



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
SEPTEMBER 3, 2024 SPECIAL COUNCIL MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION &
IN-PERSON AT THE MUNICIPAL OFFICE –
7404 WELLINGTON RD 34, PUSLINCH

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A G E N D A ADDENDUM

DATE: Tuesday September 3, 2024

CLOSED MEETING: 10:05 A.M.

REGULAR MEETING: 10:00 A.M.

Addendum

14.5 Confidential report regarding a proposed or pending acquisition or disposition of land by the municipality or local board – Proposed Acquisition

≠ Denotes resolution prepared

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



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6. Consent Agenda ≠

- 6.1 Adoption and Receipt of the Minutes of the Previous Council and Committee Meetings:
 - 6.1.1 July 10, 2024 Public Information Meeting Minutes
 - 6.1.2 July 9, 2024 Committee of Adjustment Meeting Minutes
 - 6.1.3 June 11, 2024 Committee of Adjustment Meeting Minutes
 - 6.1.4 May 14, 2024 Planning and Development Advisory Committee Meeting Minutes
- 6.2 June 2024 - Grand River Conservation Summary of General Membership Meeting
- 6.3 Conservation Halton Guidelines for Wetland Water Balance Assessments - June 2024
- 6.4 Conservation Halton Draft Watershed-Based Resource Management Strategy for Public Comment
- 6.5 AMO Policy Update - Call to Action on Social and Economic Prosperity Review
- 6.6 AMO Policy Update AMO OMA Resolution Campaign, Seniors Active Living Centres Regulations, and Advocacy Updates
- 6.7 2024 Waterloo Wellington Children's Groundwater Festival Summary Report
- 6.8 Updates to the AMCTO Code of Ethics & Values
- 6.9 AMO OMA Joint Health Resolution Campaign for the Province to recognize the physician shortage in Ontario
- 6.10 Township of Limerick Council resolution in support of AMO OMA campaign to recognize the physician shortage in Ontario
- 6.11 Town of Caledon Council resolution in support of AMO OMA campaign to recognize the physician shortage in Ontario
- 6.12 City of Belleville Council resolution in support of AMO OMA campaign to recognize the physician shortage in Ontario
- 6.13 Town of Bradford West Gwillimbury Council resolution in support of AMO OMA campaign to recognize the physician shortage in Ontario
- 6.14 Township of Lucan Biddulph Council resolution in support of AMO OMA campaign to recognize the physician shortage in Ontario
- 6.15 County of Frontenac Council resolution in support of AMO OMA campaign to recognize the physician shortage in Ontario
- 6.16 City of Toronto Council resolution in support of AMO OMA campaign to recognize the physician shortage in Ontario
- 6.17 Municipal Engineer Association letter to Ontario Municipalities regarding Ontario Public Standards
- 6.18 Letter from Associate Minister Jones regarding opportunities to modernize the Emergency Management and Civil Protection Act
- 6.19 Letter from Associate Minister Jones regarding Community Emergency Preparedness Grant



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- 6.20 Township of Otonabee-South Monaghan Council resolution regarding Regulations for the Importation and Safe Use of Lithium-ion Batteries
 - 6.21 City of Stratford Council resolution regarding Regulations for the Importation and Safe Use of Lithium-ion Batteries
 - 6.22 Municipality of East Ferris Council resolution regarding Regulations for the Importation and Safe Use of Lithium-ion Batteries
 - 6.23 own of Bradford West Gwillimbury Council resolution regarding Province-wide Long-service Medals for non-OPP officers and Paramedics
 - 6.24 Town of Plympton-Wyoming Council Resolution regarding Underserviced Cellular Communication Service
 - 6.25 Township of Schreiber letter to Hon. Patty Hajdu regarding Financial Assistance for repairs of Wastewater Treatment Plants in Small Municipalities
 - 6.26 Fisheries and Oceans Canada Publication of Proposed Recovery Strategy and Action Plan for Redside Dace on the Species at Risk Public Registry
 - 6.27 City of Quinte West Council resolution regarding The Canada Community-Building Fund
 - 6.28 Monthly Monitoring Report - June 2024 - Mill Creek Pit Licence #5738
 - 6.29 Monthly Monitoring Report - July 2024 - Mill Creek Pit Licence #5738
 - 6.30 Federal Funding Opportunity - New Horizons for Seniors Program
7. **Delegations ≠**
- 7.1 Specific Interest (Items Listed on the Meeting Agenda)
 - 7.1.1 None
 - 7.2 General Interest (Items Listed on the Meeting Agenda)
 - 7.2.1 None
8. **Public Meetings**
- 8.1 None
9. **Reports ≠**
- 9.1 **Puslinch Fire and Rescue Services**
 - 9.1.1 None
 - 9.2 **Finance Department**
 - 9.2.1 Report FIN-2024-022 Rural Economic Development Proram Agreement ≠
 - 9.2.2 Report FIN-2024-023 Development Charges Background Study and By-law ≠
 - 9.3 **Administration Department**
 - 9.3.1 Report ADM-2024-039 Noise By-law Exemption Request - 7646 Wellington Rd 34 ≠



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9.3.2 Report ADM-2024-040 Radiocommunication Tower and Antenna Protocol Policy Amendment ≠

9.3.3 Report ADM-2024-041 Heritage Designation Process Update ≠

9.3.4 Report ADM-2024-042 AMO 2024 Conference Township Delegation Summary ≠

9.4 Planning and Building Department

9.4.1 None

9.5 Roads and Parks Department

9.5.1 None

9.6 Recreation Department

9.6.1 None

10. Correspondence ≠

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 BL2024-048 – Appointment of Recreation Advisory Committee Member

12.1.2 BL2024-052 – Authorize Entering into Agreement with RED

12.1.3 BL2024-053 – Development Charges By-law

13. Announcements

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 – Township Complaint Protocol - Revised

14.2 Confidential report regarding advice that is subject to solicitor-client privilege, including communications necessary for that purpose – Municipal Property

14.3 Confidential report regarding advice that is subject to solicitor-client privilege, including communications necessary for that purpose – Human Resource Matter

14.4 Confidential minutes from previous closed meetings:

14.4.1 July 18, 2024 Closed Meeting Minutes



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14.4.2 July 10, 2024 Closed Meeting Minutes

14.5 Confidential report regarding a proposed or pending acquisition or disposition of land by the municipality or local board – Proposed Acquisition

- 15. **Business Arising from Closed Session**
- 16. **Notice of Motion**
- 17. **New Business**
- 18. **Confirmatory By-law ≠**
 - 18.1 BL2024-054 Confirm By-law – September 3, 2024
- 19. **Adjournment ≠**



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MINUTES

DATE: July 10, 2024

TIME: 7:00 P.M.

The July 10, 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
Director of Finance/Treasurer, Mary Hasan
Director of Public Works & Roads, Mike Fowler
Chief Building Official, Andrew Hartholt
Fire Chief, Jamie MacNeil
Consultant, Nancy Neil – Watson & Associates

3. DISCLOSURE OF CONFLICT OF INTEREST

None

4. PURPOSE OF THE PUBLIC MEETING

Mayor Seeley read the following statement:

This is a public meeting of Council being held under Section 12 of the *Development Charges Act* 1997 as amended. The purpose of the meeting is to give the public an opportunity to ask questions, provide comments and make representations on development charges background study and proposed by-law. Council will not be taking any action this evening on this report or by-law.

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

Please note the meeting is video and audio recorded and all electronic meetings are uploaded to the municipality's YouTube page. By 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.

Any person or organization may appeal to the Ontario Land Tribunal under Section 14 of the Act in respect of the Development Charges By-law by filing with the clerk a notice of appeal setting out the objection to the by-law and the reason for the objection. You may wish to talk to Township staff regarding further information about the appeal process.

The format of this Public Meeting is as follows:

- Nancy Neil (Watson & Associates) will present the proposed Development Charges By-law.
- 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.
- Staff will attempt to answer questions or respond to concerns this evening. If this is not possible, staff will follow up and obtain this information.
- Prior to receiving the public comments we will ask our consultant, Watson & Associates Economists to do a brief presentation to the findings of the study.

5. PRESENTATION BY NANCY NEIL, WATSON & ASSOCIATES REGARDING PROPOSED DEVELOPMENT CHARGES BY-LAW

Township Consultant Nancy Neil: Good evening Members of Council, the public and those online. I am going to walk you through a brief presentation of the high-level findings of the Development Charges background study. This is, as you noted, a mandatory requirement to host a public meeting that the *Development Charges Act* sets out. There are some timelines that we must meet for the public process. That includes, releasing the background study and proposed draft by-law at least 60 days prior to your consideration of passing that by-law. That study also had to be available at least two weeks prior to this evening's meeting, and there was a minimum of three weeks' notice prior to this evening's meeting that had to be given. All of those timelines are met in the process that we have laid out here.

We are hoping to get public input, as well as, Council's input so that when we come back in a couple of months for your consideration of the by-law you would be able to consider any refinements to policies or anything else you may want put into that by-law prior to the final passage.

To give you a brief overview into the process that we have been undertaking, we have been working with staff since early this year. We have been going through all the background calculations that we have to undertake, putting forth a growth forecast that is anticipated that we are going to have to provide increased needs of additional Capital infrastructure for and pulling together policies and other matters in the background study that was released on June 24th.

We did hold a special council meeting to bring you up to speed on where our draft findings were with the study on June 14th and we made some refinements based on that meeting and then as noted released the background study officially on June 24th it is on the Township's website. Tonight is our formal public meeting and then we anticipate that on September 3rd you will back to consider passing the new by-law. It is noted that your existing Development Charges By-law also expires the same day.

As a brief overview of what development charges are for. They are a charge that is put in place on new developments to recover capital costs associated with incremental infrastructure that is



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required to be put in place to service that growth. Municipalities are empowered to use *Development Charges Act* to recover those costs so that growth is paying for those growth costs to the extent possible that is laid out in the Act.

The capital costs that we include in the development charges are in addition to local service costs which are direct developer responsibility costs within or just surrounding their specific developments. So if we think of a subdivision for example, the developer would be required to do those internal roads, sidewalks, streetlights, that type of work. Those are not what we consider in the background study and charges. What we put in are the broader based projects which benefit multiple developments throughout the Township.

We do want to note that as of June 6th there was another change to the *Development Charges Act*. The regulations to the *Development Charges Act* were just updated July 1st. However, everything that was anticipated in that regulation change, as well as, everything that was put in place on June 6th has been embraced in the background study and the draft by-law.

The growth forecast that we have included looks at a ten-year forecast of your growth with a net population increase of 962 people and a gross population increase in new units of just under 1050 units. The difference between that gross and net is of course in the net, we take into consideration that within existing households there is a natural decline as children grow up and move out. There is a bit of costs freed up there.

Those additional residential units, that population, we are anticipating will be in about 350 residential units. Most of which are going to be low density, so single and semi-detached homes. However, there are a little bit in high density which really are more for apartments in additional residential units to exist in low density homes and a couple additional institutional residential units.

What that looks like over the forecast period is an average of about 35 units per year. Historically, if you look at the graph on the left side you will see that you were averaging just around 40 units a year over the last 10 years. We are anticipating, based on the developments that you have in the planning process right now and your land supply, slightly less than what you have been doing on average over the last 10 years.

On the employment side or non-residential growth forecast, there is approximately 740 additional employees anticipated in various sectors. What you will notice on the right hand column is that for the work at home and no fixed place of work employment they do not generate new building space the same way that industrial, commercial, institutional and primary do. We are anticipating just over 585,000 sq feet of new non-residential buildings over that 10 year forecast period.

To give you an overview of the services, there are 21 services that if, municipalities provide those services and they have growth related needs, could be included in the development charges. There are five areas that we have included in your background study. They are:

1. Services related to a highway (includes Public Works Facilities and Fleet, Road infrastructure)
2. Fire Protection Services
3. Parks and Recreation Services
4. *Provincial Offences Act* including By-law Enforcement
5. Growth-Related Studies (Class of Service) (relating to above four services)

What the development charge calculations produce is a calculated rate for a single or semi-detached home of just over \$8,200 per unit. You will see that for other types of units, if there



were multiple such as a townhouse, they would be paying just under \$6,500 per unit. Then for apartments we have differentiated them based on the number of bedrooms. An apartment with two or more bedrooms would be just under \$5,000 and apartments that are one bedroom or bachelor would be just under \$3,600 per unit.

On the non-residential side, those industrial, commercial and institutional buildings would be paying \$1.62 per square foot at the full rate.

As a comparison to where your current rates are, based on that single family home which is what the majority of your residential growth will be, currently there is about a 9% increase over what your current rates are at just under \$7600 going up to that \$8238. On the non-residential side of things, right now that charge is \$2.33 and that would actually be decreasing down to the \$1.62 per square foot.

To give you a bit of a comparison of other surrounding municipalities' development charges and rates, you will see that the two bottom lines is where Puslinch lands in comparison. We do want to note that all other municipalities provide municipal water and wastewater services. Some of which are provided at the upper tier, some of which are provided at the single tier and some of which that are split between the upper and lower tier municipalities. Right now, your current rate is that bottom line of the \$7569 for a single family home and you would be moving up slightly to that \$8238. If you exclude the water and wastewater services to get down more to apples to apples comparison, then you would rank a little higher than the others, but still on the latter part of the comparisons.

We've provided a similar comparison for commercial developments. Again, we've separated both water and wastewater charges out so you can see where you would compare to other municipalities if they weren't providing those municipal services. Currently, our charge is higher right now than what it will be with the new by-law, so you will be reducing down. Just to note on these comparisons as well, we have provided upper tier charges from the County, as well as, any education development charges that are in place that the developer/builder coming to the counter would have to pay that total charge. We've also provided a comparison for industrial because there are some municipalities that discount or fully exempt industrial development and so a slightly different ranking for those municipalities but still, you are still on the bottom of the comparisons. Your rate for that is a blended rate, same for commercial as industrial and so will be decreasing.

This slide highlights that there have been extensive statutory exemptions added to the *Development Charges Act* in the last few years since your last by-law was in place, some as recently as last month. Some have been there for years. The industrial building expansion exemption to allow for a one-time 50% expansion of their space has been in place for years and continues to be there. Additional residential intensification, you can expand your house without paying a development charge. That has been there for years. As well, if you are building a new fire station, a rec centre, community centre, the County and the School Boards wouldn't charge you their development charges. If they were building something in Puslinch, you would not charge them your development charge. So, there is a local government exemption that has been around for years.

Some of the new changes over the last five years have been, an exemption for those additional residential units and you can have up to two additional units added to an existing home or when you are applying for a new home, you can also add those two residential units. They can be within the existing unit or ancillary to that existing unit. The newest one is the affordable and attainable residential housing which became effective as of June 1st of this year. There is a bulletin that has been released by the Ministry that sets out the thresholds that you would



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measure against to determine whether or not a residential unit falls into that affordable housing definition and if so it would be fully exempt. Attainable residential units we are still waiting for a little more of a definition on. Currently, the Act says that it is not an affordable unit nor is it a rental unit but there isn't a lot of other direction right now so we are still waiting on a little bit of regulation around that and definition to assist municipalities with changes to the regulations.

Affordable units, if you have imposing zoning by-law, and they are defined differently than what the province defines affordable units as would also be fully exempt, as well as, non-profit housing are fully accepted. For universities, any small or large campuses, if they receive ongoing funding from the Province of Ontario they are mandatorily exempt. There are also some changes in when the development charges are determined. For any developments that are proceeding through site plan approval or rezoning, the rate is actually frozen at the day of application as long as that application has come in on or after Jan 1, 2020. That rate will apply for two years after approval, as long as you had gotten that approval prior to June 6th of this year. If you applied for an application it is frozen. If you got approval before June 6th of this year you have two years to pull your building permit and pay the rate that was in effect at the time of the application. For any applications that came in that didn't receive approval before June 6th, that two year window between approval and building permit issuance is reduced to 18 months. As well as, if there are developments that are rental housing or institutional, they no longer pay their development charges at the time of building permit issuance instead they pay in six equal installments at the time of occupancy permit and then every year for the next five years they pay another installment. Related to that rate freeze and those installment payments, you are able to apply interest to those at a prescribed rate which is set at the average of the five big banks prime rate + 1%. That is the maximum you can apply.

In addition to all of those statutory exemptions and discounts, there are also discretionary policies you can put in place that make your by-law a made in Puslinch by-law. Currently what we have provided in the proposed by-law is similar to what you have had in your current by-law where you have exempt temporary uses. There is a definition under the *Planning Act* as to what temporary is. Accessory uses, a home business, a non-residential farm building used for agricultural uses and non-profit institutional uses, those are currently in the proposed by-law as fully exempt.

For next steps, we are hoping that this evening and following this meeting we will receive any public comments, as well as, concerns and questions from Council and if required prepare the by-law report for September 3rd. We will then be back for by-law passage on September 3rd with an immediate effective date anticipated as the existing by-law expires on this date.

That is my presentation tonight and I would be happy to answer any questions from the public or Council.

Mayor Seeley: Thanks Nancy, appreciate the presentation. Alright, any questions from the members of the public attending today in the gallery. Mr. Sloot?

John Sloot – Puslinch (No Address Provided): Yes, I have some comments but I'll save that for later.

Mayor Seeley: I believe we need you state your name and your address.

John Sloot – Puslinch (No Address Provided): My name is John Sloot. I am a proud resident of the Township for many years now. This is off topic, but I would like to put out a big thank you on my behalf for the work that the staff and Council has done on two points. The first was the



community business development directory. I was totally shocked to receive it and it was pretty top notch and well appreciated. As a business owner, thank you very much.

The second point I would like to make out, the job that the parks have done. I am proud to say I am from Puslinch now. To go out to the back of the community centre to the sports fields, I am totally blown away. I got to see one of my grandkids play soccer there and I couldn't believe what I was seeing. I am proud to say I am from Puslinch and well job to whoever put that together between staff and Council.

Mayor Seeley: Development charges or parkland dedication fees would have helped pay for those improvement in those parks. As a developer, sometimes we collect those monies and sometimes we sit on them for a while, but then we are putting them back into the community and you are seeing the proofs of that.

John Slood – Puslinch (No Address Provided): You say this expires on September 3rd of this year but the length of the term is it 10 years?

Township Consultant Nancy Neil: The current by-law that is in place is expiring on September 3rd. It had a 5-year maximum life. One of the changes in the *Development Charges Act* is to allow municipalities to pass new by-laws for up to 10 years. So this new by-law that is being proposed can have a life of 10 years. That is not to say that if something significant happens, more growth comes, additional capital needs are required, that the municipality cannot open it up and do an update to the by-law sooner and pass an amendment to the by-law or a new by-law. But, this next by-law will have a maximum of 10 years.

John Slood – Puslinch (No Address Provided): In your presentation, you talked about how development fees have nothing to do with new subdivisions and the roads and infrastructure that goes to that. Can you explain to me if it is not for the actual roads as part of that new subdivision or whatever it is, what are the development charges going towards? Is it the library, the fire department, the hospital? Where do the development fees go to?

Township Consultant Nancy Neil: That local service component I was talking about would be if you think of a subdivision there'll be internal roads that are required only because that subdivision is going in, but the Township wouldn't build those roads otherwise. Those specific roads would be 100% of a developer to put in place. Once you get outside of that though, the additional traffic from that subdivision and any other growth will put pressure on other roads where you may need to expand or you may need to upgrade from a rural standard to a higher standard or a gravel road to a paved road. You may need to add additional paved shoulders for safety of people walking, cycling, and pulling off to use a cell phone or they break down in their car. There are various different projects that can be identified. They may with those additional local roads need to add additional fleet to plow those roads. Then there will be the space needed to house those. So on the roads component, there are the broader based projected outside of those specific developments that we include in here to help pay for those upgrades and expansions of the roads and the related.

Parks and recreation is in here as well so there will be anticipated new parks coming that will have to be developed. The Township may want to put a play structure on there, a ball diamond, a soccer field. Those type of things to add to be able to serve more people are included in here. And of course, fire. There is also expansionary needs for fire services as you grow. There may be an additional vehicle needed so that if there is multiple calls they can send that out. The facility itself to house more firefighters may have to be expanded. So there is fire costs in there as well.

John Slood – Puslinch (No Address Provided): What about Libraries, Hospitals, Police?



Township Consultant Nancy Neil: Libraries are eligible. We haven't included costs because the County provides the library, it would be in their development charge study not the Township's. The police is a potential service but at this time there has not been any growth related needs identified to include that. Hospitals are not eligible just so you are aware. That is part of the *Development Charges Act* that you can't recover for the hospital.

John Slood – Puslinch (No Address Provided): In your presentation you talked about 350 new homes or residents coming, assuming that is over the 10 year period and it's basically 35 per year for the increase that you are basing your study on?

Township Consultant Nancy Neil: That is correct. 35 additional residential units that produce that additional population.

John Slood – Puslinch (No Address Provided): On the industrial side of it, you have allocated 585,000 sq feet for new. I am assuming that again is over the 10 years correct?

Township Consultant Nancy Neil: Correct.

John Slood – Puslinch (No Address Provided): So if I divide that it is 58,000 sq feet per year for new development for commercial or industrial. To me that number seems low. Being in Puslinch, that is not a lot of space. That number seems relatively low. You have actually reduced your current rate. For single family it is going up, but if I am correct in your presentation for commercial, it is going down. So again, why is that going down especially if the number of commercial space to me seems relatively low, seeing that we just built a building down the road here that is like a million square feet. The number just seems low and why are you reducing the rate?

Township Consultant Nancy Neil: There are a few things at play there. Where we take the cost for each of the services and we assign the benefit to the growth we are anticipating on the residential side versus the non-residential side. It is based on population versus employment. The study that split has changed and focused more on the residential portion than the non-residential portion. That's part of it. As well, depending on the square feet that is being included on the non-residential side once we have split the costs up to the non-residential benefit of all the costs that gets divided into the square footage that is anticipated in those buildings.

Industrial buildings tend to have higher square footage and employees, so it generates square footage more than a commercial building or an institutional building. It is really a relationship of the sectors and the square footage associated with them. That total square footage then is our denominator in the calculation of costs divided by that growth to come up with a cost per square foot for each of those facilities. There is a lot of things at play in the calculations.

Mayor Seeley: I feel like maybe this is where the question line is going. If the commercial/industrial side of the conversation, does it directly affect the DCs on the residential side? So if your equation was different on the commercial/industrial and dragging that up, would DCs automatically come down for residential?

Township Consultant Nancy Neil: In some instances yes. If there is more homes than more of the cost associated with growth would maybe shift over to the non-residential. But then as well if there is more employment, depending on what that is, there is more square footage that we are anticipating being built and that may not mean an increase in the charge, it may decrease it even further. It would depend on the relationship of costs to the total requirements.



John Slood – Puslinch (No Address Provided): So is the reduction basically based on trying to enhance more employment? I don't understand why. I never heard of people lowering prices it is always going up. So why is the price going down?

Township Consultant Nancy Neil: No, not specifically. Although every municipality wants to enhance employment. It is really based on the growth we are anticipating for additional employment in the sector that it is. It is a mathematical calculation, that the denominator is larger this time around with our assumptions on the non-residential side of things then it was in the last study and has resulted in a decrease. There's more square footage than a share in the cost of what is needed to provide new infrastructure for that sector of non-residential growth if that helps.

John Slood – Puslinch (No Address Provided): I am confused.

Mayor Seeley: So what I am hearing is they are expecting more industrial growth, and because industrial growth has such large buildings once you divide that all out it ends up reducing because you can put that buck 80 across more square feet because they are expecting more. That is what I just heard at the end there.

John Slood – Puslinch (No Address Provided): Just a comment. You talked about how other municipalities have waste and water which the Township unfortunately doesn't have. But so be it, I just want to be clear that you were saying the development fees for the commercial side is higher than the norm if you factor in the waste water back.

Township Consultant Nancy Neil: If the municipality wants to provide municipal water and wastewater services, the infrastructure that would have to be put in place for the water main and sewer main, the treatment of it and storage it would have to be put in place from an existing community potential as well as the growth. You would have to obviously, from the growth component, update the development charge to ensure you were recovering their proportionate share for the cost of those systems into the development charge. All the surrounding municipalities in the comparison provide municipal water and wastewater systems and that is why I tried to isolate them in the comparison because you don't recover because you don't provide that municipal system

Mayor Seeley: I believe what he was asking was that when you remove the wastewater and water from the equation of our neighbor municipalities did Puslinch end up at the higher range of development charge?

Township Consultant Nancy Neil: Yeah, no you're still on the lower range.

John Slood – Puslinch (No Address Provided): Can anyone tell me when development charges were first introduced to the Province and then the Township?

Township Consultant Nancy Neil: Yes, the first *Development Charges Act* was put in place in 1989 most original by-laws for those municipalities that chose to put them in place happened in 1991. Prior to the *Development Charges Act* though municipalities through the *Planning Act* were allowed to impose a charge that was referred to as a lot levy at the time that the lot was created so there was still capital cost that could be recovered through that older regime for the planning.

John Slood – Puslinch (No Address Provided): Thank you that is it for my questions I have some comments. Thanks for answering those questions. My name is John Slood. I've been a builder in



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this Township for a long time. My first house that I worked on was on Carter Road it was actually over 50 years ago and the reason I asked the question about development fees was I'm pretty sure back then there was no DCs, that's why I just wanted clarification for it.

This is just my opinion but anybody that built prior to 1991 in this Township had the benefit of not paying those development charges so some would say there's some benefit to all those people that built prior to that because they never had to encompass some extra cost.

I look back in 2006. Development fees for a lot in this Township was around \$120 that was in 2006. The DC rate back then I think it was a \$1,000 to \$1,200 maybe I'm confused on development fee, but I know last about fees I paid was well in excess of \$12,000. I know I don't understand where the where the County comes in and all that but that's gone up by 10% and I would also like to comment on the process of getting a permit.

Mayor Seeley: I don't mean to interrupt , but I'm not sure we want to have a conversation about permits today other than maybe some costs.

John Slood – Puslinch (No Address Provided): My main point here is I'm not opposed to development fees. I've been paying them for a long time and as long as they're used wisely it is the cost of doing business. Where I do have a problem and my issue is some of the facts that you presented here I do not totally agree with. My issue is I am not sure the money, maybe I got it wrong, but the money is being spent properly. I'm of the opinion that I don't think the Township has a planning or development committee here and for all these years since 1989 or 91 whenever we started these development fees , I don't see any money being put towards proper planning and development and it's a little discouraging to read that Erin just hired a planning lady and I don't believe we have anything that has been put towards Planning and Development.

Puslinch Township is in the hub of everything. Firstly, I understand that most of the money both taxes and development fees doesn't go to the Township it goes to the County , but really my beef isn't with the Township it's more with the County, that the County doesn't consider Puslinch seriously enough to put us on the map and when you tell me we're going to have 585,000 square feet of industrial employment lands over the next 10 years, that is very frustrating for me. That should be happening a little more aggressively here in the Township. We're on the main corridor to the 401, but yet the County wants to put all the development up in the North.

Mayor Seeley: I need you to tie this into how the industrial may be paying DCS or you could tie the conversation into that the forecast of 58,000 over 10 years is not acceptable and may be justified in your mind or to us. So try to tie it into what we're here to talk about today please.

John Slood – Puslinch (No Address Provided): I would just like to see Puslinch get recognized a little bit more on the development side and maybe take some of the funds that we're paying and I don't mind paying more if I know it's going towards planning and making the Township more sustainable.

Mayor Seeley: You know what I'm going to pause you because I'm going to give you some answers. We are able to utilize DCs for certain projects and I can have Ms. Hasan go through it but for one: your road is getting repaved right, so we can put a percentage of DCs to that project. So, there's some of your money. On the planning component of it, we posted for a senior planner we weren't able to fill that so we hired a junior planner, John and how long has he been on?



Interim Municipal Clerk Justine Brotherston: Seven months or so

Mayor Seeley: Seven months. We've also transitioned away from the County being our planners on most components. We've hired a consultant as a senior planner to mentor our junior planner and to work with staff as we want our best interests represented. So, you said the planner we weren't spending any money on. The planner we did.

What was another component that you were saying employment land study? We are doing the employment land study which is right now and is a pretty big net that we've cast, but again the Progressive Conservative government first delisted the eligibility of growth studies so that had to be funded through the tax roll. It is now eligible again, so we can fund this growth study which is all around employment land, which is great news for the Township. So that's being proactive, that's our Council's and staff's attempt to bring development industrial, commercial to this Township as you mentioned because it's a hub. I think you're just not informed of exactly what's going on, but I think you're identifying what this Council has also identified now there's always the argument that you know it takes too long, like sometimes these things are a slow grind you know there's a process to follow so I appreciate your passion. We are doing a lot of the things that you are concerned about, but I'll just give it back to you one more time. There's people waiting patiently online to have a chance to speak. But if you can just keep it closer to the DC component I'd appreciate that.

John Slood – Puslinch (No Address Provided): 2006 we made an application for a subdivision that the County has not acted on, 30 homes for 30 families and affordable homes. The taxes of those 30 homes over the last 15 years would have been 2 and a half million and yet it sits empty. I don't think that's a wise choice. I wouldn't call that smart planning. You guys are always looking for some extra funds and years, the funds are sitting there and it's not that's a development issue but when it comes to development fees there's an opportunity and we shouldn't just let it slip away.

Mayor Seeley: So before you leave we all have to follow the Provincial Policy Statements and that the Province sets so as much as this Council could think that your project is the best project in all of Southern Ontario and it makes the most sense, but if the Province sets the rules we're handcuffed so what I will say to you is that we are still patiently waiting. This is completely off script from DC's but I have been waiting on the regulations on the recent DPS. We are, as a Council wanting to ensure that Puslinch has prosperity in the future, in the long term, but we're just waiting for the government to stop changing the rules every four weeks so once they set the regs we'll have more answers for projects like yours. There's others in the Township but at the end of the day we have to follow the rules they set as much as we could want to approve it. So I get the frustration, I'm with you on it.

John Slood – Puslinch (No Address Provided): It is not the Township, It's the County.

Mayor Seeley: It's the Province.

John Slood – Puslinch (No Address Provided): Well the County is part of that so.

Mayor Seeley: But we're doing our best and we're hoping for some clear answers.

John Slood – Puslinch (No Address Provided): Thank you for your time.

Mayor Seeley: You're welcome. Thank you for coming out in this rainy day, rainy night whatever it is right now. We'll move to our attendees online.



Steve Melia - 6786 Gore Road: Good evening, this Steve Melia and Carol Ann Melia.

Mayor Seeley: Can you just state your address please?

Steve Melia - 6786 Gore Road: It's 6786 Gore Road

Mayor Seeley: How you doing?

Steve Melia - 6786 Gore Road: Good thank you.

Mayor Seeley: Steve, I just want to be clear that this is an opportunity to discuss development charges.

Steve Melia - 6786 Gore Road: Yes. Okay, so basically I salute the gentleman before me. He made a lot of common sense and I hear and feel his frustration on a lot of things. My question is when you guys are doing the study, I see you removed some of the aspects for water and sewage. Now is this taken into account for rural properties which do not have natural gas, which do not have street cleaning, which do not have water, sewage, any services coming from the Township plus we also have to pay to have our trash removed by the purchase of the designated trash bags. But I don't see any kind of relief for those kind of properties?

Mayor Seeley: I'll let Nancy go but most of what you described there doesn't fall under the development charges.

Steve Melia - 6786 Gore Road: Sorry, let me rephrase that then. So when you are talking about the increases from this year to the potentials of next year, you're talking about a 9% increase so for the properties that don't have any city services and we pay for our trash to be removed you know as where is the allowances for this?

Mayor Seeley: Okay, so I'm going to have Nancy explain what components drive the development charges. Not every component, but the majority of high level ones. You're speaking about the 9% increase over the residential development charge from the previous by-law to the new one, you're not talking personal residential taxes correct?

Steve Melia - 6786 Gore Road: Correct, yes so if we were doing a severance or if there's just a one-off custom built home or a one-off piece of land that involves all these charges and they have the construction charges where is the return on this money? When again, I'm on Gore Road. There's no public facilities as far as a playground or anything local you know so for the constituents that live in these areas where is their return on the money.

Mayor Seeley: So if you can speak to you know what drives the DCs.

Township Consultant Nancy Neil: Let me try and piece that out a bit. You did mention about garbage pickup, anything related to landfill for garbage is ineligible to be recovered through the development charge so that is not something that we can include in this calculation. As it relates to the location of where parks and recreation services are placed that isn't always in everyone's backyard or within a very walkable area, but the Township does look to provide additional park land to develop it, so that you know if you do want to go to a park you can get to one in the municipality.

Where they locate future parks that they're going to develop will be based on a number of different reasons including where they may get land dedicated from a developer, where they may purchase land that's available to purchase to develop more parks and put more amenities



in place. So there's a number of different factors that the Township will go through to decide where best to develop new parks. The other projects that are included for things such as Fire Services, regardless of where you are in the Township if you need to call on the fire department you want to ensure that they have, as the municipality grows, enough fire trucks and firefighters to respond to your property and the fire station and where they house those firefighters and the trucks that would respond again is a centralized location that is decided upon by the Township.

Road infrastructure, we look at where traffic impacts are going to be for all of the additional traffic that's going to be created by the new growth and there are certain routes that Municipal staff have identified are roads that need to be upgraded and/or expanded that handle all of the additional volume of traffic that's going to be coming onto those roads from various different growth properties throughout the Township

Hopefully that answers your question.

Mayor Seeley: Miss Hasan, I apologize to put you on the spot, but I mentioned it earlier to Mr. Slood, but there's a component of our paving of our roads that there's a percentage a lot DCS can you speak to that, and maybe if possible a couple other examples of where DCs are eligible for projects within the Township because these are examples of where if you get a severance you're going to pay some DCs but they're going to pay to service a road that you're already living on and there's other examples.

Director of Finance/Treasurer Mary Hasan: Yes, so Nancy may be able to just add to this, but it relates basically to a lot of our capital projects in for our various roads infrastructure we have allocated component of them to DCs based on the growth that's been projected over the 10-year forecast. But, Nancy if you want to just add to that.

Township Consultant Nancy Neil: Yeah, there has been a number of roads that have been identified that will require upgrading or resurfacing sooner than maybe potentially it would have been because of additional volumes and the breakdown of those roads and so there is a portion that recognizes that those roads do exist today and would have to be replaced at some point so there is tax dollars that is put towards those, but there's also a small percentage that is being assigned to some of those roads to be upgraded sooner than later to handle those additional volumes because of growth and it's that small percentage that has been included in the development charge calculations.

Mayor Seeley: So a component of rural living is that, you know I'll speak specifically to Puslinch, is that we generally have our parks centralized, and yes people have to travel to them and as new consents come online there's Parkland dedication fees that help to maintain those parks for that growth and for the future, but yes if you're living down the Gore Road they're probably a good distance away from you to be accessible, but they are accessible to everybody in the Township. I hope that helps

Steve Melia - 6786 Gore Road: Yeah, no, I appreciate that and just a kind of follow up with the studies that were done for the projection over the next 10 years. Do you think the study is in line especially when we have so many restrictions about the kinds of types of development that can actually happen? You are very correct that we are at the central hub, for one Cambridge has expanded exponentially, Breslau, all the areas around us have expanded on huge amounts and it just seems that Puslinch seems to be trailing.

There could be, and don't get me wrong I moved to the country because I didn't want to be in a main city or a town that was bustling, to have a constructive way of bringing more business and



more development to Puslinch via then you know the Township gets more taxes, there's more development, there's more work opportunities, it's going to bring more wealth and more growth to the Township but you know I feel that the study is very restricted. I feel there could be a lot more if there was more potential for development.

Mayor Seeley: Right so, I'm not sure which study you're referencing, but I think the DC study the scope was fine. If you are referencing our Puslinch by Design study which is again getting a little off track. I thought I heard you say that you felt Puslinch was not taking opportunity or falling behind in development. I would counter that by saying we're quite the opposite with this forward thinking Puslinch by Design that was many hours of bugging the planning department at the County to think of outside the box, and Miss Wilhelm came up with this study area and then ultimately was submitted to the Province for approval I would hazard to guess that if I were to google it right now you wouldn't find another municipality in Ontario that put in for a Special Economic Development Area to support employment lands along Highway Corridor.

So if the statement was and I maybe misheard you, and I'm not offended that Puslinch isn't looking to have this growth and development, this is not the case we're being very proactive. This Council is very supportive of that. Even when it was deregulated through the DC changes we found the money in laymen terms. It was that important to this Council to go forward now that it's back on the DCs where it should be, growth that's what it would be, it's less burden on the current taxpayers. So I think I feel we're doing a really good job here, I mean if you were sitting in my chair you probably wouldn't say anything different, but I'm trying not to be biased. There's a lot going on in the Township and we're looking out for the prosperity.

As for the DCs I don't know if I believe you mentioned a component about the projections I don't know if our projections are lower so say we went to 15 houses per year 150 over the 10 years would that actually be a reduction in the DC's charge or an increase because there's less to spread it out over. I don't understand it enough, but I think there could be arguments both ways that the 35 houses is accurate or not or, it's not a science, nobody could really figure that out because the County is doing it. It may not be released yet, but I believe they are doing an inventory of existing lots. I know of a few that people have legacy lots they just haven't been developed and then they're also doing inventory of potential lots on secondary Ag so there's a lot of moving parts so to you use the best information available to you come up with 35. Do I know if we tried to push the consultant to say 45 that we could charge more I don't know, or it could go the other way but I respect the opinion that 35 is a good starting point and as Nancy stated we can revisit this, I don't know if there's even a prescribed time that you could do that but any time so does that help answer some of your questions?

Steve Melia - 6786 Gore Road: Yeah. Appreciate the time, thank you.

Mayor Seeley: Is there anything further? I'm going to move on. I said I'd go to these two let's just alternate back and forth. If you'd like to speak could I ask you to come down to the table. Just state your name and address if you could.

Gary Scanlin – 12 Ochs Drive: Pleasure to be before you Mr. Mayor. Gary Scanlin, 12 Ochs Drive in Morriston. Resident for 25 years. Very pleased to be a resident for 25 years. I do have some experience in development charges so I'm knowledgeable about the legislation and how these studies are put together. So, I compliment the consultant staff it's a very, you know, robust report. I think there is a lot of very good Information contained within that so that's my starting point however; I am aware that within the way that calculations have been put together there are additional opportunities to increase the charges and I guess when I take a look at our growth over the last eight years, 2016 to 24, it's 12% and then the projection is going to take us another 17% from today so we're running at about 30% increases over an 18-year period.



When I take a look at the service levels and if you take a look at Appendix B you've documented all the different amenities and you know the amount of parkland and such you've provided. When I look at the last 10 years there's been no changes with fire department space or with vehicles, the number vehicles. There's been no additional parkland created. There's been only one additional amenity which was just a soccer field that was just built last year and then trails, there's the Fox Run Trails and actually the recreation facilities over the last 10 years have dropped now only by about 1500 square feet but the total square footage for that service is actually dropped. So, from my perspective, the way the calculations are undertaken you do historic service standard, you look into the future and the calculations say here's an upper limit that we can collect, a maximum amount that we could collect for parks and rec, the maximum amount we could collect for fire and when I take a look at fire we could collect \$1.9 million towards additional fire station space and vehicles etc. and we've used about \$863, 000 so we've used about 40% of it.

We look at Parks and Recreation the calculations will allow us about \$2.3 or \$2.4 million and we've used just over a million dollars so there's room where the development charge could be higher and it's all within the legislation, all within the calculations. When I start to take a look at the fact that at the last 10 years maybe what's in the DC right now we are just catching up with the growth that we just incurred, but my personal feeling maybe we're not capturing enough and putting enough aside to pick up that extra 17% that's coming along so it's if at the end of 10 years we look back and say gee we could have, we need to build this because of growth - it goes on to the taxpayer.

I know that there's you know, if I read correctly on the website, there's recreation consideration going on I think perhaps it's to study and the seniors which would also fall under the recreation component. I would think that setting aside and you can put a aside a provision for an extra half a million dollars or a million dollars for parklands well within what you can do so Parks and Recreation and you put a provision there pending what the recommendations are coming out if not then what we're doing is we're waiting until some point down the road and constantly playing catchup.

My recommendation or my perspectives is that I think the charge today could be higher and if you looked at maxing out on those service standards it' be about another \$5,000 on the charge so every house every one of those 350 or so houses are contributing extra \$5,000 which once again is going towards the infrastructure.

The other part is with the roads, I'm just wondering whether a couple of additional roads might be added in. I look at Victoria Road which I go up many times and I know by the Audrey Meadows subdivision there are different times of the year where that road is kind of blocked and people turning to get into the subdivision especially around Christmas time. With the subsequent one I would wonder and if they follow in the same thing there's going to be quite a segment of that road where you would think that there should be extra turning lanes. I'm not clear looking at the local service policy whether that expense would be a developer responsibility or whether it should be included in the DC. You have that opportunity, but I do see that road as being a problem with this subsequent subdivision coming.

Then I take a look at Calfass Road which comes right into Morryston and you know I think there's some lands that are being removed from the Green Belt.

Mayor Seeley: Don't say that. There are no lands being removed from the Green Belt.

Gary Scanlin – 12 Ochs Drive: We would look at least with the employment study that's going on as well I think there's a lot of local roads that could be impacted and whether we make a provision for once again unidentified growth related roads, which will come as a result of those studies. I think you can incorporate that now once again saving always you know two years from now doing another update and then all we just have this study. I'm just thinking especially on the first two services you can do that within your abilities now with the roads I think maybe there are provisions that could be made in that one particular one and whether there's any other such Calfass being urbanized and such, but other than that I as I said I think the report's a very good report. I think there is all the different elements that have been hit well and I think there is a lot of thought that's gone into it.

Mayor Seeley: I hear what you're saying laymen's terms. I don't want to leave money on the table. As you're saying like 10 years from now you'd hate to look back and think 'oh man we missed an opportunity', because you're not going to be able to go back and get that. As for the Green Belt comment you may be referencing the Special Economic Development Area. Initially, we had been requested by the Province that we study lands in the Green Belt they removed those lands from our study that we're in the Green Belt.

Gary Scanlin – 12 Ochs Drive: I haven't seen the update from that I'm just looking at the January report.

Mayor Seeley: Okay. I'm hoping that's where there was some maybe...

Gary Scanlin – 12 Ochs Drive: Yep. Not problem as I say some of those areas will impact on roads that's consideration.

Mayor Seeley: So Victoria Road I agree it's very busy especially in front of Audrey Meadows, but my understanding is we can't incorporate neighboring municipality growth into our DCs so if that traffic is generated in Guelph and causing the impacts on our roads we can't use that as part of the formula.

Township Consultant Nancy Neil: If the road is in your municipality you have to look at it with staff to say what you know how is your growth triggering the need to upgrade or expand that road. Certainly every municipality has go through traffic from other municipalities. I mean you can't impose a charge on City of Guelph residents to expand roads here in Puslinch, but if there is growth impacts on roads we can go back and look at some of those.

It's not too late to amend the background study before passing the by-law. We would have to consider whether another public meeting was required if we were going to increase the charge to allow people who may not have come tonight because they were happy with the charge that was another \$5,000 per unit was added we may have more people so we might have to do another public meeting if that was the case to add more costs in or Provisions for the parks, rec, roads but we can certainly work with staff to look at some of those that have been highlighted Mr. Scanlin and determine whether or not we do want to add anything more.

Mayor Seeley: Can you also just one more time explain the relationship between the DCs and the Parkland Dedication because in my mind that's two different fees because we collect significant amount of money, as I'm sure Mr. Sloot's aware, on every severance and that goes into restricted reserve, but we also get DCs. So on a first look we may be leaving as I use the term "money on the table" for our parks but we're also collecting \$15,000 per Severance.

Township Consultant Nancy Neil: The development charge does not allow you to recover the cost of purchasing land for park purposes, once you have the land it allows you to collect for



developing that into a social functioning or passive park, putting your amenities in it and on it. The Parkland Dedication Funds that you're receiving is to assist in purchasing additional lands that you can develop and pay for a development charges, and providing other recreational spaces so maybe it makes more sense that with some of those funds coming from various different severance and consents and stuff that you're going to instead of purchasing another small piece of property you're going to purchase an adjacent property to an existing park and/or put more amenities in those parks, because the park land funds allow for that to be used for acquisition or development of other recreation purposes where the development charge does not allow you to purchase the land.

Mayor Seeley: Well you are probably aware but you know we do well on our Parkland Dedication and that offsets.

Gary Scanlin – 12 Ochs Drive: But it does allow you to purchase recreation lands, but not build parks so you can purchase land for recreational services as long as it's done.

Township Consultant Nancy Neil: If you wanted to buy land for a senior center for example or a community center the land associated with that Community Center is eligible for development charge collection it's just not the park land acquisition that's allowed for a park.

Gary Scanlin – 12 Ochs Drive: With respect to Victoria Road. What I have seen is the potential of whether it's a an additional turning lane that needs to be constructed and primarily because of the turning into that existing area, as well as, the new community and you're right there could be benefits that we would deduct and there's deductions throughout the calculations which recognize that not all of it would per se be put on to the backs of new development. But, there's you know to me, I would suspect if it's just adding turning lanes it would be a very high portion because it's specific to accommodating that specific area.

Mayor Seeley: We have an active application in that area that again we're waiting on the regs on but I'm sure you know staff would be cognizant of that if it ever gets approved then definitely I would agree with you that's a growth related cost and I'm not I haven't been through a subdivision development agreement yet, I don't know when and where and if you can mandate your fixing the road and all that stuff. A lot of times they'll just agree because they want to get the approval anyways, but so hearing what you're saying and you know I'm not short timelines I'm not sure we'll be interested in blowing up the whole report again, but definitely if there's an opportunity to tweak and you know find a little more money I'm all in favour. Thank you for coming out tonight.

Is there anybody else online?

Interim CAO Courtney Hoytfox: Just the media and the one individual that already commented.

Mayor Seeley: Okay all right I guess that is it so I am going to ask council if they need to ask some questions or clarification from anyone.

Councillor Sepulis: One question, I like Mr. Scanlin's approach. We don't want to leave money on the table. I also want to respect the September 3rd deadline. Is there an opportunity to proceed with September 3rd deadline to pass the by-law and ask some basic questions and then a year from, if there is money left on the table, choose to update that background study at any time?



Township Consultant Nancy Neil: You can update your background study at any time. You do have to go through the full process if it is outside of a year of the study that we've got here in place because the study has a one-year life, although the by-law may have a 10 year life. But you can amend the study within the year to add anything additional that's been identified. That will then allow you to get that September 3rd by-law in place before the current one expires and then continue to review and refine if necessary over the next year but again at any time over the next 10 years if something is identified.

Councillor Sepulis: If I'm hearing you correctly, we pass the by-law September 3rd we can amend that current by-law to look at not leaving money on the table and still be without having to do a full-blown study?

Township Consultant Nancy Neil: Within a year of the background study, yes, you could do a minor amendment you'd still need to have another public meeting.

Councillor Sepulis: Well that's fine, that is the easy part.

Mayor Seeley: So could staff do some discussions between now and September 3rd, 2025 and decide if maybe there is some value because, there's definitely going to be some cost associated with it, see if there's some value in you know amending the by-law within that first year or if maybe depending on growth and we get some numbers from the County anyways and then come back to Council and say yay or nay; yes we feel there's some, due to public feedback, we feel there's some value in moving forward with a site review.

Interim CAO Courtenay Hoytfox: Through you Mr. Chair, certainly we want to be working with Watson closely on what that looks like and we can bring back a proposal for budget. If the timing is good this fall to see what that would cost and what that looks like.

Councillor Sepulis: I think the first thing is a rough cut to say are we leaving money on the table. If in your estimation we are not then let's not pursue it, but if we are then let's find that number.

Councillor Bailey: Nancy I'm just looking for your comment from Gary's thinking and I really appreciate you coming down because it just helps expand my thinking.

Mayor Seeley: The only thing I'd worry about is putting people in a situation where they have differences of opinion in a very public forum so I just don't want Nancy to refute completely.

Councillor Bailey: Well maybe this could just be part of staff's discussions later too, but I'm just more curious if increasing DCs into municipality that has no water or waste water would be a deterrent for people to be looking at development within the community. You'd hate to increase the DCs and it would end up being a deterrent where we're looking for growth to happen.

Township Consultant Nancy Neil: There may be that odd person honestly, but I mean if you're looking to settle somewhere your home there's so many different components that you're looking at for that you know the gentleman that was online you know doesn't want to be in the hustle and bustle of Cambridge or some of the other surrounding municipalities and that's going to draw them and a few thousand dollars more on a development charge probably would not deter them especially if they knew that you know there was that park recreation space available for them, they didn't get blocked up on roads that are you know getting congested more, that they could still move through that community that they want to be in. So development charges may be a factor if it's a little bit more. I don't think Mr. Scanlin was



suggesting doubling it or going even more than that, and you are still in the survey of the surrounding municipalities on the mid to lower end based on this calculated rate. There's a lot of factors: what's the property taxes, what's the land cost, all the rest of it to determine whether or not they want to locate in a new home.

Mayor Seeley: On the commercial industrial that would play more of a factor because if we're not in the low to medium sector because of all the other challenges to develop here with the private services and all those things combined that would probably as you're thinking discourage them from growing here so that's important. I agree with on the residential side if you are paying \$1.2 million bucks for a lot you're going to pay me \$20 grand in DCs and park land dedication, it's just how it's going to go.

Councillor Goyda: I just wanted to ask, so we have a few sort of big plan studies on the horizon. We have our Fire Master Plan coming up, we have our Parks Master Plan coming up and we have this Puslinch by Design Study taking place which I'm imagining perhaps the result of those studies would trigger some discussions about growth infrastructure requirement so to me that would be something that would potentially trigger a review of our development charges background study. That's not likely going to happen to be finalized within 12 month period probably more like two to three years. So what I'm hearing you say is if that's the case we can look at updating the Development Charges By-law at that time, but it's not considered then an amendment it would be a full-fledged new background study. But would that background study now be eligible according to the rules the province has today, could that study be funded by development charges

Township Consultant Nancy Neil: Yes.

Councillor Goyda: So that's not necessarily (inaudible). Making sure it's accurate and the right balance in terms of are we not hindering development, are we encouraging development. I think it's important and I think that those three studies would, to me, be big considerations for what those development charges would be long term.

Township Consultant Nancy Neil: Absolutely, it's always great when we're doing a development charge study if we have master plans that have already gone through the rigors of the public process through those studies and have been approved by Council and have clearly identified what the growth related needs are. It makes it much easier for us to then easily lift those into the development charge calculations we covered up without some of those master plans in place we've had to work with staff to estimate some of what we've had to include in here but definitely any kind of approved master plan that identifies growth is very helpful for the future updates of the development charges.

Councillor Goyda: Okay and I just have one more question. It's in regards to the park land dedication. So we heard today a comment from the public saying "I'm paying development charge so I don't live anywhere close to a park." Instead of having like payment in lieu of park land can we be asking for like, I know with a plan of subdivision, Council could at least as far as I understand request a parcel of land be dedicated for park. My question is, if someone is just doing a single severance can we be requesting the same sort of thing? Or is it strictly that we can ask that park land be dedicated to the Township within the plan of subdivision?

Township Consultant Nancy Neil: Obviously if you feel that you could get dedication from a single lot you can request it however; a lot of municipalities what they want to do is having a little piece of land you know here, there and everywhere you have to go out and cut grass it becomes operationally very expensive sometimes to do that. They're very segmented pieces of property that you might not be able to develop much of anything on and so most municipalities



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look at larger pieces of land to develop parks so you can have those larger amenities multiple amenities that draw more to it. Piecemealing, getting a little piece of land here or there is probably not what your Parks and Rec staff would prefer to have to go out and maintain. You really wouldn't be able to put much on it so it's not typical of what we see most municipalities look at making sure that when where they are putting park in place they can be used and developed into sort of a community type destinations to go to with your family with the pets whatever else you want.

Mayor Seeley: Anything else? I declare this public meeting closed. Council will take no action on this matter tonight. Staff will be reporting at the September 3rd, 2024 Council meeting with a recommendation for Council's consideration. If you wish to receive further notification of this proposal please email Mary Hasan at mhasan@puslinch.ca or by phone 519-763-1226 extension 222. 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 meeting adjourned at 8:26PM



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
JULY 9, 2024 COMMITTEE OF ADJUSTMENT MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION & IN PERSON
AT 7404 WELLINGTON RD 34, PUSLINCH

MINUTES

DATE: July 9, 2024

MEETING: 7:00 p.m.

The July 9, 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
Paul Sadhra
Amanda Knight
Chris Pickard

ABSENT:

None

STAFF IN ATTENDANCE:

Lynne Banks, Secretary/Treasurer
Laura Emery, Communications & Committee Coordinator
Mehul Safiwala, Junior Planner

3. MOMENT OF REFLECTION

4. CONFIRMATION OF THE AGENDA

Resolution No. 2024-023:

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



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AT 7404 WELLINGTON RD 34, PUSLINCH

That the Committee approves the July 9, 2024 Agenda as circulated.

CARRIED.

5. DISCLOSURE OF CONFLICT OF INTEREST:

None

6. APPROVAL OF MINUTES

6.1 Approval of the Minutes

6.1.1 June 11, 2024

Resolution No. 2024-024:

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

That the Committee of Adjustment approves the Minutes from the meeting held on June 11, 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-AUG – Jerry Auger – 164 Hume Rd., Township of Puslinch. ≠

Requesting relief of New Comprehensive Zoning By-law # 23-2018, as amended, From Section 11.4 to permit a reduced lot frontage of the Severed Parcel to be 16m instead of 25m as required in Table 11.3 of the Zoning By-law.

- Hugh Handy, agent for the applicant, provided an overview of the application.
- Jonathan Minnes, solicitor for the applicant, and noted that the minor variance is a condition of provisional consent granted by the Ontario Land Tribunal in May, 2024.
- Mr. Minnes further noted that the drainage channel predates the consent application and is not related to the consent application or the minor variance.
- Amanda Knight noted that as the Committee is only looking at the request for the reduced frontage for the proposed severed parcel, asked if the applicant



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and the property owner at 169 Hume Road could possibly work together to resolve the drainage issues.

- Jonathan Minnes noted that the drainage was there prior to development and the existing drainage patterns must be maintained. He further noted that it would be a civil matter between the property owners.
- Chris Pickard asked if there is any evidence that a reduced frontage of either 25 meters or 16 meters would not have an impact on the drainage issue.
- Jonathan Minnes advised that there is no evidence that it would, and noted that it is outside of the bounds of the Committee to deal with because it is a civil matter. He further noted that if there was going to be a condition related to planning it should have been done by the County Land Division Committee or the Ontario Land Tribunal.
- Mr. Handy advised that the intent is to stay away from the drainage channel and not alter the course of the drainage to the roadside ditch.
- There were no further questions or comments from the Committee.

Resolution No. 2024-025:

Moved by Committee Member Amanda Knight 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 Committee of Adjustment 2024-003 Report – Proposed 2025 Committee of Adjustment Meeting Dates ≠

Resolution No. 2024-026:

Moved by Committee Member Paul Sadhra and
Seconded by Committee Member Amanda Knight

That Report 2024-003 be approved by the Committee.

8.2 Committee Memo Committee of Adjustment 2024-001 – Minor Variance Questionnaire ≠

Resolution No. 2024-027:

Moved by Committee Member Paul Sadhra and



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Seconded by Committee Member Chris Pickard

That Committee Memo 2024-001 be approved by the Committee.

9. ADJOURNMENT

Resolution No. 2024-028:

Moved by Committee Member Amanda Knight and
Seconded by Committee Member Paul Sadhra

That the Committee of Adjustment hereby adjourns at 7:31 p.m.

CARRIED.



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
JUNE 11, 2024 COMMITTEE OF ADJUSTMENT MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION & IN PERSON
AT 7404 WELLINGTON RD 34, PUSLINCH

MINUTES

DATE: June 11, 2024

MEETING: 7:00 p.m.

The June 11, 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
Jeffrey Born

ABSENT:

Amanda Knight

STAFF IN ATTENDANCE:

Lynne Banks, Secretary/Treasurer
Laura Emery, Communications & Committee Coordinator
Mehul Safiwala, Junior Planner

3. MOMENT OF REFLECTION

4. CONFIRMATION OF THE AGENDA

Resolution No. 2024-018:

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



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That the Committee approves the June 11, 2024 Agenda as circulated.

CARRIED.

5. DISCLOSURE OF CONFLICT OF INTEREST:

None

6. APPROVAL OF MINUTES

6.1 Approval of the Minutes

6.1.1 May 14, 2024

Resolution No. 2024-018:

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

That the Committee of Adjustment approves the Minutes from the meeting held on May 14, 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-ONT – 1000038718 Ontario Ltd. – 6527 Ellis Road, Township of Puslinch. ≠

Requesting relief of New Comprehensive Zoning By-law # 23-2018, as amended, to permit an accessory building to have a height of 5.6 meters to the midpoint of the roof, instead of 5.0 meters as required.

- Robyn McIntyre, agent for the applicant, provided an overview of the application.
- There were no questions or comments from the public.
- Chris Pickard asked Township planning staff how height is calculated according to the Township's zoning by-law.
- Mehul Safiwala explained how the height is calculated in accordance with the zoning by-law.
- Chris Pickard asked that Township staff consider clarifying how height is calculated when the Township prepares the next housekeeping amendment for its zoning by-law.



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- There were no further questions or comments from the Committee.

Resolution No. 2024-019: Moved by Committee Member Chris Pickard and
Seconded by Committee Member Paul Sadhra

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

CARRIED.

8. NEW BUSINESS

8.1 CofA Report 2024-002 - Finance and Budget Training ≠

Resolution No. 2024-020: Moved by Committee Member Paul Sadhra and
Seconded by Committee Member Chris Pickard

That Report 2024-002 be received for information purposes.

8.2 Report CofA 2024-003 – Revised Alternate Chair Schedule in the event of the Chair's absence or vacancy ≠

Resolution No. 2024-021: Moved by Committee Member Paul Sadhra and
Seconded by Committee Member Jeffrey Born

That the Report CofA 2024-003 be approved.

8.3 Resignation of Committee Member

- Committee member Jeffrey Born has advised the Committee that he will be resigning from the Committee and that this is the last meeting he will attend as a Committee member.

9. ADJOURNMENT

Resolution No. 2024-022: Moved by Committee Member Chris Pickard and
Seconded by Committee Member Jeffrey Born

That the Committee of Adjustment hereby adjourns at 7:15 p.m.



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CARRIED.



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
MAY 14, 2024 PLANNING AND DEVELOPMENT
ADVISORY COMMITTEE MEETING
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

MINUTES

DATE: May 14, 2024
MEETING: Following Committee of Adjustment

The May 14, 2024 Planning and Development Advisory Committee Meeting was held on the above date and called to order at 7:19 p.m. via electronic participation and in-person at 7404 Wellington Road 34, Puslinch.

1. CALL THE MEETING TO ORDER

2. ROLL CALL

ATTENDANCE:

PRESENT:

Councillor John Sepulis, Chair
Jeffrey Born
Amanda Knight
Chris Pickard
Paul Sadhra

ABSENT:

None

STAFF IN ATTENDANCE:

Justine Brotherston, Interim Clerk
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. 2024-023:

Moved by Committee Member Amanda Knight and



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
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Seconded by Committee Member Chris Pickard

That the Committee approves the May 14, 2024 PDAC Agenda and receives the reports as circulated.

CARRIED

5. DISCLOSURE OF CONFLICT OF INTEREST:

John Sepulis –Councillor Sepulis declared a potential pecuniary interest related to item 9.1.4 as I have a lot located on Wellington County Road 34 approximately 500m away from the proposed severance. I have a potential pecuniary interest as the creation of the new lot may have an affect on the value of my lot.

Paul Sadhra – Paul Sadhra declared a potential pecuniary interest related to item 9.1.4 as I live at, and have interest in. 7000 Wellington Rd. 34 which is within 500 meters of this property.

6. DELEGATIONS

None

7. CONSENT AGENDA

7.1 Approval of the Minutes

April 9, 2024

Resolution No. 2024-024:

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

That the Planning and Development Advisory Committee approves the Minutes from the meeting held April 9, 2024.

CARRIED

7.2 Other Consent Items

None

8. NOTICE OF PUBLIC MEETINGS/HEARINGS

Public Information Meeting to be held on June 12, 2024 at 7:00 p.m in Council Chambers for



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
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Zoning By-law Application D14-AZI, for the property municipally known as 6706 Gore Road, Township of Puslinch.

9. REPORTS

9.1. LAND DIVISION (CONSENTS)

9.1.1 Severance Application B03-21 (D10-MCC) – Daniel McMaster – Part Lot 6, Concession 1, municipally known as 4445 Wellington Rd. 32, Township of Puslinch. ≠

Proposed severance is 69.44m frontage x 116.77m = 0.81 hectares, existing woodlot, recreation for proposed rural residential use.

Retained parcel is 39 hectares with 228.43 meters frontage on Wellington Rd 34 and 862.58 meters on Wellington Rd 32, existing and proposed agricultural and rural residential use with existing dwelling, bank barn, drive shed, garage & shop.

Resolution No. 2024-025:

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

That the Committee supports Severance Application B103-21 (revised) subject to the following condition(s):

1. That the Owner satisfy all the requirements of the Township of Puslinch, financial and otherwise (including taxes paid in full and Consent Review/Condition Clearance fee) which the Township may deem to be necessary at the time of issuance of the Certificate of Consent for the property and orderly development of the subject lands. Any fees incurred by the Township for the review of this application will be the responsibility of the applicant; and further that the Township of Puslinch file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
2. That the submitted Environmental Impact Study (EIS) be peer reviewed to the satisfaction of the Township of Puslinch and the County of Wellington, and that the owner shall be responsible for any Township costs associated with the review of the EIS; and further that Township of Puslinch file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.



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3. That zoning compliance for both the proposed retained and severed parcels is achieved to the satisfaction of the Township; and further, that the Township of Puslinch file with the Secretary-Treasurer of the Planning and Land Division Committee, a letter of clearance of this condition.
4. That any fees incurred by the Township for the review of this application will be the responsibility of the applicant; and further that the Township of Puslinch file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
5. That servicing can be accommodated to the satisfaction of the Township for the severed parcel; and further, that the Township of Puslinch file with the Secretary-Treasurer of the Planning and Land Division Committee, a letter of clearance of this condition.

CARRIED

9.1.2 Severance Application B28-24 (D10-SCR) –Wythe & Rosemary Scrivener – Part Lots 21 and 22, Concession 9, municipally known as 4438 Watson Rd. S, Township of Puslinch.
#

Proposed severance is 38.9 hectares with 599.26 meters frontage, existing and proposed natural habitat with large shed for proposed conservation.

Retained parcel is 7.51 hectares with 304.46 meters frontage,, existing and proposed rural residential use with existing dwelling, garage/workshop & shed.

Resolution No. 2024-026:

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

That the Committee supports Severance Application B28-24 subject to the following condition(s):

1. That the Owner satisfy all the requirements of the Township of Puslinch, financial and otherwise (including taxes paid in full and Consent Review/Condition Clearance fee) which the Township may deem to be necessary at the time of issuance of the Certificate of Consent for the property and orderly development of the subject lands.



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2. That safe access to the proposed severed lands can be accommodated to the satisfaction of the Township; and further that the Township file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.

3. That the owner obtain zoning compliance for the proposed severed parcel and zoning compliance for the proposed retained parcel be demonstrated to the satisfaction of the Township; and further that the Township file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.

4. That any fees incurred by the Township of Puslinch for the review of this application and supporting materials will be the responsibility of the applicant to be formally outlined through a development agreement as required; and further, that the Township of Puslinch file with the Secretary-Treasurer of the Planning and Land Division Committee, a letter of clearance of this condition.

5. That any concerns of the Conservation Authority are adequately addressed to the satisfaction of the Township; and further that the Township of Puslinch file with the Secretary-Treasurer of the Planning and Land Division Committee, a letter of clearance of this condition.

CARRIED

9.1.3 Severance Application B32-24 (D10-SLO) – John Sloat – Part 9, EOBL, municipally known as 480 Arkell Road, Township of Puslinch. ≠

Proposed severance is 28 meters frontage x 150 meters = 0.42 hectares, existing and proposed rural residential use with dwelling and shed.

Retained parcel is 2.33 hectares with 19 meters frontage, vacant land for proposed rural residential use.

Resolution No. 2024-027:

Moved by Committee Paul Sadhra and

Seconded by Committee Member Jeffrey Born

That the Committee supports Severance Application B32-24 subject to the following condition(s):



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1. That the Owner satisfy all the requirements of the Township of Puslinch, financial and otherwise (including taxes paid in full and Consent Review/Condition Clearance fee) which the Township may deem to be necessary at the time of issuance of the Certificate of Consent for the property and orderly development of the subject lands; and further that the Township file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
2. That the owner obtain zoning compliance for the proposed retained parcel for the reduced lot frontage; and further that the Township file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
3. That the Owner shall be required to sign an affidavit stating that they will insert a warning clause in the Agreement of Purchase and Sale for the severed lands, regarding the Guelph Junction Railway located near the property, advising any potential purchaser of 24 hour and weekend railway operations, no whistle cessation in place, possible early morning maintenance and capital projects occurring pending freight train schedule and advise of no trespassing on railway property; and further, that the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
4. That any fees incurred by the Township of Puslinch for the review of this application and supporting materials will be the responsibility of the applicant to be formally outlined through a development agreement as required; and further, that the Township of Puslinch file with the Secretary-Treasurer of the Planning and Land Division Committee, a letter of clearance of this condition.
5. That servicing can be accommodated for the retained parcel to the satisfaction of the Township; and further, that the Township file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.

CARRIED

9.1.4 Severance Application B39-24 (D10-MOO) – Terry Moore – Part Lot 20, Concession 20, municipally known as 4432 Sideroad 20 N, Township of Puslinch. #

Proposed severance is 1.4 hectares with 79.5 meters frontage, vacant land for proposed rural residential use.



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Retained parcel is 2.6 hectares with 69.5 meters frontage, existing and proposed rural residential use with existing dwelling, pool & sheds.

- John Sepulis turned the Chair over to Chris Pickard and refrained from discussions on the matter.
- Paul Sadhra refrained from discussions on the matter.

Resolution No. 2024-028:

Moved by Committee Jeffrey Born and
Seconded by Committee Member Amanda Knight

That the Committee supports Severance Application B39-24 subject to the following condition(s):

1. That the Owner satisfy all the requirements of the Township of Puslinch, financial and otherwise (including taxes paid in full and Consent Review/Condition Clearance fee) which the Township may deem to be necessary at the time of issuance of the Certificate of Consent for the property and orderly development of the subject lands. Any fees incurred by the Township for the review of this application will be the responsibility of the applicant; and further that the Township of Puslinch file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
2. That the owner obtain zoning compliance for both the proposed retained and severed parcels to the satisfaction of the Township; and further that the Township of Puslinch file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
3. That servicing can be accommodated for the severed parcel to the satisfaction of the Township; and further that the Township of Puslinch file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
4. That the owner demonstrate that they are in compliance with the Township's Swimming Pool Enclosure By-law 2018-018 to the satisfaction of the Township; and further that the Township of Puslinch file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition



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5. That any fees incurred by the Township of Puslinch for the review of this application and supporting materials will be the responsibility of the applicant to be formally outlined through a development agreement as required; and further, that the Township of Puslinch file with the Secretary-Treasurer of the Planning and Land Division Committee, a letter of clearance of this condition.

CARRIED

9.2 ZONING BY-LAW AMENDMENT APPLICATIONS

9.2.1 Zoning By-law Amendment Application D14-AZI – Usman Aziz, 6706 Gore Road, Concession Gore Front Part Lot 9 RP 61R-7925 Part of Part 3, Township of Puslinch.≠

Resolution No. 2024-029:

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

That the Committee provides the following comments to Council with respect to the Zoning By-law Amendment Application:

Comments: The Committee has difficulty supporting the Zoning By-law Amendment application unless, or until, the noise issues are clarified.

CARRIED

10. CORRESPONDENCE

None

11. NEW BUSINESS

11.1 Report - PDAC – 2024-002 – Finance and Budget Training
Report - CofA – 2024-002 – Finance and Budget Training

Resolution No. 2024-030

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

That Reports PDAC – 2024-002 and CofA – 2024-002 – Finance and Budget Training are received as presented.

CARRIED.



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12. ADJOURNMENT

Resolution No. 2024-031

Moved by Committee Member Amanda Knight and
Seconded by Committee Member Paul Sadhra

That the Planning and Development Advisory Committee hereby adjourns at 8:41 p.m.

CARRIED.



Grand River Conservation Authority

Summary of the General Membership Meeting – June 28, 2024

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

Action Items

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

- GM-06-24-62 - Financial Summary
- GM-06-24-56 - Requests for Proposals - Planning Consulting Services, Plan Review and Permits
- GM-06-24-54 - Region of Waterloo East Side Lands Stage 2 Master Drainage Plan and Floodplain Mapping Update
- GM-06-24-58 - Provincial Offences Act Officer Designations - Section 30 Conservation Areas
- GM-06-24-57 - Conservation Authority Land Inventory
- GM-06-24-64 - Niska Landholdings Management Plan
- GM-06-24-51 - Final draft Watershed-based Resource Management Strategy
- GM-06-24-C06 – Confidential Report, Resolution carried in closed in accordance with the Municipal Act
- GM-06-24-C07 – Confidential Report, Resolution carried in open session.

Information Items

The Board received the following reports as information:

- GM-06-24-60 - Cash and Investment Status
- GM-06-24-53 - Guidance on By-law and Exception Requests for Chair and Vice-Chair(s)
- GM-06-24-55 - Integrated Halton Planning Memorandum of Understanding
- GM-06-24-59 - Byng Island Conservation Area Seasonal Camping Program Update
- GM-06-24-52 - Water Quality in the Grand River Watershed
- GM-06-24-63 - Current Watershed Conditions

Correspondence

The Board received the following correspondence:

- Larry Bond - Management of Conestogo River
- Halton Region - 2024 Integrated Halton Planning System MOU
- Halton Region - Tree By-law and Woodlands Stewardship Program 2023 Annual Report
- Patti Maurice - Niska Landholdings Management Plan
- Andrew McCammon, Ontario Headwaters Institute - Identification and potential transfer of surplus lands

Delegations

There were 10 registered delegations.

- Dr. Hugh Whiteley - Niska Landholdings Management Plan
- Kate Johnson - Hillside Festival Request
- Jerry Demianiw - Property Information
- Laura Murr - Niska Landholdings Management Plan
- Susan Watson - Niska Landholdings Management Plan
- Horeen Hassan - Niska Landholdings Management Plan
- Neville Kidd - Byng Island CA Seasonal Camping Program
- Randall Rittenhouse - Byng Island CA Seasonal Camping Program
- Kevin Thomason - Conservation Authority Land Inventory
- Mike Marcolongo - Conservation Authority Lands Inventory

Source Protection Authority

The General Membership also acts as the Source Protection Authority Board. No meeting was held in June.

For full information, please refer to the [June 28 Agenda Package](#). Complete agenda packages and minutes of past meetings can be found on our [online calendar](#). The minutes of this meeting will be posted on our online calendar following approval at the next meeting of the General Membership.

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Conservation Halton Guidelines for Wetland Water Balance Assessments

June 2024
Version 1.0



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CONSERVATION HALTON GUIDELINES

Conservation Halton (CH) protects, manages, and enhances the area within its jurisdiction through the delivery of a range of programs and services. Under Ontario Regulation 686/21: Mandatory Programs and Services under the *Conservation Authorities Act*, Conservation Authorities are responsible for, among other things, managing risks related to natural hazards, including preventing and mitigating those risks. As part of delivering this mandate, Conservation Halton's (CH) Planning and Regulations Department is responsible for reviewing planning and development applications as:

- a regulatory agency under Section 28 of the *Conservation Authorities Act*,
- a body with Provincially delegated responsibilities acting on behalf of the Province to ensure decisions under the *Planning Act* are consistent with the natural hazard policies of the Provincial Policy Statement and/or provincial plans; and
- a body commenting on risks related to natural hazards arising from a proposal under the *Aggregate Resources Act*, *Drainage Act*, *Environmental Assessment Act*, and/or *Niagara Escarpment Planning and Development Act*.

CH's Planning and Regulations staff (i.e., environmental planners, regulations officers, planning ecologists, water resource engineers and technologists, and hydrogeologists) work together on interdisciplinary teams to deliver timely and comprehensive reviews and advice to provincial agencies, municipalities and landowners across CH's jurisdiction.

Under Section 28 of the *Conservation Authorities Act* and Ontario Regulation 41/24, CH regulates:

- development activities in or adjacent to watercourses, valleylands, wetlands, Lake Ontario shoreline, hazardous lands, including unstable soil and bedrock, as well as lands adjacent to these features.
- activities to straighten, change, divert or interfere in any way with the existing channel of a river, creek, stream or watercourse; and
- activities to change or interfere in any way with a wetland.

Permits are required from CH prior to undertaking any development activities within regulated areas. CH may issue a permit if the activity is not likely to affect the control of flooding, erosion, dynamic beaches, or unstable soil and bedrock and the activity is not likely to create conditions or circumstances that, in the event of a natural hazard, might jeopardize the health or safety of persons or result in the damage or destruction of property. CH's Board-approved Policies and Guidelines for the Administration of Part VI of the Conservation Authorities Act and Ontario Regulation 41/24 and Land Use Planning Policy Document outlines the policies and technical requirements which must be met before permission may be granted. As part of a CH permit application, an applicant must demonstrate that CH's Board-approved policies and technical requirements can be met.

These Guidelines provide clear expectations regarding the criteria and approaches that are acceptable to CH and are used by staff to assess the technical merits of slope stability assessments. Applicants proposing development within, or near, confined or semi-confined valleys, must follow these Guidelines. By doing so, more efficient and consistent reviews, fewer resubmissions, and faster approvals are anticipated.

Applicants are encouraged to pre-consult with CH staff prior to submitting a CH permit application or planning application where activities to change or interfere with a wetland are proposed. These guidelines are specific to CH and supplements other federal, provincial, or municipal requirements.

OBJECTIVE	<p>The purpose of the Guidelines for Wetland Water Balance Assessments is to:</p> <ul style="list-style-type: none"> • Identify Conservation Halton’s (CH’s) requirements and expectations for Wetland Water Balance Assessments.
APPLICATION & USE	<p>Applies to all Wetland Water Balance Assessments submissions associated permit applications under Section 28 of the <i>Conservation Authorities Act</i> and Ontario Regulation 41/24. These Guidelines have been developed for:</p> <ul style="list-style-type: none"> • Qualified professionals such as hydrogeologists, engineers and ecologists tasked with preparing wetland water balance assessments. • CH staff to assess the technical merits of a Wetland Water Balance Assessment and to facilitate quicker and more consistent reviews.
ADDITIONAL REFERENCE MATERIALS (to be read in conjunction with this document)	<ul style="list-style-type: none"> • <i>Conservation Authorities Act, 2024</i> • Ontario Regulation 686/21: Mandatory Programs and Services, 2021 • Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits, 2024 • Polices and Guidelines for the Administration of Part VI of the Conservation Authorities Act and Ontario Regulation 41/24 and Land Use Planning Policy Development, 2024. • Conservation Halton Guidelines for Stormwater Management Engineering Submissions, 2024
VERSION	<p>Version 1.0</p> <p>This version of the Guidelines for Wetland Water Balance Assessments was presented and approved by the CH Board on June 21, 2024</p> <p>The Guidelines may be updated from time to time. For more information, visit https://www.conservationhalton.ca/policies-and-guidelines or call 905-336-1158.</p>

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Appendix A Typical Wetland Water Level Hydrographs within Conservation Halton Watershed
Appendix B Typical Summary table

Section 1 Introduction

Wetlands are critical ecosystems that provide important ecological, hydrological, and socio-economic benefits or services. They help reduce downstream flooding and erosion by absorbing rainfall, snow melt, and surface water runoff, then slowly releasing the water directly to watercourses or infiltrating the water into the ground, recharging groundwater. Riparian wetlands within floodplains provide storage for flood waters, reducing flow rates and velocities. Wetlands also play a vital role in sustaining healthy watersheds by providing habitat and food for wildlife, fish, and plants, sustaining biodiversity, and maintaining natural cycles (carbon, water).

The purpose of the Guidelines for Wetland Water Balance Assessments is to:

- Identify Conservation Halton's (CH's) requirements and expectations for a Wetland Water Balance Assessment.

A Wetland Water Balance Assessment is undertaken when activities to change or interfere with a wetland are proposed or if development activities are proposed within a wetland or within 30 metres of a wetland ("other areas") to help determine potential impacts on the hydrological function of a wetland, as well as the appropriate mitigation measures. An Assessment serves as a tool to quantify the existing hydrological functions of a wetland through collection and analyses of baseline data to characterize existing conditions and identify sensitive hydroperiod(s) to compare to a post development scenario. It is used to assess the potential short-term and long-term impacts to a wetland resulting from land-use changes.

Large scale applications (for example Subwatershed Studies, SISs/EIRs, EIA/EIS, etc.) or complex permit applications (such as subdivision applications, site plans and environmental assessments, etc.) may require a qualified professional prepare a Wetland Water Balance Assessment. Individual landowners proposing small scale works will be encouraged to adopt the principles in these guidelines in most cases, where possible, in lieu of preparing a Wetland Water Balance Assessment. Pre-consultation with CH is recommended to confirm study scope and requirements.

1.1 Guideline Overview

This document provides standardized steps to preparing a Wetland Water Balance Assessment. It should be used for large scale and for complex development applications that propose development activities within a wetland or within 30 metres of a wetland ("other areas") that may change or interfere with the hydrologic function of a wetland. Section 2 of the Guideline outlines the requirements for a full Wetland Water Balance Assessment, in the following six steps:

- Step 1. Baseline Data Collection and Analysis
- Step 2. Build the Existing Conditions Wetland Water Balance
- Step 3. Establish Water Balance Goals and Targets
- Step 4. Develop Proposed Conditions Water Balance and Comparing Pre-Development and Post-Development Conditions
- Step 5. Develop Monitoring Plan
- Step 6. Complete/Submit Report

In consultation with CH, the assessment may be scoped, recognizing the significance and sensitivity of individual wetlands and the scale of development proposed within the wetland catchment. Multiple developments within the same wetland catchment should undertake a comprehensive, coordinated Wetland Water Balance Assessment. Note that a Wetland Water Balance Assessment may also be part of a hydrologic evaluation. CH encourages pre-consultation to confirm study scope and requirements.

1.2 CH's Role in Reviewing Wetland Water Balance Assessments

CH protects, manages, and enhances the area within its jurisdiction (see Figure 1-1) through a wide variety of programs and services, including the administration of regulations and the provision of planning services.

FIGURE 1-1: CONSERVATION HALTON WATERSHED



Under the *Conservation Authorities Act* and Ontario Regulation 41/24 (O. Reg. 41/24), CH regulates activities to straighten, change, divert or interfere in any way with the existing channel of a river, creek, stream, or watercourse or to change or interfere in any way with a wetland.

The areas that are within the authority's area of jurisdiction and are:

- i. hazardous lands,
- ii. wetlands,
- iii. river or stream valleys the limits of which shall be determined in accordance with the regulations,
- iv. areas that are adjacent or close to the shoreline of the Great Lakes-St. Lawrence River System or to an inland lake and that may be affected by flooding, erosion or dynamic beach hazards, such areas to be further determined or specified in accordance with the regulations, or
- v. other areas in which development should be prohibited or regulated, as may be determined by the regulations.

Permission is required from CH for undertaking any development within regulated areas. "Development Activity" means,

- a) the construction, reconstruction, erection or placing of a building or structure of any kind,
- b) any change to a building or structure that would have the effect of altering the use or potential use of the building or structure, increasing the size of the building or structure, or increasing the number of dwelling units in the building or structure,
- c) site grading, or
- d) the temporary or permanent placing, dumping or removal of any material, originating on the site or elsewhere.

CH's Board-approved Policies and Guidelines for the Administration of Part VI of the *Conservation Authorities Act* and Ontario Regulation 41/24 and Land Use Planning Policy Document April 27, 2006 (last amended, June 21, 2024) outlines the policies and technical requirements which must be met before permission may be granted. As part of a CH permit application, an applicant must demonstrate that CH's Board-approved policies and technical standards can be met to the satisfaction of CH.

CH also provides technical advice and support to its municipal partners on planning and development applications where it relates to CH's mandatory programs and services, including those related to managing and understanding risks associated with natural hazards. O.Reg. 686/21 sets out that CAs are to act on behalf of the Province to ensure that decisions under the *Planning Act* are consistent with the natural hazard policies of the PPS (except hazardous forest types for wildfires). CAs are to review applications or other matters under the *Planning Act* and provide comments, technical support, or information to the responsible planning authority.

CH's review of Wetland Water Balance Assessments provides for a streamlined and integrated assessment of the merits of the proposal that is linked to both of CH's roles and responsibilities.

O. Reg. 41/24 defines a wetland as an area that:

- a) is seasonally or permanently covered by shallow water or has a water table close to or at its surface,
- b) directly contributes to the hydrological function of a watershed through connection with a surface watercourse,
- c) has hydric soils, the formation of which has been caused by the presence of abundant water, and
- d) has vegetation dominated by hydrophytic plants or water tolerant plants, the dominance of which has been favored by the presence of abundant water.

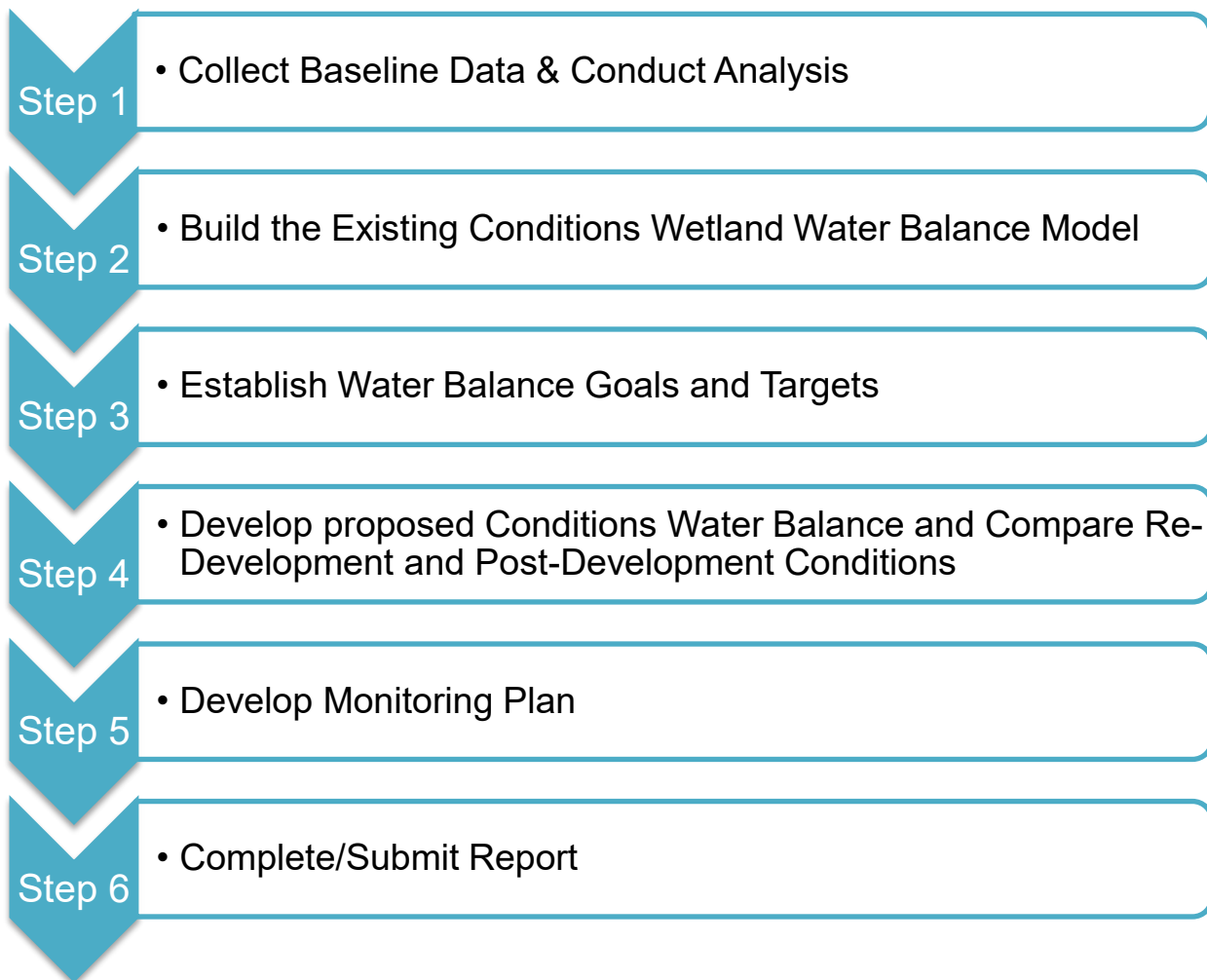
but does not include periodically soaked or wet land that is used for agricultural purposes and no longer exhibits wetland characteristics.

Section 2 Steps to Prepare a Wetland Water Balance Assessment

The six steps to prepare a Wetland Water Balance Assessment within CH's watershed are discussed in the following section.

CH recommends a pre-consultation meeting prior to the submission of an application or initiating assessment to help establish effort, determine scope of work and terms of reference for the study. Scoping of work depends on the wetland sensitivity, proposed scale of the development, and wetland location on the landscape (tableland vs. riparian wetland).

The six steps are listed in the process map below and then described in detail.



Step 1 – Collect Baseline Data & Conduct Analysis

The first step in a wetland water balance is to collect and analyze the baseline data. The following outlines the components of this step:

- Delineate the surface water catchment of the wetland within the study area using topographic mapping. Determine contours within the wetland to the finest resolution feasible (e.g., 0.25 m or less). Determine contours within the external surface water catchment area to the appropriate level of detail for the size of the catchment area and nature of the proposed development.
- Conduct wetland bathymetry mapping, where appropriate (i.e., shallow marsh, swamps). Topographic contour mapping is considered an appropriate alternative (where 0.5m or finer resolution contours are available)
- Following a site reconnaissance and/or a desktop hydrogeological characterization of the area, assess the likelihood of groundwater and surface water interaction.
- Obtain local precipitation data from nearby gauges or install rain gauges if data is missing, to be confirmed with CH. To achieve a more accurate representation of the areal precipitation distribution, data from a network of stations or NEXRAD data can be used.
- Collect baseline data on wetland water levels and flow measurements (concentrated inflow and outflow locations) and groundwater flows on the subject property using staff gauges and/or piezometers with data loggers, continuously for a minimum of 12 months. Confirm with CH, the number, location and arrangement of instrumentation and methods of equipment installation. All data collected as part of the baseline assessment should be shared with CH in a graphical form and in either csv or delimited flat file format ready for upload to databases. Delineate the extent of the groundwater catchment, for wetlands with groundwater inputs.
- Map and describe each wetland vegetation unit using ELC (Ecological Land Classification) and/or OWES (Ontario Wetland Evaluation System) protocols. Depending on the size of the wetland and number of vegetation communities, it is possible that more than one community will be instrumented and monitored. Place instruments in locations which represent the dominant communities and avoid transition zones.
- Characterize the existing soils (using ELC protocols), land uses and drainage patterns within the wetland catchment.
- Measure depths of organic layers and depths to mottles and gley using a soil core or auger to ascertain vertical water level fluctuations. Observe and measure high water marks.
- Conduct detailed soils analysis within the wetland and its catchment to feed into the water balance model to characterize existing wetland conditions. Using field testing methods, determine soil characteristics, permeability estimates and perform:
 - Visual examination and description of shallow surficial soil and changes in lithology with depth.
 - Hydraulic testing for permeability such as percolation and/or infiltration tests at select sites within the wetland catchment, using acceptable methods. Distinct soils would require separate tests. Although grain size distribution analysis assists in identifying the soil constituents (clay, silt, sand, gravel) and soil type, it alone does not allow for accurate estimates of permeability of fine-grained till deposits that predominately occur within the watershed.
- See Appendix A for typical wetland water levels within CH's watershed. CH recommends using the graphs as a guide when formalizing data.

Step 2 – Build Existing Conditions Wetland Water Balance Model

Once the baseline data collection and analysis are complete in Step 1, Step 2 is to build the existing conditions wetland water balance. To characterize the wetland hydrologic function:

- Describe the water sources to the wetland.
- Quantify and compare the surface water inputs and outputs for the wetland.
- Describe the degree of groundwater interaction and fluctuation. How does the groundwater level respond to rainfall events?
- Quantify the volume of water the wetland can store. How does the water level vary seasonally and annually? Does the areal coverage of surface water vary seasonally or annually?
- Describe the wetland hydrology in dry and wet periods (seasonally dominant hydrological processes).
- Relate the above to observations of the wetland vegetation community and wildlife habitat distribution.

The Wetland Water Balance must quantify the elements of the water balance equation:

$$\Delta S = [P + G_i + S_i] - [ET + G_o + S_o]$$

Where:	ΔS	=	Change in storage over time
	P	=	Precipitation
	G_i	=	Groundwater inflow
	S_i	=	Surface Water inflow
	ET	=	Evapotranspiration
	G_o	=	Groundwater outflow
	S_o	=	Surface Water outflow

Each of the terms can be expressed as depth of water per unit time (L/T) or as volume of water per unit time (L³/T). Obtain daily values or estimates for each component of the water balance, which may be summarized on weekly or monthly basis. Use 30 years of continuous climate data to account for variability of weather conditions.

Measured Observations

When reporting, clearly indicate the locations of all instruments used to characterize the hydrological regime. Plot the water level measurements on graphs, using unique lines for each staff gauge, monitoring well or piezometer. The resulting hydrographs should illustrate the wetland hydrological regime and give an idea of the patterns and processes (including groundwater interaction) that give the wetland its unique characteristics.

Modelling

Depending on wetland type, complexity, sensitivity, and proposed changes to the water balance elements, both a conceptual water balance model and more complex methods including continuous modelling may be required. The degree of groundwater-surface water interactions (relative contributions and timing) will factor into model selection.

Conceptual Model

Provide a description and/or conceptual diagram of the wetland that explains the water transfer mechanisms present and the substratum under the wetland. Outline/illustrate any seasonal variations to

the water transfer mechanisms separately. For complex wetlands consisting of multiple hydrological units, describe/illustrate separately each of the different hydrological units.

Continuous Hydrology Model

The seasonal pattern of wetland water level fluctuations is the main determinant for wetland flora and fauna communities. This seasonal pattern depends on the response of the catchment to rainfall events, snowmelt, and their cumulative effects. Use continuous simulation modeling approach to mimic the hydroperiod over a range of climatic conditions (dry, average, and wet weather conditions).

Using an approved continuous model, such as SWMM, HEC-HMS, HSPF, VO, PRMS, etc. and additional supporting analysis tools (e.g., Excel) as necessary, develop an Existing Conditions Water Balance. A groundwater numerical model is not a requirement for the wetland water balance at this time; however, the applicant may propose to use an integrated model such as MIKE SHE or GSFLOW. The understanding of groundwater/surface water interactions should inform the selection and set up of the appropriate numerical model.

- Describe sources for the model parameters, assumptions, and the potential range of error.
- Use monitoring data to inform model development and, if possible, for model calibration where technically appropriate. Validate calibrated models.
- Run long-term analysis (30-year record or greater is preferred) based on available climate data. Use daily data.
- Graphically display the modelled and observed results (simulated and observed water volumes and levels), ideally with the accompanying precipitation data.
- Present daily water levels graphically (to depict the wetland hydroperiod). Summarize daily water balance analyses as monthly average water volumes presented in tabular format. Consult with CH to determine if an alternate resolution is more appropriate.

Step 3 – Water Balance Goals and Targets

Once the existing conditions wetland water balance in Step 2 is built, then establish the water balance goals and targets to ensure there is no negative impact on the hydrological function:

- Maintain existing wetland hydrological functions, including extent, duration, timing, volume, and depth of water), maintaining consistency with targets and objectives determined through subwatershed studies, environmental implementation reports, subwatershed impact studies, etc.
- Include the requirements of the existing vegetation communities (e.g., marsh versus swamp vegetation) in developing thresholds of hydroperiod alteration. If there is any threshold alteration proposed, the assessment will need to include a detailed justification to ensure it is appropriate/ acceptable and demonstrate that there will be no negative impact to wetland form and function post development. Many factors play into hydroperiod alteration including, sensitivity of the wetland, rarity of the wetland function and contributions. Threshold alterations must be supported and approved by CH.

Prior to Step 4, CH recommends submitting the results of Steps 1 - 3 to CH for review and approval.

Step 4 – Proposed Conditions Water Balance and Compare Pre-development and Post-development Conditions

After establishing the target hydroperiod and thresholds of hydroperiod alteration in Step 3 and where using continuous modeling, reconfigure the continuous hydrologic model to reflect the post-development land use

condition, under both interim and ultimate conditions. Run long-term analysis for same period used in pre-development model.

A) If the pre-to-post development comparison shows that there will not be a negative impact to the wetland, no mitigation is required. Include the following within the assessment:

- Graphically display the pre-development, interim and ultimate condition results, based on the modeled analysis.
- Present comparison tables and graphs that show the changes caused by the proposed development (water volumes in tabular format and water levels displayed graphically).
- Provide discussion in the report about the comparison results; deviations from the pre-development conditions, in relation to the stated water balance goals, targets and thresholds; and implications for the ability of the wetland to sustain processes and functions. Provide maps which delineate the extent of flooding on a monthly/seasonal basis, overlaid on the vegetation communities, to further illustrate the results.

B) If the pre-to-post development comparison shows that there will be a negative impact to the wetland, mitigation measures will be required. Include the following within the assessment:

- Mitigation measures that are reflective of impacts identified to ensure maintenance of the pre-development hydrologic functions developed through collaboration between the modeller and an ecologist, and in consultation with CH.
- Updated modeling/long-term analysis using modified parameters to reflect the interim and ultimate land use condition with the proposed mitigation measures.
- Comparison tables and graphs (water volumes in tabular format and water levels graphically) incorporating the mitigation measures, with discussions relating these results to the stated water balance goals, targets, and thresholds. Provide maps which delineate the extent of flooding on a monthly/seasonal basis, overlain on the vegetation communities, to further illustrate the results.
- Include a summary table that outlines the existing and proposed wetland conditions (pre to post hydroperiod and associated mitigation measures). See Appendix B for an example of a typical summary table that clearly outlines the existing and proposed conditions.
- Mapped locations and extent of the proposed mitigation measures and any stormwater management facilities in relation to the wetland. Discuss the design of the proposed mitigation and how it connects to the natural feature.

Step 5 – Monitoring Plan

Though not always required, monitoring is often essential to ensure that the mitigation measures work and/or that the development is not impacting the wetland. Consult with CH to determine if monitoring is required and to confirm specific requirements.

The Monitoring Plan should:

- Discuss the baseline, during construction and post development monitoring necessary to determine the effectiveness of erosion and sediment control measures during construction period and mitigation measures and to assess the level and extent of negative impacts, if any, based on targets set in Step 3.
- Monitor parameters such as water depth, temperature, etc. continually during and post development. For water depth focus on dry/average/wet years to determine if data lines up with model.
- Include, but not be limited to, surveys of the vegetation community composition and distribution.

- Consider adaptive management if established targets (Step 3) are exceeded or a deficit or excess water is observed to be negatively impacting the characteristics and functions of the wetland through the monitoring program. Mitigation considered in previous steps should be revised, and additional monitoring may be required. During construction activities, interim mitigation measures and triggers for action may be required that are separate from those identified in the post-development scenario.
- Extend 5-years post-development. Additional monitoring may be required depending on the scope and scale of the development and/or established through large scale studies (SWS SIS/EIS) (i.e., timing and duration of build-out).
- Require reporting to CH at the end of years 1, 3 and 5 of a 5-year monitoring program, or as determined through consultation with CH. It is noted that a monitoring program is typically associated with a Planning Act application, however consultation with CH to determine monitoring effort will be needed.

The monitoring plan may be presented in a separate report; however, should be referenced in the Wetland Water Balance Assessment.

Step 6 – Reporting

The final Wetland Water Balance Assessment Report should:

- Synthesize the information gathered through the above steps.
- Provide comparison tables, graphs, and maps, as specified in the above steps, with discussion and justification for allowable hydroperiod alterations.
- Provide appendices containing summaries of models and calculations (including all the water balance components) as well as all field data sheets.
- Provide any models used for water balance with the application.
- Submit any water balance inputs and output data in digital format (delimited file format).

Once prepared, the report must be submitted to CH for review and approval.

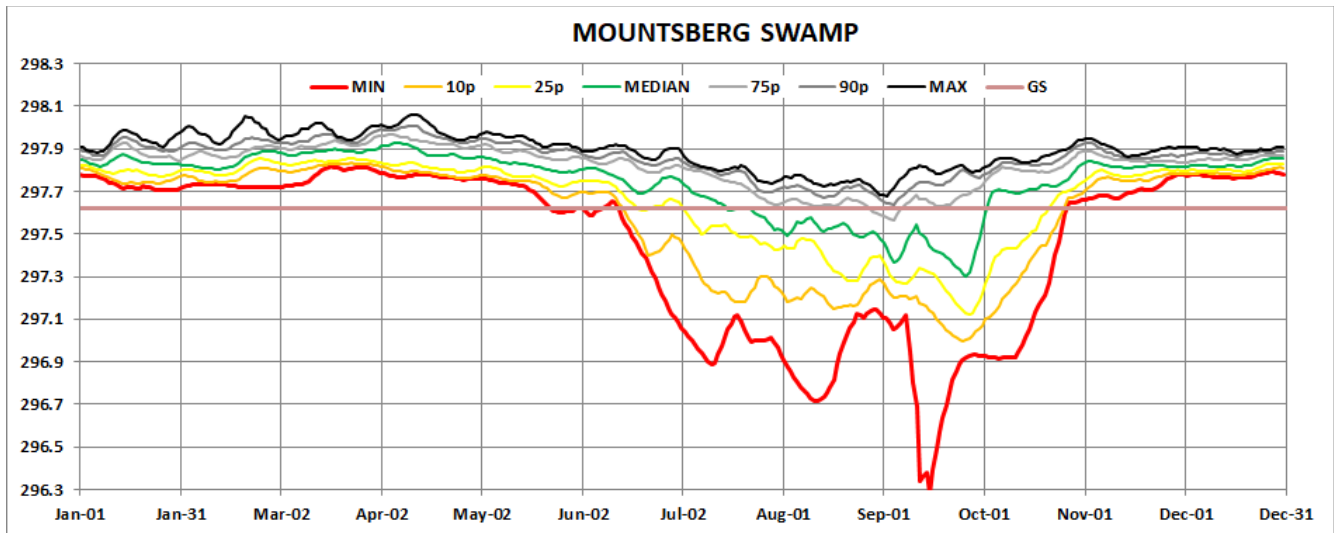
Appendices

APPENDIX A

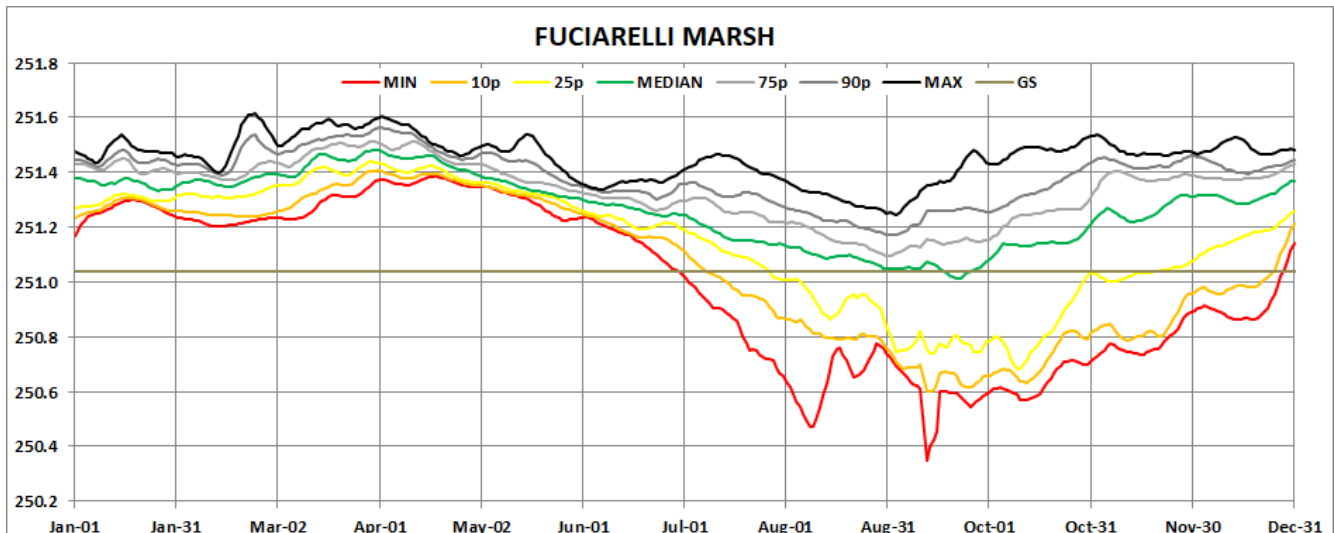
Typical Wetland Water Level Hydrographs within CH's Watershed

The following hydrographs show seven day rolling average daily water level data collected over five to eleven years as part of CH's wetland monitoring project. The depicted water levels show a spectrum of wetland water levels between the minimum and maximum. The graphs show the minimum, 10 percentiles (level exceeded 90% of the time), 25 percentile, median, 75 percentile, 90 percentile, the maximum and ground surface at the instrumented location. As indicated within Step 1, CH recommends using the graphs as a guide when formalizing data. While these typical graphs show the water level spectrum minimum and maximum, it is median water level that is the target threshold when mitigation is being proposed both interim and post development.

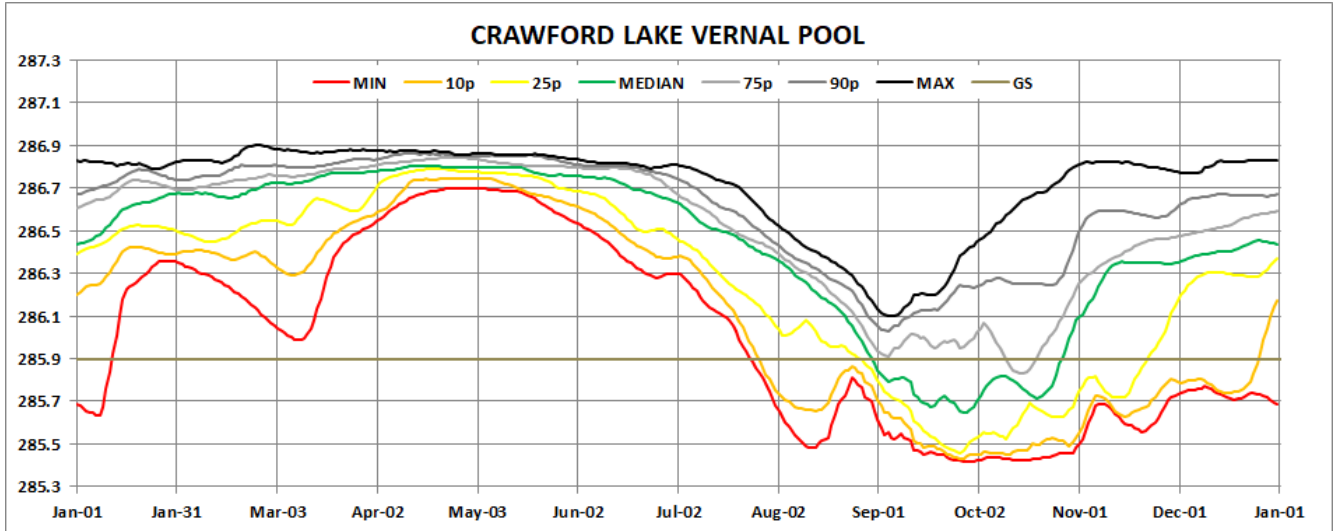
1. The Mountsberg swamp is a maple deciduous/moist white cedar swamp. The area is characterised by a shallow fractured dolostone bedrock, locally overlain by a silty sand to clayey silt till.



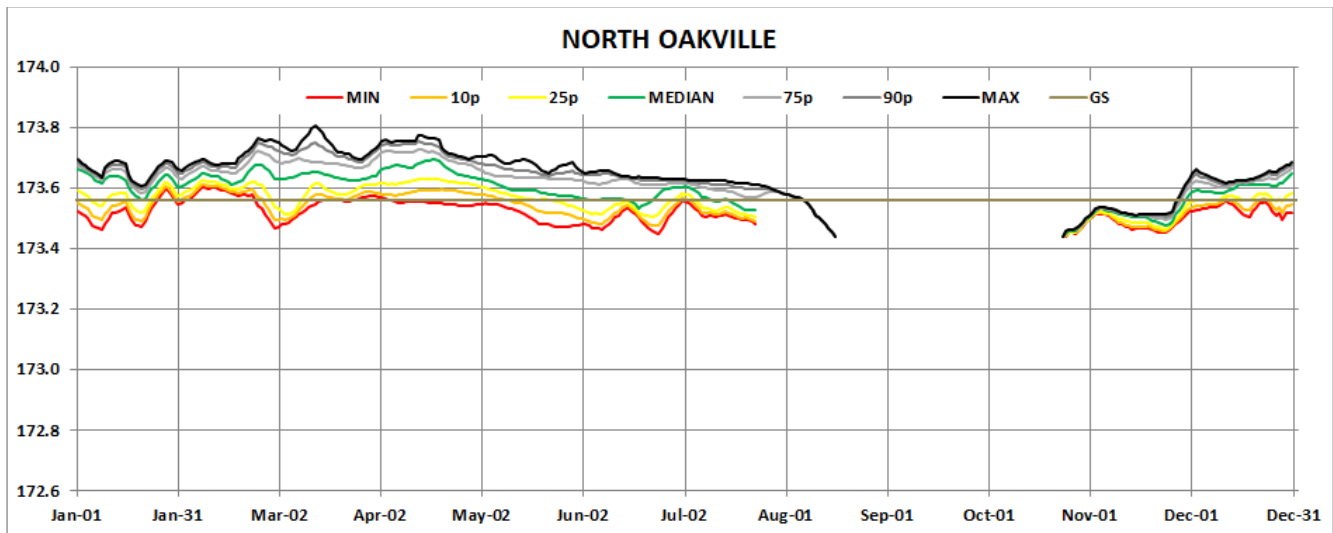
2. The Fuciarelli marsh is a cattail mineral shallow marsh. The wetland is located in an area of shallow fractured dolostone overlain by sands.



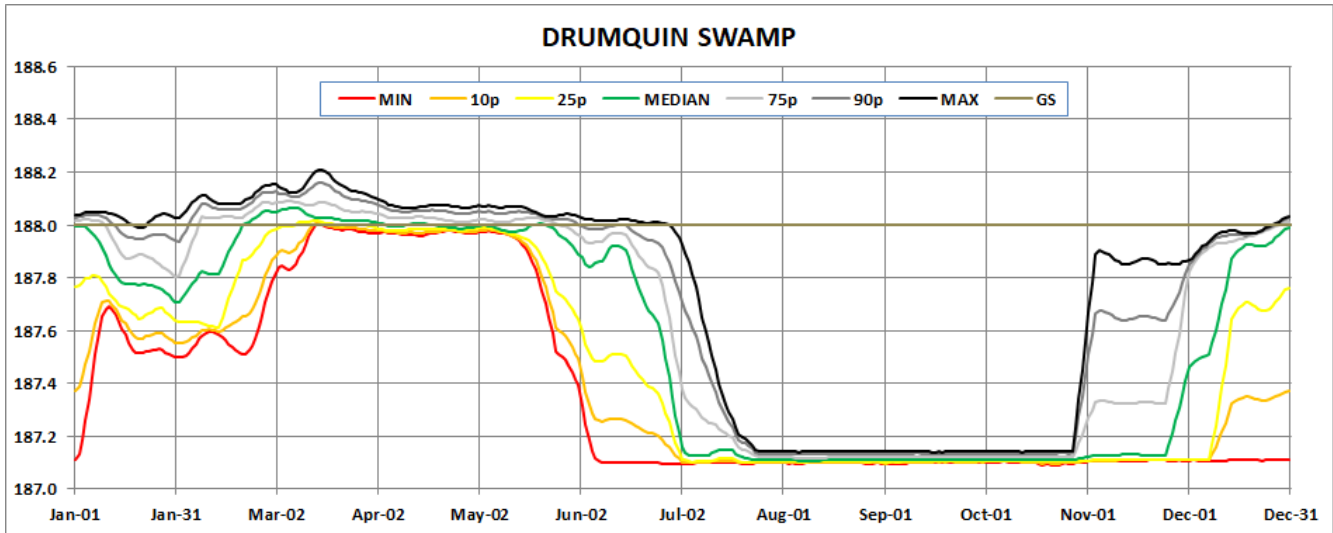
- The Crawford Lake vernal pool is a vernal pool within a silver maple swamp. The wetland is located in an area of shallow dolostone bedrock and surrounded by bedrock at surface.



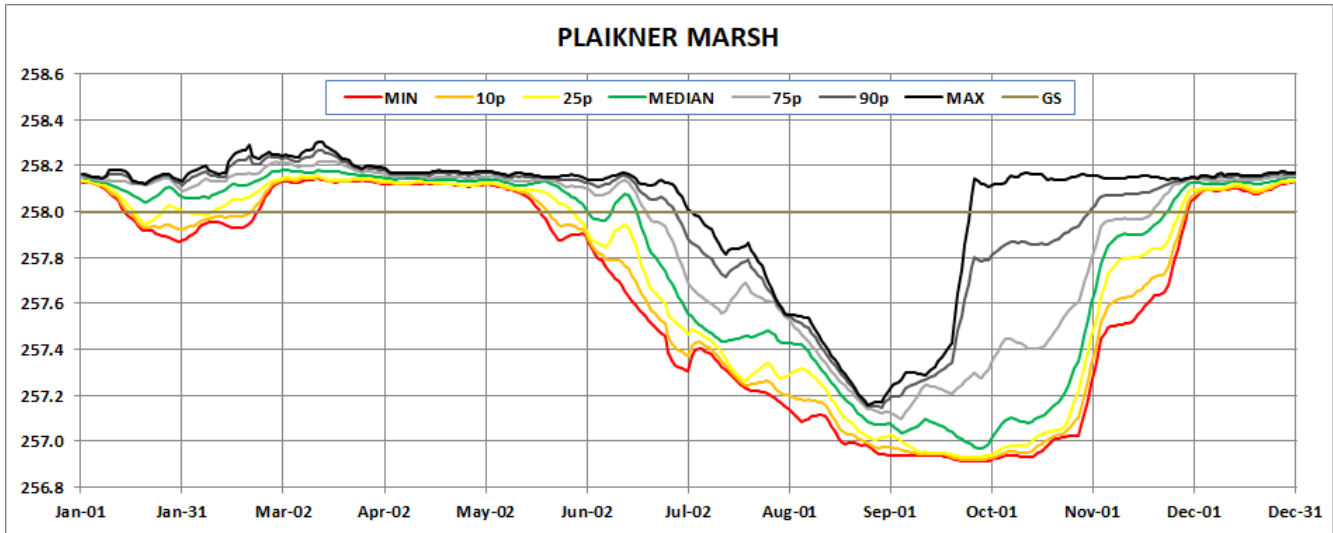
- The North Oakville marsh is a broad-leaved sedge mineral shallow marsh. The wetland is located in an area of shallow fractured Ordovician shale overlain by Halton Till (silty clay).



- The Drumquin swamp is a maple mineral deciduous swamp. The wetland is located in an area characterised by glacial lacustrine massive clays.



- The Plaikner marsh is a reed-canary grass mineral meadow marsh. The wetland is located in an area characterised by silty clays at surface overlying outwash sand deposits.



APPENDIX B

Typical Summary Table

Below is an example of a summary table to include within the report to clearly indicate the wetland characteristics, existing/proposed conditions as well as any proposed mitigation measures to sustain wetland form and function pre to post development scenario, if necessary.

	Feature Area (ha)	Catchment Area (ha)
Existing conditions		
Proposed conditions		
Proposed conditions with Mitigation		
Topography / Outlet conditions	<ul style="list-style-type: none"> • <i>Provide the outlet information (i.e., watercourse name)</i> 	
Underlying Soils	<ul style="list-style-type: none"> • <i>Provide wetland soil type(s)</i> 	
Wetland Type	<ul style="list-style-type: none"> • <i>Describe the type of wetland, vegetation community etc. include any supporting information from a larger study (SWS/SIS or EIA/EIS)</i> 	
Hydrologic Input	<ul style="list-style-type: none"> • <i>Specify the inputs - surface/groundwater contributions</i> 	
Recommended Mitigation Measures	<ul style="list-style-type: none"> • <i>Provide list of how the wetland hydroperiod will be maintained pre to post development conditions to ensure form and function is maintained</i> 	

From: [Adriana Ingrid Birza](#) on behalf of [Barbara Veale](#)
To: [Barbara Veale](#)
Cc: [Martin Keller](#)
Subject: Draft Conservation Halton Watershed Strategy now available for public consultation
Date: Monday, July 15, 2024 12:13:09 PM

Good afternoon,

Conservation Halton (CH) is pleased to launch its draft Watershed-Based Resource Management Strategy (“Watershed Strategy”) for public comment. Our Watershed Strategy is the delivery vehicle for our programs and services. It will guide our ongoing work to support the health and resilience of our watersheds and help us continue to protect natural systems and mitigate natural hazards in the communities we serve.

The draft Watershed Strategy was developed, as required by legislation, using a phased approach. Each of the following components was vetted and confirmed through a public engagement approach that included subject matter experts, municipal staff, First Nations, and others. These components are featured on CH’s website at [CH Watershed Strategy](#)

1. Key watershed natural resource issues and risks were identified through the review of technical reports, monitoring data, and other information.
2. An overarching goal and guiding principles and objectives were then developed to inform the design and delivery of actions to address the key watershed natural resource issues.
3. A climate change lens was added through a high-level examination of the probable impacts of climate change on risks and vulnerabilities associated with natural hazards and biodiversity within our watersheds.
4. Actions that build on CH’s existing programs and services were identified to address the key watershed natural resource issues and mitigate risks.

The draft Watershed Strategy also builds on an updated watershed characterization summary and a summary of CH’s monitoring programs, included in the link above.

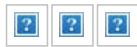
I invite you to review the draft Watershed Strategy and share your comments and insights on CH’s proposed actions by completing our short survey [Watershed-Based Resource Management Strategy \(“Watershed Strategy”\)](#) under Current Opportunities. Should you wish CH staff to make a presentation or would like to learn more, please contact Ilona Feldmann at ifeldmann@hrca.on.ca. The deadline to complete the survey is **September 13, 2024**.

Regards,

Barb



Barbara Veale, PhD, MCIP, RPP
Acting CAO / Senior Director, Watershed Management and Climate Change
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conservationhalton.ca



RECOGNIZED AS ONE OF HAMILTON-NIAGARA'S TOP EMPLOYERS
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From: [AMO Policy](#)
To: [Admin](#)
Subject: AMO Policy Update - Call to Action on Social and Economic Prosperity Review
Date: Tuesday, July 30, 2024 12:06:38 PM



AMO Policy Update - Call to Action: Social and Economic Prosperity Review

Social and Economic Prosperity Review

We are calling on our members in advance of the AMO conference to help us communicate the need for action on municipal fiscal sustainability to address the things Ontarians care most about – like housing affordability, healthcare,

cost of living and public safety. We would encourage you to echo these key messages during important conversations leading up to and at the conference, and with cabinet ministers during delegations.

We have also developed a template letter that you can send to provincial ministers in advance of the conference and sample news release. We are encouraging all members to send this letter in advance of the conference to ensure the provincial government knows this is still a key priority of the municipal sector.

- [One Pager](#)
- [Template Letter](#)
- [Draft Resolution](#)
- [Social Media and News Release](#)

AMO Knowledge Exchange on Community and Supportive Housing

October 1-2, 2024

AMO is excited to announce this important event, which will convene elected officials, municipal staff, federal and provincial representatives, Indigenous partners, and other sector partners for networking, knowledge sharing, and collaboration on how we can work together to advance community and supportive housing solutions in communities across Ontario. It will showcase what municipalities are and could be doing to find solutions to the housing and homelessness challenges in our communities, including innovative financing solutions, how to engage with community members to overcome NIMBYism other tangible take-aways.

Please see the AMO [website](#) for more information and to register.

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

Association of Municipalities of Ontario

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From: [AMO Policy](#)
To: [Admin](#)
Subject: AMO Policy Update: AMO/OMA Resolution Campaign, SALC Regulations, and Advocacy Updates
Date: Tuesday, July 9, 2024 10:39:30 AM



AMO Policy Update: AMO/OMA Resolution Campaign, SALC Regulations, and Advocacy Updates

AMO/OMA Joint Resolution Campaign on Physician Shortage

Communities across Ontario have been facing critical health-care challenges, including long waitlists for primary care, shortages of doctors and other health care workers, and emergency room closures. These cracks in Ontario's

health care system are impacting economic development, health, and well-being at the local level. AMO and the Ontario Medical Association (OMA) have jointly developed a council resolution ([PDF](#), [Word](#)) urging the provincial government to recognize the physician shortage in your municipality and throughout Ontario. By adopting this resolution, your municipality can play a crucial role in highlighting the urgent need for more healthcare resources and support.

Access to health services will be a key discussion at the AMO Conference in Ottawa from August 18-21. In addition to being a concurrent session on the topic, the OMA will be sponsoring the Rural Caucus Lunch on August 20 and has reserved meeting space at the Fairmont Château Laurier for both August 20 and 21 to meet directly with municipal leaders. To set up a meeting with the OMA, please reach out to Tarun.Saroya@OMA.org (Senior Advisor for Government Relations and Advocacy) to book a 15-30 minute time slot at your earliest convenience.

New Seniors Active Living Centres Act, 2017 Regulations

The [new regulation](#) under the *Seniors Active Living Centres Act, 2017* intends to improve access to the Seniors Active Living Centres (SALC) program for underserved communities so more older Ontarians have opportunities to stay active and engaged. Municipalities play an important role in supporting SALC programs, however they may not have the budget to support the number of SALC programs needed in their community. The new regulation prescribes additional entities, and combinations of entities, that can make the required 20% funding contribution to better support underserved communities (e.g., Francophone, Indigenous, rural/remote).

The Ministry of Seniors and Accessibility worked with AMO to conduct two focus groups of municipal representatives to inform this regulation, and AMO provided a [submission](#) outlining our support for expanding the entities that can contribute to Seniors Active Living Centres. For more information about the program please contact the Seniors Policy Unit at seniorspolicyunit@ontario.ca

Update on AMO's Advocacy on Provincial Cyber Security Legislation

AMO [submitted comments](#) on Bill 194, the proposed *Strengthening Cyber Security and Building Trust in the Public Sector Act, 2024*. AMO appreciates that the province is as concerned as the municipal sector about the increased number of cyber security threats, but is concerned that a one-size-fits-all solution across the broader public sector could be challenging for

municipalities to implement. We will continue to work with the province to ensure that municipal needs are reflected as cyber security regulations are brought forward.

AMO's Advocacy to the Province's Skilled Trades Special Advisor

On June 11, AMO [sent a letter](#) to the Minister of Labour, Immigration and Skills Development regarding the [recently appointed](#) Skilled Trades Special Advisor who has been given a mandate to advise the province on the needs of Ontario's workforce with a focus on manufacturing and automotive industries. AMO's letter emphasizes the urgent need to train, attract and retain workers in the construction trades so municipalities can continue to deliver growth-enabling infrastructure to support housing and economic development.

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Waterloo Wellington Children's Groundwater Festival



2024
Summary Report



2024 WWCGF

In-Person and Virtual Festival Overview

We are thrilled to present the annual report for the 2024 Waterloo Wellington Children's Groundwater Festival (WWCGF). Thanks to the support of our generous donors, dedicated volunteers, and valuable partners, we were able to provide a fun and educational experience for students in grades 2 to 5. The festival was offered in a hybrid model. Students had the opportunity to attend the in-person festival at Marden Park from Friday, May 31st to Thursday, June 6th and/or tuned in and watch our virtual festival on Tuesday, June 11th.

Since its inception in 1994, the festival has been a cornerstone of education and engagement for children in our community. With a mission to educate children on the importance of water, groundwater, and water conservation, the festival has been a resounding success year after year. This year's festival was no exception, as it engaged more than five thousand children in interactive and educational activities that promoted water conservation and sustainability. This report reflects on the highlights and achievements of this year's festival.



The 2024 in-person festival was held at Marden Park in the Township of Guelph/Eramosa from May 31st to June 6th

REGISTRATION

Due to the extensive waiting list we had for the 2023 in-person festival, the decision was made to offer a five-day festival to increase the number of students that could attend Marden Park in 2024.

Electronic invitations and the registration link to the in person and virtual festivals were distributed to all four public school boards (Waterloo Region District School Board, Waterloo Catholic District School Board, Upper Grand District School Board, Wellington Catholic District School Board), as well as private and independent schools, home school groups, past participants and through our social media accounts. A promotional video was created and shared through social media (You can watch it [here](#)). These efforts allowed us to reach a diverse audience covering our entire catchment area.

For the 2024 in-person festival, we were able to maintain the 2023 admission fee of \$12 per student. This fee covered approximately 30% of the total cost of attending the festival, the rest was subsidized by our donors.

The “Water Angel” program, created last year to help remove economic barriers, this year it had the generous support of MTE Consulting. Their donation benefitted St Arthur Public School; one of their classes was able to join the WWCGF at no cost.

Students from private and independent schools, home school groups and four school boards registered.



IN-PERSON FESTIVAL

Friday, May 31st to Thursday, June 6th
Marden Park

The in-person festival was held at Marden Park in the Township of Guelph Eramosa from Friday, May 31st to Thursday, June 6th. The new location brought great features and additions to the 55 educational and hands-on activities that were offered by our partners and the festival. Some of these additions that were incorporated into our programming were a well and water treatment facility, septic beds, and an indoor space that allowed us to bring back some beloved activity centres that need to be sheltered from the elements.

Over the 5 days of programming, we were able to engage **4, 516** elementary students, accompanied by **917** teachers and parent volunteers. The activity centres were lead by **216** High School students and **415** festival volunteers from our Organizing Committee and partnering organizations.



**4,516 elementary
students, from 51
schools participated
this year**

Attendees enjoyed a day packed with curriculum-based activities that taught them about water, groundwater, the water cycle, water systems, water conservation and the importance of water in their everyday lives. Our goal to install water responsibility and environmental stewardship from a young age was accomplished by engaging students and sharing important messages through hands-on and active participation.

IN-PERSON FESTIVAL

Volunteers

Volunteers played a crucial role in making the 2024 in-person festival a safe, fun and engaging event for all attendees.

The Organizing Committee worked tirelessly to ensure every aspect of the festival ran smoothly and that children in attendance had a fantastic time. Their efforts go beyond planning and executing; they serve as positive role models that demonstrate the importance of community service.

During the 2024 in-person festival, **731** volunteers help lead activity centres. **415** subject matter experts and professionals volunteered their time and shared their passion and expertise with our attendees; alongside **216** High School students, they provided a meaningful experience for all. Volunteers' enthusiasm and dedication created a vibrant and exciting atmosphere that encouraged children to participate and learn while enjoying themselves.

The festival offered High School students leadership opportunities and exposure to knowledge and professionals in the water and groundwater field. We hope these interactions inspire them to enroll in water related careers and become advocates for water conservation.

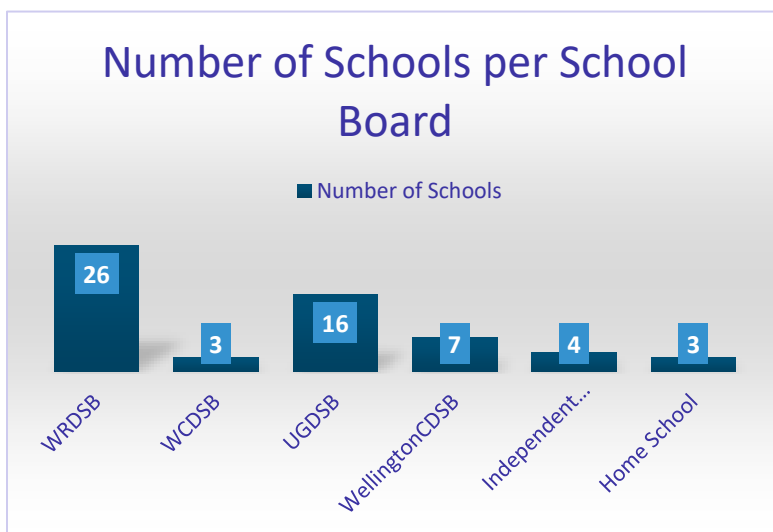


IN-PERSON FESTIVAL

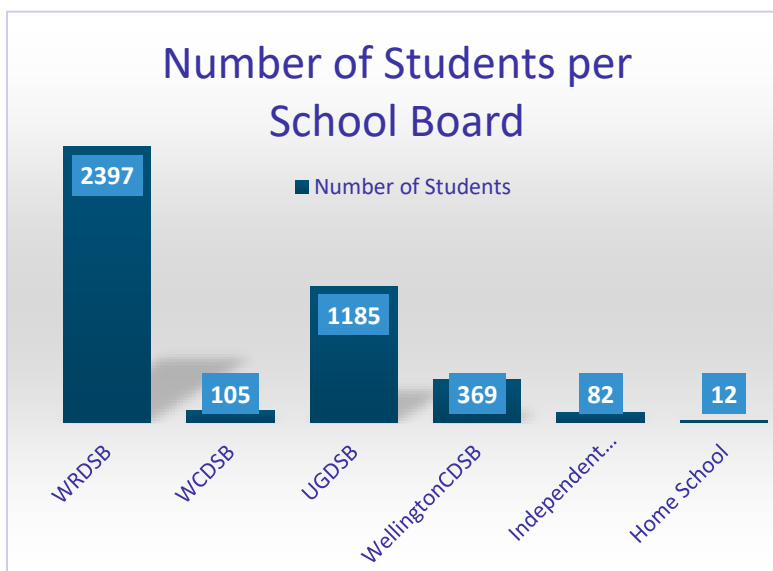
Attendance

Attendance by School Board

School Board	Number of schools
Waterloo Region District School Board (WRDSB)	26
Waterloo Catholic District School Board (WCDSB)	3
Upper Grand District School Board (UGDSB)	16
Wellington Catholic District School Board (WellingtonCDSB)	7
Independent Schools	4
Home School Groups	3



School Board	Number of students
Waterloo Region District School Board (WRDSB)	2397
Waterloo Catholic District School Board (WCDSB)	105
Upper Grand District School Board (UGDSB)	1185
Wellington Catholic District School Board (WellingtonCDSB)	369
Independent Schools	82
Home School Groups	12

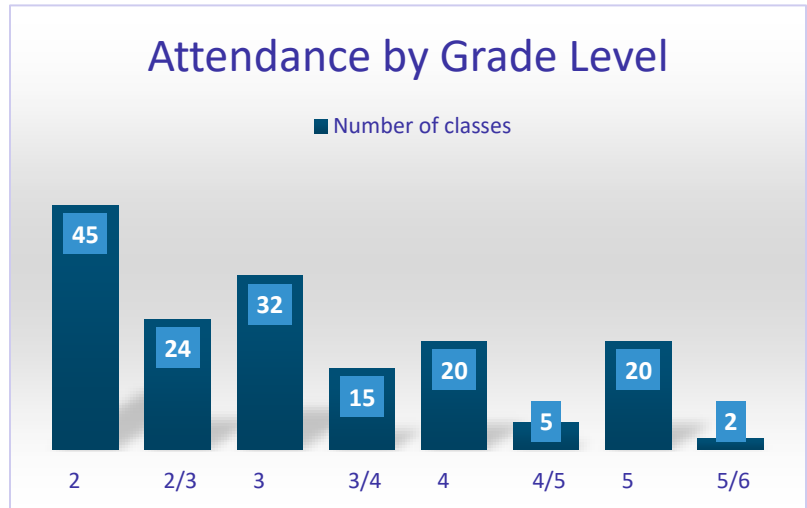


IN-PERSON FESTIVAL

Attendance

Attendance by Grade Level

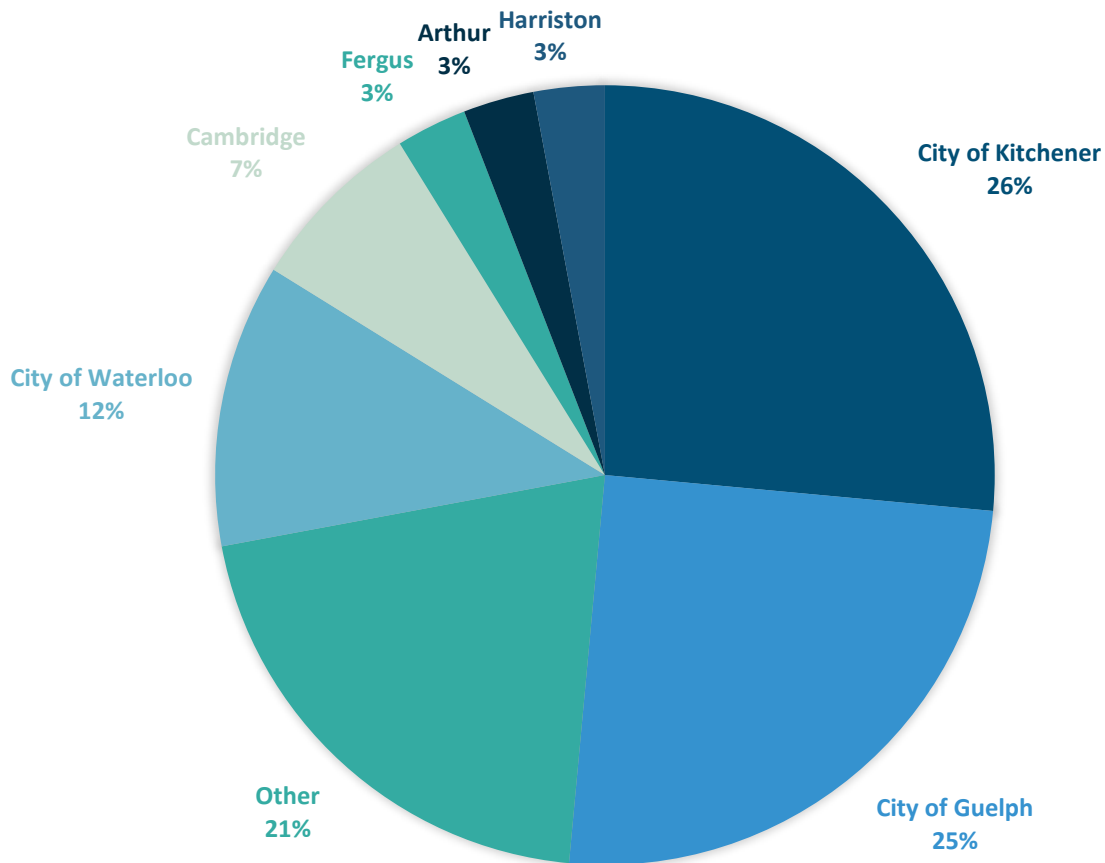
Grade Level	Number of classes
2	45
2/3	24
3	32
3/4	15
4	20
4/5	5
5	20
5/6	2



Over the five days, 91 busses helped bring elementary and High School students to the festival!

Attendance by Location

The pie chart below highlights the towns and cities where participating schools are located. Transportation was organized by the WWCGF and funded through registration fees and financial donations.



The next locations are included in the “Other” category, and each had one school attending the Festival: Shelburne, New Hamburg, Erin Suddaby, Water, Ayr, Grand Valley, Moorefield, Elmira and Woolwich.

VIRTUAL FESTIVAL

Tuesday, June 11th

The 2024 WWCGF offered a virtual option for students and teachers to participate remotely on Tuesday, June 11th at 10am. Teachers registered their classes and received a link to join the live YouTube Premier Event or access the pre-recorded video at a later date. The 2024 Virtual WWCGF can be watched [here](#).

There were **887** students registered for the virtual festival this year. 604 of those students were registered for both the in-person and the virtual festival, while teachers registered 283 students only to participate in the virtual event.

The number of views were determined using an average class size of 25 students per class. The assumption made was that the virtual festival was going to be streamed to the whole classroom from the teachers' devices.

Views	Live Views	Attendance*
Live Views	21	525
Views in the first 24hrs	42	1,050

*Attendance based on views multiplied by 25 which is the average number of students per class

All past virtual festivals are available on our [Water Education YouTube channel](#) . Resources were shared with all registered teachers to complement the content delivered ([Teacher resources](#)). These resources included materials that could be used before the event to prepare students or after to reinforce different topics.



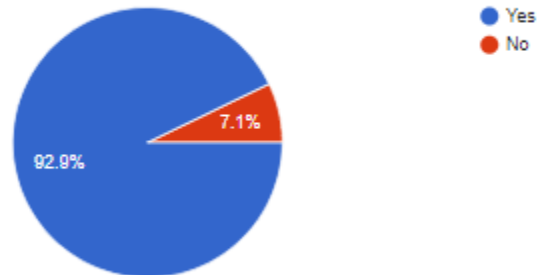
1,050 students watched the virtual festival in the first 24 hours.

TEACHERS' EVALUATION

We are always looking for opportunities to improve the WWCGF. An evaluation was sent to participating teachers to share their thoughts. Below are some of their responses.

- Were your expectations met?

Responses	Percentage
Yes	92.9%
No	7.1%



- Any suggestions on improving the experience?

"Overall the event was well organized and there was wide range of activities. My only suggestion would be to have less classes attending each day. The volume of students made it challenging to get to activities as the booths were quite crowded."

"Just a friendly suggestion: Place a pylon 1 meter from the entrance or start of every exhibit with a sign attached that states, "Line starts here". That way, when groups of students move from tent to tent, they can look for that and stop there until they are invited under the tent or to the front of the exhibit."

- General comments about your experience

"We LOVED our day at the Groundwater Festival! Thank-you! It was so well run, organized, people were friendly, and lots of great hands-on authentic learning. Busing was organized. We like that it was spread out on the grass area. We appreciate all the work that goes into this festival. We will be back!"

"Great venue -- very walkable; easy to disembark from and load onto the bus; activities were excellent and waits weren't too long. Thanks for another great festival!"

"Thanks for providing this fun learning opportunity for students. It is also very much appreciated that the festival organized the bussing and the cost to students was so low. This event was great! I loved seeing some of my former students running the centres and showing their leadership skills"

CONCLUSION

In 2024, the Waterloo Wellington Children’s Groundwater Festival was an incredible success, thanks to the collaborative efforts of multiple organizations and the dedication of countless volunteers. The success of this festival serves as a shining example of the positive outcomes that can be achieved through teamwork and community support.

After one more year, we are confident in our mission to inspire children to shape a more sustainable future, where responsible water usage becomes second nature to all. Our programming educated 5,141 students and more than 1,000 community members to be conscious about their water usage and increase their sustainable practices. The seamless planning, organizing, and execution of the festival was made possible by the passion and hard work of everyone involved, and their commitment to making a positive impact on the community.

The new location (Marden Park) brought new challenges and opportunities, proving that offering the festival in different communities brings improvements that can be incorporated, leading to better programming in future years.

We are looking forward to what 2025 will bring!



ACKNOWLEDGEMENTS

Thank you to our donors and partners

The 2024 WWCGF was possible thanks to the generosity of our partners and donors who contributed their time, resources, and financial support. Their belief in our mission to educate and inspire children about the importance of water, groundwater and water conservation made this event a success.

Region of Waterloo Water and Wastewater Services
County of Wellington
Township of Centre Wellington
Township of Guelph/Eramosa
City of Guelph
City of Guelph Wastewater and Stormwater
City of Kitchener, Kitchener Utilities
City of Waterloo
City of Cambridge
Grand River Conservation Authority Grand River Conservation Foundation
University of Waterloo, Earth Sciences Museum
Waterloo Region District School Board
Toyota Motor Manufacturing Canada
Linamar Corporation of Guelph
MTE Consultants Inc.
XCG a division of Trace Associates
Water Cycles Expeditions
Learning for a Sustainable Future
Aquanty Inc.
Stantec Consulting
Geosyntec Consultant Inc
R.J. Burnside and Associates
Wellington Source Water Protection
Wellington-Dufferin-Guelph Public Health
Region of Waterloo Public Health and Paramedic Services
City of Guelph Water Wagon
Aardvark Drilling
All Treat Farms, A Walker Environmental Group
Donations in memory of Wendy Connell's
Dusan Nedelko Foundation Ontario

Together, we have made a positive impact on the lives of children in our community, and we look forward to continuing our mission to educate and inspire future generations. Thank you to everyone who played a part in making this festival a success – we couldn't have done it without you!

For more information about the WWCgf or this report, contact Beatriz Gomez at waterfestival@wwcgf.com

www.wwcgf.ca



From: [Paul Shipway, AMCTO President](#)
To: [Monika Farncombe](#)
Subject: Updates to the AMCTO Code of Ethics & Values
Date: Thursday, July 4, 2024 11:31:28 AM

Recent updates to the AMCTO Code of Ethics & Values

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



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[Code of Ethics & Values - Guiding principles for municipal excellence](#)



July 4, 2024

Updates to our Code of Ethics & Values

Since 2015, AMCTO's [Code of Ethics and Values](#) has served as an important tool for AMCTO members. This tool has helped guide our members throughout their municipal careers by serving as a constant reminder of what it means to be a municipal professional and an AMCTO member. To build upon this important tool, the AMCTO Board of Directors, through the hard work and dedication of the AMCTO Ethics Advisory Group, recently approved a set of updates to AMCTO's Code of Ethics and Values, including the addition of guiding statements for each of the 12 tenets of the Code (see below).

We believe that the new guiding statements will provide our members with greater clarity as to the meaning of each tenet, making it easier for members to apply the Code to their everyday work and their individual work environments.

I want to thank those members, both past and present, who have contributed to the creation and evolution of AMCTO's Code of Ethics and Values. We hope that you will find value in the updated Code and that it will assist and inspire you as municipal professionals.

Sincerely,

Paul Shipway, CMO, AOMC, Dipl.M.A.

President, AMCTO

General Manager of Strategic Initiatives & Innovation, Middlesex County

Service to the Community



Promote community well-being

AMCTO members will strive to understand the types of communities they are serving to support informed decision-making and to ensure programs and services are resident-focused and targeting community need.

Engage the community in decision-making

AMCTO members will search out opportunities to promote transparency and inclusion in the consultative process. Members will also seek to engage in a manner that encourages two-way communication and explores opportunities for partnership and collaboration.

Deliver public services effectively and efficiently

AMCTO members will seek to address identified and evolving community needs through encouraging a culture of evaluation, innovation, and continuous improvement, implemented in a fiscally responsible manner.

Protect the legacy of future generations

AMCTO members will consider the implications of their actions today on the next generation of residents and businesses. Members will commit to long-term planning that accounts for policy and fiscal sustainability in the future.

Protect confidential information

AMCTO members will seek to ensure that appropriate tools, practices, and permissions are in place and that confidentiality principles are communicated to staff, council, and the general public.



Service to Elected Officials

Deliver objective advice to elected officials

AMCTO members will demonstrate respect for elected officials and the political process by providing professional advice, supported by expert knowledge, regardless of potential challenges.

Serve elected councils in a dutiful manner

AMCTO members are committed to serving and empowering locally elected councils through delivering professional advice with an approach that is consistent, candid, and civil.

Maintain political neutrality

AMCTO members will seek to understand the political environment while remaining consistent in their execution of their responsibility to support political decision-makers with objective advice.

Protect the concept of a merit-based public service

AMCTO members are committed to adhering to hiring and promotion policies that transparently assess individuals based on performance, competence, and skill. Members will conduct these assessments in a manner that respects diversity, equity, fairness, and inclusivity.



Service to the Municipal Profession

Maintain professionalism, integrity and trust

AMCTO members will model professional behaviour that focuses on treating others fairly, equitably, and inclusively. Members act with awareness of, and accountability for, one's own words and actions, which impact the perceptions of the municipality and its staff.

Demonstrate commitment to professional development

AMCTO members will be dedicated to contributing to a culture of life-long learning through the identification, development, and proper resourcing of tools, learning plans and information-sharing, both for their staff and for themselves.

Develop future municipal professionals

AMCTO members will support their municipality's active involvement in learning and engagement opportunities that promote the municipal sector and provide practical experience and knowledge for the next generation of municipal leaders.

LEARN MORE ABOUT OUR CODE OF ETHICS & VALUES



AMCTO | The Municipal Experts

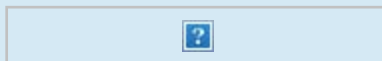
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Justine Brotherston

From: Kimberly Moran and Colin Best <amopresident@amo.on.ca>
Sent: Tuesday, July 09, 2024 12:00 PM
To: Justine Brotherston
Subject: AMO/OMA Joint Health Resolution Campaign



Association of Municipalities of Ontario (AMO)

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TF: 1.800.268.7215
T: 416.599.2580
F: 416.533.9309
E: info@oma.org
oma.org

Dear Heads of Council and Clerks,

Communities across Ontario have been facing critical healthcare challenges, including long waitlists for primary care, shortages of doctors and other healthcare workers; and emergency room closures. These cracks in Ontario's health care system are impacting economic development, health, and well-being at the local level.

In response, the Ontario Medical Association (OMA) and the Association of Municipalities of Ontario (AMO) are working collaboratively to advocate for a better healthcare system for Ontario's residents and communities.

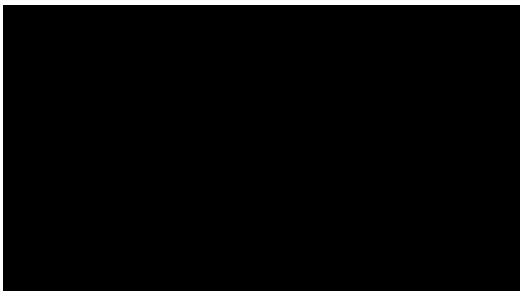
We have jointly developed the attached draft council resolution (Appendix A - Also in [PDF](#) and [Word](#) Versions), urging the provincial government to recognize the physician shortage in your municipality and the rest of Ontario. By adopting this resolution, your municipality can play a crucial role in highlighting the urgent need for more healthcare resources and support.

AMO is excited to welcome everyone to Ottawa for our annual conference from August 18-21, 2024. We are pleased to inform you that the OMA will be participating at this year's conference. Along with sponsoring the Rural Caucus Lunch on August 20, the OMA has reserved meeting room at the Fairmont Château Laurier for both August 20 and 21 to meet directly with municipal leaders. During these meetings, we would like to hear what you are seeing on the ground and discuss opportunities to work closer with you. We believe that collaboration between Ontario's doctors and all 444 municipalities is essential in addressing the healthcare needs of your community.

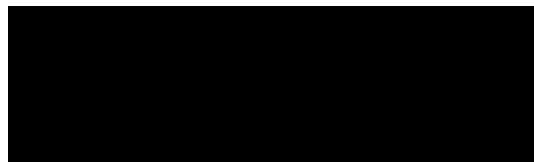
To set up a meeting with the OMA, please reach out to Tarun.Saroya@OMA.org (Senior Advisor for Government Relations and Advocacy) to book a 15-30 minute time slot at your earliest convenience.

We look forward to your positive response and to working together towards a healthier future for all Ontarians.

Yours sincerely,



Kimberly Moran
CEO, Ontario Medical Association



Colin Best
AMO President

Appendix A:

WHEREAS the state of health care in Ontario is in crisis, with 2.3 million Ontarians lacking access to a family doctor, emergency room closures across the province, patients being de-rostered and 40% of family doctors considering retirement over the next five years; and

WHEREAS it has becoming increasingly challenging to attract and retain an adequate healthcare workforce throughout the health sector across Ontario; and

WHEREAS the Northern Ontario School of Medicine University says communities in northern Ontario are short more than 350 physicians, including more than 200 family doctors; and half of the physicians working in northern Ontario expected to retire in the next five years; and (Northern Ontario only)

WHEREAS Ontario municipal governments play an integral role in the health care system through responsibilities in public health, long-term care, and paramedicine.

WHEREAS the percentage of family physicians practicing comprehensive family medicine has declined from 77 in 2008 to 65 percent in 2022; and

WHEREAS per capita health-care spending in Ontario is the lowest of all provinces in Canada, and

WHEREAS a robust workforce developed through a provincial, sector-wide health human resources strategy would significantly improve access to health services across the province;

- NOW THEREFORE BE IT RESOLVED THAT the Council of (the name of municipality) urge the Province of Ontario to recognize the physician shortage in (name of municipality) and Ontario, to fund health care appropriately and ensure every Ontarian has access to physician care.

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RE: Letter of Support – AMO-OMA

July 31, 2024

Motion110-2024

Moved by Councillor Glenn Locke
Seconded by Councillor Grace Hamm

That Council direct staff to issue a letter of support to AMO and the Ontario Medical Association as requested.

Carried

WHEREAS the state of health care in Ontario is in crisis, with 2.3 million Ontarians lacking access to a family doctor, emergency room closures across the province, patients being de-rostered and 40% of family doctors considering retirement over the next five years; and

WHEREAS it has becoming increasingly challenging to attract and retain an adequate healthcare workforce throughout the health sector across Ontario; and

WHEREAS the Northern Ontario School of Medicine University says communities in northern Ontario are short more than 350 physicians, including more than 200 family doctors; and half of the physicians working in northern Ontario expected to retire in the next five years; and (Northern Ontario only)

WHEREAS Ontario municipal governments play an integral role in the health care system through responsibilities in public health, long-term care, paramedicine, and other investments.

WHEREAS the percentage of family physicians practicing comprehensive family medicine has declined from 77% in 2008 to 65 percent in 2022; and

WHEREAS per capita health-care spending in Ontario is the lowest of all provinces in Canada, and

Victoria Tisdale, Clerk Treasurer
clerk@township.limerick.on.ca
Telephone: 613-474-2863
Fax: 613-474-0478

Nicole Ilcio, Deputy Clerk Treasurer
assistant@township.limerick.on.ca
Telephone: 613-474-2863
Fax: 613-474-0478





WHEREAS a robust workforce developed through a provincial, sector-wide health human resources strategy would significantly improve access to health services across the Province;

NOW THEREFORE BE IT RESOLVED THAT the Council of Township of Limerick urge the Province of Ontario to recognize the physician shortage in the Township of Limerick and Ontario, to fund health care appropriately and ensure every Ontarian has access to physician care.

Sincerely,



Victoria Tisdale

Clerk-Treasurer

Victoria Tisdale, Clerk Treasurer
clerk@township.limerick.on.ca
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Fax: 613-474-0478



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(AMO)**

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oma.org

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Communities across Ontario have been facing critical healthcare challenges, including long waitlists for primary care, shortages of doctors and other healthcare workers; and emergency room closures. These cracks in Ontario's health care system are impacting economic development, health, and well-being at the local level.

In response, the Ontario Medical Association (OMA) and the Association of Municipalities of Ontario (AMO) are working collaboratively to advocate for a better healthcare system for Ontario's residents and communities.

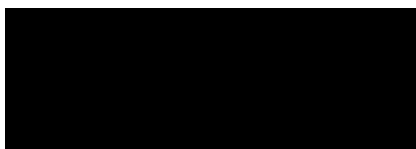
We have jointly developed the attached draft council resolution (Appendix A - Also in PDF and Word Versions), urging the provincial government to recognize the physician shortage in your municipality and the rest of Ontario. By adopting this resolution, your municipality can play a crucial role in highlighting the urgent need for more healthcare resources and support.

AMO is excited to welcome everyone to Ottawa for our annual conference from August 18-21, 2024. We are pleased to inform you that the OMA will be participating at this year's conference. Along with sponsoring the Rural Caucus Lunch on August 20, the OMA has reserved meeting room at the Fairmont Château Laurier for both August 20 and 21 to meet directly with municipal leaders. During these meetings, we would like to hear what you are seeing on the ground and discuss opportunities to work closer with you. We believe that collaboration between Ontario's doctors and all 444 municipalities is essential in addressing the healthcare needs of your community.

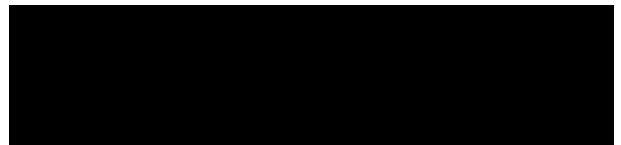
To set up a meeting with the OMA, please reach out to Tarun.Saroya@OMA.org (Senior Advisor for Government Relations and Advocacy) to book a 15-30 minute time slot at your earliest convenience.

We look forward to your positive response and to working together towards a healthier future for all Ontarians.

Yours sincerely,



Kimberly Moran
CEO, Ontario Medical



Colin Best
Association AMO President

Appendix A:

WHEREAS the state of health care in Ontario is in crisis, with 2.3 million Ontarians lacking access to a family doctor, emergency room closures across the province, patients being de-rostered and 40% of family doctors considering retirement over the next five years; and

WHEREAS it has becoming increasingly challenging to attract and retain an adequate healthcare workforce throughout the health sector across Ontario; and

WHEREAS the Northern Ontario School of Medicine University says communities in northern Ontario are short more than 350 physicians, including more than 200 family doctors; and half of the physicians working in northern Ontario expected to retire in the next five years; and (Northern Ontario only)

WHEREAS Ontario municipal governments play an integral role in the health care system through responsibilities in public health, long-term care, and paramedicine.

WHEREAS the percentage of family physicians practicing comprehensive family medicine has declined from 77 in 2008 to 65 percent in 2022; and

WHEREAS per capita health-care spending in Ontario is the lowest of all provinces in Canada, and

WHEREAS a robust workforce developed through a provincial, sector-wide health human resources strategy would significantly improve access to health services across the province;

NOW THEREFORE BE IT RESOLVED THAT the Council of (the name of municipality) urge the Province of Ontario to recognize the physician shortage in (name of municipality) and Ontario, to fund health care appropriately and ensure every Ontarian has access to physician care.



The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

Tuesday, July 23, 2024

Resolution # RC24172	Meeting Order: 15
Moved by: [REDACTED]	Seconded by: [REDACTED]

WHEREAS the state of health care in Ontario is in crisis, with 2.3 million Ontarians lacking access to a family doctor, emergency room closures across the province, patients being de-rostered and 40% of family doctors considering retirement over the next five years; and

WHEREAS it has becoming increasingly challenging to attract and retain an adequate healthcare workforce throughout the health sector across Ontario; and

WHEREAS the Northern Ontario School of Medicine University says communities in northern Ontario are short more than 350 physicians, including more than 200 family doctors; and half of the physicians working in northern Ontario expected to retire in the next five years; and (Northern Ontario only) and;

WHEREAS Ontario municipal governments play an integral role in the health care system through responsibilities in public health, long-term care, and paramedicine and;

WHEREAS the percentage of family physicians practicing comprehensive family medicine has declined from 77¹/₆ in 2008 to 65 percent in 2022; and

WHEREAS per capita health-care spending in Ontario is the lowest of all provinces in Canada, and;

WHEREAS a robust workforce developed through a provincial, sector-wide health human resources strategy would significantly improve access to health services across the province;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Municipality of Wawa urge the Province of Ontario to recognize the physician shortage in the Municipality of Wawa and Ontario, to fund health care appropriately and ensure every Ontarian has access to physician care.

P. 2...



The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

AND FURTHERMORE, THAT a copy of this resolution be shared with AMO, Colin Best, Ontario Medical Association, Kimberly Moran, CEO, Premier Doug Ford, and all Ontario Municipalities.

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

Disclosure of Pecuniary Interest and the general nature thereof.

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

Clerk: _____

MAYOR - MELANIE PILON	CLERK - MAURY O'NEILL



Annette Groves
Mayor

July 31, 2024

Sent via E-Mail: doug.fordco@pc.ola.org

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

RE: SUPPORT FOR FAMILY DOCTORS

Dear Premier Ford,

I am writing to advise that at the Town Council meeting held on July 23, 2024, Council adopted a resolution supporting other municipalities' request regarding support for family doctors.

The resolution reads as follows:

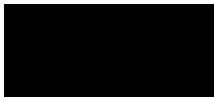
That the Town of Caledon support the Town of Petrolia and City of Bellville regarding the resolution in support of Family Doctors, and the request to the Province to take immediate action to ensure family physicians are properly compensated with immediate fee increases and that the administrative burden now being experienced by family doctors be reduced so they have more time to see their patients; and

That a copy of this resolution be forwarded to Honorable Doug Ford, Premier, Honorable Sylvia Jones, Deputy Premier, Minister of Health and MPP Dufferin-Caledon, the City of Belleville, the Town of Petrolia and all Ontario municipalities.

For more information regarding this matter, please contact Catherine Monast, Chief of Staff, directly by email at Catherine.Monast@caledon.ca or by phone at 905.584.2272 ext. 4539.

Thank you for your attention to this matter.

Sincerely,



Annette Groves
Mayor

Cc: The Honourable Sylvia Jones, Deputy Premier and MPP Dufferin-Caledon, sylvia.jones@pc.ola.org
Mandi Pearson, Director of Legislative Services/Clerk, Town of Petrolia, mpearson@petrolia.ca
Matt MacDonald, Director of Corporate Services/City Clerk, City of Belleville,
nhenderson@belleville.ca
All Ontario Municipalities

THE CORPORATION OF THE TOWN OF CALEDON

6311 Old Church Road, Caledon East, Caledon, ON, Canada L7C 1J6
T. 905.584.2272 | 1.888.225.3366 | F. 905.584.1444 | www.caledon.ca | annette.groves@caledon.ca

June 27, 2024

City of Belleville
Attn: Clerks Department

Via email: nhenderson@belleville.ca

RE: Family Doctors Resolution

During the June 24, 2024, regular meeting of council, the request submitted by the City of Belleville regarding the Family Doctors was brought forward and discussed, the following resolution was passed:

Moved: Debb Pitel Seconded: Liz Welsh

THAT the Council of the Corporation of the Town of Petrolia support the City of Belleville's resolution dated May 13, 2024;
AND THAT confirmation of the Town's support resolution be forwarded to Premier Doug Ford, MPP Bob Bailey, the City of Belleville and all municipalities in Ontario.

Carried

Kind regards,

Original Signed

Mandi Pearson
Director of Legislative Services | Deputy Operations | Clerk

cc: file
Premier Doug Ford
MPP Bob Bailey, Sarnia-Lambton
Ontario Municipalities

Encl.

Phone: (519)882-2350 • Fax: (519)882-3373 • Theatre: (800)717-7694

411 Greenfield Street, Petrolia, ON, N0N 1R0

www.petrolia150.com www.town.petrolia.on.ca





CORPORATE SERVICES DEPARTMENT
TELEPHONE 613-968-6481
FAX 613-967-3206

City of Belleville

169 FRONT STREET
BELLEVILLE, ONTARIO
K8N 2Y8

May 16, 2024

Todd Smith, MPP
Prince Edward Hastings
5503 Hwy 62 S., Phase 1, Unit #4
Belleville, ON K8N 4Z7

via e-mail: Todd.Smithco@pc.ola.org

Ric Bresee, MPP
Hastings-Lennox&Addington
8 Dundas St. W
Napanea, ON K7R 1Z4

via e-mail: Ric.Bresee@pc.ola.org

Dear Minister Smith and Minister Bresee:

**RE: City of Belleville Healthcare Resolution in Support of Family Doctors
New Business
10. Belleville City Council Meeting, May 13, 2024**

This is to advise you that at the Council Meeting of May 13, 2024, the following resolution was approved.

"WHEREAS, the Province of Ontario is responsible for providing quality health care to all residents of Ontario;

AND WHEREAS, Family medicine is the backbone of the healthcare system and providing timely access to a primary health care provider for everyone in the Province is essential and should be the Provincial Government's highest priority;

AND WHEREAS, the shortage of family physicians across the province has reached a crisis point where millions of Ontario residents do not have a family doctor and hospitals, emergency rooms and clinics are overloaded by the health care needs of Ontario residents;

.J2

10. New Business
Belleville City Council Meeting
May 13, 2024

Page 2

AND WHEREAS, studies have shown that without access to a primary care provider, patients end up with poorer health outcomes and it costs the health care system more;

AND WHEREAS, the Province of Ontario could address this issue quickly and efficiently by increasing wages paid to family physicians and lessening the administrative burden all family doctors face with managing practices;

THEREFORE BE IT RESOLVED THAT:

The Province of Ontario take immediate action to ensure family physicians are properly compensated with immediate fee increases and that the administrative burden now being experienced by family doctors be reduced so they have more time to see their patients;

AND FURTHER THAT, the City Clerk forward Council's resolutions resulting from Council's approval of these recommendations to premier Doug Ford, Health Minister Sylvia Jones, MPP Todd Smith, MPP Ric Bresee, the Association of Municipalities of Ontario and to the municipal Clerks of Ontario's municipalities;

AND FURTHER THAT Council request a direct response from the MPPs within 30 days."

Thank you for your attention to this matter.

Y

Matt MacDonald
Director of Corporate Services/City Clerk

Phone: (519)882-2350 • Fax: (519)882-2351

411 G

www.petr.ca

MMacD/nh
Pc: Premier Doug Ford
Health Minister Sylvia Jones
AMO
Municipal Clerks of Ontario



August 12, 2024

VIA EMAIL

The Hon. Doug Ford
Premier of Ontario
Legislative Building, Queens Park
Room 281
Toronto, ON M7A 1A1

Dear Hon. Doug Ford,

Re: Association of Municipalities of Ontario (AMO) and Ontario Medical Association (OMA) Joint Health Resolution Campaign

At its Regular Meeting of Council held on Tuesday, August 6, 2024, the Town of Bradford West Gwillimbury Council approved the following resolution:

Resolution 2024-253
Moved by: Councillor Scott
Seconded by: Councillor Verkaik

That Council receive the Association of Municipalities of Ontario (AMO) and the Ontario Medical Association (OMA) Joint Health Resolution Campaign for information; and

That Council support the motion as written:

WHEREAS the state of health care in Ontario is in crisis, with 2.3 million Ontarians lacking access to a family doctor, emergency room closures across the province, patients being de-rostered and 40% of family doctors considering retirement over the next five years; and

WHEREAS it has becoming increasingly challenging to attract and retain an adequate healthcare workforce throughout the health sector across Ontario; and

WHEREAS the Northern Ontario School of Medicine University says communities in northern Ontario are short more than 350 physicians, including more than 200 family doctors; and half of the physicians working in northern Ontario expected to retire in the next five years; and

WHEREAS Ontario municipal governments play an integral role in the health care system through responsibilities in public health, long-term care, and paramedicine.

WHEREAS the percentage of family physicians practicing comprehensive family medicine has declined from 77 in 2008 to 65 percent in 2022; and

WHEREAS per capita health-care spending in Ontario is the lowest of all provinces in Canada, and

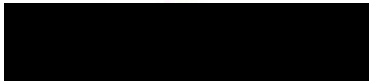
WHEREAS a robust workforce developed through a provincial, sector-wide health human resources strategy would significantly improve access to health services across the province;

NOW THEREFORE BE IT RESOLVED THAT the Council of The Corporation of the Town of Bradford West Gwillimbury urge the Province of Ontario to recognize the physician shortage in Bradford West Gwillimbury and Ontario, to fund health care appropriately and ensure every Ontarian has access to physician care; and

Be It Further Resolved That a copy of this resolution be circulated to the Premier of Ontario, Hon. Doug Ford; our local Member of Provincial Parliament, Hon. Caroline Mulroney, the Minister of Health, Hon. Sylvia Jones; and all Ontario municipalities.

CARRIED

Regards,



Tara Reynolds
Deputy Clerk, Town of Bradford West Gwillimbury
(905) 775-5366 Ext 1104
treynolds@townofbwg.com

CC:
Hon. Caroline Mulroney, Member of Provincial Parliament
Hon. Sylvia Jones, Minister of Health
All Ontario Municipalities



Township of Lucan Biddulph

270 Main Street
P.O. Box 190, Lucan, Ontario N0M 2J0
Phone (519) 227-4491; Fax (519) 227-4998

July 30, 2024

Sent Via Email

Hon. Doug Ford (Premier of Ontario)
Hon. Sylvia Jones (Ontario Minister of Health)
Dr. Kieran Moore (Chief Medical Officer of Health)
Rob Flack, MPP (Elgin-Middlesex-London)
Steve Pinsonneault, MPP (Lambton-Kent-Middlesex)
Association of Municipalities of Ontario (AMO)
Ontario Medical Association (OMA)
Western Ontario Warden's Caucus (WOWC)
All Ontario Municipalities

RE: AMO/OMA Joint Health Resolution Campaign – Physician Shortage

Please be advised that at their last regular meeting on Tuesday July 16, 2024, the Council of the Township of Lucan Biddulph passed the following resolution:

Resolution No. 2024 - 187

Moved by D. Regan

Seconded by J. Hodgins

WHEREAS the state of health care in Ontario is in crisis, with 2.3 million Ontarians lacking access to a family doctor, emergency room closures across the province, patients being de-rostered and 40% of family doctors considering retirement over the next five years; and

WHEREAS it has becoming increasingly challenging to attract and retain an adequate healthcare workforce throughout the health sector across Ontario; and

WHEREAS the Northern Ontario School of Medicine University says communities in northern Ontario are short more than 350 physicians, including more than 200 family doctors; and half of the physicians working in northern Ontario expected to retire in the next five years; and (Northern Ontario only)

WHEREAS Ontario municipal governments play an integral role in the health care system through responsibilities in public health, long-term care, and paramedicine.

WHEREAS the percentage of family physicians practicing comprehensive family medicine has declined from 77 in 2008 to 65 percent in 2022; and

WHEREAS per capita health-care spending in Ontario is the lowest of all provinces in Canada, and

WHEREAS a robust workforce developed through a provincial, sector-wide health human resources strategy would significantly improve access to health services across the province;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of Lucan Biddulph urge the Province of Ontario to recognize the physician shortage in the Township of Lucan Biddulph and Ontario, to fund health care appropriately and ensure every Ontarian has access to physician care.

CARRIED

Please contact our office should you require any further information on this matter.

Sincerely,

A solid black rectangular redaction box covering the signature of Tina Merner.

Tina Merner
Deputy Clerk

Whereas Ontario municipal governments play an integral role in the health care system through responsibilities in public health, long-term care, paramedicine, and other investments; and,

Whereas the percentage of family physicians practicing comprehensive family medicine has declined from 77 in 2008 to 65 percent in 2022; and,

Whereas per capita health-care spending in Ontario is the lowest of all provinces in Canada, and,

Whereas a robust workforce developed through a provincial, sector-wide health human resources strategy would significantly improve access to health services across the province;

Now Therefore Be It Resolved That the Council of the County of Frontenac urges the Province of Ontario to recognize the physician shortage in Frontenac County and Ontario, to fund health care appropriately, and ensure every Ontarian has access to physician care.

Carried

Should you have any questions or concerns, please do not hesitate to contact me at 613-548-9400, ext. 302 or via email at jamini@frontenacounty.ca.

Yours Truly,


Jannette Amini, Dipl.M.M., M.A. CMO
Manager of Legislative Services/Clerk

Copy: File

2069 Battersea Road, Glenburnie, ON K0H 1S0

T: 613.548.9400 | F: 613.548.8460 | frontenacounty.ca

City Council

Member Motions - Meeting 19

MM19.5	ACTION	Adopted		Ward: All
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Requesting the Province to Support Family Physicians - by Councillor Dianne Saxe, seconded by Councillor Mike Colle

City Council Decision

City Council on June 26 and 27, 2024, adopted the following:

1. City Council request the Minister of Health to take immediate action to:
 - a. properly compensate family physicians with appropriate fee increases; and
 - b. reduce the administrative burden that the Province places on family doctors so they have more time to see their patients.
2. City Council forward City Council’s decision to the Premier of Ontario, the Minister of Health, the Association of Municipalities of Ontario, and the municipal Clerks of Ontario's municipalities.
3. City Council request a direct response from the Minister of Health within 30 days.

Summary

On May 13, 2024, the City of Belleville set a good example by passing a resolution calling upon the provincial government to improve compensation and reduce administrative burden for Ontario’s family physicians. Toronto should do the same.

The Province of Ontario is responsible for providing quality health care to all residents of Ontario. Family medicine is the backbone of the healthcare system and providing timely access to a primary health care provider for everyone in Ontario, is essential and should be a top Provincial Government priority. Instead, the shortage of family physicians has reached a crisis point.

Millions of Ontario residents, and hundreds of thousands of Torontonians, do not have a family doctor. Studies show that patients without a primary care provider have poorer health outcomes while costing the health care system more. Meanwhile, hospitals, emergency rooms and clinics are overloaded by residents’ unmet health care needs.

The Province of Ontario could address this issue quickly and efficiently by paying fair wages to family physicians and by lessening the undue administrative burden this provincial government imposes on family doctors.

Background Information (City Council)

Member Motion MM19.5

(<https://www.toronto.ca/legdocs/mmis/2024/mm/bgrd/backgroundfile-246768.pdf>)



Office of the Executive Director
1525 Cornwall Road
Oakville ON
L6J 0B2

dan.cozzi@municipalengineers.on.ca

July 22, 2024

Municipal Public Works/Engineering Department Head

Dear Sir/Madam:

Subject: Ontario Provincial Standards

The Municipal Engineers Association (MEA) is a non-profit association representing the interests of over 1,225 professional engineers employed by over 100 Ontario municipalities. We also have members from provincial agencies, conservation authorities consulting engineers who are designated as the engineer-of-record for smaller Ontario municipalities. MEA was established 61 years ago.

Through our member volunteers, MEA provides expertise in various areas of municipal engineering to assist Ontario municipalities. One significant area of expertise is our efforts in maintaining Ontario Provincial Standards (OPS). MEA, together with MTO, are the co-proponents of OPS – with MEA taking a lead role in the municipal version of these standards (OPS- MUNI). Many municipalities in Ontario already have adopted OPS for their infrastructure projects – but not all.

The OPS-MUNI provides over 870 standard specifications and 730 standard drawings, providing free, universally accessible engineering standards/specifications for various municipal projects, including roads, sewers, watermains, traffic safety, structures, and environmental initiatives. The MEA supports this system with 10 active committees composed of experienced municipal engineering professionals who regularly review and update the OPS to ensure it remains current and effective. These committees are committed to the following specific areas:

Standards Management	Drainage	Electrical
Environmental	General Conditions	Grading
Pavement	Structures	Traffic Safety
Watermains		

If your municipality has not yet adopted OPS, we would like to highlight various reasons why you should consider doing so:

1. Providing consistent/harmonized standards/specifications would assist in reducing design costs, promote efficiencies for the construction industry resulting in better construction pricing when contractors bid on projects.
2. Maximizing asset life cycle through the use of "tried and true" standards developed over many years by experienced professional engineers.
3. Reducing staff time spent on developing "custom" local standards (let OPS do the work for you).
4. Minimizing municipal risk exposure by using universally accepted standards.
5. Creating better opportunities for knowledge sharing across different jurisdictions, especially where municipalities share "boundary" roads (in some cases, as many as 4 municipal jurisdictions could provide differing standards for the same road).

MEA provides training opportunities so your staff can understand and become proficient in the use of OPS. You can learn more about training opportunities on the MEA website at:

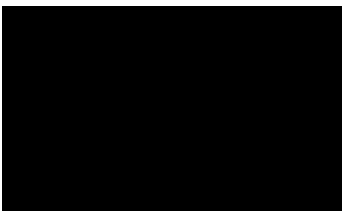
<https://municipalengineers.on.ca/events/opstraining.html> .

You can access the OPS website via the following link:

<https://www.library.mto.gov.on.ca/SydneyPLUS/TechPubs/Portal/tp/opsViews.aspx>

If you have any questions regarding OPS, please contact the MEA's Technical Services Coordinator, Rishabh Sharma, at rsharma@municipalengineers.on.ca .

Sincerely,



D.M. (Dan) Cozzi, P. Eng.
Executive Director
Municipal Engineers Association

cc OPS Advisory Board.

Treasury Board Secretariat

Office of the Associate Minister of
Emergency Preparedness and
Response

Whitney Block, Room 4320
99 Wellesley Street West
Toronto ON M7A 1W3

Secrétariat du Conseil du Trésor

Bureau du ministre associé de la
Protection civile et de l'intervention
en cas d'urgence

Édifice Whitney, bureau 4320
99, rue Wellesley Ouest
Toronto ON M7A 1W3



July 3, 2024

Dear Emergency Management Partners:

As the Associate Minister of Emergency Preparedness and Response, it is my great honour and duty to ensure that Ontario is as strong and resilient as possible. That is why I am pleased to announce that we are engaging partners, stakeholders and members of the public on opportunities to modernize the *Emergency Management and Civil Protection Act* so that we remain safe, practiced, and prepared for any emergency.

Our government continues to work with partners to strengthen emergency management in communities across Ontario through targeted investments in preparedness, enhanced capabilities, and expanded training to ensure that partners across the province have what they need to prepare for, and respond to, emergencies such as floods, wildland fires and cyber attacks. To build on this progress as highlighted in the 2023 annual report for the Provincial Emergency Management Strategy and Action Plan, we are engaging on opportunities for a modernized legislative framework to ensure that communities have the tools they need to be ready and prepared in Ontario.

Building on feedback from partners and stakeholders, best practices, and lessons learned from past emergencies, Ontario is engaging on **five areas of focus** as a first step of a phased approach to inform opportunities for a proposed modernized legislative framework:

1. The scope of an emergency and emergency management;
2. One window approach to provincial emergency management coordination;
3. Enhancing coordination between government, broader public sector, and external partners;
4. Improving the consistency, quality and inclusivity of emergency management programs;
5. Reflecting how Ontario works with First Nations in emergency management.

To support engagement, a discussion guide has been posted to [Ontario's Regulatory Registry](#) and the [Environmental Registry of Ontario](#), which includes further details and questions for partners, stakeholders and members of the public. This discussion guide will be open for feedback until August 26, 2024. Emergency Management Ontario is also holding focused

engagements with partners and stakeholders to seek further feedback and build upon what we have heard.

Engagement on a proposed modernized *Emergency Management and Civil Protection Act* will help build on our progress through the Provincial Emergency Management Strategy and Action Plan and take the next step in continuing to build a stronger and more resilient province, with the necessary tools in place for effective emergency preparedness and response.

Thank you for your valued partnership and I look forward to continuing to work together to move emergency management forward.

Sincerely,

Original signed by

The Honourable Trevor Jones
Associate Minister of Emergency Preparedness and Response
Treasury Board Secretariat

c: The Honourable Caroline Mulroney
President of the Treasury Board and Minister of Francophone Affairs

Bernie Derible, Deputy Minister and Commissioner of Emergency Management
Treasury Board Secretariat

Treasury Board Secretariat Secrétariat du Conseil du Trésor

Office of the Associate
Minister of Emergency
Preparedness and
Response

Bureau du ministre associé de la
Protection civile et des
interventions d'urgence



Whitney Block, Room 4320
99 Wellesley Street West
Toronto ON M7A 1W3

Édifice Whitney, bureau 4320
99, rue Wellesley Ouest
Toronto ON M7A 1W3

DATE: August 16, 2024

MEMORANDUM TO: Heads of Council

SUBJECT: Community Emergency Preparedness Grant Round 2
launching in September 2024

Dear Head of Council,

I am pleased to share that the Ontario government will be launching another round of the [Community Emergency Preparedness Grant](#). This second investment of \$5 million will continue to increase local resilience and provide communities and organizations across the province with the resources and equipment they need to prepare for natural disasters and emergencies.

The application period is expected to begin late September 2024. Similar to Round 1, small- and medium-sized municipalities, local services boards, First Nations communities, Indigenous organizations and non-governmental organizations will be eligible to apply to purchase critical supplies and equipment, and deliver training and services to improve local emergency preparation and response. Please note, recipients who received funding as part of Round 1 will be ineligible to apply. This rule will allow even more communities and organizations from across Ontario to benefit from this program.

Once the application window opens, the ministry will host information sessions to help guide applicants through the process. More information will be communicated in the coming weeks.

The Community Emergency Preparedness Grant is part of the government's \$110 million commitment to strengthen emergency preparedness in Ontario. These targeted

investments are another step the government is taking to provide communities with the resources they need to stay safe, practiced, and prepared.

I look forward to continuing our work together as partners in emergency management for the communities we serve.

Sincerely,

Original signed by

Trevor Jones
Associate Minister of Emergency Preparedness and Response
Treasury Board Secretariat



The Corporation of the Township of Otonabee-South Monaghan

June 28, 2024

Via Email: david.piccinico@pc.ola.org

Hon. David Piccini M.P.P.
Minister of Labour, Immigration, Training and Skills Development
117 Peter Street
Port Hope, ON
L1A 1C5

Dear Minister Piccini:

Re: Regulations for the Importation and Safe Use of Lithium-ion Batteries

I am writing today to bring to your attention a matter of significant importance to the Township of Otonabee-South Monaghan, regarding the importation and safe use of lithium-ion batteries.

At the June 17, 2024 Council Meeting the Fire Chief of the Township of Otonabee-South Monaghan made a presentation to Council on the dangers presented by lithium-ion batteries. The Fire Chief was reporting back from attending the Charged For Life Symposium presented by the Office of the Fire Marshal.

During the presentation, the Fire Chief stressed that the increased importation and use of non-Original Equipment Manufacturer (OEM) aftermarket batteries is presenting a significant increase in fire and explosion, putting citizens and responding personnel in danger. These after market batteries are not Underwriter Laboratories of Canada (ULC) certified but can be imported into Canada without any associated regulations.

Unlicensed persons and locations can store and modify lithium-ion batteries in our communities without regulations, providing dangerous conditions within a community. Charging these batteries within the home or multi-unit dwellings can result in larger fires with grave results.

As Canada becomes more aware of Green Energy solutions, these batteries are used more often, increasing the danger to our communities. We support the Ontario Fire Marshal's program to educate citizens on the danger associated with lithium-ion batteries and encourage every municipality to actively promote safe practices for the use of lithium-ion batteries.

We also call upon all levels of government to enact regulations for the importation, sale, storage, and use of non-OEM or ULC certified lithium-ion batteries.

Thank you in advance for your attention to this very critical issue, and I look forward to your prompt consideration and support.

Please do not hesitate to contact me or our Fire Chief if you require any additional information.

Yours truly,
Township of Otonabee-South Monaghan



Joe Taylor, Mayor

Cc: MP, Philip Lawrence
All Ontario Municipalities



City of Stratford, Corporate Services Department

Clerk's Office

City Hall, P. O. Box 818, Stratford, Ontario N5A 6W1

Tel: 519-271-0250, extension 5237

Email: clerks@stratford.ca

Website: www.stratford.ca

July 26, 2024

Sent via email – deputy-clerk@osmtownship.ca

Liz Ross,
Deputy Clerk
Township of Otonabee-South Monaghan

Re: Resolution Regarding the Importation and Safe Use of Lithium-ion Batteries

We acknowledge receipt of your correspondence dated June 28, 2024, regarding the above-mentioned matter.

The said correspondence was provided to Stratford City Council for their information as part of the July 22, 2024, Council meeting Consent Agenda (CA-2024-124). Council adopted the following resolution:

THAT CA-2024-124, being a resolution from The Corporation of the Township of Otonabee-South Monaghan regarding the Importance of Safe Use of Lithium-ion Batteries, be endorsed.

Sincerely,

[Redacted Signature]

Audrey Pascual, Deputy Clerk

/mf

cc: Hon. David Piccini, Minister of Labour, Immigration and Skills Development
Association of Municipalities of Ontario
All Ontario municipalities

REGULAR COUNCIL MEETING

HELD
July 9th , 2024

2024-153

Moved by Councillor Kelly

Seconded by Councillor Trahan

THAT Council for the Municipality of East Ferris supports the letter received from the Township of Otonabee-South Monaghan regarding calling upon all levels of government to enact regulations for the importation, sale, storage, and use of non-OEM or ULC certified lithium-ion batteries;

AND THAT this resolution be sent to MP Anthony Rota and all Ontario municipalities.

Carried Mayor Rochefort

CERTIFIED to be a true copy of
Resolution No. 2024-153 passed by the
Council of the Municipality of East Ferris
on the 9th day of July, 2024.



Kari Hanselman, Dipl. M.A.
Clerk

June 20, 2024

SENT VIA EMAIL

Hon. Doug Ford MPP
Premier of Ontario
Premier's Office, Main Legislative Building
Queen's Park, Toronto, Ontario

Dear Premier,

As I know you will agree, Ontario's paramedics, police officers and firefighters are our frontline heroes, regularly putting themselves at risk to protect the rest of us.

In recent months, local resident, paramedic and former volunteer firefighter, Charles Shaw, has been advocating for paramedics and all police officers to receive the same long-service medal as exists today for firefighters and Ontario Provincial Police officers.

Our Town Council agrees with Mr Shaw, and passed the below resolution unanimously requesting the province create such medals. Here is the resolution:

Resolution 2024-206

Whereas paramedics, firefighters and police officers are our frontline heroes, regularly putting their own health and safety at risk to help others in need;

Whereas the Ontario Fire Services Long Service Medal was created in 1971 to honour firefighters who have served the public for twenty-five years or more and the Governor General's Fire Services Exemplary Service Medal was created in 1985 and 'honours members of a recognized Canadian fire service who have completed 20 years of service, ten years of which have been served in the performance of duties involving potential risks;

Whereas the Ontario Provincial Police Long Service and Good Conduct Medal honours OPP officers who have served for twenty years or more and the Governor General's Police Exemplary Service Medal, created in 1983, 'recognizes police officers who have served in an exemplary manner having completed 20 years of full-time service with one or more recognized Canadian police forces;

Whereas many non-OPP police services have similar local long-service medals within their forces, but there is not a province-wide long-service medal for non-OPP police officers;

Whereas the Governor General's Emergency Medical Services Exemplary Service Medal, created in 1994, recognizes 'professionals in the provision of pre-hospital emergency medical services to the public who completed 20 years of exemplary service, including at least 10 years in the performance of duties involving potential risk;

Whereas there is no province-wide long-service medal for paramedics in Ontario;

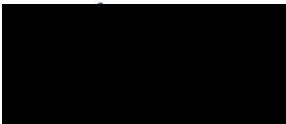
Therefore, The Corporation of the Town of Bradford West Gwillimbury Council:

- 1. Endorse the creation of a province-wide long-service medal for police and for paramedics, modelled after the existing such award for firefighters;*
- 2. In furtherance of this resolution, that the Mayor write to the Premier, Minister of Health, Solicitor General, Minister of Citizenship and our local MPP urging them to work collaboratively to create such awards; and*
- 3. That a copy of this resolution be sent to all Ontario municipalities.*

I believe this is a relatively simple but important measure your government could take to honour our paramedics and police officers, as we already honour our firefighters. I understand the creation of such an award would involve several different ministries, and I hope you might instruct your cabinet to work together to create this award.

Thank you very much for your consideration.

Sincerely yours,



James Leduc
Mayor
Town of Bradford West Gwillimbury

cc

Hon. Sylvia Jones, Minister of Health
Hon. Michael Krezner, Solicitor General
Hon. Michael Ford, Minister of Citizenship and Multiculturalism
Hon. Caroline Mulroney, MPP for York—Simcoe
Cllr Jonathan Scott, Town of Bradford West Gwillimbury
Mr. Charles Shaw
Ontario's Municipal Councils



Hon. Melanie Joly, Minister of Foreign Affairs of Canada
Hon. Mary Ng, Minister of Export Promotion, International Trade & Economic Development of Canada
Hon. Francois-Phillip Champagne, Minister of Innovation, Science, & Industry of Canada
Innovation Science & Economic Development Canada (ISED)
Government of Canada
MP Marilyn Gladu
MPP Bob Bailey
(sent via e-mail)

Re: Underserviced Cellular Communication Services in Rural and Urban Centres in the Town of Plympton-Wyoming, other Rural and Urban Centres across Lambton County, and beyond

Please be advised that the Council of the Town of Plympton-Wyoming, at its meeting on July 31st, 2024, passed the following resolution:

Whereas the Government of Canada and The Town of Plympton-Wyoming have approved 2 new Cell Tower installations, yet no installations have occurred. ISED regulations state, *“Following the consultation, and once the company and local municipality agree, the tower must be built within three years.”*

And Whereas the Town of Plympton-Wyoming is not able to utilize all the available modern technology for Fire Services due to the lack of cell signals and reliable cellular service coverage in our rural and urban communities.

And Whereas residents of our community are not able to have reliability and confidence in our telecommunications infrastructure for our commercial establishments and economic growth, employment, school, virtual medical appointments, mental health, welfare and emergency services.

And Whereas Many areas are considered “Dead Zones” causing rural and urban communities to incur prohibitive costs which include roaming and overage fees and/or alternative resources in order to gain basic and limited communication functionality.

And Whereas the Federal Government is already exploring 6G services, yet existing Cell Towers in The Town of Plympton-Wyoming are only providing 3G which is ending in 2025, LTE and 4G service – where these services are even available.

And Whereas the ISED has committed to have a reliable Network and states that, *“Reliable telecommunications networks have never been more crucial. They support not only a wide range of economic and social activities but also other critical infrastructure sectors and*

government services, and they are crucial for emergency services and public safety. They are fundamental to the safety, prosperity and well-being of Canadians.”

And Whereas the top priority of the ISED as stated in the Telecommunications Reliability Agenda is, *“Robust Networks and Systems – This means there is robust architecture for telecommunications networks with appropriate redundancy, diversity, and hardening against hazards, with particular care for emergency services. There are systems with controls and monitoring and the telecommunications supply chain including supplier equipment is trusted and secure. Investments are made to support these activities including in rural and remote areas or to address coverage gaps.”*

Now Therefore Be It Resolved that the Council of the Town of Plympton-Wyoming requests that the Federal Government and ISED and make it their priority to push forward with their commitment to provide this crucial infrastructure in a meaningful and timely manner and provide action and enforcement of the regulations that mandate timely installation of approved Cell Tower Installations.

The health and well-being of our community is at the mercy of our Federal Government taking these matters seriously; taking action to reduce the harm being caused to our residents well being and allowing our emergency services to perform at standard that our larger urban municipalities are able to.

Sincerely,



Ella Flynn
Executive Assistant – Deputy Clerk
Town of Plympton-Wyoming

Cc:
All Ontario Municipalities



CORPORATION OF THE
TOWNSHIP OF SCHREIBER
CAO/CLERK

Hon. Patty Hajdu,
705 Red River Road, Suite 3
Thunder Bay, ON
P7B 1J3

July 18, 2024

Re: Schreiber's Wastewater Treatment Plant

Dear Hon. Patty Hajdu,

I am writing to you today to request a meeting in person regarding our Wastewater Treatment Plant along with Mayor Mullins and Cllr. Bourgeault. The Schreiber Wastewater Treatment Plant was initially built in 1974 with only one Clarifier. In 1989 a second Clarifier was built in addition to some plant components, such as a chlorine contact chamber. The plants served the community well until recently when regulations changed. The practice of chlorinating effluent at wastewater plants has been around since the early 1900's. However, around 1999, new regulations came into effect that require wastewater plants to dechlorinate before discharging wastewater back into the environment.

The Practice of dechlorinating was a financial burden most communities were not able to bear. It became acceptable to implement temporary measures to dechlorinate effluent discharge at a reasonable cost. Unfortunately, Wastewater plants in many communities have adopted this temporary fix as a normal practice. Recently communities have been made aware that this temporary fix will no longer be tolerated, and permanent treatment practices must be adopted by 2026. Inspections of wastewater plants will again become the focus for inspectors starting this year for the first time in a decade.

In 2022, the Schreiber Town Council of the day started the process of UV disinfection. The Township hired EXP Services Inc, to prepare a design brief for the installation of the UV disinfection and the projected annual cost of operating the system. With a deadline for a permanent solution fast approaching in 2026, the Township has turned their focus to a permanent solution using chemicals to dechlorinate. This "Chemical in a Box" can be designed and installed for approximately **one million dollars (\$1,000,000.00)** with an annual operating budget of **twenty-seven thousand dollars (\$27,000.00)**. The UV solution is approximately **five million dollars (\$5,000,000.00)** to install with an annual operating budget of **ten thousand dollars (\$10,000.00)**. This initial installation cost of both is beyond reach for the Township so the lessor of the two (2) options is our only choice despite a higher annual operating cost. The Township is still working on finding the money for this project.

CORPORATION OF THE
TOWNSHIP OF SCHREIBER
CAO/CLERK

In 2021, the plant underwent an electrical inspection and the classification of the plant changed to a class 4. This means that all the electrical components in the plant must be changed to explosion proof components. This change was necessary due to the moist environment and gases produced by the process. Since the cost was astronomical for the Township, a decision was made to do the Electrical Safety Authority (ESA) upgrade in 4 phases.

The first phase was completed in 2022 for **one hundred eighty-one thousand five hundred dollars (\$181,500.00)**. In 2023, the prices for all the parts were almost double because of COVID. As a result, phase 2 price tag exceeded what was budgeted in 2023, so nothing was done.

In 2024, the ESA inspector requested a meeting with the Township of Schreiber to discuss the outstanding issues with the Wastewater Treatment Plant. The ESA has been more than patient with the Township as the normal practice is **30 days** to comply. We are required to have the Wastewater plant brought up to a Class 4 standard by the end of 2024. This endeavor will cost the Township approximately **one million dollars (\$1,000,000.00)**. The Township is using the OTF money to cover this expense and borrowing the balance until the 2025 allocation is received.

As you can see in the attached spreadsheet, the electrical issue at the plant continues to present urgent situations from "dirty power" and corroded components. Electrical components continue to fail such as breakers, pumps, motors, receptacles, lights, heaters, the list is endless. These urgent repairs continue to put strains on the reserve funds.

Due to the age of the plant, the breakdowns are not only associated with the electrical issues. We have experienced breakdowns in the air distribution system, where confined entries are required to patch pipes under the plant. Currently we are experiencing a breakdown with clarifier 1. There seems to be a concrete failure on the wall separating the clarifier and the digester. This breakdown is preventing the sludge from being bagged properly. The clarifier will need to be pumped down and a concrete specialist brought in to examine the wall to see if repair is possible. We are unclear at this point about the cost of repair, but we anticipate somewhere around **one hundred thousand dollars (\$100,000.00)**. We are currently investigating this urgent matter.

With mechanical breakdowns, electrical issues, and structural failures, the process of treating wastewater cannot be maintained. Sludge cannot get bagged due to the excess water from the structural failure. The lack of air in the process while we wait for the new blower and VFD to be installed. The Non-Compliance incidents that we have had to report have put Schreiber on the short list to be among the first inspections. The repairs and regulations that we are aware of will most certainly put a financial strain on the Township that a small resident tax base will never be able to sustain. The Non-Compliance reports have totaled **thirteen (13)** just since **March of 2024**.

CORPORATION OF THE
TOWNSHIP OF SCHREIBER
CAO/CLERK

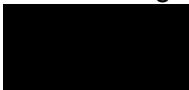
The bagging system at the wastewater plant is the original installed in 1974. The system has been obsoleting for many years now, so parts are no longer available. When breakdowns occur, custom parts are made by an out-of-town welding shop. This translates into long down times while parts are manufactured. The system does not work well anymore so it requires constant manpower to ensure it continues to bag. This puts an incredible strain on staffing already faced with shortages. The bagging system needs to be upgraded as soon as possible since this process contributes to the Non-Compliance issues. This new system is also going to cost the Township another **million dollars (\$1,000,000.00)** plus.

As you can see on page 5 of this correspondence the Township has endured **one point five million dollars (\$1,518,061.34)** in unexpected repairs over the last **five and a half (5.5) years**. Aging infrastructure and little assistance are hemorrhaging small Municipalities all over the Province. It is imperative that the Provincial and Federal Governments step up to financially relieve the heavy burdens on small Municipalities.

We are reaching out to you today to discuss such EMERGENT issues and how the Provincial and Federal Governments are going to step up to plate and provide much needed financial assistance to assist with their mandated Regulations. To cover these essential upgrades small Municipalities will need to tax their residents to death to cover such costs.

I look forward to hearing back from you with a time for a scheduled meeting to discuss options available to small Municipalities with such emergent issues as I have described above.

Kind Regards,



Rhonda Smith
CAO/Clerk for the Township of Schreiber

CC: Mayor Mullins
Cllr. Bourgeault
Cllr. McGrath
Cllr. Mauro
Cllr. Bryson
Hon. Doug Ford, Premier of Ontario
Hon. Justin Trudeau, Prime Minister
Hon. Kinga Surma, Minister of Infrastructure

CORPORATION OF THE
TOWNSHIP OF SCHREIBER
CAO/CLERK

Unexpected Costs at the Wastewater Treatment Plant Since 2019

Year	Description	Cost
2019	Compressor Repair	\$84.75
	Bagging System Repair	\$290.51
	Bagging Building Heater Repair	\$1,695.00
	Sludge Motor Repair	\$901.18
	Bagging System Repair	\$2,009.25
	Bagging System Clamps Repair	\$1,007.42
	Clarifier Building Heater Repair	\$3,983.25
	Trash Pump	\$2,280.80
	Clarifier Heater Repair	\$1,192.09
	Clarifier Parts	\$15,036.15
	DE chlorination Feasibility Study	\$24,663.82
	Light Repair in the Clarifier Building	\$6,780.00
	2019 Total	\$59,924.22
2020	Bagger Heater Repair	\$565.28
	Clarifier Building Electrical Repairs	\$1,062.12
	Bagging System Electrical Repairs	\$1,062.12
	Chlorinator Parts	\$4,844.53
	Plant Electrical Inspection	\$23,938.00
	2020 Total	\$31,472.05
2021	Sludge Trailer Axle Repair	\$1,063.33
	Sludge Trailer Parts	\$2,594.48
	Water Heater Replacement (electrical surge)	\$519.79
	Light Repairs	\$1,595.71
	DeChlor Metering Pump	\$942.92
	Digester Decant Pump	\$3,587.55
	Building Classification as per ESA	\$6,614.40
	Electrical Assessment as per ESA	\$23,330.00
	2021 Total	\$40,248.18

CORPORATION OF THE
TOWNSHIP OF SCHREIBER
CAO/CLERK

Unexpected Costs at the Wastewater Treatment Plant Since 2019

Year	Description	Cost
2022	DeChlor Project Study Final Invoice	\$33,249.43
	ESA Electrical Upgrade	\$18,189.09
	Clarifier Blower Line Repair	\$18,640.64
	ESA Upgrades Phase 1	\$181,440.33
	Receptacle Emergency Repair	\$2,017.92
	Sludge Pump Replacement	\$2,236.80
	VFD Failure - Dirty Power (troubleshooting)	\$1,414.88
	2022 Total	\$257,189.09
2023	Bagger Building Heater Repairs	\$395.50
	Bagger Building Heater Repairs	\$442.59
	Light Repair Garage Washrooms	\$1,209.91
	Emergency Blower Motor Install	\$6,130.21
	2023 Total	\$8,178.21
2024	ESA Upgrades - Mandatory	\$990,822.00
	VFD Cabinet Blower	\$114,560.00
	Emergency Repair Lights and Heater Clarifier 2	\$14,430.80
	Bagger Building Heater Repair	\$1,236.79
	2024 Total as of July 6th	\$1,121,049.59
	5.5 yr. Total	\$1,518,061.34

From: [Boyko, Amy \(DFO/MPO\)](#)
To: [Boyko, Amy \(DFO/MPO\)](#)
Subject: RE: Publication of FINAL Recovery Strategy and Action Plan for Redside Dace on the Species at Risk Public Registry
Date: Monday, July 29, 2024 3:11:15 PM

FOR YOUR INFORMATION

On July 29, 2024, Fisheries and Oceans Canada posted the final Recovery Strategy and Action Plan (RSAP) for the Redside Dace (*Clinostomus elongatus*) in Canada on the Species at Risk Public Registry.

The document can be found at the links below:

Redside Dace final RSAP:

English: <https://species-registry.canada.ca/index-en.html#/documents/78>

French: <https://registre-especes.canada.ca/index-fr.html#/documents/78>

For questions regarding Redside Dace, please contact Amy Boyko (amy.boyko@dfo-mpo.gc.ca).

Thank-you,

Amy

Amy Boyko

Species at Risk Biologist, Species at Risk Program

Fisheries and Oceans Canada/Government of Canada

amy.boyko@dfo-mpo.gc.ca/Tel: 905-336-6236

Biologiste, espèces en péril, Programme des espèces en péril

Pêches et Océans Canada/Gouvernement du Canada

amy.boyko@dfo-mpo.gc.ca/Tél. : 905-336-6236

From: Epp-Martindale, Jessica (she, her / elle, la) (DFO/MPO)
Sent: Thursday, January 4, 2024 10:52 AM
To: Boyko, Amy (DFO/MPO) <Amy.Boyko@dfo-mpo.gc.ca>
Subject: Publication of Proposed Recovery Strategy and Action Plan for Redside Dace on the Species at Risk Public Registry

Greetings:

I am pleased to inform you that Fisheries and Oceans Canada (DFO) has now posted the proposed version of the Recovery Strategy and Action Plan for the Redside Dace on the Species at Risk Public Registry. The proposed Recovery Strategy and Action Plan for the Redside Dace, prepared under the *Species at Risk Act* (SARA), by DFO in collaboration with many partners and we wish to take this opportunity to engage you in the next steps of the process including seeking your comments on the proposed document.

English and French versions of the document can be found at:

[Recovery Strategy and Action Plan for the Redside Dace \(*Clinostomus elongatus*\) in Canada - Public consultation search - Species at risk registry](#) (EN)

[Programme de rétablissement et plan d'action pour le méné long \(*Clinostomus elongatus*\) au Canada - Recherche de consultations publiques - Registre public des espèces en péril](#) (FR)

SARA strengthens and enhances the Government of Canada's capacity to manage and protect Canadian species and populations that are at risk. The Redside Dace is listed as Endangered under the Act.

Once an aquatic species is listed as Endangered, Threatened, or Extirpated under SARA, the Minister of Fisheries and Oceans must use the best available information to develop a Recovery Strategy followed by an Action Plan. A Recovery Strategy is a strategic document that describes the species and its needs, outlines threats, sets population and distribution objectives, identifies critical habitat to the extent possible, and sets out broad strategies to support survival and recovery. Under SARA, once critical habitat is identified in a species' Recovery Strategy, it must be legally protected from destruction. An Action Plan provides the detailed recovery actions that supports the strategic direction set out in the Recovery Strategy. DFO has developed a combined Recovery Strategy and Action plan documents for this species.

We invite you to comment on the proposed Recovery Strategies/Action Plans, including the suggested approaches to achieve the population and distribution objectives. In particular, we wish to draw your attention to the fact that the Recovery Strategy and Action Plan for Redside Dace identifies critical habitat in Two Tree River, Saugeen River, Gully Creek, Unknown Stan J, Irvine Creek, Spencer Creek, Bronte Creek, Fourteen Mile Creek, Sixteen Mile Creek, Credit River, Humber River, Don River, Rouge River, Duffins Creek, Carruthers Creek, Lynde Creek, and the Holland River. It is anticipated that the legal protection of this critical habitat will be accomplished through a SARA section 58 Critical Habitat Order, which will invoke the prohibition against the destruction of any part of the identified critical habitat. As a result, DFO invites your comments specific to the protection of the species' critical habitat through the establishment of a Critical Habitat Order, including any potential effects on your community or organization.

The proposed Recovery Strategy and Action Plan for Redside Dace in Canada will be open for a 60-day comment period. Following the conclusion of this 60-day comment period, DFO will then have 30 days to review comments and integrate them as appropriate, after which the final version will be posted on the Public Registry, which will provide a framework to guide DFO and partners in our efforts to recover the species.

DFO values your input on the proposed Recovery Strategy and Action Plan. We encourage you to share the Registry links with others who you think may be interested. Should you wish to discuss the foregoing, please do not hesitate to contact Amy Boyko at your convenience.

Thank you for your contribution to the development of this important document and your continued dedication and interest in the conservation of aquatic species at risk.

Sincerely,

Jessica Epp-Martindale, on behalf of

Amy Boyko

Species at Risk Biologist

Species at Risk Program – Ontario and Prairies

867 Lakeshore Rd, Burlington, ON L7S 1A1

Amy.Boyko@dfo-mpo.gc.ca

P.O. Box 490
7 Creswell Drive
Trenton, Ontario K8V 5R6
www.quintewest.ca



A Natural Attraction

Tel: 613-392-2841
Toll Free: 1-866-485-2841
virinial@quintewest.ca
clerk@quintewest.ca

Virginia LaTour, Deputy City Clerk

August 15, 2024

The Right Honourable Justin Trudeau
Office of the Prime Minister
80 Wellington Street
Ottawa, ON K1A 0A2
Via Email - justin.trudeau@parl.gc.ca

RE: Notice of Motion – Councillor Stedall – The Canada Community-Building Fund

Dear Prime Minister:

This letter will serve to advise that at a meeting of City of Quinte West Council held on August 14, 2024 Council passed the following resolution:

Motion No 24-366 – Notice of Motion - Councillor Stedall - The Canada Community-Building Fund
Moved by Councillor Stedall
Seconded by Councillor McCue

Whereas the City of Quinte West is entering into an agreement to receive Canada Community-Building Funds, which is administered by the Association of Ontario Municipalities of Ontario (AMO) on behalf of the Federal government;

And whereas the funding allocations are less that 2% year over year for the next 5 years;

And whereas the amounts allocated in the past 5 years were less than 2% year over year;

And whereas non-residential construction price inflation has risen by 29% since the end of 2020 and municipalities are facing soaring costs for infrastructure projects without a corresponding growth in revenue;

And whereas there is a requirement for municipalities to complete an asset management plan and a housing needs analysis;

And whereas both of these plans show the large funding gap between infrastructure and housing needs and funds available from property taxation;

And whereas The City of Quinte West has over \$1.5 billion in core infrastructure assets and, like other municipalities, its infrastructure is aging and in need of upgrades and replacement;

And whereas The City's Asset Management Plan requires \$37 million annually to maintain existing assets which, based on current available funding, is resulting in an annual infrastructure deficit of over \$17.1 million;

And whereas municipalities are facing a gap in federal infrastructure funding as the 10-year Investing in Canada Infrastructure Program has come to an end;

Now therefore be it resolved that the City of Quinte West calls on the Federal Government to provide a supplement to the allocations provided to municipalities under the AMO CBBF agreement for 2024 - 2028 for the same amount that was allocated, effectively doubling the allocation for those years;

And further that this resolution be forwarded to MFOA, AMO, MP Ryan Williams, and Federal Finance Minister Chrystia Freeland, and all Municipalities in Ontario.
Carried

We trust that you will give favourable consideration to this request.

Yours Truly,

CITY OF QUINTE WEST



Virginia LaTour,
Deputy City Clerk

cc: Donna Herridge, Executive Director, MFOA
Colin Best, President, AMO
Ryan Williams, MP, Bay of Quinte
Hon. Chrystia Freeland, Deputy Prime Minister and Minister of Finance
All Municipalities of Ontario



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

July 10, 2024

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

RECEIVED
JUL 17 2024
Township of Puslinch

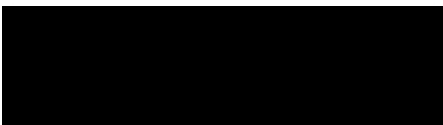
Attention: Ms. Richardson

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

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

Date	DP21 (mASL)	Threshold Value (mASL)	Exceedance
4-Jun-24	305.86	305.60	NO
10-Jun-24	305.78	305.60	NO
18-Jun-24	305.87	305.60	NO
26-Jun-24	305.84	305.60	NO

Date	DP17 (mASL)	Threshold Value (mASL)	Exceedance
4-Jun-24	305.32	305.17	NO
10-Jun-24	305.30	305.17	NO
18-Jun-24	305.29	305.17	NO
26-Jun-24	305.24	305.17	NO

Date	DP3 (mASL)	Threshold Value (mASL)	Exceedance
4-Jun-24	304.79	304.54	NO
10-Jun-24	304.80	304.54	NO
18-Jun-24	304.77	304.54	NO
26-Jun-24	304.74	304.54	NO

Date	DP2 (mASL)	Threshold Value (mASL)	Exceedance
4-Jun-24	304.06	303.69	NO
10-Jun-24	304.04	303.69	NO
18-Jun-24	304.01	303.69	NO
26-Jun-24	303.98	303.69	NO

Date	DP1 (mASL)	Threshold Value (mASL)	Exceedance
4-Jun-24	304.33	303.97	NO
10-Jun-24	304.31	303.97	NO
18-Jun-24	304.33	303.97	NO
26-Jun-24	304.32	303.97	NO

Date	DP5CR (mASL)	Threshold Value (mASL)	Exceedance
4-Jun-24	303.38	302.86	NO
10-Jun-24	303.40	302.86	NO
18-Jun-24	303.39	302.86	NO
26-Jun-24	303.34	302.86	NO

Date	BH13 (mASL)	DP21 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
4-Jun-24	306.27	305.86	0.41	0.11	NO
10-Jun-24	306.29	305.78	0.51	0.11	NO
18-Jun-24	306.25	305.87	0.38	0.11	NO
26-Jun-24	306.24	305.84	0.40	0.11	NO

Date	BH92-12 (mASL)	DP17 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
4-Jun-24	305.74	305.32	0.42	0.14	NO
10-Jun-24	305.73	305.30	0.43	0.14	NO
18-Jun-24	305.76	305.29	0.47	0.14	NO
26-Jun-24	305.74	305.24	0.50	0.14	NO

Date	DP6 (mASL)	DP3 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
4-Jun-24	305.80	304.79	1.01	0.73	NO
10-Jun-24	305.83	304.80	1.03	0.73	NO
18-Jun-24	305.85	304.77	1.08	0.73	NO
26-Jun-24	305.81	304.74	1.07	0.73	NO

Date	BH92-27 (mASL)	DP2 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
4-Jun-24	304.78	304.06	0.72	0.34	NO
10-Jun-24	304.81	304.04	0.77	0.34	NO
18-Jun-24	304.77	304.01	0.76	0.34	NO
26-Jun-24	304.74	303.98	0.76	0.34	NO

Date	BH92-29 (mASL)	DP1 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
4-Jun-24	304.95	304.33	0.62	0.17	NO
10-Jun-24	304.91	304.31	0.60	0.17	NO
18-Jun-24	304.98	304.33	0.65	0.17	NO
26-Jun-24	304.97	304.32	0.65	0.17	NO

Date	OWS-84 (mASL)	DP5CR (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
4-Jun-24	303.66	303.38	0.28	0.18	NO
10-Jun-24	303.70	303.40	0.30	0.18	NO
18-Jun-24	303.72	303.39	0.33	0.18	NO
26-Jun-24	303.67	303.34	0.33	0.18	NO

No exceedances to report for the month of June.

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
 June 2024

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	11,806
3,739,477	per day	17,000,000

Date	Below Water Table Extraction Phase 5 (mm)	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 302.85 mASL)	Phase 4 Pond Level (mASL)	Exceedance Y/N (BELOW 304.5 mASL)
1-Jun-24	-	-	-	-	-	-	-	-	-	-	-	-
2-Jun-24	-	-	-	-	-	-	-	-	-	-	-	-
3-Jun-24	-	-	1,766,573	-	306.51	N	306.10	N	305.02	N	306.20	N
4-Jun-24	-	-	1,749,415	-	306.51	N	306.11	N	305.02	N	306.19	N
5-Jun-24	-	-	1,752,055	-	306.50	N	306.10	N	305.04	N	306.17	N
6-Jun-24	-	-	1,782,411	-	306.51	N	306.12	N	305.06	N	306.17	N
7-Jun-24	-	-	1,749,415	-	306.49	N	306.11	N	305.06	N	306.15	N
8-Jun-24	-	-	-	-	-	-	-	-	-	-	-	-
9-Jun-24	-	-	-	-	-	-	-	-	-	-	-	-
10-Jun-24	-	-	1,752,495	-	306.50	N	306.11	N	305.08	N	306.07	N
11-Jun-24	-	-	1,762,614	-	306.49	N	306.10	N	305.08	N	306.06	N
12-Jun-24	-	-	1,773,612	-	306.49	N	306.10	N	305.07	N	306.05	N
13-Jun-24	-	-	1,755,575	-	306.48	N	306.10	N	305.07	N	306.04	N
14-Jun-24	-	-	1,763,933	-	306.47	N	306.09	N	305.07	N	306.04	N
15-Jun-24	-	-	-	-	-	-	-	-	-	-	-	-
16-Jun-24	-	-	-	-	-	-	-	-	-	-	-	-
17-Jun-24	-	-	1,446,078	-	306.49	N	306.11	N	305.06	N	306.03	N
18-Jun-24	-	-	1,714,220	-	306.46	N	306.08	N	305.07	N	306.03	N
19-Jun-24	-	-	1,772,512	-	306.47	N	306.08	N	305.06	N	306.04	N
20-Jun-24	-	-	1,665,387	-	306.47	N	306.10	N	305.08	N	306.04	N
21-Jun-24	-	-	1,712,021	-	306.51	N	306.13	N	305.11	N	306.10	N
22-Jun-24	-	-	584,678	-	306.50	N	306.13	N	305.10	N	306.09	N
23-Jun-24	-	-	-	-	-	-	-	-	-	-	-	-
24-Jun-24	-	-	1,758,654	-	306.51	N	306.12	N	305.10	N	306.10	N
25-Jun-24	-	-	1,734,238	-	306.52	N	306.11	N	305.10	N	306.09	N
26-Jun-24	-	-	1,725,219	-	306.51	N	306.11	N	305.09	N	306.09	N
27-Jun-24	-	-	1,772,072	-	306.51	N	306.12	N	305.09	N	306.10	N
28-Jun-24	-	-	1,766,793	-	306.49	N	306.09	N	305.08	N	306.09	N
29-Jun-24	-	-	-	-	-	-	-	-	-	-	-	-
30-Jun-24	-	-	-	-	-	-	-	-	-	-	-	-
Total	0	0	35,259,970	0								

Note: No exceedances to report for the month of June



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

August 8, 2024

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

Attention: Mr. Rapus

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

RECEIVED

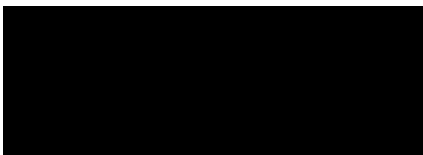
AUG 09 2024

Township of Puslinch

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

Date	DP21 (mASL)	Threshold Value (mASL)	Exceedance
2-Jul-24	305.81	305.49	NO
9-Jul-24	305.80	305.49	NO
18-Jul-24	305.85	305.49	NO
25-Jul-24	305.86	305.49	NO
31-Jul-24	305.90	305.49	NO

Date	BH13 (mASL)	DP21 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
2-Jul-24	306.27	305.81	0.46	0.10	NO
9-Jul-24	306.23	305.80	0.43	0.10	NO
18-Jul-24	306.29	305.85	0.44	0.10	NO
25-Jul-24	306.27	305.86	0.41	0.10	NO
31-Jul-24	306.29	305.90	0.39	0.10	NO

Date	DP17 (mASL)	Threshold Value (mASL)	Exceedance
2-Jul-24	305.25	305.17	NO
9-Jul-24	305.27	305.17	NO
18-Jul-24	305.30	305.17	NO
25-Jul-24	305.29	305.17	NO
31-Jul-24	305.31	305.17	NO

Date	BH92-12 (mASL)	DP17 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
2-Jul-24	305.73	305.25	0.48	0.06	NO
9-Jul-24	305.70	305.27	0.43	0.06	NO
18-Jul-24	305.77	305.30	0.47	0.06	NO
25-Jul-24	305.72	305.29	0.43	0.06	NO
31-Jul-24	305.72	305.31	0.41	0.06	NO

Date	DP3 (mASL)	Threshold Value (mASL)	Exceedance
2-Jul-24	304.78	304.54	NO
9-Jul-24	304.72	304.54	NO
18-Jul-24	304.77	304.54	NO
25-Jul-24	304.79	304.54	NO
31-Jul-24	304.80	304.54	NO

Date	DP6 (mASL)	DP3 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
2-Jul-24	305.77	304.78	0.99	0.58	NO
9-Jul-24	305.72	304.72	1.00	0.58	NO
18-Jul-24	305.79	304.77	1.02	0.58	NO
25-Jul-24	305.81	304.79	1.02	0.58	NO
31-Jul-24	305.84	304.80	1.04	0.58	NO

Date	DP2 (mASL)	Threshold Value (mASL)	Exceedance
2-Jul-24	304.05	303.50	NO
9-Jul-24	304.08	303.50	NO
18-Jul-24	304.11	303.50	NO
25-Jul-24	304.09	303.50	NO
31-Jul-24	304.07	303.50	NO

Date	BH92-27 (mASL)	DP2 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
2-Jul-24	304.82	304.05	0.77	0.32	NO
9-Jul-24	304.79	304.08	0.71	0.32	NO
18-Jul-24	304.85	304.11	0.74	0.32	NO
25-Jul-24	304.83	304.09	0.74	0.32	NO
31-Jul-24	304.82	304.07	0.75	0.32	NO

Date	DP1 (mASL)	Threshold Value (mASL)	Exceedance
2-Jul-24	304.32	303.91	NO
9-Jul-24	304.33	303.91	NO
18-Jul-24	304.35	303.91	NO
25-Jul-24	304.36	303.91	NO
31-Jul-24	304.34	303.91	NO

Date	BH92-29 (mASL)	DP1 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
2-Jul-24	305.00	304.32	0.68	0.23	NO
9-Jul-24	305.02	304.33	0.69	0.23	NO
18-Jul-24	305.05	304.35	0.70	0.23	NO
25-Jul-24	305.04	304.36	0.68	0.23	NO
31-Jul-24	305.00	304.34	0.66	0.23	NO

Date	DP5CR (mASL)	Threshold Value (mASL)	Exceedance
2-Jul-24	303.31	302.79	NO
9-Jul-24	303.29	302.79	NO
18-Jul-24	303.32	302.79	NO
25-Jul-24	303.35	302.79	NO
31-Jul-24	303.33	302.79	NO

Date	OW5-84 (mASL)	DP5CR (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
2-Jul-24	303.61	303.31	0.30	0.15	NO
9-Jul-24	303.55	303.29	0.26	0.15	NO
18-Jul-24	303.63	303.32	0.31	0.15	NO
25-Jul-24	303.64	303.35	0.29	0.15	NO
31-Jul-24	303.69	303.33	0.36	0.15	NO

No exceedances to report for the month of July.

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
July 2024

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)	Water Pumped from 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-Jul-24	-	-	-	-	-	-	-	-	-	-	-	-
2-Jul-24	-	-	1,757,774	-	306.50	N	306.11	N	305.12	N	306.07	N
3-Jul-24	-	-	1,745,676	-	306.50	N	306.10	N	305.11	N	306.07	N
4-Jul-24	-	-	1,761,294	-	306.50	N	306.08	N	305.10	N	306.06	N
5-Jul-24	-	-	1,503,930	-	306.49	N	306.10	N	305.11	N	306.06	N
6-Jul-24	-	-	-	-	-	-	-	-	-	-	-	-
7-Jul-24	-	-	-	-	-	-	-	-	-	-	-	-
8-Jul-24	-	-	1,722,139	-	306.49	N	306.09	N	305.10	N	306.05	N
9-Jul-24	-	-	1,741,277	-	306.49	N	306.09	N	305.10	N	306.05	N
10-Jul-24	-	-	1,750,515	-	306.52	N	306.11	N	305.12	N	306.09	N
11-Jul-24	-	-	1,762,614	-	306.53	N	306.14	N	305.14	N	306.12	N
12-Jul-24	-	-	1,643,170	-	306.53	N	306.15	N	305.17	N	306.13	N
13-Jul-24	-	-	-	-	-	-	-	-	-	-	-	-
14-Jul-24	-	-	-	-	-	-	-	-	-	-	-	-
15-Jul-24	-	-	1,157,258	-	306.58	N	306.17	N	305.21	N	306.18	N
16-Jul-24	-	-	1,616,774	-	306.62	N	306.18	N	305.22	N	306.20	N
17-Jul-24	-	-	1,277,581	-	306.68	N	306.22	N	305.27	N	306.26	N
18-Jul-24	-	-	1,776,912	-	306.69	N	306.24	N	305.31	N	306.27	N
19-Jul-24	-	-	1,779,551	-	306.69	N	306.23	N	305.29	N	306.27	N
20-Jul-24	-	-	775,172	-	306.68	N	306.22	N	305.28	N	306.28	N
21-Jul-24	-	-	-	-	-	-	-	-	-	-	-	-
22-Jul-24	-	-	1,762,834	-	306.69	N	306.20	N	305.31	N	306.29	N
23-Jul-24	-	-	1,773,172	-	306.67	N	306.19	N	305.32	N	306.29	N
24-Jul-24	-	-	1,771,632	-	306.68	N	306.21	N	305.31	N	306.30	N
25-Jul-24	-	-	1,773,832	-	306.68	N	306.18	N	305.30	N	306.31	N
26-Jul-24	-	-	1,747,216	-	306.67	N	306.16	N	305.29	N	306.30	N
27-Jul-24	-	-	772,092	-	306.66	N	306.16	N	305.30	N	306.29	N
28-Jul-24	-	-	-	-	-	-	-	-	-	-	-	-
29-Jul-24	-	-	1,754,035	-	306.67	N	306.15	N	305.29	N	306.32	N
30-Jul-24	-	-	1,743,696	-	306.68	N	306.13	N	305.30	N	306.31	N
31-Jul-24	-	-	1,747,216	-	306.66	N	306.11	N	305.31	N	306.31	N
Total	0	0	38,617,362	0								

Max. Allowable as per PTTW- Silt Pond

(Imperial Gallons)	(Litres)
2,597	11,806
per minute	per day
3,730,477	17,000,000

Max. Allowable as per PTTW- Main Pond

(Imperial Gallons)	(Litres)
2,500	11,365
per minute	per day
1,800,000	8,183,000

Note: No exceedances to report for the month of July



ONTARIO
HISTORICAL
SOCIETY *Since 1888*



Federal Funding Opportunity - New Horizons for Seniors Program (NHSP)

Good afternoon OHS members and affiliates,

We are passing along a funding opportunity through the Federal Government. If your organization thinks you have an eligible program or project, please read the information below on how to apply!

--

Applications for the annual **New Horizons for Seniors Program (NHSP) – Community-based projects** are **now open**.

Eligible organizations can apply for up to \$25,000 for projects that are led by seniors and are volunteer based. The NHSP funds projects that empower seniors in our communities and contribute to improving their health and well-being.

Program objectives:

Projects submitted for this grant (up to \$25,000) must meet at least 1 of the following program objectives:

- promoting volunteerism among seniors and other generations
- engaging seniors in the community through the mentoring of others
- expanding awareness of elder abuse, including financial abuse
- supporting the social participation and inclusion of seniors
- providing [capital assistance](#) for new and existing community projects and/or programs for seniors

Eligibility:

Applicants

Your organization must be 1 of the following types:

- not-for-profit organization
- municipality
- provincial or territorial government, institution or Crown Corporation
- Indigenous organization including:
 - band council
 - tribal council
 - self-government entity
 - coalition, network or committee
 - research organization or institute
 - educational institution
 - public health and social services institution
 - for-profit organization provided that the nature and intent of the activity is non-commercial and does not generate profit

The following organizations are eligible with the agreement of their provincial or territorial government:

- post-secondary institutions
- social service and public health institutions
- provincially/territorially funded institutions

Projects:

Your project must meet all of the following criteria:

- be no longer than 52 weeks
- request no more than \$25,000
- meet at least 1 [program objective](#)
- seniors will lead or play a vital role in its planning and/or delivery
- seek to benefit seniors and communities
- demonstrate cost effectiveness

Deadline to apply:

September 12, 2024 at 3:00 pm, Eastern Daylight Time (EDT)

For more information and to apply, please visit the website [HERE](#).

As always, the OHS is committed to working on our membership's behalf in any way we can. We will continue to keep you updated with relevant information, and our staff are available Monday-Friday to provide any guidance or support to your group that you may need.

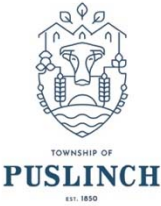
Thank you for continuing your important work!



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OHS Members*

Our mailing address is:
The Ontario Historical Society
34 Parkview Ave.
Willowdale, ON M2N 3Y2
Canada

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REPORT FIN-2024-022

TO: Mayor and Members of Council

PREPARED BY: Mary Hasan, Director of Finance/Treasurer

PRESENTED BY: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: September 3, 2024

SUBJECT: Rural Economic Development Program – Execution of Agreement
File No. L04 MIN

RECOMMENDATIONS

That Report FIN-2024-022 entitled Rural Economic Development Program – Execution of Agreement be received; and

That Council gives 3 readings to By-law No. 2024-052 being a By-law authorizing the entering into an Agreement with the Minister of Agriculture, Food and Agribusiness for the Rural Economic Development Program for Revitalizing the Downtowns in Aberfoyle and Morriston.

Purpose

The purpose of this report is to recommend that Council enact a By-law authorizing the entering into an Agreement with the Minister of Agriculture, Food and Agribusiness (the Province) for the Rural Economic Development (RED) Program for Revitalizing the Downtowns in Aberfoyle and Morriston.

Background

In February of 2024, the Township applied for a grant application for the RED Program for Revitalizing the Downtowns in Aberfoyle and Morriston. The Township was successful in its grant application and requires Council authorization to enter into an Agreement with the Province.

The Province has confirmed that there are some changes from previous RED agreements as summarized below:

- Article A.7 describes the requirements related to communications about the Project, including the requirement to submit all Project-related external or public facing documents for approval by the Ministry at least 10 business days prior to their intended publication date.
- Sections B.2.2 through B.2.5 includes information about the roles and responsibilities of the Province and the Recipient for the Duty to Consult with Aboriginal Peoples.
- Section C.3 describes the project activities eligible for funding. Section D.2.1 describes the project costs eligible for funding.
- Schedule E outlines requirements for submitting Claims and Progress Reports.

The Province has requested that the Township sign the Agreement as soon as possible in order for RED funds to be distributed to the Township. The effective date of the Agreement is April 1, 2024. The expiration date of the Agreement is December 31, 2026. Costs are eligible from April 1, 2024 to December 31, 2025.

Financial Implications

As part of the Township's approved budget, Council approved the following economic development initiatives that will be partially funded by the RED funding under this Agreement:

- Community Improvement Plan Amendment and Financial Incentives- \$25,000 County Business Retention and Expansion (BR&E) funded and RED funded; and
- Puslinch Community Guide, Business Directory, Puslinch Profile Features, and Associated Economic Development Programs. - \$25,000 County BR&E funded and RED funded.

The Township has been approved for the maximum available grant funding of \$49,500 (ie. 50% of total eligible costs) from the RED Program for Revitalizing the Downtowns in Aberfoyle and Morriston in accordance with the project description as outlined in Schedule C to the RED Agreement and project costs eligible for funding as outlined in Schedule D to the RED Agreement.

Applicable Legislation and Requirements

Municipal Act, 2001

Engagement Opportunities

There are no engagement implications associated with entering into the RED Agreement with the Province.

ATTACHMENTS

Schedule A – RED Agreement

Respectfully submitted:

Mary Hasan
Director of Finance/Treasurer

RURAL ECONOMIC DEVELOPMENT PROGRAM

AGREEMENT BETWEEN:

HIS MAJESTY THE KING IN RIGHT OF ONTARIO
as represented by the Minister of Agriculture, Food and Agribusiness

(the "Province")

- and -

TOWNSHIP OF PUSLINCH

(the "Recipient")

In consideration of the mutual covenants and agreements contained in this agreement (the "Agreement") and for other good and valuable consideration, the receipt and sufficiency of which is expressly acknowledged, the Province and the Recipient (the "Parties") agree as follows:

1.0 ENTIRE AGREEMENT

1.1 This Agreement, including:

Schedule "A" – General Terms and Conditions,
Schedule "B" – Operational Requirements and Additional Provisions,
Schedule "C" – Project Description,
Schedule "D" – Financial Information,
Schedule "E" – Payments and Reports,
And any amending agreement entered into as provided below,

Constitutes the entire agreement between the Parties, with respect to the subject matter contained in this Agreement and supersedes all prior oral or written representation and agreements.

2.0 COUNTERPARTS

2.1 This Agreement may only be executed in any number of counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

2.2 The Parties accept that their respective electronic signatures, as defined in the *Electronic Commerce Act, 2000*, bind them to the terms and conditions of this Agreement.

3.0 AMENDING AGREEMENT

3.1 This agreement may only be amended by a written agreement duly executed by the Parties.

4.0 ACKNOWLEDGEMENT

4.1 The Recipient acknowledges and agrees:

- (a) (a) It has read and understands the provisions contained in the entire Agreement;
- (b) (a) It will be bound by the terms and conditions in the entire Agreement;
- (c) (a) By receiving and using the Funds provided under this Agreement that it may become subject to the *BPSAA*, the *PSSDA* and the *AGA*;
- (d) The Funds are:

- (i) (i) To assist the Recipient to carry out the Project and not to provide goods or services to the Province, and
- (ii) (i) Funding for the purposes of the *BPSAA* and the *PSSDA*;
- (e) (e) The Province is not responsible for managing or carrying out the Project; and
- (f) (e) The Province is bound by the *FIPPA* and that any information provided to the Province in connection with the Project or otherwise in connection with the Agreement may be subject to disclosure in accordance with the *FIPPA* or other applicable Requirements Of Law.

IN WITNESS WHEREOF the Parties have executed this Agreement on the dates set out below.

HIS MAJESTY THE KING IN RIGHT OF ONTARIO,
as represented by the Minister of Agriculture, Food and Agribusiness

Name: Alan Crawley
Title: Director, Rural Programs Branch

Date:

I have the authority to bind the Province pursuant to delegated authority.

TOWNSHIP OF PUSLINCH

Name: James Seeley
Title: Mayor

Date:

Name: Courtenay Hoytfox
Title: Interim Chief Administrative Officer

Date:

I have authority to bind the Recipient.

SCHEDULE "A" GENERAL TERMS AND CONDITIONS

ARTICLE 1 INTERPRETATION AND DEFINITIONS

A.1.1 Interpretation. For the purposes of interpreting the Agreement:

- (a) Unless specifically defined otherwise in this Agreement, words in the singular include the plural and vice versa;
- (b) Words in one gender include all genders;
- (c) The headings do not form part of this Agreement; they are for reference purposes only and will not affect the interpretation of the Agreement;
- (d) Any reference to dollars or currency will be in Canadian dollars and currency;
- (e) Any reference to a statute means a statute of the Province of Ontario, unless otherwise indicated;
- (f) Any reference to a statute is to that statute and to the regulations made pursuant to that statute as they may be amended from time to time and to any statute or regulations that may be passed that have the effect of supplanting or superseding that statute or regulation unless a provision of the Agreement provides otherwise; and
- (g) All accounting terms will be interpreted in accordance with the Generally Accepted Accounting Principles and all calculations will be made and all financial data to be submitted will be prepared in accordance with the Generally Accepted Accounting Principles.

A.1.2 Definitions. In the Agreement, the following terms will have the following meaning:

"Additional Terms And Conditions" means the additional terms and conditions specified in sections A.8.1 and B.2 of this Agreement.

"AGA" means the *Auditor General Act, 1990*

"Agreement" means this contract between the Province and the Recipient,

"Arm's Length" has the same meaning as determined under the *Income Tax Act (Canada)* as it read on the Effective Date of this Agreement, and as treated or defined under Generally Accepted Accounting Principles.

"BPSAA" means the *Broader Public Sector Accountability Act, 2010*.

"Budget" means the budget attached to section D.2.2 of this Agreement.

"Business Day" means any working day, Monday to Friday inclusive, excluding statutory holidays of the Province and any other day on which the Province is not open for business.

"Contract" means an agreement between the Recipient and a third-party whereby the third-party agrees to provide a good or service for the Project in return for financial consideration that may be claimed by the Recipient as an Eligible Cost.

"Cost-Share Funding Percentage" means the percentage the Province will pay toward the Recipient's Eligible Costs, as set out under section D.1.1 of this Agreement.

"Effective Date" means the date on which this Agreement is effective, as set out under section B.1.1 of this Agreement.

“Eligible Costs” means those costs set out under in the Guidelines and which the Province has approved as eligible for reimbursement under the terms of this Agreement and also includes any additional costs permitted under section D.2.1 of this Agreement.

“Event of Default” has the meaning ascribed to it in section A.13.1 of this Agreement.

“Expiration Date” means the date on which this Agreement will expire, as set out under section B.1.2 of this Agreement, unless amended or terminated prior to this date in accordance with the terms and conditions of this Agreement.

“FAA” means the *Financial Administration Act*.

“Failure” means a failure to comply with any term, condition, obligation under any other agreement that the Recipient has with His Majesty the King in Right of Ontario or one of His agencies.

“Final Report” means a final Report on the Project in the form set out in section E.2 of this Agreement.

“FIPPA” means the *Ontario Freedom of Information and Protection of Privacy Act*.

“Funding Year” means:

- (a) In the case of the first Funding Year, the period commencing on the Effective Date and ending on the following March 31, the Expiration Date, or the termination of this Agreement, whichever comes first; and;
- (b) In the case of Funding Years subsequent to the first Funding Year, the period commencing on April 1 following the end of the previous Funding Year and ending on the following March 31, the Expiration Date, or the termination of this Agreement, whichever comes first.

“Funds” means the money the Province provides to the Recipient pursuant to this Agreement.

“Guidelines” means the documents of the Province setting out the criteria governing the operation of the Program, that were made available on the Program website, at the time the Recipient applied for funding from the Program

“Holdback” means the amount set out under section D.1.3 of this Agreement.

“Incurred” in relation to costs, means a cost that a Recipient has become liable for, regardless whether actual payment has occurred.

“Indemnified Parties” means His Majesty the King in Right of Ontario, His Ministers, agents, appointees and employees.

“Ineligible Costs” means those costs set out in the Guidelines as ineligible for reimbursement by the Province and includes any additional costs identified as ineligible under section D.2.3 of this Agreement.

“Maximum Funds” means the maximum amount of Funds that the Province will provide to the Recipient under this Agreement, as set out under section D.1.2 of this Agreement.

“Minister” means the Minister of Agriculture, Food and Agribusiness or such other Minister who may be designated from time to time as the responsible Minister in relation to the Program in accordance with the *Executive Council Act*, R.S.O. 1990, c. E. 25, as amended.

“MFIPPA” means the *Municipal Freedom of Information and Protection of Privacy Act*.

“Notice” means any communication given or required to be given pursuant to this Agreement.

“Notice Period” means the period of time within which the Recipient is required to remedy an Event of Default and includes any such period or periods of time by which the Province considers it reasonable to extend that time.

“Parties” means the Province and the Recipient.

“Party” means either the Province or the Recipient, unless the context implies otherwise.

“Program” means the program created by the Province entitled Rural Economic Development Program under *Order-in-Council 201/2011*, as amended.

“Project” means the undertaking described in Schedule “C” of this Agreement.

“Project Completion Date” means the date that the Recipient must complete its Project under this Agreement, as set out in section B.1.3 of Schedule “B” of this Agreement.

“PSSDA” means the *Public Sector Salary Disclosure Act, 1996*.

“Reports” means the reports set out under Schedule “E” of this Agreement.

“Requirements of Law” means all applicable statutes, regulations, by-laws, ordinances, codes, official plans, rules, approvals, permits, licenses, authorizations, orders, decrees, injunctions, directions and agreements with all authorities that now or at any time hereafter may relate to the Recipient, the Project, the Funds and this Agreement. Without limiting the generality of the foregoing, if the Recipient is subject to the *BPSAA*, the *PSSDA* or any other type of broader public sector accountability legislative provisions, those broader public sector accountability legislative provisions are deemed to be a Requirement of Law.

“Term” means the period of time beginning on the Effective Date of this Agreement and ending on the Expiration Date or the termination of this Agreement, whichever is shorter.

“Timelines” means the Project schedule set out in Schedule “B”.

A.1.3 Conflict. Subject to section 8.1 of Schedule “A” of this Agreement, in the event of a conflict between this Schedule “A” of the Agreement and any other Schedule of this Agreement, the terms and conditions set out under this Schedule “A” of the Agreement will prevail.

ARTICLE A.2 REPRESENTATIONS, WARRANTIES AND COVENANTS

A.2.1 General. The Recipient represents, warrants and covenants that:

- (a) It is, and will continue to be for the Term of this Agreement, an eligible applicant as described in the Guidelines with full power to fulfill its obligations under this Agreement;
- (b) It has, and will continue to have for the Term of this Agreement, the experience and expertise necessary to carry out the Project;
- (c) It has the financial resources necessary to carry out the Project and is not indebted to any person(s) to the extent that that indebtedness would undermine the Recipient’s ability to complete the Project by the Project Completion Date;
- (d) It is in compliance with all Requirements of Law and will remain in compliance with all Requirements of Law for the Term related to any aspect of the Project, the Funds or both for the term of this Agreement; and
- (e) Unless otherwise provided for in this Agreement, any information the Recipient provided to the Province in support of its request for Funds, including any information relating to any eligibility requirements, was true and complete at the time the Recipient provided it.

A.2.2 Execution of Agreement. The Recipient represents and warrants that it has:

- (a) The full power and authority to enter into this Agreement; and
- (b) Taken all necessary actions to authorize the execution of this Agreement.

A.2.3 Governance. The Recipient represents, warrants and covenants that it has, and will maintain, in writing, for the term of this Agreement:

- (a) A code of conduct and ethical responsibilities for all persons at all levels of the Recipient's organization;
- (b) Procedures to ensure the ongoing effective functioning of the Recipient;
- (c) Procedures to enable the Recipient to manage the Funds prudently and effectively;
- (d) Procedures to enable the Recipient to successfully complete the Project;
- (e) Procedures to enable the Recipient to, in a timely manner, identify risks to the completion of the Project and develop strategies to address those risks;
- (f) Procedures to enable the preparation and delivery of all Reports required under this Agreement; and
- (g) Procedures to enable the Recipient to deal with such other matters as the Recipient considers necessary to ensure that the Recipient carries out its obligations under this Agreement.

A.2.4 Supporting Documentation. Upon request, and within the time period indicated in the Notice, the Recipient will provide the Province with proof of the matters referred to in this Article 2 of Schedule "A" of this Agreement.

A.2.5 Additional Covenants. The Recipient undertakes to advise the Province within five (5) Business Days of:

- (a) Any changes that affect its representations, warranties and covenants under sections A.2.1, A.2.2 or A.2.3 of this Agreement during the Term of the Agreement;
- (b) Any actions, suits or other proceedings which could or would reasonably prevent the Recipient from complying with the terms and conditions of this Agreement; and
- (c) Any change in ownership or ownership structure.

ARTICLE A.3 FUNDS AND CARRYING OUT THE PROJECT

A.3.1 Funds Provided. The Province will:

- (a) Provide Funds to the Recipient up to the Maximum Funds, based on the Cost-Share Funding Percentage, for the sole purpose of carrying out the Project;
- (b) Provide the Funds to the Recipient in accordance with section D.2 of this Agreement provided that the Recipient makes claims for payment of Funds in accordance with section E.1 of this Agreement;
- (c) Provide funding as long as the total combined amount of provincial and federal assistance for the Eligible Costs actually incurred and paid by the Recipient do not exceed ninety per cent (90%) of those costs; and
- (d) Deposit the Funds into an account designated by the Recipient, provided that account:
 - (i) Resides at a Canadian financial institution, and
 - (ii) Is in the name of the Recipient.

A.3.2 Limitation On Payment Of Funds. Despite section A.3.1 of this Agreement:

- (a) The Province is not obligated to provide any Funds to the Recipient until the Recipient provides the insurance certificate or other proof as the Province may request pursuant to section A.10.2 of this Agreement;

- (b) The Province is not obligated to provide any Funds until it is satisfied with the progress of the Project;
- (c) The Province may adjust the amount of Funds it provides to the Recipient without liability, penalty or costs in any Funding Year based upon the Province's assessment of the information provided by the Recipient pursuant to Article A.6 of this Agreement;
- (d) If, pursuant to the *FAA*, the Province does not receive the necessary appropriation from the Ontario Legislature for payment under this Agreement, the Province is not obligated to make any such payment, and, as a consequence, the Province may:
 - (i) Reduce the amount of Funds and, in consultation with the Recipient, change the Project without liability, penalty or costs; or
 - (ii) Recover Funds already paid to the Recipient; or
 - (iii) Terminate the Agreement pursuant to section A.12.1 of this Agreement;
- (e) The Province shall impose a Holdback on any payment of Funds and will not be obligated to pay that Holdback to the Recipient until after the Province approves the Recipient's Final Report pursuant to Article A.6 of this Agreement; and
- (f) The Province is not obligated to pay interest on the Holdback as described in (e) or any other payments under this Agreement.

A.3.3 Use Of Funds And Project. The Recipient will:

- (a) Carry out the Project in accordance with the terms and conditions of this Agreement;
- (b) Complete the Project by the Project Completion Date;
- (c) Not use the Funds for Ineligible Costs;
- (d) Use the Funds only:
 - (i) For Eligible Costs that are necessary for the purposes of carrying out the Project; and
 - (ii) For those activities set out in section C.3. of this Agreement; and
- (e) Use the Funds only in accordance with the Budget, including any sub-limits set out therein.

A.3.4 Province's Role Limited To Providing Funds. For greater clarity, the Province's role under this Agreement is strictly limited to providing Funds to the Recipient for the purposes of the Project and the Province is not responsible for carrying out the Project. Without limiting the generality of the foregoing, the fact that the Province may conduct reviews and/or audits of the Project as provided for in this Agreement or issues directions, approves changes to the Project or imposes conditions upon an approval in accordance with the terms and conditions of this Agreement will not be construed by the Recipient as the Province having a management, decision-making or advisory role in relation to the Project. The Recipient further agrees that the Recipient will not seek to include the Province as a decision-maker, advisor or manager of the Project through recourse to a third party, court, tribunal or arbitrator.

A.3.5 No Changes. The Recipient will not make any changes to the Project, including to the Budget or timelines, without the prior written consent of the Province.

A.3.6 No Payment of Funds until Eligible Expenses are approved. The Province will provide the Funds to the Recipient for Eligible Costs upon receipt of proof of the expense and according to the Budget only. The Province shall not advance any of the Funds to the Recipient.

A.3.7 No Provincial Payment Of Interest. The Province is not required to pay interest on any Funds under this Agreement. For greater clarity, this includes interest on any Funds that the Province has withheld paying to the Recipient.

A.3.8 Maximum Funds. The Recipient acknowledges and agrees that the Funds available to it pursuant to this Agreement will not exceed the Maximum Funds.

A.3.9 Rebates, Credits And Refunds. The Recipient acknowledges and agrees that the amount of Funds available to it pursuant to this Agreement and the Program is based on the actual costs to the Recipient, less any costs for which the Recipient has received, will receive or is eligible to receive, a rebate, credit or refund, including but not limited to tax rebates, credits or refunds. The Recipient further acknowledges and accepts that it is not entitled to those same costs, taxes, rebates, credits or refunds under this Agreement or the Program in whole or in part.

A.3.10 Funding, Not Procurement. The funding the Province is providing under this Agreement is funding for the purposes of the PSSDA.

ARTICLE A.4 RECIPIENT'S ACQUISITION OF GOODS AND SERVICES AND DISPOSAL OF ASSETS

A.4.1 Acquisition. If the Recipient acquires goods or services or both with the Funds, it will:

- (a) Do so through a process that is transparent, fair and promotes the best value for the money expended and at competitive prices that are no greater than fair market value after deducting trade discounts and/or any other discounts available to the Recipient; and
- (b) Comply with any Requirements of Law that may be applicable to how the Recipient acquires any goods or services or both.

A.4.2 Contracts. The Recipient will ensure that all Contracts:

- (a) Are consistent with this Agreement;
- (b) Do not conflict with this Agreement;
- (c) Incorporate the relevant provisions of this Agreement to the fullest extent possible;
- (d) Require that any parties to those Contracts comply with all Requirements of Law; and
- (e) Authorize the Province to perform audits of the parties to those Contracts in relation to the Project as the Province sees fit in connection with Article A.6 of this Agreement .

A.4.3 Disposal. The Recipient:

- (a) Will, where Ontario's contribution to the cost of an asset created or purchased using the Funds, exceeds twenty-five thousand dollars (\$25,000.00) at the time of purchase or creation of the asset, retain ownership of the asset for at least two (2) years from the Expiration Date of this Agreement; unless otherwise provided under this Agreement or directed by the Province in writing; and
- (b) Will not, without the Province's prior written consent, lease or otherwise encumber assets referred to under section A.4.3(a) for at least two (2) years from the Expiration Date of this Agreement unless otherwise provided under this Agreement or as the Province directs in writing.

In the event the Recipient does not comply with section A.4.3 of this Agreement, the Province may recover the Funds provided to the Recipient for the assets referred to under section A.4.3.

ARTICLE A.5 CONFLICT OF INTEREST

A.5.1 No Conflict Of Interest. The Recipient will carry out the Project and use the Funds without an actual, potential or perceived conflict of interest.

A.5.2 Conflict Of Interest Includes. For the purposes of this Article, a conflict of interest includes any circumstances where:

- (a) The Recipient; or
- (b) Any person who has the capacity to influence the Recipient's decisions, has outside commitments, relationships or financial interests that could, or could be seen to, interfere with the Recipient's objective, unbiased and impartial judgment relating to the Project, the use of the Funds or both.

A.5.3 Disclosure To The Province: The Recipient will:

- (a) Disclose to the Province, without delay, any situation that a reasonable person would interpret as an actual, potential or perceived conflict of interest; and
- (b) Comply with any terms and conditions that the Province may impose as a result of the disclosure.

ARTICLE A.6 REPORTING, ACCOUNTING AND REVIEW

A.6.1 Preparation And Submission. The Recipient will:

- (a) Provide any information that is requested by the Province as the Province directs and within the timeline set out in the direction;
- (b) Submit to the Province (at the address referred to in section B.1.4 of this Agreement) all Reports in accordance with the timelines and content requirements set out in Schedule "E", or in a form as specified by the Province from time to time and ensure that all reports are:
 - (i) Completed to the satisfaction of the Province; and
 - (ii) Signed on behalf of the Recipient by an authorized signing officer and that the accompanying attestation has been completed.

A.6.2 Records Maintenance. The Recipient will keep and maintain:

- (a) All financial records, including invoices, relating to the Funds or otherwise to the Project in a manner consistent with generally acceptable accounting principles; and
- (b) All non-financial documents and records relating to the Funds or otherwise to the Project.

A.6.3 Inspection. The Province, its authorized representatives or an independent auditor identified by the Province may, at their own expense, upon twenty-four (24) hours' Notice to the Recipient during normal business hours, enter upon the Recipient's premises to review the progress of the Project and the Recipient's allocation and expenditure of the Funds and, for these purposes, the Province, its authorized representatives or an independent auditor identified by the Province may take one or more of the following actions:

- (a) Inspect and copy the records and documents referred to in section A.6.2 of this Agreement;
- (b) Remove any copies made pursuant to section A.6.3(a) of this Agreement from the Recipient's premises; and

- (c) Conduct an audit or investigation of the Recipient in respect of the expenditure of the Funds, the Project or both.

A.6.4 Disclosure. To assist in respect of the rights set out under section A.6.3 of Schedule “A” of this Agreement, the Recipient will disclose any information requested by the Province, its authorized representatives or an independent auditor identified by the Province and will do so in the form requested by the Province, its authorized representatives or an independent auditor identified by the Province, as the case may be.

A.6.5 No Control Of Records. No provision of this Agreement will be construed so as to give the Province any control whatsoever over the Recipient’s records.

A.6.6 Auditor General. For greater certainty, the Province’s rights to audit under this Article 6 of the Agreement are in addition to any rights provided to the Auditor General.

ARTICLE A.7 COMMUNICATIONS

A.7.1 Acknowledgement And Support. Unless otherwise directed by the Province, the Recipient will:

- (a) submit all Project-related external or public facing publications, whether intended for written, oral or visual communications and including social media publications, to the Province’s contact set out in section B.1.4 for approval at least ten (10) Business Days prior to their intended publication date;
- (b) acknowledge the support of the Province in the form and manner set out under section B.1.5 of this Agreement or as otherwise directed; and
- (c) indicate in all of its Project-related publications – whether written, oral or visual – that any views expressed therein are the views of the Recipient and do not necessarily reflect those of the Province.

The Recipient’s internal Project-related communications, such as reports from municipal staff to council, are not subject to the requirements in paragraphs A.7.1 (a), (b) and (c).

A.7.2 Publication By The Province. The Recipient agrees that the Province may, in addition to any obligations the Province may have under FIPPA, publicly release information under this Agreement, including the Agreement itself, in hard copy or in electronic form, on the internet or otherwise.

ARTICLE A.8 ADDITIONAL TERMS AND CONDITIONS

A.8.1 Additional Terms And Conditions. The Recipient will comply with any Additional Terms and Conditions set out under section B.2 of this Agreement. In the event of a conflict or inconsistency between any of the requirements of the Additional Terms and Conditions and any requirements of this Schedule “A” of the Agreement, the Additional Terms and Conditions will prevail.

ARTICLE A.9 INDEMNITY

- A.9.1 Indemnification.** The Recipient hereby agrees to indemnify and hold harmless the Indemnified Parties from and against any and all direct or indirect liability, loss, costs, damages and expenses (including legal, expert and consultant fees), causes of action, actions, claims, demands, lawsuits or other proceedings, by whomever made, sustained, incurred, brought or prosecuted, in any way arising out of or in connection with the Project or otherwise in connection with this Agreement, unless solely caused by the gross negligence or willful misconduct of the Province.
- A.9.2 Recipient's Participation.** The Recipient will, at its expense, to the extent requested by the Province, participate in or conduct the defence of any proceeding against any Indemnified Parties and any negotiations for their settlement.
- A.9.3 Province's Election.** The Province may elect to participate in or conduct the defence of any proceeding by providing Notice to the Recipient of such election without prejudice to any other rights or remedies of the Province under this Agreement, at law or in equity. Each Party participating in the defence will do so by actively participating with the other's counsel.
- A.9.4 Settlement Authority.** The Recipient will not enter into a settlement of any proceeding against any Indemnified Parties unless the Recipient has obtained the prior written approval of the Province. If the Recipient is requested by the Province to participate in or conduct the defence of any proceeding, the Province, as the case may be, will co-operate with and assist the Recipient to the fullest extent possible in the proceeding and any related settlement negotiations.
- A.9.5 Recipient's Co-operation.** If the Province conducts the defence of any proceedings, the Recipient will co-operate with and assist the Province, as the case may be, to the fullest extent possible in the proceedings and any related settlement negotiations.

ARTICLE A.10 INSURANCE

- A.10.1 Recipient's Insurance.** The Recipient represents and warrants that it has, and will maintain for the Term of this Agreement, at its own cost and expense, with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent, all necessary and appropriate insurance that a prudent person carrying out a project similar to the Project would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury and property damage, to an inclusive limit of not less than two million dollars (\$2,000,000.00) per occurrence. The policy will include the following:
- (a) A cross-liability clause;
 - (b) Contractual liability coverage;
 - (c) A thirty (30) day written notice of cancellation or termination provision.
- A.10.2 Proof Of Insurance.** Upon request of the Province, the Recipient will provide
- (i) Certificates of insurance that confirm the insurance coverage required under section A10.1 of this Schedule "A" is in place within the time limit set out in the request, or
 - (ii) Other proof that confirms the insurance coverage required under section A10.1 of this Schedule "A" is in place within the time limit set out in that request.

ARTICLE A.11 TERMINATION ON NOTICE

A.11.1 Termination On Notice. The Province may terminate the Agreement at any time without liability, penalty or costs upon giving at least thirty (30) days' Notice to the Recipient.

A.11.2 Consequences Of Termination On Notice By The Province. If the Province terminates this Agreement pursuant to section A.11.1 of this Agreement, the Province may take one or more of the following actions:

- (a) Direct that the Recipient does not incur any costs for the Project that are Eligible Costs under this Agreement without the Province's prior written consent;
- (b) Cancel any further payments of the Funds;
- (c) Demand the repayment of any Funds remaining in the possession or under the control of the Recipient; and
- (d) Determine the reasonable costs for the Recipient to wind down the Project, and do either or both of the following:
 - (i) Permit the Recipient to offset such costs against the amount owing pursuant to section A.12.2(b) of this Agreement; and
 - (ii) Subject to section A.3.8 of this Agreement, provide Funds to the Recipient to cover such costs.

ARTICLE A.12 TERMINATION WHERE NO APPROPRIATION

A.12.1 Termination Where No Appropriation. If, as provided for in sections A.3.2(d) of this Agreement, the Province does not receive the necessary appropriation from the Ontario Legislature for any payment the Province is to make pursuant to this Agreement, the Province may terminate the Agreement immediately without liability, penalty or costs by giving Notice to the Recipient.

A.12.2 Consequences Of Termination Where No Appropriation. If the Province terminates this Agreement pursuant to section A.12.1 of this Agreement, the Province may take one or more of the following actions:

- (a) Cancel any further payments of the Funds;
- (b) Demand the repayment of any Funds remaining in the possession or under the control of the Recipient; and
- (c) Determine the reasonable costs for the Recipient to wind down the Project and permit the Recipient to offset such costs against the amount owing pursuant to section A.12.2(b) of this Agreement.

A.12.3 No Additional Funds. For greater clarity, if the costs determined pursuant to section A.12.2(c) of this Agreement exceed the Funds remaining in the possession or under the control of the Recipient, the Province will not provide additional Funds to the Recipient.

ARTICLE A.13 EVENT OF DEFAULT, CORRECTIVE ACTION AND TERMINATION FOR DEFAULT

A.13.1 Events Of Default. Each of the following events will constitute an Event of Default:

- (a) In the opinion of the Province, the Recipient breaches any representation, warranty, covenant or other term of the Agreement, including failing to do any of the following in accordance with the terms and conditions of this Agreement:
 - (i) Carry out the Project;
 - (ii) Use or spend the Funds;
 - (iii) Provide, in accordance with section A.6.1, Reports or any such other reports as may have been requested pursuant to section A.6.1(b), under this Agreement; or
 - (iv) The Recipient fails to follow any directions that the Province provides under this Agreement.
- (b) The Recipient's operations, or its organizational structure, changes such that it no longer meets one or more of the eligibility requirements of the Program under which the Province provides the Funds;
- (c) The Recipient makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, or a creditor makes an application or an order adjudging the Recipient bankrupt, or applies for the appointment of a receiver; or
- (d) The Recipient ceases to operate.

A.13.2 Consequences Of Events Of Default And Corrective Action. If an Event of Default occurs, the Province may, at any time, take one or more of the following actions:

- (a) Initiate any action the Province considers necessary in order to facilitate the successful continuation or completion of the Project;
- (b) Provide the Recipient with an opportunity to remedy the Event of Default;
- (c) Suspend the payment of Funds for such a period as the Province determines appropriate;
- (d) Reduce the amount of Funds by an amount the Province determines is appropriate, acting reasonably;
- (e) Cancel any further payments of the Funds;
- (f) Demand the repayment of any Funds remaining in the possession or under the control of the Recipient;
- (g) Demand the repayment of an amount equal to any Funds the Recipient used, but did not use in accordance with the terms and conditions of this Agreement;
- (h) Demand the repayment of an amount equal to any Funds the Province provided to the Recipient, even though the Project is partially completed; and
- (i) Terminate this Agreement at any time, including immediately, without liability, penalty or costs to the Province upon giving Notice to the Recipient.

A.13.3 Opportunity To Remedy. If, in accordance with section A.13.2(b) of this Agreement, the Province provides the Recipient with an opportunity to remedy the Event of Default, the Province will provide Notice to the Recipient of:

- (a) The particulars of the Event of Default; and
- (b) The Notice Period.

A.13.4 Recipient Not Remediating. If the Province has provided the Recipient with an opportunity to remedy the Event of Default pursuant to section A.13.2(b) and A.13.3 of this Agreement, and;

- (a) The Recipient does not remedy the Event of Default within the Notice Period;

- (b) It becomes apparent to the Province that the Recipient cannot completely remedy the Event of Default within the Notice Period; or
- (c) The Recipient is not proceeding to remedy the Event of Default in a way that is satisfactory to the Province;

the Province may extend the Notice Period or initiate any one or more of the actions provided for in sections A.13.2(a), (c), (d), (e), (f), (g), (h) and (i) of this Agreement.

A.13.5 When Termination Effective. Termination under Article A.13 of this Agreement will take effect as set out in the Notice.

ARTICLE A.14 LIMITED TERMINATION OF AGREEMENT

A.14.1 Limited Termination Of Agreement. Without limiting the Province's rights under this Agreement, if the Province exercises its right of termination pursuant to Articles A.11, A.12 or A.13 of this Agreement, the Province may limit such termination to one or more activities set out under Article C.3 of this Agreement without terminating this Agreement as a whole.

A.14.2 Impact Of Limited Termination Of The Agreement. If the Province exercises its right under section A.14.1 of this Agreement, the Province will adjust the Funds being provided under this Agreement to account for the limited termination and the remainder of the Agreement not terminated will remain in effect.

ARTICLE A.15 FUNDS AT THE END OF A FUNDING YEAR

A.15.1 Funds At The End Of A Funding Year. Without limiting any rights of the Province under Article A.13 of this Agreement, if the Recipient has not spent all of the Funds allocated for the Funding Year as provided for in the Budget, the Province may, at its sole and absolute discretion, adjust the amount of any further payments of Funds accordingly.

ARTICLE A.16 REPAYMENT

A.16.1 Repayment Of Overpayment. If at any time during the Term of this Agreement the Province provides Funds in excess of the amount to which the Recipient is eligible to receive under this Agreement, the Province may:

- (a) Deduct an amount equal to the excess Funds from any further payments of the Funds; or
- (b) Demand that the Recipient pay an amount equal to the excess Funds to the Province.

A.16.2 Interest Rate. The Province may charge the Recipient interest on any money owing by the Recipient at the then current interest rate charged by the Province of Ontario on accounts receivable.

A.16.3 Payment Of Money To Province. The Recipient will pay any money owing to the Province by cheque payable to the "Ontario Minister of Finance" and delivered to the Province at the address referred to in section B.1.4 of this Agreement.

A.16.4 Repayment. Without limiting the application of section 43 of the *FAA*, if the Recipient fails to repay any amount owing under this Agreement, His Majesty the King in Right of Ontario may deduct any unpaid amount from any money payable to the Recipient by His Majesty the King in Right of Ontario.

A.16.5 Funds Are Part Of A Social Or Economic Program. The Recipient acknowledges and agrees that any Funds provided under this Agreement are for the administration of social or economic programs or the provision of direct or indirect support to members of the public in connection with social or economic policy.

ARTICLE A.17 NOTICE

A.17.1 Notice In Writing And Addressed. Notice will be in writing and will be delivered by email, postage-paid mail or personal delivery and will be addressed to the Province and the Recipient respectively as set out in section B.1.6 of this Agreement or as either Party later designates to the other by Notice.

A.17.2 Notice Given. Notice will be deemed to have been given:

- (a) In the case of postage-paid mail, five (5) Business Days after the Notice is mailed; or
- (b) In the case of email or personal delivery, one (1) Business Day after the Notice is delivered.

A.17.3 Postal Disruption. Despite section A.17.2(a) of this Agreement, in the event of a postal disruption,

- (a) Notice by postage-prepaid mail will not be deemed to be received; and
- (b) The Party giving Notice will provide Notice by email or personal delivery.

ARTICLE A.18 CONSENT BY PROVINCE AND COMPLIANCE BY RECIPIENT

A.18.1 Consent. When the Province provides its consent pursuant to this Agreement, that consent will not be considered valid unless that consent is in writing and the person providing that consent indicates in the consent that that person has the specific authority to provide that consent. The Province may also impose any terms and conditions on such consent and the Recipient will comply with such terms and conditions.

ARTICLE A.19 SEVERABILITY OF PROVISIONS

A.19.1 Invalidity Or Unenforceability Of Any Provision. The invalidity or unenforceability of any provision in this Agreement will not affect the validity or enforceability of any other provision of this Agreement. Any invalid or unenforceable provision will be deemed to be severed.

ARTICLE A.20 WAIVER

A.20.1 Waivers In Writing. If a Party fails to comply with any term or condition of this Agreement that Party may only rely on a waiver of the other Party if the other Party has provided a written waiver in accordance with the Notice provisions in Article A.17 of this Agreement. Any waiver must refer to a specific failure to comply and will not have the effect of waiving any subsequent failures to comply. For greater clarity, where the Province chooses to waive a term or condition of this Agreement, such waiver will only be binding if provided by a person who indicates in writing that he or she has the specific authority to provide such a waiver.

ARTICLE A.21 INDEPENDENT PARTIES

A.21.1 Parties Independent. The Recipient acknowledges and agrees that it is not an agent, joint venturer, partner or employee of the Province and the Recipient will not represent itself in any way that might be taken by a reasonable person to suggest that it is or take any actions that could establish or imply such a relationship.

ARTICLE A.22 ASSIGNMENT OF AGREEMENT OR FUNDS

A.22.1 No Assignment. The Recipient will not, without the prior written consent of the Province, assign any of its rights or obligations under this Agreement.

A.22.2 Agreement Binding. All rights and obligations contained in this Agreement will extend to and be binding on the Parties' respective heirs, executors, administrators, successors and permitted assigns.

ARTICLE A.23 GOVERNING LAW

A.23.1 Governing Law. This Agreement and the rights, obligations and relations of the Parties will be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with this Agreement will be conducted in the Courts of Ontario, which will have exclusive jurisdiction over such proceedings.

ARTICLE A.24 FURTHER ASSURANCES

A.24.1 Agreement Into Effect. The Recipient will provide such further assurances as the Province may request from time to time with respect to any matter to which the Agreement pertains and will otherwise do or cause to be done all acts or things necessary to implement and carry into effect the terms and conditions of this Agreement to their full extent.

ARTICLE A.25 JOINT AND SEVERAL LIABILITY

A.25.1 Joint And Several Liability. Where the Recipient comprises more than one entity, all such entities will be jointly and severally liable to the Province for the fulfillment of the obligations of the Recipient under this Agreement.

ARTICLE A.26 RIGHTS AND REMEDIES CUMULATIVE

A.26.1 Rights And Remedies Cumulative. The rights and remedies of the Province under this Agreement are cumulative and are in addition to, and not in substitution of, any of its rights and remedies provided by law or in equity.

ARTICLE A.27 JOINT AUTHORSHIP

A.27.1 Joint Authorship Of Agreement. The Parties will be considered joint authors of this Agreement and no provision herein will be interpreted against one Party by the other Party because of authorship. No Party will seek to avoid a provision herein because of its authorship through recourse to a third party, court, tribunal or arbitrator.

ARTICLE A.28 FAILURE TO COMPLY WITH OTHER AGREEMENT

A.28.1 Other Agreements. If the Recipient:

- (a) Has committed a Failure;
- (b) Has been provided with notice of such Failure in accordance with the requirements of such other agreement;
- (c) Has, if applicable, failed to rectify such Failure in accordance with the requirements of such other agreement; and
- (d) Such Failure is continuing,

the Province may suspend the payment of Funds under this Agreement without liability, penalty or costs for such period as the Province determines appropriate.

ARTICLE A.29 SURVIVAL

A.29.1 Survival. The provisions of this Agreement that by their nature survive the expiration or early termination of this Agreement will so survive for a period of seven (7) years from the date of expiry or termination. Without limiting the generality of the foregoing, the following Articles and sections, and all applicable cross-referenced sections and schedules will continue in full force and effect for a period of seven (7) years from the date of expiry or termination: Articles A.1 and any other applicable definitions, A.9, A.16, A.17, A.19, A.20, A.23, A.24, A.26, A.27, and A.28 as well as sections A.3.2, A.3.4, A.3.8, A.3.9, A.6.1 (to the extent that the Recipient has not provided the Reports to the satisfaction of the Province), A.6.2, A.6.3, A.6.4, A.6.5, A.6.6, A.11.2, A.12.2, A.13.1, A.13.2, A.13.4 of this Agreement and any cross-referenced Schedules therein as well as any other provision in this Agreement that specifically sets out it will survive the expiration or early termination of this Agreement. Despite the above, section A.4.3 of this Agreement shall survive for a period of two (2) years from the date of expiry or termination of this Agreement.

[REST OF PAGE INTENTIONALLY LEFT BLANK - SCHEDULE "B" FOLLOWS]

SCHEDULE "B" OPERATIONAL REQUIREMENTS AND ADDITIONAL TERMS AND CONDITIONS

ARTICLE B.1 OPERATIONAL REQUIREMENTS

B.1.1 Effective Date. The Effective Date of this Agreement is: **April 1, 2024**

B.1.2 Expiration Date. The Expiration Date of this Agreement is: **December 31, 2026**

B.1.3 Project Completion Date. The Project Completion Date is: **December 31, 2025**

The Project Completion Date may be extended once at the request of the Recipient by up to six (6) months, provided that:

- (a) The proposed extended date is at least 6 months prior to the Expiration Date
- (b) The request is made in writing to the address in section B.1.6 of this Agreement; and
- (c) The request is approved by the Province in writing.

Extensions of the Project Completion Date not being at least 6 months prior to the Expiration Date will require a written amendment to this Agreement duly executed by the Parties.

B.1.4 Submission Of Reports and Publications For Approval. All Reports and Project-related publications requiring approval under this Agreement shall be submitted to:

Name: Ontario Ministry of Agriculture, Food and Agribusiness

Address: Rural Programs Branch
4th Floor NW, 1 Stone Road West
Guelph, Ontario N1G 4Y2

Attention: Agriculture and Rural Programs Unit

Email: RED@ontario.ca

or any other person identified by the Province in writing.

B.1.5 Recognition Of Provincial Support: In addition to the requirements under section A.7.1 of this Agreement, the Recipient will acknowledge the Province's support for the Project in the following manner: "The project is funded in part by the Ontario Ministry of Agriculture, Food and Agribusiness".

B.1.6 Providing Notice. All Notices under this Agreement shall be provided to:

	The Province:	The Recipient:
Name:	Ontario Ministry of Agriculture, Food and Agribusiness	Township of Puslinch
Address:	Rural Programs Branch 4th Floor NW, 1 Stone Road West Guelph, Ontario N1G 4Y2	7404 Wellington Road 34 Puslinch, Ontario N0B 2J0
Attention:	Director, Rural Programs Branch	Mary Hasan, Director of Finance/Treasurer
Email:	RED@ontario.ca	mhasan@puslinch.ca

or any other person identified by the Parties in writing through a Notice.

ARTICLE B.2 ADDITIONAL TERMS AND CONDITIONS

B.2.1 Notice Of Recipient's Insolvency. The Recipient will:

- (a) Provide the Province with Notice in writing to the address in section B.1.6 of this Agreement at least ten (10) Business Days prior to making an assignment, proposal, compromise or arrangement for the benefit of its creditors and will not incur any additional costs for the Project under this Agreement without the Province's prior written consent from the date the Notice is sent to the Province; and
- (b) Provide the Province with Notice in writing to the address in section B.1.6 of this Agreement within ten (10) Business Days of a creditor providing the Recipient with a notice of an intent to enforce security or applying for an order adjudging the Recipient bankrupt or the appointment of a receiver, and will not incur any additional costs under this Agreement without the prior approval of the Province from the date that the Recipient received notice of the creditor's action.

B.2.2 Funding Dependent Upon Province Satisfying Any Duty To Consult Obligations. The Recipient accepts that the provision of any Funds under this Agreement is strictly conditional upon the Province satisfying any obligations it may have to consult with and, if appropriate, accommodate Aboriginal peoples where decisions or actions regarding the Project may adversely impact established or asserted Aboriginal or treaty rights. Aboriginal peoples are First Nations and Métis communities that have Aboriginal or treaty rights under section 35 of the *Constitution Act, 1982*.

B.2.3 Effect Of Termination Of Agreement. The Recipient accepts that the Province may, without any liability, penalty or cost, terminate this Agreement in accordance with section A11.1 of Schedule "A" in the event that the Province determines that it is unable to satisfy any obligations it may have to consult with and, if appropriate, accommodate any Aboriginal peoples whose established or asserted Aboriginal or treaty rights may be adversely impacted by the Project. Where the Province terminates this Agreement pursuant to this section, the Province will have the rights set out under section A11.2 of Schedule "A".

B.2.4 Delegation. The Province may delegate to the Recipient any procedural aspect of any consultation obligations it may have with Aboriginal peoples having established or asserted Aboriginal or treaty rights who may be adversely impacted by the Project. If delegated, the Recipient will accept the delegation.

B.2.5 Recipient's Obligations Regarding Consultations. The Recipient will:

- (a) Undertake consultations on behalf of the Province with Aboriginal peoples whose asserted or established Aboriginal or treaty rights may be adversely impacted by the Project;

- (b) Take directions from the Province in relation to the procedural aspects of consulting with Aboriginal peoples, including prospectively suspending, altering or terminating the Project. The procedural aspects may include providing information regarding the Project to First Nations and Métis communities and gathering information about the impact of the Project on asserted or established Aboriginal or treaty rights; and
- (c) Provide a detailed account of all actions it undertook in relation to the consultations with Aboriginal peoples, including copies of all correspondence with them.

**[REST OF PAGE INTENTIONALLY LEFT BLANK - SCHEDULE "C" - PROJECT DESCRIPTION
FOLLOWS]**

SCHEDULE "C" PROJECT DESCRIPTION

C.1 PROJECT NAME

Revitalizing the Downtowns in Aberfoyle and Morriston

C.2 PROJECT STREAM

Economic Diversification and Competitiveness

C.3 PROJECT OBJECTIVE

The Township of Puslinch will engage in downtown revitalization activities to support downtowns in Aberfoyle and Morriston including, community engagement, implementing activities recommended by the Your Town Rising consultation, identifying opportunities for signage in the communities, and amending the Community Improvement Plan.

PROJECT ACTIVITIES ELIGIBLE FOR FUNDING INCLUDE
<ol style="list-style-type: none"> 1. Facilitate downtown revitalization working group meetings to establish priorities and actions for downtown revitalization in Aberfoyle and Morriston. 2. Implementation of recommended activities identified by Your Town Rising consultation. 3. Establish and strengthen connections with local business stakeholders by organizing meetings, and executing specific actions to support and promote local businesses. 4. Supporting activities tailored to the unique needs of the Township's downtown areas. 5. Identify and promote destinations and businesses within Aberfoyle and Morriston. 6. Identify opportunities for physical improvements to streetscapes and public spaces within Aberfoyle and Morriston. 7. Identify opportunities for signage to promote Aberfoyle and Morriston businesses. 8. Amend the 2019 Community Improvement Plan and implementing the updated CIP to better meet the changing needs of the Township.

C.4 Ineligible Project Activities

Any activity that is not set out under section C.3 is an ineligible activity.

All activities identified above will be completed by the Project Completion Date identified under section B.1.3 of this Agreement.

**[REST OF PAGE INTENTIONALLY LEFT BLANK - SCHEDULE "D" - PROJECT FINANCIAL
INFORMATION FOLLOWS]**

SCHEDULE "D"

PROJECT FINANCIAL INFORMATION

ARTICLE D.1 FUNDING INFORMATION

- D.1.1 *Cost-Share Funding Percentage.*** The Cost-Share Funding Percentage is fifty per cent (50.00%) of incurred paid Eligible Costs up to the Maximum Funds.
[Note that for payment purposes the percentage is calculated to 10 decimal places and is based on the Maximum Funds against the Project's Total Eligible Costs.]
- D.1.2 *"Maximum Funds"*.** The Maximum Funds the Recipient is eligible to receive from the Province under this Agreement is \$49,500.00
- D.1.3 *Holdback.*** The Holdback will be up to ten per cent (10%) of Maximum Funds from the final payment of Funds made under this Agreement.

ARTICLE D.2 COSTS

- D.2.1 *Eligible Costs.*** Eligible Costs are those costs or percentage of a cost defined as Eligible Costs in the Guidelines and are limited to costs which the Province has determined, at its sole and absolute discretion, to be costs properly and reasonably incurred, paid or reimbursed by the Recipient, and are necessary for the successful completion of the Project.

For greater clarity, Eligible Costs are those costs that are:

- (a) Incurred by the Recipient in the Province of Ontario on or after the Effective Date and on or before the Project Completion Date;
- (b) Paid by the Recipient to an Arm's Length third party;
- (c) Consistent with the applicable list of Eligible Costs set out in the Guidelines from time to time;
- (d) If related to travel or meals, are consistent with the requirements for travel and meal costs set out in section D.3.1 of this Agreement; and
- (e) In the Province's sole and absolute discretion, directly attributable and necessary for the successful completion of the Project and properly and reasonably incurred, paid or reimbursed by the Recipient.

PROJECT COSTS ELIGIBLE FOR FUNDING:
Marketing and distribution costs including data, printing and postage costs, digital and print media ad buying costs, branding and design costs
Third party consultant fees to manage project and all project-related activities (excluding travel costs)
Third party consultant costs for running workshops and training sessions for community stakeholders and businesses

When purchasing goods or services for the Project, Recipients must follow a process that is transparent and fair, that promotes the best value for the money expended and is at competitive prices that are no greater than the fair market value, including when retaining consultants and contractors.

- D.2.2 *Incurring Eligible Costs.*** The Recipient will incur Eligible Costs as described in section D.2.1 and in accordance with the following Budget of Provincial Contribution chart and no later than by the Project Completion Date:

PROJECT BUDGET						
FUNDING YEAR	QUARTER 1 (APR.–JUN.)	QUARTER 2 (JUL.–SEP.)	QUARTER 3 (OCT.–DEC.)	QUARTER 4 (JAN.–MAR.)	FUNDING YEAR PAYMENT UP TO	MAXIMUM TOTAL ELIGIBLE COSTS
2024-25	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00	\$50,000.00
2025-26	\$24,500.00	\$0.00	\$0.00	\$0.00	\$24,500.00	\$49,000.00
2026-27	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
MAXIMUM FUNDS FOR THE PROJECT					\$49,500.00	\$99,000.00

D.2.3 Ineligible Costs. Ineligible Costs are any costs that do not meet the requirements for Eligible Costs in section D.2.1 of this Agreement or were not approved by the Province in writing before the Recipient incurred the costs. Ineligible Costs include but are not limited to:

- (a) Costs to apply to the Program;
- (b) Any cost incurred prior to the Effective Date or after the Project Completion Date;
- (c) Costs related to normal business practices such as but not limited to insurance and taxes, meetings not directly related to the Project, office space, utilities, regular or deferred maintenance, office supplies, stationary, business cards and promotional items, phones, internet and networks not for exclusive use within the Project, and uniforms;
- (d) Costs to obtain goods, services or both, where those goods, services or both were not obtained from an entity operating at Arm's Length from the Recipient;
- (e) Any in-kind costs;
- (f) Any cost that will be funded or reimbursed through any other agreement with any third party other than other ministries, agencies and organizations of the Government of Ontario;
- (g) Any cost associated with providing any Reports to the Province pursuant to Schedule "E" or other information required by the Province; and
- (h) Any cost associated with lobbying the Province, including other Ministries, agencies and organizations of the Government of Ontario.

ARTICLE D.3 TRAVEL AND MEAL COSTS

D.3.1 In order to be considered Eligible Costs, travel and meal costs must be:

- (a) Identified in section C.3 of this agreement
- (b) Incurred only by persons who were hired to work 100 per cent of their time on the Project and whose position is reimbursed by the Funds;
- (c) Aligned with the most current Travel, Meal and Hospitality Expenses Directive (a copy will be provided upon request).

**[REST OF PAGE INTENTIONALLY LEFT BLANK - SCHEDULE "E" - PAYMENTS AND REPORTS
FOLLOWS]**

SCHEDULE “E” PAYMENTS AND REPORTS

E.1 Claim Submission Requirements. The Recipient shall submit claims electronically using the Province’s claims portal. Instructions on receiving access to the portal will be provided to the Recipient by the Province at the time of approval. Claims shall be provided as set out in the table below. Claims are not considered delivered until reviewed and approved by the Province.

Name of Claim		Due Date
(a)	Claim Statement	A minimum of one claim must be submitted prior to the final claim, at the midway point between the Project Approval Date and the Project Completion Date, unless waived at the sole and absolute direction of the Province.
(b)	Final claim	The final claim is to be completed and submitted to the Province within three (3) months following the Project Completion Date.

E.2 Reporting Requirements. Reports shall be provided as set out in the table below. Reports are not considered delivered until reviewed and approved by the Province.

Name of Report		Due Date
1.	Progress Report containing, at a minimum, <ul style="list-style-type: none"> • information on Eligible Costs incurred to date; • progress on Project Activities (Identified in section C.3); and information on any significant risks or impediments to the successful completion of the project on or before the Project Completion Date (identified in section B.1.3).	A minimum of one Progress Report must be submitted at the midway point between the Project Approval Date and the Project Completion Date, unless waived at the sole and absolute direction of the Province.
2.	Final Report	The Final Report is to be completed and submitted to the Province on or before: Project Completion + 4 months A copy of the Final Report Template will be provided to you upon request.
3.	Other Reports Any other Report regarding the Project or evidence of project completion that the Province requests.	As directed by the Province.

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REPORT FIN-2024-023

TO: Mayor and Members of Council

PREPARED BY: Mary Hasan, Director of Finance/Treasurer

PRESENTED BY: Mary Hasan, Director of Finance/Treasurer
Nancy Neale, Manager of Watson & Associates Economists Ltd.

MEETING DATE: September 3, 2024

SUBJECT: 2024 Development Charges Background Study and By-law
File No. F21 DEV

RECOMMENDATIONS

THAT Report FIN-2024-023 entitled 2024 Development Charges Background Study and By-law be received; and

That the Township's 2024 Development Charges Background Study dated June 24, 2024 attached as Schedule A to Report FIN-2024-023 be approved; and

That Council adopt the assumptions contained in the 2024 Development Charges Background Study as an anticipation with respect to capital grants, subsidies and other contributions; and

That Council adopt the approach to calculate the Development Charges on a uniform Township-wide basis for all services and class of services; and

That Council approve the capital project listing set out in Chapter 5 of the 2024 Development Charges Background Study attached as Schedule A to Report FIN-2024-023 subject to further annual review during the budget process; and

That Council gives 3 readings to By-law No. 2024-053 being a By-law to adopt the 2024 Development Charges By-law to be effective September 3, 2024.

Purpose

The purpose of this report is to:

- 1.) Report on the results of the legislative Public Meeting (PM) held on July 10, 2024 as it relates to the 2024 Proposed Development Charges (DC) Background Study and Draft By-law; and
- 2.) Provide Council with the results of the community engagement survey issued through the Township's Online Engagement Platform, [EngagePuslinch.ca](https://engagepuslinch.ca); and
- 3.) Recommend that Council approve the 2024 DC Background Study dated June 24, 2024 attached as Schedule A to this Report; and
- 4.) Seek approval from Council to enact the 2024 DC By-law.

Background

DC's are collected to pay for growth-related capital infrastructure. All municipalities in Ontario must follow the Development Charges Act, 1997 (DCA) and related regulations in order to collect DC's. The DCA is based on the core principle that "growth pays for growth".

The DCA requires that a DC Background Study be completed prior to updating DC by-laws. The Township's current Township-wide DC By-law No. 044-2019 will expire on September 3, 2024.

- In accordance with the DCA, the Township commenced the DC Background Study process in 2023 through a kick-off meeting with Watson & Associates Economists Ltd. ("Watson") on November 28, 2023 to discuss the overall process and requirements of Township staff.
- Township staff met with Watson throughout 2024 to discuss historical levels of service, growth-related capital projects to be identified in the DC Background Study, and review by-law policy considerations.
- A Special Council Meeting was also held on June 14, 2024 for the purpose of providing training with respect to the 2024 Proposed DC Background Study and Draft By-law.
- The 2024 Proposed DC Background Study and Draft By-law was made available to the public on June 24, 2024 in advance of the PM which took place on July 10, 2024.

Special Council Meeting

As outlined above, a Special Council Meeting was held on June 14, 2024. At the Special Council Meeting, Council requested that the following two items be investigated:

- 1.) Establish two DC rates (ie. one DC rate for 4+ bedrooms and one DC rate for less than 4 bedrooms).
- In June 2024, Watson undertook the single family DC rate calculations based on the number of bedrooms. The estimated DC rates are outlined in the table below:

Residential Type	Estimated Average Person Per Unit	Estimated Residential DC Calculation
Single and Semi-Detached Dwelling	3.089	\$7,661
Single and Semi-Detached Dwelling 4+ Bedrooms	3.826	\$9,488
Single and Semi-Detached Dwelling 3 Bedrooms or Less	2.205	\$5,468
Other Multiples	2.431	\$6,029
Apartments – 2 Bedrooms+	1.869	\$4,635
Apartments – Bachelor and 1 Bedroom	1.365	\$3,385

- Based on the table above, the blended DC rate is \$7,661 per unit. However, when differentiating by 4+ bedrooms and 3 bedrooms or less, the 4+ bedroom rate is higher at \$9,488, the 3 bedrooms or less rate drops to \$5,468 which is less than the multiple rate of \$6,029.
- Additionally, from a building permit perspective, if the Township was to differentiate between 3 and 4+ bedrooms, it is anticipated that future building permit applications for houses may be purposely skewed to show less bedrooms and more offices/recreation rooms (former bedrooms) to take advantage of the lower DC rate. If fewer bedrooms are shown in building permit applications, the septic design will be directly affected and possibly undersized for the actual intended use.
- The majority of municipalities in the province do not differentiate their low density DC rate. The County of Wellington (County) does not differentiate these rates.
- Therefore, based on the above and Watson’ analysis completed in June 2024, it is recommended that the Township not differentiate its DC rates and to remain consistent with the County DC’s in order to avoid confusion at the time of imposing and collecting the DC rates.

2.) Increase road budgets from a single lift of asphalt thickness to a double lift of asphalt thickness.

- This was not further investigated by Township staff and Watson due to the significant funding implications to the Township’s Asset Management Discretionary Reserve. Should Council wish that road budgets be increased from a single lift of asphalt thickness to a double lift of asphalt thickness in the future, it is recommended that Council approve a significant amount of additional funding to the AM Discretionary Reserve for future budget years in order to ensure that there are not deficits in the AM Discretionary Reserve.

PM

A PM was held on July 10, 2024 at 7:00 pm to obtain public input on the 2024 Proposed DC Background Study and Draft By-law.

The majority of the Public comments received at the PM were responded to at the PM. There are several studies/plans that will be taking place over the next few years including the adoption of an Official Plan, Employment Land Study, Recreation and Parks Master Plan, Fire Master Plan, etc. It is recommended that the results of these studies/plans be incorporated in the next DC Background Study upon Council approval of these studies/plans in the future. It is recommended that the Township incorporate the comments from the Public that staff feel are financially and operationally feasible in the next DC Background Study upon completion of the above studies/plans.

There were no comments raised following the PM at the time of writing this Report regarding suggested updates to the 2024 Proposed DC Background Study and Draft By-law.

At the time of writing this Report, based on the comments received from the Public to date, Township staff do not recommend updates to the 2024 Proposed DC Background Study and Draft By-law that was presented at the July 10, 2024 PM. The minutes of the PM are included in the September 3, 2024 agenda package. Township staff will provide Council with an update should there be any further questions received prior to the Council Meeting scheduled on September 3, 2024.

Community Engagement Survey

Attached as Schedule B to Report FIN-2024-023 are the results of the community engagement survey issued through the Township's Online Engagement Platform, [EngagePuslinch.ca](https://engagepuslinch.ca) for Council's information. The survey was open from June 24, 2024 to July 19, 2024 at 12:00 p.m. There were a total of 2 completed surveys and 23 visits to [EngagePuslinch.ca](https://engagepuslinch.ca) as part of the 2024 Proposed DC Background Study and Draft By-law engagement.

Growth Related Infrastructure by Service Area

The growth related infrastructure by service area is included in Chapter 5 of the DC Background Study.

Please note, some of the projects are noted as provisions (ie. provision for traffic calming measures, provision for developing new parks, provision for additional vehicles/equipment etc.) given Council's future consideration of these items through the various upcoming studies/plans processes as outlined above.

Financial Implications

As part of the PM held on July 10, 2024, the following tables were presented to the Public to summarize the proposed change in DC rates for future developments effective September 3, 2024:

Residential (Single Detached) Comparison

Township-Wide Services/Class of Services	Current	Calculated
Services Related to a Highway	4,119	2,768
Fire Protection Services	2,003	1,657
Parks and Recreation Services	969	2,961
Provincial Offences Act including By-Law Enforcement	-	6
Growth-Related Studies*	478	847
Total Township-Wide Services/Classes	\$7,569	\$8,238

* Class of Services

Non-Residential (per sq.ft.) Comparison

Township-Wide Services/Class of Services	Current	Calculated
Services Related to a Highway	1.43	0.85
Fire Protection Services	0.68	0.52
Parks and Recreation Services	0.06	0.09
Provincial Offences Act including By-Law Enforcement	-	-
Growth-Related Studies*	0.16	0.16
Total Township-Wide Services/Classes	\$2.33	\$1.62

* Class of Services

The increase in the proposed residential charge is \$669 or 9% per single detached residential unit. This is reflective of the capital costs anticipated to be required for the growth projected over the forecast period, the various studies required to be undertaken as noted above, the introduction of a new service (i.e., Provincial Offences Act, including by-law enforcement), and overall inflationary impacts being experienced throughout the tendering processes.

The decrease in the proposed non-residential charge is \$0.71 or 30% per square foot of gross floor area. This is reflective of the lower amount of employment growth projected over the 10-year forecast period and the lower land density of employment as compared to the 2019 DC Background Study.

Applicable Legislation and Requirements

Development Charges Act, 1997

Engagement Opportunities

The Township has incorporated a number of engagement opportunities associated with the 2024 DC Background Study and By-law process as outlined below:

- Social Media Posts and/or Advertisements at [Facebook.ca/TownshipofPuslinch](https://www.facebook.com/TownshipofPuslinch) and [Twitter.com/TwpPuslinchON](https://twitter.com/TwpPuslinchON)
- Township Website at puslinch.ca
- Community Engagement Survey at [EngagePuslinch.ca](https://engagepuslinch.ca) open from June 24, 2024 to July 19, 2024 at 12:00 p.m.
- Wellington Advertiser Advertisement
- PM on July 10, 2024 at 7:00 p.m.

Further, upon Council approval of the by-law, the Township will provide notice of the passage of the 2024 DC Background Study and By-law via the Wellington Advertiser and Township website. Notice will also be provided to the Clerk of the County of Wellington, the secretary of every School Board having jurisdiction within the Township, and every person and organization that has provided the Township Clerk a written request for the notice, where a return address has been provided.

Attachments

Schedule A: 2024 DC Background Study

Schedule B – Engage Puslinch Community Engagement Survey Results

Respectfully submitted:

Mary Hasan
Director of Finance/Treasurer



2024 Development Charges Background Study

Township of Puslinch

For Public Review and Comment

June 24, 2024

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List of Acronyms and Abbreviations

Acronym	Full Description of Acronym
A.M.P.	Asset management plan
CANSIM	Canadian Socio-Economic Information Management System (Statistics Canada)
D.C.	Development Charges
D.C.A.	Development Charges Act, 1997, as amended
F.I.R.	Financial Information Return
G.F.A.	Gross floor area
km	Kilometers
LPAT	Local Planning Appeal Tribunal
N.F.P.O.W.	No fixed place of work
OLT	Ontario Land Tribunal
O. Reg.	Ontario Regulation
P.O.A.	Provincial Offences Act
P.P.U.	Persons per unit
S.D.U.	Single detached unit
s.s.	Subsection
sq.ft.	square foot

Executive Summary



Executive Summary

(a) The report provided herein represents the Development Charges (D.C.) Background Study for the Township of Puslinch (Township) required by the Development Charges Act, 1997, as amended (D.C.A.). This report has been prepared in accordance with the methodology required under the D.C.A. The contents include the following:

- Chapter 1 – Introduction and overview of the legislative requirements of the D.C.A.;
- Chapter 2 – Review of the Township’s present D.C. policies;
- Chapter 3 – Summary of the anticipated residential and non-residential development for the Township;
- Chapter 4 – Approach to calculating the D.C.;
- Chapter 5 – Review of the historical level of service, increase in capital needs, identification of future capital costs to service the anticipated development, and related deductions and allocations;
- Chapter 6 – Calculation of the D.C.s;
- Chapter 7 – D.C. policy recommendations and rules; and
- Chapter 8 – By-law implementation.

(b) D.C.s provide for the recovery of growth-related capital expenditures from new development. The D.C.A. is the statutory basis to impose these charges. The methodology required to determine the charges is detailed in Chapter 4; a simplified summary is provided below.

- 1) Identify amount, type, and location of the anticipated development;
- 2) Identify the increase in need for service to accommodate growth;
- 3) Identify capital costs to provide services to meet the needs;
- 4) Deduct:
 - Grants, subsidies, and other contributions;
 - Benefit to existing development;
 - Amounts in excess of 15-year historical service calculation; and
 - D.C. reserve funds (where applicable);



- 5) Net capital costs are then allocated between residential and non-residential development types; and
- 6) Net costs divided by the anticipated development to provide the D.C.

(c) Subsequent to the passage of the Township's 2019 D.C. By-law (By-law 044-2019), a number of amendments to the D.C.A. have taken place. These changes have been incorporated throughout the report and in the draft by-law, as necessary. The legislative amendment to the D.C.A. include the following (details of each Act are provided in Chapter 1 of this report):

- Bill 108: *More Homes, More Choice Act, 2019*
- Bill 138: *Plan to Build Ontario Together Act, 2019*
- Bill 197: *COVID-19 Economic Recovery Act, 2020*
- Bill 213: *Better for People, Smarter for Business Act, 2020*
- Bill 109: *More Homes for Everyone Act, 2022*
- Bill 23: *More Homes Built Faster Act, 2022*
- Bill 97: *Helping Homebuyers, Protecting Tenants Act, 2023*
- Bill 134: *Affordable Homes and Good Jobs Act, 2023*
- Bill 185: *Cutting Red Tape to Build More Homes Act, 2024*

A summary of some of the amendments are outlined below that impact the Township's D.C. Study and proposed by-law:

- Limiting D.C. eligible services;
- Historical level of service calculation extended to a 15-year average;
- Capital cost definition revised to remove prescribe services for which land or an interest in land will be restricted (no services currently prescribed);
- Annual installment payments for rental and institutional development, in six equal payments commencing at occupancy;
- The determination¹ of D.C.s for development occurring within two years of a site plan or zoning by-law amendment planning approval for applications received and approved between January 1, 2020, and June 5, 2024, and for development occurring within 18 months of a site plan or zoning by-law amendment planning approval for applications received on or after January 1, 2020, where approval has not been granted prior to June 6, 2024;

¹ With charges determined at the time of planning application.



- Maximum interest rate for installments and the determination of D.C.s for eligible site plan and zoning by-law amendment applications set at the average prime rate plus 1%;
- Statutory D.C. exemptions for additional residential units (up to a third dwelling unit), affordable units, attainable units, affordable inclusionary zoning units, non-profit housing, and universities receiving ongoing funding from the Province;
- Mandatory D.C. discount for rental housing, based on the number of bedrooms within a dwelling unit;
- Term of a D.C. by-law extended from 5 years to 10 years;
- Requirement for municipalities to spend or allocate at least 60% of their D.C. reserve fund at the beginning of the year for services related to a highway;
- Requirements related to the annual D.C. reserve fund Treasurer's statement;
- Provision to allow minor amendments to D.C. by-laws concerning by-law expiry dates; and
- D.C. public notice requirements.

(d) The growth forecast (provided in Chapter 3), summarized in Table ES-1, on which the D.C. is based, projects the following population, housing, and non-residential employment and associated gross floor area for the 10-year (mid-2024 to mid-2034) forecast period.

Table ES-1
Township of Puslinch
Summary of Anticipated Municipal-Wide D.C. Residential and Non-Residential Development

Measure	10 Year
(Net) Population Increase	962
(Gross) Population Increase in New Households*	1,046
Residential Unit Increase	353
Non-Residential Employment Increase	510



Measure	10 Year
Non-Residential Gross Floor Area Increase (sq.ft.)	585,000

*Growth includes population in both permanent and institutional households

- (e) Table ES-2 includes a summary of the D.C. eligible capital costs for each eligible service arising from the anticipated development. These capital costs are provided in detail in Chapter 5. The D.C.A. requires that the background study include a summary of the gross and net capital costs to be incurred over the term of the by-law (i.e., 10-years) for existing and future development. This summary is provided by service in Table 6-3 of the D.C. Background Study.

In total, gross capital costs of approximately \$27.54 million are forecast for the 10-year by-law term. These capital costs have been identified through discussion with Township staff. The costs included are to service the 10-year forecast, therefore, no deductions have been made related to the needs of growth beyond the forecast period. Other deductions in the determination of the D.C. recoverable costs include approximately \$23.4 million related to the portion of capital projects that will benefit the existing development, \$177,200 related to anticipated grants, subsidies, and other contributions, and \$60,400 related to costs associated with in-eligible D.C. services.

The resultant net D.C. recoverable costs included in the calculations for capital works anticipated over the 10-year forecast period totals approximately \$3.90 million, of which \$2.90 million is attributed to the forecasted residential development and \$1.0 million allocated to the forecasted non-residential development.



Table ES-2
Township of Puslinch
Summary of Costs Anticipated During the Term of the By-law

Description	Value (2024\$)
Total gross expenditures planned over the next ten years	\$27,538,653
Less: benefit to existing development	\$23,402,152
Less: post planning period benefit	\$0
Less: costs associated with D.C. ineligible services	\$60,400
Less: grants, subsidies, and other contributions	\$177,200
Net costs to be recovered from D.C.s. over the term of the by-law	\$3,898,901

- (f) At present, the Township imposes D.C.s on residential developments in accordance with By-law 044-2019. The Township is undertaking a D.C. public process and anticipates passing a new D.C. by-law for the services identified in the D.C. Background Study. The statutory mandatory public meeting has been set for July 10, 2024, with adoption of the D.C. by-law anticipated for September 3, 2024.

This report provides the calculations of the residential and non-residential charges to recover the capital costs of the anticipated increase in need for services arising from the forecast development (summarized in Schedule ES-3). The following services and class of services are calculated based on a municipal-wide 10-year forecast period:

- Services Related to a Highway;
- Fire Protection Services;
- Parks and Recreation Services;
- Provincial Offences Act Including By-law Enforcement; and
- Growth-Related Studies (class of services).

- (g) Table ES-3 provides the calculated D.C.s for residential and non-residential developments by service.



The calculated D.C. for a single detached residential dwelling unit within the Township is \$8,240. The calculated D.C. for non-residential development within the Township is \$1.64 per sq.ft. of gross floor area.



Table ES-3
Township of Puslinch
Calculated Schedule of Development Charges

Township-Wide Services/Class of Services	RESIDENTIAL				NON-RESIDENTIAL
	Single and Semi-Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	(per sq.ft. of Gross Floor Area)
Services Related to a Highway	2,769	2,179	1,675	1,223	0.87
Fire Protection Services	1,657	1,304	1,003	732	0.52
Parks and Recreation Services	2,961	2,330	1,792	1,308	0.09
Provincial Offences Act including By-Law Enforcement	6	5	4	3	0.00
Growth-Related Studies	847	667	512	374	0.16
Total Township-Wide Services & Class of Services	\$8,240	\$6,485	\$4,986	\$3,640	\$1.64



(h) Tables ES-4 and ES-5 provide a comparison of the D.C.s currently imposed in the Township and the calculated charges herein. These comparisons are provided for a single-detached residential dwelling unit and non-residential development on a per sq.ft. of gross floor basis, respectively.

Table ES-4
Township of Puslinch
Single-Detached Residential Dwelling Unit D.C. Comparison

Township-Wide Services/Class of Services	Current	Calculated
Services Related to a Highway	4,119	2,769
Fire Protection Services	2,003	1,657
Parks and Recreation Services	969	2,961
Provincial Offences Act including By-Law Enforcement	-	6
Growth-Related Studies*	478	847
Total Township-Wide Services/Classes	\$7,569	\$8,240

* Class of Services

Table ES-5
Township of Puslinch
Non-Residential D.C. Comparison per sq.ft.
of Gross Floor Area

Township-Wide Services/Class of Services	Current	Calculated
Services Related to a Highway	1.43	0.87
Fire Protection Services	0.68	0.52
Parks and Recreation Services	0.06	0.09
Provincial Offences Act including By-Law Enforcement	-	-
Growth-Related Studies*	0.16	0.16
Total Township-Wide Services/Classes	\$2.33	\$1.64

* Class of Services

(i) Chapter 7 herein, provides the D.C. by-law policy recommendations and rules that govern the imposition of the charges. Council will consider the findings and recommendations provided herein and, in conjunction with public input, approve such policies and rates it deems appropriate. These directions will refine the draft D.C. by-law for each service, which is appended in Appendix G. These decisions may include:

- adopting the charges and policies recommended herein;



- considering additional exemptions to the D.C. by-law; and
- considering reductions in the charges (obtained by removing certain services or capital costs on which the charge is based and/or by a general reduction in the charge).

The D.C.A. does not allow for D.C. revenue foregone as a result of an exemption or reduction in the charge to be made up through higher D.C.s on other development. As such, any decision to provide further exemptions or reductions should consider alternative funding sources to address the foregone revenue.

Report



Chapter 1

Introduction



1. Introduction

1.1 Purpose of this Document

The Township of Puslinch (Township) retained Watson & Associates Economists Ltd. (Watson), to undertake the development charges (D.C.) background study and by-law process in 2024. This background study has been prepared for public comment. This background study has been prepared pursuant to the requirements of the *Development Charges Act, 1997* (D.C.A.), as amended, and recommends new charges and by-law policies for the Township.

This D.C. background study will be distributed to members of the public to provide interested parties with sufficient background information on the legislation, the study's recommendations, and an outline of the basis for these recommendations. Watson will continue to work with Township staff to further refine the background study (as required) based on public feedback, for the release of the final D.C. background study prior to the Council adoption of the by-law.

This report has been prepared, in the first instance, to meet the statutory requirements applicable to the Township's D.C. background study, as summarized in Chapter 4. Chapter 6 contains the calculated D.C.s based on the increase in need and capital costs of services identified in Chapter 5. It also addresses the requirement for "rules" outlining the implementation of the charge as contained in Chapter 7. Appendix G provides the proposed by-law to be made available to the public as part of the approval process.

The report also includes a summary of the Township's current D.C. rates and policies (Chapter 2) to provide a comparison with those being proposed. It further addresses post-by-law adoption implementation requirements (Chapter 8), which are critical to the successful application of the new by-law.

The chapters in the report are supported by appendices containing the data required to explain and substantiate the calculation of the charges.



1.2 Summary of the Process

The public meeting required under section 12 of the D.C.A., has been scheduled for July 10, 2024. Its purpose is to present the study to the public and to solicit public input. The meeting is also being held to answer any questions regarding the study's purpose, methodology and the proposed D.C. by-law.

In accordance with the legislation, the background study and proposed D.C. by-law will be available for public review on June 24, 2024.

The process to be followed in finalizing the report and recommendations includes:

- Consideration of responses received prior to, at, or immediately following the public meeting;
- Refinements to the report, if required; and
- Council consideration of the by-law subsequent to the public meeting.

Figure 1-1 outlines the proposed schedule to be followed with respect to the D.C. by-law adoption process.



Figure 1-1
Schedule of Key D.C. Process Dates

Process Steps	Dates
Data collection, growth forecast development, staff review, engineering work, D.C. calculations and policy work	Early 2024 to Mid-2024
Public release of final D.C. Background study and proposed by-law	June 24, 2024
Public meeting advertisement placed in newspaper(s)	By 21 Days prior to the Public Meeting
Public meeting of Council	July 10, 2024
Council considers adoption of background study and passage of by-law	September 3, 2024
Newspaper notice given of by-law passage	By 20 days after passage
Last day for by-law appeal	40 days after passage
Township makes pamphlet available (where by-law not appealed)	By 60 days after in force date

1.3 Changes to the *Development Charges Act, 1997*

Over the past five (5) years, a number of changes to the D.C.A. have been introduced through various legislation including the following:

- Bill 108: *More Homes, More Choice Act, 2019*;
- Bill 138: *Plan to Build Ontario Together Act, 2019*;
- Bill 197: *COVID-19 Economic Recovery Act, 2020*;
- Bill 213: *Better for People, Smarter for Business Act, 2020*;
- Bill 109: *More Homes for Everyone Act, 2022*;



- Bill 23: *More Homes Built Faster Act, 2022*;
- Bill 97: *Helping Homebuyers, Protecting Tenants Act, 2023*;
- Bill 134: *Affordable Homes and Good Jobs Act, 2023*; and
- Bill 185: *Cutting Red Tape to Build More Homes Act, 2024*.

The following provides an overview of the amendments to the D.C.A. that each of these pieces of legislation provided.

1.3.1 Bill 108: *More Homes, More Choice Act, 2019*

The Province introduced Bill 108, *More Homes, More Choice Act, 2019* which proposed changes to the D.C.A. as part of the province's "More Homes, More Choice: Ontario's Housing Supply Action Plan." The *More Homes, More Choice Act, 2019* received Royal Assent on June 6, 2019. At that time many of the amendments to the D.C.A. did not come into effect, awaiting proclamation by the Lieutenant Governor. On January 1, 2020, the following provisions were proclaimed:

- A D.C. for rental housing and institutional developments will pay the charge in six equal annual installments, with the first payment commencing on the date of occupancy. Non-profit housing developments will pay D.C.s in 21 equal annual payments (note, that further changes related to non-profit housing have been made under the *More Homes Built Faster Act, 2022*, summarized below). Any unpaid D.C. amounts may be added to the property and collected as taxes.
- For all developments triggering a D.C. within two years of a Site Plan or Zoning By-law Amendment planning approval, the D.C. shall be determined based on the charges in effect on the date the planning application was submitted. These provisions only apply to Site Plan and Zoning By-law Amendment planning applications received on or after January 1, 2020. These amendments do not affect developments approved under other planning application types (e.g., plan of subdivision, minor variance, etc.).
- The removal of the 10% statutory deduction for soft services, i.e., services limited to a 10-year forecast period.

1.3.2 Bill 138: *Plan to Build Ontario Together Act, 2019*

The *Plan to Build Ontario Together Act, 2019* provided further amendments to the D.C.A. and *Planning Act*. This Act received Royal Assent on December 10, 2019.



Proclamation resulted in the sections related to the D.C.A. (schedule 10) coming into effect on January 1, 2020. The amendments to the D.C.A. included the removal of instalment payments for commercial and industrial developments that were originally included in the *More Homes, More Choice Act, 2019*.

1.3.3 Bill 197: COVID-19 Economic Recovery Act, 2020

In response to the global pandemic that began affecting Ontario in early 2020, the Province released Bill 197, *COVID-19 Economic Recovery Act, 2020*, which provided amendments to a number of statutes, including the D.C.A. and *Planning Act*. The COVID-19 Economic Recovery Act further revised some of the proposed changes identified in the *More Homes, More Choice Act, 2019* and *Plan to Build Ontario Together Act, 2019*. The *COVID-19 Economic Recovery Act, 2020* received Royal Assent on July 21, 2020, and was proclaimed on September 18, 2020. The following provides a summary of the amendments to the D.C.A.:

1.3.3.1 List of D.C. Eligible Services

The D.C.A. previously defined ineligible services for D.C.s. The amendments to the D.C.A. now defined the services that are eligible for inclusion in a D.C. by-law. The following summarizes the D.C. eligible services:

- Water supply services, including distribution and treatment services;
- Wastewater services, including sewers and treatment services;
- Storm water drainage and control services;
- Services related to a highway;
- Electrical power services;
- Waste diversion services;
- Policing services;
- Fire protection services;
- Ambulance services;
- Library Services;
- Long-term care services;
- Parks and recreation services (excluding the acquisition of land for parks);
- Public health services;
- Childcare and early years services;



- Housing services (Note that as per Bill 23, housing services are no longer eligible);
- *Provincial Offences Act* services;
- Services related to emergency preparedness;
- Services related to airports, but only in the Regional Municipality of Waterloo; and
- Additional services as prescribed.

1.3.3.2 *Classes of D.C. Services*

Prior to the amendments, the D.C.A. allowed for categories of services to be grouped together into a minimum of two categories, i.e., 90% services and 100% services. The amendments repealed these rules and replaced them with the following provisions:

- A D.C. by-law may provide for any eligible service or capital cost related to any eligible service to be included in a class as set out in the by-law.
- A class may be composed of any number or combination of services and may include parts or portions of the eligible services or parts or portions of the capital costs in respect of those services.
- A class of service set out in the D.C. by-law is deemed to be a single service with respect to reserve funds, use of monies, and credits.

1.3.3.3 *Statutory Exemptions*

The D.C.A. provides for statutory exemptions from payment of D.C.s related to additional residential units, where the development is creating additional residential dwelling units within prescribed classes of existing residential buildings or structures. This statutory exemption has been expanded to include secondary residential dwelling units, in prescribed classes, that are ancillary to existing residential buildings. Furthermore, additional statutory exemptions are provided for the creation of a second dwelling unit in prescribed classes of proposed new residential buildings, including structures ancillary to new dwellings. Note, that further changes related to additional residential units have been made under the *More Homes Built Faster Act, 2022*, summarized below.



1.3.4 Bill 213: Better for People, Smarter for Business Act, 2020

On December 8, 2020, the *Better for People, Smarter for Business Act, 2020* received Royal Assent. One of the changes of this Act amended the *Ministry of Training, Colleges and Universities Act* by exempting the developments of land intended for use by a university that receives operating funds from the Government from the payment of D.C.s. As a result, this mandatory exemption is included in the Township's draft D.C. by-law.

1.3.5 Bill 109: More Homes for Everyone Act, 2022

On April 14, 2022, the *More Homes for Everyone Act, 2022* received Royal Assent. One of the D.C.A. amendments, and O. Reg. 438/22, prescribed additional information to be included in the annual Treasurer's Statement on D.C. reserve funds and its publication. The following additional information must be provided for each service for which a D.C. is collected for during the year:

- a) whether, as of the end of the year, the Township expects to incur the amount of capital costs that were estimated, in the relevant development charge background study, to be incurred during the term of the applicable development charge by-law;
- b) if the answer to a) is no, the amount the Township now expects to incur and a statement as to why this amount is expected; and
- c) if no money was spent from the reserve fund during the year, a statement as to why there was no spending during the year.

These requirements have been further amended to require that the annual Treasurer's Statement be made available to the public on the Township's website, or in the municipal office.

1.3.6 Bill 23: More Homes Built Faster Act, 2022

The *More Homes Built Fast Act, 2022*, received Royal Assent on November 28, 2022. This Act amends several pieces of legislation including the *Planning Act* and the D.C.A. The following provides a summary of the amendments to the D.C.A.:



1.3.6.1 *Additional Residential Unit Exemption*

The rules for these exemptions are now provided in the D.C.A., rather than the regulations and are summarized as follows:

- Exemption for residential units in existing rental residential buildings – For rental residential buildings with four or more residential units, the greater of one unit or 1% of the existing residential units will be exempt from D.C.
- Exemption for additional residential units in existing and new residential buildings – The following developments will be exempt from a D.C.:
 - A second unit in a detached, semi-detached, or rowhouse if all buildings and ancillary structures cumulatively contain no more than one residential unit;
 - A third unit in a detached, semi-detached, or rowhouse if no buildings or ancillary structures contain any residential units; and
 - One residential unit in a building or structure ancillary to a detached, semi-detached, or rowhouse on a parcel of urban land, if the detached, semi-detached, or rowhouse contains no more than two residential units and no other buildings or ancillary structures contain any residential units.

1.3.6.2 *Removal of Housing as an Eligible D.C. Service*

Housing services is removed as an eligible service. Municipalities with by-laws that include a charge for housing services can no longer collect for this service.

1.3.6.3 *New Statutory Exemptions for Affordable Units, Attainable Units, Inclusionary Zoning Units, and Non-Profit Housing developments*

Affordable units, attainable units, inclusionary zoning units and non-profit housing developments are exempt from the payment of D.C.s, as follows:

- Affordable Rental Units: Where rent is no more than 80% of the average market rent as defined by a new bulletin published by the Ministry of Municipal Affairs and Housing.
- Affordable Owned Units: Where the price of the unit is no more than 80% of the average purchase price as defined by a new bulletin published by the Ministry of Municipal Affairs and Housing.



- **Attainable Units:** Excludes affordable units and rental units; will be defined as prescribed development or class of development and sold to a person who is at “arm’s length” from the seller.
 - **Note:** for affordable and attainable units, the Township shall enter into an agreement that ensures the unit remains affordable or attainable for 25 years.
- **Inclusionary Zoning Units:** Affordable housing units required under inclusionary zoning by-laws are exempt from a D.C.
- **Non-Profit Housing:** Non-profit housing units are exempt from D.C.s and D.C. instalment payments due after November 28, 2022.

1.3.6.4 Historical Level of Service extended to 15-year period instead of the historical 10-year period

Prior to Royal Assent, the increase in need for service was limited by the average historical level of service calculated over the 10-year period preceding the preparation of the D.C. background study. This average is now extended to the historical 15-year period.

1.3.6.5 Revised Definition of Capital Costs

The definition of capital costs has been revised to remove studies. Further, the regulations to the Act will prescribe services for which land or an interest in land will be restricted. As at the time of writing, no services have been prescribed.

1.3.6.6 Mandatory Phase-in of a D.C.

For all D.C. by-laws passed after January 1, 2022, the charge must be phased-in annually over the first five years the by-law is in force, as follows:

- Year 1 – 80% of the maximum charge;
- Year 2 – 85% of the maximum charge;
- Year 3 – 90% of the maximum charge;
- Year 4 – 95% of the maximum charge; and
- Year 5 to expiry – 100% of the maximum charge.



1.3.6.7 D.C. By-law Expiry

A D.C. by-law now expires ten years after the day it comes into force unless the by-law provides for an earlier expiry or repeal date. This extends the by-law's life from what used to be a maximum of five years.

1.3.6.8 Installment Payments

Non-profit housing development has been removed from the instalment payment section of the D.C.A. under Section 26.1, as these units are now exempt from the payment of a D.C.

1.3.6.9 Rental Housing Discount

The D.C. payable for rental housing development will be reduced based on the number of bedrooms in each unit as follows:

- Three or more bedrooms – 25% reduction;
- Two bedrooms – 20% reduction; and
- All other bedroom quantities – 15% reduction.

1.3.6.10 Maximum Interest Rate for Instalments and Determination of Charge for Eligible Site Plan and Zoning By-law Amendment Applications

No maximum interest rate was previously prescribed, which allowed municipalities to choose the interest rate to impose. As per Bill 23, the maximum interest rate is set at the average prime rate plus 1%. This maximum interest rate provision would apply to all instalment payments and eligible site plan and zoning by-law amendment applications occurring after November 28, 2022.

1.3.6.11 Requirement to Allocate Funds Received

Annually, beginning in 2023, municipalities will be required to spend or allocate at least 60% of the monies in a reserve fund at the beginning of the year for water services, wastewater services, and services related to a highway. Other services may be prescribed by the regulation.



1.3.7 Bill 97: Helping Homebuyers, Protecting Tenants Act, 2023

The *Helping Homebuyers, Protecting Tenants Act* (Bill 97) received Royal Assent on June 8, 2023. This bill extends the mandatory exemption from payment of D.C.s for additional residential units in new residential buildings or in existing houses to all lands versus just urban lands.

1.3.8 Bill 134: Affordable Homes and Good Jobs Act, 2023

The exemption for affordable residential units was included in the *More Homes Built Faster Act, 2022* (Bill 23), enacted by the Province on November 28, 2022. Under this legislation, affordable residential units were defined within subsection 4.1 of the D.C.A. and exemptions for D.C.s were provided in respect of this definition. While the legislation was enacted in November 2022, the ability for municipalities to implement the exemptions required the Minister of Municipal Affairs and Housing to publish an “Affordable Residential Units for the Purposes of the *Development Charges Act, 1997* Bulletin.” This bulletin informs the average market rent, average purchase price, and average household income thresholds to be used in determining which developments qualify as affordable residential units. The bulletin was published by the Minister on May 1, 2024.

Bill 134 received Royal Assent on December 4, 2023, and provides for a modification to the affordable residential unit definition by:

- Introducing an income-based test for affordable rent and purchase price; and
- Increasing the threshold for the market test of affordable rent and purchase price.

This change provides the exemption based on the lesser of the two measures.

Moreover, the rules in subsection 4.1 of the D.C.A. are unchanged with respect to:

- The tenant and purchaser transacting the affordable unit being at arm’s length;
- The intent of maintaining the affordable residential unit definition for a 25-year period, requiring an agreement with the Township (which may be registered on title); and
- Exemptions for attainable residential units and associated rules (requiring further regulations).



The following table provides the definition of affordable residential units provided through Bill 134 (underlining added for emphasis).

Table 1-1
Definition of Affordable Residential Units

Item	Bill 134 Definition (as per D.C.A.)
Affordable residential unit rent (subsection 4.1 (2), para. 1)	The rent is no greater than <u>the lesser of</u> , <ol style="list-style-type: none"> i. the <u>income-based affordable rent</u> for the residential unit set out in the Affordable Residential Units bulletin, as identified by the Minister of Municipal Affairs and Housing in accordance with subsection (5), and ii. the <u>average market rent</u> identified for the residential unit set out in the Affordable Residential Units bulletin.
Average market rent/rent based on income (subsection 4.1 (5)) for the purposes of subsection 4.1 (2), para. 1	The Minister of Municipal Affairs and Housing shall, <ol style="list-style-type: none"> (a) determine the <u>income of a household</u> that, in the Minister's opinion, is <u>at the 60th percentile of gross annual incomes for renter households in the applicable local municipality</u>; and (b) identify the <u>rent</u> that, in the Minister's opinion, is <u>equal to 30 per cent of the income of the household</u> referred to in clause (a).
Affordable residential unit ownership (subsection 4.1 (3), para. 1)	The price of the residential unit is no greater than <u>the lesser of</u> , <ol style="list-style-type: none"> i. the <u>income-based affordable purchase price</u> for the residential unit set out in the Affordable Residential Units bulletin, as identified by the Minister of Municipal Affairs and Housing in accordance with subsection (6), and ii. <u>90 per cent of the average purchase price</u> identified for the residential unit set out in the Affordable Residential Units bulletin.
Average market purchase price/purchase price based on income (subsection 4.1 (6)) for the purposes of subsection 4.1 (3), para. 1	The Minister of Municipal Affairs and Housing shall, <ol style="list-style-type: none"> (a) determine the <u>income of a household</u> that, in the Minister's opinion, is <u>at the 60th percentile of gross annual incomes for households in the applicable local municipality</u>; and (b) identify the <u>purchase price</u> that, in the Minister's opinion, <u>would result in annual accommodation costs equal to 30 per cent of the income of the household</u> referred to in clause (a)

As noted, the bulletin was release on May 1, 2024, which provides the information for the Township to measure against for determining the applicability of the exemption from the D.C. (as well as C.B.C. and Parkland requirements). The bulletin provides the following information that is specific to the Township (it is noted that the Bulletin will be updated annually):



- For Affordable Ownership Units: the cost of houses based on the average household income in the Township provides the amount to be measured against as the 90% of average purchase price is greater for all unit types, as follows:

Units	90% of Average Purchase Price	Cost of house based on average household income in the Township
Detached House	\$1,629,000	\$596,400
Semi-Detached House	\$621,000	\$596,400
Row/townhouse	\$1,053,000	\$596,400
Condominium Apartment	\$1,602,000	\$596,400

- For Affordable Rental Units: The average monthly market rent for a bachelor, 1-bedroom, 2-bedroom, and for units with 3 or more bedrooms, is lower than the rent based on average household income in the Township and therefore, provides the amount to be measured against, being where monthly rent is lower than:

Units	Average Monthly Market Rent	Rent based on average household income in the Township
Bachelor unit	\$1,145	\$2,690
1-Bedroom unit	\$1,487	\$2,690
2-Bedroom unit	\$1,629	\$2,690
3 or more Bedrooms	\$1,630	\$2,690



1.3.9 Bill 185: Cutting Red Tape to Build More Homes Act, 2024

The *Cutting Red Tape to Build More Homes Act, 2024* (Bill 185), was introduced on April 10, 2024, and received Royal Assent on June 6, 2024. This Act amends the D.C.A. as follows:

- Reintroduces studies as an eligible cost for services, including a D.C. background study;
- Removes the mandatory phase-in of a D.C. by-law;
- Reduces the time period for the determination of a D.C. applicable to site plan and zoning by-law amendment applications, whereby the time period between the building permit issuance and planning application approval is reduced to 18 months from two years (note, the two-year time period still applies to applications received and approved between January 1, 2020, and June 5, 2024);
- Permits the repeal of the date the D.C. by-law expires (allowing for the 10-year by-law term provided in the D.C.A.);
- Allows minor D.C. by-law amendments related to the inclusion of studies, removal of the mandatory phase-in of a D.C. by-law and removal of expiry date for by-laws passed between November 28, 2022, and June 6, 2024; and
- Permits municipalities to publish D.C. public notice on municipal websites where newspapers of general circulation are not available.

As Bill 185 has been enacted, this D.C. Background Study includes the cost of studies, and the other amendments made to the D.C.A. as noted above.



Chapter 2

Township of Puslinch's Current D.C. Policy



2. Township of Puslinch's Current D.C. Policy

2.1 Schedule of Charges

On July 17, 2019, the Township passed By-law 044-2019 under the D.C.A. to impose D.C.s for residential and non-residential uses. The D.C. by-law is set to expire on September 3, 2024.

2.2 Services Covered

The following services are covered under By-law 044-2019:

- Services Related to a Highway;
- Fire Protection Services;
- Parks and Recreation; and
- Administration Studies.

2.3 Timing of D.C. Calculation and Payment

D.C.s are payable at the time of building permit issuance except those for Services Related to a Highway where, at the discretion of Council, shall be payable immediately upon entering into a subdivision agreement or consent agreement.

It is noted that the D.C. legislation has been amended since the passage of the by-law and D.C.s are now payable at the time of the first building permit issuance, except where payable at the time of a subdivision agreement, consent agreement, or as otherwise agreed upon with the Township through an early or late payment agreement.

Payments with respect to rental housing and institutional development pay their D.C.s over six (6) annual installments. Applications with respect to a site plan or zoning by-law amendment have their D.C. determined at the rates in effect at the time of planning application if the building permit for the proposed development is issued within two (2) years or 18 months of planning application approval, as applicable per the D.C.A. These provisions of the D.C.A. override the provisions of the current by-law.



2.4 Approvals for Development

The D.C.s shall be imposed on all lands, buildings, or structures that are developed for residential or non-residential uses if the development requires:

- The passing of a zoning by-law or an amendment thereto;
- The approval of a minor variance;
- A conveyance of land to which a by-law passed under Subsection 50(7) of the *Planning Act*;
- The approval of a plan of subdivision;
- A consent;
- The approval under the *Condominium Act*; or
- The issuance of a building permit.

2.5 Indexing

The rates contained in the by-law are indexed on January 1st of each year by the percentage change recorded in the most recent Non-Residential Building Construction Price Index produced by Statistics Canada (i.e., the prescribed index).

2.6 Redevelopment Allowance

Where, as a result of the redevelopment of land, a building or structure is to be demolished, in whole or in part, or converted from one principal use to another principal use on the same land, in order to facilitate the redevelopment, within 60 months prior to the date of payment of D.C.s, the D.C.s otherwise payable with respect to such redevelopment shall be reduced by the following amounts:

- in the case of a residential building or structure, or in the case of a mixed-use building or structure, the residential uses in the mixed-use building or structure, an amount calculated by multiplying the applicable development charge under section 3.11 by the number, according to type, of dwelling units that have been or will be demolished or converted to another principal use; and
 - in the case of a non-residential building or structure or, in the case of mixed-use building or structure, the non-residential uses in the mixed-use building or structure, an amount calculated by multiplying the applicable development
-



charges under section 3.12, by the gross floor area that has been or will be demolished or converted to another principal use;

provided that such amounts shall not exceed, in total, the amount of the development charges otherwise payable with respect to the redevelopment.

2.7 Exemptions

The following non-statutory exemptions are provided under By-law 044-2019:

- Temporary uses permitted under a zoning by-law under section 39 of the Planning Act;
- Accessory Use;
- A home occupation;
- Non-residential farm buildings used for agricultural purposes; and
- Institutional use.

It is noted that statutory exemptions resulting from D.C.A. amendments as noted in Chapter 1, must also be witness by the Township even though they may not be currently reflected in the existing by-law.

2.8 Current Development Charges

The Township's current D.C.s for residential and non-residential development are shown in Table 2-1, as per By-law 044-2019.



Table 2-1
Township of Puslinch
Current Schedule of D.C.
As of January 1, 2024

Service	Residential				Non-Residential (per sq.ft.)
	Single & Semi Detached	Multiples	Apartments with ≥ 2 Bedrooms	Apartments with < 2 Bedrooms	
Services Related to a Highway	4,119	3,081	2,239	1,903	1.43
Fire Protection Services	2,003	1,498	1,089	926	0.68
Parks and Recreation Services	969	725	528	448	0.06
Administration - Studies	478	358	260	221	0.16
Total	\$7,569	\$5,662	\$4,116	\$3,498	\$2.33



Chapter 3

Anticipated Development in the Township of Puslinch



3. Anticipated Development in the Township of Puslinch

3.1 Requirement of the Act

The growth forecast contained in this chapter (with supplemental tables in Appendix A) provides for the anticipated development for which the Township will be required to provide services over a 10-year (mid-2024 to mid-2034) time horizon.

Chapter 4 provides the methodology for calculating a D.C. as per the D.C.A. Figure 4-1 presents this methodology graphically. It is noted in the first box of the schematic that in order to determine the D.C. that may be imposed, it is a requirement of subsection 5 (1) of the D.C.A. that “the anticipated amount, type and location of development, for which development charges can be imposed, must be estimated.”

3.2 Basis of Population, Household and Non-Residential Gross Floor Area Forecast

The D.C. growth forecast has been derived by Watson. In preparing the growth forecast, the following information sources were consulted to assess the residential and non-residential development potential for the Township over the forecast period, including:

- County of Wellington Comprehensive Review Addendum Report, January 31, 2022, by Watson & Associates Economists Ltd.;
- Township of Puslinch 2019 Development Charges Background Study, May 17, 2019, by Watson & Associates Economists Ltd.;
- 2011, 2016 and 2021 population, household, and employment Census data;
- Historical residential building permit data over the 2014 to 2023 period;
- Residential and non-residential supply opportunities as identified by Township staff; and
- Discussions with Township staff regarding anticipated residential and non-residential development in the Township of Puslinch.

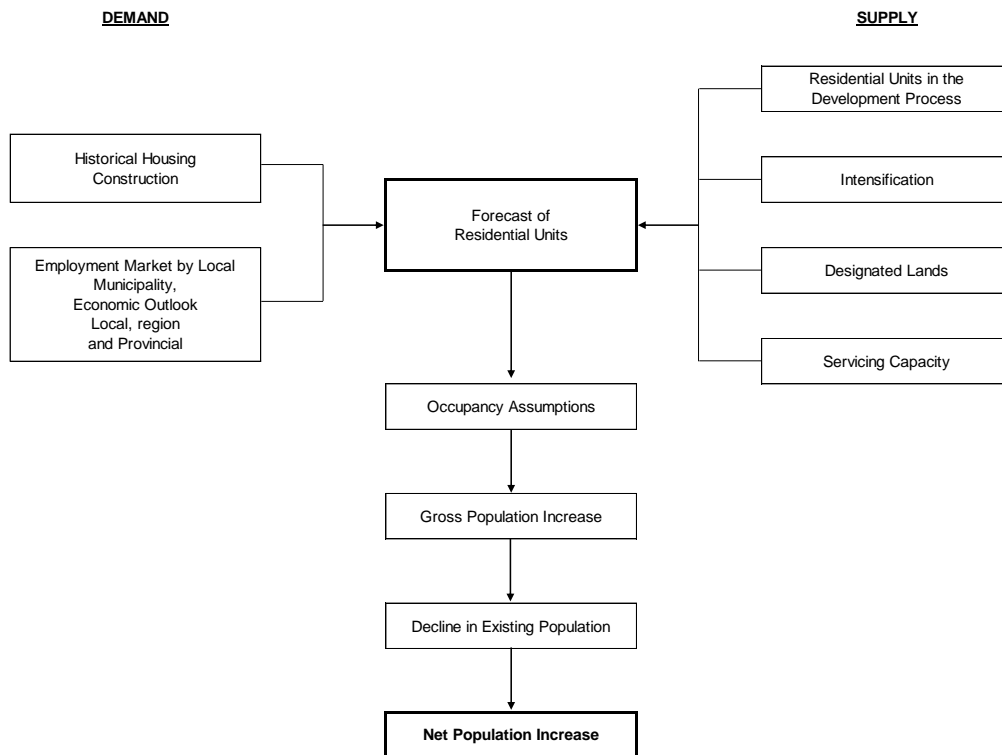


3.3 Summary of Growth Forecast

A detailed analysis of the residential and non-residential growth forecasts is provided in Appendix A and the methodology employed is illustrated in Figure 3-1. The discussion provided herein summarizes the anticipated growth for the Township and describes the basis for the forecast. The results of the residential growth forecast analysis are summarized in Table 3-1 below, and Schedule 1 in Appendix A.

As identified in Table 3-1 and Appendix A – Schedule 1, population in the Township of Puslinch (excluding census undercount) is anticipated to reach approximately 9,170 by mid-2034 resulting in an increase of approximately 960 persons.¹

Figure 3-1
Population and Household Forecast Model



¹ The population figures used in the calculation of the 2024 D.C. exclude the net Census undercount, which is estimated at approximately 4.3%. Population figures presented herein have been rounded



Table 3-1
Township of Puslinch
Residential Growth Forecast Summary

	Year	Population (Including Census Undercount) ^[1]	Excluding Census Undercount			Housing Units						Person Per Unit (P.P.U.): Total Population/ Total Households
			Population	Institutional Population	Population Excluding Institutional Population	Singles & Semi- Detached	Multiple Dwellings ^[2]	Apartments ^[3]	Other	Total Households	Equivalent Institutional Households	
Historical	<i>Mid 2011</i>	7,330	7,029	99	6,930	2,158	15	31	330	2,534	90	2.774
	<i>Mid 2016</i>	7,650	7,336	46	7,290	2,555	35	20	85	2,695	42	2.722
	<i>Mid 2021</i>	8,290	7,944	39	7,905	2,690	30	90	35	2,845	35	2.792
Forecast	<i>Mid 2024</i>	8,560	8,203	40	8,163	2,783	30	90	35	2,938	36	2.792
	<i>Mid 2034</i>	9,560	9,165	43	9,122	3,107	30	116	35	3,288	39	2.787
Incremental	Mid 2011 - Mid 2016	320	307	-53	360	397	20	-11	-245	161	-48	
	Mid 2016 - Mid 2021	640	608	-7	615	135	-5	70	-50	150	-7	
	Mid 2021 - Mid 2024	270	259	1	258	93	0	0	0	93	1	
	Mid 2024 - Mid 2034	1,000	962	3	959	324	0	26	0	350	3	

^[1] Population includes the Census undercount estimated at approximately 4.3% and has been rounded.

^[2] Includes townhouses and apartments in duplexes.

^[3] Includes bachelor, 1-bedroom, and 2-bedroom+ apartment units.

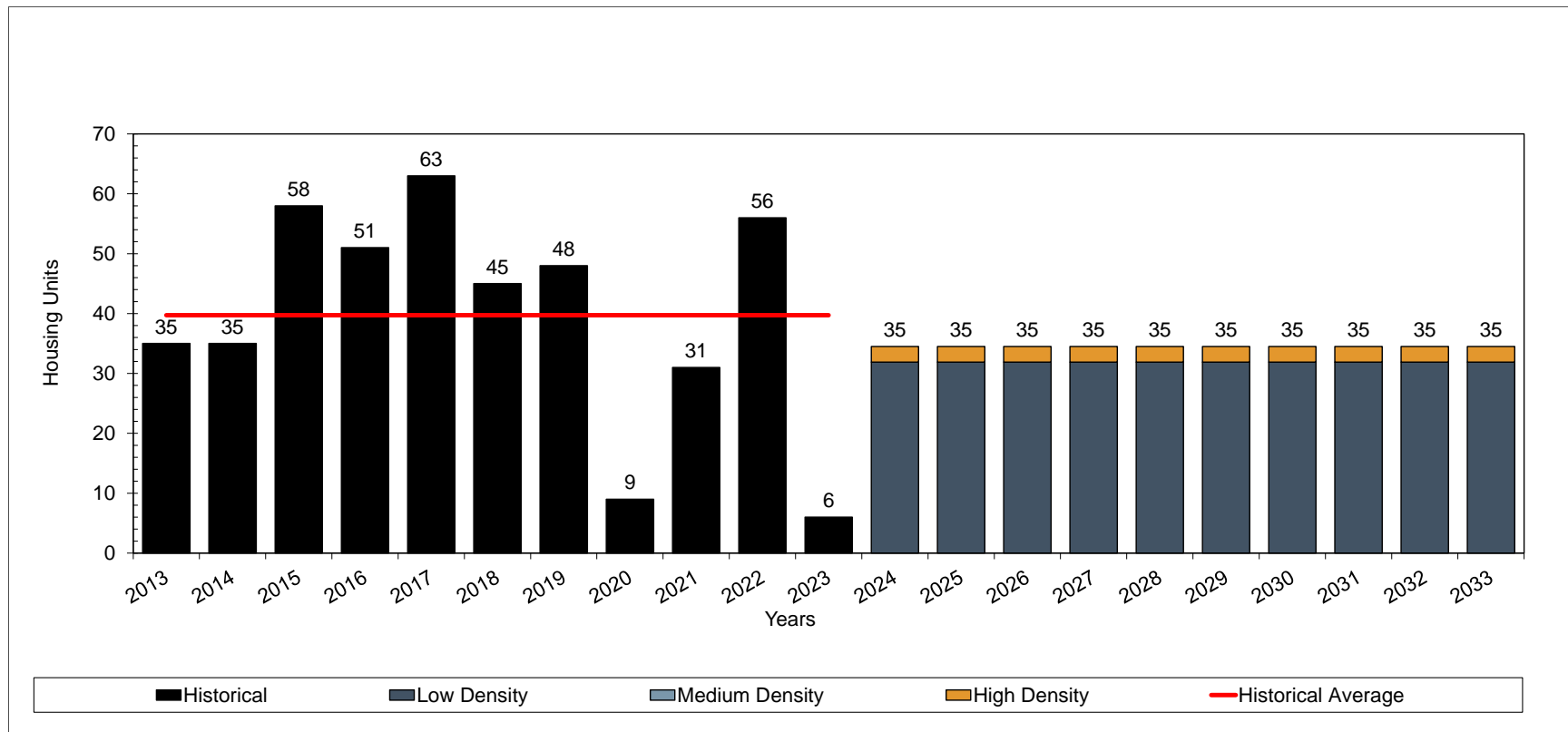
Notes:

Numbers may not add due to rounding.

Source: Watson & Associates Economists Ltd.



Figure 3-2
Township of Puslinch
Annual Housing Forecast¹



¹ Growth forecast represents calendar year.

Source: Historical housing activity derived from Statistics Canada building permit data for the Township of Puslinch (2013 to 2020) and Township data (2021 to 2023), by Watson & Associates Economists Ltd.



Provided below is a summary of the key assumptions and findings regarding the Township's D.C. growth forecast:

- Unit Mix (Appendix A - Schedules 1 and 4):
 - The housing unit mix for the Township was derived from a detailed review of historical development activity (as per Schedule 4), as well as active residential development applications, and discussions with Township staff regarding anticipated development trends for the Township.
 - Based on the above indicators, the mid-2024 to mid-2034 household growth forecast for the Township is comprised of a unit mix of 93% low density units (single detached and semi-detached) and 7% high density (bachelor, 1 bedroom and 2-bedroom apartments).
- Planning Period:
 - Short-term and longer-term time horizons are required for the D.C. process. The D.C.A. limits the planning horizon for transit services to a 10-year planning horizon. All other services can utilize a longer planning period if the Township has identified the growth-related capital infrastructure needs associated with the longer-term growth planning period.
- Population in New Housing Units (Appendix A - Schedules 2 and 3):
 - The number of housing units to be constructed by 2034 in the Township of Puslinch over the forecast period is presented in Table 3-1. Over the 2024 to 2034 forecast period, the Township is anticipated to average approximately 35 new housing units per year.
 - Institutional population¹ is anticipated to increase marginally by approximately 3 people between mid-2024 to mid-2034.
 - Population in new units is derived from Schedules 3 and 4 which incorporate historical development activity, anticipated units (see unit mix discussion) and average persons per unit (P.P.U.) by dwelling type for new units.
 - Schedule 5a, Appendix A, summarizes the average P.P.U. assumed for new housing units by age and type of dwelling based on Statistics Canada 2021 custom Census data for the Township. Due to data limitations medium and high density P.P.U. data was derived from the County of Wellington which includes the Township of Puslinch and is outlined in Schedule 5b. The total

¹ Institutional population largely includes special care facilities such as long-term home or residences for senior citizens, group homes, hospices, etc. A P.P.U. of 1.100 depicts 1-bedroom and 2-or-more-bedroom units in these types of collective households.



calculated P.P.U. for all density types has been adjusted accordingly to account for the P.P.U. trends which have been recently experienced in both new and older units. Forecasted 15-year average P.P.U.s by dwelling type are as follows:

- Low density: 3.089
- Medium density: 2.431
- High density: 1.718
- Existing Units and Population Change (Appendix A - Schedules 2 and 3):
 - Existing households for mid-2024 are based on the 2021 Census households, plus estimated residential units constructed between mid-2021 to the beginning of the growth period, assuming a minimum six-month lag between construction and occupancy (see Schedule 2).
 - The change in average occupancy levels for existing housing units is calculated in Schedules 2 and 3¹. The forecast population change in existing households over the mid-2024 to mid-2034 forecast period is forecast to decline by approximately 90.
- Employment (Appendix A – Schedules 7a, 7b and 8):
 - The employment projections provided herein are largely based on the activity rate method, which is defined as the number of jobs in the Township divided by the number of residents. Key employment sectors include primary, industrial, commercial/population-related, institutional, and work at home, which are considered individually below.
 - Mid-2016 employment data ^{2,3} (place of work) for the Township is outlined in Schedule 7a. The 2016 employment base is comprised of the following sectors:
 - 110 primary (2%);
 - 515 work at home employment (11%);

¹ Change in occupancy levels for existing households occurs due to aging of the population and family life cycle changes, lower fertility rates and changing economic conditions.

² Statistics Canada 2021 Census place of work employment data has been reviewed. The 2021 Census employment results have not been utilized due to a significant increase in work at home employment captured due to Census enumeration occurring during the provincial COVID-19 lockdown from April 1, 2021, to June 14, 2021.

³ 2016 employment is based on Statistics Canada 2016 Place of Work Employment dataset by Watson & Associates Economists Ltd



- 2,513 industrial (53%);
- 1,388 commercial/population-related (29%); and
- 205 institutional (4%).
- The mid-2016 employment by usual place of work, including work at home, is 4,730. An additional 880 employees have been identified for the Township in mid-2016 that have no fixed place of work (N.F.P.O.W.).¹
- Total employment, including work at home and N.F.P.O.W. for the Township is anticipated to reach approximately 7,410 by mid-2034. This represents an employment increase of approximately 740 for the 10-year forecast period.
- Schedule 7b, Appendix A, summarizes the employment forecast, excluding work at home employment and N.F.P.O.W. employment, which is the basis for the D.C. employment forecast. The impact on municipal services from work at home employees has already been included in the population forecast. The need for municipal services related to N.F.P.O.W. employees has largely been included in the employment forecast by usual place of work (i.e., employment and gross floor area generated from N.F.P.O.W. construction employment). Furthermore, since these employees have no fixed work address, they cannot be captured in the non-residential G.F.A. calculation. Accordingly, work at home and N.F.P.O.W. employees have been removed from the D.C.A. employment forecast and calculation.
- Total employment for the Township (excluding work at home and N.F.P.O.W. employment) is anticipated to reach approximately 5,460 by mid-2034. This represents an employment increase of 510 for the 10-year forecast period.
- Non-Residential Sq.ft. Estimates (G.F.A.), (Appendix A - Schedule 7b):
 - Square footage estimates were calculated in Schedule 7b based on the following employee density assumptions:
 - 3,000 sq.ft. per employee for primary;
 - 1,400 sq.ft. per employee for industrial;
 - 510 sq.ft. per employee for commercial/population-related; and
 - 700 sq.ft. per employee for institutional employment.

¹ No fixed place of work is defined by Statistics Canada as "persons who do not go from home to the same workplace location at the beginning of each shift. Such persons include building and landscape contractors, travelling salespersons, independent truck drivers, etc."



- The Township-wide incremental G.F.A. is anticipated to increase by approximately 585,500 sq.ft. over the 10-year forecast period.
- In terms of percentage growth, the mid-2024 to mid-2034 incremental G.F.A. forecast by sector is broken down as follows:
 - Primary - 3%
 - Industrial - 82%;
 - Commercial/population-related - 12%; and
 - Institutional - 3%.



Chapter 4

The Approach to the Calculation of the Charge



4. The Approach to the Calculation of the Charge

4.1 Introduction

This chapter addresses the requirements of subsection 5 (1) of the D.C.A. with respect to the establishment of the need for service which underpins the D.C. calculation. These requirements are illustrated schematically in Figure 4-1.

4.2 Services Potentially Involved

Table 4-1 lists the full range of municipal services that are provided within municipalities and indicates the D.C. eligible service components included in the D.C. background study for the Township.

A number of these services are not included in the list of eligible services provided in subsection 2 (4) of the D.C.A. as being ineligible for inclusion in D.C.s. These are shown as “ineligible” on Table 4-1B (as per the legend in Table 4-1A). Two ineligible costs defined in subsection 5 (3) of the D.C.A. are “computer equipment” and “rolling stock with an estimated useful life of (less than) seven years.” In addition, local roads are covered separately under subdivision agreements and related means (as are other local services). Services that are potentially eligible for inclusion in the Township’s D.C. are indicated with a “Yes.”

4.3 Increase in the Need for Service

The D.C. calculation commences with an estimate of “the increase in the need for service attributable to the anticipated development,” for each service to be covered by the by-law. There must be some form of link or attribution between the anticipated development and the estimated increase in the need for service. While the need could conceivably be expressed generally in terms of units of capacity, subsection 5 (1) 3, which requires that Municipal Council indicate that it intends to ensure that such an increase in need will be met, suggests that a project-specific expression of need would be most appropriate.



Figure 4-1

The Process of Calculating a Development Charge under the Act that must be followed

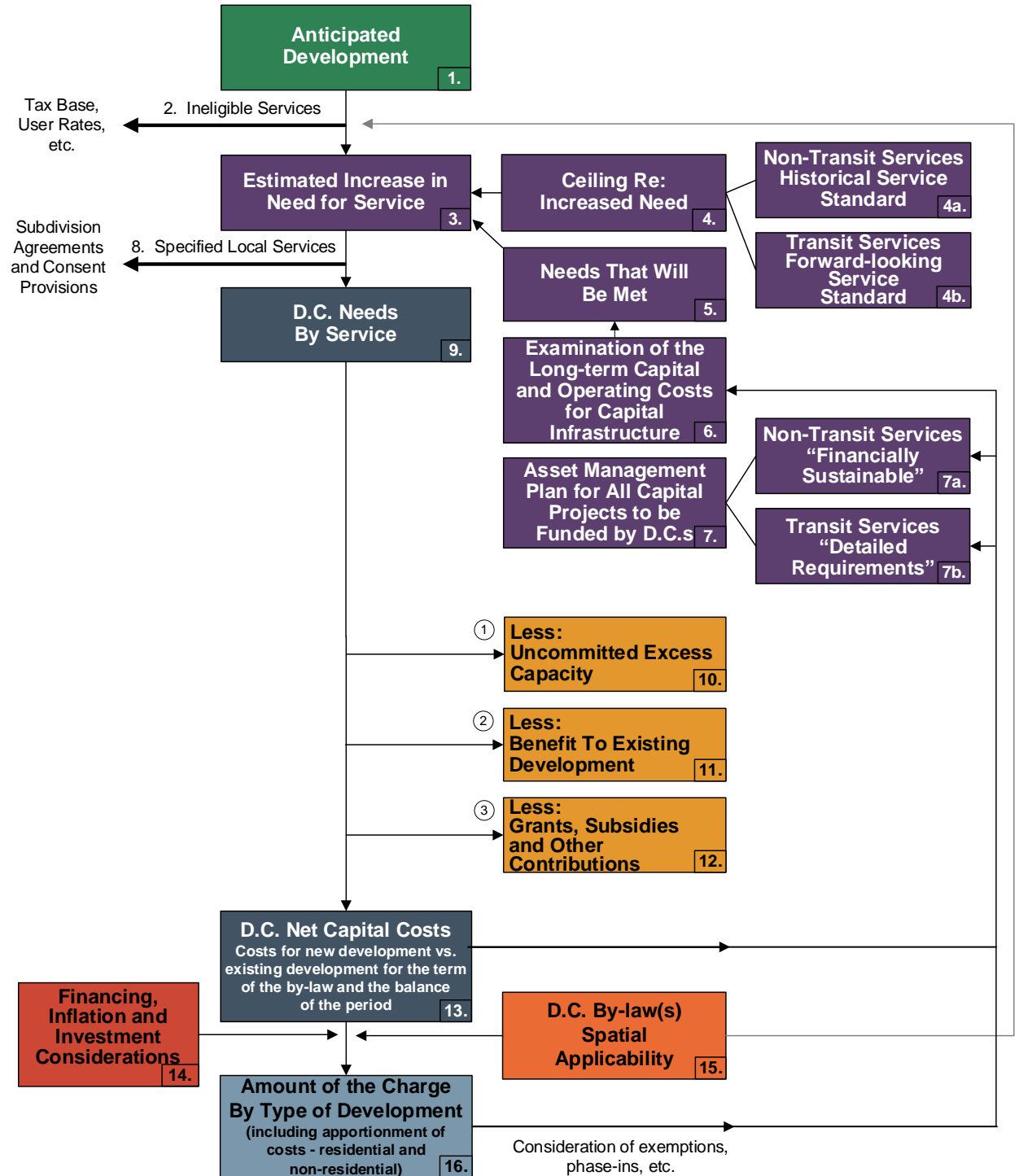




Table 4-1A
Categories of Township Services to be Addressed as Part of the Calculation – Eligibility Legend

Eligibility for Inclusion in the D.C. Calculation	Description
Yes	Township provides the service – service has been included in the D.C. calculation.
No	Township provides the service – service has not been included in the D.C. calculation.
n/a	Township does not provide the service.
Ineligible	Service is ineligible for inclusion in the D.C. calculation.

Table 4-1B
Categories of Municipal Services to be Addressed as Part of the Calculation

Categories of Township Services	Inclusion in the D.C. Calculation	Service Components
1. Water supply services, including distribution and treatment services	n/a	1.1 Treatment plants, Water Supply, and Storage Facilities
	n/a	1.2 Distribution systems
	Ineligible	1.3 Local systems
	n/a	1.4 Vehicles and equipment ¹
2. Wastewater services, including sewers and treatment services	n/a	2.1 Treatment plants
	n/a	2.2 Sewage trunks
	Ineligible	2.3 Local systems
	n/a	2.4 Vehicles and equipment ¹
3. Stormwater Drainage and Control Services	No	3.1 Main channels and drainage trunks
	No	3.2 Channel connections
	No	3.3 Retention/detention ponds
4. Services Related to a Highway	Yes	4.1 Arterial roads
	Yes	4.2 Bridges and Culverts
	No	4.3 Local municipal roads
	Yes	4.4 Traffic signals
	Yes	4.5 Sidewalks and streetlights
	Yes	4.6 Active Transportation
	Yes	4.7 Works Yard
	Yes	4.8 Rolling stock ¹

¹ with a 7+ year useful life



Categories of Township Services	Inclusion in the D.C. Calculation	Service Components
5. Electrical Power Services	n/a n/a n/a	5.1 Electrical substations 5.2 Electrical distribution system 5.3 Electrical system rolling stock ¹
6. Transit Services	n/a n/a	6.1 Transit vehicles ¹ & facilities 6.2 Other transit infrastructure
7. Waste Diversion Services	n/a n/a	7.1 Waste diversion facilities 7.2 Waste diversion vehicles and equipment ¹
8. Policing Services	n/a n/a n/a	8.1 Police detachments 8.2 Police rolling stock ¹ 8.3 Small equipment and gear
9. Fire Protection Services	Yes Yes Yes	9.1 Fire stations 9.2 Fire Vehicles ¹ 9.3 Fire Equipment and gear
10. Ambulance Services	n/a n/a	10.1 Ambulance station space 10.2 Vehicles ¹
11. Services provided by a board within the meaning of the <i>Public Libraries Act</i>	n/a n/a n/a	11.1 Public library space (incl. furniture and equipment) 11.2 Library vehicles ¹ 11.3 Library materials
12. Services Related to Long-Term Care	n/a n/a	12.1 Long-Term Care space 12.2 Vehicles ¹
13. Parks and Recreation Services	Ineligible Yes Yes Yes Yes	13.1 Acquisition of land for parks, woodlots, and E.S.A.s 13.2 Development of municipal parks 13.3 Parks rolling stock ¹ and yards 13.4 Facilities, such as arenas, indoor pools, fitness facilities, community centres, etc. 13.5 Recreation vehicles and equipment ¹
14. Services Related to Public Health	n/a n/a	14.1 Public Health department space 14.2 Public Health department vehicles ¹

¹ with a 7+ year useful life



Categories of Township Services	Inclusion in the D.C. Calculation	Service Components
15. Child Care and Early Years Programs and Services within the meaning of Part VI of the <i>Child Care and Early Years Act, 2014</i> and any related services.	n/a n/a	15.1 Childcare space 15.2 Vehicles ¹¹
16. Services related to proceedings under the <i>Provincial Offences Act, including by-law enforcement services and municipally administered court services</i>	Yes Yes	16.1 P.O.A. space, including by-law enforcement and municipally administered court services 16.2 Vehicles ¹
17. Services Related to Emergency Preparedness	n/a n/a	17.1 Emergency Preparedness Space 17.2 Equipment
18. Services Related to Airports	Ineligible Ineligible	18.1 Airports 18.2 Other Airports
20. Other	Yes Yes	20.1 Interest on money borrowed to pay for growth-related capital 20.2 Studies in connection with eligible services, including the D.C. background study cost.

4.4 Local Service Policy

Some of the need for services generated by additional development consists of local services related to a plan of subdivision. As such, they will be required as a condition of subdivision agreements or consent conditions. The Township's Local Service Policy is included in Appendix E.

¹ With a 7+ year useful life



4.5 Capital Forecast

Paragraph 7 of subsection 5 (1) of the D.C.A. requires that “the capital costs necessary to provide the increased services must be estimated.” The Act goes on to require two potential cost reductions and the regulation sets out the way in which such costs are to be presented. These requirements are outlined below.

These estimates involve capital costing of the increased services discussed above. This entails costing actual projects or the provision of service units, depending on how each service has been addressed.

The capital costs include:

- a. costs to acquire land or an interest therein (including a leasehold interest);
- b. costs to improve land;
- c. costs to acquire, lease, construct or improve buildings and structures;
- d. costs to acquire, lease or improve facilities, including rolling stock (with a useful life of 7 or more years), furniture and equipment (other than computer equipment), materials acquired for library circulation, reference, or information purposes;
- e. interest on money borrowed to pay for the above-referenced costs; and
- f. costs to undertake studies in connection with the above-referenced matters (include costs of the D.C. background study).

In order for an increase in need for service to be included in the D.C. calculation, Municipal Council must indicate “that it intends to ensure that such an increase in need will be met” (subsection 5 (1) 3). This can be done if the increase in service forms part of a Council-approved Official Plan, capital forecast, or similar expression of the intention of Council (O. Reg. 82/98 section 3). The capital program contained herein reflects the Township’s approved capital forecast, and master servicing/needs studies.

4.6 Treatment of Credits

Section 8, paragraph 5, of O. Reg. 82/98 indicates that a D.C. background study must set out “the estimated value of credits that are being carried forward relating to the service.” Subsection 17, paragraph 4, of the same regulation indicates that, “...the value of the credit cannot be recovered from future D.C.s,” if the credit pertains to an



ineligible service. This implies that a credit for eligible services can be recovered from future D.C.s. As a result, this provision should be made in the calculation, in order to avoid a funding shortfall with respect to future service needs.

Currently, there are no outstanding credits to be included in the D.C. calculations.

4.7 Class of Services

Section 7 of the D.C.A. states that a D.C. by-law may provide for any D.C. eligible service or the capital costs with respect to those services. Further, a class may be composed of any number or combination of services and may include parts or portions of each D.C. eligible services. With respect to growth-related studies, section 7(3) of the D.C.A. states that:

“For greater certainty, a development charge by-law may provide for a class consisting of studies in respect of any service listed in subsection 2 (4) whose capital costs are described in paragraphs 5 and 6 of subsection 5 (3)”.

These provisions allow for services to be grouped together to create a class for the purposes of the D.C. by-law and D.C. reserve funds. As of June 6, 2024, Bill 185 has received Royal Assent, thereby the growth-related studies have been provided as a class of service for purposes of calculating the D.C.s.

4.8 Existing Reserve Funds

Section 35 of the D.C.A. states that:

“The money in a reserve fund established for a service may be spent only for capital costs determined under paragraphs 2 to 7 of subsection 5 (1).”

There is no explicit requirement under the D.C.A. calculation method set out in s. 5 (1) to net the outstanding reserve fund balance as part of making the D.C. calculation; however, section 35 does restrict the way in which the funds are used in future.

For services that are subject to a per-capita-based, service level “cap,” the reserve fund balance should be applied against the development-related costs for which the charge was imposed once the project is constructed (i.e., the needs of recent growth). This



cost component is distinct from the development-related costs for the next 10-year period, which underlie the D.C. calculation herein.

The alternative would involve the Township spending all reserve fund monies prior to renewing each by-law, which would not be a sound basis for capital budgeting. Thus, the Township will use these reserve funds for the Township's cost share of applicable development-related projects, which are required but have not yet been undertaken, as a way of directing the funds to the benefit of the development which contributed them (rather than to future development, which will generate the need for additional facilities directly proportionate to future growth).

The Township's D.C. reserve fund balance by service as of December 31, 2023, is provided in Table 4-2. These balances have been considered in the D.C. calculations:

Table 4-2
Township of Puslinch
Projected Development Charge Reserve Fund Balances
As of December 31, 2023

Services/Class of Services	Totals
Services Related to a Highway	\$1,341,563
Fire Protection Services	\$1,249,341
Parks and Recreation Services	\$15,776
Growth-Related Studies	\$159,952
Total	\$2,766,632

4.9 Deductions

The D.C.A. potentially requires that four deductions be made to the increase in the need for service. These relate to:

- the historical level of service ceiling;
- uncommitted excess capacity;
- benefit to existing development; and
- anticipated grants, subsidies, and other contributions.

The requirements behind each of these reductions are addressed below.



4.9.1 Reduction Require by Historical Level of Service Ceiling

This is designed to ensure that the increase in need included in section 4.3 does “not include an increase that would result in the level of service [for the additional development increment] exceeding the average historical level of the service provided in the municipality over the 15-year period immediately preceding the preparation of the background study” (D.C.A., subsection 5 (1) 4). O. Reg. 82/98 (section 4) goes further to indicate that “both the quantity and quality of a service shall be taken into account in determining the level of service and the average level of service.”

In many cases, this can be done by establishing a quantity measure in terms of units as floor area, land area, or road length per capita and a quality measure, in terms of the average cost of providing such units based on replacement costs, engineering standards, or recognized performance measurement systems, depending on circumstances. When the quantity and quality factors are multiplied together, they produce a measure of the level of service, which meets the requirements of the Act, i.e., cost per unit.

The average historical service level calculation sheets for each service component in the D.C. calculation are set out in Appendix B.

4.9.2 Reduction for Uncommitted Excess Capacity

Paragraph 5 of subsection 5 (1) requires a deduction from the increase in the need for service attributable to the anticipated development that can be met using the Municipality’s “excess capacity,” other than excess capacity which is “committed.”

“Excess capacity” is undefined, but in this case must be able to meet some or all of the increase in need for service, in order to potentially represent a deduction. The deduction of uncommitted excess capacity from the future increase in the need for service would normally occur as part of the conceptual planning and feasibility work associated with justifying and sizing new facilities, (e.g., if a road widening to accommodate increased traffic is not required because sufficient excess capacity is already available, then widening would not be included as an increase in need, in the first instance).



4.9.3 Reduction for Benefit to Existing Development

Section 5 (1) 6 of the D.C.A. provides that, “The increase in the need for service must be reduced by the extent to which an increase in service to meet the increased need would benefit existing development.” The general guidelines used to consider benefit to existing development included:

- the repair or unexpanded replacement of existing assets that are in need of repair;
- an increase in average service level of quantity or quality;
- the elimination of a chronic servicing problem not created by growth; and
- providing services where none previously existed (generally considered for water or wastewater services).

This step involves a further reduction in the need, by the extent to which such an increase in service would benefit existing development. The level of service cap in section 4.9.1 is related but is not the identical requirement. Sanitary, storm, and water trunks are highly localized to growth areas and can be more readily allocated in this regard than other services such as services related to a highway, which do not have a fixed service area.

Where existing development has an adequate service level which will not be tangibly increased by an increase in service, no benefit would appear to be involved. For example, where expanding existing library facilities simply replicates what existing residents are receiving, they receive limited (or no) benefit as a result. On the other hand, where a clear existing service problem is to be remedied, a deduction should be made accordingly.

In the case of services such as recreation facilities, community parks, libraries, etc., the service is typically provided on a Municipal-wide system basis. For example, facilities of the same type may provide different services (i.e., leisure pool vs. competitive pool), different programs (i.e., hockey vs. figure skating), and different time availability for the same service (i.e., leisure skating available on Wednesdays in one arena and Thursdays in another). As a result, residents will travel to different facilities to access the services they want at the times they wish to use them, and facility location generally does not correlate directly with residence location. Even where it does, displacing users from an existing facility to a new facility frees up capacity for use by others and



generally results in only a limited benefit to existing development. Further, where an increase in demand is not met for a number of years, a negative service impact to existing development is involved for a portion of the planning period.

4.9.4 Reduction for Anticipated Grants, Subsidies, and Other Contributions

This step involves reducing the capital costs necessary to provide the increased services by capital grants, subsidies, and other contributions (including direct developer contributions required due to the local service policy) made or anticipated by Council and in accordance with various rules such as the attribution between the share related to new vs. existing development. That is, some grants and contributions may not specifically be applicable to growth or where Council targets fundraising as a measure to offset impacts on taxes (O. Reg. 82/98, section 6).

4.10 Municipal-wide vs. Area-Specific

This step involves determining whether all of the subject costs are to be recovered on a uniform municipal-wide basis or whether some or all are to be recovered on an area-specific basis. Under the amended D.C.A., it is now mandatory to “consider” area-rating of services (providing charges for specific areas and services); however, it is not *mandatory to implement area rating*.

The calculated D.C.s herein are based on a Township-wide basis for all services/class of service.

4.11 Allocation by Type of Development

This step involves relating the costs involved to anticipated development for each period under consideration and using allocations between residential and non-residential development and between one type of development and another, to arrive at a schedule of charges.

4.12 Asset Management

The legislation now requires that a D.C. background study must include an asset management plan (subsection 10 (2) c.2). The asset management plan (A.M.P.) must



deal with all assets that are proposed to be funded, in whole or in part, by D.C.s. The current regulations provide very extensive and specific requirements for the A.M.P. related to transit services (as noted in the subsequent subsection); however, they are silent with respect to how the A.M.P. is to be provided for all other services. As part of any A.M.P., the examination should be consistent with the municipality's existing assumptions, approaches, and policies on asset management planning. This examination has been included in Appendix F.



Chapter 5

D.C. Eligible Cost Analysis by Service



5. D.C. Eligible Cost Analysis by Service and Class of Service

5.1 Introduction

This chapter outlines the basis for calculating eligible costs for the D.C.s to be applied on a uniform basis for the defined service areas. In each case, the required calculation process set out in subsection 5 (1) paragraphs 2 to 7 in the D.C.A., and described in Chapter 4, was followed in determining D.C. eligible costs.

The service component is evaluated on two format sheets:

- The service standards that provide the average historical 15-year level of service calculation (see Appendix B), which “caps” the D.C. amounts; and
- The infrastructure cost calculation, which determines the potential D.C. recoverable cost.

The nature of the capital projects and timing identified in the Chapter reflect Council's current intention. Over time, however, Township projects and Council priorities may change; accordingly, Council's intentions may be altered, and different capital projects (and timing) may be necessary to meet the need for services required by new growth.

5.2 Service Levels and 10-Year Capital Costs for Municipal-wide D.C. Services and Class of Services Calculation

This section evaluates the development-related capital requirements for Township services under a 10-year planning period.

5.2.1 Services Related to a Highway

The Township's inventory of roadways is measured in kilometres (km). In total, the Township currently maintains 180.56 km of D.C. eligible roads, excluding local roads. Additionally, the Township maintains a total of 7 bridges and 15 culverts, 51 streetlights and poles, and 3.50 km of sidewalks, along the D.C. eligible roads. Further, 7,995 sq.ft. of roads operations facility space is owned and used by the Township for Services



Related to a Highway, along with 24 vehicles and equipment items to service the road network.

The total inventory of assets over the past 15-years results in an invested level of service of \$13,272 per capita. When applied to the 10-year forecast population, a maximum D.C. eligible cost of approximately \$12.77 million is applicable.

Table 5-1 provides the 10-year capital program for Services Related to a Highway. The capital program includes roads resurfacing, upgrade, and expansion projects, bridge and culvert upgrades, and provisions for traffic calming measures, as well as a provision for additional fleet to maintain the expanded infrastructure to service growth. The total gross capital cost of the program is approximately \$19.43 million over the 10-year forecast period. Deductions related to the costs which benefit the existing development have been applied in the amount of approximately \$16.65 million. Additionally, approximately \$1.34 million in existing D.C. reserve fund proceeds have been deducted from the forecast D.C. recoverable capital needs, reflecting funding already available to meet the growth-related needs.

As a result, the total D.C. recoverable cost of approximately \$1.44 million has been included in the calculation of the charge, of which \$937,163 (65%) and \$504,626 (35%) has been attributed to residential and non-residential developments, respectfully. These attributions are based on the incremental growth anticipated in population and employment over the 10-year forecast period.

5.2.2 Parks and Recreation Services

The Township provides a variety of parks and recreation-related assets to service the community. Currently, the Township has 49.1 acres of parkland within its jurisdiction consisting of various sized parks. The Township also maintains 18 parkland amenities within the boundaries of the parks, such as baseball fields, soccer fields, playgrounds, tennis courts, and basketball courts, etc. In addition, there are approximately 1,120 linear metres of paths and trails throughout the Township. Further, there are multiple facilities that parks, and recreation is serviced from, including community centres, parks operations & storage buildings, and office space for parks and recreation staff. These facilities provide a total of 36,978 sq.ft. of space. Finally, the parks and recreation services are maintained with 9 vehicles and equipment assets. The total inventory of assets related to Parks and Recreation Services over the past 15-years results in an



invested level of service of \$2,383 per capita. When applied to the 10-year forecast population, a maximum D.C. eligible cost of approximately \$2.29 million is applicable.

Over the 10-year forecast period the Township will continue implementing the recommendations from the Parks and Recreation Master Plan. The Township has also identified provisions for an additional lawn mower, facility space, and new parkland development as part of its parks and recreation services capital program.

Table 5-2 provides the associated 10-year capital program anticipated for Parks and Recreation Services. The capital program identifies a total gross capital cost of approximately \$1.58 million. A deduction related to the portion of costs that benefit the existing development has been made in the amount of \$407,600, as well as \$102,200 being deducted for the growth-related portion of anticipated third-party funding towards these projects. Finally, a deduction of \$15,776 has been made to recognize the balance in the existing D.C. reserve fund. As a result, approximately \$1.06 has been included in the calculation of the charge.

As the predominant users of Parks and Recreation Services tend to be residents of the Township, the forecast D.C. recoverable costs have been allocated 95% to future residential development and 5% to future non-residential development. Therefore, approximately \$1.0 million, and \$52,761 has been allocated to residential and non-residential developments, respectively.

5.2.3 Provincial Offences Act, including By-law Enforcement

The Township provides facility space for by-law enforcement of 122 sq.ft. In addition, the Township provides a vehicle and equipment items for the by-law enforcement officer. As such, the Township's level of service over the past 15-years equates to \$3.53 per capita. When applied to the 10-year forecast population, a maximum D.C. eligible cost of \$3,396 may be included in the D.C. calculation.

Table 5-3 provides the capital program related to Provincial Offences Act, including By-law Enforcement. It includes the need to provide additional facility space and equipment to expand the by-law enforcement service for the anticipated growth within the Township. Therefore, a provision of \$3,300 related to growth has been included in the calculated charge. These costs have been allocated to residential development in the amount of \$2,145 (65%) and non-residential development in the amount of \$1,155



(35%). The allocations have been made on based on the relationship of incremental population and employment growth anticipated over the 10-year forecast period.

5.2.4 Fire Protection Services

The Township currently provides Fire Protection Services to its community from 8,460 sq.ft. of facility space. In addition, the Fire Protection Services are provided utilizing 7 fire vehicles and 246 items related to small equipment and gear to its community.

The total inventory of assets over the past 15-years results in an invested level of service of \$1,906 per capita. When applied to the 10-year forecast population, a maximum D.C. eligible cost of approximately \$1.83 million is applicable.

The 10-year capital program for Fire Protection Services is provided in Table 5-4. The capital program included a total gross capital cost of approximately \$5.39 million over the 10-year forecast period. The capital program includes provisions for additional facility space and equipment, as well as the replacement and expansion of an aerial and pumper, to service growth. Deductions related to the costs that benefit the existing development of approximately \$3.28 million have been made. Additionally, a deduction of approximately \$1.25 million has been made to recognize the balance in the existing D.C. reserve fund.

As a result of these deductions, the D.C. recoverable cost of \$863,159 has been apportioned to residential and non-residential development. The residential development cost share totals \$561,053 (65%) and non-residential development cost share totals \$302,106 (35%). The allocation of D.C. recoverable costs by type of development is based on the incremental population and employment growth over the period.

5.2.5 Growth-Related Studies (Class of Services)

Section 7 of the D.C.A. states that a D.C. by-law may provide for any D.C. eligible service or the capital costs with respect to those services. Further, a class may be composed of any number or combination of services and may include parts or portions of each D.C. eligible services. With respect to growth-related studies, Section 7 (3) of the D.C.A. states that:

“For greater certainty, a development charge by-law may provide for a class consisting of studies in respect of any service listed in subsection 2



(4) whose capital costs are described in paragraphs 5 and 6 of subsection 5 (3)".

These provisions allow for services to be grouped together to create a class for the purposes of the D.C. by-law and D.C. reserve funds. The D.C. calculations and draft by-law provided herein include a class for growth-related studies. This class is comprised of the following municipal-wide services:

- Services Related to a Highway;
- Fire Protection Services;
- Provincial Offences Act, including By-law Enforcement; and
- Parks and Recreation Services.

The following provides a list of the studies that have been identified for the 10-year forecast period:

- Development Charge Studies;
- Master Fire Plan;
- Community Risk Assessment for Fire Protection Services;
- Regionally Significant Economic Development Studies;
- Development Standards Guidelines;
- Recreation & Parks Master Plan;
- Community Based Strategic Plan;
- Asset Management Plans and Policy Updates;
- Conservation and Demand Management Plan;
- Development of a Township Official Plan;
- Building Condition Assessment Studies;
- Zoning By-law Update;
- Transportation Master Plan
- Traffic Count Study;
- Road Condition Index Update Studies
- Comprehensive Speed Limit Review Study; and
- Comprehensive By-law Enforcement Legislative Reviews.

The list of growth-related studies, as provided in Table 5-5, has an estimated gross capital cost of approximately \$1.14 million. Deductions related to non-D.C. eligible services of \$60,400, benefit to existing development of \$467,172, anticipated grant



funding of \$75,000, and the balance in the existing D.C. reserve fund of \$159,952, have been made. Therefore, the net D.C. recoverable cost of \$375,477 has been included for calculation purposes. Table 5-5 provides the summary of the class of service for growth-related studies.

For planning related studies, a deduction of 10% of the growth-related costs have been applied to recognize the extent to which the studies relate to non-D.C.-eligible services. Planning related studies and future D.C. background studies have been allocated to the services in the following manner:

- Services Related to a Highway – 42.90%
- Fire Protection Services – 25.66%
- Provincial Offences Act, including By-law Enforcement – 0.07%
- Parks and Recreation Services – 31.37%

The allocation of the net growth-related costs between residential and non-residential development is based on the residential and non-residential allocations for each service area and are presented in Table 5-6 below (i.e. 76% residential and 24% non-residential).

Table 5-6
Infrastructure Costs Covered in the D.C. Calculation – Growth-Related Studies – Residential/Non-Residential Shares

Services	Total	Residential Share	Non-Residential Share
Services Related to a Highway	120,026	96,691	23,335
Fire Protection Services	113,554	67,004	46,550
Parks and Recreation Services	108,814	98,998	9,816
Provincial Offences Act including By-Law Enforcement	33,082	23,965	9,117
Total	\$375,477	\$286,658	\$88,819
Growth Studies Class of Services Residential/Non-Residential %		76%	24%



Table 5-1
Township of Puslinch
Infrastructure Costs Included in the Development Charge Calculation
For Services Related to a Highway

Proj. No.	Increased Service Needs Attributable to Anticipated Development 2024 to 2033	Timing (year)	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 65%	Non-Residential Share 35%
Roads											
1	Concession 2: Side Road 20 South to Sideroad 25 South (Truck Route)	2026	933,000	-	-	933,000	806,100	-	126,900	82,485	44,415
2	Concession 2/2A: Sideroad 25 South to Concession 2	2026	291,000	-	-	291,000	251,400	-	39,600	25,740	13,860
3	Traffic Calming - Streetscaping Morriston - Phase 2	2028	146,500	-	-	146,500	126,600	-	19,900	12,935	6,965
4	Concession 1: Sideroad 10 South to County Road 35	2028	602,000	-	-	602,000	520,100	-	81,900	53,235	28,665
5	Winer Road: McLean Road to Nicholas Beaver Road	2025	524,400	-	-	524,400	453,100	-	71,300	46,345	24,955
6	Mason Road: Concession 7 to End	2025	65,000	-	-	65,000	56,200	-	8,800	5,720	3,080
7	Maple Leaf Lane: County Road 46 to End	2024	104,966	-	-	104,966	90,700	-	14,266	9,273	4,993
8	Concession 4: Sideroad 20 North to Curve in Road	2029	131,000	-	-	131,000	113,200	-	17,800	11,570	6,230
9	Watson Road South: Hume Road to Maltby Road East and Watson Road South: County Road 37 (Arnell Road) to Hume Road	2024	756,036	-	-	756,036	653,200	-	102,836	66,843	35,993
10	Gore Road - Valens Road to Concession 7	2024	659,150	-	-	659,150	569,500	-	89,650	58,273	31,378
11	Victoria Street And Church Street: Calfass Road to Queen Street (Highway 6)	2030	129,000	-	-	129,000	111,500	-	17,500	11,375	6,125
12	Leslie Road West: Victoria Road South to Watson Road South	2025	587,000	-	-	587,000	507,200	-	79,800	51,870	27,930
13	Sideroad 20 North: Concession 4 to Forestell Road	2029	325,000	-	-	325,000	280,800	-	44,200	28,730	15,470
14	Concession 4 - County Road 35 to Sideroad 20 North	2028	602,000	-	-	602,000	520,100	-	81,900	53,235	28,665
15	Concession 1: Leslie Road West to Highway 6	2025	160,000	-	-	160,000	138,200	-	21,800	14,170	7,630
16	Concession 1/Leslie Rd W: Concession 7 to Highway 6	2025	684,000	-	-	684,000	591,000	-	93,000	60,450	32,550
17	Puslinch-Flamborough Townline: Leslie Road West to Township Limits	2025	88,000	-	-	88,000	76,000	-	12,000	7,800	4,200
18	Nicholas Beaver Road: Winer Road to Brock Road South	2025	436,000	-	-	436,000	376,700	-	59,300	38,545	20,755
19	Concession 2: Sideroad 10 South to County Road 35	2026	601,000	-	-	601,000	519,300	-	81,700	53,105	28,595
20	Concession 2 - Country Road 35 to Sideroad 25 South	2026	610,000	-	-	610,000	527,000	-	83,000	53,950	29,050
21	Concession 2A: Concession 2 to Concession 7	2026	108,000	-	-	108,000	93,300	-	14,700	9,555	5,145
22	Concession 2 Culvert	2026	160,000	-	-	160,000	138,200	-	21,800	14,170	7,630
23	Leslie Road West Culvert	2027	110,000	-	-	110,000	95,000	-	15,000	9,750	5,250
24	Victoria Road South: County Road 34 to Maltby Road East	2027	944,000	-	-	944,000	815,600	-	128,400	83,460	44,940
25	Cooks Bridge	2027	750,000	-	-	750,000	648,000	-	102,000	66,300	35,700
26	Cooks Mill Road: Bridge to County Road 41	2027	128,000	-	-	128,000	110,600	-	17,400	11,310	6,090
27	Roadside Safety Allowances - Bridges and Culverts	2028	204,000	-	-	204,000	176,300	-	27,700	18,005	9,695
28	Gore Road: County Road 35 to Foreman Road	2028	602,000	-	-	602,000	520,100	-	81,900	53,235	28,665
29	Gore Road: Concession 7 to Lennon Road	2028	280,000	-	-	280,000	241,900	-	38,100	24,765	13,335



Table 5-1 (Cont'd)
Township of Puslinch
Infrastructure Costs Included in the Development Charge Calculation
For Services Related to a Highway

Proj. No.	Increased Service Needs Attributable to Anticipated Development 2024 to 2033	Timing (year)	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 65%	Non-Residential Share 35%
30	Concession 1 Culvert	2029	20,000	-	-	20,000	17,300	-	2,700	1,755	945
31	Sideroad 20 North: County Road 34 to Concession 4	2029	605,000	-	-	605,000	522,700	-	82,300	53,495	28,805
32	Concession 1: Townline Road to Transition	2029	370,000	-	-	370,000	319,700	-	50,300	32,695	17,605
33	Concession 1: Transition to Transition	2029	615,000	-	-	615,000	531,400	-	83,600	54,340	29,260
34	Concession 1: Transition to Sideroad 10 South	2029	219,000	-	-	219,000	189,200	-	29,800	19,370	10,430
35	Sideroad 10 North - Forestell Road to Laird Road West	2030	302,000	-	-	302,000	260,900	-	41,100	26,715	14,385
36	Laird Road West - End to Country Road 32	2030	125,000	-	-	125,000	108,000	-	17,000	11,050	5,950
37	Old Brock Road: Cockburn Street to End	2030	34,000	-	-	34,000	29,400	-	4,600	2,990	1,610
38	Ellis Road: County Road 32 to 6725 Ellis Road	2030	544,000	-	-	544,000	470,000	-	74,000	48,100	25,900
39	Gilmour Road: County Road 46 (Brock Road) to Subdivision Entrance	2031	73,000	-	-	73,000	63,100	-	9,900	6,435	3,465
40	Smith Road - Concession 7 to County Road 34	2031	97,000	-	-	97,000	83,800	-	13,200	8,580	4,620
41	Back Street - Main Street to Badenoch Street East	2031	101,000	-	-	101,000	87,300	-	13,700	8,905	4,795
42	Hume Road - Nassagaweya-Puslinch Townline to Watson Road South	2031	683,000	-	-	683,000	590,100	-	92,900	60,385	32,515
43	Beiber Road - Nicholas Beaver Road to private property	2032	78,000	-	-	78,000	67,400	-	10,600	6,890	3,710
44	Main Street - Badenoch Street East to Morrison Ball Park	2032	75,000	-	-	75,000	64,800	-	10,200	6,630	3,570
45	Watson Road South - bridge to bridge	2032	211,000	-	-	211,000	182,300	-	28,700	18,655	10,045
46	Victoria Road South: Leslie Road West to County Road 36	2033	650,000	-	-	650,000	561,600	-	88,400	57,460	30,940
47	Provision for Upgrading Gravel Roads to Paved Roads	2025-2026	1,586,000	-	-	1,586,000	1,370,300	-	215,700	140,205	75,495
48	Provision for Traffic Calming Measures	2024-2033	150,000	-	-	150,000	75,000	-	75,000	48,750	26,250
	Bridges and Culverts										
49	Victoria Road Culvert Over Galt Creek	2033	170,000	-	-	170,000	146,900	-	23,100	15,015	8,085
50	Victoria Road Culvert North of Leslie	2033	200,000	-	-	200,000	172,800	-	27,200	17,680	9,520
51	Ellis Road Culvert Over Puslinch Lake Irish Creek	2030	700,000	-	-	700,000	604,800	-	95,200	61,880	33,320
	Roads & Related Vehicles										
52	Provision for Additional Growth-Related Fleet	2024-2033	100,000	-	-	100,000	-	-	100,000	65,000	35,000
53	Reserve Fund Adjustment						1,341,563		(1,341,563)	(872,016)	(469,547)
	Total		19,429,052	-	-	19,429,052	17,987,263	-	1,441,789	937,163	504,626



Table 5-2
Township of Puslinch
Infrastructure Costs Included in the Development Charge Calculation
For Parks and Recreation Services

Proj. No.	Increased Service Needs Attributable to Anticipated Development 2024 to 2033	Timing (year)	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 95%	Non-Residential Share 5%
1	Community Centre Complex: Tennis Court Paving (Phase 1 of Parks Master Plan)	2024	292,000	-	-	292,000	234,500	31,400	26,100	24,795	1,305
2	Provision for additional Lawn Tractor	2025	55,000	-	-	55,000	-	-	55,000	52,250	2,750
3	Parking Lot & Associated Enhancements (curbing, entrance, and additional lighting) at the front of the Puslinch Community Centre	2024	417,000	-	-	417,000	173,100	70,800	173,100	164,445	8,655
4	Puslinch Lake Access: Bench, Gravel Path, & signage	2024	7,700	-	-	7,700	-	-	7,700	7,315	385
5	Puslinch Minor Baseball Club Fencing at Old Morriston & Morriston Meadows	2024	9,100	-	-	9,100	-	-	9,100	8,645	455
6	Provision for Additional Facility Space	2024-2033	100,000	-	-	100,000	-	-	100,000	95,000	5,000
7	Provision for Developing new Parks related to Subdivisions	2024-2033	700,000	-	-	700,000	-	-	700,000	665,000	35,000
8	Reserve Fund Adjustment		-	-	-	-	15,776		(15,776)	(14,987)	(789)
	Total		1,580,800	-	-	1,580,800	423,376	102,200	1,055,224	1,002,463	52,761

Table 5-3
Township of Puslinch
Infrastructure Costs Included in the Development Charge Calculation
For P.O.A., including By-law Enforcement

Proj. No.	Increased Service Needs Attributable to Anticipated Development 2024 to 2033	Timing (year)	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 65%	Non-Residential Share 35%
1	Provision for Additional Facility Space and By-law Enforcement Equipment	2024-2033	3,300	-	-	3,300	-	-	3,300	2,145	1,155
	Total		3,300	-	-	3,300	-	-	3,300	2,145	1,155



Table 5-4
Township of Puslinch
Infrastructure Costs Included in the Development Charge Calculation
For Fire Protection Services

Proj. No.	Increased Service Needs Attributable to Anticipated Development 2024 to 2033	Timing (year)	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
						Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 65%	Non-Residential Share 35%
1	Provision for Additional Facility Space	2024-2025	1,700,000	-	1,700,000	425,000	-	1,275,000	828,750	446,250
2	Provision for Additional Light Duty Service Vehicle	2025-2029	75,000	-	75,000	-	-	75,000	48,750	26,250
3	Provision for Replacement and Expansion of the Aerial Vehicle with a larger vehicle	2028-2033	2,500,000	-	2,500,000	2,000,000	-	500,000	325,000	175,000
4	Wild Land Firefighting Equipment	2024	12,500	-	12,500	-	-	12,500	8,125	4,375
5	Pumper 31 Replacement and Expand for additional water capacity	2025	1,100,000	-	1,100,000	850,000	-	250,000	162,500	87,500
6	Reserve Fund Adjustment		-	-	-	1,249,341	-	(1,249,341)	(812,072)	(437,269)
	Total		5,387,500	-	5,387,500	4,524,341	-	863,159	561,053	302,106



Table 5-5
Township of Puslinch
Infrastructure Costs Included in the Development Charge Calculation
For Growth-Related Studies Class of Services

Proj. No.	Increased Service Needs Attributable to Anticipated Development 2024 to 2033	Timing (year)	Service to Which Project Relates	Total 2024	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions (to recognize benefit to non-D.C. services)	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
									Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share	Non-Residential Share
1	Development Charges Study	2024	All Services		24,000	-	-	24,000	-	-	24,000	17,857	6,143
2	Development Charges Study	2033	All Services		30,000	-	-	30,000	-	-	30,000	22,323	7,677
3	Community Based Strategic Plan	2027	All Services		30,000	-	3,000	27,000	1,001	25,000	999	741	258
4	Regionally Significant Economic Development Study Area Phase 1 (Employment Lands)	2024	All Services		100,000	-	10,000	90,000	-	25,000	65,000	48,367	16,633
5	Regionally Significant Economic Development Study Area Phase 2 (Residential)	2025	All Services		60,000	-	6,000	54,000	-	25,000	29,000	21,579	7,421
6	Asset Management Plan and Policy Updates	2024	All Services		67,000	-	6,700	60,300	53,976	-	6,324	4,706	1,618
7	Asset Management Plan and Policy Updates	2029	All Services		67,000	-	6,700	60,300	53,976	-	6,324	4,706	1,618
8	Conservation and Demand Management Plan	2024	All Services		7,500	-	750	6,750	6,042	-	708	527	181
9	Conservation and Demand Management Plan	2029	All Services		7,500	-	750	6,750	6,042	-	708	527	181
10	Provision for the development of a Township Official Plan	2026-2027	All Services		200,000	-	20,000	180,000	45,001	-	134,999	100,455	34,544
11	Zoning By-law Update	2026-2027	All Services		35,001	-	3,500	31,501	7,876	-	23,625	17,579	6,046
12	Development Standards Guidelines	2024	All Services		30,000	-	3,000	27,000	-	-	27,000	20,091	6,909
13	Comprehensive Speed Limit Review for Township Roads with a Posted Speed Above 60 km/hr	2024-2025	Services Related to a Highway		30,000	-	-	30,000	25,920	-	4,080	2,652	1,428
14	Traffic Count Study	2028	Services Related to a Highway		30,000	-	-	30,000	25,920	-	4,080	2,652	1,428
15	Traffic Count Study	2033	Services Related to a Highway		30,000	-	-	30,000	25,920	-	4,080	2,652	1,428
16	Roads Condition Index Updates	2028	Services Related to a Highway		40,000	-	-	40,000	34,560	-	5,440	3,536	1,904
17	Roads Condition Index Updates	2033	Services Related to a Highway		40,000	-	-	40,000	34,560	-	5,440	3,536	1,904
18	Transportation Master Plan	2033	Services Related to a Highway		50,000	-	-	50,000	20,000	-	30,000	19,500	10,500
19	Master Fire Plan	2025-2026	Fire Protection Services		60,000	-	-	60,000	24,000	-	36,000	23,400	12,600
20	Community Risk Assessment	2024	Fire Protection Services		25,000	-	-	25,000	10,000	-	15,000	9,750	5,250
21	Recreation & Parks Master Plan	2025-2026	Parks and Recreation Services		50,000	-	-	50,000	20,000	-	30,000	28,500	1,500
22	Building Condition Assessment, Arc Flash Study, Infra-red Scanning of Equipment - Optimist Recreation Centre and Puslinch Community Centre	2024	Parks and Recreation Services		10,000	-	-	10,000	8,951	-	1,049	997	52
23	Building Condition Assessment, Arc Flash Study, Infra-red Scanning of Equipment (STUDY) - Optimist Recreation Centre and Puslinch Community Centre	2029	Parks and Recreation Services		15,000	-	-	15,000	13,427	-	1,573	1,494	79
24	Comprehensive By-law Enforcement Legislative Review	2024	P.O.A. including By-law Enforcement Services		50,000	-	-	50,000	25,000	-	25,000	16,250	8,750
25	Comprehensive By-law Enforcement Legislative Review	2029	P.O.A. including By-law Enforcement Services		50,000	-	-	50,000	25,000	-	25,000	16,250	8,750
26	Reserve Fund Adjustment				-	-	-	-	159,952	-	(159,952)	(103,969)	(55,983)
	Total				1,138,001	-	60,400	1,077,601	627,124	75,000	375,477	286,658	88,819



Chapter 6

D.C. Calculation



6. D.C. Calculation

Tables 6-1 calculate the proposed D.C.s to be imposed on development for all Township-wide services over the 10-year forecast period. The D.C. eligible costs for each service were determined in Chapter 5 for all Township-wide services, based on their associated capital programs.

The calculation for residential development is generated on a per capita basis and is based upon four (4) forms of housing types (singles and semi-detached dwellings, multiple dwellings, bachelor and 1-bedroom apartments, and 2+ bedrooms apartments). The non-residential D.C. has been calculated on a uniform per sq.ft. of G.F.A. basis for all types of non-residential development (industrial, commercial, and institutional).

For the residential calculations, the total cost is divided by the “gross” (new resident) population to determine the per capita amount. The residential D.C. recoverable capital cost calculations set out in Chapter 5 are based on the net anticipated population increase (the forecast new unit population less the anticipated decline in existing units). The cost per capita is then multiplied by the average occupancy of the new units (Appendix A, Schedule 7) to calculate the charges in Table 6-1.

Table 6-2 provides the schedule of charges that is applicable for all services by type of development. Table 6-3 summarizes the gross capital expenditures and sources of revenue for works to be undertaken during the 10-year life of the by-law.



Table 6-1
Township of Puslinch
Township-Wide D.C. Calculation for the 10-year Forecast Period

SERVICE/CLASS OF SERVICES	2024\$ D.C.-Eligible Cost		2024\$ D.C.-Eligible Cost	
	Residential	Non-Residential	Single Detached Unit	Non-Residential per sq.ft. of (G.F.A.)
	\$	\$	\$	\$
1. <u>Services Related to a Highway</u>				
1.1 Roads and Related Infrastructure, including Public Works facilities, fleet, and equipment	937,163	504,626	2,768	0.85
2. <u>Fire Protection Services</u>				
2.1 Fire facilities, vehicles & equipment	561,053	302,106	1,657	0.52
3. <u>Parks and Recreation Services</u>				
3.1 Park development, amenities, trails, recreation facilities, vehicles, and equipment	1,002,463	52,761	2,961	0.09
4. <u>Provincial Offences Act including By-Law Enforcement</u>				
4.1 Facilities, vehicles and equipment	2,145	1,155	6	-
5. <u>Growth-Related Studies</u>	286,658	88,819	847	0.16
TOTAL	\$2,789,482	\$949,467	8,238	\$1.62
D.C.-Eligible Capital Cost	\$2,789,482	\$949,467		
10-Year Gross Population/GFA Growth (sq.ft.)	1,046	585,500		
Cost Per Capita/Non-Residential GFA (sq.ft.)	\$2,666.81	\$1.62		
By Residential Unit Type	P.P.U.			
Single and Semi-Detached Dwelling	3.089	\$8,238		
Other Multiples	2.431	\$6,483		
Apartments - 2 Bedrooms +	1.869	\$4,984		
Apartments - Bachelor and 1 Bedroom	1.365	\$3,640		



Table 6-2
Township of Puslinch
Calculated Schedule of Development Charges by Service and Class of Services

Township-Wide Services/Class of Services	RESIDENTIAL				NON-RESIDENTIAL
	Single and Semi-Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	(per sq.ft. of Gross Floor Area)
Services Related to a Highway	2,768	2,178	1,674	1,223	0.85
Fire Protection Services	1,657	1,304	1,002	732	0.52
Parks and Recreation Services	2,961	2,330	1,792	1,308	0.09
Provincial Offences Act including By-Law Enforcement	6	5	4	3	0.00
Growth-Related Studies	847	667	512	374	0.16
Total Township-Wide Services & Class of Services	\$8,238	\$6,484	\$4,984	\$3,640	\$1.62



Table 6-3
Township of Puslinch
Gross Expenditure and Sources of Revenue Summary for Costs
to be Incurred over the 10-Year Life of the By-law for all Services and Class of Services

Services/Class of Services	Total Gross Cost	Sources of Financing					
		Tax Base or Other Non-D.C. Source			Post D.C. Period Benefit	D.C. Reserve Fund	
		Other Deductions	Benefit to Existing	Other Funding		Residential	Non-Residential
1. Services Related to a Highway 1.1 Roads and Related Infrastructure, including Public Works facilities, fleet, and	19,429,052	0	17,987,263	0	0	937,163	504,626
2. Fire Protection Services 2.1 Fire facilities, vehicles & equipment	5,387,500	0	4,524,341	0	0	561,053	302,106
3. Parks and Recreation Services 3.1 Park development, amenities, trails, recreation facilities, vehicles, and equipment	1,580,800	0	423,376	102,200	0	1,002,463	52,761
4. Provincial Offences Act including By-Law Enforcement 4.1 Facilities, vehicles and equipment	3,300	0	0	0	0	2,145	1,155
5. Growth-Related Studies 5.1 Services Related to a Highway	502,283	25,912	241,488	32,175	0	131,761	70,947
5.2 Fire Protection Services	253,844	15,500	78,625	19,245	0	91,306	49,168
5.3 Parks and Recreation Services	281,416	18,947	96,936	23,529	0	134,904	7,100
5.4 P.O.A. including By-law Enforcement Services	100,459	41	50,123	51	0	32,657	17,587
Total Expenditures & Revenues (Services/Class of Services)	\$27,538,653	\$60,400	\$23,402,152	\$177,200	\$0	\$2,893,451	\$1,005,450



Chapter 7

D.C. Policy Recommendations and D.C. By-law Rules



7. D.C. Policy Recommendations and D.C. By-law Rules

7.1 Introduction

This chapter outlines the D.C. policy recommendations and by-law rules.

Subsection 5 (1) 9 of the D.C.A. states that rules must be developed:

“to determine if a development charge is payable in any particular case and to determine the amount of the charge, subject to the limitations set out in subsection 6.”

Paragraph 10 of the section goes on to state that the rules may provide for exemptions, phasing in and/or indexing of D.C.s.

Subsection 5 (6) establishes the following restrictions on the rules:

- the total of all D.C.s that would be imposed on anticipated development must not exceed the capital costs determined under subsection 5 (1) 2-7 for all services involved;
- if the rules expressly identify a type of development, they must not provide for it to pay D.C.s that exceed the capital costs that arise from the increase in the need for service for that type of development; however, this requirement does not relate to any particular development; and
- if the rules provide for a type of development to have a lower D.C. than is allowed, the rules for determining D.C.s may not provide for any resulting shortfall to be made up via other development.

With respect to “the rules,” section 6 states that a D.C. by-law must expressly address the matters referred to above re subsection 5 (1) paragraphs 9 and 10, as well as how the rules apply to the redevelopment of land.

The rules provided give consideration for the recent amendments to the D.C.A. as summarized in Chapter 1. However, these policies are provided for Council’s consideration and may be refined prior to adoption of the by-law.



7.2 D.C. By-law Structure

It is recommended that:

- The Township uses a uniform Township-wide D.C. calculation for all services.
- The Township uses a uniform Township-wide D.C. calculation for the growth-related studies class of service (if applicable).

7.3 D.C. By-law Rules

The following sets out the recommended rules governing the calculation, payment, and collection of D.C.s in accordance with subsection 6 of the D.C.A.

It is recommended that the following provides the basis for the D.C.s:

7.3.1 *Payment in any Particular Case*

In accordance with the D.C.A., s.2(2), a D.C. be calculated, payable and collected where the development requires one or more of the following:

- (a) the passing of a zoning by-law or of an amendment to a zoning by-law under section 34 of the *Planning Act*;
- (b) the approval of a minor variance under section 45 of the *Planning Act*;
- (c) a conveyance of land to which a by-law passed under subsection 50 (7) of the *Planning Act* applies;
- (d) the approval of a plan of subdivision under section 51 of the *Planning Act*;
- (e) a consent under section 53 of the *Planning Act*;
- (f) the approval of a description under section 9 of the *Condominium Act, 1998*; or
- (g) the issuing of a permit under the *Building Code Act, 1992* in relation to a building or structure.

7.3.2 *Determination of the Amount of the Charge*

The following conventions be adopted:

1. Costs allocated to residential uses will be assigned to different types of residential units based on the average occupancy for each housing type constructed during the previous decade. Costs allocated to non-residential uses



will be assigned based on the amount of square feet of G.F.A. constructed for eligible uses (i.e., primary, industrial, commercial, and institutional).

2. Costs allocated to residential and non-residential uses are based upon a number of conventions, as may be suited to each municipal circumstance, as follows:
 - For Services Related to a Highway, Fire Protection Services, and P.O.A. including By-law Enforcement, a 65% residential and 35% non-residential attribution has been made, to recognize the incremental residential population and non-residential employment uses projected over the Township-wide 10-year forecast period for the services;
 - Parks and Recreation Services attributions for residential and non-residential splits have been determined based on an allocation of 95% to residential development and 5% to non-residential development as the predominant users of Parks and Recreation Services tend to be residents of the Township.
 - For the Growth-Related Studies Class of Services, the costs related to Parks & Recreation Services, have been allocated 95% to residential development and 5% to non-residential development, similar to the capital costs for this service. The costs associated with all other services have been allocated based on the incremental population and employment uses projected over the forecast periods similar to the specific services (i.e., 65% to residential and 35% to non-residential). These allocations result in an overall share between residential and non-residential development for growth-related studies of 76%/24%, respectfully.

7.3.3 Application to Redevelopment of Land (Demolition and Conversion)

Where, as a result of the redevelopment of land, a building or structure existing on the same land within five years prior to the date of payment of D.C.s in regard to such redevelopment was, or is to be demolished, in whole or in part, or converted from one principal use to another principal use on the same land, in order to facilitate the redevelopment, the D.C.s otherwise payable with respect to such redevelopment shall be reduced by the following amounts:



- in the case of a residential building or structure, or in the case of a mixed-use building or structure, the residential uses in the mixed-use building or structure, an amount calculated by multiplying the applicable D.C. by the number, according to type, of dwelling units that have been or will be demolished or converted to another principal use; and
- in the case of a non-residential building or structure or, in the case of mixed-use building or structure, the non-residential uses in the mixed-use building or structure, an amount calculated by multiplying the applicable D.C., by the G.F.A. that has been or will be demolished or converted to another principal use;

The demolition/conversion credit is allowed only if the land was improved by occupied structures, and if the demolition permit related to the site was issued less than 60 months (5 years) prior to the issuance of a building permit.

No credit shall be given with respect to the redevelopment, conversions, demolition, or change of use of a building or structure or part thereof where the existing building or structure or part thereof would have been exempt from D.C.s in accordance with the active by-law. The credit can, in no case, exceed the amount of D.C.s that would otherwise be payable.

7.3.4 Exemptions

Statutory exemptions include the following:

- Partial exemption for industrial building additions of up to and including 50% of the existing G.F.A. (defined in O. Reg. 82/98, section 1) of the building; for industrial building additions that exceed 50% of the existing G.F.A., only the portion of the addition in excess of 50%, is subject to D.C.s (subsection 4 (3) of the D.C.A.);
- Full exemption for buildings or structures owned by and used for the purposes of any municipality, local board, or Board of Education;
- Full exemption for additional residential development in existing buildings: development that results only in the enlargement of an existing dwelling unit, or that results only in the creation of up to two additional dwelling units (based on prescribed limits set out in section 2 of O. Reg. 82/98);



- Full exemption for additional residential development in new dwellings: development that includes the creation of up to two additional dwelling units (based on prescribed limits set out in section 2 of O. Reg. 82/98); and
- Full exemption for a university in Ontario that receives direct, regular, and ongoing operating funding from the Government of Ontario;
- Full exemption for affordable units (see bulletin rates identified in section 1.3.8)
- Full exemption for attainable units;
- Full exemption for affordable inclusionary zoning units; and
- Full exemption for non-profit housing developments;
- Partial exemption through a discount for rental housing units based on the number of bedrooms contained in each unit, as prescribed (note that these discounts are not part of the methodology required for calculating the charge, but a rule that has to be included in the by-law which informs implementation):
 - Residential units intended for use as a rented residential premises with three (3) or more bedrooms - 25% discount.
 - Residential units intended for use as a rented residential premises with two (2) bedrooms - 20% discount.
 - Residential units intended for use as a rented residential premises not referred to 1 or 2 above - 15% discount.

Non-statutory (discretionary exemptions) include the following:

- Temporary uses permitted under a zoning by-law under section 39 of the Planning Act;
- Accessory Use;
- A home business;
- A non-residential farm building used for agricultural purposes. For the purpose of this exemption the following definition is proposed.
 - “Farm Building” means a building or structure associated with and located on land devoted to the practice of farming and that is used essentially for the housing of farm equipment or livestock or the production, storage or processing of agricultural and horticultural produce or feeds and as part of or in connection with a bona fide farming operation and includes barns, silos and other buildings or structures ancillary to that farming operation, including greenhouses, but excludes:



- a residential use, with the exception of a secondary modular dwelling for seasonal farm workers required for that farm operation; and
- any building or portion thereof used or intended to be used for any other non-residential use, including commercial and industrial, and an on-farm diversified use.
- Non-profit institutional use; For the purpose of this exemption the following definition is proposed:
 - "non-profit institutional use" means land, buildings, structures or any part thereof used by any organization, group or association for promotion of religious, charitable, educational, welfare purposes, and includes churches, places of worship, private schools, nursery schools, daycares, or benevolent objectives and any of the listed institutional uses must be not for profit or gain;
- Land vested in or leased to a publicly assisted university where it is intended to be occupied and used by the university that receives direct, regular, and ongoing operating funds from the Government of Ontario for the purposes of post-secondary education if the development is intended to be occupied and used by the university;
- Non-profit housing development;
- Affordable inclusionary residential units;
- Affordable residential units; and
- Attainable residential units.

7.3.5 Timing of Collection

The D.C.s for all services and class of services, except Services Related to a Highway proceeding through subdivision and/or consent, are payable upon issuance of a building permit for each dwelling unit, building, or structure, subject to early or late payment agreements entered into by the Municipality and an owner under s. 27 of the D.C.A.

For developments proceeding through subdivision or consent agreements, the D.C.s for Services Related to a Highway, are payable immediately upon the developing landowner entering into a subdivision agreement or consent agreement.

Rental housing and institutional developments will pay D.C.s in six equal annual payments commencing at occupancy, and then on the anniversary of occupancy for the following five (5) years.



Moreover, the D.C. amount for all developments occurring within two (2) years of a Site Plan or Zoning By-law Amendment planning approval (for applications submitted after January 1, 2020, and June 5, 2024), shall be determined based on the D.C. in effect on the day of the applicable Site Plan or Zoning By-law Amendment application. The D.C. amount for all developments occurring within eighteen (18) months of a Site Plan or Zoning By-law Amendment planning approval (for applications submitted as of June 6, 2024), shall be determined based on the D.C. in effect on the day of the applicable Site Plan or Zoning By-law Amendment application.

Installment payments and payments determined at the time of Site Plan or Zoning By-law Amendment applications are subject to annual interest charges. The maximum interest rate the Township can impose is the average prime rate plus 1%.

7.3.6 Indexing

Indexing of the D.C.s shall be implemented on a mandatory basis annually commencing on January 1st, in accordance with the Statistics Canada Quarterly, Non-Residential Building Construction Price Index, for the most recent year-over-year period.

7.3.7 D.C. Spatial Applicability

The D.C.A. historically has provided the opportunity for a municipality to impose municipal-wide charges or area specific charges. Sections 2(7) and 2(8) of the D.C.A. provide that a D.C. by-law may apply to the entire municipality or only part of it and more than one D.C. by-law may apply to the same area. The D.C.A. now require municipalities to consider the application of municipal-wide and area-specific D.C.s. s.10(2) (c.1) requires Council to consider the use of more than one D.C. by-law to reflect different needs from services in different areas. Most municipalities in Ontario have established uniform, municipal-wide D.C.s. When area-specific charges are used, it is generally to underpin master servicing and front-end financing arrangements for more localized capital costs.

The rationale for maintaining a municipal-wide D.C. approach is based, in part, on the following:

1. All Township services, except for Water, Wastewater, and Stormwater Services, require that the average 15-year service standard be calculated. This average service standard multiplied by growth in the Township, establishes an upper



ceiling on the amount of funds that can be collected from all developing landowners. Section 4 (4) of O. Reg. 82/98 provides that “if a development charge by-law applies to a part of the municipality, the level of service and average level of service cannot exceed that which would be determined if the by-law applied to the whole municipality.” Put in layman terms, the average service standard multiplied by the growth within the specific area would establish an area-specific ceiling which would significantly reduce the total revenue recoverable for the Township hence potentially resulting in D.C. revenue shortfalls and impacts on property taxes.

2. Expanding on item 1, attempting to impose an area charge potentially causes equity issues in transitioning from a Municipal-wide approach to an area-specific approach. For example, if all services were now built (and funded) within Area A (which is 75% built out) and this was funded with some revenues from Areas B and C, moving to an area-rating approach would see Area A contribute no funds to the costs of services in Areas B and C. The D.C.s would be lower in Area A (as all services are now funded) and higher in Areas B and C. As well, funding shortfalls may then potentially encourage the Township to provide less services to Areas B and C due to reduced revenue.
3. Many services provided (roads, parks & recreation facilities) are not restricted to one specific area and are often used by all residents. For example, arenas located in different parts of the Township will be used by residents from all areas depending on the programming of the facility (i.e., a public skate is available each night, but at a different arena; hence usage of any one facility at any given time is based on programming availability).

Based on the foregoing and discussions with Township staff, there is no apparent justification for the establishment of area-specific D.C.s at this time. The recommendation is to apply Township-wide D.C.s for all services and class of services.

7.4 Other D.C. By-law Provisions

It is recommended that:



7.4.1 Categories of Services for Reserve Fund and Credit Purposes

It is recommended that the Township's D.C. collections be contributed into four (4) separate reserve funds, including:

- Services Related to a Highway;
- Fire Protection Services;
- Parks and Recreation Services; and
- P.O.A. Including By-law Enforcement Act.

7.4.2 Categories for Class of Service for Reserve Fund and Credit Purposes

It is recommended that the Township's D.C. collections related to the growth-related studies class of services be contributed into a separate reserve fund from the four reserve funds specific for the services noted above in section 7.4.1. Note that the current D.C. reserve fund balance for Administration Studies has been included in the growth-related studies D.C. calculations.

7.4.3 By-law In-force Date

The by-law will come into force on the day after which the by-law is passed by Council unless Council determines an alternative date for enactment.

7.4.4 Minimum Interest Rate Paid on Refunds and Charged for Inter-Reserve Fund Borrowing

The minimum interest rate is the Bank of Canada rate on the day on which the by-law come into force (as per s.11 of O. Reg. 82/98).

7.5 Other Recommendations

It is recommended that Council:

“Whenever appropriate, request that grants, subsidies and other contributions be clearly designated by the donor as being to the benefit of existing development or new development, as applicable;”

“Adopt the assumptions contained herein as an ‘anticipation’ with respect to capital grants, subsidies, and other contributions;”



“Adopt the D.C. approach to calculate the charges on a uniform Township-wide basis for all services and class of services;”

“Approve the capital project listing set out in Chapter 5 of the D.C. Background Study dated June 24, 2024, subject to further annual review during the capital budget process;”

“Approve the D.C. Background Study dated June 24, 2024, as amended (if applicable);”

“Determine that no further public meeting is required;” and

“Approve the D.C. By-law as set out in Appendix G.”



Chapter 8

By-law Implementation



8. By-law Implementation

8.1 Public Consultation Process

8.1.1 Introduction

This chapter addresses the mandatory, formal public consultation process (section 8.1.2), as well as the optional, informal consultation process (section 8.1.3). The latter is designed to seek the co-operation and participation of those involved, in order to produce the most suitable policy. Section 8.2 addresses the anticipated impact of the D.C. on development from a generic viewpoint.

8.1.2 Public Meeting of Council

Section 12 of the D.C.A. indicates that before passing a D.C. by-law, Council must hold at least one public meeting, giving at least 20 clear days' notice thereof, in accordance with the Regulation. Council must also ensure that the proposed by-law and background report are made available to the public at least two weeks prior to the (first) meeting.

Any person who attends such a meeting may make representations related to the proposed by-law.

If a proposed by-law is changed following such a meeting, Council must determine whether a further meeting (under this section) is necessary (i.e., if the proposed by-law which is proposed for adoption has been changed in any respect, Council should formally consider whether an additional public meeting is required, incorporating this determination as part of the final by-law or associated resolution. It is noted that Council's decision, once made, is final and not subject to review by a Court or the Ontario Land Tribunal (OLT) [formerly the Local Planning Appeal Tribunal (LPAT)].

8.1.3 Other Consultation Activity

There are three broad groupings of the public who are generally the most concerned with municipal D.C. policy:

1. The first grouping is the residential development community, consisting of land developers and builders, who are typically responsible for generating the majority



of the D.C. revenues. Others, such as realtors, are directly impacted by D.C. policy. They are, therefore, potentially interested in all aspects of the charge, particularly the quantum by unit type, projects to be funded by the D.C. and the timing thereof, and municipal policy with respect to development agreements, D.C. credits and front-ending requirements.

2. The second public grouping embraces the public at large and includes taxpayer coalition groups and others interested in public policy.
3. The third grouping is the industrial/commercial/institutional/primary development sector, consisting of land developers and major owners or organizations with significant construction plans, such as hotels, entertainment complexes, shopping centres, offices, industrial buildings, institutional buildings, and buildings on agricultural lands. Also involved are organizations such as Industry Associations, the Chamber of Commerce, the Board of Trade, and the Economic Development Agencies, who are all potentially interested in Municipal D.C. policy. Their primary concern is frequently with the quantum of the charge, gross floor area exclusions such as basements, mechanical or indoor parking areas, or exemptions and phase-in or capping provisions in order to moderate the impact.

8.1.4 Anticipated Impact of the Charge on Development

The establishment of sound D.C. policy often requires the achievement of an acceptable balance between two competing realities. The first is that high non-residential D.C.s can, to some degree, represent a barrier to increased economic activity and sustained industrial/commercial growth, particularly for capital intensive uses. Also, in many cases, increased residential D.C.s can ultimately be expected to be recovered via housing prices and can impact project feasibility in some cases (e.g., rental apartments).

On the other hand, D.C.s or other municipal capital funding sources need to be obtained in order to help ensure that the necessary infrastructure and amenities are installed. The timely installation of such works is a key initiative in providing adequate service levels and in facilitating strong economic growth, investment, and wealth generation.



8.2 Implementation Requirements

8.2.1 Introduction

Once the Township has calculated the charge, prepared the complete background study, carried out the public process and passed a new by-law, the emphasis shifts to implementation matters. These include notices, potential appeals and complaints, credits, front-ending agreements, subdivision agreement conditions and finally the collection of revenues and funding of projects.

The sections that follow present an overview of the requirements in each case.

8.2.2 Notice of Passage

In accordance with section 13 of the D.C.A., when a D.C. by-law is passed, the Municipal Clerk shall give written notice of the passing and of the last day for appealing the by-law (the day that is 40 days after the day it was passed). Such notice must be given no later than 20 days after the day the by-law is passed (i.e., as of the day of newspaper publication or the mailing of the notice).

Section 10 of O. Reg. 82/98 further defines the notice requirements which are summarized as follows:

- notice may be given by publication in a newspaper which is (in the Clerk's opinion) of sufficient circulation to give the public reasonable notice, or by personal service, fax, or mail to every owner of land in the area to which the by-law relates;
- subsection 10 (4) lists the persons/organizations who must be given notice; and
- subsection 10 (5) lists the eight items that the notice must cover.

8.2.3 By-law Pamphlet

In addition to the “notice” information, the Township must prepare a “pamphlet” explaining each D.C. by-law in force, setting out:

- a description of the general purpose of the D.C.s;
- the "rules" for determining if a charge is payable in a particular case and for determining the amount of the charge;



- the services to which the D.C.s relate; and
- a description of the general purpose of the Treasurer's statement and where it may be received by the public.

Where a by-law is not appealed to the OLT, the pamphlet must be readied within 60 days after the by-law comes into force. Later dates apply to appealed by-law.

The Township must give one copy of the most recent pamphlet without charge, to any person who requests one.

8.2.4 Appeals

Sections 13 to 19 of the D.C.A. set out the requirements relative to making and processing a D.C. by-law appeal and OLT hearing in response to an appeal. Any person or organization may appeal a D.C. by-law to the OLT by filing a notice of appeal with the Municipal Clerk, setting out the objection to the by-law and the reasons supporting the objection. This must be done by the last day for appealing the by-law, which is 40 days after the by-law is passed.

The Township is conducting a public consultation process in order to address the issues that come forward as part of that process, thereby avoiding or reducing the need for an appeal to be made.

8.2.5 Complaints

A person required to pay a D.C., or his agent, may complain to the Township Council imposing the charge that:

- the amount of the charge was incorrectly determined;
- the reduction to be used against the D.C. was incorrectly determined; or
- there was an error in the application of the D.C.

Sections 20 to 25 of the D.C.A. set out the requirements that exist, including the fact that a complaint may not be made later than 90 days after a D.C. (or any part of it) is payable. A complainant may appeal the decision of Township Council to the OLT.



8.2.6 Credits

Sections 38 to 41 of the D.C.A. set out a number of credit requirements, which apply where a municipality agrees to allow a person to perform work in the future that relates to a service in the D.C. by-law.

These credits would be used to reduce the amount of D.C.s to be paid. The value of the credit is limited to the reasonable cost of the work which does not exceed the average level of service. The credit applies only to the service to which the work relates unless the municipality agrees to expand the credit to other services for which a D.C. is payable.

8.2.7 Front-Ending Agreements

The Township and one or more landowners may enter into a front-ending agreement that provides for the costs of a project that will benefit an area in the Township to which the D.C. by-law applies. Such an agreement can provide for the costs to be borne by one or more parties to the agreement who are, in turn, reimbursed in future by persons who develop land defined in the agreement.

Part III of the D.C.A. (sections 44 to 58) addresses front-ending agreements and removes some of the obstacles to their use which were contained in the *Development Charges Act*, 1989. Accordingly, the Township assesses whether this mechanism is appropriate for its use, as part of funding projects prior to Township funds being available.

8.2.8 Severance and Subdivision Agreement Conditions

Section 59 of the D.C.A. prevents a municipality from imposing directly or indirectly, a charge related to development or a requirement to construct a service related to development, by way of a condition or agreement under section 51 or section 53 of the *Planning Act*, except for:

- "local services, related to a plan of subdivision or within the area to which the plan relates, to be installed or paid for by the owner as a condition of approval under section 51 of the *Planning Act*;" and
- "local services to be installed or paid for by the owner as a condition of approval under section 53 of the *Planning Act*."



It is also noted that subsection 59 (4) of the D.C.A. requires that the municipal approval authority for a draft plan of subdivision under subsection 51 (31) of the *Planning Act*, use its power to impose conditions to ensure that the first purchaser of newly subdivided land is informed of all the D.C.s related to the development, at the time the land is transferred.

In this regard, if the municipality in question is a commenting agency, in order to comply with subsection 59 (4) of the D.C.A. it would need to provide to the approval authority information regarding the applicable municipal D.C.s related to the site.

If the Municipality is an approval authority for the purposes of section 51 of the *Planning Act*, it would be responsible to ensure that it collects information from all entities that can impose a D.C.

The most effective way to ensure that purchasers are aware of this condition would be to require it as a provision in a registered subdivision agreement, so that any purchaser of the property would be aware of the charges at the time the title was searched prior to closing a transaction conveying the lands.

Appendices



Appendix A

Background Information on Residential and Non- Residential Growth Forecast



Schedule 1
Township of Puslinch
Residential Growth Forecast Summary

	Year	Population (Including Census Undercount) ^[1]	Excluding Census Undercount			Housing Units						Person Per Unit (P.P.U.): Total Population/ Total Households
			Population	Institutional Population	Population Excluding Institutional Population	Singles & Semi- Detached	Multiple Dwellings ^[2]	Apartments ^[3]	Other	Total Households	Equivalent Institutional Households	
Historical	Mid 2011	7,330	7,029	99	6,930	2,158	15	31	330	2,534	90	2.774
	Mid 2016	7,650	7,336	46	7,290	2,555	35	20	85	2,695	42	2.722
	Mid 2021	8,290	7,944	39	7,905	2,690	30	90	35	2,845	35	2.792
Forecast	Mid 2024	8,560	8,203	40	8,163	2,783	30	90	35	2,938	36	2.792
	Mid 2034	9,560	9,165	43	9,122	3,107	30	116	35	3,288	39	2.787
Incremental	Mid 2011 - Mid 2016	320	307	-53	360	397	20	-11	-245	161	-48	
	Mid 2016 - Mid 2021	640	608	-7	615	135	-5	70	-50	150	-7	
	Mid 2021 - Mid 2024	270	259	1	258	93	0	0	0	93	1	
	Mid 2024 - Mid 2034	1,000	962	3	959	324	0	26	0	350	3	

^[1] Population excludes the Census undercount estimated at approximately 4.3% and has been rounded.

^[2] Includes Townhouses and apartments in duplexes.

^[3] Includes bachelor, 1-bedroom, and 2-bedroom+ apartment units.

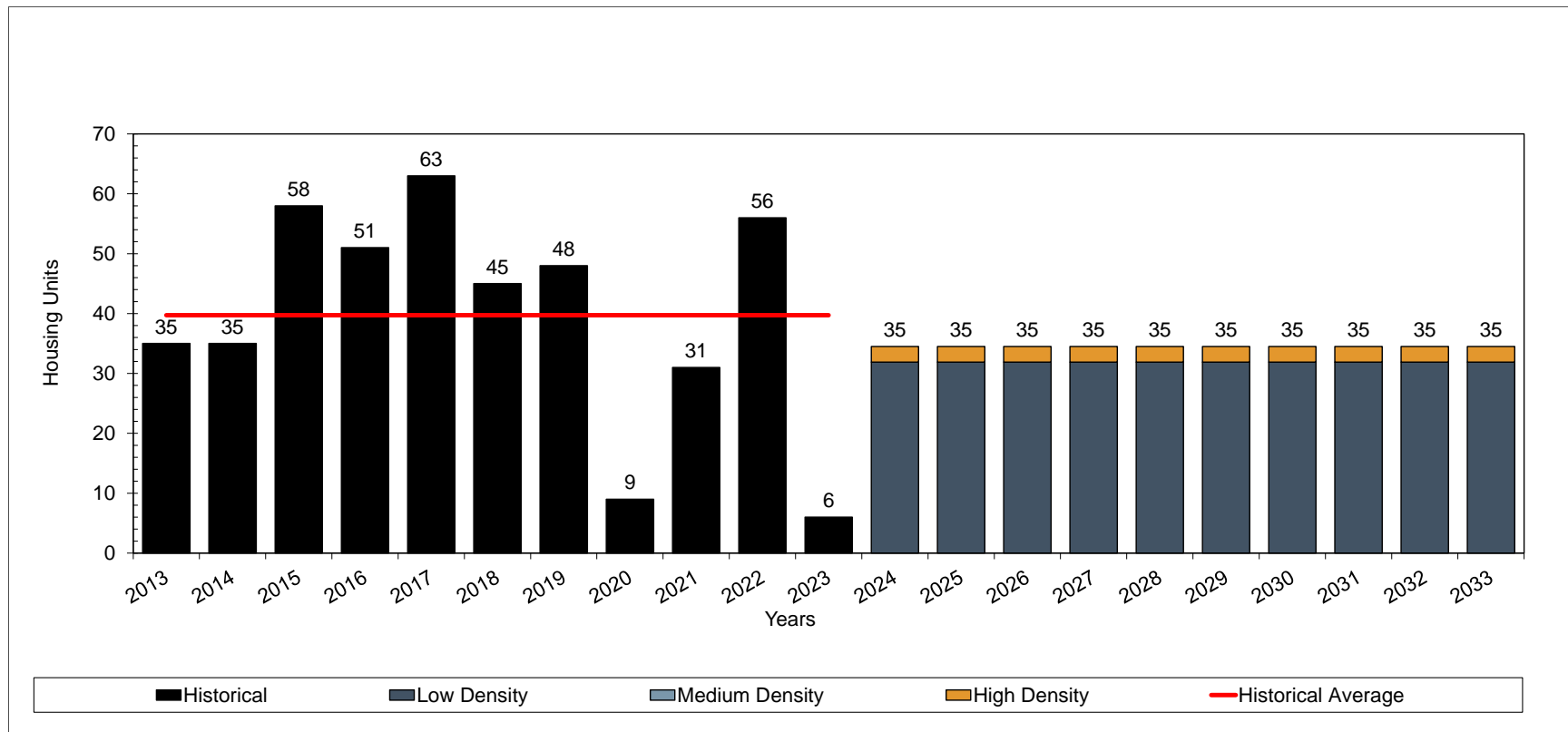
Notes:

Numbers may not add due to rounding.

Source: Watson & Associates Economists Ltd.



Figure A-1
Township of Puslinch
Annual Housing Forecast



[1] Growth forecast represents calendar year.

Source: Historical housing activity derived from Statistics Canada building permit data for the Township of Puslinch (2013 to 2020) and Township data (2021 – 2023), by Watson & Associates Economists Ltd.



**Schedule 2
Township of Puslinch
Current Year Growth Forecast
Mid 2021 to Mid 2024**

		Population
Mid 2021 Population		7,944
Occupants of New Housing Units, Mid 2021 to Mid 2024	<i>Units (2)</i>	93
	<i>multiplied by P.P.U. (3)</i>	3,440
	<i>gross population increase</i>	320
Occupants of New Equivalent Institutional Units, Mid 2021 to Mid 2024	<i>Units</i>	1
	<i>multiplied by P.P.U. (3)</i>	1,100
	<i>gross population increase</i>	1
Decline in Housing Unit Occupancy, Mid 2021 to Mid 2024	<i>Units (4)</i>	2,845
	<i>multiplied by P.P.U. decline rate (5)</i>	-0.022
	<i>total decline in population</i>	-62
Population Estimate to Mid 2024		8,203
<i>Net Population Increase, Mid 2021 to Mid 2024</i>		259

- (1) 2021 population based on Statistics Canada Census unadjusted for Census undercount.
- (2) Estimated residential units constructed, Mid-2021 to the beginning of the growth period assuming a six-month lag between construction and occupancy.
- (3) Average number of persons per unit (P.P.U.) is assumed to be:

Structural Type	Persons Per Unit ¹ (P.P.U.)	% Distribution of Estimated Units ²	Weighted Persons Per Unit Average
<i>Singles & Semi Detached</i>	3.440	100%	3.440
<i>Multiples (6)</i>	2.351	0%	0.000
<i>Apartments (7)</i>	1.837	0%	0.000
Total		100%	3.440

¹ Based on 2021 Census custom database

² Based on Building permit/completion activity

- (4) 2021 households taken from Statistics Canada Census.
- (5) Decline occurs due to aging of the population and family life cycle changes, lower fertility rates and changing economic conditions.
- (6) Includes townhouses and apartments in duplexes.
- (7) Includes bachelor, 1-bedroom and 2-bedroom+ apartments.

Note: Numbers may not add to totals due to rounding.



**Schedule 3
Township of Puslinch
Ten Year Growth Forecast
Mid 2024 to Mid 2034**

		Population
Mid 2024 Population		8,203
Occupants of New Housing Units, Mid 2024 to Mid 2034	<i>Units (2)</i>	350
	<i>multiplied by P.P.U. (3)</i>	2,987
	<i>gross population increase</i>	1,046
Occupants of New Equivalent Institutional Units, Mid 2024 to Mid 2034	<i>Units</i>	3
	<i>multiplied by P.P.U. (3)</i>	1,100
	<i>gross population increase</i>	3
Decline in Housing Unit Occupancy, Mid 2024 to Mid 2034	<i>Units (4)</i>	2,938
	<i>multiplied by P.P.U. decline rate (5)</i>	-0.030
	<i>total decline in population</i>	-87
Population Estimate to Mid 2034		9,165
Net Population Increase, Mid 2024 to Mid 2034		962

(1) Mid 2024 Population based on:

2021 Population (7,944) + Mid 2021 to Mid 2024 estimated housing units to beginning of forecast period (93 x 3.44 = 320) + (1 x 1.1 = 1) + (2,845 x -0.022 = -62) = 8,203

(2) Based upon forecast building permits/completions assuming a lag between construction and occupancy.

(3) Average number of persons per unit (P.P.U.) is assumed to be:

Structural Type	Persons Per Unit ¹ (P.P.U.)	% Distribution of Estimated Units ²	Weighted Persons Per Unit Average
<i>Singles & Semi Detached</i>	3.089	93%	2.860
<i>Multiples (6)</i>	2.431	0%	0.000
<i>Apartments (7)</i>	1.718	7%	0.128
<i>one bedroom or less</i>	1.365		
<i>two bedrooms or more</i>	1.869		
Total		100%	2.987

¹ Persons per unit based on adjusted Statistics Canada Custom 2021 Census database.

² Forecast unit mix based upon historical trends and housing units in the development process.

(4) Mid 2024 households based upon 2021 Census (2,845 units) + Mid 2021 to Mid 2024 unit estimate (93 units) = 2,938 units.

(5) Decline occurs due to aging of the population and family life cycle changes, lower fertility rates and changing economic conditions.

(6) Includes townhouses and apartments in duplexes.

(7) Includes bachelor, 1-bedroom and 2-bedroom+ apartments.

Note: Numbers may not add to totals due to rounding.



Schedule 4
Township of Puslinch
Historical Residential Building Permits
Years 2014 to 2023

Year	Residential Building Permits			
	Singles & Semi Detached	Multiples ^[1]	Apartments ^[2]	Total
2014	35	0	0	35
2015	58	0	0	58
2016	51	0	0	51
2017	63	0	0	63
2018	45	0	0	45
Sub-total	252	0	0	252
Average (2014 - 2018)	50	0	0	50
% Breakdown	100.0%	0.0%	0.0%	100.0%
2019	47	0	1	48
2020	9	0	0	9
2021	31	0	0	31
2022	56	0	0	56
2023	6	0	0	6
Sub-total	149	0	1	150
Average (2019 - 2023)	30	0	0	30
% Breakdown	99.3%	0.0%	0.7%	100.0%
2014 - 2023				
Total	401	0	1	402
Average	40	0	0	40
% Breakdown	99.8%	0.0%	0.2%	100.0%

^[1] Includes townhomes and apartments in duplexes.

^[2] Includes bachelor, 1 bedroom and 2 bedroom+ apartments.

Source: Historical housing activity derived from Statistics Canada building permit data for the Township of Puslinch (2014 to 2020) and Township data (2021 – 2023), by Watson & Associates Economists Ltd.



Schedule 5a
Township of Puslinch
Persons Per Unit by Age and Type of Dwelling
(2021 Census)

Age of Dwelling	Singles and Semi-Detached						15 Year Average	15 Year Average Adjusted ⁽¹⁾
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total		
1-5	-	-	-	3.188	4.692	3.440		
6-10	-	-	-	3.050	-	2.971		
11-15	-	-	-	2.931	-	2.854	3.088	3.089
16-20	-	-	1.941	2.688	4.091	2.750		
20-25	-	-	-	2.792	-	2.921		
25-35	-	-	-	2.815	-	2.738		
35+	-	-	1.844	2.603	5.571	2.687		
Total	-	2.000	1.765	2.741	4.587	2.818		

⁽¹⁾ Adjusted based on historical trends.

Note: Does not include Statistics Canada data classified as "Other."

P.P.U. Not calculated for samples less than or equal to 50 dwelling units and does not include institutional population.



Schedule 5b
Wellington County Census Division
Person Per Unit by Age and Type of Dwelling
(2021 Census)

Age of Dwelling	Multiples ^[1]					Total	15 Year Average	15 Year Average Adjusted ^[3]
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR			
1-5	-	1.413	2.000	2.814	-	2.351		
6-10	-	1.526	1.811	2.577	-	2.388		
11-15	-	1.370	1.980	2.743	-	2.468	2.403	2.431
16-20	-	1.278	1.701	2.691	3.167	2.423		
20-25	-	1.000	1.766	2.516	-	2.278		
25-35	-	-	1.810	2.421	-	2.176		
35+	-	1.439	1.903	2.754	3.138	2.418		
Total	1.071	1.398	1.880	2.687	3.179	2.386		

Age of Dwelling	Apartments ^[2]					Total	15 Year Average	15 Year Average Adjusted ^[3]
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR			
1-5	-	1.407	1.863	2.537	-	1.837		
6-10	-	1.339	1.767	2.121	-	1.710		
11-15	-	1.255	1.629	-	-	1.575	1.707	1.718
16-20	-	1.703	1.914	2.813	-	2.040		
20-25	-	1.508	2.000	2.750	-	1.864		
25-35	-	1.419	1.976	2.688	-	1.867		
35+	0.951	1.256	1.942	2.654	4.083	1.710		
Total	1.151	1.305	1.910	2.592	4.857	1.747		

Age of Dwelling	All Density Types					Total
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	
1-5	-	1.503	1.947	3.113	5.055	2.693
6-10	-	1.538	1.848	2.997	4.325	2.705
11-15	-	1.386	1.817	3.135	4.313	2.928
16-20	-	1.773	1.866	3.041	4.180	2.910
20-25	-	1.540	1.867	2.895	4.169	2.733
25-35	-	1.463	1.899	2.761	3.986	2.552
35+	1.367	1.308	1.929	2.729	3.924	2.468
Total	2.110	1.377	1.910	2.844	4.110	2.591

[1] Includes townhouses and apartments in duplexes.

[2] Includes bachelor, 1 bedroom and 2 bedroom+ apartments.

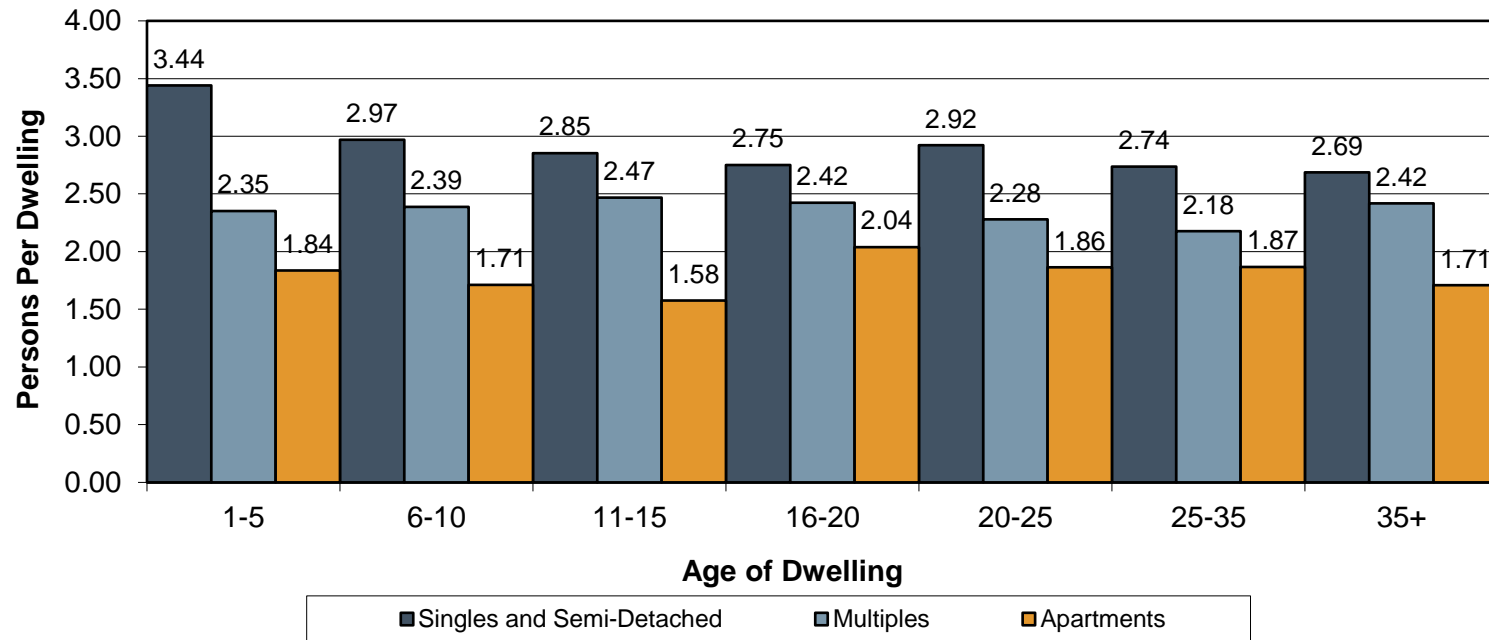
[3] Adjusted based on historical trends.

Note: Does not include Statistics Canada data classified as "Other."

P.P.U. Not calculated for samples less than or equal to 50 dwelling units and does not include institutional population.



Schedule 6
Township of Puslinch
Person Per Unit Structural Type and Age of Dwelling
(2021 Census)



Note: Multiple and Apartment P.P.U.s are based on Wellington County Census Division.



**Schedule 7a
Township of Puslinch
Employment Forecast, 2024 to 2034**

Period	Population	Activity Rate								Employment								Employment Total (Excluding Work at Home and N.F.P.O.W.)
		Primary	Work at Home	Industrial	Commercial/ Population Related	Institutional	Total	N.F.P.O.W. ^[1]	Total Including N.F.P.O.W.	Primary	Work at Home	Industrial	Commercial/ Population Related	Institutional	Total	N.F.P.O.W. ^[1]	Total Employment (Including N.F.P.O.W.)	
Mid 2011	7,029	0.014	0.057	0.265	0.098	0.018	0.452	0.053	0.505	100	400	1,863	688	130	3,180	370	3,550	2,780
Mid 2016	7,336	0.015	0.070	0.342	0.189	0.028	0.645	0.120	0.764	110	515	2,513	1,388	205	4,730	878	5,608	4,215
Mid 2024	8,203	0.031	0.086	0.359	0.187	0.026	0.689	0.124	0.813	255	702	2,944	1,538	212	5,650	1,019	6,669	4,948
Mid 2034	9,165	0.028	0.089	0.359	0.182	0.026	0.684	0.124	0.809	260	812	3,289	1,672	237	6,270	1,140	7,410	5,458
Incremental Change																		
Mid 2011 - Mid 2016	307	0.001	0.013	0.078	0.091	0.009	0.192	0.067	0.259	10	115	650	700	75	1,550	508	2,058	1,435
Mid 2016 - Mid 2024	867	0.016	0.015	0.016	-0.002	-0.002	0.044	0.004	0.049	145	187	431	150	7	920	141	1,061	733
Mid 2024 - Mid 2034	962	-0.003	0.003	0.000	-0.005	0.000	-0.005	0.000	-0.004	5	110	345	134	25	620	121	741	510
Annual Average																		
Mid 2011 - Mid 2016	61	0.000	0.003	0.016	0.018	0.002	0.038	0.013	0.052	2	23	130	140	15	310	102	412	287
Mid 2016 - Mid 2024	108	0.002	0.002	0.002	0.000	0.000	0.006	0.001	0.006	18	23	54	19	1	115	18	133	92
Mid 2024 - Mid 2034	96	0.000	0.000	0.000	-0.001	0.000	0.000	0.000	0.000	1	11	35	13	2	62	12	74	51

^[1] Statistics Canada defines no fixed place of work (N.F.P.O.W.) employees as "persons who do not go from home to the same work place location at the beginning of each shift". Such persons include building and landscape contractors, travelling salespersons, independent truck drivers, etc.

Note: Statistics Canada 2021 Census place of work employment data has been reviewed. The 2021 Census employment results have not been utilized due to a significant increase in work at home employment captured due to Census enumeration occurring during the provincial COVID-19 lockdown from April 1, 2021, to June 14, 2021.

Source: Watson & Associates Economists Ltd.



Schedule 7b
Township of Puslinch
Employment & Gross Floor Area (G.F.A) Forecast, 2024 to 2034

Period	Population	Employment					Gross Floor Area in Square Feet (Estimated) ^[1]				
		Primary	Industrial	Commercial/ Population Related	Institutional	Total	Primary - Non- Bona Fide Farming ^[2]	Industrial	Commercial/ Population Related	Institutional	Total
Mid 2011	7,029	100	1,863	688	130	2,780					
Mid 2016	7,336	110	2,513	1,388	205	4,215					
Mid 2024	8,203	255	2,944	1,538	212	4,948					
Mid 2034	9,165	260	3,289	1,672	237	5,458					
Incremental Change											
Mid 2011 - Mid 2016	307	10	650	700	75	1,435					
Mid 2016 - Mid 2024	867	145	431	150	7	733					
Mid 2024 - Mid 2034	962	5	345	134	25	510	16,200	483,600	68,300	17,400	585,500
Annual Average											
Mid 2011 - Mid 2016	61	2	130	140	15	287					
Mid 2016 - Mid 2024	108	18	54	19	1	92					
Mid 2024 - Mid 2034	96	1	35	13	2	51	1,620	48,360	6,830	1,740	58,550

[1] Square Foot Per Employee Assumptions

Primary - Non-Bona Fide Farming	3,000
Industrial	1,400
Commercial/Population-Related	510
Institutional	700

[2] Primary industry includes agriculture and resource related employment.

*Reflects Mid-2024 to Mid-2034 forecast period.

Note: Numbers may not add up precisely due to rounding.

Source: Watson & Associates Economists Ltd.



Schedule 8
Township of Puslinch
Employment Categories by Major Employment Sector

NAICS	Employment by industry	Comments
	<u>Primary Industry Employment</u>	
11	<i>Agriculture, forestry, fishing and hunting</i>	Categories which relate to local land-based resources
21	<i>Mining and oil and gas extraction</i>	
	<u>Industrial and Other Employment</u>	
22	<i>Utilities</i>	Categories which relate primarily to industrial land supply and demand
23	<i>Construction</i>	
31-33	<i>Manufacturing</i>	
41	<i>Wholesale trade</i>	
48-49	<i>Transportation and warehousing</i>	
56	<i>Administrative and support</i>	
	<u>Population Related Employment</u>	
44-45	<i>Retail trade</i>	Categories which relate primarily to population growth within the municipality
51	<i>Information and cultural industries</i>	
52	<i>Finance and insurance</i>	
53	<i>Real estate and rental and leasing</i>	
54	<i>Professional, scientific and technical services</i>	
55	<i>Management of companies and enterprises</i>	
56	<i>Administrative and support</i>	
71	<i>Arts, entertainment and recreation</i>	
72	<i>Accommodation and food services</i>	
81	<i>Other services (except public administration)</i>	
	<u>Institutional</u>	
61	<i>Educational services</i>	
62	<i>Health care and social assistance</i>	
91	<i>Public administration</i>	

Note: Employment is classified by North American Industry Classification System (NAICS) Code.

Source: Watson & Associates Economists Ltd.



Appendix B

Level of Service



Table B-1
Township of Puslinch
Summary of the Level of Service Ceiling by Services Considered

SUMMARY OF SERVICE STANDARDS AS PER DEVELOPMENT CHARGES ACT, 1997, AS AMENDED										
Service Category	Sub-Component	Cost (per capita)	15 Year Average Service Standard				Maximum Ceiling LOS	Utilized	Remaining	
			Quantity (per capita)	Quality (per capita)						
Service Related to a Highway	Services Related to a Highway - Roads	\$10,018.20	0.0245	km of roadways	408,906	per km	9,637,508			
	Services Related to a Highway - Bridges, Culverts & Structures	\$2,435.20	0.0030	Number of Bridges, Culverts & Structures	811,733	per item	2,342,662			
	Services Related to a Highway - Sidewalks and Active Transportation	\$75.27	0.0005	km of sidewalks and active transportation	150,540	per km	72,410	1,441,789	11,326,019	
	Services Related to a Highway - Streetlights & Poles	\$18.53	0.0137	No. of Streetlights & Poles	1,353	per signal	17,826			
	Services Related to a Highway - Public Works Facilities	\$272.31	1.0507	sq.ft. of building area	259	per sq.ft.	261,962			
	Services Related to a Highway - Public Works Vehicles & Equipment	\$452.64	0.0028	No. of vehicles and equipment	161,657	per vehicle	435,440			
Fire Protection Services - Facilities	\$839.83	1.1303	sq.ft. of building area	743	per sq.ft.	807,916				
Fire Protection Services - Vehicles & Equipment	\$916.47	0.0009	No. of vehicles	1,018,300	per vehicle	881,644	863,159			970,692
Parks & Recreation	Fire Protection Services - Small Equipment and Gear	\$149.99	0.0322	No. of equipment and gear	4,658	per item	144,290			
	Parkland Development	\$74.83	0.0064	Acres of Parkland	11,692	per acre	71,986			
	Parkland Amenities	\$393.85	0.0023	No. of parkland amenities	171,239	per amenity	378,884			
	Parkland Trails	\$36.98	0.0804	Linear Metres of Paths and Trails	460	per linear m	35,575	1,055,224	1,237,010	
	Recreation Facilities	\$1,836.76	4.8412	sq.ft. of building area	379	per sq.ft.	1,766,963			
Parks & Recreation Vehicles and Equipment	\$40.36	0.0012	No. of vehicles and equipment	33,633	per vehicle	38,826				
Provincial Offences Act including By-law Enforcement - Facilities	\$2.10	0.0075	sq.ft. of building area	280,000	per sq.ft.	2,020				
Provincial Offences Act including By-law Enforcement - Vehicles & Equipment	\$1.43	0.0001	No. of Vehicles and Equipment	14,300	per vehicle	1,376	3,300			96



Schedule B-2 Township of Puslinch Services Related to a Highway – Roads and Related

Unit Measure: km of roadways

Description	Asset No.	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/km)
Hard Top Roads - Single Lift	Various	107,000	107,000	107,000	107,000	107,000	107,000	107,000	107,000	107,000	107,000	107,000	107,000	107,000	107,000	107,000	\$466,000
Hard Top Roads - Double Lift	Various	22,000	22,000	22,000	22,000	22,000	22,000	22,000	22,000	22,000	22,000	22,000	22,000	22,000	23,000	23,000	\$675,000
Gravel Roads	Various	55,000	55,000	55,000	55,000	55,000	55,000	55,000	55,000	55,000	55,000	55,000	55,000	55,000	52,000	52,000	\$260,000
Surface Treated Roads	Various	6,400	6,400	6,400	6,400	6,400	6,400	6,400	6,400	6,400	6,400	6,400	6,400	6,400	6,400	6,400	\$82,000
Less Local Roads:																	
Currie Drive	180	(0.617)	(0.617)	(0.617)	(0.617)	(0.617)	(0.617)	(0.617)	(0.617)	(0.617)	(0.617)	(0.617)	(0.617)	(0.617)	(0.617)	(0.617)	\$466,000
Ochs Drive	181	(0.575)	(0.575)	(0.575)	(0.575)	(0.575)	(0.575)	(0.575)	(0.575)	(0.575)	(0.575)	(0.575)	(0.575)	(0.575)	(0.575)	(0.575)	\$466,000
Laing Court	210	(0.108)	(0.108)	(0.108)	(0.108)	(0.108)	(0.108)	(0.108)	(0.108)	(0.108)	(0.108)	(0.108)	(0.108)	(0.108)	(0.108)	(0.108)	\$466,000
Winer Court	209	(0.089)	(0.089)	(0.089)	(0.089)	(0.089)	(0.089)	(0.089)	(0.089)	(0.089)	(0.089)	(0.089)	(0.089)	(0.089)	(0.089)	(0.089)	\$675,000
Telfer Glen Street	190	(0.698)	(0.698)	(0.698)	(0.698)	(0.698)	(0.698)	(0.698)	(0.698)	(0.698)	(0.698)	(0.698)	(0.698)	(0.698)	(0.698)	(0.698)	\$675,000
Settler's Court	191	(0.319)	(0.319)	(0.319)	(0.319)	(0.319)	(0.319)	(0.319)	(0.319)	(0.319)	(0.319)	(0.319)	(0.319)	(0.319)	(0.319)	(0.319)	\$675,000
Bridle Path	204, 185	(1.561)	(1.561)	(1.561)	(1.561)	(1.561)	(1.561)	(1.561)	(1.561)	(1.561)	(1.561)	(1.561)	(1.561)	(1.561)	(1.561)	(1.561)	\$675,000
Carriage Lane	201	(0.738)	(0.738)	(0.738)	(0.738)	(0.738)	(0.738)	(0.738)	(0.738)	(0.738)	(0.738)	(0.738)	(0.738)	(0.738)	(0.738)	(0.738)	\$675,000
Daymond Drive	203	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	\$675,000
Cassin Court	202	(0.164)	(0.164)	(0.164)	(0.164)	(0.164)	(0.164)	(0.164)	(0.164)	(0.164)	(0.164)	(0.164)	(0.164)	(0.164)	(0.164)	(0.164)	\$675,000
Fox Run Drive	205, 206, 207, 196	(1.426)	(1.426)	(1.426)	(1.426)	(1.426)	(1.426)	(1.426)	(1.426)	(1.426)	(1.426)	(1.426)	(1.426)	(1.426)	(1.426)	(1.426)	\$675,000
Deer View Ridge	195	(0.665)	(0.665)	(0.665)	(0.665)	(0.665)	(0.665)	(0.665)	(0.665)	(0.665)	(0.665)	(0.665)	(0.665)	(0.665)	(0.665)	(0.665)	\$675,000
Boreham Drive	208	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	\$675,000
Total		182.56	182.56	182.56	182.56	182.56	182.56	182.56	182.56	182.56	182.56	182.56	182.56	182.56	180.56	180.56	

Population	6,928	6,999	7,029	7,036	7,112	7,159	7,206	7,336	7,485	7,676	7,804	7,941	7,944	8,034	8,210
Per Capita Standard	0.0264	0.0261	0.0260	0.0259	0.0257	0.0255	0.0253	0.0249	0.0244	0.0238	0.0234	0.0230	0.0230	0.0225	0.0220

15 Year Average	2009 to 2023
Quantity Standard	0.0245
Quality Standard	\$408,906
Service Standard	\$10,018

D.C. Amount (before deductions)	10 Year
Forecast Population	962
\$ per Capita	\$10,018
Eligible Amount	\$9,637,508



Schedule B-3 Township of Puslinch Services Related to a Highway – Bridges and Culverts

Unit Measure: Number of Bridges, Culverts & Structures

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/item)
Bridges																
Cook's Mill Bridge	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$2,163,000
Little's Bridge	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$1,442,000
Leslie Road West Between Lots 35/36	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$1,154,000
Concession 1, Lots 9/10, West Of SR 10	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$1,730,000
French's Bridge	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$1,009,000
Galt Creek Bridge Gore Road Lot 2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$1,154,000
Moyer's Bridge	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$1,298,000
Stroy's Bridge	1	1	1	-	-	-	-	-	-	-	-	-	-	-	-	\$2,081,000
Culverts																
Culvert of Cook's Mill Race	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$433,000
McFarlane's Culvert	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$433,000
Victoria Road Culvert over Galt Creek	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$577,000
7th Concession Culvert	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$72,000
Gilmour Rd Culvert over Aberfoyle Creek	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$721,000
Ellis Rd Culvert over Puslinch Lake Irish Creek	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$721,000
Ellis Rd Culvert at Lot 10 Conc. 2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$577,000
Concession 2 Bridge/Culvert over Mill Creek	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$721,000
Victoria Road Culvert North of Leslie	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$577,000
Leslie Road Culvert West of Victoria	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$577,000
Culvert of Flamborough T/L West of Victoria	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$721,000
Flamborough T/L Bridge/Culvert East of Macpherson Ln	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$721,000
Gore Rd Culvert	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$144,000
Gore Rd Dual Culvert	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$144,000
7th Concession Culvert	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$577,000
Total	23	23	23	22	22	22	22	22	22	22	22	22	22	22	22	

Population	6,928	6,999	7,029	7,036	7,112	7,159	7,206	7,336	7,485	7,676	7,804	7,941	7,944	8,034	8,210
Per Capita Standard	0.0033	0.0033	0.0033	0.0031	0.0031	0.0031	0.0031	0.0030	0.0029	0.0029	0.0028	0.0028	0.0028	0.0027	0.0027

15 Year Average	2009 to 2023
Quantity Standard	0.0030
Quality Standard	\$811,733
Service Standard	\$2,435

D.C. Amount (before deductions)	10 Year
Forecast Population	962
\$ per Capita	\$2,435
Eligible Amount	\$2,342,662



Schedule B-4 Township of Puslinch Services Related to a Highway – Sidewalks

Unit Measure: km of sidewalks and active transportation

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/km)
Watson Road Sidewalk	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	\$161,000
Arkell Road Sidewalk	0.28	0.28	0.28	0.28	0.28	0.28	0.28	0.28	0.28	0.28	0.28	0.28	0.28	0.28	0.28	\$161,000
Old Brock Road Sidewalk	-	-	-	-	-	-	-	-	-	-	-	0.14	0.14	0.14	0.14	\$545,000
Church Street Sidewalk	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	\$161,000
Victoria Street Sidewalk	0.18	0.18	0.18	0.18	0.18	0.18	0.18	0.18	0.18	0.18	0.18	0.18	0.18	0.18	0.18	\$161,000
Brock Road Sidewalk	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	\$161,000
Badenoch Street Sidewalk	0.41	0.41	0.41	0.41	0.41	0.41	0.41	0.41	0.41	0.41	0.41	0.41	0.41	0.41	0.41	\$161,000
Calfass Road Sidewalk	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	\$161,000
Queen Street Sidewalk	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	\$161,000
Main Street Sidewalk	0.07	0.07	0.07	0.07	0.07	0.07	0.07	0.07	0.07	0.07	0.07	0.07	0.07	0.07	0.07	\$161,000
Total	3.36	3.36	3.36	3.36	3.36	3.36	3.36	3.36	3.36	3.36	3.36	3.50	3.50	3.50	3.50	

Population	6,928	6,999	7,029	7,036	7,112	7,159	7,206	7,336	7,485	7,676	7,804	7,941	7,944	8,034	8,210
Per Capita Standard	0.0005	0.0005	0.0005	0.0005	0.0005	0.0005	0.0005	0.0005	0.0004	0.0004	0.0004	0.0004	0.0004	0.0004	0.0004

15 Year Average	2009 to 2023
Quantity Standard	0.0005
Quality Standard	\$150,540
Service Standard	\$75

D.C. Amount (before deductions)	10 Year
Forecast Population	962
\$ per Capita	\$75
Eligible Amount	\$72,410



Schedule B-5 Township of Puslinch Services Related to a Highway – Streetlights

Unit Measure: No. of Streetlights & Poles

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/item)
Cobrahead Streetlights	51	51	51	51	51	51	51	51	51	51	51	51	51	51	51	\$800
Streetlight Poles	51	51	51	51	51	51	51	51	51	51	51	51	51	51	51	\$1,900
Total	102	102	102	102	102	102	102	102	102	102	102	102	102	102	102	

Population	6,928	6,999	7,029	7,036	7,112	7,159	7,206	7,336	7,485	7,676	7,804	7,941	7,944	8,034	8,210
Per Capita Standard	0.0147	0.0146	0.0145	0.0145	0.0143	0.0142	0.0142	0.0139	0.0136	0.0133	0.0131	0.0128	0.0128	0.0127	0.0124

15 Year Average	2009 to 2023
Quantity Standard	0.0137
Quality Standard	\$1,353
Service Standard	\$19

D.C. Amount (before deductions)	10 Year
Forecast Population	962
\$ per Capita	\$19
Eligible Amount	\$17,826



Schedule B-6 Township of Puslinch Services Related to a Highway – Public Works Facilities

Unit Measure: sq.ft. of building area																	2024 Bld'g Value (\$/sq.ft.)	Value/sq.ft. with land, site works, etc.
Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023			
Works Depot (7404 Wellington Road 34) - Roads Share 70%	5,460	5,460	5,460	5,460	5,460	5,460	5,460	5,460	5,460	5,460	5,460	5,460	5,460	5,460	5,460	\$176	\$267	
Roads, Fire, & Parks Storage Building (7404 Wellington Road 34) - Roads Share 50%	-	2,535	2,535	2,535	2,535	2,535	2,535	2,535	2,535	2,535	2,535	2,535	2,535	2,535	2,535	\$152	\$241	
Total	5,460	7,995	7,995	7,995	7,995	7,995	7,995	7,995	7,995	7,995	7,995	7,995	7,995	7,995	7,995			
Population	6,928	6,999	7,029	7,036	7,112	7,159	7,206	7,336	7,485	7,676	7,804	7,941	7,944	8,034	8,210			
Per Capita Standard	0.7881	1.1423	1.1374	1.1363	1.1242	1.1168	1.1095	1.0898	1.0681	1.0416	1.0245	1.0068	1.0064	0.9951	0.9738			
15 Year Average	2009 to 2023																	
Quantity Standard	1.0507																	
Quality Standard	\$259																	
Service Standard	\$272																	
D.C. Amount (before deductions)	10 Year																	
Forecast Population	962																	
\$ per Capita	\$272																	
Eligible Amount	\$261,962																	



Table B-7
Township of Puslinch
Services Related to a Highway – Public Works Vehicles & Equipment

Unit Measure: No. of vehicles and equipment

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/Vehicle)
2008 Backhoe #6	1	1	1	1	1	1	1	1	1	1	1	1	-	-	-	\$155,000
2019 JCB Backhoe # 6	-	-	-	-	-	-	-	-	-	-	-	1	1	1	1	\$155,000
1999 Grader #501	1	1	1	1	1	1	1	1	1	1	1	1	1	-	-	\$475,000
Grader with Snow Plowing Equipment	-	-	-	-	-	-	-	-	-	-	-	-	1	1	1	\$475,000
2000 Grader #502	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$475,000
1999 Dump/Plow #302	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	\$400,000
2002 Dump/Plow #301	1	1	1	-	-	-	-	-	-	-	-	-	-	-	-	\$400,000
2003 Dump/Plow #304	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	\$400,000
2006 Dump/Plow #303	1	1	1	1	1	1	-	-	-	-	-	-	-	-	-	\$400,000
2011 Dump/Plow #304	-	-	1	1	1	1	1	1	1	1	1	-	-	-	-	\$400,000
2018 Tandem Axle Dump Truck # 304	-	-	-	-	-	-	-	-	-	-	1	1	1	1	1	\$400,000
2012 Dump/Plow #302	-	-	1	1	1	1	1	1	1	1	1	-	-	-	-	\$400,000
2021 Dump/Plow # 302	-	-	-	-	-	-	-	-	-	-	-	1	1	1	1	\$400,000
2013 Dump/Plow (International) #301	-	-	-	1	1	1	1	1	1	1	1	1	-	-	-	\$400,000
2021 Tandem Dump Truck # 301	-	-	-	-	-	-	-	-	-	-	-	-	1	1	1	\$400,000
2007 Pickup #4	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	\$80,000
2002 Pickup #5	1	1	1	-	-	-	-	-	-	-	-	-	-	-	-	\$80,000
2008 One Tonne Dump/Plow #305	1	1	1	1	1	1	1	1	1	1	1	1	-	-	-	\$148,000
Dump Truck - 1.5 Ton - 305	-	-	-	-	-	-	-	-	-	-	-	-	1	1	1	\$148,000
2011 Pickup #4	-	-	1	1	1	1	1	1	1	1	1	1	-	-	-	\$80,000
2012 Pickup #5	-	-	-	1	1	1	1	1	-	-	-	-	-	-	-	\$80,000
2007 Mower	1	1	1	1	-	-	-	-	-	-	-	-	-	-	-	\$16,800
Anti-Ice Equipment	-	-	-	1	1	1	1	1	1	1	1	1	1	1	1	\$56,000
2005 Sweeper	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$13,300
2003 Trailer	1	1	1	1	1	-	-	-	-	-	-	-	-	-	-	\$7,300
2002 Water Pump and Hose	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$75,000
2015 Pickup # 3	-	-	-	-	-	-	1	1	1	1	1	1	-	-	-	\$80,000
2021 Pickup Truck - 1/2 ton	-	-	-	-	-	-	-	-	-	-	-	-	1	1	1	\$57,600



Table B-7 (Continued)
Township of Puslinch
Services Related to a Highway – Public Works Vehicles & Equipment

Unit Measure: No. of vehicles and equipment

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/Vehicle)
2015 Dump/Plow #303	-	-	-	-	-	-	1	1	1	1	1	1	1	1	1	\$400,000
2017 Pickup #5	-	-	-	-	-	-	-	-	1	1	1	1	1	1	1	\$80,000
2015 Brush Chipper	-	-	-	-	-	-	1	1	1	1	1	1	1	1	1	\$69,000
Tandem Dump Truck # 306	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$400,000
Roadside Mower for Grader # 502	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	\$100,000
Gravel Packer	-	-	-	-	-	-	-	-	-	-	1	1	1	1	1	\$25,000
Mobile/Truck Radios	-	-	1	1	1	1	1	1	1	1	1	1	1	1	1	\$21,000
Spray Unit	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$5,000
Storage Tank	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	\$14,000
Pumps	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	\$5,000
Scissor Lift	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1	\$9,100
Total	19	19	20	21	20	19	21	21	21	21	22	23	23	23	24	

Population	6,928	6,999	7,029	7,036	7,112	7,159	7,206	7,336	7,485	7,676	7,804	7,941	7,944	8,034	8,210
Per Capita Standard	0.0027	0.0027	0.0028	0.0030	0.0028	0.0027	0.0029	0.0029	0.0028	0.0027	0.0028	0.0029	0.0029	0.0029	0.0029

15 Year Average	2009 to 2023
Quantity Standard	0.0028
Quality Standard	\$161,657
Service Standard	\$453

D.C. Amount (before deductions)	10 Year
Forecast Population	962
\$ per Capita	\$453
Eligible Amount	\$435,440



**Table B-8
Township of Puslinch
Fire Protection Services - Facilities**

Unit Measure: sq.ft. of building area

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Bld'g Value (\$/sq.ft.)	Value/sq.ft. with land, site works, etc.
Fire Building C.R.34	7,700	7,700	7,700	7,700	7,700	7,700	7,700	7,700	7,700	7,700	7,700	7,700	7,700	7,700	7,700	\$620	\$789
Roads, Fire, & Parks Storage Building (7404 Wellington Road 34) - Fire Share 15%	-	760	760	760	760	760	760	760	760	760	760	760	760	760	760	\$152	\$241
Total	7,700	8,460	8,460	8,460	8,460	8,460	8,460	8,460	8,460	8,460	8,460	8,460	8,460	8,460	8,460		

Population	6,928	6,999	7,029	7,036	7,112	7,159	7,206	7,336	7,485	7,676	7,804	7,941	7,944	8,034	8,210
Per Capita Standard	1.1114	1.2087	1.2036	1.2024	1.1895	1.1817	1.1740	1.1532	1.1303	1.1021	1.0841	1.0654	1.0650	1.0530	1.0305

15 Year Average	2009 to 2023
Quantity Standard	1.1303
Quality Standard	\$743
Service Standard	\$840

D.C. Amount (before deductions)	10 Year
Forecast Population	962
\$ per Capita	\$840
Eligible Amount	\$807,916



**Table B-9
Township of Puslinch
Fire Protection Services – Vehicles & Equipment**

Unit Measure: No. of vehicles

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/Vehicle)
1986 Pumper #32	1	1	1	-	-	-	-	-	-	-	-	-	-	-	-	\$850,000
2004 Pumper #31	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$850,000
1988 Tanker #39	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$800,000
1990 Telesquirt #33 (Aerial)	1	1	1	1	1	1	1	-	-	-	-	-	-	-	-	\$2,000,000
2000 Rescue #35	1	1	1	1	1	1	1	1	1	1	1	1	1	-	-	\$1,500,000
2022 Rescue #35	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1	\$1,500,000
2006 Tanker #38	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$800,000
2010 Tanker #37	-	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$800,000
2013 Pumper # 32	-	-	-	1	1	1	1	1	1	1	1	1	1	1	1	\$850,000
Aerial 33	-	-	-	-	-	-	-	1	1	1	1	1	1	1	1	\$2,000,000
Pickup Truck	-	-	-	-	-	-	-	-	1	1	1	1	1	1	1	\$34,600
Total	6	6	6	6	6	6	6	6	7	7	7	7	7	7	7	

Population	6,928	6,999	7,029	7,036	7,112	7,159	7,206	7,336	7,485	7,676	7,804	7,941	7,944	8,034	8,210
Per Capita Standard	0.0009	0.0009	0.0009	0.0009	0.0008	0.0008	0.0008	0.0008	0.0009	0.0009	0.0009	0.0009	0.0009	0.0009	0.0009

15 Year Average	2009 to 2023
Quantity Standard	0.0009
Quality Standard	\$1,018,300
Service Standard	\$916

D.C. Amount (before deductions)	10 Year
Forecast Population	962
\$ per Capita	\$916
Eligible Amount	\$881,644



Table B-10
Township of Puslinch
Fire Protection Services – Small Equipment and Gear

Unit Measure:

No. of equipment and gear

Description	Asset No.	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/item)
Equiped Fire Fighters	Various	37	37	37	37	37	41	41	42	42	42	42	42	45	45	43	\$4,300
Pagers	4_35FE	42	42	42	42	42	42	42	42	42	42	42	42	42	42	42	\$500
Truck Radios	3_18FE	10	10	10	10	10	10	10	7	7	7	7	7	7	7	7	\$7,900
Base Radio	FE_Bas_1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$7,900
Base Radio County	FE_Bas_2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$7,900
Antennae Roof	FE_Ant_3	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$900
Antennae Tower	FE_Ant_4	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$16,700
Antennae	FE_Ant_5	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$2,900
Panda Vox Recorder Radio	FE_Pan_6	2	2	2	2	2	2	2	2	2	2	-	-	-	-	-	\$2,100
Panda Vox Recorder	FE_Pan_7	1	1	1	1	1	1	1	1	1	1	-	-	-	-	-	\$8,300
Blue tooth Headset	FE_Blu_8	-	-	-	-	1	1	1	1	2	2	2	2	2	2	2	\$3,200
Portable Radios	2_46FE	31	31	31	31	31	31	31	31	31	33	33	33	33	33	35	\$2,800
Communication Equipment including Radio Communication Interface	6012	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$61,400
Defibrillators - Fire Trucks	12_41FE	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	\$5,000
Self Contained Breathing Apparatus	Various	18	18	18	18	22	22	22	22	22	22	22	22	22	22	22	\$13,500
Self Contained Breathing Apparatus Cylinder	Various	46	46	46	46	42	42	42	42	42	42	42	42	42	42	42	\$2,200
Air Cylinder Compressor	1_26FE	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$53,800
Defibrillators - Public Access	1212_41FE	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	\$1,500
Self Contained Breathing Apparatus Masks	67_17FVT	28	28	28	28	28	28	28	28	28	28	28	28	28	28	28	\$600
Extrication Equipment	44FE, 6_70F	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	\$58,000
Edraulic Combination Tool	7_82FE	-	-	-	-	1	1	1	1	1	1	1	1	1	1	1	\$22,000



Table B-10 (Continued)
Township of Puslinch
Fire Protection Services – Small Equipment and Gear

Unit Measure:

No. of equipment and gear

Description	Asset No.	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/item)
Thermal Imaging Camera	93FE, 8_94f	1	1	1	1	1	1	1	1	1	1	2	2	2	2	2	\$8,300
Washer/Extractor	9_104FE	-	-	-	-	-	-	-	-	1	1	1	1	1	1	1	\$20,200
Bunker Gear Dryer	10_2FE	-	-	-	-	-	-	-	-	1	1	1	1	1	1	1	\$12,100
Rapid Deployment Watercraft	11_103FE	-	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$10,200
Portable Pumps	13_89FE	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	\$7,500
Carbon Monoxide Pulse Oximeter	8_95FE	-	-	-	-	-	-	-	-	-	-	1	1	1	1	1	\$6,700
Heavy Vehicle Stabilization Kit	N/A	-	-	-	-	-	-	-	-	-	-	-	1	1	1	1	\$15,300
Total		233	234	234	234	236	240	240	238	241	243	242	243	246	246	246	

Population	6,928	6,999	7,029	7,036	7,112	7,159	7,206	7,336	7,485	7,676	7,804	7,941	7,944	8,034	8,210
Per Capita Standard	0.0336	0.0334	0.0333	0.0333	0.0332	0.0335	0.0333	0.0324	0.0322	0.0317	0.0310	0.0306	0.0310	0.0306	0.0300

15 Year Average	2009 to 2023
Quantity Standard	0.0322
Quality Standard	\$4,658
Service Standard	\$150

D.C. Amount (before deductions)	10 Year
Forecast Population	962
\$ per Capita	\$150
Eligible Amount	\$144,290



Table B-11
Township of Puslinch
Parks and Recreation Services – Parkland Development

Unit Measure: Acres of Parkland

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/Acre)
Puslinch Community Centre Grounds	14.4	14.4	14.4	23.2	23.2	23.2	23.2	23.2	23.2	23.2	23.2	23.2	23.2	23.2	23.2	\$20,000
Morrison Meadows Park	6.1	6.1	6.1	6.1	6.1	6.1	6.1	6.1	6.1	6.1	6.1	6.1	6.1	6.1	6.1	\$5,000
Old Morrison Park	6.1	6.1	6.1	6.1	6.1	6.1	6.1	6.1	6.1	6.1	6.1	6.1	6.1	6.1	6.1	\$5,000
Boreham Park	2.1	2.1	2.1	2.1	2.1	2.1	2.1	2.1	2.1	2.1	2.1	2.1	2.1	2.1	2.1	\$5,000
Badenoch Soccer Field	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	\$5,000
Fox Run Park	5.7	5.7	5.7	5.7	5.7	5.7	5.7	5.7	5.7	5.7	5.7	5.7	5.7	5.7	5.7	\$5,000
Morrison Historic Corner Block Park Area	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	\$5,000
Total	40.3	40.3	40.3	49.1	49.1	49.1	49.1	49.1	49.1	49.1	49.1	49.1	49.1	49.1	49.1	

Population	6,928	6,999	7,029	7,036	7,112	7,159	7,206	7,336	7,485	7,676	7,804	7,941	7,944	8,034	8,210
Per Capita Standard	0.0058	0.0058	0.0057	0.0070	0.0069	0.0069	0.0068	0.0067	0.0066	0.0064	0.0063	0.0062	0.0062	0.0061	0.0060

15 Year Average	2009 to 2023
Quantity Standard	0.0064
Quality Standard	\$11,692
Service Standard	\$75

D.C. Amount (before deductions)	10 Year
Forecast Population	962
\$ per Capita	\$75
Eligible Amount	\$71,986



Table B-12
Township of Puslinch
Parks and Recreation Services – Parkland Amenities

Unit Measure:	No. of parkland amenities															
Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/item)
Community Centre Complex: Intermediate Soccer Field	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$587,000
Community Centre Complex: Baseball Diamond	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$406,000
Community Centre Complex: Playground & Swings	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$222,800
Community Centre Complex: Tennis Courts	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$97,000
Community Centre Complex: Horse Paddock	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$97,000
Community Centre Complex: Millennium Garden Benches	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$700
Morrison Meadows: Playground Structure	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$179,000
Morrison Meadows: Playground Swings	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$1,600
Morrison Meadows: Playground Stand-alone Climbing Structure	1	1	1	1	1	1	1	1	1	1	1	1	1	-	-	\$2,000
Morrison Meadows: Picnic Pavillion	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$49,100
Morrison Meadows: Basketball Court	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$34,300
Morrison Meadows: Baseball Diamonds	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	\$104,000
Old Morrison: Baseball Diamond	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$357,100
Badenoch Soccer Field	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$587,000
Boreham Park: Basketball Court	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$34,300
Boreham Park: Playground Structure	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$179,000
Boreham Park: Playground Swings and Slide	1	1	1	1	1	1	1	1	1	1	1	1	1	1	-	\$6,600
Community Centre Complex: Picnic Pavilions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	\$34,300
Community Centre Complex: Senior Soccer Field	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	\$782,000
Total	17	17	17	17	17	17	17	17	17	17	17	17	16	16	18	

Population	6,928	6,999	7,029	7,036	7,112	7,159	7,206	7,336	7,485	7,676	7,804	7,941	7,944	8,034	8,210
Per Capita Standard	0.0025	0.0024	0.0024	0.0024	0.0024	0.0024	0.0024	0.0023	0.0023	0.0022	0.0022	0.0021	0.0020	0.0020	0.0022

15 Year Average	
Quantity Standard	0.0023
Quality Standard	\$171,239
Service Standard	\$394

D.C. Amount (before deductions)	
Forecast Population	962
\$ per Capita	\$394
Eligible Amount	\$378,884



Table B-13
Township of Puslinch
Parks and Recreation Services – Parkland Trails

Unit Measure: Linear Metres of Paths and Trails

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/ Linear Metre)
Wayne Stokley Trail	-	-	-	-	-	-	-	450	450	450	450	450	450	450	450	\$460
Telfer Glen Trail	270	270	270	270	270	270	270	270	270	270	270	270	270	270	270	\$460
Fox Run Trail	-	-	-	-	-	-	-	-	-	-	-	400	400	400	400	\$460
Total	270	270	270	270	270	270	270	720	720	720	720	1,120	1,120	1,120	1,120	

Population	6,928	6,999	7,029	7,036	7,112	7,159	7,206	7,336	7,485	7,676	7,804	7,941	7,944	8,034	8,210
Per Capita Standard	0.0390	0.0386	0.0384	0.0384	0.0380	0.0377	0.0375	0.0981	0.0962	0.0938	0.0923	0.1410	0.1410	0.1394	0.1364

15 Year Average	2009 to 2023
Quantity Standard	0.0804
Quality Standard	\$460
Service Standard	\$37

Amount (before deductio	10 Year
Forecast Population	962
\$ per Capita	\$37
Eligible Amount	\$35,575



**Table B-14
Township of Puslinch
Parks and Recreation Services – Recreation Facilities**

Description	Unit Measure: sq.ft. of building area															2024 Bid'g Value (\$/sq.ft.)	Value/sq.ft. with land, site works, etc.
	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023		
Badenoch Community Centre	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	-	-	-	-	-	\$472	\$549
Morrison Meadows: Booth/Washroom Building/Septic Tank	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	\$92	\$101
Old Morrison: Equipment Storage Room/Booth/Washroom Building/Septic Tank	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	\$92	\$101
Puslinch Community Centre	7,071	7,071	7,071	7,071	8,323	8,323	8,323	8,323	8,323	8,323	8,323	8,323	8,323	8,323	8,323	\$300	\$359
Blue Storage Building Behind Puslinch Community Centre	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	\$92	\$101
Community Centre Complex: Ball Diamond Concession Booth	252	252	252	252	252	252	252	252	252	252	252	252	252	252	252	\$92	\$101
Community Centre Complex: Storage Building and Announcer's Booth at Horse Paddock	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	\$92	\$101
Outdoor Rink/Gymnasium and Change Rooms, Optimist Recreation Centre	-	19,600	19,600	19,600	19,600	19,600	19,600	19,600	19,600	19,600	19,600	19,600	19,600	19,600	19,600	\$410	\$480
Badenoch Soccer Field: Storage Shed	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	\$92	\$101
Parks and Recreation Office Facility Space	111	111	111	111	135	138	138	138	138	144	144	153	165	169	169	\$229	\$325
Works Depot (7404 Wellington Road 34) - Parks Share 30%	2,340	2,340	2,340	2,340	2,340	2,340	2,340	2,340	2,340	2,340	2,340	2,340	2,340	2,340	2,340	\$176	\$267
Roads & Parks Storage Building (7404 Wellington Road 34) - Parks Share 35%	-	1,774	1,774	1,774	1,774	1,774	1,774	1,774	1,774	1,774	1,774	1,774	1,774	1,774	1,774	\$152	\$241
Total	15,794	37,168	37,168	37,168	38,444	38,447	38,447	38,447	38,453	36,953	36,962	36,974	36,978	36,978	36,978		

Population	6,928	6,999	7,029	7,036	7,112	7,159	7,206	7,336	7,485	7,676	7,804	7,941	7,944	8,034	8,210
Per Capita Standard	2,2797	5,3105	5,2878	5,2825	5,4055	5,3705	5,3355	5,2409	5,1374	4,8141	4,7363	4,6561	4,6548	4,6027	4,5040

15 Year Average	2009 to 2023
Quantity Standard	4,8412
Quality Standard	\$379
Service Standard	\$1,837

D.C. Amount (before deductions)	10 Year
Forecast Population	962
\$ per Capita	\$1,837
Eligible Amount	\$1,766,963



**Table B-15
Township of Puslinch
Parks and Recreation Services – Vehicles and Equipment**

Unit Measure: No. of vehicles and equipment

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/Vehicle)
Trailer	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2	\$9,200
Lawn Tractor	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2	\$55,000
Pitching Machines	2	2	2	2	2	2	2	2	2	-	-	-	-	-	-	\$16,800
Ultraviolet Units	4	4	4	4	4	4	4	4	4	-	-	-	-	-	-	\$5,000
Olympia Ice Machine	-	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$121,600
Floor Scrubber	-	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$13,500
Generators	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$54,900
2015 Pickup Truck - 1/2 ton #4	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1	\$80,000
Pickup truck - 1/2 ton - Crew Cab	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	\$57,600
Total	9	11	11	11	11	11	11	11	11	5	5	5	6	6	9	

Population	6,928	6,999	7,029	7,036	7,112	7,159	7,206	7,336	7,485	7,676	7,804	7,941	7,944	8,034	8,210
Per Capita Standard	0.0013	0.0016	0.0016	0.0016	0.0015	0.0015	0.0015	0.0015	0.0015	0.0007	0.0006	0.0006	0.0008	0.0007	0.0011

15 Year Average	2009 to 2023
Quantity Standard	0.0012
Quality Standard	\$33,633
Service Standard	\$40

D.C. Amount (before deductions)	10 Year
Forecast Population	962
\$ per Capita	\$40
Eligible Amount	\$38,826



Schedule B-16
Township of Puslinch
Provincial Offences Act, including By-law Enforcement – Facilities

Unit Measure: sq.ft. of building area

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Bld'g Value (\$/sq.ft.)	Value/sq.ft. with land, site works, etc.
Facility Space	38	38	38	38	38	38	38	41	52	52	52	58	92	122	122	\$229	\$280
Total	38	38	38	38	38	38	38	41	52	52	52	58	92	122	122		

Population	6,928	6,999	7,029	7,036	7,112	7,159	7,206	7,336	7,485	7,676	7,804	7,941	7,944	8,034	8,210		
Per Capita Standard	0.0054	0.0054	0.0054	0.0053	0.0053	0.0053	0.0052	0.0055	0.0070	0.0068	0.0067	0.0074	0.0116	0.0152	0.0149		

15 Year Average	2009 to 2023
Quantity Standard	0.0075
Quality Standard	\$280
Service Standard	\$2

D.C. Amount (before deductions)	10 Year
Forecast Population	962
\$ per Capita	\$2
Eligible Amount	\$2,020

Schedule B-17
Township of Puslinch
Provincial Offences Act, including By-law Enforcement – Vehicles and Equipment

Unit Measure: No. of Vehicles and Equipment

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Bld'g Value (\$/sq.ft.)
Mid-Size Pickup	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	1.00	1.00	\$34,600
Uniform/Phone/Computer	-	-	-	-	-	-	-	-	-	-	-	-	-	1.00	1.00	\$3,000
Total	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	2.00	2.00	

Population	6,928	6,999	7,029	7,036	7,112	7,159	7,206	7,336	7,485	7,676	7,804	7,941	7,944	8,034	8,210		
Per Capita Standard	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0002	0.0002	

15 Year Average	2009 to 2023
Quantity Standard	0.0001
Quality Standard	\$14,300
Service Standard	\$1

D.C. Amount (before deductions)	10 Year
Forecast Population	962
\$ per Capita	\$1
Eligible Amount	\$1,376



Appendix C

Long-Term Capital and Operating Cost Examination



Appendix C: Long-Term Capital and Operating Cost Examination

As a requirement of the D.C.A. under subsection 10 (2) (c), an analysis must be undertaken to assess the long-term capital and operating cost impacts for the capital infrastructure projects identified within the D.C. background study. As part of this analysis, it was deemed necessary to isolate the incremental operating expenditures directly associated with these capital projects, factor in cost savings attributable to economies of scale or cost sharing where applicable and prorate the cost on a per unit basis (i.e., sq.ft. of building space, per vehicle, etc.). This was undertaken through a review of the Township's approved 2022 Financial Information Return (F.I.R.).

In addition to the operational impacts, over time the initial capital projects will require replacement. This replacement of capital is often referred to as lifecycle cost. By definition, lifecycle costs are all the costs that are incurred during the life of a physical asset, from the time its acquisition is first considered, to the time it is taken out of service for disposal or redeployment. Lifecycle costs were estimated by dividing the growth-related costs by the average useful life. The useful life assumptions used for each asset class are provided in Table C-1.

Table C-1
Average Useful Life by Asset Class

Asset	Lifecycle Cost Average Useful Life
Facilities	50
Services Related to a Highway	20 to 50
Parkland Development	25
Vehicles	12 to 20
Small Equipment & Gear	10

Table C-1 depicts the annual operating impact resulting from the proposed gross capital projects at the time they are all in place. It is important to note that, while Municipal program expenditures will increase with growth in population, the costs associated with



the new infrastructure (i.e., facilities) would be delayed until the time these works are in place.

Table C-2
Operating and Capital Expenditure Impacts for Future Capital Expenditures

Services/Class of Services	GROSS COST LESS BENEFIT TO EXISTING	ANNUAL LIFECYCLE EXPENDITURES	ANNUAL OPERATING EXPENDITURES	TOTAL ANNUAL EXPENDITURES
1. Services Related to a Highway				
1.1 Roads and Related Infrastructure, including Public Works facilities, fleet, and equipment	1,441,789	133,612	156,536	290,148
2. Fire Protection Services				
2.1 Fire facilities, vehicles & equipment	863,159	70,208	114,623	184,832
3. Parks and Recreation Services				
3.1 Park development, amenities, trails, recreation facilities, vehicles, and equipment	1,157,424	33,603	50,226	83,828
4. Provincial Offences Act including By-Law Enforcement				
4.1 Facilities, vehicles and equipment	3,300	471	-	471
5. Growth-Related Studies				
5.1 Services Related to a Highway	510,877	-	-	-
Total	\$3,976,549	\$237,894	\$321,385	\$559,279



Appendix D

D.C. Reserve Fund Policy



Appendix D: D.C. Reserve Fund Policy

D.1 Legislative Requirements

The *Development Charges Act, 1997*, as amended (D.C.A.) requires development charge (D.C.) collections (and associated interest) to be placed in separate reserve funds. Sections 33 through 36 of the D.C.A. provide the following regarding reserve fund establishment and use:

- A municipality shall establish a reserve fund for each service to which the D.C. by-law relates; subsection 7 (1), however, allows services to be grouped into categories of services for reserve fund (and credit) purposes and for classes of services to be established.
- The municipality shall pay each D.C. it collects into a reserve fund or funds to which the charge relates.
- The money in a reserve fund shall be spent only for the "capital costs" determined through the legislated calculation process (as per subsection 5 (1) 2 to 8).
- Money may be borrowed from the fund but must be paid back with interest (O. Reg. 82/98, subsection 11 (1) defines this as Bank of Canada rate either on the day the by-law comes into force or, if specified in the by-law, the first business day of each quarter).
- D.C. reserve funds may not be consolidated with other municipal reserve funds for investment purposes and may only be used as an interim financing source for capital undertakings for which D.C.s may be spent (section 37).

Annually, the Treasurer of the municipality is required to provide Council with a financial statement related to the D.C. by-law(s) and reserve funds. This statement must be made available to the public and may be requested to be forwarded to the Minister of Municipal Affairs and Housing.

Subsection 43 (2) and O. Reg. 82/98 prescribe the information that must be included in the Treasurer's statement, as follows:

- opening balance;
- closing balance;



- description of each service and/or service category for which the reserve fund was established (including a list of services within a service category);
- transactions for the year (e.g., collections, draws) including each asset's capital costs to be funded from the D.C. reserve fund and the manner for funding the capital costs not funded under the D.C. by-law (i.e., non-D.C. recoverable cost share and post-period D.C. recoverable cost share);
- for projects financed by D.C.s, the amount spent on the project from the D.C. reserve fund and the amount and source of any other monies spent on the project;
- amounts borrowed, purpose of the borrowing, and interest accrued during previous year;
- amount and source of money used by the municipality to repay municipal obligations to the D.C. reserve fund;
- list of credits by service or service category (outstanding at the beginning of the year, given in the year, and outstanding at the end of the year by the holder);
- for credits granted under section 14 of the previous D.C.A., a schedule identifying the value of credits recognized by the municipality, the service to which it applies, and the source of funding used to finance the credit; and
- a statement as to compliance with subsection 59 (1) of the D.C.A., whereby the municipality shall not impose, directly or indirectly, a charge related to a development or a requirement to construct a service related to development, except as permitted by the D.C.A. or another Act.

Recent changes arising from Bill 109 (*More Homes for Everyone Act, 2022*) provide that the Council shall make the statement available to the public by posting the statement on the website or, if there is no such website, in the municipal office. In addition, Bill 109 introduced the following requirements which shall be included in the treasurer's statement.

- For each service for which a development charge is collected during the year
 - whether, as of the end of the year, the municipality expects to incur the amount of capital costs that were estimated, in the relevant development charge background study, to be incurred during the term of the applicable development charge by-law; and
 - if the answer to the above is no, the amount the municipality now expects to incur and a statement as to why this amount is expected.



- For any service for which a development charge was collected during the year but in respect of which no money from a reserve fund was spent during the year, a statement as to why there was no spending during the year.

Additionally, as per subsection 35 (3) of the D.C.A.:

35 (3) If a service is prescribed for the purposes of this subsection, beginning in the first calendar year that commences after the service is prescribed and in each calendar year thereafter, a municipality shall spend or allocate at least 60 per cent of the monies that are in a reserve fund for the prescribed service at the beginning of the year.

The services currently prescribed are water, wastewater, and services related to a highway. Therefore, as of 2023, a municipality shall spend or allocate at least 60 percent of the monies in the reserve fund at the beginning of the year. There are generally two ways in which a municipality may approach this requirement.

1. Include a schedule as part of the annual Treasurer's statement; or
2. Incorporate the information into the annual budgeting process.

Based upon the above, Tables D-1 to D-4, set out the format for which annual reporting to Council should be provided. Table D-5 provides the schedule for allocating prescribed reserve fund balances to projects.

D.2 D.C. Reserve Fund Application

Section 35 of the D.C.A. states that:

“The money in a reserve fund established for a service may be spent only for capital costs determined under paragraphs 2 to 7 of subsection 5(1).”

This provision clearly establishes that reserve funds collected for a specific service are only to be used for that service, or to be used as a source of interim financing of capital undertakings for which a D.C. may be spent.



Table D-1
Annual Treasurer's Statement of Development Charge Reserve Funds

Description	Services/Class of Services to which the Development Charge Relates					Total
	Services Related to a Highway	Fire Protection Services	Parks and Recreation Services	Provincial Offences Act including By-Law Enforcement	Growth-Related Studies	
Opening Balance, January 1, _____						0
<u>Plus:</u>						
Development Charge Collections						0
Accrued Interest						0
Repayment of Monies Borrowed from Fund and Associated Interest ¹						0
Sub-Total	0	0	0	0	0	0
<u>Less:</u>						
Amount Transferred to Capital (or Other) Funds ²						0
Amounts Refunded						0
Amounts Loaned to Other D.C. Service Category for Interim Financing						0
Credits ³						0
Sub-Total	0	0	0	0	0	0
Closing Balance, December 31, _____	0	0	0	0	0	0

¹ Source of funds used to repay the D.C. reserve fund

² See Attachment 1 for details

³ See Attachment 2 for details

The Municipality is compliant with s.s. 59.1 (1) of the *Development Charges Act*, whereby charges are not directly or indirectly imposed on development nor has a requirement to construct a service related to development been imposed, except as permitted by the *Development Charges Act* or another Act.



Table D-2
Annual Treasurer’s Statement of Development Charge Reserve Funds
Amount Transferred to Capital (or Other) Funds - Capital Fund Transactions

Capital Fund Transactions	Gross Capital Cost	D.C. Recoverable Cost Share					Non-D.C. Recoverable Cost Share				
		D.C. Forecast Period		Post D.C. Forecast Period			Other Reserve/ Reserve Fund Draws	Tax Supported Operating Fund Contributions	Rate Supported Operating Fund Contributions	Debt Financing	Grants, Subsidies Other Contributions
		D.C. Reserve Fund Draw	D.C. Debt Financing	Grants, Subsidies Other Contributions	Post-Period Benefit/ Capacity Interim Financing	Grants, Subsidies Other Contributions					
Services Related to a Highway											
Capital Cost A											
Capital Cost B											
Capital Cost C											
Sub-Total - Services Related to Highway	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fire Protection Services											
Capital Cost D											
Capital Cost E											
Capital Cost F											
Sub-Total - Fire Protection Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Parks and Recreation Services											
Capital Cost G											
Capital Cost H											
Capital Cost I											
Sub-Total - Parks and Recreation Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Provincial Offences Act including By-Law Enforcement											
Capital Cost G											
Capital Cost H											
Capital Cost I											
Sub-Total - Provincial Offences Act including By-law Enforcement	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Growth-Related Studies											
Capital Cost G											
Capital Cost H											
Capital Cost I											
Sub-Total - Growth Studies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0



Table D-3
Annual Treasurer’s Statement of Development Charge Reserve Funds
Amount Transferred to Operating (or Other) Funds - Operating Fund Transactions

Operating Fund Transactions	Annual Debt Repayment Amount	D.C. Reserve Fund Draw		Post D.C. Forecast Period			Non-D.C. Recoverable Cost Share		
		Principal	Interest	Principal	Interest	Source	Principal	Interest	Source
Services Related to a Highway									
Capital Cost J									
Capital Cost K									
Capital Cost L									
Sub-Total - Services Related to a Highway	\$0	\$0	\$0	\$0	\$0		\$0	\$0	
Fire Protection Services									
Capital Cost M									
Capital Cost N									
Capital Cost O									
Sub-Total - Fire Protection Services	\$0	\$0	\$0	\$0	\$0		\$0	\$0	
Parks and Recreation Services									
Capital Cost P									
Capital Cost Q									
Capital Cost R									
Sub-Total - Parks and Recreation Services	\$0	\$0	\$0	\$0	\$0		\$0	\$0	
Provincial Offences Act including By-Law Enforcement									
Capital Cost P									
Capital Cost Q									
Capital Cost R									
Sub-Total - Provincial Offences Act including By-law Enforcement	\$0	\$0	\$0	\$0	\$0		\$0	\$0	
Growth-Related Studies									
Capital Cost P									
Capital Cost Q									
Capital Cost R									
Sub-Total - Growth Studies	\$0	\$0	\$0	\$0	\$0		\$0	\$0	



Table D-4
Annual Treasurer's Statement of Development Charge Reserve Funds
Statement of Credit Holder Transactions

Credit Holder	Applicable D.C. Reserve Fund	Credit Balance Outstanding Beginning of Year _____	Additional Credits Granted During Year	Credits Used by Holder During Year	Credit Balance Outstanding End of Year _____
Credit Holder A					
Credit Holder B					
Credit Holder C					
Credit Holder D					
Credit Holder E					
Credit Holder F					



Table D-5
Annual Treasurer’s Statement of Development Charge Reserve Funds
Statement of Reserve Fund Balance Allocations

Service:	Services Related to a Highway
Balance in Reserve Fund at Beginning of Year:	0
60% of Balance to be Allocated (at a minimum):	0

Projects to Which Funds Will be Allocated

Project Description	Project Number	Total Growth-related Capital Cost Remaining to be Funded	Share of Growth-related Cost Allocated to Date	Share of Growth-related Cost Allocated - Current Year
Total		\$0	\$0	\$0



Table D-6
Annual Treasurer's Statement of Development Charge Reserve Funds
Description of the Service (or Class of Service) for which each Development Charge Reserve Fund was Established

Services/Class of Service	Description
Services Related to a Highway	The fund is used for growth-related projects for roads, bridges, structures, public works related facilities, vehicles, and equipment, and other related road infrastructure
Fire Protection Services	The fund is used for growth-related projects supporting fire protection services, including facilities, vehicles, equipment, and gear
Parks and Recreation Services	The fund is used for growth-related projects related to parkland development, parkland amenities, recreational trails, parkland buildings, recreation facilities, and parks & recreation vehicles and equipment
Provincial Offences Act including By-Law Enforcement	The fund is used for growth-related projects including facilities, vehicles, and equipment
Growth-Related Studies	The fund is used for growth-related to growth-related studies, including development charge studies



Appendix E

Local Service Policy



Appendix E: Local Service Policy

This Appendix sets out the Township's General Policy Guidelines on Development Charges (D.C.) and local service funding for Services Related to a Highway, Stormwater Management, Parkland Development, and Underground Linear Services. The guidelines outline, in general terms, the size and nature of engineered infrastructure that is included in the study as a development charge project, versus infrastructure that is considered as a local service, to be emplaced separately by landowners, pursuant to a development agreement.

The following policy guidelines are general principles by which staff will be guided in considering development applications. However, each application will be considered, in the context of these policy guidelines as subsection 59(2) of the Development Charges Act, 1997, on its own merits having regard to, among other factors, the nature, type and location of the development and any existing and proposed development in the surrounding area, as well as the location and type of services required and their relationship to the proposed development and to existing and proposed development in the area.

A. Services Related to a Highway

1. Local Roads (including land)

- 1.1. Local Roads Internal to Development - Direct developer responsibility under s. 59 of D.C.A. (as a local service);
- 1.2. Local Roads External to Development – If within the area to which the plan relates- Direct developer responsibility under s. 59 of D.C.A. (as a local service).

2. Collector Roads

- 2.1. Collector Roads Internal to Development - Direct developer responsibility under s.59 of the D.C.A. (as a local service).
- 2.2. Roads (collector and arterial) external to development - Include in D.C. calculation to the extent permitted under s.5(1) of the D.C.A. (dependent on local circumstances).
- 2.3. Stream crossing and rail crossing road works, excluding underground utilities but including all other works within lands to be dedicated to the Township or



rail corridors - include in D.C. calculation to the extent permitted under s.5(1) of the D.C.A. (dependent on local circumstances).

3. Traffic Signals

- 3.1. Traffic signalization within or external to development – Include in D.C. calculation to the extent permitted under s.5(1) of the D.C.A.

4. Intersection Improvements

- 4.1. New roads (collector and arterial) and road (collector and arterial) improvements – Include as part of road costing noted in item 1, to limits of ROW.
- 4.2. Intersections improvements within specific developments and all works necessary to connect to entrances (private and specific subdivision) to the roadway - Direct developer responsibility under s.59 of D.C.A. (as a local service).
- 4.3. Intersections with county roads and provincial highways – Include in D.C. calculation to the extent that they are Township responsibility.
- 4.4. Intersection improvements on other roads due to development growth increasing traffic – Include in D.C. calculation.

5. Streetlights

- 5.1. Streetlights on external roads - Include in D.C. calculation (linked to collector road funding source in item 1).
- 5.2. Streetlights within specific developments - Direct developer responsibility under s.59 of D.C.A. (as a local service).

6. Sidewalks

- 6.1. Sidewalks on provincial and county roads - Include in D.C. calculation or, in exceptional circumstances, may be local improvement or direct developer responsibility through local service provisions (s.59 of D.C.A.).
- 6.2. Sidewalks on area municipal roads - Linked to local and collector road funding source in item 1. and 2.



- 6.3. Other sidewalks external to development (which are a local service within the area to which the plan relates) - Direct developer responsibility as a local service provision (under s.59 of D.C.A.).

7. Traffic Control Signals

- 7.1. Include in D.C. calculation.

8. Land Acquisition for Road Allowances

- 8.1. Land Acquisition for arterial roads - Dedication under the Planning Act subdivision provisions (s.51) through development lands; in areas with limited or no development, include in D.C. calculation (to the extent eligible).
- 8.2. Land Acquisition for collector roads - Dedication under the Planning Act subdivision provision (s.51) through development lands (up to 27 metre right-of-way); in areas with limited or no development, include in D.C. calculation (to the extent eligible).

9. Land Acquisition for Easements

- 9.1. Easement costs external to subdivisions shall be included in D.C. calculation.
- 9.2. Easement costs internal to subdivisions – Direct developer responsibility as a local service provision (under s. 59 of the D.C.A.)

10. Noise Abatement Measures

- 10.1. Internal to Development – Direct developer responsibility through local service provisions (s. 59 of D.C.A.).
- 10.2. External to Development (which are a local service within the area to which the plan relates) - Direct developer responsibility as a local service provision (under s.59 of D.C.A.).
- 10.3. External to Development not within the area to which the plan relates – include in D.C. calculation.

B. Stormwater Management

- 1.1. Quality and Quantity Works, Direct developer responsibility through local service provisions (s. 59 of D.C.A.).
- 1.2. Storm Sewers within roads – to follow rules for roads



C. Parkland Development

1. Recreation Trails & Multi-Use Trails

- 1.1. Recreation Trails and Multi-Use Trails that do not form part of the municipality's active transportation network, and their associated infrastructure (landscaping, bridges, trail surface, etc.), are included in municipal parkland D.C.s.

2. Parkland Development

The following is a Direct Developer Responsibility to Provide at Base Condition, as follows:

- 2.1 Clearing and grubbing. Tree removals as per the subdivision's tree preservation and removals plan.
- 2.2 Topsoil Stripping, screening, and stockpiling.
- 2.3 Rough grading (pre-grading) to allow for positive drainage of the park, with minimum slopes of 2%. If necessary, this may include some minor drainage tile work and grading as per the overall subdivision grading design complete with any required swales or catch basins. Runoff from the development property shall not drain into the park unless approved by Director of Public Works, Parks and Facilities.
- 2.4 Spreading of topsoil to 150mm depth (import topsoil if existing on-site is insufficient to reach required depth).
- 2.5 Seeding of site with Township-approved seed mix. Maintenance of seed until acceptance by Township.
- 2.6 Parks shall be free of any contaminated soil or subsoil.
- 2.7 Parks shall not be mined for fill.
- 2.8 Parks shall be conveyed free and clear of all encumbrances.
- 2.9 100% of 1.5m chain link perimeter fencing to the Township standards to separate the development lands from the Township lands or lands to be dedicated to the Township, unless the perimeter fencing is on land that will be dedicated to the Township to fulfil the requirement of parkland dedication under the Planning Act.
- 2.10 When Park parcels cannot be developed in a timely manner, they shall be graded to ensure positive drainage and seeded to minimize erosion and dust.



These shall be maintained by the developer until construction commences thereon.

- 2.11 The Park block shall not be used for topsoil or other construction material, equipment storage, or sales pavilions.
- 2.12 Required heritage features within the park as set out within the Planning approval conditions.

The following will be included in the municipal parkland D.C.s:

- 2.13 Parkland development in excess of the base condition required as a local service;
- 2.14 Program facilities, amenities, and furniture, within parkland.



Appendix F

Asset Management Plan



Appendix F: Asset Management Plan

The recent changes to the *Development Charges Act, 1997*, as amended (D.C.A.) (new subsection 10 (2) (c.2)) require that the background study must include an asset management plan (A.M.P.) related to new infrastructure. Section 10 (3) of the D.C.A. provides:

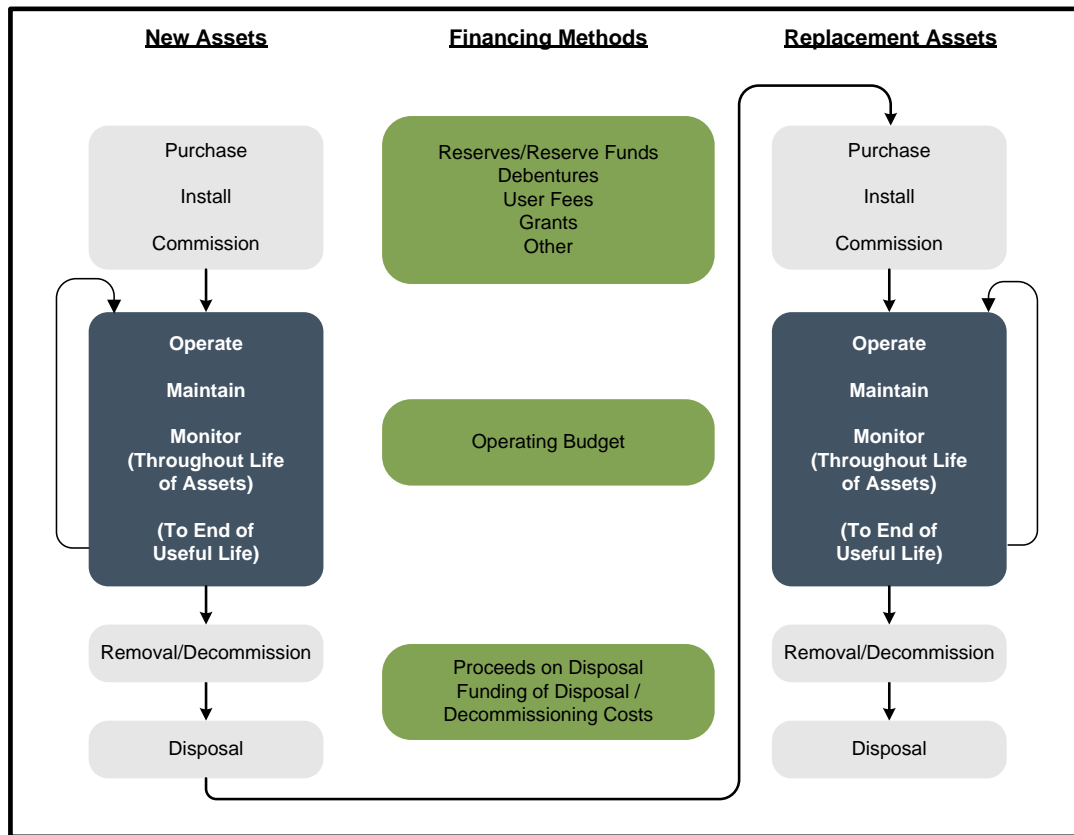
“The asset management plan shall,

- (a) deal with all assets whose capital costs are proposed to be funded under the development charge by-law;
- (b) demonstrate that all the assets mentioned in clause (a) are financially sustainable over their full life cycle;
- (c) contain any other information that is prescribed; and
- (d) be prepared in the prescribed manner.”

In regard to the above, section 8 of the regulations was amended to include subsections (2), (3), and (4) which set out specific detailed requirements for transit (only). For all services except transit, there are no prescribed requirements at this time, thus requiring the municipality to define the approach to include in the background study.

At a broad level, the A.M.P. provides for the long-term investment in an asset over its entire useful life along with the funding. The schematic below identifies the costs for an asset through its entire lifecycle. For growth-related works, the majority of capital costs will be funded by the development charge (D.C.). Non-growth-related expenditures will then be funded from non-D.C. revenues as noted below. During the useful life of the asset, there will be minor maintenance costs to extend the life of the asset along with additional program-related expenditures to provide the full services to the residents. At the end of the life of the asset, it will be replaced by non-D.C. financing sources.

It should be noted that with the recent passing of the Infrastructure for Jobs and Prosperity Act (I.J.P.A.) municipalities are now required to complete A.M.P.s, based on certain criteria, which are to be completed by 2022 for core municipal services and 2024 for all other services. The amendments to the D.C.A. do not require municipalities to complete these A.M.P.s (required under I.J.P.A.) for the D.C. background study, rather the D.C.A. requires that the D.C. background study include information to show the assets to be funded by the D.C. are sustainable over their full lifecycle.



In 2012, the Province developed Building Together: Guide for municipal asset management plans which outlines the key elements for an A.M.P., as follows:

- **State of local infrastructure:** asset types, quantities, age, condition, financial accounting valuation and replacement cost valuation.
- **Desired levels of service:** defines levels of service through performance measures and discusses any external trends or issues that may affect expected levels of service or the municipality's ability to meet them (for example, new accessibility standards, climate change impacts).
- **Asset management strategy:** the asset management strategy is the set of planned actions that will seek to generate the desired levels of service in a sustainable way, while managing risk, at the lowest lifecycle cost.
- **Financing strategy:** having a financial plan is critical for putting an A.M.P. into action. By having a strong financial plan, municipalities can also demonstrate that they have made a concerted effort to integrate the A.M.P. with financial planning and municipal budgeting and are making full use of all available infrastructure financing tools.



Commensurate with the above, the Township prepared A.M.P. in 2019 for its existing core and non-core infrastructure assets, including growth-related assets based on the information available at that time. However, since the needs have changed since then, the asset management requirement for the D.C. must be undertaken in the absence of updated information.

In recognition to the schematic above, the following table (presented in 2024\$) has been developed to provide the annualized expenditures and revenues associated with new growth. Note that the D.C.A. does not require an analysis of the non-D.C. capital needs or their associated operating costs so these are omitted from the table below. As well, as all capital costs included in the D.C. eligible capital costs are not included in the Township's A.M.P., the present infrastructure gap and associated funding plan have not been considered at this time. Hence the following does not represent a fiscal impact assessment (including future tax/rate increases) but provides insight into the potential affordability of the new assets:

1. The non-D.C. recoverable portion of the projects that will require financing from municipal financial resources (i.e., rates, fees, etc.). This amount has been presented on an annual debt charge amount based on 20-year financing.
2. Lifecycle costs for the 2024 D.C. capital works have been presented based on a straight-line basis. The assets have been considered over their estimated useful lives.
3. Incremental operating costs for the D.C. services (only) have been included.
4. The resultant total annualized expenditures are approximately \$1.99 million.
5. Consideration was given to the potential new tax and user fee revenue which will be generated as a result of new growth. These revenues will be available to assist in financing the expenditures above. The new operating revenues are approximately \$550,000. This additional revenue would increase the existing revenues from approximately \$9.13 million to \$9.68 million.
6. In consideration of the above, the capital plan is deemed to be financially sustainable.



Table F-1
Township of Puslinch
Asset Management – Future Expenditures and Associated Revenues
2024\$

	2033 (Total)
Expenditures (Annualized)	
Annual Debt Payment on Non-Growth Related Capital ¹	1,432,217
Annual Lifecycle - Municipal-wide Services	\$237,894
Incremental Operating Costs (for D.C. Services)	\$321,385
Total Expenditures	\$1,991,496
Revenue (Annualized)	
Total Existing Revenue ²	\$9,126,923
Incremental Tax and Non-Tax Revenue (User Fees, Fines, Licences, etc.)	\$549,721
Total Revenues	\$9,676,644

¹ Non-Growth Related component of Projects

² As per Sch. 10 of FIR



Appendix G

Proposed D.C. By-law



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
BY-LAW NO. 2024-xx
BEING A BY-LAW OF THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
WITH RESPECT TO DEVELOPMENT CHARGES

WHEREAS Section 2(1) of the *Development Charges Act*, 1997, S.O. 1997, c. 27 (hereinafter called the **Act**) enables the Council of a municipality to pass by-laws for the imposition of **development charges** against land located in the municipality where the development of the land would increase the need for municipal **services** as designated in the by-law and the development requires one or more of the actions set out in Subsection 2(2) of the **Act**;

AND WHEREAS notice of a public meeting was given pursuant to subsection 12(1) of the **Act**, and in accordance with the **regulations** under the **Act**, on or before June 18, 2024, and copies of the Study and this proposed **development charge** by-law were made available to the public on June 24, 2024, in accordance with subsection 12(1) of the **Act**;

AND WHEREAS a public meeting was held on July 10, 2024, in accordance with the **Act** to hear comments and representations from all persons who applied to be heard (the "Public Meeting");

AND WHEREAS any person who attended the public meeting was afforded an opportunity to make representations and the public generally were afforded an opportunity to make written submissions relating to this proposed By-law;

AND WHEREAS the Council, in adopting the **Township of Puslinch Development Charges** Background Study on September 3, 2024, directed that **development charges** be imposed on land under development or redevelopment within the geographical limits of the municipality as hereinafter provided.

NOW THEREFORE the Council enacts as follows:

1. INTERPRETATION

1.1. In this by-law the following items shall have the corresponding meanings:

"**Act**" means the *Development Charges Act*, as amended, or any successor thereof;



"**accessory use**" means where used to describe a use naturally and normally incidental to, subordinate to or exclusively devoted to a principal use and located on the same lot;

"**affordable residential unit**" means a **residential dwelling unit** that meets the criteria set out in subsection 4.1 of the **Act**;

"**agricultural use**" means the use of land and **buildings** for the growing of crops, including nursery, biomass, and horticultural crops; raising of livestock; raising of other animals for food, fur or fibre, including: horses (including the accessory training and/or riding of boarded horses); poultry and fish; aquaculture; apiaries; agro-forestry; maple syrup production; and associated on-farm **buildings** and structures and **accessory uses, buildings**, and structures, including an accessory outdoor storage area;

"**ancillary residential use**" means a **residential dwelling unit** that would be ancillary to a **single detached dwelling, semi-detached dwelling, or row dwelling**;

"**apartment unit**" means any residential unit within a **building** containing three or more dwelling units where access to each residential unit is obtained through a common entrance or entrances from the street level and the residential units are connected by an interior corridor;

"**attainable residential unit**" means a residential unit that meets the criteria set out in subsection 4.1 of the **Act**;

"**back-to-back townhouse dwelling**" means a **building** containing three or more dwelling units separated vertically by a common wall, including a rear common wall, that do not have rear yards;

"**bedroom**" means a habitable room larger than seven square metres, including a den, study, or other similar area, but does not include a bathroom, living room, dining room or kitchen;

"**benefiting Area**" means all lands within the **Township**;

"**board of education**" has the same meaning as set out in the *Education Act*, R.S.O. 1990, Chap. E.2, as amended, or any successor thereof;



“Building” means a permanent enclosed structure occupying an area greater than ten square metres (10 m²) and, notwithstanding the generality of the foregoing, includes, but is not limited to:

- (a) An above-grade storage tank;
- (b) An air-supported structure;
- (c) An **industrial** tent;
- (d) A roof-like structure over a gas-bar or service station; and
- (e) An area attached to and ancillary to a retail development delineated by one or more walls or part walls, a roof-like structure, or any one or more of them.

"Building Code Act" means the *Building Code Act*, S.O. 1992, as amended, or any successor thereof;

“canopy” means a canopy as defined O. Reg. 332/12 under the *Building Code Act*, 1992, S.O. c. 23, and includes a roof-like structure over a gas bar or service station;

"capital cost" means costs incurred or proposed to be incurred by the **Township** or a local board thereof directly or by others on behalf of and as authorized by the **Township** or local board,

- (a) to acquire land or an interest in land, including a leasehold interest,
- (b) to improve land,
- (c) to acquire, lease, construct or improve **buildings** and structures,
- (d) to acquire, construct or improve facilities including,
 - (i) furniture and equipment other than computer equipment, and
 - (ii) material acquired for circulation, reference or information purposes by a library board as defined in the Public Libraries Act, R.S.O. 1990, Chap. P.44, as amended, or any successor thereof; and



- (iii) rolling stock with an estimated useful life of seven years or more, and
- (e) to undertake studies in connection with any matter under the **Act** and any of the matters in clauses (a) to (d) above, including the development charge background study

required for the provision of **services** designated in this by-law within or outside the **Township**, including interest on borrowing for those expenditures under clauses (a) to (e) above that are growth-related;

"**commercial**" means a **building**, structure, lot, use, or activity pertaining to the buying or selling of commodities or the supplying of services for remuneration, but does not include **industrial** or **agricultural uses**, but does include hotels, motels, motor inns and boarding, lodging and rooming houses;

"**Council**" means the Council of the **Township**;

"**development**" means the construction, erection or placing of one or more **buildings** or structures on land or the making of an addition or alteration to a **building** or structure that the effect of increasing the size of usability thereof, and includes redevelopment;

"**development charge**" means a charge imposed with respect to this by-law;

"**dwelling unit**" means any part of a **building** or structure used, designed, or intended to be used as a housekeeping unit, used, or capable of being used by one or more persons, and containing cooking, living, sleeping and sanitary facilities;

"**existing**" means the number, use and size that existed as of the date this by-law was passed;

"**existing industrial building**" means a **building** or **buildings** with a valid building permit **existing** on a site on the day this by-law is passed, or the first **building** or **buildings** constructed on a vacant site pursuant to site plan approval, under Section 41 of the Planning Act, subsequent to the passage of this by-law for which full **development charges** were paid, that is used for or in conjunction with:



- (a) the production, compounding, processing, packaging, crating, bottling, packing or assembly of raw or semi-processed goods or materials in not less than seventy five percent of the total gross floor area of the **building** or **buildings** on a site ("manufacturing") or warehousing related to the manufacturing use carried on in the **building** or **buildings**;
- (b) research or development activities in connection with manufacturing in not less than seventy five percent of the total gross floor area of the **building** or **building** on the site;
- (c) retail sales by a manufacturer, if retail sales are at the site where manufacturing is carried out; such retail sales are restricted to goods manufactured at the site, and the **building** or part of a **building** where such retail sales are carried out does not constitute greater than twenty five percent of the total gross floor area of the **building** or **buildings** on the site; or
- (d) office or administration purposes if they are:
 - (i) carried out as an **accessory use** to the manufacturing or warehousing, and
 - (ii) in or attached to the **building** or structure used for such manufacturing or warehousing.

"farm building" means a **building** or structure associated with and located on land devoted to the practice of farming and that is used essentially for the housing of farm equipment or livestock or the growing, harvesting, or storage of agricultural and horticultural produce or feeds and as part of or in connection with a bona fide farming operation and includes barns, silos and other **buildings** or structures ancillary to that farming operation, including greenhouses, but excludes:

- (a) a **residential use**, with the exception of a secondary modular dwelling for seasonal farm workers required for that farm operation; and
- (b) any **building** or portion thereof used or intended to be used for any other **non-residential use**, including **commercial** and **industrial**, and an **on-farm diversified use**.

"gross floor area" means: the sum total of the total areas of the floors in a **building** or structure, whether at, above, or below grade, measured between the exterior faces of the exterior walls of the **building** or structure or from the center



line of a common wall separating two uses, or from the outside edge of a floor where the outside edge of the floor does not meet an exterior or common wall, and:

- (a) includes the floor area of a mezzanine and air -supported structure and the space occupied by interior walls partitions; and
- (b) in the case of non- **residential uses**, excludes any parts of the **building** or structure used for mechanical equipment related to the operation or maintenance of the **building** or structure, stairwells, elevators, washrooms, and the parking and loading of vehicles, and;
- (c) where a **building** does not have any walls, the **gross floor area** shall be the sum total of the area of land directly beneath the roof of the **building** and the total areas of the floors in the **building** or structure.

“home business” means an occupation conducted within a **dwelling unit** by the resident or residents of the **dwelling unit** and which is an **accessory use** to the **dwelling unit**.

“home industries” means a small-scale use providing a **service** that is accessory to a **dwelling unit** or agricultural operation. A home industry may be conducted in whole or in part in an accessory **building** and may include a carpentry shop, a metal working shop, a welding shop, or minor equipment repair shop, etc., but does not include any activity relating to the operation or maintenance of a vehicle or any activity requiring the use of toxic chemicals.

“industrial” means lands, **buildings** or structures used or designed or intended for use for the processing of goods and materials; the assembly of manufactured goods; the manufacturing of goods; the repair and servicing of goods and similar uses; including any permanent storage facilities or accessory equipment that is in conjunction with the use and includes office uses and the sale of commodities to the general public where such uses are accessory to an **industrial** use, but does not include a motor vehicle service establishment, motor vehicle body shop, or the sale of commodities to the general public through a warehouse club;

“institutional development” means development of a **building** or structure intended for use:



- (a) as a long-term care home within the meaning of subsection 2 (1) of the Fixing Long-Term Care Act, 2021, S.O. 2021, c. 39, Sched.1;
- (b) as a retirement home within the meaning of subsection 2 (1) of the *Retirement Homes Act, 2010*;
- (c) by any institution of the following post-secondary institutions for the objects of the institution:
 - i. a university in Ontario that receives direct, regular, and ongoing operation funding from the Government of Ontario;
 - ii. a college or university federated or affiliated with a university described in subclause (i); or
 - iii. an Indigenous Institute prescribed for the purposes of section 6 of the *Indigenous Institute Act, 2017*;
- (d) as a memorial home, clubhouse, or athletic grounds by an Ontario branch of the Royal Canadian Legion; or
- (e) as a hospice to provide end of life care.

"**non-profit institutional use**" means land, **buildings**, structures or any part thereof used by any organization, group or association for promotion of religious, charitable, educational, welfare purposes, and includes churches, places of worship, private schools, nursery schools, daycares, or benevolent objectives and any of the listed **institutional uses** must be not for profit or gain;

"**live-work unit**" means a **building**, or part of thereof, which contains, or is intended to contain, both a **dwelling unit** and non-residential unit and which is intended for both **residential use** and **non-residential use** concurrently, and shares a common wall or floor with or without direct access between the residential and **non-residential uses**;

"**local board**" means a local board as defined in section 1 of the Municipal Affairs Act other than a board as defined in subsection 1 (1) of the Education Act.

"**multiple dwellings**" means all dwellings other than single-detached, semi-detached and **apartment unit** dwellings;

"**non-profit housing development**" means development of a **building** or structure intended for use as residential premises by:



- (i) a corporation without share capital to which the Corporations Act applies, that is in good standing under that **Act** and whose primary objective is to provide housing;
- (ii) a corporation without share capital to which the Canada Not-for-profit Corporation Act applies, that is in good standing under that **Act** and whose primary objective is to provide housing; or
- (iii) a non-profit housing co-operative that is in good standing under the Co-operative Corporations Act.

"**non-residential use**" means a **building** or structure of any kind whatsoever used, designed, or intended to be used for other than a **residential use**;

"**Official Plan**" means the **Official Plan** adopted by the County of Wellington for the **Township**, as amended, and approved, or any future **Official Plan** adopted by the **Township** or County of Wellington for the **Township**;

"**on-farm diversified use**" means a use, occurring entirely and exclusively within a detached **building** that is secondary and subordinate to the active and principle **agricultural use** occurring on a property. Such uses shall be integrated within a farm cluster of **buildings** which must include a residential dwelling, and may include, but not be limited to, uses that produce value added agricultural products or provide a **service** that is supportive of regional agri-business, and may include a Home Industry, but excludes a **home business**;

"**owner**" means the **owner** of land or a person who has made application for an approval for the development of land upon which a **development charge** is imposed';

"**regulation**" means any **regulation** made pursuant to the **Act**;

"**rental housing**" means development of a **building** or structure with four or more **dwelling units** all of which are intended for use as rented residential premises;

"**residential dwelling unit**" means a **building**, occupied or capable of being occupied as a home, residence or sleeping place by one or more persons, containing one or more **dwelling units** including modular homes but not



including motels, hotels, tents, truck campers, tourist trailers, mobile camper trailers or boarding, lodging or rooming houses;

"**residential use**" means the use of a **building** or structure or portion thereof for one or more **dwelling units**. This also includes a **dwelling unit** on land that is used for an **agricultural use**;

"**row dwelling**" means a **building** containing three or more attached **dwelling units** in a single row, each of which **dwelling units** has an independent entrance from the outside and is vertically separated from any abutting **dwelling unit**;

"**semi-detached dwelling**" means a **dwelling unit** in a residential **building** consisting of two **dwelling units** having one vertical wall or one horizontal wall, but not other parts, attached or another **dwelling unit** where the residential unit are not connected by an interior corridor;

"**service**" means a service or class of service designed in Schedule "A" to this by-law;

"**services**" shall have a corresponding meaning;

"**single detached dwelling unit**" means a residential **building** consisting of one **dwelling unit** and not attached to another structure;

"**Township**" means the corporation of the Township of Puslinch and/or the land within the geographic limits of the Township of Puslinch; and

"**zoning by-law**" means the Zoning By-Law of the **Township** of Puslinch or any successor thereof passed pursuant to Section 34 of the Planning Act, S.O. 1998.



2. DESIGNATION OF SERVICES AND CLASS OF SERVICES

2.1. The categories of **services** for which **development charges** are imposed under this by-law are as follows:

- (a) Services Related to a Highway;
- (b) Fire Protection Services;
- (c) Parks and Recreation Services; and
- (d) Provincial Offences Act, including By-law Enforcement.

2.2 The category of class of **services** for which **development charges** are imposed under this by-law is as follows:

- (a) Growth-Related Studies.

2.3 The components of the **services** and class of **services**, designated in sections 2.1 and 2.2 are described in Schedule A.

3. APPLICATION OF BY-LAW RULES

3.1 **Development charges** shall be payable in the amounts set out in this by-law where:

- (a) the lands are located in the area described in section 3.2; and
- (b) the development of the lands requires any of the approvals set out in subsection 3.4(a)

Area to Which by-law Applies

3.2 Subject to section 3.3, this by-law applies to all lands in the **Township** whether or not the land or use thereof is exempt from taxation under s. 3 or the Assessment Act.

3.3. Notwithstanding clause 3.2 above, this by-law shall not apply to lands that are owned by and used for the purposes of:

- (a) the **Township** or a **local board** thereof;
- (b) a **board of education**; or



- (c) the County of Wellington or any **local board** thereof;

Approvals for Development

- 3.4 (a) **Development charges** shall be imposed on all lands, **buildings** or structures that are developed for residential or **non-residential uses** if the development requires one or more of the following:
- (i) the passing of a **zoning by-law** or of an amendment to a zoning bylaw under section 34 of the *Planning Act*;
 - (ii) the approval of a minor variance under section 45 of the *Planning Act*;
 - (iii) a conveyance of land to which a by-law passed under subsection 50(7) of the *Planning Act* applies;
 - (iv) the approval of a plan of subdivision under section 51 of the *Planning Act*;
 - (v) a consent under section 53 of the *Planning Act*;
 - (vi) the approval of a description under section 50 of the *Condominium Act*, R.S.O. 1990, Chap. C.26, as amended, or any successor thereof; or
 - (vii) the issuing of a building permit under the ***Building Code Act*** in relation to a **building** or structure.
- (b) No more than one **development charge** for each **service** and class of **services** designated in subsections 2.1 and 2.2 shall be imposed upon any lands, **buildings**, or structures to which this By-law applies even though two or more of the actions described in subsection 3.4(a) are required before the lands, **buildings** or structures can be developed.
- (c) Despite subsection 3.4(b), if two or more of the actions described in subsection 3.4(a) occur at different times, additional **development charges** shall be imposed if the subsequent action has the effect of increasing the need for **services**.



Exemptions

- 3.5 Notwithstanding the provisions of this by-law, **development charges** shall not be imposed with respect to:
- (a) an enlargement to an **existing dwelling unit**;
 - (b) A second residential unit in an **existing** detached house, semi-detached house, or rowhouse on a parcel of land on which **residential use**, other than **ancillary residential use**, is permitted, if all **buildings** and structures ancillary to the **existing** detached house, semi-detached house or rowhouse cumulatively contain no more than one residential unit;
 - (c) A third residential unit in an **existing** detached house, semi-detached house, or rowhouse on a parcel of land on which **residential use**, other than **ancillary residential use**, is permitted, if no **building** or structure ancillary to the **existing** detached house, semi-detached house or rowhouse contains any residential units;
 - (d) One residential unit in a **building** or structure ancillary to an **existing** detached house, semi-detached house or rowhouse on a parcel of land, if the **existing** detached house, semi-detached house or rowhouse contains no more than two residential units and no other **building** or structure ancillary to the **existing** detached house, semi-detached house or rowhouse contains any residential units;
 - (e) A second residential unit in a new detached house, semi-detached house or rowhouse on a parcel of land on which **residential use**, other than **ancillary residential use**, is permitted, if all **buildings** and structures ancillary to the new detached house, semi-detached house or rowhouse cumulatively will contain no more than one residential unit;
 - (f) A third residential unit in a new detached house, semi-detached house or rowhouse on a parcel of land on which **residential use**, other than **ancillary residential use**, is permitted, if no **building** or structure ancillary to the new detached house, semi-detached house or rowhouse contains any residential units;



- (g) One residential unit in a **building** or structure ancillary to a new detached house, semi-detached house or rowhouse on a parcel of land, if the new detached house, semi-detached house or rowhouse contains no more than two residential units and no other **building** or structure ancillary to the new detached house, semi-detached house or rowhouse contains any residential units; or
- (h) In an **existing** rental residential **building**, which contains four or more **residential Dwelling Units**, the creation of the greater of one **residential Dwelling Unit** or one percent of the **existing residential Dwelling Units**.
- 3.6 Notwithstanding section 3.5, **development charges** shall be imposed if the total **gross floor area** of the additional one or two units exceeds the **gross floor area** of the **existing dwelling unit**.
- 3.7 Notwithstanding section 3.5, **development charges** shall be imposed if the additional unit has a **gross floor area** greater than
- (a) in the case of a semi-detached or **row dwelling**, the **gross floor area** of the **existing dwelling unit**; and
- (b) in the case of any other residential **building**, the **gross floor area** of the smallest **dwelling unit** contained in the residential **building**.
- 3.8 Exemption for **Industrial Development**:
- 3.8.1 Notwithstanding any other provision of this by-law, no **development charge** is payable with respect to an enlargement of the **gross floor area** of an **existing industrial building** where the **gross floor area** is enlarged by 50 percent or less.
- 3.8.2 If the **gross floor area** of an **existing industrial building** is enlarged by greater than 50 percent, the amount of the **development charge** payable in respect of the enlargement is the amount of the **development charge** that would otherwise be payable multiplied by the fraction determined as follows:
- 1) determine the amount by which the enlargement exceeds 50 percent of the **gross floor area** before the enlargement;



2) divide the amount determined under subsection 1) by the amount of the enlargement.

3.9 For the purpose of section 3.8 herein, "**existing industrial building**" is used as defined in the **Regulation** made pursuant to the Act.

3.10 Other Exemptions:

Notwithstanding the provision of this by-law, **development charges** shall not be imposed with respect to:

- (a) Temporary use permitted under a **zoning by-law** under Section 39 of the Planning Act;
- (b) **Accessory use**;
- (c) A **home business**
- (d) A non-residential **farm building** used for an **agricultural use**;
- (e) **non-profit institutional use**;
- (f) Land vested in or leased to a publicly assisted university where it is intended to be occupied and used by the university that receives direct, regular, and ongoing operating funds from the Government of Ontario for the purposes of post-secondary education if the development is intended to be occupied and used by the university;
- (g) **Non-profit housing development**;
- (h) Affordable inclusionary residential units;
- (i) **Affordable residential units**; and
- (j) **Attainable residential units**.



Amount of Charges

Residential

- 3.11 The **development charges** described in Schedule B to this by-law shall be imposed on **residential uses** of lands, **buildings** or structures, including a **dwelling unit** accessory to a **non-residential use** and, in the case of a mixed-use **building** or structure, on the **residential uses** in the mixed use **building** or structure, and the residential portion for a **live-work unit**, according to the type of residential unit, and calculated with respect to each of the **services** and class of **services** according to the type of **residential use**.

Non-Residential

- 3.12 The **development charges** described in Schedule B to this by-law shall be imposed on **non-residential uses** of lands, **buildings** or structures, and, in the case of a mixed-use **building** or structure, on the **non-residential uses** in the mixed-use **building** or structure, and the non-residential portion for a **live-work unit** and calculated with respect to each of the **services** and class of **services** according to the total floor area of the **non-residential use**.

Reduction of **Development Charges** for Redevelopment Including Conversions

- 3.13 Despite any other provisions of this by-law, where, as a result of the redevelopment of land, a **building** or structure **existing** on the same land within 60 months prior to the date of payment of **development charges** in regard to such redevelopment was, or is to be demolished, in whole or in part, or converted from one principal use to another principal use on the same land, in order to facilitate the redevelopment, the **development charges** otherwise payable with respect to such redevelopment shall be reduced by the following amounts:
- (a) in the case of a residential **building** or structure, or in the case of a mixed-use **building** or structure, the **residential uses** in the mixed-use **building** or structure, an amount calculated by multiplying the applicable **development charge** under subsection 3.11 by the number, according to type, of **dwelling units** that have been or will be demolished or converted to another principal use; and



- (b) in the case of a non-residential **building** or structure or, in the case of mixed-use **building** or structure, the **non-residential uses** in the mixed-use **building** or structure, an amount calculated by multiplying the applicable **development charges** under subsection 3.12, by the **gross floor area** that has been or will be demolished or converted to another principal use;

provided that such amounts shall not exceed, in total, the amount of the **development charges** otherwise payable with respect to the redevelopment.

- 3.14 Notwithstanding section 3.13, no credit shall be allowed where the demolished or converted **building** or part thereof would have been exempt pursuant to this or a previous **development charges** by-law.

Time of Payment of **Development Charges**

- 3.15 **Development charges** shall be calculated and payable in money or by provision of **service** as may be agreed upon, or by credit granted under the **Act**, on the date that the first building permit is issued in relation to a **building** or structure on land to which the **development charge** applies.
- 3.16 Notwithstanding section 3.15, where a development is proceeding through subdivision or consent, the Services Related to a Highway component of the **development charges**, are calculated and payable immediately upon the developing landowner entering into the subdivision agreement or consent agreement.
- 3.17 Notwithstanding sections 3.15 and 3.16, **development charges** for **rental housing** and **institutional developments** are due and payable in six installments commencing with the first installment payable on the date of occupancy, and each subsequent installment, including interest at the prescribe rate as per the **Act**, payable on the anniversary date each year thereafter.
- 3.18 Notwithstanding subsections 3.15 through 3.17, where the development of land results from the approval of a Site Plan or **zoning by-law** Amendment received and approved between January 1, 2020, and June 5, 2024, and the approval of the application occurred within 2 years of building permit issuance, the **development charges** under Section 2 shall be calculated based on the rates



set out in Schedule "B" on the date of the planning application was made, including interest at the prescribed rate. Where both planning applications apply, **development charges** shall be calculated on the rates set out in Schedule "B", on the date of the latter planning application, including interest at the prescribed rate.

- 3.19 Notwithstanding subsections 3.15 through 3.17, where the development of land results from the approval of a Site Plan or **zoning by-law** Amendment received on or after January 1, 2020, where the approval of the application occurred on or after June 6, 2024, and the approval of the application occurred within 18 months of building permit issuance, the **development charges** under Section 2 shall be calculated based on the rates set out in Schedule "B" on the date of the planning application, including interest at the prescribed rate. Where both planning applications apply, **development charges** shall be calculated on the rates set out in Schedule "B", on the date of the latter planning application, including interest, including interest at the prescribed rate.
- 3.20 Where **development charges** apply to land in relation to which a **building** permit is required, the building permit shall not be issued until the **development charge** has been paid in full, subject to sections 3.17, 3.18, and 3.19.
- 3.21 Despite sections 3.15, 3.16, 3.17, 3.18, and 3.19, **Council** from time to time, and at any time, may enter into agreements providing for all or any part of a **development charge** to be paid before or after it would otherwise be payable, in accordance with section 27 of the **Act**.
- 3.22 Interest for the purposes of sections 3.17, 3.18, and 3.19 shall be determined as the base rate plus 1 %, where:
- (a) The base rate shall be equal to the average prime rate on:
- (i) October 15 of the previous year if the adjustment date is January 1;
 - (ii) January 15 of the same year if the adjustment date is April 1;
 - (iii) April 15 of the same year if the adjustment date is July 1; and
 - (iv) July 15 of the same year if the adjustment date is October 1.



- (b) The average prime rate, on a particular date means, the mean, rounded to the nearest hundredth of a percentage point, of the annual rates of interest announced by each of the Royal Bank of Canada, The Bank of Nova Scotia, the Canadian Imperial Bank of Commerce, the Bank of Montreal and The Toronto-Dominion Bank to be its prime or reference rate of interest in effect on that date for determining interest rates on Canadian dollar commercial loans by that bank in Canada.

- 3.23 For the purposes of section 3.18 and 3.19, interest calculated under section 3.22 shall not apply where the calculated charges calculated under section 3.18 and 3.19 are the same as the charges that would be calculated under sections 3.15 or 3.16.

Discounts for Rental Housing:

- 3.24 The **development charge** payable for **rental housing** developments will be reduced based on the number of **bedrooms** in each unit as follows:
- (a) Three or more **bedrooms** – 25% reduction;
 - (b) Two **bedrooms** – 20% reduction; and
 - (c) All other **bedroom** quantities – 15% reduction.

4. PAYMENT BY SERVICES

- 4.1 Despite the payment required under sections 3.11 and 3.12, **Council** may, by agreement, give a credit towards a **development charge** in exchange for work that relates to a **service** to which a **development charge** relates under this by-law.

5. INDEXING

- 5.1 **Development charges** imposed pursuant to this by-law shall be adjusted annually, without amendment to this by-law, on January 1st of each year, in accordance with the prescribed index in the **Act**.

6. SCHEDULES

- 6.1 The following schedules shall form part of this by-law:



Schedule A - Designated Municipal **Services** and Class of **Services** under this By-law

Schedule B - Schedule of **Development Charges**.

7. CONFLICTS

- 7.1 Where the **Township** and an **owner** or former **owner** have entered into an agreement with respect to land within the area to which this by-law applies, and a conflict exists between the provisions of this by-law and such agreement, the provisions of the agreement shall prevail to the extent that there is a conflict.
- 7.2 Notwithstanding section 7.1, where a development which is the subject of an agreement to which section 7.1 applies, is subsequently the subject of one or more of the actions described in section 3.4(a), an additional **development charge** in respect of the development permitted by the action shall be calculated, payable and collected in accordance with the provisions of this by-law if the development has the effect of increasing the need for **services**, unless such agreement provides otherwise.

8. SEVERABILITY

- 8.1 If, for any reason, any provision of this by-law is held to be invalid, it is hereby declared to be the intention of **Council** that all the remainder of this by-law shall continue in full force and effect until repealed, re-enacted, amended or modified.

9. DATE BY-LAW IN FORCE

- 9.1 This by-law shall come into effect on September 3, 2024.

10. DATE BY-LAW EXPIRES

- 10.1 This by-law will expire on September 3, 2034, unless repealed by **Council** at an earlier date.

11. EXISTING BY-LAW REPEALED

- 11.1 By-law 044-2019 is hereby repealed as of the date and time of this by-law coming into effect.



**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 3rd DAY
OF SEPTEMBER, 2024.**

James Seeley, Mayor

Justine Brotherston, Municipal Clerk



SCHEDULE "A"

DESIGNATED MUNICIPAL SERVICES AND CLASS OF SERVICES UNDER THIS BY-LAW

Township-Wide Services

- Services Related to a Highway;
- Fire Protection Services;
- Parks and Recreation Services; and
- Provincial Offences Act, including By-law Enforcement.

Township-Wide Class of Services

- Growth-Related Studies



SCHEDULE "B"
SCHEDULE OF DEVELOPMENT CHARGES

Township-Wide Services/Class of Services	RESIDENTIAL				NON-RESIDENTIAL
	Single and Semi-Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	(per sq.ft. of Gross Floor Area)
Services Related to a Highway	2,768	2,178	1,674	1,223	0.85
Fire Protection Services	1,657	1,304	1,002	732	0.52
Parks and Recreation Services	2,961	2,330	1,792	1,308	0.09
Provincial Offences Act including By-Law Enforcement	6	5	4	3	0.00
Growth-Related Studies	847	667	512	374	0.16
Total Township-Wide Services & Class of Services	\$8,238	\$6,484	\$4,984	\$3,640	\$1.62

Proposed 2024 Development Charges and Background Study Survey

SURVEY RESPONSE REPORT

24 June 2024 - 19 July 2024

PROJECT NAME:

Proposed 2024 Development Charges By-law and Background Study



SURVEY QUESTIONS

Q1 | Please provide any comments or feedback you have regarding the proposed Development Charges By-law and Background Study. E.g. Should bona fide farm practices be exempt.

Anonymous

7/05/2024 10:32 AM

Yes

Anonymous

7/12/2024 09:23 PM

Bonafide farm practices should absolutely be exempt from municipal development charges for several reasons: 1. Agriculture is a vital industry that provides essential food and raw materials. Exempting farm practices from development charges supports farmers by reducing their financial burden, allowing them to invest more in their operations. 2. Farming can be a low-margin business with income variability due to factors like weather, market prices, and pest pressures. Exemptions help maintain the economic viability of farms, contributing to local and national food security and economic stability. 3. Farmland typically requires less municipal infrastructure and services compared to urban development. Farms do not need the same level of roads, water, sewage, and other services that residential or commercial developments do. Thus, it would be equitable to exempt them from charges that fund such infrastructure. 4. Supporting farming through financial incentives like development charge exemptions helps preserve open space and rural landscapes. This can have environmental benefits, such as protecting wildlife habitats, maintaining water quality, and promoting biodiversity. 5. Exemptions better align with broader governmental policies aimed at supporting rural communities and the agricultural sector. The township should be supporting atrategic goals to maintain agricultural productivity and support rural economies, making such exemptions a logical component of policy frameworks. 6. By alleviating some of the financial pressures on farmers, exemptions can encourage the adoption of more sustainable and innovative farming practices, which can have long-term benefits for the environment and the community.

Mandatory Question (2 response(s))

Question type: Essay Question

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NO. 048-2024

Being a by-law to appoint Tracey McQueen to the Recreation Advisory Committee.

WHEREAS Section 11 (2) of the *Municipal Act, S.O. 2001, c. 25*, authorizes a municipality to pass by-laws respecting the governance structure of the municipality and its local boards;

AND WHEREAS the Council of the Corporation of the Township of Puslinch deems it advisable to establish such a committee and provide for the appointment of members thereto;

NOW THEREFORE the Council of The Corporation of the Township of Puslinch HEREBY ENACTS AS FOLLOWS:

1. That the following persons are hereby appointed to the Recreation Advisory Committee for the remainder of the term to January 18, 2027 or until such time as a successor has been appointed:

- i. Tracey McQueen

READ THREE TIMES AND FINALLY PASSED IN OPEN COUNCIL THIS 3rd DAY OF SEPTEMBER 2024.

James Seeley, Mayor

Justine Brotherston, Interim Municipal Clerk

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 052-2024

Being a by-law to authorize the entering into an Agreement with the Minister of Agriculture, Food and Agribusiness for the Rural Economic Development Program for Revitalizing the Downtowns in Aberfoyle and Morriston.

WHEREAS the *Municipal Act*, S.O. 2001, c.25 authorizes a municipality to enter into Agreements;

AND WHEREAS the *Municipal Act*, S.O. 2001, c.25 authorizes a municipality to delegate authority in accordance with the provisions in the *Municipal Act*;

AND WHEREAS the Council for the Corporation of the Township of Puslinch deems it appropriate to enter into an Agreement with the Minister of Agriculture, Food and Agribusiness for the Rural Economic Development Program for Revitalizing the Downtowns in Aberfoyle and Morriston;

AND WHEREAS the Council for the Corporation of the Township of Puslinch deems it expedient to delegate authority to the Chief Administrative Officer to execute on behalf of the Township amendments to the Agreement that have no budgetary impact;

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

1. That the Corporation of the Township of Puslinch enter into an Agreement with the Minister of Agriculture, Food and Agribusiness for the Rural Economic Development Program for Revitalizing the Downtowns in Aberfoyle and Morriston.
2. That the Mayor and Chief Administrative Officer are hereby authorized to execute the Agreement.
3. That the Chief Administrative Officer be authorized to execute on behalf of the Township amendments to the Agreement that have no budgetary impact.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 3rd DAY OF SEPTEMBER 2024.

James Seeley, Mayor

Justine Brotherston, Clerk

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 053-2024

Being a by-law to establish development charges for the Corporation of the Township of Puslinch

WHEREAS Section 2(1) of the *Development Charges Act*, 1997, S.O. 1997, c. 27 (hereinafter called the **Act**) enables the Council of a municipality to pass by-laws for the imposition of **development charges** against land located in the municipality where the development of the land would increase the need for municipal **services** as designated in the by-law and the development requires one or more of the actions set out in Subsection 2(2) of the **Act**;

AND WHEREAS notice of a public meeting was given pursuant to subsection 12(1) of the **Act**, and in accordance with the **regulations** under the **Act**, on or before June 18, 2024, and copies of the Study and this proposed **development charge** by-law were made available to the public on June 24, 2024, in accordance with subsection 12(1) of the **Act**;

AND WHEREAS a public meeting was held on July 10, 2024, in accordance with the **Act** to hear comments and representations from all persons who applied to be heard (the "Public Meeting");

AND WHEREAS any person who attended the public meeting was afforded an opportunity to make representations and the public generally were afforded an opportunity to make written submissions relating to this proposed By-law;

AND WHEREAS the Council, in adopting the **Township of Puslinch Development Charges** Background Study on September 3, 2024, directed that **development charges** be imposed on land under development or redevelopment within the geographical limits of the municipality as hereinafter provided.

NOW THEREFORE the Council enacts as follows:

1. INTERPRETATION

1.1 In this by-law the following items shall have the corresponding meanings:

"**Act**" means the *Development Charges Act*, as amended, or any successor thereof;

"**accessory use**" means where used to describe a use naturally and normally incidental to, subordinate to or exclusively devoted to a principal use and located on the same lot;

"**affordable residential unit**" means a **residential dwelling unit** that meets the criteria set out in subsection 4.1 of the **Act**;

"**agricultural use**" means the use of land and **buildings** for the growing of crops, including nursery, biomass, and horticultural crops; raising of livestock; raising of other animals for food, fur or fibre, including: horses (including the accessory training and/or riding of boarded horses); poultry and fish; aquaculture; apiaries;

agro-forestry; maple syrup production; and associated on-farm **buildings** and structures and **accessory uses, buildings**, and structures, including an accessory outdoor storage area;

“**ancillary residential use**” means a **residential dwelling unit** that would be ancillary to a **single detached dwelling, semi-detached dwelling, or row dwelling**;

"**apartment unit**" means any residential unit within a **building** containing three or more **dwelling units** where access to each residential unit is obtained through a common entrance or entrances from the street level and the residential units are connected by an interior corridor;

“**attainable residential unit**” means a residential unit that meets the criteria set out in subsection 4.1 of the **Act**;

“**back-to-back townhouse dwelling**” means a **building** containing three or more dwelling units separated vertically by a common wall, including a rear common wall, that do not have rear yards;

"**bedroom**" means a habitable room larger than seven square metres, including a den, study or other similar area, but does not include a bathroom, living room, dining room or kitchen;

“**benefiting Area**” means all lands within the **Township**;

"**board of education**" has the same meaning as set out in the *Education Act*, R.S.O. 1990, Chap. E.2, as amended, or any successor thereof;

“**Building**” means a permanent enclosed structure occupying an area greater than ten square metres (10 m²) and, notwithstanding the generality of the foregoing, includes, but is not limited to:

- (a) An above-grade storage tank;
- (b) An air-supported structure;
- (c) An **industrial** tent;
- (d) A roof-like structure over a gas-bar or service station; and
- (e) An area attached to and ancillary to a retail **development** delineated by one or more walls or part walls, a roof-like structure, or any one or more of them.

"**Building Code Act**" means the *Building Code Act*, S.O. 1992, as amended, or any successor thereof;

“**canopy**” means a canopy as defined O.Reg. 332/12 under the **Building Code Act**, 1992, S.O. c. 23, and includes a roof-like structure over a gas bar or service station;

"**capital cost**" means costs incurred or proposed to be incurred by the **Township** or a **local board** thereof directly or by others on behalf of and as authorized by the **Township** or **local board**,

- (a) to acquire land or an interest in land, including a leasehold interest,
- (b) to improve land,
- (c) to acquire, lease, construct or improve **buildings** and structures,
- (d) to acquire, construct or improve facilities including,
 - (i) furniture and equipment other than computer equipment, and
 - (ii) material acquired for circulation, reference or information purposes by a library board as defined in the Public Libraries Act, R.S.O. 1990, Chap. P.44, as amended, or any successor thereof; and
 - (iii) rolling stock with an estimated useful life of seven years or more, and
- (e) to undertake studies in connection with any matter under the **Act** and any of the matters in clauses (a) to (d) above, including the development charge background study

required for the provision of **services** designated in this by-law within or outside the **Township**, including interest on borrowing for those expenditures under clauses (a) to (e) above that are growth-related;

"**commercial**" means a **building**, structure, lot, use or activity pertaining to the buying or selling of commodities or the supplying of services for remuneration, but does not include **industrial** or **agricultural** uses, but does include hotels, motels, motor inns and boarding, lodging and rooming houses;

"**Council**" means the Council of the **Township**;

"**development**" means the construction, erection or placing of one or more **buildings** or structures on land or the making of an addition or alteration to a **building** or structure that has the effect of increasing the size or usability thereof, and includes redevelopment;

"**development charge**" means a charge imposed with respect to this by-law;

"**dwelling unit**" means any part of a **building** or structure used, designed or intended to be used as a housekeeping unit, used, or capable of being used by one or more persons, and containing cooking, living, sleeping and sanitary facilities;

"**existing**" means the number, use and size that existed as of the date this by-law was passed;

"**existing industrial building**" means a **building** or **buildings** with a valid building permit **existing** on a site on the day this by-law is passed, or the first **building** or **buildings** constructed on a vacant site pursuant to site plan approval, under Section 41 of the *Planning Act*, subsequent to the passage of this by-law for which full **development charges** were paid, that is used for or in conjunction with:

- (a) the production, compounding, processing, packaging, crating, bottling, packing or assembly of raw or semi-processed goods or materials in not less than seventy five percent of the total **gross floor area** of the **building** or **buildings** on a site ("manufacturing") or warehousing related to the manufacturing use carried on in the **building** or **buildings**;
- (b) research or development activities in connection with manufacturing in not less than seventy five percent of the total **gross floor area** of the **building** or **buildings** on the site;
- (c) retail sales by a manufacturer, if retail sales are at the site where manufacturing is carried out; such retail sales are restricted to goods manufactured at the site, and the **building** or part of a **building** where such retail sales are carried out does not constitute greater than twenty five percent of the total **gross floor area** of the **building** or **buildings** on the site; or
- (d) office or administration purposes if they are:
 - (i) carried out as an **accessory use** to the manufacturing or warehousing, and
 - (ii) in or attached to the **building** or structure used for such manufacturing or warehousing.

"farm building" means a **building** or structure associated with and located on land devoted to the practice of farming and that is used essentially for the housing of farm equipment or livestock or the growing, harvesting, or storage of agricultural and horticultural produce or feeds and as part of or in connection with a bona fide farming operation and includes barns, silos and other **buildings** or structures ancillary to that farming operation, including greenhouses, but excludes:

- (a) a **residential use**, with the exception of a secondary modular dwelling for seasonal farm workers required for that farm operation; and
- (b) any **building** or portion thereof used or intended to be used for any other **non-residential use**, including **commercial** and **industrial**, and an **on-farm diversified use**.

"gross floor area" means: the sum total of the total areas of the floors in a **building** or structure, whether at, above, or below grade, measured between the exterior faces of the exterior walls of the **building** or structure or from the centre line of a common wall separating two uses, or from the outside edge of a floor where the outside edge of the floor does not meet an exterior or common wall, and:

- (a) includes the floor area of a mezzanine and air -supported structure and the space occupied by interior walls partitions; and
- (b) in the case of **non-residential uses**, excludes any parts of the **building** or structure used for mechanical equipment related to the operation or maintenance of the **building** or structure, stairwells, elevators, washrooms, and the parking and loading of vehicles, and;

- (c) where a **building** does not have any walls, the **gross floor area** shall be the sum total of the area of land directly beneath the roof of the **building** and the total areas of the floors in the **building** or structure.

“**home business**” means an occupation conducted within a **dwelling unit** by the resident or residents of the **dwelling unit** and which is an **accessory use** to the **dwelling unit**.

“**home industries**” means a small-scale use providing a **service** that is accessory to a **dwelling unit** or agricultural operation. A home industry may be conducted in whole or in part in an accessory **building** and may include a carpentry shop, a metal working shop, a welding shop, or minor equipment repair shop, etc., but does not include any activity relating to the operation or maintenance of a vehicle or any activity requiring the use of toxic chemicals.

“**industrial**” means lands, **buildings** or structures used or designed or intended for use for the processing of goods and materials; the assembly of manufactured goods; the manufacturing of goods; the repair and servicing of goods and similar uses; including any permanent storage facilities or accessory equipment that is in conjunction with the use and includes office uses and the sale of commodities to the general public where such uses are accessory to an **industrial** use, but does not include a motor vehicle service establishment, motor vehicle body shop, or the sale of commodities to the general public through a warehouse club;

“**institutional development**” means development of a **building** or structure intended for use:

- (a) as a long-term care home within the meaning of subsection 2 (1) of the Fixing Long-Term Care Act, 2021, S.O. 2021, c. 39, Sched.1;
- (b) as a retirement home within the meaning of subsection 2 (1) of the *Retirement Homes Act, 2010*;
- (c) by any institution of the following post-secondary institutions for the objects of the institution:
- i. a university in Ontario that receives direct, regular, and ongoing operation funding from the Government of Ontario;
 - ii. a college or university federated or affiliated with a university described in subclause (i); or
 - iii. an Indigenous Institute prescribed for the purposes of section 6 of the *Indigenous Institute Act, 2017*;
- (d) as a memorial home, clubhouse, or athletic grounds by an Ontario branch of the Royal Canadian Legion; or
- (e) as a hospice to provide end of life care.

“**non-profit institutional use**” means land, **buildings**, structures or any part thereof used by any organization, group or association for promotion of religious, charitable, educational, welfare purposes, and includes churches, places of worship, private schools, nursery schools, daycares, or benevolent objectives and any of the listed **institutional uses** must be not for profit or gain;

"**live-work unit**" means a **building**, or part of thereof, which contains, or is intended to contain, both a **dwelling unit** and non-residential unit and which is intended for both **residential use** and **non-residential use** concurrently, and shares a common wall or floor with or without direct access between the residential and **non-residential uses**;

"**local board**" means a local board as defined in section 1 of the Municipal Affairs Act other than a board as defined in subsection 1 (1) of the Education Act.

"**multiple dwellings**" means all dwellings other than single-detached, semi-detached and **apartment unit** dwellings;

"**non-profit housing development**" means development of a **building** or structure intended for use as residential premises by:

- (i) a corporation without share capital to which the Corporations Act applies, that is in good standing under that **Act** and whose primary objective is to provide housing;
- (ii) a corporation without share capital to which the Canada Not-for-profit Corporation Act applies, that is in good standing under that **Act** and whose primary objective is to provide housing; or
- (iii) a non-profit housing co-operative that is in good standing under the Co-operative Corporations Act.

"**non-residential use**" means a **building** or structure of any kind whatsoever used, designed or intended to be used for other than a **residential use**;

"**Official Plan**" means the Official Plan adopted by the County of Wellington for the **Township**, as amended and approved, or any future **Official Plan** adopted by the **Township** or County of Wellington for the **Township**;

"**on-farm diversified use**" means a use, occurring entirely and exclusively within a detached **building** that is secondary and subordinate to the active and principle **agricultural use** occurring on a property. Such uses shall be integrated within a farm cluster of **buildings** which must include a residential dwelling, and may include, but not be limited to, uses that produce value added agricultural products or provide a **service** that is supportive of regional agri-business, and may include a Home Industry, but excludes a **home business**;

"**owner**" means the owner of land or a person who has made application for an approval for the **development** of land upon which a **development charge** is imposed'

"**regulation**" means any **regulation** made pursuant to the **Act**;

"**rental housing**" means development of a **building** or structure with four or more **dwelling units** all of which are intended for use as rented residential premises;

"**residential dwelling unit**" means a **building**, occupied or capable of being occupied as a home, residence or sleeping place by one or more persons, containing one or more **dwelling units** including modular homes but not

including motels, hotels, tents, truck campers, tourist trailers, mobile camper trailers or boarding, lodging or rooming houses;

"**residential use**" means the use of a **building** or structure or portion thereof for one or more **dwelling units**. This also includes a **dwelling unit** on land that is used for an **agricultural use**;

"**row dwelling**" means a **building** containing three or more attached **dwelling units** in a single row, each of which **dwelling units** has an independent entrance from the outside and is vertically separated from any abutting **dwelling unit**;

"**semi-detached dwelling**" means a **dwelling unit** in a residential **building** consisting of two **dwelling units** having one vertical wall or one horizontal wall, but not other parts, attached or another **dwelling unit** where the residential unit are not connected by an interior corridor;

"**service**" means a service or class of service designed in Schedule "A" to this by-law;

"**services**" shall have a corresponding meaning;

"**single detached dwelling unit**" means a residential **building** consisting of one **dwelling unit** and not attached to another structure;

"**Township**" means the corporation of the Township of Puslinch and/or the land within the geographic limits of the Township of Puslinch; and

"**zoning by-law**" means the Zoning By-Law of the **Township** of Puslinch or any successor thereof passed pursuant to Section 34 of the Planning Act, S.O. 1998.

2. DESIGNATION OF SERVICES AND CLASS OF SERVICES

2.1 The categories of **services** for which **development charges** are imposed under this by-law are as follows:

- (a) Services Related to a Highway;
- (b) Fire Protection Services;
- (c) Parks and Recreation Services; and
- (d) Provincial Offences Act, including By-law Enforcement.

2.2 The category of class of **services** for which **development charges** are imposed under this by-law is as follows:

- (a) Growth-Related Studies.

2.3 The components of the **services** and class of **services**, designated in sections 2.1 and 2.2 are described in Schedule A.

3. APPLICATION OF BY-LAW RULES

3.1 **Development charges** shall be payable in the amounts set out in this by-law where:

- (a) the lands are located in the area described in section 3.2; and
- (b) the **development** of the lands requires any of the approvals set out in subsection 3.4(a)

Area to Which by-law Applies

- 3.2 Subject to section 3.3, this by-law applies to all lands in the **Township** whether or not the land or use thereof is exempt from taxation under s. 3 of the Assessment Act.
- 3.3. Notwithstanding clause 3.2 above, this by-law shall not apply to lands that are owned by and used for the purposes of:
 - (a) the **Township** or a **local board** thereof;
 - (b) a **board of education**; or
 - (c) the County of Wellington or any **local board** thereof;

Approvals for **Development**

- 3.4 (a) **Development charges** shall be imposed on all lands, **buildings** or structures that are developed for residential or **non-residential uses** if the **development** requires one or more of the following:
 - (i) the passing of a **zoning by-law** or of an amendment to a **zoning by-law** under section 34 of the *Planning Act*;
 - (ii) the approval of a minor variance under section 45 of the *Planning Act*;
 - (iii) a conveyance of land to which a by-law passed under subsection 50(7) of the *Planning Act* applies;
 - (iv) the approval of a plan of subdivision under section 51 of the *Planning Act*;
 - (v) a consent under section 53 of the *Planning Act*;
 - (vi) the approval of a description under section 50 of the *Condominium Act*, R.S.O. 1990, Chap. C.26, as amended, or any successor thereof; or
 - (vii) the issuing of a building permit under the **Building Code Act** in relation to a **building** or structure.
- (b) No more than one **development charge** for each **service** and class of **services** designated in subsection 2.1 and 2.2 shall be imposed upon any lands, **buildings** or structures to which this By-law applies even though two or more of the actions described in subsection 3.4(a) are required before the lands, **buildings** or structures can be developed.
- (c) Despite subsection 3.4(b), if two or more of the actions described in subsection 3.4(a) occur at different times, additional **development charges** shall be imposed if the subsequent action has the effect of increasing the need for **services**.

Exemptions

- 3.5 Notwithstanding the provisions of this by-law, **development charges** shall not be imposed with respect to:
- (a) an enlargement to an **existing dwelling unit**;
 - (b) A second residential unit in an **existing** detached house, semi-detached house, or rowhouse on a parcel of land on which **residential use**, other than **ancillary residential use**, is permitted, if all **buildings** and structures ancillary to the **existing** detached house, semi-detached house or rowhouse cumulatively contain no more than one residential unit;
 - (c) A third residential unit in an **existing** detached house, semi-detached house, or rowhouse on a parcel of land on which **residential use**, other than **ancillary residential use**, is permitted, if no **building** or structure ancillary to the **existing** detached house, semi-detached house or rowhouse contains any residential units;
 - (d) One residential unit in a **building** or structure ancillary to an **existing** detached house, semi-detached house or rowhouse on a parcel of land, if the **existing** detached house, semi-detached house or rowhouse contains no more than two residential units and no other **building** or structure ancillary to the **existing** detached house, semi-detached house or rowhouse contains any residential units;
 - (e) A second residential unit in a new detached house, semi-detached house or rowhouse on a parcel of land on which **residential use**, other than **ancillary residential use**, is permitted, if all **buildings** and structures ancillary to the new detached house, semi-detached house or rowhouse cumulatively will contain no more than one residential unit;
 - (f) A third residential unit in a new detached house, semi-detached house or rowhouse on a parcel of land on which **residential use**, other than **ancillary residential use**, is permitted, if no **building** or structure ancillary to the new detached house, semi-detached house or rowhouse contains any residential units;
 - (g) One residential unit in a **building** or structure ancillary to a new detached house, semi-detached house or rowhouse on a parcel of land, if the new detached house, semi-detached house or rowhouse contains no more than two residential units and no other **building** or structure ancillary to the new detached house, semi-detached house or rowhouse contains any residential units; or
 - (h) In an **existing** rental residential **building**, which contains four or more **residential Dwelling Units**, the creation of the greater of one **residential Dwelling Unit** or one percent of the **existing residential Dwelling Units**.
- 3.6 Notwithstanding section 3.5, **development charges** shall be imposed if the total **gross floor area** of the additional one or two units exceeds the **gross floor area** of the **existing dwelling unit**.

3.7 Notwithstanding section 3.5, **development charges** shall be imposed if the additional unit has a **gross floor area** greater than

- (i) in the case of a **semi-detached dwelling** or **row dwelling**, the **gross floor area** of the **existing dwelling unit**; and
- (ii) in the case of any other residential **building**, the **gross floor area** of the smallest **dwelling unit** contained in the residential **building**.

3.8 Exemption for Industrial Development:

3.8.1 Notwithstanding any other provision of this by-law, no **development charge** is payable with respect to an enlargement of the **gross floor area** of an **existing industrial building** where the **gross floor area** is enlarged by 50 percent or less.

3.8.2 If the **gross floor area** of an **existing industrial building** is enlarged by greater than 50 percent, the amount of the **development charge** payable in respect of the enlargement is the amount of the **development charge** that would otherwise be payable multiplied by the fraction determined as follows:

- 1) determine the amount by which the enlargement exceeds 50 percent of the **gross floor area** before the enlargement;
- 2) divide the amount determined under subsection 1) by the amount of the enlargement

3.9 For the purpose of section 3.8 herein, "**existing industrial building**" is used as defined in the **regulation** made pursuant to the **Act**.

3.10 Other Exemptions:

Notwithstanding the provision of this by-law, **development charges** shall not be imposed with respect to:

- (a) Temporary use permitted under a **zoning by-law** under Section 39 of the Planning Act;
- (b) **Accessory use**;
- (c) A **home business**;
- (d) A non-residential **farm building** used for an **agricultural use**;
- (e) **Non-profit institutional use**;
- (f) Land vested in or leased to a publicly assisted university where it is intended to be occupied and used by the university that receives direct, regular, and ongoing operating funds from the Government of Ontario for the purposes of post-secondary education if the development is intended to be occupied and used by the university;
- (g) **Non-profit housing development**;
- (h) Affordable inclusionary residential units;

- (i) **Affordable residential units;** and
- (j) **Attainable residential units.**

Amount of Charges

Residential

3.11 The **development charges** described in Schedule B to this by-law shall be imposed on **residential uses** of lands, **buildings** or structures, including a **dwelling unit** accessory to a **non-residential use** and, in the case of a mixed use **building** or structure, on the **residential uses** in the mixed use **building** or structure, and the residential portion of a **live-work unit**, according to the type of residential unit, and calculated with respect to each of the **services** and class of **services** according to the type of **residential use**.

Non-Residential

3.12 The **development charges** described in Schedule B to this by-law shall be imposed on **non-residential uses** of lands, **buildings** or structures, and, in the case of a mixed use **building** or structure, on the **non-residential uses** in the mixed use **building** or structure, and the non-residential portion for a **live-work unit** and calculated with respect to each of the **services** and class of **services** according to the total floor area of the **non-residential use**.

Reduction of **Development Charges** for Redevelopment Including Conversions

3.13 Despite any other provisions of this by-law, where, as a result of the redevelopment of land, a **building** or structure **existing** on the same land within 60 months prior to the date of payment of **development charges** in regard to such redevelopment was, or is to be demolished, in whole or in part, or converted from one principal use to another principal use on the same land, in order to facilitate the redevelopment, the **development charges** otherwise payable with respect to such redevelopment shall be reduced by the following amounts:

- (a) in the case of a residential **building** or structure, or in the case of a mixed-use **building** or structure, the **residential uses** in the mixed-use **building** or structure, an amount calculated by multiplying the applicable **development charge** under subsection 3.11 by the number, according to type, of **dwelling units** that have been or will be demolished or converted to another principal use; and
- (b) in the case of a non-residential **building** or structure or, in the case of mixed-use **building** or structure, the **non-residential uses** in the mixed-use **building** or structure, an amount calculated by multiplying the applicable **development charges** under subsection 3.12, by the **gross floor area** that has been or will be demolished or converted to another principal use;

provided that such amounts shall not exceed, in total, the amount of the **development charges** otherwise payable with respect to the redevelopment.

- 3.14 Notwithstanding section 3.13, no credit shall be allowed where the demolished or converted **building** or part thereof would have been exempt pursuant to this or a previous **development charges** by-law.

Time of Payment of **Development Charges**

- 3.15 **Development charges** shall be calculated and payable in money or by provision of **service** as may be agreed upon, or by credit granted under the **Act**, on the date that the first building permit is issued in relation to a **building** or structure on land to which the **development charge** applies.
- 3.16 Notwithstanding section 3.15, where a development is proceeding through subdivision or consent, the Services Related to a Highway component of the **development charges**, are calculated and payable immediately upon the developing landowner entering into the subdivision agreement or consent agreement.
- 3.17 Notwithstanding sections 3.15 and 3.16, **development charges** for **rental housing** and **institutional developments** are due and payable in six installments commencing with the first installment payable on the date of occupancy, and each subsequent installment, including interest at the prescribe rate as per the **Act**, payable on the anniversary date each year thereafter.
- 3.18 Notwithstanding subsections 3.15 through 3.17, where the development of land results from the approval of a Site Plan or **zoning by-law** Amendment received and approved between January 1, 2020, and June 5, 2024, and the approval of the application occurred within 2 years of building permit issuance, the **development charges** under Section 2 shall be calculated based on the rates set out in Schedule "B" on the date of the planning application was made, including interest at the prescribed rate. Where both planning applications apply, **development charges** shall be calculated on the rates set out in Schedule "B", on the date of the latter planning application, including interest at the prescribed rate.
- 3.19 Notwithstanding subsections 3.15 through 3.17, where the development of land results from the approval of a Site Plan or **zoning by-law** Amendment received on or after January 1, 2020, where the approval of the application occurred on or after June 6, 2024, and the approval of the application occurred within 18 months of building permit issuance, the **development charges** under Section 2 shall be calculated based on the rates set out in Schedule "B" on the date of the planning application, including interest at the prescribed rate. Where both planning applications apply, **development charges** shall be calculated on the rates set out in Schedule "B", on the date of the latter planning application, including interest at the prescribed rate.
- 3.20 Where **development charges** apply to land in relation to which a **building** permit is required, the building permit shall not be issued until the **development charge** has been paid in full, subject to sections 3.17, 3.18, and 3.19.
- 3.21 Despite sections 3.15, 3.16, 3.17, 3.18, and 3.19, **Council** from time to time, and at any time, may enter into agreements providing for all or any part of a

development charge to be paid before or after it would otherwise be payable, in accordance with section 27 of the **Act**.

- 3.22 Interest for the purposes of sections 3.17, 3.18, and 3.19 shall be determined as the base rate plus 1 %, where:
- (a) The base rate shall be equal to the average prime rate on:
 - (i) October 15 of the previous year if the adjustment date is January 1;
 - (ii) January 15 of the same year if the adjustment date is April 1;
 - (iii) April 15 of the same year if the adjustment date is July 1; and
 - (iv) July 15 of the same year if the adjustment date is October 1.
 - (b) The average prime rate, on a particular date means, the mean, rounded to the nearest hundredth of a percentage point, of the annual rates of interest announced by each of the Royal Bank of Canada, The Bank of Nova Scotia, the Canadian Imperial Bank of Commerce, the Bank of Montreal and The Toronto-Dominion Bank to be its prime or reference rate of interest in effect on that date for determining interest rates on Canadian dollar commercial loans by that bank in Canada.
- 3.23 For the purposes of section 3.18 and 3.19, interest calculated under section 3.22 shall not apply where the calculated charges calculated under section 3.18 and 3.19 are the same as the charges that would be calculated under sections 3.15 or 3.16.

Discounts for **Rental Housing**:

- 3.24 The **development charge** payable for **rental housing** developments will be reduced based on the number of **bedrooms** in each unit as follows:
- (a) Three or more **bedrooms** – 25% reduction;
 - (b) Two **bedrooms** – 20% reduction; and
 - (c) All other **bedroom** quantities – 15% reduction.

4. PAYMENT BY SERVICES

- 4.1 Despite the payment required under sections 3.11 and 3.12, **Council** may, by agreement, give a credit towards a **development charge** in exchange for work that relates to a **service** to which a **development charge** relates under this by-law.

5. INDEXING

- 5.1 **Development charges** imposed pursuant to this by-law shall be adjusted annually, without amendment to this by-law, on January 1st of each year, in accordance with the prescribed index in the **Act**.

6. SCHEDULES

- 6.1 The following schedules shall form part of this by-law:

Schedule A – Designated Municipal **Services** and Class of **Services** under this By-law

Schedule B - Schedule of **Development Charges**.

7. CONFLICTS

7.1 Where the **Township** and an **owner** or former **owner** have entered into an agreement with respect to land within the area to which this by-law applies, and a conflict exists between the provisions of this by-law and such agreement, the provisions of the agreement shall prevail to the extent that there is a conflict.

7.2 Notwithstanding section 7.1, where a **development** which is the subject of an agreement to which section 7.1 applies, is subsequently the subject of one or more of the actions described in subsection 3.4(a), an additional **development charge** in respect of the **development** permitted by the action shall be calculated, payable and collected in accordance with the provisions of this by-law if the **development** has the effect of increasing the need for **services**, unless such agreement provides otherwise.

8. SEVERABILITY

8.1 If, for any reason, any provision of this by-law is held to be invalid, it is hereby declared to be the intention of **Council** that all the remainder of this by-law shall continue in full force and effect until repealed, re-enacted, amended or modified.

9. DATE BY-LAW IN FORCE

9.1 This by-law shall come into effect on September 3, 2024.

10. DATE BY-LAW EXPIRES

10.1 This by-law will expire on September 3, 2034, unless repealed by **Council** at an earlier date.

11. EXISTING BY-LAW REPEALED

11.1 By-law 044/19 is hereby repealed as of the date and time of this by-law coming into effect.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 3rd DAY OF SEPTEMBER, 2024.

James Seeley, Mayor

Justine Brotherston, Clerk

SCHEDULE "A"

DESIGNATED MUNICIPAL SERVICES AND CLASS OF SERVICES UNDER THIS BY-LAW

Township-Wide Services

- Services Related to a Highway;
- Fire Protection Services;
- Parks and Recreation Services; and
- Provincial Offences Act, including By-law Enforcement.

Township-Wide Class of Services

- Growth-Related Studies

SCHEDULE "B"

SCHEDULE OF DEVELOPMENT CHARGES

Township-Wide Services/Class of Services	RESIDENTIAL				NON-RESIDENTIAL
	Single and Semi-Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	(per sq.ft. of Gross Floor Area)
Services Related to a Highway	2,768	2,178	1,674	1,223	0.85
Fire Protection Services	1,657	1,304	1,002	732	0.52
Parks and Recreation Services	2,961	2,330	1,792	1,308	0.09
Provincial Offences Act including By-Law Enforcement	6	5	4	3	0.00
Growth-Related Studies	847	667	512	374	0.16
Total Township-Wide Services & Class of Services	\$8,238	\$6,484	\$4,984	\$3,640	\$1.62



REPORT ADM-2024-039

TO: Mayor and Members of Council

PREPARED BY: Sarah Huether, Interim Deputy Clerk

PRESENTED BY: Sarah Huether, Interim Deputy Clerk

MEETING DATE: September 3, 2024

SUBJECT: Noise By-law Exemption Request - 7646 Wellington Rd 34

RECOMMENDATION

That Report ADM-2024-039 entitled Noise By-law Exemption Request - 7646 Wellington Rd 34 be received for information; and,

That Council [approve/deny] the request for relief from Noise By-law 6001-24 for 7646 Wellington Rd 34, to permit Instruments/Human noise from 2300 hours on Saturday September 14, 2024 to 0200 hours on Sunday September 15, 2024.

Purpose

The purpose of this report is to provide Council with a request for a Noise By-law Exemption for the property municipally known as 7646 Wellington Rd 34, Puslinch and recommend approval of this exemption request.

Background

The Township received a request for a Noise By-law Exemption on July 13, 2024, for a special event taking place, September 14th into September 15, 2024 for the property municipally known as 7646 Wellington Rd 34. The requestor is seeking relief to permit instruments/human noise from 2300 hours (11:00pm) on Saturday September 14, 2024 to 0200 hours (2:00am) on Sunday September 15, 2024.

The Township received a request for a Special Event Permit for September 14th into September 15th, 2024 for the property municipally known as 7646 Wellington Rd 34, which has been approved by staff.

Comments

The applicant is seeking relief from the Township Noise By-law 6001-24 as follows:

Noise By-law 6001-24 Schedule 1 – Types of Noise	Prohibited Times	Proposed
Operation of any device or group of connected devices intended for the production, reproduction or amplification of voices or sound	2300 hours (11:00pm) of one day to 0700 hours of the next day (0900 on Sundays)	To permit noise to from 2300 hrs (11:00pm) on Saturday September 14, 2024 to 0200 hrs (2:00am) on Sunday September 15, 2024

Staff have reviewed the application, and recommend that Council approve the Noise By-law Exemption subject to the following condition:

1. The applicant shall notify all properties in writing of their event, within a recommended 60m buffer area from the property municipally known as 7646 Wellington Rd 34 and provide the Township with a copy of the notice for their application file.

Financial Implications

None

Applicable Legislation and Requirements

Township of Puslinch Noise By-law 6001-24

Attachments

Schedule ‘A’ - 7646 Wellington Rd 34 Noise By-law Exemption Request

Schedule ‘B’ – Map of Property Location, identifying the 60m buffer area

Respectfully submitted,

Reviewed by:

**Sarah Huether,
Interim Deputy Clerk**

**Justine Brotherston,
Interim Municipal Clerk**

Noise By-law Exemption Application - Entry #11804

Name

Brodie Buchner-Duby

Phone

[REDACTED]

Email

[REDACTED]

Please describe the noise for which an exemption is being requested.

Amplification system (speakers)

Starting Date/Time of Exemption Request

09/14/2024 2:00 PM

Ending Date/Time of Exemption Request

09/15/2024 2:00 AM

Address for the exemption7646 Wellington County Rd 34
Puslinch, Ontario
N0B 2J0**Letter of consent from the property owner (if applicable)**[REDACTED] [Noise-By-Law-Consent.pdf](#)**Please indicate the provision(s) of the By-law for which an exemption is being sought.**

Schedule 1 to by-law NO. 6001-24- Instruments/ humans -amplification of sound past 11:00 p.m.

Operation of any device or group of connected devices intended for the production, reproduction, or amplification of voices or sound (DJ)

Please provide a detailed explanation as to why you believe the exemption should be granted.

I am writing to formally request a temporary exemption from the noise by-law for our upcoming wedding event, which will be held on our family farm at 7646 Wellington County Rd 34, on September 14th 2024 (2 p.m.) - September 15th 2024 (2:00 a.m.). Below, I provide a detailed explanation as to why I believe this exemption should be granted:

Our chosen venue is located in a rural setting, away from densely populated areas and residential neighbourhoods. This location offers ample space and natural buffers that naturally mitigate noise levels. We are committed to ensuring minimal disruption to our neighbours despite the exemption. We will:

- Contact our neighbours in advance to inform them about the event and provide them with our contact information for any concerns.
- Implement sound mitigation strategies such as using directional speakers, and monitoring noise levels throughout the event.
- Communicating with our guests about the importance of respectful noise levels and adhering to all specified guidelines.

Our family farm is located in a rural setting, surrounded by vast open spaces and agricultural land. The nearest neighbours' homes are situated a considerable distance away from our venue, minimizing the potential impact of noise on residential areas.

Celebrating our wedding on our family farm holds deep sentimental value for us. This location not only provides a picturesque backdrop for our celebration but also represents a cherished part of our family heritage and traditions.

We have explored various venue options and times for our event, and we firmly believe that celebrating on our family farm is the most meaningful and logistically suitable choice for us. The rural location allows us to celebrate responsibly while respecting our neighbours' peace and privacy.

Thank you for your consideration.

Has a special event permit been applied for?

Yes

Name of responsible person

Brodie Buchner-Duby

Phone Number of responsible person

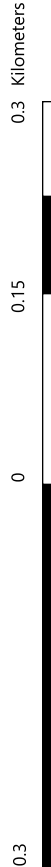
██████████

Email of responsible person

██



1: 5,784



Legend

	Municipal Offices		Local Road
	OPP Stations		County Road
	Hospitals		Highway
	Fire Stations		Railways
	Information Centres		Trails
	Schools		Waterbodies
	Post Offices		Watercourses
	Arenas		Parks
	Community Centres		Urban Centres and Hamlets
	Curling Rinks		
	Libraries		
	Museums		
	Park Parking Lots		
	County Garages		
	Parcels		
	Bridges		
	Roads		

Notes

This map is a user generated static output from an internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

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THIS IS NOT SURVEY DATA. Parcels - Teranet 2002, Wellington County 2022



REPORT ADM-2024-040

TO: Mayor and Members of Council

PREPARED BY: Justine Brotherston, Interim Municipal Clerk

PRESENTED BY: Justine Brotherston, Interim Municipal Clerk

MEETING DATE: September 3, 2024

SUBJECT: Radiocommunication Tower and Antenna Protocol Policy Amendment

RECOMMENDATION

That Council receives report ADM-2024-040 regarding the proposed Radiocommunication Tower and Antenna Protocol Policy Amendment: and,

That Council approve the amendments as [presented/amended].

Purpose

The purpose of this report is to provide Council with a suggested amendment to the Township Radiocommunication Tower and Antenna Protocol Policy.

Background

Council adopted the current Radiocommunication Tower and Antenna Protocol Policy on December 20, 2023 for the purpose of processing Radiocommunication Tower and Antenna applications within the Township. Section 5.1(4.) of the current policy requires the proponent to submit a pre-consultation request in accordance with the Township's Mandatory Pre-consultation By-law 2022-054.

Council at its meeting on July 10, 2024 repealed the Township's Mandatory Pre-consultation By-law 2022-054, as amended in accordance with Bill 185 which removed the Township's authority to require Mandatory Pre-consultation for *Planning Act* applications.

Staff are recommending that the Policy be revised to remove the reference to By-law 2022-054 and be revised as outlined below:

5.1 Pre-consultation

4. To initiate the Pre-consultation Meeting, the applicant is required to submit a pre-consultation request, ~~in accordance with the Township's Mandatory Pre-Consultation By-law 2022-054, and~~ which shall include the following materials:
 - a. Prescribed application form and applicable fee;
 - b. Confirmation from all registered property owners in the form of an authorization to support the proposed telecommunications facility on the property;
 - c. The location of the proposed telecommunications facility, including the municipal address and a map identifying where it is to be situated on the subject property (mapping should be current and any new structures or features not identified on the mapping shall be noted by the proponent);
 - d. An outline of the proposed telecommunications facility and, if applicable, how it meets one of the exclusion criteria;
 - e. Set of drawings illustrating the proposal, including a conceptual site plan, elevation drawings, engineered drawings as applicable, and context plan showing the development within the existing neighborhood (which can be supplied using an aerial photograph base);
 - f. Documentation to demonstrate the identification of co-location alternatives considered within a 3 km radius of the proposed site using the National Antenna Information Database to identify candidates and a statement on future co-location possibilities for the support structure, if applicable.

5. For the purpose of this policy a Pre-consultation shall mean:
 - a. An initial meeting with the applicant and all required Township staff, regulatory agencies, Township Consultants and any other person or agency the Township deems necessary to determine a list of required supporting documents for the proposal;
 - b. Following the initial meeting, the applicant shall submit the required list of documents for circulation to Township staff, regulatory agencies, Township Consultants and any other person or agency the Township deems necessary for the review and preparation of formal written comments to be provided to the applicant;
 - c. Subsequent submission by the applicant may be required as determined through the Pre-Consultation process.

Financial Implications

Staff will monitor the costs associated with the process and report to Council on recommended fee changes, if required, during the 2026 User Fees and Charges Review.

Applicable Legislation and Requirements

Radiocommunications Act

Township Radiocommunication Tower and Antenna Protocol Policy

Engagement Opportunities

None

Attachments

Schedule "A" – Radiocommunication Tower and Antenna Protocol Policy

Respectfully submitted,

Reviewed by:

**Justine Brotherston,
Interim Municipal Clerk**

**Courtenay Hoytfox
Interim CAO**

Title: Radiocommunication Tower and Antenna Protocol Policy

Date: December 20, 2023

Adoption: December 20, 2023 by Council Resolution No. 2023-430

Amended: February 28, 2024 by Council Resolution No. 2024-074

Amended: September 11, 2024 by Council Resolution No. 2024-XXX

Subject: Radiocommunication Tower and Antenna Protocol Policy

1.0 PURPOSE

The purpose of the Radiocommunication Tower and Antenna Protocol Policy is to provide guidance to staff, Council, proponents, and members of the public, by outlining the process proponents must follow to establish new and/or expand existing Radiocommunication towers, antennas, or related facilities within the Township of Puslinch.

2.0 JURISDICTION

The regulation and approval of telecommunication towers, antennas, and related facilities falls under federal jurisdiction and is governed by the *Radiocommunication Act* administered by Innovation, Science and Economic Development Canada (ISED). By extension, telecommunication structures are not subject to municipal or provincial land-use legislation, including the *Planning Act* and the *Municipal Act*.

Under the authority of the *Radiocommunication Act*, the ISED developed the Client Procedure Circular CPC-2-0-03 to outline development and licensing requirements for proposed telecommunication facilities. To ensure local compatibility, the ISED requires proponents to obtain Municipal Concurrence and to engage in both municipal and public consultation.

3.0 AMENDMENTS

This policy may be amended from time to time by the Township, as it deems necessary or appropriate, as relevant circumstances change, and will be applied in accordance with the *Radiocommunication Act*, and the ISED developed the Client Procedure Circular CPC-2-0-03.

4.0 OBJECTIVES

This protocol has been developed with the following objectives and intent:

1. To provide an opportunity to have land-use concerns addressed, while respecting federal jurisdiction.
2. To balance demands for facilities with a desire to preserve natural and cultural landscape and minimize community impacts, through co-location, including health and safety concerns.
3. To outline a general process to be followed by the Township of Puslinch for reviewing and processing telecommunications facility proposals which are not exempt by this protocol, and to provide an opportunity for public consultation.
4. To provide a consistent and timely process for the review of telecommunication facility proposals within the Township of Puslinch.
5. To provide high caliber wireless telecommunications facilities that promote economic development and meet the business and safety needs of the traveling public.
6. To encourage consultation with the municipality as early in the location process as practical and feasible.
7. To encourage the location and siting of telecommunication facilities in a manner which minimizes the effects on residents, lessens visual impact, and respects natural and human heritage features and sensitive land uses to the greatest extent possible.
8. To encourage public notification with respect to mitigating concerns over the siting of wireless telecommunication facilities.
9. To recognize that matters pertaining to health, structural safety (Safety Code 6, NAV Canada, and Transport Canada obligations) and the environment fall under the mandate of the federal government, which are further taken into consideration by ISED, as detailed in CPC-2-0-03.

5.0 MUNICIPAL CONSULTATION AND APPLICATION PROCESS

Proposals to establish new and/or expand existing telecommunication towers, antennas, or related facilities, apart from those that qualify under the Exclusion Criteria identified in Section 6.0 of this Protocol, must apply for municipal concurrence by submitting a Formal Application to the Township using the prescribed form(s).

5.1 Pre-consultation

1. A Pre-consultation Meeting between the applicant, municipality, and other designated authorities having jurisdiction, as deemed necessary by the Township, shall be required prior to the acceptance of a Formal Application.
2. The purpose of the Pre-consultation Meeting shall be to identify the information and materials necessary for the processing of an application, which shall be submitted, in a manner prescribed by the municipality, before an application will be deemed to be complete.
3. The Pre-consultation Meeting, and any preceding discussions with the municipality, are not considered to be included in the 120-day consultation period identified by the ISED. The 120-day consultation period shall not commence until the application is deemed to be complete to the satisfaction of the Township.
4. To initiate the Pre-consultation Meeting, the applicant is required to submit a pre-consultation request which shall include the following materials:
 - a. Prescribed application form and applicable fee;
 - b. Confirmation from all registered property owners in the form of an authorization to support the proposed telecommunications facility on the property;
 - c. The location of the proposed telecommunications facility, including the municipal address and a map identifying where it is to be situated on the subject property (mapping should be current and any new structures or features not identified on the mapping shall be noted by the proponent);
 - d. An outline of the proposed telecommunications facility and, if applicable, how it meets one of the exclusion criteria;
 - e. Set of drawings illustrating the proposal, including a conceptual site plan, elevation drawings, engineered drawings as applicable, and context plan showing the development within the existing neighborhood (which can be supplied using an aerial photograph base);
 - f. Documentation to demonstrate the identification of co-location alternatives considered within a 3 km radius of the proposed site using the National Antenna Information Database to identify candidates and a statement on future co-location possibilities for the support structure, if applicable.
5. For the purpose of this policy a Pre-consultation shall mean:
 - a. An initial meeting with the applicant and all required Township staff, regulatory agencies, Township Consultants and any other person or agency the Township deems necessary to determine a list of required supporting documents for the proposal.
 - b. Following the initial meeting, the applicant shall submit the required list of documents for circulation to Township staff, regulatory agencies, Township Consultants and any

- other person or agency the Township deems necessary for the review and preparation of formal written comments to be provided to the applicant.
- c. Subsequent submission by the applicant may be required as determined through the Pre-Consultation process.

5.2 Submission Requirements

The municipality has the discretion to deem an application incomplete if the applicant fails to fulfill the submission requirements. The following information shall be provided as part of the formal application request for Municipal Concurrence:

1. Prescribed Application form and applicable fee;
2. A description of the proposed structure type, shelter type, height, access, and utility sources;
3. A title search of the property identifying all registered property owners and confirmation from all registered property owners in the form of an authorization to support the proposed telecommunications facility on the property;
4. A written explanation detailing:
 - a. The rationale for the selection of the proposed site, indicating whether the location provides coverage and/or capacity, and what areas/communities will benefit from the new facility;
 - b. Justification for the proposed height of the tower;
 - c. How the facility will compliment and become a part of the future community without unduly limiting the potential for future development;
 - d. If applicable, the justification as to why the proponent is not able to comply with the design criteria identified under this Protocol; and
 - e. The potential effects that the proposal may have on nearby electronic equipment (both existing and proposed) in accordance with CPC-2-0-03 and EMCAB-2, as well as measures proposed to mitigate those effects.
5. Identification of co-location alternatives considered within a 3 km radius of the proposed site using the National Antenna Information Database to identify candidates and a statement on future co-location possibilities for the support structure, if applicable.
6. Colour photographs of the subject property showing current site conditions, an architectural rendering of the proposed facility in order to demonstrate the visual impacts related to the tower including all existing features and buildings, and a topographical map or satellite image showing

the location and proposed facility (mapping should be current and any new structures or features not identified on the mapping shall be noted).

7. Site plan or survey drawn to scale and showing:
 - a. The subject lot and lease area (a key plan can be used for properties having an area of 2.0 hectares or greater);
 - b. General site grading;
 - c. The location of existing lot lines and setbacks from the proposed facility;
 - d. Setbacks from the proposed facility to existing and proposed buildings;
 - e. Setbacks from the nearest building not on the subject property, measured from the nearest point of the building, structure, or feature;
 - f. Existing and proposed landscaping, including an inventory of existing vegetation and any plantings proposed to screen the base of the tower and any structures on the ground where applicable;
 - g. Access proposed and any motor vehicle parking spaces with dimensions;
 - h. The structure type and height of the proposed facility.
8. Network coverage mapping showing the applicant's current coverage (if applicable) and anticipated coverage with the installation of the proposed facility, including the nearest existing antenna systems belonging to the proponent.
9. Approvals from Transport Canada and NAV Canada outlining aeronautical obstruction marking requirements (whether painting, lighting, or both) if available. If unavailable, the proponents can provide their applications to Transport Canada and NAV Canada together with an undertaking to provide those requirements once they become available.
10. A written attestation signed by the Professional Engineer taking responsibility for the site's compliance, stating: That the proposed facility will comply with Safety Code 6 and that the proposed facility will comply with the National Building Code and National Fire Code in accordance with the proponent's responsibilities under enabling federal legislation.
11. In lieu of providing attestations for the above matters, a Declaration of Insurance and Liability Statement is required.
12. The Township shall provide written confirmation to the proponent within 30 days of the formal application being submitted to the Township confirming whether the application has been deemed to be complete/incomplete. The written confirmation of a complete application shall commence the 120 day consultation period. Should the application be deemed to be incomplete,

the proponent shall be required to satisfy all outstanding issues prior to the application being deemed to be complete and the 120 day period commencing.

5.3 Site Plan Approval

1. Proposals to establish new and/or expand existing telecommunication towers, antennas, or related facilities on a property with an existing Site Plan Agreement, the Site Plan shall be amended to include the location of the telecommunication tower, antenna, or related facility, as deemed necessary by the municipality.
2. Proposals to establish new and/or expand existing telecommunication towers, antennas, or related facilities on a property without an existing Site Plan Agreement, Site Plan Approval shall be required in accordance with the Township Site Plan Control By-law 2022-027 and to the satisfaction of the municipality.

6.0 EXCLUSION CRITERIA

1. Where the following criteria applies, Municipal Concurrence is not required:
 - a. New Antenna Systems with a height less than 15 metres above ground level provided the antenna system is not proposed by a telecommunication carrier, broadcasting undertaking or third-party tower owner.
 - b. Non-tower structures including antennas on buildings, water towers, lamp posts, etc., may be excluded provided that the height above ground is not increased by more than 25%.
 - c. Temporary antenna systems used for special events or emergency operations, provided they are removed within a three-month timeframe.
 - d. Municipal consultation is not required for the routine maintenance of existing telecommunication towers, antennas or related facilities.
 - e. Transfer of Concurrence is not exempt from the Township's Pre-Consultation process, however, may be excluded from obtaining Municipal Concurrence through a formal application process, subject to the Pre-Consultation submissions and findings.
2. Height shall be measured from the lowest ground level at the base, including the foundation, to the tallest point of the antenna system. Depending on the installation, the tallest point may be an antenna, lightning rod, aviation obstruction lighting or some other appurtenance.

3. Notwithstanding the above, applicants are still required to contact the Township irrespective of the exclusion criteria to confirm that the proposed facility meets the exclusion and obtain written confirmation from the Township, to be provided to the ISED.

7.0 SITE SELECTION AND DESIGN STANDARDS

7.1 Site Selection Criteria

1. The proponent shall be encouraged to use existing and/or approved structures wherever possible. This includes sharing an existing or approved telecommunication tower, antenna or related facility; modifying, or replacing (if necessary), existing structures; and using existing infrastructure such as rooftops, water towers, etc.
2. Where co-location is not possible, when selecting a site for a new telecommunication tower, antenna or related facility, the following shall be taken into consideration:
 - a. Maximizing the distance from residential areas;
 - b. The distance from public and institutional facilities such as schools, hospitals, community centre, daycare facilities, and senior's residences;
 - c. Avoidance of natural features, vegetation, hazard lands (floodplains, steep slopes);
 - d. Avoiding areas of topographical prominence, where possible, to minimize long/short range viewsapes; and
 - e. Compatibility with adjacent land uses.

7.2 Design Standards

1. Structures shall be designed to minimize visual impact and to avoid disturbance of significant natural features by:
 - a. Selecting a type and colouring of structure that blends in with the surroundings;
 - b. Providing landscaping and visual screening where appropriate;
 - c. Incorporating safety features to prevent unauthorized access;
 - d. Designing towers and any accessory base stations so that they fit into the context of the surrounding area;
 - e. Implementing tower designs that mimic other features customarily found in the area, such as trees and flagpoles, where appropriate; and
 - f. Ensuring towers only accommodate telecommunication facilities and that there are no signed or other materials apart from that which is required by ISED or for safety or identification purposes (e.g. small plaque at the base of the tower), as deemed appropriate by the Township or other authority.

8.0 PUBLIC CONSULTATION

8.1 Exemptions

1. Proposed telecommunication towers, antennas or related facilities located in commercial or industrial zones (in accordance with the Township's Zoning By-law 2018-023, as amended) and a minimum of 120 metres from residential, agricultural, or other sensitive land uses, as deemed by the municipality, shall not require public consultation. The minimum distance shall be measured from the location of the tower to the nearest lot line of the property where the sensitive land use is located.

8.2 Notification Requirements to the Public

1. Notice of a Formal Application shall be provided in the manner prescribed below, unless otherwise stated in this Protocol:
 - a. Regular mail to all property owners located within a radius of three times the tower height, to a minimum of 120 meters, measured from the outside perimeter of the supporting structure;
 - b. An advertisement in the local newspaper; and
 - c. Posting of signage on the subject property.
2. Notice of a Formal Application shall include the following information:
 - a. A key map;
 - b. The address of the proposed location;
 - c. A description of the proposed structure type, shelter type, height, access, and utility sources; and
 - d. Key dates associated with the public consultation process.
3. The proponent shall be responsible to prepare all public notices in accordance with the Township's prescribed content and format, prior to publication by the Township.

8.3 Notification Requirements to the Municipality and other Agencies

1. Notice of a Formal Application and materials shall be circulated to the following municipal stakeholders, unless otherwise stated in this Protocol:
 - a. The Township Municipal Clerk, Chief Building Official, Fire Prevention Officer, and any other staff as deemed appropriate by the Township;
 - b. The Municipal Clerk(s) of adjacent municipalities within 500 metres of the proposed site;
 - c. The Township Heritage Advisory Committee, if applicable;
 - d. The Conservation Authority having jurisdiction, if applicable;

- e. The Ministry of Transportation, if applicable; and
- f. The County of Wellington.

8.3 Public Comment

1. The public shall be provided with a minimum of 30 days, from the date of the notice, to submit written or verbal comments, including questions and concerns. Comments shall be submitted directly to the proponent and the Township shall be copied on all responses.
2. Responses to questions, comments and concerns received from the public shall be acknowledged by the proponent within two (2) business days and responded to by the proponent within a maximum of five (5) business days of receipt.
3. Proponents are to address in writing, all reasonable and relevant concerns within 60 days of receipt or explain why the question, comment, or concern is not reasonable or relevant.
4. The proponent shall submit to the Township a listing of all public comments, responses to each comment and how they have been addressed, and confirmation that the above response timelines have been appropriately met.

8.4 Community Information Meeting

1. Where the visual impact or degree of visual change is considered by the municipality to be high, or where a significant objection to the proposal is raised during the public comment period, the proponent shall be responsible for organizing and holding a Community Information Meeting in consultation with the Township.
2. Notice of the Community Information Meeting through mail, advertisement and signage is to be provided a minimum of 20 days prior to the meeting date. The contents and format of the notice shall be prescribed and verified by the Township prior to being circulated. The Notice shall be circulated to the distribution list outlined in section 8.2.1(a) and 8.3, and including all individuals that submitted public comments.
3. The proponent shall prepare a record of attendees, minutes, and responses to concerns raised at the Community Information Meeting, to the satisfaction of the municipality, and shall provide such record to the Township.

8.5 Fulfillment of Public Consultation

1. Consultation responsibilities will normally be considered complete when the proponent has carried out the public consultation requirements prescribed by the municipality and has appropriately addressed all reasonable and relevant concerns.
2. A Staff report shall be prepared for Council to consider the proposal in accordance with this Protocol.

9.0 CONCLUSION OF MUNICIPAL CONSULTATION

9.1 Letter of Concurrence

1. Upon completion of all municipal requirements to the satisfaction of the Township of Puslinch, and where Puslinch Council has passed a Resolution in support of the proposed telecommunication tower, antenna or related facility, the Township will issue a Letter of Concurrence to the ISED, to be signed by the Township Clerk or Chief Administrative Officer (CAO) under the delegated authority provided by Council.
2. The Letter of Concurrence, including any related resolutions, shall be provided to the ISED as a record of municipal approval/support and the satisfaction of municipal and public consultation requirements.
3. The Letter of Recommendation shall include an attestation that the proponent shall construct and operate the telecommunication tower, antenna or related facility in accordance with:
 - a. The drawings and justification report submitted to the Township;
 - b. Any required design requirements or considerations and other conditions as determined by the Township through the consultation process.
4. If the requirements of this Protocol are satisfied and the proposal proceeds, the construction of the telecommunication tower, antenna or related facility shall be completed within two (2) years of the conclusion of the consultation. Construction of Telecommunication towers, antennas or related facilities that are not completed within this timeframe will be treated as a new proposal and shall be subject to the application and public consultation requirements set out in this Protocol.
5. The proponent may only commence installation/modification of a telecommunication tower, antenna or related facility after the municipal consultation process has been completed by the municipality, or ISED confirms concurrence with the consultation portion of this process, and after all other requirements under this process have been met.

9.2 Letter of Non-Concurrence

1. Where the Township is not in support of a proposal made through a formal application, and where Puslinch Council has passed a Resolution that is not in support of the proposed telecommunication tower, antenna or related facility, the Township will issue a Letter of Non-Concurrence to the ISED, to be signed by the Township Clerk or Chief Administrative Officer (CAO) under the delegated authority provided by Council.
2. The Township will include in the Letter of Non-Concurrence, the results of the consultation process and any outstanding issues to be provided to the ISED.
3. Where a telecommunication tower, antenna or related facility is constructed in whole or in part, without municipal concurrence or consultation, the Township shall inform the ISED and request that the site be decommissioned, or if under construction, that all works stop until such time that the obligations under this Protocol have been met.

10.0 FEES

1. The proponent shall be required to pay all applicable processing fees. These fees may include, but are not necessarily limited to, the cost incurred by the municipality for the processing of the application such as administration, planning, engineering, and legal fees.
2. The Township relies on external consultants to undertake peer review works. The proponent is required to pay all third party costs and disbursements generated through the application review, including pre-consultation. The proponent will also be responsible for any fees applied by external regulatory agencies, such as the Conservation Authority having jurisdiction, the Ministry of Transportation, The County of Wellington, etc.



REPORT ADM-2024-041

TO: Mayor and Members of Council

PREPARED BY: Justine Brotherston, Interim Municipal Clerk

PRESENTED BY: Justine Brotherston, Interim Municipal Clerk

MEETING DATE: September 3, 2024

SUBJECT: Heritage Designation Process Update

RECOMMENDATION

That Report ADM-2024-041 entitled Heritage Designation Process Update be received for information; and,

That Council authorize pre-budget approval in the amount of \$12,840 to be funded by the Corporate Legal Contingency Discretionary Reserve as outlined in the report for the designation of the 2024 Priority Properties; and,

That Council endorse the following properties as priority properties for designation in 2025 in accordance with the Heritage Advisory Committee's recommendation:

- 1. 4-05700 – 4048 Sideroad 20 S**
- 2. 4-01100 – 7112 Gore Rd**
- 3. 2-07700 – 6927 Wellington Rd 34**
- 4. 2-10900 – 6958 Wellington Rd 34**
- 5. 1-00801 – 6633 Roszell Rd**
- 6. 2-09200 – 4453 Sideroad 20 N**
- 7. 3-01303 – 6529 Concession 1**
- 8. 3-01890 – 6652 Concession 1**
- 9. 2-05510 – 4422 Wellington Rd 32**
- 10. 3-01700 – 6684 Concession 1**
- 11. 2-18200 – 6710-6714 Wellington Rd 34**
- 12. 4-04100 – 6639 Concession 1**
- 13. 4-06300 – 7111 Concession 1**
- 14. 4-06900 – 7243 Concession 1**
- 15. 4-10600 – 4253 Sideroad 10 S**

16. 5-01000 – 7329 Concession 1
17. 5-19400 – 4085 Victoria Rd S
18. 5-20700 – 7735 Leslie Rd W
19. 7-02000 – 4556 Concession 11
20. 8-16800 – 86 Farnham Rd
21. 7-09100 – 7697 Wellington Rd 36
22. 8-03200 – 711 Arkell Rd
23. 8-08700 – 845 Watson Rd S
24. 8-11500 – 596 Arkell Rd
25. 6-05610 – 63 Brock Rd N
26. 6-15500 – 68 Brock Rd N; and,

That Council endorse the proposed action plan for the 2025 priority properties as presented; and,

That Council authorize pre-budget approval in the amount of \$13,910 to be funded by the Corporate Legal Contingency Discretionary Reserve as outlined in the report for the designation of 2025 Priority Properties; and,

That Council authorize pre-budget approval in the amount of \$2,600 to be funded from the Heritage Financial Incentive Program Discretionary Reserve for Peer Reviews of the Statements of Heritage Cultural Value and/or Interest for the 2025 Priority Properties.

Purpose

The purpose of this report is to seek pre-budget approval in the amount \$12,840 to be funded by the Corporate Legal Contingency Discretionary Reserve for the unanticipated registration costs associated with registering Heritage Designation By-laws on Title for the 2024 Priority Properties and to seek Council's endorsement of the Heritage Advisory Committee's recommendation for 2025 Priority Properties and seek pre-budget approval in order to commence the work on the project in Fall 2024.

Background

Through the 2023 Priority Property Designation Process, the Township's legal counsel highlighted unanticipated costs with respect to the registration of Heritage Designation By-laws on Title for each of the properties as required by the *Ontario Heritage Act*. As a result of these unexpected costs, staff are seeking pre-budget approval to enable the designation process to continue for the 2024 Priority Properties endorsed by Council at its December 13, 2023 meeting. Further, the Heritage Advisory Committee has identified priority properties for designation in 2025 for Council's consideration and in order for the work on this project to begin in the fall of this year,

staff are seeking pre-budget approval for the costs associated with his project including \$2,600 for peer reviews of the Statements of Heritage Cultural Value and/or Interest and \$13,910 for the registration of the designation by-laws on title.

The Township is responsible for paying for the registration of Heritage Designation By-laws on title for each property. The fee to register a Heritage Designation By-law on title is approximately \$535.00 per registration.

2024 Heritage Designation Process

In the chart below staff have identified the steps taken to date and the current phase in the project. Subject to Council’s pre-budget approval, staff have prepared a proposed timeline for the remainder of the designation process for the 2024 Priority Properties as outlined below in grey.

Designation Process Milestone	Date
Notice of Priority Property (Complete)	March 8, 2024
Site Visits (Complete)	April 8 th , 9 th , and 11 th , 2024
Open House (Complete)	April 11, 2024
Peer Review of Statements of Cultural Heritage Value and/or Interest (Current Step)	July-September, 2024
Council States Intention to Designate	October 9, 2024
Notice of Intention to Designate	October 17, 2024
Objection Deadline (30 days from Notice of Intention to Designate)	November 16, 2024
Council consideration of Designation By-laws where no objection is received (First Council meeting following 30 day objection period)	November 27, 2024
Staff consultation with property owners where an Objection is received	November 16, 2024 – January 30, 2025
Final day to pass Designation By-law (120 days from Notice of Intention to Designate)	February 14, 2025

2025 Heritage Designation Process

The Heritage Advisory Committee at its Special Meeting held on June 26, 2024 recommended the following properties for Council’s Consideration as priority properties for designation in 2025:

1. 4-05700 – 4048 Sideroad 20 S
2. 4-01100 – 7112 Gore Rd
3. 2-07700 – 6927 Wellington Rd 34
4. 2-10900 – 6958 Wellington Rd 34
5. 1-00801 – 6633 Roszell Rd
6. 2-09200 – 4453 Sideroad 20 N
7. 3-01303 – 6529 Concession 1
8. 3-01890 – 6652 Concession 1
9. 2-05510 – 4422 Wellington Rd 32
10. 3-01700 – 6684 Concession 1
11. 2-18200 – 6710-6714 Concession 4
12. 4-04100 – 6639 Concession 1
13. 4-06300 – 7111 Concession 1
14. 4-06900 – 7243 Concession 1
15. 4-10600 – 4253 Sideroad 10 S
16. 5-01000 – 7329 Concession 1
17. 5-19400 – 4085 Victoria Rd S
18. 5-20700 – 7735 Leslie Rd W
19. 7-02000 – 4556 Concession 11
20. 8-16800 – 86 Farnham Rd
21. 7-09100 – 7697 Wellington Rd 36
22. 8-03200 – 711 Arkell Rd
23. 8-08700 – 845 Watson Rd S
24. 8-11500 – 596 Arkell Rd
25. 6-05610 – 63 Brock Rd N
26. 6-15500 – 68 Brock Rd N

In the chart below, subject to Council’s endorsement and pre-budget approval, staff have prepared a proposed action plan for the designation process for the 2025 Priority Properties as outlined below.

Designation Action Plan	Date
Notification to property owners including:	September 6, 2024

<ul style="list-style-type: none"> Identifying their property as a priority property for designation in 2025 Request for site visit Notice of available drop-in appointments with staff Notice of Designation Open House 	
Site visits and drop-in appointments with staff to review draft Statements of Heritage Cultural Value and/or Interest.	<p>Monday October 7: Morning site visits, Afternoon Drop in Hours</p> <p>Tuesday October 8: Afternoon site visits, Evening Drop in Hours</p> <p>Thursday October 10: Morning Drop in Hours, Afternoon site visits</p> <p>Tuesday October 15: All day site visits</p> <p>Wednesday October 16: All day site visits</p>
Reminder Notice of 2025 Designation Open House	October 25, 2024
Designation Open House	November 6, 2024
Committee approval of Statements of Heritage Cultural Value or Interest	December 2, 2024
Peer Review of Statements of Cultural Heritage Value or Interest	Winter 2024
Council state their intention to designate and designation process	Spring 2025

Should Council endorse the Heritage Advisory Committee’s recommendation for 2025 priority properties, staff are seeking pre-budget approval relating to the peer reviews of these statements as well as the registration of the Heritage Designation By-laws. The Committee is seeking to begin this work in 2024 and therefore pre-budget approval is being requested.

Financial Implications

Further to the budgetary implications detailed within the report, should Council endorse the 2025 priority properties as presented in this report for designation, there will be 43 properties remaining on the Township’s Heritage Register for Council’s consideration for designation. Staff have identified the following financial implications should Council decide to move forward with designation of the remaining properties listed on the Township’s municipal heritage register which has yet to be considered by Council. Staff will prepare operating budget increase requests for Council’s consideration in accordance with the chart below.

Budget Year	Budget Item	Required Budget	Financial Impact
2025	Peer Review of Part I 2026 Priority	\$2,200	One Time

	Properties for Designation		
2026	Peer Review of Part II 2026 Priority Properties for Designation	\$2,100	One Time
2026	Registration for Part I & Part II 2026 Priority Properties for Designation	\$23,100	One Time
2027 & forward	Designation of 1-2 properties annually including Peer Review and Registration	\$1,200	Annual

Please note, the current balance in the Corporate Legal Contingency Discretionary Reserve is estimated at \$196K and the current balance in the Heritage Financial Incentive Program Discretionary Reserve is estimated at \$6,400. These estimated balances take into account Council approved 2024 discretionary reserve withdrawals. Therefore, there are sufficient funds in these discretionary reserves to fund the expenditures outlined in this Report.

Applicable Legislation and Requirements

Ontario Heritage Act, R.S.O. 1990, c. O.18

Attachments

None

Respectfully submitted,

Reviewed by:

Justine Brotherston,
Interim Municipal Clerk

Courtenay Hoytfox,
Interim CAO



REPORT ADM-2024-042

TO: Mayor and Members of Council

PREPARED BY: Courtenay Hoytfox, Interim CAO

PRESENTED BY: Courtenay Hoytfox, Interim CAO

MEETING DATE: September 3, 2024

SUBJECT: AMO 2024 Conference Township Delegation Summary

RECOMMENDATION

That Report ADM-2024-042 entitled AMO 2024 Conference Township Delegation Summary be received for information.

Purpose

The purpose of this report is to provide Council with information regarding the Township's delegations at the 2024 AMO Conference.

Background

Council directed staff to submit a number of delegation requests with various Ministries at the 2024 AMO conference. Below are the submitted requests, including the detailed issues that the Township requested to discuss with the Ministers or Ministry staff:

MECP: Liquid Soil Depots

Many municipalities in Ontario with rural areas are experiencing the importation of excess soil. The Township of Puslinch has experience a significant increase in the amount of illegal fill importation from adjacent development and infrastructure projects given that the 401 and Highway 6 bisect the Township. This is a significant concern for the Township as it does not have a municipal water supply and therefore, is concerned with the protection of its groundwater for well water. In addition, the Township has approximately 30 active aggregate licenses, the majority of which include below-water-table extraction.

Municipalities lack authority and enforcement capabilities within ARA-licensed areas, as well as authority under the Environmental Protection Act. The Township opposes exempting aggregate reuse depots and small liquid soil depots from requiring a waste Environmental Compliance Approval (ECA). The exemption from an ECA and the increase of soil volume must be balanced by appropriate oversight and enforcement to ensure that operators comply with their obligations under the Environmental

Protection Act and other relevant legislation and policies. The Province must ensure a robust monitoring and enforcement regime is in place to oversee these activities. In addition, the Province will need to consider the mitigation of potential adverse impacts. The Township of Puslinch would greatly appreciate an opportunity to discuss further with the Minister.

MTO: Highway 6 By-pass project

Request for Evidence-Based Infrastructure Funding Decisions: The Case for the Morriston Bypass

The Township of Puslinch Council respectfully requests that the government and Ministry of Transportation return to an evidence-based infrastructure funding decision-making model for major highway projects. We urge serious consideration for the construction of the Morriston Bypass, encouraging it to proceed as initially planned.

The Morriston Bypass, with a high-priority ranking on the Expansion Prioritization Framework (EPF) and an EPF Score of 650, significantly surpasses the average score of 468 for seven other government priority projects.

Importance of the Morriston Bypass to Transportation Planning

The pressure on the area served by the anticipated Morriston Bypass is expected to grow exponentially. Delays due to safety or congestion significantly impact business operations, profitability, and public safety. The need for the bypass was anticipated in the Ministry's Transportation Plans throughout the province. Notably, the draft 2020 Southwestern Ontario Transportation Plan references the Highway 6 corridor and the necessity of constructing a bypass around Morriston. Similarly, the 2022 Transportation Plan for the Greater Golden Horseshoe mentions the Morriston Bypass as essential for achieving the "2051 Vision," which includes reducing gridlock and improving road performance and the efficient movement of goods.

Since the mid-1990s, the Province of Ontario has studied the feasibility of expanding the Highway 6 corridor, including a bypass around Morriston. The economic impact of this busy route has significantly increased, benefiting cities in southern Ontario and the growing Port of Huron. Over 50% of Ontario's soybeans and 70% of its wheat are transported via Highway 6 to the Port of Huron for global export, while nearly 50% of the fertilizer used by Ontario farmers is offloaded at the Port and trucked throughout southwestern Ontario. Agricultural commodities account for nearly 30% of the Port's annual shipments and are its fastest-growing segment.

As the Port and associated trucking corridors grow busier, and with anticipated population growth in the southwest and Greater Golden Horseshoe, traffic volume on Highway 6 will inevitably increase, mixing large trucks and cars. A safe and reliable transportation system connecting people, products, and large centers with small rural communities is key to supporting growth in the southwest. As Minister Mulroney stated in the legislature on March 9, 2022, "The Morriston Bypass will make it easier for drivers to travel between Hamilton and Guelph. It will also reduce gridlock on local roads, especially in

the communities of Morriston and Aberfoyle. Without strong action now, gridlock on Highway 6 will only get worse.”

Deferral of the Morriston Bypass and the Auditor General’s Report

Given the competing demands for provincial funding for major highway expansion projects, the southwest has waited many years for the Morriston Bypass. The Township was therefore concerned with findings in the recent Auditor General’s “Value-for-Money Audit – Highway Planning & Management Report,” which revealed that the Morriston Bypass project, approved by the Treasury Board, was deferred in 2019.

The Auditor’s report states that, at the Minister’s Office’s direction, the Ministry requested the Treasury Board approve adding four highway projects to the 2019 Infrastructure Plan, which were not recommended by technical and engineering staff and were not highly ranked on the Ministry’s EPF. Additionally, the 2021/22 Ministry’s Infrastructure Plan included three more previously unranked government priority projects, along with the Highway 413 GTA West project. To accommodate these eight new projects in the budget, the Ministry proposed deferring six approved for construction and seven approved for planning and design work.

According to the Auditor General’s analysis, “unless the Board provides additional funding, the Ministry will not have sufficient funding to accommodate” the government priority projects plus those previously ranked and recommended by subject matter experts.

In a November 2022 interview with the Canadian Press, a spokesperson for Minister Mulroney stated that while some projects may have been “deferred,” they were all subsequently approved for completion, except a few that “remain on the table for completion in the future.” The Auditor’s report indicates that while some of the deferred projects have since received partial funding as part of the 10-Year Infrastructure Plan (including the Morriston Bypass - Planning/Design work), moving to the construction phase remains unfunded.

The Township of Puslinch Council respectfully requests that the government and Ministry of Transportation return to an evidence-based infrastructure funding decision-making model for major highway projects. We encourage serious consideration for the construction of the Morriston Bypass and that all other deferred highway projects listed in the Auditor General’s report proceed as initially planned. The Township of Puslinch would greatly appreciate an opportunity to discuss further with the Minister.

MNRF: Non-permitted uses within ARA licensed areas

Municipalities lack authority and enforcement capabilities within ARA-licensed areas, relying instead on the MNRF to monitor and enforce these site licenses. The Province has progressively diminished the role of municipalities and public involvement in the ARA approval process by establishing a self-regulation framework for pit operators, with limited oversight from the MNRF. The findings in the Office of the

Auditor General of Ontario's Management Report on Aggregate Resources accurately reflect the current state of the aggregate industry and align with the Township's experiences regarding ongoing non-compliance and inadequate enforcement by the MNRF. For example, the Township has observed a site remaining non-compliant for nearly a decade without any enforcement action by the MNRF. When the MNRF eventually acknowledged the non-compliance, the operator was permitted to amend the site license to align with their current practices instead of enforcing the original license conditions.

As a significant stakeholder in Ontario's aggregate industry, hosting nearly 30 aggregate licenses, the Township of Puslinch is committed to collaborating with the Ministry and pit operators to ensure compliance with site plans and would greatly appreciate an opportunity to discuss further with the Minister.

MNRF: Limiting number of new and expanding aggregate pits in Puslinch

As a key stakeholder in Ontario's Aggregate Industry, the Township of Puslinch Council invests significant time and resources advocating for responsible and consistent industry standards that promote good land use planning, respect the environment, protect source water, and provide appropriate consideration to the host municipality, the public, and all relevant regulatory agencies. The Township firmly believes that the aggregate industry and the approvals process must consider both the number of licenses and the area of land licensed for aggregate extraction in any municipality. This interim land use has significant negative effects on the host municipality, including:

1. The assessment and taxation of aggregate properties are not economically sustainable. The tax shelter provided to the aggregate industry shifts the tax burden to the remainder of the municipal tax base. In Puslinch, below-water-table extraction limits rehabilitation opportunities, leaving properties as lakes and ultimately unusable land, exacerbating the tax burden.
2. The Township of Puslinch faces a lose-lose situation with the aggregate industry. Pits produce aggregate shipped to other municipalities designated for growth, which receive the benefits of assessment revenue from growth without the burdens associated with gravel extraction. The host municipality suffers from reduced taxation revenue during the pit's lifecycle and is typically left with an unusable piece of land (e.g., a lake) that generates reduced tax revenue perpetually. Additionally, the host municipality bears the brunt of operational activities, such as significant wear and tear on municipal infrastructure.
3. Most aggregate operations in the Township of Puslinch involve below-water-table extraction, raising concerns about groundwater protection, especially given the Township lacks a municipal water supply and relies on well water.

The Township of Puslinch is committed to working with the Ministry and pit operators to ensure that pit operations remain compliant with their site plans, maintaining the balance between industry needs and municipal interests and would greatly appreciate an opportunity to discuss this important issue further with the Minister.

MOF: OMERS Manual Changes

OMERS has implemented changes to its employer manual mid-year without undertaking consultation with OMERS Participating Employers. These midyear changes do not consider the municipal budget process and require municipalities to mitigate these unforeseen budgetary implications through re-evaluation of projects and services in order to absorb these costs. Municipalities should be afforded the opportunity to plan appropriately for these changes in order to mitigate the impact on the tax payer.

Further, OMERS has been reluctant to provide clarification to or timely answers to the Township when staff seek guidance on how to apply changes within the Employer manual. The Township of Puslinch would greatly appreciate an opportunity to discuss further with the Minister.

AMO 2024 Approved Delegations

MECP: Liquid Soil Depots – not accepted. MPP Arnott has followed-up with the Minister on behalf of the Township on two occasions requesting a response to the Township’s letter and objection to the ECA application for a property in the Township operating a liquid soil depot without approvals. No further update is available at the time of publishing this report.

MTO: Highway 6 By-pass project – accepted with the Assistant Deputy Minister Eric Doidge and Michelle McGarth, MTO Director. The MTO acknowledged that the Murrison By-pass is still moving forward and that they are prioritizing the relocation of the hydro lines as a first step. They were not able to commit to any timelines. The MTO also confirmed that they would consider the Township’s project related to the beautification of Murrison and would potentially look at funding or cost sharing some of the identified projects once the preliminary study is completed. No commitment from the MTO was made as the details of the project are not yet determined. MTO staff confirmed that a traffic count study is underway to determine the need for a street light and crosswalk.

MNRF: Non-permitted uses within ARA licensed areas & Limiting number of new and expanding aggregate pits in Puslinch – accepted with Minister Graydon Smith (TAPMO and Township). The Minister granted TAPMO board and the Township a significant amount of time to discuss the issues. Senior staff from the ministry were also in attendance and were open to hearing feedback. It was acknowledged that the MNRF needs to do better in terms of inspections, enforcement, and engaging with the host municipalities. Minister Smith agreed to a follow-up meeting after AMO and MNRF staff are looking to engage with the Township on the identified issues and provide the clarifications as outlined.

MOF: OMERS Manual Changes – not accepted but offered to arrange a meeting after AMO with MMAH staff as this issue is within their responsibility.

In addition, TAPMO was granted a meeting with MPP Mike Schreiner and MPP Aislinn Clancy to discuss the protection of prime agricultural lands from below the water table extraction.

The presentation materials attached as Schedule A-C were provided to each Ministry in advance and discussed during the delegations.

Financial Implications

None

Applicable Legislation and Requirements

None

Engagement Opportunities

Township Website;

On-going engagement with Ministry staff.

Attachments

Schedule A – Township Delegation Presentation to the MTO

Schedule B – TAPMO Delegation Presentation to the MNRF

Schedule C – Township Delegation Presentation to the MNRF

Respectfully submitted,

Courtenay Hoytfox
Interim CAO

AMO Delegation to the MTO

Highway 6 Morriston Bypass



The Case for the Morriston Bypass

- The Highway 6 corridor through Morriston is considered one of the busiest two-lane highways in Ontario with average daily traffic volumes of 23,000 - 26,000 vehicles per day; approximately 2,800 of which are commercial trucks.
- The Morriston Bypass, with a high-priority ranking on the Expansion Prioritization Framework (EPF) and an EPF Score of 650, significantly surpasses the average score of 468 for seven other government priority projects.

COUNTY OF WELLINGTON
TOWNSHIP OF PUSLINCH

CITY OF HAMILTON

Economic Importance

- The economic benefit of this route is undeniable with the following being transported via Highway 6 to the Port of Huron for global export:
 - Over 50% of Ontario's soybeans;
 - Over 70% of Ontario's wheat; and
 - Nearly 50% of the fertilizer used by Ontario farmers.
- In total, agricultural commodities account for nearly 30% of the Port's annual shipments and are its fastest-growing segment
- According to the Morriston Bypass Coalition, the annual value of commuter and commercial time that could be saved during peak periods could be valued at more than \$30 million with the bypass.

Transportation Planning

- *“The Morriston Bypass will make it easier for drivers to travel between Hamilton and Guelph. It will also reduce gridlock on local roads, especially in the communities of Morriston and Aberfoyle. Without strong action now, gridlock on Highway 6 will only get worse.”* Minister Mulroney, March 9, 2022
- The 2022 Transportation Plan for the Greater Golden Horseshoe mentions the Morriston Bypass as essential for achieving the “2051 Vision,” which includes reducing gridlock and improving road performance and the efficient movement of goods.

Safety

- As the Highway 6 trucking corridor grows busier, and with anticipated population growth in the southwest and Greater Golden Horseshoe, traffic volumes on Highway 6 will inevitably increase, mixing large trucks and cars.
- A safe and reliable transportation system connecting people, products, and large centers with small rural communities is key to supporting growth in the southwest
- The Township receives a number of complaints and concerns from residents and commuters alike regarding the significant safety concerns along this route.

What can be done in the interim?

- The Township was successful in obtaining RED grant funding for 50% of the cost of the Township Downtown Revitalization Project
- The Township required this funding for the professional fees associated with revitalizing the downtowns in Aberfoyle and Morriston including the following proposed activities:
 - Facilitating downtown revitalization working group meetings involving stakeholders such as Township businesses, community groups, staff, Council, the County, etc., to establish priorities and actions. These actions encompass business attraction and retention, beautification, trade area analysis, coordinated event and marketing initiatives, business mix and location analysis, and more.
 - Implementing recommendations from Your Town Rising.
 - **Identifying and promoting must-visit destinations and businesses within the Township.**
 - **Establishing and strengthening connections with local business stakeholders, organizing meetings, and executing specific actions to support and promote local businesses.**
 - **Supporting activities tailored to the unique needs of the Township's downtown areas.**
 - **Identifying opportunities for physical improvements to streetscapes and public spaces.**
 - **Identifying opportunities for signage promoting Aberfoyle and Morriston business areas.**
 - Amending the 2019 Community Improvement Plan (CIP) and implementing the updated CIP to better meet the changing needs of the Township.

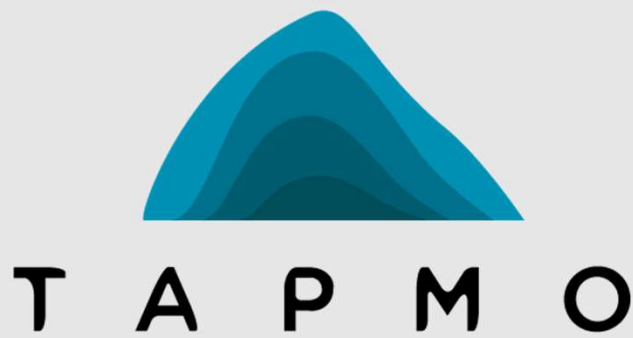
Our request for MTO support

- The Township respectfully requests that the MTO provide financial support for implementing the outcomes of the Downtown Revitalization Project given there is no timeline associated with the bypass project. This may include the following initiatives:
 - Crosswalks to improve connectivity in the downtowns of Aberfoyle and Morriston and to provide pedestrian traffic safe access from one side of the road to the other;
 - Traffic light at Concession Rd 1 to enable safe access onto Highway 6 at that intersection;
 - Pedestrian lighting;
 - Placemaking and gateway signage;
 - Bench seating;
 - Community murals; and
 - Seasonal community planers

Thank you!

Highway 6 Morriston Bypass





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AMO Delegation to the MNRF



Key Priorities for this Presentation

- TOARC fees
- Blending and processing permissions
- Uses within ARA licenced areas

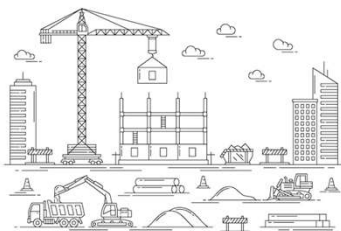


TOARC Fees

TOARC has confirmed that "fees are only paid on collections relating to the extraction within the municipality regardless of the processing location."

Materials are frequently transported to neighbouring municipalities for processing or blending. This results in an inequity for municipalities that are host to processing sites.

TOARC Fees



MUNICIPALITY
Processing/Blending Site

TOARC Fees

TOARC Fee Distribution: Fees are paid to the municipality where aggregate is extracted, regardless of where processing occurs.

Processing Site Impact (lose-lose situation):

- **Double Road Use:** Materials are trucked twice over the municipal road network—once for importation into the processing site and again for transport to market—without the benefit of any fees to offset infrastructure wear and tear.
- **Extended Lifecycle:** The host municipality experiences reduced taxation revenue during the extended lifecycle of the pit, which continues after extraction ends for processing purposes.
- **Post-Licensing Issues:** Upon licence surrender, municipalities often inherit unusable land (e.g., a lake) that generates minimal tax revenue in the long term.
- **Economic Impacts and Inequity Between Municipalities:** The final aggregate material is transported to municipalities designated for growth, which benefit from the assessment revenue generated by this growth while avoiding the economic impacts and challenges associated with gravel extraction. This situation results in an inequitable distribution of benefits and burdens among municipalities.

Blending and Processing Clarification

The MNRF provided the following clarification:

Processing Aggregate:

- Generally, processing aggregate on-site refers to the crushing/screening/washing of aggregate extracted and transforming it on-site to meet specific project requirements. Processing can involve:
 - Crushing: Breaking down large rocks into smaller, desired sizes.
 - Screening: Separating aggregate into different size fractions.
 - Washing: Removing dirt, debris, and fines from the aggregate.
 - Blending: Combining aggregates from within a site and/or brought in from another site to produce aggregate products that achieve certain specifications (e.g., Granular A, Concrete Sand, Clear Stone).

Blending Aggregate:

- Blending of aggregates is a common processing practice that combines aggregates from within a site and/or brought in from another site to produce aggregate products that achieve certain specifications (e.g., Granular A, Concrete Sand, Clear Stone).
- If aggregate is brought in from another site for blending it may already be crushed and/or screened to specific sizes or be supplied in its original form (i.e., pit run).
- The imported material utilized for blending and processing with on-site aggregate may also be recycled concrete or reclaimed asphalt pavement if the site plan allows for the importation of recycled materials.

Blending and Processing Concerns

On-Site Processing Requirement: Processing should occur at the extraction site, aligning with the TOARC fee distribution framework.

Blending and Processing Permissions: Operators are broadly interpreting permissions to evolve extraction sites into industrial processing facilities, even after active extraction ceases.

Conflict with the *Planning Act*: This practice contradicts the *Planning Act*, which identifies extractive uses as interim land uses.

Erosion of Trust: Exploiting extractive permissions under the *Planning Act* and the ARA undermines public trust and compromises process credibility.

Blending and Processing Concerns

TAPMO examined the MNRF Policy dated February 2024 titled *Application to amend licences, permits, and site plans under the Aggregate Resources Act*. The following sections are noteworthy when discussing blending and processing permissions:

- 3.1 Significant changes to operations or rehabilitation;
- 3.2 Examples of significant changes; and
- 3.3 Examples changes that are not significant.

Blending and Processing Concerns

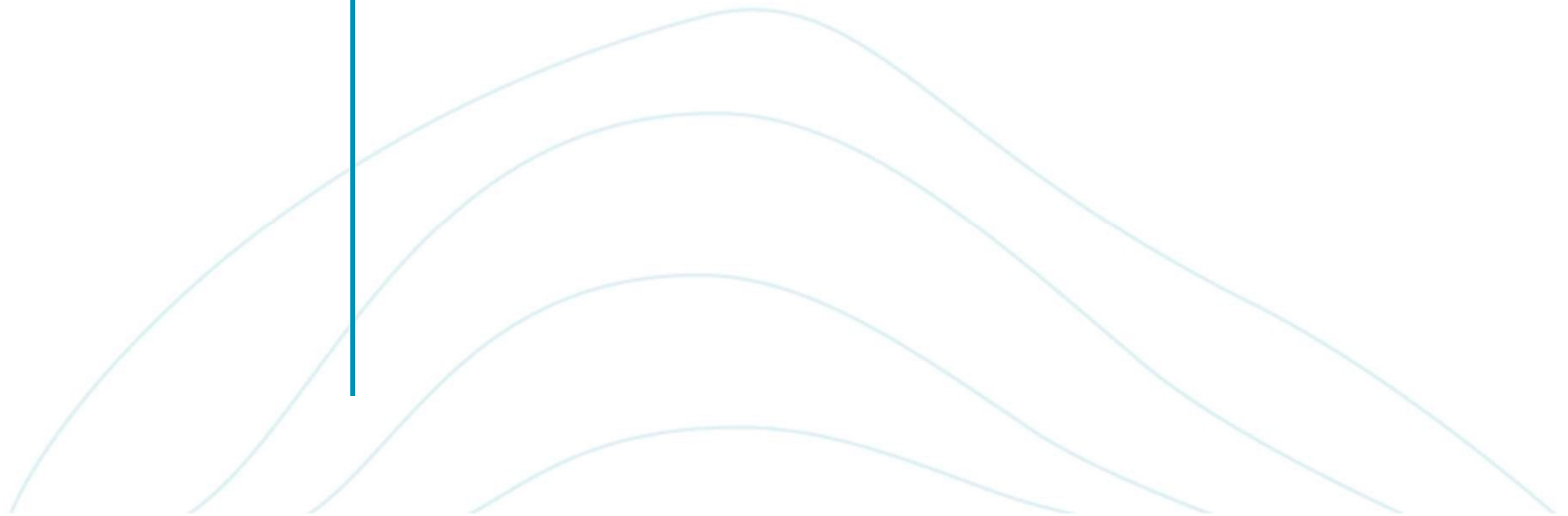
3.1 Significant changes to operations or rehabilitation:

Significant changes to operations or rehabilitation are changes that fundamentally alter operations at an aggregate site or how the aggregate site is to be rehabilitated. When proposed amendments would result in significant changes to operations or rehabilitation at an aggregate site, notification and consultation will often be required.

Blending and Processing Concerns

3.2 Example of a significant change:

- increase the annual tonnage condition or increase the amount of material coming to or leaving the site



Blending and Processing Concerns

The Policy further clarifies Section 3.2 under 3.3 Examples changes that are not significant:

Table: Operational changes

Amendment	Circumstances
Importation of aggregate for blending or resale	Amount of imported material is not more than 20,000 tonnes or 20% of maximum annual tonnage for the site, whichever is less.

Blending and Processing Concerns

It is TAPMO's position that licencees seeking to change their operations to import more than 20,000 tonnes or 20% of the maximum annual tonnage for the site, (whichever is less) are subject to consultation as outlined in the MNRF Amendment Policy.

Unauthorized Uses Within ARA Licenced Areas

- Unauthorized liquid soil dewatering and excess soil depot operating within an ARA licenced area;
- Unauthorized industrial storage;
- Unauthorized aquaculture use

Unauthorized Uses Within ARA Licenced Areas

Unauthorized Uses: Self-reporting and limited oversight have contributed to the establishment of unauthorized activities within ARA-licenced areas.

Enforcement: Operations in these areas benefit from reduced taxation and municipalities face challenges enforcing local by-laws where jurisdictional issue arise.

Impact of New Restrictions: The restrictions on specific quality excess soil from entering landfills, effective January 1, 2025, are expected to increase illegal activities within ARA-licenced areas, thereby necessitating additional enforcement efforts by the MNRF.

QUESTIONS?

Supporting Sustainable Solutions

Ontario's consumption of aggregate resources helps fuel steady economic growth. But with demand for aggregate products rising faster than suppliers can support, we need sustainable, constructive solutions that benefit all stakeholders.



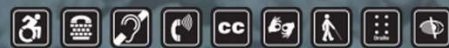
THANK YOU





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Alternate formats available upon request

AMO Delegation to the MNRF

Enhancing Communication and Engagement



Key Priorities for this Presentation

Review and Monitoring: The Township invests substantial time and resources in reviewing compliance assessment reports, considering public feedback, and conducting technical reviews of annual monitoring reports.

Communication with MNRF: Township concerns are submitted to MNRF staff, but the municipality receives limited feedback in return.

Compliance History: Section 12.1.(j) of the Aggregate Resource Act states that an applicant's history of compliance is a factor in deciding whether to issue or refuse a license.

Public Interest: It is critical to be informed about whether an operator complies with their license conditions. Compliance information is vital for the host municipality, which plays a role in commenting on new licenses and major amendment applications.

Environmental Concerns: This information is particularly important when a pit is situated on an environmentally sensitive site, such as one with groundwater concerns.

Municipal Inquiries

Township concerns were submitted to the MNRF in February 2024 based on the review of the 2023 CAR reports. A response was requested outlining whether the listed operators were complying with their site licences, and if not, confirm how the non-compliance will be addressed by the MNRF including a reasonable timeline.

On the next slide, the response from the MNRF is included which was sent over 2 months after the request from the municipality was submitted. No further information has been provided by the MNRF to date.

MNRF Staff Response

“The ministry assesses complaints and suspected non-compliance reported from the public, municipalities or other agencies, considering the severity and risks. Ministry staff reviewed all 47 compliance complaints provided by the Township of Puslinch in council resolution 2024-023, Schedule B Table 2 regarding site plans and the *Aggregate Resources Act* (ARA). My team assessed the information the Township provided and incorporated that information, in conjunction with other factors, to determine the schedule and prioritization of licensed aggregate site inspections for our 2024-2025 inspection plan.”

Enhancing Communication and Engagement

- **Strengthen Communication Channels:** Improve the flow of information between MNRF staff and municipal staff/Council.
- **Provide Detailed Responses:** Ensure meaningful and timely responses to Township inquiries, including updates on site visit outcomes and enforcement actions.
- **Prioritize Municipal Relationships:** Recognize municipalities as key stakeholders and acknowledge, through action, their critical connection to the community.

Thank you

Enhancing Communication and Engagement



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NO. 048-2024

Being a by-law to appoint Tracey McQueen to the Recreation Advisory Committee.

WHEREAS Section 11 (2) of the *Municipal Act, S.O. 2001, c. 25*, authorizes a municipality to pass by-laws respecting the governance structure of the municipality and its local boards;

AND WHEREAS the Council of the Corporation of the Township of Puslinch deems it advisable to establish such a committee and provide for the appointment of members thereto;

NOW THEREFORE the Council of The Corporation of the Township of Puslinch HEREBY ENACTS AS FOLLOWS:

1. That the following persons are hereby appointed to the Recreation Advisory Committee for the remainder of the term to January 18, 2027 or until such time as a successor has been appointed:
 - i. Tracey McQueen

READ THREE TIMES AND FINALLY PASSED IN OPEN COUNCIL THIS 3rd DAY OF SEPTEMBER 2024.

James Seeley, Mayor

Justine Brotherston, Interim Municipal Clerk

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 052-2024

Being a by-law to authorize the entering into an Agreement with the Minister of Agriculture, Food and Agribusiness for the Rural Economic Development Program for Revitalizing the Downtowns in Aberfoyle and Morriston.

WHEREAS the *Municipal Act*, S.O. 2001, c.25 authorizes a municipality to enter into Agreements;

AND WHEREAS the *Municipal Act*, S.O. 2001, c.25 authorizes a municipality to delegate authority in accordance with the provisions in the *Municipal Act*;

AND WHEREAS the Council for the Corporation of the Township of Puslinch deems it appropriate to enter into an Agreement with the Minister of Agriculture, Food and Agribusiness for the Rural Economic Development Program for Revitalizing the Downtowns in Aberfoyle and Morriston;

AND WHEREAS the Council for the Corporation of the Township of Puslinch deems it expedient to delegate authority to the Chief Administrative Officer to execute on behalf of the Township amendments to the Agreement that have no budgetary impact;

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

1. That the Corporation of the Township of Puslinch enter into an Agreement with the Minister of Agriculture, Food and Agribusiness for the Rural Economic Development Program for Revitalizing the Downtowns in Aberfoyle and Morriston.
2. That the Mayor and Chief Administrative Officer are hereby authorized to execute the Agreement.
3. That the Chief Administrative Officer be authorized to execute on behalf of the Township amendments to the Agreement that have no budgetary impact.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 3rd DAY OF SEPTEMBER 2024.

James Seeley, Mayor

Justine Brotherston, Clerk

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 053-2024

Being a by-law to establish development charges for the Corporation of the Township of Puslinch

WHEREAS Section 2(1) of the *Development Charges Act*, 1997, S.O. 1997, c. 27 (hereinafter called the **Act**) enables the Council of a municipality to pass by-laws for the imposition of **development charges** against land located in the municipality where the development of the land would increase the need for municipal **services** as designated in the by-law and the development requires one or more of the actions set out in Subsection 2(2) of the **Act**;

AND WHEREAS notice of a public meeting was given pursuant to subsection 12(1) of the **Act**, and in accordance with the **regulations** under the **Act**, on or before June 18, 2024, and copies of the Study and this proposed **development charge** by-law were made available to the public on June 24, 2024, in accordance with subsection 12(1) of the **Act**;

AND WHEREAS a public meeting was held on July 10, 2024, in accordance with the **Act** to hear comments and representations from all persons who applied to be heard (the "Public Meeting");

AND WHEREAS any person who attended the public meeting was afforded an opportunity to make representations and the public generally were afforded an opportunity to make written submissions relating to this proposed By-law;

AND WHEREAS the Council, in adopting the **Township of Puslinch Development Charges** Background Study on September 3, 2024, directed that **development charges** be imposed on land under development or redevelopment within the geographical limits of the municipality as hereinafter provided.

NOW THEREFORE the Council enacts as follows:

1. **INTERPRETATION**

1.1 In this by-law the following items shall have the corresponding meanings:

"**Act**" means the *Development Charges Act*, as amended, or any successor thereof;

"**accessory use**" means where used to describe a use naturally and normally incidental to, subordinate to or exclusively devoted to a principal use and located on the same lot;

"**affordable residential unit**" means a **residential dwelling unit** that meets the criteria set out in subsection 4.1 of the **Act**;

"**agricultural use**" means the use of land and **buildings** for the growing of crops, including nursery, biomass, and horticultural crops; raising of livestock; raising of other animals for food, fur or fibre, including: horses (including the accessory training and/or riding of boarded horses); poultry and fish; aquaculture; apiaries;

agro-forestry; maple syrup production; and associated on-farm **buildings** and structures and **accessory uses, buildings**, and structures, including an accessory outdoor storage area;

“**ancillary residential use**” means a **residential dwelling unit** that would be ancillary to a **single detached dwelling, semi-detached dwelling, or row dwelling**;

"**apartment unit**" means any residential unit within a **building** containing three or more **dwelling units** where access to each residential unit is obtained through a common entrance or entrances from the street level and the residential units are connected by an interior corridor;

“**attainable residential unit**” means a residential unit that meets the criteria set out in subsection 4.1 of the **Act**;

“**back-to-back townhouse dwelling**” means a **building** containing three or more dwelling units separated vertically by a common wall, including a rear common wall, that do not have rear yards;

"**bedroom**" means a habitable room larger than seven square metres, including a den, study or other similar area, but does not include a bathroom, living room, dining room or kitchen;

“**benefiting Area**” means all lands within the **Township**;

"**board of education**" has the same meaning as set out in the *Education Act*, R.S.O. 1990, Chap. E.2, as amended, or any successor thereof;

“**Building**” means a permanent enclosed structure occupying an area greater than ten square metres (10 m²) and, notwithstanding the generality of the foregoing, includes, but is not limited to:

- (a) An above-grade storage tank;
- (b) An air-supported structure;
- (c) An **industrial** tent;
- (d) A roof-like structure over a gas-bar or service station; and
- (e) An area attached to and ancillary to a retail **development** delineated by one or more walls or part walls, a roof-like structure, or any one or more of them.

"**Building Code Act**" means the *Building Code Act*, S.O. 1992, as amended, or any successor thereof;

“**canopy**” means a canopy as defined O.Reg. 332/12 under the **Building Code Act**, 1992, S.O. c. 23, and includes a roof-like structure over a gas bar or service station;

"**capital cost**" means costs incurred or proposed to be incurred by the **Township** or a **local board** thereof directly or by others on behalf of and as authorized by the **Township** or **local board**,

- (a) to acquire land or an interest in land, including a leasehold interest,
- (b) to improve land,
- (c) to acquire, lease, construct or improve **buildings** and structures,
- (d) to acquire, construct or improve facilities including,
 - (i) furniture and equipment other than computer equipment, and
 - (ii) material acquired for circulation, reference or information purposes by a library board as defined in the Public Libraries Act, R.S.O. 1990, Chap. P.44, as amended, or any successor thereof; and
 - (iii) rolling stock with an estimated useful life of seven years or more, and
- (e) to undertake studies in connection with any matter under the **Act** and any of the matters in clauses (a) to (d) above, including the development charge background study

required for the provision of **services** designated in this by-law within or outside the **Township**, including interest on borrowing for those expenditures under clauses (a) to (e) above that are growth-related;

"**commercial**" means a **building**, structure, lot, use or activity pertaining to the buying or selling of commodities or the supplying of services for remuneration, but does not include **industrial** or **agricultural** uses, but does include hotels, motels, motor inns and boarding, lodging and rooming houses;

"**Council**" means the Council of the **Township**;

"**development**" means the construction, erection or placing of one or more **buildings** or structures on land or the making of an addition or alteration to a **building** or structure that has the effect of increasing the size or usability thereof, and includes redevelopment;

"**development charge**" means a charge imposed with respect to this by-law;

"**dwelling unit**" means any part of a **building** or structure used, designed or intended to be used as a housekeeping unit, used, or capable of being used by one or more persons, and containing cooking, living, sleeping and sanitary facilities;

"**existing**" means the number, use and size that existed as of the date this by-law was passed;

"**existing industrial building**" means a **building** or **buildings** with a valid building permit **existing** on a site on the day this by-law is passed, or the first **building** or **buildings** constructed on a vacant site pursuant to site plan approval, under Section 41 of the *Planning Act*, subsequent to the passage of this by-law for which full **development charges** were paid, that is used for or in conjunction with:

- (a) the production, compounding, processing, packaging, crating, bottling, packing or assembly of raw or semi-processed goods or materials in not less than seventy five percent of the total **gross floor area** of the **building** or **buildings** on a site ("manufacturing") or warehousing related to the manufacturing use carried on in the **building** or **buildings**;
- (b) research or development activities in connection with manufacturing in not less than seventy five percent of the total **gross floor area** of the **building** or **buildings** on the site;
- (c) retail sales by a manufacturer, if retail sales are at the site where manufacturing is carried out; such retail sales are restricted to goods manufactured at the site, and the **building** or part of a **building** where such retail sales are carried out does not constitute greater than twenty five percent of the total **gross floor area** of the **building** or **buildings** on the site; or
- (d) office or administration purposes if they are:
 - (i) carried out as an **accessory use** to the manufacturing or warehousing, and
 - (ii) in or attached to the **building** or structure used for such manufacturing or warehousing.

"farm building" means a **building** or structure associated with and located on land devoted to the practice of farming and that is used essentially for the housing of farm equipment or livestock or the growing, harvesting, or storage of agricultural and horticultural produce or feeds and as part of or in connection with a bona fide farming operation and includes barns, silos and other **buildings** or structures ancillary to that farming operation, including greenhouses, but excludes:

- (a) a **residential use**, with the exception of a secondary modular dwelling for seasonal farm workers required for that farm operation; and
- (b) any **building** or portion thereof used or intended to be used for any other **non-residential use**, including **commercial** and **industrial**, and an **on-farm diversified use**.

"gross floor area" means: the sum total of the total areas of the floors in a **building** or structure, whether at, above, or below grade, measured between the exterior faces of the exterior walls of the **building** or structure or from the centre line of a common wall separating two uses, or from the outside edge of a floor where the outside edge of the floor does not meet an exterior or common wall, and:

- (a) includes the floor area of a mezzanine and air -supported structure and the space occupied by interior walls partitions; and
- (b) in the case of **non-residential uses**, excludes any parts of the **building** or structure used for mechanical equipment related to the operation or maintenance of the **building** or structure, stairwells, elevators, washrooms, and the parking and loading of vehicles, and;

- (c) where a **building** does not have any walls, the **gross floor area** shall be the sum total of the area of land directly beneath the roof of the **building** and the total areas of the floors in the **building** or structure.

“**home business**” means an occupation conducted within a **dwelling unit** by the resident or residents of the **dwelling unit** and which is an **accessory use** to the **dwelling unit**.

“**home industries**” means a small-scale use providing a **service** that is accessory to a **dwelling unit** or agricultural operation. A home industry may be conducted in whole or in part in an accessory **building** and may include a carpentry shop, a metal working shop, a welding shop, or minor equipment repair shop, etc., but does not include any activity relating to the operation or maintenance of a vehicle or any activity requiring the use of toxic chemicals.

“**industrial**” means lands, **buildings** or structures used or designed or intended for use for the processing of goods and materials; the assembly of manufactured goods; the manufacturing of goods; the repair and servicing of goods and similar uses; including any permanent storage facilities or accessory equipment that is in conjunction with the use and includes office uses and the sale of commodities to the general public where such uses are accessory to an **industrial** use, but does not include a motor vehicle service establishment, motor vehicle body shop, or the sale of commodities to the general public through a warehouse club;

“**institutional development**” means development of a **building** or structure intended for use:

- (a) as a long-term care home within the meaning of subsection 2 (1) of the Fixing Long-Term Care Act, 2021, S.O. 2021, c. 39, Sched.1;
- (b) as a retirement home within the meaning of subsection 2 (1) of the *Retirement Homes Act, 2010*;
- (c) by any institution of the following post-secondary institutions for the objects of the institution:
- i. a university in Ontario that receives direct, regular, and ongoing operation funding from the Government of Ontario;
 - ii. a college or university federated or affiliated with a university described in subclause (i); or
 - iii. an Indigenous Institute prescribed for the purposes of section 6 of the *Indigenous Institute Act, 2017*;
- (d) as a memorial home, clubhouse, or athletic grounds by an Ontario branch of the Royal Canadian Legion; or
- (e) as a hospice to provide end of life care.

“**non-profit institutional use**” means land, **buildings**, structures or any part thereof used by any organization, group or association for promotion of religious, charitable, educational, welfare purposes, and includes churches, places of worship, private schools, nursery schools, daycares, or benevolent objectives and any of the listed **institutional uses** must be not for profit or gain;

"**live-work unit**" means a **building**, or part of thereof, which contains, or is intended to contain, both a **dwelling unit** and non-residential unit and which is intended for both **residential use** and **non-residential use** concurrently, and shares a common wall or floor with or without direct access between the residential and **non-residential uses**;

"**local board**" means a local board as defined in section 1 of the Municipal Affairs Act other than a board as defined in subsection 1 (1) of the Education Act.

"**multiple dwellings**" means all dwellings other than single-detached, semi-detached and **apartment unit** dwellings;

"**non-profit housing development**" means development of a **building** or structure intended for use as residential premises by:

- (i) a corporation without share capital to which the Corporations Act applies, that is in good standing under that **Act** and whose primary objective is to provide housing;
- (ii) a corporation without share capital to which the Canada Not-for-profit Corporation Act applies, that is in good standing under that **Act** and whose primary objective is to provide housing; or
- (iii) a non-profit housing co-operative that is in good standing under the Co-operative Corporations Act.

"**non-residential use**" means a **building** or structure of any kind whatsoever used, designed or intended to be used for other than a **residential use**;

"**Official Plan**" means the Official Plan adopted by the County of Wellington for the **Township**, as amended and approved, or any future **Official Plan** adopted by the **Township** or County of Wellington for the **Township**;

"**on-farm diversified use**" means a use, occurring entirely and exclusively within a detached **building** that is secondary and subordinate to the active and principle **agricultural use** occurring on a property. Such uses shall be integrated within a farm cluster of **buildings** which must include a residential dwelling, and may include, but not be limited to, uses that produce value added agricultural products or provide a **service** that is supportive of regional agri-business, and may include a Home Industry, but excludes a **home business**;

"**owner**" means the owner of land or a person who has made application for an approval for the **development** of land upon which a **development charge** is imposed'

"**regulation**" means any **regulation** made pursuant to the **Act**;

"**rental housing**" means development of a **building** or structure with four or more **dwelling units** all of which are intended for use as rented residential premises;

"**residential dwelling unit**" means a **building**, occupied or capable of being occupied as a home, residence or sleeping place by one or more persons, containing one or more **dwelling units** including modular homes but not

including motels, hotels, tents, truck campers, tourist trailers, mobile camper trailers or boarding, lodging or rooming houses;

"**residential use**" means the use of a **building** or structure or portion thereof for one or more **dwelling units**. This also includes a **dwelling unit** on land that is used for an **agricultural use**;

"**row dwelling**" means a **building** containing three or more attached **dwelling units** in a single row, each of which **dwelling units** has an independent entrance from the outside and is vertically separated from any abutting **dwelling unit**;

"**semi-detached dwelling**" means a **dwelling unit** in a residential **building** consisting of two **dwelling units** having one vertical wall or one horizontal wall, but not other parts, attached or another **dwelling unit** where the residential unit are not connected by an interior corridor;

"**service**" means a service or class of service designed in Schedule "A" to this by-law;

"**services**" shall have a corresponding meaning;

"**single detached dwelling unit**" means a residential **building** consisting of one **dwelling unit** and not attached to another structure;

"**Township**" means the corporation of the Township of Puslinch and/or the land within the geographic limits of the Township of Puslinch; and

"**zoning by-law**" means the Zoning By-Law of the **Township** of Puslinch or any successor thereof passed pursuant to Section 34 of the Planning Act, S.O. 1998.

2. DESIGNATION OF SERVICES AND CLASS OF SERVICES

2.1 The categories of **services** for which **development charges** are imposed under this by-law are as follows:

- (a) Services Related to a Highway;
- (b) Fire Protection Services;
- (c) Parks and Recreation Services; and
- (d) Provincial Offences Act, including By-law Enforcement.

2.2 The category of class of **services** for which **development charges** are imposed under this by-law is as follows:

- (a) Growth-Related Studies.

2.3 The components of the **services** and class of **services**, designated in sections 2.1 and 2.2 are described in Schedule A.

3. APPLICATION OF BY-LAW RULES

3.1 **Development charges** shall be payable in the amounts set out in this by-law where:

- (a) the lands are located in the area described in section 3.2; and
- (b) the **development** of the lands requires any of the approvals set out in subsection 3.4(a)

Area to Which by-law Applies

- 3.2 Subject to section 3.3, this by-law applies to all lands in the **Township** whether or not the land or use thereof is exempt from taxation under s. 3 of the Assessment Act.
- 3.3. Notwithstanding clause 3.2 above, this by-law shall not apply to lands that are owned by and used for the purposes of:
 - (a) the **Township** or a **local board** thereof;
 - (b) a **board of education**; or
 - (c) the County of Wellington or any **local board** thereof;

Approvals for **Development**

- 3.4 (a) **Development charges** shall be imposed on all lands, **buildings** or structures that are developed for residential or **non-residential uses** if the **development** requires one or more of the following:
 - (i) the passing of a **zoning by-law** or of an amendment to a **zoning by-law** under section 34 of the *Planning Act*;
 - (ii) the approval of a minor variance under section 45 of the *Planning Act*;
 - (iii) a conveyance of land to which a by-law passed under subsection 50(7) of the *Planning Act* applies;
 - (iv) the approval of a plan of subdivision under section 51 of the *Planning Act*;
 - (v) a consent under section 53 of the *Planning Act*;
 - (vi) the approval of a description under section 50 of the *Condominium Act*, R.S.O. 1990, Chap. C.26, as amended, or any successor thereof; or
 - (vii) the issuing of a building permit under the **Building Code Act** in relation to a **building** or structure.
- (b) No more than one **development charge** for each **service** and class of **services** designated in subsection 2.1 and 2.2 shall be imposed upon any lands, **buildings** or structures to which this By-law applies even though two or more of the actions described in subsection 3.4(a) are required before the lands, **buildings** or structures can be developed.
- (c) Despite subsection 3.4(b), if two or more of the actions described in subsection 3.4(a) occur at different times, additional **development charges** shall be imposed if the subsequent action has the effect of increasing the need for **services**.

Exemptions

3.5 Notwithstanding the provisions of this by-law, **development charges** shall not be imposed with respect to:

- (a) an enlargement to an **existing dwelling unit**;
- (b) A second residential unit in an **existing** detached house, semi-detached house, or rowhouse on a parcel of land on which **residential use**, other than **ancillary residential use**, is permitted, if all **buildings** and structures ancillary to the **existing** detached house, semi-detached house or rowhouse cumulatively contain no more than one residential unit;
- (c) A third residential unit in an **existing** detached house, semi-detached house, or rowhouse on a parcel of land on which **residential use**, other than **ancillary residential use**, is permitted, if no **building** or structure ancillary to the **existing** detached house, semi-detached house or rowhouse contains any residential units;
- (d) One residential unit in a **building** or structure ancillary to an **existing** detached house, semi-detached house or rowhouse on a parcel of land, if the **existing** detached house, semi-detached house or rowhouse contains no more than two residential units and no other **building** or structure ancillary to the **existing** detached house, semi-detached house or rowhouse contains any residential units;
- (e) A second residential unit in a new detached house, semi-detached house or rowhouse on a parcel of land on which **residential use**, other than **ancillary residential use**, is permitted, if all **buildings** and structures ancillary to the new detached house, semi-detached house or rowhouse cumulatively will contain no more than one residential unit;
- (f) A third residential unit in a new detached house, semi-detached house or rowhouse on a parcel of land on which **residential use**, other than **ancillary residential use**, is permitted, if no **building** or structure ancillary to the new detached house, semi-detached house or rowhouse contains any residential units;
- (g) One residential unit in a **building** or structure ancillary to a new detached house, semi-detached house or rowhouse on a parcel of land, if the new detached house, semi-detached house or rowhouse contains no more than two residential units and no other **building** or structure ancillary to the new detached house, semi-detached house or rowhouse contains any residential units; or
- (h) In an **existing** rental residential **building**, which contains four or more **residential Dwelling Units**, the creation of the greater of one **residential Dwelling Unit** or one percent of the **existing residential Dwelling Units**.

3.6 Notwithstanding section 3.5, **development charges** shall be imposed if the total **gross floor area** of the additional one or two units exceeds the **gross floor area** of the **existing dwelling unit**.

3.7 Notwithstanding section 3.5, **development charges** shall be imposed if the additional unit has a **gross floor area** greater than

- (i) in the case of a **semi-detached dwelling** or **row dwelling**, the **gross floor area** of the **existing dwelling unit**; and
- (ii) in the case of any other residential **building**, the **gross floor area** of the smallest **dwelling unit** contained in the residential **building**.

3.8 Exemption for Industrial Development:

3.8.1 Notwithstanding any other provision of this by-law, no **development charge** is payable with respect to an enlargement of the **gross floor area** of an **existing industrial building** where the **gross floor area** is enlarged by 50 percent or less.

3.8.2 If the **gross floor area** of an **existing industrial building** is enlarged by greater than 50 percent, the amount of the **development charge** payable in respect of the enlargement is the amount of the **development charge** that would otherwise be payable multiplied by the fraction determined as follows:

- 1) determine the amount by which the enlargement exceeds 50 percent of the **gross floor area** before the enlargement;
- 2) divide the amount determined under subsection 1) by the amount of the enlargement

3.9 For the purpose of section 3.8 herein, "**existing industrial building**" is used as defined in the **regulation** made pursuant to the **Act**.

3.10 Other Exemptions:

Notwithstanding the provision of this by-law, **development charges** shall not be imposed with respect to:

- (a) Temporary use permitted under a **zoning by-law** under Section 39 of the Planning Act;
- (b) **Accessory use**;
- (c) A **home business**;
- (d) A non-residential **farm building** used for an **agricultural use**;
- (e) **Non-profit institutional use**;
- (f) Land vested in or leased to a publicly assisted university where it is intended to be occupied and used by the university that receives direct, regular, and ongoing operating funds from the Government of Ontario for the purposes of post-secondary education if the development is intended to be occupied and used by the university;
- (g) **Non-profit housing development**;
- (h) Affordable inclusionary residential units;

- (i) **Affordable residential units;** and
- (j) **Attainable residential units.**

Amount of Charges

Residential

3.11 The **development charges** described in Schedule B to this by-law shall be imposed on **residential uses** of lands, **buildings** or structures, including a **dwelling unit** accessory to a **non-residential use** and, in the case of a mixed use **building** or structure, on the **residential uses** in the mixed use **building** or structure, and the residential portion of a **live-work unit**, according to the type of residential unit, and calculated with respect to each of the **services** and class of **services** according to the type of **residential use**.

Non-Residential

3.12 The **development charges** described in Schedule B to this by-law shall be imposed on **non-residential uses** of lands, **buildings** or structures, and, in the case of a mixed use **building** or structure, on the **non-residential uses** in the mixed use **building** or structure, and the non-residential portion for a **live-work unit** and calculated with respect to each of the **services** and class of **services** according to the total floor area of the **non-residential use**.

Reduction of **Development Charges** for Redevelopment Including Conversions

- 3.13 Despite any other provisions of this by-law, where, as a result of the redevelopment of land, a **building** or structure **existing** on the same land within 60 months prior to the date of payment of **development charges** in regard to such redevelopment was, or is to be demolished, in whole or in part, or converted from one principal use to another principal use on the same land, in order to facilitate the redevelopment, the **development charges** otherwise payable with respect to such redevelopment shall be reduced by the following amounts:
- (a) in the case of a residential **building** or structure, or in the case of a mixed-use **building** or structure, the **residential uses** in the mixed-use **building** or structure, an amount calculated by multiplying the applicable **development charge** under subsection 3.11 by the number, according to type, of **dwelling units** that have been or will be demolished or converted to another principal use; and
 - (b) in the case of a non-residential **building** or structure or, in the case of mixed-use **building** or structure, the **non-residential uses** in the mixed-use **building** or structure, an amount calculated by multiplying the applicable **development charges** under subsection 3.12, by the **gross floor area** that has been or will be demolished or converted to another principal use;

provided that such amounts shall not exceed, in total, the amount of the **development charges** otherwise payable with respect to the redevelopment.

- 3.14 Notwithstanding section 3.13, no credit shall be allowed where the demolished or converted **building** or part thereof would have been exempt pursuant to this or a previous **development charges** by-law.

Time of Payment of **Development Charges**

- 3.15 **Development charges** shall be calculated and payable in money or by provision of **service** as may be agreed upon, or by credit granted under the **Act**, on the date that the first building permit is issued in relation to a **building** or structure on land to which the **development charge** applies.
- 3.16 Notwithstanding section 3.15, where a development is proceeding through subdivision or consent, the Services Related to a Highway component of the **development charges**, are calculated and payable immediately upon the developing landowner entering into the subdivision agreement or consent agreement.
- 3.17 Notwithstanding sections 3.15 and 3.16, **development charges** for **rental housing** and **institutional developments** are due and payable in six installments commencing with the first installment payable on the date of occupancy, and each subsequent installment, including interest at the prescribe rate as per the **Act**, payable on the anniversary date each year thereafter.
- 3.18 Notwithstanding subsections 3.15 through 3.17, where the development of land results from the approval of a Site Plan or **zoning by-law** Amendment received and approved between January 1, 2020, and June 5, 2024, and the approval of the application occurred within 2 years of building permit issuance, the **development charges** under Section 2 shall be calculated based on the rates set out in Schedule "B" on the date of the planning application was made, including interest at the prescribed rate. Where both planning applications apply, **development charges** shall be calculated on the rates set out in Schedule "B", on the date of the latter planning application, including interest at the prescribed rate.
- 3.19 Notwithstanding subsections 3.15 through 3.17, where the development of land results from the approval of a Site Plan or **zoning by-law** Amendment received on or after January 1, 2020, where the approval of the application occurred on or after June 6, 2024, and the approval of the application occurred within 18 months of building permit issuance, the **development charges** under Section 2 shall be calculated based on the rates set out in Schedule "B" on the date of the planning application, including interest at the prescribed rate. Where both planning applications apply, **development charges** shall be calculated on the rates set out in Schedule "B", on the date of the latter planning application, including interest at the prescribed rate.
- 3.20 Where **development charges** apply to land in relation to which a **building** permit is required, the building permit shall not be issued until the **development charge** has been paid in full, subject to sections 3.17, 3.18, and 3.19.
- 3.21 Despite sections 3.15, 3.16, 3.17, 3.18, and 3.19, **Council** from time to time, and at any time, may enter into agreements providing for all or any part of a

development charge to be paid before or after it would otherwise be payable, in accordance with section 27 of the **Act**.

- 3.22 Interest for the purposes of sections 3.17, 3.18, and 3.19 shall be determined as the base rate plus 1 %, where:
- (a) The base rate shall be equal to the average prime rate on:
 - (i) October 15 of the previous year if the adjustment date is January 1;
 - (ii) January 15 of the same year if the adjustment date is April 1;
 - (iii) April 15 of the same year if the adjustment date is July 1; and
 - (iv) July 15 of the same year if the adjustment date is October 1.
 - (b) The average prime rate, on a particular date means, the mean, rounded to the nearest hundredth of a percentage point, of the annual rates of interest announced by each of the Royal Bank of Canada, The Bank of Nova Scotia, the Canadian Imperial Bank of Commerce, the Bank of Montreal and The Toronto-Dominion Bank to be its prime or reference rate of interest in effect on that date for determining interest rates on Canadian dollar commercial loans by that bank in Canada.
- 3.23 For the purposes of section 3.18 and 3.19, interest calculated under section 3.22 shall not apply where the calculated charges calculated under section 3.18 and 3.19 are the same as the charges that would be calculated under sections 3.15 or 3.16.

Discounts for **Rental Housing**:

- 3.24 The **development charge** payable for **rental housing** developments will be reduced based on the number of **bedrooms** in each unit as follows:
- (a) Three or more **bedrooms** – 25% reduction;
 - (b) Two **bedrooms** – 20% reduction; and
 - (c) All other **bedroom** quantities – 15% reduction.

4. PAYMENT BY SERVICES

- 4.1 Despite the payment required under sections 3.11 and 3.12, **Council** may, by agreement, give a credit towards a **development charge** in exchange for work that relates to a **service** to which a **development charge** relates under this by-law.

5. INDEXING

- 5.1 **Development charges** imposed pursuant to this by-law shall be adjusted annually, without amendment to this by-law, on January 1st of each year, in accordance with the prescribed index in the **Act**.

6. SCHEDULES

- 6.1 The following schedules shall form part of this by-law:

Schedule A – Designated Municipal **Services** and Class of **Services** under this By-law

Schedule B - Schedule of **Development Charges**.

7. CONFLICTS

7.1 Where the **Township** and an **owner** or former **owner** have entered into an agreement with respect to land within the area to which this by-law applies, and a conflict exists between the provisions of this by-law and such agreement, the provisions of the agreement shall prevail to the extent that there is a conflict.

7.2 Notwithstanding section 7.1, where a **development** which is the subject of an agreement to which section 7.1 applies, is subsequently the subject of one or more of the actions described in subsection 3.4(a), an additional **development charge** in respect of the **development** permitted by the action shall be calculated, payable and collected in accordance with the provisions of this by-law if the **development** has the effect of increasing the need for **services**, unless such agreement provides otherwise.

8. SEVERABILITY

8.1 If, for any reason, any provision of this by-law is held to be invalid, it is hereby declared to be the intention of **Council** that all the remainder of this by-law shall continue in full force and effect until repealed, re-enacted, amended or modified.

9. DATE BY-LAW IN FORCE

9.1 This by-law shall come into effect on September 3, 2024.

10. DATE BY-LAW EXPIRES

10.1 This by-law will expire on September 3, 2034, unless repealed by **Council** at an earlier date.

11. EXISTING BY-LAW REPEALED

11.1 By-law 044/19 is hereby repealed as of the date and time of this by-law coming into effect.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 3rd DAY OF SEPTEMBER, 2024.

James Seeley, Mayor

Justine Brotherston, Clerk

SCHEDULE "A"

DESIGNATED MUNICIPAL SERVICES AND CLASS OF SERVICES UNDER THIS BY-LAW

Township-Wide Services

- Services Related to a Highway;
- Fire Protection Services;
- Parks and Recreation Services; and
- Provincial Offences Act, including By-law Enforcement.

Township-Wide Class of Services

- Growth-Related Studies

SCHEDULE "B"

SCHEDULE OF DEVELOPMENT CHARGES

Township-Wide Services/Class of Services	RESIDENTIAL				NON-RESIDENTIAL
	Single and Semi-Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	(per sq.ft. of Gross Floor Area)
Services Related to a Highway	2,768	2,178	1,674	1,223	0.85
Fire Protection Services	1,657	1,304	1,002	732	0.52
Parks and Recreation Services	2,961	2,330	1,792	1,308	0.09
Provincial Offences Act including By-Law Enforcement	6	5	4	3	0.00
Growth-Related Studies	847	667	512	374	0.16
Total Township-Wide Services & Class of Services	\$8,238	\$6,484	\$4,984	\$3,640	\$1.62

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 054-2024

Being a by-law to confirm the proceedings of the Council of the Corporation of the Township of Puslinch at its Special Council meeting held on SEPTEMBER 3, 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 Special Council meeting held on SEPTEMBER 3, 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 3 DAY OF SEPTEMBER, 2024.

James Seeley, Mayor

Justine Brotherston, Interim Municipal Clerk