



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
NOVEMBER 6, 2024 COUNCIL MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION &
IN-PERSON AT THE MUNICIPAL OFFICE –
7404 WELLINGTON RD 34, PUSLINCH

- 6.1.3** October 9, 2024 Public Information Meeting Minutes - Proposed 2024 User Fees and Charges By-law
- 6.2** Grand River Conservation Authority General Meeting Summary - October 2024
- 6.3** City of Guelph Notice of Public Meeting regarding Affordable Housing CIP
- 6.4** Association of Municipalities of Ontario - Policy Update – Advocacy on Transportation, Energy and Housing Policy
- 6.5** Association of Municipalities of Ontario - Policy Update - Province to Introduce Legislation Governing Bicycle Lanes
- 6.6** Town of Petawawa Council resolution regarding Ontario Provincial Police Costs 2025
- 6.7** Whitewater Region Council resolution regarding Ontario Provincial Police Costs 2025
- 6.8** Town of Tillsonburg Council resolution regarding Continued Funding Support Southwest Community Transit
- 6.9** Mill Creek Pit #5738 - Monthly Monitoring Report - September 2024

Recommendation:

That the Consent Agenda items listed for the November 6, 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** **10:30 A.M.** Delegation by Bruce Joy, President of Puslinch Minor Soccer regarding an update on soccer and facilities

Recommendation:

That Council receive the delegation by Bruce Joy, President of Puslinch Minor, regarding an update on soccer and facilities.

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



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9. Reports ≠

9.1 Puslinch Fire and Rescue Services

9.1.1 None

9.2 Finance Department

9.2.1 Report FIN-2024-028 - 2025 User Fees and Charges By-law

Recommendation:

That Report FIN-2024-028 entitled 2025 User Fees and Charges By-law be received; and

That Council give 3 readings to By-law No. 2024-067 being a by-law to adopt the User Fees and Charges By-law.

9.3 Administration Department

9.3.1 Report ADM-2024-052 Senior Advisory Committee≠

Recommendation:

That Report ADM-2024-052 entitled Seniors Advisory Committee be received; and

That Council proceed with Option [1 or 2] as outlined in the report; and

That staff report back during the 2025 budget process regarding the financial impacts of adding 0.5 FTE in the 2025 budget and another 0.5 FTE in the 2026 budget.

9.3.2 Report ADM-2024-053 Boreham Park Tree Planting≠

Recommendation:

That Report ADM-2024-053 entitled Boreham Park Tree Planting Update be received for information; and,

That Council direct staff to order 100 trees from Wellington County Green Legacy Programme for planting in the Spring of 2025; and,

That Council approve trees to be planted on areas #1, #3, #5 and #8 as indicated on the site plan in Schedule A to this report; and,

That Council direct staff to reach out and organize a Tree Planting Ceremony with the Aberfoyle Public School and Township's Youth Advisory Committee.



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9.3.3 Report ADM-2024-054 Heritage Plaque Program≠

Recommendation:

That Report ADM-2024-054 entitled Puslinch Heritage Plaque Program be received for information; and,

That Council direct staff to draft a Heritage Plaque Program Policy to establish a Puslinch Heritage Plaque Program for Council's consideration and approval to be included in the 2025 Corporate Work Plan; and,

That Council direct staff to proceed with Option 2 as outlined in the report; and,

That staff be directed to submit an operating base budget increase request for the proposed 2026 budget based on Option 2; and,

That Council direct staff to include a limit of 10 plaques to be issued through the plaque program per year in the initial draft of the policy as outlined in the report.

9.4 Planning and Building Department

9.4.1 None

9.5 Roads and Parks Department

9.5.1 None

9.6 Recreation Department

9.6.1 None

10. Correspondence ≠

10.1 10:05 A.M. Presentation by Chandra Sharma, CEO and Criag Machan, Director of Parks & Operations, Conservation Halton, regarding Conservation Halton Conservation Strategy ≠

Recommendation:

That correspondence item 10.1 regarding the Presentation by Chandra Sharma, CEO and Criag Machan, Director of Parks & Operations, Conservation Halton, regarding Conservation Halton Conservation Strategy be received for information.



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10.2 ERO Posting 019-9196 Enabling greater beneficial reuse excess soil ≠

Recommendation:

Whereas the Ministry of the Environment, Conservation and Parks is currently consulting on proposed amendments to the Excess Soil Regulation, with significant implications for local municipalities; and

Whereas these proposed changes, including landfilling restrictions and exemptions for waste environmental compliance approvals, pose substantial risks to environmental integrity, groundwater protection, local enforcement efforts, and land use planning; and

Whereas the proposed amendments may undermine local municipalities' ability to effectively manage excess soil, potentially leading to adverse environmental impacts, such as soil contamination and disruption of local ecosystems; and

Whereas the relaxation of regulatory requirements for soil management could hinder the enforcement capabilities of municipal authorities, making it more challenging to monitor and address compliance issues, thus jeopardizing public health and safety; and

Whereas the proposed flexibility in soil reuse standards could conflict with established land use planning frameworks, potentially resulting in incompatible land uses and further strain on local infrastructure; and

Whereas the introduction of regional mapping for areas with naturally occurring exceedances presents significant financial challenges for municipalities, as the costs associated with implementing such mapping projects may not be feasible given limited budgets and resources; and

Whereas relaxing excess soil regulations and implementing regional mapping could negatively impact agricultural lands by allowing excess soil to be disposed of in ways that diminish the quality and usability of these valuable lands for future agricultural purposes, highlighting the need to prioritize the protection of agricultural lands equally with infrastructure projects and housing developments;

Therefore be it resolved that the Council of Township of Puslinch formally objects to the proposed amendments to the Excess Soil Regulation, citing concerns regarding the detrimental effects on local municipalities, the environment, groundwater protection, and effective land use planning; and

That the Council of Township of Puslinch directs staff to forward this resolution to the Ministry of the Environment, Conservation and Parks, outlining these concerns and advocating for a more



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balanced approach that prioritizes environmental protection, local governance, and the protection of resident's health and safety; and further,

That this resolution be shared with all Ontario Municipalities, the Premier of Ontario; MPP Arnott; MPP Rae; the Wellington Federation of Agriculture; and OMAFRA requesting support for the protection of agricultural lands and sustainable excess soil management practices in Ontario.

10.3 Grand River Conservation Authority 2025 Draft Budget ≠

Recommendation:

That correspondence item 10.3 regarding the 10.3 Grand River Conservation Authority 2025 Draft Budget be received for information.

11. Council reports

11.1 Mayor' Updates

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

12. By-laws ≠

12.1 First, Second and Third Reading

12.1.1 BL2024-067 – User Fees and Charges By-law and to repeal 042-2023

Recommendation:

That the following by-law 2024-0674-062 be taken as read three times and finally passed in open Council.

13. Announcements

14. Closed Session – Pursuant to Section 239 Subsection (2) of the Municipal Act, 2001 for the purpose of:

14.1 Confidential verbal report regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board – Ongoing litigation update

14.2 Confidential verbal report regarding the security of the property of the municipality or local board – Municipal Property

15. Business Arising from Closed Session

16. Notice of Motion



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17. New Business

18. Confirmatory By-law ≠

18.1 BL2024-068 Confirm By-law – November 6, 2024

Recommendation:

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

By-law 2024-068 being a by-law to confirm the proceeding of Council for the Corporation of the Township of Puslinch at its meeting held on 6th day of November 2024

19. Adjournment ≠



MINUTES

DATE: October 23, 2024

CLOSED MEETING: Directly following Announcements

COUNCIL MEETING: 10:00 A.M.

The October 23, 2024 Council Meeting was held on the above date and called to order at 10:00 a.m. via electronic participation and in-person at 7404 Wellington Rd, Puslinch.

1. **CALL THE MEETING TO ORDER**

2. **ROLL CALL**

ATTENDANCE:

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

STAFF IN ATTENDANCE:

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

3. **MOMENT OF REFLECTION**

4. **CONFIRMATION OF THE AGENDA**

Resolution No. 2024-360:

Moved by Councillor Sepulis and
Seconded by Councillor Hurst

That Council approves the October 23, 2024 Agenda as circulated; and

That Council approves the additions to the agenda as follows:

Consent Item 6.1.4 Questions received from Council seeking additional information and the corresponding responses provided by staff regarding the October 23, 2024 Council agenda;

Confidential Item 14.3 regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board - Governance Review;

Confidential Item 14.4 and 14.5 regarding personal matters about an identifiable individual, including municipal or local board employees – Human Resource Matter

Confidential Item 14.6 regarding personal matters about an identifiable individual, including municipal or local board employees – Municipal Property Matter

CARRIED

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



Mayor Seeley declared a potential pecuniary interest related to confidential items 14.2 and 14.4, as I was a previous employee of the Township.

Councillor Goyda declared a potential pecuniary interest related to items 6.19, 6.20, and 10.1, as I have a family member that will be impacted by the new aggregate tax class discussed in those items.

6. CONSENT AGENDA

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

6.1.1 October 9, 2024 Council Meeting Minutes

6.1.2 September 10, 2024 Committee of Adjustment Meeting

6.1.3 August 13, 2024 Planning and Development Advisory Committee Meeting Minutes

6.1.4 October 23, 2024 Council questions and Staff Responses

6.2 Ministry of Municipal Affairs and Housing Greenbelt Plan Administrative Amendment

6.3 Ontario Big City Mayors Support for Solve the Crisis Campaign

6.4 Town of Plympton-Wyoming Resolution regarding Solve the Crisis

6.5 Public Health Sudbury and Districts regarding Government Regulation of Nicotine Pouches

6.6 Municipality of St. Charles Resolution regarding Government Regulation of Nicotine Pouches

6.7 AMO 2023 Annual Report - The Canada Community-Building Fund - Part I

6.8 AMTCO Board and Management Committee Updates

6.9 Good Roads regarding Establishment of an Ontario Rural Road Safety Program

6.10 Ontario Honours and Awards regarding 2025 Ontario Volunteer Service Awards

6.11 Western Ontario Wardens Caucus regarding Blue Box Program Extension

6.12 Town of Bradford West Gwillimbury Resolution regarding Ontario Deposit Return Program

6.13 Western Ontario Wardens Caucus regarding Provincial Regulations of Roadside Zoos

6.14 City of Temiskaming Shores Resolution regarding Alcohol Sales & Provincial Alcohol Strategy

6.15 Town of Cobourg Council Resolution regarding Support of Involuntary Care for Individuals with Severe Mental Health and Addictions

6.16 Royal City Science regarding International Science Centre and Science Museum Day

6.17 Youth Advisory Committee Resolution 2024-040 regarding Consent Agenda Item 7.1

6.18 Wellington County OPP Detachment Board Report - October 2024

6.19 MPAC's Implementation of New Aggregate Extraction Property Class for 2025 Taxation

6.20 Ministry of Finance regarding property assessment and taxation of aggregate extraction sites

Resolution No. 2024-361:

Moved by Councillor Sepulis and
Seconded by Councillor Hurst

That the Consent Agenda items with the exception of items 6.9, 6.11, 6.12, 6.17, 6.18, 6.19, and 6.20 listed for OCTOBER 23, 2024 Council meeting be received for information.

CARRIED

Resolution No. 2024-362:

Moved by Councillor Hurst and
Seconded by Councillor Sepulis

That the Consent Agenda items 6.11 and 6.12 listed for OCTOBER 23, 2024 Council meeting be received for information; and

That Council refer these items to the County of Wellington for a response; and

That Council request that the County Waste Management Services provide a presentation to Puslinch Council on their programs and any changes that are occurring in 2025.

CARRIED

Resolution No. 2024-363:

Moved by Councillor Sepulis and
Seconded by Councillor Bailey

That the Consent Agenda items 6.17 listed for OCTOBER 23, 2024 Council meeting be received for information; and



That Council supports the request from the Youth 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 Committee and the Tennis Group.

CARRIED

Resolution No. 2024-364:

Moved by Councillor Hurst and
Seconded by Councillor Sepulis

That the Consent Agenda items 6.18 listed for OCTOBER 23, 2024 Council meeting be received for information; and

That Council request that County Roads staff provide a presentation to Puslinch Council to inform Council on the potential to expand community safety zones and provide a summary of Community Safety Zone establishment criteria and the speed enforcement tools that may be utilized in those areas; and

That Council direct staff to request that information regarding calls for service by municipal jurisdiction be provided on an annual basis.

CARRIED

Councillor Goyda declared a potential pecuniary interest related to items 6.19, 6.20, and 10.1, as I have a family member that will be impacted by the new aggregate tax class discussed in those items and refrained from discussion and voting on this matter.

Resolution No. 2024-365:

Moved by Councillor Hurst and
Seconded by Councillor Sepulis

That the Consent Agenda items 6.19 and 6.20 listed for OCTOBER 23, 2024 Council meeting be received for information; and

That Council direct staff to incorporate an estimated 25% reduction to aggregate assessment for the 2025 budget; and

That Council direct staff to incorporate information into the property tax inserts mailed to property owners identifying the following increases to the resident's tax bill as a subsidy provided by the province to the aggregate industry highlighting that the province is directly responsible for this increase to resident's property tax bills; and

That Council direct staff to prepare a letter to the province outlining the following impacts to the municipal budget for 2025:

- **The decrease to the OCIF funding equates to 1.25% tax levy increase;**
- **The Aggregate tax subsidy equates to approximately 1% increase to the tax levy;**
- **The CLI-ECA downloaded responsibilities from the MECP to municipalities equates to approximately 1% increase to the tax levy for the application process in 2025; and**

That staff work with the Executive Director of TAPMO to incorporate information related to the Provincial aggregate assessment subsidy in an upcoming Newsletter which is distributed to the TAPMO membership.

CARRIED

7. DELEGATIONS:

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

7.1.1 None

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

7.2.1 None

Council recessed from 11:42pm to 11:52pm



Roll Call

Councillor Goyda
Councillor Sepulis
Councillor Bailey
Councillor Hurst
Mayor Seeley

8. **PUBLIC MEETINGS:**

None

9. **REPORTS:**

9.1 Puslinch Fire and Rescue Services

9.1.1 None

9.2 Finance Department

9.2.1 Report FIN-024-026 OMERS Participation By-law

Resolution No. 2024-366:

Moved by Councillor Hurst and
Seconded by Councillor Sepulis

That Report FIN-2024-026 entitled OMERS Participation By-law be received; and

That Council gives 3 readings to By-law No. 2024-065 being a By-law to confirm and authorize continued participation in the OMERS Primary Pension Plan and the Retirement Compensation Arrangement for the OMERS Primary Pension Plan effective January 1, 2024.

CARRIED

9.2.2 Report FIN-024-027 2025 Proposed Capital Budget

Resolution No. 2024-367:

Moved by Councillor Sepulis and
Seconded by Councillor Hurst

That Report FIN-2024-027 entitled 2025 Proposed Capital Budget be received for information; and

That Council incorporate the following into the next iteration of the 2025 budget:

- That council does not reduce the operating budget currently by \$8904 for the structural firefighter gear;
- That staff report back on utilizing LAS to convert remaining halogen bulbs to LED at the Community Centre as a part of the Municipal Operations Centre Renovation;
- That the Electronic Sign Replacement be funded at the amount \$37,500 from Cash in Lieu of Parkland Reserve;
- That the Killean School Bell Cairn be funded at the amount \$17,750 for the Cairn and \$2,800 for the plaque from Cash in Lieu of Parkland Reserve;
- That staff be directed to continue fundraising efforts for both the digital sign and the Killean School Bell Cairn;
- That staff be directed to send design options for the Cairn to the Heritage Committee for comment;
- That Council direct staff to include a Perpetual Maintenance By-law in the 2025/2026 Corporate Workplan following the application for the CLI-ECA application and that the SWM pond rehabilitations be deferred until after the CLI-ECA is approved;
- That staff be directed consult with the MTO on the potential to close the intersection at Concession 1 and Highway 6 and report back to Council and that this road section be

deferred to a future year until the intersection is closed and that staff request the collision data at that intersection;

- That the \$22,184 for projects that are tax levy funded in 2025 be contributed to the Asset Management discretionary reserve and year over year;
- That 0.5% of a tax levy increase contribution to the gravel roads discretionary reserve be reallocated from the gravel road discretionary reserve to the asset management reserve in 2025;
- Fire Master Plan – no comments from Council
- Defibrillators – no comments from Council
- Diesel Exhaust System - no comments from Council
- Owl Cameras / tablets – no comments from Council
- IT and Infrastructure and Service Audit – no comments from Council
- Decibel Meter and Calibrator – no comments from Council
- That Council direct staff to incorporate 2 radar speed signs in the 2025 budget and 2 radar speed signs each budget cycle going forward; and
- That Council direct staff to incorporate \$10k contribution from the tax levy for the Morwick G360 Ground Water Research Institute as a place holder and consult with our Hydrogeologist and Source Water Protection to determine the value to the Township in providing more than in-kind contributions.

CARRIED

9.3 Administration Department

9.3.1 Report ADM-2024-051 2025 Council, Committee and Budget Meeting Schedule

Resolution No. 2024-368:

Moved by Councillor Hurst and
Seconded by Councillor Bailey

That Report ADM-2024-046 entitled 2025 Council, Committee and Budget Meeting Schedule be received for information; and,

That Council adopts the 2025 Council, Committee and Budget Meeting Schedule attached as Schedule “A” to report ADM-2024-051 as presented.

CARRIED

9.4 Planning and Building Department

9.4.1 None

9.5 Emergency Management

9.5.1 None

9.6 Roads and Parks Department

9.6.1 None

9.7 Recreation Department

9.7.1 None

10. **CORRESPONDENCE:**

10.1 Ministry of Finance Provincial-Local Finance Division letter regarding Property Assessment and Taxation of Aggregate Extraction Sites



Resolution No. 2024-369:

Moved by Councillor Sepulis and
Seconded by Councillor Hurst

That correspondence item 10.1 regarding Ministry of Finance Provincial-Local Finance Division letter regarding Property Assessment and Taxation of Aggregate Extraction Sites be received for information; and

That Council direct staff to inquire with the County regarding potential legal avenues that might be used to challenge the decision by the MOF considering the Divisional Court Decision.

CARRIED

10.2 10:05 A.M. Ground Water Interference Investigation

Resolution No. 2024-370:

Moved by Councillor Sepulis and
Seconded by Councillor Bailey

That correspondence item 10.2 regarding Ground Water Interference Investigation be received for information; and

That Council direct staff to bring the report back for Council's consideration once comments have been received from all applicable agencies.

CARRIED

10.3 10:30 A.M. Presentation by Morwick G360 Groundwater Research Institute (University of Guelph) regarding NSERC Alliance Grant Presentation

Resolution No. 2024-371:

Moved by Councillor Sepulis and
Seconded by Councillor Hurst

That correspondence item 10.3 regarding the Presentation by Morwick G360 Groundwater Research Institute (University of Guelph) regarding NSERC Alliance Grant Presentation be received for information; and,

Whereas the Township of Puslinch recognizes the importance of the groundwater research institute in safeguarding groundwater resources for all users within the municipality and greater area; and,

Whereas the Township is seeking to further investigate:

- **well interference in relation to the Highway 6 spill site, particularly regarding the potential impacts of the fractured bedrock aquifer in the area; and**
- **the impacts of large water takers in the area and the need for additional monitoring wells for gap areas; and**
- **water taking by the Region of Waterloo in the Puslinch Lake area;**

Therefore, be it resolved that the Township of Puslinch Council commits to providing continued in-kind support for the groundwater research institute; and

That Council consider a financial contribution during the 2025 budget process.

CARRIED

10.4 Environmental Compliance Approval – 2374868 Ontario Inc. – 6678 Wellington Road 34, Puslinch, ON

Resolution No. 2024-372:

Moved by Councillor Sepulis and

Seconded by Councillor Bailey

That correspondence item 10.4 regarding the 10.3 Environmental Compliance Approval – 2374868 Ontario Inc. – 6678 Wellington Road 34, Puslinch, ON be received for information.

CARRIED

11. COUNCIL REPORTS:

11.1 Mayor' Updates

11.1.1 Mayor Seeley gave an update on the visit to Aberfoyle Public School for local government week.

11.2 Council Member Reports

11.2.1 None

Resolution No. 2024-373:

Moved by Councillor Bailey and
Seconded by Councillor Hurst

That Council receive the Mayors updates for information.

CARRIED

12. BY-LAWS:

12.1.1 BL2024-065 – Being a by-law to confirm and authorize continued participation in the OMERS Primary Pension Plan and the Retirement Compensation Arrangement for the OMERS Primary Pension Plan, each as amended from time to time, for the employees of the Corporation of the Township of Puslinch and being a By-law to repeal by-law 004-1963.

Resolution No. 2024-374:

Moved by Councillor Hurst and
Seconded by Councillor Sepulis

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

12.1.1 BL2022-053 – Being a by-law to confirm and authorize continued participation in the OMERS Primary Pension Plan and the Retirement Compensation Arrangement for the OMERS Primary Pension Plan, each as amended from time to time, for the employees of the Corporation of the Township of Puslinch and being a By-law to repeal by-law 004-1963.

CARRIED

13. CLOSED SESSION:

Council was in closed session from 3:18 p.m. to 5:07 p.m.

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

Mayor Seeley declared a potential pecuniary interest related to confidential items 14.2 and 14.4, as I was a previous employee of the Township and therefore left the Council Chambers when those items were discussed and refrained from discussion and voting on those items.

Resolution No. 2024-375:

Moved by Councillor Sepulis and
Seconded by Councillor Bailey

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

14.1 Confidential verbal report regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board – By-law Enforcement Matter in accordance with section 3.14 of the Township's By-law Complaint Policy



14.2 Confidential minutes from previous closed meetings:

- 14.2.1 October 9, 2024 Closed Meeting Minutes**
- 14.2.2 September 25, 2024 Closed Meeting Minutes**
- 14.2.3 September 11, 2024 First Closed Meeting Minutes**
- 14.2.4 September 11, 2024 Second Closed Meeting Minutes**
- 14.2.5 September 3, 2024 First Closed Meeting Minutes**
- 14.2.6 September 3, 2024 Second Closed Meeting Minutes**

Confidential Item 14.3 regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board - Governance Review;

Confidential Item 14.4 and 14.5 regarding personal matters about an identifiable individual, including municipal or local board employees – Human Resource Matter;

Confidential Item 14.6 regarding personal matters about an identifiable individual, including municipal or local board employees – Municipal Property Matter.

CARRIED

Resolution No. 2024-376:

Moved by Councillor Sepulis and
Seconded by Councillor Hurst

THAT Council moves into open session at 5:07 pm

CARRIED

Council resumed into open session at 5:07 p.m.

Mayor Seeley declared a potential pecuniary interest related to confidential items 14.2 and 14.4, as I was a previous employee of the Township and therefore left the Council Chambers when those items were discussed and refrained from discussion and voting on those items.

Resolution No. 2024-377:

Moved by Councillor Bailey and
Seconded by Councillor Hurst

That Council receives the:

14.1 Confidential verbal report regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board – By-law Enforcement Matter in accordance with section 3.14 of the Township's By-law Complaint Policy

14.2 Confidential minutes from previous closed meetings:

- 14.2.1 October 9, 2024 Closed Meeting Minutes**
- 14.2.2 September 25, 2024 Closed Meeting Minutes**
- 14.2.3 September 11, 2024 First Closed Meeting Minutes**
- 14.2.4 September 11, 2024 Second Closed Meeting Minutes**
- 14.2.5 September 3, 2024 First Closed Meeting Minutes**
- 14.2.6 September 3, 2024 Second Closed Meeting Minutes**

Confidential Item 14.3 regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board - Governance Review;

Confidential Items 14.4 and 14.5 regarding personal matters about an identifiable individual, including municipal or local board employees – Human Resource Matter

Confidential Item 14.6 regarding personal matters about an identifiable individual, including municipal or local board employees – Municipal Property Matter; and

That staff proceed as directed.

CARRIED

14. BUSINESS ARISING FROM CLOSED SESSION:

None

15. NOTICE OF MOTION:

Councillor Sepulis provided notice of motion as follows to be considered at the next regular meeting of Council once comments on the matter have been received from application agencies:

Whereas Township's Consultant Harden Environmental has identified that a spill has occurred on Highway 6 south of the 401 as detailed in the report entitled "Groundwater Interference Investigation SUMMARY OF FINDINGS Revision 1 (October 2024) Highway 6 Corridor Puslinch, Ontario"; and

Whereas the Ministry of the Environment, Conservation and Parks (MECP) and Ministry of Transportation (MTO) staff have denied the existence of a spill; and

Whereas the local Health Unit has provided limited assistance and advice to the affected residents; and

Whereas the mandate of Source Water Protection does not extend to private well owners; and

Whereas the Township in the absence of support from the responsible provincial authorities had to undertake environmental studies at its own initiative and cost;

Be it resolved that staff be requested to ask the Ontario Ombudsman to investigate this matter in order

- a) to identify the action that the local staff of MECP, MTO, Ministry of Health and Source Water Protection should have undertaken on this matter
- b) to identify what changes could be made to existing legislation and regulations to ensure that appropriate action is taken by the responsible provincial agencies when the private well users have identified contamination of their well water by external sources beyond their control
- c) to identify any follow up action that the Township and affected residents could take and a copy of this resolution be sent to the Minister of Transportation, Minister of the Environment, Conservation and Parks, Minister of Health, and Speaker Ted Arnott.

16. NEW BUSINESS:

Resolution No. 2024-378:

Moved by Councillor Hurst and
Seconded by Councillor Sepulis

Whereas the provincial government is undertaking:

- a) significant road and underground projects over the next ten years which will generate significant excess soil to be managed and disposed; and
- b) studies of underground projects that if implemented will also generate significant excess soil; and

Whereas landfill sites across Ontario are already near capacity, necessitating amendments to legislation to allow certain quality soil to be disposed at excess soil reuse sites instead of being disposed of in landfills effective January 1, 2025; and

Whereas the Ministry of the Environment, Conservation and Parks (MECP) is currently under resourced and lacks the capacity to effectively manage the additional enforcement and oversight required for the relocation of excess soil; and

Whereas the responsibility to enforce and oversee excess soil regulations is being downloaded onto municipalities, which have limited enforcement capabilities and face the risk of significant costs being passed on to local taxpayers; and

Whereas contamination of existing soil and groundwater is a significant concern, particularly in rural municipalities with valuable agricultural lands and reliance on groundwater for its residents; and



Whereas agricultural lands must be prioritized equally with housing needs, roads and underground infrastructure; failure to adequately protect these lands could exacerbate the ongoing food crisis in Ontario; and

Whereas Ontario is not alone in navigating the challenges of sustainable development, and the United Nations provides guidance through its Sustainable Development Report, which includes goals focused on economic growth, infrastructure, sustainable communities, hunger, clean water and sanitation, climate action, and life on land; and

Whereas it is critical that governments consider the comprehensive impacts on all of these areas when conducting feasibility studies and implementing projects which generate excess soil; and

Whereas neglecting to account for the broader implications of projects may lead to negative outcomes;

Therefore Be It Resolved that the Council of the Township of Puslinch calls on the provincial government to:

1. Prioritize the protection of agricultural lands in the management of excess soil from roads and underground projects and in the planning and feasibility studies related to such projects.
2. Ensure that adequate resources are allocated to the MECP to support effective enforcement and oversight of excess soil regulations.
3. Collaborate with municipalities to provide necessary support and funding for enforcement activities related to excess soil management, minimizing financial burdens on local taxpayers.
4. Conduct a comprehensive impact assessment that considers all aspects of sustainable development, in alignment with the United Nations Sustainable Development Report, before proceeding with the traffic tunnel project and any further amendments to excess soil legislation; and

That the Township of Puslinch Council direct staff to send a copy of this resolution to the Minister of the Environment, Conservation and Parks; the Premier of Ontario; all Ontario municipalities; MPP Arnott; MPP Rae; the Wellington Federation of Agriculture; and OMAFRA requesting support for the protection of agricultural lands and sustainable development practices in Ontario.

CARRIED

17. **ANNOUNCEMENTS:**

17.1 None

18. **CONFIRMATORY BY-LAW:**

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

Resolution No. 2024-379:

Moved by Councillor Hurst and
Seconded by Councillor Sepulis

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

By-Law 2024-066 being a by-law to confirm the proceedings of Council for the Corporation of the Township of Puslinch at its meeting held on the 23 day of October 2024.

CARRIED

19. **ADJOURNMENT:**

Resolution No. 2024-380:

Moved by Councillor Goyda and
Seconded by Councillor Bailey

That Council hereby adjourns at 5:12 p.m.

CARRIED



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
OCTOBER 23, 2024 COUNCIL MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION
& IN-PERSON AT 7404 WELLINGTON RD 34, PUSLINCH

James Seeley, Mayor

Courtenay Hoytfox, Clerk



MINUTES

DATE: October 17, 2024

CLOSED MEETING: 9:30 A.M.

COUNCIL MEETING: 9:15 A.M.

The October 17, 2024 Council Meeting was held on the above date and called to order at 9:15 a.m. in-person at 7404 Wellington Rd, Puslinch.

1. **CALL THE MEETING TO ORDER**

2. **ROLL CALL**

ATTENDANCE:

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

STAFF IN ATTENDANCE:

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

3. **MOMENT OF REFLECTION**

4. **CONFIRMATION OF THE AGENDA**

Resolution No. 2024-354:

Moved by Councillor Goyda and
Seconded by Councillor Sepulis

That Council approves the October 17, 2024 Agenda as circulated.

CARRIED

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

6. **CLOSED SESSION:**

Council was in closed session from 9:32 a.m. to 12:29 p.m.

Resolution No. 2024-355:

Moved by Councillor Sepulis and
Seconded by Councillor Goyda

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

- 6.1 Council Education/Training Session for the purpose of a municipal tour in order to review capital and operating projects and a review of equipment purchases and equipment scheduled for replacement.

CARRIED

Resolution No. 2024-356:

Moved by Councillor Hurst and



Seconded by Councillor Sepulis

THAT Council moves into open session at 12:29 p.m.

CARRIED

Council resumed into open session at 12:29 p.m.

Resolution No. 2024-357:

Moved by Councillor Goyda and
Seconded by Councillor Hurst

That Council receives the:

6.1 Council Education/Training Session for the purpose of a municipal tour in order to review capital and operating projects and a review of equipment purchases and equipment scheduled for replacement.

CARRIED

7. BUSINESS ARISING FROM CLOSED SESSION:

None

8. CONFIRMATORY BY-LAW:

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

Resolution No. 2024-258:

Moved by Councillor Sepulis and
Seconded by Councillor Hurst

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

By-Law 2024-064 being a by-law to confirm the proceedings of Council for the Corporation of the Township of Puslinch at its meeting held on the 17 day of October 2024.

CARRIED

9. ADJOURNMENT:

Resolution No. 2024-359:

Moved by Councillor Hurst and
Seconded by Councillor Goyda

That Council hereby adjourns at 12:30 p.m.

CARRIED

James Seeley, Mayor

Courtenay Hoytfox, Clerk



MINUTES

DATE: OCTOBER 9, 2024

TIME: 7:00 P.M.

The October 9, 2024 Public Information Meeting was held on the above date and called to order at 7:00 p.m. via electronic participation and in-person at 7404 Wellington Rd 34, Puslinch.

1. CALL THE MEETING TO ORDER

2. ROLL CALL

ATTENDANCE:

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

STAFF IN ATTENDANCE:

CAO, Glenn Schwendinger – Absent
Interim CAO, Courtenay Hoytfox
Director of Finance/Treasurer, Mary Hasan
Interim Municipal Clerk, Justine Brotherston
Director of Public Works, Mike Fowler
Chief Building Official, Andrew Hartholt
Interim Fire Chief, Brad Churchill
Interim Deputy Clerk, Sarah Huether

3. DISCLOSURE OF CONFLICT OF INTEREST

None

4. PURPOSE OF THE PUBLIC MEETING

The Chair called the meeting to order at 7:00 p.m. and stated the purpose of this Public Meeting is to inform and provide the public with the opportunity to ask questions, or to express views with respect to the proposed User Fees and Charges By-law. The Councillors are here to observe and listen to your comments; however, they will not make any decisions this evening.

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

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

The format of this Public Meeting is as follows:

- Township staff will present the purpose and details of the Public Meeting and any further relevant information.
- Following this, the public can obtain clarification, ask questions and express their views on the proposal.
- Members of the public are permitted 10 minutes each to ask questions and express their views. This time limit is imposed to provide each member of the public an opportunity to speak.

- Council will then have an opportunity to ask any clarification questions

Staff will attempt to answer questions or respond to concerns this evening. If this is not possible, staff will follow up and obtain this information. Responses will be provided when this matter is brought forward and evaluated by Council at a later date.

5. PROPOSED 2024 USER FEES AND CHARGES BY-LAW PRESENTATION

Mary Hasan, Director of Finance/Treasurer for the Township presented the following information:

- Where do Township revenues come from?
- Why do we collect user fees?
- What changes are being proposed for 2024?
- Benching marking analysis
- Engagement opportunities
- Feedback from the public.

The Chair, requested if there was anyone in attendance that wished to express their views on the proposed 2024 User Fees and Charges By-law.

The Chair, requested if there were anyone clarification questions from Council the proposed 2024 User Fees and Charges By-law.

Councillor Bailey: I had a question, or maybe a comment I had a member of the public ask when we were doing comparable rates for the Tennis Courts, the question was whether we had compared outdoor to outdoor courts or if indoor courts have been included in the comparison. I do not need the answer right now but moving forward.

Director of Finance/Treasurer: I believe we established the tennis court rate a couple of years ago. I believe it was mostly outdoor courts, but I believe Ms. Hoytfox it was your team who looked at the comparator and boundary municipalities perhaps. Would you remember or recall.

CAO: I do not recall but we can bring that back and look into it.

Councillor Bailey: The second was a very similar question and it was just how the ball diamond rates were established. When we look at municipalities near by they often have hard ball diamonds and I understand they are built slightly different and I wanted to know if we are comparing softball to softball and hardball to hardball and if that matters and if there is a differences and if you can let me know at a future date.

Director of Finance/Treasurer: We do charge the same fee for our various baseball diamonds we do not differentiate between those types of ball diamonds but when we were looking at comparators and boundary municipalities, we did look at comparable ball diamonds.

6. ADJOURNMENT

The Chair declared Public Meeting closed and stated Council will take no action on this matter tonight. Staff will be reporting at a later date with a recommendation for Council's consideration.

If you wish to receive further notification on this matter, notify by email Mary Hasan at mhasan@puslinch.ca or by phone at 519-763-1226 ext. 222. Only those persons who leave their names will be provided further notification. If you wish to speak to the matter when it is brought before Council in the future, you must register as a delegation with the Township Clerk prior to the meeting.

The meeting adjourned at 7:25 p.m.



Grand River Conservation Authority

Summary of the General Membership Meeting – October 25, 2024

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

Action Items

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

- GM-10-24-C09 – Labour relations and employee negotiations (Closed agenda)
- GM-10-24-91 - Conservation Areas Strategy
- GM-10-24-96 - Water Control Structures Asset Management Plan
- GM-10-24-95 - Shand Dam Spillway Stoplog Gains Refurbishment - Tender Award
- GM-10-24-97 - Membership, Ticketing, and Equipment Rentals System - Request for Proposals
- GM-10-24-99 - Financial Summary
- GM-10-24-87 - Budget 2025-Draft 1
- GM-10-24-93 - Fee Policy - Planning and Regulations Permit
- GM-10-24-94 - Fee Policy 2025
- GM-10-24-98 - 2025 Board Meeting Schedule
- GM-10-24-90 - Ice Management Plan

Information Items

The Board received the following reports as information:

- GM-10-24-89 - Elora Quarry and GRCA Membership Pass Pilot Project 2024 Update
- GM-10-24-86 - Permits Issued under Ontario Regulation 41/24
- GM-10-24-92 - Cash and Investment Status
- GM-10-24-88 - Budget 2025-Draft 1 - Municipal Apportionment
- GM-10-24-100 - Current Watershed Conditions

Correspondence

The Board received the following correspondence:

- Town of Bradford West Gwillimbury to the Ministry of Environment, Conservation and Parks regarding the Ontario Deposit Return Program
- Amy Haertel regarding public safety awareness around low head dams in the Grand River watershed
- Hugh Whitely regarding the Conservation Areas Strategy
- Halton Region regarding a municipal alcohol policy Delegations

Delegations

There was 1 registered delegation.

- Susan Watson – Conservation Areas Strategy

Source Protection Authority

The General Membership of the GRCA also acts as the Source Protection Authority Board.

Correspondence & Action Items

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

- Ministry of the Environment, Conservation and Parks - Catfish Creek and Grand River Assessment Reports and Source Protection Plans
- Lake Erie Region Source Protection Committee regarding amendments to the Grand River Assessment Report and Source Protection Plan
- SPA-10-24-02 - Source Protection Committee Member Appointments

For full information, please refer to the [October 25 Agenda Package](#). Complete agenda packages for the General Membership and Source Water Protection Authority, and minutes of past meetings can be viewed on our [online calendar](#). The minutes of this meeting will be posted on our online calendar following approval at the next meeting of the General Membership.

You are receiving this email as a GRCA board member, GRCF board member, or a Grand River watershed member municipality. If you do not wish to receive this monthly summary, please respond to this email with the word 'unsubscribe'.



Notice of Public Meeting

Proposed Affordable Housing Community Improvement Plan

Subject Lands

The City of Guelph in its entirety.

Public Meeting

Wednesday, November 13, 2024

This is a hybrid City Council meeting that can be watched online at guelph.ca/live or attended in-person in Council Chambers, City Hall, 1 Carden Street, Guelph.

Purpose of the Report

To present the Affordable Housing Community Improvement Plan (CIP) for public feedback and to be received by Council.

Additional Information

Information about the project can be found on haveyoursay.guelph.ca/affordable-housing-cip. Documents relating to the proposed Community Improvement Plan and financial incentives for affordable housing projects will be available at guelph.ca/agenda on October 31, 2024.

For more information, please contact:

Christine Chapman, Manager, Economic Development
Economic Development & Tourism
519-822-1260 ext. 2823
TTY 519-826-9771
Christine.chapman@guelph.ca

How to Get Involved

The purpose of a Public Meeting is to share information and consider public comments regarding the proposed Community Improvement Plan. These comments will be further reviewed by staff before making a recommendation to Council for decision at a future meeting.

Any person may attend the meeting in person or online, and/or provide verbal or written comments on the proposed Community Improvement Plan. If you would like to register to speak to City Council and/or submit written comments about the proposed plan, please do so **no later than Friday, November 8 at 10 a.m.**

To register to speak to City Council about the proposed plan:

- Visit guelph.ca/delegations and complete the [online form](#).
- Call 519-837-5603 or TTY 519-826-9771
- Email clerks@guelph.ca

When we receive your registration, we will send you a confirmation message and instructions for participating in the hybrid Council meeting. Instructions will also be provided during the meeting to ensure those watching the hybrid public meeting will be given the opportunity to speak.

To submit written comments as part of the Council Agenda, you can:

- Email clerks@guelph.ca and christine.chapman@guelph.ca (attachments must not exceed 15 MB)
- Send by regular mail or courier to Guelph City Clerk, 1 Carden Street, Guelph, ON N1H 3A1
- Place them in the mail slot beside the main entrance to City Hall.
- Written comments must be submitted by November 8 to be included in the council agenda. Additional written comments will be received until November 20.

How to Stay Informed

If you wish to be notified of the Council decision on the proposed community improvement plan, you must make a written request to the City Clerk by email or regular mail/courier as listed above. Please note Council will not make a decision at the Public Meeting.

Appeals Information

If a person or public body would otherwise have an ability to appeal the decision of the Council of the City of Guelph to the Ontario Land Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the City of Guelph before the by-law is passed, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the City of Guelph before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

Notice of Collection of Personal Information

Personal information is being collected to gather feedback and communicate with interested parties regarding this amendment. Information provided or presented at a public meeting is considered a public record and may be posted on the City's website or made public upon request.

This information is collected under the authority of the Planning Act, R.S.O. 1990, cP.13. Questions about this collection should be directed to the Information and Access Coordinator at 519-822-1260 ext. 2349 or privacy@guelph.ca.

Accessibility

Alternative accessible formats are available by contacting bizinfo@guelph.ca or TTY 519-826-9771.

From: [AMO Policy](#)
To: [Admin](#)
Subject: AMO Policy Update – Advocacy on Transportation, Energy and Housing Policy
Date: Monday, October 21, 2024 6:04:42 PM



AMO Policy Update - Advocacy on Transportation, Energy and Housing Policy

Responding to *Bill 212: Reducing Gridlock, Saving You Time Act*

The Minister of Transportation tabled [Bill 212: Reducing Gridlock, Saving You](#)

[Time Act](#) that proposes a series of changes to:

- Expedite highway construction for Highway 413, Bradford Bypass, Garden City Skyway Bridge (and future potential priority highway projects) including accelerating property acquisitions and facilitating 24/7 construction, among other measures
- Create a faster environmental assessment process for Highway 413 and the extensions of Highways 410 and 427, and exempt certain nearby early works
- Require municipalities to receive approval from the province before installing new bike lanes that would result in the removal of lanes for traffic
- Freeze fees for driver testing
- Make a Tow Zone Pilot permanent on four sections of 400-series highways in the GTA
- Provide the Minister of Infrastructure with the ability to use an expedited expropriations process for establishing easements that internet service providers require to install and build new broadband infrastructure

AMO will submit comments and seek to speak at Standing Committee to relay the challenges some of the Bill's components create for municipalities. As a start, AMO recently [outlined](#) that municipal expertise is best positioned to make decisions on bike lanes and local transportation planning, and these proposed changes are an overreach into municipal jurisdiction.

In addition to the Bill, the government announced related [proposals](#) including plans to consult with municipalities on a new pothole fund for the 2025 construction season. This fund would help small municipalities maintain their roads, which are often difficult to fund due to limited tax bases. AMO will collaborate with the province on the development and rollout of this new fund.

Ontario Announces New Electricity Distribution Funding Legislation

The Minister of Energy and Electrification [has announced](#) plans to introduce legislation that would allow the province to regulate electricity distribution infrastructure costs for new homes and businesses. The Minister has also directed the Ontario Energy Board (OEB) to implement recommendations from its [Housing Connections Report Back](#) to the Minister which was recently made public.

This proposal would allow distributors to spread the costs of new infrastructure over 40 years instead of 25. It would also require the OEB to review the current practice of collecting upfront costs from early connectors

within the first five years and convene a table with municipalities, utilities, and builders to explore ways to reduce the costs of new connections.

This direction aligns with AMO's June [submission to the OEB](#), which advocated for a series of principles to guide funding model changes. In particular, it advances the principle of fairness by ensuring that the upfront costs of new electricity infrastructure are balanced between existing and new residents.

Advancing Advocacy on Energy Procurements

AMO has [sent the IESO comments](#) to support the design of the upcoming [LT2 Procurement](#) process. Submissions for LT2 projects are expected to be open from December 2024 to Fall 2025, and municipalities are likely to be contacted by proponents seeking municipal support during this time.

Our advocacy stresses the importance of ensuring municipalities have support to make sound local decisions on energy projects and encouraging energy builders to engage early and often with municipalities. This includes calling on the IESO to ensure LT2 is clear on requirements for project location (including incentives for siting on Crown land and in northern communities), agricultural protection, and Indigenous participation.

AMO has also called for community benefit agreements (CBAs) to become a standard part of energy procurements. This would ensure municipalities receive revenue to offset costs to service energy project sites, and to hire experts to support local energy approvals including energy or legal consultants.

Improving Ontario's Housing Data

Questions and concerns persist on how housing targets are being measured. AMO has worked closely with the province, municipalities and the CMHC to improve data to maximize municipal Building Faster Fund allocations this year. In a recent [letter to Minister Calandra](#), we urged the province to fix 2024 allocations and commit to implementing advice from the sector on how to improve housing data.

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

Association of Municipalities of Ontario

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

From: [AMO Policy](#)
To: [Admin](#)
Subject: AMO Policy Update - Province to Introduce Legislation Governing Bicycle Lanes
Date: Wednesday, October 16, 2024 1:13:24 PM



AMO Policy Update - Province to Introduce Legislation Governing Bicycle Lanes

Yesterday, the Government of Ontario announced it will introduce legislation that would require municipalities to receive approval from the province before installing new bike lanes that would result in the removal of lanes for traffic. [According to the government news](#)

[release](#), “municipalities would be required to demonstrate that the proposed bike lanes won’t have a negative impact on vehicle traffic.”

Bicycle lanes are an essential element of urban transportation planning and road safety. Requiring provincial approval would be a significant overreach into municipal jurisdiction. Based on local knowledge and community input, municipalities develop transportation plans that balance traffic flow with planning priorities like active transportation, multimodal transportation and environmental and health protection. AMO is not aware of any consultation with municipalities regarding bicycle lanes or of the evidence the province considered in its decision.

It is unclear how the Ministry of Transportation will be in a better position than municipalities to make decisions about local transportation matters. Rather than micromanaging bike lanes, the Ministry of Transportation could focus on accelerating its own approval processes to help support new housing.

There have been recent examples of unintended consequences when the province has tried to take over local decision-making. We urge the province to respect local decision-making when considering transportation improvements, and not repeat its mistakes of the past.

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TOWN OF PETAWAWA

1111 Victoria Street, Petawawa, Ontario K8H 2E6
☎ (613) 687-5536 ✉ email@petawawa.ca 🌐 petawawa.ca

October 25, 2024

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

Premier Ford:

RE: Ontario Provincial Police Costs 2025

Please be advised that at its meeting of October 21, 2024, Council of the Corporation of the Town of Petawawa endorsed the following resolution:

MOVED BY: James Carmody
SECONDED BY: Theresa Sabourin

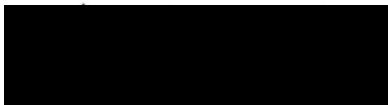
That Council of the Corporation of the Town of Petawawa supports Resolution No. 229 of the Municipality of Tweed and further calls on the Ontario Government to immediately implement sustainable funding for small rural municipalities by reabsorbing the cost of the Ontario Provincial Police Force back into the provincial budget with no cost recovery to municipalities;

And further, that Council direct staff to circulate this resolution to Premier Doug Ford, Minister of Solicitor General, Minister of Finance, and to the Association of Municipalities of Ontario and all Municipalities in Ontario.

CARRIED

The Town of Petawawa appreciates the Province's attention to the financial challenges faced by small rural municipalities and looks forward to a collaborative solution.

Sincerely,



Colin Howard, Dipl.M.M., Bus.Admin.
Director of Legislative Services/Clerk

Encl: Municipality of Tweed Resolution No. 229

cc: The Honourable Michael Kerzner, Solicitor General
The Honourable Peter Bethlenfalvy, Minister of Finance
The Association of Municipalities of Ontario
All Municipalities of Ontario
Neil Nicholson, Mayor, Township of Whitewater Region

**Municipality of Tweed Council Meeting
Council Meeting**



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

Moved by P. Valiquette
Seconded by J. Palmateer

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

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

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

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

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

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

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

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

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

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

Carried

Council Members

Mayor Neil Nicholson
Deputy Mayor Cathy Regier

Councillors:
Mark Bell
Michael Moore
Chris Olmstead
Connie Tabbert
Joey Trimm

Certified True Copy

Wednesday, October 16, 2024

Re: Resolution - OPP Notice of Motion for funding support - Municipality of Tweed

At its meeting of October 16, 2024, the Council of the Township of Whitewater Region adopted the following resolution:

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

D.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;

(613) 646-2282

P.O. Box 40,
44 Main Street
Cobden, ON
K0J 1K0

whitewaterregion.ca



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;

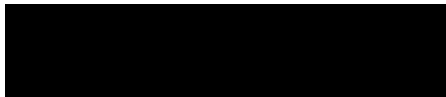
AND WHEREAS this annual cost is significantly less than the repatriation costs of the Gardiner Express Way, the Don Valley Parkway and Highway 174 (Ottawa Region) but provides a greater impact to the residents of the Province overall;

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 Township of Whitewater Region call on the Ontario Government to immediately implement sustainable funding for small rural municipalities by reabsorbing the cost of the Ontario Provincial Police Force back into the provincial budget with no cost recovery to municipalities: AND FURTHER, that Council direct staff to circulate this resolution to Premier Doug Ford (premier@ontario.ca). Minister of Solicitor General, Minister of Finance, and to the Association of Municipalities of Ontario (amo@amo.on.ca), MPP John Yakabuski (john.yakabuskico@pc.ola.org) and all Municipalities in Ontario.

Carried as amended - Resolution #2024 - 5187

Sincerely,



Carmen Miller
Clerk/CEMC





Town of Tillsonburg
Office of the Clerk

200 Broadway, Suite 204 Tillsonburg, ON N4G 5A7

Tel: (519) 688-3009

Fax: (519) 842-9431

October 11, 2024

Minister of Transportation
Hon. Prabmeet Singh Sarkaria
Email: minister.mto@ontario.ca

MPP Oxford
Ernie Hardeman
Email: Ernie.Hardeman@pc.ola.org

SCOR EDC
Email: do@scorregion.com

Re: Continued Funding Support - Southwest Community Transit

Please be advised that the Town of Tillsonburg Council, at its meeting held on October 7, 2024 considered the aforementioned topic and subsequent to discussion, the following was resolved:

Resolution # 2024-474

Moved By: Councillor Luciani

Seconded By: Councillor Spencer

Whereas the County of Brant, Middlesex County, Municipality of Strathroy Caradoc, Norfolk County, Municipality of East Zorra Tavistock, Grey County, Perth County, City of Stratford, Municipality of Lambton Shores, and Wellington County have successfully utilized government funding to create and sustain local community transit through Southwest Community Transit; and

Whereas 85,000 riders have utilized the Southwest Community Transit services in the first half of 2024 alone, demonstrating significant community reliance on these services; and

Whereas the economic impact of this transit system is estimated to be \$748,800,000 annually, largely due to its role in providing transportation to employment opportunities; and

Whereas the current funding for this critical small urban and rural



inter-community transit service is set to expire in March 2025, putting the sustainability of the service at risk:

Therefore be it resolved that the Town of Tillsonburg council urges the provincial government to continue funding Southwest Community Transit beyond March 2025 to ensure the ongoing viability of this essential service for small urban and rural Ontario

Be it further resolved that this resolution be circulated to the County of Brant, Elgin County, Middlesex County, Norfolk County, Oxford County, Municipality of Strathroy Caradoc, Municipality of East Zorra Tavistock, Perth County, City of Stratford, Municipality of Lambton Shores, Wellington County, Bruce County, Municipality of Bayham, Municipality of Thames Centre and other relevant stakeholders for their support and advocacy.

Carried

As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Sincerely,



Laura Pickersgill
Executive Assistant
Town of Tillsonburg

Cc: All Ontario municipalities



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

October 11, 2024

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

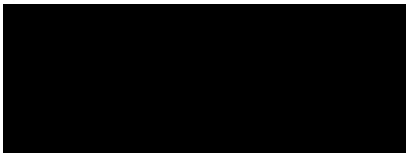
Attention: Mr. Rapus

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

Please find enclosed the required monitoring data for the month of September 2024. There were no exceedances to report.

If you have any questions, please do not hesitate to call.

Sincerely,



Jonathan Clark
Site Superintendent

CC: Township of Puslinch
Sonja Strynatka (GRCA)
Kevin Mitchell (Dufferin Aggregates)
University of Guelph



Monthly Reporting
 Mill Creek Aggregates Pit
 September 2024

Date	DP21 (mASL)	Threshold Value (mASL)	Exceedance
6-Sep-24	305.79	305.49	NO
10-Sep-24	305.83	305.49	NO
20-Sep-24	305.82	305.49	NO
27-Sep-24	305.85	305.49	NO

Date	BH13 (mASL)	DP21 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
6-Sep-24	306.26	305.79	0.47	0.10	NO
10-Sep-24	306.27	305.83	0.44	0.10	NO
20-Sep-24	306.25	305.82	0.43	0.10	NO
27-Sep-24	306.30	305.85	0.45	0.10	NO

Date	DP17 (mASL)	Threshold Value (mASL)	Exceedance
6-Sep-24	305.34	305.17	NO
10-Sep-24	305.30	305.17	NO
20-Sep-24	305.28	305.17	NO
27-Sep-24	305.31	305.17	NO

Date	BH92-12 (mASL)	DP17 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
6-Sep-24	305.71	305.34	0.37	0.06	NO
10-Sep-24	305.67	305.3	0.37	0.06	NO
20-Sep-24	305.66	305.28	0.38	0.06	NO
27-Sep-24	305.70	305.31	0.39	0.06	NO

Date	DP3 (mASL)	Threshold Value (mASL)	Exceedance
6-Sep-24	304.78	304.54	NO
10-Sep-24	304.78	304.54	NO
20-Sep-24	304.72	304.54	NO
27-Sep-24	304.77	304.54	NO

Date	DP6 (mASL)	DP3 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
6-Sep-24	305.72	304.78	0.94	0.58	NO
10-Sep-24	305.68	304.78	0.91	0.58	NO
20-Sep-24	305.65	304.72	0.93	0.58	NO
27-Sep-24	305.68	304.77	0.91	0.58	NO

Date	DP2 (mASL)	Threshold Value (mASL)	Exceedance
6-Sep-24	304.09	303.50	NO
10-Sep-24	304.03	303.50	NO
20-Sep-24	304.04	303.50	NO
27-Sep-24	304.02	303.50	NO

Date	BH92-27 (mASL)	DP2 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
6-Sep-24	304.87	304.09	0.78	0.32	NO
10-Sep-24	304.89	304.03	0.86	0.32	NO
20-Sep-24	304.80	304.04	0.76	0.32	NO
27-Sep-24	304.86	304.02	0.84	0.32	NO

Date	DP1 (mASL)	Threshold Value (mASL)	Exceedance
6-Sep-24	304.36	303.91	NO
10-Sep-24	304.39	303.91	NO
20-Sep-24	304.35	303.91	NO
27-Sep-24	304.34	303.91	NO

Date	BH92-29 (mASL)	DP1 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
6-Sep-24	305.02	304.36	0.66	0.23	NO
10-Sep-24	305.14	304.39	0.75	0.23	NO
20-Sep-24	305.01	304.35	0.66	0.23	NO
27-Sep-24	304.95	304.34	0.61	0.23	NO

Date	DP5CR (mASL)	Threshold Value (mASL)	Exceedance
6-Sep-24	303.33	302.79	NO
10-Sep-24	303.34	302.79	NO
20-Sep-24	303.28	302.79	NO
27-Sep-24	303.32	302.79	NO

Date	OW5-84 (mASL)	DP5CR (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
6-Sep-24	303.59	303.33	0.26	0.15	NO
10-Sep-24	303.61	303.34	0.27	0.15	NO
20-Sep-24	303.55	303.28	0.27	0.15	NO
27-Sep-24	303.61	303.32	0.29	0.15	NO

No exceedances to report for the month of September.

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



Monthly Reporting
Mill Creek Aggregates Pit
September 2024

Max. Allowable as per PTTW- Main Pond		Max. Allowable as per PTTW- Silt Pond	
(Imperial Gallons)	(Litres)	(Imperial Gallons)	(Litres)
2,500	11,365	2,597	11,806
per minute	per minute	per minute	per minute
1,800,000	8,183,000	3,739,477	17,000,000
per day	per day	per day	per day

Max. Allowable as per PTTW- Main Pond		Max. Allowable as per PTTW- Silt Pond	
(Imperial Gallons)	(Litres)	(Imperial Gallons)	(Litres)
2,500	11,365	2,597	11,806
per minute	per minute	per minute	per minute
1,800,000	8,183,000	3,739,477	17,000,000
per day	per day	per day	per day

Total Monthly Precipitation (mm):	23.4	Kitchener/Waterloo (Actual)
Total Monthly Normal Precipitation (mm):	75.2	Waterloo-Wellington A (30-year Normal)

Date	Below Water Table Extraction Phase 5	Below Water Table Extraction Phase 2	Water Pumped from Main Pond (gals)	Water Pumped from Active Silt Pond (gals)	Main Pond Level (mASL)	Exceedance Y/N (BELOW 305.5 mASL)	Phase 2 Pond Level (mASL)	Exceedance Y/N (BELOW 305.0 mASL)	Phase 3 Pond Level (mASL)	Exceedance Y/N (BELOW 303.85 mASL)	Phase 4 Pond Level (mASL)	Exceedance Y/N (BELOW 304.5 mASL)
1-Sep-24	-	-	-	-	-	-	-	-	-	-	-	-
2-Sep-24	-	-	-	-	-	-	-	-	-	-	-	-
3-Sep-24	-	-	92,607	-	306.59	N	306.18	N	305.33	N	306.08	N
4-Sep-24	-	-	159,918	-	306.60	N	306.17	N	305.35	N	306.01	N
5-Sep-24	-	-	166,077	-	306.58	N	306.15	N	305.35	N	305.96	N
6-Sep-24	-	-	163,217	-	306.58	N	306.14	N	305.36	N	305.96	N
7-Sep-24	-	-	-	-	-	-	-	-	-	-	-	-
8-Sep-24	-	-	-	-	-	-	-	-	-	-	-	-
9-Sep-24	-	-	212,490	-	306.56	N	306.12	N	305.36	N	305.94	N
10-Sep-24	-	-	-	-	306.55	N	306.12	N	305.37	N	305.93	N
11-Sep-24	-	-	-	-	306.53	N	306.13	N	305.35	N	305.93	N
12-Sep-24	-	-	-	-	306.53	N	306.14	N	305.35	N	305.94	N
13-Sep-24	-	-	-	-	306.54	N	306.13	N	305.36	N	305.93	N
14-Sep-24	-	-	-	-	-	-	-	-	-	-	-	-
15-Sep-24	-	-	-	-	-	-	-	-	-	-	-	-
16-Sep-24	-	-	-	-	306.52	N	306.12	N	305.34	N	305.96	N
17-Sep-24	-	-	-	-	306.50	N	306.11	N	305.33	N	305.95	N
18-Sep-24	-	-	-	-	306.51	N	306.13	N	305.31	N	305.96	N
19-Sep-24	-	-	-	-	306.50	N	306.12	N	305.29	N	305.98	N
20-Sep-24	-	-	-	-	306.50	N	306.11	N	305.28	N	305.97	N
21-Sep-24	-	-	-	-	-	-	-	-	-	-	-	-
22-Sep-24	-	-	-	-	-	-	-	-	-	-	-	-
23-Sep-24	-	-	-	-	306.52	N	306.12	N	305.29	N	305.99	N
24-Sep-24	-	-	-	-	306.50	N	306.12	N	305.28	N	305.99	N
25-Sep-24	-	-	-	-	306.49	N	306.10	N	305.29	N	306.01	N
26-Sep-24	-	-	-	-	306.51	N	306.08	N	305.26	N	306.02	N
27-Sep-24	-	-	-	-	306.50	N	306.09	N	305.23	N	306.01	N
28-Sep-24	-	-	-	-	-	-	-	-	-	-	-	-
29-Sep-24	-	-	-	-	-	-	-	-	-	-	-	-
30-Sep-24	-	-	-	-	306.47	N	306.07	N	305.24	N	306.05	N
Total	0	0	794,309	0								

Note: No exceedances to report for the month of September

Justine Brotherston

From: Township of Puslinch <services@puslinch.ca>
Sent: Thursday, October 24, 2024 12:07 PM
To: Justine Brotherston
Subject: New Entry: Delegate Request

Follow Up Flag: Follow up
Flag Status: Completed

Type of Meeting

Council

Meeting Date

November 7, 2024

How many delegates are requesting to make this presentation?

One (1)

Type of Delegation

This is a request to delegate on a general topic

Type of Presentation

This request is to present a verbal delegation

Type of Attendance

In person

Name of Delegate

Bruce Joy

Mailing Address of Delegate

[REDACTED]

Phone Number of Delegate

[REDACTED]

Email Address of Delegate

[REDACTED]

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

Update on soccer and facilities

A formal presentation is being submitted to accompany the delegation

Yes

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

Yes

Acknowledgement

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

Sent from [Township of Puslinch](#)

P.M.S.C

Puslinch Council Meeting

Tuesday, November 6, 2024

PRECEPTS
P.M.S.C

AGENDA

- **Introduction**
- **PCC**
- **Badenoch**

40 + years in existence

Non-Profit Organization

**Largest Minor Sports
Organization in Puslinch**

**Licensed by Canada Soccer as a
Quality Soccer Provider**

**Close to 600 members in the
following divisions**

**Timbits
Recreational
Competitive**

**predators
p.m.s.c**





**Most
Successful Club
within our
District League**

Master Plan (2014)

One Field per every 80 participants

Long term need for 7.5 soccer fields

Currently Township provides 3.5 fields

PMSC rents 4 additional fields



predators
p.m.s.c



PCC Fields

New main field was a great success in
2024

Usage will increase in 2025

Timbits very happy to return to PCC

*A massive thank you to
the grounds crew*

Upgrades

New Back Stop for main field



predators
p.m.s.c



PMSC was not insured for contents

**Are now securing Tenant Insurance
for all storage facilities**

**Club would like to be involved with
design / building of a new shed**

Proposed lights ??

**Applied for a \$ 3,500 Township
Grant - Hoping to amend ????**



predators
P.M.S.C

Would like to thank
everyone in the
community for their
support as we navigate
through this.



predators
P.M.S.C

Thank you for
your time





REPORT FIN-2024-028

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 6, 2024

SUBJECT: 2025 User Fees and Charges By-law
File No. F05 BUD

RECOMMENDATIONS

THAT Report FIN-2024-028 entitled 2025 User Fees and Charges By-law be received; and

That Council give 3 readings to By-law No. 2024-067 being a by-law to adopt the User Fees and Charges By-law.

Purpose

The purpose of this report is to:

- 1.) Report on the results of the Public Information Meeting (PIM) held on October 9, 2024 as it relates to the 2025 Proposed User Fees and Charges.
- 2.) Provide Council with the results of the community engagement survey issued through the Township's Online Engagement Platform, [EngagePuslinch.ca](https://engagepuslinch.ca).
- 3.) Provide updates to the User Fees and Charges By-law based on Council's direction at the September 25, 2024 Council Meeting.
- 4.) Provide updates to the User Fees and Charges By-law based on current information being available to staff.
- 5.) Seek approval from Council to enact the 2025 User Fees and Charges By-law.

Background

Council has received the following reports/presentation materials to date as part of User Fees and Charges deliberations:

Report	Council Meeting/PIM
REPORT FIN-2024-024 - 2025 Proposed User Fees and Charges	September 25, 2024
2025 Proposed User Fees and Charges PIM Presentation	October 9, 2024
REPORT FIN-2024-028 – 2025 User Fees and Charges By-law	November 6, 2024

PIM

A PIM was held in person and via electronic participation on October 9, 2024 at 7:00 pm to obtain public input on the proposed 2025 User Fees and Charges By-law.

There were no comments raised at the PIM regarding suggested updates to the proposed 2025 User Fees and Charges By-law.

A question was asked whether the Township compared outdoor to outdoor tennis courts or whether indoor tennis courts were included in the comparison. Subsequent to the PIM, based on staff’s review of Report FIN-2021-025, when the per hour of usage fees were established for the Township’s outdoor tennis courts, these were based on outdoor tennis court fees in comparator/boundary municipalities.

Community Engagement Survey – Engage Puslinch

Attached as Schedule A to this report are the results of the community engagement survey issued through the Township’s Online Engagement Platform, [EngagePuslinch.ca](https://engagepuslinch.ca) for Council’s information. The survey was open from September 18, 2024 to October 18, 2024 at 12:00 p.m. Multiple survey results were received from the same ID Session in a very short time frame, suggesting that the same user submitted several surveys. To prevent manipulation of the survey results, entries with the same Session ID have been combined into a single submission, with all comments included. While survey responses are anonymous, when an anonymous respondent submits a survey, the system creates a unique user ID in the coded survey report. If multiple entries share the same user ID, it indicates that the same user submitted multiple responses. There were a total of 69 respondents with 85 completed surveys and 142 visits to [EngagePuslinch.ca](https://engagepuslinch.ca) as part of 2025 user fees and charges engagement. There were a total of 39 completed surveys and 91 visits to [EngagePuslinch.ca](https://engagepuslinch.ca) as part of 2024 user fees and charges engagement. The Township has seen an increase in 2025 user fees and charges engagement, however, this is due to multiple surveys being received by the same user as outlined above.

Council Direction at the September 25, 2024 Council Meeting

Council at its meeting held on September 25, 2024 directed staff as follows:

- *That the Haul Route Permit Security Deposit be added to the schedule prior to the public meeting; and*
- *That Council direct staff to require user groups or persons that are eligible to receive the reduced rates to provide annual reports on memberships (residents versus non-residents), costs charged to members, etc.; and*
- *That Council direct staff to include a reporting obligation into the eligibility criteria for the eligible user groups or persons in order to qualify for the reduced rate for the 2025 User Fees and Charges By-law; and*
- *That eligible user groups or persons be required to provide the required reporting during the 2025 year in order for the Recreation Committee to review and make a recommendation to Council regarding the reduced rates for the 2026 User Fees and Charges By-law; and*
- *That Council direct staff to reduce the hourly rate for the gymnasium to \$42 per hour prior to the public meeting.*

Please note, the PIM presentation materials addressed the Council direction noted above and the User Fees and Charges By-law has also been amended to reflect the above Council direction.

At the PIM, it was recommended that the annual financial and participant reporting for reduced rate eligibility be the last business day of June. Given the Recreation Committee's meeting schedule, it is recommended that this reporting deadline be changed to the last business day of January. This will enable the Recreation Committee to review and make recommendations to Council regarding the reduced rates to be offered as part of the 2026 User Fees and Charges By-law.

Further Recommendations Based on Current Information Being Available to Township Staff.

The below updates are being proposed by Township staff based on more current information being available and have been incorporated in the User Fees and Charges By-law:

- Township staff recommend reducing the fee for the Doors of Puslinch poster from the previously proposed \$18 (net of HST) to \$10 (net of HST). This adjustment aims to boost sales, as the Township currently has a surplus of these posters that are not selling well.
- The Township's Sign By-law was passed by Council at its meeting held on October 9, 2024. Schedule B of the Sign By-law included the applicable fees which have now been incorporated in the User Fees and Charges By-law.

Recreation Committee Recommendations

The Recreation Committee received Report FIN-2024-024 – 2025 Proposed User Fees and Charges and the PIM presentation materials for information at its meeting held on October 15, 2024. The Recreation Advisory Committee passed Resolution No. 2024-024 as follows:

That the Recreation Advisory Committee provides the following comments for Council's consideration:

That non-resident rental rates be established for all other recreation facilities other than the Puslinch Community Centre.

Township staff recommend that the Recreation Advisory Committee conduct this analysis as part of the 2026 User Fees and Charges By-law to ensure that any proposed changes (as applicable) are in line with comparator and boundary municipalities and do not result in negative financial implications to the Township. This analysis will help align with the Recreation Advisory Committee's 2025 goal of addressing reduced rate reporting obligations as outlined above.

Financial Implications

The fees approved as part of the User Fees and Charges By-law will be incorporated in the 2025 Operating Budget.

Applicable Legislation and Requirements

Section 391(1) of the Municipal Act

Section 7(1) of the Building Code Act

Section 69 of the Planning Act

Engagement Opportunities

The Township has incorporated a number of engagement opportunities associated with the 2025 Proposed User Fees and Charges process as outlined below:

- Recreation Advisory Committee Input
- Social Media Posts and/or Advertisements at [Facebook.ca/TownshipofPuslinch](https://www.facebook.com/TownshipofPuslinch) and [Twitter.com/TwpPuslinchON](https://twitter.com/TwpPuslinchON)

- Community Engagement Survey at EngagePuslinch.ca from September 18, 2024 to October 18, 2024 at 12:00 p.m.
- Township Website Banner and Budget Page at puslinch.ca/government/budget/
- Wellington Advertiser Advertisement
- PIM on October 9, 2024 at 7:00 p.m.
- Media releases related to EngagePuslinch.ca survey.

Attachments

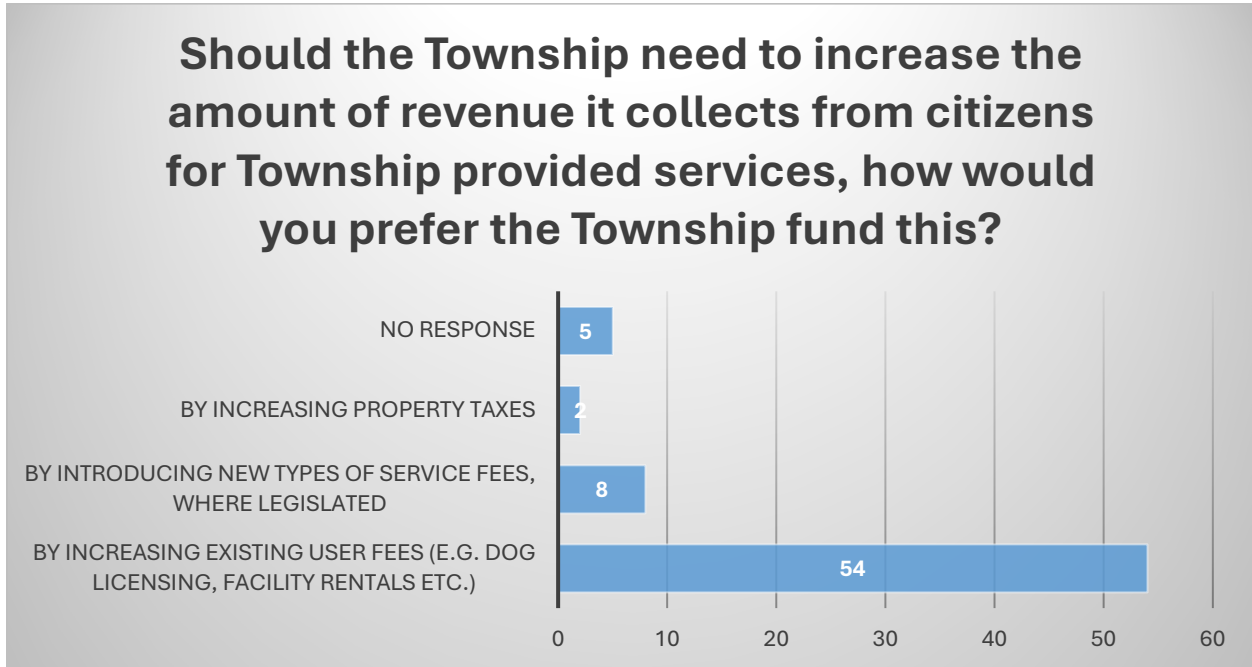
Schedule A - Engage Puslinch Community Engagement Survey Results

Respectfully submitted:

Mary Hasan
Director of Finance/Treasurer

Q1. Should the Township need to increase the amount of revenue it collects from citizens for Township provided services, how would you prefer the Township fund this?

Question Options	Responses
No response	5
By increasing property taxes	2
By introducing new types of service fees, where legislated	8
By increasing existing user fees (e.g. dog licensing, facility rentals etc.)	54



Q2. Do you have any comments or feedback that you would like Council to consider on the proposed User Fees and Charges?

Please note that some users filled out the survey more than once. Multiple bullet points in one row show the different answers the respondent gave each time they filled out the survey.

Submission Date and Time	Comments
2024-09-25 10:09:09 -0400	
2024-09-29 08:25:44 -0400	
2024-09-29 13:53:46 -0400	Given the already high taxes, may I suggest that anything new be funded by finding a savings somewhere else. Too much wasted money.
2024-09-29 21:09:15 -0400	
2024-10-01 08:10:15 -0400	
2024-10-01 12:01:00 -0400	
2024-10-03 15:49:52 -0400	
2024-10-04 20:32:00 -0400	on a fixed income increases are abhorrent

2024-10-08 18:38:33 -0400	Specific user fees should only be increased if more revenue is needed for those specific areas ie facility rentals. Otherwise increase property taxes for everyone to pay their fair share. My dog tags shouldn't increase because you need more money for roads.
2024-10-14 23:10:49 -0400	
2024-10-16 20:08:48 -0400	I don't agree that the township should continue to allow groups to Expand their programs to pull in more participants from other areas such as Guelph and using Township resources at a reduced cost to do so.
2024-10-16 20:15:44 -0400	Please stop raising taxes —
2024-10-16 20:18:17 -0400	
2024-10-16 20:18:24 -0400	
2024-10-16 20:19:30 -0400	I would like to see facilities and resources pay for themselves in most cases...or where possible. Resist raising property taxes to pay for facilities that are only used by some.
2024-10-16 20:21:52 -0400	
2024-10-16 20:22:04 -0400	The Township already charges exorbitant taxes for the most minimal of services as compared to any other surrounding municipality and/or similar municipality in other areas of the province. It is indeed shocking that the Township feels it approximately increase fees and or taxes at this juncture.
2024-10-16 20:22:35 -0400	
2024-10-16 20:23:08 -0400	
2024-10-16 20:25:51 -0400	Charge the fees to those that use the facilities and not those that do not.
2024-10-16 20:25:57 -0400	Property tax already too high.
2024-10-16 20:26:51 -0400	I believe raising the user fees would be the right choice as a lot of the rentals are possibly non residents of Puslinch. .
2024-10-16 20:27:01 -0400	We already paying too much property tax and getting nothing. Just a garbage collection, even that is painful to separate all garbage. Half of the time they don't pickup garbage because of they see few papers or plastic. Town is already collecting from 52 houses atleast \$ 572,000 and what we're getting nothing.
2024-10-16 20:27:17 -0400	User fees are appropriate since align the cost to the user
2024-10-16 20:28:18 -0400	
2024-10-16 20:33:24 -0400	
2024-10-16 20:36:42 -0400	We pay a ridiculous amount of taxes for so little. Don't even consider raising them, hire someone better to manage the funds!
2024-10-16 20:36:57 -0400	Do not increase taxes. They are too high already for very limited services.
2024-10-16 20:37:43 -0400	We are already paying high property tax than other small towns. We don't see much use of the tax money in our neighbourhood maintenance.
2024-10-16 20:51:52 -0400	Property tax already outrageous.

2024-10-16 20:52:03 -0400	I prefer neither option but if you have to choose one, then I ticked off the first one. I am not sure what additional type of service fees would even be considered? Yes we already pay a hefty amount for property taxes, we do not get the same garbage collection or yard waste collection like Guelph does, and they have much larger bins that are easier to use and keep animals out. We don't even have fibre internet around here and coverage is poor. So I do hope township will start to using the taxes we do pay to focus on things that are important to the residents.
2024-10-16 21:03:33 -0400	User fees should apply to the individual users at the time, not subsidized by property taxes that are going up far too quickly.
2024-10-16 21:04:01 -0400	Dog licensing was outsourced by the township to a third party and the cost to citizens has since increased >300% Garbage bags are 25% more expensive. Property taxes are less than half in similar locales such as Campbellville. There should be no reason that the township would need to increase revenue. Why solicit the opinions of citizens when you are already actively increasing all of these costs anyway?
2024-10-16 21:12:43 -0400	I would like Hammersley Road to have a hydrant added.
2024-10-16 21:22:15 -0400	Taxes shouldn't go up for services we don't use. It's up to user to pay for whatever it is
2024-10-16 21:56:06 -0400	Taxes are much too high already compared to service levels.
2024-10-16 22:18:57 -0400	
2024-10-16 22:19:00 -0400	General public or commercial users should be charged rates higher than residents, in good faith.
2024-10-16 22:19:18 -0400	I believe user fees should be collected by users from using it. It is unfair to increase property taxes for this.
2024-10-16 22:24:52 -0400	
2024-10-16 23:29:59 -0400	None of the above
2024-10-17 00:00:46 -0400	
2024-10-17 01:03:23 -0400	We don't want to have taxes raised, period
2024-10-17 02:34:41 -0400	No need to use facilities in Puslinch. Still consider our neighbourhood Guelph as we were N1H6H9. Why should we pay for facilities we do not use
2024-10-17 03:00:19 -0400	
2024-10-17 05:38:25 -0400	Stop increasing our taxes. We pay more and get less services. Charge the users via fees vs just taking the easy route and increasing taxes
2024-10-17 05:53:32 -0400	
2024-10-17 06:02:12 -0400	
2024-10-17 06:56:12 -0400	I feel fees should be increased in facility rentals for people that live outside Puslinch. Faculty rental for Puslinch residents should be less as we pay taxes here.
2024-10-17 06:58:51 -0400	Find ways to eliminate inefficiencies so that increasing revenue is not required. The cost of living over the last few years has gone up enough without our various layers of government making it worse. Failing that, user fees makes those who are enjoying the benefit of the service to contribute more towards the service.

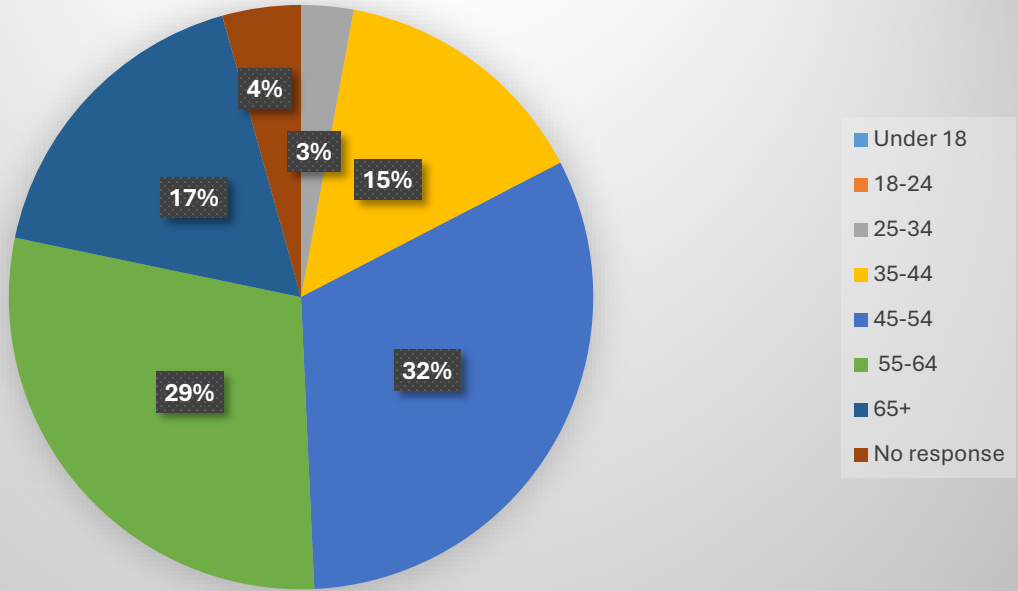
2024-10-17 07:09:39 -0400	Applying the fee to the usage is transparent and attaches responsibility to the user.
2024-10-17 07:43:50 -0400	Makes sense users pay for the service
2024-10-17 08:03:19 -0400	
2024-10-17 08:31:17 -0400	
2024-10-17 08:36:10 -0400	For those of us living in "rural residential" our taxes are sky high vs similar townships nearby. Get your hands out of our pockets and start being more efficient with what you have. User fee increases have already been implemented, please stop.
2024-10-17 09:17:45 -0400	Taxes are already high enough and we pay for garbage with the bag costs
2024-10-17 09:26:32 -0400	I am NOT paying for this on my taxes!
2024-10-17 09:26:51 -0400	Absolutely not on taxes
2024-10-17 11:06:08 -0400	
2024-10-17 16:26:04 -0400	
2024-10-17 16:26:46 -0400	
2024-10-17 16:47:49 -0400	Perhaps you should look at how often facilities used. Would lower fees generate more usage and more revenue?
2024-10-17 18:20:00 -0400	
2024-10-17 18:41:52 -0400	The township receives more than enough Property Taxes & should be able to accommodate this request at no extra cost. I would like to know exactly what the extra cost that is being incurred & why
2024-10-17 22:44:14 -0400	
2024-10-16 10:17:55 -0400	
2024-10-16 22:08:05 -0400	Property taxes are already high. There should be no increases
2024-10-16 22:57:52 -0400	<ul style="list-style-type: none"> • The taxes are insane here. We need to have less government and more community. • We get very little service as it is for what we pay for the amount of taxes we have. I understand how the split is up between Wellington County and Puslinch, But I just don't feel the amount of money collected is warranted by the township for the Resources that are provided. • I don't think any fee should be increased. I think there should be Natural attrition with respect to the township staff. And any money recouped should go towards any resources or fee increases needed. I'm not saying that we need to let people go what I'm saying is that as people leave try to find a way to reduce the staff size by not replacing and re-organizing the workload. • I don't believe taxes should be raised at all. • I think too many people work there too much money is spent in the office. • Start charging less. • Reduce the number over of staff and stop raising taxes. • I am not in favour of any of the choices above, and don't like the fact that there isn't really a choice that I am in favour of. The services in this township are significantly lacking and it seems like

	<p>the township and the staff are out of touch with the communities.</p> <ul style="list-style-type: none"> Well, I don't really want to choose any of the options you have listed. My least favourite option is raising taxes. I just wish this township would operate more the way Mississauga operated when Hazel McCallion was there. She made sure she had a fiscally responsible budget and didn't overspend. The mayor Posted a while back that there's not much room for growth in Puslinch — yet We keep hiring more and more people to work at the township. I cannot understand why you need to keep hiring and generating new positions when there's little to no new growth. Perhaps we need to start looking at Township cost the way we look at our own personal finances and really questioning any expansion made or upgrades or new staff hiring that are unnecessary.
2024-10-16 20:32:59 -0400	<ul style="list-style-type: none"> NO TOO PROPERTY TAX INCREASE. INCREASE USERS FEE. WE ALREADY PAYING HIGH TAX. We're not getting anything from town. So please don't think to about property taxes. Users can pay when they used facilities. Thanks. Don't touch property taxes to increase. It too much, very expensive property taxes. No too property taxes. If you increase property taxes. You'll see in election what We'll do.

Q3. What is your age?

Question Options	Responses
Under 18	0
18-24	0
25-34	2
35-44	10
45-54	22
55-64	20
65+	12
No Response	3

What is your age?



- analyze the option to limit the Youth Committee to five meetings per year and the Seniors Committee to five meetings per year; and

That staff be directed to include a 0.5 FTE into the 2025 budget and 0.5 FTE in the 2026 budget in order to fund a new position dedicated to Committee Coordination, subject to Council's final approval during the budget process.

CARRIED

Option 1: Rebrand the Recreation Advisory Committee and Limit for Goals/Objectives

Staff suggest that should Council proceed with rebranding the Recreation Advisory Committee to include wellness and senior mandates that the Committee be renamed the *"Recreation and Community Wellness Advisory Committee"*.

Staff suggest that the Committee Terms of Reference (TOR) be updated as noted in Schedule "A" to this report. The summary of proposed amendments to the TOR are as follows:

1. Include an emphasis on community wellness initiatives including initiatives important to the senior community.
2. Increase the committee composition to a total of seven (7) members including one member of Council (Chair), and six (6) members of the public as appointed by Council, two (2) of whom would be required to be sixty-five (65) years of age or older.
3. Remove the two joint Recreation / Youth Advisory Committee meetings and schedule joint meetings on an ad-hoc basis as needed. This would result in the Youth Advisory Committee meeting eight (8) times a year and the Recreation Advisory Committee meeting six (6) times per year.
4. Each committee will be limited to a maximum of two (2) goals or objectives at any given time. Goals and objectives referred by the Council will be prioritized. This streamlining aims to help the committee manage workload capacity effectively, ensuring that current projects can be completed before additional goals are introduced.
5. Clarifying subcommittee's leadership responsibilities for goals/objectives.

Should Council proceed with this option, staff recommend that TORs for each committee be amended for consistency with the TOR attached at Schedule "A" accordingly. Staff are recommending that the rebranding and goals/objective limits is attainable with our current staffing levels and could be implemented in 2025. Recruitment for the two (2) senior members could take place in Q4 of 2024.

This option is staff's preferred option given the impact on resources is limited and it would allow implementation of the Committee for 2025.

Option 2: Youth Committee Meeting Reduction and Establishment of a Dedicated Seniors Committee

Establishing a dedicated Seniors Committee by reducing the number of Youth Committee meetings by half would have limited impact to staff workloads. This assumes that the Seniors Committee is limited to one (1) goal/objective at any given time and that the Youth Committee is limited to one (1) goal/objective at any given time. There may be impacts to reducing the meeting frequency for the Youth Committee as much of the work the Committee does occurs at the meetings where staff and the Chair can offer support.

Funding a dedicated Committee Coordinator position for implementation in 2026

Staff evaluated the additional initiatives that a dedicated Committee Coordinator position could achieve by allocating 0.5 FTE in the 2025 budget and another 0.5 FTE in the 2026 budget. Staff have evaluated the economic development and communication tasks currently assigned to the Communications and Committee Coordinator and have identified potential projects that could be pursued with the addition of a dedicated Committee Coordinator role for Council’s consideration. This dedicated position would allow for the expansion of the current role into a specialized Communications and Economic Development Officer position. This would provide Council with the opportunity to create a dedicated Seniors Committee in 2026, in addition to establishing a permanent economic development stakeholder group/committee.

There is potential to offset some costs associated with wages for the new position with the fees generated through business licensing, short term accommodation license (as an aspect of tourism promotion), and digital sign advertisement program. Staff would need to report back regarding these initiatives and potential cost recovery once the applicable policy/by-law is developed.

Current Economic Development Initiatives	Potential Additional Economic Development Initiatives
<ul style="list-style-type: none"> • Community Guide and Business Directory (new in 2024); • Puslinch Profile Features (new in 2024);; • Township participation in BR&E surveys • Township staff participation in quarterly county lead CIP meetings; • Township staff participation in monthly County Economic Development meetings; • Annual Township Community Showcase; • 2023 Economic Development Open House; • General Social Media Engagement. 	<ul style="list-style-type: none"> • Digital sign advertising program with fee structure; • Arts and culture market; • Economic Development stakeholder group; • Community needs assessment; • Economic Development Strategic Plan; • Networking and collaboration events - leveraging existing events in the community and facilitating events around established holidays or days of celebrations (National Entrepreneur's Day, Women's Day, etc.); • Enhancement of the CIP through engagement and campaigns including a more robust focus during the development process;

	<ul style="list-style-type: none"> • Community-Based Tourism Initiatives (short-term accommodation); • Job Fairs and other workforce development programs; • Annual Business Brunch; • Business Licensing as a value-add to local businesses; • Develop a Community Profile; • Grant writing for Economic Development specific opportunities; • Developing and administering donation programs (e.g. commemorative benches); • Economic Development Student Program; • Reporting on initiatives and strategic goals.
<p>Current Communications Initiatives</p> <ul style="list-style-type: none"> • Social platforms (FB, X, Instagram, LinkedIn, Website) including content creation; • Supervising the COMs student; • Tax Insert/newsletter; • EngagePuslinch Administration ; • Annual post scheduling for all departments; • Senior of the Year, Volunteer of the Year, (any other awards); • Annual Appreciation Night planning and facilitating; • Local Government Week; • Media Releases; • Annual Coms reporting; • Corporate Guide development (i.e. Heritage Permit Guides, Sign Permit Guide, Planning and Development Guides); • Welcome package for new residents. 	<p>Potential Additional Communications Initiatives</p> <ul style="list-style-type: none"> • Develop Council meeting highlights website blast (see attached sample from St. Thomas); • Assist departments with identifying, planning and implementing marketing initiatives that will further the goals and objectives of Council’s Strategic Plan; • Leveraging the Township’s recreation facilities/third party programming through marketing campaigns; • Promoting and attracting new recreation groups to offer programming at Township facilities that meet community needs (working collaboratively with Rec & Seniors Committee); • Assist the community groups by further supporting their community initiatives (i.e. family day, fall fair, road clean up day, Santa clause parade, Remembrance Day, etc.); • Further development of video content.

Financial Implications

As detailed throughout the report.

Applicable Legislation and Requirements

None

Engagement Opportunities

Senior Committee Engagement included: Social Media Engagement; Township Website; Engage Puslinch

Attachments

Schedule "A" Proposed Recreation and Community Wellness Advisory Committee Terms of Reference

Schedule "B" Sample Council Meeting Highlights from the City of St. Thomas

Respectfully submitted,

Courtenay Hoytfox
Interim CAO



**Township of Puslinch Council Recreation, and Community Wellness Advisory
Committee
Terms of Reference**

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TERM: 2022-2026
ADOPTED: December 7, 2022
REVISED: **October 18, 2023**
November 6, 2024

1. ENABLING LEGISLATION

The Township's Procedural By-law provides that Council may at any time as is deemed necessary establish a Committee for matters within its jurisdiction.

The ~~Recreation~~ Committee was established through the adoption of By-law Number 2015-10.

2. ROLE

To serve in an advisory capacity to Township of Puslinch Council on matters, issues and policies that relate to recreation within the Township of Puslinch with a focus on maximizing the Township's recreation resources. To serve in an advisory capacity to the Township of Puslinch Council on matters, issues, and policies related to community wellness and recreation. This committee will focus on enhancing recreational opportunities and resources within the Township, with equal attention to the needs and interests of seniors.

3. MANDATE

The primary function of the Recreation and Community Wellness Advisory Committee is to advise Council and make recommendations on issues affecting recreation facilities, parks, playing fields, playgrounds, and community programs. This committee will also emphasize the promotion of wellness initiatives, particularly for seniors. The primary function of the Recreation Advisory Committee is to advise Council and make recommendations on issues that affect recreation facilities, parks, playing fields, playgrounds, programs and community centre. In addition, the Recreation and Community Wellness Advisory

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Committee is responsible to provide a forum for the exchange of information and engagement with the community.

4. PURPOSE

The Committee will accomplish its mandate by:

1. Advising Council where applicable;
2. Act as an advocate for recreation and community wellness within the Township giving equal attention to initiatives that support seniors;
3. Receiving the Township proposed user Fees and Charges By-law and capital and operating quarterly reports;
4. Reviewing practices and policies identified by staff and Council and making recommendations to improve the delivery of services to the public.
5. Encouraging and assisting, where necessary, programs of recreation to meet the needs and interests of the community;
8. Actively engage the Community on matters relating to recreation by promoting public awareness of Township recreational services and community wellbeing; and
9. Discussing concerns raised by the public and staff.

5. TYPE OF COMMITTEE

Council Advisory Committee

6. MEMBERSHIP AND ROLES AND RESPONSIBILITIES

a. Composition

- i. The Recreation and Community Wellness Committee is composed of the following Members:
- ii. One (1) Council Member as appointed for the term by Council; ~~four-six (64)~~ members of the public as appointed by Council, two (2) of whom are required to be sixty-five (65) years of age or older; and one (1) Township staff member being the Committee Coordinator (non-voting member).

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- iii. A Member's term on the committee shall be concurrent with the Term of Council or until a successor is appointed.

b. Roles and Responsibilities

- i. The Chair shall be the Councillor appointed to the Recreation [and Community Wellness](#) Advisory Committee and shall be appointed at the first meeting of the Committee and shall serve in this capacity for 4 (four) years being the term of Council.
- ii. When the Chair is absent from a meeting, the Acting Chair may exercise all the rights, powers and authorities of the Chair. The Acting Chair will be identified based on a scheduled prepared for the full 4 (four) year term.
- iii. The Chair's main role is to facilitate meetings.

c. Subcommittees

- i. Subcommittees may be formed to complete specific tasks related to the Recreation [and Community Wellness](#) Committee mandate and purpose but must report through the Recreation Committee. The maximum membership on any subcommittee is no more than ~~three~~ [two \(2\)](#).
- ii. [The Recreation and Community Wellness Advisory Committee is allotted a maximum of two \(2\) goals/objectives at any given time. Training and development opportunities do not qualify as goals/objectives in addition, regular staff reports to Council do not qualify as goals/objectives.](#)
- iii. [Subcommittees are required to lead goals/objectives. Committee staff are in a support role assisting as needed.](#)
- iv. [At the request of the Recreation and Community Wellness Advisory Committee, special consideration may be given by Council should a time sensitive initiative be brought forward while the Committee has two \(2\) ongoing goals/objectives.](#)

d. Qualifications

- a. Citizen Appointee with the following qualifications:



- i. Interest in recreation;
- ii. Demonstrated commitment and interest in the municipality;
- iii. Knowledge of Township programs, clubs, sports organizations, etc. is considered an asset in addition to the following:
 1. Marketing / Communications
 2. Fundraising
 3. Financial
- iv. Flexibility to attend evening meetings is required including Special meetings with notice given in accordance with the Township Procedural By-law;
- v. Resident of the Township of Puslinch for the duration of the term;
- ~~vi.~~ All members must at least ~~at least~~ eighteen (18) years of age;
- ~~vi.~~ Two (2) members at least sixty five (65) years of age;
- ~~vii.~~ viii. Shall apply and be appointed by Council at the commencement of each new term

7. MEETING SCHEDULE

The Committee meets six (6) times annually on the third Thursday of the month at 7:00 p.m., or another time mutually agreed upon by the Committee, and as many additional times as the Committee deems necessary. Additionally, the Committee shall meet two (2) times per year, jointly with the Youth Advisory Committee.

During a municipal election year, meetings shall be cancelled where possible in the last quarter.

8. PROCEDURES AND PROTOCOLS

The Township Recreation and Community Wellness Advisory Committee shall adhere to the Township's Procedural By-law.



Keeping Track

City Council Highlights

HIGHLIGHTS OF CITY COUNCIL MEETING:

JUNE 3, 2024

To watch the Council Meeting or any previous Council Meetings please visit:
[Archived Council Videos - City of St. Thomas \(stthomas.ca\)](https://www.stthomas.ca)

To view Council Agendas and Minutes please visit:
[Council Agendas and Minutes - City of St. Thomas \(stthomas.ca\)](https://www.stthomas.ca)

Next Council Meeting: **Monday, June 10, 2024 @ 5:00pm**



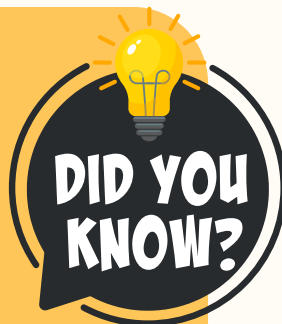
SENIORS IN THE PARK - FREE TRANSIT

Council has waived the transit fare for seniors on July 10, 2024 as part of the 2024 Seniors Picnic in the Park event in Pinafore Park. Council also authorized an additional paratransit bus for the event.




SEWER USE BY-LAW UPDATE

Council has enacted the new Sewer Use By-Law Update to prohibit and regulate the discharge of sewage, drainage, storm water and industrial waste into the municipal storm and/or sanitary system and open watercourses.

June is **Seniors Month**, and this year marks 40 years of celebrating Ontario's outstanding seniors and recognizing the positive impact they have made in our lives.



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REPORT ADM-2024-053

TO: Mayor and Members of Council

PREPARED BY: Laura Emery, Communications and Committee Coordinator

PRESENTED BY: Laura Emery, Communications and Committee Coordinator

MEETING DATE: November 6, 2024

SUBJECT: Boreham Park Tree Planting Update

RECOMMENDATION

That Report ADM-2024-053 entitled Boreham Park Tree Planting Update be received for information; and,

That Council direct staff to order 100 trees from Wellington County Green Legacy Programme for planting in the Spring of 2025; and,

That Council approve trees to be planted on areas #1, #3, #5 and #8 as indicated on the site plan in Schedule A to this report; and,

That Council direct staff to reach out and organize a Tree Planting Ceremony with the Aberfoyle Public School and Township's Youth Advisory Committee.

Purpose

The purpose of this report is to provide Council with the feedback received from the engagement completed by the Youth and Recreation Advisory Committees and to seek Council's direction and approval of the Boreham Park Tree Planting initiative.

Background

Council, at its meeting on October 26, 2023, requested that the Recreation Advisory Committee and Youth Advisory Committee connect with Green Legacy to investigate the opportunity to plant additional trees at Boreham Park and that public feedback be sought prior to proceeding with plantings.

At the May 6, 2024 Joint Youth and Recreation Advisory Committee Meeting, the Committee's discussed the resolved as follows:

Resolution No. 2024-013:

Moved by Laz Holford and
Seconded by Aaron Dochstader

That report JRY-2024-004 regarding the Boreham Park Sub-committee be received for information; and,

That staff contact The Wellington County Green Legacy Programme, to request their assistance in conducting a site assessment of Boreham Park, to determine the best species of trees to utilize, and the best location for them to be planted, and report back any findings at a future meeting.

CARRIED

The following action was completed by staff and the Boreham Park sub-committee:

1. Staff worked with Wellington County Green Legacy Programme to create a site plan with recommendations for location and species of trees at Boreham Park.
2. Staff reported back to the Youth Advisory Committee at their June 3, 2024 meeting to obtain the Committee's feedback to move forward with the community engagement.
3. Staff reported back to the Recreation Advisory Committee at their June 18, 2024 meeting to obtain the Committee's feedback to move forward with the community engagement.
4. Staff worked with the Boreham Park Sub-committee to finalize and conduct the public engagement opportunity. The public engagement ran from July 5, 2024 to August 16, 2024.
 - a. Letters were sent to residents around Boreham Park regarding the feedback opportunity.
 - b. Staff conducted an EngagePuslinch survey on the Township's engagement platform advertised through social media.
5. Staff reported back to the Youth Advisory Committee and Recreation Advisory Committee at their September meeting to review the survey results and ask the Committees for updated comments.

Comments

Staff met with Wellington County Green Legacy Programme staff on May 27th, 2024 to discuss potential locations and species of trees that could be planted at Boreham Park. Green Legacy

created a potential site plan that included explanations as to why each specific species of tree is recommended for the Park.

Staff conducted the Boreham Park Tree Planting Engagement Survey through EngagePuslinch and through mail. The engagement opportunity launched on July 5, 2024 and closed on August 16, 2024. The letters were mailed to residents who lived within close proximity to Boreham Park and included information about the engagement opportunity, a site plan of the Park with the proposed locations of the trees, a QR code to complete the survey online and a print version of the survey. This is attached as Schedule "A" to this report. In addition to the mailout, staff promoted the engagement opportunity through its social media platforms (Facebook, X, and Instagram) on July 8th and August 8th.

The Township received 11 responses through EngagePuslinch and 10 responses through mail. The survey results and comments are included in Schedule "B" to this report. Staff input the survey results received by mail into the EngagePuslinch platform in order for a fulsome report to be produced by the EngagePuslinch software.

The Youth Advisory Committee has made the following recommendations based on the outcomes of the public feedback:

- That staff consider any additional staff time and costs regarding maintenance associated with the site plan suggestions;
- The Committee recommends planting in the following locations:
 - #1 and #2 on the site plan;
 - #3 and #4 on the site plan as it may help to stop dust or manure from spreading to the Park;
 - #5 on the site plan is a good location for trees as it a spot in the Park to encourage social gatherings and picnicking;
- The Committee does not recommend planting in the following locations:
 - #6 and #7 on the site plan as the trees or hedging may block site lines;
 - #8 on the site plan due to its proximity to the basketball park.

The Recreation Advisory Committee has made the following recommendations based on the outcome of the public feedback:

- That staff consider any sight line issues where trees are planted, particularly areas that may block parents and guardians watching kids in the park area or on the playground;
- That staff discuss with Wellington County Green Legacy Programme staff to the ensure trees are planted at the most ideal time of year;

- That staff engage with the Township Parks Department and with Wellington County Green Legacy Programme to discuss the maintenance required to plant and maintain the trees;
- Consider watering requirements;
- Consider the survey comments regarding tree variety including trees that may drop berries or pods;
- Consider an additional area to plant trees near the benches as you are approaching the playground.

The survey results show that #1, #2, #3, #5, and #6 are the most popular locations for trees to be planted in Boreham Park. It is staff's recommendation to plant trees in areas #1, #3, #5 and #8 on the Boreham Park Site Plan. Staff do not recommend planting trees in area #2 and #7 due to access issues, #4 due to the wetness of the area, and #6 due to maintenance upkeep issues.

Using the engagement survey results, staff have been working with Wellington County Green Legacy Tree Planting Programme and they have proposed the following trees to be planted at Boreham Park in the Spring of 2025:

- #1 on the site plan: 40 Norway Spruce, 13 hardwoods;
- #3 on the site plan: 30 White Spruce;
- #5 on the site plan: 8 hardwoods; and
- #8 on the site plan: 9 hardwoods.

The complete sales order is attached as Schedule "C" to this report. Wellington County Green Legacy Tree Planting Programme will be providing the trees to the Township at no cost and will deliver the trees to Boreham Park at no cost. The planting, maintenance and upkeep is the responsibility of Township staff.

It is estimated that planting 100 trees, would take 8 hours with current staffing resources. Staff recommend that a Tree Planting Event be scheduled in the Spring of 2025 with the Youth Advisory Committee and with Aberfoyle Public School. The Youth Advisory Committee has previously indicated they would be interested in assisting in the tree planting process.

With respect to ongoing watering of the trees, Public Works staff have indicated that it will be a challenge to water that number of trees on an ongoing basis and will endeavour to assist with initial watering depending on workload and staff resources.

Financial Implications

There are no direct financial implications as a result of this initiative, however the staff resources required for this project are noted throughout the report.

Applicable Legislation and Requirements

None

Engagement Opportunities

Completed to date:

- EngagePuslinch survey
- Mailout to property owners around Boreham Park

Tree Planting Event

- Township Website
- Township Social Media
- Aberfoyle Public School Newsletter
- Media release

Attachments

Schedule “A” - Boreham Park Tree Planting Engagement Survey Mailed Letter and Survey Questions including Green Legacy Site Plan

Schedule “B” – Boreham Park Tree Planting Engagement Survey Results

Schedule “C” – Proposed Sales Order from Wellington County Green Legacy Programme

Respectfully submitted,

Reviewed by:

**Laura Emery,
Communications & Committee
Coordinator**

**Justine Brotherston,
Interim Municipal Clerk**



Engagement Opportunity

Boreham Park Tree Planting Initiative

July 5, 2024

Dear Property Owner/Occupant,

The Township of Puslinch is seeking your feedback with respect to the potential planting of trees in Boreham Park. You are receiving this letter as you live in the Hamlet of Arkell or close to Boreham Park. As you are aware in 2023 the Township completed its revelation project in Boreham Park including the installation of a new playground and shade structure. To complement the parks upgrade the Township is engaging with the community regarding the plants of trees at the park.

Council referred this tree planting initiative at Boreham Park to the Recreation Advisory Committee and Youth Advisory Committee to work with the with Wellington County Green Legacy Programme (Green Legacy) on tree planting options and engage the public prior to making a recommendation to Council on next steps for this community initiative.

Township staff, in consultation with Wellington County Green Legacy Programme (Green Legacy), are conducting a survey to gather feedback on potential trees that are to be planted at Boreham Park. Enclosed in this letter is a proposed site plan and recommended species are recommendations developed by Green Legacy with various tree planting options for your consideration and feedback.

Please complete our online survey at EngagePuslinch.ca (or scan the QR Code) or you can complete the enclosed paper copy and either:

1. Drop it off at the Municipal Office (A dropbox is available at the front door after hours)
2. Scan and email to admin@puslinch.ca
3. Mail it to 7404 Wellington Rd 34, Puslinch, ON, N0B 2J0.

This engagement opportunity is open until **August 16, 2024**.

If you have any questions please email admin@puslinch.ca or call 519-763-1226 ext. 4.



Sincerely,

Laura Emery,
Communications and Committee Coordinator
Admin@puslinch.ca

Boreham Park Site Plan and Species Recommendations List



1. **Along edge of Park at top of image:** 80 m White or Norway Spruce wind break trees spaced at 2 meter spacing approximately 40 trees. Possibly addition to the windbreak in front of this row 4 meters, a row of hardwoods planted at 6 meter spacing could be an option approximately 13 trees. (Species like maples, resistant Elm, Tulip Tree, Kentucky Coffee Tree, Oak).
2. **Along edge of Park at right side of image:** Fill in missing spruce trees in this row.
3. **Along edge of Park at left side of image:** 60 m Norway or White Spruce windbreak planted at 2 meter spacing. 30 trees.
4. **Just inside Park at left side of image:** 7m x 60m area on the other side of the storm water ditch which would have low usage could be planted to a mix of hardwoods and softwoods leaving one pass of a lawnmower for maintenance of the ditch (species like White Pine, White Spruce, Silver Red and Sugar Maples, Red Oak, Redbud, elderberry, ninebark).
5. **Bottom of image:** 40m x 20 m shade tree planting. Trees planted at 6-10m spacing planting a variety of interesting Carolinian trees. (species like Tulip tree, Kentucky Coffee Tree, Redbud, Resistant Elm, Sugar and Red Maple, Red oak, Bur Oak).
6. **By the edge of the playground:** Hedge of cedar along front of play area top of the ditch, planted at 2 foot spacing. Trimmed and maintained at 4 feet high. Another option is a railing along edge of play area.
7. **An "L" shape by the basketball court:** Scattered shade trees no closer than 10 m to offer shade for people playing in the park ie basketball, Frisbee etc. (Tulip tree, Kentucky Coffee Tree, Redbud, Resistant Elm, Sugar Red Maple, Red oak, Bur Oak).
8. **Section between basketball court and edge of Park:** Another optional area that could have shade trees spaced approximately 10 m. (species like Tulip tree, Kentucky Coffee Tree, Redbud, Resistant Elm, Sugar Red Maple, Red oak, Bur Oak).



Boreham Park Tree Planting Engagement Survey

1. Are you a resident of Arkell? Please circle the correct answer.

Yes

No

2. If no, what area of Puslinch do you live in? (e.g. Morriston, Aberfoyle, Rural Area)

Before completing the next set of questions, please review the Boreham Park Site Plan and recommendations on previous page.

3. After reviewing the Boreham Park Site Plan and recommendations, circle place a checkmark beside the corresponding numbers that match the site plan where you would support trees being planted? Circle as many as you see fit.

1	4	7
2	5	8
3	6	

4. After reviewing the Boreham Park Site Plan and recommendations, rank the tree planting options (1 through 8) in order that you think are of most importance to where trees should be planted? (i.e. if you feel trees are most beneficial in an “L” shaped by the basketball court write 1 in that box).

Blue Box 1 on Site Plan: Along edge of Park at top of the image	
Blue Box 2 on Site Plan: Along edge of the Park at right side of the image	
Blue Box 3 on Site Plan: Along edge of the Park at left side of the image	
Blue Box 4 on Site Plan: Just inside the Park at left side of the image	
Blue Box 5 on Site Plan: Bottom of image in the smaller open space	
Blue Box 6 on Site Plan: By the edge of the playground	
Blue Box 7 on Site Plan: An “L” shape by the basketball court	
Blue Box 8 on Site Plan: Section between basketball court and edge of the Park	

5. Do you have any other comments of suggestions with respect to the Boreham Park Tree Planting Site Plan and recommendations?

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Boreham Park Tree Planting Engagement Survey

SURVEY RESPONSE REPORT

05 July 2024 - 16 August 2024

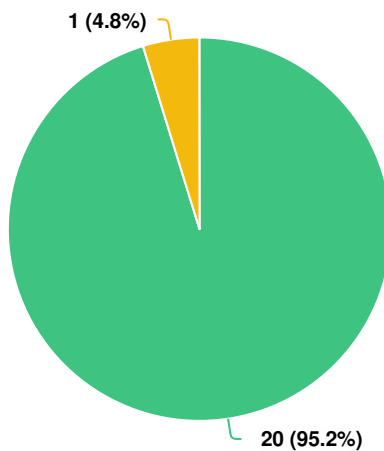
PROJECT NAME:

Boreham Park Tree Planting Engagement



SURVEY QUESTIONS

Q1 Are you a resident of Arkell?



Question options

- Yes
- No

Mandatory Question (21 response(s))
Question type: Dropdown Question

Question Options	Responses
Yes	20
No	1

Q2 | What area of Puslinch do you live in? (e.g. Morriston, Aberfoyle, Rural Area)

Anonymous

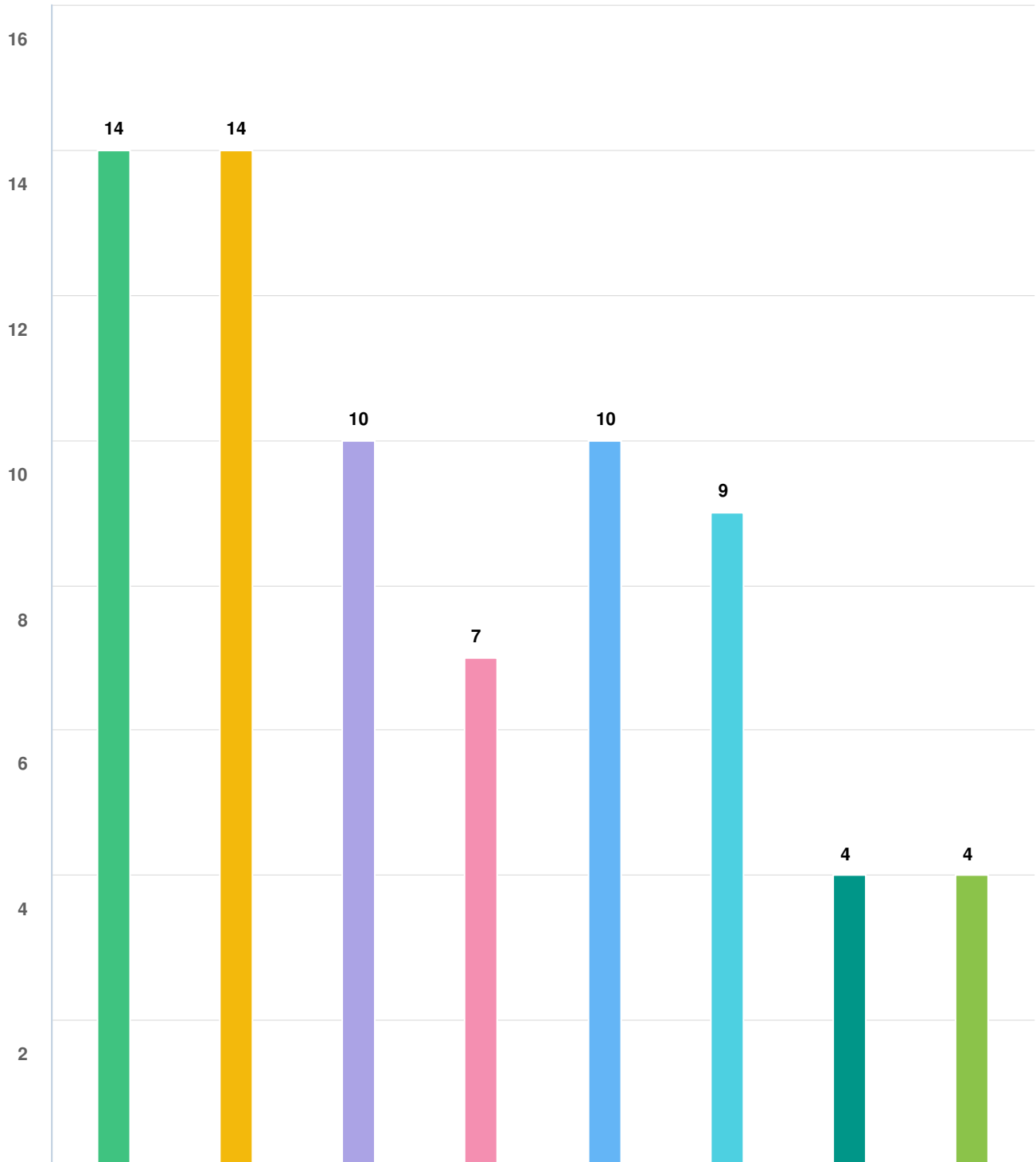
rural area

7/23/2024 12:25 PM

Mandatory Question (1 response(s))

Question type: Single Line Question

Q3 After reviewing the Boreham Park Site Plan and recommendations, check the corresponding numbers that match the site plan where you would support trees being planted? Check as many as you see fit.



Question options

- 1 ● 2 ● 3 ● 4 ● 5 ● 6 ● 7 ● 8

Optional question (17 response(s), 4 skipped)

Question type: Checkbox Question

Q3 After reviewing the Boreham Park Site Plan and recommendations, check the corresponding numbers that match the site plan where you would support trees being planted? Check as many as you see fit.

Question Options	Responses
1	14
2	14
3	10
4	7
5	10
6	9
7	4
8	4

Q4 | After reviewing the Boreham Park Site Plan and recommendations, rank the tree planting options in order that you think are of most importance to where trees should be planted?

OPTIONS	AVG. RANK
1: Along edge of the Park at top of image	2.13
2: Along edge of the Park at right side of image	3.06
6: By the edge of the playground	3.50
3: Along edge of the Park at left side of image	3.54
5: Bottom of image in the smaller open space	4.40
4: Just inside the Park at left side of image	5.07
8: Section between basketball court and edge of the Park	5.73
7: An "L" shape by the basketball court	6.00

Optional question (18 response(s), 3 skipped)
Question type: Ranking Question

Question Options	Responses
1. Along edge of the Park at top of image	2.13
2. Along edge of the Park at right side of image	3.06
3. Along edge of the Park at left side of image	3.50
6. By Edge of the playground	3.54
5. Bottom of image in the smaller open space	4.40
4. Just inside the Park at left side of image	5.07
8. Section between basketball court and edge of the Park	5.73
7. An "L" shape by the basketball court	6.00

Q5 Do you have any other comments or suggestions with respect to the Boreham Park Tree Planting Site Plan and recommendations?

Anonymous

In either section 5 or 8 include an enclosed/fenced dog park.

7/14/2024 09:52 AM

Anonymous

7/15/2024 02:25 PM

Please plant as many trees as possible to side of playground on south side of playground [REDACTED]

Anonymous

7/16/2024 09:08 AM

[REDACTED]
[REDACTED]
[REDACTED] It would be so nice to have plantings of cedars or some hedging around the perimeter of the playground.

Anonymous

7/17/2024 08:38 AM

Recommend only lining outer limits of north side, west side and area 6 of playground. Any other tree areas would only cause 'hide-out' areas for kids to smoke drugs/drink etc Less is actually best. Everything else is at the park is good with playground.

Anonymous

7/20/2024 09:57 AM

I really dont think any tree planting is needed. I strongly disagree with blocking the pathway between the basketball court and the playground with trees or a hedge. Kids run between these areas and this will separate the area from each other.

Anonymous

7/23/2024 12:25 PM

Deciduous shade trees by play area are important. Need to better understand tree planting in section 3 & 4 and how it may impact H2O flow.

Anonymous

8/03/2024 06:41 PM

Don't plant along the playground . It needs fencing for safety.

Anonymous

8/05/2024 07:53 AM

Trees anywhere in the park would be lovely. [REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED] M

Please consider planting trees on opposite side of playground from Area 6.

[REDACTED]
[REDACTED]

No objections to planting trees anywhere except in zone 6, 7, or 5 where the trees may impede sightlines to the ditches to the north of the playground or south of the basketball court or north of that area marked as #5. Don't impede site lines to ditches.

[REDACTED]
[REDACTED]

We do not need trees!! What's very important are speedbumps for safety of children in the Park and residents walking their dogs!!! This street is being used as a race track to avoid the lights on Watson.

Optional question (11 response(s), 10 skipped)

Question type: Single Line Question



Boreham Park Tree Planting Engagement Survey

1. Are you a resident of Arkell? Please circle the correct answer.

Yes

No

2. If no, what area of Puslinch do you live in? (e.g. Morriston, Aberfoyle, Rural Area)

Before completing the next set of questions, please review the Boreham Park Site Plan and recommendations on previous page.

3. After reviewing the Boreham Park Site Plan and recommendations, circle place a checkmark beside the corresponding numbers that match the site plan where you would support trees being planted? Circle as many as you see fit.

<input checked="" type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 4	<input type="checkbox"/> 7
<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 5	<input type="checkbox"/> 8
<input checked="" type="checkbox"/> 3	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 6	

4. After reviewing the Boreham Park Site Plan and recommendations, rank the tree planting options (1 through 8) in order that you think are of most importance to where trees should be planted? (i.e. if you feel trees are most beneficial in an "L" shaped by the basketball court write 1 in that box).

Blue Box 1 on Site Plan: Along edge of Park at top of the image	
Blue Box 2 on Site Plan: Along edge of the Park at right side of the image	
Blue Box 3 on Site Plan: Along edge of the Park at left side of the image	
Blue Box 4 on Site Plan: Just inside the Park at left side of the image	
Blue Box 5 on Site Plan: Bottom of image in the smaller open space	
Blue Box 6 on Site Plan: By the edge of the playground	
Blue Box 7 on Site Plan: An "L" shape by the basketball court	
Blue Box 8 on Site Plan: Section between basketball court and edge of the Park	

5. Do you have any other comments of suggestions with respect to the Boreham Park Tree Planting Site Plan and recommendations?

I feel that is enough trees, we are not building a forest! Also too much money has been spent on this project already, where there are other concerns that should have been looked at first i.e. train issues, + speeding through Arkell!

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Boreham Park Tree Planting Engagement Survey

1. Are you a resident of Arkell? Please circle the correct answer.

Yes

No

2. If no, what area of Puslinch do you live in? (e.g. Morriston, Aberfoyle, Rural Area)

Before completing the next set of questions, please review the Boreham Park Site Plan and recommendations on previous page.

3. After reviewing the Boreham Park Site Plan and recommendations, circle place a checkmark beside the corresponding numbers that match the site plan where you would support trees being planted? Circle as many as you see fit.

<input checked="" type="checkbox"/> 1	Space better	<input checked="" type="checkbox"/> 4	7
<input checked="" type="checkbox"/> 2		<input checked="" type="checkbox"/> 5	8
3		6	fence

4. After reviewing the Boreham Park Site Plan and recommendations, rank the tree planting options (1 through 8) in order that you think are of most importance to where trees should be planted? (i.e. if you feel trees are most beneficial in an "L" shaped by the basketball court write 1 in that box).

Blue Box 1 on Site Plan: Along edge of Park at top of the image	<input checked="" type="checkbox"/> 1
Blue Box 2 on Site Plan: Along edge of the Park at right side of the image	<input checked="" type="checkbox"/> 2
Blue Box 3 on Site Plan: Along edge of the Park at left side of the image	<input checked="" type="checkbox"/> 3
Blue Box 4 on Site Plan: Just inside the Park at left side of the image	<input checked="" type="checkbox"/> 4
Blue Box 5 on Site Plan: Bottom of image in the smaller open space	
Blue Box 6 on Site Plan: By the edge of the playground	
Blue Box 7 on Site Plan: An "L" shape by the basketball court	
Blue Box 8 on Site Plan: Section between basketball court and edge of the Park	

5. Do you have any other comments of suggestions with respect to the Boreham Park Tree Planting Site Plan and recommendations?

I walk through this park daily, Wind breaks would be nice on the North side, I think the west side already has lots of trees & shrubbery along the fence so the number 3 option seems to disrupt this "natural" area so I chose #4, Trees near the playground might be nice so #5. A 3 foot fence to separate the playground from the ditch most effectively keeps anyone from falling.

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Boreham Park Tree Planting Engagement Survey

1. Are you a resident of Arkell? Please circle the correct answer.

Yes

No

2. If no, what area of Puslinch do you live in? (e.g. Morriston, Aberfoyle, Rural Area)

Arkell - across from Boreham Drive

Before completing the next set of questions, please review the Boreham Park Site Plan and recommendations on previous page.

3. After reviewing the Boreham Park Site Plan and recommendations, circle place a checkmark beside the corresponding numbers that match the site plan where you would support trees being planted? Circle as many as you see fit.

1 <u>See attached</u>	4 <u>See attached</u>	7 <u>See attached</u>
2 <input checked="" type="checkbox"/>	5 <input checked="" type="checkbox"/>	8 <u>NOT NEEDED</u>
3 <u>See attached</u>	6 <input checked="" type="checkbox"/>	

4. After reviewing the Boreham Park Site Plan and recommendations, rank the tree planting options (1 through 8) in order that you think are of most importance to where trees should be planted? (i.e. if you feel trees are most beneficial in an "L" shaped by the basketball court write 1 in that box).

Blue Box 1 on Site Plan: Along edge of Park at top of the image	
Blue Box 2 on Site Plan: Along edge of the Park at right side of the image	<u>2</u>
Blue Box 3 on Site Plan: Along edge of the Park at left side of the image	
Blue Box 4 on Site Plan: Just inside the Park at left side of the image	
Blue Box 5 on Site Plan: Bottom of image in the smaller open space	<u>3</u>
Blue Box 6 on Site Plan: By the edge of the playground	<u>1</u>
Blue Box 7 on Site Plan: An "L" shape by the basketball court	
Blue Box 8 on Site Plan: Section between basketball court and edge of the Park	

5. Do you have any other comments of suggestions with respect to the Boreham Park Tree Planting Site Plan and recommendations?

Please see attached sheet ,
Don't close playground in. Planting too many
trees will close area in and prevent air flow ,

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RE BOREHAM PARK SITE PLAN

We have attached the following information and suggestions re the Boreham Park Site Plan to hopefully avoid the problem encountered previously with the boxwood hedge and its removal.

We would suggest NO trees with berries ie Elderberry and Kentucky Coffee Tree (which has bean pods). These two mentioned trees are also messy, leaving berries and seed pods on the ground which creates a lot of extra cleaning up. We have included info on the tree species that we see could become an issue for the township if planted since children and dogs will be using this lovely little park. WE certainly agree there should be some shade trees for people to sit under and also a variety of pine trees.

We have indicated on the survey form as per requested the trees and areas for planting consideration.

We also feel that the L shape #7 is not necessary around the basketball court as it will curtail airflow through the park. Also, area #1, #3, and #4 do not need trees, keep it open for air flow and openness as well.

Area # 5 plant shade trees as per indicated in the information you sent out.

Area #2 fill in the spaces without trees and extend the tree row toward Boreham Drive. We would suggest that the area by the edge of the playground be planted with the cedar hedge that is kept trimmed and is better than a railing however there is no space/flat area between the edge of the cement pad of the playground and top of slope for the ditch to plant these trees and be able to retain water for growth. **NO railing** as kids will automatically want to climb, swing and play on it.

One other concern is these trees will need water. Who will do the watering and how frequently so the trees don't die and the money spent isn't wasted?

We hope this will help with your decision making and keep everyone happy.

Signed,

A solid black rectangular box redacting the signature of the sender.

Can dogs eat elderberries?

While elderberries may seem harmless, they pose significant risks to the health and well-being of dogs. The presence of cyanogenic glycosides in elderberries can result in the release of cyanide. Cyanide is highly toxic and can have fatal consequences for dogs if a large amount is ingested.

How can you tell if elderberry is poisonous?

In all varieties of elderberry, the seeds, stems, leaves and roots are considered toxic. Ingestion of any parts of the elderberry plant may induce nausea, vomiting, loose stools and possibly coma due to the cyanide-inducing glycoside that resides within the plant. Hospitalization may be necessary for those affected. Jan 15, 2022



Can you eat elderberries off the tree?

Can I eat elderberries? Yes, but they should be cooked first to safely remove the lectin and cyanide (toxins). Eaten raw, elderberries have a bitter, tart flavour, but eaten cooked they taste quite different. Raw berries are also mildly poisonous and can cause nausea, vomiting and diarrhoea.

Are Kentucky coffeetrees poisonous?

The leaves, seeds and pulp are poisonous and are toxic to livestock, humans, and pets. Sprouts eaten in the spring have produced toxicosis. Leaves, young sprouts, and seeds with gelatinous mater around them contain the toxin.

Is the Kentucky coffeetree poisonous to dogs?

The coffee tree has saponins contained in its bark and foliage, which are poisonous to dogs and other pets. This can even be poisonous to humans if they consume a large amount.

Can you eat Kentucky coffee tree beans?

Certain Indian tribes reportedly roasted the beans (seeds) for food. Early settlers used the beans of the tree as a substitute for coffee. CAUTION! The seeds and pods are poisonous.



Boreham Park Tree Planting Engagement Survey

1. Are you a resident of Arkell? Please circle the correct answer.

Yes

No

2. If no, what area of Puslinch do you live in? (e.g. Morriston, Aberfoyle, Rural Area)

Before completing the next set of questions, please review the Boreham Park Site Plan and recommendations on previous page.

3. After reviewing the Boreham Park Site Plan and recommendations, circle place a checkmark beside the corresponding numbers that match the site plan where you would support trees being planted? Circle as many as you see fit.

1	4	7
2	5	8
3	6	

4. After reviewing the Boreham Park Site Plan and recommendations, rank the tree planting options (1 through 8) in order that you think are of most importance to where trees should be planted? (i.e. if you feel trees are most beneficial in an "L" shaped by the basketball court write 1 in that box).

Blue Box 1 on Site Plan: Along edge of Park at top of the image	
Blue Box 2 on Site Plan: Along edge of the Park at right side of the image	2
Blue Box 3 on Site Plan: Along edge of the Park at left side of the image	3
Blue Box 4 on Site Plan: Just inside the Park at left side of the image	4
Blue Box 5 on Site Plan: Bottom of image in the smaller open space	
Blue Box 6 on Site Plan: By the edge of the playground	1
Blue Box 7 on Site Plan: An "L" shape by the basketball court	5
Blue Box 8 on Site Plan: Section between basketball court and edge of the Park	

5. Do you have any other comments of suggestions with respect to the Boreham Park Tree Planting Site Plan and recommendations?

Noneed for trees on north side (box 1 or 8) because wind rarely comes from north, predominantly from the west & sometimes the east. ^{would also shade over top of land} to the north. Box 7 area won't shade the court in the later afternoon or evening when it is used most. also suggest using all natives for wind break / ~~space~~ evergreen because all the Blue & Green space are being attacked by a mold. Suggest filling in the depressed area

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along area 2 as it is a trap hazard & collects water.



RECEIVED
AUG 13 2024
Township of Puslinch

Boreham Park Tree Planting Engagement Survey

1. Are you a resident of Arkell? Please circle the correct answer.

Yes

No

2. If no, what area of Puslinch do you live in? (e.g. Morriston, Aberfoyle, Rural Area)

Before completing the next set of questions, please review the Boreham Park Site Plan and recommendations on previous page.

3. After reviewing the Boreham Park Site Plan and recommendations, circle place a checkmark beside the corresponding numbers that match the site plan where you would support trees being planted? Circle as many as you see fit.

1	NO	4	NO	7	DEFINITELY NO
2	YES	5	NO	8	NO
3	NO	6	DEFINITELY NO		

4. After reviewing the Boreham Park Site Plan and recommendations, rank the tree planting options (1 through 8) in order that you think are of most importance to where trees should be planted? (i.e. if you feel trees are most beneficial in an "L" shaped by the basketball court write 1 in that box).

Blue Box 1 on Site Plan: Along edge of Park at top of the image	0	NO
Blue Box 2 on Site Plan: Along edge of the Park at right side of the image	1	YES
Blue Box 3 on Site Plan: Along edge of the Park at left side of the image	0	NO
Blue Box 4 on Site Plan: Just inside the Park at left side of the image	0	NO
Blue Box 5 on Site Plan: Bottom of image in the smaller open space	0	NO
Blue Box 6 on Site Plan: By the edge of the playground	0	NO
Blue Box 7 on Site Plan: An "L" shape by the basketball court	0	NO
Blue Box 8 on Site Plan: Section between basketball court and edge of the Park	0	NO

5. Do you have any other comments or suggestions with respect to the Boreham Park Tree Planting Site Plan and recommendations?




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Date 13 August 2024

Subject Boreham Park Tree Planting Engagement Survey; and comments and suggestions (question #5).

To Laura Emery, Communications and Committee Coordinator, Puslinch Township

From 

Hello Laura,

I hope you're having a lovely summer.

Thank you for the opportunity to contribute to the Boreham Park Tree Planting Engagement Survey.

Context:

The Boreham Park Committee (3 members) of the neighbourhood association, Concerned Citizens of Puslinch (72 members), have advocated for several years for a tree plan for Boreham Park. As I expect you know, we and over 20 health and safety, and parks and recreation organizations in Ontario, including the CNIB, and Easter Seals, both of which visited the park and delegated to Council, the Canadian Paediatric Society, the Ontario Parks Association, and many other authorities familiar with health and safety in municipal parks, believe there are serious health and safety concerns in the park due to the open stormwater drainage ditches situated right along the two north and south sides of the playground area.

**Comments and suggestions (question #5):
In order from #s 1-8 on the Site Plan**

1. #s 1, 3, 4, and 5 on Site Plan: Wind and Perimeter Planting

Wind is not a problem in Boreham Park. Trees don't need to be planted as wind barriers. It's easy to plant trees around perimeters. Perimeter trees, however, would cancel out our open views. We have beautiful open views of farms and crops from the park. We want those views saved. I am **TOTALLY** against blocking those views. That's part of the charm of the park. It is a small, rural, open view of farms park.

Views are an important part of nature and aesthetics. The views are beautiful. Please don't plant rows of trees along the north and west sides of the park. Trees would serve no purpose. People don't frequent either the north or west areas of the park. Often "Lake Arkell" is in between and too wet to allow people to walk to these areas.

Open views are what gives the park charm as a small rural park with a hay farm on the west side and crops on the north side. Also, on 80% of the west side, there already is a row of very mature huge trees! It would make no sense to plant another row or two rows of trees in front of them.

Trees planted along the perimeters of the park would be a waste of money. Saplings from the two Wellington County nurseries don't grow free. Rows of trees also can be a potential security problem.

2. # 2 on Site Plan. East side of basketball court: Missing spruce.

As per your diagram, I agree with planting three (3) missing spruce trees along # 2.

3. #s 3 & 4 on Site Plan: West side of park.

A pack of six or more coyotes often cross the park from east to west or south to east in the evenings, and as early as 7:15 pm in the earlier sunset fall, and winter months. Please don't add to their cover with two rows of trees on the west side. You can see where their path is through the grass on the west side now. The same applies for another row on the north side. Teenagers don't go to bed at 7 pm. They sometimes come on bikes and frequent the whole park, not only the playground area, until 11 pm or later - another reason why Council should be proactive and pass a by-law, like other municipalities pass, with a sign posted of what is permitted and what is not permitted in the park. Signs commonly include: "Dawn to Dusk Park."

Similar parks in Halton Hills and Milton have such signs: Puslinch's policy on signage in parks, as stated at a recent Council meeting, is to be "reactive" not "proactive." A person walking along the north or west sides of the park with a row of trees in between blocking their view of any coyotes is dangerous. Coyotes, and they're in a pack of 6-8 or more, even venture into my and other neighbours' backyards.

4. # 6 on Site Plan: North side of playground area.

I am **TOTALLY** against # 6 of trees planted along the north side of the playground. I believe culverts eventually will be installed in the drainage ditches along the north side of the playground. Tree root systems undoubtedly would be affected. The park is a beautiful open park. They instead would be a barrier between the playground and the basketball court. Council will be considering a Safety Study of that area on the sides of the playground at their Council Meeting on September 3. Until Council's decision, trees certainly should not be planned for or planted in that area.

Recommendations in addition to the above:

5. On the east side of playground area:

Planting 1 or 2, 30-40 feet tall, more mature Sugar Red Maple trees for shade behind the two benches. Shade is needed there. Parents sit there in the open sun as they watch their young children play. People don't frequent the other areas of the park where the diagram has trees proposed, and where the grass is often too wet to walk on.

6. Care of trees

Are the trees going to be watered? The Mayor planted two trees in the park two or three summers ago. He can confirm that. He never watered them, or at least adequately. The Township never watered them, or at least adequately. I watered them three times until a neighbour and I looked at them and he said:

“It’s too late. They’re dead.” The next thing we knew, the Township cut them down. That didn’t go over well with the neighbours. What is the watering plan so that won’t happen again?

There is no water in the park. If trees were planted, as per the diagram, how would you reach them with water when “Lake Arkell,” as neighbours call it, prevents access and consumes 30-40% of the park?

Will the trees have Watering Bags like Guelph, Guelph-Eramosa, and other municipalities use when they plant new trees? 20 gallon slow release tree bags online from Temu are only \$20.24 each.

Does the 2025 budget provide for the watering, lawn care around the trees, and pruning, etc?

7. Height or maturity of trees

More important than a tree’s height at full growth is their height when planted as a sapling and how many years, 10, 15, 20, etc before they grow to their maturity. We hope you will visit **Rockmosa Park** in Rockwood. Guelph-Eramosa invested in the present, not 10-20 years from now, and planted taller, more mature trees. Their trees provide shade now or in the next few years. **Fewer and more mature trees is what I recommend.**

8. Park usage

Boreham Park is a small 2.1 acre park. Little of the park, except the small playground area and the basketball court, are frequented. The exception is the park being used for dog running. On a daily basis, 1-2 cars come daily with dogs, and 1-2 local dog owners. 2-4 cars also come with 4 years or under children. Only a few children in Arkell come.

We hope you will come to the park for a few hours, especially in the morning. Observe where people frequent. Observe where shade and aesthetics are needed. That is how colleges and universities and other municipalities design their tree plans. Take a few minutes like we do to talk with local visitors and residents. I estimate at least 50% of visitors to the park are from Guelph, and a few from other areas of Puslinch. Did your questionnaire reach that 50%? There’s a reason why Parks Canada, and the Ontario Parks Association recommend that proposals for changes in parks be posted in the park for public input.

9. Aesthetics

Aesthetics and all sorts of trees should be way down the priority list after other concerns like safety given the deep, drainage ditches right beside the two north and south sides of the playground area.

The drainage ditches also have been found by the Ontario Water Testing Centre to contain extremely high loads of E. coli. In the recent August 1 test of the stormwater along the two sides of the

playground, the water was found to contain 250xs the Ontario Standard for beach water, or 100,000 E. coli per 100 millilitres of water. The Ontario Standard for E. coli in beach water is 400 E. coli per 100 millilitres of water. Children can come in contact with the drainage ditch water in Boreham Park the same as water at the GRCA in Rockwood. "The OWTC stated that the water from Boreham Park contains "a very high load of microbials. higher than we normally see." I definitely do **NOT** recommend planting trees close to the drainage ditches to attract children even more to these areas. As the Canadian Paediatric and other water safety authorities have stated: "Water is a magnet for children."

Wellington County has a contractor that tests Boreham Park for mosquitoes and West Nile Disease 5-10 times per year. That is another reason not to plant shade trees that would attract children or anyone that would place them near the stormwater drainage ditches. Please always remember that Boreham Park is a park built on a Stormwater Drainage Facility. Both can be compatible with each other. But you have to be smart about it, because if you can get it wrong, it becomes a health and safety issue.

10. Springs

Half or more of the park is often wet and inaccessible for several months. There are also springs in the park. Do you know where the springs are?

11. Where people frequent

People don't frequent, and there is no reason for them to frequent the other areas: #s 1, 3, 4, 5, 6, 7, and 8, even if there were trees.

12. Green Legacy

I am familiar with Green Legacy and the County of Wellington's program, the Bradford Whitcombe Nursery (Puslinch), and the Northern Tree Nursery (Wellington North). I don't know of anything that is free, however. It may not be a direct cost to Puslinch taxpayers, but saplings aren't free and trees don't grow for free. I pay taxes to Wellington County also. The Township may say they are free and use that as a rationale to plant many trees. But if so, we will remind people, of what they already know, that nothing is free, and that they paid for them with their taxes. A large number of trees, for a host of reasons cited here, is not the way to go.

13. Tree Plan Credentials

I contacted Guelph/Eramosa Township and asked if they obtained their trees for Rockmosa Park from Green Legacy. Their response was essentially no: "A lot of the smaller trees around the dog park fencing and toboggan hill were planted with green legacy trees" I visited Rockmosa Park. These trees are young saplings with an approximate 10-15 feet height. The taller or more mature trees, not from Green Legacy, are 40-60 feet tall with a 4-6" diameter). Guelph/Eramosa continued: "It would be hard for me to speak to the cost of these trees (the young saplings), however, they could range from \$150.-\$400. depending on what was ordered at the time. The large trees in the dog park were spaded in by Douglas Wood Large Tree Services here in Rockwood. These trees are more expensive. **Any of the larger trees were purchased through multiple tree farms throughout southwestern Ontario.**"

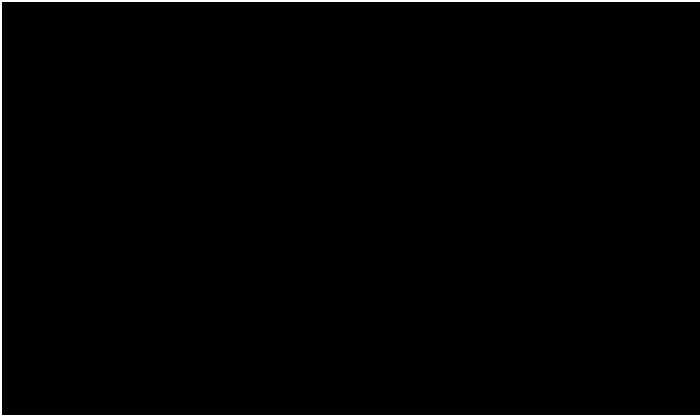
Green Legacy trees are younger saplings and won't provide shade for years. Guelph/Eramosa invested in fewer, more mature trees, which is exactly what I and others recommend. The contrast is striking in Rockmosa Park between Green Legacy nursery trees and the larger more mature trees planted from other nurseries.

Questions

1. Experts that design tree planting in parks usually have one or more of the following credentials. What are the arborist credentials of the person or persons that drew the Site Plan? Is he or she an ISAO Certified Arborist (International Society of Arboriculture of Ontario), or a Certified Park Planner, or holder of any other arborist or park designer credential?
2. Does Green Legacy have an ISAO certified arborist on staff?
3. I hope this response will be forwarded to the Recreation Advisory Committee, and Youth Advisory Committee. If so, would you confirm so. Thank you.

If you have any questions, please do not hesitate to email or telephone.

Very best wishes with the survey.





Boreham Park Tree Planting Engagement Survey

1. Are you a resident of Arkell? Please circle the correct answer.

Yes

No

2. If no, what area of Puslinch do you live in? (e.g. Morriston, Aberfoyle, Rural Area)

ARKELL → BOREHAM DRIVE

Before completing the next set of questions, please review the Boreham Park Site Plan and recommendations on previous page.

3. After reviewing the Boreham Park Site Plan and recommendations, circle place a checkmark beside the corresponding numbers that match the site plan where you would support trees being planted? Circle as many as you see fit.

1 ✓	4	7
2 ✓	5 ✓	8 ✓
3 ✓	6 ✓	

4. After reviewing the Boreham Park Site Plan and recommendations, rank the tree planting options (1 through 8) in order that you think are of most importance to where trees should be planted? (i.e. if you feel trees are most beneficial in an "L" shaped by the basketball court write 1 in that box).

Blue Box 1 on Site Plan: Along edge of Park at top of the image	2
Blue Box 2 on Site Plan: Along edge of the Park at right side of the image	3
Blue Box 3 on Site Plan: Along edge of the Park at left side of the image	1
Blue Box 4 on Site Plan: Just inside the Park at left side of the image	7
Blue Box 5 on Site Plan: Bottom of image in the smaller open space	4
Blue Box 6 on Site Plan: By the edge of the playground	5
Blue Box 7 on Site Plan: An "L" shape by the basketball court	8
Blue Box 8 on Site Plan: Section between basketball court and edge of the Park	6

5. Do you have any other comments of suggestions with respect to the Boreham Park Tree Planting Site Plan and recommendations?

BOX 7 should NOT HAPPEN BLOCK THE VIEW INTO THE PARK, CAUSE FOR CONCERN.

I APPRECIATE THE CONTINUED COMMUNITY ENGAGEMENT THE COUNCIL HAS PROVEN.

THANKS

Freedom of Information Disclaimer

Information collected on this form is collected under the authority of the Municipal Act and will be used only for the purposes described in this notice. Personal information will be kept confidential. Questions regarding the collection of this information may be directed to the Township Clerk's office.

74 Woolwich Street
 Guelph, ON Canada N1H 3T9
 www.greenlegacy.ca
 tel 519 546-2228
 fax 519 249-0339
 HST/GST - R106975485



SALES ORDER

order # 2025-0025
 date 9/25/2024

billing address Township of Puslinch

contact Laura Emery

Municipality

Puslinch

PRODUCT	DESCRIPTION	QUANTITY	UNIT PRICE	SUB-TOTAL
Kentucky Coffeetree - 15 gal	Gymnocladus dioica, pot-in-pot	2	\$0.00	\$0.00
Maple, Silver - 15 gal	Acer saccharinum, pot-in-pot	2	\$0.00	\$0.00
Maple, Silver - Large Pots (5-10gal)	Acer saccharinum, 7 gal pot	2	\$0.00	\$0.00
Tuliptree - 15 gal	Liriodendron tulipifera, pot-in-pot	2	\$0.00	\$0.00
Elm, American (U of G Tissue Culture) - 15 gal	Ulmus americana, pot-in-pot	6	\$0.00	\$0.00
Redbud - Medium Pots (3gal)	Cercis canadensis, 3 gal pot	3	\$0.00	\$0.00
Oak, Red - Medium Pots (2-5gal)	Quercus rubra, 2 gal pot	4	\$0.00	\$0.00
Maple, Sugar - Large Pots (5-10gal)	Acer sccharum, 7 gal pot	4	\$0.00	\$0.00
Ohio Buckeye - Large Pots (4 gal)	Aesculus glabra, 4 gal pot	5	\$0.00	\$0.00
Spruce, White - Medium Pots (2gal)	Picea glauca, 2 gal pot	30	\$0.00	\$0.00
Spruce, Norway - Larget Pots (4gal)	Picea abies, 4 gal pot	40	\$0.00	\$0.00

remarks	Boreham Park - Spring 2025 planting	SUB-TOTAL	\$0.00
	Area 1 - 40 norway spruce,13 hardwoods	HST	\$0.00
	Area 3 - 30 white spruce	TOTAL	\$0.00
	Area 5 - 8 hardwoods		
	Area 8 - 9 hardwoods		



REPORT ADM-2024-054

TO: Mayor and Members of Council

PREPARED BY: Laura Emery, Communications and Committee Coordinator

PRESENTED BY: Laura Emery, Communications and Committee Coordinator

MEETING DATE: November 6, 2024

SUBJECT: Puslinch Heritage Plaquing Program

RECOMMENDATION

That Report ADM-2024-054 entitled Puslinch Heritage Plaque Program be received for information; and,

That Council direct staff to draft a Heritage Plaque Program Policy to establish a Puslinch Heritage Plaque Program for Council's consideration and approval to be included in the 2025 Corporate Work Plan; and,

That Council direct staff to proceed with Option 2 as outlined in the report; and,

That staff be directed to submit an operating base budget increase request for the proposed 2026 budget based on Option 2; and,

That Council direct staff to include a limit of 10 plaques to be issued through the plaque program per year in the initial draft of the policy as outlined in the report.

Purpose

The purpose of this report is to seek Council's direction with respect to drafting a Puslinch Heritage Plaque Program Policy to be incorporated into the 2025 Corporate Work Plan and that staff be directed to submit an operating base budget request to be considered through the 2026 budget process.

Background

The Heritage Advisory Committee at its meeting on September 9, 2024 resolved as follows for Council's consideration:

Resolution No. 2024-045:

Moved by Tamsin Lambert and
Seconded by Cheryl Mclean

That Committee Memo MEMO-2024-004 entitled Heritage Plaque Program be received for information; and,

That the Committee recommend an annual budget increase of \$3,000 to be considered by Council during the 2025 budget process; and,

That staff draft the annual operating base budget request; and,

That staff explore potential co-funding and grant opportunities available; and,

That staff consider properties along the streetscape in the downtown areas of Morriston, Aberfoyle and Arkell be prioritized through the Heritage Plaque Program Criteria;

That the Committee recommends this Program be Township budget funded; and,

That the Committee recommends that Council direct staff to create a Heritage Plaque Program By-law and Policy to establish a Puslinch Heritage Plaque Program.

CARRIED

The establishment of a Puslinch Heritage Plaque Program would be an opportunity to increase the sense of community and identify the rich built heritage in the Township through recognition of the architectural, cultural and historical resources that contribute to the character of Puslinch.

The property specific plaques would include details established through the policy criteria which may include the date the building was built, the name of the first property owner, the original use of building, etc.

Given current staff resources and other heritage priorities, staff are recommending that the Policy be included in the 2025 Corporate Work Plan with the operating base budget increase to be considered in the 2026 budget once the program and policy are established.

Comments

Based on a review of similar programs, staff are recommending the program be administered as an opt-in program for designated property owners who are interested in receiving a property-specific plaque. Based on the recommendation from the Heritage Advisory Committee, this proposed program would be provided at no cost to the property owner. Through research, staff have not found any grant or co-funding opportunities to date for the plaquing or signage installation on heritage properties.

In addition to seeking Council's direction regarding creation of a Heritage Plaquing Program, staff are looking for direction on the type and number of plaques to be provided through the Puslinch Heritage Plaque Program annually to assist in drafting the policy. There are two options for plaque costing and design. The pricing below is based on quotes from 2024 and would need to be adjusted based on updated quotes in 2025.

Option 1 is a bronze or brass plaque which is similar to the material of the existing Heritage Plaques installed between 2000 to 2009. These plaques have an expected life span of 20 years. Staff have received feedback that some of the original plaques are in need of maintenance or replacement. These property specific plaques cost between \$545 and \$1500 per plaque. The bronze plaque would be 10" wide by 12" high. Alternatively, the brass plaque would be 10.375" wide by 8.5" high. The cost of the plaque may fluctuate depending on the amount of text included on the face. Staff have included an example of this type of plaque attached as Schedule "A" to the report. These plaques would need to be installed by Township staff. The quotes the Committee received included:

- Bronze plaque with standard background colour: \$1,346 per plaque
- Brass plaque: \$608 per plaque

Option 2 is an Aluminum Composite Panel (ACP) with an expected lifespan of between 10 to 25 years depending on sun exposure. These property specific plaques cost \$73 per plaque without installation or approximately \$208.00 including installation. This plaque is an 11" by 18" shaped sign on 6mm ACP with white and navy blue vinyl graphics/wording to match the Township's branding. Staff have included an example of this type of plaque attached as Schedule "B" to this report. The cost of the plaque will not change based on the amount of text on the plaque.

Due to staff resources, it is recommended that the plaquing program have a limit of 10 plaques per year. Through the policy criteria staff will outline how plaque installation will be prioritized. The policy would also outline that should the Township receive more than 10 plaque requests in a calendar year, applications would be considered on a first-come-first-serve basis, whereby applications exceeding the limit of 10 would be carried forward for consideration in the following year. Further details of this program will be captured in the Puslinch Heritage Plaque Program Policy.

Staff recommend Option 2, the ACP plaque due to the lower cost. This is similar to plaquing programs provided by member municipalities and it would enable to the Township to plaque 10 properties per year.

Option 1: Bronze or Brass Plaque	Option 2: Aluminum Composite Panel Plaque
\$3,000 Budget - Committee's recommendation	\$2,100 Budget (includes installation costs) - Staff Recommendation
2 bronze plaques per year	1 bronze plaque per year
4 brass plaques per year	3 brass plaques per year
10 plaques per year	10 plaques per year

Financial Implications

Should Council select Option 1 with an approved budget of \$3,000.00 the program could issue two (2) bronze plaques per year or four (4) brass plaques per year. This does not include installation costs and staff resources would be required for installation,

Should Council selection Option 2 with an approved budget of \$2,100.00 the program could issue and install ten (10) plaques per year.

This program would result in a service level increase. Staff estimate this program would take approximately 27 hours to administer each year. This estimates two hours for each plaque to cover the time spent by the Communication and Committee Coordinators on administration and facilitation. This includes reviewing the application form, corresponding with the applicant and vendor, coordinating the plaque installation, and preparing an annual report for the

Heritage Advisory Committee, totaling 22 hours. Additionally, it allocates 5 hours for the Deputy Clerk to oversee the program and review the annual report.

Applicable Legislation and Requirements

None

Engagement Opportunities

Staff will report back regarding engagement opportunities with the first draft of the Puslinch Heritage Plaque Program should Council approve the inclusion of the draft program as part of the 2025 corporate work plan.

Attachments

Schedule "A" – Example of Bronze or Brass Plaque

Schedule "B" – Example of 6mm ACP Plaque

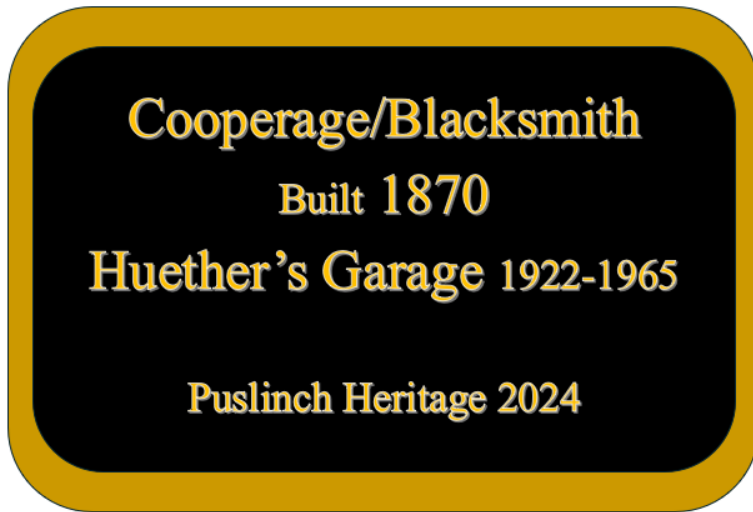
Respectfully submitted,

Reviewed by:

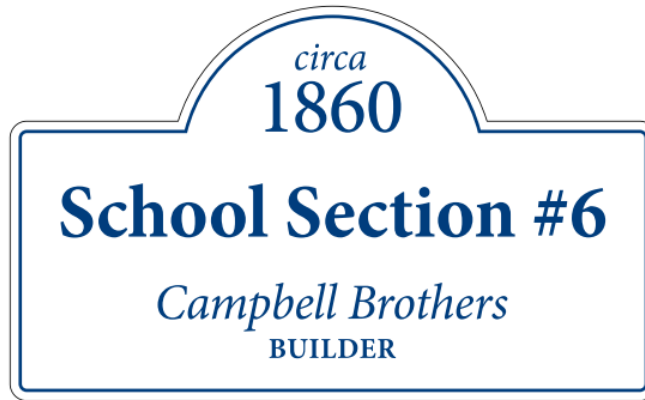
**Laura Emery,
Communications & Committee
Coordinator**

**Justine Brotherston,
Interim Municipal Clerk**

Schedule A
Example of ACP Plaque



Schedule "B"
Example of ACP Plaque



11"x18" white acp with blue vinyl graphics

CONSERVATION AREA STRATEGY

TOWNSHIP OF PUSLINCH COUNCIL

NOVEMBER 6, 2024

OVERVIEW

PART 1 – INTRODUCTION AND BACKGROUND

- Conservation Halton Landholdings
- Legislated Requirements
- Required Components

PART 2 – KEY COMPONENTS OF THE STRATEGY

- Goals, Objectives and Actions
- Natural Heritage and Connectivity Assessment
- Land Use Categories and Land Classifications
- Consultation and Engagement; Reviews and Updates



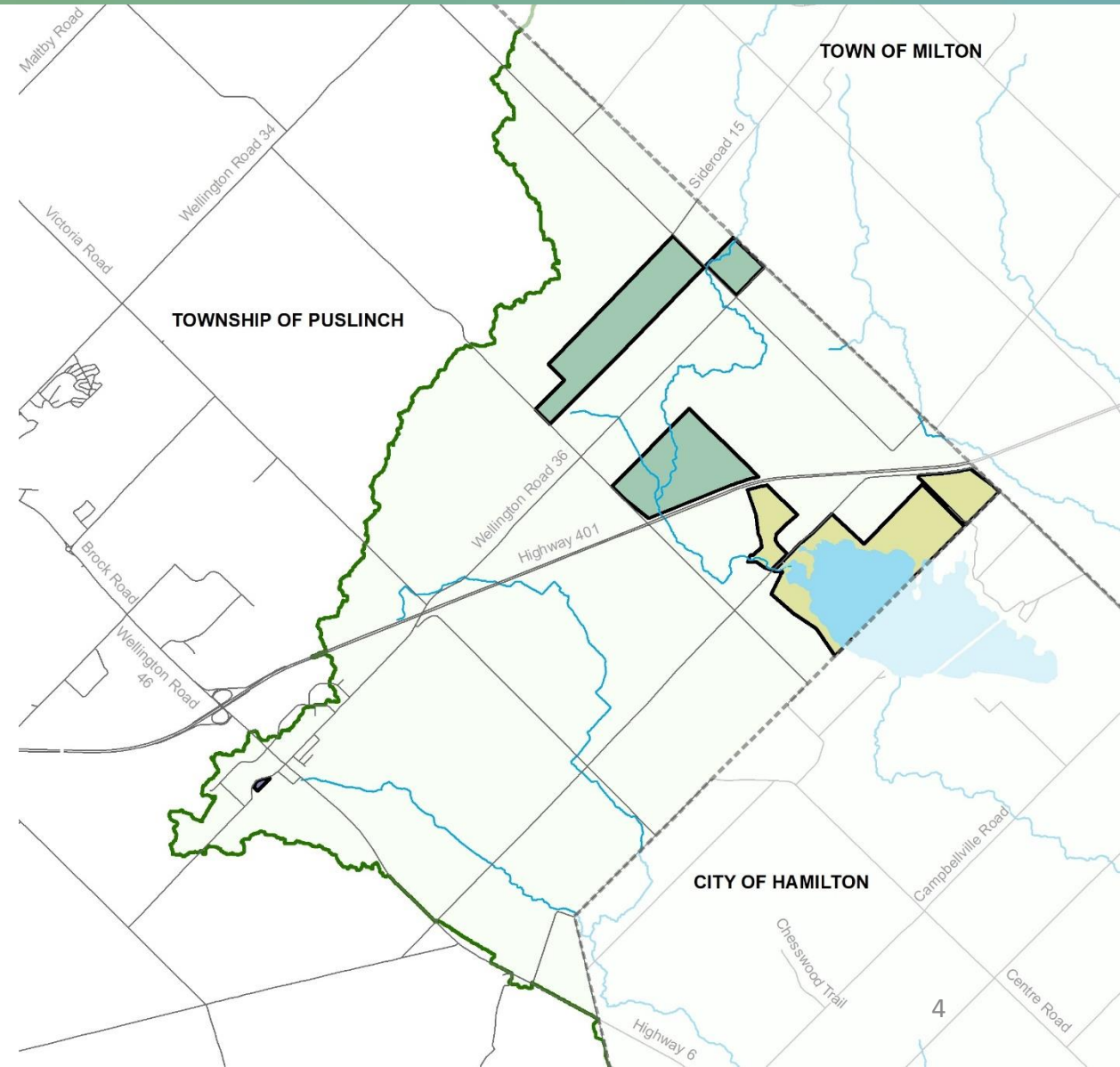


PART 1: INTRODUCTION AND BACKGROUND

INTRODUCTION

CH Landholdings

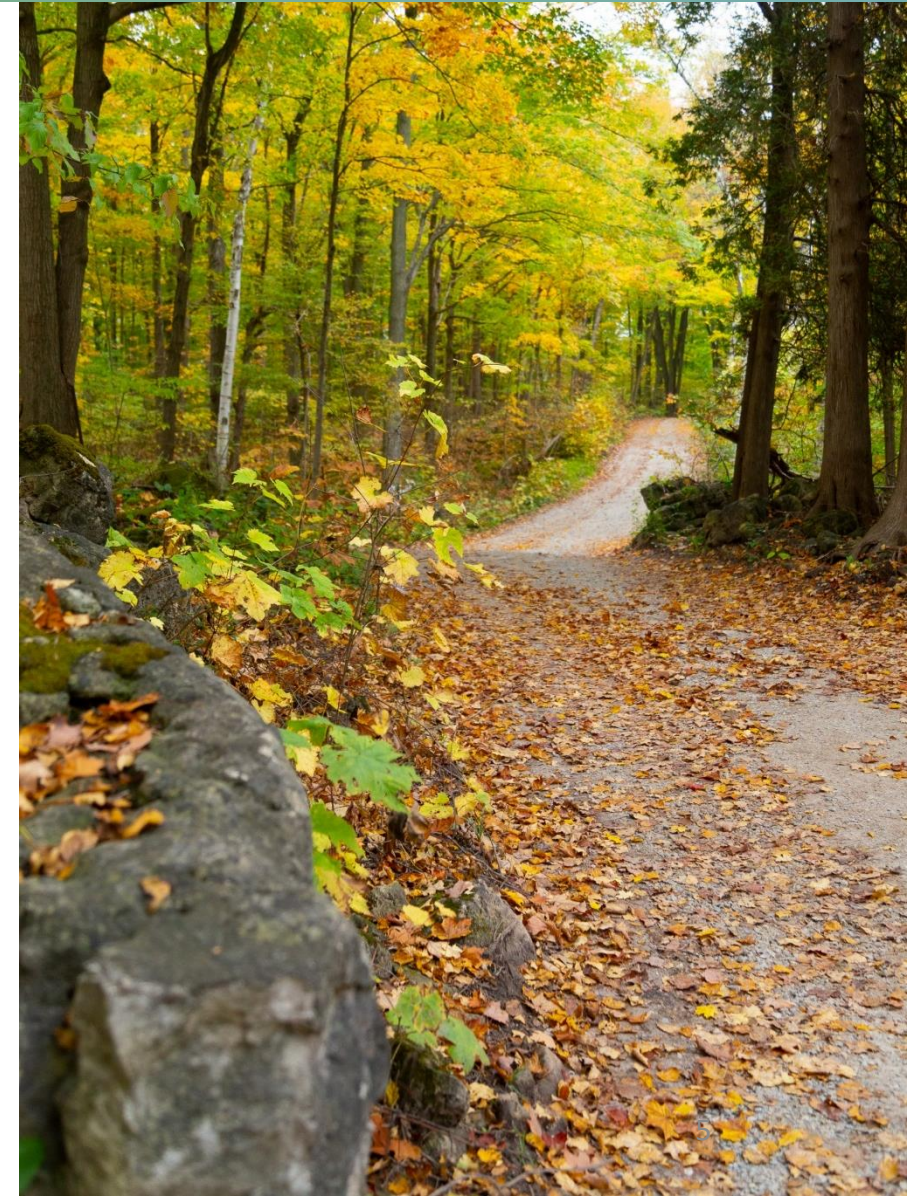
- Conservation Halton (CH) owns **9,870 acres** of land
- About **821 acres** of these landholdings are in the Township of Puslinch (8% of CH landholdings)
 - Moffat Badenoch Swamp (4 parcels - 397 acres)
 - Morriston Pond (1 parcel - almost 2 acres)
 - Mountsberg (9 parcels - 423 acres)
- **Conservation Area Strategy** will:
 - Guide future management of these lands, and
 - Help ensure these spaces continue to be protected and enhanced for years to come



BACKGROUND

Legislated Requirements

- Changes to the *Conservation Authorities Act* in 2021
- Prescribed mandatory programs and services for Conservation Authorities (CAs)
- Included programs and services related to conservation and management of lands owned or controlled by CAs
- Required series of new plans and strategies by Dec. 31, 2024
- For mandatory programs and services for conservation and management of land, this required development of:
 - **Land Inventory**
 - **Conservation Area Strategy**



BACKGROUND

About the Land Inventory

What is it? Compilation of data on key details about each parcel owned or controlled by CH to support informed management of CH landholdings.

Mandatory information included:

Location	Section 39 Funding	Active Recreation	Zoning
Parcel Descriptor	Expropriation	Logging	Land Use Category
Date of Acquisition	Ownership Type	Suitability for Development	Connectivity & Natural Heritage

Information such as land use category, parcel connectivity and natural heritage are connected to the Conservation Area Strategy.

BACKGROUND

About the Conservation Area Strategy

What is it? Conservation Area Strategy will shape how authority lands will be used and managed in future.

What does it include? Strategy must include:



Objectives



Natural Heritage & Connectivity Assessment



Land Use Categories



Programs & Services



Process for Periodic Reviews & Updates



BACKGROUND

More Information about Programs & Services

If advisable to achieve objectives, a Conservation Authority may provide the following programs and services on lands they own/control:

- Secure land interests to prevent unlawful entry and minimize risk of liability (i.e., fencing, signage, patrolling, etc.)
- Maintain passive recreation facilities, trails and other amenities
- Make applications or comment on matters under the Planning Act (as a landowner)
- Conserve, protect, rehabilitate, establish and manage natural heritage
- Plant trees (excludes commercial logging)
- Develop policies governing land acquisitions and dispositions





PART 2: KEY COMPONENTS OF THE STRATEGY

KEY COMPONENTS



Objectives to inform decision-making related to CH lands, including policies governing land acquisition and disposition.



Natural Heritage & Connectivity Assessment to show how conservation authority's lands augment natural heritage and integrate with other publicly owned or accessible lands and trails.*



Land Use Categories that allow conservation authority to effectively classify lands based on uses and attributes.



Programs & Services offered on conservation authority-owned or controlled lands and sources of financing. ***O. Reg 686/21 identifies programs and services that conservation authorities may include if advisable (see next slide).***



Process for Periodic Reviews & Updates to ensure the strategy remains relevant over time and to ensure that the review process includes public consultation

**where advisable to achieve objectives*



OBJECTIVES

CH's objectives are based on these overarching goals:

1. Pursue purposeful land ownership that enables natural heritage preservation and delivery of high-quality programs and services
2. Serve as a leader in providing exceptional outdoor recreational and educational opportunities
3. Enable safe and sustainable site access and site protection
4. Balance public access and land use with long-term protection of natural features
5. Build an engaged and educated community that supports and participates in conservation land stewardship
6. Cultivate strong partnerships that promote knowledge-sharing, collaboration, and efficiencies in land management
7. Deliver programs and services that reduce natural hazard risks, build climate resiliency, and conserve, rehabilitate and manage natural heritage
8. Integrate historical and traditional Indigenous knowledge into conservation land management
9. Use innovative tools and technologies that support effective land management and administration
10. Participate in land use planning to advance conservation land management objectives



NATURAL HERITAGE & CONNECTIVITY

The Strategy includes an assessment of natural heritage and connectivity that pinpoints:

- how CH lands augment natural heritage
- how these properties integrate with other publicly owned or accessible lands and trails.

CH Land Inventory has data that characterizes the natural heritage and connectivity assessment.

100% of CH landholdings in the Township of Puslinch are designated Greenbelt Protected Countryside





LAND USE CATEGORIES

Conservation Area Strategy required the identification of land use categories and classifications that will extend to how parcels are defined in CHs Land Inventory.

Parcels can have multiple land uses and land classifications:

→ **Land Use Category** – Defines public access and overall use. Conservation Halton identified 4 categories that align closely with those recommended by Conservation Ontario.

→ **Land Classification** – Specific description of land parcel's unique features, ecological significance and purpose.





LAND USE CATEGORIES

Land use categories and classifications to describe how parcels are defined in CHs Land Inventory

- 1. Active Recreation Conservation Area** – CH parks: on-site staff support, fee for entry, gated access, infrastructure to support public access and use, public attractions/features, fee-for-use programs.
- 2. Passive Recreation Conservation Area** – Properties with trails and minor infrastructure that are permitted by CH: no on-site staff support, possible fee for use, potential attractions or features, little or no programming.
- 3. Management Area** – These properties are primarily preserved for broader watershed benefits: potential for public access without compromising broader benefits, and if there is funding to support recreational use.
- 4. Administration Area:** These properties are used for the administration of CH business.



LAND CLASSIFICATIONS

- 1. Natural Heritage Lands:** Contain variety of natural and ecological features that provide cumulative watershed benefits and generally align with Natural Heritage System planning area and its attributes.
- 2. Environmentally Sensitive Lands:** Meet the criteria of Natural Heritage Lands, but have a quantity, type or combination of ecological features that warrant additional recognition for preservation and protection.
- 3. Forest Management Lands:** Primarily wooded properties managed according to strategic forest management plan based on good forestry practices.
- 4. Natural Hazard Lands:** Lands that could be unsafe for development due to naturally occurring processes, including flooding, erosion and dynamic beach hazards.
- 5. Water Management Areas:** Lands associated with infrastructure designed to collect, hold or redirect water, including dams and channels.



CONSULTATION, ENGAGEMENT & UPDATES

- Consultation and engagement completed through a public survey and direct engagement with partners.
- All feedback received was considered and addressed throughout the development of the strategy, where applicable.
- CH proposes updating its strategy **every five (5) years**. The consultation process may follow similar methods to those used during the strategy's development (e.g., public survey; partner feedback presentations and discussions).

THANK YOU

Learn more: conservationhalton.ca/conservation-area-strategy/

For additional information or inquiries:

Trina Seguin

Lands Manager

tseguin@hrca.on.ca

Craig Machan

Director, Parks & Operations

cmachan@hrca.on.ca

Enabling greater beneficial reuse of excess soil

<u>ERO (Environmental Registry of Ontario) number</u>	019-9196
Notice type	Regulation
Act	Environmental Protection Act, R.S.O. 1990
Posted by	Ministry of the Environment, Conservation and Parks
Notice stage	Proposal
Proposal posted	October 18, 2024
Comment period	October 18, 2024 - November 21, 2024 (34 days) Open
Last updated	October 18, 2024

This consultation closes at 11:59 p.m.

on:

November 21, 2024

Proposal summary

The Ministry of the Environment, Conservation and Parks is proposing amendments to *Ontario Regulation 406/19* (the Excess Soil Regulation) and the Rules for Soil Management and Excess Soil Quality Standards, to make it easier and more affordable for businesses in the construction industry and municipalities to reuse more excess soil locally.

Proposal details

Introduction

Ontario is committed to reducing red tape and regulatory burdens on businesses to support the development of housing, highways and other critical infrastructure. Our commitment extends to supporting the circular economy by ensuring excess soils are effectively reused.

To advance this goal, the Ministry of the Environment, Conservation and Parks is proposing amendments to *Ontario Regulation 406/19: On-Site and Excess Soil Management* (the Excess Soil Regulation) under the *Environmental*

Protection Act, and the Rules for Soil Management as well as Excess Soil Quality Standards (the soil rules), which are incorporated by reference in *Ontario Regulation 406/19*.

In 2019, we made the Excess Soil Regulation, supported by the Soil Rules document and risk-based soil reuse standards, to provide clear rules supporting the reuse of excess soil and to help stop illegal dumping of excess soil. The Excess Soil Regulation is now largely in effect. A final provision for restricting landfilling of cleaner soil is going to take effect on January 1, 2025.

Since 2019, we have heard and responded to stakeholder concerns and suggestions. We continue to collaborate with stakeholders and Indigenous communities to ensure effective implementation of this regulation. This proposal reflects ongoing stakeholder input and includes the following amendments:

1. Change the in-effect date of the restriction on landfilling certain types of excess soil by moving it out by two years, from January 1, 2025, to January 1, 2027, to allow more time to understand and apply the restriction with minimal confusion and disruption. Clarification of an exception to this restriction is also proposed.
2. Remove requirements for waste Environmental Compliance Approvals (ECAs) for third-party storage and processing of excess soil at aggregate reuse as well as small liquid soil processing sites, with regulatory rules to be followed instead (note: this is a revised proposal from what was previously proposed in October 2023; see ERO (Environmental Registry of Ontario) **019-7636** (<https://ero.ontario.ca/notice/019-7636>)).
3. Enable greater reuse of aggregate and stormwater management pond (SWMP) sediment by providing some flexibility related to meeting applicable excess soil quality standards in respect of asphalt-related contaminants and naturally occurring exceedances.
4. Allow greater flexibility for the reuse of soil, that is not known or likely to be contaminated, between project areas and reuse sites of infrastructure projects of the same type and by the same project leader, being undertaken concurrently, including not subjecting the soil to the waste designation and reuse criteria.
5. Adding exemptions for project areas for infrastructure from most of the reuse planning requirements if the soil is being moved to an infrastructure reuse site, when the project areas and reuse sites are owned by different project leaders and reuse site operators. Filing a

notice in the Excess Soil Registry for these project areas would still be required.

6. Where sampling and analysis is required, allow in-situ sampling of storm water management pond (SWMP) sediment to reduce time and cost associated with its characterization.
7. Consider the use of regional mapping of areas that naturally exceed the excess soil standards for certain parameters as a basis for enabling greater reuse of excess soil with such exceedances.
8. Other clarifications and corrections, including for delineating project areas and temporary off-site storage of soil before being returned to the project area, temporary use of excess soil to facilitate an undertaking, and sampling clarifications to account for substances added to soil to facilitate excavation.

Please refer to the attached document under “Supporting Materials” for additional detail related to the proposed amendments.

If approved, after consideration of feedback, the proposed amendments could be finalized, and some amendments may come into effect on, January 1, 2025. The need for transition provisions and related amendments to Regulation 347 and *Ontario Regulation 153/04* may also be considered. Additionally, the proposal regarding the recognition of mapping for areas with naturally-occurring exceedances may be finalized at a later date, following further consideration of initial feedback.

We may also consider other administrative / consequential amendments or non-substantial clarifications (e.g. (for example), grammatical corrections).

Regulatory impact statement

The proposed amendments aim to offer cost and time savings for municipalities, developers, and soil management businesses, by reducing burden and providing greater flexibility under the Excess Soil Regulation.

Moving the in-effect date of the landfilling restriction by two years and clarifying the exceptions from the restriction would alleviate stakeholders’ immediate concerns, prevent unintended cost or time from delayed projects due to misunderstanding the restriction, and allow the ministry more time for education and outreach efforts.

Proposed amendments for exemptions from a waste ECA (Environmental Compliance Approval) would save cost and time for lower-risk operations, while ensuring operations remain practical for excess soil management.

Proposed flexibility for reuse of aggregate and stormwater management pond sediment would reduce costs of hauling and landfilling in relation to material that can be reused, particularly in other infrastructure projects.

Proposed amendments to allow in-situ sampling for stormwater management ponds would reduce the cost of sampling, as well as provide greater efficiency for sediment management.

This proposal would not have a significant environmental impact as important rules regarding the management of excess soil remain in place or are clarified. For example, exemptions from waste ECAs (Environmental Compliance Approvals) are accompanied by regulatory rules to ensure there is no adverse effect to human health or the environment. Options for greater reuse of aggregate material with exceedances include criteria that must be followed to prevent adverse impacts, such as only allowing reuse in specific types of projects.

Supporting materials

Related files

[Excess Soil – Detailed Proposed Regulatory Amendments](https://prod-environmental-registry.s3.amazonaws.com/2024-10/Excess Soil - Detailed Proposed Regulatory Amendments - 2024-10-18.pdf)
(<https://prod-environmental-registry.s3.amazonaws.com/2024-10/Excess Soil - Detailed Proposed Regulatory Amendments - 2024-10-18.pdf>)
pdf. (Portable Document Format file) 192.78 KB

Related links

[O. Reg. 406/19: On-site and Excess Soil Management Regulation](https://www.ontario.ca/laws/regulation/190406)
(<https://www.ontario.ca/laws/regulation/190406>)

[Rules for Soil Management and Excess Soil Quality Standards](https://www.ontario.ca/page/rules-soil-management-and-excess-soil-quality-standards)
(<https://www.ontario.ca/page/rules-soil-management-and-excess-soil-quality-standards>)

[Handling excess soil website \(https://www.ontario.ca/page/handling-excess-soil\)](https://www.ontario.ca/page/handling-excess-soil)

Related ERO (Environmental Registry of Ontario) notices

[Proposed regulatory amendments to encourage greater reuse of excess soil \(/notice/019-7636\)](/notice/019-7636)

View materials in person

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

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

Comment

Let us know what you think of our proposal.

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

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


Submit by mail

Reema Kureishy
Environmental Policy Branch
40 St Clair Avenue West
10th Floor
Toronto, ON
M4V 1M2
Canada

**Connect with
US**

Contact

Reema Kureishy

 [\(416\) 276-3170](tel:(416)276-3170)

 mecp.landpolicy@ontario.ca

Excess Soil Regulation – Proposed Amendments – October 2024

October 29, 2024
9:00 a.m.

Overview

- Welcome
- Overview of Proposed Regulatory Amendments
- Questions

Proposed Amendments

- From Oct. 18 to Nov. 21 2024, the ministry is consulting on proposed amendments to certain requirements ([ERO #019-9196](#)) under the Excess Soil Regulation and the Rules for Soil Management and Excess Soil Quality Standards document
- These proposed amendments are intended to:
 - respond to concerns on the upcoming Jan. 1 2025 restriction on landfilling excess soil meeting certain quality standards
 - provide a revised proposal for aggregate reuse depots and small liquid soil depots that may be exempt from needing ministry waste approvals (previously proposed in Oct. 2023)
 - enable greater reuse and management of excess soil, including between infrastructure projects, and
 - address other common concerns around the implementation of the regulation
- Details about the proposed amendments are provided in the notice and a [detailed document](#) attached to the notice

Proposed Amendments

1) Change the coming into force date of the landfilling restriction for excess soil meeting Table 2.1 residential standards

- The in-effect date of the landfilling restriction is proposed to be changed from January 1, 2025 to January 1, 2027 (a change of two years)
- Existing exceptions to the restriction are proposed to be clarified. Instead of declaring that the placement of the excess soil would be “unsafe to finally place the excess soil at a reuse site”, a qualified person (QP) would be required to make a declaration that:
 - the excess soil contains a parameter for which there is no applicable excess soil quality standard and there is reasonable grounds to believe the final placement of the excess soil at a reuse site may cause an adverse effect;
 - the excess soil contains invasive species that should not be relocated; or
 - reuse of the excess soil at a reuse site for structural purposes is not possible due to its geotechnical instability and a reuse site that may use the soil for other beneficial purposes has not been located after reasonable efforts.

Proposed Amendments

2) Exempt specified excess soil management operations from a waste environmental compliance approval (ECA) subject to rules

- The following types of Class 1 soil management sites would be exempt from the need to obtain a waste ECA, with regulatory rules to be followed instead (**note**: this is a revised proposal from what was originally proposed in October 2023, under ERO 019-7636)

a) Aggregate reuse depots:

- The depot would be allowed to accept the following, to meet a realistic market demand:
 - dry excess soil that was used as an engineered aggregate product
 - dry excess soil composed primarily of material that will be used in an aggregate product
 - other materials (e.g., bricks, asphalt, glass, etc.) that were already part of an engineered aggregate product prior to excavation, or that will be used for making such a product at the depot
- Material can be processed using low-risk methods, including crushing (may be subject to other approvals, e.g., for air or noise)
- Procedures and operational requirements such as inspections, tracking, and recordkeeping would be required
- Maximum volume of material at any one time would be limited to 25,000m³ (inclusive of all material at the site)

Proposed Amendments

2) Exempt specified excess soil management operations from a waste environmental compliance approval (ECA) subject to rules - *continued*

a) Aggregate reuse depots - continued:

- Excess soil accepted at the site must be of a quality that can be readily reused in a range of aggregate operations (i.e., excess soil was not associated with any potentially contaminating activities (PCAs) or areas of potential environmental concern (APECs)), and if sampling was undertaken, soil was shown to meet community standards (with some exceptions for salt, asphalt-related contaminants, and naturally occurring exceedances)
- Could be operated on the same property as other depots (except for a small liquid soil depot) as long as they are distinct operations and the total amount of material managed across depots does not exceed 25,000m³
- Notice to the local MECP district office, as well as the municipality, would be required

Proposed Amendments

2) Exempt specified excess soil management operations from a waste environmental compliance approval (ECA) subject to rules – *continued*

b) Small liquid soil depots:

- Allowed material would include liquid soil from various project areas, including stormwater management ponds
- Maximum volume of **liquid** soil at any one time limited to 100m³, while maximum volume of **soil dewatered/solidified** at the depot would be limited to 200m³ ; daily receiving limit would be limited to 100m³ of liquid soil
- Storage of soil would be for a maximum of 6 months
- Material can be processed using low-risk methods (mixing, size-based sorting, passive dewatering, mixing with substances for dewatering/solidification with a QP retained)
- Before leaving the depots for reuse, excess soil would be required to be tested to minimum required frequencies and parameters (e.g., metals, PAHs, PHCs, VOCs, and others)
- Procedures and operational requirements such as tracking, inspections, site security, annual reports, operation manuals and closure plans would be required

Proposed Amendments

2) Exempt specified excess soil management operations from a waste environmental compliance approval (ECA) subject to rules – *continued*

b) Small liquid soil depots - continued:

- All liquid soil, as well as sewage resulting from the drying of soil, must be stored in leakproof containers on an impermeable surface to contain and prevent material from escaping into the natural environment
- Wastewater and liquid process residues must be discharged to a sanitary sewer or hauled to/discharged of at an approved wastewater treatment facility; if any sewage is drained into a ditch, drain, or waterbody, the depot would not qualify for an exemption from a waste ECA
- Notice to the local MECP district office, as well as the municipality, would be required

Proposed Amendments

3) Enhanced reuse opportunities for aggregate and stormwater management pond (SWMP) sediment

- Allow flexibility for reuse of excess soil that is part of engineered aggregate, as well as SWMP sediment, where it is either being reused as engineered aggregate or in an infrastructure-related undertaking. Flexibility will be in respect of the excess soil quality standards for asphalt road-related contaminants and naturally occurring exceedances:
- a) **Asphalt road-impacted aggregate or SWMP sediment**
 - Where exceedances of specific parameters (i.e., F3 and F4 petroleum hydrocarbons and polycyclic aromatic hydrocarbons) can be attributed specifically to an asphalt road, excess soil is deemed to meet the standards for those listed parameters if:
 - Excess soil is beneficially reused as engineered aggregate and finally placed in an asphalt road, or if SWMP sediment is being reused within a road right-of-way associated with an asphalt road
 - A QP determines that the exceedances are solely due to the presence of the asphalt road (either by exclusion of other potentially contaminating activities (PCAs) or areas of potential environmental concern (APECs), or sampling results being consistent with those expected for asphalt-related contamination)
 - Additional rules for final placement may be contemplated to ensure there is no adverse impact, including possible setbacks from water bodies

Proposed Amendments

3) Enhanced reuse opportunities for aggregate and stormwater management pond (SWMP) sediment – *continued*

b) Naturally occurring exceedances in aggregate

- Where exceedances of specific parameters are naturally occurring at a reuse site, excess soil is deemed to meet the standards for those listed parameters if:
 - Excess soil is beneficially reused as engineered aggregate, either directly from a project area or following storage at a Class 1/Class 2 site, or a local waste transfer facility
 - A QP completes a phase one environmental site assessment or assessment of past uses, and determines that the parameters is not associated with a PCA/APEC at the project area; in cases where a QP was not involved, the project leader has made reasonable efforts to take into consideration any past reports on past uses/activities respecting the project area, and reached the same conclusion
 - Where the excess soil has been sampled by a QP, or the excess soil is being transported from a Class 1 site, the concentrations of that parameter are consistent with those found naturally in new aggregate being sourced and regularly used locally in the area, as determined using publicly available evidence and documented by a QP
- This is in contrast to the currently allowed deeming provision in the Soil Rules for naturally elevated background concentrations, where the reuse site is required to be sampled by a qualified person to take advantage of the provision

Proposed Amendments

4) Allow greater reuse of soil to be coordinated between similar infrastructure projects

- Where soil is managed between project areas and reuse sites that are both infrastructure of the same type (e.g., road-to-road) and where the project leader is the same, that soil may be managed and reused without being subject to sections 3 to 5 of the regulation (including needing to meet the excess soil reuse standards).
- This will be permitted if all the following conditions are met:
 - The coordinated project areas and reuse sites are predetermined and identified as part of the same project planning process, and soil management activities are being undertaken concurrently as one coordinated effort across all of the project areas and reuse sites
 - The excess soil is being reused for a beneficial purpose
 - There is no visual or olfactory signs of contamination in respect of the soil being moved between the coordinated project areas and reuse sites
- Transportation requirements would continue to apply (e.g., hauling records), as well as any other requirements for on-site management at a project area (e.g., storage, processing)
- If soil is not being reused across the coordinated project areas and must be reused or disposed of elsewhere, it will be considered excess soil and subject to sections 3 to 5 of the regulation

Proposed Amendments

5) Reduce planning requirements for excess soil moved between infrastructure projects

- If a project leader for infrastructure project area is required to file a notice in the Excess Soil Registry under section 8 of the regulation, and is moving excess soil to another infrastructure-related undertaking, the project area would be exempt from all the reuse planning requirements (i.e., assessment of past uses, sampling and analysis, destination assessment report, tracking system) except filing a notice in the Excess Soil Registry, which would still be required.
- This differs from the current exemption in Schedule 2 from all reuse planning requirements for infrastructure project areas, since for this proposal, the reuse site with the infrastructure undertaking does not need to be owned by the same project leader or by a public body.

Proposed Amendments

6) Allow in-situ sampling for stormwater management pond (SWMP) sediment

- Where sampling and analysis is required, it is proposed that SWMP sediment could be collected in-situ and then tested, following the in-situ sampling frequencies in the regulation, subject to the following:
 - Minimum parameters to be analyzed would remain the same as provided in the Soil Rules for SWMP sampling requirements
 - Additional rules associated with the sampling and analysis plan would be included to ensure sampling remains representative, including the following:
 - Sampling must be planned (distribution, numbers and depth) to ensure representative results from throughout the pond and each zone
 - Post-dredging confirmatory sampling would be required to ensure results are still representative; frequency and parameters may be determined by the QP

Proposed Amendments

7) Other clarifications and corrections

- With regard to soil reused within the project area, the following clarifications are proposed to ensure the intended flexibility is clear:
 - Soil transported from a project area that is stored off-site temporarily, and then brought back to the project area for reuse, is treated as though it did not leave the project area once it returns (i.e., sections 3 to 5 of the regulation would not apply); other requirements would continue to apply (e.g., for off-site storage of excess soil)
 - Soil that is being relocated within a project area that is planned to be contiguous upon completion, may be relocated to another part of the project (even if it is not contiguous with the excavation area at the time of relocation).
 - In both cases above, transportation requirements would continue to apply

Proposed Amendments

7) Other clarifications and corrections – continued

- Excess soil that is temporarily used in an undertaking to facilitate development but does not remain at the reuse site permanently for final placement (e.g., a temporary road or driveway) would be treated the same as excess soil temporarily stored at a reuse site, and would not be required to meet the excess soil quality standards under sections 3 to 5 of the regulation. The following requirements would apply:
 - The area for temporary undertaking must be owned or operated by the same project leader as the project from which the excess soil originated
 - The excess soil must be removed from the temporary undertaking area no later than the date of completion of the undertaking
 - There is no visual or olfactory evidence of contamination in the excess soil

Proposed Amendments

7) Other clarifications and corrections – continued

- The rules for sampling when substances (such as conditioning agents) have been added to soil to facilitate excavation (e.g., for tunneling) or transportation would be clarified to ensure that these substances are included in sampling and analysis plans/reports, and that safety information related to these substances is documented
- The frequency at which samples must be analyzed for parameters that are included in the minimum parameter sampling list but are not contaminants of potential concern (COPCs) associated with a PCA or APEC, would be able to be reduced at the discretion of the qualified person. These parameters must still be analyzed and the revised analysis frequency would be required to be statistically significant and rationalized in the sampling and analysis plan. A minimum frequency as a percentage of the otherwise required frequency may be included in the final rules. The frequencies of excess soil sampling and analysis of contaminants of potential concern would remain unchanged

Proposed Amendments

7) Other clarifications and corrections – continued

- The definition of public body would be expanded to also include corporations established by municipalities under s. 203 of the *Municipal Act, 2001*
- The regulation would be amended as needed to allow the establishment of more than one type of depot by the same owner or operator at the same property or adjoining properties, with the exception of small liquid soil depots (i.e., another type of depot cannot be set up at the same or adjoining properties where a small liquid soil depot is set up)
- Other minor corrections, clarifications, or consequential amendments may also be considered to the Excess Soil Regulation, Reg 347 - General – Waste Management Regulation, and O. Reg. 153/04 – Records of Site Condition Regulation

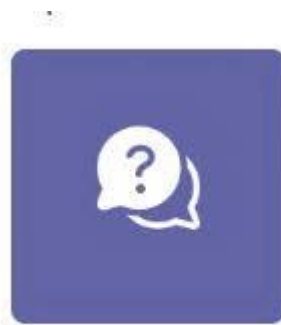
Proposed Amendments

8) Regional mapping of naturally occurring local background concentrations

- The ministry currently allows a site-by-site assessment of local background concentrations, as a way to meet the quality standards if there are naturally occurring exceedances in excess soil. We are seeking initial input on a mapped approach for this deeming provision, to provide greater flexibility for reuse and avoid site-by-site assessments.
- The approach would:
 - Enable municipalities/other public bodies to develop regional maps to delineate an area with naturally occurring exceedances of a specified parameter, and the concentration that represents the local background condition for that parameter
 - Mapping may also set out an area to which the local background condition would apply, which may vary to a limited and reasonable extent from the actual area of the exceedances, to provide a practical boundary for relocation and reuse of soil
 - A study to support the mapping would be expected to meet certain criteria (e.g., document multiple lines of evidence, not include anthropogenic sources of contaminants, have statistically reliable results, etc.)
 - Maps would need to be reviewed and accepted in writing by an MECP director
- **Note:** This proposal is not expected to be finalized at the same time as other proposed amendments, as it may require further discussion prior to implementation

Questions?

Please use the “Q&A” feature (click tab at the top of the screen) to enter your questions



Q&A

Closing Remarks

- Please provide comments through the ERO or by email to MECP.landpolicy@ontario.ca , by **November 21, 2024**
- Thank you for your time and questions today



Administration Centre: 400 Clyde Road, P.O. Box 729 Cambridge, ON N1R 5W6

Phone: 519-621-2761 Toll free: 1-866-900-4722 Fax: 519-621-4844 www.grandriver.ca

October 28, 2024

Office of the Municipal Clerk
Township of Puslinch
7404 Wellington Road 34
Puslinch ON N0B 2J0

By email: admin@puslinch.ca
choytfox@puslinch.ca

Dear Township of Puslinch,

Re: 2025 Grand River Conservation Authority Draft Budget for Consultation

Please be advised that the General Membership of the Grand River Conservation Authority (GRCA) approved the GRCA's Budget 2025 Draft #1 for consultation purposes at their meeting on October 25, 2024. The approved motion is as follows:

THAT Report Number GM-10-24-87 – Budget 2025 – Draft #1 be approved for consultation purposes, circulated to all participating municipalities, and posted to the GRCA website.

This consultation circulation is required under [Ontario Regulation 402/22: Budget and Apportionment](#) which came into effect July 1, 2023, and sets out requirements for Conservation Authority budgets and municipal apportionment.

The attached report and draft 2025 budget outline the programs and services of the GRCA and how those programs are expected to be funded in 2025. Also attached is the municipal apportionment information.

This draft budget includes a total municipal apportionment amount of \$13,757,000 which represents a 3.5% increase over 2024. Municipal apportionment of General Operating Expenses, Category 1 Operating Expenses, and Category 2 Operating Expenses have been allocated to participating municipalities using Modified Current Value Assessment (MCVA) information in the watershed, which was provided by the Ministry of Natural Resources (MNR).

Under O.Reg.402/22, municipal apportionment and the budget must be approved at separate meetings. The Municipal Apportionment vote is scheduled to occur at the GRCA General Membership meeting on January 24, 2025, and the Final 2025 Budget vote is scheduled for the meeting on February 28, 2025.

Should you have any questions or feedback concerning the draft budget or municipal apportionment, please contact the undersigned.

Sincerely,

A black rectangular box redacting the signature of Karen Armstrong.

Karen Armstrong,
Deputy CAO/ Secretary-Treasurer

Grand River Conservation Authority

Report number: GM-10-24-87

Date: October 25, 2024

To: Members of the Grand River Conservation Authority

Subject: Budget 2025 – Draft #1

Recommendation:

THAT Report Number 10-24-87 – Budget 2025 - Draft #1 be approved for consultation purposes, circulated to all participating municipalities, and posted to the GRCA website.

THAT staff be directed to forward correspondence regarding the Minister's direction to freeze planning and regulations user fees to the Minister of Natural Resources and Forestry.

Summary:

This report summarizes the first draft of the 2025 Budget. The final budget for 2025 will be presented for approval at the February 28, 2025 Annual General Meeting. See Budget 2025 Timetable (Appendix A) for additional details on budget timelines.

Budget 2025-Draft #1 reflects the continuation of programs and services delivered in 2024 and maintains breakeven results. Total draft expenditures for 2025 are \$37,907,688 (2024: \$36,902,214). Preliminary budget financial figures are outlined in Appendix G which includes the Statement of Operations and detailed Program and Services statements. The individual programs and services budgets have been categorized as Operating, Major Maintenance and Equipment, and Special projects.

Grand River Conservation Authority (GRCA) programs and services are funded by:

- Municipal Apportionment
- Municipal Funding as per Memorandum of Understandings (MOUs)
- Other Municipal Funding (by special agreements)
- Provincial and Federal Grants
- Self-Generated Revenue
- Funding from Reserves

Overall, the municipal funding request has been increased by 3.5% (or \$465,000) to \$13,757,000 in 2025. For a breakdown of municipal funding by Category 1, 2, and general operating expenses see Appendix C "Budget 2025 Municipal funding breakdown".

As required under *O.Reg. 687/21 Transition Plans and Agreements for Programs and Services Under Section 21.2.2 of the Act*, the GRCA has developed an Inventory of Programs and Services based on the categories identified in the Regulation. These categories include: (1) Mandatory, (2) Municipally requested, (3) Other (Authority determines are advisable), and General Operating Expenses.

Appendix B "Programs & Services Inventory" outlines the expenditures and funding sources applicable to each category, along with the reallocation of program surplus between programs and services.

Appendix D "Summary of Municipal Apportionment" details the municipal apportionment and Memorandum of Understanding (MOU) funding requests by participating municipalities.

TABLE A -BUDGET 2025 EXPENDITURES

	2025	2024	Increase/(decrease)
<u>EXPENDITURES</u>			
Operating Expenses	\$30,904,688	\$30,098,214	\$806,474
Capital Expenses	\$6,053,000	\$4,674,000	\$1,379,000
Special Projects	\$950,000	\$2,130,000	(\$1,180,000)
TOTAL	\$37,907,688	\$36,902,214	\$1,005,474

Note: Use of the term capital expenses for spending that is funded with municipal apportionment refers to major maintenance, water control structure studies, or water management equipment.

Report:

A. CONSERVATION AUTHORITIES ACT - NEW REGULATIONS Jan 1, 2024

The Conservation Authorities Act (CA Act) outlines three categories of programs and services: (1) Mandatory, (2) Municipally requested, and (3) Other (Authority determines are advisable).

O. Reg. 402/22 - Budget and Apportionment defines “general operating expense or capital cost” as an operating expense or capital cost that is not related to the provision of a program or service that an authority provides. The regulations require that these costs be identified separately, and municipal funding be apportioned using Modified Current Value Assessment (MCVA).

O. Reg. 402/22 requirements came into force for the 2024 budget process. See Appendix A – Budget 2025 Timetable for timeline details. This regulation outlines Four Phases to the budget process

- Phase 1: Categorizing revenue and expenses as per the categories listed above, and amounts of municipal apportionment
- Phase 2: Board approval of draft budget for consultation (vote required), distribution to participating municipalities, and posting on the GRCA’s Governance section on the website. Consultation with municipalities will occur as required.
- Phase 3: Board apportionment approval process (weighted vote required)
- Phase 4: Final budget approval process (vote required)

B. OPERATING BUDGET

In general, the 2025 budget assumes the same level of program and service delivery as provided in 2024. Any exceptions to specific program areas are included in the commentary below as applicable.

(a) Resource Planning

- Resource Planning fee revenue declined in 2024 and therefore this draft of the budget reduced revenue by \$70,000.
- Compensation and benefits costs reduced by \$70,000 to recognize vacancy, rate savings which have occurred historically.

(b) Residential Property Rental Program

- The Residential Property Rental Program is in the process of winding down. The budgeted 2025 revenue of \$115,000 assumes no decrease in occupancy during 2025.
- The budgeted net result for this program is a \$28,000 surplus.

(c) Outdoor Environmental Education

- Negotiations with school boards for 2024/25 contracts have been completed. The first draft of the budget assumes that 2024/25 school contracts will be extended for the 2025/26 school year. This draft does not include any community or day camp program delivery. Decisions regarding the future format and scope of the Outdoor Environmental Education program will be incorporated into future budget drafts as applicable.

(d) Conservation Areas

- Conservation Area 2025 budgeted revenue of \$11,200,000 is approximately \$1,000,000 less than projected revenue of \$12,200,000 for 2024.
- Operating expenses have been increased by \$500,000.
- Conservation Area program and services expenses have been expanded to include 100% of Manager of Conservation Area Operations, 50% of Luther Marsh operations, and 100% of hazard tree management in the Conservation Areas. The funding for these three additional components is being funded with surplus from other Category 3 programs. These expenses have been increased by \$34,000 (from \$510,000 to \$544,000)
- The Conservation Areas budget excludes any allocation for corporate services overhead expenses.
- The revenue and cost assumptions will be revisited once actuals for the full 2024 season are available. Any adjustments to operating revenue or expenses will be the transfer to/from the Conservation Areas Reserve.

(e) Investment Income

- Income increased \$100,000 due to higher interest being earned on cash balances.

(f) Section 39 Funding

- It is assumed that there will no cutbacks in the provincial Section 39 grant for the period April 1, 2025 to March 31, 2026 and therefore the Section 39 grant amount is anticipated to remain at \$449,688.

(g) Municipal Apportionment Funding

- The 2025 Budget includes \$12,705,000 of funding for Category 1 Mandatory Programs and General Operating Expenses along with \$1,052,000 for Category 2 MOU Programs for a total of \$13,757,000 which is a \$465,000 (or 3.5%) increase over the 2024 Apportionment of \$13,292,000.

(h) Surplus Assumption

- The draft budget assumes a \$100,000 surplus carry forward from 2024. If additional surplus is applicable, staff will recommend that it be incorporated in the final budget and primarily used for non-recurring expense demands (i.e. consulting, professional development, and other administrative costs).

(i) Transition Reserve (created in 2021)

- The purpose of the reserve is to fund expenditures related to the transitioning of the GRCA to new provincial regulations requirements and/or fund costs related to managing expenses impacted by COVID-19 or revenue losses due to COVID-19. As at December 31, 2023, the reserve balance is approximately \$2.6 million.
- The strategy for Budget 2025 draft #1 is to utilize the transition reserve to fund one staff position (\$100,000) and to fund the Outdoor Environmental Education program deficit (\$353,000).

(j) Compensation and Benefits and Staffing:

- The 2025 draft budget includes a 5% increase for compensation and benefits which allows for a general wage increase, grid steps within wage scales, market adjustments, and benefit cost increases. One finance position has been eliminated from the budget. One administrative position is being added to the budget.

(k) Source Protection Program

- The province has identified that this program is considered a Category 1 mandatory program that is required to be delivered by Conservation Authorities. The GRCA has a contract for the period April 1, 2024 to March 31, 2027 (3 years). The 2025 budget reflects spending requirements in accordance with the contract.

C. CAPITAL & MAJOR MAINTENANCE BUDGET

(a) Major Maintenance Spending Water Control Structures

- The budget is set at \$3,000,000. Any increases in spending required can be funded with the Water Control Structures reserve and/or the Land Sale Proceeds reserve. Government funding included in budget 2025 relates to provincial Water and Erosion Control Infrastructure (WECI) funding which is subject to provincial approval of projects. Changes to this budget line will not impact the request for municipal funding. Any additional spending will be funded with WECI funding or reserves.

(b) Capital Spending Conservation Areas

- The budget is set at \$2,000,000. This spending is budgeted to be funded with \$1,500,000 of fee revenue and \$500,000 from the conservation area reserve. Future budget drafts will be revised as capital projects are prioritized. Any increases in budgeted spending will be facilitated by either increased revenue or use of the conservation area reserve. Any decrease in budgeted expenses would be offset by a transfer to the conservation reserve.

(c) Water Monitoring Equipment and Flood Forecasting and Warning Expenses

- The budget is being held constant at \$300,000. The gauge reserve will be used to fund \$100,000 of total costs and the remaining costs will be funded with Category 1 Municipal Apportionment funding.

(d) Information Systems and Motor Pool

- Costs of \$429,000 for Information Systems and \$324,000 for Motor Pool represent the costs not funded through internal cost allocations to programs and services and are funded through the IS reserve and MP reserve respectively. See Appendix G 'P&S #16 - Supplemental Information – IS and MP' for detailed expense information.

D. SPECIAL PROJECTS

(a) Special projects do not rely on Municipal Apportionment funding.

(b) This draft of the budget only includes items that are known or highly likely to be undertaken and a cost can be estimated. At present, the budget includes \$950,000 in spending. By the time the 2025 budget is finalized, special project spending, along with matching revenue, is expected to increase as projects are approved and carryover amounts are confirmed.

(c) The \$950,000 in special projects included in this draft budget are:

- \$800,000 Rural Water Quality Capital Grants
- \$45,000 Brant/Brantford Children's Water Festival
- \$35,000 Mill Creek Rangers Project
- \$70,000 Species at Risk

(d) New Guelph Lake Nature Centre Building

This project is anticipated to be completed by end of 2024. The final budget draft may incorporate costs if the project is not completed. Funding will be provided by donations and may potentially require the use of GRCA reserves.

E. RESERVES

For 2025, reserves are budgeted to decrease by \$826,500. Significant budgeted drawdowns to reserves include: \$750,000 for Water Control Major Maintenance projects, \$500,000 for Conservation Area capital projects, \$353,000 to fund the Environmental Education deficit, \$270,000 to fund two staff positions, \$429,000 for Information Systems, and \$324,000 for Motor Pool. See Appendix E 'Summary of Reserves' for details of reserve movements budgeted for 2025. Interest income of \$2,050,000 is expected to be transferred into reserves. The use of reserves is integral to GRCA operations. The GRCA sets aside certain funds to reserves (i.e. Land Sale Proceeds, Hydro Revenue, Interest Earned on Reserves) in order to be able to draw upon these reserves at a later date in accordance with either legislative mandates and/or board-approved use. The Programs & Services Inventory expenditures includes \$66,500 in transfer of Hydro revenue to the capital reserve (Appendix B).

Reserves can be viewed as:

- Planned savings set aside for future capital projects (facilitates smoothing of funding requests)
- Surpluses set aside for future operating or capital needs (i.e. Conservation Area revenue in excess of budget)
- Contingency funds for unplanned expenditures
- Legislated amounts to be used in accordance with regulations (i.e. land sale proceeds)

A detailed report on reserves will be presented at the November 22, 2024 meeting.

F. CATEGORY 2 – WATERSHED SERVICES

The programs and services included under watershed services are:

- Subwatershed Studies
- Conservation Services
- Water Quality
- Water Quality - Wastewater Optimization Program
- Water Quality - Groundwater Resources
- Watershed Sciences and Collaborative Planning

See Appendix F 'Budget 2025 Category 2 - Watershed Services Program Breakdown'

All participating municipalities entered into a Memorandum of Agreement with the GRCA to provide the above listed services.

G. MUNICIPAL APPORTIONMENT

Where municipal funding is applicable, namely, Category 1, 2, and General Operating Expenses, the methodology of apportionment used is Modified Current Value Assessment (MCVA) on the basis that there is a watershed benefit for all participating municipalities from the programs and services. See Appendix D 'Budget 2025 Summary of Municipal Apportionment' for details.

The methodology for calculating the MCVA and distributing apportionment is outlined *in O. Reg. 402/22 Section (7)*. Five-year agreements with participating municipalities for Category

2 programs and services outline that net costs be allocated same as Category 1, namely, the MCVA method.

OTHER MAJOR ASSUMPTIONS

- (a) Cottage Lot Rental Program revenue increased by 2.0%.
- (b) Total Insurance expense increased by 5% or \$35,000 to reflect 2024 rate increases and projected 2025 rate increases.
- (c) Total Property Tax expense increased 3% or \$15,000.
- (d) Administrative expense related to computer charge-out rates increased 7% or \$100,000
- (e) Other Operating expenses increased between 0% and 3% as applicable.
- (f) Motor Pool charge-out rates held constant.

H. SIGNIFICANT OUTSTANDING BUDGET ITEMS

- (a) Year 2024 Carry forward Adjustments
2024 Surplus carry forward - this draft of the 2025 Budget assumes a \$100,000 surplus carryover from year 2024. The actual "2024 Net Surplus" will be incorporated into the 2025 budget.
- (b) 2024 Special Projects carry forward
Any projects commenced in year 2024 and not completed by December 31, 2024 will be carried forward and added to Budget 2025 (i.e. both the funding and the expense will be added to Budget 2025 and therefore these adjustments will have no impact on the breakeven net result).
- (c) Water Control Structures Major Maintenance Expenditures
A final determination of the amount of spending to be added to the Budget 2025 (i.e. unspent amounts from 2024, new projects) will be made, including use of reserves for 2025 projects. Any decisions to increase spending should not impact the general municipal apportionment request but would be funded with reserves, WECl funding, and/or new funding sources, as applicable.
- (d) Conservation Area Revenue and Expenses
Final revenue, operating, and capital expense figures are to be determined following the year-end actuals review.
- (e) Outdoor Environmental Education
Final revenue and operating expense figures are to be determined following further information on program delivery developments.

The following are attached:

- Appendix A: Budget 2025 Timetable
- Appendix B: Budget 2025 Program and Services Inventory
- Appendix C: Budget 2025 Municipal Funding Breakdown
- Appendix D: Budget 2025 Summary of Municipal Apportionment
- Appendix E: Budget 2025 Summary of Reserves
- Appendix F: Budget 2025 Category 2 - Watershed Services Program breakdown
- Appendix G: Statement of Operations & Detailed Programs and Services Statements

Financial Implications:

Budgeted spending for 2025 is \$37,857,688 (2024: \$36,902,214) before transfer of \$66,500 to reserves. This first draft of the budget includes a municipal apportionment (levy) increase of \$465,000 (or 3.5%).

The main budgetary challenges faced by the GRCA are:

- Cost pressures created by the economic environment including inflation, supply chain issues, and labour force shortages.
- Conservation Area operating revenue is impacted by fluctuations in consumer demand and weather conditions which are difficult to predict.
- Aging infrastructure in the Conservation Areas and Nature Centre facilities.
- Increased demands on managing passive lands (i.e. land use decisions, hazard tree management, trespassing, infrastructure).
- Keeping pace with digital innovation and technological advancements.

Other Department Considerations:

None

Prepared by:

Sonja Radoja
Manager of Corporate Services

Karen Armstrong
Deputy CAO/Secretary-Treasurer

Approved by:

Samantha Lawson
Chief Administrative Officer

Budget 2025 Timetable

September 27, 2024:	Timelines and Preliminary Considerations
October 25, 2024:	Draft Budget #1 to General Meeting and Board approval of the draft budget for consultation purposes
November 2024:	Distribute Draft Budget #1 to Participating Municipalities and post it on the GRCA website in the Governance section
Nov & Dec 2024:	Consultation with Participating Municipalities as requested
December 13, 2024:	Board Motion to send 30 days' notice to Participating Municipalities of Municipal Apportionment Vote at January 26, 2024 General Meeting
December 20, 2024:	Send Notice to Participating Municipalities of Municipal Apportionment Vote and include apportionment amounts and most recent draft Budget
Jan 24, 2025:	Draft Budget #2 to General Meeting and Municipal Apportionment Vote – weighted majority and recorded. Once approved, distribute to Participating Municipalities.
Feb 28, 2025:	Final 2025 Budget Vote – weighted majority (as per by-law) and recorded. Once approved, distribute to Participating Municipalities, post on the GRCA website, and send to MNR

Appendix B

Grand River Conservation Authority

PROGRAMS AND SERVICES INVENTORY BUDGET 2025

Programs & Services Inventory		TOTAL EXPENDITURES (includes transfers to reserves)	MUNICIPAL APPORTIONMENT/ Cat 2-MOA FUNDING	MUNICIPAL- OTHER	SELF-GENERATED REVENUE	PROVINCIAL & FEDERAL GRANTS	Funding from RESERVES	Programs & Services SURPLUS allocation	TOTAL REVENUE (after P&S surplus allocation)	NET RESULT
CATEGORY 1	Watershed Management	1,028,100	915,600			37,500	75,000		1,028,100	-
	FFW & Flood Plain Mapping	1,291,000	1,101,662			164,338	25,000		1,291,000	-
	Water Control Structures	5,490,700	2,785,350			1,735,350	970,000		5,490,700	-
	Resource Planning	2,747,600	1,823,600		924,000				2,747,600	0
	Conservation Lands Management	2,981,900	2,739,900		42,000		200,000		2,981,900	0
	Source Protection Planning	780,000	-			780,000			780,000	-
	Total Category 1	14,319,300	9,366,112		966,000	2,717,188	1,270,000	-	14,319,300	0
			65%	0%	7%	19%	9%	0%	100%	
General Operating	General Operating Expenses (note 5)	4,668,688	3,338,888		350,000		818,000	161,800	4,668,688	-
			72%	0%	7%	0%	18%	3%	100%	
CATEGORY 2	CATEGORY 2 Watershed Services	1,973,000	1,052,000	850,000	-	70,000	1,000		1,973,000	-
			53%	43%	0%	4%	0%	0%	100%	
CATEGORY 3	Burford Tree Nursery & Planting Services	1,012,400			680,000			332,400	1,012,400	-
	Conservation Services (Special Projects)	166,200		10,000	35,000	65,000		56,200	166,200	-
	Outdoor Environmental Education	953,000			600,000		353,000	-	953,000	-
	Property Rentals	1,109,700			3,130,000			(2,020,300)	1,109,700	-
	Hydro Production	162,000			530,000			(368,000)	162,000	-
	Conservation Areas	12,316,000			11,271,000		501,000	544,000	12,316,000	-
	Administrative Support (note 6)	1,293,900						1,293,900	1,293,900	-
Total Category 3	17,013,200	-	10,000	16,246,000	65,000	854,000	(161,800)	17,013,200	-	
			0%	0%	95%	0%	5%	-1%	100%	
TOTAL Programs & Services		37,974,188	13,757,000	860,000	17,562,000	2,852,188	2,943,000	-	37,974,188	0
			36%	2%	46%	8%	8%	0%	100%	

NOTE 1, NOTE 4

NOTE 2

NOTE 3

COMMENTARY:

- NOTE 1 Total Programs & Services expenditures (includes transfers to reserves) is funded 36% by the combined total of mandatory municipal apportionment and Category 2 MOA municipal funding.
- NOTE 2 Almost 50% of total expenses is funded with self-generated revenue.
- NOTE 3 Category 3 'Property Rentals' and 'Hydro Production' generate a surplus which is allocated to Category 3 programs and General Operating expenses to achieve breakeven results for each P&S.
- NOTE 4 In 2024 Municipal funding totalled \$13,292,000. Therefore Municipal funding is increasing by \$465,000 (or 3.5%) to \$13,757,000 in 2025 compared to 2024.
- NOTE 5 **General Operating Expenses** include administrative expenses related to Office of the CAO, communications, capital support, finance, payroll, human resources, Health and Safety, head Office facility, and other administrative expenses that support the provision of programs and services.
- NOTE 6 **Administrative Support** includes administrative expenses related to finance, communications, capital support and other administrative expenses that support category 3 programs and services.

Grand River Conservation Authority

MUNICIPAL FUNDING BREAKDOWN (note 1)
BUDGET 2025

	2024 Municipal Apportionment	2025 Municipal Apportionment
CATEGORY 1 - Mandatory General Operating Expenses	8,964,112	9,366,112
CATEGORY 2 - Municipally Requested MOU's	1,017,000	1,052,000
	13,292,000	13,757,000
	<i>dollar Increase</i>	465,000
	<i>percentage Increase</i>	3.5%

Note 1

Funding under special agreements with Municipalities is not included in above municipal funding breakdown (i.e. RWQP, Subwatershed studies)

**Grand River Conservation Authority
Summary of Municipal Apportionment - 2025 Budget**

DRAFT - October 25, 2024

	% CVA in Watershed	2024 CVA (Modified)	CVA in Watershed	CVA-Based Apportionment	2025 Budget General Operating Expenses*	2025 Budget Category 1 Operating Expenses*	2025 Budget Category 2 Operating Expenses*	2025 Budget Total Apportionment	2024 Actual Total Apportionment	% Change
Brant County	82.9%	7,956,819,370	6,596,203,258	3.03%	101,217	283,929	31,891	417,037	395,639	5.4%
Brantford C	100.0%	16,110,222,385	16,110,222,385	7.40%	247,206	693,453	77,888	1,018,547	987,407	3.2%
Amaranth Twp	82.0%	858,651,370	704,094,123	0.32%	10,804	30,307	3,404	44,515	42,773	4.1%
East Garafraxa Twp	80.0%	698,985,395	559,188,316	0.26%	8,581	24,070	2,704	35,355	32,895	7.5%
Town of Grand Valley	100.0%	637,941,807	637,941,807	0.29%	9,789	27,460	3,084	40,333	39,251	2.8%
Melancthon Twp	56.0%	636,708,237	356,556,612	0.16%	5,471	15,348	1,724	22,543	21,692	3.9%
Southgate Twp	6.0%	1,226,384,688	73,583,081	0.03%	1,129	3,167	356	4,652	4,386	6.1%
Haldimand County	41.0%	7,744,135,997	3,175,095,759	1.46%	48,721	136,670	15,351	200,742	192,819	4.1%
Norfolk County	5.0%	9,992,562,732	499,628,137	0.23%	7,667	21,506	2,416	31,589	30,988	1.9%
Halton Region	10.6%	50,597,805,213	5,374,240,578	2.47%	82,466	231,330	25,983	339,779	325,623	4.3%
Hamilton City	26.8%	99,914,929,873	26,727,243,741	12.28%	410,121	1,150,455	129,219	1,689,795	1,639,233	3.1%
Oxford County	35.9%	4,736,170,991	1,700,479,619	0.78%	26,093	73,196	8,221	107,510	105,841	1.6%
North Perth T	2.0%	2,555,744,512	51,114,890	0.02%	784	2,200	247	3,231	3,115	3.7%
Perth East Twp	40.0%	2,138,784,312	855,513,725	0.39%	13,128	36,825	4,136	54,089	52,608	2.8%
Region of Waterloo	100.0%	110,087,538,563	110,087,538,563	50.59%	1,689,258	4,738,637	532,243	6,960,138	6,710,728	3.7%
Centre Wellington Twp	100.0%	5,678,028,668	5,678,028,668	2.61%	87,128	244,407	27,452	358,987	344,247	4.3%
Erin T	49.0%	2,665,324,254	1,306,008,884	0.60%	20,040	56,216	6,314	82,570	80,462	2.6%
Guelph C	100.0%	29,061,812,848	29,061,812,848	13.36%	445,944	1,250,945	140,506	1,837,395	1,788,751	2.7%
Guelph Eramosa Twp	100.0%	3,023,807,383	3,023,807,383	1.39%	46,399	130,158	14,619	191,176	186,515	2.5%
Mapleton Twp	95.0%	1,950,508,544	1,852,983,117	0.85%	28,433	79,760	8,959	117,152	114,764	2.1%
Wellington North Twp	51.0%	1,881,548,776	959,589,876	0.44%	14,725	41,305	4,639	60,669	58,619	3.5%
Puslinch Twp	75.0%	2,935,530,680	2,201,648,010	1.01%	33,784	94,768	10,644	139,196	133,644	4.2%
Total		363,089,946,596	217,592,523,382	100.00%	3,338,888	9,366,112	1,052,000	13,757,000	13,292,000	3.5%

*Operating Expenses include maintenance of capital infrastructure, studies, and/or equipment.

Appendix E

Grand River Conservation Authority

BUDGET 2025 - SUMMARY of RESERVES

General Meeting - October 25, 2024

	BUDGET 2024	"NET CHANGE" INCREASE/(DECREASE) 2024 VS 2025	DETAILS OF "NET CHANGE" BUDGET 2025			BUDGET 2025
			Transfer In (Interest Income)	Transfer In	Transfer Out Description of Transfer	
Type A: GRCA Controlled						
Operating Reserves (designated)						
Property & Liability Insurance	291,417	10,000	10,000			301,417
Building & Mechanical Equipment	1,393,443	50,000	50,000			1,443,443
Small Office Equipment	0	0	0			0
Personnel	1,279,167	(20,000)	45,000		(65,000) OUT- Vacation Accrual, Wages	1,259,167
Transition	2,320,308	(353,000)	100,000		(453,000) OUT-\$100K Staff Position, \$353,000 Environmental Education	1,967,308
Forestry	1,586,205	50,000	50,000			1,636,205
Information Systems and Technology	976,899	(384,000)	45,000	1,532,000	(1,961,000) IN-Chargebacks; OUT-Operating/Capital costs	592,899
Cottage Operations	1,321,831	50,000	50,000			1,371,831
Grand River Watershed Management Plan	123,589	5,000	5,000			128,589
Planning Enforcement	567,652	20,000	20,000			587,652
Property Rental Expenses	820,090	35,000	35,000			855,090
Watershed Restoration	345,225	10,000	10,000			355,225
Master Planning	462,298	20,000	20,000			482,298
Water Management Operating NEW-2022	1,078,942	(130,000)	40,000		(170,000)	948,942
Motor Pool Equipment	1,315,460	(264,000)	60,000	1,400,000	(1,724,000) IN-Chargebacks;OUT-Operating/Capital costs	1,051,460
Motor Pool Insurance	99,821	4,000	4,000			103,821
Capital Reserves (designated)						
Water Control Structures	3,136,063	80,000	130,000		(50,000) OUT-Water Control Structures major repairs	3,216,063
Cambridge Desiltation Pond	3,967	(1,000)	0		(1,000) OUT-Cambridge Desiltation Pond costs	2,967
Completion of Capital Projects	162,000	0				162,000
Conservation Areas-Stabilization/Capital Gauges	8,291,029	(180,000)	320,000		(500,000) OUT-Cons Area Capital costs	8,111,029
	950,910	(60,000)	40,000		(100,000) OUT-Gauge costs	890,910
Capital Reserves (undesignated)						
General Capital Reserve	1,609,071	116,500	50,000	66,500	IN-Hydro Generation Revenue	1,725,571
Total Type A: GRCA Controlled	28,135,387	(941,500)	1,084,000	2,998,500	(5,024,000)	27,193,887
Type B: Reserves with Outside Control/Interest						
With MNRF Interest (Capital Reserves)						
Gravel	279,315	9,000	10,000		(1,000) OUT-Gravel Pit License	288,315
Land Sale Proceeds Reserve	23,618,711	90,000	940,000		(850,000) OUT-\$100K Demolition costs, \$750K Water Control Structure Projects	23,708,711
With School Board Interest (Operating Reserves)						
App's Nature Centre	79,501	3,000	3,000			82,501
Laurel Creek Nature Centre	121,762	5,000	5,000			126,762
Guelph Lake Nature Centre	149,181	4,000	4,000			153,181
Taquanyah Nature Centre	24,102	1,000	1,000			25,102
Shade's Mills Nature Centre	84,014	3,000	3,000			87,014
Total Type B: Outside Control/Interest	24,356,586	115,000	966,000	0	(851,000)	24,471,586
TOTAL	\$52,491,973	(826,500)	\$2,050,000	\$2,998,500	(\$5,875,000)	\$51,665,473

Grand River Conservation Authority

CATEGORY 2 - WATERSHED SERVICES PROGRAM BREAKDOWN
BUDGET 2025

Programs & Services	Cost	Offsetting Funding	NET COST	Description of Offsetting Funding
Sub-watershed Services	\$ 291,000	\$ (50,000)	\$ 241,000	Municipal Funding
Conservation Services	\$ 1,435,000	\$ (870,000)	\$ 565,000	Municipal & Federal Funding
Water Quality	\$ 151,000	\$ (1,000)	\$ 150,000	Reserves
Water Quality - Waste Water Optimization Program	\$ 87,600	\$ -	\$ 87,600	
Water Quality - Groundwater Resources	\$ 8,400	\$ -	\$ 8,400	
Watershed Sciences & Collaborative Planning *				
TOTAL	\$ 1,973,000	\$ (921,000)	\$ 1,052,000	

* Costs related to this activity integrated in the above listed programs and services.

**GRAND RIVER CONSERVATION AUTHORITY
STATEMENT OF OPERATIONS
BUDGET 2025**

Appendix G

	New Regulations Category	P&S Ref #	NEW REGS Budget 2023 (draft Oct)	NEW REGS Budget 2024	NEW REGS Budget 2025
<u>REVENUE</u>					
<u>Municipal</u>					
Municipal Apportionment	Category 1	various	11,976,000	12,275,000	12,705,000
Memorandums of Understanding Apportionment	Category 2	various	992,000	1,017,000	1,052,000
Other	Category 2 & 3	8	850,000	940,000	860,000
			13,818,000	14,232,000	14,617,000
<u>Government Grants</u>					
MNRF Transfer Payments	Category 1	various	449,688	449,688	449,688
Source Protection Program-Provincial	Category 1	various	640,000	834,000	780,000
Other Provincial	Category 1	various	737,500	737,500	1,487,500
Other Provincial	Category 2	8	0	130,000	0
Other Provincial	Category 3	10	30,000	100,000	65,000
Federal	Category 1 & 2	various	40,000	155,000	70,000
			1,897,188	2,406,188	2,852,188
<u>Self Generated</u>					
User Fees and Sales					
<i>Resource Planning</i>	Category 1	4	1,144,000	994,000	924,000
<i>Burford Operations & Planting Services</i>	Category 3	9	580,000	680,000	680,000
<i>Conservation Lands Income</i>	Category 3	14	71,000	71,000	71,000
<i>Conservation Lands Income</i>	Category 1	5	15,000	15,000	15,000
<i>Conservation Areas User Fees</i>	Category 3	14	10,000,000	10,700,000	11,200,000
<i>Environmental Education</i>	Category 3	11	500,000	600,000	600,000
Property Rentals	Category 3	12	2,981,000	3,038,000	3,130,000
Hydro Generation	Category 3	13	580,000	580,000	530,000
Grand River Conservation Foundation	Category 1,2,3	various	27,000	662,000	62,000
Investment Income	General Operating	7	1,350,000	2,200,000	2,300,000
Total Self-Generated Revenue			17,248,000	19,540,000	19,512,000
TOTAL REVENUE			32,963,188	36,178,188	36,981,188

**GRAND RIVER CONSERVATION AUTHORITY
STATEMENT OF OPERATIONS
BUDGET 2025**

Appendix G

	New Regulations Category	P&S Ref #	NEW REGS Budget 2023 (draft Oct)	NEW REGS Budget 2024	NEW REGS Budget 2025
<u>EXPENSES</u>					
OPERATING					
Watershed Management	Category 1	1	1,276,000	1,146,100	918,100
Flood Forecasting and Warning	Category 1	2	895,000	911,000	1,101,000
Water Control Structures	Category 1	3	2,143,200	2,128,700	2,490,700
Resource Planning	Category 1	4	2,551,800	2,679,600	2,747,600
Conservation Lands Management	Category 1	5	2,954,600	2,871,900	2,981,900
Source Protection Program	Category 1	6	640,000	834,000	780,000
General Operating Expenses	General Operating	7	3,495,788	4,267,714	3,915,688
Watershed Services	Category 2	8	1,043,000	1,068,000	1,103,000
Burford Operations & Planting Services	Category 3	9	867,300	992,900	1,012,400
Conservation Services	Category 3	10	81,200	82,200	86,200
Environmental Education	Category 3	11	775,100	912,000	953,000
Property Rentals	Category 3	12	1,095,200	1,109,200	1,109,700
Hydro Production	Category 3	13	95,500	95,500	95,500
Conservation Areas	Category 3	14	9,037,000	9,782,000	10,316,000
Administrative Support	Category 3	15	1,198,000	1,217,400	1,293,900
Total OPERATING Expenses			28,148,688	30,098,214	30,904,688
MAJOR MAINTENANCE & EQUIPMENT Expenses					
Watershed Management	Category 1	1	110,000	110,000	110,000
Flood Forecasting and Warning	Category 1	2	190,000	190,000	190,000
Water Control Structures	Category 1	3	1,500,000	1,500,000	3,000,000
Conservation Areas	Category 3	13	2,000,000	2,000,000	2,000,000
Information Systems	General Operating	16	290,000	459,000	429,000
Motor Pool	General Operating	16	14,000	415,000	324,000
Total Capital Expenses			4,104,000	4,674,000	6,053,000
SPECIAL					
Flood Forecasting and Warning	Category 1	2	0	250,000	0
Resource Planning	Category 1	4	0	0	0
Conservation Lands	Category 1	5	0	100,000	0
Watershed Services	Category 2	8	800,000	1,095,000	870,000
Conservation Services	Category 3	10	40,000	185,000	80,000
Environmental Education	Category 3	11	0	500,000	0
Total SPECIAL PROJECTS Expenses			840,000	2,130,000	950,000
Total Expenses			33,092,688	36,902,214	37,907,688
Gross Surplus			(129,500)	(724,026)	(926,500)
Prior Year Surplus Carryforward			100,000	537,526	100,000
Net Funding FROM/(TO) Reserves			29,500	186,500	826,500
NET SURPLUS			0	0	0

GRAND RIVER CONSERVATION AUTHORITY
P&S #1 - Watershed Management
 BUDGET 2025

Appendix G

	NEW REGS Budget 2023	NEW REGS Budget 2024	NEW REGS Budget 2025	Budget Change
(draft Oct version)				

INCR/(DECR)

How much does it cost, and who pays for it?

Expenditures and Funding to Reserves

Compensation and Benefits	1,013,900	884,000	688,000	(196,000)
Administration Expenses	197,000	197,000	165,000	(32,000)
Other Operating Expenses	65,100	65,100	65,100	-
Total OPERATING Expenditures	1,276,000	1,146,100	918,100	
Instrumentation	60,000	60,000	60,000	-
Water Quality Monitoring Equipment	50,000	50,000	50,000	-
Total CAPITAL Expenditures	110,000	110,000	110,000	

TOTAL EXPENDITURES AND FUNDING TO RESERVES	1,386,000	1,256,100	1,028,100	(228,000)
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Funding

(INCR)/DECR

Municipal

Municipal Apportionment (levy)	1,273,500	1,143,600	915,600	228,000
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Government Grants

Other Provincial	37,500	37,500	37,500	-
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Funding From Reserves

Gauges	75,000	75,000	75,000	-
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TOTAL FUNDING	1,386,000	1,256,100	1,028,100	228,000
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Net Surplus/(Deficit)	0	0	0	0
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Appendix G

GRAND RIVER CONSERVATION AUTHORITY
P&S #2 - Flood Forecasting and Warning
 BUDGET 2025

	NEW REGS Budget 2023	NEW REGS Budget 2024	NEW REGS Budget 2025	Budget Change
How much does it cost, and who pays for it?				
	(draft Oct version)			INCR/(DECR)
Expenditures and Funding to Reserves				
Compensation and Benefits	551,000	567,000	737,000	170,000
Administration Expenses	236,000	236,000	256,000	20,000
Other Operating Expenses	108,000	108,000	108,000	-
Total OPERATING Expenditures	895,000	911,000	1,101,000	
Hardware	88,000	88,000	88,000	-
Stream Gauges	102,000	102,000	102,000	-
Total CAPITAL Expenditures	190,000	190,000	190,000	
Floodplain Mapping Projects		250,000		(250,000)
Total SPECIAL PROJECT Expenditures	0	250,000	0	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	1,085,000	1,351,000	1,291,000	(60,000)
Funding				
				(INCR)DECR
Municipal				
Municipal Apportionment (levy)	835,662	911,662	1,101,662	(190,000)
Government Grants				
MNRF Transfer Payments	164,338	164,338	164,338	0
Funding From Reserves				
Floodplain Mapping Projects & Gauges	25,000	275,000	25,000	250,000
Water Management Operating	60,000	0	0	0
TOTAL REVENUE	1,085,000	1,351,000	1,291,000	60,000
Net Surplus/(Deficit)	0	0	0	0

Appendix G

GRAND RIVER CONSERVATION AUTHORITY
P&S #3 - Water Control Structures
 BUDGET 2025

	NEW REGS Budget 2023	NEW REGS Budget 2024	NEW REGS Budget 2025	Budget Change
(draft Oct version)				
How much does it cost, and who pays for it?				INCR/(DECR)
Expenditures and Funding to Reserves				
Compensation and Benefits	1,399,500	1,441,000	1,770,000	329,000
Administration Expenses	29,200	29,200	49,200	20,000
Insurance	199,000	143,000	151,000	8,000
Property Taxes	170,700	170,700	175,700	5,000
Other Operating Expenses	344,800	344,800	344,800	-
Total OPERATING Expenditures	2,143,200	2,128,700	2,490,700	
Total CAPITAL Expenditures	1,500,000	1,500,000	3,000,000	1,500,000
TOTAL EXPENDITURES AND FUNDING TO RESERVES	3,643,200	3,628,700	5,490,700	1,862,000
Funding				
				(INCR)/DECR
Municipal				
Municipal Apportionment (levy)	2,537,850	2,593,350	2,785,350	(192,000)
Government Grants				
MNRF Transfer Payments	285,350	285,350	285,350	0
Provincial	700,000	700,000	1,450,000	(750,000)
Funding From Reserves				
Water Control Structures/Water Mgmt Operating Reserve	120,000	50,000	970,000	(920,000)
TOTAL REVENUE AND FUNDING FROM RESERVES	3,643,200	3,628,700	5,490,700	(1,862,000)
Net Surplus/(Deficit)	0	0	0	0

Appendix G

GRAND RIVER CONSERVATION AUTHORITY
P&S #4 - Resource Planning
 BUDGET 2025

	NEW REGS Budget 2023	NEW REGS Budget 2024	NEW REGS Budget 2025	Budget Change
How much does it cost, and who pays for it?				
				(INCR)/(DECR)
<u>Expenditures and Funding to Reserves</u>				
Compensation and Benefits	2,275,200	2,403,000	2,435,000	32,000
Administration Expenses	221,900	221,900	257,900	36,000
Other Operating Expenses	54,700	54,700	54,700	-
Total OPERATING Expenditures	2,551,800	2,679,600	2,747,600	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	2,551,800	2,679,600	2,747,600	68,000
<u>Funding</u>				
				(INCR)/DECR
Municipal				
Municipal Apportionment (levy)	1,362,800	1,685,600	1,823,600	(138,000)
Self Generated				
Solicitor Enquiry Fees	90,000	80,000	70,000	10,000
Permit Fees	500,000	470,000	410,000	60,000
Plan Review Fees	554,000	444,000	444,000	0
Funding from Reserves				
Water Management Operating Reserve	45,000	-	-	0
TOTAL REVENUE	2,551,800	2,679,600	2,747,600	(68,000)
Net Surplus/(Deficit)	0	0	0	0

Appendix G

GRAND RIVER CONSERVATION AUTHORITY
P&S #5 - Conservation Lands Management
 BUDGET 2025

	NEW REGS Budget 2023 (draft Oct version)	NEW REGS Budget 2024	NEW REGS Budget 2025	Budget Change
How much does it cost, and who pays for it?				INCR/(DECR)
<u>Expenditures and Funding to Reserves</u>				
Compensation and Benefits	1,789,700	1,813,000	1,921,000	108,000
Administration Expenses	165,100	165,100	153,100	(12,000)
Insurance	201,000	60,000	65,000	5,000
Property Taxes	285,200	305,200	314,200	9,000
Other Operating Expenses	513,600	528,600	528,600	-
Total OPERATING Expenditures	2,954,600	2,871,900	2,981,900	
Total CAPITAL Expenditures				
Ecological Restoration		100,000		(100,000)
Total SPECIAL PROJECT Expenditures	0	100,000	0	
Forestry/Master Plans/Transition	0	0	0	
Land Sale Proceeds	0	0	0	
Total FUNDING to RESERVES	0	0	0	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	2,954,600	2,971,900	2,981,900	10,000
<u>Funding</u>				(INCR)/DECR
Municipal				
Municipal Apportionment (levy)	2,712,600	2,629,900	2,739,900	(110,000)
Self Generated				
Timber Sales	15,000	15,000	15,000	0
Donations - Foundation	27,000	127,000	27,000	100,000
Funding From Reserves				
Land (Demolitions)	100,000	100,000	100,000	0
Transition Reserve (Staffing)	100,000	100,000	100,000	0
TOTAL REVENUE	2,954,600	2,971,900	2,981,900	(10,000)
Net Surplus/(Deficit)	0	0	0	0

Appendix G

GRAND RIVER CONSERVATION AUTHORITY
P&S #6 - Source Protection Program
 BUDGET 2025

	NEW REGS Budget 2023	NEW REGS Budget 2024	NEW REGS Budget 2025	Budget Change
(draft Oct version)				
How much does it cost, and who pays for it?				INCR/(DECR)
Expenditures				
Compensation and Benefits	490,000	490,000	615,000	125,000
Administration Expenses	50,000	50,000	45,000	(5,000)
Other Operating Expenses	90,000	90,000	50,000	(40,000)
Water Budget - Technical Studies	10,000	204,000	70,000	(134,000)
TOTAL EXPENDITURES	640,000	834,000	780,000	(54,000)
Funding				(INCR)/DECR
Government Grants				
Provincial	640,000	834,000	780,000	54,000
TOTAL FUNDING	640,000	834,000	780,000	54,000
Net Surplus/(Deficit)	0	0	0	0

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GRAND RIVER CONSERVATION AUTHORITY
P&S #7 General Operating Expense
 BUDGET 2025

	NEW REGS Budget 2023 (draft Oct version)	NEW REGS Budget 2024	NEW REGS Budget 2025	Budget Change
How much does it cost, and who pays for it?				INCR/(DECR)
<u>Expenditures and Funding to Reserves</u>				
Compensation and Benefits	2,327,500	2,441,000	2,490,000	49,000
Administration Expenses	370,000	460,000	393,000	(67,000)
Insurance	63,500	334,500	298,000	(36,500)
Other Operating Expenses	804,788	1,102,214	804,688	(297,526)
LESS: Recovery of Corporate Services Expenses	(70,000)	(70,000)	(70,000)	-
Total OPERATING Expenditures	3,495,788	4,267,714	3,915,688	
Interest Income	1,250,000	2,050,000	2,050,000	-
Total FUNDING to RESERVES	1,250,000	2,050,000	2,050,000	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	4,745,788	6,317,714	5,965,688	(352,026)
<u>Funding</u>			4,165,688	(INCR)/DECR
Municipal				
Municipal Apportionment (levy)	3,253,588	3,310,888	3,338,888	(28,000)
Self Generated				
Investment Income	1,350,000	2,200,000	2,300,000	(100,000)
Personnel	65,000	65,000	65,000	0
TOTAL REVENUE	4,668,588	5,575,888	5,703,888	(128,000)
Net Surplus/(Deficit)	(77,200)	(741,826)	(261,800)	(480,026)

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GRAND RIVER CONSERVATION AUTHORITY
P&S #8 - Watershed Services - CAT 2
 BUDGET 2025

	NEW REGS Budget 2023 (draft Oct version)	NEW REGS Budget 2024	NEW REGS Budget 2025	Budget Change
How much does it cost, and who pays for it?				INCR/(DECR)
<u>Expenditures and Funding to Reserves</u>				
Compensation and Benefits	825,100	850,000	885,000	35,000
Administration Expenses	117,900	118,000	118,000	-
Other Operating Expenses	100,000	100,000	100,000	-
Total OPERATING Expenditures	1,043,000	1,068,000	1,103,000	
RWQP Grants	800,000	800,000	800,000	-
Waste Water Optimization Project		130,000		(130,000)
Species at Risk			70,000	
Nature Smart Climate Solutions		85,000		(85,000)
Upper Blair Subwatershed Study		80,000		(80,000)
Total SPECIAL PROJECT Expenditures	800,000	1,095,000	870,000	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	1,843,000	2,163,000	1,973,000	(260,000)
<u>Funding</u>				
				(INCR)/DECR
Municipal				
Memorandums of Understanding Apportionment	992,000	1,017,000	1,052,000	(35,000)
Municipal Other	850,000	930,000	850,000	80,000
Government Grants				
Other Provincial	0	130,000	0	130,000
Federal	0	85,000	70,000	15,000
Funding From Reserves				
Cambridge Desiltation Pond	1,000	1,000	1,000	0
TOTAL REVENUE	1,843,000	2,163,000	1,973,000	190,000
Net Surplus/(Deficit)	0	0	0	(70,000)

Appendix G

GRAND RIVER CONSERVATION AUTHORITY
P&S #9 Burford Tree Nursery & Planting Services
 BUDGET 2025

	NEW REGS Budget 2023 <small>(draft Oct version)</small>	NEW REGS Budget 2024	NEW REGS Budget 2025	Budget Change
How much does it cost, and who pays for it?				INCR/(DECR)
<u>Expenditures and Funding to Reserves</u>				
Compensation and Benefits	278,000	287,000	296,000	9,000
Administration Expenses	30,900	30,900	20,400	(10,500)
Other Operating Expenses	558,400	675,000	696,000	21,000
Total OPERATING Expenditures	867,300	992,900	1,012,400	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	867,300	992,900	1,012,400	19,500
<u>Funding</u> (INCR)/DECR				
Self Generated				
Burford Nursery	400,000	450,000	450,000	-
Landowner Contributions (Tree Planting)	180,000	230,000	230,000	-
TOTAL REVENUE	580,000	680,000	680,000	0
Net Surplus/(Deficit)	(287,300)	(312,900)	(332,400)	19,500

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GRAND RIVER CONSERVATION AUTHORITY
P&S #10 - Conservation Services
 BUDGET 2025

	NEW REGS Budget 2023 (draft Oct version)	NEW REGS Budget 2024	NEW REGS Budget 2025	Budget Change
How much does it cost, and who pays for it?				INCR/(DECR)
<u>Expenditures and Funding to Reserves</u>				
Compensation and Benefits	26,000	27,000	28,000	1,000
Administration Expenses	33,200	33,200	36,200	3,000
Other Operating Expenses	22,000	22,000	22,000	-
Total OPERATING Expenditures	81,200	82,200	86,200	
Total CAPITAL Expenditures				
Mill Creek Rangers Program		35,000	35,000	-
Species at Risk	40,000	70,000	-	(70,000)
Brant/Brantford Water Festival		45,000	45,000	-
Profit Mapping	-	35,000		(35,000)
Total SPECIAL PROJECT Expenditures	40,000	185,000	80,000	
Transition	-	-	-	
Total FUNDING to RESERVES	-	-	-	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	121,200	267,200	166,200	(101,000)
<u>Funding</u> (INCR)/DECR				
Municipal				
Municipal-Other		10,000	10,000	-
Government Grants				
Other Provincial	30,000	100,000	65,000	35,000
Federal	40,000	70,000	0	70,000
Self Generated				
Donations - Foundation		35,000	35,000	-
TOTAL REVENUE	70,000	215,000	110,000	105,000
Net Surplus/(Deficit)	(51,200)	(52,200)	(56,200)	4,000

GRAND RIVER CONSERVATION AUTHORITY
P&S #11 - Outdoor Environmental Education
 BUDGET 2025

	NEW REGS Budget 2023 (draft Oct version)	NEW REGS Budget 2024	NEW REGS Budget 2025	Budget Change
How much does it cost, and who pays for it?				INCR/(DECR)
Expenditures and Funding to Reserves				
Compensation & Benefits	574,500	642,000	672,000	30,000
Administration Expenses	57,000	57,000	68,000	11,000
Other Operating Expenses	143,600	213,000	213,000	-
Total OPERATING Expenditures	775,100	912,000	953,000	
Guelph Lake Nature Centre		500,000		(500,000)
Total SPECIAL PROJECT Expenditures	0	500,000	0	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	775,100	1,412,000	953,000	(459,000)
Funding				
				(INCR)/DECR
Self Generated				
Donations - Foundation		500,000	0	500,000
Nature Centre Revenue - Schools	500,000	600,000	600,000	0
Funding from Reserves				
Transition Reserve	275,100	312,000	353,000	(41,000)
TOTAL REVENUE	775,100	1,412,000	953,000	459,000
Net Surplus/(Deficit)	0	0	0	0

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GRAND RIVER CONSERVATION AUTHORITY
P&S #12 - Property Rentals
 BUDGET 2025

	NEW REGS Budget 2023 (draft Oct version)	NEW REGS Budget 2024	NEW REGS Budget 2025	Budget Change
How much does it cost, and who pays for it?				INCR/(DECR)
<u>Expenditures and Funding to Reserves</u>				
Compensation and Benefits	456,000	470,000	473,000	3,000
Administration Expenses	37,500	37,500	35,000	(2,500)
Other Operating Expenses	601,700	601,700	601,700	-
Total OPERATING Expenditures	1,095,200	1,109,200	1,109,700	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	1,095,200	1,109,200	1,109,700	500
<u>Funding</u>				
				(INCR)/DECR
Self Generated				
Belwood	1,040,000	1,066,000	1,087,000	(21,000)
Conestogo	1,245,000	1,276,000	1,302,000	(26,000)
Agricultural	250,000	250,000	270,000	(20,000)
Residential	110,000	110,000	115,000	(5,000)
Miscellaneous	336,000	336,000	356,000	(20,000)
TOTAL REVENUE	2,981,000	3,038,000	3,130,000	(92,000)
Net Surplus/(Deficit)	1,885,800	1,928,800	2,020,300	(91,500)

GRAND RIVER CONSERVATION AUTHORITY
P&S #13 - Hydro Production
 BUDGET 2025

	NEW REGS Budget 2023 (draft Oct version)	NEW REGS Budget 2024	NEW REGS Budget 2025	Budget Change
How much does it cost, and who pays for it?				INCR/(DECR)
<u>Expenditures and Funding to Reserves</u>				
Compensation and Benefits	70,000	70,000	70,000	
Other Operating Expenses	25,500	25,500	25,500	
Total OPERATING Expenditures	95,500	95,500	95,500	
General Capital/Land Sale Proceeds	116,500	116,500	66,500	
Total FUNDING to RESERVES	116,500	116,500	66,500	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	212,000	212,000	162,000	0
<u>Revenue</u>				
				(INCR)/DECR
Government Grants				
Provincial	0	0	0	
Self Generated				
Hydro Production-Belwood	265,000	265,000	315,000	
Hydro Production-Conestogo	260,000	260,000	160,000	
Hydro Production-Guelph	40,000	40,000	40,000	
Hydro Production-Elora	15,000	15,000	15,000	
Miscellaneous Income	0	0	0	
Funding from Reserves				
Land Sale Proceeds	0	0	0	
TOTAL REVENUE	580,000	580,000	530,000	0
Net Surplus/(Deficit)	368,000	368,000	368,000	0

GRAND RIVER CONSERVATION AUTHORITY
P&S #14 - Conservation Areas
 BUDGET 2025

	NEW REGS Budget 2023 (draft Oct version)	NEW REGS Budget 2024	NEW REGS Budget 2025	Budget Change
How much does it cost, and who pays for it?				INCR/(DECR)
<u>Expenditures and Funding to Reserves</u>				
Compensation and Benefits	5,033,000	5,774,000	6,017,000	243,000
Administration Expenses	215,000	220,000	253,000	33,000
Property Tax	65,000	65,000	65,000	-
Other Operating Expenses	3,724,000	3,723,000	3,981,000	258,000
Total OPERATING Expenditures	9,037,000	9,782,000	10,316,000	
Total CAPITAL Expenditures	2,000,000	2,000,000	2,000,000	-
TOTAL EXPENDITURES AND FUNDING TO RESERVES	11,037,000	11,782,000	12,316,000	534,000
<u>Funding</u>				
				(INCR)/DECR
Self Generated	check			
Brant	1,100,000	1,175,000	1,175,000	0
Byng Island	1,000,000	1,100,000	1,100,000	0
Belwood Lake	400,000	375,000	375,000	0
Conestogo Lake	550,000	600,000	600,000	0
Elora Gorge	2,000,000	2,300,000	2,800,000	(500,000)
Elora Quarry	450,000	450,000	450,000	0
Guelph Lake	1,300,000	1,400,000	1,400,000	0
Laurel Creek	650,000	650,000	650,000	0
Pinehurst Lake	850,000	900,000	900,000	0
Rockwood	1,250,000	1,300,000	1,300,000	0
Shade's Mills	450,000	450,000	450,000	0
Total Fee Revenue	10,000,000	10,700,000	11,200,000	(500,000)
Miscellaneous Income (Luther)	71,000	71,000	71,000	0
Funding From Reserves				
Gravel	1,000	1,000	1,000	0
Conservation Areas - Capital Projects	500,000	500,000	500,000	0
TOTAL REVENUE	10,572,000	11,272,000	11,772,000	(500,000)
Net Surplus/(Deficit)	(465,000)	(510,000)	(544,000)	34,000

GRAND RIVER CONSERVATION AUTHORITY
P&S #15 - Administrative Support - CATEGORY 3
 BUDGET 2025

	NEW REGS Budget 2023 (draft Oct version)	NEW REGS Budget 2024	NEW REGS Budget 2025	Budget Change
How much does it cost, and who pays for it?				INCR/(DECR)
<u>Expenditures and Funding to Reserves</u>				
Compensation and Benefits	648,600	668,000	706,000	38,000
Administration Expenses	100,900	100,900	139,400	38,500
Insurance	208,500	208,500	208,500	-
Other Operating Expenses	240,000	240,000	240,000	-
LESS: Recovery of Corporate Services Expenses				
Total OPERATING Expenditures	1,198,000	1,217,400	1,293,900	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	1,198,000	1,217,400	1,293,900	76,500
<u>Funding</u>				
TOTAL REVENUE	0	0	0	0
Net Surplus/(Deficit)	(1,198,000)	(1,217,400)	(1,293,900)	76,500

Appendix G

GRAND RIVER CONSERVATION AUTHORITY
Supplementary Information - Information Systems and Motor Pool
 BUDGET 2025

	NEW REGS Budget 2023 (draft Oct version)	NEW REGS Budget 2024	NEW REGS Budget 2025	Budget Change
How much does it cost, and who pays for it?				INCR/(DECR)
Expenditures				
Information Systems				
Compensation and Benefits	1,290,000	1,329,000	1,394,000	65,000
Administrative Expenses	25,500	25,500	25,500	-
Software and Hardware Maintenance	187,500	187,500	187,500	-
Supplies and Services	54,000	54,000	54,000	-
Total OPERATING Expenditures	1,557,000	1,596,000	1,661,000	
Capital Expenses	170,000	300,000	300,000	-
LESS Internal Charges	(1,437,000)	(1,437,000)	(1,532,000)	(95,000)
NET Unallocated Expenses	290,000	459,000	429,000	(30,000)
Motor Pool				
Compensation and Benefits	312,000	321,000	330,000	9,000
Administrative Expenses	26,000	26,000	26,000	-
Insurance	50,600	63,000	63,000	-
Motor Pool Building and Grounds Maintenance	10,400	10,000	10,000	-
Equipment, Repairs and Supplies	286,000	336,000	336,000	-
Fuel	254,000	284,000	284,000	-
Total OPERATING Expenditures	939,000	1,040,000	1,049,000	
Capital Expenses	375,000	675,000	675,000	-
LESS Internal Charges	(1,300,000)	(1,300,000)	(1,400,000)	(100,000)
NET Unallocated Expenses	14,000	415,000	324,000	(91,000)
TOTAL EXPENDITURES	304,000	874,000	753,000	(121,000)
Funding				
TOTAL REVENUE	0	0	0	
Gross Surplus (Deficit)	(304,000)	(874,000)	(753,000)	
Funding From Reserves	3,041,000	3,611,000	3,685,000	
Funding to Reserves	(2,737,000)	(2,737,000)	(2,932,000)	
Net Surplus/(Deficit)	0	0	0	

Grand River Conservation Authority

Report number: GM-10-24-88

Date: October 25, 2024

To: Members of the Grand River Conservation Authority

Subject: Budget 2025 – Draft #1 – Municipal Apportionment

Recommendation:

THAT Report Number GM-10-24-88 – Budget 2025 – Draft #1 – Municipal Apportionment be received as information.

Summary:

The distribution of the proposed 2025 Municipal Apportionment to participating municipalities is attached, based on the first draft of the 2025 Budget.

Report:

Ontario Regulation 402/22: Budget and Apportionment, which came into effect July 1, 2023, details the Conservation Authority (CA) budget process and municipal apportionment.

Different apportionment methodologies are available depending on the category of expense. General operating expenses are to be apportioned using Modified Current Value Assessment (MCVA). General capital expenses may be apportioned using MCVA or by agreement. Category 1 operating and capital expenses may be apportioned using MCVA or by benefit-based apportionment agreements. Category 2 operating and capital costs are to be apportioned based on the methodology agreed to in the Memorandum of Understanding (MOU). Where Category 3 operating and capital costs are apportioned to municipalities, that calculation may be determined by MCVA, MOU, or benefit-based apportionment agreement.

At the Grand River Conservation Authority, municipal apportionment is allocated to participating municipalities based on Modified Current Value Assessment (2024 assessment) information in the watershed, which the Ministry of Natural Resources (MNR) provided.

Using the 2024 assessment information provided, the resulting apportionment of the proposed 2025 Municipal Apportionment based on the first draft of the 2025 budget is attached. The operating expenses are categorized as General, Category 1, and Category 2.

Financial Implications:

The first draft of the 2025 Budget proposes a municipal apportionment amount of \$13,757,000, representing an increase of \$465,000, or 3.5%, over 2024. After allocating this amount in accordance with O.Reg. 402/22, individual municipalities will experience increases ranging from 1.6% to 7.5% compared to 2024.

Other Department Considerations:

Not Applicable

Prepared by:

Karen Armstrong
Deputy CAO/Secretary-Treasurer

Approved by:

Samantha Lawson
Chief Administrative Officer

Grand River Conservation Authority Summary of Municipal Apportionment - 2025 Budget

DRAFT - October 2024

	% CVA in Watershed	2024 CVA (Modified)	CVA in Watershed	CVA-Based Apportionment	2025 Budget General Operating Expenses*	2025 Budget Category 1 Operating Expenses*	2025 Budget Category 2 Operating Expenses*	2025 Budget Total Apportionment	2024 Actual Total Apportionment	% Change
Brant County	82.9%	7,956,819,370	6,596,203,258	3.03%	101,217	283,929	31,891	417,037	395,639	5.4%
Brantford C	100.0%	16,110,222,385	16,110,222,385	7.40%	247,206	693,453	77,888	1,018,547	987,407	3.2%
Amaranth Twp	82.0%	858,651,370	704,094,123	0.32%	10,804	30,307	3,404	44,515	42,773	4.1%
East Garafraxa Twp	80.0%	698,985,395	559,188,316	0.26%	8,581	24,070	2,704	35,355	32,895	7.5%
Town of Grand Valley	100.0%	637,941,807	637,941,807	0.29%	9,789	27,460	3,084	40,333	39,251	2.8%
Melancthon Twp	56.0%	636,708,237	356,556,612	0.16%	5,471	15,348	1,724	22,543	21,692	3.9%
Southgate Twp	6.0%	1,226,384,688	73,583,081	0.03%	1,129	3,167	356	4,652	4,386	6.1%
Haldimand County	41.0%	7,744,135,997	3,175,095,759	1.46%	48,721	136,670	15,351	200,742	192,819	4.1%
Norfolk County	5.0%	9,992,562,732	499,628,137	0.23%	7,667	21,506	2,416	31,589	30,988	1.9%
Halton Region	10.6%	50,597,805,213	5,374,240,578	2.47%	82,466	231,330	25,983	339,779	325,623	4.3%
Hamilton City	26.8%	99,914,929,873	26,727,243,741	12.28%	410,121	1,150,455	129,219	1,689,795	1,639,233	3.1%
Oxford County	35.9%	4,736,170,991	1,700,479,619	0.78%	26,093	73,196	8,221	107,510	105,841	1.6%
North Perth T	2.0%	2,555,744,512	51,114,890	0.02%	784	2,200	247	3,231	3,115	3.7%
Perth East Twp	40.0%	2,138,784,312	855,513,725	0.39%	13,128	36,825	4,136	54,089	52,608	2.8%
Region of Waterloo	100.0%	110,087,538,563	110,087,538,563	50.59%	1,689,258	4,738,637	532,243	6,960,138	6,710,728	3.7%
Centre Wellington Twp	100.0%	5,678,028,668	5,678,028,668	2.61%	87,128	244,407	27,452	358,987	344,247	4.3%
Erin T	49.0%	2,665,324,254	1,306,008,884	0.60%	20,040	56,216	6,314	82,570	80,462	2.6%
Guelph C	100.0%	29,061,812,848	29,061,812,848	13.36%	445,944	1,250,945	140,506	1,837,395	1,788,751	2.7%
Guelph Eramosa Twp	100.0%	3,023,807,383	3,023,807,383	1.39%	46,399	130,158	14,619	191,176	186,515	2.5%
Mapleton Twp	95.0%	1,950,508,544	1,852,983,117	0.85%	28,433	79,760	8,959	117,152	114,764	2.1%
Wellington North Twp	51.0%	1,881,548,776	959,589,876	0.44%	14,725	41,305	4,639	60,669	58,619	3.5%
Puslinch Twp	75.0%	2,935,530,680	2,201,648,010	1.01%	33,784	94,768	10,644	139,196	133,644	4.2%
Total		363,089,946,596	217,592,523,382	100.00%	3,338,888	9,366,112	1,052,000	13,757,000	13,292,000	3.5%

*Operating Expenses include maintenance of capital infrastructure, studies, and/or equipment.

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NO 067-2024

A by-law to permit the Municipality to impose fees or charges with respect to services or activities provided, related costs payable, and for the use of its property, and to repeal By-law 042-2023.

WHEREAS Section 391(1) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, a municipality may pass By-laws imposing fees or charges for services or activities provided or done by or on behalf of it, for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board, and for the use of its property including property under its control; and

WHEREAS Section 7(1) of the Building Code Act, 1992, S.O. 1992, c. 23, as amended, provides that a municipality may pass By-laws imposing fees and charges; and

WHEREAS Section 69 of the Planning Act, R.S.O. 1990, c.P.13, as amended provides that the Council of a municipality may by By-law establish a tariff of fees for the processing of applications made in respect of planning matters; and

WHEREAS The Council of the Corporation of the Township of Puslinch deems it appropriate to update the Township's User Fees and Charges By-law.

NOW THEREFORE the Council of the Corporation of the Township of Puslinch enacts as follows:

1. For the purpose of this By-law:
 - a.) **"Cost(s)"** means any and all disbursements incurred by the municipality, and includes, but is not restricted to, any registration costs, title search costs, corporate search costs, survey costs, reference plan costs, advertising costs, outside counsel fees, paralegal fees, site inspection costs and any applicable taxes;
 - b.) **"Fire Department"** means a fire department established by the Township of Puslinch in accordance with the provisions of the Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4 as amended;
 - c.) **"Fire Department Specific Response Fees"** means cost recovery fees for **fire department** attendance at a **property** for which the **property owner(s)** have **fire department** insurance coverage;
 - d.) **Indemnification Technology®** shall mean **fire department** incident reporting, data collection and **property** insurance policy wording interpretation to maximize billing opportunities on behalf of fire departments by invoicing insurance companies for costs of fire department attendance with respect to insured perils;
 - e.) **"Property"** means any real property located within the geographical boundaries of the Township of Puslinch. Real property includes buildings, contents and structures of any nature and kind in or upon such lands to which service is provided. Real property can also include **property** to which the **fire department** is under a service agreement to provide **fire department** response services, automatic aid or mutual aid.
 - f.) **"Property Owner(s)"** means the registered owner of **property** or any person, firm, corporation, partnership or society and their heirs, executors, administrators or other legal representatives, including a property manager, tenant, occupant, mortgagee in possession, receiver, manager, trustee or trustee in bankruptcy having control over or possession of the **property** or any portion thereof;
 - g.) **"Township"** means the Corporation of the Township of Puslinch.

2. The fees, costs and charges, as outlined in the schedules attached hereto and forming part of this By-law shall be automatically adjusted annually based on the Consumer Price Index for Ontario from May to May.
3. Any person requesting, applying or utilizing the services, applications or approvals listed in the attached schedules and forming part of this By-law shall pay the fees listed for that service, application or approval as set out in the attached schedules.
4. These fees, **costs**, and charges are applicable to residents and non-residents at the rates noted unless there is a specified exemption in the attached schedules.
5. No request by any person for a service, application or approval listed in the attached schedules shall be acknowledged or performed by the **Township** unless and until the person requesting the service, application or approval has paid the fees, **costs** or charges as set out in the attached schedules, unless noted otherwise.
6. All **Township** accounts and invoices are due and payable when rendered.
7. All unpaid fees, **costs** or charges imposed by this By-law on a person constitute a debt of the person to the **Township**.
8. The Treasurer shall add the fees, **costs** and charges imposed pursuant to this By-law to the tax roll for any **property** in the **Township** for which all of the **property owners** are responsible for paying the fees, **costs** and charges under this By-law and collect them in the same manner as municipal taxes in accordance with Section 398 of the Municipal Act, 2001, S.O. 2001, c. 25 as amended.
9. If peer or legal review **costs** are incurred by the **Township** in the processing of an application or approval by the **Township**, the applicant is required to pay these **costs** to the **Township**. The following are the applications or approvals subject to peer or legal review **costs**:
 - a. Agreements – Subdivision/Condominium
 - b. Garden Suites and Renewals (Zoning)
 - c. Lifting of Holding Designation (Zoning)
 - d. Part Lot Control Exemption By-law
 - e. Radiocommunication Tower Pre-Consultation Fee
 - f. Radiocommunication Tower Proposals
 - g. Red Line Agreement Review
 - h. Sign Refusal Appeal - Council Approval
 - i. Sign Variance - Council Approval
 - j. Sign Variance - Staff Approval
 - k. Site Alteration Normal Farm Practices Waiver
 - l. Site Alteration Permit Application Fee - Minor
 - m. Site Alteration Permit Application Fee – Intermediate
 - n. Site Alteration Permit Application Fee – Large
 - o. Site Alteration Permit Application Fee - Major
 - p. Third and Subsequent Submission
 - q. Zoning By-law Amendment - Aggregate
10. The **Township** is not obligated to further process an application or approval until all outstanding third party **costs**, fees and other disbursements have been paid by the applicant.
11. The fees, **costs** and charges listed in the schedules to this By-law shall, where applicable, be subject to any applicable provincial and federal taxes.
12. Any fee, **cost** or charge:
 - a. authorized by a by-law or council resolution that comes into effect on the same or a later date than this By-law; or
 - b. included in a valid agreement entered into by the **Township** and one or more other parties,

shall be the approved and imposed fee, **cost** or charge for the service, activity or use of **property** specified.

13. The payment of any fee, **cost** or charge in this By-law shall be in Canadian currency.

14. The following Schedules form part of this By-law:

Schedule	Department
A	Administration
B	Finance
C	Public Works
D	Fire and Rescue Services
E	Building
F	Planning and Development
G	By-law
H	Parks
I	Optimist Recreation Centre
J	Puslinch Community Centre

15. The fees, **costs** and charges, as outlined in the schedules attached hereto and forming part of this By-law, shall be implemented and take effect on January 1, 2025.

Fire Department Specific Response Fees

16. The **property owner** shall be responsible for the payment of **fire department specific response fees** imposed by this By-law in accordance with Schedule D attached to this By-law.

17. The **Township** may use **Indemnification Technology®** to assess applicable insurance coverage for **fire department specific response fees**.

18. Where the **Township** believes and/or **Indemnification Technology®** indicates **fire department specific response fees** are applicable but the **property owner** does not have, in part or in full, insurance coverage for **fire department charges** for the **property**, the **Township** may adjust the **fire department specific response fees** to the extent of insurance coverage upon provision by the **property owner** of evidence, to the satisfaction of the **Township**, that no such insurance coverage exists or to demonstrate the limits of such coverage.

Cancellation Terms – Parks, Optimist Recreation Centre, Puslinch Community Centre

19. A refund of 80 percent will be provided where 30 days' notice of cancellation is given prior to the rental date for the following:

- a. Puslinch Community Centre rentals.
- b. Parks and Optimist Recreation Centre rentals of eight or more bookings.

20. A full refund will be provided where 72 hours or 3 days' notice of cancellation is given prior to the rental date for Parks rentals and Optimist Recreation Centre rentals.

Payment Terms – Parks, Optimist Recreation Centre, Puslinch Community Centre

21. One-Time Rentals - Payment is required within five business days of contract creation.

22. Recurring Rentals Throughout the Year - Payment is required on a quarterly basis. The first payment is required within five business days of contract creation. Future payments are required quarterly.

23. Recurring Seasonal Bookings - Payment is required in two instalments. The first payment is required within five business days of contract creation. The second payment is required halfway through the season.

Exemptions, Fee Waivers, Fee Reductions

24. Government organizations are exempt from the agreement fees imposed by this By-law.

25. The Optimist Club of Puslinch is exempt from the photocopy fees imposed by this By-law for **Township** Clean-up and Remembrance Day. The Aberfoyle Agricultural Society is exempt from the photocopy fees imposed by this By-law for the Fall Fair and the Junior Garden Club.

26. The following events are exempt from the rental fees imposed by this By-law:

- a. Fall Fair
- b. Santa Claus Parade
- c. Canada Day
- d. Family Day
- e. Remembrance Day

27. The Winter Classic Tournament held during the Family Day Long Weekend including events held on the statutory holiday are exempt from the payment of rental fees with the exception of part-time staffing **costs**.

28. The following requests are not eligible for a fee reduction or waiver:

- a. Religious services
- b. Licences, development charges, cash in lieu of parkland, planning fees, permits, inspections, insurance, personnel costs

29. Eligible organizations can obtain one complimentary two-hour room rental for one meeting during non-prime times in the Meeting Room.

30. Usage of **Township** property must comply with the **Township's** requirements including but not limited to necessary insurance, permits and approvals within the required timelines.

31. Reduced rates are not offered during prime-time for facilities or parks that have a prime-time and non-prime time rate.

32. A 75% reduced rate shall apply to organizations that meet the eligibility criteria.

33. A 90% reduced rate shall apply to Seniors' Events or Programs that meet the eligibility criteria.

34. A 90% reduced rate shall apply to Whistle Stop Co-operative Pre-school and Guelph Community Health Centre (The Playgroup).

Reduced Rate Eligibility Criteria

35. Organizations applying for a reduced rate must meet the following eligibility criteria:

- a. Be in existence for at least one year; and
- b. have its principal address in the **Township**; and
- c. be a not-for-profit organization or an unincorporated community group; and
- d. offer services that benefit the **Township** and its residents; and
- e. be in good financial standing with the **Township** and not in litigation with the **Township**; and
- f. be in compliance with any other **Township** by-laws and policies; and,
- g. Submit annual financial and participant reporting.

For the purposes of this By-law, Puslinch Minor Sports Organizations, Puslinch Religious Organizations, Guelph Community Health Centre (The Playgroup), YMCA/YWCA of Guelph, and the Aberfoyle Agricultural Society are deemed to meet the eligibility criteria.

36. For the purposes of this By-law, services that benefit the **Township** and its residents include:

- a. Charitable community services
- b. Artistic endeavours, including literature, dance, music, theatre, painting, sculpture, movies, photography and live performances
- c. Specific cultural and heritage activities
- d. Programs that improve the health and well-being of the community
- e. Programs that encourage participation in organized athletic activities
- f. Services or events directed for youth and older adults
- g. Public safety enhancement services

37. The following organizations are not eligible for a reduced rate:

- a. Adult sports organizations ie. Old Timers, Puslinch Kodiak's, Morriston Men's League, The Aberfoyle Dukes.
- b. County, Provincial and Federal organizations.
- c. Groups or organizations affiliated with any political party or event.
- d. Individuals, commercial organizations, and coalitions such as ratepayer associations.
- e. Hospitals, hospital foundations and hospital auxiliary groups or agencies.
- f. Educational institutions including universities, colleges, schools and associated auxiliary groups.

38. The following information will be required to review an organization's eligibility:

- a. A copy of the letters patent or articles of incorporation, if applicable.
- b. A copy of its Notification of Charitable Registration letter from the Canada Revenue Agency with any supporting documentation indicating the organization's status and terms of registration, if applicable.
- c. A copy of mandate, constitution and by-laws, as applicable.

39. In order to maintain the reduced rate eligibility status, the following information must be submitted electronically on the Township's website at www.puslinch.ca by 2:00 pm on the last business day of January or to the attention of the Corporate Services Department at the address noted below:

The Corporation of the Township of Puslinch
7404 Wellington Road 34
Puslinch, ON, N0B 2J0

Attention: Reduced Rate Eligibility Program

- a. A list of the participants including each participant's residency; and,
- b. Financial reports for membership fees and/or donations collected for the programming/services including how the funds are used to support the program/service.

40. Should any part of this By-law including any part of the schedules, be determined by a Court of competent jurisdiction to be invalid or of no force and effect, such invalid part of the By-law shall be severable and that the remainder of this By-law including the remainder of the Schedules, as applicable, shall continue to operate and to be in force and effect.

41. This By-law shall be known as the "User Fees and Charges By-law".

42. That By-law No. 042/23 is hereby repealed, effective January 1, 2025.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 6th DAY
OF NOVEMBER 2024.**

James Seeley, Mayor

Justine Brotherston, Interim Municipal Clerk

**SCHEDULE A: ADMINISTRATION REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2025**

TYPE OF REVENUE/USER	Unit/Descr	2024 RATE (NO TAX)	2025 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Agreements - Major - Not Registered	Flat Fee	\$586.00	\$603.00	\$0.00	\$603.00	2.9%	E	For recovery of the costs of facilitating and preparing agreements, ie. a lease agreement on Township lands. See Report FIN-2024-024.
Agreements - Minor - Not Registered	Flat Fee	\$292.00	\$300.00	\$0.00	\$300.00	2.7%	E	For recovery of the costs of facilitating and preparing agreements, ie. miscellaneous agreements. See Report FIN-2024-024.
Agreements - Registered	Flat Fee	\$898.00	\$1,480.00	\$0.00	\$1,480.00	64.8%	E	For recovery of the costs of facilitating and preparing agreements, ie. an encroachment agreement or a conditional building permit. See Report FIN-2024-024.
Red Line Agreement Review *	Administration fee	N/A	\$100.00	\$0.00	\$100.00	100.0%	E	See Report FIN-2024-024
Title Search	Flat Fee	N/A	\$175.00	\$0.00	\$175.00	100.0%	E	See Report FIN-2024-024
Doors of Puslinch Poster	Per Poster	\$17.70	\$10.00	\$1.30	\$11.30	-43.5%	T	See Report FIN-2024-028
Freedom of Information	Charged at the rate permitted per the legislation.						E	Regulated by Statute - See Report FIN-2017-024.
Logo Pins	Per Pin	N/A	\$5.00	\$0.65	\$5.65	100.0%	T	See Report FIN-2024-024
Routine Disclosure	Per Request	\$5.00	\$5.00	\$0.00	\$5.00	0.0%	E	Note 1
Signature of Commissioner	Per Document	\$23.51	\$26.02	\$3.38	\$29.40	10.7%	T	See Report FIN-2024-024
Third Party Cost Recovery	Actual costs incurred + \$100.00 cumulative administration fee for all invoices						T	Material, equipment, labour/benefits, administration costs, third party consultant/specialist costs - See Report FIN-2020-034
* the fees denoted with an asterisk are also subject to the Township's disbursements and third party consultant fees including legal reviews incurred for the processing of the application								
Note 1: Routine Disclosure								
Applies to records that may not be subject to the Municipal Freedom of Information and Protection of Privacy Act and may include but are not limited to the following types of record requests								
*building drawings, septic drawings, surveys, occupancy permits, Committee of Adjustment or PDAC records, environmental records, site plan records, detailed financial records/invoices								
and Council records that are not available in a digital format (agendas and minutes) \$5.00 per request including the first 15 minutes of search time; \$7.50 shall be charged for each additional								
15 minutes spent by Township staff to search for the records.								

**SCHEDULE B: FINANCE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2025**

TYPE OF REVENUE/USER	Unit/Descr	2024 RATE (NO TAX)	2025 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Online Service Fee	Total Transaction Amount	1.75 Percent	1.75 Percent			0.0%	E	In accordance with Visa and Mastercard merchant recommendations. See Report FIN-2022-029
Photocopy	Per Page	\$0.31	\$0.32	\$0.04	\$0.36	3.2%	T	Photocopy fees are exempt for Township Clean-up and Remembrance Day in accordance with Council Resolution No. 2017-363.
Returned Cheque Fee	Per Returned Cheque	\$44.00	\$45.00	\$0.00	\$45.00	2.3%	E	For any cheques that do not clear the Township's bank account. See Report FIN-2024-024.
Tax Certificate	Per Certificate	\$66.00	\$68.00	\$0.00	\$68.00	3.0%	E	
Tax Sale Charges	Actual costs incurred						T	Cost recovery of fees and disbursements as charged by consultants and solicitors.
Third Party Cost Recovery	Actual costs incurred + \$100.00 cumulative administration fee for all invoices						T	Material, equipment, labour/benefits, administration costs, third party consultant/specialist costs - See Report FIN-2022-029.
Tile Drainage Loan Application and Inspection Fee	Flat Fee	\$234.00	\$241.00	\$0.00	\$241.00	3.0%	E	See Report FIN-2018-028

**SCHEDULE C: PUBLIC WORKS REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2025**

TYPE OF REVENUE/USER	Unit/Descr	2024 RATE (NO TAX)	2025 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Entrance Permit - Commercial/Industrial	Flat Fee	\$460.00	\$474.00	\$0.00	\$474.00	3.0%	E	See Report FIN-2019-027 and By-law No. 2020-032
Entrance Permit - Farm	Flat Fee	\$248.00	\$255.00	\$0.00	\$255.00	2.8%	E	See By-law No. 2020-032
Entrance Permit - Field/Woodlot	Flat Fee	\$230.00	\$237.00	\$0.00	\$237.00	3.0%	E	See Report FIN-2019-027 and By-law No. 2020-032
Entrance Permit - Residential	Flat Fee	\$276.00	\$284.00	\$0.00	\$284.00	2.9%	E	See Report FIN-2019-027
Entrance Permit - Temporary	Flat Fee	\$170.00	\$175.00	\$0.00	\$175.00	2.9%	E	See By-law No. 2020-032
Entrance Permit Deposit	Per Application	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	0.0%	E	Deposit fully refundable upon completion of the entrance and pending no damages to the roadway. See Report FIN-2021-025
Haul Route Permit	Flat Fee	N/A	\$119.00	\$0.00	\$119.00	100.0%	E	See Report FIN-2024-024.
Haul Route Permit Security Deposit	Security Deposit	N/A	To be determined by the Designated Official.			0.0%	E	See Council Resolution No. 2024-314 from the September 25, 2024 Council Meeting.
Municipal Street Naming: Initial Application Review	All costs associated with any third party review, if required.						T	This fee is applicable to all Municipal Street Naming and Renaming requests in accordance with the Municipal Street Naming Policy - See Report FIN-2022-029.
Municipal Street Renaming: Application Notice Requirement	Flat Fee	\$722.00	\$744.00	\$0.00	\$744.00	3.0%	E	This fee is applicable to Municipal Street Renaming requests that comply with the naming standards in accordance with the Municipal Street Naming Policy - See Report FIN-2022-029.

**SCHEDULE C: PUBLIC WORKS REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2025**

TYPE OF REVENUE/USER	Unit/Descr	2024 RATE (NO TAX)	2025 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Municipal Street Renaming: Aid Distribution Per Residential Property (if opted in) on the Street Proposed to be Renamed	Flat Fee	\$206.00	\$212.00	\$0.00	\$212.00	2.9%	E	This fee is to be paid in full by the Requester for Municipal Street Renaming requests that comply with the naming standards - See Report FIN-2022-029. This fee is to be shared equally by the Township and the Requester for Municipal Street Renaming requests that do not comply with the naming standards - See Report FIN-2022-029.
Municipal Street Renaming: Aid Distribution Per Legal Business (if opted in) on the Street Proposed to be Renamed	Flat Fee	\$515.00	\$530.00	\$0.00	\$530.00	2.9%	E	This fee is to be paid in full by the Requester for Municipal Street Renaming requests that comply with the naming standards - See Report FIN-2022-029. This fee is to be shared equally by the Township and the Requester for Municipal Street Renaming requests that do not comply with the naming standards - See Report FIN-2022-029.
Municipal Street Renaming: Street Name Signage	Per Sign	\$257.00	\$264.00	\$34.32	\$298.32	2.7%	T	This fee is applicable to Municipal Street Renaming requests that comply with the naming standards in accordance with the Municipal Street Naming Policy - See Report FIN-2022-029.
Municipal Street Renaming: Street Name Signage Installation	Flat Fee	\$103.00	\$106.00	\$13.78	\$119.78	2.9%	T	This fee is applicable to Municipal Street Renaming requests that comply with the naming standards in accordance with the Municipal Street Naming Policy - See Report FIN-2022-029.

**SCHEDULE C: PUBLIC WORKS REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2025**

TYPE OF REVENUE/USER	Unit/Descr	2024 RATE (NO TAX)	2025 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Municipal Street Renaming: Private Streets	To a Maximum of	\$515.00	\$530.00	\$0.00	\$530.00	2.9%	E	Additional fees may be borne by the owner of a private street where the street re-naming requires the amendment of existing documents. Upon verification, the Township shall notify the requester of the additional fees and the Township and the requester shall each be responsible to pay 50% of the cost to a maximum of \$1,000 total (\$500 paid by the Township and \$500 paid by the requester). Any amount exceeding \$1000 shall be the responsibility of the private street owner.
Oversize-Overweight Load Permits	Per Trip	\$116.00	\$119.00	\$0.00	\$119.00	2.6%	E	
Third Party Cost Recovery	Actual costs incurred + \$100.00 cumulative administration fee for all invoices						T	Material, equipment, labour/benefits, administration costs, third party consultant/specialist costs

**SCHEDULE D: FIRE AND RESCUE SERVICES REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2025**

TYPE OF REVENUE/USER	Unit/Descr	2024 RATE (NO TAX)	2025 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Burning Permit Violations or Unauthorized Open Air Burning	Note 1						E	Emergency responses to illegal burning or burning without a permit.
Daycare & Home Daycare Inspections	Per Inspection	\$116.00	\$119.00	\$15.47	\$134.47	2.6%	T	As mandated in the Fire Code.
Emergency Responses to Incidents such as Collisions/Fires/Hazardous Material Releases on Roadways	Note 1						E	Township residents are exempt from payment of fee for emergency responses where emergency occurs on a Township of Puslinch or County of Wellington Road.
Fire Alarm False Alarm Calls	Note 1						E	A false alarm call after the second false alarm in any calendar year.
Fire Department Specific Response Fees	Note 1 and Note 2						T	See Report FIR-2019-010
Fire Extinguisher Training	Per Person	\$17.58	\$18.11	\$2.35	\$20.46	3.0%	T	
Fire Safety Plan Review	Per Plan	\$140.00	\$144.00	\$18.72	\$162.72	2.9%	T	
Industrial/Commercial/Institutional /Assembly/Apartment	Base Inspection	\$116.00	\$119.00	\$15.47	\$134.47	2.6%	T	Any inspections completed by the fire department that are new, complaint driven, requested or mandated.
Industrial/Commercial/Institutional /Assembly/Apartment	Plus each tenant/occupant/apartment unit	\$29.00	\$30.00	\$3.90	\$33.90	3.4%	T	Any inspections completed by the fire department that are new, complaint driven, requested or mandated.
Information or Fire Reports	Flat Fee	\$88.00	\$113.00	\$0.00	\$113.00	28.4%	E	Requested for emergency incidents or other fire related information. See Report FIN-2024-024.
Key Boxes	Per Box	\$173.00	\$178.00	\$23.14	\$201.14	2.9%	T	For rapid entry for firefighters. See Report FIN-2020-044.
Occupancy Load	Flat Fee	\$116.00	\$119.00	\$0.00	\$119.00	2.6%	E	
Open Air Burning Permit Inspection Fee	Per Inspection	\$47.00	\$48.00	\$6.24	\$54.24	2.1%	T	As a result of a request to modify the terms and conditions of the Open Air Burning Permit.
Open Air Burning Permit	Per Permit	\$27.00	\$28.00	\$0.00	\$28.00	3.7%	E	Permit must be renewed annually. See Report FIN-2023-030.
Post Fire Watch	Note 1						E	
Replacement of Equipment and Resources Used	Actual costs incurred						T	Materials used in emergency responses.
Sale of Fireworks Permit	Per Permit	\$116.00	\$119.00	\$0.00	\$119.00	2.6%	E	

**SCHEDULE D: FIRE AND RESCUE SERVICES REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2025**

TYPE OF REVENUE/USER	Unit/Descr	2024 RATE (NO TAX)	2025 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Setting Off or Discharge of High Hazard Fireworks Permit	Per Permit	\$116.00	\$119.00	\$0.00	\$119.00	2.6%	E	Fireworks By-law No. 039/14
Setting off or Discharge of Low Hazard Fireworks Exemption Waiver	Per Waiver	N/A	\$119.00	\$0.00	\$119.00	100.0%	E	See Report FIN-2024-024. Fireworks By-law No. 039/14
Third Party Cost Recovery	Actual costs incurred + \$100.00 cumulative administration fee for all invoices						T	Material, equipment, labour/benefits, administration costs, third party consultant/specialist costs - See Report FIN-2022-029.
Water Tank Locks	Per Lock	\$20.87	\$21.50	\$2.80	\$24.30	3.0%	T	For locking water tank lids closed.
Special Events	No fee at this time							Requests for Attendance.
Authorized Requester Agreement - Search Fee	No fee at this time							Standard information product per record search fee - See Report FIN-2017-024.

Note 1: Standard Rate as approved by the Ministry of Transportation (MTO) adjusted periodically in accordance with the consumer price index:

MTO rate in effect as of November 1, 2023: \$559.86 Per Hour Per Truck

MTO rate in effect as of January 1, 2025: Not released at time of by-law preparation.

Note 2: Fire Department Specific Response Fees

Fire department specific response fees shall be the total of:

- a. Current MTO* rate per unit per hour or portion thereof for each unit
- b. rate per person per hour or portion thereof for each firefighter
- c. other costs including but not limited to: foam, metered water, and any other consumable supplies. Air tank re-filling, cleaning equipment, DSPA or similar type units, cost to replace damaged or destroyed equipment, specialized response costs from automatic/mutual aid agreements, fire protection agreements, water bomber drops, etc.

* The MTO rate per unit per hour is set by the Ministry of Transportation. This rate is adjusted periodically in accordance with the consumer price index.

Such fees shall be charged and calculated on the basis of each **fire department** vehicle attending, resources consumed in attendance to the **property** incident. The time shall be measured from the time of departure of each unit from the **fire department's** facilities to the time the unit is cleared for the next call out.

**SCHEDULE E: BUILDING REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2025**

TYPE OF REVENUE/USER	Unit/Descr	2024 RATE (NO TAX)	2025 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Minimum Permit Fee	Flat Fee	\$181.00	\$186.00	\$0.00	\$186.00	2.8%	E	For all work unless otherwise noted. See Report FIN-2024-024.
<u>NEW BUILDING, ADDITIONS, MEZZANINES</u>								
<u>Group A & B: Assembly & Care and Detention Buildings</u>								
Shell	Per Sq. Foot	\$2.83	\$2.91	\$0.00	\$2.91	2.8%	E	See Report FIN-2017-024
Finished	Per Sq. Foot	\$3.16	\$3.25	\$0.00	\$3.25	2.8%	E	See Report FIN-2017-024
<u>Group C: Residential Buildings</u>								
Houses, Townhouses, and Apartments	Per Sq. Foot	\$2.26	\$2.32	\$0.00	\$2.32	2.7%	E	
Manufactured Home	Per Sq. Foot	\$1.70	\$1.75	\$0.00	\$1.75	2.9%	E	
Garage/carport/shed/boathouse	Per Sq. Foot	\$0.89	\$0.91	\$0.00	\$0.91	2.2%	E	See Report FIN-2018-028
Deck, porch, dock	Flat Fee	\$181.00	\$186.00	\$0.00	\$186.00	2.8%	E	
<u>Group D & E: Business and Personal Service and Mercantile Buildings</u>								
Shell	Per Sq. Foot	\$2.14	\$2.20	\$0.00	\$2.20	2.8%	E	See Report FIN-2017-024
Finished	Per Sq. Foot	\$2.52	\$2.59	\$0.00	\$2.59	2.8%	E	See Report FIN-2017-024
<u>Group F: Industrial Buildings</u>								
Shell	Per Sq. Foot	\$0.86	\$0.88	\$0.00	\$0.88	2.3%	E	See Report FIN-2017-024
Finished	Per Sq. Foot	\$1.10	\$1.13	\$0.00	\$1.13	2.7%	E	See Report FIN-2017-024
<u>Farm Buildings</u>								
New Building	Per Sq. Foot	\$0.36	\$0.37	\$0.00	\$0.37	2.8%	E	See Report FIN-2017-024
<u>INTERIOR FINISHES AND ALTERATIONS - ALL CLASSIFICATIONS</u>								
Finishes to all areas	Per Sq. Foot	\$0.60	\$0.61	\$0.00	\$0.61	1.7%	E	
<u>SEWAGE SYSTEMS</u>								
New Installation	Flat Fee	\$731.00	\$753.00	\$0.00	\$753.00	3.0%	E	
Replacement or alteration	Flat Fee	\$548.00	\$564.00	\$0.00	\$564.00	2.9%	E	
<u>ALTERNATIVE SOLUTIONS</u>								
All buildings/systems within scope of Part 9	Flat Fee	\$586.00	\$603.00	\$0.00	\$603.00	2.9%	E	See Report FIN-2017-024
All buildings/systems within scope of Part 3	Flat Fee	\$1,174.00	\$1,209.00	\$0.00	\$1,209.00	3.0%	E	See Report FIN-2017-024
<u>SPECIAL CATEGORIES AND MISCELLANEOUS</u>								
Change of Use Permit (No Construction)	Flat Fee	\$234.00	\$241.00	\$0.00	\$241.00	3.0%	E	See Report FIN-2017-024
Construction prior to issuance of a permit	100% of permit fee						E	Fee is in addition to all other required permit fees.

**SCHEDULE E: BUILDING REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2025**

TYPE OF REVENUE/USER	Unit/Descr	2024 RATE (NO TAX)	2025 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Conditional Permits	20% of permit fee						E	Fee is in addition to all other required permit fees.
Demolition Permit	Flat Fee	\$181.00	\$186.00	\$0.00	\$186.00	2.8%	E	
Designated Structure Permit	Flat Fee	\$487.00	\$501.00	\$0.00	\$501.00	2.9%	E	Listed per Div.A, 1.3.1.1 Solar installation
Fireplace/Woodstove	Flat Fee	\$181.00	\$186.00	\$0.00	\$186.00	2.8%	E	
Inspection of works not ready	Flat Fee	\$181.00	\$186.00	\$0.00	\$186.00	2.8%	E	At the discretion of the Chief Building Official. Includes code violations and deficiencies.
Occupancy Permit	Flat Fee	\$181.00	\$186.00	\$0.00	\$186.00	2.8%	E	
Occupancy without an Occupancy Permit	Flat Fee	\$292.00	\$300.00	\$0.00	\$300.00	2.7%	E	At the discretion of the Chief Building Official. This fee is not imposed as it relates to the current initiative of closing old open building permits as approved by Council in the 2018 Budget.
Portables	Flat Fee	\$234.00	\$241.00	\$0.00	\$241.00	3.0%	E	
Reproduction of Digital Drawings	Per Page	\$5.15	\$5.30	\$0.69	\$5.99	2.9%	T	Current rate covers the cost for the digital reproduction of (1) digital copy of drawings - See Report FIN-2022-029.
Revision to Approved Plans	Flat Fee	\$365.00	\$376.00	\$0.00	\$376.00	3.0%	E	Before or after a permit is issued - significant changes to approved plans requiring further review. Minor revisions which result in no fee include eliminating a closet, finishing a three-piece bathroom, cosmetic changes, layout changes, removing non-load bearing walls, etc.
Sign Permits	Flat Fee	\$304.00	\$313.00	\$0.00	\$313.00	3.0%	E	With building permit
Storefront replacement	Flat Fee	\$234.00	\$241.00	\$0.00	\$241.00	3.0%	E	
Tents	Flat Fee	\$244.00	\$251.00	\$0.00	\$251.00	2.9%	E	Tents and air-supported structures shall be in conformance with the Building Code and Section 2.9 of the Fire Code. See Report FIN-2019-031
Third Party Cost Recovery	Actual costs incurred + \$100.00 cumulative administration fee for all invoices						T	Material, equipment, labour/benefits, administration costs, third party consultant/specialist costs - See Report FIN-2020-034
Transfer of Permit	Flat Fee	\$181.00	\$186.00	\$0.00	\$186.00	2.8%	E	

INTERPRETATION

The following requirements are to be applied in the calculation of permit fees:

- Floor area of the proposed work is to be measured to the outer face of exterior walls and to the centre line of party walls or demising walls.
- Unfinished loft space, habitable attics, mezzanines and interior balconies are to be included in all floor area calculations.
- Unfinished basement space and attached residential garages are not included in floor area calculations.
- The occupancy categories in this Schedule correspond with the major occupancy classifications in the Ontario Building Code. For multiple occupancy floor areas, the permit fees for each of the applicable

**SCHEDULE E: BUILDING REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2025**

TYPE OF REVENUE/USER	Unit/Descr	2024 RATE (NO TAX)	2025 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
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occupancy categories may be used.

- In the case of interior alterations or renovations, area of proposed work is the actual space receiving the work, e.g. tenant suite.
- Additional permit fees are not required for an attached deck to a residential dwelling, when the deck is shown on the approved residential building plans.
- For classes of permits not described in this Schedule, a reasonable permit fee shall be determined by the Chief Building Official.

**SCHEDULE F: PLANNING AND DEVELOPMENT REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2025**

TYPE OF REVENUE/USER	Unit/Descr	2024 RATE (NO TAX)	2025 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Additional Public Information Meeting	Flat Fee	N/A	\$3,200.00	\$0.00	\$3,200.00	100.0%	E	See Report FIN-2024-024.
Agreements - Minor - Not Registered	Flat Fee	\$292.00	\$300.00	\$0.00	\$300.00	2.7%	E	For recovery of the costs of facilitating and preparing agreements, ie. maintenance and operations agreement. See Report FIN-2024-024.
Agreements - Registered	Flat Fee	\$899.00	\$2,261.00	\$0.00	\$2,261.00	151.5%	E	For recovery of the costs of facilitating and preparing agreements, ie. planning act applications and building permit agreements (ie. permission to have a second dwelling while another is being built), etc. See Report FIN-2024-024.
Agreements - Subdivision/Condominium *	Administration fee	N/A	\$2,261.00	\$0.00	\$2,261.00	100.0%	E	For recovery of the costs of facilitating and preparing agreements and clearing conditions for approvals of Subdivision and Condominium Agreements. See Report FIN-2024-024.
Red Line Agreement Review *	Administration fee	N/A	\$100.00	\$0.00	\$100.00	100.0%	E	See Report FIN-2024-024
Title Search	Flat Fee	N/A	\$175.00	\$0.00	\$175.00	100.0%	E	See Report FIN-2024-024
Application Reactivation	Flat Fee	N/A	\$3,200.00	\$0.00	\$3,200.00	100.0%	E	See Report FIN-2024-024.
Compliance Letter - Type 1	Flat Fee	\$87.00	\$89.00	\$0.00	\$89.00	2.3%	E	Note 3
Compliance Letter - Type 2	Flat Fee	\$132.00	\$136.00	\$0.00	\$136.00	3.0%	E	Note 4
Consent Review and Condition Clearance	Flat Fee	\$156.00	\$160.00	\$0.00	\$160.00	2.6%	E	
Consent Review and Condition Clearance - Safe Access Clearance	Flat Fee	\$56.00	\$57.00	\$0.00	\$57.00	1.8%	E	See Report FIN-2022-029
Garden Suites and Renewals (Zoning) *	Administration fee	\$1,383.00	\$1,425.00	\$0.00	\$1,425.00	3.0%	E	See Report FIN-2019-034
Lifting of Holding Designation (Zoning) *	Administration fee	\$1,472.00	\$1,516.00	\$0.00	\$1,516.00	3.0%	E	See Report FIN-2023-025
Minor Variance - Type 1	Flat Fee	\$830.00	\$950.00	\$0.00	\$950.00	14.5%	E	Note 1 and See Report FIN-2024-024.
Minor Variance - Type 2	Flat Fee	\$1,407.00	\$1,612.00	\$0.00	\$1,612.00	14.6%	E	Note 2 and See Report FIN-2024-024.
Ownership List Confirmation	Flat Fee	\$79.00	\$81.00	\$0.00	\$81.00	2.5%	E	See Report FIN-2019-027
Part Lot Control Exemption By-law *	Administration fee	\$1,472.00	\$1,516.00	\$0.00	\$1,516.00	3.0%	E	See Report FIN-2023-025
Permitted Use Letter	Flat Fee	N/A	\$89.00	\$0.00	\$89.00	100.0%	E	See Report FIN-2024-024
Pre-Consultation Fee *	Administration fee	\$1,052.00	N/A - see below				E	See Report FIN-2022-029, Report FIN-2023-025, and Report FIN-2024-024.

**SCHEDULE F: PLANNING AND DEVELOPMENT REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2025**

TYPE OF REVENUE/USER	Unit/Descr	2024 RATE (NO TAX)	2025 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Preliminary Planning Consultation	Flat Fee	N/A - see above	\$300.00	\$0.00	\$300.00	100.0%	E	For recovery of the costs to review planning policy relating to preliminary planning proposals. This fee will be credited towards a subsequent related Comprehensive Development Consultation fee. See Report FIN-2024-024.
Comprehensive Development Consultation	Flat Fee	N/A - see above	\$5,000.00	\$0.00	\$5,000.00	100.0%	E	For recovery of the costs to review and provide comments on a comprehensive development/planning proposal or application. This fee will be credited towards a subsequent related Planning Act Application. See Report FIN-2024-024.
Radiocommunication Tower Pre-Consultation Fee *	Administration fee	N/A	\$1,079.00	\$0.00	\$1,079.00	100.0%	E	See Report FIN-2024-024
Radiocommunication Tower Proposals *	Administration fee	\$2,890.00	\$2,977.00	\$0.00	\$2,977.00	3.0%	E	See Report FIN-2021-25 - Township administration fee and third party fee. Radiocommunication Tower and Antenna Protocol Policy
Site Plan Application and Agreement *	Administration fee	\$1,546.00	N/A - see below				E	See Report FIN-2022-029, Report FIN-2023-025, and Report FIN-2024-024.
Site Plan Application and Agreement - New Application	Flat Fee	N/A - see above	\$24,952.00	\$0.00	\$24,952.00	100.0%	E	See Report FIN-2024-024.
Site Plan Application and Agreement - Amendment Application	Flat Fee	N/A - see above	\$6,106.00	\$0.00	\$6,106.00	100.0%	E	See Report FIN-2024-024.
Third and Subsequent Submission *	Administration fee	N/A	\$200.00	0	\$200.00	100.0%	E	See Report FIN-2024-024.
Third Party Cost Recovery	Actual costs incurred + \$100.00 cumulative administration fee for all invoices						T	Material, equipment, labour/benefits, administration costs, third party consultant/specialist costs - See Report FIN-2020-034
Zoning By-Law Amendment - Aggregate *	Administration fee	\$17,641.00	\$80,000.00	\$0.00	\$80,000.00	353.5%	E	See Report FIN-2023-025 and Report FIN-2024-024.
Zoning By-Law Amendment *	Administration fee	\$2,577.00	N/A - see below				E	See Report FIN-2022-029, Report FIN-2023-025, and Report FIN-2024-024.
Zoning By-Law Amendment	Flat Fee	N/A - see above	\$17,625.00	\$0.00	\$17,625.00	100.0%	E	See Report FIN-2022-029, Report FIN-2023-025, and Report FIN-2024-024.

SCHEDULE F: PLANNING AND DEVELOPMENT REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES

EFFECTIVE 2025

TYPE OF REVENUE/USER	Unit/Descr	2024 RATE (NO TAX)	2025 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
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INTERPRETATION

* the fees denoted with an asterisk are also subject to the Township's disbursements and third party consultant fees including legal reviews incurred for the processing of the application.

Note 1: Minor Variance - Type 1

Any minor variance application to permit any of the following on residential properties:

- Lot line setbacks for single family dwellings and accessory structures
- Height variances for single family dwellings and accessory structures
- Maximum size of accessory structure variances
- Maximum size of accessory unit variances

Note 2: Minor Variance - Type 2

All other minor variance applications not listed under Type 1.

Note 3: Compliance Letter - Type 1

Includes known building permit history and status as well as applicable zoning designation and permitted uses.

Note 4: Compliance Letter - Type 2 (Type 1 fee plus 50%)

Includes known building permit history and status as well as applicable zoning designation and permitted uses, the status of registered site plans and securities but does not include a title search.

Refund of Application Fees

In the case of a withdrawal or abandonment of an application, staff shall determine the amount of paid fees that may be refunded to the applicant, if any, in accordance with the following:

- a.) 80 percent (80%) if administrative functions have only been performed;
- b.) 70 percent (70%) if administrative and zoning functions have only been performed;
- c.) 45 percent (45%) if administrative, zoning, and a completed application has been circulated with comments;
- d.) 35 percent (35%) if application has been sent for second submission and comments have been received;
- e.) no refund shall be made if the application has been approved by Committee and/or Council

**SCHEDULE G: BY-LAW REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2025**

TYPE OF REVENUE/USER	Unit/Descr	2024 RATE (NO TAX)	2025 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
After Hours Response for Violation	Per Site Attendance	N/A	\$350.00	\$0.00	\$350.00	100.0%	E	See Report FIN-2024-024
Dog Tags	Per Tag	\$34.00	\$35.00	\$0.00	\$35.00	2.9%	E	No more than 3 dogs are permitted per dwelling unit, to a maximum of 5 dogs per property (only where a legal accessory apartment is permitted).
Replacement Dog Tag	Per Tag	\$11.34	\$11.68	\$0.00	\$11.68	3.0%	E	See Report FIN-2020-044
Fence Viewer's Application	Per Application	\$352.00	\$362.00	\$0.00	\$362.00	2.8%	E	
Filming Permit Fee	Flat Fee	\$587.00	\$604.00	\$0.00	\$604.00	2.9%	E	Filming of special events on Township lands/roads.
Filming Permit Security Deposit	Per Filming Permit - days 1 to 3	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00	0.0%	E	For filming projects one (1) to three (3) days in duration - see Report FIN-2022-029 and Filming Policy No. 2022-005.
Filming Permit Security Deposit	Per Filming Permit - each subsequent day after day 3	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00	0.0%	E	After three days of filming, an additional \$2,000 will be required for each subsequent day. See Report FIN-2022-029 and Filming Policy No. 2022-005.
Kennel Licence - New Application	Per Application	\$555.00	\$571.00	\$0.00	\$571.00	2.9%	E	See By-law No. 024-2021
Kennel Licence - Renewal Application	Per Application	\$222.00	\$228.00	\$0.00	\$228.00	2.7%	E	See By-law No. 024-2021
Kennel Licence - Alteration Application	Per Application	\$222.00	\$228.00	\$0.00	\$228.00	2.7%	E	See Report FIN-2023-025
Kennel Licence - Retiring Application	Per Application	\$83.00	\$85.00	\$0.00	\$85.00	2.4%	E	See By-law No. 024-2021
Liquor License Letter	Per Inspection	\$182.00	\$187.00	\$0.00	\$187.00	2.7%	E	Requested or required inspection of licensed sales establishments (as defined by the Liquor Licence Establishment Board of Ontario) that requires an inspection and/or a letter.
Lottery Licence	3% of prize value						E	Fee regulated by AGCO (Nevada, Raffle, Bazaar, etc.).
Municipal Addressing Sign	Flat Fee	\$23.82	\$24.54	\$3.19	\$27.73	3.0%	T	
Municipal Addressing Post	Flat Fee	\$23.82	\$24.54	\$3.19	\$27.73	3.0%	T	
Property Standards Appeal Fee	Flat Fee	\$299.00	\$308.00	\$0.00	\$308.00	3.0%	E	See Report FIN-2019-031
Publicized Displays Application Fee	Flat Fee	\$154.00	\$158.00	\$0.00	\$158.00	2.6%	E	See Report FIN-2022-029 and Publicized Displays By-law No. 2022-008
Publicized Displays Appeal Fee	Flat Fee	\$30.93	\$31.85	\$0.00	\$31.85	3.0%	E	See Report FIN-2022-029 and Publicized Displays By-law No. 2022-008

**SCHEDULE G: BY-LAW REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2025**

TYPE OF REVENUE/USER	Unit/Descr	2024 RATE (NO TAX)	2025 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Reinspection Fee	Flat Fee Per Reinspection	\$77.00	\$79.00	\$0.00	\$79.00	2.6%	E	Not charged on first inspections (ie. the inspection to determine if a violation is occurring). Reinspection will be charged each subsequent time the By-law Enforcement, Property Standards, and Licensing Officer attends the site to inspect and compliance has not been achieved (does not include inspections for the purpose of gathering further information). See Report FIN-2022-029.
Septic Compliance Letter	Flat Fee	\$88.00	\$90.00	\$0.00	\$90.00	2.3%	E	Fee charged is consistent for all Township departments.
Sign Permit - Temporary	Flat Fee	\$110.00	\$113.00	\$0.00	\$113.00	2.7%	E	See Sign By-law No. 2024-062.
Sign Refusal Appeal - Council Approval *	Administration Fee	\$1,047.50	\$1,079.00	\$0.00	\$1,079.00	3.0%	E	See Sign By-law No. 2024-062.
Sign Variance - Council Approval *	Administration Fee	\$1,247.50	\$1,285.00	\$0.00	\$1,285.00	3.0%	E	See Sign By-law No. 2024-062.
Sign Variance - Staff Approval *	Administration Fee	\$200.00	\$206.00	\$0.00	\$206.00	3.0%	E	See Sign By-law No. 2024-062.
Site Alteration Permit Application *	Administration Fee	\$1,800 plus \$75 per hectare (rounded to the greater whole aggregate).	N/A - see below					
Site Alteration Permit Application - Normal Farm Practices *	Administration Fee	\$103.00	N/A - see below					
Site Alteration Normal Farm Practices Waiver *	Administration Fee	Subject to recovery of all actual third party costs. May be required to provide a Security Deposit at the discretion of the Designated Official.					E	See Site Alteration By-law No. 2023-057.
Site Alteration Permit Application Fee - Minor *	Administration Fee	\$1,000.00	\$1,030.00	\$0.00	\$1,030.00	3.0%	E	Non-refundable and due at the application submission for the coordination and administration of an application. See Site Alteration By-law No. 2023-057.
Site Alteration Permit Security Deposit - Minor **	Security Deposit	\$3,000.00	\$3,000.00	\$0.00	\$3,000.00	0.0%	E	Due prior to permit issuance. See Site Alteration By-law No. 2023-057.
Site Alteration Permit Application Fee - Intermediate *	Administration Fee	\$2,000.00	\$2,060.00	\$0.00	\$2,060.00	3.0%	E	Non-refundable and due at the application submission for the coordination and administration of an application. See Site Alteration By-law No. 2023-057.

**SCHEDULE G: BY-LAW REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2025**

TYPE OF REVENUE/USER	Unit/Descr	2024 RATE (NO TAX)	2025 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Site Alteration Permit Security Deposit - Intermediate **	Security Deposit	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00	0.0%	E	Due prior to permit issuance. See Site Alteration By-law No. 2023-057.
Site Alteration Permit Application Fee - Large *	Administration Fee	\$3,500.00	\$3,605.00	\$0.00	\$3,605.00	3.0%	E	Non-refundable and due at the application submission for the coordination and administration of an application. See Site Alteration By-law No. 2023-057.
Site Alteration Permit Security Deposit - Large **	Security Deposit	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00	0.0%	E	Due prior to permit issuance. See Site Alteration By-law No. 2023-057.
Site Alteration Permit Application Fee - Major *	Administration Fee	\$5,000.00	\$5,150.00	\$0.00	\$5,150.00	3.0%	E	Non-refundable and due at the application submission for the coordination and administration of an application. See Site Alteration By-law No. 2023-057.
Site Alteration Permit Security Deposit - Major **	Security Deposit	To be determined by the Designated Official.	To be determined by the Designated Official.			0.0%	E	Due prior to permit issuance. See Site Alteration By-law No. 2023-057.
Site Alteration Permit Service Fee	Per m ³	\$0.24	\$0.24	\$0.00	\$0.24	0.0%	E	Paid at time of application. See Site Alteration By-law No. 2023-057.
Violation Fees	The Township may recover its costs of remedying a violation of the Site Alteration By-law No. 2023-057 by invoicing the Owner, by instituting court proceedings or by adding the cost, including interest, to the tax roll, and the exercise of any other available remedy.						E	Double all application fees. See Site Alteration By-law No. 2023-057.
Inspector Attendance at a Property Due to Verified Violation	Per Site Attendance	\$150.00	\$154.00	\$0.00	\$154.00	2.7%	E	Per site attendance by the Inspector as a result of a verified violation. See Site Alteration By-law No. 2023-057.
Designated Official Meeting	Per Meeting	N/A	\$450.00	\$0.00	\$450.00	100.0%	E	Administration fee and cost recovery of third party consultant fees for attendance. See Report FIN-2024-024.
Site Alteration Permit Renewal Fee	Per Application	50% of the original application administration fee.					E	See Site Alteration By-law No. 2023-057.
Special Events Permit	Per Letter	\$88.00	\$90.00	\$0.00	\$90.00	2.3%	E	See Report FIN-2022-029
Swimming Pool Enclosure Permit	Flat Fee	\$251.00	\$258.00	\$0.00	\$258.00	2.8%	E	See Report FIN-2024-024.
Third Party Cost Recovery	Actual costs incurred + \$100.00 cumulative administration fee for all invoices						T	Material, equipment, labour/benefits, administration costs, third party consultant/specialist costs - See Report FIN-2020-034

* the fees denoted with an asterisk are also subject to the Township's disbursements and third party consultant fees including legal reviews incurred for the processing of the application.

** Security Deposit funds are held by the Township and will be returned to the applicant upon fulfilment of all Permit Conditions. This includes any costs incurred by the Township related to enforcement of the permit conditions or the Site Alteration By-law. If the funds are drawn upon, the applicant is required to top up the funds to the amount determined in Schedule "C" of the Site Alteration By-law No. 2023-057 or as determined by the Designated Official.

**SCHEDULE H: PARKS REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2025**

TYPE OF REVENUE/USER Note 1	Unit/Descr	2024 RATE (NO TAX)	2025 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Ball Diamonds - No Lights	Per Hour	\$24.50	\$32.00	\$4.16	\$36.16	30.6%	T	See Report FIN-2024-024
75% Reduced Rate - Ball Diamonds - No Lights	Per Hour	\$6.12	\$8.00	\$1.04	\$9.04	30.7%	T	See Report FIN-2024-024
90% Reduced Rate - Ball Diamonds - No Lights	Per Hour	\$2.44	\$3.20	\$0.42	\$3.62	31.1%	T	See Report FIN-2024-024 Note 2
Ball Diamonds - Lights	Per Hour	\$36.74	\$37.85	\$4.92	\$42.77	3.0%	T	after 8:30 p.m.
75% Reduced Rate - Ball Diamonds - Lights	Per Hour	\$9.07	\$9.34	\$1.21	\$10.55	3.0%	T	after 8:30 p.m.
90% Reduced Rate - Ball Diamonds - Lights	Per Hour	\$3.67	\$3.78	\$0.49	\$4.27	3.0%	T	after 8:30 p.m. Note 2
All Ball Diamonds	Per Day	\$183.78	\$189.30	\$24.61	\$213.91	3.0%	T	
75% Reduced Rate - All Ball Diamonds	Per Day	\$45.93	\$47.31	\$6.15	\$53.46	3.0%	T	
90% Reduced Rate - All Ball Diamonds	Per Day	\$18.39	\$18.95	\$2.46	\$21.41	3.0%	T	Note 2
Ball Diamonds - Dragging	Per Occurrence	\$46.95	\$48.36	\$6.29	\$54.65	3.0%	T	Upon request and approval - June 15, 2016 Special Council Meeting.
75% Reduced Rate - Ball Diamonds - Dragging	Per Occurrence	\$11.73	\$12.08	\$1.57	\$13.65	3.0%	T	Upon request and approval - June 15, 2016 Special Council Meeting.
90% Reduced Rate - Ball Diamonds - Dragging	Per Occurrence	\$4.69	\$4.83	\$0.63	\$5.46	3.0%	T	Upon request and approval - June 15, 2016 Special Council Meeting. Note 2
Soccer Field - No Lights	Per Hour	\$31.18	\$32.12	\$4.18	\$36.30	3.0%	T	See Report FIN-2017-012
75% Reduced Rate - Soccer Field - No Lights	Per Hour	\$7.82	\$8.05	\$1.05	\$9.10	2.9%	T	See Report FIN-2017-012
90% Reduced Rate - Soccer Field - No Lights	Per Hour	\$3.11	\$3.20	\$0.42	\$3.62	2.9%	T	See Report FIN-2017-012 Note 2
Soccer Field - Lights	Per Hour	\$38.00	\$39.14	\$5.09	\$44.23	3.0%	T	See Report FIN-2023-025
75% Reduced Rate - Soccer Field - Lights	Per Hour	\$9.50	\$9.79	\$1.27	\$11.06	3.0%	T	See Report FIN-2023-025
90% Reduced Rate - Soccer Field - Lights	Per Hour	\$3.80	\$3.91	\$0.51	\$4.42	3.0%	T	See Report FIN-2023-025 Note 2
Soccer Field - No Lights	Per Day	\$317.21	\$326.73	\$42.47	\$369.20	3.0%	T	See Report FIN-2017-012
75% Reduced Rate - Soccer Field - No Lights	Per Day	\$79.26	\$81.64	\$10.61	\$92.25	3.0%	T	See Report FIN-2017-012
90% Reduced Rate - Soccer Field - No Lights	Per Day	\$31.73	\$32.69	\$4.25	\$36.94	3.0%	T	See Report FIN-2017-012 Note 2
Soccer Field - Lights	Per Day	\$386.59	\$398.19	\$51.76	\$449.95	3.0%	T	See Report FIN-2023-025
75% Reduced Rate - Soccer Field - Lights	Per Day	\$96.65	\$99.55	\$12.94	\$112.49	3.0%	T	See Report FIN-2023-025
90% Reduced Rate - Soccer Field - Lights	Per Day	\$38.66	\$39.82	\$5.18	\$45.00	3.0%	T	See Report FIN-2023-025 Note 2
Ball Diamond Advertising	Per Season	\$205.77	\$211.95	\$27.55	\$239.50	3.0%	T	Available from May to October
75% Reduced Rate - Ball Diamond Advertising	Per Season	\$51.37	\$52.92	\$6.88	\$59.80	3.0%	T	Available from May to October

**SCHEDULE H: PARKS REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2025**

TYPE OF REVENUE/USER Note 1	Unit/Descr	2024 RATE (NO TAX)	2025 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
90% Reduced Rate - Ball Diamond Advertising	Per Season	\$20.58	\$21.20	\$2.76	\$23.96	3.0%	T	Available from May to October Note 2
Horse Paddock	Per Day	\$235.13	\$242.19	\$31.48	\$273.67	3.0%	T	Rental restricted to horse paddock and tractor pull area.
75% Reduced Rate - Horse Paddock	Per Day	\$58.74	\$60.51	\$7.87	\$68.38	3.0%	T	Rental restricted to horse paddock and tractor pull area.
90% Reduced Rate - Horse Paddock	Per Day	\$23.52	\$24.23	\$3.15	\$27.38	3.0%	T	Rental restricted to horse paddock and tractor pull area. Note 2
Picnic Shelter	Per Hour	\$23.48	\$24.19	\$3.14	\$27.33	3.0%	T	
75% Reduced Rate - Picnic Shelter	Per Hour	\$5.86	\$6.03	\$0.78	\$6.81	2.9%	T	
90% Reduced Rate - Picnic Shelter	Per Hour	\$2.34	\$2.41	\$0.31	\$2.72	3.0%	T	Note 2
Picnic Shelter	Per Day	\$93.99	\$96.81	\$12.59	\$109.40	3.0%	T	
75% Reduced Rate - Picnic Shelter	Per Day	\$23.50	\$24.21	\$3.15	\$27.36	3.0%	T	
90% Reduced Rate - Picnic Shelter	Per Day	\$9.39	\$9.67	\$1.26	\$10.93	3.0%	T	Note 2
Tennis Courts - No Lights	Per Hour	\$22.23	\$22.90	\$2.98	\$25.88	3.0%	T	See Report FIN-2021-025
75% Reduced Rate - Tennis Courts - No Lights	Per Hour	\$5.55	\$5.71	\$0.74	\$6.45	2.9%	T	See Report FIN-2021-025
90% Reduced Rate - Tennis Courts - No Lights	Per Hour	\$2.21	\$2.27	\$0.30	\$2.57	2.7%	T	See Report FIN-2021-025 Note 2
Tennis Courts - Lights	Per Hour	\$33.35	\$34.36	\$4.47	\$38.83	3.0%	T	See Report FIN-2021-025
75% Reduced Rate - Tennis Courts - Lights	Per Hour	\$8.34	\$8.59	\$1.12	\$9.71	3.0%	T	See Report FIN-2021-025
90% Reduced Rate - Tennis Courts - Lights	Per Hour	\$3.34	\$3.44	\$0.45	\$3.88	3.0%	T	See Report FIN-2021-025 Note 2
Fireworks Security Deposit	Per Display	\$500.00	\$500.00	\$0.00	\$500.00	0.0%	E	Clean up of Township lands after fireworks display.
Baseball Equipment and Lights Security Deposit	Per Season	\$50.00	\$50.00	\$0.00	\$50.00	0.0%	E	Lights key provided to ball diamond rentals with light use. Equipment key provided to renters with a minimum of eight rentals.
Picnic Shelter Washroom Key Security Deposit	Per Rental	\$50.00	\$50.00	\$0.00	\$50.00	0.0%	E	
Horse Paddock Security Deposit	Per Rental	\$300.00	\$300.00	\$0.00	\$300.00	0.0%	E	
Note 1: Booking availability of Township fields are dependent on field conditions.								
Note 2: A 90% reduced rate shall apply to Seniors' Events or Programs, Whistle Stop Co-operative Pre-school and Guelph Community Health Centre (The Playgroup).								

**SCHEDULE I: OPTIMIST RECREATION CENTRE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2025**

TYPE OF REVENUE/USER	Unit/Descr	2024 RATE (NO TAX)	2025 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Arena Floor	Per Hour	\$79.26	\$81.64	\$10.61	\$92.25	3.0%	T	Includes use of change rooms
75% Reduced Rate - Arena Floor	Per Hour	\$19.74	\$20.34	\$2.64	\$22.98	3.0%	T	Includes use of change rooms
90% Reduced Rate - Arena Floor	Per Hour	\$7.93	\$8.16	\$1.06	\$9.22	3.0%	T	Includes use of change rooms Note 2
Ice - Non - Prime	Per Hour	\$66.10	\$68.09	\$8.85	\$76.94	3.0%	T	Includes use of change rooms Note 1
75% Reduced Rate - Ice - Non-Prime	Per Hour	\$16.45	\$16.95	\$2.20	\$19.15	3.0%	T	Includes use of change rooms Note 1
90% Reduced Rate - Ice - Non-Prime	Per Hour	\$6.61	\$6.80	\$0.88	\$7.68	2.9%	T	Includes use of change rooms Note 1 and Note 2
Ice - Prime	Per Hour	\$234.00	\$241.02	\$31.33	\$272.35	3.0%	T	Includes use of change rooms. See Report FIN-2023-030. Note 1
Gymnasium	Per Hour	\$36.07	\$42.00	\$5.46	\$47.46	16.4%	T	See Report FIN-2024-024
75% Reduced Rate - Gymnasium	Per Hour	\$8.96	\$10.50	\$1.37	\$11.87	17.2%	T	See Report FIN-2024-024
90% Reduced Rate - Gymnasium	Per Hour	\$3.57	\$4.20	\$0.55	\$4.75	17.6%	T	See Report FIN-2024-024 and Note 2
Personnel Costs	Per Hour Per Personnel		Actual Costs Incurred				T	See Report REC-2023-004 and Report FIN-2023-030. Personnel Costs are applicable for any additional staffing requirements for events at the discretion of the Director of Public Works, Parks and Facilities subject to operational demands and staff availability
Rink Board Advertising	Per Year	\$411.53	\$423.88	\$55.10	\$478.98	3.0%	T	
75% Reduced Rate - Rink Board Advertising	Per Year	\$102.84	\$105.93	\$13.77	\$119.70	3.0%	T	
90% Reduced Rate - Rink Board Advertising	Per Year	\$41.16	\$42.40	\$5.51	\$47.91	3.0%	T	Note 2

Note 1:

- Ice - Non-Prime: Weekdays from 9:00 am to 5:00 pm
- Ice - Prime: Weekdays from 5:00 pm to 10:00 pm, Saturdays, Sundays

Note 2: A 90% reduced rate shall apply to Seniors' Events or Programs, Whistle Stop Co-operative Pre-school and Guelph Community Health Centre (The Playgroup).

**SCHEDULE J: PUSLINCH COMMUNITY CENTRE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2025**

TYPE OF REVENUE/USER	Unit/Descr	2024 RATE (NO TAX)	2025 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Meeting Room - Non Resident Rental or Commercial Rental	Per Hour	\$38.28	\$39.43	\$5.13	\$44.56	3.0%	T	An 8 hour booking is required if renting with a full day or 12 hour booking of the Hall. Example of Commercial Rentals include Auctions, Sale of Merchandise - See Report FIN-2019-031
Meeting Room	Per Hour	\$30.62	\$31.54	\$4.10	\$35.64	3.0%	T	An 8 hour booking is required if renting with a full day or 12 hour booking of the Hall.
75% Reduced Rate - Meeting Room	Per Hour	\$7.59	\$7.82	\$1.02	\$8.84	3.0%	T	An 8 hour booking is required if renting with a full day or 12 hour booking of the Hall.
90% Reduced Rate - Meeting Room	Per Hour	\$3.05	\$3.14	\$0.41	\$3.55	3.0%	T	An 8 hour booking is required if renting with a full day or 12 hour booking of the Hall. Note 3
Hall - Non-Prime - Non Resident Rental or Commercial Rental	Per Hour	\$82.18	\$84.64	\$11.00	\$95.64	3.0%	T	Minimum of a 3 hour booking required. Example of Commercial Rentals include Auctions, Sale of Merchandise - See Report FIN-2019-031 Note 1 and Note 2
Hall - Non-Prime	Per Hour	\$65.76	\$67.74	\$8.81	\$76.55	3.0%	T	Minimum of a 3 hour booking required. Note 1 and Note 2
75% Reduced Rate - Hall - Non-Prime	Per Hour	\$16.45	\$16.95	\$2.20	\$19.15	3.0%	T	Minimum of a 3 hour booking required. Note 1 and Note 2
90% Reduced Rate - Hall - Non-Prime	Per Hour	\$6.57	\$6.77	\$0.88	\$7.65	3.0%	T	Minimum of a 3 hour booking required. Note 1, Note 2, and Note 3
Hall - Non-Prime - Non Resident Rental or Commercial Rental	Full Day Rental	\$558.88	\$575.64	\$74.83	\$650.47	3.0%	T	Example of Commercial Rentals include Auctions, Sale of Merchandise - See Report FIN-2019-031 Note 1 and Note 2
Hall - Non-Prime	Full Day Rental	\$447.12	\$460.54	\$59.87	\$520.41	3.0%	T	Note 1 and Note 2
75% Reduced Rate - Hall - Non-Prime	Full Day Rental	\$111.80	\$115.16	\$14.97	\$130.13	3.0%	T	Note 1 and Note 2
90% Reduced Rate - Hall - Non-Prime	Full Day Rental	\$44.68	\$46.03	\$5.98	\$52.01	3.0%	T	Note 1, Note 2, and Note 3
Hall - Prime - Non Resident Rental or Commercial Rental	12 Hour Rental	\$986.16	\$1,015.75	\$132.05	\$1,147.80	3.0%	T	Example of Commercial Rentals include Auctions, Sale of Merchandise - See Report FIN-2019-031, Report FIN-2023-030, and Report FIN-2023-032. Note 1 and Note 2
Hall - Prime	12 Hour Rental	\$586.45	\$604.05	\$78.53	\$682.58	3.0%	T	Note 1 and Note 2. See Report FIN-2023-032.
Hall - Prime - Non Resident Rental or Commercial Rental	Per Hour	\$82.18	\$84.65	\$11.00	\$95.65	3.0%	T	Additional hours beyond the 12 hour full day rental maximum subject to availability. See Report FIN-2023-032 and Report FIN-2024-024.
Hall - Prime	Per Hour	\$65.76	\$67.74	\$8.81	\$76.55	3.0%	T	Additional hours beyond the 12 hour full day rental maximum subject to availability. See Report FIN-2023-032.

**SCHEDULE J: PUSLINCH COMMUNITY CENTRE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2025**

TYPE OF REVENUE/USER	Unit/Descr	2024 RATE (NO TAX)	2025 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS	
Hall - Set-up Fee - Non Resident Rental or Commercial Rental	Per Hour	\$82.18	\$84.65	\$11.00	\$95.65	3.0%	T	Minimum of a 3 hour booking required. Example of Commercial Rentals include Auctions, Sale of Merchandise - See Report FIN-2019-031 Note 1, Note 2 and Note 5	
Hall - Set-up Fee	Per Hour	\$65.76	\$67.74	\$8.81	\$76.55	3.0%	T	Minimum of a 3 hour booking required. Note 1, Note 2 and Note 5	
Use of Kitchen Facilities - Non Prime - Non Resident Rental or Commercial Rental	Per Hour	\$47.00	\$48.41	\$6.29	\$54.70	3.0%	T	Minimum of a 3 hour booking required. Example of Commercial Rentals include Auctions, Sale of Merchandise - See Report FIN-2019-031 Note 1 and Note 2	
Use of Kitchen Facilities - Non Prime	Per Hour	\$32.10	\$33.07	\$4.30	\$37.37	3.0%	T	Minimum of a 3 hour booking required. Note 1 and Note 2	
75% Reduced Rate - Use of Kitchen Facilities - Non Prime	Per Hour	\$8.02	\$8.27	\$1.08	\$9.35	3.1%	T	Minimum of a 3 hour booking required. Note 1 and Note 2	
90% Reduced Rate - Use of Kitchen Facilities - Non Prime	Per Hour	\$3.20	\$3.29	\$0.43	\$3.72	2.8%	T	Minimum of a 3 hour booking required. Note 1, Note 2, and Note 3	
Licensed Events Using Patio - Non Resident Rental or Commercial Rental	Flat Rate	\$84.05	\$86.58	\$11.26	\$97.84	3.0%	T	Example of Commercial Rentals include Auctions, Sale of Merchandise - See Report FIN-2019-031 Note 6	
Licensed Events Using Fenced Outdoor Patio	Flat Rate	\$67.24	\$69.26	\$9.00	\$78.26	3.0%	T	Note 6	
75% Reduced Rate - Licensed Events Using Fenced Outdoor Patio	Flat Rate	\$16.80	\$17.30	\$2.25	\$19.55	3.0%	T	Note 6	
90% Reduced Rate - Licensed Events Using Fenced Outdoor Patio	Flat Rate	\$6.72	\$6.92	\$0.90	\$7.82	3.0%	T	Note 3 and Note 6	
Personnel Costs	Per Hour Per Personnel	Actual Costs Incurred						T	See Report REC-2023-004 and Report FIN-2023-030. Personnel Costs are applicable for any additional staffing requirements for events at the discretion of the Director of Public Works, Parks and Facilities subject to operational demands and staff availability
Facility Rental Security Deposit - Hall Rental Only or Hall and Meeting Room Rental	Per Booking	\$1,500.00	\$1,500.00	\$0.00	\$1,500.00	0.0%	E	See Report FIN-2022-029 and Note 4	
Facility Rental Security Deposit - Meeting Room/Kitchen Facility Only	Per Booking	\$365.00	\$365.00	\$0.00	\$365.00	0.0%	E	See Report FIN-2022-029 and Note 4	

Note 1: Hall rentals include the use of the kitchen facility (dishes, silverware, cooking utensils, dishwasher, coffee maker, etc. included)

Note 2: **Hall - Non-Prime:** Monday to Thursday and Sunday Rentals; **Hall - Prime:** Friday and Saturday

Note 3: A 90% reduced rate shall apply to Seniors' Events or Programs, Whistle Stop Co-operative Pre-school and Guelph Community Health Centre (The Playgroup).

Note 4: The security deposit is fully refundable after the Event, provided there are no damages to the facility, the access key is returned, and all terms of the Township's Alcohol Risk Management policy, the Special Occasion Permit or Caterer's Endorsement, any Township agreements and all applicable federal, provincial and municipal laws, policies, guidelines, regulations and by-laws, including without limitation, the Liquor Licence and Control Act, 2019 are adhered to.

**SCHEDULE J: PUSLINCH COMMUNITY CENTRE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2025**

TYPE OF REVENUE/USER	Unit/Descr	2024 RATE (NO TAX)	2025 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
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Note 5: Set-up is after 5:00 p.m. on Friday only and must include a Saturday rental. This service is only available if the hall is not booked 7 days prior to the event date.

Note 6: If the outdoor patio has been included on the Special Occasion Permit or Caterer’s Endorsement, Township Staff will fence the outdoor patio.

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 068-2024

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 6, 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 6, 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 6 DAY OF NOVEMBER, 2024.

James Seeley, Mayor

Justine Brotherston, Interim Municipal Clerk