



MINUTES

DATE: April 16, 2025

CLOSED MEETING: Directly Following Section 13

COUNCIL MEETING: 10:00 A.M.

The April 16, 2025 Council Meeting was held on the above date and called to order at 10:00 a.m. via electronic participation and in-person at 7404 Wellington Rd, Puslinch.

1. CALL THE MEETING TO ORDER

2. ROLL CALL

ATTENDANCE:

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

STAFF IN ATTENDANCE:

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

3. MOMENT OF REFLECTION

4. CONFIRMATION OF THE AGENDA

Resolution No. 2025-118:

Moved by Councillor Hurst and
Seconded by Councillor Sepulis

That Council approves the April 16, 2025 Agenda and Addendum as circulated; and

That Council approves the additions to the agenda as follows:

Consent Item 6.1.2 Questions received from Council seeking additional information and the corresponding responses provided by staff regarding the April 16, 2025 Council agenda.

CARRIED

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

Mayor Seeley declared a potential pecuniary interest related to items 9.4.1 and 8.1 as I live adjacent to the proposed subdivision application.

Councillor Sepulis declared a potential pecuniary interest related to item 10.1, as I live on SR20N and have previously declared that I have a pecuniary interest in a proposed rezoning of a property on SR20N. The study area for the Puslinch By Design Study Phase 3 and 4 includes all properties on the east side of SR20N from WR34 to Forestell Road as one of the options for redevelopment. This requires me to declare a pecuniary interest as any development may have an impact on the value of my property. I cannot accordingly participate in any discussions and decisions regarding the study.

6. **CONSENT AGENDA**

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

6.1.1 March 26, 2025, Council Meeting Minutes

6.1.2 April 16, 2025 Council questions and Staff Responses

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

6.2 AMO Update - New Provincial Cabinet

6.3 County of Wellington Notice of Adoption of Official Plan Amendment 122

6.4 City of Guelph Notice of Decision for Proposed Official Plan Amendment

6.5 Grand River Conservation Authority General Meeting Summary - March 2025

6.6 Western Ontario Wardens Caucus Letter to Prime Minister Carney and Premier Ford regarding Tariffs and International Trade

6.7 Municipality of Durham Council Motion to Amend prior Motion to Nazi Symbols of Hate

6.8 Municipality of Assiginack Council Support Resolution regarding Banning Nazi Symbols

6.9 Puslinch Historical Society Report to Puslinch Council March 2025

6.10 Puslinch Profile April 2025

Resolution No. 2025-119:

Moved by Councillor and
Seconded by Councillor

That the Consent Agenda items with the exception of items 6.7 and 6.9 listed for APRIL 16, 2025 Council meeting be received for information.

CARRIED

Resolution No. 2025-120:

Moved by Councillor Sepulis and
Seconded by Councillor Goyda

That the Consent Agenda item 6.7 listed for APRIL 16, 2025 Council meeting be received for information; and

Whereas the Township supports the Municipality of Durham Council Motion to Amend prior Motion to Nazi Symbols of Hate and directs staff to send a support resolution accordingly.

CARRIED

Resolution No. 2025-121:

Moved by Councillor Sepulis and
Seconded by Councillor Goyda

That the Consent Agenda item 6.9 listed for APRIL 16, 2025 Council meeting be received for information; and

Whereas the Township appreciates the dedication and hard work of the Puslinch Historical Society and that staff be directed to send a thank you letter accordingly.

CARRIED

7. **DELEGATIONS:**

(a) None

Council recessed from 1:00pm to 1:31pm

Roll Call

Councillor Goyda

Councillor Sepulis

Councillor Bailey

Councillor Hurst

Mayor Seeley

8. **PUBLIC MEETINGS:**

Mayor Seeley declared a potential pecuniary interest related to item 8.1 as I live adjacent to the proposed subdivision application and refrained from discussions and voting on that item.

April 16, 2025, at 7:00 P.M. Second Public Information Meeting held in person at the Municipal Office (7404 Wellington Road 34) and by electronic participation through Zoom regarding Zoning By-law Application D14-WDD - Part Lot 31, Concession 8 (WDD Main St. Inc.)

9. **REPORTS:**

9.1 Puslinch Fire and Rescue Services

9.1.1 Report FIR-2025-002 – Puslinch Fire Rescue Services 2024 Annual Report

Resolution No. 2025-122:

Moved by Councillor Sepulis and
Seconded by Councillor Hurst

That Report FIR-2025-002 entitled Puslinch Fire Rescue Service 2024 Annual Report, be received for information.

CARRIED

9.2 Finance Department

9.2.1 None

9.3 Administration Department

9.3.1 Report ADM-2025-014 AMPS Policy Approval Update

Resolution No. 2025-123:

Moved by Councillor Sepulis and
Seconded by Councillor Hurst

That Council receives report ADM-2025-014 entitled AMPS Policy Approval Update for information; and,

That Council adopted the following policies as presented:

- 2025-002 Technology and Written Information Policy;
- 2025-003 Preventing Political Interference – AMPS Policy;
- 2025-004 Financial Management and Reporting – AMPS Policy;
- 2025-005 Public Complaints – AMPS Policy;
- 2025-006 Undue Hardship – AMPS Policy;
- 2025-007 Conflict of Interest and Code of Conduct – AMPS Policy;
- 2025-008 Screening and Hearing Officer Appointments – AMPS Policy; and,

That Council give three readings to By-laws 2025-043 being a by-law to enact administrative monetary penalty system to enforce Designated By-laws for the Township, 2025-044 being a to appoint Screening and Hearing Officers for the purposes of the administration of an Administrative Penalty System within the Township of Puslinch, and 2025-045 being a by-law to amend various by-laws for the purposes of enacting and enforcing an administrative monetary penalty system within the Township of Puslinch; and

That Council direct staff to bring forward a body camera policy for Council's consideration; and

That Council direct staff to report back on compliance statistics and timelines once the AMPS program has been in place for a period of time.

CARRIED

9.3.2 Report ADM-2025-015- 2025 Priority Properties Intention to Designate

Resolution No. 2025-124:

Moved by Councillor Hurst and
Seconded by Councillor Sepulis

That Report ADM-2025-015 entitled 2025 Priority Properties Intention to Designate be received for information; and

That the Council of the Township of Puslinch state an intention to designate the following properties pursuant to Section 29 (Part IV) of the Ontario Heritage Act, 1990 (the Act):

(Municipally known as)

- 1. 4422 Wellington Road 32;**
- 2. 6710-6714 Wellington Road 34;**
- 3. 4048 Sideroad 20 South;**
- 4. 7735 Leslie Road West;**
- 5. 8 Brock Road North;**
- 6. 68 Brock Road North;**
- 7. 845 Watson Road South;**
- 8. 596 Arkell Road;**
- 9. 86 Farnham Road;**

That staff be authorized to proceed with the notice requirements as outlined in Section 29 of the Act and in accordance with the Township's Ontario Heritage Act Alternative Notice Policy; and further,

Where no objections are received within the prescribed time period, that staff be directed to prepare and provide designation by-laws for Council's consideration and enactment.

CARRIED

9.3.3 Report ADM-2025-016 Reporting Out From Council Direction Update

Resolution No. 2025-125:

Moved by Councillor Sepulis and
Seconded by Councillor Goyda

That Report ADM-2025-016 entitled Reporting Out from Council Direction Update be received for information; and,

That Council direct staff to provide the peer review of the 2024 Ground Water Monitoring Report for Pit License 20085 to the Pit Operator and the MNR.

CARRIED

9.3.4 Report ADM-2025-017 Mill Creek ARA Site Plan Amendment

Resolution No. 2025-126:

Moved by Councillor Hurst and
Seconded by Councillor Sepulis

That Report ADM-2025-017 entitled Mill Creek ARA Site Plan Amendment be received; and

Whereas the Township has not had the opportunity to review the technical aspects of the proposed ARA amendment;

That Council direct staff to request the Township hydrogeologist and Source Water Protection conduct a technical review of the proposal and report back to Council; and

That the Township hereby objects to the proposed ARA amendment until such time as a thorough review has taken place; and

Whereas Council requested staff to review the Mill Creek Stewards letter regarding the University of Guelph ARA license and subject to staff's review endorse the letter and send accordingly; and

That Council request that the University of Guelph, as the landowner, request that the pit operator withdraw the ARA license to expand the extraction area to more accurately reflect the original site plan.

CARRIED

9.4 Planning and Building Department

Mayor Seeley declared a potential pecuniary interest related to item 9.4.1 as I live adjacent to the proposed subdivision application and refrained from discussions and voting on that item.

9.4.1 Report PD-2025-006 Environmental Protection Lands and Outstanding Items Direction - Zoning By-law Amendment Application

Resolution No. 2025-127:

Moved by Councillor Hurst and
Seconded by Councillor Bailey

That Report PD-2025-006 entitled Environmental Protection Lands and Outstanding Items Direction - Zoning By-law Amendment Application (D14/WDD) be received for information; and,

That Council defer the decision regarding the acquisition of Block 23 until such time as more information is provided including: liability impacts, short-term and long-term costs of a trail versus no trail (natural asset and undeveloped), parking, co-management opportunities, access, a developer funded trail system, and dedicated access to Block 23.

CARRIED

Resolution No. 2025-128:

Moved by Councillor Hurst and
Seconded by Councillor Bailey

That Council request through the draft plan of subdivision approval include a condition that the design of the retaining wall be reviewed and approved by the Township; and

That Council suggest that additional traffic counts be done at the Audrey Meadows subdivision access given the similarities, to be used to address the public's concerns regarding peak period traffic volumes as well as information from the County regarding potential traffic calming measures on Badenoch St.; and

That Council request that staff confirm any impact to on-street parking with the reconstruction of the retaining wall; and

That Council direct staff to conduct a public meeting to review the details of the draft plan of subdivision which will include details of the Back St redesign.

CARRIED

9.6 Roads and Parks Department

9.6.1 None

9.6 Recreation Department

9.6.1 Report REC-2025-001 Agreement to permit the Puslinch Junior Garden Club to continue to manage the established gardens at Puslinch Community Centre

Resolution No. 2025-129: Moved by Councillor Sepulis and
Seconded by Councillor Bailey

That report REC-2025-001 entitled Agreement to permit the Puslinch Junior Garden Club to continue to manage the established gardens at the Puslinch Community Centre be received for information; and

That Council gives three reading to By-law No. 2025-046 being a By-law to authorize the Mayor and Clerk to sign the required contract documents.

CARRIED

9.6.2 Report REC-2025-002 - Drop-in Roller Skating and Inline Shinny Schedule at the ORC

Resolution No. 2025-130: Moved by Councillor Goyda and
Seconded by Councillor Hurst

That Council receive Report REC-2025-002 entitled Drop-in Roller Skating and Inline Shinny Schedule at the ORC be received; and

That the following drop-in roller-skating and inline shinny schedule at the ORC Rink be implemented beginning in 2025:

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

That Council give staff authority to adjust facility schedules throughout the year with the intent of increasing usage of the facility, where no impacts on operating costs exist, and to provide an annual report at the end of each year outlining schedules and usage statistics.

CARRIED

10. **CORRESPONDENCE:**

Councillor Sepulis declared a potential pecuniary interest related to item10.1, Presentation by NPG Planning Solutions Inc. regarding Puslinch by Design Open House Feedback and refrained from discussions and voting on that item.

10.1 Presentation by NPG Planning Solutions Inc. regarding Puslinch by Design Open House Feedback

Resolution No. 2025-131: Moved by Councillor Bailey and
Seconded by Councillor Hurst

That Correspondence item 10.1 Presentation by NPG Planning Solutions Inc. regarding Puslinch by Design Open House Feedback be received for information; and

That Council direct staff to include future strategic growth areas in the next phase of the study for Council’s consideration; and

That Council direct staff to make the Hydrogeological memo provided by Harden Environmental available to the public on the Township website.

CARRIED

10.2 Presentation by City of Guelph regarding Southwest Guelph Water Supply Environmental Assessment

Resolution No. 2025-132:

Moved by Councillor Sepulis and
Seconded by Councillor Hurst

That Correspondence item 10.2 Presentation by City of Guelph regarding Southwest Guelph Water Supply Environmental Assessment be received for information; and

That Council direct staff to request a meeting with Harden Environmental, Source Water Protection, and the City of Guelph to discuss the July 11, 2024 letter and recommendations from Harden Environmental regarding the testing radius requirements to expand beyond the 1km radius given the draw down effect being felt approximately 4km away from the testing site; and

That Council direct staff request that the City of Guelph install data loggers in specific private wells within the test radius area with property owner consent.

CARRIED

10.3 County of Wellington Automatic Speed Enforcement - Project Update #4 and #5

Resolution No. 2025-133:

Moved by Councillor Goyda and
Seconded by Councillor Sepulis

That Correspondence item 10.3 regarding the County Report - Automated Speed Enforcement - Project Update #4 & #5 be received; and

Whereas the County has undertaken a one-year trial of an Automated Speed Enforcement (ASE) programme with the objective of enhancing road safety and speed management within the County; and,

Whereas the County report indicates that revenue generated from the ASE trial will be allocated to the Roads Capital Reserve with the intention of funding future work and projects within the County Roads budget; and,

Whereas revenue from the ASE programme presents an opportunity to fund the Speed Management capital account and expand the scope of investments in road safety infrastructure; and,

Whereas additional capital projects that may be funded through ASE revenue include, but are not limited to:

- Capital road construction, including roundabouts;
- Road geometric design improvements such as the installation of curbs, paving of shoulders, and narrowing of lane widths;
- Upgrading of pedestrian crosswalks, traffic signals, and installation of guard rails; and
- Undertaking speed monitoring and traffic studies

Whereas the allocation of ASE revenue towards these projects aligns with the Township's commitment to enhancing road safety and managing traffic speed; and

Whereas the County is developing an Automated Speed Enforcement Revenue Usage Policy, to be considered by County Council for approval at their upcoming April Council meeting;

Therefore, that the Township requests that the Automated Speed Enforcement Revenue Usage Policy include provisions stipulating that ASE revenue generated within the boundaries of each municipality be reinvested into speed mitigation and road safety improvements within the same municipality where it is generated; and

That the Automated Speed Enforcement Revenue Usage Policy includes provisions stipulating that each lower tier municipality be given the opportunity to submit recommendations on speed mitigation and road safety improvement project priorities to be considered during the County's annual budget process; and

That the County be requested to provide information regarding timing, and any specific criteria for submitting such recommendations as part of the preparation for the 2026 budget and beyond; and

That Council direct staff to forward this resolution to the County Clerk for inclusion on the County Council April 24, 2025 agenda and that this resolution be circulated to the member municipality CAOs for their information and support.

CARRIED

11. COUNCIL REPORTS:

11.1 Mayor' Updates

11.1.1 None

11.2 Council Member Reports

11.2.1 None

12. BY-LAWS:

12.1.1 BL2025-043 AMPS By-law - Being a by-law to enact an administrative monetary penalty system to enforce Designated By-laws for the Township

12.1.2 BL2025-044 Screening and Hearing Officer AMPS Appointment- Being a By-law to appoint Screening and Hearing Officers for the purposes of the administration of an Administrative Penalty System within the Township of Puslinch

12.1.3 BL2025-045 AMPS - Being a By-law to amend various Township By-laws for the purposes of enacting and enforcing an administrative monetary penalty system within the Township of Puslinch.

12.1.4 BL2025-046 Authorize Entering into a Land Use Agreement - Being a by-law to authorize the entering into a Land Use Agreement with The Puslinch Junior Garden Club for the use of the established gardens located at the Puslinch Community Centre.

12.1.5 BL2025-048 - Appoint Deputy Fire Chief Operations and Training - Being a By-Law to appoint a Deputy Fire Chief and to repeal By-law Numbers 071-2017 and 2021-004.

Resolution No. 2025-134:

Moved by Councillor Hurst and
Seconded by Councillor Sepulis

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

12.1.1 BL2025-043 Being a by-law to enact an administrative monetary penalty system to enforce Designated By-laws for the Township

12.1.2 BL2025-044 Being a By-law to appoint Screening and Hearing Officers for the purposes of the administration of an Administrative Penalty System within the Township of Puslinch

12.1.3 BL2025-045 Being a By-law to amend various Township By-laws for the purposes of enacting and enforcing an administrative monetary penalty system within the Township of Puslinch.

12.1.4 BL2025-046 Being a by-law to authorize the entering into a Land Use Agreement with The Puslinch Junior Garden Club for the use of the established gardens located at the Puslinch Community Centre.

12.1.5 BL2025-048 Being a By-Law to appoint a Deputy Fire Chief and to repeal By-law Numbers 071-2017 and 2021-004.

CARRIED

13. ANNOUNCEMENTS:

17.1 Councillor Hurst mentioned the annual community clean up on Saturday May 3.

14. CLOSED SESSION:

Council was in closed session from 3:17 p.m. to 4:17 p.m.

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

Resolution No. 2025-135:

Moved by Councillor Bailey and
Seconded by Councillor Sepulis

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

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

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

14.3 Confidential report regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local boards – Potential matters heard by Ontario Land Tribunal

14.4 Confidential minutes from previous closed meetings:

14.4.1 March 26, 2025, Closed Meeting Minutes

CARRIED

Resolution No. 2025-136:

Moved by Councillor Sepulis and
Seconded by Councillor Bailey

THAT Council moves into open session at 4:17 pm

CARRIED

Council resumed into open session at 4:17 p.m.

Resolution No. 2025-137:

Moved by Councillor Hurst and
Seconded by Councillor Goyda

That Council receives the:

14.1 Confidential report regarding personal matters about an identifiable individual, including

municipal or local board employees – Senior of the Year Nominations

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

14.3 Confidential report regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local boards – Potential matters heard by Ontario Land Tribunal

14.4 Confidential minutes from previous closed meetings:

14.4.1 March 26, 2025, Closed Meeting Minutes

CARRIED

15. BUSINESS ARISING FROM CLOSED SESSION:

None

16. NOTICE OF MOTION:

None

17. NEW BUSINESS:

None

18. CONFIRMATORY BY-LAW:

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

Resolution No. 2025-138:

Moved by Councillor Goyda and
Seconded by Councillor Sepulis

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

By-Law 2025-047 being a by-law to confirm the proceedings of Council for the Corporation of the Township of Puslinch at its meeting held on the 16 day of April 2025.

CARRIED

19. ADJOURNMENT:

Resolution No. 2025-139:

Moved by Councillor Bailey and
Seconded by Councillor Hurst

That Council hereby adjourns at 4:18 p.m.

CARRIED

James Seeley, Mayor

Courtenay Hoytfox, Clerk