applied on a consistent basis.
- 10.2 **Separate Records.** The Recipient shall maintain separate records and documentation for the Funds and keep all records including invoices, statements, receipts, and vouchers in respect of Funds expended on Eligible Projects in accordance with the Recipient's municipal records retention by-law. Upon reasonable notice by AMO or Canada, the Recipient shall submit all records and documentation relating to the Funds for inspection or audit.
- 10.3 **External Auditor.** AMO or Canada may request, upon written notice to Recipient, an audit of Eligible Project(s) or Annual Report(s). AMO shall retain an external auditor to carry out an audit and ensure that any auditor who conducts an audit pursuant to this Agreement or otherwise, provides a copy of the audit report to the Recipient.

11. INSURANCE AND INDEMNITY

- 11.1 **Insurance.** The Recipient shall put in effect and maintain in full force and effect or cause to be put into effect and maintained for the term of this Agreement all the necessary insurance with respect to each Eligible Project, including any Eligible Projects with respect to which the Recipient has transferred Funds pursuant to Section 5 of this Agreement, that would be considered appropriate for a prudent Municipality undertaking similar Eligible Projects, including, where appropriate and without limitation, property, construction, and liability insurance, which insurance coverage shall identify Canada and AMO as additional insureds for the purposes of the Eligible Projects.
- 11.2 **Certificates of Insurance.** Throughout the term of this Agreement, the Recipient shall have a valid certificate of insurance that confirms compliance with the requirements

of Section 11.1. The Recipient shall produce such certificate of insurance on request, including as part of any AMO or Canada audit.

11.3 **AMO Not Liable.** In no event shall Canada or AMO be liable for:

- Any bodily injury, death or property damages to the Recipient, its employees, agents, or consultants or for any claim, demand or action by any Third Party against the Recipient, its employees, agents, or consultants, arising out of or in any way related to this Agreement; or
- Any incidental, indirect, special, or consequential damages, or any loss of use, revenue or profit to the Recipient, its employees, agents, or consultants arising out of any or in any way related to this Agreement.

11.4 **Recipient to Compensate Canada.** The Recipient will ensure that it will not, at any time, hold the Government of Canada, its officers, servants, employees or agents responsible for any claims or losses of any kind that the Recipient, Third Parties or any other person or entity may suffer in relation to any matter related to the Funds or an Eligible Project and that the Recipient will, at all times, compensate Canada, its officers, servants, employees and agents for any claims or losses of any kind that any of them may suffer in relation to any matter related to CCBF funding or an Eligible Project.

11.5 **Recipient to Indemnify AMO.** The Recipient hereby agrees to indemnify and hold harmless AMO, its officers, servants, employees or agents (each of which is called an “**Indemnitee**”), from and against all claims, losses, damages, liabilities and related expenses including the fees, charges and disbursements of any counsel for any Indemnitee incurred by any Indemnitee or asserted against any Indemnitee by whomsoever brought or prosecuted in any manner based upon, or occasioned by, any injury to persons, damage to or loss or destruction of property, economic loss or infringement of rights caused by or arising directly or indirectly from:

- The Funds;
- The Recipient’s Eligible Projects, including the design, construction, operation, maintenance, and repair of any part or all of the Eligible Projects;
- The performance of this Agreement or the breach of any term or condition of this Agreement by the Recipient, its officers, servants, employees, and agents, or by a Third Party, its officers, servants, employees, or agents; and
- Any omission or other wilful or negligent act of the Recipient or Third Party and their respective officers, servants, employees, or agents.

12. TRANSFER AND OPERATION OF MUNICIPAL INFRASTRUCTURE

- 12.1 **Reinvestment.** The Recipient will invest into Eligible Projects, any revenue that is generated from the sale, lease, encumbrance, or other disposal of an asset resulting from an Eligible Project where such disposal takes place within five (5) years of the date of completion of the Eligible Project.
- 12.2 **Notice.** The Recipient shall notify AMO in writing 120 days in advance and at any time during the five (5) years following the date of completion of an Eligible Project if it is sold, leased, encumbered, or otherwise disposed of.
- 12.3 **Public Use.** The Recipient will ensure that Infrastructure resulting from any Eligible Project that is not sold, leased, encumbered, or otherwise disposed of, remains primarily for public use or benefit.

13. DEFAULT AND TERMINATION

- 13.1 **Event of Default.** AMO may declare in writing that an Event of Default has occurred when the Recipient has not complied with any condition, undertaking or term in this Agreement. AMO will not declare in writing that an Event of Default has occurred unless it has first consulted with the Recipient. For the purposes of this Agreement, each of the following events shall constitute an “Event of Default”:
- Failure by the Recipient to deliver in a timely manner an Annual Report or respond to questionnaires or reports as required;
 - Delivery of an Annual Report that discloses non-compliance with any condition, undertaking or material term in this Agreement;
 - Failure by the Recipient to co-operate in an external audit undertaken by Canada, AMO or their agents;
 - Delivery of an external audit report that discloses non-compliance with any condition, undertaking or term in this Agreement; and
 - Failure by the Recipient to expend Funds in accordance with the terms of this Agreement, including Section 5.8.
- 13.2 **Waiver.** AMO may withdraw its notice of an Event of Default if the Recipient, within thirty (30) calendar days of receipt of the notice, either corrects the default or demonstrates, to the satisfaction of AMO in its sole discretion that it has taken such steps as are necessary to correct the default.
- 13.3 **Remedies on Default.** If AMO declares that an Event of Default has occurred under Section 13.1, after thirty (30) calendar days from the Recipient’s receipt of the notice

of an Event of Default, it may immediately terminate this Agreement or suspend its obligation to pay the Funds. If AMO suspends payment, it may pay suspended Funds if AMO is satisfied that the default has been cured.

- 13.4 **Repayment of Funds.** If AMO declares that an Event of Default has not been cured to its exclusive satisfaction, AMO reserves the right to declare that prior payments of Funds become a debt to Canada which the Recipient will reimburse forthwith on demand to AMO for transmission to Canada.

14. CONFLICT OF INTEREST

- 14.1 **No Conflict of Interest.** The Recipient will ensure that no current member of the AMO Board of Directors and no current or former public servant or office holder to whom any post-employment, ethics and conflict of interest legislation, guidelines, codes or policies of Canada applies will derive direct benefit from the Funds, the Unspent Funds, and any interest earned thereon, unless the provision of receipt of such benefits is in compliance with such legislation, guidelines, policies or codes.

15. NOTICE

- 15.1 **Notice.** Any notice, information or document provided for under this Agreement will be effectively given if in writing and if delivered by hand, or overnight courier, mailed, postage or other charges prepaid, or sent by email to the addresses in Section 15.3. Any notice that is sent by hand or overnight courier service shall be deemed to have been given when received; any notice mailed shall be deemed to have been received on the eighth (8) calendar day following the day on which it was mailed; any notice sent by email shall be deemed to have been received on the sender's receipt of an acknowledgment from the intended recipient (such as by the "return receipt requested" function, as available, return email or other written acknowledgment), provided that in the case of a notice sent by email, if it is not given on a business day before 4:30 p.m. Eastern Standard Time, it shall be deemed to have been given at 8:30 a.m. on the next business day for the recipient.
- 15.2 **Representatives.** The individuals identified in Section 15.3 of this Agreement, in the first instance, act as AMO's or the Recipient's, as the case may be, representative for the purpose of implementing this Agreement.
- 15.3 **Addresses for Notice.** Further to Section 15.1 of this Agreement, notice can be given at the following addresses:

- If to AMO:

Executive Director
Canada Community-Building Fund Agreement
Association of Municipalities of Ontario
155 University Avenue, Suite 800
Toronto, ON M5H 3B7

Telephone: 416-971-9856
Email: ccbf@amo.on.ca

- If to the Recipient:

Treasurer
The Township of Puslinch
7404 Wellington Road 34
Puslinch, ON N0B 2J0

16. MISCELLANEOUS

- 16.1 **Counterpart Signature.** This Agreement may be signed (including by electronic signature) and delivered (including by facsimile transmission, by email in PDF or similar format or using an online contracting service designated by AMO) in counterparts, and each signed and delivered counterpart will be deemed an original and both counterparts will together constitute one and the same document.
- 16.2 **Severability.** If for any reason a provision of this Agreement that is not a fundamental term is found to be or becomes invalid or unenforceable, in whole or in part, it will be deemed to be severable and will be deleted from this Agreement, but all the other terms and conditions of this Agreement will continue to be valid and enforceable.
- 16.3 **Waiver.** AMO may waive any right in this Agreement only in writing, and any tolerance or indulgence demonstrated by AMO will not constitute waiver of rights in this Agreement. Unless a waiver is executed in writing, AMO will be entitled to seek any remedy that it may have under this Agreement or under the law.
- 16.4 **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable in Ontario.
- 16.5 **Survival.** The Recipient agrees that the following sections and provisions of this Agreement shall extend for seven (7) years beyond the expiration or termination of this Agreement: Sections 4, 5.8, 5.9, 6.1, 11.4, 11.5, 12, 13.4 and 16.8.
- 16.6 **AMO, Canada and Recipient Independent.** The Recipient will ensure its actions do not establish or will not be deemed to establish a partnership, joint venture, principal-

agent relationship, or employer-employee relationship in any way or for any purpose whatsoever between Canada and the Recipient, between AMO and the Recipient, between Canada and a Third Party or between AMO and a Third Party.

- 16.7 **No Authority to Represent.** The Recipient will ensure that it does not represent itself, including in any agreement with a Third Party, as a partner, employee, or agent of Canada or AMO.
- 16.8 **Debts Due to AMO.** Any amount owed under this Agreement will constitute a debt due to AMO, which the Recipient will reimburse forthwith, on demand, to AMO.
- 16.9 **Priority.** In the event of a conflict, the part of this Agreement that precedes the signature of the Parties will take precedence over the Schedules.
- 16.10 **Complementarity.** The Recipient is to use the CCBF to complement, without replacing or displacing, other sources of funding for municipal infrastructure.
- 16.11 **Equity.** The Recipient is to consider Gender Based Analysis Plus (“**GBA+**”) lenses when undertaking a project.

17. SCHEDULES

- 17.1 This Agreement, including:

Schedule A	Eligible Investment Categories
Schedule B	Eligible Expenditures
Schedule C	Ineligible Expenditures
Schedule D	The Annual Report
Schedule E	Communications Requirements

constitute the entire agreement between the Parties with respect to the subject matter contained in this Agreement and supersedes all prior oral or written representations and agreements.

18. SIGNATURES

IN WITNESS WHEREOF, AMO and the Recipient have respectively executed, and delivered this Agreement, effective April 1, 2024.

THE TOWNSHIP OF PUSLINCH

By: _____

Name:	Date
Title:	

Name:	Date
Title:	

THE ASSOCIATION OF MUNICIPALITIES OF ONTARIO

By: _____

Name:	Date
Title: Executive Director	

Witness:	Date
Title:	

SCHEDULE A: ELIGIBLE INVESTMENT CATEGORIES

1. **Broadband connectivity** – investments in the construction, material enhancement, or renewal of infrastructure that provides internet access to residents, businesses, and/or institutions in Canadian communities.
2. **Brownfield redevelopment** – investments in the remediation or decontamination of a brownfield site within municipal boundaries – provided that the site is being redeveloped to construct a public park for municipal use, publicly owned social housing, or Infrastructure eligible under another investment category listed in this schedule.
3. **Capacity-building** – investments that strengthen the Recipient’s ability to develop long-term planning practices as described in Schedule B, item 2.
4. **Community energy systems** – investments in the construction, material enhancement, or renewal of infrastructure that generates energy or increases energy efficiency.
5. **Cultural infrastructure** – investments in the construction, material enhancement, or renewal of infrastructure that supports the arts, humanities, or heritage.
6. **Drinking water** – investments in the construction, material enhancement, or renewal of infrastructure that supports drinking water conservation, collection, treatment, and distribution systems.
7. **Fire halls** – investments in the construction, material enhancement, or renewal of fire halls and fire station infrastructure.
8. **Local roads and bridges** – investments in the construction, material enhancement, or renewal of roads, bridges, tunnels, highways, and active transportation infrastructure.
9. **Public transit** – investments in the construction, material enhancement, or renewal of infrastructure that supports a shared passenger transport system that is available for public use.
10. **Recreational infrastructure** – investments in the construction, material enhancement, or renewal of recreational facilities or networks.
11. **Regional and local airports** – investments in the construction, material enhancement, or renewal of airport-related infrastructure (excluding infrastructure in the National Airports System).
12. **Resilience** – investments in the construction, material enhancement, or renewal of built and natural infrastructure assets and systems that protect and strengthen the resilience

of communities and withstand and sustain service in the face of climate change, natural disasters, and extreme weather events.

13. **Short-line rail** – investments in the construction, material enhancement, or renewal of railway-related infrastructure for carriage of passengers or freight.
14. **Short-sea shipping** – investments in the construction, material enhancement, or renewal of infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean.
15. **Solid waste** – investments in the construction, material enhancement, or renewal of infrastructure that supports solid waste management systems (including the collection, diversion, and disposal of recyclables, compostable materials, and garbage).
16. **Sport infrastructure** – investments in the construction, material enhancement, or renewal of amateur sport infrastructure (facilities housing professional or semi-professional sports teams are ineligible).
17. **Tourism infrastructure** – investments in the construction, material enhancement, or renewal of infrastructure that attracts travelers for recreation, leisure, business, or other purposes.
18. **Wastewater** – investments in the construction, material enhancement, or renewal of infrastructure that supports wastewater and storm water collection, treatment, and management systems.

Note: Investments in health infrastructure (e.g., hospitals, long-term care facilities, convalescent centres, and senior centres) are not eligible.

SCHEDULE B: ELIGIBLE EXPENDITURES

Eligible Expenditures will be limited to the following:

1. **Infrastructure investments** – expenditures associated with acquiring, planning, designing, constructing, or renovating a tangible capital asset and any related debt financing charges specifically identified with that asset.
2. **Capacity-building costs** – for projects eligible under the capacity-building category only, expenditures associated with the development and implementation of:
 - Capital investment plans, integrated community sustainability plans, integrated regional plans, housing needs assessments, or asset management plans;
 - Studies, strategies, systems, software, third-party assessments, plans, or training related to asset management;
 - Studies, strategies, systems, or plans related to housing or land use;
 - Studies, strategies, or plans related to the long-term management of infrastructure; and
 - Other initiatives that strengthen the Recipient’s ability to improve local and regional planning.
3. **Joint communications and signage costs** – expenditures directly associated with joint federal communication activities and with federal project signage.
4. **Employee costs** – the costs of the Recipient’s employees for projects eligible under the capacity-building category only – provided that the costs, on an annual basis, do not exceed the lesser of:
 - 40% of the Recipient’s annual allocation (i.e., the amount of CCBF funding made available to the Recipient by AMO under Section 5.5 of this Agreement); or
 - \$80,000.

SCHEDULE C: INELIGIBLE EXPENDITURES

The following are deemed Ineligible Expenditures:

1. **Costs incurred before the Fund was established** – project expenditures incurred before April 1, 2005.
2. **Costs incurred before categories were eligible** – project expenditures incurred:
 - Before April 1, 2014 – under the broadband connectivity, brownfield redevelopment, cultural infrastructure, disaster mitigation (now resilience), recreational infrastructure, regional and local airports, short-line rail, short-sea shipping, sport infrastructure, and tourism infrastructure categories; and.
 - Before April 1, 2021 – under the fire halls category.
3. **Internal costs** – the Recipient’s overhead costs (including salaries and other employment benefits), operating or administrative costs (related to planning, engineering, architecture, supervision, management, and other activities normally carried out by the Recipient’s staff), and equipment leasing costs – except in accordance with Eligible Expenditures described in Schedule B.
4. **Rebated costs** – taxes for which the Recipient is eligible for a tax rebate and all other costs eligible for rebates.
5. **Land costs** – the purchase of land or any interest therein and related costs.
6. **Legal fees.**
7. **Routine repair or maintenance costs** – costs that do not result in the construction, material enhancement, or renewal of a tangible capital asset.
8. **Investments in health infrastructure** – costs associated with health infrastructure or assets (e.g., hospitals, long-term care facilities, convalescent centres, and senior centres).
9. **Investments in professional or semi-professional sports facilities** – costs associated with facilities used by professional or semi-professional sports teams.

SCHEDULE D: ANNUAL REPORT

The Annual Report may include – but is not necessarily limited to – the following information pertaining to the previous fiscal year:

1. **Financial information** – and particularly:
 - Interest earnings and investment gains – in accordance with Section 5.7;
 - Proceeds from the disposal of assets – in accordance with Section 12.1;
 - Outgoing transfers – in accordance with Sections 5.3 and 5.4;
 - Incoming transfers – in accordance with Section 5.3; and
 - Amounts paid – in aggregate for Eligible Expenditures on each Eligible Project.
2. **Project information** – describing each Eligible Project that started, ended, or was ongoing in the reporting year.
3. **Results** – and particularly:
 - Expected outputs and outcomes for each ongoing Eligible Project;
 - Outputs generated and outcomes achieved for each Eligible Project that ended construction in the reporting year; and
 - Housing outcomes resulting from each Eligible Project that ended construction in the reporting year, and specifically:
 - i. The number of housing units enabled, supported, or preserved; and
 - ii. The number of affordable housing units enabled, supported, or preserved.
4. **Other information** – such as:
 - Progress made in the development and implementation of asset management plans and systems; and
 - The impact of the CCBF on housing pressures tied to infrastructure gaps, the housing supply, and housing affordability.

SCHEDULE E: COMMUNICATIONS REQUIREMENTS

1. COMMUNICATIONS ACTIVITIES

- 1.1 **Scope.** The provisions of this Schedule apply to all communications activities related to any Funds and Eligible Projects.
- 1.2 **Definition.** Communications activities may include (but are not limited to) public or media events, news releases, reports, web articles, blogs, project signs, digital signs, publications, success stories and vignettes, photo compilations, videos, advertising campaigns, awareness campaigns, editorials, award programs, and multi-media products.

2. INFORMATION SHARING REQUIREMENTS

- 2.1 **Notification requirements.** The Recipient must report all active Eligible Projects to AMO in advance of construction each year. Reports must be submitted in an electronic format deemed acceptable by AMO.
- 2.2 **Active Eligible Projects.** Active Eligible Projects are those Eligible Projects that either begin in the current calendar year or are ongoing in the current calendar year.
- 2.3 **Information required.** The report must include, at a minimum, the name, category, description, expected outcomes, anticipated CCBF contribution, anticipated start date, and anticipated end date of each active Eligible Project.

3. PROJECT SIGNAGE REQUIREMENTS

- 3.1 **Installation requirements.** Unless otherwise approved by Canada, the Recipient must install a federal sign to recognize federal funding for each Eligible Project in accordance with design, content, and installation guidelines provided by Canada.
- 3.2 **Permanent signs, plaques, and markers.** Permanent signage, plaques, and markers recognizing municipal or provincial contributions to an Eligible Project must also recognize the federal contribution and must be approved by Canada.
- 3.3 **Responsibilities.** The Recipient is responsible for the production and installation of Eligible Project signage in accordance with Section 3 of this Schedule E, except as otherwise agreed upon.
- 3.4 **Reporting requirements.** The Recipient must inform AMO of signage installations in a manner determined by AMO.

4. DIGITAL COMMUNICATIONS REQUIREMENTS

- 4.1 **Social media.** AMO maintains accounts dedicated to the CCBF on several social media networks. The Recipient must @mention the relevant account when producing content that promotes or communicates progress on one or more Eligible Projects. AMO's CCBF-dedicated social media accounts are identified on www.buildingcommunities.ca.
- 4.2 **Websites and webpages.** Websites and webpages created to promote or communicate progress on one or more Eligible Projects must recognize federal funding using either:
- a) A digital sign; or
 - b) The Canada wordmark and the following wording (as applicable):
 - i. "This project is funded in part by the Government of Canada"; or
 - ii. "This project is funded by the Government of Canada".

The Canada wordmark or digital sign must link to www.infrastructure.gc.ca. Guidelines describing how this recognition is to appear and language requirements are posted at <http://www.infrastructure.gc.ca/pub/signage-panneaux/intro-eng.html>.

5. REQUIREMENTS FOR MEDIA EVENTS AND ANNOUNCEMENTS

- 5.1 **Definitions.** Media events and announcements include, but are not limited to, news conferences, public announcements, and the issuing of news releases to communicate the funding of Eligible Projects or achievement of key milestones (such as groundbreaking ceremonies, grand openings, and completions).
- 5.2 **Authority.** Canada, AMO, or the Recipient may request a media event or announcement.
- 5.3 **Notification requirements.** Media events and announcements must not proceed without the prior knowledge and agreement of AMO, Canada, and the Recipient.
- 5.4 **Notice.** The requester of a media event or announcement must provide at least fifteen (15) business days' notice to other parties of their intention to undertake such an event or announcement. If communications are proposed through a news release with no supporting event, Canada additionally requires five (5) business days with the draft news release to secure approvals and confirm the federal representative's quote.
- 5.5 **Date and location.** Media events and announcements must take place at a date and location that is mutually agreed to by the Recipient, AMO and Canada.

- 5.6 **Representatives.** The Recipient, AMO, and Canada will have the opportunity to participate in media events and announcements through a designated representative. Each Party will choose its own designated representative.
- 5.7 **Responsibilities.** AMO and the Recipient are responsible for coordinating all onsite logistics for media events and announcements unless otherwise agreed on.
- 5.8 **No unreasonable delay.** The Recipient must not unreasonably delay media events and announcements.
- 5.9 **Precedence.** The conduct of all joint media events, announcements, and supporting communications materials (e.g., news releases, media advisories) will follow the [Table of Precedence for Canada](#).
- 5.10 **Federal approval.** All joint communications material related to media events and announcements must be approved by Canada and recognize the funding of all contributors.
- 5.11 **Federal policies.** All joint communications material must reflect Canada's Policy on Official Languages and the Policy on Communications and Federal Identity.
- 5.12 **Equal visibility.** The Recipient, Canada, and AMO will have equal visibility in all communications activities.

6. PROGRAM COMMUNICATIONS

- 6.1 **Own communications activities.** The Recipient may include messaging in its own communications products and activities with regards to the use of Funds.
- 6.2 **Funding acknowledgements.** The Recipient must recognize the funding of all contributors when undertaking such activities.

7. OPERATIONAL COMMUNICATIONS

- 7.1 **Responsibilities.** The Recipient is solely responsible for operational communications with respect to the Eligible Projects, including but not limited to, calls for tender, construction, and public safety notices. Operational communications as described above are not subject to the federal official languages policy.
- 7.2 **Federal funding acknowledgement.** Operational communications should include, where appropriate, the following statement (as appropriate):
 - a) "This project is funded in part by the Government of Canada"; or
 - b) "This project is funded by the Government of Canada".

- 7.3 **Notification requirements.** The Recipient must share information promptly with AMO should significant emerging media or stakeholder issues relating to an Eligible Project arise. AMO will advise the Recipient, when appropriate, about media inquiries received concerning an Eligible Project.

8. COMMUNICATING SUCCESS STORIES

- 8.1 **Participation requirements.** The Recipient must work with Canada and AMO when asked to collaborate on communications activities – including, but not limited to, Eligible Project success stories (including positive impacts on housing), Eligible Project vignettes, and Eligible Project start-to-finish features.

9. ADVERTISING CAMPAIGNS

- 9.1 **Responsibilities.** The Recipient may, at its own cost, organize an advertising or public information campaign related to the use of the Funds or Eligible Projects, provided that the campaign respects the provisions of this Agreement.
- 9.2 **Notice.** The Recipient must inform Canada and AMO of its intention to organize a campaign no less than twenty-one (21) working days prior to the launch of the campaign.



REPORT FIN-2024-016

TO: Mayor and Members of Council

PREPARED BY: Mary Hasan, Director of Finance/Treasurer
Mike Fowler, Director of Public Works, Parks and Facilities

PRESENTED BY: Andrea Dwight, Principal of Blue Sky Energy Engineering & Consulting Inc.

MEETING DATE: July 10, 2024

SUBJECT: Energy Conservation and Demand Management Plan
File No. E17 ENE

RECOMMENDATIONS

THAT Report FIN-2024-016 entitled 2024 Energy Conservation and Demand Management Plan be received; and

That the Township's 2024 Energy Conservation and Demand Management Plan attached as Schedule A to Report FIN-2024-016 be approved; and

That Council approve the projects outlined in Schedule A to Report FIN-2024-016 subject to further annual review during the budget process.

Purpose

The purpose of this report is to obtain Council approval to implement the 2024 Energy Conservation and Demand Management Plan (ECDMP) as outlined in Schedule A to Report FIN-2024-016 subject to further annual review during the budget process.

Background

Ontario Regulation 25/23 of the Electricity Act, 1998 requires that all municipalities develop and publish an ECDMP every five years.

The Township's previous ECDMP was passed on July 17, 2019 through Council Resolution No. 2019-282. The 2019 ECDMP is attached as Schedule B to this Report.

The Township engaged Local Authority Services (LAS) in partnership with Blue Sky Energy Engineering and Consulting Inc. to complete the 2024 ECDMP for the Township.

Financial Implications

The ECDMP as outlined in Schedule A will be reviewed in conjunction with the Township's annual budgeting processes.

Applicable Legislation and Requirements

Ontario Regulation 25/23 of the Electricity Act, 1998

Engagement Opportunities

The ECDMP and yearly energy consumption reporting are posted on the Township's website on the Energy Conservation Page on Puslinch.ca.

Attachments

Schedule A: Energy Conservation and Demand Management Plan – 2024 – 2029

Schedule B: Energy Conservation and Demand Management Plan – 2019 – 2024

Respectfully submitted:

Mary Hasan
Director of Finance/Treasurer

Mike Fowler
Director of Public Works, Parks and Facilities



TOWNSHIP OF
PUSLINCH
est. 1950

Energy Conservation and Demand Management Plan 2024-2029

**Corporation of the Township of
Puslinch**



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Appendix A – 2024-2029 Energy Conservation and Demand Management Plan Action Plan

1. Introduction

1.1 Background

This report presents the 2024 – 2029 Energy Conservation and Demand Management Plan (ECDMP) for the Township of Puslinch (the Township). Energy management at the Township has become increasingly important as the cost of energy continues to rise and our commitment to reducing our environmental impact increases. The Township is committed to the energy conservation journey to ensure municipal funds are used wisely, and the impact of the Township's services on greenhouse gas (GHG) production is minimized.

As part of this commitment, Regulation 25/23 of the Electricity Act requires all municipalities across Ontario to develop and publish an Energy Conservation and Demand Management Plan (ECDMP) every five years.

The plan includes the following key elements:

- Our commitment - a corporate vision and policy that includes objectives, targets and strategic priorities,
- A summary of past conservation improvements and successes,
- Our energy baseline and detailed energy metrics summarizing our progress towards targets; and,
- Specific and actionable inventory of energy conservation projects planned for the next five (5) years.

Over the last 5 year period, the Township has been successful in reducing energy consumption by over 22%, and GHG emissions by close to 40% through our conservation efforts and will continue to seek to improve through the implementation of this new plan.

The plan has been developed to support, focus, communicate and celebrate our energy conservation efforts. The Township intends on revisiting and updating the ECDMP every five years as required under the regulation.

1.2 Ontario Regulation 25/23 of the Electricity Act

In 2008, Ontario's 445 municipalities spent \$680 million on electricity, equating to 4.3% of Ontario's consumption (Power Application Group 2008). In response, Ontario's Green Act was created to expand renewable energy generation, encourage energy conservation and promote the creation of green energy jobs (Ministry of Energy 2014).

Under the Green Energy Act, Ontario Regulation 397/11 was introduced for public agencies- municipalities, municipal service boards, universities, colleges, hospitals and school boards to apply the Act's principles. This Regulation is now part of the Electricity Act, Ontario Regulation 25/23.

Under this Regulation, public agencies must report annual energy consumption and GHG emissions for buildings that have heating and cooling and for operations related to water and sewer services. Public agencies must also create an ECDMP, which requires updating every five years.

1.3 Facilities Included in the Plan

The Regulation states that energy use and GHG emissions must be reported for buildings or facilities the Township owns or leases.

The full list of facilities included in the ECDMP can be found in Table 1.1 below. In addition to the mandatory facilities required by the regulation, the Township has also included Streetlighting and the following smaller locations: Outdoor Tennis Court, Morriston Meadows Baseball Diamond, Old Morriston Baseball Diamond, Aberfoyle Baseball Diamond and the Railway Crossing.

Table 1.1: Puslinch Facilities and Infrastructure included in the ECDMP

Name	Address	Use	Area (m ²)
MANDATORY FACILITIES			
Optimist Recreation Centre	23 Brock Road South	Outdoor Arena and Gymnasium	1,152
Puslinch Community Centre	23 Brock Road South	Community Centre	777
Puslinch Community Centre Shed	23 Brock Road South	Storage Facility	140
Puslinch Fire Hall	7404 Wellington Road 34	Fire Station	245
Public Works Shop	7404 Wellington Road 34	Equipment/Vehicle Maintenance	961
Public Works Storage Shed	7404 Wellington Road 34	Storage Facility	465
Municipal Complex	7404 Wellington Road 34	Administrative Office	407
ADDITIONAL LOCATIONS			
Old Morriston Baseball Diamond	11 Main Street	Recreation	N/A
Aberfoyle Baseball Diamond	23 Brock Road South	Recreation	N/A
Tennis Courts	23 Brock Road South	Recreation	N/A
Morriston Meadows Baseball Diamond	Currie Drive	Recreation	N/A
Railway Crossing	Watson Road South	Roads and Transportation	N/A
STREETLIGHTS			
Streetlights	Various	Other	N/A

2. Our Commitment to Energy Conservation

Declaration of Commitment

The Township commits to the allocation of the necessary resources to implement the ECDMP.

Vision

The Township's vision is to be as energy efficient as possible by leveraging our organization and by using new and efficient technology wherever it is cost effective to do so. We will wisely and continually seek to reduce energy consumption while maintaining an effective level of service to our customers and the general public.

Objectives and Goals

-
- Create a culture of conservation across Township operations
 - Increase the visibility of facility energy consumption data to the senior management team through enhanced monitoring and tracking
 - Finish retrofitting all lighting fixtures with high efficiency lighting technologies
 - Incorporate energy efficiency criteria into capital equipment purchasing practices.
-

Energy Conservation Target

Our target is to reduce our consumption of fuels and electricity in all Township operations by 3% (31.6 eMWh) by 2029 compared to the 2023 annual energy consumption of 1,052 eMWh.

3. Responsibility for Energy Conservation

The team, described below, will be responsible for delivering this plan's objectives and goals as well as maintaining the Township's focus on energy management in the years to come.

Responsibilities:

The role of Finance is to provide clear guidance and support to the energy conservation team on internal and external funding mechanisms, and to include the senior leadership team in relevant decision-making and budget discussions. Finance is also responsible for providing the energy consumption data to the Director of Public Works, Parks and Facilities and Council for review.

The Director of Public Works, Parks and Facilities and facilities staff will have direct knowledge of the Township's major energy-using facilities and assets and are responsible for developing and maintaining the focus on energy conservation. This team will ensure the delivery of energy conservation measures in each of the facilities. As such, they will be tasked with reviewing facility energy consumption data and managing energy issues as required.

4. Current Energy Consumption at the Township

4.1. Energy Baseline

In order to track progress, an energy baseline was established from which annual energy consumption can be compared. Energy consumption data was provided through the Local Authority Service's (LAS) Energy Planning Tool (EPT) system which currently tracks both electricity and natural gas for each of the Township's buildings.

The resulting dataset represents the Township's baseline and current level of energy performance. Table 4.1 below presents the Township's 2023 energy data by fuel type expressed in equivalent kilowatt hours (ekWh), compared to the baseline year of 2013 and midterm year 2019.

Table 4.1: Puslinch Energy Consumption Compared to Baseline

Account Centre	Energy Type	2013 ²	2019	2023	% Change vs 2019	% Change vs 2013
Facilities	Natural Gas (m ³)	64,865	80,916	64,644	-20.1%	-0.3%
	Electricity (kWh)	436,220	325,050	334,981	3.1%	-23.2%
	Subtotal Energy (ekWh) ¹	1,106,275	1,160,917	1,002,753	-13.6%	-9.4%
Streetlights	Electricity (kWh)	247,386	104,891	49,335	-53.0%	-80.1%
Total Energy	(ekWh)	1,353,661	1,265,808	1,052,088	-16.9%	-22.3%
Total GHG Emissions	(tCO₂e)	225.5	167.9	135.7	-19.2%	-39.8%

Note 1: ekWh (equivalent kWh) is a calculated value using Natural Gas's thermal content to convert consumption in volume units to "equivalent" kWh for comparison.

Note 2: The baseline of 2013 was selected instead of the standard 2012 because Streetlighting data was unavailable.

Table 4.1 above illustrates that the Township has reduced its overall energy use by over 22% and reduced GHG emissions by almost 40%. This is a significant achievement by the Township team.

Although the baseline year for ultimate comparison is 2013, for the purposes of this report, 2029 targets will be set against the 2023 consumption levels.

4.2. Historical Energy Breakdown

This section outlines the energy consumption picture at the Township over the last decade and provides a detailed breakdown of the current 2023 results.

Figure 4.1 below illustrates energy consumed by the Township broken down by fuel type for 2023.

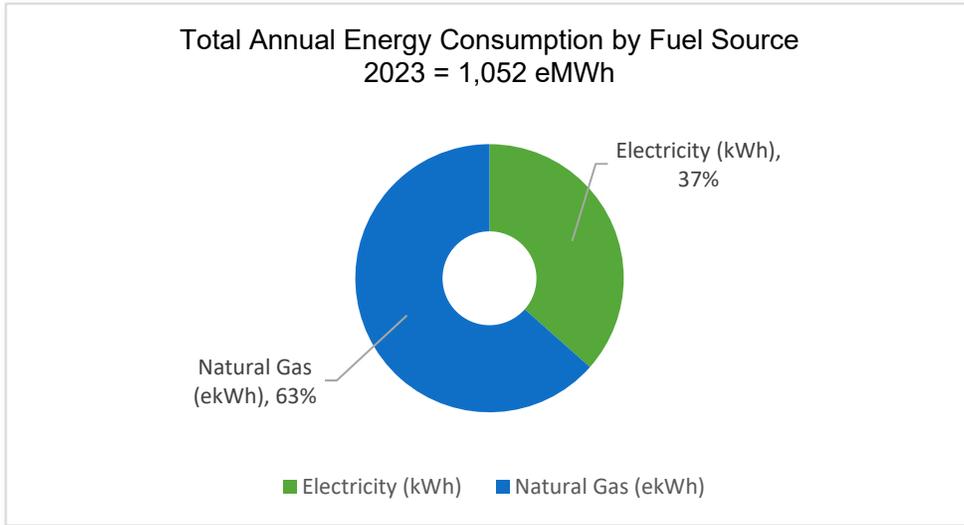


Figure 4.1: Total Township Energy Consumption Breakdown by Fuel Source 2023

Figure 4.2 below illustrates the total energy consumed (ekWh) at the Township each year between 2013 and 2023. The graph shows the significant reduction (22%) in energy consumption over the period, mainly the result of the successful change in streetlighting technology to LED.

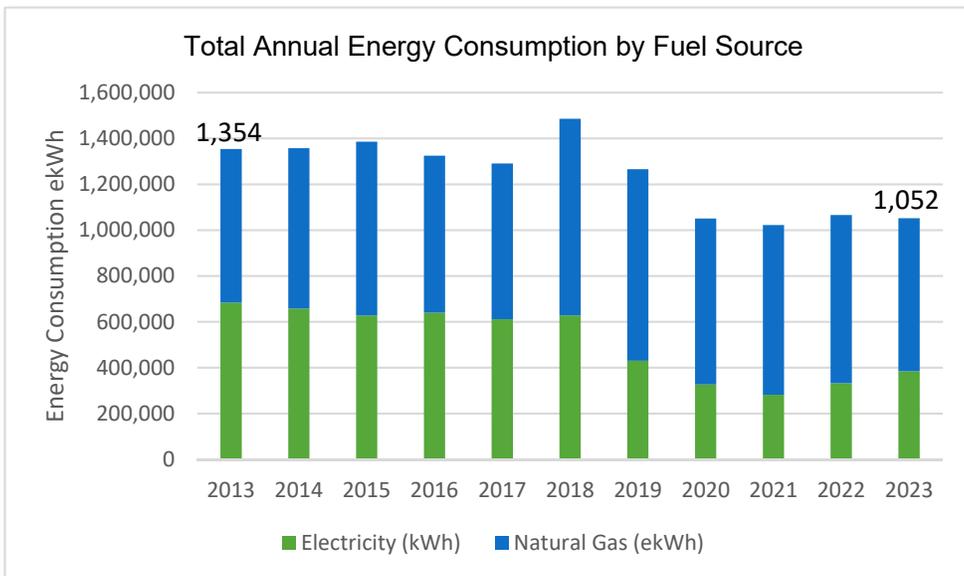


Figure 4.2: Total Annual Energy Consumption (ekWh) 2013 - 2023

Electricity:

Figure 4.3 below shows the electricity consumed in 2023 by facility, and Figure 4.4 shows consumption at the Township over time (from 2013-2023) by division. The highest electricity consumers in the Township are the Optimist Recreation Centre, the Puslinch Community Centre and the streetlights.

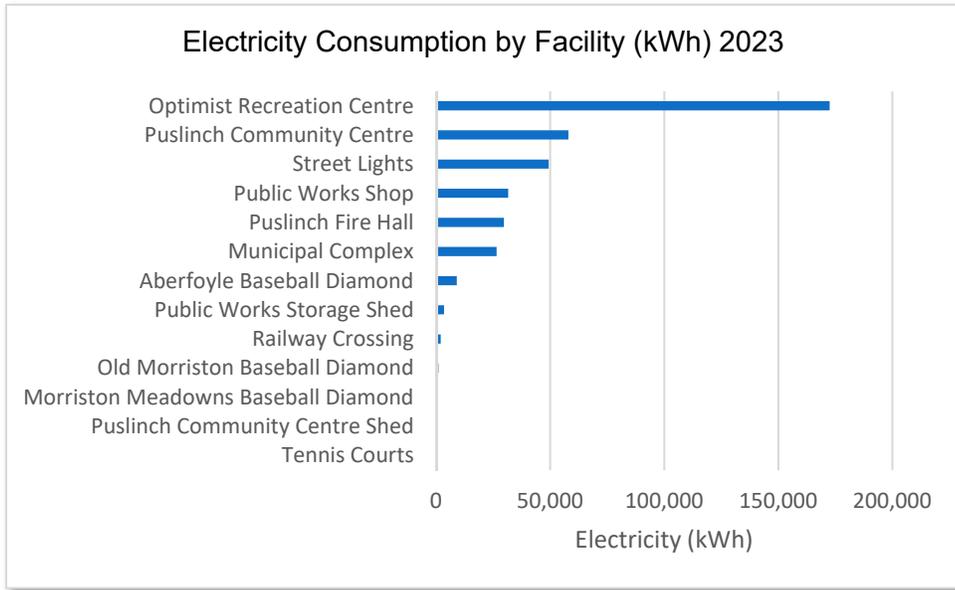


Figure 4.3 2023 Electricity Consumption by Facility

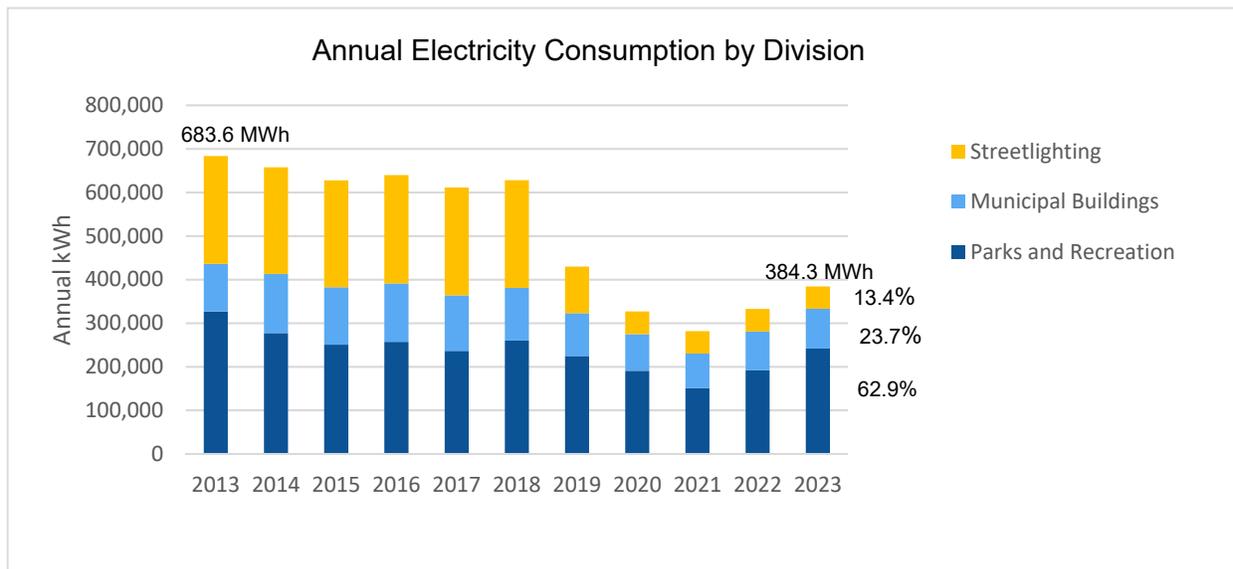


Figure 4.4 Annual Electricity Consumption by Division

Figure 4.4 above, shows a significant improvement in electricity consumption between 2013 and 2023. The 44% (300 MWh/hour) improvement was due primarily to the streetlighting upgrade to LED and the energy conservation efforts of Township staff.

Natural Gas:

Figures 4.5 and 4.6 below show the consumption of natural gas by Township facilities. The first illustration shows the natural gas consumption in order of greatest use, for 2023. The second figure trends this consumption by facility from 2013 to 2023.

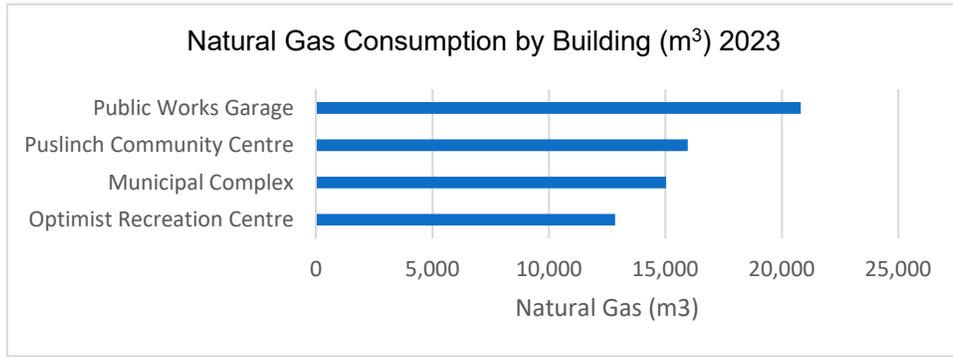


Figure 4.5 2023 Natural Gas Consumption by Facility

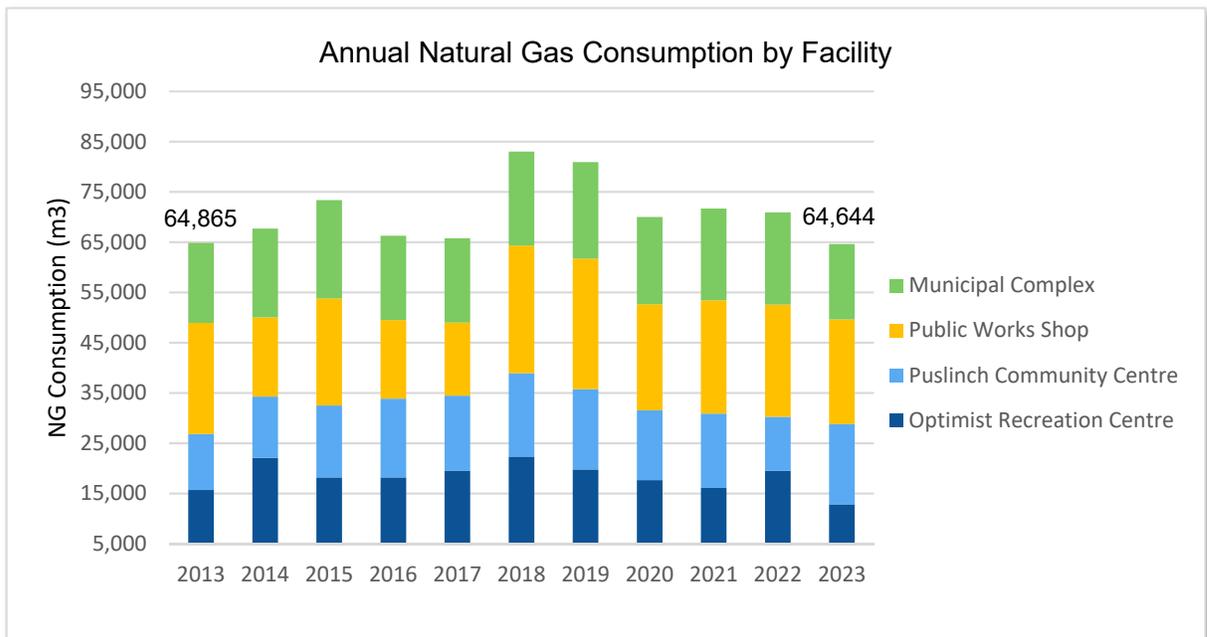


Figure 4.6 Annual Natural Gas Consumption by Facility

4.3 Carbon Emissions

The carbon footprint related to the energy used by the Township is tracked. The rate of GHG production varies by energy source and is directly affected by the emissions conversion factors and the Township consumption. Emission conversion factors used in the ECDMP were published values for Ontario and can vary year to year based on how clean the energy generation is.

The GHG emissions resulting from Township energy use are broken down by fuel source in Figure 4.7.

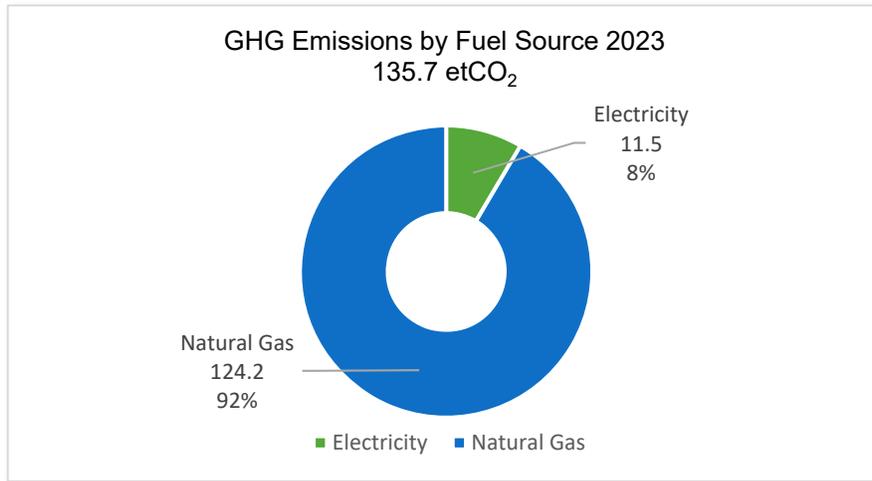


Figure 4.7 Total Annual GHG Emissions for 2023 by Energy Source

Note that although natural gas provides 63% of the total energy needs for the Township, it is responsible for 92% of the GHG emissions. It is for this reason that GHG emissions reduction plans must include a strategy for the reduction of consumption of natural gas.

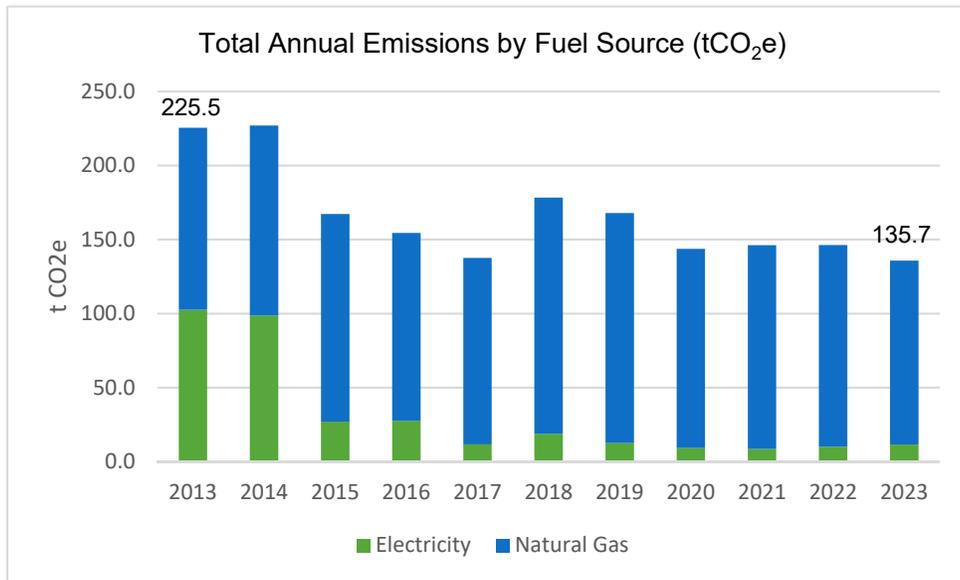


Figure 4.8 Total Annual GHG Emissions from 2013 to 2023 by Fuel Source

Figure 4.9 below lists the GHG emissions by facility for 2023. The four largest emitters are the Public Works Shop, Puslinch Community Centre, Optimist Recreation Centre and the Municipal Complex. As indicated by the previous figures, the larger GHG emission levels are due to the consumption of natural gas in these facilities.

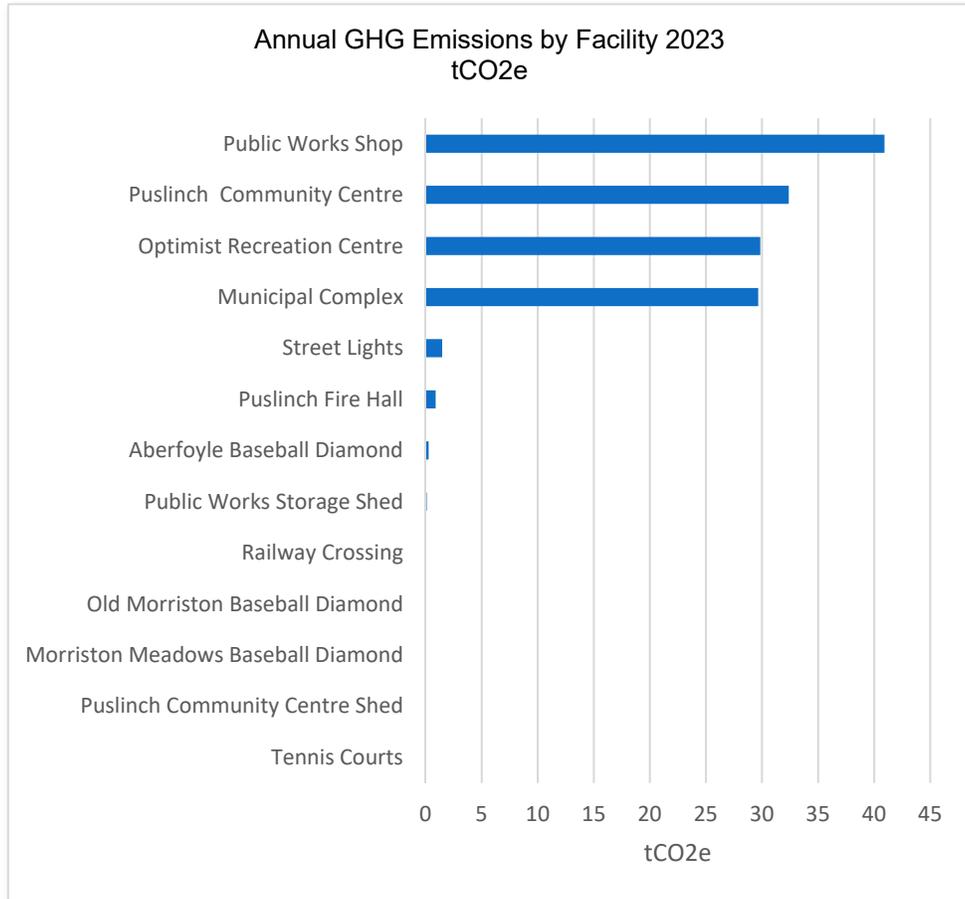


Figure 4.9 Annual GHG Emissions by Facility 2023

5. Our Conservation Successes

Township staff have been continuously delivering upgrades to facilities and processes which contribute to lower energy consumption and costs. As mentioned previously, the Township has reduced its overall energy use by over 22% and reduced GHG emissions by almost 40% in the last five years. This is a significant achievement, and the following section outlines a few of the improvements made.

One of the most significant energy conservation improvements over the last five years was the replacement of the street lighting with both decorative and standard LED lighting fixtures. This project was completed in 2019. Figure 5.1 below illustrates the significant electricity savings realized in 2020 onward compared to previous years. This improvement resulted in an 80% reduction in annual electricity consumption from street lighting.

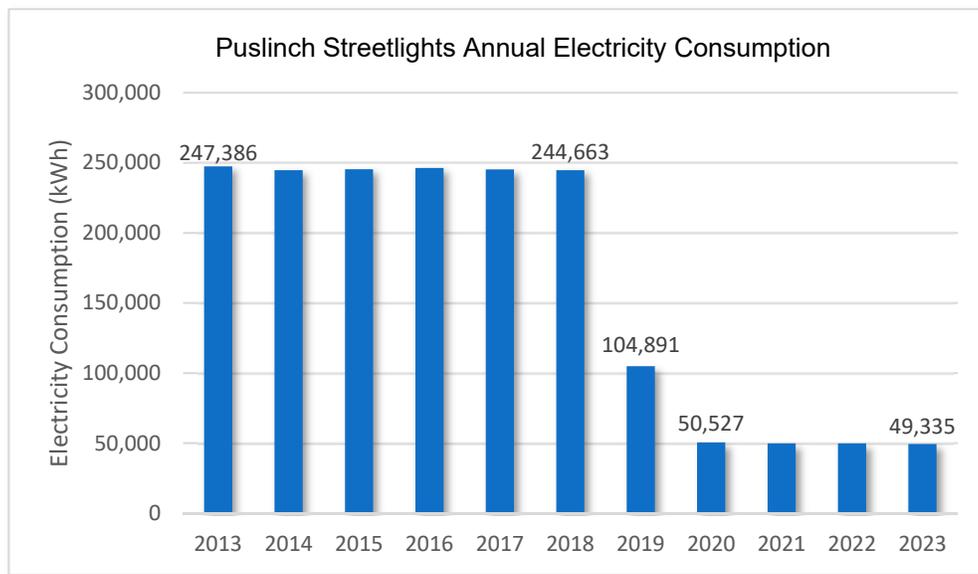


Figure 5.1: Total Annual Electricity Consumption - Streetlights

Lighting improvements were made in several other facilities:

- Puslinch Community Centre and Optimist Recreation Centre Light Fixtures to LED
- Old Morriston Baseball Diamond: Light Fixtures to LED
- Senior Soccer Field: Light Fixtures to LED

Other energy conservation of measures that were delivered in the Township include:

- Puslinch Community Centre - accessible front doors (reduced air infiltration)
- Municipal Complex upgrades (improved efficiency)
 - New condenser units
 - New John Woods boiler.
- Arena Curtains around outdoor rink (reduces the impact of solar heat gains on ice surface)

Figures 5.2, 5.3 and 5.4 below, illustrate several of the completed energy conservation upgrades.



Figure 5.2 Energy Efficient Upgrades at the Puslinch Community Centre



Figure 5.3 New Curtains at the Optimist Recreation Centre Outdoor Rink



Figure 5.4 Senior Soccer Field and Old Morriston Baseball Diamond LED Lighting Retrofit

6. Renewable Energy

The Township does not currently have significant renewable energy technologies installed nor any short-term plans to install renewable energy generation in the next few years.

The Township however has 10-15 solar powered digital and lit traffic signs throughout the Township. Figure 6.1 below are images of solar powered lit stop signs.



Figure 6.1: Stop Signs with Solar Powered Lights

7. ECDMP Action Plan

The Township has developed an ECDMP action plan which will support the achievement of the energy reduction goals outlined in Section 2. The programs and projects will build on the accomplishments of previous plans and will not only drive improvements to energy efficiency, but will help build awareness, while showing our commitment to protecting the environment for future generations.

The plan will focus on three main areas as follows:

Capital Planning – Energy Efficient Guidelines and Standards

The Township will develop an energy efficiency standard for future capital purchases covering various topics including:

- Heating systems - boilers, packaged rooftop units, heat pumps
- Refrigeration and cooling systems – space cooling, refrigerators, freezer chests
- Building Controls

Building and Operational Improvements (Upgrades)

Energy savings will be delivered through the identification and implementation of projects which reduce energy consumption across the facility portfolio. The majority of the projects fall into one of the following categories:

- Heating systems - boilers, packaged rooftop units
- Refrigeration and cooling systems – space cooling, refrigerators, freezer chests
- Air Handling
- Building Envelope
- Lighting
- Domestic Hot Water

Building and Process Controls

The Township will leverage existing building controls to optimize building performance and eliminate energy waste. Schedules and setpoints will be reviewed and optimized, and older building thermostats upgraded to provide better thermal control.

The detailed list of projects included in the ECDMP, which covers a period from July 2024 to June 2029, can be found in Appendix A.

8. Update and Review Process

As part of any energy management strategy, continuous monitoring, verification, and reporting is an essential tool to track consumption and cost savings/avoidance as a result of implemented initiatives.

The monitoring and reporting for this plan will align with the requirements of Regulation 25/23 of the Electricity Act and/or any subsequent legislation related to energy management.

Appendix A:

2024-2029 Energy Conservation and Demand Management Action Plan

Corporation of the Township of Puslinch: Energy Conservation & Demand Management Action Plan

VISION: To be as energy efficient as possible by leveraging our organization and by using new and efficient technology wherever it is cost effective to do so. We will wisely and continually seek to reduce energy consumption while maintaining an effective level of service to our customers and the general public.

TARGET: Our target is to reduce our consumption of fuels and electricity in all Township operations by 3% (31.6 eMWh) by 2029 compared to the 2023 annual energy consumption of 1,052 eMWh.

Projects and Programs						
Facility	Strategic Focus	Measure Type	Description	Notes	Capital/ Operating Budget	Forecasted Timing
All	Capital Planning	Standards	Develop energy efficient technical guidelines as part of capital design works for purchasing of heating system equipment (packaged HVAC units, boilers, fans, heat pumps (ground and air source), controls).		Capital	Ongoing
All	Capital Planning	Standards	Study the feasibility of purchasing hybrid vehicles for Township fleet. Review criteria on a case-by-case basis.		Operating	Ongoing
Various	Investigation	Building Envelope	Take thermal infrared (IR) images of all outer facility walls to help identify infiltration and thermal bridging issues		Operating	2025
Optimist Rec Centre	Controls	HVAC	Upgrade gym thermostat and move from back utility room to main space		Operating	2025
Optimist Rec Centre	Upgrade	HVAC	Install destratification fans in gymnasium		Capital	2027
Optimist Rec Centre	Upgrade	Rink	Investigate the possibility of adding a heat reclaim system for the rink compressors: heat could be used for change rooms or other spaces.		Capital	2027
Optimist Rec Centre	Operations	Rink	Review water quantity needed per flood. Fill ice resurfer with only what is required avoiding unnecessary water heating.		Operating	Ongoing
Public Works Shed	Controls	Heating	Upgrade thermostats on unit heaters with programmable models. Program temperature setbacks for space heating during unoccupied periods.		Operating	2025
Public Works Shed	Upgrade	Lighting	Upgrade interior fluorescent lighting to LED.	Note 1	Capital	2025
Public Works Shop	Upgrade	Lighting	Upgrade interior fluorescent lighting to LED.	Note 1	Capital	2025

Facility	Strategic Focus	Measure Type	Description	Notes	Capital/ Operating Budget	Forecasted Timing
Public Works Shop	Upgrade	Building Envelope	Replace/maintain weather stripping on roll up doors as required.		Operating	2026
Public Works Shop	Controls	HVAC	Replace older thermostats with programmable models. Program temperature setbacks for space heating during unoccupied periods.	Note 1	Operating	2025
Public Works Shop	Controls	HVAC	Install interlocks between bay doors and ceiling heating units (infrared (IR) heaters) to prevent heaters from running when bay doors are open.	Note 1	Capital	2025
Public Works Shop	Upgrade	Building Envelope	Replace exterior door in shop with insulated version to reduce infiltration and heat transfer.	Note 1	Capital	2025
Township Office	Upgrade	Building Envelope	Upgrade exterior windows and doors to reduce heat transfer and infiltration.	Note 1	Capital	2025
Township Office	Upgrade	Heating	Replace plug in floor heaters with low wattage radiant panel heaters.	Note 1	Capital	2025
Township Office	Upgrade	Lighting	Upgrade interior fluorescent lighting to LED and add motion sensors.	Note 1	Capital	2025
Township Office	Upgrade	Building Envelope	Consider installing air curtain on front doors of office to reduce infiltration.	Note 1	Capital	2025
Township Office	Upgrade	Building Envelope	Replace windows and doors	Note 1	Capital	2025
Township Office	Upgrade	Building Envelope	Inspect and improve wall and roof insulation as required	Note 1	Capital	2025
Township Office	Upgrade	HVAC	HVAC system upgrade	Note 1	Capital	2025
Puslinch Community Centre	Upgrade	Building Envelope	Upgrade exterior windows and doors to reduce heat transfer and infiltration.		Capital	2025
Puslinch Community Centre	Upgrade	Lighting	Upgrade parking lot light fixtures		Capital	2024
Puslinch Community Centre	Controls	HVAC	Investigate enhanced thermostats control which allow automatic return to temperature setpoints		Operating	2025
Fire Hall	Upgrade	Building Envelope	Review and maintain weather stripping and sealing around exterior person doors as necessary in bay area, and around building.		Operating	2026
Fire Hall	Controls	Heating	Replace older thermostats on bay radiant natural gas heaters with programmable. Program temperature setback for space heating during unoccupied periods.		Operating	2025

Facility	Strategic Focus	Measure Type	Description	Notes	Capital/ Operating Budget	Forecasted Timing
Fire Hall	Controls	HVAC	Ensure that temperature setbacks have been programmed for unoccupied periods in office area using existing thermostat.		Operating	2025
Fire Hall	Upgrade	Lighting	Convert existing fluorescent fixtures in bay area to LED.	Note 1	Capital	2025
Fire Hall	Upgrade	Lighting	Convert existing fluorescent fixtures in office/kitchen/common areas to LED.	Note 1	Capital	2025

Note 1: Project to be completed with the Municipal Administration and Operations Facility renovation.



5 Year Energy Conservation and Demand Management Plan

Corporation of the Township of Puslinch 2019 - 2024



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1. Introduction

Energy management has become increasingly important across Ontario Municipalities as energy prices continue to rise and our interest in reducing our environmental impact increases. The Township of Puslinch (“Township”) is committed to the energy conservation journey to ensure municipal funds are used wisely and the impact of the Township’s services on greenhouse gas (GHG) production is minimized.

As part of this commitment across Ontario, Regulation 507/18 of the Electricity Act requires all municipalities to develop and publish a Corporate Energy Conservation and Demand Management Plan (CEMP) every five years. The plan, which helps support energy conservation efforts at the Township, is accompanied by a regulated annual report which publishes the total annual energy consumed for each of the buildings and facilities at the Township.

The Township has developed the CEMP (this plan) to support, focus, communicate and celebrate our energy conservation efforts.

The plan includes the following key elements:

- A clear corporate vision and policy that includes objectives, targets and strategic priorities;
- A summary of past conservation improvements and successes;
- Detailed energy metrics summarizing energy consumed and progress towards targets; and,
- Specific and actionable inventory of energy conservation projects planned for the next five (5) years.

The Township intends on revisiting and updating this Plan every five years as required under O.Reg. 507/18.

2. Our Commitment to Energy Conservation

2.1. Declaration of Commitment

The Township commits to the allocation of the necessary resources to implement the CEMP.

2.2. Vision

The Township's vision is to be as energy efficient as possible by leveraging our organization and by using new and efficient technology where ever it is cost effective to do so. We will wisely and continually seek to reduce energy consumption while still maintaining an effective level of service to our customers and the general public.

2.3. Objectives and Goals

- Create a culture of conservation across Township operations;
- Increase the visibility of facility energy consumption data to the senior management team through enhanced monitoring and tracking;
- Implement energy audits on all municipal facilities during the next five years;
- Finish retrofitting all lighting fixtures with high efficiency lighting technologies;
- Incorporate energy efficiency criteria (life cycle costing) into capital equipment purchasing practices.

2.4. Targets

Our target is to reduce our consumption of fuels and electricity in all municipal operations by an average of 10% (127 eMWh) over a five-year period compared to 2017 levels.

3. Our Energy Report Card

3.1. Facilities Included in the Plan

The requirements of Regulation 507/18 of the Electricity Act specify that the plan is to cover only the built environment (facilities that are heated), whose facilities are currently owned and operated by the Township. The full list of the Township's facilities included in the plan can be found in Table 1 below. Street lights, as an exception to this rule, have been included in this plan as they are a significant consumer of energy, on a relative basis.

TABLE 1: Puslinch Facilities and Infrastructure within the Boundaries of this Plan

Name	Address	Use	Area (m ²)
FACILITIES			
Community Centre	23 Brock Road	Community Centre	777
Community Centre Shed	23A Brock Road	Storage Facility	140
Township Office	7404 Wellington Rd	Administrative Office	407
Optimist Recreation Centre	23 Brock Road	Other	1,152
Public Works Shed	7404 Wellington Rd	Community Centre	465
Public Works Shop	7404 Wellington Rd	Equipment or Vehicle Maintenance	961
Puslinch Fire Hall	7404 Wellington Rd	Fire Station	245
STREET LIGHTS			
Street Lights	Various	Other	-

3.2. Energy Consumption at the Township

In order to track progress, an energy baseline was established from which annual energy consumption was compared. Energy consumption data was provided through the Local Authority Service's (LAS) Energy Planning Tool (EPT) system which currently tracks both electricity and natural gas for each of the Township's buildings.

The resulting dataset represents the Township's baseline and current level of energy performance. Table 2 below presents the Township's 2017 energy data by fuel type expressed in equivalent kilowatt hours (ekWh), compared to the baseline year of 2013. The energy consumption data shown below does not include some of the Township's smaller accounts like outdoor park lighting and facilities that are not heated (see Table 1 for a full list of included facilities). Additionally, the data has not been corrected for yearly weather variations.

TABLE 2: Puslinch Energy Consumption (2017) Compared to Baseline

Account Centre	Electricity (kWh)	Natural Gas (m ³)	Natural Gas (ekWh) ¹	2017 Total Energy (ekWh)	2013 Baseline (ekWh) ²	% Change
Facilities	356,448	65,756	679,259	1,035,708	1,104,348	-6.2 ↓
Streetlights	239,203	N/A	N/A	239,203	241,352	-0.9 ↓
Total (ekWh)	595,651	65,756	679,259	1,274,911	1,345,700	-5.3 ↓
Total Greenhouse Gas Emissions (tonnes)				131.0	163.8	-20% ↓

Note 1: ekWh (equivalent kWh) is a calculated value using Natural Gas's thermal content to convert consumption in volume units to "equivalent" kWh for comparison.

Note 2: The baseline of 2013 was selected instead of the standard 2012 because Streetlighting data was unavailable.

In 2013, the Township consumed approximately 1,345 eMWh and was responsible for 163.8 tonnes of associated GHG emissions. As indicated in Table 2 above, Puslinch achieved an 5.3% reduction in energy consumption and 20% reduction in GHG emissions over the five-year period ending in 2017 (using 2013 as a baseline).

This improvement does not include the additional, and significant, savings that will be measurable in 2019 and beyond, through the recent streetlighting upgrade.

The following figures illustrate energy use broken down by facility and fuel type. As indicated above, the Township consumes two main fuels, electricity and natural gas. The breakdown is shown in Figure 1 below.

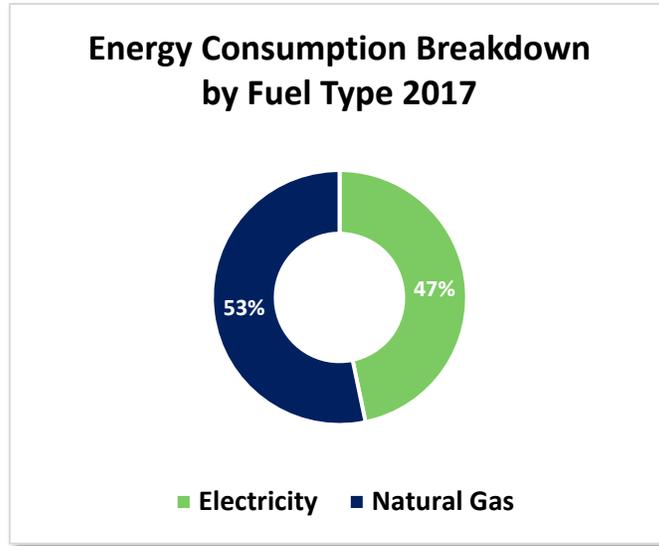


Figure 1: Energy Consumption Breakdown by Fuel Type.

Figure 2 below indicates the total energy consumed at the Township (reported buildings only) by year. The graph indicates a significant reduction in energy consumption over the five-year period.

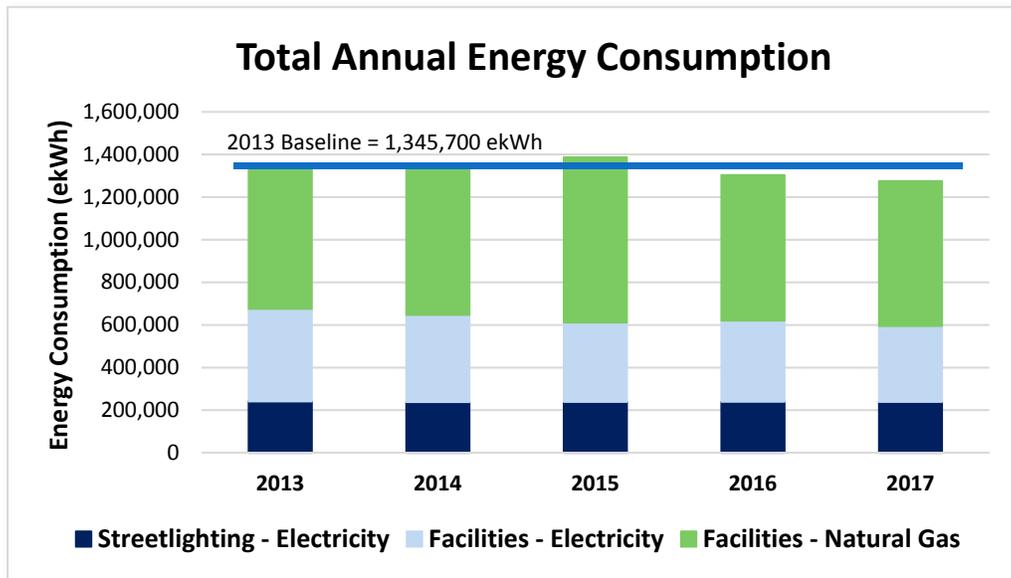


Figure 2: Total Annual Energy Consumption (ekWh) for all Reported Puslinch Facilities

As shown in Figure 2 above, facilities (electricity and natural gas combined) consume approximately 82% of the energy, the remainder is used by street lighting. Over the five-year period, approximately 70,789 ekWh were avoided compared to the baseline year of 2013. This

translates to an overall GHG reduction of 32.8 tonnes over the five-year period, equalling 6.3 cars removed from the road for one year or 492 trees being planted.

Figure 3 below, shows energy consumption at various Township facilities over a five-year period. The Optimist Recreation Centre is the largest energy consumer in the Township.

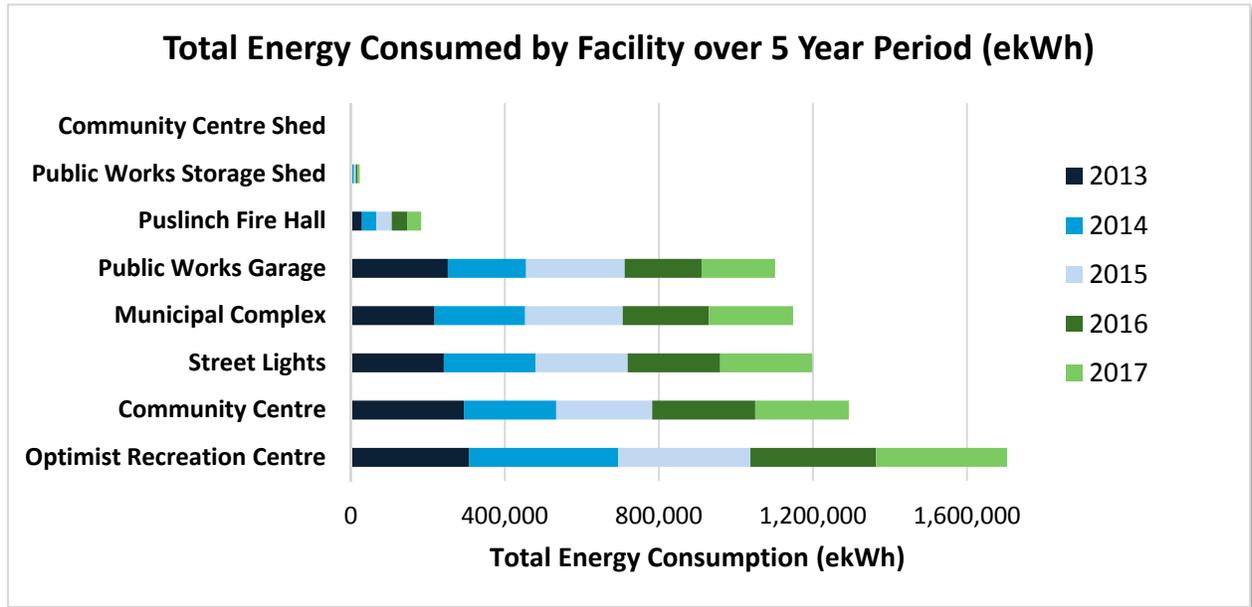


Figure 3: Total Energy Consumption by Facility over a 5 Year Period

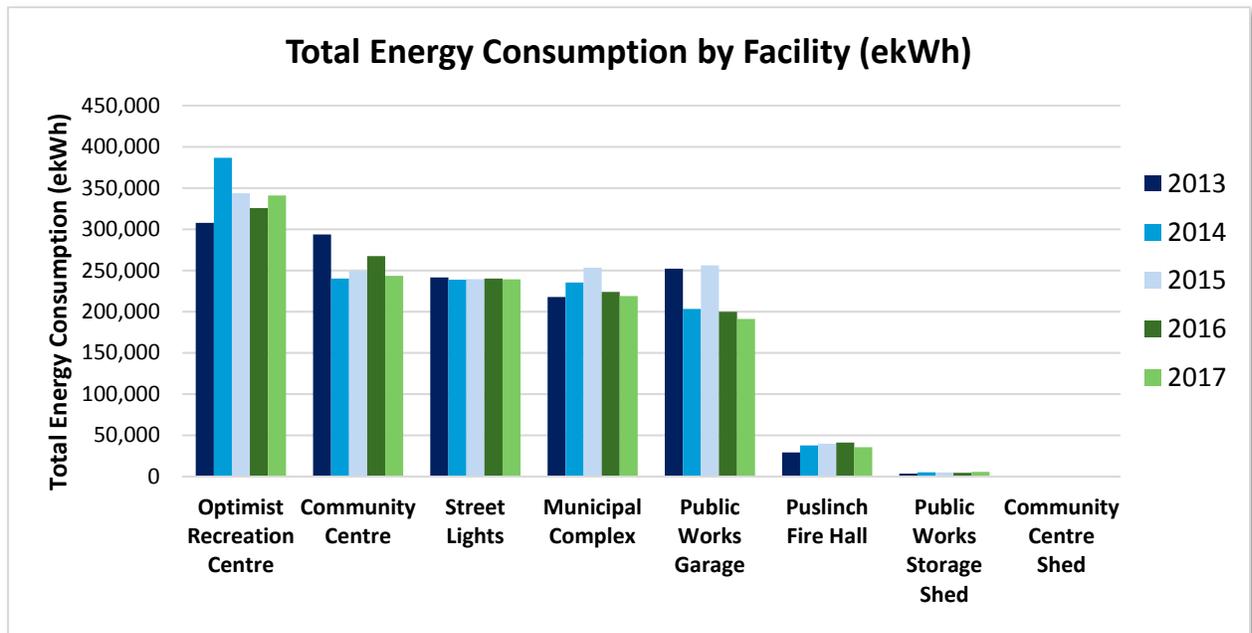


Figure 4: Annual Energy Consumption by Facility

4. Our Conservation Successes

Township staff have been continuously delivering upgrades and changes to facilities and processes which contribute to lower energy consumption and costs. The following section outlines a few of the improvements made.

By far the largest project has been the past year's project of replacing all of the streetlighting with high efficiency LED cobra heads and decorative fixtures. Figure 5 below shows several of the new streetlight fixtures.



Figure 5: Photographs of the new LED outdoor street lighting

There have been several energy upgrades to the Community Center over the past five years which are listed below and shown in Figure 6:

- New high efficiency HVAC unit
- Replacement of two water heaters with one on-demand high efficiency natural gas water heater
- New LED outdoor lighting
- Replacement of incandescent pot lighting with LED
- New weather stripping around exterior doors
- Motion sensors

Analysing the monthly electricity consumption for the Community Centre and factoring out the effect of weather, a 33,700 kWh savings was measured over the four month period between November 2017 and the end of February 2018 compared to previous years. This equates to over a \$3,700 savings (assuming 11¢/kWh) for this four month period which will be realized every heating season going forward and can be attributed directly to the HVAC upgrades.



Figure 6: Photographs of the new high efficiency HVAC unit, instantaneous water heater and a motion sensor installed at the Community Centre.

The Township Offices and Fire Hall have also installed several energy measures recently as shown in Figure 7 below.

- LED outdoor lighting
- New weather stripping around exterior doors

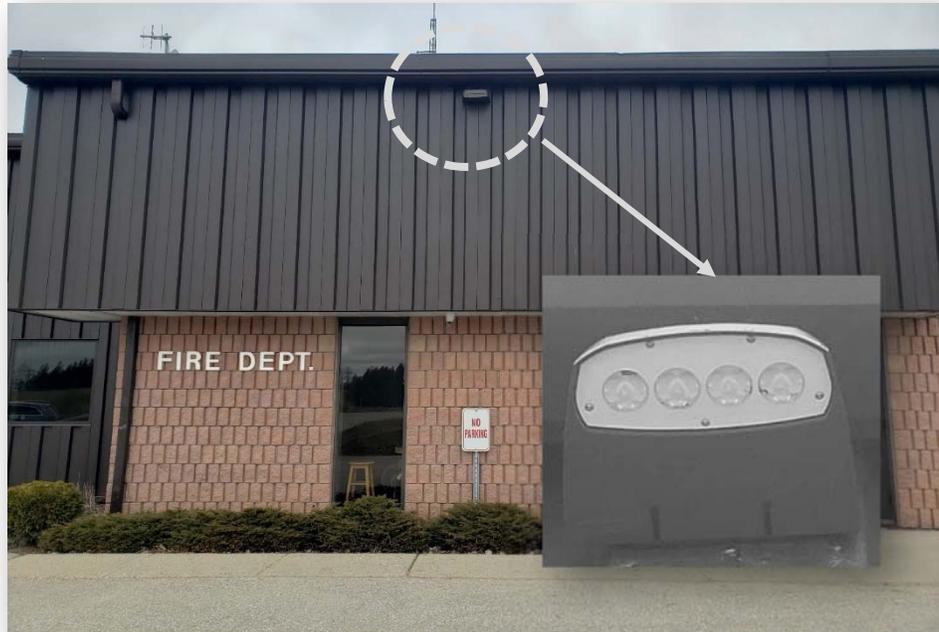


Figure 7: Photographs of the new LED outdoor wall lighting at the Fire Hall. This lighting was also installed on several other buildings including the Township Office and Community Centre.

5. The Energy Conservation Team

The facility staff at the Township have provided the leadership required to achieve energy conservation savings across the built environment. The team, described below, will be responsible for delivering this plan's objectives and goals as well as maintaining the Township's focus on energy management in the years to come.

5.1. Energy Conservation Leader - Finance

The role of Finance is to provide clear guidance, assistance and support to the energy conservation team on internal and external funding mechanisms and to include the team in relevant decision-making and budget discussions.

Finance will also be responsible for providing the energy consumption data to the facilities staff and Council for review.

Finance will support the use of life cycle costing and discounted cash flow-based assessments for capital projects and will include energy efficiency in procurement criteria where relevant. In addition, Finance will ensure that suppliers offer energy efficient alternatives/options where available and include energy criteria/performance in service contracts.

5.2. Energy Conservation Team – Facilities Staff and Fire Chief

The Energy Conservation Team will have direct knowledge of the Township's major energy-using facilities and assets and are responsible for developing and maintaining the focus on energy conservation. The conservation team will ensure the delivery of energy conservation measures in each of the facilities and will be responsible for the consumption of energy within their respective departments. As such, they will be tasked with reviewing facility energy consumption data and managing energy issues as required.

6. Renewable Energy

The Township does not currently have any installed renewable energy technologies nor any short-term plans to install renewable energy generation in the next few years.

7. Update and Review Process

Energy Plan Review: As part of any energy management strategy, continuous monitoring, verification, and reporting is an essential tool to track consumption and cost savings/avoidance as a result of implemented initiatives.

The monitoring and reporting for this plan will align with the requirements of Regulation 507/18 of the Electricity Act and/or any subsequent legislation related to energy management.

8. Energy Conservation Action Plan

The Township has developed a key project list which will help ensure our energy reduction goals are met.

The plan includes projects that will support several pillars of a strong energy management plan:

- Detailed list of specific actions needed to achieve the desired goals and objectives;
- Monitoring and tracking mechanisms; and,
- Communication and organizational development.

8.1. Projects

The detailed list of projects included in the plan, which covers a period from July 2019 to June 2024, can be found in Appendix A.

The projects fall under the following broad categories; lighting, HVAC, building envelope, and general equipment improvements. The following items can be found in the action plan:

- Upgrading space heating and cooling controls with programmable thermostats;
- Replacing older interior lighting systems with LED;
- Installing motion sensors where possible;
- Replacing plug in floor heaters with low wattage radiant panel heaters; and,
- Upgrading windows and doors with high efficiency replacements.

Appendix A: Puslinch Energy Conservation Action List

**Township of Puslinch
Corporate Energy Management Plan - Action List**

No.	Facility	Project Type	Measure	Description	Forecasted Timing	Quantity	Cost Estimate (\$)	Total Estimated Cost	Incentives	Payback Period
1	Township Office	Building Envelope	Windows/Doors	Upgrade exterior windows and doors to reduce heat transfer and infiltration.	2024	4 doors (3 single, 1 double) 12 windows	\$1,850 per single door, \$3,500 per double door, \$850 per window	\$19,250	N/A	TBD
2	Township Office	Heating	Upgrade	Replace plug in floor heaters with low wattage radiant panel heaters.	2020/2021	1	\$140 each	\$140	N/A	1.5 years
3	Township Office	Lighting	Upgrade	Upgrade interior fluorescent lighting to LED.	2020/2021	Assuming 35 4x4' T8 Fixtures to LED	\$140 each	\$4,900	Yes, included in price	5 years
4	Township Office	Lighting	Controls	Investigate installing motion sensors for lighting located in the back area of the Township Office towards the washrooms.	2020/2021	TBD	TBD	TBD	TBD	TBD
5	Township Office	Building Envelope	New Technology	Consider installing air curtain on front doors of office to reduce infiltration. Up to \$1,000 in incentives from Union Gas.	2024	1	\$3,500 for 72" door	\$3,500	Yes, \$600	9 years
6	Community Centre	Building Envelope	Windows/Doors	Upgrade exterior windows and doors to reduce heat transfer and infiltration.	2024	4 single doors 5 windows	\$1,850 per single door, \$850 per window	\$11,650	N/A	TBD
7	Community Centre	Lighting	Upgrade	Upgrade interior fluorescent lighting to LED.	2020/2021	Assuming 19 4x4' T8 Fixtures to LED	\$140 each	\$2,660	Yes, included in price	3 years
8	Community Centre	Building Envelope	New Technology	Consider installing air curtain on front doors and exterior doors off of main community room to reduce infiltration. Up to \$1,000 in incentives from Union Gas.	2024	1	\$3,500 for 72" door	\$3,500	Yes, \$600	9 years
9	Fire Hall	Building Envelope	Weather Stripping	Review and maintain weather stripping and sealing around exterior person doors as necessary in bay area, and around building.	2024	1	\$100	\$100	N/A	2 years
10	Fire Hall	Building Envelope	Controls	Install remote controls for bay doors to reduce time doors are open.	2020	3	\$750 each	\$2,250	N/A	TBD
11	Fire Hall	Heating	Controls	Replace older thermostats on bay radiant natural gas heaters to a programmable model. Program temperature setback for space heating during unoccupied periods.	2020	2	\$200 each	\$400	N/A	2.0 year
12	Fire Hall	Heating	Operation	Ensure ceiling fans in equipment bay are on all the time during the heating season.	N/A	N/A	\$0	\$0	N/A	Immediate
13	Fire Hall	HVAC	Controls	Ensure that temperature setbacks have been programmed for unoccupied periods in office area using existing thermostat.	N/A	N/A	\$0	\$0	N/A	Immediate
14	Fire Hall	Lighting	Upgrade	Convert existing fluorescent fixtures in bay area to LED.	2020/2021	Assuming 21 4x4' T8 Fixtures to LED	\$140 each	\$2,940	Yes, included in price	8 years
15	Fire Hall	Lighting	Upgrade	Convert existing fluorescent fixtures in office/kitchen/common areas to LED.	2020/2021	Assuming 16 4x4' T8 Fixtures to LED	\$140 each	\$2,240	Yes, included in price	8 years
16	Fire Hall	Lighting	Controls	Install motion sensors in washrooms for lighting and fan.	2020/2021	2	\$100 each	\$200	Yes	2 years
17	Fire Hall	Lighting	Controls	Investigate installing motion sensors for lighting on the apparatus floor.	2020/2021	TBD	TBD	TBD	TBD	TBD

Township of Puslinch Corporate Energy Management Plan - Action List

No.	Facility	Project Type	Measure	Description	Forecasted Timing	Quantity	Cost Estimate (\$)	Total Estimated Cost	Incentives	Payback Period
18	Optimist Recreation Centre	HVAC	New	Install demand controlled ventilation in gymnasium.	2020	1	\$1,200	\$1,200	Yes, \$500	4 years
19	Optimist Recreation Centre	Lighting	Upgrade	Upgrade gym lighting from fluorescent to LED.	2020/2021	Assuming 9 4x4' T8 fixtures to LED	\$140 each	\$1,260	Yes, included in price	2 years
20	Optimist Recreation Centre	Lighting	Upgrade	Upgrade outdoor rink lighting from fluorescent to LED.	2020/2021	Assuming 42 4x4' T8 Fixtures to LED	\$140 each	\$5,880	Yes, included in price	6 years
21	Public Works Shed (7404 Wellington)	Heating	Controls	Upgrade thermostats on unit heaters with programmable models. Program temperature setbacks for space heating during unoccupied periods.	2020	2	\$200 each	\$400	N/A	2 years
22	Public Works Shed (7404 Wellington)	Lighting	Upgrade	Upgrade interior fluorescent fixtures with LED.	2020/2021	Assuming 12 4x4' T8 Fixtures to LED	\$140 each	\$1,680	Yes, included in price	6 years
23	Public Works Shop	Building Envelope	Weather Stripping	Replace/maintain weather stripping on roll up doors as required.	2024	1	\$100	\$100	N/A	2.5 years
24	Public Works Shop	Building Envelope	Door	Replace exterior door in shop with insulated model to reduce infiltration and heat transfer.	2024	1	\$1,000	\$1,000	N/A	TBD
25	Public Works Shop	HVAC	Controls	Replace older thermostats with programmable models. Program temperature setbacks for space heating during unoccupied periods.	2020	4	\$200 each	\$800	N/A	2 years
26	Public Works Shop	Lighting	Upgrade	Upgrade interior fluorescent lighting to LED. Investigate whether motion sensors could be beneficial at this time.	2020/2021	Assuming 39 4x4' T8 fixtures to LED	\$140 each	\$5,460	Yes, included in price	5 years



REPORT FIN-2024-017

TO: Mayor and Members of Council

PREPARED BY: Michelle Cassar, Deputy Treasurer

PRESENTED BY: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: July 10, 2024

SUBJECT: First Quarter Financial Report – 2024
File: F05 – BUD

RECOMMENDATIONS

THAT Report FIN-2024-017 entitled First Quarter Financial Report – 2024 be received.

DISCUSSION

Purpose

The purpose of this report is to provide Council a summary of the Township finances for the First Quarter of 2024 (January, February, March).

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-2024-017 - First Quarter Financial Report - 2024
Schedule A - Departmental Detail

	Current Quarter		\$ Budget		
	Actuals	YTD Actuals	Remaining	2024 Budget	% Remaining
Building					
Building					
Expenditures					
Building Maintenance					
Municipal Office Costs Recovered from Building	\$0	\$0	\$20,289	\$20,289	100%
Contract Services/Professional Fees					
Contract Services	\$22,587	\$22,587	\$61,689	\$84,276	73%
Professional Fees - Audit	\$0	\$0	\$6,600	\$6,600	100%
Professional Fees - Engineering & Environmental	\$0	\$0	\$5,000	\$5,000	100%
Professional Fees - Legal	\$608	\$608	\$34,392	\$35,000	98%
Materials and Supplies					
Advertising	\$170	\$170	\$728	\$898	81%
Clothing, Safety Allowance	\$0	\$0	\$980	\$980	100%
Office Equipment and Supplies					
Computer Software & Hardware	\$0	\$0	\$300	\$300	100%
Office Supplies & Equipment	\$314	\$314	\$1,186	\$1,500	79%
Professional Development					
Professional Development	\$1,834	\$1,834	\$9,570	\$11,404	84%
Travel - Meals	\$0	\$0	\$100	\$100	100%
Travel - Accommodations & Parking	\$0	\$0	\$2,000	\$2,000	100%
Membership & Subscription Fees	\$1,705	\$1,705	\$3,726	\$5,431	69%
Salaries, Wages and Benefits					
FT Wages	\$79,685	\$79,685	\$327,952	\$407,637	80%
Group Benefits	\$9,290	\$9,290	\$37,750	\$47,039	80%
OT Wages	\$0	\$0	\$500	\$500	100%
PT Wages	\$0	\$0	\$0	\$0	N/A
WSIB	\$2,078	\$2,078	\$10,778	\$12,856	84%
FT Wage Related Expenses	\$15,576	\$15,576	\$59,666	\$75,242	79%
PT Wage Related Expenses	\$0	\$0	\$0	\$0	N/A
Utilities					
Emergency Management	\$101	\$101	\$465	\$566	82%

Report FIN-2024-017 - First Quarter Financial Report - 2024
Schedule A - Departmental Detail

	Current Quarter		\$ Budget		
	Actuals	YTD Actuals	Remaining	2024 Budget	% Remaining
Fuel	\$0	\$0	\$2,116	\$2,116	100%
Insurance	\$14,601	\$14,601	-\$93	\$14,509	-1%
Postage	\$810	\$810	\$40	\$850	5%
Communication (phone,fax,internet)	\$1,105	\$1,105	\$3,292	\$4,397	75%
Bank Service Charges	\$1,204	\$1,204	\$3,896	\$5,100	76%
Vehicles and Equipment					
Mileage	\$0	\$0	\$750	\$750	100%
Vehicle Maintenance	\$0	\$0	\$1,000	\$1,000	100%
Vehicle Plates	\$0	\$0	\$125	\$125	100%
Expenditures Total	\$151,669	\$151,669	\$594,795	\$746,465	80%
Revenues					
Recoveries					
Other Recoveries	-\$3,000	-\$3,000	\$2,500	-\$500	-500%
User Fees, Licenses and Fines					
Alternative Solution Application	\$0	\$0	-\$586	-\$586	100%
Demolition Permits	-\$905	-\$905	-\$995	-\$1,900	52%
Designated Structures Permit	\$0	\$0	-\$2,000	-\$2,000	100%
Farm Building Permits	-\$3,434	-\$3,434	-\$16,566	-\$20,000	83%
Institutional, Commercial & Industrial Building Permits	-\$1,038	-\$1,038	-\$198,962	-\$200,000	99%
Occupancy Permits	-\$1,267	-\$1,267	-\$4,433	-\$5,700	78%
Online Service Fee	-\$174	-\$174	-\$2,826	-\$3,000	94%
Re-inspection fees	\$0	\$0	-\$362	-\$362	100%
Residential Building Permits	-\$132,946	-\$132,946	-\$275,054	-\$408,000	67%
Revision to a Permit	-\$1,329	-\$1,329	-\$2,671	-\$4,000	67%
Septic System Permit - Alter	-\$1,827	-\$1,827	-\$3,113	-\$4,940	63%
Septic System Permit - New	-\$3,655	-\$3,655	-\$30,345	-\$34,000	89%
Sign Permits	\$0	\$0	-\$1,000	-\$1,000	100%
Tent or Marquee Fee	\$0	\$0	-\$1,500	-\$1,500	100%
Transfer of Permit	\$0	\$0	-\$181	-\$181	100%
Reproduction of Digital Drawings Fees	\$0	\$0	-\$100	-\$100	100%
Revenues Total	-\$149,574	-\$149,574	-\$538,195	-\$687,769	78%

Report FIN-2024-017 - First Quarter Financial Report - 2024
Schedule A - Departmental Detail

	Current Quarter		\$ Budget		
	Actuals	YTD Actuals	Remaining	2024 Budget	% Remaining
By-law					
By-law					
Expenditures					
Contract Services/Professional Fees					
Contract Services	\$1,198	\$1,198	\$26,526	\$27,725	96%
Livestock Loss	\$0	\$0	\$353	\$353	100%
Professional Fees - Engineering & Environmental	\$0	\$0	\$22,000	\$22,000	100%
Professional Fees - Legal	\$1,155	\$1,155	\$74,845	\$76,000	98%
Materials and Supplies					
Advertising	\$20	\$20	\$980	\$1,000	98%
Clothing, Safety Allowance	\$0	\$0	\$260	\$260	100%
Public Education	\$0	\$0	\$500	\$500	100%
Signage	\$40	\$40	\$1,160	\$1,200	97%
Office Equipment and Supplies					
Office Supplies & Equipment	\$59	\$59	\$91	\$150	60%
Professional Development					
Professional Development	\$1,355	\$1,355	\$2,276	\$3,631	63%
Travel - Meals	\$0	\$0	\$100	\$100	100%
Travel - Accommodations & Parking	\$0	\$0	\$250	\$250	100%
Membership & Subscription Fees	\$534	\$534	\$118	\$652	18%
Salaries, Wages and Benefits					
FT Wages	\$14,052	\$14,052	\$69,923	\$83,976	83%
Group Benefits	\$1,355	\$1,355	\$5,831	\$7,187	81%
OT Wages	\$0	\$0	\$500	\$500	100%
PT Wages	\$0	\$0	\$700	\$700	100%
WSIB	\$322	\$322	\$2,424	\$2,745	88%
FT Wage Related Expenses	\$2,602	\$2,602	\$13,113	\$15,715	83%
Utilities					
Fuel	\$0	\$0	\$2,117	\$2,117	100%
Insurance	\$11,886	\$11,886	\$177	\$12,064	1%
Communication (phone,fax,internet)	\$134	\$134	\$1,010	\$1,144	88%
Vehicles and Equipment					

Report FIN-2024-017 - First Quarter Financial Report - 2024
Schedule A - Departmental Detail

	Current Quarter		\$ Budget		
	Actuals	YTD Actuals	Remaining	2024 Budget	% Remaining
Mileage	\$0	\$0	\$250	\$250	100%
Vehicle Maintenance	\$1,236	\$1,236	-\$736	\$500	-147%
Vehicle Plates	\$0	\$0	\$125	\$125	100%
Expenditures Total	\$35,950	\$35,950	\$224,893	\$260,843	86%
Revenues					
Recoveries					
Engineering, Environmental, and Legal Fees Recovered	\$743	\$743	-\$32,243	-\$31,500	102%
Ontario Wildlife Damage Compensation	\$0	\$0	-\$353	-\$353	100%
Other Recoveries	\$0	\$0	-\$588	-\$588	100%
User Fees, Licenses and Fines					
Dog Tags and Kennel Licences	-\$2,254	-\$2,254	-\$11,834	-\$14,088	84%
Fence Viewer's Application	\$0	\$0	\$0	\$0	N/A
Filming Permit Fee	\$0	\$0	-\$587	-\$587	100%
Inspection Permit - LCBO	\$0	\$0	-\$182	-\$182	100%
Lottery Licences	\$0	\$0	-\$50	-\$50	100%
Municipal addressing signs	-\$357	-\$357	-\$1,293	-\$1,650	78%
Pool Enclosure Permit	-\$251	-\$251	-\$5,749	-\$6,000	96%
Property Standards Appeal Fee	\$0	\$0	-\$299	-\$299	100%
Septic Compliance Letter	-\$176	-\$176	-\$824	-\$1,000	82%
Sign Permits	\$0	\$0	-\$116	-\$116	100%
Site Alteration Agreement	-\$50	-\$50	-\$19,950	-\$20,000	100%
Special Events Permit	-\$264	-\$264	-\$736	-\$1,000	74%
Reinspection Fee	\$0	\$0	-\$77	-\$77	100%
Publicized Display Fees	\$0	\$0	-\$154	-\$154	100%
Revenues Total	-\$2,609	-\$2,609	-\$75,034	-\$77,644	97%

Report FIN-2024-017 - First Quarter Financial Report - 2024
Schedule A - Departmental Detail

	Current Quarter		\$ Budget		
	Actuals	YTD Actuals	Remaining	2024 Budget	% Remaining
Fire and Rescue					
Fire and Rescue					
Expenditures					
Contract Services/Professional Fees					
Contract Services	\$14,857	\$14,857	\$149,524	\$164,381	91%
Materials and Supplies					
Advertising	\$0	\$0	\$500	\$500	100%
Clothing, Safety Allowance	\$17,455	\$17,455	\$3,797	\$21,252	18%
Oxygen & Medical Supplies	\$1,258	\$1,258	\$1,842	\$3,100	59%
Public Education	\$1,893	\$1,893	\$1,107	\$3,000	37%
Office Equipment and Supplies					
Office Supplies & Equipment	\$185	\$185	\$815	\$1,000	81%
Professional Development					
Professional Development	\$3,786	\$3,786	\$14,584	\$18,370	79%
Travel - Meals	\$0	\$0	\$700	\$700	100%
Travel - Accommodations & Parking	\$0	\$0	\$200	\$200	100%
Membership & Subscription Fees	\$805	\$805	\$2,935	\$3,740	78%
Salaries, Wages and Benefits					
FT Wages	\$0	\$0	\$105,914	\$105,914	100%
Group Benefits	\$10,987	\$10,987	\$18,605	\$29,591	63%
WSIB	\$2,498	\$2,498	\$14,166	\$16,665	85%
Remuneration	\$127,054	\$127,054	\$279,795	\$406,850	69%
FT Wage Related Expenses	\$0	\$0	\$19,029	\$19,029	100%
Remuneration Related Expenses	\$8,944	\$8,944	\$30,075	\$39,019	77%
Utilities					
Fuel	\$0	\$0	\$20,318	\$20,318	100%
Insurance	\$59,432	\$59,432	\$887	\$60,318	1%
Communication (phone,fax,internet)	\$3,939	\$3,939	\$1,749	\$5,688	31%
Vehicles and Equipment					
Equipment Maintenance & Supplies	\$8,920	\$8,920	\$13,080	\$22,000	59%
Mileage	\$80	\$80	\$1,420	\$1,500	95%

Report FIN-2024-017 - First Quarter Financial Report - 2024
Schedule A - Departmental Detail

	Current Quarter		\$ Budget		
	Actuals	YTD Actuals	Remaining	2024 Budget	% Remaining
Permits	\$565	\$565	-\$24	\$541	-4%
Vehicle Maintenance	\$5,891	\$5,891	\$46,109	\$52,000	89%
Vehicle Plates	\$0	\$0	\$265	\$265	100%
Expenditures Total	\$268,550	\$268,550	\$727,390	\$995,940	73%
Revenues					
Grants					
Office of Fire Marshal Grants	\$0	\$0	\$0	\$0	N/A
Recoveries					
Other Recoveries	-\$3,000	-\$3,000	-\$6,437	-\$9,437	68%
User Fees, Licenses and Fines					
Boarding up or Barricading	\$0	\$0	\$0	\$0	N/A
Burning Permit Violations	\$0	\$0	-\$543	-\$543	100%
Fire Alarm False Alarm Calls	\$0	\$0	\$0	\$0	N/A
Fire Extinguisher Training	\$0	\$0	-\$264	-\$264	100%
Fire Safety Plan Review	\$0	\$0	-\$140	-\$140	100%
Fireworks Permits	\$0	\$0	-\$116	-\$116	100%
Information/Fire Reports	-\$264	-\$264	-\$352	-\$616	57%
Inspections	\$0	\$0	\$0	\$0	N/A
Key Boxes	\$0	\$0	-\$173	-\$173	100%
Motor Vehicle Emergency Responses	-\$84	-\$84	-\$93,276	-\$93,361	100%
Occupancy Load	\$0	\$0	\$0	\$0	N/A
Open Burning Permit and Inspection	-\$7,738	-\$7,738	-\$7,262	-\$15,000	48%
Post Fire Watch	\$0	\$0	\$0	\$0	N/A
Water Tank Locks	\$0	\$0	-\$21	-\$21	100%
Revenues Total	-\$11,086	-\$11,086	-\$108,584	-\$119,670	91%

Report FIN-2024-017 - First Quarter Financial Report - 2024
Schedule A - Departmental Detail

	Current Quarter		\$ Budget		
	Actuals	YTD Actuals	Remaining	2024 Budget	% Remaining
General Government					
Administration					
Expenditures					
Community Grants					
Heritage Financial Incentive Program	\$0	\$0	\$10,600	\$10,600	100%
Contract Services/Professional Fees					
Contract Services	\$10,695	\$10,695	\$23,698	\$34,394	69%
Professional Fees - Engineering & Environmental	-\$346	-\$346	\$23,491	\$23,145	101%
Professional Fees - Legal	\$799	\$799	\$52,701	\$53,500	99%
Professional Fees - Township-wide Groundwater Monitoring	\$0	\$0	\$4,000	\$4,000	100%
Materials and Supplies					
Advertising	\$229	\$229	\$2,486	\$2,715	92%
Clothing, Safety Allowance	\$0	\$0	\$2,710	\$2,710	100%
Events and Other	\$1,065	\$1,065	\$11,245	\$12,310	91%
Office Equipment and Supplies					
Office Supplies & Equipment	\$374	\$374	\$1,376	\$1,750	79%
Professional Development					
Professional Development	\$3,830	\$3,830	\$14,791	\$18,621	79%
Travel - Air Fare	\$0	\$0	\$200	\$200	100%
Travel - Meals	\$0	\$0	\$400	\$400	100%
Travel - Accommodations & Parking	\$0	\$0	\$200	\$200	100%
Membership & Subscription Fees	\$11,959	\$11,959	\$5,323	\$17,282	31%
Salaries, Wages and Benefits					
FT Wages	\$89,534	\$89,534	\$379,406	\$468,939	81%
Group Benefits	\$11,298	\$11,298	\$45,095	\$56,393	80%
OT Wages	\$0	\$0	\$500	\$500	100%
PT Wages	\$2,071	\$2,071	\$7,057	\$9,128	77%
WSIB	\$2,022	\$2,022	\$12,280	\$14,303	86%
FT Wage Related Expenses	\$16,838	\$16,838	\$64,821	\$81,659	79%

Report FIN-2024-017 - First Quarter Financial Report - 2024
Schedule A - Departmental Detail

	Current Quarter		\$ Budget		
	Actuals	YTD Actuals	Remaining	2024 Budget	% Remaining
PT Wage Related Expenses	\$165	\$165	\$1,590	\$1,755	91%
Utilities					
Insurance	\$41,994	\$41,994	\$9,902	\$51,896	19%
Communication (phone,fax,internet)	\$107	\$107	\$1,467	\$1,574	93%
Vehicles and Equipment					
Mileage	\$0	\$0	\$100	\$100	100%
Expenditures Total	\$192,633	\$192,633	\$675,439	\$868,072	78%
Revenues					
Recoveries					
Engineering, Environmental, and Legal Fees Recovered	\$0	\$0	-\$10,000	-\$10,000	100%
Nestle Agreement	\$0	\$0	-\$500	-\$500	100%
Other Recoveries	-\$3,000	-\$3,000	\$2,500	-\$500	-500%
Recoveries from Staff Events	\$0	\$0	-\$1,000	-\$1,000	100%
User Fees, Licenses and Fines					
Signature of Commissioner and FOI Requests	-\$6,325	-\$6,325	\$4,102	-\$2,223	-185%
Revenues Total	-\$9,325	-\$9,325	-\$4,898	-\$14,223	34%

Report FIN-2024-017 - First Quarter Financial Report - 2024
Schedule A - Departmental Detail

	Current Quarter		\$ Budget		
	Actuals	YTD Actuals	Remaining	2024 Budget	% Remaining
Corporate					
Expenditures					
Contract Services/Professional Fees					
Conservation Authorities Levy Payment	\$70,710	\$70,710	\$121,412	\$192,122	63%
Writeoffs					
Taxes written off (Twp share only)	\$721	\$721	\$31,279	\$32,000	98%
Tax write off Accrual	\$0	\$0	\$0	\$0	N/A
Expenditures Total	\$71,431	\$71,431	\$152,691	\$224,122	68%
Revenues					
Grants					
Operating Donations	\$0	\$0	\$0	\$0	N/A
Provincial OMPF Operating Grant	-\$108,450	-\$108,450	-\$325,350	-\$433,800	75%
Payments-in-Lieu of Taxes and Other Levies					
PIL Mun Tax Assistance	\$0	\$0	-\$29,066	-\$29,066	100%
PIL Transportation Ministry	\$0	\$0	-\$36,410	-\$36,410	100%
PIL Hydro One	\$0	\$0	-\$11,950	-\$11,950	100%
PIL Greater Toronto Transit Authority	\$0	\$0	-\$13,744	-\$13,744	100%
IH Municipal Retained Portion	\$0	\$0	-\$6,310	-\$6,310	100%
PIL Guelph Junction Railway	\$0	\$0	-\$718	-\$718	100%
PIL County of Wellington Landfill	\$0	\$0	-\$8,732	-\$8,732	100%
PIL City of Guelph	\$0	\$0	-\$37,684	-\$37,684	100%
PIL University of Guelph	\$0	\$0	-\$1,123	-\$1,123	100%
PIL Canadian National Railway	\$0	\$0	-\$311	-\$311	100%
PIL Canadian Pacific Railway	\$0	\$0	-\$1,052	-\$1,052	100%
Penalties and Interest					
Interest - Tax Arrears	-\$63,128	-\$63,128	-\$91,872	-\$155,000	59%
Interest on Cash and Equivalents	-\$50,451	-\$50,451	-\$159,549	-\$210,000	76%
Penalties - Property Taxes	-\$10,952	-\$10,952	-\$64,048	-\$75,000	85%
Property Taxes					
Supplemental Billings	\$0	\$0	-\$366,000	-\$366,000	100%
User Fees, Licenses and Fines					
Other Revenues	\$0	\$0	\$0	\$0	N/A
Revenues Total	-\$232,982	-\$232,982	-\$1,153,919	-\$1,386,901	83%

Report FIN-2024-017 - First Quarter Financial Report - 2024
Schedule A - Departmental Detail

	Current Quarter		\$ Budget		
	Actuals	YTD Actuals	Remaining	2024 Budget	% Remaining
Council					
Expenditures					
Office Equipment and Supplies					
Office Supplies & Equipment	\$0	\$0	\$200	\$200	100%
Professional Development					
Professional Development	\$939	\$939	\$561	\$1,500	37%
Travel - Air Fare	\$0	\$0	\$200	\$200	100%
Travel - Meals	\$0	\$0	\$100	\$100	100%
Travel - Accommodations & Parking	\$1,242	\$1,242	\$259	\$1,500	17%
Salaries, Wages and Benefits					
Group Benefits	\$5,516	\$5,516	\$15,585	\$21,100	74%
Remuneration	\$23,728	\$23,728	\$90,089	\$113,818	79%
Remuneration Related Expenses	\$1,320	\$1,320	\$7,671	\$8,992	85%
Vehicles and Equipment					
Mileage	\$13	\$13	\$187	\$200	93%
Expenditures Total	\$32,758	\$32,758	\$114,852	\$147,609	78%

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	Current Quarter		\$ Budget		
	Actuals	YTD Actuals	Remaining	2024 Budget	% Remaining
Elections					
Expenditures					
Contract Services/Professional Fees					
Professional Fees - Audit	\$0	\$0	\$0	\$0	N/A
Contract Services	\$1,883	\$1,883	\$0	\$1,883	0%
Materials and Supplies					
Advertising	\$0	\$0	\$0	\$0	N/A
Signage	\$0	\$0	\$0	\$0	N/A
Office Equipment and Supplies					
Office Supplies & Equipment	\$0	\$0	\$0	\$0	N/A
Professional Development					
Professional Development	\$0	\$0	\$0	\$0	N/A
Salaries, Wages and Benefits					
Per Diems	\$0	\$0	\$0	\$0	N/A
Utilities					
Postage	\$0	\$0	\$0	\$0	N/A
Expenditures Total	\$1,883	\$1,883	\$0	\$1,883	0%
Revenues					
Recoveries					
Election - Other Recoveries	\$0	\$0	\$0	\$0	N/A
Nomination Fees	\$0	\$0	\$0	\$0	N/A
Revenues Total	\$0	\$0	\$0	\$0	N/A

Report FIN-2024-017 - First Quarter Financial Report - 2024
Schedule A - Departmental Detail

	Current Quarter		\$ Budget		
	Actuals	YTD Actuals	Remaining	2024 Budget	% Remaining
Finance					
Expenditures					
Community Grants					
Community Grants	\$0	\$0	\$16,870	\$16,870	100%
Contract Services/Professional Fees					
Contract Services	\$10,881	\$10,881	\$77,556	\$88,438	88%
Environmental Service - Garbage Bags	\$2,400	\$2,400	\$4,088	\$6,488	63%
Professional Fees - Audit	\$0	\$0	\$15,400	\$15,400	100%
Debt - Penalties and Interest					
Debt Interest Repayment	\$0	\$0	\$0	\$0	N/A
Principal Repayment	\$0	\$0	\$0	\$0	N/A
Materials and Supplies					
Advertising and Tax Sale Expenses	\$520	\$520	\$13,474	\$13,994	96%
Office Equipment and Supplies					
Computer Software & Hardware	\$0	\$0	\$1,000	\$1,000	100%
Office Supplies & Equipment	\$641	\$641	\$4,359	\$5,000	87%
Professional Development					
Travel - Meals	\$0	\$0	\$100	\$100	100%
Travel - Accommodations & Parking	\$0	\$0	\$300	\$300	100%
Membership & Subscription Fees	\$645	\$645	\$1,508	\$2,153	70%
Professional Development	\$0	\$0	\$3,868	\$3,868	100%
Salaries, Wages and Benefits					
FT Wages	\$73,771	\$73,771	\$328,696	\$402,467	82%
OT Wages	\$0	\$0	\$500	\$500	100%
Group Benefits	\$9,986	\$9,986	\$35,922	\$45,908	78%
WSIB	\$1,931	\$1,931	\$10,439	\$12,370	84%
PT Wages	\$12,776	\$12,776	-\$12,776	\$0	N/A
FT Wage Related Expenses	\$14,434	\$14,434	\$59,901	\$74,335	81%
PT Wage Related Expenses	\$1,546	\$1,546	-\$1,546	\$0	N/A
Utilities					
Communication (phone,fax,internet)	\$2,228	\$2,228	\$3,892	\$6,119	64%
Postage	\$5,340	\$5,340	\$7,960	\$13,300	60%
Emergency Management	\$236	\$236	\$1,085	\$1,322	82%
Bank Service Charges	\$2,807	\$2,807	\$8,193	\$11,000	74%

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Schedule A - Departmental Detail

	Current Quarter		\$ Budget		
	Actuals	YTD Actuals	Remaining	2024 Budget	% Remaining
Vehicles and Equipment					
Mileage	\$0	\$0	\$100	\$100	100%
Writeoffs					
Other Write-offs	\$0	\$0	\$0	\$0	N/A
Expenditures Total	\$140,143	\$140,143	\$580,888	\$721,031	81%
Revenues					
Recoveries					
Advertising, Legal, and Realtax Fees Recovered	-\$8,548	-\$8,548	-\$11,452	-\$20,000	57%
Garbage bags	-\$3,387	-\$3,387	-\$3,101	-\$6,488	48%
Other Recoveries	-\$3,079	-\$3,079	\$2,079	-\$1,000	-208%
User Fees, Licenses and Fines					
NSF Fees	-\$306	-\$306	-\$394	-\$700	56%
Tax Certificates	-\$1,386	-\$1,386	-\$8,114	-\$9,500	85%
Online Service Fee	-\$764	-\$764	-\$1,736	-\$2,500	69%
Revenues Total	-\$17,471	-\$17,471	-\$22,717	-\$40,188	57%

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Schedule A - Departmental Detail

	Current Quarter		\$ Budget		
	Actuals	YTD Actuals	Remaining	2024 Budget	% Remaining
Heritage Committee					
Expenditures					
Office Equipment and Supplies					
Office Supplies & Equipment	\$0	\$0	\$100	\$100	100%
Professional Development					
Professional Development	\$0	\$0	\$1,000	\$1,000	100%
Travel - Meals	\$0	\$0	\$50	\$50	100%
Travel - Accommodations & Parking	\$0	\$0	\$500	\$500	100%
Membership & Subscription Fees	\$202	\$202	-\$25	\$177	-14%
Salaries, Wages and Benefits					
WSIB	\$0	\$0	\$232	\$232	100%
PT Wage Related Expenses	\$0	\$0	\$1,374	\$1,374	100%
Per Diems and PT Wages	\$205	\$205	\$10,781	\$10,986	98%
Vehicles and Equipment					
Mileage	\$0	\$0	\$300	\$300	100%
Expenditures Total	\$407	\$407	\$14,312	\$14,719	97%
Revenues					
Grants					
Federal Young Canada Works Operating Grant	\$0	\$0	-\$6,000	-\$6,000	100%
Recoveries					
Doors of Puslinch Posters	\$0	\$0	-\$4,248	-\$4,248	100%
Revenues Total	\$0	\$0	-\$10,248	-\$10,248	100%

Report FIN-2024-017 - First Quarter Financial Report - 2024
Schedule A - Departmental Detail

	Current Quarter		\$ Budget		
	Actuals	YTD Actuals	Remaining	2024 Budget	% Remaining
Municipal Office					
Expenditures					
Building Maintenance					
Cleaning, Maintenance & Supplies - Interior	\$2,033	\$2,033	\$20,567	\$22,600	91%
Outdoor Maintenance	\$0	\$0	\$1,000	\$1,000	100%
Contract Services/Professional Fees					
Contract Services	\$175	\$175	\$5,855	\$6,030	97%
Water Protection	\$34	\$34	\$1,166	\$1,200	97%
Office Equipment and Supplies					
Kitchen Supplies & Equipment	\$814	\$814	\$4,186	\$5,000	84%
Utilities					
Heat	\$8,124	\$8,124	\$4,476	\$12,600	36%
Hydro	\$3,761	\$3,761	\$12,439	\$16,200	77%
Waste Removal	\$1,137	\$1,137	\$1,863	\$3,000	62%
Expenditures Total	\$16,078	\$16,078	\$51,552	\$67,630	76%
Revenues					
Recoveries					
Municipal Office Costs Recovered from Building Department	\$0	\$0	-\$20,289	-\$20,289	100%
Revenues Total	\$0	\$0	-\$20,289	-\$20,289	100%

Report FIN-2024-017 - First Quarter Financial Report - 2024
Schedule A - Departmental Detail

	Current Quarter		\$ Budget		
	Actuals	YTD Actuals	Remaining	2024 Budget	% Remaining
PDAC					
Expenditures					
Office Equipment and Supplies					
Office Supplies & Equipment	\$0	\$0	\$100	\$100	100%
Professional Development					
Professional Development	\$0	\$0	\$500	\$500	100%
Travel - Meals	\$0	\$0	\$50	\$50	100%
Travel - Accommodations & Parking	\$0	\$0	\$200	\$200	100%
Salaries, Wages and Benefits					
Per Diems	\$410	\$410	\$4,710	\$5,120	92%
Vehicles and Equipment					
Mileage	\$0	\$0	\$150	\$150	100%
Expenditures Total	\$410	\$410	\$5,710	\$6,120	93%

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Schedule A - Departmental Detail

	Current Quarter		\$ Budget		
	Actuals	YTD Actuals	Remaining	2024 Budget	% Remaining
Recreation Committee					
Expenditures					
Office Equipment and Supplies					
Office Supplies & Equipment	\$0	\$0	\$100	\$100	100%
Professional Development					
Professional Development	\$0	\$0	\$500	\$500	100%
Travel - Meals	\$0	\$0	\$50	\$50	100%
Travel - Accommodations & Parking	\$0	\$0	\$200	\$200	100%
Salaries, Wages and Benefits					
Per Diems	\$103	\$103	\$3,311	\$3,413	97%
Vehicles and Equipment					
Mileage	\$0	\$0	\$150	\$150	100%
Expenditures Total	\$103	\$103	\$4,311	\$4,413	98%

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Schedule A - Departmental Detail

	Current Quarter		\$ Budget		
	Actuals	YTD Actuals	Remaining	2024 Budget	% Remaining
Youth Committee					
Expenditures					
Office Equipment and Supplies					
Office Supplies & Equipment	\$0	\$0	\$500	\$500	100%
Professional Development					
Professional Development	\$0	\$0	\$428	\$428	100%
Vehicles and Equipment					
Mileage	\$0	\$0	\$160	\$160	100%
Expenditures Total	\$0	\$0	\$1,088	\$1,088	100%

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Schedule A - Departmental Detail

	Current Quarter		\$ Budget		
	Actuals	YTD Actuals	Remaining	2024 Budget	% Remaining
Parks and Recreation					
Library					
Expenditures					
Utilities					
Water Protection	\$335	\$335	\$2,165	\$2,500	87%
Library Historical Society Rent	\$1,294	\$1,294	\$4,146	\$5,440	76%
Expenditures Total	\$1,629	\$1,629	\$6,311	\$7,940	79%
Revenues					
Recoveries					
Costs Recovered from County	\$0	\$0	-\$3,472	-\$3,472	100%
Revenues Total	\$0	\$0	-\$3,472	-\$3,472	100%

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Schedule A - Departmental Detail

	Current Quarter		\$ Budget		
	Actuals	YTD Actuals	Remaining	2024 Budget	% Remaining
Parks					
Expenditures					
Contract Services/Professional Fees					
Contract Services	\$0	\$0	\$2,294	\$2,294	100%
Water Protection	\$0	\$0	\$200	\$200	100%
Materials and Supplies					
Advertising	\$0	\$0	\$1,000	\$1,000	100%
Outdoor Maintenance	\$538	\$538	\$12,462	\$13,000	96%
Salaries, Wages and Benefits					
FT Wages	\$0	\$0	\$119,359	\$119,359	100%
Group Benefits	\$0	\$0	\$15,485	\$15,485	100%
OT Wages	\$0	\$0	\$1,000	\$1,000	100%
PT Wages	\$0	\$0	\$0	\$0	N/A
WSIB	\$0	\$0	\$3,912	\$3,912	100%
FT Wage Related Expenses	\$0	\$0	\$22,746	\$22,746	100%
PT Wage Related Expenses	\$0	\$0	\$0	\$0	N/A
Utilities					
Fuel	\$0	\$0	\$3,711	\$3,711	100%
Hydro	\$566	\$566	\$2,234	\$2,800	80%
Insurance	\$11,886	\$11,886	\$177	\$12,064	1%
Vehicles and Equipment					
Equipment Maintenance & Supplies	\$790	\$790	\$2,010	\$2,800	72%
Mileage	\$0	\$0	\$0	\$0	N/A
Vehicle Maintenance	\$0	\$0	\$350	\$350	100%
Expenditures Total	\$13,780	\$13,780	\$186,940	\$200,720	93%
Revenues					
Recoveries					
Other Recoveries	\$0	\$0	\$0	\$0	N/A
User Fees, Licenses and Fines					
Aberfoyle/Morrison Ball Park/ Morrison Meadows	\$0	\$0	-\$10,277	-\$10,277	100%
Horse Paddock Rental	\$0	\$0	-\$74	-\$74	100%
Picnic Shelter	\$0	\$0	-\$1,159	-\$1,159	100%
Soccer Field Rentals	\$0	\$0	-\$3,609	-\$3,609	100%
Tennis Court Rentals	\$0	\$0	-\$800	-\$800	100%

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Schedule A - Departmental Detail

	Current Quarter		\$ Budget		
	Actuals	YTD Actuals	Remaining	2024 Budget	% Remaining
Revenues Total	\$0	\$0	-\$15,919	-\$15,919	100%
Optimist Recreation Center					
Expenditures					
Building Maintenance					
Cleaning, Maintenance & Supplies - Interior	\$3,696	\$3,696	\$2,804	\$6,500	43%
Outdoor Maintenance	\$1,554	\$1,554	\$6,446	\$8,000	81%
Contract Services/Professional Fees					
Contract Services	\$0	\$0	\$1,471	\$1,471	100%
Water Protection	\$249	\$249	\$751	\$1,000	75%
Materials and Supplies					
Advertising	\$0	\$0	\$1,000	\$1,000	100%
Clothing, Safety Allowance	\$0	\$0	\$600	\$600	100%
Office Equipment and Supplies					
Office Supplies & Equipment	\$83	\$83	\$17	\$100	17%
Professional Development					
Professional Development	\$0	\$0	\$0	\$0	N/A
Travel - Meals	\$0	\$0	\$50	\$50	100%
Membership & Subscription Fees	\$0	\$0	\$0	\$0	N/A
Salaries, Wages and Benefits					
FT Wages	\$12,443	\$12,443	\$48,833	\$61,277	80%
Group Benefits	\$2,496	\$2,496	\$7,451	\$9,947	75%
OT Wages	\$943	\$943	\$3,057	\$4,000	76%
WSIB	\$746	\$746	\$2,261	\$3,008	75%
PT Wages	\$17,888	\$17,888	\$9,386	\$27,274	34%
FT Wage Related Expenses	\$2,278	\$2,278	\$9,911	\$12,189	81%
PT Wage Related Expenses	\$1,805	\$1,805	\$3,438	\$5,243	66%
Utilities					
Heat	\$3,653	\$3,653	\$1,847	\$5,500	34%
Hydro	\$18,555	\$18,555	\$6,445	\$25,000	26%
Insurance	\$11,886	\$11,886	\$177	\$12,064	1%
Waste Removal	\$913	\$913	\$1,487	\$2,400	62%
Communication (phone,fax,internet)	\$1,034	\$1,034	\$1,726	\$2,760	63%
Vehicles and Equipment					
Equipment Maintenance & Supplies	\$372	\$372	\$8,628	\$9,000	96%

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Schedule A - Departmental Detail

	Current Quarter		\$ Budget		
	Actuals	YTD Actuals	Remaining	2024 Budget	% Remaining
Mileage	\$0	\$0	\$100	\$100	100%
Expenditures Total	\$80,595	\$80,595	\$117,887	\$198,482	59%
Revenues					
Recoveries					
Other Recoveries	-\$1,322	-\$1,322	\$922	-\$400	-231%
User Fees, Licenses and Fines					
Arena Summer Rentals	\$0	\$0	-\$10,310	-\$10,310	100%
Gymnasium Rental	-\$9,781	-\$9,781	-\$15,994	-\$25,775	62%
Ice Rental - Non-Prime	-\$99	-\$99	-\$548	-\$647	85%
Ice Rental - Prime	-\$32,113	-\$32,113	-\$5,987	-\$38,100	16%
Rink Board and Ball Diamond Advertising	\$0	\$0	-\$1,235	-\$1,235	100%
Revenues Total	-\$43,316	-\$43,316	-\$33,151	-\$76,467	43%

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Schedule A - Departmental Detail

	Current Quarter		\$ Budget		
	Actuals	YTD Actuals	Remaining	2024 Budget	% Remaining
Puslinch Community Center					
Expenditures					
Building Maintenance					
Cleaning, Maintenance & Supplies - Interior	\$274	\$274	\$6,226	\$6,500	96%
Outdoor Maintenance	\$0	\$0	\$4,400	\$4,400	100%
Contract Services/Professional Fees					
Contract Services	\$230	\$230	\$4,803	\$5,033	95%
Water Protection	\$562	\$562	\$3,138	\$3,700	85%
Materials and Supplies					
Advertising	\$0	\$0	\$1,000	\$1,000	100%
Clothing, Safety Allowance	\$0	\$0	\$260	\$260	100%
Office Equipment and Supplies					
Office Supplies & Equipment	\$0	\$0	\$100	\$100	100%
Kitchen Supplies & Equipment	\$0	\$0	\$1,500	\$1,500	100%
Professional Development					
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%
Salaries, Wages and Benefits					
FT Wages	\$15,436	\$15,436	\$116,582	\$132,018	88%
Group Benefits	\$2,597	\$2,597	\$15,030	\$17,627	85%
OT Wages	\$268	\$268	\$232	\$500	46%
WSIB	\$386	\$386	\$3,921	\$4,307	91%
PT Wages	\$332	\$332	-\$332	\$0	N/A
FT Wage Related Expenses	\$2,751	\$2,751	\$22,225	\$24,976	89%
PT Wage Related Expenses	\$14	\$14	-\$14	\$0	N/A
Utilities					
Heat	\$3,498	\$3,498	\$1,002	\$4,500	22%
Hydro	\$3,552	\$3,552	\$8,448	\$12,000	70%
Insurance	\$11,886	\$11,886	\$177	\$12,064	1%
Waste Removal	\$3,654	\$3,654	\$5,846	\$9,500	62%
Communication (phone,fax,internet)	\$980	\$980	\$1,468	\$2,448	60%
Vehicles and Equipment					

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Schedule A - Departmental Detail

	Current Quarter		\$ Budget		
	Actuals	YTD Actuals	Remaining	2024 Budget	% Remaining
Mileage	\$0	\$0	\$0	\$0	N/A
Expenditures Total	\$46,420	\$46,420	\$196,512	\$242,932	81%
Revenues					
Grants					
Small Water Works Funding	\$0	\$0	-\$5,167	-\$5,167	100%
Recoveries					
Other Recoveries	-\$360	-\$360	-\$4,640	-\$5,000	93%
User Fees, Licenses and Fines					
Alf Hales Room	-\$2,702	-\$2,702	-\$10,725	-\$13,427	80%
Archie MacRobbie Hall - Non-Prime	-\$2,946	-\$2,946	-\$17,488	-\$20,434	86%
Archie MacRobbie Hall - Prime	-\$3,404	-\$3,404	-\$31,335	-\$34,739	90%
Commercial Rentals	\$0	\$0	-\$1,547	-\$1,547	100%
Kitchen Facilities	-\$1,700	-\$1,700	-\$870	-\$2,570	34%
Licensed Events Using Patio	\$0	\$0	-\$130	-\$130	100%
Revenues Total	-\$11,112	-\$11,112	-\$71,902	-\$83,014	87%

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Schedule A - Departmental Detail

	Current Quarter		\$ Budget		
	Actuals	YTD Actuals	Remaining	2024 Budget	% Remaining
Planning					
Planning					
Expenditures					
Community Grants					
CIP Grants and other Economic Development Programs	\$0	\$0	\$19,854	\$19,854	100%
Contract Services/Professional Fees					
Contract Services	\$0	\$0	\$42,440	\$42,440	100%
Professional Fees - Engineering & Environmental	\$51,170	\$51,170	\$152,365	\$203,536	75%
Professional Fees - Legal	\$608	\$608	\$51,392	\$52,000	99%
Professional Fees - Mini Lakes Water Monitoring	\$0	\$0	\$3,000	\$3,000	100%
Materials and Supplies					
Advertising	\$0	\$0	\$5,000	\$5,000	100%
Office Equipment and Supplies					
Office Supplies & Equipment	\$53	\$53	\$147	\$200	74%
Professional Development					
Professional Development	\$0	\$0	\$800	\$800	100%
Travel - Meals	\$0	\$0	\$50	\$50	100%
Travel - Accommodations & Parking	\$0	\$0	\$200	\$200	100%
Membership & Subscription Fees	\$1,512	\$1,512	-\$795	\$717	-111%
Salaries, Wages and Benefits					
FT Wages	\$22,973	\$22,973	\$91,400	\$114,373	80%
Group Benefits	\$1,201	\$1,201	\$8,545	\$9,746	88%
OT Wages	\$0	\$0	\$500	\$500	100%
WSIB	\$431	\$431	\$3,302	\$3,733	88%
Group Benefits PT	\$0	\$0	\$0	\$0	N/A
FT Wage Related Expenses	\$4,235	\$4,235	\$16,995	\$21,230	80%
Utilities					
Communication (phone,fax,internet)	\$0	\$0	\$100	\$100	100%
Vehicles and Equipment					
Mileage	\$0	\$0	\$100	\$100	100%
Expenditures Total	\$82,184	\$82,184	\$395,396	\$477,580	83%
Revenues					
Recoveries					

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Schedule A - Departmental Detail

	Current Quarter		\$ Budget		
	Actuals	YTD Actuals	Remaining	2024 Budget	% Remaining
Engineering, Environmental, and Legal Fees Recovered	\$4,992	\$4,992	-\$181,690	-\$176,698	103%
User Fees, Licenses and Fines					
Agreements	-\$292	-\$292	-\$2,343	-\$2,635	89%
Consent Review and Clearance	-\$580	-\$580	-\$2,600	-\$3,180	82%
Garden Suites and Renewals (Zoning)	\$0	\$0	\$0	\$0	N/A
Lifting of Holding Designation Fee (Zoning)	\$0	\$0	-\$1,472	-\$1,472	100%
Minor Variance Application	-\$1,636	-\$1,636	-\$20,734	-\$22,370	93%
Ownership List Confirmation	-\$316	-\$316	-\$869	-\$1,185	73%
Part Lot Control Exemption By-law	\$0	\$0	\$0	\$0	N/A
Pre-Consultation	-\$2,104	-\$2,104	-\$17,884	-\$19,988	89%
Site Plan Control	\$0	\$0	-\$7,730	-\$7,730	100%
Telecommunication Tower Proposals	\$0	\$0	-\$2,890	-\$2,890	100%
Zoning By-law Amendment	\$0	\$0	-\$7,731	-\$7,731	100%
Zoning By-law Amendment - Aggregate	\$0	\$0	-\$17,641	-\$17,641	100%
Compliance Letter	-\$922	-\$922	-\$3,143	-\$4,065	77%
Revenues Total	-\$858	-\$858	-\$266,727	-\$267,585	100%

Report FIN-2024-017 - First Quarter Financial Report - 2024
Schedule A - Departmental Detail

	Current Quarter		\$ Budget		
	Actuals	YTD Actuals	Remaining	2024 Budget	% Remaining
Public Works					
Public Works					
Expenditures					
Contract Services/Professional Fees					
Contract Services	\$13,383	\$13,383	\$61,395	\$74,778	82%
Professional Fees - Engineering & Environmental	\$0	\$0	\$1,000	\$1,000	100%
Materials and Supplies					
Advertising	\$0	\$0	\$1,500	\$1,500	100%
Clothing, Safety Allowance	\$0	\$0	\$2,800	\$2,800	100%
Signage	\$1,933	\$1,933	\$12,567	\$14,500	87%
Office Equipment and Supplies					
Office Supplies & Equipment	\$0	\$0	\$150	\$150	100%
Professional Development					
Professional Development	\$1,130	\$1,130	\$70	\$1,200	6%
Travel - Meals	\$0	\$0	\$350	\$350	100%
Membership & Subscription Fees	\$729	\$729	-\$20	\$709	-3%
Roads and Related Costs					
Calcium	\$0	\$0	\$76,000	\$76,000	100%
Maintenance Gravel	\$0	\$0	\$75,000	\$75,000	100%
Pavement Markings	\$0	\$0	\$35,500	\$35,500	100%
Permits	\$0	\$0	\$100	\$100	100%
Road Maintenance Supplies	\$3,350	\$3,350	\$32,050	\$35,400	91%
Shop Overhead	\$2,532	\$2,532	\$4,868	\$7,400	66%
Sidewalk Repairs	\$0	\$0	\$5,000	\$5,000	100%
Speed Monitor	\$0	\$0	\$0	\$0	N/A
Tree Maintenance Program	\$0	\$0	\$32,000	\$32,000	100%
Winter Maintenance	\$136,037	\$136,037	\$113,963	\$250,000	46%
Railway Maintenance and Upgrades	\$0	\$0	\$5,000	\$5,000	100%
Street Lights: Repairs and Hydro Expenses	\$2,973	\$2,973	\$11,877	\$14,850	80%
Municipal Street Naming	\$0	\$0	\$1,000	\$1,000	100%
Salaries, Wages and Benefits					
FT Wages	\$125,197	\$125,197	\$405,777	\$530,974	76%
Group Benefits	\$19,738	\$19,738	\$44,106	\$63,845	69%
OT Wages	\$19,518	\$19,518	\$8,277	\$27,795	30%

Report FIN-2024-017 - First Quarter Financial Report - 2024
Schedule A - Departmental Detail

	Current Quarter		\$ Budget		
	Actuals	YTD Actuals	Remaining	2024 Budget	% Remaining
Seasonal Wages	\$27,795	\$27,795	-\$6,960	\$20,835	-33%
WSIB	\$4,245	\$4,245	\$13,827	\$18,072	77%
FT Wage Related Expenses	\$25,937	\$25,937	\$74,210	\$100,146	74%
Seasonal Wage Related Benefits	\$4,270	\$4,270	-\$264	\$4,005	-7%
Utilities					
Fuel	\$34,553	\$34,553	\$64,213	\$98,766	65%
Hydro	\$156	\$156	\$544	\$700	78%
Insurance	\$83,204	\$83,204	\$1,241	\$84,446	1%
Waste Removal	\$0	\$0	\$1,300	\$1,300	100%
Communication (phone,fax,internet)	\$487	\$487	\$1,613	\$2,100	77%
Vehicles and Equipment					
Equipment Maintenance & Supplies	\$345	\$345	\$1,705	\$2,050	83%
Mileage	\$0	\$0	\$100	\$100	100%
Vehicle Maintenance	\$7,224	\$7,224	\$34,776	\$42,000	83%
Vehicle Plates	\$0	\$0	\$6,595	\$6,595	100%
Expenditures Total	\$514,735	\$514,735	\$1,123,231	\$1,637,966	69%
Revenues					
Recoveries					
Other Recoveries	\$0	\$0	-\$48,516	-\$48,516	100%
Third Party Cost Recovery	\$0	\$0	-\$100	-\$100	100%
User Fees, Licenses and Fines					
Entrance Permit	-\$828	-\$828	-\$2,368	-\$3,196	74%
Oversize-Overweight Load Permits	-\$116	-\$116	-\$116	-\$232	50%
Municipal Street Naming	\$0	\$0	-\$1,000	-\$1,000	100%
Revenues Total	-\$944	-\$944	-\$52,100	-\$53,044	98%

Report FIN-2024-017 - First Quarter Financial Report - 2024
Schedule A - Departmental Detail

	Current Quarter		\$ Budget		
	Actuals	YTD Actuals	Remaining	2024 Budget	% Remaining
Source Water Protection					
Source Water Protection					
Expenditures					
Contract Services/Professional Fees					
Contract Services	\$0	\$0	\$9,878	\$9,878	100%
Expenditures Total	\$0	\$0	\$9,878	\$9,878	100%
Revenues					
Recoveries					
Other Recoveries	\$0	\$0	-\$19,912	-\$19,912	100%
Revenues Total	\$0	\$0	-\$19,912	-\$19,912	100%
Grand Total	\$1,172,081	\$1,172,081	\$2,787,008	\$3,959,089	70%

Report FIN-2024-017 - First Quarter Financial Report - 2024
Schedule B - Expense and Revenue Summary

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2024 Budget	% Remaining	2023 - First Quarter % Remaining
Expenditures						
Administration	\$192,633	\$192,633	\$675,439	\$868,072	78%	80%
Building	\$151,669	\$151,669	\$594,795	\$746,465	80%	81%
By-law	\$35,950	\$35,950	\$224,893	\$260,843	86%	72%
Corporate	\$71,431	\$71,431	\$152,691	\$224,122	68%	78%
Council	\$32,758	\$32,758	\$114,852	\$147,609	78%	81%
Elections	\$1,883	\$1,883	\$0	\$1,883	0%	100%
Finance	\$140,143	\$140,143	\$580,888	\$721,031	81%	77%
Fire and Rescue	\$268,550	\$268,550	\$727,390	\$995,940	73%	72%
Heritage Committee	\$407	\$407	\$14,312	\$14,719	97%	99%
Library	\$1,629	\$1,629	\$6,311	\$7,940	79%	82%
Municipal Office	\$16,078	\$16,078	\$51,552	\$67,630	76%	78%
Parks	\$13,780	\$13,780	\$186,940	\$200,720	93%	93%
PDAC	\$410	\$410	\$5,710	\$6,120	93%	100%
Planning	\$82,184	\$82,184	\$395,396	\$477,580	83%	73%
Public Works	\$514,735	\$514,735	\$1,123,231	\$1,637,966	69%	68%
Recreation Committee	\$103	\$103	\$4,311	\$4,413	98%	82%
Source Water Protection	\$0	\$0	\$9,878	\$9,878	100%	100%
Optimist Recreation Center	\$80,595	\$80,595	\$117,887	\$198,482	59%	63%
Puslinch Community Center	\$46,420	\$46,420	\$196,512	\$242,932	81%	78%
Youth Committee	\$0	\$0	\$1,088	\$1,088	100%	100%
Expenditures Total	\$1,651,358	\$1,651,358	\$5,184,076	\$6,835,434	76%	75%

Report FIN-2024-017 - First Quarter Financial Report - 2024
Schedule B - Expense and Revenue Summary

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2024 Budget	% Remaining	2023 - First Quarter % Remaining
Revenues						
Administration	-\$9,325	-\$9,325	-\$4,898	-\$14,223	34%	97%
Building	-\$149,574	-\$149,574	-\$538,195	-\$687,769	78%	86%
By-law	-\$2,609	-\$2,609	-\$75,034	-\$77,644	97%	78%
Corporate	-\$232,982	-\$232,982	-\$1,153,919	-\$1,386,901	83%	75%
Elections	\$0	\$0	\$0	\$0	N/A	N/A
Finance	-\$17,471	-\$17,471	-\$22,717	-\$40,188	57%	54%
Fire and Rescue	-\$11,086	-\$11,086	-\$108,584	-\$119,670	91%	95%
Heritage Committee	\$0	\$0	-\$10,248	-\$10,248	100%	100%
Library	\$0	\$0	-\$3,472	-\$3,472	100%	100%
Municipal Office	\$0	\$0	-\$20,289	-\$20,289	100%	100%
Parks	\$0	\$0	-\$15,919	-\$15,919	100%	100%
Planning	-\$858	-\$858	-\$266,727	-\$267,585	100%	90%
Public Works	-\$944	-\$944	-\$52,100	-\$53,044	98%	99%
Source Water Protection	\$0	\$0	-\$19,912	-\$19,912	100%	100%
Optimist Recreation Center	-\$43,316	-\$43,316	-\$33,151	-\$76,467	43%	59%
Puslinch Community Center	-\$11,112	-\$11,112	-\$71,902	-\$83,014	87%	91%
Revenues Total	-\$479,277	-\$479,277	-\$2,397,068	-\$2,876,345	83%	85%
Grand Total	\$1,172,081	\$1,172,081	\$2,787,008	\$3,959,089	70%	67%

Report FIN-2024-017 - First Quarter Financial Report - 2024
Schedule C - Other Financial Data

	31/Jan/24	31/Jan/23	28/Feb/24	28/Feb/23	31/Mar/24	31/Mar/23
Total Taxes Billed	<u>\$0</u>	<u>\$0</u>	<u>\$7,421,911</u>	<u>\$7,031,923</u>	<u>\$7,421,911</u>	<u>\$7,031,923</u>
In-year Township Tax Adjustments						
<i>Taxes Written Off</i>	-\$321	-\$1,930	-\$721	-\$2,038	-\$721	-\$4,979
<i>Supplemental Billings</i>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Net Taxes Billed	-\$321	-\$1,930	\$7,421,190	\$7,029,885	\$7,421,190	\$7,026,944

Total Outstanding Taxes & Interest	\$1,399,558	\$880,926	\$2,677,180	\$1,875,310	\$1,510,074	\$559,188
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Cash, Temporary Investments, and Interest Income						
Unrestricted Cash	\$1,159,101	\$3,298,222	\$9,161,502	\$9,846,914	\$3,384,463	\$4,975,075
Unrestricted Temporary Investments	\$2,196,121	\$2,138,112	\$2,196,121	\$2,138,112	\$2,200,016	\$2,138,112
Unrestricted Interest Income	-\$26,194	-\$25,060	-\$32,639	-\$39,163	-\$50,451	-\$89,420
Restricted Cash	\$4,647,467	\$2,378,611	\$2,753,793	\$1,558,666	\$2,791,740	\$1,586,750
Restricted Temporary Investments	\$1,436,097	\$1,377,168	\$1,436,097	\$1,377,168	\$1,436,097	\$1,377,168
Restricted Interest Income	-\$20,732	-\$8,887	-\$41,557	-\$18,174	-\$58,435	-\$25,658

Final Draft Township of Puslinch Heritage Permit By-law

July 10, 2024



Proposed Heritage Permit By-law

Summary of Feedback and Staff Recommendations:

Council feedback:

- Reporting of approved Heritage Permit Waivers:** That in addition to quarterly reporting to the Heritage Advisory Committee regarding issuance of Heritage Permits that the Heritage Advisory Committee be circulated notice for approved Heritage Permit Waivers.

Staff Recommendation:

- Section 1.3(c)(vii) has been added as follows “Will provide notice of the Puslinch Heritage Advisory Committee for approved Heritage Permit Waivers issues under this delegated authority.”

Proposed Heritage Permit By-law

Summary of Feedback and Staff Recommendations:

Council feedback:

- Heritage Alteration Permit:** That the Municipal Clerk be delegated the authority to deem applications complete and request additional information for an application.

Staff Recommendation:

- Staff have amended the by-law to provide the delegated authority to the Municipal Clerk to deem applications complete and request additional information for Heritage Alteration Permits.

Proposed Heritage Permit By-law

Summary of Feedback and Staff Recommendations:

Council feedback:

- . Creation of a Heritage Permit Application Guide

Staff Recommendation:

- . Staff are in the process of finalizing a Heritage Permit Application guide to accompany the Heritage Permit By-law. This will be live in the next two weeks along with the various applications on the Township's website.

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 0XX-2024

Being a by-law to establish a Heritage Permit Process and a by-law to delegate the power to grant Heritage Permits for the alteration of designated heritage properties.

WHEREAS Sections 33(15) and 33(16) of the Ontario Heritage Act, R.S.O. 1990, c. 0.18, as amended (“the Act”), the Council of a municipality may by by-law delegate the power to consent to alterations to property designated under Part IV to an employee or official of the municipality after having consulted with its municipal heritage committee;

AND WHEREAS Section 23.2(1)(c) of the Municipal Act, 2001, S.O. 2001, c.25, as amended (“the Municipal Act”), permits a municipality to delegate certain legislative and quasi-judicial powers to an individual who is an officer, employee or agent of the municipality;

AND WHEREAS the Council of the Corporation of the Township of Puslinch has consulted with the Heritage Advisory Committee;

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

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1. GENERAL

1.1. Short Title

- (a) This By-law may be referred to as the “Heritage Permit By-law”

1.2. Administration

- (a) The Municipal Clerk or their designate shall be responsible for the administration of this By-law.
- (b) This By-law applies to all Property in the Corporation of the Township of Puslinch (the Township) in accordance with Ontario Heritage Act. R.S.O. 1990, c. 0.18, as amended

1.3. Delegated Authority

- (a) The Municipal Clerk or their designate is authorized and has the delegated authority to:

- (i) Consent to the alteration of properties designated under Part IV of the Act, through the granting of Heritage Permit Waiver;
- ~~(ii)~~ (ii) Deem applications for Heritage Permits complete;
- (iii) Extend the timeline in which alterations proposed in a previously approved Heritage Alteration Permit and Heritage Permit Waiver can be undertaken if the Owner is not able to complete the works within the required timeline.
- ~~(ii)~~ (iv) Appoint a peer review consultant or other technical expert to fulfill the role or duties of an inspector for the purposes of this By-law;
- ~~(iii)~~ (v) Permit alterations required for an emergency repair or to address health and safety or security issues with or without submission of an application. All emergency approvals shall be reported to the next Council and Committee meeting.

- (b) The delegated authority in Section 1.3.(a)(i) and (ii) is limited to the following alterations to properties designated under Section 29 of Part IV of the Act which do not impact Heritage Attributes identified in the “Statement of Cultural Heritage Value or Interest” adopted as part of the Heritage Designation By-law:
- (i) Exterior repainting of part or the whole of a building or structure;
 - (ii) Alterations to roofing material and colour;
 - (iii) Addition/removal/replacement of, or alterations to, permanent hard landscaping features, including but not limited to walkways, driveways, patios, planters, fences, gates, walls, trellises, arbours and gazebos;
 - (iv) Addition/removal/replacement of, or alteration to, signage;
 - (v) Addition/removal/replacement of, or alteration to, exterior lighting;
 - (vi) Addition/removal/replacement of, or alteration to, basement windows and window wells;
 - (vii) Addition/removal/replacement of, or alteration to non-heritage features, including but not limited to doors, trim, shutters, railings, stairs, porch flooring, columns, brackets, and decorative features;
 - (viii) Addition/removal/replacement of, or alteration to non-heritage features, including additions or outbuildings;
 - (ix) Construction of detached accessory structures, which do not impact the heritage attributes of the property; and,
 - (x) Temporary measures reasonably necessary to deal with an emergency which puts the security or integrity of a building or structure at risk of damage.
- (c) In exercising the delegated authority in Section 1.3.(a) the Municipal Clerk:
- (i) May grant a Heritage Permit Waiver to alter a Designated Heritage Property; or
 - (ii) May grant an extension or re-issuance of Heritage Permits previously considered by the Committee and approved by Council, where the proposal and relevant policy framework are substantially unchanged since the initial approval;
 - (iii) May refer a Heritage Permit Waiver application to alter a Designated Heritage Property to the Committee and Council;
 - (iv) Shall prescribe and supply the forms required to apply for a Heritage Permit Waiver, Heritage Alteration Permit and Heritage Demolition and Removal Permit;
 - (v) May issue, receive and process notices under any section of the Act;

- (vi) May receive and issue notices of complete or incomplete application for Heritage Permits pursuant to Section 33 and Section 34 of the Act;
- ~~(vi)~~(vii) Will provide notice to the Puslinch Heritage Advisory Committee for approved Heritage Permit Waivers issued under this delegated authority.
- ~~(vii)~~(viii) Will bring an information report to the Puslinch Heritage Advisory Committee once ~~quarterly~~ ~~every~~ during the calendar year, outlining Heritage Alteration Permits, Heritage Demolition and Removal Permits and Heritage Permit Waivers issued under this delegated authority;

- (d) In addition, the Municipal Clerk or Council may require:
 - (i) A Heritage Conservation Plan or Heritage Impact Assessment, prepared by a qualified architect and/or engineer licensed to practice in the Province of Ontario or heritage consultant specializing in the subject heritage resource.
 - (ii) Any other information relating to the application may be required by the Municipal Clerk or Council.
- (e) Notwithstanding Section 1.3(a) of this by-law, Council shall retain all powers and authority under the Act, for the following matters:
 - (i) Refusal of a Heritage Permit under 33(6)(a)(iii) of the Act;
 - (ii) Approval of applications to demolish or remove properties designated under Part IV of the Act.

1.4. Severability

- (a) If a court of competent jurisdiction declares any section, or any part of any section, of this By-law to be invalid, or to be of no force or effect, it is the intention of the Township that every other provision of this By-law be applied and enforced in accordance with its terms to the extent possible according to law.

1.5. Responsibility for Other Obligations

- (a) Compliance with this By-law does not relieve the Owner from any responsibility to obtain any other approvals as required from any other government or authority, or compliance with any other obligations.

2. DEFINITIONS

- (a) "Act" means the Ontario Heritage Act, R.S.O. 1990, C.O.18, as amended from time to time; and all definitions included therein;
- (b) "Alter" means to change in any manner and includes to restore, renovate, repair or disturb but does not include to demolish or remove a heritage attribute.
- (c) "Applicant" means the Owner of a Property and includes a Person authorized in writing to act on behalf of the Owner of the Property to apply for a Permit.
- (d) "Application" means a written submission to request or amend a permit, in a form prescribed by the Township.
- (e) "Building" means a permanent or temporary enclosed structure with exterior walls and a roof, and including all attached equipment and fixtures that cannot be removed without cutting into roof or ceiling, floors, or walls.;
- (f) "Municipal Clerk" means the "Municipal Clerk" for the Township of Puslinch.
- (g) "Committee" means the Township of Puslinch Heritage Advisory Committee.
- (h) "Council" means the Council of the Township.
- (i) "Designated Property" means real property in the Township, including all buildings, structures, and other features thereon, that has been designated under Part IV of the Act, or is subject to a

Notice of Intention to Designate under Section 29 of Part IV of the Act, for having cultural heritage value or interest.

- (j) "Heritage Attribute" means, in relation to real property, and to the buildings and structures on the real property, the attributes of the property, buildings and structures that contribute to their cultural heritage value or interest.
- (k) "Heritage Designation By-law" means a designation by-law adopted by Council in accordance with Section 29 of Part IV of the Act.
- (l) "Heritage Permit" means a Heritage Permit Waiver, Heritage Alteration Permit and Heritage Demolition and Removal Permit issued by the Township pursuant to the provisions of this by-law.
- (m) "Inspector" means any person designated by this or any other By-law(s) of the Township as an Inspector or agent of the Township or any persons appointed for the purposes of enforcing this By-law, and includes the Chief Building Official, Building Inspectors, and By-law Enforcement Officers.
- (n) "Maintenance" means the routine, cyclical, non-destructive actions, necessary to slow the deterioration of the Designated Property including the following:
 - a. gardening and repair of landscape features;
 - b. repainting where there is little or no change in colour;
 - c. caulking and weather proofing.
- (o) "Owner" means the registered Owner(s) of the Property.
- (p) "Permit" means a formal authorization issued by the Township under this By-law.
- (q) "Person" includes an individuals, firms, sole proprietorships, partnerships, associations, trusts, corporations, directors and officers of corporations, trustees, and agents, and the heirs, executors, assigns or other legal representatives of a person to whom the context can apply in law.

3. EXEMPTIONS

3.1. Exemptions in this By-law

- (a) An owner of a designated heritage property does not require a heritage permit for the following:
 - (i) All interior work, except where specifically designated by designation by-law or easement passed under the Act;
 - (ii) Typical backyard features that are not readily visible from the public realm such as a patio, garden and tool shed, gazebo, dog house and other small outbuildings less than 10 square metres in size;
 - (iii) Landscaping which does not require heavy machinery and which will not significantly change the appearance of the property; and
 - (iv) Maintenance as defined in this by-law.
- (b) Consultation with staff on the need for an application is recommended.

4. APPLICATION REQUIREMENTS AND PROCESS

4.1. Heritage Permit Waiver

- (a) A Heritage Permit Waiver may be applied for where:
 - (i) For the alteration, construction and demolition of buildings and structures on properties designated under Section 29 of Part IV of the Act which do not impact Heritage Attributes identified in the "Statement of Cultural Heritage Value or Interest" adopted as part of the Heritage Designation By-law.
- (b) Application Requirements for a Heritage Permit Waiver:
 - (i) A complete application must be submitted using the prescribed form, as amended from time to time;
 - (ii) There shall be no application or administrative fee for a Heritage Permit Waiver;

- (iii) The Owner shall be responsible for any third-party cost and recoveries if an external review is required as determined by the Municipal Clerk;
 - (iv) A site plan or sketch showing the location of the proposed work on the property;
 - (v) A statement of the proposed work including an indication if the proposed alteration is likely to affect the property's heritage attributes;
 - (vi) Any drawings, specifications, photographs, paint chips, or additional notes as necessary to fully explain the work to be undertaken;
 - (vii) Approvals of authorities having jurisdiction (Conservation Authority, Source Water Protection); and,
 - (viii) An affidavit or a sworn declaration by the Owner/applicant certifying that the information required and provided is accurate.
- (c) Approval/Refusal Process for a Heritage Permit Waiver:
- (i) All Heritage Permit Exemption Waiver are subject to the Municipal Clerk's review.
 - (ii) The Municipal Clerk shall upon receiving all information and material required serve notice on the applicant informing them that the application is deemed complete.
 - (iii) The Municipal Clerk shall make a decision to approve or deny the permit within 10 business days of deeming the application complete. If the Municipal Clerk denies the permit, it will be automatically referred to-or refer the permit the Heritage Advisory Committee for comment and Council for decision within 30 calendar days of the Municipal Clerks decision to deny the application. application being deemed complete.

4.2. Heritage Alteration Permit

- (a) A Heritage Alteration Permit must be applied for where:
- (i) For the construction or alteration of building or structures on properties designated under Section 29 of Part IV of the Act which impact Heritage Attributes identified in the "Statement of Cultural Heritage Value or Interest" adopted as part of the Heritage Designation By-law.
- (b) Application Requirements for a Heritage Alteration Permit:
- (i) A complete application must be submitted using the prescribed form, as amended from time to time;
 - (ii) There shall be no application or administrative fee for a Heritage Alteration Permit;
 - (iii) The Owner shall be responsible for any third-party cost and recoveries if an external review is required as determined by the Municipal Clerk;
 - (iv) A site plan or sketch showing the location of the proposed work on the property;
 - (v) A statement of the proposed work including an accompanying brief rationale which addresses alterations likely to affect the property's heritage attributes as described in the designation by-law;
 - (vi) Any drawings, specifications, photographs, paint chips, or additional notes as necessary to fully explain the work to be undertaken;
 - (vii) As may be required, a Heritage Conservation Plan by a Built Heritage Specialist;
 - (viii) As may be required, a Heritage Impact Statement prepared by a Built Heritage Specialist;
 - (ix) Approvals of authorities having jurisdiction (Conservation Authority, Source Water Protection);
 - (x) An affidavit or a sworn declaration by the Owner/applicant certifying that the information
 - (xi) required and provided is accurate; and,
 - (xii) Any other information related to the application as required by the Municipal Clerk or Council.
- (c) Approval/Refusal Process for a Heritage Permit:
- (i) Council approval is required for all Heritage Permit Applications.
 - (ii) The Municipal Clerk Council shall upon receiving all information and material required, serve notice on the applicant informing them that the application is deemed complete.
 - (iii) The Municipal Clerk Council shall provide the application and supporting materials once deemed complete to the -consult with its-Heritage Advisory Committee who shall provide their opinion to Council when it makes a decision. -meeting prior to making a decision.

- (iv) Council shall make a decision in accordance with the legislated timelines under Section 33(7) of the Act and issue notice in accordance with Section 33(6).
- (v) If Council approves a permit with conditions or refuses a permit, the Owner, within 30 days after receipt of the notice may appeal Council's decision to the Tribunal by giving notice of the appeal to the Tribunal and the Municipal Clerk of the municipality setting out the objection to the decision and the reasons in support of the objection, accompanied by the fee charged by the Tribunal.

4.3. Heritage Demolition or Removal Permit

- (a) A Heritage Demolition or Removal Permit must be applied for where:
 - (i) For the demolition or removal of buildings or structures on properties designated under Section 29 of Part IV of the Act impact Heritage Attributes identified in the "Statement of Cultural Heritage Value or Interest" adopted as part of the Heritage Designation By-law.
- (b) Application Requirements for a Heritage Demolition or Removal Permit:
 - (i) A complete application must be submitted using the prescribed form, as amended from time to time;
 - (ii) There shall be no application or administrative fee for a Heritage Demolition or Removal Permit;
 - (iii) The Owner shall be responsible for any third-party cost and recoveries if an external review is required as determined by the Municipal Clerk;
 - (iv) A site plan or sketch showing the location of the proposed demolition or removal within the property;
 - (v) Photographs showing the existing building or structure including all elevations, as well as their condition and context;
 - (vi) Drawings and written specifications of the proposed demolition or removal. As may be required, a building condition assessment prepared by a qualified Engineer of the building or structure or material part thereof which is proposed to be demolished or removed;
 - (vii) The reasons for the proposed demolition or removal and the potential impacts to the heritage attributes of the property or the heritage conservation district. As may be required, a Heritage Impact Statement prepared by a Built Heritage Specialist;
 - (viii) Any technical cultural heritage studies that are relevant to the proposed demolition or removal; and
 - (ix) Any other information related to the application as required by the Municipal Clerk or Council.
- (c) Approval/Refusal Process for a Heritage Demolition or Removal Permit:
 - (i) Council approval is required for all Heritage Permit Applications.
 - (ii) The Municipal Clerk Council shall, following Council deeming the application complete, upon receiving all information and material required shall serve notice on the applicant informing them that the application is complete.
 - (iii) The Municipal Clerk Council shall provide the application and supporting materials once deemed complete to the -consult with its- Heritage Advisory Committee who shall provide their opinion to Council when it makes a decision. meeting prior to making a decision.
 - (iv) Council shall make a decision in accordance with the legislated timelines under Section 34(4.3) of the Act and issue notice in accordance with Section 34(4.2).
 - (v) If Council approves the demolition or removal with conditions or refuses a demolition or removal, the Owner, within 30 days after receipt of the notice my appeal Council's decision to the Tribunal by giving notice of the appeal to the Tribunal and the Municipal Clerk of the municipality setting out the objection to the decision and the reasons in support of the objection, accompanied by the fee charged by the Tribunal.

5. ABANDONMENT, EXPIRY, RENEWAL, TRANSFER, REVOCATION, AMENDMENT AND CLOSURE OF PERMITS

5.1. Abandoned Application

- (a) An Application for a Heritage Permit Waiver or Heritage Alteration Permit will be deemed abandoned and the Application and respective file will be closed, where a period of twelve

(12) months has elapsed during which all information, document or fees as required have not been provided to the Township or where the application has not seeing meaningful progress through submissions towards the issuance of a permit.

5.2. Expiry

- (a) A Heritage Permit Waiver, Heritage Alteration Permit and Heritage Removal or Demolition Permit will be issued for a period of two (2) years and expires on the date set-out in the permit, unless otherwise specified as a condition of the permit.

5.3. Transfer

- (a) If title to the Property for which a Heritage Permit has been issued is transferred while the Heritage Permit is in effect, the Heritage Permit shall be automatically revoked unless the new Owner, prior to the time of the transfer, provides the Township with an undertaking, to the satisfaction of the Municipal Clerk, to comply with all Conditions under which the Permit was issued.

5.4. Revocation

- (a) The Municipal Clerk may revoke a Permit for any of the following reasons:
 - (i) It was obtained based on mistaken, false or incorrect information;
 - (ii) It was issued in error;
 - (iii) The Owner and/or Permit holder requests in writing that it be revoked;
 - (iv) The Permit holder has failed to comply with any of the Conditions of the Permit; or
 - (v) The Permit holder is unwilling or unable to comply with the Conditions of the Permit.

5.5. Amendment

- (a) A Owner may submit a request in writing to the Municipal Clerk for an amendment to a Heritage Permit Waiver. A Owner may submit in writing an application to for an amendment to a Heritage Alteration Permit and Heritage Removal or Demolition Permit for consideration by Council.

5.6. Renewal

- (a) A Owner may submit a request in writing to the Municipal Clerk for a renewal of a Heritage Permit Waiver and Heritage Alteration Permit if the only change from the initial Application and Permit is the expiry date. A Owner may make a request in writing to Council for extention for Heritage Removal or Demolition Permits if the only change from the initial Application and Permit is the expiry date.

5.7. Closure

- (a) A Heritage Permit is considered closed when all the Conditions related to the Heritage Permit have been fulfilled to the satisfaction of the Municipal Clerk.

6. ENFORCEMENT

6.1. Entry and Inspection

- (a) Inspectors and the Municipal Clerk may, at any reasonable time:
 - (i) Enter and inspect Property to determine compliance with the provisions of this By-law, or any Condition of a Permit, or Order issued under this By-law. This power of entry does not allow entry into any dwelling;
 - (ii) Require the production of documents for inspection or things relevant to the inspection, inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts.

7. OFFENCE AND RESTORATION PROVISIONS

- (a) Every person who knowingly furnishes false information in an application made pursuant to this By-law, or who fails to comply with any order, direction or requirement made pursuant to this By-law, or who contravenes any provision of this By-law or the Act, is guilty of an

offence and on conviction is liable to a fine or to imprisonment as provided by Section 69 of the Ontario Heritage Act, R.S.O. 1990, c.0.18, as amended.

- (b) If this By-law is contravened and a conviction entered, the Court in which the conviction was entered or any Court of competent jurisdiction may, in addition to any other remedy, and to any penalty that is imposed, make an order prohibiting the continuation or repetition of the offence by the person convicted.
- (c) Where a designated heritage property is altered in contravention of this By-law, in addition to any other penalty imposed pursuant to the provisions of Section 69 of the Act, or pursuant to the Township's other by-laws, as the case may be, the Township may restore the property as nearly as possible to its previous condition, if it is practicable to do so, and may recover the cost of the restoration from the Owner of the property pursuant to the Act.
- (d) Where an order to restore the property is issued, Council may authorize any person in writing to enter on the property to carry out the restorations.
- (e) Notwithstanding clause (d) above, and in accordance with the provisions of Section 69 of the Act, the Township shall not restore the property if, in the opinion of the Township, the property is in an unsafe condition or incapable of repair or the alteration was carried out for reasons of public health or safety or for the preservation of the property.
- (f) Where the provisions of this By-law have been contravened, the process to address the contravention shall be as follows:
 - (i) The Municipal Clerk shall conduct an investigation to determine the circumstances and nature of the contravention;
 - (ii) Based on the results of the investigation pursuant to (i) above and a determination that there has been a breach of the law, the Municipal Clerk shall review with Legal Counsel who may determine whether formal processes are warranted as follows:
 - a. A prosecution may be initiated in accordance with the provisions of the Act and this By-law;
 - b. A Property Standards Order may be issued pursuant to the provisions of the Township's Property Standards By-law, as amended, and the Building Code Act;
 - c. Where warranted and it is practicable to do so, recommend that the property be restored as nearly as possible to its previous condition. Any such recommendation for restoration shall be referred by the Municipal Clerk to Council for approval;
 - d. The Municipal Clerk may exercise discretion in consultation with Legal Counsel to resolve the contravention by alternative means. The Municipal Clerk may meet with the Owner to discuss the contravention, the penalties that could be imposed and to ensure that the Owner is aware of the requirement to obtain a heritage permit for any future alterations.

8. EFFECTIVE DATE

- (a) This by-law shall come into effect on **ENTER DATE.**

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS XXX OF MONTH 2024.

James Seeley, Mayor

Justine Brotherston, Interim Municipal Clerk

Second Draft Repeal and Replacement Township Sign By-law

July 10, 2024



Proposed Sign By-law

Summary of Feedback and Staff Recommendations:

Council feedback:

- Definition Projecting Sign:** Is projecting sign the same as blade sign or perpendicular sign? If so consider adding under this definition.

Staff Recommendation:

- Staff have amended the definition to include the following wording
““Projecting Sign” means a Sign attached to and which projects out horizontally from an exterior wall or a building in a perpendicular manner including a blade sign or perpendicular sign. This definition does not include Awning Sign, Gas Bar Canopy Sign or Fascia(Wall) Sign;”

Proposed Sign By-law

Summary of Feedback and Staff Recommendations:

Council feedback:

- ❑ **Definition Billboard Sign:** The use of the word “Ground Sign” is confusing as part of the definition.

Staff Recommendation:

- ❑ Staff have amended the definition to include the following wording:

“Billboard” means a Sign in a fixed location supported by uprights, braces, or a supported structure, which is in turn embedded into the ground that is owned and maintained by a Person engaged in the rental or leasing of the Sign Face Area for advertising goods, services, or facilities that are not sold or offered on the Property where the Sign is Displayed and is single faced, is not illuminated and does not include Electronic Billboard

Proposed Sign By-law

Summary of Feedback and Staff Recommendations:

Council feedback:

- Delegated Authority (**Section 4.3.1 g**): “authorize and/or hire such agents, contractors, and other Persons to perform work, as required”
 - what type of work is to be anticipated?; presumably corporate procurement policy will also apply
 - consider adding a flow chart to simply understanding of the bylaw submission process for various types of signs including those that do not require approval

Staff Recommendation:

- The work referred to under this section would be related to enforcement of the by-law. For example hiring a contractor to remove a sign from a property which was not permitted and could not be permitted under the by-law. The Corporate Procurement Policy would apply as applicable under this circumstance.
- Staff will be developing a guide to accompany the by-law to outline the application process and requirements.

Proposed Sign By-law

Summary of Feedback and Staff Recommendations:

Council feedback:

- Responsibility for costs associated with application and review of Sign Variance Applications for Electronic Billboard Signs (Section 4.4.1, 4.4.2 and Electronic Billboard Guide):** Consider adding wording that the proponent is responsible to pay for any studies required by the Township to determine that the installed electronic sign meets the requirements under section 3 of the Electronic Billboard Guide.

Staff Recommendation:

- Staff have amended Variance sections 4.4.2 b) to include the following wording:

Additional information or studies may be required by the Sign Administration or Council and the applicant is responsible for the cost of the studies preparation and any cost associated with any external review as may be required.

Staff have included the same wording under Section 4.4.1 excluding “or Council”.

Proposed Sign By-law

Summary of Feedback and Staff Recommendations:

Council feedback:

- Unauthorized Signs(Section 5.2):** “(l) A Bag Sign, with the exception of those used as Real Estate Signs or Election Signs;”; consider adding a temporary business sign while work is in progress Staff Recommendation:

- Staff have amendment the aforementioned section as follows:

A Bag Sign, with the exception of those used as Real Estate Signs, Temporary Business Signs or Election Signs;

- Further, staff have added a definition for Temporary Business Sign and Section 7.1.3 to provide provisions for how the signs must be installed similar to Real Estate Signs.

Proposed Sign By-law

Summary of Feedback and Staff Recommendations:

Council feedback:

- Puslinch Design Guidelines (Section 5.10):** How will the Puslinch Design Guidelines Impact the Signage in the Aberfoyle and Morriston Corridor

Staff Recommendation:

- Staff are of the opinion that the provision regarding conformity where possible with the Puslinch Design Guidelines will provide applicants with direction as to the Township's vision for development of its streetscapes in Aberfoyle and Morriston.

Proposed Sign By-law

Summary of Feedback and Staff Recommendations:

Council feedback:

- Impacts of By-law on Aberfoyle and Morriston:** How will the proposed Sign By-law impact the installation of Signs in Aberfoyle and Morriston

Staff Recommendation:

- Staff completed a walkthrough of Aberfoyle and Morriston to review how the provisions of the by-law would impact signage in Aberfoyle and Morriston have recommended a number of changes to provisions under the following sections:
 - 6.4.4 Awning Signs
 - 6.4.5 Projecting Signs
 - 7.1.6 A-Frame or T-Frame Sign

Proposed Sign By-law

Summary of Feedback and Staff Recommendations:

Council feedback:

- ❑ **Illuminated Signs (Section 6.1):** “g) Every Ground Sign that is greater than 2.5m in height shall only be internally Illuminated.” infers that all signs greater than 2.5m requires illumination and any other lesser sized sign can have external illumination. Consider stating “g) Every Ground Sign requiring illumination shall only be internally Illuminated.”

Staff Recommendation:

- ❑ Staff have amended the wording as follows:

Any Illuminated Ground Sign that is greater than 2.5m in height shall only be Illuminated internally.

Proposed Sign By-law

Summary of Feedback and Staff Recommendations:

Council feedback:

- Billboard Signs and Electronic Billboard Signs(Sections 5.2, 6.2):**
Consider separating Billboard Signs from Electronic Billboard Signs

Staff Recommendation:

- Staff have amended the by-law to remove Billboards as an unauthorized and the requirement to submit a variance to Council. Further staff have added Section 6.4.2 to provide the specifications for installation, alteration and maintenance of a Billboard.
- Based on feedback from the EngagePuslinch Survey staff have not included a provision restricting Billboards from promoting businesses located on a different property from where the billboard is installed. Staff are seeking further Council direction regarding this provision.

Proposed Sign By-law

Summary of Feedback and Staff Recommendations:

Council feedback:

- Electronic Billboards (Section 6.2 and Electronic Billboard Guide):**
Electronic Billboards be limited to Highway 401, Highway 6 and Commercial/Industrial Zoning. Consider requirement to prohibit sign transitions.

Staff Recommendation:

- Staff have amended the Electronic Billboard Guide to be used by Council when considering Electronic Billboard Variances to only consider Electronic Billboards in aforementioned locations and to reflect the same provisions as Billboards in Section 6.4.2. Further, staff have amended the guide to limit sign transitions to once per 30 calendar days and prohibit animations.
- Staff have included the results of the survey on EngagePuslinch for Council's consideration as Schedule 'C'.

Proposed Sign By-law

Summary of Feedback and Staff Recommendations:

Council feedback:

- ❑ **Billboards (Section 6.4.2 and Electronic Billboard Guide):** Clarification regarding why billboards and Electronic Billboards must be setback 400 m from County/Highways

Staff Recommendation:

- ❑ The County of Wellington's Sign By-law does not permit signs greater than 9m² within 400 m of any limit of a County line. Similarly the MTO requires an MTO Sign Permit for any signage within 400 m and visible from MTO Property limits prior to installation. Therefore staff recommend the amending the wording as follows:

A Billboard shall not be located within 400 m of any limit of a County Road or MTO Highway without written permission from the appropriate road authority.

Proposed Sign By-law

Summary of Feedback and Staff Recommendations:

Council feedback:

- Electronic Message Centre on Designated Heritage Properties (Section 6.3, Table 6.3):** Include wording that electronic message centres may be permitted on Heritage Properties through a variance approved by Council.

Staff Recommendation:

- Staff have amended table 6.3 Location Restrictions to include the following: Electronic Message Centres(Digital Signs) shall not be located on a Heritage Property **without receiving a variance from Council.**

Proposed Sign By-law

Summary of Feedback and Staff Recommendations:

Council feedback:

- Electronic Message Centre (Section 6.3, Table 6.3):** Is there a requirements for the background colour for digital signs?

Staff Recommendation:

- The By-law does not regulate the background colour for digital signs, however it does regular the brightness of illumination for digital signs to permit 5000Nits between Sunrise and Sunset and 200 Nits between Sunset and sunrise.

Proposed Sign By-law

Summary of Feedback and Staff Recommendations:

Council feedback:

Farm Produce Signs (7.1.5): Permit Farm Produce Signs All Year Round

Staff Recommendation:

The By-law permits Farm Produce Signs to be displayed only when produce is for sale. If items are available all year round the signage is permitted to be posted year round.

Proposed Sign By-law

Summary of Feedback and Staff Recommendations:

Council feedback:

- **.A-Frame or T-Frame Sign(7.1.6):** “iv. In a manner so that at least 2.0m width of the sidewalk/walkway remains unencumbered” may not be practical as our sidewalks are narrower

Staff Recommendation:

- During staff’s walkthrough of Morriston it was identified that this is requirement is achievable on various areas of the street by placing the A-Frame or T-Frame on the paved boulevard. Staff have included a provision to require insurance should a property owner pursue this route. It is staff’s recommendation that this provision remain in order to ensure sidewalks maintain there current levels of accessibility. Appropriate signage will vary depending on individual properties.

Proposed Sign By-law

Summary of Feedback and Staff Recommendations:

Council feedback:

- **Feather Banner Signs (7.1.10):** “e) No Feather Banner Sign shall be located or permitted to be located within: i. 1.0 of the Street Line;”; consider adding m; also 1m would not be practical where there is a sidewalk front of a business – consider amending such as 1m behind the curb line

Staff Recommendation:

- ☐ Staff have removed the reference to 1.0m of the Street Line; and amended this section as follows:

i. In such a way that it impedes a driver visibility or sightlines;

Proposed Sign By-law

Summary of Feedback and Staff Recommendations:

Council feedback:

- ❑ Community Event Signs & Directional Signs (7.1.13 & 7.1.14):
Community Event Sign re “a Non-Profit Organization, may require a Sign Permit, and must be Installed as follows:”; why is it conditional when Table 7.0 says it is required? Also if a sign permit is not required Is there a process cited in the bylaw to have organizers contact staff ie Clerk, Building, Works?

Staff Recommendation:

- ❑ Staff have revised these sections to state that a sign permit is required. Further, staff have amended the language to waive sign permit fees but all other permit requirements remain in place.

Proposed Sign By-law

Summary of Feedback and Staff Recommendations:

Council feedback:

- Recovery of Costs(Section 10.2):** “10.2 The Township may recover all costs associated with doing the matter or thing, including administrative fees, by action or it may collect them in a like manner as municipal taxes.”; don’t we want to recover all costs so that we are held harmless? Consider changing the word may to will

Staff Recommendation:

- The Township completed a legal review on a different Township By-law on the Township’s ability to recover costs and the wording under Section 10.2 is consistent with what has been recommended in the past. In general the Township seeks to recover costs, however the wording in Section 10.2 provides the opportunity for discretion as may be required from time to time.

Proposed Sign By-law

Summary of Feedback and Staff Recommendations:

Council feedback:

- Recovery of Costs(Section 10.3):** “10.3 Failure to pay any invoice associated with doing the work, within thirty (30) days, the costs may be collected in a like manner as municipal taxes from the Owner of the Property on which the Sign is located”; isn't this statement covering the same issue as 10.2 ie the work is the same as matter or thing?

Staff Recommendation:

- Staff have amended this section as follows to be consistent with other Township By-laws as follows:

The Township may recover its costs of remedying a violation of this By-law by invoicing the Owner, by instituting court proceedings or by adding the cost, including interest, to the tax roll, and the exercise of any other available remedy.

Proposed Sign By-law

Summary of Feedback and Staff Recommendations:

Council feedback:

- Penalty and Offence (Section 11.4):** “11.4 Upon conviction, any penalty imposed under this By-law may be collected under the authority of the Provincial Offences Act, R.S.O. 1990, c.P.33, as amended.”
Shouldn't we say will?

Staff Recommendation:

- Staff have amended the wording to be consistent with other Township's By-laws as follows:

*11.4 Upon conviction, any penalty imposed under this By-law **shall** be collected under the authority of the Provincial Offences Act, R.S.O. 1990, c.P.33, as amended.*

Proposed Sign By-law

Summary of Feedback and Staff Recommendations:

Council feedback:

- . Develop visuals and guidance documents

Staff Recommendation:

- Staff are in the process of developing an application guide. Permanent Sign application will be completed through CloudPermit and Temporary Sign Applications will be completed through forms on the Township's website.

Proposed Sign By-law

Summary of Feedback and Staff Recommendations:

Council feedback:

- . Prohibition of election signs on Municipal Property and on Polling Station Properties and that the County be requested to include similar provisions in their Sign By-law.

Staff Recommendation:

- Staff are recommending that a separate by-law be adopted with respect to Election Signs and this will be incorporated in the 2025 Corporate work plan.

EngagePuslinch Survey Results

The EngagePuslinch Survey was launched on April 19, 2024 and ran until May 17, 2024.

- The Survey promoted as follows:
 - Banner on Township Website
 - Social media
 - Emailed directly to Township businesses
- Viewed 61 times with 14 surveys were submitted
- Summary of survey results attached as Schedule 'C'

Timeline and Next Steps

- April 10, 2024 First Draft presented to Council
- April 19 – May 17, 2024 EngagePuslinch Survey
- July 10, 2024 Second Draft presented to Council
- Fall 2024 Final Draft and Adoption by Council

Schedule 'A'

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 2024-xx

A By-law regulate the Installation, Display, Alteration, repair, maintenance and removal of Signs within the Township of Puslinch and a By-law to repeal By-laws 9/91, 49/14, 21/18 and 021-2022

WHEREAS the *Municipal Act*, S.O. 2001, c.25, Section 8, provides that the Act shall be interpreted broadly so as to confer board authority on municipalities to enable municipalities to govern their affairs as they consider appropriate and enhance their ability to respond to municipal issues;

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

AND WHEREAS the *Municipal Act*, S.O. 2001, c.25, Section 11, provides that a lower-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public, including Signs;

AND WHEREAS the *Municipal Act*, S.O. 2001, c.25, Section 23.2 authorizes the Township to delegate its powers to an officer, employee, or agent of a municipality;

AND WHEREAS the *Municipal Act*, S.O. 2001, c.25, Section 63, provides that a by-law may prohibit or regulate the placing or standing of an object on or near a Highway, and may provide for the removal and impounding or restraining and immobilizing of an object placed or standing on or near a Highway;

AND WHEREAS the *Municipal Act*, S.O. 2001, c.25, Section 99 sets out rules which apply to a by-law of a municipality respecting advertising devises, including Signs;

AND WHEREAS the *Municipal Act*, S.O. 2001, c.25, Section 425 establishes that any person who contravenes any by-law of the municipality, may be, passed under the *Act*, is guilty of an offence;

AND WHEREAS the *Municipal Act*, S.O. 2001, c.25, Section 426(4) establishes that any Person that hinders or obstructs, or attempts to hinder or obstruct, any Person who is exercising or performing a duty under this By-law created under the *Act* is guilty of an offence;

AND WHEREAS the *Municipal Act*, S.O. 2001, c.25, Section 446 of the *Municipal Act* gives the Township the authority to direct or require a person to do a matter or, thing, the municipality may also provide that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person's expense. For these purposes, the Township may enter upon land at any reasonable time. The Township may recover the costs of doing a matter or, thing from the person directed or required to

do it by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes;

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

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1.0 Title, Interpretation and Severability

- 1.1 This By-law may be referred to as the “Sign By-law”.
- 1.2 Wherever a word is used in this By-law with its first letter capitalized, the term is being used as it is defined in Section 2 of this By-law. Where any word appears in ordinary case, the commonly applied English language meaning is intended.
- 1.3 Wherever a word defined in Section 2 of this By-law is used in the form of a noun, verb, adverb, or adjective, it shall be interpreted as having a corresponding defined meaning even if it is in ordinary case.
- 1.4 All words importing the singular shall include the plural, and words imparting the masculine gender shall include the feminine, and the converse of the foregoing also applies, unless the context of the By-law requires otherwise.
- 1.5 Headings are for reference purposes and shall not affect in any way the meaning or interpretation of the provisions of this By-law.
- 1.6 If a court of competent jurisdiction declares any section, or any part of a section of this By-law to be invalid or to be of no force or effect, it is the intention of Township that every other provision of this By-law be applied and enforced in accordance with its terms to the fullest extent possible according to law.
- 1.7 The Township, in regulating Signs, assumes no liability for Signs not Installed or maintained by the Township and makes no representation and gives no warranties in respect to the safety of any Sign or the truth of its content, whether or not such Sign is permitted under this By-law.

2.0 Definitions

In this By-law:

“A-Frame Sign” means a temporary, double-faced Sign, triangular in shape, designed with two sides of similar length forming its apex allowing it to stand on the ground. Such Sign includes but is not limited to, sandwich board-style Signs;

“Address Sign” means a Sign which identifies the address of a dwelling, school or institutional building, and may include the occupiers name but not occupation;

“Alter” or “Alteration” means any change to the Sign structure or Sign Face including the relocation of the Sign and/or the addition, deletion or re-arrangement of components other than Changeable Copy;

“Awning” means a space frame system, moveable or fixed, covered with fabric, metal or like material attached and projecting from a building or structure, but not forming an integral part thereof and includes a canopy;

“Awning Sign” means a Sign with copy painted or affixed flat to the surface of an Awning, which does not extend vertically or horizontally beyond the limits of such Awning;

“Bag Sign” means a prohibited, temporary Sign that is constructed of an opaque plastic bag, cardboard or a similar material that is placed over a metal or wire frame and pushed into the ground;

“Banner Sign” means a Sign made from cloth, plastic or a similar lightweight non-rigid material displaying a message in words or symbols, but shall not include a recognized flag, Awning Sign, Window Sign, Feather Banner Sign, Wall Banner Sign or Fascia(Wall) Sign;

“Billboard” means a ~~Ground Sign~~ Sign in a fixed location supported by uprights, braces, or a supported structure, which is in turn embedded into the ground that is owned and maintained by a Person engaged in the rental or leasing of the Sign Face Area for advertising goods, services, or facilities that are not sold or offered on the Property where the Sign is Displayed and is ~~either single faced or double faced, is not illuminated and but~~ does not include ~~Ground Sign or~~ Electronic Billboard;

“Building Code Act” means the Building Code Act, 1992, O.S. 1992, c.17, as amended, or any predecessor or successor thereto, and includes the Regulations thereunder, including the Ontario Building Code;

“Changeable Copy” means an area on which messages can be changed either manually or automatically and includes, but is not limited to, an Electronic Message Centre(Digital Sign);

“Chief Building Official” means the Chief Building Official appointed by Council or his/her designate;

“Clerk” means the Municipal Clerk appointed by Council, or his/her designate;

“Community Event” means an event held or sponsored by a Non-Profit Organization for which all net proceeds are directed to the support of the Non-Profit Organization and/or its projects;

“Community Event Sign” means a Ground Sign Installed by the Township or Non-Profit Organization on public or private property to announce special community events and occasions;

“Community Event Directional Sign” means a temporary Sign Installed on the public Road Allowance to direct the public to special Community Events;

“Council” means the Council of the Corporation of the Township of Puslinch;

“Designated Official” means the Sign Administrator, Clerk, Chief Building Official, or their designates;

“Development Sign” means a temporary double or single-faced Sign that is affixed to the ground that:

- i. Includes in whole or in part information promoting a development and may identify components of such building or structure and the persons involved in its design and construction; and
- ii. Promotes a model home in a development; or
- iii. Relates to or advertises the construction or sale of a building structure on the property;

“Display” includes authorizing, allowing or permitting the display of a Sign;

“Directional Sign” means a double or single faced Sign that gives directions or instructions for the control of vehicular or pedestrian traffic within the property and shall include entry and exit Signs;

“Driver Visibility Triangle” means a triangular area formed on both sides of a driveway projecting from where the property line meets the edge of roadway or the projection thereof;

“Dwell Time” means the minimum duration that fixed Sign Copy Content on an Electronic Message Centre(Digital Sign) is Displayed;

“Election Sign” means a sign that is regulated by Township by-law with respect to elections under the Canada Elections Act, the Election Act (Ontario), or the Municipal Elections Act, 1996, or any successor legislation;

“Electronic Billboard” means a Ground Sign that is owned and maintained by a Person engaged in the rental or leasing of the Sign Face Area for advertising goods, services, or facilities that are not sold or offered on the Property where the Sign is Displayed by means of an Electronic Message Centre(Digital Sign) and is either single faced or double faced but does not include Ground Sign or Billboard;

“Electronic Message Centre” (Digital Sign) mean a Sign that is capable of Displaying words, symbols, figures, images or other messages digitally that can be electronically changed by remote and/or automatic means;

“Fascia(Wall) Sign” means a single-faced Sign, constructed of a permanent and rigid material, that is attached and position parallel to the exterior wall of a building or structure and shall not include a Window Sign or Gas Bar Canopy Sign;

“Feather Banner Sign” means a Sign that is made from cloth or a similar non-rigid material which is affixed to the ground and supported by a pole;

“Former By-law” means By-law 9/91, together with all amendments adopted up until the day immediately preceding the date on which this Sign By-law comes into force;

“Garage Sale” means an occasional use sale, conducted on a residential Property by an occupant of such residential property, or household goods belonging to the occupier thereof;

“Garage Sale Sign” means a Sign associated with a Garage Sale a Property with a Residential Use by the occupant of the property, of household goods belonging to the occupant;

“Gas Bar Canopy” means Sign located, Installed or Displayed on an open and permanent roof structure, free standing or attached to a building, which is Installed for the purpose of sheltering gasoline pumps; and shall not include an Awning Sign or Projecting Sign;

“Ground Sign” means a Sign in a fixed location supported by uprights, braces, or a supported structure, which is in turn embedded into the ground. This definition does not include a Billboard, Electronic Billboard, Development Sign, Directional Sign, or Menu Board;

“Heritage Attribute” means, in relation to real property, and to the buildings and structures on the real property, the attributes of the property, buildings and structures that contribute to their cultural heritage value or interest;

“Heritage Permit” means a Permit issued by the Township pursuant to the provisions of this the Ontario Heritage Act and/or any by-law of the Township;

“Heritage Property” means any lands designated pursuant to the Ontario Heritage Act, R.S.O. 1990, c.O. 18, as amended (the “Ontario Heritage Act”);

“Hoarding” means any temporary construction barrier continuously enclosing a construction site that is installed for the purpose of site protection;

“Hoarding Sign” means a temporary single-faced Sign Installed on Hoarding associated with the development of the Property, that advertises or identifies the development of the Property on which the Sign is located;

“Home Occupation Sign” means a temporary single-faced Sign that advertises a Home Business or Home Industry as defined and permitted by the Zoning By-law;

“Illuminate” or Illuminated means the lighting of a Sign in whole or in part by any type of artificial light, whether by emission or reflection;

“Illumination” means the act of lighting a Sign by way of an artificial light source that is located within, on or external to the Sign, the brightness and intensity of which are measured in Nits;

“Incidental Sign” means a non-Illuminated Sign not exceeding 0.5m² and is of minor consequence that is accessory in nature to principal identification signage. Notwithstanding and without limiting the foregoing, Incidental Signs shall include any Sign which identifies the manufacturer of equipment or product, a flag, bench

advertising, public safety Sign, no-trespassing, safety directions, caution, parking requirements, washrooms, no-smoking, etc.;

“Inflatable Sign” means a Sign filled with air or gas;

“Install” includes the act of authorizing, allowing, Displaying, or permitted the physical placement of a Sign;

“Manual Changeable Copy” means letters, numerals, symbols, illustrations, and/or images that can be changed on a Sign by non-electronic means;

“Menu Board” means a Sign Installed as part of a drive through facility and only used to Display products and services available at the drive-through Premises;

“Mobile Sign” means a Sign which is designed to be moved from place to place and which only utilizes Manual Changeable Copy, but excludes A-Frame Signs, T-Frame Signs, Bag Signs, Feather Banner Signs, and Inflatable Signs. For further clarity, a Mobile Sign is considered a Sign whether or not Manual Changeable Copy is on;

“Motor Vehicle” means an automobile, truck or any other vehicle, including motorized construction equipment or farm equipment, motor home, motorcycle, snowmobile, boat, recreational vehicle, a trailer or farm implement or any other kind of device which is capable of being driven, propelled or drawn by any kind of power, but does not include bicycle or any other device powered solely by means of human effort;

“Mural” means any type of Display or artistic endeavor applied to any external wall or other part of a building or structure, and:

- a) shall not include any words, images, logos, tags, acronyms, solicitation, public information or trademarks that advertise or convey any promotional message;
- b) shall not be considered an obscene or defamatory Sign as set out in Section 5.2(h);

“Nits” means a unit of measurement of luminance, or intensity of visible light, where one nit is equal to one candela per square meter. Nits are used to describe the brightness of Illuminated and electronic displays;

“Non-Profit Organization” means a club, group, society, or association, that is organized and operated solely for social welfare, civic improvement, pleasure or recreation or any other purpose except profit;

“Officer” means any Person designated by by-law of the Township to enforce this By-law;

“Owner” means the registered Owner(s) of the Property;

“Permanent Sign” means a Sign which is intended to remain in place for an indefinite duration;

“Permit” means a formal authorization issued by the Township under this By-law;

“Permit Holder” means a Person to whom a Sign Permit is issued by the Township as well as the registered Owner, lessee and a mortgagee in possession, of the Property to which the Sign Permit pertains;

“Person” means an individual, firm, sole proprietorship, partnership, associations, trusts, corporations, directors and officers of corporations, trustees, and agents, and the heirs, executors, assigns or other legal representatives of a person to whom the context can apply in law;

“POA” means the Provincial Offences Act, R.S.O. 1990, c. P.33, as amended or any successor thereto;

“Poster” means a printed notice conveying information intended to be Displayed for a temporary period of time and includes, but is not limited to, a bill, handbill, leaflet, notice and placard. This definition does not include Election Sign;

“Pre-Menu Board” means a Sign Installed as part of a drive-through facility and only used to Display products and services available at the drive-through Premises;

“Premises” means the space(s) owned or operated by a business establishment which can include the whole of a building or individual units as the case may be;

“Projecting Sign” means a Sign attached to and which projects out horizontally from an exterior wall or a building in a perpendicular manner including a blade sign or perpendicular sign. This definition does not include Awning Sign, Gas Bar Canopy Sign or Fascia(Wall) Sign;

“Property” means a parcel of land having specific boundaries, which is capable of legal transfer;

“Pump Island Sign” means a Sign on top of gasoline service pumps or on the columns of a Gas Bar Canopy, on guard posts or freestanding on a gasoline pump apron;

“Puslinch Design Guideline” means the urban design guideline, adopted by Council and applied to commercial, industrial and institutional development and redevelopment proposals to support an enhanced streetscape in identified areas of the Township;

“Real Estate Sign” means a Temporary Sign that is affixed to the ground for the purpose of advertising the sale, lease, rental or pre-sale, lease or rental of the lands and existing buildings located on the Property. This definition does not include a Development Sign;

“Residential Use” means lands, buildings or structures or portions thereof used, or designed or intended for use as a home or residence of one or more individuals, and shall include a single detached dwelling, a semi-detached dwelling, a multiple dwelling, an apartment dwelling, and the residential portion of a mixed-use building or structure;

“Road Allowance” means a highway under the Township’s jurisdiction established under the authority of any statute, and includes where applicable, the curb, shoulder,

boulevard, sidewalk and landscaping. A Street is a public Road Allowance for the purposes of this By-law;

“Roof Sign” means any Sign that is attached to or is located more than one (1) metre above the roof line or a building or structure, any Sign that is Installed or located wholly above the roof of a building and/or any Sign Installed, constructed or attached to or located wholly above the parapet of a building;

“Sight Triangle” means a theoretical triangular area that is clear of any visual obstruction and is formed between points measured along a lot line a prescribed distance from the intersection of a Street, County or Provincial Street, or railway corridor;

“Sign” means any devise, object or thing which directs attention to and which is designed to convey a message and that is placed for the purpose of advertising goods and services offered, for identifying a business, organization, or enterprise, and/or for conveying any other type of message. This definition includes, but is not limited to, the types of Signs specifically defined in this Section and includes the supports, braces, or other appurtenances associated with such Signs;

“Sign Administrator” means the Clerk or designate;

“Sign Copy Content” means any colour, graphic, logo, symbol, word, numeral, text, image, message, picture, or combination thereof Displayed on a Sign Face;

“Sign Face” means the surface of a Sign, including the border and frame but excluding the supporting structure, upon which information and advertising is Displayed;

“Sign Face Area” means the area on the surface of a Sign including the border and frame and where this is no border, shall include all of the surface area lying within the rectangular box drawn around the full extent of the words, numbers, images, and/or symbols comprising the complete message;

“Sign Permit” means a permit issued by the Township authorizing a Sign, which is issued to a Person based on a review of this By-law;

“Sign Structure” means a structure which is intended to support, or be capable of supporting, any Sign which in turn is supported by the ground, building or a structure, which is not an integral part of the Sign;

“Storey” means that portion of a building, other than the cellar, which is situated between the surface of any floor and the surface of the floor next above and, if there is no floor above, that portion between the surface of such floor and the ceiling above;

“Street” includes a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle or any part of which is intended for the use by the general public for the passage of vehicles and includes the area between the lateral Property lines thereof;

“Street Line” means a lot line dividing a lot from a Street and is the limit of the Road Allowance;

“Sunrise” means the hour and minute designated as sunrise by the National Research Council Canada for the applicable calendar date in the Township;

“Sunset” means the hour and minute designated as sunset by the National Research Council Canada for the applicable calendar date in the Township;

“Temporary Personal Sign” means a Sign or advertising device, used for a personal announcement or congratulatory message, on a Property with a Residential Use or an institutional or agricultural Zone;

“Temporary Business Sign” means a Sign used to advertising work that is being completed by a business on a private property while the work is being completed;

“Temporary Sign” means a fixed or moveable Sign which is permitted for a defined duration per the regulations set out in this By-law;

“T-Frame Sign” means a temporary double or single-faced Sign which is supported by a base that rests on the ground and is not embedded into the ground;

“Third Party Sign” means a Sign which identifies or directs attention to a business, profession, commodity, service, event, or other activity not being conducted, sold, or offered on the Property to which the Sign is located;

“Traffic Control Device” means a signal or Sign located at an intersection that is intended to control the flow of traffic at that intersection. For the purposes of this By-law, any measurement from a Traffic Control Device shall be taken from the pole or post supporting such device;

“Use” includes “used” and “using” having corresponding meaning and means the arrangement of, design or the intended Use or actual Use of any place;

“User Fees and Charges By-law” means the Township by-law, as amended from time to time, which regulates user fees or charges for services or activities;

“Variance” means a permission granted by the Sign Administrator pursuant to Section 4 of this By-law (or by Council on appeal from the Sign Administrator or for a Variance request not within the scope of authority of the Sign Administrator), to Install and Display a Sign in a particular location which the Sign, but for such permission, would not comply with this By-law;

“Wall Banner Sign” means a Temporary Sign that is made from cloth or a similar lightweight non-rigid material which is secured or mounted to a building. This definition does not include a flag, Awning Sign, Banner Sign, Canopy Sign, Window Sign or Inflatable Sign;

“Window Sign” means a Temporary Sign located in, on, or within 2.0m behind a window which is visible from the exterior of the building;

“Zone” means an area designated for a particular land use established by the Township’s Zoning By-law, and/or other land use regulations as may be applicable in the Township;

“Zoning By-law” means the Township’s Comprehensive Zoning By-law, as applicable and amended from time to time.

3.0 Transition, Conflict, and Compliance with Other Laws

- 3.1 All Sign Permits issued by the Township prior to the coming into force of this Sign By-law, for which Sign Permits are current and valid on the day this By-law comes into force shall:
- a) remain current and valid under this By-law as if the Sign Permit had been issued under this By-law, whether or not such Sign Permit would be authorized under this By-law;
 - b) subject to Section 3.1(a) above, shall otherwise be subject to all provisions of this By-law; and
 - c) on expiry of the Sign Permit, be subject to this Sign By-law as if no prior Sign Permit had been issued.
- 3.2 Any Sign that has been Installed, Displayed or Altered without a valid Sign Permit prior to the coming into force of this By-law, shall be subject to the provisions and regulations of this Sign By-law.
- 3.3 A Sign Permit Application received but not issued by the Township, prior to the coming into force of this Sign By-law, shall be issued in accordance with this Sign By-law.
- 3.4 Where a Variance has been approved by Council under the Former Sign By-Law, a Sign Permit shall be issued in accordance with the terms and conditions set out in the Variance, and thereafter the Sign shall be subject to the provisions of Section 3.1 above as if the Sign Permit had been issued prior to the coming into force of this Sign By-Law.
- 3.5 The Former Sign By-Law is otherwise repealed as of the day on which this By-law comes into force.
- 3.6 Any Sign lawfully Installed or Displayed before the day this By-law comes into force, may remain and be maintained if it is not Altered.
- 3.7 Where a Sign referred to in Section 3.6 is Altered, it is subject to all general and zone-specific regulations and restrictions as are provided in this By-law.
- 3.8 Where there is a conflict between the provisions of this By-law and the provisions of any other Township by-law, the provisions that establish the highest standards shall apply. No agreement shall be deemed to provide an exemption from the

requirements of this By-law unless this By-law authorizes such exemption, and the agreement specifically provides for it.

- 3.9 This By-law, and the provisions contained within, are intended to be complementary to federal and provincial statutes and regulations, and to other by-laws passed by the Township. If any other applicable law requires a higher standard than this By-law requires, the higher standard shall apply.
- 3.10 By-laws, statutes, regulations, and guidelines referenced in this By-law, including in schedules attached hereto, include any amendment, replacements, or updates to those by-laws, statutes, regulations, and guidelines.

4.0 Scope, Administration, Delegated Authority and Variances/Appeals

4.1 Scope

- 4.1.1 This By-law applied to all Property in the geographic area within the Township, save and except any Property owned by the Township.
- 4.1.2 Signs that are not specifically permitted by this By-law are prohibited. Without limiting the generality of the foregoing, a Variance pertains only to the Installation and Display for which the Application for a Variance was granted at the location specified in the Variance. Any Alteration or removal of the Sign will render the Variance void. The granting of Variance for one Sign is not an indication by the Sign Administrator or Council, as the case may be, that a Variance for a similar (or even identical) Sign and/or location will be approved in the future.
- 4.1.3 This By-law regulates the location, size, number, construction, alteration, repair, and maintenance of all outdoor Signs and Signs visible from the exterior of a building or structure, including Signs located in windows.
- 4.1.4 Signs regulations vary by the Zoning designation for the subject Property where the Sign is located. Signs are permitted only where they are identified for the applicable Zone. Any Sign not specifically permitted within a particular Zone is prohibited, subject to Section 3.0 (legal non-conforming use).
- 4.1.5 Responsibility for compliance with this By-law rests with, individually and collectively, on the Owner of the Property on which the Sign is or will be located, the Lessee, Person whose business is being promoted by the Sign, the applicant, and the Permit Holder.

4.2 Administration

- 4.2.1 The Clerk, or designate, in consultation with the Chief Building Official, shall be responsible for the administration of this By-law and the Clerk will be referred to as the Sign Administrator while administering this By-law.

4.3 Delegated Authority

4.3.1 The Sign Administrator has the delegated authority to:

- a) create forms, guides, guidelines and processes for the administration of this By-law;
- b) approve, exempt/waive, issue, revoke, extend, renew, amend, or close a Permit and/or grant approvals of Sign Permits and impose conditions for continuing to hold a Sign Permit in addition to the requirements under this By-law;
- c) determine when a meeting of Council is required or not required;
- d) determine and deem an Application as abandoned, expired, or closed;
- e) establish appropriate requirements;
- f) require or exempt certain works from provisions of this By-law, as permitted in this By-law; and
- g) authorize and/or hire such agents, contractors, and other Persons to perform work, as required.

4.3.2 This By-law may be enforced by Officers and/or Designated Officials. Without limiting/restricting any other power, duty or function granted by this By-law, Officers and/or Designate Officials may: give direction, issue an Order to discontinue or to perform work and further give verbal or written direction and may enter a Property and/or carry out and direct whatever inspections, are reasonably required to determine compliance with this By-law in accordance with Section 8 of this By-law.

4.3.3 Council hereby delegates to the Sign Administrator the power to grant Sign Variances from any of the provisions of this By-law, **with the exception of following:**

- a) An Unauthorized Sign described in Section 5.2;
- b) A reduction in distance required from a Residential Use for an Electronic Message Centre(Digital Sign) or Illuminated Sign of any type;
- c) A Sign described in Section 5.8 (Heritage Properties);
- d) A Billboard or Electronic Billboard.

4.4 Variances

4.4.1 Variances applications of any provision **excluding** section 4.3.3

- a) A Variance application shall be in respect to a single Sign.
- b) A Variance application shall be submitted to the Sign Administrator using such forms as the Sign Administrator may prescribe and shall only be considered if and when all required information has been provided. Additional information or studies may be required by the Sign Administration and the applicant is responsible for the cost of the studies preparation and any cost associated with any external review as may be required.

- c) In determining whether to grant a Variance under this section, the Sign Administrator shall consider the following, where applicable:
 - i. Sign compatibility with “Puslinch Design Guidelines” for building, Property and the surrounding area;
 - ii. Whether there is a negative impact on any surrounding residential uses;
 - iii. Whether the applicant and/or owner of the Sign has complied with all terms and conditions of approval of any previous Sign Permit issued to the Applicant under this Section, if any;
 - iv. Impacts, if any, on accessibility;
 - v. Impacts, if any, on public safety; and
 - vi. Any written response(s), if any, received in response to a public notice, if required by the Sign Administrator.
- d) The Sign Administrator may refuse a variance or grant a Variance in whole or in part.
- e) A notice of decision of the Sign Administrator, including any reason for refusal, shall be provided in writing to the applicant within ten (10) days of the decision and the applicant shall be deemed to have received notice in accordance with Section 9.0.
- f) An applicant may appeal the decision of the Sign Administrator to refuse a variance or approve a variance in part. The appeal shall be initiated by the applicant filing a written request for an appeal to Council with the Sign Administrator within seven (7) days of the service of the notice of decision outlined in Section 4.1.1(d). All applicable material provided to the Sign Administrator under Section 4.1.1(b) shall be placed before Council. On consideration of the appeal, Council retains authority to grant or refuse the Variance, in whole or part and Council decision is considered final.

4.4.4~~2~~ Variances applications in accordance with section 4.3.3

- a) A Variance application shall be in respect to a single Sign.
- b) A Variance application shall be submitted to the Sign Administrator using such forms as the Sign Administrator may prescribe and shall only be considered if and when all required information has been provided. Additional information or studies may be required by the Sign Administration or Council and the applicant is responsible for the cost of the studies preparation and any cost associated with any external review as may be required.
- c) In determining whether to grant a Variance under this section, Council shall consider the following, where applicable:
 - vii. In the case of an Electronic Billboard Sign, Council will reference the “Guidelines for Review of Sign Variance Applications for Electronic Billboard Signs” when considered an application for Sign Variance;
 - viii. Sign compatibility with “Puslinch Design Guidelines” for building, Property and the surrounding area;
 - ix. Whether there is a negative impact on any surrounding residential uses;

- x. Whether the applicant and/or owner of the Sign has complied with all terms and conditions of approval of any previous Sign Permit issued to the Applicant under this Section, if any;
 - xi. Impacts, if any, on accessibility;
 - xii. Impacts, if any, on public safety; and
 - xiii. Any written response(s), if any, received in response to a public notice, if required by the Sign Administrator.
- d) The Council may grant a Variance in whole or in part.
- e) A notice of decision of Council, including any reason for refusal, shall be provided in writing to the applicant within ten (10) days of the decision and the applicant shall be deemed to have received notice in accordance with Section 9.0. Council decision is considered final.

4.4.23 Variance application for refusal of permit by Sign Administrator

- a) A variance may be applied to Council for following Sign Administrator's refusal of a sign permit. The variance shall be initiated by the applicant filing a written request for a variance to Council with the Sign Administrator, within twenty-one (21) days of notice of refusal of a Sign Permit Application by the Sign Administrator and shall contain the following, where applicable:
 - i. The name and address of the applicant together with such additional information as may be prescribed by the Sign Administrator;
 - ii. The written authorization of the Sign owner/Permit Holder if not the same as the applicant;
 - iii. Written authorization from the Property Owner(s) and occupant(s) of the Premises that have authorized the application;
 - iv. Where applicable, proof of approval for the proposed Sign from all other governmental authorities having jurisdiction;
 - v. The Notice of Refusal of the Sign Permit Application; and
 - vi. The fee as set out in the User Fees By-law.
- b) A notice of decision of Council, including any reason for refusal, shall be provided in writing to the applicant within ten (10) days of the decision and the applicant shall be deemed to have received notice in accordance with Section 9.0. Any decision by Council is final.

5.0 General Provisions

5.1 Prohibitions

No Person shall:

- a) Install, Display or Alter a Sign of any type that is not specifically permitted under this By-law or by a Variance issued under this By-law;
- b) Install, Display or Alter a Sign for a Use that is not specifically permitted within a specific Zone;

- c) Install or Display a Sign in a prohibited location;
- d) Install, Display or Alter, or repair a Sign without a Sign Permit if a Sign Permit is required under this By-law;
- e) Install, Display or Alter, or repair a Sign except in accordance with the approved plans and drawings submitted to the Township as part of the Sign Permit application;
- f) Install, Display, Alter or repair a Sign in a manner that is inconsistent with the regulations of this By-law or the conditions of any Sign Permit or Variance granted under this By-law;
- g) Install, Display, Alter or repair a Sign where such Sign may obstruct any fire escape, fire exit, door, window, flue or air intake or exhaust so as to prevent or impede free access of emergency personnel to any part of a building;
- h) Install, Display, Alter or repair a Sign which is on or overhangs Township Property, unless specifically authorized by this By-law;
- i) Install or Display a Sign on any Sign pole, fence, bench or waste receptacle managed or controlled by the Township;
- j) Install or Display a Sign in any location where such Sign may impede or in any way interfere with utility easements, public rights-of-way, Township snow removal, and/or maintenance operations;
- k) Locate a Sign Face within 0.6m of the vehicular travelled portion of a private lane or Street Line, excluding drive-through facility or a parking area, unless the minimum vertical distance between grade and the bottom of the overhanging Sign Face is at least 5.0m;
- l) Install or Display any Sign upon any pole, traffic Sign, or control box which is located within the Road Allowance, and which is managed or controlled by the Township, County or utility;
- m) Install or Display any Sign upon any tree, fence, gate or railing unless otherwise specifically permitted by this By-Law;
- n) Install or Display a Sign that obstructs any traffic Sign or device from the view of any pedestrian, or driver of a Motor Vehicle, or which interferes with vehicular traffic in a manner that could endanger any person;

- o) Install or Display an Electronic Message Centre(Digital Sign), or use a television, monitor, or similar device as a Sign, within 2.0m of and visible through a window;
- p) Install or Display a Sign on private Property for a purpose not ancillary to a principal use permitted under the Zoning By-law and carried on within a building located on the Property except as specifically permitted under this By-law;
- q) Permit an Electronic Message Centre(Digital Sign) to have a Dwell Time of less than ten (10) seconds or a transition time of more than one (1) second;
- r) Fail to dim or turn off an Illuminated Sign within 30m of a Residential Use between Sunset and Sunrise, if directed by conditions of a Sign Permits or Variance;
- s) Fail to turn off an Illuminated Sign when it is malfunctioning;
- t) Fail to maintain a Sign in a proper state of repair;
- u) Fail to remove, Alter, or repair a Sign which is not in compliance with this By-law when so directed by the Chief Building Official or Municipal By-law Enforcement Officer;
- v) Install, Display, Alter or repair any Mural that is prohibited under this By-law.

5.2 Unauthorized Signs

Unless otherwise specifically permitted by this By-law, or by a Variance thereto granted under Section 4.0, the following Signs are prohibited:

- a) ~~Billboard Signs and~~ Electronic Billboard Signs described in Section 6.2 are subject to consideration by Council as a Variance described in Section 4.4.1.
- b) Any Sign which, in whole or in part, uses animation, scrolling content, motion, rotation, fading, flashing, blinking light, or any effect that creates the illusion of movement;
- c) Any Sign that emits light exceeding a maximum luminance of 5000 Nits between Sunrise and Sunset;
- d) Any Sign the emits light exceeding a maximum luminance of 200 Nits between Sunset and Sunrise;
- e) Any Sign the imitates, resembles or could be confused with a traffic control Sign or device;
- f) Any Sign on an overpass;

- g) Any Sign that moves, swings or revolves;
- h) Any Sign which:
 - i. is obscene as that term is understood under the Criminal Code, R.S. C 1985, c. C-46, as amended;
 - ii. publishes defamatory statements, and/or
 - iii. by its words, symbols, or images is degrading or dehumanizing to an individual or group, particularly but not limited to on the basis of grounds protected under the Human Rights Code (Ontario);
- i) A Roof Sign;
- j) An Inflatable Sign;
- k) A Banner Sign;
- l) A Bag Sign, with the exception of those used as Real Estate Signs, Temporary Business Signs or Election Signs;
- m) Any Vehicle Displaying words or images that has been parked on a Property in a manner that is unrelated to its normal use as a Vehicle and which is more consistent with the use or intended use of the vehicle as a Sign;
- n) Any Sign that obstructs a parking space;
- o) Any Sign which advertises a business no longer conducted, or product no longer sold;
- p) Any Sign that Displays sequential messages, either on the same Sign or on subsequent Signs;
- q) A Third Party Sign, subject to permitted Zone-specific exemptions for:
 - i. A Garage Sale Sign;
 - ii. A temporary Sign associated with an open house or model home;
 - iii. A Mobile Sign being used by a Non-Profit Organization in connection with the promotion of that organization or its objects; or
 - iv. A Poster;
 - v. Billboard and/or Electronic Billboards approved by Variance, by Council.
- r) Any Sign that is Installed on the external wall of a building, unless posted in an area occupied by a business associated with the Sign and/or over a common entrance that leads to the business advertised.

5.3 Signs Not Requiring a Permit

5.3.1 This By-law shall not apply to:

- a) Any Incidental Sign;
- b) Any Sign Installed by, on behalf of, or by specific direction from the Township, County, Public Health, the Province of Ontario, Government of Canada or their agencies;
- c) Any Sign providing public notices in fulfillment of statutory notice requirements under the Planning Act, or any other Provincial or Federal statute Installed in accordance with the applicable policy of the Township for such notices;
- d) Any Sign authorized by the Township and located on public Property;
- e) Any Election Sign regulated by a Township By-law;
- f) Township-approved Murals that do not promote or advertise a person, place or thing for profit;
- g) A Commemorative plaque or corner stone of a non-advertising nature that does not exceed a height of 1.8m or an area of 0.5m²;
- h) Any Flag bearing only patriotic, civic, or religious emblems and/or support for diversity and inclusion;
- i) A Sign painted directly or otherwise attached to a Motor Vehicle, provided that such Motor Vehicle is parked in accordance with the Zoning By-law and is not being used primarily for Sign purposes.

5.3.2 A Sign Permit is not required for the following Signs; however, these Signs shall comply with all other requirements of this By-law unless otherwise provided:

- a) A Directional Sign in accordance with Section 6.4.7;
- b) A Garage Sale Sign in accordance with Section 7.1.1;
- c) A Temporary Personal Sign in accordance with Section 7.1.2;
- d) A Real Estate Sign in accordance with Section 7.1.3;
- e) A Seasonal Farm Produce Sign in accordance with Section 7.1.5;
- f) An A-Frame Signs or T-Frame Sign located on private Property in accordance with Section 7.1.6;
- g) A Window Sign in accordance with Section 7.1.7;
- h) A Poster;
- i) An A-Frame or T-Frame Sign advertising a contractor undertaking landscaping, home construction, repairs or renovations etc., provided such Sign is Installed no

more than two (2) days prior to the commencement of the project and is removed from the Property immediately after the project is complete;

- j) A non-Illuminated Address Sign not exceeding 0.2m²;
- k) A Pump Island Sign;
- l) Any Sign which has been authorized by the Township as part of an Event Permit.

5.4 Permit Application - Requirements

- 5.4.1 The applicant for a Sign Permit shall submit to the Township such information prescribed by the Sign Administrator in the prescribed format which may include any or all of the following:
- a) A complete application and Sign details;
 - b) Written authorization of the Property Owner or manager having authority from the Owner to provide approval which clearly indicates consent to Display or the Sign on the Property;
 - c) A current plan of survey certified by a registered Ontario Land Surveyor on which is shown the location of the proposed Sign in relation to the lot, adjacent Streets, and any buildings or structures on the Property;
 - d) Drawings showing plan, building elevations and cross section views of the proposed Sign and Sign structure, including dimensions, Sign Copy design, materials, engineered drawings (if required by the Chief Building Official);
 - e) Where applicable, drawings and specifications showing the parts of the building to which the proposed Sign is to be attached;
 - f) Where applicable, proof of a Heritage Permit for a Sign located on a Heritage Property;
 - g) Evidence satisfactory to the Sign Administrator of consent of any other county, provincial or federal ministry or agency having jurisdiction over the Sign or the Property on which the Sign is proposed to be Installed;
 - h) Where required, proof of general liability insurance Township of Puslinch named as additional insured for not less than two million dollars; and
 - i) Any fee set out in the most current Fees and Charges By-law.
- 5.4.2 In addition to other provisions set out in this By-law, the Township may make a Sign Permit conditional on an encroachment agreement with the Township for a Sign proposed to be located on or over a public Road Allowance.
- 5.4.3 In addition to provisions set out in this By-law, the Sign Administrator, having regard for the purpose of this By-law, may impose conditions relating to public safety and to the size and location of Signs.
- 5.4.4 The Sign Administrator shall issue a Sign Permit if provisions of this By-law, and other applicable law known to the Sign Administrator, including provisions of the Building Code Act as determined by the Chief Building Official and other guidelines of the Ministry of Transportation for the Province of Ontario and the County of Wellington, for which approvals have been received.

- 5.4.5 The Sign Administrator may request additional information respecting the proposed Sign and the Sign Permit Application.
- 5.4.6 Except in the case of a Sign Permit for a Temporary Sign, the Permit Holder shall provide written confirmation to the Sign Administrator within ten (10) days of Installation, confirming that the Sign has been Installed in accordance with the specifications set out in the Sign Permit.
- 5.4.7 Sign Permit applications for Mobile or Feather Banner Sign shall be submitted to the Sign Administrator no less than ten (10) business days in advance but not more than sixty (60) days prior to the Installation or Display of the Mobile or Feather Banner Sign.
- 5.4.8 Sign Permits are the property of the Township. The issuance of a Sign Permit does not imply renewal thereof.
- 5.4.9 The Township has absolute discretion over the assignment of a Sign Permit. A Sign Permit issued by the Township is not transferable, except on the written direction of the Township and subject to conditions that the Township may impose.
- 5.4.10 No Person shall sell, purchase, lease, mortgage, charge, assign, pledge, transfer, seize, distraint or otherwise deal with a Sign Permit issued by the Township under this or any previous Sign By-law.

5.5 Permit Application – Insurance Requirements and Indemnity

- 5.5.1 The applicant for a Sign Permit and the Permit Holder for which the Sign is Installed or Displayed shall be jointly and severally responsible to indemnify the Township, its officers, employees, servants and agents from all losses, damages, costs, expenses, claims, demands, actions, suits, or other proceedings of every nature and kinds arising from and in consequence of construction, Installation, Display, Alteration, and maintenance or removal of such Sign.
- 5.5.2 Every applicant for a Sign Permit in respect of a Sign which is, by this By-law, permitted to be located on or over a public Road Allowance shall provide proof of general liability insurance Township of Puslinch named as additional insured for not less than two million dollars and every such Person shall ensure that such insurance remains in effect as long as the Sign exists in such a location.
- 5.5.3 Every Person that Installs a Real Estate Directional Sign, open house or model home Sign on a Road Allowance shall provide proof of general liability insurance Township of Puslinch named as additional insured for not less than two million dollars and every such Person shall ensure that such insurance remains in effect as long as the Sign exists in such a location(s).

5.6 Permit Refusal, Cancellation, Revocation and Expiry

5.6.1 The Sign Administrator may refuse to issue a Sign Permit for any of the following reasons:

- a) The application is incomplete and/or the fees has not been submitted;
- b) The proposed Sign does not comply with this By-law an/or with any other Township by-law, county, provincial or federal statute or regulation;
- c) The applicant and/or Owner of the Property is in non-compliance with this By-law;
- d) In the case of a Billboard or Electronic Billboard, a Variance approval of Council is required and has not been obtained;
- e) A Heritage Permit is required and has not been obtained.

5.6.2 The Sign Administrator may cancel an application if:

- a) The applicant or Owner requests in writing that it be cancelled;
- b) The application has been refused for failure to provide information required pursuant to Section 5.1(d) (Permit Required) of this By-law and the applicant has not provided the required additional written information to the Sign Administrator within six (6) months of written notice from the Township that the Application is considered incomplete.

5.6.3 The Sign Administrator may revoke a Sign Permit if:

- a) The Permit Holder is unwilling or unable to comply with the conditions of an Order;
- b) The Permit Holder does not comply with the requirements of the Sign Permit in respect of requesting and cooperating with inspections and/or submitting required reports during the construction and Installation of the Sign;
- c) The Sign has been Installed, Altered or maintained in a manner which is in breach of a statute, regulation, or other enactment and/or contrary to the lawful directions of any government authority having jurisdiction over the area where the Sign is situated;
- d) The Sign Permit has been issued in error;
- e) The Sign Permit was issued in reliance on false, mistaken, incorrect, or misleading information or undertakings provided to the Township;
- f) The Sign Administrator determines that construction and Installation of the Sign has not been seriously commenced within six (6) months of the date of the Sign Permit issuance;
- g) The Sign Administrator determines that construction and Installation of the Sign has been suspended or discontinued for a period of more than one (1) year;
- h) The Property Owner and/or the Permit Holder requests in writing that it be revoked.

5.6.4 The Sign shall expire:

- a) Upon expiry of any Display period specified by this By-law or in the Sign Permit;
or
- b) Immediately upon removal of the Sign.

5.6.5 Any fee refunds relating to this By-law shall be governed by the most current Township Fees & Charges By-law.

5.7 Sign Maintenance

5.7.1 Every Person who owns or Displays a Sign, and/or is the Owner or tenant of the Property on which a Sign is Installed and/or Displayed, and any Permit Holder shall ensure that:

- a) A Sign is maintained in a proper state of repair and operated in a manner so that it does not become unsafe, structurally unsound, unsightly or dangerous;
- b) An Electronic Message Centre(Digital Sign), Illuminated Sign, Billboard or Electronic Billboard that malfunctions is turned off until it is repaired and is able to operate as intended;
- c) A Sign that has been defaced, damaged or destroyed to the extent that it requires repair or replacement, shall do so with the express permission of the Township pursuant to this By-law and a new application shall be required for Signs for which a Sign Permit is required.

5.8 Signs on Heritage Properties

5.8.1 All Signs and Sign Structures proposed to be Installed, Displayed, Altered or relocated on Property designated under the Ontario Heritage Act shall comply with the provisions of that Act with respect to alterations to the designated Property.

5.8.2 Notwithstanding any other section of this By-law, no Sign on a Heritage Property shall obstruct or impact the Heritage Attributes identified in the by-law designating the Property.

5.9 Sight Triangle and Driver Visibility Triangle

In addition to other requirements of this By-law, the following regulations apply to all Signs:

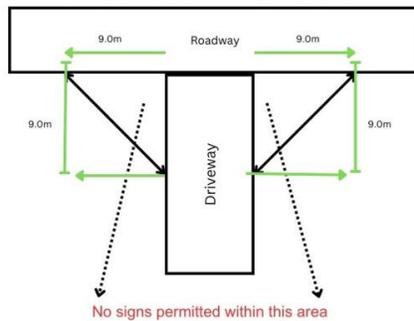
- a) On a corner lot, a Sign which extends beyond 0.6m in height above the elevation of the centre-line of the adjacent roadway of a public Road Allowance shall not be located within the Sight Triangle as defined in this By-law and the most recent Township Zoning By-law;
- b) For the purposes of calculating the extent of a Sight Triangle, the distance between the point of intersection of the two lot lines and their respective points of intersection with the line constituting the third side of the triangle shall be in accordance with the following Table 4.2 from the Township Zoning By-law 023-18 (as may be amended from time to time):

Requirements for Sight Triangles

STANDARD	
Where at least one of the abutting intersecting streets is a County Road or Provincial Highway	28 m
Where neither abutting intersecting street is a County Road or Provincial Highway	9 m
Where a street intersects a railway right-of-way at grade , or such greater distance as may be required from time to time by the Canadian Transportation Commission	46 m

- c) At a driveway, a Sign which extends beyond 0.6m in height above the elevation of the centre-line of the adjacent roadway of a public road allowance shall not be located within the Driver Visibility Triangle as defined in this By-law.
- d) For the purposes of calculated the extent of a Driver Visibility Triangle, the distance between the point of intersection of the private driveway and the abutting roadway shall be:
- e) Where the abutting intersecting roadway is a County roadway or Provincial Highway, the setback shall be no less than 28m;
- f) Where the abutting intersecting roadway is a Township roadway, the setback shall be no less than 9m.

Figure: Driver Visibility Triangle



5.10 Sign Design – Consideration of “Puslinch Design Guidelines”

Design Guidelines for Signs set out in the “Puslinch Design Guideline”, approved by Council and amended from time to time, should be incorporated wherever possible.

6.0 Regulations Respecting Size, Type & Location of Permanent Signs

6.1 Illuminated Signs

Table 6.1 - Regulation of Illuminated Signs	
Illuminated Sign	Details

Permitted Sign Types	<p>Illumination is only permitted on Permanent Signs.</p> <p>Any Illuminated Every Ground Sign that is greater than 2.5m in height shall only be internally-Illuminated <u>internally</u>.</p> <p>Notwithstanding the above, Temporary Mobile Signs may be Illuminated.</p> <p>One Illuminated open/closed Sign with a maximum of 0.4m² Sign Face Area is permitted to be located on a first-floor window.</p>
Location Restrictions	<p>Unless specifically permitted by a condition of a Sign Permit or Variance, no Illuminated Signs are permitted within 30m of a Residential Use.</p> <p>No Sign in a residential Zone shall be Illuminated.</p>
Illumination	<p>Maximum luminance of 5000Nits between Sunrise and Sunset;</p> <p>Maximum luminance of 200Nits between Sunset and Sunrise.</p> <ul style="list-style-type: none"> • 5000cd/m² from Sunrise to Sunset (One Nit = One Candela per m² (cd/m²)) • 200cd/m² from Sunset to Sunrise (One Nit = One Candela per m² (cd/m²))

6.2 ~~Billboard Signs and~~ Electronic Billboard Signs

In accordance with Section 4.3.3(d), 5.2(a), ~~Billboard Signs and~~ Electronic Billboard Signs are Unauthorized Signs, with Council retaining the authority to approve such Signs through the Variance process outlined in Section 4.4.1.

6.3 Electronic Message Centres (Digital Signs)

Table 6.3 - Regulation of Electronic Message Centre(Digital Sign)	
Electronic Message Centres	Details

Permitted Sign Types	Electronic Message Centres(Digital Signs) are only permitted on Permanent Grounds Signs, Fascia(Wall) Signs and Menu Boards regulated by this By-law.
Location Restrictions	<p>Electronic Message Centres(Digital Signs) shall be located a minimum of 30m away from any Residential Use or intersection.</p> <p>Electronic Message Centres(Digital Signs) shall not be located on a Heritage Property <u>without receiving a variance from Council.</u></p>
Sign Copy Content	Sign Copy Content is limited to static alphanumeric text and digital images.
Prohibited Content	<p>Unless otherwise permitted by this By-law, the following is prohibited on a Sign:</p> <p>Animation, motion, scrolling content, fading, flashing, or blinking lights, or any effects that may create the illusion of movement;</p> <p>Any directional information, whether in text or graphics;</p> <p>Any sequential messages, either on the same Sign or on subsequent Signs;</p> <p>Any imitation or resemblance of a Traffic Control Device.</p>
Minimum Dwell Time	Ten (10) seconds
Transition time between Successive Displays	0.1 second or instantaneous
Illumination	<p>Maximum luminance of 5000Nits between Sunrise and Sunset;</p> <p>Maximum luminance of 200Nits between Sunset and Sunrise.</p> <ul style="list-style-type: none"> • 5000cd/m² from Sunrise to Sunset (One Nit = One Candela per m² (cd/m²)) • 200cd/m² from Sunset to Sunrise (One Nit = One Candela per m² (cd/m²))

	Electronic Message Centers must be equipped with functioning automatic dimming technology which will automatically adjust the intensity of the Illumination in direct correlation with the ambient light conditions.
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6.4 Permanent Signs by Land Use

The Sign types listed in Column 1 of the table below shall only be permitted on a property with a Residential Use or in a Zone indicated in Column 3. Column 2 of the table below indicates the Section of this By-law applicable to each Sign Type listed.

In addition to other regulations of this By-law, the following regulations apply to residential, industrial, institutional, agricultural (including specialized zones) designated in the Zoning By-law:

RES	Residential Use
COM	Commercial (C, HC, AC) and Core Mixed Use (Central Business District – Aberfoyle and Morriston)
IND	Industrial (IND, EXI, DI)
INST	Institutional (I)
AGR	Agricultural (A, OS, NE)

Table 6.4 - Permanent Signs By Land use

Column 1	Column 2	Column 3				
		RES	COM	IND	INST	AGR
Sign Type	Section					
<u>Billboard</u>	<u>6.4.2</u>		✓	✓	✓	✓
Ground	6.4. 32	✓	✓	✓	✓	✓
Fascia(Wall)	6.4. 43	✓	✓	✓	✓	✓
Awning	6.4. 54		✓	✓	✓	✓
Projecting	6.4. 65		✓	✓	✓	
Menu/Pre-Menu Board	6.4. 76		✓	✓		
Directional	6.4. 87		✓	✓	✓	✓

6.4.1 Permanent Sign Specifications – Maximum Sign Face Area

Notwithstanding any specifications outlined in this Section, the maximum Sign Face Area on a Property shall include the total area of all Permanent Signs on such property.

6.4.2 Billboard

No person shall Install, Alter, maintain a Billboard in conjunction with the uses listed in Column 1, below, unless the Sign complies with all other provisions of this By-law.

- a) A Billboard must be located on private Property.

- b) A maximum of one (1) Billboard sign is permitted on a commercial, industrial, institutional or agricultural property with a minimum required frontage of 100 m.
- c) A Billboard sign face may be a maximum of 25 m².
- d) A Billboard sign shall not be multi-faced.
- e) A Billboard shall not be located within 400 m of any limit of a County Road or MTO Highway without written permission from the appropriate road authority.
- f) A Billboard Sign shall not be erected within 250m of a major traffic sign and 500 m of a driver decision point.
- g) A Billboard shall not be located closer than 300 m measured in a straight line from a residential use.
- h) A Billboard sign shall be located no closer than the setback for buildings & structures of the most current Zoning By-law.
- i) A Billboard shall be no closer than 3 km from another Billboard on the same side of the highway.
- j) A Billboard shall be positions relative to one another so that no more than one Billboard shall be visible to an approaching drive at the same time.
- k) A Billboard shall not exceed 5 m in height above an adjacent roadway or 10 m in height if the sign is facing the 401.

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6.4.2 Ground Signs

No person shall Install, Alter, maintain a Ground Sign in conjunction with the uses listed in Column 1, below, unless the Sign complies with all other provisions of this By-law.

Table 6.4.2 – Regulation of Ground Signs

Column 1 Land Use	Column 2				
	Min. Lot Frontage	Number	Max. Sign Face Area	Max. Sign Height	Min. Street Line Setback
Property with a Residential Use – Address Sign (One Ground or Fascia(Wall) Sign per Property)	N/A	1 per Property	0.6m ²	1.3m	1.0m
Apartment and Institutional Zone (One Fascia(Wall) and One Ground Sign per entrance)	N/A	1 per entrance	3m ²	2.5m	1.0m
All Commercial Uses	Under 20m	1 per lot frontage	6m ² per Sign Face	3.5m	1.0m

All Commercial Uses	Over 20m to 30m	1 per lot frontage	9m ² per Sign Face	4.5m	1.0m
All Commercial Uses	Over 30m to 40m	1 per lot frontage	12m ² per Sign Face	5.5m	1.0m
All Commercial Uses	Over 40m to 50m	1 per lot frontage	15m ² per Sign Face	6.5m	1.0m
All Commercial Uses	Over 50m	1 per 50m of lot frontage	20m ² per Sign Face	7.5m	1.0m
Agricultural	Over 25m	1 per lot frontage	10m ² per Sign Face	7.5m	1.0m
All Industrial Uses with 30m or less of Lot Frontage	N/A	1 per lot frontage	10m ² per Sign Face	7.5m	1.0m
All Industrial Uses with 30m of Lot Frontage or more	N/A	1 per lot frontage	15m ² per Sign Face	7.5m	1.0m

- a) A Ground Sign must be located on private Property.
- b) Based on the formula in Table 6.4.2, no more than 2 (two) free standing Signs shall be located on a Property and such Signs must be located a minimum distance of 50m from each other or those located on an abutting Property.
- c) A Ground Sign must be located a minimum distance of 3m from an adjacent Property or driveway or exit.
- d) Every Illuminated Ground Sign shall be a minimum of 30m from any Residential Use.
- e) The maximum Sign Face Area for a Ground Sign that is double faced or multi-faced, shall be double the permitted area for one Sign Face.
- f) A Ground Sign that contains three Sign Faces, each Sign Face shall be attached to the adjacent Sign Face at an angle of no greater than ninety (90) degrees.
- g) Every Ground Sign that is greater than 2.5m in height shall only be internally Illuminated.
- h) The Illumination of a Ground Sign must be in compliance with Section 6.1.
- i) Electronic Message Centres(Digital Signs) must comply with Section 6.3.
- j) A Ground Sign located in a commercial or industrial Zone shall Display the municipal address in numerals and letters that are a minimum of 15cm in height.

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6.4.3 Fascia (Wall) Signs

No person shall Install, Alter, maintain a Fascia (Wall) Sign in conjunction with the uses listed in Column 1, below, unless the Sign complies with all other provisions of this By-law.

Table 6.4.3 – Regulation of Fascia (Wall) Signs	
Column 1	Column 2
Land Use	Fascia (Wall) Sign – Max. Sign Face Area
All Commercial, Industrial & Institutional Uses (except uses listed below)	20% of the external wall area per façade of that part of the building occupied by a business in connection with the Sign to a maximum of 20m ²
Retail store or restaurant accessory to a Gas Bar or Motor Vehicle service station	20% of a wall facing a Street Line or fuel pumps
Car Wash or service bay accessor to a Gas Bar or Motor Vehicle service station	15% of a wall with an entrance and 10% of a wall with an exit facing fuel pumps
Gas Bar Canopy accessory to a Gas Bar or Motor Vehicle service station	20% maximum canopy face
Individual Free Standing or Multi-Occupant Industrial Establishment	15% of the building face of the first storey for each occupancy

- a) A Fascia (Wall) Sign must be Installed on the building face of the business or office advertised, unless it is Installed in an area occupied by a business associated with the Sign and/or over a common entrance that leads to the business advertised.
- b) A Facia (Wall) Sign must be Installed a minimum distance of 1.0m from an adjacent Property.
- c) A Fascia (Wall) Sign may project a maximum of 0.5m from a building face and must provide a minimum clearance of 2.5m above the ground surface.
- d) A Facia (Wall) Sign must be Installed on the first Storey of a building face unless otherwise permitted by this By-law. This shall not apply to an enclosed shopping centre.
- e) A building of three (3) or more Storeys, located in a commercial zone, may Install one (1) non-Illuminated Fascia (Wall) Sign per Property on the top storey of the building. If this Section is utilized, then no other Signs are permitted to be located on any other Storey of the side of the building to which there is a Fascia (Wall) Sign on the top Storey.
- f) Roof structures as shown on architectural elevations are not included in the calculation. When the maximum Sign Face Area of a Fascia (Wall) Sign is related to the area of the building face, it shall be taken as that building face projected on a plane parallel to the Sign Face, or tangent thereto if the Sign Face is not flat. The Sign must be attached to the building face used to calculate the maximum Sign Face Area.

- e) Every Illuminated Fascia (Wall) Sign shall be a minimum of 30m from any Residential Use.
- f) An Illuminated Fascia (Wall) Sign may be internally or externally Illuminated.
- g) The Illumination of a Fascia (Wall) Sign must be in compliance with Section 6.1.
- h) Electronic Message Centres (Digital Signs) must comply with Section 6.3.
- i) A Fascia (Wall) Sign shall not be Installed in a manner that covers Heritage Attributes of the building or structure.
- j) Changeable Copy on a Fascia (Wall) Sign is prohibited.

6.4.4 Awning Signs

An Awning Sign shall be Installed, Altered and/or maintained in conjunction with the regulations below and all other provisions outlined in this By-law.

- a) An Awning Sign must be Installed on the building face of the business or office advertised, unless it is Installed in an area occupied by a business associated with the Sign and/or over a common entrance that leads to the business advertised.
- b) Awning Sign is restricted to the first story of a building or structure.
- c) An Awning Sign must be Installed a minimum of ~~4.0~~5m from an adjacent Property.
- d) The minimum Awning Sign vertical clearance shall be:
 - i. 2.5m when projecting over an area intended for pedestrian traffic.
 - ii. 4.3m when within 1m of an area intended for vehicular traffic.
- e) The maximum Sign Face Area shall be calculated as 20% of the external wall area per facade of that part of the building occupied by a business in connection with the Sign to a maximum of 20m²
- f) Changeable Copy on an Awning Sign is prohibited.
- g) The maximum Sign Face Area of the Awning must not exceed 80% (eighty percent) of the Awning length.
- h) An Awning Sign may be externally Illuminated, internally Illuminated or non-Illuminated.
- i) Every Illuminated Awning Sign shall be a minimum of 30m from any Residential Use.
- j) The Illumination of an Awning Sign must be in compliance with Section 6.1.
- k) An Awning Sign shall not be Installed in a manner that covers Heritage Attributes of the building or structure.
- l) No Person shall Install or maintain an Awning Sign or portion thereof which projects over a Street or Road Allowance without first entering into an agreement with the Township, indemnifying the Township from and against all manner of claims for damage, loss, expense or otherwise, arising from the Installation, maintenance, removing or falling of such Sign or part thereof.

6.4.5 Projecting Signs

A Projecting Sign shall be Installed, Altered and/or maintained in conjunction with the regulations below and all other provisions outlined in this By-law:

- a) A Projecting Sign must be Installed on the building face of the business or office advertised.
- b) One Projecting Sign for each exterior ground floor entrance door of the business or office advertised is permitted.
- c) A Projecting Sign is restricted to the first story of a building or structure.
- d) A Projecting Sign must be Installed a minimum distance of ~~7~~2.0m from an adjacent Property.
- e) The maximum Sign Face Area for a Projecting Sign is ~~0.6~~2m².
- f) Changeable Copy on a Projecting Sign is prohibited.
- g) The minimum clearance above ground surface shall be 2.4m when projecting over an area intended for pedestrian traffic and 9m when projecting over an area intended for vehicular traffic.
- h) The maximum Projecting Sign projection over a Street Line is ~~2~~4m.
- i) A Projecting Sign may be externally Illuminated, internally Illuminated or non-Illuminated.
- j) The Illumination of the Projecting Sign must be in compliance with Section 6.1.
- k) A Projecting Sign shall not be Installed in a manner that covers Heritage Attributes of the building or structure.
- l) No Person shall Install or maintain a Projecting Sign or portion thereof which projects over a Street or Road Allowance without first entering into an agreement with the Township, indemnifying the Township from and against all manner of claims for damage, loss, expense or otherwise, arising from the Installation, maintenance, removing or falling of such Sign or part thereof.

6.4.6 Menu and Pre-Menu Board Signs

No person shall Install, Alter, maintain a Menu Board or Pre-Menu Board in conjunction with the uses listed in Column 1, below, unless the Sign complies with all other provisions of this By-law.

Table 6.4.6 – Regulation of Menu & Pre-Menu Boards						
Column 1	Column 2					
	Permitted Sign Type & Specification					
	Number	Menu Board		Pre-Menu Board		
		Max. Sign Face Area	Max. Height	Number	Max. Sign Face Area	Max. Sign Height
Restaurant	1 per drive through lane	4.1m ²	3.0m	1 per drive through	2.0m ²	3.0m
Restaurant accessory to Gas Bar or Motor Vehicle Service Station	1 per drive through lane	2.0m ²	3.0m	Not permitted	N/A	N/A
Car Wash accessory to Gas Bar or Motor Vehicle Service Station	1 per Car Wash	2.0m ²	3.0m	Not permitted	N/A	N/A
Car Wash	1 per Car Wash	2.0m ²	3.0m	Not permitted	N/A	N/A

- a) A Menu or Pre-Menu Board must be Installed on private Property.
- b) A Menu or Pre-Menu Board must be Installed a minimum distance of 9.0m from a public Street Line.
- c) A Menu or Pre-Menu Board must be Installed a minimum of 3.0m from an adjacent Property. If the Sign Face is visible from a property with a Residential Use, then the minimum setback is 30m.
- d) Changeable Copy is permitted on a Menu or Pre-Menu Board.
- e) Electronic Message Centres(Digital Signs) must be in compliance with Section 6.3, with the exception that the Dwell Time shall be five (5) seconds and animation during transition is permitted.
- f) A Menu or Pre-Menu Board may be non-illuminated or internally Illuminated

- g) The Illumination of the Menu or Pre-Menu Board must be in compliance with Section 6.1.

6.4.7 Directional

A Directional Sign shall be Installed, Altered and/or maintained in conjunction with the regulations below and all other provisions outlined in this By-law:

- a) A Directional Sign must be Installed on private Property.
- b) One Directional Sign is permitted to be located at each entrance and/or exit to a Property from a Street.
- c) A Directional Sign must be located a minimum distance of 1.0m from a Street Line.
- d) The maximum Sign Face Area for a Directional Sign is 0.8m².
- e) The maximum height of a Directional Sign is 1.2m.
- f) A Directional Sign may be non-illuminated or internally Illuminated.

7.0 Regulations Respecting Size, Type & Location of Temporary Signs

The Sign types listed in Column 1 of the table below shall only be permitted on a property with a Residential Use or in a Zone indicated in Column 4. Column 3 of the table below indicates the section of this By-law applicable to each Sign Type listed.

In addition to other regulations of this By-law, the following regulations apply to residential, commercial, industrial, institutional, agricultural (including specialized zones) designated in the Zoning By-law:

RES	Residential Use
COM	Commercial (C, HC, AC) and Core Mixed Use (Central Business District – Aberfoyle and Morriston)
IND	Industrial (IND, EXI, DI)
INST	Institutional (I)
AGR	Agricultural (A, OS, NE)

Table 7.0 - Regulation of Temporary Signs by Land Use

Column 1 Sign Type	Column 2 Requires Permit	Column 3 Section	Column 4				
			RES	COM	IND	INST	AGR
Garage Sale	No	7.1.1	✓				✓
Temporary Personal	No	7.1.2	✓			✓	✓
<u>Temporary Business Sign</u>	<u>No</u>	<u>7.1.3</u>	<u>✓</u>	<u>✓</u>	<u>✓</u>	<u>✓</u>	<u>✓</u>

Real Estate Sign on Private Property	No	7.1.4	✓	✓	✓	✓	✓
Real Estate Directional, Open House/Model Home	Yes	7.1.5	✓				
Seasonal Farm Produce Sign	No	7.1.6					✓
A-Frame or T-Frame Sign	Yes	7.1.7		✓	✓	✓	✓
Window Sign	No	7.1.8		✓	✓	✓	
Mobile Sign	Yes	7.1.9		✓	✓	✓	
Feather Banner Sign	Yes	7.1.10		✓	✓	✓	
Development Sign and Hoarding Sign	Yes	7.1.11	✓				
Home Occupation Sign	Yes	7.1.12	✓				✓
Community Event Sign	Yes	7.1.13	✓	✓	✓	✓	✓
Community Event Directional Sign	No	7.1.14	✓	✓	✓	✓	✓
Wall Banner Sign	Yes	7.1.15		✓	✓	✓	

7.1 Temporary Signs by Land Use

7.1.1 Garage Sale Sign

A Garage Sale Sign is temporary Signs that **does not** require a Sign Permit but must be Installed as follows:

- a) In a residential Zone or agricultural Zone.
- b) No earlier than 5:00PM two (2) days immediately before the garage sale and shall be removed by 7:00AM on the day immediately following the garage sale.
- c) Not exceeding 0.6m in any dimension and .36m² in Sign Area.
- d) No more than one Garage Sale Sign located on or in front of the Property and two (2) off-site locations.
- e) May be located on the untraveled portion of the Street or Road Allowance, in a manner that does not create a traffic hazard.
- f) Not Illuminated.

7.1.2 Temporary Personal Sign

A Temporary Personal Sign is a temporary Sign that **does not** require a Sign Permit but must be Installed as follows:

- a) Only on private Property with a Residential Use or in an institutional or agricultural Zone.
- b) No more than three (3) consecutive days.
- c) No more than one Temporary Personal Sign per Property at the same time;
- d) Not permanently constructed or affixed to any structure.
- e) Not exceeding 3.7m² per face on a Sign board, and a height of not greater than 1.5m in height.
- f) Set back 1.0m from Street Line and/or an adjacent Property.
- g) Not Illuminated.

7.1.2 Temporary Personal Sign

A Temporary Personal Sign is a temporary Sign that **does not** require a Sign Permit but must be Installed as follows:

- a) Only on private Property with a Residential Use or in an institutional or agricultural Zone.
- b) No more than three (3) consecutive days.
- c) No more than one Temporary Personal Sign per Property at the same time;
- d) Not permanently constructed or affixed to any structure.
- e) Not exceeding 3.7m² per face on a Sign board, and a height of not greater than 1.5m in height.
- f) Set back 1.0m from Street Line and/or an adjacent Property.
- g) Not Illuminated.

7.1.3 Temporary Business Sign

A Temporary Business sign is a temporary Sign that **does not** require a Sign Permit but must be Installed as follows:

- a) Only on private Property, in any Zone.
- b) Not more than five (5) days after completion of work on the property is completed.
- c) Not exceeding 0.8m² if Installed on a Property with a Residential Use and not exceeding 4.4m² if Installed on a Property in any other Zone.
- d) Set back 1.0m from Street Line and/or an adjacent Property.
- e) Not Illuminated.

7.1.4 Real Estate Sign

A Real Estate Sign is a temporary Sign that **does not** require a Sign Permit but must Installed as follows:

- a)f) Only on private Property, in any Zone.
- b)g) _____ Not more than thirty (30) days after the acceptance of a firm offer to purchase, lease, or rent of the Property.
- e)h) _____ Not exceeding 0.8m² if Installed on a Property with a Residential Use and not exceeding 4.4m² if Installed on a Property in any other Zone.
- e)i) Set back 1.0m from Street Line and/or an adjacent Property.
- e)j) Not Illuminated.

7.1.5 Real Estate Directional Sign, Open House or Model Home Sign

A Sign directing traffic to a to a property listed for sale, lease or rent, or a Sign advertising an open house or model home are temporary signs that **require a Sign Permit**, and must be Installed as follows:

- a) In any Zone;
- b) Not more than thirty (30) days after the acceptance of a firm offer to purchase, lease, or rent of the Property;
- c) Not more than five (5) days prior to the open house and must be removed six (6) hours after the event.
- d) Not before 4:00PM on a Friday preceding the opening of a weekend model home sales centre and shall be removed no later than 10:00AM the following Monday.
- e) Not exceeding 0.5m² per Sign Face and a maximum height of 1.0m in height;
- f) No more than one (1) Real Estate Directional Sign (for each property being advertised) is permitted off-site
- g) No more than one (1) Sign located on or in front of the open house or model home Property and no more than eight (8) off-site locations.
- h) No less than 3.0m between the Real Estate Directional Sign, open house or model home Sign and any other Sign.
- i) Not Illuminated.
- j) Any Person that Installs, Displays or owns a Real Estate Directional Sign, open house or model home Sign that is located on a Street or Road Allowance shall have liability insurance in the amount of at least two million dollars (\$2,000,000) with the Township named as an additional insured and shall ensure that such insurance remains in effect as long as the Sign is placed on a Street or Road Allowance.

7.1.6 Seasonal Farm Produce Sign

Seasonal Farm Produce Signs are temporary Signs that **do not** require a Sign Permit, but must be Installed as follows:

- a) On private Property, in an agricultural Zone.
- b) Displayed only when produce is for sale.
- c) Not greater than 0.6m x 1.0m in size.
- d) No more than one (1) Sign on or in front of the Property on which the produce is sold and two offsite locations.

- e) A setback from the Street Line of not less than 1.0m.
- f) Not Illuminated.

7.1.7 A-Frame or T-Frame Sign

A-Frame and T-Frame Signs are Temporary Signs that **require a Sign Permit**, and must be installed as follows:

- a) In a commercial, industrial or institutional Zone.
- b) Must be removed when the business is closed or when it may interfere with snow removal; sidewalk maintenance or when weather conditions have the potential to move the Sign.
- c) A maximum Sign Face Areas and any sign face shall not exceed 0.56m².
- d) A-Frame or T-Frame Sign shall be no more than 1.0m in height.
- e) Maximum of one (1) A-Frame or T-Frame Sign for every sidewalk Street frontage.
- f) A-Frame or T-Frame Sign shall be located:
 - i. In front of the business which the Sign is advertising;
 - ii. Within 1.0m of the building;
 - iii. Within 3.0m of an adjacent Property line or driveway entrance;
 - iv. In a manner so that at least 2.0m width of the sidewalk/walkway remains unencumbered.
- g) No A-Frame or T-Frame Sign shall be Installed on unlevel ground.
- h) Not Illuminated.
- i) Any Person that Displays on A-Frame or T-Frame on a Street or Road Allowance shall have liability insurance in the amount of at least two million dollars (\$2,000,000) with the Township named as an additional insured and shall ensure that such insurance remains in effect as long as the Sign is placed on a Street or Road Allowance.

7.1.8 Window Sign

Window Signs are temporary Sign that **do not** require a Permit and must be Installed as follows:

- a) In a commercial, industrial or institutional Zone.
- b) Window Signs may cover a combined maximum of 50% of the window or faux window area located on the building face of the ground floor of the business being advertised.
- c) Not Illuminated.
- d) One electronic, illuminated open/closed Sign with a maximum Sign Face Area of 0.4m² is permitted to be located on a first-floor window, is permitted.

7.1.9 Mobile Sign

Mobile Signs are temporary Signs, that **require a Sign Permit**, and must be Installed as follows:

- a) On private Property, in a commercial, industrial or institutional Zone.
- b) Maximum Display period per Mobile Sign Permit is thirty (30) days.
- c) Maximum Display period to advertise the opening of a new business location may be ninety (90) days per Mobile Sign Permit.
- d) Maximum number of Mobile Sign Permits issued per location in one (1) calendar year shall be one (1).
- e) Maximum Sign Face Area shall be 4.4m² and 1.8m in height.
- f) Maximum of one (1) Mobile Sign for every Property at one time.
- g) Maximum size of letters used on a Mobile Sign shall be 0.5m in height.
- h) No Mobile Sign shall be located or permitted to be located within:
 - i. 1.0m of the Street Line;
 - ii. 3.0m of an Property Line;
 - iii. the Sight Triangle or Driver Visibility Triangle;
 - iv. 15m of any Traffic Control Device.
- i) No Mobile Sign shall be Installed on unlevel ground.
- j) A Mobile Sign may be Illuminated in accordance with Section 6.1 of this By-law.
- k) A Mobile Sign shall not incorporate features of an Electronic Message Centre(Digital Sign);
- l) A Sign Permit application for a Mobile Sign shall be accompanied by a letter from the property Owner or their authorized agent confirming knowledge of, and agreement with, application.

7.1.10 Feather Banner Sign

Feather Banner Signs are Temporary Signs that **require a Sign Permit** and must be Installed as follows:

- a) ~~On private Property, in~~ a commercial, industrial or institutional Zone.
- b) Maximum Sign Face Area shall be 2.3m².
- c) Feather Banner Sign shall be no more than 0.76m wide and 3.0m in height.
- d) Maximum of one (1) Feather Banner Sign for every ~~2560~~m of frontage to a maximum of four (4) per Property.
- e) No Feather Banner Sign shall be located or permitted to be located within:
 - i. ~~In such a way that it impedes a drivers visibility or sightlines;1.0 of the Street Line;~~
 - ii. 3.0m of an adjacent Property line or driveway entrance;
 - iii. 15m of the intersection of any two Street Lines or frontages;
 - iv. 15m from any Traffic Control Device.
- f) No Feather Banner Sign shall be Installed on unlevel ground.
- g) Any Person that Displays on A-Frame or T-Frame on a Street or Road Allowance shall have liability insurance in the amount of at least two million dollars (\$2,000,000) with the Township named as an additional insured and shall ensure that such insurance remains in effect as long as the Sign is placed on a Street or Road Allowance.

7.1.11 Development Sign and Hoarding Sign

Development and Hoarding Signs are temporary Signs that **require a Sign Permit** and must be Installed as follows:

- a) Only on private Property, in any Zone.
- b) All Development and Hoarding Signs shall be removed from the Property within sixty (60) days of the first unit occupancy on the lot.
- c) Development Sign shall be no more than 12m² in Sign Face Area and maximum height of 7.5m.
- d) Development Sign shall have a minimum 13m setback from any Street Line and be located a minimum distance of 3.0m from an adjacent Property or driveway or exit.
- e) Hoarding Sign shall have a maximum height of 2.0m or maximum height of the fencing, whichever is less.
- f) No more than one (1) Development Sign for every 150m of frontage on the development Property being advertised.
- g) No more than one (1) Hoarding Sign on the development Property being advertised.
- h) No Sign shall be located on any lands to be conveyed to the Township or which may form a part of a Street or Road Allowance.
- i) The Development or Hoarding Sign Copy Area shall identify:
 - i. The project name;
 - ii. Name and contact information for the developer(s) and/or builders; and
 - iii. Such other information as required by the conditions of draft approval of the development.
- j) The Development Sign must be a Ground Sign.
- k) Not Illuminated.

7.1.12 Home Occupation Sign

A Home Occupation Sign is a temporary Sign that **requires a Sign Permit** and must be Installed as follows:

- a) Only on private Property on a Property with a Residential Use.
- b) Not exceeding 0.6m² in Sign Area and 1.2m in height.
- c) Maximum one (1) Sign per Property.
- d) Shall be setback at least 1.0m from the Street Line.
- e) Shall be located no higher than the first Storey in the case of a Window or Fascia(Wall) Sign.
- f) Shall be a Ground, Window or Fascia(Wall) Sign.
- g) Not Illuminated.

7.1.13 Community Event Sign

Community Event Signs are temporary Signs advertising an event sponsored or held by a Non-Profit Organization, **may require a Sign Permit. The Sign Permit Fee is waived for events identified as an Annual Community Event in Schedule "A" forming a part of this By-law.**

Community Event Signs are temporary signs advertising an event sponsored or held by a Non-Profit Organization and must be Installed as follows:

- a) In any Zone.
- b) Not more than three (3) weeks prior to the event and must be removed as soon as possible after the day of the event.
- c) Sign shall not exceed 1.2m by 2.4m in size.
- d) May be located on private Property or on a Road Allowance.
- e) Signs located on a Road Allowance will be Installed in locations approved by the Director of Public Works.
- f) Signs shall be professionally designed and approved by the Sign Administrator prior to installation.
- g) Signs shall be a Ground Sign and Installed to the satisfaction of the Chief Building Official.
- h) Not Illuminated.
- i) Any Person that Installs, Displays or owns a Sign that is located on Township Property shall have liability insurance in the amount of at least two million dollars (\$2,000,000) with the Township named as an additional insured and shall ensure that such insurance remains in effect as long as the Sign is placed on Township Property.

7.1.14 Community Event Directional Sign

Community Event Directional Signs are temporary Signs **that and require a Sign Permit. The Sign Permit Fee is waived for events identified as an Annual Community Event in Schedule "A" forming a part of this By-law.** ~~unless the event being advertised is identified as an Annual Community Event in Schedule "A" forming a part of this By-law.~~

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Community Event Directional Signs are temporary Signs advertising an event sponsored or held by a Non-Profit Organization, and must be Installed as follows:

- a) In any Zone.
- b) Not more than seven (7) days prior to the event and must be removed by 11:59PM on the day of the event.
- c) Not exceeding 0.5m² per Sign Face and a maximum height of 1.0m in height;
- d) No less than 3.0m between the directional Signs and any other Sign.
- e) May be located on private Property or on a Road Allowance.
- f) Signs located on a Road Allowance will be Installed in locations approved by the Director of Public Works.

- g) Not Illuminated.
- h) Any Person that Installs, Displays or owns a Sign that is located on Township Property shall have liability insurance in the amount of at least two million dollars (\$2,000,000) with the Township named as an additional insured and shall ensure that such insurance remains in effect as long as the Sign is placed on Township Property.

7.1.15 Wall Banner Sign

Wall Banner Signs are Temporary Signs that **require a Sign Permit** and must be Installed as follows:

- a) On private Property, in a commercial, industrial or institutional Zone.
- b) Maximum Display period per Wall Banner Sign Permit is thirty (30) days.
- c) Maximum Display period to advertise the opening of a new business location may be ninety (90) days per Wall Banner Sign Permit.
- d) Maximum number of Wall Banner Sign Permits issued per location in one (1) calendar year shall be one (1).
- e) Maximum Sign Face Area shall be 4.9m².
- f) Minimum height above ground shall be 2.4m.
- g) Restricted to the façade area of the part of the building occupied by the business being advertised.
- h) Not Illuminated.

8.0 Enforcement

- 8.1 This By-law may be enforced by Officers and/or the Clerk and Chief Building Official, and their designates. Without limiting/restricting any other power, duty or function granted by this By-law, Officers and/or the Clerk and Chief Building Official, and their designates may: give direction, issue an Order to discontinue or to perform work and further give verbal or written direction and may enter Property and/or carry out and direct whatever inspection, are reasonably required to determine compliance with this By-law.
- 8.2 An Order may include but is not limited to:
 - a) Immediately desist from the activity constituting or contributing to such contravention; and
 - b) Take immediate action to mitigate and/or remediate the impacts of the activity.
- 8.3 Officers and the Designated Official may, at any reasonable time:
 - a) Enter and inspect Property determine compliance with the provisions of this By-law, or any Condition of a Permit, or Order issued under this By-law. This power of entry does not allow entry into any dwelling;
 - b) Enter the Property to collect information, take photographs, videos, or measurements, readings and samples;

- c) Require the production of copies of reports, manifests, or other documents for the purpose of auditing any Sign or compliance with the conditions of a Permit, agreement or Order; and
 - d) Require the production of documents for inspection or things relevant to the inspection, inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts.
- 8.4 Where an Officer has reasonable grounds to believe that an offence has been committed by a Person, the Officer may require the name, address, and proof of identity of that Person, and the Person shall supply the required information.
- 8.5 No Person shall:
- a) Hinder or obstruct or attempt to obstruct the Designated Official, Officer, or person in the discharge of duties under this By-law as required by the Designated Official or Officer in order to bring a Sign into compliance with this By-law or an Order issued under this By-law;
 - b) Provide false information in any statement, whether orally, in writing or otherwise, made to an Officer or the Designated Official;
 - c) Hinder or obstruct, or attempt to hinder or obstruct, any Officer or Designated Official who is exercising a power or performing a duty under this By-law;
 - d) Fail to obey an Order issued under this By-law.
- 8.6 Where any Sign is Installed, Displayed, Altered, repaired or maintained, the Owner of the Property is presumed to have undertaken, caused, or permitted the Sign to be Installed, Displayed, Altered, repaired or maintained, which presumption may be rebutted by evidence to the contrary on a balance of probabilities.
- 8.7 If an Officer or the Designated Official is satisfied that a person has Installed, Displayed, Altered, repaired or maintained any Sign in contravention of the provisions of this By-law, the Conditions of a Permit, and/or an agreement pursuant to this By-law, the Officer may issue an Order requiring work to be done to correct the contravention.
- 8.8 Orders issued shall contain the municipal address and/or the legal description of the Property, and shall set out:
- a) Reasonable particulars of the contravention, the work to be done, any work or action required to cease or be undertaken to rectify the contravention, and the period within which there must be compliance with the Order; and
 - b) Notification that if the work or action is not done, or ceased, as the case may be, in compliance with the Order within the period specified, the Township may have the work done at the expense of the Owner and seek penalties as outlined in this By-law.

9.0 Service of Documents

- 9.1 Service of any document, including an Order, under this By-law shall be serviced as follows:
- a) Personally, or by prepaid registered mail to the last known address of the Owner, the Permit Holder and any other Person to whom the Order is issued;
or
 - b) If the Township is unable to effect service on the Owner, a placard containing the terms of the Order may be placed in a conspicuous place on the Property and the placing of the placard shall be deemed to be service of the Order;
 - c) In addition to 9.1(a) and/or (b), service of any document may be given by email to the last known email address of the Owner, the Permit Holder and any other Person to whom the Order is issued.
- 9.2 If an Order is served on a Person by registered mail, it shall be deemed to have been served on the Person on the fifth (5th) day after the mailing of the Order, which deemed service may be rebutted by the Person proving, on a balance of probabilities, that they did not receive the Order.

An Order may also be issued to a new Owner in any case where ownership of the Property has changed but the offence continues or remains.

10.0 Recovery of Costs

- 10.1 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, and may enter upon the Property at any reasonable time for this purpose.
- 10.2 The Township may recover all costs associated with doing the matter or thing, including administrative fees, by action or it may collect them in a like manner as municipal taxes.
- 10.3 ~~The Township may recover its costs of remedying a violation of this By-law by invoicing the Owner, by instituting court proceedings or by adding the cost, including interest, to the tax roll, and the exercise of any other available remedy. Failure to pay any invoice associated with doing the work, within thirty (30) days, the costs may be collected in a like manner as municipal taxes from the Owner of the Property on which the Sign is located.~~
- 10.4 The Township has priority lien status in accordance with Section 1(3) of the Act on the Property for the amount spent to do the work (and administrative fees).

11.0 Penalty and Offence

- 11.1 (1) Every Person who contravenes any provision of this By-law and every director or officer of a corporation who concurs in such contravention by the

corporation, is guilty of an offence and is liable to a fine, and such other penalties, as provided for in the Provincial Offences Act, R.S.O. 1990, c.P.33, as it may be amended from time to time.

(2) If an Order has been issued under this By-law, and the Order has not been complied with, the contravention of the Order shall be deemed to be a continuing offence for each day or part of a day that the Order is not complied with.

11.2 Every Person who is guilty of a non-continuing offence under this By-law shall be subject to the following penalties:

- a) Upon a first conviction under this By-law, to a fine not less than \$500.00 and not more than \$50,000.00 per offence;
- b) Upon a second offence or each subsequent offence, to a fine not less than \$500.00 and not more than \$100,000.00.

11.3 Every Person who is guilty of a continuing offence under this By-law shall upon conviction be subject to a fine of not less than \$500.00 and not more than \$10,000 for each day or each part of a day that the offence continues up to a maximum of \$100,000 per continuing offence.

11.4 Upon conviction, any penalty imposed under this By-law ~~shall~~ may be collected under the authority of the Provincial Offences Act, R.S.O. 1990, c.P.33, as amended.

11.5 When a Person is convicted of an offence under this By-law, the Ontario Court of Justice or any court of competent jurisdiction thereafter may, in addition to any other penalty or remedy imposed on the Person convicted, make an Order:

- a) prohibiting the continuation or repetition of the offence by the Person convicted; and/or
- b) requiring the Person convicted to undertake to achieve compliance with this By-law within such reasonable time as the Court Orders.

12.0 Schedules

Schedule "A" - Annual Community Events

Schedule "B" - Short Form Wording and Set Fines (attached hereto does not form part of this By-law)

13.0 Effective Dates and Repeal of Predecessor By-law

13.1 This By-law Repeals By-laws 9/91, 49/14, 21/18 and 021-2022.

13.2 This By-law shall come into force and effect upon its passage, at which time By-law 9/91, 021-2022 and all amendments thereto shall hereby be repealed.

READ A FIRST, SECOND AND THIRD AND FINALLY PASSED THIS X OF XX, 2024.

James Seeley, Mayor

Justine Brotherston, Interim Municipal Clerk

DRAFT

SCHEDULE "A"
BY-LAW xx-2024
TOWNSHIP OF PUSLINCH

ANNUAL COMMUNITY EVENTS

1. Fall Fair
2. Santa Claus Parade
3. Canada Day
4. Family Day
5. Remembrance Day

DRAFT

SCHEDULE "B"

TOWNSHIP OF PUSLINCH

PART 1 PROVINCIAL OFFENCES ACT – BY-LAW xx-2024: SIGN BY-LAW

Being a By-law to Regulate the Installation, Display, Alteration, repair, maintenance and removal of Signs

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provisions Creating or Defining Offence	COLUMN 3 Set Fine
PROHIBITIONS			
1	Install, Display or Alter, or repair a Sign without a Permit	5.1(d)	\$500.00
2	Install, Display or Alter, or repair a Sign except in accordance with approved plans and drawings	5.1(e)	\$500.00
3	Fail to dim or turn off an Illuminated Sign within 30m of a Residential Use between Sunrise and Sunset	5.1(r)	\$300.00
4	Fail to maintain a Sign in a proper state of repair	5.1(t)	\$300.00
ENFORCEMENT			
5	Hinder or obstruct, or attempt to hinder or obstruct an Officer	8.5(a)	\$900.00
6	Failure to comply with an Order issued under this By-law	8.5(d)	\$700.00

TOWNSHIP OF PUSLINCH
GUIDELINE FOR THE REVIEW OF SIGN VARIANCE APPLICATIONS FOR
~~BILLBOARD AND~~ ELECTRONIC BILLBOARD SIGNS

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1.0 Introduction

A ~~Billboard or~~ Electronic (Digital) Billboard Sign is a Sign that is constructed so that the Sign Copy Content can be changed by either manual or electronic means.

In the case of a traditional Billboard, the Sign Copy Content is changed manually, and may be internally or externally illuminated. The illumination of a Billboard Sign typically only adjusts based on the time of day or night as well as ambient light conditions such as a cloudy day or bright sunlight.

In the case of an Electronic Billboard Sign, the hardware that displays the Sign Copy Content is operated by software located on-site or from a remote operations centre located off-site. The Sign Copy Content displayed on an Electronic Billboard Sign is fully changeable. It can be displayed in a static manner as a sequence of individual slides displayed for a fixed interval as in a slide show. The brightness of the Sign Copy Content can be set within specific limits and can be adjusted based on the time of day or night as well as ambient light conditions.

The Township of Puslinch Sign By-law regulates the types of Signs permitted in the Township. The Sign By-Law makes no provision for Billboards or Electronic Billboard Signs and are therefore considered “prohibited” unless the Sign Permit is approved by Council through a Sign Variance.

A Sign that is installed, displayed, or altered by a Variance issued by Council will be regulated by the most current Sign By-law.

If you wish to apply for a Variance to the Sign By-law, please refer to the “Sign Variance Process Guide” here. ([enter link](#))

2.0 Purpose of the Guide

The purpose of this Guide is to establish a set of criteria by which Sign Variance applications for ~~Billboards or~~ Electronic Billboard Signs will be evaluated. Municipalities generally establish controls to mitigate the impacts of ~~Billboards/~~Electronic Billboard Signs on traffic safety, sensitive land uses and on the visual image of the communities in which they are located. Such controls may include the following:

- Identify specific locations and land uses in which the Sign will be considered
- Control views of the Sign from sensitive land uses such as residential zones
- Assess the impact of the Sign on views, the character and quality of the public realm
- Minimum separation distance between the Sign and sensitive land uses such as residences, open spaces and institutional uses
- Maximum number of Billboard/Electronic Billboard Signs per property
- Distance between Billboard/Electronic Billboard Signs
- Location of the Sign, relative to traffic control devices and important driver decision points such as intersections
- Maximum height of the Sign, above grade

- Maximum area of the Sign
- Minimum duration of message Display (Dwell Time)
- Transition between successive message Displays
- Message Sequencing
- Amount of information Displayed
- Sign Brightness and Luminance
- Duration of illumination/setting times when the Sign should be turned off
- Sign Animation/motion

3.0 Guidelines for the Review of Sign Variance Applications

Sign Variance Applications for ~~Billboard~~/Electronic Billboard Signs shall be reviewed with regard to their impact on the character and traffic safety of the surrounding and planned context in which they are proposed.

In addition to the provisions of current Sign By-law, the following guidelines and requirements will be applied in the review of Sign Variance Applications for ~~Billboard~~/Electronic Billboard Signs:

3.1 Waiver

The owner of the property upon which a ~~Billboard~~/Electronic Billboard Signs is installed shall execute a waiver form releasing the Township from liability and shall further indemnify the Township against any claim, action or process for damage and/or injury that arises as a result of the installation or existence of the ~~Billboard~~/Electronic Billboard Sign. The Township will provide the required wording for the waiver. The signed waiver will form a part of a complete Sign Variance Application.

3.2 Location

~~Billboard~~/Electronic Billboard Signs shall only be considered in the following areas of the Township:

- Highway 401
- Highway 6
- Commercial/Industrial Zone
- ~~OPTIONS/EXAMPLES:~~
- ~~ENTER AREAS or ROAD NAMES~~
- ~~On Vacant or Undeveloped land (Milton Example)~~
- ~~Outside of the urban system as defined in the Official Plan (Hamilton Example)~~
- ~~On lands zoned Industrial and Highway Commercial as defined in the most recent Township Zoning By-law (Centre Wellington Example)~~
- ~~On Agricultural zoned property, if the property has a minimum frontage of 100m on a county or provincial highway, and meets all other county and provincial requirements (Centre Wellington Example)~~

3.3 Number of Signs, Separation Distances, Heights, Setbacks, Maximum Sign Face Area

Despite separation distances and setbacks outlined in this Guide, only one Billboard or Electronic Billboard Sign is permitted on one Property. If there is an existing Ground Sign, Council will consider the impact of permitting a combination of Billboards, Electronic Billboard Signs and Ground Signs on one Property, and may prohibit some of the Signs.

Billboard and/or Electronic Billboard Signs shall be positioned relative to one another so that no more than one Billboard and/or Electronic Billboard Signs shall be visible to an approaching driver at the same time.

No part of a Billboard or Electronic Billboard Signs shall:

- Exceed ~~5.0_m~~ height above an adjacent roadway or ~~10.0_m~~ height if the Sign is facing the 401;
- ~~Be located closer than 7.510_m to the streetfront lot line; (enter any distance 15m=Hamilton)~~
- ~~Be located closer than the setback for buildings & structures (other than Signs) under the provisions of the most current Zoning By-law~~
- ~~Be located closer than half (1/2) the Sign height or one quarter (1/4) the Sign height~~
- Be located within 400 m of any limit of a County Road or MTO Highway without written permission from the road authority
- ~~Be closer than 400m from a county or provincial highway~~
- Be multi-faced
- Exceed the maximum Sign Face Area of 20 m² per sign face.

No part of a Billboard or Electronic Billboard Signs shall be:

- Located closer than ~~300m~~ from another Billboard or Electronic Billboard Sign on the same side of the highway, but this does not apply to Billboard or Electronic Billboard Signs on opposite sides of grade separated railway crossings
- Located closer than ~~3km~~ from an existing Billboard or Electronic Billboard Sign on the same side of the highway in an Agricultural zone, but this does not apply to Billboard or Electronic Billboard Signs on opposite sides of grade separated railway crossings
- Located closer than ~~300m~~ measured in a straight line from a Residential Use.

3.4 Location Relative to Traffic Control Devices and Important Driver Decision Points

Driver decision points include, intersections, on ramps, off ramps, interchanges, merge areas, right/left turn lanes and close to traffic signals, toll plazas, pedestrian crossings, rail crossings, work zones, where the cognitive demands on drivers are greatest.

- ~~An Billboard or Electronic Billboard Sign shall not be erected within 250_m of a major traffic sign and 500 m of a driver decision point.~~

When considering a Sign Variance Application, Council reserves the right to require a Traffic Safety Review Study.

3.5 Sign Transitions ~~Minimum Dwell Time~~

~~To minimize these potentially distracting effects transitions are prohibited on Electronic Billboards. Displays on Electronic Billboards may be changed a maximum of once per 30 calendar days.~~

3.6 Sign Animations

~~Animation refers to any motion in the advertisement, including video, special effects within a single frame and transition, movement and rotation between successive frames.~~

- ~~There shall be no animation, flashing movement or appearance of movement on an Electronic Billboard Sign.~~
- ~~the Dwell Time on an Electronic Billboard Sign should be set to reduce the possibility that the approaching driver will be able to see more than one Display.~~
- ~~The Dwell Time of an Electronic Billboard Sign shall be 10 seconds~~

3.6 ~~Transition Between Successive Displays~~

~~The transition between successive Displays on an Electronic Billboard Sign shall appear seamless and imperceptible to approaching drivers.~~

- ~~The maximum interval between successive Displays on an Electronic Billboard Signs shall be 0.1 second or instantaneous.~~
- ~~There shall be no visual effects or animation of any kind, including, but not limited to, fading, dissolving, blinking or the illusion of such effects, during the message transition or interval between successive Displays.~~

3.7 ~~Message Sequencing~~

~~When a single message or advertisement is divided into segments and presented over two or more successive Display phases on a single electronic billboard or across two or more billboards, it is described as Message Sequencing. The objective of this type of advertising is to capture and hold the viewer's attention throughout the time or distance required to complete the message.~~

- ~~Electronic Billboard Signs shall not use message sequencing or text scrolling of~~

~~any kind, over successive Display phases on a single Electronic Billboard Sign or across multiple billboards.~~

3.87 Amount of Information Displayed

~~It takes approximately one second for a road user to read one word. The number of words Displayed on an Electronic Billboard Sign shall not be greater than the number of seconds required for the Dwell Time. The height of each character on the message Display shall be sufficient to ensure that the message is clearly legible over the entire viewing distance.~~

- ~~• Interactive billboard messages that permit, support or encourage interactive communication with drivers in real time shall not be permitted. These include Electronic Billboard Signs that respond to text messages, phone calls or e-mails from passing drivers or that request immediate response by text, phone, e-mail etc.~~

3.9 ~~Sign Animation~~

~~Animation refers to any motion in the advertisement, including video, special effects within a single frame and transition, movement and rotation between successive frames.~~

- ~~• There shall be no animation, flashing movement or appearance of movement on an Electronic Billboard Sign, except where the Electronic Billboard Sign is not visible from any vehicular roadway.~~

3.840 Sign Brightness and Luminance

Brightness is the perceived intensity of a source of light. It is the appearance of light to the viewer. Luminance is the amount of light leaving a surface in a particular direction or the amount of light that is deflected off a surface. Sign Brightness is a function of sign luminance, the background against which the sign is viewed, the driver's age, level of adaptation of the eyes, and atmospheric conditions such as fog. Brightness can be measured as luminance, in candelas per square meter (cd/m^2) or illuminance in foot-candles (fc). Luminance is the amount of light that is emitted from a surface, while illuminance is the amount of light falling upon a surface. The human eye is drawn to the brightest objects in a field of view, and this is generally referred to as the "moth effect". A brightly illuminated ~~Billboard or~~ Electronic Billboard Sign could draw a driver's attention away from the road, other vehicles and traffic devices. This is of particular concern at nighttime, dusk or dawn and during periods of inclement weather.

The maximum luminance level for a ~~Billboard or~~ Electronic Billboard Sign shall be:

- $5000\text{cd}/\text{m}^2$ from sunrise to sunset (One Nit = One Candela per m^2 (cd/m^2))
- $200\text{cd}/\text{m}^2$ from sunset to sunrise (One Nit = One Candela per m^2 (cd/m^2))
- The maximum illumination level for a Billboard or Electronic Billboard Sign shall be 0.3 lux above ambient light levels (One Lux = 0.093 foot-candles (fc))
- All Billboard or Electronic Billboard Signs shall be equipped with ambient light

sensors and automatic dimmers that control the light output relative to ambient conditions

- ~~Billboard and~~ Electronic Billboard Signs shall be illuminated between the hours of 5:00 a.m. and 12 midnight only each day.

To measure illumination, the International Sign Association (2011) has provided the following equation to determine the distance away from the Electronic Billboard Sign, at which the measurement shall be taken:

- Measurement Distance = Square Root of (Sign Area (m²) x 100)

4.0 Application for a Sign Permit and Sign Variance

The current Sign By-law established the Sign Permit application process, outlines the authority delegated to the Sign Administrator, and the process for submitting a Sign Variance Application. The Sign By-law states that an application for a Sign Permit and/or Sign Variance shall be submitted using forms prescribed by the Sign Administrator.

- Application for Sign Permit Form;
- Application for Sign Variance Request Form;
- A letter outlining the rationale for the Variance;
- The written authorization of the Sign Owner if not the same as the applicant;
- Written authorization from the Property Owner(s) and occupant(s) of the Premises that have authorized the application;
- The signed Waiver noted in Section 3.1 of this Guide;
- A Traffic Safety Review Study noted in Section 3.4 of this Guide;
- An Urban Design Impact Assessment noted in Section 3.11 and further described in Appendix "A" of this Guide;
- Where applicable, proof of approval for the proposed Sign from all other governmental authorities having jurisdiction;
- The fee set out in the User Fees By-law.

Upload the following documents to the XXX portal via the Township of Puslinch website:^[KAO1]

- Application for Sign Permit Form;
- Application for Sign Variance Form;
- Letter of rationale
- EFT Payment Information Form

Upon receipt of all application forms, letters and fees, the Sign Administrator (or delegate) will review all information and contact the applicant if additional information is required. Once the application is deemed to be complete, the Variance will be presented to Council for consideration, as outlined in Section 4.04.2 of the current Sign By-law. The applicant will be advised of the date of this meeting and will have the opportunity to speak before Council, if they wish.

DRAFT

5.0 Definitions

Animated Sign

~~A sign that uses motion, the illusion of motion, light changes or colour changes achieved through mechanical, electrical or electronic means~~

Billboard Sign

Means a Ground Sign that is owned and maintained by a Person engaged in the rental or leasing of the Sign Face Area for advertising goods, services, or facilities that are not sold or offered on the property where the Sign is Displayed and is either single faced or double faced.

Brightness

The visual sensation experienced by an observer. It is affected by the luminance of the sign, size of the sign, contrast, the viewing position and individual characteristics of the observer

Character

The aggregate of the features including the attributes of the physical, natural and social dimensions of a particular area or neighbourhood

Compatible

That which enhances an established community and coexists with existing development without unacceptable adverse impact on the surrounding area

Context

An area that is within a 250 m (820.21 ft.) radius of the centre point of the location of the proposed Electronic Billboard Sign

Double-Faced Sign

A sign having two (2) sign faces of equal area and proportions which are located exactly opposite each other on the sign structure

Driver Decision Points

Crucial areas where a driver's attention must not be distracted from the task of safely navigating the roadway, including but not limited to intersections, pedestrian crossings, rail crossings, on/off ramps, toll plazas, work zones, traffic lights, traffic signs, traffic signals and other traffic control devices etc.

Electronic Message Centre

Means a Sign that is capable of Displaying works, symbols, figures, images or other messages digitally that can be electronically changed by remote and/or automatic means

Enhance

To complement and assist in furthering the aesthetic and intrinsic value of a neighbourhood, site or structure

Frame

A complete static Display screen on an Electronic Billboard Signs

Glance Duration

The length of time for which a driver looks at a sign

Glance Frequency

The number of glances made by a driver at a sign

Height

The vertical distance measured from the average elevation of the finished grade immediately below a sign to the highest point of the sign and includes any support structure

Illuminance

The amount of light falling upon a surface

Landmark

A building, object or feature of a landscape, neighbourhood or the City that is easily seen and recognized from a distance, especially one that enables people to establish their location

Luminance

The amount of light that is emitted by or reflected from the surface of a sign

Lux

The metric unit of measure for illuminance One Lux = 0.093 foot-candles

Display

Includes authorizing, allowing or permitting the Display of a Sign

Dwell Time

Means the minimum duration that fixed Sign Copy Content on an Electronic Message Centre is Displayed.

Major Traffic Signs

All regulatory traffic signs. Regulatory traffic signs give directives that must be obeyed

Message Sequencing

The use of a sequence of Displays and messages as part of a single advertisement

Multi-Faced Sign

A ground sign having more than two (2) sign faces up to a maximum of four (4) faces, each face being of equal area and proportion to the other

Property

Means a lot which has specific boundaries and which is capable of legal transfer

Sign

Means any devise, object or thing which directs attention to and which is designed to convey a message and that is placed for the purpose of advertising goods and services offered, for identifying a business, organization, or enterprise, and/or for conveying any other type of message. This definition includes, but is not limited to, the types of Signs specifically defined in the Sign By-law and includes the supports, braces, or other appurtenances associated with such Signs

Sign Area

The entire area of a sign face

Sign Copy Content

Means any colour, graphic, logo, symbol, word, numeral, text, image, message, picture, or combination thereof Displayed on a Sign Face

Sign Face

Means the surface of a Sign, including the border and frame but excluding the supporting structure, upon which information and advertising is Displayed

Streetscape

The character of the street, including the street right-of-way, adjacent properties between the street right-of-way and building faces. Thus, the creation of a streetscape is achieved by the development of both public and private lands and may include planting, furniture, paving, etc.

Variance

Means a permission granted by the Sign Administrator pursuant the Sign By-law (or by Council on appeal from the Sign Administrator or for a Variance request not within the scope of authority of the Sign Administrator), to Install and Display a Sign in a particular location which the Sign, but for such permission, would not comply with the Sign By-law

APPENDIX “A” – Urban Design Impact Assessment

TOWNSHIP OF PUSLINCH

URBAN DESIGN IMPACT ASSESSMENT OF ELECTRONIC BILLBOARD SIGNS REQUIREMENTS

Purpose

The purpose of the urban design impact assessment is to evaluate the visual impact of a proposed Electronic Billboard Signs on the **character** of the **context** [KAO2] within which it is to be located. This also includes an assessment of the impact on the use of the spaces from which it will be visible and on the physical elements that make up those spaces including trees, streetscape elements, public art, sidewalks, parks and open spaces, amenity areas etc. Where applicable, the urban design impact assessment will specify mitigation measures to eliminate any negative impacts in order to achieve an Electronic Billboard Sign that is **compatible** with the context in which it is to be located.

Required Information

In addition to the Sign Permit application process outlined in the current Sign By-law and the Sign Variance application process outlined in the By-law and this Guide, the following information shall be provided as part of an Urban Design Impact Assessment:

A **context** map/plan drawn to a minimum metric scale of 1:500 that shows the **context** around the proposed sign. The **context** shall be defined as an area that is within a 250m radius of the centre point of the location of the proposed Electronic Billboard Sign

The **context** plan shall show all existing features including the following:

- All existing and approved developments
- Sensitive land uses including but not limited to residential buildings, residential uses within mixed use developments, schools, hospitals
- Landmark buildings and features
- Street names, roads and highways
- Street trees, landscape areas, sidewalks and all existing features on the boulevards
- Street furniture, light standards, traffic lights, bus stops and shelters
- Existing and approved billboard signs and ground signs
- Public art installations
- Cultural Heritage Resources including Heritage designated and listed buildings, parks, monuments and features of historical significance
- Public art installations
- Public and private open space and amenity areas
- Significant views and vistas where applicable

- Provide accurate 3D images of the proposed Electronic Billboard Sign within the **context** as defined above. The images shall be taken from a minimum of four different directions identified on the context plan.

Provide an Urban Design Impact Summary which shall include the following:

- A description of the **character** of the context including the scale and range of building heights, **character** of the **streetscape**, land uses, significant features such as heritage buildings, important views and vistas, natural features, public art, architectural style etc. This description shall be supported by images and any other illustrations.
- A written analysis of the merits of the proposed billboard sign as it relates to the scale and **character** of the **context**, its impact on existing conditions and how it will enhance the urban design and visual image of the existing and planned **character** of the **context**. The written analysis shall also demonstrate how the proposed Electronic Billboard Sign satisfactorily address the guidelines especially with regard to identifying and eliminating negative impacts on sensitive land uses including residential uses within areas designated for mixed use and residential uses in mixed use developments.

DRAFT

Proposed Sign By-law

SURVEY RESPONSE REPORT

19 April 2024 - 17 May 2024

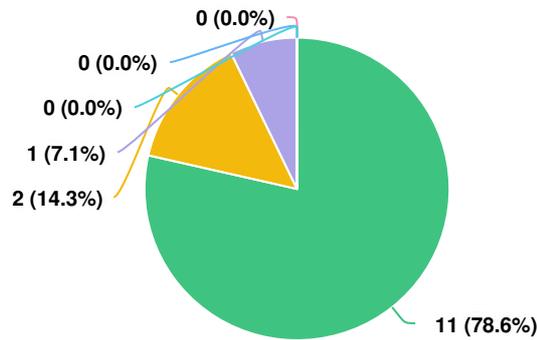
PROJECT NAME:

Proposed Sign By-law



SURVEY QUESTIONS

Q1 | Please select what describes you best



Question options

- Puslinch Property Owner - Residential
- Puslinch Property Owner - Agricultural
- Puslinch Business Owner - Renting/Leasing
- Puslinch Property Owner - Industrial
- Puslinch Property Owner - Commercial
- Other (please specify)

Mandatory Question (15 response(s))
Question type: Radio Button Question

Question Options	Number of Respondents
Puslinch Property Owner – Residential	11
Puslinch Business Owner – Renting/Leasing	1
Puslinch Property Owner – Agricultural	2
Puslinch Property Owner – Commercial	0
Puslinch Property Owner – Industrial	0
Other (please specify)	0

Q2 | Would you like to share your address? Please note this will remain confidential and will not be included with the public survey results.

Anonymous
4/22/2024 10:16 AM

[REDACTED]

Anonymous
4/23/2024 09:25 AM

[REDACTED]

Anonymous
4/26/2024 09:38 PM

[REDACTED]

Anonymous
5/02/2024 03:40 PM

[REDACTED]

Anonymous
5/09/2024 07:19 PM

[REDACTED]

Anonymous
5/10/2024 03:14 PM

[REDACTED]

Anonymous
5/10/2024 08:34 PM

[REDACTED]

Anonymous
5/10/2024 11:01 PM

[REDACTED]

Anonymous
5/12/2024 10:11 AM

[REDACTED]

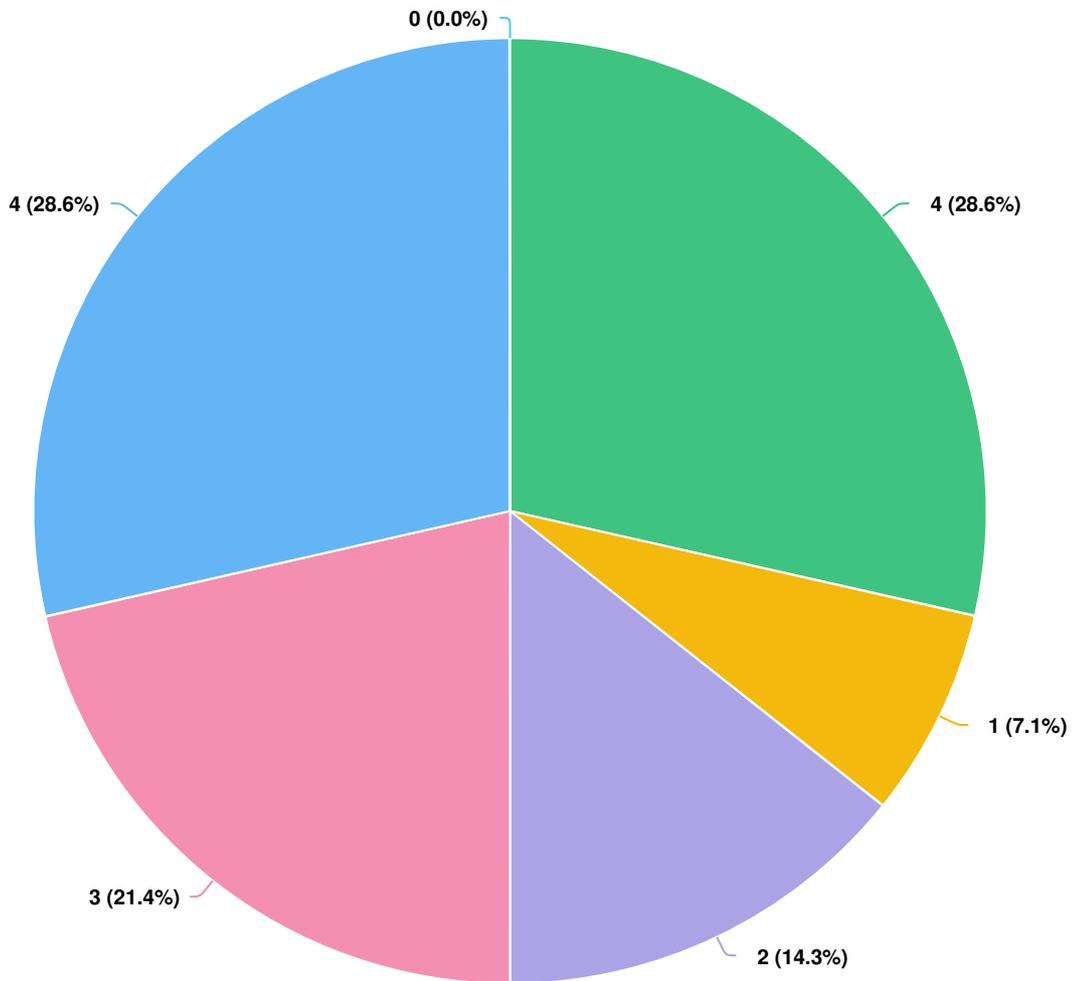
Anonymous
5/14/2024 01:02 AM

[REDACTED]

Optional question (10 response(s), 5 skipped)

Question type: Single Line Question

Q3 | Please select what describes you best



Question options

- I am a Puslinch business owner interested in signage options
- I am a residential neighbour to a business (home business, home industry)
- I am a residential neighbour to a business (commercial, industrial)
- I am a community member that has general concerns regarding signage in the Township
- I am interested in being more informed regarding signage in the Township
- Other (please specify)

Mandatory Question (15 response(s))
Question type: Radio Button Question

Q4 | Signs are an important part of business promotion and economic development. When thinking about the Township as a whole, your own property or properties in your community, please rank your concerns with any of the following (1 is of most concern an...

OPTIONS	AVG. RANK
Impacts on residential properties from illuminated/digital signs	1.79
Sightlines (closeness to roadways and intersections)	2.43
Community aesthetic	3.07
Content of Signs	3.79
Number of Temporary Signs (e.g. real estate open house signs, feather banner signs)	3.93

Mandatory Question (15 response(s))

Question type: Ranking Question

Q5 Please state your level of agreement with the following statements.

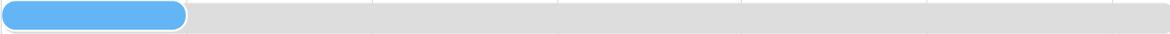


Mandatory Question (15 response(s))
Question type: Likert Question

Q5 | Please state your level of agreement with the following statements.

Digital Billboards should only be permitted along Highway 401 in the Township

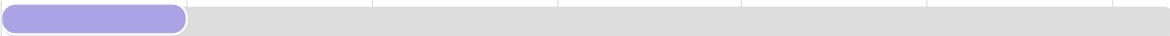
Definitely disagree : 1



Somewhat disagree : 6



Neither agree nor disagree : 1



Somewhat agree : 3

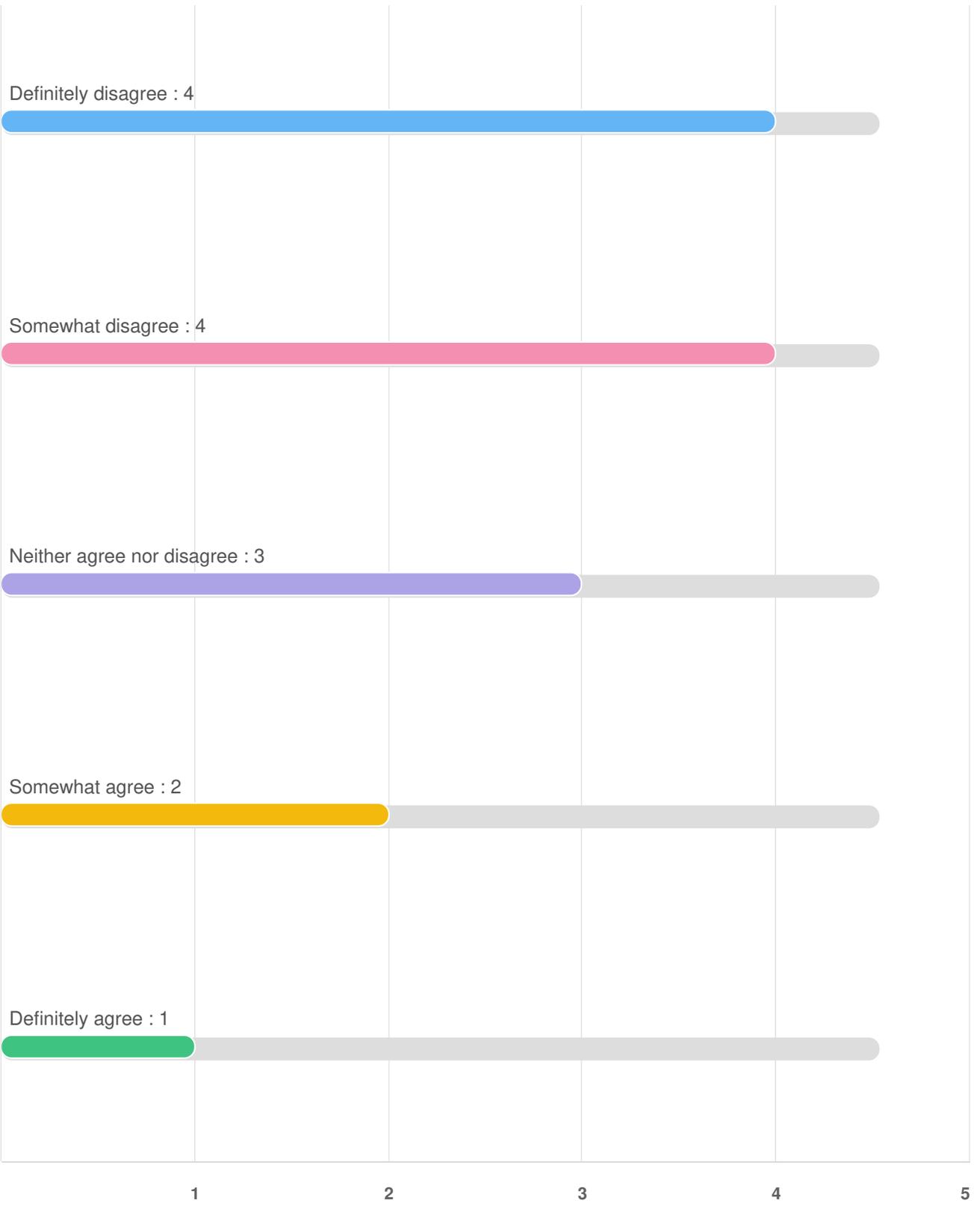


Definitely agree : 3

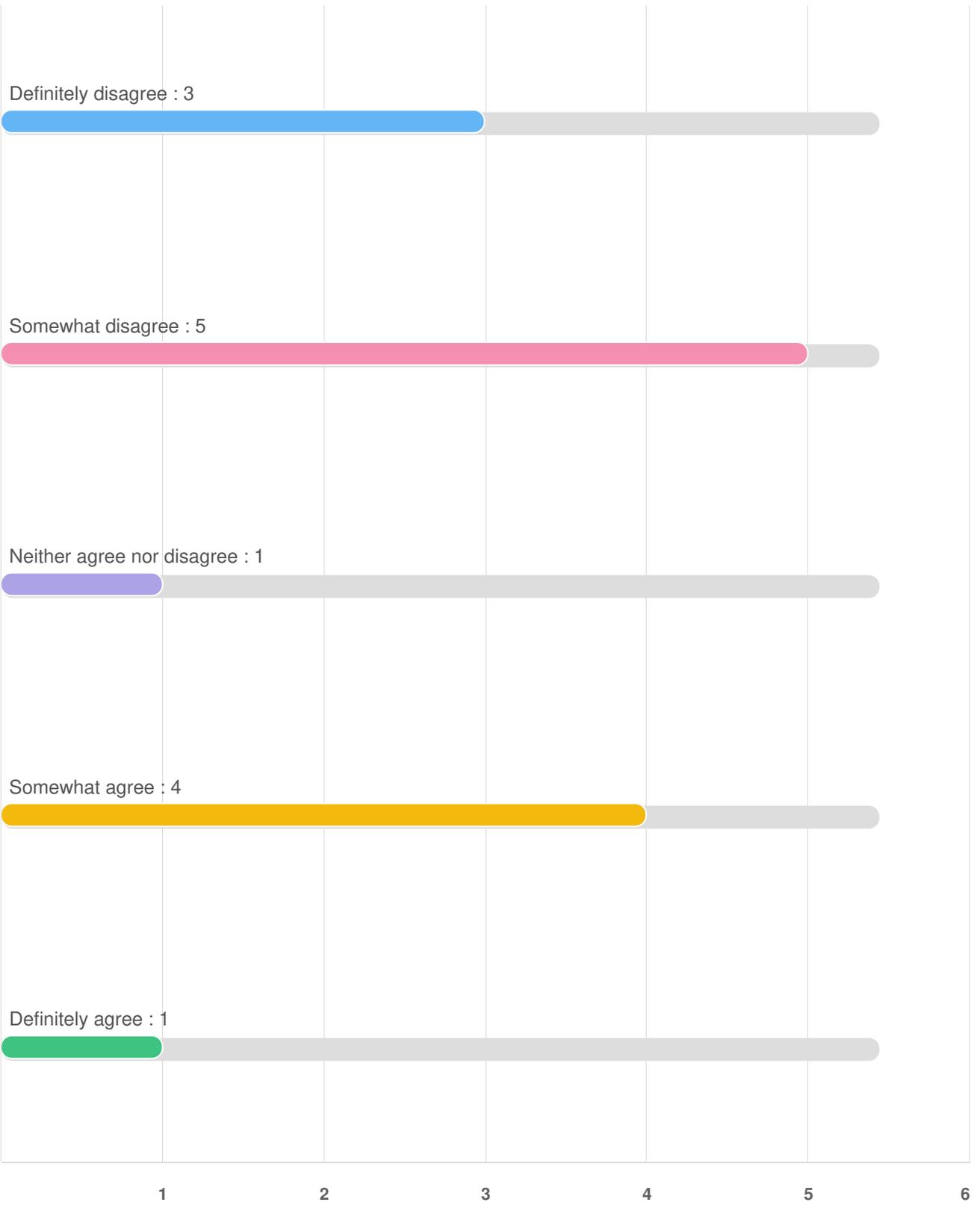


1 2 3 4 5 6 7

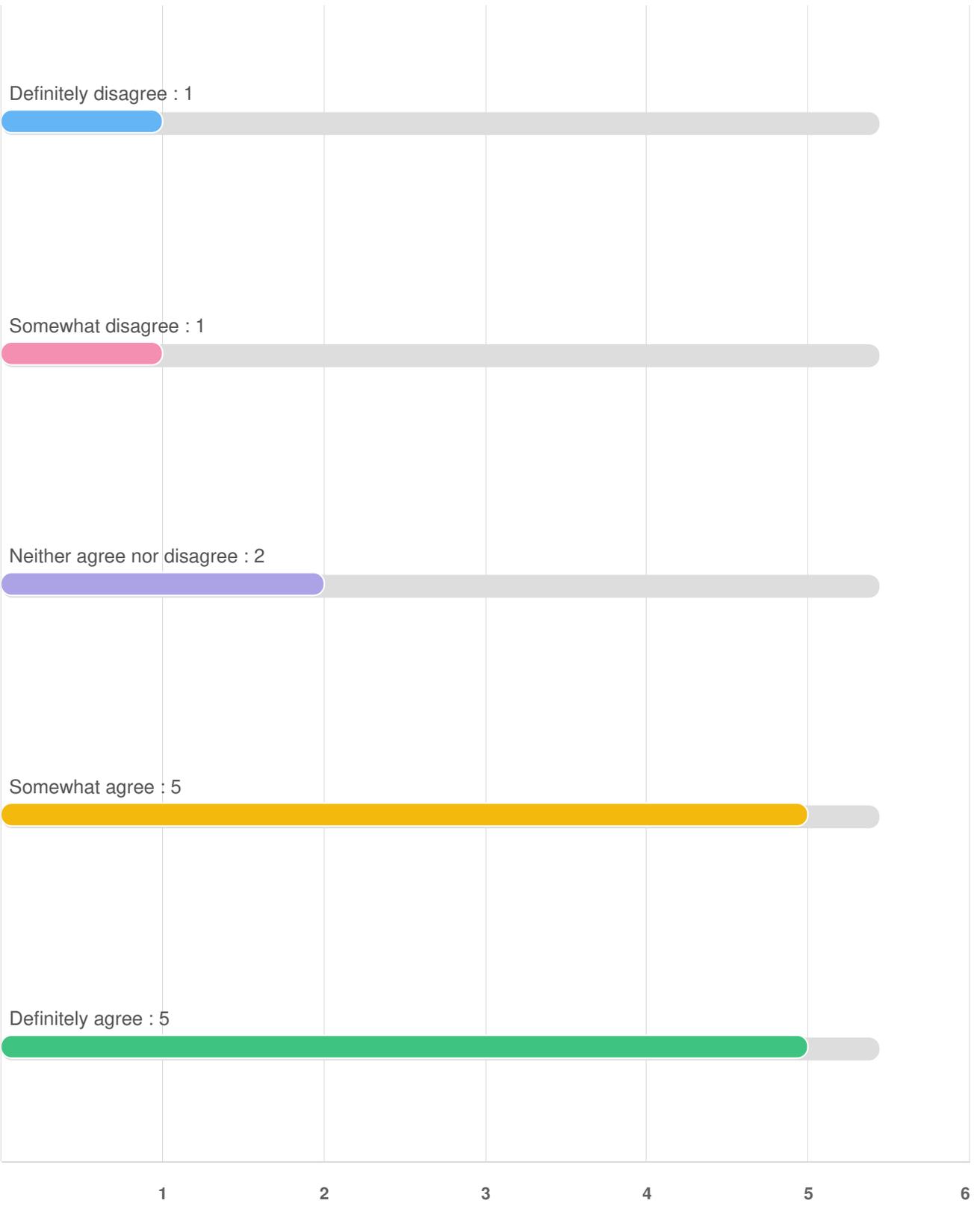
Digital Billboards should be permitted on Agriculturally zoned properties to promote businesses that reside on a different property

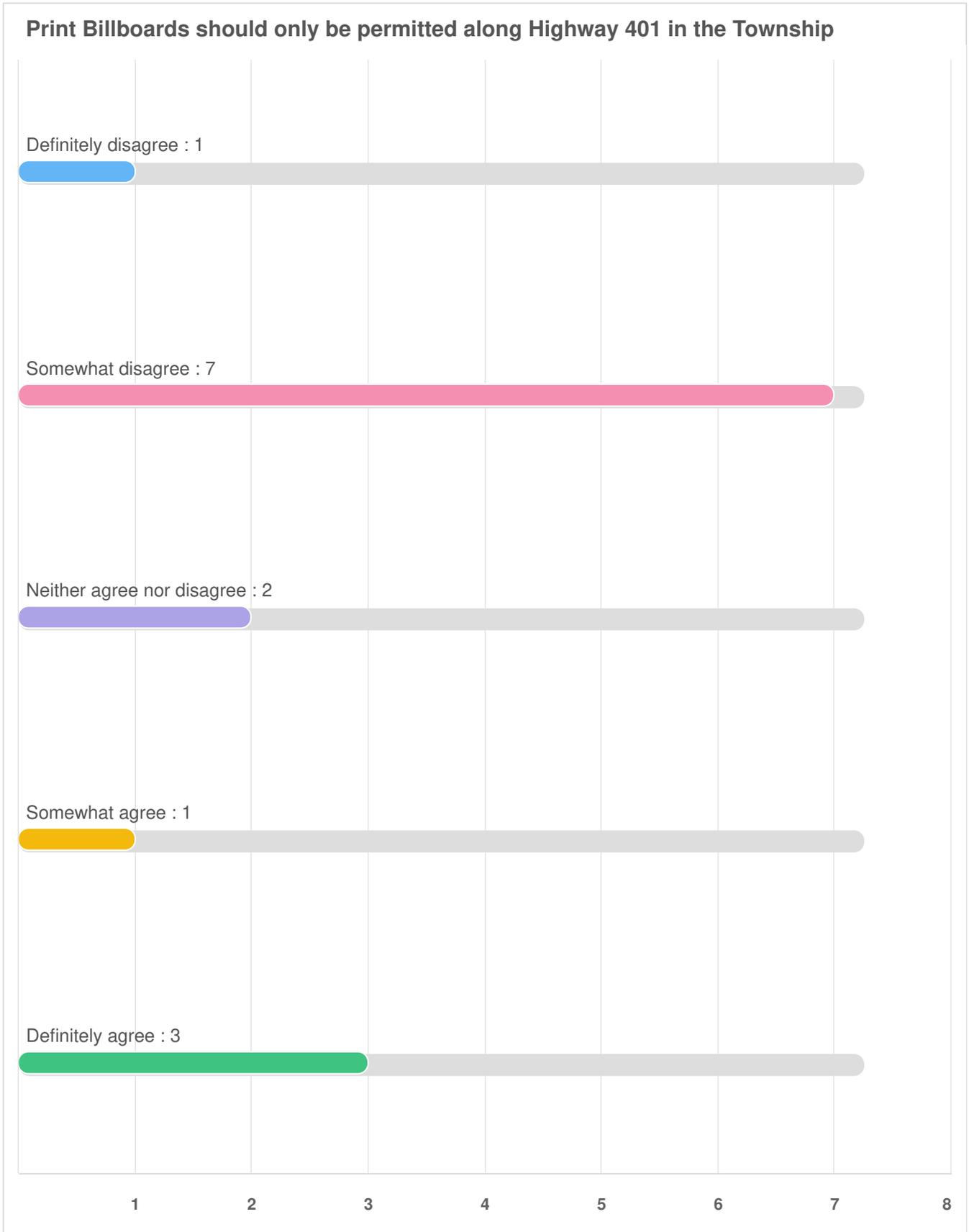


Digital Billboards should be permitted on Commercial/Industrial zoned properties to promote businesses that reside on a different property

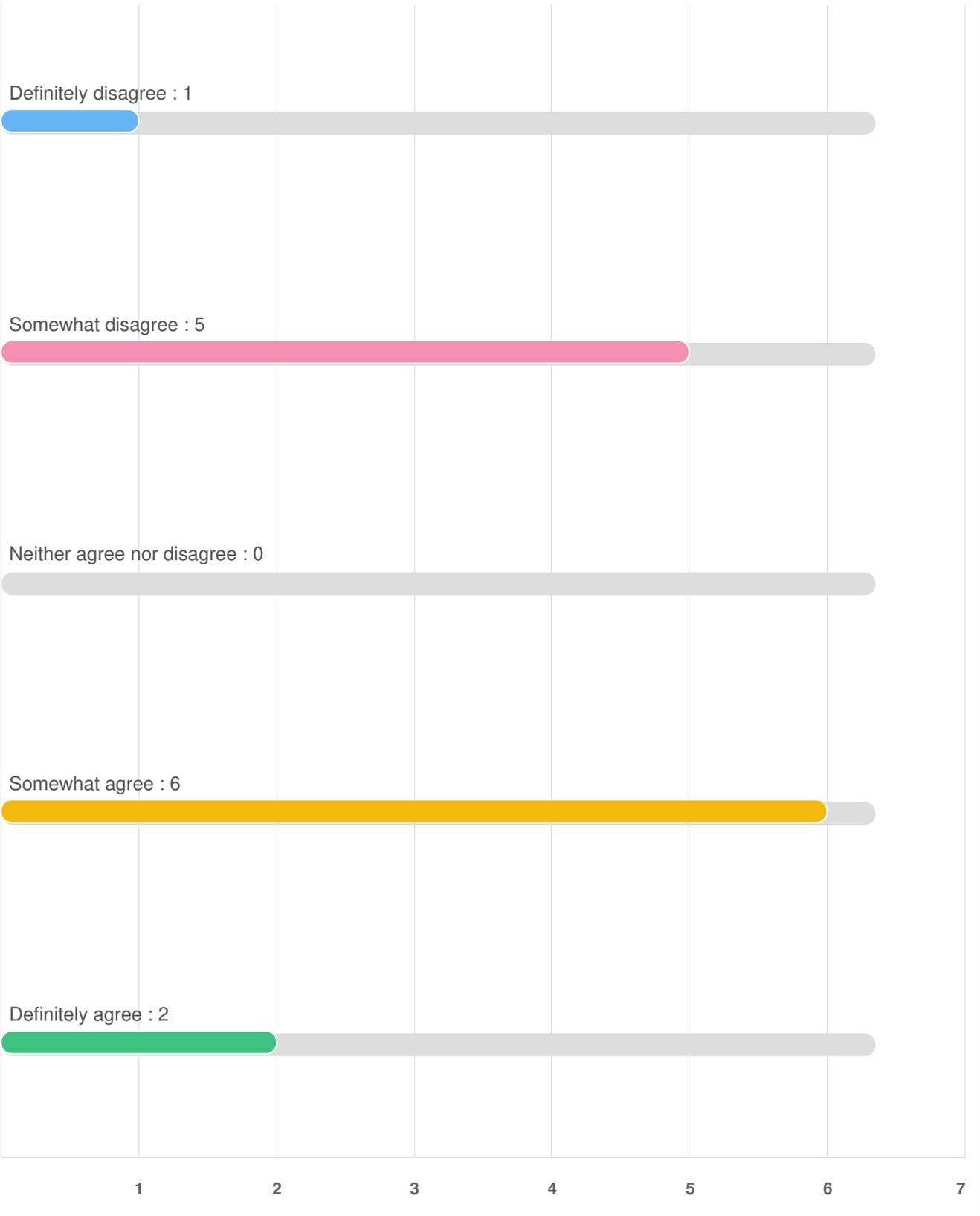


Digital Billboards should only be permitted to promote the business that is located on the property on which it is installed

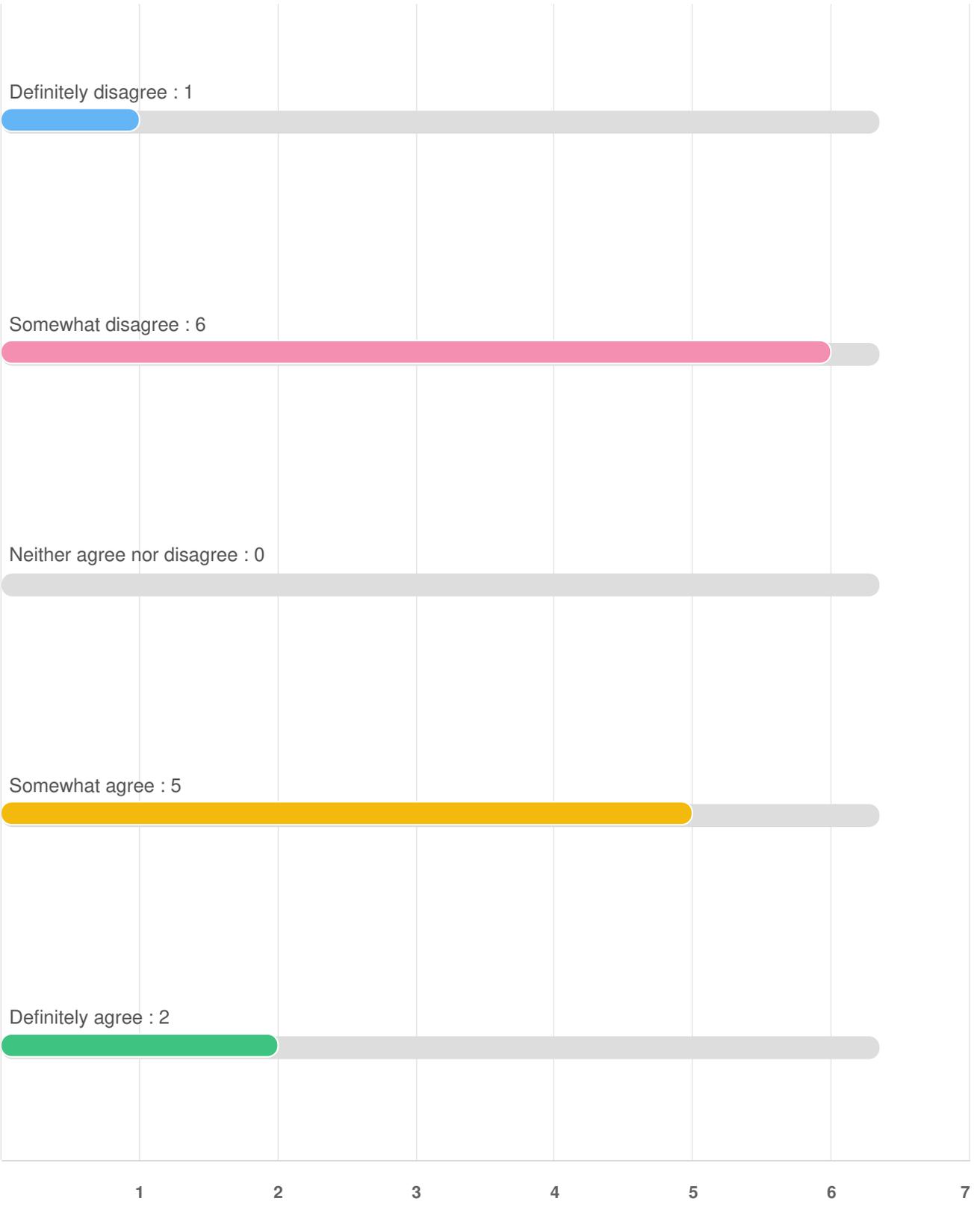




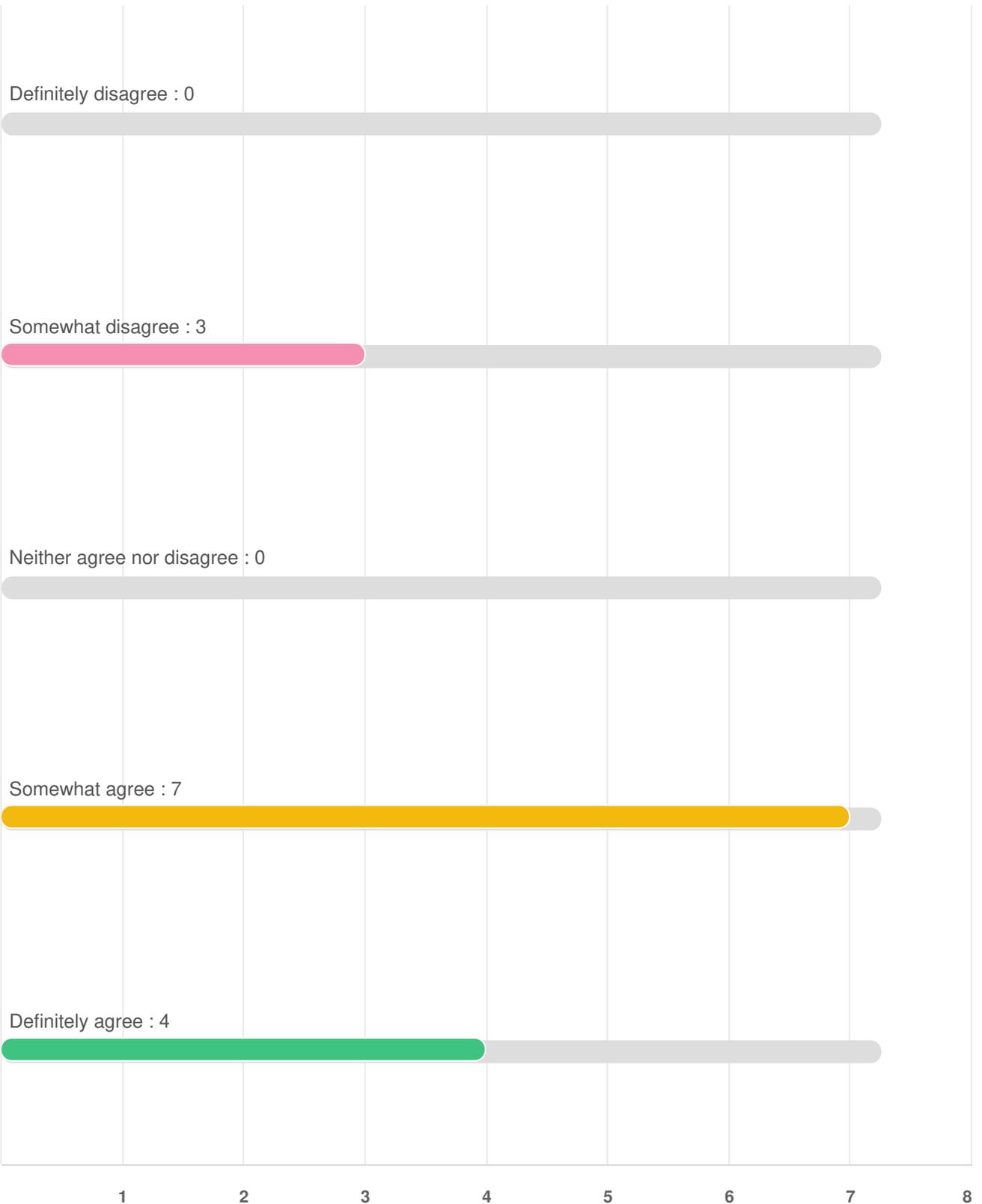
Print Billboards should be permitted on Agriculturally zoned properties to promote businesses that reside on a different property



Print Billboards should be permitted on Commercial/Industrial zoned properties to promote businesses that reside on a different property



Print Billboards should only be permitted to promote the business that is located on the property on which it is installed



Q6 | Is there any additional feedback you would like to provide?

Anonymous

4/22/2024 10:16 AM

Please do not restrict small signs for small businesses in the township. We need all the help we can get and small signs are beneficial to both community members and small business owners.

Anonymous

4/23/2024 09:25 AM

Digital billboards would be ok in commercial/industrial zones where there are no neighbouring residences to be effected. Obviously, signs need to have rules around safety and aesthetics.

Anonymous

4/26/2024 09:38 PM

Honestly it seems lately that there are make work projects of surveys. Is there anything that doesn't need reviewing.

Anonymous

4/27/2024 10:39 PM

Please don't allow digital billboards/signs near residences. We have enough light pollution and these are very unsightly.

Anonymous

5/02/2024 03:40 PM

As society grows and changes, we have to keep up with the ever-changing market and as the saying goes "a picture is worth a thousand words". A digital/print picture sign can go a long way with passing traffic and also can register quicker to the driver. Less reading equals less of a distraction with a picture. As for only promoting the business on which the sign is on; this is not good. I think of the small businesses off the main routes and how nice it is to be able to rent billboard space. The ones that we see on Brock road are placed well and are very tasteful. I think of our own business and how we would like to invest in a digital sign someday. This would help customers see our establishment from further down the road and help them locate us quicker. This is a complaint we hear from some customers. We also would like to be able to promote local events such as the Fall Fair or Puslinch Minor ball bottle drives. I would like the freedom to be able to promote others in the area. Too many rules takes the fun out of advertising.

Anonymous

5/10/2024 08:34 PM

Digital Billboards along the side of a dark highway are a huge distraction. When there is already ambient lighting in the area it isn't quite as harsh. Brightness and size would need to be regulated to ensure they don't cause a distraction to the driver; harm to the environment/animals Print Billboards along the 401 and/or along other roadways need to: 1) never impede sightlines, 2) be rated PG 3) be a size in keeping with the area. I think election signs should be banned. They never all get picked up and add to the litter problems along our road and water ways. Any sign impeding the line of sight should be removed by the township at the owner/lessors expense.

Optional question (6 response(s), 9 skipped)

Question type: Essay Question



REPORT ADM-2024-034

TO: Mayor and Members of Council

PREPARED BY: Justine Brotherston, Interim Municipal Clerk

PRESENTED BY: Justine Brotherston, Interim Municipal Clerk

MEETING DATE: July 10, 2024

SUBJECT: Sign Variance Request – 256 Brock Rd S.

RECOMMENDATION

That Report ADM-2024-034 entitled Sign Variance Request – 256 Brock Rd S., Puslinch be received; and

That Council approve the request for relief from the Sign By-law 09/91 for 256 Brock Rd S. to permit a display area of 21.39 m².

Purpose

The purpose of this report is to provide Council with a request for a Sign By-law Variance for the property municipally known as 256 Brock Rd S, Puslinch and recommend approval of this variance request.

Background

The Township received a request for a Sign By-law Variance on June 25, 2024 for the property municipally known as 256 Brock Rd S. The requestor is seeking a variance to permit a sign with a display area of 21.39 m².

Comments

The applicant is seeking relief from the Township Sign By-law 09/91 as follows:

Sign By-law 09/91 Section	Requirement	Proposed
----------------------------------	--------------------	-----------------

SECTION 3 – REGULATIONS	3.11 No sign within the Township shall exceed 9.0 square metres in display surface or copy area.	To permit a sign with a display area of 21.39 m ² .
-------------------------	--	--

Staff are currently reviewing the Township’s Sign By-law as part of the approved 2023 Corporate Work Plan. Under the proposed Sign By-law currently under review by Council, this application would be considered a Ground Sign on a commercial property with a frontage of more than 50 m. Based on a cursory review it appears the sign would not require a variance under the proposed By-law provisions. Staff recommend that Council approve the variance as requested.

Financial Implications

None

Applicable Legislation and Requirements

Township of Puslinch Sign By-law 9/91

Attachments

Schedule ‘A’ – 256 Brock Rd S., Puslinch - Sign Variance Request

Schedule ‘B’ – Sign Drawing

Schedule ‘C’ – Site Plan

Respectfully submitted,

Reviewed by:

**Justine Brotherston,
Interim Municipal Clerk**

**Courtenay Hoytfox,
Interim CAO**

Request for minor Variance - GRAND AUTO GROUP INC

Township of Puslinch,

I hope this letter finds you well. I am writing to formally request a minor Sign Variance for the proposed sign at **256 Brock Rd S. Puslinch ON N0B-2J0**. As per current zoning regulations the proposed sign exceeds the permitted surface area of 9m sq. , necessitating a variance to proceed with installation.

The sign has helped us tremendously to grow our business with great exposure which we never had previously and it also serves the following purposes:

1. **Community Enhancement:** The proposed sign will serve as a valuable community asset enhancing the commercial appeal of the area; the sign will contribute to the overall economic development of Puslinch Community by significantly enhancing the visibility and accessibility of local businesses and services.
2. **Economic development:** The sign will contribute to the economic vitality of the area. By clear and attractive signage it can improve the experience for tourists and visitors, encouraging them to explore the area and spend more time and money in local establishments. This will boost revenue for local businesses, from retail stores to restaurants and hospitality services.
3. **Zoning compatibility:** While the sign may exceed the permitted size, it is in harmony with the surrounding area and does not disrupt the existing neighbourhood character or aesthetics.

Our company's name is long in length and has **14 letters** in total, therefore requiring a bigger signage on a bigger surface in order to be visible from the **Hwy6**. If we were to make the signage smaller in size as compared to what's present it would be much more difficult to read from the road given the speed adjacent to the property is **70 kms/hr**.

We are committed to working closely with the council to address any concerns and ensure that the installation of the sign aligns with the best interest of the community. If there are any additional documents or information required please do not hesitate to contact me at 519-830-9334 or nakshdhanju@gmail.com. Thank you for considering our request for a Sign Variance. We look forward to your favourable decision.

Sincerely,

Nakshdeep S. Dhanju
519-830-9334

Grand Auto Group

A 02- Sign Elevation

SIGN 1

SIZE: 516" x 38"

MATERIAL:

Non illuminated acrylic letters

QUANTITY: 3

APPROXIMATE SIGN WEIGHT: 10 LBS

Total Sign Area

43'x16' = 688Sqf

Sign Area

42'x1.8' = 76.86sqf

=7.1395986 m2 < 9m2



Accepted: the above specification and condition are satisfactory and are hereby accepted. your are authorized to do the work specified.

Conceptual Artwork
 Production Artwork

Customer: Grand auto group

Date: March 25 2024

Rev. No:

Address: 256 Brock Rd S,

Scale: 1/2" = 1'-0"

Date:

Puslinch, ON

Sales: Moin Khan

Description:

Designer: MK

File Name: GAG

Page: 1 of 2

Vector Artwork
 High Resolution Image
 Final Colours
 Site Check

Do not scale this drawing

Production Approval

Signature

Date

Grand Auto Group

A03 sign Installation

SIGN 1

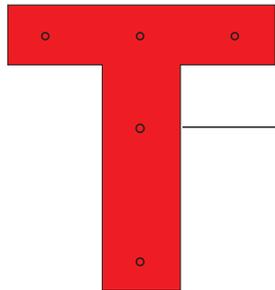
SIZE: 516" x 38"

MATERIAL:

Non illuminated acrylic letters

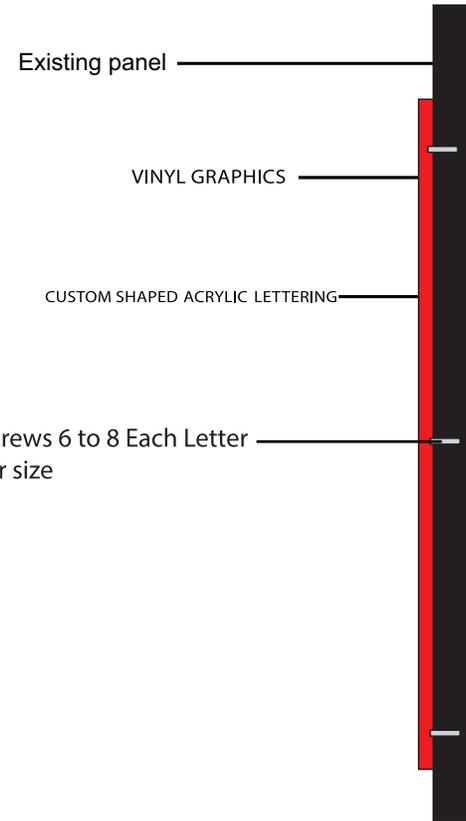
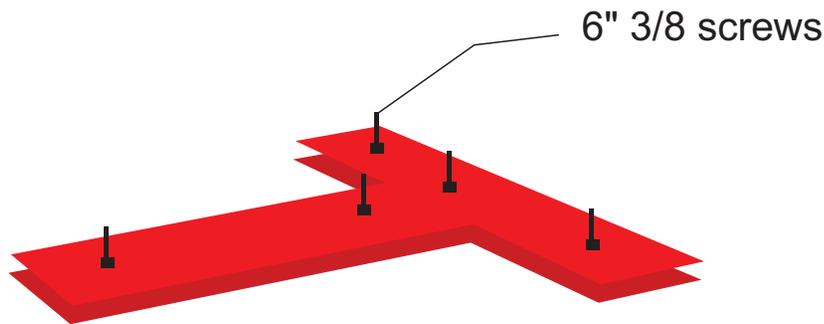
QUANTITY: 3

APPROXIMATE SIGN WEIGHT: 10 LBS



LETTER SAMPLE

PRINTED GRAPHICS ON ACRYLIC



6" 3/8 Robinson Screws 6 to 8 Each Letter
Depending on letter size

Accepted: the above specification and condition are satisfactory and are hereby accepted. your are authorized to do the work specified.

- Conceptual Artwork
- Production Artwork

Customer: Grand auto group

Date: March 25 2024

Rev. No:

Address: 256 Brock Rd S,

Scale: 1/2" = 1'-0"

Date:

Puslinch, ON

Sales: Moin Khan

Description:

Designer: MK

File Name: GAG

Page: 1 of 2

- Vector Artwork
- High Resolution Image
- Final Colours
- Site Check

Do not scale this drawing

Production Approval	
Signature	
Date	

Grand Auto Group

A 01 Site plan

SIGN 1

SIZE: 516" x 38"

MATERIAL:

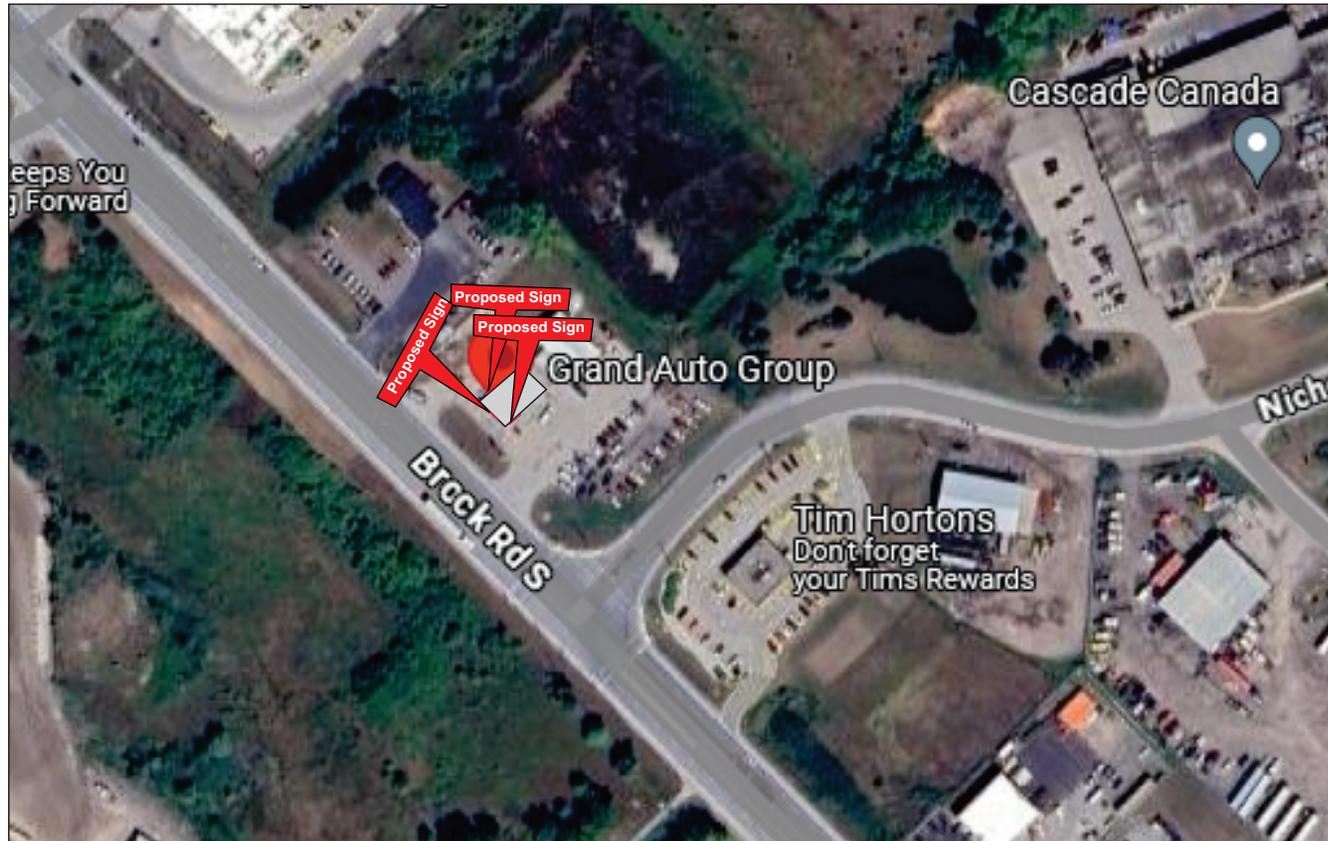
Non illuminated acrylic letters

QUANTITY : 3

APPROXIMATE SIGN WEIGHT: 10 LBS

Front

Location



Accepted: the above specification and condition are satisfactory and are hereby accepted. your are authorized to do the work specified.

- Conceptual Artwork
- Production Artwork

Customer: Grand auto group

Date: March 25 2024

Rev. No:

Address: 256 Brock Rd S,

Scale: 1/2" = 1'-0"

Date:

Puslinch, ON

Sales: Moin Khan

Description:

Designer: MK

File Name: GAG

Page: 1 of 2

- Vector Artwork
- High Resolution Image
- Final Colours
- Site Check

Do not scale this drawing

Production Approval

Signature

Date



REPORT ADM-2024-035

TO: Mayor and Members of Council

PREPARED BY: Courtenay Hoytfox, Interim CAO
Justine Brotherston, Interim Municipal Clerk

PRESENTED BY: Courtenay Hoytfox, Interim CAO
Justine Brotherston, Interim Municipal Clerk

MEETING DATE: July 10, 2024

SUBJECT: Reporting Out from Council Direction Update

RECOMMENDATION

That Report ADM-2024-035 entitled Reporting Out from Council Direction Update be received for information; and,

That staff be directed to provide the peer review and recommendations regarding the 2023 Capital Paving Monitoring Report to the Pit Operator and the MNRF; and,

That staff be directed to send the annual Mill Creek Pit Phase 6 – Ecological Monitoring Report for peer review when received each year for Council’s consideration.

Purpose

The purpose of this report is to provide Council with a number of updates in respect to previous Council direction to staff.

Background

Agenda Item	Council Direction	Update
2023 Neubauer Monitoring Report	Council directs staff to provide peer reviews of the Annual Neubauer Monitoring reports for Council’s review.	Refer to Note 1 below

2023 Capital Paving Monitoring Report	Council directs staff to provide peer reviews of the Annual Capital Paving Monitoring reports for Council's review.	Refer to Note 2 below.
2023 Mill Creek Pit Phase 6 – Ecological Monitoring Report	Attached for Council's information is the 2023 Mill Creek Pit Phase 6 – Ecological Monitoring Report. Staff have not yet received direction from Council to date to have this report sent for Peer Review.	See Schedule 'D' attached to this report
Mini Lakes Annual Monitoring Waste Water Treatment Monitoring Report and Replacement Update	Council directed staff to provide regular updates regarding the Mini Lakes Waste Water Treatment Facility Replacement and annual monitoring report for Council's review.	Refer to Note 3 below.
Enbridge Gas Expansion	Council requested an update regarding feedback for new infrastructure on rural properties at the June 12, 2024 Council Meeting.	Refer to Note 4 below.
TOARC Levy Fees	Council directed staff to seek clarification at which point TOARC Fees are paid to municipalities'.	Refer to Note 5 below.
County of Wellington 2023 Residential Development Monitoring	Council inquired what Puslinch's amount was in each of the categories vacant designated and inquired if the number of ARU's identified in the report was correct.	Refer to Note 6 below.
Natural Asset Planning	Council directed staff to report back with respect to Natural Asset Planning at a future Council meeting.	Refer to Note 7 below.

Note 1 – 2023 Neubauer Monitoring Report

The Township's Hydrogeologist has completed the peer review the 2023 Neubauer Monitoring Report and has no outstanding concerns. The Annual Monitoring report and peer reviews are attached to this report as Schedule 'A'.

Note 2 – 2023 Capital Paving Monitoring Report

Ground Water Science Corp. made a recommendation that MNRF approval be obtained by the operator to allow the monitoring program for this pit to be discontinued as operations at the pit have ceased. The Township's Hydrogeologist has recommended that the Monitoring Program continue until the ARA licence is surrendered and all on-site activity has ceased. The Annual Monitoring Report and peer review are attached to this report as Schedule 'B'.

Note 3 – Mini Lakes Annual Monitoring Waste Water Treatment Monitoring Report and Replacement Update

Council at its meeting on October 18, 2023 requested that Mini Lakes provide a construction schedule for its information. Mini Lakes has provided the following Construction schedule for Council's information:

Subsurface Disposal System –

- Tender Construction – August 2024
- Construction – October 2024 to April 2025
- NOTE: Assumed 4 months in schedule for ECA approval. This is a critical path task.

WWTP Replacement –

- Tender Construction – February 2025
- Manufacture Equipment (off site) – May to Oct 2025
- Construction (on site) – August 2025 to May 2026
- NOTE: Assumed 6 months in schedule for ECA approval. This is a critical path task.

In June of this year Mini Lakes requested the Township's sign off on their ECA application for the portable interim waste water treatment plant. Staff in consultation with the Township's Engineer have provided this sign off on June 28, 2024.

The Township's Engineer has completed a review of the 2023 Annual Monitoring Report and has no further comments at this time. The Annual Monitoring Report and peer review are attached as Schedule 'C' to this report.

Note 4 – Enbridge Gas Expansion

Staff received the following response with respect to its request for an update regarding new infrastructure on rural properties:

I heard back from our Government Affairs team. They advised that Bill 165 restores the status quo by reinstating the revenue horizon at 40 years (which means the cost of a potential natural gas project would not all have to be paid upfront by a municipality) and also requiring an OEB panel to re-evaluate the revenue horizon. This would take into account any evidence from significantly impacted stakeholders.

Bill 165 is a strong signal from the government regarding the critical role natural gas plays in Ontario’s energy mix. Please see a link to the Minister’s [statement](#) on June 14 as well. The government is expected to issue a Natural Gas Policy Statement later this year. Unfortunately, we are in a holding pattern until the policy is issued as most municipalities rely on the 40 year revenue horizon to make a project feasible.

Note 5 – TOARC Levy Fees

Staff inquired with TOARC if fees were only paid to the municipality in which the aggregate is extracted from or if fees were also paid to the municipality in which the aggregate is processed. Staff received the following response:

Fees are only paid on collections relating to the extraction within the municipality regardless of processing location.

Note 6 - County of Wellington 2023 Residential Development Monitoring

Staff received the following Puslinch specific cut of the Vacant Residential Supply table for the end of 2023:

Status and Unit Density	Units in the Built Boundary (BB)	Units in the Designated Greenfield Area (DGA)	Total Urban Unit Potential	Total Rural Unit Potential	Total Units
Vacant Designated	20	0	20	106	126
<i>Low</i>	20	0	20	106	126
<i>Medium</i>	0	0	0	0	0
<i>High</i>	0	0	0	0	0
Application Under Review	0	23	23	0	23
<i>Low</i>	0	23	23	0	23
<i>Medium</i>	0	0	0	0	0
<i>High</i>	0	0	0	0	0
Draft Approved	0	0	0	0	0
<i>Low</i>	0	0	0	0	0
<i>Medium</i>	0	0	0	0	0
<i>High</i>	0	0	0	0	0
Registered	6	0	6	140	146
<i>Low</i>	6	0	6	140	146
<i>Medium</i>	0	0	0	0	0
<i>High</i>	0	0	0	0	0
Puslinch Total	26	23	49	246	295
(%)	53%	47%	17%	83%	100%

With respect to development of ARUs in 2023 the Township had two Minor Variance applications regarding ARU development and the Township had 6 building permits issued for

ARUs. Two were building permits for ARUs within detached structures and four were for ARUs within the primary dwelling. Staff will provide the County of Wellington with the corrected information regarding ARUs.

Note 7 – Natural Asset Planning

Staff inquired with the Township Planning Consultant regarding Natural Asset Mapping and NPG provided the below response. Staff are seeking Council direction as to whether to pursue this matter further.

For the Township, the County did updated natural heritage mapping as part of their Official Plan work. That would be sufficient for natural asset mapping in my view. Also, given the proposed changes to the PPS/Growth Plan, the Provincial Natural Heritage Mapping would no longer be applicable as it is a Growth Plan requirement (the Growth Plan will cease to exist).

Financial Implications

As noted throughout the report.

Applicable Legislation and Requirements

None

Engagement Opportunities

None

Attachments

Schedule 'A' – Neubauer Pit - 2023 Groundwater Monitoring Report and Peer Reviews
Schedule 'B' – 20085 - Capital Paving Inc - 2023 Groundwater Monitoring Report and Peer Review
Schedule 'C' – Mini Lakes 2023 Annual Monitoring Report and Peer Reviews
Schedule 'D' – Mill Creek Pit Phase 6 - 2023 Ecological Monitoring Report

Respectfully submitted,

**Courtenay Hoytfox,
Interim CAO**

Justine Brotherston

To: Stan Denhoed
Cc: Angie Mason
Subject: RE: Response to 2023 Neubauer Peer Review

From: Stan Denhoed <sdenhoed@hardenv.com>
Sent: Wednesday, May 29, 2024 12:23 PM
To: Justine Brotherston <jbrotherston@puslinch.ca>
Cc: Angie Mason <amason@hardenv.com>
Subject: RE: Response to 2023 Neubauer Peer Review

Justine

I have reviewed the response from CBM and appreciate the effort taken to review the thermal signature at monitor HH1. Groundwater Science compared the temperature signature at monitor HH1 to two other monitors in the Township and finds that the signatures are similar. We concur with that finding and conclude that the thermal signature at monitor HH1 is likely due to atmospheric and solar radiation effects rather than from the nearby pond given similarity to the other two examples.

We have no further concerns with this pit review.

We do not see a need for a more formal response, but if the Township would like, we can put this information on our letterhead.

From: Justine Brotherston <jbrotherston@puslinch.ca>
Sent: Tuesday, April 30, 2024 12:47 PM
To: Stan Denhoed <sdenhoed@hardenv.com>
Cc: Angie Mason <amason@hardenv.com>
Subject: RE: Response to 2023 Neubauer Peer Review

Hey Stan,

Please see attached CBM's response the peer review of the 2023 monitoring report for Neubauer. Can you please review and advise if this satisfies your comments by May 21, 2024?

Kind regards,



Justine Brotherston
Interim Municipal Clerk
Deputy Clerk
Township of Puslinch
7404 Wellington Rd 34, Puslinch ON N0B 2J0
519-763-1226 ext. 208 Fax 519-736-5846 www.puslinch.ca

My hours may not match your working hours. If you received this email outside of regular business hours, I do not expect an immediate response.

March 22, 2024

Jennifer DeLeemans, M.Sc.
Lands and Environment Manager
CBM Aggregates, a division of St. Marys Cement Inc. (Canada)
7152 Concession 2,
Cambridge, Ontario
N3C 2V4

sent by email to: jennifer.deleemans@vcimentos.com

Dear Ms. DeLeemans:

**RE: Response to March 1, 2024 Township of Puslinch Annual Report Review
CBM Neubauer Pit, Licence No. 625284
Part Lot 27, Concession 1, Puslinch Township**

This letter provides a response to action items listed in the Harden Environmental Services Ltd. (HESL) review of the Neubauer Pit 2023 Annual Monitoring Report.

HESL states: *Required Action: Review the temperature data from HH1 and explain temperature pattern.*

As noted in the annual report:

“The McNally East Pit HH1 datalogger temperature data shows a wider range of seasonal variation, as would be expected at a depth of 5.7 m below ground surface adjacent to (and downgradient of) an existing extraction pond. We note that in 2021 the temperature at HH1 may also have been affected to a great degree (as compared to other locations) by the lack of groundwater recharge through the spring period.

Given the distance to local “receptors” (e.g. Mill Creek), there are no significant potential impacts to sensitive features related to the observed water level conditions or groundwater temperature changes at, or near, the site.”

One of the key points that needs to be considered is that given the distance between the Neubauer extraction pond and any sensitive receptors in the area (e.g. Mill Creek) and the presence of other extraction ponds within the intervening groundwater flow system, there is no significant potential for thermal impacts associated with below water extraction at the Neuabauer Pit. While temperature monitoring at the Neubauer provides interesting data that essentially confirms the groundwater level monitoring results, there is no other practical purpose for collecting the temperature data. The Neubauer Pit temperature data collection, and cycle of Township review/response, does provide any practical “protection” value for Mill Creek.

For comparison we have plotted annual temperature patterns at two other “background” monitoring stations readily available to us, please see attached **Figure 1**. Location MOEE well is part of the Township of Puslinch groundwater monitoring program, and BH8 is located at the Roszell Pit. Both are interpreted to provide natural groundwater temperature fluctuations that are primarily a response to “*seasonal convection of solar radiation*” at various (similar) depths in their respective setting, and

are not located near any aggregate pit pond. With respect to HH1 the MOEE well provides a shallower monitoring point (more directly affected by solar radiation) and BH8 provides a similar depth monitoring point, however is still approximately 0.7 m closer to surface.

Figure 1 illustrates that, as expected, HH1 is likely under the influence of the adjacent McNally East pond (separation distance estimated to be less than 20 m). However, the influence has only resulted in a minor shift in seasonal maxima and range of temperature variation.

As shown on **Figure 1** background seasonal temperature maxima occurs late in the year, with MOEE well maxima occurring prior to BH8, likely due to the difference in depth below ground surface. The seasonal maxima at HH1 occurs only slightly later in the year, indicating a limited effect on the periodicity of seasonal fluctuation. The seasonal maximum and minima are higher than “background”, however the difference is relatively small given the proximity to the pond. The seasonal maxima at HH1 suggest pond related effects over the summer/fall period.

The seasonal temperature minima at HH1 is most often similar to that observed at the MOEE well and BH8. This suggests that over that part of the year the predominant groundwater flow patterns at HH1 may be toward the McNally East pond from further east (i.e. more representative of background temperatures). The seasonal minima at HH1 suggest reduced pond related effects over the winter/spring period.

HESL indicates that there may be a southward component of groundwater flow from the McNally East pond, we agree however would expect the majority of flow from the McNally East pond to be west/northwest. Location HH1 is likely near the “hinge line” in the groundwater flow system around the McNally East pond. This would be part of the peripheral portion of the system where gradients and groundwater flow velocities are lower, and flow directions may change as the relative groundwater levels and pond levels change on a seasonal basis. As noted in the annual report, HH1 is likely also influenced by seasonal and annual water level fluctuations, with a lack of recharge and low water levels in 2021/2022 potentially reducing recharge related cooling effects and affecting flow velocity/direction at the periphery of the pond.

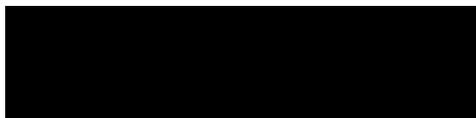
Again, temperature monitoring data collected at the Neubauer Pit have no implications with respect to potential impact on any thermally sensitive receptors. The patterns are interesting however have no practical value with respect to feature protection.

HESL states: *Required Action: Replace data logger in BH1.*

We can confirm, as noted in the annual report, our intention to replace the BH1 datalogger once safe access is again available to BH1.

If you have any questions or require further assistance, please do not hesitate to contact me.

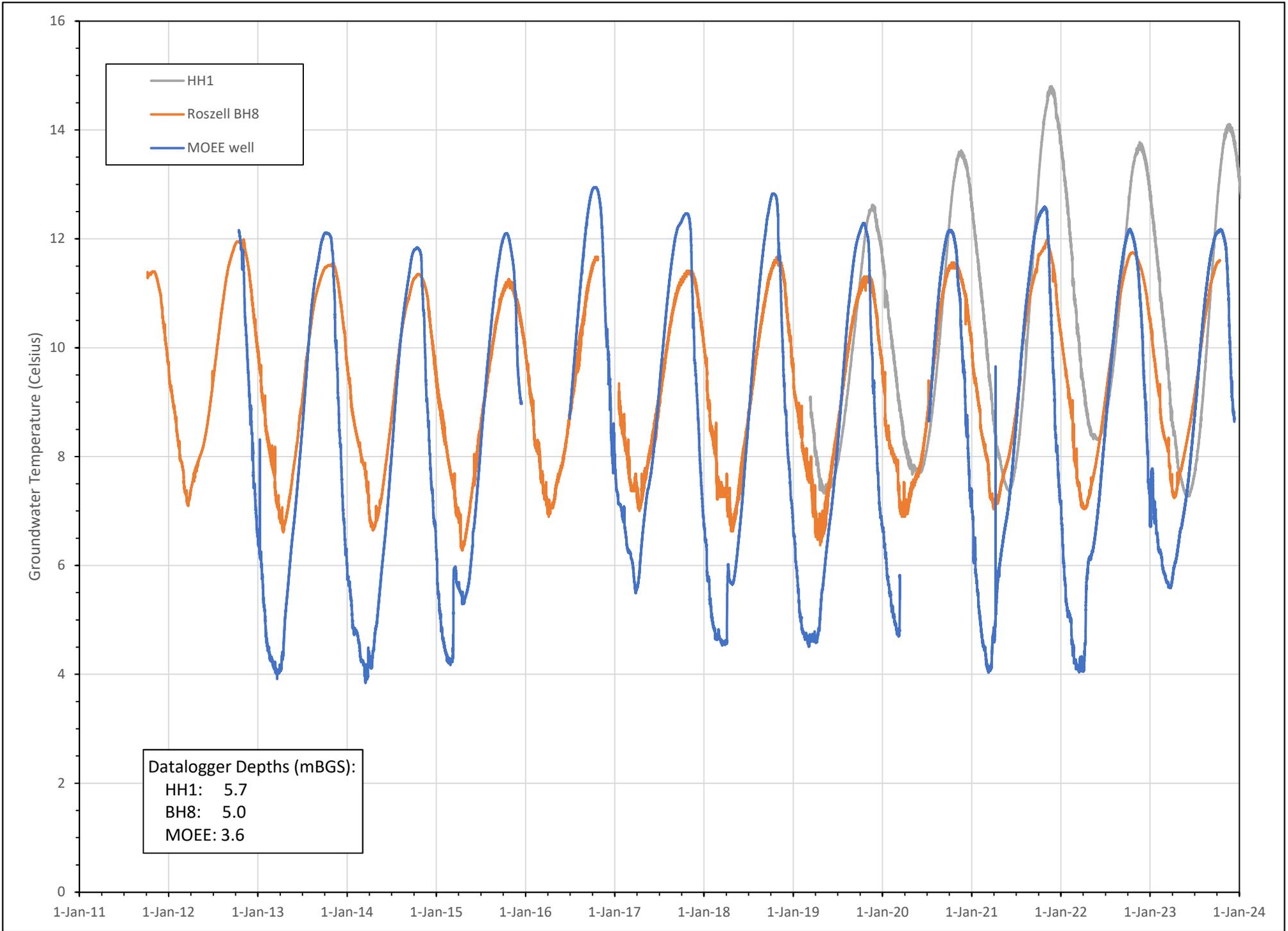
Sincerely,



Andrew Pentney, P.Geo.
Hydrogeologist



Attached: Figure 1 : Temperature Comparison





Harden Environmental Services Ltd.
4622 Nassagaweya Puslinch Townline Road
Moffat, Ontario, L0P 1J0
Phone: (519) 826-0099 Fax: (519) 826-9099

Groundwater Studies
Geochemistry
Phase I / II
Regional Flow Studies
Contaminant Investigations
OMB Hearings
Water Quality Sampling
Monitoring
Groundwater Protection
Studies
Groundwater Modelling
Groundwater Mapping

File: 0929

March 1, 2024

Township of Puslinch
7404 Wellington Road 34
Guelph, ON
N1H 6H9

Attention: Courtenay Hoytfox
Municipal Clerk

Dear Courtenay:

Re: Neubauer Pit – 2023 Monitoring Report (File E13/ ST)

We have reviewed the documentation received regarding the 2023 groundwater monitoring at the Neubauer Pit. The report is prepared by Groundwater Science Corp. (Jan 18, 2024) on behalf of CBM Aggregates. Below water table extraction continued in 2023 at the site, the area of excavation is located along the southern property boundary. Approximately 750,000 tonnes were removed from below the water table.

Groundwater monitoring data show that water levels are consistent with seasonal and annual recharge patterns. We visually compared the Neubauer Pit data to that of Puslinch Monitoring Network Wells and find similar patterns and magnitude of water level change.

Water levels recovered from near historical lows in 2023 and remain within the historical range.

Automatic temperature readings from in-situ transducers have begun and anomalous readings previously identified, no longer occur. These loggers show slight seasonal variations (less than 1°C) in the deeper monitors. The groundwater temperature is between 8 °C and 9 °C as would be expected.

There is a higher variation (5°C) in groundwater temperatures measured at station HH1 located relatively near to the McNally East pit pond. A review of the temperature data from HH1 is still warranted as the seasonal low groundwater temperatures reflect normal background groundwater

temperature but the seasonal high is several degrees higher than background. The data neither reflects pond temperatures which likely range from 0°C to 20°C seasonally nor seasonal convection of solar radiation given that the high temperature occurs in November. The higher temperatures could be caused by groundwater movement away from the McNally East Pond given that the Neubauer Pond level is lower than the water level at monitor HH1, however, additional consideration of this temperature pattern is warranted. Groundwater Science suggests that proximity to the pit pond results in this temperature signature, however, the seasonal low temperature of the pond water (near 0°C) is not recorded in the HH1 monitor.

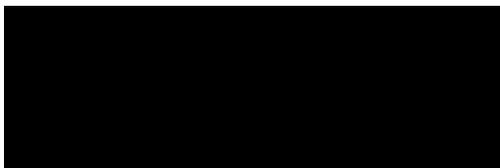
Required Action: Review the temperature data from HH1 and explain temperature pattern.

A new seasonal temperature pattern has appeared in BH1 located south of the Neubauer Pit pond. The temperature fluctuation is attributed to the encroachment of the pit pond toward BH1. A temperature high of 10°C occurs in February 2023 with a subsequent decline in temperature until data logger failure in July. This observation suggests a southern groundwater movement, out of the pit pond, as corroborated by groundwater elevations. The water level monitoring does however, confirm that the farthest south monitor, BH5, has a higher groundwater elevation than BH1 and groundwater, despite this southern movement out of the pit pond, should remain within the Mill Creek watershed.

Required Action: Replace data logger in BH1

We are otherwise satisfied with the monitoring report.

Sincerely,
Harden Environmental Services Ltd.



Stan Denhoed, P.Eng., M.Sc.
Senior Hydrogeologist

January 18, 2024

Jennifer DeLeemans, M.Sc.
Lands and Environment Manager
CBM Aggregates, a division of St. Marys Cement Inc. (Canada)
7152 Concession 2,
Cambridge, Ontario
N3C 2V4

sent by email to: jennifer.deleemans@vcimentos.com

Dear Ms. DeLeemans:

**RE: 2023 Groundwater Monitoring Summary,
CBM Neubauer Pit, Licence No. 625284
Part Lot 27, Concession 1, Puslinch Township**

This letter is a summary of the results of the 2023 groundwater monitoring program completed for the above reference property. The pit Licence was issued in December 2011. Site details and monitoring well locations are shown on **Figure 1** (attached).

1.0 Monitoring Program Requirements

The Licence conditions as listed on the Site Plan are summarized as follows:

The following monitoring, mitigation and contingency plan is recommended for the site:

- 1. No subaqueous placement of fine grained material (i.e. silt or clay) shall occur on-site without additional hydrogeological investigation, as outlined in the Mitigation and Contingency Plan.*
- 2. Prior to below water table extraction at the site two new water table monitoring wells shall be installed, one at the east property boundary and one at the south property boundary (BH4 and BH5 respectively).*
- 3. The water level monitoring program shall consist of monthly measurements at BH1, BH2 (until destroyed), BH3 (until destroyed), BH4, BH5, the McNally East monitor "East 1", the Puslinch Pit monitor "MP7", and, the Neubauer Pond monitor (after installation) as accessible. If any of the perimeter monitors are destroyed or damaged they shall be replaced or repaired.*
- 4. During the first year of below water table extraction water level monitoring at perimeter wells shall be completed every two weeks during the extraction period.*
- 5. Monthly monitoring of temperature profiles at the perimeter monitoring wells shall occur for two years prior to below water extraction, with measurements taken at 1 m depth intervals. Once below water table extraction has begun quarterly monitoring of temperature profiles (temperatures obtained at 1 m intervals) in the perimeter monitoring wells shall be completed.*

6. *The monitoring results, and any Mitigation or Contingency Plan measures undertaken during each operational year, shall be summarized in an annual report provided to the Township of Puslinch, GRCA and MNR.*
7. *Trigger Levels, considering existing cross-site hydraulic gradients, shall be developed to the satisfaction of MNR, in consultation with GRCA and the Township of Puslinch as needed, prior to below water table extraction.*
8. *The following Mitigation and Contingency Plan shall be adopted:*
 - ***Initial Trigger Level** exceeded – the Township, GRCA and MNR shall be notified immediately and daily monitoring shall be undertaken.*
 - ***Intermediate Trigger Level** exceeded for seven (7) consecutive days – the Township, GRCA and MNR shall be notified immediately and extraction below the water table shall be reduced 50% until the Neubauer Pond surface water elevation is greater than the **Intermediate Trigger Level** for seven (7) consecutive days.*
 - ***Final Trigger Level** exceeded – the Township, GRCA and MNR shall be notified immediately and extraction below the water table shall cease until the Neubauer Pond surface water elevation is greater than the **Intermediate Trigger Level** for seven (7) consecutive days.*
 - *Additional mitigation measures, such as below water placement of fine-grained material (silt or clay) along the perimeter of the pond, will be evaluated as needed in response to threshold exceedances. No mitigation measures (beyond ceasing below water table extraction) shall be undertaken prior to approval from MNR, in consultation with GRCA and The Township of Puslinch as needed.*

2.0 Trigger Levels

Trigger Levels (Thresholds) for the site, developed to the satisfaction of MNRF, GRCA and the Township of Puslinch, are summarized in **Table 1**.

Monitor	Water Level Trigger Threshold Elevations (mASL)		
	Initial	Intermediate	Final
Pond	305.7	305.6	305.2
BH1	305.5	305.4	305.0
BH4	305.7	305.6	305.2
<p>In addition, the following general threshold applies:</p> <p>Should groundwater elevations in BH1 exceed those measured in BH5, the owner will undertake an evaluation to estimate the magnitude of groundwater flux between Mill Creek Subwatershed and Fletcher Creek Subwatershed. Mitigation of the groundwater flux may be necessary should the Ministry of Natural Resources and Forestry or the Grand River Conservation Authority deem the volume of flux to be significant.</p>			
mASL = metres above sea level			

Table 1: Thresholds

3.0 Site Operations and Monitoring Completed

Above water table extraction in the northwest corner of the site and along the boundary with the adjacent PQA Pit began in 2017 and is proceeding generally southward.

Below water extraction began within the northwest corner of the site in 2019 and has continued to present. The approximate extraction pond extent (based on a Google Earth air photo dated May 2023) is shown on **Figure 1**. CBM reports that in 2023 below water extraction occurred as follows:

Month	Below Water Tonnage	Month	Below Water Tonnage	Month	Below Water Tonnage
January	0	May	52,304	September	0
February	0	June	159,144	October	127,926
March	90,240	July	88,084	November	14,022
April	98,958	August	106,570	December	0

The pond monitor (SG1) was constructed in early April 2021 once safe access was available, and water level monitoring began on April 7th.

Monitors BH2 and BH3 were decommissioned by a licenced water well contractor as extraction operations proceeded into those areas. Extraction has occurred near BH1, making access unsafe and monitoring was temporarily paused in June 2023. We expect the area around BH1 to be graded according to the approved extraction and rehabilitation plans in early 2024, at which time safe access should again be available and monitoring would then resume.

Monitor installation details are provided in **Table 2**. Note that McNally East pit monitor “East 1” is also referenced as “HH1” by CBM.

Monitor	Elevations (mASL)				
	Ground	Top of Well	Top of Screen	Bottom of Well	Datalogger
BH1	322.29	323.30	300.92	299.40	303.4
BH4	320.03	320.74	308.80	304.23	305.7
BH5	317.90	318.69	306.67	302.10	304.2
SG1	308.66	309.79	-	305.41	305.5
East 1 / HH1	309.96	310.76	306.25	303.25	304.8
mASL = metres above mean sea level					

Table 2: Monitor Installation Details

The field methodologies used as part of this monitoring program are industry standard techniques. Occasional manual water level measurements are obtained as depth below top of monitor in metres using an electronic water level meter and recorded in the field. Manual measurements are obtained when each datalogger is downloaded (approximate quarterly basis).

In March 2019 VanEssen Diver® dataloggers were installed in all of the Neubauer monitoring wells, and at HH1. The datalogger at SG1 was installed on April 7, 2021. The dataloggers are programmed to obtain measurements four times daily and are downloaded on an occasional basis (generally

quarterly). The datalogger measurements exceed the monthly to quarterly frequency specified in the monitoring program requirements, and therefore provide a much more detailed data set to examine potential groundwater level changes on-site as related to below water extraction. Datalogger elevations are shown on **Table 2**.

Water level data has been collected at the site since 2001. Hydrographs of the available water level data, showing historical trends since 2001, and detailed pattern of water level variation in 2023, are included with this report.

In 2017 and 2018 monthly temperature profile measurements were completed at perimeter monitoring wells BH1, BH4 and HH1 when accessible using an electric water level tape equipped with an integrated temperature probe. In 2019 temperature measurements were obtained using the dataloggers installed at those locations.

Graphs of available temperature data, including previous temperature profile measurements and current datalogger measurements, for Neubauer Pit perimeter wells BH1, BH4 and BH5, and McNally East Pit HH1, are attached for reference. As noted in previous reporting, some anomalous temperature readings occurred due to equipment issues when the temperature profile measurements were obtained. The datalogger installations have resulted in significantly improved temperature data at the wells.

4.0 Climate Conditions

To date daily precipitation data as reported by Environment Canada for the Kitchener/Waterloo (former Waterloo-Wellington Airport or Waterloo Wellington 2) Station has been used as the primary indicator of climate conditions in the area of the site. Occasional daily precipitation values are missing and daily values from nearby Environment Canada weather stations are used to complete the data set. These stations include (in order of priority): Roseville and Elora RCS. To our knowledge this is the same methodology, and is consistent with that reported by other annual monitoring assessments for the area, (e.g. former Golder Associates for former Nestlé Waters Canada), as part of a coordinated approach to monthly and annual precipitation analysis, as requested by the Township of Puslinch.

In 2023 a total of 11 daily values were “missing” from the K/W station dataset. Using the substitution methodology (Roseville station) the total annual precipitation is calculated to be 863.4 mm. This equates to 94% of the reported 30 year (1981-2010) “Normal” annual precipitation value (916.5 mm) for the K/W station. For comparison, the 2022 reported annual precipitation (492.9 mm) was only 54% of the reported “Normal”, and the annual reported precipitation over the preceding 4 year period (to 2018) was consistently well below normal.

Based on annual precipitation patterns alone, increasingly dry conditions, and low water levels, could be expected in this area from 2018 to 2023.

As indicated by the graph, seasonal conditions in 2023 were relatively “dry” in the winter and fall periods, however the spring period was relatively “wet” and the summer period was very “wet”. This combination likely resulted in low to moderate recharge values as related to “Normal” conditions.

5.0 Threshold Status

As previously reported (see 2022 annual report), one threshold exceedance was identified at BH1. The water level at BH1 declined below the Initial Trigger Level (305.5 mASL), by a maximum of 2 cm, between the period December 7, 2022 to January 3, 2023. Based on the subsequent monitoring results, both at BH1 and at other monitors located on-site, no further threshold exceedances occurred in 2023.

As per the threshold response protocol, the prescribed agencies were informed of the exceedance as part of the 2022 Annual Report. Monitoring is already completed on a 4 hour basis, therefore the monitoring collected during the threshold exceedance period (which ended January 3, 2023) was more detailed than required by the response protocol.

The exceedance was likely a result of very dry climate conditions (as discussed in **Section 4.0**). In addition, the exceedance was very low in magnitude (2 cm maximum), occurred over a brief period, and water levels have naturally recovered above the trigger level.

On that basis, no specific additional monitoring or mitigation response is warranted at this time.

6.0 Discussion of Monitoring Results

As noted by other monitoring programs in the area, the water table at the site fluctuates in response to seasonal and annual recharge patterns related to climate variation. The groundwater and surface water monitoring results at the Neubauer Pit (and adjacent PQA Pit) indicate that very dry conditions occurred in 2021, represented by very low water levels and little seasonal fluctuation. Dry conditions have persisted through 2022 and 2023, however seasonal fluctuation patterns have returned. The pattern of water table variation at the site is completely consistent with reported climate conditions and expected groundwater recharge patterns associated with those climate conditions.

In 2023 overall groundwater levels, although low, remained within historical ranges observed at the site. The detailed monitoring indicates that water table gradients, and groundwater flow patterns, remain relatively unchanged at the site. We note that the water table slope across the Neubauer/PQA pit area is (and has always been) very low, and therefore detailed local flow patterns (or divides) can be difficult to differentiate. However, a generalized westward groundwater flow pattern occurs across the two sites, with relatively “flat” water table conditions at, and near, the two extraction ponds. There is no evidence of any significant change in water table gradients across the site (such as would be expected if drawdown or regional flow system effects occurred).

The difference in temperatures measured at BH1, BH4, BH5 and HH1 are related to the respective well depths and position within the flow system. BH4 and BH5 datalogger temperature data illustrate a relatively consistent groundwater temperature of about 9 degrees Celsius, with little seasonal variation, as expected at depths of 13.8 to 18.9 m below ground surface. Given the location of below water table extraction and general westward direction of groundwater flow, the temperature data at BH4 and BH5 continues to represent natural conditions.

Neubauer Pit BH1 shows some temperature changes beginning in late 2022 and extending through 2023. The overall temperature change is limited in magnitude (as compared for example to HH1, as discussed below). The temperature change at BH1 is related to the fact that below water extraction has extended closer to the monitor, and, the water table is relatively flat in this area.

The McNally East Pit HH1 datalogger temperature data shows a wider range of seasonal variation, as would be expected at a depth of 5.7 m below ground surface adjacent to (and downgradient of) an existing extraction pond. We note that in 2021 the temperature at HH1 may also have been affected to a great degree (as compared to other locations) by the lack of groundwater recharge through the spring period.

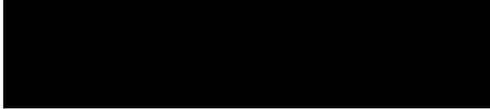
Given the distance to local “receptors” (e.g. Mill Creek), there are no significant potential impacts to sensitive features related to the observed water level conditions or groundwater temperature changes at, or near, the site.

6.0 Recommendations

The monitoring program as listed on the Site Plan should continue in 2024.

If you have any questions or require further assistance, please do not hesitate to contact me.

Sincerely,

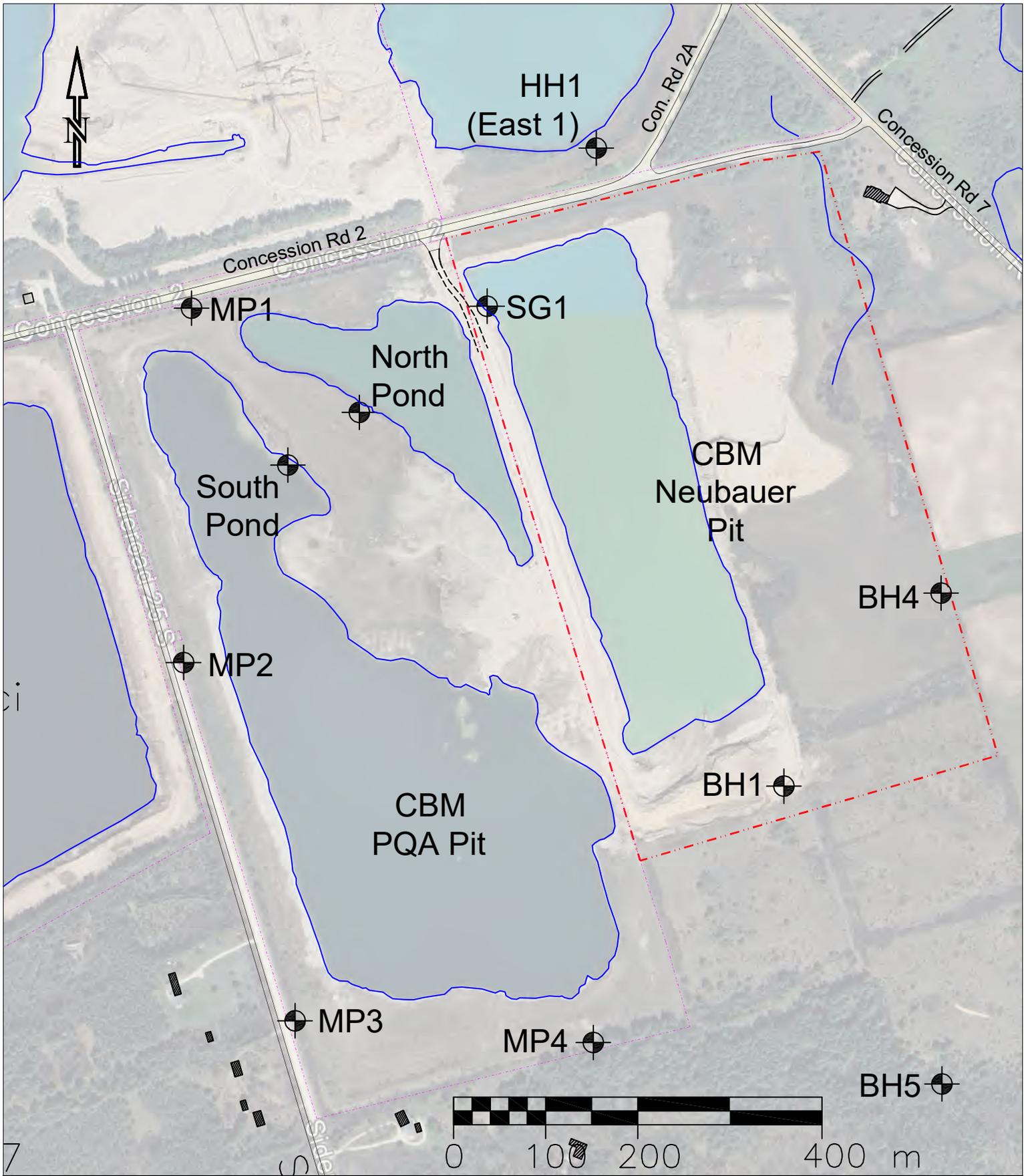


Andrew Pentney, P.Geol.
Hydrogeologist



Cc: Bernie Janssen, Harrington McAvan Ltd.
MNRF, GRCA, Township of Puslinch

Attached: Figure 1 : Local Monitoring Locations
Figure 2: Historical Water Level Elevation Hydrograph
Figure 3: 2023 Water Level Elevation Hydrograph
Figure 4: Puslinch Area Precipitation Summary
Figure 5: BH1 Temperature Data
Figure 6: BH4 Temperature Data
Figure 7: BH5 Temperature Data
Figure 8: HH1 Temperature Data



- - - CBM Neubauer Pit Licence Boundary (approximate)
- - - existing Licence boundaries (approximate)
- ~ ~ ~ surface water: pond (approximate), creek or swale
- — — wetland (OBM mapping)

modified from :
 1) OBM mapping UNDER LICENSE, WITHOUT PREJUDICE OR ENDORSEMENT, FROM THE QUEEN'S PRINTER OF ONTARIO
 2) Site Plans, Harrington McAvan Ltd.
 3) 2023 Air Photo, Google Earth

Figure 1: Local Monitoring Locations	
CBM Neubauer Pit Groundwater Monitoring Program Annual Report	
GROUNDWATER SCIENCE CORP.	Scale: as shown Date: January 2023

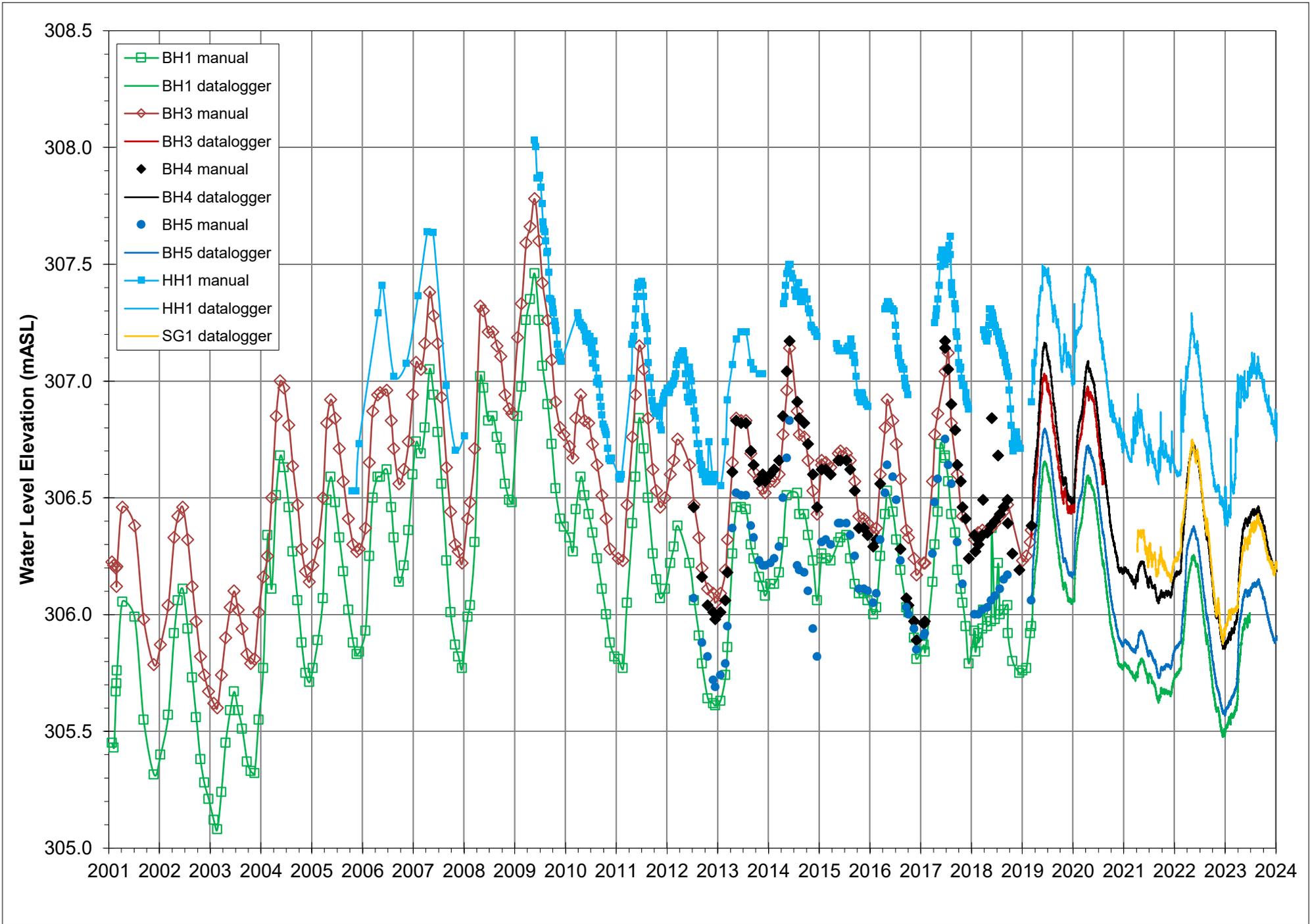


Figure 2: Historical Water Level Elevation Hydrograph

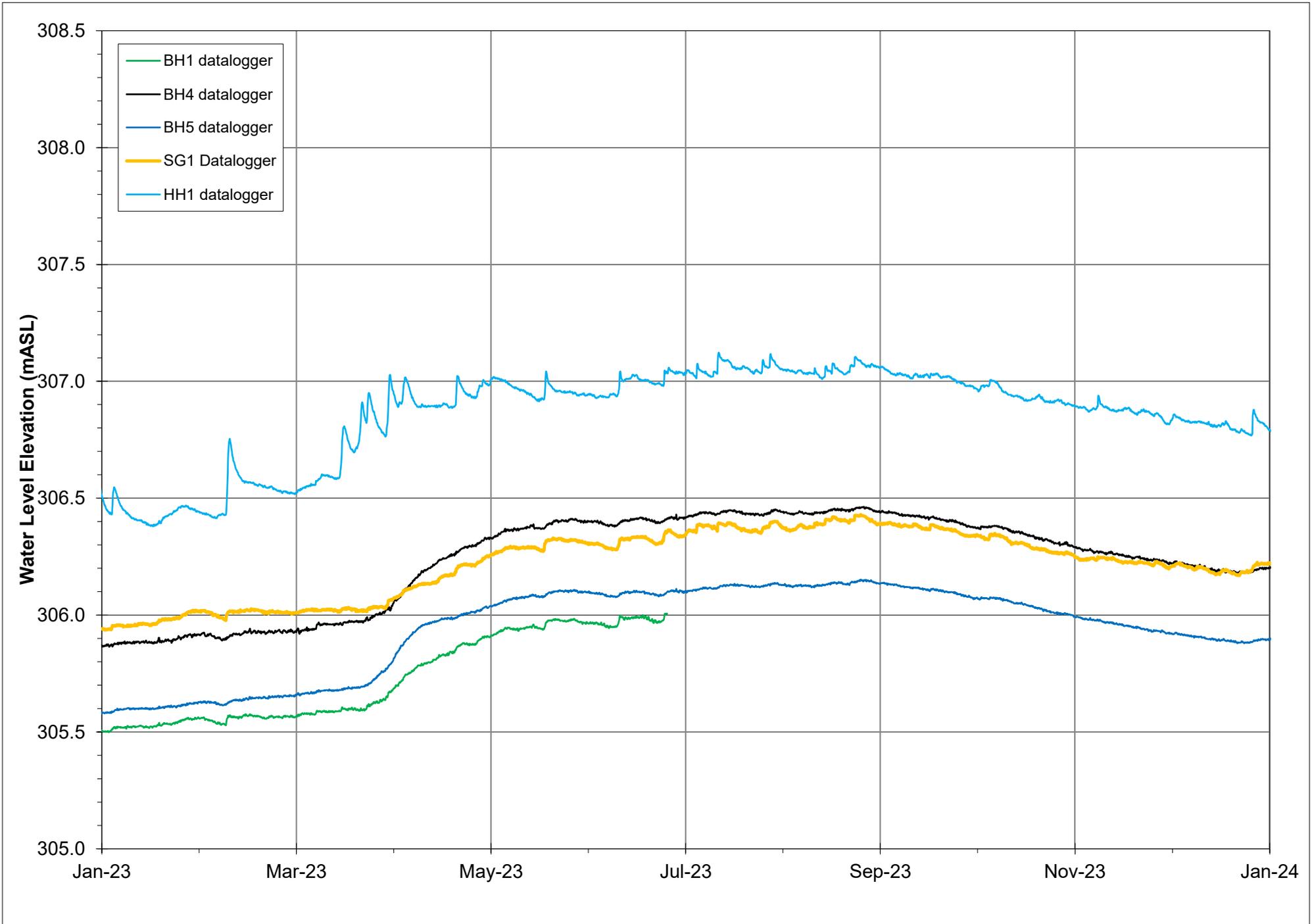
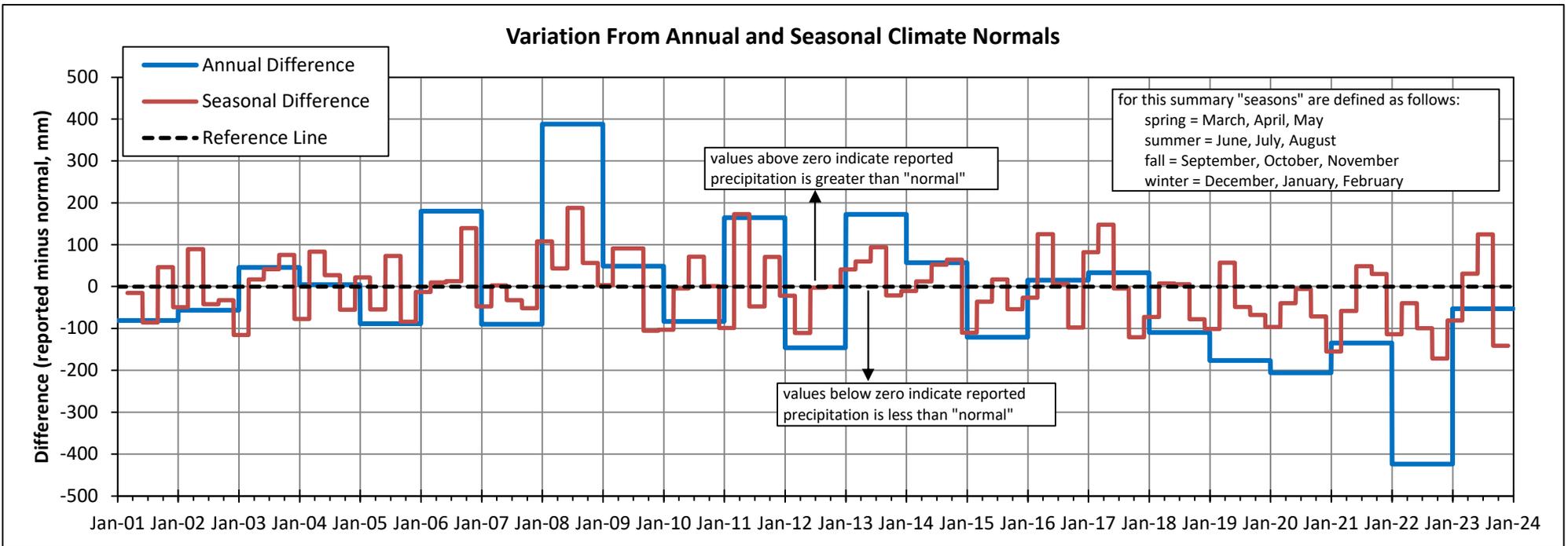
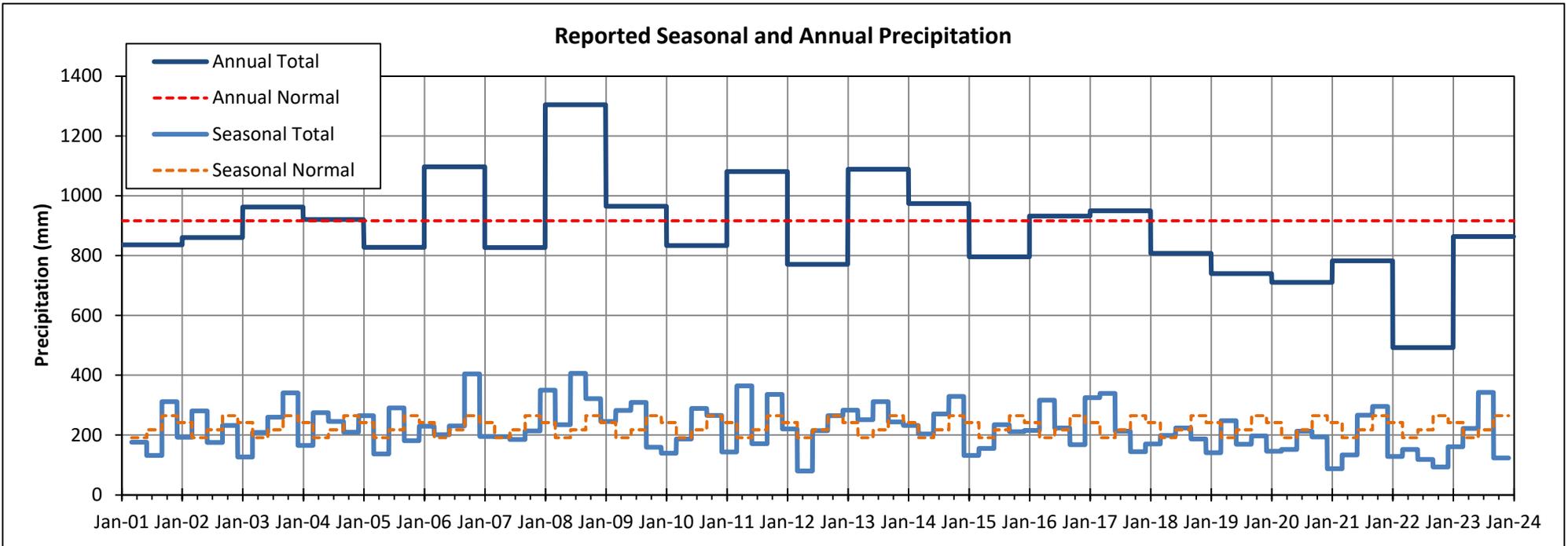


Figure 3: 2023 Water Level Elevation Hydrograph



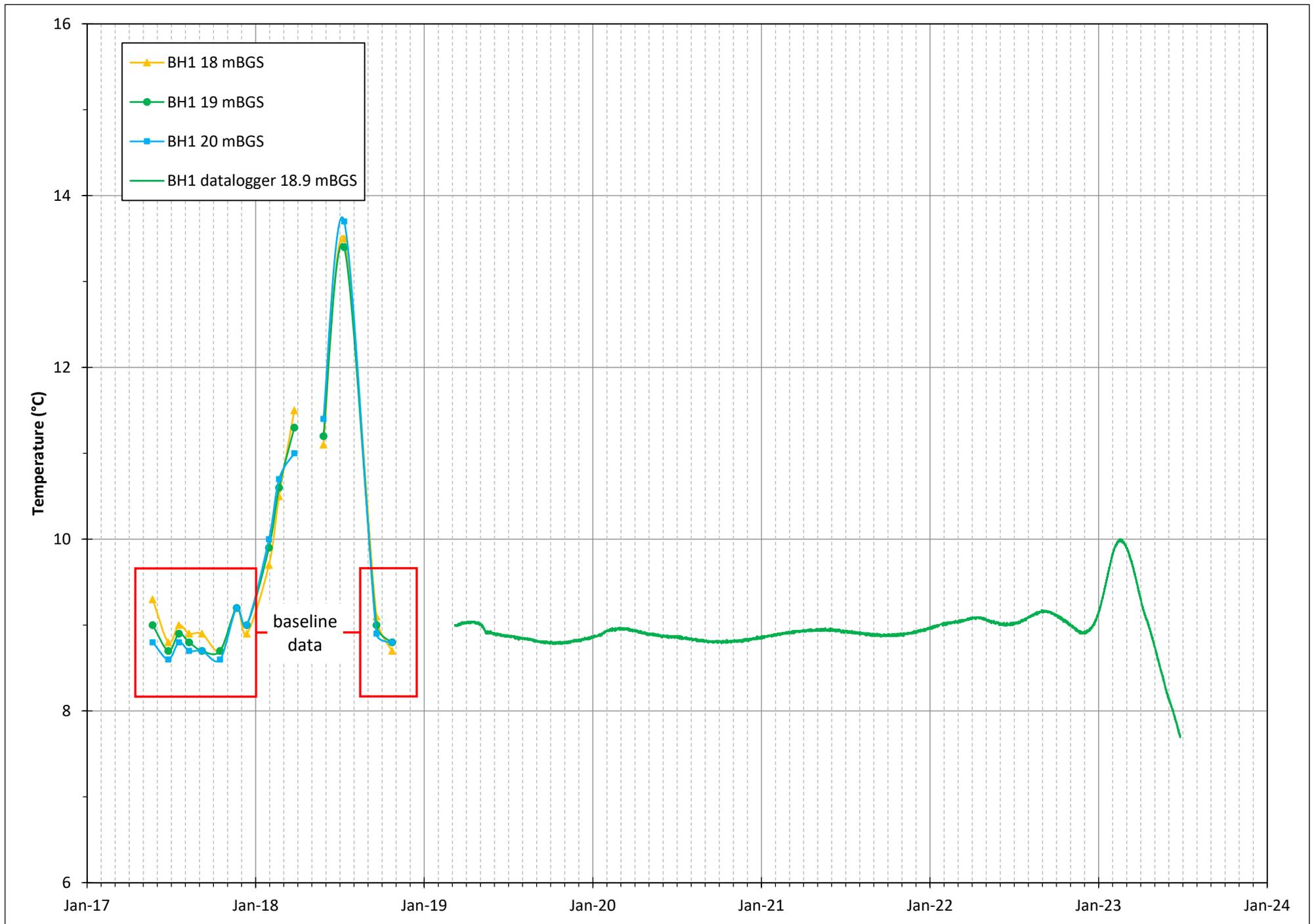


Figure 5: BH1 Temperature Data

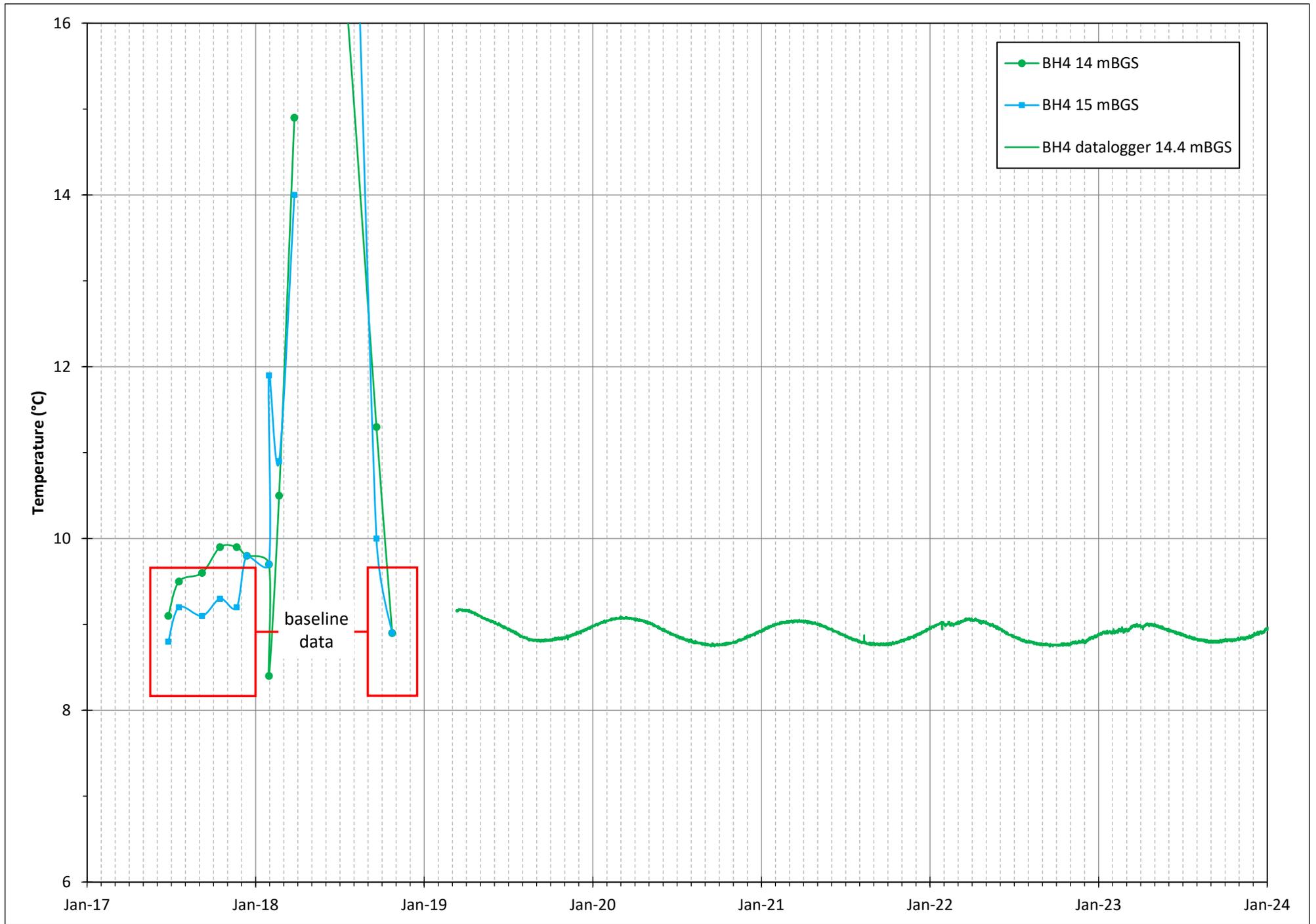


Figure 6: BH4 Temperature Data

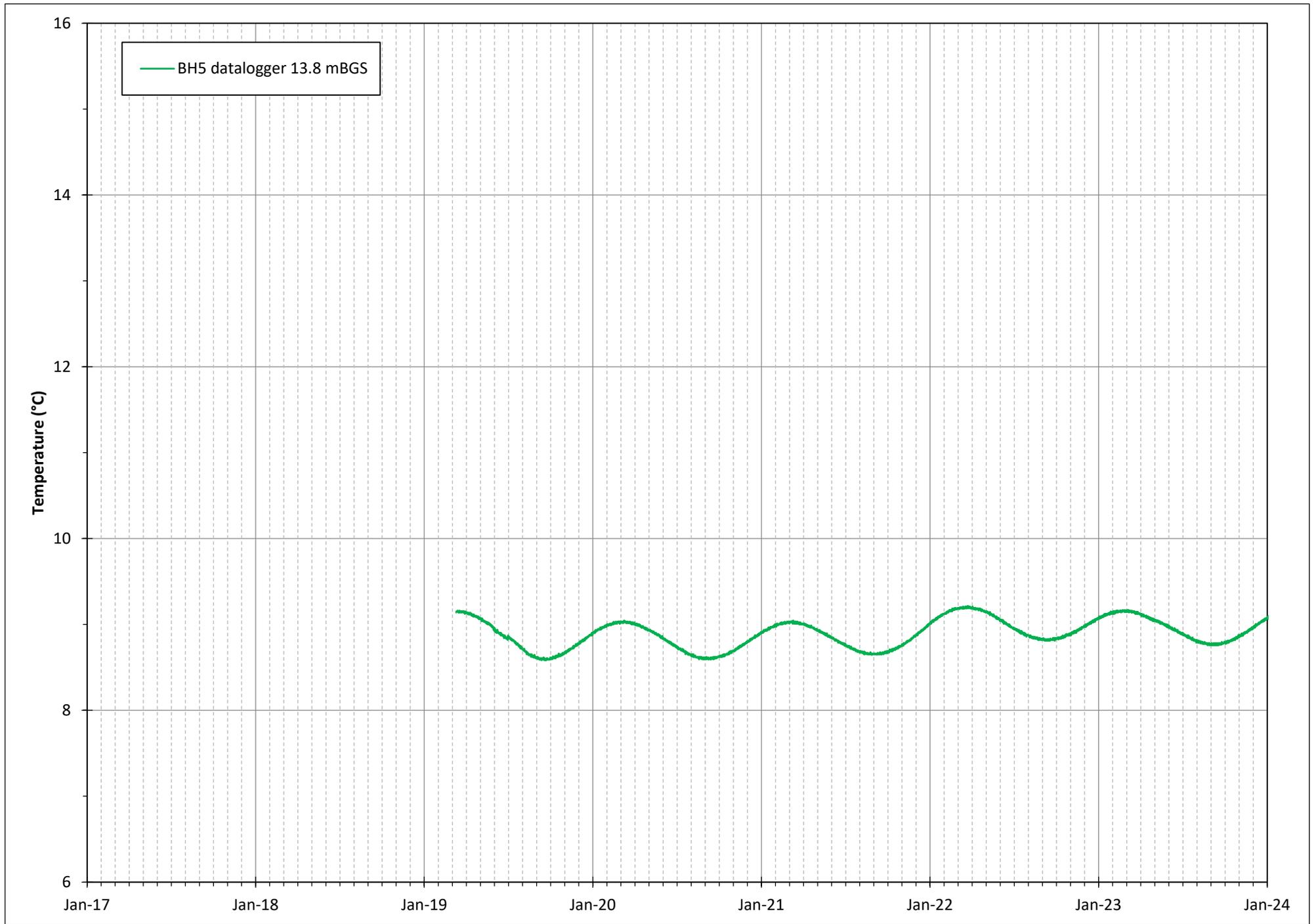


Figure 7: BH5 Temperature Data

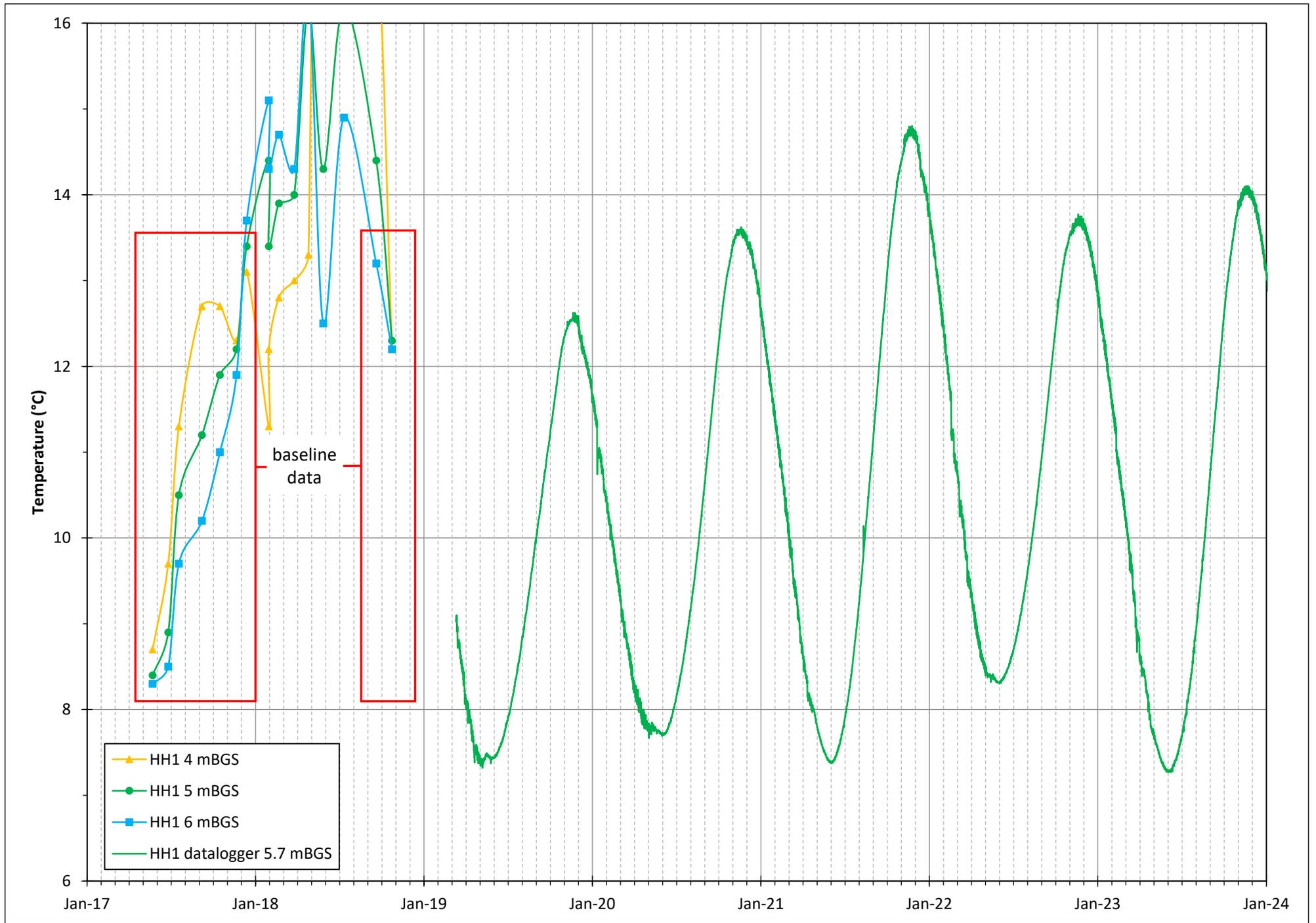


Figure 8: HH1 Temperature Data



Harden Environmental Services Ltd.
4622 Nassagaweya-Puslinch Townline Road
Moffat, Ontario, L0P 1J0
Phone: (519) 826-0099 Fax: (519) 826-9099

Groundwater Studies
Geochemistry
Phase I / II
Regional Flow Studies
Contaminant Investigations
OMB Hearings
Water Quality Sampling
Monitoring
Groundwater Protection
Studies
Groundwater Modeling
Groundwater Mapping
Permits to Take Water
Environmental Compliance
Approvals

Our File: 9711

May 29, 2024

Township of Puslinch
7404 Wellington Road 34
Guelph, ON, N1H 6H9

Attention: Courtenay Hoytfox
Acting CAO

Dear Courtenay;

Re: Capital Paving Inc., Wellington Pit, License 20085
Puslinch File: E10 CAP – Wellington License: 20085

We have reviewed the 2023 Monitoring Report for the Capital Paving Inc. Wellington Pit, License 20085 prepared by Groundwater Science Corp. on March 25, 2024.

We agree with Groundwater Science Corp. that there is no indication of long-term trends of declining groundwater or surface water levels for on-site monitors. Water levels are observed to vary seasonally but remain within a relatively narrow range over the historical record period. There is no indication that water levels are outside of their normal range.

The downward trend in water levels observed in previous years continues in off-site station A5 SW and A5 GW. There is no indication that the on-site extractive activities can be causing this water level trend. The nearest on-site monitor is BH219 and it consistently has higher water levels than the A5 series and there is no trend toward lower water levels. Water levels at station A5 reached historic lows in 2023. There must be

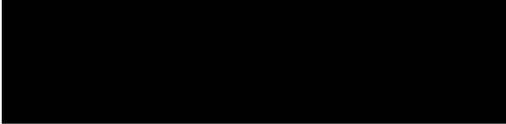
There has been limited below-water-table extraction to-date, therefore any change in water levels on-site, are expected to be subtle. Based on this review we conclude that groundwater and surface water conditions adjacent to the pit are not being affected by pit activities.

Groundwater Science Corp. recommend that the monitoring program be discontinued given the results to date and planned future activities. It is our recommendation that the monitoring program continue until ARA license is surrendered and all on-site activity has ceased.

Township of Puslinch
May 29, 2024
Page 2

Sincerely,

Harden Environmental Services Ltd.



Stan Denhoed, M.Sc., P.Eng.
Senior Hydrogeologist



CAPITAL PAVING INC.

Quality Construction by Quality People
P.O. Box 815 Guelph, Ontario N1H 6L8

March 25, 2024

Ministry of Natural Resources and Forestry
Aylmer-Guelph District
1 Stone Rd. West
Guelph ON N1H 4Y2

COPY

Attention: Jayme Caron, IRM Technical Specialist

RE: 2023 Groundwater Monitoring Report
Capital Paving Inc., Wellington Pit, Licence No. 20085
Part Lots 7 and 8, Concession 3, Township of Puslinch

Dear Mr. Caron,

Please find enclosed with this letter, as per Site Plan requirements, a copy of the 2023 Groundwater Monitoring Annual Report for Capital Paving's Wellington Pit, prepared by Groundwater Science Corp. (GSC)

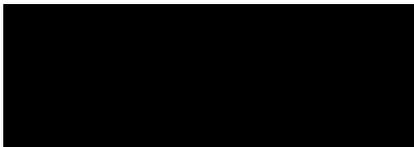
Capital Paving halted water taking associated with aggregate washing since 2019 and removed the permanent wash plant structure in late 2020 so the company could access the remaining aggregate reserves on the site, located directly under the processing area of the pit. The wash plant well was also decommissioned by a licensed well contractor in July 2020. All remaining aggregate extraction on the site will occur above the water table. All below water table extraction occurred prior to 2006.

Since extraction activities began in 1998 and groundwater monitoring occurring since 1997, historical results have shown that there are no long term trends that indicate measurable groundwater impacts related to aggregate extraction or washing activities.

A copy of this letter and report has also been submitted to the Township of Puslinch.

Should you have any questions, please do not hesitate to contact me at (519) 822-4511 or glourenco@capitalpaving.on.ca

Sincerely,



George Lourenco, P.Eng
Director, Lands and Resources

C.C. Courtney Hoytfox, Township of Puslinch

RECEIVED

APR 02 2024

Township of Puslinch



March 22, 2024

George Lourenco
Resource Manager,
Capital Paving Inc.
P.O. Box 815
Guelph, ON
N1H 6L8

Dear Mr. Lourenco:

**RE: 2023 Groundwater Monitoring Summary,
Wellington Pit, Licence No. 20085
Part Lots 7 and 8, Concession 3, Township of Puslinch**

This letter is a summary of the results of the 2023 groundwater monitoring program completed for the above reference property. The site location is shown on **Figure 1** (attached).

1.0 Monitoring Program Requirements

The Licence conditions as listed on the Site Plan are summarized as follows:

- *Quarterly (seasonal) groundwater level measurements at locations BH204, BH205, BH213, BH214, BH219, A3, A4, A5, A8, A10, and TP319 for the life of the pit;*
- *Annual reporting of the monitoring data. The report shall include a review of the monitoring program and recommendations regarding future monitoring frequency. It will also include a determination of the “normal” seasonal groundwater table variations that will trigger mitigation measures;*
- *Should groundwater levels at any time be measured above or below the “normal” seasonal groundwater table variations, all below groundwater table extraction will cease immediately and the operator will inform the Ministry of Natural Resources (MNR), Ministry of the Environment (MOE) and the Township of Puslinch.*

2.0 Monitoring Completed

Capital Paving reports that the pit is nearing the end of extraction and rehabilitation, with the expansion property fully rehabilitated and returned to agricultural use in 2020. In addition, all below water table extraction was completed prior to 2006, any extraction completed since that time remained above the water table. Therefore, potential for groundwater impact is minimal.

We note that aggregate washing did not occur at the Wellington Pit in 2023.

Graphs illustrating the historical water monitoring results available, along with a long-term precipitation analysis, are attached for reference.

3.0 Discussion of Monitoring Results

The 2023 groundwater level data continues to be largely consistent with previous monitoring results, and has confirmed groundwater conditions at and near the site remain unchanged. As illustrated by the attached climate summary, reported seasonal and annual precipitation volumes in this area have been below “normal” since about 2018. However, groundwater levels remain within the historical range established at the site and within most of the wetland area. We note drainage conditions, and associated surface water and shallow groundwater levels, within the wetland area (for example rising trend at A8 and recent slight declining trend at A5) can also be controlled by local activities or natural changes unrelated to activities at the Wellington Pit.

Historical monitoring over the life of the pit (since 1997) has established that there are no long-term trends that indicate significant or measurable groundwater level impacts (e.g. lowering) related to aggregate extraction or other associated activities (e.g. aggregate washing). Groundwater levels appear to be primarily related to natural seasonal or annual climate variation for the area. No impacts have occurred due to extraction activities at the site.

Historical monitoring results have established that no impacts have occurred to date. As noted in previous reporting potential for groundwater impact at this time is minimal therefore the monitoring program can be safely discontinued.

4.0 Recommendations

As a result of the monitoring program results to date, and planned future site activities, we recommend that MNRF approval be obtained to allow the monitoring program be discontinued.

If you have any questions or require further assistance please do not hesitate to contact us.

Sincerely,

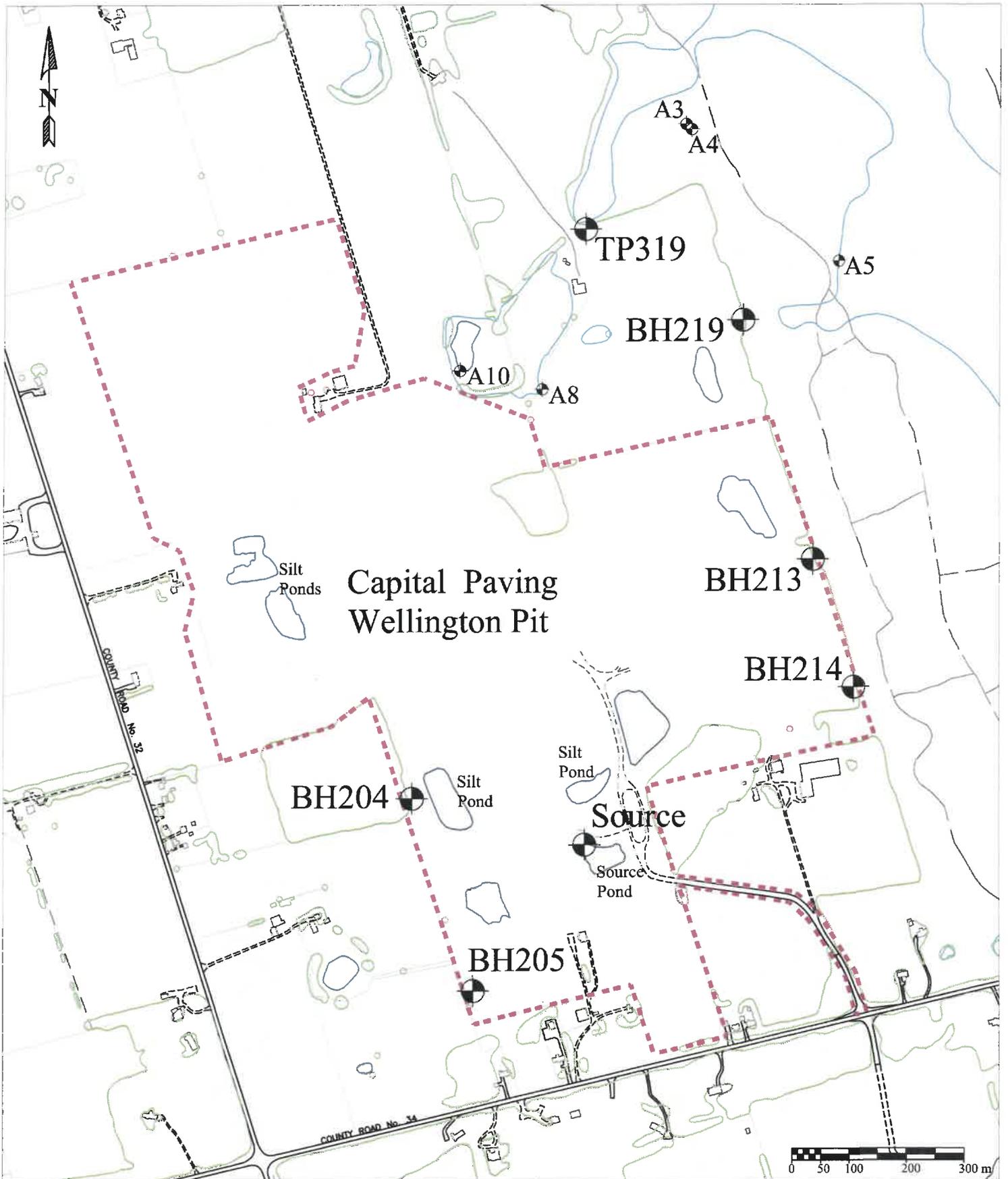
[Redacted Signature]

Dave Nahrgang, P.Geo.
Project Hydrogeologist.

Andrew Pentney, P.Geo.
Senior Hydrogeologist



Attached: Figure 1 Monitoring Locations
Hydrograph – Monitoring Well Water Level Data
Hydrograph – Drive-Point Piezometer Water Level Data
Table – Monitoring Results Summary
Climate Summary



● monitoring location

scale : as shown
March 2017

- - - - Licenced boundary (approx.)

— surface water (pond, creek)

— mapped wetlands

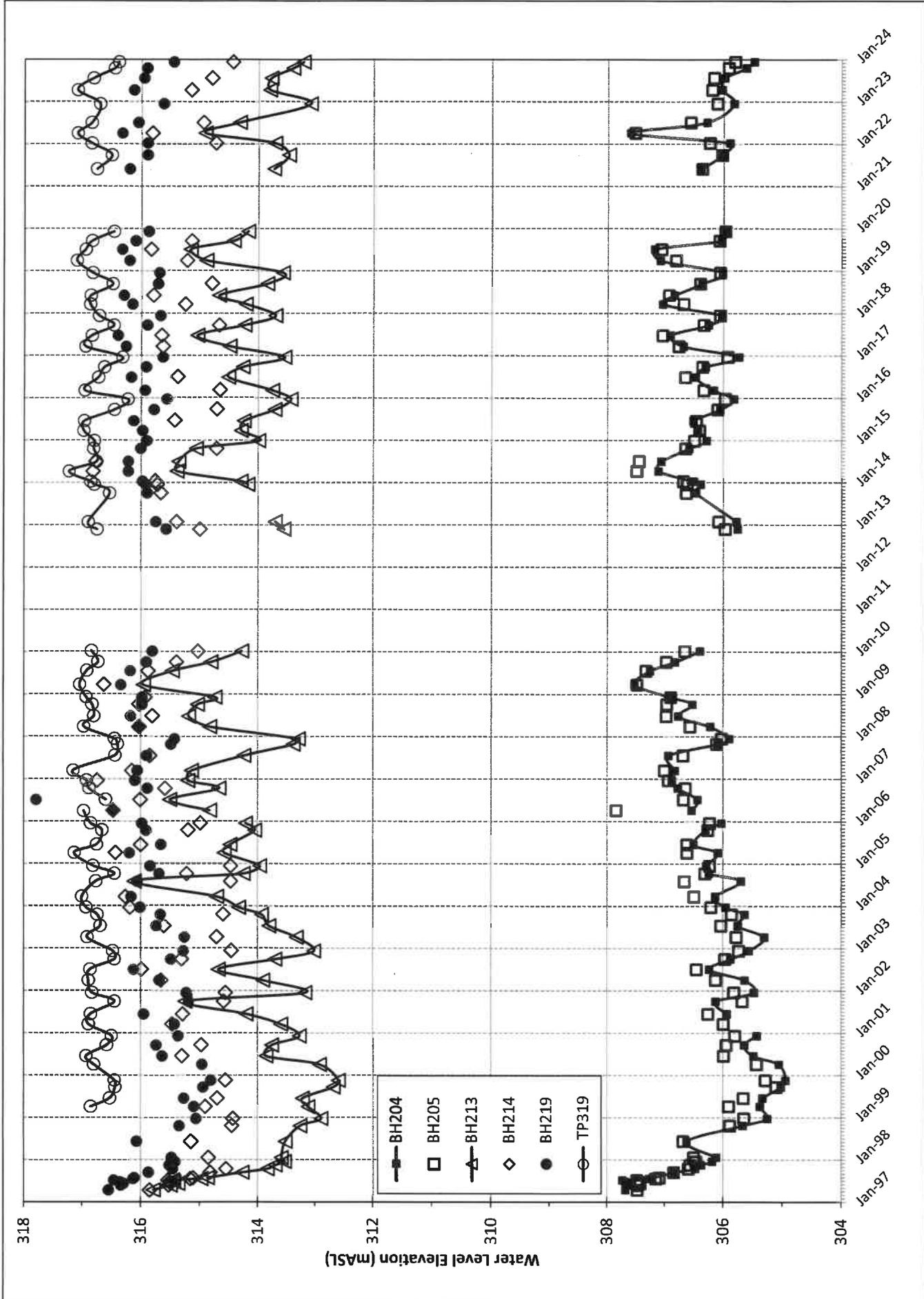
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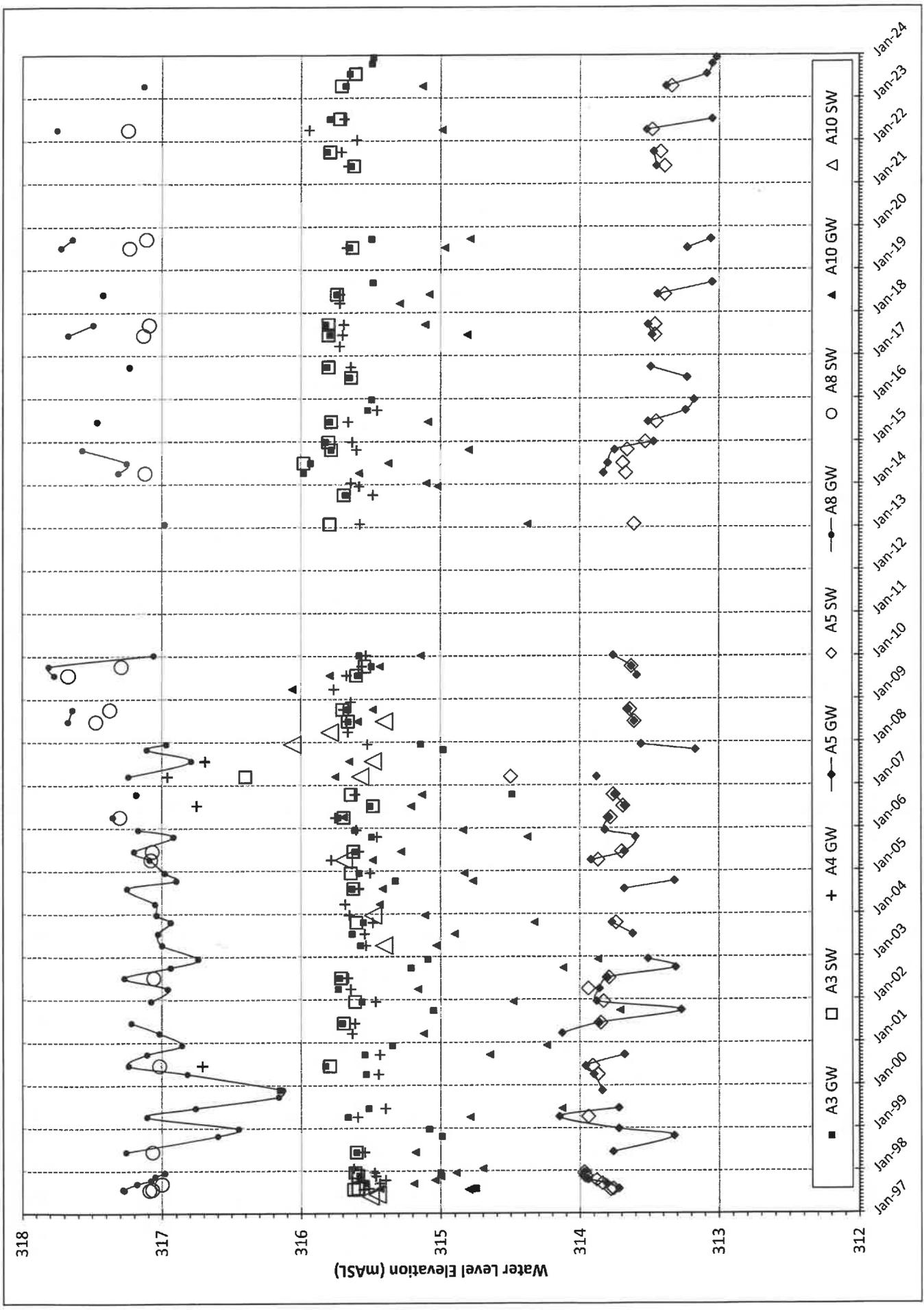
Figure 1: Monitoring Locations

Annual Monitoring Report

Capital Paving Inc. Wellington Pit

Lot 7, Con. 3, Township of Puslinch, County of Wellington





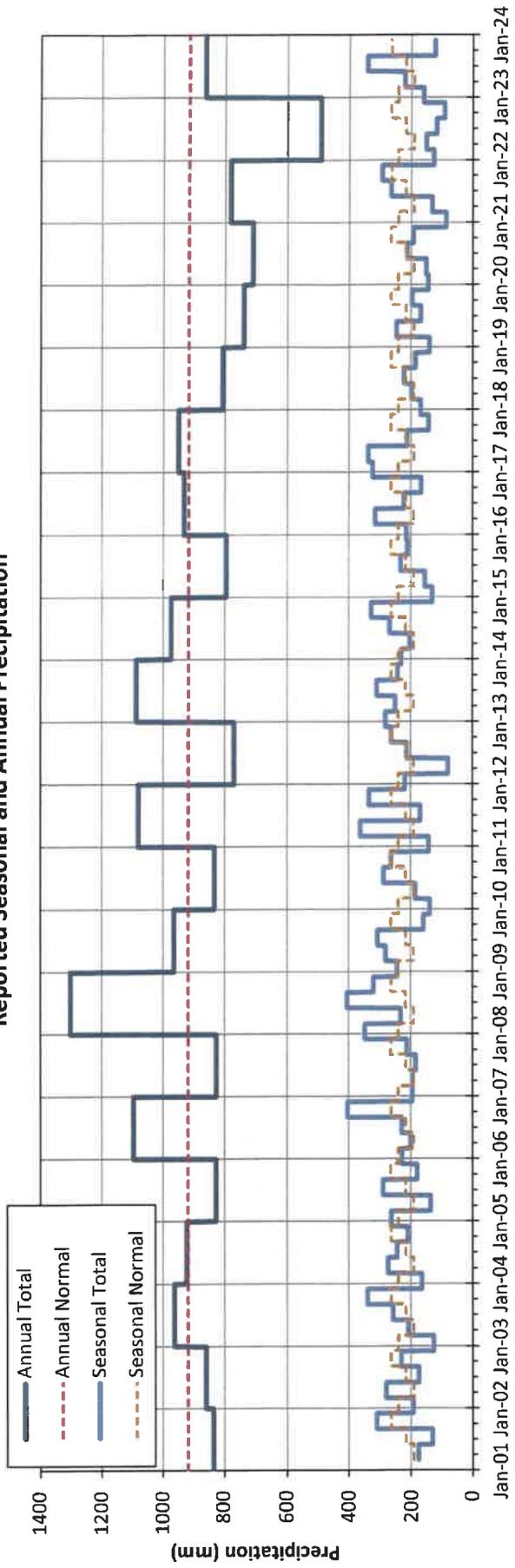
Date	Water Level Elevation (mAMSL)														
	BH204	BH205	BH213	BH214	BH219	TP319	A3 GW	A3 SW	A4 GW	A5 GW	A5 SW	A8 GW	A8 SW	A10 GW	A10 SW
15-Apr-97	307.68	307.47	315.79	315.85	316.55	n/a									
26-May-97	307.64	307.46	315.50	315.53	316.34	n/a									
11-Jun-97	307.58	307.42	315.37	315.49	316.29	n/a									
25-Jun-97	307.68	307.45	315.44	315.51	316.35	n/a									
9-Jul-97	307.73	307.48	315.46	315.54	316.46	n/a									
22-Jul-97	307.27	307.15	314.98	315.16	316.13	n/a									
23-Jul-97	n/a	n/a	n/a	n/a	n/a	n/a	n/a	315.62	315.54	313.76	313.78	317.27	317.09	314.80	315.50
30-Jul-97	307.21	307.09	314.87	315.11	316.11	n/a	n/a	315.59	315.51	313.72	313.76	317.28	317.07	315.43	315.45
15-Sep-97	306.83	306.84	314.27	314.82	315.87	n/a	315.53	n/a	315.43	313.81	313.84	317.18	317.00	315.19	n/a
15-Oct-97	306.47	306.59	313.83	314.55	315.46	n/a	315.58	n/a	315.39	313.94	313.88	317.08	n/a	315.04	n/a
17-Nov-97	306.37	306.56	313.69	dry	315.52	n/a	315.58	315.59	315.46	313.98	313.96	317.05	n/a	315.00	n/a
17-Dec-97	306.18	306.46	313.53	dry	315.42	n/a	315.00	315.61	315.47	313.97	313.97	316.98	n/a	314.89	n/a
21-Jan-98	306.11	306.50	313.59	314.85	315.48	n/a	n/a	n/a	315.62	fr	n/a	fr	n/a	314.70	n/a
10-Jun-98	306.62	306.68	313.52	315.15	316.07	n/a	315.60	315.60	315.54	313.76	n/a	317.26	317.07	315.18	n/a
23-Oct-98	305.66	305.88	313.26	314.45	315.35	n/a	314.99	dry	dry	313.32	dry	316.60	dry	dry	n/a
24-Dec-98	305.25	305.64	312.89	314.43	315.06	n/a	315.08	dry	dry	313.72	dry	316.45	dry	dry	n/a
6-Apr-99	305.37	305.90	313.12	314.90	315.10	316.85	315.66	fr	315.59	314.15	313.94	317.11	dry	314.79	dry
18-Jun-99	305.33	305.65	313.22	314.70	315.27	316.53	315.51	dry	315.39	313.72	dry	316.76	dry	314.13	dry
22-Sep-99	305.02	305.10	312.68	dry	314.94	316.44	dry	dry	dry	dry	dry	316.16	dry	dry	dry
19-Nov-99	304.94	305.28	312.59	314.56	314.81	316.45	316.15	dry	dry	313.84	dry	316.13	dry	dry	dry
5-Apr-00	305.05	305.43	312.92	dry	314.96	316.80	315.53	dry	315.44	313.90	313.87	316.82	dry	dry	dry
16-Jun-00	305.48	305.99	313.85	315.30	315.64	316.93	315.82	315.79	316.71	313.96	313.91	317.24	317.02	dry	dry
19-Sep-00	305.64	305.94	313.75	314.97	315.74	316.58	315.54	dry	315.43	313.68	dry	317.11	dry	314.65	dry
7-Dec-00	305.43	305.80	313.27	dry	315.37	316.50	315.34	dry	dry	fr	fr	316.86	dry	314.24	dry
19-Mar-01	n/a	305.99	313.60	315.47	315.43	316.89	dry	n/a	315.63	314.13	n/a	317.02	dry	315.12	dry
14-Jun-01	305.93	306.25	314.20	315.29	315.95	316.85	315.70	315.69	315.61	313.86	313.85	317.22	dry	n/a	dry
1-Oct-01	306.12	305.67	315.25	314.59	315.19	316.45	315.05	dry	dry	313.27	dry	n/a	dry	313.71	dry
15-Dec-01	305.47	305.81	313.18	314.56	315.23	316.83	315.56	315.61	315.46	313.88	313.83	317.08	dry	314.48	dry
1-Apr-02	305.63	306.12	313.91	315.66	315.69	316.89	315.73	fr	315.64	313.86	313.94	316.96	dry	315.16	dry
4-Jul-02	306.23	306.45	314.68	315.99	316.12	316.86	315.72	315.71	315.66	313.80	313.79	317.27	317.06	n/a	dry
30-Sep-02	305.87	305.96	313.70	315.31	315.49	316.45	315.21	dry	dry	313.31	dry	316.94	dry	314.12	dry
10-Dec-02	305.56	305.73	313.02	314.46	315.28	316.48	315.09	dry	dry	313.51	dry	316.74	dry	313.87	dry
8-Apr-03	305.30	305.77	313.33	314.71	315.26	316.91	315.57	fr	315.53	fr	fr	317.00	fr	315.03	dry
15-Jul-03	305.75	306.03	313.80	315.61	315.74	316.69	315.63	dry	315.54	313.62	dry	317.03	dry	314.90	dry
20-Oct-03	305.63	305.85	313.93	314.60	315.67	316.74	315.55	315.60	315.48	313.77	313.74	316.94	dry	314.33	dry
21-Dec-03	305.95	306.20	314.33	316.18	316.01	316.93	fr	fr	315.65	fr	fr	317.04	dry	315.11	dry

Date	Water Level Elevation (mAMSL)														
	BH204	BH205	BH213	BH214	BH219	TP319	A3 GW	A3 SW	A4 GW	A5 GW	A5 SW	A8 GW	A8 SW	A10 GW	A10 SW
24-Mar-04	306.13	306.49	314.71	316.26	316.16	317.00	fr	fr	315.68	fr	fr	317.05	dry	315.43	A10 SW
3-Aug-04	305.69	306.66	316.11	314.47	316.06	316.76	315.63	315.58	315.58	313.68	dry	317.25	dry	315.41	315.40
8-Oct-04	306.24	306.30	314.25	315.22	315.69	316.45	315.32	dry	dry	313.32	dry	316.90	dry	314.77	dry
13-Dec-04	306.28	306.22	313.96	314.47	315.84	316.81	315.58	315.50	315.50	fr	fr	316.98	dry	314.83	dry
5-Apr-05	306.08	306.61	314.58	316.43	316.19	317.13	fr	315.78	313.92	313.87	313.87	317.09	317.08	315.48	315.48
15-Jun-05	306.50	306.61	314.48	316.00	315.66	316.75	315.61	315.58	313.68	313.70	313.70	317.20	317.07	315.28	dry
17-Oct-05	306.29	306.25	314.05	315.20	315.91	316.66	315.49	315.45	313.60	dry	dry	316.92	dry	314.38	dry
15-Dec-05	306.02	306.22	314.21	314.99	315.98	316.85	315.61	315.60	313.82	fr	fr	317.17	dry	314.84	dry
31-Mar-06	n/a	n/a	n/a	n/a	n/a	316.97	315.73	315.75	313.79	313.78	313.78	n/a	n/a	n/a	n/a
6-Apr-06	306.53	307.84	314.83	316.47	316.48	n/a	n/a	n/a	n/a	n/a	n/a	317.35	317.30	315.69	315.69
7-Jul-06	306.43	306.67	315.51	316.01	317.79	316.60	315.50	316.75	313.68	313.69	313.69	n/a	n/a	315.21	dry
13-Oct-06	306.77	306.64	314.67	315.59	315.89	316.88	314.49	315.61	313.75	313.76	313.76	317.18	dry	315.13	dry
20-Dec-06	306.87	306.93	315.20	316.74	316.10	316.92	fr								
15-Mar-07	306.82	307.00	315.14	316.15	316.06	317.15	fr	316.40	313.88	314.50	314.50	317.24	dry	315.75	dry
23-Jul-07	306.93	306.68	314.24	315.85	315.90	316.44	dry	dry	316.69	dry	dry	316.79	dry	315.65	dry
29-Oct-07	306.09	306.10	313.38	dry	315.49	316.40	314.98	dry	dry	313.17	dry	317.11	dry	dry	dry
14-Dec-07	305.89	306.02	313.29	dry	315.43	316.45	315.14	n/a	315.52	313.56	n/a	316.97	n/a	dry	n/a
27-Mar-08	306.21	306.56	314.83	316.03	316.04	316.97	fr	315.66	fr						
26-Jun-08	306.76	306.97	315.19	315.81	316.17	316.80	315.66	315.67	313.61	313.61	313.61	317.67	317.47	315.59	315.57
6-Oct-08	306.52	306.96	315.04	316.03	315.98	316.83	315.66	315.69	313.65	313.64	313.64	317.64	317.37	315.48	315.48
7-Dec-08	306.89	306.89	314.74	315.93	315.98	316.93	fr	315.64	fr						
25-Mar-09	307.52	307.48	315.96	316.63	316.34	317.04	fr	315.76	fr	fr	fr	fr	fr	316.06	316.06
22-Jul-09	307.25	307.32	315.47	315.88	316.18	316.92	315.59	315.67	313.59	dry	dry	317.77	317.67	315.79	315.79
7-Oct-09	306.82	306.97	314.81	315.40	315.91	316.73	315.49	315.56	313.63	313.63	313.63	317.81	317.29	315.43	315.40
8-Jan-10	306.39	306.65	314.28	315.03	315.81	316.84	315.58	315.53	313.76	fr	fr	317.06	fr	315.14	fr
26-Nov-12	305.75	305.96	313.55	315.00	315.58	316.75	n/a								
29-Jan-13	305.77	306.07	313.70	315.40	315.76	316.90	n/a	315.58	n/a	313.61	313.61	316.98	dry	314.38	dry
4-Oct-13	306.46	306.63	n/a	315.67	315.90	316.54	315.68	315.48	n/a						
17-Dec-13	306.38	306.61	314.18	315.73	315.92	316.80	fr	315.58	fr	fr	fr	fr	dry	315.02	dry
13-Jan-14	306.50	306.68	314.30	315.76	315.98	316.86	fr	315.64	fr	fr	fr	fr	fr	315.10	dry
10-Apr-14	307.11	307.49	315.40	316.82	316.22	317.23	315.98	fr	313.83	313.67	313.67	317.31	317.12	315.58	fr
3-Jul-14	307.06	307.45	315.37	316.77	316.22	316.76	315.93	n/a	313.80	313.69	313.69	317.25	dry	315.37	dry
23-Oct-14	306.58	306.64	315.07	314.72	316.01	316.81	315.78	315.60	313.75	313.66	313.66	317.57	dry	314.80	dry
29-Dec-14	306.28	306.49	313.99	dry	315.91	316.80	315.82	315.63	313.47	313.53	313.53	fr	dry	fr	dry
27-Mar-15	306.43	306.40	314.30	dry	315.98	316.98	fr								

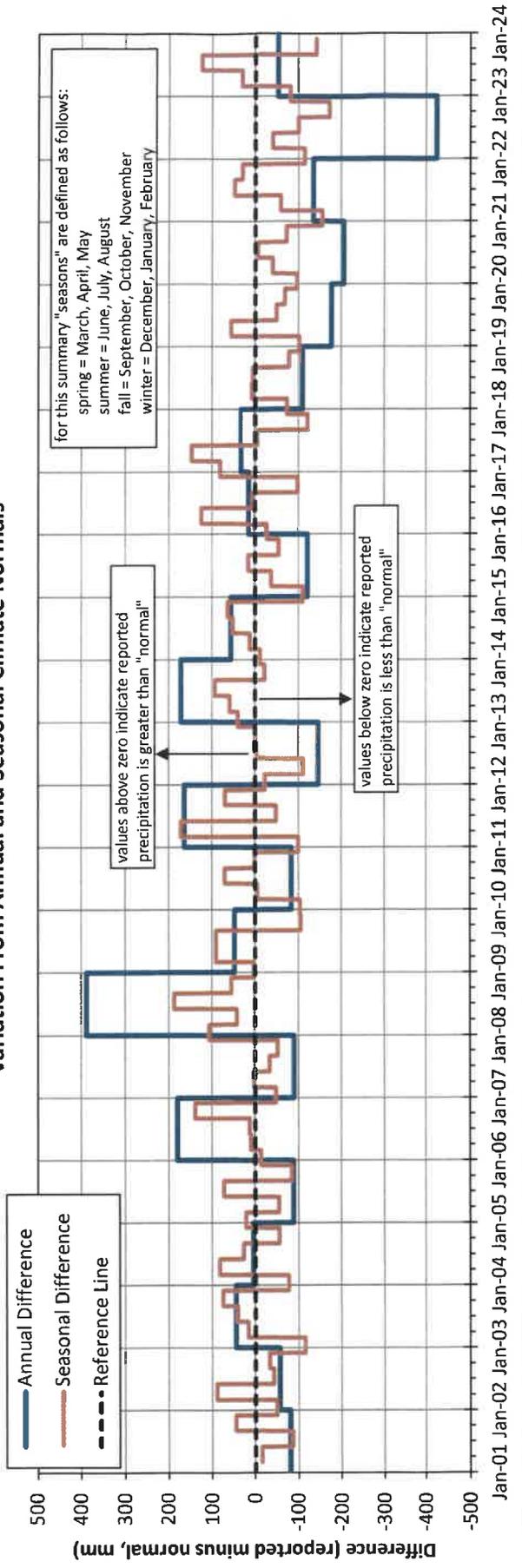
Date	Water Level Elevation (mAM/SL)														
	BH204	BH205	BH213	BH214	BH219	TP319	A3 GW	A3 SW	A4 GW	A5 GW	A5 SW	A8 GW	A8 SW	A10 GW	A10 SW
19-Jun-15	306.51	306.46	314.25	315.44	316.13	316.97	315.79	315.78	315.66	313.51	313.45	317.46	dry	315.09	dry
24-Sep-15	306.05	306.09	313.71	314.72	315.79	316.46	315.52	dry	315.45	313.24	dry	dry	dry	dry	dry
23-Dec-15	305.82	305.96	313.43	dry	315.57	316.23	315.49	dry	dry	313.18	dry	dry	dry	dry	dry
8-Mar-16	306.16	306.33	313.75	314.67	315.94	316.96	fr	fr	dry	fr	fr	fr	dry	fr	fr
29-Jun-16	306.47	306.65	314.52	315.39	316.17	316.73	315.65	315.64	dry	313.23	dry	dry	dry	dry	dry
26-Sep-16	306.30	306.35	314.27	dry	315.92	316.63	315.81	315.80	315.64	313.49	313.54	317.23	dry	dry	dry
20-Dec-16	305.73	305.92	313.54	dry	315.64	316.32	fr	fr	dry	fr	fr	fr/dry	dry	fr	fr
23-Mar-17	306.68	306.76	314.50	315.64	316.26	316.95	fr	fr	315.72	fr	fr	dry	dry	fr	fr
26-Jun-17	306.91	307.04	315.05	315.66	316.40	316.84	315.79	315.80	315.70	313.48	313.46	317.67	317.13	314.81	dry
22-Sep-17	306.25	306.33	314.24	314.68	315.90	316.47	315.82	315.80	315.69	313.51	313.46	317.49	317.09	315.11	dry
13-Dec-17	306.02	306.05	313.70	dry	315.68	316.72	fr	fr	dry	fr	fr	fr/dry	fr/dry	fr	fr/dry
22-Mar-18	307.04	306.68	314.22	315.26	316.15	316.87	fr	fr	315.72	fr	fr	fr	dry	315.29	dry
6-Jun-18	306.84	306.93	314.68	315.80	316.30	316.86	315.74	315.74	315.72	313.44	313.39	317.42	dry	315.08	dry
14-Sep-18	306.36	306.39	313.84	314.81	315.72	316.49	315.48	dry	dry	313.05	dry	dry	dry	dry	dry
18-Dec-18	306.01	306.05	313.57	dry	315.70	316.83	fr	fr	dry	fr	fr	dry	dry	fr	dry
3-Apr-19	307.08	306.81	314.90	315.23	316.20	317.10	fr	fr	fr	fr	fr	fr	fr	fr	fr
8-Jul-19	307.18	307.06	315.17	315.84	316.33	316.95	315.65	315.63	315.67	313.23	dry	317.72	317.23	314.97	dry
20-Sep-19	306.03	306.06	314.43	315.15	316.10	316.84	315.49	dry	dry	313.06	dry	317.64	317.11	314.79	dry
9-Dec-19	305.95	305.96	314.18	dry	315.88	316.47	fr	fr	dry	fr	fr	fr	fr/dry	fr	fr/dry
1-Jun-21	306.38	306.36	313.73	dry	316.20	316.76	315.64	315.62	315.66	313.45	313.39	dry	dry	dry	dry
29-Sep-21	306.01	306.02	313.47	dry	315.90	316.51	315.81	315.79	315.71	313.47	313.42	dry	dry	dry	dry
10-Jan-22	305.89	306.23	313.71	314.74	315.90	316.85	fr	fr	315.60	fr	fr	fr	fr	fr	fr
6-Apr-22	307.60	307.52	314.92	315.82	316.33	317.09	n/a	n/a	315.94	313.52	313.48	317.75	317.24	314.99	dry
7-Jul-22	306.28	306.56	314.33	314.95	316.06	316.85	315.79	315.72	315.69	313.05	dry	dry	dry	dry	dry
16-Dec-22	305.82	306.10	313.09	dry	315.63	316.71	dry	dry	dry	fr	fr	dry	dry	dry	dry
14-Apr-23	306.02	306.19	313.80	315.16	316.13	317.09	315.68	315.71	blocked	313.38	313.34	317.13	dry	315.13	dry
26-Jul-23	305.98	306.16	313.78	314.81	315.96	316.82	315.65	315.61	blocked	313.09	dry	dry	dry	dry	dry
20-Oct-23	305.61	305.91	313.40	dry	315.91	316.46	315.49	dry	blocked	313.05	dry	dry	dry	dry	dry
12-Dec-23	305.48	305.80	313.22	314.45	315.46	316.39	315.48	dry	blocked	313.02	dry	dry	dry	dry	dry

Note: GW = groundwater, SW = surface water
1997 to 2010 data as reported by Stantec
n/a = not available
fr = frozen
subsequent data as measured by Groundwater Science Corp.

Reported Seasonal and Annual Precipitation



Variation From Annual and Seasonal Climate Normals



Justine Brotherston

To: Conway, Steve
Cc: Lad, Parth
Subject: RE: 199024 2023 Mini Lakes WWTP Operations and Maintenance Report

From: Conway, Steve <SConway@geiconsultants.com>
Sent: Tuesday, May 21, 2024 4:43 PM
To: Justine Brotherston <jbrotherston@puslinch.ca>
Cc: Lad, Parth <PLad@geiconsultants.com>
Subject: RE: 199024 2023 Mini Lakes WWTP Operations and Maintenance Report

Mini Lakes WWTP
GMBP / GEI File: 199024 / 2401169

Justine:

We have reviewed the response matrix and have no additional comments that need to go back to OCWA.

They acknowledge that there are only some minor activities that they can do to improve the metrics. They are looking at bringing in a portable wastewater treatment plant to supplement the treatment process. This does require an ECA from MECP, which they are working on getting the approval to set up the portable plant.

They did provide a high level schedule.

- currently working on the detailed design for the overall WWTP
- aiming to move forward with designing the new tile field, advertise a tender in Summer 2024, construction on Bed 1 to start September 2024 and extend out to August 2025 for tile bed construction
- finish WWTP full design and approval by July 2025
- tender summer 2025
- WWTP construction project starts September 2025 to September 2026.

If you have any questions, do not hesitate to contact us.

Regards

GEI STEVE CONWAY
Senior Project Manager, CS Practice Lead
519.824.8150...1238 cell: 519.651.7262
650 Woodlawn Road West Block C | Unit 2 | Guelph, Ontario N1K 1B8 | Canada



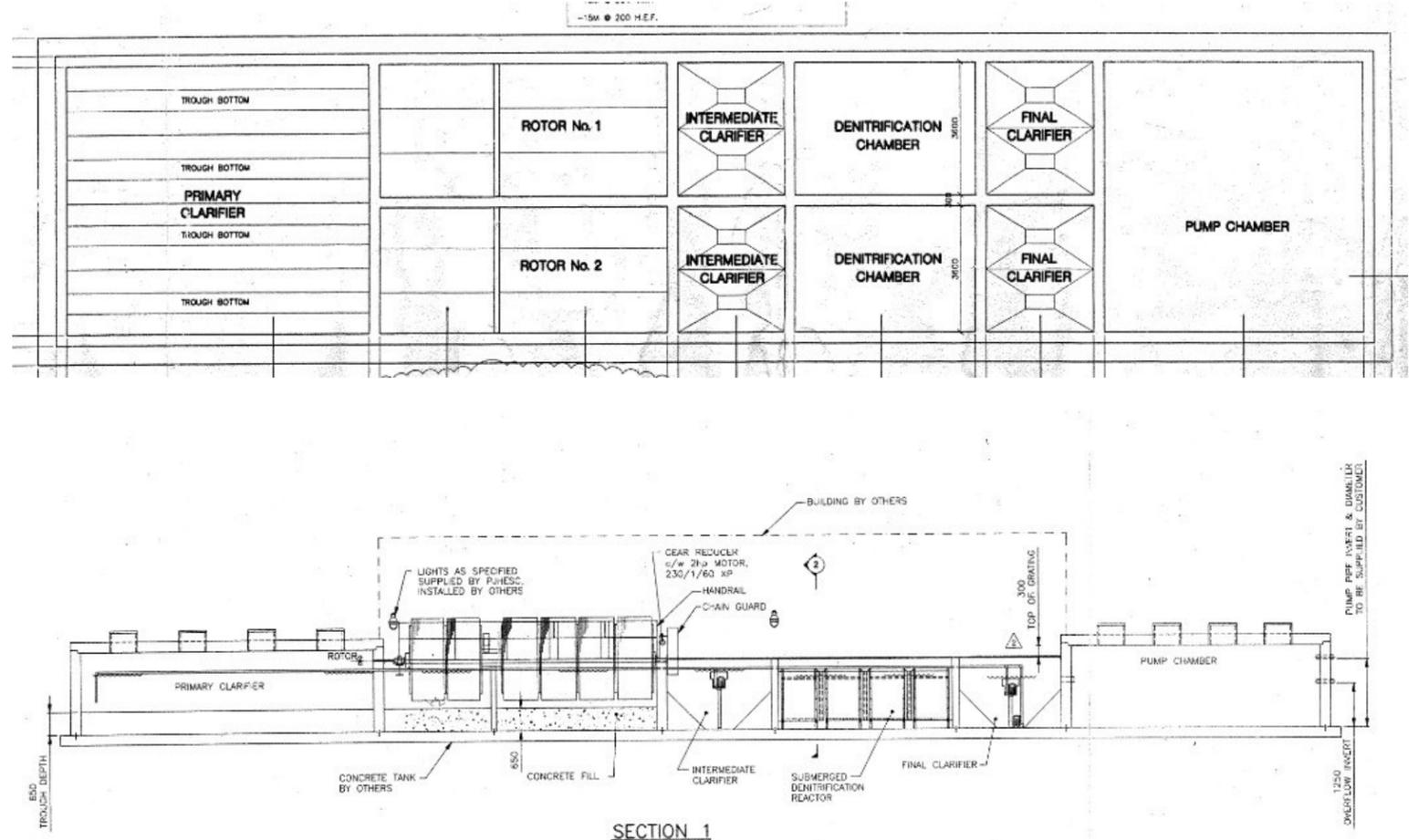
#	GM Blue Plan Recommendations	OCWA responses Remarks
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SECTION 10.0: REQUIRED IMPROVEMENTS

1

The TSS removal process will need extra attention due to the fact that there have been exceedances almost every month in 2023.

The existing wastewater treatment plant (WWTP) does not have a biosolids management system. Solids are retained within the existing primary settling tank (upstream the RBC units), the intermediate clarifiers (upstream the denitrification tank) and final clarifiers (upstream the effluent pump chamber) as shown in the schematic below:



- In terms of biosolids management, the following should be noted:
- There are Return Activated Sludge (RAS) lines from the intermediate and final clarifiers to the primary clarifiers; however there are no Waste Activated Sludge (WAS) lines from any of these clarifiers.
 - Consequently, biosolids generated during the process are removed from the facility using trucks (hauling contract). This biosolids hauling operation is completed once a week. The annual cost of the biosolids haulage operation is estimated between \$65K and \$80K.
 - As informed by the operating authority, the configuration/layout of the primary clarifier does not allow for efficient removal (pump out) of biosolids during the haulage operation. So there is always certain amount of biosolids accumulated at the bottom of this primary clarifier.

#	GM Blue Plan Recommendations	OCWA responses Remarks
		<p>Based on the above, it appears that the current biosolids generation and accumulation rates (volume) cause solids carry-over from the primary clarifier to the effluent pump chamber and somewhat resuspension of solids in the liquid stream. Given the current circumstances/conditions and the limited biosolids storage capacity (tankage) on these specific units, the only option available to address this issue is to optimize the alum (coagulant) dosage and increase the biosolids hauling frequency to ensure compliance with the Total Suspended Solids. It should be noted that increasing the haulage frequency implies additional operational costs.</p> <p>In Feb 2024; Mini Lakes decided to abandon the MABR upgrade (option 4 in AE tech Memo dated July 2023) and instead proceeding with the Nitrifying RBC followed by Denitrifying Filters (Option 2). This option, although may address TSS to an extent (until solids accumulation overwhelms the filters and reduces hydraulic capacity. At that point the filters would overflow, causing a TSS exceedance), it does not address this issue in its entirety. In general, biosolids management portion of this treatment system will remain the same relying on chemical addition (alum) and haulage of excess biosolids.</p>
2	<p>It has been reported that there are operational issues with one of the Rotating Biological Reactors (RBCs) which have resulted in a 50% reduction in the treatment capacity. It is highly recommended that the effluent is closely monitored. If the concentration of effluent is expected to increase further in 2024, then further investigation and action should be taken to limit the average concentration of effluent.</p>	<p>The issues with one of the RBC units experienced after the first quarter of 2023 caused a significant reduction of the treatment capacity since the facility was operating with one RBC train only. At present the RBC unit has been repaired and put back into service. It should be noted that the current RBC's are oversized for the current flows of this facility. In 2023, the average daily flows (ADF) were estimated at 134 m³/day which is lower than the rated capacity of this facility (158 m³/day as rerated in 2016). Originally, these RBC units were designed/sized for a flow of 216 m³/day (original rated capacity of this facility).</p> <p>Furthermore; the condition assessment completed by (OCWA's POTS group) in October 2021 stated that based on an analysis of the flow and carbonaceous biological oxygen demand (CBOD5) loads demonstrate that the RBCs are under loaded. In the interim (to address the ongoing issues on a temporary basis), Mini Lakes has provided approval to OCWA to bring a portable wastewater treatment unit onsite to supplement/enhance the treatment capabilities of this facility until the existing facility is upgraded.</p> <p>The proposed upgrade option (Option 2: Nitrifying RBC followed by Denitrifying Filters) will address any size/loading issues with this process unit as well as any other performance parameter required for this unit.</p>
3	<p>The current WWTS (Wastewater Treatment System) requires facility updates, including gearbox replacement and tile bed replacement. Detailed reporting on facility updates and their impact on the WWTS is required.</p>	<p>The damaged RBC unit has been replaced and it is in operation. The design phase of the proposed upgrades (Nitrifying RBC followed by Denitrifying Filters) and the subsurface disposal system (tile bed) upgrades are in progress (two separate projects). Moving forward a status update of these two projects will be provide in all quarterly reports.</p>
4	<p>Monitoring of alum dosages and RBC biofilm to improve biological treatment.</p>	<p>Given the current instrumentation and control capabilities of this facility (SCADA system is not functional and there are chemical dosage based on flow), all type of monitoring will have to be done manually. Notwithstanding the above, the operating authority will continue to monitor these elements as part of the standard operating procedure for this facility.</p> <p>Improvements to the instrumentation and control systems throughout the overall treatment process and will be made as part of the overall upgrades planned (Nitrifying RBC followed by Denitrifying Filters).</p>
5	<p>Condition assessment of all distribution piping and components within each disposal bed is still reportedly required.</p>	<p>A number of investigations were previously conducted which indicated that renewal of the tile beds was required. Reports regarding the investigations include:</p> <ol style="list-style-type: none"> 1. Letter from Howden & Sons Ltd, dated August 21, 2021 2. Report (20-3267GH) from GeoPro Consulting Ltd, dated March 27, 2024. Note investigation conducted in April – May 2021. Final report sealed in March 2024. <p>Based upon these two reports, the Mini Lakes board has decided to undertake a renewal of the tile beds. Consequently; no further inspections to the subsurface disposal system has been completed. Should a condition assessment of these tile beds be required on the annual basis, OCWA will discuss the matter with Mini Lakes and pursue approval to complete it as required.</p>

#	GM Blue Plan Recommendations	OCWA responses Remarks																																													
6	The report should detail whether MH joints have been reviewed to prevent infiltration and whether any follow-up actions such as installation of dishes, upgrade chimneys, and raising lids have been taken.	OCWA will pursue approval by the ML board to complete this inspection. Upon completion, OCWA will approach ML board for approval to complete any repair, rehab or new work recommended in the inspection report.																																													
SECTION 11.0 CONCLUSIONS AND RECOMMENDATIONS																																															
1	The design of future system upgrades should be completed as soon as possible, with a goal of construction within the next one to two years. The Owner and Operators should take appropriate action to bring the wastewater treatment plant into compliance with respect to ECA requirements.	The design of the upgrades to the subsurface disposal system (tile beds) are near completion. It is anticipated that this upgrade work will be tendered for construction in mid 2024. It is planned that the upgrades will be completed over 2024 and 2025. The operation of the existing treatment facility is challenging given the current conditions and state of the assets. To address the ongoing issues on a temporary basis, Mini Lakes has provided approval to OCWA to bring a portable wastewater treatment unit onsite to supplement/enhance the treatment capabilities of this facility until the existing facility is upgraded. The concrete pad design to support the portable wastewater treatment unit onsite has been finalized and has been provided to vendors for quotation. However; based on a pre-consultation with the MECP, and ECA amendment is required to use this portable unit with the existing facility. This application for amendment is currently in progress and it is expected that OCWA will be submitting it by May 10.																																													
2	Plant effluent flow rates should be monitored closely moving forward.	Ongoing																																													
3	Operators should continue to closely monitor effluent parameters and take corrective action, as required.	Ongoing																																													
4	The Owner and operator of the Wastewater Treatment Plant provide a comprehensive schedule outlining the requisite improvements and upgrades necessary to ensure the efficient operation of the plant.	<p>Part of the overall schedule of the upgrade projects for the wastewater treatment facility is provided:</p> <p><u>WWTP (RBC + Deni Filter) Upgrade</u></p> <table border="1" data-bbox="1019 1159 1930 1588"> <thead> <tr> <th>Milestone</th> <th>Start</th> <th>Finish</th> </tr> </thead> <tbody> <tr> <td>Advised to Switch to RBC Option</td> <td></td> <td>Feb 2024</td> </tr> <tr> <td>Preliminary Design</td> <td>Apr 2024</td> <td>Aug 2024</td> </tr> <tr> <td>Detailed Design</td> <td>Sep 2024</td> <td>Jul 2025</td> </tr> <tr> <td>Tender Documents ready</td> <td></td> <td>Jul 2025</td> </tr> <tr> <td>Approvals and Permits</td> <td>Jan 2025</td> <td>Jul 2025</td> </tr> <tr> <td>Tender for Construction (AWARD OF CONTRACT)</td> <td>Jul 2025</td> <td>Sep 2025</td> </tr> <tr> <td>Fabrication & Delivery of Major Equipment</td> <td>Oct 2025</td> <td>April 2026</td> </tr> <tr> <td>Installations and Construction</td> <td>Oct 2025</td> <td>Jul 2026</td> </tr> <tr> <td>Start-up & Commissioning</td> <td>Jul 2026</td> <td>Aug 2026</td> </tr> <tr> <td>Substantial performance</td> <td>Aug 2026</td> <td>Sep 2026</td> </tr> <tr> <td>Warranty Period</td> <td>Oct 2026</td> <td>Oct 2027</td> </tr> </tbody> </table> <p><u>New Subsurface Disposal (tile beds) Upgrade</u></p> <table border="1" data-bbox="1019 1695 1930 1796"> <thead> <tr> <th>Milestone</th> <th>Start</th> <th>Finish</th> </tr> </thead> <tbody> <tr> <td>Project start</td> <td></td> <td>Jun 2023</td> </tr> <tr> <td>Geotech Investigations</td> <td>Jul 2023</td> <td>Mar 2024</td> </tr> </tbody> </table>	Milestone	Start	Finish	Advised to Switch to RBC Option		Feb 2024	Preliminary Design	Apr 2024	Aug 2024	Detailed Design	Sep 2024	Jul 2025	Tender Documents ready		Jul 2025	Approvals and Permits	Jan 2025	Jul 2025	Tender for Construction (AWARD OF CONTRACT)	Jul 2025	Sep 2025	Fabrication & Delivery of Major Equipment	Oct 2025	April 2026	Installations and Construction	Oct 2025	Jul 2026	Start-up & Commissioning	Jul 2026	Aug 2026	Substantial performance	Aug 2026	Sep 2026	Warranty Period	Oct 2026	Oct 2027	Milestone	Start	Finish	Project start		Jun 2023	Geotech Investigations	Jul 2023	Mar 2024
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#	GM Blue Plan Recommendations	OCWA responses		
		Remarks		
		Detailed Design	Jun 2023	Jul 2024
		Tender Documents ready		Jul 2024
		Approvals and Permits	Jan 2024	Jul 2024
		Tender for Construction (AWARD OF CONTRACT)	Jul 2024	Aug 2024
		Tile Bed 1	Sep 2024	Nov 2024
		Tile Bed 2	Mar 2025	May 2025
		Tile Bed 3	May 2025	Jun 2025
		Tile Bed 4	Jun 2025	Aug 2025
		Tile Bed 5	Aug 2025	Oct 2025
		Warranty Period	Oct 2025	Oct 2026
		Revised schedule prepared by AE appended for future reference.		



April 25, 2024
Our File: 199024

Township of Puslinch
RR3, 7404 Wellington Road 34
Guelph, ON N1H 6H9

Attention: Ms. Courtenay Hoytfox
Municipal Clerk

Re: Wellington Common Elements
Condominium Corporation No.
214 (CECC #214), Annual
Operations and Maintenance
Report for the Wastewater
Treatment System - 2023

Dear Ms. Hoytfox,

As requested, GM BluePlan Engineering Limited (GMBP) has reviewed the '2023 Annual Operations and Maintenance Report for the Wastewater Treatment System' prepared for the Wellington Common Elements Condominium Corporation #214 (WCECC #214) by the Ontario Clean Water Agency (OCWA) dated March 17, 2023 (hereafter referred to as the annual report). The annual report is required as per the 2014 Operations and Maintenance agreement between CECC #214 and the Township of Puslinch (the Township).

WCECC #214, formerly known as the Mini Lakes Mobile Home Community, is located on Wellington County Road 34 in the Township of Puslinch and is serviced with a communal collection and Wastewater Treatment System (WWTS) with subsurface disposal beds. The Wastewater Treatment System (WWTS) serves approximately 292 residential units and common amenities and has a rated capacity of 158 m³/day average daily flow. The collection system consists of five sewage pumping stations discharging into a wastewater treatment plant. The treatment process is a dual train aerobic system each consisting of a primary settlement tank, rotating biological contactors (RBCs), alum injection system, intermediate clarifier, denitrification tank with carbon dosing, and final clarifier. An effluent pump station discharges treated effluent to the subsurface disposal system.

In October 2017, OCWA was retained as the Operating Authority for the WWTS, which was previously operated by American Water Canada Corporation until the end of September 2017. The WWTS is operated under Ministry of the Environment, Conservation and Parks (MECP) Amended Environmental Compliance Approval (ECA) # 8154-AR4J2T dated September 18, 2017. The current ECA replaced the previously issued Amended ECA No. 2391-9KCJUS dated June 1, 2016.

1.0 RAW SEWAGE QUALITY

The untreated (raw) sewage samples generated by the community of Mini Lakes are taken in the primary clarifier. A total of 26 raw sewage samples were collected during 2023. The concentration of incoming raw sewage influent in 2023 is expected to be "low to medium strength" when compared to the typical raw sewage concentration reported by Metcalf & Eddy¹. Table 1 summarizes the average raw sewage quality for the year 2023 including the characteristics of typical composition of untreated domestic wastewater based on Metcalf and Eddy Fourth Edition (2002).

Table 1. Raw Sewage Concentration (2023)

Parameters (mg/L)	YTD Avg., (Jan. 1, 2023 to Dec. 31, 2023) ^a (mg/L)	Typical Raw Sewage Concentration ^f		
		Low strength	Medium strength	High strength
CBOD ₅ ^b	92.51	110	190	350
TSS ^c	81.66	120	210	400
Total Ammonia-N	21.17	12	25	45
TKN ^d	34.87	20	40	70
TP ^e	3.54	4	7	12

- a. Year to date (YTD), or annual average concentration, as reported by OCWA.
- b. CBOD₅ = 5 day Carbonaceous Biological Oxygen Demand
- c. TSS = Total Suspended Solids
- d. TKN = Total Kjeldahl Nitrogen
- e. TP = Total Phosphorous
- f. Metcalf and Eddy Fourth Edition (2002)

2.0 EFFLUENT QUALITY

The treated sewage effluent is monitored twice a month prior to discharge to the leaching bed as required by the ECA. Treated effluent samples are collected from the effluent pump chamber prior to discharge to the leaching bed. A total of 26 effluent quality samples were reported to be collected during 2023.

Table 2 summarizes the average effluent quality for the year 2023, presented as year to date (YTD) average concentrations (Column 2), previous YTD average (2022) (Column 3) and ECA Compliance Limit (Column 4). It is noted that the effluent limits in the ECA are based on annual average concentrations for any calendar year. As per the ECA, a non-compliance, with respect to effluent quality, occurs when the annual average concentration of any of the treated effluent parameters, based on all grab samples collected in accordance with the ECA requirements, during any calendar year, exceeds its effluent compliance limit concentration.

Table 2. Effluent Limits, ECA No. 8154-AR4J2T

1	2	3	4
Parameters (mg/L)	YTD Avg., (Jan. 1, 2023 to Dec. 31, 2023) ^a (mg/L)	Previous YTD Avg., (Jan. 1, 2022 to Dec. 31, 2022) ^a (mg/L)	Amended ECA Compliance Limit (mg/L)
CBOD ₅ ^b	14.63	10.69	20
TSS ^c	30.83	31.31	20
TP ^d	1.94	0.75	1
NO ₃ ^e (Nitrate-Nitrogen)	6.84	9.66	8

- a. Year to date (YTD), or annual average concentration, as reported by OCWA.
- b. CBOD₅ = 5 day Carbonaceous Biological Oxygen Demand
- c. TSS = Total Suspended Solids
- d. TP = Total Phosphorous
- e. NO₃ = Nitrate

Based on reported concentrations, the YTD or average annual concentrations of TSS and TP, exceed the ECA compliance limits for these parameters. The YTD average annual concentrations of CBOD₅ and NO₃ are within the ECA compliance limits for the 2023 monitoring period for these parameters. Additional details are discussed below.

Total Phosphorus (TP)

Effluent TP concentrations were reported above the effluent limit of 1 mg/L in most of the months during 2023. Based on 2023 Annual Operations and Maintenance Report from OCWA, in 2023, the annual average concentration of TP exceeded the compliance limit for the first time in 11 years (2012-2023). There is suspicion that a 50% reduction in treatment capacity due to the issue of a gearbox on one of the Rotating Biological Contactors (RBCs) affected the dosing of Alum in response to flow variations on the operational unit.

It is recommended that TP continues to be closely monitored and that if concentration of TP is expected to increase further in 2024, further investigation and reaction to limit average concentration of TP should be considered.

Carbonaceous Biological Oxygen Demand (CBOD₅)

Exceedances of ECA compliance limit (excluding potential outlier) were recorded on Jan 4 (26 mg/L), April 26 (21 mg/L), May 14 (42 mg/L), and August 3 (26 mg/L). Despite above, during the 2023 effluent quality sampling events, the average annual CBOD₅ was 14.63 mg/L, below the effluent compliance limit During the 2023 monitoring period.

The average CBOD₅ concentration increased by approximately 37% compared to 2022 monitoring period. This increase in average annual CBOD₅ concentration may be caused by a gearbox issue in one of the RBC units in the treatment system. It is recommended that CBOD₅ continues to be closely monitored and potentially further investigated if levels are seen to increase further in 2024.

Nitrate (NO₃-N)

The monthly NO₃-N concentrations were below the compliance limit (8 mg/L) except for Q1. In Q1, all cases exceeded the compliance limit. In Q2, the lowest concentrations of NO₃ (<0.03 mg/L) recorded since 2012 was observed. Based on WWTS annual report, this abnormal record is resulted from a poor Nitrification process as confirmed by the high Ammonia and TKN concentration found in the final effluent. This underperformance in nitrification is largely due to the reduced treatment capacity resulting from one of the two RBC treatment trains being offline for three-quarters of the year.

According to the annual report, the treatment system effectively meets the nitrate concentration levels discharged in 2023, but the treatment system still faces challenges in 2023 as nitrification performance declines were observed, highlighting the need for further improvements.

Total Suspended Solids (TSS)

According to the WWTS annual report, TSS concentration exceeded the ECA threshold of 20 mg/L in all samples except for data recorded in December. Therefore, the annual average TSS is 30.83 mg/l, which continues to exceed the annual average limit. The upwards trend in effluent TSS concentrations appears to have started in the second quarter of 2018 and continued throughout 2019, 2020, 2021, 2022, and 2023. During the first quarters of 2023, the average results were lower compared to those of 2022. However, in the second and third quarters, the TSS concentrations were higher than the corresponding periods of 2021. This upward trend decreased by approximately 40% in the fourth quarter compared to 2021 data for the same period. Based on the current annual sampling data (as of April 2023), it is highly likely that effluent TSS results will once again be found to be out of compliance.

According to the annual report, there are significant challenges with the sludge management systems, which result in the carryover of solids and debris during the treatment process. These issues have contributed to poor performance in solids removal. Steps have been taken to improve the system, and it is recommended that maintenance and optimization efforts continue on an ongoing basis as outlined in the annual report. However, the report also suggests that sludge management should be addressed more comprehensively in future upgrades.

TSS exceedances have the potential to affect the long-term performance of leaching beds and therefore it is important that this issue be addressed, especially given the reported concerns with the sewage disposal beds as discussed further below.

3.0 SUBSURFACE DISPOSAL SYSTEM

It appears that during 2023 concerns related to the presence of standing water and sludge breakthrough in the vicinity of the five (5) sewage disposal beds, first identified in 2018, continued to be an issue due to plugging within the subsurface piping. The annual report states that OCWA has hired a Consulting Engineer to replace the Subsurface Disposal System. The project was granted to Associated Engineering, and they initiated the Geotechnical Investigation during the Design Phase.

According to the geotechnical investigation, it is recommended to relocate the tile beds to a new site. However, the Ministry of Environment, Conservation and Parks (MECP) has expressed concern about the disposal of effluent into the ground at the proposed location. As a result, they are considering increasing the effluent requirement limit from NO_3 8 mg/L to NO_3 3.9 mg/L due to the potential impact on groundwater quality. In response to these concerns, it is under review whether to rehabilitate the tile bed at its current location.

During December 2022, an electrical inspection was carried out by AE at the WWTP facility to examine the electrical component of the effluent chamber. The inspection revealed several deficiencies, including a number of electrical issues that need to be addressed. These elements will be taken into account during the engineering design of the tile bed upgrades.

4.0 SEWAGE FLOWS

Maximum daily flows exceeded the rated capacity of 158 m³/day throughout the year in 2023. The highest recorded data was in July (317 m³/day). This high flow was likely caused by the significant amount of precipitation in Q3. The second highest of which was in February at about 234 m³/day. It is probable that the significant increase in flows during February is a result of considerable precipitation events recorded on the 9th and 16th of February (31.8mm and 9.3 mm respectively).

The WWTS is rated for an “Average Daily Flow” rate of 158 m³/day. “Average Daily Flow” as defined in the ECA as the *cumulative total sewage flow to the sewage works during a calendar year divided by the number of days during which sewage was flowing to the sewage works that year*. The Average Daily Flow for 2023 to the plant was 134.16 m³/day which represents approximately 85% of the current rated plant capacity. The plant is considered in compliance with the ECA with respect to effluent flows. The recorded flows for this year (2023: 134.16 m³/sec) have increased compared to previous years (2022: 116.75 m³/sec, 2021: 138.98 m³/sec). Due to COVID-19, domestic water consumption increased in 2020 and 2021, but it decreased in 2022, possibly due to changes in COVID-19 restrictions. However, in 2023, there was an increase in effluent flows similar to those experienced in 2021.

Although there is evidence that some infiltration and inflow is occurring, the “Average Daily Flow” to the plant is well within the compliance limits of the ECA and appears to be within the maximum hydraulic capacity of the plant (237 m³/day, based on a 1.5 peaking factor). It is recommended that the peak flows to the plant are closely monitored moving forward. Practices which reduce inflow may also be proactively considered, such as installation of inflow dishes on low lying maintenance hole lids.

It is noted that high groundwater elevations are known to occur in many areas of the site and are likely a significant contributor to sewer system infiltration.

5.0 GROUNDWATER LEVEL

In accordance with the ECA, groundwater level and groundwater quality monitoring are completed at the site in nine (9) existing groundwater monitoring wells and two additional monitoring wells. Based on the annual report, the groundwater levels of most monitoring wells remained consistent with previous years, except for MW11(SP#1) and MW-12(SP#2). As reported, groundwater level fluctuations were observed in 2023, which is expected based on climatic conditions and seasonal variations in weather, such as the amount and type (e.g., snow vs. rainfall) of precipitation as well as regional fluctuations in groundwater levels.

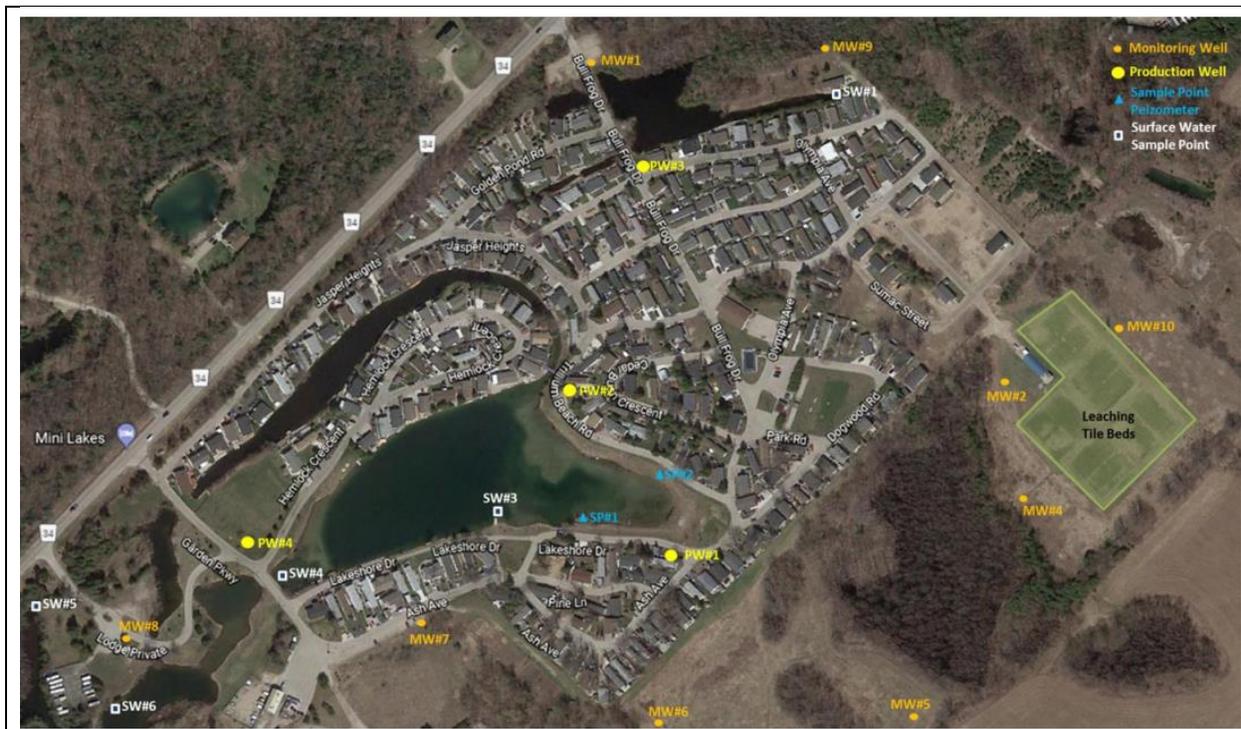


Figure 1. Groundwater Monitoring Wells and Surface Water Sampling Locations

6.0 GROUNDWATER QUALITY MONITORING

Based on the results of the quarterly groundwater quality monitoring, there are high levels of nitrates in MW-2 and MW-4, which are located near sewage subsurface disposal beds. Especially, in the second quarter, the nitrate concentration at MW-4 was reported to be 11 mg/L, which exceeds the regulatory limit of 10 mg/L set by the Ontario Drinking Water Quality Standard (ODWQS).

Total phosphorus concentrations in the groundwater were within levels expected for shallow groundwater, although slightly higher concentrations were found in monitoring wells MW#1 and MW#9. These wells measure incoming flows into Mini Lakes from the northeast so the higher concentrations could be due to agricultural run-off or nearby ponds. However, the present levels of phosphorus do not appear to be a concern.

E. coli levels were elevated at all monitoring wells for all quarters during 2023. Elevated levels were all 2 cfu/100 ml or less, with the exception of Q2 for MW-9 (6 cfu/100 mL), Q3 for MW-11 (<100 cfu/100 mL) and MW-12 (38 cfu/100 mL), and Q4 for MW-11 (4 cfu/100 mL). E. coli levels below 100 cfu/100 mL are generally considered to be a result of surface water influences, rather than attributed to a sewage collection system leak or from the subsurface disposal system.

High concentrations of Dissolved Organic Carbon (DOC) were found at MW#1, MW#8 and MW#9 during 2023. This is consistent with previous years. The DOC can be attributed to the local presence of water with high levels of organic material. The ponds throughout the community and the high elevation of groundwater levels could explain these results.

7.0 SURFACE WATER QUALITY MONITORING

Quarterly surface water quality samples were collected in 2023 at six (6) locations. Generally, the analytical results of water quality with respect to key indicator parameters for surface water including nitrates, total phosphorus and ammonia are comparable for the upstream, throughout the property and downstream monitoring locations.

Except for SW-1, all other surface monitoring locations showed *E. coli* levels below 100 cfu/100 mL. A significant increase in *E. coli* bacteria was reported in SW-1 with a peak concentration of 132 CFU/100ml. However, this exceedance is considered to be related to the water sampling point of SW-1 located near the existing pond in the Mini-Lake rather than attributable to the presence of the onsite sewage disposal systems. High *E. coli* levels are closely related to a potential source of pond contamination. However, it should be determined by further investigation whether leaks in the sewage collection system are affecting the concentration of *E. coli* in surface water.

Most of all surface water phosphorus concentration results for 2023 were below 0.03 mg/L, which exceeded phosphorus concentration limit of 0.02 mg/L from Canadian Environmental Quality Guidelines (CEQG) and the Provincial Water Quality Objectives (PWQO) in the annual report. However, Total Phosphorus concentration remains low.

All surface water nitrate concentrations were below 0.50 mg/L, which is well below the 13 mg/L limit.

8.0 OPERATIONAL ISSUES AND SYSTEM MAINTENANCE

System maintenance activities and operational issues are summarized in the 2023 annual report. For the most part, the undertaken maintenance activities comprise general housekeeping items typically needed in the operation of a wastewater treatment plant and sewage collection system as well as upgrades to equipment identified to cause operational issues. The 2023 activities included monitoring of sludge levels and removal as needed, repair, maintenance and/or replacement of various system components including pumps and gearbox from RBC#2. Sludge was regularly hauled from the primary clarifiers and on occasion floating solids were removed from the intermediate clarifiers.

9.0 CONDITION ASSESSMENTS AND INVESTIGATION

In March 2023, the gearbox was inspected by Hanna Environmental, and an issue was identified with a gearbox on one of the RBCs. An attempt was made in 2023 to repair the gearbox, but repairs to the gearbox could not be completed due to some parts being proprietary to the manufacturer. The part is tentatively scheduled for installation in mid-April 2024 and is currently being manufactured in Germany.

A preliminary inspection of the subsurface disposal system (tile beds) was completed in June 2021 by Howden Edgar. The inspection resulted in the identification of necessary remedial work to ensure the proper functioning of the tile bed. Mini Lakes has reviewed and authorized this work. In 2022, a geotechnical investigation has been completed by Associated Engineering (AE) as part of the pre-consultation process with the MECP and determined that the tile beds be relocated to an alternative site. According to the 2023 annual WWTS report, the MECP has expressed concerns regarding disposing of effluent into the proposed new site and is considering increasing the effluent requirements due to these concerns. Therefore, the possibility of rehabilitating the tile beds at the current location is being reviewed. Either the rehabilitation of the existing tile beds or the construction of a new one at a new location is to proceed in 2024.

10.0 REQUIRED IMPROVEMENTS

Several recommendations to improve the overall system performance were identified throughout this and previous annual reports. Outstanding items identified that do not appear to have been addressed to date include the following:

- The TSS removal process will need extra attention due to the fact that there have been exceedances almost every month in 2023.
- It has been reported that there are operational issues with one of the Rotating Biological Reactors (RBCs) which have resulted in a 50% reduction in the treatment capacity. It is highly recommended that the effluent is closely monitored. If the concentration of effluent is expected to increase further in 2024, then further investigation and action should be taken to limit the average concentration of effluent.
- The current WWTS (Wastewater Treatment System) requires facility updates, including gearbox replacement and tile bed replacement. Detailed reporting on facility updates and their impact on the WWTS is required.
- Monitoring of alum dosages and RBC biofilm to improve biological treatment.
- Condition assessment of all distribution piping and components within each disposal bed is still reportedly required.
- The report should detail whether MH joints have been reviewed to prevent infiltration and whether any follow-up actions such as installation of dishes, upgrade chimneys, and raising lids have been taken.

The above matters and issues should be addressed, and any progress or resolutions reported in future quarterly and annual monitoring reports.

11.0 CONCLUSIONS AND RECOMMENDATIONS

Based on the information provided in the '2023 Annual Operations and Maintenance Report for the Wastewater Treatment System' prepared by OCWA (February 29, 2024), the WCECC #214 wastewater treatment plant effluent did not meet the MECP ECA compliance limits for TP and TSS based on an annual average effluent quality basis during 2023. The effluent did meet the compliance limits for NO₃ and CBOD₅.

The 2023 average effluent flow was reported at 134.16 m³/day which represents approximately 85% of the current rated plant capacity of 158 m³/day and is below the sewage flow compliance limit stipulated in the ECA.

Based on our review of the 2023 Annual Monitoring Report we recommend that:

- The design of future system upgrades should be completed as soon as possible, with a goal of construction within the next one to two years. The Owner and Operators should take appropriate action to bring the wastewater treatment plant into compliance with respect to ECA requirements.
- Plant effluent flow rates should be monitored closely moving forward.
- Operators should continue to closely monitor effluent parameters and take corrective action, as required.
- The Owner and operator of the Wastewater Treatment Plant provide a comprehensive schedule outlining the requisite improvements and upgrades necessary to ensure the efficient operation of the plant.



We trust this is sufficient for your requirements. If you have any questions, please do not hesitate to contact us.

Yours truly,

GM BLUEPLAN ENGINEERING LIMITED

Per:



Jangsoo Lee, P.Eng.



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Wellington Common Elements Condominium Corporation #214 (WCECC #214)

2023 Annual Operations and Maintenance Report for the Wastewater Treatment System

SUBMITTED BY

Ontario Clean Water Agency
2085 Hurontario Street, Suite 500
Mississauga, ON L5A 4G1

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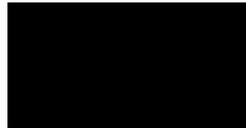
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Appendix A: Environmental Compliance Approval Number 2391-9KCIJUS

Appendix B: Groundwater Monitoring Wells & Surface Water Sampling Locations

Appendix C: Laboratory Certificates of Analysis for Wastewater Treatment Plant

1 Introduction

The Ontario Clean Water Agency (OCWA) was contracted by the Wellington Common Elements Condominium Corporation #214 (CECC #214) to prepare an Annual Operations and Maintenance Reports for the Mini Lakes Wastewater Treatment System (WWTS) as required by Section 2.4 of the 2014 Operations and Maintenance agreement between CECC#214 and the Township of Puslinch.

This report includes:

- A summary of the test results from the monitoring program,
- A list of the monitored flows with a summary of average use per unit,
- A list of equipment or components scheduled for replacement,
- A summary of the conditions of the treatment system,
- A list of operating issues/problems encountered during the year and repairs made to the WWTS,
- A copy of the Operations and Maintenance Contract for the following year.

2 Wastewater Treatment System (WWTS)

The Mini Lakes community is located on Wellington County Road #34 directly northeast of Aberfoyle in the Township of Puslinch. At present, there is an Operation and Maintenance Agreement between Mini Lakes and the Township of Puslinch to ensure the general requirements for operation and maintenance, repair and replacement of the WWTS are met.

In October 2017, the Mini Lake Board retained the Ontario Clean Water Agency (OCWA) as the Operating Authority to operate and maintain the WWTS. It should be noted that American Water Canada Corporation (AWC) was the operating authority until the end of September 2017.

At present, the system operates under the Amended Environmental Compliance Approval (ECA) number 8154-AR4J2T issued in September 18; 2017. A copy of the amended ECA is included in Appendix A.

The Mini Lakes WWTS is composed of the following areas:

- Wastewater Collection System
- Wastewater Treatment Plant
- Subsurface Disposal System

2.1 Wastewater Collection System

Domestic sewage from the residences is collected via gravity mains into five Sewage Pumping Stations (SPS). All five SPS discharge directly into the existing Wastewater Treatment Plant (WWTP). A description of the five SPS is provided in Table 2-1.

Table 2-1: Mini Lakes Sewage Pumping Stations

Sewage Pumping Station (SPS)	Description
SPS-1	One 1,200 mm diameter fibreglass package duplex sewage pumping station (located at the intersection of Ash Avenue, Cross Street and Pine Street servicing approximately 77 units), equipped with two submersible pumps, each pump rated at 1.8 L/s at 28.98 m TDH and having a working volume of 0.405 m ³ , and a forcemain, approx. 29 m long, extending from the pump station before discharging into the common 75 mm forcemain from PS-2 and PS-3, where the common forcemain continues approximately 621 m to discharge directly to the WWTP.
SPS-2	One 1,200 mm diameter fibreglass package duplex sewage pumping station (located on Jasper Heights Drive approximately 110 m northeast of Garden Parkway servicing approximately 132 units), equipped with two submersible pumps, each pump rated at 2.225 L/s at 33.82 m TDH and having a working volume of 0.501 m ³ , and a forcemain, approx. 224 m long, extending from the pump station before discharging into the common 75 mm forcemain from PS-3, where the common forcemain continues approximately 215 m to the junction with PS-1 and a further 621 m to discharge directly to the WWTP.
SPS-3	One 1,200 mm diameter fibreglass package duplex sewage pumping station (located on Lot 62 Hemlock, servicing approximately 42 units), equipped with two submersible pumps, each pump rated at 1.075 L/s at 32.2 m TDH and having a working volume of 0.242 m ³ , and a forcemain, approx. 229 m long, extending from the pump station before discharging into the common 75 mm forcemain from PS-3, where the common forcemain continues approximately 215 m to the junction with PS-1 and a further 621 m to discharge directly to the WWTP.
SPS-4	One 1,200 mm diameter fibreglass package duplex sewage pumping station (located adjacent and on the north corner of Lot 227 on Cedarbush Crescent, servicing approximately 53 units and a community centre), equipped with two submersible pumps, each pump rated at 1.35 L/s at 7.27 m TDH and having a working volume of 0.304 m ³ , and a forcemain, approx. 358 m long, extending from the pump station before discharging directly to the WWTP.
SPS-5	One 1,200 mm diameter precast concrete duplex sewage pumping station (located at the intersection of Water Street and Basswood to service Phase 2 and 3 development, and will ultimately service approximately 79 units), equipped with two submersible pumps, each pump rated at 2.55 L/s at 14.75 m TDH and having a working volume of 0.469 m ³ , and a forcemain, approx. 207 m long, discharging into the 75 mm diameter forcemain from PS-4, where the common forcemain continues for approximately 29 m before discharging directly to the WWTP.

2.2 Wastewater Treatment Plant (WWTP)

The Mini Lakes WWTP has a rated capacity of 158 m³/d average daily flow and serves 292 residential units and common elements within the complex. The existing facility features dual RBC trains operating in parallel inside a building which also houses a primary settlement tank, intermediate clarifier, denitrification tank and final clarifiers and an effluent pump chamber. Table 2-2 describes the main process equipment and components currently present at the Mini Lakes WWTP.

Table 2-2: Mini Lakes WWTP

WWTP Process Units	Description
Primary Settlement Tank	A concrete common primary settlement tank with cover, approx. 8.1 m wide x 8.5 m long x 1.73 m liquid depth discharging (via an outlet pipe to each treatment train) to the rotating biological contactors, complete with gear motor and drive mechanism.
Rotating Biological Contactors	Two rotating biological contactors (RBCs) with a 2.35 m diameter rotor, each equipped with low profile fixed baffles and establish four zones per rotor, and provide approx. 4,179 m ² of bio-support media area.
Intermediate Clarifiers	Two hopper bottom 3 m x 3.6 m intermediate clarifiers per treatment train, complete with inlet and outlet weir, sludge and scum transfer equipment and pumping systems.
Denitrification Tanks	Two denitrification tanks (approx. 5.06 m x 3.6 m) each consisting of 4,704 m ² of submerged rigid media, complete with an adjustable flow distribution box; one 900 L capacity chemical tank and chemical metering pump capable of feeding a carbon source to the denitrification tanks, complete with spill containment facilities.
Chemical Feed System	Chemical feed system comprising of one 2,300 L capacity polyethylene chemical storage tank and metering pump (with standby pump) capable of feeding approximately 1.5 L/hr of alum into the last stage of the RBC rotor complete with spill containment facilities.
Final Clarifiers	Two hopper bottom final clarifiers (3 m x 3.6 m) per treatment train, complete with inlet and outlet weirs and sludge transfer equipment and pumping systems.
Effluent Pump Chamber	A 50,000 L capacity effluent pump chamber equipped with five submersible pumps (with one additional standby pump), each rated at 2.7 L/s at 11 m TDH (max.), to discharge treated effluent via a splitter valve and five 75 mm diameter forcemains, one forcemain to each absorption cell of the subsurface disposal system.

A simplified process schematic is provided below in Figure 2-1.

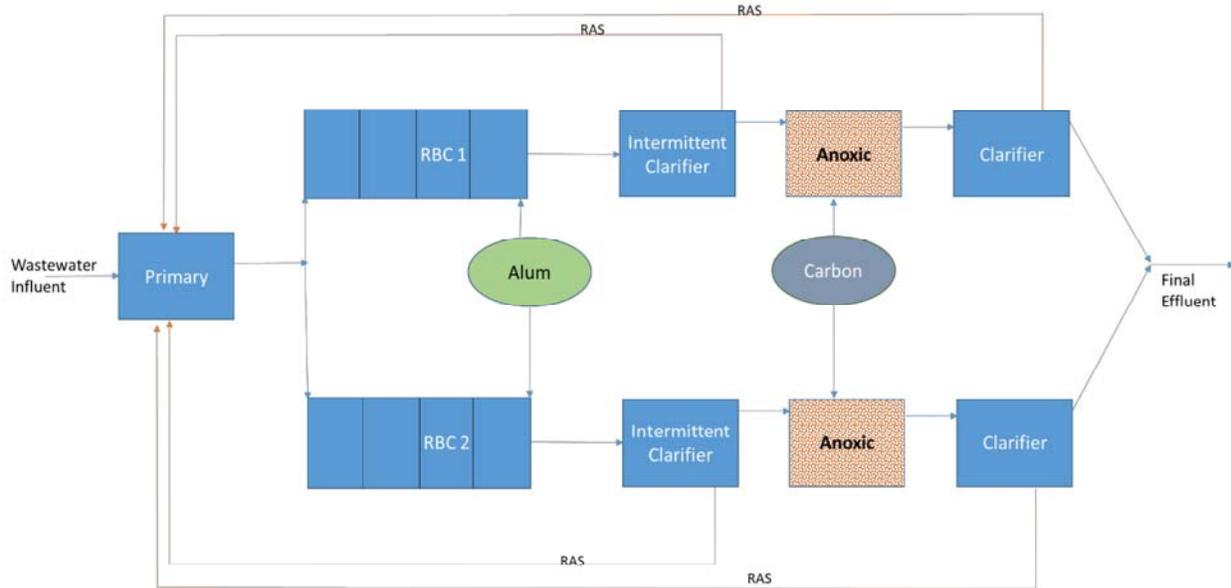


Figure 2-1: Mini Lakes WWTP Simplified Process Schematic.

2.3 Subsurface Disposal System

The Mini Lake Sewage Treatment System also contains a subsurface disposal system comprising five shallow buried trench absorption cells, with each cell comprising of:

- Six zones with eight laterals and each lateral is located within a trench 18 m long and 0.6 m wide.
- A hollow inverted semi-circular chamber housing a 25 mm PVC pressurized pipe with 3.2 mm holes spaced at 1 m c/c per zone, for a total of approximately 864 m of piping per cell (total of approximately 4,320 m of piping) with distribution valve assembly and manifold.

3 Monitoring Program

The monitoring program currently in place for the Mini Lake WWTS involves a combination of monthly effluent quality sampling and groundwater and surface water quarterly sampling as follows:

3.1 Monthly Raw Sewage Monitoring & Sampling

Raw sewage samples in the influent are taken bi-weekly in the primary clarifier pump chamber at the sewage treatment facility to assess treatment performance of the existing treatment system as per the program defined in Table 3-1.

Table 3-1: Mini Lakes WWTS Raw Sewage Sampling Program

Sampling Location	Parameter	Type of sample	Frequency
Raw Clarifier Pump Chamber	Carbonaceous Biological Oxygen Demand (CBOD ₅)	Grab	Bi-Weekly
	Total Suspended Solids (TSS)	Grab	Bi-Weekly
	Total Phosphorus (TP)	Grab	Bi-Weekly
	Total Ammonia Nitrogen (TAN)	Grab	Bi-Weekly
	Nitrate – Nitrogen (NO ₃ -N)		
	Nitrite – Nitrogen (NO ₂ -N)		
	Total Kjeldahl Nitrogen (TKN)	Grab	Bi-Weekly
	<i>E. coli</i>		
	Dissolved Oxygen (DO)		
	pH	Grab	Bi-Weekly

3.2 Monthly Effluent Monitoring & Sampling

According to the current ECA, Mini Lakes is required to analyze monthly effluent samples to assess compliance with the effluent quality limits as per the program defined in Table 3-2.

Table 3-2: Mini Lakes WWTS Effluent Sampling Program and Effluent Compliance Limits

Sampling Location	Parameter	Type of sample	Frequency
Effluent Pump Chamber (upstream of subsurface disposal system)	Carbonaceous Biological Oxygen Demand (CBOD ₅)	Grab	Monthly
	Total Suspended Solids (TSS)	Grab	Monthly
	Total Phosphorus (TP)	Grab	Monthly
	Total Ammonia Nitrogen (TAN)	Grab	Monthly
	Nitrate – Nitrogen (NO ₃ -N)	Grab	Monthly
	Nitrite – Nitrogen (NO ₂ -N)	Grab	Monthly
	Total Kjeldahl Nitrogen (TKN)	Grab	Monthly
	<i>E. coli</i>	Grab	Monthly
	Dissolved Oxygen (DO)	Grab	Monthly
	pH	Grab	Monthly

3.3 Quarterly Groundwater Monitoring and Sampling

To assess the risk of possible groundwater contamination, there are nine groundwater monitoring wells and two piezometers located throughout the Mini Lakes community. These wells are required to be sampled quarterly (every 3 months) for the parameters defined in Table 3-3. In addition, groundwater depths for each of the monitoring wells must also be recorded to assess groundwater elevation and flow paths through the site.

Table 3-3: Mini Lakes Groundwater Monitoring Wells and Sampling Program

Well	Parameter	Type of sample	Frequency
MW-1	Located near the eastern gate entrance on Bull Frog Drive, approximately 410 m North-West of the subsurface disposal system. This well is considered a background well, useful for estimating incoming groundwater flow from outside the property boundary.	CBOD ₅ , TSS, TP, TAN, NO ₃ -N, NO ₂ -N, TKN, <i>E. coli.</i> , DOC	Grab Quarterly
MW-2	Located only 30 m northwest of the subsurface disposal system.	CBOD ₅ , TSS, TP, TAN, NO ₃ -N, NO ₂ -N, TKN, <i>E. coli.</i> , DOC	Grab Quarterly
MW-4	Located 25 m southwest of the subsurface disposal systems.	CBOD ₅ , TSS, TP, TAN, NO ₃ -N, NO ₂ -N, TKN, <i>E. coli.</i> , DOC	Grab Quarterly
MW-5	Located 200m southwest of the subsurface disposal systems.	CBOD ₅ , TSS, TP, TAN, NO ₃ -N, NO ₂ -N, TKN, <i>E. coli.</i> , DOC	Grab Quarterly
MW-6	Located 220m west of MW#5 and 20m southeast of the nearest residence on Ash Avenue.	CBOD ₅ , TSS, TP, TAN, NO ₃ -N, NO ₂ -N, TKN, <i>E. coli.</i> , DOC	Grab Quarterly
MW-7	Located 515m west of the subsurface disposal systems, northwest of MW#6 and on the south side of the west end of Ash Avenue.	CBOD ₅ , TSS, TP, TAN, NO ₃ -N, NO ₂ -N, TKN, <i>E. coli.</i> , DOC	Grab Quarterly
MW-8	Located 750 m west of the subsurface disposal systems, located at the far west of the community. It is the most down gradient monitoring well, and is 20m from the nearest pond.	CBOD ₅ , TSS, TP, TAN, NO ₃ -N, NO ₂ -N, TKN, <i>E. coli.</i> , DOC	Grab Quarterly
MW-9	Located off of Water St., 270 m North-north-west of the subsurface disposal system. This well is considered a background well, useful for estimating the properties of incoming subsurface flow.	CBOD ₅ , TSS, TP, TAN, NO ₃ -N, NO ₂ -N, TKN, <i>E. coli.</i> , DOC	Grab Quarterly

Well	Parameter	Type of sample	Frequency
MW-10 Located 5 m directly north-east of the subsurface disposal system.	CBOD ₅ , TSS, TP, TAN, NO ₃ -N, NO ₂ -N, TKN, E. coli. DOC	Grab	Quarterly
MW-11 (SP1) Located on the southeastern shore of the central pond. Installed in the fall of 2016, this well intercepts potential contamination from the subsurface disposal system entering the pond.	CBOD ₅ , TSS, TP, TAN, NO ₃ -N, NO ₂ -N, TKN, E. coli. DOC	Grab	Quarterly
MW-12 (SP2) Located on the northeast shoreline of the central pond. Installed in the summer of 2016, this well is to intercept potential plume contamination from the subsurface disposal system entering the central pond.	CBOD ₅ , TSS, TP, TAN, NO ₃ -N, NO ₂ -N, TKN, E. coli. DOC	Grab	Quarterly

3.4 Quarterly Surface Water Monitoring and Sampling

In addition to the groundwater monitoring wells, there are five surface water monitoring stations at different locations throughout the Mini Lakes community which are required to be sampled quarterly (every 3 months) for the parameters as defined in

Table 3-4.

Table 3-4: Mini Lakes Surface Monitoring Stations and Sampling Program

Station	Location	Parameter	Type of Sample	Frequency
SW-1	Up-gradient background		Grab	Quarterly
SW-3	Within the main pond	TP, TAN, NO ₃ -N, NO ₂ -N, TKN, E. coli., pH, Temperature	Grab	Quarterly
SW-4	Outlet from the main pond		Grab	Quarterly
SW-5	Up-gradient tributaries		Grab	Quarterly
SW-6	Outlet from the property		Grab	Quarterly

4 Raw Sewage (Influent)

Raw sewage samples are taken by-weekly at the Mini Lakes Sewage Treatment Facility in the primary clarifier. Based on the concentration of the main constituents, the composition of the untreated (raw) sewage generated by the community of Mini Lakes is considered to be “Low Strength” as shown in

Table 3-4.

Table 4-1: Mini Lakes Raw Sewage Concentration (2023)

	Reporting Quarter	pH	Total Carbonaceous BOD (mg/L)	Total Suspended Solids (mg/L)	Total Ammonia-N (mg/L)	Total Kjeldahl Nitrogen (TKN) (mg/L)	Total Phosphorus (mg/L)
ECA Limit			20	20			1
01/04/23	Q1	7.45	100.00	128.00	13.90	19.40	3.16
01/18/23		7.32	34.00	78.00	2.90	2.80	1.91
02/01/23		7.32	52.00	100.00	6.70	8.50	2.67
02/15/23		7.71	68.00	65.00	11.10	14.50	2.41
03/01/23		7.64	41.00	51.00	5.30	7.60	1.73
03/15/23		7.44	50.00	51.00	8.70	11.80	1.97
03/29/23		7.70	93.00	50.00	23.50	27.10	3.02
Q1 Average		7.51	62.57	74.71	10.30	13.10	2.41
04/12/23	Q2	7.58	125.00	66.00	5.20	46.00	3.77
04/26/23		7.30	121.00	58.00	26.30	30.20	3.00
05/10/23		7.45	157.00	116.00	34.20	40.20	5.09
05/14/23		7.37	187.00	162.00	33.90	40.70	5.49
06/07/23		7.48	183.00	125.00	45.40	39.70	3.84
06/21/23		7.53	139.00	139.00	33.60	39.80	5.32
Q2 Average		7.46	139.22	105.82	26.99	35.67	4.13
07/05/23	Q3	7.00	93.00	77.00	-	32.30	3.46
07/19/23		7.55	75.00	62.00	-	32.50	3.66
08/03/23		7.69	99.00	107.00	-	35.60	4.94
08/17/23		7.35	81.00	49.00	-	28.60	3.63
08/30/23		7.80	72.00	98.00	-	27.00	4.38
09/13/23		7.26	93.00	85.00	24.00	27.00	3.76
09/28/23		7.37	82.00	52.00	27.80	30.50	3.98
Q3 Average		7.43	85.00	75.71	25.90	30.50	3.97
10/11/23	Q4	7.38	97.00	64.00	27.30	30.60	3.93
10/25/23		7.77	74.00	73.00	25.70	25.50	3.79
11/09/23		7.31	63.00	54.00	26.30	30.30	4.76
11/22/23		7.55	69.00	50.00	19.60	21.00	3.26
12/06/23		7.42	66.00	84.00	18.30	21.60	2.20
12/20/23		7.66	82.00	68.00	25.10	32.50	2.98
Q4 Average		7.52	75.17	65.50	23.72	26.92	3.49
Annual Avg.		7.48	92.51	81.66	21.17	34.87	3.54
Typical Raw Sewage Concentration¹	Low Strength		110	390	12	20	4
	Medium Strength		190	720	25	40	7
	High Strength		350	1230	45	70	12

¹ Metcalf and Eddy Fourth Edition (2002)

As observed in Table 4-1, the Q4 average concentration of CBOD₅, TSS, Total Ammonia, TKN and TP appears to have decreased as compared to Q3. In general the following have been noticed:

- CBOD₅ average concentration in the raw sewage influent appears to be significantly reduced in Q4 (75 mg/L) as compared to Q2 (85 mg/L) but still slightly higher than Q1 (62.57 mg/L).
- TSS average concentration in the raw sewage influent in Q4 (65.50 mg/L) significantly decreased as compared to Q2 (105.82 mg/L).
- The average Total Ammonia concentration in the raw sewage influent in Q4 (23.72 mg/L) appears to be in the same range as Q3 (25.90 mg/L) but still higher than Q1 (10.30 mg/L).
- The TKN average concentration in the raw sewage influent decreased in Q4 (26.92 mg/L) as compared to Q2 (35.67 mg/L); however still higher than the average concentration in Q1 (13.10 mg/L).
- TP average concentration in the raw sewage influent in Q4 (3.49 mg/L) slightly decreased as compared to Q2 (4.13 mg/L) but still higher than Q1 (2.41 mg/L).

Despite the monthly variations in the concentrations of the parameters reviewed above, the incoming raw sewage influent in 2023 could be classified as “low strength” when compared to the typical raw sewage concentration reported by Metcalf & Eddy¹.

5 Sewage Effluent Flows

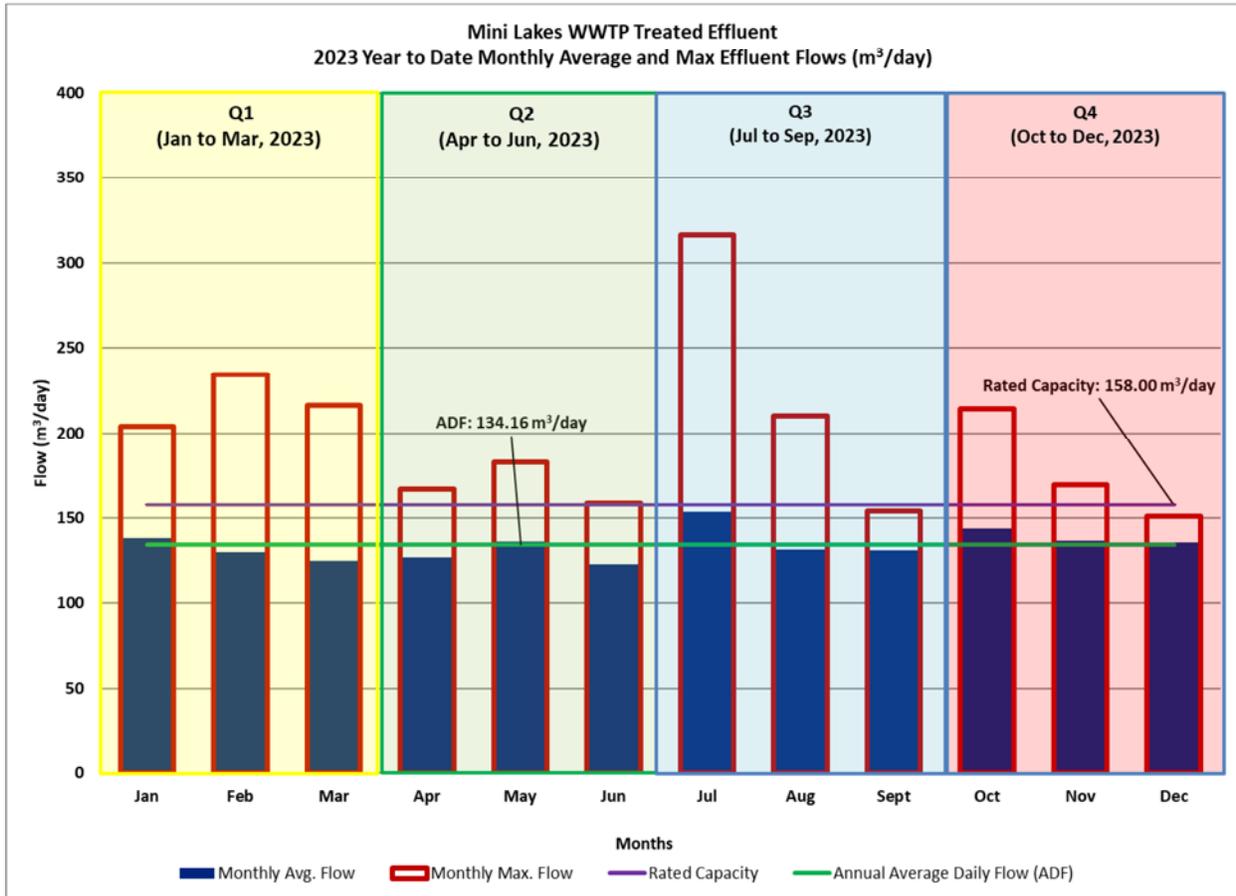


Figure 5-1 shows the monthly average and maximum flows for the Mini Lakes WWTP in Q3 of 2023, as reported by the operating authority (OCWA).

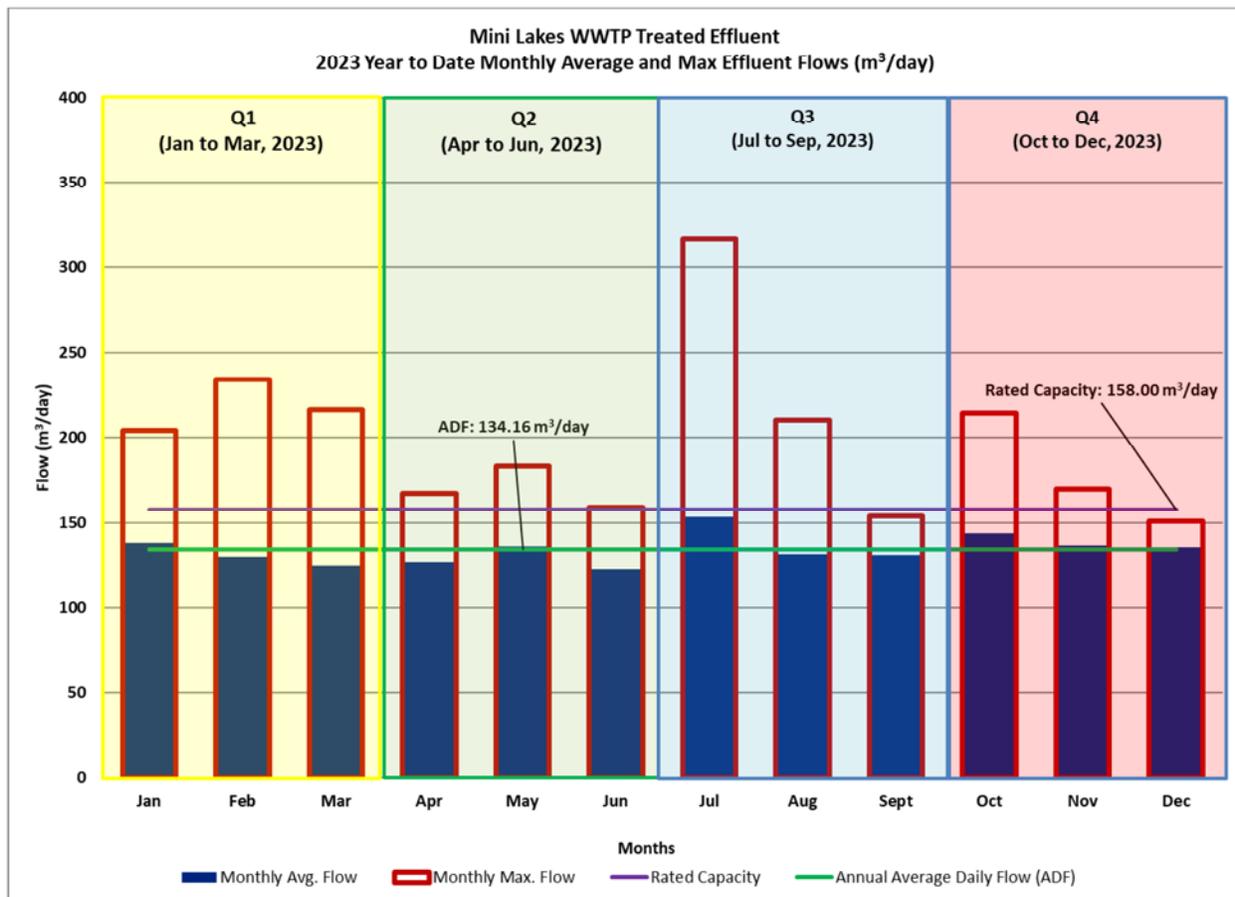


Figure 5-1: Monthly Maximum and Average WWTP Effluent Flows (2023)

Several daily flow exceedances were recorded throughout the year. As shown in Figure 5-1, the highest flows were observed in Q1 (January, February, and March) and Q3 (July, August and in October). The highest flow recorded for the year was in July (317 m³/day).

There were 13 daily flow exceedances recorded in Q1 with the highest flow recorded for the quarter in February (234 m³/day). The considerable flows in Q1 were most likely attributed to the thawing of accumulated snow from January and early February by the rapid rise in temperature and precipitation. The high flow rate in February was associated to considerable precipitation events recorded on the 9th and 16th of February (31.8 mm and 9.3 mm respectively).

The high amount of precipitation in the months of Q3 greatly contributed to the recorded high flow². This was likely caused by the high amount of precipitation reported for Q3 which greatly contributed to the recorded high flow. Overall, 2023 annual average daily flows remained below the rated capacity (158 m³/day).

² [Mini Lakes, Ontario – Monthly Calendar – The Weather Network](#)

In terms of historical trend,

Figure 5-2 illustrates the historical average sewage flows from 2012 to 2023.

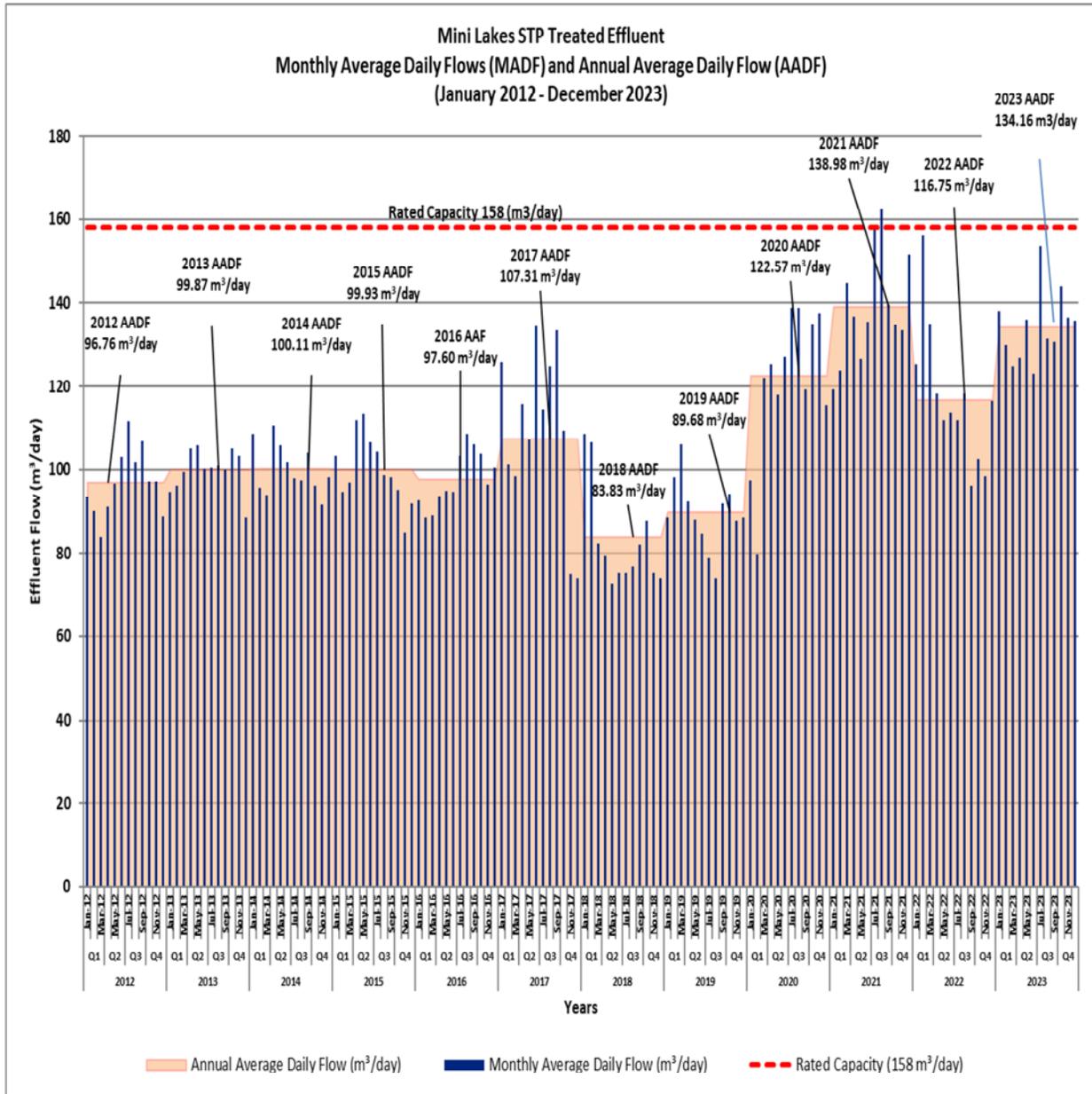


Figure 5-2: Historical Average Effluent Flows (Jan 2012 – Dec 2023)

As shown in Figure 5-2, between 2012 and 2017 the flows were steady showing a decrease in flows between 2018 and 2019. During 2020 and 2021 a substantial increase in the sewage flow generation was noticed, mostly attributed to the conditions imposed during the COVID-19 pandemic (i.e. home quarantine, remote work from home, etc.) which increased the households water consumption (thus the increase in the sewage generation) due to more stringent sanitation requirements.

In 2022, a slightly decrease in the flows was noted as compared to 2020 and 2021 but still higher than the levels recorded between 2012 and 2019. However; 2023 shows an escalation of the effluent flows similarly to the flows experienced in 2021.

Nevertheless, the annual average daily flows (AADF) experienced between 2012 and 2023 have never surpassed the facility rated capacity (158 m³/day).

6 Effluent Quality

According to the terms and conditions of the ECA currently in place, non-compliance is deemed to have occurred when the **annual average concentration** of each parameter (Total Phosphorus, Nitrate, CBOD₅ and TSS) during the calendar year exceeds the corresponding compliance limit as shown in Table 6-1.

Table 6-1: Mini Lakes Effluent Compliance Limits

Effluent Parameters	Annual Average Concentration
Carbonaceous Biological Oxygen Demand (CBOD ₅)	20 mg/L
Total Suspended Solids (TSS)	20 mg/L
Nitrate Nitrogen (NO ₃ -N)	8 mg/L
Total Phosphorus (TP)	1 mg/L

In terms of performance, 2023 was critical since many exceedances were reported monthly/quarterly for all the compliance parameters.

Table 6-2 below shows the results of the monthly/quarterly effluent quality monitoring sampling completed in 2023. Highlighted text (**RED**) indicates monthly individual exceedances of the effluent concentration limits (Table 6-1) stated in the ECA currently in place. In terms of performance, 2023 was critical since many exceedances were reported monthly/quarterly for all the compliance parameters.

Table 6-2: Mini Lakes Monthly Effluent Quality Results (2023)

Date	2023	Nitrite (mg/L)	Nitrate (mg/L)	pH	CBOD ₅ (mg/L)	TSS (mg/L)	Ammonia (mg/L)	TKN (mg/L)	TP (mg/L)	DO (mg/L)	E. coli (CFU/100mL)
ECA Limit			8		20	20			1		
01/04/23	Q1	0.88	17.30	7.82	26.00	35.00	0.50	3.60	1.15	6.00	36000
01/18/23		0.88	15.50	7.53	9.00	35.00	0.90	1.50	0.90	6.90	126000
02/01/23		0.43	14.30	8.06	7.00	25.00	0.70	2.00	0.88	9.30	38000
02/15/23		0.36	13.40	8.12	9.00	24.00	0.70	4.30	0.79	8.90	58000
03/01/23		0.48	13.40	7.70	8.00	16.00	0.80	1.40	0.73	8.20	48000
03/15/23		0.40	12.10	7.75	6.00	13.00	0.90	1.50	0.71	10.00	48000
03/29/23		1.60	8.95	7.80	16.00	30.00	6.90	8.30	1.48	7.80	72000

Date	2023	Nitrite (mg/L)	Nitrate (mg/L)	pH	CBOD ₅ (mg/L)	TSS (mg/L)	Ammonia (mg/L)	TKN (mg/L)	TP (mg/L)	DO (mg/L)	E. coli (CFU/100mL)
ECA Limit			8		20	20			1		
2023 Q1 Avg.		0.72	13.56	7.83	11.57	25.43	1.63	3.23	0.95	8.16	60857
04/12/23	Q2	0.60	3.42	7.77	15.00	21.00	19.20	30.80	2.55	5.50	70000
04/26/23		0.74	1.28	7.38	21.00	27.00	19.00	20.90	1.34	<1	11600
05/10/23		0.39	1.58	7.89	19.00	26.00	19.60	21.30	2.44	5.80	74000
05/14/23		0.13	<0.06	7.46	42.00	88.00	26.20	28.50	2.50	5.30	52000
06/07/23		<0.3	< 0.06	7.52	13.00	77.00	33.60	31.50	2.09	3.10	NDOGEC*
06/21/23		0.03	< 0.06	7.37	87.00	325.00	35.10	39.60	11.20	1.30	700000
2023 Q2 Avg.		0.47	1.28	7.60	22.00	47.80	23.52	26.60	2.18	4.93	51900.00
07/05/23	Q3	<0.03	0.06	7.23	286.00	754.00	30.70	37.50	32.00	1.30	220000
07/19/23		0.43	1.06	7.56	12.00	29.00	25.00	25.80	2.39	4.10	54000
08/03/23		0.64	2.25	7.96	26.00	69.00	16.90	17.60	4.10	3.40	60000
08/17/23		0.90	6.49	7.65	9.00	22.00	12.40	14.00	2.44	6.00	74000
08/30/23		0.97	4.92	7.61	10.00	22.00	14.80	15.60	2.46	7.00	74000
09/13/23		0.99	5.96	7.36	14.00	29.00	10.60	13.60	1.69	5.60	NDOGEC*
09/27/23		0.98	7.75	7.47	12.00	26.00	10.60	11.40	2.57	5.10	48000
2023 Q3 Avg.			0.82	4.74	7.60	13.83	32.83	15.05	16.33	2.61	5.20
10/11/23	Q4	0.86	6.82	7.57	12.00	22.00	10.00	11.40	2.42	4.40	72000
10/25/23		0.88	5.01	7.64	7.00	23.00	17.90	17.80	2.60	5.60	54000
11/09/23		0.59	6.02	7.60	20.00	23.00	14.10	15.90	3.24	6.80	18000
11/22/23		0.85	5.22	7.59	13.00	23.00	12.90	12.70	2.70	4.70	60000
12/06/23		0.88	7.25	7.42	9.00	21.00	11.20	12.80	0.51	8.80	58000
12/20/23		0.65	3.94	8.21	16.00	14.00	13.30	16.90	1.87	8.21	18000
2023 Q4 Avg.		0.79	5.71	7.67	12.83	21.00	13.23	14.58	2.22	6.42	46666.67
2023 Avg.		0.72	6.84	7.69	14.63	30.83	12.45	14.21	1.94	6.37	55618.18

* No Data: Overgrown with E.coli

As observed in In terms of performance, 2023 was critical since many exceedances were reported monthly/quarterly for all the compliance parameters.

Table 6-2, with the exception of Nitrate and CBOD₅, the **annual average concentration** of the other compliance parameters (TSS and TP) during the calendar year exceeded the corresponding compliance limit. Notwithstanding the above, the following elements should be taken into consideration in order to assess compliance with the regulatory requirements in the ECA:

- It is worth noting, that since the end of Q1, one of the RBC units was put offline due to operational issues with its gearbox reducing the operating capacity by 50%. The limitations with the current facility layout and configuration didn't allow for process

adjustments to counter the effects of the RBC unit being offline. Consequently, a significant shift in the removal performance trend of these compliances parameters was noticed in Q2 lasting throughout the rest of the year.

- The concentration reported during the last sample taken in Q2 (June 21, 2023) and the first sample for Q3 (July 5, 2023) for certain parameters (i.e. TSS, TP, CBOD₅) are abnormal (as marked in yellow in Table 6-2). It was noticed that in some cases the effluent concentrations of these parameters were even higher than the concentrations reported in the incoming raw sewage influent the same days. As such these two samples results are deemed to be outliers, thus not factored in in the annual average concentration calculation required for compliance purposes.

A more in-depth analysis on these compliances parameters is provided from Section 0 to Section 6.4 of this report.

6.1 Carbonaceous Biological Oxygen Demand (CBOD₅)

A snapshot of the monthly CBOD₅ concentration in the treated effluent is illustrated in **Error! Reference source not found.**

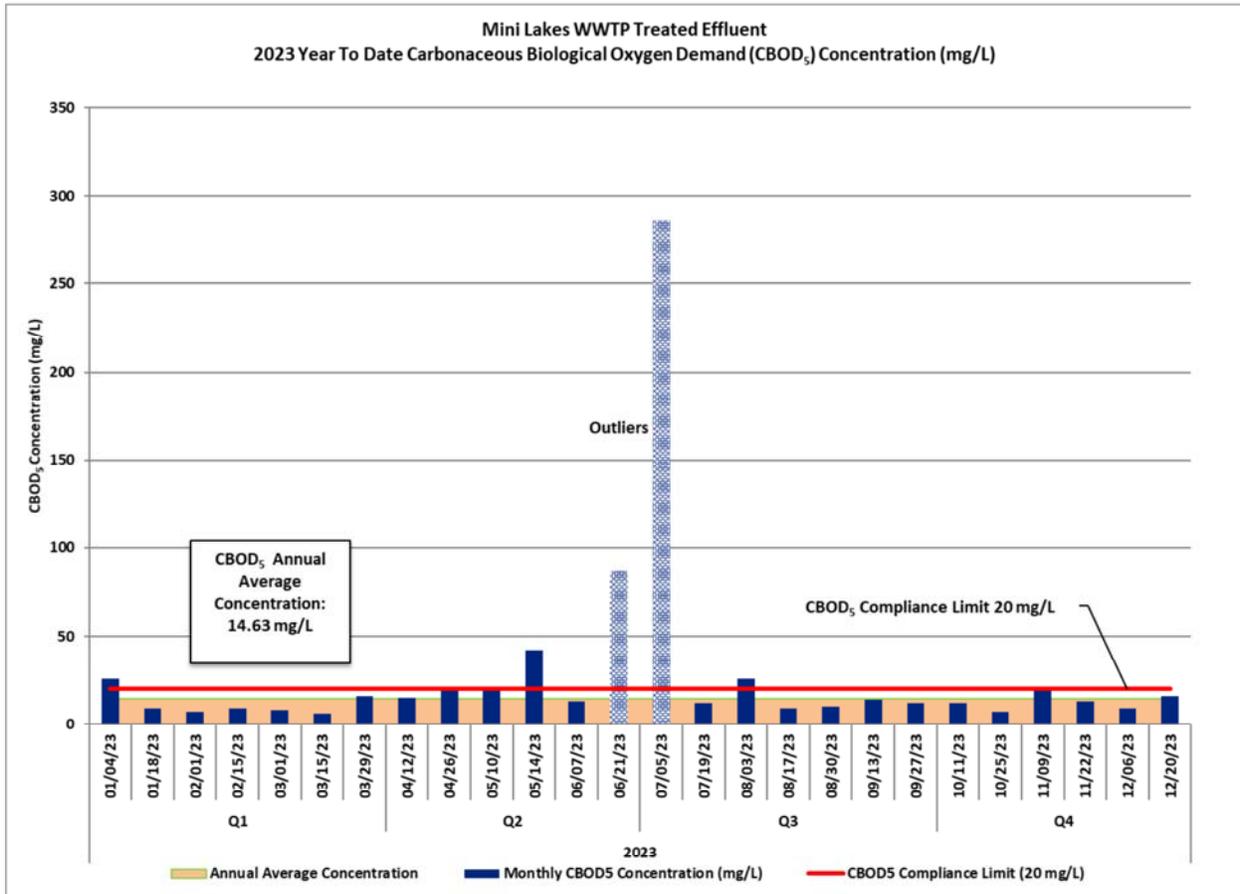


Figure 6-1: CBOD₅ Concentration (mg/L) in the Treated Effluent during 2023.

In 2023, there were five CBOD₅ samples of the treated effluent that surpassed the ECA limit; however two of these samples corresponding to Jun 21st (Q2) with a concentration of 87 mg/L and the one in July 05th (Q3) in with a concentration of 286 mg/L are considered outliers; thus not taken into consideration for this analysis. Taking into consideration the above, the annual average concentration of CBOD₅ for 2023 is 14.63 mg/L which is in compliance with the regulatory requirements.

The 50% reduction in the treatment capacity due to one of the RBC units being offline, impacted CBOD₅ removal performance of the treatment system during Q2 and early Q3 of 2023. Please refer to Section 10.4 for an update on this operational issue.

In terms of historical trends, Table 6-3 illustrates the quarterly and annual average CBOD₅ concentration in the treated effluent for the last 11 years (2012-2023). Highlighted text (**RED**) indicates exceedances of the effluent concentration limits (Table 6-3) stated in the ECA currently in place.

Table 6-3: Historical Effluent CBOD₅ Concentrations

	CBOD ₅ Concentration (mg/L)												Compliance Limit (mg/L)
	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	
Q1	13.50	8.67	16.50	8.00	6.00	12.00	12.67	17.67	12.00	25.71	13.29	11.57	20
Q2	9.33	11.67	18.67	5.00	13.67	19.67	23.00	11.67	21.71	33.00	12.33	22.00	
Q3	10.67	14.33	23.50	3.67	12.67	5.33	14.00	7.67	24.80	10.00	6.00	13.83	
Q4	13.67	18.00	13.67	7.67	14.00	2.00	22.33	22.33	36.50	12.17	11.50	12.83	
Annual Avg.	11.64	12.73	18.36	6.08	11.58	11.30	18.00	14.83	23.75	20.04	10.69	14.63	

During the first quarter (Q1) of 2023, the CBOD₅ removal performance mimicked the historical Q1 trend over the years (except 2021). However, Q2 showed significantly abnormal concentrations of this parameter in the treated effluent which normalized later on during Q3 and Q4. Notwithstanding, Mini Lake wastewater treatment plant struggled to remove CBOD₅ due to failure of the RBC trains which compromised the effectiveness of this treatment process.

6.2 Total Suspended Solids (TSS)

As shown in Table 6-2 above, the TSS concentration found in all monthly effluent samples taken during 2023 exceeded the compliant limit (20 mg/L), except two samples in March and one sample in December. Similarly to the CBOD₅, the TSS concentration values obtained in June 25 and July 5 are considered outliers. As a result, the 2023 annual average effluent TSS concentration (30.83 mg/L) significantly exceeded the compliance limit of 20 mg/L. A snapshot of the monthly TSS concentration in the treated effluent is illustrated in Figure 6-2.

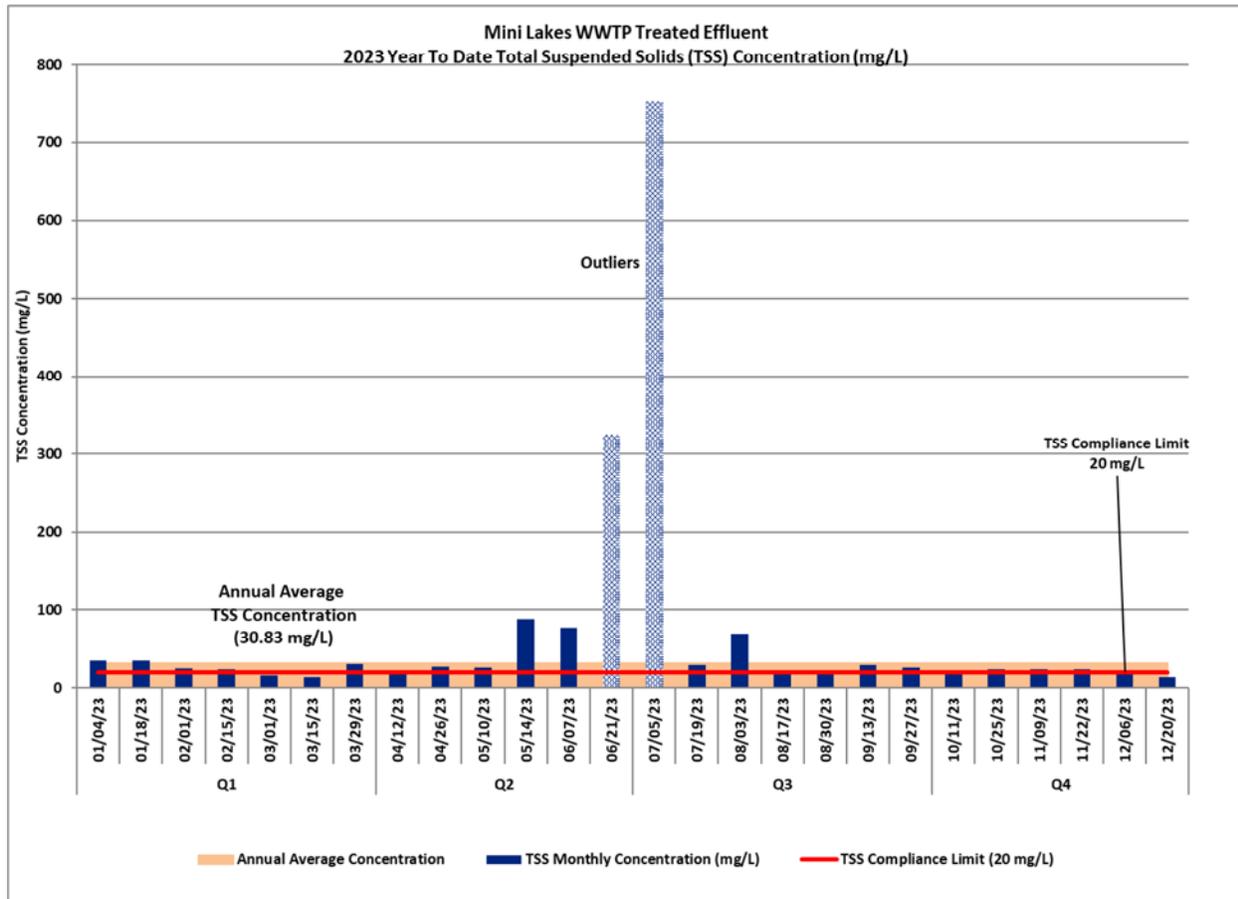


Figure 6-2: TSS Concentration (mg/L) in the Treated Effluent during 2023.

Table 6-4 illustrates the historical average TSS concentration (quarterly and annual) found in the treated effluent for the last 11 years (2012-2023) as compared to the compliance limit stated in the ECA. Highlighted text (RED) indicates exceedances of the effluent concentration limits (Table 6-1) stated in the ECA currently in place.

Table 6 4: Historical TSS Concentrations in Effluent

	TSS Concentration (mg/L)												Compliance Limit (mg/L)
	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	
Q1	21.00	17.33	8.50	3.00	5.33	7.00	13.33	20.33	34.33	32.57	27.57	25.43	20
Q2	11.00	10.00	8.00	3.67	4.33	5.33	19.33	21.67	49.86	49.00	36.16	47.80	
Q3	22.75	19.67	10.00	3.67	6.67	10.00	24.67	13.33	30.17	26.14	27.71	32.83	
Q4	11.50	20.50	13.00	5.33	4.33	5.00	23.67	32.33	46.67	29.17	35.00	21.00	
Annual Avg.	17.18	16.55	9.92	3.92	5.17	7.20	20.25	21.92	40.26	33.85	31.31	30.83	

Since 2018, the Mini Lake wastewater treatment plant struggled with TSS removal performance reaching the highest annual average level recorded in 2023 (69.96 mg/L).

The existing facility has very limited storage capacity (tankage) to properly manage the bio-solids generation throughout the entire process. Given the configuration and layout of the treatment system, solids are still being carried over from the end (primary clarifier) and deposited in the effluent pump chamber; which are later pumped out into the subsurface disposal system (pump).

The lack of pre-treatment does not allow for the coarse/gross solids (i.e. rags and other debris) to be removed and disposed of prior the raw sewage enters the plant, which causes significant process upsets and solids accumulation over time.

Despite the increase in biosolids hauling frequency at several stages of the treatment system (i.e. primary clarifier, intermediate clarifier, final clarifier) as part of the operational efforts implemented to address this issue, it appears that it is insufficient to keep the effluent concentration levels of this parameter (TSS) within compliance.

It is also suspected that the biosolids hauling activity, could also cause re-suspension of some of the solids already settled in, which may contribute to the high concentrations levels in the samples.

6.3 Nitrate (NO₃-N)

A snapshot of the monthly Nitrate (NO₃-N) concentration in the treated effluent is shown in Figure 6-3.

As shown in Figure 6-3, with the exception of Q1, the monthly average NO₃-N concentration recorded from Q2 to Q4 in 2023 were all within the compliance limit (8 mg/L). During Q1, all NO₃-N concentrations recorded during that period were the higher during the year in all cases exceeding the compliance limit (8 mg/L), making Q1 the critical quarter in 2023 from the nitrogen removal standpoint.

During Q2, the concentration of NO₃-N found in the treated effluent were not only the lowest recorded in the year (2023) but also the lowest ever recorded in any given quarter since 2012 (Table 6-4). Since the beginning of Q3 until the end of the year, a steady increase in the NO₃-N effluent concentration was noted; however under the compliance limit (8 mg/L) at all times.

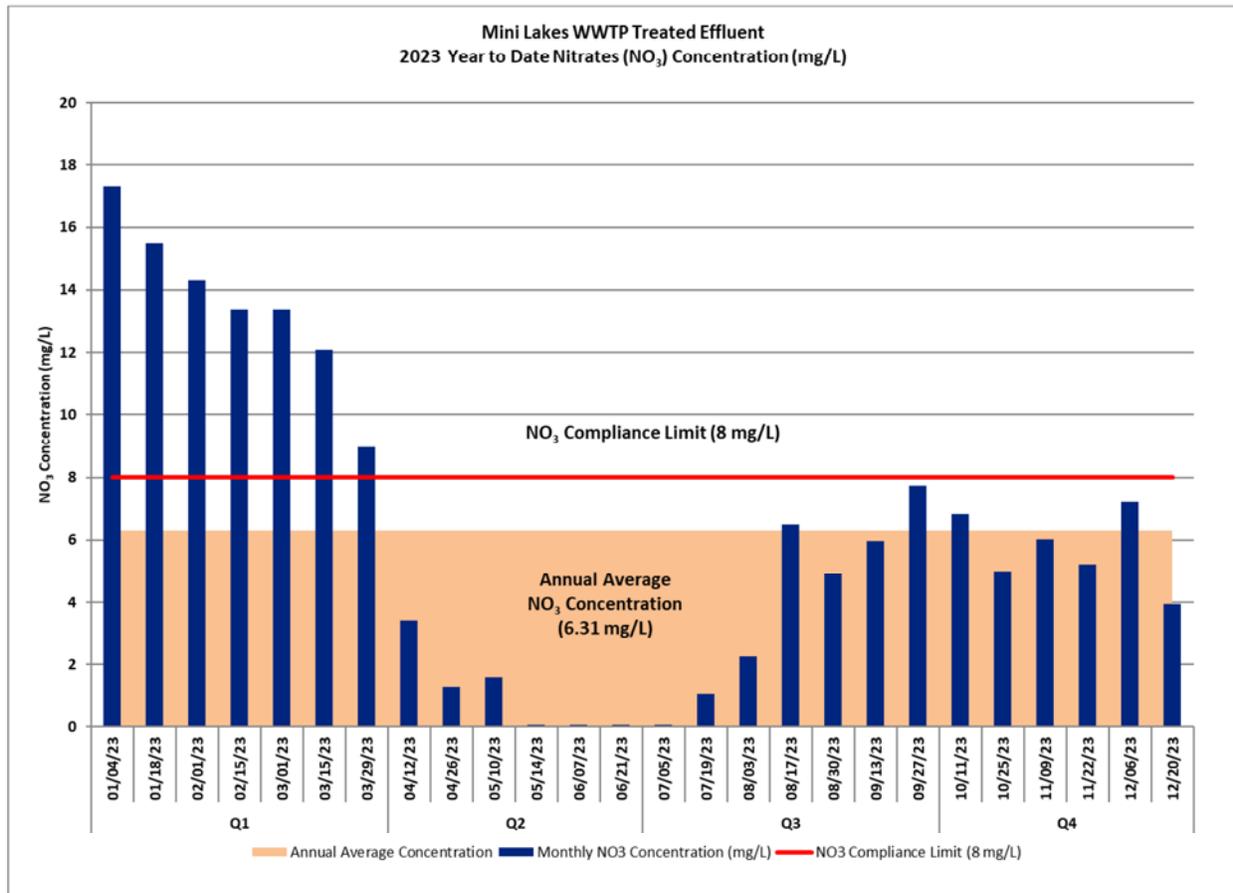


Figure 6-3: NO₃-N Concentration (mg/L) in the Treated Effluent during 2023.

The abnormal somewhat remarkable NO₃-N removal performance achieved in Q2, triggered an in depth review of other parameters (Nitrites, Ammonia, TKN and DO) to determine the causes of such performance. The data shown in Table 6-2 suggest the following:

- During Q1, the Ammonia, TKN and Nitrates concentration in the final effluent were low however; the NO₃-N concentration in the effluent was high which denotes a poor removal performance. Based on the high DO levels in the effluent, it appears that the last stage in the nitrogen removal cycle known as Denitrification (conversion from Nitrates into Nitrogen gas) is not producing the expected yield since anoxic conditions are required (ideally at DO levels lower 2 mg/L).
- Opposite from Q1, the Ammonia and TKN concentration in the final effluent were high whereas the Nitrite and NO₃-N concentration in the effluent were low during Q2. The above noted shift in the concentrations of Ammonia, TKN and NO₃-N was maintained throughout the rest of 2023. This scenario indicates that the first stage of the Nitrogen removal cycle known as **Nitrification** (biological process converting Ammonia into Nitrites/Nitrates) which occurs in the RBC units in presence of oxygen is not taking place.
- The shift noted in Q2 coincides with the time when one of the RBC units was put online due to issues with the gearbox further reducing the treatment capacity to a 50%.

Table 6-4 illustrates the quarterly and annual average Nitrate concentration in the treated effluent for the last 11 years (2012-2023). Highlighted text (RED) indicates exceedances of the effluent concentration limits (Table 6-1) stated in the ECA currently in place.

Table 6-4: Historical Nitrate Concentrations in WWTP Effluent

Nitrate Concentration (mg/L)													Compliance Limit (mg/L)
	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	
Q1	9.27	8.93	9.99	8.93	5.80	8.08	8.59	12.50	13.90	9.73	14.11	13.56	8
Q2	6.14	7.03	2.95	5.95	5.01	6.07	7.31	8.03	5.82	1.76	5.18	1.08	
Q3	2.68	3.43	2.96	2.26	3.22	4.16	9.18	9.19	5.02	4.57	6.98	4.07	
Q4	3.71	3.13	4.33	2.91	7.29	7.31	11.39	9.58	5.67	12.67	12.07	5.71	
Annual Avg.	5.45	5.63	5.06	5.01	5.33	6.41	9.12	9.83	7.6	7.18	9.60	6.31	

Despite the improvements in the nitrates removal performance in recent years (2020, 2021), it is evident that the treatment system struggled to bring the effluent nitrate concentration levels down below the compliance limit (8mg/L) in 2022 but in 2023 the treatment system effectively meets the effluent nitrate concentration levels down the compliance limit (8 mg/L).

In summary it could be concluded that the low annual average concentration of NO₃-N is misleading as confirmed by the high Ammonia and TKN concentration also found in the final effluent. This is indicative of a poor Nitrification process (Ammonia conversion to Nitrates) rather than an extraordinary Denitrification performance (Nitrate conversion to Nitrogen gas). This Nitrification underperformance is largely attributed to the reduction in treatment capacity as result of one of the two RBC treatment trains being offline for three quarters of the year.

6.4 Total Phosphorus (TP)

A snapshot of the TP concentration in the treated effluent for 2023 is illustrated in

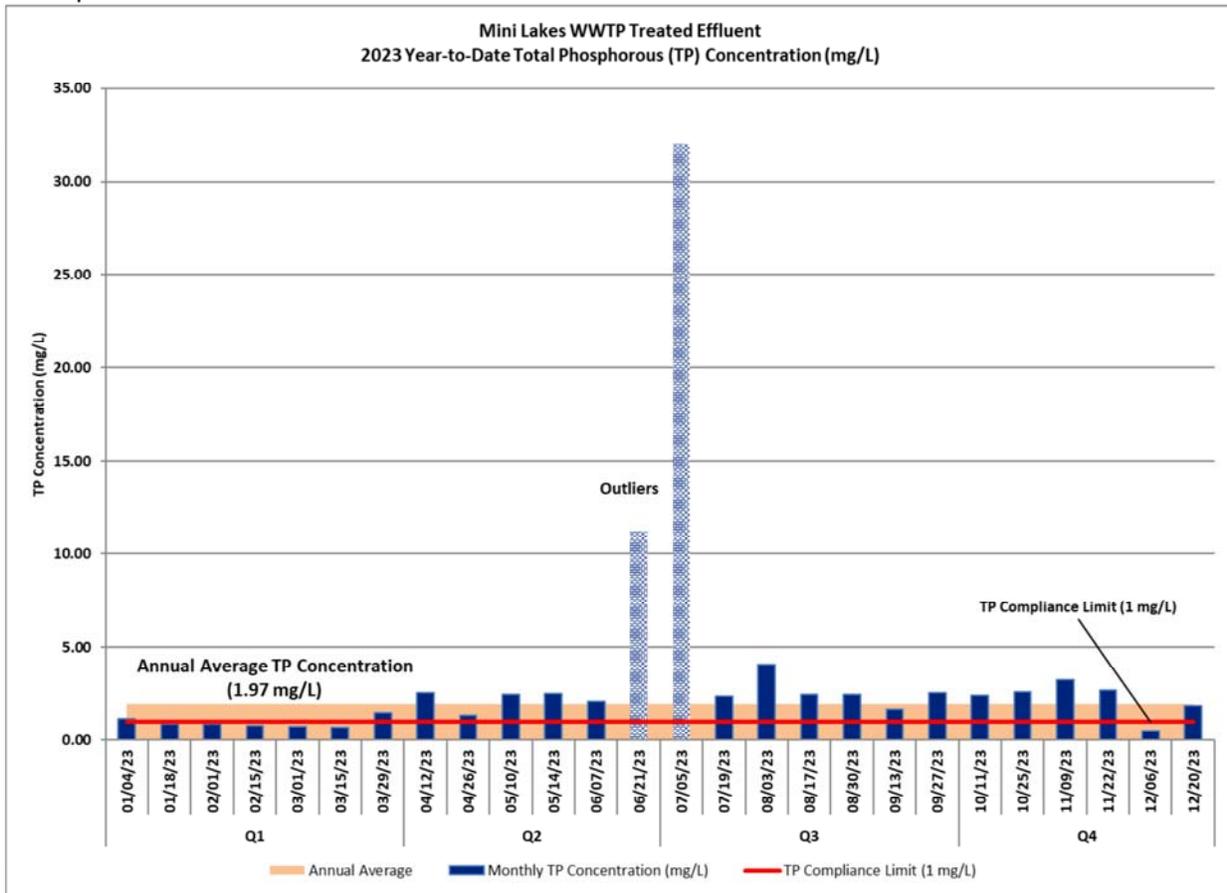


Figure 6-4. Similarly to the CBOD₅ and TSS, the TP concentration values obtained in June 25 and July 5 are considered outliers. As a result, the 2023 annual average effluent TP concentration (1.97 mg/L) significantly exceeded the compliance limit of 1 mg/L.

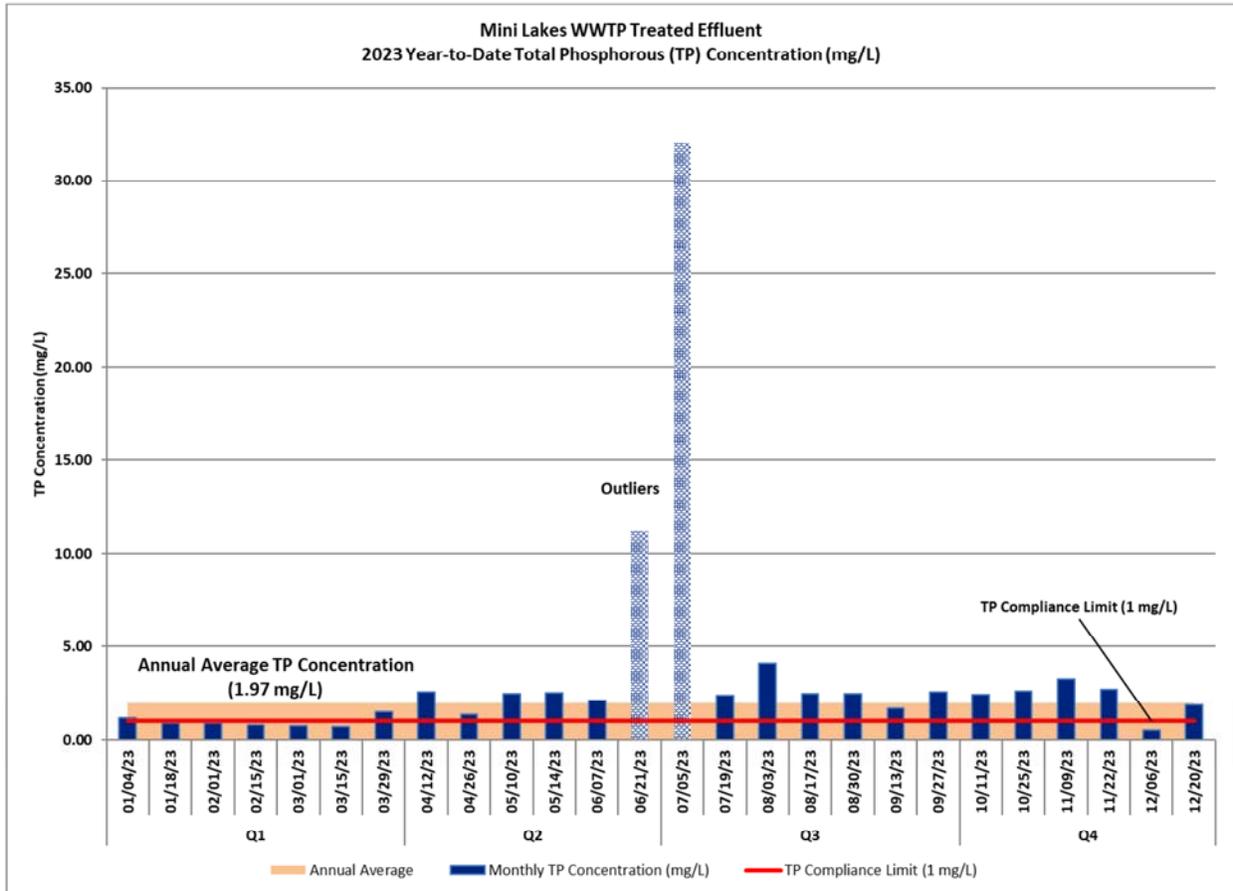


Figure 6-4: Total Phosphorous (TP) Concentration (mg/L) in the Treated Effluent during 2023.

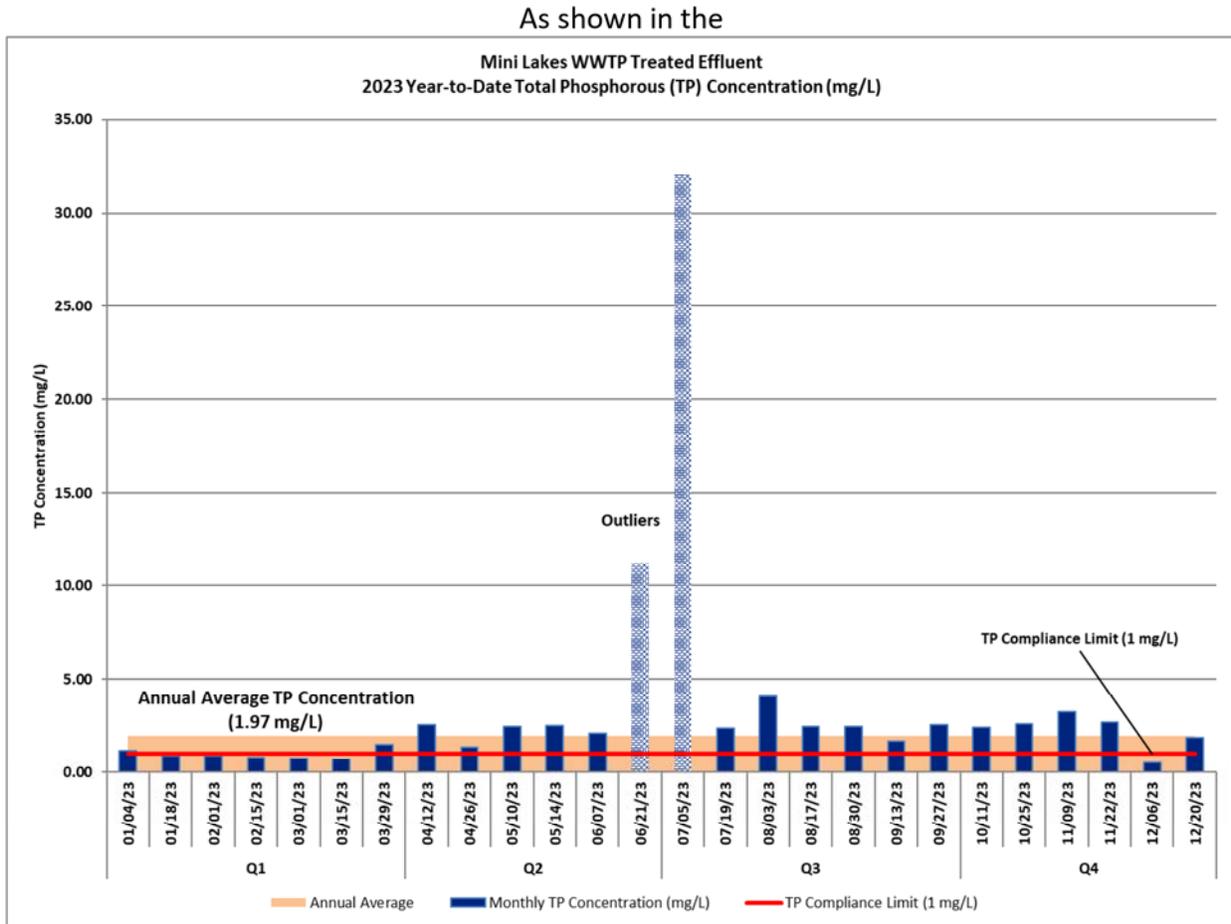


Figure 6-4, TP concentration exceeded the compliance limit (1 mg/L) in most of the months during 2023. This resulted in the annual average concentration of 1.97 mg/L which significantly exceeded the compliance limit (1mg/L).

Table 6-3 illustrates the quarterly and annual average total phosphorus concentration in the treated effluent for the last 11 years (2012-2023). Highlighted text (RED) indicates exceedances of the effluent concentration limits (Table 6-1) stated in the ECA currently in place.

As seen in Table 6-3, the TP annual average concentration in 2023 surpassed the compliance limit for the first time in 11 years. It is suspected that the reduction of the treatment capacity by 50% impacted the way the Alum was dosed to account for the flow variations on the operational unit. It should be noted that the chemical dosage is done manually since the existing SCADA does not provide any type of loop control capabilities for this chemical addition.

Table 6-3: Historical TP Concentrations in Effluent

	Average TP Concentration (mg/L)												Compliance Limit (mg/L)
	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	
Q1	0.48	0.57	0.20	0.08	0.08	0.11	0.32	0.31	0.52	0.59	0.78	0.95	1.00
Q2	0.43	0.36	0.21	0.06	0.11	0.09	0.31	0.45	0.80	0.68	0.87	2.18	
Q3	0.47	0.29	0.82	0.06	0.07	0.15	0.48	0.31	0.33	0.48	0.54	2.61	
Q4	0.32	0.39	0.23	0.12	0.08	0.09	0.20	0.33	0.66	0.31	0.81	2.22	
Annual Avg.	0.42	0.40	0.37	0.08	0.09	0.11	0.33	0.35	0.58	0.58	0.75	1.97	

7 Subsurface Disposal System (Tile Beds)

The five tile beds are still fully functional; however, sporadic pooling continues to be an issue mainly due to plugging within the subsurface piping, and extreme weather conditions leading to soil saturation. This situation has been already reported by both Howden Contractors (EDGAR HOWDEN & SONS LTD.) during the tile bed inspection in 2021 and by the OCWA operation.

Mini Lakes has reviewed and approved this work (capital need) to proceed. In September 2022, OCWA proceeded to procure a Consulting Engineer to complete the replacement of the Subsurface Disposal System. Associated Engineering (AE) was awarded the project and started the Geotechnical Investigation of the Design Phase.

In December 2022, an electrical inspection was conducted by AE at the WWTP facility to check the electrical component of the effluent chamber. Several deficiencies were detected and a number of electrical deficiencies were spotted. These elements will be addressed in the engineering design of the tile bed upgrades.

The geotechnical investigation has determined that the existing disposal field is experiencing poor infiltration rates and biomat buildup. As a result, it is recommended that the tile beds be relocated to an alternative site.

At present, a hydrogeological investigation on the new proposed site was completed as part of the pre-consultation process with the MECP. The MECP has voiced their concern about disposing effluent into the ground (via tile bed) at the new proposed site due to potential impact to the groundwater quality into the neighbouring property. As such the MECP is considering increasing the stringency of effluent requirements for the new location to protect groundwater (3.9 mg/L of TIN instead of 8 mg/L of NO₃). Based on the above, the option of rehabilitating the tile beds at the current location is being reviewed. It is anticipated that soli remediation will be needed.

Although, pre-consultation with MECP is still ongoing, it is expected that either the rehabilitation of the existing tile beds or the construction of a new one at a new location will still proceed in 2024.

8 Groundwater Monitoring Results

All nine groundwater monitoring wells and the two additional monitoring wells (to intercept the plume close to the water's edge) are required to be monitored both qualitatively and quantitatively according to the ECA.

8.1 Groundwater Level

Section 5.3 of the ECA states that the groundwater elevation and flow paths through the site must be recorded. Figure 8-1 below displays the groundwater depths reported in 2023. It should be noted that depth is measured from the top of the well; an increase in the depth corresponds to a lower water level, and vice versa.

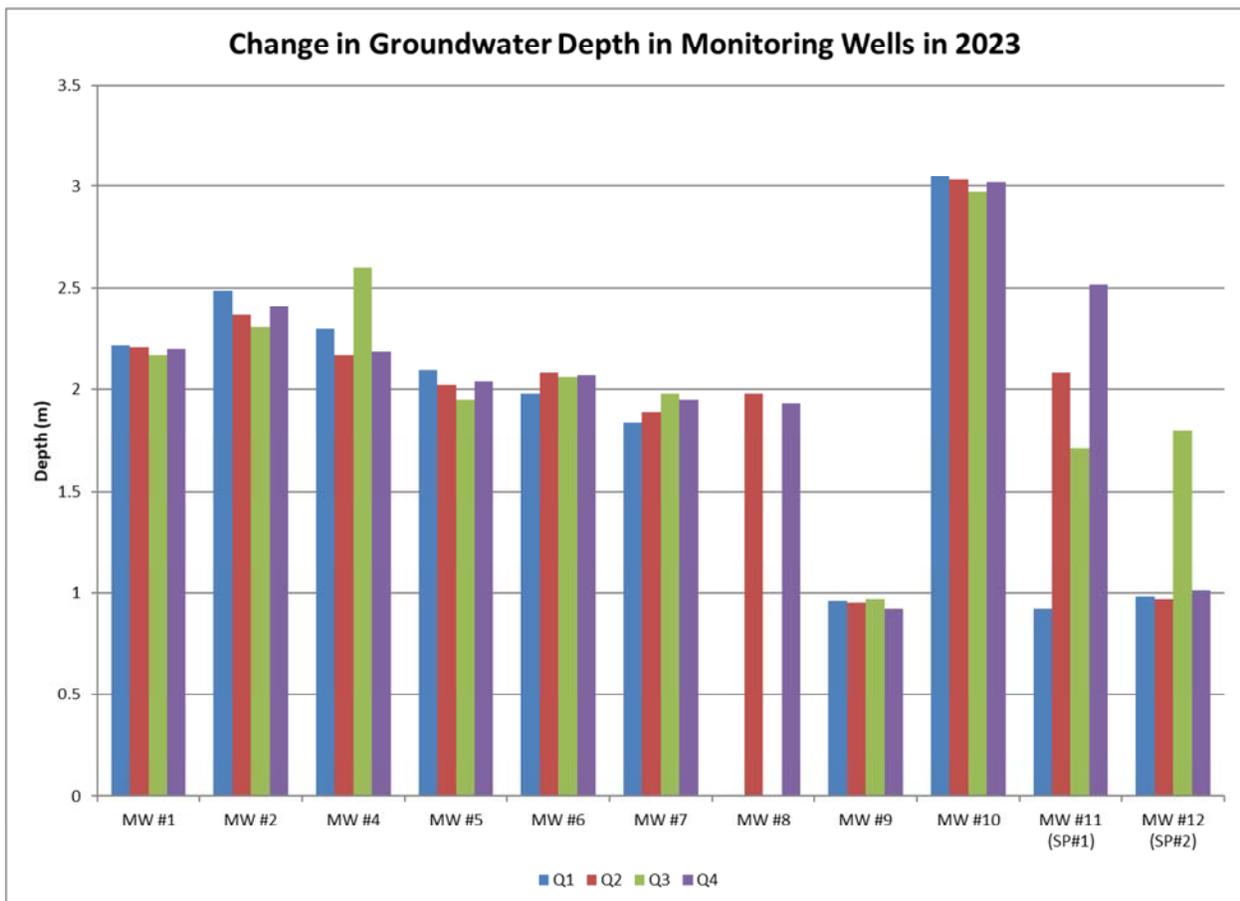


Figure 8-1: Change in Groundwater Depth in Monitoring Wells during 2023

As shown in Figure 8-1, during the first quarter of 2023, the depth of most monitoring wells was consistent with the depths reported for the same periods from previous years. Note that there is no lab data (water depth and sampling results) available for MW#8 in first and third quarter due to the vehicle backing into it. The well repaired for Q2 and Q4 sampling.

During the second, third and fourth quarters of 2023, the depth of most monitoring wells was consistent with the depths reported for the same periods from previous years with the

exception of MW-11 and MW-12. The water level of MW-11 and MW-12 dropped by almost twice the amount compared to the same period in previous years.

During the same period, a significant drop was experienced for MW#9. It should be noted that MW#9 is one of the highest in terms of topographical elevation; it is prone to more drastic drops in water level when the water table drops in the area.

These changes are in line with seasonal variations based on the geographic location and elevation of the monitoring wells as attached in Appendix B.

8.2 Groundwater Quality

The quarterly reports include sampling results for the following parameters: nitrite, nitrate, BOD, suspended solids, TAN, TKN, phosphorus, DOC, and E. coli. The quarterly sampling results are summarized in Table 8-1. Highlighted values (**RED**) indicate exceedances of the limits stated in Ontario Drinking Water Quality Standards (ODWQS).

Table 8-1: Groundwater Monitoring Wells - Sampling Results

Well	Quarter	Nitrite-N (mg/L)	Nitrate-N (mg/L)	CBOD ₅ (mg/L)	TSS (mg/L)	Ammonia-N (mg/L)	TKN (mg/L)	TP (mg/L)	DOC (mg/L)	E. coli (CFU/100mL)
ODWQS		1	10						5	0
MW-1	Q1	< 0.03	< 0.06	< 4	66	4.2	6.6	0.08	17	< 2
	Q2	< 0.03	< 0.06	< 4	7	3.3	4.1	0.1	22	< 2
	Q3	<0.03	<0.06	<4	36	3.4	5.4	0.07	31	<2
	Q4	<0.03	<0.06	<12	41	4.4	5.1	0.13	23	<2
MW-2	Q1	< 0.03	3.04	< 4	19	< 0.1	< 0.5	< 0.03	2	< 2
	Q2	< 0.03	3.89	< 4	25	0.1	< 0.5	< 0.03	2	< 2
	Q3	< 0.03	6.83	< 4	12	0.2	1.2	< 0.03	2	< 2
	Q4	0.1	8.14	< 4	4	<0.1	0.8	< 0.03	2	< 2
MW-4	Q1	< 0.03	9.48	5	8	< 0.1	< 0.5	< 0.03	2	< 2
	Q2	< 0.03	11.8	< 4	14	< 0.1	< 0.5	< 0.03	<1	< 2
	Q3	< 0.03	9.77	< 4	4	< 0.1	0.5	< 0.03	1	< 2
	Q4	< 0.03	9.26	< 4	<2	< 0.1	0.5	< 0.03	2	< 2
MW-5	Q1	< 0.03	0.43	< 4	7	< 0.1	< 0.5	< 0.03	1	< 2
	Q2	< 0.03	0.09	< 4	6	< 0.1	< 0.5	< 0.03	2	< 2
	Q3	< 0.03	0.15	< 4	3	< 0.1	0.5	< 0.03	1	< 2
	Q4	< 0.03	0.95	< 4	10	< 0.1	<0.5	< 0.03	1	< 2
MW-6	Q1	< 0.03	0.82	< 4	5	< 0.1	< 0.5	< 0.03	1	< 2
	Q2	< 0.03	0.62	< 4	< 2	< 0.1	< 0.5	< 0.03	1	< 2
	Q3	< 0.03	0.74	< 4	5	< 0.1	0.8	< 0.03	1	< 2
	Q4	< 0.03	1.02	< 4	2	< 0.1	<0.5	< 0.03	1	< 2
MW-7	Q1	< 0.03	<0.06	< 4	11	0.1	< 0.5	< 0.03	2	< 2
	Q2	< 0.03	<0.06	< 4	10	< 0.1	< 0.5	< 0.03	3	< 2
	Q3	< 0.03	<0.06	< 4	9	< 0.1	0.6	< 0.03	3	< 2
	Q4	< 0.03	<0.06	< 4	4	< 0.1	<0.5	< 0.03	2	< 2

Well	Quarter	Nitrite-N (mg/L)	Nitrate-N (mg/L)	CBOD ₅ (mg/L)	TSS (mg/L)	Ammonia-N (mg/L)	TKN (mg/L)	TP (mg/L)	DOC (mg/L)	E. coli (CFU/100mL)
MW-8	Q1	0	0	0	0	0	0	0	0	0
	Q2	<0.3	<0.06	18	15	1.7	2	0.04	20	<2
	Q3	0	0	0	0	0	0	0	0	0
	Q4	<0.03	<0.06	<4	35	0.8	1	0.04	7	<2
MW-9	Q1	< 0.03	< 0.06	< 4	14	0.4	0.8	< 0.03	6	< 2
	Q2	< 0.03	<0.06	< 4	11	0.4	1.3	0.04	11	6
	Q3	<0.03	<0.06	< 4	49	0.7	1.9	0.07	17	<2
	Q4	<0.03	<0.06	< 4	26	0.2	0.8	<0.03	10	<2
MW-10	Q1	< 0.03	0.1	< 4	3	< 0.1	< 0.5	< 0.03	1	< 2
	Q2	< 0.03	<0.06	< 4	7	< 0.1	< 0.5	< 0.03	1	< 2
	Q3	< 0.03	<0.06	< 4	< 2	< 0.1	0.6	< 0.03	1	< 2
	Q4	< 0.03	<0.06	< 4	3	< 0.1	<0.5	< 0.03	1	< 2
MW-11	Q1	< 0.03	< 0.06	< 4	15	3.2	5.2	< 0.03	5	< 2
	Q2	1.29	<0.06	< 4	12	2.3	2.4	< 0.03	4	< 2
	Q3	0.03	<0.06	< 4	15	3	4.3	< 0.03	5	<100
	Q4	<0.03	<0.06	< 4	10	2.7	2.7	< 0.03	5	<2
MW-12	Q1	< 0.03	2.15	< 4	23	< 0.1	< 0.5	< 0.03	< 1	< 2
	Q2	< 0.03	1.28	< 4	12	< 0.1	< 0.5	< 0.03	1	0
	Q3	< 0.03	<0.06	< 4	15	0.5	1.4	0.04	2	38
	Q4	< 0.03	0.78	<4	8	<0.1	<0.5	<0.03	2	4

Table 8-2: Groundwater Monitoring Wells

Monitoring Wells	Water Quality Remarks
MW#1	In 2023, the concentration levels of dissolved organic carbon were elevated, though similar to historical levels. MW#1 was also found to exceed the limit for E.coli however historical results show that MW#1 had experienced periodic hits of E.coli over the last 5 years. TSS concentration remains higher (2023 Avg: 37.5 mg/L) compared to the rest of the monitoring wells; however, it has significantly dropped compared to previous year (2022 Avg: 167.25 mg/L).
MW#2	The monitoring well experienced low levels of phosphorus; however notable elevated concentrations of nitrate (2023 Avg: 5.48 mg/L) were recorded, which is similar to previous years recorded concentrations. It appears that the well is impacted by the close proximity to the subsurface disposal systems, but is distant enough for the phosphorus to be absorbed by the soils and the E. coli to die off.
MW#4	In 2023, the monitoring well experienced high concentration levels of nitrates (Avg. 10.1 mg/L) – which is higher than previous year due to insufficient nitrate removal at the treatment plant in 2023. Similar to MW#2, it appears that the well is impacted by the proximity to the subsurface disposal systems, while being at a

Monitoring Wells	Water Quality Remarks
	great enough distance for the phosphorus and E. coli to be reduced. Previous years have also recorded E. coli at very low levels, which may indicate that the monitoring well is at the edge of the E. coli subsurface travel time.
MW#5	In 2023, the monitoring well showed much lower nitrate concentration (Avg. 0.41 mg/L) than 2019 level, but increased a bit compared to 2020 and 2018. All 4 quarters of E. Coli was reported to exceed the limit. Low level of phosphorus was maintained throughout the year.
MW#6	This monitoring well shows results similar to MW#5 with slightly higher concentrations of nitrate (Avg. 0.80 mg/L). All 4 quarters of E.coli was exceeded in the year. Low level of phosphorus was maintained throughout the year.
MW#7	This monitoring well is not impacted by the subsurface disposal systems, with low nitrate levels and low phosphorus concentration detected likely due to its close proximity to the central Mini Lakes pond. All 4 quarters' E.coli was exceeded in the year.
MW#8	MW#8 water quality meets the ODWQS requirement in all criteria except for E.coli and DOC. E.coli concentration exceeded the ODWQS requirement in the measured quarters, however, the concentrations were not high (<2 CFU/100mL). DOC concentration exceeded the requirement in Q2 and Q4 (Average: 13.5mg/L).
MW#9	In 2023, MW#9 saw elevated levels of E. coli contamination and high levels of dissolved organic carbon in the last three quarters similar to MW#8 (Average: 11.0 mg/L). Historically, this well has experienced elevated levels of both dissolved organic carbon and E. coli contamination.
MW#10	From the historical data and the samples taken in 2023, the well appears not to be impacted by the subsurface disposal system although it is in proximity to the disposal system. In 2023, all of the criteria meets ODWQS requirement except for E.coli.
MW#11/SP1	The samples taken in 2023 show low concentrations of nitrate and phosphorus. The results show that the monitoring well is not being impacted by the subsurface disposal systems. However, dissolved organic carbon has not exceeded but reached limits in Q1, Q3, and Q4 (2023 Avg: 4.75 mg/L) and E.coli are still elevated above recommended level and the overall trend of concentration is moving downwards from historic levels.
MW#12/SP2	There are slightly elevated concentrations for nitrate for 2023 with the maximum concentration reaching 2.15 mg/L in Q1 of 2023. Nitrate concentration is not concerning as the average nitrate concentration remains low compared to ODWQS requirement. Three exceedance of E.coli concentration was reported in 2023 with the highest of 38 CFU/100mL.

8.3 Nitrate

There is one recorded exceedances in nitrate concentration in 2023 across the monitoring wells samples. However, higher concentrations are observed in MW-2 and MW-4 which is likely due to the close proximity to the subsurface disposal system. The poor performance of nitrate removal in the treatment plant recorded from the effluent samples in mainly Q2 and Q3 (Section 6-3) might contribute to the higher nitrate concentrations in the groundwater samples. In spite of this, the 2023 concentrations are consistent with historical data and therefore do not present a concern at present and the concentrations are well below the Maximum Allowable Concentration (MAC) of 10 mg/L. These concentrations will continue to be monitored to ensure no significant trends are detected. The lower nitrate concentration in the monitoring well to the east of the beds indicates an east/west groundwater flow.

8.4 Total Phosphorus

Phosphorus concentration has historically been stable and low in previous years with higher concentrations detected in MW-1 and MW-9 as they are located on the eastern side of the Mini Lakes community. Monitoring wells MW-1 and MW-9 show slightly higher TP concentrations than other wells which could be attributed to agricultural run-off or the nearby ponds as these wells measure incoming flows into Mini Lakes from the North East (outside boundaries). Regardless, the present concentrations show that phosphorus is not a concern.

8.5 Escherichia coli (*E. coli*)

Exceedances of *E. coli* level is recorded in all monitoring wells; however, with low concentration (<2 CFU/100mL) and the highest concentration recorded is <100 CFU/100mL in Q3 in MW-11. The seasonal rainfall and agriculture practices is likely the source of the *E. coli* detection in the groundwater samples.

The presence of *E. coli* in groundwater can be attributed to the influence of surface water, a sewage collection system leak, or from a source of *E. coli* containing water (subsurface disposal systems). Surface water can commonly contain *E. coli* concentrations between 0-100 CFU/100mL. *E. coli* results below 100 CFU/100 mL found at shallow groundwater depths are likely the result of surface water influences rather than a sewage leak or from local subsurface disposal systems. Raw sewage can have concentrations of *E. coli* in the range of >1,000,000 CFU/100mL.

Since the monitoring wells are shallow, the presence of *E. coli* in these wells are not indicative of microbial contamination in much deeper production well, but rather an indication of potential sources of *E. coli* contamination at or near the surface. Elevated levels of *E. coli* were observed for MW-1, 8 and 9. Groundwater contamination from *E. coli* has been found over the years in several monitoring wells at the site, especially in MW-9 with historical levels up to 1,000 CFU/100 mL, and hitting as high as 3040 CFU/100 mL in Q2 of 2018 in MW-9.

Given the location of MW-9 (approximately 269 m northwest of the Subsurface Disposal System), it is unlikely that this monitoring well is impacted by the Subsurface Disposal System but instead impacted by the surface water (marshy area) in the vicinity of this well. The MW-1 monitoring

location is at the water's edge of the local pond and is under the direct influence of the local surface water. MW-8 is 20m away from the nearest pond which would impact E.coli levels.

8.6 Dissolved Organic Carbon (DOC)

There are multiple exceedances of DOC recorded in 2023 with the highest levels in MW-1 (Average: 23.25 mg/L). Other DOC exceedances with lower concentration are recorded in samples of MW-8, MW-9, and MW-11 with an average of 13.5, 11, and 4.75 mg/L respectively. The DOC can be attributed to the local presence of water with high levels of organic material. The ponds throughout the Mini-Lakes community and the high elevation of the ground water table could explain the results seen at these wells.

More importantly, it appears that the groundwater production wells (PW 1, PW2 and PW3) currently used as the raw water source for drinking purposes are not impacted by any of these potential pollution sources (i.e. ponds, treated sewage effluent, etc.). Notwithstanding the location, these groundwater production wells are substantially deeper (seven times or more) than any of the existing monitoring well as follows:

- PW1 was installed in 1979, and was deepened in 1998 to 54.9 m to increase yield and quality.
- PW2 was installed in 1978 and later deepened to 48.2 m to increase yield.
- PW3 was installed in 1982 to a depth of 39.6 m.

Based on the depth of these groundwater production wells, it appears that the raw water for drinking purposes is taken from an aquifer which most likely is not impacted either by the aforementioned pollution sources or any contamination from the treated sewage effluent disposed into the ground via the subsurface disposal system (tile beds). In fact, the quality of the drinking water source has been consistently reported as good in all previous annual water drinking reports.

9 Surface Water Quality Sampling Results

The Mini Lakes site contains several small ponds around which the community was built. These lakes are interconnected and flow from a source on the western side to the ponds on the eastern side and then into the water system of the Mill Creek development.

Sampling from these lakes is important to determine the concentration of contaminants entering and leaving the Mini Lakes community, as well as, the community's surface water quality. The provincial and federal government have guidelines for surface water quality set out in the "Canadian Environmental Quality Guidelines (CEQG)" and the "Provincial Water Quality Objectives (PWQO)". The samples from the five surface water locations are summarized in Table 9-1 with samples that exceeded existing guidelines highlighted in **RED**.

Table 9-1: Surface Water - Sampling Results

Sample ID	Sample Date	Quarter	Nitrite (N) (mg/L)	Nitrate (N) (mg/L)	Ammonia +Ammonium (N) [mg/L]	Total Kjeldahl Nitrogen [as N mg/L]	Total Phosphorus (mg/l)	E. coli (CFU/100ml)
CEGQ/PWQO				13			0.02	100
SW-1 Up-gradient background	03/15/23	Q1	< 0.03	0.11	< 0.1	< 0.5	< 0.03	132.00
	06/14/23	Q2	< 0.03	< 0.06	< 0.1	1.00	< 0.03	8.00
	09/13/23	Q3	< 0.03	< 0.06	0.10	0.90	< 0.03	8.00
	12/06/23	Q4	< 0.03	0.09	0.10	< 0.5	< 0.03	30.00
	Annual Average			< 0.03	0.1	0.10	0.95	< 0.03
SW-3 Within the main pond	03/15/23	Q1	< 0.03	0.22	0.10	< 0.5	< 0.03	2.00
	06/14/23	Q2	< 0.03	0.27	< 0.1	< 0.5	< 0.03	40.00
	09/13/23	Q3	< 0.03	0.12	0.10	< 0.5	< 0.03	16.00
	12/06/23	Q4	< 0.03	0.25	0.20	< 0.5	< 0.03	7.00
	Annual Average			< 0.03	0.22	0.13	< 0.5	< 0.03
SW-4 Outlet from the main pond	03/15/23	Q1	< 0.03	0.13	0.20	0.50	< 0.03	< 2
	06/14/23	Q2	< 0.03	< 0.06	0.10	0.60	0.04	50.00
	09/13/23	Q3	< 0.03	< 0.06	0.20	0.60	< 0.03	88.00
	12/06/23	Q4	< 0.03	0.17	0.20	< 0.5	< 0.03	4.00
	Annual Average			< 0.03	0.15	0.18	0.56	< 0.03
SW-5 Up-gradient tributaries	03/15/23	Q1	< 0.03	0.63	< 0.1	< 0.5	< 0.03	14.00
	06/14/23	Q2	< 0.03	0.41	0.10	0.90	< 0.03	73.00
	09/13/23	Q3	< 0.03	0.44	0.10	< 0.5	< 0.03	50.00
	12/06/23	Q4	< 0.03	0.53	0.10	< 0.5	< 0.03	4.00
	Annual Average			< 0.03	0.50	0.10	0.90	< 0.03
SW-6 Outlet from the property	03/15/23	Q1	< 0.03	0.15	0.20	< 0.5	< 0.03	< 2
	06/14/23	Q2	< 0.03	< 0.06	0.10	< 0.5	< 0.03	42.00
	09/13/23	Q3	< 0.03	< 0.06	0.10	< 0.5	< 0.03	16.00
	12/06/23	Q4	< 0.03	0.13	0.20	< 0.5	< 0.03	4.00
	Annual Average			< 0.03	0.14	0.15	< 0.5	< 0.03

As seen in Table 9 1, there are exceedances in only TP and E. coli concentrations; however TP concentrations remain low (Average: <0.03 mg/L). In 2023, E. coli experiences one exceedance in SW-1 with the highest concentration of 132.00 CFU/100mL.

As indicated in the map shown in Appendix B, SW-1 surface water sampling point are nearby or from the existing water bodies (ponds) within Mini Lake. Hence, it is indicated that the high E.coli level is caused by potential sources of pollution of the nearby ponds; however, further investigations will be required to confirm this hypothesis

From the surface water samples taken in 2023, it can be concluded that the Mini Lakes water bodies are in good health and there does not appear to be any major issues in term of contamination.

10 Summary of Operational Activities

10.1 System Optimization/Adjustments

OCWA Operation team continues to optimize/adjust the system in an effort to meet compliance. Table 10-1 shows a status update of the recommendations provided in the Site Condition/Site visit report provided by OCWA's POTS group in 2021.

Table 10-1: Operational / Process Recommendations

Operational / Process Recommendations	Status Update
Divert flow from one RBC train to the other (but keep both operating)	OCWA has throttled flow from RBC1 by 50%. There is a possibility that the deterioration of the infrastructure may reduce the effectiveness of controlling flow via the valve but this is being monitored and will be addressed if necessary. Ops staff implemented this recommendation; however it was observed that sewage was still flowing frequently into the RBC tank via holes in the structure (wall) between the primary clarifier and the RBC area.
Increase recirculation by increasing RAS pump rate	OCWA increased pump flow rate from 4 minutes every 3 hours to 4 minutes every 2 hours. OCWA has replaced the old pumps for brand-new pumps. Flow adjustments are still done on as needed basis as part of the standard operating procedure.
Install new peristaltic pumps	These pumps are currently operational and will be replaced if they fail and cannot be repaired.
Adjust chemical dosing for phosphorus and denitrification	OCWA's Operations team has been provided with a new sampling schedule with updates to adjust chemical dosing based on rolling average effluent nitrate level. Chemical dosage adjustments occur frequently when operators see changes in flow or effluent quality; however, the current system has no capabilities to adjust the dosage in real-time based on incoming raw sewage quantity and/or quality. This makes this operational task very challenging. It is anticipated, that these elements will be addressed in the proposed facility upgrades.
Add a chemical storage building	The feasibility of adding a new temporary chemical storage building was assessed. The limited footprint availability together with the need for access (Loading/offloading chemicals) along with the required line connections, rendered this effort unfeasible. Notwithstanding the above, the design of the new WWTP upgrade makes provision for a chemical storage building in compliance with all standards, codes and regulations).

10.2 Major Maintenance and Minor Repair

Table 10-2: Wastewater Treatment System Maintenance

Month	Activity
January	<ul style="list-style-type: none"> • 3rd – Weber Septic on site for sludge haulage from the Primary Clarifier • 10th – Weber Septic on site for sludge haulage from the Primary Clarifier • 17th – Weber Septic on site for sludge haulage from the Primary Clarifier • 25th – Belwood Electric on site installing (2) new motors for effluent pumps (1&3); install hook ups for ATCO trailer • 27th – Weber Septic on site for sludge haulage from the Primary Clarifier • 31st – Weber Septic on site for sludge haulage from the Primary Clarifier
February	<ul style="list-style-type: none"> • 7th – Weber Septic on site for sludge haulage from the Primary Clarifier • 14th – Weber Septic on site for sludge haulage from the Primary Clarifier • 21st – Weber Septic on site for sludge haulage from the Primary Clarifier • 28th – Weber Septic on site for sludge haulage from the Primary Clarifier
March	<ul style="list-style-type: none"> • 9th – Weber Septic on site for sludge haulage from the Primary Clarifier • 13th – Weber Septic on site for sludge haulage from the Primary Clarifier • 21st – Weber Septic on site for sludge haulage from the Primary Clarifier • 28th – Weber Septic on site for sludge haulage from the Primary Clarifier
April	<ul style="list-style-type: none"> • 4th – Weber Septic on site for sludge haulage from the Primary Clarifier • 11th – Weber Septic on site for sludge haulage from the Primary Clarifier • 25th – Weber Septic on site for sludge haulage from the Primary Clarifier
May	<ul style="list-style-type: none"> • 2nd – Weber Septic on site for sludge haulage from the Primary Clarifier • 9th – Weber Septic on site for sludge haulage from the Primary Clarifier • 16th – Weber Septic on site for sludge haulage from the Primary Clarifier • 23rd – Weber Septic on site for sludge haulage from the Primary Clarifier • 30th – Weber Septic on site for sludge haulage from the Primary Clarifier
June	<ul style="list-style-type: none"> • 21st – Weber Septic on site for sludge haulage from the Primary Clarifier • 25th – Weber Septic on site to pump down manhole that has blockage • 26th – Weber Septic on site to pump down manhole that has blockage • 27th – Weber Septic on site for sludge haulage from the Primary Clarifier • 29th – Weber Septic on site to pump down manhole that has blockage
July	<ul style="list-style-type: none"> • 1st - Weber Septic on site to pump down manhole that has blockage • 4th – Weber Septic on site for sludge haulage from the Primary Clarifier • 5th - Weber Septic on site to pump down manhole that has blockage • 7th - Weber Septic on site to pump down manhole that has blockage • 9th - Weber Septic on site to pump down manhole that has blockage

Month	Activity
	<ul style="list-style-type: none"> • 11th - Weber Septic on site to pump down manhole that has blockage and sludge haulage from the Primary Clarifier • 17th - Weber Septic on site to pump down manhole that has blockage • 18th - Weber Septic on site for sludge haulage from the Primary Clarifier • 19th - Weber Septic on site to pump down manhole that has blockage • 21st - Weber Septic on site to pump down manhole that has blockage • 25th - Weber Septic on site to pump down manhole that has blockage and sludge haulage from the Primary Clarifier • 30th - Weber Septic on site to pump down manhole that has blockage
August	<ul style="list-style-type: none"> • 1st - Weber Septic on site to pump down manhole that has blockage • 8th – Weber Septic on site for sludge haulage from the Primary Clarifier and pump down manhole that has blockage • 4th - Weber Septic on site to pump out SPS #4 • 15th – Weber Septic on site for sludge haulage from the Primary Clarifier and pump out SPS #4 • 16th – Belwood Electric on site to replace pump #1 in SPS #5; made repairs on pump #1 at SPS #4 • 18th – Weber Septic on site to pump down manhole that has blockage • 22nd – Weber Septic on site for sludge haulage from the Primary Clarifier • 29th – Weber Septic on site for sludge haulage from the Primary Clarifier
September	<ul style="list-style-type: none"> • 5th – Weber Septic on site for sludge haulage from the Primary Clarifier • 12th – Weber Septic on site for sludge haulage from the Primary Clarifier • 9th – Weber Septic on site for sludge haulage from the Primary Clarifier • 22nd – Indus Controls on site for flow meter calibrations • 26th – Weber Septic on site for sludge haulage from the Primary Clarifier
October	<ul style="list-style-type: none"> • 3rd – Weber Septic on site for sludge haulage from the Primary Clarifier • 10th – Weber Septic on site for sludge haulage from the Primary Clarifier • 24th – Weber Septic on site for sludge haulage from the Primary Clarifier • 25th – Hannah onsite to remove gearbox from RBC#2 for repairs • 31st – Weber Septic on site for sludge haulage from the Primary Clarifier
November	<ul style="list-style-type: none"> • 7th – Weber Septic on site for sludge haulage from the Primary Clarifier • 14th – Weber Septic on site for sludge haulage from the Primary Clarifier • 21st – Weber Septic on site for sludge haulage from the Primary Clarifier • 28th – Weber Septic on site for sludge haulage from the Primary Clarifier
December	<ul style="list-style-type: none"> • 5th – Weber Septic on site for sludge haulage from the Primary Clarifier • 12th – Weber Septic on site for sludge haulage from the Primary Clarifier • 19th – Weber Septic on site for sludge haulage from the Primary Clarifier

Month	Activity
	<ul style="list-style-type: none"> 27th – Weber Septic on site for sludge haulage from the Primary Clarifier

10.3 Unscheduled Work

Table 10-3: Wastewater Treatment System – Unscheduled Work

Month	Activity
January	<ul style="list-style-type: none"> 13th – High Level Alarm 18th – High Level Alarm
February	<ul style="list-style-type: none"> There were no call backs reported during this month.
March	<ul style="list-style-type: none"> 4th – Sewage Pump Station 4 Full Alarm 25th – Monitoring Station Sewage Computer Failure Alarm/ Fire Intrusion Alarm
April	<ul style="list-style-type: none"> 16th – Manhole full at Sumac/Olympia
May	<ul style="list-style-type: none"> 27th – SPS 5 Full Alarm
June	<ul style="list-style-type: none"> There were no call backs reported during this month.
July	<ul style="list-style-type: none"> 13th – Sewage Computer Alarm and Fire Alarm (possible power bump due to weather) 28th – Sewage Computer Alarm
August	<ul style="list-style-type: none"> 15th – High Level Alarm SPS #4
September	<ul style="list-style-type: none"> 4th – Power Outage Alarm
October	<ul style="list-style-type: none"> There were no call backs reported during this month.
November	<ul style="list-style-type: none"> There were no call backs reported during this month.
December	<ul style="list-style-type: none"> There were no call backs reported during this month.

10.4 Operational Issues and Identified Deficiencies

Operational Issue	Status update
Gearbox on RBCs	In March 2023, an issue was identified with a gearbox on one of the Rotating Biological Contactors (RBCs). An electrician was called on-site to investigate the failure. Upon inspection, it was determined that the

Operational Issue	Status update
	<p>gearbox was experiencing a mechanical issue and the unit was suspended leaving only one RBC unit operational</p> <p>In March 2023, the gearbox was inspected by Hanna Environmental (original RBC manufacturer) and the unit was ordered. In April 2023, Hannah Environmental confirmed that they have been unable to locate a replacement unit as the system and equipment are discontinued and no longer being made.</p> <p>As of June 2024, the Gearbox was removed and sent for repairs to another service provider. Some required parts were sourced out throughout 2023 but none would complete repair because some of the parts are proprietary to the manufacturer.</p> <p>A final quote was received January 2024. The required part is being manufactured in Germany and tentatively scheduled for mid-April 2024 installation.</p>
<p>Instrumentation and Control</p>	<p>The existing SCADA system is dysfunctional and does not allow for proper management of the day to day operations of this facility. The level of instrumentation and continuous monitoring in this facility is also very poor which render unfeasible any type of real time adjustment of flows, chemical dosage or other parameters during the standard operating procedures. It is anticipated that the instrumentation and control systems of this facility will be upgrade as part of the overall upgrade in progress for this treatment system.</p>

There was no other reportable event during the period covered by this report.

APPENDIX A

Environmental Compliance

Approval Number 8156-AR4J2T

AMENDED ENVIRONMENTAL COMPLIANCE APPROVAL

NUMBER 8154-AR4J2T

Issue Date: September 18, 2017

Wellington Common Elements Condominium Corporation No.214 c/o MF Property
Management Limited
28 Bett Court
Guelph, Ontario
N1C 0A5

Site Location: 7541 Wellington County Road 34
Township of Puslinch , County of Wellington
N0B2J0

You have applied under section 20.2 of Part II.1 of the Environmental Protection Act, R.S.O. 1990, c. E. 19 (Environmental Protection Act) for approval of:

Upgrades to the existing sewage works comprising of a sanitary collection system, pumping stations and forcemains, a sewage treatment and subsurface disposal system re-rated at approx. 158 m³/d average daily flow serving the Mini Lakes Subdivision and Common Elements Condominium comprising of a maximum of 292 units (from the original 400 units) for year round use in the Township of Puslinch as follows:

PROPOSED WORKS

Modifications to the existing wastewater treatment plant as follows:

- upgrades to primary clarifier as follows:
 - installation of a partition wall separating the chamber in two compartments; an inlet and sludge storage compartment having a working volume of 73m³ and a primary effluent compartment having a working volume of 23m³.
 - an influent baffle plate at the tank inlet.
 - an outlet weir box and baffle plate at the tank outlet.
 - sludge recirculation piping to the inlet chamber and sludge removal piping.

- modifications to the inlet of the denitrification tank to allow for crossover between trains for redundancy and option to operate on one (1) RBC train and two (2) tertiary treatment trains.
- one (1) new effluent pump and discharge piping to be located in the effluent pump chamber to recirculate treated effluent back to the inlet of the primary clarifier.
- a 3.5m x 4.12m chemical storage building housing the following:
 - a 900 L capacity chemical storage tank to provide a carbon source and three (3) chemical metering pumps (one (1) spare), all located within secondary containment facilities.
 - a 2,300 L capacity bulk chemical storage tank for phosphorus removal and three (3) chemical metering pumps (one (1) spare), all located within secondary containment facilities.
 - an eyewash/shower system.

all other controls, electrical equipment, instrumentation, pumps, piping, valves and appurtenances essential for the proper operation of the aforementioned sewage works;

all in accordance with the documents listed in Schedule 'B'.

EXISTING WORKS

Sanitary Collection System

All existing and proposed sewage collection system gravity mains, forcemains, and services as generally indicated on Drawing 1 - Site Servicing Plan dated February 25, 2008 as submitted by Stantec Consulting Ltd.

Pumping Stations and Forcemain

1. Sewage Pumping Station PS-1 (UTM NAD83: Zone 17, 569553 mE, 4814393 mN)

One (1) 1,200 mm diameter fibreglass package duplex sewage pumping station (located at the intersection of Ash Avenue, Cross Street and Pine Street servicing approximately 77 units), equipped with two (2) submersible pumps, each pump rated at 1.8 L/s at 28.98 m TDH and having a working volume of 0.405 m³, and a forcemain, approx. 29 m long, extending from the pump station before discharging into the common 75 mm forcemain from PS-2 and PS-3, where the common forcemain continues approximately 621 m to discharge directly to the Wastewater Treatment Plant (WWTP) described below.

2. Sewage Pumping Station PS-2 (UTM NAD83: Zone 17, 569203 mE, 4814540 mN)

One (1) 1,200 mm diameter fibreglass package duplex sewage pumping station (located on Jasper Heights Drive approximately 110 m northeast of Garden Parkway servicing approximately 132 units), equipped with two (2) submersible pumps, each pump rated at 2.225 L/s at 33.82 m TDH and having a working volume of 0.501 m³, and a forcemain, approx. 224 m long, extending from the pump station before discharging into the common 75

mm forcemain from PS-3, where the common forcemain continues approximately 215 m to the junction with PS-1 and a further 621 m to discharge directly to the Wastewater Treatment Plant (WWTP) described below.

3. Sewage Pumping Station PS-3 (UTM NAD83: Zone 17, 569349 mE, 4814559 mN)

One (1) 1,200 mm diameter fibreglass package duplex sewage pumping station (located on Lot 62 Hemlock, servicing approximately 42 units), equipped with two (2) submersible pumps, each pump rated at 1.075 L/s at 32.2 m TDH and having a working volume of 0.242 m³, and a forcemain, approx. 229 m long, extending from the pump station before discharging into the common 75 mm forcemain from PS-3, where the common forcemain continues approximately 215 m to the junction with PS-1 and a further 621 m to discharge directly to the Wastewater Treatment Plant (WWTP) described below.

4. Sewage Pumping Station PS-4 (UTM NAD83: Zone 17, 569491 mE, 4814533 mN)

One (1) 1,200 mm diameter fibreglass package duplex sewage pumping station (located adjacent and on the north corner of Lot 227 on Cedarbush Crescent, servicing approximately 53 units and a community centre), equipped with two (2) submersible pumps, each pump rated at 1.35 L/s at 7.27 m TDH and having a working volume of 0.304 m³, and a forcemain, approx. 358 m long, extending from the pump station before discharging directly to the Wastewater Treatment Plant (WWTP) described below.

5. Sewage Pumping Station PS-5 (UTM NAD83: Zone 17, 569720 mE, 4814755 mN)

One (1) 1,200 mm diameter precast concrete duplex sewage pumping station (located at the intersection of Water Street and Basswood to service Phase 2 and 3 development, and will ultimately service approximately 79 units), equipped with two (2) submersible pumps, each pump rated at 2.55 L/s at 14.75 m TDH and having a working volume of 0.469 m³, and a forcemain, approx. 207 m long, discharging into the 75 mm diameter forcemain from PS-4, where the common forcemain continues for approx 29 m before discharging directly to the Wastewater Treatment Plant (WWTP) described below.

Wastewater Treatment Plant

A sewage treatment plant (with dual trains operating in parallel) to be located within a building housing a primary settlement tank, rotating biological contactors, intermediate clarifier, a denitrification tank and final clarifiers and effluent pump chamber as follows:

- a concrete common primary settlement tank with cover, approx. 8.1m wide x 8.5m long x 1.73m liquid depth discharging (via an outlet pipe to each treatment train) to the rotating biological contactors, complete with gear motor and drive mechanism;
- two (2) rotating biological contactors (RBCs) with 2.35m diameter rotor, each equipped with low profile fixed baffles and establish four (4) zones per rotor, and providing approx. 4,179

m² of bio-support media area;

- two (2) hopper bottom 3m x 3.6m intermediate clarifiers per treatment train, complete with inlet and outlet weir, sludge and scum transfer equipment and pumping systems;
- two (2) denitrification tanks, approx. 5.06m x 3.6m, each consisting with 4,704m² of submerged rigid media, complete with an adjustable flow distribution box;
- one (1) 900 L capacity chemical tank and chemical metering pump capable of feeding a carbon source to the denitrification tanks, complete with spill containment facilities;
- chemical feed system comprising of one (1) 2,300 L capacity polyethylene chemical storage tank and metering pump (with standby pump) capable of feeding approx. 1.5 L/hr of alum into the last stage of the rotating biological contactor rotor, complete with spill containment facilities;
- two (2) hopper bottom 3m x 3.6m final clarifiers per treatment train, complete with inlet and outlet weirs and sludge transfer equipment and pumping systems;
- a 50,000 L capacity effluent pump chamber equipped with five (5) submersible pumps (with one additional standby pump), each rated at 2.7 L/s at 11m TDH (max.), to discharge treated effluent via a splitter valve and five (5) 75mm diameter forcemains, one forcemain to each absorption cell of the subsurface disposal system.

Subsurface Disposal System

A subsurface disposal system comprising of five (5) shallow buried trench absorption cells, each cell comprising of six (6) zones with eight (8) laterals (each lateral located within a trench 18m long and 0.6m wide, with a hollow inverted semi-circular chamber housing a 25mm PVC pressurized pipe with 3.2mm holes spaced at 1m c/c) per zone, for a total of approx. 864m of piping per cell (total of approx. 4,320m of piping), and distribution valve assembly and manifold together with a relocation area (alternate subsurface disposal area) and the use of the existing leaching bed areas as contingencies for a period of three (3) years of operation of the sewage works,

all in accordance with the final plans and specifications prepared by P. J. Hannah Equipment Sales Corp. and Stantec Consulting Ltd., Consulting Engineers.

For the purpose of this environmental compliance approval, the following definitions apply:

1. "Annual Average Concentration" means the arithmetic mean of the Monthly Average Concentrations of a contaminant in the effluent calculated for any particular calendar year;
2. "Approval" means this entire document and any Schedules attached to it, and the application;
3. "Average Daily Flow" means the cumulative total sewage flow to the sewage works during a

calendar year divided by the number of days during which sewage was flowing to the sewage works that year;

4. "BOD5" (also known as TBOD₅) means five day biochemical oxygen demand measured in an unfiltered sample and includes carbonaceous and nitrogenous oxygen demand;
5. "CBOD5" means five day carbonaceous (nitrification inhibited) biochemical oxygen demand measured in an unfiltered sample;
6. "Daily Concentration" means the concentration of a contaminant in the effluent discharged over any single day, as measured by a composite or grab sample, whichever is required;
7. "Director" means a person appointed by the Minister pursuant to section 5 of the EPA for the purposes of Part II.1 of the EPA;
8. "District Manager" means the District Manager of the Guelph District Office;
9. "EPA" means the *Environmental Protection Act*, R.S.O. 1990, c.E.19, as amended;
10. "Equivalent Equipment" means a substituted equipment or like-for-like equipment that meets the required quality and performance standards of a named equipment;
11. "Limited Operational Flexibility" (LOF) means any modifications that the Owner is permitted to make to the Works under this Approval;
12. "Ministry" means the ministry of the government of Ontario responsible for the EPA and OWRA and includes all officials, employees or other persons acting on its behalf;
13. "Notice of Modifications" means the form entitled "Notice of Modifications to Sewage Works";
14. "Monthly Average Concentration" means the arithmetic mean of all Daily Concentrations of a contaminant in the effluent sampled or measured, or both, during a calendar month;
15. "Owner" means Wellington Common Elements Condominium Corporation No.214 and its successors and assignees;
16. "OWRA" means the *Ontario Water Resources Act*, R.S.O. 1990, c. O.40, as amended;"Previous Works" means those portions of the sewage works previously constructed and approved under an Approval;
17. "Proposed Works" means the sewage works described in the Owner's application, this Approval, to the extent approved by this Approval;
18. "Previous Works" means those portions of the sewage works previously constructed and approved under an Approval;

19. "Rated Capacity" means the Average Daily Flow for which the Works are approved to handle;
20. "Regional Director" means the Regional Director of the West Central Region of the Ministry;
21. "Substantial Completion" has the same meaning as "substantial performance" in the Construction Lien Act; and
22. "Works" means the sewage works described in the Owner's application, and this Approval, and includes Proposed Works, Previous Works, and modifications made under Limited Operational Flexibility.

You are hereby notified that this environmental compliance approval is issued to you subject to the terms and conditions outlined below:

TERMS AND CONDITIONS

1. GENERAL PROVISIONS

1. The Owner shall ensure that any person authorized to carry out work on or operate any aspect of the Works is notified of this Approval and the conditions herein and shall take all reasonable measures to ensure any such person complies with the same.
2. Except as otherwise provided by these conditions, the Owner shall design, build, install, operate and maintain the Works in accordance with the description given in this Approval, and the application for approval of the Works.
3. Where there is a conflict between a provision of any document in the schedule referred to in this Approval and the conditions of this Approval, the Conditions in this Approval shall take precedence, and where there is a conflict between the documents in the schedule, the document bearing the most recent date shall prevail.
4. Where there is a conflict between the documents listed in the Schedule B submitted documents, and the application, the application shall take precedence unless it is clear that the purpose of the document was to amend the application.
5. The Conditions of this Approval are severable. If any Condition of this Approval, or the application of any requirement of this Approval to any circumstance, is held invalid or unenforceable, the application of such condition to other circumstances and the remainder of this Approval shall not be affected thereby.

2. EXPIRY OF APPROVAL

This Approval will cease to apply to those parts of the Proposed Works which have not been constructed within five (5) years of the date of this Approval.

3. CHANGE OF OWNER

1. The Owner shall notify the District Manager and the Director, in writing, of any of the following changes within thirty (30) days of the change occurring:
 - a. change of Owner;
 - b. change of address of the Owner;
 - c. change of partners where the Owner is or at any time becomes a partnership, and a copy of the most recent declaration filed under the Business Names Act , R.S.O. 1990, c.B17 shall be included in the notification to the District Manager;
 - d. change of name of the corporation where the Owner is or at any time becomes a corporation, and a copy of the most current information filed under the Corporations Information Act , R.S.O. 1990, c. C39 shall be included in the notification to the District Manager;
2. In the event of any change in ownership of the Works, other than a change to a successor municipality, the Owner shall notify in writing the succeeding owner of the existence of this Approval, and a copy of such notice shall be forwarded to the District Manager and the Director.

4. CONSTRUCTION

1. The Owner shall ensure that the construction of the works is supervised by a licensed installer or a Professional Engineer, as defined in the Professional Engineers Act .
2. Upon construction of the works, the Owner shall prepare a statement, certified by a licensed installer or a Professional Engineer that the Works are constructed in accordance with this Approval, and upon request, shall make the written statement available for inspection by Ministry staff and staff of the local municipality.

5. MONITORING AND RECORDING

The Owner shall, upon commencement of operation of the Works, carry out the following

monitoring program:

1. All samples and measurements taken for the purposes of this Approval are to be taken at a time and in a location characteristic of the quality and quantity of the effluent stream over the time period being monitored.
2. Samples of **treated effluent** (ahead of subsurface disposal system) shall be collected at the effluent pump chamber and analyzed for at least the parameters at the indicated **minimum** frequencies (**Table 1 - Treated Effluent Sampling, Schedule C**).
3. Samples of **groundwater** shall be collected from the nine (9) monitoring wells MW-1, MW-2, MW-4 to MW-10 inclusive, located upgradient of the subsurface disposal beds, immediately downgradient of the subsurface disposal beds and at the property boundary in the downgradient flow path from the subsurface disposal beds, and two (2) additional monitoring wells to intercept the plume close to the water's edge, and analyzed for at least the parameters at the indicated **minimum** frequencies (**Table 2 - Groundwater Sampling, Schedule C**). In addition, groundwater depths for each of the monitoring wells shall also be recorded to assess groundwater elevation and flow paths through the site.
4. Samples of **surface water** shall be collected at the following five (5) locations and analyzed for at least the parameters at the indicated **minimum** frequencies (**Table 3 - Surface Water Sampling, Schedule C**).

Surface water monitoring locations

- upgradient background (SW1)
 - one location within the main pond (SW3)
 - outlet from the main pond (SW4)
 - outlet from the property (SW6)
 - upgradient tributaries (SW5, located at County Road No. 34, approximately 50m upstream of the confluence of Mill Creek with the downstream location of the Mini Lakes outlet).
5. The monitoring outlined pursuant to subsections (3) and (4) shall be undertaken for a period of at least three (3) years following the start up of the Proposed Works.
 6. Prior to the startup of the Works, background groundwater quality must be established by collecting groundwater samples and having them analyzed for the parameters outlined in Table 2.
 7. The Owner shall measure and record the daily volume of effluent being discharged to subsurface disposal system.
 8. The methods and protocols for sampling, analysis and recording shall conform, in order of precedence, to the methods and protocols specified in the following:

- a. the Ministry's Procedure F-10-1, "Procedures for Sampling and Analysis Requirements for Municipal and Private Sewage Treatment Works (Liquid Waste Streams Only), as amended from time to time by more recently published editions;
 - b. the Ministry's publication "Protocol for the Sampling and Analysis of Industrial/Municipal Wastewater" (January 1999), ISBN 0-7778-1880-9, as amended from time to time by more recently published editions; and
 - c. the publication "Standard Methods for the Examination of Water and Wastewater" (21st edition), as amended from time to time by more recently published editions.
9. The Owner shall retain for a minimum of five (5) years from the date of their creation, all records and information related to or resulting from the monitoring activities required by this Approval.
 10. Following completion of two (2) full years of operation of the sewage system, if the quality of effluent discharged to the subsurface disposal system satisfies the objectives stipulated in Condition 6 as evidenced by the results of the monitoring program required by this condition, the monitoring requirements may be revised by the Director if he/she is of the opinion that such a reduction is appropriate in the circumstances.

6. EFFLUENT LIMITS

1. The Owner shall operate and maintain the Works such that the concentrations of the materials named as effluent parameters are not exceeded in the effluent from the Works (**Table 4 - Effluent Limits, Schedule D**).
2. For the purposes of determining compliance with and enforcing subsection (1):
 - a. Non-compliance with respect to the effluent parameters is deemed to have occurred when the annual average concentration of any of the effluent parameters (treated effluent discharge to the subsurface disposal system) named in subsection (1) above, based on all grab samples taken in accordance with Condition 5(2) above, supplemented by spot sampling by Ministry staff as necessary, during any calendar year, exceeds its corresponding stipulated effluent concentration indicated in Table 4.
3. Paragraph (a) of subsection shall apply upon the issuance of this Approval.
4. The effluent limit set out in subsection (1) shall apply upon the issuance of this Approval.

5. Only those monitoring results collected during the corresponding time period shall be used in calculating the Annual Average Concentration.

7. OPERATIONS AND MAINTENANCE

1. The Owner shall prepare an operations manual within six (6) months of the introduction of sewage to the Works, that includes, but not necessarily limited to, the following information:
 - a. operating procedures for routine operation of the Works; and
 - b. inspection programs, including frequency of inspection, for the Works and the methods or tests employed to detect when maintenance is necessary.
2. (2) The Owner shall maintain the operations manual current and retain a copy at the location of the Works for the operational life of the Works. Upon request, the Owner shall make the manual available to Ministry staff.
3. (3) The Owner shall prepare and make available for inspection by Ministry staff, a maintenance agreement with the manufacturer for the treatment process/technology and a complete set of "as constructed" drawings within one (1) year of Substantial Completion of the Works. The maintenance agreement and drawings must be retained at the site and kept current.
4. (4) The Owner shall employ for the overall operation of the Works a person who possesses the level of training and experience sufficient to allow safe and environmentally sound operation of the Works.

8. REPORTING

1. One week prior to the start up of the operation of the Works, the Owner shall notify the District Manager (in writing) of the pending start up date of the Proposed Works.
2. The Owner shall prepare, and submit upon request, a performance report, on an annual basis, within ninety (90) days following the end of the period being reported upon. The first such report shall cover the first annual period following the commencement of operation of the Works and subsequent reports shall be submitted to cover successive annual periods following thereafter. The reports shall contain, but shall not be limited to, the following information:
 - a. a summary and interpretation of all monitoring data and a comparison to the effluent limits outlined in Condition 6, including an overview of the success and adequacy of the Works;
 - b. a tabulation of the daily volumes of effluent disposed through the subsurface disposal system during the reporting period;

- c. a summary of all maintenance carried out on any major structure, equipment, apparatus, mechanism or thing forming part of the Works;
- d. a description of any operating problems encountered and corrective actions taken.
- e. a copy of all Notice of Modifications submitted to the District Manager as a result of Schedule A, Section 1, with a status report on the implementation of each modification;
- f. a report summarizing all modifications completed as a result of Schedule A, Section 3;
- g. any other information the District Manager requires from time to time.

9. LIMITED OPERATIONAL FLEXIBILITY

1. The Owner may make modifications to the Works in accordance with the Terms and Conditions of this Approval and subject to the Ministry's "Limited Operational Flexibility Criteria for Modifications to Sewage Works", included under Schedule A of this Approval, as amended.
2. Sewage works under Limited Operational Flexibility shall adhere to the design guidelines contained within the Ministry's publication "Design Guidelines for Sewage Works 2008", as amended.
3. The Owner shall ensure at all times, that the Works, related equipment and appurtenances which are installed or used to achieve compliance are operated in accordance with all Terms and Conditions of this Approval.
4. For greater certainty, the following are **not** permitted as part of Limited Operational Flexibility:
 - a. Modifications to the Works that result in an increase of the approved Rated Capacity of the Works;
 - b. Modifications to the Works that may adversely affect the approved effluent quality criteria or the location of the discharge/outfall;
 - c. Modifications to the treatment process technology of the Works, or modifications that involve construction of new reactors (tanks) or alter the treatment train process design;
 - d. Modifications to the Works approved under s.9 of the EPA, and
 - e. Modifications to the Works pursuant to an order issued by the Ministry.

5. Implementation of Limited Operational Flexibility is not intended to be used for piecemeal measures that result in major alterations or expansions.
6. If the implementation of Limited Operational Flexibility requires changes to be made to the Emergency Response, Spill Reporting and Contingency Plan, the Owner shall, provide a revised copy of this plan to the local fire services authority prior to implementing Limited Operational Flexibility.
7. For greater certainty, any modification made under the Limited Operational Flexibility may only be carried out after other legal obligations have been complied with, including those arising from the *Environmental Protection Act*, *Niagara Escarpment Planning and Development Act*, *Oak Ridges Moraine Conservation Act*, *Lake Simcoe Protection Act* and *Greenbelt Act*.
8. At least thirty (30) days prior to implementing Limited Operational Flexibility, the Owner shall complete a Notice of Modifications describing any proposed modifications to the Works and submit it to the District Manager.
9. The Owner shall not proceed with implementation of Limited Operational Flexibility until the District Manager has provided written acceptance of the Notice of Modifications or a minimum of thirty (30) days have passed since the day the District Manager acknowledged the receipt of the Notice of Modifications.

SCHEDULE 'A'

Limited Operational Flexibility Criteria for Modifications to Industrial Sewage Works

1. The modifications to sewage works approved under an Environmental Compliance Approval (Approval) that are permitted under the Limited Operational Flexibility (LOF), are outlined below and are subject to the LOF conditions in the Approval, and require the submission of the Notice of Modifications. If there is a conflict between the sewage works listed below and the Terms and Conditions in the Approval, the Terms and Conditions in the Approval shall take precedence.

1.1 Sewage Pumping Stations

- a. Alter pumping capacity by adding or replacing equipment where new equipment is located within an existing sewage treatment plant site or an existing sewage pumping station site, provided that the modifications do not result in an increase of the sewage treatment plant Rated Capacity and the existing flow process and/or treatment train are maintained, as applicable.
- b. Forcemain relining and replacement with similar pipe size where the nominal diameter is not greater than 1,200mm.

1.2 Sewage Treatment Process

- a. Installing additional chemical dosage equipment including replacing with alternative chemicals for pH adjustment or coagulants (non-toxic polymers) provided that there are no modifications of treatment processes or other modifications that may alter the intent of operations and may have negative impacts on the effluent quantity and quality.
- b. Expanding the buffer zone between a sanitary sewage lagoon facility or land treatment area and adjacent uses provided that the buffer zone is entirely on the proponent's land.
- c. Optimizing existing sanitary sewage lagoons with the purpose to increase efficiency of treatment operations provided that existing sewage treatment plant rated capacity is not exceeded and where no land acquisition is required.
- d. Optimizing existing sewage treatment plant equipment with the purpose to increase the efficiency of the existing treatment operations, provided that there are no modifications to the works that result in an increase of the approved Rated Capacity, and may have adverse effects to the effluent quality or location of the discharge.
- e. Replacement, refurbishment of previously approved equipment in whole or in part with Equivalent Equipment, like-for-like of different make and model, provided that

the firm capacity, reliability, performance standard, level of quality and redundancy of the group of equipment is kept the same. For clarity purposes, the following equipment can be considered under this provision: pumps, screens, grit separators, blowers, aeration equipment, sludge thickeners, dewatering equipment, UV systems, chlorine contact equipment, bio-disks, and sludge digester systems.

1.3 Sanitary Sewers

- a. Pipe relining and replacement with similar pipe size within the Sewage Treatment Plant site, where the nominal diameter is not greater than 1,200mm.

1.4 Pilot Systems

- a. Installation of pilot systems for new or existing technologies provided that:
 - i. any effluent from the pilot system is discharged to the inlet of the sewage treatment plant or hauled off-site for proper disposal,
 - ii. any effluent from the pilot system discharged to the inlet of the sewage treatment plant or sewage conveyance system does not significantly alter the composition/concentration of the influent sewage to be treated in the downstream process; and that it does not add any inhibiting substances to the downstream process, and
 - iii. the pilot system's duration does not exceed a maximum of two years; and a report with results is submitted to the Director and District Manager three months after completion of the pilot project.
2. Sewage works that are exempt from section 53 of the OWRA by O. Reg. 525/98 continue to be exempt and are not required to follow the notification process under this Limited Operational Flexibility.
3. Normal or emergency operational modifications, such as repairs, reconstructions, or other improvements that are part of maintenance activities, including cleaning, renovations to existing approved sewage works equipment, provided that the modification is made with Equivalent Equipment, are considered pre-approved.
4. The modifications noted in section (3) above are **not** required to follow the notification protocols under Limited Operational Flexibility, provided that the number of pieces and description of the equipment as described in the Approval does not change.

RETAIN COPY OF COMPLETED FORM AS PART OF THE ECA AND SEND A COPY TO THE WATER SUPERVISOR (FOR MUNICIPAL) OR DISTRICT MANAGER (FOR NON-MUNICIPAL SYSTEMS)

Part 1 – Environmental Compliance Approval (ECA) with Limited Operational Flexibility

(Insert the ECA's owner, number and issuance date and notice number, which should start with "01" and consecutive numbers thereafter)

ECA Number	Issuance Date (mm/dd/yy)	Notice number (If applicable)
ECA Owner		Municipality

Part 2: Description of the modifications as part of the Limited Operational Flexibility

(Attach a detailed description of the sewage works)

Description shall include:

1. A detail description of the modifications and/or operations to the sewage works (e.g. sewage work component, location, size, equipment type/model, material, process name, etc.)
2. Confirmation that the anticipated environmental effects are negligible.
3. List of updated versions of, or amendments to, all relevant technical documents that are affected by the modifications as applicable, i.e. submission of documentation is not required, but the listing of updated documents is (design brief, drawings, emergency plan, etc.)

Part 3 – Declaration by Professional Engineer

I hereby declare that I have verified the scope and technical aspects of this modification and confirm that the design:

1. Has been prepared or reviewed by a Professional Engineer who is licensed to practice in the Province of Ontario;
2. Has been designed in accordance with the Limited Operational Flexibility as described in the ECA;
3. Has been designed consistent with Ministry's Design Guidelines, adhering to engineering standards, industry's best management practices, and demonstrating ongoing compliance with s.53 of the Ontario Water Resources Act; and other appropriate regulations.

I hereby declare that to the best of my knowledge, information and belief the information contained in this form is complete and accurate

Name (Print)	PEO License Number
Signature	Date (mm/dd/yy)
Name of Employer	

Part 4 – Declaration by Owner

I hereby declare that:

1. I am authorized by the Owner to complete this Declaration;
 2. The Owner consents to the modification; and
 3. This modifications to the sewage works are proposed in accordance with the Limited Operational Flexibility as described in the ECA.
 4. The Owner has fulfilled all applicable requirements of the *Environmental Assessment Act*.
- I hereby declare that to the best of my knowledge, information and belief the information contained in this form is complete and accurate

Name of Owner Representative (Print)	Owner representative's title (Print)
Owner Representative's Signature	Date (mm/dd/yy)

SCHEDULE 'B'

Environmental Compliance Approval (ECA) supporting documents:

1. Application for Environmental Compliance Approval (ECA) dated June 7, 2012 signed by Tom Boyd, President, Mini Lakes Residents Association, and supporting documents prepared by Stantec Consulting Ltd., Consulting Engineers.

SCHEDULE 'C'

Table 1- Treated Effluent Sampling

Parameter	Type of Sample	Minimum Frequency
CBOD5	grab	monthly
Total Suspended Solids	grab	monthly
Total Phosphorus	grab	monthly
Total Ammonia Nitrogen	grab	monthly
Nitrate Nitrogen	grab	monthly
Nitrite Nitrogen	grab	monthly
Total Kjeldahl Nitrogen	grab	monthly
E. coli	grab	monthly
Dissolved Oxygen	grab	monthly
pH	grab	monthly

Table 2- Groundwater Sampling

Parameter	Type of Sample	Minimum Frequency
CBOD5	grab	quarterly
Total Suspended Solids	grab	quarterly
Total Phosphorus	grab	quarterly
Total Ammonia Nitrogen	grab	quarterly
Nitrate Nitrogen	grab	quarterly
Nitrite Nitrogen	grab	quarterly
Total Kjeldahl Nitrogen	grab	quarterly
E. coli	grab	quarterly
Dissolved Organic Carbon	grab	quarterly

Table 3- Surface Water Sampling

Parameter	Type of Sample	Minimum Frequency
Total Phosphorus	grab	quarterly
Total Ammonia Nitrogen	grab	quarterly
Nitrate Nitrogen	grab	quarterly
Nitrite Nitrogen	grab	quarterly
Total Kjeldahl Nitrogen	grab	quarterly
E. coli	grab	quarterly

SCHEDULE 'D'

Table 4- Effluent Limits

Effluent Parameters	Annual Average Concentration
CBOD5	20 mg/L
Total Suspended Solids	20 mg/L
Nitrate Nitrogen	8 mg/L
Total Phosphorus	1 mg/L

The reasons for the imposition of these terms and conditions are as follows:

1. Condition 1 is imposed to ensure that the Works are built and operated in the manner in which they were described for review and upon which approval was granted. This condition is also included to emphasize the precedence of Conditions in the Approval and the practice that the Approval is based on the most current document, if several conflicting documents are submitted for review. The condition also advises the Owners their responsibility to notify any person they authorized to carry out work pursuant to this Approval the existence of this Approval.
2. Condition 2 is included to ensure that, when the Works are constructed, the Works will meet the standards that apply at the time of construction to ensure the ongoing protection of the environment.
3. Condition 3 is included to ensure that the Ministry records are kept accurate and current with respect to the approved works and to ensure that subsequent owners of the Works are made aware of the Approval and continue to operate the Works in compliance with it.
4. Condition 4 is included to ensure that the works are constructed, and may be operated and maintained such that the environment is protected and deterioration, loss, injury or damage to any person or property is prevented.
5. Condition 5 is included to enable the Owner to evaluate and demonstrate the performance of the Works, on a continual basis, so that the Works are properly operated and maintained at a level which is consistent with the design objectives specified in the Approval.
6. Condition 6 is imposed to ensure that the effluent discharged from the Works to the subsurface disposal system meets the Ministry's effluent quality requirements thus minimizing environmental impact.
7. Condition 7 is included to require that the Works be properly operated, maintained, and equipped such that the environment is protected. As well, the inclusion of an operations manual, maintenance agreement with the manufacturer for the treatment process/technology and a complete set of "as constructed" drawings governing all significant areas of operation, maintenance and repair is prepared, implemented and kept up-to-date by the owner and made available to the Ministry. Such a information is an integral part of the operation of the Works. Its compilation and use should assist the Owner in staff training, in proper plant operation and in identifying and planning for contingencies during possible abnormal conditions. The manual will also act as a benchmark for Ministry staff when reviewing the Owner's operation of the work.
8. Condition 8 is included to provide a performance record for future references, to ensure that the Ministry is made aware of problems as they arise, and to provide a compliance record for all the terms and conditions outlined in this Approval, so that the Ministry can work with the Owner in resolving any problems in a timely manner.

9. Condition 9 is included to ensure that the Works are operated in accordance with the application and supporting documentation submitted by the Owner, and not in a manner which the Director has not been asked to consider. These Conditions are also included to ensure that a Professional Engineer has reviewed the proposed modifications and attests that the modifications are in line with that of Limited Operational Flexibility, and provide assurance that the proposed modifications comply with the Ministry's requirements stipulated in the Terms and Conditions of this Approval, MOE policies, guidelines, and industry engineering standards and best management practices.

**Upon issuance of the environmental compliance approval, I hereby revoke Approval No(s).
2391-9KCJUS issued on June 1, 2016.**

In accordance with Section 139 of the Environmental Protection Act, you may by written Notice served upon me and the Environmental Review Tribunal within 15 days after receipt of this Notice, require a hearing by the Tribunal. Section 142 of the Environmental Protection Act provides that the Notice requiring the hearing shall state:

- a. The portions of the environmental compliance approval or each term or condition in the environmental compliance approval in respect of which the hearing is required, and;
- b. The grounds on which you intend to rely at the hearing in relation to each portion appealed.

Pursuant to subsection 139(3) of the Environmental Protection Act, a hearing may not be required with respect to any terms and conditions in this environmental compliance approval, if the terms and conditions are substantially the same as those contained in an approval that is amended or revoked by this environmental compliance approval.

The Notice should also include:

1. The name of the appellant;
2. The address of the appellant;
3. The environmental compliance approval number;
4. The date of the environmental compliance approval;
5. The name of the Director, and;
6. The municipality or municipalities within which the project is to be engaged in.

And the Notice should be signed and dated by the appellant.

This Notice must be served upon:

The Secretary*
Environmental Review Tribunal
655 Bay Street, Suite 1500
Toronto, Ontario
M5G 1E5

AND

The Director appointed for the purposes of Part II.1 of
the Environmental Protection Act
Ministry of the Environment and Climate Change
135 St. Clair Avenue West, 1st Floor
Toronto, Ontario
M4V 1P5

*** Further information on the Environmental Review Tribunal's requirements for an appeal can be obtained directly from the Tribunal at: Tel: (416) 212-6349, Fax: (416) 326-5370 or www.ert.gov.on.ca**

The above noted activity is approved under s.20.3 of Part II.1 of the Environmental Protection Act.

DATED AT TORONTO this 18th day of September, 2017



Fariha Pannu, P.Eng.
Director
appointed for the purposes of Part II.1 of the
Environmental Protection Act

JA/
c: District Manager, MOECC Guelph
n/a, Wellington Common Elements Condominium Corporation No.214 c/o MF Property Management
Limited

APPENDIX B

Groundwater Monitoring Wells and Surface Water Sampling Locations



APPENDIX C

Laboratory Certificates of Analysis for Wastewater Treatment Plant



SGS Canada Inc.
 P.O. Box 4300 - 185 Concession St.
 Lakefield - Ontario - KOL 2H0
 Phone: 705-652-2000 FAX: 705-652-6365

Works #: 1418S
Project : PO#017844

23-October-2023

OCWA-Highlands (Mini Lakes RBC WWTP)

Attn : Don Irvine

Date Rec. : 12 October 2023
LR Report: CA14413-OCT23

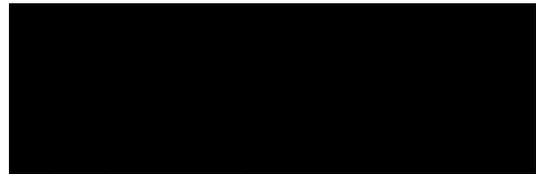
136 Main St., E.
 Shelburne, ON
 L9V 3K5, Canada

Copy: #1

Phone: 519-925-1938 ext. 225
 Fax:

CERTIFICATE OF ANALYSIS
Final Report

Analysis	1:	2:	3:	4:	5:	6:
	Analysis Start Date	Analysis Start Time	Analysis Completed Date	Analysis Completed Time	Eff Eff-Final Effluent	Raw Raw-Primary Clairfier Grab
Sample Date & Time					11-Oct-23 13:30	11-Oct-23 13:35
Temperature Upon Receipt [°C]	---	---	---	---	13.0	13.0
Carbonaceous Biochemical Oxygen Demand [(CBOD5) mg/L]	13-Oct-23	15:32	18-Oct-23	13:05	12	97
Dissolved Oxygen [mg/L]	13-Oct-23	10:20	13-Oct-23	13:10	4.4	---
Total Suspended Solids [mg/L]	17-Oct-23	07:54	18-Oct-23	15:08	22	64
Alkalinity [mg/L as CaCO3]	13-Oct-23	08:02	17-Oct-23	10:18	---	363
pH [No unit]	13-Oct-23	11:37	17-Oct-23	10:35	7.57	7.38
Phosphorus (total) [mg/L]	16-Oct-23	15:16	18-Oct-23	13:20	2.42	3.93
Total Kjeldahl Nitrogen [as N mg/L]	17-Oct-23	08:00	20-Oct-23	14:18	11.4	30.6
Ammonia+Ammonium (N) [as N mg/L]	17-Oct-23	16:56	23-Oct-23	10:34	10.0	27.3
Nitrite (as N) [mg/L]	16-Oct-23	22:19	18-Oct-23	16:41	0.86	---
Nitrate (as N) [mg/L]	16-Oct-23	22:19	18-Oct-23	16:41	6.82	---
Nitrate + Nitrite (as N) [mg/L]	16-Oct-23	22:19	18-Oct-23	16:41	7.68	---
E. Coli [cfu/100mL]	12-Oct-23	16:16	16-Oct-23	09:18	72000	---



Carrie Greenhaw
 Project Specialist,
 Environment, Health & Safety



SGS Canada Inc.
P.O. Box 4300 - 185 Concession St.
Lakefield - Ontario - KOL 2H0
Phone: 705-652-2000 FAX: 705-652-6365

Works #: 1418S
Project : PO#017844

03-November-2023

OCWA-Highlands (Mini Lakes RBC WWTP)

Attn : Don Irvine

Date Rec. : 26 October 2023
LR Report: CA15944-OCT23

136 Main St., E.
Shelburne, ON
L9V 3K5, Canada

Copy: #1

Phone: 519-925-1938 ext. 225
Fax:

CERTIFICATE OF ANALYSIS

Final Report

Analysis	1:	2:	3:	4:	5:	6:
	Analysis Start Date	Analysis Start Time	Analysis Completed Date	Analysis Completed Time	Eff Eff-Final Effluent	Raw Raw-Primary Clairfier Grab
Sample Date & Time					25-Oct-23 10:50	25-Oct-23 10:55
Temperature Upon Receipt [°C]	---	---	---	---	17.0	17.0
Carbonaceous Biochemical Oxygen Demand [(CBOD5) mg/L]	27-Oct-23	15:10	01-Nov-23	16:49	7	74
Dissolved Oxygen [mg/L]	27-Oct-23	11:55	30-Oct-23	10:37	5.6	---
Total Suspended Solids [mg/L]	01-Nov-23	07:31	02-Nov-23	15:41	23	73
Alkalinity [mg/L as CaCO3]	26-Oct-23	16:30	27-Oct-23	12:41	---	362
pH [No unit]	26-Oct-23	16:30	02-Nov-23	11:48	7.64	7.77
Phosphorus (total) [mg/L]	28-Oct-23	15:19	31-Oct-23	14:53	2.60	3.79
Total Kjeldahl Nitrogen [as N mg/L]	29-Oct-23	10:44	31-Oct-23	16:10	17.8	25.5
Ammonia+Ammonium (N) [as N mg/L]	28-Oct-23	15:20	01-Nov-23	10:56	17.9	25.7
Nitrite (as N) [mg/L]	30-Oct-23	20:18	31-Oct-23	17:40	0.88	---
Nitrate (as N) [mg/L]	30-Oct-23	20:18	31-Oct-23	17:40	5.01	---
Nitrate + Nitrite (as N) [mg/L]	30-Oct-23	20:18	31-Oct-23	17:40	5.89	---
E. Coli [cfu/100mL]	26-Oct-23	15:09	30-Oct-23	11:16	54000	---



*Carrie Greenlaw
Project Specialist,
Environment, Health & Safety*



SGS Canada Inc.
 P.O. Box 4300 - 185 Concession St.
 Lakefield - Ontario - KOL 2H0
 Phone: 705-652-2000 FAX: 705-652-6365

Works #: 1418S
Project : PO#017844

17-November-2023

OCWA-Highlands (Mini Lakes RBC WWTP)

Attn : Don Irvine

Date Rec. : 10 November 2023
LR Report: CA13498-NOV23

136 Main St., E.
 Shelburne, ON
 L9V 3K5, Canada

Copy: #1

Phone: 519-925-1938 ext. 225
 Fax:

CERTIFICATE OF ANALYSIS

Final Report

Analysis	1:	2:	3:	4:	5:	6:
	Analysis Start Date	Analysis Start Time	Analysis Completed Date	Analysis Completed Time	Eff Eff-Final Effluent	Raw Raw-Primary Clairfier Grab
Sample Date & Time					09-Nov-23 11:00	09-Nov-23 11:05
Temperature Upon Receipt [°C]	---	---	---	---	7.0	7.0
Carbonaceous Biochemical Oxygen Demand [(CBOD5) mg/L]	10-Nov-23	16:56	15-Nov-23	13:41	20	63
Dissolved Oxygen [mg/L]	10-Nov-23	15:59	13-Nov-23	10:47	6.8	---
Total Suspended Solids [mg/L]	15-Nov-23	07:38	17-Nov-23	10:37	23	54
Alkalinity [mg/L as CaCO3]	13-Nov-23	08:08	14-Nov-23	12:40	---	337
pH [No unit]	13-Nov-23	11:52	14-Nov-23	12:40	7.60	7.31
Phosphorus (total) [mg/L]	14-Nov-23	20:06	16-Nov-23	14:12	3.24	4.76
Total Kjeldahl Nitrogen [as N mg/L]	14-Nov-23	15:34	16-Nov-23	08:22	15.9	30.3
Ammonia+Ammonium (N) [as N mg/L]	14-Nov-23	18:27	16-Nov-23	10:31	14.1	26.3
Nitrite (as N) [mg/L]	13-Nov-23	22:16	17-Nov-23	15:48	0.59	---
Nitrate (as N) [mg/L]	13-Nov-23	22:16	17-Nov-23	15:48	6.02	---
Nitrate + Nitrite (as N) [mg/L]	13-Nov-23	22:16	17-Nov-23	15:48	6.61	---
E. Coli [cfu/100mL]	10-Nov-23	14:38	13-Nov-23	12:59	18000	---



Carrie Greenhaw
 Project Specialist,
 Environment, Health & Safety



SGS Canada Inc.
 P.O. Box 4300 - 185 Concession St.
 Lakefield - Ontario - K0L 2H0
 Phone: 705-652-2000 FAX: 705-652-6365

Works #: 1418S
Project : PO#017844

30-November-2023

OCWA-Highlands (Mini Lakes RBC WWTP)

Attn : Don Irvine

Date Rec. : 23 November 2023
LR Report: CA12859-NOV23

136 Main St., E.
 Shelburne, ON
 L9V 3K5, Canada

Copy: #1

Phone: 519-925-1938 ext. 225
 Fax:

CERTIFICATE OF ANALYSIS

Final Report

Analysis	1: Analysis Start Date	2: Analysis Start Time	3: Analysis Completed Date	4: Analysis Completed Time	5: Eff Eff-Final Effluent	6: Raw Raw-Primary Clarifier Grab
Sample Date & Time					22-Nov-23 09:00	22-Nov-23 09:05
Temperature Upon Receipt [°C]	---	---	---	---	8.0	8.0
Carbonaceous Biochemical Oxygen Demand [(CBOD5) mg/L]	24-Nov-23	13:44	29-Nov-23	13:31	13	69
Dissolved Oxygen [mg/L]	23-Nov-23	20:07	24-Nov-23	13:22	4.7	---
Total Suspended Solids [mg/L]	27-Nov-23	09:04	28-Nov-23	12:40	23	50
Alkalinity [mg/L as CaCO3]	24-Nov-23	07:38	24-Nov-23	15:18	---	334
pH [No unit]	24-Nov-23	07:38	27-Nov-23	10:59	7.59	7.55
Phosphorus (total) [mg/L]	24-Nov-23	15:59	28-Nov-23	10:32	2.70	3.26
Total Kjeldahl Nitrogen [as N mg/L]	24-Nov-23	16:53	27-Nov-23	11:13	12.7	21.0
Ammonia+Ammonium (N) [as N mg/L]	24-Nov-23	17:00	28-Nov-23	11:03	12.9	19.6
Nitrite (as N) [mg/L]	28-Nov-23	20:28	29-Nov-23	15:47	0.85	---
Nitrate (as N) [mg/L]	28-Nov-23	20:28	29-Nov-23	15:47	5.22	---
Nitrate + Nitrite (as N) [mg/L]	28-Nov-23	20:28	29-Nov-23	15:47	6.07	---
E. Coli [cfu/100mL]	23-Nov-23	16:21	27-Nov-23	11:43	60000	---



*Carrie Greenhaw
 Project Specialist,
 Environment, Health & Safety*



SGS Canada Inc.
 P.O. Box 4300 - 185 Concession St.
 Lakefield - Ontario - KOL 2H0
 Phone: 705-652-2000 FAX: 705-652-6365

Works #: 1418S
Project : PO#017844

15-December-2023

OCWA-Highlands (Mini Lakes RBC WWTP)

Attn : Don Irvine

Date Rec. : 06 December 2023
LR Report: CA14218-DEC23

136 Main St., E.
 Shelburne, ON
 L9V 3K5, Canada

Copy: #1

Phone: 519-925-1938 ext. 225
 Fax:

CERTIFICATE OF ANALYSIS

Final Report

Analysis	1:	2:	3:	4:	5:	6:
	Analysis Start Date	Analysis Start Time	Analysis Completed Date	Analysis Completed Time	Eff Eff-Final Effluent (Grab)	Raw Raw-Primary Clairfier (Grab)
Sample Date & Time					06-Dec-23 09:10	06-Dec-23 09:15
Temperature Upon Receipt [°C]	---	---	---	---	11.0	11.0
Carbonaceous Biochemical Oxygen Demand [(CBOD5) mg/L]	07-Dec-23	17:53	13-Dec-23	15:51	9	66
Dissolved Oxygen [mg/L]	07-Dec-23	10:46	08-Dec-23	10:06	8.8	---
Total Suspended Solids [mg/L]	09-Dec-23	12:50	12-Dec-23	14:28	21	84
Alkalinity [mg/L as CaCO3]	08-Dec-23	08:49	08-Dec-23	14:56	---	298
pH [No unit]	08-Dec-23	08:49	11-Dec-23	10:02	7.42	7.42
Phosphorus (total) [mg/L]	07-Dec-23	16:09	08-Dec-23	10:55	0.51	2.20
Total Kjeldahl Nitrogen [as N mg/L]	07-Dec-23	17:52	11-Dec-23	10:11	12.8	21.6
Ammonia+Ammonium (N) [as N mg/L]	07-Dec-23	19:25	11-Dec-23	11:52	11.2	18.3
Nitrite (as N) [mg/L]	11-Dec-23	11:28	14-Dec-23	14:27	0.88	---
Nitrate (as N) [mg/L]	11-Dec-23	11:28	14-Dec-23	14:27	7.25	---
Nitrate + Nitrite (as N) [mg/L]	11-Dec-23	11:28	14-Dec-23	14:27	8.13	---
E. Coli [cfu/100mL]	07-Dec-23	11:31	11-Dec-23	07:18	58000	---



*Carrie Greenlaw
 Project Specialist,
 Environment, Health & Safety*



SGS Canada Inc.
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 Lakefield - Ontario - KOL 2H0
 Phone: 705-652-2000 FAX: 705-652-6365

Works #: 1418S
Project : PO#017844

29-December-2023

OCWA-Highlands (Mini Lakes RBC WWTP)

Attn : Don Irvine

Date Rec. : 21 December 2023
LR Report: CA13936-DEC23

136 Main St., E.
 Shelburne, ON
 L9V 3K5, Canada

Copy: #1

Phone: 519-925-1938 ext. 225
 Fax:

CERTIFICATE OF ANALYSIS

Final Report

Analysis	1: Analysis Start Date	2: Analysis Start Time	3: Analysis Completed Date	4: Analysis Completed Time	5: Eff Eff-Final Effluent	6: Raw Raw-Primary Clairfier Grab
Sample Date & Time					20-Dec-23 13:45	20-Dec-23 13:50
Temperature Upon Receipt [°C]	---	---	---	---	6.0	6.0
Carbonaceous Biochemical Oxygen Demand [(CBOD5) mg/L]	22-Dec-23	16:59	27-Dec-23	15:17	16	82
Dissolved Oxygen [mg/L]	21-Dec-23	17:25	22-Dec-23	10:21	8.2	---
Total Suspended Solids [mg/L]	22-Dec-23	09:42	28-Dec-23	15:49	14	68
Alkalinity [mg/L as CaCO3]	22-Dec-23	16:52	27-Dec-23	14:03	---	354
pH [No unit]	22-Dec-23	16:52	27-Dec-23	14:03	8.21	7.66
Phosphorus (total) [mg/L]	27-Dec-23	15:08	28-Dec-23	11:48	1.87	2.98
Total Kjeldahl Nitrogen [as N mg/L]	28-Dec-23	07:04	29-Dec-23	11:01	16.9	32.5
Ammonia+Ammonium (N) [as N mg/L]	21-Dec-23	18:08	27-Dec-23	14:16	13.3	25.1
Nitrite (as N) [mg/L]	23-Dec-23	13:18	28-Dec-23	14:57	0.65	---
Nitrate (as N) [mg/L]	23-Dec-23	13:18	28-Dec-23	14:57	3.94	---
Nitrate + Nitrite (as N) [mg/L]	23-Dec-23	13:18	28-Dec-23	14:57	4.60	---
E. Coli [cfu/100mL]	21-Dec-23	16:23	27-Dec-23	09:55	18000	---



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Works #: 1418S
Project : PO#017844

15-December-2023

OCWA-Highlands (Mini Lakes RBC WWTP)

Attn : Don Irvine

Date Rec. : 06 December 2023
LR Report: CA14216-DEC23

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CERTIFICATE OF ANALYSIS

Final Report

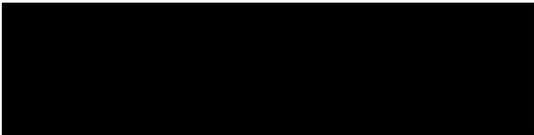
Sample ID	Sample Date & Time	Temperature Upon Receipt °C	Carbonaceous Biochemical Oxygen Demand (CBOD5) mg/L	Total Suspended Solids mg/L	Dissolved Organic Carbon mg/L	Phosphorus (total) mg/L	Total Kjeldahl Nitrogen as N mg/L	Ammonia+Ammonium (N) as N mg/L	Nitrite (as N) mg/L	Nitrate (as N) mg/L	Nitrate + Nitrite (as N) mg/L	E. Coli cfu/100mL
1: Analysis Start Date		---	07-Dec-23	09-Dec-23	07-Dec-23	08-Dec-23	08-Dec-23	08-Dec-23	09-Dec-23	09-Dec-23	09-Dec-23	07-Dec-23
2: Analysis Start Time		---	17:53	12:50	15:02	15:27	17:06	20:58	17:10	17:10	17:10	11:31
3: Analysis Completed Date		---	13-Dec-23	11-Dec-23	14-Dec-23	11-Dec-23	11-Dec-23	11-Dec-23	14-Dec-23	14-Dec-23	14-Dec-23	11-Dec-23
4: Analysis Completed Time		---	15:51	14:12	08:55	11:02	10:11	09:39	16:26	16:26	16:26	07:18
5: Well Wel1-Monitoring Well #1 (MW-1)	06-Dec-23 10:16	13.0	< 12	41	23	0.13	5.1	4.4	< 0.03	< 0.06	< 0.06	< 2
6: Well Wel2-Monitoring Well #2 (MW-2)	06-Dec-23 09:57	13.0	< 4	4	2	< 0.03	0.8	< 0.1	0.10	8.14	8.24	< 2
7: Well Wel4-Monitoring Well #4 (MW-4)	06-Dec-23 09:52	13.0	< 4	< 2	2	< 0.03	0.5	< 0.1	< 0.03	9.26	9.26	< 2
8: Well Wel5-Monitoring Well #5 (MW-5)	06-Dec-23 10:47	13.0	< 4	10	1	< 0.03	< 0.5	< 0.1	< 0.03	0.95	0.95	< 2
9: Well Wel6-Monitoring Well #6 (MW-6)	06-Dec-23 10:55	13.0	< 4	2	1	< 0.03	< 0.5	< 0.1	< 0.03	1.02	1.02	< 2
10: Well Wel7-Monitoring Well #7 (MW-7)	06-Dec-23 10:34	13.0	< 4	4	2	< 0.03	< 0.5	< 0.1	< 0.03	< 0.06	< 0.06	< 2
11: Well Wel8-Monitoring Well #8 (MW-8)	06-Dec-23 10:27	13.0	< 4	35	7	0.04	1.0	0.8	< 0.03	< 0.06	< 0.06	< 2
12: Well Wel9-Monitoring Well #9 (MW-9)	06-Dec-23 10:09	13.0	< 4	26	10	< 0.03	0.8	0.2	< 0.03	< 0.06	< 0.06	< 2
13: Well Wel10-Monitoring Well #10 (MW-10)	06-Dec-23 09:40	13.0	< 4	3	1	< 0.03	< 0.5	< 0.1	< 0.03	< 0.06	< 0.06	< 2
14: Well Wel11-Monitoring Well #11 (MW-11)	06-Dec-23 11:02	13.0	< 4	10	5	< 0.03	2.7	2.7	< 0.03	< 0.06	< 0.06	< 2
15: Well Wel12-Monitoring Well #12 (MW-12)	06-Dec-23 11:10	13.0	< 4	8	2	< 0.03	< 0.5	< 0.1	< 0.03	0.78	0.78	4



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13-December-2023

OCWA-Highlands (Mini Lakes RBC WWTP)

Attn : Don Irvine

Date Rec. : 06 December 2023
LR Report: CA14217-DEC23

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CERTIFICATE OF ANALYSIS

Final Report

Analysis	1: Analysis Start Date	2: Analysis Start Time	3: Analysis Completed Date	4: Analysis Completed Time	5: Hold Hld1-SW1 - Upgradient Background	6: Hold Hld3-SW3 - Within Main Pond	7: Hold Hld4-SW4 - Outlet From Main Pond	8: Hold Hld5-SW5 - Upgradient Tributaries At County Rd No. 34	9: Hold Hld6-SW6 - Outlet From Property
Sample Date & Time					06-Dec-23 11:24	06-Dec-23 11:35	06-Dec-23 11:40	06-Dec-23 11:48	06-Dec-23 11:44
Temperature Upon Receipt [°C]	---	---	---	---	12.0	12.0	12.0	12.0	12.0
Field pH [no unit]					7.5	8.2	8.1	8.3	8.1
Field Temperature [celcius]					6.9	3.8	4.1	4.0	3.4
Phosphorus (total) [mg/L]	08-Dec-23	15:27	11-Dec-23	11:03	< 0.03	< 0.03	< 0.03	< 0.03	< 0.03
Total Kjeldahl Nitrogen [as N mg/L]	07-Dec-23	17:52	08-Dec-23	14:42	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5
Ammonia+Ammonium (N) [as N mg/L]	08-Dec-23	19:34	12-Dec-23	13:59	0.1	0.2	0.2	< 0.1	0.2
Nitrite (as N) [mg/L]	09-Dec-23	17:10	13-Dec-23	13:17	< 0.03	< 0.03	< 0.03	< 0.03	< 0.03
Nitrate (as N) [mg/L]	09-Dec-23	17:10	13-Dec-23	13:17	0.09	0.25	0.17	0.53	0.13
Nitrate + Nitrite (as N) [mg/L]	09-Dec-23	17:10	13-Dec-23	13:17	0.09	0.25	0.17	0.53	0.13
E. Coli [cfu/100mL]	07-Dec-23	11:31	11-Dec-23	07:18	30	7	4	4	4



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Project : PO#017844
LR Report : CA14217-DEC23



*Carrie Greenlaw
Project Specialist,
Environment, Health & Safety*



Goodban
Ecological
Consulting Inc.

2023 Ecological Monitoring Report

Dufferin Aggregates Mill Creek Pit - Phase 6

June 2024

Submitted to:

Dufferin Aggregates

A CRH Company

Prepared by:

Goodban Ecological Consulting Inc.

Milton, Ontario

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2023 ECOLOGICAL MONITORING REPORT

Dufferin Aggregates Mill Creek Pit - Phase 6

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LIST OF ATTACHMENTS

Attachment A	Sections 3.1 and 3.2 of the Ecological Management Plan (GEC, April 2017)
Attachment B	Mill Creek Pit – Dufferin Aggregates - Phase 6 2023 Ecological Monitoring Photographs

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1.0 Introduction

Goodban Ecological Consulting Inc. (GEC) was initially retained by Dufferin Aggregates (Dufferin), a CRH Company, in 2016 to assist in addressing agency comments on their Mill Creek Pit Phase 6 Major Site Plan Amendment.

Dufferin submitted their Major Site Plan Amendment to the Mill Creek Pit (Licence 5738) in 2015, along with applications for related Official Plan and Zoning By-law Amendments to the Township of Puslinch. The Mill Creek Pit is owned by the University of Guelph and is located on Part Lot 24 Concession 1 and Part Lots 21-24 Concession 2 in the Township of Puslinch, County of Wellington (**Figure 1**). The Mill Creek site is approximately 188.6 ha in size. The 6.53 ha Phase 6 extraction area is a southerly extension, within the licensed boundary, of existing Phase 2 (**Figure 2**).

GEC's work included the preparation of the *Ecological Management Plan & Rehabilitation Plan, Dufferin Aggregates Mill Creek Pit - Proposed Phase 6* (GEC, April 2017). That report provides details on the management of features on Dufferin land surrounding the proposed Phase 6 extraction area and details on the proposed Rehabilitation Plan for the Phase 6 extraction area. The *Ecological Management Plan* (EMP) covers the 2.55 ha of Phase 6 that will not be extracted (**Figure 3**). The *Rehabilitation Plan* covers the 6.53 ha of Phase 6 that will be extracted (**Figure 4**).

Dufferin successfully implemented EMP Section 3.1 (Pre-Extraction and Site Preparation – Ecological Management Activities) by November 30, 2019, as documented in the December 5, 2019 Letter Report prepared by GEC. The Letter Report contained some recommendations for follow-up actions to be completed by Dufferin in spring 2020. This work was completed in 2020 and subsequently, progressive and final rehabilitation has been underway, with the latest work documented in this 2023 Phase 6 Ecological Monitoring Report.

Sheet 8 of the Site Plans details the reporting requirements for the Ecological Management Plan and Rehabilitation Plan. An Annual Monitoring Report is to be submitted by June 30 of the following year to the Ministry of Natural Resources and Forestry (MNR), County of Wellington, Township of Puslinch and the Grand River Conservation Authority (GRCA), demonstrating the implementation of the Ecological Management Plan (EMP) and Rehabilitation Plan within Phase 6.

For ease of reference, Sections 3.1 and 3.2 of the Ecological Management Plan (EMP) and Rehabilitation Plan Report (GEC 2017) are provided in **Attachment A. Figures 1 to 4** and **Table 1** from the *Ecological Management Plan & Rehabilitation Plan* are also attached.

The remainder of this 2023 Ecological Monitoring Report is organized under the following headings:

- 2.0 Ecological Management Plan (EMP) Overview
- 3.0 Ecological Management Plan (EMP) - Spring 2020 Follow-up Work
- 4.0 Progressive and Final Rehabilitation Plan
- 5.0 2023 Monitoring Summary
- 6.0 Summary and Recommendations

2.0 Ecological Management Plan (EMP) Overview

The Ecological Management Plan covers the 2.55 ha of Phase 6 that will not be extracted. An overall goal of this Ecological Management Plan is to expand the extent of Significant Woodland areas through an integrated planting approach covering the property setbacks, woodland management zones, acoustic berms and, ultimately, the rehabilitation side slopes. Habitat conditions will be enhanced by controlling invasive woody species, increasing woodland diversity through species selections for reforestation, providing new habitat structures (e.g., rock piles, logs, woody debris, etc.), creating wildlife shrub patches, creating grassland patches with wildflowers for pollinators, and creating shoreline wetlands with habitat structures. The various management zones and rehabilitation areas are shown on **Figures 3** and **4**, and described in **Table 1**.

The main components of the Ecological Management Plan for land that will not be extracted were as follows:

- Stake extraction limits.
- Mark trees for retention and/or removal within setbacks and Woodland Management Zones.
- Cut trees and shrubs marked for removal along the extraction limit and within management areas.
- Install habitat features (e.g., log piles, brush piles) in wooded areas to be retained along the west side of the property.
- Plant trees and shrubs within management areas during spring and/or fall planting periods.
- Install silt fencing as shown on **Figure 3**.
- Strip topsoil from within berm footprints for use on berms. Strip other topsoil as necessary in order to complete the berm construction.
- Salvage field stones and large rocks for use in management areas and on future rehabilitation slopes.
- Construct south and east berms with irregular, naturalistic contouring, to the extent feasible.
- Install root wads, stumps, logs, rock piles and large boulders on berms.
- Install one (1) snake hibernaculum at the location shown on **Figure 3**.
- Plant trees and shrubs on south and east berms during spring and/or fall planting periods.

Dufferin successfully implemented EMP Section 3.1 (Pre-Extraction and Site Preparation – Ecological Management Activities) by November 30, 2019, as documented in the December 5, 2019 Letter Report prepared by GEC. Puslinch Township’s ecological peer reviewer, Mr. Greg Scheifele of GWS Ecological & Forestry Services Inc., reviewed GEC’s letter report and attended a site visit with Mr. Anthony Goodban (GEC) and Mr. Ron Van Ooteghem (Dufferin Aggregates) on March 11, 2020, to review the EMP work completed by Dufferin.

GWS Ecological & Forestry Services Inc. then prepared a brief letter report dated March 13, 2020, which included the following summary:

“In summary, the required tree and shrub removal work and follow-up ecological restoration work completed to date was effectively and professionally implemented. I commend Dufferin staff, consultants and contractors on this work and encourage them to perform the same quality of workmanship elsewhere on this site during ongoing progressive rehabilitation.”

GEC’s December 5, 2019 Letter Report contained some recommendations for follow-up actions to be completed by Dufferin in spring 2020. This work was completed in 2020 and documentation is provided below.

3.0 Ecological Management Plan (EMP) - Spring 2020 Follow-up Work

The following ecological management activities were completed by Dufferin as of May 2020:

- From March to May 2020, GEC and Dufferin Aggregates site staff monitored the south and east berms for any signs of erosion or washouts. No corrective measures were required.
- GEC staff walked the south and east berms in May 8, 2020, to check on the berm plantings and identify any follow-up work that the planting contractor should complete, which included the following action items:
 - Tamp down and stake, if necessary, approximately 95 plantings that show signs of frost-heaving and/or are leaning;
 - Replace approximately 195 plantings that are dead or in poor condition; and,
 - Over-seed and reseed any bare or sparsely covered areas where the groundcover seeding from late 2019 did not take.
- Scott’s Landscaping and Lawn Care completed the following work in May 2020:
 - All plantings that were leaning or showing signs of frost-heaving were tamped down and staked as necessary;
 - Approximately 250 tree seedlings in 1-gallon containers (or larger) were planted, including Basswood, Sugar Maple, Red Oak, White Birch, White Pine and White Spruce; and,
 - Bare or sparsely covered areas on the berms were seeded with 22.7 kg of the Custom Cover Mix comprising 77% Canada Bluegrass (*Poa compressa*), 20%

Kentucky Bluegrass (*Poa pratensis*) and 3% White Clover (*Trifolium repens*), and 10 kg of Canada Wild-rye (*Elymus canadensis*).

4.0 Progressive and Final Rehabilitation

Figure 4 shows the various rehabilitation units included in the Rehabilitation Plan. The progressive rehabilitation of Phase 6 commenced in November 2020. Pit Rehabilitation Unit RSW2 and the southern portion of Unit RSW1 were created in 2021; this work included the creation of the side slopes, placement of habitat features including boulders, rock piles and woody debris (e.g., stumps root wads, logs, etc.), and seeding with a non-invasive seed mix.

Rehabilitation Units RSW3, RSW4 and RSM2 were created in 2022. Below water extraction was completed in late 2022 and the remainder of side slope Unit RSW1 was completed in early 2023, prior to tree-planting.

Wetland Units SW1, SW2 and SW3 were created in 2022. Units SW1 and SW2 have a surface water connection to the Phase 2/6 Lake. Unit SW3 is separated from the Phase 2/6 Lake by a low gravel bar. Habitat features such as gravel bars, boulders, rock piles and logs were placed around the small newly-created wetland features. On November 9, 2022, GEC and CRH staff sowed 2 kg of the Ontario Seed Company's *Valleyland Native Seed Mixture (Problem Solver) 8260* around/in the 3 wetland features. This seed mix includes the following species:

- Fowl Bluegrass (*Poa palustris*)
- Fowl Manna Grass (*Glyceria striata*)
- Fox Sedge (*Carex vulpinoidea*)
- Path Rush (*Juncus tenuis*)
- Virginia Wild Rye (*Elymus virginicus*)

Late in 2022, Dufferin removed the silt/exclusion fencing surrounding the naturalized berms and around Woodland Protection Zones 'A' and 'B'. These fences no longer serve a purpose because the berms are now naturalized and there is low risk of erosion/sedimentation, and the adjacent rehabilitation Unit RSW2 and the south portion of Unit RSW1 have been created.

The pit rehabilitation side slopes were planted with native trees and shrubs by Tamarack Reforestation on April 25 to 27, 2023. Refer to **Attachment B** for representative photographs.

A total of 3814 native tree plugs were planted on the rehabilitation side slopes. The species and relative numbers are listed below:

- 50 Balsam Poplar (*Populus balsamifera*)
- 10 Bur Oak (*Quercus macrocarpa*)
- 325 Red Cedar (*Juniperus virginiana*)
- 150 Red Maple (*Acer rubrum*)
- 55 Red Oak (*Quercus rubra*)
- 120 Silver Maple (*Acer saccharinum*)
- 250 Trembling Aspen (*Populus tremuloides*)
- 550 White Birch (*Betula papyrifera*)
- 2004 White Cedar (*Thuja occidentalis*)
- 300 White Oak (*Quercus alba*)

- 3814 Total Trees

A total of 1121 native shrub plugs were planted on the rehabilitation side slopes. The species and relative numbers are listed below:

- 50 Alternate-leaved Dogwood (*Cornus alternifolia*)
- 75 American Hazel (*Corylus americana*)
- 78 Chokecherry (*Prunus virginiana*)
- 228 Fragrant Sumac (*Rhus aromatica*)
- 228 Gray Dogwood (*Cornus racemosa*)
- 78 Highbush Cranberry (*Viburnum trilobum*)
- 78 Nannyberry (*Viburnum lentago*)
- 228 Staghorn Sumac (*Rhus typhina*)
- 78 Wild Crab (*Malus coronaria*)

- 1121 Total Shrubs

An additional 30 trees and 100 shrubs were planted around the three Shoreline Wetlands (SW1, SW2 and SW3). The species and relative numbers are listed below:

- 30 Silver Maple (*Acer saccharinum*)
- 50 Sandbar Willow (*Salix interior* [*S. exigua*])
- 50 Meadow Willow (*Salix petiolaris*)

Overall, a total of 3844 trees and 1221 shrubs were planted in the rehabilitation areas of Phase 6 of the Mill Creek Pit.

All of the plantings were installed with Cocodisc weed control mats. These mats reduce weedy competition and promote soil moisture retention.

5.0 2023 Monitoring Summary

Photographs are provided in **Attachment B**. The locations of the photo stations are shown on **Figure 3**.

Survivorship of woody plantings on the berms was generally good in 2023. Some deciduous plantings had previously been affected by the local Ldd Moth infestation; White Birch and Red Oak were most affected. Deer browsing also mainly affected White Birch and Red Oak. Survivorship continued to be best for Black Cherry (*Prunus serotina*), Chokecherry (*Prunus virginiana*), White Cedar (*Thuja occidentalis*), White Pine (*Pinus strobus*) and Red Cedar (*Juniperus virginiana*).

The groundcover seed mix was initially applied to the naturalized berms late in 2019, so cover was patchy in the spring due to relatively dry conditions and the resultant slow establishment of the groundcovers. Through the 2020 season annual weeds such as Common Ragweed (*Ambrosia artemisiifolia*), Red-root Amaranth (*Amaranthus retroflexus*), White Goosefoot (*Chenopodium album*), White Amaranth (*Amaranthus albus*), Common Groundsel (*Senecio vulgaris*), Canada Thistle (*Cirsium arvense*), etc., became established. This trend continued in 2021 to 2023, but some of the species included in the 2019 seed mix were more prevalent, especially Canada Wild-rye (*Elymus canadensis*).

The groundcovers in Rehabilitation Unit RSW2 and the southern portion of Unit RSW1 continued to develop in 2023. Groundcovers are a mix of cool season grasses (mostly *Festuca rubra*, *Lolium perenne* and *Poa pratensis*), White Clover (*Trifolium repens*) and Red Clover (*Trifolium pratense*), as well as many of the annual weeds listed in the preceding paragraph. Similar groundcovers were developing on Rehabilitation Units RSW3, RSW4 and RSM2 as the 2023 season progressed.

The tree and shrub plugs that were planted in 2023 on the rehabilitation side slopes showed fair to good survivorship. Conditions were wetter than normal during the spring and early summer period and drier than normal later in the year.

Around the newly created small wetland units (SW1, SW2 and SW3), the Silver Maple, Sandbar Willow and Meadow Willow plantings showed good survivorship in 2023 and a number of volunteer shrub willows were observed, including Sandbar Willow, Meadow Willow and Heart-leaved Willow (*Salix eriocephala*).

6.0 Summary and Recommendations

In 2023 Goodban Ecological Consulting Inc. (GEC) observed that the naturalized berms surrounding Phase 6 were generally in good condition and survivorship of planted trees and shrubs was generally good. GEC also observed that the rehabilitation landforms had all been completed by early 2023. A large-scale tree and shrub planting project was completed in late April, 2023, that involved planting a total of 3844 trees and 1221 shrubs in the rehabilitation areas of Phase 6 of the Mill Creek Pit.

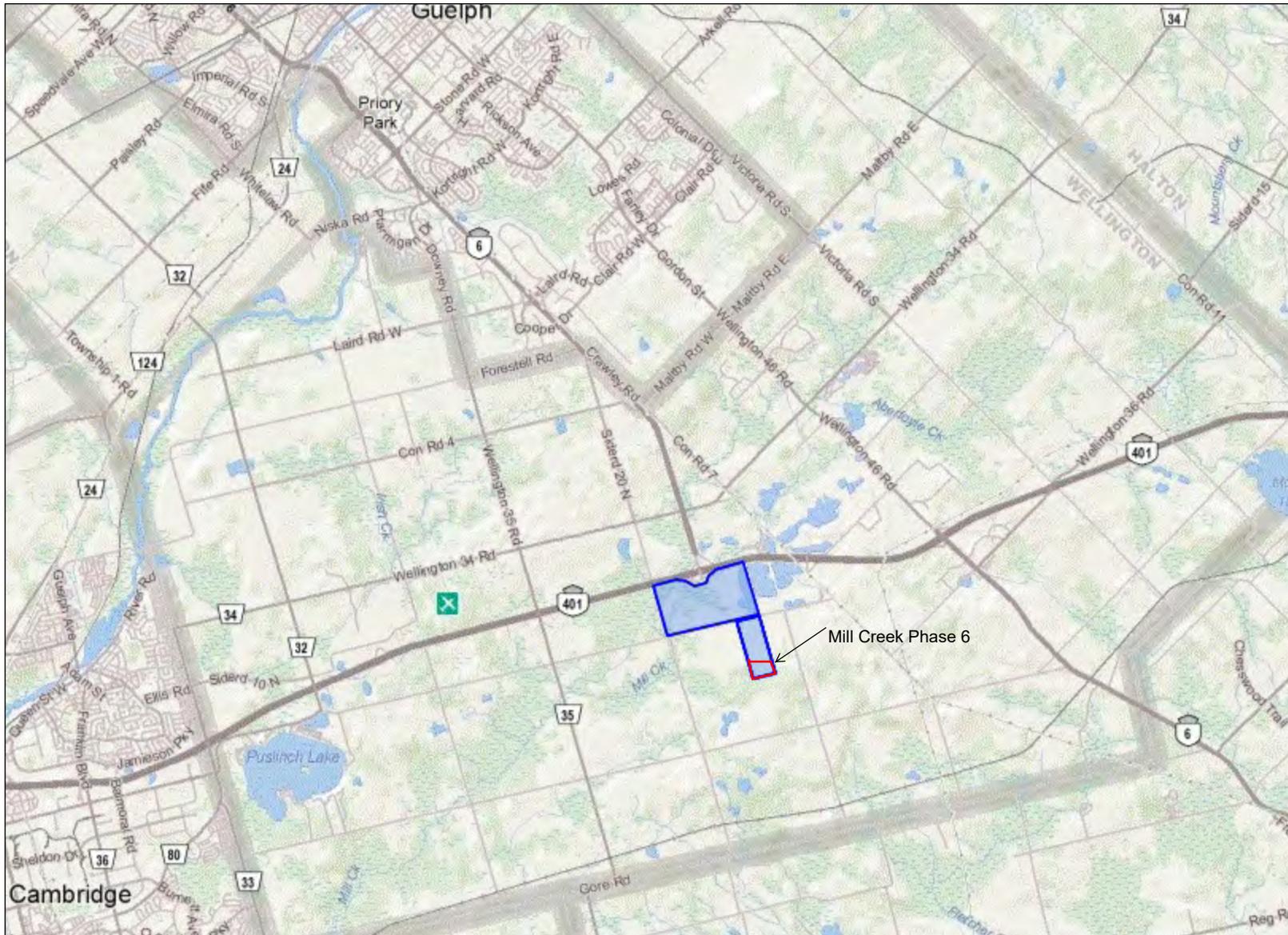
The following are recommendations for 2024:

- The ecological consultant should take fixed-point photographs during the 2024 field season.
- The ecological consultant should continue to monitor the naturalized berms and, as they area created and planted, the progressive and final rehabilitation features. The ecological consultant should recommend remedial actions to Dufferin as necessary.
- Custom native seed mixes should be sown in 2024 on select portions of the rehabilitation side slopes, where unvegetated patches are present.
- Descriptions of any Ecological Management Plan (EMP) and Rehabilitation Plan (RP) activities completed in 2024, including photos, mapping and monitoring observations, should be provided in the 2024 Ecological Monitoring Report, to demonstrate the implementation of the Ecological Management Plan and Rehabilitation Plan within Phase 6 of the Mill Creek Pit.
- The 2024 report should be submitted to the Ministry of Natural Resources and Forestry (MNRF), County of Wellington, Township of Puslinch and the Grand River Conservation Authority (GRCA) by June 30, 2025, or prior to the surrender of the licence covering Phases 2 and 6, whichever comes first.



Figure 1: Site Location, Dufferin Aggregates Mill Creek Pit

The property boundary for the Dufferin Aggregates Mill Creek Pit is outlined in blue



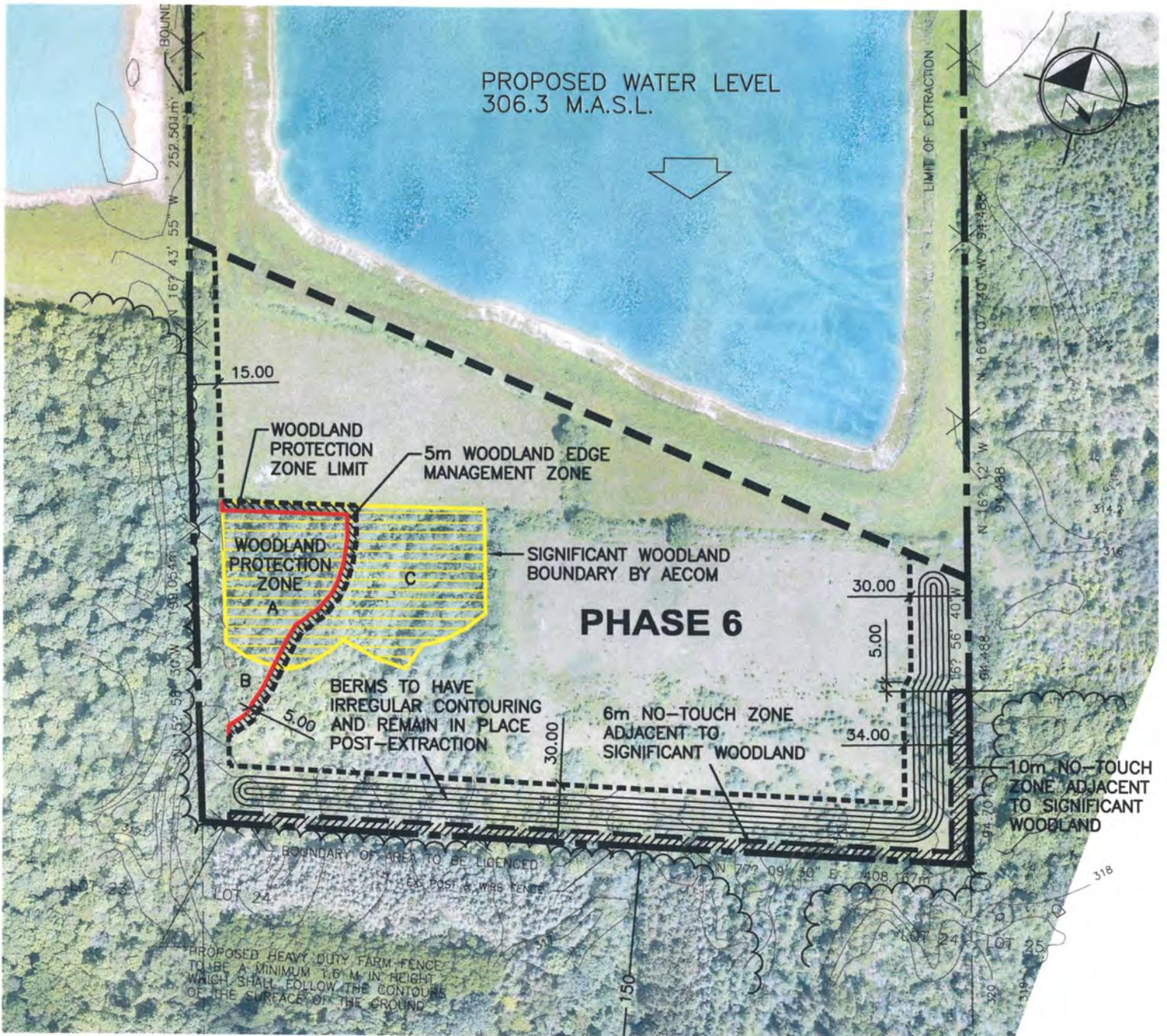
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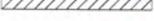
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LEGEND

-  LICENSED BOUNDARY
-  LIMIT OF EXTRACTION
-  WOODLAND PROTECTION ZONE LIMIT
-  WOODLAND PROTECTION ZONE
-  PROPOSED BERM
-  WOODLAND EDGE MANAGEMENT ZONE
-  NO-TOUCH ZONE
-  SIGNIFICANT WOODLAND

- A - WOODLAND TO BE RETAINED
- B - WOODLAND TO BE RETAINED
- C - WOODLAND TO BE REMOVED



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FIGURE 2
REVISED EXTRACTION FOOTPRINT
MILL CREEK PIT

PART OF LOTS 21, 22, 23 AND 24, CONCESSION II
PART OF LOT 24, CONCESSION I
TOWNSHIP OF PUSLINCH, COUNTY OF WELLINGTON

 **J.H. COHOON ENGINEERING LIMITED**
CONSULTING ENGINEERS
BRANTFORD

SCALE: 1:3000

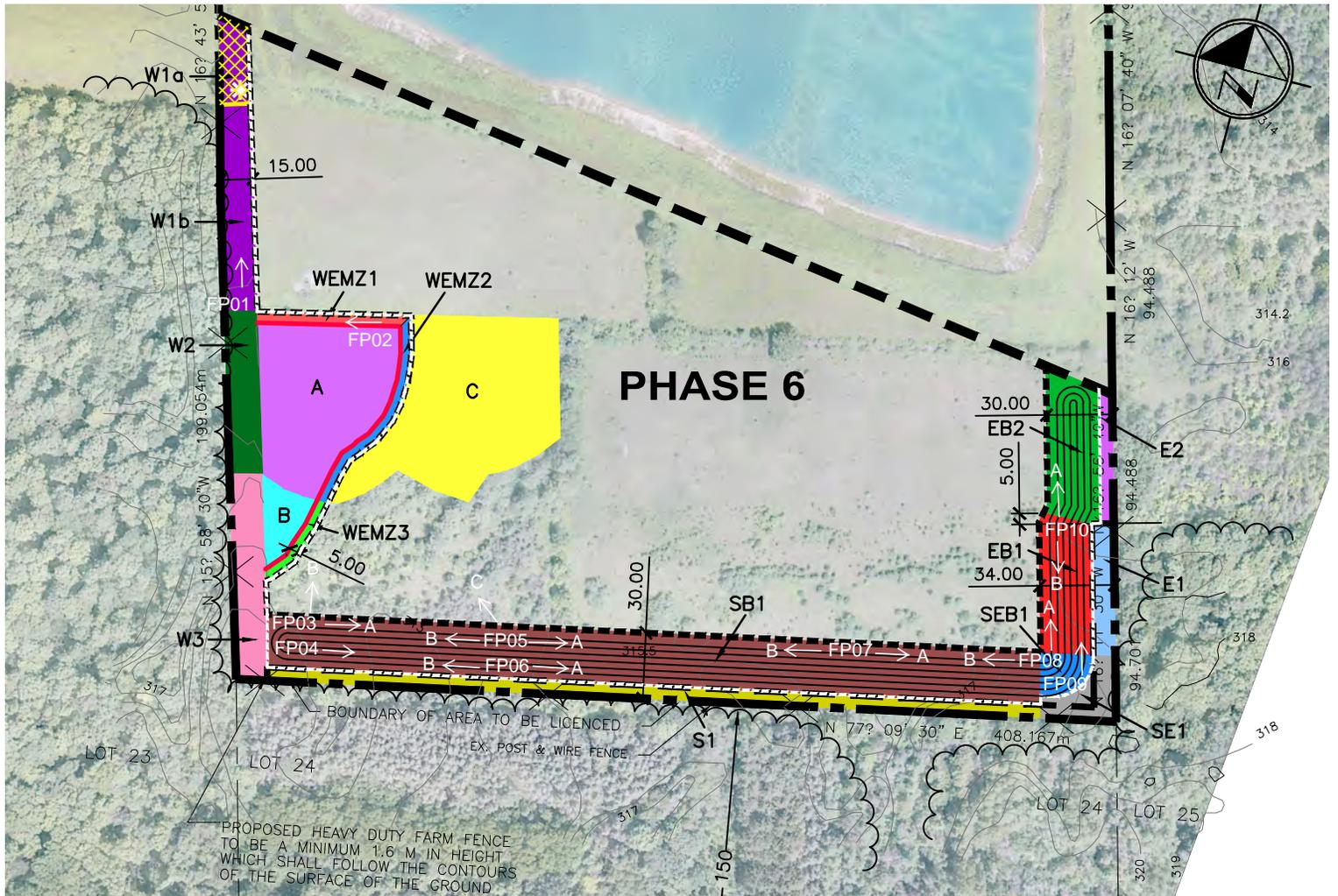
DATE: MAR. 15/17



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2200 Steeles Ave. W. Suite 400, Concord, Ontario L4K 5Y6

Note: This figure is an excerpt from the Ecological Management Plan & Rehabilitation Plan (GEC, April 2017).



LEGEND

- | | | | |
|--|---|--|----------------------------|
| | A - WOODLAND PROTECTION ZONE A | | S1 - 6m NO TOUCH ZONE |
| | B - WOODLAND PROTECTION ZONE B | | SB1 - SOUTH BERM AREA |
| | C - WOODLAND TO BE REMOVED | | SEB1 - SOUTHEAST BERM |
| | WEMZ1 - WOODLAND EDGE MANAGEMENT ZONE 1 | | SE1 - NO TOUCH ZONE |
| | WEMZ2 - WOODLAND EDGE MANAGEMENT ZONE 2 | | E1 - 10m NO TOUCH ZONE |
| | WEMZ3 - WOODLAND EDGE MANAGEMENT ZONE 3 | | EB1 - PORTION OF EAST BERM |
| | W1a - 15m SETBACK | | E2 - 6m NO TOUCH ZONE |
| | W1b - 15m SETBACK | | EB2 - PORTION OF EAST BERM |
| | W2 - 15m SETBACK | | |
| | W3 - 15m SETBACK | | |



← # Fixed-point Photo Stations (2020)

- | | |
|--|---|
| | LICENSED BOUNDARY |
| | LIMIT OF EXTRACTION |
| | WOODLAND PROTECTION ZONE LIMIT |
| | WOODLAND PROTECTION ZONE |
| | SILT FENCE LOCATION |
| | PROPOSED BERM (WITH IRREGULAR CONTOURING) |
| | SNAKE HIBERNACULUM LOCATION |

FIGURE 3
ECOLOGICAL MANAGEMENT PLAN
MILL CREEK PIT
 PART OF LOTS 21, 22, 23 AND 24, CONCESSION II
 PART OF LOT 24, CONCESSION I
 TOWNSHIP OF PUSLINCH, COUNTY OF WELLINGTON

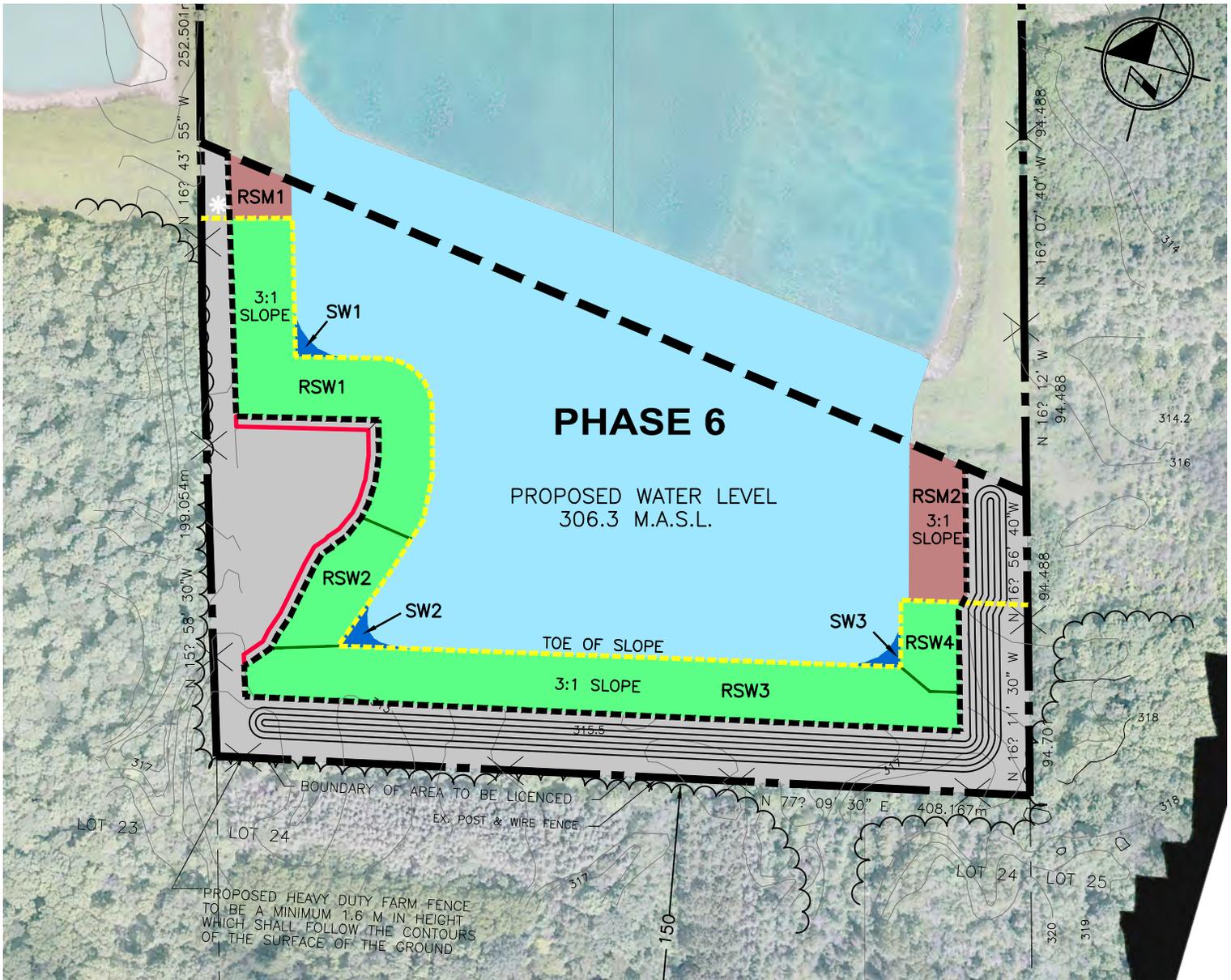
J.H. COHOON ENGINEERING LIMITED
 CONSULTING ENGINEERS
 BRANTFORD

SCALE: 1:3000

DATE: MAR. 15/17



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LEGEND

-  LICENSED BOUNDARY
-  LIMIT OF EXTRACTION
-  WOODLAND PROTECTION ZONE LIMIT
-  FUTURE SIGNIFICANT WOODLAND BOUNDARY
-  PROPOSED BERM (WITH IRREGULAR CONTOURING)
-  REFER TO FIGURE 3 FOR DETAILS
-  RSW - REHAB SIDE SLOPE WOODLAND
-  RSM - REHAB SIDE SLOPE MEADOW
-  SW - SHORELINE WETLAND
-  SNAKE HIBERNACULUM LOCATION



FIGURE 4
REHABILITATION PLAN
MILL CREEK PIT

PART OF LOTS 21, 22, 23 AND 24, CONCESSION II
 PART OF LOT 24, CONCESSION I
 TOWNSHIP OF PUSLINCH, COUNTY OF WELLINGTON

 **J.H. COHOON ENGINEERING LIMITED**
 CONSULTING ENGINEERS
 BRANTFORD

SCALE: 1:3000

DATE: MAR. 15/17



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**TABLE 1: MILL CREEK PHASE 6 ECOLOGICAL MANAGEMENT PLAN AND REHABILITATION PLAN
UNIT SUMMARY**

UNIT	FEATURE	AREA (ha)	EXISTING OR FUTURE SIGNIFICANT WOODLAND?	MAIN SPECIES SELECTIONS	NOTES
<i>Ecological Management Plan (for land that will not be extracted)</i>					
W1a	15 m "No Touch" Setback - Meadow - Natural Regeneration Area	0.051	n/a	n/a	This area contains a few trees and existing old field meadow vegetation. No additional planting is proposed. A snake hibernaculum will be constructed in this area. Spoil from the hibernaculum excavation will be used to raise the elevation of the entrances, so that they are south-facing. Habitat features such as root wads, logs and rock piles will be added to this general area, especially in association with the snake hibernaculum entrances.
W1b	15 m "No Touch" Setback - Tree-planting Area	0.139	Future Significant Woodland	Eastern White Cedar (50%) - Eastern Red Cedar (20%) - White Birch (10%) - Trembling Aspen (10%) - Bigtooth Aspen (10%)	This unit is a 15 m strip just beyond the east limit of the Significant Woodland that extends offsite to the west. This area is presently an open old field meadow. This strip will be planted with tree seedlings on 2.0 m x 2.0 m spacing (2,500 seedlings/ha).
W2	15 m "No Touch" Setback	0.111	Existing Significant Woodland	n/a	This unit is a section of 15 m setback just beyond the east limit of the Significant Woodland that extends offsite to the west. This area is presently wooded and it is contiguous with the White Pine stand to the east. Saplings with ice storm damage will be flush cut close to the ground to promote regrowth.

**TABLE 1: MILL CREEK PHASE 6 ECOLOGICAL MANAGEMENT PLAN AND REHABILITATION PLAN
UNIT SUMMARY**

UNIT	FEATURE	AREA (ha)	EXISTING OR FUTURE SIGNIFICANT WOODLAND?	MAIN SPECIES SELECTIONS	NOTES
W3	15 m "No Touch" Setback	0.140	Existing Significant Woodland	Eastern White Cedar (70%) - Eastern Red Cedar (15%) - White Birch (15%)	This unit is a section of 15 m setback that supports deciduous regeneration. Saplings with ice storm damage will be flush cut close to the ground to promote regrowth. Invasive woody species will be cut and stumps treated with herbicide. Any gaps along the 15 m limit will be planted with Eastern White Cedar, Eastern Red Cedar and White Birch (2.0 m x 2.0 m spacing).
A	Significant Woodland	0.392	Existing Significant Woodland (FOC1-2)	n/a	The west portion of the Significant Woodland in Phase 6 is no longer proposed for extraction. This area will be protected. Some of the non-merchantable timber from elsewhere on site will be cut into at least 50 3' to 4' lengths and scattered on the forest floor.
B	Cultural Woodland (CUW1)	0.058	Future Significant Woodland	n/a	This small area contains good Sugar Maple and White Pine regeneration and it will be protected. Saplings with ice storm damage will be flush cut close to the ground to promote regrowth.
WEMZ1 (W2a)	5 m Woodland Buffer	0.034	Future Significant Woodland	Eastern White Cedar (50%) - Eastern Red Cedar (20%) - White Birch (10%) - Trembling Aspen (10%) - Bigtooth Aspen (10%)	This unit is a 5 m strip of old field meadow just beyond the north limit of the Significant Woodland to be retained. The woodland edge is scrubby, being dominated by Common Buckthorn. This unit will be planted with tree seedlings on 2.0 m x 2.0 m spacing (2,500 seedlings/ha). Invasive woody species growing along the north edge of the Significant Woodland will be cut and stumps treated with herbicide.

**TABLE 1: MILL CREEK PHASE 6 ECOLOGICAL MANAGEMENT PLAN AND REHABILITATION PLAN
UNIT SUMMARY**

UNIT	FEATURE	AREA (ha)	EXISTING OR FUTURE SIGNIFICANT WOODLAND?	MAIN SPECIES SELECTIONS	NOTES
WEMZ2 (W2b)	5 m Woodland Management Zone	0.047	Existing Significant Woodland	Eastern White Cedar (70%) - Eastern Red Cedar (15%) - White Birch (15%)	This unit is a 5 m strip just within the new woodland edge that will be created. Larger trees close to the new woodland edge will be felled. Non-merchantable timber will be cut into 3' to 4' lengths and spread on forest floor. Gaps along the new edge will be planted with Eastern White Cedar, Eastern Red Cedar and White Birch (2.0 m x 2.0 m spacing). Invasive woody species will be cut and stumps treated with herbicide.
WEMZ3	5 m Woodland Management Zone	0.022	Future Significant Woodland	Eastern White Cedar (70%) - Eastern Red Cedar (15%) - White Birch (15%)	This unit is a 5 m strip just within the new woodland edge that will be created. This area contains Sugar Maple regeneration. Saplings with ice storm damage will be flush cut close to the ground to promote regrowth.
S1	6 m "No Touch" Setback	0.212	Future Significant Woodland	Eastern White Cedar (70%), Eastern Red Cedar (15%) and White Birch (15%)	This unit is a 6 m "No Touch" strip along the southern property boundary. Desirable woody species will be retained. Invasive woody species will be cut and stumps treated with herbicide. Gaps will be planted with Eastern White Cedar, Eastern Red Cedar and White Birch (2.0 m x 2.0 m spacing).
SB1	South Berm	0.846	Future Significant Woodland	<p>Pit side of berm: Eastern White Cedar (50%) - Eastern Red Cedar (10%) - Pin Cherry (10%) - White Birch (10%) - Trembling Aspen (10%) - Bigtooth Aspen (10%)</p> <p>Non-pit side and crest of berm: Basswood (20%) - Black Cherry (20%) - Red Oak (40%) - White Pine (20%)</p>	The pit side of berm SB1 is north-facing and will be integrated with the adjacent future rehab slope (RSW3). The non-pit side of the berm is south-facing. Tree planting will be at 2.0 m x 2.0 m spacing. Habitat features such as root wads, logs and rock piles will be added to this berm. Five (5) 10 m x 10 m shrub patches will be established within this unit. Ten (10) 3 m x 10 m pollinator strips will be planted.

**TABLE 1: MILL CREEK PHASE 6 ECOLOGICAL MANAGEMENT PLAN AND REHABILITATION PLAN
UNIT SUMMARY**

UNIT	FEATURE	AREA (ha)	EXISTING OR FUTURE SIGNIFICANT WOODLAND?	MAIN SPECIES SELECTIONS	NOTES
SEB1	Southeast Corner Berm	0.040	Future Significant Woodland	<p>Pit side of berm: Eastern White Cedar (50%) - Eastern Red Cedar (10%) - Pin Cherry (10%) - White Birch (10%) - Trembling Aspen (10%) - Bigtooth Aspen (10%)</p> <p>Crest of berm: Basswood (20%) - Black Cherry (20%) - Red Oak (40%) - White Pine (20%)</p>	This unit is the southeast corner of the berm that will be constructed around the south and east edges of the Phase 6 extraction area. Tree planting will be at 2.0 m x 2.0 m spacing.
SE1	Southeast Corner "No Touch" Setback	0.062	Future Significant Woodland	Basswood (20%) - Black Cherry (20%) - Red Oak (40%) - White Pine (20%)	This is a small unit in the southeast corner of Phase 6. It will become a sheltered location between the berm (corner of SB1 and EB1) and the adjacent Significant Woodland. Desirable woody species will be retained. Invasive woody species will be cut and stumps treated with herbicide. Gaps will be planted with Basswood, Black Cherry, Red Oak and White Pine (2.0 x 2.0 m spacing).
E1	10 m "No Touch" Setback	0.060	Future Significant Woodland	Eastern White Cedar (70%), Eastern Red Cedar (15%) and White Birch (15%)	This unit is a 10 m "No Touch" strip along the eastern property boundary. Desirable woody species will be retained, including an existing double-row of White Spruce previously planted by Dufferin. Invasive woody species will be cut and stumps treated with herbicide. Gaps will be planted with Eastern White Cedar, Eastern Red Cedar and White Birch (2.0 m x 2.0 m spacing).

**TABLE 1: MILL CREEK PHASE 6 ECOLOGICAL MANAGEMENT PLAN AND REHABILITATION PLAN
UNIT SUMMARY**

UNIT	FEATURE	AREA (ha)	EXISTING OR FUTURE SIGNIFICANT WOODLAND?	MAIN SPECIES SELECTIONS	NOTES
EB1	East Berm	0.148	Future Significant Woodland	<p>East side of berm: Basswood (20%) - Black Cherry (20%) - Red Oak (40%) - White Pine (20%)</p> <p>West side and crest of berm: Eastern White Cedar (50%) - Eastern Red Cedar (10%) - Pin Cherry (10%) - White Birch (10%) - Trembling Aspen (10%) - Bigtooth Aspen (10%)</p>	The west side of berm EB1 is west-facing and will be integrated with the adjacent future rehab slope (RSW3 and RSW4). The south side of the berm is south-facing. Tree planting will be at 2.0 m x 2.0 m spacing. Habitat features such as root wads, logs and rock piles will be added to this berm. Two (2) 10 m x 10 m shrub patches will be established within this unit. Five (5) 3 m x 10 m pollinator strips will be planted.
E2	6 m "No Touch" Setback - Meadow Section	0.036	n/a	n/a	This unit is a 6 m "No Touch" strip along the eastern property boundary. Desirable woody species will be retained, including an existing double-row of White Spruce previously planted by Dufferin. Invasive woody species will be cut and stumps treated with herbicide.
EB2	East Berm - Meadow Section	0.156	n/a	Seed with non-invasive grass/legume mixture, using native species to the extent feasible	This section of the berm will be planted with a non-invasive grass/legume mixture, using native species to the extent feasible, for the purposes of slope stabilization. Other suitable native plant species may also be seeded or planted as appropriate. In particular, clusters of Common Milkweed (<i>Asclepias syriaca</i>) will be established. Habitat features such as root wads, logs and rock piles will be added to this berm. Two (2) 10 m x 10 m shrub patches will be established within this unit. Five (5) 3 m x 10 m pollinator strips will be planted.

**TABLE 1: MILL CREEK PHASE 6 ECOLOGICAL MANAGEMENT PLAN AND REHABILITATION PLAN
UNIT SUMMARY**

UNIT	FEATURE	AREA (ha)	EXISTING OR FUTURE SIGNIFICANT WOODLAND?	MAIN SPECIES SELECTIONS	NOTES
<i>Progressive and Final Rehabilitation Plan (for land that will be extracted)</i>					
RSM1	Rehab Side Slope - Meadow Section	0.078	n/a	Seed with non-invasive grass/legume mixture, using native species to the extent feasible	This rehab slope will be planted with a non-invasive grass/legume mixture, using native species to the extent feasible, for the purposes of slope stabilization. Other suitable native plant species may also be seeded or planted as appropriate. In particular, clusters of Common Milkweed (<i>Asclepias syriaca</i>) will be established. Habitat features such as root wads, logs and rock piles will be added to this berm. One (1) 10 m x 10 m shrub patches will be established within this unit. Three (3) 3 m x 10 m pollinator strips will be planted.
RSW1	Rehab Side Slope - Woodland Section	0.636	Future Significant Woodland	Eastern White Cedar (50%) - Eastern Red Cedar (10%) - Pin Cherry (10%) - White Birch (10%) - Trembling Aspen (10%) - Bigtooth Aspen (10%)	(2.0 m x 2.0 m spacing, 2,500 seedlings/ha) Habitat features such as root wads, logs and rock piles will be added to this rehab side slope. Five (5) 10 m x 10 m shrub patches will be established within this unit. Ten (10) 3 m x 10 m pollinator strips will be planted.
RSW2	Rehab Side Slope - Woodland Section	0.209	Future Significant Woodland	Black Oak (40%) - Chinquapin Oak (20%) - Red Oak (20%) - White Oak (20%)	(3.0 m x 3.0 m spacing, 1,111 seedlings/ha) Habitat features such as root wads, logs and rock piles will be added to this rehab side slope. Suitable tallgrass prairie plant species will be established (refer to Section 4.3 - Seed Mix Details).
RSW3	Rehab Side Slope - Woodland Section	0.967	Future Significant Woodland	Eastern White Cedar (50%) - Eastern Red Cedar (10%) - Pin Cherry (10%) - White Birch (10%) - Trembling Aspen (10%) - Bigtooth Aspen (10%)	(2.0 m x 2.0 m spacing, 2,500 seedlings/ha) Habitat features such as root wads, logs and rock piles will be added to this rehab side slope. Seven (7) 10 m x 10 m shrub patches will be established within this unit. Fifteen (15) 3 m x 10 m pollinator strips will be planted.

**TABLE 1: MILL CREEK PHASE 6 ECOLOGICAL MANAGEMENT PLAN AND REHABILITATION PLAN
UNIT SUMMARY**

UNIT	FEATURE	AREA (ha)	EXISTING OR FUTURE SIGNIFICANT WOODLAND?	MAIN SPECIES SELECTIONS	NOTES
RSW4	Rehab Side Slope - Woodland Section	0.120	Future Significant Woodland	Black Oak (40%) - Chinquapin Oak (20%) - Red Oak (20%) - White Oak (20%)	(3.0 m x 3.0 m spacing, 1,111 seedlings/ha) Habitat features such as root wads, logs and rock piles will be added to this rehab side slope. Suitable tallgrass prairie plant species will be established (refer to Section 4.3 - Seed Mix Details).
RSM2	Rehab Side Slope - Meadow Section	0.200	n/a	Seed with non-invasive grass/legume mixture, using native species to the extent feasible	This rehab slope will be planted with a non-invasive grass/legume mixture, using native species to the extent feasible, for the purposes of slope stabilization. Other suitable native plant species may also be seeded or planted as appropriate. In particular, clusters of Common Milkweed (<i>Asclepias syriaca</i>) will be established. Habitat features such as root wads, logs and rock piles will be added to this berm. Three (3) 10 m x 10 m shrub patches will be established within this unit. Five (5) 3 m x 10 m pollinator strips will be planted.
SW1	Shoreline Wetland	0.015	n/a	Sandbar Willow (<i>Salix exigua</i>) Common Cattail (<i>Typha latifolia</i>) Sedges (<i>Carex</i> spp. and <i>Scirpus</i> spp.) OSC Mix 8180 or equivalent	Unit SW1 is a small patch of shallow wetland that will be created along the lake shoreline. Logs, root wads, rock piles and gravel bars will be installed just above and below the water line. Small clusters of Sandbar Willow and other wetland shrubs will be planted along the shoreline. One (1) 8-10 m x 4-5 m gravel bar will be established above the high water line.

**TABLE 1: MILL CREEK PHASE 6 ECOLOGICAL MANAGEMENT PLAN AND REHABILITATION PLAN
UNIT SUMMARY**

UNIT	FEATURE	AREA (ha)	EXISTING OR FUTURE SIGNIFICANT WOODLAND?	MAIN SPECIES SELECTIONS	NOTES
SW2	Shoreline Wetland	0.021	n/a	Sandbar Willow (<i>Salix exigua</i>) Common Cattail (<i>Typha latifolia</i>) Sedges (<i>Carex</i> spp. and <i>Scirpus</i> spp.) OSC Mix 8180 or equivalent	Unit SW2 is a small patch of shallow wetland that will be created along the lake shoreline. Logs, root wads, rock piles and gravel bars will be installed just above and below the water line. Small clusters of Sandbar Willow and other wetland shrubs will be planted along the shoreline. One (1) 8-10 m x 4-5 m gravel bar will be established above the high water line.
SW3	Shoreline Wetland	0.015	n/a	Sandbar Willow (<i>Salix exigua</i>) Common Cattail (<i>Typha latifolia</i>) Sedges (<i>Carex</i> spp. and <i>Scirpus</i> spp.) OSC Mix 8180 or equivalent	Unit SW3 is a small patch of shallow wetland that will be created along the lake shoreline. Logs, root wads, rock piles and gravel bars will be installed just above and below the water line. Small clusters of Sandbar Willow and other wetland shrubs will be planted along the shoreline. One (1) 8-10 m x 4-5 m gravel bar will be established above the high water line.
	Phase 6 Lake	4.271	n/a	n/a	The Phase 6 pit lake will be an extension of the existing Phase 2 pit lake.



Goodban
Ecological
Consulting Inc.

Ecological Management Plan & Rehabilitation Plan

Dufferin Aggregates Mill Creek Pit - Proposed Phase 6

April 2017

Submitted to:

Dufferin Aggregates

A Division of CRH Canada Group Inc.
2300 Steeles Avenue West, 4th Floor
Concord Ontario L4K 5X6

Prepared by:

Goodban Ecological Consulting Inc.

879 Cabot Trail
Milton, Ontario L9T 3W4

habitat structures. The various management zones and rehabilitation areas are shown on **Figures 3** and **4**, summarized below and described in **Table 1**.

3.0 General Management and Rehabilitation Activities and Timelines

Following approval of the Major Site Plan Amendment required to allow for the extraction of Phase 6, it is anticipated that Ecological Management Plan activities will be completed within 3 of approval. Rehabilitation Plan activities will be completed progressively as extraction is finished in an area. Phase 6 will represent one of the final phases of extraction for the Mill Creek Pit.

It is intended that the components of the Ecological Management Plan and Rehabilitation Plan described herein shall be referenced on the updated Site Plans for Phase 6.

3.1 Pre-Extraction and Site Preparation - Ecological Management Activities

Activities relating to the Ecological Management Plan will primarily occur as part of or at the same time as the initial pre-extraction site preparation stage which will start as soon as possible after the Major Site Amendment is approved and will be completed within 3 years of approval. Some Ecological Management Plan activities may take place progressively, as Phase 6 is developed for aggregate extraction.

The following Ecological Management Activities will be completed for lands that will not be extracted (refer also to **Figure 3** and **Table 1**):

- Stake the extraction limit along west side of Phase 6. Stake 6 m limit from property line along the south side and 10m and 6 m along the east side of Phase 6. Refer to **Figure 3** for locations of the various management areas.
- Mark trees for removal along the extraction limit and within management areas. Orange/yellow marking paint will be used to identify trees for removal. Blue marking paint will be used to mark blue dots on trees to be retained in proximity to extraction limits and berm footprint.
- Cut any trees and shrubs marked for removal along the extraction limit and within the management areas. Tree cutting should occur outside of the breeding bird season and bat activity period, i.e. cutting should take place between November 1 and April 1. Clearing of the balance of the Phase 6 extraction area should also occur outside of the breeding bird season and bat activity period.
- Install any habitat features (e.g. rock piles, brush piles) in areas to be retained along the west side of the property.
- Plant trees and shrubs within management areas during spring and/or fall planting periods. Spacing/density will be 2.0 m x 2.0 m (2,500 seedlings per hectare). Note that some tree-planting activities may extend into extraction stage of the operation.

- Prior to site stripping and berm construction, install light duty silt fence along the west limit of extraction. Along the south property limit, install light duty silt fence 6 m from property line. Along the east property limit, install light duty silt fence 10 m from property line adjacent to the Significant Woodland and 6 m from the property line for the remainder of the east limit. Refer to **Figure 3** for silt fence location.
- Strip and salvage topsoil from the south and east setbacks, between the silt fence and extraction limit.
- During stripping operations, salvage and stockpile field stones for use in management areas and on future rehabilitation slopes.
- Construct south and east berms with irregular, naturalistic contouring. Top dress berms with a minimum of 30 cm of topsoil. Install habitat features (e.g. rock piles, brush piles, root wads, logs, etc). The south and east berm footprint covers approximately 1.2 ha. As a general guideline at least 12 rock piles should be installed, with a 2 m x 2 m footprint and a minimum height of 1 m, if feasible. As a general guideline, at least 24 root wads and/or large logs should be installed, if feasible. Seed berms with suitable species mix, using native species to the extent feasible.
- Install one (1) snake hibernaculum at the location shown on Figure 3.
- Plant trees and shrubs on south and east berms during spring and/or fall planting periods.

3.2 Progressive and Final Rehabilitation

As extraction proceeds in Phase 6, rehabilitation will occur progressively.

Progressive and final rehabilitation activities that will contribute to site restoration and better integration of the site with the surrounding Greenlands System include the following:

- Backfill side slopes to a minimum 3:1 slope. Grading will produce an irregular slope surface. The slopes will be top-dressed with a depth of topsoil similar to that which was removed from the field, if available. Habitat features such as root wads, logs and rock piles will be incorporated into the side slopes, to the extent feasible. The side slopes will cover approximately 2.24 ha. As a general guideline, at least 22 rock piles should be installed, with a 2 m x 2 m footprint and a minimum height of 1 m, if feasible. As a general guideline, at least 45 root wads and/or large logs should be installed, if feasible. Side slopes should be seeded with a suitable species mix, using native species to the extent feasible.
- Side slopes will be seeded with suitable species mixes, using native species to the extent feasible.

- Trees and shrubs will be planted on side slopes during the spring and/or fall planting periods as part of progressive and/or final rehabilitation. Spacing/density will be 2.0 m x 2.0 m (2,500 seedlings per hectare).
- Shoreline wetlands will be created by forming shallow water margins to the pit lake. Locations of shoreline wetlands are shown on **Figure 3**. Habitat features such as root wads, logs, rock piles and gravel bars will be installed as part of these shoreline wetlands.
- Remove silt fence once berms and rehab side slopes are vegetated and relatively stable.

4.0 Management and Rehabilitation Details

The various management and rehabilitation areas are shown on **Figures 3** and **4** and described in **Table 1**. Details for tree planting, shrub planting, seed mixes and habitat features are provided below.

4.1 Tree Planting Details

Tree planting will take place during suitable weather conditions in the spring (prior to May 16) and late fall (mid-October onwards) planting periods. Spring planting events are preferred. Tree planting will occur at a spacing/density of 2.0 m x 2.0 m (2,500 seedlings/ha) unless otherwise specified. Nursery stock will be plugs and/or container-grown stock. A tree seed collection program will be established to the extent feasible and this will involve collecting tree seeds from healthy specimens and providing the collected seed to local nurseries for propagation. Planting areas may need to be mown prior to planting if the herbaceous vegetation is thick and matted. Any mowing should ideally occur in the late fall during dry conditions.

The planting density (2,500 seedlings/ha) is high because, after planting, access to planting areas will be difficult for watering and maintenance of plantings. Therefore a relatively high level of mortality is anticipated. If survivorship to a free-to-grow condition is 40%, it will result in 1,000 trees/ha. This does not take into account natural regeneration which is likely to be considerable.

COCODISC weed control mats/disks and/or wood chip mulch will be installed to control herbaceous competition around planted seedlings and to improve moisture retention.

Site-specific species selections are provided in **Table 1**. A summary of the species groups for planting are provided below:

- Eastern White Cedar (70%) - Eastern Red Cedar (15%) - White Birch (15%)
- Eastern White Cedar (50%) - Eastern Red Cedar (20%) - White Birch (10%) - Trembling Aspen (10%) - Bigtooth Aspen (10%)

Attachment B:

Dufferin Aggregates – Mill Creek Pit – Phase 6

2023 Ecological Monitoring Photographs

Goodban Ecological Consulting Inc. (GEC)

June 2024



Photo 1: Plugs of native trees and shrubs were planted on the Phase 6 rehabilitation side slopes on April 25-27, 2023.
GEC 2023-04-25.



Photo 2: Plugs were selected due to the limited access and difficult terrain in Phase 6. Planting large numbers of container-grown stock was not practical. GEC 2023-04-25



Photo 3: A large proportion of the species selected are early successional pioneering species such as White Cedar, White Birch and Red Cedar. Longer-lived tree species such as White Oak, Bur Oak and Red Maple were also planted in some areas.

GEC 2023-04-25



Photo 4 2023-04-25 - Copy



Photo 5: Tamarack Reforestation planted a total of 3844 trees and 1221 shrubs.
GEC 2023-04-25



Photo 6: The cardboard boxes contain Cocodisc weed control mats. Each planting had a mat installed, to help control weedy competition and improve soil moisture retention.
GEC 2023-04-25



Photo 7: View looking south at side slope Unit RSW1 and Shoreline Wetland SW1.
GEC 2023-04-27



Photo 8: Second view of Units RSW1 and SW1. The White Pine stand in the distance was excluded from the Phase 6 extraction area by Dufferin Aggregates. GEC 2023-04-27



Photo 9: View of Shoreline Wetland SW1. The wetland has a surface water connection to the Phase 2/6 Lake and a number of habitat features including rock piles, gravel bars, stumps and logs. Note the Cocodisc weed control mats being installed on the plantings in the foreground. GEC 2023-04-27



Photo 10: View looking northwest towards Shoreline Wetland SW2 and side slope Unit RSW1. Note the tree-planters from Tamarack Reforestation on the slopes. GEC 2023-04-27



Photo 11: Similar view to that shown as Photo 10, taken late in the year, showing Shoreline Wetland SW1 and rehabilitation side slope Unit RSW1. GEC 2023-12-30



Photo 12: View looking east towards rehabilitation side slope Units RSM2 (left), RSW4 (middle) and RSW3 (right). GEC 2023-04-26



Photo 13: View looking southeast towards rehabilitation side slopes RSW4 (left) and RSW3. GEC 2023-04-26



Photo 14: View looking south southeast towards rehabilitation side slope Unit RSW3. GEC 2023-04-26



Photo 15: View showing White Cedar planted in April 2023. Despite the challenging conditions, survivorship was fair to good for most of the 2023 plantings.
GEC 2023-12-30



Photo 16: Close-up view of White Cedar planting. The Cocodisc mats control weedy competition and promote soil moisture retention. GEC 2023-12-30



REPORT ADM-2024-036

TO: Mayor and Members of Council

PREPARED BY: Justine Brotherston, Interim Municipal Clerk

PRESENTED BY: Justine Brotherston, Interim Municipal Clerk

MEETING DATE: July 10, 2024

SUBJECT: Repeal of Mandatory Pre-Consultation By-law

RECOMMENDATION

That Report ADM-2024-036 entitled Repeal of Mandatory Pre-Consultation By-law 2022-054 be received for information; and,

That Council hereby Repeal the Township's Mandatory Pre-Consultation By-law 2022-054, as amended; and,

That Council endorse Planning Pre-Consultations as a recommended step for *Planning Act* Applications submitted to the Township.

Purpose

The purpose of this report is to seek Council's direction to repeal the Township's Mandatory Pre-Consultation By-law in accordance with *Bill 185, Cutting Red Tape to Build More Homes Act, 2024 (Bill 185)* and to seek its endorsement to strongly encourage applicants to pre-consult with the Township in accordance with its process, for *Planning Act* (the Act) Applications submitted to the Township for consideration.

Background

Under The Act, Municipalities had the authority to pass a by-law requiring applicants to consult with the municipality prior to submitting Planning Act Applications. On June 6, 2024 *Bill 185*, received Royal Assent and removed this as a requirement and has made it available at the applicants' discretion.

Comments

As a result of Bill 185, staff are recommending that the Township's Mandatory Pre-Consultation By-law be repealed in accordance with the legislation and that Council endorse staff's recommendation that applicants be strongly encouraged to pre-consult with the Township for *Planning Act* applications submitted to the Township of consideration.

Pre-Consultations assist applicants in submitting the best and most complete application for the Township's consideration. By engaging in the Pre-Consultation process prior to submitting a *Planning Act* application, it provides applicants with the opportunity to address any issues or gaps identified in their studies prior to submitting their formal application which is available to the public and Council as per the public process.

Further, front-ending the process with a robust pre-consultation process enables the Township the ability, in most cases, to process *Planning Act* applications in accordance with the timelines under The Act. Processing applications in a timely manner is important for the applicant as well as the public and interested parties. When incomplete applications are submitted for consideration it can be difficult for the public to follow an application process which is delayed months or even years as an applicant works with the Township to address deficiencies in their application prior to a decision being made.

Financial Implications

Any adjustments to the fees associated with the pre-consultation process will be addressed through the 2025 User Fees and Charges By-law.

Applicable Legislation and Requirements

Bill 185, Cutting Red Tape to Build More Homes Act, 2024

Planning Act, R.S.O. 1990, c. P.13

Engagement Opportunities

Staff will update the Township's website and *Planning Act* applications through CloudPermit accordingly. In accordance with the Corporate Work Plan staff are developing Planning Application guides to be available later this year which will include information regarding this recommended process.

Staff will be incorporating additional flexibility to the Pre-Consultation Process such as offering a mix of in-person meetings as well as the option to pre-consult through email circulation only.

Attachments

None

Respectfully submitted,

Reviewed by:

**Justine Brotherston,
Interim Municipal Clerk**

**Courtenay Hotyfox,
Interim CAO**



REPORT ADM-2024-038

TO: Mayor and Members of Council

PREPARED BY: Courtenay Hoytfox, Interim CAO

PRESENTED BY: Courtenay Hoytfox, Interim CAO

MEETING DATE: July 10, 2024

SUBJECT: ERO Postings 019-8825, 019-8826, 019-8827

RECOMMENDATION

That Report ADM-2024-038 entitled ERO Postings 019-8825, 019-8826, 019-8827 be received for information.

Purpose

The purpose of this report is to provide Council with the ERO Postings 019-8825, 019-8826, 019-8827 and staff's corresponding comments for consideration.

Background

As Council recalls, the Township and CBM entered into Minutes of Settlement (MOS) in order to resolve the Lanci Pit Expansion Ontario Land Tribunal (OLT) appeal in February 2024. CBM submitted the application to rezoning the property in May 2020. The settlement for the Lanci Expansion OLT matter involved consideration and preliminary review of the proposed amendments outlined in ERO Postings 019-8825, 019-8826, 019-8827, as materials extracted from the Lanci pit are processed at both the McNally and Aberfoyle pits.

Notwithstanding the confidentiality provision in the MOS, the Township and CBM agree it is in the public's interest to acknowledge provisions 9(a) and 9(b) of the MOS which outline the agreed upon terms in relation to the Aberfoyle and McNally site licence amendments. Sections 9(a) and 9(b) are included below:

9(a) Subject to the terms of Article 9(b), the County and Township shall not object to the site plan amendments proposed for the Appellants' McNally and Aberfoyle Pits, which are materially in the form attached as Exhibit "E" hereto.

9(b) Notwithstanding the foregoing, if the Township, following review of the formal site plan amendment application and supporting studies, maintain concerns with potential long-term impacts of siltation as a result of the proposed site plan amendments, the Township reserves the right to object to the placement of the silt ponds as shown on the Exhibit "E" amendments unless the amendment includes the installation of a groundwater trench following the completion of the silt pond, generally in the location shown on Exhibit "F" hereto, with the goal of providing unimpeded groundwater flow out of the McNally Pit. If the Township conditions its objection in this manner, the Appellants shall notify MNRF of their willingness to amend the site plans to accommodate such a trench. For clarity, the Township shall limit any objection to the proposed site plan amendments to groundwater flow issues which it acknowledges would be fully and satisfactorily addressed by the requirement for the above-referenced trench. The Township's hydrogeologist shall provide the Appellants with an opinion letter, generally in the form of Exhibit "G" hereto, stating his opinion that any concerns with these site plan amendments and in particular the deposition of silt at the McNally and Aberfoyle Pits are fully addressed by the construction of the trench referred to herein.

The Township's consulting hydrogeologist has reviewed the information provided by CBM, including the proposed rehabilitation plans for both licenses. Harden Environmental has no concerns with the proposal as it includes the trench system which is designed to provide unimpeded groundwater flow out of the McNally Pit.

Staff recommend that based on Harden's review, that Council receive this staff report for information and that the Township does not object to the proposed amendments in accordance with the MOS.

Financial Implications

None

Applicable Legislation and Requirements

Aggregate Resource Act, 1990

Engagement Opportunities

None

Attachments

Schedule "A" Letter from MHBC on behalf of CBM dated June 14, 2024

Schedule "B" McNally Pit License No. 5497 Site Plan with Proposed Amendments

Schedule "C" Aberfoyle Pit License No. 5520 & 5563 Site Plans with Proposed Amendments

Schedule "D" ERO Posting 019-8825

Schedule "E" ERO Posting 019-8826

Schedule "F" ERO Posting 019-8827

Respectfully submitted,

Courtenay Hoytfox
Interim CAO



PLANNING
URBAN DESIGN
& LANDSCAPE
ARCHITECTURE

June 12, 2024

Courtenay Hoytfox
Municipal Clerk
Township of Puslinch
7404 Wellington Road 34
Puslinch, ON N0B 2J0

Meagan Ferris, RPP MCIP
Manager of Planning and Environment
County of Wellington Planning & Development
74 Woolwich Street
Guelph ON N1H 3T9

Dear Courtenay and Meagan:

**RE: St. Marys Cement Inc. (Canada) Proposed Site Plan Amendment
McNally and Aberfoyle Pits – Aggregate Resources Act Licences # 5520, 5563 & 5497
Part Lots 23-25, Con 7, Geographic Township of Puslinch
Township of Puslinch, County of Wellington
OUR FILE Y321BK**

On behalf of our client, CBM Aggregates, a Division of St. Marys Cement Inc. (Canada) ('CBM'), we are writing to advise the Township and County that CBM has submitted a site plan amendment application under the Aggregate Resources Act to Ministry of Natural Resources and Forestry (MNRF) to propose changes to operational and rehabilitation aspects of the McNally and Aberfoyle Pits.

The Township and County were consulted on the site plan amendment application. Further, both the Township and County agreed not to object to this amendment application as outlined in the Minutes of Settlement for the Lanci Pit Expansion dated February 15, 2024. The revised site plan includes the provisions agreed to by the Township and County, and specifically, the incorporation of a groundwater trench to provide unimpeded groundwater flow out of the McNally Pit.

Please note that MNRF has determined that the proposed site plan amendment is a significant change to the operation and/or rehabilitation and therefore notification and consultation is required in accordance with O. Reg 244/97. This includes circulation to the Township, County, MNRF, MECP, GRCA and landowners within 120 m of the licences.

CBM has circulated notice to MNRF, MECP, GRCA and landowners in conjunction with the notice to the Township and County.

In summary, CBM is proposing the following changes:

Licence 5497 (McNally Pit)

South Boundary Berm – the south boundary berm behind CBM’s regional office on Concession 2 was largely removed to facilitate rehabilitation of the adjacent area. The additional setback area and the office that remains are functioning as screening as required for the operation. The requirement for a berm in this specific location is proposed to be removed.

Internal Haul Route – as requested by MNRF, internal haul routes are proposed to be identified on the site plan. There are no changes proposed to the existing truck entrance/exits at the pit.

Silt Pond Location – the silt ponds on this pit were used, filled, decommissioned and rehabilitated prior to CBM using the current silt pond locations. The proposed amendment clarifies that this material will be sent to the adjacent licence (#5520) that is on the same property.

Rehabilitation – the final rehabilitation contours will be revised to ensure consistency with adjacent licences.

Boundary Demarcation – the requirement for identification of the licensed boundary in the existing pond between this pit and #5520 is proposed to be removed. Marker posts will be installed upon final completion of rehabilitation adjacent to the University of Guelph Mill Creek Pit.

Licences 5520 / 5563 (Aberfoyle Pit)

Silt Discharge Area – based on a previous letter from MNRF, CBM was of the understanding importing silt resulting from the processing plant feed being washed from other sites was in compliance, and that placing those fines below the water table is an acceptable practice. However, as result of a more recent MNRF inspection requested by the Township of Puslinch, CBM is now required to address this through a site plan amendment with public and agency consultation. The two silt pond locations on #5520 are proposed to be identified. These ponds would be rehabilitated upon pit completion.

In 2023, CBM submitted a technical analysis undertaken by AECOM, the consultant that carries out much of the groundwater monitoring on CBM sites in the area, to assess potential impacts of depositing silt in the pond (see enclosed). Based on their assessment, the silt deposition did not appear to be changing the groundwater or surface water elevations or interactions with the natural environment surrounding the infill area.

As a result of further discussion with the Township of Puslinch regarding silt deposition, CBM agreed to complete a groundwater trench on the north and east side of the silt deposition, which would connect the unfilled portion of the pond to the west to the unfilled portion of the pond to the south in order to aid groundwater flow out of the McNally Pit to the north, as was suggested by the Township. This was agreed to by CBM and the County of Wellington.

The groundwater trench is proposed to be installed during the filling or following the completion of the silt pond. The updated revised site plan incorporating the water trench is enclosed. This version of the site plan has been included with the external circulation for this amendment and has been submitted to MNRF.

Rehabilitation – the final rehabilitation contours will be revised to ensure consistency with adjacent licences.

Processing Plant Site – a portable plant area was added through a site plan amendment in 2008 to remove the permanent plant. The new portable plant was identified on the large diagram of the site plan but not the smaller diagrams. This is proposed to be cleaned up through this amendment.

A copy of the site plans for the McNally and Aberfoyle Pits identifying the proposed changes is available for download from the following link: [Aberfoyle McNally Pits Site Plans](#)

As required by the Aggregate Resources Act, please find enclosed the completed "Amendment Forms", which were submitted to MNRF with this application. Written comments on the site plan amendment application must be submitted by July 15, 2024. Comments must be submitted to both CBM c/o stephen.may@vcimentos.com and MNRF Aggregates Section c/o ARAApprovals@ontario.ca.

It is worth noting the following provision from the Minutes of Settlement between CBM, Township and County:

9. (a) Subject to the terms of Article 9(b), the County and Township shall not object to the site plan amendments proposed for the Appellants' McNally and Aberfoyle Pits, which are materially in the form attached as Exhibit "E" hereto.

We hereby confirm that the revised site plan included in the link above is materially in the form attached as Exhibit "E" to the settlement and includes the terms of Article 9(b) regarding the installation of a groundwater trench.

In closing, we appreciate the efforts undertaken by the Township and County in reviewing this site plan amendment and providing valuable feedback which has been incorporated in the amendment.

If you have any questions or require additional information, please let us know.

Yours truly,

MHBC



Neal DeRuyter, BES, MCIP, RPP

cc. *Stephen May, CBM*
David Hanratty, CBM

Encl.

Instructions

Applications for an Amendment

This form is to be completed by any licence or permit holder applying to the ministry to make a change to their licence, permit, or site plan under sections 13, 13.1, 13.2, 30.1, or 37.2 of the Act.

When notification is required, this form must be circulated with the amendment application package.

As part of an application for an amendment, the licensee or permittee must submit a sketch or a draft copy of an updated site plan or site plan pages to the ministry.

Following confirmation from the ministry that the proposed amendment is acceptable, the licensee or permittee must make changes to the site plan to reflect the noted changes and submit the updated site plan or site plan pages to the ministry for approval.

Following ministry approval, the licensee or permittee must include a description of the amendment and the date the amendment was approved on a schedule to the site plan and must forward the site plan to the ministry for their records.

Submit this form and any additional information online using the [Natural Resources Information Portal](#). If you have any questions about using the Natural Resources Information Portal, contact NRIP@ontario.ca. If web access is unavailable, submit the form and additional information by mail to Integrated Aggregate Operations Section, Ministry of Natural Resources and Forestry, 300 Water Street, Peterborough ON K9J 3C7.

When an amendment requires consultation and you are participating in the *Aggregates Resources Act* (ARA) notification and consultation process, all personal information (PI) you provide may be subject to the *Freedom of Information and Protection of Privacy Act* (FIPPA), whether provided to the Applicant or MNR at any point during the consultation process. The MNR collects your PI under the authority of s.7, s. 11, s.13.1, s.23, s. 34, s. 35 and other provisions of the ARA and maintains it for the purposes of ensuring consultation and other requirements in the ARA are met. Under the authority of s. 11(2), s.13.1(3), s.23(7), s.35(2) of the ARA, your name and address will form part of the public record (that is available to the general public as described in s 37 of FIPPA) and will appear with your comments, unless you request in your submission that your name and address be kept confidential. If you have any questions about the collection and use of your personal information, please contact Ministry of Natural Resources and Forestry, Natural Resources Information and Support Centre (NRISC) 300 Water Street, Peterborough ON K9J 3C7. Toll free: 1-800-667-1940.

Fields marked with an asterisk (*) are mandatory.

Section A: Site Identification

Licence/Permit ID Number *

5520

Licensee/Permittee Name *

St Marys Cement Inc. (Canada)

Local Municipality

Township of Puslinch

Upper Tier Municipality

Wellington County

Site Location (e.g. lot and concession, geographic township, 911 address) *

Pt Lot 23, 24 & 25 Concession 7, Township of Puslinch

Section B: Contact Information

Last Name *

May

First Name *

Stephen

Middle Initial

K

Telephone Number *

647-637-6707

Extension

Email

stephen.may@vcimentos.com

Address

Unit Number

Street Number *

55

Street Name *

Industrial St.

PO Box

City/Town *

Toronto

Country *

CA-Canada

Province/State *

ON-Ontario

Postal Code/Zip Code *

M4G 3W9

Input all necessary information for correspondence

Stephen May - Lands Manager West

CBM Aggregates - (a division of St Marys Cement Inc. (Canada))

I authorize the person named above to provide correspondence and proceed with amendments on my behalf.

I authorize the person applying on my behalf to use their company name and address to be used for correspondence on behalf of the licensee/permittee during the site plan amendment process.

Section C: Description of Amendment

Check the box that best represents the amendment that is the subject of this form. *

- Amendment to lower the depth of extraction in an area of a licence or aggregate permit that does not allow extraction below the water table under section 13.1 or 37.2 of the *Aggregate Resources Act*
- If selected, include technical reports, information and an updated site plan in your submission as described in *Aggregate Resources of Ontario: Amendment Standards*.
- Amendment to expand a licence boundary into an adjacent road allowance under section 13.2 of the Act
- If selected, ensure that technical reports, information and an updated site plan are attached in your submission as described in *Aggregate Resources of Ontario: Amendment Standards*.

- Other amendments (not including Amendment Without Approval)
 - The ministry may require the applicant to provide additional information.
 - The ministry may direct you to circulate this form to organization(s) and individual(s) for comment(s).

Description *

Provide a description of the proposed amendment(s)

Main (5520)

Silt Pond Identification – The wash system at Aberfoyle North and the adjacent McNally site (5497) has evolved and identification of the current, established silt pond locations requiring updating on the site plans. The two silt ponds on 5520 will be identified on updated plans.

Final Rehabilitation Contours – Adjustments to the final contours are reflected on the attached plans. These reflect the two current silt pond locations that will be dry at completion.

Plant Location Clean up – A previous amendment identified moving from a permanent plant site to a portable plant (in 2008). Some remnant elements of this amendment are still in the mapping on the plans and will be removed.

Coburn (5563)

Final Rehabilitation Contours - changes in the north part of the Aberfoyle Main complex (ARA#5563) where extraction is underway and the depth of reserves is variable ends above the water table in many areas will be changed to reflect current understanding of the extent of the reserves.

Provide reasons for the site plan amendment request

Updates required as site is maturing and updates of current activities on-site is required. Updates are also required to ensure consistency with adjacent sites licenced to the same operator.

Select all that apply *

- Enclosed is a sketch/picture outlining proposed changes to the site plan.
- Enclosed is a draft version of a page(s) of the site plan altered to demonstrate the desired changes to the site plan.
- Enclosed is additional information and/or technical reports.

Last Name *

May

First Name *

Stephen

Signature (Licencee/Permittee)

Date (yyyy/mm/dd) *

2023/03/08

Instructions

Applications for an Amendment

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When notification is required, this form must be circulated with the amendment application package.

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Following confirmation from the ministry that the proposed amendment is acceptable, the licensee or permittee must make changes to the site plan to reflect the noted changes and submit the updated site plan or site plan pages to the ministry for approval.

Following ministry approval, the licensee or permittee must include a description of the amendment and the date the amendment was approved on a schedule to the site plan and must forward the site plan to the ministry for their records.

Submit this form and any additional information online using the [Natural Resources Information Portal](#). If you have any questions about using the Natural Resources Information Portal, contact NRIP@ontario.ca. If web access is unavailable, submit the form and additional information by mail to Integrated Aggregate Operations Section, Ministry of Natural Resources and Forestry, 300 Water Street, Peterborough ON K9J 3C7.

When an amendment requires consultation and you are participating in the *Aggregates Resources Act* (ARA) notification and consultation process, all personal information (PI) you provide may be subject to the *Freedom of Information and Protection of Privacy Act* (FIPPA), whether provided to the Applicant or MNRF at any point during the consultation process. The MNRF collects your PI under the authority of s.7, s. 11, s.13.1, s.23, s. 34, s. 35 and other provisions of the ARA and maintains it for the purposes of ensuring consultation and other requirements in the ARA are met. Under the authority of s. 11(2), s.13.1(3), s.23(7), s.35(2) of the ARA, your name and address will form part of the public record (that is available to the general public as described in s 37 of FIPPA) and will appear with your comments, unless you request in your submission that your name and address be kept confidential. If you have any questions about the collection and use of your personal information, please contact Ministry of Natural Resources and Forestry, Natural Resources Information and Support Centre (NRISC) 300 Water Street, Peterborough ON K9J 3C7. Toll free: 1-800-667-1940.

Fields marked with an asterisk (*) are mandatory.

Section A: Site Identification

Licence/Permit ID Number *

5497

Licensee/Permittee Name *

St Marys Cement Inc. (Canada)

Local Municipality

Township of Puslinch

Upper Tier Municipality

Wellington County

Site Location (e.g. lot and concession, geographic township, 911 address) *

Pt Lot 25&26 Concession 2

Section B: Contact Information

Last Name *

May

First Name *

Stephen

Middle Initial

K

Telephone Number *

647-637-6707

Extension

Email

stephen.may@vcimentos.com

Address

Unit Number

Street Number *

55

Street Name *

Industrial St.

PO Box

City/Town *

Toronto

Country *

CA-Canada

Province/State *

ON-Ontario

Postal Code/Zip Code *

M4G 3W9

Input all necessary information for correspondence

Stephen May - Lands Manager West

CBM Aggregates - (a division of St Marys Cement Inc. (Canada))

I authorize the person named above to provide correspondence and proceed with amendments on my behalf.

I authorize the person applying on my behalf to use their company name and address to be used for correspondence on behalf of the licensee/permittee during the site plan amendment process.

Section C: Description of Amendment

Check the box that best represents the amendment that is the subject of this form. *

- Amendment to lower the depth of extraction in an area of a licence or aggregate permit that does not allow extraction below the water table under section 13.1 or 37.2 of the *Aggregate Resources Act*
- If selected, include technical reports, information and an updated site plan in your submission as described in *Aggregate Resources of Ontario: Amendment Standards*.
- Amendment to expand a licence boundary into an adjacent road allowance under section 13.2 of the Act
- If selected, ensure that technical reports, information and an updated site plan are attached in your submission as described in *Aggregate Resources of Ontario: Amendment Standards*.

Other amendments (not including Amendment Without Approval)

- The ministry may require the applicant to provide additional information.
- The ministry may direct you to circulate this form to organization(s) and individual(s) for comment(s).

Description *

Provide a description of the proposed amendment(s)

Allow wash water discharge "off-site" – the wash system is spread over two license on property owned by the same owner with the same licensee and identified as acceptable by Guelph District in 2011. New wash plant elements (silt discharge area on ARA#5520 and decommissioned silt and wash ponds (on 5497)) on updated site plans.

South boundary berm is providing required site screening, eliminate berm requirement behind heritage house that will remain on site.

Imported rehabilitation material - Define that wash plant generated fines can be utilized for rehabilitation above and below water

Heritage house – indicate it will remain on site.

Haul road – define new haul road location within the limit of extraction

Final Rehabilitation contours – define contours consistent with ARA#5520 & 624864

Fencing variance – the boundary between 5520 and 5497 does not require fencing on the 5520 plans. This will variance be added to the 5497 plans.

Fencing Variance – west boundary – an agreement with the adjacent landowner is in place for 0m above water table extraction (and included on the site plans). A fencing variance is required for this boundary as the material and fence is to be removed. The boundary will be marked with marker posts visible from one to the next.

Final Rehabilitation Contours – the 5497, 5520 and 624864 Site Plans show differing final contours on site at these abutting licences. This will be made consistent for all of these licences via this SPA.

Provide reasons for the site plan amendment request

Updates required as site is maturing and updates of current activities on-site is required. Updates are also required to ensure consistency with adjacent sites licenced to the same operator.

Select all that apply *

- Enclosed is a sketch/picture outlining proposed changes to the site plan.
- Enclosed is a draft version of a page(s) of the site plan altered to demonstrate the desired changes to the site plan.
- Enclosed is additional information and/or technical reports.

Last Name *

May

First Name *

Stephen

Signature (Licencee/Permittee)

Date (yyyy/mm/dd) *

2023/03/08

David Hanratty
North America | Director of Land, Resource & Environment
St Marys Cement Inc. (Canada)/CBM Aggregates
55 Industrial Street
Toronto ON M4G 3W9

June 27, 2023

Project #
60700729

Subject: Response to Puslinch Township Review - CBM Aggregates McNally Pit Monitoring Report – October 12, 2022.

Dear Mr. Hanratty:

AECOM Canada Ltd. (AECOM) prepared a Monitoring Report letter in response to the McNally Pit Site Plan Monitoring Condition 16, Subject: 2021-2022 Below-Water Extraction - CBM McNally Pit, Aberfoyle Condition 16 of the Operational Plan, dated October 12, 2022. The report letter summarized the groundwater level monitoring conducted at the McNally Pit between January 2021 and August 2022. In response to the Report letter, Harden Environmental Services Ltd. (Harden) provided review comments on behalf of the Township of Puslinch¹. The review comments are re-produced below followed by AECOM's response.

Harden Comment:

To be able to comment on the data we created a hydrograph of the columnar data for one of the sites. From this we can state that the groundwater elevation at Station 3 follows a similar pattern to that of the Puslinch Groundwater Monitoring Network, based on a visual comparison.

We do not think that it is possible to make any conclusion regarding the impact of below water table extraction or the impact of filling in the northern portion of the site with silt, without a fulsome analysis that includes a longer period of monitoring as should be available given the site plan conditions has been in effect for decades. The analysis should include trends in precipitation, groundwater flow directions, water levels in adjacent pits and consideration of extractive activities in adjacent pits.

It is our opinion that the report is unsatisfactory given the concern the Township has expressed in previous correspondence regarding potential impacts to baseflow of Mill Creek from pit activities.

AECOM Response

A number of below-water pits are located in proximity to the CBM McNally Pit in this area of Puslinch Township including other CBM pits (McNally, Lanci, PQA, Neubauer²) and pits operated by Dufferin Aggregates and Lafarge Aggregates (**Figure 1**). To examine the progression of below-water extraction in the area, and the silt disposition, a review of the historic Google Earth aerial images of the area shows the following pond conditions,

1. Harden Environmental Services Ltd., 2022: Letter to Glenn Schwendinger (Township of Puslinch), Re: McNally Pit Monitoring Report October 12, 2022, from Stan Denhoed (Harden Environmental Services Ltd.), dated November 18, 2022.
2. Note that extraction from the CBM McMillan Pit, located west of the CBM McNally Pit, was primarily concluded (with the exception of the above water eastern setback) over ten (10) years ago and the monitoring program ceased at that time.

as shown on Figure 1 and **Figures 2-1 to 2-5**, and described below (where no pond is specified, no pond/open water is observed at the pit properties mentioned or no significant change from the previous aerial image):

- **2022:** Lafarge and Lanci show larger pond areas. Neubauer shows increasing in pond size located along the north side of the site, adjacent to Concession 2 Road. Continued filling of Aberfoyle Main pond adjacent to McNally noted.
- **2019:** Lafarge and Lanci show larger pond areas. Neubauer shows a small pond along the north side of the site, adjacent to Concession 2 Road. Continued filling of Aberfoyle Main pond adjacent to McNally noted.
- **2016:** Lafarge and Lanci show larger pond areas. Continued filling of Aberfoyle Main pond adjacent to McNally noted.
- **2015:** Dufferin Pit pond in the middle of the site is not yet filled. Continued filling of Aberfoyle Main pond adjacent to McNally noted.
- **2012:** McNally, both Dufferin pits, PQA and Lafarge show larger pond areas. Continued filling of Aberfoyle Main pond adjacent to McNally noted.
- **2010:** Dufferin Pit expansion had not occurred and Lanci Pit extraction had not started. Minor area of filling of Aberfoyle Main pond adjacent to McNally noted.
- **2009:** McNally and PQA shows larger pond areas compared to 2004; McNally East shows a small pond on the south side of the site, adjacent to Concession 2 Road; the Dufferin Pit immediately west of McNally shows a large pond; the Dufferin Pit on the south side of Concession Road 2 shows a moderate sized pond on the south half of the site; McMillan shows a pond similar to that shown on Figure 1. Minor filling of Aberfoyle Main pond adjacent to McNally initiated.
- **2004:** McNally shows a pond on the north side of the site and a small pond adjacent to Concession 2 Road; PQA shows a small pond along the north side of the site, adjacent to Concession 2 Road. No filling of the Aberfoyle Main pond adjacent to McNally noted.
- **1985:** No below-water extraction south of Highway 401 (aerial image not presented).

As we do not have access to monitoring data from other operators, a series of hydrographs incorporating groundwater monitoring well data and surface water station data was assembled using historical data from the CBM McNally, CBM Lanci, CBM PQA/Mast and CBM Neubauer Pits. The included monitoring wells and surface water stations for the CBM Pits for the Study Area are summarized below and shown in **Figure 1**:

- CBM McNally – BH1, BH2, BH3, BH4, BH5, BH6, HH1 and McNally Pond
- CBM Lanci – GLL6, GLL7, GLL8, GLL9, GLL10, GLL11, and SG
- CBM Neubauer – BH1, BH2, BH3, BH4, BH5 and SG1
- CBM PQA/Mast – MP1, MP2, MP3, MP4, MP7, North Pond and South Pond

Groundwater and surface water monitoring at the four CBM Pits listed above has been ongoing since before 2001. A Hydrograph generated using the water levels obtained from 2000 to 2022 (**Figure 3**) at all four Pits show a seasonal variation of water level elevation from 305.25 mASL to 308.05 mASL across the entire area. Within the last ten years (2012-2022), the seasonal water level elevation variation is 305.50 to 307.60 mASL.

Below-Water Extraction

The potential impact of below-water extraction at each Pit was assessed for the Lanci (**Figure 4**), McNally (**Figure 5**), Neubauer Pits (**Figure 6**), and PQA Mast (**Figure 7**). The Lanci Pit has seasonal water level variation of 305.25 mASL to 307.25 mASL between 2002 and the start of below water extraction in late 2012. After below-water

extraction started, the seasonal water level elevation has varied from 305.50 to 306.75 mASL. There is no notable change in the groundwater elevation related to below-water extraction over the last ten years.

Below water extraction began at the McNally Pit in late 2002 with the adjacent McNally East Pit beginning below-water extraction in late 2008. Since 2002, the water level seasonal variation has ranged from 305.60 mASL to 308.10 mASL within the Pit area showing no notable effect as a result of below-water extraction on the groundwater and surface water elevations.

Neubauer Pit monitoring data reflected seasonal variation in water levels of 305.10 mASL to 307.80 mASL from 2001 to the beginning of below-water extraction in 2019. After below-water extraction began, the water level variation was between 305.60 mASL to 307.10 mASL which is reflective of the entire Study Area and shows no notable affect to the groundwater elevations related to below-water extraction.

The PQA Mast Pit seasonal water level variation of 305.30 mASL to 306.65 between 2000 and the start of below water extraction in early 2003. After the below-water extraction started, the seasonal water level varied from 305.30 mASL to 307.93 mASL. Overall, there is no notable change in the groundwater elevation related to below-water extraction over the last nineteen years.

As reflected in **Figures 4 to 7**, there appears to be no notable change in the groundwater and surface water elevations related to below-water extraction occurring at the CBM Pits within the Study Area.

Groundwater – Surface Water Interactions

Groundwater and surface water interactions are best reflected in the change in water elevations related to precipitation events including instantaneous changes (with 24 hours of precipitation) or lagging changes (greater than 24 hours after precipitation events). The Neubauer Pit was assessed for monitoring information between March 2019 and 2023 (**Figure 8**), with precipitation events greater than 30 mm resulting in instantaneous changes to the groundwater and surface water elevations and lagging effects generally observed for precipitation events less than 30 mm. Periods of infrequent rainfall, such as 2022, had more instantaneous changes for 30 mm precipitation events than what had been observed historically.

Monthly monitoring data obtained for the Lanci Pit was compared to monthly precipitation amounts (**Figure 9**) between 2010 and 2022. The change in groundwater and surface water elevations reflected a lagging response to precipitation but no decrease in groundwater or surface water elevations compared to historical levels was noted.

The surface water and groundwater monitoring data collected by electronic pressure transducers (dataloggers) on a regular interval (i.e. 6 hours) since early 2019 was compared to daily precipitation amounts to observe groundwater and surface water level variation in response to local precipitation patterns at PQA Mast Pit (**Figure 10**). The groundwater and/or surface water elevation responded to precipitation greater than 40 mm at all six (6) locations (MP1, MP2, MP3, MP4, North Pond, and South Pond) and decrease slowly afterward. The magnitude of the response for surface water bodies (North Pond and South Pond) was more significant than groundwater monitoring locations (MP1, MP2, MP3, and MP4). Overall, the pattern of the water level response is usually closely related to seasonal patterns with higher water levels associated with spring melt and rainfall and followed by dry summer conditions.

Groundwater – Surface Water Interactions and Pond Infilling at the McNally Pit

The surface water and groundwater monitoring data collected since 2010 was compared to monthly precipitation amounts to observe any change related to precipitation events (**Figure 11**). Monthly groundwater and surface

water elevations show changes related to periods of high precipitation (months greater than 60 mm). Since 2020, there has been a slight lowering of the groundwater and surface water elevations across the site, which appears to be related to the drop in overall monthly precipitation since the fall of 2021 with no month recording greater than 60 mm of precipitation.

Starting in 2009 as part of the aggregate extraction process occurring at the McNally Pit, fines (silt and clay) are being deposited into the pond (siltation) at the northeast end of the property, on the adjacent Aberfoyle Main licence. The progression of pond infilling between 2009 and 2010 (Figures 2-6 and 2-5) is shown with further expansion of the infill area between 2012 and 2016 (Figure 2-4 to 2-2). In 2019, the northeast corner of the Aberfoyle Main property adjacent to the McNally Pit was completely infilled with the deposited fines (Figure 2-1) and has expanded westward since, as shown recent imaging (Figure 1)

The groundwater and surface water monitoring data collected at monitors McNally BH4, BH5, BH6 and the pond, since 2002 was examined for potential impact as a result of pond infilling, given their close proximity to this area. As shown in **Figure 12**, the groundwater and surface water levels are within the same range of water levels measured before the pond infilling began in 2009. The pond level continues to fluctuate due to seasonal precipitation trends. The seasonal sinusoidal wave pattern has been observed every year between 2009 and 2022 representing groundwater and surface water levels are highest in the early spring following snowmelt and spring precipitation and lowest in late summer and early/fall with some recovery to the end of the year. The range of groundwater and pond elevations from 2009 to 2022 are within the same range of elevations (306 mASL and 307.5 mASL) as they were between 2002 and 2009 indicating that the pond infilling is having no effect on water levels in the vicinity.

Based on our assessment, the deposit (siltation) of fines at the northeast end of the pond at the Aberfoyle Main property adjacent to the McNally Pit does not appear to be changing the groundwater or surface water elevations or interactions within the natural environment surrounding the infill area.

Should there be additional questions or comments, please contact the undersigned.

Sincerely,
AECOM Canada Ltd.



Brian Holden, M.Sc., P.Geo.
Hydrogeologist, Environment
Brian.Holden@aecom.com

Encl.



- Groundwater Monitors
- Extraction Pond Staff Gauge (SG)
- Licence Boundary



Study Area - Below Water Extraction	
Imagery Year 2022	
Data Sources: Landsat 7-8 Imagery from USGS Earth Explorer and Google Earth Pro.	
AECOM	
July 6, 2023	1:12,500
P:60700729	Rev:00
Figure: 1	

Extraction from the CBM MacMillan Pit was concluded over ten (10) years ago and the monitoring program ceased at that time.

Location: J:\2023\Area_CAC\GIS\GIS_Chart\60700729_AirPro
Date Saved: July 2023 10:41:38 AM



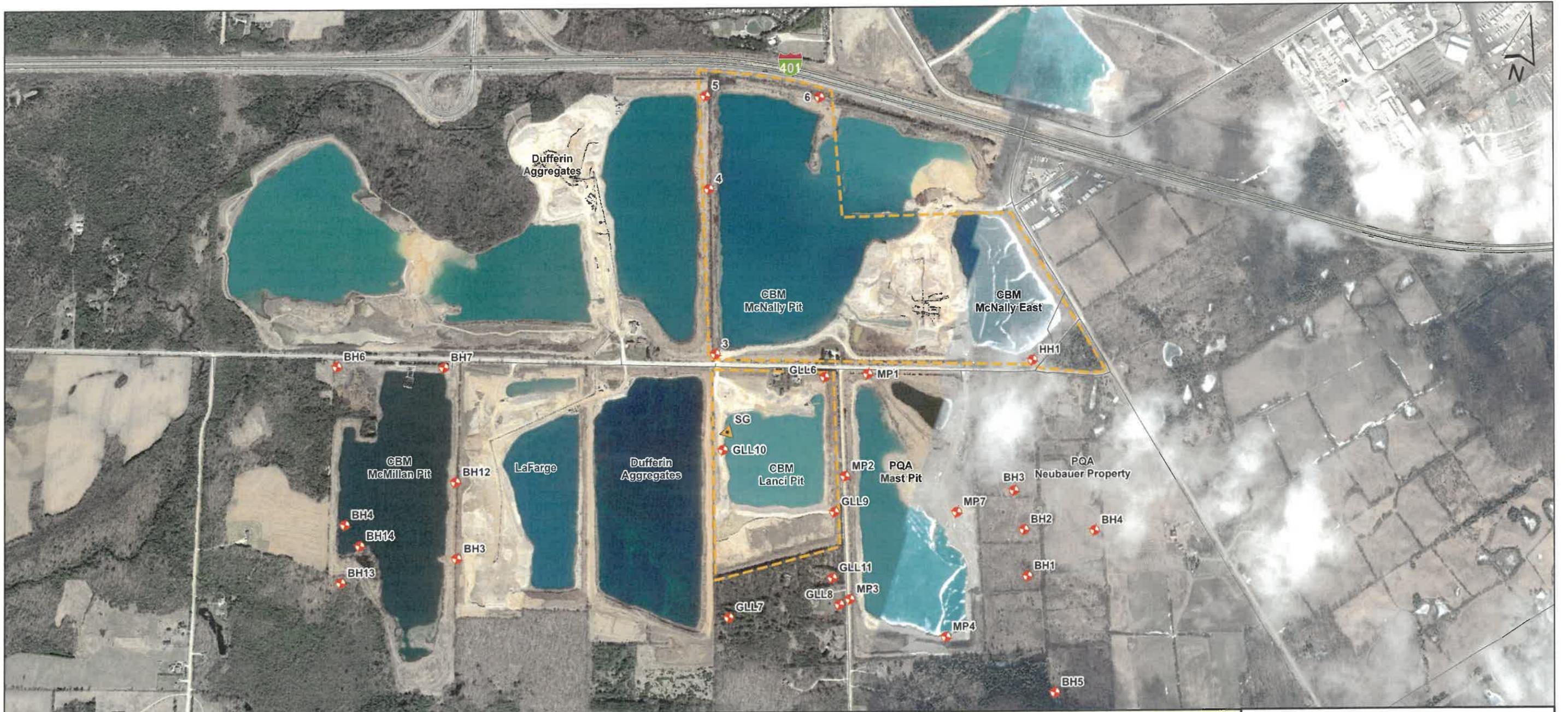
- ◆ Groundwater Monitors
- ▲ Extraction Pond Staff Gauge (SG)
- Licence Boundary

Extraction from the CBM MacMillan Pit was concluded over ten (10) years ago and the monitoring program ceased at that time.



Study Area - Below Water Extraction	
Imagery Year 2019	
Data Sources: Landsat 7-8 imagery from USGS Earth Explorer and Google Earth Pro.	
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P:60700729	Rev:00
 Map Extents	
Figure: 2-1	

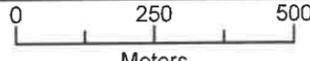
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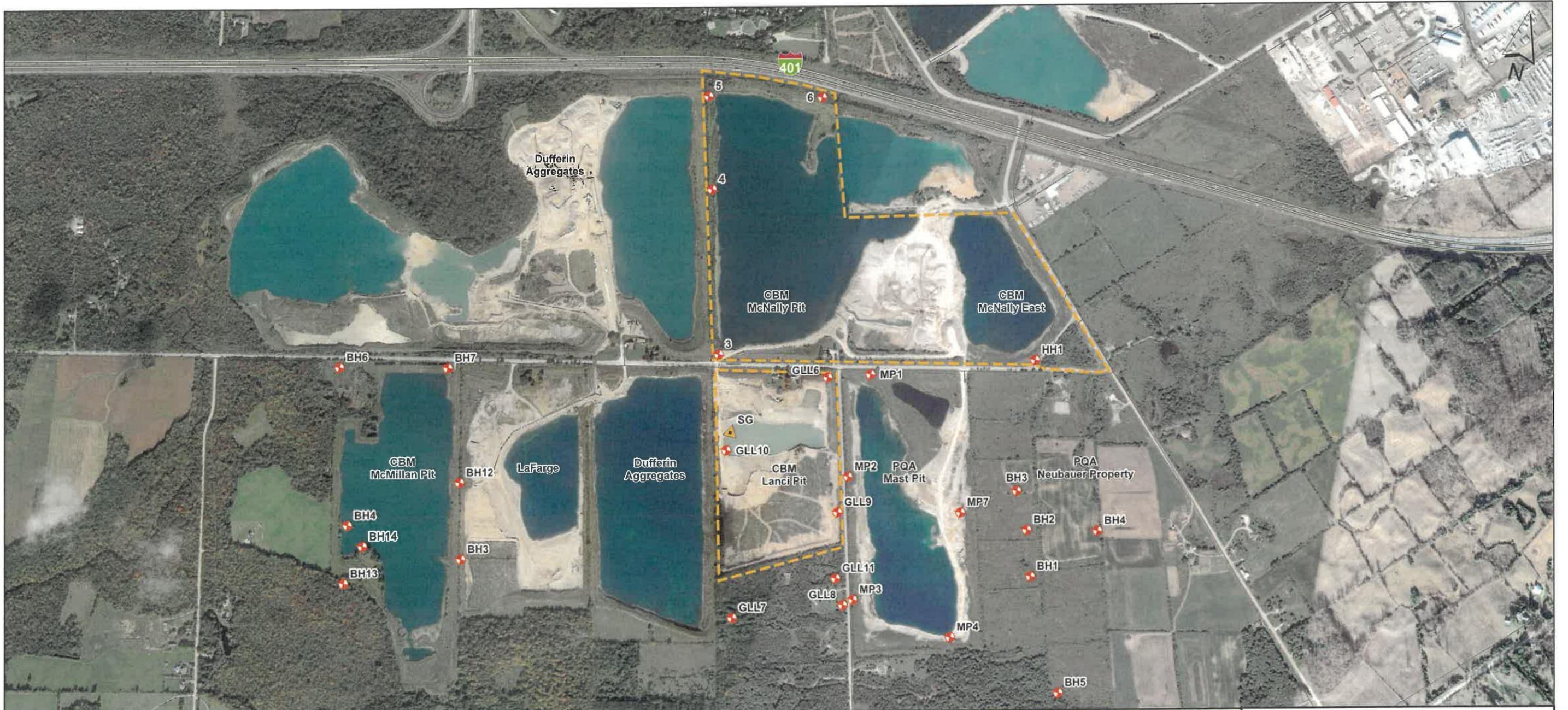
-  Extraction Pond Staff Gauge (SG)
-  Groundwater Monitors
-  Licence Boundary

Extraction from the CBM MacMillan Pit was concluded over ten (10) years ago and the monitoring program ceased at that time.

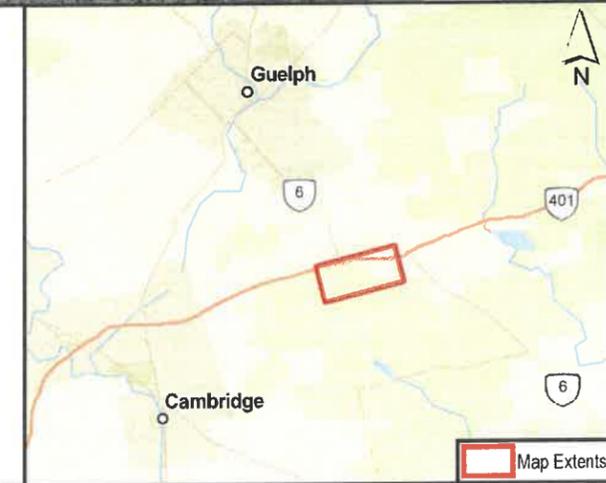


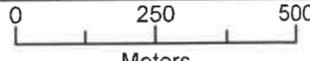
Study Area - Below Water Extraction	
Imagery Year 2016	
	
Data Sources: Lendsat 7-8 Imagery from USGS Earth Explorer and Google Earth Pro.	
AECOM	
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P:60700729	Rev:00
Figure: 2-2	

Location: W:\2023\Water\CAC\10\GIS\CBM\CBM\070226\FP



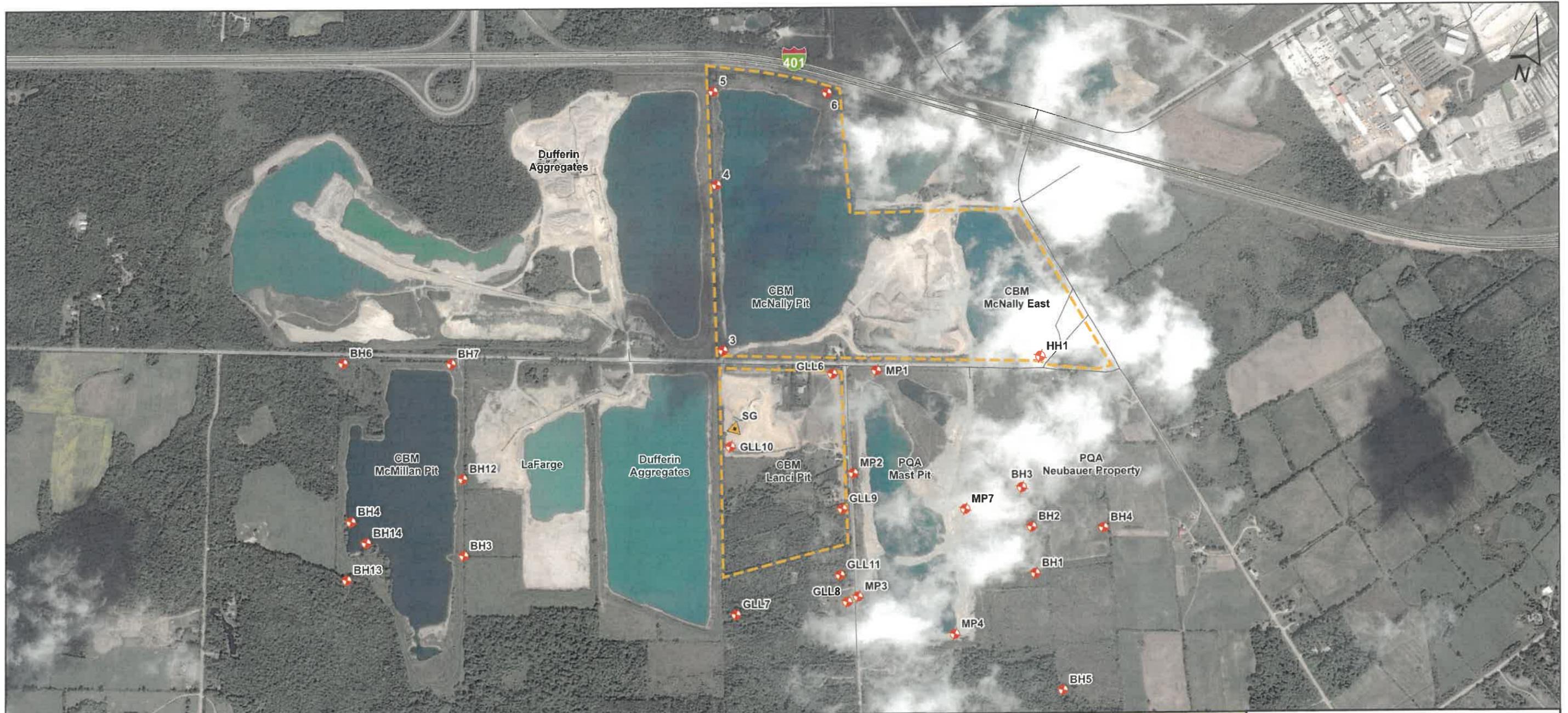
-  Extraction Pond Staff Gauge (SG)
-  Groundwater Monitors
-  Licence Boundary



Study Area - Below Water Extraction	
Imagery Year 2015	
	
Data Sources: Landsat 7-8 imagery from USGS Earth Explorer and Google Earth Pro.	
 	
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P:60700729	Rev:00

Extraction from the CBM MacMillan Pit was concluded over ten (10) years ago and the monitoring program ceased at that time.

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Date Saved: July 2023 User: sliggett



-  Extraction Pond Staff Gauge (SG)
-  Groundwater Monitors
-  Licence Boundary



Study Area - Below Water Extraction	
Imagery Year 2012	
 0 250 500 Meters	
Data Sources: Landsat 7-8 imagery from USGS Earth Explorer and Google Earth Pro.	
AECOM	
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P:60700729	Rev:00
 Map Extents	

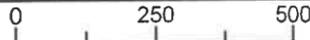
Extraction from the CBM MacMillan Pit was concluded over ten (10) years ago and the monitoring program ceased at that time.

Location: July 2023; Imagery: CACRYTDCS GIS Centre; 07/07/2023; 24x7m; Date Saved: July 2023; User: Salpinx



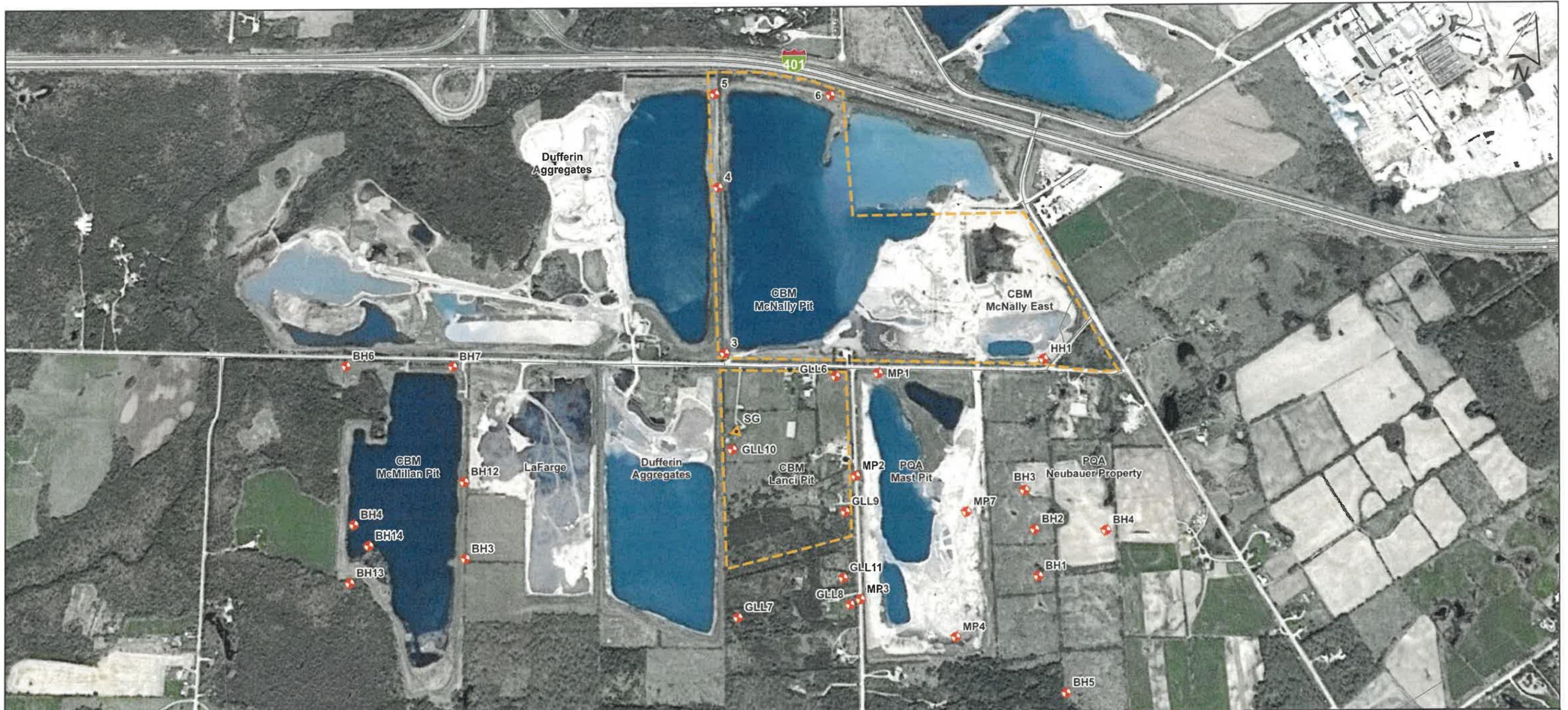
-  Extraction Pond Staff Gauge (SG)
-  Groundwater Monitors
-  Licence Boundary



Study Area - Below Water Extraction	
Imagery Year 2010	
 Meters	
<small>Data Sources: Landsat 7-8 imagery from USGS Earth Explorer and Google Earth Pro.</small>	
AECOM	
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 Map Extents	

Extraction from the CBM MacMillan Pit was concluded over ten (10) years ago and the monitoring program ceased at that time.

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Date Saved: July 2023 User: Slaggen



- Extraction Pond Staff Gauge (SG)
- Groundwater Monitors
- Licence Boundary

Extraction from the CBM MacMillan Pit was concluded over ten (10) years ago and the monitoring program ceased at that time.



Study Area - Below Water Extraction	
Imagery Year 2009	
Data Sources: Landsat 7-8 Imagery from USGS Earth Explorer and Google Earth Pro.	
AECOM	
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Figure: 2-6	

Location: July 2023; Client: CACBY/NOCS/OS/Chenoweth/2023/24/4/Prj; Date Saved: July 2023 User: SgaganJ

HYDROGRAPHS

CBM McNally - BH1, BH2, BH3, BH4, BH5, BH6, HH1, and McNally Pond

CBM Lanci - GLL6, GLL7, GLL8, GLL9, GLL10, GLL11, and SG

CBM Neubauer - BH1, BH2, BH3, BH4, BH5 and SG1

CBM PQA Mast - MP1, MP2, MP3, MP4, MP7, North Pond and South Pond

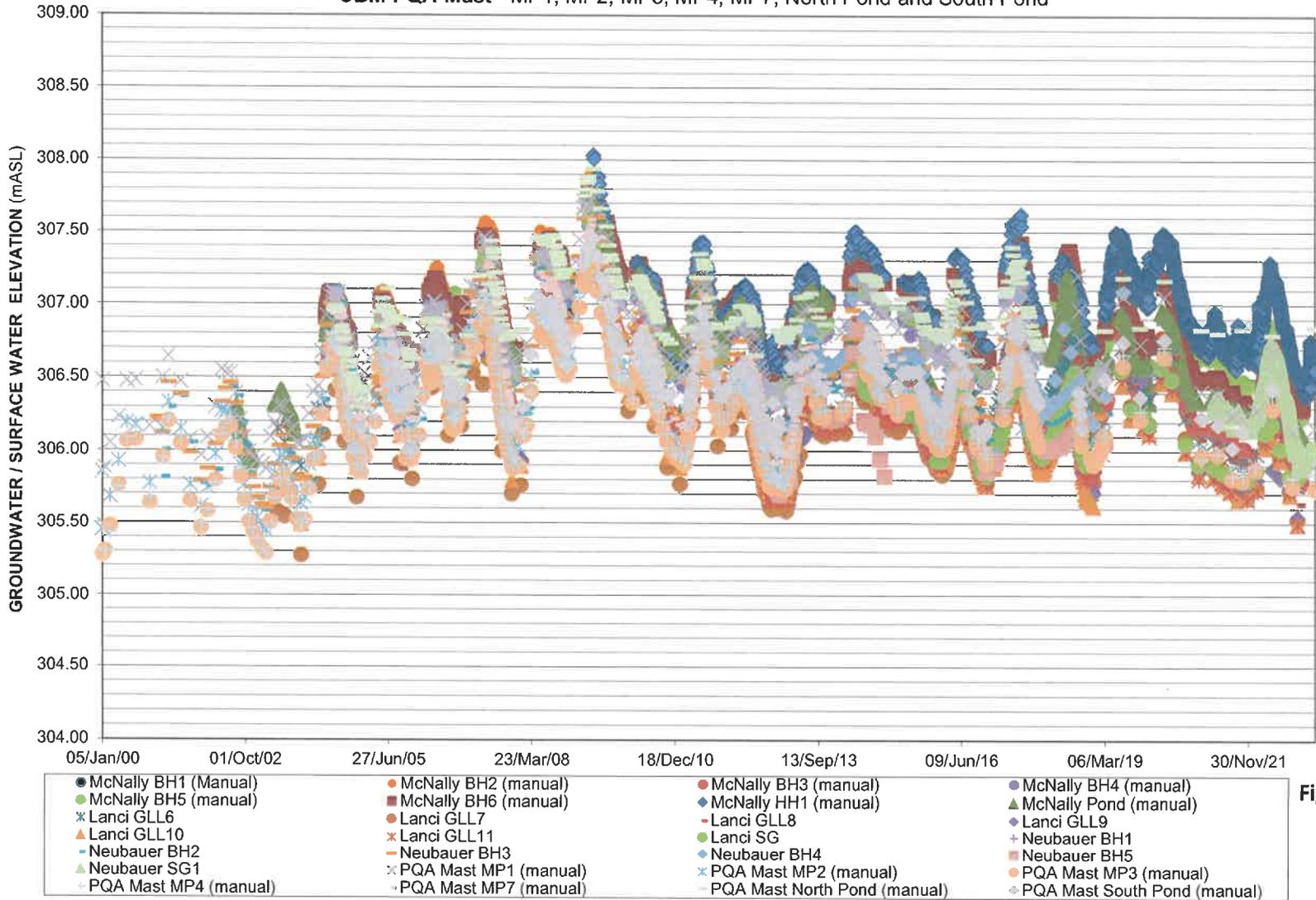


Figure 3

HYDROGRAPHS

CBM Lanci

(GLL6, GLL7, GLL8, GLL9, GLL10, GLL11, and SG)

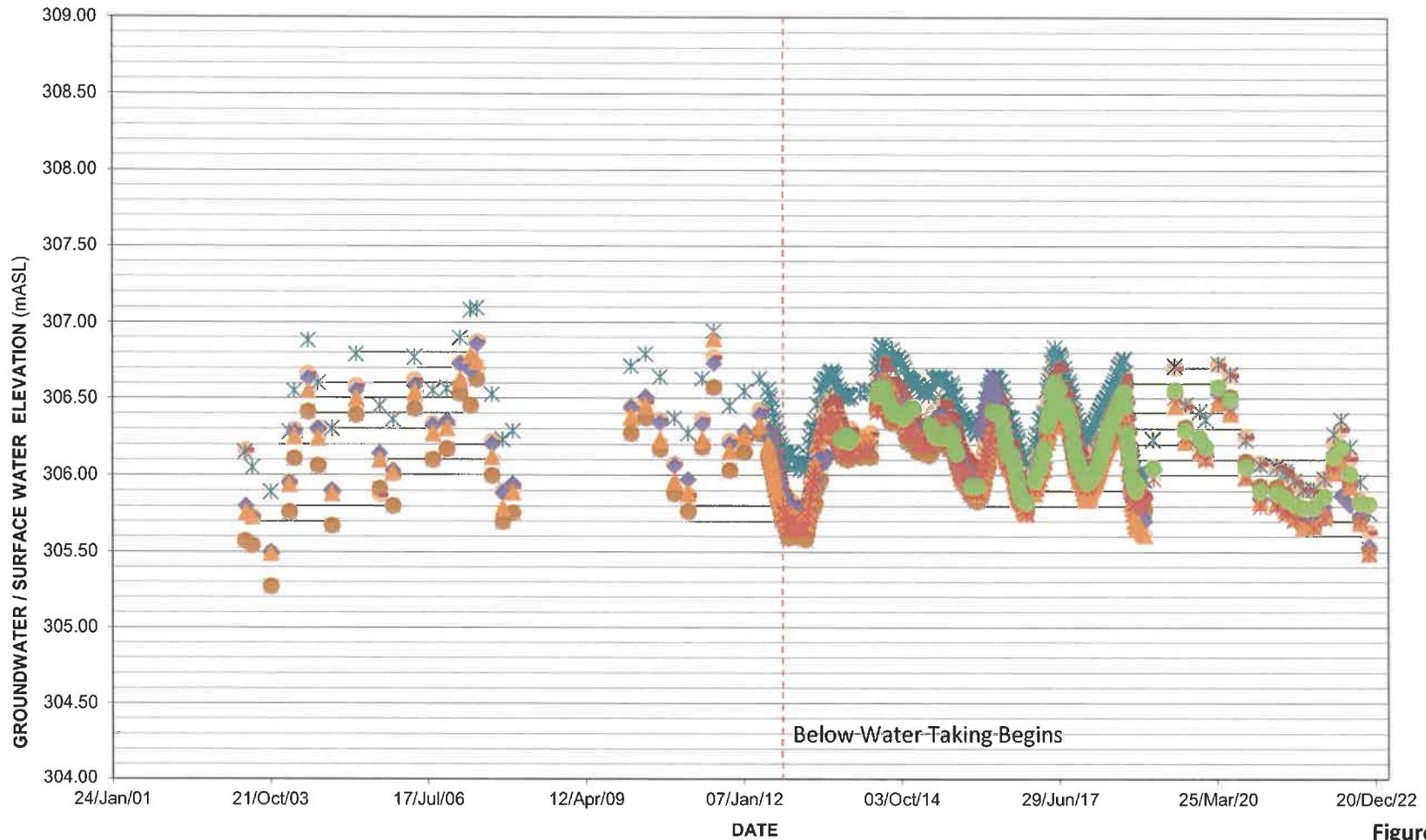


Figure 4

✕ Lanci GLL6 (Manual)	✕ Lanci GLL7 (manual)	● Lanci GLL8 (manual)	● Lanci GLL9 (manual)	● Lanci GLL10 (manual)
● Lanci GLL11 (manual)	● Lanci SG (manual)	✕ Lanci GLL6	● Lanci GLL7	● Lanci GLL8
◆ Lanci GLL9	▲ Lanci GLL10	✕ Lanci GLL11	● Lanci SG	

HYDROGRAPHS

CBM McNally

(BH1, BH2, BH3, BH4, BH5, BH6, HH1, and McNally Pond)

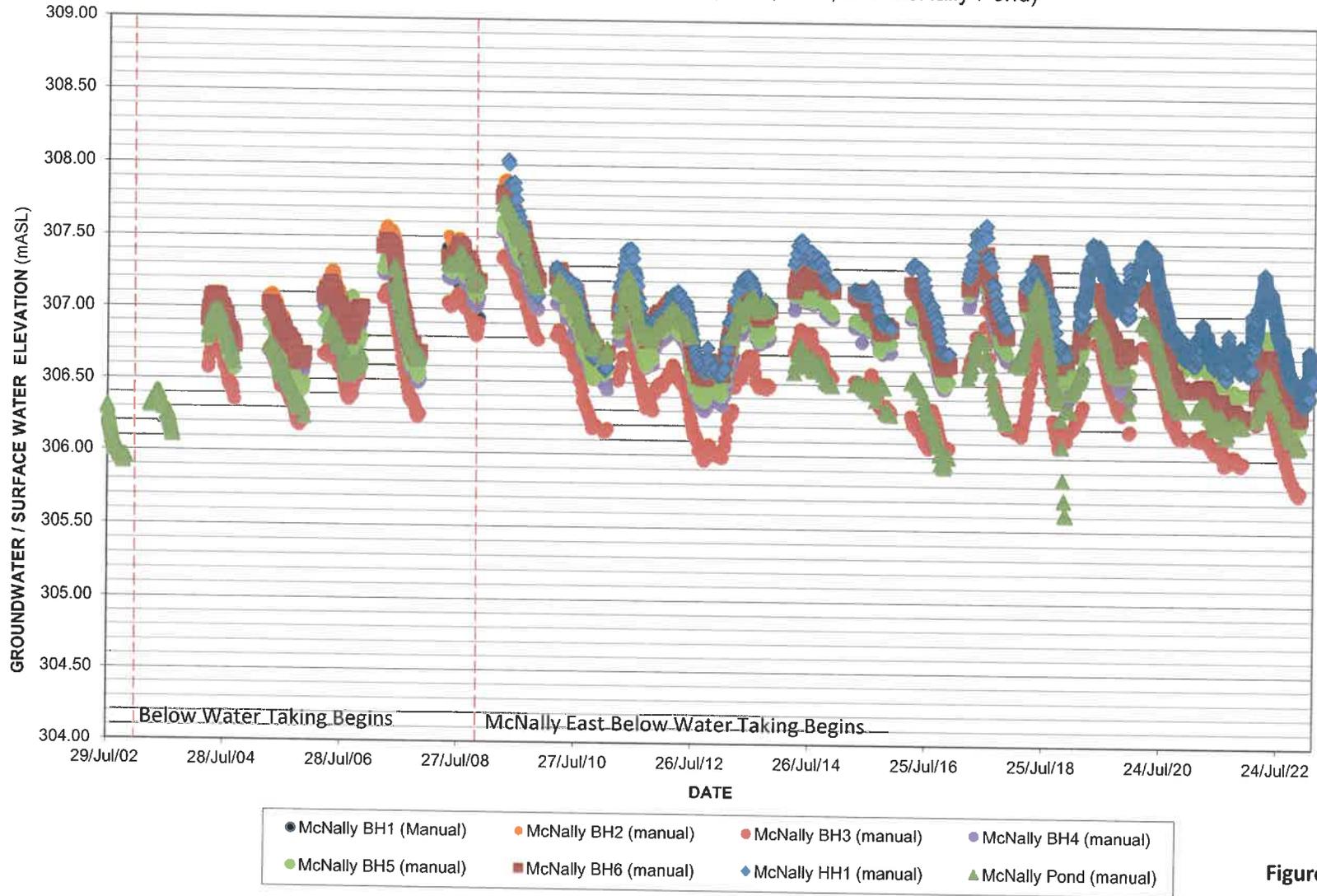
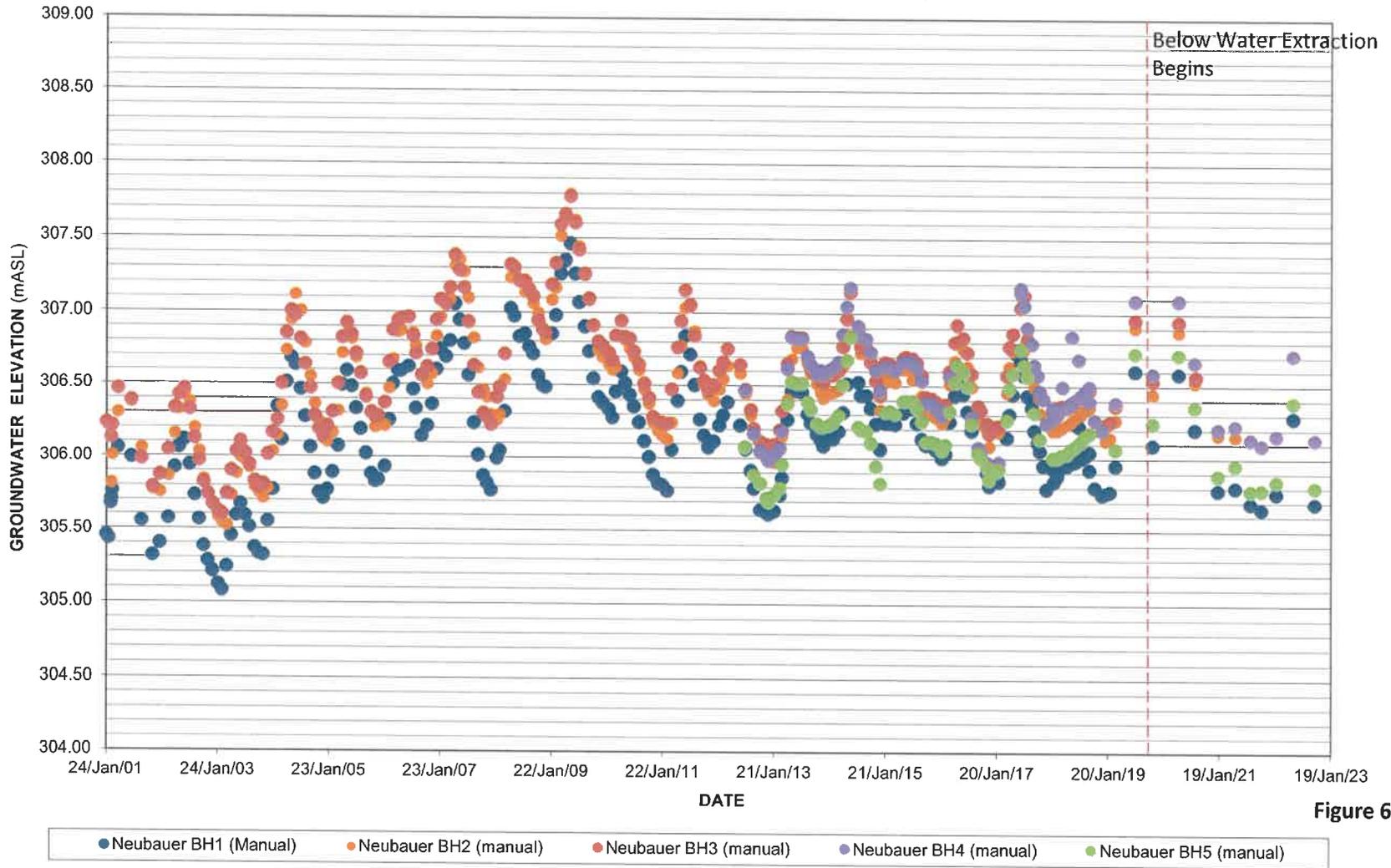


Figure 5

GROUNDWATER HYDROGRAPHS

CBM Neubauer - Historical Data

(BH1, BH2, BH3, BH4, and BH5)



HYDROGRAPHS

CBM PQA Mast

(MP1, MP2, MP3, MP4, MP7, North Pond and South Pond)

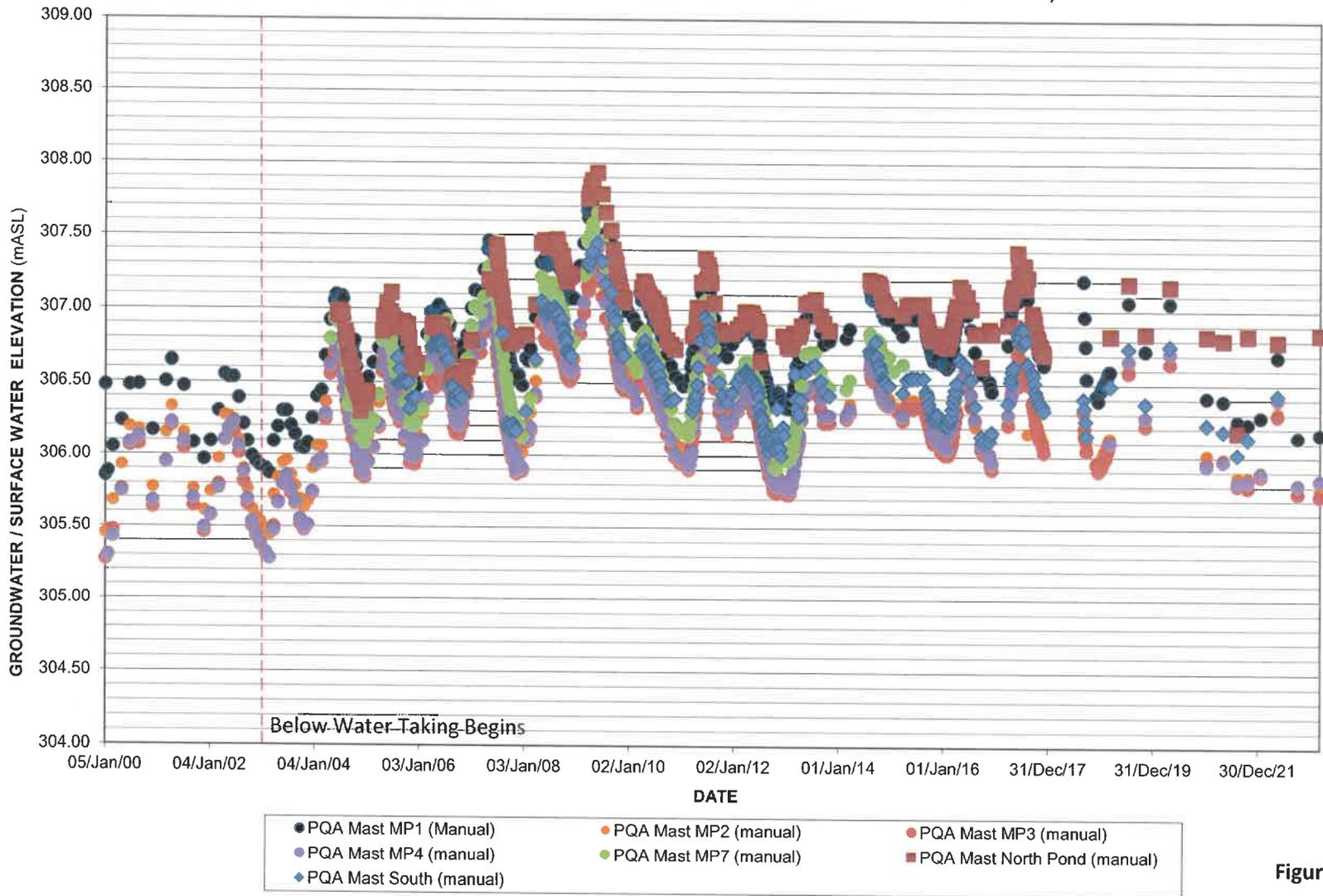
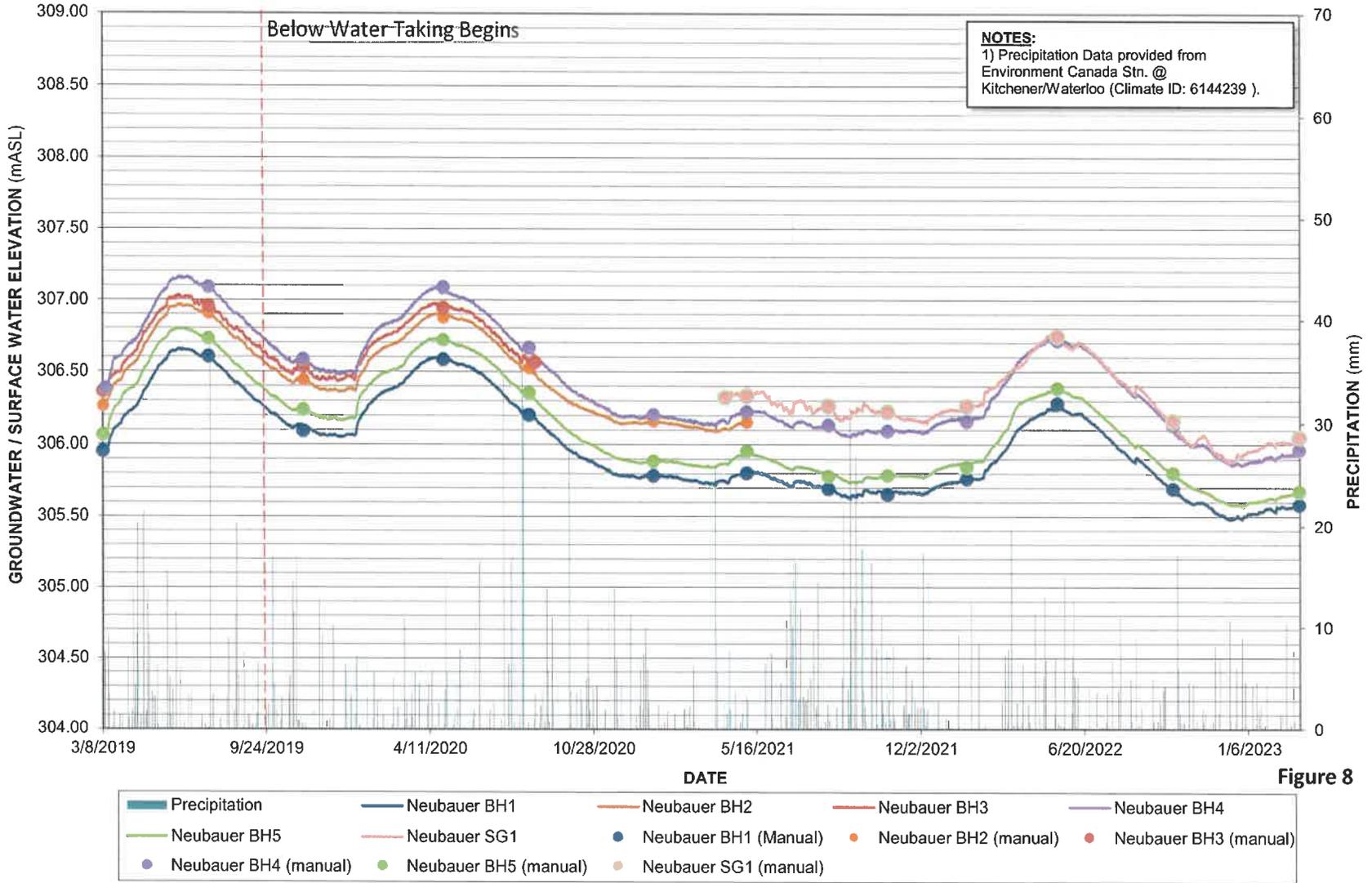


Figure 7

HYDROGRAPHS

CBM Neubauer

(BH1, BH2, BH3, BH4, BH5, and SG1)



HYDROGRAPHS

CBM Lanci

(GLL6, GLL7, GLL8, GLL9, GLL10, GLL11, and SG)

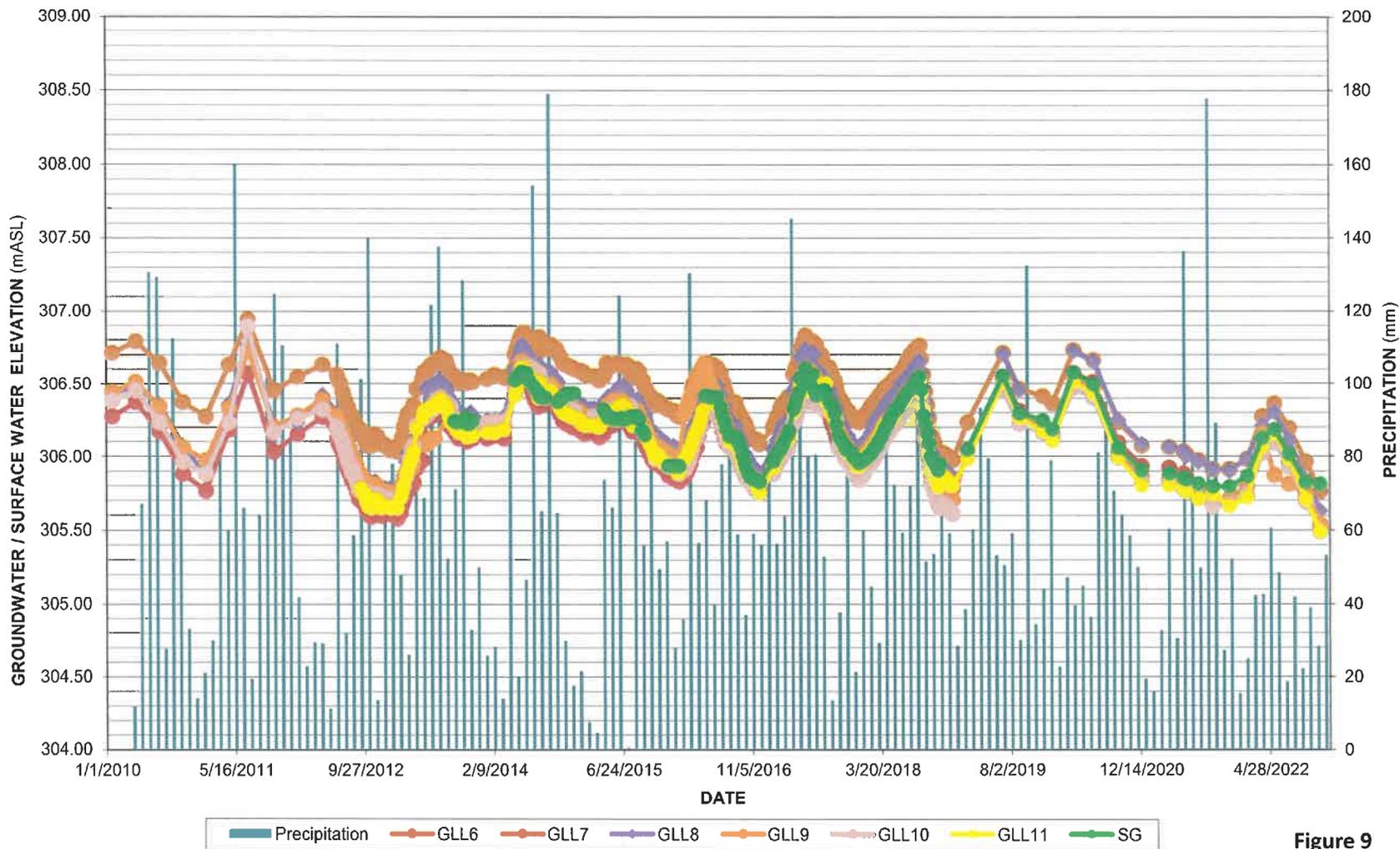


Figure 9

HYDROGRAPHS

CBM PQA Mast Pit

(MP1, MP2, MP3, MP4, North Pond and South Pond)

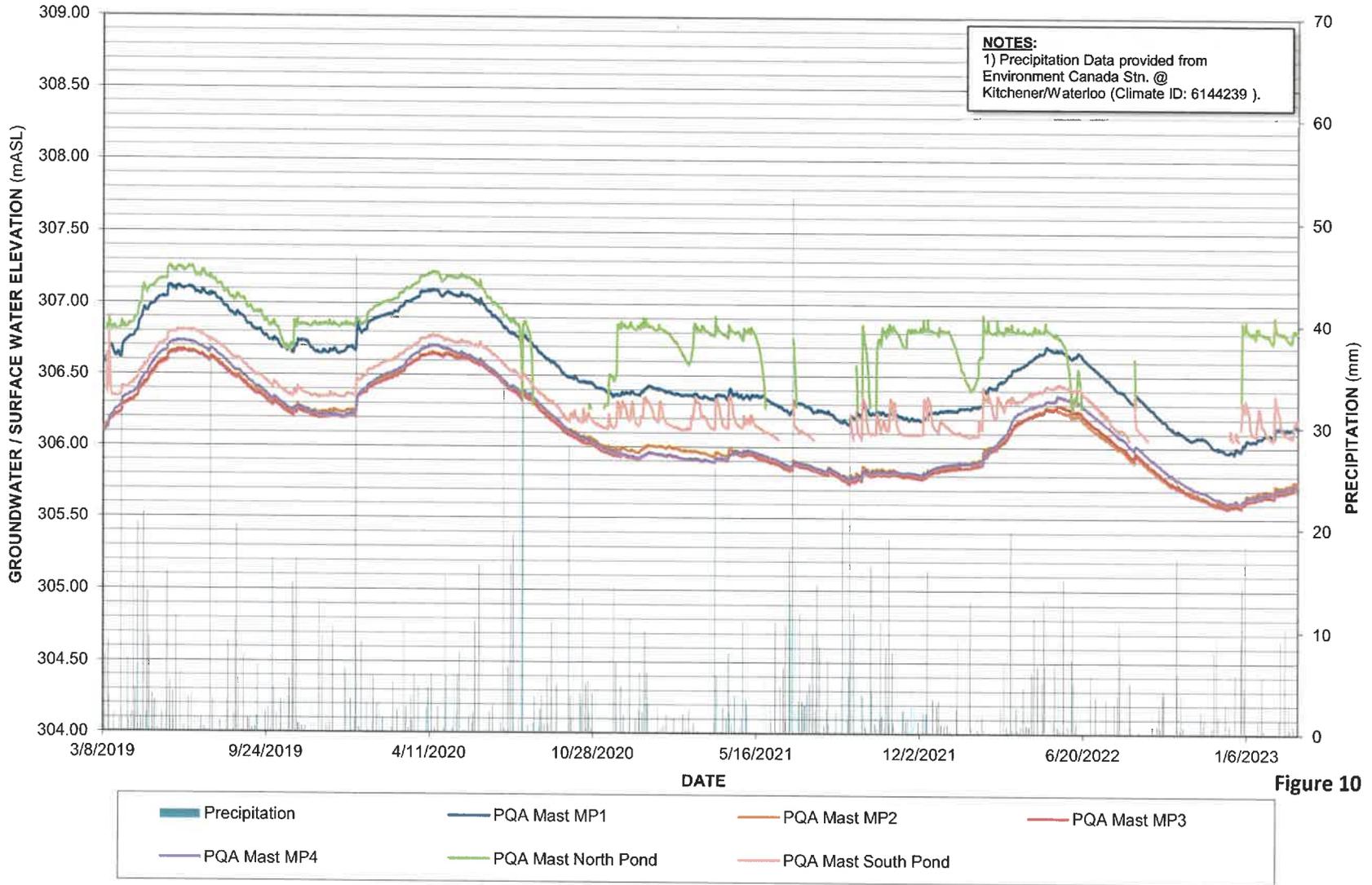


Figure 10

HYDROGRAPHS

CBM McNally

(BH3, BH4, BH5, BH6, HH1, and McNally Pond)

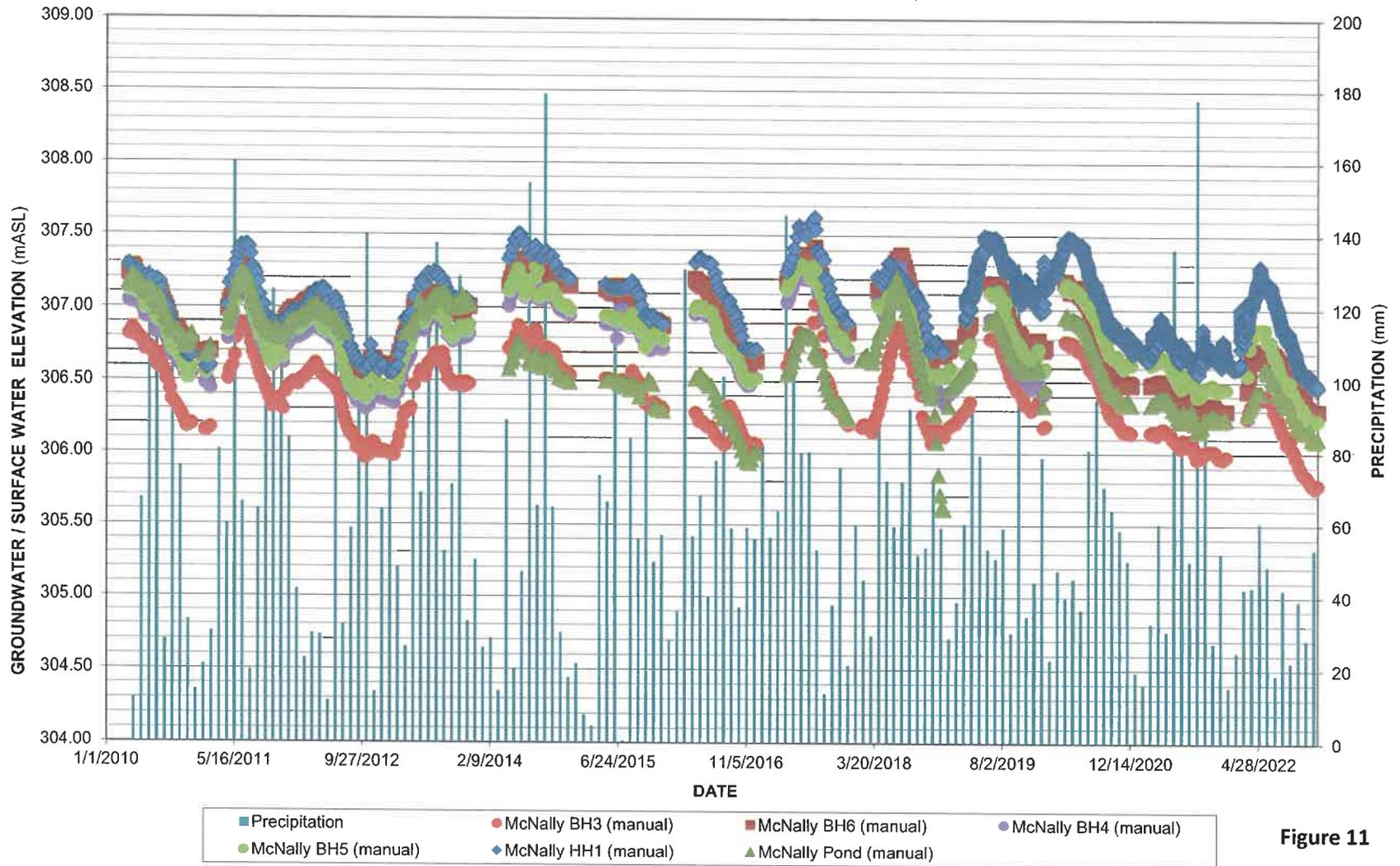


Figure 11

HYDROGRAPHS

CBM McNally

(BH4, BH5, BH6 and Pond)

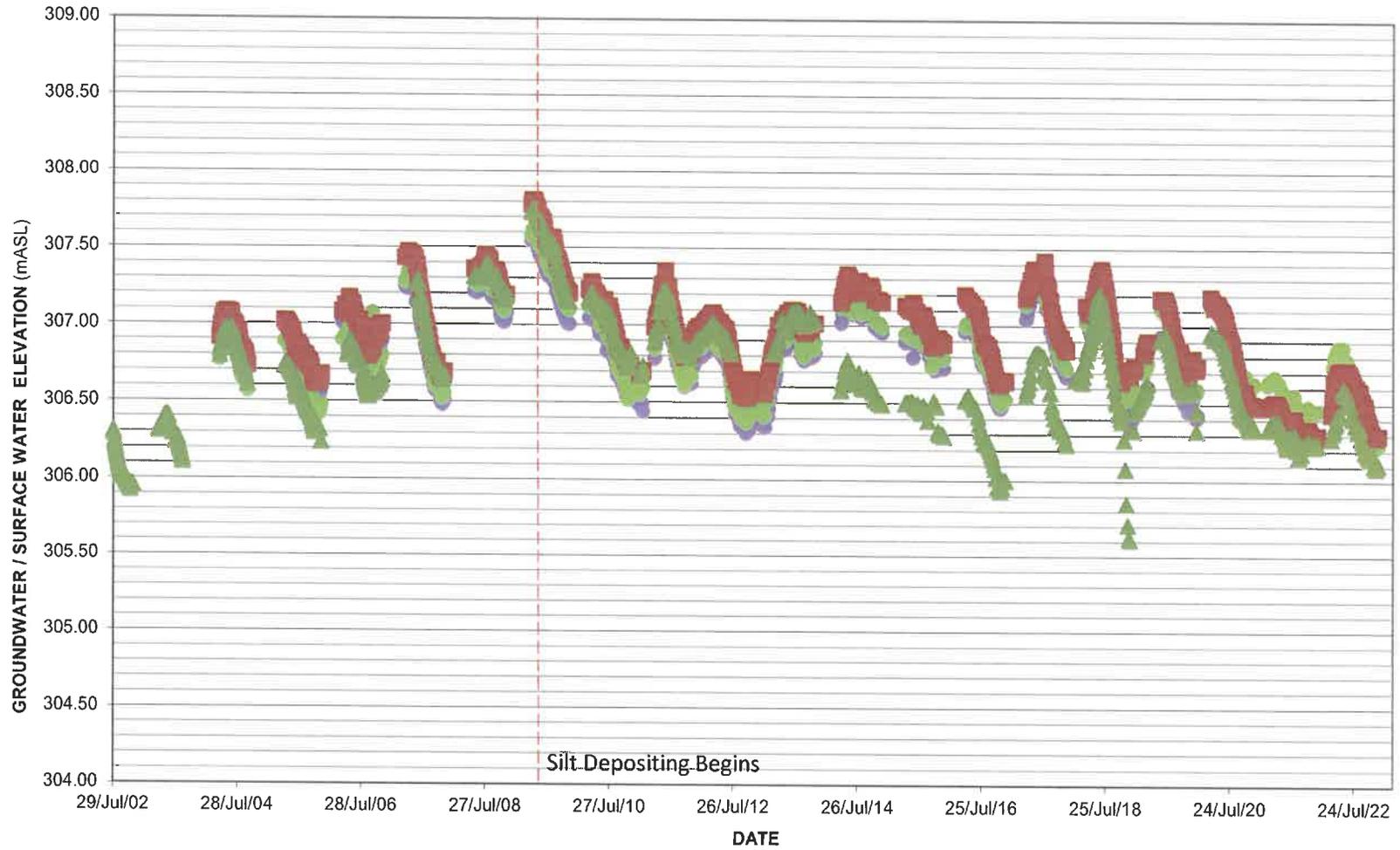
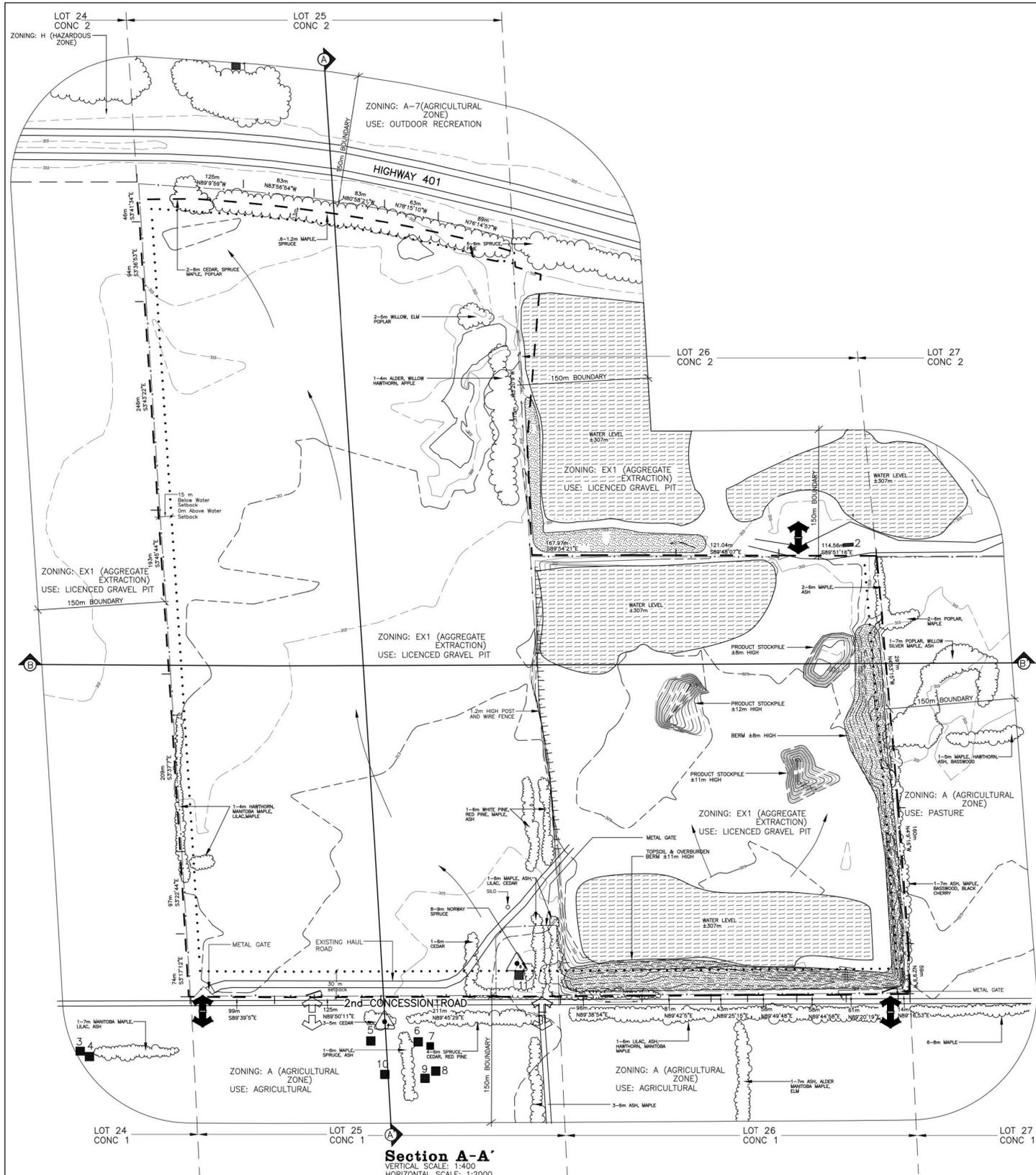
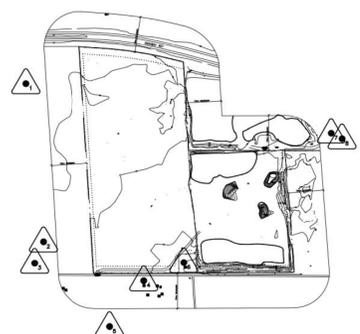


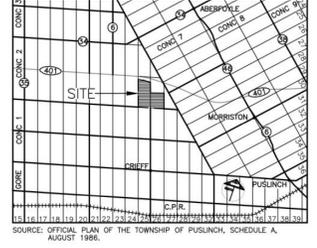
Figure 12



Water Well Key Map 1:10000



Key Map 1:30000



Building List

NO.	SIZE	USE
1		HOUSE
2		SCALE HOUSE
3		HOUSE
4		GARAGE
5		HOUSE
6		HOUSE
7		GARAGE
8		BARN
9		BARN
10		STABLE
11	10m x 10m x 7m HIGH	HOUSE
12		SCALES (INSTALLED 2007/2008)

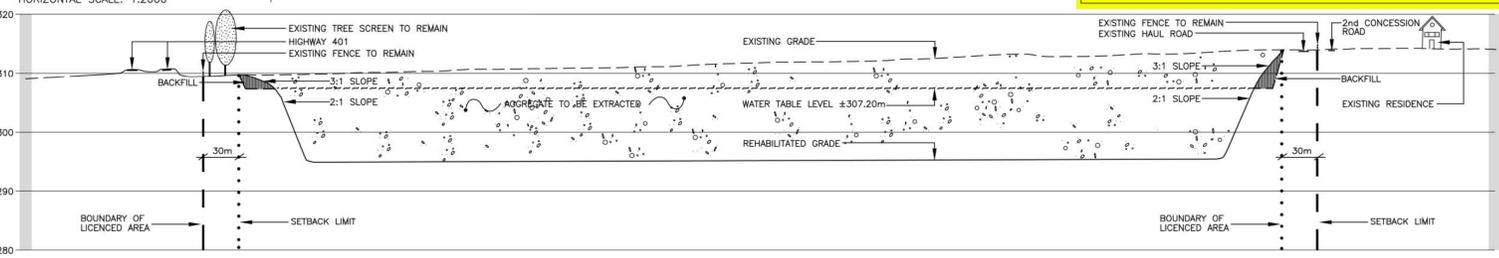
Water Well Information

NO.	TOP ELEVATION	WATER FOUND	STATIC LEVEL	BOTTOM	SOURCE
1	308.68	289.87	308.16	277.98	M.O.E. WELL # 87-3108
2	311.81	239.81	305.41	288.65	M.O.E. WELL # 87-3203
3	310.80	291.08	280.42	280.42	M.O.E. WELL # 87-3204
4	313.64	262.74	299.92	281.21	M.O.E. WELL # 87-3205
5	312.42	285.90	305.41	285.90	M.O.E. WELL # 87-3207
6	314.55	299.92	305.63	299.92	M.O.E. WELL # 87-3208
7	312.42	304.80	308.76	304.80	M.O.E. WELL # 87-3444
8	313.84	289.28	308.62	286.51	M.O.E. WELL # 87-3782

SITE PLAN VARIANCE

- THE FOLLOWING CONDITIONS ILLUSTRATED ON THESE PLANS VARY FROM THE OF THE PROVINCIAL STANDARDS MADE UNDER THE AGGREGATE RESOURCES ACT
- | ITEM | SECTION |
|--|------------|
| 1. STOCKPILES AND/OR A PORTION OF THE PROCESSING PLANT MAY BE LOCATED WITHIN 30m OF THE BOUNDARY OF THE SITE. | 0.13(1)3 |
| 2. THIS SITE UTILIZES A SCALED AND GATE ENTRANCE/ EXIT ONTO CONCESSION ROAD 7 BY ACCESSING THROUGH THE ADJUTING LICENCED PROPERTY WHICH IS FENCED AND GATED. | 0.13(1)1 |
| 3. MNR LETTER OF APPROVAL DATED MAY 7, 1996 FOR THE REMOVAL OF THE COMMON SETBACK ALONG THE WEST LICENCED BOUNDARY FOR THE RESOURCES ABOVE THE WATER TABLE ONLY (900 METRES OF WEST BOUNDARY EXCLUDING THE 30m SETBACKS ALONG THE SOUTH SIDE OF HIGHWAY #401 AND THE NORTH SIDE OF CONCESSION ROAD #2). APPROVAL GRANTED ON THE CONDITION THAT PROGRESSIVE REHABILITATION OF SETBACK OCCUR FOLLOWING THE REMOVAL OF AGGREGATE TO STABLE, VEGETATED SLOPES. | 0.13(1)10 |
| 4. FENCING TO BE OMITTED ALONG THE EAST BOUNDARY ADJACENT TO CBM'S McNALLY EAST PIT LICENCE NO. 624864. | 0.13(3)g |
| 5. THE 15m EXTRACTION SETBACK IS REDUCED TO 0m ALONG THE NORTHERN 480m OF THE EAST BOUNDARY ADJACENT TO CBM'S McNALLY EAST PIT LICENCE NO. 624864 TO FACILITATE EXTRACTION THROUGH COMMON BOUNDARIES AND REHABILITATION TO A COMMON GRADE. | 0.13(1)10 |
| 6. DUE TO THE SAME LICENCEE AND OWNER, TOPSOIL, OVERBURDEN AND AGGREGATE STOCKPILES, SCALES AND PORTABLE PROCESSING PLANT SHALL BE ALLOWED WITHIN THE 30m OF THE EAST BOUNDARY. | 0.13(1)13 |
| 7. TO ALLOW FOR 2:1 SLOPES BELOW WATER TO MAXIMIZE EXTRACTION AND/OR ALLOW SLOPES GENTLER THAN 3:1 BELOW WATER TO ENHANCE SITE RESTORATION. | 0.13(1)19f |
| 8. THE NORTH BOUNDARY SETBACK ALONG HIGHWAY 401 VARIES FROM 0-14m PER AGREEMENT WITH THE MINISTRY OF TRANSPORTATION. | 0.13(1)10i |
| 9. IN THE AREAS REMOVED BY THE PARTIAL SURRENDER TO ACCOMMODATE THE MTO EXPROPRIATION, TOPSOIL AND OVERBURDEN WILL BE REMOVED DURING THE ROADWAY CONSTRUCTION PROCESS AND DEPOSITED IN OTHER CBM LICENCES IN THIS AREA FOR USE IN REHABILITATION. | 0.13(1)17 |
| 10. FENCING IS OMITTED FROM THE WEST BOUNDARY PER AGREEMENT WITH ADJACENT LICENCEE. | 0.13(3)g |

Section A-A'
VERTICAL SCALE: 1:400
HORIZONTAL SCALE: 1:2000



Legend

- BOUNDARY OF LICENCED AREA
- SETBACK LIMIT
- 150m INFORMATION BOUNDARY
- 1.2 m POST & WIRE FENCE
- ZONING: RURAL USE-RESIDENTIAL
- ZONING: A (AGRICULTURAL ZONE)
- EXISTING CONTOUR (1m INTERVAL)
- EXISTING VEGETATION
- EXISTING POND
- PROPOSED VEGETATION
- ▲ WATER WELL
- LOT LINE
- EXISTING BUILDINGS
- EXTRACTION FACE
- METAL GATE MIN. 1.2m HIGH
- BERM
- MATERIAL TO BE REMOVED
- DIRECTION OF SURFACE DRAINAGE
- EXISTING ENTRANCE FARM VEHICLES
- EXISTING ENTRANCE TRUCK TRAFFIC

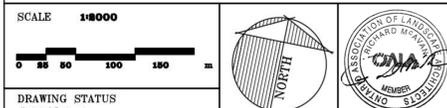
Notes

- THESE SITE PLANS ARE PREPARED FOR SUBMISSION TO THE MINISTRY OF NATURAL RESOURCES IN CONJUNCTION WITH AN APPLICATION FOR A CLASS "A" LICENCE UNDER THE AGGREGATE RESOURCES ACT AND ITS REGULATIONS, 1989. THESE SITE PLANS HAVE BEEN PREPARED TO COMPLY WITH THE PROVISIONS OF SECTION 69 OF THE AGGREGATE RESOURCES ACT AND REPLACE THE SITE PLANS ORIGINALLY SUBMITTED AS PART OF A LICENCE APPLICATION UNDER THE PITS AND QUARRIES CONTROL ACT AND REGULATIONS.
- PROPERTY BOUNDARY SURVEY BY S. McNALLY AND SONS LTD., HAMILTON, ONT., DATED MAY 10, 1992.
- TOPOGRAPHIC INFORMATION WAS PREPARED THROUGH TOTAL STATION SURVEY BY S. McNALLY AND SONS LTD., HAMILTON, ONT., DATED MAY 10, 1992. TOPOGRAPHIC INFORMATION WITHIN THE 150m BOUNDARY OBTAINED FROM ONTARIO BASE MAPS 10-17-5650-48100 AND 10-17-5650-48050.
- WATER WELL INFORMATION FROM M.O.E. WELL RECORDS, ORIGINAL INFORMATION IN IMPERIAL AND CONVERTED TO METRIC BY HARRINGTON & HOYLE LTD.
- THE WATER TABLE ELEVATION ON THIS PROPERTY IS -307.24 METRES A.S.L. THIS ELEVATION IS CONFIRMED BY THE STATIC LEVELS IN ADJACENT WELLS AND THE WATER ELEVATION OF THE PONDS WITHIN THE LICENCED BOUNDARY AND IN ADJACENT LICENCES.
- ZONING INFORMATION AND LOT AND CONCESSION INFORMATION FROM SCHEDULE "A" MAPS 16,17,26, AND 27, ZONING BY-LAW NO.19/85 OF TOWNSHIP OF PUSLUNCH DATED JULY 17, 1985.
- ALL MEASUREMENTS SHOWN ON THIS SITE PLAN ARE IN METRES.
- LICENCE NO. 5497
- TOTAL AREA LICENCED 62.1 HA
TOTAL AREA DISTURBED 15.1 HA
TOTAL AREA TO BE EXTRACTED 57.4 HA
TOTAL AREA REHABILITATED 0.0 HA
- SECTION LINES ARE LOCATED ON EXISTING FEATURES, OPERATIONAL PLAN, AND PROGRESSIVE AND FINAL REHABILITATION PLAN. REFER TO DRAWING 3, PROGRESSIVE AND FINAL REHABILITATION PLAN FOR SECTION B-B'.

NO.	DATE	REVISION	OWNER	HLR	MNR
1					
2					
3					
4					

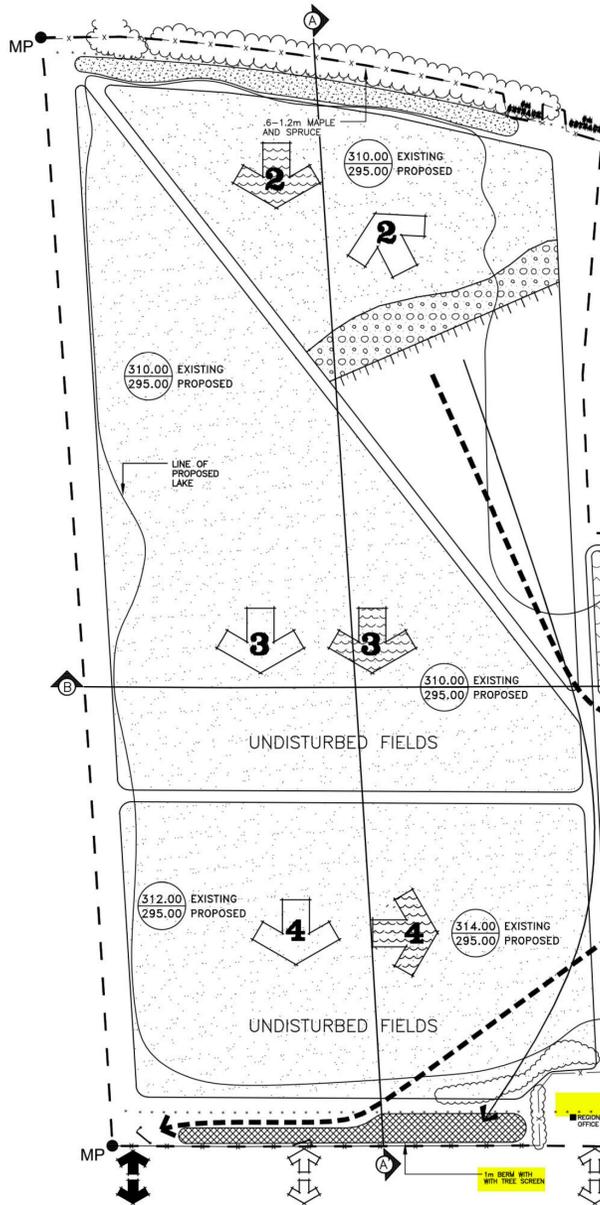
Pre Licence Review Site Plan Amendments

PROJECT NAME
McNALLY PIT
LICENCE NO. 5497
PART LOTS 88 & 89 AND PART OF UNOPENED ROAD ALLOWANCE BETWEEN LOTS 88 & 89, CONCESSION 8, PUSLUNCH TOWNSHIP, WELLINGTON COUNTY.



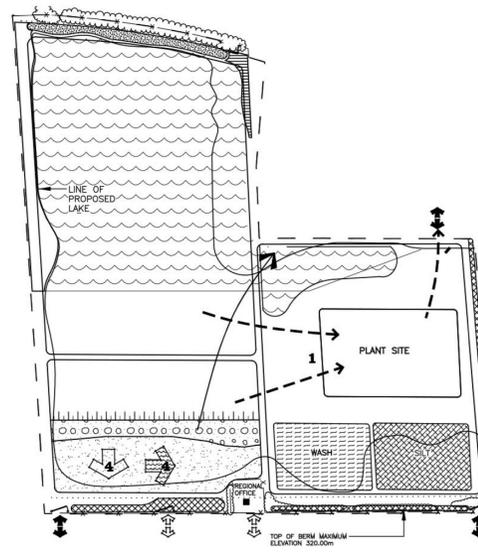
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DRAWN BY J.M.N.	DRAWING TITLE EXISTING FEATURES	DRAWING NO. 1 of 3	

Phase A 1:2000



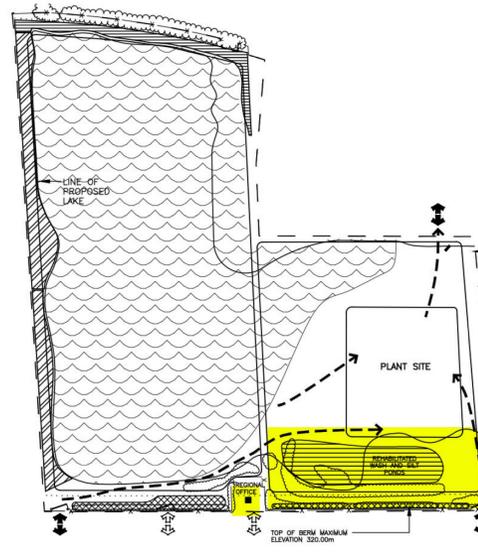
- Phase A Notes**
- COMPLETE DRY EXTRACTION IN AREA 1 AND PROCESS AT TEMPORARY PLANT OR AT PERMANENT PLANT SITE
 - BEGIN SEQUENTIAL STRIPPING OF OVERBURDEN AND TOPSOIL FROM AREA 2 AS SHOWN AND USE TO BUILD BERM ALONG SOUTHERN AND NORTHERN BOUNDARY OF LICENCED AREA AS SHOWN.
 - INSTALL TREE SCREEN ON NORTHERN EDGE OF AREA 2
 - BEGIN DRY EXTRACTION OF MATERIALS IN AREA 2 IN DIRECTION SHOWN TO 1 METRE ABOVE THE WATER TABLE AND PROCESS AT TEMPORARY PLANT OR AT PERMANENT PLANT SITE
 - AREAS 3 AND 4 REMAIN IN AGRICULTURE

Phase C N.T.S.



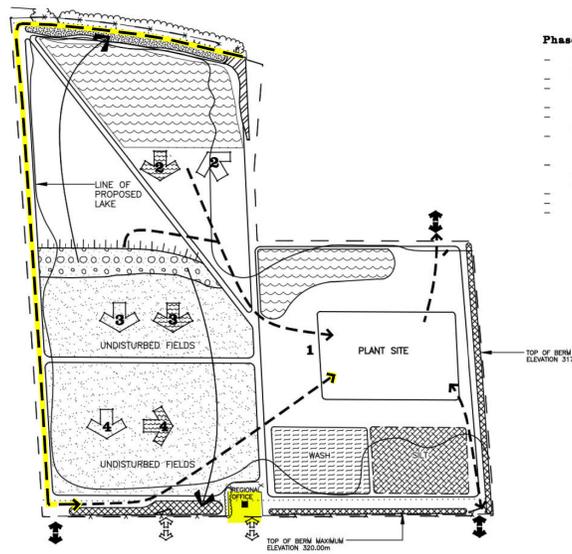
- Phase C Notes**
- COMPLETE REHABILITATION OF NORTH SHORE OF AREA 2
 - CONTINUE DRY EXTRACTION IN AREA 3
 - CONTINUE WET EXTRACTION IN AREA 2
 - BEGIN SEQUENTIAL STRIPPING OF TOPSOIL AND OVERBURDEN FROM AREA 4 AND USE TO REHABILITATE SIDE SLOPES IN AREA 2 AS SHOWN
 - COMPLETE WET EXTRACTION IN AREA 2
 - COMPLETE DRY EXTRACTION IN AREA 3
 - CONTINUE SEQUENTIAL STRIPPING OF TOPSOIL AND OVERBURDEN FROM AREA 4
 - BEGIN EXTRACTION IN AREA 4 IN THE DIRECTION SHOWN AND PROCESS AT A TEMPORARY PLANT OR AT THE PERMANENT PLANT SITE
 - BEGIN WET EXTRACTION IN AREA 3 IN DIRECTION SHOWN AND PROCESS AT A TEMPORARY PLANT OR AT THE PERMANENT PLANT SITE
 - MAINTAIN TREE SCREENS AND REHABILITATED AREAS IN A HEALTHY AND VIGOROUS GROWING CONDITION.

Phase D N.T.S.



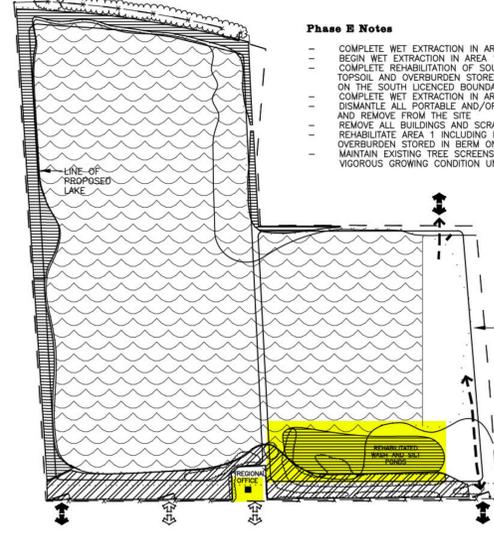
- Phase D Notes**
- COMPLETE REHABILITATION OF SIDE SLOPES IN AREA 2
 - COMPLETE SEQUENTIAL STRIPPING OF AREA 4 AND USE TO REHABILITATE WESTERN EDGE OF AREA 3
 - COMPLETE WET EXTRACTION IN AREA 3
 - COMPLETE DRY EXTRACTION IN AREA 4
 - BEGIN WET EXTRACTION IN AREA 4 AND PROCESS AT TEMPORARY PLANT OR AT THE PERMANENT PLANT SITE
 - MAINTAIN TREE SCREENS AND REHABILITATED AREAS IN A HEALTHY AND VIGOROUS GROWING CONDITION.

Phase B N.T.S.



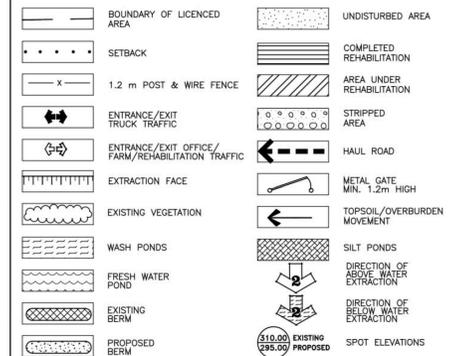
- Phase B Notes**
- COMPLETE SEQUENTIAL STRIPPING OF TOPSOIL AND OVERBURDEN FROM AREA 2
 - CONTINUE DRY EXTRACTION OF MATERIALS IN AREA 2
 - BEGIN SEQUENTIAL STRIPPING OF TOPSOIL AND OVERBURDEN FROM AREA 3 AND USE TO COMPLETE THE BERM ON THE SOUTH LICENCED BOUNDARY.
 - COMPLETE DRY EXTRACTION IN AREA 2
 - BEGIN WET EXTRACTION IN AREA 2 USING A DRAGLINE IN THE DIRECTION SHOWN AND PROCESS AT A TEMPORARY PLANT OR AT THE PERMANENT PLANT SITE
 - CONTINUE SEQUENTIAL STRIPPING OF TOPSOIL AND OVERBURDEN FROM AREA 3 AND USE TO REHABILITATE THE NORTH SHORE OF THE LAKE IN AREA 2
 - CONTINUE DRY EXTRACTION IN AREA 3
 - CONTINUE WET EXTRACTION IN AREA 2
 - AREA 4 REMAINS IN AGRICULTURE.

Phase E N.T.S.



- Phase E Notes**
- COMPLETE WET EXTRACTION IN AREA 4
 - BEGIN WET EXTRACTION IN AREA 1
 - COMPLETE REHABILITATION OF SOUTHERN SHORE OF AREA 4 USING TOPSOIL AND OVERBURDEN STORED IN THE WESTERN HALF OF THE BERM ON THE SOUTH LICENCED BOUNDARY
 - COMPLETE WET EXTRACTION IN AREA 1
 - DISMANTLE ALL PORTABLE AND/OR PERMANENT PROCESSING EQUIPMENT AND REMOVE FROM THE SITE
 - REMOVE ALL BUILDINGS AND SCRAP AND DISPOSE OF OFF-SITE
 - REHABILITATE AREA 1 INCLUDING PLANT SITE USING TOPSOIL AND OVERBURDEN STORED IN BERM ON SOUTHERN LICENCED BOUNDARY
 - MAINTAIN EXISTING TREE SCREENS/VEGETATION IN A HEALTHY AND VIGOROUS GROWING CONDITION UNTIL SELF SUSTAINING

Legend



Notes

1. TOPOGRAPHIC INFORMATION FROM S. McNALLY AND SONS LTD., DATED MAY 10, 1992.
2. REFER TO DRAWING 1, EXISTING FEATURES, FOR DESCRIPTIONS OF EXISTING TREES.
3. REFER TO DRAWING 1, EXISTING FEATURES, FOR A DESCRIPTION OF BUILDINGS WITHIN THE LICENCED BOUNDARY AND WITHIN THE 150 METRE BOUNDARY.
4. SITE PLAN OVERRIDES ARE LISTED IN A SITE PLAN OVERRIDE TABLE ON DRAWING 1, EXISTING FEATURES.
5. THE LICENCED AREA IS PRESENTLY FENCED WITH A 1.2m POST AND WIRE FENCE AND 1.2m HIGH METAL GATES.
6. TOPSOIL AND OVERBURDEN SHALL BE STRIPPED AND STORED SEPARATELY IN BERMS OR STOCKPILES. BERMS AND STOCKPILES OF TOPSOIL SHALL BE GRADED TO STABLE SLOPES AND SEEDED TO PREVENT EROSION AND MINIMIZE DUST.
7. BERMS SHALL CREATE AN EFFECTIVE VISUAL BARRIER. SIDE SLOPES SHALL NOT EXCEED 2:1. REFER TO TYPICAL BERM CROSS SECTION ON DRAWING 3, PROGRESSIVE AND FINAL REHABILITATION.
8. TREE SCREENS HAVE BEEN PLANTED AS SHOWN AND SHALL BE MAINTAINED IN A HEALTHY VIGOROUS GROWING CONDITION UNTIL THE REHABILITATION IS COMPLETE. DEAD TREES WILL BE REPLACED WITHIN ONE YEAR.
9. EXTRACTION OF AGGREGATES ABOVE THE WATER TABLE IS BY FRONT END LOADER. UNDERWATER EXTRACTION IS BY DRAG LINE. PORTABLE PROCESSING EQUIPMENT MAY BE USED ON SITE AND MAY CONSIST OF A PORTABLE CRUSHER, SCREENS AND STACKERS. PROCESSING MAY INCLUDE INTERNAL HAULAGE BY TRUCK OR CONVEYOR, CRUSHING, SCREENING, WASHING, BLENDING, STACKING AND LOADING FOR DELIVERY BY TRUCK. THE PERMANENT PLANT SITE WILL UTILIZE APPROXIMATELY 12.1 HA AND WILL CONTAIN STOCKPILES, SCALES, OUTDOOR STORAGE, SCRAP STORAGE, FUEL STORAGE, AND PARKING PLUS THE FOLLOWING:
 - PROCESSING PLANT 9.1M X 30M X 9M
 - SCALEHOUSE 12.2M X 4.6M X 4.6M
 - OFFICE/MAINTENANCE 2.1M X 20M X 10.7M
 - CONVEYORS AND STACKERS AS NEEDED
 DIMENSIONS OF THE ABOVE EQUIPMENT AND PLANT SITE ARE APPROXIMATE AND MAY VARY SLIGHTLY. EXTRACTION OF AGGREGATES ABOVE THE WATER TABLE WILL TAKE PLACE IN ONE 10 METRE LIFT. EXTRACTION SHALL EXTEND BELOW THE WATER TABLE TO A MAXIMUM DEPTH OF 295.00M AND WILL CONSIST OF 1.12M LIFT. REHABILITATION OF SIDESLOPES SHALL BE BY BACKFILLING USING OVERBURDEN FROM WITHIN THE LICENCED AREAS. REFER TO SECTION A-1 ON DRAWING 1 AND SECTION B-9 AND REHABILITATION NOTES ON DRAWING 3 FOR FURTHER DETAILS.

Notes (cont'd)

10. THIS PLAN DEPICTS A SCHEMATIC OPERATIONS SEQUENCE FOR THESE PROPERTIES BASED UPON THE BEST INFORMATION AVAILABLE AT THE TIME OF PREPARATION. PHASES SHOWN ARE SCHEMATIC AND MAY VARY SLIGHTLY WITH DEMAND. PHASES DO NOT REPRESENT ANY SPECIFIC OR EQUAL TIME PERIOD. ANY MAJOR DEVIATIONS FROM THE OPERATIONS SEQUENCE SHOWN WILL REQUIRE APPROVAL OF MNR.
11. THE WATER TABLE ELEVATION ON THIS PROPERTY IS 307.24 METRES A.S.L.
12. FUEL STORAGE SHALL BE IN ABOVE GROUND CONTAINERS LOCATED WITHIN THE PERMANENT PLANT AREA AND SHALL MEET THE REQUIREMENTS OF THE GASOLINE HANDLING ACT, 1980, AND THE GASOLINE HANDLING CODE AND REGULATIONS, 1980, AS REVISED 1989. REFUELLING SHALL BE WITHIN A CONTAINMENT PAD AND ANY SPILLS SHALL BE REMOVED AND DISPOSED OF AT AN APPROPRIATE FACILITY.
13. SCRAP WILL BE STORED WITHIN THE PERMANENT PLANT SITE IN THE SCRAP STORAGE AREA AND DISPOSED OF ON A REGULAR BASIS. STUMPS AND LOGS MAY REMAIN ON SITE FOR FUTURE PROGRESSIVE AND FINAL UNDERWATER REHABILITATION.
14. EXISTING VEGETATION REQUIRED TO BE REMOVED WILL BE STRIPPED AND DISPOSED OF ON SITE AS PART OF THE REHABILITATION PROGRAM.
15. WATER OR MOE APPROVED CHEMICAL SUD SUPPRESSANT SHALL BE APPLIED TO UNPAVED ROADS TO CONTROL DUST AS REQUIRED.
16. MONITORING CONDITIONS
 1. THREE MONITORING WELLS SHALL BE INSTALLED, MONITORED, AND MAINTAINED AROUND THE PERIMETER OF THE McNALLY PIT WHILE EXTRACTION BELOW THE WATER TABLE IS OCCURRING. THE WELLS SHALL BE LOCATED AS FOLLOWS:
 1. IN THE NORTH-EAST CORNER OF THE McNALLY PIT,
 2. IN THE NORTH-WEST CORNER OF THE McNALLY PIT, AND
 3. IN THE SOUTH-WEST CORNER OF THE McNALLY PIT.
 MONITORING OF THESE WELLS SHALL OCCUR WHILE EXTRACTION BELOW THE WATER TABLE IS OCCURRING. A MONTHLY SUMMARY SHOWING THESE LEVELS SHALL BE PREPARED AND SUBMITTED TO THE MINISTRY OF NATURAL RESOURCES AND THE TOWNSHIP OF PUSLINC IN 10 DAYS OF THE END OF EACH MONTH.
 2. A STAFF GAUGE TO MEASURE THE SURFACE WATER ELEVATION SHALL BE INSTALLED AND MAINTAINED IN THE McNALLY PIT POND WHILE EXTRACTION BELOW THE WATER TABLE IS OCCURRING. A MONTHLY SUMMARY SHOWING THE McNALLY POND SURFACE WATER ELEVATION SHALL BE PREPARED AND SUBMITTED TO THE MINISTRY OF NATURAL RESOURCES AND THE TOWNSHIP OF PUSLINC WITHIN 10 DAYS OF THE END OF EACH MONTH. DURING THE MONITORING PERIOD, IF THE McNALLY POND SURFACE WATER ELEVATION DROPS BELOW:
 1. 305.8 MASL THE MINISTRY OF NATURAL RESOURCES SHALL BE NOTIFIED IMMEDIATELY AND MONITORING SHALL BE CONDUCTED DAILY AT EACH MONITORING LOCATION.
 2. 305.7 MASL FOR SEVEN CONSECUTIVE DAYS THEN EXTRACTION BELOW THE WATER TABLE SHALL CEASE UNTIL THE SURFACE WATER ELEVATION IS GREATER THAN 305.7 MASL FOR SEVEN CONSECUTIVE DAYS.
 3. 305.2 MASL EXTRACTION BELOW THE WATER TABLE SHALL CEASE UNTIL THE McNALLY POND SURFACE WATER ELEVATION IS GREATER THAN 305.7 MASL FOR SEVEN CONSECUTIVE DAYS.

See "Notes (cont'd)" this drawing.

NO.	DATE	REVISION	OWNER	SCALE	DATE	REVISION	OWNER	SCALE	DATE
1	1992	1							
2	1993	1							
3	1995	1							
4	2016	1							
5	2017	1							

Site Plan Licence Review Site Plan Amendments

Harrington & Associates Ltd. 41 Main Street, Unit 102, Markham, Ontario L3R 2E1. Tel: 905-264-6022 Fax: 905-264-7623 www.harringtonm.com

McNALLY PIT (Plan Amendment 2017) prepared by PLANNING & LANDSCAPE ARCHITECTURE

1 Changes to Operations and Rehabilitation - McNally and Aberlyne Pits May 2024 0521
2 Alterations to the Plan Amendment - McNally and Aberlyne Pits May 2024 0521

PROJECT NAME
McNALLY PIT
LICENCE NO. 5497
PART LOTS 64 & 66, AND PART OF UNOPENED ROAD ALLOWANCE BETWEEN LOTS 64 & 66, CONGRESSION 9, PUSLINC TOWNSHIP, WELLINGTON COUNTY.

CBM
ST MARYS

St. Marys Cement Inc. (Canada)
55 Industrial Street
Toronto, Ontario
M4C 3W9
(416) 423-1300

SCALE 18000

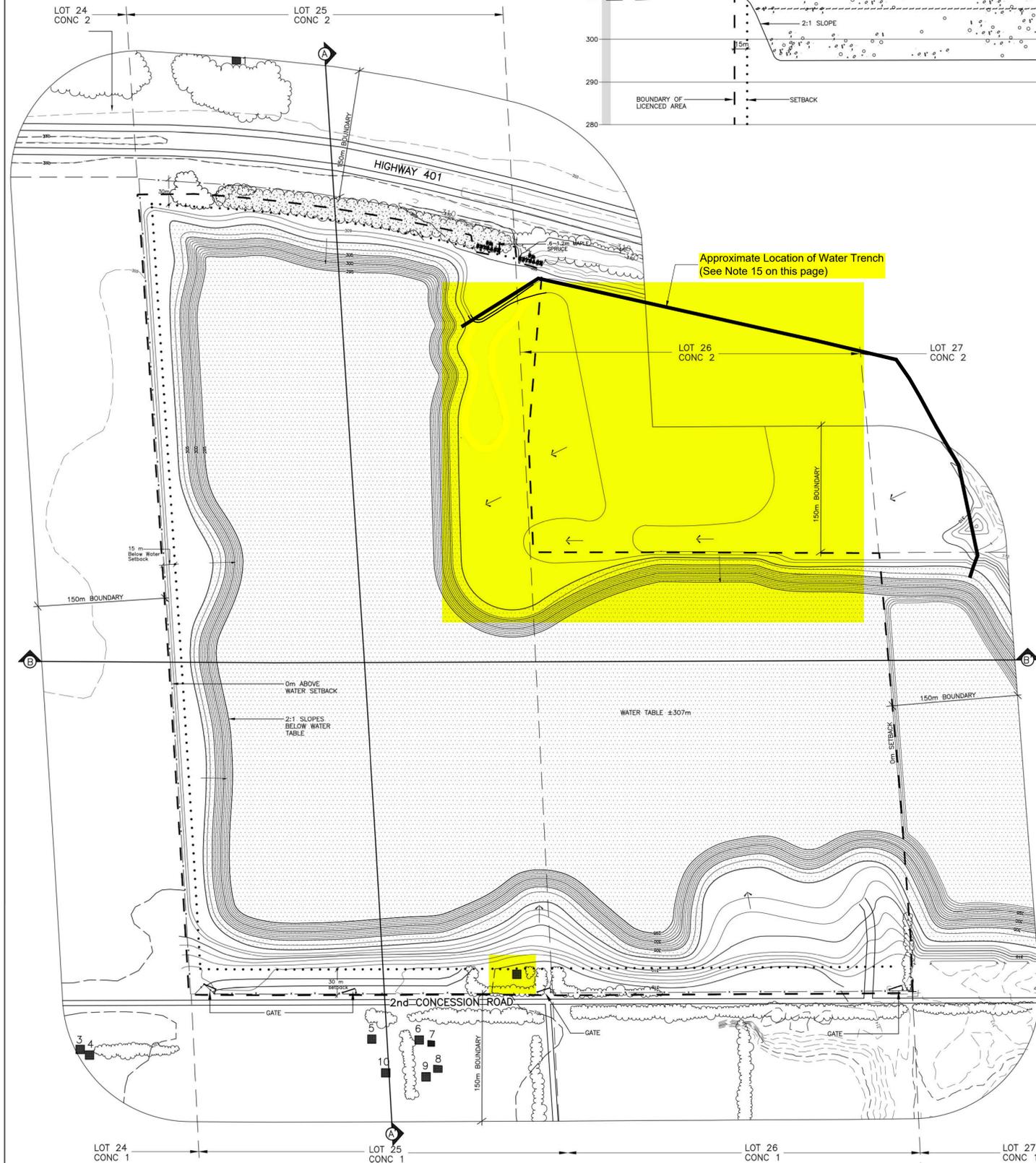
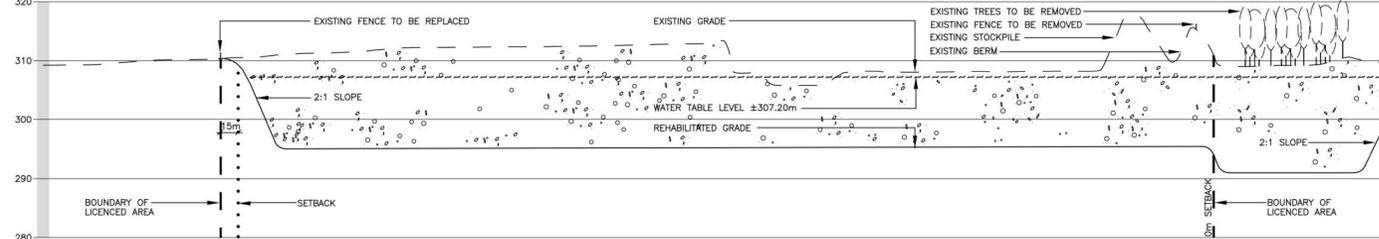
DRAWING STATUS **APPROVED**

DRAWN BY **J.M.N.** CHECKED BY **M.M.** ISSUE DATE **SEPT. 1998** PROJECT NO. **91-71**

DRAWING TITLE **OPERATIONAL PLAN** DRAWING NO. **2 of 3**

Section B-B'

VERTICAL SCALE: 1:400
HORIZONTAL SCALE: 1:2000



Approximate Location of Water Trench
(See Note 15 on this page)

Legend

- BOUNDARY OF LICENCED AREA
- 150m INFORMATION BOUNDARY
- SETBACK
- 1.2m POST & WIRE FENCE
- LOT LINE
- PROPOSED CONTOUR (1m INTERVAL)
- EXISTING CONTOUR (1m INTERVAL)
- EXISTING VEGETATION TO REMAIN
- EXISTING BUILDINGS
- DIRECTION OF SURFACE DRAINAGE
- METAL GATE MIN. 1.2m HIGH
- EXISTING VEGETATION
- EXISTING POND/LAKE OUTSIDE LICENCED BOUNDARY
- PROPOSED LAKE

Notes

1. TOPOGRAPHIC INFORMATION WAS PREPARED THROUGH TOTAL STATION SURVEY BY S. McNALLY & SONS LIMITED DATED MAY 10, 1992. TOPOGRAPHIC INFORMATION WITHIN THE 150 M BOUNDARY OBTAINED FROM ONTARIO BASE MAPS 10-17-5650-48100 & 10-17-5650-48050.
2. REFER TO DRAWINGS 1 & 3 FOR SECTIONS. REFER TO DRAWING 2 AND DRAWING 3 FOR OPERATIONS, PHASING DIAGRAMS AND NOTES, AND PROGRESSIVE REHABILITATION AND NOTES.
3. REHABILITATION OF THE PROPERTY INCLUDES THE CREATION OF A LAKE.
4. TOTAL HECTARE TO BE REHABILITATED IS 57.4 HA WHICH INCLUDES: 46.0 HA LAKE AND 11.4 HA MEADOW.
5. REHABILITATION OF SLOPES SHALL BE BY BACKFILLING USING OVERBURDEN, TOPSOIL AND FINES (SILT) GENERATED FROM THE McNALLY WASHPLANT. OVERBURDEN ON SIDE SLOPES AND RECREATIONAL AREAS SHALL BE A MINIMUM OF 200 MM THICK AND TOPSOIL SHALL BE A MINIMUM OF 100 MM THICK. SIDESLOPES SHALL BE SEED WITH THE FOLLOWING AT A RATE OF 125 KG/HA:
 15% BUCKWHEAT
 15% ALFALFA
 15% WHITE CLOVER
 5% PHLOX, RUSSEL, LUPINE, ICELAND POPPY
 OR A SIMILAR MIXTURE DEPENDENT ON AVAILABILITY AT TIME OF REHABILITATION.
 15% TALL FESCUE
 15% CREEPING RED FESCUE
 20% PERENNIAL RYE
6. REHABILITATION OF LAKE SHALL INCLUDE SHALLOW AREAS FOR SWIMMING AND REED GROWTH, AND DEEP CELLS TO CREATE COLD WATER HABITAT AREAS. UNDERWATER HABITAT ENHANCEMENT WILL USE LOGS, STUMPS AND OVERSIZE AND WASTE ROCK. THE LAKE WILL BE SEED WITH SUBMERGENT AND EMERGENT VEGETATION IN SHALLOW AREAS.
7. ALL SURFACE DRAINAGE WILL BE DIRECTED TOWARDS THE LAKE. THERE WILL BE NO OFFSITE SURFACE DRAINAGE.
8. THE FOLLOWING VEGETATION WILL BE PLANTED:
 WEEDBREDS/EMERGENT VEGETATION: PLANTED AS ROOTSTOCKS IN PLUGS 1m o.c. BROADLEAF CATTAIL, SWEET FLAG AND NORTHERN ARROWHEAD.
 SUBMERGENT VEGETATION: PLANTED AS ROOTSTOCK IN PLUGS 3m o.c. NORTHERN WATERLILY, COONTAIL AND BLUNTLEAF PONDWEED.
 ALL VEGETATION PLANTED DURING THE OPERATION OF THIS LICENCE WILL BE MAINTAINED IN A HEALTHY VIGOROUS GROWING CONDITION. DEAD PLANTS WILL BE REPLACED WITHIN ONE YEAR.
9. ALL BUILDINGS, EQUIPMENT AND MACHINERY USED IN THE OPERATION OF THE GRAVEL PIT WILL BE REMOVED UPON COMPLETION OF EXTRACTION.
10. SECTION LINES ARE LOCATED ON EXISTING FEATURES (DWG. 1), OPERATIONAL PLAN (DWG. 2), AND PROGRESSIVE AND FINAL REHABILITATION PLAN (DWG. 3).
11. THE MAXIMUM DEPTH OF EXTRACTION IS 295.0 M.
12. FINAL ELEVATIONS DEPICTED ON THESE SITE PLANS CONFORM TO THE FINAL ELEVATIONS OF THE ADJACENT LICENCES.
13. UNDER WATER CONTOURS AND SHORELINE LOCATIONS ARE APPROXIMATE AND MAY VARY AS A RESULT OF THE EXTRACTION SEQUENCE/LOCATION OF EQUIPMENT.
14. EXCESS TOPSOIL AND OVERBURDEN NOT REQUIRED FOR REHABILITATION AS A RESULT OF CREATING A LAKE MAY BE REMOVED FROM THE SITE DEPENDENT ON THEIR AVAILABILITY. MNR WILL BE NOTIFIED PRIOR TO REMOVING ANY EXCESS TOPSOIL AND OVERBURDEN.
15. Trench designed to allow direct groundwater flow between sand and gravel aquifer into the trench and stable enough that exterior wall of trench in contact with the aquifer does not sit up. Recommended approximate trench depth of three metres below water table. The trench will be designed to have stable underwater slopes that are intended to prevent siltation of the exposed native material slope on the outside slope of the trench. The trench should be designed and construction overseen by a qualified P.Eng. or P.Geo. Diagram not to scale.

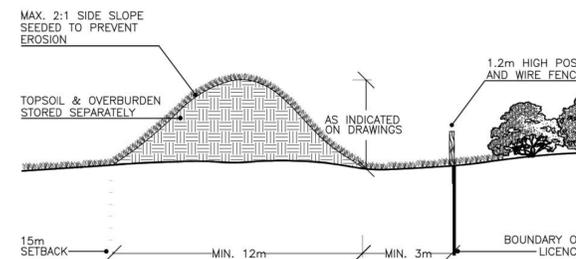
NO.	DATE	REVISION	OWNER	HLJ	MMR	NO.	DATE	REVISION	OWNER	HLJ	MMR
1		ISSUED FOR RESOURCES ACT.				1		ISSUED FOR RESOURCES ACT.			
2		REVISED TO REFLECT ALTERNATIVE PROPOSED GRADING AND SECTION, UPDATED NOTE #1 AND LAND.				2		REVISED TO REFLECT ALTERNATIVE PROPOSED GRADING AND SECTION, UPDATED NOTE #1 AND LAND.			
3		REVISED TO REFLECT ALTERNATIVE PROPOSED GRADING AND SECTION, UPDATED NOTE #1 AND LAND.				3		REVISED TO REFLECT ALTERNATIVE PROPOSED GRADING AND SECTION, UPDATED NOTE #1 AND LAND.			
4		REVISED TO REFLECT ALTERNATIVE PROPOSED GRADING AND SECTION, UPDATED NOTE #1 AND LAND.				4		REVISED TO REFLECT ALTERNATIVE PROPOSED GRADING AND SECTION, UPDATED NOTE #1 AND LAND.			

Pre Licence Review Site Plan Amendments

Harrington
Avan Ltd
11 Main Street, Unit 102
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MHBC ARCHITECTURE
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www.mhbcarch.com

Typical Berm Section N.T.S.



PROJECT NAME
McNALLY PIT
LICENCE NO. 54897
PART LOTS 26 & 27, CONCESSION 2, PUSLINC TOWNSHIP,
WELLINGTON COUNTY.

St. Marys Cement Inc. (Canada)
55 Industrial Street
Toronto, Ontario
M4G 3W9
(416) 423-1300

SCALE 1:8000

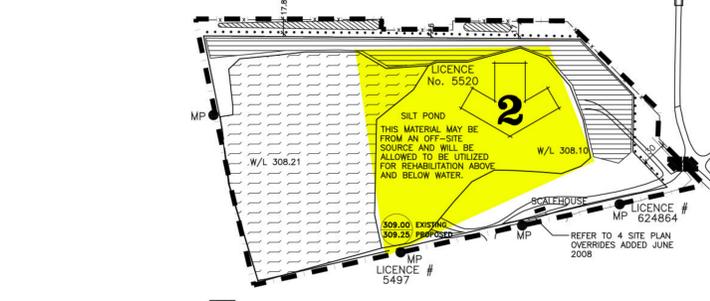
DRAWING STATUS APPROVED	DRAWN BY J.M.N.	CHECKED BY M.M.	ISSUE DATE SEPT. 1998	PROJECT NO. 91-71
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DRAWING TITLE
PROGRESSIVE REHABILITATION AND FINAL REHABILITATION PLANS

DRAWING NO.
3 of 3

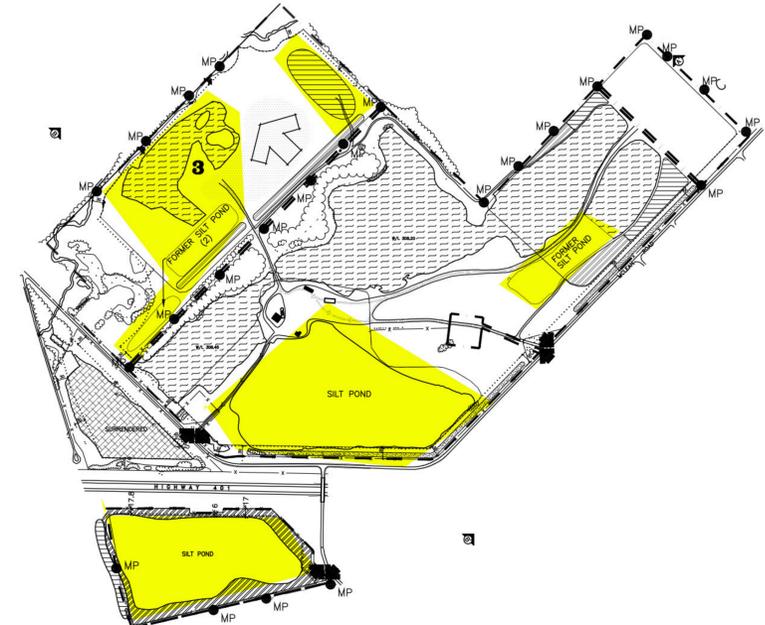
REVISION 9 11/17/98 11/17/98
 POST DATE: MAR 01, 2003

Phase A



- Phase A Notes**
- CONTINUE EXTRACTING AGGREGATE FROM AREAS 1 AND 2 (BELOW WATER). PROCESSING OR REPROCESSING ALL IN PORTABLE PLANTS AT THE FACE OR AT THE PORTABLE PROCESSING PLANT.
 - STRIP AREA 3 OF TOPSOIL AND OVERBURDEN AS NEEDED TO FACILITATE INTERMITTENT DRY EXTRACTION. TOPSOIL AND OVERBURDEN WILL BE STORED SEPARATELY IN BERMS AND STOCKPILES.
 - CONTINUE INTERMITTENT DRY EXTRACTION, WHEN REQUIRED, IN AREA 3, PROCESSING OR PREPROCESSING IN PORTABLE PLANT AT FACE OR IN THE PORTABLE PROCESSING PLANT.
 - CONTINUE IMPORTING MATERIAL FROM ADJACENT LICENCES TO BE PROCESSED IN THE PORTABLE PROCESSING PLANT.
 - CONTINUE REHABILITATION OF THE NORTH SHORELINE AND SIDE SLOPE OF AREA 1, AND THE TEMPORARY REHABILITATION OF THE WEST SHORELINE OF AREA 2.
- Phase B (not shown)**
- COMPLETE BELOW WATER EXTRACTION IN AREA 2 AND BEGIN FINAL REHABILITATION OF PLANT AND AREAS. SCALE AND STOCKPILE REMAIN FOR USE IN CONJUNCTION WITH ADJACENT LICENCE.
 - CONTINUE DRY EXTRACTION OF AREA 3, AND BELOW WATER EXTRACTION OF AREA 1, AND IMPORTING PLANT FEED FROM ADJACENT LICENCES.
 - CONTINUE PROGRESSIVE REHABILITATION OF NORTH AND SOUTH SHORELINES AND SIDE SLOPES BY BACKFILLING WITH SILT AND/OR CLEAN FILL OR OVERBURDEN.

Phase C



- Phase C Notes**
- BEGIN BELOW WATER EXTRACTION OF AREA 3 AND REHABILITATION OF SOUTH SIDE SLOPE AND SHORELINE.
 - COMPLETE BELOW WATER EXTRACTION OF AREA 1 AND BEGIN FINAL REHABILITATION OF NORTH AND SOUTH SHORELINES. HAUL ROUTE REMAINS TO TRANSPORT MATERIAL FROM ADJACENT LICENCE TO THE PORTABLE PROCESSING PLANT SITE.
 - EXTRACTION OF LAND BETWEEN AREA 2 AND ADJACENT LICENCE WILL OCCUR IN CONJUNCTION WITH EXTRACTION OF ADJACENT LICENCE. SEE SITE PLANS FOR MGNALLY PIT FOR DETAILS.
 - MAINTAIN VEGETATION IN REHABILITATED AREAS IN A HEALTHY AND VIGOROUS GROWING CONDITION.
- Phase D (not shown)**
- COMPLETE BELOW WATER EXTRACTION OF AREA 3 AND BEGIN FINAL REHABILITATION OF SIDE SLOPES.
 - CONTINUE IMPORTING MATERIAL FROM LICENSED PROPERTIES TO FEED THE MAIN PORTABLE PROCESSING PLANT AND STOCKPILE IN THE PLANT SITE AREA.
 - MAINTAIN ALL REHABILITATED AREAS.
 - BEGIN FINAL BELOW WATER EXTRACTION OF PLANT SITE AREA.
 - REMOVE ALL MACHINERY, BUILDINGS, SCALES AND SCRAP FROM THE SITE AND COMPLETE THE REHABILITATION OF THE PLANT SITE AREA.

- 14. THE WATER TABLE ELEVATION ON THIS PROPERTY VARIES BETWEEN 308.45 AND 308.10 METRES A.S.L.
- 15. FUEL STORAGE SHALL BE IN ABOVE AND BELOW GROUND CONTAINERS LOCATED WITHIN THE PLANT AREA AND SHALL MEET THE REQUIREMENTS OF THE GASOLINE HANDLING ACT, 1980, AND THE GASOLINE HANDLING CODE AND REGULATIONS, 1980, AS REVISED 1989. ANY SPILLS SHALL BE REMOVED AND DISPOSED OF AT AN APPROPRIATE FACILITY.
- 16. SCRAP WILL BE STORED ON SITE IN THE SCRAP STORAGE AREA AND DISPOSED OF ON A REGULAR BASIS. STUMPS AND LOGS MAY REMAIN ON SITE FOR FUTURE PROGRESSIVE AND FINAL UNDERWATER REHABILITATION.
- 17. INERT FILL APPROVED BY MOEE MAY BE IMPORTED FOR REHABILITATION PURPOSES.
- 18. SILT WILL BE PROGRESSIVELY DEPOSITED IN THE TWO LARGE SILT PONDS AS PART OF WASHING OPERATIONS CURRENTLY OCCURRING TO BACKFILL THESE FEATURES.

SITE PLAN OVERRIDE

THE FOLLOWING CONDITIONS ILLUSTRATED ON THESE PLANS VARY FROM THE PROVINCIAL STANDARDS MADE UNDER THE AGGREGATE RESOURCES ACT.

ITEM	SECTION
1. THE COMMON SETBACK AND FENCE BETWEEN LICENCE #5520 AND #5631 HAS BEEN REMOVED (BOTH LANDS AND LICENCES OWNED BY ST. MARYS CBM)	5.1, 5.10.1
2. THE FENCE ALONG THE NORTH BOUNDARY OF THE LICENSED PROPERTY #5563 HAS BEEN REMOVED (ON FILE WITH M.N.R., MAR.23/93)	5.1
3. THE FENCE BETWEEN THE NORTH & WEST BOUNDARIES OF THE LICENSED PROPERTY #5520 AND THE ADJACENT LICENSED OPERATION HAS BEEN REMOVED (ON FILE WITH M.N.R., DEC. 31/90)	5.1
4. THE COMMON SETBACK BETWEEN THE NORTH & WEST BOUNDARIES OF THE LICENSED PROPERTY #5520 AND THE ADJACENT LICENSED OPERATION HAS BEEN REMOVED (ON FILE WITH M.N.R., DEC. 31/90)	5.10.1
5. THE FENCE ON THE COMMON BOUNDARY BETWEEN LICENCE #5563 AND #5520 HAS BEEN REMOVED (BOTH LANDS & LICENCES OWNED BY ST. MARYS CBM)	5.1
6. THE SETBACK ON THE COMMON BOUNDARY BETWEEN LICENCE #5563 AND #5520 HAS BEEN REMOVED (BOTH LANDS & LICENCES OWNED BY ST. MARYS CBM)	5.10.1
7. EARTH BERMS ON THE SOUTHERN BOUNDARY OF LICENCE #5520 ADJACENT TO McLEAN RD ARE WITHIN 3m OF THE LICENSE BOUNDARY (EXISTING CONDITION PRIOR TO AGGREGATE RESOURCES ACT)	5.15
8. THE FENCE AND SETBACK ON THE SOUTH AND WEST BOUNDARY OF LICENCE #5520, SOUTH OF HIGHWAY 401, HAVE BEEN REMOVED (ADJACENT LANDS AND LICENCE OWNED BY ST. MARYS CBM)	5.1, 5.10.1
SITE PLAN OVERRIDES ADDED SEPTEMBER 2008	
9. FENCING TO BE OMITTED ALONG THE SOUTH BOUNDARY (SOUTH OF HIGHWAY 401) ADJACENT TO ST. MARYS CBM MGNALLY EAST PIT LICENCE NO. 624864.	5.1
10. THE 15m SETBACK ALONG THE EASTERN 144m OF THE SOUTH BOUNDARY IS REDUCED TO 0m TO FACILITATE EXTRACTION ABOVE THE WATER TABLE THROUGH COMMON BOUNDARIES AND REHABILITATION TO A COMMON GRADE.	5.10.1
11. DUE TO SAME LICENCE AND OWNER, TOPSOIL, OVERBURDEN AND AGGREGATE STOCKPILES AND PORTABLE PROCESSING PLANT SHALL BE ALLOWED WITHIN 30m OF THE SOUTH BOUNDARY OF THE SITE.	5.13.1
12. TO ALLOW FOR 2:1 SLOPES BELOW WATER TO MAXIMIZE EXTRACTION AND/OR ALLOW SLOPES GENTLER THAN 3:1 BELOW WATER TO ENHANCE SITE RESTORATION.	5.19.1
13. CHAIN LINK FENCE CONSTRUCTED ALONG A SECTION OF EAST BOUNDARY OF LICENCE NO. 5563 (COBURN) HAS BEEN OFFSET BY ±4m.	5.1
14. HISTORIC EXTRACTION HAS PREVIOUSLY OCCURRED WITHIN THE 30m SETBACK AREA ALONG McLEAN ROAD AS SHOWN ON THE SITE PLANS.	5.10.2.1
SITE PLAN OVERRIDE ADDED OCTOBER 2017	
15. DUE TO A COMMON BOUNDARY WITH ADJACENT LICENCE NO. 5483, STOCKPILES SHALL BE ALLOWED WITHIN 30m OF THE EAST BOUNDARIES OF LICENCE NO. 5631 AND 5520.	5.13.1
SITE PLAN OVERRIDE ADDED APRIL 2019	
16. SETBACKS ON THE SOUTH PORTION OF LICENCE NO. 5520 ARE REDUCED AS FOLLOWS PER AGREEMENT WITH THE MINISTRY OF TRANSPORTATION: 100m SECTION OF THE EAST BOUNDARY IS REDUCED TO 0m AND THE NORTH BOUNDARY SETBACKS VARY FROM 8 - 17.6m.	5.10.1
17. IN THE AREAS REMOVED BY THE PARTIAL SURRENDER TO ACCOMMODATE THE MTO EXPROPRIATION, TOPSOIL AND OVERBURDEN WILL BE REMOVED DURING THE ROADWAY CONSTRUCTION PROCESS AND DEPOSITED IN OTHER CBM LICENCES IN THIS AREA FOR USE IN REHABILITATION.	5.16, 5.17

Legend

	BOUNDARY OF LICENCED AREA		COMPLETED REHABILITATION
	NEW LOCATION OF LICENCED BOUNDARY		AREA UNDER REHABILITATION
	SETBACK		STRIPPED AREA
	1.2m POST & WIRE FENCE		DISTURBED AREAS
	LAKE		EXISTING BERM
	MUNICIPALLY APPROVED EXISTING ENTRANCE/EXIST		HAUL ROAD
	EXTRACTION FACE		GATE
	EXISTING VEGETATION		TOPSOIL/OVERBURDEN MOVEMENT
	DIRECTION OF ABOVE WATER EXTRACTION		SILT PONDS
	PROCESSING AREA		DIRECTION OF WASH PLANT CIRCULATION
	\$21.00 EXISTING \$14.00 PROPOSED		ENTRANCE/EXIST

- Notes**
- THIS PLAN DEPICTS A SCHEMATIC OPERATIONS SEQUENCE FOR THESE PROPERTIES BASED UPON THE BEST INFORMATION AVAILABLE AT THE TIME OF PREPARATION. PHASES SHOWN ARE SCHEMATIC AND MAY VARY SLIGHTLY WITH DEMAND. PHASES DO NOT REPRESENT ANY SPECIFIC OR EQUAL TIME PERIODS. ANY MAJOR DEVIATIONS FROM THE OPERATIONS SEQUENCE SHOWN WILL REQUIRE APPROVAL OF MNR.
 - TOPOGRAPHIC INFORMATION FROM (MELHANEY GEOSURVEYS LTD.) DATED FEB. 8, 1993.
 - REFER TO DRAWING 1, EXISTING FEATURES, FOR DESCRIPTIONS OF EXISTING TREES.
 - REFER TO DRAWING 1, EXISTING FEATURES, FOR A DESCRIPTION OF BUILDINGS WITHIN THE LICENSED BOUNDARY AND WITHIN THE 150 METRE BUFFER.
 - SITE PLAN OVERRIDES ARE LISTED IN A SITE PLAN OVERRIDE TABLE ON DRAWING 2, OPERATIONAL PLAN.
 - THE LICENSED AREAS ARE PRESENTLY FENCED WITH A 1.2m POST AND WIRE FENCE EXCEPT AS NOTED IN SITE PLAN OVERRIDE BOX ON DRAWING NO. 1.
 - SOME AREAS MAY BE DEMARCALED ALONG THE VISIBLE LIMIT OF EXTRACTION FOR FIELD ORIENTATION.
 - TOPSOIL AND OVERBURDEN SHALL BE STRIPPED AND STORED SEPARATELY IN BERMS OR STOCKPILES. BERMS AND STOCKPILES OF TOPSOIL SHALL BE GRADED TO STABLE SLOPES AND NEEDED TO PREVENT EROSION AND MINIMIZE DUST.
 - BERMS SHALL CREATE AN EFFECTIVE VISUAL BARRIER TO A MINIMUM OF 3.0m ABOVE EXISTING GRADE AND SIDE SLOPES SHALL NOT EXCEED 2:1. REFER TO TYPICAL BERM CROSS SECTION ON DRAWING NO.3, SECTIONS.
 - EXTRACTION OF AGGREGATES ABOVE THE WATER TABLE IS BY FRONT END LOADER. UNDERWATER EXTRACTION IS BY DRAG LINE. PORTABLE PROCESSING EQUIPMENT WILL BE USED ON SITE AND MAY CONSIST OF A PORTABLE CRUSHER, SCREENS AND STACKERS. PROCESSING MAY INCLUDE INTERNAL HAULAGE BY TRUCK, CRUSHING, SCREENING, WASHING, BLENDING, STACKING AND LOADING FOR DELIVERY BY TRUCK. EXTRACTION OF AGGREGATES ABOVE THE WATER TABLE WILL TAKE PLACE IN ONE LIFT.
 - EXTRACTION SHALL EXTEND BELOW THE WATER TABLE TO A MAXIMUM DEPTH OF ±295m, AND WILL CONSIST OF 0.1m LIFT. REFER TO SECTIONS ON DRAWING NO. 3 FOR FURTHER DETAILS.
 - PROCESSING EQUIPMENT, STACKERS AND MATERIAL STOCKPILES WILL NOT EXCEED 20m IN HEIGHT.
 - THERE SHALL BE NO OFFSITE DISCHARGE OF PROCESSING WATER.
 - MATERIAL FROM OTHER LICENSED PROPERTIES MAY BE USED AT THIS SITE FOR BLENDING AND CUSTOM PRODUCTS.
 - a. RECYCLING OF ASPHALT AND CONCRETE WILL BE PERMITTED ON THIS SITE.
 - b. IMPORTED RECYCLED MATERIAL WILL BE STORED IN THE PLANT AREA FOR BLENDING PURPOSES.
 - c. RECYCLABLE ASPHALT MATERIALS WILL NOT BE STOCKPILED WITHIN:
 - 30m OF ANY WATER BODY OR MAN-MADE POND; OR
 - 2m OF THE SURFACE OF THE ESTABLISHED WATER TABLE
 - d. ANY REBAR AND OTHER STRUCTURAL METAL MUST BE REMOVED FROM THE RECYCLED MATERIAL DURING PROCESSING AND PLACED IN A DESIGNATED SCRAP PILE ON SITE WHICH WILL BE REMOVED ON AN ON-GOING BASIS.
 - e. REMOVAL OF RECYCLED AGGREGATE IS TO BE ON-GOING.
 - f. ONCE THE AGGREGATE ON SITE HAS BEEN DEPLETED THERE WILL BE NO FURTHER IMPORTATION OF RECYCLABLE MATERIALS PERMITTED.
 - g. ONCE FINAL REHABILITATION HAS BEEN COMPLETED AND APPROVED IN ACCORDANCE WITH THE SITE PLAN, ALL RECYCLING OPERATIONS MUST CEASE.

NO.	DATE	REVISIONS	OWNER	HAUL	MNR
1	1993	UPDATE TO AGGREGATE RESOURCES ACT.			
2	1994	AS PER M.N.R. COMMENTS			
3	2008	AS PER M.N.R. COMMENTS			
4	2017	UPDATE TO AGGREGATE RESOURCES ACT.			
5	2019	UPDATE TO AGGREGATE RESOURCES ACT.			

Pre Licence Review **Site Plan Amendments**

PROJECT NAME
ABERFOYLE PIT
 PART LOTS 23, 24 & 25, CONC. 7 AND PART LOTS 26 & 27, CONC. 2,
 TOWNSHIP OF PUSLINC, COUNTY OF WELLINGTON,
 LICENCE #5520 LICENCE #5563 & LICENCE #5631

Project Name

ST MARYS **CBM** St. Marys Cement Inc. (Canada)
 55 Industrial Street
 Toronto, Ontario
 M4G 3W9
 (416) 423-1300

Scale 1:3000

North **Stamp**

DRAFT

Drawing Status
 FINAL

Drawn J.M.N./T.M.P./S.B. **Checked** G.D.H. **Issue Date** MARCH/93 **Project Number** 87-14

Drawing Title
OPERATIONAL PLAN **Drawing Number** 2 of 4

Legend

	BOUNDARY OF LICENCED AREA		DIRECTION OF SURFACE DRAINAGE
	150m INFORMATION BOUNDARY		MUNICIPALLY APPROVED EXISTING ENTRANCE/EXIT
	1.2 m POST & WIRE FENCE		EXISTING BUILDINGS
	LOT LINE		GATE
	EXISTING CONTOUR (1m INTERVAL)		EXISTING POND/LAKE OUTSIDE LICENCED BOUNDARY
	EXISTING VEGETATION		SETBACK LINE
	EXISTING FRESH WATER PONDS		EXISTING FRESH

- ### Notes
1. TOPOGRAPHIC INFORMATION WAS PREPARED THROUGH AIR PHOTO INTERPRETATION BY McELHANNAY GEOSURVEYS INC., NEPEAN, ONT., DATED FEB. 8, 1993. BATHYMETRY BY MORRISON BEATTY LTD., DATED FEB. 1990.
 2. EXISTING BATHYMETRY BY MORRISON BEATTY LIMITED, FEB. 1990. CAPITAL PAVING REHABILITATION PLAN BY PROCTOR & REDFERN LTD., DUFFERIN AGGREGATES REHABILITATION PLAN BY SKELTON & BRUMWELL, CBM'S EDWINGTON PIT #2 LICENCE #5754 REHABILITATION PLAN BY McNAUGHTON HERMSON PLANNING LTD.
 3. REFER TO DRAWING 3 FOR SECTIONS AND TYPICAL SHORELINE REHABILITATION DETAILS. REFER TO DRAWING 2 FOR OPERATIONS, PHASING DIAGRAMS AND NOTES, AND PROGRESSIVE REHABILITATION AND NOTES.
 4. REHABILITATION OF THE PROPERTY INCLUDES THE CREATION OF 3 LAKES WITH GENTLY ROLLING LAND BETWEEN.
 5. REHABILITATION OF SLOPES SHALL BE BY BACKFILLING USING OVERBURDEN AND TOPSOIL FROM WITHIN THE LICENCED BOUNDARY. SILT OBTAINED FROM WASHING IMPORTED AGGREGATE WILL BE UTILIZED FOR REHABILITATION BOTH ABOVE AND BELOW THE WATER TABLE. OVERBURDEN ON SIDE SLOPES AND RECREATIONAL AREAS SHALL BE A MINIMUM OF 200 MM THICK AND TOPSOIL SHALL BE A MINIMUM OF 50 MM THICK. SIDESLOPES AND RECREATIONAL AREAS SHALL BE SEEDED WITH THE FOLLOWING AT A RATE OF (125) KG/HA:
60% BIRDSFOOT TREFLOID 40% CREEPING RED FESCUE
OR SIMILAR MIXTURE DEPENDENT ON AVAILABILITY AT TIME OF REHABILITATION
PLEASE REFER TO DRAWING (4), FINAL AND PROGRESSIVE REHABILITATION PLAN, FOR MORE INFORMATION ON BACKFILLING AND CREATION OF REHABILITATED SIDESLOPES.
 6. THE FOLLOWING VEGETATION MAY BE PLANTED IN A FEW SELECTED AREAS:
WETBEDS/EMERGENT VEGETATION: PLANTED AS ROOTSTOCKS IN PLUGS 1m o.c. BROADLEAF CATTAIL, SWIFT FLAG AND NORTHERN ARROWHEAD.
SUBMERGENT VEGETATION: PLANTED AS ROOTSTOCK IN PLUGS 3m o.c. NORTHERN WATERLILY, COONTAIL AND BLUNTLEAF PONDWEED.
 7. REHABILITATION OF LAKE SHALL INCLUDE SHALLOW AREAS FOR WEED BEDS & RECREATION AND DEEP CELL FOR COOL WATER REFUGE AREAS. UNDERWATER ENHANCEMENT WILL USE LOGS, STUMPS & ROCK TO CREATE STRUCTURE & HABITAT. REFER TO SHORELINE HABITAT DETAIL ON PAGE 3 OF 4. THE LAKE MAY BE SEEDED WITH SUBMERGENT AND EMERGENT VEGETATION IN SOME SHALLOW AREAS.
 8. THE MAXIMUM DEPTH OF EXTRACTION IS 295m A.S.L.
 9. ALL EQUIPMENT AND MACHINERY WILL BE REMOVED UPON COMPLETION OF EXTRACTION. PROCESSING PLANT & SCALE, SCALE HOUSE, HALL, ROADS, & MAINTENANCE SHOP MAY REMAIN NORTH OF THE 401 TO PROCESS MATERIAL FROM OTHER SITES.
 10. FINAL ELEVATIONS DEPICTED ON THESE PLANS HAVE BEEN CO-ORDINATED WITH THE REHABILITATION ELEVATIONS OF ADJACENT LICENCES.
 11. THE SILT PONDS WILL NOT BE SUBEXCAVATED, BUT WILL BE LEFT AS NATURAL AREAS/WETLANDS.
 12. FINAL GRADING OF THE PROPERTY MAY VARY (INCLUDING SHAPE OF LAKES) DEPENDENT ON QUANTITY AND QUALITY OF AGGREGATE TO BE EXCAVATED. CONTOURS BELOW WATER MAY CHANGE OVER TIME NATURALLY.
 13. ALL FENCING TO REMAIN ONCE REHABILITATION IS COMPLETED.
 14. THE SCALE AND SCALE HOUSE SOUTH OF THE 401 MAY REMAIN (INCLUDING HALL ROAD) TO SERVICE OTHER LICENCES.
 15. Trench designed to allow direct groundwater flow between sand and gravel aquifer into the trench and stable enough that exterior wall of trench in contact with the aquifer does not silt up. Recommended approximate trench depth of three metres below water table. The trench will be designed to have stable underwater slopes that are intended to prevent siltation of the exposed native material slope on the outside shore of the trench. The trench should be designed and construction overseen by a qualified P.Eng. or P.Geo. Diagram not to scale.

NO.	DATE	REVISION	OWNER	H.A.	MADE	NO.	DATE	REVISION	OWNER	H.A.	MADE
1	1990	AGGREGATE RESOURCES ACT.				1	2008	ADDITIONAL SOUTH BOUNDARY.			
2	1994	AS PER M.A.R. COMMENTS.				2	2011	UNRECOVERED TRIANGULAR PLOTS ON THE WESTERN SIDE OF THE SOUTH BOUNDARY.			
3	1995	AS PER M.A.R. COMMENTS.				3	2011	UNRECOVERED TRIANGULAR PLOTS ON THE WESTERN SIDE OF THE SOUTH BOUNDARY.			
4	1995	AS PER M.A.R. COMMENTS.				4	2011	UNRECOVERED TRIANGULAR PLOTS ON THE WESTERN SIDE OF THE SOUTH BOUNDARY.			

Pre Licence Review Site Plan Amendments

 41 Main Street, Unit 102 Uxbridge, Ontario L9J 1Z8 Tel: 905-294-8282 Fax: 905-294-7223 www.harrington-avanti.com	 M.H.B.C. ARCHITECTURE 55 Industrial Street Toronto, Ontario M4G 3W9 (416) 423-1300
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PROJECT NAME
ABERFOYLE PIT
 PART LOTS 23, 24 & 25, CONC. 7 AND PART LOTS 26 & 27, CONC. 2,
 TOWNSHIP OF PUSLICH, COUNTY OF WELLINGTON,
 LICENCE #5520, LICENCE #5563, & LICENCE #5631

Project Name

St. Marys Cement Inc. (Canada)
 55 Industrial Street
 Toronto, Ontario
 M4G 3W9
 (416) 423-1300

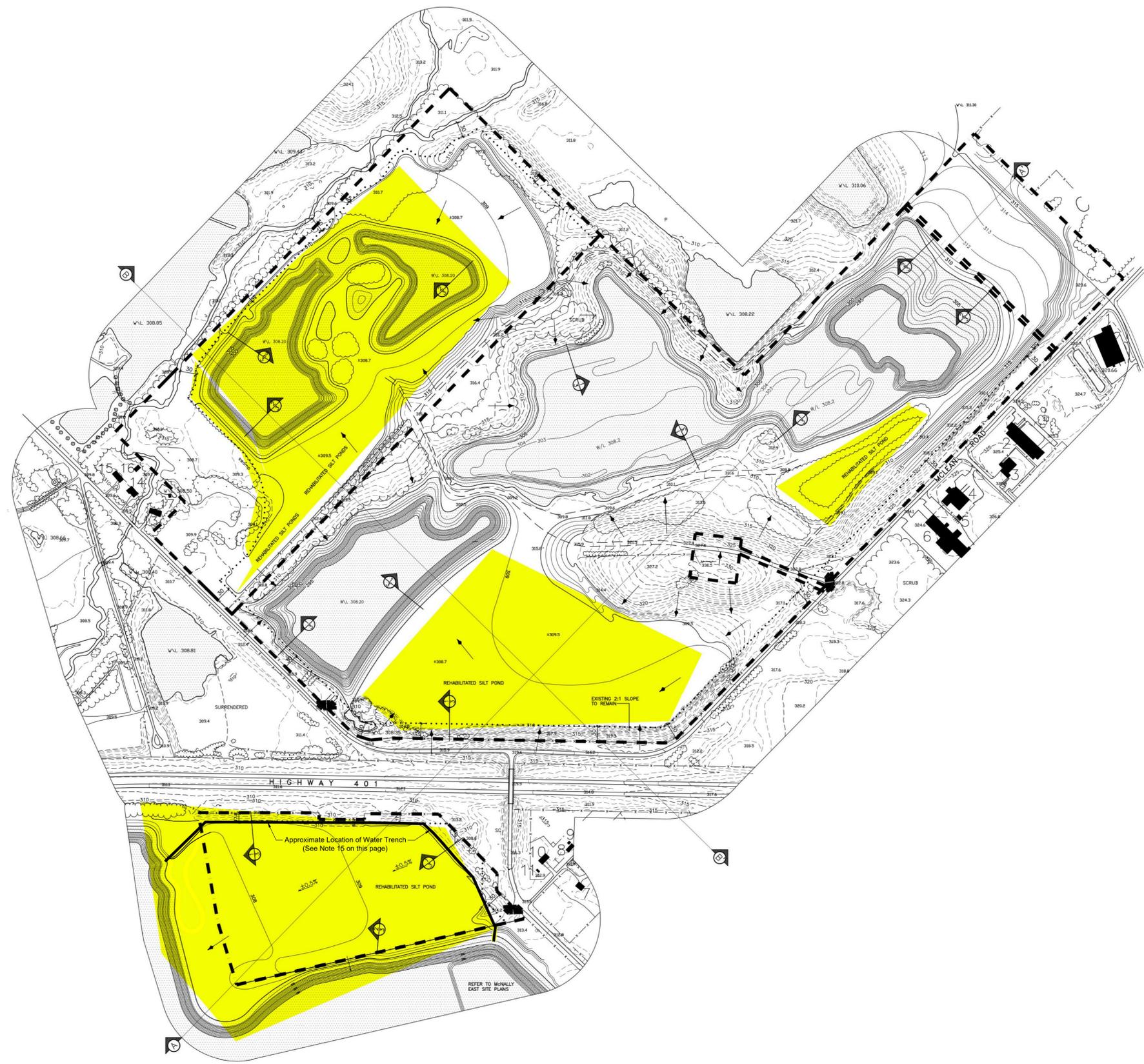
SCALE 1:3000

DRAWING STATUS
FINAL

DRAWN BY T.M.P./S.B.	CHECKED BY G.D.H.	ISSUE DATE MARCH/93	PROJECT NO. 87-14
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DRAWING TITLE PROGRESSIVE REHABILITATION AND FINAL REHABILITATION PLANS	DRAWING NO. 4 of 4
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FILENAME: 87-14COMP93144.DWG
 PLOT DATE: FEBRUARY 1, 2023



St Marys Cement Inc. (Canada)

Instrument type: Changes to the site plan for a pit or quarry
(/taxonomy/term/421).

ERO (Environmental Registry of Ontario) number	019-8825
Notice type	Instrument
Act	Aggregate Resources Act, R.S.O. 1990
Posted by	Ministry of Natural Resources and Forestry
Notice stage	Proposal
Proposal posted	June 26, 2024
Comment period	June 26, 2024 - July 26, 2024 (30 days) Open
Last updated	June 26, 2024

This consultation closes at 11:59 p.m.

on:

July 26, 2024

Proposal summary

St. Mary's Cement Inc. (Canada) seeks to amend the current site plan to change the operational and rehabilitation aspects for the site.

Location details

Site location details

Township of Puslinch, County of Wellington

Part Lots 23, 24 and 25, Concession 7, Geographic Township of Puslinch.

The site is located approximately 5 kilometres north-west of Puslinch.

This site has coordinates at Latitude 43.449868° N Longitude 80.153434° W.

The site is ARA (Aggregate Resources Act) Licence No. 5520.

The site is adjacent to the northern boundary of ARA.(Aggregate.Resources.Act) Licence No. 5497 and south-eastern boundary of ARA.(Aggregate.Resources.Act) Licence No. 5563.

A [link \(https://www.ontario.ca/page/find-pits-and-quarries\)](https://www.ontario.ca/page/find-pits-and-quarries) to our mapping tool allows you to locate and view licensed sites under the ARA.(Aggregate.Resources.Act).

Site location map

The location pin reflects the approximate area where environmental activity is taking place.

[View this location on a map \(https://maps.google.com/?q=43.449868,-80.153434\)](https://maps.google.com/?q=43.449868,-80.153434)

Proponent(s)

St Marys Cement Inc. (Canada)
55 Industrial Street
Toronto, ON
M4G 3W9
Canada

Proposal details

St. Mary's Cement Inc. (Canada) has requested to amend the current site plan to identify further locations for silt-settling ponds associated with their aggregate washing system. The amendment request also includes a change to the final rehabilitated contours of the site to reflect current and anticipated infilling of ponds (created by excavation) with silt fines. Other minor changes to clarify the site plan are also proposed.

Public consultation opportunities

The proposed request for this licence is being circulated within the Ministry of Natural Resources. Additionally, notification of this application has been forwarded to the Township of Puslinch, County of Wellington, the ministry of Environment Conservation and Parks, the Grand River Conservation Authority and landowners within 120m of Licence 5520, for comment.

Other Information

St. Mary's Cement Inc. (Canada) currently operates adjacent sites under the authority of licence No. 5497 and 5563 under the ARA (Aggregate Resources Act). Concurrent proposals have been made for these sites.

Supporting materials

Related links

[Aggregate Resources Act \(https://www.ontario.ca/laws/statute/90a08\)](https://www.ontario.ca/laws/statute/90a08)

[Ontario Regulation 244/97](https://www.ontario.ca/laws/regulation/970244)

[\(https://www.ontario.ca/laws/regulation/970244\)](https://www.ontario.ca/laws/regulation/970244)

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 - ROD - DDB - Aggregates Section
300 Water Street, 4th Floor, South tower
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

Rose Copland
MNRF - ROD - DDB - Aggregates
Section

300 Water Street, 4th Floor, South
tower
Peterborough, ON
K9J 3C7
Canada

Connect with
US

Contact

Rose Copland

 [705-772-9826](tel:705-772-9826)

 rose.copland@ontario.ca

St Mary's Cement Inc.

Instrument type: Changes to the site plan for a pit or quarry
(/taxonomy/term/421).

ERO (Environmental Registry of Ontario) number	019-8826
Notice type	Instrument
Act	Aggregate Resources Act, R.S.O. 1990
Posted by	Ministry of Natural Resources and Forestry
Notice stage	Proposal
Proposal posted	June 26, 2024
Comment period	June 26, 2024 - July 26, 2024 (30 days) Open
Last updated	June 26, 2024

This consultation closes at 11:59 p.m.

on:

July 26, 2024

Proposal summary

St. Mary's Cement Inc. (Canada) seeks to amend the current site plan to change the operational and rehabilitation aspects for the site.

Location details

Site location details

Township of Puslinch, County of Wellington

Part Lots 25, 26 and R.A, Concession 2, Geographic Township of Puslinch.

The site is located approximately 5 kilometres north-west of Puslinch.

This site has coordinates at Latitude 43.44328° N Longitude 80.15814° W.

The site is ARA (Aggregate Resources Act) Licence No. 5497.

The site is adjacent to the southern boundary of ARA (Aggregate Resources Act) Licence No. 5520.

A [link \(https://www.ontario.ca/page/find-pits-and-quarries\)](https://www.ontario.ca/page/find-pits-and-quarries) to our mapping tool allows you to locate and view licensed sites under the ARA (Aggregate Resources Act).

Site location map

The location pin reflects the approximate area where environmental activity is taking place.

[View this location on a map \(https://maps.google.com/?q=43.44328,-80.15814\)](https://maps.google.com/?q=43.44328,-80.15814)

Proponent(s)

St Mary's Cement Inc.
55 Industrial St
Toronto, ON
M4G 3W9
Canada

Proposal details

St. Mary's Cement Inc. (Canada) has requested to amend the current site plan to remove the berm requirement adjacent to a residential building that is no longer being used for residential purposes, make changes to the aggregate washing system and clarify site plan language as it relates to water discharge and authorizations administered by the Ministry of Environment, Conservation and Parks, allow wash-plant generated silt fines be used in rehabilitation and update final rehabilitated contours to harmonize with proposed changes on adjacent Licence 5520. Other minor changes related to fencing, internal haul roads and buildings also proposed.

Public consultation opportunities

The proposed request for this licence is being circulated within the Ministry of Natural Resources. Additionally, notification of this application has been forwarded to the Township of Puslinch, County of Wellington, the ministry of

Environment Conservation and Parks, the Grand River Conservation Authority and landowners within 120m of Licence 5497, for comment.

Other Information

St. Mary's Cement Inc. (Canada) currently operates adjacent sites under the authority of licence No. 5520 and 5563 under the ARA (Aggregate Resources Act). Concurrent proposals have been made for these sites.

Related links

[Aggregate Resources Act \(https://www.ontario.ca/laws/statute/90a08\)](https://www.ontario.ca/laws/statute/90a08)

[Ontario Regulation 244/97](https://www.ontario.ca/laws/regulation/970244)

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300 Water Street, 4th Floor, South tower
Peterborough, ON
K9J 3C7
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Supporting materials

Comment

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Section
300 Water Street, 4th Floor, South
tower
Peterborough, ON
K9J 3C7
Canada

Connect with US

Contact

Rose Copland

 [705-772-9826](tel:705-772-9826)

 rose.copland@ontario.ca

St Marys Cement Inc. (Canada)

Instrument type: Changes to the site plan for a pit or quarry
(/taxonomy/term/421).

ERO (Environmental Registry of Ontario) number	019-8827
Notice type	Instrument
Act	Aggregate Resources Act, R.S.O. 1990
Posted by	Ministry of Natural Resources and Forestry
Notice stage	Proposal
Proposal posted	June 26, 2024
Comment period	June 26, 2024 - July 26, 2024 (30 days) Open
Last updated	June 26, 2024

This consultation closes at 11:59 p.m.

on:

July 26, 2024

Proposal summary

St. Mary's Cement Inc. (Canada) seeks to amend the current site plan to change the operational and rehabilitation aspects for the site.

Location details

Site location details

Township of Puslinch, County of Wellington

SW Part Lot 23, Concession 7, Geographic Township of Puslinch.

The site is located approximately 5 kilometres north-west of Puslinch.

This site has coordinates at Latitude 43.45648° N Longitude 80.15729° W.

The site is ARA (Aggregate Resources Act) Licence No. 5563.

The site is adjacent to the northern-western boundary of ARA.(Aggregate Resources Act) Licence No. 5520.

A [link \(https://www.ontario.ca/page/find-pits-and-quarries\)](https://www.ontario.ca/page/find-pits-and-quarries) to our mapping tool allows you to locate and view licensed sites under the ARA.(Aggregate Resources Act).

Site location map

The location pin reflects the approximate area where environmental activity is taking place.

[View this location on a map](https://maps.google.com/?q=43.45648,-80.15729) [.\(https://maps.google.com/?q=43.45648,-80.15729\)](https://maps.google.com/?q=43.45648,-80.15729)

Proponent(s)

St Marys Cement Inc. (Canada)
55 Industrial Street
Toronto, ON
M4G 3W9
Canada

Proposal details

St. Mary's Cement Inc. (Canada) has requested to amend the current site plan to identify

silt-settling pond locations associated with their aggregate washing system. The amendment request also includes a change to the final rehabilitated contours of the site to reflect current and anticipated infilling of ponds (created by excavation) with silt fines as well as areas that will not be extracted to permissible depths.

Public consultation opportunities

The proposed request for this licence is being circulated within the Ministry of Natural Resources. Additionally, notification of this application has been forwarded to the Township of Puslinch, County of Wellington, the ministry of Environment Conservation and Parks, the Grand River Conservation Authority and landowners within 120m of Licence 5563, for comment.

Other Information

St. Mary's Cement Inc. (Canada) currently operates adjacent sites under the authority of licence No. 5520 and 5497 under the ARA (Aggregate Resources Act). Concurrent proposals have been made for these sites.

Related links

[Aggregate Resources Act \(https://www.ontario.ca/laws/statute/90a08\)](https://www.ontario.ca/laws/statute/90a08)

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Rose Copland

Supporting materials

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Section
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K9J 3C7
Canada

Connect with
US

Contact

Rose Copland

 [705-772-9826](tel:705-772-9826)

 rose.copland@ontario.ca



Planning Report for the Township of Puslinch
Prepared by the NPG Planning Solutions Inc.

To: Mayor and Members of Council,
Township of Puslinch

From: Jesse Auspitz, Principal Planner
NPG Planning Solutions Inc.

Subject: Dog Kennel and Dog Breeding Operation Facility
Recommendation Report

Zoning By-law Amendment Application D14-AZI
CON GORE FRONT PT LOT 9 RP;61R 7925 PART 3 PT PART 2
6706 GORE RD, Puslinch

Attachments: 1 – Aerial Map of Subject Lands
2 – Site Plan Drawings Provided by Applicant
3 – Environmental Noise Study prepared by SLR Consulting Figures:
 Figure 2: Points of Reception
 Figure 5: Zone of Predicted Zone Level Excess
4 – Draft Zoning By-law Amendment

SUMMARY

The purpose of the Application for Zoning By-law Amendment (the “Application”) is to permit the establishment of a dog kennel and dog breeding operation on the Subject Lands.

A Public Meeting occurred on June 12th, 2024.

This report provides an overview of the proposal, highlights applicable planning policies to be considered, comments received to date and explains the next steps in the planning review process.

This report also provides a recommendation for approval for the Zoning By-law Amendment Application, subject to the inclusion of a Holding provision. The inclusion of the Holding provision will prohibit the use of the dog kennel and dog breeding operation on the Subject Lands until:

1. A Site Plan has been approved and a Site Plan agreement has been entered into; and
2. The Applicant has demonstrated to the satisfaction of the Township that impacts regarding noise have been appropriately mitigated through appropriate physical and administrative controls, as such impacts pertain to Con 10, Part Lot 7, in the Township of North Dumfries.

RECOMMENDATIONS

It is respectfully recommended:

1. That Council approves the amendment to the Township of Puslinch Comprehensive Zoning By-law No. 023-18 for the lands municipally known as 6706 Gore Road, subject to the inclusion of a Holding provision, as detailed in Attachment-4 to this Report; and further
2. That Council direct Staff to submit the necessary by-law.

INTRODUCTION

The Subject Lands are located at the south end of the Township of Puslinch, just north of the municipal boundary with the Township of North Dumfries. The Subject Lands are approximately 7.8 hectares in size and irregular in shape with approximately 307.79 metres of frontage along Gore Road, and a depth of 229.55 metres.

The Subject Lands contain a single-detached dwelling, a large, rectangular metal-clad building located to the northeast of the single-detached dwelling, and four (4) sheds.

The Subject Lands are immediately adjacent to the Canadian Pacific Railway line along the north property boundary.

Surrounding land uses consist primarily of residential and agricultural uses.

The adjacent parcel directly to the west of the Subject Lands is a rural residential lot. The Barn associated with the dog kennel and breeding operation facility is located 97.3 m² east of the dwelling on the rural residential lot.

The parcel on the southside of Gore Road is approximately 29 hectares in size, is vacant of buildings and structures and contains a mix of agricultural land use and wooded lands. The dog kennel and dog breeding operation is located approximately 48 metres north of the parcel on the southside of Gore Road.

As per the Township of North Dumfries Zoning By-law 689-83, the lands to the south of Gore Road are zoned Zone 1 – Agriculture with a site-specific provision that permits a minimum lot area of 27.42 hectares. These lands permit a range of uses including “farming” and “residential building – one unit.”

An aerial of the Subject Lands and surrounding lands is included as **Attachment - 1**.

PURPOSE

The purpose of the Application for Zoning By-law Amendment (the “Application”) is to amend the Township of Puslinch Comprehensive Zoning By-law No. 023-18 (the “Puslinch Zoning By-law”) to permit the establishment of a dog kennel and dog breeding operation.

The Application proposes relief from the general provisions to allow the dog kennel and dog breeding operation to be located 97 metres from any existing residential dwelling, or commercial or institutional building on any other lot, whereas Section 4.13 of the Puslinch Zoning By-law requires a separation distance of 125 metres.

The Application proposes to repurpose existing buildings on the Subject Lands to accommodate the use. The proposed use would be contained within an area of the Subject Lands approximately one (1) hectare in size. Site-specific restrictions are recommended to ensure that the dog kennel and dog breeding operation are located within the accessory structures of a total area of 486.6 m² (5,237.72 ft²) and that the size of dog runs be limited to a maximum area of 1,402 m² (15,091 ft²).

The dog kennel and dog breeding operation will include the following:

- Twenty-five (25) adult dogs would be housed in accordance with their breeding status (21 females bred once a year and 4 males).
- Five (5) full-time employees and three (3) part-time employees would support the use.
- Guests would be permitted on the Subject Lands between 10:00 am and 6:00 pm.
- The existing dwelling would be used in part as office use associated with dog breeding operation, with the balance continued to be used for residential purposes.
- The dogs would be housed in a building consisting of four (4) inter-connected barns and one (1) separate shed (Shed 2). Barn 1 is proposed to be located 97.3

metres from the nearest dwelling to the west.

- Floor Plan shows the inclusion of forty-four (44) dog pens.
- Four (4) dog runs are proposed to be located on the Subject Lands.
- Three (3) sheds (Sheds 1, 3 and 4) would be used for storage for the dog kennel and dog breeding operation and the dwelling.

Attachment – 2 includes Site Plan Drawings provided by the Applicant.

REPORTS AND STUDIES SUBMITTED

In support of the Application, the following items were submitted:

- Planning Justification Report, prepared by GSP Group dated March 2023;
- Planning Justification Report Addendum prepared by Innovative Planning Solutions dated August 28, 2023;
- Site Plan prepared by J.D. Barnes dated July 20, 2023;
- Floor Plan dated November 10, 2023;
- Fire Route Plan dated March, 2023;
- Environmental Noise Study prepared by SLR Consulting (Canada) Ltd. dated January 17, 2024;
- Waste Management and Hydro Plan dated March, 2023; and
- Waste Management Plan Report dated August 23, 2023.

The Environmental Noise Study prepared by SLR Consulting (Canada) Ltd., dated January 17, 2024 considered residences within a 500 m radius. These residences included the dwelling to the west of the Subject Lands being 6700 Gore Road (POR 1), the dwelling to the east of the Subject Lands being 6720 Gore Road (POR 2), and the dwelling in the Township of North Dumfries to the south of Gore Road being 6717 Gore Road (POR 3). The Environmental Noise Study predicted that sound levels due to dog barking would be below applicable sound level limits at the worst-case plane of window and all yard Point of Reception (POR) locations, necessitating no additional noise controls to mitigate impacts on existing dwellings. **Attachment – 3, Figure 2: Points of Reception** identifies Points of Reception regarding existing dwellings in Environmental Noise Study prepared by SLR Consulting.

The Environmental Noise Study further considered the vacant lot zoned as Agricultural located on the southside of Gore Road in the Township of North Dumfries (west of POR3), as its zoning permits a residential (noise sensitive) dwelling. The Environment Noise Study indicated that sound level excesses are predicted within areas at the northeast portion of the vacant lot. The Environmental Noise Study recommends as follows:

Should a residential dwelling be proposed/constructed within the area shown in Figure 5 within the vacant lot to the south, this study should be reviewed and revised.

Administrative and physical mitigation measures are available to meet applicable limits, but should be designed based on actual dwelling location, grading, and measurements of dog barking at the dog kennel facility.

Attachment – 3, Figure 5 identifies the Zone of Predicted Zone Level Excesses from dog barking within the vacant lot to the south.

In considering the recommendation above of the Environmental Noise Study, there are no land use planning mechanisms to require noise mitigation retroactive to the development being permitted. The following was considered:

- The Ministry of the Environment, Conservation and Parks (MECP), Environmental Noise Guideline - Stationary and Transportation Sources - Approval and Planning (NPC-300) provides sound level limits that are applied by the MOE to stationary sources, such as industrial and commercial establishments and auxiliary transportation facilities. Under NPC-300, Part A, Section A5 – Definitions, dog barking is not considered to be a stationary source and normally addressed in a qualitative manner in the municipal by-laws. Therefore, the NPC-300 Guidelines are not directly applicable to the assessment of dog barking noise impacts, and there are no enforcement mechanisms by the MECP.
- The Township of Puslinch Noise By-law (By-law No. 6001-24) does not regulate dog barking.
- The Township of Puslinch Dogs and Kennels Licensing By-law (By-law No. 024-2021) may require a noise study in the case of a new kennel or expansion to an existing kennel. By-law No. 024-2021 would not permit the Township to require a noise study for an existing kennel.

POLICY AND LEGISLATIVE FRAMEWORK

Planning Act, R.S.O. 1990, c. P.13

Section 2 of the *Planning Act* identifies matters of Provincial interest that Council shall have regard to in carrying out its responsibilities under the *Planning Act*. Subsection 3(5)

of the *Planning Act* requires that decisions of Council shall be consistent with provincial policy statements and shall conform with provincial plans that are in effect. Section 34 of the *Planning Act* permits councils of local municipalities to pass and/or amend Zoning By-laws. As per Section 24(1) of the *Planning Act*, By-laws passed by Council shall conform to official plans that are in effect.

Provincial and County Policies

The Subject Lands are within a Rural Area and are considered to be Rural Lands as per the Provincial Policy Statement, 2020 (the “PPS”) and A Place to Growth: Growth Plan for the Greater Golden Horseshoe, 2020 (the “Growth Plan”). The Subject Lands are designated Secondary Agricultural and contain Greenlands Systems including wetlands and Provincially Significant Wetlands as per Schedule B7 of the County of Wellington Official Plan. The Township’s natural heritage consultant Aboud & Associates Inc. indicated April 4, 2023 as follows: “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 following is an analysis of applicable policies:

Provincial Policy Statement (2020)

The PPS provides the following policies regarding the Application:

Policies

1.1.4 Rural Areas in Municipalities

1.1.4.1 Healthy, integrated and viable rural areas should be supported by:

- a) building upon rural character, and leveraging rural amenities and assets;*
- f) promoting diversification of the economic base and employment opportunities through goods and services, including value-added products and the sustainable management or use of resources...*

1.1.5 Rural Lands in Municipalities

1.1.5.2 On rural lands located in municipalities, permitted uses are:

- a) the management or use of resources;*
- b) resource-based recreational uses (including recreational dwellings);*
- c) residential development, including lot creation, that is locally appropriate;*

d) agricultural uses, agriculture-related uses, on-farm diversified uses and normal farm practices, in accordance with provincial standards;

e) home occupations and home industries;

f) cemeteries; and

g) other rural land uses.

1.1.5.4 Development that is compatible with the rural landscape and can be sustained by rural service levels should be promoted.

1.1.5.5 Development shall be appropriate to the infrastructure which is planned or available, and avoid the need for the unjustified and/or uneconomical expansion of this infrastructure.

1.1.5.6 Opportunities should be retained to locate new or expanding land uses that require separation from other uses.

1.1.5.7 Opportunities to support a diversified rural economy should be promoted by protecting agricultural and other resource-related uses and directing non-related development to areas where it will minimize constraints on these uses.

Analysis

The PPS contemplates a range of uses on Rural Lands. Dog kennels and dog breeding operations are generally appropriate to be located on Rural Lands due to the larger lot sizes required to mitigate the range of lands use compatibility impacts associated with such uses. The proposed dog kennel and dog breeding operation is compatible with the surrounding rural character and would provide for an opportunity to support a diversified rural economy.

For these reasons, the Application is consistent with the PPS.

A Place to Grow: Growth Plan for the Greater Golden Horseshoe (2020 Office Consolidation)

The Growth Plan provides the following policies that relate to the Application:

Policies

2.2.9 Rural Areas

3. Subject to the policies in Section 4, development outside of settlement areas may be permitted on rural lands for:

c) other rural land uses that are not appropriate in settlement areas provided they:

i. are compatible with the rural landscape and surrounding local land uses;

ii. will be sustained by rural service levels; and

iii. will not adversely affect the protection of agricultural uses and other resource-based uses such as mineral aggregate operations.

Analysis

The proposed use meets the general direction of the Growth Plan. Rural Lands are appropriate to accommodate a dog kennel and dog breeding operation due to the land intensive nature of the use. A significant amount of land is necessary to ensure that appropriate separation distances can be provided to mitigate significant impacts on nearby existing and planned sensitive land uses.

The Growth Plan requires that rural land uses be compatible with surrounding land uses. A dwelling is permitted to be constructed on the vacant lot to the south of Gore Road. As per the Environmental Noise Study prepared by SLR Consulting (Canada) Ltd. dated January 17, 2024, there are off-site impacts and potential compatibility concerns regarding the vacant lot to the south of Gore Road, should residential dwelling be constructed. The Environmental Noise Study further indicates that “administrative and physical mitigation measures are available to meet applicable limits, but should be designed based on actual dwelling location, grading, and measurements of dog barking at the dog kennel facility.”

Should the Application for Zoning By-law Amendment be approved, and Site Plan Approval be granted, there are no opportunities to retroactively require the implementation of noise mitigation measures. For this reason, it is recommended that the Zoning By-law Amendment be approved with a Holding provision. The inclusion of a Holding provision would prohibit the use of a dog kennel and dog breeding operation unit appropriate administrative and physical controls are put in place.

County of Wellington Official Plan (February 2024 Office Consolidation)

The County of Wellington Official Plan provides the following policies regarding the Application:

Policies

6.5 Secondary Agricultural Areas

6.5.1 Defined

Secondary Agricultural Areas include lands within the Rural System which are determined to be non-prime agricultural areas but which can sustain certain agricultural activities.

Policies 6.4.3 and 6.5.3 provides that permitted uses in Secondary Agricultural Areas may include kennels on existing lots of record.

6.4.11 Kennels

Kennels may be allowed on existing lots of record and local zoning by-laws may establish criteria for these uses.

13.3 Zoning By-laws

Zoning by-laws currently cover all lands in Wellington County. Zoning by-laws will be one of the most important means whereby this Plan is implemented.

Zoning by-laws will be amended to conform with the policies of this Plan. No zoning by-law amendment will be passed that is not in conformity with this Plan.

Where a land use designation in this Plan authorizes a range of uses which may be allowed, the local zoning by-law may allow all or some of those uses based on local needs and circumstances. The by-law also may establish appropriate regulations related to those uses.

13.5 Holding By-laws

Where the use of land for a particular purpose has been established but details related to design, servicing, phasing, environmental considerations and other matters have not been completely resolved, a local council may use holding provisions in accordance with the Planning Act. The symbol “H” or “h” used in association with a zone symbol will indicate that holding provisions are in effect.

In order to remove a holding provision from a parcel of land, the following conditions must be satisfied, where appropriate:...

Prior to removing a holding symbol, local council shall be satisfied that all requirements or conditions related to the unresolved details have been met. Subdivision and development agreements may be used as a means of satisfying a local council that removal of the holding provisions is appropriate.

Analysis

The proposed dog kennel and dog breeding operation conforms with the range of uses contemplated in the County of Wellington Official Plan.

As it is reasonable to expect that a dwelling may be developed on the portion of the lands on the vacant lot to the south where sound level excesses are predicted, and there is no legal mechanism in place to require the implementation of noise mitigation measures retroactively, a Holding provision should be put in place with respect to the proposed use.

The inclusion of a Holding provision will ensure that appropriate noise mitigation measures be put in place prior to permissions for the dog kennel and dog breeding operation being put in effect.

Township of Puslinch Comprehensive Zoning By-law 023-18

According to Schedule 'A' of the Puslinch Zoning By-law the Subject Lands are zoned Agricultural (A) and Natural Environment (NE) with an Environmental Protection Overlay. The applicant is proposing to amend the existing Agricultural (A) zone to an Agricultural Exception XX, (A-XX) Zone and Natural Environmental (NE) Zone to permit a dog kennel and dog breeding operation.

Section 3.0 of the Puslinch Zoning By-law defines kennel as follows:

any premises where a minimum of three dogs or four cats/other domestic animals are housed, boarded, bred, trained, sold or kept, but does not include an animal clinic as defined herein.

Section 4.13 of the Puslinch Zoning By-law includes the following applicable provisions for kennels:

a. Kennels are prohibited uses unless specifically permitted by an amendment to this By-law.

b. Where specifically permitted by an amendment to this By-law, no lot, building or structure shall be used for a kennel, unless the lot, building and structure is in compliance with the following regulations and any other applicable provisions of this By-law:

i. the minimum required lot area shall be 3 ha;

ii. the kennel shall be located no closer than 125 m from any existing residential dwelling, or commercial or institutional building on any other lot;

iii. a secure, chain link fence enclosure shall be installed and maintained around any outdoor run or outdoor common play area;

iv. any pen area for the housing of dogs shall be constructed with solid walls and roofing;

v. dog activity is not permitted in any outdoor run or outdoor common play area between the hours of 8 p.m. and 7 a.m.

c. In no case may a kennel contain anything other than single level dog runs.

The nearest structure to a residential dwelling, or commercial or institutional building on any other lot is Barn 1 being 97.3 metres away from 6700 Gore Road.

Section 11.2 of the Puslinch Zoning By-law identifies the following permitted uses within the Agricultural (A) Zone:

- *Accessory apartment*
- *Agricultural use*
- *Agriculture-related uses*
- *Animal clinic, agricultural*
- *Bed and breakfast*
- *Community garden*
- *Conservation use*
- *Daycare centre*
- *Dwelling, single detached*
- *Group home*
- *Farm related business*
- *Farm greenhouse*
- *Farm products sales outlet*
- *Farmer's market*
- *Home business*
- *Home industry*
- *Institutional use*
- *Private home day care*

The proposed use is not presently permitted on the Subject Lands.

The proposed site-specific Zoning By-law Amendment would permit the proposed dog kennel and dog breeding operation, with site-specific provisions as follows:

- That the proposed kennel operation be permitted within the accessory structures of total area 486.6 m² (5,237.71 ft²) that exist at the time of passing this by-law, including the maximum area of 1,402 m² (15,091 ft²) for the associated dog runs.

This provision is more restrictive than the general provisions contained in Section 4.13 regarding kennels and is necessary to limit the scale of the proposed operation. This provision will ensure that the proposed use is within a portion of the Subject Lands and will be carried out within the existing buildings.

- That the kennel shall be located no closer than 97 m from existing residential dwelling at 6700 Gore Road.

Section 4.13 of the Township Zoning By-law requires kennels to be located no closer than 125 m from any existing residential dwelling, or commercial or institutional building on any other lot. This provision recognizes the existing setback of Barn 1 from the dwelling to the west. As indicated, the Environmental Noise Study prepared by SLR Consulting (Canada) Ltd., dated January 17, 2024, and reviewed by Valcoustics Canada Ltd. on March 8, 2024 predicted that sound levels due to dog barking would be below applicable sound level limits at the worst-case plane of window and all yard POR locations.

The proposed Holding provision would ensure that proposed dog kennel and dog breeding operation not be permitted until a Site Plan has been approved and a Site Plan agreement has been entered into. The Applicant would also need to demonstrate that impacts regarding noise have been appropriately mitigated through an updated Environmental Noise Study and the implementation of appropriate physical and administrative controls, as such impacts pertain to Con 10, Part Lot 7, in the Township of North Dumfries.

REVIEW COMMENTS

Township Comments:

Building – No outstanding concerns. There remain open building permits.

Fire and Rescue Services – No outstanding concerns.

Hydrology – No outstanding concerns.

Engineering – No outstanding concerns. Accessible route is required at the Site Plan stage, including parking spaces and maximum slopes per County of Wellington Facility Accessibility Design Manual.

Public Works, Parks and Facilities – No outstanding concerns.

Noise – No outstanding concerns. The following is recommended:

- *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.*

Ecology – No outstanding concerns.

County Comments: No outstanding concerns. The draft site-specific Zoning By-law will need to identify that the proposed use is within a portion of the Subject Lands and will be carried out within the existing buildings. A photometric plan will be required as part of the site plan application process to ensure that lighting will be directed away from the street and properties.

Agency Comments:

Grand River Conservation Authority – No outstanding concerns.

Source Water – No outstanding concerns.

Planning Development Advisory Committee (PDAC) Comments:

The vacant lot on south side of Gore Road has an area on the northeast portion where applicable sound level limits are anticipated to be exceeded. The Committee has difficulty supporting the Application unless, or until, the noise issues are clarified as they pertain to the vacant lot to the south of the Subject Lands. The Committee has requested more information on mitigation measures.

Public Comments:

Comments were received regarding noise impacts and animal welfare.

CONCLUSION

The Application for Zoning By-law Amendment D14-AZI is recommended for approval, subject to the inclusion of a Holding provision as detailed in this report, since the Application meets *Planning Act* requirements, is consistent with the Provincial Policy Statement, and conforms with the Growth Plan and the County of Wellington Official Plan. The Holding provision would not permit the use of the dog kennel and dog breeding operation until Site Plan Approval has been granted and appropriate noise mitigation measures have been put in place to mitigate impacts on Con 10, Part Lot 7 in the Township of North Dumfries. The Draft Zoning By-law Amendment is included as **Attachment - 4**.

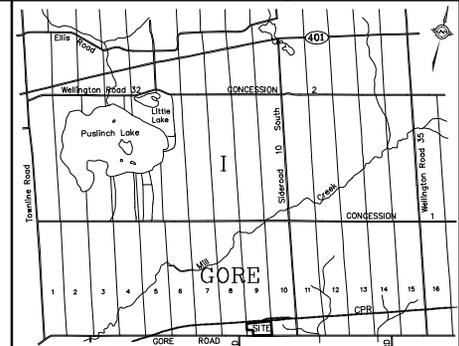
**Attachment 1
Aerial Map of Subject Lands**



TOWNSHIP OF PUSLINCH
COUNTY OF WELLINGTON

AGRICULTURAL ZONE REQUIREMENTS			
STANDARD	REQUIRED	PROVIDED	CONFORMS
MIN LOT AREA	4.0 ha	7.8 ha	Y
MIN LOT FRONTAGE	120.0	307.79	Y
MIN FRONT YARD	10.0	16.8	Y
MIN INTERIOR SIDE YARD	3.0	77.9 & 178.6	Y
MIN EXTERIOR SIDE YARD	N/A		
MIN REAR YARD	7.5	141.5	Y
MAX LOT COVERAGE	30%	1%	Y
PARKING SPACE FOR RESIDENTIAL DWELLING	2	2	Y
MAX BUILDING HEIGHT (AS PER SECTION 4.10)	10.0	HOUSE - 6.6 BARN 1 - 5.6 BARN 2 - 5.0 BARN 3 - 4.8 BARN 4 - 6.9 SHED 1 - 4.3 SHED 2 - 4.0 SHED 3 - 4.0 SHED 4 - 3.0	Y

KENNEL REQUIREMENTS			
STANDARD	REQUIRED	PROVIDED	CONFORMS
MIN LOT AREA	3.0 ha	1.08 ha	N
MIN DISTANCE FROM EXISTING RESIDENTIAL DWELLING	125.0	97.3	N
1 PARKING SPACE PER 30.0 sq.m. FOR OFFICE COMPONENT	45.0 sq.m. + 30.0 = 1.5	9	Y



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 ANNUAL 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.
 6. LIGHTING FIXTURES SHALL BE INSTALLED WITH THE LIGHT DIRECTED DOWNWARDS AND DEFLECTED AWAY FROM ADJACENT LOTS AND STREETS, AND IN SUCH A MANNER AS TO NOT CONFUSE PERSONS DRIVING VEHICLES ON SUCH STREETS.
- 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 ROLE
- UG DENOTES UNDERGROUND
- PL DENOTES PROPERTY LINE
- S DENOTES "NO PARKING - FIRE ROUTE" SIGN
- OD DENOTES OUTDOOR LIGHTING (SEE NOTE 6)
- PS DENOTES PATIO SLIDER
- D DENOTES MANDOOR
- FD DENOTES FLOOR DRAIN
- K DENOTES PROPOSED KENNEL NUMBER

5			
4			
3			
2	AS PER COMMENTS FROM INNOVATIVE PLANNING SOLUTIONS	DM	NOV. 10, 2023
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

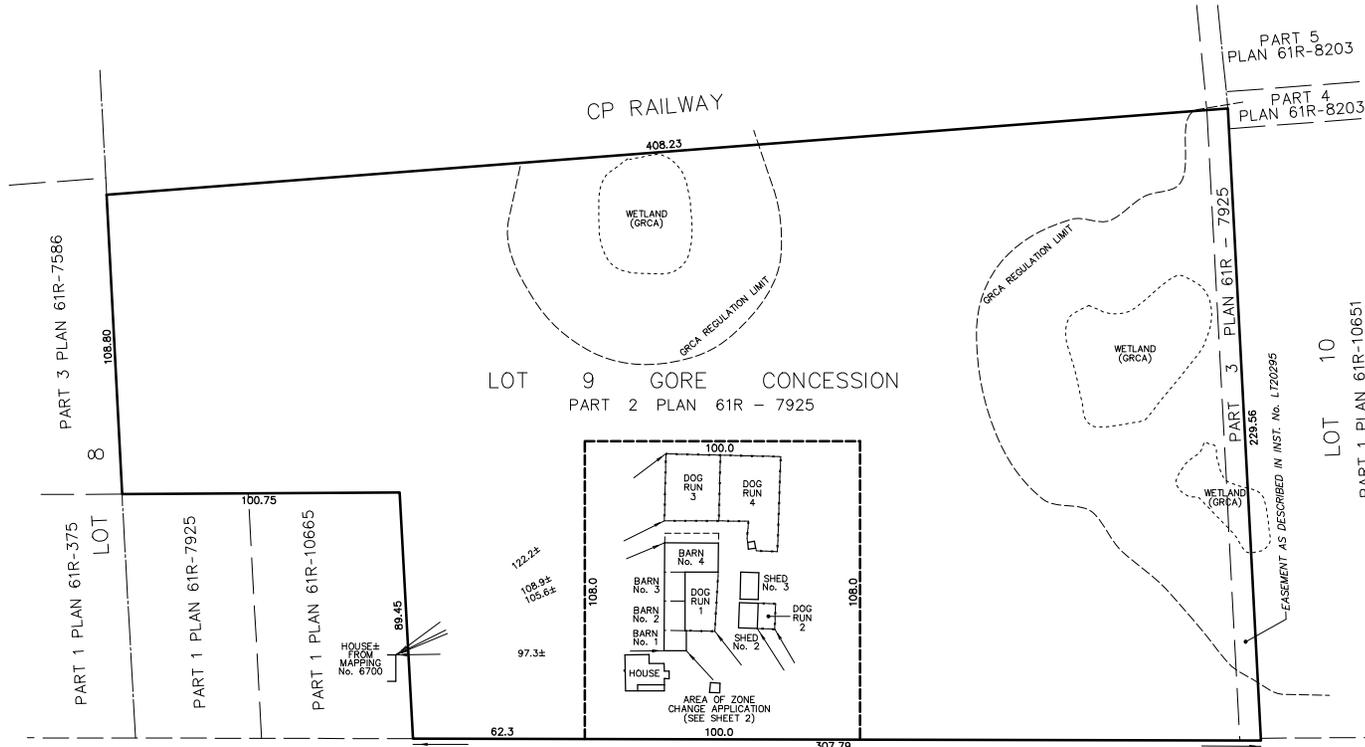
SITE PLAN / ZONE CHANGE APPLICATION

J.D. BARNES LIMITED
SURVEYING
MAPPING
GIS
LAND INFORMATION SPECIALISTS
257 WOODLAWN ROAD WEST, UNIT 101, GUELPH, ON N1H 8T1
P: (519) 822-4031 F: (519) 822-1220 www.jdbarnes.com

DESIGNED BY: KFH	SCALE 1 : 1250	DATE: JULY 20, 2023
CHECKED BY: KFH	20 0 20 40 metres	
DRAWN BY: DM		
CHECKED BY: KFH		
CHECKED BY: KFH	FILE No. 22-14-851-01	REVISION No. 2
		SHEET 1 OF 3

PLOTTED: 11/10/2023

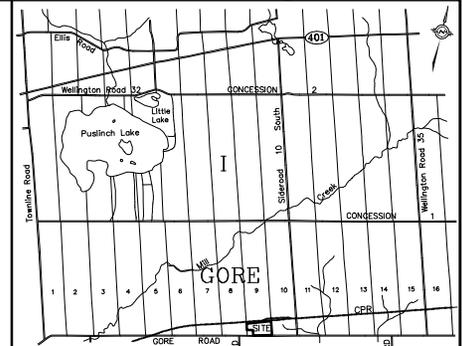
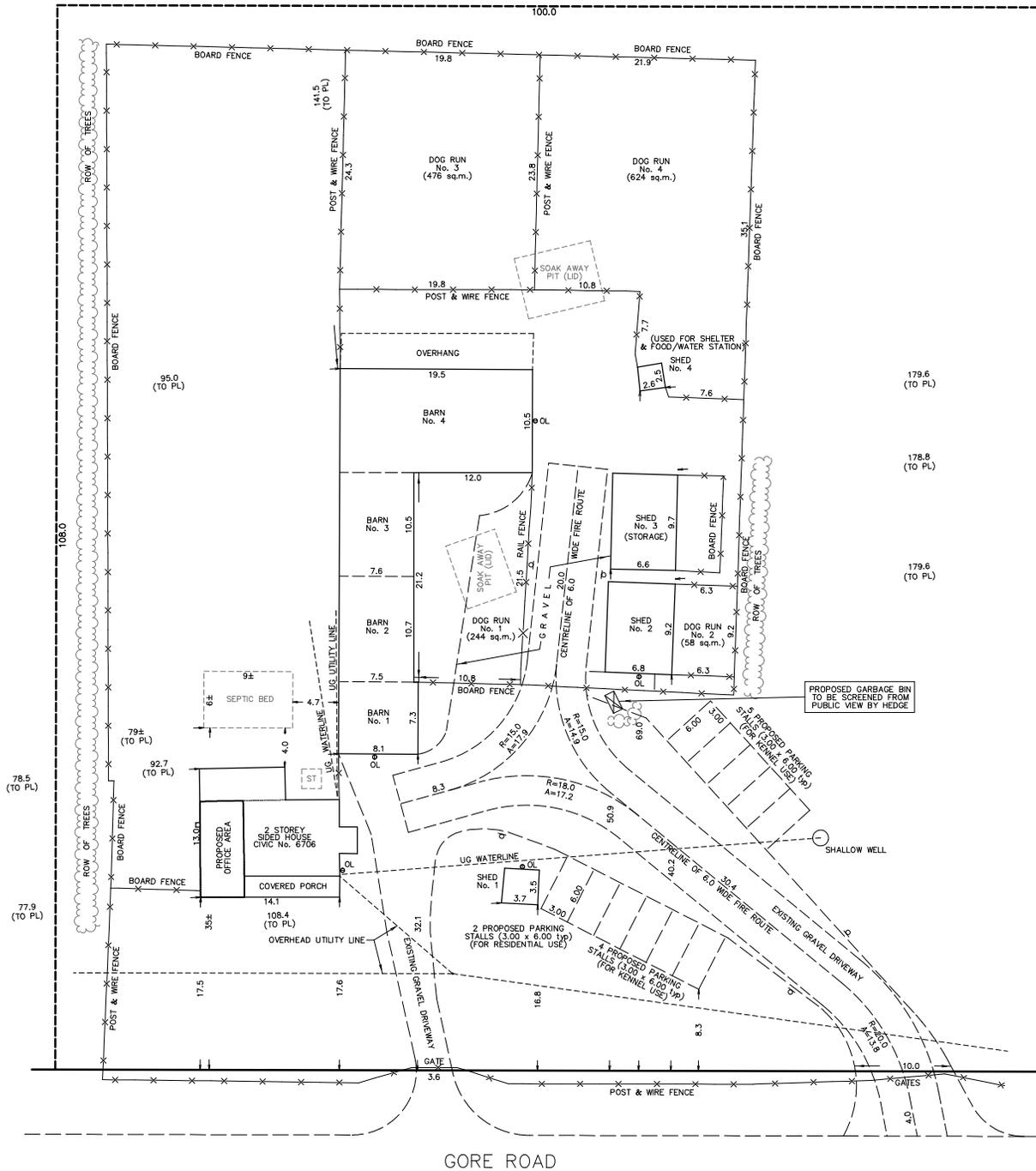
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VACANT LANDS (CULTIVATED FIELDS)



TOWNSHIP OF PUSLINCH
COUNTY OF WELLINGTON



KEYPLAN (NOT TO SCALE)

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 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 ANNUAL 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.
 6. LIGHTING FIXTURES SHALL BE INSTALLED WITH THE LIGHT DIRECTED DOWNWARDS AND DEFLECTED AWAY FROM ADJACENT LOTS AND STREETS, AND IN SUCH A MANNER AS TO NOT CONFUSE PERSONS DRIVING VEHICLES ON SUCH STREETS.
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 - 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 (SEE NOTE 6)
- PS DENOTES PATIO SLIDER
- D DENOTES MANDOOK
- FD DENOTES FLOOR DRAIN
- K DENOTES PROPOSED KENNEL NUMBER

5			
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2	AS PER COMMENTS FROM INNOVATIVE PLANNING SOLUTIONS	DM	NOV. 10, 2023
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COUNTY OF WELLINGTON TOWNSHIP OF PUSLINCH

SITE PLAN / ZONE CHANGE APPLICATION

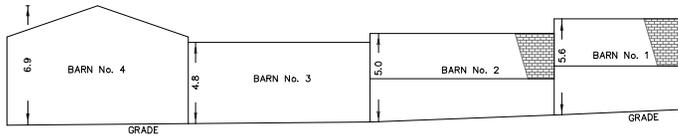
J.D. BARNES LIMITED
SURVEYING MAPPING GIS
LAND INFORMATION SPECIALISTS
257 WOODLAWN ROAD WEST, UNIT 101, GUELPH, ON N1H 8J1
T: (519) 822-4031 F: (519) 822-1220 www.jdbarnes.com

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. 2	SHEET 2 OF 3

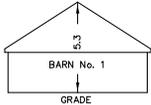
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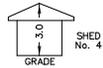
TOWNSHIP OF PUSLINCH
COUNTY OF WELLINGTON



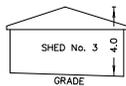
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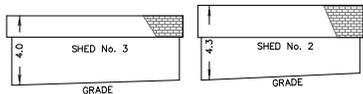
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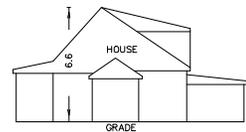
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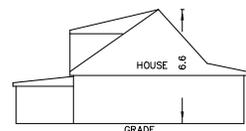
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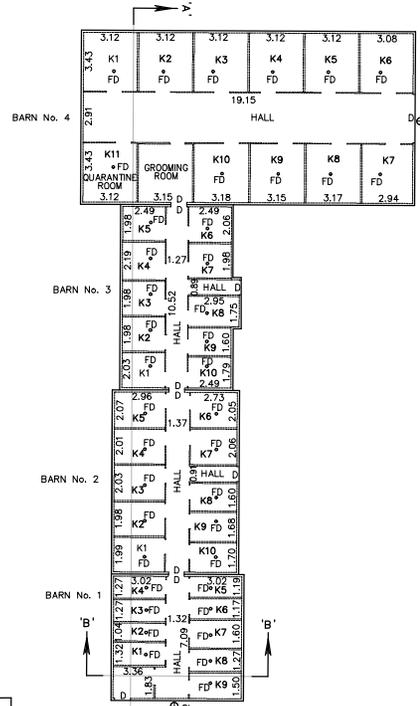
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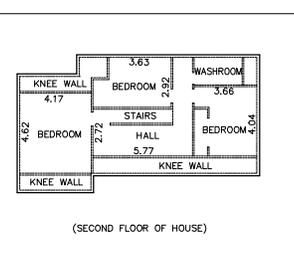
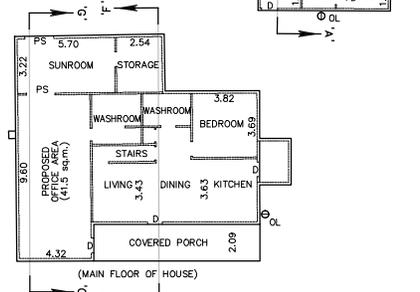
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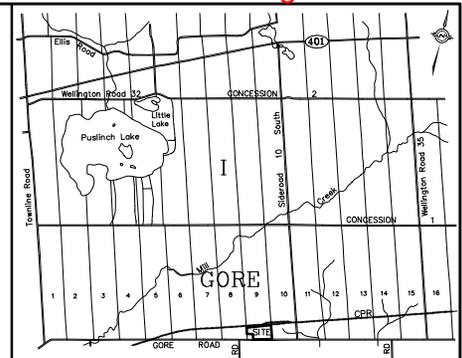
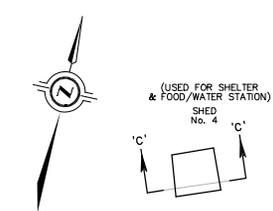
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NOTE: INTERIOR MEASUREMENTS PROVIDED BY CLIENT



PLAN VIEW TO ILLUSTRATE POSITION OF BUILDINGS AND USE



KEYPLAN (NOT TO SCALE)

- GENERAL NOTES:**
- THIS PLAN WAS PREPARED FOR USMAN AZZ.
 - 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.
 - THIS IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED FOR TRANSACTION OR MORTGAGE PURPOSES.
 - 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.
 - ALL ANNUAL 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.
 - LIGHTING FIXTURES SHALL BE INSTALLED WITH THE LIGHT DIRECTED DOWNWARDS AND DEFLECTED AWAY FROM ADJACENT LOTS AND STREETS, AND IN SUCH A MANNER AS TO NOT CONFUSE PERSONS DRIVING VEHICLES ON SUCH STREETS.
- 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.)
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UG	DENOTES	UNDERGROUND
PL	DENOTES	PROPERTY LINE
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OL	DENOTES	OUTDOOR LIGHTING (SEE NOTE 6)
PS	DENOTES	PATIO SLIDER
D	DENOTES	MANDOOR
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K	DENOTES	PROPOSED KENNEL NUMBER

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COUNTY OF WELLINGTON TOWNSHIP OF PUSLINCH

SITE PLAN / ZONE CHANGE APPLICATION

257 WOODLAWN ROAD WEST, UNIT 101, GUELPH, ON N1H 8T1
T: (519) 822-4031 F: (519) 822-1220 www.jdbarnes.com

DESIGNED BY: KFH	SCALE 1 : 200	DATE: JULY 20, 2023
CHECKED BY: KFH	4 0 4 8 metres	
DRAWN BY: DM		
CHECKED BY: KFH		
FILE No. 22-14-851-01	REVISION No. 2	SHEET 3 OF 3

Legend

	Proposed Development - Building
	Point of Reception



DOG BREEDING KENNEL

6706 GORE ROAD, PUSLINCH

CONTEXT PLAN

True North



Scale: 1:5,000

Date: Jan. 17, 2024 Rev 0.0

Project No.
241.030733.00001

METRES

Figure No.
2



Legend



Proposed Development - Building



DOG BREEDING KENNEL

6706 GORE ROAD, PUSLINCH

VACANT LOT – ZONE OF PREDICTED SOUND LEVEL EXCESSES FROM DOG BARKING

True North



Scale: 1:2,500

Date: Jan. 17, 2024 Rev 0.0

Project No.
241,030733.00001

METRES

Figure No.
5



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER _____

A BYLAW TO AMEND BY-LAW NUMBER 023/18, AS AMENDED,
BEING THE ZONING BY-LAW OF THE TOWNSHIP OF PUSLINCH

WHEREAS the Council of the Corporation of the Township of Puslinch deem it appropriate and in the public interest to amend By-law Number 023/18 pursuant to Sections 34 and 36 of the Planning Act, R.S.O. 1990;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF PUSLINCH ENACTS AS FOLLOWS:

1. **THAT** Schedule “A” to By-law 023-18 is hereby amended by rezoning Front Part of Part of Lot 9, Gore Concession, Part 2 on Plan 61R-7925 & Part 3 on Plan 61R-7925, municipally referred as 6706 Gore Road, from **AGRICULTURAL (A) ZONE** to an **AGRICULTURAL (A-XX) ZONE** with a site-specific use provision as shown in Schedule “A” of this By-law.

2. That Section 14 Site-Specific Special Provisions is amended by adding a site-specific provision **AGRICULTURAL (A-XX) ZONE** as follows:

Exception Number	Parent Zone	By-Law	Additional Permitted uses	Prohibited uses	Site Specific Special Provision
XX	A		Kennel	N/A	In addition to the regulations for uses within the Agricultural Zone, the following additional regulations shall also apply. <ol style="list-style-type: none"> i. That the proposed kennel operation be permitted within the accessory structures of total area 486.6 m² (5,237.71 ft²) that exist at the time of passing this by-law, including the maximum area of 1,402 m² (15,091 ft²) for the associated dog runs.

Attachment 4 – Draft Zoning By-law Amendment

					ii. That the kennel shall be located no closer than 97 m from existing residential dwelling at 6700 Gore RD. iii. That all other provisions of Section 4.13 are applicable.
--	--	--	--	--	--

3. That the subject land as shown on Schedule “A” to this By-law shall be subject to all applicable regulations of the Zoning By-law 023/18, as amended.
4. That Section 15.0 Holding Provisions is amended by adding a site-specific provision **AGRICULTURAL (A-XX) ZONE** as follows:

Exception Number	Zone Designation	Permitted uses	Conditions for Removal	Date Enacted
XX	Agricultural (A-XX)	Until the holding symbol is removed, no Kennel shall be permitted on the Subject Lands.	A Site Plan has been approved and a Site Plan agreement has been entered into. The Applicant has demonstrated to the satisfaction of the Township that impacts regarding noise have been appropriately mitigated through an updated Environmental Noise Study and the implementation of appropriate physical and administrative controls, as such impacts pertain to Con 10, Part Lot 7, in the Township of North Dumfries.	

5. This By-law shall become effective from the date of passage by council and come into force in accordance with the requirements of the Planning Act, R.S.O. 1990, as amended.

READ A FIRST AND SECOND TIME THIS _____ DAY OF _____ 2024.

Attachment 4 – Draft Zoning By-law Amendment

MAYOR

CLERK

READ A THIRD TIME AND PASSED THIS _____ DAY OF _____ 2024.

MAYOR

CLERK

DRAFT

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER _____



This is Schedule "A" to the By-law No. _____

Passed this _____ day of _____, 2024

MAYOR

CLERK

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

EXPLANATION BY-LAW NUMBER _____

By-law Number _____ amends the Township of Puslinch Zoning By-law 19/85 by rezoning Front Part of Part of Lot 9, Gore Concession, Part 2 on Plan 61R-7925 & Part 3 on Plan 61R-7925, municipally referred as 6706 Gore Road, from AGRICULTURAL (A) ZONE to an AGRICULTURAL (A-XX) ZONE with a site-specific provision, to permit a kennel as shown on Schedule “A” of the By-law. A Holding provision has been proposed to require Site Plan Approval and the implementation of appropriate noise measures to mitigate impacts on Con 10, Part Lot 7 in the Township of North Dumfries.

The 7.94 ha (19.62 ac) property contains an existing dwelling with an office and associated accessory buildings. A Kennel is permitted use within the Secondary Agriculture Designation in the County Official Plan.

DRAFT

Township of Puslinch COMMUNITY RISK ASSESSMENT



Presented to:



TOWNSHIP OF

PUSLINCH



Presented by:

Behr Integrated Solutions Inc.
Unit 4, 545 Trillium Drive
Kitchener ON N2R 1J4

www.behrintegrated.com



PREFACE

This Community Risk Assessment will serve as a foundational document to inform and direct the development of a municipal Fire Master Plan for the Township of Puslinch to address the strengths, threats and vulnerabilities that are unique to the township, to protect lives, the environment and property.

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ACRONYMS

Acronym	Definition
CEMP	Community Emergency Management Program
CI	Critical Infrastructure
CO	Carbon Monoxide
CRA	Community Risk Assessment
FPPA	Fire Protection and Prevention Act
HIRA	Hazard Identification and Risk Assessment
MPAC	Municipal Property Assessment Corporation
MVC	Motor Vehicle Collision
MW	Megawatt
NBC	National Building Code
NFPA	National Fire Protection Association
OBC	Ontario Building Code
OFC	Ontario Fire Code
OFM	Office of the Fire Marshal
PFRS	Puslinch Fire and Rescue Services
PPE	Personal Protective Equipment

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EXECUTIVE SUMMARY

Introduction

A Community Risk Assessment (CRA) is a process used to identify, evaluate, and prioritize potential hazards, vulnerabilities, and risks to the public within a specific community or geographic area. Under the Fire Protection and Prevention Act, 1997 (FPPA), **Ontario Regulation 378/18: Community Risk Assessments (O. Reg. 378/18)**, every municipality must complete and review a CRA “to inform decisions about the provisions of fire protection services¹” in the interest of public safety. It involves gathering information, analyzing data, and engaging with stakeholders to understand the potential threats and vulnerabilities that could lead to various types of emergencies or disasters. The goal of a CRA is to inform emergency management and response agencies to enhance community resiliency and reduce the impact of potential future emergencies.

Community Risk Assessment Process

The Office of the Fire Marshal (OFM) has developed a guideline (OFM-TG-02-2019) to assist municipalities during the process of conducting a CRA. As per O.Reg. 378/18, there are nine mandatory profiles that must be examined:

1. **Geographic Profile:** Physical features of the community
2. **Building Stock Profile:** Types, numbers, uses and ages of buildings in the community
3. **Critical Infrastructure Profile:** Facilities and services that meet vital needs, sustain economy, and protect public security
4. **Demographic Profile:** Composition of the community’s population
5. **Public Safety and Response Profile:** Organized agencies and organizations within and external to the community that can respond to certain types of incidents
6. **Community Services Profile:** Community agencies, organizations and associations that can provide supportive services
7. **Hazard Profile:** Natural, human-caused, and technological hazards in the community
8. **Economic Profile:** Economic sectors that are critical to financial stability of the community
9. **Past Loss and Event History Profile:** Past emergency responses in the community

Each profile is considered and where applicable, taken through the core six-step process of a CRA development as outlined in the table below.

¹ Ontario Regulation 378/18: Community Risk Assessments, Mandatory Use, Section 1 (b)

No.	Step	Description
1	Data Collection	Gather relevant data about the community, including demographics, geography, infrastructure, land use, historical disaster data, socio-economic factors, and stakeholder input.
2	Hazard Identification	Identify the various hazards that could affect the community. Hazards include natural, human-made and technological events.
3	Vulnerability Analysis	Assess the community's vulnerabilities in relation to each identified hazard. Consider factors such as population density, housing quality, socio-economic status, access to community resources and community protection agencies.
4	Risk Assessment	Combine information about hazards and vulnerabilities to assess the overall risk to the community by quantifying the likelihood and potential impact of various hazards occurring and affecting vulnerable areas.
5	Risk Ranking and Risk Treatment	Assign each risk a ranking score and potential treatment options to accept, avoid, mitigate, or transfer the risk.

The results of the five-step process will provide a series of identified risks and key findings. Identified risks are factors which may highlight a need for future consideration during the development of a Fire Master Plan (FMP) when examining emergency service levels, while key findings may be noted as strengths in the community's current response model and/or trends to be monitored.

The identified risks and key findings of the Township of Puslinch's CRA are summarized in the next section and a full analysis of the risk assessment process is outlined in Section 11 of this report.

Summary of Identified Risks and Key Findings

The following identified risks and key findings are drawn from analyses presented throughout the report. They are grouped based on the nine mandatory profiles and in the order in which they appear in the report.

As per the OFM technical guidelines, the risk treatments presented in this report are a generalized basis for further consideration and in-depth analysis during the development of a FMP, which will serve to account for feasibility of risk treatments, cost, and execution.

Table 1: Summary of Identified Risks

No.	Profile	Identified Risk	Probability Level	Consequence Level	Risk Level	Rationale
1	Geographic	The road network predominately Hwy 401 bisecting the township, is a contributor to emergency call volume due to motor vehicle collisions and vehicle fires.	Almost Certain	Moderate	High	<ul style="list-style-type: none"> Approximately 658 emergency calls responded to between 2018 and 2022 pertain to motor-vehicle related incidents, this represents 96.5% of rescue calls and approximately 32.2% of all calls responded to by PFRS during that period Over 80% of the labour force commutes to a different census division within the province. This is 58.32% more than that of the provincial commuters (23.50%). a large proportion (49.18%) of the labour force begins their commute between the hours of 7 and 9 AM
2	Geographic	There are several rail lines within the Township of Puslinch that present a risk related primarily to the movement of goods.	Possible	Major	Moderate	<ul style="list-style-type: none"> Guelph Junction Railway, CN and CP Rail operate various lines running through the municipality, which includes farmland and over water surfaces. The containers transported include dangerous goods.
3	Geographic	There is an increased risk of ice and water rescue at Puslinch Lake, Mountsberg Reservoir and Mill Creek due to recreational activity on the water.	Unlikely	Moderate	Moderate	<ul style="list-style-type: none"> Waterfront activities increase the risk of an incident both on the water and onshore. PFRS reported a total of 2 water and/or ice rescues in the past 5 years.

No.	Profile	Identified Risk	Probability Level	Consequence Level	Risk Level	Rationale
4	Geographic	The municipality has large areas of agricultural and green space areas throughout, which face heightened risks of grass, field, and wooded area fires, especially during drought and dry conditions typically experienced throughout the summer months.	Likely	Moderate	Moderate	<ul style="list-style-type: none"> The province has experienced drier summer months over the past years that have resulted in drought conditions. The township has a large proportion of agricultural and green space lands. The railways travelling through the municipality have caused several grass and brush fires along the rail tracks. Some areas are difficult to access allowing the fire to increase prior to suppression activities beginning.
5	Building Stock and Past Loss and Event History	Group C occupancies represent 82.88% of all occupancies. Residential occupancies are the highest occupancies linked to fire deaths and fire injuries across the province.	Almost Certain	Moderate	High	<ul style="list-style-type: none"> The majority of the township's existing property stock is comprised of Group C - Residential Occupancies (82.88%) 70.21% of structure fires loss over the five-year period from January 1, 2018, to December 31, 2022, occurred within Group C - Residential Occupancies. In Ontario a high majority of fire deaths and injuries occur in Group C residential occupancies
6	Building Stock	Information obtained from the MPAC data indicates that approximately 28.27% of the township's residential building stock was built prior to the introduction of the 1975 OBC.	Almost Certain	Moderate	High	<ul style="list-style-type: none"> 28.27% of the townships' building stock was built prior to 1981, preceding the adoption of the 1975 OBC. There were 11 incidents (or 18.03%) where a smoke alarm was present but did not operate. There were 15 incidents (24.59%) where a smoke alarm presence was undetermined.

No.	Profile	Identified Risk	Probability Level	Consequence Level	Risk Level	Rationale
7	Building Stock	There are several properties within Puslinch that have a potentially high fuel load and therefore an increased high fire risk.	Likely	Major	High	<ul style="list-style-type: none"> • There are 106 industrial occupancies (3.49% of property stock) - several with known high fuel load concerns • There have been 7 industrial fires over the past 5 years resulting in over \$2.7M fire loss (32.63% of the total fire loss)
8	Building Stock	The Township of Puslinch currently has 1 registered vulnerable occupancy.	Possible	Major	Moderate	<ul style="list-style-type: none"> • Vulnerable occupancies require regular inspections to ensure that compliance to the Ontario Fire Code is maintained. • Vulnerable occupancies may house individuals with various mobility issues requiring detailed plans in the event of a fire in the building. • Ontario Regulation 150/13 requires fire departments to perform annual inspections and approve and witness fire drill scenarios. • Presence and maintenance of fire protection equipment, for example, fire alarm system, sprinklers, etc. • Potential for vulnerable individuals including those who receive special care or treatment within a Group B occupancy
9	Building Stock	There are 109 Properties Designated or Listed Under Part IV, Section 29 of the Ontario Heritage Act and 102 under Section 27.	Likely	Moderate	Moderate	<ul style="list-style-type: none"> • 109 Properties Designated or listed Under Part IV, Section 29 of the Ontario Heritage Act and 102 under Section 27 • These building are built prior to the adoption of the OBC or OFC

No.	Profile	Identified Risk	Probability Level	Consequence Level	Risk Level	Rationale
10	Critical Infrastructure	There is no municipal water infrastructure to provide water supply for firefighting operations.	Almost Certain	Moderate	High	<ul style="list-style-type: none"> Water supply is essential for fire suppression operations No municipal water infrastructure requires alternative sources including tanker shuttles and water bodies such as reservoirs, rivers and lakes There are 152 water reservoir tanks and 13 private hydrants available
11	Demographic	The percentage of the population aged 65 years and older in Puslinch represents 22.92% of the total population. An additional 17.76% of the township's population falls between the age group of 55 and 64, who are aging towards the senior's demographic of 65 years of age and older.	Almost Certain	Moderate	High	<ul style="list-style-type: none"> Canada's aging population has been recognized as one of the most significant demographic trends Seniors (those 65 years and over) are considered to represent one of the highest fire risk groups across the province based on residential fire death rate (fire deaths per million of population) The percentage of the population aged 65 years and older in Puslinch represents 22.92% of the total population 17.76% of the township's population falls between the age group of 55 and 64, who are aging towards the senior's demographic of 65 years of age and older
12	Demographic	Nearly 81.1% of the labour force population commutes to a different census division within the province. This is 57.60% more than that of the provincial commuters (23.50%).	Likely	Moderate	Moderate	<ul style="list-style-type: none"> 81.1% of the labour force commutes to a different census division (1845 people) 49.18% of the labour force begins their commute between the hours of 7 and 9 AM, and therefore the risk of Motor Vehicle Collision (MVC) calls is likely to be greatest during this time

No.	Profile	Identified Risk	Probability Level	Consequence Level	Risk Level	Rationale
13	Past Loss and Event History	For the period from January 1st, 2018, to December 31st, 2022, the township experienced a total of 47 structure fires of which 70.21% occurred in Group C-Residential Occupancies.	Almost Certain	Moderate	High	<ul style="list-style-type: none"> Fires were responsible for 76.16% of the total fire loss for this period. Over this period, Puslinch experienced similar rates of fires in Group C-Residential Occupancies than that of the province Provincially, civilian fire related injuries, and civilian fire related fatalities occurred in residential occupancies
14	Past Loss and Event History	For the period from January 1st, 2018, to December 31st, 2022, group F- Industrial occupancies accounted for 14.89% of the structure fires and 32.63% of the total structure fire loss.	Likely	Major	High	<ul style="list-style-type: none"> Group F industrial accounts for only 3.49% of the property stock but 14.89 % of the structure fires and 32.63% of fire loss The township's percentage of loss is nearly 3 times higher than that of the province
15	Past Loss and Event History	For the period from January 1st, 2018, to December 31st, 2022, group A – Assembly occupancies accounted for 10.64% of the structure fires and 26.12% of the total structure fire loss.	Likely	Moderate	Moderate	<ul style="list-style-type: none"> The township's percentage of fires is more than 3 times higher Fire loss is nearly 7 times higher than that of the province Assembly occupancies only represent 1.75% of all occupancies in the township

Table 2: Summary of Key Findings

No.	Profile	Key Finding
1	Geographic	With Highway 401 bisecting the township, there is an elevated risk of a dangerous goods release that could impact the public and environment.
2	Geographic	Bridges, with restrictions or closures, have the potential to reduce the connectivity of the townships road network resulting in the potential for delays in emergency response times.
3	Geographic	There are risks associated with the potential for interactions between rail traffic and vehicular traffic or pedestrian traffic within the township.
4	Geographic	Grade level rail crossings could create a physical barrier to the connectivity of the township's road network that can potentially result in delays in emergency response times.
5	Building Stock	Data indicates that 61.61% of residential dwellings were constructed post 1980, which increase the possibility of light weight truss construction in these homes.
6	Building Stock	There are two occupancies over 200,000 square feet including a food processing plant and a cold storage company.
7	Critical Infrastructure	The most pertinent risk arising from utilities relates to fallen hydro lines. Between 2018 and 2022 PFRS responded to 36 calls for fallen hydro lines which is 36.7% of all public hazard calls.
8	Critical Infrastructure	There are two registered private airports in the township. There are potential risks related to airplane incidents.
9	Critical Infrastructure	The municipality has identified private and public water reservoir tanks, pump houses and private hydrants throughout the township so to assist with structural firefighting water supply
10	Demographic	The 2021 Census data indicates that children aged 14 and under, represent 14.04% of the township's total population. This represents an important demographic for the purposes of public education. There is only one public elementary school in the township and limits some access to this age group through the school system.
11	Demographic	The number of residential occupants greater than 2 people is 44.23% which is slightly higher than the provincial average (40.80%)

No.	Profile	Key Finding
12	Hazard	<p>The county's 2020 risk assessment identifies the hazards listed below that could impact the delivery of fire protection services:</p> <ul style="list-style-type: none"> • HAZMAT Transportation • Tornado-High Wind • Winter weather • HAZMAT Fixed Site • Cyber Attack • Infectious Disease • Roads and Highways • Rail • Fire Explosion
13	Hazard	<p>Several of the risk levels identified in the HIRA are not consistent with the risk level or findings that were observed within this report. Fire Explosion, HAZMAT transportation and Roads and Highways are considered higher risks within this report.</p>
14	Economic	<p>There are 6 major employers identified that contribute to the economic vitality of the community. If a fire were to occur at one of these facilities it could have an impact on the financial well-being of the township</p>
15	Past Loss & Event History	<p>Over the five-year period from January 1st, 2018, to December 31st, 2022, in 36.07% of incidents, there was a smoke alarm present on the floor of origin and operated. This is lower than that of the province at 44.68%.</p>
16	Past Loss & Event History	<p>There was a 32.03% increase in the call volume from 2021 to 2022 primarily related to vehicle collisions and medicals. These trends should be monitored.</p>
17	Past Loss & Event History	<p>Over the five-year period from January 1st, 2018, to December 31st, 2022, 37.66% of the total emergency calls that PFRS responded to were rescue incidents.</p>
18	Past Loss & Event History	<p>Over the five-year period from January 1st, 2018, to December 31st, 2022, 61.70% of the reported fires had an ignition source undetermined which is 35.90% higher than that of the province.</p>
19	Past Loss & Event History	<p>The township has nearly triple the provincial rate of fires that were deemed undetermined.</p>

SECTION 1 INTRODUCTION

1.1 Background

This Community Risk Assessment (CRA) has been developed for the Township of Puslinch to comply with **Ontario Regulation 378/18: Community Risk Assessments (O. Reg. 378/18)**. O. Reg. 378/18 was made under the authority of the Fire Protection and Prevention Act, 1997 (FPPA) and came into effect on July 1, 2019.

It requires all municipalities in Ontario to develop a CRA prior to July 1st, 2024. This regulation also requires municipalities to **“use its community risk assessment to inform decisions about the provisions of fire protection services”**². At this time, this CRA will inform the Fire Master Plan being developed as a companion document for the Township of Puslinch. This CRA is formatted to become a stand-alone document in the future to assist the municipality in sustaining compliance with O. Reg. 378/18 that includes conducting a review of the CRA when necessary, and annually.

In addition to this CRA, the FPPA requires that municipalities must provide fire protection programs that **“must include public education with respect to fire safety and certain components of fire prevention and provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstances”**³. The recent introduction of O. Reg. 378/18 is now a core component of developing an in-depth analysis of a community’s fire related risks through a comprehensive analysis of nine mandatory profiles.

The FPPA also assigns duties to the Office of the Fire Marshal (OFM) to **“advise municipalities in the interpretation and enforcement of this Act and the regulations”**⁴. The OFM has developed Technical Guideline-02-2019 (TG-02-2019) to assist municipalities and fire departments in the process to develop a CRA and to utilize the completed CRA to inform the municipality’s decisions about complying with the FPPA.

At a minimum, the regulation outlines a standard set of information profiles that must be considered when conducting a community risk assessment. The Guideline provides suggestions as to how to record and analyze the data/information and provides sample worksheets to assist municipalities. A leading practice in Ontario would see the Township of Puslinch’s Community Risk Assessment report maintained as a living document by the Puslinch Fire Services. This would include regular (e.g. annual) review and updates to the CRA’s data and information.

² Ontario Regulation 378/18, Community Risk Assessments, Mandatory Use, Section 1(b)

³ Fire Protection and Prevention Act, 1997 Part II Responsibility for Fire Protection Services, Section 2.1 (a) (b)

⁴ Fire Protection and Prevention Act, 1997, Part III Fire Marshal, Section 9.2 (b)

The methodology and analysis utilized to develop this CRA has been directly informed by TG-02-2019 that recognizes the value of understanding the fire risk within a community, and the importance of developing fire risk reduction and mitigation strategies in addition to providing fire suppression services.

1.2 Purpose

The primary purpose of this CRA is twofold:

1. To develop a Community Risk Assessment for the Township of Puslinch to identify the fire related risks within the community and comply with O. Reg. 378/18; and
2. To utilize the risk conclusions of the Community Risk Assessment to inform comprehensive analyses of the existing, and future fire protection needs of the Township of Puslinch.

1.3 Methodology

In addition to TG-02-2019, the methodology applied to develop this CRA has been informed by other current industry standards and best practices. These include:

1. OFM Comprehensive Fire Safety Effectiveness Model: Fire Risk Sub-Model
2. OFM Public Fire Safety Guideline (PFSG) 04-40A-03: Simplified Risk Assessment
3. NFPA 1300, Standard on Community Risk Assessment and Community Risk Reduction Plan Development (2020 Edition)
4. NFPA 1730, Standard on Organization and Deployment of Fire Prevention Inspection and Code Enforcement, Plan Review, Investigation, and Public Education Operations (2019 Edition)
5. Vision 20/20 Community Risk Assessment: A Guide for Conducting a Community Risk Assessment (Version 1.5, 2016)
6. Vision 20/20 Community Risk Reduction Planning: A Guide for Developing a Community Risk Reduction Plan

As required by O. Reg. 378/18, this CRA includes a comprehensive analysis of the nine mandatory profiles including:

- i. Geographic Profile
- ii. Building Stock Profile
- iii. Critical Infrastructure Profile
- iv. Demographic Profile
- v. Public Safety and Response Profile
- vi. Community Services Profile
- vii. Hazard Profile
- viii. Economic Profile
- ix. Past Loss and Event History Profile

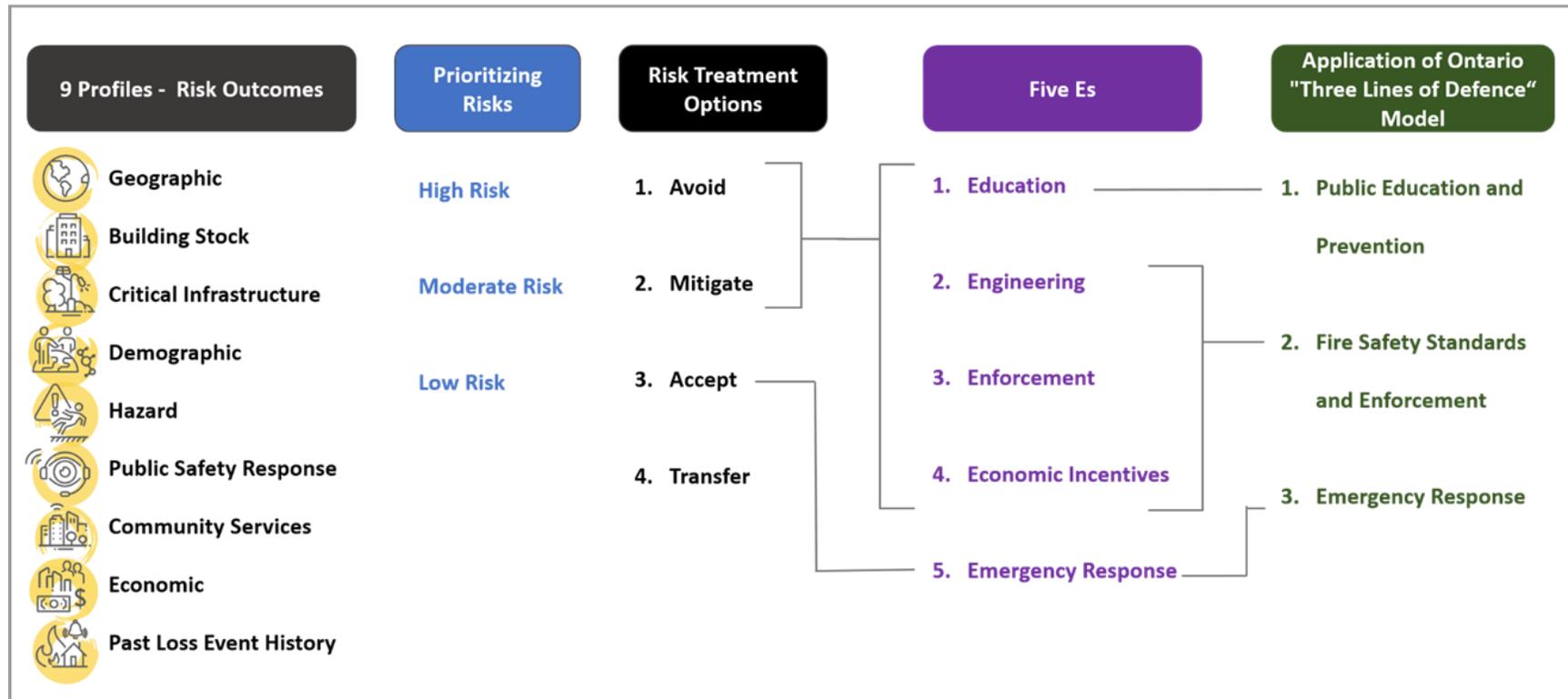
Within each of the nine profiles, there are several sub-topics examined. These sub-topics are illustrated in Figure 1. These profiles are based on an analysis of several sources of information, including data provided by the Township of Puslinch, Puslinch Fire and Rescue Services (PFRS), Statistics Canada, the OFM, and desktop research.

The mandatory profile analyses result in a series of risk related conclusions that will be used to inform service levels or other strategies in alignment with the three lines of defense through a risk treatment process. These are referred to as a **'key finding'** or an **'identified risk.'** Those findings referred to as an 'Identified Risk' are taken through a risk assignment process to assist with risk prioritization as referred to within TG-02- 2019. In specific circumstances, being those that involve additional jurisdictional or legislative considerations, a risk-related conclusion is referred to as a Special Consideration. All risk-related conclusions will be taken through a risk treatment process and aligned with the three lines of defense to inform decision making. Figure 2 illustrates the risk treatment process.

Figure 1: Community Risk Profiles and Sub-topics



Figure 2: Risk Treatment Process



The analysis presented within this CRA has been informed by a wide range of data sources. Where applicable, all numerical data has been rounded to the nearest 1/100 (hundredth) decimal point to provide consistency in the analysis. As a result, the numerical totals presented within each analysis, although stated as reflecting 100%, may show a minor variance based on the use of only the nearest 1/100 (hundredth) decimal points.

SECTION 2

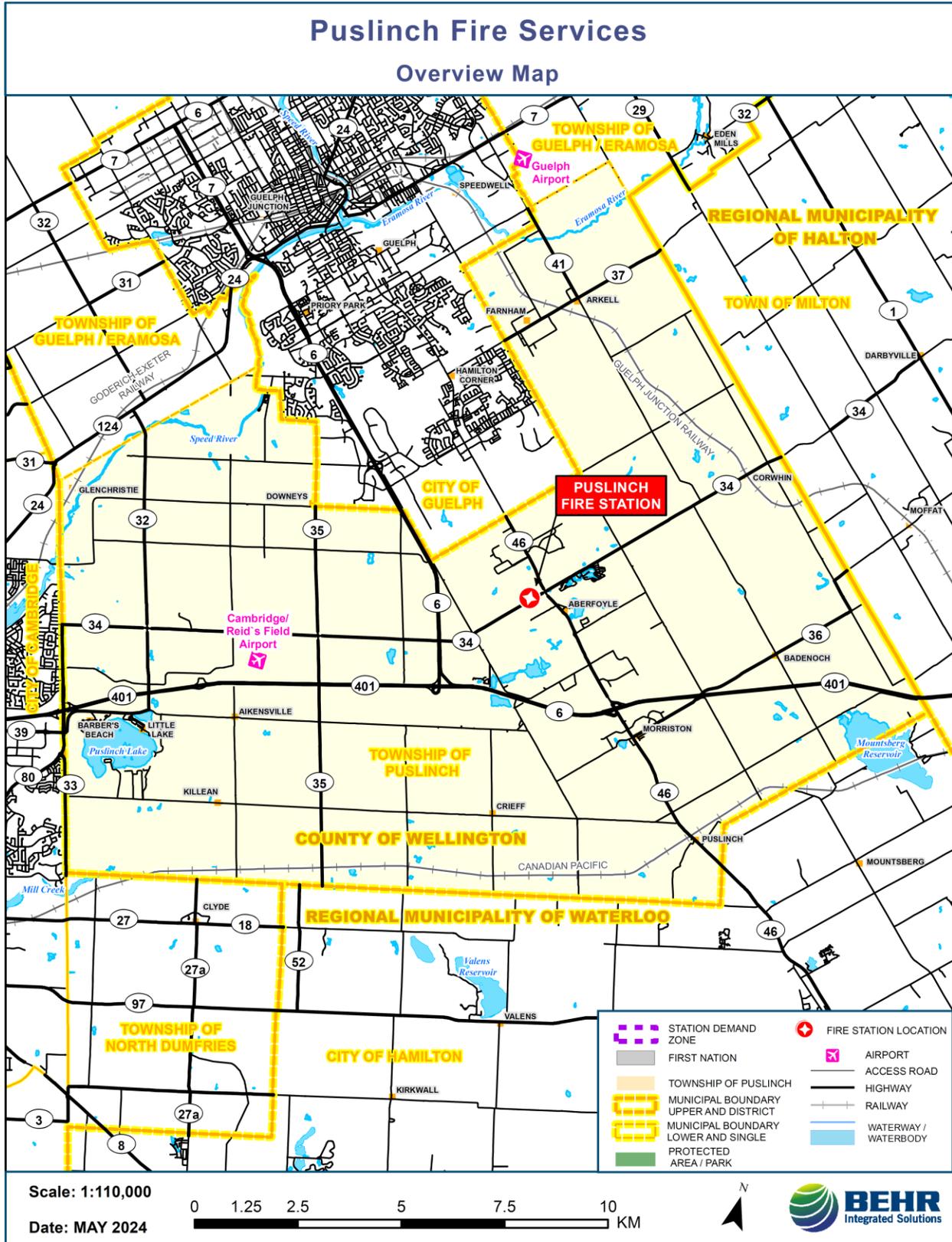
GEOGRAPHIC PROFILE

The geographic profile of a community is an assessment of the physical features of a community, such as highways, waterways, railways, bridges, landforms, quarries, and wildland-urban interfaces, that may present inherent risks to the community and affect emergency services' access to incidents and response capabilities. This section contains a detailed analysis of these geographical features for the Township of Puslinch to assist in determining the type and level of fire protection services needed for the community and any potential impacts these features may pose on service delivery.

2.1 Geographic Overview

The Township of Puslinch, ON, spans an area of 214.62 km², characterized by rural landscapes featuring fertile farmland, spring water and aggregate mining. According to the 2021 census, it has a population of 7,944 people, resulting in a population density of around 37 individuals per km². The municipality comprises 12 rural hamlets, including Aberfoyle, Aikensville, Arkell, Badenoch, Crieff, Glenn Christie, Killean, Paddock's Corners, Morriston, Corwhin, Downey, Puslinch, and Puslinch Lake. The Township of Puslinch is uniquely situated between three major urban centres: the City of Guelph, the City of Cambridge and the City of Hamilton. Its location near the Greater Toronto Area ensures extensive connectivity, facilitated by several highways, notably Highway 401, a major east-west route passing through the central part of the township and Highway 6, running north-south through its core. Situated 75 km from downtown Toronto, 60 km from Pearson International Airport, and 35 km from downtown Kitchener, Puslinch serves as the southern boundary for the City of Guelph and the eastern boundary for the City of Cambridge.

Map 1: Township of Puslinch Overview Map



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2.1.1 Road Network

Road networks and transportation systems provide fire services with access throughout a community when responding to emergency calls. The road network is how fire apparatus travel through a municipality; therefore, it is valuable to consider areas where there may be a lack of connectivity due to road network design, as well as other natural barriers (e.g. rivers, lakes, etc.) or human-made barriers (e.g. rail lines, traffic calming measures, etc.). Road networks can also contribute to vehicle congestion, causing delays in emergency response travel times. Where possible, the township's transportation planning processes should include PFRS as a stakeholder to provide consideration for emergency services' needs and challenges relating to the road network, traffic congestion, and traffic calming and related topics.

Roads are also important from a risk and emergency response perspective because motor vehicle-related incidents are often a common source of emergency call volume within a municipality.

The Township of Puslinch oversees a network of local roads totaling 179.10 kilometers, comprising of hot mix asphalt and gravel road surfaces. Of this total:

- 128 kilometers (71.50%) consist of asphalt roads
- 51.10 kilometers (28.50%) are gravel roads.

According to the township's Road Management Plan (2023), 88% of the paved roadways are in fair or greater condition, with 12% in poor condition. The gravel roadways have 83% in fair or better with 17% in poor condition. The township takes a lifecycle management approach to road maintenance and improvements and employs strategic rehabilitation as needed rather than wait for roads to deteriorate to the point of requiring replacement.

Wellington County has responsibility for County Roads.

The province oversees Hwy 401 and Hwy 6 bisecting the township east/west and north/south respectively.

The network of essential highways links the township to neighboring regions, Kitchener, Guelph, Hamilton and Toronto. Highway 401 serves as a primary route, supported by highway 6. Since all provincial highways are designated dangerous goods routes, traffic carrying various hazardous materials passes through the township regularly, highlighting the importance of safe transportation.

Although unlikely, an incident involving a dangerous goods release is possible along these highways. Incidents involving roads and highways, as well as incidents involving dangerous goods was listed as a moderate threat on the township's 2020 Hazard Identification and Risk Assessment.

2.1.2 Bridges and Culverts

Bridges must be considered when conducting a CRA, as they can create physical barriers to emergency responses and negatively impact response times. An apparatus may face restrictions from crossing, such as load limitations, or roadway connectivity may be disrupted if a bridge is out of service for maintenance or repairs. Incidents occurring on a bridge pose increased risks, including spills, congestion, and difficulty accessing the scene. Such incidents may also necessitate specialized skills and equipment for slope rope rescue operations.

According to the township's Asset Management Plan (2019), there are 7 bridges (excluding pedestrian bridges) and 16 culverts. Among the bridges, 4 (57.1%) are considered to be in good or fair condition, while 3 (42.9%) are in poor condition. As for the culvert system, 7 (43.75%) are considered good, 3 (18.75%) fair, and 6 (37.50%) in poor condition.

2.1.3 Rail

At-grade rail crossings, intersections where a road crosses a rail line at the same level, can cause delays in emergency response by obstructing roadway access and pose a threat of dangerous collisions with motor vehicles. Moreover, the physical barriers created by rail infrastructure, such as rail yards or the placement of tracks, grade separations, and level crossings, can significantly impact emergency services travel times and overall response times throughout a community. Additionally, the frequency of trains passing through a community and the nature of goods they transport pose varying degrees of risk, including the potential for derailments and releases of hazardous materials.

The Guelph Junction Railway, owned by the City of Guelph and operated by the Goderich-Exeter Railway, operates 38.6 km of track that runs from near Campbellville, ON, extending north to Guelph's northwest industrial park. Passing through the northeastern region of Puslinch, it traverses primarily rural farming lands, intersecting with the local road network at various level crossings. This railway is used to transport industrial products such as grain, plastics and lumber and interconnects with the Canadian Pacific and Canadian National railways.

Running along the southern border of Puslinch, the Canadian Pacific Railway operates through predominantly rural farmlands, featuring multiple level crossings. Notably, it passes over the Mountsberg Reservoir within the Mountsberg Conservation Area in the township's southeastern section, which falls within the City of Hamilton's jurisdiction. These railways transport large containers of dangerous goods, although the likelihood of a derailment and subsequent release of hazardous materials is low, such an incident could have significant repercussions, necessitating a specialized emergency response.

The transportation of dangerous goods along these routes, especially through populated areas, poses risks to public safety. Moreover, the rail crossing over the Mountsberg Reservoir raises concerns about potential environmental impacts and contamination of waterways and surrounding ecosystems. Establishing information-sharing practices between railway operators and emergency responders can enhance awareness of the types and frequencies of dangerous goods being transported through the region.

The Canadian National Railway operates in a small area in the northwest section of the Township (northwest of the Speed River). These tracks are utilized for local rail use for the switching of freight cars to local industries in Preston area.

2.2 Waterways and Marinas

Waterways in the township, including Puslinch Lake, Mountsberg Reservoir, and Mill Creek, present natural hazards such as flooding, ice jams, and erosion, necessitating swift evacuations and rescue responses. Responders require specialized technical rescue training and equipment to handle emergencies, especially in water bodies used for recreational activities, which see heightened activity during the summer season. Puslinch Lake, the largest kettle lake in North America, sees many recreational activities in the summer months including boating, fishing, and swimming.

Waterfront activities increase the risk of an incident both on the water and along the shorelines. PFRS reported a total of 2 water and/or ice rescues over the period of January 2018 – December 2022.

2.3 Geographic Profile – Identified Risks and Key Findings

Table 3: Geographic Profile - Identified Risks and Key Findings

Identified Risk / Key Finding	Rationale
Identified Risk	The road network predominately Hwy 401 bisecting the township, is a contributor to emergency call volume due to motor vehicle collisions and vehicle fires.
Identified Risk	There are several rail lines within the Township of Puslinch that present a risk related primarily to the movement of goods.
Identified Risk	There is an increased risk of ice and water rescue at Puslinch Lake, Mountsberg Reservoir and Mill Creek due to recreational activity on the water.
Identified Risk	The municipality has large areas of agricultural and green space areas throughout, which face heightened risks of grass, field, and wooded area fires, especially during drought and dry conditions typically experienced throughout the summer months.
Key Finding	With Highway 401 bisecting the township, there is an elevated risk of a dangerous goods release that could impact the public and environment.
Key Finding	Bridges, with restrictions or closures, have the potential to reduce the connectivity of the townships road network resulting in the potential for delays in emergency response times.
Key Finding	There are risks associated with the potential for interactions between rail traffic and vehicular traffic or pedestrian traffic within the township.
Key Finding	Grade level rail crossings could create a physical barrier to the connectivity of the township’s road network that can potentially result in delays in emergency response times.

SECTION 3 BUILDING STOCK PROFILE

As referenced in **O. Reg. 378/18**, the building stock profile assessment includes an analysis of the types and uses of the building stock within the township. Important considerations include the number, type, and use of buildings, as well as any building-related risks known to the fire service. There are potential fire risks associated with different types or uses of buildings, depending on the presence or absence of fire safety systems and equipment at the time of construction and maintenance thereafter. This section examines these building characteristics within the township.

3.1 Ontario Building Code Occupancy Classifications

OFM TG-02-2019 encourages fire services to consider the potential fire-related risks associated with different building occupancy types and uses. This involves assessing the prevalence of each occupancy classification within a community and the presence of fire and life safety systems and equipment. The Ontario Building Code (OBC) categorizes buildings by major occupancy classification, providing a recognized definition and baseline for developing a community risk assessment, as outlined in TG-02-2019.

The OBC consists of six major building occupancy classifications (groups), further defined by division within each group. The OBC major classification groups and divisions are detailed in Table 4.

Table 4: OBC Major Occupancy Classifications

Group	Division	Description of Major Occupancies
A	1	Assembly occupancies intended for the production and viewing of the performing arts
A	2	Assembly occupancies not elsewhere classified in Group A
A	3	Assembly occupancies of the arena type
A	4	Assembly occupancies in which occupants are gathered in the open air
B	1	Detention occupancies
B	2	Care and treatment occupancies
B	3	Care occupancies
C	All divisions	Residential occupancies
D	All divisions	Business and personal services occupancies
E	All divisions	Mercantile occupancies
F	1	High-hazard industrial occupancies
F	2	Medium-hazard industrial occupancies
F	3	Low-hazard industrial occupancies

Table Source: Ontario Building Code⁵

⁵ Ontario Regulation 332/12: Building Code, Part III Fire Protection, Occupant Safety and Accessibility, Section 3.1.2.1

3.2 OFM Fire Risk Model Occupancy Classification

The Fire Risk Sub-model developed by the OFM utilizes major group classifications (i.e., Group A, B, C, D, E, F) without the detailed division classifications found in the OBC. This approach enables comparative assessment of buildings within a community by major occupancy groups, ensuring consistent and recognized definitions for each major occupancy type. Moreover, it allows for further analysis of specific occupancy groups. Occupancies within a group can be individually assessed, subject to any site-specific hazards or concerns, and included within the broader scope of the CRA as needed.

The OFM Fire Risk Sub-Model OBC classifications, definitions, associated fire-related risks, and potential proactive measures to mitigate risk within these occupancy types are presented in Table 5.

Table 5: OFM Fire Risk Sub-Model Major Building Classifications

OBC Occupancy Classification	OFM Fire Risk Sub-Model Major Building Classifications	OFM Definitions	OFM Fire Related Risks	Proactive Measures for Reducing Risk
Group A	Assembly Occupancies	An assembly occupancy is defined as one that is used by a gathering of persons for civic, political, travel, religious, social, educational, recreational or like purposes or for the consumption of food or drink.	Assembly buildings are often occupied by a large number of people and may contain high quantities of combustible furnishings and decorations. Occupants are generally unfamiliar with the building's exit locations and may not know how to react in the event of an emergency. Low light conditions are inherent to some of these occupancies and can contribute to occupant confusion during an evacuation. Numerous examples exist of disastrous events that have occurred throughout the world, resulting in multiple fire fatalities in these occupancies. Therefore, these facilities warrant special attention. Accordingly, it is paramount to ensure that maximum occupant load limits are not exceeded, detection is available, an approved fire safety plan is in place and adequate unobstructed exits/means of egress are readily available.	<ul style="list-style-type: none"> • Regular fire prevention inspection cycles • Automatic fire detection and monitoring systems • Approved fire safety plan and staff training • Pre-planning by fire suppression staff

OBC Occupancy Classification	OFM Fire Risk Sub-Model Major Building Classifications	OFM Definitions	OFM Fire Related Risks	Proactive Measures for Reducing Risk
Group B	Care or Detention Occupancies	<p>A care or detention occupancy means the occupancy or use of a building or part thereof by persons who:</p> <ul style="list-style-type: none"> • Are dependent on others to release security devices to permit egress. • Receive special care and treatment; or, • Receive supervisory care. 	<p>In addition to the presence of vulnerable occupants, these occupancies may contain quantities of various flammable/combustible liquids and gases, oxidizers and combustible furnishings that will impact the intensity of the fire if one should occur. The evacuation or relocation of patients, residents, or inmates to an area of refuge during an emergency poses additional challenges in these facilities. It is essential to ensure that properly trained staff is available and prepared to quickly respond according to the facility's approved fire safety plan.</p>	<ul style="list-style-type: none"> • Regular fire prevention inspection cycles • Automatic fire detection and monitoring systems • Approved Fire Safety Plan and staff training • Pre-planning by fire suppression staff
Group C	Residential Occupancies	<p>A residential occupancy is defined as one that is used by persons for whom sleeping accommodation is provided but who are not harboured or detained to receive medical care or treatment or are not involuntarily detained.</p>	<p>In Ontario, residential occupancies account for 70% of all structural fires and 90% of all fire deaths. Residential units that are located in multi-unit buildings, including secondary units in a house, pose additional risks due to egress and firefighting accessibility challenges.</p>	<ul style="list-style-type: none"> • Home smoke alarm programs • Public education programming including home escape planning. • Retro-fit and compliance inspection cycles for OFC compliance • Pre-planning by fire suppression staff • Fire Drills as required by the OFC

OBC Occupancy Classification	OFM Fire Risk Sub-Model Major Building Classifications	OFM Definitions	OFM Fire Related Risks	Proactive Measures for Reducing Risk
Group D	Business & Personal Services	A business and personal services occupancy is defined as one that is used for the transaction of business or the rendering or receiving of professional or personal services.	Many office buildings are occupied by a large number of people during business hours and contain high combustible content in the form of furnishings, paper, books, computers, and other office equipment/supplies. Those that are located in a high-rise building pose additional risks due to egress and firefighting challenges.	<ul style="list-style-type: none"> Regular fire prevention inspection cycles to maintain OFC compliance. Targeted fire prevention inspections for OFC compliance Staff training in fire prevention and evacuation procedures Public education programs Pre-planning by fire suppression staff
Group E	Mercantile	A mercantile occupancy is defined as one that is used for the displaying or selling of retail goods, wares, or merchandise.	Larger mercantile occupancies such as department stores are generally occupied by a large number of people and contain high quantities of combustibles in the form of merchandise, furnishings and decorations. Customers may be unfamiliar with the building's exit locations and not know how to react in the event of an emergency. Additional hazards will be present in "big box" type stores that sell and store large volumes of combustible materials in bulk. These stores generally have similar properties to industrial warehouses with the additional hazard of higher number of occupants.	<ul style="list-style-type: none"> Regular fire prevention inspection cycles Automatic fire detection and monitoring systems Approved Fire Safety Plan and staff training Pre-planning by fire suppression staff

OBC Occupancy Classification	OFM Fire Risk Sub-Model Major Building Classifications	OFM Definitions	OFM Fire Related Risks	Proactive Measures for Reducing Risk
Group F	High/Medium/Low Hazard Industrial	<p>An industrial occupancy is defined as one for the assembling, fabricating, manufacturing, processing, repairing, or storing of goods and materials. This category is divided into:</p> <ul style="list-style-type: none"> • low hazard (F3) • medium hazard (F2) • high hazard (F1) based on its combustible content and the potential for rapid fire growth. 	<p>These occupancies constitute a special fire hazard due to high levels of combustible, flammable or explosive content and the possible presence of oxidizing chemicals and gases. Processing and other activities that involve various ignition sources often occur in these occupancies. The lack of security during non-operational hours also makes them susceptible to incendiary type fires. Industrial fires generally involve large quantities of combustible materials and potentially result in large financial losses (e.g. building, contents) and significant damage to the community's environment and economic well-being (e.g. loss of jobs).</p>	<ul style="list-style-type: none"> • Regular fire prevention inspection cycles • Staff training in fire prevention and evacuation • Public education • Pre-planning by fire suppression staff • Installation of early detection systems (e.g., fire alarm systems, heat detectors) • Installation of automatic sprinkler systems • Approved Fire Safety Plans • Preplanning by fire suppression staff • Fire extinguisher training

3.2.1 Township of Puslinch Existing Major Building Stock Classification Summary

Analysis of the township's major building occupancy types was conducted using data from the 2021 census⁶. Table 6 provides a summary of the township's existing major building occupancy classifications.

The majority of the township's existing property stock is comprised of Group C - Residential Occupancies (82.88%), and 82.29% of those are single-detached homes. The second largest occupancy type within the township is Other (farm) 11.06% of the township's property stock (336 farm buildings).

Table 6: Existing Major Building Classification Summary

OBC Occupancy Classification	OFM Fire Risk Sub-Model Major Building Classifications	Number of Occupancies	Percentage of Occupancies
Group A	Assembly Occupancies	53	1.75
Group B	Care or Detention Occupancies	1	0.03
Group C	Residential Occupancies - Total	2517	82.88
Group C	Single-detached	2499	82.29
Group C	Semi-detached	14	0.46
Group C	Row	1	0.03
Group C	Apartment < 5 Storeys	3	0.10
Group C	Apartment > 5 Storeys	0	0.00
Group D	Business & Personal Services	13	0.43
Group E	Mercantile	11	0.36
Group F (all divisions)	Industrial Occupancies	106	3.49
Division F1*	High Hazard	0	0.00
Division F2*	Medium Hazard	102	3.36
Division F3*	Low Hazard	4	0.13
Other	Not classified in OBC- Farm	336	11.06
Other	Not classified in OBC - Government	0	0.00
Total		3037	100

*Source for breakdown is MPAC. Numbers may differ from stats Canada.

⁶ Government of Canada, Statistics Canada. (2023, November 15). Profile table, Census Profile, 2021 Census of Population - Puslinch, Township (TP) [Census subdivision], Ontario. <https://www12.statcan.gc.ca/census-recensement/2021/dp-pd/prof/details/page.cfm?Lang=E&SearchText=Puslinch&DGUIDlist=2021A00053523001&GENDERlist=1,2,3&STATISTIClist=1&HEADERlist=0>

Consistent with most other municipalities in Canada, Group C - Residential Occupancies represent the most prominent type of building occupancy type. Standard incident reporting from the OFM⁷ indicates in the Township, 70.21% of structure fires loss over the five-year period from January 1, 2018, to December 31, 2022, occurred within Group C - Residential Occupancies. It is important to note that provincially 89.68% of the civilian fire related injuries, and 94.07% of the civilian fire related fatalities occurred in Group C – Residential. In the Township there were a total of 2 fire related injuries reported over that same period and 1 was in a residential occupancy. Building Age and Construction

The OBC was adopted in 1975, and the Ontario Fire Code (OFC) was adopted in 1981. Together, these two codes have provided the foundation for eliminating many inconsistencies in building construction and maintenance that existed before their adoption. They ensure uniform building construction and maintenance standards for all new building projects and provide specific fire and life safety measures based on the building's use.

Examples of fire and life safety issues addressed by the codes include:

- Occupancy
- Exits/means of egress (including signs and lighting)
- Fire alarm and detection equipment
- Fire service access
- Inspection, testing, and maintenance

In many cases, the age and construction of a building can be directly associated with whether it was constructed before or after the introduction of these codes. For instance, during the late 19th and early 20th centuries, balloon frame construction was common, allowing exterior walls to extend continuously from the main floor to the roof, often through multiple stories. This construction method facilitated unobstructed fire and smoke spread from the basement to the roof, resulting in rapid fire propagation without occupants' or firefighters' knowledge. The OBC implemented requirements to change this construction method and introduced additional measures to mitigate fire spread through wall cavities.

Similarly, the new codes recognize modern construction techniques such as lightweight wood frame construction, including the use of wood trusses and laminated veneer lumber. While these techniques and materials enhance construction efficiency and cost-effectiveness, they pose different challenges to firefighters compared to historical methods. For example, lightweight wood frame construction relies on structural components working together, so if one component fails due to exposure to high heat or fire, the entire roof system may fail. Lightweight construction is discussed further, later in this section.

Table 7 lists fire growth rates measured by the time it takes for a fire to reach one-megawatt (MW). Fire growth rate varies depending on the flammability of materials and contents within the building, introducing variances into the presented growth rates.

⁷ Puslinch SIR- Municipal Fires: Overview Property Class, Injuries, Cause, Ignition Source (2018-2022)

Table 7: Time to Reach 1 MW Fire Growth Rates in the Absence of Fire Suppression⁸

Fire Growth Rate	Time in Seconds (Minutes) to Reach 1 MW	Time in Seconds (Minutes) to Reach 2 MW
Slow	600 seconds (10 minutes)	848 seconds (14.13 minutes)
Medium	300 seconds (5 minutes)	424 seconds (7.07 minutes)
Fast	150 seconds (2.5 minutes)	212 seconds (3.53 minutes)

The impact of increasing fire growth rates is directly related to the time lapse from ignition to flashover, where combustible items within a given space reach a temperature high enough for them to auto-ignite. Figure 3 (below) illustrates the exponential increase in fire temperature over time and the potential for property loss and loss of life.

Figure 3: Fire Propagation Curve

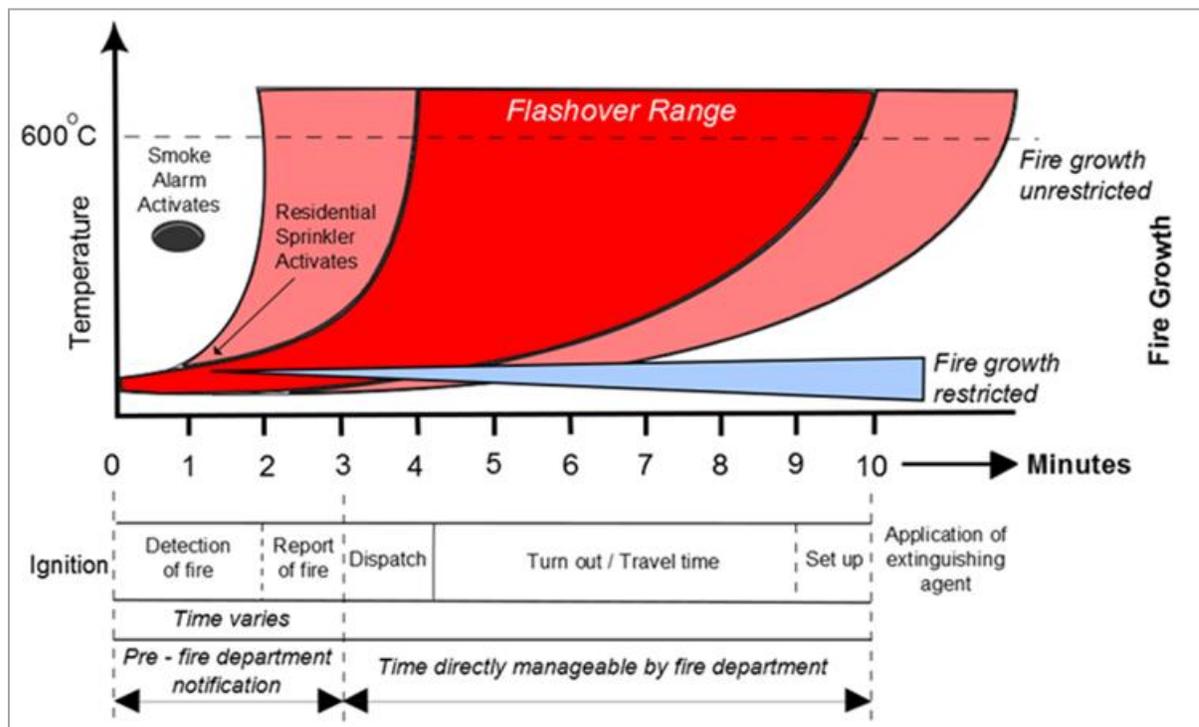


Figure Source: Fire Underwriters Survey “Alternative Water Supplies for Public Fire Protection: An Informative Reference Guide for Use in Fire Insurance Grading” (May 2009) and NFPA “Fire Protection Handbook” (2001)

Understanding building construction and materials is crucial for firefighters to determine the appropriate fire attack strategies and safety measures needed. Therefore, knowledge of a building's age may directly correlate with the construction methods and materials used, making building age and construction a vital component of this CRA.

⁸ Office of the Fire Marshal and Emergency Management. (2017, May). Operational Planning: An Official Guide to Matching Resource Deployment and Risk Workbook.

Table 8 provides a summary of the age of the building stock within the township prior to the adoption of the new codes (OBC and OFC). This analysis suggests that 38.39% of the township's building stock was constructed before 1981, preceding the adoption of the 1981 OFC and further, approximately 28.27%⁹ of the building stock was constructed before 1975 preceding the adoption of the 1975 OBC. While this represents a significant fire risk within the community, it is comparatively lower (10.85%) than the provincial average.¹⁰

Table 8: Period of Construction of all Dwellings – Township of Puslinch and Ontario¹¹

Period of Construction	Puslinch Dwellings	Puslinch % of Dwellings	Ontario Total Number of Dwellings	Ontario % of Dwellings
Prior to 1960	565	19.72	1,247,430	22.72
1961-1980	535	18.67	1,456,110	26.52
1981-1990	285	9.95	711,940	12.97
Total prior to 1991	1,385	48.34	3,415,480	62.20
1991-2000	495	17.28	644,080	11.73
2001-2005	315	10.99	385,045	7.01
2006-2010	250	8.73	348,760	6.35
2011-2015	170	5.93	328,735	5.99
2016-2021	250	8.73	369,095	6.72
Total 1991-2021	1,480	51.66	2,075,715	37.80
Total Dwellings*	2,865	100.00	5,491,200	100.00

**Total occupied private dwellings 25% sample data*

3.2.2 Lightweight Construction

As of February 25, 2022, the OFM has directed that available information documenting the presence and location of truss and lightweight construction systems, referred to as lightweight construction, must inform pre-planning activities by fire departments. Buildings with lightweight construction pose a safety risk to responding firefighters due to their susceptibility to premature failure and rapid collapse under fire conditions. Pre-plans provide responding fire departments with awareness of the presence of lightweight construction, enabling proactive fire response strategies to protect the safety of firefighters.

⁹ Municipal Property Assessment Corporation (MPAC)

¹⁰ Ibid

¹¹ Government of Canada, Statistics Canada. (2023, November 15). Profile table, Census Profile, 2021 Census of Population - Puslinch, Township (TP) [Census subdivision], Ontario. <https://www12.statcan.gc.ca/census-recensement/2021/dp-pd/prof/details/page.cfm?Lang=E&SearchText=Puslinch&DGUIDlist=2021A00053523001&GENDERlist=1,2,3&STATISTIClist=1&HEADERlist=0>

The use of lightweight truss construction in residential homes became predominate in the 1980's. It should be considered that all residential dwellings (single detached) should be built with lightweight construction. The township should ensure to identify all buildings with lightweight construction, primarily those constructed using wood framing. It is anticipated that the township will collect and document information on buildings with lightweight construction to update the CRA during the annual review and updating process. Furthermore, it is expected that the PFRS will integrate this information into their pre-planning program.

3.3 Building Density and Exposure

NFPA 1730 - Standard on Organization and Deployment of Fire Prevention Inspection and Code Enforcement, Plan Review, Investigation, and Public Education Operations (2019 Edition) highlights building density as a crucial factor for understanding potential fire risk, particularly in core areas like downtown districts. Closely spaced buildings, typical of historic downtown core areas and newer infill construction, may pose a higher risk of fire spreading to adjacent exposed buildings. In densely built-up areas with minimal building setbacks, a fire originating in one building could extend to neighboring structures due to their proximity. Moreover, the proximity of buildings can impede firefighting operations by limiting access for firefighters and equipment.

The adoption of the OBC and the OFC has required spatial separations and the use of fire-retardant materials and construction methods to mitigate fire risks. Basic firefighting practices prioritize the protection of exposures as a primary function and consideration during fire and emergency service responses. As mentioned earlier, older developments as well as new infill projects may present increased exposure risks due to higher building density.

Table 9 below illustrates a comparison of the township's existing Group C – residential building stock with that of the province, based on the 2021 Statistics Canada Census. Table 9 is an indication of the number of dwelling types, where as Table 6 above is an indication of the number of building/occupancy types driven by the OBC classifications.

Table 9: Group C Residential Building Stock Comparison

Dwelling Type	Puslinch	%	Ontario	%
Single Detached	2,680	94.20	2,942,990	53.59
Semi-Detached	10	0.35	303,260	5.52
Row House	10	0.35	505,265	9.20
Apartment or flat in a duplex	20	0.70	181,030	3.30
Apartment < 5 Storeys	90	3.16	548,785	9.99
Apartment > 5 Storeys	0	0.00	984,665	17.93
Other single-attached house	5	0.18	10,220	0.19
Moveable dwelling	30	1.05	14,985	0.27
Total	2,845	100.00	5,491,200	100.00

Table Source: 2021 Census, Statistics Canada¹²

This analysis highlights that the township has a higher percentage of single detached houses (94.20%) compared to that of the province at 53.59%. Puslinch currently has a much lower percentage of mid- and low-rise occupancies as compared to the province, however as described in the next section, the planned growth for this township will see a 25.54% increase in population by 2041.¹³

3.4 Building Growth

A snapshot of development in the Township of Puslinch over the next decade, according to the County of Wellington 2024 Official Plan, projects a population growth of 9,565 or 16.94% by 2036. This growth is identified in the communities of Aberfoyle and Morriston to be minor, with the majority occurring outside these urban centres. Specifically, growth outside these urban centres represents 90% of the population growth and 89% of total household growth. This additional growth does not appear significant enough to impact the overall community risk to the Township.

¹² Government of Canada, Statistics Canada. (2023, November 15). Profile table, Census Profile, 2021 Census of Population - Puslinch, Township (TP) [Census subdivision], Ontario. <https://www12.statcan.gc.ca/census-recensement/2021/dp-pd/prof/details/page.cfm?Lang=E&SearchText=Puslinch&DGUIDlist=2021A00053523001&GENDERlist=1,2,3&STATISTIClist=1&HEADERlist=0>

¹³ 2019 Puslinch Development Charges Study

3.5 Building Height and Area

3.5.1 Building Height

The building height is a characteristic that can make firefighting operations difficult. Several factors contribute to these challenges, including density and the number of occupancies, vertical stacking that allows for vertical air movement, and the movement of smoke, heat, and fire upwards. Additionally, access for firefighting on upper floors, including suppression activities, rescue, and evacuation, can be problematic.

It is important to note that terms like "high rise," "tall buildings," and "high buildings" have various meanings. For the purposes of developing this Community Risk Assessment (CRA), the Ontario Building Code (OBC) and Ontario Fire Code (OFC) definitions have been used. These codes define a high-rise as a building 18 metres (59 feet) above grade or six storeys.

Currently, the township does not have buildings defined by the OBC as high-rise buildings. However, if future growth indicates plans for such buildings, the fire service must be involved early in the planning stages.

3.5.2 Building Area

Building area can pose comparable challenges to those present in taller buildings. Horizontal travel distances, rather than vertical, can lead to extended response times for firefighters attempting rescue or fire suppression activities. Large buildings, such as industrial plants, warehouses, department stores, and big box stores, often contain significant volumes of combustible materials. Many of these occupancies also use high rack storage, making fires within these systems difficult to access and increasing the risk of collapse, which can endanger firefighter safety.

As part of the data collection process, township staff provided building footprint data for the Township of Puslinch. The information presented in Table 10 indicates that the majority of the building stock (56.57%) has a total building area (footprint) of 2,500 square feet or less. This summary also shows that 0.23% (7 buildings) have an area greater than 50,000 square feet, or approximately 4,655 square metres. Notably, there are two buildings over 200,000 square feet: a food processing plant at 101 Wellington Road and a cold storage company at 7468-7474 McLean Road.

Table 10: Building Area

Building Size	# of Buildings	% of all Buildings
0-2,499	1718	56.57
2,500-4,999	1067	35.13
5,000-9,999	179	5.89
10,000-19,999	40	1.32
20,000-49,999	26	0.86
>50,000	7	0.23
Total	3037	100

3.6 Potential High-Fire Risk Occupancies

Potential high-fire risk occupancy is another factor to consider within a township's building stock. High fire risk can be associated with a combination of factors, including building density (exposure), building age, and construction. Fuel load refers to the quantity and type of combustible content and materials within a building, encompassing combustible contents, interior finishes, and structural materials. Combustible content typically poses the greatest potential fire loss risk, as higher fuel loads increase the likelihood of ignition and severity of fires.

In many communities, large amounts of fuel load can be concentrated within a single occupancy, such as a building supply business, a large multi-unit residential building, or a historic downtown core. This section of the CRA will primarily focus on fuel load for industrial occupancies.

3.6.1 Fuel Load Concerns

Buildings with potential fuel load concerns are identified in Table 11. These include buildings housing materials such as oxidizers and flammable and combustible liquids and chemicals.

Table 11: Potential High Fire Risk Occupancies

Facility Name/ Organization	Address	Risk Description
HP Polymers	32 Kerr Crescent	Flammable liquid manufacturer
Patene Building Supplies Ltd.	24 Kerr Crescent	High fire load, building materials
Royal Canin	100 Beiber Road	Large, manned facility
Maple Leaf	McLean Road	Large warehouse, large ammonia storage
Blue Triton	101 Brock Road South	Large warehouse, large manufacturer
Mammoet	7504 McLean Road	Expensive inventory

In addition to ensuring compliance with the requirements of the OBC and the OFC, fire services can implement operational strategies to address fuel load concerns. These strategies include regular fire inspection cycles and pre-planning of buildings of this nature, which provide an operational advantage in the event of a fire.

3.7 Occupancies with Potential High-Fire Safety Risk

Fire risk affects individuals differently, and some people are more vulnerable to fire injury or fatality than others. These vulnerable individuals may be unable to self-evacuate during a fire or require assistance in their evacuation efforts. Identifying the location and number of vulnerable individuals or occupancies within the community offers insight into the magnitude of this demographic within a community.

3.7.1 Registered Vulnerable Occupancies

From an occupancy perspective, vulnerable occupancies house individuals who may require assistance to evacuate during an emergency due to cognitive or physical limitations, presenting a potential high-life safety risk. The OFM defines vulnerable occupancy as any care occupancy, care and treatment occupancy, or retirement home regulated under the Retirement Homes Act. These occupancies accommodate individuals such as seniors or people requiring specialized care.

It is essential to note that not all vulnerable individuals reside in vulnerable occupancies. For example, some seniors who are vulnerable due to physical limitations may live independently or in subsidized housing, making them a key demographic to reach.

Ontario Regulation 150/13: Fire Code, which amends Ontario Regulation 213/07: Fire Code, identifies vulnerable occupancies as care, care and treatment, and retirement homes. This encompasses hospitals, certain group homes, seniors' residences, and long-term care facilities. The regulation mandates the fire service to conduct annual inspections, approve and witness fire drill scenarios, and submit specific information regarding the occupancy to the OFM. A list of vulnerable occupancies is presented in Table 12.

Table 12: Vulnerable Occupancies

Property Name	Occupancy Type	Location
Morrison Park Nursing Home	Care Occupancy	7363 Calfass Road

3.7.2 Other High-Fire Life Safety Risk Occupancies

From a risk perspective, it's valuable for a fire service to identify additional potential high fire life-safety risk considerations. This includes day care facilities and schools, where children, due to their age and potential cognitive or physical limitations, may face challenges in self-evacuation during emergencies. For the purposes of this CRA, potential high life-safety risk occupancy considerations encompass schools and licensed day care facilities. It's worth noting that many schools also offer before and after-school childcare services for children aged 4-12, as well as childcare centers for infants to pre-school-aged children.

Conducting pre-planning activities for all occupancies with vulnerable occupants would be beneficial for the PFRS. Pre-planning activities increase fire service personnel's familiarity with buildings of special interest and help reduce the risk faced by vulnerable individuals or vulnerable occupancies. These activities may include:

- Regularly scheduled fire safety inspections
- Approving and witnessing fire drill scenarios
- Providing public education on fire safety issues
- Encouraging fire drills
- Conducting pre-planning exercises to increase fire service personnel's familiarity with the facility
- Reviewing fire safety plans for accuracy and encouraging facility owners to update facilities as needed
- Providing staff training

3.8 Historic or Culturally Significant Buildings

An understanding of the location of historic or culturally significant buildings or facilities is an important consideration within the building stock profile of a Community Risk Assessment. Such buildings or facilities may be keystone features of the community, providing a sense of heritage, place, and pride, and contributing to the overall importance of the community. Regular fire inspections of these buildings are essential, especially if they serve as tourism destinations, as fire incidents could have significant economic impacts.

Historic areas can present a high fire risk due to their age and the materials used to construct the buildings, as well as exposure cycles. Strategies to enforce continued compliance with the OFC are considered best practices for achieving the legislative responsibilities of the township and providing an effective fire protection program to address fuel load risks.

The Township of Puslinch regulates numerous heritage properties through its municipal heritage register under the Ontario Heritage Act. This register encompasses properties designated for preservation under Section 29, Part IV, as well as those recognized by the Council for their cultural heritage significance under Section 27, Part IV. Properties listed under Section 27 require Council approval prior to demolition. Puslinch has identified 1 Designated Heritage Property and has listed 108 properties designated under Section 29 and 102 under Section 27. Among the notable heritage buildings is David Morlock House, which is the only officially designated heritage property. The list of properties designated under Section 29 of the Ontario Heritage Act is detailed in Appendix C: Heritage Properties.

Table 13: Designated Heritage Properties

No.	Property Name	Address	Year of Construction
1	David Morlock House	82 Queen ST Morriston Puslinch	1910

A fire department can help reduce the risk of fire within heritage properties through several measures, including:

1. Regularly scheduled fire safety inspections to ensure compliance with fire safety regulations
2. Enforcement of the Ontario Fire Code to address any violations and ensure proper fire safety measures are in place
3. Regular review of fire safety plans for accuracy and effectiveness in mitigating fire risks
4. Encouraging facility owners to upgrade facilities as needed to improve fire safety standards and reduce potential fire hazards

3.9 Building Stock Profile – Identified Risks and Key Findings

Table 14: Building Stock Profile – Identified Risks and Key Findings

Identified Risk / Key Finding	Rationale
Identified Risk	Information provided by the MPAC data indicates that approximately 28.27% of the township’s residential building stock was built prior to the introduction of the 1975 OBC.
Identified Risk	There are several properties within Puslinch that have a potentially high fuel load and therefore an increased high fire risk.
Identified Risk	The Township of Puslinch currently has 1 registered vulnerable occupancy.
Identified Risk	Group C occupancies represent 82.88% of all occupancies. Residential occupancies are the highest occupancies linked to fire deaths and fire injuries across the province.
Identified Risk	There are 109 Properties Designated or Listed Under Part IV, Section 29 of the Ontario Heritage Act and 102 under Section 27.
Key Finding	Data indicates that 61.61% of residential dwellings were constructed post 1980, which increase the possibility of light weight truss construction in these homes.
Key Finding	There are two occupancies over 200,000 square feet which include a food processing plant and a cold storage company.

SECTION 4

CRITICAL INFRASTRUCTURE PROFILE

Critical infrastructure refers to the systems, facilities, and assets crucial for the functioning of society and the economy. As referenced in **O. Reg. 378/18**, the critical infrastructure profile assessment includes analyses of the capabilities and limitations of critical infrastructure, such as electrical distribution, water distribution, telecommunications, hospitals, and airports. The following section considers these critical infrastructure characteristics within the Township of Puslinch.

4.1 Critical Infrastructure in the Township of Puslinch

Ontario's Critical Infrastructure Assurance Program defines critical infrastructure (CI) as "interdependent, interactive, interconnected networks of institutions, services, systems, and processes that meet vital human needs, sustain the economy, protect public health, safety and security, and maintain continuity of and confidence in government." The program identifies nine critical infrastructure sectors: continuity of government, electricity, financial institutions, food and water, health, oil and natural gas, public safety and security, telecommunications, and transportation networks. Infrastructure is a complex system of interconnected elements where the failure of one could lead to the failure of others. The vulnerability of infrastructure is often linked to the degree to which one infrastructure component depends upon another. Therefore, it is critical that these elements be viewed in relation to one another and not in isolation.

For the purposes of this CRA, Township of Puslinch-specific CI concerns are described in greater detail below.

4.1.1 Water Servicing & Infrastructure

The township has no structured municipal water source; all water for occupancies is provided through private wells fed by underground sources. Protecting this groundwater is vital for ensuring clean drinking water and the safety of residents.

Water supply is critical infrastructure essential for firefighting. Access to a reliable water delivery system is crucial for effective service delivery. Since the township relies on private wells, public hydrants are not available for firefighting operations. Therefore, alternative water sources such as dry hydrants, tanks, reservoirs, rivers, and lake water must be preplanned.

The township has identified 152 water reservoir tanks, both privately and publicly owned and maintained, 3 pump houses, and 13 private hydrants. Utilizing resources from neighboring municipalities (Guelph, Cambridge, Milton, and Hamilton) is also an alternative solution for tanker shuttle operations.

4.1.2 Stormwater & Sanitary Servicing & Infrastructure

Stormwater facilities are engineered to gather and regulate runoff from precipitation, including rain and snowmelt, thereby reducing the risk of flooding, erosion, and damage to property and infrastructure. Storm sewers, which are underground pipelines, are designed to collect and transport stormwater runoff to nearby water bodies such as rivers and lakes. By preventing stormwater from flooding streets and buildings, storm sewers help manage water quality and quantity in natural water bodies.

Stormwater services play a critical role in managing and controlling the flow of stormwater runoff during precipitation events, mitigating challenges and impacts associated with flooding. This becomes especially relevant when considering the effects of climate change.

Stormwater is operated by Wellington County which manages 3,535 meters of pipe and 126 structures in the township. According to the 2021 Asset Management Plan, the majority of the stormwater infrastructure in the township is rated as very good, with a small portion (2 structures and 85 meters of piping) rated as fair. Any disruption to the operation of stormwater facilities and storm sewers can have significant impacts on public safety, property, and the environment. For instance, malfunctioning storm sewers can lead to flooding, property damage, and health hazards such as waterborne diseases. Therefore, stormwater infrastructure is classified as critical and requires protection and maintenance to ensure proper functioning during extreme weather events.

Sanitary sewers, on the other hand, are underground pipelines that transport wastewater from residences, commercial establishments, and industries to treatment plants for purification before discharge into rivers or lakes. The proper operation of sanitary sewers is essential for preventing the spread of diseases, safeguarding public health, and preserving the environment. Any disruption to sanitary sewer operations can result in significant impacts on public health and the environment, underscoring the need to recognize them as part of critical infrastructure.

4.1.3 Transportation Infrastructure

Transportation infrastructure encompasses highways, railways, airports, seaports, and public transit systems. It plays a crucial role in enabling economic activity, ensuring public safety, facilitating social mobility, and promoting environmental sustainability. Disruptions to transportation infrastructure can have significant impacts on the functioning of municipalities and the economy, underscoring the importance of protecting and maintaining it.

The following section offers an overview of the township's transportation infrastructure. Additional details on the transportation systems in the Township of Puslinch are provided in the Geographic Profile.

4.1.3.1 Roads & Highways

As described in the Geographic Profile, the Township of Puslinch has a network of essential highways linking it to neighboring regions, including Toronto, Guelph, Hamilton, and Kitchener. Highway 401 serves as a primary route, supported by Highway 6, as well as major County-level roads, such as Brock Road South, which serves as a commuter route into the City of Guelph.

Major highways and roads are of concern from the perspective of fire protection services due to the following factors:

- Incidents involving hazardous materials transport
- Motor vehicle collisions driving fire department and ambulance call volume
- Multi-lane and vehicle collisions can obstruct lane access for responding apparatus
- Traffic hazards (distracted drivers, high-speed movement) present safety considerations for responding crews.

Approximately 658 emergency calls responded to between 2018 and 2022 pertain to motor-vehicle related incidents, this represents 96.5% of rescue calls and approximately 32.2% of all calls responded to by PFRS during that period.

4.1.3.2 Rail

The Guelph Junction Railway runs north/south through the northeastern border of the township and Canadian Pacific Railway operates track running east/west across the southern border of the township. Rail lines and operations are of concern from the perspective of fire protection services due to the following factors:

- Accidents involving transportation of hazardous cargo could result in release hazardous material requiring hazardous materials response
- Potential for explosions, fires, and destabilization of surrounding structures
- For passenger train derailments or collisions, passenger and rail employee extrication and technical rescue may be required
- Difficulty accessing scene
- Major incidents resulting in long term recovery could delay daily shipment of goods and services, with potential negative affects to local economy.
- Potential risk for grass and brush fires along the track areas and threat to adjacent residential properties

4.1.3.3 Airports

There are two listed airports within Puslinch. The first is the Cambridge (Puslinch Lake) Water Aerodrome (CMB3), a privately operated airport servicing seaplanes. The second is Reid's Field Airport, located on Wellington Road #34. This is a private airfield servicing smaller planes. Airports and their operations are of concern from the perspective of fire protection services due to the following factors:

- Accidents involving planes during landing and takeoff
- Difficulty in locating and accessing scenes
- Requirement for technical rescues of passengers
- Potential for fire or destabilization of structures if impacted by a plane
- Consideration of water rescue techniques in the event of a seaplane incident in Puslinch Lake

4.1.4 Energy and Communications Infrastructure

Energy infrastructure comprises the systems, facilities, and assets involved in generating, transmitting, and distributing electricity, and gas within the municipality. In the Township of Puslinch, Hydro One serves as the local utility for electricity, while Union Gas provides natural gas services.

Energy and utility infrastructure are significant considerations for fire protection services due to several reasons:

- The natural gas subsector poses operational hazards to first responders, including leaks, personal injury, and exposure to toxic or hazardous materials
- There is potential for explosion and/or fire within these facilities
- Emergency incidents could result in limited gas supply across the township
- Firefighter safety is a concern when responding to fires at electrical substations, which may involve high-voltage electrical hazards and the presence of chemicals used to cool electrical conductors
- Disruptions to the electrical distribution system could affect emergency communication systems and municipal power supply, leading to various public health and safety concerns requiring fire department assistance

Communications infrastructure is also considered critical infrastructure because it provides essential connectivity and communication services for daily life and the economy. This includes systems, facilities, and assets enabling the transmission and reception of voice, data, and video communications.

In the Township of Puslinch, the combined energy and communications infrastructure includes hydro lines and towers, pipelines, transmission lines, communications fiber lines and towers. These components play vital roles in maintaining connectivity, facilitating communication, and supporting emergency response efforts within the township.

The most pertinent risk arising from these utilities relates to fallen hydro lines. Between 2018 and 2022 PFRS responded to 36 incidents for fallen hydro lines which is 36.7% of all public hazard calls.

4.1.5 Other Critical Infrastructure Considerations

General considerations and concerns related to each CI sector as it pertains to the provision of fire protection services for other critical infrastructure sectors are included in Table 15.

Table 15: Critical Infrastructure Overview

Sector	Identified Critical Infrastructure	Issues / Concerns
Health	Long-Term Care	<ul style="list-style-type: none"> Disrupting large numbers of people with mobility issues Potential communication issues Need for specialized medical equipment There is 1 long-term care facility in the township
Health	Outbreak/Illness	<ul style="list-style-type: none"> A major outbreak or illness can create unexpected shortages in the workforce Reduced staffing can result in an inability to run an apparatus, as well as affect ambulance and police services for widespread illnesses Illnesses and outbreaks can also increase medical calls in the County and have an increased cost in replenishing medical PPE
Health	Health Centres	<ul style="list-style-type: none"> There is no major hospital in the township, however four in nearby communities of Guelph, Milton, Hamilton, and Cambridge. The Morriston Medical Clinic has recently opened to provide primary care to the township. There are numerous privately owned and operated walk-in clinics and doctors' offices in the township
Food	Food Supply and Demand	<ul style="list-style-type: none"> Food related infrastructure can include agriculture, major distribution centres or grocery stores. Grocery stores and food distribution centres typically contain large amounts of ammonia used as a component of refrigeration systems Fire responders should be aware of dangers related to an ammonia release and response protocols.
Safety	Fire and Emergency Services	<ul style="list-style-type: none"> There is one fire station located in the township Frequent or extreme emergency events could increase demand for emergency response services affecting the response capacity of the fire department

Sector	Identified Critical Infrastructure	Issues / Concerns
Government	Municipal Government	<ul style="list-style-type: none"> • Municipal government closed due to extreme weather, cyber-attack, health emergency, location, civil disruption causes disruption to decision making, financial support, declaration of emergencies etc. • Municipal services are often interconnected, therefore the failure of one may lead to the failure or damage to other services or loss of continuity of operations
Manufacturing	Supply Chain Disruption	<ul style="list-style-type: none"> • Prolonged disruptions to supply chains can impact apparatus replacement due to manufacturing delays (resulting in them going over lifetime) • Supply disruptions also have an unforeseeable but potentially impactful financial impact on running apparatus, as well as the ability to obtain/replenish PPE
Manufacturing	Industrial Sites	<ul style="list-style-type: none"> • According to the 2021 Statistics Canada Census, manufacturing in the Township of Puslinch accounts for 10.92% of local industry (see Economic Profile) Processing and other activities that involve various ignition sources often occur in these occupancies. Manufacturing facilities constitute a special fire hazard due to high levels of combustible, flammable or explosive content and the possible presence of oxidizing chemicals and gases

4.2 Critical Infrastructure – Identified Risks and Key Findings

Table 16: Critical Infrastructure – Identified Risks and Key Findings

Identified Risk / Key Finding	Rationale
Identified Risk	There is no municipal water infrastructure to provide water supply for firefighting operations.
Key Finding	Between 2018 and 2022 PFRS responded to 36 calls for fallen hydro lines which is 36.7% of all public hazard calls.
Key Finding	There are two registered private airports in the township. There are potential risks related to airplane incidents.
Key Finding	The municipality has identified private and public water reservoir tanks, pump houses and private hydrants throughout the township so to assist with structural firefighting water supply

SECTION 5 DEMOGRAPHIC PROFILE

As referenced in **O. Reg. 378/18**, the demographic profile assessment includes analysis of the composition of the community’s population, respecting matters relevant to the community such as population size and dispersion, age, gender, cultural background, level of education, socioeconomic make-up, and transient population. The following sections consider these demographic characteristics within the Township of Puslinch.

5.1 Population and Dispersion

Table 17 highlights the significant growth experienced by the Township of Puslinch over a twenty-year period from 2001 to 2021, in both population and total private dwellings. The most substantial increases occurred between 2001 and 2006, with a change of 13.66% in population and 18.15% in total private dwellings. These rates of increase have continued steadily since then.

Table 17: Historic Growth in Population and Households – Township of Puslinch

Year	Population	% Change	Total Private Dwellings	% Change
2001	5,885	8.66	2,028	7.30
2006	6,689	13.66	2,396	18.15
2011	7,029	5.08	2,534	5.76
2016	7,336	4.37	2,793	10.22
2021	7,944	8.29	2,946	5.48

Table Source: 2021 Census, Statistics Canada¹⁴

5.1.1 Population Age

Identifying a community’s population by age category is a core component of developing the CRA and identifying specific measures to mitigate risks associated with a specific age group, such as seniors. The 2021 Census identifies a total population of 7,944 for the Township of Puslinch. The age distributions of the township’s population and Ontario’s population are compared in Table 18.

¹⁴ Government of Canada, Statistics Canada. (2023, November 15). Profile table, Census Profile, 2021 Census of Population - Puslinch, Township (TP) [Census subdivision], Ontario. <https://www12.statcan.gc.ca/census-recensement/2021/dp-pd/prof/details/page.cfm?Lang=E&SearchText=Puslinch&DGUIDlist=2021A00053523001&GENDERlist=1,2,3&STATISTIClist=1&HEADERlist=0>

Table 18: Population by Age Group – Township of Puslinch and Ontario

Age	Puslinch Population	Puslinch %	Ontario Population	Ontario %
0 to 4 years	290	3.65	683,515	4.81
5 to 9 years	355	4.47	764,430	5.37
10 to 14 years	470	5.92	803,850	5.65
15 to 19 years	495	6.23	801,455	5.63
20 to 24 years	440	5.54	895,600	6.30
25 to 29 years	325	4.09	975,400	6.86
30 to 34 years	290	3.65	981,210	6.90
35 to 39 years	370	4.66	948,030	6.67
40 to 44 years	475	5.98	890,160	6.26
45 to 49 years	550	6.93	894,580	6.29
50 to 54 years	650	8.19	941,270	6.62
55 to 59 years	710	8.94	1,040,160	7.31
60 to 64 years	700	8.82	966,575	6.80
65 to 69 years	555	6.99	813,215	5.72
70 to 74 years	530	6.68	691,280	4.86
75 to 79 years	360	4.53	469,485	3.30
80 to 84 years	210	2.64	325,110	2.29
85 to 89 years	120	1.51	205,480	1.44
90 to 94 years	30	0.38	101,430	0.71
95 to 99 years	15	0.19	28,000	0.20
100 +	0	0.00	3,705	0.03
Total	7,940	100.00	14,223,945	100.00
Median Age of the Population	49.2		41.60	-
Population aged 14 and under	1,115	14.04	2,251,795	15.83%
Population aged 65 and over	1,820	22.92	2,637,710	18.54%
Population aged 55 to 64	1,410	17.76	2,006,735	14.11%

Table Source: 2021 Census, Statistics Canada¹⁵

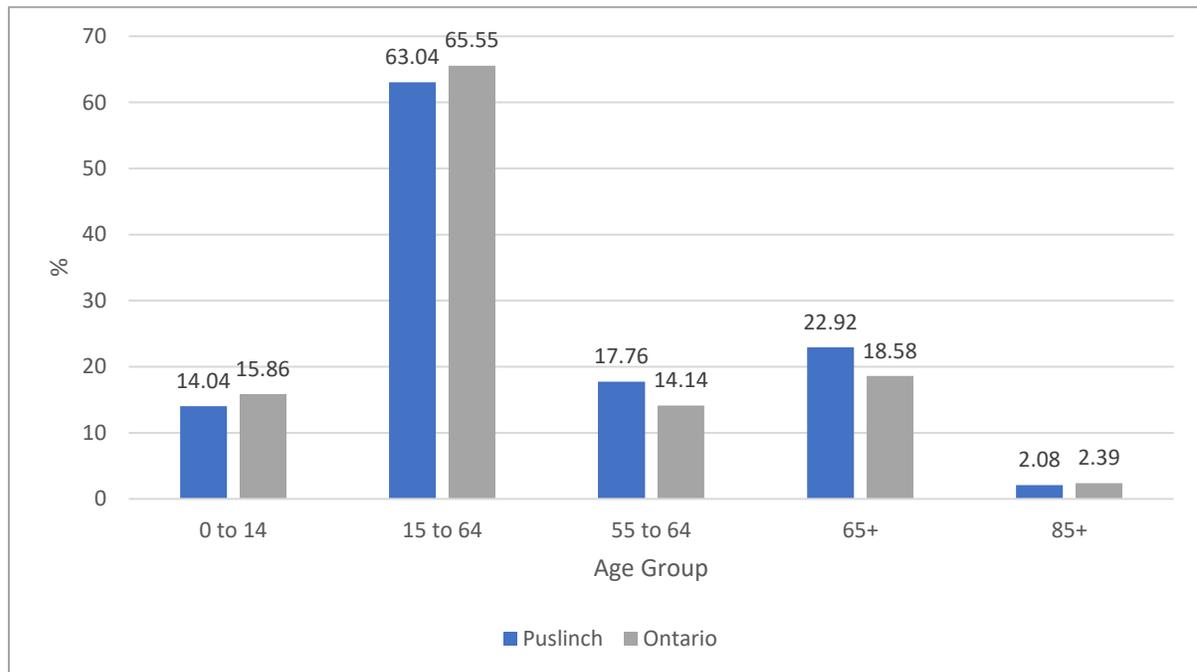
¹⁵ *ibid*

The youngest demographic, comprising individuals aged 14 years and under, accounts for 14.04% of the township’s total population, slightly lower than the province's figure of 15.83%. Although they face a lower risk of fatality in residential occupancies compared to seniors or adults, youth in this age group remain an essential demographic for public education efforts. Therefore, directing public education and prevention programs toward this demographic holds significant value. Implementing structured education programs consistently for children and youth can effectively embed fire and life safety awareness and knowledge into future generations. It is noted that there is one public elementary school in the township. Those in secondary school and catholic elementary are transported outside the township, providing access to this age demographic directly through the school system is difficult and will rely on neighbouring fire services to provide this public education through the school network.

The percentage of the population aged 65 years and older in Puslinch represents 22.92% of the total population, which surpasses the province's rate of 18.54%. Additionally, 17.76% of the township’s population falls between the ages of 55 and 64, gradually aging into the senior demographic of 65 years and older. This larger population of older adults compared to Ontario, as a whole, highlights the significance of implementing early intervention and prevention programs to mitigate fire risks as this cohort transitions into the senior demographic. Based on historic residential fire fatality data, this population faces greater risks. These demographic trends emphasize the importance of developing informed, **targeted public education programs** and risk reduction strategies within the community.

Figure 4 illustrates the age group comparisons between Puslinch and Ontario.

Figure 4: Percent of Population by Age Group – Township of Puslinch and Ontario



A community’s population by age is an important factor in identifying specific measures to mitigate risks associated with age groups, such as seniors. Canada’s aging population has emerged as one of the most significant demographic trends. According to Statistics Canada, from 2016 to 2021, Canada experienced a notable increase in the proportion of seniors since Confederation, primarily due to the baby boomer generation reaching the age of 65. Presently, there are more Canadians over the age of 65, accounting for 18.98% of the population, than there are children aged 14 years and younger, who make up 16.25%.

Seniors, defined as individuals aged 65 years and over, are regarded as one of the highest fire risk groups across the province, based on the residential fire death rate (fire deaths per million of population). Figure 5 illustrates the number of fire deaths in Ontario, between 2011 and 2020, highlighting seniors' increased vulnerability to fatality in residential occupancies compared to other age groups.

Figure 5: 2011-2020 Residential Fire Death Rate by Age of Victim

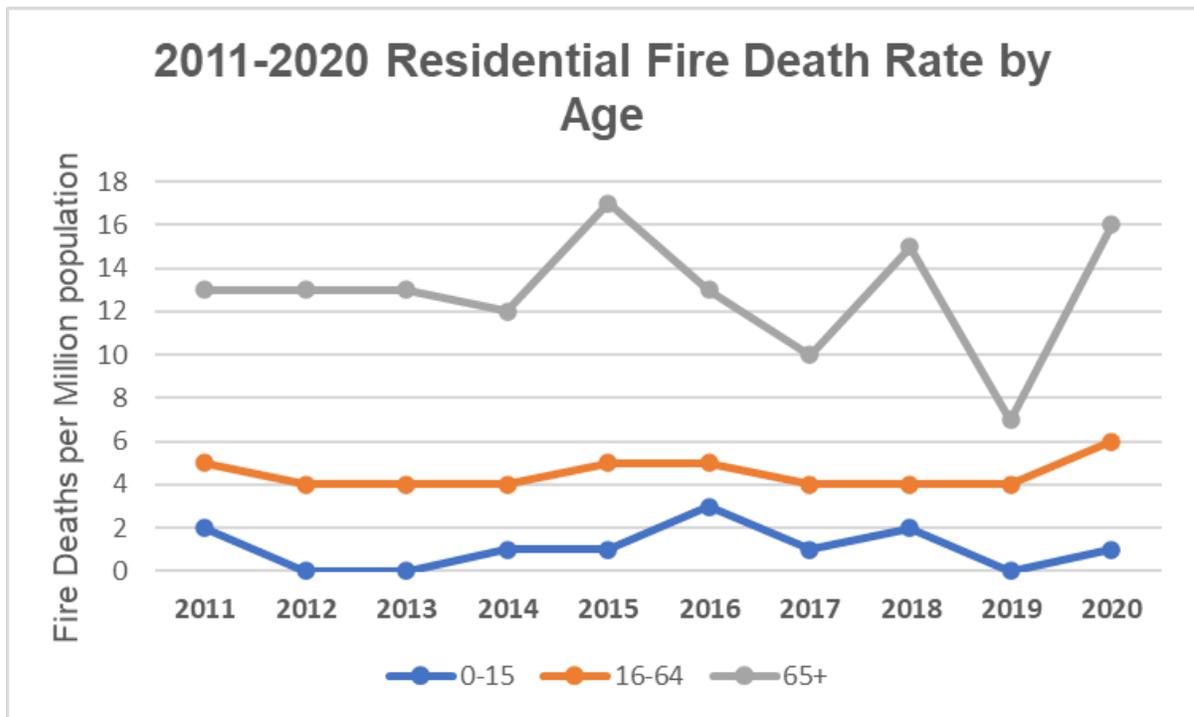


Figure Source: Adapted based on OFM reported residential fatal fires¹⁶

¹⁶ Office of the Fire Marshal and Emergency Management (revised 2018, November), Ontario Residential Fatal Fires, Retrieved from the Ministry of the solicitor General Website

5.1.2 Population Age by Dissemination Area

Further analysis of age-based population distribution is illustrated in Figure 6 and Figure 7, portraying the distribution across dissemination areas.

Figure 6: Population Distribution Ages 0-14

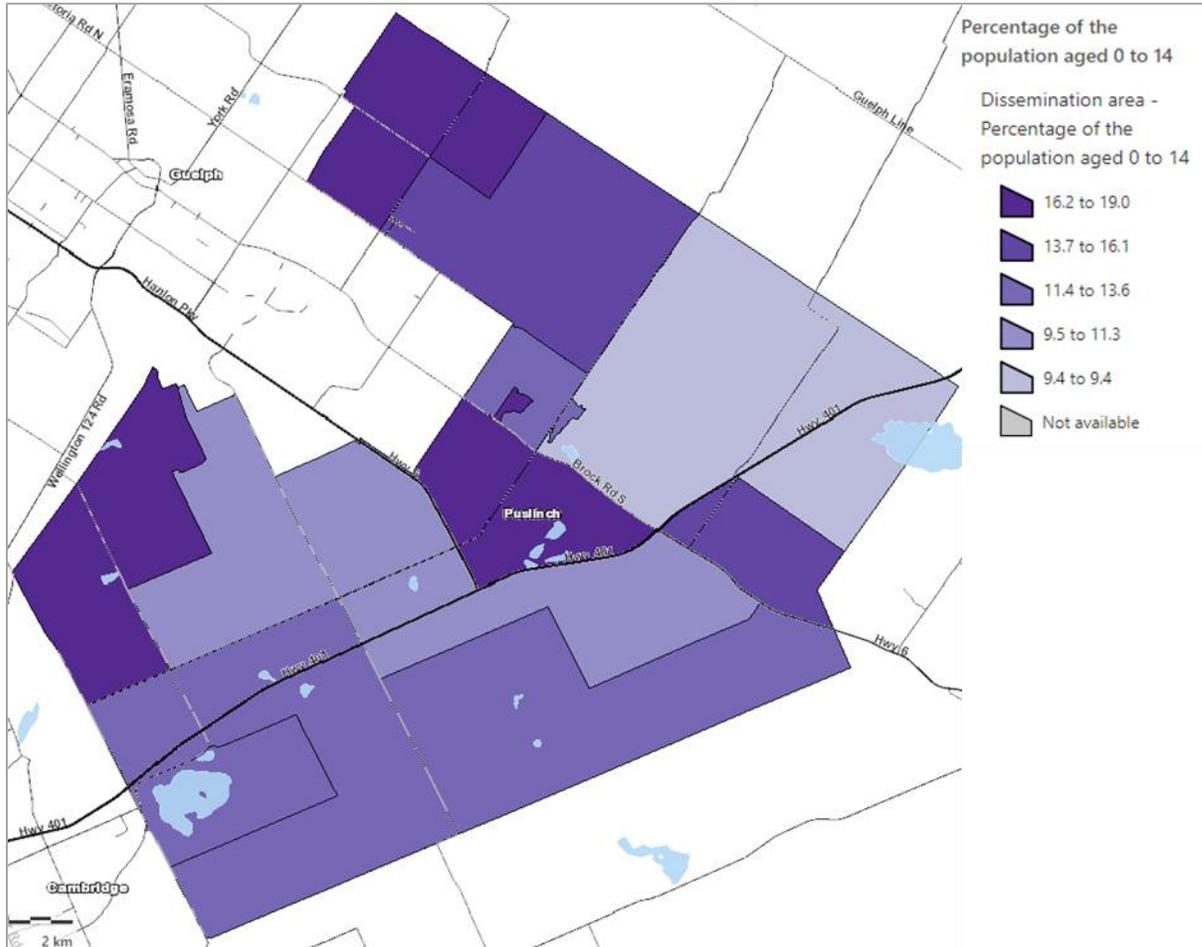


Figure Source: 2021 Census, Statistics Canada¹⁷

¹⁷ *ibid*

Figure 7: Population Distribution Age 65 and Over



Figure Source: 2021 Census, Statistics Canada¹⁸

5.2 Gender

NFPA 1730: Standard on Organization and Deployment of Fire Prevention Inspection and Code Enforcement, Plan Review, Investigation, and Public Education Operations (2019 Edition) integrates gender considerations into Community Risk Assessments, acknowledging historical data indicating a higher incidence of fire-related injuries or fatalities among males. In the Township of Puslinch, Table 19 outlines the gender distribution by age, with males representing 50.69% and females 49.31%, closely aligning with the provincial gender ratio of 49.11% men and 51.10% women. This parity persists across age groups, with a minor gap emerging among individuals aged 14 and under (7.56% men versus 6.36% women). These statistics generally reflect provincial trends, suggesting that gender-based refinements in public education programming in Puslinch may not be necessary.

¹⁸ *ibid*

Table 19: Gender Distribution by Age Group – Township of Puslinch

Age Group	Total Population	Male	%	Female	%
0 to 4 years	290	145	1.83	140	1.76
5 to 9 years	355	190	2.39	165	2.08
10 to 14 years	470	265	3.34	200	2.52
15 to 19 years	495	245	3.09	245	3.09
20 to 24 years	440	230	2.90	205	2.58
25 to 29 years	325	170	2.14	155	1.95
30 to 34 years	290	155	1.95	140	1.76
35 to 39 years	370	180	2.27	195	2.46
40 to 44 years	475	240	3.02	240	3.02
45 to 49 years	550	270	3.40	275	3.46
50 to 54 years	650	325	4.09	325	4.09
55 to 59 years	710	365	4.60	345	4.35
60 to 64 years	700	350	4.41	355	4.47
65 to 69 years	555	285	3.59	275	3.46
70 to 74 years	530	245	3.09	280	3.53
75 to 79 years	360	180	2.27	175	2.20
80 to 84 years	210	110	1.39	105	1.32
85 to 89 years	120	60	0.76	65	0.82
90 to 94 years	30	15	0.19	20	0.25
95 to 99 years	15	0	0.00	10	0.13
100 +	0	0	0.00	0	0.00
Total	7,940	4,025	50.69	3,915	49.31

Table Source: 2021 Census, Statistics Canada¹⁹

5.3 Socioeconomic Circumstances

Socioeconomic circumstances of a community are known to have a significant impact on fire risk. Socioeconomic status is reflected in an individual’s economic and social standing and is measured in a variety of ways. These factors can be reflected in the analysis of socioeconomic indicators such as labour force status, educational attainment, and income as well as household tenure, occupancy, suitability, and cost.

¹⁹ *ibid*

Socioeconomic factors intersect in several ways and have direct and indirect impacts on fire risk. One such example is outlined in the OFM's Fire Risk Sub-Model. The Sub-Model refers to the relationship between income and fire risk. As one consideration, households with less disposable income may be less likely to purchase fire safety products (e.g., smoke alarms, fire extinguishers, etc.), which puts them at higher risk of experiencing consequences from a fire. Another consideration is that households living below the poverty line may have a higher number of persons per bedroom in a household and/or children who are more likely to be at home alone. These circumstances would impact both the probability and consequence of a fire. While these complex relationships between socioeconomic circumstances and the probability / consequence of a fire are not well understood, this CRA seeks to explore these factors.

The factors reviewed at a high level have been selected based on the data available from Statistics Canada. Socioeconomic factors such as income decile group and median household income have been displayed spatially throughout this section.

Factors that are highlighted in this section include:

- Labour force status
- Immigrant status
- Educational attainment
- Household tenure, occupancy, suitability, and cost

5.3.1 Labour Force Status

Those who are economically disadvantaged, including low-income families, the homeless, and perhaps those living alone, may experience a higher fire risk. The OFM's Fire Risk Sub-Model references several reports that suggest there is a correlation between income levels and fire risk. The reports identify the following factors:

- The higher number of vacant buildings found in low-income neighborhoods attract the homeless. This introduces risks such as careless smoking, drinking, and unsafe heating practices.
- Building owners are less likely to repair building systems (electrical, mechanical, suppression) due to affordability, increasing fire risk from improper maintenance.
- Households with lower disposable income are less likely to purchase fire safety products (i.e., smoke alarms, extinguishers, cigarette ignition-resistant furniture, etc.) due to affordability.
- Households with lower disposable income are more likely to have utilities shut off due to non-payment, leading to increased risks related to unsafe heating, lighting, and cooking practices.
- The 1981 report, "Fire-Cause Patterns for Different Socioeconomic Neighborhoods in Toledo, Ohio," determined that the incendiary fire rate in low-income neighborhoods is 14.4 times higher compared to areas with the highest median income. Further, fires caused by smoking and children playing occurred at rates 8.5 and 14.2 times higher, respectively.

- Single-parent families are more economically challenged since there is only one income. These households also have fewer resources to arrange childcare, increasing the likelihood of fires caused by unsupervised children.
- Studies have shown that cigarette smoking is inversely related to income. In Canada, findings by the Centre for Chronic Disease Prevention and Control through the National Population Health Survey established that there were nearly twice as many smokers in the lowest income group when compared against the highest (38% vs. 21% respectively).
- Those with low education and literacy levels are inhibited in their ability to read instruction manuals and warning labels and less likely to grasp fire safety messages.

Labour force status is a possible indicator of income levels which directly influence fire risk (e.g., lower income, increased fire risk). The participation rate (i.e., the proportion of residents in the labor force) can also be an indicator of income and can be considered alongside unemployment rates (e.g., lower participation rate and higher unemployment could mean lower income, higher fire risk).

Table 20 details the labor force statistics for Puslinch compared to Ontario. Despite a similar participation rate of 64.93% in Puslinch and 62.80% provincially, Puslinch presents a slightly higher employment rate of 58.97% compared to Ontario's 55.10%, along with a lower unemployment rate of 9.29% versus 12.25% in Ontario, indicative of a healthier job market. Puslinch also exhibits a lower percentage of individuals not in the labor force at 35.07% compared to Ontario's 37.20%.

Table 20: Labour Force Status – Township of Puslinch and Ontario

Status	Puslinch Total	Ontario Total
In the Labour Force	4,415	7,399,200
<i>Employed</i>	4,010	6,492,895
<i>Unemployed</i>	410	906,310
Not in the Labour Force	2,385	4,383,620
Total*	6,800	11,782,820
Participation Rate	64.93%	62.80%
Employment Rate	58.97%	55.10%
Unemployment Rate	9.29%	12.25%

Table Source: 2021 Census, Statistics Canada²⁰

*Total - Population aged 15 years and over by labour force status

5.3.2 Educational Attainment

The relationship between educational attainment and income is complex. An analysis conducted by Statistics Canada has found that high-income Canadians are generally more likely to be highly educated. Approximately two thirds (67.10%) of the top 1% had attained a university degree compared to 20.90% of all Canadians aged 15 and over.

Based on this national trend and for the purposes of this Community Risk Assessment, it is assumed that higher education leads to more disposable income and a lower fire risk. It is also assumed that households with higher disposable income are more likely to invest in fire life safety products such as fire extinguishers and smoke alarms, reducing the fire risk.

Table 21 compares educational attainment levels between the Township of Puslinch and the Province of Ontario using 2021 Census data. The data indicates that Puslinch residents generally have higher educational attainment compared to the provincial average. Puslinch exhibits both a lower-than-average percentage of individuals without a certificate, diploma, or degree (12.50% compared to the provincial average of 15.28%) and a higher-than-average percentage of residents with a high school diploma, as well as those holding a postsecondary certificate, diploma, or degree, in comparison to provincial averages. This trend suggests increased awareness of fire safety practices and potentially correlates with lower rates of accidental fires due to negligence.

²⁰ Statistics Canada, 2021 Census of Population, Statistics Canada. 2023. Census Profile. 2021 Census. Statistics Canada Catalogue no. 98-316-X2021001. Ottawa. Released February 8 2023

Table 21: Educational Attainment – Township of Puslinch and Ontario

Educational Attainment	Puslinch Total	Puslinch %	Ontario Total	Ontario %
No Certificate / Diploma / Degree	850	12.50	1,799,890	15.28
High School Diploma or Equivalent	1,885	27.72	3,204,170	27.19
Postsecondary Certificate; Diploma or Degree	4,065	59.78	6,778,765	57.53
Total	6,800	100.00	11,782,825	100.00

Table Source: 2021 Census, Statistics Canada²¹

5.3.3 Median Income

Table 22 presents median income statistics for Puslinch in 2020, showing higher income levels compared to the Ontario averages. The median individual income in Puslinch was \$48,800, which reflects an 18.45% difference compared to Ontario's median individual income of \$41,200. Similarly, the median household income in Puslinch was \$133,000, indicating a significant 46.15% difference from Ontario's median household income of \$91,000. Higher median incomes in Puslinch may indicate a more affluent community with better-resourced households, potentially leading to improved fire prevention measures and safer living conditions. However, higher income levels can also correspond to larger, more valuable properties that may pose unique challenges for firefighting and rescue operations in the event of emergencies.

Table 22: Median Income of the Township of Puslinch and Ontario - 2020

Geography	Median Income Individual	Median Income Household
Puslinch	\$48,800	\$133,000
Ontario	\$41,200	\$91,000
% Difference	18.45%	46.15%

Table Source: 2021 Census, Statistics Canada²²

5.3.3.1 Income Decile Groups

Income can also be examined through the lens of income decile groups, which offer a rough ranking of an individual's economic status based on their relative position in the Canadian distribution of adjusted after-tax income of economic families, as defined by Statistics Canada²³.

²¹ Statistics Canada, 2021 Census of Population, Statistics Canada. 2023. Census Profile. 2021 Census. Statistics Canada Catalogue no. 98-316-X2021001. Ottawa. Released February 8 2023

²² Ibid

²³ Statistics Canada. (Updated 2016). Income Decile Group. Retrieved from Statistics Canada Website

Table 23 presents data on economic family income decile groups for the population in private households in Puslinch compared to Ontario. In Puslinch, 26.17% of the population falls within the bottom half of the income distribution, while 73.83% are in the top half. This distribution contrasts with Ontario, where a larger proportion (46.44%) is in the lower half of the income distribution, and 53.56% are in the top half. These statistics indicate a higher concentration of higher-income households in Puslinch compared to the provincial average, which can influence the community's economic resilience and potentially impact fire risk and emergency preparedness. Understanding income distribution within the community is crucial for the fire department's risk assessment and resource allocation efforts.

Table 23: Economic Family Income Decile Group for the Population in Private Households – Township of Puslinch and Ontario

Decile Group	Puslinch Total	Puslinch %	Ontario Total	Ontario %
In the bottom half of the distribution	2,070	26.17	6,516,085	46.44
In the top half of the distribution	5,840	73.83	7,515,670	53.56
Total	7,910	100.00	14,031,755	100.00

Table Source: 2021 Census, Statistics Canada²⁴

5.3.4 Housing Tenure

Housing tenure, particularly the rate of homeownership, serves as a significant indicator of socioeconomic status within a community. A higher rate of homeownership often suggests greater wealth, stability, and higher incomes, whereas a higher rate of rental properties may reflect lower incomes and socioeconomic challenges.

Lower homeownership rates are generally associated with higher fire risk due to several factors. Homeowners typically invest in property maintenance and are more likely to have access to fire prevention resources and insurance. In contrast, rented properties may experience higher turnover rates, potentially leading to neglect of fire safety measures by tenants or landlords.

According to Table 24, in Puslinch, the majority of households (94.76%) are owned, while only a small percentage (5.24%) are rented. This ownership trend is notably higher than the provincial average, where 68.40% of households are owned and 31.41% are rented. The high rate of homeownership in Puslinch can significantly influence community stability and investment in property maintenance, indirectly impacting fire risk and emergency response dynamics.

²⁴ Statistics Canada, 2021 Census of Population, Statistics Canada. 2023. Census Profile. 2021 Census. Statistics Canada Catalogue no. 98-316-X2021001. Ottawa. Released February 8 2023

Table 24: Household Tenure – Township of Puslinch and Ontario

Household Tenure	Puslinch Total	Puslinch %	Ontario Total	Ontario %
Owner	2,710	94.76	3,755,720	68.40
Renter	150	5.24	1,724,970	31.41
Provided by Government, First Nation or Indian Band	0	0.00	10,510	0.19
Total	2,860	100.00	5,491,200	100.00

Table Source: 2021 Census, Statistics Canada²⁵

5.3.4.1 Occupancy

A higher proportion of multiple persons per household can contribute to increased fire risk and potential fire loss. As shown in Table 25, the Township of Puslinch has a higher proportion of households with two or more occupants (82.34%) compared to the provincial rate (73.55%). This higher occupancy density within households can elevate the risk of fire incidents.

Table 25: Household Occupancy

Household Occupancy	Puslinch Total	Puslinch %	Ontario Total	Ontario %
1 Person	505	17.66	1,452,540	26.45
2 Persons	1,090	38.11	1,798,040	32.74
3 Persons	435	15.21	872,480	15.89
4 Persons	470	16.43	825,445	15.03
5 Persons or more	360	12.59	542,700	9.88
Total	2,860	100.00	5,491,205	100.00

Table Source: 2021 Census, Statistics Canada²⁶

5.3.4.2 Suitability

The 2021 Census data, as presented in Table 26, indicates that the Township of Puslinch has a notably lower percentage of housing deemed unsuitable compared to Ontario as a whole. Specifically, only 1.05% of the township's housing is classified as not suitable, contrasting with 6.72% in the province. Housing suitability is determined based on whether the dwelling has adequate bedrooms relative to the ages and relationships among household members, according to the National Occupancy Standard. This discrepancy suggests that Puslinch has a lower fire risk from the perspective of housing suitability compared to the province.

²⁵ Ibid

²⁶ Ibid

Table 26: Household Suitability – Township of Puslinch and Ontario

Housing Suitability	Puslinch Total	Puslinch %	Ontario Total	Ontario %
Suitable	2,825	98.95	5,122,185	93.28
Not suitable	30	1.05	369,015	6.72
Total	2,855	100.00	5,491,200	100.00

Table Source: 2021 Census, Statistics Canada²⁷

5.3.4.3 Housing Costs

The cost of housing often reflects a household's disposable income, which can influence their ability to invest in household fire safety measures. In Puslinch, where fewer households (16.01%) spend 30% or more of their income on housing compared to Ontario (24.23%), as shown in Table 27, there may be more financial flexibility for fire safety investments.

Despite higher housing values in Puslinch compared to Ontario, as referenced in Table 28, the median monthly shelter costs for owned dwellings are comparable, while for rented dwellings, Puslinch costs are lower. This affordability may allow residents to allocate more resources to fire safety measures, potentially lowering fire risk.

Table 27: Shelter Costs – Township of Puslinch and Ontario

Shelter Costs	Puslinch Total	Puslinch %	Ontario Total	Ontario %
Spending less than 30% of household total income on shelter costs	2,335	83.99	4,103,320	75.77
Spending 30% or more of household total income on shelter costs	445	16.01	1,312,095	24.23
Total	2,780	100.00	5,415,415	100.00

Table Source: 2021 Census, Statistics Canada²⁸

Table 28: Median Costs – Township of Puslinch and Ontario

Median Costs	Puslinch	Ontario
Median value of dwellings	\$1,000,000	\$700,000
Median monthly shelter costs for owned dwellings	\$1,500	\$1,440
Median monthly shelter costs for rented dwellings	\$1,170	\$1,300

Table Source: 2021 Census, Statistics Canada²⁹

²⁷ Ibid

²⁸ Ibid

²⁹ Ibid

5.4 Cultural Background, Language Considerations

In the Township of Puslinch, where the proportion of newcomers is significantly lower (17.45%) compared to Ontario (29.98%), cultural background and language considerations remain crucial factors for fire service providers when developing and delivering fire prevention and public education programs. While the immigrant population is smaller, communication barriers, including language proficiency and literacy levels, continue to be important to address. Even with a lower proportion of newcomers, there may still be familiarity challenges related to fire safety standards within immigrant populations. Therefore, targeted education initiatives are necessary to ensure that all residents, regardless of cultural background or language proficiency, have access to essential fire safety information and resources. Table 29 summarizes the immigration status of Puslinch’s population.

Table 29: Immigration Status – Township of Puslinch and Ontario

Immigration Status	Puslinch Total	Puslinch %	Ontario Total	Ontario %
Non-immigrants	6,510	82.30	9,437,320	67.26
Immigrants	1380	17.45	4,206,585	29.98
<i>Before 1980</i>	570	41.30	860,305	20.45
<i>1980 to 1990</i>	215	15.58	506,195	12.03
<i>1991 to 2000</i>	370	26.81	852,765	20.27
<i>2001 to 2010</i>	160	11.59	941,630	22.38
<i>2011 to 2015</i>	35	2.54	461,010	10.96
<i>2016 to 2021</i>	35	2.54	584,680	13.90
Non-permanent residents	20	0.25	387,850	2.76
Total	7,910	100.00	14,031,755	100.00

Table Source: 2021 Census, Statistics Canada³⁰

Table 30 provides insights into language demographics in the Township of Puslinch and Ontario based on the 2021 Census. In Puslinch, 92.11% of the population knows only English, while 7.19% are proficient in both English and French. Additionally, only a small percentage (0.69%) have no knowledge of English or French. However, a deeper exploration into "mother tongue" languages reveals a diverse linguistic landscape.

³⁰ Ibid

The predominant language group comprises Indo-European languages other than English, followed by Indo-Aryan languages such as Punjabi (Panjabi). Slavic languages, Italian, German, and Chinese languages also feature prominently. Beyond these top languages, there is a notable presence of other language groups and specific languages contributing to the linguistic diversity of Puslinch. As Puslinch grows, it's important to address potential communication barriers arising from this diversity to ensure effective community engagement and emergency communication strategies.

Table 30: Knowledge of Official Language – Township of Puslinch and Ontario

Language	Puslinch Total	Puslinch %	Ontario Total	Ontario %
English Only	7,300	92.11	12,196,575	86.50
French Only	0	0.00	39,310	0.28
English and French	570	7.19	1,519,365	10.78
Neither English nor French	55	0.69	344,545	2.44
Total (non-institutional)	7,925	100.00	14,099,795	100.00

Table Source: 2021 Census, Statistics Canada³¹

5.5 Transient Populations and Commuting

Ontario Regulation 378/18 mandates the consideration of “transient populations”, referring to population shifts occurring within a community at various times during the day, week, or year. Population shifts can stem from factors like employment, tourism, and education. In some municipalities, residents routinely leave for work, contributing to increased traffic and possibly more motor vehicle collisions. Other communities may serve as major tourist destinations, leading to significant population fluctuations based on seasonal tourism activities. This can heighten the demand for fire protection services, especially concerning overnight tourism accommodations. Additionally, educational institutions can draw transient student populations who commute daily or reside in dormitories or student housing seasonally.

Student accommodations and short-term rental units present distinct fire safety challenges, often arising from the conversion of houses into boarding houses or rooming house accommodations that do not adhere to the Ontario Fire Code (OFC) or Ontario Building Code (OBC). Identifying these properties poses a challenge for fire prevention division staff tasked with enforcing fire codes.

³¹ *Ibid*

5.5.1 Commuter Populations

Commuter populations represent a significant portion of Puslinch’s labour force. Table 31 shows the commuting destination trends for the residents of the township based on 2021 Census data. Among Puslinch's labour force, 18.18% commute locally within their census subdivision (CSD) of residence, while 39.25% travel to nearby areas within the same Census Division (CD). Additionally, 42.57% of Puslinch residents commute to other locations within the same province, a significantly higher proportion than Ontario's rate of 23.50%, likely influenced by the township’s proximity to major metropolitan areas.

Table 31: Commuting Destinations – Township of Puslinch and Ontario

Commuting Destination*	Puslinch Labour Force	%	Ontario Labour Force	%
Commute within census subdivision (CSD) of residence	410	18.18	2,212,620	58.72
Commute to a different CSD within Census Division (CD) of residence	885	39.25	653,055	17.33
Commute to a different CSD and CD within province or territory of residence	960	42.57	885,485	23.50
Commute to a different province or territory	0	0.00	17,050	0.45
Total	2,255	100.00	3,768,210	100.00

Table Source: 2021 Census, Statistics Canada³²

*Commuting destination for the employed labour force aged 15 years and over in private households with a usual place of work - 25% sample data

Table 32 provides insights into the timing of commutes to work among Puslinch residents aged 15 years and over. The data reveals that most commuters leave for work during peak morning hours, with 49.18% departing between 7 AM and 8:59 AM. Additionally, a significant portion of commuters (14.47%) begin their journeys between 6 AM and 6:59 AM. These patterns emphasize the significance of understanding peak commuting times for emergency planning, particularly during periods of high travel activity when motor vehicle collision calls are more likely.

³² Ibid

Table 32: Time of Commute to Work

Time Leaving for Work*	Labour Force	%
Between 5 AM and 5:59 AM	185	6.69
Between 6 AM and 6:59 AM	400	14.47
Between 7 AM and 7:59 AM	750	27.12
Between 8 AM and 8:59 AM	610	22.06
Between 9 AM and 11:59 AM	425	15.37
Between 12 PM and 4:59 AM	395	14.29
Total	2,765	100.00

Table Source: 2021 Census, Statistics Canada³³

*Total time leaving for work for the employed labour force aged 15 years and over with a usual place of work or no fixed workplace address - 25% sample data

5.5.2 Tourism

An increase in tourism can lead to heightened demand for fire protection services, particularly with overnight accommodations. The Township of Puslinch hosts several events and attractions annually, drawing both residents and non-residents. These events, which include annual festivals and gatherings, contribute to increased foot traffic and activity within the community. The Puslinch Tract and Puslinch Lake area attract outside visitors for hiking, biking, boating, fishing, and other recreational water activities. Notable festivals and events held throughout the year include:

- **Puslinch Lake Family Day:** This event typically occurs in the summer months and includes family-friendly activities such as picnicking, swimming, and games around Puslinch Lake.
- **Annual Pollinator Festival:** Typically occurring in June, this event features guided tours, informational booths, a plant sale and much more.
- **Puslinch Harvest Festival:** Celebrate the fall season with the Puslinch Harvest Festival, featuring local produce, crafts, music, and autumn-themed activities.

³³ Ibid

5.5.3 Indigenous Population

The Township of Puslinch has a lower proportion of Indigenous population (1.20%) compared to Ontario's average of 2.90%. The majority of those identifying as Indigenous in the Township of Puslinch report a single Indigenous identity, with 94.74% of these individuals having a single Indigenous response. Of these, the majority identify as First Nations (61.11%) or Métis (33.33%). Given these demographics, it's crucial to monitor these populations closely, especially with new Census data, to inform the planning of public education programs and materials that cater to the unique needs and perspectives of Indigenous communities in the Township of Puslinch. Table 33 provides insights into the Indigenous population within the Township of Puslinch compared to the province.

Table 33: Indigenous Population – Township of Puslinch and Ontario

Indigenous Identity	Puslinch Total	Puslinch %	Ontario Total	Ontario %
Indigenous Identity	95	1.20	406,585	2.90
Single Indigenous Responses	90	94.74	389,955	95.91
<i>First Nations</i>	55	61.11	251,030	64.37
<i>Métis</i>	30	33.33	134,615	34.52
<i>Inuk (Inuit)</i>	0	0.00	4,310	1.11
Multiple Indigenous Responses	0	0.00	7,115	1.75
Indigenous Responses not specifically listed above	0	0.00	9,515	2.34
Non-Indigenous Identity	7,810	98.80	13,625,165	97.10
Total	7,905	100	14,031,750	100.00
Registered or Treaty Indian	25	0.32	172,535	1.23
Not a Registered or Treaty Indian	7,880	99.68	13,859,215	98.77

Table Source: 2021 Census, Statistics Canada³⁴

³⁴ Ibid

5.6 Demographic Profile – Identified Risks and Key Findings

Table 34: Demographic Profile – Identified Risks and Key Findings

Identified Risk / Key Finding	Rationale
Identified Risk	The percentage of the population aged 65 years and older in Puslinch represents 22.92% of the total population. An additional 17.76% of the township’s population falls between the age group of 55 and 64, who are aging towards the senior’s demographic of 65 years of age and older.
Identified Risk	Nearly 81.1% of the labour force population commutes to a different census division within the province. This is 57.60% more than that of the provincial commuters (23.50%).
Key Finding	The 2021 Census data indicates that children aged 14 and under represent 14.04% of the township’s total population. This represents an important demographic for the purposes of public education. There is only one public elementary school in the township and limits some access to this age group through the school system.
Key Finding	The number of residential occupants greater than 2 people is 44.23% which is slightly higher than the provincial average (40.80%)

SECTION 6 HAZARD PROFILE

6.1 Hazard Identification and Risk Assessment (HIRA)

The hazard profile assessment includes analysis of the hazards within the community, including natural hazards, hazards caused by humans, and technological hazards to which a fire service may be expected to respond, and that may have a significant impact on the community. This section considers these hazards within the Township of Puslinch.

A hazard is defined as a phenomenon, substance, human activity, or condition that may cause loss of life, injury or other health impacts, property damage, loss of livelihoods and services, social and economic disruption, or environmental damage. Hazards can be natural, human-caused, or technological. A Hazard Identification and Risk Assessment (HIRA) is a comprehensive process to assess risks based on potential consequences and frequencies. The outcome of the HIRA assists municipalities in prioritizing risks based on their likelihood and potential to cause an emergency. Appropriate measures can then be taken to mitigate, prepare for, and respond to the risks that pose the greatest threat to reduce future losses.

Under the Local Authority Emergency Management Regulation 203/2018, municipalities are required to have an emergency plan that must include a 'hazard and risk assessment'. The regulation does not specify which standard must be used; however, the use of a formal HIRA process is encouraged.

6.1.1 Wellington County Emergency Response Plan Risk Assessment

A CRA provides an opportunity to examine the results of a community emergency management program (CEMP) risk assessment and the impact that these identified hazards would have on a fire service. For the purposes of this CRA, a 'fire protection services' lens will be applied to the top hazards as identified. As a component of the risk assessment and risk analysis process, the top hazards in the community were identified as a part of the risk assessment conducted by the county in 2020. Hazards were assigned a risk score and risk level ranking from extreme to very low, depending on their probability and consequence. As a result of this analysis, Table 35 shows the top hazards that were identified: (note some hazards were grouped together based on similar risks).

Table 35: Wellington County Identified Risks

Hazard	Level of Risk
HAZMAT – Transportation	Moderate
Tornado / High Wind	Moderate
Winter Weather	Moderate
HAZMAT – Fixed Site	Low
Cyber Attack	Low
Infectious Disease	Low
Roadway / Highway Emergency	Low
Rail	Low
Fire / Explosion	Very Low
Extreme Heat	Very Low
Communications Disruption	Very Low
Electrical Energy	Very Low
Flood	Very Low

Table Source: Wellington County HIRA, 2020

To better understand the risks of hazards as they pertain to fire protection services, the top hazards have been assessed to identify possible impacts on fire protection services. Many of the potential impacts are not unique to a jurisdiction. The results of this review are presented in Table 36.

Table 36: Impacts of Hazards on Fire Protection Services

Hazard	Possible Impact
HAZMAT Transportation	<p>Overall Impact Serious injury or fatality. Possible secondary emergencies such as fire or explosion when chemicals mixed with air, water, or other agents. Could require small- or large-scale evacuation of homes, businesses, school etc. Could result in transportation disruption and road closure and required detours.</p> <p>Fire Services Depending on the severity and type of release, could pose secondary risk to firefighters on-scene. Must have proper knowledge of chemical release. May not be able to access the scene until proper back-up arrives or have proper information.</p>

Hazard	Possible Impact
Tornado High Wind	<p>Overall Impact Above ground power lines could impact buildings or roads and winds could take down communication towers. Life safety risk, in particular to vulnerable population. Multiple areas of damage</p> <p>Fire Services Depending on the severity of the debris on roads and downed power lines, access to various sections of the road network could be limited to fire service response delaying emergency response times. Interruptions to communication towers could impact fire service communications. Multiple locations requiring additional resources.</p>
Winter weather	<p>Overall Impact Above ground power lines could be impacted along with road treatments, debris clearing, salt gravel or other road treatment supplies. Increase in call volume due to vehicular incidents, rescues.</p> <p>Fire Services Depending on the severity of the debris on roads and downed power lines, access to various sections of the road network could be limited to fire service response delaying emergency response times. Interruptions to communication towers could impact fire service communications.</p>
HAZMAT Fixed Sites	<p>Overall Impact Serious injury or fatality. Possible secondary emergencies such as fire or explosion when chemicals mixed with air, water, or other agents. Could require small- or large-scale evacuation of homes, businesses, school etc.</p> <p>Fire Services Depending on the severity and type of release, could pose secondary risk to firefighters on-scene. Must have proper knowledge of chemical release. May not be able to access the scene until proper back-up arrives or have proper information.</p>
Cyber Attack	<p>Overall Impact Privacy/data breach of public and/or township. Inability to perform administrative functions.</p> <p>Fire Services Breaches to major infrastructure could result in injury or fatalities. Breaches to databases could impede dispatch, record keeping and investigations. Breaches could result in financial loss.</p>

Hazard	Possible Impact
Infectious disease	<p>Overall Impact Medically vulnerable persons are at risk. Increased use of non-recyclable PPE for staff. Critical infrastructure must be maintained with planning for staffing and acquisition of critical supplies.</p> <p>Fire Services Epidemic or pandemic breakout can present significant challenges to first responders causing potential fire service workplace absenteeism, and an increased demand for medical response and supplies as was illustrated during COVID 19. Fire services currently take on a large number of medical calls. PPE was severely limited and supply chain issues for all equipment impacted operations. In many cases planned programming related to inspections and public education had to be delayed or modified.</p>
Roadway/highway emergency	<p>Overall Impact Threat to life safety. Impact to road network, downed power lines and vehicular fires.</p> <p>Fire Services Pose secondary threat to responders of fire or explosion. Delayed response in accessing scene. May require support for high number of injuries/fatalities and/or rescues.</p>
Rail	<p>Overall Impact Threat to life safety, may require evacuation. Impact to road network and environment.</p> <p>Fire Services Pose secondary threat of fire or explosion to responders. Requires support from rail owners. May require securing a large scene and additional support from mutual aid partners.</p>
Fire/explosion	<p>Overall Impact Threat of exposure fire to homes and businesses. Large-scale evacuations may be possible, with many people displaced. Evacuations with little notice may occur. Potential for damages and loss. Damage to the environment. Many larger industrial properties in the township.</p> <p>Fire Services May require mutual aid support. May not be equipped (with enough people or apparatus) to extinguish fire as it expands. May require specialized resources.</p>

6.2 Hazard Profile – Identified Risks and Key Findings

Table 37: Hazard Profile – Identified Risks and Key Findings

Identified Risk / Key Finding	Rationale
Key Finding	<p>The county’s 2020 risk assessment identifies the hazards listed below that could impact the delivery of fire protection services:</p> <ul style="list-style-type: none"> • HAZMAT Transportation • Tornado-High Wind • Winter weather • HAZMAT Fixed Site • Cyber Attack • Infectious Disease • Roads and Highways • Rail • Fire Explosion
Key Finding	<p>Several of the risk levels identified in the HIRA are not consistent with the risk level or findings that were observed within this report. Fire Explosion, HAZMAT transportation and Roads and Highways are considered higher risks within this report.</p>

SECTION 7 PUBLIC SAFETY RESPONSE PROFILE

7.1 Public Safety Response Agencies in the Township of Puslinch

As required by **O. Reg. 378/18**, the Public Safety Response Profile considers the types of incidents responded to by other entities in the community, and those entities’ responsibilities. These entities could include police, ambulance, fire, and other entities that may be tasked with or able to assist in some capacity the collective response to an emergency. The following sections consider these public safety response characteristics within the Township of Puslinch.

Public safety and response agencies refer to agencies and organizations that respond to specific types of incidents within a community that provide trained personnel and resources critical to upholding public safety. Each of these entities offers specialized skill sets in support of front-line operations. The types of response services offered might include fire protection, medical attention, rescue operations, policing activities, or dangerous goods response. In addition to responding individually to certain types of incidents, these entities work closely with one another in the event of major emergencies through a structured standardized response approach to ensure effective coordination among all response agencies.

Table 38 lists the public safety response agencies who could be able to assist the township in a collective emergency response effort and may contribute to the minimization of risk within the community. Identifying the public safety response agencies within the community can help the fire service understand the agencies that may be able to assist in the response to an emergency.

Table 38: Public Safety Response Agencies

Public Safety Response Agency	Types of Incidents they Respond to	Agency Role in Incident
Ontario Provincial Police (OPP) - County of Wellington OPP, Rockwood Detachment	<ul style="list-style-type: none"> • Federal provincial and municipal law infractions • Traffic calls, emergency calls, crowd control, public assistance • Major crimes i.e., homicide, kidnapping, organized crime • Investigations • Complaints 	<ul style="list-style-type: none"> • Enforce Criminal Code • Enforce Municipal bylaws • Investigate cross-jurisdictional and major crimes • Offender transport

Public Safety Response Agency	Types of Incidents they Respond to	Agency Role in Incident
Municipal By-Law Enforcement Officers	<ul style="list-style-type: none"> • Violations of township by-laws 	<ul style="list-style-type: none"> • Enforcing by-law infractions on township roads • Providing information on legislation and township by-laws to industry, as well as the general public • Enforce township bylaws • Liaise with County by-law enforcement
Office of the Fire Marshal	<ul style="list-style-type: none"> • Fire 	<ul style="list-style-type: none"> • Assistance with managing fire and obtaining resources beyond the capability of the township
Guelph Wellington Paramedic Service	<ul style="list-style-type: none"> • Advanced EMT pre-hospital care • Mass casualty incidents • Evacuation of health facilities (hospital, nursing homes etc.) • Disease related emergencies 	<ul style="list-style-type: none"> • Ensuring provision of paramedic services at the site of the emergency • Ensuring continuity of paramedic services coverage is maintained throughout the remainder of the community/township • Liaise with the Medical Officer of Health to help facilitate medical services
Wellington-Dufferin-Guelph Medical Officer of Health	<ul style="list-style-type: none"> • Communicable Diseases • Health Inspection Services • Advice on Medical Services • Public Health Advisory • Liaise with long term care facilities, hospitals, retirement homes, and other vulnerable populations as required 	<ul style="list-style-type: none"> • Provide information and instructions to the population on matters concerning public health • Protect the health of the community from inherent health threats by enforcement of the applicable legislation. • Continue delivery of established programs to ensure continuity of care and general health protection
Victim Services Wellington	<ul style="list-style-type: none"> • Serious assault • Domestic violence • Sexual assault • Stalking • Violent Crimes 	<ul style="list-style-type: none"> • Immediate crisis response • Victim assistance • Victim support and needs assessment

Public Safety Response Agency	Types of Incidents they Respond to	Agency Role in Incident
CANUTEC	<ul style="list-style-type: none"> Hazardous spills/emissions 	<ul style="list-style-type: none"> Product information Safe handling information emergency actions
Ministry of Natural Resources	<ul style="list-style-type: none"> Spills Environmental disasters 	<ul style="list-style-type: none"> Provide personnel and equipment for cleanup and remediation
Ministry of Environment	<ul style="list-style-type: none"> Spills Environmental disasters 	<ul style="list-style-type: none"> Provide personnel and equipment for cleanup and remediation
Ministry of Labour, Immigration, Training and Skill Development	<ul style="list-style-type: none"> Industrial accidents Workplace critical injuries and deaths 	<ul style="list-style-type: none"> Investigate worker injury or death
Ministry of Natural Resources and Forestry	<ul style="list-style-type: none"> Large wildland fires 	<ul style="list-style-type: none"> Assis in mitigating and combating wildland fires
Ministry of Transportation	<ul style="list-style-type: none"> Major/large vehicle incidents on King's Highways 	<ul style="list-style-type: none"> Traffic control Assist with repair and cleanup
Emergency Management Ontario	<ul style="list-style-type: none"> Large-scale emergencies requiring declaration of state of local emergency 	<ul style="list-style-type: none"> Provincial level support Communication
CP Police Service	<ul style="list-style-type: none"> Rail emergencies (on and off board) Rail security incidents on and-off board Promote rail safety Protect infrastructure Enforce Criminal Code 	<ul style="list-style-type: none"> Oversee response to all rail emergencies. Liaise with and support municipal or provincial fire and emergency services as needed for large incidents
Ontario SPCA	<ul style="list-style-type: none"> Incidents involving animals 	<ul style="list-style-type: none"> Advise responders on best tactics Assist in enforcement Address animal welfare needs
Wellington County Social Services	<ul style="list-style-type: none"> Attend incidents involving the displacement of people 	<ul style="list-style-type: none"> Provide temporary emergency shelter Warming/ cooling centres Long-term evacuation accommodations Address food, clothing needs and personal services.

7.1.1 Fire Protection Services Agreements and Plans

Large emergency events can quickly overwhelm the response capacity of most community fire departments in Ontario. As a result, mutual aid and automatic aid agreements are a necessary component in adding response capacity for these low frequencies but potentially high or extreme consequence events.

The Township of Puslinch has formal agreements and plans with:

- Township of Guelph Eramosa “Automatic Aid Agreement” 2014-11-05
- City of Cambridge “Fire Protection Agreement” 2021-01-19
- County of Wellington “Mutual and Automatic Aid Plan and Program” 2010-05
- City of Hamilton “Mutal Aid Agreement” - not documented

The principal purpose for entering into these mutual aid agreements is to promote and ensure that adequate and coordinated resources are made available when requested from, or by a neighbouring township to minimize the loss of human life and property and damage to the environment in the event of an emergency that requires such additional resources.

All inter-municipal agreements should be reviewed regularly and adjusted as required. This provides for the updating and clarification of agreements and consideration of adjustments. It may also lead to discussions regarding localized fire service response agreements and considerations about whether automatic aid in defined circumstances might be of additional value.

SECTION 8 COMMUNITY SERVICES PROFILE

As referenced in **O. Reg. 378/18**, the community service profile assessment includes analysis of the types of services provided by other entities in the community, and those entities’ service capabilities. This includes the presence or absence and potential abilities of other agencies, organizations, or associations to provide services that may assist in mitigating the impacts of emergencies to which the fire department responds. The following sections consider these community service characteristics within the Township of Puslinch.

8.1 Community Services

Fires and other emergency events can have devastating effects on a community and at times can overwhelm public safety and security agencies’ capacity to respond. In an emergency event, community-based agencies, organizations, and associations can provide surge capacity to the response and recovery efforts of first responders and a useful resource to call upon if integrated into the emergency management framework early on. These types of affiliations can contribute a variety of capabilities essential to response and recovery efforts, including support in the areas of communications, health care, logistics, shelter, food and water supply, emergency clothing, and more specialized skill sets. Table 39 lists the community agencies and non-government organizations (NGOs) available to the Township of Puslinch.

Table 39: Community Service Agencies

Community Service Agency	Type of Assistance Provided
Local School Boards: Upper Grand District School Board & Wellington Catholic District School Board	The 2021 Census data indicates that children aged 14 and under represent 15.03% of the township’s total population. The proportion of children in Puslinch should be considered as an opportunity for public education. These numbers support the development of enhanced public education programming that targets children/youth of all ages. Partnering with school boards and other agencies that work with children can provide opportunity for fire and life safety education.
Salvation Army – County of Wellington	The Salvation Army can provide both immediate and long-term recovery assistance in cooperation with Fire and Police Services. The Salvation Army also provides information and referral to other agencies, camps, disaster services and counselling.
Guelph-Wellington Paramedic Services	Provides basic and advance medical care for first aid emergencies at public events. They are also able to provide volunteer support in the event of emergency situations such natural or human disasters.
Victim Services Wellington	Provides immediate on-site crisis, trauma, safety & support services to victims of crime and tragic circumstances.
YMCA of Three Rivers	Provides a variety of employment services as well as youth programming.

Community Service Agency	Type of Assistance Provided
Big Brothers & Sisters of Guelph	Provides youth 6 to 16 years old with a role model to talk to and share the experiences of growing up with.
HOPE	Helping Other Parents Everywhere (HOPE) is a volunteer-run network of peer support groups for parents and guardians who share similar struggles, experiences, and concerns related to their adolescent or young adult children.
Community Care Waterloo Wellington	Provides access to adult day programs, assisted living/housing, mental health programs and access to fresh food.
Guelph Food Bank	Provides food for people in need and connects them with both internal and external support programs.
Centre Wellington Food Bank	Provides access to food in emergency situations.
Local community faith-based organizations	Public fire safety messaging does not always reach community's most vulnerable populations. Partnering with local faith-based organizations can provide PFRS with the opportunity to improve its public education program as a method of information sharing to a wider audience within the township. This type of opportunity could involve distributing printed materials with fire safety messaging and smoke alarm installation information among the congregation, or faith-based leaders may allow representatives from PFRS to address congregations at faith-based events with fire safety messaging in person. These organizations may also be able to identify residents within the community who are at great risk of fire danger due to substandard housing or hoarding.
Guelph-Wellington Women in Crisis	Provides services to women and their children on domestic violence, sexual violence, and human trafficking.

SECTION 9 ECONOMIC PROFILE

As referenced in **O. Reg. 378/18**, the economic profile assessment includes analysis of the economic sectors affecting the community that are critical to its financial sustainability. This involves economic drivers in the community that have a significant influence on the ability of the community to provide or maintain service levels. The following sections consider these economic characteristics within the Township of Puslinch.

9.1 Economic Sectors and Employers in the Township of Puslinch

The top industries that contribute to the economic base of the township are summarized in Figure 8. According to the Statistics Canada 2021 Census, Professional, Scientific, and Technical Services, Retail, Manufacturing, Construction, and Health Care and Social Assistance are the top contributing industries to Puslinch’s economic base.

Figure 8: Township of Puslinch Top Industries

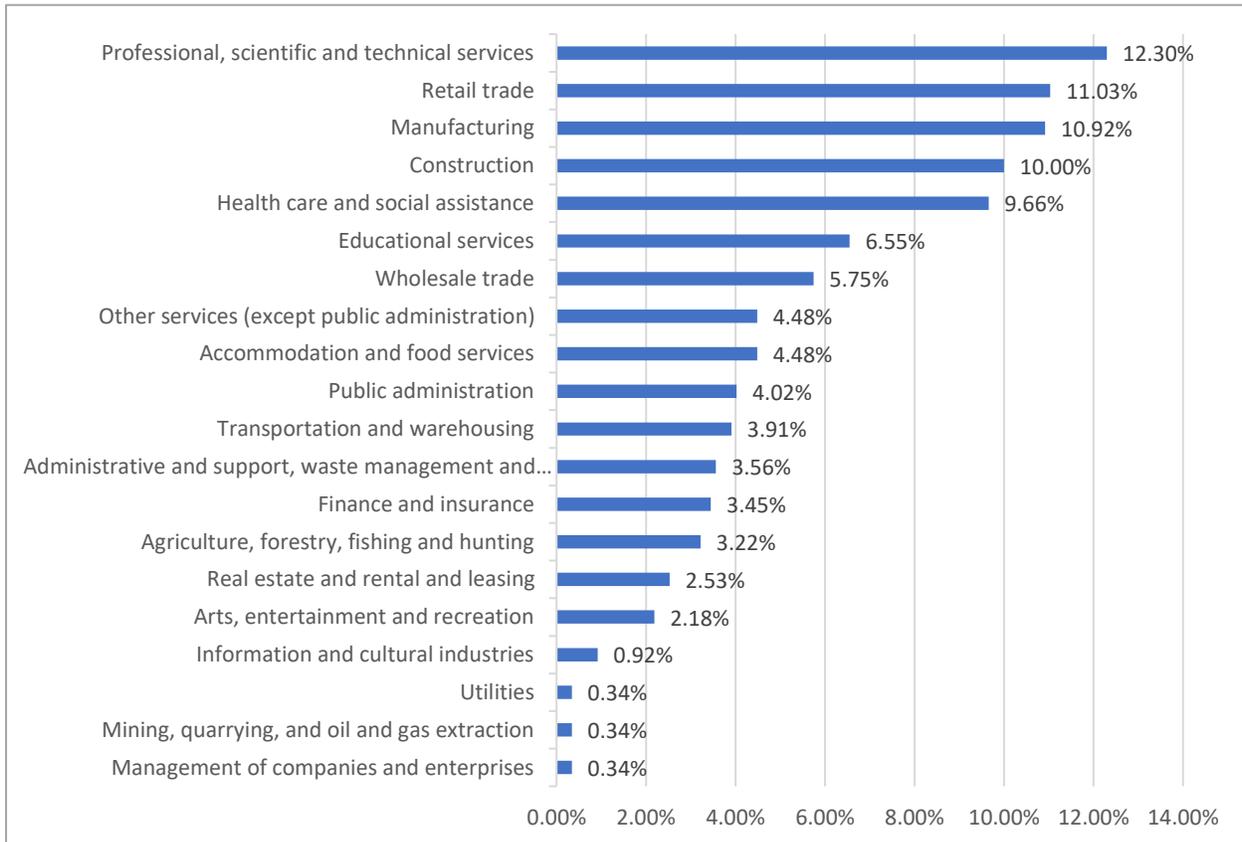


Figure Source: 2021 Census, Statistics Canada³⁵

³⁵ Ibid

Certain industries, employers and events contribute to the financial sustainability and economic vitality of a community. A fire or other emergency at key sectors and employment facilities within a community could have significant impacts on the local economy and employment.

The Township has identified the major employers as shown below in Table 40.

Table 40: Major Employers in the Township

Company	Service/Product	Address
Royal Canin Canada	Pet food manufacturer	100 Beiber Road
Triton Water Canada Holding – Blue Triton Brands	Water supplier	101 Brock Road South
Cascade Canada Ltd.	Manufacturer of Materials handling equipment	4 Nicholas Beaver Road
Mammoet Canada	Crane Rentals	7504 McLean Road East
Capital Paving Inc.	Surface paving	4459 Concession 7
Con-Cast Pipe Ltd.	Precast piping	299 Brock Rd. Sr

Puslinch has identified several major employers in various industries in the private sector, several of them being in the manufacturing industry. Certain industrial operations may have increased fuel loads and conduct higher risk activities. Proactive inspections should target these facilities to ensure compliance with codes, maintenance, and emergency planning requirements.

9.2 Economic Profile – Identified Risks and Key Findings

Table 41: Economic Profile – Identified Risks and Key Findings

Identified Risk / Key Finding	Rationale
Key Finding	There are 6 major employers identified that contribute to the economic vitality of the community. If a fire were to occur at one of these facilities it could have an impact on the financial well-being of the township.

SECTION 10

PAST LOSS & EVENT HISTORY PROFILE

As referenced in **O. Reg. 378/18**, the past loss and event history profile assessment includes analysis of the community's past emergency response experience, including an analysis of the number and types of emergency responses, injuries, deaths, and dollar losses, and a comparison of the community's fire loss statistics with provincial fire loss statistics. Evaluation of previous response data will inform decisions on fire protection services delivery, including public fire safety education and inspection programs. The following sections consider these past loss and event history characteristics within the Township of Puslinch.

10.1 Past Loss

Analysis of historical data provides valuable insight into understanding the specific trends within a community. Assessing the key factors of life safety risk and fire risk in relation to provincial statistics provides a foundation for evaluating where specific programs or services may be necessary. The analysis within this section is based on the OFM's Standard Incident Reporting for the period of January 1st, 2018, to December 31st, 2022.

10.1.1 Total Fire Loss

The analysis of total fire loss in the Township of Puslinch over the five-year period from 2018 to 2022, Table 42 highlights three primary types of fires: structure fires, outdoor fires, and vehicle fires, totaling \$10,948,352 in property loss. On average, the Township of Puslinch experienced 24 fires per year and incurred approximately \$2,189,670 in property loss annually.

Table 43 presents a comparison of average structure fires and property loss between the Township of Puslinch and the province of Ontario for the years 2018 to 2022. Over this period, Puslinch experienced an average of 9.4 structure fires annually, resulting in an average property loss of \$1,667,750 per year. These fires accounted for 7.77% of all fires in the township and 15.23% of the total property loss. In comparison, Ontario reported an average of 7,026 structure fires annually with an average loss of \$881,092,618, representing 12.86% of all fires in the province and 17.70% of the total property loss.

Table 42: Total Fire Loss – Township of Puslinch

Year	Structure Fires	Loss (\$)	Outdoor Fires	Outdoor Loss	Vehicle Fires	Vehicle Loss	Total Fires	Total Loss
2018	6	\$1,442,000	1	\$5,000	20	\$299,000	27	\$1,746,000
2019	11	\$1,483,200	0	\$0	9	\$210,601	20	\$1,693,801
2020	10	\$913,201	1	\$50,000	16	\$672,000	27	\$1,635,201
2021	11	\$1,304,350	1	\$120,000	14	\$598,000	26	\$2,022,350
2022	9	\$3,196,000	1	\$15,000	11	\$640,000	21	\$3,851,000
Total	47	\$8,338,751	4	\$190,000	70	\$2,419,601	121	\$10,948,352
% of All Fires	38.84	76.16	3.31	1.74	57.85	22.10	100.00	100.00
Average	9.4	\$1,667,750	0.8	\$38,000	14	\$483,920	24.2	\$2,189,670

Table Source: OFM SIR Data for Puslinch³⁶

Table 43: Structure Fires and Property Loss – Township of Puslinch and Ontario

Year	Puslinch Structure Fires	Puslinch Structure Loss	% of All Fires	% of All Loss	Ontario Structure Fires	Ontario Structure Loss	% of All Fires	% of All Loss
2018	6	\$1,442,000	4.96	13.17	7,012	\$734,340,655	12.83	14.75
2019	11	\$1,483,200	9.09	13.55	6,715	\$860,432,756	12.29	17.28
2020	10	\$913,201	8.26	8.34	6,842	\$790,698,587	12.52	15.88
2021	11	\$1,304,350	9.09	11.91	7,081	\$858,108,388	12.96	17.23
2022	9	\$3,196,000	7.44	29.19	7,482	\$1,161,882,704	13.69	23.34
Total	47	\$8,338,751	38.84	76.16	35,132	\$4,405,463,090	64.29	88.48
Total, fires with Loss	121	\$10,948,352	100.00%	100.00%	54,645	\$4,978,933,145	100.00	100.00
Average	9.4	\$1,667,750	7.77	15.23	7,026	\$881,092,618	12.86	17.70

Table Source: OFM SIR data for Township of Puslinch³⁷

³⁶ OFM SIR Data for the Township of Puslinch, 2018-2022

³⁷ Ibid

10.1.2 Fires by Occupancy Type

This section examines structure fires occurring from January 1st, 2018, to December 31st, 2022, categorized by occupancy type, utilizing data from the OFM's Standard Incident Reporting. Over this period, the Township of Puslinch experienced a total of 47 structure fires. Notably, 70.21% (33) of these fires occurred in Group C-Residential Occupancies, contributing to 35.61% of the total fire loss. Compared to the province, Puslinch exhibited a 3.65% lower incidence of fires in Group C-Residential Occupancies and a 31.83% lesser share of structure fire loss.

The second most substantial source of property loss was Group F – Industrial occupancies, representing 14.89% of structure fires and 32.63% of total structure fire loss during this period, with a 7.63% higher incidence than the province for this occupancy type (Table 44). Further the structure fire loss for Group F- industrial is 32.63% of the total structure fire loss, which is 20.62% higher than the province for Group F - industrial types.

Group A - Assembly occupancies accounted for 10.64% of total structure fires, which is 7.31% higher than the province for Group A occupancies and represents 26.12% of total structure fire loss which is 22.36% greater than the province for Group A occupancies.

Table 44: Fires by Major Occupancy Type – 2018-2022

Group	Occupancy Classification	# of Fires	Puslinch % of Structure Fires	Puslinch Structure Fire Loss	Puslinch % of Structure Fire Loss	Ontario % of Structure Fires	Ontario % of Structure Fire Loss
A	Assembly	5	10.64	\$2,178,000	26.12	3.33	3.76
B	Care & Detention	0	0.00	\$0	0.00	1.45	0.75
C	Residential	33	70.21	\$2,969,401	35.61	73.86	67.44
D	Business & Personal Services	0	0.00	\$0	0.00	2.63	2.63
E	Mercantile	0	0.00	\$0	0.00	3.28	4.44
F	Industrial	7	14.89	\$2,721,350	32.63	7.26	11.99
Other	Not Classified in OBC	0	0.00	\$0	0.00	5.52	1.18
Farm	Classified in the OBC	2	4.26	\$470,000	5.64	2.67	7.81
Total		47	100.00	\$8,338,751	100.00	100.00	100.00

Table Source: OFM SIR data for Township of Puslinch³⁸

³⁸ Ibid

10.1.3 Civilian Fatalities and Injuries

As shown in Table 45, according to data from the OFM Standard Incident Reporting, spanning from January 1st, 2018, to December 31st, 2022, there were 2 reported injuries and 0 fatalities within the Township of Puslinch. Notably, these numbers are considered low to the total identified by the provincial statistics.

Table 45: Civilian Fire Fatalities and Injuries by OBC Major Occupancy Classification – Township of Puslinch and Ontario

Group	Occupancy Classification	Puslinch Injuries	Puslinch Injuries (%)	Puslinch Fatalities	Puslinch Fatalities (%)	Ontario Injuries	Ontario Injuries (%)	Ontario Fatalities	Ontario Fatalities (%)
A	Assembly	0	0.00	0	0.00	23	0.90	3	0.64
B	Care & Detention	0	0.00	0	0.00	51	1.99	6	1.27
C	Residential	1	50.00	0	0.00	2304	89.68	444	94.07
D	Business & Personal Services	0	0.00	0	0.00	35	1.36	0	0.00
E	Mercantile	0	0.00	0	0.00	34	1.32	1	0.21
F	Industrial	1	50.00	0	0.00	74	2.88	12	2.54
Other	Not Classified in OBC	0	0.00	0	0.00	34	1.32	6	1.27
Farm	Classified in the NBC	0	0.00	0	0.00	14	0.54	0	0.00
Total		2	100.00	0	0.00	2,569	100.00	472	100.00

Table Source: OFM SIR data for Township of Puslinch³⁹

³⁹ Ibid

10.1.4 Reported Fire Cause

The NFPA defines fire cause as “the circumstances, conditions, or agencies that bring together a fuel, ignition source, and oxidizer (such as air or oxygen) resulting in a fire or a combustion explosion.” Assessing the possible cause of the fires reported is an important factor in identifying potential trends or areas that may be considered for introducing additional public education or fire prevention initiatives. Within OFM fire loss reporting, there are four categories of cause used to classify the cause of a fire. These include intentional, unintentional, other, and undetermined. Table 46 presents the reported fire causes for the township compared to the province over the five-year period from January 1st, 2018, to December 31st, 2022.

The analysis of fire causes in the Township of Puslinch, as detailed in Table 46, reveals various factors contributing to fires over the period examined. Almost 60% of fires were found to be undetermined. This rate of undetermined causes is 39.36% higher than the provincial average. Determining the cause of fires can assist fire services in developing public education programs to reduce or prevent future incidents. It could also help identify trends that may indicate a need for targeted enforcement.

The "intentional" category includes fires started for a specific reason, typically classified as arson, acts of vandalism, or for personal gain through insurance claims. According to the data, the township did not determine any intentional fires, including arson and acts of vandalism, during this five-year period. In contrast, the provincial total for intentional fires was 7.85%. This indicates that the township has a lower rate of intentional fires compared to the province, or the higher number of undetermined fires might have obscured these intentional fires.

The "unintentional" category represents common causes of fires, including human behavioral causes (e.g., misuse of ignition sources) and equipment failures (e.g., mechanical failure). Unintentional fire causes represented 38.30% of all reported fires in the township during this period, compared to 66.01% for the province. The leading causes of unintentional fires in the township were the misuse of ignition sources (14.89%) and mechanical/electrical failures (14.89%), compared to 28.14% and 15.06%, respectively, in the province.

Table 46: Reported Fire Cause – Township of Puslinch and Ontario – 2018-2022

Nature	Fire Cause	Puslinch # of Fires	Puslinch % of Fires	Ontario # of Fires	Ontario % of Fires
Intentional	Arson	0	0.00	2,219	6.32
	Vandalism	0	0.00	536	1.53
	Other	0	0.00	11	0.03
Unintentional	Design/Construction/Maintenance Deficiency	1	2.13	2,232	6.35
	Mechanical/Electrical Failure	7	14.89	5,292	15.06
	Misuse of Ignition Source	7	14.89	9,885	28.14
	Other Unintentional	0	0.00	2,554	7.27
	Vehicle Collision	0	0.00	29	0.08
	Children Playing	0	0.00	138	0.39
	Undetermined	3	6.38	3,062	8.72
Other	Other	1	2.13	1,952	5.56
Undetermined	Undetermined	28	59.57	7,100	20.21
Unknown	Unknown, Not reported	0	0.00	122	0.35
Total		47	100.00	35,132	100.00

Table Source: OFM SIR data for Township of Puslinch⁴⁰

10.1.5 Ignition Source

According to the 2019 NFPA Glossary of Terms, ignition source is defined as “any item or substance capable of an energy release of type and magnitude sufficient to ignite any flammable mixture of gases or vapors that could occur at the site or onboard the vehicle.” Table 47 provides fire loss by source of ignition for the township and the province. Again, similar to reported fire cause, in 61.70% of fires, the ignition source was reported as undetermined. The lack of determination of cause is 35.9% greater than the provinces undetermined. Determining source can assist fire services in the development of public education program to reduce or prevent future events. It could also lead to trends that may indicate greater targeted enforcement needs or identify concerns to the Ontario Fire Marshal for review by their Technical Services section.

The balance of the source of ignition was fairly evenly distributed across a number of classifications (Electrical equipment, cooking equipment, heating equipment, open flame, other electrical/ mechanical) which all fall within or below the provincial averages. Efforts to enhance data collection and investigation methods could help reduce the number of undetermined cases, providing valuable insights for fire prevention and safety initiatives.

⁴⁰ OFM SIR Data for the Township of Puslinch, 2018-2022

Table 47: Source of Ignition – Township of Puslinch and Ontario – 2018-2022

Reported Ignition Source	Puslinch # of Fires	Puslinch % of Fires	Ontario # of Fires	Ontario % of Fires
Appliances	0	0.00	1,528	4.35
Cooking Equipment	2	4.26	5,450	15.51
Electrical Distribution Equipment	2	4.26	2,977	8.47
Heating Equipment	2	4.26	2,582	7.35
Lighting Equipment	1	2.13	964	2.74
Open Flame tools/ Smokers Articles	3	6.38	4,974	14.16
Other Electrical/Mechanical	4	8.51	1,791	5.10
Processing Equipment	0	0.00	421	1.20
Miscellaneous	3	6.38	3,469	9.87
Exposure	1	2.13	1,736	4.94
Undetermined	29	61.70	9,101	25.91
Unknown/Not Reported	0	0.00	139	0.40
Total	47	100.00	35,132	100.00

Table Source: OFM SIR data for Township of Puslinch⁴¹

10.1.6 Smoke Alarm Status

In the Province of Ontario, smoke alarms serve as crucial safety measures, mandated on every level of residential dwellings to act as the first line of defense against fires. Therefore, smoke alarm programs and compliance initiatives are integral components of public education and fire prevention efforts led by municipal fire services. Data regarding smoke alarm status during fire incidents is collected and reported by municipalities to the province, with information publicly available for analysis. Table 48 shows that over a five-year period from January 1st, 2018, to December 31st, 2022, in Group C - Residential occupancies, the Township of Puslinch reported that in 13.11% of fires responded to, there was no smoke alarm present. This is lower than the provincial average of 17.35%. Conversely, incidents where a smoke alarm was present but failed to operate accounted for 18.03%, higher than the provincial rate of 12.40%. In 36.07% of occurrences, smoke alarms were present and successfully operated, which is considerably less than the provincial rate of 44.68%.

⁴¹ OFM SIR Data for the Township of Puslinch, 2018-2022

Table 48: Smoke Alarm Presence and Operation on the Floor of Fire Origin – Township of Puslinch and Ontario– 2018-2022⁴²

Smoke Alarm Status (on floor of origin)	Puslinch							Ontario	
	2018	2019	2020	2021	2022	Total	%	Ontario Total	Ontario %
No Smoke Alarm Present	2	3	2	1	0	8	13.11	4,307	17.35
Smoke Alarm Present & Operated	4	6	3	4	5	22	36.07	11,091	44.68
Smoke Alarm Present & did not operate	4	3	2	1	1	11	18.03	3,079	12.40
Smoke Alarm Present, Operation undetermined	0	2	2	1	0	5	8.20	2,007	8.09
Smoke Alarm Presence Undetermined	2	4	2	4	3	15	24.59	4,269	17.20
Unknown, not reported	0	0	0	0	0	0	0.00	69	0.28
Total	12	18	11	11	9	61	100.00	24,822	100.00

Table Source: OFM SIR data for Township of Puslinch⁴³

Among the incidents analyzed over the five-year period, there were occurrences where the status of smoke alarms could not be conclusively determined. In the Township of Puslinch, these undetermined instances totaled 20, representing 32.79% of all cases. Similarly, in Ontario, 6,276 incidents, or 25.29% of the total, fell under this category. The reasons for the undetermined status could vary, including factors such as the extent of fire damage obscuring the evidence of smoke alarm presence or functionality, lack of proper documentation, or limitations in investigative procedures. Efforts to enhance data collection and investigation methods could help reduce the number of undetermined cases, providing valuable insights for fire prevention and safety initiatives.

⁴² Ibid

⁴³ Ibid

10.2 Event History

Event history seeks to apply PFRS historic emergency call data to develop an understanding of community risks. The OFM provided the data used in this analysis for all historical calls for the five-year period from January 1st, 2018, to December 31st, 2022. This section provides a statistical assessment of historic emergency call volumes for the township. The analysis included within this section also provides a detailed breakdown of calls by OFM response type. Data used in the analysis of call volume by type was sourced from the OFM's Standard Incident Reporting because call volume by type is compared to the province. The volume and frequency of historic calls informs the understanding of response probability. The types of calls inform the potential consequences of PFRS responses and calls for service. The combined consideration of these elements provides an understanding of community risk, based on past calls for service.

10.2.1 Emergency Call Volume

This section illustrates the historical emergency call volume by year, month, day of week, and time of day for all types of incidents responded to by PFRS for the time from January 1st, 2018, to December 31st, 2022.

10.2.1.1 Annual Call Volume – All Incident Types

The analysis of annual emergency call volume can be beneficial in understanding evolving trends or changes in emergency response demand. A summary of the total number of emergency calls for the period from January 1st, 2018, to December 31st, 2022, is shown in Figure 9. This analysis identifies an increase in the total emergency call volume within the township over this period from 448 calls in 2018 to 507 calls in 2022. This represents a total increase of 13.17% over this five-year period with an average of 408 calls per year. There was a 32.03% increase in the call volume from 2021 to 2022, and a 67.26% increase from 2020 to 2022. These trends appear to be related mainly to an increase in motor vehicle incidents and medical calls. These should be monitored year by year to evaluate further increases/ decreases.

Figure 9: Annual Call Volume – All Incidents January 1st, 2018, to December 31st, 2022

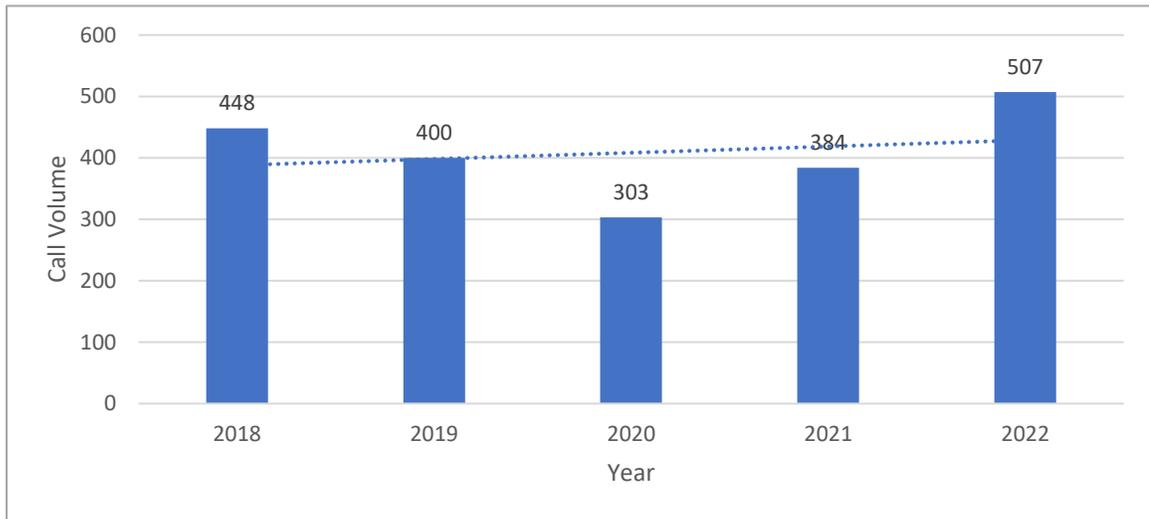


Figure Source: OFM SIR data for Township of Puslinch⁴⁴

10.2.1.2 Daily Emergency Call Volume – All Incident Types

For the period from January 1st, 2018, to December 31st, 2022, emergency call volume typically increases between 6:00 AM and 9:00 AM, reaching its peak between 3:00 PM and 6:00 PM (See Figure 10). The lowest percentage of emergency calls typically occurs between 12:00 AM and 6:00 AM, aligning with typical trends observed during commuting hours and reduced activity when most of the population is asleep.

Figure 10: Total Call Volume by Time of Day – All Incidents January 1st, 2018, to December 31st, 2021

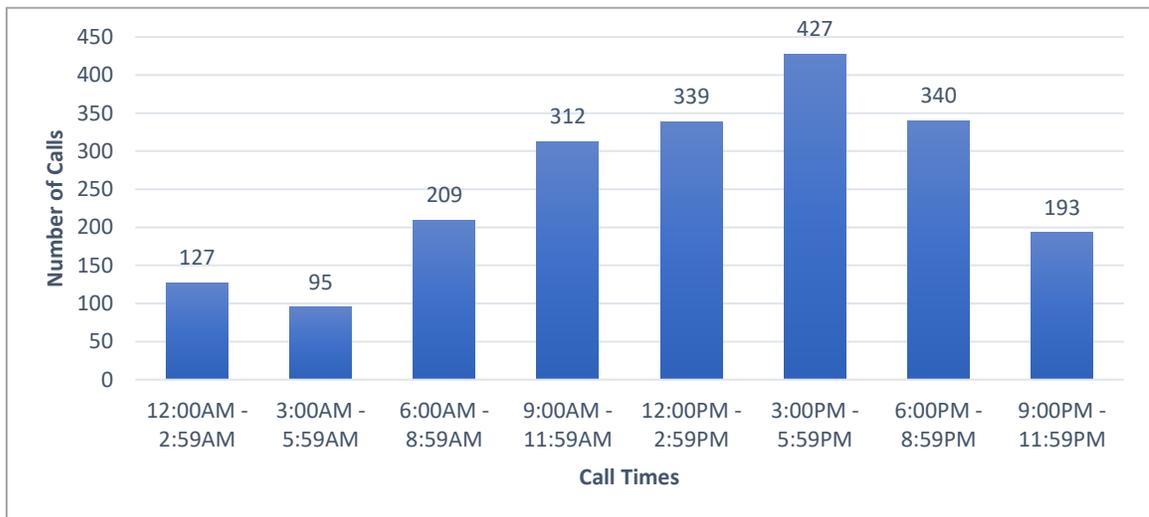


Figure Source: OFM SIR data for Township of Puslinch⁴⁵

⁴⁴ Ibid

⁴⁵ Ibid

An analysis of the call volume by day of the week reveals a generally consistent frequency of incidents, with slight increases noted on Fridays and Saturdays. These trends are anticipated, reflecting heightened recreational activities and increased traffic throughout the township. Further, call volumes tend to increase in summer months, coinciding with the influx of tourists.

10.2.1.3 Call Type – All Incident Types

This section analyzes all emergency call volume for the period from January 1st, 2018, to December 31st, 2022. Table 49 illustrates that during this period 33.40% of the total emergency calls that PFRS responded to were rescue incidents mostly attributed to motor vehicle collisions. Responding to other calls was the second highest percentage representing 17.58% of the department’s total emergency call volume. This includes CO calls, lift assists, unknown odour, and smoke alarm calls. During this five-year period, only 4.80% of emergency calls were categorized as Public Hazard. The number of fires reported over this 5-year period was 231 which is 11.31% of the total calls. This is higher than fires reported provincially at 2.10%. Table 50 provides a breakdown of all calls.

Table 49: Total Number of Incidents – Summary - January 1st, 2018, to December 31st, 2022.

Incident Subcategory	2018	2019	2020	2021	2022	Total	Total %
Property fires/explosions	50	29	47	53	52	231	11.31%
Burning (controlled)	18	12	16	6	7	59	2.89%
Overpressure rupture/explosion (no fire)	1	0	0	0	0	1	0.05%
Pre-fire conditions/no fire	5	5	6	6	11	33	1.62%
False fire calls	43	35	35	53	52	218	10.68%
CO false calls	22	13	10	6	8	59	2.89%
Public Hazard	11	15	17	25	30	98	4.80%
Rescue	152	147	91	125	167	682	33.40%
Medical/Resuscitator	84	77	31	47	63	302	14.79%
Other response	62	67	50	63	117	359	17.58%
Total	448	400	303	384	507	2,042	100.00%

Table Source: OFM SIR data for Township of Puslinch⁴⁶

⁴⁶ Ibid.

Table 50: Total Number of Incidents – Breakdown - January 1st, 2018, to December 31st, 2022

Call Type	2018	2019	2020	2021	2022	Total	Total %
A. Structure Fire	6	11	10	11	9	47	2.30
B. Other Fire	1	0	1	1	1	4	0.20
C. Vehicle Fire	20	9	16	14	11	70	3.43
D. No Loss Fire	12	0	12	15	7	46	2.25
E. No Loss Fire (Excluded)	11	9	8	12	24	64	3.13
F. Non-Fire Call	398	371	256	331	455	1811	88.69
Total	448	400	303	384	507	2042	100.00
F. Non-Fire Call Breakdown							
Burning Controlled	18	12	16	6	7	59	3.26
Authorized controlled burning complaint	7	4	6	1	1	19	32.20
Open Air Burning/unauthorized controlled burning	11	8	10	5	6	40	67.80
CO False Fire Calls	22	13	10	6	8	59	3.26
CO false alarm - equipment malfunction	12	7	9	1	3	32	54.24
CO false alarm - perceived emergency	10	6	1	5	5	27	45.76
False Fire Calls	43	35	35	53	52	218	12.04
Alarm System Equipment Accidental Activation	16	9	19	12	10	66	30.28
Alarm System Equipment Malfunction	15	16	7	27	29	94	43.12
Human - Accidental	2	4	7	3	6	22	10.09
Human - Malicious	0	0	0	0	0	0	0.00
Human - Perceived Emergency	6	3	1	5	2	17	7.80
Other False Fire Call	4	3	1	6	5	19	8.72
Medical/Resuscitator Call	84	77	31	47	63	302	16.68
Accident or illness	10	5	1	6	4	26	8.61
Alcohol or Drug Related	0	3	1	1	2	7	2.32
Asphyxia, respiratory Condition	9	11	4	4	4	32	10.60
Burns	0	0	1	0	0	1	0.33
Chest Pains or Suspected Heart Attack	13	12	2	3	1	31	10.26
CPR administered	4	3	3	0	0	10	3.31
Defibrillator Used	0	1	0	0	0	1	0.33
Electric Shock	0	0	0	0	0	0	0.00
Medical aid not required on arrival	4	1	1	9	17	32	10.60
Medical Resuscitator call false alarm	0	1	0	0	1	2	0.66

Call Type	2018	2019	2020	2021	2022	Total	Total %
Medical/Resuscitator Call - Continued							
Medical Resuscitator call no action required	15	17	3	9	7	51	16.89
Other Medical Resuscitator Call	18	12	8	9	19	66	21.85
Oxygen Administered	4	0	1	0	0	5	1.66
Seizure	4	6	3	0	3	16	5.30
Traumatic Shock	0	0	0	0	0	0	0.00
Vital Signs Absent, DOA	3	5	3	6	5	22	7.28
Other Response	62	67	50	63	117	359	19.82
Assistance not required by other agency	8	12	4	8	5	37	10.31
Assistance to other agencies	0	0	1	3	0	4	1.11
Assistance to Police	2	1	0	0	1	4	1.11
Assisting other Fire Department (Automatic Aid)	1	0	0	3	14	18	5.01
Assisting other Fire Department (Fire Protection Agreement)	2	5	6	0	3	16	4.46
Assisting other Fire Department (Mutual Aid)	0	5	3	10	16	34	9.47
Assisting other Fire Department (Other)	0	0	0	0	0	0	0.00
Cancelled on Route	28	21	23	33	57	162	45.13
Illegal Grow Operation (no fire)	0	0	0	0	0	0	0.00
Incident Not Found	15	21	11	5	14	66	18.38
Other Public Service	3	1	0	0	2	6	1.67
Other Response	3	1	2	1	5	12	3.34
Overpressure Rupture/explosion (no fire)	1	0	0	0	0	1	0.06
Overpressure Rupture- Gas pipe (no fire)	0	0	0	0	0	0	0.00
Overpressure Rupture (no fire- steam boilers, hot water)	1	0	0	0	0	1	100.00
Pre-Fire Conditions (no fire)	5	5	6	6	11	33	1.82
Fireworks (no fire)	0	0	0	0	0	0	0.00
Lightning (no fire)	0	0	0	0	0	0	0.00
Other (cooking, toasting, smoke, steam)	0	0	0	0	2	2	6.06
Other pre fire conditions (no fire)	3	1	4	2	3	13	39.39
Overheat (no fire- mechanical devices)	2	4	2	3	6	17	51.52
Pot on Stove	0	0	0	1	0	1	3.03

Call Type	2018	2019	2020	2021	2022	Total	Total %
Public Hazard	11	15	17	25	30	98	5.41
Bomb, Explosive removal Standby	0	0	0	0	0	0	0.00
CO incident, CO present	2	3	2	2	5	14	14.29
Gas Leak - Miscellaneous	0	1	1	0	0	2	2.04
Gas Leak - Natural Gas	0	3	2	3	2	10	10.20
Gas Leak - Propane	2	1	1	1	2	7	7.14
Gas Leak - Refrigeration	0	1	0	0	0	1	1.02
Other Public Hazard	0	0	1	5	3	9	9.18
Power Lines Down, Arcing	5	2	7	10	12	36	36.73
Public Hazard call false alarm	1	1	1	1	0	4	4.08
Public Hazard no action required	0	0	1	2	3	6	6.12
Ruptured Water, Steam Pipe	0	1	0	0	0	1	1.02
Spill- Gasoline or Fuel	0	1	1	0	2	4	4.08
Spill - Miscellaneous	1	0	0	0	1	2	2.04
Spill - Toxic Chemical	0	0	0	0	0	0	0.00
Suspicious Substance	0	1	0	1	0	2	2.04
Rescue	152	147	91	125	167	682	37.66
Animal Rescue	0	0	0	0	1	1	0.15
Building Collapse	0	0	0	0	0	0	0.00
Commercial Industrial Accident	0	1	0	0	0	1	0.15
Confine Space Rescue (non-fire)	0	0	0	0	0	0	0.00
High Angle Rescue	0	0	0	0	1	1	0.15
Home/Residential Accident	0	0	1	0	0	1	0.15
Low Angle Rescue	0	0	0	0	0	0	0.00
Other Rescue	2	1	4	0	2	9	1.32
Persons Trapped in Elevator	0	0	0	0	0	0	0.00
Rescue False Alarm	0	0	0	0	0	0	0.00
Rescue No Action Required	3	4	0	1	1	9	1.32
Vehicle Collision	141	137	81	118	159	636	93.26
Vehicle Extrication	5	4	5	5	3	22	3.23
Water Ice Rescue	0	0	0	0	0	0	0.00
Water Rescue	1	0	0	1	0	2	0.29

Table Source: OFM SIR data for Township of Puslinch⁴⁷

⁴⁷ Ibid

10.3 Past Loss & Event History Profile – Identified Risks and Key Findings

Table 51: Past Loss & Event History Profile – Identified Risks and Key Findings

Identified Risk / Key Finding	Rationale
Identified Risk	For the period from January 1st, 2018, to December 31st, 2022, the township experienced a total of 47 structure fires of which 70.21% occurred in Group C-Residential Occupancies.
Identified Risk	For the period from January 1st, 2018, to December 31st, 2022, group F- Industrial occupancies accounted for 14.89% of the structure fires and 32.63% of the total structure fire loss. The township's percentage of loss is nearly 3 times higher than that of the province. However Industrial occupancies only represent 3.49% of all occupancies in the township.
Identified Risk	For the period from January 1st, 2018, to December 31st, 2022, group A – Assembly occupancies accounted for 10.64% of the structure fires and 26.12% of the total structure fire loss. The township's percentage of fires is more than 3 times higher and fire loss is nearly 7 times higher than that of the province. However, assembly occupancies only represent 1.75% of all occupancies in the township.
Key Finding	Over the five-year period from January 1st, 2018, to December 31st, 2022, in 36.07% of incidents, there was a smoke alarm present on the floor of origin and operated. This is lower than that of the province at 44.68%.
Key Finding	There was a 32.03% increase in the call volume from 2021 to 2022 primarily related to vehicle collisions and medicals. This trend should be monitored.
Key Finding	Over the five-year period from January 1st, 2018, to December 31st, 2022, 37.66% of the total emergency calls that PFRS responded to were rescue incidents.
Key Finding	Over the five-year period from January 1st, 2018, to December 31st, 2022, 61.70% of the reported fires had an ignition source undetermined which is 35.90% higher than that of the province.
Key Finding	The township has nearly triple the provincial rate of fires that were deemed undetermined.

SECTION 11 IDENTIFIED RISKS AND RISK TREATMENTS

The purpose of a CRA is to identify risks that are then used to inform decision-making regarding the provision of fire protection services. The analysis throughout this CRA identifies ‘Key Findings’ and ‘Identified Risks’ to be considered. In alignment with **TG-02-2019**, this section takes the identified risk conclusions (both the key findings and the identified risks) through a risk assignment process to assist in the prioritization of risks, as well as a risk treatment process. This section of the CRA brings together all the key findings and identified risks. They are taken through a risk treatment process and aligned with the “Five E’s” of Community Risk Reduction and three lines of defence to inform the analysis and recommendations for within a Fire Master Plan or other strategic document as shown in Figure 11.

Figure 11: Risk Conclusions Application Process

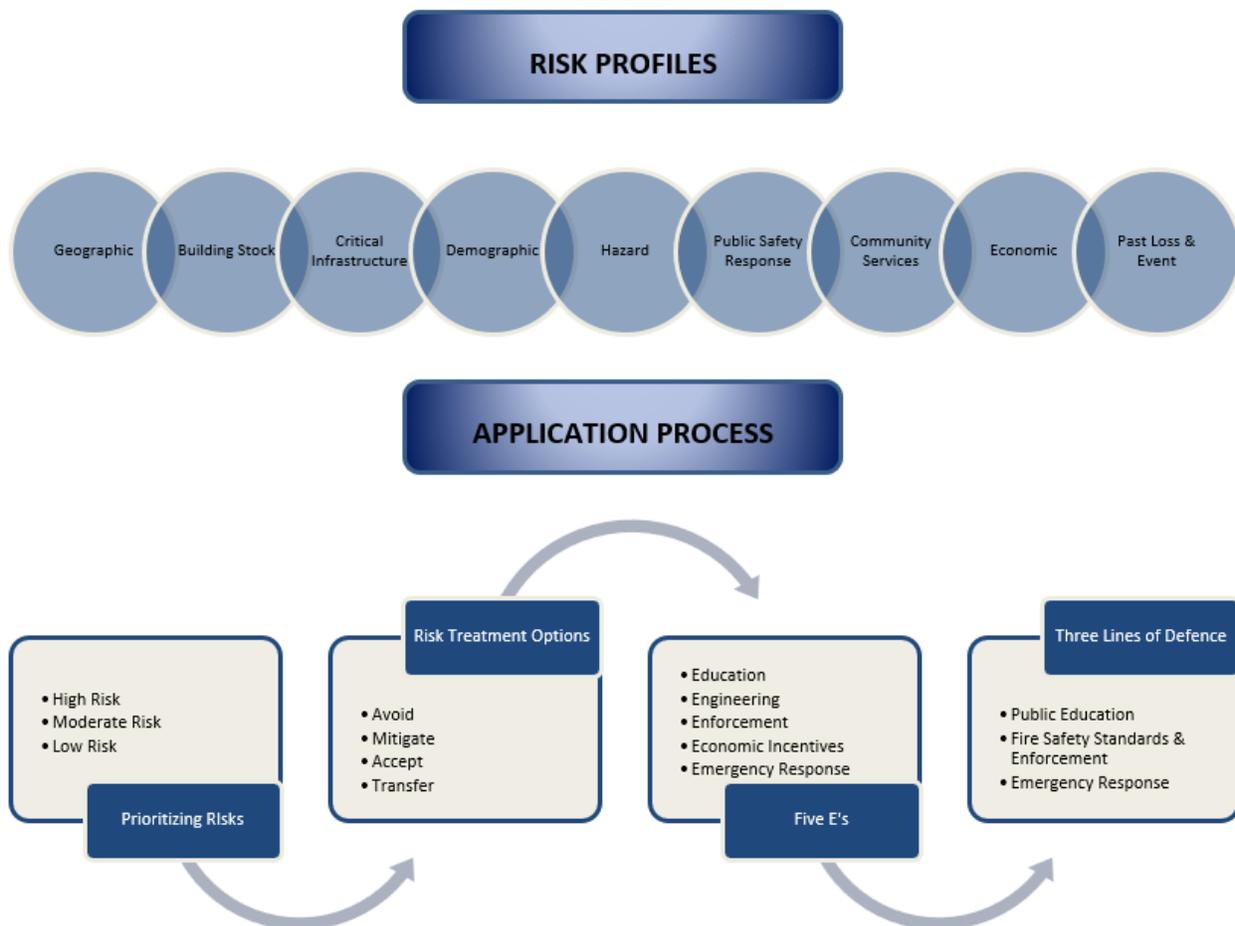


Figure Source: Adapted from OFM TG-02-2019 & NFPA 1300⁴⁸

⁴⁸ Office of the Fire Marshal, Community Risk Assessment Technical Guideline TG 02-2019, Section 6, Pg 16 & NFPA 1300, 2020 Edition, Annex A.6.3.3.2(4)

11.1 Prioritizing Risk

Following the probability and consequence levels identified by the OFM as described in the subsections below, the risk assignment process considers the probability and consequence of each identified risk. This will result in each risk having a risk level (e.g., low, moderate, or high) assigned. These risk levels will then be used to assist in the prioritization of risks as part of a Fire Master Plan.

11.1.1 Risk assignment Process Overview

The risk assignment methodology used as part of this CRA is informed by the OFM Technical Guideline (TG)-02-2019 Community Risk Assessment Guideline. There are three steps included in the risk assignment exercise used for this CRA.:

1. **Determine a probability level:** The probability of a fire or emergency event occurring can be estimated in part based on historical experience of the community and that of the province. The likelihood categories, and the values presented, follow the OFM TG-02-2019 Community Risk Assessment Guideline. Table 52 presents the probability levels and the adjusted descriptions.

Table 52: Probability Level

Likelihood Category	Numerical Value ⁴⁹	Description
Rare	1	<ul style="list-style-type: none"> • May occur in exceptional circumstances • No incidents in the past 15 years
Unlikely	10	<ul style="list-style-type: none"> • Could occur at some time, especially if circumstances change • 5 to 15 years since last incident
Possible	100	<ul style="list-style-type: none"> • Might occur under certain circumstances • 1 incident in the past 5 years
Likely	1,000	<ul style="list-style-type: none"> • Will probably occur at some time under current circumstances • Multiple or recurring incidents in the past 5 years
Almost Certain	10,000	<ul style="list-style-type: none"> • Expected to occur unless circumstances change • Multiple or recurring incidents in the past year

Table Source: OFM TG 02-2019⁵⁰

⁴⁹ Numeric scales are taken from Dillon Consulting, *The Corporation of the city of Mississauga Community Risk Identification: Introduction and Methodology*, July 2017

⁵⁰ Office of the Fire Marshal, *Community Risk Assessment Technical Guideline TG 02-2019, Section 4.1, Pg 13*

2. **Determine a consequence level:** The consequences of an emergency event relate to the potential losses or negative outcomes associated with the incident. There are four components that should be evaluated in terms of assessing consequence. These include:
- a) **Life Safety:** Injuries or loss of life due to occupant and firefighter exposure to life threatening fire or other situations.
 - b) **Property Loss:** Monetary losses relating to private and public buildings, property content, irreplaceable assets, significant historic/symbolic landmarks, and critical infrastructure due to fire.
 - c) **Economic Impact:** Monetary losses associated with property income, business closures, downturn in tourism, tax assessment value and employment layoffs due to fire.
 - d) **Environmental Impact:** Harm to human and non-human (e.g., wildlife, fish, and vegetation) species of life and general decline in quality of life within the community due to air/water/soil contamination because of fire or fire suppression activities. Table 53 presents the consequence levels.

Table 53: Consequence Levels

Likelihood Category	Numerical Value ⁵¹	Description
Insignificant	1	<ul style="list-style-type: none"> • No life safety issue • Limited value or no property loss • No impact to local economy • No effect of general living conditions
Minor	10	<ul style="list-style-type: none"> • Potential risk to life safety of occupants • Minor property loss • Minimal disruption to business activity and/or Minimal impact on general living conditions
Moderate	100	<ul style="list-style-type: none"> • Threat to life safety of occupants • Moderate property loss • Poses threat to small local businesses • Could pose threat to quality of the environment
Major	1,000	<ul style="list-style-type: none"> • Potential for large loss of life • Would result in significant property damage • Significant threat to businesses, local economy, and tourism • Impact to environment would result in a short term, partial evacuation of local residents and businesses

⁵¹ Numeric scales are taken from Dillon Consulting, *The Corporation of the city of Mississauga Community Risk Identification: Introduction and Methodology*, July 2017

Likelihood Category	Numerical Value ⁵¹	Description
Catastrophic	10,000	<ul style="list-style-type: none"> Significant loss of life Multiple property damage to a significant portion of the township Long term disruption of businesses, local employment, and tourism and/or Environmental damage that would result in long-term evacuation of local residents and businesses

Table Source: OFM TG 02-2019⁵²

- 3. Establish the risk level:** (i.e., low, moderate, or high) for each risk based on the identified probability and consequence for each event. Once probability and consequence are determined the level of risk is calculated by multiplying the numerical values⁵³ for probability and consequence. The relationship between probability and consequence as it pertains to risk levels can be illustrated in a risk matrix. In a risk matrix, probability and consequence are defined on separate scales with varying descriptors providing directions on how to assign the probability and consequence of an event. Table 54 shows the risk matrix for this CRA.

Table 54: Probability & Consequence Risk Matrix

Probability/ Consequence	Insignificant 1	Minor 10	Moderate 100	Major 1,000	Catastrophic 10,000
Almost Certain 10,000	Moderate	Moderate	High	High	High
Likely 1,000	Moderate	Moderate	Moderate	High	High
Possible 100	Low	Moderate	Moderate	Moderate	High
Unlikely 10	Low	Low	Moderate	Moderate	Moderate
Rare 1	Low	Low	Low	Moderate	Moderate

Table Source: OFM TG 02-2019⁵⁴

⁵² Office of the Fire Marshal, Community Risk Assessment Technical Guideline TG 02-2019, Section 4.2 pg. 14

⁵³ Numeric scales are taken from Dillon Consulting, The Corporation of the city of Mississauga Community Risk Identification: Introduction and Methodology, July 2017

⁵⁴ Office of the Fire Marshal, Community Risk Assessment Technical Guideline TG 02-2019, Appendix B Pg B1

11.1.2 Assigned Risk Levels

The purpose of assigning a risk level is to assist in the prioritization of the range of risks that were identified as part of this CRA. The results of the risk assignment process are presented in Table 55. Where possible, quantitative data was used to inform the risk assignment as described in the rationale in the table.

Table 55: Risk Assignment

Profile	Identified Risk	Probability Level	Rationale	Consequence Level	Rationale	Risk Level
Geographic	The road network predominately Hwy 401 bisecting the township, is a contributor to emergency call volume due to motor vehicle collisions and vehicle fires.	Almost Certain	<ul style="list-style-type: none"> Approximately 658 emergency calls responded to between 2018 and 2022 pertain to motor-vehicle related incidents, this represents 96.5% of rescue calls and approximately 32.2% of all calls responded to by PFRS during that period. 	Moderate	<ul style="list-style-type: none"> Potential for risk to life safety of occupants of motor vehicles Potential risk for property loss Could pose a threat to small local business Could pose a threat to the quality of the environment Consequence level could be impacted by the magnitude of a hazard event 	High
Geographic	There are several rail lines within the Township of Puslinch that present a risk related primarily to the movement of goods.	Possible	<ul style="list-style-type: none"> Guelph Junction Railway, CN and CP Rail operate various lines running through the municipality, which includes farmland and over water surfaces. The containers transported include dangerous goods. 	Major	<ul style="list-style-type: none"> Significant loss of life Multiple property damage to significant portion of the township Long term disruption of farms, businesses, local employment, and tourism and/or Environmental damage that would result in evacuation of local residents, farms and businesses 	Moderate
Geographic	There is an increased risk of ice and water rescue at Puslinch Lake, Mountsberg Reservoir, and Mill Creek due to recreational activity on the water.	Unlikely	<ul style="list-style-type: none"> Waterfront activities increase the risk of an incident both on the water and onshore. PFRS reported a total of 2 water and/or ice rescues in the past 5 years. 	Moderate	<ul style="list-style-type: none"> Threat to life safety of occupants Moderate property loss 	Moderate

Profile	Identified Risk	Probability Level	Rationale	Consequence Level	Rationale	Risk Level
Geographic	The municipality has large areas of agricultural and green space areas throughout, which face heightened risks of grass, field, and wooded area fires, especially during drought and dry conditions typically experienced throughout the summer months.	Possible	<ul style="list-style-type: none"> The province has experienced drier summer months over the past years that have resulted in drought conditions The township has a large proportion of agricultural and green space lands The railways travelling through the municipality has caused several grass and brush fires along the rail tracks 	Moderate	<ul style="list-style-type: none"> Could result in moderate property loss to adjacent properties Could pose a threat to the life safety of occupants Could pose a threat to small local businesses, and/or pose a threat to the quality of the environment Some areas are difficult to access allowing the fire to increase prior to suppression activities beginning 	Moderate
Building Stock and Past Loss and Event History	Group C occupancies represent 82.88% of all occupancies. Residential occupancies are the highest occupancies linked to fire deaths and fire injuries across the province.	Almost Certain	<ul style="list-style-type: none"> The majority of the township's existing property stock is comprised of Group C - Residential Occupancies (82.88%) 70.21% of structure fires loss over the five-year period from January 1, 2018, to December 31, 2022, occurred within Group C - Residential Occupancies. In Ontario, a high majority of fire deaths and injuries occur in Group C residential occupancies 	Moderate	<ul style="list-style-type: none"> Could pose a threat to the life safety of occupants Could result in moderate property loss Could pose a threat to small local businesses, and/or pose a threat to the quality of the environment Potential for vulnerable individuals including seniors and youth within Group C Potential for exposure risk depending on dwelling type and building age 	High

Profile	Identified Risk	Probability Level	Rationale	Consequence Level	Rationale	Risk Level
Building Stock	Information obtained from the MPAC data indicates that approximately 28.27% of the township's residential building stock was built prior to the introduction of the 1975 OBC.	Almost Certain	<ul style="list-style-type: none"> Approximately 28.27% of the township's building stock was built prior to 1981, preceding the adoption of 1975 OBC There were 11 incidents (or 18.03%) where a smoke alarm was present but did not operate. There were 15 incidents (24.59%) where a smoke alarm presence was undetermined 	Moderate	<ul style="list-style-type: none"> Could pose a threat to the life safety of occupants Could result in moderate property loss Could pose a threat to small local businesses, and/or pose a threat to the quality of the environment Occupants could be vulnerable individuals including seniors and youth within Group C – Residential 	High
Building Stock	There are several properties within Puslinch that have a potentially high fuel load and therefore an increased high fire risk.	Likely	<ul style="list-style-type: none"> There are 106 industrial occupancies (3.49% of property stock) - several with known high fuel load concerns There have been 7 industrial fires over the past 5 years resulting in over \$2.7M fire loss (32.63% of the total fire loss) 	Major	<ul style="list-style-type: none"> Significant threat to businesses, local economy, and tourism Impact to environment could result in a short term, partial evacuation of local residents and businesses Prolonged disruptions to supply chains 	High

Profile	Identified Risk	Probability Level	Rationale	Consequence Level	Rationale	Risk Level
Building Stock	The Township of Puslinch currently has 1 registered vulnerable occupancy.	Possible	<ul style="list-style-type: none"> Vulnerable occupancies require regular inspections to ensure that compliance to the Ontario Fire Code is maintained Vulnerable occupancies may house individuals with various mobility issues requiring detailed plans in the event of a fire in the building 	Major	<ul style="list-style-type: none"> Ontario Regulation 150/13 requires fire departments to perform annual inspections and approve and witness fire drill scenarios Presence and maintenance of fire protection equipment, for example, fire alarm system, sprinklers, etc. Potential for vulnerable individuals including those who receive special care or treatment within a Group B occupancy 	Moderate
Building Stock	There are 109 Properties Designated or Listed Under Part IV, Section 29 of the Ontario Heritage Act and 102 under Section 27.	Likely	<ul style="list-style-type: none"> 109 Properties Designated or listed Under Part IV, Section 29 of the Ontario Heritage Act and 102 under Section 27 These building are built prior to the adoption of the OBC or OFC 	Moderate	<ul style="list-style-type: none"> Significant threat to businesses, local economy, and tourism Impact to environment could result in a short term, partial evacuation of local residents and businesses Loss is permanent – cannot be replaced 	Moderate

Profile	Identified Risk	Probability Level	Rationale	Consequence Level	Rationale	Risk Level
Critical Infrastructure	There is no municipal water infrastructure to provide water supply for firefighting operations.	Almost Certain	<ul style="list-style-type: none"> Water supply is essential for fire suppression operations No municipal water infrastructure requires alternative sources including tanker shuttles and water bodies such as reservoirs, rivers, and lakes There are 152 water reservoir tanks and 13 private hydrants available 	Moderate	<ul style="list-style-type: none"> Could pose a threat to the life safety of occupants Could result in moderate property loss Could pose a threat to small local businesses, and/or pose a threat to the quality of the environment Could pose risk to fire fighter safety is water suddenly becomes unavailable 	High
Demographic	The percentage of the population aged 65 years and older in Puslinch represents 22.92% of the total population. An additional 17.76% of the township's population falls between the age group of 55 and 64, who are aging towards the senior's demographic of 65 years of age and older.	Almost Certain	<ul style="list-style-type: none"> Canada's aging population has been recognized as one of the most significant demographic trends. Seniors (those 65 years and over) are considered to represent one of the highest fire risk groups across the province based on residential fire death rate (fire deaths per million of population). The percentage of the population aged 65 years and older in Puslinch represents 22.92% of the total population 17.76% of the township's population falls between the age group of 55 and 64, who are aging towards the senior's demographic of 65 years of age and older 	Moderate	<ul style="list-style-type: none"> Could pose a threat to the life safety of occupants Could result in moderate property loss Potential for exposure risk depending on dwelling type and building age Potential presence and maintenance of fire protection equipment would influence consequence level 	High

Profile	Identified Risk	Probability Level	Rationale	Consequence Level	Rationale	Risk Level
Demographic	Nearly 81.1% of the labour force population commutes to a different census division within the province. This is 57.60% more than that of the provincial commuters (23.50%).	Likely	<ul style="list-style-type: none"> 81.1% of the labour force commutes to a different census division (1845 people) 49.18% of the labour force begins their commute between the hours of 7 and 9 AM, and therefore the risk of Motor Vehicle Collision (MVC) calls is likely to be greatest during this time 	Moderate	<ul style="list-style-type: none"> Potential for risk to life safety of occupants of motor vehicles Potential risk for property loss 	Moderate
Past Loss and Event History	For the period from January 1st, 2018, to December 31st, 2022, the township experienced a total of 47 structure fires of which 70.21% occurred in Group C-Residential Occupancies.	Almost Certain	<ul style="list-style-type: none"> Fires were responsible for 76.16% of the total fire loss for this period. Over this period, Puslinch experienced similar rates of fires in Group C-Residential Occupancies than that of the province Provincially, civilian fire related injuries, and civilian fire related fatalities occurred in residential occupancies. 	Moderate	<ul style="list-style-type: none"> Could pose a threat to the life safety of occupants Could result in moderate property loss Potential for exposure risk depending on dwelling type and building age Potential presence and maintenance of fire protection equipment would influence consequence level 	High
Past Loss and Event History	For the period from January 1st, 2018, to December 31st, 2022, group F- Industrial occupancies accounted for 14.89% of the structure fires and 32.63% of the total structure fire loss.	Likely	<ul style="list-style-type: none"> Group F industrial accounts for only 3.49% of the property stock but 14.89 % of the structure fires and 32.63% of fire loss. The township's percentage of loss is nearly 3 times higher than that of the province. 	Major	<ul style="list-style-type: none"> Potential presence and maintenance of fire protection equipment would influence consequence level potential for large loss of life, significant property damage, significant threat to businesses and local economy – depending on type of business 	High

Profile	Identified Risk	Probability Level	Rationale	Consequence Level	Rationale	Risk Level
Past Loss and Event History	For the period from January 1st, 2018, to December 31st, 2022, group A – Assembly occupancies accounted for 10.64% of the structure fires and 26.12% of the total structure fire loss.	Likely	<ul style="list-style-type: none"> The township’s percentage of fires is more than 3 times higher Fire loss is nearly 7 times higher than that of the province. Assembly occupancies only represent 1.75% of all occupancies in the township 	Moderate	<ul style="list-style-type: none"> Could pose a threat to the life safety of occupants Could result in moderate property loss Potential for exposure risk depending on dwelling type and building age Potential presence and maintenance of fire protection equipment would influence consequence level 	Moderate

11.2 Risk Treatment

NFPA 1300 and the OFM TG-02-2019 apply the process of identifying a risk treatment option for an identified risk. The risk treatment options include avoidance, mitigation, acceptance, and transfer. (See Table 56).

Table 56: Risk Treatment Options

Treatment Option	Description
Avoid	Implementing programs and initiatives to prevent a fire or emergency from happening.
Mitigate	Implementing programs and initiatives to reduce the probability and/or consequence of a fire or emergency.
Accept	After identifying and prioritizing a risk, the fire service determines that no specific programs or initiatives will be implemented to address this risk.
Transfer	The fire service transfers the impact and/or management of the risk to another organization or body. (i.e. fire protection agreements, automatic aid)

Table Source: OFM TG 02-2019⁵⁵

Section 7 of TG 02-2019 discusses setting the levels of service. To assist with application of the Identified Risks in the CRA, municipalities must consider the “Establishment of goals and objectives, strategies, timelines, and evaluation for the proposed fire protection services to be provided.”⁵⁶ This includes the identification of programming or resource gaps and the plan to close those gaps. Typically, this articulated as part of a Fire Master Plan or Community Risk Reduction strategy.

Recommendations of a Fire Master Plan should focus on ways to proactively reduce risk through education, prevention, and enforcement with fire suppression as the fail-safe.

The Five Es is a framework outlined in NFPA 1300, and the Institution of Fire Engineers’ Vision 20/20 National Strategy for Fire Loss Prevention, is a tool that helps to provide a lens through which identified risks can be reviewed to inform and support the Fire Master Plan. Table 57 identifies and describes each of the 5 Es of risk mitigation.

⁵⁵ Office of the Fire Marshal, Community Risk Assessment Technical Guideline TG 02-2019, Section 6 pg. 16

⁵⁶ Office of the Fire Marshal, Community Risk Assessment Technical Guideline TG 02-2019, 7 pg. 18

Table 57: 5 Es of Risk Mitigation

Mitigation Type	Description
Education	Aims to provide information that creates awareness and knowledge and subsequently changes behaviour.
Enforcement	Intended to correct negative human behaviour through legislation such as the Ontario Building Code and the Ontario Fire Code and the Provincial Offences Act.
Engineering	When education does not change an individual’s behavior, this component removes the human factor and introduces technology to improve safety such as smoke alarms.
Economic Incentives	Provided to reinforce positive impacts (e.g., insurance discounts or tax levy reductions) and discourage negative impacts (e.g., fines and charges)
Emergency Response	Necessary only if the first 4 Es are unsuccessful, and a fire incident occurs. The level of service for a community is determined by Council based on the needs and circumstances identified locally.

Source: Adapted from NFPA 1300 & Vision 20/20⁵⁷

Table 58 summarizes the identified risks and presents ways in which the risks can be addressed by PFRS and ultimately considered within the Fire Master Plan analysis and recommendations.

⁵⁷ NFPA 1300, 2020 Edition, Annex A.6.3.3.2(4)

Table 58: Identified Risk Treatment

Profile	Identified Risk	Risk Level	Risk Treatment Option	Education	Enforcement	Engineering	Economic Incentives	Emergency Response
Geographic	The road network predominately Hwy 401 bisecting the township, is a contributor to emergency call volume due to motor vehicle collisions and vehicle fires.	High	Accept	No	No	No	No	Yes
Geographic	There are several rail lines within the Township of Puslinch that present a risk related primarily to the movement of goods.	Moderate	Accept	No	No	No	No	Yes
Geographic	There is an increased risk of ice and water rescue at Puslinch Lake, Mountsberg Reservoir, and Mill Creek due to recreational activity on the water.	Moderate	Accept	Yes	No	No	No	Yes
Geographic	The municipality has large areas of agricultural and green space areas throughout, which face heightened risks of grass, field, and wooded area fires, especially during drought and dry conditions typically experienced throughout the summer months.	Moderate	Mitigate	Yes	Yes	No	No	Yes
Building Stock and Fire Loss and Event History	Group C occupancies represent 82.88% of all occupancies. Residential occupancies are the highest occupancies linked to fire deaths and fire injuries across the province	High	Mitigate	Yes	Yes	Yes	No	Yes

Profile	Identified Risk	Risk Level	Risk Treatment Option	Education	Enforcement	Engineering	Economic Incentives	Emergency Response
Building Stock	Information obtained from the MPAC data indicates that approximately 28.27% of the township's residential building stock was built prior to the introduction of the 1975 OBC.	High	Mitigate	Yes	Yes	Yes	No	Yes
Building Stock	There are several properties within Puslinch that have a potentially high fuel load and therefore an increased high fire risk.	High	Mitigate	Yes	Yes	Yes	No	Yes
Building Stock	The Township of Puslinch currently has 1 registered vulnerable occupancy.	Moderate	Mitigate	Yes	Yes	Yes	Yes	Yes
Building Stock	There are 109 Properties Designated or Listed Under Part IV, Section 29 of the Ontario Heritage Act and 102 under Section 27.	Moderate	Mitigate	Yes	Yes	Yes	Yes	Yes
Critical Infrastructure	There is no municipal water infrastructure to provide water supply for firefighting operations.	High	Mitigate	No	Yes	Yes	Yes	Yes

Profile	Identified Risk	Risk Level	Risk Treatment Option	Education	Enforcement	Engineering	Economic Incentives	Emergency Response
Demographic	The percentage of the population aged 65 years and older in Puslinch represents 22.92% of the total population. An additional 17.76% of the township's population falls between the age group of 55 and 64, who are aging towards the senior's demographic of 65 years of age and older	High	Mitigate	Yes	Yes	Yes	No	Yes
Demographic	The number of residential occupants greater than 2 people is 44.23% which is slightly higher than the provincial average (40.80%)	Moderate	Mitigate	Yes	Yes	Yes	No	Yes
Demographic	Nearly 81.1% of the labour force population commutes to a different census division within the province. This is 57.60% more than that of the provincial commuters (23.50%).	Moderate	Accept	No	No	No	No	Yes
Past Loss & Event History	For the period from January 1st, 2018, to December 31st, 2022, the township experienced a total of 47 structure fires of which 70.21% occurred in Group C-Residential Occupancies.	High	Mitigate	Yes	Yes	Yes	Yes	Yes

Profile	Identified Risk	Risk Level	Risk Treatment Option	Education	Enforcement	Engineering	Economic Incentives	Emergency Response
Past Loss & Event History	For the period from January 1st, 2018, to December 31st, 2022, group F- Industrial occupancies accounted for 14.89% of the structure fires and 32.63%% of the total structure fire loss.	High	Mitigate	Yes	Yes	Yes	Yes	Yes
Past Loss & Event History	For the period from January 1st, 2018, to December 31st, 2022, group A – Assembly occupancies accounted for 10.64% of the structure fires and 26.12%% of the total structure fire loss.	Moderate	Mitigate	Yes	Yes	Yes	Yes	Yes

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Appendix B:References

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Appendix C: Heritage Properties

Appendix Table C-1: Designated Heritage Properties

No.	Property Name	Address	Year of Construction
1	David Morlock House	82 Queen ST Morriston Puslinch	1910

Appendix Table C-2: Listed Properties

No.	Property Name	Address	Year of Construction
2	Samuel Pannabecker House	6633 Roszell RD, Puslinch ON	c. 1870
3	William Thompson House	4661 Sideroad 10 North	1875
4	James Anderson House	4855 Pioneer TR Puslinch	c. 1862
5	Thomas Saunders House/Vimy Ridge	4856 Sideroad 10 N Puslinch	1846
6	Ellis Chapel and cemetery	6705 Ellis RD Puslinch	1861
7	Charles Barrett House	1-06500	c. 1875
8	Hector McCaig House	6927 Wellington RD 34 Puslinch	1875
9	Angus McPherson House	4453 Sideroad 20 N Puslinch	1903
10	Donald Cameron House	4495 Sideroad 20 N Puslinch	c. 1862
11	School House	6690 Wellington RD 34	1868
12	Alexander McKay House	6958 Wellington RD 34, Puslinch	c. 1860
13	Alexander McCaig House	6926 Wellington RD 34 Puslinch	1844
14	John McCormick House	6872 Wellington RD 34 Puslinch	c. 1862
15	Nicholas P. Cober House	6530 Wellington RD 34 Puslinch	c. 1900
16	Puslinch Mennonite/United Brethren Church	4614 Wellington RD 32 Puslinch	1874
17	Robert Little House	6710-6714 Concession 4 Puslinch	c. 1862
18	Peter Stewart House	6981 Concession 4 Puslinch	c. 1865
19	Margaret McLennan House	4556 Sideroad 20 N Puslinch	c. 1850
20	Duncan McKellar House	6526 Gore RD Puslinch	1850s
21	David Milroy House	6529 Concession 1 Puslinch	c. 1890
22	Donald Ferguson House, Store and Post Office	6714 Concession 1 Puslinch	c.1869
23	John McMaster House	6684 Concession 1 Puslinch	1871
24	Archie McKellar House	6652 Concession 1 Puslinch	c. 1880
25	Fred/August Begerow House	6592 Concession 1 Puslinch	c. 1860s

No.	Property Name	Address	Year of Construction
26	Puslinch Lake Hotel	Barber's Beach Hotel	1880
27	Angus McPherson House	7112 Gore RD Puslinch	1859
28	Malcolm McCormick House	6954 Gore RD Puslinch	c. 1880
29	John Scott House	6830 Gore RD Puslinch	1900
30	Killean Teacherage	6639 Concession 1 Puslinch	1874
31	Laughlin McMillan House	6815 Concession 1 Puslinch	c. 1870
32	Scott House	6835 Concession 1 Puslinch	c. 1877
33	Donald Stewart House	4048 Sideroad 20 S Puslinch	1874
34	James McPherson house	7087 Concession 1 Puslinch	1877
35	Duncan McDonald House	7111 Concession 1 Puslinch	1863
36	Murdoch/Kenneth Munro House	4071 Sideroad 25 S Puslinch	c.1860
37	Duncan McPherson House	7201 Concession 1 Puslinch	c.1880
38	Walter Cowan House	7243 Concession 1 Puslinch	c. 1865
39	Henry Becker Store and House	7160 Concession 1 Puslinch	c. 1874
40	Knox Presbyterian Church and cemetery	7156 Concession 1 Puslinch	1882
41	William McDonald House	4095 Sideroad 25 S Puslinch	c. 1880
42	John Thompson House	7094 Concession 1 Puslinch	1845
43	Archibald Thomson House	7030 Concession 1 Puslinch	1853
44	Richard Bond House	6920 Concession 1 Puslinch	c. 1850s
45	Malcolm Gilchrist Sr. House	4253 Sideroad 10 S Puslinch	c. 1862
46	Richard Paddock House	4227 Wellington RD 35 Puslinch	1882
47	John McFarlane House	4350 Concession 7 Puslinch	c. 1864
48	Jacob Schultz House	7329 Concession 1 Puslinch	1882
49	Malcolm McNaughton House	7345 Concession 1 Puslinch	c. 1865
50	A. John McCallum House	4062 Highway 6 Puslinch	c. 1855
51	Robert Galbraith House	28 Badenoch ST E Murrison Puslinch	c. 1880
52	Alexander Watson House	12 Badenoch ST E Murrison Puslinch	1850s
53	Duncan McEdwards Blacksmith Shop	69 Queen ST Murrison Puslinch	c. 1856
54	R.B. Morrison commercial block	ENVERS HOLDINGS INC	1860
55	Murrison Hotel	46 Queen ST Murrison Puslinch	1860
56	John Calfas log house	56 Queen ST Murrison Puslinch	1842

No.	Property Name	Address	Year of Construction
57	John Calfas house	47 Whitcombe WY Morriston Puslinch	1851
58	John Morlock House	78 Queen Street, Morriston	c.1854
59	John Christian Morlock House	80 Queen Street Morriston	1909
60	Lorenz Schlegel house	5 Victoria ST Morriston Puslinch	1853
61	Frank Kistenmacher House	4 Victoria ST Morriston Puslinch	1874
62	Herbert Leitch/August Wurtz house	6 Victoria ST Morriston Puslinch	c.1885
63	German Evangelical Church	22 Victoria ST Morriston Puslinch	1856
64	Christian Morlock House	84 Queen ST Puslinch	1882
65	Paul Winer homestead	4162 Highway 6 Puslinch	1829
66	John Marshall House	4096 Highway 6 Puslinch	1869
67	William Nicoll house	7618 Leslie RD W Puslinch	1860-1880
68	Archibald Watson house	7594 Flamborough-Puslinch Townline Puslinch	c. 1850
69	William Simpson House	4085 Victoria RD S Puslinch	1850
70	Robert Clark House	4148 Watson RD S Puslinch	c.1880
71	Duncan MacEdward House	4073 Watson RD S (4079 Watson Rd S) Puslinch	1862
72	Malcolm Kennedy House	7735 Leslie RD W Puslinch	1883
73	John Clark House	4240 Victoria RD S Puslinch	1835
74	John McPhee House	4304 Victoria RD S Puslinch	1905
75	Hugh Cockburn House	4512 Victoria RD S Puslinch	c.1868
76	Hugh Cockburn Sr. House	381 Maltby RD E Puslinch	c.1855
77	Robert Johnston House	77 Brock RD N Puslinch	c. 1838
78	Richard Ellis House	63 Brock RD N Puslinch	c. 1862
79	George McLean/Aberfoyle Mill	80 Brock RD S Aberfoyle Puslinch	c.1862
80	George McLean House	84 Brock RD S Aberfoyle Puslinch	c.1857
81	Duff's Presbyterian Church/East Presbyterian Church	319 Brock RD S Puslinch	1854
82	Malcolm McBeath House	95 Brock RD S Aberfoyle Puslinch	c.1870
83	Aberfoyle Blacksmith and Wagon Shop	8 Brock RD N Aberfoyle Puslinch	1860
84	Aberfoyle School S.S#4	32 Brock RD N Aberfoyle Puslinch	1872
85	John Hammersley House	68 Brock RD N Puslinch	c. 1859
86	Peter McLaren House	4347 Concession 11 Puslinch	c. 1865

No.	Property Name	Address	Year of Construction
87	Kenneth/Archibald/Catherine McKenzie House	4556 Concession 11 Puslinch	1879
88	Duncan Campbell House	7839 Wellington RD 34 Puslinch	1850s
89	Andrew McRobbie House	4402 Concession 11 Puslinch	1851
90	Badenoch School, S.S #9	4217-4223 Watson RD S Puslinch	1889
91	John J. McRobbie House	4435 Watson RD S Puslinch	c. 1862
92	Duncan McFarlane House	7751 Maltby RD E Puslinch	1870
93	Corwhin School, S.S #10	4492 Watson RD S Puslinch	1885
94	John McLean House	4272-4276 Watson RD S Puslinch	1872
95	Alexander McLean House	7704 Wellington RD 36 Puslinch	c. 1885
96	Donald A. McLean House	7697 Wellington RD 36 Puslinch	1920
97	Peter McLean House	7661 Wellington RD 36 Puslinch	1869
98	John Gordon House	7737 Stone RD E Puslinch	1872
99	James Orme House and Barns	711 Arkell RD Puslinch	1854
100	William Hume House	4715 Watson RD S Puslinch	1861
101	John Murray House	4677 Watson RD S Puslinch	1896
102	William Rae House and barn	4726 Watson RD S Puslinch	c. 1870
103	Arkell Teacherage	845 Watson RD S Arkell Puslinch	1875
104	Arkell School, S.S #1	843 Watson RD S Arkell Puslinch	1862
105	George Nichol Blacksmith shop	596 Arkell RD Arkell Puslinch	c. 1850
106	Arkell Methodist Church	600 Arkell RD Arkell Puslinch	1877
107	John Caulfield House	880 Victoria RD S Puslinch	1840, 1855
108	John Isles, Jr. House	86 Farnham RD Puslinch	1901
109	Thomas Arkell House	413 Arkell RD Puslinch	1852

Ministry of Natural Resources

Resource Development Section
Development and Hazard Policy Branch
Policy Division
300 Water Street
Peterborough, ON K9J 3C7

Ministère des Richesses Naturelles

Section du développement des ressources
Direction general de l'elaboration et des
politiques sur les risqué
Division de l'élaboration des politiques
300, rue Water
Peterborough (Ontario) K9J 3C7



RE: Streamlining of approvals under the *Aggregate Resources Act* and supporting policy

Greetings,

Further to my letter dated May 29th, 2023, I am writing to inform you that a decision notice has been posted regarding the “Proposed changes to the *Aggregate Resources Act*, Ontario Regulation 244/97 to expand self-filing activities and a new policy regarding amendments to existing aggregate approvals” (ERO #[019-6767](#)).

The Ministry of Natural Resources has made changes under the *Aggregate Resources Act* to expand the list of small or routine site plan changes to an existing pit or quarry that can be self-filed (subject to conditions). The ministry has also implemented a new policy for amending an existing aggregate licence, permit or site plan where approval by the ministry is required.

On August 18, 2023, Ontario Regulation 244/97 was amended to add additional site plan changes that can be made without ministry approval when certain conditions and eligibility criteria are met. For a complete list of these changes, conditions and eligibility criteria, please refer to section 7.2 of the regulation, which can be viewed at: <https://www.ontario.ca/laws/regulation/970244>

In addition, the ministry has introduced a new amendment policy that clarifies the requirements and approach to public notification and consultation, as well as provides direction on the requirements when applying for an amendment, and guides ministry decision-making for amendment applications (including what constitutes significant and non-significant amendments). Effective immediately, this policy replaces 14 existing aggregate policies and procedures. For a complete list, please refer to the decision notice.

To view the complete details of this decision, please click on the link above or visit the Environmental Registry of Ontario at ero.ontario.ca and search for ERO number 019-6767.

If you have any questions regarding these changes, please contact us by email at aggregates@ontario.ca.

Sincerely,

Jennifer Keyes,
Director, Development and Hazard Policy Branch

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 044-2024

Being a by-law to authorize the entering into a Municipal Funding Agreement with the Association of Municipalities of Ontario in order to participate in the Canada Community-Building Fund.

WHEREAS the *Municipal Act*, S.O. 2001, c.25 authorizes a municipality to enter into Agreements;

AND WHEREAS the *Municipal Act*, S.O. 2001, c.25 authorizes a municipality to delegate authority in accordance with the provisions in the *Municipal Act*;

AND WHEREAS the Council for the Corporation of the Township of Puslinch deems it appropriate to enter into a Municipal Funding Agreement with the Association of Municipalities of Ontario in order to participate in the Canada Community-Building Fund;

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 Municipal Funding Agreement that have no budgetary impact;

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

1. That the Corporation of the Township of Puslinch enter into a Municipal Funding Agreement with the Association of Municipalities of Ontario in order to participate in the Canada Community-Building Fund.
2. That the Mayor and Clerk are hereby authorized to execute the Municipal Funding Agreement.
3. That the Clerk be authorized to execute on behalf of the Township amendments to the Municipal Funding Agreement that have no budgetary impact.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 10th DAY OF JULY 2024.

James Seeley, Mayor

Justine Brotherston, Clerk

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 045-2024

Being a by-law to delegate authority to the Director of Finance/Treasurer or designate to authorize the execution of tax arrears extension agreements pursuant to Section 378 of the Municipal Act, 2001.

WHEREAS the Council of the Township of Puslinch deems it expedient to provide the Director of Finance/Treasurer the power and the functions of Council in respect of authorizing the execution of tax arrears extension agreements pursuant to Section 378 of the *Municipal Act, 2001*, as amended;

AND WHEREAS Council is authorized to delegate the exercise of its powers and functions under section 23 (1) of the *Municipal Act, 2001*;

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

1. To authorize the Director of Finance/Treasurer or designate to negotiate and execute tax arrears extension agreements on behalf of the Township of Puslinch pursuant to Section 378 of the *Municipal Act, 2001*, as amended; and
2. That this By-Law shall come into force and take effect upon the final passage thereof.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 10th DAY OF JULY 2024.

James Seeley, Mayor

Justine Brotherston, Clerk

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 046-2024

Being a by-law to establish a Heritage Permit Process and a by-law to delegate the power to grant Heritage Permits for the alteration of designated heritage properties.

WHEREAS Sections 33(15) and 33(16) of the Ontario Heritage Act, R.S.O. 1990, c. 0.18, as amended (“the Act”), the Council of a municipality may by by-law delegate the power to consent to alterations to property designated under Part IV to an employee or official of the municipality after having consulted with its municipal heritage committee;

AND WHEREAS Section 23.2(1)(c) of the Municipal Act, 2001, S.O. 2001, c.25, as amended (“the Municipal Act”), permits a municipality to delegate certain legislative and quasi-judicial powers to an individual who is an officer, employee or agent of the municipality;

AND WHEREAS the Council of the Corporation of the Township of Puslinch has consulted with the Heritage Advisory Committee;

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

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1. GENERAL

1.1. Short Title

- (a) This By-law may be referred to as the “Heritage Permit By-law”

1.2. Administration

- (a) The Municipal Clerk or their designate shall be responsible for the administration of this By-law.
- (b) This By-law applies to all Property in the Corporation of the Township of Puslinch (the Township) in accordance with Ontario Heritage Act. R.S.O. 1990, c. 0.18, as amended

1.3. Delegated Authority

- (a) The Municipal Clerk or their designate is authorized and has the delegated authority to:
- (i) Consent to the alteration of properties designated under Part IV of the Act, through the granting of Heritage Permit Waiver;
 - (ii) Deem applications for Heritage Permits complete;
 - (iii) Extend the timeline in which alterations proposed in a previously approved Heritage Alteration Permit and Heritage Permit Waiver can be undertaken if the Owner is not able to complete the works within the required timeline.
 - (iv) Appoint a peer review consultant or other technical expert to fulfill the role or duties of an inspector for the purposes of this By-law;
 - (v) Permit alterations required for an emergency repair or to address health and safety or security issues with or without submission of an application. All emergency approvals shall be reported to the next Council and Committee meeting.
- (b) The delegated authority in Section 1.3.(a)(i) and (ii) is limited to the following alterations to properties designated under Section 29 of Part IV of the Act which do not impact Heritage Attributes identified in the “Statement of Cultural Heritage Value or Interest” adopted as part of the Heritage Designation By-law:
- (i) Exterior repainting of part or the whole of a building or structure;
 - (ii) Alterations to roofing material and colour;
 - (iii) Addition/removal/replacement of, or alterations to, permanent hard landscaping features, including but not limited to walkways, driveways, patios, planters, fences, gates, walls, trellises, arbours and gazebos;
 - (iv) Addition/removal/replacement of, or alteration to, signage;
 - (v) Addition/removal/replacement of, or alteration to, exterior lighting;
 - (vi) Addition/removal/replacement of, or alteration to, basement windows and window wells;
 - (vii) Addition/removal/replacement of, or alteration to non-heritage features, including but not limited to doors, trim, shutters, railings, stairs, porch flooring, columns, brackets, and decorative features;
 - (viii) Addition/removal/replacement of, or alteration to non-heritage features, including additions or outbuildings;
 - (ix) Construction of detached accessory structures, which do not impact the heritage attributes of the property; and,
 - (x) Temporary measures reasonably necessary to deal with an emergency which puts the security or integrity of a building or structure at risk of damage.
- (c) In exercising the delegated authority in Section 1.3.(a) the Municipal Clerk:
- (i) May grant a Heritage Permit Waiver to alter a Designated Heritage Property; or
 - (ii) May grant an extension or re-issuance of Heritage Permits previously considered by the Committee and approved by Council, where the proposal and relevant policy framework are substantially unchanged since the initial approval;
 - (iii) May refer a Heritage Permit Waiver application to alter a Designated Heritage Property to the Committee and Council;
 - (iv) Shall prescribe and supply the forms required to apply for a Heritage Permit Waiver, Heritage Alteration Permit and Heritage Demolition and Removal Permit;
 - (v) May issue, receive and process notices under any section of the Act;

- (vi) May receive and issue notices of complete or incomplete application for Heritage Permits pursuant to Section 33 and Section 34 of the Act;
 - (vii) Will provide notice to the Puslinch Heritage Advisory Committee for approved Heritage Permit Waivers issued under this delegated authority.
 - (viii) Will bring an information report to the Puslinch Heritage Advisory Committee once quarterly during the calendar year, outlining Heritage Alteration Permits, Heritage Demolition and Removal Permits and Heritage Permit Waivers issued under this delegated authority;
- (d) In addition, the Municipal Clerk or Council may require:
- (i) A Heritage Conservation Plan or Heritage Impact Assessment, prepared by a qualified architect and/or engineer licensed to practice in the Province of Ontario or heritage consultant specializing in the subject heritage resource.
 - (ii) Any other information relating to the application may be required by the Municipal Clerk or Council.
- (e) Notwithstanding Section 1.3(a) of this by-law, Council shall retain all powers and authority under the Act, for the following matters:
- (i) Refusal of a Heritage Permit under 33(6)(a)(iii) of the Act;
 - (ii) Approval of applications to demolish or remove properties designated under Part IV of the Act.

1.4. Severability

- (a) If a court of competent jurisdiction declares any section, or any part of any section, of this By-law to be invalid, or to be of no force or effect, it is the intention of the Township that every other provision of this By-law be applied and enforced in accordance with its terms to the extent possible according to law.

1.5. Responsibility for Other Obligations

- (a) Compliance with this By-law does not relieve the Owner from any responsibility to obtain any other approvals as required from any other government or authority, or compliance with any other obligations.

2. DEFINITIONS

- (a) "Act" means the Ontario Heritage Act, R.S.O. 1990, C.O.18, as amended from time to time; and all definitions included therein;
- (b) "Alter" means to change in any manner and includes to restore, renovate, repair or disturb but does not include to demolish or remove a heritage attribute.
- (c) "Applicant" means the Owner of a Property and includes a Person authorized in writing to act on behalf of the Owner of the Property to apply for a Permit.
- (d) "Application" means a written submission to request or amend a permit, in a form prescribed by the Township.
- (e) "Building" means a permanent or temporary enclosed structure with exterior walls and a roof, and including all attached equipment and fixtures that cannot be removed without cutting into roof or ceiling, floors, or walls.;
- (f) "Municipal Clerk" means the "Municipal Clerk" for the Township of Puslinch.
- (g) "Committee" means the Township of Puslinch Heritage Advisory Committee.
- (h) "Council" means the Council of the Township.
- (i) "Designated Property" means real property in the Township, including all buildings, structures, and other features thereon, that has been designated under Part IV of the Act, or is subject to a

Notice of Intention to Designate under Section 29 of Part IV of the Act, for having cultural heritage value or interest.

- (j) “Heritage Attribute” means, in relation to real property, and to the buildings and structures on the real property, the attributes of the property, buildings and structures that contribute to their cultural heritage value or interest.
- (k) “Heritage Designation By-law” means a designation by-law adopted by Council in accordance with Section 29 of Part IV of the Act.
- (l) “Heritage Permit” means a Heritage Permit Waiver, Heritage Alteration Permit and Heritage Demolition and Removal Permit issued by the Township pursuant to the provisions of this by-law.
- (m) “Inspector” means any person designated by this or any other By-law(s) of the Township as an Inspector or agent of the Township or any persons appointed for the purposes of enforcing this By-law, and includes the Chief Building Official, Building Inspectors, and By-law Enforcement Officers.
- (n) “Maintenance” means the routine, cyclical, non-destructive actions, necessary to slow the deterioration of the Designated Property including the following:
 - a. gardening and repair of landscape features;
 - b. repainting where there is little or no change in colour;
 - c. caulking and weather proofing.
- (o) “Owner” means the registered Owner(s) of the Property.
- (p) “Permit” means a formal authorization issued by the Township under this By-law.
- (q) “Person” includes an individuals, firms, sole proprietorships, partnerships, associations, trusts, corporations, directors and officers of corporations, trustees, and agents, and the heirs, executors, assigns or other legal representatives of a person to whom the context can apply in law.

3. EXEMPTIONS

3.1. Exemptions in this By-law

- (a) An owner of a designated heritage property does not require a heritage permit for the following:
 - (i) All interior work, except where specifically designated by designation by-law or easement passed under the Act;
 - (ii) Typical backyard features that are not readily visible from the public realm such as a patio, garden and tool shed, gazebo, dog house and other small outbuildings less than 10 square metres in size;
 - (iii) Landscaping which does not require heavy machinery and which will not significantly change the appearance of the property; and
 - (iv) Maintenance as defined in this by-law.
- (b) Consultation with staff on the need for an application is recommended.

4. APPLICATION REQUIREMENTS AND PROCESS

4.1. Heritage Permit Waiver

- (a) A Heritage Permit Waiver may be applied for where:
 - (i) For the alteration, construction and demolition of buildings and structures on properties designated under Section 29 of Part IV of the Act which do not impact Heritage Attributes identified in the “Statement of Cultural Heritage Value or Interest” adopted as part of the Heritage Designation By-law.
- (b) Application Requirements for a Heritage Permit Waiver:
 - (i) A complete application must be submitted using the prescribed form, as amended from time to time;
 - (ii) There shall be no application or administrative fee for a Heritage Permit Waiver;

- (iii) The Owner shall be responsible for any third-party cost and recoveries if an external review is required as determined by the Municipal Clerk;
 - (iv) A site plan or sketch showing the location of the proposed work on the property;
 - (v) A statement of the proposed work including an indication if the proposed alteration is likely to affect the property's heritage attributes;
 - (vi) Any drawings, specifications, photographs, paint chips, or additional notes as necessary to fully explain the work to be undertaken;
 - (vii) Approvals of authorities having jurisdiction (Conservation Authority, Source Water Protection); and,
 - (viii) An affidavit or a sworn declaration by the Owner/applicant certifying that the information required and provided is accurate.
- (c) Approval/Refusal Process for a Heritage Permit Waiver:
- (i) All Heritage Permit Exemption Waiver are subject to the Municipal Clerk's review.
 - (ii) The Municipal Clerk shall upon receiving all information and material required serve notice on the applicant informing them that the application is deemed complete.
 - (iii) The Municipal Clerk shall make a decision to approve or deny the permit within 10 business days of deeming the application complete. If the Municipal Clerk denies the permit, it will be automatically referred to the Heritage Advisory Committee for comment and Council for decision within 30 calendar days of the Municipal Clerks decision to deny the application.

4.2. Heritage Alteration Permit

- (a) A Heritage Alteration Permit must be applied for where:
- (i) For the construction or alteration of building or structures on properties designated under Section 29 of Part IV of the Act which impact Heritage Attributes identified in the "Statement of Cultural Heritage Value or Interest" adopted as part of the Heritage Designation By-law.
- (b) Application Requirements for a Heritage Alteration Permit:
- (i) A complete application must be submitted using the prescribed form, as amended from time to time;
 - (ii) There shall be no application or administrative fee for a Heritage Alteration Permit;
 - (iii) The Owner shall be responsible for any third-party cost and recoveries if an external review is required as determined by the Municipal Clerk;
 - (iv) A site plan or sketch showing the location of the proposed work on the property;
 - (v) A statement of the proposed work including an accompanying brief rationale which addresses alterations likely to affect the property's heritage attributes as described in the designation by-law;
 - (vi) Any drawings, specifications, photographs, paint chips, or additional notes as necessary to fully explain the work to be undertaken;
 - (vii) As may be required, a Heritage Conservation Plan by a Built Heritage Specialist;
 - (viii) As may be required, a Heritage Impact Statement prepared by a Built Heritage Specialist;
 - (ix) Approvals of authorities having jurisdiction (Conservation Authority, Source Water Protection);
 - (x) An affidavit or a sworn declaration by the Owner/applicant certifying that the information
 - (xi) required and provided is accurate; and,
 - (xii) Any other information related to the application as required by the Municipal Clerk or Council.
- (c) Approval/Refusal Process for a Heritage Permit:
- (i) Council approval is required for all Heritage Permit Applications.
 - (ii) The Municipal Clerk shall upon receiving all information and material required, serve notice on the applicant informing them that the application is deemed complete.
 - (iii) The Municipal Clerk shall provide the application and supporting materials once deemed complete to the Heritage Advisory Committee who shall provide their opinion to Council when it makes a decision.
 - (iv) Council shall make a decision in accordance with the legislated timelines under Section 33(7) of the Act and issue notice in accordance with Section 33(6).

- (v) If Council approves a permit with conditions or refuses a permit, the Owner, within 30 days after receipt of the notice may appeal Council's decision to the Tribunal by giving notice of the appeal to the Tribunal and the Municipal Clerk of the municipality setting out the objection to the decision and the reasons in support of the objection, accompanied by the fee charged by the Tribunal.

4.3. Heritage Demolition or Removal Permit

- (a) A Heritage Demolition or Removal Permit must be applied for where:
 - (i) For the demolition or removal of buildings or structures on properties designated under Section 29 of Part IV of the Act impact Heritage Attributes identified in the "Statement of Cultural Heritage Value or Interest" adopted as part of the Heritage Designation By-law.
- (b) Application Requirements for a Heritage Demolition or Removal Permit:
 - (i) A complete application must be submitted using the prescribed form, as amended from time to time;
 - (ii) There shall be no application or administrative fee for a Heritage Demolition or Removal Permit;
 - (iii) The Owner shall be responsible for any third-party cost and recoveries if an external review is required as determined by the Municipal Clerk;
 - (iv) A site plan or sketch showing the location of the proposed demolition or removal within the property;
 - (v) Photographs showing the existing building or structure including all elevations, as well as their condition and context;
 - (vi) Drawings and written specifications of the proposed demolition or removal. As may be required, a building condition assessment prepared by a qualified Engineer of the building or structure or material part thereof which is proposed to be demolished or removed;
 - (vii) The reasons for the proposed demolition or removal and the potential impacts to the heritage attributes of the property or the heritage conservation district. As may be required, a Heritage Impact Statement prepared by a Built Heritage Specialist;
 - (viii) Any technical cultural heritage studies that are relevant to the proposed demolition or removal; and
 - (ix) Any other information related to the application as required by the Municipal Clerk or Council.
- (c) Approval/Refusal Process for a Heritage Demolition or Removal Permit:
 - (i) Council approval is required for all Heritage Permit Applications.
 - (ii) The Municipal Clerk shall, following Council deeming the application complete, serve notice on the applicant informing them that the application is complete.
 - (iii) The Municipal Clerk shall provide the application and supporting materials once deemed complete to the Heritage Advisory Committee who shall provide their opinion to Council when it makes a decision.
 - (iv) Council shall make a decision in accordance with the legislated timelines under Section 34(4.3) of the Act and issue notice in accordance with Section 34(4.2).
 - (v) If Council approves the demolition or removal with conditions or refuses a demolition or removal, the Owner, within 30 days after receipt of the notice may appeal Council's decision to the Tribunal by giving notice of the appeal to the Tribunal and the Municipal Clerk of the municipality setting out the objection to the decision and the reasons in support of the objection, accompanied by the fee charged by the Tribunal.

5. ABANDONMENT, EXPIRY, RENEWAL, TRANSFER, REVOCATION, AMENDMENT AND CLOSURE OF PERMITS

5.1. Abandoned Application

- (a) An Application for a Heritage Permit Waiver or Heritage Alteration Permit will be deemed abandoned and the Application and respective file will be closed, where a period of twelve (12) months has elapsed during which all information, document or fees as required have not been provided to the Township or where the application has not seeing meaningful progress through submissions towards the issuance of a permit.

5.2. Expiry

- (a) A Heritage Permit Waiver, Heritage Alteration Permit and Heritage Removal or Demolition Permit will be issued for a period of two (2) years and expires on the date set-out in the permit, unless otherwise specified as a condition of the permit.

5.3. Transfer

- (a) If title to the Property for which a Heritage Permit has been issued is transferred while the Heritage Permit is in effect, the Heritage Permit shall be automatically revoked unless the new Owner, prior to the time of the transfer, provides the Township with an undertaking, to the satisfaction of the Municipal Clerk, to comply with all Conditions under which the Permit was issued.

5.4. Revocation

- (a) The Municipal Clerk may revoke a Permit for any of the following reasons:
 - (i) It was obtained based on mistaken, false or incorrect information;
 - (ii) It was issued in error;
 - (iii) The Owner and/or Permit holder requests in writing that it be revoked;
 - (iv) The Permit holder has failed to comply with any of the Conditions of the Permit; or
 - (v) The Permit holder is unwilling or unable to comply with the Conditions of the Permit.

5.5. Amendment

- (a) A Owner may submit a request in writing to the Municipal Clerk for an amendment to a Heritage Permit Waiver. A Owner may submit in writing an application to for an amendment to a Heritage Alteration Permit and Heritage Removal or Demolition Permit for consideration by Council.

5.6. Renewal

- (a) A Owner may submit a request in writing to the Municipal Clerk for a renewal of a Heritage Permit Waiver and Heritage Alteration Permit if the only change from the initial Application and Permit is the expiry date. A Owner may make a request in writing to Council for extension for Heritage Removal or Demolition Permits if the only change from the initial Application and Permit is the expiry date.

5.7. Closure

- (a) A Heritage Permit is considered closed when all the Conditions related to the Heritage Permit have been fulfilled to the satisfaction of the Municipal Clerk.

6. ENFORCEMENT

6.1. Entry and Inspection

- (a) Inspectors and the Municipal Clerk may, at any reasonable time:
 - (i) Enter and inspect Property to determine compliance with the provisions of this By-law, or any Condition of a Permit, or Order issued under this By-law. This power of entry does not allow entry into any dwelling;
 - (ii) Require the production of documents for inspection or things relevant to the inspection, inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts.

7. OFFENCE AND RESTORATION PROVISIONS

- (a) Every person who knowingly furnishes false information in an application made pursuant to this By-law, or who fails to comply with any order, direction or requirement made pursuant to this By-law, or who contravenes any provision of this By-law or the Act, is guilty of an offence and on conviction is liable to a fine or to imprisonment as provided by Section 69 of the Ontario Heritage Act, R.S.O. 1990, c.0.18, as amended.
- (b) If this By-law is contravened and a conviction entered, the Court in which the conviction was entered or any Court of competent jurisdiction may, in addition to any other remedy, and to any penalty that is imposed, make an order prohibiting the continuation or

repetition of the offence by the person convicted.

- (c) Where a designated heritage property is altered in contravention of this By-law, in addition to any other penalty imposed pursuant to the provisions of Section 69 of the Act, or pursuant to the Township's other by-laws, as the case may be, the Township may restore the property as nearly as possible to its previous condition, if it is practicable to do so, and may recover the cost of the restoration from the Owner of the property pursuant to the Act.
- (d) Where an order to restore the property is issued, Council may authorize any person in writing to enter on the property to carry out the restorations.
- (e) Notwithstanding clause (d) above, and in accordance with the provisions of Section 69 of the Act, the Township shall not restore the property if, in the opinion of the Township, the property is in an unsafe condition or incapable of repair or the alteration was carried out for reasons of public health or safety or for the preservation of the property.
- (f) Where the provisions of this By-law have been contravened, the process to address the contravention shall be as follows:
 - (i) The Municipal Clerk shall conduct an investigation to determine the circumstances and nature of the contravention;
 - (ii) Based on the results of the investigation pursuant to (i) above and a determination that there has been a breach of the law, the Municipal Clerk shall review with Legal Counsel who may determine whether formal processes are warranted as follows:
 - a. A prosecution may be initiated in accordance with the provisions of the Act and this By-law;
 - b. A Property Standards Order may be issued pursuant to the provisions of the Township's Property Standards By-law, as amended, and the Building Code Act;
 - c. Where warranted and it is practicable to do so, recommend that the property be restored as nearly as possible to its previous condition. Any such recommendation for restoration shall be referred by the Municipal Clerk to Council for approval;
 - d. The Municipal Clerk may exercise discretion in consultation with Legal Counsel to resolve the contravention by alternative means. The Municipal Clerk may meet with the Owner to discuss the contravention, the penalties that could be imposed and to ensure that the Owner is aware of the requirement to obtain a heritage permit for any future alterations.

8. EFFECTIVE DATE

- (a) This by-law shall come into effect on July 10, 2024.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 10 OF JULY 2024.

James Seeley, Mayor

Justine Brotherston, Interim Municipal Clerk

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 2024-047

**A BYLAW TO AMEND BY-LAW NUMBER 023/18, AS AMENDED,
BEING THE ZONING BY-LAW OF THE TOWNSHIP OF PUSLINCH**

WHEREAS the Council of the Corporation of the Township of Puslinch deem it appropriate and in the public interest to amend By-law Number 023/18 pursuant to Sections 34 and 36 of the Planning Act, R.S.O. 1990;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF PUSLINCH ENACTS AS FOLLOWS:

1. **THAT** Schedule “A” to By-law 023-18 is hereby amended by rezoning Front Part of Part of Lot 9, Gore Concession, Part 2 on Plan 61R-7925 & Part 3 on Plan 61R-7925, municipally referred as 6706 Gore Road, from **AGRICULTURAL (A) ZONE** to an **AGRICULTURAL (A-108) ZONE** with a site-specific use provision as shown in Schedule “A” of this By-law.

2. That Section 14 Site-Specific Special Provisions is amended by adding a site-specific provision **AGRICULTURAL (A-108) ZONE** as follows:

Exception Number	Parent Zone	By-Law	Additional Permitted uses	Prohibited uses	Site Specific Special Provision
108	A		Kennel	N/A	In addition to the regulations for uses within the Agricultural Zone, the following additional regulations shall also apply. i. That the proposed kennel operation be permitted within the accessory structures of total area 486.6 m ² (5,237.71 ft ²) that exist at the time of passing this by-law, including the maximum area of 1,402 m ² (15,091 ft ²) for the associated dog runs.

					ii. That the kennel shall be located no closer than 97 m from existing residential dwelling at 6700 Gore RD. iii. That all other provisions of Section 4.13 are applicable.
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3. That the subject land as shown on Schedule "A" to this By-law shall be subject to all applicable regulations of the Zoning By-law 023/18, as amended.
4. That Section 15.0 Holding Provisions is amended by adding a site-specific provision **AGRICULTURAL (A-108) ZONE** as follows:

Exception Number	Zone Designation	Permitted uses	Conditions for Removal	Date Enacted
11	Agricultural (A-106)	Until the holding symbol is removed, no Kennel shall be permitted on the Subject Lands.	<p>A Site Plan has been approved and a Site Plan agreement has been entered into.</p> <p>The Applicant has demonstrated to the satisfaction of the Township that impacts regarding noise have been appropriately mitigated through an updated Environmental Noise Study and the implementation of appropriate physical and administrative controls, as such impacts pertain to Con 10, Part Lot 7, in the Township of North Dumfries.</p>	

5. This By-law shall become effective from the date of passage by council and come into force in accordance with the requirements of the Planning Act, R.S.O. 1990, as amended.

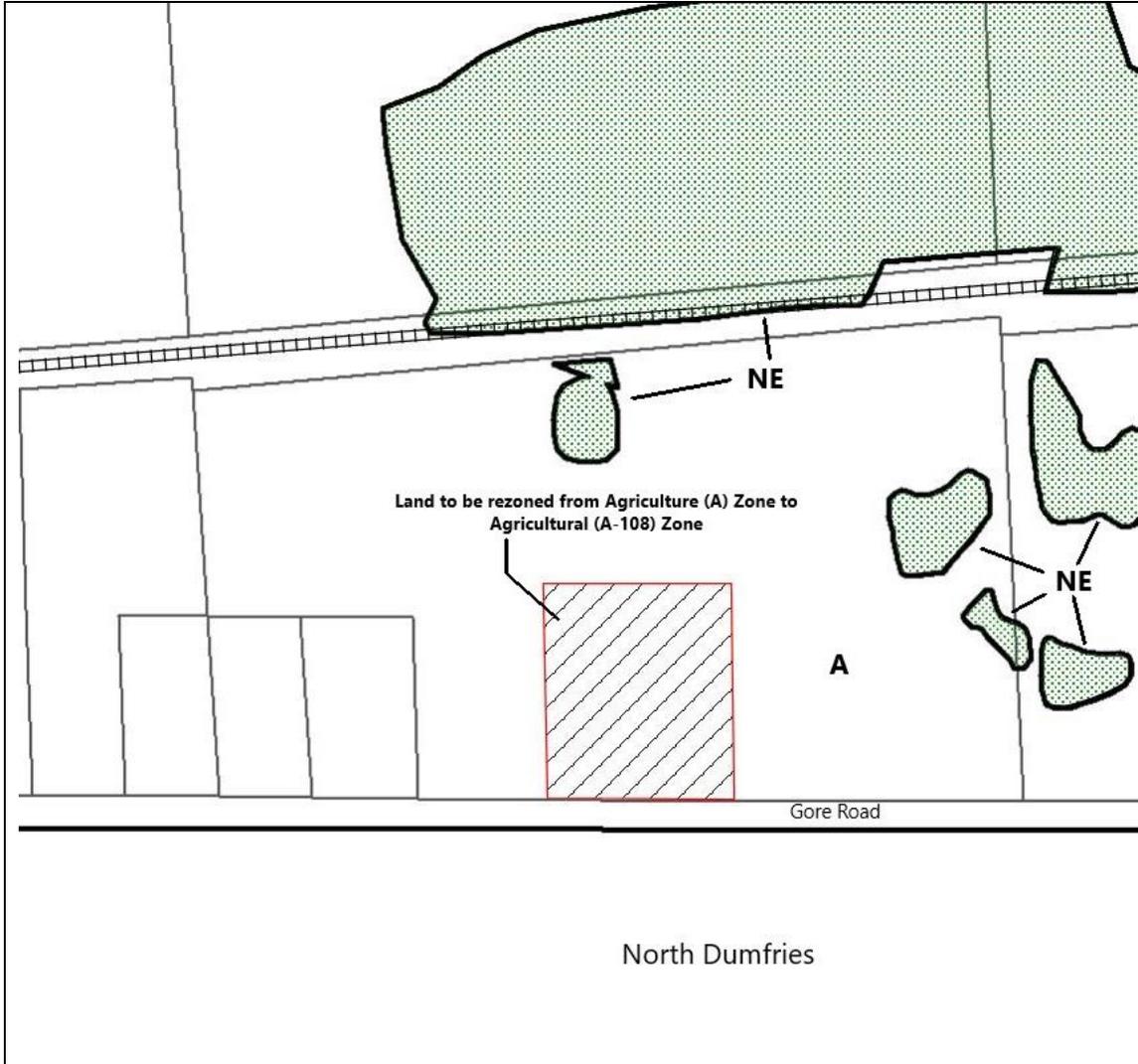
READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 10 DAY OF JULY 2024.

James Seeley, Mayor

Justine Brotherston, Interim Municipal Clerk

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 2024-047



This is Schedule "A" to the By-law No. 2024-047

Passed this 10 day of JULY, 2024

James Seeley, Mayor

Justine Brotherston, Interim Municipal Clerk

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

EXPLANATION BY-LAW NUMBER 2024-047

By-law Number 2024-046 amends the Township of Puslinch Zoning By-law 19/85 by rezoning Front Part of Part of Lot 9, Gore Concession, Part 2 on Plan 61R-7925 & Part 3 on Plan 61R-7925, municipally referred as 6706 Gore Road, from AGRICULTURAL (A) ZONE to an AGRICULTURAL (A-108) ZONE with a site-specific provision, to permit a kennel as shown on Schedule "A" of the By-law. A Holding provision has been proposed to require Site Plan Approval and the implementation of appropriate noise measures to mitigate impacts on Con 10, Part Lot 7 in the Township of North Dumfries.

The 7.94 ha (19.62 ac) property contains an existing dwelling with an office and associated accessory buildings. A Kennel is permitted use within the Secondary Agriculture Designation in the County Official Plan.

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 050-2024

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 JULY 10, 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 JULY 10, 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 10 DAY OF JULY, 2024.

James Seeley, Mayor

Justine Brotherston, Interim Municipal Clerk