



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
NOVEMBER 27, 2024 COUNCIL MEETING  
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION &  
IN-PERSON AT THE MUNICIPAL OFFICE –  
7404 WELLINGTON RD 34, PUSLINCH

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## **A G E N D A ADDENDUM**

**DATE:** Wednesday November 27, 2024

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

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

### **ADDENDUM**

6.9 TAPMO Letter to Assistant Deputy Minister Ian Freeman RE O. Reg 370 24

6.10 TAPMO Letter to Minister of Finance Peter Bethlenfalvy RE Aggregate Assessment

6.11 TAPMO Letter to Premier Ford and Minister Bethlenfalvy RE Pre Budget Announcement

6.12 TAPMO November 2024 Newsletter

**≠ Denotes resolution prepared**

- 1. Call the Meeting to Order**
- 2. Roll Call**
- 3. Moment of Reflection**
- 4. Confirmation of the Agenda ≠**



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**5. Disclosure of Pecuniary Interest & the General Nature Thereof**

**6. Consent Agenda ≠**

*Consent Agenda items are considered routine in nature and are voted on collectively. Any member of Council may request one or more items be removed from the Consent Agenda for separate action.*

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

**6.1.1 None**

**6.2 Township of Larder Lake Resolution Regarding the Redistribution of Land Transfer Tax and Property Sale GST**

**6.3 Township of McGarry Resolution Regarding the Redistribution of Land Transfer Tax and Property Sale GST**

**6.4 Township of Howick Resolution regarding Ontario Provincial Police Costs for 2025**

**6.5 County of Wellington December 2024 Committee and Council Schedule**

**6.6 Wellington O.P.P. Detachment Board Report - October 2024**

**6.7 Wellington O.P.P. Detachment Board Report - November 2024**

**6.8 Conservation Authorities Act Deliverables Package for Conservation Halton – November 2024**

**6.9 TAPMO Letter to Assistant Deputy Minister Ian Freeman RE O. Reg 370 24**

**6.10 TAPMO Letter to Minister of Finance Peter Bethlenfalvy RE Aggregate Assessment**

**6.11 TAPMO Letter to Premier Ford and Minister Bethlenfalvy RE Pre Budget Announcement**

**6.12 TAPMO November 2024 Newsletter**

*Recommendation:*

*That the Consent Agenda items listed for the November 27, 2024 Council meeting be received for information.*

**7. Delegations ≠**

**7.1 Specific Interest (Items Listed on the Meeting Agenda)**

**7.1.1 None**

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

**7.2.1 None**

**8. Public Meeting**

**8.1 November 27, 2024 at 7:00 P.M. Public Information Meeting held in-person at the Municipal Office (7404 Wellington Road 34) and by electronic participation through Zoom regarding the following:**

- Zoning By-law Amendment Application D14-QUI (Quinnell) 1873 Townline Road





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- Zoning By-law Amendment Application D14-JEF (Jefferson) 86 Farnham Road
- Zoning By-law Amendment Application D14-SCR (Scrivener) 4438 Watson Road

**9. Reports ≠**

**9.1 Puslinch Fire and Rescue Services**

**9.1.1 None**

**9.2 Finance Department**

**9.2.1 Report FIN-2024-030 – 2025 Grant Application Program ≠**

*Recommendation:*

*That Report FIN-2024-030 entitled Grant Application Program be received for information; and,*

*That Council approves the grant allocations amounting to \$\_\_\_\_\_ as outlined below:*

<b>Organization</b>	<b>2025 Approved Grant Allocation</b>
<i>Aberfoyle Agricultural Society</i>	
<i>Friends of Mill Creek</i>	
<i>Optimist Club of Puslinch</i>	
<i>Puslinch Minor Soccer Club</i>	
<i>Sunrise Therapeutic Riding and Learning Centre</i>	
<i>Whistle Stop Cooperative Preschool Inc</i>	

**9.2.2 Report FIN-2024-029 – 2025 Proposed Operating Budget ≠  
 (Circulated under separate cover)**

*Recommendation:*

*That Report FIN-2024-029 entitled 2025 Proposed Operating Budget be received for information; and,*

*That the Staff Expense Policy and the Council, Committees and Other Appointments – Compensation, Benefits and Expense Policy be amended to reflect the delegated authority to the Director of Finance/Treasurer or designate for an automatic annual adjustment to the mileage reimbursement rate based on the Canada Revenue Agency per kilometre rates that are set at the end of each year; and*



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*That Council approves the 2025 one-time base budget increases amounting to \$18,435 as outlined below to be funded by the 2024 surplus:*

<i>Description</i>	<i>2025 Approved One-Time Base Budget Increases</i>
<i>175th Anniversary of the Township</i>	<i>\$1,435</i>
<i>Proposed Zoning By-law Amendments</i>	<i>\$15,000</i>
<i>Peer Review of Statements of Cultural Heritage Value or Interest</i>	<i>\$2,000</i>

*That Council approves the 2025 permanent base budget increases amounting to \$2,397 as outlined below to be funded by the 2025 tax levy:*

<i>Description</i>	<i>2025 Approved Permanent Base Budget Increases</i>
<i>Back-up to the EOC Director - Cell Phone for Emergency Incidents</i>	<i>\$627</i>
<i>Hamilton Health Sciences Medical Oversight</i>	<i>\$1,770</i>

*That Council approves the 2025 permanent base budget increase amounting to \$684 for the Trax Software to be funded by the Building Reserve.*

**9.3 Administration**

**9.3.1 Report ADM-2024-062 – Council Compensation, Benefits and Expense Policy Review ≠ (Circulated under separate cover)**

*Recommendation:*

*That Report ADM-2024-062 regarding Council Compensation, Benefits and Expense Policy be received; and*

*That Council directs staff to prepare a By-law to adopt the Council, Committees and Other Appointments – Compensation, Benefits and Expense Policy as [presented/amended] at the December 18, 2024 Council meeting and to repeal By-law No. 058-2020.*

**9.4 Planning and Building Department**

**9.4.1 None**



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**9.5 Roads and Parks Department**

**9.5.1 None**

**9.6 Recreation Department**

**9.6.1 Verbal report regarding Badenoch Storage Shed Replacement Donations**

*Recommendation:*

*That the verbal report regarding the Badenoch Storage Shed Replacement Donations be received for information.*

**10. Correspondence ≠**

**10.1 10:05 AM Presentation by Marianne Love, ML Consulting regarding 2024 Puslinch Council Compensation Review ≠**

*Recommendation:*

*That Correspondence Items 10.1 entitled Presentation by Marianne Love, ML Consulting regarding 2024 Puslinch Council Compensation Review be received for information; and*

*That Council approves the compensation adjustment for Mayor and members of Council as outlined in the presentation.*

**10.2 Township Planning Consultant Comments regarding County of Wellington Planning Committee Report regarding Official Plan Review – 2024 Rural Residential Growth Analysis ≠**

*Recommendation:*

*That Correspondence Items 10.1 entitled Township Planning Consultant Comments regarding County of Wellington Planning Committee Report regarding Official Plan Review – 2024 Rural Residential Growth Analysis be received for information; and,*

*That Council select option \_\_\_ to be forward to the County of Wellington Planning Committee for consideration with respect to the Official Plan Review of Rural Residential Growth.*

**11. Council reports**

**11.1 Mayor' Updates**

**11.2 Council Member Reports (verbal or written updates from members who sit on boards/committees)**



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- 12. **By-laws ≠**
  - 12.1 First, Second and Third Reading
    - 12.1.1 None
- 13. **Announcements**
- 14. **Closed Session – Pursuant to Section 239 Subsection (2) of the Municipal Act, 2001 for the purpose of:**
  - 14.1 None
- 15. **Business Arising from Closed Session**
- 16. **Notice of Motion**
- 17. **New Business**
- 18. **Confirmatory By-law ≠**
  - 18.1 BL2024-071 Confirm By-law – November 27, 2024

*Recommendation:*

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

*By-law 2024-071 being a by-law to confirm the proceeding of Council for the Corporation of the Township of Puslinch at its meeting held on 27<sup>th</sup> day of November 2024.*

- 19. **Adjournment ≠**

**THE CORPORATION OF THE TOWNSHIP OF LARDER LAKE**

69 Fourth Avenue, Larder Lake, ON  
 Phone: 705-643-2158 Fax: 705-643-2311



**MOVED BY:**

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

**SECONDED BY:**

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

Motion #: 7

Resolution #: 7

Date: November 12, 2024

Whereas municipalities face growing infrastructure needs, including roads, bridges, public transit, water systems, and other critical services, which are essential to community well-being and economic development; and

Whereas the current sources of municipal revenue, including property taxes and user fees, are insufficient to meet these increasing demands for infrastructure investment; and

Whereas the Province of Ontario currently collects the Land Transfer Tax (LTT) on property transactions in municipalities across the province, generating significant revenue that is not directly shared with municipalities; and

Whereas the Federal Government collects the Goods and Services Tax (GST) on property transactions, a portion of which could be directed to municipalities to address local infrastructure needs; and

Whereas redistributing a portion of the Provincial Land Transfer Tax and GST to municipalities would provide a predictable and sustainable source of funding for local infrastructure projects without creating a new tax burden on residents or homebuyers; and

Whereas a redistribution of a portion of the existing Land Transfer Tax and GST would allow municipalities to better plan and invest in long-term infrastructure initiatives, supporting local economic growth and improving the quality of life for residents;

Recorded vote requested:

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

I declare this motion

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

<b>Disclosure of Pecuniary Interest*</b>

Chair: \_\_\_\_\_

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

**THE CORPORATION OF THE TOWNSHIP OF LARDER LAKE**

**69 Fourth Avenue, Larder Lake, ON**

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



**MOVED BY:**

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

**SECONDED BY:**

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

Motion #: 8

Resolution #: 7

Date: November 12, 2024

1. Now Therefore Be It Hereby Resolved That the Township of Larder Lake Council formally requests the Provincial Government to consider redistributing a portion of the Land Transfer Tax collected on property transactions to municipalities; and

2. Be It Further Resolved That the Township of Larder Lake Council calls on the Federal Government to allocate a percentage of the GST collected on property sales to municipalities; and

3. Be It Further Resolved That this redistribution of the Land Transfer Tax and GST should be structured to provide predictable and sustainable funding to municipalities, allowing for better long-term planning and investment in infrastructure projects that benefit local communities, thus ensuring that local governments receive a fair share of the revenue to address critical infrastructure needs; and

4. Be It Further Resolved That copies of this resolution be forwarded to Prime Minister Justin Trudeau, Premier Doug Ford, the Ontario Minister of Finance, the Minister of Municipal Affairs and Housing, local Members of Parliament (MPs) and Members of Provincial Parliament (MPPs); and

5. *Be It Further Resolved That copies of this resolution be forwarded to all 444 Municipalities in Ontario, the Federation of Canadian Municipalities (FCM), and the Association of Municipalities of Ontario (AMO) for their endorsement and advocacy.*

Recorded vote requested:

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

I declare this motion

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

<b>Disclosure of Pecuniary Interest*</b>

Chair: [REDACTED]

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



November 12, 2024

Resolution No. 333/2024

**THE CORPORATION OF THE TOWNSHIP OF MCGARRY  
P.O. BOX 99,  
VIRGINIATOWN, ON. P0K 1X0**

MOVED BY [REDACTED]

SECONDED BY [REDACTED]

**Whereas** municipalities face growing infrastructure needs, including roads, bridges, public transit, water systems, and other critical services, which are essential to community well-being and economic development; and

**Whereas** the current sources of municipal revenue, including property taxes and user fees, are insufficient to meet these increasing demands for infrastructure investment; and

**Whereas** the Province of Ontario currently collects the Land Transfer Tax (LTT) on property transactions in municipalities across the province, generating significant revenue that is not directly shared with municipalities; and;

**Whereas** the Federal Government collects the Goods and Services Tax (GST) on property transactions, a portion of which could be directed to municipalities to address local infrastructure needs; and

**Whereas** redistributing a portion of the Provincial Land Transfer Tax and GST to municipalities would provide a predictable and sustainable source of funding for local infrastructure projects without creating a new tax burden on residents or homebuyers; and

**Whereas** a redistribution of a portion of the existing Land Transfer Tax and GST would allow municipalities to better plan and invest in long-term infrastructure initiatives, supporting local economic growth and improving the quality of life for residents;

1. **Now Therefore Be It Hereby Resolved That** The Council of the Corporation of the Township of McGarry formally requests the Provincial Government to consider redistributing a portion of the Land Transfer Tax collected on property transactions to municipalities; and
2. **Be It Further Resolved That** The Council of the Corporation of the Township of McGarry calls on the Federal Government to allocate a percentage of the GST collected on property sales to municipalities; and
3. **Be It Further Resolved That** this redistribution of the Land Transfer Tax and GST should be structured to provide predictable and sustainable funding to municipalities, allowing for better long-term planning and investment in infrastructure projects that benefit local communities, thus ensuring that local governments receive their fair share of the revenue to address critical infrastructure needs; and

- 4. **Be It Further Resolved That** copies of this resolution be forwarded to Prime Minister Justin Trudeau, Premier Doug Ford, the Ontario Minister of Finance, the Minister of Municipal Affairs and Housing, local Members of Parliament (MPs) and Members of Provincial Parliament (MPPs); and
- 5. **Be It Further Resolved That** copies of this resolution be forwarded to all 444 Municipalities in Ontario, the Federation of Canadian Municipalities (FCM), and the Association of Municipalities of Ontario (AMO) for their endorsement and advocacy.

**Defeated** \_\_\_\_\_ / **Carried** \_\_\_\_\_

**Mayor** **Mayor**

<b>Recorded Vote</b>	<b>Requested by</b> _____	
	<b>YES</b>	<b>NO</b>
<b>Mayor Bonita Culhane</b>	_____	_____
<b>Councillor Louanne Caza</b>	_____	_____
<b>Councillor Elaine Fic</b>	_____	_____
<b>Councillor Annie Keft</b>	_____	_____
<b>Councillor Francine Plante</b>	_____	_____





Howick Township  
44816 Harriston Road  
Gorrie, ON N0G 1X0

**Phone:** 519-335-3208 ext. 2  
**Fax:** 519-335-6208  
**Email:** [clerk@howick.ca](mailto:clerk@howick.ca)  
**Website:** [www.howick.ca](http://www.howick.ca)

November 6, 2024

Premier Doug Ford  
Legislative Building  
Queen's Park  
Toronto, ON M7A 1A1  
Via email: [premier@ontario.ca](mailto:premier@ontario.ca)

Dear Honourable Premier Ford,

### **Re. Resolution – Ontario Provincial Police Costs for 2025**

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Please be advised that the Council of the Corporation of the Township of Howick, at its meeting held November 5, 2024 enacted the following resolution:

**MOVED BY: Councillor Rognvaldson**  
**SECONDED BY: Councillor Grimes**

**WHEREAS** the Township of Howick's 2025 OPP Annual Billing Costs represents a 21.15% increase over the 2024 OPP Annual Billing Costs, with many small, rural municipalities across Ontario facing even larger increases for 2025;

**AND WHEREAS** this 21.15% increase in OPP costs equates to more than a 2.8 per cent tax increase before Howick Township even begins its 2025 budget process in terms of levels of services;

**AND WHEREAS** the downloading of costs such as these from the province and the subsequent significant cost increases are not feasible or sustainable for small, rural municipalities in Ontario who are bound to raising their revenue solely through property taxes and user fees;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Township of Howick adopt and endorse Resolution No. 229 of the Municipality of Tweed and further calls on the Ontario Government to immediately implement sustainable funding for small, rural municipalities by reabsorbing the cost of the Ontario Provincial Police Force back into the provincial budget with no cost recovery to municipalities.

**CARRIED.**

The Township of Howick appreciates the province's attention to the financial challenges faced by small, rural municipalities and looks forward to a collaborative solution.

Sincerely,

*Caitlin Gillis*

Caitlin Gillis, Clerk-Administrator

Cc: The Honourable Michael Kerzner, Solicitor General  
The Honourable Peter Bethlenfalvy, Minister of Finance  
The Association of Municipalities of Ontario, All Municipalities of Ontario  
Huron-Bruce MPP Lisa Thompson  
County of Huron

Municipality of Tweed Council Meeting  
Council Meeting



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

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**Moved by** P. Valiquette  
**Seconded by** J. Palmateer

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

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

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

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

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

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

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

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

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

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



## The Corporation of the County of Wellington December 2024 Meeting Schedule

<b>Date</b>	<b>Time</b>	<b>Committee</b>	<b>Location</b>
<b>Dec 5/24 Thursday</b>	<b>9:00am</b>	<b>Land Division</b> Warden Lennox Councillors Seeley (Chair), Dehn, Lloyd Watters	<b>Keith Room Administration Centre</b>
<b>Dec 5/24 Thursday</b>	<b>1:30pm</b>	<b>Joint Accessibility Advisory</b> Councillor Bulmer (Chair), Giverny Parent, Robin Fletcher Bethany Parkinson, Heather Small, Gerald Townsend	<b>Nicholas Keith Room Museum and Archives</b>
<b>Dec 6/24 Friday</b>	<b>10:00am</b>	<b>Wardens Inaugural</b> Council and Department Heads	<b>Council Chambers Administration Centre</b>
<b><u>Other Dates to Note:</u></b>			
<b>Dec 25/24 Wednesday</b>		<b>Christmas Day</b>	<b>Office Closed</b>
<b>Dec 26/24 Thursday</b>		<b>Boxing Day</b>	<b>Office Closed</b>
<b>Dec 27 – Jan 1/2025</b>		<b>Christmas Break</b>	<b>Office Closed</b>

If you have any questions regarding committee schedules please contact Jennifer Adams, County Clerk at 519.837.2600 x2520 or [jennifera@wellington.ca](mailto:jennifera@wellington.ca) as meetings are subject to change.





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

**October 2024**

Detachment Commander:  
Inspector Steve Thomas

# From the Detachment Commander

With the summer of 2024 behind us, the trees beginning to change colour, the days getting shorter and winter in the not-so-distant future; I would like to take this moment to remind everyone now is a good time to make sure your vehicle is safe for the coming weather and consider installing winter tires on your vehicle. Please drive according to the weather conditions and do not drink and drive.



Inspector Steve Thomas  
519-846-5930

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## Crime

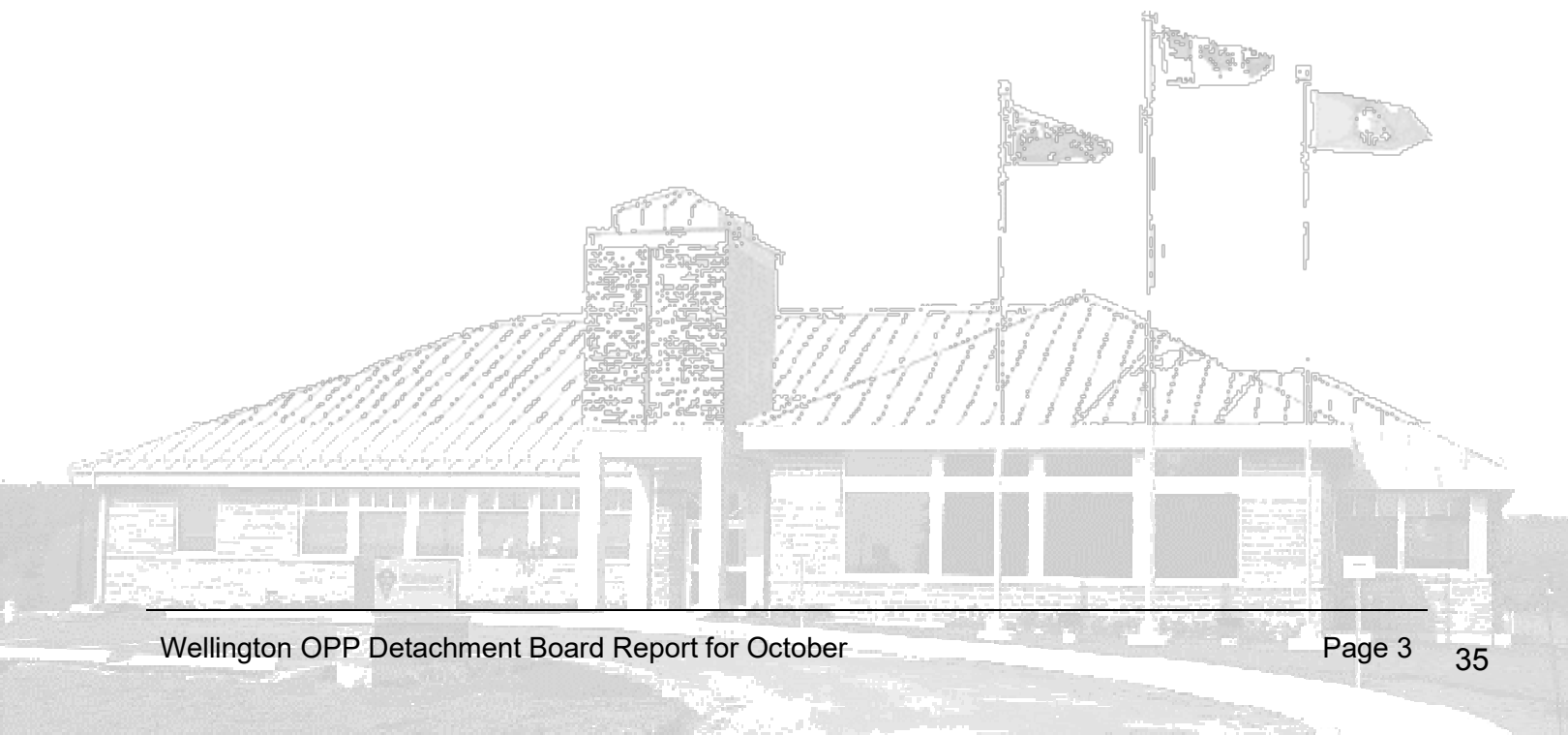
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### Crime Unit

Supervisor: Acting Detective Sergeant, Christine Millson

During the month of September, the Crime Unit was involved in several arson investigations along with unrelated arsons that were reported in the Centre and South Wellington areas of the county. Arson is the act or crime of willfully, wrongfully and unjustifiably setting property on fire. Arsons are difficult investigations due to the complexity of identifying the responsible party and due to most physical evidence being consumed.

Members in the unit attended various types of training including crime related courses, Major Case Management and Forensic Interviewing Techniques. As well, Detective Constable Jacob Unger was successful in obtaining a Crisis Negotiator role within the organization and attended the introductory course and was utilized in the region already in his role.



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## Community Street Crime Unit

Supervisor: Detective Sergeant, Jeffrey Dudley

September has been a steady month for Community Street Crime Unit (CSCU). Wellington County CSCU continues to support the Crime Unit and frontline investigations where possible.

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

CSCU assisted frontline members with the identification of a suspect from a theft occurrence. Members of the Wellington County OPP Traffic Unit conducted a traffic stop and as a result the suspect was apprehended. The suspect was charged with driving related offences and theft. The suspect's vehicle was towed and impounded for 45 days due to driving related offences.

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

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



## Traffic

### Traffic Management Unit

Supervisor: Sergeant Kevin Driscoll

### Black Cat Speed Monitoring Devices

	Study Length	Number of Vehicles	Recommended Enhanced Enforcement	Posted Speed Limit	85 <sup>th</sup> Percentile	Collision History (5 years)
Location						
Wellington Rd 21	7 days	34,258	No	80	96	Nothing significant
Location						
Wellington Rd 29 at 124	7 days	49,170	No	60	83	Nothing significant
Location						
Wellington Rd 31 at #7087	7 days	46,969	No	80	94	Nothing significant
County Deployed						
Location						
Winston Churchill Blvd - Erin	7 days	10,216	No	70	87	Nothing significant
Location						
Indian Trail – Between Spirit Valley and the river	9 days	24,560	No	40	74	Nothing significant
This continues to be a location requiring patrols						

### Enhanced Enforcement Program

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

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

Location	Charges
Wellington Road 50 – Erin	2
Wellington Road 18 – Elora Public School	0
Wellington Road 32 (Lake Rd)	19 (plus 1 – 3-day warn range suspension)

### Traffic Management Unit - Administration

Members of Wellington Detachment also participated in the Back-to-School campaign as well as the Drive Smart: Keep it Safe campaign.



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During the Drive Smart campaign, Wellington County members worked extremely hard keeping the motoring public safe issuing a total of 147 Provincial Offence Notices along with 73 warnings.

Wellington County also hosted a 3-day bicycle training course qualifying eight new OPP officers for front line bicycle patrol.

Members of the Wellington Detachment conducted 67 RIDE spot checks.

Wellington County Detachment investigated a total of 113 motor vehicle collisions.

2 – Fatal

15 – Personal Injury

96 – Property Damage

During the week of September 23<sup>rd</sup>, Sgt Driscoll assisted with a motorcycle escort for the Ride 2 Remember, escorting members from various police services as they cycled from the Ontario Police College in Aylmer to the National Police Memorial in Ottawa. Approximately 200 cyclists were escorted over 800km honouring those who paid the ultimate sacrifice in the line of duty.



# Community Response

## Community Response Unit

Supervisor: Sergeant Adam McGough

### Community Response Unit / Offender Management & Apprehension Program:

#### Offender Management & Apprehension Program

The members of the Community Response Unit continue facilitating the Offender Management & Apprehension Program. From January 1, 2024 – August 31, 2024, 209 warrants have been executed by Wellington County OPP. In September, there were 18 bail condition compliance checks on those in the community. There remain 237 active warrants.

#### Community Safety and Services

CSO/Media – New member in the unit

Provincial Constable Matthew Burton has been a police officer for 9 years. He started with Halton Police before switching to OPP as an EPO (Experienced Police Officer) in October 2022. He has coached six recruits during his policing career. He has been a guest presenter at Conestoga College on two occasions and conducted 'ride-alongs' with Miami-Dade Police in Florida.

CSS- New member in the unit

Provincial Constable Simone Roesink transferred to Wellington recently from Haldimand County. She worked closely with her community there and has ties to Wellington County.

CSS – New member in the unit

Provincial Constable Garry Kalcsics has been a member of Wellington OPP since 2019 previously working in Port Credit OPP. PC Kalcsics has completed a secondment with our Wellington Community Street Crime Unit.

#### Community Engagement

Members conducted focus patrol and awareness during the Back-to-School campaign reminding motorists about students returning to school from their summer break. Students at St. Mary's Catholic School are slowly returning to their school after renovations from last season's fire.

Sirens for Life- Canada Blood Services: Friendly competition between First Responders.



Hello Sirens For Life Team Champions!

Thanks so much for your support of The 2024 SFL campaign!

I wanted to take this opportunity to share the final results for the Sirens teams:

Team Name	Total Donations	Ranking
Guelph Police Services	37	1st
Guelph Fire Department	11	2nd
County of Wellington OPP	10	3rd*
Milton Fire Rescue and Emergency Services	10	3rd*
Guelph Wellington-Paramedic Services	5	4th
Centre Wellington Fire Rescue Associations	4	5th
Mapleton Fire Rescue - Drayton	1	6th*
Guelph Eramosa Fire Department	1	6th*

\*Tied



CRU Member participated in a new initiative started by Centre Wellington Municipality.

“Thank you again for joining the New Resident Reception last week and thank you for your feedback. We are thrilled with the way it went for our first one and we appreciate your patience with our learning curve! The feedback from the new residents was very positive and they seemed to appreciate the 16 topic tables we invited and didn’t feel like we missed any topics, which is great!

Stay tuned to see if Council wants to repeat this in the New Year. We will be in touch!”

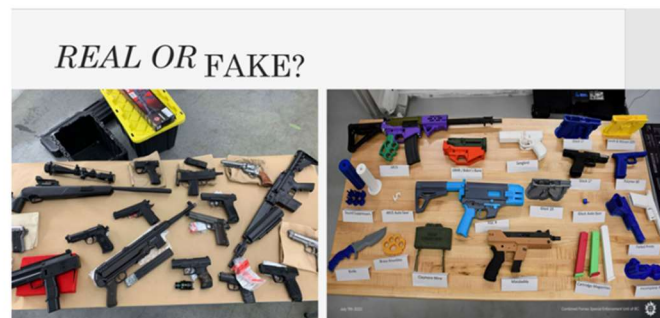


**Kristen Bettiol (she/her)**  
**Manager of Community Development**  
 Community Services  
 1 MacDonald Square, Elora ON, N0B 1S0  
 T: 519-846-9691 x322  
[www.centrewellington.ca](http://www.centrewellington.ca)  
 X f

### CSO Community Safety Officers

Members are conducting a series of Weapons Presentations through the Wellington Catholic District School Board. The presentations are being presented at six different schools and are being aided by the John Howard Society and school staff.

Slide 6: Real or Fake



- Take a look at this slide and tell me which weapons are the FAKE weapons and which are the REAL weapons.... The ones on the left or right...which ones are real?

---

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

**August 2024**

Individuals Served	Requests for Service	Live Calls with Police	Calls Diverted from Hospital
58	57	20	90%

**Safe Communities Wellington County**

Safe Communities Wellington County launched Social Media and Radio Campaigns to raise awareness about the importance of sharing the road and promoting mental wellness. These efforts included engaging graphics and informative content shared across Facebook, Twitter, and Instagram, highlighting safe driving practices and mental health resources. We Collaborated with The River to broadcast messages about road safety and mental wellness, reaching a broader audience in the community. We attended the Centre Wellington New Residents Reception to connect with newcomers and gauge interest in volunteering for Safe Communities Wellington County. The event provided an excellent opportunity to engage in discussions about community safety and volunteer opportunities.

In preparation for Safe Communities Day, we reached out to elementary school principals across Wellington County to disseminate information about the event. Sending detailed information packets outlining the day's activities and objectives and encouraging participation from students and staff to foster a culture of safety and community engagement.

**Auxiliary Unit**

Unit Commander: Auxiliary Staff Sergeant J. SWAN

Liaison: Provincial Constable Kyle Draves

We had members assist with foot patrols at the Fergus Fall Fair this month as well as a car show in Elora. In addition, we had members support with Friday the 13<sup>th</sup> in Port Dover and with an unsanctioned car rally in Grand Bend.

Jackie Andrews from the Centre Wellington Food Bank sent along her thanks for our assistance at the food drive we had participated in at the end of August.

PC Kyle Draves stepped down as the Auxiliary Liaison Officer as he has moved onto another role with the In-Service Training Unit. His support and leadership greatly contributed to the current strength of the unit. We welcome PC Stephen Gilfillan as our new Liaison Officer. He is very familiar to some of our members as a former Wellington Auxiliary Constable.

Training this month consisted of reviewing uniform and deportment of members. We also worked through some scenario training. The main goal of this month's training was working on integrating all of our new members into our training and platoon structure. We also started some pre-planning for events coming in November and December as these are typically busy months for the unit.

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## Crime Stoppers

Sarah Bowers-Peter, Program Coordinator CSGW

Crime Stoppers Guelph Wellington (CSGW) has had an overwhelmingly positive response from schools within Wellington Catholic District School Board and Upper Grand District School Board to the new presentation "The CS (Cyber Safety) Presentation". The presentation was launched September 9<sup>th</sup> and within days, there were more than two dozen requests from schools throughout the region. At time of writing, there are 37 individual requests, most with multiple classrooms looking for the information. Thanks to the support of the local Boards, this is also sparking interest in other CSGW offerings, specifically the 5 Tips, 5 Ideas, 5 Signs presentation for parents and guardians.

Shredding Events were successful once again. The Mount Forest event set another record, raising \$3,250 for CSGW. The awareness around preventing identity theft and reducing clutter were also benefits of this fundraiser. The Guelph event totals are being confirmed at time of writing. These events would not happen without the support of Deryck West – Desjardins Insurance Agent and Robert J. Cottell & Associates of Mount Forest along with the Wellington North Fire Service who permit the use of their parking lot, along with Skyjack Inc. who host and sponsor the event in Guelph. Sponsors cover the cost of the shredding truck and allow all proceeds to go to CSGW.

Fraud Talk continues to be a popular request for CSGW and Victim Services Wellington. It has been decided that if there is interest in this message, it will continue to be offered. Fraud Talk was developed through a grant from the Ministry of the Solicitor General which ended in March 2024.

CSGW finally received the awards from the Ontario Association of Crime Stoppers. In June the program was awarded in five categories, Best Radio, Best Video, Best Digital Effort, Best Print and for an amazing 9<sup>th</sup> year in a row, the Marla Moon Memorial Award of Excellence. These awards were announced through [www.csgw.tips](http://www.csgw.tips) and our various social media platforms. We thank our media partners and agencies that work with us, resulting in these provincial awards.



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## Court

Supervisor: Sergeant Shaugn Rogers

Wellington County Court Bureau highlights:

- Provided ongoing direction for officers to streamline disclosure of evidence and to clarify court procedures including firearms seizures and court attendance.
- Improving our tracking of individuals sentenced to Probation and/or Conditional Sentence Orders to properly monitor these persons in Wellington County.
- Provided direction for entry and removal of wanted persons captured on CPIC due to a new automated warrant flagging system. The intent of this is to provide accurate capturing of data on a new "Wanted Persons Dashboard" being developed across the province.



# Personnel & Acknowledgements

Wellington County OPP received two acknowledgements at the OPP General Headquarters general mailbox this month. Unfortunately, the officers names were not provided, but below are the excerpts from the submissions.

*“My 78 MGB had a sudden loss of power on Tower St., Fergus. As I was pushing it off the road, two of your finest stopped to give me a hand.*

*Thank you officers.”*

*“I would like to pass my appreciation for the officers that helped with a roadside Emergency last night. They provided a safe zone while changing a flat tire on (what at the time I didn't notice to be a very dangerous area) County rd 18 and 5th side is full of memorials and I am very thankfull to not need one. The officers were very friendly and helped lower the stress of the situation. Please pass along our appreciation for the support that was provided. We are very fortunate to have someone watching our backs in times of need.*

*I am sorry to not have saved there names or badges but if possible please pass along our gratitude.”*



# Report Summary

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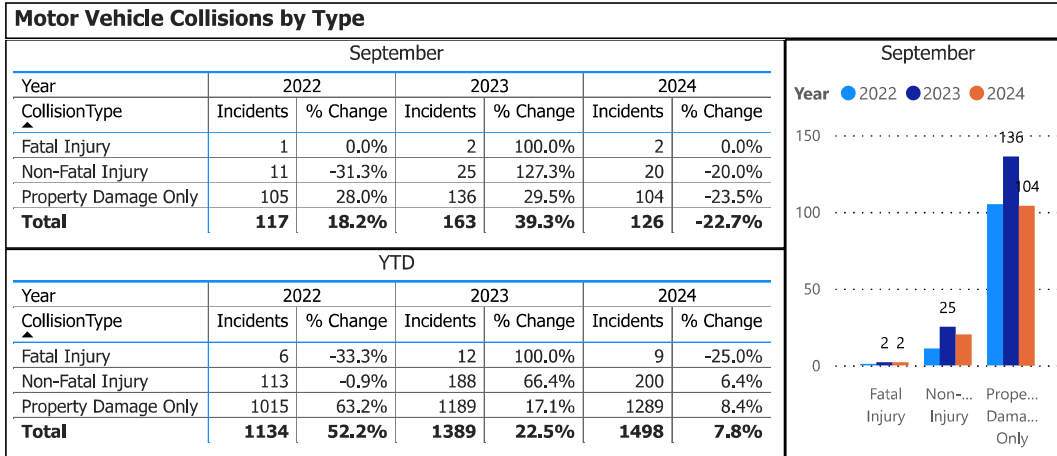
September was marked by an increased emphasis on road safety within Wellington County OPP. Thousands of children returned to the classroom this month making safe driving imperative to avoid unnecessary tragedies. The back-to-school campaign is an important time to remind and educate drivers of the need for traffic safety.

As we drive to work and social events every day, many of us do not think about how our driving habits can affect those around us, the reality is, our driving habits can have a drastic effect on everyone around us. A tragedy can occur in the blink of an eye. We cannot stress enough, please slow down, keep your eyes on your surroundings, do not drink and drive, let's all arrive at our destination safely.





**OPP Detachment Board Report  
Collision Reporting System  
September 2024**



Data source (Collision Reporting System) date:  
01-Oct-2024

Detachment: 6T - WELLINGTON COUNTY (Centre Wellington)  
Location code(s): 6T00 - WELLINGTON COUNTY (Centre Wellington), 6T10 - WELLINGTON COUNTY (South Wellington), 6T40 - WELLINGTON COUNTY (North Wellington)

Area(s): ALL  
Data source date:  
01-Oct-2024

Report Generated on:  
01-Oct-2024 3:46:58 PM

**OPP Detachment Board Report  
Collision Reporting System  
September 2024**

Fatalities in Detachment Area - Incidents									
September									
Type	Motor Vehicle			Motorized Snow Vehicle			Off-Road Vehicle		
Year	Alcohol/Drugs	Incidents	% Change	Alcohol/Drugs	Incidents	% Change	Alcohol/Drugs	Incidents	% Change
2022	1	1	0.0%	0	0	--	0	0	--
2023	0	2	100.0%	0	0	--	0	0	--
2024	0	2	0.0%	0	0	--	0	0	--

YTD									
Type	Motor Vehicle			Motorized Snow Vehicle			Off-Road Vehicle		
Year	Alcohol/Drugs	Incidents	% Change	Alcohol/Drugs	Incidents	% Change	Alcohol/Drugs	Incidents	% Change
2022	3	5	-44.4%	0	0	--	0	1	--
2023	4	12	140.0%	0	0	--	0	0	-100.0%
2024	0	7	-41.7%	0	0	--	1	2	--

Fatalities in Detachment Area - Persons Killed							
September							
Type	Motor Vehicle		Motorized Snow Vehicle		Off-Road Vehicle		
Year	Persons Killed	% Change	Persons Killed	% Change	Persons Killed	% Change	
2022	1	0.0%	0	--	0	--	
2023	2	100.0%	0	--	0	--	
2024	2	0.0%	0	--	0	--	

YTD							
Type	Motor Vehicle		Motorized Snow Vehicle		Off-Road Vehicle		
Year	Persons Killed	% Change	Persons Killed	% Change	Persons Killed	% Change	
2022	8	-11.1%	0	--	1	--	
2023	12	50.0%	0	--	0	-100.0%	
2024	8	-33.3%	0	--	2	--	

Primary Causal Factors in Fatal Motor Vehicle Collisions						
	September			YTD		
	2022	2023	2024	2022	2023	2024
Speeding	0	0	0	0	3	2
Speeding % Change	--	--	--	-100.0%	--	-33.3%
Distracted	0	0	1	0	2	4
Distracted % Change	--	--	--	-100.0%	--	100.0%
Alcohol/Drugs	1	0	0	3	4	1
Alcohol/Drugs % Change	--	-100.0%	--	0.0%	33.3%	-75.0%
Wildlife	0	0	0	0	0	0
Wildlife % Change	--	--	--	--	--	--
NoSeatbelt	0	0	0	2	3	1
NoSeatbelt YoY%	--	--	--	0.0%	50.0%	-66.7%

Data source (Collision Reporting System) date:  
01-Oct-2024

Detachment: 6T - WELLINGTON COUNTY (Centre Wellington)

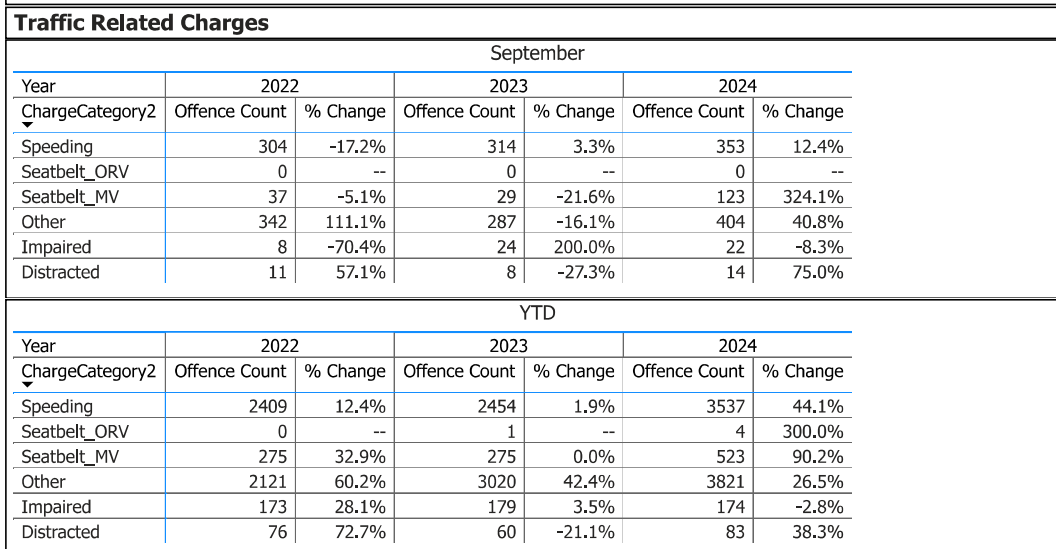
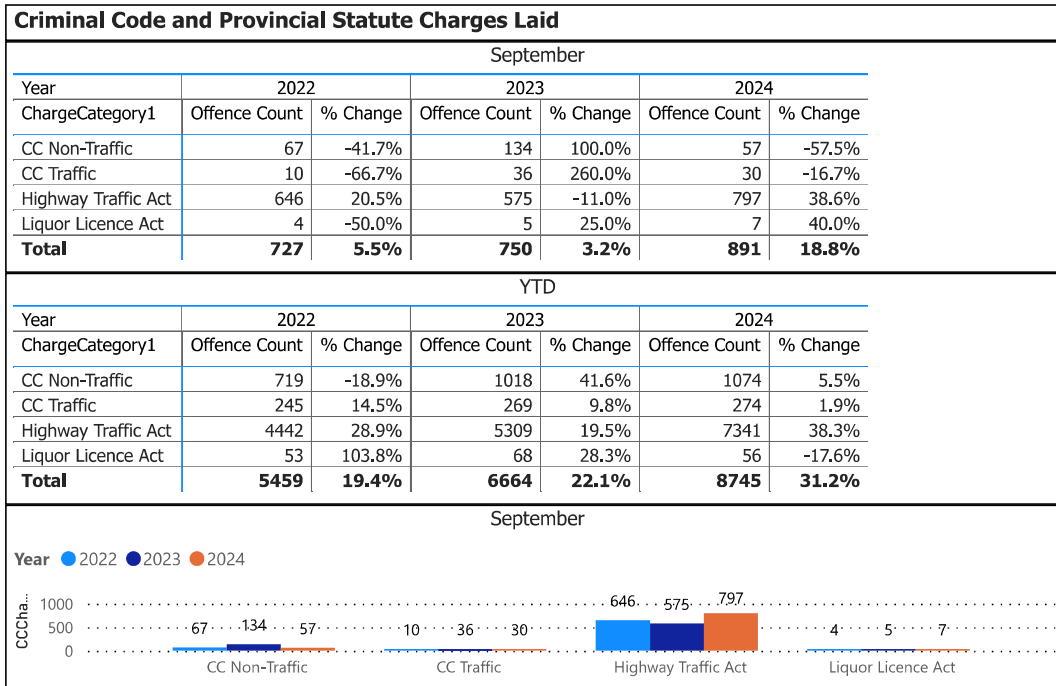
Location code(s): 6T00 - WELLINGTON COUNTY (Centre Wellington), 6T10 - WELLINGTON COUNTY (South Wellington), 6T40 - WELLINGTON COUNTY (North Wellington)

Area(s): ALL

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01-Oct-2024

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**OPP Detachment Board Report  
Records Management System  
September 2024**

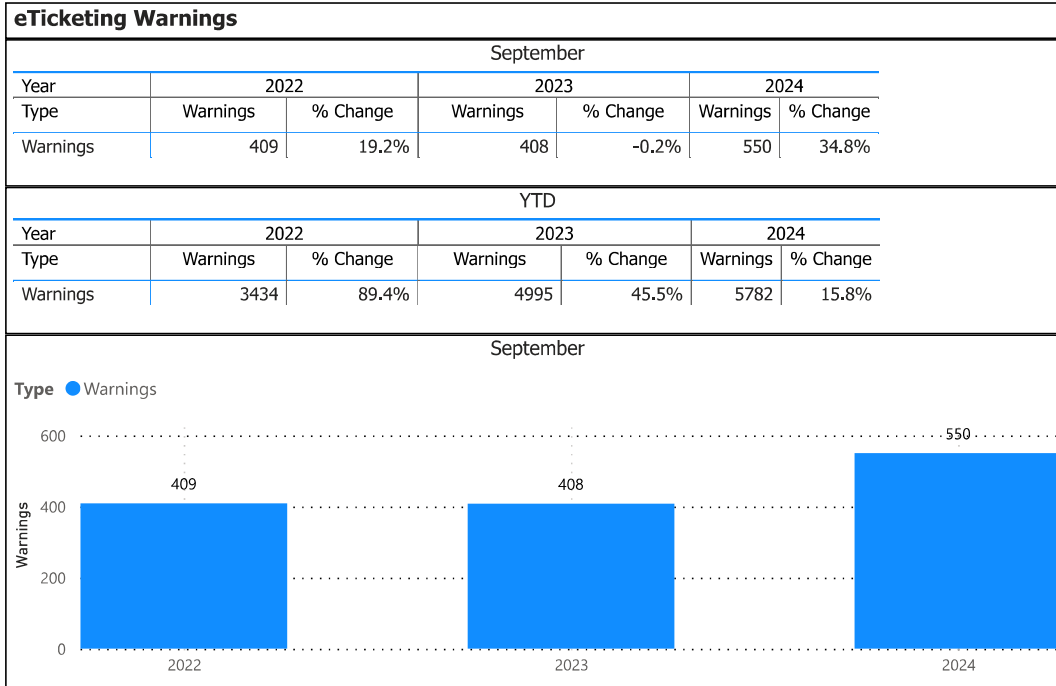


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September 2024**



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Area(s): ALL

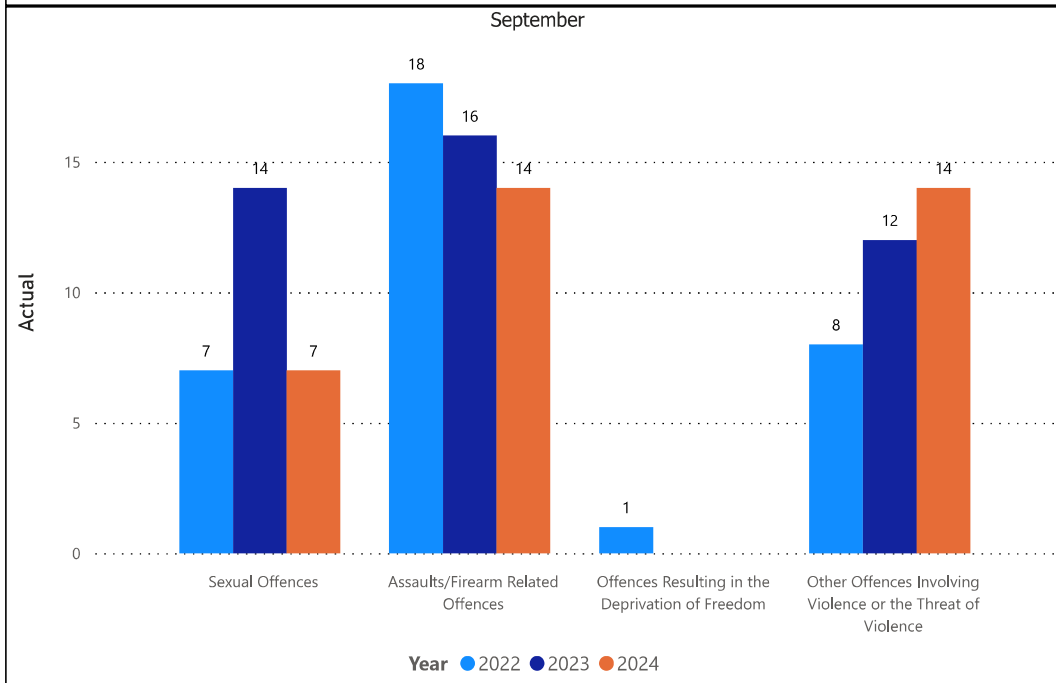
Data source date:  
01-Oct-2024

Report Generated on:  
01-Oct-2024 3:46:58 PM

### OPP Detachment Board Report Records Management System September 2024

Violent Crime						
September						
Year	2022		2023		2024	
ViolationGrp	Actual	% Change	Actual	% Change	Actual	% Change
Homicides	0	--	0	--	0	--
Other Offences Causing Death	0	--	0	--	0	--
Attempted Murder	0	--	0	--	0	--
Sexual Offences	7	600.0%	14	100.0%	7	-50.0%
Assaults/Firearm Related Offences	18	5.9%	16	-11.1%	14	-12.5%
Offences Resulting in the Deprivation of Freedom	1	--	0	-100.0%	0	--
Robbery	0	--	0	--	0	--
Other Offences Involving Violence or the Threat of Violence	8	-46.7%	12	50.0%	14	16.7%
Offences in Relation to Sexual Services	0	--	0	--	0	--
<b>Total</b>	<b>34</b>	<b>3.0%</b>	<b>42</b>	<b>23.5%</b>	<b>35</b>	<b>-16.7%</b>

YTD						
Year	2022		2023		2024	
ViolationGrp	Actual	% Change	Actual	% Change	Actual	% Change
Homicides	0	--	1	--	0	-100.0%
Other Offences Causing Death	0	--	0	--	0	--
Attempted Murder	0	--	0	--	0	--
Sexual Offences	47	46.9%	61	29.8%	55	-9.8%
Assaults/Firearm Related Offences	108	-16.3%	157	45.4%	171	8.9%
Offences Resulting in the Deprivation of Freedom	2	100.0%	5	150.0%	2	-60.0%
Robbery	2	-50.0%	3	50.0%	1	-66.7%
Other Offences Involving Violence or the Threat of Violence	101	12.2%	110	8.9%	111	0.9%
Offences in Relation to Sexual Services	0	--	0	--	0	--
<b>Total</b>	<b>260</b>	<b>1.6%</b>	<b>337</b>	<b>29.6%</b>	<b>340</b>	<b>0.9%</b>



Detachment: 6T - WELLINGTON COUNTY (Centre Wellington)

Location code(s): 6T00 - WELLINGTON COUNTY (Centre Wellington), 6T10 - WELLINGTON COUNTY (South Wellington), 6T40 - WELLINGTON COUNTY (North Wellington)

Area(s): ALL

Data source date:  
01-Oct-2024

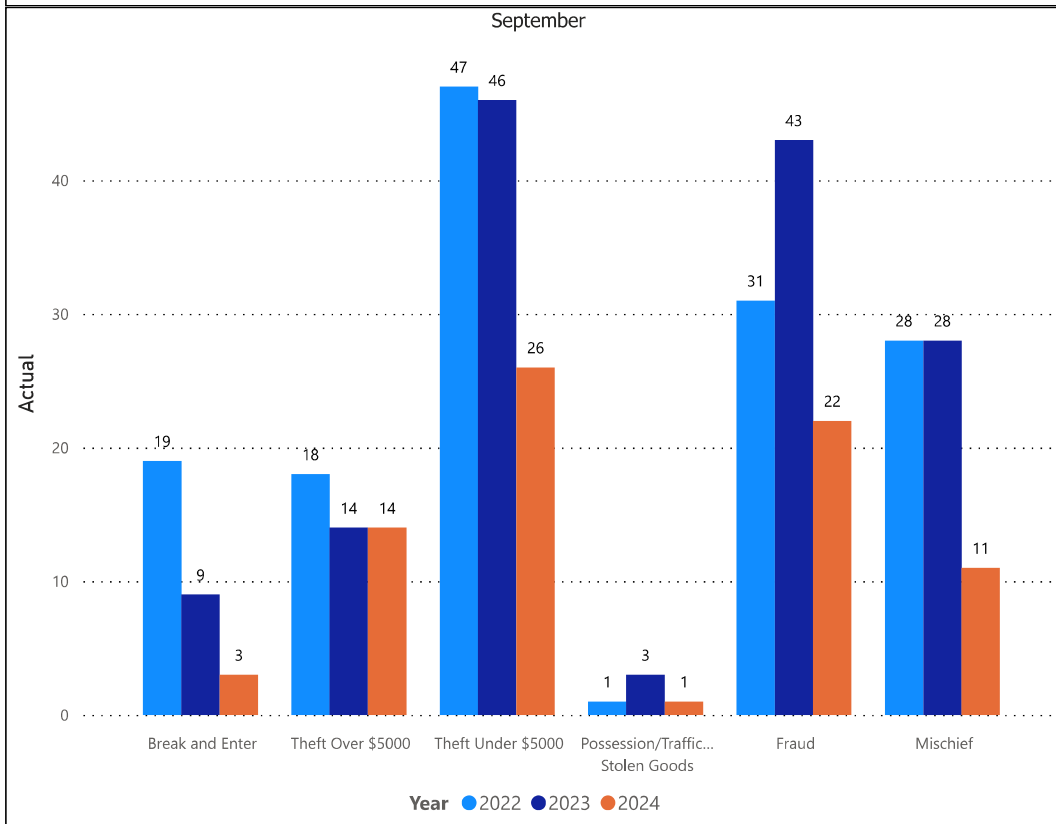
Report Generated on:  
01-Oct-2024 3:46:58 PM

### OPP Detachment Board Report Records Management System September 2024

Property Crime						
September						
Year	2022		2023		2024	
ViolationGrp	Actual	% Change	Actual	% Change	Actual	% Change
Arson	0	--	0	--	0	--
Break and Enter	19	35.7%	9	-52.6%	3	-66.7%
Theft Over \$5000	18	28.6%	14	-22.2%	14	0.0%
Theft Under \$5000	47	20.5%	46	-2.1%	26	-43.5%
Possession/Trafficking Stolen Goods	1	0.0%	3	200.0%	1	-66.7%
Fraud	31	-24.4%	43	38.7%	22	-48.8%
Mischief	28	27.3%	28	0.0%	11	-60.7%
<b>Total</b>	<b>144</b>	<b>9.9%</b>	<b>143</b>	<b>-0.7%</b>	<b>77</b>	<b>-46.2%</b>

YTD						
Year	2022		2023		2024	
ViolationGrp	Actual	% Change	Actual	% Change	Actual	% Change
Arson	5	400.0%	12	140.0%	2	-83.3%
Break and Enter	128	37.6%	86	-32.8%	93	8.1%
Theft Over \$5000	142	30.3%	118	-16.9%	152	28.8%
Theft Under \$5000	388	1.0%	299	-22.9%	350	17.1%
Possession/Trafficking Stolen Goods	20	81.8%	20	0.0%	10	-50.0%
Fraud	256	-4.8%	334	30.5%	297	-11.1%
Mischief	219	3.8%	187	-14.6%	152	-18.7%
<b>Total</b>	<b>1158</b>	<b>7.4%</b>	<b>1056</b>	<b>-8.8%</b>	<b>1056</b>	<b>0.0%</b>



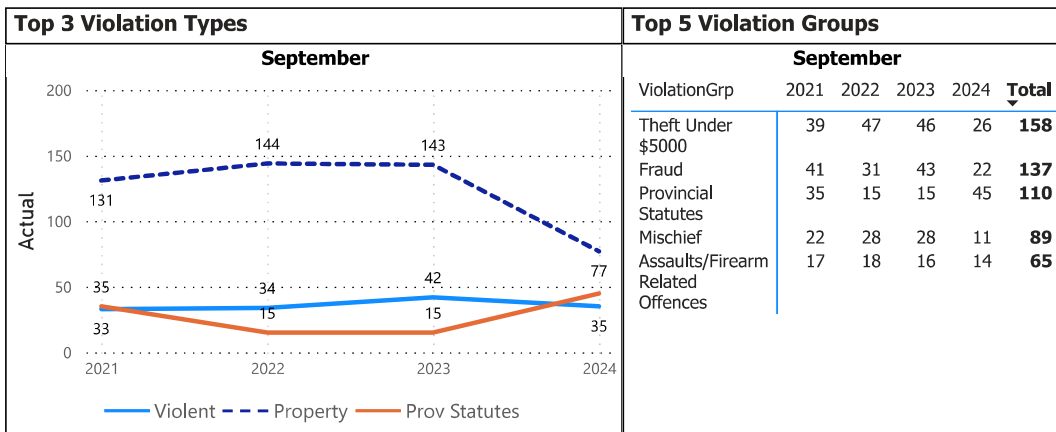
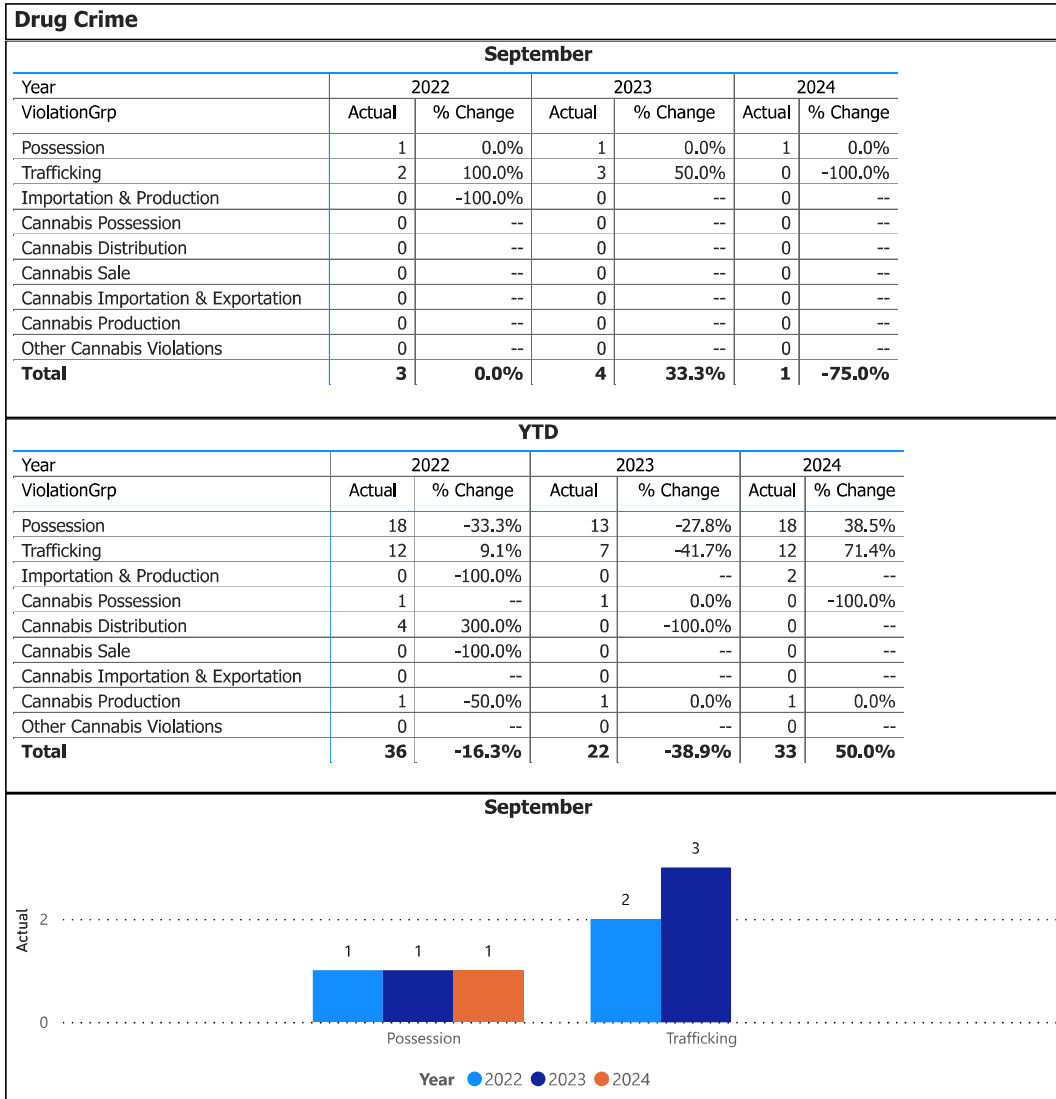
Detachment: 6T - WELLINGTON COUNTY (Centre Wellington)

Location code(s): 6T00 - WELLINGTON COUNTY (Centre Wellington), 6T10 - WELLINGTON COUNTY (South Wellington), 6T40 - WELLINGTON COUNTY (North Wellington)

Area(s): ALL  
Data source date:  
01-Oct-2024

Report Generated on:  
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**OPP Detachment Board Report  
Records Management System  
September 2024**



Detachment: 6T - WELLINGTON COUNTY (Centre Wellington)

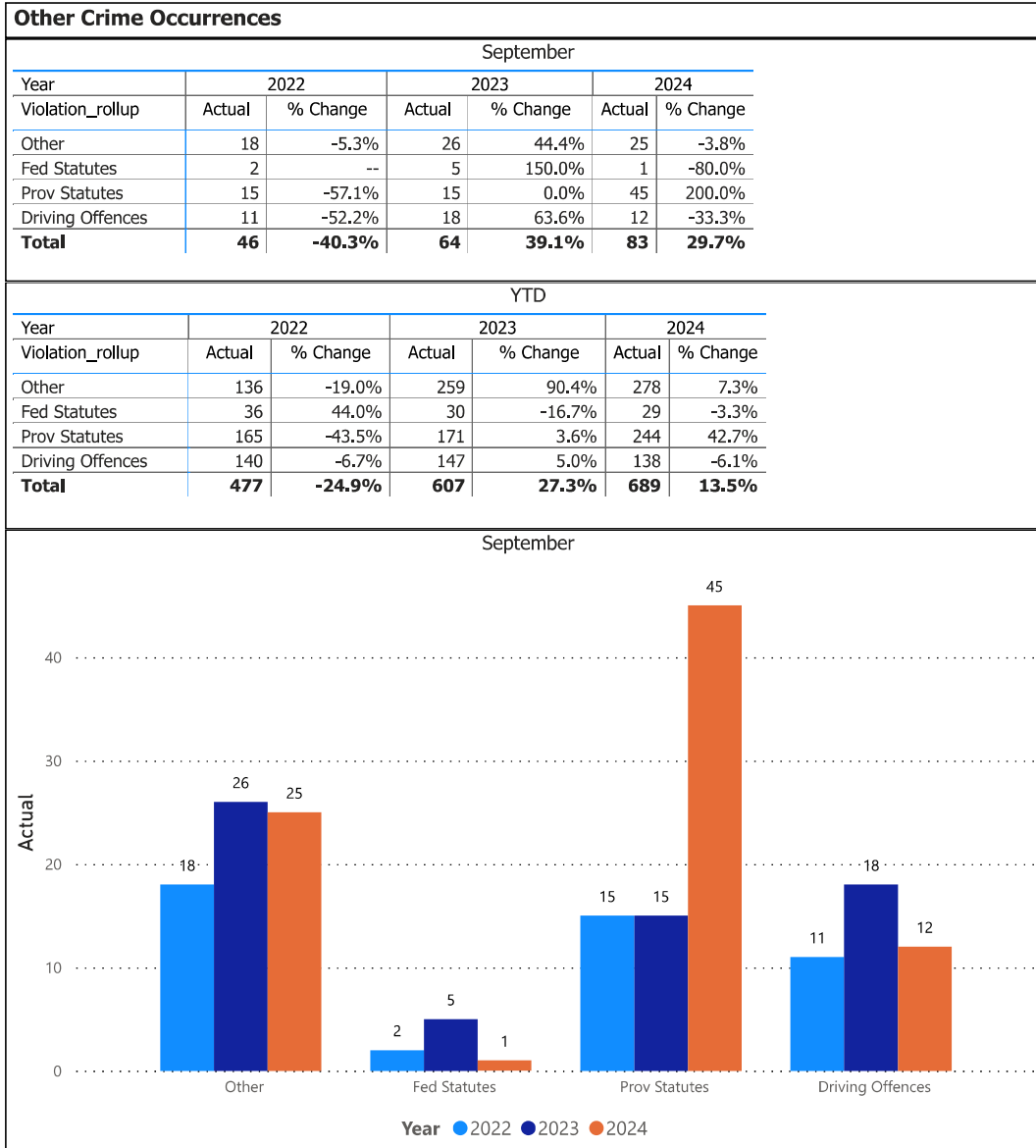
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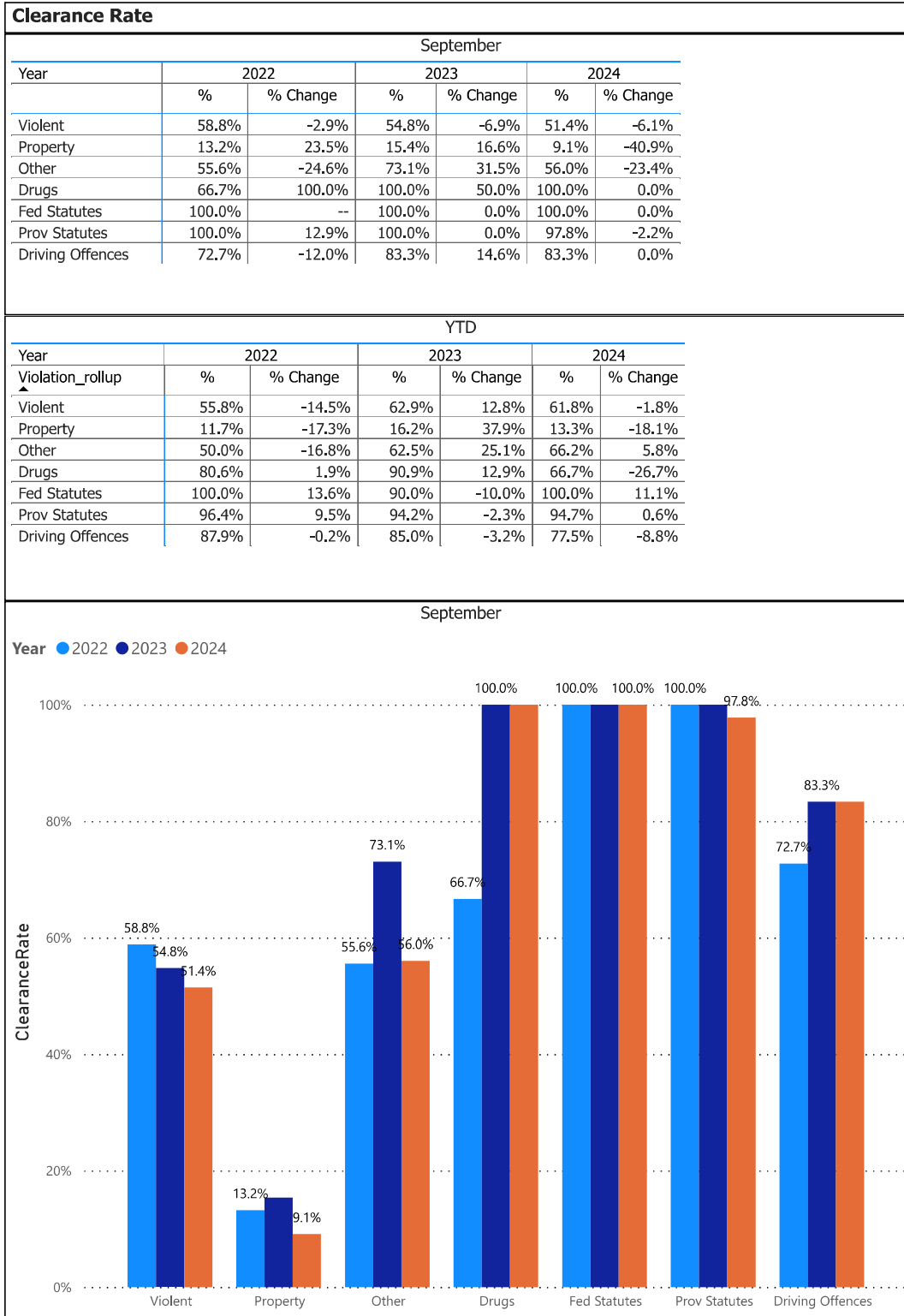
Area(s): ALL

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**OPP Detachment Board Report  
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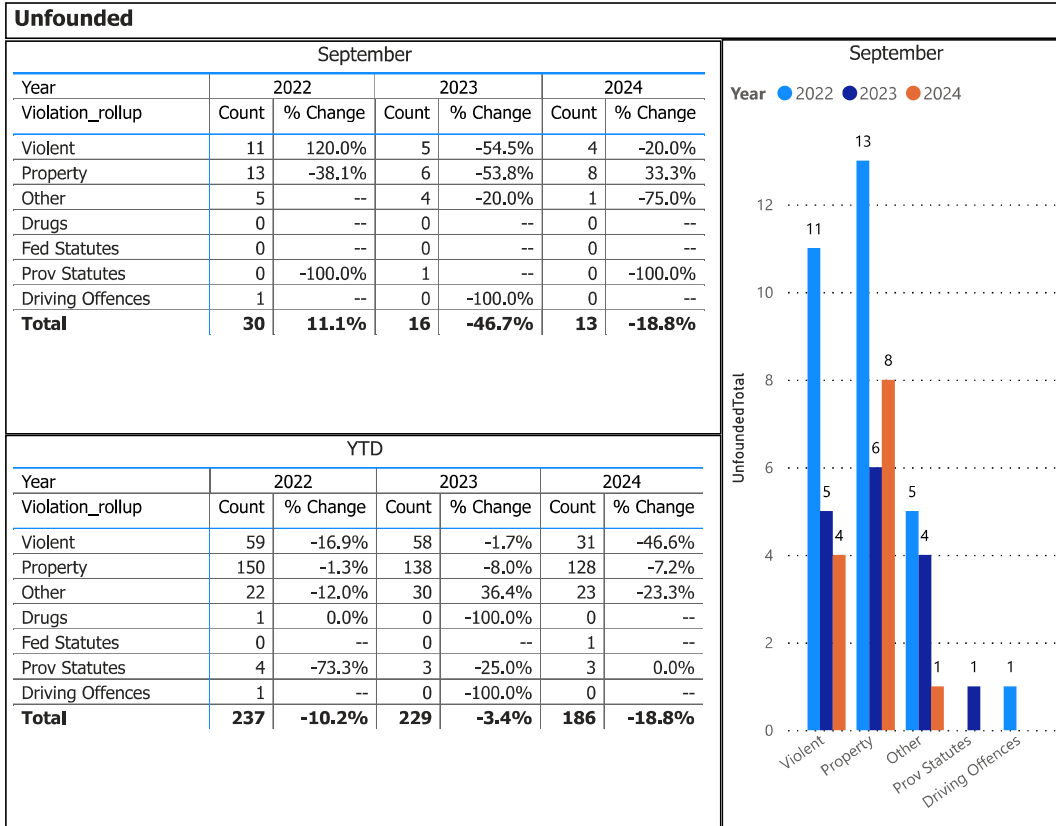
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Area(s): ALL

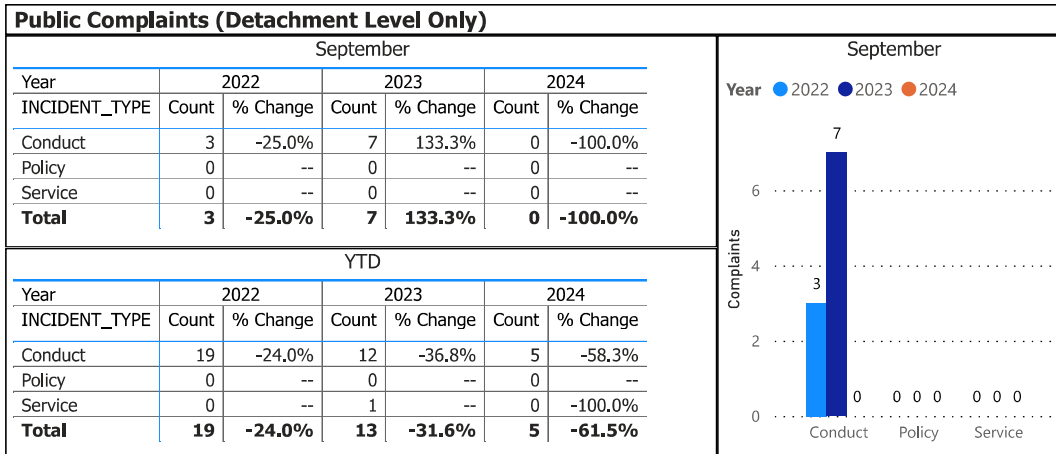
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10-May-2024

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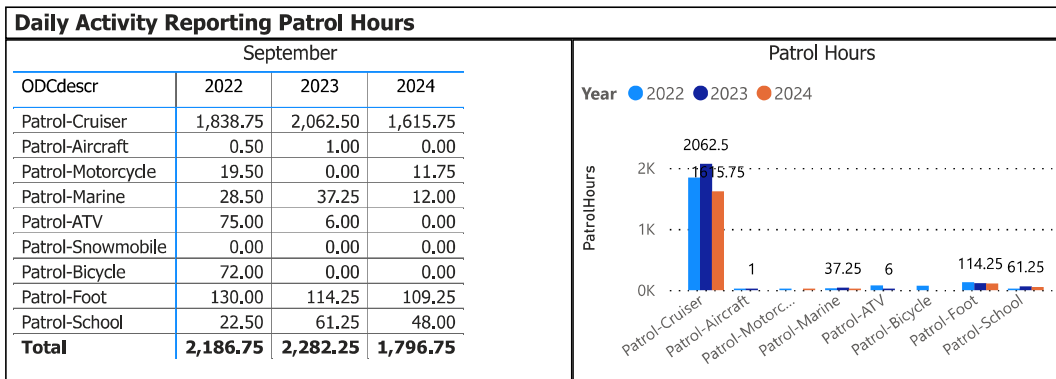
01-Oct-2024 3:46:58 PM

### OPP Detachment Board Report Records Management System September 2024



Data source: RMS Data Feed  
 Ontario Provincial Police, Professional Standards Bureau Commander Reports - File Manager System  
 Data source date:  
 01-Oct-2024

### Daily Activity Reporting



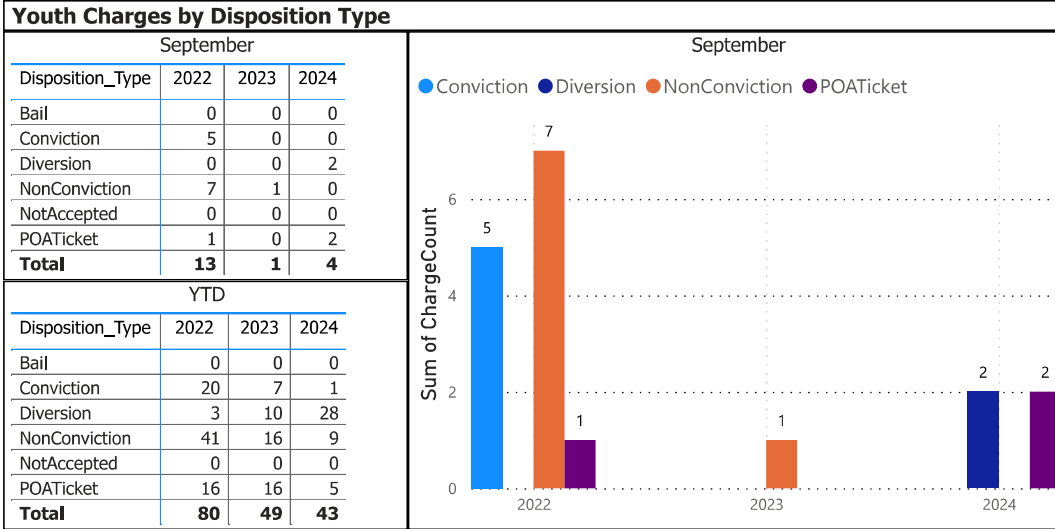
Data source (Daily Activity Reporting System) date:  
 01-Oct-2024

Detachment: 6T - WELLINGTON COUNTY (Centre Wellington)  
 Location code(s): 6T00 - WELLINGTON COUNTY (Centre Wellington), 6T10 - WELLINGTON COUNTY (South Wellington), 6T40 - WELLINGTON COUNTY (North Wellington)

Data source date:  
 01-Oct-2024

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 01-Oct-2024 3:46:58 PM

**OPP Detachment Board Report  
Records Management System  
September 2024**



**Youth Charges by Disposition and Occurrence Type**

September							
Year	2024						Total
OccType	Bail	Conviction	Diversion	NonConviction	NotAccepted	POATicket	
Assault	0	0	2	0	0	0	2
eTicket - Person		0	0	0	0	2	2
<b>Total</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>4</b>

YTD							
Year	2024						Total
OccType	Bail	Conviction	Diversion	NonConviction	NotAccepted	POATicket	
Assault	0	0	4	4	0	0	8
Bail violations		0	0	3	0	0	3
eTicket - Person		0	0	0	0	3	3
Indecent acts		0	1	0			1
Mischief		0	15	0	0		15
Police pursuit		0	0	1	0		1
Sexual assault		0	1	0	0		1
Shoplift		0	0	1	0		1
Theft		0	4	0	0		4
Traffic enforcement - H.T.A.		1	2	0	0	2	5
Trouble with youth		0	1	0		0	1
<b>Total</b>	<b>0</b>	<b>1</b>	<b>28</b>	<b>9</b>	<b>0</b>	<b>5</b>	<b>43</b>

The tables and chart on this page present summarized youth charges by disposition and occurrence type that have been recorded in the OPP Niche RMS application. Of note... the Niche data sourced for this report page only lists youth charges that have had a disposition type entered against them. Therefore, please be aware that the counts of youth charges entries on this report page are under stating the potential sum of youth charges that are in OPP Niche RMS.

**Detachment: 6T - WELLINGTON COUNTY (Centre Wellington)**

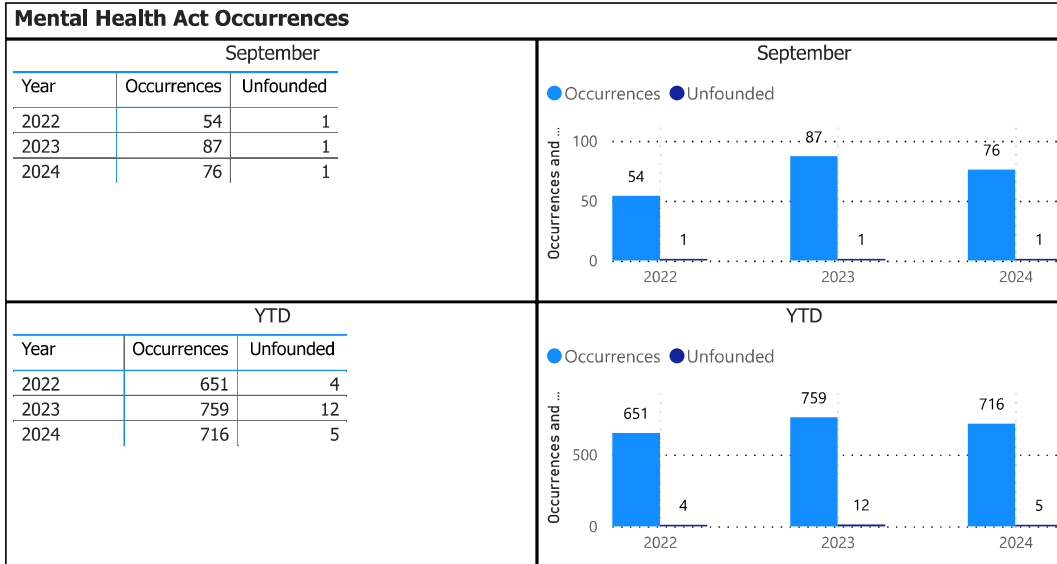
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Area(s): ALL

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01-Oct-2024

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**OPP Detachment Board Report  
Records Management System  
September 2024**



September		
Year	2024	
OccurrenceType	Occurrences	Unfounded
Ambulance Assistance	2	0
Assault	2	0
Attempt or threat of suicide	9	0
Domestic dispute	1	0
eTicket - Vehicle	1	0
Family dispute	10	0
Fire	1	0
Mental health act	43	1
Mischief	1	0
Person Well-Being Check	1	0
Shoplift	1	0
Suspicious person	1	0
Theft	1	0
Unlawfully at large	1	0
Unwanted person	1	0
<b>Total</b>	<b>76</b>	<b>1</b>

Detachment: 6T - WELLINGTON COUNTY (Centre Wellington)

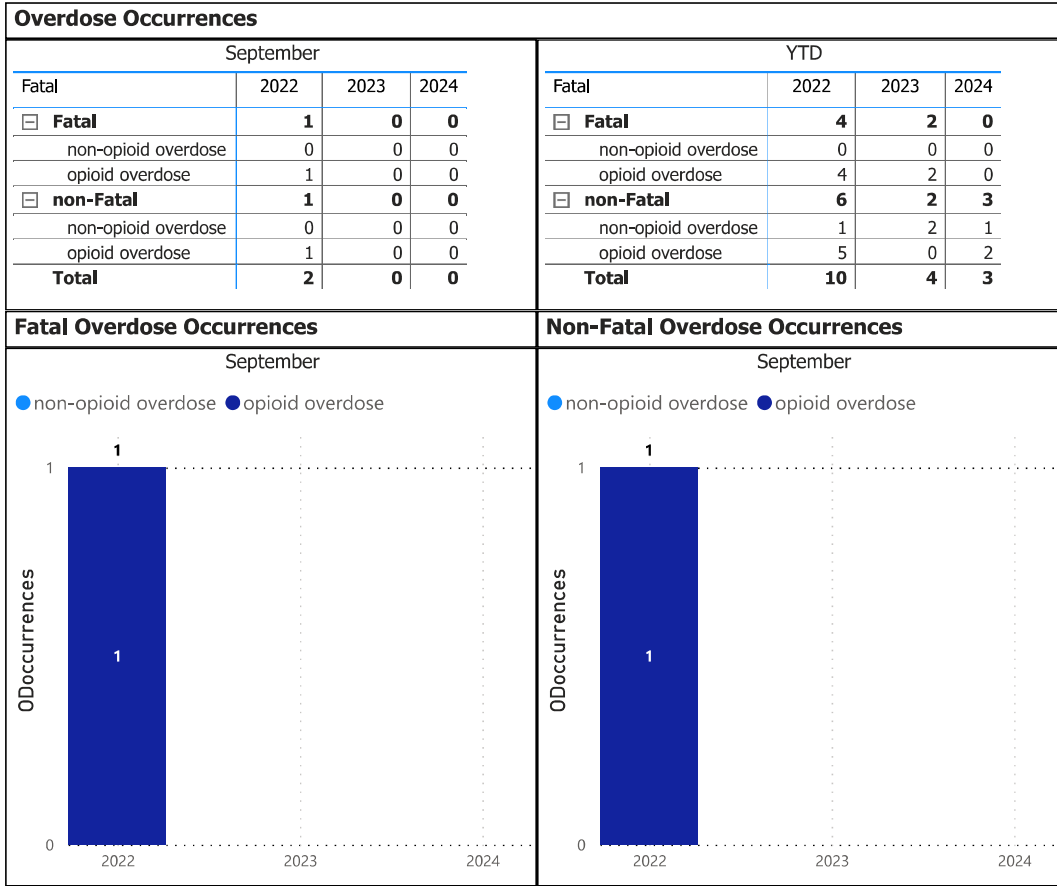
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### OPP Detachment Board Report Records Management System September 2024



Detachment: 6T - WELLINGTON COUNTY (Centre Wellington)

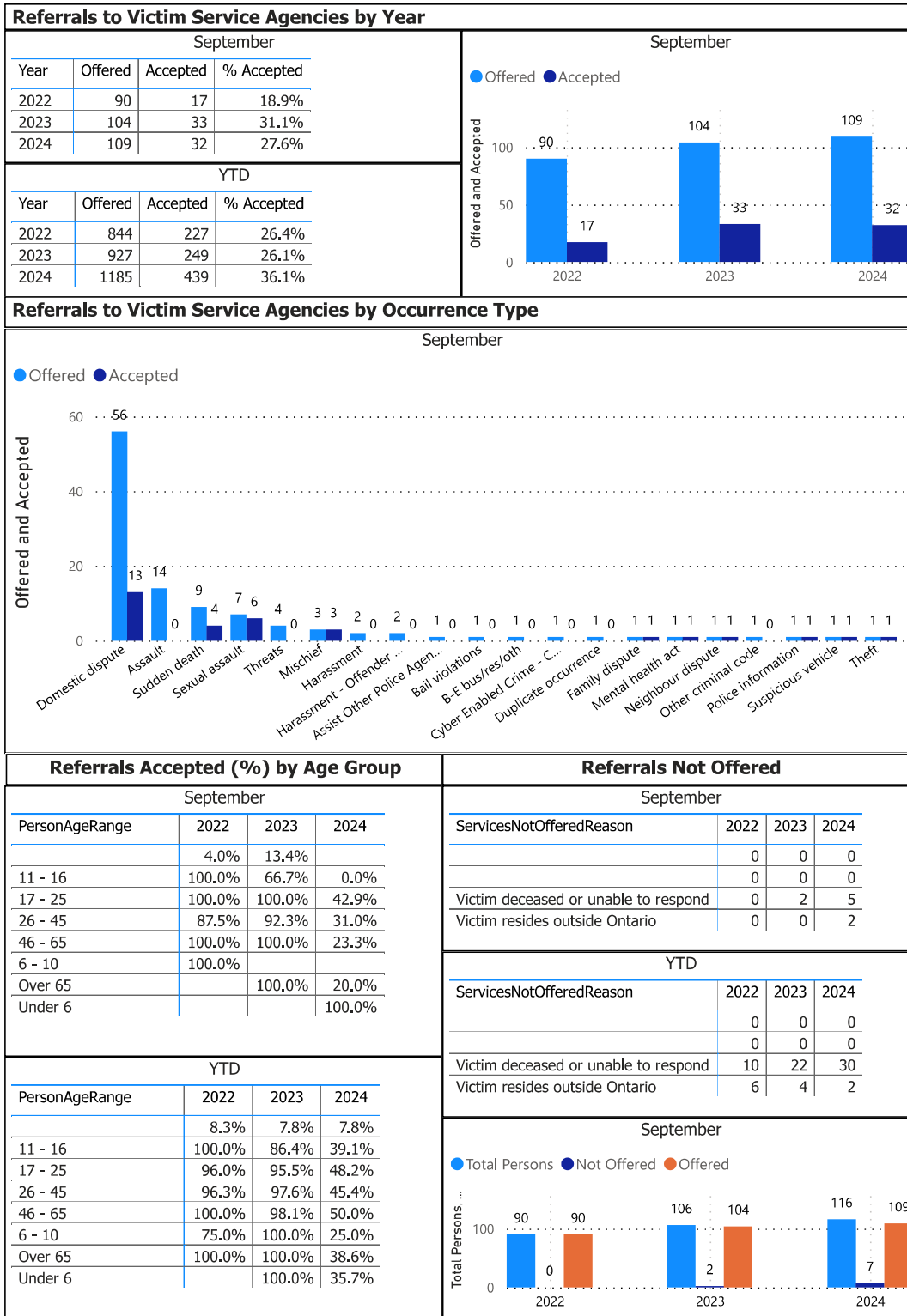
Location code(s): 6T00 - WELLINGTON COUNTY (Centre Wellington), 6T10 - WELLINGTON COUNTY (South Wellington), 6T40 - WELLINGTON COUNTY (North Wellington)

Area(s): ALL

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# Contacts

## In an emergency DIAL 911

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

## Non-emergency calls

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

### County of Wellington OPP Detachments

#### Centre Wellington Operations Centre

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

#### South Wellington Operations Centre

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

#### North Wellington Operations Centre

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

### OPP General Headquarters

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

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



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

**November 2024**

Detachment Commander:  
Inspector Steve Thomas

# From the Detachment Commander

As Remembrance Day approaches, it is a time to remind everyone of the ultimate sacrifice past and current generations have made to secure our freedom and uphold our Democratic values. I encourage everyone to attend a local cenotaph or Remembrance Day event to pay their respects for those who gave everything for the benefit of future generations.

Although the recent pattern of warmer weather continues, I want to remind everyone that winter draws near, and snow is coming. It is time to install those winter tires, keep an eye on the forecast and slow down when the snow arrives. Many winter collisions can be prevented if we ease up on the pedal.

Along with snow, winter brings the Holiday Season, which in turn brings about the yearly Festive Ride Campaign. Wellington County OPP officers will fan out across the County conducting RIDE campaigns to remove drunk drivers from the roadways. Please, if you are attending events and are consuming alcohol or cannabis, have a designated driver, call a cab, or use a ride sharing service. There are so many options available. There is never an excuse for driving while impaired!

As this is the last Police Service Board Report prior to the new year, I want to wish everyone a very safe and happy Holiday Season and a Happy New Year.

Be safe, stay safe and arrive alive!



Inspector Steve Thomas  
519-846-5930

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## Crime

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### Crime Unit

Supervisor: Acting Detective Sergeant, Christine Millson

During the month of October, the Crime Unit became involved in numerous Sexual Assault investigations. These investigations take time and persistence with gathering evidence to lay charges. After a lengthy investigation and multiple interviews, a male party was arrested and charged with Sexual Assault on a Person Under 16 years of age and Sexual Interference.

The Crime Unit executed an early morning warrant in the City of Toronto in relation to a month's long fraud investigation. In February 2024, a business in Centre Wellington contacted the OPP to advise that they lost approximately \$230,000.00 to a phishing scam. Through investigation grounds were obtained and a search warrant was issued and executed. A male party was arrested and charged with Fraud over \$5000, Theft over \$5000, Possession of Property Obtained by Crime Over \$5000, Forgery (two counts), Fail to Comply with Probation Order (two counts), Disobey Court Order and Laundering Proceeds of Crime.

Members of the Crime Unit attended training courses that were Ontario Police College accredited in relation to the topic of Homicide and Major Case Management. Another member had the opportunity to attend the Instructional Techniques course which will allow the member to facilitate teaching a topic to members of the organization.

Detective Constable Mike Wraight left the Unit after being a member for six years. D/C Wraight was promoted to the rank of Detective Sergeant within the Child Sexual Exploitation Unit which investigates those responsible for child abuse material as well as offences of child luring, child sex tourism and voyeuristic recording of children within the Province of Ontario. Congratulations and thank you for six years of dedicated service to the County of Wellington Crime Unit.





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## Community Street Crime Unit

Supervisor: Detective Sergeant, Jeffrey Dudley

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

CSCU executed a property related warrant in South Wellington. The suspect was using a storage yard to move stolen property in and out of the area. The suspect was involved in heavy equipment and load thefts in Southern Ontario. Wellington County O.P.P. recovered approximately one million dollars' worth of stolen property. This property included, box trucks, brand new snow machines in shipping crates, merchandise, a tanker truck, and a transport truck.

CSCU assisted the Biker Enforcement Unit with a search warrant execution and investigation as part of the ongoing commitment to public safety and reducing harm in our communities. As a result, several illegal firearms were located and seized. Three people are facing firearm and weapon charges.

CSCU assisted Essex County CSCU with a property crime investigation. In the month of October, a tractor trailer was stolen out of Essex and the truck was located by Wellington CSCU in the Cambridge area. The Truck was towed and returned to its owner. The value of the stolen tractor trailer is estimated to be \$50,000.00.

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



## Traffic

### Traffic Management Unit

Supervisor: Sergeant Kevin Driscoll

### Black Cat Speed Monitoring Devices

	Study Length	Number of Vehicles	Recommended Enhanced Enforcement	Posted Speed Limit	85 <sup>th</sup> Percentile	Collision History (5 years)
Location						
Eighth Line Pilkington (two set up between Wellington Road 17 and 21)	10 days	36,901	Yes	60	91	Nothing significant
Location						
Wellington Road 50 between County 125 and 4th Line	7 days	27,214	No	70	91	Nothing significant
County Deployed						
Location						
Wellington Road 5 (near hospital)	7 days	16,154	No	50	57	Nothing significant
Location						
Wellington Road 22 near 911 # 8355	7 days	15,924	No	80	97	Nothing significant
Location						
Wellington Road 29 (between Wellington Road 22 and Wellington Road 22)	7 days	26,795	Yes	50	81	Nothing significant
Location						
Wellington Road 124 at Erinville	7 days	49,146	No	50	63	Nothing significant

### Enhanced Enforcement Program

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

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

Location	Charges
No enhanced enforcement locations for October	

## Traffic Management Unit - Administration

Members of the Wellington Detachment conducted 58 RIDE spot checks.

PC Griffin and PC Campbell have been extremely busy assisting MTO with various truck enforcement blitzes.

October 1<sup>st</sup> & 2<sup>nd</sup> – Mohawk Raceway – 487 truck inspections, 132 placed out of service, 322 charges. (MTO/OPP/Guelph PS/Peel PS/York PS/Hamilton PS/Halton PS/Waterloo Regional PS/Brantford PS)

October 25<sup>th</sup> – Brant County

October 29<sup>th</sup> – Dufferin County

October 30<sup>th</sup> – Perth County

Stats are currently unavailable for the three traffic enforcement blitzes listed above.

Wellington County to host an enforcement blitz. Planning currently under way.

Traffic unit members will be assisting with the many Remembrance Day services as well as Christmas Parades in all the communities.

Due to data listed above from Black Cat studies, two new locations for enhanced enforcement will be put in place.



## Community Response

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### Community Response Unit

Supervisor: Sergeant Adam McGough

### Community Response Unit / Offender Management & Apprehension Program:

#### Offender Management & Apprehension Program

The members of the Community Response Unit continue facilitating the Offender Management & Apprehension Program. In the month of October CRU was able to execute 12 out of the 22 executed this month by Wellington County OPP. In October, there were 16 bail condition compliance checks on those in the community. There remain 195 active warrants.

#### Community Safety and Services

Members have been invited and are preparing to meet with Fergus and Palmerston Grove Youth Wellness Hubs in preventative and awareness measures. Meetings with Tiffany Fagan will be underway shortly on how best to integrate OPP with these centres/hubs.



October 1<sup>st</sup>, 2024 - Members participated in a virtual “Safe Communities Day 2024” online forum that had over 37 grade 5 classrooms from across the County. This was organized by Christine Veit of the Safe Communities Wellington County. The OPP content focused on three previously aired videos completed by Wellington OPP Members PC Cunningham, PC Hickey and PC Mullan on Bicycle, Cyber Safety and ATV Safety. After the three videos CRU members had a Question and Answer period. Between 500-700 students were integrated into the forum from their individual classrooms!



#### Mental Health Liaison

Officer Watt was re-certified on October 23/24 in Level One VTRA (Violent Threat Risk Assessment) accredited by CTIP (Centre for Trauma Informed Practices). This recertification allows Wellington OPP to adequately respond to School Board/Schools when faced with students making threats in the school place.





## Media

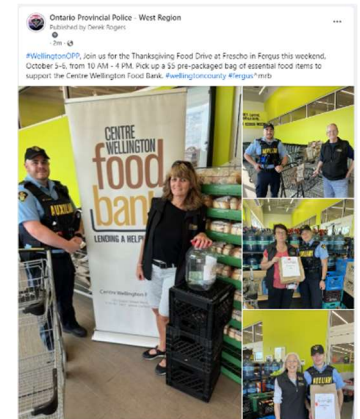
The Media / CSO office has had the privilege to present to a wide array of elementary catholic schools throughout the county about the following topics:

- Community Partners (Kindergarten classes)
- Online Safety / Online bullying (Grade 5/6, 7/8's).
- Weapon Presentations (Grade 5-8's) - educating students to not bringing weapons to school



So far, since September and continuing into October, our office has spoken to around 500 students between six schools throughout the county with more schools wanting to be included. This proactive work is building relationships with not only our school partners, but with students who are all eager with their questions and natural curiosity.

While in parallel to the rising school involvement, the media office has been actively communicating with local media partners through daily releases about community service calls and updates on social media. We also highlighted our Auxiliary Unit's efforts at the Thanksgiving food drive in Fergus.



### All Terrain Vehicle (ATV) SAFETY TIPS

ATV's are versatile machines and must be handled carefully like any other vehicle.

**Wellington County O.P.P. reminds ATV drivers to:**

<ul style="list-style-type: none"> <li><input type="checkbox"/> Always Ride Sober.</li> <li><input type="checkbox"/> Take an ATV/ORV Safety Course.</li> <li><input type="checkbox"/> Ride within your abilities and comfort level.</li> <li><input type="checkbox"/> Ride in Designated Areas Only.</li> <li><input type="checkbox"/> Keep Noise Levels Low: Be mindful of your surroundings and wildlife.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Pre-Ride Safety Inspection: Check brakes, lights, tires, and fuel before riding.</li> <li><input type="checkbox"/> Drive no more than 20 km/h on roads with a posted limit of 50 km/h or less.</li> <li><input type="checkbox"/> Drive no more than 50 km/h on roads with a posted limit greater than 50 km/h.</li> </ul>
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For information on the legal requirements of driving an ATV/ORV in Ontario, consult the Off-Road Vehicles Act and the Highway Traffic Act. Also, refer to your local municipality for specific by-laws in relation to ATV / ORV riding as each township and/or municipality can vary.

Additionally, we continue to work with the County to think on proactive messaging on quarterly newsletters to better educate the public on certain topics, such as ATV safety, hunting safety and trick-or-treat safety to name a few.

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## IMPACT (Integrated Mobile Police and Crisis Team)

### September 2024

Individuals Served	Requests for Service	Live Calls with Police	Calls Diverted from Hospital
39	49	7	100%

### Safe Communities Wellington County

October was an incredibly active month for Safe Communities Wellington County, marked by significant events aimed at promoting safety and wellness within our community.

#### Safe Communities Day

- Over 750 students participated in the event.
- Worksheets were provided to engage students in safety education.
- As a reward for their participation, each student received a fluorescent green bandana. This initiative aims to enhance visibility for those walking or biking.
- The Mental Wellness Action Group created wellness kits for the participating students, further supporting mental health and well-being among youth.

#### Canadian Youth Road Safety Week

- Outreach: The week involved visits to five high schools.
- Focus: Discussions centered around youth involvement in road safety, encouraging students to identify unsafe areas on roads and brainstorm potential solutions. This initiative empowers students to take an active role in their community's safety.

October's initiatives reflect Safe Communities Wellington County's commitment to enhancing the safety and well-being of our youth. By engaging students in meaningful activities and discussions, we are fostering a culture of awareness and responsibility in road safety and overall wellness.

### Auxiliary Unit

Unit Commander: Auxiliary Staff Sergeant J. SWAN

Liaison: Provincial Constable Kyle Draves

Training in October consisted of a review of traffic control and a refresher on the radio system now that we have fully switched over to the new radio system. The unit assisted with a Thanksgiving food drive at Freshco in Fergus in cooperation with the Centre Wellington Food Bank. Members ran a car seat clinic in Rockwood on October 20. 4 inspections were booked, and an additional 3 walk-in inspections were completed. We had some members of the unit undertake canvassing around Fergus raising awareness of the CamSafe Program.

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## Crime Stoppers

Sarah Bowers-Peter, Program Coordinator CSGW

Presentations have taken over the calendar at Crime Stoppers Guelph Wellington (CSGW). In October alone, CSGW has delivered 28 Cyber Safety and Fraud Talk presentations.

Feedback from the Cyber Safety presentations has been overwhelmingly positive and requests for dates continue. At this time, there is no more availability for 2024, and schools will be scheduled for 2025. While most presentations are to schools in Upper Grand District School Board, Wellington Catholic District School Board has a few schools on the calendar as well.

The Board of Directors continues to be engaged in community events, such as seniors showcases and even monthly media opportunities. Volunteering is the theme currently as the CSGW Board has lost a couple of members. The Board can be a maximum of 20 members and currently sits at 11. Anyone who is interest in volunteering or knows someone who wants to contribute to community safety, is encouraged to go to the CSGW website ([www.csgw.tips](http://www.csgw.tips)) to learn about being a Board Member and to complete the application form.



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## Court

Supervisor: Sergeant Shaugn Rogers

Wellington County Court Bureau highlights:

- Arrangements made with the POA prosecutor for officer training on Provincial Offence court attendance and giving testimony. This will take place on two separate dates in November.
- Improving our tracking of individuals sentenced to Probation and/or Conditional Sentence Orders, as well as 810 Peace Bonds to properly monitor these persons (compliance checks, etc.) in Wellington County.
- Implemented new procedures for tracking the entry and removal of local wanted persons on a warrant “tracker” database. Efforts being made to improve communication between officers with the attempts being made to determine their whereabouts.





# Personnel & Acknowledgements

## Wellington County Charity Golf Tournament

The Wellington County OPP Charity Golf Tournament returned again this year in support of “Boots on the Ground-Peer Support for First Responders.”

The tournament was held on September 10<sup>th</sup> at the Guelph Lakes Golf and Country Club. Approximately 136 golfers participated including Wellington County OPP members, retirees, local paramedics, firefighters, and many members of the community.

In total, \$15,000.00 was raised and presented to Boots on the Ground chairman/founder, Dave MacLennan on October 21<sup>st</sup>.



Special thank you to PC Kirk MacDonald for organizing the event, the multiple volunteers that assisted the day of the event and to the Staff of the Guelph Lakes Golf and Country Club.



# Report Summary

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October was another busy month for Wellington County OPP. Calls for Service combined with the numerous Fall community events across the County kept everyone quite busy. On top of that the Traffic Management Unit and frontline officers took part in Operation Impact on the Thanksgiving weekend to educate drivers on road safety and lay charges when necessary. The Community Street Crime Unit was kept consistently busy following leads, drafting warrants, and assisting other Wellington County and neighbouring units with their investigations. The Community Response Unit was kept busy with the Offender Management & Apprehension Program and was proactively engaging with all members of the community, especially young people, through multiple presentations on online safety/online bullying and community partners. By reaching out to young people we can proactively prevent or stop negative or criminal actions within the community. And we can hopefully build upon the trust that the local community already has for their local police service.

All in all, October brought a demanding workload, but Wellington County OPP rose to the occasion and was able to provide security and safety to the citizens Wellington County.

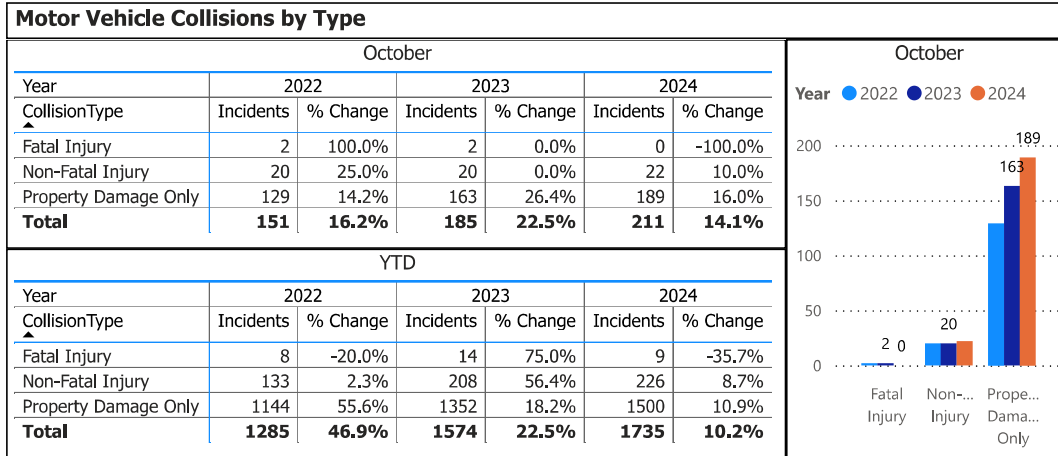
As a final send off before the new year, once again we want to remind everyone that winter is coming.

Remember to install your winter tires, slow down, adjust your driving to the weather conditions and give yourself extra time to safely reach your destination. Our actions can save lives!

Wellington County OPP would like to wish everyone a safe holiday season and a happy New Year.



**OPP Detachment Board Report  
Collision Reporting System  
October 2024**



Data source (Collision Reporting System) date:  
04-Nov-2024

Detachment: 6T - WELLINGTON COUNTY (Centre Wellington)  
Location code(s): 6T00 - WELLINGTON COUNTY (Centre Wellington), 6T10 - WELLINGTON COUNTY (South Wellington), 6T40 - WELLINGTON COUNTY (North Wellington)

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**OPP Detachment Board Report  
Collision Reporting System  
October 2024**

Fatalities in Detachment Area - Incidents									
October									
Type	Motor Vehicle			Motorized Snow Vehicle			Off-Road Vehicle		
Year	Alcohol/Drugs	Incidents	% Change	Alcohol/Drugs	Incidents	% Change	Alcohol/Drugs	Incidents	% Change
2022	0	2	100.0%	0	0	--	0	0	--
2023	0	2	0.0%	0	0	--	0	0	--
2024	0	0	-100.0%	0	0	--	0	0	--

YTD									
Type	Motor Vehicle			Motorized Snow Vehicle			Off-Road Vehicle		
Year	Alcohol/Drugs	Incidents	% Change	Alcohol/Drugs	Incidents	% Change	Alcohol/Drugs	Incidents	% Change
2022	3	7	-30.0%	0	0	--	0	1	--
2023	4	14	100.0%	0	0	--	0	0	-100.0%
2024	0	7	-50.0%	0	0	--	1	2	--

Fatalities in Detachment Area - Persons Killed						
October						
Type	Motor Vehicle		Motorized Snow Vehicle		Off-Road Vehicle	
Year	Persons Killed	% Change	Persons Killed	% Change	Persons Killed	% Change
2022	2	100.0%	0	--	0	--
2023	3	50.0%	0	--	0	--
2024	0	-100.0%	0	--	0	--

YTD						
Type	Motor Vehicle		Motorized Snow Vehicle		Off-Road Vehicle	
Year	Persons Killed	% Change	Persons Killed	% Change	Persons Killed	% Change
2022	10	0.0%	0	--	1	--
2023	15	50.0%	0	--	0	-100.0%
2024	8	-46.7%	0	--	2	--

Primary Causal Factors in Fatal Motor Vehicle Collisions							
October				YTD			
	2022	2023	2024		2022	2023	2024
Speeding	0	0	0	Speeding	0	3	2
Speeding % Change	-100.0%	--	--	Speeding % Change	-100.0%	--	-33.3%
Distracted	1	0	0	Distracted	1	2	4
Distracted % Change	--	-100.0%	--	Distracted % Change	0.0%	100.0%	100.0%
Alcohol/Drugs	0	0	0	Alcohol/Drugs	3	4	1
Alcohol/Drugs % Change	--	--	--	Alcohol/Drugs % Change	0.0%	33.3%	-75.0%
Wildlife	0	0	0	Wildlife	0	0	0
Wildlife % Change	--	--	--	Wildlife % Change	--	--	--
NoSeatbelt	0	0	0	NoSeatbeltYTD	2	3	1
NoSeatbelt YoY%	--	--	--	NoSeatbeltYTD YoY%	0.0%	50.0%	-66.7%

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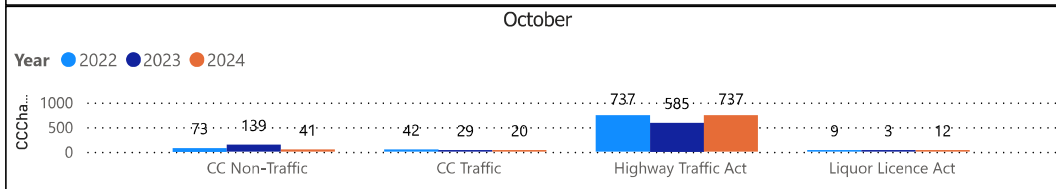
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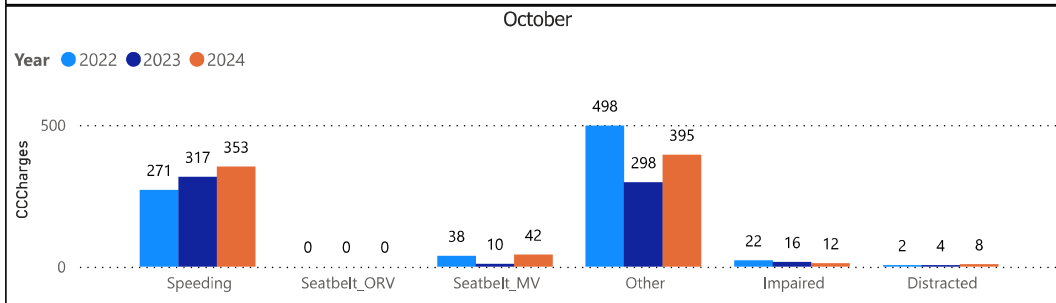
Criminal Code and Provincial Statute Charges Laid						
October						
Year	2022		2023		2024	
ChargeCategory1	Offence Count	% Change	Offence Count	% Change	Offence Count	% Change
CC Non-Traffic	73	7.4%	139	90.4%	41	-70.5%
CC Traffic	42	10.5%	29	-31.0%	20	-31.0%
Highway Traffic Act	737	60.6%	585	-20.6%	737	26.0%
Liquor Licence Act	9	200.0%	3	-66.7%	12	300.0%
<b>Total</b>	<b>861</b>	<b>51.6%</b>	<b>756</b>	<b>-12.2%</b>	<b>810</b>	<b>7.1%</b>

YTD						
Year	2022		2023		2024	
ChargeCategory1	Offence Count	% Change	Offence Count	% Change	Offence Count	% Change
CC Non-Traffic	821	-14.0%	1158	41.0%	1142	-1.4%
CC Traffic	287	13.9%	298	3.8%	295	-1.0%
Highway Traffic Act	5179	32.7%	5894	13.8%	8082	37.1%
Liquor Licence Act	62	113.8%	71	14.5%	68	-4.2%
<b>Total</b>	<b>6349</b>	<b>23.5%</b>	<b>7421</b>	<b>16.9%</b>	<b>9587</b>	<b>29.2%</b>



Traffic Related Charges						
October						
Year	2022		2023		2024	
ChargeCategory2	Offence Count	% Change	Offence Count	% Change	Offence Count	% Change
Speeding	271	3.8%	317	17.0%	353	11.4%
Seatbelt_ORV	0	--	0	--	0	--
Seatbelt_MV	38	65.2%	10	-73.7%	42	320.0%
Other	498	145.3%	298	-40.2%	395	32.6%
Impaired	22	0.0%	16	-27.3%	12	-25.0%
Distracted	2	-80.0%	4	100.0%	8	100.0%

YTD						
Year	2022		2023		2024	
ChargeCategory2	Offence Count	% Change	Offence Count	% Change	Offence Count	% Change
Speeding	2680	11.4%	2771	3.4%	3891	40.4%
Seatbelt_ORV	0	--	1	--	4	300.0%
Seatbelt_MV	313	36.1%	285	-8.9%	565	98.2%
Other	2619	71.5%	3318	26.7%	4218	27.1%
Impaired	195	24.2%	195	0.0%	187	-4.1%
Distracted	78	44.4%	64	-17.9%	91	42.2%

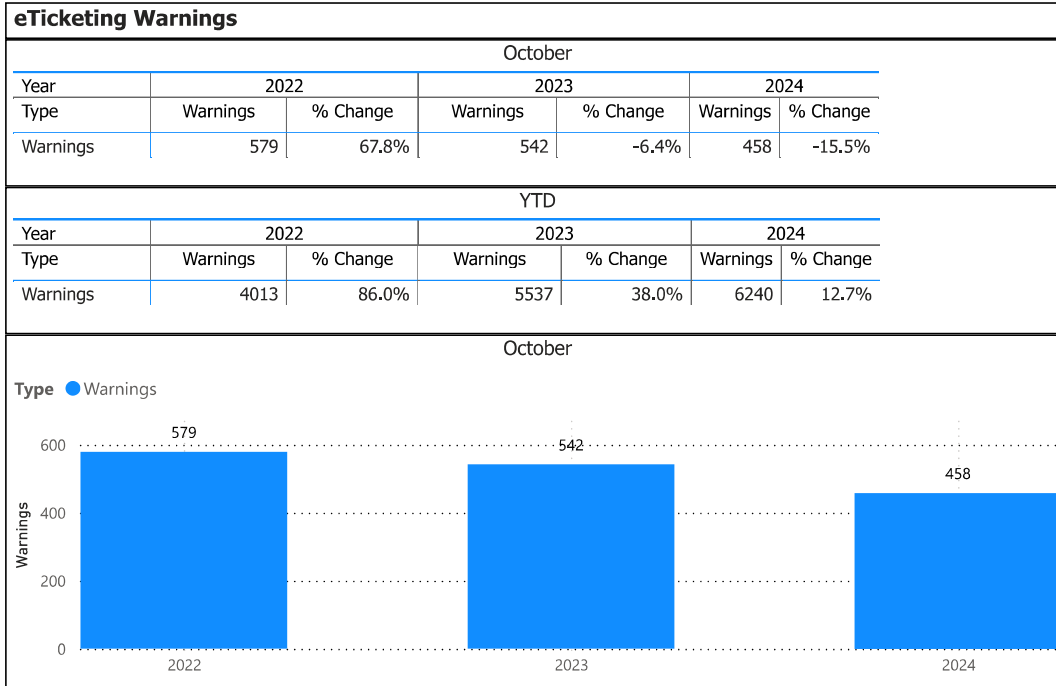


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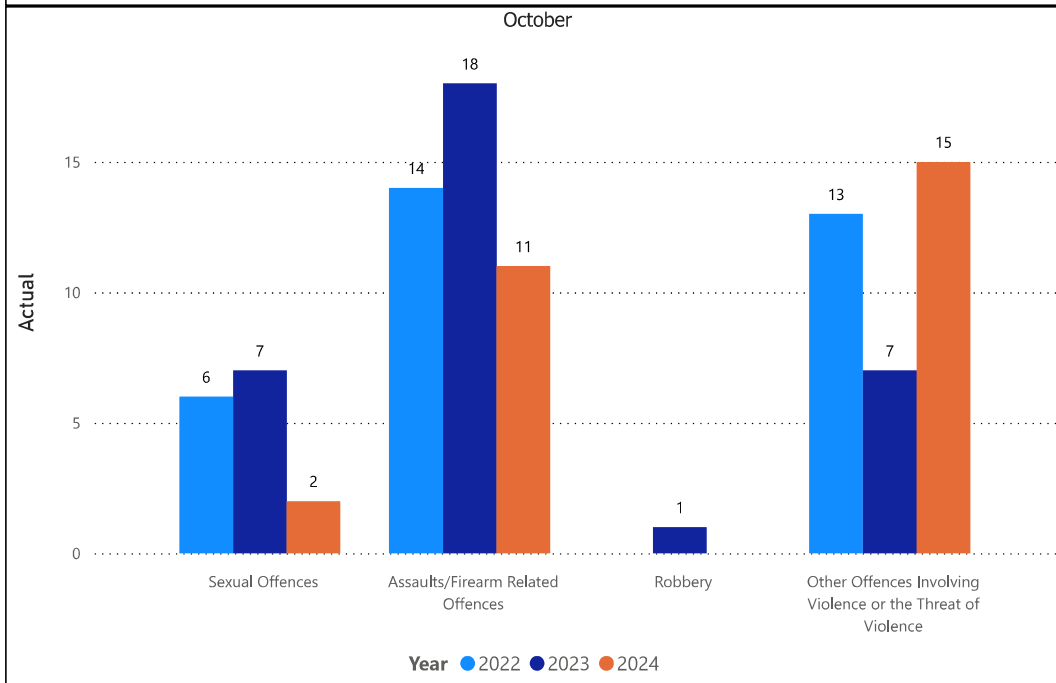
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**OPP Detachment Board Report  
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Violent Crime						
October						
Year	2022		2023		2024	
ViolationGrp	Actual	% Change	Actual	% Change	Actual	% Change
Homicides	0	--	0	--	0	--
Other Offences Causing Death	0	--	0	--	0	--
Attempted Murder	0	--	0	--	0	--
Sexual Offences	6	-25.0%	7	16.7%	2	-71.4%
Assaults/Firearm Related Offences	14	0.0%	18	28.6%	11	-38.9%
Offences Resulting in the Deprivation of Freedom	0	--	0	--	0	--
Robbery	0	--	1	--	0	-100.0%
Other Offences Involving Violence or the Threat of Violence	13	30.0%	7	-46.2%	15	114.3%
Offences in Relation to Sexual Services	0	--	0	--	0	--
<b>Total</b>	<b>33</b>	<b>3.1%</b>	<b>33</b>	<b>0.0%</b>	<b>28</b>	<b>-15.2%</b>

YTD						
Year	2022		2023		2024	
ViolationGrp	Actual	% Change	Actual	% Change	Actual	% Change
Homicides	0	--	1	--	0	-100.0%
Other Offences Causing Death	0	--	0	--	0	--
Attempted Murder	0	--	0	--	0	--
Sexual Offences	53	32.5%	68	28.3%	58	-14.7%
Assaults/Firearm Related Offences	122	-14.7%	176	44.3%	189	7.4%
Offences Resulting in the Deprivation of Freedom	2	100.0%	5	150.0%	2	-60.0%
Robbery	2	-50.0%	4	100.0%	1	-75.0%
Other Offences Involving Violence or the Threat of Violence	114	14.0%	118	3.5%	132	11.9%
Offences in Relation to Sexual Services	0	--	0	--	0	--
<b>Total</b>	<b>293</b>	<b>1.7%</b>	<b>372</b>	<b>27.0%</b>	<b>382</b>	<b>2.7%</b>



Detachment: 6T - WELLINGTON COUNTY (Centre Wellington)

Location code(s): 6T00 - WELLINGTON COUNTY (Centre Wellington), 6T10 - WELLINGTON COUNTY (South Wellington), 6T40 - WELLINGTON COUNTY (North Wellington)

Area(s): ALL

Data source date:  
04-Nov-2024

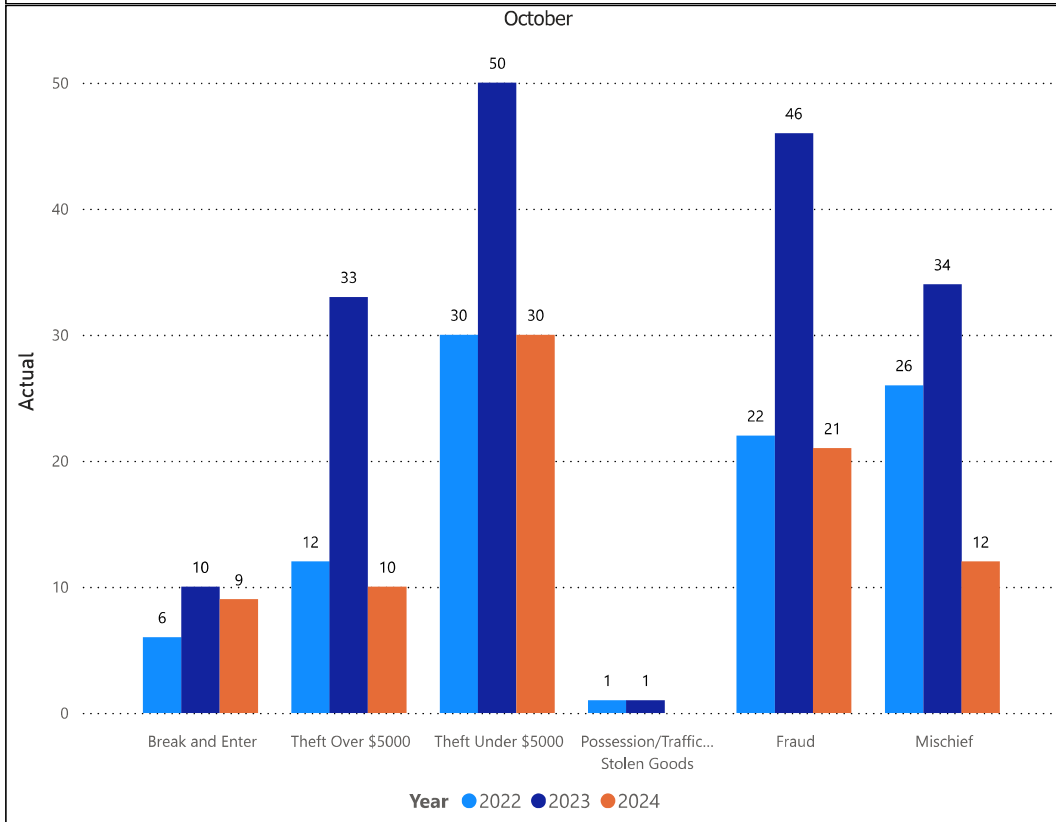
Report Generated on:  
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### OPP Detachment Board Report Records Management System October 2024

Property Crime						
October						
Year	2022		2023		2024	
ViolationGrp	Actual	% Change	Actual	% Change	Actual	% Change
Arson	0	--	0	--	0	--
Break and Enter	6	-33.3%	10	66.7%	9	-10.0%
Theft Over \$5000	12	9.1%	33	175.0%	10	-69.7%
Theft Under \$5000	30	20.0%	50	66.7%	30	-40.0%
Possession/Trafficking Stolen Goods	1	0.0%	1	0.0%	0	-100.0%
Fraud	22	-12.0%	46	109.1%	21	-54.3%
Mischief	26	-43.5%	34	30.8%	12	-64.7%
<b>Total</b>	<b>97</b>	<b>-17.1%</b>	<b>174</b>	<b>79.4%</b>	<b>82</b>	<b>-52.9%</b>

YTD						
Year	2022		2023		2024	
ViolationGrp	Actual	% Change	Actual	% Change	Actual	% Change
Arson	5	400.0%	12	140.0%	2	-83.3%
Break and Enter	134	31.4%	97	-27.6%	106	9.3%
Theft Over \$5000	154	28.3%	152	-1.3%	169	11.2%
Theft Under \$5000	418	2.2%	353	-15.6%	392	11.0%
Possession/Trafficking Stolen Goods	21	75.0%	21	0.0%	10	-52.4%
Fraud	278	-5.4%	382	37.4%	322	-15.7%
Mischief	245	-4.7%	221	-9.8%	168	-24.0%
<b>Total</b>	<b>1255</b>	<b>5.0%</b>	<b>1238</b>	<b>-1.4%</b>	<b>1169</b>	<b>-5.6%</b>



Detachment: 6T - WELLINGTON COUNTY (Centre Wellington)

Location code(s): 6T00 - WELLINGTON COUNTY (Centre Wellington), 6T10 - WELLINGTON COUNTY (South Wellington), 6T40 - WELLINGTON COUNTY (North Wellington)

Area(s): ALL

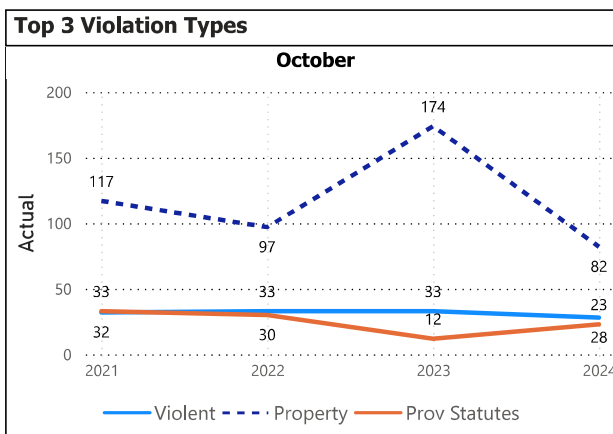
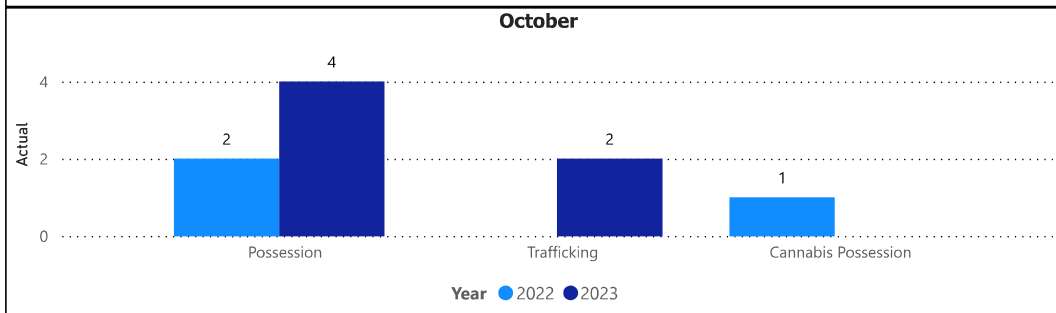
Data source date:  
04-Nov-2024

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**OPP Detachment Board Report  
Records Management System  
October 2024**

<b>Drug Crime</b>						
<b>October</b>						
Year	2022		2023		2024	
ViolationGrp	Actual	% Change	Actual	% Change	Actual	% Change
Possession	2	-33.3%	4	100.0%	0	-100.0%
Trafficking	0	-100.0%	2	--	0	-100.0%
Importation & Production	0	--	0	--	0	--
Cannabis Possession	1	--	0	-100.0%	0	--
Cannabis Distribution	0	--	0	--	0	--
Cannabis Sale	0	-100.0%	0	--	0	--
Cannabis Importation & Exportation	0	--	0	--	0	--
Cannabis Production	0	--	0	--	0	--
Other Cannabis Violations	0	--	0	--	0	--
<b>Total</b>	<b>3</b>	<b>-57.1%</b>	<b>6</b>	<b>100.0%</b>	<b>0</b>	<b>-100.0%</b>

<b>YTD</b>						
Year	2022		2023		2024	
ViolationGrp	Actual	% Change	Actual	% Change	Actual	% Change
Possession	20	-33.3%	17	-15.0%	18	5.9%
Trafficking	12	-14.3%	9	-25.0%	12	33.3%
Importation & Production	0	-100.0%	0	--	1	--
Cannabis Possession	2	--	1	-50.0%	0	-100.0%
Cannabis Distribution	4	300.0%	0	-100.0%	0	--
Cannabis Sale	0	-100.0%	0	--	1	--
Cannabis Importation & Exportation	0	--	0	--	0	--
Cannabis Production	1	-50.0%	1	0.0%	1	0.0%
Other Cannabis Violations	0	--	0	--	0	--
<b>Total</b>	<b>39</b>	<b>-22.0%</b>	<b>28</b>	<b>-28.2%</b>	<b>33</b>	<b>17.9%</b>



<b>Top 5 Violation Groups</b>					
<b>October</b>					
ViolationGrp	2021	2022	2023	2024	Total
Theft Under \$5000	25	30	50	30	<b>135</b>
Mischief	46	26	34	12	<b>118</b>
Fraud	25	22	46	21	<b>114</b>
Provincial Statutes	33	30	12	23	<b>98</b>
Theft Over \$5000	11	12	33	10	<b>66</b>

Detachment: 6T - WELLINGTON COUNTY (Centre Wellington)

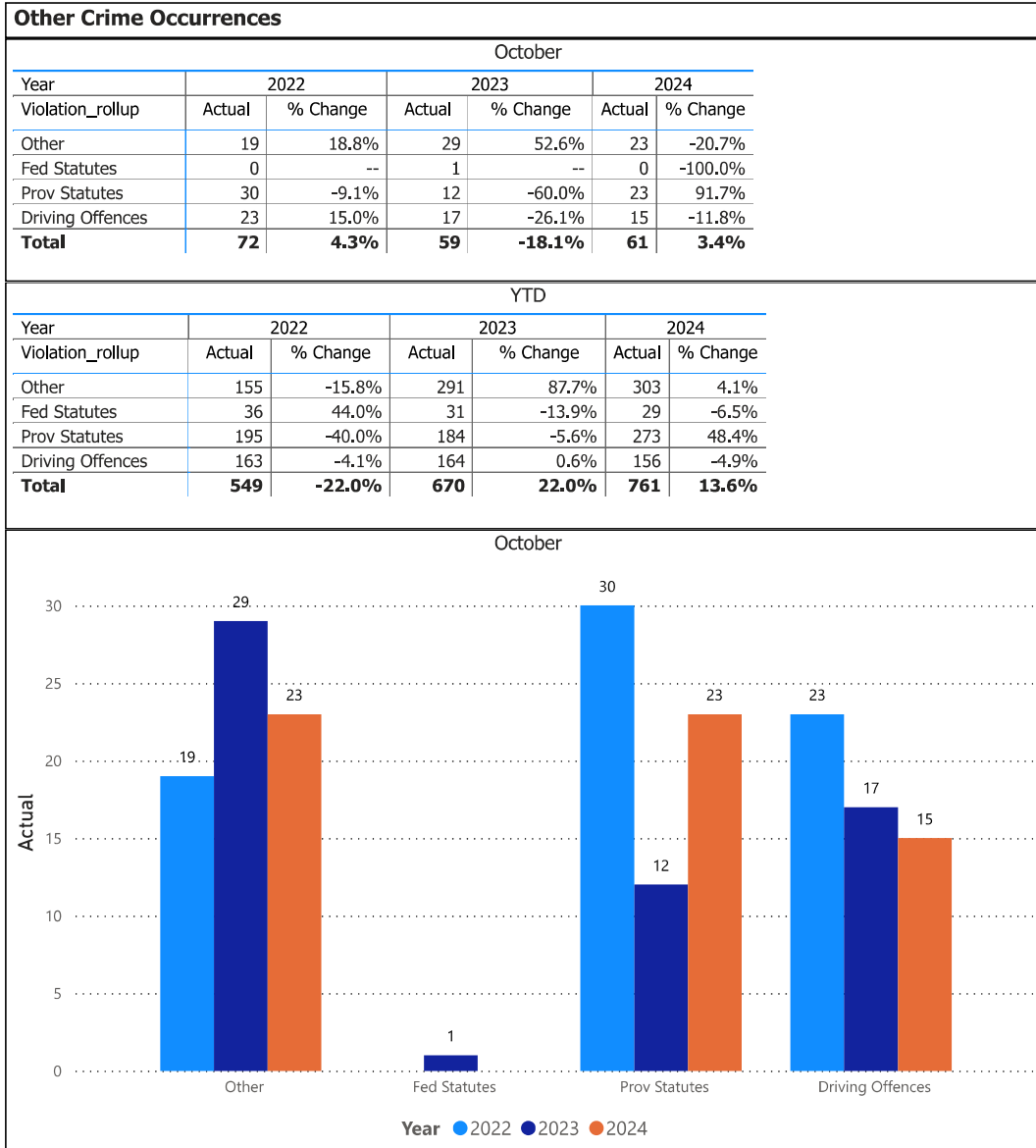
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Area(s): ALL

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**OPP Detachment Board Report  
Records Management System  
October 2024**



Detachment: 6T - WELLINGTON COUNTY (Centre Wellington)

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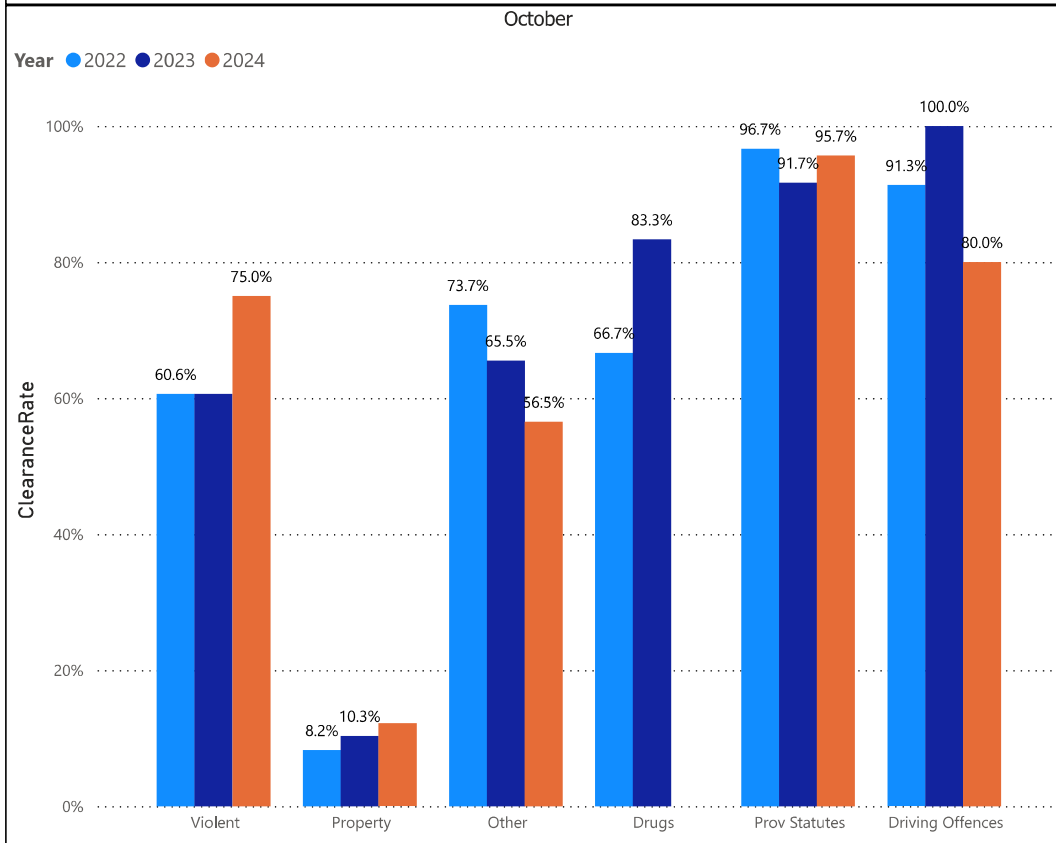
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06-Nov-2024 9:28:03 AM

**OPP Detachment Board Report  
Records Management System  
October 2024**

Clearance Rate						
October						
Year	2022		2023		2024	
	%	% Change	%	% Change	%	% Change
Violent	60.6%	2.1%	60.6%	0.0%	75.0%	23.8%
Property	8.2%	-25.8%	10.3%	25.4%	12.2%	17.9%
Other	73.7%	31.0%	65.5%	-11.1%	56.5%	-13.7%
Drugs	66.7%	-22.2%	83.3%	25.0%		-100.0%
Fed Statutes		--	0.0%	--		--
Prov Statutes	96.7%	2.9%	91.7%	-5.2%	95.7%	4.3%
Driving Offences	91.3%	-3.9%	100.0%	9.5%	80.0%	-20.0%

YTD						
Year	2022		2023		2024	
	%	% Change	%	% Change	%	% Change
Violation_rollup						
Violent	56.3%	-12.8%	62.4%	10.7%	63.4%	1.6%
Property	11.5%	-17.4%	15.3%	33.8%	13.5%	-11.9%
Other	52.9%	-11.5%	62.5%	18.2%	65.3%	4.5%
Drugs	79.5%	-0.6%	89.3%	12.3%	69.7%	-21.9%
Fed Statutes	100.0%	13.6%	87.1%	-12.9%	100.0%	14.8%
Prov Statutes	96.4%	8.8%	94.0%	-2.5%	94.9%	0.9%
Driving Offences	88.3%	-0.5%	86.6%	-2.0%	76.3%	-11.9%



Detachment: 6T - WELLINGTON COUNTY (Centre Wellington)

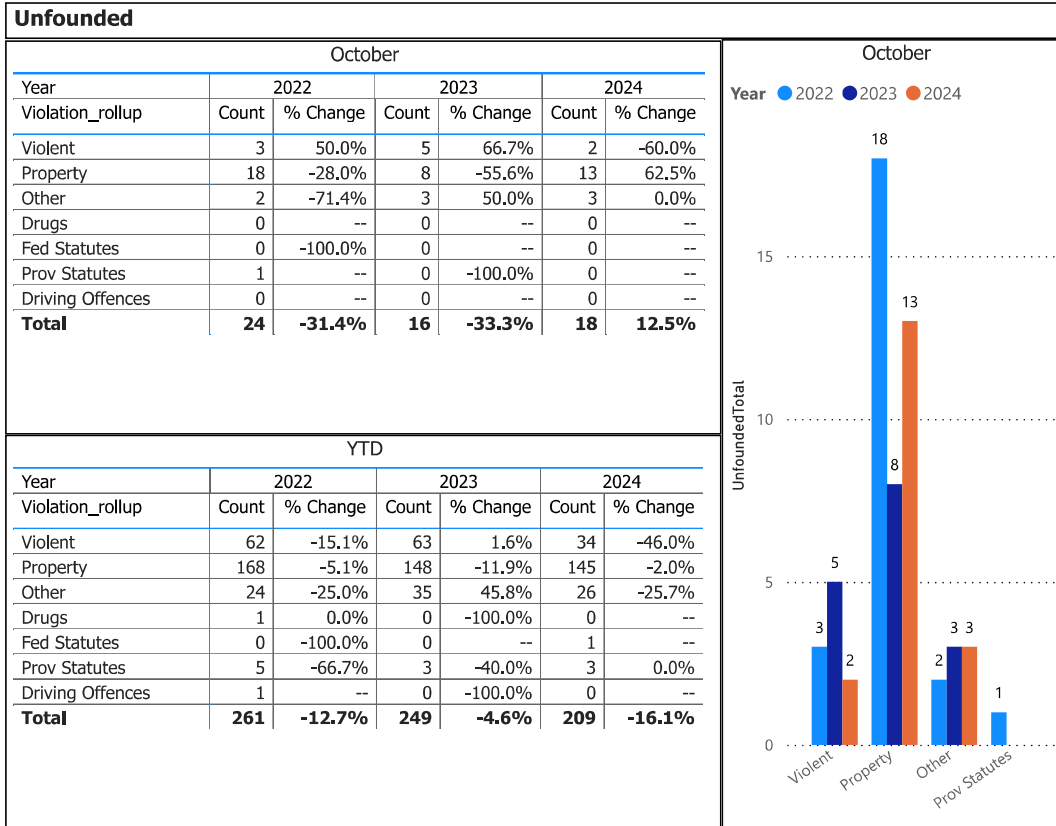
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Area(s): ALL

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04-Nov-2024

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**OPP Detachment Board Report  
Records Management System  
October 2024**



Detachment: 6T - WELLINGTON COUNTY (Centre Wellington)

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Area(s): ALL

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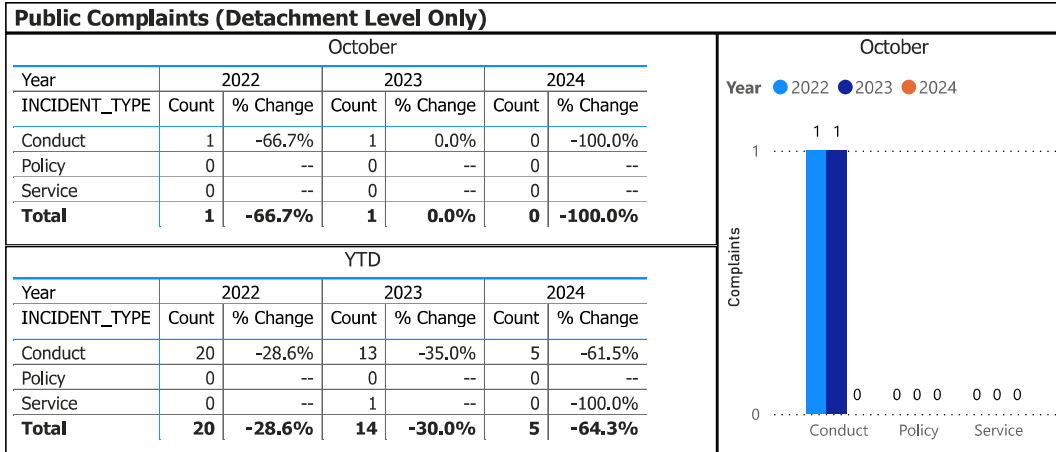
10-May-2024

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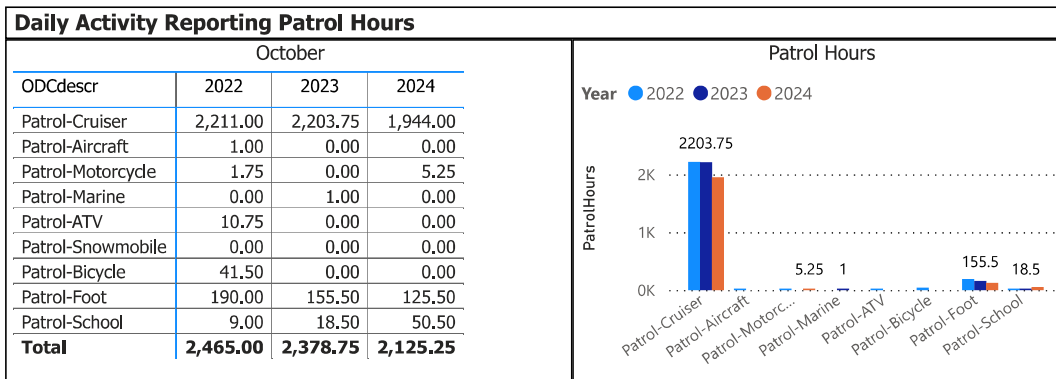
### OPP Detachment Board Report Records Management System October 2024



Data source: RMS Data Feed  
Ontario Provincial Police, Professional Standards Bureau Commander Reports - File Manager System

Data source date:  
04-Nov-2024

### Daily Activity Reporting



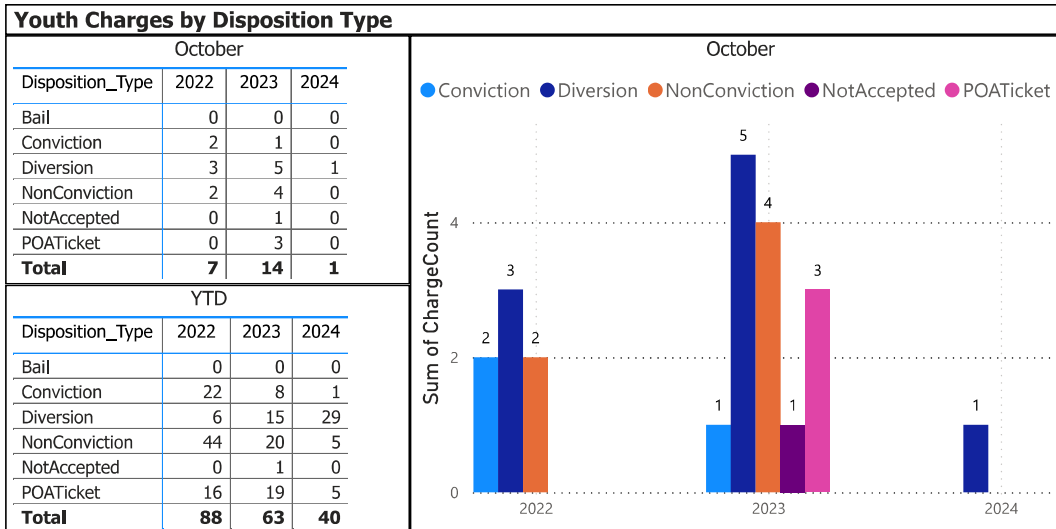
Data source (Daily Activity Reporting System) date:  
04-Nov-2024

Detachment: 6T - WELLINGTON COUNTY (Centre Wellington)  
Location code(s): 6T00 - WELLINGTON COUNTY (Centre Wellington), 6T10 - WELLINGTON COUNTY (South Wellington), 6T40 - WELLINGTON COUNTY (North Wellington)

Data source date:  
04-Nov-2024

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### OPP Detachment Board Report Records Management System October 2024



#### Youth Charges by Disposition and Occurrence Type

October					
Year	2024				Total
OccType	Conviction	Diversion	NonConviction	NotAccepted	
Threats	0	1	0	0	<b>1</b>
<b>Total</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>

YTD							
Year	2024						Total
OccType	Bail	Conviction	Diversion	NonConviction	NotAccepted	POATicket	
Assault	0	0	4	0	0	0	<b>4</b>
Bail violations		0	0	4	0	0	<b>4</b>
eTicket - Person		0	0	0	0	3	<b>3</b>
Indecent acts		0	1	0	0		<b>1</b>
Mischief		0	15	0	0		<b>15</b>
Police pursuit		0	0	1	0		<b>1</b>
Sexual assault		0	1	0	0		<b>1</b>
Theft		0	4	0	0		<b>4</b>
Threats		0	1	0	0		<b>1</b>
Traffic enforcement - H.T.A.		1	2	0	0	2	<b>5</b>
Trouble with youth		0	1	0	0	0	<b>1</b>
<b>Total</b>	<b>0</b>	<b>1</b>	<b>29</b>	<b>5</b>	<b>0</b>	<b>5</b>	<b>40</b>

The tables and chart on this page present summarized youth charges by disposition and occurrence type that have been recorded in the OPP Niche RMS application. Of note... the Niche data sourced for this report page only lists youth charges that have had a disposition type entered against them. Therefore, please be aware that the counts of youth charges entries on this report page are under stating the potential sum of youth charges that are in OPP Niche RMS.

**Detachment: 6T - WELLINGTON COUNTY (Centre Wellington)**

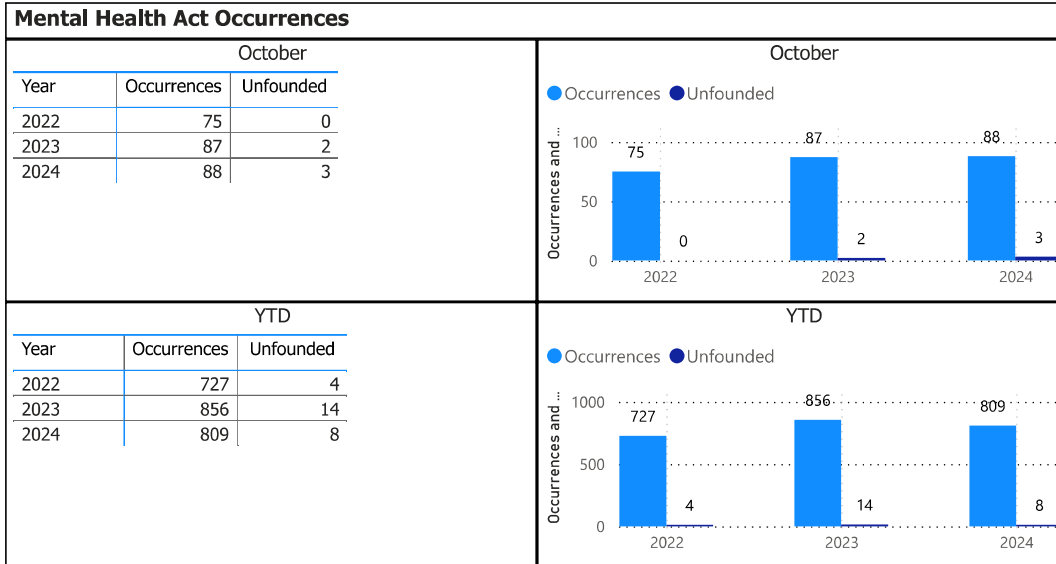
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04-Nov-2024

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### OPP Detachment Board Report Records Management System October 2024



October		
Year	2024	
OccurrenceType	Occurrences	Unfounded
	1	0
Ambulance Assistance	4	0
Assist Other Non Police Agency	1	0
Attempt or threat of suicide	7	0
Bail violations	1	0
Child Pornography	1	0
Cyber Enabled Crime - Online Fraud	1	0
Disturb the peace	1	0
Domestic dispute	4	1
eTicket - Vehicle	1	0
Family dispute	7	0
Mental health act	48	1
Missing person located	1	1
Person Well-Being Check	1	0
Police assistance	3	0
Shoplift	2	0
Sudden death	1	0
Threats	1	0
Trouble with youth	2	0
<b>Total</b>	<b>88</b>	<b>3</b>

Detachment: 6T - WELLINGTON COUNTY (Centre Wellington)

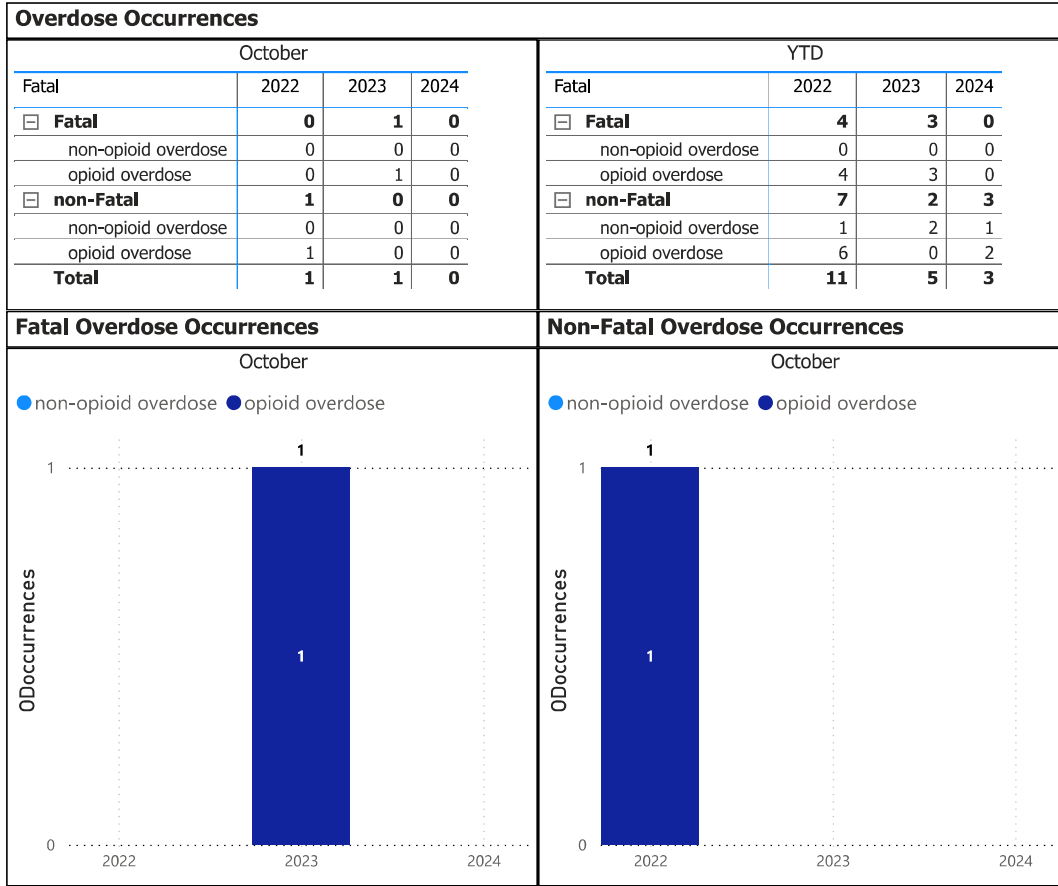
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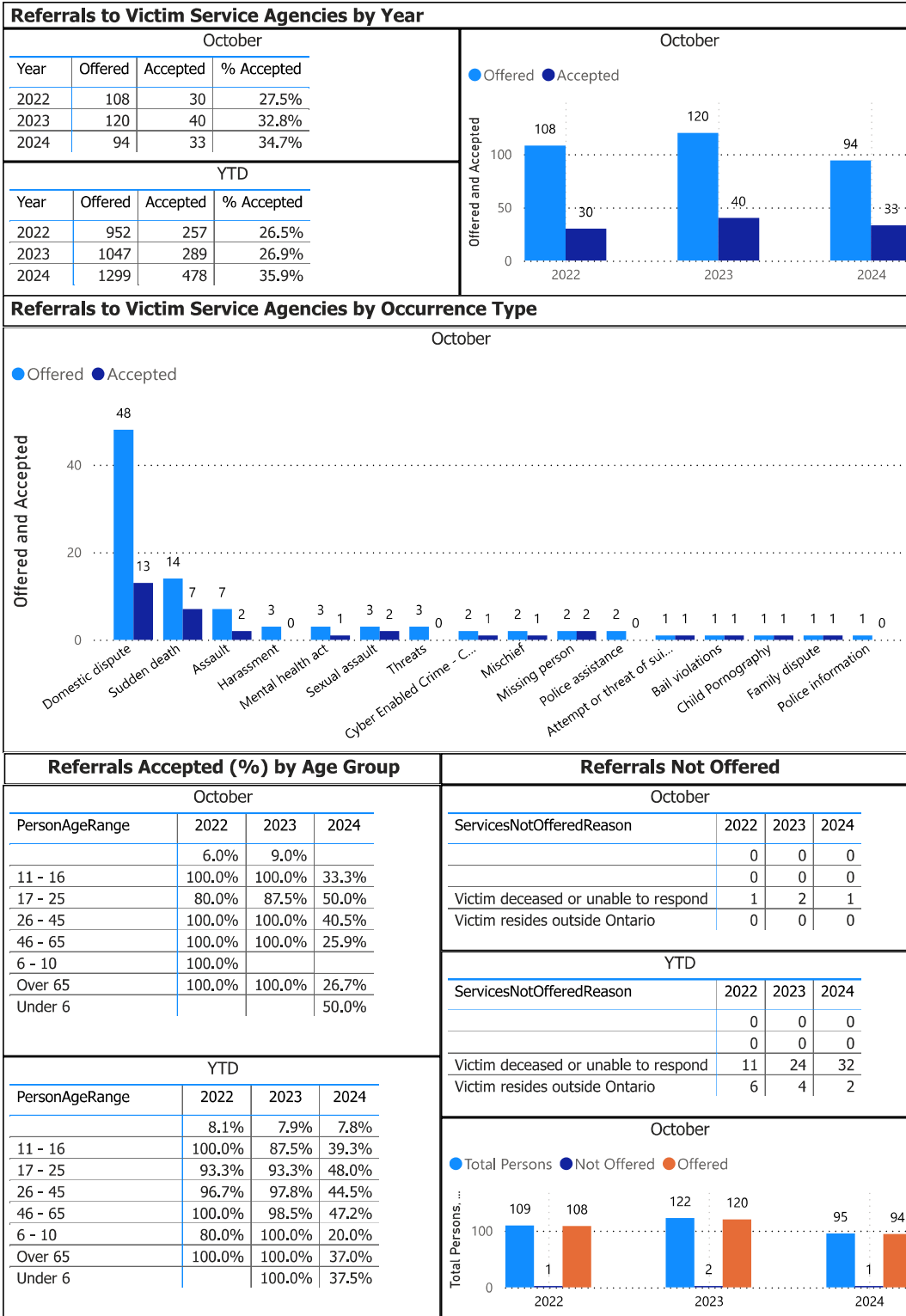
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# Contacts

## In an emergency DIAL 911

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

## Non-emergency calls

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

### County of Wellington OPP Detachments

#### Centre Wellington Operations Centre

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

#### South Wellington Operations Centre

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

#### North Wellington Operations Centre

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

### OPP General Headquarters

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

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



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# CONSERVATION AUTHORITIES ACT DELIVERABLES – AT DECEMBER 31, 2024 –

## CONSERVATION HALTON

### Contents

- 1. CONSERVATION HALTON BOARD MEETING AGENDA**  
October 31, 2024 | [conservationhalton.ca/governance](https://conservationhalton.ca/governance)
- 2. CONSERVATION HALTON BOARD REPORT NO. CHB 06 24 04**  
Update on Regulatory Deliverables: *Ontario Regulation 686/21*  
under the *Conservation Authorities Act*
- 3. CONSERVATION HALTON BOARD REPORT NO. CHB 06 24 05**  
Watershed-Based Resource Management Strategy
- 4. CONSERVATION HALTON WATERSHED-BASED RESOURCE  
MANAGEMENT STRATEGY (2024)**  
[conservationhalton.ca/watershed-strategy](https://conservationhalton.ca/watershed-strategy)
- 5. CONSERVATION HALTON BOARD REPORT NO. CHB 06 24 06**  
Land Inventory & Conservation Area Strategy
- 6. CONSERVATION HALTON CONSERVATION AREA STRATEGY (2024)**  
[conservationhalton.ca/conservation-area-strategy](https://conservationhalton.ca/conservation-area-strategy)
- 7. DRAFT CONSERVATION HALTON BOARD MEETING MINUTES**  
October 31, 2024 | [conservationhalton.ca/governance](https://conservationhalton.ca/governance)





# Conservation Halton Board Meeting AMENDED Agenda

Conservation Halton  
2596 Britannia Road West, Burlington, ON  
October 31, 2024, 1:00 PM - 4:00 PM EDT

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**REPORT TO:** Conservation Halton Board

**REPORT NO: #** CHB 06 24 04

**FROM:** Chandra Sharma, President & CEO/Secretary-Treasurer

**DATE:** October 31, 2024

**SUBJECT:** Update on Regulatory Deliverables: *Ontario Regulation 686/21* under the *Conservation Authorities Act*

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## Recommendation

THAT the Conservation Halton Board **receives for information the staff report entitled “Update on Regulatory Deliverables: *Ontario Regulation 686/21* under the *Conservation Authorities Act*”.**

## Executive Summary

Under [Ontario Regulation 686/21](#): *Mandatory Programs and Services under the Conservation Authorities Act* (O. Reg. 686/21), Conservation Authorities (CAs) are required to complete six (6) legislated deliverables for mandatory programs and services by December 31, 2024. O. Reg. 686/21 prescribes the requirements for the regulatory deliverables. Each CA is required to:

1. Conservation Areas Strategy (CA Strategy)
2. Ice Management Plan (IMP)
3. Land Inventory
4. Natural Hazard Infrastructure Asset Management Plan(s)
5. Natural Hazard Infrastructure Operational Management Plan(s)
6. Watershed-Based Resource Management Strategy

## Report

Changes to the CA Act require that all CAs complete legislated deliverables for mandatory programs and services. O. Reg. 686/21 prescribes the requirements for these deliverables. Each CA is required to complete

1. Conservation Areas Strategy (O. Reg 686/21, s.10)
2. Develop and implement an Ice Management Plan (O. Reg 686/21, s.4)
3. Land Inventory (O. Reg 686/21, s.11)
4. Develop and implement a Natural Hazard Infrastructure Asset Management Plan (O. Reg 686/21, s.5)
5. Develop and implement a Natural Hazard Infrastructure Operational Management Plan (O. Reg 686/21, s.5)
6. Watershed-Based Resource Management Strategy (O. Reg 686/21, s.12(4))

### *Conservation Areas Strategy and Land Inventory*

O. Reg 686/21 provides the mandatory components of the Conservation and Management of Lands program and service. The objective of the CA Strategy is to ensure CH has a documented and current set of objectives to inform decision-making related to lands owned or controlled by CH.

O. Reg 686/21 requires the development of a Land Inventory that captures specific information for each parcel of land owned or controlled by CH. The Land Inventory is directly linked to the CA Strategy as the land use categories established in the Strategy will be applied to each parcel of land in the Inventory. Information contained in the Inventory includes details on parcel acquisition, location, categorization, and CH projects. Staff anticipates that the Inventory will positively support the management of CH land holdings as well as provide an easy-to-use reference document for all CH-owned land and managed properties. Major components of the Land Inventory have been completed and work is in progress to finalize the inventory by December 31, 2024.

A detailed overview of the CA Strategy is provided in Board Report No. CHB 06 24 06.

### *Ice Management Plan*

Ice management is a mandatory program and service that CH provides within its jurisdiction to reduce risk associated with natural hazards. O. Reg 686/21 stipulates that the Ice Management Program (IMP) must include how ice within CH's jurisdiction may increase the risk of natural hazards and the necessary steps to mitigate risk, including identifying the equipment and resources needed to carry out said steps. Updates to the IMP will occur on a set frequency as determined by CH.

The requirement of an IMP provides CH with the opportunity to formalize existing ice management practices within the watershed, specifically outlining CH's role in ice management activities, identifying areas prone to ice jam flooding, clarifying the relationship between ice jams and other concerns related to ice management and the relationship to natural hazards, and identifying recommendations for structural and/or operational measures to mitigate associated flood risks.

An IMP is currently being completed to describe general riverine ice conditions within CH's jurisdiction and the proposed actions that CH has undertaken to address ice jam and ice jam-related flood forecasting, field monitoring and surveillance of riverine ice during the winter months, river ice conditions reporting to affected municipal partners, and issuance of flood messages. The document will be completed before December 31, 2024, as required

### *Natural Hazard Infrastructure Asset Management Plan(s)*

A Natural Hazard Infrastructure Asset Management Plan is required to support mandatory programs and services related to flood control, low flow augmentation, and erosion control infrastructure—including CH-owned infrastructure and any infrastructure that CH operates through a landowner agreement.

The Plan includes the identification, location, and specifications of dams and dike and floodwall systems; a condition assessment of major infrastructure components and current maintenance practices, processes, and systems; a review of the maintenance program to identify any modifications or updates required to meet organizational goals; and documents CH's water control infrastructure

asset management strategy and associated funding needs (e.g., major maintenance, large capital for individual dams and dikes, and an outline of recommended works).

An [Asset Management Plan \(AMP\) for CH's dams and channels](#) was previously completed by Watson & Associates in 2022. Staff is implementing the plan and will update as necessary to keep it current.

#### *Natural Hazard Infrastructure Operational Management Plan*

The operation, maintenance, repair, and decommissioning of any water control infrastructure where the purpose of the infrastructure is to mitigate risk to life and damage to property resulting from flooding and/or assist in flow augmentation and erosion control infrastructure is a mandatory program and service. O. Reg 686/21 stipulates that an operational plan be developed and implemented for water control/flow augmentation and erosion control infrastructure.

Preparation of a Natural Hazard Infrastructure Operational Plan (NHIOP) is currently underway. The document will include a comprehensive matrix that describes existing key documents relating to Operations, Maintenance & Surveillance (OMS), Emergency Preparedness (EPPs) and Public Safety (PSPs) associated with CH flood infrastructure and for long-term planning of capital repairs (Dam Safety Reviews, Channel Condition Assessment & Capital Plan, etc.). The document will be completed before December 31, 2024, as required.

#### *Watershed-Based Resource Management Strategy*

O. Reg 686/21 requires CAs to prepare a Watershed Based Resource Management Strategy (RMS) that provides watershed context and rationale for CH's Category 1, 2, and 3 programs and services and identifies current priorities and future direction.

The Watershed-Based RMS will assess Category 1 programs for regulatory compliance and make recommendations and provide cost estimates to address any issues and mitigate risks that may limit the effectiveness of these programs. The RMS may include both Category 2 and Category 3 programs and services provided by CH where service delivery agreements under an overarching Memorandum of Understanding (MOU) with local municipalities are in place to provide for the delivery of these programs or services, thereby permitting the inclusion in the Strategy. Examples of eligible Category 2 and Category 3 programs and services include stewardship programs, tree planting and forestry, invasive species management, wetland restoration, sub-watershed plans, stormwater management, and natural heritage mapping.

A detailed overview of the Watershed-Based Resource Management Strategy is provided in Board Report No. CHB 06 24 05.

### **Impact on Strategic Priorities**

This report supports the Momentum priority of "Organizational Sustainability".

### **Financial Impact**

The staff time required to develop the legislated deliverables for mandatory programs and services under O. Reg 686/21 has been included in the existing budget allocations and dedicated focus by the Senior Leadership Team; there is no financial impact to this report.



---

October  
2024

Signed & respectfully submitted:



Chandra Sharma  
President & CEO/Secretary-Treasurer

**FOR QUESTIONS ON CONTENT:**

Chandra Sharma, President & CEO/Secretary-Treasurer  
csharma@hrca.on.ca, 905-336-1158 x 2270

**REPORT TO:** Conservation Halton Board

**REPORT NO: #** CHB 06 24 05

**FROM:** Barbara J. Veale, Senior Director, Watershed Management & Climate Change

**DATE:** October 31, 2024

**SUBJECT:** Watershed-Based Resource Management Strategy

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### Recommendation

THAT the Conservation Halton Board **approves the Watershed-Based Resource Management Strategy;**

And

THAT the Conservation Halton Board **directs staff to post the Watershed-Based Resource Management Strategy to the corporate website as required by *Ontario Regulation 686/21*;**

And

THAT the Conservation Halton Board **directs staff to advise participating municipalities and neighbouring Conservation Authorities that the approved Watershed-Based Resource Management Strategy has been completed and posted.**

### Executive Summary

Conservation Halton (CH) released its draft Watershed-Based Resource Management Strategy (Watershed Strategy) to the public for comment on July 12, 2024. The Watershed Strategy identifies further actions that should be taken by CH to address key watershed-based natural resource management issues and alleviate or mitigate risks within our watersheds through existing Category 1, 2, and 3 programs and services.

The public commenting period ended September 13, 2024. Several submissions were received. The Watershed Strategy has been updated based on these submissions.

Staff recommends that the CH Board approves the Watershed Strategy as presented and directs staff to post the Watershed Strategy to the corporate website to fulfill requirements under *Ontario Regulation 686/21* (O. Reg. 686/21). Once approved, staff recommends that CH's participating municipalities and neighbouring Conservation Authorities (CAs) be notified of the posting.

### Report

Recent changes to the *Conservation Authorities Act* (CA Act) require CAs to complete a Watershed-Based Resource Management Strategy (Watershed Strategy) by December 31, 2024, with the following components:

- Guiding principles and objectives that inform the design and delivery of CH's programs and services;
- A summary of existing technical studies, monitoring programs, and other information on the natural resources the authority relies on to directly inform and support the delivery of programs and services;
- A review of the CA's programs and services to 1) determine if the programs and services comply with the regulations, 2) identify and analyze issues and risks that limit the effectiveness of the delivery of these programs and services, and 3) identify actions to address the issues and mitigate risks identified by the review, and providing a cost estimate for the implementation of those actions; and
- A process for periodically reviewing and updating the Watershed Strategy that includes procedures to ensure stakeholders and the public are consulted during the review and update process.

These studies and reports were completed between October 2023 and June 2024 and are posted to the CH website at [www.conservationhalton.ca/watershed-strategy](http://www.conservationhalton.ca/watershed-strategy). The studies improve our understanding of human-nature relationships in CH's watersheds and how they interact to aggravate or create natural resource issues and risks. These studies and reports include:

- **Guiding Principles and Objectives** – the overarching goal, principles, and objectives that underpin the Watershed Strategy were developed with input from municipalities and the public and are highlighted on the CH website.
- **Key Natural Resource Issues** – this report identifies and describes key natural issues in CH's jurisdiction through a review of available monitoring data, technical studies, staff expertise, municipal input, and public feedback.
- **Characterization Summary** – this report 1) summarizes the biophysical traits of CH's watersheds and how they influence the water cycle and other natural processes; 2) identifies the key influences on natural processes driven by human activities (including climate change); and 3) describes resulting natural resource conditions, trends, vulnerabilities, and risks and links them to the above key watershed-scale natural resource issues.
- **Watershed Monitoring Programs Summary** – this report describes CH's overall monitoring program, which includes the collection and assessment of a suite of data and information to inform the design and delivery of CH's programs and services, and identifies opportunities to modernize, streamline, and improve CH's monitoring networks.
- **Climate Change Vulnerability and Risk Assessment** – this qualitative study assesses potential future climate risks and vulnerabilities to natural resources in our watersheds based on current climate change projections and provides recommendations for action.
- **Watershed Climate Resiliency Plan** – this plan provides insight into how climate change is affecting natural resources and aggravating natural hazards in CH watersheds and identifies high-level actions that will improve the capacity of natural systems to cope with and adapt to the impacts of predicted warmer, wetter, and wilder weather.



At the Board meeting on June 21, 2024, actions to better address key natural resource issues through CH's existing programs and services were proposed and endorsed for inclusion in the draft Watershed Strategy. These actions aligned with and advanced the overall goal and guiding principles and objectives that underpin the Watershed Strategy. They were grouped in the same way as the Programs & Services Inventory submitted to the Province and participating municipalities in 2022.

The proposed actions are within the scope of the programs and services defined under the legislation or as agreed to through the existing Memoranda of Understanding (MOUs) with participating municipalities. Many of these proposed actions have already been initiated and are integrated into the 2025 budget or proposed to be phased in through the ten (10) year budget forecast. As is CH's practice, program costs are minimized by offsetting costs through other revenue sources such as grants, fee-for-service, and other funding sources.

#### *Public Review Comments*

CH's draft Watershed Strategy was posted to the CH website for public review and comment between July 12 and September 13, 2024. Invitations to provide comments through a short online survey were extended to municipal staff, First Nations, and environmental groups. Notices were placed in CH's newsletter and social media channels.

Ten (10) complete surveys were submitted. Comments were received from Halton Region, Peel Region, City of Burlington, and Town of Oakville. The proposed actions were generally supported, with some constructive suggestions for added context, elaboration, or clarification. No dissenting comments were submitted. Based on the additional input received during the commenting period, the draft Watershed Strategy has been updated (Attachment 1: "Draft Watershed-Based Resource Management Strategy").

#### *Final Draft Approval*

Staff recommends that the Board approves the draft Watershed Strategy as attached and direct staff to post the Strategy to the corporate website to fulfill requirements under O. Reg. 686/21. Once approved, staff recommends that CH's participating municipalities and neighbouring CAs be notified of the posting.

#### **Impact on Strategic Priorities**

This report supports the Momentum priority of "Natural Hazards and Water", "Science Conservation and Restoration", "Education, Empowerment and Engagement", "Nature and Parks", "Organizational Sustainability", and "Digital Transformation and Innovation". Implementation of the Watershed Strategy supports six (6) of the seven (7) priorities in CH's strategic plan.

#### **Financial Impact**

There is no financial impact to this report.



---

October  
2024

Signed & respectfully submitted:



Barbara J. Veale  
Senior Director, Watershed Management & Climate  
Change

Approved for circulation:



Chandra Sharma  
President & CEO/Secretary-Treasurer

**FOR QUESTIONS ON CONTENT:**

Barbara J. Veale, Senior Director, Watershed  
Management & Climate Change  
bveale@hrca.on.ca, 905-336-1158 x 2273

Attachments:

Attachment 1: 2024 Watershed-Based Resource  
Management Strategy



Conservation  
**Halton**



# 2024

Watershed-Based  
Resource Management  
Strategy









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# HONOURING THE LAND AND TERRITORY

We acknowledge that our work, and the land that we steward in Conservation Halton's watersheds, are on traditional First Nations territories. Our watersheds, as we know them today, are rich in the history and modern traditions of many First Nations. From the lands of the Anishinaabe to the Wendat, Attawanderon, and the Haudenosaunee, these lands are steeped in First Nations history.

We are thankful for the opportunity to work in solidarity with First Nations partners and treaty holders to honour and respect the four directions, lands, waters, plants, animals, and ancestors that walked before us and together ensure the stewardship of the land for future generations.





# PREFACE

Since it was formed in 1963, Conservation Halton has delivered a wide range of programs and services to fulfill our object under section 20 of the Conservation Authorities Act (CA Act) which was “to establish and undertake, in the area over which it has jurisdiction, a program designed to further the conservation, restoration, development, and management of natural resources other than gas, oil, coal, and minerals.”<sup>1</sup> Recent amendments to the CA Act require all conservation authorities in Ontario to re-examine their programs and services to ensure that they comply with new regulations made under clause 40 (1) (b) and complete a Watershed-Based Resource Management Strategy by December 31, 2024. While our strategy was developed to ensure compliance and fulfill requirements of O. Reg. 686/21, we viewed this initiative as an opportunity to:

- verify key natural resource issues within our watersheds;
- better understand the nature and extent of natural hazard and natural resource issues and risks, especially in the face of rapid urban growth and climate change;
- critically assess the scope, outcomes, and effectiveness of our current programs and services relative to current needs;
- identify and confirm gaps and challenges in delivering our programs and services;
- identify ways to update our existing programs and services to improve delivery and performance, reduce or mitigate natural hazards, and address key watershed natural resource issues and risks; and
- collaborate with municipalities and others who share responsibility for addressing natural resource issues and climate change impacts.

Our strategy builds on work undertaken by Conservation Halton in 2023 and 2024 to summarize the unique physical and biological characteristics of our watersheds, determine the impacts of human activities on natural features and processes, and identify our key watershed natural resource issues. These issues were subsequently confirmed through a public review and consultation process. This information was supplemented by a high-level examination of the probable impacts of climate change on risks and vulnerabilities associated with natural hazards and biodiversity within our watersheds. These compilations and analyses enhanced our understanding of human-nature relationships and their influence in causing new or aggravating resource issues and risks.

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<sup>1</sup> In 2021, the object of a conservation authority as stated in the CA Act was amended slightly and replaced by the following purpose statement: “The purpose of this Act is to provide for the organization and delivery of programs and services that further the conservation, restoration, development, and management of natural resources in watersheds in Ontario. 2017, c. 23, Sched. 4, s. 1.”

Our overall goal and guiding principles and objectives underpin the strategy and align with legislative requirements, our current strategic plan called "*Momentum*", and recently signed Memoranda of Understanding (MOUs) with participating municipalities. Conservation Halton also hosted workshops to identify gaps and limitations of existing programs and services to appropriately address known risks and vulnerabilities. These workshops were attended by subject matter experts from Conservation Halton, participating and local municipalities, First Nations, and other partners.

By working systematically and thoughtfully through this collaborative process, we have identified a series of actions that will enhance the effectiveness of existing programs and services in addressing key watershed natural resource issues, reducing or mitigating risks, and advancing the overall goal and guiding principles and objectives of this strategy. Many of these actions are already fully or partly underway and are integrated into the current budget process. Other actions require further discussion with participating municipalities to:

- determine their scale and scope and the priorities, timeframes, and funding opportunities for implementation;
- ensure that all programs and services are effective, complementary, value-added, and customer-focused;
- eliminate unnecessary duplication and streamline environmental and watershed-related programs and services to optimize the use of existing resources and technical expertise and, where possible, coordinate efforts;
- continuously improve working relationships and enhance service performance; and
- ensure natural resources are protected, managed and/or restored using a watershed or systems-based approach and cost-effective solutions.

We do not anticipate undertaking actions beyond the scope of programs and services defined under the legislation or as agreed to through our MOUs or other agreements. We will make every effort to reduce program costs for participating municipalities by offsetting them through other revenue sources such as grants, fee-for-service, and other funding sources.

We have a clear and transparent budgeting process to assign costs that follows the approach and methods of apportionment prescribed by legislation. All programs and services we propose to deliver, along with their anticipated costs, will be discussed and confirmed with participating municipalities during the annual budget review process.

We are an independent, corporate body set up under the terms and conditions of the CA Act. Each year, the budget is formally approved by our Board after consultations with participating municipalities. This process ensures that all participating municipalities are aware of and support the delivery of our programs and services within the scope defined by the budget.

We track the performance of our programs and services through our annual report. Quarterly progress reports on their status and outcomes (e.g., Key Performance Indicators) are provided to our Board and are publicly accessible on our website.

The strategy enables us to take a long-term, strategic view of the collective actions needed to address the key watershed natural resource issues and alleviate or mitigate risks within our watersheds. It should improve our ability to plan for and target our programs and services to respond accordingly and guide our next strategic plan.

We will renew our strategy every five years based on a rigorous assessment process and in consultation with participating municipalities, agreement holders, First Nations, and other partners to ensure it remains applicable and current.



# PURPOSE AND BACKGROUND



## Purpose and Legislative Context

Under recent changes to the Conservation Authorities Act (CA Act) and related regulation (O. Reg. 686/21), conservation authorities (CAs) in Ontario are required to complete a Watershed-Based Resource Management Strategy (herein referred to as “Watershed Strategy”) on or before December 31, 2024. Components of the Watershed Strategy specified in the regulation include:

- Guiding principles and objectives that inform the design and delivery of Conservation Halton’s programs and services;
- A summary of existing technical studies, monitoring programs, and other information on the natural resources the authority relies on to directly inform and support the delivery of programs and services;
- A review of the CA’s programs and services to 1) determine if the programs and services comply with the regulations, 2) identify and analyze issues and risks that limit the effectiveness of the delivery of these programs and services, and 3) identify actions to address the issues and mitigate the risks identified by the review and providing a cost estimate for the implementation of those actions; and
- A process for the periodic review and updating of the Watershed Strategy that includes procedures to ensure stakeholders and the public are consulted during the review and update process.

# Background

In 2017, Conservation Halton (CH) began a process of transformation through its strategic plans, starting with *Metamorphosis* and continuing with CH’s current strategic plan, *Momentum*. These strategic plans, developed with public input and approved by the CH Board, provide a strong foundation and direction for CH’s programs and services based on a clear purpose, values, priorities, and objectives.

On October 1, 2021, O. Reg. 687/21 under the CA Act came into effect. This regulation outlined the steps that were to be taken by CAs to develop an inventory of programs and services and to enter into agreements with participating municipalities to fund non-mandatory programs. Later, on January 1, 2022, O. Reg. 686/21, which prescribes the mandatory programs and services CAs must provide, came into effect. Under O. Reg. 687/21, CA programs and services fall within one or more of three categories as shown in Figure 1.

Figure 1: Conservation Authority Programs and Services

<b>Category 1</b> Mandatory Programs and Services (O.Reg.686/21)	<b>Category 2</b> Municipal Programs and Services	<b>Category 3</b> Other Programs and Services
<p>Programs and services that all CAs <u>must</u> provide in their jurisdiction</p> <p><u>Eligible</u> for costs to be apportioned to participating municipalities without an agreement</p> <p>Funded through participating municipalities, user fees, and/or grants</p>	<p>Programs and services that a CA agrees to provide on behalf of a municipality</p> <p><u>Eligible</u> for costs to be apportioned to participating municipalities if there is an MOU or other agreement</p> <p>Funded through participating municipalities, user fees, and/or grants; MOU/service agreement</p>	<p>Programs and services that a CA determines are advisable to further the purpose of the CA Act</p> <p><u>Eligible</u> to be apportioned wholly or partially to municipalities through a cost apportioning agreement</p> <p>Funded through participating municipalities, user fees, and/or grants; MOU/service agreement required for use of municipal funding</p>

In 2023, CH developed Memoranda of Understanding (MOUs) for the delivery of Category 2 and 3 programs and services with participating municipalities, including Halton Region, Peel Region, the City of Hamilton, and the Township of Puslinch. These high-level MOUs, approved by the participating municipalities and the CH Board, were posted to CH’s website in December 2023. They support “the organization and delivery of programs and services that further the conservation, restoration, development and management of natural resources,” in accordance with CH’s statutory purpose as stated in the CA Act. The MOUs can be accessed at <https://www.conservationhalton.ca/governance/>. The legislation also permits CH to provide additional Category 2 and 3 programs and services to municipalities and other partners by agreement.

The Watershed Strategy addresses the programs and services required by legislation as well as those supported in the MOUs and current agreements. It also aligns with CH’s existing strategic plan, *Momentum*. It brings together the latest scientific data and technical information and applies a climate change lens to natural resource management. The Watershed Strategy underpins CH’s programs and services implemented to avoid, manage, and mitigate natural hazards, protect natural systems, and support the health and resilience of our watersheds for years to come.

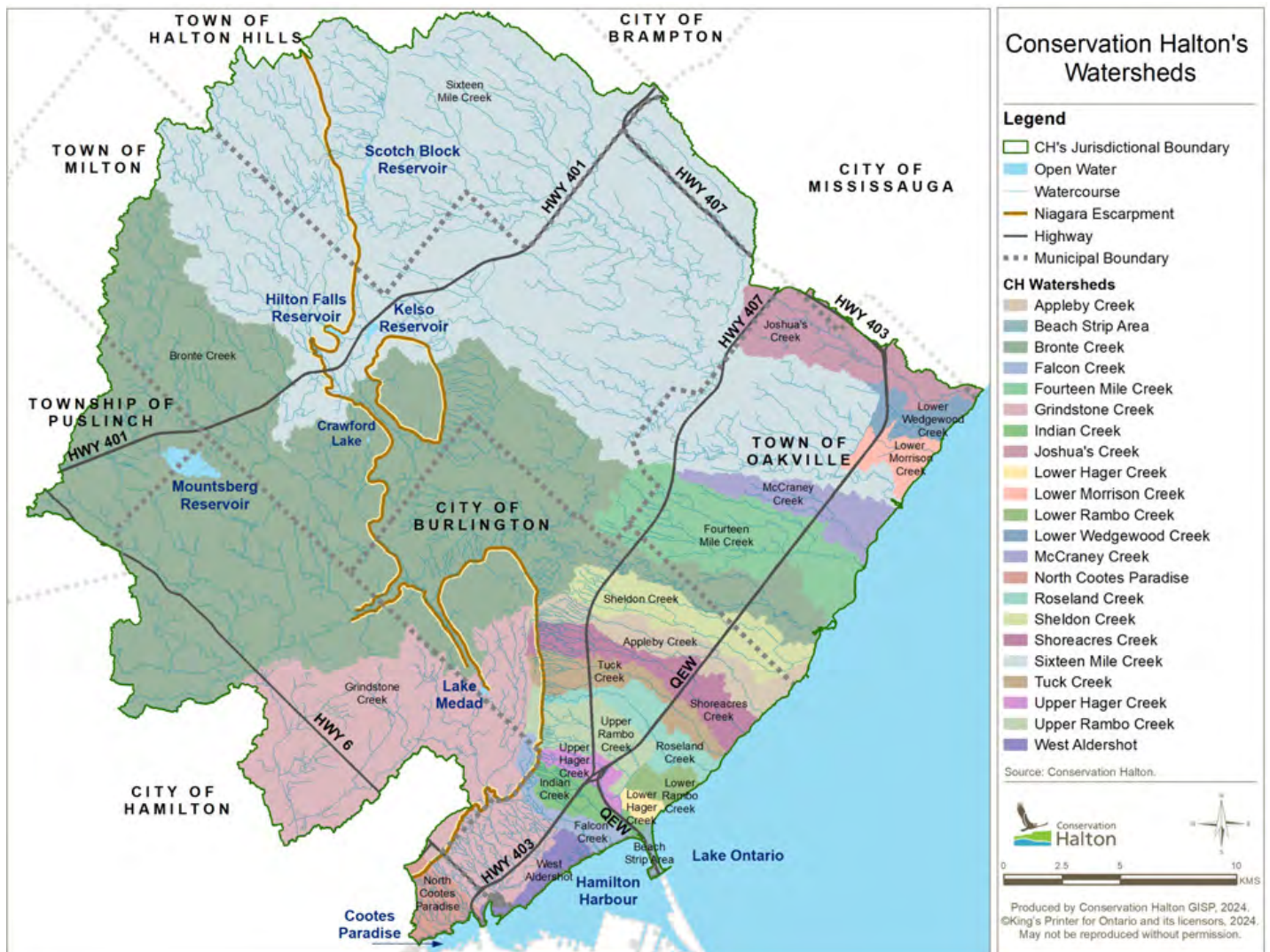


# About Conservation Halton

The Halton Region Conservation Authority (Conservation Halton or CH) was established in 1963 through the amalgamation of two CAs, the Sixteen Mile Creek Conservation Authority formed in 1956, and the Twelve Mile (Bronte) Creek Conservation Authority formed in 1958, both under the terms and conditions of the CA Act. CH's area of jurisdiction is watershed-based<sup>2</sup> and was established by two Orders in Council.

CH's area of jurisdiction (Figure 2) is bisected by the Niagara Escarpment and includes multiple watersheds that cover an area of more than 1000 square kilometres. These include the Grindstone, Bronte, and Sixteen Mile Creek watersheds and 18 smaller urban watersheds that enter Lake Ontario, from North Cootes Paradise in the west to Joshua's Creek in the east. These watersheds lie within the Greater Golden Horseshoe, one of the fastest growing areas in Canada, and include portions of Halton Region (including the City of Burlington and the Towns of Milton, Halton Hills, and Oakville), Peel Region (including the City of Mississauga, the County of Wellington (including the Township of Puslinch), and the City of Hamilton. CH's jurisdiction also includes almost 51 kilometres of Hamilton Harbour<sup>3</sup> and Lake Ontario shoreline and extends two kilometres into the lake.

Figure 2: CH's Area of Jurisdiction



<sup>2</sup> A watershed is an area of land where surface water drains into the same body of water such as a stream, creek, river, or lake.

<sup>3</sup> The shoreline also includes Cootes Paradise which is an inner bay separated from Hamilton Harbour by a barrier bar.

CH's governing body or Board is comprised of 20 appointees, who are both elected municipal councillors and citizen appointees from participating municipalities including Halton Region, Peel Region, the City of Hamilton, and the Township of Puslinch. The Board oversees an array of programs and services delivered by CH. Through these programs and services, CH protects communities from natural hazards such as flooding, drought, and erosion, manages and restores the natural resources and biodiversity in CH's watersheds, protects drinking water sources, monitors environmental conditions, trends, and risks, and creates opportunities to connect with nature through recreation and education. Watersheds often extend across multiple municipal boundaries. CH partners with local levels of government and other government and non-government partners in discharging its mandate and approves corporate policies and annual budgets.

CH has a clear and transparent budgeting process to assign costs that follows the approach and methods of apportionment prescribed under legislation. All proposed programs and services, along with their anticipated costs, are discussed and confirmed with participating municipalities during the annual budget review process.

CH is an independent, corporate body set up under the terms and conditions of the CA Act. Each year, the budget is formally approved by the Board after consultations with participating municipalities have been held. This process ensures that all participating municipalities are aware of and support the delivery of CH's programs and services within the scope defined by the budget. CH also tracks the performance and outcomes of programs and services through the annual performance reviews, which are summarized in the annual report.

# GUIDING PRINCIPLES AND OBJECTIVES

The Watershed Strategy's overarching goal as well as its guiding principles and objectives were developed with public feedback and approved by the CH Board in April 2024.<sup>4</sup> Each statement aligns with legislation and CH's current strategic plan, *Momentum*. These statements also support our MOUs with participating municipalities, which highlight several specific objectives:

- ensure that environmental and watershed-related programs and services in Halton are effective, complementary, value-added, and customer-focused;
- eliminate unnecessary duplication and streamline environmental and watershed-related programs and services to optimize the use of existing resources and technical expertise and, where possible, coordinate efforts;
- continuously improve working relationships and enhance service performance of all Parties to the MOU;
- ensure natural resources in Halton are protected, managed and/or restored using a watershed or systems-based approach and cost-effective solutions;
- support the development of a collaborative Watershed-based Resource Management Strategy that addresses natural resource issues of interest and concern to the Parties; and
- ensure relevant watershed resource data is collected using sound science and robust analytical tools and technologies, is shared among the Parties to support decision making and evaluation, and that related outcomes and progress are reported among the Parties.

## For the Watershed Strategy, these three terms are defined as follows:

**Goal:** a broad statement describing a desired long-term outcome.

**Principle:** a concept or idea that guides measurable actions.

**Objective:** a statement describing desired outcomes for measurable short-term actions that help achieve a goal.

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<sup>4</sup> Draft statements were developed in late 2023. After seeking public review and comment between January 15 and February 13, 2024, these statements were revised based on the input received and approved by CH's Board on April 18, 2024.



# Goal

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To design and deliver cost-effective programs and services that:

- help protect people and property from natural hazards and related climate change impacts;
- help address watershed-scale key natural resource issues;
- help protect, conserve, and enhance nature;
- deliver environmental education; and
- provide opportunities for sustainable outdoor recreation on Conservation Halton lands.







# Principles

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## **Principle I: Natural resources provide essential services that are best managed on a watershed basis.**

**Watershed Scale:** The management of natural resources and natural hazards will be implemented on a watershed basis through our Watershed Strategy and the Conservation Area Strategy as defined by legislation.

**Watershed-based Resource Management Strategy:**

The Watershed Strategy will provide a comprehensive and collaborative framework to identify and analyze natural resource issues, conditions, trends, and risks for delivering cost-effective programs and services to manage them.

**Essential Services:** Natural resources provide essential services (e.g., they buffer impacts of climate change, mitigate natural hazards, filter contaminants, sustain biodiversity, provide green spaces for recreation), and will be valued, managed, and protected as natural assets to support community prosperity, growth, and well-being.

## **Principle II: Managing water and other natural resources is a shared responsibility**

**Partners:** Key partners in natural resource management will include Conservation Halton, municipalities, First Nations, government agencies, landowners, and other stakeholders.

**Scope:** The Watershed Strategy will address key resource management issues associated with natural hazards, climate change impacts on natural resources, and drinking water sources as defined in the legislation and other resource management issues as agreed to by funding partners.

**Approach:** A collaborative, transparent, and precautionary approach will be used to develop and implement the Watershed Strategy.

## Principle III: Management of Water and Other Natural Resources is Effective and Efficient

**Funding:** Government funding will be efficiently allocated; costs for programs and services will be shared through the budget process and agreements and be offset through other partnerships, grants, fees-for-service, or sources of funding; available resources will be coordinated and pooled to achieve cost savings wherever possible.

**Management Approaches:** Best value, optimal and integrated solutions will be sought using a dynamic, responsive, and adaptive approach which is supported by monitoring, progress reporting, and periodic review.

**Implementation:** Best practices will be applied; provincial standards will be achieved or exceeded; existing staff and organizational expertise will be optimized; actions will be streamlined, complementary, value-added, and coordinated, where possible; unnecessary duplication will be eliminated.

**Data and Knowledge Sharing:** Relevant data will be collected, integrated, and analyzed using sound science, established protocols and standards, and robust analytical tools and technologies; information will be shared in usable formats among partners to support decision making and evaluation; outcomes and progress are reported.

## Principle IV: Engagement is Integrated and Iterative

**Active Participation:** Opportunities for active participation by municipalities, government agencies, First Nations, and subject matter experts will be provided.

**Public Engagement:** Community groups, farmers, landowners, residents, and other stakeholders will be invited to actively engage to provide local knowledge and perspectives; input will be documented, summarized, and publicly accessible.

**Regular Reporting and Revision:** Implementation outcomes will be reported regularly; our programs and services will be adjusted based on results.

# Objectives

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1. To avoid, reduce or mitigate risk to public health and safety and property damage from flooding and other natural hazards and the impacts of climate change.
2. To identify key natural resource issues and primary stressors that influence them, both locally and cumulatively, including climate change.
3. To monitor key indicators of natural resource issues to describe conditions, trends, and risks.
4. To characterize surface/groundwater systems and natural resources, which support hydrological and ecological integrity and influence natural hazard processes.
5. To identify the causes and risks of key natural resource issues and develop potential solutions for addressing them that foster climate change resiliency, biodiversity, community sustainability, and well-being.
6. To protect, improve and restore surface and ground water quality and quantity to maintain natural watershed functions/ services and reduce impacts on the Hamilton Harbour and western Lake Ontario.
7. To mitigate risks to municipal drinking water sources as specified by the Clean Water Act and promote sustainable and clean water for communities and ecosystems.
8. To recognize the value of CH-owned lands in supporting all the objectives and providing accessible, high-quality, and sustainable outdoor recreation and education opportunities.



# PROGRAMS AND SERVICES REVIEW



## Programs and Services

CH delivers a wide range of programs and services to address key natural resource issues that help fulfill the overarching goal and guiding principles and objectives under three program and services areas, including:

- Natural Hazards and Watershed Management;
- Permitting and Planning; and
- Conservation Lands and Recreation.

The existing CH programs and services and the funding categories (i.e., Category 1, 2, or 3) that apply to each was developed in 2022 as part of an inventory of programs and services CAs were required to complete under O. Reg. 687/21 (see <https://www.conservationhalton.ca/wp-content/uploads/2023/12/Conservation-Authorities-Act-Programs-Services-Inventory-Explanatory-Documents-December-21-2023.pdf>). Through this analysis of programs and services, it was found that almost 60% of programs and services fall into Category 1 (mandatory), with over 55% of the costs funded by self-generated revenues, chargebacks, and reserves. About 45% of Category 1 programs and services and 6% of Category 2 or 3 programs are funded by participating municipalities with the remainder of the costs supported by other revenue sources.

Corporate administration and operations, including financial, technical, creative and administrative supports, facilitate efficient and effective delivery of these programs and services. CH depends on clear financial data and analyses for budget development and long-term planning. Internal services such as information technology (including geographic information systems), marketing and communications, enterprise risk management, health and safety, fleet operations, asset management, and human resources promote best business practices and support corporate economic, social, and environmental sustainability.

The following sections describe the programs and services provided by CH relating to natural hazards and watershed management, permitting and planning, conservation lands and recreation, and corporate administration and operations along with the anticipated outcomes and benefits of implementing them.



# Natural Hazards and Watershed Management

The programs and services delivered by CH to address issues relating to natural hazards such as flooding and erosion and watershed management are focused on water management, restoration, and enhancement of creeks, wetlands, forests and habitats, risk assessment and watershed management planning, and watershed monitoring and reporting. Programs and services that focus on the management and understanding of natural hazards and the protection of drinking water sources are Category 1 programs, while broader restoration programs and services fall into Category 2 or 3 programs.

### Water Management (Category 1)

CH owns, maintains, and operates water management infrastructure with a capital asset value of more than \$300 million, including four multi-purpose dams and three urban channels. Real-time rainfall and stream flow data from provincial and local monitoring stations, weather forecasts, and seasonal conditions such as ice build-up are closely monitored through sensors, photography, and data analysis. The data collected supports the modelling and forecasting of potential flood events and low flow conditions upon which operational decisions are based to retain flood storage during rainfall events and augment low flows during dry periods. Moderating the impact of extreme water events also supports local biodiversity.

CH is responsible for maintaining, repairing, and replacing sensors, equipment, and infrastructure and has completed an asset management plan to ensure these obligations are carried out in a cost-effective and timely way. CH is also responsible for issuing flood messages to watershed stakeholders and supporting municipal emergency response to flooding.

#### Outcomes

- public awareness and understanding of natural hazard and climate change risks
- informed decision making about water control infrastructure operations
- reduction and/or mitigation of potential property damage from natural hazards
- protection of development within the flood hazard
- protection of the structural integrity of valley slopes and shorelines
- timely flood warning and emergency response to flood risks
- protection of the health and safety of landowners
- increased resilience to climate change impacts
- enhanced water quality
- improved natural habitat and biodiversity
- safeguarding of public interest
- avoidance of future costs to remediate and/or recover from natural hazards for landowners, municipalities, CAs, and Province



## Restoration (Categories 1 and 2)

CH undertakes restoration projects on public and private lands including wetland rehabilitation, water quality and wildlife habitat improvement, tree planting, bioswales, and creek improvements such as creek bank stabilization, in-creek enhancements and realignments, dam removal, and riparian plantings.

CH partners with federal, provincial, and municipal governments, private landowners, farmers, community groups, and other organizations to undertake and fund restoration projects throughout its watersheds.

### Outcomes

- reduction and/or mitigation of potential property damage from natural hazards
- protection of development within the flood hazard
- stabilization of creek banks and protection against erosion
- restoration of creek and wetland hydrological functions
- increased resilience to climate change impacts
- enhanced water quality
- improved natural habitat and biodiversity

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## Risk Assessment and Planning (Categories 1 and 2)

CH undertakes several risk assessment and planning initiatives in collaboration with municipalities and others to inform management decisions about natural hazards and natural resource risks. Examples include watershed-wide climate change risk and vulnerability assessments, climate change mitigation/adaption plans, watershed management plans and watershed-wide resource strategies. CH implements the Source Water Protection Program for the Halton-Hamilton Source Protection Region under the Clean Water Act and coordinates the Hamilton Harbour Remedial Action Plan. CH partners with researchers at post-secondary and other institutions to further the understanding of natural and cultural heritage and environmental cause-effect relationships, conditions, vulnerabilities, and risks on CH lands.

### Outcomes

- public awareness and understanding of natural hazard and climate change risks
- evidence/science-based and informed decision making to support the design and delivery of programs and services that safeguard drinking water sources, reduce and/or mitigate natural hazard risks, restore creek and hydrological functions, increase resiliency to climate change impacts, enhance water quality, and improve natural habitat and biodiversity
- collaboration and partnerships for shared planning and actions among partners
- coordination support for Hamilton Harbour Remedial Action Plan partners

## Data Collection and Reporting (Categories 1 and 2)

CH inventories, monitors, assesses, and reports on watershed conditions, trends, and risks such as water levels, discharge flows, and embankment groundwater levels at CH's dams to ensure safe and timely reservoir operations. Specifically, CH monitors surface and groundwater quality and quantity, rainfall and snowpack, stream morphology and erosion, wetlands, climate, forest health, and biodiversity throughout its watersheds. CH reports on watershed conditions and trends using various communication tools such as the Watershed Report Cards, digital story maps, and social media.<sup>5</sup>

### Outcomes

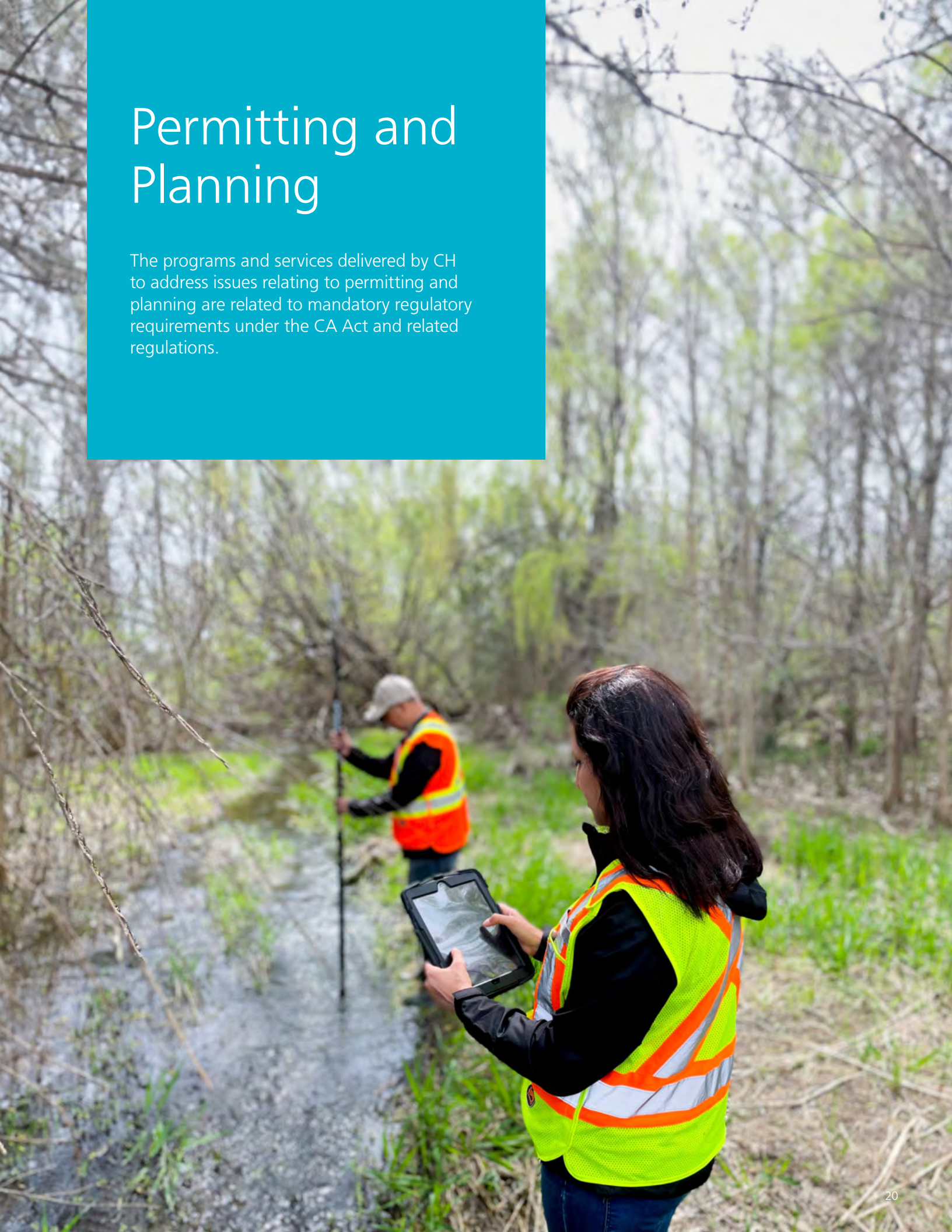
- identification, assessment, and reporting of:
  - weather and creek conditions and trends to support flood warning and forecasting, low water response, dam operations, and emergency response to natural hazards
  - watershed-wide conditions, trends, and risks to i) monitor, understand, and report on existing resource issues, ii) determine priorities and opportunities for restoration or remediation, and iii) monitor natural asset conditions and evaluate risks
  - the effectiveness of CH programs and services in managing natural hazards and addressing watershed-wide natural resource issues (performance monitoring)
- the value of restoration projects in restoring natural processes and functions at the project and watershed scales
- informed decision making about the design and delivery of programs and services to safeguard drinking water sources, reduce and/or mitigate natural hazard risks, restore creek and hydrological functions, increase resiliency to climate change impacts, enhance water quality, and improve natural habitat and biodiversity
- public awareness and understanding of natural hazard and climate change risks and watershed conditions, trends, risks, and natural resource issues

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<sup>5</sup> For a more detailed description of CH's watershed monitoring program see [Watershed Monitoring Programs Summary](#) (CH, 2024).

# Permitting and Planning

The programs and services delivered by CH to address issues relating to permitting and planning are related to mandatory regulatory requirements under the CA Act and related regulations.





### Permitting (Category 1)

CH administers and enforces Parts VI and Part VII of the CA Act and O. Reg. 41/24. In this role, CH reviews permit applications to allow development activities within regulated areas including river or stream valleys, hazardous lands, shorelines, and wetlands, and/or changes to watercourses or wetlands as defined by the legislation. Permit applications are assessed based on whether the development activity would affect the control of flooding, erosion, dynamic beaches, unstable soils, or bedrock, as well as whether the activity would 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 also develops guidance and assessment tools such as policies, implementation guidelines, and modelling and regulatory mapping of natural hazards which are approved by the CH Board to guide staff and applicants through the permitting and planning process. Regulatory and hazard mapping includes riverine flood hazards (floodplains and spill flood hazards), erosion hazards, wetlands, hazardous lands, and regulatory allowances. These tools ensure that hazard risks are avoided, existing hazards are not aggravated, and new hazards are not created. This is a mandatory program under O. Reg. 686/21.

### Outcomes

- public awareness and understanding of natural hazard risks
- general understanding of CH's regulatory role and areas regulated
- informed decision making on property matters by landowners and prospective landowners
- reduction and/or mitigation of potential property damage from natural hazards
- protection of development within the flood hazard
- protection of wetland and creek hydrological functions
- protection of the structural integrity of valley slopes and shorelines
- protection of the health and safety of landowners
- informed and timely permit decisions
- safeguarding of public interest
- avoidance of future costs to remediate and/or recover from natural hazards for landowners, municipalities, CAs, and Province

## Planning (Category 1)

CH acts on behalf of the Province as directed in O. Reg. 686/21 under the CA Act to ensure that decisions under the Planning Act are consistent with natural hazard policies in the Provincial Policy Statements and/or Provincial Plans. In this role, CH works with municipalities to ensure that the development and implementation of municipal policies align with provincial natural hazard policies and Part VI of the CA Act and associated regulations (O. Reg. 41/24). CH also reviews proposals submitted under other legislation to ensure that risks related to natural hazards are addressed. This is a mandatory program as described in O. Reg. 686/21.

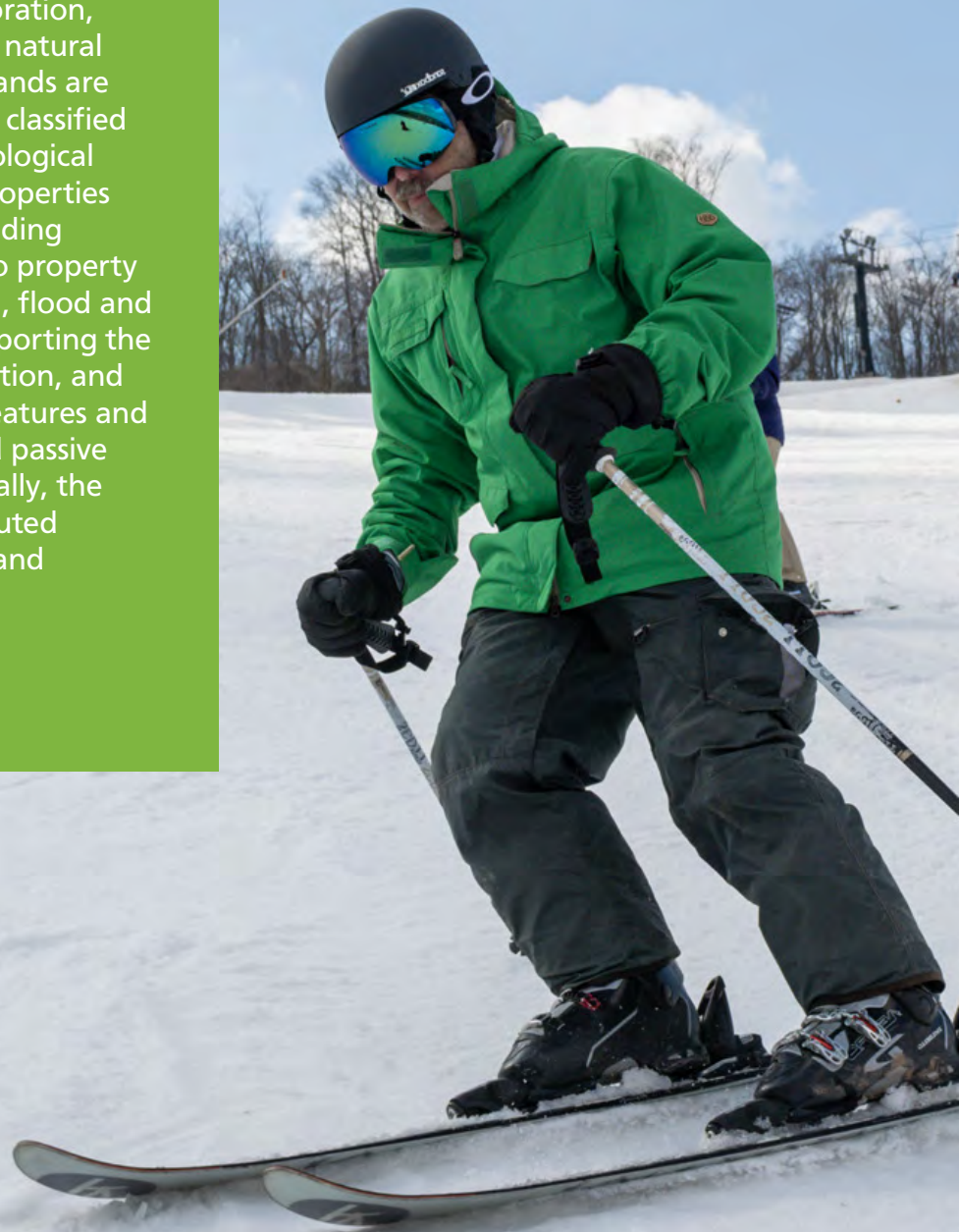
### Outcomes

- municipal awareness and understanding of natural hazard risks
- development and implementation of municipal policies aligned with provincial policy direction, O. Reg. 41/24, and CH policies and guidelines related to natural hazards
- avoidance of flood risk by directing development away from hazard lands
- protection of wetland and watercourse hydrological functions
- protection of the structural integrity of valley slopes and shorelines
- protection of development within the flood hazard
- protection of the health and safety of landowners
- informed and timely response for municipal planning applications
- safeguarding of public interest
- avoidance of future costs to remediate and/or recover from natural hazards for landowners, municipalities, CAs, and Province



# Conservation Lands and Recreation

Since it was formed, CH has acquired lands to support the delivery of programs and services that further the conservation, restoration, development, and management of natural resources in its watersheds. These lands are categorized based on their use and classified based on their natural features, ecological significance, and purpose. These properties provide broad public benefits, including reducing risks to life and damage to property resulting from natural hazards (e.g., flood and erosion control infrastructure), supporting the conservation, protection, rehabilitation, and management of natural heritage features and functions, and providing active and passive recreational opportunities. Historically, the Province and municipalities contributed financially towards the acquisition and development of these lands.



CH delivers programs and services on these lands including land management, visitor experiences, education and awareness, and active and passive recreation. As required by the CA Act, CH has developed a Conservation Area Strategy that is aligned with the Watershed Strategy. Land management (i.e., master planning, acquisitions and dispositions, risk management, administrative operations, resource management, and visitor impact management) and passive recreation are considered Category 1 programs and services. Category 2 programs and services include education and outreach programs that are implemented at the request of the municipality through an agreement. Category 3 programs and services include operations that relate to active recreation, visitor experience, education and awareness, visitor impact experience, and land acquisition that specifically supports these actions. These programs and services are considered advisable by the CH Board and are solely funded from sources other than participating municipalities.

## Programs and Services

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### Land Management (Category 1)

CH owns and manages approximately 4,303 hectares (10,633 acres) of land to support the delivery of its programs and services, including protecting and enhancing important natural features, supporting public access to greenspaces, and providing quality recreational opportunities.

Land management also includes the securement of lands to augment natural heritage protection and connectivity and enhance public access to natural areas.

Management of these lands is guided by a long-term vision and master planning and supported by regular monitoring of natural features and habitats, visitor impacts, and safety and risk factors such as hazard trees.

### Outcomes

- reduction and/or mitigation of potential property damage from natural hazards
- stabilization of creek banks and protection of the structural integrity of valley slopes against erosion
- protection and restoration of wetland and watercourse hydrological functions
- conservation, protection, rehabilitation, establishment, and management of natural heritage lands and forests
- enhanced water quality
- improved natural habitat and biodiversity
- increased watershed resilience to climate change impacts
- informed master planning and decision making to support the design and delivery of programs and services on CH lands
- protection of the health and safety of users
- provision of public access to greenspaces

### Visitor Experiences (Category 3)

Where CH permits public access, lands are managed to enhance visitor experiences through interpretive and wayfinding signage, food and retail services, events and festivals, and equipment and facility rentals supported by robust business plans and marketing strategies.

#### Outcomes

- public awareness of the importance of CH lands for reducing natural hazard and climate change risks and managing natural resource issues
- enjoyable, impactful, diverse, and quality experiences for users

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### Education and Awareness (Categories 2 and 3)

CH provides public education and community outreach programs that draw over 10,000 participants annually. CH also partners with local school boards to deliver affordable and innovative outdoor education programs to approximately 65,000 school children each year. These programs connect people to nature and boost public appreciation and awareness for land and water stewardship.

#### Outcomes

- public awareness of the importance of CH lands for reducing natural hazard and climate change risks and managing natural resource issues
- guidance and encouragement to participants for supporting and/or initiating restoration and stewardship activities

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### Recreation (Category 3)

CH owns, operates, and maintains eight active conservation areas including Hilton Falls, Rattlesnake Point, Kelso/Glen Eden, Mount Nemo, Crawford Lake, Mountsberg, Area 8, and Robert Edmondson. Each park offers unique experiences for visitors. Annual visitation at these parks is about 1,000,000.

#### Outcomes

- provision of public access to greenspaces
- enjoyable, impactful, diverse, and quality experiences for users



# Corporate Administration and Operations

Corporate Administration and Operations includes the financial, technical, creative, and administrative programs and services that CH requires to deliver its programs and services efficiently and effectively. The focus is on financial sustainability and clear financial data and analysis to support informed, strategic, and operational decision making, annual budgets, and long-term planning. This includes implementing business practices that ensure corporate economic, social, and environmental sustainability.

**Building For Climate Resiliency**  
WITH GREEN INFRASTRUCTURE  
**Developper La Resilience Climatique**  
GRACE AUX INFRASTRUCTURES VERTES

Conservation Halton's headquarters is transitioning from grey to green to help us manage stormwater at the source.  
Le siège social de Conservation Halton passe du gris au vert pour nous aider à gérer les eaux pluviales à la source.

**The Big Picture: Vue d'ensemble:**

- REDUCE CLIMATE RISK (REDUCTION DES RISQUES CLIMATIQUES)
- IMPROVE WATER QUALITY (AMÉLIORER LA QUALITÉ DE L'EAU)
- INCREASE WATER FILTRATION (AUGMENTER LA FILTRATION DE L'EAU)
- SUPPORT LOCAL DIVERSITY (SOUTIENNER LA DIVERSITÉ LOCALE)
- REDUCE DOWNSTREAM FLOODING (RÉDUIRE LES INONDATIONS EN AMONT)
- IMPROVE AIR QUALITY (AMÉLIORER LA QUALITÉ DE L'AIR)
- ENHANCE AND EDUCATE (AMÉLIORER ET ÉDUCUER)
- IMPROVE WASTE QUALITY (AMÉLIORER LA QUALITÉ DES DÉCHETS)

**Learn more! Apprendre encore plus:**

**Thank you to our partners: Merci à nos partenaires:**

Environment Canada | Conservation Halton | Canada | Jenkins

**Conservation Halton**  
JANUARY 2023 | INSTALLED IN 2023

### Information Technology (Category 1)

CH utilizes digital tools to continuously improve internal administrative and financial processes and eliminate inefficiencies, redundancies, and ineffective practices.

CH also applies Geographical Information Systems (GIS) solutions to 1) map regulated areas, CH-owned lands, and other spatial data, 2) organize, analyze, and map data sets collected by staff and external agencies, and 3) generate useful and informative insights using a variety of digital assessment and reporting tools. CH also shares its data through Data Licensing Agreements and an open web-based data portal.

#### Outcomes

- informed insights and knowledge about natural resource conditions, trends, risks, and natural resource issues to support assessment of and decision making about the design, delivery and performance of CH programs and services
- increased public access to watershed data, maps, and interactive reports and data summaries
- increased public awareness and understanding of CH's programs and services and watershed conditions, trends, and risks

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### Facilities and Equipment (Category 1)

CH assesses facility and equipment needs and acquires, operates, maintains, and repairs facilities and equipment in keeping with policies and procedures.

#### Outcomes

- provision of facilities and equipment to support the efficient and cost-effective delivery of CH's programs and services
- improved economic, social, and environmental sustainability



## Governance and Risk (Category 1)

CH undertakes training and risk identification and prevention programs, health and safety training and reporting, and enterprise risk management.

### Outcomes

- a strong culture of safety
- minimized risk to the organization

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## Human Resources (Category 1)

CH develops human resources systems and programs that focus on 1) attracting, retaining, and investing in top talent and 2) driving employee engagement and wellness, 3) fostering respect in the workplace, 4) creating opportunities for growth and development, 5) promoting health and safety in the workplace, and 6) meeting the requirements of all employment legislation.

### Outcomes

- maximized organizational productivity
- engaged employees who value and support inclusion, diversity, equity, and accessibility
- compliance with all employment legislation
- a highly skilled, professional, and valued work force

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## Finance (Category 1)

CH develops responsible financial support systems to support the efficient and cost-effective delivery of its programs and services. This includes 1) preparing and administering the annual budget, 2) financial planning, oversight, and reporting, 3) managing investments and cash flows, 4) administering accounts payable and receivable, 5) developing asset management plans, and 6) developing and implementing sound financial and procurement policies and procedures.

### Outcomes

- demonstrated fiscal responsibility, accountability, and transparency
- efficient and cost-effective delivery of programs and services
- optimized financial processes
- corporate economic, social, and environmental sustainability

## Communication (Category 1)

CH undertakes marketing and communications and uses digital media and other communications tools to 1) raise awareness of and education about its corporate roles and responsibilities, 2) boost general knowledge and understanding of the programs and services it offers and their benefits, 3) promote understanding of CH's policies and procedures, and 4) provide a wide range of opportunities to solicit public input and engagement.

### Outcomes

- engaged and informed CH staff, public, agencies, groups, First Nations, and others
- positive public perception and support





# KEY WATERSHED NATURAL RESOURCE ISSUES

## Issues Context

To better understand the key natural resource issues specific to CH’s watersheds, CH reviewed available technical studies, monitoring assessments, and possible climate change scenarios. These extensive reviews are summarized in the following reports released in 2023 and 2024:

**Watershed Characterization Summary** – This report summarizes the evolving biophysical and human characteristics of CH’s watersheds, how they alter the water cycle and its associated natural processes over time, and how they contribute to creating or aggravating key watershed natural resource issues and risks such as flooding and erosion. This review and associated analyses were based on existing technical studies and information and input from subject matter experts.

**Watershed Monitoring Programs Summary** – This report summarizes CH’s data collection and monitoring program. CH collects data and information from a variety of sources to assess the conditions, trends, and risks within CH’s watersheds. Sources of data and information are from 1) data collected in real time or on a periodic or annual basis, 2) inventories that note the presence of natural phenomena in a specific location at a specific point in time, and 3) other relevant information.

**Climate Change Vulnerability and Risk Assessment** – This report identifies the benefits and services that natural resources provide, possible climate change scenarios that

will affect CH’s watersheds, and probable consequences of climate change on natural hazards and natural resources at a watershed scale. It summarizes climate change threats affecting creeks, groundwater, wetlands, vernal pools, Lake Ontario shorelines, forests, and meadows. It also recommends actions that would help alleviate or mitigate the impacts of climate change at the watershed scale. This assessment was used to inform the Watershed Climate Resiliency Plan.

**Watershed Climate Resiliency Plan** – This plan describes the implications of climate change on the effectiveness of CH’s programs and services and describes various actions that can be implemented by CH to improve these programs and services to better adapt to or mitigate climate change impacts.

**Biodiversity Report** – Entitled Effects of Climate Change on Biodiversity within Conservation Halton’s Watersheds, this report identifies the effects of climate change on the habitats, animals, and plants that inhabit CH’s watersheds and recommends mitigation and adaptation measures for CH and others that can be undertaken to sustain biodiversity.

Based on the analysis and assessments contained in the above reports, natural resource conditions and trends tracked through the collection and analysis of monitoring data, staff expertise and input from municipal staff and others, 13 key watershed-scale natural resource issues were identified within CH’s watersheds.





## Key Resource Issues – Definitions and Descriptions

A watershed is an interconnected system that constantly interacts and adjusts to shifts in biophysical characteristics, water cycle processes, and human activities. Human activities (including those that drive climate change) disturb physical, biological, and chemical properties, and alter water cycle and natural processes. The magnitude of change determines the extent to which natural resource processes become natural resource issues.

Natural resource issues, in turn, can constrain human activities or increase risk to life and property. For example, human activity may aggravate existing or create new hazards such as flooding or erosion or can cause water quality impairments and risk to human health and well-being. These impacts create substantial and costly environmental, social, and economic consequences.

The 13 key watershed-scale natural resource issues identified relate to riverine flooding, drought, valley erosion, surface water quality (chlorides, suspended solids, sedimentation, total phosphorus, and temperature), groundwater quantity and quality, degradation, fragmentation, and loss of natural features such as forests and wetlands, invasive species, and biodiversity loss. Tables 1 to 13 summarize vulnerable localities or creek reaches within CH's watershed where these issues are evident or emerging and highlight some of the key impacts that have or may occur as a result.







## Flooding – Riverine

Flooding occurs when water overtops the banks of creeks and flows onto adjacent lands. Flooding results from intense rainfall over short periods of time, long periods of rainfall, heavy snow melt, or channel constrictions such as ice jams, debris, or undersized infrastructure. Other factors can worsen flood risk including the loss or degradation of natural features such as wetlands, increased impermeability of soils due to urbanization, illegal dumping of fill in creek valleys, physical alterations to creek banks which may cause waters to spill beyond the natural floodplain, and climate change.

Table 1 describes locations within CH’s watershed that have experienced historic flooding and areas that are high-risk and vulnerable to flooding. Flooding puts life and property at risk and results in many environmental, social, and economic impacts to individuals and communities.

**Table 1: Flooding Riverine**

Historic Flooding	Vulnerable Areas	Key Impacts
<ul style="list-style-type: none"> <li>• 2024, localized areas in Hamilton and Halton Region</li> <li>• 2000, Oakville (Fourteen Mile Creek)</li> <li>• 1980, 2009, 2022, Lowville (Bronte Creek)</li> <li>• 1954, Hurricane Hazel (watershed-wide)</li> <li>• 1950, Milton (Sixteen Mile Creek)</li> </ul>	<ul style="list-style-type: none"> <li>• Southeast Oakville: Morrison-Wedgewood Diversion Channel Spills, Lower Wedgewood, Lower Morrison and Joshua’s Creeks</li> <li>• Southwest Oakville: Sheldon Creek Spill to Bronte Creek, Fourteen Mile and McCraney Creeks</li> <li>• Southeast Burlington: Tuck, Shoreacres, Appleby and Sheldon Creeks</li> <li>• Southwest Burlington: Grindstone, Falcon and Roseland Creeks, and Hager-Rambo Creek and Diversion Channel System</li> <li>• Urban Milton: Sixteen Mile Creek</li> <li>• Lowville, Carlisle, Progreston and Cedar Spring Community: Bronte Creek</li> <li>• Millgrove and Hidden Valley Community: Grindstone Creek</li> <li>• Highway 6 Corridor, Flamborough: Grindstone Creek, including spill from Bronte Creek</li> </ul>	<ul style="list-style-type: none"> <li>• Risk to life and property</li> <li>• Risk of slope failure, bank and overland erosion</li> <li>• Degraded water quality (e.g., increase in sedimentation, nutrients, etc.)</li> <li>• Degraded and/or loss of habitat</li> <li>• Damage to farmland</li> <li>• Cost of maintenance, repair and replacement</li> <li>• Cost and availability of insurance</li> <li>• Cost of and accessibility to emergency services</li> <li>• Short response time to high intensity storms</li> <li>• Infrastructure damage, repair</li> </ul>



## Drought

Drought occurs when there is a water shortage. It results from a period of persistent drier-than-normal conditions with below normal precipitation and high temperatures. Other factors that can worsen drought include the loss and fragmentation of forests and wetlands, an increase in the use of surface and groundwater, and climate change.

Table 2 identifies years where drought was experienced in CH’s watersheds, pinpoints areas that are vulnerable to drought, and lists some of the key impacts of drought on natural resources, biodiversity, and watershed residents.

**Table 2: Drought**

Historic droughts	Vulnerable Areas	Key Impacts
<ul style="list-style-type: none"> <li>• 2022</li> <li>• 2016</li> <li>• 2012</li> <li>• 2007</li> <li>• 1998-1999</li> </ul>	<ul style="list-style-type: none"> <li>• Tributaries that flow through fine till plains (e.g., tributaries of Indian, Lowville, Mount Nemo, and lower Bronte Creek)</li> <li>• Urban creeks including upper reaches of Roseland and Rambo Creeks, east branch of Hager Creek, Falcon Creek upstream of Hwy 403, LaSalle Creek, and upper reaches of Wedgewood and Joshua’s Creeks in Oakville</li> <li>• Grindstone Creek tributaries either near their upstream end, along their entire length or between their point of origin and outlet</li> <li>• Tributaries north-west of Scotch Block reservoir, primarily in the northern reaches of Sixteen Mile Creek</li> <li>• Areas with private shallow wells</li> <li>• Areas above the Niagara Escarpment where groundwater aquifers are typically shallow</li> </ul>	<ul style="list-style-type: none"> <li>• Surface and groundwater supply shortages (e.g., shallow wells and creek water levels decrease or dry up)</li> <li>• Degraded water quality (e.g., increase in creek temperatures, concentration of contaminants and nutrients)</li> <li>• Degraded and/or loss of habitat</li> <li>• Release of carbon (e.g., from wetland soils)</li> <li>• Crop stress and/or failure and associated costs</li> <li>• Lack of sufficient water for irrigation and domestic supply</li> <li>• Cost of importing water</li> </ul>



## Valley Erosion

Valley erosion occurs when there is an excessive loss of soil due to natural creek processes. Valley erosion results from periodic increases in peak creek flow, changes in channel form, unstable and steep slopes, loss of riparian vegetation (a strip of vegetation along the edge of a creek or waterbody), sediment load levels, ice jams, or soil type. This can cause bank slumping, scouring, undercutting, and ultimately slope failure. Other factors can worsen valley erosion including vegetation removal, construction activities in proximity to the slope (e.g., illegal dumping or excavation of fill in creek valleys, soil compaction, inadequate drainage, and new structures), poorly maintained infrastructure such as culverts and bridges, and climate change.

Table 3 identifies locations within CH’s watersheds prone to valley erosion. These areas present a risk to life and property and may result in other detrimental impacts to communities and landowners.

**Table 3: Valley Erosion**

Vulnerable Areas	Key Impacts
<ul style="list-style-type: none"> <li>• Areas with steep exposed slopes (e.g., North Oakville, Sixteen Mile Creek), and/or clay/shale and sand/gravel soils (e.g., Hidden Valley, Burlington, Grindstone Creek)</li> <li>• Areas exposed to intense periods of high creek flow (e.g., downstream reach of Indian Creek below Hager-Rambo Diversion Channel, Burlington, North Shore; Sixteen Mile Creek downstream of concrete channel in downtown Milton; and small western tributaries of Grindstone Creek south of Highway 5)</li> </ul>	<ul style="list-style-type: none"> <li>• Risk to life and property due to instability and slope failure</li> <li>• Loss of land</li> <li>• Degraded water quality due to increased suspended sediments and contaminants</li> <li>• Accumulation of contaminated sediment and debris in creeks, especially behind dams, weirs and at the mouths of creeks</li> <li>• Changes in channel form (e.g., creek deepens and/or widens creating barriers for aquatic species, thermal pollution, further land loss)</li> <li>• Degraded and/or loss of habitat</li> <li>• Infrastructure exposure due to undercutting and scouring</li> <li>• Costs for repair, realignment, or replacement</li> </ul>





## Surface Water Quality – Chloride

Chloride is released through natural processes such as bedrock weathering and precipitation. There have been significant increases in chloride concentrations in surface water over the last 50 years throughout the watershed. At least one sample taken from most monitoring sites over a recent five-year period exceeds the provincial guideline (e.g., Fourteen Mile Creek at Lakeshore Rd, Oakville; Sixteen Mile Creek Main Branch at Speers Rd; and Sheldon Creek at Shell Park, Oakville). Other factors can increase chloride concentrations including use of road salt and water softening salt, degraded and/or loss of natural features that filter water, stormwater management ponds, and wastewater treatment plant effluent.

Table 4 indicates where chloride has been detected within CH’s watersheds and the impact the compound can have on plants and animals and built infrastructure.

**Table 4: Surface Water Quality – Chloride**

Vulnerable Areas	Key Impacts
<ul style="list-style-type: none"><li>• Creeks downstream of or in urban areas, especially creek mouths (e.g., Indian Creek, tributary of Bronte Creek; West and East Branches, Sixteen Mile Creek; and Fourteen Mile Creek at Lakeshore Rd)</li></ul>	<ul style="list-style-type: none"><li>• Degraded surface water quality resulting in increased toxicity to fish and other aquatic life</li><li>• Degraded habitat (e.g., harms vegetation and can change the plant community structure)</li><li>• Increased rates of corrosion of infrastructure</li><li>• Increased cost to repair infrastructure</li></ul>





## Surface Water Quality – Suspended Solids

Suspended solids are materials such as silt, clay, plankton, and microscopic organisms that remain suspended in the water column. They typically carry pollutants and nutrients. Concentrations are variable throughout the watersheds depending on weather conditions (e.g., high during storm events and low during dry periods) and are influenced by erosion and the decomposition rate of organic materials. Other factors can increase suspended solids concentrations including loss of riparian vegetation, runoff from urban and agricultural areas, illegal dumping of fill in creek valleys, wastewater treatment plant effluent, and climate change.

Table 5 describes areas within CH’s watershed where suspended solids in creeks are high and identifies the harmful effects suspended solids have on creek systems.

**Table 5: Surface Water Quality – Suspended Solids**

Vulnerable Areas	Key Impacts
<ul style="list-style-type: none"> <li>• Creeks downstream of or in urban and agricultural areas (e.g., East Branch, Sixteen Mile Creek; Main Branch, Bronte Creek)</li> <li>• Creek mouths flowing into Lake Ontario (e.g., Fourteen Mile, Sixteen Mile, Bronte, Grindstone Creeks)</li> </ul>	<ul style="list-style-type: none"> <li>• Degraded water quality due to reduced light penetration, thermal changes, increased nutrients, and sediment plumes</li> <li>• Degraded aquatic habitat</li> <li>• Damaged fish gills</li> <li>• Higher water treatment costs</li> <li>• Reduced creek aesthetics</li> </ul>



## Surface Water Quality – Sedimentation

Sedimentation occurs when solid particles settle out of suspension to the creek or pond bottom. Factors that increase sedimentation include runoff from poorly managed fields and construction sites with inadequate erosion and sediment controls, illegal dumping of fill in creek valleys, dams, weirs, and climate change.

Table 6 shows where sedimentation is most likely to occur within CH’s watersheds and itemizes how sedimentation impacts the environment and infrastructure.

**Table 6: Surface Water Quality – Sedimentation**

Vulnerable Areas	Key Impacts
<ul style="list-style-type: none"> <li>• Some stormwater management ponds, numerous online ponds and dug out channels, behind dams and weirs throughout the watersheds</li> <li>• Bronte and Hamilton Harbours</li> </ul>	<ul style="list-style-type: none"> <li>• Increased flood risk resulting from reduced capacity of the creek system to carry high flows</li> <li>• Weir/dam breach or failure and release of contaminants causing aquatic habitat damage</li> <li>• Degraded water quality (e.g., increased nutrients and contaminants)</li> <li>• Physical alteration of creeks and the near shore (e.g., decreased water depth or narrowing of creeks, decreased flood storage, formation of barriers to aquatic species, thermal pollution)</li> <li>• Smothered aquatic habitat</li> <li>• Cost of repeated dredging of harbours, online ponds, and stormwater management ponds</li> <li>• Disposal of dredged material</li> <li>• Infrastructure damage and repair</li> </ul>





## Surface Water Quality – Total Phosphorus

Phosphorus is a nutrient released into the environment naturally through bedrock weathering and erosion processes. It binds to suspended sediment and causes increased plant growth, including algae. Total phosphorus is a measure of all phosphorus, whether dissolved or particulate. Average annual concentrations have exceeded the provincial guideline at almost all the watershed monitoring sites at least once over a recent five-year period (e.g., Fourteen Mile Creek at Lakeshore Rd; Bronte Creek upstream of Mountsberg Reservoir and Grindstone Creek at Hamilton Harbour). Concentrations are influenced by erosion and soil type. Other factors that can increase concentrations include fertilizer application, runoff from poorly managed fields, increased impermeability of soils in urban areas that increase stormwater runoff, loss of riparian vegetation that filter and store nutrients, municipal wastewater, and climate change.

Table 7 describes creek reaches where total phosphorus levels are high and lists some of the key impacts caused by this occurrence.

**Table 7: Surface Water Quality – Total Phosphorus**

Vulnerable Areas	Key Impacts
<ul style="list-style-type: none"> <li>• Creeks downstream of or in urban and/or agricultural areas (e.g., Indian Creek and Main Branch, Bronte Creek above the Niagara Escarpment; West and East Branches, Sixteen Mile Creek)</li> <li>• Creek mouths flowing into Lake Ontario (e.g., Fourteen Mile, Sixteen Mile, Bronte, Grindstone, Hamilton Harbour)</li> </ul>	<ul style="list-style-type: none"> <li>• Increased growth in nuisance and harmful algal blooms</li> <li>• Risk to human health and wildlife (e.g., toxins released by algal blooms)</li> <li>• Degraded water quality</li> <li>• Degraded/loss of aquatic habitat and species (e.g., lowered dissolved oxygen stresses fish and aquatic life)</li> <li>• Near shore recreational opportunities adversely affected by toxic and nuisance algae</li> <li>• Increased costs to upgrade wastewater treatment plants</li> <li>• Costs to remove/clean-up algae</li> <li>• Healthcare costs for humans and pets</li> <li>• Adversely affected aesthetics (e.g., look and smell)</li> </ul>



## Surface Water Quality – Temperature (Thermal Pollution)

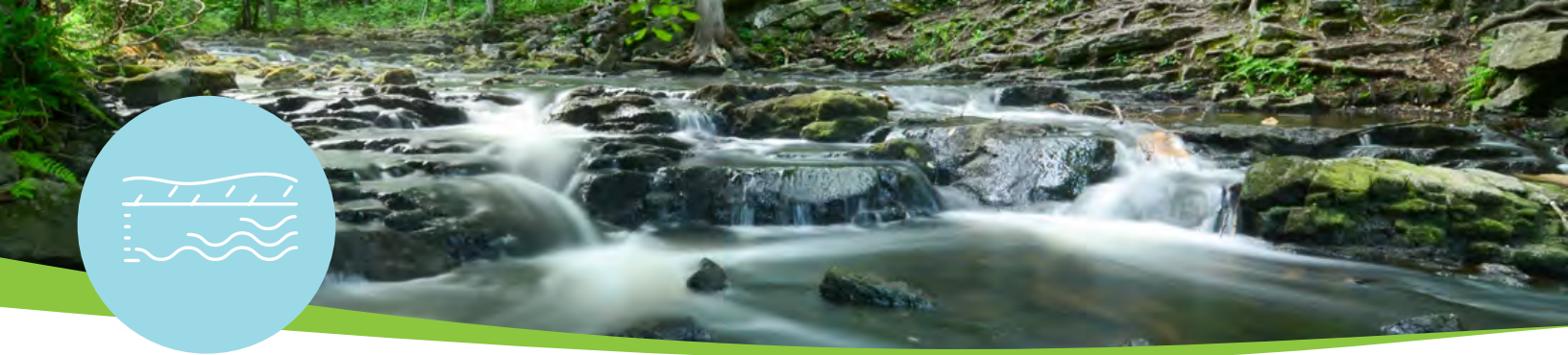
Thermal pollution occurs when surface water temperatures increase. Widespread increases in surface water temperatures have been recorded in central and downstream reaches across the watershed over the last 20 years. Surface water temperature is influenced by yearly and seasonal weather (e.g., wet versus dry, air temperature, etc.), sun exposure, creek channel form, groundwater discharge, and erosion (e.g., wider, shallower creeks with more surface area). Other factors can increase surface water temperature including increased impermeable surfaces and reduced natural shade in urban areas, loss of forests and riparian vegetation, use of dams and on-line ponds which increase surface exposure to sunlight, surface water takings which temporarily reduce water depth, and climate change.

Table 8 identifies creek reaches where water temperatures are increasing and how rising water temperatures negatively alter aquatic habitats.

**Table 8: Surface Water Quality – Temperature**

Vulnerable Areas	Key Impacts
<ul style="list-style-type: none"><li>• Central and downstream reaches of creeks that are not fed by cooler groundwater discharges and springs</li><li>• Urbanized creeks (e.g., creeks that receive warmer runoff from stormwater management ponds and overland runoff)</li><li>• Creeks with limited to no riparian vegetation or with additional human impacts (e.g., on-line ponds)</li><li>• Creeks with intermittent water flow that typically become warmer before drying up</li></ul>	<ul style="list-style-type: none"><li>• Degraded water quality (e.g., increased water temperature causes lower dissolved oxygen levels and helps release nutrients from soil)</li><li>• Degraded/loss of aquatic habitat</li><li>• Potential loss of aquatic species sensitive to warmer water temperatures (e.g., brook trout)</li></ul>





## Groundwater Quantity

Groundwater is the water that infiltrates the soil, is stored, and moves underground. Private and municipal groundwater wells serve approximately 12% of CH’s watershed population. The number of municipal drinking water system users is increasing. Groundwater quantity is influenced by the size of aquifers which are bodies of rock and/or sediment that hold groundwater, the ability of the materials in the ground to transmit water, and the loss and gain of water (water balance). Other factors can decrease groundwater quantity, including increased groundwater demand and excessive pumping, increased impermeability of soils due to urbanization, and climate change.

Table 9 identifies where groundwater resources are stressed within CH’s watersheds and the impacts of declining groundwater water tables.

**Table 9: Groundwater Quantity**

Vulnerable Areas	Key Impacts
<ul style="list-style-type: none"> <li>• Subwatersheds that are stressed based on monthly and/or annual groundwater demand (e.g., Upper West Branch, Sixteen Mile Creek, and Willoughby Creek (Bronte Creek))</li> <li>• Areas with shallow aquifers (e.g., some locations below the Niagara Escarpment where overlying shale is close to or at the surface)</li> <li>• Areas where soil permeability is reduced due to land use change</li> </ul>	<ul style="list-style-type: none"> <li>• Depleted groundwater sources due to overextraction</li> <li>• Reduced discharge rates that supply base flow and cold-water inputs to surface water features such as creeks and wetlands</li> <li>• Reduced survival and reproduction of aquatic species, including fish that rely on cool or cold-water habitats</li> <li>• Land subsidence (i.e., loss of support below ground due to the removal of water)</li> <li>• Risk to drinking water supplies where there is reliance on groundwater</li> <li>• Dry or unusable shallow wells</li> <li>• Increased cost to drill a deeper well</li> <li>• Increased cost to pump water from a lower water table</li> </ul>





## Groundwater Quality

Groundwater quality is the physical, chemical, biological, and radiological characteristics of water under the earth’s surface. Water quality is described by measuring key characteristics or indicators such as chloride, sodium, nitrate, sulphate, arsenic, iron, lead, and manganese. Groundwater quality varies across the watersheds but is generally of good quality. However, some areas show trends of increasing chloride and sodium concentrations in well supplies. Groundwater quality is influenced by the permeability and chemical properties of the rocks and sediments through which it moves, the depth from ground surface, and natural climatic variations (e.g., rainfall and evaporation rates). Other factors can worsen water quality including the use of road salt and water softening salt, application of fertilizers, runoff from poorly managed fields, septic system effluent, and climate change.

Table 10 describes the general areas within CH’s watersheds where groundwater quality concerns have been detected and lists the key impacts of declining groundwater quality.

**Table 10: Groundwater Quality**

Vulnerable Areas	Key Impacts
<ul style="list-style-type: none"> <li>• Sizeable areas above the Niagara Escarpment, two large areas along the Lake Ontario shoreline in Burlington and Oakville, one large area near Ashgrove where contaminants above the ground surface infiltrate into shallow aquifers where the water table is shallow and surface materials are permeable</li> <li>• Significant areas above the Niagara Escarpment where permeable soils or fractured bedrock at surface facilitate increased recharge; recharge water can contain dissolved contaminants from runoff</li> <li>• Clusters of unused, improperly abandoned wells identified in the Campbellville area, resulting in preferential pathways for contaminants to enter groundwater</li> <li>• Unidentified potential clusters of unused wells may exist in other areas that have not yet been studied, resulting in preferential pathways for contaminants to enter groundwater</li> <li>• Some urbanized areas where trends show increasing chloride and sodium concentrations</li> </ul>	<ul style="list-style-type: none"> <li>• Degraded groundwater drinking water sources</li> <li>• Reduced availability of potable groundwater due to contamination</li> <li>• Degraded surface water quality due to contaminated groundwater discharging into creeks and wetlands</li> <li>• Degraded creek and wetland habitats leading to increased toxicity and degraded habitats for flora and fauna</li> <li>• Degraded soil and land quality (e.g., increased soil salinity)</li> <li>• Increased costs to treat drinking water sources</li> <li>• Risk to human health</li> <li>• Healthcare costs for humans and pets</li> </ul>



## Degradation, Fragmentation, and Loss of Natural Features

Natural features include forests, wetlands, valleys, and watercourses. They provide benefits and services such as flood attenuation, erosion control, carbon storage, filtration of contaminants, wildlife habitat, recreation, and more. In CH’s watersheds, over 70% of wetlands have been lost or fragmented; remaining wetlands are located primarily in the upper watershed reaches. Riparian habitat coverage is variable but poor overall, especially in highly urbanized areas. Forest cover is poor overall. Large tracts of forest are rare (mostly above the Niagara Escarpment) and urban forests are small. Degradation, fragmentation, and loss of natural features are influenced by yearly and seasonal weather patterns, natural hazards (e.g., erosion, flooding, and drought), and disease. Other factors can worsen degradation and loss including the removal of natural features and wildlife corridors, urban encroachment, invasive species (e.g., Emerald Ash Borer), linear infrastructure (e.g., roads, utilities, etc.), and climate change.

Table 11 describes the locations experiencing the degradation, fragmentation, and loss of natural features and identifies associated key impacts.

**Table 11: Degradation, Fragmentation and Loss of Natural Features**

Vulnerable Areas	Key Impacts
<ul style="list-style-type: none"> <li>• Urban areas below the Niagara Escarpment</li> <li>• Areas sensitive to human disturbance (e.g., Waterdown Woods, Hamilton, home to the Jefferson Salamander and Fourteen Mile Creek, home to the Redside Dace (fish))</li> <li>• Rural areas above the Niagara Escarpment in central and eastern Grindstone Creek watershed</li> </ul>	<ul style="list-style-type: none"> <li>• Increased natural hazard risk</li> <li>• Reduced resiliency to impacts of climate change</li> <li>• Degraded water quality (e.g., increased suspended solids, nutrients, and contaminants)</li> <li>• Increased habitat fragmentation causing further degradation (e.g., limits species movement and spread to new locations)</li> <li>• Loss of biodiversity due to lack of suitable habitat and increased disturbance</li> <li>• Loss of access to nature</li> <li>• Risk to mental health</li> <li>• Loss of First Nations peoples’ cultural, spiritual, and medicinal practices</li> <li>• Loss of outdoor recreational opportunities</li> <li>• Increased cost of remedial/engineered measures to compensate for loss or damage to natural features</li> </ul>



## Invasive Species

Invasive species (e.g., Emerald Ash Borer, Garlic Mustard) are organisms that are not native to an area, adapt easily, reproduce quickly, and have a broader tolerance for a range of environmental conditions than native species. Natural features across CH’s watershed, such as forests and wetlands, are negatively affected by invasive species. They are spread naturally by vectors such as wind, animals, insects and birds, and extreme weather events (e.g., hurricanes and flooding). Other factors can increase the spread, including human activity (e.g., deliberate or accidental introduction of invasive species such as zebra mussels, goldfish, and purple loosestrife), and climate change.

Table 12 identifies areas within CH’s watersheds that are susceptible to invasive species. The key concerns with the introduction and spread of invasive species are also listed.

**Table 12: Invasive Species**

Vulnerable Areas	Key Impacts
<ul style="list-style-type: none"> <li>• Natural areas used for human activity (e.g., trail users bringing invasives into interior habitats and spread through fishing, boating, etc.)</li> <li>• Natural areas adjacent to urban or agricultural areas</li> <li>• Creeks that empty into Lake Ontario</li> <li>• Ditches and natural areas adjacent to roads (e.g., invasive species spread through ditch maintenance)</li> </ul>	<ul style="list-style-type: none"> <li>• Degraded or fragmented habitat and decreased biodiversity (e.g., invasive species often out-compete native species, become parasites and spread diseases)</li> <li>• Species loss or impairment; life cycles impacted</li> <li>• Impaired ecosystem functions (e.g., loss of natural benefits and services)</li> <li>• Risk to human health (e.g., toxic sap of giant hogweed and wild parsnip)</li> <li>• Risk to property (e.g., damaged water pipes from zebra mussels)</li> <li>• Reduced crop production and foraging space</li> <li>• Adversely affected recreation and aesthetics</li> <li>• Reduced property values</li> <li>• Increased land management, removal, and operational costs</li> </ul>





## Biodiversity Loss

Biodiversity loss is the decrease or disappearance of species. The status, health, and range of many species is shifting in CH’s watersheds (e.g., decline of some tree species due to pests/pathogens). Biodiversity loss is influenced by yearly and seasonal weather patterns, natural hazards (e.g., erosion, flooding, and drought), and disease. Other factors that worsen biodiversity loss include loss of natural features and habitat, habitat degradation and fragmentation, spread of invasive species, and climate change.

Table 13 identifies the types of areas within CH’s watersheds that are susceptible to biodiversity loss and the likely outcomes of biodiversity loss.

**Table 13: Biodiversity Loss**

Vulnerable Areas	Key Impacts
<ul style="list-style-type: none"> <li>Natural areas fragmented by adjacent urban or agricultural areas (e.g., Bronte-Burloak Woods, Town of Oakville)</li> <li>Natural areas sensitive to human use (e.g., Waterdown Woods, Hamilton)</li> <li>Areas with species that have highly specialized requirements (e.g., Redside Dace, Fourteen Mile Creek)</li> </ul>	<ul style="list-style-type: none"> <li>Impaired ecosystem functions (e.g., loss of natural benefits and services)</li> <li>Reduced resiliency to impacts of climate change</li> <li>Species loss, impairment or shifts in range</li> <li>Risk to life and property (e.g., aggravation of natural hazards)</li> <li>Increased management and operational costs for remedial measures and infrastructure</li> <li>Reduced crop production and foraging space due to decline in pollinators</li> <li>Loss of First Nations peoples’ cultural, spiritual, and medicinal practices</li> <li>Adversely affected recreation and aesthetics</li> </ul>





## Localized Natural Resource Issues

Other more localized natural resource issues related to natural hazards may jeopardize the health or safety of persons or result in the damage or destruction of property. CH's jurisdiction includes natural hazards such as shoreline flooding and erosion, dynamic beaches and unstable soils and bedrock. These areas are subjected to naturally occurring processes that only become a problem when human activities and structures intrude on those processes.

The approximately 51 kilometres of shoreline along Lake Ontario, Hamilton Harbour and Cootes Paradise are subjected to fluctuating water levels and wave action that create hazard risks to life, property, and infrastructure.

Burlington Beach, a barrier bar that separates Lake Ontario from Hamilton Harbour, is a dynamic beach that undergoes continuous change due to the natural processes of erosion and accretion. This poses a risk to property owners in this area.

In addition, there are areas of unstable soils within CH's watersheds that can shift and threaten the stability, security, and safety of structures and damage, degrade, or destroy structures such as buildings, bridges, and roads. There are four factors that can contribute to unstable soils, including:

- erosion that destabilizes soil or rock that can lead to sinkholes and landslides;
- poor soil compaction caused by an imbalance of mineral pieces, organic matter, air and water like clays and sand;
- freeze-thaw processes that accelerate erosion and break down rock and sediment; and
- decomposition of organic materials such as topsoil and plant matter that rapidly change form and mass as they decompose.

Similarly, unstable bedrock like karst, which can be found within the Niagara Escarpment, poses risk because it dissolves and erodes over time and creates unstable conditions that can lead to sink holes and collapse.

# PROGRAMS AND SERVICES ASSESSMENT

## Compliance Review

CH delivers programs and services in compliance with Section 40 (1) (b) of the CA Act that address mandatory programs and services as prescribed by the legislation. They are also aligned with the various MOUs for the delivery of Category 2 and 3 programs and services approved by the CH Board and signed between CH and its participating municipalities including Halton Region, Peel Region, the City of Hamilton, and the Township of Puslinch.

These high-level MOUs, signed in 2023, support “*the organization and delivery of programs and services that further the conservation, restoration, development and management of natural resources,*” in accordance with CH’s statutory purpose as stated in the CA Act. The Watershed Strategy addresses the full range of programs and services required by legislation as well as those supported in the MOUs. It also aligns with CH’s existing strategic plan, *Momentum*.

## Gap Analysis and Risk Identification

The existing programs and services delivered by CH play an important role in managing the key watershed natural resource issues. However, the effective delivery of these programs and services can be substantially improved by:

- enhancing the scope and reach of existing programs and services;
- renewing outdated watershed management plans and strategies;
- improving scientific and technical knowledge about natural hazards and drivers of key watershed natural resource issues;
- modernizing data collection techniques by testing and incorporating new digital technologies, sensors, and platforms;
- updating and expanding the use of analytical and predictive modelling tools;
- identifying and prioritizing management options for addressing key watershed natural resource issues; and
- building additional partnerships to pool resources and fund programs and services that meet mutual resource management objectives.

These opportunities were considered in defining the future actions that are included in the Watershed Strategy to improve the delivery and outcomes of CH’s programs and services in addressing the key natural hazard and natural resource issues.



# ACTIONS TO ADDRESS ISSUES AND MITIGATE RISKS

As part of the development of the Watershed Strategy and its component reports, CH identified and evaluated gaps, vulnerabilities, and risks that hamper effective program and service delivery. This assessment process included discussions with municipal staff, First Nations, and other individuals and organizations that provided valuable insight. This process led to 27 actions that 1) enhance the effectiveness of CH's existing programs and services in addressing key watershed natural resource issues and reducing or mitigating identified risks and vulnerabilities, and 2) advance the overall goal and guiding principles and objectives that underpin the Watershed Strategy.

These actions have been grouped using the same categories applied to the programs and services inventory. The following pages identify each action by category, the guiding principles and objectives the action supports, and the issues it targets. While high-level actions for CH lands are included, these are described in more detail in the Conservation Area Strategy. These actions form the core of the Watershed Strategy.

Most actions are fully or partially underway and are integrated into the current 2025 budget process. Those which are not integrated are proposed to be phased in through the 10-year budget forecast. The actions do not extend beyond the scope of the programs and services defined under the legislation or as agreed to through the MOUs with participating municipalities or other agreements. Any potential increase in program costs for participating municipalities will be offset to the extent possible through other revenue sources such as grants, fee-for-service, and other funding sources. CH has a clear and transparent budgeting process to assign costs to programs and services which follows the approach and methods of apportionment prescribed by legislation. All actions along with their anticipated costs and duration will be discussed and confirmed with participating municipalities during the annual budget review process before implementation.

# Actions to Address Key Natural Resource Issues and Risks

\*Actions are partly/fully funded in the 2025 budget or included in the 10-year forecast

## Funding Sources

- M Municipal Funding
- S Self-generated Revenues
- G Grants, Donations & Others

## Natural Hazards & Watershed Management (Categories 1, 2 & 3)

**NHWM (a)** - To better predict, forecast and respond to extreme weather and low flow events and appropriately respond to climate change impacts, CH should 1) modernize and enhance the network of stream gauges and weather and climate stations, 2) upgrade analytical tools and hydrologic and hydraulic models, and 3) renew the low water response program.

**Natural Resource Issue Focus:** Riverine Flooding; Valley Erosion; Drought

**Funding Sources:** M G

**Program Category:** 1

**Principles Supported:** I, II, III, IV

**Objectives Supported:** 1, 2, 3, 4, 5

**NHWM (b)** - To optimize water management infrastructure and operations, CH should 1) continue to regularly assess the design and capacity of CH's infrastructure, 2) explore options for improvements including re-naturalization, and 3) incorporate up-to-date climate data to improve operations.

**Natural Resource Issue Focus:** Riverine Flooding; Valley Erosion; Drought

**Funding Sources:** M G

**Program Category:** 1

**Principles Supported:** I, III, IV

**Objectives Supported:** 1, 5, 6

**NHWM (c)** - To protect life and property from flooding and erosion hazards, CH should support and collaborate with municipalities to explore flood mitigation opportunities.

**Natural Resource Issue Focus:** Riverine Flooding; Valley Erosion

**Funding Sources:** M G

**Program Category:** 1

**Principles Supported:** I, II, III, IV

**Objectives Supported:** 1, 5, 6

**NHWM (d)** - To better understand hazard risk along the Hamilton Harbour and Lake Ontario shorelines, CH should undertake a technical assessment of the impacts of changing water levels and climate change on lakeshore flooding, erosion, and nearshore biophysical processes.

**Natural Resource Issue Focus:** Riverine Flooding; Drought; Valley Erosion; Invasive Species; Biodiversity Loss

**Funding Sources:** M G

**Program Category:** 1

**Principles Supported:** I, II, IV

**Objectives Supported:** 6

**NHWM (e)** - To better discern the possible effects of climate change on natural hazards, wetlands, watershed hydrology, biodiversity, species at risk and invasives and avoid or proactively address adverse watershed impacts, CH should develop analytical tools such as predictive computer models and scenarios.

**Natural Resource Issue Focus:** Riverine Flooding; Drought; Valley Erosion; Invasive Species; Biodiversity Loss

**Funding Sources:** M G

**Program Category:** 1

**Principles Supported:** I, II, IV

**Objectives Supported:** 2



# Actions to Address Key Natural Resource Issues and Risks

\*Actions are partly/fully funded in the 2025 budget or included in the 10-year forecast

## Funding Sources

- M Municipal Funding
- S Self-generated Revenues
- G Grants, Donations & Others

## Natural Hazards & Watershed Management (Categories 1, 2 & 3)

**NHWM (f)** - To detect climate change effects on and risks to drinking water sources, CH should identify and assess risks and vulnerabilities for drinking water wells and intakes.

**Natural Resource Issue Focus:** Surface Water Quality; Groundwater Quantity & Quality

**Funding Sources:** G

**Program Category:** 1

**Principles Supported:** I, II, III, IV

**Objectives Supported:** 7

**NHWM (g)** - To temper the effects of climate change on flooding and erosion hazards and improve resiliency against drought and extreme heat, CH should identify, quantify, and prioritize the benefits and opportunities for restoring and enhancing creek reaches, wetlands, and other key natural areas.

**Natural Resource Issue Focus:** Riverine Flooding; Drought; Valley Erosion; Surface Water Quality; Degradation, Fragmentation, & Loss of Natural Features; Invasive Species; Biodiversity Loss

**Funding Sources:** M G

**Program Category:** 1 2

**Principles Supported:** I, II, III, IV

**Objectives Supported:** 1, 2, 3, 5, 6

**NHWM (h)** - To characterize and quantify the state and benefits of natural assets in moderating the impacts of climate change and providing essential services such as flood and erosion control and storm water management, CH should undertake watershed assessments and watershed management plans.

**Natural Resource Issue Focus:** Riverine Flooding; Drought; Valley Erosion; Surface Water Quality; Degradation, Fragmentation, & Loss of Natural Features; Invasive Species; Biodiversity Loss

**Funding Sources:** M G

**Program Category:** 1 2

**Principles Supported:** I, II, III, IV

**Objectives Supported:** 1, 2, 3, 4, 5

**NHWM (i)** - To understand the complex interactions between surface and groundwater and water gains and losses within CH's watershed, CH should renew the watershed water budget last calculated in 2010.

**Natural Resource Issue Focus:** Surface & Groundwater Water Quantity & Quality

**Funding Sources:** M

**Program Category:** 1

**Principles Supported:** I, II, III

**Objectives Supported:** 1, 2, 3, 4, 5, 6

**NHWM (j)** - To appropriately characterize key watershed resource issues, trends, and risks, CH should evaluate the watershed monitoring program to ensure that data collected is complete, relevant, dependable, and valid and incorporate traditional knowledge.

**Natural Resource Issue Focus:** All issues

**Funding Sources:** M

**Program Category:** 1 2

**Principles Supported:** I, III, IV

**Objectives Supported:** 2, 3, 4

# Actions to Address Key Natural Resource Issues and Risks

\*Actions are partly/fully funded in the 2025 budget or included in the 10-year forecast

## Funding Sources

- M Municipal Funding
- S Self-generated Revenues
- G Grants, Donations & Others

## Natural Hazards & Watershed Management (Categories 1, 2 & 3)

**NHWM (k)** - To enhance data interpretation and evaluation, CH should implement new robust and applicable analytical tools.

**Natural Resource Issue Focus:** All issues

**Funding Sources:** M

Program Category: 1 2

Principles Supported: III, IV

Objectives Supported: 2, 3, 4, 5

**NHWM (l)** - To enhance scientific understanding of the 1) drivers of resource issues, 2) resource conditions, trends, and risks, 3) climate change effects on the water budget, natural hazards, biodiversity, invasives, and species at risk, CH should increase collaboration with scientific and research institutions and Indigenous communities.

**Natural Resource Issue Focus:** All issues

**Funding Sources:** M

Program Category: 1 2

Principles Supported: I, IV

Objectives Supported: 2, 3, 4, 5

**NHWM (m)** - To provide monitoring results that inform programs and services and support decision making, CH should provide timely reporting using clear messaging and appropriate communication tools and digital platforms.

**Natural Resource Issue Focus:** All issues

**Funding Sources:** M

Program Category: 1 2

Principles Supported: IV

Objectives Supported: 1, 5

**NHWM (n)** - To increase accessibility to CH data sets and analyses, CH should explore and implement new digital technologies and platforms that better meet the needs of partners and the public.

**Natural Resource Issue Focus:** All issues

**Funding Sources:** M G

Program Category: 1 2

Principles Supported: III

Objectives Supported: 2, 3, 4, 5

**NHWM (o)** - To build resiliency to climate change impacts and enhance natural system benefits, CH should 1) strengthen the landowner assistance program to support restoration activities within the farming community and on private lands, and 2) direct restoration efforts towards projects that contribute to addressing the key watershed natural resource issues.

**Natural Resource Issue Focus:** Riverine Flooding; Valley Erosion; Surface Water Quality; Degradation, Fragmentation, & Loss of Natural Features; Invasive Species; Biodiversity Loss

**Funding Sources:** S G

Program Category: 1 2

Principles Supported: I, III, IV

Objectives Supported: 1, 5, 6

# Actions to Address Key Natural Resource Issues and Risks

\*Actions are partly/fully funded in the 2025 budget or included in the 10-year forecast

## Funding Sources

- M Municipal Funding
- S Self-generated Revenues
- G Grants, Donations & Others

## Natural Hazards & Watershed Management (Categories 1, 2 & 3)

**NHWM (p)** - To effectively manage invasive species, CH should develop and implement a watershed-wide invasive species strategy in collaboration with municipalities.

**Natural Resource Issue Focus:** Invasive Species

**Funding Sources:** G

**Program Category:** 2 3

**Principles Supported:** I, II, III, IV

**Objectives Supported:** 1, 2, 3, 5, 6

## Permitting and Planning (Category 1)

**PP (a)** - To support more precise identification of potential risks to life and property from natural hazards and to develop appropriate policies for implementing the CA Act and O. Reg. 41/24, CH should continue to update regulatory and hazard mapping and undertake flood risk mapping in flood vulnerable areas to 1) support technical review and assessment of CH permits and municipal planning applications, 2) identify potential risks to property damage and public safety, and 3) support municipal flood preparedness and emergency planning.

**Natural Resource Issue Focus:** Natural hazards (flooding, erosion, dynamic beaches, unstable soils, and unstable bedrock)

**Funding Sources:** M S G

**Program Category:** 1

**Principles Supported:** I, II, III, IV

**Objectives Supported:** 1, 5

**PP (b)** - To improve public access to and awareness of CH's regulatory mapping, CH should enhance community education and outreach tools.

**Natural Resource Issue Focus:** Natural hazards (flooding, erosion, dynamic beaches, unstable soils, and unstable bedrock)

**Funding Sources:** M

**Program Category:** 1

**Principles Supported:** I, III, IV

**Objectives Supported:** 1, 5

**PP (c)** - To improve public awareness and understanding about CH's roles and responsibilities regarding 1) the technical review and issuance of regulatory permits, and 2) municipal plan input and review, CH should develop effective public communications (including social media messaging) that are shared using a broad range of tools and platforms.

**Natural Resource Issue Focus:** Natural hazards (flooding, erosion, dynamic beaches, unstable soils, and unstable bedrock)

**Funding Sources:** M

**Program Category:** 1

**Principles Supported:** I, III, IV

**Objectives Supported:** 1, 5

# Actions to Address Key Natural Resource Issues and Risks

\*Actions are partly/fully funded in the 2025 budget or included in the 10-year forecast

## Funding Sources

- M Municipal Funding
- S Self-generated Revenues
- G Grants, Donations & Others

## Conservation Lands and Recreation (Categories 1, 2, & 3)

**CLR (a)** - To reduce the risk of forest fires on CH lands, CH should identify and assess forest fire risks and vulnerabilities and develop a management strategy and emergency response plan in collaboration with municipal emergency services to avoid, reduce, and mitigate them.

**Natural Resource Issue Focus:** Conservation Areas Management

**Funding Sources:** M

**Program Category:** 1

**Principles Supported:** I, II, III, IV

**Objectives Supported:** 1, 8

**CLR (b)** - To manage the impacts of extreme weather events, CH should design, create, and maintain sustainable infrastructure (both passive and active) to withstand these forces.

**Natural Resource Issue Focus:** Conservation Areas Management

**Funding Sources:** M S G

**Program Category:** 1 3

**Principles Supported:** III, IV

**Objectives Supported:** 8

**CLR (c)** - To improve community access to CH lands while protecting environmentally sensitive sites and providing a range of societal benefits (e.g., connection to nature, relief from heat stress, and availability of recreational opportunities), CH should update its master plans and land acquisition and land management policies and strategies.

**Natural Resource Issue Focus:** Conservation Areas Management

**Funding Sources:**

M

**Program Category:**

1

**Principles Supported:** II, IV

**Objectives Supported:** 8

**CLR (d)** - To integrate CH lands and trails systems with adjacent municipalities or other publicly accessible lands and trails, CH should work collaboratively with other public agencies.

**Natural Resource Issue Focus:** Conservation Areas Management

**Funding Sources:** M S

**Program Category:** 1 3

**Principles Supported:** I, II, III, IV

**Objectives Supported:** 8



# Actions to Address Key Natural Resource Issues and Risks

\*Actions are partly/fully funded in the 2025 budget or included in the 10-year forecast

## Funding Sources

- M Municipal Funding
- S Self-generated Revenues
- G Grants, Donations & Others

## Conservation Lands and Recreation (Categories 1, 2, & 3)

**CLR (e)** - To augment the protection and value of natural heritage on CH lands, CH should 1) educate visitors about the importance of natural features, 2) direct active uses away from environmentally sensitive areas, 3) detect and manage invasive species, and 4) collaborate with participating and partner municipalities to support natural asset management, biodiversity, and climate change adaptation.

**Natural Resource Issue Focus:** Degradation, Fragmentation, & Loss of Natural Features; Invasive Species; Biodiversity Loss

**Funding Sources:** S G

**Program Category:** 1 3

**Principles Supported:** I, II, III, IV

**Objectives Supported:** 6, 8

**CLR (f)** - To improve environmental awareness and understanding and promote sustainable community and individual actions, CH should enhance its community outreach and educational program.

**Natural Resource Issue Focus:** All issues

**Funding Sources:** M S

**Program Category:** 2 3

**Principles Supported:** III, IV

**Objectives Supported:** 8

## Corporate Administration and Operations (Category 1)

**CAO (a)** - To integrate social, environmental, and economic sustainability into all aspects of CH's business, CH should develop a corporate sustainability plan.

**Natural Resource Issue Focus:** All issues

**Funding Sources:** M S G

**Program Category:** 1

**Principles Supported:** III, IV

**Objectives Supported:** 8

**CAO (b)** - To decrease CH's carbon footprint and greenhouse gas emissions, CH should adopt new business practices and processes (e.g., such as those relating to energy consumption, building and facility retrofits, fleet management, procurement policies, etc.).

**Natural Resource Issue Focus:** All issues

**Funding Sources:** M S G

**Program Category:** 1

**Principles Supported:** III, IV

**Objectives Supported:** 8

# CONSULTATION AND ENGAGEMENT APPROACH

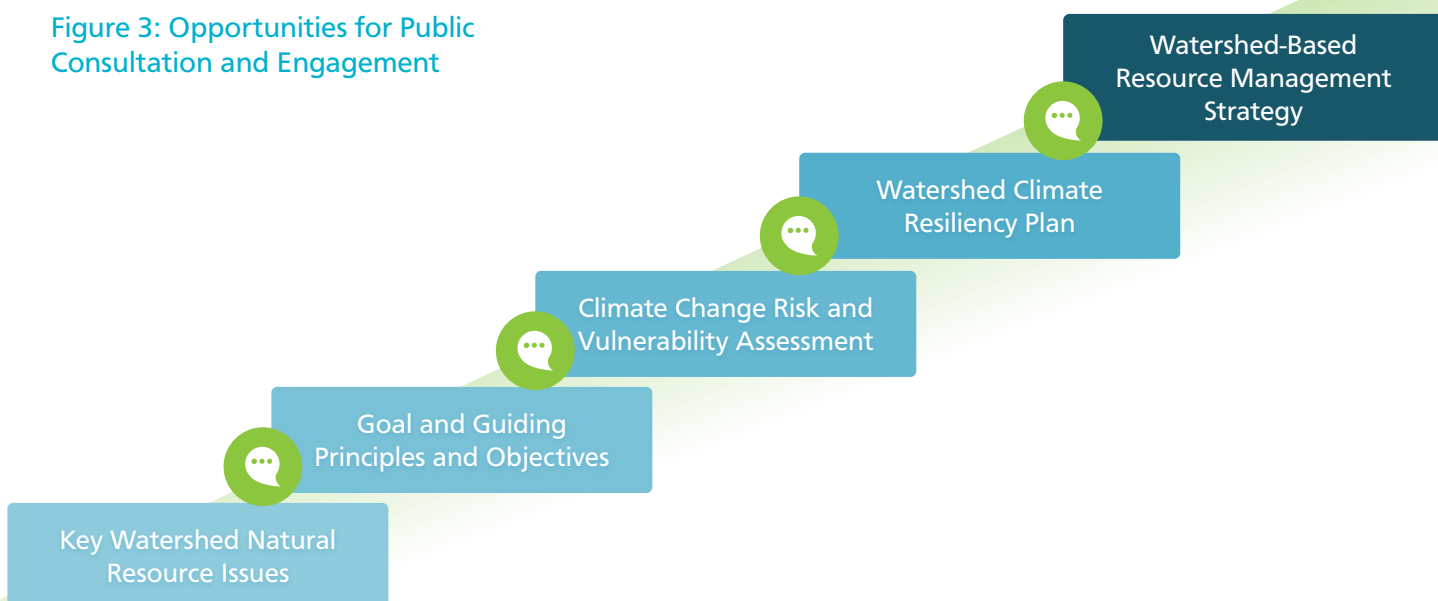
O. Reg. 686/21 directs conservation authorities to ensure stakeholders and the public are consulted during the preparation of the Watershed Strategy in a manner that the authority considers advisable. It also requires the CAs to outline their public consultation process and procedures for the periodic review and updating of the Watershed Strategy. The following describes the public consultation and engagement approach CH followed in developing the Watershed Strategy and the process proposed for its periodic review and update.

## Developing the Watershed Strategy

CH engaged with the public, municipalities, farmers, First Nations, agencies, and other stakeholders as the various components of the Watershed Strategy were developed, described in Figure 3.

Public input for the natural resource issues and goal and guiding principles and objectives was solicited through a public survey process. Both surveys were available on CH's website and promoted on social media as well as through targeted local outreach to municipalities, agencies, First Nations, CH Board members, and others.

Figure 3: Opportunities for Public Consultation and Engagement



The survey inviting public input on the key natural resource issues was available from October 27 to December 8, 2023. The 159 responses received confirmed that respondents felt that all issues listed were important to be addressed on a watershed basis. Based on the input received, the descriptions of the key natural resource issues within CH's watersheds were clarified and expanded.

The goal and guiding principles and objectives that steer the Watershed Strategy were developed to align with legislation, the recently signed MOUs with participating municipalities, and CH's strategic plan, *Momentum*. Draft statements were posted on the CH website for public review and comment between January 15 and February 13, 2024. Thirty-three completed surveys were submitted. Based on the feedback received, revisions were made and subsequently endorsed by the CH Board on April 18, 2024 (CH 03 06).

The Climate Change Vulnerability and Risk Assessment was completed by an external consultant. A wide range of experts and stakeholders were engaged throughout the process. The Climate Change Vulnerability and Risk Assessment provides strategic recommendations for targeted actions that build on existing CH programs and services.

The recommendations from the assessment report were used to identify management gaps, challenges, and opportunities for incorporating climate change resiliency considerations into the draft Watershed Strategy. This draft was released for public review and comment from July 12 to September 13, 2024. Invitations to provide comment through a short on-line survey were extended to municipal staff, First Nations, and environmental groups. Notices were placed in CH's newsletter and social media channels. Based on the additional input received during the commenting period, the draft was updated to provide additional context and clarity. The final version was approved by the Board on October 31, 2024.

## **Public Consultation Process for Periodic Review and Update**

The Watershed Strategy will be reviewed every five years, or as necessary, to reflect any legislative changes or provincial directives. Prior to reviewing and updating the Watershed Strategy, municipalities, First Nations, and other partners and stakeholders will be actively engaged as CH deems advisable.







## ADDITIONAL READING

Conservation Halton. Effects of Climate Change on Biodiversity within Conservation Halton's Watersheds, September 2023. [https://www.conservationhalton.ca/wp-content/uploads/2023/09/CC\\_Biodiversity\\_MainReport\\_FINAL.pdf](https://www.conservationhalton.ca/wp-content/uploads/2023/09/CC_Biodiversity_MainReport_FINAL.pdf)

Conservation Halton. Conservation Halton's Programs and Services Inventory, December 21, 2023. <https://www.conservationhalton.ca/wp-content/uploads/2023/12/Conservation-Authorities-Act-Programs-Services-Inventory-Explanatory-Document-December-21-2023.pdf>

Conservation Halton. Memoranda of Understanding for Watershed Programs and Services, December 2023. <https://www.conservationhalton.ca/governance/>

Conservation Halton. Watershed Characterization Report, July 2024. [https://www.conservationhalton.ca/wp-content/uploads/2024/07/Watershed-Characterization-Report\\_FINAL\\_Web.pdf](https://www.conservationhalton.ca/wp-content/uploads/2024/07/Watershed-Characterization-Report_FINAL_Web.pdf)

Conservation Halton. Watershed Monitoring Programs Summary, June 2024. <https://www.conservationhalton.ca/wp-content/uploads/2024/07/Summary-of-Monitoring-Programs.pdf>

Conservation Halton. Watershed Climate Resiliency Plan, June 2024. [https://www.conservationhalton.ca/wp-content/uploads/2024/06/Watershed-Climate-Resiliency-Plan\\_v2\\_Web.pdf](https://www.conservationhalton.ca/wp-content/uploads/2024/06/Watershed-Climate-Resiliency-Plan_v2_Web.pdf)

Matrix Solutions Inc. Conservation Halton Watershed Climate Vulnerability and Risk Assessment Final Report, February 2024, prepared for Conservation Halton, Mississauga, Ontario, <https://www.conservationhalton.ca/wp-content/uploads/2024/03/36679-CH-CC-Vulnerability-and-Risk-Assess-R.pdf>

Province of Ontario. Conservation Authorities Act, R.S.O. 1990, c. C.27, April 1, 2024 (e-Laws currency date). <https://www.ontario.ca/laws/statute/90c27>

Province of Ontario. O. Reg. 686/21: Mandatory Programs and Services, June 6, 2024 (e-Laws currency date). <https://www.ontario.ca/laws/regulation/210686>

Province of Ontario. O. Reg. 687/21: Transition Plans and Agreements for Programs and Services under Section 21.1.2 of the Act, January 1, 2023 (e-Laws currency date). <https://www.ontario.ca/laws/regulation/210687>

Province of Ontario. O. Reg. 41/24: Prohibited Activities, Exemptions and Permits, April 1, 2024 (e-Laws currency date). <https://www.ontario.ca/laws/regulation/240041>





Conservation  
**Halton**

**REPORT TO:** Conservation Halton Board

**REPORT NO: #** CHB 06 24 06

**FROM:** Craig Machan, Director, Parks & Operations

**DATE:** October 31, 2024

**SUBJECT:** Land Inventory & Conservation Area Strategy

---

### Recommendation

THAT the Conservation Halton Board **approves the Conservation Area Strategy (2024) as presented;**

And

THAT the Conservation Halton Board **directs staff to post the Conservation Area Strategy to the corporate website as required by *Ontario Regulation 686/21*;**

And

THAT the Conservation Halton Board **directs staff to advise participating municipalities and neighbouring Conservation Authorities that the approved Conservation Area Strategy has been completed and posted.**

### Executive Summary

In 2021, changes to the *Conservation Authorities Act, R.S.O. 1990, c. C.27* (CA Act) prescribed mandatory programs and services for conservation authorities (CAs), which included programs and services related to the conservation and management of lands owned or controlled by the conservation authority. These programs and services are further defined in *Ontario Regulation 686/21* (O. Reg. 686/21) and require the preparation of a land inventory and a conservation area strategy. Both deliverables are due by December 31, 2024.

Conservation Halton's (CH) Land Inventory is a collection of information about CH-owned or controlled parcels that will ensure the knowledge and background information on each parcel is summarized in a single location to support the informed management of CH landholdings. The Land Inventory is well underway, with nine (9) of the twelve (12) mandatory fields populated. The remaining three (3) fields will be completed by the end of 2024.

CH's Conservation Area Strategy (2024) (Attachment 1) has been completed and meets all legislated requirements. Given that the objectives from the Conservation Area Strategy are to be established by the authority to inform decision making related to CH's land management, staff is seeking approval of the Conservation Area Strategy and its goals, objectives, and actions.

## Report

### *Land Inventory*

The Land Inventory is a compilation of information about each parcel of land that CH owns or controls. This information supports the characterization of CH lands, which contributed to the completion of the Conservation Area Strategy. In addition, these key details ensure that the knowledge and background about each parcel is summarized in a single location, which will support the informed and efficient management of CH landholdings.

The requirements for the Land Inventory are defined in section 11 of O. Reg. 686/21. The following table summarizes the required information and the status of the data assembly to be completed by December 2024.

<b>Table 1: Status of Completion of Land Inventory Regulatory Requirements</b>	
<b>Required Information</b>	<b>Status</b>
The location of the parcel	Complete
The identification of any information in respect of the parcel (including any surveys, site plans, other maps)	Ongoing
When the parcel was acquired	Complete
Whether the parcel was acquired using a grant made under section 39 of the CA Act	Ongoing
Whether the parcel was acquired through expropriation	Ongoing
The type of legal interest in the parcel	Complete
Land use categories that apply to the parcel	Complete
To ensure a program or service is not included as a mandatory program or service, identification of whether: <ul style="list-style-type: none"> <li>- active recreation occurs on the parcel</li> <li>- commercial logging occurs on the parcel</li> </ul>	Complete
Identify if the parcel is suitable for housing and housing infrastructure development, including identifying: <ul style="list-style-type: none"> <li>- applicable zoning by-laws</li> <li>- if the parcel (or a portion) augments any natural heritage located within the authority's area of jurisdiction</li> <li>- if the parcel (or a portion) integrates with other provincially- or municipally-owned lands or other publicly accessible land and trails</li> </ul>	Complete

Given the nature of the Land Inventory, there is no requirement for consultation, engagement, approval, or submission. However, the Land Inventory must include a process for periodic review and updating. Given that the inventory will be a resource to support CH's land management and operations, it will be reviewed and updated on an ongoing basis.

In addition to supporting the characterization of CH lands for the completion of the Conservation Area Strategy, information in the Land Inventory, such as each parcel's land use category, role in the natural heritage system, and integration with other publicly owned lands or trails is connected to the Conservation Area Strategy. This information supports the development and implementation of the plans, policies, strategies, and procedures resulting from the goals, objectives, and actions in the Conservation Area Strategy, which will guide the management of CH's landholdings.

### *Conservation Area Strategy*

CH's Conservation Area Strategy will shape how CH lands will be used and managed in the future and includes all mandatory components from section 10 of O. Reg. 686/21, listed below.

- Objectives, established by the authority, to inform decision-making related to CH lands, including decisions related to policies governing land acquisition and disposition.
- Identification of mandatory and non-mandatory programs and services offered on land owned or controlled by CH and sources of financing.
- The establishment of land use categories that allow CH to effectively classify lands based on types of activities on each parcel and other matters of significance.
- Process for periodic review and updates, including procedures to ensure stakeholders and the public are consulted during the review and update process.

Where advisable to achieve the objectives, a conservation area strategy may also include a natural heritage and connectivity assessment to show how the lands augment natural heritage and integrate with other publicly owned or accessible lands and trails. This assessment has been included in CH's Conservation Area Strategy.

In addition, if it is deemed advisable for a CA to achieve its objectives, they may provide the programs and services listed below, in the context of lands they own or control.

- Secure land interests to prevent unlawful entry and minimize risk of liability (e.g., fencing, signage, patrolling, etc.).
- Maintain passive recreation facilities, trails, and other amenities.
- Make applications or comment on matters under the *Planning Act*.
- Conserve, protect, rehabilitate, establish, and manage natural heritage and plant trees (excluding tree planting that supports commercial logging).
- Develop policies governing land acquisitions and dispositions.

CH's Conservation Area Strategy (2024) (Attachment 1) provides its audience with background and context and includes sections to address all legislated requirements as well as the components that are advisable for CH to provide programs and services to achieve its objectives.



CH partners, stakeholders, and the public were consulted during the preparation of the strategy. Given that the focus of the strategy was the development of objectives for CH's future land management, CH's public consultation and partner engagement focused on ten (10) draft goals that, with the feedback received, formed the basis for the development of objectives and actions. In addition, consultation and engagement for the visionary goals, objectives, and actions will be ongoing as they are implemented, particularly for those relating to land management plans and master plans for CH-owned properties.

It is proposed that CH's Conservation Area Strategy will guide CH's conservation land management for a period of five (5) years. After five (5) years, if significant revisions are anticipated, CH will again engage with partners, stakeholders, and the public to solicit feedback on the proposed revisions.

Following Board approval, CH's Conservation Area Strategy (2024) must be made public and will be posted on CH's website.

### Impact on Strategic Priorities

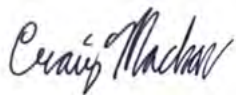
This report supports the Momentum priority of "Nature and Parks" as it supports the strategic management of CH's conservation landholdings.

### Financial Impact

There are no resulting financial impacts to the current operating budget.

As noted in CH's Programs & Services Inventory (2022) and Conservation Area Strategy, based on the findings of the initial programs and services assessment, CH is positioned to sustain programs and services under the conservation and management of lands without a significant change in municipal funding. However, this will require the continued and effective engagement of municipal partners in discussions relating to long-term vision and goals for the conservation and management of CH lands, with a focus on program and service areas such as passive recreation opportunities, securing CH land interests, addressing risk on CH lands, greenspace connectivity, and the long-term rehabilitation and protection of natural features.

Signed & respectfully submitted:



Craig Machan  
Director, Parks & Operations

Approved for circulation:



Chandra Sharma  
President & CEO/Secretary-Treasurer



---

October  
2024

**FOR QUESTIONS ON CONTENT:**

Craig Machan, Director, Parks & Operations  
cmachan@hrca.on.ca, 905-878-5011 x 1244

**PREPARED BY:**

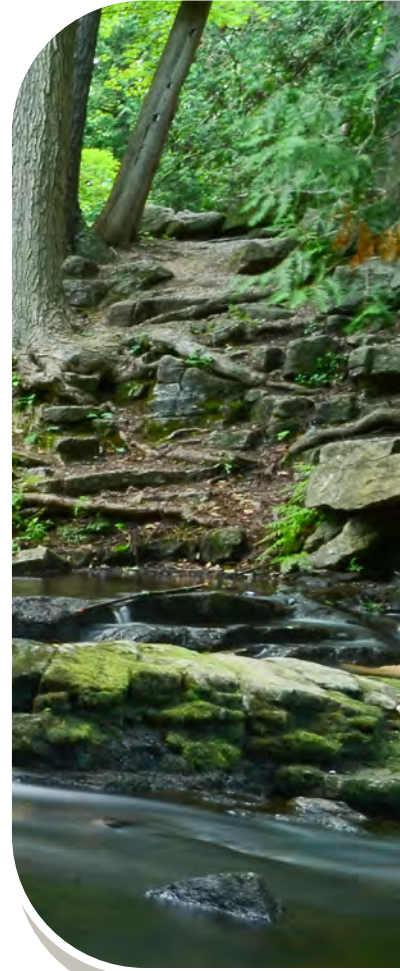
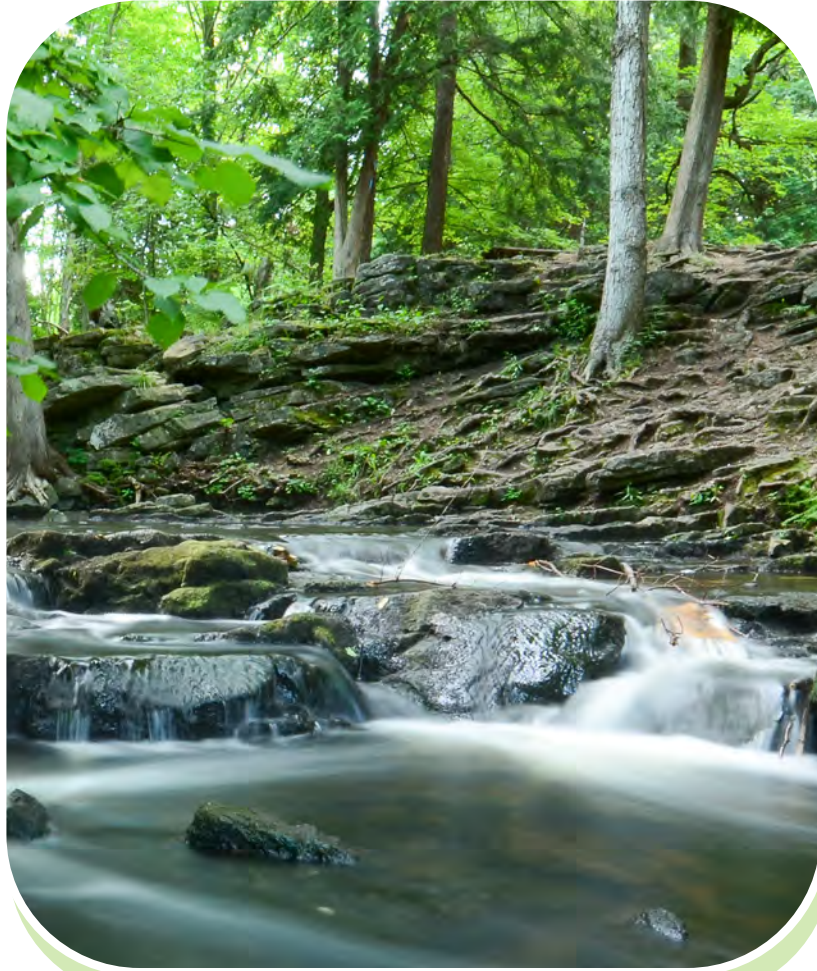
Trina Seguin, Lands Manager

**Attachments:**

Attachment 1: Conservation Area Strategy (2024)



Conservation  
**Halton**



# 2024

Conservation Area Strategy



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# HONOURING THE LAND AND TERRITORY

We acknowledge that our work, and the land that we steward in Conservation Halton's watersheds, are on traditional First Nations territories. Our watersheds, as we know them today, are rich in the history and modern traditions of many First Nations. From the lands of the Anishinaabe to the Wendat, Attawanderon, and the Haudenosaunee, these lands are steeped in First Nations history.

We are thankful for the opportunity to work in solidarity with First Nations partners and treaty holders to honour and respect the four directions, lands, waters, plants, animals, and ancestors that walked before us and together ensure the stewardship of the land for future generations.





# BACKGROUND AND PURPOSE

## Conservation Authorities

Conservation Authorities (CAs) were created in the 1940s in response to poor water quality, deforestation, sedimentation, erosion, and fluctuating river flows. In 1954, Hurricane Hazel further highlighted the importance of managing natural resources collaboratively, based on watershed jurisdictions. CAs are legislated under the Conservation Authorities Act, R.S.O. 1990, c. C.27 (the CA Act) and were established by municipalities and the province to deliver local, watershed-based resource management programs on their behalf.

The membership of CA Boards is appointed by participating municipalities. Their membership is determined through the CA Act. This collaborative model has allowed municipalities in Ontario to work together towards common goals for the greater benefit of all watershed residents.

The purpose of a CA is to provide for the organization and delivery of programs and services that further the conservation, restoration, development, and management of natural resources in watersheds in Ontario.<sup>1</sup> The landholdings of CAs play a significant role in achieving this purpose.

## CA Landholdings

Collectively, CAs own a total of 150,000 hectares.<sup>2</sup> These properties vary in use and purpose and provide broad public benefits, including reducing risks to life and damage to property resulting from natural hazards (e.g., flood and erosion control infrastructure); supporting the conservation, protection, rehabilitation, and management of natural heritage features and functions; and providing recreational opportunities. Historically, the province and municipalities contributed financially towards the acquisition and development of these lands.

Although provincial funding was significantly reduced in the mid-1990s, CAs have continued to receive funding for specific programs; however, this funding can only be used for dams, channels, reservoirs, flood forecasting, regulations and other functions of watershed management and its

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<sup>1</sup> CA Act, s. 0.1

<sup>2</sup> <https://conservationontario.ca/conservation-authorities/conservation-lands>

support services. As a result, many CAs fund their active recreation lands and programs solely through park entrance fees, program fees and annual park membership purchases.

Along with active recreation lands, CAs manage many properties that are not directly funded by user fees. These properties are either passively managed for public use, or public access is not supported. Like other private landowners, CAs must take reasonable measures to either prohibit access, or where access is permitted, see that visitors are reasonably safe.<sup>3,4</sup>

In 2021, through amendments to the CA Act, the province implemented a standardized approach to CA service delivery and funding that identifies mandatory programs and services, including the management of conservation authority lands. This approach recognizes the importance of, and the responsibility associated with, the conservation and management of CA-owned lands.

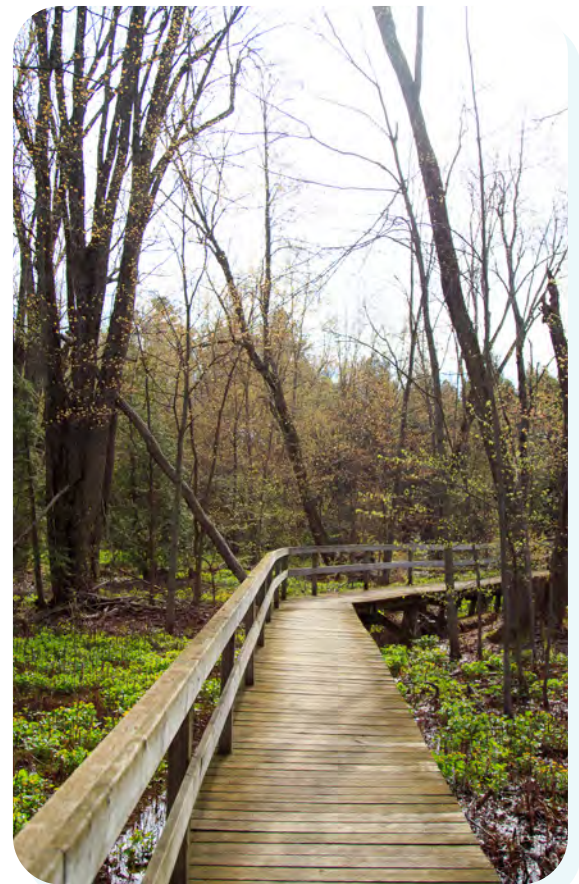
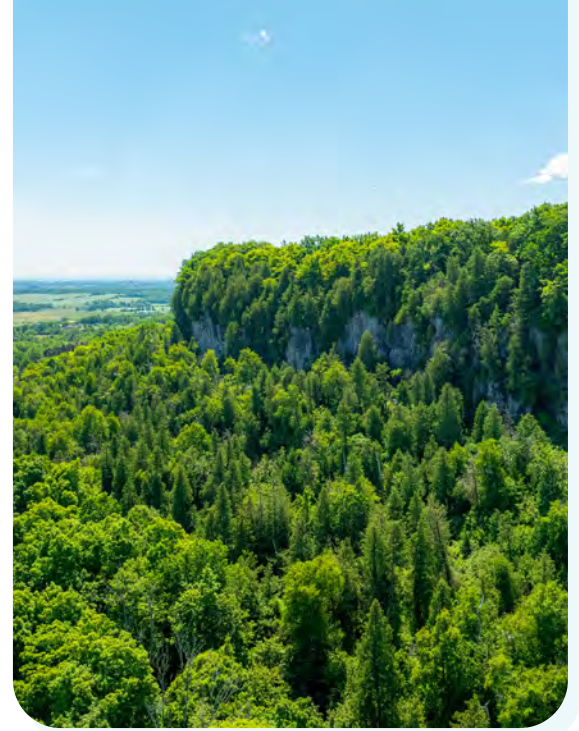
## About Conservation Halton

Conservation Halton (CH) formed more than 60 years ago in partnership with municipalities and the province to manage watershed resources and protect our communities from natural hazards, such as flooding and erosion.<sup>5</sup>

Today, in addition to addressing natural hazards, it is our responsibility to help prepare our communities for the impacts of climate change, support our partners in creating more sustainable communities, manage natural areas and resources within our watersheds, monitor and enhance the environmental health of CH's watersheds, and create opportunities for people to connect with nature through recreation and education.

CH's watersheds cover approximately 100,000 hectares (1,000 square kilometres) and include Burlington and parts of Milton, Oakville, Hamilton, Halton Hills, Puslinch, and Mississauga. They include three major watersheds—Sixteen Mile Creek, Bronte Creek and Grindstone Creek—and 18 smaller urban creeks. Also included within CH's watersheds are almost 51 kilometres of Lake Ontario shoreline and more than 80 kilometres of the Niagara Escarpment Biosphere.

As one of Ontario's 36 CAs, our purpose is to provide for the organization and delivery of programs and services that further the conservation, restoration, development, and management of natural resources in our watersheds. CH landholdings play a significant role in achieving our purpose and supporting our ambition for a green, resilient, connected tomorrow.



Top: Escarpment view at Mount Nemo Conservation Area. Bottom: Hiking trail at Robert Edmondson Conservation Area.

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3 *Trespass to Property Act, R.S.O. 1990, c. T.21*

4 *Occupiers' Liability Act, R.S.O. 1990, c. O.2*

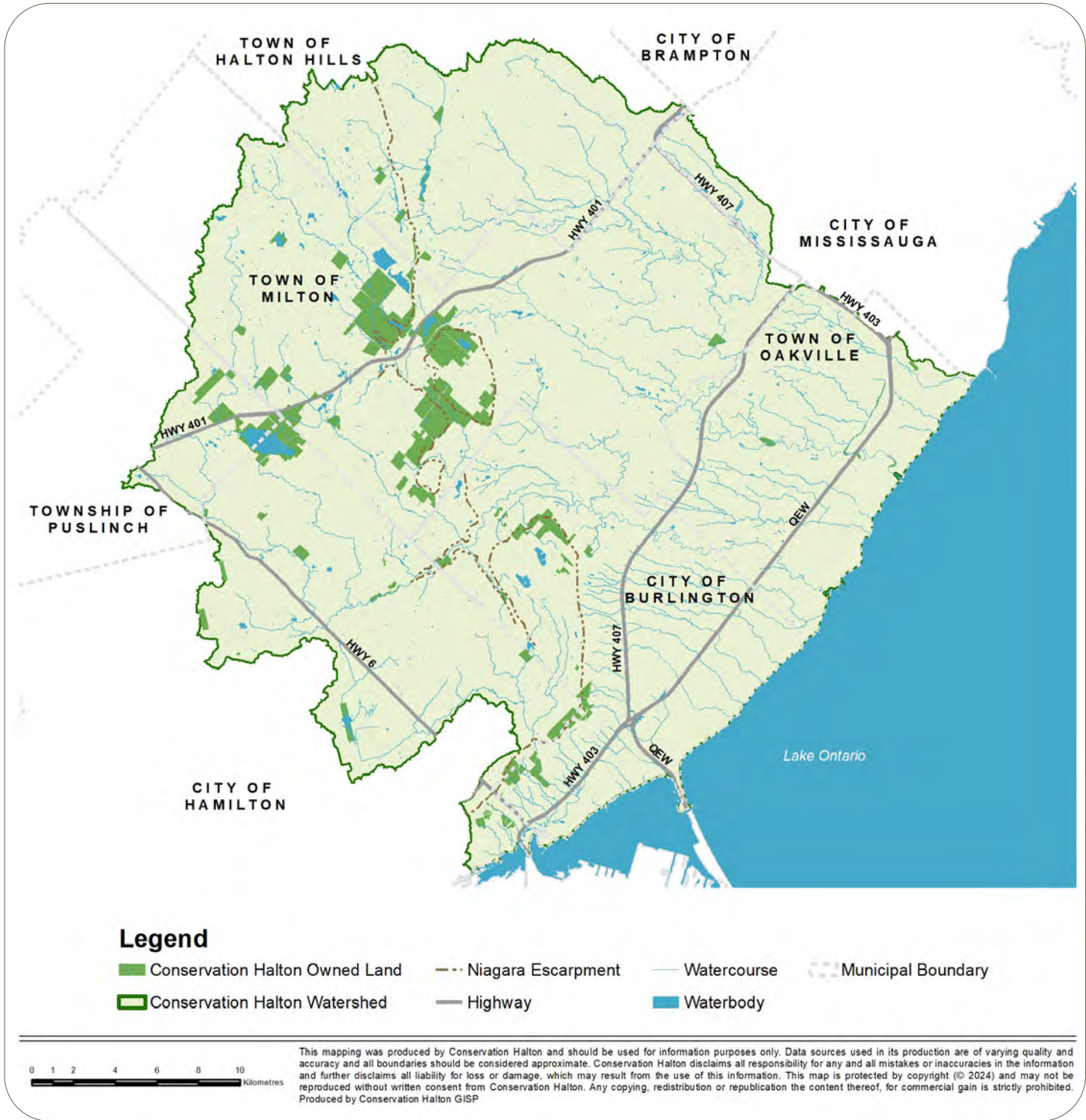
5 *Twelve Mile Creek Conservation Authority and Sixteen Mile Creek Conservation Authority merged in 1963 to form the Halton Region Conservation Authority, known today as Conservation Halton.*



# Our Conservation Areas

CH owns approximately 3,994 hectares (9,870 acres) of lands from lake to escarpment. These lands include eight conservation parks and other natural lands such as passive recreation areas and natural areas that CH manages across its jurisdiction. CH-owned lands are comprised of over 500 parcels, which are categorized based on their use, and classified based on their characteristics, such as natural features, ecological significance, and purpose.

Figure 1: Conservation Halton-Owned Lands



# LEGISLATIVE CONTEXT

## Conservation Authorities Act

Administered by the Province of Ontario, the CA Act governs the activities of CAs. It gives CAs the power, subject to the requirements in Section 21, to acquire any land that it may require and to sell, lease or otherwise dispose of land.

Until the mid-1990s, the province contributed financially towards the acquisition and conservation of CA lands. These lands were acquired, conserved and developed for the purposes of recreation, natural heritage and ecological protection, restoration, and flood and erosion mitigation and control. Section 21 of the CA Act includes requirements that must be followed for lands that were acquired with provincial funding (CA Act, Section 39).

Recent amendments to the CA Act resulted in the standardization of CA programs and services. Section 21 of the CA Act lists the mandatory programs and services that CAs provide. The province also prepared regulations (such as *Ontario Regulation 686/21* and *687/21*) to support the application of these CA Act amendments.

## Ontario Regulation 687/21

*Ontario Regulation (O. Reg.) 687/21, Transition Plans and Agreements for Programs and Services Under Section 21.1.2 of the Act*, requires that CAs develop an inventory of their programs and services based on the updated CA Act. This includes identifying costs and funding sources for those programs and services, developing transition plans, and entering into agreements with municipalities, as necessary, for the provision of non-mandatory programs and services. CH's inventory ([Conservation Halton Programs & Services Inventory](#)) was completed on December 21, 2023.

As described in [CH's Programs & Services Inventory](#), all programs and services are classified based on **three categories** established under Section 6.(3) of O. Reg. 687/21.

## Ontario Regulation 686/21

*Ontario Regulation (O. Reg.) 686/21* provides further details regarding the mandatory programs and services that CAs must provide. The conservation and management of lands owned or controlled by CH is a mandatory program and service.

Figure 2: Conservation Authority Program and Service Categories

### CATEGORY 1 – Mandatory

Funded through municipal funding, user fees or grants.

### CATEGORY 2 – Municipal

Programs and services provided at the request of, and through an agreement with, a municipality. Funded through municipal funding, user fees or grants.

### CATEGORY 3 – Other

Programs and services that the Board considers advisable to further the purposes of the CA Act. Funded through user fees, self-generated revenue, government and other agency grants, donations, etc. Use of municipal funding requires an agreement and is subject to cost apportioning.



## ***Conservation and Management of Lands***

Section 9 of O. Reg. 686/21 addresses the conservation and management of lands. It provides direction regarding the required components for this mandatory program and service. These components include a Conservation Area Strategy (Subsection 1), a Land Inventory (Subsection 3), programs and services to administer regulations made under section 29 of the CA Act (Subsection 4), and, where the CA considers it advisable to achieve the objectives in the Conservation Area Strategy, Subsection 2 includes programs and services to:

- i. secure their interest in lands using measures such as fencing, signage, and patrolling to prevent unlawful entry and protect the CA from liability;
- ii. maintain any facilities, trails or other amenities that support public access and recreational activities that can be provided without the direct support or supervision of staff;
- iii. enable the CA, in its capacity as an owner of land, to make applications or comment on matters under the *Planning Act*;
- iv. conserve, protect, rehabilitate, establish, and manage natural heritage within lands owned or controlled by the CA;
- v. plant trees on lands owned or controlled by the CA; and,
- vi. develop one or more policies governing land acquisitions and dispositions.

Section 11 of O. Reg. 686/21 provides details regarding the Land Inventory requirement, while Section 10 provides details regarding the Conservation Area Strategy.

### ***Land Inventory***

Section 11 of O. Reg. 686/21 requires that each CA prepare a Land Inventory that contains specific information for every parcel of land the CA owns or controls. The inventory is a compilation of information that will support and inform CH's conservation land management. The inventory must be completed by December 31, 2024. Information from the inventory, such as each parcel's land use category, is tied to the Conservation Area Strategy.

For CH's Land Inventory, a parcel has been defined as the smallest area based on known boundaries. Therefore, parcels may be based on an acquisition survey, Property Identification Number (PIN) boundary, or Assessment Roll Number (ARN) boundary. Each parcel is given a unique identification number. Often, many parcels together make up a larger conservation landholding.

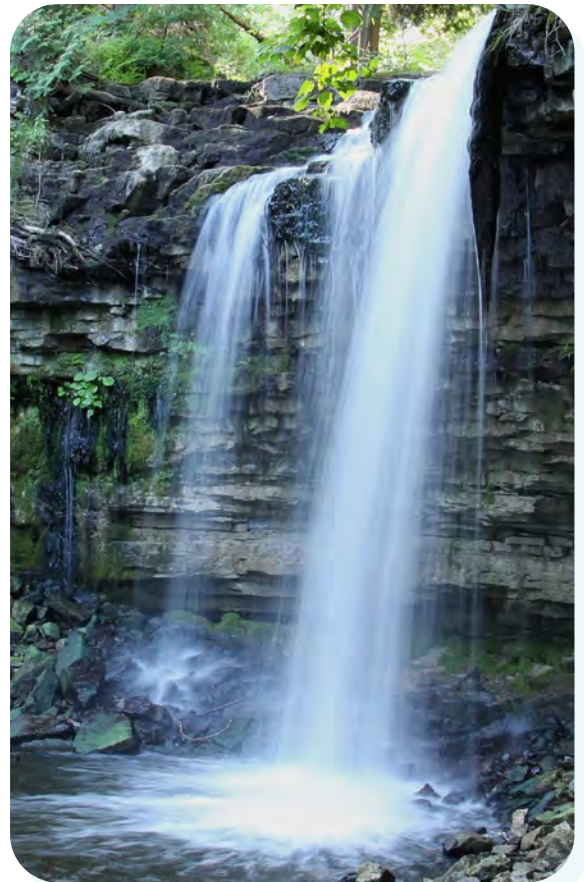
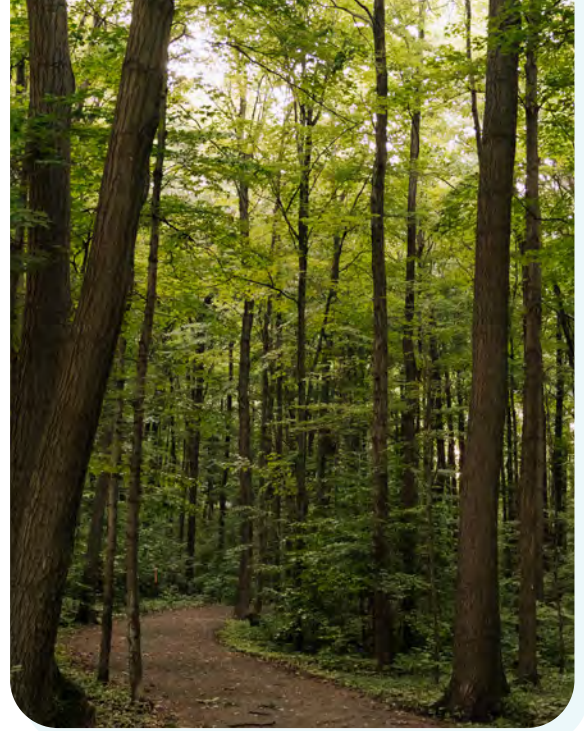


## Conservation Area Strategy

Section 10 of O. Reg. 686/21 provides components for the Conservation Area Strategy. The following describes these components in the context of CH:

1. Objectives established by CH that will inform CH's decision-making related to the lands it owns or controls, including decisions related to policies governing the acquisition and disposition of such lands. The objectives may also include programs and services from O. Reg. 686/21 Section 9.2.
2. Identification of the mandatory and non-mandatory programs and services that are provided on land owned and controlled by CH, including the sources of financing for these programs and services.
3. Where CH considers it advisable to achieve the objectives referred to in paragraph 1, an assessment of how the lands owned and controlled by CH may:
  - i. augment any natural heritage located within CH's area of jurisdiction; and
  - ii. integrate with other provincially or municipally owned lands or other publicly accessible lands and trails within CH's area of jurisdiction.
4. The establishment of land use categories for the purpose of classifying lands in the Land Inventory described in Section 11 based on the types of activities that are engaged in on each parcel of land or other matters of significance related to the parcel.
5. A process for the periodic review and updating of the Conservation Area Strategy by CH, including procedures to ensure stakeholders and the public are consulted during the review and update process.

CH's Conservation Area Strategy combines the requirements in Sections 9 and 10 of O. Reg. 686/21 to fully address the requirements of the CA Act, is aligned with the guiding principles and objectives identified in the [Watershed-Based Resource Management Strategy](#) (Watershed Strategy) for the delivery of mandatory programs and services, and supports the priorities and values of [CH's strategic direction](#).



Top: Rattlesnake Point Conservation Area.  
Bottom: Hilton Falls Conservation Area.



# GOALS, OBJECTIVES, AND ACTIONS

CH has identified the following goals, objectives and actions to inform decision-making related to the lands it owns and controls.



CH's goals and objectives will lead to actions and outcomes that are **administrative**, **visionary**, or **foundational** in nature. Administrative outcomes may include the implementation of operational policies and procedures that guide our day-to-day work. Visionary outcomes may include the development of management plans, which involve public consultation and partner engagement to help us shape the future of a specific area. Other outcomes will be foundational, informing the core principles we apply to all aspects of land management.

1

## *Pursue purposeful land ownership that enables natural heritage preservation and the delivery of high-quality programs and services*

**OBJECTIVE:** Acquire land and land interests that support and enhance programs and services and augment natural heritage connectivity.

**ACTION:** Develop and implement plans, policies, strategies, and procedures, as necessary, pertaining to the acquisition of land to support programs and services, including working with partner agencies to identify opportunities to connect greenspaces to support ecological connectivity, passive recreation, natural heritage protection, and climate resilience.

**OBJECTIVE:** Dispose of land and land interests that are surplus and do not support or contribute to goals, objectives, programs, and services.

**ACTION:** Develop and implement plans, policies, strategies, and procedures, as necessary, pertaining to the disposition of land, including evaluating and ensuring that landholdings contribute to programs and services and support an integrated watershed management approach.

## 2

### *Serve as a leader in providing exceptional outdoor recreational and educational opportunities*

**OBJECTIVE:** Provide high quality, accessible, affordable, innovative, and sustainable outdoor recreational opportunities in active and passive conservation areas.

**ACTION:** Develop and implement plans, policies, strategies, and procedures, as necessary, to maintain facilities, trails and other amenities that support public access and recreation activities in active and passive conservation areas.

**OBJECTIVE:** Provide high quality, accessible, affordable, innovative, and sustainable outdoor education and recreation programs and events.

**ACTION:** Develop and implement plans, policies, strategies, and procedures, as necessary, to maintain facilities and other amenities to support outdoor recreation and education programs and events.

## 3

### *Enable safe and sustainable site access and site protection*

**OBJECTIVE:** Where public access is permitted, identify and implement measures for ongoing visitor safety.

**ACTION:** Develop and implement plans, policies, strategies, and procedures, as necessary, to enhance visitor experience, simplify and standardize operations, and enable safe public access.

**OBJECTIVE:** Where public access is not permitted, identify and implement measures for site protection.

**ACTION:** Develop and implement plans, policies, strategies, and procedures, as necessary, to secure and protect land interests, including measures for fencing, signage and patrolling, and any other measures to prevent unauthorized and unlawful entry.

## 4

### *Balance public access and land use with the long-term protection of natural features*

**OBJECTIVE:** Understand uses and user groups to help balance recreation with the preservation of natural features.

**ACTION:** Determine current uses and user groups and identify opportunities and actions to preserve natural features while considering population growth, the increased need for public greenspace, and visitor impact management.

**OBJECTIVE:** Manage conservation lands based on long-term visioning, strategies, and plans.

**ACTION:** Develop strategies, visioning and implementation plans, and policies, as necessary, for the management and use of CH-owned or controlled lands that balance park development, social demand, cultural heritage, and the environment.

5

***Build an engaged and educated community that supports and participates in conservation land stewardship***

**OBJECTIVE:** Communicate and engage with the public to strengthen understanding, appreciation and support for conservation land stewardship and management.

**ACTION:** Develop and implement strategies and plans for education, communication, outreach, and engagement, as necessary, that will help CH promote and build community awareness of land use categories and permitted uses and gain support for conservation land management objectives.

6

***Cultivate strong partnerships that promote knowledge-sharing, collaboration, and efficiencies in land management***

**OBJECTIVE:** Foster partnerships that share knowledge and enhance collaboration.

**ACTION:** Identify opportunities to build relationships based on mutual understanding, trust, respect, and support with watershed stakeholders and partners, and to enhance collaboration and connectivity where possible.

**OBJECTIVE:** Identify opportunities for coordination of services.

**ACTION:** Identify and implement opportunities for cooperation and coordination of services within CH and with external partners to identify efficiencies, improve productivity, and maximize resources.

7

***Deliver programs and services that reduce natural hazard risks, build climate resiliency, and conserve, rehabilitate, and manage natural heritage***

**OBJECTIVE:** Undertake and support the collection and analysis of data to inform programs and services pertaining to natural hazards and natural heritage.

**ACTION:** Identify and implement opportunities for information and data collection, provision, analysis and management to support the development and implementation of programs and services that conserve, protect, rehabilitate, establish, and manage natural heritage and support resource management and natural hazard decisions and actions.

**OBJECTIVE:** Undertake and support activities that conserve, protect, rehabilitate, establish, and manage natural heritage and that reduce natural hazard risks.

**ACTION:** Identify, evaluate, develop, and implement programs and services, such as tree planting, to conserve, protect, rehabilitate, establish, and manage natural heritage on CH lands, as well as to reduce the risk of natural hazards, improve ecosystem services and watershed functions, enhance biodiversity, and increase climate resiliency.

8

## *Integrate historical and traditional Indigenous knowledge into conservation land management*

**OBJECTIVE:** Visioning and land management plans and strategies that integrate historical and traditional Indigenous knowledge to help guide conservation land management.

**ACTION:** Learn, understand, appreciate, and integrate historical and traditional Indigenous knowledge in visioning and implementation plans and strategies to support sustainable ecosystem management, protection of Indigenous place-keeping, and ensure the protection of cultural heritage assets.

9

## *Use innovative tools and technologies that support effective land management and administration*

**OBJECTIVE:** Technology and business tools that streamline conservation land management and administration.

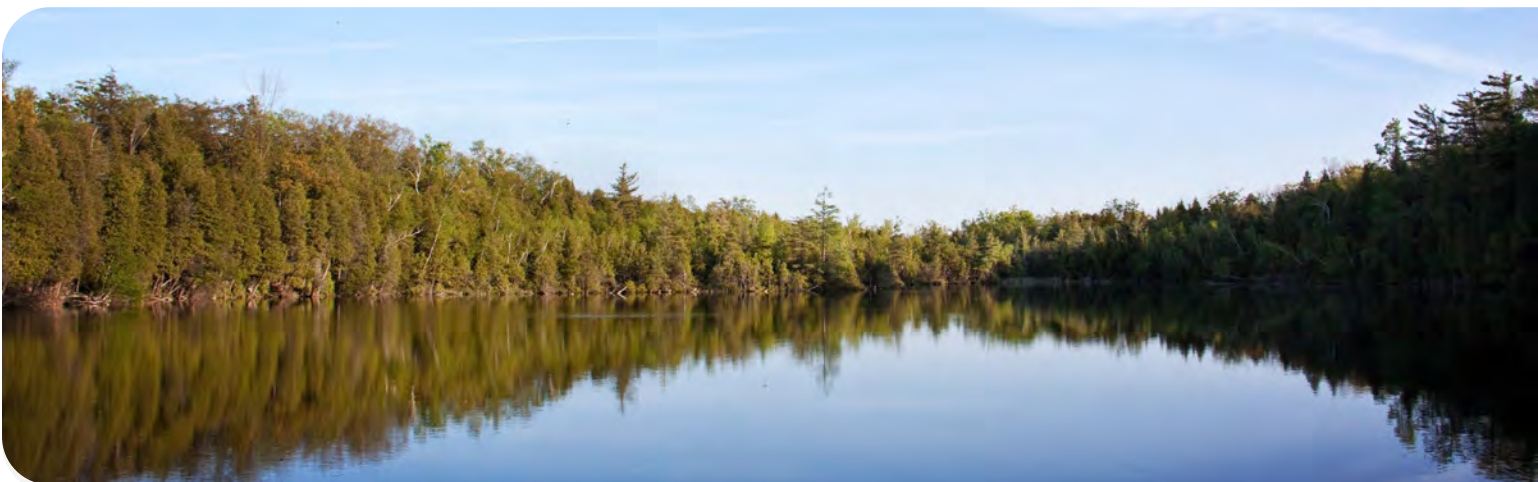
**ACTION:** Develop and implement new business solutions, technology, and tools for the storage, use and updating of land data, plans, policies, and strategies to support land management and administration.

10

## *Participate in land use planning to advance conservation land management objectives*

**OBJECTIVE:** Land use planning processes that support CH's ability as a landowner to review and make applications or comments on matters under the *Planning Act* and *Niagara Escarpment Planning and Development Act* to support conservation land management objectives.

**ACTION:** Develop and implement plans, policies, strategies, and procedures, as necessary, that will allow CH, as a landowner, to make applications or comment on matters under the *Planning Act* and *Niagara Escarpment Planning and Development Act*.



*Crawford Lake Conservation Area protects a rare, meromictic lake that formed over 10,000 years ago.*



# PROGRAMS, SERVICES, AND SOURCES OF FUNDING

Under O. Reg. 687/21, all CAs are required to develop an inventory of programs and services. This inventory applies to all three levels (Mandatory, Municipal and Other) of programs and services and identifies related costs and funding sources. As part of this inventory, CAs have classified their programs and services according to the three categories established under the CA Act. Under O. Reg. 686/21, CAs are now assessing these categorized programs and services to pinpoint gaps and opportunities. For programs and services that fall under the conservation and management of lands, this assessment includes the development a Land Inventory as well as a Conservation Area Strategy.

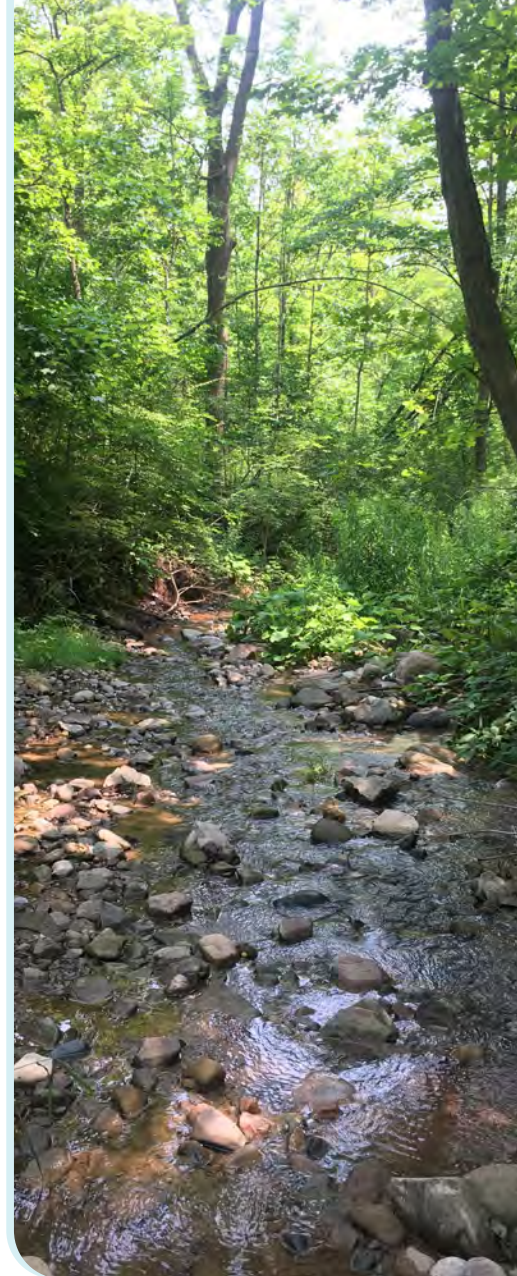
Under section 10(1) 2. of O. Reg. 686/21, CAs are required to identify in their Conservation Area Strategy the “mandatory and non-mandatory programs and services that are provided on land owned and controlled by the authority”, excluding any “lands where the authority has no legal interest in the lands registered on title and has entered into an agreement with another person or body to manage the lands on the person’s or body’s behalf” (O. Reg. 686/21 s. 9(2)). CAs must also include in their Conservation Area Strategy the sources of financing for these programs and services (O. Reg 686/21 S. 10.(1)2.). **The following sections fulfil these requirements.**

## Conservation and Management of Lands

At CH, the conservation and management of lands includes a wide variety of recreational and educational programs and services provided to over 1,000,000 annual visitors. These programs and services and their associated operations are funded through self-generated revenue from the sale of annual and seasonal passes, daily access fees, education program fees, and lesson and camp registration fees. In addition to active recreation, programs and services under the conservation and management of lands include the following:

- Management and securement of natural hazard and environmentally significant lands;
- Provision of passive recreational uses, such as trails;
- Long-term planning and management of all CH properties from an administrative perspective (e.g., master and management plans, leases, agreements, permits to enter, title searches and records); and
- Maintenance and security requirements for lands that do not have direct staff support or supervision.

Based on the findings of an initial programs and services assessment, CH is positioned to sustain programs and services under the conservation and management of lands without a significant change in municipal funding. However, this will require the continued and effective engagement of municipal partners in discussions relating to long-term vision and goals for the conservation and management of CH lands, with a focus on program and service areas such as passive recreation opportunities, securing CH land interests, addressing risk on CH lands, greenspace connectivity, and the long-term rehabilitation and protection of natural heritage features.



*Top: Hopkins Tract creek valley.  
Bottom: Robert Edmondson  
Conservation Area.*

## CATEGORY 1 – Mandatory

Mandatory programs and services may be funded through municipal funding, self-generated revenue (including program and user fees), or grants, donations and other sources of funding (including reserve funding).

Mandatory programs and services for recreation may include the maintenance of any facilities, trails or other amenities that support public access and recreational activities in conservation areas where the programs and services are provided without direct support or supervision (passive recreation).

*Table 1: Category 1 Programs, Services, and Sources of Financing for the Conservation and Management of Lands*

Programs & Services	Sources of Financing		
	Municipal Funding	Self-Generated Revenue	Grants, Donations & Other
Land Management			
Master Planning	✓	✓	✓
Inventory Monitoring & Audit (includes applications or comments on matters under the <i>Planning Act</i> )	✓		
Land Acquisition & Disposition	✓		✓
Risk Management <ul style="list-style-type: none"> <li>• Securing land interests including fencing, signage, patrolling and other measures to prevent unlawful entry</li> </ul>	✓		
Administrative Operations and Management	✓	✓	
Resource Management <ul style="list-style-type: none"> <li>• Conserve, protect, rehabilitate, establish, and manage natural heritage</li> <li>• Reforestation &amp; tree planting</li> <li>• Programs that reduce natural hazard risks</li> </ul>	✓	✓	✓
Visitor Impact Management	✓	✓	✓
Recreation			
Passive Recreation	*	✓	

✓ Current funding sources \* Other funding options



# CATEGORY 2 – Municipal

At the request of a municipality, through a memorandum of understanding or service agreement, Category 2 programs and services may be funded through municipal funding. Other sources of financing may include user fees and grants.

Table 2: Category 2 Programs, Services, and Sources of Financing for the Conservation and Management of Lands

Programs & Services	Sources of Financing		
	Municipal Funding	Self-Generated Revenue	Grants, Donations & Other
Public Programs	✓	✓	✓
School Programs	✓	✓	✓
Workshops & Events	✓	✓	✓

✓ Current funding sources \* Other funding options



From left to right: Staff tree planting at Hilton Falls (Category 1); Students participating in CH forest stewardship program From the Ground Up (Category 2); Recreational skiing at Glen Eden (Category 3).

## CATEGORY 3 — Other

Programs and services that the CH Board considers advisable to further the purposes of the CA Act may be funded through self-generated revenue, government and other agency grants, donations, and other sources of funding. The use of municipal funding requires a memorandum of understanding or service agreement and is subject to cost apportioning.

*Table 3: Category 3 Programs, Services, and Sources of Financing for the Conservation and Management of Lands*

Programs & Services	Sources of Financing		
	Municipal Funding	Self-Generated Revenue	Grants, Donations & Other
Land Acquisition		✓	✓
Recreation			
Active Recreation		✓	✓
Operations to support active recreation		✓	✓
Visitor Impact Management		✓	
Visitor Experience			
Business Development & Marketing		✓	
Events & Festivals		✓	✓
Retail & Food Services		✓	
Equipment Facility Rentals		✓	
Education & Awareness			
Public Programs		✓	✓
School Programs		✓	
Workshops & Events		✓	✓

✓ Current funding sources \* Other funding options



# LAND USE CATEGORIES AND LAND CLASSIFICATIONS

Historically, CAs acquired land to build flood infrastructure, protect floodplains, create recreational areas, and protect natural features. Land use categories and classifications allow CAs to communicate the purpose and features of authority-owned lands, as well as the risk control and operational context of land management activities. While CAs have used different land categorization and classification systems, Conservation Ontario (CO) proposed a standardized approach to **land use categories** in 2022 to support CAs in developing the Land Inventory and Conservation Area Strategy. CH has adopted CO’s standardized categories as well as a series of **land classifications** to further characterize the features, ecological significance, and purposes of CH-owned properties.

## DEFINITIONS:

**Land Use Category:** *Defines a parcel’s permitted use and operations.*

**Land Classification:** *Characterizes features that influence land use and management within a parcel.*

Prior to 2017, CH used a land classification system focused on the original purpose of acquired properties—Conservation Areas, Resource Management Areas, Floodplain, Water Control, and Other (Administration). When CH lands were re-classified in 2017, Resource Management Areas were separated into two subcategories: Conservation Reserves and Natural Areas. Each CH land classification was then sub-categorized, distinguishing between managed and non-managed lands. CH’s updated land use category and land classification system, which will be implemented in 2025, generally aligns with CH’s historical system as well as the land use categories developed by CO.

In CH’s Land Inventory, the Land Use Categories are used to define each parcel of land; the inventory also identifies whether active recreation is occurring on any parcel. Parcels (also referred to as conservation lands or areas) may be assigned multiple categories of use based on dominant area features and functions. For example, a parcel defined as CA Active Recreation may also be categorized as a Management Area if it includes within its boundaries other significant assets, such as zones with high ecological value or flood control infrastructure.

To further describe each parcel’s assets and attributes, CH’s Land Inventory uses a series of Land Classifications. As with the broader land use categories, multiple land classifications may be applied to a CH-owned parcel. In some cases, a conservation area may have no assigned classification if the land use is designated active recreation or administration and there are no notable natural features or characteristics.

**Table 4: Land Use Category & Classification Terminology Changes Since 2017**

Previous Terms Used by CH (2017)	Terms Proposed by Conservation Ontario (2022)	New Terms Used by CH (2025)	
		Land Use Categories	Land Classifications
Conservation Area	CA Active Recreation CA Passive Recreation	CA Active Recreation CA Passive Recreation	Natural Heritage Lands
Resource Management Area <ul style="list-style-type: none"> <li>• Natural Area</li> <li>• Conservation Reserve</li> </ul> Floodplain Water Control	Management Area Natural Heritage Lands Environmentally Sensitive Lands Forest Management Lands Natural Hazard Lands Water Management Areas	Management Area	Environmentally Sensitive Lands Forest Management Lands Natural Hazard Lands Water Management Areas
Other (Administration)	CA Administration Area	CA Administration Area	

# Land Use Categories

CH's Land Use Categories, defined below, describe an area's permitted uses and related operations.

## CA Active Recreation

Most often referred to as conservation parks, **CA Active Recreation** areas are tracts of land that have a variety of public-use purposes. These parks include large areas where the public can enjoy a range of recreational opportunities. Features such as lookouts, reservoirs, well-developed trails, and educational and recreational programming help to attract visitors and establish these areas as local outdoor destinations. Generally, CH's Active Recreation areas include:

- Gated access to provide the public with entry during set operating hours;
- Fees for entry to support the park's recreational infrastructure and operations;
- Program fees to participate in selected recreational activities (e.g., downhill skiing, archery) and educational programs (e.g., tours, workshops); and
- Washrooms and other amenities to support public use.

CH's Active Recreation lands are primarily funded by user fees and managed in a way that balances public use with conservation priorities. CH strives to maintain each of these areas as a well-managed resource that both benefits the public and protects spaces of natural and cultural significance. This management philosophy guides operations, programming and management activities to help minimize disturbance to natural areas and promote public learning and engagement.

Some CH properties categorized as CA Active Recreation offer visitors a wide variety of *active* recreational experiences such as boating, camping, downhill skiing and snowboarding, archery, disc golf, rock climbing, swimming, and aerial courses. Recreational activities defined as *passive*, such as hiking and dog-walking among many others, are also generally supported. Whether participating in active or passive recreation (or educational programming), it is important for park visitors to remain on marked and managed trails and in gathering areas designated for public use to minimize disturbance to natural spaces and for general safety.

CH-owned lands that are categorized as CA Active Recreation may have other categories assigned; however, the area's dominant use will be as a conservation park that the public can access through gated entry, and where active recreation occurs with the support or supervision of CH staff (or a licensed third-party).

CH develops **master plans** to guide the planning and management of any properties categorized as CA Active Recreation.



Top: Aerial course at Kelso Conservation Area. Bottom: Canoeing at Kelso Reservoir.

## CA Passive Recreation

Outdoor activities that visitors can partake in at CA properties without requiring the support or supervision of CA staff are typically referred to as passive recreation. Areas defined as **CA Passive Recreation** allow for activities such as birding, dog-walking, hiking, fishing, mountain biking, picnicking, photography, nature appreciation, and cross-country skiing. At CA Passive Recreation areas, public use is permitted where marked, and provided funding is available to manage the area for safe public access. While fees are not required for these properties to operate, funding may be allocated to area management through sources such as municipal funding, user fees, and donations.

Like CA Active Recreation areas, the management philosophy of CA Passive Recreation properties is to provide a well-managed resource that supports public use while minimizing disturbance to natural areas and protecting ecologically or environmentally significant features. Many Passive Recreation lands include areas with sensitive ecologies as well as unmarked, informal trails that are not managed by the CA for public use. Therefore, it is critically important that visitors remain on marked and managed trails at these sites to protect their personal safety and the integrity of surrounding habitats.

CH develops **management plans** to guide the long-term planning and ongoing management of CA Passive Recreation areas.

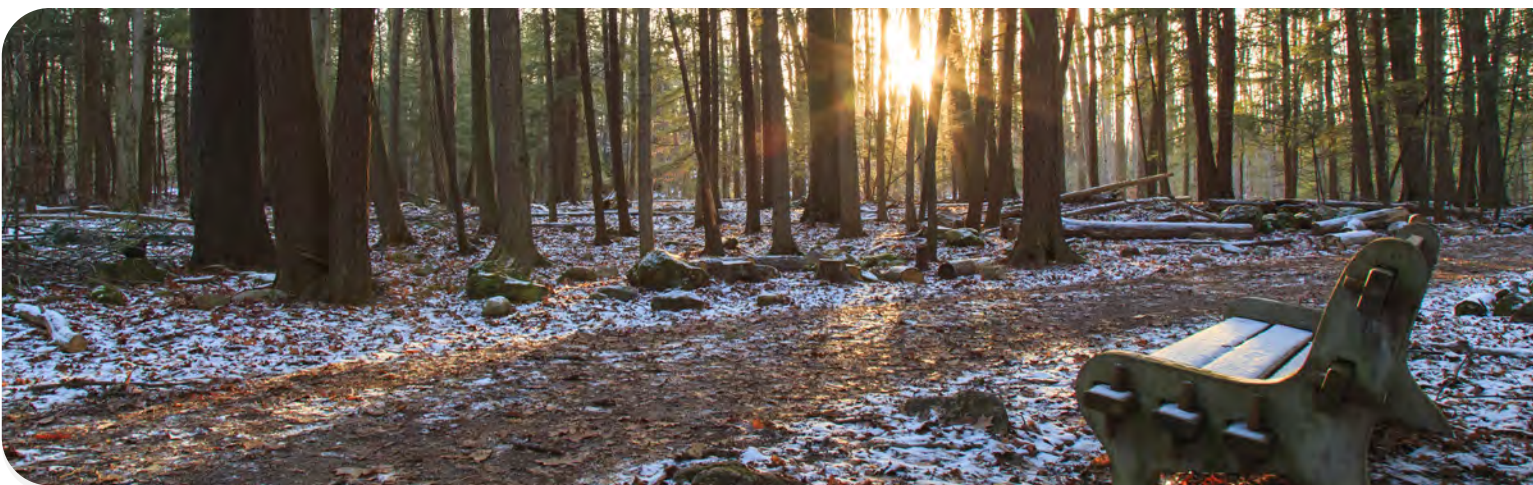
## Management Areas

The purpose of **Management Areas** is to provide broader watershed benefits. These benefits may include reducing risks to life and damage to property resulting from natural hazards (e.g., flood and erosion control infrastructure), and supporting the conservation, protection, rehabilitation, and management of natural heritage features and functions.

While the primary purpose of Management Areas is not public access or recreation, these properties may be considered for this use. Subject to funding, adding recreational use to a Management Area may be considered if it can be demonstrated through a management planning process that opening the area for public access will not impact the purpose or function of natural hazard lands and infrastructure, will not compromise important ecological or natural heritage features and functions, and can be done safely.

## Administration Areas

Lands categorized as **Administration Areas** support the administration and operations of CH. These properties generally have few special attributes or recreational uses. While they may support small-scale conservation projects, they have limited broader watershed benefits and are primarily used for the administration of CH's programs and services. The public may be permitted to access Administration Areas for related administrative purposes. Administration Areas may also include agreement lands, where there is an agreement for exclusive use of an area; public access is not permitted in agreement areas.



*Hiking trail at Crawford Lake Conservation Area.*



Table 5: Land Use Category Matrix

Land Use Category	Land Uses and Functions	Details
<i>CA Active Recreation</i>	<ul style="list-style-type: none"> <li>Active recreation</li> <li>Education</li> </ul>	Public Access: Yes
		Fee for Use: Yes
		Onsite Recreation Staff Support: Yes
		Infrastructure to Support Public Access and Recreation: Yes
		Public Attraction/Feature: Yes
		Education/Recreation Programs: Yes
<i>CA Passive Recreation</i>	<ul style="list-style-type: none"> <li>Passive recreation</li> </ul>	Public Access: Yes
		Fee for Use: Potential
		Onsite Recreation Staff Support: No
		Infrastructure to Support Public Access and Recreation: Minor
		Public Attraction/Feature: Potential
		Education/Recreation Programs: No
<i>Management Areas</i>	<ul style="list-style-type: none"> <li>Protection from natural hazards</li> <li>Water management</li> <li>Forest management</li> <li>Ecological protection</li> </ul>	Public Access: Potential
		Fee for Use: N/A
		Onsite Recreation Staff Support: N/A
		Infrastructure to Support Public Access and Recreation: N/A
		Public Attraction/Feature: Potential
		Education/Recreation Programs: No
<i>Administration Areas</i>	<ul style="list-style-type: none"> <li>Administration</li> </ul>	Public Access: Yes*
		Fee for Use: No
		Onsite Recreation Staff Support: No
		Infrastructure to Support Public Access and Recreation: No
		Public Attraction/Feature: No
		Education/Recreation Programs: No

\* With exceptions



# Land Classifications

CH's Land Classifications characterize the features found on CH-owned lands, which influence their use and management.

## ***Natural Heritage Lands***

Natural Heritage Lands contain a variety of natural and ecological features such as wetlands, forests, valleylands, meadows, watercourses, and lakes that contribute to the broader natural heritage and biodiversity in an area. These lands provide cumulative watershed benefits such as flood damage reduction, conservation of biological diversity, maintenance of ecological functions, and support for climate adaptation and resilience. In addition to policies that protect the larger natural heritage system (NHS), conservation authority ownership provides an added layer of protection for these important lands. The characteristics of Natural Heritage Lands generally align with the provincially and municipally designated NHS.

Recreational use of these properties may be permitted through an effective, long-term management plan that balances public access with the ongoing protection of ecological features.

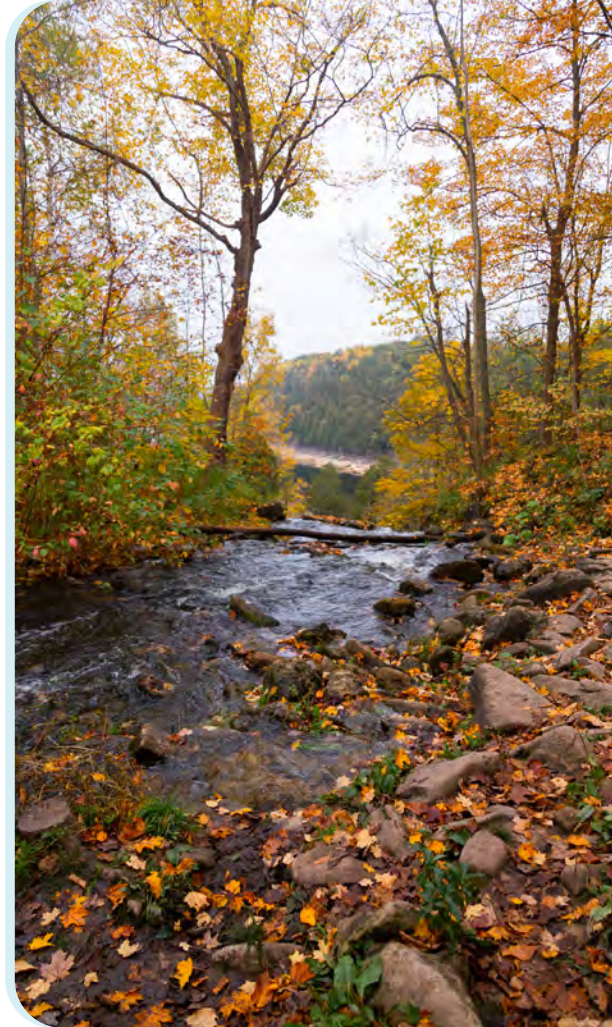
## ***Environmentally Sensitive Lands***

Environmentally Sensitive Lands meet the criteria of Natural Heritage Lands but have ecological features that warrant additional recognition for protection and preservation, as determined by CH ecology staff. These lands are protected and regulated by existing policy frameworks. CH ownership and the land use classification of Environmentally Sensitive Lands provides an added layer of protection.

Recreational use of these properties is not generally supported but may be permitted through an effective, long-term management plan that both balances public access with the ongoing protection of ecological features.

## ***Forest Management Lands***

Forest Management Lands are primarily wooded properties that are managed following a strategic forest management plan based on good forestry practices, as defined in the *Forestry Act*. These properties may not meet all requirements of the Managed Forest Tax Incentive Program (MFTIP) (e.g., size of parcel); however, CH's Forest Management Lands meet most of the MFTIP requirements, including the minimum density requirements.



*Top: View of Hilton Falls Conservation Area following tree protection work. Bottom: Staff surveying at Sixteen Mile Creek.*



The management philosophy of these lands is to maintain and enhance the natural ecosystems found on the property through a variety of management activities, based on ecosystem type and requirements.

Recreational use of these properties is not generally supported but may be permitted through an effective, long-term management plan that both balances public access with the protection of natural features, and takes into consideration forest management plans and requirements of the MFTIP program, if applicable.

### ***Natural Hazard Lands***

Natural Hazard Lands includes lands that could be unsafe for development due to naturally occurring processes, including flooding, erosion and dynamic beach hazards. These properties have land that may be flooded during a major storm or have unstable slopes, soils, and bedrock, and dynamic beach movement. These properties are owned primarily to ensure that development is directed away from areas of natural hazards where there is an unacceptable risk to public health or safety or of property damage, and to ensure that new hazards are not created and existing hazards are not aggravated.

Passive recreation may be permitted, depending on the attributes of the property; however, there are minimal, if any assets, or infrastructure to support recreational use.

### ***Water Management Areas***

Water Management lands are associated with infrastructure designed to collect, hold, or redirect water, including dams and channels. Access to channel lands is limited, although depending on the attributes of the property and nature of the infrastructure, some may be used for CA Passive Recreation. Reservoirs resulting from dams may support recreational opportunities such as swimming, fishing, or boating in CA Active Recreation areas.



*Top: Hilton Falls Dam & Reservoir*



# NATURAL HERITAGE AND CONNECTIVITY ASSESSMENT

Natural heritage features and greenspaces such as forests, wetlands, valleys, meadows and creeks provide a wide range of environmental, social, and economic benefits. They help to reduce pollution and prevent contaminants from reaching our sources of drinking water, absorb rainwater during severe weather events to reduce flooding and erosion, and release water during prolonged droughts. Greenspaces and natural heritage features also help to lower air temperature during heat waves, capture and store carbon to mitigate the impacts of climate change, support important natural processes needed to sustain biodiversity and healthy ecosystems, and provide mental and physical health benefits for the people who live and work in our communities.

As natural heritage features function as systems on the landscape, their degradation or fragmentation can drastically reduce (or eliminate) the benefits they provide. It is important to conserve, protect, rehabilitate, establish and manage these resources at a watershed or systems level and to ensure that natural heritage connectivity is maintained and enhanced.

Both CH-owned and other publicly owned and accessible lands provide additional protection for natural heritage features and systems and provide opportunities for connectivity and collaboration when maintaining the functions and benefits of natural heritage features in CH's watersheds.

## Natural Heritage Augmentation

CH owns approximately 3,994 hectares (9,870 acres) of conservation land, which covers roughly 4% of our jurisdiction. Approximately 3,828 hectares (9,460 acres) of these lands are part of the provincial natural heritage system area in CH's watersheds, which means that CH is responsible for 10% of the provincial NHS area found within our watersheds. The ownership and management of these natural heritage lands plays a key role in providing connectivity and maintaining the functions and benefits of the NHS.



The goals, objectives, and actions included in CH’s Conservation Area Strategy (see pp. 11–14) support purposeful land ownership as well as programs and services that conserve, protect, rehabilitate, establish, and manage natural heritage features on lands we own, to help augment the NHS. Our strategy also describes goals, objectives and actions that will guide CH in permitting land access and use in safe and sustainable ways that allow for the long-term protection of the environment and natural features.

In addition, the natural heritage features found on CH lands provide habitat to many different species, including Species at Risk (SAR). From among the 200 SAR in Ontario<sup>6</sup>, 24 are found in CH’s watersheds, including 21 terrestrial species and three aquatic species.

As the owner and steward of 10% of the provincial NHS in its jurisdiction and other environmentally significant lands (as detailed at right), CH is uniquely positioned to support the ongoing and long-term conservation and protection of ecosystems in its watersheds. Following the goals, objectives and actions outlined in this strategy—and through strong partnerships and collaboration—CH will continue to take a watershed- and systems-level approach to improve the health of the natural heritage features, manage natural hazards, and augment NHS connectivity.

The following values highlight several types of environmentally significant lands found in our watersheds, indicating the portion within our jurisdiction that CH owns.

Environmentally Significant Area (ESA)	<b>18%</b>
Wetland (PSW)	<b>13%</b>
Wetland (non-PSW)	<b>7%</b>
ANSI (Earth Science)	<b>26%</b>
ANSI (Life Science)	<b>30%</b>
Significant Woodlands	<b>12%</b>

**Table 6: Natural Heritage System, CH Regulated Area, and Environmentally Significant Areas on CH Landholdings**

Designation, Feature or Area	# Parcels	Acres	Hectares	% CH Lands with Designation, Feature, or Area
Natural Heritage System (Provincial)*	240	9,460	3,828	96%
Natural Heritage System (Municipal)	421	8,713	3,526	88%
CH Regulated Area**	463	6,340	2,566	64%
Wetland (PSW)	88	2,145	868	22%
Wetland (non-PSW)	146	703	284	7%
ANSI (Earth Science)	48	1,582	640	16%
ANSI (Life Science)	113	4,683	1,895	47%
Significant Woodlands	214	6,088	2,464	62%
Environmentally Significant Areas (ESAs)	278	7,022	2,842	71%

\* Includes areas defined in provincial plans such as the Greenbelt Plan and Niagara Escarpment Plan

\*\* Includes watercourses, valleylands, wetlands, Lake Ontario and Hamilton Harbour shoreline, and hazardous lands as well as lands adjacent to these features

<sup>6</sup> <https://www.ontario.ca/page/how-species-risk-are-protected>



Figure 3: Conservation Halton-Owned Lands in the Natural Heritage System



**Legend**

- Conservation Halton Owned Land
- Conservation Halton Watershed
- Lake
- Municipal Boundary
- M.N.R.F. NHS
- Halton NHS
- Hamilton NHS
- Highway



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## **Integration with Publicly Owned and Accessible Lands and Trails**

Connectivity and integration with publicly owned lands and trails was considered as part of the Land Inventory, by assessing whether a parcel or a portion of the parcel integrates with other provincially or municipally owned lands or other publicly accessible lands and trails. This detailed connectivity assessment will support goals and objectives such as purposeful landownership, providing exceptional recreational opportunities, cultivating strong partnerships, and delivering programs and services that conserve, protect, rehabilitate, establish and manage natural heritage.

In addition, CH has many existing partnerships that support the integration of CH's landholdings with other publicly owned and accessible lands and trails.

### ***Provincially Owned Lands***

CH currently manages in its watersheds several provincially owned conservation lands. Although these properties are not owned and controlled by CH, these lands do contribute to NHS connectivity, integrating with other publicly owned lands and trails.

### ***Municipally Owned Lands***

Municipalities and conservation authorities have a long history of working together on projects that deliver local, watershed-based resource management programs. As a result of ongoing partnership, many municipally owned lands in CH's jurisdiction are well connected to and integrated with CH-owned properties. These connections and integrations can be found in areas of flood risk reduction, such as around channels, and in natural parks and open spaces where trails may lead from one parcel to another.

### ***Bruce Trail Conservancy***

The Bruce Trail is a publicly accessible trail that winds from Niagara to Tobermory. Through an agreement with CH, the Bruce Trail crosses 76 of 511 (15%) of CH-owned parcels. The Bruce Trail Conservancy also owns land adjacent to or in the vicinity of many CH-owned properties, which contributes to an integrated system of publicly accessible lands and trails in CH's jurisdiction.





### ***Niagara Parks and Open Space System (NEPOSS)***

The NEPOSS is a collection of public lands owned and/or managed by federal, provincial and municipal bodies as well as conservation organizations, including conservation authorities, Royal Botanical Gardens, the Bruce Trail Conservancy, and Ontario Heritage Trust. NEPOSS lands are managed as parks and open spaces for the purposes of protecting the Niagara Escarpment's significant resources. CH owns 2,523 hectares (6,235 acres) of land within this network and 70% of NEPOSS lands within CH's watersheds. CH is a member of the NEPOSS Council, which meets regularly to advance common objectives and provide advice on related policies, programs and issues.<sup>7</sup>

The integrated landholdings and trail infrastructure of NEPOSS allow for greater natural area connectivity, supporting the conservation, protection, rehabilitation and management of the NHS and natural heritage areas and the provision of passive recreation opportunities. In turn, these landholdings benefit both environmental health and human health and wellbeing, while also providing opportunities for knowledge-sharing and collaboration with partners, which contributes to effective conservation land management.

### ***Cootes to Escarpment EcoPark System***

The Cootes to Escarpment EcoPark System is a voluntary collaboration between nine landowning agencies, including government and not-for-profit organizations. These agencies share the responsibility of protecting approximately 2,200 hectares (5,436 acres) of open space and nature sanctuary between Cootes Paradise Marsh, Hamilton Harbour, and the Niagara Escarpment.<sup>8</sup> CH owns approximately 300 hectares (742 acres), or 14% of the land owned by partner agencies within this expansive network, and works in collaboration with Royal Botanical Gardens, City of Hamilton, Bruce Trail Conservancy, City of Burlington, Halton Region, Hamilton Naturalists' Club, McMaster University and Hamilton Conservation Authority to contribute to the ongoing protection of the Cootes to Escarpment EcoPark System.

CH will continue to seek opportunities to improve conservation land integration and connectivity and extend cooperation among federal, provincial and municipal governments, as well as neighbouring conservation authorities and other agencies whose lands together make up this extensive greenspace system in Ontario.

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<sup>7</sup> <https://escarpment.org/planning/niagara-escarpment-parks-and-open-space-system/>

<sup>8</sup> <https://cootestoescarpmentpark.ca/>

# CONSULTATION, REVIEW AND UPDATES

## Public Consultation and Partner Engagement

Conservation authorities own land to support their purpose, which is to provide for the organization and delivery of programs and services that further the conservation, restoration, development, and management of natural resources in watersheds in Ontario. These programs and services are generally developed and delivered with partners. By engaging with our partners, as well as with broader stakeholders and the public, CH is able to gather feedback that helps staff better understand the values and priorities of groups and individuals in the communities we serve.

To inform CH's Conservation Area Strategy, we solicited feedback from municipal partners, Indigenous partners, non-government partners and members of the public, including conservation area visitors and watershed residents.

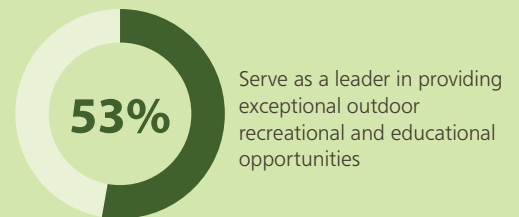
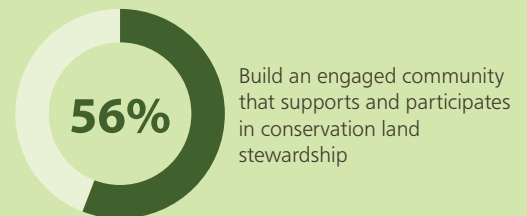
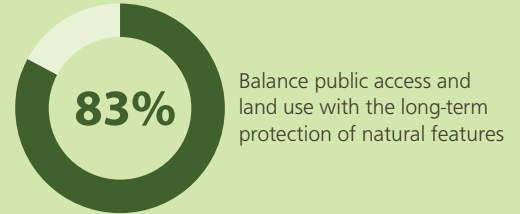
### **Public and Stakeholder Consultation**

Public and stakeholder consultation was completed through a survey that could be accessed online using a QR code or by entering the website address. The survey was available from June 21 to August 16, 2024, and was promoted via signage at conservation areas, social media outreach, newsletters and CH's website. The survey provided respondents with relevant background and context, and it presented a series of 10 questions that sought to (a) better understand public and stakeholder perspectives, including values, priorities and familiarity with CH lands, and (b) obtain feedback on CH's overarching land management goals.

Our analysis of the 190 stakeholder and public survey responses received led to key findings, including the following:

- Respondents valued CH lands most for the physical and mental benefits that come with connecting with nature, opportunities for recreation and exercise, views and vistas, and biodiversity and habitat for plants and wildlife;
- Favourite activities on CH properties included hiking, nature appreciation, birding and special events; and
- Concerns about CH's land management were primarily focused on impacts to wildlife and habitats by users, invasive species, off-leash dogs, and insufficient wayfinding.

The following Conservation Area Strategy goals resonated the most with respondents:



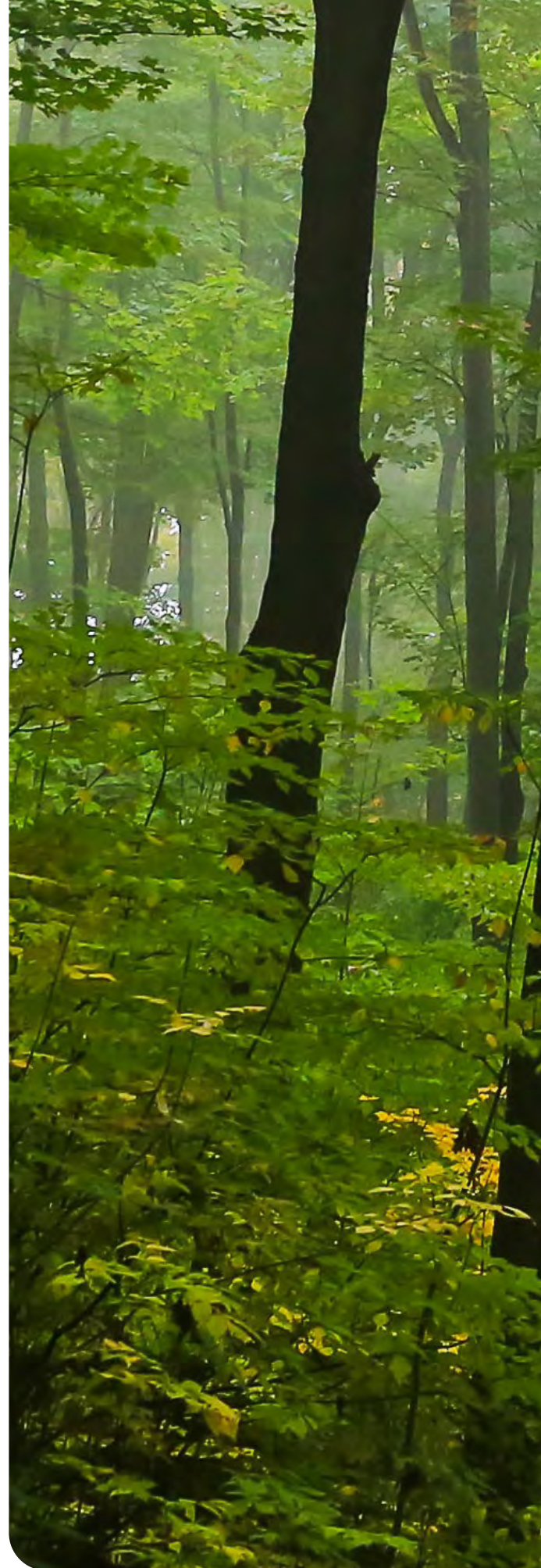


## **Partner Engagement**

CH solicited feedback directly from partners through email outreach. Partners were presented with information including relevant background, legislative context, the proposed land use categories and land classifications, and CH's proposed Conservation Area Strategy goals. Partners were asked to review this information and provide their feedback through written comments or via a virtual or in-person meeting. Partner feedback included the following comments and recommendations:

- Consider cross boundary/cross watershed connectivity;
- Encourage cross-referencing and, where possible, consideration of categories and classifications between CAs, management plans, NEPOSS, and land use planning designations and zoning;
- Work with partners to ensure updated mapping and policy directives for the NHS are considered for land management objectives;
- Include public education as a component of building a community that supports and participates in conservation land stewardship;
- Promote collaboration and alignment with partners to achieve the protection, maintenance, restoration or, where possible, improvements and linkages of natural heritage and biodiversity;
- Consider local climate change projections for CA programs and services that conserve, protect, rehabilitate, establish, and manage natural heritage;
- For objectives relating to trespassing and safety issues, consider a specific action about developing a safe access and enforcement plan;
- Related to safe access, consider safety signage pertaining to invasive and noxious species (hogweed, poison ivy), ticks and tick-related diseases;
- Continue to consult when developing management plans;
- Encourage research and innovation partnerships; and
- Include an objective pertaining to acquisitions to address gaps or opportunities to grow and connect the NHS.

All feedback received through public consultation and partner engagement has been considered and addressed in this strategy where applicable.





## Process for Review and Updating

This strategy will inform and guide CH’s conservation and management of lands over a period of five years and will be made available on CH’s website. Throughout this five-year period, revisions that do not alter the strategy in any significant way may be completed as necessary. Subsequently, every five years the strategy will be reviewed in its entirety. If this formal review results in minor changes, consultation may not be undertaken, and the revised strategy will be made available online. If the review process leads to significant changes, CH will engage with partners, stakeholders and the public to solicit feedback; an updated Conservation Area Strategy will then be presented to the CH Board with a summary of changes and posted online.

CH will continue to leverage all suitable tools and platforms (e.g., targeted outreach via email, broad engagement via public surveys) to gather feedback from partners, stakeholders and the public. Ongoing feedback will be especially important to the more visionary goals, objectives, and actions described in CH’s Conservation Area Strategy, particularly those relating to land management plans and master plans for CH-owned properties.



## ADDITIONAL READING

Conservation Halton's Strategic Plan. <https://www.conservationhalton.ca/about-us/strategic-plan/>

Conservation Halton's Programs and Services Inventory. <https://www.conservationhalton.ca/wp-content/uploads/2023/12/Conservation-Authorities-Act-Programs-Services-Inventory-Explanatory-Documents-December-21-2023.pdf>

Conservation Halton's Watershed Strategy. <https://www.conservationhalton.ca/watershed-strategy/>

Conservation Ontario, History of Conservation Authorities. <https://conservationontario.ca/conservation-authorities/about-conservation-authorities/history-of-conservation-authorities>

Conservation Ontario, Conservation Lands. <https://conservationontario.ca/conservation-authorities/conservation-lands>

Cootes to Escarpment EcoPark System. <https://cootestoescarpmentpark.ca/>

Niagara Escarpment Commission, Niagara Escarpment Parks and Open Space System. <https://escarpment.org/planning/niagara-escarpment-parks-and-open-space-system/>

Province of Ontario. How species at risk are protected. <https://www.ontario.ca/page/how-species-risk-are-protected>

Province of Ontario. Conservation Authorities Act, R.S.O. 1990, c. C.27. <https://www.ontario.ca/laws/statute/90c27>

Province of Ontario. O. Reg. 686/21: Mandatory Programs and Services. <https://www.ontario.ca/laws/regulation/210687>

Province of Ontario. O. Reg. 687/21: Transition Plans and Agreements for Programs and Services Under Section 21.1.2 of the Act. <https://www.ontario.ca/laws/regulation/210686>

Province of Ontario. Trespass to Property Act, R.S.O. 1990, c. T.21. <https://www.ontario.ca/laws/statute/90t21>

Province of Ontario. Occupiers' Liability Act, R.S.O. 1990, c. O.2. <https://www.ontario.ca/laws/statute/90o02>





Conservation  
**Halton**

[www.conservationhalton.ca/conservation-area-strategy/](http://www.conservationhalton.ca/conservation-area-strategy/)





## Conservation Halton Board Meeting Minutes

Conservation Halton

October 31, 2024, at 1:00 PM EDT

@ 2596 Britannia Road, Burlington, ON L7P 0G3

### 1. Roll Call

Members Present	Sameera Ali Sara Bailey Rob Burton John-Paul Danko Cathy Duddeck (Vice-Chair) Jane Fogal Chantal Garneau Dave Gittings Gordon Krantz Cameron Kroetsch Marianne Meed Ward Rory Nisan Gerry Smallegange (Chair) Shawna Stolte Kristina Tesser Derksen Alex Wilson
Absent with Regrets	Allan Elgar Sammy Ijaz Sue McFadden
Absent	Alvin Tedjo
Staff Present	Chandra Sharma, President & CEO/Secretary-Treasurer Barbara J. Veale, Senior Director, Watershed Management Climate Change Garner Beckett, Executive Director, Conservation Halton Foundation Adriana Birza, Senior Advisor, Office of the President & CEO Craig Machan, Director, Parks & Operations Kellie McCormack, Director, Planning & Regulations/Strategic Initiatives & Partnerships Marnie Piggot, Director, Finance Plezzie Ramirez, Director, Human Resources Martin Keller, Senior Manager, Watershed Planning and Source Protection Justin Wei, Senior Manager, Finance Ilona Feldmann, Resource Planning Coordinator Declan Kelly, Senior Communications Advisor Trina Seguin, Lands Manager Robyn Koutrouliotis, Administrative Assistant, Office of the President & CEO

The Chair called the meeting to order at 1:07 p.m.

## 2. Disclosure of Pecuniary Interest

There were **no disclosures of pecuniary interest.**

## 3. Acceptance of Amended Agenda

**CH 06 01**

Moved by: Sara Bailey  
Seconded by: Rory Nisan

THAT the Conservation Halton Board **approves the agenda as amended.**

***Carried***

## 4. President & CEO Verbal Update

Chandra Sharma, President & CEO, provided an update on various areas of the organization, including meetings with key stakeholders; highlights from the National Climate Adaptation Summit on October 22, 2024; the Federal government's investment in the Crawford Lake Visitor Centre project through the Green and Inclusive Community Buildings (GICB) program; Glen Eden season start preparations; CH's third-annual staff Wellness Fair; and Parks visitation numbers.

## 5. Foundation Verbal Update

The Executive Director, Conservation Halton Foundation, provided an update on fundraising for the Connected Campaign.

The Foundation's 2025 Blue Gala will take place on June 2, 2025, at Area 8 Conservation Area in Milton.

## 6. Presentations

- 6.1 2025 Budget & Business Plan (Chandra Sharma, President & CEO/Secretary Treasurer) (Item 8.8)

## 7. Consent Items

- 7.1 Approval of DRAFT September 19, 2024, Conservation Halton Board Meeting Minutes
- 7.2 Approval of DRAFT October 9, 2024, Conservation Halton Governance & Risk Committee Meeting Minutes
- 7.3 Approval of DRAFT October 25, 2024, Conservation Halton Finance & Audit Committee Meeting Minutes
- 7.4 Purchasing Activity – May 1, 2024, to August 31, 2024 (CHB 06 24 01)
- 7.5 Conservation Halton Sustainability Plan Update (CHB 06 24 02)
- 7.6 Permits Issued under *Ontario Regulation 41/24* from July 1 to September 30, 2024 (Q3 2024) (CHB 06 24 03)

- 7.7 Update on Regulatory Deliverables: *Ontario Regulation 686/21* under the *Conservation Authorities Act* (CHB 06 24 04)

The consent items **were adopted**.

## 8. Action Items

- 8.1 Watershed-Based Resource Management Strategy (CHB 06 24 05)

**CH 06 02** Moved by: Shawna Stolte  
Seconded by: Marianne Meed Ward

THAT the Conservation Halton Board **approves the Watershed-Based Resource Management Strategy;**

And

THAT the Conservation Halton Board **directs staff to post the Watershed-Based Resource Management Strategy to the corporate website as required by *Ontario Regulation 686/21*;**

And

THAT the Conservation Halton Board **directs staff to advise participating municipalities and neighbouring Conservation Authorities that the approved Watershed-Based Resource Management Strategy has been completed and posted.**

*Carried*

- 8.2 Land Inventory & Conservation Area Strategy (CHB 06 24 06)

**CH 06 03** Moved by: Chantal Garneau  
Seconded by: Alex Wilson

THAT the Conservation Halton Board approves **the Conservation Area Strategy (2024) as presented;**

And

THAT the Conservation Halton Board **directs staff to post the Conservation Area Strategy to the corporate website as required by *Ontario Regulation 686/21*;**

And

THAT the Conservation Halton Board **directs staff to advise participating municipalities and neighbouring Conservation Authorities that the approved Conservation Area Strategy has been completed and posted.**

*Carried*

- 8.3 Amendments to the Halton Region Conservation Authority General Membership By-law No. 2018-01 (CHB 06 24 07)

**CH 06 04** Moved by: Gordon Krantz  
Seconded by: Rob Burton

THAT the Conservation Halton Board approves **the proposed amendments to the Halton Region Conservation Authority General Membership By-law No. 2018-01 (rev. April 20, 2023).**

*Carried*

- 8.4 Proposed construction of retaining walls and an underground parking garage located 4.6 metres from the flood plain associated with East Morrison Creek, 3065 Trafalgar Road, Town of Oakville (CHB 06 24 08)

**CH 06 05** Moved by: Dave Gittings  
Seconded by: Kristina Tesser Derksen

THAT the Conservation Halton Board approves **the issuance of a permit for the construction of retaining walls and an underground parking garage located 4.6 metres from the flood plain associated with East Morrison Creek, 3065 Trafalgar Road, Town of Oakville.**

*Carried*

- 8.5 Proposed 2025 Planning and Permit Review Fees (CHB 06 24 09)

**CH 06 06** Moved by: Cameron Kroetsch  
Seconded by: John-Paul Danko

THAT the Conservation Halton Board approves **the Proposed 2025 Planning and Permit Review Fees, with an effective date of January 1, 2025;**

And

THAT the Conservation Halton Board **directs staff to provide appropriate notice of the Board-approved 2025 Planning and Permit Review Fees to watershed municipalities and neighbouring conservation authorities;**

And

THAT the Conservation Halton Board **directs staff to post the Board-approved 2025 Planning and Permit Review Fee Schedules to the Conservation Halton website.**

*Carried*

- 8.6 Budget Variance Report for the Period Ended August 31, 2024, and 2024 Projected Year End Amounts (CHB 06 24 10)

**CH 06 07** Moved by: Jane Fogal  
Seconded by: Cathy Duddeck

THAT the Conservation Halton Board approves **a transfer of \$450,000 to the Land Securement Reserve for a donation received from an estate settlement that named Conservation Halton as a beneficiary;**

And



THAT the Conservation Halton Board **receives for information the staff report dated October 31, 2024, on the Budget Variance for the period ended August 31, 2024, and 2024 Projected Year End Amounts.**

*Carried*

8.7 Facilities Asset Management Plan (Update 2024) (CHB 06 24 11)

**CH 06 08** Moved by: Kristina Tesser Derksen  
Seconded by: Alex Wilson

THAT the Conservation Halton Board approves **the Facilities Asset Management Plan (Update 2024) as presented.**

*Carried*

8.8 2025 Budget & Business Plan (CHB 06 24 12)

**CH 06 09** Moved by: Sameera Ali  
Seconded by: Marianne Meed Ward

THAT the Conservation Halton Board approves **municipal funding of \$12,215,375 in the 2025 budget by a weighted majority vote by members based on the 2025 budget municipal apportionment;**

And

THAT the Conservation Halton Board approves **the \$106,000 benefit-based municipal funding for Halton Region related to the Sixteen Mile Creek Watershed studies;**

And

THAT the Conservation Halton Board **approves the \$12,746,540 Developer Contribution Reserve (DCR) funding request included in the 2025 Budget for the Crawford Lake Interpretive and Education Centre and Kelso/Glen Eden Revitalization projects.**

And

THAT the Conservation Halton Board **approves transfers to and from Reserves in the 2025 Budget as outlined in the staff report entitled “2025 Budget & Business Plan”;**

And

THAT the Conservation Halton Board **approves the 2025 Budget & Business Plan as presented.**

*All in Favour*

Sameera Ali  
Sara Bailey  
Rob Burton  
John-Paul Danko  
Cathy Duddeck  
Jane Fogal

*All Opposed*

*Absent*

Allan Elgar  
Sammy Ijaz  
Sue McFadden  
Alvin Tedjo

Chantal Garneau  
Dave Gittings  
Gordon Krantz  
Cameron Kroetsch  
Marianne Meed Ward  
Rory Nisan  
Gerry Smallegange  
Shawna Stolte  
Kristina Tesser Derksen  
Alex Wilson

*Carried*

## 9. Other Business

There was **no other business.**

## 10. In Camera

### CH 06 10

Moved by: Shawna Stolte  
Seconded by: Rob Burton

THAT the Conservation Halton Board **moves In Camera.**

*Carried*

10.1 Legal Matter (CHB 06 24 13)

10.2 Legal Matter (CHB 05 24 14)

### CH 06 11

Moved by: Shawna Stolte  
Seconded by: Rob Burton

THAT the Conservation Halton Board **reconvenes in public forum;**

And

THAT the Conservation Halton Board **directs staff to proceed as directed In Camera.**

*Carried*

## 11. Adjournment

### CH 06 12

Moved by: Sameera Ali

THAT the Conservation Halton Board meeting **be adjourned at 2:25 p.m.**

*Carried*



Signed by: Chandra Sharma, President & CEO/Secretary-Treasurer

Date: December 5, 2024

DRAFT



Top  
Aggregate  
Producing  
Municipalities of  
Ontario

Attachment 1

October 11, 2024

Sent via email

Mr. Ian Freeman, CPA, CMA  
Assistant Deputy Minister  
Provincial-Local Finance Division  
Ministry of Finance  
Frost Building North  
95 Grosvenor Street  
Toronto, ON M7A 1Y7

Dear Mr. Freeman:

**Re: Ontario Regulation 370/24**

On behalf of the Top Aggregate Producing Municipalities of Ontario, I would like to thank you and Ministry staff in working with municipal partners with respect to issues surrounding property assessment changes and taxation of aggregate sites.

TAPMO was very concerned the decisions of the Assessment Review Board and Court of Appeal were being jeopardized through creation of a temporary sub-call of industrial property to deliver an education tax reduction for the 2024 tax year. This concern is now exacerbated after learning a new property class will be created in 2025 for aggregate extraction sites and the implementation of tax ratios and education tax rates to provide ongoing tax relief for the aggregate sector. We now understand there will be negative tax implications for residential tax payers in aggregate rich municipalities. Many of these municipalities are small and rural with a limited tax base and potentially could see a far greater impact than larger municipalities.

The hard-fought changes implemented in 2024 corrected some of the imbalances in the assessment of aggregate sites and started down the path of equity. The assessment changes have been factored into municipal business plans and the associated revenue stream was anticipated to carry forward like all other supplementary assessments. In order allow municipalities to adjust business plans, we would ask that the Ministry of Finance provide individual impacts to those municipalities that will see a reduction in tax revenues due to the creation of the new tax class. It would be very helpful if the impacts could be sent before November 30, 2024. Any reduction in municipal tax revenues will need to be mitigated and it is only fair to provide specific amounts to allow municipalities an opportunity to make budgetary adjustments.

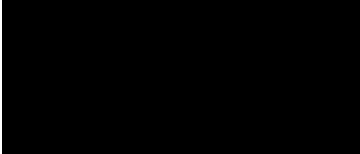
In your October 3, 2024, letter, it was stated that MPAC will be reaching out to the aggregate sector to obtain additional information about activities on aggregate sites. TAPMO requests that MPAC consult with our organization in addition to the aggregate sector. It is imperative



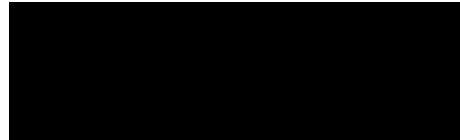
that dialogue be inclusive, and a fair and balanced approach to any further assessment changes be in consultation with municipal partners not just the aggregate sector.

TAPMO thanks the Ministry for the opportunity to comment on these very important issues and we look forward to strengthening this relationship. If you have any questions, regarding this letter, please contact me at 519-617-3353.

Yours truly,



James Seeley  
Board Chair



Don MacLeod  
Executive Director



Top  
Aggregate  
Producing  
Municipalities of  
Ontario

October 24, 2024

Sent via email

Minister of Finance Peter Bethlenfalvy  
Ministry of Finance  
Frost Building South, 7<sup>th</sup> Floor  
7 Queen's Park Crescent  
Toronto, ON M7A 1Y7

Dear Minister Bethlenfalvy:

**Re: Aggregate Assessment**

I am writing to raise TAPMO's concerns with the new tax class ratio for aggregate operations that does not maintain a revenue neutral outcome. TAPMO has been informed that the new tax class ratio will result in \$3 million of assessment being refunded to the aggregate industry for 2025 and beyond.

To date, neither the Ministry nor the aggregate industry has provided any justification for this residential taxpayer funded subsidy. The concerns raised by the MOF and the aggregate industry indicate that the potential cost increase for residential housing resulting from the ARB ruling applied across the province has not been thoroughly assessed or documented. Impacts of \$3-4 dollars per Ontarian are not accurate. Most aggregate operations are located in rural municipalities, thus rural residents will be providing this relief on a disproportionate level.

I would draw your attention to the developments in the Town of Erin. Developers are largely paying nearly \$200 million in up-front cost to build a wastewater treatment facility. This cost will be a direct pass through to the cost of the homes serviced by the treatment plant. In comparison, a revenue neutral tax class would be adding less than a quarter dollar to the cost of per tonne of aggregate.

Generally speaking, in Ontario, the provincial framework we strive to achieve is known at the municipal level as "Growth pays for Growth". Taxing aggregate properly brings us as a society closer to achieving that result. The aggregate tax class ratio does not support the revenue neutral tax outcome, nor does it support the principle of "Growth pays for Growth".

The OSSGA has failed to bring definitive evidence of the industry's inability to pay their fair share of taxes. Quite contrary, TAPMO has provided evidence of the ability of producers to pay their fair share. We are referencing the royalties Dufferin paid the University of Guelph (\$2 million in 2023). Further to the point, St. Mary's Cement's (CBM Canada) audited 2022 Financial Statements indicate a total net revenue for aggregate products at a whopping \$109,785,000 USD.

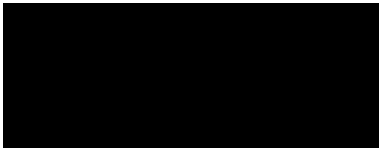
TAPMO recognizes that any increase of taxes on any property class would likely not be welcome. Unfortunately, as recorded in the Divisional Court decision, MPAC did not have the legislative authority to be providing tax relief (page 12 note 55 of the decision) that the industry experienced from 2016 onward. The aggregate industry is accustomed to an inappropriate tax discount. In TAPMO's view, residential taxpayers should not have to provide tax relief to the industry as a result of correcting an inappropriate tax benefit that the industry had come to expect. We respectfully reassert our position that OSSGA has not brought forward evidence to support their claim, other than highlighting the displeasure of paying more taxes. We have also not received evidence from the MOF supporting this relief for 2025 and beyond.

Lastly, we are deeply concerned that the lengthy and expensive legal process undertaken by Wellington County, and the decisions ordered by both the Assessment Review Board and Divisional Court is being undermined. This is particularly concerning given that the ARB decision was upheld. The new property tax class ratio fails to maintain a revenue-neutral tax assessment and undermines the legal process, which incurred significant costs for Wellington County taxpayers. This is extremely disturbing; Ontarians must have confidence in the legal processes in Ontario. Undermining the ARB assessment through a property tax class ratio that does not preserve revenue neutrality erodes that trust.

It is essential that discussions be inclusive and that any future assessment changes involve a fair and balanced approach in consultation with municipal partners, not just the aggregate sector.

TAPMO thanks the Ministry for the opportunity to comment on this very important issue and we look forward to strengthening this relationship.

Yours truly,



James Seeley  
Board Chair



Top  
Aggregate  
Producing  
Municipalities of  
Ontario

Sent via email

November 1, 2024

Premier Doug Ford  
Legislative Building  
Quenn's Park  
Toronto, ON M7A 1A1

Minister of Finance Peter Bethlenfalvy  
Ministry of Finance  
Frost Building South, 7<sup>th</sup> Floor  
7 Queen's Park Crescent  
Toronto, ON M7A 1Y7

Dear Premier Ford and Minister Bethlenfalvy:

**Re: Pre Budget Announcement**

As you are aware there was a lengthy Assessment Review Board hearing as well as a divisional court ruling increasing the taxes paid by the aggregate sector due to an inappropriate tax relief mechanism implemented by MPAC.

TAPMO recognizes funding for rural, small and northern municipalities is proposed to see an increase in OMPF funding. This increase is very much appreciated. This increase will begin to address the farm tax rebate shortfalls that rural, small and northern municipalities have been experiencing under the former program. Increasing this funding ensures all Ontarians are supporting farmers and not just the residents that call home to small, rural and northern communities. The impact of Provincially significant programs needs to be absorbed by all Ontarians.


If it is the desire of the Government to provide special treatment to one sector and burdening this special treatment on small, rural and northern communities ( where most aggregate operations exist), TAPMO is of the opinion that an aggregate subsidy is not appropriate and should be borne by all Ontarians.

The pre budget announcement provides \$200 to every Ontarian, adding approximately \$3 billion to the Ontario budget. If the Government is willing to add \$3 billion to the deficit. Carrying over the 95% reduction in education tax relief absorbed by all Ontarians for 2024, would have added \$7 million to the total deficit for 2025 or 0.11666667% additional deficit.

TAPMO request the following questioned to be answered:

Explain the justification of increasing taxes on small, rural and northern municipalities which are host to most aggregate operations, to provide a preferential tax relief to the aggregate sector, versus absorbing any relief through increased deficit for all Ontarians?

Yours truly,

  
James Seeley  
Board Chair



**Ministry of Finance**

Provincial-Local  
Finance Division

Frost Building North  
95 Grosvenor Street  
Toronto ON M7A 1Y7

**Ministère des Finances**

Division des relations provinciales-  
municipales en matière de finances

Édifice Frost nord  
95 rue Grosvenor  
Toronto ON M7A 1Y7



October 31, 2024

His Worship James Seeley  
Chair, Top Aggregate Producing Municipalities of Ontario (TAPMO)  
[jseeley@puslinch.ca](mailto:jseeley@puslinch.ca)

Don MacLeod  
Executive Director, TAPMO  
[executivedirector@tapmo.ca](mailto:executivedirector@tapmo.ca)

Dear Mayor Seeley and Mr. MacLeod:

Thank you for your letter about the new aggregate extraction property class.

As noted in my letter of October 3, the Province will be setting municipal tax ratios and education tax rates for the new aggregate extraction property class to provide tax mitigation for properties in the class. The plan is to provide an overall \$6M tax reduction to properties in the class relative to the original 2024 tax level, comprised of \$3M municipal tax and \$3M education tax. While the specific tax ratios and impacts will not be available until after the assessments for 2025 are finalized by the Municipal Property Assessment Corporation (MPAC), the intention is that municipalities overall will still benefit from the majority of the incremental tax revenues that resulted from the assessment methodology changes implemented by MPAC for 2024.

More details will be shared when they become available. We appreciate the importance of providing municipalities with as much time as possible to support their budgetary planning. We have taken note of your request to receive this information by November 30<sup>th</sup> and will endeavour to provide the data as close to this date as possible.

Regarding your request that TAPMO be included in consultations during 2025, that is an important part of our plan. We will be reaching out to TAPMO as well as the aggregate sector, and working with MPAC and the Ministry of Natural Resources, to seek more detailed information regarding aggregate activities and discuss possible updates to the definition of the property class.

The government understands the challenges small and rural municipalities face. In this regard, in the 2024 Fall Economic Statement announced the Ontario Municipal Partnership Fund will be increased by \$100 million (20% increase) annually. This will be phased in over two years with an immediate \$50 million increase in 2025.

# TAPMO

## November Newsletter



### INTRODUCING TAPMO'S EXECUTIVE DIRECTOR

Don MacLeod held the position of Chief Administrative Officer for the Township of Zorra from 1996 to 2024. The Township of Zorra is in the top 10 aggregate producing municipalities in Ontario. Recently, Don transitioned into the role of Executive Director for TAPMO. With this wealth of experience, Don is particularly well-suited to continue the success of TAPMO in developing a sustainable plan for aggregate extraction across Ontario.

### NOVEMBER HIGHLIGHTS

- **Introducing Don MacLeod, TAPMO Executive Director**
- **Aggregate Property Taxation Assessment Challenges: What to expect in 2025**
- **Meet the Board of Directors and membership!**

### STAY CONNECTED

What to stay in the know?

Visit the TAPMO website to review agendas and minutes from previous meetings:

<https://www.tapmo.ca/resources#agenda>

Next TAPMO meeting: Monday November 18, 2024 @ 2:30pm



[tapmo.ca](https://www.tapmo.ca)  
[executivedirector@tapmo.ca](mailto:executivedirector@tapmo.ca)

# TAPMO

## November Newsletter

### **Property Taxation Changes and Concerns for Municipalities**

Following an appeal decision of the Divisional Court, the Municipal Property Assessment Corporation (MPAC) revised the assessment methodology and property tax classification of aggregate sites to ensure sector-wide consistency, resulting in tax changes for pits and quarries across the province for 2024 (an increase of \$12M municipal and \$5M education). These properties continue to be assessed based on the province-wide valuation date of January 1, 2016, but the methodology used to derive those values has been modified in line with the court ruling. This legal process was spearheaded by Wellington County. In a troubling response to the Divisional Court decision, the Ministry of Finance has introduced a one-time (2024) \$7 million education tax reduction, to mitigate the impact of these changes on the aggregate industry. This reduction will be absorbed by the province through a 95% reduction in education taxes, which is the first time this kind of a subsidy is being provided by the province for any industry.

Looking ahead to the 2025 tax year, a new aggregate property sub-class is set to be introduced, but the intent to create improved tax stability and predictability feels hollow. The sub-class will result in a \$6 million subsidy for the aggregate industry, \$3 million of which is being transferred back to the municipal (primarily residential) tax base. The tax subsidy will be funneled through a temporary property tax sub-class within the industrial property category, with MPAC and local municipalities tasked with its implementation. However, the claim that this newly established sub-class will provide stability and predictability raises serious concerns. Instead of genuinely addressing the inequities in the system, it seems to merely provide an unwarranted tax break to the aggregate industry, while shifting the burden onto municipal taxpayers and perpetuating an unjust structure.

The government's approach appears to prioritize the interests of the aggregate sector over the financial realities faced by municipalities and their constituents. MPAC's collaboration with the aggregate sector and the Ministry of Finance (MOF) to gather detailed information on aggregate sites may result in more of the same, rather than meaningful reform. While the government claims this refined data will support future discussions with the Ontario Stone, Sand & Gravel Association (OSSGA) and municipalities, the focus seems skewed toward accommodating industry demands rather than ensuring fairness and accountability for all taxpayers. This direction threatens to undermine any hope of establishing a principled and sustainable approach to aggregate taxation, leaving communities to bear the consequences.

# TAPMO

## November Newsletter

### Property Taxation Changes and Concerns for Municipalities

continued from page 2

In light of these changes, TAPMO wishes to voice serious concerns regarding the new tax class ratio established by the Ministry of Finance. Contrary to fostering a revenue-neutral outcome, this adjustment is expected to lead to \$3 million being refunded directly from local taxpayers to the aggregate industry starting in 2025 and beyond. Neither the Ministry nor representatives from the aggregate industry have provided sufficient justification for what seems to be a residential taxpayer-funded subsidy to benefit a for-profit industry. Concerns from both the Ministry of Finance and the aggregate sector highlight that potential cost increases for residential housing stemming from the Assessment Review Board (ARB) ruling have not been adequately assessed or documented. Claims suggesting a mere \$3-4 increase per Ontarian fail to capture the disproportionate impact this assessment framework will have on rural residents, who predominantly host these aggregate operations.

The OSSGA has yet to provide conclusive evidence of the industry's inability to contribute its fair share of taxes. In fact, TAPMO has presented evidence indicating that aggregate producers can meet their tax obligations. For example, Dufferin (CRH) paid \$2 million in royalties to the University of Guelph in 2023, while St. Mary's Cement (CBM Canada) reported total net revenues of \$109,785,000 USD for aggregate products in their 2022 financial statements.

While TAPMO recognizes that tax increases on any property class may be unpopular, we argue that the aggregate industry has long benefited from an inappropriate tax discount. The Divisional Court ruling clarified that MPAC lacked the authority to grant such tax relief. The municipal taxpayers should not have to provide tax relief to the industry as a result of correcting an inappropriate tax benefit that the industry has come to expect. The new property tax class ratio fails to maintain revenue neutrality and threatens to erode trust in Ontario's legal frameworks. Ontarians deserve confidence that these processes are respected and upheld.

TAPMO remains committed to advocating for fair and equitable taxation practices that support both municipal taxpayers and the sustainability of our communities. The future of Ontario's aggregate taxation framework must prioritize transparency, fairness, and the principles of revenue neutrality.



# TAPMO

## November Newsletter

### Property Taxation Changes and Concerns for Municipalities - What's Next?

TAPMO is urging members to raise awareness of this issue by requesting your Municipal Council consider supporting the following motion:

Whereas the Ministry of Finance has introduced a one-time \$7 million reduction in education taxes in 2024, a subsidy that will be absorbed by the province through a 95% reduction in education taxes—marking the first such subsidy provided by the province to any industry;

Whereas the Ministry of Finance's plans to introduce a new aggregate property sub-class in 2025, which is set to provide a \$6 million subsidy to the aggregate industry, with \$3 million of that subsidy being transferred back to the municipal (primarily residential) tax base, raises serious concerns about the fairness and equity of the system;

Whereas the claims that the new sub-class will provide tax stability and predictability seem hollow and do not address the systemic inequities in the taxation framework, which continues to shift an undue burden onto municipal taxpayers, particularly those in rural areas who host these aggregate operations;

Whereas there is significant concern that the government's actions prioritize the interests of the aggregate industry over the financial realities faced by municipalities and their residents, and that this shift in burden undermines public trust in the fairness and integrity of Ontario's legal and tax frameworks;

Whereas TAPMO has presented evidence demonstrating that the aggregate industry is financially capable of meeting its tax obligations, including substantial profits and royalty payments made by industry leaders, further undermining the need for these subsidies;

Whereas the municipal taxpayer should not bear the cost of correcting a past error in assessment methodology that unfairly benefited the aggregate industry, and the new property tax class ratio risks further undermining the principle of revenue neutrality and eroding confidence in Ontario's legal and tax systems;

Therefore be it resolved that the Council [INSERT MUNICIPALITY] strongly objects to the undue burden being placed on municipal taxpayers to subsidize the aggregate industry, and calls on the provincial government to:

1. Reevaluate and correct the misguided subsidies being provided to the aggregate sector, and ensure that future tax policies are fair, equitable, and consistent for all taxpayers.
2. Uphold the principles of revenue neutrality in the aggregate tax framework and ensure that any new tax classifications or methodologies do not result in a net loss of revenue for municipalities, especially those that are already facing significant financial challenges.
3. Commit to meaningful reform that ensures fairness and consistency across all sectors of the economy, and actively engages municipalities and taxpayers in a transparent and inclusive process, rather than catering to the demands of the aggregate industry.
4. Take immediate action to correct the existing inequities in the tax framework, ensuring that the burden of this correction is not unjustly shifted to municipal taxpayers, particularly those in rural communities who host these operations.
5. Respect and uphold the integrity of the legal process by honouring the decisions of the Divisional Court and ensuring that all assessment methodologies are transparent, accountable, and based on a fair and balanced approach.

Further be it resolved that the Council [INSERT MUNICIPALITY] supports TAPMO's call for the provincial government to adopt reforms that prioritize the needs and fairness of municipal taxpayers and to ensure that the aggregate sector contributes its fair share to the province's tax base; and

Further be it resolved that this resolution be forwarded to the Minister of Finance, the Minister of Municipal Affairs and Housing, local school boards, AMO, ROMA, Local MPP, all Ontario Municipalities and the Municipal Property Assessment Corporation.

# TAPMO



**Chair  
Mayor James Seeley**  
Township of Puslinch



**Vice-Chair  
Mayor Jennifer Coughlin**  
Township of Springwater

## Board of Directors



**Mayor Dave Barton**  
Township of Uxbridge



**Mayor Jim Hegadorn**  
Loyalist Township



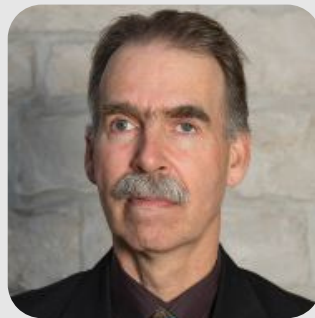
**Councillor Tony Brunet**  
Town of Lincoln



**Mayor Kevin Eccles**  
Municipality of West Grey



**Deputy Mayor Peter Lavoie**  
Township of Oro-Medonte



**Councillor Matthew Bulmer**  
County of Wellington



**Deputy Mayor Katie Grigg**  
Township of Zorra

TOWNSHIP OF  
**Southgate**



TOWNSHIP OF  
**EAST GARAFRAXA**



TOWN OF  
**MONO**



**Jump In**

CITY OF  
**Burlington**



**WOOLWICH  
TOWNSHIP**

TOWN OF  
**ERIN**



Township of  
**Springwater**



The Township of  
**UXBRIDGE**  
Trail Capital of Canada



Township of  
**SEVERN**

Town of  
**Lincoln**



breathe it in.



TOWNSHIP OF  
**chatsworth**  
Neighbours by Nature

Township of  
**SOUTH-WEST  
OXFORD**



**G&T** Guelph/Eramosa  
Township



county of  
**Lennox & Addington**



**TOWN OF CALEDON**



TOWN OF  
**HALTON HILLS**



## **REPORT FIN-2024-030**

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TO: Mayor and Members of Council

PREPARED BY: Mary Hasan, Director of Finance/Treasurer

PRESENTED BY: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: November 27, 2024

SUBJECT: 2025 Grant Application Program  
File: F11 – GRA and A09 GRA

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### **RECOMMENDATIONS**

**THAT Report FIN-2024-030 entitled 2025 Grant Application Program be received; and**

**That Council approves the grant allocations amounting to \$\_\_\_\_\_ as outlined below:**

<b>Organization</b>	<b>2025 Approved Grant Allocation</b>
Aberfoyle Agricultural Society	
Friends of Mill Creek	
Optimist Club of Puslinch	
Puslinch Minor Soccer Club	
Sunrise Therapeutic Riding and Learning Centre	
Whistle Stop Cooperative Preschool Inc.	

### **Purpose**

The purpose of this report is to provide Council a summary of the 2025 Community Grant Requests to determine Council approved allocations as part of the 2025 budget process in accordance with the Township's Grant Application Policy adopted by Council on October 18, 2017 attached as Schedule G to this Report.

**Background**

The applications from each community group are attached as Schedule A to Schedule F to this Report.

Outlined in the table below are the 2024 grant payments processed based on the 2024 approved budget and the 2025 grant requests received:

<b>Organization</b>	<b>2024 Payments</b>	<b>2025 Request</b>	<b>Attachment</b>	<b>Notes</b>
Aberfoyle Agricultural Society	\$3,000	\$3,000	Schedule A	
Crieff Hills Retreat Centre	\$1,370	N/A		
Ellis Chapel	\$500	N/A		
Friends of Mill Creek	\$3,000	\$3,000	Schedule B	
Optimist Club of Puslinch	\$3,000	\$5,085	Schedule C	
Puslinch Minor Soccer Club	\$0	Original Request - \$3,000 Revised Request - \$13,000	Schedule D	Delegation to Council at the November 6, 2024 Council Meeting.
Sunrise Therapeutic Riding and Learning Centre	\$3,000	\$5,000	Schedule E	
Whistle Stop Cooperative Preschool Inc.	\$1,000	\$1,000	Schedule F	
<b>Total</b>	<b>\$14,870</b>	<b>\$30,085</b>		

**Financial Implications**

Grant allocations are approved by Council as part the annual budget process in accordance with the Grant Application Policy.

The Grant Application Policy approved by Council sets a dollar threshold as outlined below:

*Funds available under this program are limited to a maximum of 0.50% of the previous year's taxation levy per calendar year.*

Based on the tax levy of \$5,358,921 approved in the 2024 budget, this would amount to \$26,795 in grant funds to be provided in 2025 (2024 amount was \$24,993).

**Applicable Legislation and Requirements**

Municipal Act, 2001



### **Engagement Opportunities**

The Township incorporates a number of engagement opportunities associated with the annual Grant Application Program 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 Banner and Public Notice
- [EngagePuslinch.ca](https://www.engagepuslinch.ca) Advertisement
- Puslinch Pioneer Advertisement
- Community Newsletter sent with the final tax bill in August 2024.

### **Attachments**

Schedule A - Aberfoyle Agricultural Society

Schedule B - Friends of Mill Creek

Schedule C - Optimist Club of Puslinch

Schedule D - Puslinch Minor Soccer Club – Original Grant Request and Revised Grant Request

Schedule E - Sunrise Therapeutic Riding and Learning Centre

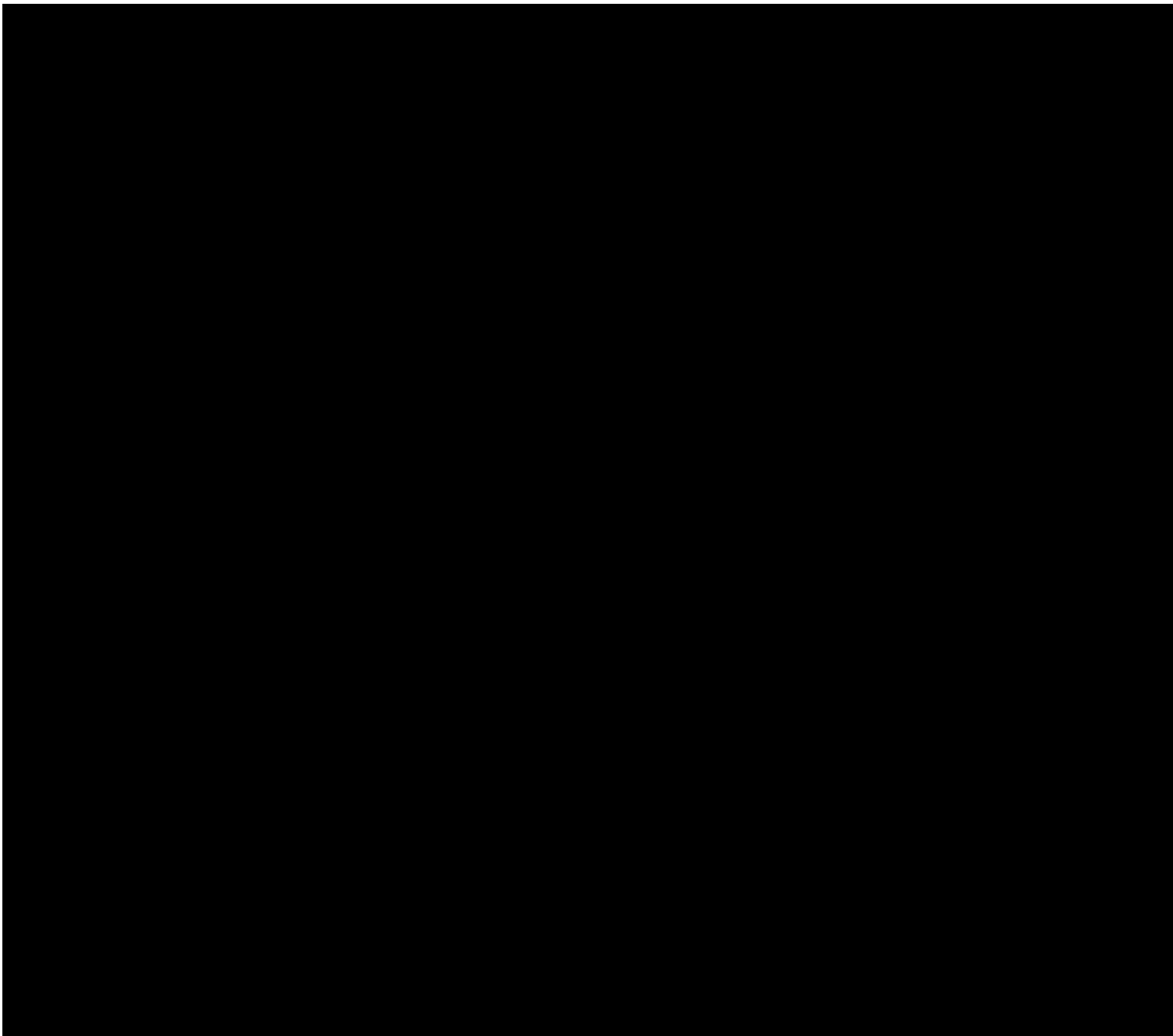
Schedule F - Whistle Stop Cooperative Preschool Inc.

Schedule G - Township's Grant Application Policy adopted by Council on October 18, 2017

**Respectfully submitted:**

**Mary Hasan**

**Director of Finance/Treasurer**



**Organization Name**

Aberfoyle Agricultural Society

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**Contact Name and Position**

Don McKay, Past President

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**Organization Mailing Address**

84 Queen Street  
Morrison, ON  
N0B 2C0

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**Website**

<http://aberfoyleagriculturalsociety.com>

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**Telephone Number**

[REDACTED]

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**Email Address**

[REDACTED]

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**Grant Amount Applied For**

\$3000

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**Organization's goals and objectives related to the grant request**

The society has as its mandate to “increase the awareness of, and to improve the quality of, agriculture, home crafts, and the rural lifestyle, by presenting an annual Fall Fair to exhibit livestock, produce, crafts, pets and equipment”. We have a special emphasis on remaining an Agricultural event, and try constantly to live up to our motto as “The Classiest Class 3 Fair.” We also assist in 4-H and Junior Garden Club activities.

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**Briefly describe the proposed event, project or service that will be funded by this grant. Please ensure that items identified as not eligible for funding under Section 3.0 of the Grant Application Policy are not listed.**

On September 6&7 2024the Society held a successful fall fair on the Puslinch Community Centre grounds. On September 4&5 2025 it is our intent to hold a similar fair at the same location demonstrating the quality of agriculture, home crafts, and the rural lifestyle by exhibiting livestock, produce, crafts and equipment. This will be our 183rd year in which the Society will have provided a fall fair for the residents Of Puslinch and surrounding communities

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**Please provide a narrative description explaining how the Township's approval of grant funding would enable your organization to sustain or provide additional support to the community.**

Financing of the fair is from donations, provincial and municipal grants, corporate and private sponsorships and from membership and fair admissions. Township support will help the society to leverage funding from corporate and private individuals by demonstrating that the Township believes in and supports the mission and goals of the Society and sees the benefits to the community of holding an annual fall fair.

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**If your organization is unsuccessful in receiving a Township grant, what will be the effect on the proposed event, service, or project?**

If the Society does not receive a grant from the Township the fair will still go ahead. However it will make it harder to leverage funds from corporate and private supporters. As well it would send a message to Puslinch residents that the Township is not supportive of an organization that has existed in the Township for 182 years.

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**Choose one category of funds requested**

Category 2: Sponsor or contributor (funds requested - \$500 to \$3000)

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**Please provide a copy of the most current budget**

[ag-soc-budget-2024.pdf](#)

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**Please provide a copy of the most current financial statements**

[ag-soc-budget-2024.pdf](#)

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**Dated This Day**

09/26/2024

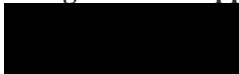
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**Name and Office/Position: I/We have authority to bind the Corporation/Organization**

Don McKay Past President

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**Signature of Applicant on behalf of Organization**



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**Name and Office/Position: I/We have authority to bind the Corporation/Organization**

Don McKay Past President

---

**Signature of Applicant on behalf of Organization**





# Aberfoyle Agricultural Society Profit & Loss

Schedule A to Report FIN-2024-030

1 January through 31 July 2024

1 Jan - 31 July 2024

Ordinary Income/Expense

Income

Donations

Donations - 4-H Activities	\$ 100.00
Donations - General	\$ 1,440.00
Donations - Junior Garden Club	\$ 500.00

Total Donations	\$ 2,040.00
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Fundraising Activities

Chicken BBQ - Revenue

Chicken BBQ Expenses	\$ (2,402.45)
Chicken BBQ - Revenue - Other	\$ 6,590.00

Total Chicken BBQ - Revenue	\$ 4,187.55
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Total Fundraising Activities	\$ 4,187.55
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Government & Municipal Grants

Govt & Municipal Grants-Guelph	\$ 100.00
Govt & Municipal Grants-Omafra	\$ 3,407.67
Govt & Municipal Grants-Puslinc	\$ 3,000.00
Govt & Municipal Grants-Welling	\$ 1,000.00
Grand River Grant	\$ 2,000.00

Total Government & Municipal Grants	\$ 9,507.67
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Paid Memberships	\$ 130.00
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Sponsorships

Corporate Donations/Sponsorship	\$ 1,000.00
Sponsored Contests	\$ 200.00
Sponsorships - Other	\$ 150.00

Total Sponsorships	\$ 1,350.00
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Total Income	\$ 17,215.22
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Expense

Bank Service Charges	\$ 46.60
Dues/Conventions	\$ 515.00

Fall Fair Expenses

Entertainment	\$ 2,200.00
Fair Supplies/Repairs	\$ 607.50
Prize Money	\$ 1,518.00

**Aberfoyle Agricultural Society**  
**Profit & Loss**

Schedule A to Report FIN-2024-030

**1 January through 31 July 2024**

	<u>1 Jan - 31 July 2024</u>	
Publishing	\$	621.00
Tent Rentals	\$	1,700.38
Total Fall Fair Expenses	\$	<u>6,646.88</u>
HST Expense	\$	1,442.99
Insurance	\$	2,784.24
Meetings - Rental Hall Expenses	\$	400.84
Office Supplies	\$	111.52
Admin		
Office - Assist Expo	\$	600.00
Total Supplies	\$	<u>600.00</u>
Wages/Honorarium	\$	2,750.00
Total Expense	\$	<u>15,298.07</u>
Net Ordinary Income	\$	<u>1,917.15</u>
Net Income	\$	<u><u>1,917.15</u></u>

# Aberfoyle Agricultural Society Budget

Schedule A to Report FIN-2024-030

1 January through 31 July 2024

1 Jan - 31 December 2024

**Ordinary Income/Expense**

**Income**

**Donations**

Donations - 4-H Activities	\$	1,000.00
Donations - General	\$	3,000.00
Donations - Junior Garden Club	\$	1,000.00

<b>Total Donations</b>	\$	5,000.00
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**Fair Revenue**

ATV	\$	1,500.00
Entry Fees	\$	700.00
Gate Admissions	\$	16,000.00
Other Revenue	\$	1,000.00
Tractor Pull	\$	1,000.00

	\$	20,200.00
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**Fundraising Activities**

**Chicken BBQ - Revenue**

Chicken BBQ Expenses	\$	(2,402.00)
Chicken BBQ - Revenue - Other	\$	6,590.00

<b>Total Chicken BBQ - Revenue</b>	\$	4,188.00
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<b>Total Fundraising Activities</b>	\$	4,188.00
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**Government & Municipal Grants**

Govt & Municipal Grants-Guelph	\$	100.00
Govt & Municipal Grants-Omafra	\$	3,400.00
Govt & Municipal Grants-Puslinc	\$	3,000.00
Govt & Municipal Grants-Welling	\$	1,000.00
Grand River Grant	\$	2,000.00

<b>Total Government &amp; Municipal Grants</b>	\$	9,500.00
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<b>Paid Memberships</b>	\$	600.00
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**Sponsorships**

Corporate Donations/Sponsorship	\$	7,000.00
Sponsored Contests	\$	500.00
Sponsorships - Other	\$	150.00

<b>Total Sponsorships</b>	\$	7,650.00
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<b>Total Income</b>	\$	47,138.00
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**Aberfoyle Agricultural Society**  
**Budget**

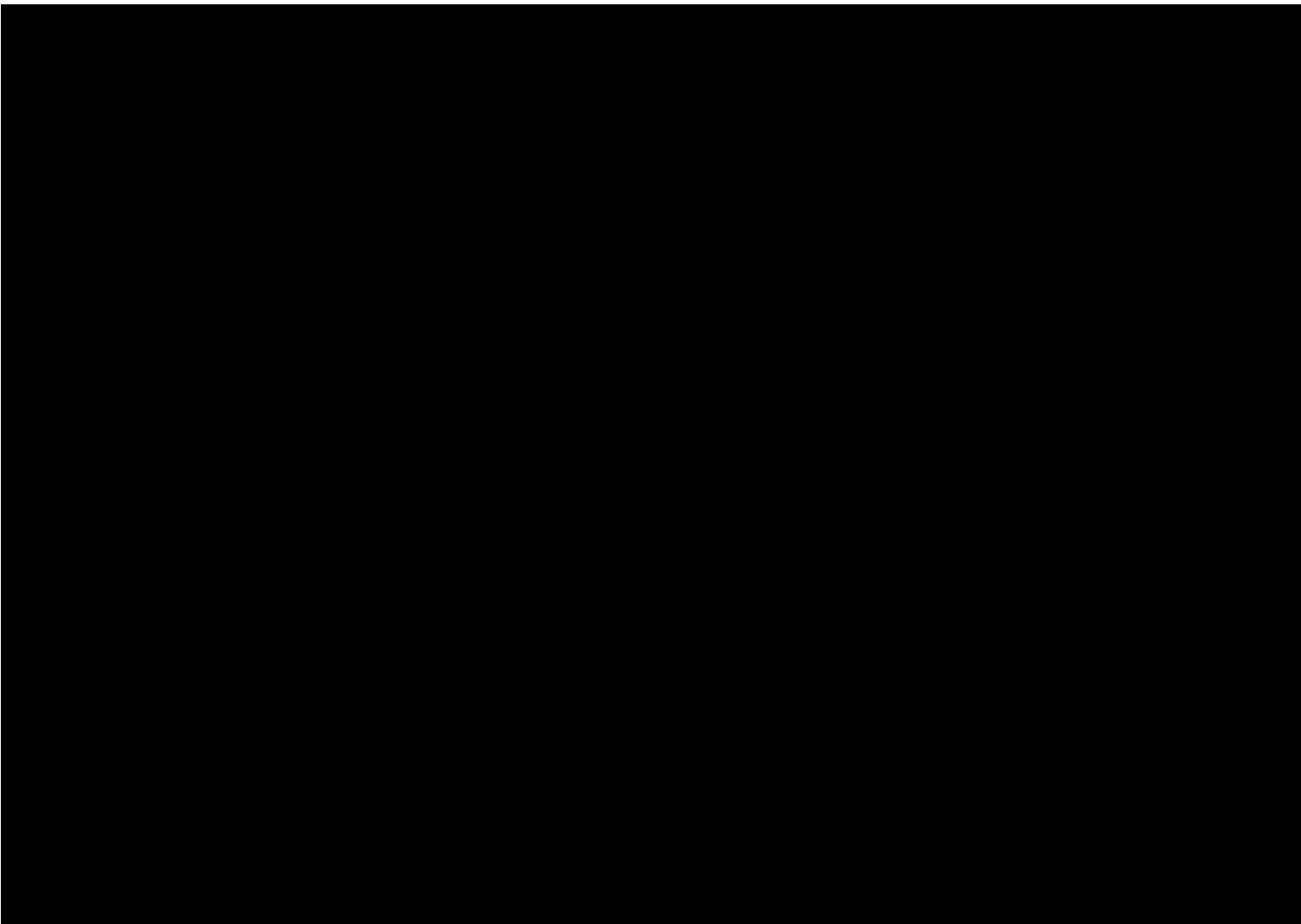
Schedule A to Report FIN-2024-030

**1 January through 31 July 2024**

1 Jan - 31 December 2024

Expense		<u>1 Jan - 31 December 2024</u>
Amortization	\$	500.00
Bank Service Charges	\$	450.00
Dues/Conventions	\$	515.00
Fall Fair Expenses		
4H	\$	750.00
Advertising	\$	2,500.00
ATV Pull	\$	500.00
Entertainment	\$	16,000.00
Fair Supplies/Repairs	\$	1,000.00
Judges Fees	\$	1,150.00
PA System	\$	300.00
Prize Money	\$	7,000.00
Publishing	\$	621.00
Ribbons	\$	1,000.00
Sanitation	\$	600.00
Tent Rentals	\$	4,000.00
<b>Total Fall Fair Expenses</b>	<b>\$</b>	<b>35,421.00</b>
HST Expense	\$	1,500.00
Insurance	\$	2,785.00
Meetings - Rental Hall Expenses	\$	800.00
Office Expense	\$	1,000.00
Postage	\$	100.00
Admin		
Office - Assist Expo	\$	600.00
<b>Total Supplies</b>	<b>\$</b>	<b>600.00</b>
Wages/Honorarium	\$	3,500.00
<b>Total Expense</b>	<b>\$</b>	<b>46,571.00</b>
<b>Net Ordinary Income</b>	<b>\$</b>	<b>567.00</b>
<b>Net Income</b>	<b>\$</b>	<b>567.00</b>





**Organization Name**

Friends of Mill Creek (FOMC)

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**Contact Name and Position**

Ron Van Ooteghem

---

**Organization Mailing Address**

c/o Township of Puslinch, 7404 Wellington County Road 34  
Puslinch, ON  
N0B2J0

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**Website**

<https://friendsofmillcreek.org>

---

**Telephone Number**

[REDACTED]

**Email Address**

[REDACTED]

**Grant Amount Applied For**

\$3,000

**Organization's goals and objectives related to the grant request**

Our mission is to develop, promote, and implement projects in the that maintain and enhance Mill Creek as a cold water stream. This is done primarily through the FOMC Stewardship Ranger Program that has been on-going since 2003. This grant, in part, will provide funding to ensure that the Ranger Program can continue successfully in 2025.

**Briefly describe the proposed event, project or service that will be funded by this grant. Please ensure that items identified as not eligible for funding under Section 3.0 of the Grant Application Policy are not listed.**

The Mill Creek Ranger crew is a environmental stewardship work team typically comprised of four local grade 11 and 12 students and a crew leader. In-stream projects are completed over a period of 8 weeks during July and August under the direction of the FOMC technical committee and the GRCA. As part of this workplan, restoration was completed in and around Mill Creek as identified by the committee and notably near the Puslinch Community Center and in the Aberfoyle Creek tributary.

**Please provide a narrative description explaining how the Township's approval of grant funding would enable your organization to sustain or provide additional support to the community.**

The primary focus of the FOMC and the Ranger Program is to enhance the health of Mill Creek, a valuable natural resource in the Township of Puslinch. In addition, this program continues to support local youth and inspire them to pursue careers in environmental studies.

**If your organization is unsuccessful in receiving a Township grant, what will be the effect on the proposed event, service, or project?**

The FOMC is very proud of what the Ranger Program has achieved. Without on-going funding from the township of Puslinch and other community partners, continuation of the program and the benefits of this work to Mill Creek would be at risk. There has been a significant amount of work completed in the creek by the hard working Ranger crews over the past 20 years. A lot of work still needs to be done. Also, the opportunity for the Ranger Program to develop future environmental leaders by providing valuable hands-on skills and education would be equally at risk.

**Choose one category of funds requested**

Category 2: Sponsor or contributor (funds requested - \$500 to \$3000)

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**Please provide a copy of the most current budget**

[Ranger Program Financials-as-of-Dec-312023-Statement-of-Operations.pdf](#)

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**Please provide a copy of the most current financial statements**

[Ranger Program Financials-as-of-Dec-312023-Statement-of-Financial-Position-.pdf](#)

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**Dated This Day**

09/26/2024

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**Name and Office/Position: I/We have authority to bind the Corporation/Organization**

Don McKay, President

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**Signature of Applicant on behalf of Organization**

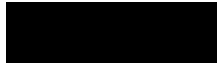


**Name and Office/Position: I/We have authority to bind the Corporation/Organization**

Ron Van Ooteghem, Treasurer

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**Signature of Applicant on behalf of Organization**



## MILL CREEK RANGERS PROGRAM FUND

### Statement of Financial Position

e twelve months ending 31 December 2023 with comparative figures for full year 2018, 2019, 2020, 2021 and

	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual
	\$	\$	\$	\$	\$
<b>Assets</b>					
Restricted funds held in Trust	50,052.83	51,304.98	63,331.42	66,922.81	55,154.43
<b>Total assets</b>	<b>50,052.83</b>	<b>51,304.98</b>	<b>63,331.42</b>	<b>66,922.81</b>	<b>55,154.43</b>
<b>Liabilities &amp; reserve balances</b>					
Mill Creek Ranger reserve fund	46,332.05	50,052.83	51,304.98	63,331.42	66,922.81
Accumulated net revenue	3,720.78	1,252.15	12,026.44	3,591.39	-11,768.38
<b>Total liabilities &amp; reserve balances</b>	<b>50,052.83</b>	<b>51,304.98</b>	<b>63,331.42</b>	<b>66,922.81</b>	<b>55,154.43</b>



## MILL CREEK RANGERS PROGRAM FUND

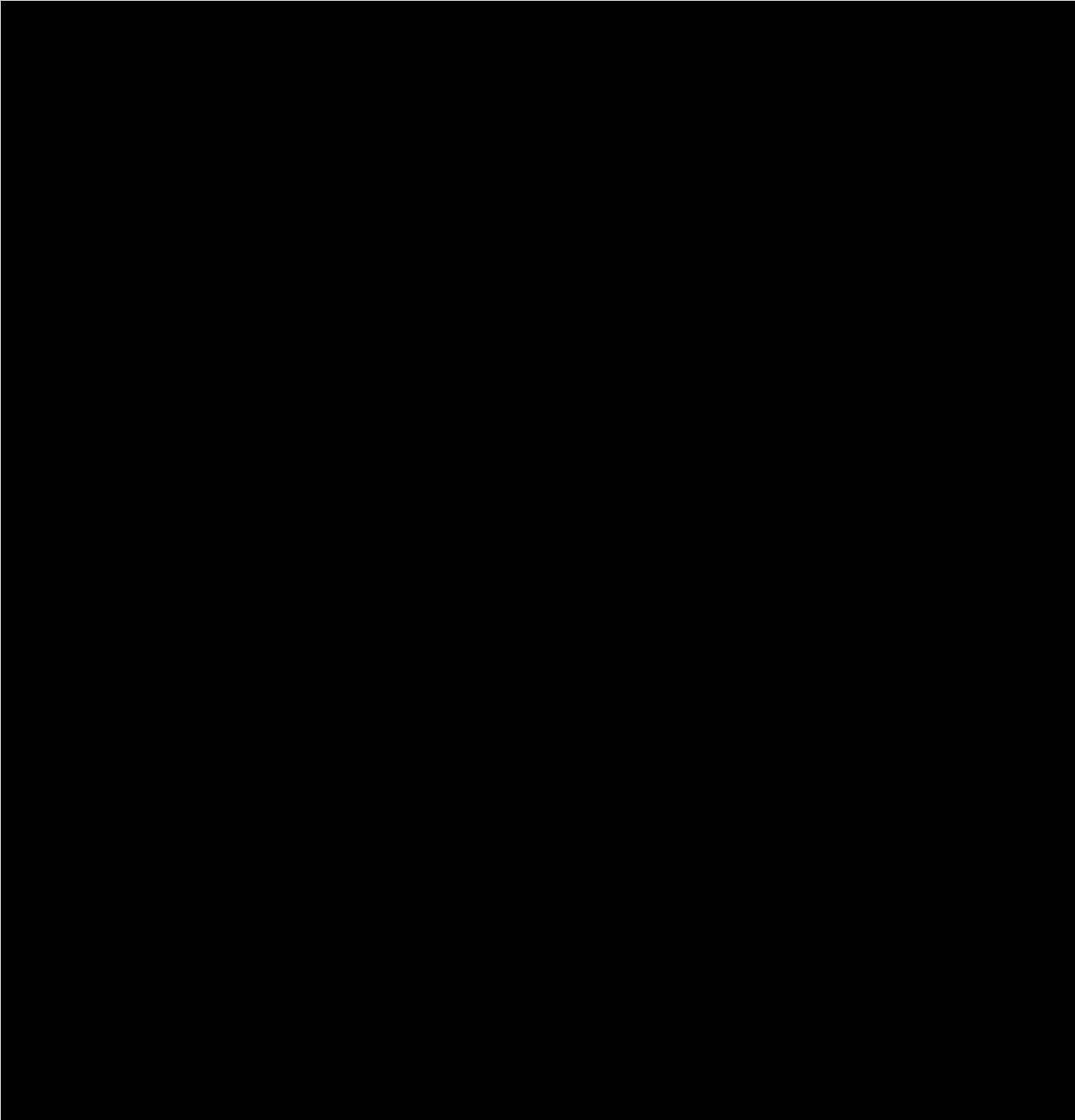
### Statement of Operations

For the twelve months ending 31 December 2023 with comparative figures for 2018, 2019 and 2022

	2018	2019	2022	2023	2024
	Actual	Actual	Actual	Actual	Budget
<b>Revenue</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	
Grants (Gov't)					
City of Cambridge	1,200.00	1,000.00	0.00	0.00	0.00
Township of Puslinch	1,250.00	1,250.00	3,000.00	3,000.00	3,000.00
Wellington County	500.00	500.00	0.00	0.00	0.00
Dept. of Fisheries and Oceans (Fed.)	12,232.24	9,613.00	0.00	0.00	0.00
Donations	18,553.50	17,700.00	15,300.00	16,150.00	18,000.00
Interest				3,528.00	2,500.00
<b>Total revenue</b>	<b>33,735.74</b>	<b>30,063.00</b>	<b>18,300.00</b>	<b>22,678.00</b>	<b>23,500.00</b>
<b>Expenditures</b>					
Wages - Crew Leader/ Rangers/Support Staff	23,776.22	24,770.54	27,568.38	32,538.96	33,000.00
H & S Equipment	407.80	350.88	500.00	500.00	500.00
Equipment & materials - Ranger Crew	1,375.72	1,413.20	1,500.00	1,500.00	1,500.00
Vehicle rental - Crew Leader/ Rangers	3,089.90	0.00	0.00	0.00	0.00
Donor plaques	0.00	252.77	0.00	0.00	0.00
Website Maintenance & Account Fees	0.00	4.95	0.00	0.00	0.00
Liability Insurance	1,244.16	1,242.00	758.16	793.80	800.00
GRC Foundation Admin. Fees (- Interest)	0.00	500.00	500.00	3,830.00	3,800.00
Puslinch Community Center Room Rental	121.16	133.03	30.88	133.03	0.00
Ranger Crew Appreciation Event	0.00	143.48	0.00	200.00	200.00
<b>Total expenditures</b>	<b>30,014.96</b>	<b>28,810.85</b>	<b>30,857.42</b>	<b>39,495.79</b>	<b>39,800.00</b>
<b>Net income (loss) from operations</b>	<b>3,720.78</b>	<b>1,252.15</b>	<b>-12,557.42</b>	<b>-16,817.79</b>	<b>-16,300.00</b>

**Note:**

There was no FOMC Ranger crew activity in 2020 and 2021 due to Covid-19  
FOMC Ranger crew activity resumed in 2022



**Organization Name**

Optimist Club of Puslinch

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**Contact Name and Position**

Gregg Allan President

---

**Organization Mailing Address**

7404 Wellington County Road 34  
Puslinch, ON  
N0B2J0

---

**Website**

<https://optimistclubofpuslinch.com>

---

**Telephone Number**

[REDACTED]

---

**Email Address**

[REDACTED]

---

**Grant Amount Applied For**

\$5085

---

**Organization's goals and objectives related to the grant request**

Founded in 1976, the Optimist Club of Puslinch is dedicated to serving the local community through various service and fundraising projects. The purpose of our Club is to develop and encourage an 'Optimistic' philosophy of life for our members by aiding and encouraging the youth of our community. This club's membership reflects the diversity of our community: ranging from six original charter members to a variety of current members including local business owners, commuters, retirees, young parents and new community residents.

---

**Briefly describe the proposed event, project or service that will be funded by this grant. Please ensure that items identified as not eligible for funding under Section 3.0 of the Grant Application Policy are not listed.****Canada Day Celebrations**

To celebrate our country's birthday on July 1st, the Optimist Club hosts a country breakfast along with a morning of playing at the Community Centre new recreation facilities. At dusk we treat the community to a fireworks show - this is where we are applying for a Township grant. The grant would put directly to cover the cost of fireworks to at least duplicate last year's show.

---

**Please provide a narrative description explaining how the Township's approval of grant funding would enable your organization to sustain or provide additional support to the community.**

With a record crowd we received many compliments about our fireworks show in 2024. The expense to purchase the fireworks and putting on the show is increasing significantly. There is no charge for Fireworks or any Optimist Canada festivities. A Township grant would allow us to continue providing Families from our Community with a wonderful exciting Fireworks evening and show.

**If your organization is unsuccessful in receiving a Township grant, what will be the effect on the proposed event, service, or project?**

Without receiving a Township grant, the Optimist Club may be forced to make difficult decisions to scale back portions of the event which will no doubt disappoint the Community and the Optimists.

**Choose one category of funds requested**

Category 3: Project funder (funds requested - greater than \$3000)

**Please provide a copy of the most current budget**

[2025-Grant-Township-of-Puslinch-Budget.pdf](#)

**Please provide a copy of the most current financial statements**

[2023-Optimist-Club-Financial-Statements.pdf](#)

**Dated This Day**

09/08/2024

**Name and Office/Position: I/We have authority to bind the Corporation/Organization**

Gregg Alkhan President

**Signature of Applicant on behalf of Organization**



**Name and Office/Position: I/We have authority to bind the Corporation/Organization**

Gregg Allan President

**Signature of Applicant on behalf of Organization**





Sent from [Township of Puslinch](#)

Township of Puslinch 2025 Grant Application OPTIMIST CLUB OF PUSLINCH

					Sep 24	
<b>BUDGET Canada Day July 1 2025</b>						
	<b>Amount \$</b>					
<b>Community Breakfast</b>	<b>3115</b>					
<b>Tax</b>	<b>404.95</b>					
<b>Total</b>	<b><u>3519.95</u></b>					
	<b>Amount \$</b>					
<b>Fireworks</b>	<b>4500.00</b>					
<b>Tax</b>	<b>585.00</b>					
<b>Total</b>	<b>5085.00</b>					
<b>Canada Day Total</b>	<b>8604.95</b>					

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03/12/24

Accrual Basis

# Optimist Club of Puslinch Custom Summary Report

	<u>Oct '22 - Sep 23</u>
<b>Income</b>	
4010 · Membership Activities	
4074 · Oratorical	200.00
4073 · Zone 3 LG Expenses	200.00
4011 · Membership dues	4,122.77
4012 · Dinner Meetings	
4013 · Meal	3,795.00
4012 · Dinner Meetings - Other	2,675.00
	<hr/>
<b>Total 4012 · Dinner Meetings</b>	6,470.00
4020 · Apparel sales	240.00
	<hr/>
<b>Total 4010 · Membership Activities</b>	11,232.77
4300 · Fund Raising Activities	
4310 · Fall Classic	
4311 · Ticket sales	13,880.00
4312 · Bar	4,621.00
4313 · Raffle tickets	1,210.00
4314 · 50/50 Draw	1,390.00
	<hr/>
<b>Total 4310 · Fall Classic</b>	21,101.00
4370 · Fish Fry	
4371 · Ticket sales	11,605.90
4372 · Refreshment sales	200.00
4373 · Bar sales	1,324.00
4374 · Other	0.00
	<hr/>
<b>Total 4370 · Fish Fry</b>	13,129.90
4440 · Family Day - Hockey Tournament	4,500.00
4500 · Food Trailer Sales	
45003 · Aberfoyle Fall Fair	4,765.00
	<hr/>
<b>Total 4500 · Food Trailer Sales</b>	4,765.00
4700 · Donations	5,630.34
	<hr/>
<b>Total 4300 · Fund Raising Activities</b>	49,126.24
43000 · Community Activities	
4075 · Canada Day Breakfast	3,111.00
4490 · Santa Claus Parade	6,740.00
	<hr/>
<b>Total 43000 · Community Activities</b>	9,851.00
	<hr/>
<b>Total Income</b>	70,210.01
	<hr/>
<b>Gross Profit</b>	70,210.01
<b>Expense</b>	
67595 · Link-Up with Duffs-Donation	500.00
6967 · Kitchen Supplies	208.90
67594 · Guelph-Wellington WomenInCrisis	2,000.00
67593 · Food Bank Donation	1,000.00
6757 · Team Canada - Youth Sponsorship	1,500.00
67952 · Baseball Sponsorship	1,000.00
6010 · Membership Activities - Exp	
6011 · Membershio dues-District	880.00
6012 · Membership dues-International	4,356.64
6013 · New member expenses	45.00
6015 · Dinner meetings	
6016 · Hall rental	319.76
6017 · Food	6,280.00
	<hr/>
<b>Total 6015 · Dinner meetings</b>	6,599.76
6025 · Apparel	30.00

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03/12/24

Accrual Basis

## Optimist Club of Puslinch Custom Summary Report

	Oct '22 - Sep 23
6370 · Appreciation Night	
6371 · Food	300.00
<b>Total 6370 · Appreciation Night</b>	<b>300.00</b>
<b>Total 6010 · Membership Activities - Exp</b>	<b>12,211.40</b>
6300 · Fund Raising Activities - Exp	
6310 · Fall Classic	
6317 · Lottery license	30.00
6311 · Hall rental	797.70
6313 · Beer	1,034.75
6314 · Liquor	566.45
6315 · Food	4,500.78
6316 · Other items	397.74
6319 · Draw prizes	1,597.44
<b>Total 6310 · Fall Classic</b>	<b>8,924.86</b>
6380 · Fish Fry	
6381 · Food	4,070.88
6382 · Bar costs	550.00
6383 · Hall rental & costs	666.67
6384 · Administrative cost	751.65
6385 · Kitchen	235.00
<b>Total 6380 · Fish Fry</b>	<b>6,274.20</b>
63901 · Fireworks Canada Day	
639011 · COGS	3,097.35
639016 · Other	75.00
<b>Total 63901 · Fireworks Canada Day</b>	<b>3,172.35</b>
6432 · Family Day - Hockey Tournament	1,008.04
6435 · Family Day - Community Events	742.83
6800 · Food trailer	
6804 · General Supplies	49.86
6805 · Maintenance	144.72
68003 · Aberfoyle Fall Fair	2,498.12
<b>Total 6800 · Food trailer</b>	<b>2,692.70</b>
68100 · Community Contributions	
68106 · Aberfoyle School - Lunch Meals	1,000.00
68102 · Aberfoyle PS Barbeque	437.17
<b>Total 68100 · Community Contributions</b>	<b>1,437.17</b>
<b>Total 6300 · Fund Raising Activities - Exp</b>	<b>24,252.15</b>
6700 · Community Contributions	
67588 · Empowerment Day (DraytonHeights)	2,200.00
67001 · Priority	
6710B · oratorical expense	747.89
6707 · Leadership conference	975.00
6710 · Oratorical contest prizes	700.00
6745 · Aberfoyle School	4,367.60
6751 · Scholarship	4,250.00
67564 · Aberfoyle Agricultural Society	3,000.00
67578 · Junior Garden Club	1,000.00
<b>Total 67001 · Priority</b>	<b>15,040.49</b>
6717 · Township cleanup	832.71
<b>Total 6700 · Community Contributions</b>	<b>18,073.20</b>
67000 · Community Activities - Exp	
6720 · Bike Rodeo	185.00



3:53 PM

03/12/24

Accrual Basis

## Optimist Club of Puslinch Custom Summary Report

	Oct '22 - Sep 23
6703 · Remembrance Day	300.00
6740 · Santa Claus Parade	
6327 · costumes & safety clothing	346.16
6321 · Toys for kids	1,423.88
6322 · Candy for Kids	689.64
6323 · Bands	1,700.00
6324 · Food	256.78
6326 · misc	485.70
	4,902.16
6742 · Canada Day celebrations	
6743 · Cananda Day Breakfast	835.63
6742 · Canada Day celebrations - Other	3,155.75
	3,991.38
67050 · All Candidates Night	90.25
	9,468.79
<b>Total 67000 · Community Activities - Exp</b>	
6960 · Administrative Expenses	
6810 · Miscellaneous	327.00
6820 · Bank service charges	
6826 · Bank Service Charges - RB	30.91
6825 · VISA MasterCard Charges	14.79
6821 · Bank Service Charges-TD	84.56
	130.26
6962 · Office supplies	96.91
6965 · Zone 3 Expenses	680.85
6970 · HST ITCs Recoverable in Expense	1,971.03
6960 · Administrative Expenses - Other	417.77
	3,623.82
<b>Total 6960 · Administrative Expenses</b>	
<b>Total Expense</b>	<b>73,838.26</b>
<b>Net Income</b>	<b>-3,628.25</b>



TOWNSHIP OF

**PUSLINCH**

EST. 1850

Schedule D to Report FIN-2024-030

# Township of Puslinch

## Grant Application Form

Please review the [Grant Application Policy](#) prior to submission

### Applicant information

**Organization name \***

Puslinch Minor Soccer Club

**Contact name and position \***

Janet Lindsay - Administrator / Bruce Joy - President

**Organization mailing address \***

PO Box 27002, 88 Clair Rd E Guelph N1L 0G6

**Website**

www.puslinchsoccer.com

**Telephone Number \***

[REDACTED]

**Ext.**

**Email Address \***

administrator@puslinchsoccer.ca

### Questionnaire

**Grant amount applied for \***

\$13,000

**Organization's goals and objectives related to the grant request \***

Puslinch Minor Soccer Club promotes, develops and administers the game of soccer within our community. PMSC provides our young people with the opportunity to develop their soccer and leadership skills. We promote physical activity, benefiting our players with a healthy body and mind.

**Briefly describe the proposed event, project or service that will be funded by this grant. Please ensure that items identified as not eligible for funding under Section 3.0 of the Grant Application Policy are not listed. \***

We expect to continue our membership growth again into the 2025 season. In order to provide quality programs, PMSC needs equipment to train our young athletes. REQUESTING \$3,000 GRANT

Team Equipment:

\$2,625 (75 training balls to equip new teams)

\$ 450 (set of 2 nets for 9v9 goals)

Our original grant application requested \$3,000 toward Team Equipment purchases of 75 balls and netting for the 9v9 field. Following the devastating fire at the Badenoch shed, Puslinch Soccer finds itself needing to replace field equipment for some 11v11 fields, team training equipment for our recreational teams as well as other equipment shared by all of our programming teams.

**Please provide a narrative description explaining how the Township's approval of grant funding would enable your organization to sustain or provide additional support to the community. \***

Over the last couple of seasons PMSC has grown by over 100 participants and added new programs/teams. The Club finds itself in a position where it is under-equipped for this growth. On top of this, there is a need for regular rotation and removal of overused equipment. The Club will both update and replenish the equipment needs to share with our participants.

The refurbishment of field equipment (goal netting) to keep our fields at acceptable standards for training and league play is necessary every couple of years. These items are for Township fields that our Club rents, and are also available to public use on non-rental hours.

In addition to the routine costs as originally described above, there is now the extra financial burden of replacing the stock lost in the fire.

**If your organization is unsuccessful in receiving a Township grant, what will be the effect on the proposed event, service, or project? \***

PMSC will continue to provide excellent programming to our almost 600 members.

We will review the overall needs and determine where we could scale back or delay purchases for a year. In these economic times we are not looking to increase our fees significantly. It is important that all decisions made around this do not affect the actual quality of programming.

Puslinch Soccer would need to be creative in sourcing additional financial support through donations and devising new sponsorship programs that we would have to divert to equipment rather than uniform needs.

**Choose one category of funds requested \***

- Category 1: Donation (funds requested - less than \$500)
- Category 2: Sponsor or contributor (funds requested - \$500 to \$3000)
- Category 3: Project funder (funds requested - greater than \$3000)

**Please provide a copy of the most current budget (mandatory) \***

Please provide a copy of the most current financial statements (mandatory) \*

Please provide the annual reporting requirements in accordance with Section 8 of the Township Grant Application Policy if your organization was a successful applicant in a previous year (mandatory for previous funds received of greater than \$3000)

---

Submission of the following three items is required for the initial application only:

Please provide a copy of letters patent or articles of incorporation, if applicable

Please provide a copy of Notification of Charitable Registration letter from the Canada Revenue Agency with any supporting documentation indicating the applicant's status and terms of registration, if applicable

Please provide a copy of mandate, constitution and by-laws, as applicable

Please check if applicable:

- Delegation scheduled to present request to Council during the budget process (for Category 3 applications only)

Please review the [Grant Application Policy](#) prior to submitting a grant application.

---

## Terms and Conditions:

The above application and supporting documents attached will be used for the assessment of eligibility and for Township reporting purposes. The applicant will inform the Township if the project is delayed or changed substantially for any reason. Funds received are to be used as described in this application. All applicable municipal by-laws, policies and procedures will be adhered to.

---

I/we agree to the terms and conditions outlined above. I/we have reviewed the [Grant Application Policy](#). The information given in support of this application is true, correct and complete in every respect. I/we acknowledge that the contents of this application will be discussed in an open Council forum. I/we declare that the organization listed in the application is in good standing with the Township and other government bodies.

Dated this day: \*

November 1st, 2024



**Name and Office/Position: I/We have authority to bind the Corporation/Organization \***

**Signature of Applicant on behalf of Organization \***

**Name and Office/Position: I/We have authority to bind the Corporation/Organization**

**Signature of Applicant on behalf of Organization**

---

**The last day for filing an application is by 2:00 pm on the last business day of September of the current fiscal year.**

---

Personal information on this form is collected under the authority of the Municipal Act and will be used for the purpose of determining the eligibility of a grant. The information is used for the purpose of processing the application and administering the Grant Application Program and is maintained in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Questions regarding the collection of this information may be directed to the Township Clerk's office.

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

**Thank You**



# ***Puslinch Minor Soccer Club***

PO Box 27002, 88 Clair Road East, Guelph, ON, N1L 0G6  
[www.puslinchsoccer.com](http://www.puslinchsoccer.com)

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## 2024/25 Puslinch Township Grant Application Budget

### Team Equipment

Training balls to equip new teams	\$	2,625	75 balls
Netting for 9v9 goals	\$	<u>450</u>	1 set of 2 nets
<b>TOTAL</b>	<b>\$</b>	<b>3,075</b>	

**ORIGINAL REQUEST \$3,000 GRANT**

### Replacement Supplies for Fields

Netting for 11v11 goals	\$	625	1 set of 2 nets
Sandbags for Moveable Goals	\$	995	
Bungee & Clips	\$	795	
Corner Flags	\$	490	2 sets
Striper and Paint for Lines	\$	2,100	
Additional Balls	\$	2,625	75 balls
Team Benches	\$	<u>2,400</u>	14 benches
<b>TOTAL</b>	<b>\$</b>	<b>10,030</b>	

**REVISED GRANT REQUEST \$13,000**



# Township of Puslinch Grant Application Form

Please review the [Grant Application Policy](#) prior to submission

## Applicant information

**Organization name \***

Puslinch Minor Soccer Club

**Contact name and position \***

Janet Lindsay - Administrator / Bruce Joy - president

**Organization mailing address \***

PO Box 27002, 88 Clair Rd E Guelph N1L 0G6

**Website**

www.puslinchsoccer.com

**Telephone Number \***

[REDACTED]

**Ext.**

[REDACTED]

**Email Address \***

administrator@puslinchsoccer.ca / president@puslinchsoccer.ca

## Questionnaire

**Grant amount applied for \***

\$3,000

**Organization's goals and objectives related to the grant request \***

Puslinch Minor Soccer Club promotes, develops and administers the game of soccer within our community. PMSC provides our young people with the opportunity to develop their soccer and leadership skills. We promote physical activity, benefiting our players with a healthy body and mind.

**Briefly describe the proposed event, project or service that will be funded by this grant. Please ensure that items identified as not eligible for funding under Section 3.0 of the Grant Application Policy are not listed. \***

We expect to continue our membership growth again into the 2025 season. In order to provide quality programs, PMSC needs equipment to train our young athletes.

Team Equipment:

\$2,625 (75 training balls to equip new teams)

\$ 450 (set of 2 nets for 9v9 goals)

TOTAL \$3,075

REQUESTING \$3,000 GRANT

**Please provide a narrative description explaining how the Township's approval of grant funding would enable your organization to sustain or provide additional support to the community. \***

Over the last couple of seasons PMSC has grown by over 100 participants and added new programs/teams. The Club finds itself in a position where it is under-equipped for this growth. On top of this, there is a need for regular rotation and removal of overused equipment. The Club will both update and replenish the equipment needs to share with our participants

The refurbishment of field equipment (goal netting) to keep our fields at acceptable standards for training and league play is necessary every couple of years. These items are for Township fields that our Club rents, and are also available to public use on non-rental hours.

**If your organization is unsuccessful in receiving a Township grant, what will be the effect on the proposed event, service, or project? \***

PMSC will continue to provide excellent programming to our almost 600 members.

We will review the overall needs and determine where we could scale back or delay purchases for a year. In these economic times we are not looking to increase our fees significantly. It is important that all decisions made around this do not affect the actual quality of programming.

**Choose one category of funds requested \*.**

Category 1: Donation (funds requested - less than \$500)

**Category 2: Sponsor or contributor (funds requested - \$500 to \$3000)**

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**Please provide a copy of the most current budget (mandatory) \***



**Please provide a copy of the most current financial statements (mandatory) \***

**Please provide the annual reporting requirements in accordance with Section 8 of the Township Grant Application Policy if your organization was a successful applicant in a previous year (mandatory for previous funds received of greater than \$3000)**

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**Please provide a copy of mandate, constitution and by-laws, as applicable**

**Please check if applicable:**

Delegation scheduled to present request to Council during the budget process (for Category 3 applications only)

Please review the [Grant Application Policy](#) prior to submitting a grant application.

---

## Terms and Conditions:

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**Dated this day: \***

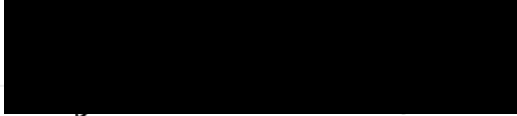
September 27, 2024

**Name and Office/Position: I/We have authority to bind the Corporation/Organization \***

Janet Lindsay - Administrator

**Name and Office/Position: I/We have authority to bind the Corporation/Organization**

**Signature of Applicant on behalf of Organization \***



**Signature of Applicant on behalf of Organization**

---

**The last day for filing an application is by 2:00 pm on the last business day of September of the current fiscal year.**

---

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**Thank You**



# ***Puslinch Minor Soccer Club***

PO Box 27002, 88 Clair Road East, Guelph, ON, N1L 0G6  
[www.puslinchsoccer.com](http://www.puslinchsoccer.com)

---

## **2024/25 Puslinch Township Grant Application Budget**

### **Team Equipment**

Training balls to equip new teams	\$2,625	75 balls
Netting for 9v9 goals	<u>\$450</u>	1 set of 2 nets
	<b>\$3,075</b>	

**Requesting \$3,000**



## *Puslinch Minor Soccer Club*

FORECASTED COST FOR YEAR ENDING SEPTEMBER 30, 2024

	2024 BUDGET	FY 2023		
<b>REVENUE</b>				
Registration	219,325	179,927		
Other	11,000	10,320		
	<b>230,325</b>	<b>190,247</b>	<b>40,078</b>	21.07%
<b>EXPENDITURES</b>				
Uniforms	<b>41,000</b>	45,362		
Rent	<b>44,000</b>	34,569		
Dues and User Fees	30,000	29,431		
Office & Administration	35,749	34,043		
Repairs and Maintenance	28,800	24,680		
Referees	16,600	15,330		
Equipment	<b>7,500</b>	11,826		
Technical Advisor	20,000	6,919		
Photography	-	5,232		
Advertising and Promotion	4,700	1,505		
	<b>228,349</b>	<b>208,897</b>	<b>19,452</b>	9.31%
<b>INCOME/(LOSS)</b>				
	<b>1,976</b>	<b>(18,650)</b>		
<b>PROJECTED CASH BALANCE</b>				
	<b>52,958</b>	50,982		

### FY 2024 BUDGET

- Club decision to increase registration fees for 2024: Competitive increased to \$925; ESL increased to \$255 and \$290 and Timbits increased to \$175 and \$195 (Early Bird offer of \$15 off ESL and Timbits for early bird)). Therefore, we expect an increase in registration income of about 20% from over 2023.
- PMSC has also partnered with AllTeam to provide an online store for Puslinch gear that will give some promotional income back to the club.
- Club will not be providing ¼ zip sweaters to competitive players in 2024.
- PMSC is forecasting to rent additional fields in 2024 to accommodate the teams and renovations to PCC fields.
- PMSC purchased a VEO camera to assist with Competitive teams and Technical Director.
- PMSC has brought back Julio Barrios as Technical Director along with Muhammad Syed. We plan to provide more technical training for all ages to compete with other clubs.
- PMSC decided to eliminate the use of a Photographer for photo day.
- PMSC will invest more into advertising and promotion for 2024 to increase its registration.



**PUSLINCH MINOR SOCCER CLUB**

**REVIEW ENGAGEMENT REPORT AND  
FINANCIAL STATEMENTS**

**SEPTEMBER 30, 2023**



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## INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

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To the Members of,  
Puslinch Minor Soccer Club  
Guelph, Ontario

We have reviewed the accompanying financial statements of Puslinch Minor Soccer Club that comprise the statement of financial position as at September 30, 2023, and the statements of operations, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### Practitioner's Responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

### Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Puslinch Minor Soccer Club as at September 30, 2023, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

A handwritten signature in black ink that reads "Baker Tilly GWD". The signature is written in a cursive, flowing style.

CHARTERED PROFESSIONAL ACCOUNTANTS  
Licensed Public Accountants

Guelph, Ontario  
January 15, 2024

AUDIT • TAX • ADVISORY

*Baker Tilly GWD is a member of Baker Tilly Canada Cooperative, which is a member of the global network of Baker Tilly International Limited. All members of Baker Tilly Canada Cooperative and Baker Tilly International Limited are separate and independent legal entities.*



**PUSLINCH MINOR SOCCER CLUB  
STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS  
FOR THE YEAR ENDED SEPTEMBER 30, 2023**

	<b>2023</b>	<b>2022</b>
<b>REVENUE</b>		
Registration fees	\$ 179,927	\$ 168,403
Sponsorship income	8,500	9,000
Other income	1,820	3,323
Fundraising income	0	930
	<hr/>	<hr/>
	190,247	181,656
	<hr/>	<hr/>
<b>EXPENDITURES</b>		
Uniforms	45,362	24,876
Rent	34,569	32,205
Dues and user fees	29,431	24,068
Office expenses	29,383	23,066
Repairs and maintenance	24,680	27,203
Referees and linesmen	15,330	9,406
Equipment	11,826	15,412
Technical director	6,919	1,125
Photography	5,232	3,675
Professional fees	3,651	3,490
Advertising and promotion	1,505	5,869
Insurance	1,009	967
	<hr/>	<hr/>
	208,897	171,362
	<hr/>	<hr/>
(DEFICIENCY) EXCESS OF REVENUES OVER EXPENDITURES FOR THE YEAR	(18,650)	10,294
NET ASSETS - BEGINNING OF YEAR	<hr/>	<hr/>
	56,252	45,958
NET ASSETS - END OF YEAR	<hr/>	<hr/>
	37,602	56,252



**PUSLINCH MINOR SOCCER CLUB  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED SEPTEMBER 30, 2023**

	<b>2023</b>	<b>2022</b>
<b>CASH PROVIDED BY (USED FOR):</b>		
<b>OPERATING ACTIVITIES</b>		
(Deficiency) excess of revenue over expenditures for the year	\$ (18,650)	\$ 10,294
<b>CHANGES IN NON-CASH WORKING CAPITAL ITEMS</b>		
Increase (decrease):		
Accounts receivable	(1,611)	907
Accounts payable and accrued liabilities	(7,575)	5,887
Deferred contributions	3,910	(19,410)
	(5,276)	(12,616)
<b>DECREASE IN CASH</b>	(23,926)	(2,322)
<b>CASH - BEGINNING OF YEAR</b>	74,908	77,230
<b>CASH - END OF YEAR</b>	50,982	74,908

**PUSLINCH MINOR SOCCER CLUB  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED SEPTEMBER 30, 2023**

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Puslinch Minor Soccer Club was incorporated without share capital under the Corporations Act of Ontario on February 27, 2012. The principal objective of the Club is to provide soccer for children in the Puslinch area. For Canadian income tax purposes, the Club qualifies as a not-for-profit organization which is exempt from income tax under the Income Tax Act.

**1. SIGNIFICANT ACCOUNTING POLICIES**

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations in accordance with Canadian generally accepted accounting policies. The Club has adopted the following significant accounting policies:

**REVENUE RECOGNITION**

The Club follows the deferral method of accounting for contributions. Contributions restricted for future period expenses are deferred and recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable, and the amount to be received can be reasonably estimated and collection is reasonably assured.

Registration fees are recognized as revenue when received at the beginning of the season.

Sponsorship revenue is recognized when received.

**CONTRIBUTED SERVICES**

The value of services provided by volunteers is not reflected in these financial statements as the value of such services is clearly not measurable.

**CAPITAL ASSETS AND INTANGIBLE ASSETS**

The Club expenses additions to capital and intangible assets as they are acquired as it is exempt from the requirement to capitalize and depreciate capital and intangible assets in accordance with Canadian accounting standards for not-for-profit organizations. In the current year, \$5,090 of capital assets were expensed (2022 - \$7,910 of intangible assets were expensed).

**FINANCIAL INSTRUMENTS**

**Measurement of Financial Instruments**

The Club initially measures its financial assets and liabilities at fair value. The Club subsequently measures all its financial assets and financial liabilities at amortized cost. Financial assets measured at amortized cost include cash and accounts receivable. Financial liabilities measured at amortized cost include accounts payable.

**Impairment**

Financial assets are assessed for impairment on an annual basis at the end of the fiscal year if there are indicators of impairment. If there is an indicator of impairment, the Club determines if there is a significant adverse change in the expected amount or timing of future cash flows from the financial asset. If there is a significant adverse change in the expected cash flows, the carrying value of the financial asset is reduced to the highest of the present value of the expected cash flows, the amount that could be realized from selling the financial asset or the amount the Club expects to realize by exercising its right to any collateral. If events and circumstances reverse in a future period, an impairment loss will be reversed to the extent of the improvement, not exceeding the initial carrying value.

**PUSLINCH MINOR SOCCER CLUB  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED SEPTEMBER 30, 2023**

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**1. SIGNIFICANT ACCOUNTING POLICIES (cont'd)**

Transaction Costs

The Club's transaction costs related to financial instruments that will be subsequently measured at fair value are recognized in the statement of operations in the period incurred. The carrying amount of the financial instruments that will not be subsequently measured at fair value are adjusted for transaction costs directly attributable to their origination, issuance or assumption of this instrument.

**2. FINANCIAL INSTRUMENTS**

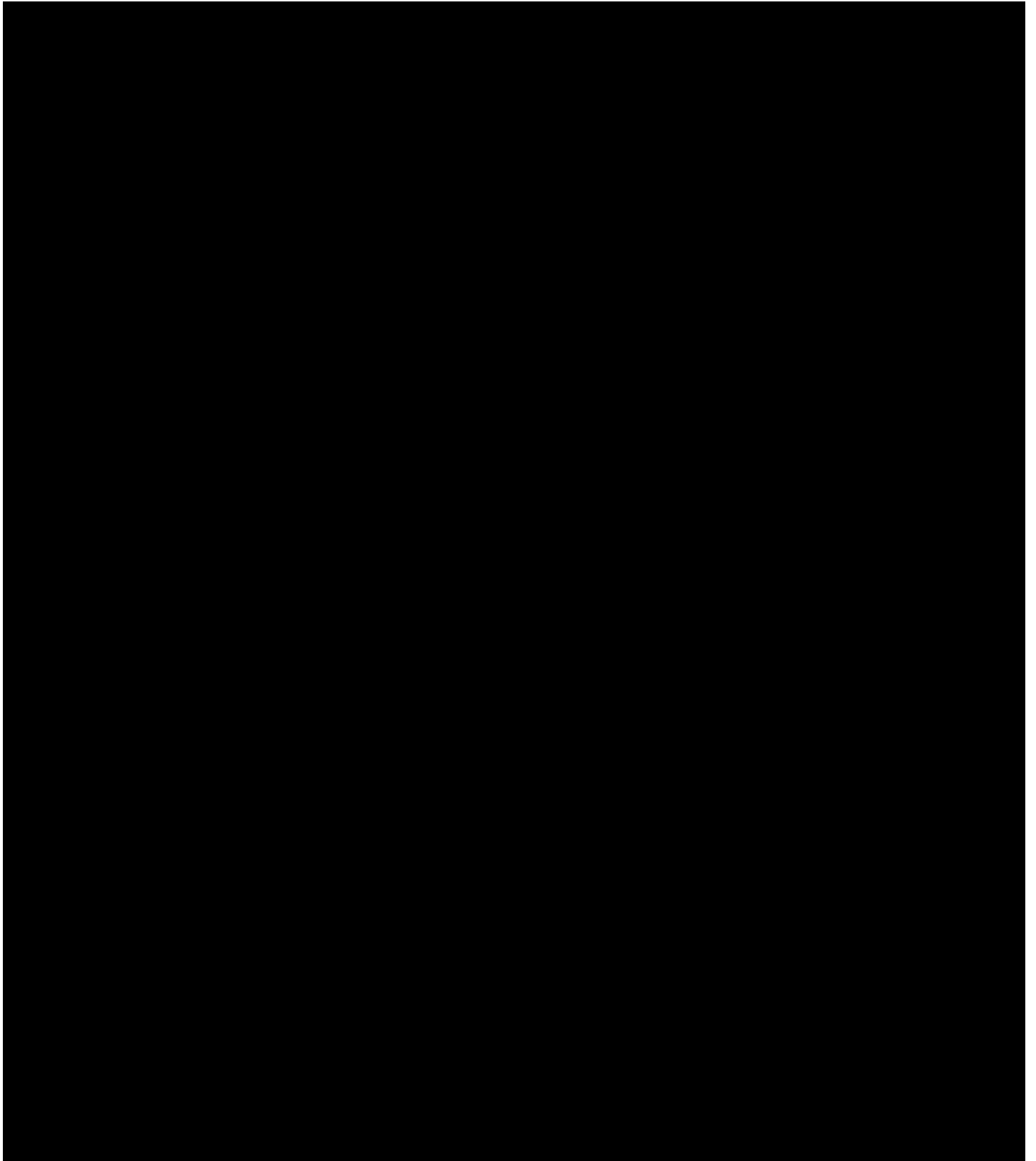
Unless otherwise noted, it is the Club's opinion that it is not exposed to significant interest, credit, currency or other price risks arising from these financial instruments. There has been no change to the risk exposure from 2022.

**3. DEFERRED CONTRIBUTIONS**

Deferred contributions consists of amounts received by the Organization for specific programs and projects that will be expended in future years. The funds have been recorded as deferred contributions until the related expense is recognized and will then be recognized as revenue.

	<b>2023</b>	<b>2022</b>
Registration fees	\$ 3,910	\$ 0

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**Organization Name**



Sunrise Therapeutic Riding & Learning Centre

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**Contact Name and Position**

Lynne O'Brien, Executive Director

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**Organization Mailing Address**

6920 Concession 1  
Puslinch, ON  
N0B2J0

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**Website**

<https://www.sunrise-therapeutic.ca>

---

**Telephone Number**

[REDACTED]

---

**Email Address**

[REDACTED]

---

**Grant Amount Applied For**

\$5,000

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**Organization's goals and objectives related to the grant request**

Sunrise Therapeutic Riding & Learning Centre is applying to the Township of Puslinch grant program for \$5,000 towards the purchase of Equestrian Riding helmets to be used by participants in all of Sunrise's programs whether riding or working with horses from the ground to ensure absolute safety at all times. Sunrise Mission Statement: To develop the full potential of children and adults with special needs through horse riding, therapy, education, recreation, and life skills programs, farm-related and social activities.

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**Briefly describe the proposed event, project or service that will be funded by this grant. Please ensure that items identified as not eligible for funding under Section 3.0 of the Grant Application Policy are not listed.**

This grant will benefit hundreds of children and adults with special needs in our community who attend Sunrise programs. Sunrise has provided therapeutic riding, life skills, and recreational programs for children and adults with a wide range of physical, cognitive, and behavioural/emotional special needs since 1982. The safety of our program participants is a top priority. We provide helmets for children beginning at age 3 through all ages

to seniors.

Sunrise is an accredited member centre of The Canadian Therapeutic Riding Association (CanTRA) which requires all therapeutic riding centres to ensure their riders wear an Equestrian ASTM or SEI approved helmet during program activities. Sunrise Instructors are certified by both CanTRA and Equestrian Canada both of which have strict rules regarding helmet safety for prevention of concussion and head injury. CanTRA specifies that helmets should be replaced after five years from the manufacturing date noted in the helmet.

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**Please provide a narrative description explaining how the Township's approval of grant funding would enable your organization to sustain or provide additional support to the community.**

Sunrise programs embrace inclusion and provide meaningful social interaction among individuals of all abilities each year. Leveraging the power of the horse and our farm environment, our programs encourage a sense of community and develop and strengthen emotional and social skills for children/youth and adults.

Riders experience improved muscle strength and balance as well as improved communication skills and development of cognitive skills. Some of our participants have spoken their first words to "their" horse. Riding also helps build attention and comprehension skills as riders focus on instructions to complete specific tasks with their horse. The horse is a powerful motivator, helping riders to gain many transferable skills. Participants also experience reduced anxiety and hyperactivity, a sense of achievement and responsibility, improved self-esteem and confidence, and opportunities for social engagement.

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**If your organization is unsuccessful in receiving a Township grant, what will be the effect on the proposed event, service, or project?**

This would put a greater burden on Sunrise program participants to purchase their own helmet which would not be attainable for many of our families. Families with a child with special needs are under great pressure in many ways, such as the cost of various necessary therapies, including equine therapy. Sunrise endeavours to provide current and approved Equestrian riding helmets for the welfare of our program participants.

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**Choose one category of funds requested**

Category 3: Project funder (funds requested - greater than \$3000)

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**Please provide a copy of the most current budget**

[Sunrise-Budget-2022-2023-APPROVED.pdf](#)

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**Please provide a copy of the most current financial statements**

[2022-2023-DRAFT-Audited-Financial-Statements.pdf](#)

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**Please provide the annual reporting requirements in accordance with**

**Section 8 of the Township Grant Application Policy if your organization was a successful applicant in a previous year (mandatory for previous funds received of greater than \$3000)**

[Township-of-Puslinch-2023-Grant-Report.docx](#)

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**Dated This Day**

09/19/2024

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**Name and Office/Position: I/We have authority to bind the Corporation/Organization**

Lynne O'Brien, Executive Director

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**Signature of Applicant on behalf of Organization**



Sent from [Township of Puslinch](#)



## **Township of Puslinch GRANT 2023: \$3,000**

**Received: April 2024**

### **Final Report**

Sunrise gratefully received a 2023 grant of \$3,000 from the Township of Puslinch.

This grant was used to purchase a robotic vacuum for the Sunrise swimming pool.

This has ensured that Sunrise can maintain public health standards for the participants in Camp Sunrise and in the Life Skills Adult Day Program, as well as youth from local community centre programs.

A robotic vacuum was a very beneficial addition to the Sunrise health & safety equipment used by our small staff of seven full-time program employees and two part-time maintenance employees.

The Sunrise swimming pool operates from May to September annually. It is an important part of Sunrise's recreational programming for children and adults with disabilities, who represent a wide range of physical, cognitive, and mental health special needs.

The grant from the Township of Puslinch is making a difference in the lives of those with special needs in our community.



**Sunrise Therapeutic Riding & Learning Centre  
FINAL BUDGET  
Operations  
Fiscal Year 2023-2024**

	<u>Actual 22/23</u>	<u>Projected 23/24</u>
<b>REVENUE</b>		
<b>General Donations</b>		
Donations	140,829.00	150,000.00
Foundations	<u>52,646.00</u>	<u>52,500.00</u>
<b>Total General Donations</b>	<u>193,475.00</u>	<u>202,500.00</u>
<b>Property Revenues</b>		
Rental- Agricultural Land	<u>600.00</u>	<u>600.00</u>
<b>Total Property Revenue</b>	<u>600.00</u>	<u>600.00</u>
<b>Fundraising Revenues</b>		
Grants/Foundations	57,000.00	65,000.00
Third Party Fundraisers	15,000.00	15,000.00
Celebrate Sunrise ! Event	94,370.00	90,000.00
Forest	4,850.00	7,000.00
Metal Recycling	2,795.00	3,000.00
Merchandise	5,730.00	7,000.00
Conference/Workshop	-	-
<b>Total Fundraising Revenue</b>	<u>179,745.00</u>	<u>187,000.00</u>
<b>Program Revenue</b>		
Therapeutic Riding	134,045.00	135,000.00
Life Skills	47,795.00	50,000.00
Equine Assisted Learning	14,000.00	15,000.00
Equine Facilitated Wellness	-	-
Camp Sunrise	95,000.00	110,000.00
Little Breeches	2,000.00	2,500.00
Membership Fees	2,250.00	2,300.00
Other Program Revenue	-	-
<b>Total Program Revenue</b>	<u>295,090.00</u>	<u>314,800.00</u>
<b>Administrative/Misc Revenue</b>		
Misc. Revenue	<u>7,687.00</u>	<u>8,000.00</u>
<b>Total Administrative/Misc Revenue</b>	<u>7,687.00</u>	<u>8,000.00</u>
Horse Donations	-	-
<b>Total</b>	<u>-</u>	<u>-</u>
<b>Total Capital Income</b>	<u>-</u>	<u>-</u>
<b>TOTAL REVENUE</b>	<u>676,597.00</u>	<u>712,900.00</u>
<b>EXPENSE</b>		
<b>Property Expense</b>		
Property Rent	-	-
Property Tax	5,170.00	5,500.00
Utilities	6,945.00	6,700.00
Utilities - Fuel/Propane	500.00	20,000.00
Insurance (Property)	16,090.00	16,000.00
Maintenance - Property	5,454.00	5,000.00
Maintenance - Barrn/Arena	450.00	1,500.00
Maintenance - Pool/Pond	2,072.00	2,500.00
Maintenance - House	800.00	1,500.00

Equipment Purchase	10,500.00	3,000.00
Equipment Maintenance	7,570.00	8,000.00
<b>Total Property Expense</b>	<u>-</u>	<u>-</u>
	55,551.00	69,700.00
<b>Administrative Expense</b>		
Office Supplies	1,936.00	2,000.00
Office Equip&Water Lease/Maintenan	9,805.00	10,000.00
Postage	1,950.00	2,000.00
Computer Software/licences	6,964.00	7,000.00
Communications	8,618.00	9,000.00
General Supplies	6,399.00	6,000.00
Audit Fees	10,000.00	10,000.00
Advertising	556.00	500.00
Mileage Costs	503.00	500.00
Bookkeeping Fees	4,757.00	7,000.00
VISA & MasterCard Costs	4,826.00	5,000.00
Bank Service Charges	2,817.00	3,000.00
Legal Expense	2,571.00	2,500.00
<b>Total Administrative Expense</b>	<u>61,702.00</u>	<u>64,500.00</u>
<b>Program/Wage Expense</b>		
Wages	430,171.00	435,000.00
Sub-contract wages	1,550.00	2,000.00
CPP	20,869.00	20,000.00
E I	9,397.00	9,000.00
Group Benefits	8,875.00	8,500.00
WSIB	4,491.00	5,000.00
Professional Development	1,797.00	1,500.00
Life Skills	1,126.00	1,500.00
Insurance(Cantra)	2,882.00	3,000.00
<b>Total Program/Wage Expense</b>	<u>481,158.00</u>	<u>485,500.00</u>
<b>Horse Expense</b>		
Horse Maintenance	18,365.00	20,000.00
Horse & Program Equipment	2,504.00	3,000.00
Horse vet care	6,994.00	5,000.00
Hay expense	18,120.00	20,000.00
<b>Total Horse Expense</b>	<u>45,983.00</u>	<u>48,000.00</u>
<b>Other Donation Expense</b>		
Donor Recognition/Gifts	775.00	1,000.00
Volunteer Recognition	553.00	1,500.00
Membership Fees & Dues	2,363.00	2,500.00
Public Relations/Marketing	2,131.00	2,000.00
Merchandise-General	4,786.00	5,000.00
Celebrate Sunrise!	25,682.00	25,000.00
Forest	714.00	1,000.00
	-	-
	-	-
<b>Total Other Donation Expense</b>	<u>37,004.00</u>	<u>38,000.00</u>
<b>Camp Expense</b>		
Summer Camp	6,200.00	7,000.00
<b>Total Camp Expense</b>	<u>6,200.00</u>	<u>7,000.00</u>
<b>TOTAL EXPENSE</b>	<u>687,598.00</u>	<u>712,700.00</u>
<b>NET INCOME</b>	<u>- 11,001.00</u>	<u>200.00</u>

**SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED OCTOBER 31, 2023**

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**SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE**  
**INDEX TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED OCTOBER 31, 2023**

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Statement of Revenue and Expenditures and Changes in Net Assets	6
Statement of Cash Flows	7
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## INDEPENDENT AUDITOR'S REPORT

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To the Board of Directors of: Sunrise Therapeutic Riding & Learning Centre

### Qualified Opinion

We have audited the accompanying financial statements of Sunrise Therapeutic Riding & Learning Centre, which comprise the statement of financial position as at October 31, 2023 and the statements of revenue and expenditures and changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, these financial statements present fairly, in all material respects, the financial position of Sunrise Therapeutic Riding & Learning Centre as at October 31, 2023 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not for profit organizations.

### Basis for Qualified Opinion

In common with many not for profit organizations, the organization derives some of the revenue from donations and fundraising activities, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of this revenue was limited to the amounts recorded in the records of the organization and we were not able to determine whether any adjustments might be necessary to revenue, excess of revenue over expenditures and cash flows from operations for the years ended October 31, 2023 and 2022, current assets as at October 31, 2023 and 2022, and net assets as at November 1 and October 31 for both the 2023 and 2022 years. Our audit opinion on the financial statements for the year ended October 31, 2022 was modified accordingly because of the possible effects of this limitation in scope.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of Sunrise Therapeutic Riding & Learning Centre in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

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

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not for profit organizations and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the organization's ability to continue as a going concern, disclosing, as applicable, matters related to a going concern and using the going concern basis of accounting unless management either intends to liquidate the organization or to cease operations, or has no realistic alternative but to do so.

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

### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements, as a whole, are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgement and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

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

Guelph, Ontario  
March 11, 2024

Chartered Professional Accountants  
Licensed Public Accountants

**SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT OCTOBER 31, 2023**

	<b>2023</b>	<b>2022</b>
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 134,799	\$ 191,207
Government remittances recoverable	12,262	18,630
Inventories	<u>8,960</u>	<u>7,760</u>
	156,021	217,597
<b>INVESTMENT</b> (note 4)	416,280	305,400
<b>TANGIBLE CAPITAL ASSETS</b> (note 5)	599,486	466,606
<b>HORSE HERD</b> (note 6)	<u>20,750</u>	<u>23,207</u>
	<u>\$ 1,192,537</u>	<u>\$ 1,012,810</u>
<b>LIABILITIES</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$ 46,162	\$ 50,356
Deferred revenue	34,896	0
Current portion of long term debt (note 7)	<u>40,000</u>	<u>0</u>
	121,058	50,356
<b>LONG TERM DEBT</b> (note 7)	149,567	40,000
<b>DEFERRED CAPITAL CONTRIBUTIONS</b> (note 8)	<u>316,953</u>	<u>317,887</u>
	<u>587,578</u>	<u>408,243</u>
<b>NET ASSETS</b>		
<b>UNRESTRICTED NET ASSETS</b>	<u>604,959</u>	<u>604,567</u>
	<u>\$ 1,192,537</u>	<u>\$ 1,012,810</u>

**APPROVED ON BEHALF OF THE BOARD:**

\_\_\_\_\_ Director

\_\_\_\_\_ Director

**SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE**  
**STATEMENT OF REVENUE AND EXPENDITURES AND CHANGES IN NET ASSETS**  
**FOR THE YEAR ENDED OCTOBER 31, 2023**

	<b>2023</b>	<b>2022</b>
<b>REVENUE</b>		
Donations	\$ 344,990	\$ 211,184
Lessons, scholarships and membership fees	123,824	131,136
Camp fees	117,744	129,686
Fundraising	103,128	69,342
Grants and foundations (note 9)	86,486	155,852
Rental and other	<u>23,945</u>	<u>15,561</u>
	<u>800,117</u>	<u>712,761</u>
<b>EXPENDITURES</b>		
Wages and benefits	496,972	445,619
Farm	64,372	68,472
Fundraising	48,428	57,605
Utilities	25,565	21,162
Professional fees	24,677	7,518
Office	22,514	15,694
Insurance	18,973	15,151
Advertising and public relations	12,749	7,174
Equipment lease, repairs and maintenance	10,713	9,002
Telephone and communications	9,228	11,117
Property taxes	6,959	6,724
Interest on long term debt	5,567	0
Credit card merchant charge	5,025	6,431
Raw Carrot expense	5,000	0
Interest and finance charges	2,951	1,504
Education	1,996	1,364
Vehicle and travel	560	162
Recovery of GST/HST	<u>0</u>	<u>(1,674)</u>
	<u>762,249</u>	<u>673,025</u>
<b>SURPLUS BEFORE OTHER REVENUE (EXPENDITURES)</b>	<u>37,868</u>	<u>39,736</u>
<b>OTHER REVENUE (EXPENDITURES)</b>		
Recognition of deferred capital contributions (note 8)	19,946	30,076
Loss on disposal of assets	0	(1,493)
Horse herd amortization	(2,457)	(2,457)
Amortization	<u>(54,965)</u>	<u>(44,227)</u>
	<u>(37,476)</u>	<u>(18,101)</u>
<b>EXCESS OF REVENUE OVER EXPENDITURES for the year</b>	392	21,635
<b>NET ASSETS, beginning of year</b>	<u>604,567</u>	<u>582,932</u>
<b>NET ASSETS, end of year</b>	<u>\$ 604,959</u>	<u>\$ 604,567</u>



**SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED OCTOBER 31, 2023**

	<b>2023</b>	<b>2022</b>
<b>CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES</b>		
Excess of net revenue over expenditures for the year	\$ 392	\$ 21,635
Items not requiring an outlay of cash		
Amortization	54,965	44,227
Horse herd amortization	2,457	2,457
Loss on disposal of assets	0	1,493
Donation of FOSL shares	(110,880)	(10,080)
Recognition of deferred capital contributions	<u>(19,946)</u>	<u>(30,076)</u>
	(73,012)	29,656
Changes in non-cash working capital		
Accounts receivable	0	9,828
Government remittances recoverable	6,368	(4,541)
Inventories	(1,200)	4,147
Accounts payable and accrued liabilities	(4,194)	34,000
Deferred revenue	<u>34,896</u>	<u>(52,167)</u>
	<u>(37,142)</u>	<u>20,923</u>
<b>CASH PROVIDED BY (USED IN) FINANCING ACTIVITIES</b>		
Repayment of loan payable	0	(10,000)
Deferred capital contributions received	19,012	98,129
Proceeds from long term debt	<u>149,567</u>	<u>0</u>
	<u>168,579</u>	<u>88,129</u>
<b>CASH PROVIDED BY (USED IN) INVESTING ACTIVITIES</b>		
Additions to tangible capital assets	(43,845)	(116,679)
Additions to development costs	(144,000)	(804)
Net proceeds on disposal of assets	<u>0</u>	<u>1,600</u>
	<u>(187,845)</u>	<u>(115,883)</u>
<b>NET DECREASE IN CASH</b>	(56,408)	(6,831)
<b>NET CASH, BEGINNING OF YEAR</b>	<u>191,207</u>	<u>198,038</u>
<b>NET CASH, END OF YEAR</b>	<u>\$ 134,799</u>	<u>\$ 191,207</u>

**SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED OCTOBER 31, 2023**

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**1. NATURE OF OPERATIONS**

Sunrise Therapeutic Riding & Learning Centre is a not-for-profit organization incorporated under the laws of Ontario and now governed by the Ontario Not For Profit Corporations Act without share capital and is a registered charity under the Income Tax Act. Sunrise Therapeutic Riding & Learning Centre is exempt from income tax. Its purpose is to develop the full potential of children and adults with special needs through therapy, education, horse riding, recreation and life skills programs, farm related and social activities.

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements have been prepared in accordance with Canadian accounting standards for not for profit organizations and include the following significant accounting policies:

(a) REVENUE RECOGNITION

The organization follows the deferral method of accounting for contributions, which include donations, and grants and foundations revenue. Externally restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when they are received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Revenue from fundraising, lessons, scholarships and membership fees, camp fees and rental and other income are recognized in the year to which they relate.

(b) INVENTORIES

Inventories consisting of hay bales to be distributed at no charge or for a nominal charge are measured at the lower of cost and net realizable value with cost being determined on a first-in first-out (FIFO) basis. The cost of inventory recognized as an expense during the year was \$18,360 (2022 - \$11,520).

(c) TANGIBLE CAPITAL ASSETS

Tangible capital assets are recorded at cost and amortized on the basis of their estimated useful life using the following methods and rates:

Computer equipment	- 45 % declining balance basis
Drainage	- 20 years straight line basis
Equipment and tack	- 20 % declining balance basis
Furniture and fixtures	- 20 % declining balance basis
Leasehold improvements	- 10 years straight line basis
Playground equipment	- 10 years straight line basis
Pool	- 20 % declining balance basis
Septic system	- 20 % declining balance basis
Sign	- 20 % declining balance basis
Sound system	- 20 % declining balance basis
Wagon	- 20 % declining balance basis
Water system	- 4 % declining balance basis

Amortization is recorded at 50% of the above rates in the year of addition.

**SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED OCTOBER 31, 2023**

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**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

(d) HORSE HERD

The horse herd is recorded at cost (or fair value at time of acquisition, if donated) and amortized on the basis of their estimated productive age range of 5 to 27 years.

(e) USE OF ESTIMATES

The preparation of financial statements in conformity with Canadian generally accepted accounting principles for not for profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Significant areas requiring management's estimates include amortization of the horse herd, amortization of tangible capital assets and accrued liabilities. Actual results could differ from those estimates.

(f) FINANCIAL INSTRUMENTS

The organization initially measures its financial assets and liabilities at fair value, except for a related party transaction which is recorded at cost and measured using the carrying amount or exchange amount depending on the circumstances.

The organization subsequently measures all its financial assets and financial liabilities at amortized cost, unless otherwise noted below.

Cost in a related party transaction with repayment terms is determined using its undiscounted cash flows, excluding interest and dividend payments, less any impairment losses previously recognized by the transferor.

Impairment

For financial assets measured at cost or amortized cost, the organization determines whether there are indications of possible impairment. When there are, and the organization determines that a significant adverse change has occurred during the period in the expected timing or amount of future cash flows, a write-down is recognized in income. If the indicators of impairment have decreased or no longer exist, the previously recognized impairment loss may be reversed to the extent of the improvement. The carrying amount of the financial asset may be no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in income.

Transaction costs

Transaction costs attributable to financial instruments subsequently measured at fair value and to those originated or exchanged in a related party transaction are recognized in income in the period incurred. Transaction costs related to financial instruments originated or exchanged in an arm's length transaction that are subsequently measured at cost or amortized cost are recognized in the original cost of the instrument. When the instrument is measured at amortized cost, transaction costs are recognized in income over the life of the instrument using the straight-line method.

**SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED OCTOBER 31, 2023**

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**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

(g) CONTRIBUTED MATERIALS AND SERVICES

During the year, a number of organizations and individuals donate materials to the organization and a number of volunteers contribute a significant amount of their time. Because of the difficulty in determining the fair value, contributed services are not recorded in the financial statements.

Contributed materials, used in the normal course of operations, are recognized in the financial statements when the fair value can be reasonably estimated and the materials would otherwise have been purchased.

During the year the organization received the gifts-in-kind totaling \$133,896 (2022 - \$46,262). Contributions in the year consist of donations of shares and other supplies that would otherwise have been purchased.

(h) INVESTMENT IN AN ENTITY SUBJECT TO SIGNIFICANT INFLUENCE

The organization elected to account for its investments in significantly influenced entities using the equity method. The investment is initially recognized at cost and subsequently adjusted to take account of the organization's share of net income reported by the subsidiary or significantly influenced entity, computed by the consolidation method. Dividends declared by the significantly influenced entities are recognized as a reduction of the investment. At the end of each reporting period, the organization assesses whether there are any indications that an investment may be impaired. When there is an indication of impairment, and the organization determines that a significant adverse change has occurred during the period in the expected timing or amount of future cash flows, a write-down is recognized in income. If the indicators of impairment have decreased or no longer exist, the previously recognized impairment loss shall be reversed to the extent of the improvement. The adjusted carrying amount of the investment may not be greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in income.

**3. FINANCIAL INSTRUMENTS**

Unless otherwise noted, it is management's opinion that the organization is not exposed to significant interest, credit, currency, liquidity, or other price risks arising from its financial instruments.

The extent of the organization's exposure to these risks did not change in 2023 compared to the previous period.

The organization does not have a significant exposure to any individual customer or counterpart.

Transacting in financial instruments exposes the organization to certain financial risks and uncertainties. These risks include:

Market risk

Market risk is the risk that the fair value or future cash flows of the company's financial instruments will fluctuate because of changes in market prices. Some of the company's financial instruments expose it to this risk, which comprises currency risk, interest rate risk and other price risk.

**SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED OCTOBER 31, 2023**

**3. FINANCIAL INSTRUMENTS (continued)**

Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The organization is exposed to interest rate risk as a result of the floating interest rate on the long term debt.

**4. RELATED PARTY TRANSACTIONS**

The organization holds 46.17% (2022 - 39.71%) of the voting shares of Friends of Sunrise Ltd. (FOSL) and total shares valued at \$416,280 (2022 - \$305,400) and has one representative on the FOSL Board. The organization had the following transactions with FOSL:

	<b>2023</b>	<b>2022</b>
Donation of FOSL shares from M. Melo	\$ 10,080	\$ 10,080
Donation of FOSL shares from B. Woods	100,800	0
Farm lease payments	(2)	(2)

FOSL has a year end of January 1, 2024. Transactions that occurred between January 2, 2023 and October 31, 2023 are not recorded in the financial statements as they do not have a significant effect on the October 31, 2023 balance.

**5. TANGIBLE CAPITAL ASSETS**

	<b>Cost</b>	<b>Accumulated Amortization</b>	<b>Net 2023</b>	<b>Net 2022</b>
Computer equipment	\$ 45,769	\$ 33,377	\$ 12,392	\$ 22,531
Development costs	323,280	0	323,280	179,280
Drainage	9,425	4,006	5,419	5,891
Equipment and tack	30,041	27,756	2,285	2,856
Furniture and fixtures	178,604	103,054	75,550	80,769
Leasehold improvements	273,342	154,855	118,487	139,485
Playground equipment	90,278	90,278	0	740
Pool	4,266	2,693	1,573	1,966
Septic system	10,535	3,147	7,388	9,235
Sign	9,451	8,945	506	633
Sound system	26,813	24,325	2,488	3,110
Wagon	12,790	10,257	2,533	146
Water system	<u>55,924</u>	<u>8,339</u>	<u>47,585</u>	<u>19,964</u>
	<u>\$ 1,070,518</u>	<u>\$ 471,032</u>	<u>\$ 599,486</u>	<u>\$ 466,606</u>

During the year, the organization held assets not being amortized of \$323,280 (2022 - \$179,280) relating to development costs.



**SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED OCTOBER 31, 2023**

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**6. HORSE HERD**

	<b>Cost</b>	<b>Accumulated Amortization</b>	<b>Net 2023</b>	<b>Net 2022</b>
Horse herd	\$ <u>39,136</u>	\$ <u>18,386</u>	\$ <u>20,750</u>	\$ <u>23,207</u>

The organization has a lease with respect to four (2022 - four) of its horses. The horses have been loaned to the organization on the condition that it is responsible for all costs related to food, bedding and daily routine. This includes regular veterinary costs. There are no additional lease payments required for the horses. In the event that the horses become unsuitable for program use, or the owner requests the horses be returned, one month's notice is required. The owners are responsible for maintaining medical insurance coverage if they desire. The organization holds a \$5 million general liability policy and the owners would not be responsible should an accident occur.

**7. LONG TERM DEBT**

	<b>2023</b>	<b>2022</b>
Note payable, interest at prime payable annually, secured by first charge on property with a carrying value of \$144,000 and assignment of rents, principal due April 14, 2025	\$ 149,567	\$ 0
Canada Emergency Business Account (CEBA) interest free and 25% forgivable if paid by January 18, 2024, 5% interest thereafter, due December 31, 2026	30,000	30,000
Loan payable, no set terms of repayment	<u>10,000</u>	<u>10,000</u>
	189,567	40,000
Less current portion:		
Cash repayments required within 12 months	<u>40,000</u>	<u>0</u>
	<u>\$ 149,567</u>	<u>\$ 40,000</u>

Future minimum payments on long term obligations are as follows:

2024	\$ 40,000
2025	<u>149,567</u>
	<u>\$ 189,567</u>

**SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED OCTOBER 31, 2023**

**8. DEFERRED CAPITAL CONTRIBUTIONS**

Deferred capital contributions, which consist of restricted donations and grants funding tangible capital assets, are as follows:

	<b>2023</b>	<b>2022</b>
Balance, beginning of the year	\$ 317,887	\$ 249,834
Less revenue recognized over useful life of asset	(19,946)	(30,076)
Plus amounts received during the year	<u>19,012</u>	<u>98,129</u>
Balance, end of year	<u>\$ 316,953</u>	<u>\$ 317,887</u>

**9. GRANTS AND FOUNDATIONS**

	<b>2023</b>	<b>2022</b>
Other charities and foundations	\$ 39,046	\$ 57,302
Government of Canada	32,440	28,014
William and Mary Singer Foundation	15,000	0
G Foundation	0	25,000
Ontario Trillium Foundation	0	23,536
Kitchener-Waterloo Community Foundation	<u>0</u>	<u>22,000</u>
	<u>\$ 86,486</u>	<u>\$ 155,852</u>

**10. COMMITMENTS**

The organization has a long term lease with respect to the Stone Cottage, indoor riding arena, the stable, activity centre and any building constructed subsequent to the initial agreement. The lease expires January 31, 2039 and contains renewal options for an additional 20 years. The lease is held by Friends of Sunrise Ltd., a significantly influenced entity, with rent of \$2 due February 1st each year. Sunrise is responsible for all taxes and expenditures related to the premises. Future minimum lease payments are as follows:

2024	\$ 2
2025	2
2026	2
2027	2
2028	2
Thereafter	<u>20</u>
	<u>\$ 30</u>



TOWNSHIP OF

**PUSLINCH**

Est. 1850

Schedule F to Report FIN-2024-030

# Township of Puslinch Grant Application Form

Please review the [Grant Application Policy](#) prior to submission

## Applicant information

**Organization name \***

Whistle Stop Co-op Preschool Inc.

**Contact name and position \***

Sandra Gunson

**Organization mailing address \***

23 Brock Road South Puslinch N0B2J0

**Website**

www.whistlestoppreschool.com

**Telephone Number \***

[REDACTED]

**Ext.**

**Email Address \***

whistlestopteacher@gmail.com

## Questionnaire

**Grant amount applied for \***

\$1000.00

**Organization's goals and objectives related to the grant request \***

The goal of our fundraising efforts is to keep our preschool program running and provide a quality early education of our young students. We want to ensure that every child has access to early childhood education and the resources needed to succeed. Our fundraising efforts will help us ensure this goal and make a positive impact on the lives of children in our community.

**Briefly describe the proposed event, project or service that will be funded by this grant. Please ensure that items identified as not eligible for funding under Section 3.0 of the Grant Application Policy are not listed. \***

Please see letter accompanying this application for more details

"Breakfast with the Easter Bunny"

Rental cost of the Puslinch Community Centre plus advertising of the Event

**Please provide a narrative description explaining how the Township's approval of grant funding would enable your organization to sustain or provide additional support to the community. \***

Please see the letter accompanying this application

**If your organization is unsuccessful in receiving a Township grant, what will be the effect on the proposed event, service, or project? \***

Please see the letter accompanying this application

**Choose one category of funds requested \***

- Category 1: Donation (funds requested - less than \$500)
- Category 2: Sponsor or contributor (funds requested - \$500 to \$3000)
- Category 3: Project funder (funds requested - greater than \$3000)

**Please provide a copy of the most current budget (mandatory) \***

**Please provide a copy of the most current financial statements (mandatory)**

**Please provide the annual reporting requirements in accordance with Section 8 of the Township Grant Application Policy if your organization was a successful applicant in a previous year (mandatory for previous funds received of greater than \$3000)**

**Submission of the following three items is required for the initial application only:**

**Please provide a copy of letters patent or articles of incorporation, if applicable**

**Please provide a copy of Notification of Charitable Registration letter from the Canada Revenue Agency with any supporting documentation indicating the applicant's status and terms of registration, if applicable**

**Please provide a copy of mandate, constitution and by-laws, as applicable**

**Please check if applicable:**

- Delegation scheduled to present request to Council during the budget process (for Category 3 applications only)

Please review the [Grant Application Policy](#) prior to submitting a grant application.

## Terms and Conditions:

The above application and supporting documents attached will be used for the assessment of eligibility and for Township reporting purposes. The applicant will inform the Township if the project is delayed or changed substantially for any reason. Funds received are to be used as described in this application. All applicable municipal by-laws, policies and procedures will be adhered to.

I/we agree to the terms and conditions outlined above. I/we have reviewed the [Grant Application Policy](#). The information given in support of this application is true, correct and complete in every respect. I/we acknowledge that the contents of this application will be discussed in an open Council forum. I/we declare that the organization listed in the application is in good standing with the Township and other government bodies.

**Dated this day: \***

*August 13, 2023*



Name and Office/Position: I/We have authority to bind the Corporation/Organization \*

Name and Office/Position: I/We have authority to bind the Corporation/Organization

Manu Kaushik, Treasurer

Sandra Gunsen - Supervisor

Signature of Applicant on behalf of Organization \*



Signature of Applicant on behalf of Organization



The last day for filing an application is by 2:00 pm on the last business day of September of the current fiscal year.

Personal information on this form is collected under the authority of the Municipal Act and will be used for the purpose of determining the eligibility of a grant. The information is used for the purpose of processing the application and administering the Grant Application Program and is maintained in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Questions regarding the collection of this information may be directed to the Township Clerk's office.

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

Thank You

9:41 AM

**The Whistle Stop Cooperative Preschool Inc.****Profit & Loss**

06/20/24

September 2023 through August 2024

Accrual Basis

	<u>Sep '23 - Aug 24</u>
<b>Income</b>	
Breakfast with Bunny Income	3,898.62
County Grants (Township and County)	8,843.39
Donations	200.00
Interest Income	4.75
Pointsetta fundraiser	4,271.00
Toy cleaning	310.00
Tuition Fees	21,991.00
<b>Total Income</b>	<u>39,518.76</u>
<b>Expense</b>	
Accounting	1,638.50
Administrative	249.99
Advertising	474.60
Breakfast with Bunny Expenses	864.29
Facility fees	1,361.42
Graduation	282.50
Insurance	2,064.96
Interest & service charges	47.60
License, fees & courses	435.09
Pointsettas	3,238.57
Supplies & toys	992.59
Wages	41,469.21
<b>Total Expense</b>	<u>53,119.32</u>
<b>Net Income</b>	<u><u>-13,600.56</u></u>

The Whistle Stop Cooperative Preschool Inc.

**Budget**

Schedule F to Report FIN-2024-030

September 2024 through August 2025

Income

Breakfast with Bunny - net funds	3,000.00
Pointsetta fundraiser - net funds	1,000.00
Toy cleaning	300.00
Tuition Fees	<u>27,000.00</u>
Total Income	31,300.00

Expense

Accounting	1,600.00
Administrative	250.00
Advertising	450.00
Facility fees	1,500.00
Graduation	300.00
Insurance	2,100.00
Interest & service charges	50.00
License, fees & courses	450.00
Supplies & toys	1,000.00
Wages	<u>34,200.00</u>
Total Expense	<u>41,900.00</u>

Net Income -10,600.00



Whistle Stop Cooperative Preschool  
23 Brock Rd S Puslinch ON  
N0B2J0

August 13, 2024

To Mayor Seeley and Puslinch Council

I would like to begin this process with a huge thank you. Without the support of the council and the Puslinch Grant, our Breakfast with the Easter Bunny would not have been the success it was in March 2024. We are grateful for the financial assistance that helped us bring our vision to life and create a memorable experience for all that attended the Breakfast with the Easter Bunny Fundraiser. This grant played a crucial role in the outcome of our event and we are extremely thankful for opportunity it provided us.

On April 12, 2025 Whistle Stop Co-op will be once again hosting our Breakfast with the Easter Bunny Fundraiser. This event is a fun and festive way to celebrate Easter while also supporting our community preschool. Not only do attendees get to enjoy a delicious breakfast but they will also have the opportunity to take photos with the Easter Bunny and participate in other activities. All proceeds from the event will go towards helping our co-op preschool provide quality programming to families in Puslinch Township and surrounding area.

Once again, we are applying for the Township of Puslinch Grant. Each year Whistle Stop hosts a major fundraising event. The event has been well received and we decided to continue with the fundraiser again in 2025. The event is designed to be inclusive and welcoming to people of all ages. It encourages families to attend and participate, creating a sense of togetherness and community.

Hosting an event of this type comes with many expenses. We are asking for you to consider providing us once again with grant money to help with the major expenses this event has; rental of the Puslinch Community Centre approx. \$867.33 and advertising the event. The total amount we are requesting is \$1000.00. Puslinch township in the past has been a recognized as one of the event sponsors and we are most grateful and appreciative. Without the grant money to help cover the cost of the hall rental the fundraiser would not be the success it has been.

Whistles Stop is Puslinch Townships only licensed Co-op Preschool Program. We have been very blessed to have been part of the community since 1987. Since coming back from COVID we have been relying on fundraising efforts and savings to keep our program running. Families where informed at the last year end parent meeting, we will need to step up fundraising efforts as we only have approximately two years of sustainability left in our accounts. We understand the importance of this program for the families in our community and we are committed to doing everything in our power to keep it running. We value the well-being and support of our community and will continue to work tirelessly to ensure the program is available for those who need it.

We ask you to please consider our application for the 2025 grant money.

Thank you

Sandra Gunson  
Supervisor  
Whistle Stop Co-op Preschool Inc.



**Policy No. 2017-004  
Township of Puslinch  
Corporate Policy**

**TITLE: GRANT APPLICATION POLICY**

**DATE: October 18, 2017**

**Adoption: October 18, 2017 through Council Resolution No. 2017-363**

**Amendment: November 15, 2017 through Council Resolution No. 2017-383**

**Amendment: November 29, 2017 through Council Resolution No. 2017-415 and  
Council Resolution No. 2017-417**

**Amendment: January 16, 2019 through Council Resolution No. 2019-029**

**Amendment: March 22, 2023 through Council Resolution No. 2023-093**

**Amendment: December 13, 2023 through Council Resolution No. 2023-409**

**SUBJECT: GRANT APPLICATION POLICY  
File No. A09 GRA**

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## **1.0 Purpose**

To establish a set of guidelines for providing support to not-for-profit organizations and unincorporated community groups that maintain and improve the quality of life for residents of the Township of Puslinch ("Township").

## **2.0 Organization Eligibility**

Organizations applying for grant funding must meet the following eligibility criteria:

- Be in existence for at least one year; and
- have its principal address in the Township; and
- be a not-for-profit organization or an unincorporated community group; and
- offer services that benefit the Township and its residents; and
- demonstrate financial need; and
- be in good financial standing with the Township and not in litigation with the Township;  
and
- be in compliance with any other Township by-laws and policies.

For the purposes of this policy, Puslinch Minor Sports Organizations and the Aberfoyle Agricultural Society are deemed to meet the eligibility criteria.

For the purposes of this policy, services that benefit the Township and its residents include:



**Policy No. 2017-004**  
**Township of Puslinch**  
**Corporate Policy**

- Charitable community services
- Artistic endeavours, including literature, dance, music, theatre, painting, sculpture, movies, photography and live performances
- Specific cultural and heritage activities
- Programs that improve the health and well-being of the community
- Programs that encourage participation in organized athletic activities
- Services or events directed for youth and older adults
- Public safety enhancement services

The following organizations are not eligible for funding:

- Adult sports organizations ie. Old Timers, Puslinch Kodiak's, Morriston Men's League, The Aberfoyle Dukes.
- Groups or organizations of a religious nature unless the funding request is for a local, non-denominational event, program, service, or activity open to the entire community which demonstrates a benefit to the Township and its residents. The funding request must demonstrate a distinct separation between religious events, programs, services or activities.
- County, Provincial, and Federal organizations.
- Groups or organizations affiliated with any political party or event.
- Individuals, commercial organizations, and coalitions such as ratepayer associations.
- Hospitals, hospital foundations and hospital auxiliary groups or agencies.
- Educational institutions including universities, colleges, schools and associated auxiliary groups.

For the purposes of this policy, the Wellington County Farm and Home Safety Association and the Wellington County Plowmen's Association are deemed to meet the eligibility criteria.

### **3.0 Funding Criteria**

The following requests are not eligible for funding:

- Donations to charitable causes.
- Travel or accommodations, uniforms, personal equipment, banquets, entertainment.
- Attendance at conferences, workshops or seminars.
- Personnel costs including bartending.
- Insurance and accounting costs.
- Food and beverages.
- Office equipment, furniture, and supplies.
- Retroactive costs for purposes which have already occurred.

**Policy No. 2017-004  
Township of Puslinch  
Corporate Policy**

- Funding of prior year deficits.
- Political campaigns, parties or events.

#### **4.0 Criteria**

The following criteria will be used to evaluate grant applications submitted to the Township:

- Demonstrates collaboration, positive community engagement and civic pride
- Promotes volunteerism, participation and leadership development
- Fosters a healthy, safe and active community
- Fiscal and overall accountability
- Responsiveness to existing community need

#### **5.0 Categories of Funding**

##### **Category 1 – Donation (funds requested – less than \$500)**

Grants for organizations that are community-based and fairly represent both their own interest and those of the community in which they serve. Services, programs and activities must demonstrate a benefit to the Township and its residents.

##### **Category 2 – Sponsor or Contributor (funds requested - \$500 to \$3,000)**

Grants for organizations for the purpose of a community event or program that benefits the Township and its residents. Examples include the Santa Claus Parade, Aberfoyle Fall Fair, Canada Day, and Family Day.

##### **Category 3 – Project Funder (funds requested – greater than \$3,000)**

Grants for organizations for special purposes and/or projects for an activity deemed to be of significant value to the Township and its residents.

#### **6.0 Annual Application Requirements**

- The grant application form must be completed in full with all requested information attached. Only complete and accurate proposals will be forwarded under a staff report to Council for consideration at the Operating Budget meeting.
- An organization applying for multiple grants must complete an application form for each separate funding request.

**Policy No. 2017-004  
Township of Puslinch  
Corporate Policy**

- Organizations requesting grants of greater than \$3,000 (Category 3) are required to present their requests to Council during the budget process.
- A copy of the most current budget.
- A copy of the most current financial statements.

### **7.0 Initial Application Requirements**

- A copy of the letters patent or articles of incorporation, if applicable.
- A copy of its Notification of Charitable Registration letter from the Canada Revenue Agency with any supporting documentation indicating the applicant's status and terms of registration, if applicable.
- A copy of mandate, constitution and by-laws, as applicable.

The completed grant application form and supporting documentation must be submitted electronically on the Township's website at [www.puslinch.ca](http://www.puslinch.ca) by **2:00 pm on the last business day of September** or to the attention of the Finance Department at the address noted below:

The Corporation of the Township of Puslinch  
7404 Wellington Road 34  
Puslinch, ON, N0B 2J0  
**Attention: Grant Application Program**

### **8.0 Conditions of Funding**

- Grant funding assistance may not be used for purposes other than the purposes described in the application.
- Recipients awarded a grant of greater than \$3,000 are required to submit an annual report. The annual report must include a financial statement and/or receipts and outline how the funding was utilized and how it contributed to the overall goals and objectives of the organization. The annual report must also be presented to Council.
- Adherence to all applicable municipal by-laws, policies and procedures is required.
- Organizations will not be considered for future grant funding until all required reports are received by the Township's Finance Department. Any grant recipient that does not comply with the requirements may not receive future grant funding.

### **9.0 Approval – Budget**

A report will be prepared by the Finance Department as part of the annual budget process outlining the summarized information obtained from organizations requesting grant funding.

**Policy No. 2017-004**  
**Township of Puslinch**  
**Corporate Policy**

Funds available under this program are limited to a maximum of 0.50% of the previous year's taxation levy per calendar year. The granting of financial assistance in any year is not to be regarded as a commitment by the Township to continue such assistance in future years.



**REPORT FIN-2024-029**

TO: Mayor and Members of Council

PREPARED BY: Mary Hasan, Director of Finance/Treasurer

PRESENTED BY: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: November 27, 2024

SUBJECT: 2025 Proposed Operating Budget  
File No. F05 BUD

**RECOMMENDATIONS**

**THAT Report FIN-2024-029 entitled 2025 Proposed Operating Budget be received; and**

**That the Staff Expense Policy and the Council, Committees and Other Appointments – Compensation, Benefits and Expense Policy be amended to reflect the delegated authority to the Director of Finance/Treasurer or designate for an automatic annual adjustment to the mileage reimbursement rate based on the Canada Revenue Agency per kilometre rates that are set at the end of each year; and**

**That Council approves the 2025 one-time base budget increases amounting to \$18,435 as outlined below to be funded by the 2024 surplus:**

Description	2025 Approved One-Time Base Budget Increases
175th Anniversary of the Township	\$1,435
Proposed Zoning By-law Amendments	\$15,000
Peer Review of Statements of Cultural Heritage Value or Interest	\$2,000

**That Council approves the 2025 permanent base budget increases amounting to \$2,397 as outlined below to be funded by the 2025 tax levy:**



Description	2025 Permanent Budget Increases	Approved Base
Back-up to the EOC Director - Cell Phone for Emergency Incident	\$627	
Hamilton Health Sciences Medical Oversight	\$1,770	

That Council approves the 2025 permanent base budget increase amounting to \$684 for the Trax Software to be funded by the Building Reserve.

**Purpose**

The purpose of this report is to:

- 1.) Provide Council with information regarding the 2025 Proposed Operating Budget.
  - a. The 2025 Proposed Operating Budget is included as Schedule A to this report.
  - b. The 2025 Proposed Expense, Reserve Transfers, and Revenue Summary is included as Schedule B to this report.

**Background**

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

Report	Council Meeting
FIN-2024-024 - 2025 Proposed User Fees and Charges	September 25, 2024 Council Meeting
2025 Proposed User Fees and Charges Public Information Meeting (PIM) Presentation and Draft By-law	October 9, 2024
FIN-2024-027 – 2025 Proposed Capital Budget	October 23, 2024 Council Meeting
FIN-2024-028 - 2025 User Fees and Charges By-law	November 6, 2024 Council Meeting
FIN-2024-032 - 2025 Proposed Cost of Living Adjustment	November 20, 2024 Council Meeting
FIN-2024-029 - 2025 Proposed Operating Budget	November 27, 2024 Council Meeting
FIN-2024-030 - 2025 Grant Application Program	November 27, 2024 Council Meeting

The senior leadership team worked collaboratively with the Director of Finance/Treasurer from September to November 2024 to update the budget model to complete their proposed budgets.

**2025 Proposed Base-Operating Budget**

The 2025 proposed base operating budget includes:

- Adjustments for previous and current year actuals; and
- Unavoidable documented base budget increases (BBI) (ie. fuel, insurance, contract services, etc.); and

- Council approved new projects, initiatives and service levels.

The tables below outline the increases or decreases associated with the 2025 proposed base operating budget in comparison to the 2024 approved operating budget under 3 categories:

**1.) Mandated Internally through Council Approved Policy or Previous Council Direction**

Description	Expenditure Increase or Decrease
<p>Cost of Living Adjustment (COLA) of 3.0% effective January 1, 2025 as approved by Council at their November 20, 2024 Council Meeting. Please note that any building related adjustments are funded by the building reserve.</p> <p>Had Council not approved the compensation and benefits review adjustments, the policy surrounding COLA would have necessitated a 4% COLA for 2025 to account for the 1% carry forward from previous years (2.9% total carry forward). A 4% COLA adjustment would have resulted in \$143.8K in additional expenditures. In this scenario, 1.9% would continue to be carried forward to future years. Therefore, the remaining 2.9% COLA carried forward from 2024 is no longer required to be carried forward as the Township completed a comprehensive compensation and benefits review in 2024 which will result in salary grid adjustments effective January 1, 2025 to ensure the Township’s compensation is in line with comparator municipalities.</p>	\$114K
<p>2024 compensation and benefits review adjustments. Please note that any building related adjustments are funded by the building reserve. This amount includes recommended Council compensation adjustments and the Mayor’s group benefits as presented to Council at the November 27, 2024 Council Meeting.</p> <p>In determining the \$36.8K impact, staff analyzed the previous salary grid with a 4% COLA adjustment (as outlined above) vs. the new 2025 salary grid prepared through the 2024 compensation and benefits review to determine the financial implications.</p>	\$36.8K
<p>Increase in salaries and benefits associated with the Committee Coordinator position at a 0.5 full-time equivalent - November 6, 2024 Council Meeting.</p>	\$47.8K
<p>Increase in Membership and Subscription Fees in the Administration cost centre related to the Top Aggregate Producing Municipalities of Ontario Executive Director position approved by Council at its meeting held on May 1, 2024 to be funded on an annual basis.</p>	\$20K
<p>Council at its meeting held on January 18, 2023 directed staff to phase in a further BBI increase of \$5,705 to the operating budget tax levy for Cambridge Fire starting in 2023 to 2026, until 50% of the contract is achieved. The 2025 proposed base operating budget has incorporated a total amount of \$65.3K (2024 approved budget – \$59.6K) associated with the Cambridge Fire Services contract which will total \$226,900 in 2027 (end of contract term) as outlined in Report FIR-2024-005 presented at the November 20, 2024 Council Meeting. Council at this meeting requested that staff provide options for 2025 and future</p>	\$5.7K

<p>year budgets related to the phasing in of further BBI increases into the operating budget tax levy for Cambridge Fire based on the new contract costs. Below are the options for Council’s consideration:</p> <ol style="list-style-type: none"> <li>1.) Option 1 - Status Quo: The status quo option has been incorporated in the 2025 proposed base operating budget.             <ol style="list-style-type: none"> <li>a. Phase in a further BBI increase of \$5,705 each year until 50% of the contract is achieved. Under this option, 50% of the contract would be achieved by 2034 and 34% of the contract would be achieved by 2027.</li> </ol> </li> <li>2.) Option 2 – Phase in a further BBI increase of \$10,375 each year until 40% of the contract is achieved by 2027.</li> <li>3.) Option 3 - Phase in a further BBI increase of \$17,937 each year until 50% of the contract is achieved by 2027.</li> </ol>	
<p>Council at its meeting held on October 23, 2024 directed staff to incorporate \$10K contribution from the tax levy for the Morwick G360 Ground Water Research Institute as a place holder and consult with the Township’s Hydrogeologist and Source Water Protection to determine the value to the Township in providing more than in-kind contributions.</p>	<p>\$10K</p>
<p>Council at its meeting held on November 6, 2024 approved the Boreham Park Tree Planting initiative. There are costs associated with the stakes/wiring for the trees of \$30 per tree. All other costs associated with this initiative are within the Parks Operating Budget.</p>	<p>\$3K</p>
<p>Council at its meeting held on September 3, 2024 approved \$26,750 in costs related to heritage designation registration requirements as a result of Bill 23 to be funded by the legal contingency discretionary reserve.</p>	<p>\$26.8</p>
<p>Community Grants proposed 2025 budget of \$16.9K (2024 approved budget - \$16.9K). Staff are seeking Council’s direction on final community grant amounts approved in Report FIN-2024-030 - 2025 Grant Application Program to be presented at the November 27, 2024 Council Meeting. The \$0 represents no increase from the approved 2024 budget amount.</p>	<p>\$0</p>
<p>Increase in user fees and charges rates as approved by Council at their November 6, 2024 Council Meeting in accordance with By-law No. 067-2024. It is difficult to quantify the impact of additional revenues/recoveries specifically related to the increase in user fees and charges rates, however, the total revenues/recoveries Township wide have increased by \$61.2K. Outlined below are the more significant increases:</p> <ul style="list-style-type: none"> <li>• An increase of \$20.9K of building recoveries. The majority of the increase relates to residential building permits coming through in 2025.</li> <li>• An increase of \$11.7K of by-law engineering, environmental and legal fees recovered. The majority of the increase relates to the site alteration by-law adopted by Council in 2024 which has resulted in increased recoveries.</li> <li>• An increase of \$26.2K of corporate recoveries budgeted. The majority of the increase relates to the following items:</li> </ul>	<p>-\$61.2)K</p>

<ul style="list-style-type: none"> <li>○ Investment income - \$119.7K</li> <li>○ Penalties and interest on taxation - \$36K</li> <li>○ Ontario Municipal Partnership Fund - \$31.5K</li> <li>○ Tower license fee - \$14K</li> <li>○ Supplemental taxation billings – decrease of \$175K given the additional taxation for the Township from 2017 to 2023 related to the gravel pit appeals will be processed in 2024 and was budgeted at \$200K in 2024. As of the date of writing this report, the Township has billed approximately \$148.7K of the gravel pit adjustments and will continue to bill more in the coming weeks.</li> <li>● An increase of \$6.4K of parks recoveries. The majority of the increase relates to an increase in rental revenues.</li> <li>● An increase of \$8.6K of planning recoveries. The majority of the increase relates to an increase in planning act application recoveries.</li> <li>● A decrease of \$20K of public works recoveries. The majority of the decrease relates to the one-time funds from the County of Wellington (County) of \$20K budgeted in 2024 in relation to the Paddock bridge closing on Wellington Road 35.</li> </ul>	
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**2.) Mandated Externally through Legislation, Other Agencies, or Current Economic Trends**

Description	Expenditure Increase or Decrease
Increase in the Ontario Minimum Wage rate of \$16.55 to \$17.20 per hour effective October 1, 2024 to September 30, 2025. Please note that any building related adjustments are funded by the building reserve.	Difficult to quantify
Increase in mandatory employee benefit cost employer contribution rates (ie. EI, CPP, WSIB maximum, etc.) and other group benefit costs. Please note that any building related adjustments are funded by the building reserve.	\$19.1K
Increase in City of Guelph dispatch costs primarily due to NG9-1-1 within the Fire & Rescue Services contract services account. The proposed new agreement with the City of Guelph will be reported to Council at an upcoming Council Meeting.	\$6K
Increase in Cloudpermit software costs within the Building contract services account as the current five (5) year agreement for the building department is ending in June 2025. It is recommended that this software be renewed in order to maintain the Township’s current processes and service levels. This software is utilized by various departments (building, planning, by-law) for the processing and monitoring of permits and other applications including inspections. This increase is funded by the building reserve.	\$17.8K
Increase in fuel costs across the corporation based on current fuel projections and prior year actuals. Please note that any building related adjustments are funded by the building reserve.	\$8.2K

Increase in hydro and heat costs across the corporation based on current projections and prior year actuals. Please note that any building related adjustments are funded by the building reserve.	\$10K
Increase in conservation authorities' levy payments in accordance with proposed conservation authority budgets.	\$7.7K
Increase in municipal insurance premium costs of 5% estimated. The insurance renewal will be reported to Council at the December 18, 2024 Council Meeting. Please note that any building related adjustments are funded by the building reserve.	\$13.4K
Increase in audit costs. Please note that any building related adjustments are funded by the building reserve.	\$6K
Increase in OMERS contribution costs based on information recently provided by OMERS and the changes made by OMERS to the OMERS Employer Administration Manual for volunteer firefighters.	\$41.7K

**3.) Recommended by Township Staff**

Description	Expenditure Increase or Decrease
Increase in professional development across the corporation for planned management related training, other job-related required training, and cyber security training in 2025 to be representative of planned costs for 2025 and based on previous year actuals. Please note that any building related adjustments are funded by the building reserve. Please find attached Schedule D for further information.	\$20.2K
Increase in mandatory costs related to tax sale processes in the finance cost centre to be representative of planned costs for 2025 and based on previous year actuals.	\$6.2K
Increase in legal costs across the corporation to be representative of planned costs for 2025 and based on previous year actuals.	\$96.8K
Increase in integrity commissioner costs based on previous year actuals.	\$5K
Reallocation of the Customer Service Coordinator - Corporate Services from Finance to Administration resulting in a reallocation of payroll/benefits costs associated with this position. A similar reallocation has been implemented for the Supervisor of Parks and Facilities from fully being allocated to the Puslinch Community Centre (PCC) to 33% in the PCC, 33% in the Optimist Recreation Centre (ORC) and 33% in Parks.	Reallocation
Reallocation of contract services items in Finance to Administration based on those items being responsibilities of Administration (ie. Communications and Information Technology contract service items).	Reallocation
Contract services for Human Resources with the Township of Centre Wellington at an amount of \$122.1K was previously allocated to Public Works, Fire & Rescue Services, Building, Administration and Finance contract services accounts. Given the changes made in 2024 to have this position in-house, \$102.1K has been reallocated to Administration and Building payroll/benefits accounts, resulting in a decrease in contract services	Reallocation



corporately and an increase in payroll/benefits in the Administration and Building cost centres.	
One-time costs associated with salaries and benefits due to staff vacancies recommended to be funded by the 2024 estimated surplus (consistent with the previous year).	\$62.6K

**2025 Proposed Operating BBI Requests**

All proposed operating BBI requests due to new projects, initiatives, service levels, and governing legislation which have not been previously approved by Council include a BBI form attached as Schedule C to this Report. These requests are not incorporated in the base operating budget. These BBI requests have been reviewed by the Interim Chief Administrative Officer and the Director of Finance/Treasurer prior to being presented to Council in accordance with the Budget Development and Control Policy.

Outlined below are the proposed 2025 one-time base budget increases amounting to \$18,435 recommended to be funded by the 2024 surplus:

Description	2025 One-Time Budget Increases	Proposed Base Budget Increases
175th Anniversary of the Township	\$1,435	
Proposed Zoning By-law Amendments	\$15,000	
Peer Review of Statements of Cultural Heritage Value or Interest	\$2,000	

Outlined below are the proposed 2025 permanent base budget increases amounting to \$2,397 recommended to be funded by the 2025 tax levy:

Description	2025 Permanent Budget Increases	Proposed Base Budget Increases
Back-up to the EOC Director - Cell Phone For Emergency Incidents	\$627	
Hamilton Health Sciences Medical Oversight	\$1,770	

Additionally, the 2025 permanent base budget increase amounting to \$684 for the Trax Software is recommended to be funded by the Building Reserve.

**Discretionary Reserves**

The discretionary reserve contributions in the 2025 proposed budget compared to the 2024 approved budget are outlined below:

Discretionary Reserve	2024 Approved Budget	2025 Proposed Budget	Notes
Insurance Contingency	\$0	\$0	The current balance in the reserve is \$113K.
Legal Contingency	\$25,000	\$0	The current balance in the reserve is \$257.2K.
Elections	\$13,750	\$13,750	The current balance in the reserve is \$27.5K prior to any further contributions through the 2025 budget process. The net operating tax levy impact is \$13,750.
Heritage Financial Incentive Program Discretionary Reserve	\$10,600	\$10,600	Please note, of the \$10,600 contribution approved in the 2024 budget, Council at its meeting held on December 13, 2023 authorized that the one-time BBI of \$2,200 for the heritage plaque on the PCC Grounds be funded by this Discretionary Reserve. The current balance in the reserve is \$19K prior to any further contributions through the 2025 budget process. The net operating tax levy impact is \$0 as the expenditure is also budgeted in Administration.
Asset Management (AM)	\$949,075	\$1,002,575	See Report FIN-2024-027 presented at the October 23, 2024 Council Meeting and Council’s direction at this meeting.
Information Technology	\$15,000	\$20,000	See Report FIN-2024-027 presented at the October 23, 2024 Council Meeting.
Winter Maintenance	\$25,000	\$0	The current balance in the reserve is \$25K.
Administrative Studies	\$250,000	\$40,000	See Report FIN-2024-027 presented at the October 23, 2024 Council Meeting.
Gravel Roads Improvement	\$320,800	\$344,050	See Report FIN-2024-027 presented at the October 23, 2024 Council Meeting and Council’s direction at this meeting.
<b>Total</b>	<b>\$1,609,225</b>	<b>\$1,430,975</b>	These amounts are informed based on the balances in each discretionary reserve taking into account contributions and withdrawals.

In addition to the above, please note the following items which are included in Schedule B of this Report related to Reserve Transfers

- There is a budgeted transfer from the Building Reserve of \$130.1K to ensure budgeted expenditures and revenues net to \$0 in accordance with the Building Code Act. The net tax levy impact associated with the building department is \$0.
- There is a budgeted transfer from the AM Discretionary Reserve of \$10K. This is the budget for one potential maintenance activity required on a railway or a sidewalk. The net tax levy impact is \$0 as the expenditures are also budgeted in Public Works.

- There is a budgeted transfer from the Operating Carryforward Discretionary Reserve of \$62.6K for the one-time costs associated with salaries and benefits due to staff vacancies recommended to be funded by the 2024 estimated surplus. The net tax levy impact is \$0 as the expenditure is also budgeted in Administration.
- There is a budgeted transfer from the Legal Contingency Discretionary Reserve of \$26.8K related to the costs for heritage designation registration requirements as a result of Bill 23. The net tax levy impact is \$0 as the expenditure is also budgeted in Planning.
- There is a budgeted transfer from the Insurance Contingency Discretionary Reserve of \$10,000 related to potential insurance deductible payments that may be required. The net tax levy impact is \$0 as the expenditure is also budgeted in Administration.

### **Other Matters**

In accordance with the Budget Development and Control Policy, Council will be provided the detailed listing(s) outlining proposed Conferences, Seminar, Training, Memberships and Associations if there are changes being proposed from previous year approved budgets. These listings are attached as Schedule D and Schedule E to this Report. Please note, these amounts are included in Schedule A to this Report in accordance with the Budget Development and Control Policy.

### **Youth Tennis Pilot Project**

- Council at its meeting held on October 23, 2024 received Youth Advisory Committee Resolution No. 2024-040 attached as Schedule F to this Report. Council at this meeting supported the request from the Youth Advisory Committee in principle, subject to additional information being provided on how the use complies with current policies and by-laws including details on the collaboration between the Youth Advisory Committee and the Tennis Group.
- The Youth Advisory Committee at its meeting held on November 4, 2024 resolved the following:
  - That the Youth Advisory Committee is unable to support the Youth Tennis Pilot Project Goals and Objectives Proposal Form as the Committee does not have the capacity to manage a youth tennis program; and
  - That the Youth Advisory Committee would endorse the advertisement and promotion of the youth tennis program in the same capacity as other Puslinch Community Groups.

## Source Water Protection Recoveries

The City of Guelph intends to audit agreement expenditures in the first quarter of 2025 in accordance with the Guelph-Wellington Source Protection Agreement and current City of Guelph Strong Mayor financial directives to review all expenditures to ensure value for money. Please note that the proposed 2025 Operating Budget incorporates \$15,120 from the City of Guelph based on the current Guelph-Wellington Source Protection Agreement in place. Septic inspection recoveries from the City of Guelph are also budgeted on a 5-year rotation in the Township's Capital Budget.

## Mileage Reimbursement Rate

The Township's Staff Expense Policy and the Council, Committees and Other Appointments – Compensation, Benefits and Expense Policy indicates that the mileage reimbursement rate per kilometre will be set as follows:

- An annual review of mileage rates shall be undertaken each year utilizing the Canada Revenue Agency (CRA) per kilometre rates that are set at the end of each year.
- The mileage reimbursement rate be set at \$0.50 per kilometer unless an adjustment to the rate is approved by Council through a report from the Director of Finance/Treasurer or designate.

The Township's current rate per kilometer has remained unchanged over the years at \$0.50 per kilometer. It is recommended that the Township's rate per kilometer automatically be adjusted to the CRA per kilometre rates on an annual basis after the rates have been announced by the CRA in December of each year for the following fiscal year. In 2024, the CRA per kilometre rates are \$0.70 for the first 5,000 km and \$0.64 after 5,000 km.<sup>1</sup> The majority of individuals in the Township do not drive personal vehicles more than 5,000 km for Township business purposes, and therefore, the rate per kilometer of \$0.70 is reasonable for the Township. The 2025 CRA per kilometre rates are not currently announced at the time of writing this Report.

It is recommended that both the Staff Expense Policy and the Council, Committees and Other Appointments – Compensation, Benefits and Expense Policy be amended to reflect the delegated authority to the Director of Finance/Treasurer or designate for an automatic annual adjustment to the mileage reimbursement rate based on the CRA per kilometre rates that are set at the end of each year.

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<sup>1</sup> <https://www.canada.ca/en/department-finance/news/2023/12/government-of-canada-announces-2024-automobile-deduction-limits-and-expense-benefit-rates-for-businesses.html>

## Capital Budget Update

The capital budget sheets associated with a small maintenance tractor, PCC senior soccer field chain link fence backstop, and the ORC two (2) new outdoor rink curtain panels were inadvertently not included in the Council agenda package pertaining to Report FIN-2024-027 at the October 23, 2024 Council Meeting. These have now been incorporated in Schedule G of this Report.

Additionally, Council at its meeting held on October 23, 2024 requested detailed information pertaining to the Province's calculation of the Ontario Community Infrastructure Fund allocation, and more specifically, rationale as to why the Township's allocation has decreased in 2025 compared to 2024. Given the complexity associated with the inputs into the Province's calculations, staff have attached the Province's response to Schedule H of this Report.

## 2024 Surplus Allocation

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

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

It is too early to provide a surplus estimate as not all the actuals are in the system, it appears that the Township will not be in an operating deficit position.

- The majority of the year-to-date account balances are as of November 8, 2024 based on Township vendor invoices (expenditures) paid in the system and based on cash receipts (revenues/recoveries) entered into the system. The Township has not received all MPAC taxation adjustments pertaining to 2024 and previous years at the time of writing this report. The Township is in the process of adjusting for the number of gravel pit adjustments received in 2024 pertaining to taxation years 2017 to 2024.
- The Township is in the process of importing additional month-end journal entries for payroll and general journal entries.
- There are also year-end journal entries that are required as part of the 2024 annual audit. These journal entries will be imported into the system in February 2025.
- The Township continues to receive vendor invoices up until January/February 2025 that are required to be allocated to 2024 as they relate to goods or services received in 2024.



As outlined in this Report, it was recommended that the one-time BBI's be funded by the 2024 surplus and an additional \$62.6K of one-time costs associated with salaries and benefits due to staff vacancies be funded by the 2024 surplus. Should further surplus funds be available after the 2024 audit is completed in April 2025, it is recommended that these funds be allocated to the AM Discretionary Reserve in accordance with Council Resolution No. 2019-347 or another Discretionary Reserve upon Council direction.

The 2018 to 2020 and 2022 to 2023 general surpluses were fully allocated to the AM Discretionary Reserve.

Similar to previous years, Township staff will provide Council with a general status report on the surplus/deficit as of December 31, 2024 based on the results of the 2024 audit in April of 2025.

**Financial Implications**

**Current Proposed Tax Levy Impact**

The increase noted in Schedule A of Report FIN-2024-029 is \$304.9K for operating tax levy purposes as outlined in the table below which is also summarized in Schedule B of Report FIN-2024-029:

	<b>2024 Approved Operating Budget</b>	<b>2025 Proposed Operating Budget</b>	<b>Notes</b>
Expenditures	\$6,835,434	\$7,502,785	The increase in expenditures has been further summarized in the section of this Report entitled 2025 Proposed Base-Operating Budget. A portion of these expenditure increases are offset by reserve withdrawals or increases in revenues/recoveries.
Net Reserve Transfers	\$64,957	-\$236,318)	The \$65K in 2024 represents a net budgeted contribution to reserves. The \$236.3K in 2025 represents a net budgeted withdrawal from reserves. These amounts are informed based on the balances in each discretionary reserve taking into account contributions and withdrawals as summarized in the section of this Report entitled Discretionary Reserves.
Revenues	-\$2,876,345)	-\$2,937,563)	The revenues are noted as a negative which represents a reduction in the total operating taxation levy requirement. The increase in revenues/recoveries has been further summarized in the section of this Report entitled 2025 Proposed Base-Operating Budget.
<b>Operating Tax Levy</b>	<b>\$4,024,046</b>	<b>\$4,328,904</b>	

Please note, the operating tax levy increase outlined above does not include the BBI requests of \$2,397 proposed to be funded by the operating tax levy as outlined in this Report.

Outlined in the table below is the current proposed tax levy impact:

Description	2024 Approved Budget	2025 Proposed Budget	Difference
<b>Total Capital Tax Levy</b>	\$1,334,875	\$1,435,809	\$100,934
<b>Total Operating Tax Levy</b>	\$4,024,046	\$4,328,904	\$304,858
<b>Total Municipal Tax Levy</b>	<b>\$5,358,921</b>	<b>\$5,764,713</b>	<b>\$405,792</b>

Please note, the total capital tax levy reported in Report FIN-2024-027 at the October 23, 2024 Council Meeting amounted to \$1,428,809. Council at this meeting directed staff to incorporate two radar speed signs in the budget in 2025 and two radar speed signs each budget cycle going forward. This amounts to approximately \$14,000 per year (50% development charges funded and 50% capital tax levy funded).

Based on the 2024 MPAC returned assessment roll and the tax levy impact as reported in Report FIN-2024-006 at the February 7, 2024 Council Meeting, approximately each additional \$53,500 of taxes levied results in a 1% tax rate increase for the Township portion of taxes on the Median/Typical Single Family Home.

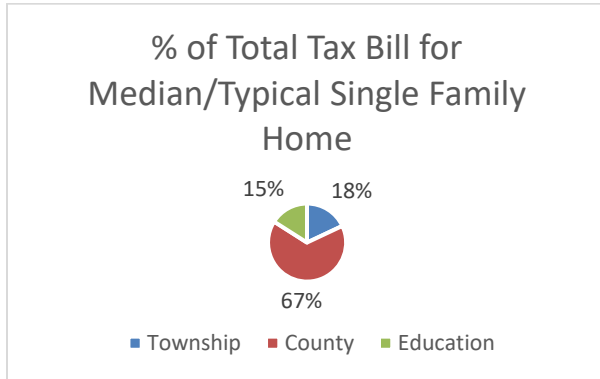
As of the date of writing this report, assessment growth is roughly estimated by the County at 1.64% or an estimated amount of \$134K of additional Township tax revenue due to assessment growth when comparing the 2024 returned assessment roll to the 2024 year-end assessment roll. The estimated amount of \$134K incorporates the estimated \$14.1K (or estimated 25%) reduction to be implemented in 2025 related to the new aggregate extraction property class recently announced by the Province.

Based on the table above, with a current proposed tax levy impact of \$405.8K and the estimated amount of \$134K of additional Township tax revenue due to assessment growth, the proposed Township tax increase is roughly estimated at a 5.08%.

Staff recommend further consideration be given to the removal of the following items outlined in this Report:

- \$47.8K - Committee Coordinator position at a 0.5 full-time equivalent - November 6, 2024 Council Meeting; and
- \$10K - Morwick G360 Ground Water Research Institute - October 23, 2024 Council Meeting

The removal of the above items will result in a proposed Township tax increase roughly estimated at 4.00%. At the time of writing this report, the 2025 proposed County tax increase is roughly estimated at 4.10%. For perspective, the Township’s 2024 budget resulted in a Township tax increase of 4.10% and \$46 and a blended tax increase of 3.81% and \$233 on the median/typical single family home (2023 Assessment - \$615,000; 2024 Assessment - \$615,000). The County tax increase was 4.61% and \$187. Please see the below chart for further information.



**MPAC 2025 Returned Assessment Roll**

Similar to previous practise, the 2025 returned assessment roll obtained from MPAC in mid-December will be compared to the 2024 returned assessment roll to determine the assessment change for the median/typical properties in the Township. The Township verifies the median/typical property assessment changes to the Ontario Property Tax Analysis tool that is typically available to Township staff in mid to late December. The assessment change is incorporated in the calculation of the tax rate impact for the median/typical properties. The tax impact of the proposed levy on the median/typical properties in the Township will be provided to Council at their January 15, 2025 Council Meeting based on the 2025 returned assessment roll.

The 2025 returned assessment roll will continue to be based on January 1, 2016 assessed values due to the Province’s continued postponement of the 2021 assessment update. Property assessments for the 2025 property tax year will continue to be based on January 1, 2016 assessed values. As a result of the reassessment cycle being postponed again until 2026, the 2021 assessment values are deemed for 2025. There is however new assessment growth (ie. new construction and renovations) as outlined above.

**Applicable Legislation and Requirements**

Municipal Act, 2001

**Engagement Opportunities**

The Township will incorporate a number of engagement opportunities associated with the 2025 budget process as outlined below:

- Advisory Committee Budget Input
- 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 Banner and Budget Page at [puslinch.ca/government/budget/](https://puslinch.ca/government/budget/)
- Community Engagement Survey at [EngagePuslinch.ca](https://EngagePuslinch.ca)
- Puslinch Today Advertisement
- Wellington Advertiser Advertisement
- Public Information Meeting on January 22, 2025 at 7:00 p.m.
- Media releases related to [EngagePuslinch.ca](https://EngagePuslinch.ca) survey and final budget highlights.
- Community Newsletter regarding final budget highlights which will be sent with the final tax bill in August 2025.

**Attachments**

Schedule A – 2025 Proposed Operating Budget

Schedule B – 2025 Proposed Expenditures, Reserve Transfers and Revenues Summary

Schedule C – 2025 Proposed Operating Base Budget Increases

Schedule D – Conferences, Seminar and Training Budget

Schedule E – Memberships and Associations Budget

Schedule F - Youth Advisory Committee Resolution No. 2024-040

Schedule G – 2025 Proposed Capital Budget Sheets

Schedule H – Ontario Community Infrastructure Fund – Correspondence with Province

Respectfully submitted:	Contributors:	Reviewed by:
<p><b>Mary Hasan, Director of Finance/Treasurer</b></p>	<p><b>Mike Fowler, Director of Public Works, Parks, and Facilities</b></p> <p><b>Justine Brotherston, Interim Municipal Clerk</b></p> <p><b>Jamie MacNeil, Fire Chief</b></p> <p><b>Andrew Hartholt, Chief Building Official</b></p> <p><b>Michelle Cassar, Deputy Treasurer</b></p>	<p><b>Courtenay Hoytfox, Interim CAO</b></p>

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Department	Account Type	Account	Description	2022 Actuals	2023 Actuals	2024 YTD	2024 Budget	2025 Budget
Administratio n								
	<b>Expenditures</b>							
		01-0010-4000	FT Wages	\$422,728	\$357,260	\$342,522	\$468,939	\$710,482
		01-0010-4001	PT Wages	\$6,735	\$7,419	\$5,399	\$9,128	\$8,758
		01-0010-4002	OT Wages	\$979	\$4,821	\$0	\$500	\$500
		01-0010-4100	FT Wage Related Expenses	\$75,657	\$62,749	\$64,832	\$81,659	\$124,427
		01-0010-4101	PT Wage Related Expenses	\$531	\$599	\$468	\$1,755	\$1,681
		01-0010-4102	Group Benefits	\$29,675	\$26,749	\$48,814	\$56,393	\$87,203
		01-0010-4103	WSIB	\$7,871	\$10,814	\$11,694	\$14,303	\$19,663
		01-0010-4200	Office Supplies & Equipment	\$1,310	\$1,066	\$1,033	\$1,750	\$1,300
		01-0010-4302	Communication (phone, fax, internet)	\$1,647	\$1,083	\$597	\$1,574	\$1,277
		01-0010-4303	Professional Fees - Legal	\$84,012	\$251,394	\$80,399	\$53,500	\$68,500
		01-0010-4305	Professional Fees - Engineering	\$44,239	\$37,609	\$25,511	\$23,145	\$23,145
		01-0010-4307	Events and Other	\$11,153	\$8,715	\$4,032	\$12,310	\$12,310
		01-0010-4308	Mileage	\$154	\$33	\$657	\$100	\$500
		01-0010-4309	Professional Development	\$2,674	\$11,557	\$11,411	\$18,621	\$24,781
		01-0010-4311	Membership and Subscription Fees	\$16,348	\$16,571	\$36,871	\$17,282	\$38,390
		01-0010-4312	Meals	\$0	\$0	\$181	\$400	\$400
		01-0010-4313	Travel - Accomodations & Parking	\$0	\$0	\$2,095	\$200	\$2,100
		01-0010-4314	Travel - Air Fare	\$0	\$0	\$0	\$200	\$200
		01-0010-4315	Insurance	\$37,794	\$43,303	\$41,994	\$51,896	\$54,652
		01-0010-4316	Advertising	\$2,032	\$4,144	\$2,015	\$2,715	\$2,215
		01-0010-4317	Professional Fees - Ground Water Monitoring	\$4,803	\$4,908	\$4,542	\$4,000	\$4,751
		01-0010-4320	Contract Services	\$47,709	\$99,547	\$39,186	\$34,394	\$68,855
		01-0010-4321	Clothing, Safety Allowance	\$207	\$0	\$671	\$2,710	\$2,585
		01-0010-4600	Heritage Financial Incentive Program	\$0	\$1,000	\$2,313	\$10,600	\$10,600
	<b>Expenditures Total</b>			<b>\$798,259</b>	<b>\$951,341</b>	<b>\$727,241</b>	<b>\$868,072</b>	<b>\$1,269,276</b>
	<b>ReserveTransfers</b>							
		01-0013-3110	Transfer from Heritage Financial Incentive Program	\$0	\$10,600	\$2,200	-\$10,600	-\$10,600
	<b>ReserveTransfers Total</b>			<b>\$0</b>	<b>\$10,600</b>	<b>\$2,200</b>	<b>-\$10,600</b>	<b>-\$10,600</b>
	<b>Revenues</b>							
		01-0015-1110	Agreement, Commissioner, FOI, Photocopy	-\$2,212	-\$1,567	-\$3,552	-\$2,223	-\$3,659
		01-0015-1130	Engineering, Environmental and Legal Fees Recovered	-\$12,535	-\$7,518	-\$4,499	-\$10,000	-\$10,000
		01-0015-1150	Recoveries from Staff Events	-\$995	-\$1,042	\$0	-\$1,000	-\$1,000
		01-0015-1155	Nestle Agreement	-\$500	-\$500	\$0	-\$500	-\$500
		01-0015-3738	Other recoveries	\$0	-\$100	-\$3,000	-\$500	-\$500
	<b>Revenues Total</b>			<b>-\$16,241</b>	<b>-\$10,727</b>	<b>-\$11,050</b>	<b>-\$14,223</b>	<b>-\$15,659</b>



Department	Account Type	Account	Description	2022 Actuals	2023 Actuals	2024 YTD	2024 Budget	2025 Budget
Administration								
Building								
	<b>Expenditures</b>							
		01-0020-4000	FT Wages	\$305,284	\$319,934	\$288,815	\$407,637	\$459,625
		01-0020-4001	PT Wages	\$0	\$0	\$0	\$0	\$0
		01-0020-4002	OT Wages	\$737	\$0	\$0	\$500	\$500
		01-0020-4100	FT Wage Related Expenses	\$54,684	\$57,742	\$56,571	\$75,242	\$84,505
		01-0020-4101	PT Wage Related Expenses	\$0	\$0	\$0	\$0	\$0
		01-0020-4102	Group Benefits	\$33,637	\$32,755	\$37,923	\$47,039	\$68,496
		01-0020-4103	WSIB	\$6,998	\$9,565	\$9,633	\$12,856	\$13,605
		01-0020-4199	Computer Software & Hardware	\$61	\$511	\$0	\$300	\$200
		01-0020-4200	Office Supplies & Equipment	\$927	\$1,385	\$1,245	\$1,500	\$1,170
		01-0020-4203	Fuel	\$3,780	\$2,060	\$0	\$2,116	\$2,222
		01-0020-4220	Vehicle Maintenance	\$868	\$1,586	\$122	\$1,000	\$1,000
		01-0020-4301	Postage	\$547	\$810	\$1,088	\$850	\$1,000
		01-0020-4302	Communication (phone, fax, internet)	\$3,592	\$2,748	\$3,011	\$4,397	\$4,249
		01-0020-4303	Professional Fees - Legal	\$7,871	\$17,916	\$18,787	\$35,000	\$46,000
		01-0020-4304	Professional Fees - Audit	\$6,374	\$6,405	\$5,446	\$6,600	\$8,385
		01-0020-4305	Professional Fees - Engineering	\$3,730	\$1,593	\$1,318	\$5,000	\$3,000
		01-0020-4308	Mileage	\$186	\$743	\$620	\$750	\$750
		01-0020-4309	Professional Development	\$4,508	\$5,348	\$8,542	\$11,404	\$11,775
		01-0020-4311	Membership and Subscription Fees	\$3,784	\$4,663	\$5,123	\$5,431	\$5,737
		01-0020-4312	Meals	\$0	\$49	\$359	\$100	\$150
		01-0020-4313	Travel - Accomodations & Parking	\$938	\$1,262	\$1,616	\$2,000	\$2,000
		01-0020-4315	Insurance	\$10,541	\$13,391	\$14,601	\$14,509	\$15,518
		01-0020-4316	Advertising	\$418	\$2,240	\$1,043	\$898	\$910
		01-0020-4318	Vehicle Plates	\$125	\$0	\$0	\$125	\$0
		01-0020-4320	Contract Services	\$55,272	\$68,686	\$55,817	\$84,276	\$80,184
		01-0020-4321	Clothing, Safety Allowance	\$519	\$720	\$706	\$980	\$980
		01-0020-4322	Emergency Management	\$508	\$554	\$453	\$566	\$603
		01-0020-4323	Municipal Office Costs Recovered from Building Department	\$21,676	\$22,919	\$17,747	\$20,289	\$21,117
		01-0020-4500	Bank Service Charges	\$5,402	\$4,751	\$4,562	\$5,100	\$5,100
	<b>Expenditures Total</b>			<b>\$532,965</b>	<b>\$580,337</b>	<b>\$535,149</b>	<b>\$746,465</b>	<b>\$838,783</b>
	<b>ReserveTransfers</b>							
		01-0013-3150	Contribution to Building Surplus RF	\$39,059	\$352,061	-\$97,984	\$0	\$0
			Transfer from Building Surplus RF	\$0	\$0	\$0	-\$58,696	-\$130,139
	<b>ReserveTransfers Total</b>			<b>\$39,059</b>	<b>\$352,061</b>	<b>-\$97,984</b>	<b>-\$58,696</b>	<b>-\$130,139</b>
	<b>Revenues</b>							
		01-0015-1185	Online Service Fee	-\$4,447	-\$1,709	-\$3,193	-\$3,000	-\$3,000



Department	Account Type	Account	Description	2022 Actuals	2023 Actuals	2024 YTD	2024 Budget	2025 Budget
By-law								
	<b>Expenditures</b>							
		01-0140-4000	FT Wages	\$33,003	\$61,965	\$55,401	\$83,976	\$90,482
		01-0140-4001	PT Wages	\$0	\$340	\$0	\$700	\$400
		01-0140-4002	OT Wages	\$330	\$1,681	\$0	\$500	\$500
		01-0140-4100	FT Wage Related Expenses	\$6,052	\$11,533	\$10,898	\$15,715	\$16,856
		01-0140-4101	PT Wage Related Expenses	\$0	\$0	\$0	\$0	\$0
		01-0140-4102	Group Benefits	\$1,328	\$5,041	\$5,710	\$7,187	\$9,479
		01-0140-4103	WSIB	\$471	\$1,960	\$1,862	\$2,745	\$2,811
		01-0140-4200	Office Supplies & Equipment	\$107	\$341	\$146	\$150	\$150
		01-0140-4203	Fuel	\$413	\$1,426	\$0	\$2,117	\$1,497
		01-0140-4208	Signage - 911 Signs	\$1,673	\$360	\$548	\$1,200	\$1,000
		01-0140-4220	Vehicle Maintenance	\$107	\$602	\$1,236	\$500	\$700
		01-0140-4302	Communication (phone, fax, internet)	\$1,331	\$665	\$714	\$1,144	\$728
		01-0140-4303	Professional Fees - Legal	\$56,189	\$97,757	\$91,093	\$76,000	\$109,500
		01-0140-4305	Professional Fees - Engineering	\$22,194	\$34,375	\$34,825	\$22,000	\$15,000
		01-0140-4308	Mileage	\$784	\$0	\$0	\$250	\$250
		01-0140-4309	Professional Development	\$2,173	\$1,630	\$3,284	\$3,631	\$3,500
		01-0140-4312	Meals	\$120	\$0	\$5	\$100	\$50
		01-0140-4313	Travel - Accomodations & Parking	\$1,577	\$0	\$0	\$250	\$250
		01-0140-4315	Insurance	\$0	\$10,586	\$11,886	\$12,064	\$12,667
		01-0140-4316	Advertising	\$1,351	\$0	\$50	\$1,000	\$1,000
		01-0140-4318	Vehicle Plates	\$0	\$0	\$0	\$125	\$0
		01-0140-4320	Contract Services	\$38,209	\$17,585	\$16,994	\$27,725	\$22,799
		01-0140-4321	Clothing, Safety Allowance	\$1,385	\$150	\$0	\$260	\$260
		01-0140-4324	Livestock Loss	\$0	\$0	\$0	\$353	\$353
		01-0140-4311	Membership and Subscription Fees	\$240	\$363	\$534	\$652	\$534
		01-0140-4207	Public Education	\$0	\$0	\$0	\$500	\$500
	<b>Expenditures Total</b>			<b>\$169,034</b>	<b>\$248,361</b>	<b>\$235,189</b>	<b>\$260,843</b>	<b>\$291,267</b>
	<b>Revenues</b>							
		01-0015-1000	Lottery Licences	-\$30	-\$42	-\$245	-\$50	-\$100
		01-0015-1255	Sign Permits	\$0	\$0	\$0	-\$116	-\$1,511
		01-0015-1260	Fence Viewer's Application	\$0	\$0	\$0	\$0	\$0
		01-0015-1270	Engineering, Environmental and Legal Fees Recovered	-\$24,167	-\$38,608	-\$43,742	-\$31,500	-\$40,000
		01-0015-1280	Site Alteration Agreement	-\$2,056	-\$9,947	-\$16,092	-\$20,000	-\$20,600
		01-0015-3744	Other recoveries	-\$400	-\$995	-\$3,000	-\$588	-\$1,465
		01-0015-5240	Ontario Wildlife Damage Compensation	\$0	\$0	\$0	-\$353	-\$353
		01-0017-7220	Dog Tags and Kennel Licences	-\$13,336	-\$14,757	-\$5,875	-\$14,088	-\$14,468
		01-0017-7230	Municipal addressing signs and posts	-\$1,264	-\$522	-\$1,882	-\$1,650	-\$1,700
		01-0017-7270	Septic Compliance Letter	-\$794	-\$770	-\$528	-\$1,000	-\$810
		01-0017-7280	Special Events Permit	\$0	-\$1,074	-\$1,232	-\$1,000	-\$1,170
		01-0017-7281	Swimming Pool Enclosure Permit	-\$7,925	-\$1,221	-\$4,016	-\$6,000	-\$4,644



Department	Account Type	Account	Description	2022 Actuals	2023 Actuals	2024 YTD	2024 Budget	2025 Budget
Corporate								
	<b>Expenditures</b>							
		01-0150-4501	Taxes written off (Twp share only)	\$24,928	\$31,741	\$30,284	\$32,000	\$32,000
		01-0150-4700	Conservation Authorities Levy Payment	\$177,805	\$184,296	\$192,122	\$192,122	\$199,789
		01-0150-4503	Tax write off Accrual	-\$8,315	-\$29,910	\$0	\$0	\$0
	<b>Expenditures Total</b>			<b>\$194,418</b>	<b>\$186,127</b>	<b>\$222,406</b>	<b>\$224,122</b>	<b>\$231,789</b>
	<b>ReserveTransfers</b>							
		01-0013-3090	Transfer from Capital Carry-forward	\$0	-\$27,056	-\$32,966	-\$32,966	\$0
		01-0013-3100	Transfer from Operating Carryforward	-\$41,500	\$49,012	-\$51,531	-\$51,531	-\$62,579
		01-0013-3185	Contribution to Legal Contingency	\$0	\$0	\$0	\$25,000	\$0
			Transfer from Legal Contingency	\$0	\$0	\$0	\$0	-\$26,750
		01-0013-3095	Contribution to Administrative Studies	\$0	\$0	\$200,000	\$200,000	\$0
		01-0013-3195	Transfer from Insurance Contingency	\$0	-\$5,840	\$0	-\$10,000	-\$10,000
			Contribution to Insurance Contingency	\$10,000	\$25,000	\$0	\$0	\$0
	<b>ReserveTransfers Total</b>			<b>-\$31,500</b>	<b>\$41,116</b>	<b>\$115,503</b>	<b>\$130,503</b>	<b>-\$99,329</b>
	<b>Revenues</b>							
		01-0014-1220	Supplemental Billings	-\$180,076	-\$229,277	-\$352,194	-\$366,000	-\$191,032
		01-0015-3743	Donations	\$0	\$0	\$0	\$0	\$0
		01-0017-2310	Mun Tax Assistance	-\$27,717	-\$28,726	-\$20,706	-\$29,066	-\$29,066
		01-0017-2320	Host Kilmer (Service Ontario)	-\$31,771	-\$34,078	-\$36,410	-\$36,410	-\$36,410
		01-0017-2330	Ontario Hydro	-\$12,147	-\$11,950	-\$11,945	-\$11,950	-\$11,945
		01-0017-2340	Metrolinx	-\$11,692	-\$14,249	-\$13,744	-\$13,744	-\$13,744
		01-0017-2360	Hydro One	-\$6,310	-\$6,310	\$0	-\$6,310	-\$6,310
		01-0017-2400	Grant Guelph Junction Railway	-\$824	-\$718	-\$715	-\$718	-\$715
		01-0017-2500	Puslinch Landfill/Wellington County	-\$8,581	-\$8,651	-\$8,732	-\$8,732	-\$8,732
		01-0017-2600	City of Guelph	-\$37,035	-\$37,334	-\$37,684	-\$37,684	-\$37,684
		01-0017-2700	University of Guelph	-\$750	-\$778	\$3,129	-\$1,123	-\$1,123
		01-0017-2800	CN Railway	-\$356	-\$311	-\$309	-\$311	-\$309
		01-0017-2900	CP Railway	-\$1,206	-\$1,052	-\$1,047	-\$1,052	-\$1,047
		01-0017-5110	OMPF	-\$422,200	-\$423,100	-\$325,350	-\$433,800	-\$465,300
		01-0017-7510	Penalties - Property Taxes	-\$58,816	-\$51,101	-\$56,892	-\$75,000	-\$55,603
		01-0017-7520	Interest - Tax Arrears	-\$157,324	-\$208,522	-\$265,273	-\$155,000	-\$210,373
		01-0017-7672	Interest on General	-\$198,680	-\$477,374	-\$253,105	-\$210,000	-\$329,720
		01-0017-7770	Other Revenues	-\$356	\$0	-\$12,000	\$0	-\$14,000
	<b>Revenues Total</b>			<b>-\$1,155,841</b>	<b>-\$1,533,531</b>	<b>-\$1,392,980</b>	<b>-\$1,386,901</b>	<b>-\$1,413,115</b>



Department	Account Type	Account	Description	2022 Actuals	2023 Actuals	2024 YTD	2024 Budget	2025 Budget
Council								
	<b>Expenditures</b>							
		<b>01-0180-4001</b>	PT Wages	\$105,549	\$109,748	\$80,637	\$113,818	\$130,604
		<b>01-0180-4101</b>	PT Wage Related Expenses	\$6,175	\$6,637	\$5,209	\$8,992	\$10,318
		<b>01-0180-4102</b>	Group Benefits	\$22,945	\$18,721	\$18,385	\$21,100	\$31,564
		<b>01-0180-4200</b>	Office Supplies & Equipment	\$76	\$47	\$0	\$200	\$100
		<b>01-0180-4308</b>	Mileage	\$229	\$231	\$440	\$200	\$300
		<b>01-0180-4309</b>	Professional Development	\$1,425	\$1,216	\$1,034	\$1,500	\$1,500
		<b>01-0180-4312</b>	Meals	\$0	\$46	\$67	\$100	\$100
		<b>01-0180-4313</b>	Travel - Accomodations & Parking	\$1,673	\$508	\$1,376	\$1,500	\$1,500
		<b>01-0180-4314</b>	Travel - Air Fare	\$0	\$0	\$0	\$200	\$200
	<b>Expenditures Total</b>			<b>\$138,071</b>	<b>\$137,154</b>	<b>\$107,149</b>	<b>\$147,609</b>	<b>\$176,185</b>



Department	Account Type	Account	Description	2022 Actuals	2023 Actuals	2024 YTD	2024 Budget	2025 Budget
Finance								
	<b>Expenditures</b>							
		01-0100-4000	FT Wages	\$368,500	\$325,728	\$240,607	\$402,467	\$361,722
		01-0100-4001	PT Wages	\$0	\$54,572	\$58,116	\$0	\$0
		01-0100-4002	OT Wages	\$3,235	\$4,216	\$0	\$500	\$500
		01-0100-4100	FT Wage Related Expenses	\$63,405	\$60,363	\$47,407	\$74,335	\$66,382
		01-0100-4101	PT Wage Related Expenses	\$0	\$6,578	\$7,297	\$0	\$0
		01-0100-4102	Group Benefits	\$44,498	\$44,661	\$36,343	\$45,908	\$37,467
		01-0100-4103	WSIB	\$7,562	\$11,091	\$10,019	\$12,370	\$10,280
		01-0100-4199	Computer Software & Hardware	\$884	\$1,758	\$0	\$1,000	\$880
		01-0100-4200	Office Supplies & Equipment	\$5,354	\$6,697	\$3,735	\$5,000	\$4,230
		01-0100-4301	Postage	\$13,011	\$14,061	\$13,177	\$13,300	\$14,200
		01-0100-4302	Communication (phone, fax, internet)	\$4,536	\$4,487	\$5,513	\$6,119	\$5,846
		01-0100-4304	Professional Fees - Audit	\$14,873	\$14,944	\$12,708	\$15,400	\$19,565
		01-0100-4308	Mileage	\$151	\$0	\$0	\$100	\$50
		01-0100-4309	Professional Development	\$2,848	\$1,641	\$10,222	\$3,868	\$4,009
		01-0100-4311	Membership and Subscription Fees	\$3,020	\$3,387	\$2,056	\$2,153	\$2,054
		01-0100-4312	Meals	\$62	\$0	\$11	\$100	\$50
		01-0100-4313	Travel - Accomodations & Parking	\$920	\$0	\$0	\$300	\$200
		01-0100-4316	Advertising and Tax Sale Expenses	\$13,887	\$26,353	\$22,005	\$13,994	\$20,145
		01-0100-4320	Contract Services	\$69,521	\$69,043	\$67,717	\$88,438	\$37,533
		01-0100-4322	Emergency Management	\$1,185	\$1,292	\$1,057	\$1,322	\$1,407
		01-0100-4326	Environmental Service - Garbage Bags	\$4,176	\$10,400	\$15,000	\$6,488	\$9,900
		01-0100-4450	COVID-19 Incremental Expenses	\$11,483	\$0	\$0	\$0	\$0
		01-0100-4500	Bank Service Charges	\$12,056	\$11,108	\$7,827	\$11,000	\$11,500
		01-0100-4502	Other written off (non collectible inv's)	\$10,725	\$10,141	\$0	\$0	\$0
		01-0100-4600	Community Grants	\$22,029	\$11,982	\$14,870	\$16,870	\$16,870
	<b>Expenditures Total</b>			<b>\$677,923</b>	<b>\$694,501</b>	<b>\$575,685</b>	<b>\$721,031</b>	<b>\$624,790</b>
	<b>Revenues</b>							
		01-0015-1160	Advertising, Legal, and Realtax Fees Recovered	-\$12,175	-\$20,591	-\$22,709	-\$20,000	-\$20,000
		01-0015-1170	NSF Fees	-\$560	-\$1,164	-\$1,098	-\$700	-\$990
		01-0015-1180	Online Service Fee	-\$2,109	-\$2,489	-\$2,686	-\$2,500	-\$2,500
		01-0015-3120	Tax Certificates	-\$8,640	-\$10,209	-\$9,306	-\$9,500	-\$9,656
		01-0015-3739	Other Recoveries	-\$1,191	-\$709	-\$3,124	-\$1,000	-\$1,000
		01-0017-7780	Garbage bags	-\$4,213	-\$9,634	-\$15,148	-\$6,488	-\$9,900
	<b>Revenues Total</b>			<b>-\$28,887</b>	<b>-\$44,796</b>	<b>-\$54,072</b>	<b>-\$40,188</b>	<b>-\$44,046</b>

Department	Account Type	Account	Description	2022 Actuals	2023 Actuals	2024 YTD	2024 Budget	2025 Budget
Fire and Rescue								
	<b>Expenditures</b>							
		01-0040-4001	PT Wages	\$475,836	\$469,191	\$351,631	\$406,850	\$425,300
		01-0040-4101	PT Wage Related Expenses	\$38,417	\$39,602	\$92,301	\$39,019	\$79,349
		01-0040-4102	Group Benefits	\$19,657	\$16,971	\$22,809	\$29,591	\$32,967
		01-0040-4103	WSIB	\$9,759	\$13,046	\$13,095	\$16,665	\$16,757
		01-0040-4200	Office Supplies & Equipment	\$1,039	\$616	\$1,285	\$1,000	\$1,000
		01-0040-4203	Fuel	\$22,055	\$16,443	\$27	\$20,318	\$21,333
		01-0040-4205	Equipment Maintenance & Supplies	\$20,097	\$14,419	\$20,795	\$22,000	\$22,000
		01-0040-4206	Oxygen & Medical Supplies	\$5,375	\$2,402	\$4,886	\$3,100	\$4,200
		01-0040-4207	Public Education	\$816	\$3,000	\$2,380	\$3,000	\$3,000
		01-0040-4220	Vehicle Maintenance	\$63,687	\$52,285	\$28,118	\$52,000	\$48,000
		01-0040-4302	Communication (phone, fax, internet)	\$10,068	\$6,985	\$8,106	\$5,688	\$6,358
		01-0040-4308	Mileage	\$929	\$1,693	\$325	\$1,500	\$1,000
		01-0040-4309	Professional Development	\$13,281	\$17,909	\$7,512	\$18,370	\$23,530
		01-0040-4311	Membership and Subscription Fees	\$2,206	\$2,140	\$1,080	\$3,740	\$2,106
		01-0040-4312	Meals	\$715	\$509	\$370	\$700	\$550
		01-0040-4313	Travel - Accomodations & Parking	\$36	\$942	\$843	\$200	\$600
		01-0040-4315	Insurance	\$37,967	\$52,930	\$59,432	\$60,318	\$63,334
		01-0040-4316	Advertising	\$0	\$901	\$0	\$500	\$500
		01-0040-4318	Vehicle Plates	\$390	\$265	\$0	\$265	\$265
		01-0040-4319	Permits	\$507	\$541	\$565	\$541	\$565
		01-0040-4320	Contract Services	\$142,070	\$206,926	\$124,094	\$164,381	\$145,265
		01-0040-4321	Clothing, Safety Allowance	\$21,046	\$10,733	\$28,091	\$21,252	\$16,252
		01-0040-4000	FT Wages	\$0	\$0	\$52,427	\$105,914	\$123,341
		01-0040-4100	FT Wage Related Expenses	\$0	\$0	\$12,440	\$19,029	\$21,963
		01-0040-4215	Cleaning - Personal Protective Equipment	\$0	\$0	\$0	\$0	\$5,000
	<b>Expenditures Total</b>			<b>\$885,952</b>	<b>\$930,448</b>	<b>\$832,609</b>	<b>\$995,940</b>	<b>\$1,064,536</b>
	<b>Revenues</b>							
		01-0015-3210	Information or Fire Reports	-\$714	-\$599	-\$264	-\$616	-\$565
		01-0015-3215	Other recoveries	-\$1,972	-\$1,568	-\$4,791	-\$9,437	-\$9,437
		01-0015-3230	Open Burning Permit and Inspection	-\$13,423	-\$14,813	-\$17,836	-\$15,000	-\$15,792
		01-0015-3235	Burning Permit Violations	\$0	\$0	-\$1,120	-\$543	-\$560
		01-0015-3245	Fire Extinguisher Training	-\$190	\$0	-\$510	-\$264	-\$254
		01-0015-3250	Water Tank Locks	\$0	\$0	\$0	-\$21	-\$22
		01-0015-3260	Fireworks Permits	-\$105	\$0	\$0	-\$116	-\$119
		01-0015-3270	Occupancy Load	\$0	\$0	\$0	\$0	\$0
		01-0015-3280	Fire Safety Plan Review	\$0	-\$133	\$0	-\$140	-\$144
		01-0015-3290	Post Fire Watch	\$0	\$0	\$0	\$0	\$0
		01-0015-3320	Key Boxes	\$0	\$0	\$0	-\$173	-\$178
		01-0015-3330	Inspections	\$0	\$0	\$0	\$0	\$0







Department	Account Type	Account	Description	2022 Actuals	2023 Actuals	2024 YTD	2024 Budget	2025 Budget
Municipal Office								
	<b>Expenditures</b>							
		<b>01-0170-4201</b>	Hydro	\$16,584	\$19,173	\$14,121	\$16,200	\$17,900
		<b>01-0170-4202</b>	Heat	\$13,352	\$14,298	\$11,885	\$12,600	\$13,825
		<b>01-0170-4204</b>	Water Protection	\$1,073	\$1,747	\$1,204	\$1,200	\$1,400
		<b>01-0170-4215</b>	Cleaning, Maintenance & Supplies - Interior	\$25,278	\$27,918	\$21,184	\$22,600	\$24,800
		<b>01-0170-4216</b>	Kitchen Supplies and Equipment	\$5,421	\$5,452	\$2,547	\$5,000	\$4,400
		<b>01-0170-4217</b>	Waste Removal	\$3,035	\$3,799	\$4,112	\$3,000	\$3,650
		<b>01-0170-4222</b>	Outdoor Maintenance of Building	\$238	\$288	\$483	\$1,000	\$500
		<b>01-0170-4320</b>	Contract Services	\$7,275	\$3,722	\$3,620	\$6,030	\$3,916
	<b>Expenditures Total</b>			<b>\$72,255</b>	<b>\$76,396</b>	<b>\$59,156</b>	<b>\$67,630</b>	<b>\$70,391</b>
	<b>Revenues</b>							
		<b>01-0015-3745</b>	Municipal Office Costs Recovered from Building Department	-\$21,676	-\$22,919	-\$17,747	-\$20,289	-\$21,117
	<b>Revenues Total</b>			<b>-\$21,676</b>	<b>-\$22,919</b>	<b>-\$17,747</b>	<b>-\$20,289</b>	<b>-\$21,117</b>

Department	Account Type	Account	Description	2022 Actuals	2023 Actuals	2024 YTD	2024 Budget	2025 Budget
ORC								
	<b>Expenditures</b>							
		01-0080-4000	FT Wages	\$46,971	\$55,068	\$41,907	\$61,277	\$92,467
		01-0080-4001	PT Wages	\$36,406	\$43,442	\$36,033	\$27,274	\$30,400
		01-0080-4002	OT Wages	\$5,045	\$3,118	\$1,451	\$4,000	\$4,000
		01-0080-4100	FT Wage Related Expenses	\$8,909	\$10,579	\$8,053	\$12,189	\$17,912
		01-0080-4101	PT Wage Related Expenses	\$2,156	\$4,824	\$3,986	\$5,243	\$5,836
		01-0080-4102	Group Benefits	\$2,218	\$4,387	\$8,414	\$9,947	\$14,683
		01-0080-4103	WSIB	\$1,973	\$3,155	\$2,678	\$3,008	\$3,920
		01-0080-4200	Office Supplies & Equipment	\$81	\$70	\$83	\$100	\$100
		01-0080-4201	Hydro	\$21,936	\$30,484	\$31,688	\$25,000	\$31,000
		01-0080-4202	Heat	\$6,362	\$5,143	\$4,790	\$5,500	\$5,750
		01-0080-4204	Water Protection	\$1,278	\$958	\$870	\$1,000	\$1,000
		01-0080-4205	Equipment Maintenance & Supplies	\$11,273	\$13,578	\$6,961	\$9,000	\$10,600
		01-0080-4215	Cleaning, Maintenance & Supplies - Interior	\$8,563	\$8,829	\$10,061	\$6,500	\$9,000
		01-0080-4217	Waste Removal	\$2,389	\$3,031	\$3,283	\$2,400	\$2,900
		01-0080-4222	Bldg-Cleaning, Maint,Supplies Exterior	\$19,900	\$7,407	\$4,356	\$8,000	\$8,000
		01-0080-4302	Communication (phone, fax, internet)	\$2,583	\$2,769	\$3,542	\$2,760	\$3,514
		01-0080-4308	Mileage	\$0	\$0	\$0	\$100	\$50
		01-0080-4309	Professional Development	\$0	\$0	\$0	\$0	\$0
		01-0080-4311	Membership and Subscription Fees	\$0	\$0	\$0	\$0	\$0
		01-0080-4312	Meals	\$0	\$0	\$0	\$50	\$50
		01-0080-4315	Insurance	\$8,432	\$10,586	\$11,886	\$12,064	\$12,667
		01-0080-4316	Advertising	\$1,323	\$418	\$0	\$1,000	\$1,000
		01-0080-4320	Contract Services	\$1,118	\$605	\$77	\$1,471	\$563
		01-0080-4321	Clothing, Safety Allowance	\$452	\$813	\$212	\$600	\$600
	<b>Expenditures Total</b>			<b>\$189,366</b>	<b>\$209,265</b>	<b>\$180,331</b>	<b>\$198,482</b>	<b>\$256,010</b>
	<b>Revenues</b>							
		01-0015-2600	Ice Rental - Prime	-\$36,021	-\$23,542	-\$32,247	-\$38,100	-\$38,867
		01-0015-2700	Ice Rental - Non-Prime	-\$583	\$0	-\$99	-\$647	-\$234
		01-0015-2800	Arena Summer Rentals	-\$10,991	-\$6,048	-\$5,194	-\$10,310	-\$7,633
		01-0015-2900	Gymnasium Rental	-\$19,116	-\$27,107	-\$23,505	-\$25,775	-\$26,548
		01-0015-3000	Rink Board and Ball Diamond Advertising	-\$1,518	-\$1,197	-\$1,235	-\$1,235	-\$1,272
		01-0015-3735	Other Recoveries	-\$369	-\$353	-\$424	-\$400	-\$437
	<b>Revenues Total</b>			<b>-\$68,599</b>	<b>-\$58,248</b>	<b>-\$62,705</b>	<b>-\$76,467</b>	<b>-\$74,991</b>

Department	Account Type	Account	Description	2022 Actuals	2023 Actuals	2024 YTD	2024 Budget	2025 Budget
Parks								
	<b>Expenditures</b>							
		01-0110-4000	FT Wages	\$42,624	\$119,103	\$64,749	\$119,359	\$153,448
		01-0110-4001	PT Wages	\$0	\$0	\$29,463	\$0	\$0
		01-0110-4002	OT Wages	\$2,486	\$2,607	\$0	\$1,000	\$1,000
		01-0110-4100	FT Wage Related Expenses	\$8,001	\$22,088	\$12,641	\$22,746	\$29,012
		01-0110-4101	PT Wage Related Expenses	\$0	\$0	\$5,671	\$0	\$0
		01-0110-4102	Group Benefits	\$6,377	\$14,680	\$13,325	\$15,485	\$18,946
		01-0110-4103	WSIB	\$852	\$3,610	\$3,083	\$3,912	\$4,772
		01-0110-4201	Hydro	\$2,843	\$3,650	\$3,472	\$2,800	\$3,300
		01-0110-4203	Fuel	\$5,877	\$6,476	\$0	\$3,711	\$6,485
		01-0110-4204	Water Protection	\$0	\$0	\$0	\$200	\$0
		01-0110-4205	Equipment Maintenance & Supplies	\$1,831	\$4,196	\$2,450	\$2,800	\$2,800
		01-0110-4220	Vehicle Maintenance	\$46	\$350	\$122	\$350	\$350
		01-0110-4222	Maintenance Grounds	\$12,369	\$6,909	\$22,769	\$13,000	\$16,000
		01-0110-4315	Insurance	\$8,432	\$10,586	\$11,886	\$12,064	\$12,667
		01-0110-4316	Advertising	\$1,440	\$0	\$1,412	\$1,000	\$1,000
		01-0110-4320	Contract Services	\$728	\$794	\$1,450	\$2,294	\$1,724
		01-0110-4309	Professional Development	\$0	\$0	\$1,605	\$0	\$1,500
	<b>Expenditures Total</b>			<b>\$93,906</b>	<b>\$195,050</b>	<b>\$174,099</b>	<b>\$200,720</b>	<b>\$253,005</b>
	<b>Revenues</b>							
		01-0015-2200	Horse Paddock Rental	-\$53	-\$91	-\$59	-\$74	-\$61
		01-0015-2300	Picnic Shelter	-\$1,075	-\$1,013	-\$1,069	-\$1,159	-\$1,084
		01-0015-2400	Ball Diamond Rentals	-\$7,879	-\$9,968	-\$12,628	-\$10,277	-\$13,007
		01-0015-2450	Soccer Field Rentals	-\$4,103	-\$2,213	-\$6,041	-\$3,609	-\$6,207
		01-0015-2500	Tennis Courts	\$0	\$0	-\$1,945	-\$800	-\$2,003
		01-0015-3746	Other recoveries	-\$350	\$0	-\$636	\$0	\$0
	<b>Revenues Total</b>			<b>-\$13,459</b>	<b>-\$13,285</b>	<b>-\$22,377</b>	<b>-\$15,919</b>	<b>-\$22,361</b>

Department	Account Type	Account	Description	2022 Actuals	2023 Actuals	2024 YTD	2024 Budget	2025 Budget
PCC								
	<b>Expenditures</b>							
		01-0070-4000	FT Wages	\$65,522	\$70,430	\$80,170	\$132,018	\$97,740
		01-0070-4001	PT Wages	\$0	\$8,486	\$1,705	\$0	\$0
		01-0070-4002	OT Wages	\$1,322	\$3,301	\$2,148	\$500	\$500
		01-0070-4100	FT Wage Related Expenses	\$12,115	\$13,020	\$15,659	\$24,976	\$18,427
		01-0070-4101	PT Wage Related Expenses	\$0	\$362	\$202	\$0	\$0
		01-0070-4102	Group Benefits	\$8,513	\$9,397	\$10,464	\$17,627	\$10,271
		01-0070-4103	WSIB	\$1,545	\$2,486	\$2,799	\$4,307	\$3,036
		01-0070-4200	Office Supplies & Equipment	\$102	\$0	\$10	\$100	\$100
		01-0070-4201	Hydro	\$11,116	\$12,061	\$10,803	\$12,000	\$11,600
		01-0070-4202	Heat	\$3,782	\$6,402	\$5,218	\$4,500	\$5,200
		01-0070-4204	Water Protection	\$3,551	\$3,910	\$3,464	\$3,700	\$3,700
		01-0070-4215	Cleaning, Maintenance & Supplies - Interior	\$6,366	\$6,696	\$3,708	\$6,500	\$6,500
		01-0070-4216	Kitchen Supplies and Equipment	\$1,697	\$317	\$1,419	\$1,500	\$1,500
		01-0070-4217	Waste Removal	\$9,453	\$12,123	\$13,130	\$9,500	\$12,600
		01-0070-4222	Outdoor Maintenance of Building	\$3,753	\$4,040	\$1,581	\$4,400	\$4,000
		01-0070-4302	Communication (phone, fax, internet)	\$2,790	\$2,556	\$3,315	\$2,448	\$2,940
		01-0070-4308	Mileage	\$0	\$0	\$0	\$0	\$50
		01-0070-4309	Professional Development	\$0	\$0	\$0	\$0	\$0
		01-0070-4311	Membership and Subscription Fees	\$0	\$0	\$0	\$500	\$0
		01-0070-4312	Meals	\$0	\$0	\$6	\$0	\$50
		01-0070-4313	Travel - Accomodations & Parking	\$0	\$0	\$0	\$0	\$0
		01-0070-4315	Insurance	\$8,432	\$10,586	\$11,886	\$12,064	\$12,667
		01-0070-4316	Advertising	\$1,507	\$0	\$0	\$1,000	\$1,000
		01-0070-4320	Contract Services	\$3,630	\$3,164	\$4,486	\$5,033	\$5,347
		01-0070-4321	Clothing, Safety Allowance	\$172	\$292	\$266	\$260	\$520
	<b>Expenditures Total</b>			<b>\$145,368</b>	<b>\$169,628</b>	<b>\$172,441</b>	<b>\$242,932</b>	<b>\$197,748</b>
	<b>Revenues</b>							
		01-0015-3110	Hall - Prime	-\$15,587	-\$26,770	-\$18,562	-\$34,739	-\$34,739
		01-0015-3115	Hall - Non-Prime	-\$14,975	-\$20,756	-\$18,512	-\$20,434	-\$21,047
		01-0015-3130	Meeting Room	-\$4,143	-\$11,047	-\$8,172	-\$13,427	-\$11,378
		01-0015-3135	Projector and Microphone Rental Fee	-\$26	\$0	\$0	\$0	\$0
		01-0015-3160	Licensed Events Using Patio	-\$181	-\$126	-\$317	-\$130	-\$346
		01-0015-3170	Hall - Commercial Rentals	\$0	\$0	\$0	-\$1,547	-\$1,016
		01-0015-3180	Bartenders	-\$234	\$0	\$0	\$0	\$0
		01-0015-3200	Kitchen Facilities - Non-Prime	-\$686	-\$2,357	-\$3,698	-\$2,570	-\$3,809
		01-0015-3736	Other Recoveries	-\$2,101	-\$3,081	-\$5,004	-\$5,000	-\$5,000
		01-0015-5250	Recreation Conditional Grants	-\$1,804	-\$4,358	\$0	-\$5,167	-\$5,167
	<b>Revenues Total</b>			<b>-\$39,737</b>	<b>-\$68,495</b>	<b>-\$54,266</b>	<b>-\$83,014</b>	<b>-\$82,502</b>



Department	Account Type	Account	Description	2022 Actuals	2023 Actuals	2024 YTD	2024 Budget	2025 Budget
PDAC								
	<b>Expenditures</b>							
		<b>01-0060-4001</b>	Per Diems	\$4,240	\$4,337	\$2,437	\$5,120	\$5,274
		<b>01-0060-4200</b>	Office Supplies & Equipment	\$0	\$65	\$40	\$100	\$100
		<b>01-0060-4308</b>	Mileage	\$0	\$0	\$0	\$150	\$50
		<b>01-0060-4309</b>	Professional Development	\$0	\$400	\$285	\$500	\$1,000
		<b>01-0060-4312</b>	Meals	\$0	\$0	\$0	\$50	\$50
		<b>01-0060-4313</b>	Travel - Accomodations & Parking	\$0	\$0	\$0	\$200	\$200
	<b>Expenditures Total</b>			<b>\$4,240</b>	<b>\$4,802</b>	<b>\$2,762</b>	<b>\$6,120</b>	<b>\$6,674</b>

Department	Account Type	Account	Description	2022 Actuals	2023 Actuals	2024 YTD	2024 Budget	2025 Budget
Planning								
	<b>Expenditures</b>							
		01-0130-4000	FT Wages	\$74,060	\$79,467	\$80,160	\$114,373	\$123,016
		01-0130-4002	OT Wages	\$0	\$1,520	\$0	\$500	\$500
		01-0130-4100	FT Wage Related Expenses	\$13,471	\$14,596	\$15,990	\$21,230	\$22,735
		01-0130-4102	Group Benefits	\$5,620	\$5,977	\$5,483	\$9,746	\$8,448
		01-0130-4103	WSIB	\$1,708	\$2,491	\$2,692	\$3,733	\$3,817
		01-0130-4200	Office Supplies & Equipment	\$0	\$0	\$64	\$200	\$200
		01-0130-4302	Communication (phone, fax, internet)	\$0	\$42	\$0	\$100	\$100
		01-0130-4303	Professional Fees - Legal	\$25,843	\$174,889	\$103,903	\$52,000	\$89,250
		01-0130-4305	Professional Fees - Engineering	\$105,542	\$306,883	\$229,275	\$203,536	\$136,600
		01-0130-4308	Mileage	\$0	\$0	\$18	\$100	\$50
		01-0130-4309	Professional Development	\$0	\$182	\$444	\$800	\$2,250
		01-0130-4311	Membership and Subscription Fees	\$305	\$789	\$1,512	\$717	\$1,604
		01-0130-4312	Meals	\$0	\$0	\$0	\$50	\$50
		01-0130-4313	Travel - Accomodations & Parking	\$0	\$0	\$15	\$200	\$200
		01-0130-4316	Advertising	\$7,054	\$7,869	\$1,136	\$5,000	\$5,378
		01-0130-4317	Professional Fees - Water Monitoring	\$1,054	\$5,830	\$4,204	\$3,000	\$3,700
		01-0130-4320	Contract Services	\$74,115	\$24,944	\$47,064	\$42,440	\$106,158
		01-0130-4600	CIP Grants and other Economic Development Programs	\$9,024	\$0	\$11,102	\$19,854	\$19,854
	<b>Expenditures Total</b>			<b>\$317,796</b>	<b>\$625,479</b>	<b>\$503,062</b>	<b>\$477,580</b>	<b>\$523,910</b>
	<b>ReserveTransfers</b>							
		01-0013-3100	Transfer from Operating Carryforward	-\$7,500	\$25,000	-\$25,000	-\$25,000	\$0
	<b>ReserveTransfers Total</b>			<b>-\$7,500</b>	<b>\$25,000</b>	<b>-\$25,000</b>	<b>-\$25,000</b>	<b>\$0</b>
	<b>Revenues</b>							
		01-0015-1190	Engineering, Environmental and Legal Fees Recovered	-\$45,544	-\$492,783	-\$158,112	-\$176,698	-\$100,000
		01-0015-1200	Minor Variance	-\$12,759	-\$23,075	-\$14,805	-\$22,370	-\$22,108
		01-0015-1205	Agreements	-\$769	-\$2,556	-\$584	-\$2,635	-\$2,561
		01-0015-1210	Part Lot Control Exemption By-law	\$0	\$0	\$0	\$0	\$0
		01-0015-1220	Site Plan Control	-\$111,315	\$20,911	-\$3,092	-\$7,730	-\$80,962
		01-0015-1225	Consent Review and Clearance	-\$1,833	-\$3,388	-\$2,223	-\$3,180	-\$3,255
		01-0015-1226	Ownership List Confirmation	-\$1,656	-\$1,155	-\$1,027	-\$1,185	-\$1,215
		01-0015-1227	Pre-Consultation	-\$10,829	-\$19,232	-\$13,676	-\$19,988	-\$5,900
		01-0015-1230	Zoning By-law Amendment	-\$45,261	-\$7,500	-\$7,731	-\$7,731	-\$52,875
		01-0015-1235	Telecommunication Tower Proposals	\$0	\$0	\$0	-\$2,890	-\$1,079
		01-0015-1236	Lifting of Holding Designation Fee (Zoning)	\$0	\$0	\$0	-\$1,472	-\$1,516
		01-0015-1240	Zoning By-law Amendment - Aggregate	\$0	\$0	\$0	-\$17,641	\$0
		01-0015-1241	Garden Suites and Renewals (Zoning)	\$0	\$0	\$0	\$0	\$0
		01-0015-3240	Compliance Letter	-\$2,888	-\$4,337	-\$2,190	-\$4,065	-\$4,116
		01-0015-1228	Application Reactivation	\$0	\$0	\$0	\$0	\$0



Department	Account Type	Account	Description	2022 Actuals	2023 Actuals	2024 YTD	2024 Budget	2025 Budget
Public Works								
	<b>Expenditures</b>							
		01-0030-4000	FT Wages	\$482,710	\$483,051	\$359,067	\$530,974	\$563,579
		01-0030-4001	PT Wages	\$38,487	\$38,493	\$34,192	\$20,835	\$19,213
		01-0030-4002	OT Wages	\$44,563	\$39,982	\$31,466	\$27,795	\$27,795
		01-0030-4100	FT Wage Related Expenses	\$88,111	\$89,529	\$74,427	\$100,146	\$105,854
		01-0030-4101	PT Wage Related Expenses	\$5,697	\$4,931	\$5,496	\$4,005	\$3,688
		01-0030-4102	Group Benefits	\$54,703	\$54,681	\$52,575	\$63,845	\$69,768
		01-0030-4103	WSIB	\$13,197	\$16,995	\$14,483	\$18,072	\$17,907
		01-0030-4200	Office Supplies & Equipment	\$0	\$236	\$70	\$150	\$150
		01-0030-4201	Hydro	\$679	\$771	\$540	\$700	\$700
		01-0030-4203	Fuel	\$135,894	\$116,303	\$115,755	\$98,766	\$103,704
		01-0030-4205	Equipment Maintenance & Supplies	\$2,204	\$355	\$345	\$2,050	\$1,000
		01-0030-4208	Signage	\$12,295	\$14,233	\$11,449	\$14,500	\$14,500
		01-0030-4209	Pavement Markings	\$34,204	\$36,283	\$0	\$35,500	\$35,500
		01-0030-4210	Railway Maintenance and Upgrades	\$1,975	\$0	\$0	\$5,000	\$5,000
		01-0030-4211	Municipal Street Naming	\$5,280	\$0	\$0	\$1,000	\$1,000
		01-0030-4212	Maintenance Gravel	\$79,098	\$63,707	\$91,138	\$75,000	\$75,000
		01-0030-4213	Calcium	\$79,791	\$79,152	\$67,987	\$76,000	\$76,000
		01-0030-4214	Winter Maintenance	\$294,687	\$277,542	\$201,187	\$250,000	\$250,000
		01-0030-4217	Waste Removal	\$1,279	\$0	\$0	\$1,300	\$500
		01-0030-4218	Shop Overhead	\$12,206	\$5,704	\$8,295	\$7,400	\$8,700
		01-0030-4219	Road Maintenance supplies	\$30,999	\$33,691	\$36,387	\$35,400	\$35,400
		01-0030-4220	Vehicle Maintenance	\$65,034	\$45,818	\$29,433	\$42,000	\$42,000
		01-0030-4221	Speed Monitor	\$0	\$0	\$0	\$0	\$0
		01-0030-4222	Tree Maintenance Program	\$24,015	\$20,956	\$5,583	\$32,000	\$32,000
		01-0030-4224	Sidewalk Repairs	\$0	\$0	\$0	\$5,000	\$5,000
		01-0030-4302	Communication (phone, fax, internet)	\$3,761	\$2,026	\$2,025	\$2,100	\$2,671
		01-0030-4305	Professional Fees - Engineering	\$877	\$0	\$0	\$1,000	\$1,000
		01-0030-4308	Mileage	\$0	\$0	\$320	\$100	\$100
		01-0030-4309	Professional Development	\$0	\$0	\$1,130	\$1,200	\$6,200
		01-0030-4311	Membership and Subscription Fees	\$559	\$219	\$729	\$709	\$729
		01-0030-4312	Meals	\$0	\$0	\$75	\$350	\$350
		01-0030-4315	Insurance	\$55,369	\$74,102	\$83,204	\$84,446	\$88,668
		01-0030-4316	Advertising	\$3,562	\$212	\$18	\$1,500	\$1,000
		01-0030-4318	Vehicle Plates	\$11,813	\$6,595	\$0	\$6,595	\$6,595
		01-0030-4319	Permits	\$111	\$60	\$0	\$100	\$100
		01-0030-4320	Contract Services	\$33,821	\$53,869	\$35,146	\$74,778	\$38,147
		01-0030-4321	Clothing, Safety Allowance	\$2,279	\$2,200	\$1,893	\$2,800	\$3,200
		01-0030-4400	Street Lights: Repairs and Hydro Bills	\$11,999	\$14,082	\$15,828	\$14,850	\$14,850
	<b>Expenditures Total</b>			<b>\$1,631,257</b>	<b>\$1,575,779</b>	<b>\$1,280,243</b>	<b>\$1,637,966</b>	<b>\$1,657,568</b>

Department	Account Type	Account	Description	2022 Actuals	2023 Actuals	2024 YTD	2024 Budget	2025 Budget
<b>Public Works</b>	<b>ReserveTransfers</b>							
		<b>01-0013-3085</b>	Transfer from Asset Management Discretionary Reserve	-\$1,975	\$0	\$0	-\$10,000	-\$10,000
		01-0013-3100	Transfer from Operating Carryforward	\$0	-\$27,110	\$0	\$0	\$0
		<b>01-0013-3205</b>	Contribution from Winter Maintenance	-\$39,257	\$0	\$0	\$0	\$0
			Contribution to Winter Maintenance	\$0	\$0	\$0	\$25,000	\$0
	<b>ReserveTransfers Total</b>			<b>-\$41,232</b>	<b>-\$27,110</b>	<b>\$0</b>	<b>\$15,000</b>	<b>-\$10,000</b>
	<b>Revenues</b>							
		<b>01-0015-1290</b>	Oversize/Haul Route Permits	-\$420	-\$339	-\$696	-\$232	-\$476
		<b>01-0015-2000</b>	Third Party Cost Recovery	-\$1,319	-\$500	\$0	-\$100	-\$100
		<b>01-0015-3310</b>	Entrance Permit	-\$1,647	-\$1,822	-\$4,416	-\$3,196	-\$3,292
		<b>01-0015-3315</b>	Municipal Street Naming	-\$3,080	\$0	\$0	-\$1,000	-\$1,000
		<b>01-0015-3740</b>	Public Works Other Recoveries	-\$28,516	-\$66,418	\$0	-\$48,516	-\$28,516
	<b>Revenues Total</b>			<b>-\$34,981</b>	<b>-\$69,079</b>	<b>-\$5,112</b>	<b>-\$53,044</b>	<b>-\$33,384</b>









Department	Account Type	Account	Description	2022 Actuals	2023 Actuals	2024 YTD	2024 Budget	2025 Budget
Youth Advisory Committee								
	<b>Expenditures</b>							
		01-0190-4200	Office Supplies & Equipment	\$0	\$238	\$85	\$500	\$250
		01-0190-4308	Mileage	\$0	\$0	\$0	\$160	\$50
		01-0190-4309	Professional Development	\$0	\$0	\$408	\$428	\$428
	<b>Expenditures Total</b>			<b>\$0</b>	<b>\$238</b>	<b>\$493</b>	<b>\$1,088</b>	<b>\$728</b>
<b>Grand Total</b>				<b>\$3,484,792</b>	<b>\$3,493,258</b>	<b>\$3,209,299</b>	<b>\$4,024,046</b>	<b>\$4,328,904</b>

Department	2022 Actuals	2023 Actuals	2024 YTD	2024 Budget	2025 Budget
<b>Expenditures</b>					
Administration	\$798,259	\$951,341	\$727,241	\$868,072	\$1,269,276
Building	\$532,965	\$580,337	\$535,149	\$746,465	\$838,783
By-law	\$169,034	\$248,361	\$235,189	\$260,843	\$291,267
Corporate	\$194,418	\$186,127	\$222,406	\$224,122	\$231,789
Council	\$138,071	\$137,154	\$107,149	\$147,609	\$176,185
Elections	\$62,640	\$1,929	\$1,883	\$1,883	\$1,883
Finance	\$677,923	\$694,501	\$575,685	\$721,031	\$624,790
Fire and Rescue	\$885,952	\$930,448	\$832,609	\$995,940	\$1,064,536
Library	\$7,475	\$8,637	\$8,246	\$7,940	\$8,400
Municipal Office	\$72,255	\$76,396	\$59,156	\$67,630	\$70,391
ORC	\$189,366	\$209,265	\$180,331	\$198,482	\$256,010
Parks	\$93,906	\$195,050	\$174,099	\$200,720	\$253,005
PCC	\$145,368	\$169,628	\$172,441	\$242,932	\$197,748
PDAC	\$4,240	\$4,802	\$2,762	\$6,120	\$6,674
Planning	\$317,796	\$625,479	\$503,062	\$477,580	\$523,910
Public Works	\$1,631,257	\$1,575,779	\$1,280,243	\$1,637,966	\$1,657,568
Source Water Protection	\$9,206	\$9,554	\$4,820	\$9,878	\$10,152
Heritage Advisory Committee	\$10,008	\$12,479	\$12,415	\$14,719	\$14,835
Recreation Advisory Committee	\$1,611	\$2,124	\$868	\$4,413	\$4,855
Youth Advisory Committee	\$0	\$238	\$493	\$1,088	\$728
<b>Expenditures Total</b>	<b>\$5,941,752</b>	<b>\$6,619,629</b>	<b>\$5,636,247</b>	<b>\$6,835,434</b>	<b>\$7,502,785</b>
<b>ReserveTransfers</b>					
Administration	\$0	\$10,600	\$2,200	-\$10,600	-\$10,600
Building	\$39,059	\$352,061	-\$97,984	-\$58,696	-\$130,139
Corporate	-\$31,500	\$41,116	\$115,503	\$130,503	-\$99,329
Elections	-\$41,250	\$13,750	\$13,750	\$13,750	\$13,750
Planning	-\$7,500	\$25,000	-\$25,000	-\$25,000	\$0
Public Works	-\$41,232	-\$27,110	\$0	\$15,000	-\$10,000
<b>ReserveTransfers Total</b>	<b>-\$82,423</b>	<b>\$415,417</b>	<b>\$8,469</b>	<b>\$64,957</b>	<b>-\$236,318</b>
<b>Revenues</b>					
Administration	-\$16,241	-\$10,727	-\$11,050	-\$14,223	-\$15,659
Building	-\$572,025	-\$932,398	-\$437,165	-\$687,769	-\$708,644



Department	2022 Actuals	2023 Actuals	2024 YTD	2024 Budget	2025 Budget
By-law	-\$50,500	-\$67,935	-\$78,228	-\$77,644	-\$89,298
Corporate	-\$1,155,841	-\$1,533,531	-\$1,392,980	-\$1,386,901	-\$1,413,115
Elections	\$0	\$0	\$0	\$0	\$0
Finance	-\$28,887	-\$44,796	-\$54,072	-\$40,188	-\$44,046
Fire and Rescue	-\$106,372	-\$131,339	-\$75,470	-\$119,670	-\$123,232
Library	-\$3,313	-\$9,440	\$0	-\$3,472	-\$4,000
Municipal Office	-\$21,676	-\$22,919	-\$17,747	-\$20,289	-\$21,117
ORC	-\$68,599	-\$58,248	-\$62,705	-\$76,467	-\$74,991
Parks	-\$13,459	-\$13,285	-\$22,377	-\$15,919	-\$22,361
PCC	-\$39,737	-\$68,495	-\$54,266	-\$83,014	-\$82,502
Planning	-\$232,854	-\$533,114	-\$203,439	-\$267,585	-\$276,187
Public Works	-\$34,981	-\$69,079	-\$5,112	-\$53,044	-\$33,384
Source Water Protection	-\$24,351	-\$40,085	-\$14,605	-\$19,912	-\$20,427
Heritage Advisory Committee	-\$5,700	-\$6,398	-\$6,200	-\$10,248	-\$8,600
<b>Revenues Total</b>	<b>-\$2,374,537</b>	<b>-\$3,541,789</b>	<b>-\$2,435,417</b>	<b>-\$2,876,345</b>	<b>-\$2,937,563</b>
<b>Grand Total</b>	<b>\$3,484,792</b>	<b>\$3,493,258</b>	<b>\$3,209,299</b>	<b>\$4,024,046</b>	<b>\$4,328,904</b>

**2025 OPERATING BUDGET BASE BUDGET INCREASE FORM**

Department

Administration

**1 - Purpose of Expenditure**

To purchase a corporate cell phone for the back-up to the EOC Director to ensure the device is subject to the Township's policies and ensure appropriate record keeping.

**2 - Need**

It is essential that the back-up to the EOC Director in the case of an emergency is able to be contacted and that all records relating to an emergency are maintained on a Township owned device.

**3 - Benefit of the Investment**

See above

**4 - Risk Assessment**

There are privacy concerns of a staff member receiving confidential information related to an emergency on a personal device and that the staff member's privacy may have to be unduly breached in the event of an emergency should a record search of the device be required.

**5 - Financial Impact**

One-time request for 2025 Budget only?

No

**Revenues Earned/Reserves Utilized**

Description	Revenue Amount	Reserve Amount	Balance in Reserve
	\$0	\$0	\$0
<b>Total Revenues Earned/Reserves Utilized</b>	<b>\$0</b>		

**Expenses Incurred**

Description	Expense Amount
Cell Phone	\$435
Service	\$192
<b>Total Expenses</b>	<b>\$627</b>
<b>Net Expense/(Revenue)</b>	<b>\$627</b>

Furniture/Fixtures Required for new staff?	N/A
Computer Required for new staff?	N/A
Fleet Vehicle Required for new staff?	N/A

**2025 OPERATING BUDGET BASE BUDGET INCREASE FORM**

Department

Administration

**1 - Purpose of Expenditure**

In order to celebrate the 175th Anniversary of the Township, staff are recommending that the Puslinch Community Showase, Unveiling of the Puslinch Community Centre Grounds and Unveiling of the Killean School Bell Carin be combined into a single 175th Anniversary Event. This event has been tentatively scheduled for Saturday October 4th, as staff are looking to establish the first Saturday in October as the standing date for the Puslinch Community Showcase. Staff are planning a 4 hour event estimating 600 attendees.

**2 - Need**

To celebrate this event, staff are recommending that the Township cover a portion of the cost of having the Optimist Club Food Truck participate in the Showcase. Staff recommend working with the Optimist Club of Puslinch to support Council's direction of engaging and supporting local community groups in the Township. The Optimist Club would provide hamburgers, hotdogs, a halal option as well as condiments and pop. This costing takes into consideration the split between how many hot dogs and hamburgers are typically sold for an event with 600 attendees based on current Optimist Club costs. This budget request also includes the cost of snacks in addition to the food truck (mini chip bags and mini chocolate bars).

There are two options for the food truck as outlined below:

- Covering the cost of the food sold at the food truck: \$2,265
- Charging \$1.75 per food item sold: \$1,215

Staff recommend that Council consider the second option to assist in offsetting the costs. Staff proposed to sell food tickets at the event and the customer would provide the ticket to the Optimist Club Food Truck.

**3 - Benefit of the Investment**

This budget request will ensure a memorable experience for all participants and provides an opportunity for the Township community to acknowledge this significant milestone of the Township. Having the food truck available at a low cost reduces barriers while also fostering community spirit and pride.

**4 - Risk Assessment**

NA

**5 - Financial Impact**

One-time request for 2025 Budget only?

Yes

**Revenues Earned/Reserves Utilized**

Description	Revenue Amount	Reserve Amount	Balance in Reserve
	\$0	\$0	\$0
<b>Total Revenues Earned/Reserves Utilized</b>	<b>\$0</b>		

**Expenses Incurred**

Description	Expense Amount
Charging \$1.75 per food item	1,215
Additional snacks (4 cases from costco)	160
Mini chocolate bars	60
<b>Total Expenses</b>	<b>\$1,435</b>
<b>Net Expense/(Revenue)</b>	<b>\$1,435</b>

Furniture/Fixtures Required for new staff?	N/A
Computer Required for new staff?	N/A
Fleet Vehicle Required for new staff?	N/A

**2025 OPERATING BUDGET BASE BUDGET INCREASE FORM**

Department

Building

**1 - Purpose of Expenditure**

Software (Trax) to manage the new building code, its revisions and reference documents. Trax is an industry-standard tool that allows building officials to quickly reference building codes and aid in building code reviews.

**2 - Need**

January 1, 2025 the newest iteration of the code is coming into effect. Trax software offers an efficient way to review code items and go through all the cross-reference standards. Trax software remains up-to-date as soon revisions are made by the Province. The Township currently uses a mix of a PDF building code and the physical building code books (2 large binders) to aid in the day-to-day plans review/inspection duties.

**3 - Benefit of the Investment**

Trax software offers a more efficient way of reviewing code items and reference materials all in one place. Trax has a powerful comparative tool, which allows Township staff to compare the current building code to the former (really important with the January 1, 2025 new code and future amendments).

**4 - Risk Assessment**

None

**5 - Financial Impact**

One-time request for 2025 Budget only?

no

**Revenues Earned/Reserves Utilized**

Description	Revenue Amount	Reserve Amount	Balance in Reserve
Building Reserve	684		
	<b>\$684</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Revenues Earned/Reserves Utilized</b>	<b>\$684</b>		

**Expenses Incurred**

Description	Expense Amount
Trax Software	684
<b>Total Expenses</b>	<b>\$684</b>
<b>Net Expense/(Revenue)</b>	<b>\$0</b>

Furniture/Fixtures Required for new staff?	N/A
Computer Required for new staff?	N/A
Fleet Vehicle Required for new staff?	N/A



**2025 OPERATING BUDGET BASE BUDGET INCREASE FORM**

**Department**

**Fire and Rescue Services**

**1 - Purpose of Expenditure**

Hamilton Health Sciences and the Wellington County Fire Chief Association are in the process of formalizing an agreement to provide medical oversight to the fire departments County-wide. The proposed agreement will include the number of fire stations in each municipality in order to allocate costs accordingly. Given the Township has one fire station, the annual cost to the Township is estimated at \$1,770. The proposed agreement will include a schedule incorporating the cost for each municipality. The proposed agreement will be presented to Council in 2025 for Council's consideration.

**2 - Need**

Medical Oversight services as outlined in the draft agreement include:  
(a) Certify qualified Firefighters to receive Medical Delegation as per Section 8.  
(b) Provide medical advice to the FIRE DEPARTMENT and Firefighters to ensure a smooth and medically sound transfer of Patient care from the FIRE DEPARTMENT to Paramedics; and  
(c) Provide quality assurance information to the FIRE DEPARTMENT

**3 - Benefit of the Investment**

The benefits include medical delegation, certification and recertification, quality assurance, information sharing, training, and medical advice relating to patient care.

**4 - Risk Assessment**

None

**5 - Financial Impact**

One-time request for 2025 Budget only?

**Revenues Earned/Reserves Utilized**

Description	Revenue Amount	Reserve Amount	Balance in Reserve
	\$0	\$0	\$0
<b>Total Revenues Earned/Reserves Utilized</b>	<b>\$0</b>		

**Expenses Incurred**

Description	Expense Amount
Contract Fee for services	1,770
<b>Total Expenses</b>	<b>\$1,770</b>
<b>Net Expense/(Revenue)</b>	<b>\$1,770</b>

Furniture/Fixtures Required for new staff?	N/A
Computer Required for new staff?	N/A
Fleet Vehicle Required for new staff?	N/A

**2025 OPERATING BUDGET BASE BUDGET INCREASE FORM**

Department

Planning

**1 - Purpose of Expenditure**

To have NPG the Township's Planning Consultant conduct a review of the Township's proposed amendments to the Township's Zoning By-law's Home Industry Provisions, Short-term Accomodations, and Extractive Zone Permissions.

**2 - Need**

Staff are seeking to amend the Township's Zoning By-laws in order to support economic development within the Township by clarifying the permissions relating to diversified uses on appropriate properties through a scaled approach. This review would ensure that the proposed amendments are in conformity with the County Official Plan, Provincial Policy Statements, Township Zoning By-law, and land use planning best practises. The remainder of the work associated with this project will be completed by Township staff. This project was identified in the 2024 Corporate Work Plan and is being carried forward to the 2025 Corporate Work Plan.

**3 - Benefit of the Investment**

Ensuring conformity with applicable legislation is vital to good land use planning within the Township.

**4 - Risk Assessment**

Not completing this review could result in the provisions being misaligned with the legislation.

**5 - Financial Impact**

One-time request for 2025 Budget only?

Yes

**Revenues Earned/Reserves Utilized**

Description	Revenue Amount	Reserve Amount	Balance in Reserve
	\$0	\$0	\$0
<b>Total Revenues Earned/Reserves Utilized</b>	\$0		

**Expenses Incurred**

Description	Expense Amount
NPG Review	15,000
<b>Total Expenses</b>	<b>\$15,000</b>
<b>Net Expense/(Revenue)</b>	<b>\$15,000</b>

Furniture/Fixtures Required for new staff?	N/A
Computer Required for new staff?	N/A
Fleet Vehicle Required for new staff?	N/A

**2025 OPERATING BUDGET BASE BUDGET INCREASE FORM**

Department

Planning

**1 - Purpose of Expenditure**

To retain a peer reviewer to review Statements of Cultural Heritage Value or Interest prior to heritage properties being designated as a result of changes in *Bill 23*.

**2 - Need**

The Township's Heritage Advisory Committee and staff have been directed to propose designation for approximately 20 properties in the second half of 2025. These properties are currently on the Township's Heritage Register. Any properties currently listed on the Heritage Register that are not designated by January 1, 2027 will automatically be removed from the register and will lose their interim protection from demolition.

**3 - Benefit of the Investment**

Ensure that accurate Statements of Cultural Heritage Value or Interest are drafted to support the Heritage Designation By-laws to be considered by Council.

**4 - Risk Assessment**

By not completing a peer review of the Statements of Cultural Heritage Value or Interest, Council is relying on the Heritage Advisory Committee and staff (no Township staff have heritage expertise) to draft these statements for Council's consideration and approval.

**5 - Financial Impact**

One-time request for 2025 Budget only?

Yes

**Revenues Earned/Reserves Utilized**

Description	Revenue Amount	Reserve Amount	Balance in Reserve
	\$0	\$0	\$0
<b>Total Revenues Earned/Reserves Utilized</b>	<b>\$0</b>		

**Expenses Incurred**

Description	Expense Amount
Peer Review (\$50/hr)	2,000
<b>Total Expenses</b>	<b>\$2,000</b>
<b>Net Expense/(Revenue)</b>	<b>\$2,000</b>

Furniture/Fixtures Required for new staff?	N/A
Computer Required for new staff?	N/A
Fleet Vehicle Required for new staff?	N/A

Conference, Seminar and Training Budget

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Department	Position	Conference/Seminar/Training Session	Budget
Administration	To be Determined Based on Availability	AMO or ROMA Conference	\$ 1,830
Administration	CAO	Management Training, OMAA/CAMA Workshops	\$ 5,000
Administration	Clerk	Management Training, AMCTO Courses, AMCTO Conference	\$ 5,000
Administration	Deputy Clerk	Management Training, AMCTO Courses, AMCTO Conference	\$ 5,000
Administration	Deputy Clerk	National Trust Conference	\$ 200
Administration	Deputy Clerk	Ontario Heritage Conference	\$ 275
Administration	Human Resources Generalist	Human Resources Courses	\$ 1,000
Administration	Customer Service Coordinator - Corporate Services	AMCTO Courses	\$ 1,000
Administration	Communications and Committee Coordinator	AMCTO Courses	\$ 1,000
Administration	Communications and Committee Coordinator	Ontario Parks Association Education Forum or PRO Educational Forum.	\$ 500
Administration	Legislative Assistant	AMCTO and/or OBOA Courses	\$ 1,000
Administration	Corporate Wide Training	Health and Safety Certification (Part 1 and Part 2) for Joint Health and Safety Committee Members	\$ 1,268
Administration	Corporate Wide Training	Staff Development and Training (ie. First Aid, Wellness, etc.)	\$ 700
Administration	Corporate Wide Training	Cyber Security Training	\$ 1,008
Administration	Corporate Wide Training	Harassment and Violence in the Workplace Training	\$ -
Administration	Corporate Wide Training	Teamwork/Individual Coaching Training	\$ -
Administration	Corporate Wide Training	Code of Conduct/Municipal Conflict of Interest Training	\$ -
Administration	Corporate Wide Training	Website Training	\$ -
Administration	Corporate Wide Training	Records Management Training	\$ -
Administration	Corporate Wide Training	Microsoft Office Training	\$ -
Administration	Corporate Wide Training	Keystone Training	\$ -
Building	Building Inspector	OBOA Courses, Ministry of Municipal Affairs and Housing Exams, OBOA/OOWA Conference	\$ 3,500
Building	Chief Building Official	Management Training, OBOA Courses, OBOA/OOWA Conference	\$ 5,000
Building	Building Services Technician	OBOA Courses and Ministry of Municipal Affairs and Housing Exams	\$ 1,000
Building	Customer Service Coordinator - Building	OBOA Courses and Ministry of Municipal Affairs and Housing Exams	\$ 1,000
Building	Allocation - Corporate Wide Training	Health and Safety Certification (Part 1 and Part 2) for Joint Health and Safety Committee Members	\$ 543
Building	Allocation - Corporate Wide Training	Staff Development and Training (ie. First Aid, Wellness, etc.)	\$ 300
Building	Allocation - Corporate Wide Training	Cyber Security Training	\$ 432
Building	Allocation - Corporate Wide Training	Harassment and Violence in the Workplace Training	\$ -
Building	Allocation - Corporate Wide Training	Teamwork/Individual Coaching Training	\$ -
Building	Allocation - Corporate Wide Training	Code of Conduct/Municipal Conflict of Interest Training	\$ -
By-law	By-law Enforcement, Property Standards and Licensing Officer	Ontario Association of Property Standards Officers - Annual Training Seminar and Annual General Meeting, Municipal Law Enforcement Officer's Association and Ontario Association of Property Standards Officers Courses, AMCTO Courses	\$ 3,500
Finance	Director of Finance/Treasurer	Management Training, MFOA Conference	\$ 509
Finance	Deputy Treasurer	Management Training, MFOA Conference, MFOA/AMCTO/Accounting/Payroll Courses	\$ 1,500
Finance	Taxation and Revenue Coordinator	AMCTO/Taxation Courses	\$ 1,000
Finance	Financial Assistant	MFOA/AMCTO/Accounting/Payroll Courses	\$ 1,000
Fire and Rescue	Fire Chief	Management Training, Ontario Association of Fire Chiefs' Conference and General Meeting	\$ 5,000
Fire and Rescue	Deputy Fire Chief	Ontario Association of Fire Chiefs' Conference and General Meeting	\$ 1,500
Fire and Rescue	Health and Safety Training Officer	Blue Card Command Instructors' Course	\$ -
Fire and Rescue	2 Health and Safety Committee Members	PSHSA H&S Certification Part 1 and Part 2	\$ 1,400
Fire and Rescue	Volunteer Firefighters	Red Cross First Responder Certification	\$ 1,290
Fire and Rescue	2 Volunteer Firefighters	Red Cross Instructors Certification	\$ 630
Fire and Rescue	Volunteer Firefighters	Red Cross CPR Certification	\$ 860
Fire and Rescue	Volunteer Firefighters	Canadian Critical Incident Stress Foundation's Conference	\$ 1,800

Required every 3 years

Required every 3 years



**Conference, Seminar and Training Budget**

<b>Department</b>	<b>Position</b>	<b>Conference/Seminar/Training Session</b>	<b>Budget</b>
Fire and Rescue	Volunteer Firefighters	Fire Service Women Conference	\$ 1,050
Fire and Rescue	3 New Qualified Acting Captains or 28 Firefighters in the introductory module	Blue Card Command - On-line Course - 4 to 40 Hours	\$ 1,800
Fire and Rescue	Other Firefighters not described above	Ontario Fire College Courses	\$ 995
Fire and Rescue	Resource Materials	Textbooks, dvds, training props, misc.	\$ 950
Fire and Rescue	Resource Materials	Blue Card Command Resources and Admin Centre	\$ 3,730
Fire and Rescue	Public Fire and Life Safety Educator	Ontario Association of Fire Chiefs' Conference	\$ 350
Fire and Rescue	Chief Fire Prevention Officer	OMFPOA Training and Educational Symposium	\$ 575
Fire and Rescue	Facility Rental	Facility Rental	\$ 1,600
Planning	TBD	Ontario Association of Committees of Adjustment & Consent Authorities	\$ 250
Planning	Development and Legislative Coordinator	AMCTO Courses/Ontario Association of Committee of Adjustment Conference	\$ 1,000
Planning	Junior Planner	Planning Related Courses/Conferences/Exams	\$ 1,000
Public Works	TBD	Management Training	\$ 5,000
Public Works	TBD	Road/Safety/Equipment Training	\$ 1,200
Parks	TBD	Parks/Safety/Equipment Training	\$ 1,500
ORC	Facility Operator	Ontario Recreation Facilities Association Training, Olympia Training	\$ -

**Directly from Expense Policy:**

**Clause 4.2. Conference, seminar, or training attendance is limited to Ontario unless otherwise approved by the CAO.**

**Clause 4.3. Conference, seminar, or training attendance is limited to the following:**

**Two (2) job-related conferences per year in Ontario or one (1) outside of Ontario.**

**Two (2) job-related off-site training sessions per year in Ontario or one (1) outside of Ontario.**

**Conference, seminar, and training sessions must be itemized in the annual budget of each department**

**Attendance at conference, seminar, and training sessions are limited to a maximum of ten (10) business days.**

**Additional mandatory training requires approval by the CAO.**

**Memberships and Associations Budget**

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Department	Position	Membership and/or Association	Corporate Fee	Individual Fee	Budget	Notes
Administration	CAO	CAMA/ICMA	N/A	\$ 799	\$ 799	
Administration	CAO	Ontario Municipal Administrators' Association	N/A	\$ 632	\$ 632	
Administration	CAO	Association of Municipal Managers, Clerks and Treasurers of Ontario	N/A	\$ 458	\$ 458	
Administration	Clerk	Association of Municipal Managers, Clerks and Treasurers of Ontario	N/A	\$ 458	\$ 458	
Administration	Deputy Clerk	Association of Municipal Managers, Clerks and Treasurers of Ontario	N/A	\$ 458	\$ 458	
Administration	Communications and Committee Coordinator	Association of Municipal Managers, Clerks and Treasurers of Ontario	N/A	\$ 243	\$ 243	
Administration	Legislative Assistant	Association of Municipal Managers, Clerks and Treasurers of Ontario	N/A	\$ 243	\$ 243	
Administration	Customer Service Coordinator - Corporate Services	Association of Municipal Managers, Clerks and Treasurers of Ontario	N/A	\$ 243	\$ 243	New in 2025
Administration	Corporate Memberships	Top Aggregate Producing Municipalities of Ontario	\$ 25,000	N/A	\$ 25,000	
Administration	Corporate Memberships	Association of Municipalities of Ontario	\$ 3,250	N/A	\$ 2,275	
Administration	Corporate Memberships	Ontario Good Roads Association	\$ 974	N/A	\$ 974	
Administration	Corporate Memberships	Federation of Canadian Municipalities	\$ 2,327	N/A	\$ 2,327	
Administration	Corporate Memberships	Human Resources Download Program	\$ 6,114	N/A	\$ 4,280	
Building	Building Inspector	Annual Registration – Ministry of Municipal Affairs and Housing	N/A	\$ 128	\$ 128	
Building	Building Inspector	Ontario Building Officials Association	N/A	\$ 358	\$ 358	
Building	Building Inspector	Ontario Building Officials Association Wellington-Waterloo and District Chapter	N/A	\$ 30	\$ 30	
Building	Building Inspector	Ontario Plumbing Inspectors Association	N/A	\$ 75	\$ 75	
Building	Building Inspector	Ontario Onsite Wastewater Association	N/A	\$ 234	\$ 234	
Building	Chief Building Official	Annual Registration – Ministry of Municipal Affairs and Housing	N/A	\$ 128	\$ 128	
Building	Chief Building Official	Ontario Building Officials Association	N/A	\$ 358	\$ 358	
Building	Chief Building Official	Ontario Building Officials Association Wellington-Waterloo and District Chapter	N/A	\$ 30	\$ 30	
Building	Chief Building Official	Ontario Plumbing Inspectors Association	N/A	\$ 75	\$ 75	
Building	Chief Building Official	Ontario Association of Certified Technicians and Technologists or Canadian Registered Building Official	N/A	\$ 250	\$ 250	
Building	Chief Building Official	Ontario Onsite Wastewater Association	N/A	\$ 234	\$ 234	
Building	Chief Building Official	Wellington Waterloo Region Chief Building Official Committee	N/A	\$ 100	\$ 100	
Building	Building Services Technician	Annual Registration – Ministry of Municipal Affairs and Housing	N/A	\$ 128	\$ 128	
Building	Building Services Technician	Ontario Building Officials Association	N/A	\$ 358	\$ 358	
Building	Building Services Technician	Ontario Building Officials Association Wellington-Waterloo and District Chapter	N/A	\$ 30	\$ 30	

**Memberships and Associations Budget**

<b>Department</b>	<b>Position</b>	<b>Membership and/or Association</b>	<b>Corporate Fee</b>	<b>Individual Fee</b>	<b>Budget</b>	<b>Notes</b>
Building	Corporate Memberships	Canadian Farm Builders' Association	N/A	\$ 69	\$ 69	
Building	Corporate Wide Membership Allocation - 30%	Association of Municipalities of Ontario	\$ 3,250	N/A	\$ 975	
Building	Corporate Wide Membership Allocation - 30%	Municipal Information Network	\$ 670	N/A	\$ 201	
Building	Corporate Wide Membership Allocation - 30%	Local Authority Services Energy Planning Tool	\$ 305	N/A	\$ 92	
Building	Corporate Wide Membership Allocation - 30%	Human Resources Download Program	\$ 6,114	N/A	\$ 1,834	
Building	Corporate Wide Membership Allocation - 30%	Amazon Prime Membership	\$ 80	\$ -	\$ 24	
Building	Corporate Wide Membership Allocation - 30%	Municipal Employer Pension Center of Ontario	\$ 85	N/A	\$ 26	
By-law	By-law Enforcement, Property Standards and Licensing Officer	Ontario Association of Property Standards Officers	\$ 117	\$ 117	\$ 117	
By-law	By-law Enforcement, Property Standards and Licensing Officer	Association of Municipal Managers, Clerks and Treasurers of Ontario	N/A	\$ 243	\$ 243	
By-law	By-law Enforcement, Property Standards and Licensing Officer	Municipal Law Enforcement Officers' Association	\$ 174	\$ 174	\$ 174	
Finance	Director of Finance/Treasurer	Chartered Professional Accountants of Canada	N/A	\$ 884	\$ 884	
Finance	Corporate Memberships	Amazon Prime Membership	\$ 80	\$ -	\$ 56	
Finance	Corporate Memberships	Municipal Finance Officers' Association	\$ 371	N/A	\$ 371	
Finance	Corporate Memberships	Municipal Employer Pension Center of Ontario	\$ 85	N/A	\$ 60	
Finance	Corporate Memberships	Local Authority Services Energy Planning Tool	\$ 305	N/A	\$ 214	
Finance	Corporate Memberships	Municipal Information Network	\$ 670	N/A	\$ 469	
Fire and Rescue	Fire Chief	Ontario Association of Fire Chiefs	N/A	\$ 275	\$ 275	
Fire and Rescue	Deputy Fire Chief	Ontario Association of Fire Chiefs	N/A	\$ 260	\$ 260	
Fire and Rescue	Deputy Fire Chief	Ontario Municipal Management Institute	N/A	\$ 155	\$ 155	
Fire and Rescue	Corporate Memberships	National Fire Protection Association	\$175 USD	N/A	\$ 221	
Fire and Rescue	Corporate Memberships	Wellington County Training Officers Association	\$ 50	N/A	\$ 50	
Fire and Rescue	Corporate Memberships	Fire Marshal's Public Fire Safety Council	\$ 100	N/A	\$ 100	
Fire and Rescue	Corporate Memberships	Wellington County Fire Chiefs Association	\$ 250	N/A	\$ 250	
Fire and Rescue	Corporate Memberships	Ontario Municipal Fire Prevention Officers Association	\$ 150		\$ 150	

**Memberships and Associations Budget**

<b>Department</b>	<b>Position</b>	<b>Membership and/or Association</b>	<b>Corporate Fee</b>	<b>Individual Fee</b>	<b>Budget</b>	<b>Notes</b>
Fire and Rescue	Individual Membership	Fire Service Women Ontario		\$ 40	\$ 200	
Fire and Rescue	Individual Membership	Ontario Fire Chiefs' Administrative Assistants Association		\$ 45	\$ 45	
Fire and Rescue	Corporate Memberships	Wellington Dufferin Fire Prevention	\$ 150	N/A	\$ 150	
Fire and Rescue	Training Partner Membership	Canadian Red Cross	\$ 250	N/A	\$ 250	
Heritage Advisory Committee	Corporate Memberships	Community Heritage Ontario	\$ 100	N/A	\$ 100	
Heritage Advisory Committee	Corporate Memberships	Ontario Historical Society	\$ 102	N/A	\$ 102	
Planning	Development & Legislative Coordinator	Association of Municipal Managers, Clerks and Treasurers of Ontario	N/A	\$ 458	\$ 458	
Planning	Development & Legislative Coordinator	Canadian Association of Certified Planning Technicians Associate - Membership (Category 2)	N/A	\$ 155	\$ 155	
Planning	Junior Planner	Ontario Professional Planners Institute	N/A	\$ 600	\$ 600	New in 2025
Planning	Junior Planner	Canadian Institute of Planners	N/A	\$ 241	\$ 241	New in 2025
Planning	Corporate Memberships	Ontario Association of Committee of Adjustment	\$ 150	N/A	\$ 150	
Public Works	Director of Public Works, Parks and Facilities	Association of Ontario Road Supervisors	N/A	\$ 229	\$ 229	
Public Works	Director of Public Works, Parks and Facilities	County of Wellington Road Supervisors Association	N/A	\$ 250	\$ 250	
Public Works	Supervisor of Public Works, Parks and Facilities	County of Wellington Road Supervisors Association	N/A	\$ 250	\$ 250	

**Directly from Expense Policy:**

**Clause 1.1. The Township will provide membership and association fees for those organizations and professional associations that generate important and current technical and professional information to the department and the Township.**

**Clause 1.2. The Township will pay for professional membership and association fees for employees who are required to carry a designation in order to perform their duties and responsibilities. Requirements must be included and detailed in the employee's job description. A budget itemizing the memberships and associations paid by the Township for each department shall be included in the annual budget.**

**Clause 1.3. If the professional membership and association fee is not related to the employee's current position at the Township and not detailed in the job description, the employee is responsible for the full cost.**



Township of Puslinch Council  
C/O Courtenay Hoytfox, Interim  
CAO  
7404 Wellington Rd 34, Puslinch,  
ON  
VIA EMAIL: [admin@puslinch.ca](mailto:admin@puslinch.ca)

Township of Puslinch  
7404 Wellington Road 34  
Puslinch, ON N0B 2J0  
[www.puslinch.ca](http://www.puslinch.ca)

October 11, 2024

RE: Resolution No. 2024-040 regarding Consent Agenda Item 7.1 September 9, 2024 Youth Advisory Committee Minutes

Please be advised that Township of Puslinch Youth Advisory Committee, at its meeting held on October 7, 2024 considered the aforementioned topic and subsequent to discussion, the following was resolved:

Resolution No. 2024-040:

Moved by Kenzo Szatori and  
Seconded by Jasmine Coburn

That Consent Agenda item 7.1 listed for the September 9, 2024 Youth Advisory Committee Meeting be received for information; and,

That Committee direct staff to request that Council consider adding a one time base budget increase of up to \$700 to sponsor a start-up youth tennis program during the 2025 budget process; and,

That the Committee direct staff to advise Council on whether the Youth Advisory Committee would meet the reduced rate eligibility criteria as per the User Fees and Charges By-law to permit the Youth Advisory Committee to rent the tennis courts on behalf of the start-up youth tennis program in 2025.

CARRIED

As per the above resolution, please accept a copy of this correspondence for your information and consideration. Staff suggest this group apply for the reduced rate eligibility criteria, and for





Council to waive Section 35.a. of the User Fees and Charges By-law, "Be in existence for at least one year", for the start-up youth tennis program.

Sincerely,

Laura Emery  
Communications & Committee Coordinator

**2025 CAPITAL BUDGET SHEET**

Department

Parks

**1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)**

Project Title - Small Maintenance Tractor  
 Type - New purchase

**2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)**

The purchase of a small maintenance tractor for the Parks Department is recommended to effectively support the new infrastructure at the Puslinch Community Centre grounds. This tractor will facilitate essential tasks such as trail maintenance, grading and washout repairs, and upkeep of walking surfaces, ensuring that the facilities remain safe and accessible for community use. Additionally, it will assist in ball diamond dragging and grass cutting, enhancing the overall appearance and functionality of the Township's parks and recreational areas.

**3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)**

Parks

**4 - Project Description**

Same as above.

**5 - Capital Funding for 2025 Expenditures**

Tax Levy	
Cash in Lieu of Parkland	
Asset Management	
Development Charges	40,000
Other (grants)	
<b>Total Funding</b>	<b>40,000</b>

**Additional information related to DC's**

Project # and Description in DC	2 - Provision for additional Lawn Tractor
Year in DC Study	2025
% of DC Funding allowed in DC	100%
Service Area in DC	Parks and Recreation Services

**6 - Capital Components, Costs, and Timing**

Please list proposed capital spending by quarter for cash flow purposes

Project Components	2025					Future Phases <span style="color: red;">Note A</span>			
	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2025	2026	2027	2028	2029
Purchase Equipment		40,000							
<span style="color: red;">Note A:</span> The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if project is approved.									

**7 - Incremental Operating Budget Impact**

	2025	Annualized	# FT Staff	# PT Staff
Incremental Revenues				
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./(Rev.)				

**2025 CAPITAL BUDGET SHEET**

Department Parks

**1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)**

Project Title - Puslinch Community Centre Senior Soccer Field Chain Link Fence Backstop  
 Type - New purchase

**2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)**

The purchase and installation of a chain link fence backstop for the Senior Soccer Field at the Puslinch Community Centre is recommended to address the concerns raised by the Puslinch Minor Soccer Club regarding soccer balls frequently ending up in the adjacent woods. This enhancement will help reduce the loss of equipment and also improve safety by preventing players from venturing into the wooded areas.

**3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)**

Puslinch Community Centre Senior Soccer Field

**4 - Project Description**

Same as above.

**5 - Capital Funding for 2025 Expenditures**

Tax Levy	
Cash in Lieu of Parkland	12,000
Asset Management	
Development Charges	
Other (grants)	
<b>Total Funding</b>	<b>12,000</b>

**Additional information related to DC's**

Project # and Description in DC	
Year in DC Study	
% of DC Funding allowed in DC	
Service Area in DC	

**6 - Capital Components, Costs, and Timing**

Please list proposed capital spending by quarter for cash flow purposes

Project Components	2025					Future Phases <span style="color: red;">Note A</span>			
	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2025	2026	2027	2028	2029
Purchase and Installation		12,000							
<span style="color: red;">Note A:</span> The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if project is approved.									

**7 - Incremental Operating Budget Impact**

	2025	Annualized	# FT Staff	# PT Staff
Incremental Revenues				
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./(Rev.)				



**2025 CAPITAL BUDGET SHEET**

Department **Optimist Recreation Centre**

**1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)**

Project Title - Optimist Recreation Centre two (2) new outdoor rink curtain panels  
 Type - New purchase

**2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)**

The purchase and installation of two new outdoor rink curtain panels at the Optimist Recreation Centre are recommended for enhancing the skating experience and maintaining the rink surface. These curtains will help shield the rink from inclement weather and direct sunlight, while also contributing to cooler temperatures within the rink area. By extending the lifespan of the ice surface, the Township can prolong skating and recreational activities, providing greater opportunities for community enjoyment throughout the winter season.

**3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)**

Optimist Recreation Centre outdoor rink

**4 - Project Description**

Same as above.

**5 - Capital Funding for 2025 Expenditures**

Tax Levy	
Cash in Lieu of Parkland	30,000
Asset Management	
Development Charges	
Other (grants)	
<b>Total Funding</b>	<b>30,000</b>

<b>Additional information related to DC's</b>	
Project # and Description in DC	
Year in DC Study	
% of DC Funding allowed in DC	
Service Area in DC	

**6 - Capital Components, Costs, and Timing**

Please list proposed capital spending by quarter for cash flow purposes

Project Components	2025					Future Phases <span style="color: red;">Note A</span>			
	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2025	2026	2027	2028	2029
Purchase and Installation	30,000								
Note A: The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if project is approved.									

**7 - Incremental Operating Budget Impact**

	2025	Annualized	# FT Staff	# PT Staff
Incremental Revenues				
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./(Rev.)				

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**From:** OCIF (MOI) <OCIF@ontario.ca>  
**Sent:** Monday, October 28, 2024 4:56 PM  
**To:** Mary Hasan <mhasan@puslinch.ca>  
**Cc:** OCIF (MOI) <OCIF@ontario.ca>  
**Subject:** FW: 2025 OCIF Allocation Notice /Avis des allocations 2025 du FOIC - Puslinch

Hello Mary,

Thank you for your follow-up inquiry regarding your 2025 OCIF allocation.

Below please find the details regarding how the CRVs reported in your 2023 CRV Template submission were inflated to 2023 currency year to derive the template-based CRV estimate.

Next, the estimate was anchored to FIR-based estimates, and the resulting CRV estimate was used in the 2025 OCIF formula.

As noted in your allocation notice, the 2025 funding year is the last year that the Ministry will be using FIR-based estimates as an anchor to determine the final CRV estimate in the OCIF funding formula. CRV template submissions received from municipalities will be the main source for CRV estimates used in the OCIF formula.

Last year, all the CRVs were expressed in 2022 dollars, hence CRVs reported in 2023 dollars were deflated to be used in 2024 OCIF funding formula.



- *Inflation Rates are derived from StatsCan Non-Residential Building Construction Price Index (NRBCPI). It is a weighted average of Toronto and Ottawa to develop an Ontario Average. To derive Inflated Asset Values represented in 2023 dollars, asset values expressed in 2022 currency year were divided by 0.9466.*

The below section outlines the composition of the CRV estimates used in the OCIF funding formula.

1. The Ministry of Infrastructure collected and reviewed CRV information provided by municipalities through CRV template submissions and CRVs in municipal asset management plans:
  - a) In cases where the ministry received a CRV template submission, CRVs were extracted and considered in the OCIF funding formula.
  - b) In cases where the ministry did not receive a CRV template submission, CRV information extracted from municipal asset management plans was used, giving priority to the most recent publicly shared AMP.
2. Using FIR data, the ministry created a core infrastructure replacement value estimate for each municipality. This estimate is referred to as the MOI (or ministry) FIR-based estimate. This estimation method involves inflating a historical book cost value by an age estimate, which is derived from amortization profiles within the financial data.

The final CRV estimate used in the OCIF funding formula is anchored to the MOI FIR-based estimates. The CRV estimate used in the OCIF funding formula is based on the following decision rules:

- If CRV template submission was received by the ministry:
  - If the CRV submitted by the Municipality (1.a) is within +100% and -40% of the MOI FIR-based estimate (2), the CRV submitted by the Municipality is used.
  - **Where the CRV submitted by the Municipality (1.a) falls outside +100% and -40% of the MOI FIR-based estimate (2), MOI uses the MOI FIR-based estimate adjusted by +100% or -40%.(-40% FIR anchor was used for the Township)**
- If CRV template submission was NOT received by the ministry:
  - If the CRV obtained from the Municipal AMP (1.b) is within +40% and -40% of the MOI FIR based estimate (2), the CRV submitted by the Municipality is used.
  - If the CRV obtained from the Municipal AMP (1.b) falls outside +40% and -40% of the MOI FIR based estimate (2), MOI uses the MOI FIR based estimate adjusted by +40% or -40%.

Below are the components used to derive your Final CRV estimate:

<b>Township of Puslinch</b>	
CRV template submitted?	Yes
Your CRV derived from CRV template or AMP	\$84,994,372
FIR-based estimate	\$450,463,452
FIR anchors	
+100% FIR anchor	\$900,926,904
+40% FIR anchor	\$630,648,833
-40% FIR anchor	\$270,278,071
Final CRV estimate	\$270,278,071
<i>Note: Since your municipality have provided a CRV template, your final CRV estimate is +100%/-40% of FIR based estimates</i>	

Since OCIF 2023, the OCIF formula is calculated using CRV estimates. Ministry estimates are used to limit annual fluctuations in CRVs to assist with the transition to using CRVs in the formula.

Please note that CRV is just one of the factors impacting OCIF allocations. Other parameters, for example weighted property assessment and median household income, are used in calculating OCIF allocations.

To provide stability and predictability to OCIF recipients, the smoothing mechanism limits changes in funding within 15 percent of the previous year's grant (i.e., a guarantee of at least 85 percent of the previous year's funding).

Further details can be found in the Ontario Community Infrastructure Fund program guidelines at: [/www.ontario.ca/page/ontario-community-infrastructure-fund#section-5](https://www.ontario.ca/page/ontario-community-infrastructure-fund#section-5).

We trust this information is helpful.

Sincerely,

OCIF Team

Infrastructure Program Delivery Branch/Infrastructure Program and Projects Division

Ministry of Infrastructure | Ontario Public Service

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

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**From:** OCIF (MOI) <[OCIF@ontario.ca](mailto:OCIF@ontario.ca)>  
**Sent:** Friday, October 11, 2024 1:58 PM  
**To:** Mary Hasan <[mhasan@puslinch.ca](mailto:mhasan@puslinch.ca)>  
**Cc:** OCIF (MOI) <[OCIF@ontario.ca](mailto:OCIF@ontario.ca)>; Akumu, Molly (MOI) <[Molly.Akumu@ontario.ca](mailto:Molly.Akumu@ontario.ca)>  
**Subject:** RE: 2025 OCIF Allocation Notice /Avis des allocations 2025 du FOIC

Hello Mary,

Thank you for your inquiry regarding your 2025 Ontario Community Infrastructure Fund (OCIF) allocation. The Ministry of Infrastructure released 2025 allocation notices earlier in the calendar year to support municipalities in their capital planning process.

The decrease in the 2025 OCIF allocation for your municipality compared to 2024 allocation is primarily due to the decline in the Township of Puslinch's CRV estimate.

This decline in the CRV estimate led to the reduction in the infrastructure index for your municipality, and how it compares to the provincial median. The median and the infrastructure index for your municipality are provided in your allocation notice.

The CRV estimates considered for your municipality are as follows:

- The CRV for the Township of Puslinch, based on the CRV template and expressed in 2023 dollars, is approximately \$85M.
- The lower anchor for FIR based estimates is \$270M, which is used to calculate 2025 OCIF for your Township.

As indicated in the [OCIF guidelines](#), lower anchor is calculated as 60% of your FIR-based estimate (FIR based estimate – 40%).

Last year, the lower anchor was calculated as 70% of your FIR-based estimate (FIR based estimate – 30%), which is one of the main reasons why your CRV estimate was higher.

As noted in your 2025 allocation notice, the 2025 funding year is the last year that the Ministry will be using FIR-based estimates as an anchor to determine the final CRV estimate in the OCIF funding formula. CRV template submissions received from municipalities will be the main source for CRV estimates used in the OCIF formula.

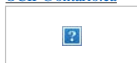
We trust this information is helpful.

Sincerely,

The OCIF Team

**OCIF Team**

Infrastructure Program Delivery Branch/Infrastructure Program and Projects Division  
Ministry of Infrastructure | Ontario Public Service  
[OCIF@ontario.ca](mailto:OCIF@ontario.ca)



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

NOTE: If during the course of the construction of your infrastructure project any of the following occur: any archaeological resources are found; other impacts that could affect Indigenous or treaty rights emerge; or you are contacted by any Indigenous Community that is expressing concerns about the project and potential impacts on their rights, you should immediately put your project on hold and notify this office.

**L'équipe OCIF**

Direction générale de la prestation des programmes d'infrastructure/[Division des programmes et des projets d'infrastructure](#)  
Ministère des Infrastructures | Fonction publique de l'Ontario  
[OCIF@ontario.ca](mailto:OCIF@ontario.ca)



*Fiers de renforcer l'Ontario, ses lieux et sa population*

REMARQUE : Si, au cours des travaux de construction de votre projet d'infrastructure, l'une des situations suivantes survient : vous trouvez des ressources archéologiques; d'autres répercussions surviennent qui ont des effets sur les



droits des Autochtones ou les traités établis avec eux; ou si des membres d'une communauté autochtone communiquent avec vous pour exprimer leurs préoccupations concernant le projet ou ses effets possibles sur leurs droits, vous devez immédiatement cesser toutes activités dans le cadre de votre projet et en aviser le présent bureau.

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**From:** Mary Hasan <mhasan@puslinch.ca>  
**Sent:** Friday, October 11, 2024 11:21 AM  
**To:** OCIF (MOI) <OCIF@ontario.ca>  
**Subject:** RE: 2025 OCIF Allocation Notice /Avis des allocations 2025 du FOIC

**CAUTION -- EXTERNAL E-MAIL - Do not click links or open attachments unless you recognize the sender.**

Hi there – just following up as our Council will want to know why our allocation has decreased substantially from the previous year. We have a capital budget meeting scheduled very shortly.

Thanks

Mary

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**From:** OCIF (MOI) <OCIF@ontario.ca>  
**Sent:** Tuesday, October 1, 2024 2:57 PM  
**To:** Mary Hasan <mhasan@puslinch.ca>  
**Cc:** hoytfox@puslinch.ca  
**Subject:** RE: 2025 OCIF Allocation Notice /Avis des allocations 2025 du FOIC

Thank you for your email it has been forwarded to our policy team for a response and we will get back to you once it is received.

**OCIF Team**  
 Infrastructure Program Delivery Branch/Infrastructure Program and Projects Division  
 Ministry of Infrastructure | Ontario Public Service  
[OCIF@ontario.ca](mailto:OCIF@ontario.ca)



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

NOTE: If during the course of the construction of your infrastructure project any of the following occur: any archaeological resources are found; other impacts that could affect Indigenous or treaty rights emerge; or you are contacted by any Indigenous Community that is expressing concerns about the project and potential impacts on their rights, you should immediately put your project on hold and notify this office.

**L'équipe OCIF**

Direction générale de la prestation des programmes d'infrastructure/Division des programmes et des projets d'infrastructure  
 Ministère des Infrastructures| Fonction publique de l'Ontario  
[OCIF@ontario.ca](mailto:OCIF@ontario.ca)



*Fiers de renforcer l'Ontario, ses lieux et sa population*

REMARQUE : Si, au cours des travaux de construction de votre projet d'infrastructure, l'une des situations suivantes survient : vous trouvez des ressources archéologiques; d'autres répercussions surviennent qui ont des effets sur les droits des Autochtones ou les traités établis avec eux; ou si des membres d'une communauté autochtone communiquent avec vous pour exprimer leurs préoccupations concernant le projet ou ses effets possibles sur leurs droits, vous devez immédiatement cesser toutes activités dans le cadre de votre projet et en aviser le présent bureau.

---

**From:** Mary Hasan <mhasan@puslinch.ca>  
**Sent:** Thursday, September 26, 2024 2:12 PM  
**To:** OCIF (MOI) <OCIF@ontario.ca>; Courtenay Hoytfox <choytfox@puslinch.ca>  
**Subject:** RE: 2025 OCIF Allocation Notice /Avis des allocations 2025 du FOIC

**CAUTION -- EXTERNAL E-MAIL - Do not click links or open attachments unless you recognize the sender.**

Hi there

Our 2024 allocation was \$438,094. What is causing the Township's allocation to decrease to \$372,380?

Thanks

Mary

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**From:** OCIF (MOI) <OCIF@ontario.ca>  
**Sent:** Thursday, September 26, 2024 10:38 AM  
**To:** Courtenay Hoytfox <choytfox@puslinch.ca>  
**Cc:** Mary Hasan <mhasan@puslinch.ca>  
**Subject:** 2025 OCIF Allocation Notice /Avis des allocations 2025 du FOIC

September 2024

File #: OCIF FC2-M-0316

Courtenay Hoytfox, Interim CAO (Clerk)  
 Township of Puslinch  
 7404 Wellington Road 34



## **REPORT ADM-2024-062**

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TO: Mayor and Members of Council

PREPARED BY: Courtenay Hoytfox, Interim CAO

PRESENTED BY: Courtenay Hoytfox, Interim CAO

MEETING DATE: November 27, 2024

SUBJECT: Council Compensation, Benefits and Expense Policy Amendments

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### **RECOMMENDATIONS**

**THAT Report ADM-2024-062 regarding Council Compensation, Benefits and Expense Policy be received; and**

**That Council directs staff to prepare a By-law to adopt the Council, Committees and Other Appointments – Compensation, Benefits and Expense Policy as [presented/amended] at the December 18, 2024 Council meeting and to repeal By-law No. 058-2020.**

### **DISCUSSION**

#### **Purpose**

The purpose of this report is to provide Council with the proposed amendments to the Council, Committees and Other Appointments - Compensation, Benefits and Expense Policy attached as Schedule "A".

#### **Background**

Council adopted the Council, Committees and Other Appointments- Compensation, Benefits and Expense Policy at its meeting held on February 21, 2018 through By-law No. 012-2018. The policy was amended on December 5, 2018 through By-law No. 066-2018 and again on August 12, 2020 through Council Resolution No. 2020-223.

Section 9.4 of the Policy states that the Policy will be reviewed every five (5) years in accordance with the Township's policy review schedule. Staff are recommending a review at

this time given that the Township is undergoing a Compensation Market Review. Staff further suggest that this policy be reviewed in coordination with future Compensation Market Reviews in the second (2<sup>nd</sup>) year of each Council term.

### **Summary of Changes**

- 1.) Section 1.1, 1.2, and 1.3 of the policy are being amended to reflect January 1, 2025 compensation amounts inclusive of the 3% COLA adjustment.
- 2.) Section 2 of the policy has been amended to include eligibility for the Mayor to participate in the Township's benefits.
- 3.) Section 5.4 of the policy has been amended to clarify that the Director of Finance/Treasurer will apply an automatic annual adjustment to the mileage reimbursement rate based on the Canada Revenue Agency per kilometre rates that are set at the end of each year.

### **Financial Implications**

As outlined in the report.

### **Applicable Legislation and Requirements**

*Municipal Act, 2001*

### **Attachments**

Schedule "A" – Draft Council, Committees and Other Appointments – Compensation, Benefits and Expense Policy

**Respectfully submitted,**

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**Courtenay Hoytfox**  
**Interim CAO**



**Title:** Council, Committees and Other Appointments – Compensation, Benefits and Expense Policy

**Date:** February 21, 2018 through By-law No. 012-2018  
Amendments: December 5, 2018 through By-law No. 066-2018  
Amendments: August 12, 2020 through Council Resolution No. 2020-223  
**Amendments: December 18, 2024 through Council Resolution No 2024-XXX**

**Subject:** Council, Committees and Other Appointments – Compensation, Benefits and Expense Policy  
**File No. A09 EXP and C01 REM**

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**Policy Statement:**

The Township of Puslinch (“Township”) shall provide all Members of Council, Committee Members, and Other Appointments reasonable compensation, benefits (if applicable) and permitted expense reimbursement for carrying out their respective roles and responsibilities.

**Scope:**

This policy applies to all Members of Council, Committee Members, and other Appointments.

**Purpose:**

The policy outlined below addresses all financial provisions paid to Members of Council, Committee Members, and other Appointments for the carrying out of their respective roles and responsibilities.

**1. Compensation**

- 1.1. The following compensation amounts shall be adjusted annually by the cost of living increase approved through the budget process for staff for each year:

- Per meeting compensation of ~~\$108.28~~ \$124.46 provided to Committee Chairs (excluding Members of Council) effective January 1, ~~2020~~ 2025.
- Per meeting compensation of ~~\$94.82~~ \$109.87 provided to Committee Members (excluding Members of Council) effective January 1, ~~2020~~ 2025.
- Per call compensation of ~~\$104.92~~ \$121.57 provided to Other Appointments effective January 1, ~~2020-2025~~.

1.2. The following annual compensation amounts to the Mayor and each Councillor are effective January 1, ~~2020~~ 2025 and shall be adjusted annually by the cost of living increase approved through the budget process for staff for each year:

- Annual compensation of ~~\$27,383~~ \$42,155.84 provided to the Mayor
- Annual compensation of ~~\$18,450~~ \$22,112.04 provided to each Councillor

## 2. Benefits (applicable to Members of Council, ~~Excluding~~ Including the Mayor)

2.1. Township Councillors **and the Mayor** shall be entitled to receive the following benefits which shall be provided, subject to carrier limitations, upon the same terms which are made available to the staff of the Township, including Extended Health Care, Hospital Semi-Private, Dental, Drug, Vision Care, and Out of Province Coverage. These benefits are provided until the end of the month in which the Member of Council attains the age of 75 or upon the date of leaving office.

2.2. The Mayor **may opt to receive covered coverage** by the County of Wellington's benefit program.

2.3. When a Member of Council (~~excluding the Mayor~~) attains the age of 75, the premium that would be paid by the Township for benefit coverage shall be paid directly to the member of Council for the purpose of obtaining coverage and shall be treated as a taxable benefit.

## 3. Expenses

3.1. Members of Council shall request the completion of a T2200 – Declaration of Conditions of Employment Form after providing a draft, completed T2200 form to the Director of Finance/Treasurer for approval and signature, together with a brief statement outlining the type of expenses incurred and the basis for requesting the form T2200 (Template form provided by Finance).

3.2. The Township acknowledges and supports that all Members of Council, Committee Members, and Other Appointments incur various expenses when conducting Township business. The Township will reimburse the following permitted expenses:

**4. Equipment, Services, and Supplies (applicable to Members of Council)**

4.1. At the commencement of each Term of Council, each member of Council will be provided with the equipment, services, and supplies as outlined below:

- A laptop computer with a carrying case, one pointing device (mouse) and Township supported software
- Township email account
- Business cards that meet the Township's approved standards

4.2. Township equipment requiring replacement and/or service must be brought into the Township office.

4.3. The technology equipment/software provided to Council can be purchased by a Member of Council at the end of his or her term provided that the technology equipment/software is removed from all Township networks and shared drives.

**5. Mileage**

5.1. Members of Council will be reimbursed for mileage outside the Township boundaries at the Township's approved mileage rate when required to drive their personal vehicle for Township business purposes. A budget for mileage shall be included in the annual budget of Council.

5.2. Committee Members and Other Appointments will be reimbursed for mileage at the Township's approved mileage rate when required to drive their personal vehicle for Township business purposes. A budget for mileage shall be included in the annual budget of each Committee or the applicable cost centre.

5.3. The following mileage expenses will not be reimbursed:

- Meetings held within the Township's municipal facilities.
- Attendance at social events (i.e. open house, barbeque, fundraiser, awards, ceremonial events, banquets, golf tournaments, etc.)



- Mileage for Township business conducted within the boundaries of the Township (applicable to Members of Council).

5.4. The rate per kilometre will be set as follows:

- **The Director of Finance/Treasurer or designate is provided the delegated authority to apply an automatic annual adjustment to the mileage reimbursement rate based on the Canada Revenue Agency per kilometre rates that are set at the end of each year.**

5.5. Mileage reimbursement shall be calculated at the Township approved rate and the driving distance where possible shall be calculated utilizing an odometer reading, Google Maps or a similar service.

5.6. Mileage shall be calculated based on the kilometres from the individual's normal work site, home or alternative location and returning to their normal work site, home or alternative location. For multiple destinations on the same trip, mileage shall be calculated based on the kilometres from one destination to the next destination. Mileage is not reimbursable for the distance travelled from the individual's normal work site to home or vice versa.

5.7. When more than one individual is travelling to the same off-work site, it is encouraged that carpooling be utilized whenever possible.

## **6. Expenses Related to Conference/Seminar/Training Sessions**

6.1. Conference, seminar, or training expenses for Members of Council and Committee Members are reimbursable and shall be itemized in the annual budget of Council and the Committee. Members of Council and Committee Members shall present at the time of budget the conference, seminar, or training session each member wishes to attend for the year. When a member attends a conference, seminar or training session, the member is required to provide a written or verbal report at a subsequent Council Meeting regarding the key takeaways from the session(s) attended.

6.2. The reimbursable costs are outlined below:

- Actual cost of registration fees.
- Use of a personal vehicle will be reimbursed at the Township approved mileage rate but should be compared to the cost of economy air fare to determine the most cost effective means of travel.

- Air travel costs will be reimbursed to a maximum of economy air fare. For the purpose of this policy, “economy air fare” shall mean the conference rate air fare (if available) or the economy air fare which was generally available at the time when travel arrangements were made.
- Ground transportation to and from the airport.
- Car rental use will only be reimbursed should there be no other alternative.
- Accommodation shall be paid at a single room rate or at the conference rate for the duration of the event, plus one-day travel when appropriate.
- Meals while attending a conference, seminar, or training session will be reimbursed only if they are not included in the registration fees.

6.3. Conference, seminar, or training attendance is limited to Ontario unless otherwise approved by Council.

6.4. Conference, seminar, or training attendance is limited to the following for Members of Council:

- Two (2) municipal conferences per year in Ontario or one (1) outside of Ontario.
- Two (2) municipal training sessions per year in Ontario or one (1) outside of Ontario.
- Conference, seminar, and training sessions must be itemized in the annual budget of Council.

6.5. Conference, seminar, or training attendance must be pre-approved through the budget process by Council for Committee Members.

6.6. Registration, accommodations and travel arrangements are to be made through the appropriate administrative support staff and paid with the Township credit card.

6.7. Third party billing is not permitted.

## **7. Other Expenses**

7.1. The following are reimbursable expenses (must be supported by original receipts) and shall be included in the annual budget of Council and the Committee:

- Corporate Business Meal \* (applicable to Council Members)
- Food or beverage items available to all invitees for Appreciation Night, Beef on a Bun Event, and the Staff Barbeque event.
- Gratuities (within reason and no greater than fifteen percent)

- Parking fees for your vehicle while engaged in Township business
- Taxi, bus and train fares
- 407 ETR trip toll charges. Reimbursement for 407 toll charges will be limited to the trip toll charges and will not include any amounts related to the acquisition of a transponder or related service fees.

- \* A Corporate Business Meal must be pre-approved by Council. A Corporate Business Meal must show the name of the guest(s) and state the business purpose or reason for the meeting/meal. The guest(s) does not include a Township employee(s) or a Member of Council. A Corporate Business Meal may include a luncheon or dinner event.

7.2. The Township is an inclusive employer and will reimburse accessibility related expenses required to carry out the responsibilities of the job.

## **8. Expense Approval – General**

8.1. An Expense Report (Template form provided by Finance) and a receipt of the actual vendor/business providing the goods/services must be submitted in order for a claim to be processed, unless provided otherwise by this Policy. The receipt must include the date, description of goods/services and breakdown of all costs. A credit card slip for any expense will not be accepted in place of a vendor's receipt.

8.2. The following expenses will not be reimbursed:

- An expense for a spouse or companion
- Alcoholic beverages
- Cost of a fine
- Loss or damage to a vehicle
- Food or beverage items not identified as being permitted in this policy unless an overnight stay is involved
- Telephone calls from a hotel room
- Personal entertainment expenses
- Dry cleaning or alteration expenses for uniforms/clothing
- Community memberships
- Tickets for social events (i.e. open house, barbeque, fundraiser, awards, ceremonial events, banquets, golf tournaments, etc.)

8.3. The above list is a guideline and may not cover all possibilities of non-reimbursable items.

8.4. Where a conference or other event is hosted out of the country, foreign exchange will be paid on actual costs and converted at the exchange rate prevailing at the time the costs were incurred.

8.5. The appropriate signing authority shall be responsible for the approval of requests for payment/reimbursement of eligible expenses subject to completion of the Expense Report and supporting documentation. All payment/reimbursement of eligible expenses are reviewed by the Director of Finance/Treasurer or designate prior to issuing the disbursement.

8.6. For the purpose of this policy, the signing authority shall be:

Individual Incurring Expense	Signing Authority
Member of Council	Director of Finance/Treasurer or CAO/ <del>Clerk</del>
Committee Member	Deputy Clerk or Designate
Other Appointee	Deputy Clerk or Designate

8.7. An Expense Report is to be submitted to the appropriate signing authority by the 15th of the month following the month in which the expense was incurred. It will be at the discretion of the Director of Finance/Treasurer or designate if expenses submitted after this date will be approved.

**9. Accountability**

9.1. The following steps set out the action(s) to be taken to resolve a dispute or extraordinary circumstance that may arise regarding reimbursement of expenses:

- The appropriate signing authority shall meet with the Member of Council, Committee Member or Other Appointee and make every reasonable effort to resolve the matter.
- Where a matter cannot be resolved, the Director of Finance/Treasurer or designate shall prepare a report to Council for its consideration.

9.2. The Director of Finance/Treasurer or designate shall report annually the Remuneration and Expenses paid to Members of Council. The Finance Department shall ensure that the

annual Remuneration and Expense reports and monthly expense reports for Members of Council are posted on the Township website.

- 9.3. Upon submission of a signed Expense Report including all original receipts, Members of Council, Committee Members and Other Appointees warrant all claims are related to Township business and are eligible in accordance with this policy.
- 9.4. The Council, Committees and Other Appointments – Compensation, Benefits and Expense Policy will be reviewed every five (5) years in accordance with the Township's policy review schedule.

# **Township of Puslinch 2024 Compensation Review for Elected Officials**

**ML Consulting  
Council Meeting  
November 27, 2024**



# Background and Objective

- Compensation for Elected Officials at the Township of Puslinch was last reviewed in 2014 with changes to base pay rates to reflect the 50<sup>th</sup> percentile of the defined pay market.
- The primary objective of the 2024 Council Remuneration Study was to conduct a review of base pay for the Mayor and Councillor positions using an updated comparator group.
- The Consultant reviewed municipal comparator information collected by Puslinch Staff, Public Disclosures of Salary Remuneration and pay data on file; and prepared a Base Pay Market Summary using percentile targets.
- The recommendations in this report are prepared for Council's consideration.

# Current Remuneration and Pay Practice

- 2024 Annual base pay rates:
  - Mayor: \$30,802; Councillor: \$20,754
- No additional meeting per diems are provided
- No per diems are paid for attendance at conferences and workshops
- Meal expense is reimbursed with supporting receipts
- Kilometrage expense reimbursed at current Township rates
- Laptop/tablet is provided
- No cell phone or line coverage
- Extended Health Care, Hospital Semi-Private, Dental, Drug, Vision Care and Out of Province Coverage are provided; 100% premium paid by the Township; the Mayor is covered by the County's benefit program
- No OMERS participation or RRSP contributions
- Base pay are adjusted annually (January 1<sup>st</sup>) with same economic adjustment provided to employees

# Executive Summary

- 2024 Base Pay for Puslinch Elected Officials is as follows:
  - Mayor: \$30,802; Councillor: \$20,754
- The 2024 base pay remuneration for both positions is low to the defined pay market (55<sup>th</sup> percentile).
- Other elements of remuneration are generally comparable

# Market Competitiveness—Methodology and Source Data

- The market comparator group was selected having regard to local/regional comparators and the comparator group that was used in the 2024 Employee Compensation study; 12 comparators were identified.
- A custom survey was prepared using the following comparator municipal organizations:
  - ▶ Erin, Centre Wellington, Guelph Eramosa, Wellington North, Wilmot, Woolwich, Mapleton, Minto, Clearview, Lakeshore, Thames Centre, Tillsonburg
- Puslinch is relatively placed within the comparator group having regard to size indicators (i.e., operating expenditures, population, size of Council)

# Market Observations—

- Base pay compensation for Mayor and Councillor positions was reviewed and compared to the defined pay market using 2024 base pay rates.
- For the majority of comparators, base pay compensates for Council meetings, committee meetings and special meetings of Council.
- The majority of comparators provide Extended Benefits coverage
- The majority of comparators provide a laptop
- One comparator reports participation in the OMERS pension plan

# Market Observations—Base Pay

- Base pay comparative statistics are shown in the Market Summary using the 50<sup>th</sup>, 55<sup>th</sup>, 60<sup>th</sup> and 65<sup>th</sup> percentile targets. The “% Difference” shown beside each percentile value is the amount that the current base pay rates for Puslinch Mayor and Councillor positions are below the market target percentile value.

<b>Township of Puslinch</b>										
<b>2024 Base Pay Market Summary</b>										
<b>2024 MARKET SUMMARY - ANNUAL BASE PAY RATE</b>										
<b>( +_%= below market)</b>										
	<b>2024 Base Pay Rate</b>	<b>No. of Obs.</b>	<b>Market Median</b>	<b>% Diff.</b>	<b>Market P55</b>	<b>% Diff.</b>	<b>Market P60</b>	<b>% Diff.</b>	<b>Market P65</b>	<b>% Diff.</b>
	Annual		Annual		Annual		Annual		Annual	
Mayor	\$30,802	12	\$38,881	+26.2%	\$40,928	+32.9%	\$44,020	+42.9%	\$45,325	+47.1%
Councillor	\$20,754	12	\$21,222	+2.3%	\$21,468	+3.4%	\$22,111	+6.5%	\$23,155	+11.6%



# Market Observations—Base Pay

- The compensation philosophy for employee positions establishes job rates at the 55<sup>th</sup> percentile pay target (2024).
  - the 55<sup>th</sup> percentile target is the \$ Rate where 55% of the wage rates in comparator organizations are below this amount, and 45% are above.
- Base pay rates for the Mayor and Councillors are below the 55<sup>th</sup> percentile of the defined comparator group.
- Market comparison for Puslinch elected official positions based on the 55<sup>th</sup> percentile based on the comparator group (12) is as follows:
  - ▶ The market rate for the Mayor is \$40,928. Pay rates range from \$27,478 to \$51,874
  - ▶ The market rate for Councillor is \$21,468. Pay rates range from \$18,153 to \$27,997.

# Conclusions

- The comparator group (12 comparators) is representative based on select criteria.
- The 55<sup>th</sup> percentile pay target is reasonable based on the size/scope and pay practice of the comparator group and aligns with the pay target for the employee group
- Base pay rates for the Mayor and Councillor require an increase to meet the 55<sup>th</sup> percentile pay target
- It is best practice to increase the annual base pay for elected official positions annually by the amount used to adjust the Employee salary grid. This allows for a year over year increase to align with cost-of-living increases; also supported by the survey results.
- It is best practice to review compensation once during the term of Council using a survey of comparator municipalities.

# Recommendations

## 2024 Base Pay Adjustments

- It is recommended that Council give consideration to implementing the following base pay adjustments, further adjusted by COLA for 2025 effective January 1, 2025:
  - Mayor: \$40,928
  - Councillor: \$21,468

## P55 Market Target and Annual Adjustments:

- It is recommended that Council continue the practice of adjusting base pay for the Elected Official positions annually by using the % adjustment provided for the Employee Salary Grid.

## Review Period:

- It is recommended that a compensation review be conducted once every 3 to 4 years using comparator survey data; the next review being during the next term of Council.



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November 8th, 2024

Mayor and Council  
7404 Wellington Road 34,  
Puslinch, Ontario

Dear Mayor and Council,

**RE: Official Plan Review – 2024 Rural Residential Growth Analysis**

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## Purpose

NPG Planning Solutions Inc. (NPG) was requested to comment on the County of Wellington Staff Report “Official Plan Review - 2024 Rural Residential Growth Analysis”, specifically in relation to commentary on the existing restriction contained within the County Official Plan that “one new lot for residential purposes may be allowed from a parcel of land existing on March 1, 2005...” The purpose of the Staff Report was to detail County Planning Staff’s review of the rural residential growth needs in the County and determine if changes to rural growth policies are necessary.

## Background



The County of Wellington is reviewing its Official Plan (County Official Plan). On Thursday September 12, 2024, the County of Wellington Planning Committee considered a Staff Report with the subject “Official Plan Review – 2024 Rural Residential Growth Analysis” (see **Appendix A**). The purpose of the report was to detail County Staff’s review of the rural residential growth needs in the County and determine if changes to rural growth policies are necessary. The report presents findings of the rural residential growth analysis and sets the stage to:

1. Allow for local input into rural growth options;
2. Determine how changing the Secondary Agricultural Area lot creation policies impacts the County’s ability to meet the rural growth forecasts for Puslinch, Erin and Minto; and
3. Take new Provincial policies into consideration.

The Staff Report indicates that the Township of Puslinch requires 600 dwelling units by 2051 to reach its forecast. The Staff Report indicates that there is a vacant residential supply that can accommodate up to 350 units. This vacant residential land supply includes the potential for vacant units in Secondary Urban Centres, Hamlets and other Rural Residential Areas; existing vacant



**NPG Planning Solutions**  
4999 Victoria Ave | Niagara Falls, ON L2E 4C9  
[npgsolutions.ca](http://npgsolutions.ca)

 (905) 321 6743  
 [info@npgsolutions.ca](mailto:info@npgsolutions.ca)

rural lots; and potential supply from new rural severances under current policies. Based on this analysis, the Township of Puslinch requires approximately 250 additional units in its supply.

The Council of the Township of Puslinch had previously provided comments on the matter in response to the County of Wellington report entitled “County Official Plan Review - Housing Focused: A Housing Policy Review in Wellington County” (see **Appendix B**). To summarize Township Council had indicated that it would like more flexibility for rural residential growth in Secondary Agricultural Areas including policy options to support:

- More severances (allowing up to three from a lot and without a date limitation)
- Permit establishment of new settlements in Secondary Agricultural Areas
- Permit expansion of hamlets in Secondary Agricultural Areas
- Expansion of estate residential subdivisions
- Removal of 1 km fringe policy, which limits major growth within 1 km of a settlement area boundary
- Consider criteria to facilitate redevelopment (including intensification) of existing residential lots in Secondary Agricultural Areas.

As part of the Rural Residential Growth Analysis, the County is considering the following options for addressing rural residential need:

1. **Rural Settlement Area Expansions:** The Staff Report recognizes that rural settlement areas including Secondary Urban Centres and Hamlets have played a significant role in accommodating growth in the County’s Rural Areas. The Staff Report indicates that the Greenbelt Plan prohibits the expansion of settlement areas reliant on private services. This prerequisite would permit the expansion of Arkell and Aberfoyle but prohibit the expansion of Morriston. As part of the Official Plan review, the County is prepared to work with Puslinch to discuss options to address rural growth needs by potential expansions to rural settlement areas (outside of the Greenbelt Plan).
2. **Country Residential Areas:** Country Residential Areas are low density rural subdivisions on individual services. The County Official Plan does not permit the establishment of new Country Residential Areas. County Staff are reviewing the Provincial Planning Statement (PPS, 2024) to determine whether the new polices are intended to allow estate residential subdivisions outside of rural settlement areas.
3. **Secondary Agricultural Area Lot Creation:** Rural residential lot creation has played an important role in addressing rural growth needs in the County since the creation of the Plan in 1999. The Staff Report indicates that between 2014 and 2022, 154 rural residential lots were created in the Township of Puslinch.

Of note, lot creation for residential uses in the Secondary Agricultural Area is regulated by Policy 10.4.4 of the County Official Plan, which states as follows:

*One new lot for residential purposes may be allowed from a parcel of land existing on March 1, 2005, provided that:*

- a) the lot generally meets a 0.4 ha minimum lot size and is not larger than needed to accommodate the intended residential use, consisting of the dwelling, accessory buildings and uses, and individual sewage and water services, while taking into account site constraints such as grading, sightlines, natural heritage features, hazardous lands, and minimum distance separation formulae requirements;*
- b) the accessory buildings referred to in a) above may include a hobby barn, subject to local regulations;*
- c) the lot has access to an open public road;*
- d) the residential use will not hinder or preclude the present use or future potential for agricultural or mineral aggregate operations;*
- e) the residential use is compatible with surrounding development;*
- f) the use is well removed from any settlement area boundary;*
- g) the lands have been owned by the applicant for at least 5 years.*

*Residential lots in the Secondary Agricultural Area are to be considered part of the rural portion of the local municipal growth strategy. In considering new residential lots the County will assess whether other locations exist on the same property which would provide a more appropriate site given the overall policies of this Plan.*

*For the purposes of this section, if a parcel of land was the subject of a severance application that was submitted before March 1, 2005, then the severed and retained parcels will be deemed to have existed on March 1, 2005, and a new residential lot may be considered.*

The County has acknowledged that revisions to the current Secondary Agricultural Area lot creation policies in the Official Plan is an opportunity to increase supply of rural residential lots.

4. **Rural Clusters:** The Staff Report also acknowledged rural clusters, being long-established small groups of housing with occasional commercial, industrial or institutional uses located in the Secondary Agricultural Area designation. The Staff Report, however, indicates that rural cluster policies may no longer be necessary due to reduced pressure for new supply opportunities in these areas.

As indicated, NPG was requested to provide specific comment regarding Option 3, being the Secondary Agricultural Area Lot Creation policies.



## Analysis and Options

Section 2.5, 2. of the Provincial Planning Statement (PPS), 2024 provides that in “in rural areas, rural settlement areas shall be the focus of growth and development and their vitality and regeneration shall be promoted.” In this regard, the rural settlement areas of Aberfoyle, Morriston and Arkell are required to be the focus of new residential growth. Section 2.5, 3. of the PPS, 2024 provides that “...growth and development may be directed to rural lands in accordance with policy 2.6, including where a municipality does not have a settlement area.”

As per the County Official Plan, Secondary Agricultural Areas are areas with agricultural capability but determined not to be prime agricultural areas. The intent of the County Official Plan is that agriculture will continue to be the dominant use, but a range of other uses will also be allowed in Secondary Agricultural Areas.

Policy 10.4.4 of the County Official Plan was never a provincial policy requirement but was likely put in place to achieve the broader policy objective of focusing growth and development to settlement areas and providing protection to Secondary Agricultural Areas.

A Place to Growth: Growth Plan for the Greater Golden Horseshoe (August, 2020 Office Consolidation), no longer in effect, did not permit *new multiple lots or units for residential development* on rural lands, and directed such intensity of development to settlement areas. *New multiple lots or units for residential development* included the creation of more than three units or lots through either plan of subdivision, consent, or plan of condominium. With the Growth Plan no longer being in effect, the County has increased flexibility to determine appropriate limits regarding the amount of residential development in Secondary Agricultural Areas but must make decisions that are consistent with the broader policy objective of the PPS, 2024 of focusing growth and development to settlement areas.

The following are three (3) options to achieve the broader policy objective of permitting appropriate lot creation in Secondary Agricultural Areas while continuing to focus lot creation in settlement areas:

1. **Reset the rural residential severance date of March 1, 2005 to a more recent date:** This approach would allow landowners of properties that were created through severances after March 1, 2005 the opportunity to sever an additional residential parcel.
2. **Increase the number of permitted lots:** The County may choose to permit an increase in the number of residential lots. Several municipalities permit the severance of three (3) lots from each property. This approach is typically implemented due to restrictions that are no longer in place as part of the Growth Plan.
3. **Restrict the number of permitted rural residential severances based on the size of the original Township lot size:** The Municipality of Meaford has implemented this approach in its Official Plan and provides that the number of permitted rural severances based on the original Township lot size is as follows:

Original Township Lot Size (in hectares)	Potential Number of Severances Permitted
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20	1
40	3
60	4
80	5

## Recommendations

County Planning Staff will be consulting with the Township of Puslinch to determine the appropriate approach to addressing rural growth needs in these municipalities. It is recommended that the Township of Puslinch Council provide its preferred options for accommodating lot creation in Secondary Agricultural Areas.

Sincerely,

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**Jesse Auspitz, MCIP, RPP**  
Principal Planner  
**NPG Planning Solutions Inc.**  
[jauspitz@npgsolutions.ca](mailto:jauspitz@npgsolutions.ca)



## Committee Report

**To:** Chair and Members of the Planning Committee  
**From:** Jameson Pickard, Senior Policy Planner  
**Date:** Thursday, September 12, 2024  
**Subject:** **Official Plan Review - 2024 Rural Residential Growth Analysis**



PLANWELL

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### 1.0 Purpose:

The purpose of this report is to detail planning staff's review of the rural residential growth needs in the County and determine if changes to rural growth policies are necessary.

### 2.0 Background:

To date, much of the focus of the Official Plan Review has been on urban growth. In the last progress report on the Official Plan Review, staff committed to initiate the Rural Residential Growth component of our work plan in the fall of 2024. This phase of work is particularly important to Puslinch as it is the only municipality in the County where all of its growth is considered rural, due to lack of municipal services. Staff recognizes the need for attention to the Township's growth and launched the Puslinch by Design study to identify additional Rural Employment lands.

This report presents the results of our rural residential growth analysis and sets the stage to:

1. Allow for local input into rural growth options;
2. Determine how changing the Secondary Agricultural Area lot creation policies impacts the County's ability to meet the rural growth forecasts for Puslinch, Erin and Minto; and
3. Take new Provincial policies into consideration.

### 3.0 Consultation:

It should be noted that formal consultation on rural growth policies has not occurred to date. However, since the launch of the County's Official Plan Review, staff have received the following public, municipal and stakeholder comments related to rural residential growth:

Requests to re-set the date to allow additional lot creation in the Secondary Agricultural Area

- 7 Puslinch residents
- 5 Erin residents
- 1 Minto resident

Requests to allow expansion of Secondary Urban Centres (only applicable to Puslinch)

- 2 for Aberfoyle
- 2 for Morriston

## Requests to allow expansion of Hamlets/Estate Residential Development

- 2 for Puslinch (Arkell, Audrey Meadows)
- 1 for Erin (Ospringe)
- 3 Centre Wellington (Inverhaugh)
- 3 Guelph/Eramosa (Ariss)
- 2 Mapleton (Wallenstein, Alma)

The County also received Municipal comments:

### **Puslinch**

Council would like more flexibility for rural residential growth in Secondary Agricultural Areas including policy options to support:

- More severances (allowing up to three from a lot and without a date limitation)
- Establishment of new settlements
- Expansion of hamlets
- Expansion of estate residential subdivisions
- Removal of 1 km fringe policy, which limits major growth within 1 km of a settlement area boundary

### **Mapleton**

Township comments on their 2051 growth forecasts requested that more growth be allocated to urban areas in the municipality than was originally planned. County Staff revised the growth forecasts to address these comments by re-allocating some of the rural growth to urban areas.

### **Minto**

Council would like more options for rural residential growth in Secondary Agricultural Areas to allow for minor infilling and rounding out in areas where rural growth is already clustered. In response, staff added the following policy to the Official Plan through OPA 119:

#### **“6.5.4 Rural Clusters**

Rural clusters are long-established small groups of housing with occasional commercial, industrial or institutional uses located in the Secondary Agricultural Area designation. These areas are not designated on Schedule “A” or “B” and are not expected to grow but they may be recognized in the zoning by-law. New lots may only be allowed in rural clusters in accordance with section 10.4.

As part of a *municipal comprehensive review*, the County will assess the impact of constraints such as the *Provincial Agricultural System*, *Natural Heritage System* and *Greenbelt Plan* on the potential future supply of rural residential lots in the Secondary Agricultural Area, including rural clusters. This assessment will consider, among other things, whether changes to the rural residential lot creation policies are needed.”

The above policy will be considered as part of this analysis, but we note that under section 4.0 of this report that Minto has enough supply to 2051 to meet its growth needs without identifying rural clusters.

The County also received detailed comments from the Wellington Federation of Agriculture through the Housing Friendly Policy review. WFA’s comments are summarized below:

**Wellington Federation of Agriculture (WFA)**

The WFA supports housing policy that directs growth and development to existing urban areas and limits growth that fragments and erodes the viability of Wellington’s rural areas. WFA’s comments were specifically critical of rural residential lot creation in the County’s rural areas. While WFA acknowledges that rural lot creation does create housing, they advise that the creation of new rural settlements and/or rural residential lots in these areas leads to land use incompatibilities at the expense of agriculture. WFA also noted that lower quality soils are an asset for certain crop and livestock activities that should be protected and maintained. WFA’s comments put forward several policy recommendations that they believe would help build more homes and preserve farmland.

Planning Staff will consider all relevant feedback received to date in the review and deliberation of rural growth options.

**4.0 Rural Residential Growth Needs:**

In determining if a change to rural growth policies is appropriate, it is necessary to consider the long-term rural residential growth needs of the County. It should be noted that County Staff reviewed Centre Wellington, Guelph/Eramosa, Mapleton, and Minto’s long-term rural growth needs and are satisfied forecasted rural growth can be accommodated through current supply opportunities in the rural area. The following sections outline the long-term rural growth needs of Puslinch, Erin, and Wellington North.

**4.1 Long-term Rural Residential Growth Needs**

As part of the County’s MCR staff reviewed and extended municipal population and household forecasts from 2041 to 2051. This also included a review and extension of our member municipalities rural forecasts. The following table provides an overview of the new 2051 rural household forecasts, implemented by OPA 120, for Puslinch, Erin, and Wellington North and details the amount of household growth remaining to achieve these forecasts over the next 27 years:

**Table 1. Rural Household Demand in Puslinch, Erin and Wellington North**

	<b>Puslinch</b>	<b>Erin</b>	<b>Wellington North</b>
2051 Rural Household Forecast	3,560	3,170	1,705
2021 Census Households	2,860	2,520	1,490
Rural Area Buildout Since Census to End of 2023	100	70	50
<b>Growth Required to Achieve Forecast</b>	<b>600</b>	<b>580</b>	<b>165</b>

Using the 2051 household forecasts and reducing it by the 2021 census household counts and further by rural residential building permits issued between the census and the end of 2023, both Puslinch and

Erin require approximately 600 additional units each to achieve their forecasts. Wellington North requires approximately 165 additional units. The following section outlines existing vacant supply options available to accommodate some of the anticipated rural growth to 2051.

**4.2 Existing Vacant Residential Supply**

Within Puslinch, Erin and Wellington North there are existing areas where rural growth can already be accommodated. The County maintains an inventory which monitors the levels of vacant residential supply across the County, including the rural area. This potential supply needs to be factored into the overall analysis of rural demand. Table 2 outlines the existing vacant supply that exists in Puslinch, Erin, and Wellington North’s rural areas as of July 2024.

**Table 2. Vacant Unit Supply in Puslinch, Erin and Wellington North (July 2024)**

Supply Category	Puslinch	Erin	Wellington North
Vacant units in Secondary Urban Centers, Hamlets and other Rural Residential Areas	73	112	77
Existing Vacant Rural Lots	73	70	38
Potential Supply from New Rural Severances under Current Policies	204	278	0
<b>Total Vacant Supply</b>	<b>350</b>	<b>460</b>	<b>115</b>

**4.3 Summary of Rural Need**

After reviewing the vacant residential supply available in the rural areas of Puslinch, Erin and Wellington North we see that large shares of growth can be accommodated through existing vacant supply options. Table 3 brings together the long-term demand and existing vacant supply to highlight the remaining growth that needs to be accommodated through other rural growth measures.

**Table 3. Rural Area Need**

	Puslinch	Erin	Wellington North
Long-Term Rural Housing Demand	600	580	165
Existing Vacant Rural Residential Supply	350	460	115
<b>Rural Area Need</b>	<b>-250</b>	<b>-120</b>	<b>-50</b>

Based on the results of the rural residential growth needs analysis, Puslinch requires approximately 250 additional units in its supply, Erin requires approximately 120 additional units in its supply, and Wellington North requires approximately 50 units in its supply. This need represents approximately 0.7% of the County’s 2051 household forecast. Based on these results, changes to rural growth management policies in Puslinch, Erin and Wellington North are necessary to address the shortfalls in supply over the long-term.

**5.0 Addressing the Rural Residential Need**

There are certain policy options the County can consider that would provide more opportunities for supply in rural areas. The diversity of Puslinch, Erin, and Wellington North will require a custom



approach to addressing rural growth needs but should be prioritized in accordance with the hierarchy established in the Official Plan for directing growth. The Official Plan directs:

- the majority of growth to the fully serviced urban centres;
- a limited amount of rural growth directed to Secondary Urban Centres and Hamlets (rural settlement areas); and
- to a lesser extent, rural growth is directed to Secondary Agricultural Areas.

The following sections review the different options to grow the vacant residential supply in Puslinch, Erin and Wellington North’s rural areas.

**5.1 Rural Settlement Area Expansions**

In the County, rural settlement areas are considered Secondary Urban Centres and Hamlets and are identified on Schedule A – County Growth Structure in the Official Plan. Over time, these areas have played an important role in accommodating growth in the County’s rural areas and now have limited opportunities for additional growth due to build out. This raises the opportunity to consider expansions of these areas and allow them to continue to play a role in accommodating growth and supporting vibrant rural communities.

A significant constraint to rural settlement area expansions is the Greenbelt Plan. This plan prohibits the expansion of settlement areas reliant on private services. This is an important policy consideration for Puslinch and Erin, which have rural settlement areas located within the regulated area of the Greenbelt Plan. Table 4 identifies the rural settlement areas in Puslinch, Erin and Wellington North and identifies which rural settlement areas are subject to the Greenbelt Plan.

**Table 4. Rural Settlement Areas in Puslinch, Erin and Wellington North**

Within the Greenbelt	Outside of the Greenbelt
Brisbane (Erin)	Orton (Erin)
Ballinafad (Erin)	Cedar Valley (Erin)
Morrison (Puslinch)	Ospringle (Erin)
	Crewson Corner’s (Erin)
	Arkell (Puslinch)
	Aberfoyle (Puslinch)
	Conn (Wellington North)
	Damascus (Wellington North)
	Riverstown (Wellington North)
	Kenilworth (Wellington North)

Preliminary Observations

Current Provincial and County policies permit the expansion of settlement areas, subject to detailed criteria being met. The Official Plan prioritizes rural growth to rural settlement areas, as these areas are established and often have existing amenities present to service the community. As part of the Official Plan Review, the County is prepared to work with Puslinch, Erin and Wellington North to discuss options to address rural growth needs by potential expansions to rural settlement areas (outside of the Greenbelt).

## 5.2 Country Residential Areas

Existing Country Residential Areas are designated on Schedule B of the of the Official Plan. These areas exist in Puslinch, Erin and Wellington North but are largely built out. The County Official Plan does not permit new Country Residential Areas to be established.

### Preliminary Observation

Staff will conduct a further review of the new Provincial Planning Statement to determine whether the new polices are intended to allow estate residential subdivisions outside of rural settlement areas.

## 5.3 Secondary Agricultural Area Lot Creation

Most of the rural part of the County is designated Prime Agricultural Area in which new residential lots are not permitted, but there are some areas designated Secondary Agricultural Area in Puslinch, Erin, and Minto. The Secondary Agricultural Area designation provides for a wider variety of uses than the Prime Agricultural Areas and includes a limited opportunity for new rural residential lot creation by severance.

Rural residential lot creation has played an important role in addressing rural growth needs in the County since the creation of the Plan in 1999. Table 5 below shows the numbers of rural residential lots that have been created since 2014 in the County’s Secondary Agricultural Area. Both the Township of Puslinch and Town of Erin have received consistent demand for rural lots over time, while the Town of Minto has experienced consistent, but much lower levels of rural residential lot creation.

**Table 5. Historical Secondary Agricultural Area Residential Lot Creation**

Year	Puslinch	Erin	Minto	Total
2014	5	19	1	25
2015	31	9	1	41
2016	18	12	0	30
2017	34	15	2	51
2018	14	4	2	20
2019	11	1	1	13
2020	9	8	1	18
2021	19	10	3	32
2022	13	9	1	23
<b>Total</b>	<b>154</b>	<b>87</b>	<b>12</b>	<b>253</b>

Revisions to the current Secondary Agricultural Area lot creation policies in the Official Plan is an opportunity to increase supply of rural residential lots. Lot creation for residential uses in the Secondary Agricultural Area is regulated by the following policies under Section 10.4.4:

“One new lot for residential purposes may be permitted from a parcel of land existing on March 1, 2005, provided that:

- a) the lot generally meets a 0.4 ha minimum lot size and is not larger than needed to accommodate the intended residential use, consisting of the dwelling, accessory buildings and uses, and individual sewage and water services, while taking into account

- site constraints such as grading, sightlines, natural heritage features, hazardous lands, and minimum distance separation formulae requirements;
- b) the accessory buildings referred to in a) above may include a hobby barn, subject to local regulations;
  - c) the lot has access to an open public road;
  - d) the residential use will not hinder or preclude the present use or future potential for agricultural or mineral aggregate operations;
  - e) the residential use is compatible with surrounding development;
  - f) the use is well removed from any settlement area boundary;
  - g) the lands have been owned by the applicant for at least 5 years.

Residential lots in the Secondary Agricultural Area are to be considered part of the rural portion of the local municipal growth strategy. In considering new residential lots the County will assess whether other locations exist on the same property which would provide a more appropriate site given the overall policies of this Plan.

For the purposes of this section, if a parcel of land was the subject of a severance application that was submitted before March 1, 2005, then the severed and retained parcels will be deemed to have existed on March 1, 2005, and a new residential lot may be considered.”

While not the only limiting factor, one of the main policies limiting residential lot creation in the Secondary Agricultural Area designation is the requirement that only one new lot can be created from an original lot that existed as of March 1, 2005. Once a new lot from the original March 2005 parcel has been created, a second new residential lot is not permitted.

#### Preliminary Observations

Staff have completed an analysis in Puslinch and Erin to estimate the number of eligible parcels that could be severed in the Secondary Agricultural Area designation at various dates. While it may be necessary to consider adjusting the March 1, 2005 date, this decision cannot be finalized until the amount of rural growth to be directed to rural settlement areas is first determined. New rural residential lot creation is not permitted in Wellington North as their rural area is designated entirely as Prime Agricultural Area. Accordingly, other growth options will need to be considered in Wellington North.

#### **5.4 Rural Clusters**

Rural clusters are long-established small groups of housing with occasional commercial, industrial or institutional uses located in the Secondary Agricultural Area designation. These areas are not designated on Schedule “A” or “B” in the Official Plan and are not expected to grow but they may be recognized in the zoning by-law. Policy 6.5.4 of the Official Plan speaks to rural clusters in the Secondary Agricultural Areas and commits the County to review these areas through the Official Plan Review.

#### Preliminary Observations

Due to the new Provincial Planning Statement, previous constraints to rural lot creation (Provincial Agricultural and Natural Heritage Systems) are no longer a factor outside of the Greenbelt Plan. This reduces pressures for new supply opportunities, such as rural clusters, to help accommodate rural

growth. Further, through the consent analysis described in Section 5.3 of this report, any opportunities for lot creation in rural clusters can be facilitated in accordance with the secondary agricultural area lot creation policies of the Official Plan. As a result, rural cluster policies may no longer be necessary.

## **6.0 Summary**

Based on the results of the rural residential growth analysis, changes to the rural area policies will need to be considered to help address rural residential growth needs identified in Puslinch, Erin, and Wellington North. While the Official Plan establishes a hierarchy to direct growth, staff anticipate that a combination of policy changes will be necessary to address the diversity that exists across these municipalities.

## **7.0 Next Steps**

Planning Staff is open to discuss the results of the rural residential growth analysis with all member municipalities. Consultation with Puslinch, Erin, and Wellington North, is required to determine the appropriate composition of rural growth options to address identified need. Once municipal input is received, staff will report back to the Planning Committee, with a path forward to satisfy identified rural residential growth needs. Staff will also factor in the new Provincial Planning Statement.

## **8.0 Strategic Action Plan:**

This report relates to the following objectives and priorities in the County's Strategic Action Plan:

- Making the best decisions for the betterment of the community
- To assist in solving the current housing crisis


## **9.0 Recommendation:**

That the 2024 Rural Residential Growth Analysis report be received for information.

That Planning Staff be directed to consult with the Township of Puslinch, the Town of Erin and the Township of Wellington North to determine the appropriate approach to addressing rural growth needs in these municipalities.

That the County Clerk circulate this report to Member Municipalities for information.

Respectfully submitted,



Jameson Pickard, B.URPL, MCIP, RPP  
Senior Policy Planner



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May 17, 2024

Mayor and Council  
7404 Wellington Road 34,  
Puslinch, Ontario

Dear Mayor and Council,

**RE: Housing Focused: A Housing Policy Review in Wellington County**

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The County of Wellington is reviewing its Official Plan. Through this review, the County of Wellington has prepared a document titled “A Housing Policy Review in Wellington County.” This document begins a discussion on housing policy changes in the County’s Official Plan. The County of Wellington is seeking insight on housing development to help shape a policy environment that achieves the following:

- Meeting long-term housing demand;
- Providing an appropriate mix of housing options;
- Compatibility of development and intensification; and
- Support efficient use of land and services.

The County of Wellington has prepared five (5) questions to guide feedback and generate a thoughtful dialogue about the future of housing policy in the County.

The following are responses to these questions:

**1) Are there current policies in the Official Plan that create problems for housing development in the County? If so, why?**

The Township of Puslinch is unlikely to become a significant focus for housing development in the County of Wellington. Section 4.4.3 of the County Official Plan encourages “residential intensification primarily in Primary Urban Centres but also, to a much lesser extent in secondary urban centres and hamlets. The strategic approach to residential intensification intends to retain small town character and revitalize downtown areas...” There are no Primary Urban Centres in the Township of Puslinch.

Nonetheless, the following are some constraints and policies that create problems for housing development:



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- Section 10.4.4 of the County of Wellington Official Plan permits in Secondary Agricultural Areas “one new lot for residential purposes may be allowed from a parcel of land existing on March 1, 2005...” provided that certain criteria are met. This policy poses a barrier to housing development and is more restrictive than A Place to Grow: Growth plan for the Greater Golden Horseshoe (Growth Plan) which permits the creation of up to three (3) lots for residential development on rural lands. Of note, the Growth Plan does not specify a land holding date for an existing lot.
- Section 1.1.4.1 d) of the Provincial Policy Statement (PPS) provides that “healthy, integrated and viable rural areas should be supported by encouraging the conservation and redevelopment of existing rural housing stock on rural lands.” The PPS defines redevelopment as “the creation of new units, uses or lots on previously developed land in existing communities, including brownfield sites.” The County of Wellington may choose to consider appropriate criteria to facilitate redevelopment of existing residential lots in Secondary Agricultural Areas.
- In considering residential development in Secondary Agricultural Areas, the County of Wellington should monitor the on-going review of the PPS.
- The Township of Puslinch is exclusively serviced by individual on-site services. The County of Wellington may incorporate policies to permit residential development on cisterns where there is insufficient groundwater. These policies may include criteria to be met and conditions of approval.

## **2) Do the proposed policy directions go far enough to help support a diverse mix of housing options?**

The proposed policy direction is appropriate to support a diverse mix of housing options within Primary Urban Centres. However, there is a significant amount of land that is located outside Primary Urban Centres including Prime Agricultural, Secondary Agricultural, Hamlet Areas and Secondary Urban Centres. Further consideration should be given towards supporting farm help accommodation on agricultural lands and opportunities to provide housing in Secondary Urban Centres and Hamlets.

## **3) What actions and/or policy changes should the County pursue to help increase the supply of rental housing?**

Policies that would significantly increase the supply of rental housing are particularly relevant to Primary Urban Centres that can support higher density development. The existing infrastructure in the Township of Puslinch does not seem appropriate to support densities that would significantly increase rental housing. There are opportunities to encourage additional residential units through Community Improvement Plans and other grant funding.

## **4) Other than the predominance of low-rise housing, what elements of your community help define its character and identity?**



The residential built form and character of the in the Township of Puslinch is largely shaped by large rural lots on individual on-site sewage services and individual on-site water services. There are also several historic homes, many of which are listed on the register of property situated in the municipality that is of cultural heritage value or interest.

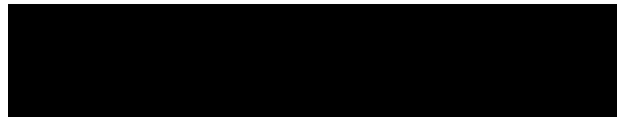
**5) Are any of the suggested policy directions not a good option for the County to consider and why?**

There are no concerns regarding any of the proposed policy directions. One of the proposed policy impacts, however, is as follows:

*Review and update official plan policies to place a stronger emphasis on urban design for infill development and newly developing areas.*

Strong urban design guidelines can develop and enhance a sense of place in a community. Consideration should be given to ensure that such guidelines are not overly restrictive to the extent that growth and development in the Township of Puslinch may be stunted.

Sincerely,



**Jesse Auspitz, MCIP, RPP**  
Principal Planner  
**NPG Planning Solutions Inc.**  
[jauspitz@npgsolutions.ca](mailto:jauspitz@npgsolutions.ca)



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May 31, 2024

Kim Courts  
Deputy Clerk  
Administration Centre  
74 Woolwich Street  
Guelph ON N1H 3T9

Dear Kim Courts,

**RE: Housing Focused: A Housing Policy Review in Wellington County**

At its meeting held April 11, 2024, the County of Wellington Planning Committee approved the following recommendation:

*That the County Official Plan Review - Housing Focused: A Housing Policy Review in Wellington County report be received for information; and*

*That the County Clerk circulate this report to member municipalities for information.*

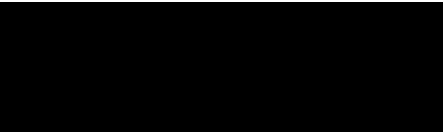
The County of Wellington requested feedback to be submitted no later than May 31, 2024. Included in the request were five (5) questions intended to guide feedback on the Housing Focused: A Housing Policy Review in Wellington County Report.

NPG Planning Solutions Inc. (NPG) prepared responses to these questions in a submission to the Township of Puslinch Council dated May 17, 2024 (attached as **Appendix A**). The Township of Puslinch Council endorsed the responses of NPG at its meeting on May 22, 2024, with the following additions:

- There was an emphasis that there were many historic homes in the Township of Puslinch.
- The ability to provide housing is constrained by a lack of available municipal sewage services and municipal water services.
- The County of Wellington should incorporate policies to permit the establishment of new settlements in Secondary Agricultural Areas.

- The County of Wellington should permit settlement boundary expansions for hamlets in Secondary Agricultural Areas.
- The County of Wellington should implement policies permitting the expansion of estate subdivisions inside and outside settlement boundaries in Secondary Agricultural Areas, as estate subdivisions often contain basement apartments and secondary dwelling units above garages.
- Section 4.7.1 a) of the County of Wellington Official Plan prohibits new development adjacent to existing primary and secondary urban centres, hamlets or cities unless part of an urban expansion (adjacent will normally mean within 1 kilometre of an urban area boundary). The Township of Puslinch Council considers this policy to be an archaic policy that poses a barrier to developing housing.

Sincerely,



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**Jesse Auspitz, MCIP, RPP**  
Principal Planner  
**NPG Planning Solutions Inc.**  
[jauspitz@npgsolutions.ca](mailto:jauspitz@npgsolutions.ca)

Attachments:

**Appendix A – NPG Submission to Township of Puslinch Council – Dated May 17, 2024**

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**

**BY-LAW NUMBER 071-2024**

Being a by-law to confirm the proceedings of the Council of the Corporation of the Township of Puslinch at its Council meeting held on November 27, 2024.

**WHEREAS** by Section 5 of the *Municipal Act, 2001, S.O. 2001, c.25* the powers of a municipal corporation are to be exercised by its Council;

**AND WHEREAS** by Section 5, Subsection (3) of the *Municipal Act*, a municipal power including a municipality's capacity, rights, powers and privileges under section 8, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

**AND WHEREAS** it is deemed expedient that the proceedings of the Council of the Corporation of the Township of Puslinch at its Council meeting held on November 27, 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 27 DAY OF NOVEMBER, 2024.**

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James Seeley, Mayor

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Justine Brotherston, Interim Municipal Clerk