



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
FEBRUARY 20, 2025, COUNCIL MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION &
IN-PERSON AT THE MUNICIPAL OFFICE –
7404 WELLINGTON RD 34, PUSLINCH

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A G E N D A

DATE: Thursday February 20, 2025

REGULAR MEETING: 10:00 A.M.

CLOSED MEETING: TBD

≠ Denotes resolution prepared

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

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



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- 6.1** Adoption and Receipt of the Minutes of the Previous Council and Committee Meetings
 - 6.1.1** February 11, 2025 Special Council Meeting Minutes
 - 6.1.2** February 7, 2025 Special Council Meeting Minutes
 - 6.1.3** January 22, 2025 Council Meeting Minutes
 - 6.1.4** January 22, 2025 Budget Public Information Meeting
 - 6.1.5** January 22, 2025 Zoning By-law Amendment Public Information Meeting
 - 6.1.6** December 10 2024 Planning and Development Advisory Committee Meeting Minutes
 - 6.1.7** December 2 2024 Heritage Advisory Committee Minutes
 - 6.1.8** December 2, 2024 Youth Advisory Committee Meeting Minutes
 - 6.1.9** 6.1.9 December 5, 2024 Joint Accessibility Advisory Committee Meeting Minutes
 - 6.1.10** May 6, 2024 Joint Recreation and Youth Advisory Committee Minutes
- 6.2** AMO Policy Update – AMO 2025 Pre-Budget Submission
- 6.3** AMO Policy Update – Statement on Trade and Update on Provincial Election Advocacy
- 6.4** AMCTO Advocacy Update regarding Early Provincial Election Called
- 6.5** AMCTO Advocacy Update 2025 Provincial Election Priorities
- 6.6** Township of Woolwich Council resolution regarding Election Advocacy and Preparation
- 6.7** City of Peterborough Council Resolution Regarding Proposed U.S. tariffs on Canadian Goods
- 6.8** Town of Hanover Council resolution regarding United States Imposition of Tariffs on Canada
- 6.9** Town of Halton Hills Council resolution regarding Sovereignty in Canada
- 6.10** City of Peterborough Council resolution regarding Bill 242, Safer Municipalities
- 6.11** Municipality of South Huron - TAPMO Letter Regarding Pre-Budget Announcement
- 6.12** Ministry of Natural Resources regarding Proposed regulation regarding Minister’s Permit and Review powers under the Conservation Authorities Act
- 6.13** County of Wellington Notice of Open House and Public Meeting OPA No. 126
- 6.14** MPAC 2024 Municipal Partnership Report
- 6.15** Puslinch Profile February 2025

Recommendation:

That the Consent Agenda items listed for the February 20, 2025, Council meeting be received for information.

7. Delegations ≠

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



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7.1.1 None

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

7.2.1 10:15 A.M. Delegation by John McNie regarding review of the University of Guelph stewardship of Mill Creek Pit

8. Public Meeting

8.1 February 26, 2025 at 7:00 P.M. Open House for the Puslinch By Design Study held in-person at the Puslinch Community Centre (23 Brock Road South).

8.2 March 5, 2025, 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 a Zoning By-law Amendment D14/WDD - Part Lot 31, Concession 8 - (WDD Main St. Inc.)

- D14/WDD

9. Reports ≠

9.1 Puslinch Fire and Rescue Services

9.1.1 None

9.2 Finance Department

9.2.1 Report FIN-2025-003 Donation Policy ≠

Recommendation:

That Report FIN-2025-003 entitled Donation Policy be received; and

That Council approve the Donation Policy attached as Schedule C to Report FIN-2025-003 as [presented/amended].

9.2.2 Report FIN-2025-005 – 2024 Completed Capital Projects ≠

Recommendation:

That Report FIN-2025-005 entitled 2024 Completed Capital Projects be received.

**9.2.3 Report FIN-2025-006 - Balances in Discretionary and Restricted Reserves ≠
(Circulated under separate cover)**



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9.2.4 Report FIN-2025-007 – Ontario Regulation 284/09 2025 Budget ≠

Recommendation:

That Report FIN-2025-007 entitled Ontario Regulation 284/09 – 2025 Budget be received; and,

That Council adopts Report FIN-2025-007 which meets the requirements of Ontario Regulation 284/09 and outlines the preparation of the 2025 Operating and Capital Budgets to a Public Sector Accounting Board compliant format.

9.2.5 Report FIN-2025-008-2025 Budget – Final ≠

Recommendation:

That Report FIN-2025-008 entitled 2025 Budget – Final be received; and

That Council approves the Puslinch Historical Society's design for the Killean School Bell Cairn and directs staff to proceed with the project accordingly; and,

That Council give 3 readings to By-law No. 2025-033 being a by-law to adopt the Budget for the Corporation of the Township of Puslinch for the year 2025.

9.2.6 Report FIN-2025-009 – Community Improvement Plan - Execution of Financial Assistance Agreement with 16596932 CANADA INC. o/a OLD COYOTE AND CO. and Nadya Bismillah-Lang and Gustav Karoly Lang ≠

Recommendation:

That Report FIN-2025-009 entitled Community Improvement Plan – Execution of Financial Assistance Agreement with 16596932 CANADA INC. o/a OLD COYOTE AND CO. and Nadya Bismillah-Lang and Gustav Karoly Lang be received; and

That Council gives 3 readings to By-law No. 2025-030 being a By-law authorizing the entering into a Financial Assistance Agreement with 16596932 CANADA INC. o/a OLD COYOTE AND CO. and Nadya Bismillah-Lang and Gustav Karoly Lang under the Township of Puslinch's Community Improvement Plan.



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9.2.7 Report FIN-2025-010 - Community Emergency Preparedness Grant - Execution of Agreement ≠

Recommendation:

That Report FIN-2025-010 entitled Community Emergency Preparedness Grant – Execution of Agreement be received; and

That Council give 3 readings to By-law No. 2025-031 being a By-law authorizing the entering into an Agreement with the Treasury Board for the Community Emergency Preparedness Grant.

9.3 Administration

9.3.1 Report ADM 2025-004 – 2024 Annual Water Report ≠

Recommendation:

That Report ADM-2025-004 regarding the 2024 Annual Water Report – Drinking Water System Number 260021034 be received; and

That the 2024 Annual Water Report be submitted to the Ministry and the applicable agencies as outlined in Report ADM-2025-004.

9.3.2 Report ADM-2025-005 – Corporate Work Plan Update ≠ (Circulate under separate cover)

9.4 Planning and Building Department

9.4.1 10:05 A.M. Report PD-2025-004 Zoning By-law Amendment Application (D14-BRU) Recommendation Report ≠

Recommendation:

That Report PD-2025-004 entitled Zoning By-law Amendment Application Recommendation Report – 4120 Wellington Road 35; and

Whereas the Township and its expert consultants are satisfied with the application to amend the zoning of the property 4120 Wellington Road 35 through their comprehensive review of the submission materials;

Therefore be it resolved,



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That Council approves the Zoning By-law Amendment for the property 4120 Wellington Road 35; and

That Council give three readings to by-law 2025-075 as presented, being a by-law to amend by-law no. 2018-023, as amended, being the Zoning By-law of the Township of Puslinch.

9.5 Roads and Parks Department

9.5.1 None

9.6 Recreation Department

9.6.1 None

10. Correspondence ≠

10.1 None

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 BL2025-030 - Authorize Entering into a Financial Assistance Agreement – CIP

12.1.2 BL2025-031 - Authorize Entering into Agreement with Treasury Board

12.1.3 BL2025-032 Zoning By-law Amendment - 4120 Wellington Road 35

12.1.4 BL2025-033 - 2025 Budget By-law

Recommendation:

That the following by-laws 2025-030 through 2025-033 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 report regarding personal matters about an identifiable individual, including municipal or local board employees – Human Resource Matter



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- 14.2** Confidential 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 (c) of the By-law Complaint Policy
- 14.3** Confidential report regarding personal matters about an identifiable individual, including municipal or local board employees – Recreation and Community Wellness Advisory Committee Appointment
- 14.4** Confidential report regarding personal matters about an identifiable individual, including municipal or local board employees – Youth Advisory Committee Appointment
- 14.5** Confidential minutes from previous closed meetings:
 - 14.5.1** February 11, 2025 Closed Meeting Minutes
 - 14.5.2** February 7, 2025 Closed Meeting Minutes
 - 14.5.3** January 15, 2025 Closed Meeting Minutes
 - 14.5.4** December 18, 2024 First Closed Meeting Minutes
 - 14.5.5** December 18, 2024 Second Closed Meeting Minutes
 - 14.5.6** November 20, 2024 Closed Meeting Minutes

15. Business Arising from Closed Session

16. Notice of Motion

17. New Business

18. Confirmatory By-law ≠

- 18.1** BL2025-034 Confirm By-law – February 20, 2025

Recommendation:

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

By-law 2025-034 being a by-law to confirm the proceeding of Council for the Corporation of the Township of Puslinch at its meeting held on 20th day of February 2025.

19. Adjournment ≠



MINUTES

DATE: February 11, 2025

CLOSED MEETING: 10:35 A.M.

COUNCIL MEETING: 10:30 A.M.

The February 11, 2025 Special Council Meeting was held on the above date and called to order at 10:30 a.m. via electronic participation.

1. **CALL THE MEETING TO ORDER**

2. **ROLL CALL**

ATTENDANCE:

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

STAFF IN ATTENDANCE:

1. Courtenay Hoytfox, Interim CAO
2. Justine Brotherston, Interim Municipal Clerk
3. Jamie MacNeil, Fire Chief

3. **MOMENT OF REFLECTION**

4. **CONFIRMATION OF THE AGENDA**

Resolution No. 2025-042: Moved by Councillor Hurst and
Seconded by Councillor Bailey

That Council approves the February 11, 2025 Agenda as circulated.

CARRIED

5. **DISCLOSURE OF PECUNIARY INTEREST & THE GENERAL NATURE THEREOF:**
None

6. **CLOSED SESSION:**
Council was in closed session from 10:30 a.m. to 11:32 a.m.

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

Resolution No. 2025-043: Moved by Councillor Sepulis and
Seconded by Councillor Goyda

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

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

CARRIED

Resolution No. 2025-044: Moved by Councillor Sepulis and
Seconded by Councillor Goyda



THAT Council moves into open session at 11:32 am

CARRIED

Council resumed into open session at 11:32 am

Resolution No. 2025-045:

Moved by Councillor Hurst and
Seconded by Councillor Sepulis

That Council receives the:

13.3 Confidential report personal matters about an identifiable individual, including municipal or local board employees – Human Resources Matter; and

That staff proceed as directed.

CARRIED

7. BUSINESS ARISING FROM CLOSED SESSION:

None

8. CONFIRMATORY BY-LAW:

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

Resolution No. 2025-046:

Moved by Councillor Goyda and
Seconded by Councillor Bailey

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

By-Law 2025-029 being a by-law to confirm the proceedings of Council for the Corporation of the Township of Puslinch at its meeting held on the 11 day of February 2025.

CARRIED

9. ADJOURNMENT:

Resolution No. 2025-047:

Moved by Councillor Goyda and
Seconded by Councillor Sepulis

That Council hereby adjourns at 11:33 p.m.

CARRIED

James Seeley, Mayor

Courtenay Hoytfox, Clerk



MINUTES

DATE: February 7, 2025

CLOSED MEETING: Directly following Section 5

COUNCIL MEETING: 11:00 A.M.

The February 7, 2025 Special Council Meeting was held on the above date and called to order at 11:00 a.m. via electronic participation.

1. **CALL THE MEETING TO ORDER**

2. **ROLL CALL**

ATTENDANCE:

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

STAFF IN ATTENDANCE:

1. Courtenay Hoytfox, Interim CAO
2. Justine Brotherston, Interim Municipal Clerk

3. **MOMENT OF REFLECTION**

4. **CONFIRMATION OF THE AGENDA**

Resolution No. 2025-036: Moved by Councillor Goyda and
Seconded by Councillor Bailey

That Council approves the February 7, 2025 Special Meeting Agenda as circulated.

CARRIED

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

None

6. **CLOSED SESSION:**

Council was in closed session from 11:03 a.m. to 12:32 p.m.

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

Resolution No. 2025-037: Moved by Councillor Hurst and
Seconded by Councillor Sepulis

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

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

CARRIED

Resolution No. 2025-038: Moved by Councillor Bailey and
Seconded by Councillor Hurst

THAT Council moves into open session at 12:32 p.m.

CARRIED



Council resumed into open session at 12:32 p.m.

Resolution No. 2025-039: Moved by Councillor Sepulis and
Seconded by Councillor Hurst

That Council receives the:

6.1 Confidential report regarding advice that is subject to solicitor-client privilege, including communications necessary for that purpose – Human Resources Matter; and

That staff proceed as directed.

CARRIED

7. **BUSINESS ARISING FROM CLOSED SESSION:**
None

8. **CONFIRMATORY BY-LAW:**

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

Resolution No. 2025-040: Moved by Councillor Bailey and
Seconded by Councillor Goyda

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

By-Law 2025-028 being a by-law to confirm the proceedings of Council for the Corporation of the Township of Puslinch at its meeting held on the 7 day of February 7, 2025.

CARRIED

9. **ADJOURNMENT:**

Resolution No. 2025-041: Moved by Councillor Goyda and
Seconded by Councillor Hurst

That Council hereby adjourns at 12:33 p.m.

CARRIED

James Seeley, Mayor

Courtenay Hoytfox, Clerk



MINUTES

DATE: January 22, 2025

CLOSED MEETING: Directly following Section 13

COUNCIL MEETING: 10:00 A.M.

The January 22, 2025 Council Meeting was held on the above date and called to order at 10:00 a.m. via electronic participation and in-person at 7404 Wellington Rd, Puslinch.

1. CALL THE MEETING TO ORDER

2. ROLL CALL

ATTENDANCE:

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

STAFF IN ATTENDANCE:

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

3. MOMENT OF REFLECTION

4. CONFIRMATION OF THE AGENDA

Resolution No. 2025-014:

Moved by Councillor Sepulis and
Seconded by Councillor Bailey

That Council approves the January 22, 2025 Agenda as circulated; and

That Council approves the additions to the agenda as follows:

Consent Item 6.1.3 Questions received from Council seeking additional information and the corresponding responses provided by staff regarding the January 22, 2025 Council agenda.

CARRIED

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

Mayor Seeley declared a potential pecuniary interest related to items 9.4.2 and 6.8 as I am a neighbour of the proposed development.

Councillor Goyda declared a potential pecuniary interest related to item 9.3.1 pertaining to property 4726 Watson Rd S as that property is owned by my family.

6. CONSENT AGENDA

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

6.1.1 January 15, 2025 Council Meeting Minutes

6.1.2 December 18, 2024 Council Meeting Minutes

6.1.3 January , 2022 Council questions and Staff Responses

- 6.2 AMO Policy Update – Reports on Ontario’s Homelessness Crisis, Water and Wastewater Utility Feasibility
- 6.3 City of Woodstock Council Letter of Support regarding Children's Aid Society Funding
- 6.4 Town of Aylmer Council Motion to Oppose Provincial Legislation on Cycling Lanes
- 6.5 Town of Kearney Council Letter to Minister of Municipal Affairs and Housing regarding More Homes Built Faster Act, 2022, and the Cutting Red Tape to Build More Homes Act
- 6.6 Township of Plympton-Wyoming Council Support Resolution regarding Property Taxation Implications Related to Non-Market Valuation of Electricity Industry Properties
- 6.7 Region of Waterloo, Water Supply Strategy Update
- 6.8 Notice of Application for Comment - Subdivision - WDD Main Street Inc. Part Lot 31, Concession 8

Resolution No. 2025-015: Moved by Councillor Hurst and
Seconded by Councillor Bailey

That the Consent Agenda items with the exception of 6.7 and 6.8 listed for JANUARY 22, 2025 Council meeting be received for information.

CARRIED

Mayor Seeley declared a potential pecuniary interest related to items 9.4.2 and 6.8 as I am a neighbour of the proposed development and refrained from discussions and voting on that item.

Resolution No. 2025-016: Moved by Councillor Sepulis and
Seconded by Councillor Goyda

That the Consent Agenda items 6.7 and 6.8 listed for JANUARY 22, 2025 Council meeting be received for information.

CARRIED

7. DELEGATIONS:

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

- 7.1.1 **11:00 AM** Delegation by Barclay Nap on behalf of Wellington Federation of Agriculture regarding report 9.3.3 Report ADM-2024-067 Site Alteration By-law One Year Update

Resolution No. 2025-017: Moved by Councillor Sepulis and
Seconded by Councillor Hurst

That Council receives the Delegation by Barclay Nap on behalf of Wellington Federation of Agriculture regarding report 9.3.3 Report ADM-2024-067 Site Alteration By-law One Year Update for information.

CARRIED

- 7.1.2 **11:20 AM** Delegation by Dana Coffelt and Kelli Wallace regarding item 9.3.1 Report ADM-2024-065 2024 Heritage Designation Objections

Resolution No. 2025-018: Moved by Councillor Goyda and
Seconded by Councillor Sepulis

That the delegation by Delegation by Dana Coffelt and Kelli Wallace regarding item 9.3.1 Report ADM-2024-065 2024 Heritage Designation Objections be received for information; and

That Council advance item 9.3.2 to directly following the delegation.

CARRIED

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

- 7.2.1 **11:40 AM** Delegation by Jennifer Beehler regarding request for amendment to the Township Kennel and Dog Licensing By-law



Resolution No. 2025-019:

Moved by Councillor Goyda and
Seconded by Councillor Sepulis

That the delegation by Jennifer Beehler regarding request for amendment to the Township Kennel and Dog Licensing By-law be received for information.

CARRIED

Council recessed from 1:18pm to 1:58pm

Roll Call

**Councillor Goyda
Councillor Sepulis
Councillor Bailey
Councillor Hurst
Mayor Seeley**

8. PUBLIC MEETINGS:

January 22, 2025, 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:

- 2025 Proposed Township Budget
- Zoning By-law Amendment Application D14-BRU (Brunsveld) 4120 Wellington Road 35

9. REPORTS:

9.1 Puslinch Fire and Rescue Services

9.1.1 Report FIR-2025-001 – Fire Protection Grant – Execution of Agreement

Resolution No. 2025-020:

Moved by Councillor Hurst and
Seconded by Councillor Goyda

That Report FIR-2025-001 entitled Fire Protection Grant – Execution of Agreement be received; and,

That Council give 3 readings to By-law No. 2025-003 being a By-law authorizing the entering into an Agreement with the Ministry of the Solicitor General, Office of the Fire Marshal of Ontario for the Fire Protection Grant.

CARRIED

9.2 Finance Department

9.2.1 Report FIN-2025-001 – 2025 Interim Property Tax Levy and Tax Due Dates

Resolution No. 2025-021:

Moved by Councillor Hurst and
Seconded by Councillor Bailey

That Report FIN-2025-001 entitled 2025 Interim Property Tax Levy and Tax Due Dates be received; and,

That Council give 3 reading to By-law No. 2025-004 being a by-law to provide for the levy and collection of the 2025 Interim Tax Levy.

CARRIED

9.2.2 Township of Puslinch Audit 2024 Audit Plan Communication Letter

Resolution No. 2025-022:

Moved by Councillor Hurst and



Seconded by Councillor Sepulis

That the Township of Puslinch Audit 2024 Audit Plan Communication Letter be received for information.

CARRIED

9.3 Administration Department

9.3.1 Report ADM-2025-001 Designation of 2024 Priority Properties

Resolution No. 2025-023:

Moved by Councillor Sepulis and
Seconded by Councillor Goyda

That Report ADM-2025-001 entitled Designation of 2024 Priority Properties received; and,

That Council affirm its decision to designate the following properties as outlined in the report with the exception of 4726 Watson Road South, pursuant to Section 29, Part IV of the Ontario Heritage Act;

- 1. 4855 Pioneer Trail**
- 2. 4856 Sideroad 10 North**
- 3. 6981 Concession 4**
- 4. 4556 Sideroad 20 North**
- 5. 6592 Concession 1**
- 6. 7098 Concession 1**
- 7. 69 Queen Street**
- 8. 56 Queen Street**
- 9. 6 Victoria Street**
- 10. 4162 Highway 6**
- 11. 7618 Leslie Road West**
- 12. 8 Brock Road North**
- 13. 4347 Concession 11**
- 14. 7839 Wellington Road 34**
- 15. 4217-4223 Watson Road South**
- 16. 7751 Maltby Road South**
- 17. 4677 Watson Road South**
- ~~18. 4726 Watson Road South~~**
- 19. 483 Arkell Road**
- 20. 43 McClintock Drive**
- 21. 32 Brock Road North**

That Council give three readings to the following By-laws attached as schedules to this report with the exception of 4726 Watson Road South, being By-laws 2025-005-2025-025 (excluding BL2025-022):

- 1. Schedule 'A' - BL2025-005 Designation By-law for the property municipally known as 4855 Pioneer Trail.;**
- 2. Schedule 'B' - BL2025-006 Designation By-Law for the property municipally known as 4856 Sideroad 10 North.;**
- 3. Schedule 'C' - BL2025-007 Designation By-law for the property municipally known as 6981 Concession 4.;**
- 4. Schedule 'D' - BL2025-008 Designation By-law for the property municipally known as 4556 Sideroad 20 North.;**
- 5. Schedule 'E' - BL2025-009 Designation By-law for the property municipally known as 6592 Concession 1.;**
- 6. Schedule 'F' - BL2025-010 Designation By-law for the property municipally**

- known as 7098 Concession 1.;
7. Schedule 'G' - BL2025-011 Designation By-law for the property municipally known as 69 Queen Street.;
 8. Schedule 'H' - BL2025-012 Designation By-law for the property municipally known as 56 Queen Street.;
 9. Schedule 'I' - BL2025-013 Designation By-law for the property municipally known as 6 Victoria Street.;
 10. Schedule 'J' - BL2025-014 Designation By-law for the property municipally known as 4162 Highway 6.;
 11. Schedule 'K' - BL2025-015 Designation By-law for the property municipally known as 7618 Leslie Road West.;
 12. Schedule 'L' - BL2025-016 Designation By-law for property municipally known as 8 Brock Road North.;
 13. Schedule 'M' - BL2025-017 Designation By-law for the property municipally known as 4347 Concession 11.;
 14. Schedule 'N' - BL2025-018 Designation By-law for the property municipally known as 7839 Wellington Road 34.;
 15. Schedule 'O' - BL2025-019 Designation By-law for the property municipally known as 4217-4223 Watson Road South.;
 16. Schedule 'P' - BL2025-020 Designation By-law for the property municipally known as 7751 Maltby Road East.;
 17. Schedule 'Q' - BL2025-021 Designation By-law for the property municipally known as 4677 Watson Road South.;
 - ~~18. Schedule 'R' - BL2025-022 Designation By-law for the property municipally known as 4726 Watson Road South.;~~
 19. Schedule 'S' - BL2025-023 Designation By-law for the property municipally known as 483 Arkell Road.
 20. Schedule 'T' - BL2025-024 Designation By-law for the property municipally known as 43 McClintock Drive.
 21. Schedule 'U' - BL2025-025 Designation By-law for the property municipally known as 32 Brock Road North; and

That staff be authorized to proceed with notice requirements as outlined in Section 29 of the Ontario Heritage Act, 1990 and in accordance with the Township's Ontario Heritage Act Alternative Notice Policy.

CARRIED

Councillor Goyda declared a potential pecuniary interest related to item 9.3.1 pertaining to property 4726 Watson Rd S as that property is owned by my family and refrained from discussions and voting on that item.

Resolution No. 2025-024:

Moved by Councillor Bailey and
Seconded by Councillor Hurst

That Council affirm its decision to designate the property 4726 Watson Road South pursuant to Section 29, Part IV of the Ontario Heritage Act; and

That Council give three readings to the following By-laws BL2025-022.

That staff be authorized to proceed with notice requirements as outlined in Section 29 of the Ontario Heritage Act, 1990 and in accordance with the Township's Ontario Heritage Act Alternative Notice Policy.

CARRIED

9.3.2 Report ADM 2025-002 – Heritage Designation By-law for 2024 Designation Objection

Resolution No. 2025-025:

Moved by Councillor Hurst and
Seconded by Councillor Sepulis

That Report ADM-2025-002 entitled Heritage Designation By-law for 2024 Designation Objection be received for information; and,

Whereas Township of Puslinch Council stated its intention to designate the property municipally known as 6714 Concession 1; and,

Whereas Council at its meeting held on December 18, 2024 considered objections in accordance with the Ontario Heritage Act, R.S.O. 1990, c. O.18 (the Act) for the property municipally known as 6714 Concession 1 and affirmed its decision to proceed with the designation process for the aforementioned properties;

Therefore be it resolved,

That Council withdraws its decision to designate the property 6714 Concession 1 pursuant to Section 29, Part IV of the Act.

CARRIED

9.3.3 Report ADM-2024-067 Site Alteration By-law One Year Update

Resolution No. 2025-026:

Moved by Councillor Sepulis and
Seconded by Councillor Hurst

That Report ADM-2024-067 entitled Site Alteration By-law One Year Update be received for information.

CARRIED

9.4 Planning and Building Department

9.4.1 Report PD-2025-001 Heritage Lake Release of Securities

Resolution No. 2025-027:

Moved by Councillor Bailey and
Seconded by Councillor Hurst

That Report PD-2025-001 entitled Heritage Lake LP – Release of Securities be received; and

That Council authorize the release of the remaining securities in the amount of \$823,776.42 once any outstanding invoices are paid.

CARRIED

9.4.2 Report PD-2025-002 Zoning By-law Amendment Application (D14/WDD) Request for Council to deem the application complete/incomplete

Mayor Seeley declared a potential pecuniary interest related to items 9.4.2 and 6.8 as I am a neighbour of the proposed development and refrained from discussions and voting on that item.

Resolution No. 2025-028:

Moved by Councillor Sepulis and
Seconded by Councillor Hurst

That Report PD-2025-002 entitled Zoning By-law Amendment Application (D14/WDD) Request for Council to deem the application to be complete be received; and

Whereas the application D14/WDD has been reviewed by the Township of Puslinch in accordance with the requirements of the Planning Act; and

Whereas the Township's subconsultants have reviewed the application and have raised no concerns regarding deeming the application complete, confirming that all required studies have been provided; and

Whereas the Township acknowledges that deeming the application complete does not imply any judgment or position on the merits of the application; and

Whereas the application is still undergoing ongoing review, including public consultation and further detailed analysis, with a formal position on the matter to be presented following the completion of these processes; and

Whereas the Township expects that all concerns raised by its professional consultants during the review process will be adequately addressed to the satisfaction of the Township;

Therefore Be It Resolved that Council deems the application D14/WDD to be complete in accordance with the Planning Act; and

That Council acknowledges that the deeming of the application as complete is procedural and does not constitute a decision on the merits of the application, which will be determined following the full review process, including public consultation and the final analysis of all relevant information; and

That Council expects the applicant to adequately address concerns raised by the Township's professional consultants in accordance with the Planning Act and Township's policies and standards; and

That Council direct staff schedule an additional public meeting for this application in order to give the public an additional opportunity to provide input on the application.

CARRIED

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 **10:05 A.M.** Presentation by Samantha Lawson, Chief Administrative Officer and Joel Doherty, Manager of Conservation Lands, Grand River Conservation Authority regarding the Conservation Area Strategy and Land Inventory.

Resolution No. 2025-029:

Moved by Councillor Goyda and
Seconded by Councillor Sepulis

That Council receive correspondence item 10.1 Presentation by Samantha Lawson, Chief Administrative Officer and Joel Doherty, Manager of Conservation Lands, Grand River Conservation Authority regarding the Conservation Area Strategy and Land Inventory be received for information.



CARRIED

10.2 **10:30 A.M.** Review of the County of Wellington's Report regarding the 2024 Provincial Planning Statement presented by Township Planning Consultant Jesse Auspitz, Principal Planner, NPG Planning Solutions Inc.

Resolution No. 2025-030: Moved by Councillor Sepulis and
Seconded by Councillor Hurst

That Council receive correspondence item 10.2 Review of the County of Wellington's Report regarding the 2024 Provincial Planning Statement presented by Township Planning Consultant Jesse Auspitz, Principal Planner, NPG Planning Solutions Inc. be received for information; and

Whereas Council has reviewed the attached planning report from its consultant and remains concerned about the 2005 rural residential severance date restriction; and

Whereas Council has requested several times for the 2005 severance date be reviewed as noted in the attached Council resolutions;

Therefore, that Council direct staff to request that County Planning staff provide information related to future consultation with affected municipalities related to rural residential severances and a timeline of when a determination will be made in respect to the 2005 restriction date; and

That Council request that County Planning staff attend an upcoming Puslinch Council meeting to provide the information as requested.

CARRIED

11. COUNCIL REPORTS:

11.1 Mayor' Updates

11.1.1 Mayor Seeley gave an update on the ROMA conference and the delegations with various ministries.

11.2 Council Member Reports

11.2.1 None

Resolution No. 2025-031: Moved by Councillor Hurst and
Seconded by Councillor Sepulis

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

CARRIED

12. BY-LAWS:

12.1.1 BL2025-003 Authorize Entering into Agreement with OFM

12.1.2 BL2025-004 Interim Tax Levy By-law

12.1.3 BL2025-005 Designation By-law for the property municipally known as 4855 Pioneer Trail

12.1.4 BL2025-006 Designation By-law for the property municipally known as 4856 Sideroad 10 North

12.1.5 BL2025-007 Designation By-law for the property municipally known as 6981 Concession 4

12.1.6 BL2025-008 Designation By-law for the property municipally known as 4556 Sideroad 20 North

12.1.7 BL2025-009 Designation By-law for the property municipally known as 6592 Concession 1

12.1.8 BL2025-010 Designation By-law for the property municipally known as 7098 Concession 1

12.1.9 BL2025-011 Designation By-law for the property municipally known as 69 Queen Street

12.1.10 BL2025-012 Designation By-law for the property municipally known as 56 Queen Street

12.1.11 BL2025-013 Designation By-law for the property municipally known as 6 Victoria Street

12.1.12 BL2025-014 Designation By-law for the property municipally known as 4162 Highway 6

12.1.13 BL2025-015 Designation By-law for the property municipally known as 7618 Leslie Road West

12.1.14 BL2025-016 Designation By-law for the property municipally known as 8 Brock Road North



- 12.1.15 BL2025-017 Designation By-law for the property municipally known as 4347 Concession 11
- 12.1.16 BL2025-018 Designation By-law for the property municipally known as 7839 Wellington Road 34
- 12.1.17 BL2025-019 Designation By-law for the property municipally known as 4217-4223 Watson Road S
- 12.1.18 BL2025-020 Designation By-law for the property municipally known as 7751 Maltby Road East
- 12.1.19 BL2025-021 Designation By-law for the property municipally known as 4677 Watson Road South
- 12.1.20 BL2025-022 Designation By-law for the property municipally known as 4726 Watson Road South
- 12.1.21 BL2025-023 Designation By-law for the property municipally known as 483 Arkell Road
- 12.1.22 BL2025-024 Designation By-Law for the property municipally known as 43 McClintock Dr
- 12.1.23 BL2025-025 Designation By-law for the property municipally known as 32 Brock Road North
- 12.1.24 BL2025-026 Designation By-law for the property municipally known as 6714 Concession 1

Resolution No. 2025-032:

Moved by Councillor Hurst and
Seconded by Councillor Bailey

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

- 12.1.1 BL2025-003 Authorize Entering into Agreement with OFM**
- 12.1.2 BL2025-004 Interim Tax Levy By-law**
- 12.1.3 BL2025-005 Designation By-law for the property municipally known as 4855 Pioneer Trail**
- 12.1.4 BL2025-006 Designation By-law for the property municipally known as 4856 Sideroad 10 North**
- 12.1.5 BL2025-007 Designation By-law for the property municipally known as 6981 Concession 4**
- 12.1.6 BL2025-008 Designation By-law for the property municipally known as 4556 Sideroad 20 North**
- 12.1.7 BL2025-009 Designation By-law for the property municipally known as 6592 Concession 1**
- 12.1.8 BL2025-010 Designation By-law for the property municipally known as 7098 Concession 1**
- 12.1.9 BL2025-011 Designation By-law for the property municipally known as 69 Queen Street**
- 12.1.10 BL2025-012 Designation By-law for the property municipally known as 56 Queen Street**
- 12.1.11 BL2025-013 Designation By-law for the property municipally known as 6 Victoria Street**
- 12.1.12 BL2025-014 Designation By-law for the property municipally known as 4162 Highway 6**
- 12.1.13 BL2025-015 Designation By-law for the property municipally known as 7618 Leslie Road West**
- 12.1.14 BL2025-016 Designation By-law for the property municipally known as 8 Brock Road North**
- 12.1.15 BL2025-017 Designation By-law for the property municipally known as 4347 Concession 11**
- 12.1.16 BL2025-018 Designation By-law for the property municipally known as 7839 Wellington Road 34**
- 12.1.17 BL2025-019 Designation By-law for the property municipally known as 4217-4223 Watson Road S**
- 12.1.18 BL2025-020 Designation By-law for the property municipally known as 7751 Maltby Road East**
- 12.1.19 BL2025-021 Designation By-law for the property municipally known as 4677 Watson Road South**
- 12.1.21 BL2025-023 Designation By-law for the property municipally known as 483 Arkell Road**
- 12.1.22 BL2025-024 Designation By-Law for the property municipally known as 43 McClintock Dr**
- 12.1.23 BL2025-025 Designation By-law for the property municipally known as 32 Brock Road North**

CARRIED

Councillor Goyda declared a potential pecuniary interest related to item 9.3.1 pertaining to property 4726 Watson Rd S as that property is owned by my family and refrained from discussions and voting on that item.

Resolution No. 2025-033:

Moved by Councillor Hurst and
Seconded by Councillor Bailey

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

- 12.1.20 BL2025-022 Designation By-law for the property municipally known as 4726 Watson Road South**

CARRIED

13. CLOSED SESSION:



None

14. **BUSINESS ARISING FROM CLOSED SESSION:**

None

15. **NOTICE OF MOTION:**

None

16. **NEW BUSINESS:**

None

17. **ANNOUNCEMENTS:**

17.1 Councillor Bailey mentioned family day on Monday February 17, 2025.

18. **CONFIRMATORY BY-LAW:**

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

Resolution No. 2025-034:

Moved by Councillor Goyda and
Seconded by Councillor Sepulis

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

By-Law 2025-027 being a by-law to confirm the proceedings of Council for the Corporation of the Township of Puslinch at its meeting held on the 22 day of January 2025.

CARRIED

19. **ADJOURNMENT:**

Resolution No. 2025-035:

Moved by Councillor Hurst and
Seconded by Councillor Bailey

That Council hereby adjourns at 2:28 p.m.

CARRIED

James Seeley, Mayor

Courtenay Hoytfox, Clerk



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
JANUARY 22, 2025 PUBLIC INFORMATION MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION
& IN-PERSON AT 7404 WELLINGTON RD 34

MINUTES

DATE: January 22, 2025

TIME: 7:15 P.M.

The January 22, 2025 Public Information Meeting was held on the above date and called to order at 7:15p.m. via electronic participation and in-person at 7404 Wellington Rd 34, Puslinch.

1. CALL THE MEETING TO ORDER

2. ROLL CALL

ATTENDANCE:

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

STAFF IN ATTENDANCE:

Interim CAO, Courtenay Hoytfox
Interim Deputy Clerk, Sarah Huether
Director of Finance, Mary Hasan

PUBLIC ATTENDANCE:

3. DISCLOSURE OF CONFLICT OF INTEREST

None

4. PURPOSE OF THE PUBLIC MEETING

The Chair stated the purpose of this Public Meeting is to inform and provide the public with the opportunity to ask questions, or to express views with respect to the Township's proposed 2025 budget. 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 mhasan@puslinch.ca or by phone at 519-763-1226 ext. 222 if you wish to be on record regarding this matter.

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

The format of this public meeting is as follows:

- a) Mary Hasan, Director of Finance, will present the proposed 2025 budget and any further relevant information.
- b) Following this, the public can obtain clarification, ask questions and express their views.
- c) 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.
- d) Staff will attempt to answer questions or respond to concerns this evening. If this is not



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
JANUARY 22, 2025 PUBLIC INFORMATION MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION
& IN-PERSON AT 7404 WELLINGTON RD 34

possible, staff will follow up and obtain this information. Responses will be provided and brought forward by Council at the February 20th, 2025 Council meeting.

Presentation: Township of Puslinch 2025 Budget, presented by Mary Hasan, Director of Finance

Director of Finance, Mary Hasan: As our Mayor has indicated, tonight we will discuss:

- The budget process
- What do property taxes pay for in the Township
- How the budget has changed from 2024
- The impacts of the proposed budget on taxpayers
- What is included in the operating budget
- The 2025 Capital Budget and long-term forecasts
- The Township's Discretionary and Restricted reserves
- Engagement opportunities
- Feedback from the public

The main objectives are to educate and inform you of the Township's finances for the 2025 budget and to receive feedback that staff and Council can consider before finalizing the budget in February.

The budget process is a reiterative process. It actually started in September through development by the Senior Leadership team. We had our User Fees and Charges Public Information meeting in October. We had an EngagePuslinch.ca survey regarding User fees that went from September to October. We presented our first draft of the Capital Budget to Council in October. The operating budget was presented in November. We had a survey regarding our budget from December 13th and it closes on January 31st at 12pm. This is consistent with previous years. On January 15th, we presented the second draft of the Capital and Operating budget and basically this draft incorporated Council direction and any new information that staff had from the previous drafts presented. January 22nd is where we are at right now and that is the public information meeting to obtain budget input. The goal is to adopt the budget on February 20th at our next regular Council meeting.

Just to reiterate, the process does not end when the budget is adopted. The budget is our best estimate on the Township's revenues and expenditures for the year. Cost-change and new projects do arise and projects may be delayed when better information is available. However, the budget process is necessary in order to set our property taxes to be collected every year.

The property tax allocations are actually allocated to the Township, County of Wellington and Boards of Education. When you pay your taxes the Township receives a relatively small portion of the taxes. This slide here provides what that allocation is on the dollar on the tax bill for the residential, farmland, commercial and industrial property tax classes.

This slide discusses what our capital tax levy versus operating tax levy is and the total municipal tax levy. As you can see the 75% allocated to the operating budget and the 25% allocated to the capital budget has remained consistent from the 2024 approved budget.

This slide discusses all the services the Township provides and it represents what you get for your tax dollars. As you know, the County of Wellington also provides separate services and those are obtained through the County's tax dollars that they raise.

Based on the 2025 returned assessment roll, each individual \$57,000 of taxes levied results in a 1% tax rate increase in the Township's portions of the taxes. This slide only explains how the tax



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
JANUARY 22, 2025 PUBLIC INFORMATION MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION
& IN-PERSON AT 7404 WELLINGTON RD 34

levy has changed since 2024. The next slide will factor in growth in the Township and the change in taxes for the median typical properties in the Township.

The impacts of the proposed budget on the taxpayers. We do look at the assessment change that is determined by the Municipal Property Assessment Corporation (MPAC). And, we look at that for the median typical property to ensure that the tax levy change that we recommend through the budget process is reasonable. Unfortunately, the 2025 returned assessment roll continues to provide little to no assessment changes because of the Province's continued postponement of the assessment update. We do however have some new assessment growth and that is approximately 1.67% or \$46.9 million, and this refers to new construction and renovations. Unfortunately, the 2025 returned assessment roll included a reduction of approximately \$10,200 of just Township taxes. There is also a reduction for the County of Wellington and the school boards. This is related to the new aggregate extraction property class that was announced by the Province in late 2024. So, that has impacted our budget. Unfortunately, this Provincial direction resulted in a Township tax increase of 0.18% and \$3.00 on the typical median single-family home and that is just the Township's portion of the tax increase.

If there had not been any new assessment growth in the Township the proposed budget would have resulted in a Township tax increase of 5.84% and \$74.00 and a blended tax increase of 3.75% and \$256 on the median typical single-family home. The next slides will incorporate the assessment growth which is resulting in a lower tax increase.

We will provide this information for a single-family home, a farmland property, a small retail commercial property and a standard industrial property. As I previously stated, the budget is the first step and then the next steps are the County's tax policy which is adopted by the County's Council. The County's proposed budget is scheduled to be approved in January 2025.

This slide discusses the proposed Township tax increase of 4.1% and only \$52.00 on the median typical single-family home. The \$52.00 represents a monthly increase of approximately \$4.00. If we look at that blended by adding in the County of Wellington and the education taxes the increase is a lower percentage at only 3.42% and \$234.00. The reason it is \$234.00 is because that incorporates the County, education and Township taxes. The Township portion is just \$52.00 of the increase which is a really good budget year for us to have and propose to Council.

The next slide discusses the dollar allocations that I was speaking to before. Of a \$1.00 portion of the tax bill, the Township receives .19 cents, the County receives .67 cents the school board receives .14 cents and that is for the median typical single-family home. This is just a pie chart describing those allocations.

This slide discusses the median typical farmland property. That results in a 4.1% increase and a \$14.00 increase just for the Township taxes. The monthly increase is about \$1.00 this is specific to a farmland property. This pie chart, similar to the one that was shown for a residential property, is just showing the Township's smaller portion in comparison to the County and education boards.

This slide speaks to the small retail commercial property. The Township tax increase here is \$74.00 and monthly about \$6.00, the Township amount. This slide again shows the dollar allocations. The Township only receives .13 cents on the dollar with the rest going to the education and the County as it relates to a small commercial retail property.

This is our median typical standard industrial property. You can see what the impact is for the Township, education, County and the blended taxes. The next slide shows those allocations in a



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
JANUARY 22, 2025 PUBLIC INFORMATION MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION
& IN-PERSON AT 7404 WELLINGTON RD 34

pie chart format. The Township only receives .15 cents of the dollar with the rest going to the County and the school boards for the standard industrial property.

This slide, there was a draft By-law which included both the operating and capital budget, on the Township website. I will just speak through the proposed operating budget in the next few slides.

This bar graph explains the share of the property tax for each service as it relates to the operating budget. Public Works and Fire do make up the higher portions. Total operating expenditures by type are on this slide. Similar to previous years personnel costs as well as contract services and professional fees do make up the higher portions of the operation expenditures for the Township. This is consistent with previous years and other municipalities as well.

This slide discusses operating revenues by the various types. As you can see, property taxes are the highest portion with user fees and licenses, grants and recoveries, penalties and interest and payment in lieu of taxes in descending order on the slide.

The draft By-law included both the operating and capital budget and it is on our website. The next few slides will discuss the capital budget and long-term forecast. Public Works and Fire make up the higher portions in our capital budget in 2025 similar to the operating budget. The corporate items, there are several reserve contributions in the corporate cost centre including our allocation to our assessment management discretionary reserve in order to fund our infrastructure replacements.

The next slide discusses how the capital budget is currently being funded. Discretionary reserves, the highest portion, and that is consistent with previous years. A lot of our capital projects are funded by our assessment management discretionary reserve. Any asset replacement projects for the most part are funded by this reserve. Capital tax levy, a significant portion of the capital tax levy is actually contributions to our capital discretionary reserves to fund future projects that we have in our capital budget and forecast. Our restricted reserves, another significant portion. This includes cash in lieu of parkland, development charges and things such as that. Grants, very comparable to last year as well. We have a number of grants that are funding some of our capital items. The Canada Community Build Fund. This is an annual grant that we obtain and we typically fund Public Works projects under this grant.

This slides just discusses the various projects by department. The Public Works projects are within this slide. The next slide discusses specific projects in Fire and Rescue Services as well as our Corporate projects. They are mostly discretionary reserve contributions to fund future projects. It also includes some IT work which is within Corporate and also revitalization of downtown of Aberfoyle and Morriston, a portion of that is grant funded.

The next slide just discusses some of the projects at our Municipal Office, the Optimist Recreation Centre and the Puslinch Community Centre. The next slide discusses Parks, Planning, Finance and By-law. I believe we do have departments here at the meeting if there are any questions about these projects. The amounts on those slides are funded through those various funding sources that I previously described. It could be discretionary reserve funding, it could be grant funding, it could be capital tax levy or it could be restricted reserves as well.

This slides discusses our ten year capital budget and forecast. We have been budgeting over ten years to plan accordingly and in accordance with the asset management requirements that municipalities are required to follow. As you can see our average expenditures over the ten year period is approximately 5 million per year.



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
JANUARY 22, 2025 PUBLIC INFORMATION MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION
& IN-PERSON AT 7404 WELLINGTON RD 34

The next few slides, we will discuss our discretionary and restricted reserves and our audited balances in these reserves. The next slide discusses how our reserves are changing year over year. We are doing a great job planning for future projects. As you can see, we are increasing our reserves little by little year over year and the trend is looking really good.

Our budgeted contributions to capital and operating discretionary reserves, the decrease in operating contribution to discretionary reserves relates to the aggregate levy. We received Council direction to ensure the full aggregate levy is contributed to the aggregate levy discretionary reserve in order to fund Public Works capital projects. This has been a positive change for the Township. The majority of the capital contribution to capital discretionary reserves relates to our contribution into our asset management discretionary reserve and the amounts that we are contributing in there are as per recommendations from our asset management plan and also looking at our capital budget and forecast and ensuring that the balance and reserve is reasonable over the forecast period. This is in accordance with our asset management plan and our budget development and control policy. Council also in previous years established a gravel roads improvement discretionary reserve for the purpose of improving the Townships gravel roads. A portion of that capital contribution is going to that reserve as well as our administrative studies discretionary reserve to assist with funding some of these projects going forward.

Our engagement opportunities, we have done a lot of engagement relating to our 2025 budget process. The survey on Engage Puslinch will be available until January 31st at 12pm. We have had some Advisory Committee budget input in preparing the 2025 budget. We have had social media posts and advertisements on Facebook and Twitter. Our websites have had some advertisements there. Again, our Engage Puslinch survey which I encourage everyone to respond to. We have had some advertisements in the Wellington Adviser and Puslinch Today. Our public information meeting today. We have had some media releases as well and we will have a media release once the budget is approved on February 20th. Once the budget is approved we will have a community newsletter issued in August regarding the final budget highlights for the public.

That is the end of my presentation. I would be happy to answer any questions from the public. Department heads are also here to assist.

Mayor Seeley: Thank you, Ms. Hasan. If you are able to find the raise your hand button if you are attending virtually. Any questions from Council? That was a great presentation.

I declare this Public Meeting closed. Council will take no action on this matter tonight. Staff will be reporting at the February 20th, 2025 Council meeting with a recommendation for Council's consideration.

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

Thank you everyone.

Adjournment:

The meeting adjourned at 7:39 p.m.



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
JANUARY 22, 2025 PUBLIC INFORMATION MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION
& IN-PERSON AT 7404 WELLINGTON RD 34

MINUTES

DATE: January 22, 2025

TIME: 7:00 P.M.

The January 22nd, 2025 Public Information Meeting was held on the above date and called to order at 7:00 p.m. via electronic participation and in-person at 7404 Wellington Rd 34, Puslinch.

1. CALL THE MEETING TO ORDER

2. ROLL CALL

ATTENDANCE:

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

STAFF IN ATTENDANCE:

Interim CAO, Courtenay Hoytfox
Interim Deputy Clerk, Sarah Huether
Junior Planner, Mehul Safiwala
NPG Planning Solutions - Jesse Auspitz
Legislative and Development Coordinator, Lynne Banks

PUBLIC ATTENDANCE:

VanHarten Surveying, Hailey Keast on behalf of 4120 Wellington Rd 35

3. DISCLOSURE OF CONFLICT OF INTEREST

None

4. PURPOSE OF THE PUBLIC MEETING

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

The Township requests that you notify by email planning@puslinch.ca or by phone at 519-763-1226 ext. 4 if you wish to be on record and would like to be notified of future meetings and the decision of this meeting.

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

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

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



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
JANUARY 22, 2025 PUBLIC INFORMATION MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION
& IN-PERSON AT 7404 WELLINGTON RD 34

b) The Minister

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

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

The format of this Public Meeting is as follows:

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

5.1 Zoning By-law Application D14-BRU (Brunsveld) – BRUNSVELD, Mary and John – property location Municipally known as 4120 Wellington Rd 35 Township of Puslinch

Mayor Seeley: This Public Meeting involves an application by Mary and John Brunsveld. Zoning By-law Application D14-BRU (Brunsveld) – property location Part lot 15, Concession 1 municipally known as 4120 Wellington Rd 35, Township of Puslinch. The purpose and effect of the proposed Zoning By-law Amendment is to amend the Township of Puslinch New Comprehensive Zoning By-law 23-2018 to change a portion of the zoning from Agricultural (A) to Site Specific Agricultural (A-xx) to prohibit a residential dwelling. The application is required to fulfill the conditions of consent application B7-24. Would the owner or applicant/agent make their presentation please.

Hailey Keast, VanHarten Surveying: Good evening. My name is Hailey Keast from VanHarten Surveying. As you mentioned, the surplus farm severance was approved on the property and that severed a 1.3 hectare parcel with the existing dwelling and accessory buildings. The retained parcel is over 47 hectares and that will continue to be used for agricultural purposes. There is also an existing equipment shop on the retained parcel that will remain but is strictly used for farm purposes and not livestock. The shop is actually being renovated right now to meet the Fire Code Regulations. That was another condition from the Building Department.

The zone change is strictly to prohibit a dwelling on the retained parcel which is the standard for the surplus farm severances. We are also requesting that livestock be prohibited within the existing equipment building and that if new livestock building is proposed that MDS II be met.



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
JANUARY 22, 2025 PUBLIC INFORMATION MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION
& IN-PERSON AT 7404 WELLINGTON RD 34

The rest of the zoning is met in terms of area, frontage and setbacks for both the severed and the retained.

The severed parcel contains a dwelling and an existing barn with attached silo. Those buildings will be removed in the spring time and that is to meet the MDS requirements for the severance. There was a drive shed on the severed parcel as well but that has recently been removed. There is a small silo to the rear and that is going to remain and be used for storage for the dwelling. The rest of the zoning requirements are being met. We have worked with the County and the Township to ensure we have included everything. There have not been any concerns or comments from the various departments. If there are any questions I would be happy to answer them.

Jesse Auspitz, Township Planning Consultant: Good evening. This application is for a zoning by-law amendment application for lands municipally known as 4120 Wellington Rd 35. I am going to take you through the development proposal, the proposal location, Provincial and County policies, Zoning By-Law Amendment, County and Agency comments, next steps and then questions and answers.

As mentioned, a consent application was approved in April 2024 by the Wellington County Land Division Committee. The application approved the severance of 1.35 hectares with 47.7 hectares retained. As one of the conditions of consent, a Zoning By-law Amendment was required. The amendment was required to prevent the construction of a new dwelling on the retained parcel and also to address MDS requirements. Once the Zoning By-law Amendment is approved the applicant will have the opportunity to work towards completing the remaining conditions of the severance application.

The application would rezone the retained parcel lands to an Agricultural Site-Specific zone. It would essentially prohibit the construction of a new dwelling and would also prohibit accessory buildings existing as of January 1st, 2024 being used for livestock facilities. With respect to the severed parcel, the proposed demolition of the barn would achieve compliance with the condition to address MDS requirements.

This is a map of the subject lands. The severed parcel is shown over to the left with the retained parcel surrounding. I want to point out that the severed parcel is outside of any natural heritage and natural hazard features. There are various natural heritage features such as Provincially significant Mill Creek/Puslinch wetland complex, life science regionally significant wetlands, floodplains and regulated watercourse but the subject lands are well outside of that.

With respect to Provincial and County policies, the subject lands are designated as rural area, and they are also prime agricultural lands. Within the County Official Plan, the lands are prime agricultural, secondary agricultural, core greenlands and greenlands. Under the Township Zoning By-law, the lands are zoned agricultural, natural environment and environmental protection overlay. The above designations aim to protect agricultural lands and natural heritage features.

Here are essentially the designations that apply to the lands (referring to the slide). There is a small portion that is designated secondary agricultural but it is predominantly prime agricultural lands. The property is zoned agricultural and there is natural environment with environmental protection overlay on portions of the property.

The retained parcel would be rezoned to agricultural site-specific, and the specific provisions would prohibit a new dwelling on the retained parcel and also include a site-specific provision to require any future barns to comply with MDS.



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
JANUARY 22, 2025 PUBLIC INFORMATION MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION
& IN-PERSON AT 7404 WELLINGTON RD 34

There were no outstanding concerns from any circulation agencies. There was one comment from the County of Wellington, clarifying that no livestock be housed in the existing structures on the retained. PDAC supports the application subject to conditions with respect to MDS.

There are not any comments at this point that the applicant would need to respond to so the next step at this point would be future recommendation report to Council.

Mayor Seeley: Excellent. Thank you, Jesse. Council, do you have any questions or comments?

Councillor Sara Bailey: I do have a comment for Jesse. If you take away all the natural heritage features how much land is actually left to be farmed?

Jesse Auspitz: I do not have that specific area but we can include that in the report. That would be approximate because the natural heritage feature, I don't know if they would have been ground truthed so it would be approximate based on what's shown in the Zoning By-law.

Councillor Sara Bailey: I noticed that there are three entrances to the severed property, to the farm fields. Do all three of those entrances stay, or does that change at all?

Jesse Auspitz: There would be no requirement for that to change.

Mayor Seeley: I declare this Public Meeting closed. Council will take no action on the proposal tonight. Staff will be reporting at a later date with a recommendation for Council's consideration.

If you wish to receive further notification of this proposal, please email or call planning@puslinch.ca or by phone at 519-763-1226 ext. 4, or contact Township staff during regular business hours. Only those persons who leave their names will be provided further notification. If you wish to speak to the proposal when it is brought before Council in the future, you must register as a delegation with the Municipal Clerk prior to the meeting.

Thank you everyone.

Adjournment:

The meeting adjourned at 7:14 p.m.



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
DECEMBER 10, 2024 PLANNING AND DEVELOPMENT
ADVISORY COMMITTEE MEETING
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

MINUTES

DATE: December 10, 2024

MEETING: 7:00 p.m.

The December 10, 2024 Planning and Development Advisory Committee Meeting was held on the above date and called to order at 7:00 p.m. via electronic participation and in-person at 7404 Wellington Road 34, Puslinch.

1. CALL THE MEETING TO ORDER

2. ROLL CALL

ATTENDANCE:

PRESENT:

Councillor John Sepulis, Chair
Amanda Knight
Chris Pickard
Paul Sadhra
Kim McCarthy

ABSENT:

None

STAFF IN ATTENDANCE:

Lynne Banks, Secretary/Treasurer
Mehul Safiwala, Jr. Planner

3. MOMENT OF REFLECTION

4. CONFIRMATION OF THE AGENDA

Resolution No. 2024-053:

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



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
DECEMBER 10, 2024 PLANNING AND DEVELOPMENT
ADVISORY COMMITTEE MEETING
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

That the Committee approves the December 10, 2024 PDAC Agenda as circulated.

CARRIED

5. DISCLOSURE OF CONFLICT OF INTEREST:

None

6. DELEGATIONS

None

7. CONSENT AGENDA

**7.1 Approval of the Minutes
November 12, 2024**

Resolution No. 2024-054:

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

That the Planning and Development Advisory Committee approves the Minutes from the meeting held November 12, 2024.

CARRIED

7.2 Other Consent Items

None

8. NOTICE OF PUBLIC MEETINGS/HEARINGS

None

9. REPORTS

9.1. LAND DIVISION (CONSENTS)

None

9.2 ZONING BY-LAW AMENDMENT APPLICATIONS

.2.1 D14-BRU – Brunsveld – 4120 Wellington Rd 35

The purpose and effect of the proposed Zoning By-law Amendment is to amend the Township of Puslinch New Comprehensive Zoning By-law 23-2018 to change a portion of the zoning from Agricultural Zone (A) to Site Specific Agricultural (A-xx) to prohibit a



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
DECEMBER 10, 2024 PLANNING AND DEVELOPMENT
ADVISORY COMMITTEE MEETING
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

residential dwelling. The application is required to fulfill conditions of Consent Application B7-24.

Resolution No. 2024-055:

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

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

The Committee supports the zoning by-law application and have the following comments:

- That no animal storage is to be permitted in the equipment shop.
- That MDS will be required for any future barns on the retained parcel.

CARRIED

9.3 Staff Reports

None

10. CORRESPONDENCE

None

11. NEW BUSINESS

None

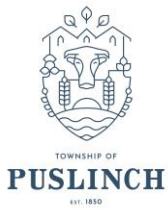
12. ADJOURNMENT

Resolution No. 2024-056

Moved by Committee Member Paul Sadhra and
Seconded by Committee Member Kim McCarthy

That the Planning and Development Advisory Committee hereby adjourns at 7:10 p.m.

CARRIED.



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
DECEMBER 2, 2024 HERITAGE ADVISORY COMMITTEE MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPTION
& IN-PERSON AT 7404 WELLINGTON RD 34

MINUTES

DATE: December 2, 2024

MEETING: 1:00 P.M.

The December 2, 2024 Heritage Advisory Committee meeting was held on the above date and called to order at 1:03 p.m. via in person participation at the Municipal Office at 7404 Wellington Rd 34 and via electronic participation.

1. CALL THE MEETING TO ORDER

2. ROLL CALL

Attendance:

Lily Klammer-Tsuji

Russel Hurst

Cheryl McLean

Andy Day

Absent:

Kristine O'Brien

Staff in Attendance:

Justine Brotherston, Interim Municipal Clerk

Laura Emery, Communications and Committee Coordinator

Sarah Huether, Interim Deputy Clerk

3. MOMENT OF REFLECTION

4. CONFIRMATION OF THE AGENDA

Resolution No. 2024-059:

Moved by Lily Klammer-Tsuji and
Seconded by Andy Day

That the Heritage Advisory Committee approves the December 2, 2024 Agenda as circulated.

CARRIED



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
DECEMBER 2, 2024 HERITAGE ADVISORY COMMITTEE MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPTION
& IN-PERSON AT 7404 WELLINGTON RD 34

5. DISCLOSURE OF CONFLICT OF INTEREST:

Cheryl McLean declared a potential conflict of interest related to item 8.2 HER-2024-027, 2026 Priority Properties – Part 1 related to the property known as 5-12900 - 5 Victoria St due to her holding a mortgage on one of the properties and will refrain from discussion and voting with respect to this item.

6. DELEGATIONS

None

7. CONSENT AGENDA

7.1. November 4, 2024 Heritage Advisory Committee Meeting Minutes

Resolution No. 2024-060:

Moved by Andy Day and
Seconded by Cheryl Mclean

Whereas the Heritage Advisory Committee Minutes of the November 4, 2024 Council meeting are included on the agenda;

And Whereas, no substantive action has been taken on the matter;

Therefore be it resolved,

That Committee Member Lily Klammer-Tsuji brings a motion to reconsider Resolution No. 2024-055 of the November 4, 2024 Heritage Advisory Committee meeting.

CARRIED

Recorded Vote

Committee Member	In Favour	Opposed
Cheryl Mclean	X	
Andy Day	X	
Lily Klammer-Tsuji	X	
Russel Hurst	X	



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
 DECEMBER 2, 2024 HERITAGE ADVISORY COMMITTEE MEETING
 VIRTUAL MEETING BY ELECTRONIC PARTICIPTION
 & IN-PERSON AT 7404 WELLINGTON RD 34

Resolution No. 2024-061:

Moved by Andy Day and
 Seconded by Cheryl McLean

That the Heritage Advisory Committee provides the following comments with respect to the design of the Killean School Bell Cairn for Council’s consideration:

- That Council seek feedback from the Puslinch Historical Society and the donor of the Killean School Bell regarding the design of the cairn; and,
- That Council refer the feedback received from the Puslinch Historical Society and donor of the Killean School Bell regarding the design of the cairn to the Heritage Advisory Committee for information.

CARRIED

Recorded Vote

Committee Member	In Favour	Opposed
Lily Klammer-Tsuji	X	
Andy Day	X	
Cheryl McLean	X	
Russel Hurst	X	

8. COMMITTEE AND STAFF REPORTS

8.1 Report – HER-2024-026 – 2025 Heritage Register Designation Update

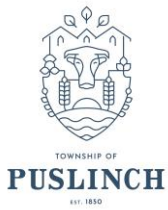
Resolution No. 2024-062:

Moved by Andy Day and
 Seconded by Lily Klammer-Tsuji

That report HER-2024-026 entitled 2025 Heritage Register Designations Update be received for information; and,

That the priority property listing and supporting materials attached to this report as Schedule A through to Schedule Z for designation be endorsed by the Heritage Advisory Committee; and,

That the Heritage Advisory Committee recommend Council state their Intention to Designate the 2025 Priority Properties as listed in Schedules A through Z attached to this report.



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
DECEMBER 2, 2024 HERITAGE ADVISORY COMMITTEE MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPTION
& IN-PERSON AT 7404 WELLINGTON RD 34

CARRIED

8.2 Report – HER-2024-027 – 2026 Priority Properties – Part 1

Resolution No. 2024-063:

Moved by Cheryl Mclean and
Seconded by Andy Day

That Report HER-2024-027 entitled 2026 Priority Properties - Part 1 be received for information; and,

That the Heritage Advisory Committee recommend that Council endorse the 21 properties identified as priority properties to be considered for designation in 2026; and,

That sub-committees be appointed to review and prepare the draft Statements of Cultural Heritage Value or Interest for the priority properties detailed in this report and report back to the Heritage Advisory Committee at a future meeting as follows:

Sub-committee A) Russel Hurst review properties:

- 1-01625 – 4661 Sideroad 10 North
- 2-10600 – 4495 Sideroad 20 North
- 2-11530 – 6872 Wellington Road 34
- 4-01900 – 6954 Gore Road
- 4-02500 – 6830 Gore Road
- 4-05000 – 6815 Concession 1
- 4-06700 – 7201 Concession 1

Sub-committee B) Cheryl Mclean & Andy Day review properties:

- 4-09200 – 7030 Concession 1
- 4-09700 – 6920 Concession 1
- 4-12600 – 4350 Concession 7
- 5-06600 – 28 Badenoch Street East
- 5-07300 – 12 Badenoch Street East
- 8-01500 – 7737 Stone Road East
- 8-05700 – 4715 Watson Road South.

CARRIED



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
DECEMBER 2, 2024 HERITAGE ADVISORY COMMITTEE MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPTION
& IN-PERSON AT 7404 WELLINGTON RD 34

Cheryl McLean declared a potential conflict of interest related to item 8.2 HER-2024-027, 2026 Priority Properties – Part 1 related to the property known as 5-12900 - 5 Victoria St due to her holding a mortgage on one of the properties and will refrain from discussion and voting with respect to this item.

Resolution No. 2024-064:

Moved by Lily Klammer-Tsuji and
Seconded by Andy Day

That Sub-committee C be appointed to review and prepare the draft Statements of Cultural Heritage Value or Interest for the priority properties detailed in this report and report back to the Heritage Advisory Committee at a future meeting as follows:

Sub-committee C) Lily Klammer-Tsuji & Kristine O'Brien review properties:

- 5-19200 – 7594 Flamborough-Puslinch Townline
- 6-05500 – 77 Brock Road North
- 6-09100 – 84 Brock Road South
- 7-06001 – 4435 Watson Road South
- 7-08800 – 4272-~~4276~~ Watson Road South
- 5-12900 – 5 Victoria Street
- 5-13100 – 4 Victoria Street

CARRIED

8.3 Report – HER-2024-028 – 2022-2026 Goals and Objectives Update

Resolution No. 2024-065:

Moved by Lily Klammer-Tsuji and
Seconded Andy Day

That report HER-2024-028 entitled 2022-2026 Goals and Objectives Update be received for information; and,

That Lily Klammer-Tsuji & Russel Hurst be appointed to the Morriston Heritage Conservation District Sub-committee to review and outline the process of establishing a Heritage Conservation District including any potential future budget implications; and,

That a Committee Memo and Goal/Objective Proposal form from the Morriston Heritage Conservation District Sub-committee be presented at a future Heritage Advisory Committee meeting for the Committee's consideration to be recommended to Council for approval as a Committee Goal/Objective; and,



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
DECEMBER 2, 2024 HERITAGE ADVISORY COMMITTEE MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPTION
& IN-PERSON AT 7404 WELLINGTON RD 34

That Lily Klammer-Tsuji & Cheryl Mclean by appointed to a Killean School Bell Cairn Unveiling Ceremony Sub-committee, to collaborate with the Puslinch Historical Society and discuss the possibility of having a joint booth at the 2025 Puslinch Community Showcase; and,

That a Committee Memo and Goal/Objective Proposal form from the Killean School Bell Unveiling Ceremony Sub-committee be presented at a future Heritage Advisory Committee meeting for the Committee's consideration to be recommended to Council for approval as a Committee Goal/Objective.

CARRIED

9. CORRESPONDENCE

None

10. ANNOUCEMENTS

None

11. NOTICE OF MOTION

None

12. NEW BUSINESS

None

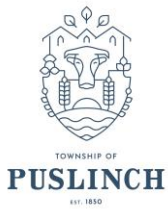
13. ADJOURNMENT

Resolution No. 2024-066:

Moved by Andy Day and
Seconded by Lily Klammer-Tsuji

That the Heritage Advisory Committee hereby adjourns at 2:00 p.m.

CARRIED



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
DECEMBER 2, 2024 YOUTH ADVISORY COMMITTEE MEETING
IN-PERSON MEETING AT THE MUNICIPAL OFFICE, 7404 WELLINGTON RD 34

MINUTES

DATE: December 2, 2024

MEETING: 6:00 P.M.

The December 2, 2024 Youth Advisory Committee was held on the above date and called to order at 6:07 p.m. via in person participation at the Municipal Office at 7404 Wellington Road 34.

1. CALL THE MEETING TO ORDER

2. ROLL CALL

Attendance:

Councillor Sara Bailey
Aaron Dochstader
Oliver Van Gerwen
Kenzo Szatori
Katey Whaling
Jasmine Coburn
Carter Devries

Absent:

Xander Wineberg
Kaiden Wineberg
Talia Wineberg

Staff in Attendance:

Laura Emery, Communications and Committee Coordinator
Sarah Huether, Interim Deputy Clerk

3. MOMENT OF REFLECTION

4. CONFIRMATION OF THE AGENDA

Resolution No. 2024-049:

Moved by Aaron Dochstader and
Seconded by Katey Whaling

That the Youth Advisory Committee approves the December 2, 2024 Agenda as circulated.

CARRIED



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
DECEMBER 2, 2024 YOUTH ADVISORY COMMITTEE MEETING
IN-PERSON MEETING AT THE MUNICIPAL OFFICE, 7404 WELLINGTON RD 34

5. DISCLOSURE OF CONFLICT OF INTEREST:

None

6. DELEGATIONS

None

7. CONSENT AGENDA

7.1 November 4, 2024 Youth Advisory Committee Minutes

Resolution No. 2024-050:

Moved by Oliver Van Gerwen and
Seconded by Jasmine Coburn

That the Consent Agenda item listed for the December 2, 2024 Youth Advisory Committee meeting be received for information.

CARRIED

8. COMMITTEE AND STAFF REPORTS

8.1 Report – YOU-2024-014 – Committee Goals and Objectives Update & Working on our Projects

Resolution No. 2024-051:

Moved by Oliver Van Gerwen and
Seconded by Carter Devries

That report YOU-2024-014 entitled Committee Goals and Objectives & Working on our Projects be received for information; and,

That the presentations by Oliver Van Gerwen and Carter Devries be received.

CARRIED

8.3 Report – YOU-2024-015 – Snack Schedule

Resolution No. 2024-052:

Moved by Kenzo Szatori and
Seconded by Jasmine Coburn

That report YOU-2024-015 entitled Snack Schedule be received for information; and,

That the Snack Schedule be approved as presented.



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
DECEMBER 2, 2024 YOUTH ADVISORY COMMITTEE MEETING
IN-PERSON MEETING AT THE MUNICIPAL OFFICE, 7404 WELLINGTON RD 34

CARRIED

8.3 Ice Breaker Activity

Resolution No. 2024-053:

Moved by Aaron Dochstader and
Seconded by Oliver Van Gerwen

That the Ice Breaker Activity be received for information.

CARRIED

9. CORRESPONDENCE

None

10. ANNOUCEMENTS

None

11. NOTICE OF MOTION

None

12. NEW BUSINESS

None

13. ADJOURNMENT

Resolution No. 2024-054:

Moved by Carter Devries and
Seconded by Kenzo Szatori

That the Youth Advisory Committee hereby adjourns at 7:59 p.m.

CARRIED



Corporation of the County of Wellington
Accessibility Advisory Committee
Minutes

December 5, 2024
Wellington County Museum and Archives
Nicholas Keith Room

Present: Councillor Matthew Bulmer (Chair)
Robin Fletcher
Bethany Parkinson
Heather Small
Gerald Townsend

Regrets: Giverny Parent
Lorri Wright

Staff: Colin Baker, Managing Director of Infrastructure Services, Township of Centre Wellington
Brandon Buehler, Engineering Technologist, Township of Centre Wellington
Nicole Cardow, Deputy Clerk
Sara Dineen, Drayton Kinettes
Adam Gilmore, Manager of Engineering, Township of Centre Wellington
Justin Grainger, Deputy Clerk, Town of Erin
Amanda Knight, Clerk, Township of Guelph/Eramosa
Kerri O’Kane, Clerk, Township of Centre Wellington
Tim Schwartzentruer, Deputy CBO, Township of Mapleton
Tammy Weir, Clerks Assistant

1. Call to Order

At 1:30pm, the Chair called the meeting to order.

2. Declaration of Pecuniary Interest

There were no declarations of pecuniary interest.

3. Confirmation of Minutes

1/4/2024

Moved By: Gerald Townsend

Seconded By: Heather Small

That the Minutes from the September 5th, 2025, meeting, as amended, be approved.

Carried

4. Information Items

4.1 List of Planned Projects by Municipalities

4.1.1 Township of Mapleton - Kinettes Playground Replacement

2/4/24

Moved by: Bethany Parkinson

Seconded by: Robin Fletcher

That the presentation by the Drayton Kinettes be received for information; and

That the Chair discuss with the County of Wellington the Accessibility Incentive Funding Guidelines.

Carried

4.1.2 Township of Centre Wellington - New Operations Centre

3/4/24

Moved by: Bethany Parkinson

Seconded by: Robin Fletcher

That the presentation for the new Operations Centre be received for information.

Carried

4.2 Schedule of Annual Reporting

Staff were reminded to let the Joint Accessibility Advisory Committee know when they have future projects to bring forward.

5. **FADM Working Group Update and new Ontario Building Code**

4/4/2024

Moved By: Heather Small

Seconded By: Gerald Townsend

That redundancies lower than the Building Code of Ontario within the current FADM be removed once the Building Code of Ontario Legislation is updated, and

That the FADM Working Group be paused until the new Building Code of Ontario Legislation is released as of March 31, 2025. The working group will then work to produce a list of items to which the committee may want to exceed requirements of the Building Code and the AODA.

Carried

6. **Vacancies in Joint AAC Membership**

5/4/2024

Moved By: Robin Fletcher

Seconded By: Gerald Townsend

That the Joint Accessibility Advisory Committee request the Township of Puslinch and the Town of Erin advertise the vacancies for the Joint Accessibility Advisory Committee positions, and

That the Township of Puslinch and Town of Erin advise of the appointment of members to the Joint Accessibility Advisory Committee in Spring 2025.

Carried

7. **Items for Review and Comment**

7.1 Township of Wellington North Accessibility Incentive Application

6/4/2024

Moved By: Bethany Parkinson

Seconded By: Robin Fletcher

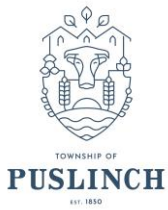
That the Accessibility Incentive Application received from the Township of Wellington North be received and the Committee approve the staff recommendation to grant the Township of Wellington North for \$10,000 for 2024.

Carried

8. Adjournment

At 2:38 pm, the Chair adjourned the meeting until February 6th, 2025, or at the call of the Chair.

Chair Matthew Bulmer
Accessibility Advisory Committee



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
MAY 6, 2024 JOINT RECREATION AND YOUTH ADVISORY COMMITTEE
IN-PERSON MEETING AT 23 BROCK RD S, PUSLINCH ON

MINUTES

DATE: May 6, 2024

MEETING: 6:00 P.M.

The May 6, 2024 Joint Recreation and Youth Advisory Committee was held on the above date and called to order at 6:10 p.m. via in person participation at the Puslinch Community Centre at 23 Brock Rd S, Puslinch.

1. CALL THE MEETING TO ORDER

2. ROLL CALL

Attendance:

Councillor Sara Bailey

Councillor Jessica Goyda

Aaron Dochstader

Laz Holford

Oliver Van Gerwen

Katey Whaling

Ayla Panylo

Joanna Jefferson

Mary Christidis – arrived at 7:30 p.m.

Xander Wineberg – arrived at 7:30 p.m.

Absent:

Kenzo Szatori

Carter Devries

Talia Wineberg

Stephanie McCrone

Staff in Attendance:

Laura Emery, Communications and Committee Coordinator

Sarah Huether, Interim Deputy Clerk

3. MOMENT OF REFLECTION



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
MAY 6, 2024 JOINT RECREATION AND YOUTH ADVISORY COMMITTEE
IN-PERSON MEETING AT 23 BROCK RD S, PUSLINCH ON

4. CONFIRMATION OF THE AGENDA

Resolution No. 2024-009:

Moved by Ayla Panylo and
Seconded by Aaron Dochstader

That the Joint Recreation and Youth Advisory Committee approves the May 6, 2024
Agenda as circulated.

CARRIED

5. DISCLOSURE OF CONFLICT OF INTEREST

None

6. DELEGATIONS

None

7. CONSENT AGENDA

Resolution No. 2024-010:

Moved by Katey Whaling and
Seconded by Oliver Van Gerwen

That Consent Agenda items 7.1 listed for the May 6, 2024 Joint Recreation and Youth
Advisory Committee meeting be received for information.

CARRIED

8. COMMITTEE AND STAFF REPORTS

8.1 Ice Breaker Activity

Resolution No. 2024-011:

Moved by Ayla Panylo and
Seconded by Joanna Jefferson

That the Ice Breaker Activity be received for information.

CARRIED



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
MAY 6, 2024 JOINT RECREATION AND YOUTH ADVISORY COMMITTEE
IN-PERSON MEETING AT 23 BROCK RD S, PUSLINCH ON

8.2. Report JRY-2024-003 – Recreation Advisory Committee and Youth Advisory Committee
Goals and Objectives Review

Resolution No. 2024-012:

Moved by Aaron Dochstader and
Seconded by Katey Whaling

That report JRY-2024-003 entitled Recreation Advisory Committee and Youth Advisory
Committee Goals and Objectives Review be received for information.

CARRIED

8.3. Report JRY-2024-004 – Boreham Park Sub-committee

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

9. CORRESPONDENCE

None

10. ANNOUCEMENTS

Committee member Joanna Jefferson announced that there is a three day leadership
program for Grade 10 students, hosted by the University of Guelph. Anyone interested, is
to contact the Optimist Club of Puslinch.

Councillor Sara Bailey announced that Firefighter Appreciation Day has just passed and
that there is paper and markers for Committee members to create posters to show their
appreciation for the Puslinch Fire and Rescue Services. . These posters can then be put in
the Fire Hall.



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
MAY 6, 2024 JOINT RECREATION AND YOUTH ADVISORY COMMITTEE
IN-PERSON MEETING AT 23 BROCK RD S, PUSLINCH ON

11. NOTICE OF MOTION

None

12. NEW BUSINESS

Councillor Sara Bailey shared with the committees, the idea of having the Committees showcase the new Puslinch Community Centre Park renovations through social media. This idea aligns with the Recreation Advisory Committee in the Recreation Facilities Promotion Sub-committee and the Community Liaison Sub-committee.

13. ADJOURNMENT

Resolution No. 2024-014:

Moved by Lax Holford and
Seconded by Xander Windeberg

That the Joint Recreation and Youth Advisory Committee hereby adjourns at 7:48 p.m.

CARRIED

From: [AMO Policy](#)
To: [Admin](#)
Subject: AMO Policy Update – AMO 2025 Pre-Budget Submission
Date: Wednesday, January 15, 2025 5:05:49 PM

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AMO Policy Update – AMO 2025 Pre-Budget Submission

AMO has released its 2025 [pre-budget submission](#) highlighting how municipalities are focused on providing the things that matter most to

Ontarians, including:

- building more homes to support growth and make housing more affordable;
- dealing with homelessness and the drug crisis to improve quality of life for everyone; and,
- providing important core municipal services like policing and transit while keeping property tax growth to a minimum in the face of ongoing cost of living challenges.

But delivering on these priorities is impossible with the current provincial-municipal fiscal arrangements. For over a year, AMO and more than 160 member councils have been calling on the province for [a joint Social and Economic Prosperity Review](#) with no engagement to date. The impact of a broken provincial-municipal fiscal framework is apparent in our communities, with implications for housing affordability, cost of living, and public safety.

Municipalities urgently need the province to reset fiscal fundamentals. To address the growing threats to quality of life across Ontario, AMO urges the provincial government to make concrete commitments in these key areas:

1. Infrastructure funding for housing and the economy
2. Reduced provincial reliance on municipal subsidies
3. Fixing broken provincial systems to address homelessness

AMO will provide a presentation outlining this year's pre-budget submission on the plenary stage at the 2025 ROMA Conference.

AMO Supports Changes to Brownfields Rules to Reduce Barriers to Development

AMO submitted [comments](#) to a recent Environmental Registry posting regarding provincial rules for Brownfields development in support of changes to regulatory requirements for brownfields projects to reduce the need for Records of Site Condition (RSC) in certain cases.

The proposal will eliminate the need for RSCs where there are no legislative requirements and where proposals are low-risk, meaning they would have been filed with a Phase-One Environmental Phase Assessment (EPA). This means that no potentially contaminating activities or areas of potential environmental concern were identified for that property.

AMO supports a risk-based approach to environmental safety requirements. Ontario's ambitious target to build 1.5 million new homes over the next ten years to house a growing population requires close public and private sector

cooperation. Brownfields offer valuable properties that can be repurposed in communities for new residential or other uses. Changes to reduce red tape and improve development timelines while ensuring strong environmental protections can help deliver needed development more quickly and affordably.

AMO's Response to the *Fixing Long-Term Care Act, 2021*

AMO recently sent a [letter](#) to Minister Kusendova-Bashta in response to consultations on the *Support for Seniors and Caregivers Act, 2024*.

The proposed changes included improved access to dementia care, consistent with AMO's longstanding asks to expand emotion-focused care. However, the Bill's enforcement and liability provisions raise potential impacts of new individual liability provisions on long-term care staff recruitment, on liability for long-term care home Board members, and the removal of the reduction of penalties from municipal and other non-profit homes. AMO members are committed to their roles on the Boards of long-term care homes and to the safety of residents in municipal long-term care homes. We strongly encourage the provincial government to reconsider these changes.

This policy update is also available on [AMO's Website](#).

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

Association of Municipalities of Ontario

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From: [AMO Policy](#)
To: [Admin](#)
Subject: AMO Policy Update – Statement on Trade and Update on Provincial Election Advocacy
Date: Monday, February 3, 2025 1:26:11 PM

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AMO Policy Update - Statement on Trade and Update on Provincial Election Advocacy

Tariffs, Trade Disruptions and Migration

Ontario's local economies, our natural and human resources as well as the businesses and industries situated in Ontario municipalities are the foundation of Ontario's economy. These elements are fundamental to the national economy and Canada's prosperity.

On December 9, 2024, [AMO wrote to the Prime Minister, Ontario's Premier](#) and leaders of both the official federal and provincial opposition pledging the support of AMO and its members to assist Canada and Ontario in the face of challenge and uncertainty.

Tariffs and international trade disruptions have the potential to seriously harm Ontario's economy. Other changes in American policy and practices affecting immigration and social policy could create mass migration of American residents seeking the safety and protection afforded by Canada, with massive resource implications for municipalities in Ontario.

AMO and its members stand ready to play our part in protecting our shared social and economic prosperity in Ontario and Canada.

AMO's Provincial Election Campaign

While we collectively turn our eyes toward the real threats we face from outside our borders, AMO and its members must also consider the long-standing challenges we face closer to home.

With an early election in Ontario now underway, AMO's efforts to promote the interests of municipalities in the election will enter its second phase with additional print ads in the days ahead and continued social and digital media postings.

The campaign was launched at the ROMA conference and has garnered considerable notice. The ultimate purpose of the campaign is to ensure that all parties understand that the voice of Ontario's \$68 billion-a-year municipal sector will not be silent in an important debate on Ontario's future.

Since the launch of the campaign on January 19, AMO has received considerable positive feedback from members and some expressions of concern. The impartiality of the campaign has been questioned by some members. The media has asked if it is possible to have an impartial campaign when one party has been governing for more than 6 years.

Through months of planning, the commitment to a non-partisan campaign has been at the forefront of every discussion at the AMO Board. The campaign asks voters to consider the needs of their communities when voting. All parties have the opportunity to compete for their vote by making

commitments that help municipalities succeed.

The challenges faced by communities that are caused by provincial policies are complex and caused by both long-standing, historical arrangements and by recent actions and inactions.

No party or individual government is to blame for decades of provincial policies that undermine the social and economic prosperity of Ontario's communities. However, provincial policies that result in declining infrastructure investment, higher property taxes and homelessness in your communities are both bad social policy and bad economic policy. These policies will need to be addressed by whoever forms the next government of Ontario.

AMO is steadfastly non-partisan and looks forward to working with whoever the people elect to form the next Government. These efforts are intended to ensure that whatever party is selected to govern, it will have made clear and measurable commitments to the success of municipalities in every part of Ontario.

This update is also available on [AMO's Website](#).

*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.

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From: [AMCTO | The Municipal Experts](#)
To: [Monika Farncombe](#)
Subject: Advocacy Update: Early Provincial Election Called
Date: Wednesday, January 29, 2025 11:04:58 AM

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January 29, 2025

Early Provincial Election Called

Earlier this week, Premier Ford met with the Lieutenant Governor to set in motion the **call for an early provincial election**. With the campaign period beginning Wednesday, January 29, 2025, there is a 28-day period with voting day on February 27, 2025.

The election is being called more than a year ahead of the scheduled provincial election of June 2026. The Premier says that he requires a clear mandate to effectively respond to United States tariff threats on Canadian goods, though opposition parties have already expressed support in responding to tariffs.

The legislature was set to return on March 3, however, now, **it will instead prorogue**, bringing legislative proposals and ongoing committee matters to a halt. **As you may recall**, several bills affecting municipalities were set to continue moving through the legislative process. This includes:

- *Bill 242, Safer Municipalities Act, 2024* (re: policing and enforcement of encampments and illegal drug use in public spaces)

- *Bill 241, Municipal Accountability Act, 2024* (re: code of conduct and integrity commissioner framework)
- *Bill 240, Peel Transition Implementation Act, 2024* (re: service delivery efficiencies for Peel municipalities)
- *Bill 238, Emergency Management Modernization Act, 2024* (re: coordination and capacity of emergency management)

However, with an election called, these bills, 'die on the order paper'. During an election period, the provincial government still functions, transitioning to operating at a caretaker level, with limits on spending. Only when the new Legislature forms and sits in a new parliament can new bills be considered and/or be reintroduced.

Municipal Impact

Municipalities serve as a lifeline to many provincial services and quality of life. Municipal staff work hard to ensure their communities, residents and councils are supported and built up. Municipalities are the first to help residents and businesses in our communities despite complex structural and funding challenges - especially when it comes to issues like health care and homelessness, among others.

With the political parties campaigning over the next 28 days, we will be providing our priorities for the next provincial government that address the concerns of our members, municipal staff and the wider sector. Stay tuned for these priorities and accompanying member toolkit to be released in the coming week.

In the meantime, check out the status of our previous 2022 provincial election priorities below. Where there is still more work to be done, we have included these items in our 2025 election priorities.

- Increase funds like Ontario Community Infrastructure Fund (OCIF) and Ontario Municipal Partnership Fund (OMPF) – *Partially achieved*
- Invest in important infrastructure projects – *Partially achieved*
- Commit to meaningful joint and several liability reform – *In progress*
- Tackle significant areas of operational and administrative burden and reduce red tape on municipally-provided services – *In progress*
- Collaborate and consult with AMCTO on core legislation – *In progress*
- Ensure digital government policy and implementation – *In progress*

Looking back on our priorities in 2022 and looking ahead at our priorities for 2025, a similar theme emerges: there needs to be a better municipal-provincial relationship where collaboration and co-designing policies and programs is valued and encouraged.

Rather than working as separate levels of government, now more than ever, governments at all levels need to work together to address common challenges and opportunities to put Ontarians first. There continues to be a need to establish fundamental and *functional* foundations that will make our communities strong, resilient and supportive for residents and businesses.

We encourage you to keep an eye out for our 2025 provincial election priorities and member toolkit to come next week. Over the course of the next month, we will be adding to this toolkit to support our advocacy on these priorities and to keep members up to date with election-related developments.



AMCTO | The Municipal Experts

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From: [AMCTO | The Municipal Experts](#)
To: [Monika Farncombe](#)
Subject: Advocacy Update: 2025 Provincial Election Priorities
Date: Friday, February 7, 2025 10:08:08 AM

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Support our *Functional Foundations* in advance of the Provincial election on February 27

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February 7, 2025

Functional Foundations: AMCTO's 2025 Provincial Election Priorities

With Premier Ford's call for an early election, we are proud to announce the release of our 2025 Provincial election priorities — a non-partisan call to action for the next Ontario government. The report and accompanying member toolkit identify four overarching priorities our Association and municipal staff would like to see addressed with the next provincial government's mandate. These priorities focus on establishing a better overall municipal-provincial working relationship to collaborate and co-design effective policies and service delivery solutions for Ontario communities. *Functional Foundations* is all about building frameworks to support our members and municipal staff in serving their residents and communities to the best of their abilities.

Over the next 20 days of this short campaign period, and following voting day on February 27, we will be advocating for the following priorities to the provincial parties and local leaders:

1. Commit to a Social and Economic Prosperity Review

2. Provide municipalities with stable, predictable funding and investment that matches the cost and value of service delivery
3. Create a modern legislative environment
4. Enable a municipal culture that protects and supports staff

This is an opportune moment to build stronger communities and local economies by addressing the systemic issues that have put undue burden on municipalities. These priorities ensure municipalities and their staff are kept top of mind and that they have access to the tools, resources, and support they need to get the job of serving their residents and communities done efficiently and effectively. Our members and municipal staff understand their residents and communities deeply and are uniquely positioned to offer non-partisan, expert advice and support to the next Ontario government.

[READ OUR FULL REPORT](#)

In addition to the report, we have put together the following member toolkit to help support our advocacy efforts on these provincial election priorities. We encourage members to share this toolkit with their teams, council, and residents as a way to support civic engagement and knowledge-building in their communities.

The toolkit includes:

- A high-level overview of each of our priorities with key messages to support municipal and council communications
- Social media sample messages and graphics to help raise awareness and spread the word about what's important at the local level
- Links to more in-depth toolkits with accompanying resources on the issues of modernizing the *Municipal Elections Act*, the *Municipal Freedom of Information and Protection of Privacy Act*, and strong mayor powers

Over the next three weeks we will be adding party briefing notes to this toolkit to help support further analysis and understanding of each of the major party platforms as their campaigns progress.

We hope this toolkit provides you, our members, with information to help support your work and council decision-making.

[ACCESS TOOLKIT](#)

For more information or questions about this toolkit or our Functional Foundations 2025 provincial election priorities report, please [contact our advocacy team](#).



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THE TOWNSHIP OF
WOOLWICH

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TEL. 519-669-1647 / 1-877-969-0094
COUNCIL/CAO/CLERKS FAX 519-669-1820
PLANNING/ENGINEERING/BUILDING FAX 519-669-4669
FINANCE/RECREATION/FACILITIES FAX 519-669-9348

January 17, 2025

The Honourable Doug Ford, Premier of Ontario

BY EMAIL

Dear Premier,

RE: Resolution Passed by Woolwich Township Council – Election Advocacy and Preparation

This letter is to inform you that the Council of the Township of Woolwich passed the following resolution at their meeting held on January 14, 2025:

That the Council of the Township of Woolwich, considering Report C02-2025 respecting Election 2026 Report 1 – Election Advocacy and Preparation:

- 1. Endorse the resolutions from municipalities across Ontario including that from the Township of Terrace Bay calling on the Province of Ontario to update the Municipal Elections Act, 1996 with priority amendments as outlined by AMCTO before the summer of 2025 and commence work to review and re-write the MEA with longer-term recommendations ahead of the 2030 elections; and***
- 2. Forward this resolution to all municipalities in Ontario, the Premier of Ontario, the Minister of Municipal Affairs and Housing, the Minister of Education, the Minister of Public Business Service Delivery, Ministry of Finance, our local Minister of Provincial Parliament (MPP), the Association of Municipalities of Ontario (AMO) and the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO).***

Township of Terrace Bay Resolution:

WHEREAS elections rules need to be clear, supporting candidates and voters in their electoral participation and election administrators in running elections;

AND WHEREAS legislation needs to strike the right balance between providing clear rules and frameworks to ensure the integrity of the electoral process;

AND WHEREAS the legislation must also reduce administrative and operational burden for municipal staff ensuring that local election administrators can run elections in a way that responds to the unique circumstances of their local communities;

AND WHEREAS the Municipal Elections Act 1996 (MEA) will be 30 years old by the next municipal and school board elections in 2026;

AND WHEREAS the MEA sets out the rules for local elections, the Assessment Act 1990 and the Education Act, 1990 also contain provisions impacting local elections adding more places for

voters, candidates, and administrators to look for the rules that bind the local democratic process in Ontario;

AND WHEREAS the Act can pose difficulties for voters, candidates, contributors and third-party advertisers to read, to interpret, to comply with and for election administrators to enforce;

AND WHEREAS while local elections are run as efficiently and effectively as can be within the current legislative framework, modernization and continuous improvement is needed to ensure the Act is responsive to today's needs and tomorrow's challenges;

AND WHEREAS to keep public trust and improve safeguards the Act should be reviewed considering the ever-changing landscape with impacts elections administration including privacy, the threats of foreign interference, increased spread of mis-disinformation and the increased use of technologies like artificial intelligence and use of digital identities;

AND WHEREAS the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) reviewed the Act and has provided several recommendations including modernizing the legislation, harmonizing rules, and streamlining and simplifying administration;

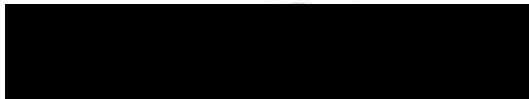
AND WHEREAS AMCTO put forward recommendations for amendments ahead of the 2026 elections and longer-term recommendation for amendments ahead of the 2030 elections;

THEREFORE BE IT RESOLVED THAT Council for the Township of Terrace Bay calls for the Province to update the MEA with priority amendments as outlined by AMCTO before Summer 2025 and commence work to review and re-write the MEA with longer-term recommendations ahead of the 2030 elections;

AND FURTHER THAT this resolution be forwarded to all municipalities in Ontario for support that each endorsement be then forwarded to the Minister of Municipal Affairs and Housing, the Minister of Education, the Minister of Public Business Service Delivery, Ministry of Finance, the Premier of Ontario, Thunder Bay MPP's, AMO and AMCTO.

Should you have any questions, please contact Tanya Bettridge, by email at tbettridge@woolwich.ca or by phone at 519-669-6004.

Yours truly,



Jeff Smith, Municipal Clerk
Corporate Services
Township of Woolwich

Cc: Minister of Municipal Affairs and Housing
Minister of Education
Minister of Public Business Service Delivery
Minister of Finance
Mike Harris, Member of Provincial Parliament (MPP)
Association of Municipalities of Ontario (AMO)
Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO)
Municipalities of Ontario

“Proudly remembering our past; Confidently embracing our future.”



February 5, 2025

To Whom it May Concern,

Re: Proposed U.S. tariffs on Canadian Goods

Please note at their Regular meeting held on February 5, 2025, Peterborough County Council passed the following resolution:

Resolution No. 19-2025

Moved by Deputy Warden Senis
Seconded by Warden Clark

Whereas the federal government is currently in negotiations with the U.S. government on their proposed 25% tariffs on Canadian goods exported to the U.S.; and

Whereas Premier Doug Ford has outlined several plans to combat the impact the proposed tariffs would have on Ontario including Fortress Am-Can which focus on strengthening trade between Ontario and the U.S. while bringing good jobs back home for workers on both sides of the border; and

Whereas the federal government has also outlined several ways to address the current relationship with the U.S. including establishing the Council on Canada-U.S. relations to support the federal government as it negotiates with the U.S on tariffs; and

Whereas trade between Ontario and the United States is very important to our residents and local economies and requires all levels of government to work together in the best interest of those residents; and

Whereas according to data from the Association of Municipalities of Ontario, across Ontario municipalities are expected to spend between \$250 and \$290 billion on infrastructure in the next 10 years; and



Whereas municipalities have traditionally treated all procurements from trade partners equally and fairly; and

Whereas municipalities can assist in the Team Canada effort to combat tariffs and support businesses in our procurement for capital and infrastructure programs; and

Whereas there are trade barriers between Canadian provinces.

Therefore, be it resolved that, the County of Peterborough supports the provincial and federal governments on the measures they have put in place in response to the proposed U.S. tariffs on Canadian goods and ask that they take any and all measures to protect the interests of Ontario in any upcoming trade negotiations;

And that federal and provincial governments remove any impediments to municipalities preferring Canadian companies and services for capital projects and other supplies;

And that the provincial and federal governments take action to remove trade barriers between provinces as a response to US tariffs and support Canadian businesses.

And that the CAO be directed to bring back a report detailing a temporary purchasing policy that integrates and addresses these concerns;

And that County Economic Development & Tourism Division be directed to implement a “Buy Local Peterborough County, Buy Canadian” campaign to encourage residents and businesses to purchase locally made and Canadian goods and services.

Be it further resolved, that copies of this motion be sent to:

- The Right Hon. Justin Trudeau, Prime Minister of Canada
- The Hon. Doug Ford, Premier of Ontario
- The Hon. Melanie Joly, Minister of Foreign Affairs
- The Hon. Vic Fedeli, Minister of Economic Development, Job Creation and Trade
- The Hon. Nate Erskine-Smith, Minister of Housing, Infrastructure and Communities
- The Hon. Paul Calandra, Minister of Municipal Affairs and Housing
- Rebecca Bligh, President, FCM and Councillor, City of Vancouver



- Robin Jones, President, AMO and Mayor of Westport
- Bonnie Clark, Chair, Eastern Ontario Wardens' Caucus
- Jeff Leal, Chair, Eastern Ontario Leadership Council
- John Beddows, Chair, Eastern Ontario Mayors' Caucus
- All provincial and territorial Premiers.
- All local MPs and MPPs,
- All Ontario Municipalities for their support.

Carried

Should you have any questions or concerns please contact Kari Stevenson, Director of Legislative Services/Clerk at kstevenson@ptbocounty.ca.

Yours truly,

Holly Salisko
Administrative Services Assistant – Clerk's Division/Planning
hsalisko@ptbocounty.ca

February 6, 2025

The Right Honourable Justin Trudeau
Prime Minister of Canada
80 Wellington Street
Ottawa, ON K1A 0A2
Via fax

The Honourable Doug Ford
Premier of Ontario
Legislative Building, Queen's Park
Toronto, ON M7A 1A1
Via email

Robin Jones, President, AMO
Association of Municipalities of Ontario
155 University Avenue, Suite 800
Toronto, ON M5H 3B7
Via email

Rebecca Bligh, President, FCM
Federation of Canadian Municipalities
24 Clarence Street
Ottawa, ON K1N 5P3
Via email

Re: United States Imposition of Tariffs on Canada

Please be advised that the Council of the Town of Hanover, at their regular meeting of February 3, 2025, adopted the following resolution with respect to the above noted matter:

“Whereas United States President Donald Trump, issued executive orders to impose tariffs on imports from Canada effective February 4, 2025; and

Whereas these tariffs will have a significant detrimental impact on the economic stability in both countries; and

Whereas federal and provincial leaders are encouraging Canadians to buy Canadian; and

Whereas municipalities have significant purchasing power through capital and infrastructure programs; and

Whereas according to data from the Association of Municipalities of Ontario, Ontario municipalities are expected to spend \$250 to \$290 billion on infrastructure in the next 10 years; and

Whereas municipalities have traditionally been prevented by trade agreements and legislation from giving preference to the purchase of Canadian products and services; and

Whereas municipalities can assist in the effort to combat tariffs and support businesses in the procurement for capital and infrastructure programs;

Now therefore be it resolved that the Council of the Town of Hanover endorse the federal and provincial call to action to buy Canadian where and when possible; and

That the federal and provincial governments work with municipalities on measures to protect Canadian consumers and businesses; and

That council call on the federal and provincial government to remove any impediments to municipalities preferring to engage Canadian companies for capital projects and supplies when appropriate and feasible; and

That this resolution be forwarded to the Prime Minister Justin Trudeau, Premier Doug Ford, the Association of Municipalities of Ontario, the Federation of Canadian Municipalities and all Ontario municipalities.

Should you have any questions or concerns, please contact the undersigned.

Sincerely,

A handwritten signature in blue ink that reads "Vicki McDonald". The signature is written in a cursive, flowing style.

Vicki McDonald
Clerk

/tp

cc: Honourable Rick Byers, MPP Bruce-Grey-Owen Sound
All Ontario Municipalities

January 29, 2025

All Municipalities in Ontario
Via Email

Re: Sovereignty of Canada

Please be advised that Council of the Town of Halton Hills at its meeting of Monday, January 20, 2025, adopted Resolution No. 2025-0010 regarding Sovereignty of Canada.

Attached for your information is a copy of Resolution No. 2025-0010.

Respectfully,



Melissa Lawr, AMP
Deputy Clerk – Legislation



THE CORPORATION
OF
THE TOWN OF HALTON HILLS

Resolution No.: 2025-0010

Title: Sovereignty of Canada

Date: January 20, 2025

Moved by: Councillor D. Keene

Seconded by: Councillor J. Brass

Item No. 12.2

WHEREAS incoming President Trump has suggested that with the use of “economic force” such as tariffs, Canada should become the 51st state of the United States, and further he suggests that many Canadians would agree;

AND WHEREAS residents of our community, known as Canada’s Most Patriotic Town, have demonstrated passion for and loyalty to our nation by opposing past "Buy America" trade measures; by celebrating Canada's 150th anniversary by simultaneously flying over 57,000 Canadian flags and along with other activities, by annually hosting popular Canada Day festivities throughout our municipality; and

AND WHEREAS Canada is a sovereign nation with a peaceful history of self-governance dating to its Confederation in 1867; and


AND WHEREAS the Canadian identity is marked by a deep-rooted pride in its heritage and culture founded by French and British settlement, enriched by Indigenous culture and traditions and by more than a century and a half of multi-cultural immigration;

AND WHEREAS Canada has significant global standing, consistently supporting its allies, including the United States, in global conflicts such as two world wars, and wars in Korea and Afghanistan; and in international coalitions and in being consistently recognized as among the top countries in the world for quality of life;

AND WHEREAS the shared history of the United States and Canada has been one of friendship, respect and neighbourly relations;

NOW THEREFORE BE IT RESOLVED that the Council of the Town of Halton Hills categorically rejects any efforts by incoming President Trump or any others to undermine the sovereignty of Canada. We stand united with our Ontario Premier Doug Ford and our Canadian Prime Minister Justin Trudeau for a Canada that remains strong, free, independent, and characterized by peace, order, and good government.

AND FURTHER THAT the Mayor prepare correspondence containing this resolution for circulation to the office of the American president through our Canadian diplomatic channels with copies to The Right Honourable Justin Trudeau, Prime Minister, The Honourable Melanie Joly, Minister of Foreign Affairs, MP Michael Chong, Premier Doug Ford, The Honourable Vic Fedeli, Minister of Economic Development, Job Creation and Trade of Ontario, MPP Ted Arnott, Leaders of the Opposition Parties, AMO, FCM, and all municipalities in Ontario.



Mayor Ann Lawlor



January 21, 2025

Peterborough - Kawartha MPP Dave Smith;
Honourable Doug Ford, Premier;
Honourable Paul Calandra, Minister of Municipal Affairs and Housing;
Honourable Doug Downey, Attorney General;
Association of Municipalities of Ontario; and
Councils of each of Ontario's municipalities.

Subject: Bill 242, Safer Municipalities Act, 2024

The following resolution, adopted by City Council at its meeting held on January 13, 2025, is forwarded for your consideration.

Whereas:

- 1. A municipality's parks and open spaces are critical infrastructure that support a strong community, and the public's shared and safe use of the municipality's parks and open spaces is integral to ensuring that support.**
- 2. Ontario's municipalities are struggling to maintain their parks and open spaces for their shared and safe use by the public as a result of the increasing proliferation of encampments and illicit activities related thereto.**
- 3. Municipalities that enforce their standards regulating or prohibiting encampments in their parks and open spaces must have regard to the availability of shelter space for those who need shelter.**
- 4. On January 27, 2023, Justice Valente of the Ontario Superior Court of Justice rendered his judgment in *Waterloo (Regional Municipality) v. Persons Unknown and to be Ascertained* (2023), [2023] O.J. No. 417 (Waterloo Decision) which declared that the municipality's by-law violated section 7 of the *Charter* and was therefore inoperative insofar as it applied to prevent encampment residents from erecting temporary shelters on a site when the number of homeless individuals in the region exceeded the number of accessible shelter beds.**
- 5. The Waterloo Decision's analysis of the adequacy of shelter beds suggests an unworkable and unclear standard that goes beyond the number of shelter**

spaces and that includes the requirement to provide shelter spaces that must accommodate illicit drug use and other activities that could put shelter residents, workers and volunteers at risk. The result is that municipalities are impaired in their enforcement of their standards and have lost or are losing control of their parks and open spaces.

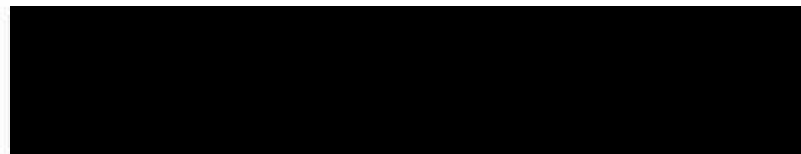
6. On December 12, 2024, the Honourable Paul Calandra, Minister of Municipal Affairs and Housing, introduced Bill 242, Safer Municipalities Act, 2024. Among its various initiatives, Bill 242 proposes to amend section 2 of the Trespass to Property Act by adding aggravating factors that must be considered in the court's determination of a penalty under that section. However, the key challenge is that a municipality's exercise of its rights at common law and under section 9 of the Trespass to Property Act to remove encampments from the municipality's parks and open spaces remains potentially subject to the unworkable and unclear standard for the adequacy of shelter space suggested by the Waterloo Decision.
7. In these circumstances, municipalities need provincial legislation that clearly defines a workable standard for shelter space for the purposes of a municipality's jurisdiction to enforce its standards regulating or prohibiting encampments in its parks and open spaces.

Now therefore, be it resolved:

1. That the provincial government be respectfully requested to amend Bill 242 to clearly define a workable standard for shelter space for the purposes of a municipality's jurisdiction to enforce its standards regulating or prohibiting encampments in its parks and open spaces.
2. That, without limitation, Bill 242 provides that a municipality will have met the standard for shelter space for the purposes of the municipality's jurisdiction to enforce its standards regulating or prohibiting encampments in its parks and open spaces:
 - a) despite the establishment and enforcement of shelter rules including rules that prohibit drug use and other activities that could put shelter residents, workers and volunteers at risk; and
 - b) if an official designated by the municipality is satisfied that the number of available shelter spaces is at least equal to the aggregate of the number of individuals actually seeking shelter and the number of individuals against whom the municipality is planning to enforce its standards regulating or prohibiting encampments in its parks and open spaces.
3. That a copy of this resolution be sent to:

- a) Peterborough - Kawartha MPP Dave Smith;
- b) Honourable Doug Ford, Premier;
- c) Honourable Paul Calandra, Minister of Municipal Affairs and Housing;
- d) Honourable Doug Downey, Attorney General;
- e) Association of Municipalities of Ontario; and to
- f) Councils of each of Ontario's municipalities.

Sincerely,



John Kennedy
City Clerk



cc:
City of Peterborough Council
City of Peterborough Staff



CORPORATION OF THE MUNICIPALITY OF SOUTH HURON

322 Main Street South P.O. Box 759

Exeter Ontario

N0M 1S6

Phone: 519-235-0310 Fax: 519-235-3304

Toll Free: 1-877-204-0747

www.southhuron.ca

January 15, 2025

Via email: Peter.Bethlenfalvy@pc.ola.org

Ministry of Finance
Frost Building South
7th Floor
7 Queen's Park Crescent
Toronto, ON M7A 1Y7

Dear Peter Bethlengalvy,

Re: TAPMO Letter Regarding Pre-Budget Announcement

Please be advised that South Huron Council passed the following resolution at their January 13, 2025 Regular Council Meeting:

Motion: 15-2025

Moved: M. Vaughan

Seconded: T. Oke

Whereas the Ministry of Finance has introduced a one-time \$7 million reduction in education taxes in 2024, a subsidy that will be absorbed by the province through a 95% reduction in education taxes—marking the first such subsidy provided by the province to any industry;

Whereas the Ministry of Finance's plans to introduce a new aggregate property sub-class in 2025, which is set to provide a \$6 million subsidy to the aggregate industry, with \$3 million of that subsidy being transferred back to the municipal (primarily residential) tax base, raises serious concerns about the fairness and equity of the system;

Whereas the claims that the new sub-class will provide tax stability and predictability seem hollow and do not address the

systemic inequities in the taxation framework, which continues to shift an undue burden onto municipal taxpayers, particularly those in rural areas who host these aggregate operations;

Whereas there is significant concern that the government's actions prioritize the interests of the aggregate industry over the financial realities faced by municipalities and their residents, and that this shift in burden undermines public trust in the fairness and integrity of Ontario's legal and tax frameworks;

Whereas TAPMO has presented evidence demonstrating that the aggregate industry is financially capable of meeting its tax obligations, including substantial profits and royalty payments made by industry leaders, further undermining the need for these subsidies;

Whereas the municipal taxpayer should not bear the cost of correcting a past error in assessment methodology that unfairly benefited the aggregate industry, and the new property tax class ratio risks further undermining the principle of revenue neutrality and eroding confidence in Ontario's legal and tax systems;

Therefore be it resolved that the Council of the Municipality of South Huron strongly objects to the undue burden being placed on municipal taxpayers to subsidize the aggregate industry, and calls on the provincial government to:

Reevaluate and correct the misguided subsidies being provided to the aggregate sector, and ensure that future tax policies are fair, equitable, and consistent for all taxpayers.

1. Uphold the principles of revenue neutrality in the aggregate tax framework and ensure that any new tax classifications or methodologies do not result in a net loss of revenue for municipalities, especially those that are already facing significant financial challenges.



CORPORATION OF THE MUNICIPALITY OF SOUTH HURON

322 Main Street South P.O. Box 759

Exeter Ontario

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www.southhuron.ca

2. Commit to meaningful reform that ensures fairness and consistency across all sectors of the economy and actively engages municipalities and taxpayers in a transparent and inclusive process, rather than catering to the demands of the aggregate industry.

3. Take immediate action to correct the existing inequities in the tax framework, ensuring that the burden of this correction is not unjustly shifted to municipal taxpayers, particularly those in rural communities who host these operations.

4. Respect and uphold the integrity of the legal process by honouring the decisions of the Divisional Court and ensuring that all assessment methodologies are transparent, accountable, and based on a fair and balanced approach.

5. Further, be it resolved that the Council of the Municipality of South Huron supports TAPMO's call for the provincial government to adopt reforms that prioritize the needs and fairness of municipal taxpayers and to ensure that the aggregate sector contributes its fair share to the province's tax base; and

Further be it resolved that this resolution be forwarded to the Minister of Finance, the Minister of Municipal Affairs and Housing, local school boards, AMO, ROMA, Local MPP, all Ontario Municipalities and the Municipal Property Assessment Corporation.

Please find attached the originating correspondence for your reference.

Respectfully,

Kendra Webster, Legislative & Licensing Coordinator

Municipality of South Huron
kwebster@southhuron.ca
519-235-0310 x. 232

Encl.

cc: Minister of Municipal Affairs and Housing, Hon. Paul Calandra, Paul.Calandra@pc.ola.org; Avon Maitland District School Board, info@amdsb.ca; Huron-Perth Catholic District School Board, info@huronperthcatholic.ca; MPP Huron-Bruce, Hon. Lisa Thompson, Lisa.Thompson@pc.ola.org; AMO, resolutions@amo.on.ca; ROMA, roma@on.ca; MPAC, John.Young@mpac.ca; TAPMO, info@tapmo.ca, All Ontario Municipalities

From: ca.office (MNR) <ca.office@ontario.ca>

Sent: Friday, January 17, 2025 1:45 PM

To: ca.office (MNR) <ca.office@ontario.ca>

Subject: Update: Proposed regulation regarding Minister's Permit and Review powers under the Conservation Authorities Act

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** This email is being sent on behalf of Jennifer Keyes, Director, Development and Hazard Policy Branch **

Good afternoon:

I am writing to you today to notify you of a new regulation prescribing the circumstances under which the Minister of Natural Resources ("Minister") may make permitting decisions in the place of a conservation authority or review a conservation authority's permitting decision.

New provisions in the *Conservation Authorities Act* came into effect on April 1, 2024, that included powers for the Minister to 1) issue an order to prevent a conservation authority from issuing a permit and to take over the permitting process in the place of a conservation authority ("Minister's permit"), and 2) review a conservation authority permit decision at the request of the applicant ("Minister's review"). It is important to note that when making a permitting decision using one of these tools, the Minister is required to satisfy the same legislative criteria concerning natural hazards and public safety that are considered by conservation authorities.

The new regulation sets out the circumstances under which the Minister may use

these powers as circumstances where the proposed development activity or other activity, in the opinion of the Minister, pertains to or supports a matter of provincial interest described in the regulation. Additionally, it includes a transparent process for individuals or businesses to request the use of these powers and sets out the information that must be submitted as part of such a request. This regulation came into effect on January 1, 2025.

A Decision Notice is available at the Environmental Registry of Ontario, posting #[019-8320](#) and supporting information describing the process for requesting the use of these powers is available [online](#).

If you have any questions, please reach out to the Ministry of Natural Resources at ca.office@ontario.ca.

Sincerely,
Jennifer

Jennifer Keyes
Director, Development and Hazard Policy Branch
Ministry of Natural Resources



Taking pride in strengthening Ontario, its places and its people

Please Note: As part of providing [accessible customer service](#), please let me know if you have any accommodation needs or require communication supports or alternate formats.



**COUNTY OF WELLINGTON
NOTICE
Open House
and Public Meeting**



TAKE NOTICE that pursuant to section 26 of the Planning Act, R.S.O. 1990, c.P.13 as amended, the County of Wellington will hold an Open House and Public Meeting to discuss proposed:

Official Plan Amendment (OPA) No.126 - Urban Boundary Expansions

THE LAND SUBJECT to the proposed amendment is in the entire County of Wellington and a key map is not provided. For convenience, a key map of specific lands in the Township of Centre Wellington is provided below.

THE PURPOSE and effect of proposed County Official Plan Amendment No.126 (OPA 126) is to revise the Official Plan as part of Urban Phase 3A of the County’s Official Plan Review. The proposed amendment would change, replace, delete or add policies and/or schedules related to the following key areas:

County-wide

- Address urban growth matters including intensification and density targets, phasing of new growth, agricultural impact mitigation, targeted 2024 Provincial Planning Statement updates, and other changes.
- Updated mapping for Sourcewater Protection Schedules as in approved Source Protection Plans and removal of policy duplication.

Centre Wellington

- Expansion of the urban area boundaries of Fergus and Elora/Salem and to identify new Designated Greenfield Area and Employment Area lands.
- Remove local planning policy for Community Planning Study Area.
- Remove Mineral Aggregate Resource Overlay related to urban expansions and buffer area.

Greenbelt

- Updated mapping for 2023 Provincially-expanded Greenbelt lands in Erin.
- Add policies to implement Provincial policy direction to maintain policy connections in the Greenbelt Plan to the Provincial Policy Statement (2020) and Growth Plan for the Greater Golden Horseshoe (2019).

OPEN HOUSE AND PUBLIC MEETING

The Open House will be an informal opportunity to discuss OPA No.126, to ask questions of County Staff and identify additional planning issues that should be considered. The Public Meeting will be an opportunity to make formal submissions to the County of Wellington Planning Committee on proposed OPA No.126. The meetings are scheduled as follows:

OPEN HOUSE		PUBLIC MEETING	
Date	March 3, 2025	Date	March 13, 2025
Time	6:30 pm	Time	10:30 am
Format	Online	Format	In Person
How to Participate	To participate in the online Open House please register through the link provided on the project webpage: www.wellington.ca/planwell To participate in the Open House by phone, you do not need to register and can join by calling the following number: Dial +1 647 558 0588 followed by the Webinar ID: 630 2207 8134	How to Participate	To participate in the Public Meeting registration not required.
		Location	The meeting will be held at the following location: County Council Chambers Administration Centre 74 Woolwich Street Guelph ON N1H 3T9

Written Submissions

Please send any written submissions to the County of Wellington Planning and Development Department by email at planwell@wellington.ca or by mail to the attention of Sarah Wilhelm, Manager of Policy Planning to the address below no later than **March 20, 2025** to be considered in the planning report. Please refer to file **No. OP-2020-01-04** when responding.

IF A PERSON or public body would otherwise have an ability to appeal the decision of the County of Wellington 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 County of Wellington before the proposed official plan amendment is adopted, 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 County of Wellington before the proposed official plan amendment is adopted, 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 add the person or public body as a party.

INFORMATION ABOUT APPEALS

In accordance with Section 17 (36.5) of the *Planning Act* there is no appeal of a decision where the Minister is the approval authority.

IF YOU WISH to be notified of the adoption of the proposed official plan amendment, or of the refusal of a request to amend the official plan, you must make a written request to Mr. Aldo Salis, Director of the Wellington County Planning and Development Department (address below).

NOTE: Any verbal or written comment/objection submitted to the County of Wellington regarding this application, which is being processed under the *Planning Act*, may be made public as part of the process.

ADDITIONAL INFORMATION

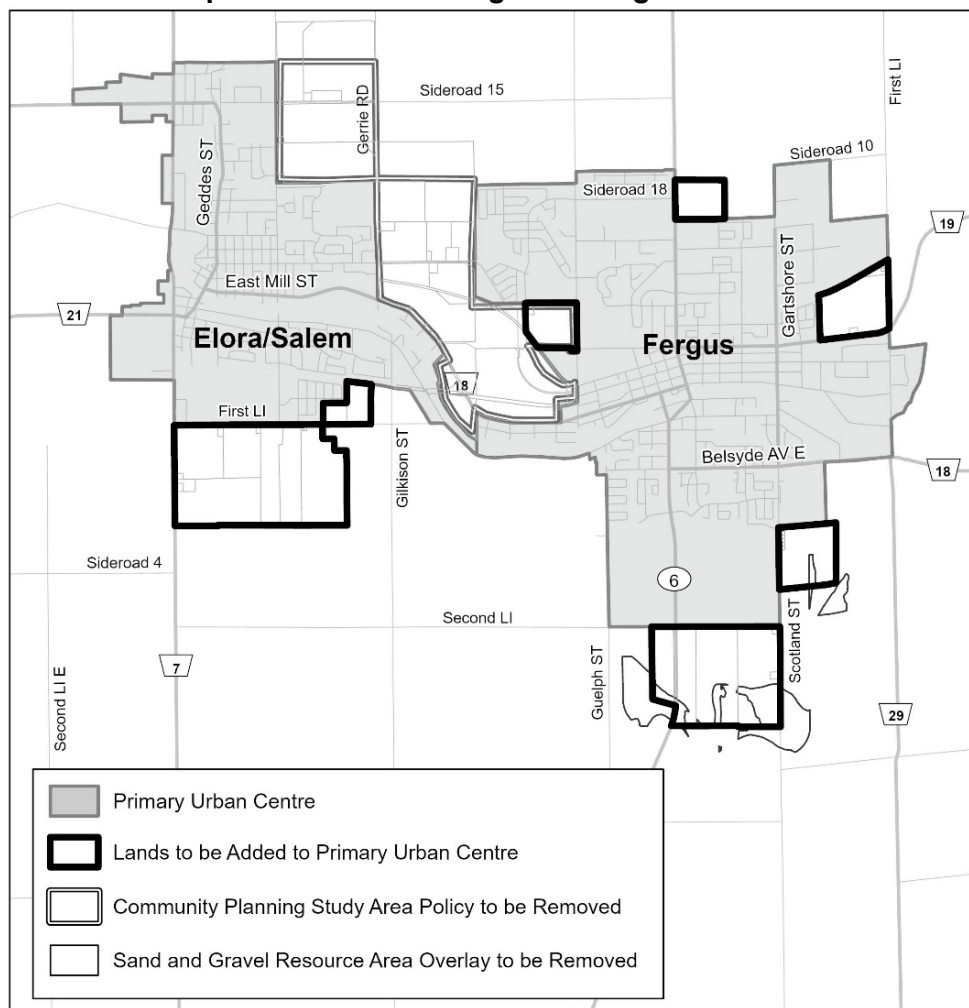
Information about the details of the amendment, including mapping, is available for review on the County of Wellington website: www.wellington.ca/planwell.

County of Wellington
Planning and Development Department
Administration Centre
74 Woolwich Street
Guelph, ON N1H 3T9

Dated at the City of Guelph
this 13th day of February, 2025

Aldo L. Salis, MCIP, RPP
Director Planning and Development Department
County of Wellington

KEY MAP Proposed Centre Wellington Changes



Justine Brotherston

From: Mary Dawson-Cole <Mary.Dawson-Cole@mpac.ca>
Sent: Thursday, January 16, 2025 2:47 PM
To: Justine Brotherston
Subject: MPAC's 2024 Municipal Partnership Report

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MUNICIPAL
PROPERTY
ASSESSMENT
CORPORATION

Good afternoon Justine,

In December, we shared year-end assessment base information with municipal CAOs and finance staff along with MPAC's [2024 Municipal Partnership Report](#).

This report highlights MPAC's key achievements in 2024, some of which include launching the Housing Inventory Map and Property Pulse Dashboard, exceeding our service level agreement target, and strengthening our data strategy. We're excited to share these insights and more, and demonstrate how they can transform your operations.

The report has been shared with municipal finance staff and is now being provided to you should you wish to share with Municipal Council.

Please contact a member of the [Municipal and Stakeholder Relations team](#) should you have any questions about this report.

We look forward to working with you this year.

Yours truly,

Mary

Mary Dawson-Cole
Director, Municipal and Stakeholder Relations
Public Affairs and Customer Experience

Office: 289-356-3071
Mobile: 905-706-0938
mary.dawson-cole@mpac.ca

mpac.ca

THE PUSLINCH PROFILE FEATURES:

Wellington Group of Companies

 rmmcunn@wellingtonmotorfreight.com  wellingtongoc.com  905-696-1977  7419 Mclean Road West



Wellington Group of Companies (WGOC) is a key player in North America's logistics and transportation industry, offering essential supply chain solutions through a comprehensive network of trucking, rail, drayage, warehousing, air, and ocean services. With a commitment to keeping supply chains running smoothly, WGOC provides tailored solutions like custom-built trucking fleets designed to meet the specific needs of their clients.

Founded in 2014 and headquartered in Puslinch, WGOC has grown rapidly, with offices now across North America. Even with this expansion, the company remains deeply committed to its local community. WGOC has a float in the annual Puslinch Santa Claus Parade and purchases pet items from Ren's Pets to donate to animal shelters. Recognized as one of Canada's top employers, WGOC has received the "Best Fleet to Drive For" award for five consecutive years and earned a spot among Canada's fastest-growing companies in the Globe and Mail's 2022 Report on Business. Additionally, the company was named Trucking HR Canada's Top Small Fleet in both 2021 and 2022. WGOC is committed to keeping supply chains moving and fostering the growth of the communities where it operates, creating a ripple effect of positive change.





Township of Puslinch
7404 Wellington Road 34
Puslinch, ON, N0B 2J0
T: (519) 763 – 1226
F: (519) 763 – 5846
www.puslinch.ca

Delegate Request

Meeting Date: Feb 20 / 21

Applicant Information

Applicant Name: JOAN McNIE

Mailing Address: [REDACTED]

Email Address: [REDACTED]

Telephone Number: [REDACTED]

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

Review University of Guelph's stewardship
of Mill Creek P.A.



REPORT FIN-2025-003

TO: Mayor and Members of Council

PREPARED BY: Mary Hasan, Director of Finance/Treasurer
Daniel Hernandez, Asset Management and Capital Co-op Student

PRESENTED BY: Mary Hasan, Director of Finance/Treasurer
Daniel Hernandez, Asset Management and Capital Co-op Student

MEETING DATE: February 20, 2025

SUBJECT: Donation Policy
File No. A09 DON

RECOMMENDATIONS

THAT Report FIN-2025-003 entitled Donation Policy be received; and

That Council approve the Donation Policy attached as Schedule C to Report FIN-2025-003 as [presented/amended].

Purpose

The purpose of this report is to:

- 1.) Provide Council with the results of the public consultation that occurred as outlined in Report FIN-2024-033 presented at the December 18, 2024 Council Meeting. Report FIN-2024-033 is attached as Schedule A to this Report; and
- 2.) Obtain Council approval for the Donation Policy attached as Schedule C to this Report.

Background

Council at its meeting held on December 18, 2024, through Council Resolution No. 2024-456 directed staff to complete public consultation as outlined in Report FIN-2024-033.

The Township has amended the proposed Donation Policy attached as Schedule C to this Report based on Council, Committee and public comments.

Council Comments

Council at its meeting held on December 18, 2024 provided the following comments:

- 1.) A Member of Council requested clarification as to how the \$30K threshold for receiving an identification plaque for donations was determined and the possibility of donors purchasing their own plaques.
 - a. Section 13(d) of the policy has been amended to lower the threshold from \$30K to \$20K, based on an analysis of significant donations received from 2021 to 2024. This adjustment would qualify two previous donors for an identification plaque. The former Puslinch Tennis Club already has an identification plaque at the newly renovated tennis courts in recognition of their donation of \$31K in 2022. Similarly, the Puslinch Minor Soccer Club would be eligible for an identification plaque at the new soccer fields, in recognition of their donation of \$20K in 2021.
 - b. Section 13(e) has been added to the policy to recognize donations ranging from \$3,000 to \$19,999 through a donor wall.
 - c. The size of the plaques outlined in Section 13 of the policy increase as the donation amounts increase. Donations over \$20K have a larger size identification plaque that is more prominently displayed than the other plaques. The estimated cost for an identification plaque is \$1,412 and the estimated cost of a commemorative plaque is \$331.
 - d. It is recommended that identification plaques and donor wall plaques be provided and funded by the Township to recognize the significant donations valued at over \$3,000.
 - e. It is recommended that the cost of the commemorative plaque be included in the total price of the commemorative item, as outlined in Section 9(c) of the policy. This recommendation is because these donations are of a lower value and involve the installation of an asset bearing the commemorative individual's name. Additionally, this was a common municipal practice based on other policies reviewed.

- 2.) Council requested other clarification which has been published and responded to as part of the *"Addition to the Agenda Questions received from Council seeking additional information and the corresponding responses provided by staff regarding the December 18, 2024 Council agenda items"*. The Council Questions and Answers are included as Schedule D to this

Report. Section 4, Section 8(e), Section 9(a), Section 9(e) have been amended in the policy based on the agenda questions received from Council. A new Section 9(b) and a new Section 13(b) have been added to the policy based on the agenda questions received from Council.

Heritage Advisory Committee Comments

The Heritage Advisory Committee at its meeting held on January 13, 2025, provided the following comments:

- 1.) A Committee Member inquired as to how often the donation policy will be updated.
 - a. The donation policy will be reviewed every five years as part of the Township's standard policy review process, with revisions made as needed based on significant updates or insights gained during implementation. This allows the policy to remain relevant and effective over time.

- 2.) A Committee Member inquired whether the tree could be a "native tree" instead of a regular "maple hardwood tree".
 - a. Township staff have confirmed that all trees will be sourced from a local nursery, ensuring the selected species are native to the Puslinch area. This does not impact the cost of \$1,350 as outlined in Section 9(c) of the policy. As a result, Section 9(c) of the policy has been updated accordingly.

- 3.) A Committee Member inquired as to why the bench and tree program is included in the proposed donation policy.
 - a. These types of donations are considered "gift-in-kind." For such donations, an official donation receipt is issued, making it essential to include them within the policy framework. The donation policy is designed to be comprehensive, encompassing all types of donations, including benches and trees.

Joint Recreation and Community Wellness Advisory Committee and Youth Advisory Committee Comments

The Joint Recreation and Community Wellness Advisory Committee and Youth Advisory Committee at their meeting held on January 13, 2025, provided the following comments:

- 1.) A Committee Member inquired as to whether Section 8(e)(ii) of the policy should also incorporate Sponsorships.
 - a. Sponsorships have been added to this section.

- 2.) A Committee Member requested clarification regarding why an official donation receipt cannot be issued to a business if the donation is made with the expectation of advertising in return. For example, if a company contributes to a Township Garden (such as by planting flowers) and receives advertising in exchange, what are the rules regarding the issuance of official donation receipts in this scenario?
 - a. An official donation receipt cannot be issued in this scenario. Section 5(m), Section 5(o), Section 8(a), Section 11(c), and Section 11(d) of the policy have been revised to ensure this is clarified within the policy. The revisions are in line with Canada Revenue Agency (CRA) guidance.
- 3.) A Committee Member inquired whether curtains could be donated for the ice rink, either by purchasing new curtains directly or donating monetary funds for their purchase.
 - a. Purchasing new curtains would be considered a gift-in-kind donation, while donating monetary funds to purchase curtains would be classified as a monetary donation.
- 4.) A Committee member inquired how this policy would facilitate sponsorship for skating programs at the Ice Rink.
 - a. This is covered in Section 8 of the policy.

Community Engagement Survey – Engage Puslinch

Attached as Schedule B to this Report are the results of the community engagement survey issued through the Township's Online Engagement Platform, EngagePuslinch.ca for Council's information. The survey was open from January 10, 2025 to February 5, 2025. There were a total of 10 completed surveys and 63 visits to EngagePuslinch.ca as part of the proposed donation policy engagement. Township staff's responses to the comments are summarized below:

- The Township funds its programs and services through a combination of tax dollars and other revenue sources, as outlined in the annual capital and operating budgets. Donations and sponsorships provide additional support, helping to enhance community projects and services beyond what is covered by tax funding. These contributions are entirely voluntary, and the Township's advisory committees, local organizations and community groups, play a vital role in fundraising efforts that further benefit the community.
- A new Section 6(a)(vii) has been added to address the comment regarding conflict of interest.

- Individuals and businesses are welcome to donate directly to Minor Sports Organizations within the Township. The Township is unable to accept donations on behalf of other organizations in accordance with CRA guidance and in line with Section 6(a)(i) of the policy.
- The policy outlines the processes and procedures for designated donations in compliance with CRA guidelines, ensuring that donors can direct their contributions toward specific purposes. While the policy provides a framework for transparency and accountability, it also ensures that donors have control over how their donation is allocated, as long as it aligns with the Township's goals and mandate. This approach ensures that donations are managed responsibly while respecting the intentions of the donor.
- Once the donation policy is approved by Council, the Township will prioritize launching the commemorative bench and tree program and promoting it to encourage participation.

Other Matters

Township staff have received a request for more information regarding the implications of murals, specifically in relation to the donation policy and CRA guidance. Typically, murals are used as a form of advertising for the artist, as the artist often signs their work at the bottom. This serves as their recognition for the piece. However, determining the value of a mural can be challenging, as murals are generally painted directly onto a surface owned by the Township, such as the side of a building. As a result, the art becomes an inseparable part of the Township property, complicating efforts to assign a value for the art. In this context, murals are generally not considered a gift-in-kind donation, as there is no tangible exchange of property. Instead, they are a donation of service, time, or skill, which under CRA guidelines, does not qualify for an official donation receipt.

If the Township decides to accept a mural on its property in the future, an agreement should be established to address key details, including but not limited to the following:

- Responsibility for Maintenance: Who will be responsible for painting over or restoring the mural if it fades over time?
- Mural Lifecycle: What is the expected lifespan of the mural (e.g., 5 years) or will this be at the discretion of Township staff?
- Timeline for Completion: Set clear start and end dates for the mural's creation and installation.
- Oversight: Ensure that the user group recommending the mural is responsible for overseeing the project, not Township staff.
- Policies: Adhere to all Township policies, procedures and by-laws and explicitly, provision 5 of the internal/external content standards from the Corporate Policy 2021-008 – Township Advertisement, Communication and Media Relations Policy.

By formalizing these points in an agreement, the Township can ensure clarity and accountability moving forward.

Financial Implications

Known donations are budgeted in the annual Capital and Operating budgets.

Applicable Legislation and Requirements

Income Tax Act

Canada Revenue Agency guidelines and standards

Engagement Opportunities

The Township has incorporated a number of engagement opportunities associated with the Donation Policy as outlined below:

- Recreation and Community Wellness Advisory Committee, Heritage Advisory Committee and Youth Advisory Committee Input on January 13, 2025
 - These committees typically assist with fundraising campaigns for initiatives that have received prior Council approval (ie. Doors of Puslinch posters, Parks Revitalization Projects, Electronic Sign Replacement, Killean School Bell Cairn, etc.). Therefore, this consultation was required.
- Social Media Posts and/or Advertisements at [Facebook.ca/TownshipofPuslinch](https://www.facebook.ca/TownshipofPuslinch) and [Twitter.com/TwpPuslinchON](https://twitter.com/TwpPuslinchON) and [Instagram.com/TownshipofPuslinch](https://www.instagram.com/TownshipofPuslinch)
- Township Website Banner at [Puslinch.ca](https://www.puslinch.ca)
- Community Engagement Survey at [EngagePuslinch.ca](https://www.engagepuslinch.ca) open from January 10, 2025 to February 5, 2025. The survey was also emailed directly to Township businesses and community groups.
- Media release related to EngagePuslinch.ca survey.

Attachments

Schedule A – Report FIN-2024-033 - Proposed Donation Policy

Schedule B – Engage Puslinch Community Engagement Survey Results

Schedule C – Current Version of Donation Policy

Schedule D – Council Questions and Answers from the December 18, 2024 Council Meeting

Respectfully submitted:	Contributors:	Reviewed by:
Daniel Hernandez, Asset Management and Capital Co-op Student	Courtenay Hoytfox, Interim CAO Mike Fowler, Director of Public Works, Parks, and Facilities Justine Brotherston, Interim Municipal Clerk Jamie MacNeil, Fire Chief Andrew Hartholt, Chief Building Official Michelle Cassar, Deputy Treasurer Sarah Huether, Deputy Clerk Laura Emery, Communications and Committee Coordinator	Mary Hasan, Director of Finance/Treasurer



REPORT FIN-2024-033

TO: Mayor and Members of Council

PREPARED BY: Mary Hasan, Director of Finance/Treasurer
Daniel Hernandez, Asset Management and Capital Co-op Student

PRESENTED BY: Mary Hasan, Director of Finance/Treasurer
Daniel Hernandez, Asset Management and Capital Co-op Student

MEETING DATE: December 18, 2024

SUBJECT: Proposed Donation Policy
File No. A09 DON

RECOMMENDATIONS

THAT Report FIN-2024-033 entitled Proposed Donation Policy be received; and

THAT Council direct staff to complete public consultation as outlined in the report.

Purpose

The purpose of this report is to provide Council with the proposed Donation Policy attached as Schedule A to this Report.

Background

Council at its meeting held on June 16, 2021 through Council Resolution No. 2021-184 directed staff to bring forward a formal donation policy for Council's consideration.


The Township has developed the proposed Donation Policy attached as Schedule A to this Report based on other donation policies currently in place at other municipalities.





The primary purpose of a Donation Policy is to ensure that a donation offered to the Township is in keeping with the following general objectives:



- It is in-line with or compatible with services or facilities that the Township currently has or is intending on providing.
- It will be able to be supported/maintained/operated/ and ultimately replaced at the end of its service life with the current resources and finances of the Township or alternatively through a Council-approved increase to the current resources and finances of the Township as needed.
- It is safe and appropriate and in compliance with any applicable regulations or guidelines for its use/implementation at a Township run public facility.
- It is in compliance with Township policies and by-laws.
- Whether the donation covers the entire cost of installation and ongoing operations. If not, an appropriate plan for any outstanding costs.
- The donation is handled in a way that is in compliance with any applicable requirements from the Canada Revenue Agency and the Income Tax Act.

Commemorative Bench and Tree Program

The following section outlines other municipal costing associated with commemorative bench and tree programs:

Municipality	Bench	Tree	What is included?	Renewal period & Fee
Township of Terrace Bay	<p style="text-align: center;">\$1,000</p> <p>BENCH \$1000.00 4 Available</p> 	N/A	Refurbishment and maintenance of the memorial bench for the first ten years, plus a personalized engraved plaque.	10 years, \$200

Municipality	Bench	Tree	What is included?	Renewal period & Fee
Town of Oakville	<p style="text-align: center;">\$1,923</p> 	<p style="text-align: center;">N/A</p>	<p>Refurbishment and maintenance of the memorial bench for the first 5 years, plus a personalized cast bronze plaque.</p>	<p>5 years, \$788.50</p>
City of Toronto	<p style="text-align: center;">\$2,530</p> 	<p style="text-align: center;">\$738</p> 	<p>A newly installed bench with an engraved metal plaque and a newly planted tree with an engraved metal plaque installed in a concrete base.%</p>	<p>After the warranty period, (Plaque 2 years, Tree 5 years, Bench 10 years) the city reserves the right to remove any damaged plaques, benches or trees. Requests for repairs or replacements after the warranty period will be charged to the applicant.</p>
Municipality of Bluewater	<p style="text-align: center;">\$3,000</p> 	<p style="text-align: center;">\$500 Tree (No Picture)</p>	<p>Laser-cut plaques are part of the bench. The choice of wording for the bench plaque is offered on the request form. Plaques for trees are not available at this time.</p>	<p>Trees 3 years no charge. Benches will be maintained for 5 years and plaques will be maintained for a maximum of 3 years. After 10 years, the Municipality holds the right to remove the bench if it becomes unsafe or unsightly. Replacement for vandalism will occur</p>

Municipality	Bench	Tree	What is included?	1 time for a tree or bench. Renewal period & Fee
Municipality of Port Hope	<p data-bbox="391 365 477 401">\$2,100</p>  <p data-bbox="318 625 537 657">Garden Bench</p>	<p data-bbox="792 365 857 401">\$750</p> 	Tree – planting & tree maintenance + \$250 for granite stone plaque. Bench-installation and 3 x 6 inch plaque included.	No info on renewal

It is recommended that the Township of Puslinch implements the following:

Commemorative Tree

It is recommended that the Township install a minimum size tree of 6 foot high with a 3.5 square feet fruit ball (root system). The maple hardwood tree is recommended as it performs well in the Township’s climate zone and is pest resistant. Estimated cost for this tree including installation by Township staff (ie. planting stakes and water bag), maintenance and plaque is estimated at \$1,350. This would be for the full lifecycle of the tree. No additional costing is expected as maintenance and trimming would be included within the Township’s current service level for tree maintenance.

Commemorative Bench

It is recommended that the Township install benches similar to the benches installed at the Puslinch Community Centre Park and Boreham Park (ie. aluminum type construction with an oil paint/natural finish). Estimated cost for this bench including installation by Township staff, maintenance and plaque for a ten-year period is estimated at \$2,500. Aluminum benches may need to be removed and sent out to a sandblaster to be repainted and/or refinished and will be identified to be inspected for rehabilitation after **10 years**. Renewal fee to be determined at the time of replacement based on actual costs for the replacement/refinish of the bench to be paid by the original Donor.

Commemorative Plaque

Small plaque will be mounted on the bench/tree by Township staff.

- **3 x 6 inch silver aluminum plaque - \$331** – the aluminum plaque is recommended due to outdoor durability and cost.

- This cost is already included in the price of the Tree/Bench as outlined above.

Financial Implications

Known donations are budgeted in the annual Capital and Operating budgets.

Applicable Legislation and Requirements

Income Tax Act

Canada Revenue Agency guidelines and standards

Engagement Opportunities

The Township will incorporate a number of engagement opportunities associated with the Proposed Donation Policy as outlined below:

- Recreation Advisory Committee, Heritage Advisory Committee and Youth Advisory Committee Input on January 13, 2025
- Social Media Posts and/or Advertisements at [Facebook.ca/TownshipofPuslinch](https://www.facebook.com/TownshipofPuslinch) and [Twitter.com/TwpPuslinchON](https://twitter.com/TwpPuslinchON)
- Township Website Banner at puslinch.ca/government/budget/
- Community Engagement Survey at EngagePuslinch.ca which will also be emailed directly to Township businesses and community groups.
- Media releases related to EngagePuslinch.ca survey.

Attachments

Schedule A – Proposed Donation Policy

Respectfully submitted:	Contributors:	Reviewed by:
<p data-bbox="203 407 451 512">Mary Hasan, Director of Finance/Treasurer</p> <p data-bbox="203 562 542 667">Daniel Hernandez, Asset Management and Capital Co-op Student</p>	<p data-bbox="613 407 951 512">Mike Fowler, Director of Public Works, Parks, and Facilities</p> <p data-bbox="613 562 932 632">Justine Brotherston, Interim Municipal Clerk</p> <p data-bbox="613 682 821 751">Jamie MacNeil, Fire Chief</p> <p data-bbox="613 802 902 871">Andrew Hartholt, Chief Building Official</p> <p data-bbox="613 921 850 991">Michelle Cassar, Deputy Treasurer</p> <p data-bbox="613 1041 821 1110">Sarah Huether, Deputy Clerk</p> <p data-bbox="613 1161 935 1251">Laura Emery, Communications and Committee Coordinator</p>	<p data-bbox="1024 407 1292 476">Courtenay Hoytfox, Interim CAO</p>



Title:	Donation Policy
Policy No.	2025-001
Adoption:	February 12, 2025 by Council Resolution No. 2025- XXX
Subject:	Donation Policy File No: A09 DON

1. Introduction

The **Township** of Puslinch (**Township**) recognizes that individuals or organizations may wish to make **Donations** to support **Township** projects, programs or services. The **Township** welcomes **Donations** that support **Township** projects, programs or services for purposes that are consistent with the **Township**'s values, principles, and objectives.

Uniform criteria and procedures guide the review and acceptance of such **Donations**, confirm that the **Township** has relevant and adequate resources to administer such **Donations**, and ensure that the **Township** appropriately acknowledges the generosity of the **Donor**.

2. Purpose

This policy outlines procedures, in compliance with the Income Tax Act and Canada Revenue Agency (CRA) guidelines, for:

- a) Accepting **Donations**;
- b) Issuing **Official Donation Receipts** for tax purposes;
- c) Managing the collection, recording, and allocation of **Donations**; and
- d) Recognizing contributions from the public.

3. Specific Objectives

- a.) To establish and guide relationships with **Donors** who share the **Township**'s commitment to provide a high-quality civic environment;
- b.) To enrich our community by responsibly and efficiently managing **Donations**;



- c.) To generate revenue to fund new and existing facilities, projects, programs and activities approved by Council for the benefit of the **Township** and its residents; and
- d.) Collaborate with community organizations whose missions reflect the **Township's** values and commitment to shared principles and objectives.

4. Scope

This policy applies to all **Donations** provided to the **Township** that support projects, programs or services offered by the **Township** including:

- a) Monetary **Donations**;
- b) **Gift-In-Kind Donations** (such as **Art**, furniture, equipment, materials of historical interest, property, etc.), other than cash, which is an **Eligible Donation**;
- c) **Sponsorship** and **Naming Rights** agreements between the **Township** and community partners, businesses, not-for-profit organizations and individuals that contribute either financially or in-kind to the **Township** in return for recognition, public acknowledgement, or other promotional considerations; and
- d) Contribution to a **Township** Park through the Commemorative Bench and Tree Program as a tribute to an individual or organization.

5. Definitions

For the purpose of this policy, unless otherwise stated, the following definitions shall apply:

- a.) **Advantage:** This is generally the total value of any property, service, compensation, use, or any other benefit as partial consideration for, in gratitude for, or in any other way related to the gift.
- b.) **Advertising:** Refers to a commercial message directed at a specific audience, usually paid for by the advertiser and with no implied association between the advertiser and the organization offering the **Advertising** opportunity.
- c.) **Appraisal:** An independent individual knowledgeable about the principles, theories, and procedures of the applicable valuation discipline, and follow the Uniform Standards of Professional **Appraisal** Practice or the standards of the profession to estimate the monetary value of a **Donation**.



- d.) **Art:** Cultural objects and artistic items such as, but not limited to, prints, fine **Art** posters, sculpture, fine **Art** photography or paintings acquired by the **Township** through a **Donation**.
- e.) **Beneficiary Department Head:** The Director, or designate, of the **Township** department for which a **Donation** is designated or intended. The Chief Administrative Officer or designate shall act as the **Beneficiary Department Head** if no department is designated or intended.
- f.) **Designated Donation:** **Donation** that is designated at the **Donor's** request for a specific **Township** department, location, or purpose and must be used exclusively for the specified purpose of the **Donor**.
- g.) **Donation:** A monetary gift, bequest, financial contribution including cash, profit from the sale of goods for the purpose of fundraising, or in-kind contributions of tangible property, which has been given to the **Township** voluntarily and without any contractual obligation or compensation or non-monetary consideration (ie. **Advertising**, services, etc.).
- h.) **Donor:** A person or other legal entity that proposes to provide a **Donation** to the **Township**.
- i.) **Eligible Donation:** **Donation** which can be acknowledged with an **Official Donation Receipt** for income tax purposes, in accordance with CRA guidelines meeting the following criteria:
- i. Be a transfer of property to the **Township** (e.g. money, **Gift-In-Kind Donation**); and
 - ii. Be voluntarily given without any legal obligation, contractual requirement, or conditions imposed on the use of the **Donation**.
- j.) **Fair Market Value:** This is usually the highest dollar value that a property would bring in an open and unrestricted market, between a willing buyer and a willing seller who are acting independently of each other. The **Fair Market Value** does not include taxes paid on purchasing the item; taxes are costs incurred by the purchaser.
- k.) **Fundraising Campaign:** A program which is designed to raise funds to support a specific **Township** project, program or service as approved by Council and which is conducted by either **Township** staff only or by **Township** staff in partnership with an Advisory Committee of Council or an outside organization. A **Fundraising Campaign** may include the sale of goods, with the profit from the sale being designated as a **Donation**.
- l.) **Gift-In-Kind Donation:** A gift of tangible property (ie. **Art**, furniture, equipment, material of historical interest, etc.), other than cash, that is an **Eligible Donation**.



- m.) **Naming Rights:** Refers to a contractual agreement for a defined period of time where a third party provides goods, services, or financial contribution in return for access to the commercial/marketing potential associated with rights for the inclusion and public display of the third party's name as part of the name of a **Township Asset** or subcomponent of a **Township Asset**.
- n.) **Net Amount of Donation:** The **Fair Market Value** of the **Donation** less any **Advantage** received or to be received by the **Donor** as a result of the **Donation**.
- o.) **Non-Qualifying Donation:** A **Donation** for which an **Official Donation Receipt** cannot be issued in accordance with CRA guidelines including:
- i. Gifts of service including any non-monetary assets without physical substance, such as services, time, skills, effort;
 - ii. The payment of a basic fee for admission to an event or to a program;
 - iii. **Sponsorship;**
 - iv. The purchase of goods or services and/or silent auction items for fundraising; and
 - v. A **Donation** of business marketing products such as supplies and merchandise.
- p.) **Official Donation Receipt:** A receipt issued by the **Township** as a **Qualified Donee** under the Income Tax Act, for an **Eligible Donation** made to the **Township**, which may be used by the **Donor** to claim a tax credit on their income tax return.
- q.) **Qualified Donee:** An organization that under the Income Tax Act may issue an **Official Donation Receipt** for a **Donation** that is received from a **Donor**.
- r.) **Sponsor:** Refers to the business, not-for-profit organization or individual that enters into an agreement to contribute financially or in-kind to the **Township** in exchange for the rights to a public association with a **Township Asset**.
- s.) **Sponsorship:** Refers to a marketing-oriented, contracted arrangement that involves the payment of a fee or payment in-kind by a company in return for the rights to a public association with an activity, item, person or property for mutual commercial benefit. **Sponsorships** can come in the form of financial assistance, non-cash goods or a contribution of skills or resources. **Sponsorships** are a **Non-Qualifying Donation**.
- t.) **Township:** The Corporation of the **Township** of Puslinch.



- u.) **Township Asset:** Refers to an item, object, thing (including a service, program, event or activity) or real estate property owned by the **Township**.
- v.) **Undesignated Donation:** A **Donation** provided to the **Township** without any restrictions in the way it may be expended and is available to use for such purposes as the **Township** determines will advance its interests and priorities.

6. Accepting Donations

- a.) All **Donations** will be evaluated by the **Township** prior to acceptance to determine whether the **Donation** is:
 - i. Consistent with the **Township's** mandate, priorities, programs, services and activities offered by the **Township** and deemed by the **Township** to be in the public interest. A **Donor** who wishes to make a **Donation** that supports special purposes for an organization independent of the **Township** should be directed to that organization;
 - ii. In accordance with applicable **Township** by-laws, policies and resolutions as well as compliance with the laws, conventions and treaties of the other levels of government;
 - iii. Given voluntarily, without any compensation, conditions, or non-monetary consideration such as **Advertising**, promotion or services. This provision does not apply to **Sponsorships** and **Naming Rights**;
 - iv. Mitigated from associated risks or potential liabilities, including environmental;
 - v. Given from a **Donor** that is not currently in litigation against the **Township** and does not represent a reputational risk to the **Township** through involvement in activities that are contrary to the values of the **Township**; and
 - vi. Used for official **Township** business, and not for political activities or other personal business.
- b.) A **Donation** to an established **Fundraising Campaign** includes initiatives that have received prior Council approval (ie. Doors of Puslinch posters, Parks Revitalization Projects, Electronic Sign Replacement, etc.).
- c.) A **Donation** that is given to the **Township** intended as a flow through to a specified recipient who is not a **Qualified Donee** will not be accepted by the **Township**.
- d.) If the **Township** is unable to fulfill the **Donor's** request regarding a **Designated Donation**, the **Donation** shall be returned, unless the **Donor** redesignates the **Donation**.

- e.) An **Undesignated Donation** shall be used for general or priority needs as determined by the **Township**.
- f.) The **Township** has no obligation to accept any **Donation** proposed by a **Donor**. The **Township** reserves the right in its sole discretion to accept or decline any **Donation**. The following individuals have authority to accept **Donations** in compliance with this policy. For **Donations** with a:
- i. Value of \$5,000 or less - **Beneficiary Department Head** and Director of Finance/Treasurer;
 - ii. Value between \$5,000 and \$25,000 - Chief Administrative Officer, Director of Finance/Treasurer and the **Beneficiary Department Head**;
 - iii. Value exceeding \$25,000 and/or any **Donation** requiring the signing of an agreement will be prepared for Council's consideration; and
 - iv. If a **Donation** is declined, the Chief Administrative Officer, Director of Finance/Treasurer and the **Beneficiary Department Head** shall advise the **Donor** of the reason in writing.
- g.) The **Township** does not provide legal, accounting, tax or other such advice to a **Donor** regarding a **Donation**. Each **Donor** is ultimately responsible for ensuring the **Donor's** proposed **Donation** meets its charitable, financial and estate planning goals. As such each **Donor** is encouraged to meet with a professional advisor before making any **Donation** to the **Township**.

7. Gift-In-Kind Donation

- a.) Section 6 of this policy pertaining to accepting **Donations** applies to a **Gift-In-Kind Donation**.
- b.) A **Gift-In-Kind Donation** does not become the property of the **Township** until accepted by the **Township**. Projects that result in the **Township** acquiring an asset require the following information to be provided to the **Township** by the **Donor**:
- i. Copy of all invoices of the asset(s) or external **Appraisal**;
 - ii. Itemized costs associated with transporting, installing, conservation treatment (if required), storage, annual maintenance costs, renewal, decommissioning, disposal, and replacement (where applicable);

- iii. Copy of plans or drawings including location co-ordinates for the asset(s);
 - iv. Estimated lifecycle of the asset(s);
 - v. Special restrictions on the **Gift-In-Kind Donation**, and if so, if those restrictions are acceptable to the **Township**;
 - vi. Any expenditures or maintenance obligations for the **Township** associated with the **Donation**; and
 - vii. Potential liabilities associated with the **Donation**.
- c.) The **Donor** may be responsible for any or all the costs associated with the **Gift-In-Kind Donation** as outlined in this section of the Policy.
- d.) **Gift-In-Kind Donations** to the **Township** must be free and clear of all conditions, restrictions and shall acknowledge that the use and management of the asset shall be entirely at the discretion of the **Township** (i.e. disposed of for cash or cash equivalent). The **Township** must have the capacity in its sole discretion to meet the initial and ongoing costs and obligations associated with the **Donation**.
- e.) A written valuation of a **Gift-In-Kind Donation** shall be submitted with an **Appraisal**, satisfactory to the Director of Finance/Treasurer, the Chief Administrative Officer and the **Beneficiary Department Head** to substantiate **Fair Market Value**.
- i. If the item is valued at \$1,000 or less, the item may be appraised by a **Township** staff member qualified to make the **Appraisal**. If the item is valued at more than \$1,000 an external **Appraisal** is required, unless there is a ready market for the item from which the **Fair Market Value** can be readily ascertained; and
 - ii. At the **Township's** discretion, any **Appraisal** not sufficient in form and content may be refused, and one or more additional external **Appraisals** satisfactory to the **Township** may be required to be produced. In the case of two or more **Appraisals**, the lowest appraised value amount will be used for the issuance of the **Official Donation Receipt**.
- f.) If accepted, a **Gift-In-Kind Donation** will be held in the name of the **Township** which will require a transfer of title or ownership. An agreement authorized by Council shall be required prior to acceptance of the **Gift-In-Kind Donation** with specific recommendations for conditions of acceptance including future use and disposition.

8. Sponsorships and Naming Rights

- a.) **Sponsorships** and **Naming Rights** do not apply to the following:

- i. Events hosted by Members of Council;
 - ii. Philanthropic contributions, gifts or **Donations** in which property is voluntarily transferred by a third party to the **Township** without expectation of return;
 - iii. **Township Sponsorship** of external projects where the **Township** provides funds to an organization or where the **Township** is one of the multiple partners involved in hosting an event;
 - iv. Sale of **Advertising** or signage space on **Township**-owned facilities and printed materials, which involves the purchase of **Advertising** space sold at marketplace rates; and
 - v. **Sponsorship** and **Naming Rights** that pre-date this Policy.
- b.) Section 6 of this policy pertaining to accepting **Donations** applies for **Sponsorships** and **Naming Rights**. Acceptance is also based on, but not limited to, the value of the product, services, and monetary value provided to the **Township** including the requirement to enhance the development, delivery, awareness, or continuance of one or more **Township** program, service, or property.
- c.) **Sponsorships** and **Naming Rights** will be directly solicited by the Corporate Services Department to ensure the **Township**-wide **Sponsorship** and **Naming Rights** program is aligned with corporate objectives.
- d.) The **Township** will consider, but is not obligated to accept the following types of **Sponsorships** and **Naming Rights**:
- i. Organizations that wish to **Sponsor** municipal programs such as skating or other drop-in programs;
 - ii. **Naming Rights** may be accepted by the **Township** for a new **Township Asset** or a planned upgrade/renovation/replacement of an existing **Township Asset**; and
 - iii. Other **Sponsorships** and **Naming Rights** that are consistent with the **Township's** mandate, priorities, programs, services and activities offered by the **Township** and deemed by the **Township** to be in the public interest.
- e.) General provisions of **Sponsorships** and **Naming Rights** include:
- i. Opportunities shall be presented by the **Township** in an open, fair and equitable manner;

- ii. Proposals received from potential **Sponsors** shall outline the marketing benefits to be exchanged between both parties, the term of the **Sponsorship**, and demonstrate that the appropriate level of due diligence has been undertaken including market research and a valuation of the asset or program that is proposed to be sponsored or named;
 - iii. The **Township** reserves the right to refuse to enter into agreements for any **Sponsorships** or **Naming Rights** that originally may have been openly solicited by the **Township**;
 - iv. The **Township** will determine on a case by case basis if the **Sponsorship** or **Naming Rights** opportunity is a single source or competitive bid process;
 - v. Unsolicited **Sponsorship** or **Naming Rights** proposals received by the **Township** will be reviewed and evaluated in compliance with **Township** policies and procedures; and
 - vi. The **Township** reserves the right to reject any unsolicited **Sponsorships** or **Naming Rights** that have been offered to the **Township**.
- f.) An agreement shall be required prior to acceptance of the **Sponsorship** or **Naming Rights** including but not limited to the following:
- i. The **Sponsor** shall not use the **Township's** intellectual property or otherwise commit any act which the **Township** determines, in its sole and unfettered discretion, to be objectionable and/or a risk to the **Township's** reputation, integrity, image or rights;
 - ii. The **Township** does not endorse a **Sponsor's** products, services, or views;
 - iii. Recognition shall not unduly detract from physical attributes, character, integrity, or safety of the property or reasonably interfere with its enjoyment or use;
 - iv. Benefits expressly stated;
 - v. The **Township** must remain in control over the planning, delivery, management of the subject of the **Sponsorship** or **Naming Rights**;
 - vi. Shall respect the use of the **Township's** name, logo, and emblems;
 - vii. The cost and impact of changing existing signage and rebuilding community recognition, and incorporate those costs into the agreement;



- viii. The aggregate of all monies and value of goods and/or services given over the term of the agreement including any renewals or extensions;
- ix. Non-transferrable without the written consent of the **Township**;
- x. Termination provisions including the **Township's** right to terminate, at its sole discretion, should conditions arise that make the agreement no longer in the best interests of the **Township** or otherwise not in compliance with **Township** policy;
- xi. The term shall not exceed 10 years; and
- xii. Past agreements should not be regarded as a commitment for future agreements.

9. Commemorative Bench and Tree Program

- a) The Commemorative Bench and Tree Program provides **Donors** an opportunity to gift one (or more) of these items to the **Township** recognizing a loved one on a commemorative plaque while enhancing the community's parks and open space areas.
- b) The costs associated with the program will be outlined in the **Township's** annual User Fees and Charges By-law. The current costs are outlined below:
 - i. Bench - \$2,500 (includes bench, installation, maintenance and plaque for a ten-year period); and
 - ii. Tree - \$1,350 (includes tree, installation, maintenance and plaque for the tree's lifetime).
- b) An **Official Donation Receipt** for the value of the item will be issued to the **Donor**.
- c) Commemorative items will only be installed from April 1st through October 31st, weather dependent. Installation will be completed by **Township** staff in accordance with **Township** standards and specifications. **Donors** will be notified once the item has been installed.
- d) Staff will maintain the commemorative item in the same manner as other **Township Assets**. If the location of the bench proves to cause concern due to vandalism or other issues, the **Township** may relocate the bench.
- e) The **Township** will be responsible for replacing the commemorative item or plaque (if required) within a two (2) year time frame including replacement for theft or vandalism. Any replacement required beyond two (2) years would be the responsibility of the **Donor**. Replacement for theft or vandalism will be paid by the **Township** one (1) time for the commemorative item or plaque.

- i. Ten (10) years from the installation date, the **Township** holds the right to remove a bench or plaque if it becomes unsightly;
- ii. Should the **Donor** wish to renew their bench or plaque after ten (10) years, a renewal fee may be charged;
- iii. If the **Donor** does not wish to renew their bench or plaque or the **Township** is unable to contact the **Donor**, the item(s) may be removed at the **Township's** discretion; and
- iv. It is the **Donor's** responsibility to contact the **Township** to maintain their most current contact information.

10. Accounting

- a.) Where **Donations** are accepted by the **Township**, the funds received will be recorded in the appropriate account by the Director of Finance/Treasurer or designate.
- b.) A **Designated Donation** shall be allocated to the specific **Township** department or project as part of the **Township's** annual financial reporting.
- c.) An **Undesignated Donation** shall be contributed to the corporate general revenue of the **Township**.
- d.) **Donations** may be spent only for their intended purpose and in accordance with the terms, conditions, restrictions or any agreement (if applicable) governing the use of the **Donation**.
- e.) **Donations** should be spent in the same fiscal year in which they were received. If the funds are not spent in the same fiscal year, the **Donation** may be placed in an assigned deferred revenue account to be used the following year. If the funds are to be retained and used over a longer term, the **Donation** will be placed in an assigned reserve account.
- f.) Upon receipt of a **Donation**, Finance staff shall issue evidence of payment received from the **Donor**, the amount of the **Donation**, specific purpose to which the **Donation** is to be directed and issue an **Official Donation Receipt** in accordance with CRA guidance.

11. Official Donation Receipt

- a.) The **Township** will issue an **Official Donation Receipt** in the name of the **Donor** for an **Eligible Donation** accepted by the **Township** and made payable to the **Township** within 7 business days from the date that the **Donation** clears the bank.



- b.) The Director of Finance/Treasurer or designate shall be responsible for the issuance of all **Official Donation Receipts** for **Eligible Donations** accepted under this policy having a value of \$20.00 or more. **Official Donation Receipts** will only be issued by the Township for **Donations** of \$20.00 or more.
- c.) An **Advantage** that can be calculated must be deducted from the **Fair Market Value** of the **Donation** before determining the **Net Amount of Donation** eligible for the **Official Donation Receipt**. An **Advantage** that cannot be calculated does not qualify for an **Official Donation Receipt**.
- d.) An **Official Donation Receipt** will not be issued for a **Non-Qualifying Donation**.

12. Records

- a.) The **Township's** Finance Department will retain the following in accordance with the **Township's** record retention by-law:
 - i. System generated records and supporting documentation for **Official Donation Receipts** issued;
 - ii. Acquisitions of all types (i.e. ownership records, **Appraisals**, etc.); and
 - iii. Other agreements entered as described in this Policy.

13. Acknowledgement

- a.) The Director of Finance/Treasurer or their designate is responsible for acknowledging **Donations** of \$20.00 or more and issuing a letter of appreciation on behalf of the **Township**. Letters of appreciation will only be issued by the Township for **Donations** of \$20.00 or more.
- b.) To honor contributions to the **Township** through the Commemorative Bench and Tree Program, **Donors** will be acknowledged with a plaque which will be flush mounted on the commemorative item. The plaque will recognize the commemoration and an inscription approved by the **Township**.
- c.) **Donations** related to a specific **Township** facility or ground valued at over \$30,000 will be acknowledged with an identification plaque displayed in a designated area within the **Township** facility or ground. There may be multiple identification plaques associated with a specific **Township** facility or ground. Replacement of an identification plaque will follow the same process outlined in the Commemorative Bench and Tree Program.

Proposed Donation Policy

SURVEY RESPONSE REPORT

10 January 2025 - 05 February 2025

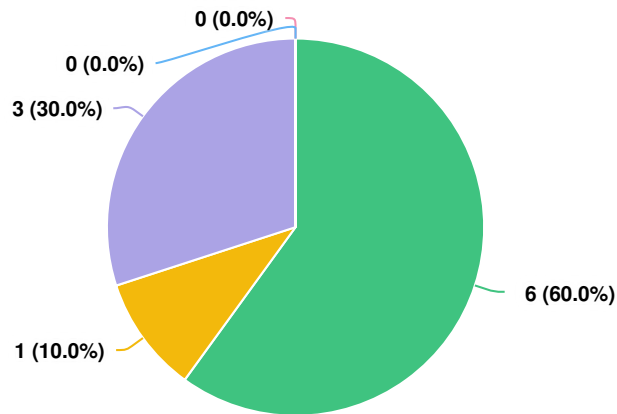
PROJECT NAME:

Proposed Donation Policy



SURVEY QUESTIONS

Q1 | How do you feel about the Township's approach to managing donations?



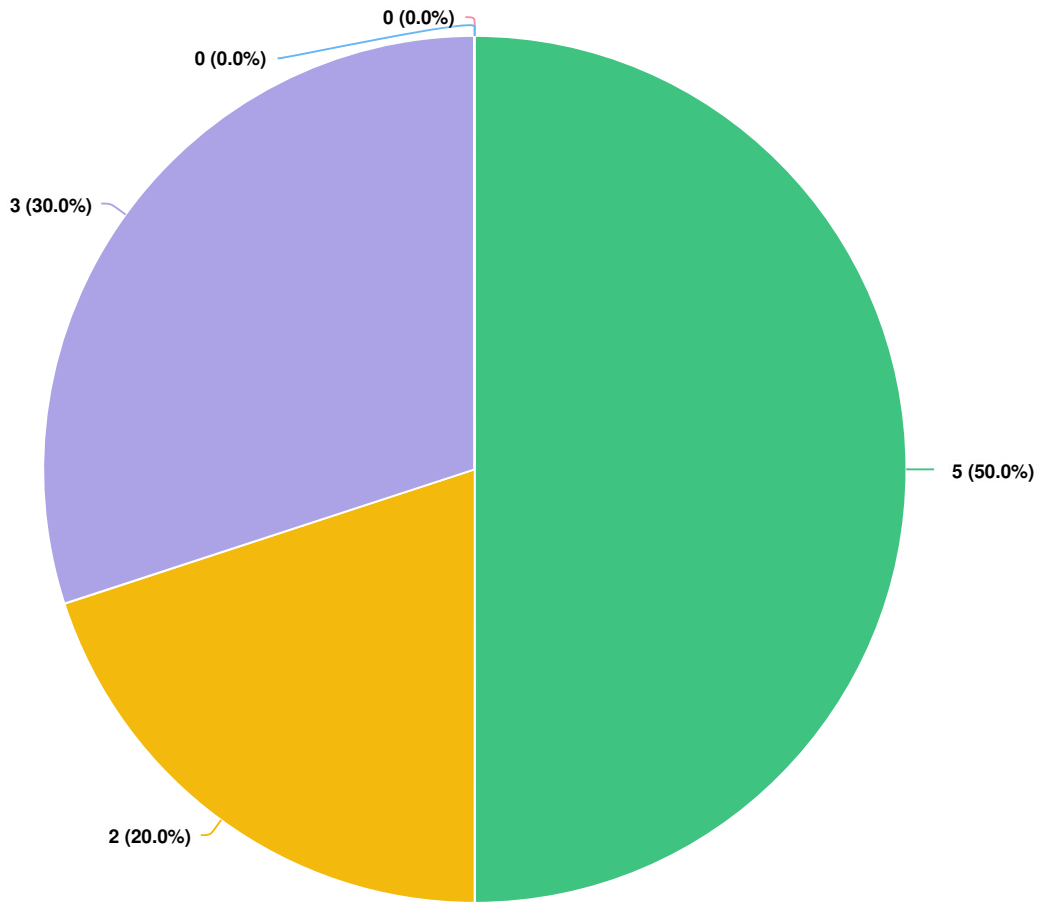
Question options

● Support
 ● Neutral
 ● Oppose
 ● Strongly support
 ● Strongly oppose

Mandatory Question (10 response(s))
 Question type: Radio Button Question

Question Options	Responses
Support	6
Neutral	1
Oppose	3
Strongly support	0
Strongly oppose	0

Q2 | How do you feel about the Township's approach to managing gift-in-kind donations?



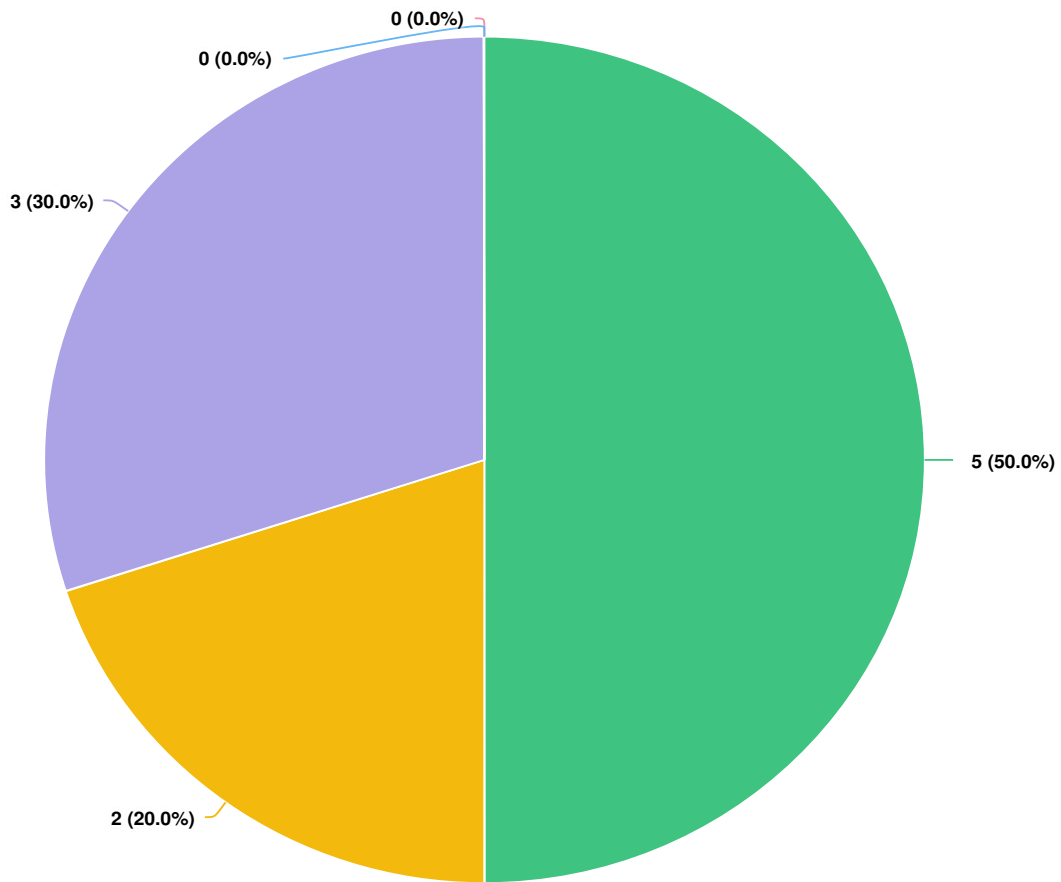
Question options

- Support
- Neutral
- Oppose
- Strongly support
- Strongly oppose

Mandatory Question (10 response(s))
Question type: Radio Button Question

Question Options	Responses
Support	5
Neutral	2
Oppose	3
Strongly support	0
Strongly oppose	0

Q3 How do you feel about the Township's approach to managing sponsorship donations?



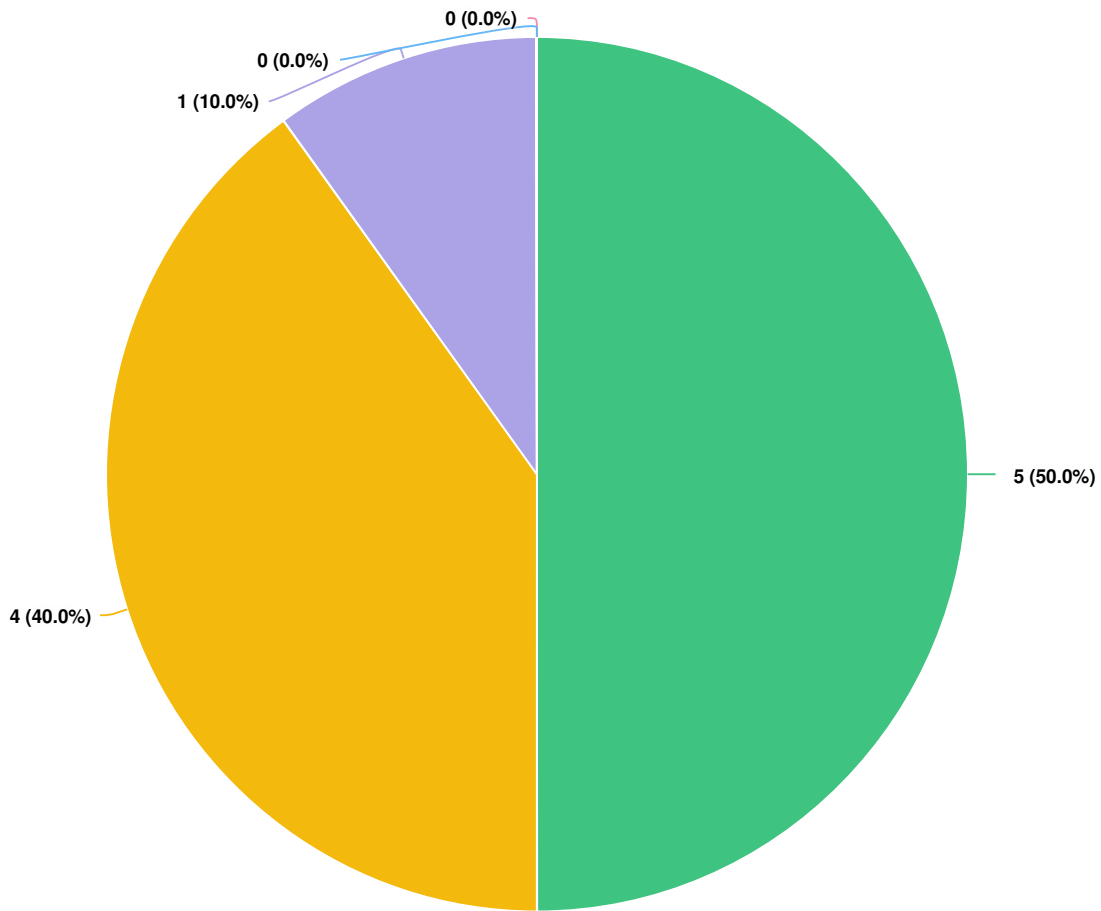
Question options

- Support
- Neutral
- Oppose
- Strongly support
- Strongly oppose

Mandatory Question (10 response(s))
 Question type: Radio Button Question

Question Options	Responses
Support	5
Neutral	2
Oppose	3
Strongly support	0
Strongly oppose	0

Q4 How do you feel about the Township's approach to managing naming rights?



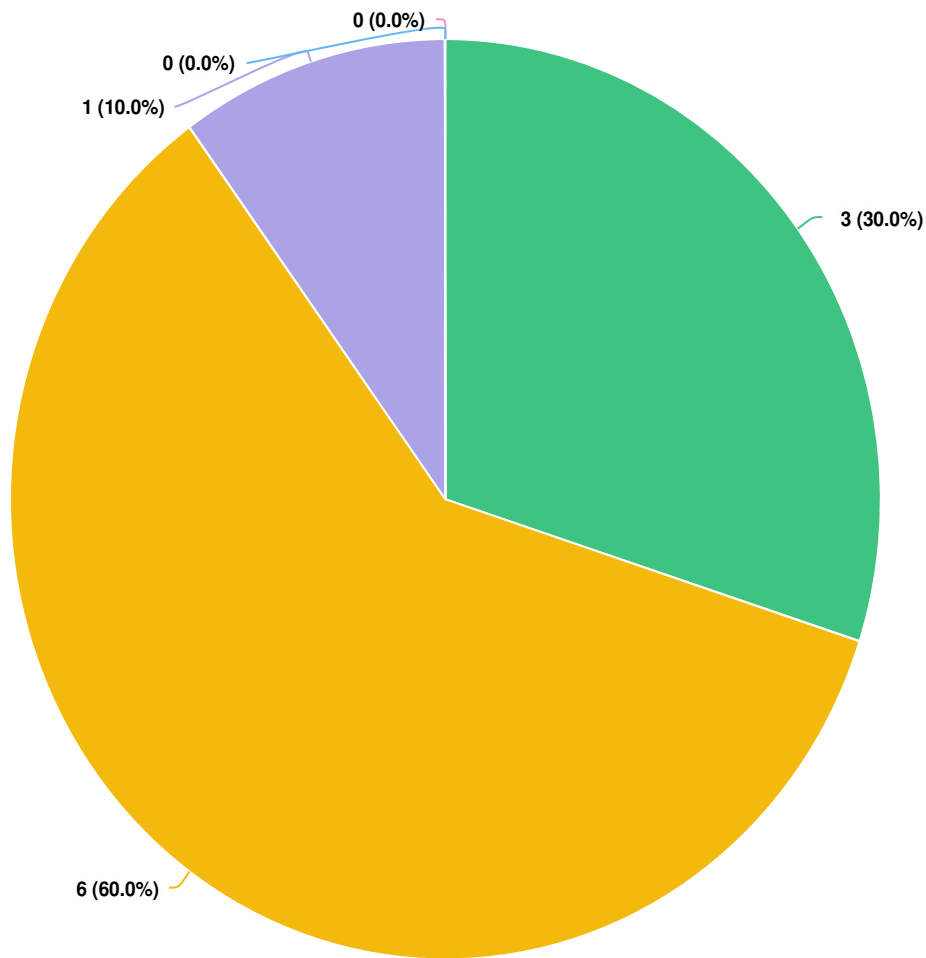
Question options

- Support
- Neutral
- Oppose
- Strongly support
- Strongly oppose

Mandatory Question (10 response(s))
 Question type: Radio Button Question

Question Options	Responses
Support	5
Neutral	4
Oppose	1
Strongly support	0
Strongly oppose	0

Q5 | How do you feel about the Township's approach to managing the Commemorative Bench and Tree Program?



Question options

- Strongly support
- Support
- Neutral
- Oppose
- Strongly oppose

Mandatory Question (10 response(s))
Question type: Radio Button Question

Question Options	Responses
Support	6
Neutral	1
Oppose	0
Strongly support	3
Strongly oppose	0

Q6 | Is there any aspect of the Donation Policy you believe needs to be clarified or changed?

Anonymous

1/14/2025 04:12 PM

The township should not be collecting money from taxpayers to pay for things that should be covered by insurance or our tax dollars.

Anonymous

1/14/2025 10:03 PM

Stronger conflict of interest rules

Anonymous

1/17/2025 09:02 PM

The Township should never actively fundraiser. This is not part of current committee mandates. We pay excessive taxes. It's shameful for the Township to ask for more. Any fundraising should be managed by an outside party i.e. Optimists

Anonymous

1/26/2025 07:12 AM

not sure yet

Anonymous

1/28/2025 08:26 PM

na

Anonymous

1/29/2025 11:54 AM

I don't know enough about it.

Anonymous

2/02/2025 08:35 AM

The bench and tree program that is gurd towark climate change is very inportant to everyone.

Mandatory Question (7 response(s))

Question type: Single Line Question

Q7 | Please provide any other comments or suggestions you have regarding the proposed Donation Policy.

Anonymous

1/15/2025 09:35 PM

I feel that some of the donations / sponsorships should be directed to the Minor Sports Organization's within the township

Anonymous

1/17/2025 09:02 PM

If a person/organization donates on their own they should have more control about what happens with their money. I don't see a problem with donated services.

Anonymous

1/28/2025 08:26 PM

na

Anonymous

1/29/2025 11:54 AM

The commemorative bench and tree program needs to be advertised more on our local community FB pages. We never knew there was a program for this.

Optional question (4 response(s), 6 skipped)

Question type: Essay Question



**TOWNSHIP OF
PUSLINCH**
EST. 1850

Title: Donation Policy

Policy No. 2025-001

Adoption: February 20, 2025 by Council Resolution No. 2025-XXX

Subject: Donation Policy
File No: A09 DON

1. Introduction

The Township of Puslinch (Township) recognizes that individuals or organizations may wish to make Donations to support Township projects, programs or services. The Township welcomes Donations that support Township projects, programs or services for purposes that are consistent with the Township's values, principles, and objectives.

Uniform criteria and procedures guide the review and acceptance of such Donations, confirm that the Township has relevant and adequate resources to administer such Donations, and ensure that the Township appropriately acknowledges the generosity of the Donor.

2. Purpose

This policy outlines procedures, in compliance with the Income Tax Act and Canada Revenue Agency (CRA) guidelines, for:

- a) Accepting Donations;
- b) Issuing Official Donation Receipts for tax purposes;
- c) Managing the collection, recording, and allocation of Donations; and
- d) Recognizing contributions from the public.

3. Specific Objectives

- a.) To establish and guide relationships with Donors who share the Township's commitment to provide a high-quality civic environment;
- b.) To enrich our community by responsibly and efficiently managing Donations;

- c.) To generate revenue to fund new and existing facilities, projects, programs and activities approved by Council for the benefit of the Township and its residents; and
- d.) Collaborate with community organizations whose missions reflect the Township's values and commitment to shared principles and objectives.

4. Scope

The Township welcomes and appreciates informal contributions of time and service that do not require an Official Donation Receipt or formal recognition. This policy applies to all Donations provided to the Township that support projects, programs or services offered by the Township including:

- a) Monetary Donations;
- b) Gift-In-Kind Donations (such as Art, furniture, equipment, materials of historical interest, property, etc.), other than cash, which is an Eligible Donation;
- c) Sponsorship and Naming Rights agreements between the Township and community partners, businesses, not-for-profit organizations and individuals that contribute either financially or in-kind to the Township in return for recognition, public acknowledgement, or other promotional considerations; and
- d) Contributions to a Township Park through the Commemorative Bench and Tree Program as a tribute to an individual or organization.

5. Definitions

For the purpose of this policy, unless otherwise stated, the following definitions shall apply:

- a.) Advantage: This is generally the total value of any property, service, compensation, use, or any other benefit as partial consideration for, in gratitude for, or in any other way related to the gift.
- b.) Advertising: Refers to a commercial message directed at a specific audience, usually paid for by the advertiser and with no implied association between the advertiser and the organization offering the Advertising opportunity.
- c.) Appraisal: An independent individual knowledgeable about the principles, theories, and procedures of the applicable valuation discipline, and follow the Uniform Standards of Professional Appraisal Practice or the standards of the profession to estimate the monetary value of a Donation.

- d.) Art: Cultural objects and artistic items such as, but not limited to, prints, fine Art posters, sculpture, fine Art photography or paintings acquired by the Township through a Donation.
- e.) Beneficiary Department Head: The Director, or designate, of the Township department for which a Donation is designated or intended. The Chief Administrative Officer or designate shall act as the Beneficiary Department Head if no department is designated or intended.
- f.) Designated Donation: Donation that is designated at the Donor's request for a specific Township department, location, or purpose and must be used exclusively for the specified purpose of the Donor.
- g.) Donation: A monetary gift, bequest, financial contribution including cash, profit from the sale of goods for the purpose of fundraising, or in-kind contributions of tangible property, which has been given to the Township voluntarily and without any contractual obligation or compensation or non-monetary consideration (ie. Advertising, services, etc.).
- h.) Donor: A person or other legal entity that proposes to provide a Donation to the Township.
- i.) Eligible Donation: Donation which can be acknowledged with an Official Donation Receipt for income tax purposes, in accordance with CRA guidelines meeting the following criteria:
 - i. Be a transfer of property to the Township (e.g. money, Gift-In-Kind Donation); and
 - ii. Be voluntarily given without any legal obligation, contractual requirement, or conditions imposed on the use of the Donation.
- j.) Fair Market Value: This is usually the highest dollar value that a property would bring in an open and unrestricted market, between a willing buyer and a willing seller who are acting independently of each other. The Fair Market Value does not include taxes paid on purchasing the item; taxes are costs incurred by the purchaser.
- k.) Fundraising Campaign: A program which is designed to raise funds to support a specific Township project, program or service as approved by Council and which is conducted by either Township staff only or by Township staff in partnership with an Advisory Committee of Council or an outside organization. A Fundraising Campaign may include the sale of goods, with the profit from the sale being designated as a Donation.
- l.) Gift-In-Kind Donation: A gift of tangible property (ie. Art, furniture, equipment, material of historical interest, etc.), other than cash, that is an Eligible Donation.

- m.) Naming Rights: Refers to a contractual agreement for a defined period of time where a third party provides goods, services, or financial contribution in return for access to the commercial/marketing potential associated with rights for the inclusion and public display of the third party's name as part of the name of a Township Asset or subcomponent of a Township Asset. Naming Rights are a Non-Qualifying Donation.
- n.) Net Amount of Donation: The Fair Market Value of the Donation less any Advantage received or to be received by the Donor as a result of the Donation.
- o.) Non-Qualifying Donation: A Donation for which an Official Donation Receipt cannot be issued in accordance with CRA guidelines including:
- i. Gifts of service including any non-monetary assets without physical substance, such as services, time, skills, or effort;
 - ii. The payment of a basic fee for admission to an event or to a program;
 - iii. Sponsorships and Naming Rights;
 - iv. The purchase of goods or services and/or silent auction items for fundraising; and
 - v. A Donation of business Contributions involving Advertising, promotional benefits or business marketing products that provide an Advantage to the Donor. such as supplies and merchandise.
- p.) Official Donation Receipt: A receipt issued by the Township as a Qualified Donee under the Income Tax Act, for an Eligible Donation made to the Township, which may be used by the Donor to claim a tax credit on their income tax return.
- q.) Qualified Donee: An organization that under the Income Tax Act may issue an Official Donation Receipt for a Donation that is received from a Donor.
- r.) Sponsor: Refers to the business, not-for-profit organization or individual that enters into an agreement to contribute financially or in-kind to the Township in exchange for the rights to a public association with a Township Asset.
- s.) Sponsorship: Refers to a marketing-oriented, contracted arrangement that involves the payment of a fee or payment in-kind by a company in return for the rights to a public association with an activity, item, person or property for mutual commercial benefit. Sponsorships can come in the form of financial assistance, non-cash goods or a contribution of skills or resources. Sponsorships are a Non-Qualifying Donation.
- t.) Township: The Corporation of the Township of Puslinch.

- u.) Township Asset: Refers to an item, object, thing (including a service, program, event or activity) or real estate property owned by the Township.
- v.) Undesignated Donation: A Donation provided to the Township without any restrictions in the way it may be expended and is available to use for such purposes as the Township determines will advance its interests and priorities.

6. Accepting Donations

- a.) All Donations will be evaluated by the Township prior to acceptance to determine whether the Donation is:
 - i. Consistent with the Township's mandate, priorities, programs, services and activities offered by the Township and deemed by the Township to be in the public interest. A Donor who wishes to make a Donation that supports special purposes for an organization independent of the Township should be directed to that organization;
 - ii. In accordance with applicable Township by-laws, policies and resolutions as well as compliance with the laws, conventions and treaties of the other levels of government;
 - iii. Given voluntarily, without any compensation, conditions, or non-monetary consideration such as Advertising, promotion or services. This provision does not apply to Sponsorships and Naming Rights;
 - iv. Mitigated from associated risks or potential liabilities, including environmental;
 - v. Given from a Donor that is not currently in litigation against the Township and does not represent a reputational risk to the Township through involvement in activities that are contrary to the values of the Township; and
 - vi. Used for official Township business, and not for political activities or other personal business.
 - vii. Received and managed transparently and ethically. Donations must not create a conflict of interest, real or perceived, for the Township, its staff, or Council. The Township reserves the right to decline any Donation that may compromise its integrity, impartiality, or public trust.
- b.) A Donation to an established Fundraising Campaign includes initiatives that have received prior Council approval (ie. Doors of Puslinch posters, Parks Revitalization Projects, Electronic Sign Replacement, etc.).

- c.) A Donation that is given to the Township intended as a flow through to a specified recipient who is not a Qualified Donee will not be accepted by the Township.
- d.) If the Township is unable to fulfill the Donor's request regarding a Designated Donation, the Donation shall be returned, unless the Donor redesignates the Donation.
- e.) An Undesignated Donation shall be used for general or priority needs as determined by the Township.
- f.) The Township has no obligation to accept any Donation proposed by a Donor. The Township reserves the right in its sole discretion to accept or decline any Donation. The following individuals have authority to accept Donations in compliance with this policy. For Donations with a:
 - i. Value of \$5,000 or less - Beneficiary Department Head and Director of Finance/Treasurer;
 - ii. Value between \$5,000 and \$25,000 - Chief Administrative Officer, Director of Finance/Treasurer and the Beneficiary Department Head;
 - iii. Value exceeding \$25,000 and/or any Donation requiring the signing of an agreement will be prepared for Council's consideration; and
 - iv. If a Donation is declined, the Chief Administrative Officer, Director of Finance/Treasurer and the Beneficiary Department Head shall advise the Donor of the reason in writing.
- g.) The Township does not provide legal, accounting, tax or other such advice to a Donor regarding a Donation. Each Donor is ultimately responsible for ensuring the Donor's proposed Donation meets its charitable, financial and estate planning goals. As such each Donor is encouraged to meet with a professional advisor before making any Donation to the Township.

7. Gift-In-Kind Donation

- a.) Section 6 of this policy pertaining to accepting Donations applies to a Gift-In-Kind Donation.
- b.) A Gift-In-Kind Donation does not become the property of the Township until accepted by the Township. Projects that result in the Township acquiring an asset require the following information to be provided to the Township by the Donor:

- i. Copy of all invoices of the asset(s) or external Appraisal;
 - ii. Itemized costs associated with transporting, installing, conservation treatment (if required), storage, annual maintenance costs, renewal, decommissioning, disposal, and replacement (where applicable);
 - iii. Copy of plans or drawings including location co-ordinates for the asset(s);
 - iv. Estimated lifecycle of the asset(s);
 - v. Special restrictions on the Gift-In-Kind Donation, and if so, if those restrictions are acceptable to the Township;
 - vi. Any expenditures or maintenance obligations for the Township associated with the Donation; and
 - vii. Potential liabilities associated with the Donation.
- c.) The Donor may be responsible for any or all the costs associated with the Gift-In-Kind Donation as outlined in this section of the Policy.
- d.) Gift-In-Kind Donations to the Township must be free and clear of all conditions, restrictions and shall acknowledge that the use and management of the asset shall be entirely at the discretion of the Township (i.e. disposed of for cash or cash equivalent). The Township must have the capacity in its sole discretion to meet the initial and ongoing costs and obligations associated with the Donation.
- e.) A written valuation of a Gift-In-Kind Donation shall be submitted with an Appraisal, satisfactory to the Director of Finance/Treasurer, the Chief Administrative Officer and the Beneficiary Department Head to substantiate Fair Market Value.
- i. If the item is valued at \$1,000 or less, the item may be appraised by a Township staff member qualified to make the Appraisal. If the item is valued at more than \$1,000 an external Appraisal is required, unless there is a ready market for the item from which the Fair Market Value can be readily ascertained; and
 - ii. At the Township's discretion, any Appraisal not sufficient in form and content may be refused, and one or more additional external Appraisals satisfactory to the Township may be required to be produced. In the case of two or more Appraisals, the lowest appraised value amount will be used for the issuance of the Official Donation Receipt.
- f.) If accepted, a Gift-In-Kind Donation will be held in the name of the Township which will require a transfer of title or ownership. An agreement authorized by Council shall be

required prior to acceptance of the Gift-In-Kind Donation with specific recommendations for conditions of acceptance including future use and disposition.

8. Sponsorships and Naming Rights

a.) Sponsorship and Naming Right arrangements involve Advertising or recognition for business promotion. These are Non-Qualifying Donations according to the CRA making them ineligible for an Official Donation Receipt. These arrangements are treated as contractual agreements with mutual benefits rather than a philanthropic contribution.

b.) Sponsorships and Naming Rights do not apply to the following:

- i. Events hosted by Members of Council;
- ii. Philanthropic contributions, gifts or Donations in which property is voluntarily transferred by a third party to the Township without expectation of return;
- iii. Township Sponsorship of external projects where the Township provides funds to an organization or where the Township is one of the multiple partners involved in hosting an event;
- iv. Sale of Advertising or signage space on Township-owned facilities and printed materials, which involves the purchase of Advertising space sold at marketplace rates; and
- v. Sponsorship and Naming Rights that pre-date this Policy.

c.) Section 6 of this policy pertaining to accepting Donations applies for Sponsorships and Naming Rights. Acceptance is also based on, but not limited, to the value of the product, services, and monetary value provided to the Township including the requirement to enhance the development, delivery, awareness, or continuance of one or more Township program, service, or property.

d.) Sponsorships and Naming Rights will be directly solicited by the Corporate Services Department to ensure the Township-wide Sponsorship and Naming Rights program is aligned with corporate objectives.

e.) The Township ~~may will~~ consider, at its discretion, but is not obligated to accept the following types of Sponsorships and Naming Rights:

- i. Organizations that wish to Sponsor municipal programs such as skating or other drop-in programs;

- ii. Sponsorships and Naming Rights may be accepted by the Township for a new Township Asset or a planned upgrade/renovation/replacement of an existing Township Asset; and
 - iii. Other Sponsorships and Naming Rights that are consistent with the Township's mandate, priorities, programs, services and activities offered by the Township and deemed by the Township to be in the public interest.
- f.) General provisions of Sponsorships and Naming Rights include:
- i. Opportunities shall be presented by the Township in an open, fair and equitable manner;
 - ii. Proposals received from potential Sponsors shall outline the marketing benefits to be exchanged between both parties, the term of the Sponsorship, and demonstrate that the appropriate level of due diligence has been undertaken including market research and a valuation of the asset or program that is proposed to be sponsored or named;
 - iii. The Township reserves the right to refuse to enter into agreements for any Sponsorships or Naming Rights that originally may have been openly solicited by the Township;
 - iv. The Township will determine on a case by case basis if the Sponsorship or Naming Rights opportunity is a single source or competitive bid process;
 - v. Unsolicited Sponsorship or Naming Rights proposals received by the Township will be reviewed and evaluated in compliance with Township policies and procedures; and
 - vi. The Township reserves the right to reject any unsolicited Sponsorships or Naming Rights that have been offered to the Township.
- g.) An agreement shall be required prior to acceptance of the Sponsorship or Naming Rights including but not limited to the following:
- i. The Sponsor shall not use the Township's intellectual property or otherwise commit any act which the Township determines, in its sole and unfettered discretion, to be objectionable and/or a risk to the Township's reputation, integrity, image or rights;
 - ii. The Township does not endorse a Sponsor's products, services, or views;

- iii. Recognition shall not unduly detract from physical attributes, character, integrity, or safety of the property or reasonably interfere with its enjoyment or use;
 - iv. Benefits expressly stated;
 - v. The Township must remain in control over the planning, delivery, management of the subject of the Sponsorship or Naming Rights;
 - vi. Shall respect the use of the Township's name, logo, and emblems;
 - vii. The cost and impact of changing existing signage and rebuilding community recognition, and incorporate those costs into the agreement;
 - viii. The aggregate of all monies and value of goods and/or services given over the term of the agreement including any renewals or extensions;
 - ix. Non-transferrable without the written consent of the Township;
 - x. Termination provisions including the Township's right to terminate, at its sole discretion, should conditions arise that make the agreement no longer in the best interests of the Township or otherwise not in compliance with Township policy;
 - xi. The term shall not exceed 10 years; and
 - xii. Past agreements should not be regarded as a commitment for future agreements.
9. Commemorative Bench and Tree Program
- a) The Commemorative Bench and Tree Program offers Donors the opportunity to gift one (or more) of these items to the Township **in recognition of a loved one, whether living or deceased**, on a commemorative plaque, while enhancing the community's parks and open space areas. **The individual being recognized must be a person, not the name of a business.**
 - b) **The Township will accept up to three (3) bench and/or tree Donations per year, whether as individual trees, benches, or a combination of both. Any requests exceeding this limit will be given priority for installation in the following year.**
 - c) The costs associated with the program will be outlined in the Township's annual User Fees and Charges By-law. The current costs are outlined below:
 - i. Bench - \$2,500 (includes bench, installation, maintenance and **commemorative** plaque for a ten-year period); and

- ii. Native Tree - \$1,350 (includes tree, installation, maintenance and commemorative plaque for the tree's lifetime).

- d) An Official Donation Receipt for the value of the item will be issued to the Donor.

- e) Commemorative items will only be installed between April 1st through October 31st, weather permitting. The location of benches and trees will be determined by Township staff, who will select predetermined Township sites in accordance with Township standards and specifications. Installation will be completed by Township staff ~~in accordance with Township standards and specifications~~ and Donors will be notified once the item has been installed.

- f) Staff will maintain the commemorative item in the same manner as other Township Assets. If the location of the bench proves to cause concern due to vandalism or other issues, the Township may relocate the bench.

- g) The Township will be responsible for replacing the commemorative item or commemorative plaque (if required) within a two (2) year time frame including replacement for theft or vandalism. Any replacement required beyond two (2) years would be the responsibility of the Donor. Replacement for theft or vandalism will be paid by the Township one (1) time for the commemorative item or commemorative plaque.
 - i. Ten (10) years from the installation date, the Township holds the right to remove a bench or commemorative plaque if it becomes unsightly;
 - ii. Should the Donor wish to renew their bench or commemorative plaque after ten (10) years, a renewal fee may be charged;
 - iii. If the Donor does not wish to renew their bench or commemorative plaque or the Township is unable to contact the Donor, the item(s) may be removed at the Township's discretion; and
 - iv. It is the Donor's responsibility to contact the Township to maintain their most current contact information.

10. Accounting

- a.) Where Donations are accepted by the Township, the funds received will be recorded in the appropriate account by the Director of Finance/Treasurer or designate.

- b.) A Designated Donation shall be allocated to the specific Township department or project as part of the Township's annual financial reporting.



- c.) An Undesignated Donation shall be contributed to the corporate general revenue of the Township.
- d.) Donations may be spent only for their intended purpose and in accordance with the terms, conditions, restrictions or any agreement (if applicable) governing the use of the Donation.
- e.) Donations should be spent in the same fiscal year in which they were received. If the funds are not spent in the same fiscal year, the Donation may be placed in an assigned deferred revenue account to be used the following year. If the funds are to be retained and used over a longer term, the Donation will be placed in an assigned reserve account.
- f.) Upon receipt of a Donation, Finance staff shall issue evidence of payment received from the Donor, the amount of the Donation, specific purpose to which the Donation is to be directed and issue an Official Donation Receipt in accordance with CRA guidance.

11. Official Donation Receipt

- a.) The Township will issue an Official Donation Receipt in the name of the Donor for an Eligible Donation accepted by the Township and made payable to the Township within 7 business days from the date that the Donation clears the bank.
- b.) The Director of Finance/Treasurer or designate shall be responsible for the issuance of all Official Donation Receipts for Eligible Donations accepted under this policy having a value of \$20.00 or more. Official Donation Receipts will only be issued by the Township for Donations of \$20.00 or more.
- c.) An Advantage that can be calculated must be deducted from the Fair Market Value of the Donation before determining the Net Amount of Donation eligible for the Official Donation Receipt. A contribution with an Advantage that cannot be calculated such as Advertising or promotional benefits do not qualify for an Official Donation Receipt.
- d.) An Official Donation Receipt will not be issued for a Non-Qualifying Donation. When businesses Donate to a municipality, they must choose between receiving an Official Donation Receipt or recognition through Sponsorship, Naming Rights, Advertising in the form of a plaque, etc.—but not both, as per CRA guidelines. Businesses cannot "double dip" by claiming both an Official Donation Receipt resulting in a tax credit and an Advertising expense deduction for the same Donation.

12. Records

- a.) The Township's Finance Department will retain the following in accordance with the Township's record retention by-law:

- i. System generated records and supporting documentation for Official Donation Receipts issued;
- ii. Acquisitions of all types (i.e. ownership records, Appraisals, etc.); and
- iii. Other agreements entered as described in this Policy.

13. Acknowledgement

- a.) The Director of Finance/Treasurer or their designate is responsible for acknowledging Donations of \$20.00 or more and issuing a letter of appreciation on behalf of the Township. Letters of appreciation will only be issued by the Township for Donations of \$20.00 or more.
- b.) If the Donor wishes to remain anonymous, the Township will respect their privacy and ensure confidentiality in accordance with applicable policies and regulations.
- c.) To honor contributions to the Township through the Commemorative Bench and Tree Program, Donors will be acknowledged with a 6-inch by 3-inch commemorative plaque which will be flush mounted on the commemorative item. The commemorative plaque will recognize the commemoration and an inscription approved by the Township.
- d.) Donations related to a specific Township facility or ground valued at over ~~\$30,000~~ \$20,000 will be acknowledged with an 8-inch by 8-inch identification plaque, provided and funded by the Township, and displayed in a designated area within a Township facility or ground. There may be multiple identification plaques associated with a specific Township facility or ground.
- e.) A Donor Wall featuring multiple plaques will be displayed in a designated Township facility, as determined by Township staff, in accordance with Township standards and specifications. The size of the plaque will correspond to the Donation amount, with a larger plaque for higher Donations. The following plaques will be provided and funded by the Township to acknowledge Donations ranging from:
 - i. \$3,000 and \$5,000 - bronze-tier plaque;
 - ii. \$5,001 and \$10,000 - silver-tier plaque;
 - iii. \$10,001 and \$15,000 - gold-tier plaque; and
 - iv. \$15,001 and 19,999 - platinum-tier plaque.
- f.) The Township reserves the right to determine the placement, design, and wording of the plaques outlined in this policy in accordance with Township policies and guidelines. The replacement of plaques will follow the same process outlined in the Commemorative Bench and Tree Program.



December 18, 2024 Council Meeting

December 18, 2024

Addition to the Agenda Questions received from Council seeking additional information and the corresponding responses provided by staff regarding the December 18, 2024 Council agenda items.

6.1.2 November 27, 2024, Council Minutes - Report FIN-2024-029 entitled 2025 Proposed Operating Budget

- on an individual's tax bill what would be the time and resources necessary to provide a breakdown of taxes for the Township, County and Education? **The current tax bill and community newsletter includes this information. Please find attached.**

6.7 AMO Policy Update – OPP Billing, Bills

-are we eligible even though we do not directly contract with the OPP?

Staff have received the following response from the County of Wellington's Treasurer:

No – the member municipalities won't see this support directly, as they don't see the billing directly. The relief is a temporary 1-year reduction of the O.P.P. billing. It will be applied against the billing.

Since this is a temporary reduction, it is unlikely that the County will use the relief to reduce the levy, as it will just result in a larger increase in 2026. County Council will discuss the County's budget in January.

9.2.1 Report FIN-2024-031 – 2025 Municipal Insurance

-what was Marsh's quote for 2025? **The Township did not seek a separate quote from Marsh, as Intact's proposal was more competitive than the industry's pricing increases and aligned with the recommended \$25K deductible. Obtaining quotes from multiple insurance companies requires considerable time and resources, including the completion of detailed questionnaires and application forms tailored to each insurer. Additionally, switching insurance providers involves a significant investment of time and resources, as well as external technical expert**



consultant support, to thoroughly review each proposal and ensure there are no gaps in coverage.

-what are the premiums with a 50k deductible from Intact? Staff have requested this information from the Township's insurance broker.

-any substantive changes from previous policy? The detailed schedules outlining the changes from the previous insurance policy were inadvertently not included in the Councillor Shared Drive. Staff have now provided this information to Council.

9.2.1 - Municipal Insurance

- Were any other insurance quotes provided? See above
- Are there any notable changes to coverage that differ from last year? See above
- Would like to confirm that any user groups who store items or equipment in township facilities are responsible for insuring their contents? As the Township does not provide content insurance, staff are developing agreements for the use of Township space for storage for community groups to assist groups with obtaining content insurance. This initiative is scheduled as part of the 2025 corporate work plan.

9.2.2 Report FIN-2024-033 – Proposed Donation Policy ≠

-how do we cover off volunteers who want to contribute labour to undertake a task such as rink maintenance, building a shed etc.?

This would be considered a gift of service. The Canada Revenue Agency (CRA) gifting and receipting policy for a gift of service is outlined below:

<https://www.canada.ca/en/revenue-agency/services/charities-giving/charities/policies-guidance/policy-commentary-017-gifts-services.html>

As summarized above, the CRA does not recognize a gift of services as an eligible donation entitled to an official donation receipt. However, should the Township accept a gift of service, the organization may want to invoice the Township for its gift of service and donate the monetary amount back to the Township. This enables the organization to fulfill its wish of gifting a service and receiving an official donation receipt for the gifted labour.

The CRA guidelines also outline that if a business receives special recognition for its donation, or if it receives more than minimal recognition (for example special recognition or more than minimal recognition includes banners or advertising of products), this is considered a



sponsorship. The Township would then follow the Sponsorships section of the proposed donation policy for future sponsorship initiatives that the Township chooses to solicit.

See REPORT REC-2024-003 - Badenoch Storage Shed Replacement – Gift-In-Kind Donation for further information on a specific example associated with a gift of service.

-p. 135 re “The Township reserves the right to refuse to enter into agreements for any Sponsorships or Naming Rights that originally may have been openly solicited by the Township;”; Is this statement necessary if our procurement documents already state that we have the right to refuse?

This statement was included to provide clarity within the policy itself, ensuring there is no ambiguity regarding the Township's right to refuse Sponsorships or Naming Rights, even if they were initially solicited. While the procurement documents may already outline this right, restating it in the policy helps reinforce transparency and consistency.

9.2.2 Donation Policy comments and questions:

- looking for staff recommendations on how to plaque the donated trees? On the ground, on a mount? Any donated trees should have an above ground mount for visibility and to ensure sitting water does not damage the plaque.

- original donor needs a back up contact if after 10 years a renewal or replacement is needed Yes, the form will include a backup contact at the time of the donation for potential renewal. If these contacts are both unsuccessful the Township will have the right to keep or remove the bench depending on its condition as outlined in the current proposed policy.

- locations of benches and trees should be decided in advance. How many can we accept per year with our current service level? All parks? Max # benches per park?

A total of 3 bench/tree donations per year, whether it be trees, benches or a combination of both. Because the purchase and installation of the benches and trees will be completed in house by Township staff, Township staff feel that based on current resources and other annual maintenance activities already established through service levels, 3 in total is achievable. Demand exceeding the 3 bench and/or tree limit will obtain priority to be installed in the subsequent year. This ensures all trees and benches are purchased and installed in a timely manner. Township staff recommend benches or trees in all of the Township's Parks or property if requested.



- in the past a concrete slab under each bench was recommended for lower maintenance. Is this the suggestion for the donated benches? **Compacted stone dust material is also an option to place benches on. Weed maintenance is required but there is no fear of concrete heaving or cracking. Concrete is an option too, but will increase the donation amount by \$500 dollars to a total donation of \$3,000 if a concrete pad is requested by the donor. If no request is given, stone dust will be the foundation for the bench.**

- suggest limiting the benches to honour deceased individuals - is there a guideline for who the donation is named after? What are the parameters?

The current proposed donation policy does not indicate that the person being honored through a commemorative plaque is only for a deceased individual. Many other municipal programs allow donations to commemorate:

- **Living individuals (honoring a milestone, such as anniversaries, retirements, or community contributions).**
- **Deceased individuals as a tribute or memorial.**

The current proposed donation policy offers donors flexibility as long as it is a person being commemorated and not a business.

- **“In Memory Of” plaques (for the deceased)**
- **“In Honor Of” plaques (for the living)**

- what if donation of service is given and the donor doesn't want an official tax receipt? Eg. Helping in the millennial garden with tree maintenance or garden projects or pathway rehabilitation? What is the process for this donation recognition under this proposed policy? Where could recognition of the service given (time/labour) be located?

The Township would not issue an Official Donation Receipt for a gift of service unless the organization invoices the Township for its gift of service and donates the monetary amount back to the Township. This would need to be initiated by the Donor.

The CRA guidelines also outline that if a business receives special recognition for its donation, or if it receives more than minimal recognition (for example special recognition or more than minimal recognition includes banners or advertising of products), this is considered a



sponsorship. The Township would then follow the Sponsorships section of the proposed donation policy for future sponsorship initiatives that the Township chooses to solicit.

The Director of Public Works, Parks and Facilities would determine the specific location for the recognition of the service.

The CRA guidelines outline that if a business receives special recognition for its donation, or if it receives more than minimal recognition (for example special recognition or more than minimal recognition includes banners or advertising of products), this is considered a sponsorship. The Township would then follow the Sponsorships section of the proposed donation policy for future sponsorship initiatives that the Township chooses to solicit.

The proposed policy outlines that Donations related to a specific Township facility or ground valued at over \$30,000 will be acknowledged with an identification plaque displayed in a designated area within the Township facility or ground.

Should Council want the Township to prioritize any specific sponsorship or naming rights initiatives in 2025, it is recommended that only 1 to 2 be prioritized and openly solicited as part of the 2025 Corporate Workplan based on current demands and resources.

- how are donations where the donor doesn't want to be recognized handled?

The proposed policy outlines that the Township will issue an Official Donation Receipt and letter of appreciation for Eligible Donations accepted under this policy having a value of \$20.00 or more. Official Donation Receipts and letters of appreciation will only be issued by the Township for Donations of \$20.00 or more. If further special recognition is desired, this would be considered a sponsorship.

If a donation of over \$30,000 is made and the donor does not want their identification plaque then they can choose to not accept it. A donor could also donate a commemorative item without a person of commemoration if they choose to do so.

-“ d.) The **Township** will consider, but is not obligated to accept the following types of **Sponsorships** and **Naming Rights**:

i. Organizations that wish to **Sponsor** municipal programs such as skating or other drop-in programs;”



- this type of sponsorship helps create community; it encourages physical participation, reduces costs to residents and helps promote a local business. I would hope staff would consider aggressively soliciting these types of sponsorships (similar to how Centre Wellington does).
- Suggest we determine naming rights locations across the township for donors to sponsor. Eg. A specific ball diamond, the rink, a soccer field, a pavilion, play structure, snack stand (similar to what Centre Wellington is doing) – they recently announced that their community centre now has an annual investment with a 10 year commitment.
- What will the outreach look like to encourage donation requests? Can we connect with the County Economic Development department to help?

Should Council want the Township to prioritize any specific sponsorship or naming rights initiatives in 2025, it is recommended that only 1 to 2 be prioritized and openly solicited as part of the 2025 Corporate Workplan based on current demands and resources.

9.2.5 Report FIN-2024-036 – Staff Expense Policy Update

-p.177 any particular reason to delete list of staff receiving cell phones?

The list of staff receiving cell phones was removed because it may change annually based on operational needs. Including this detail in the policy would require frequent updates to reflect changes in users, whether adding new staff or removing individuals. To streamline this process and in accordance with current budget practices, new users are added through the base budget increase form during the operating budget process.

9.3.1 Report ADM-2024-063 Proposed Amendments to Advisory Committee Terms of Reference

-p.188 re “Members of Local Boards.” Suggest change to something like “Members of all Advisory Committees”; Same comment is applicable to the TofR for other committees.

This wording should not be changed as “Member of Local Boards” is what Advisory Committee members are defined as in the *Municipal Act*. In addition, the *Conflict of Interest Act* draws on this same language and as such, members of the Township’s Advisory Committee are subject to the *Conflict of Interest Act*.

-p.188 re “A Member who is making a request to be excused from Council must provide a reason for the absence and then may be excused by resolution of Council by a majority vote”; this sentence does not make sense. Same comment is applicable to the TofR for other committees.



REPORT FIN-2025-005

TO: Mayor and Members of Council

PREPARED BY: Mary Hasan, Director of Finance/Treasurer

PRESENTED BY: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: February 20, 2025

SUBJECT: 2024 Completed Capital Projects
File: F05 BUD

RECOMMENDATION

That Report FIN-2025-005 entitled 2024 Completed Capital Projects be received.

Purpose

The purpose of this report is to provide Council with information regarding the 2024 Completed Capital Projects.

The projected balances in the discretionary reserves and restricted reserves from 2024 to 2034 are discussed in Report FIN-2025-006.

Background

This Report provides Council with oversight of completed capital projects and the status of how budgeted capital projects have progressed as of December 31, 2024. This Report also links to the Township's balances in discretionary and restricted reserves. Certain components of this Report are also required for the purpose of the Township's annual audit.

Engineering Costs as a Percentage of Total Project Costs

Council requested that staff report on engineering costs as a percentage of total project costs for projects which the Township has retained its engineering firm for the purpose of project management/engineering design, etc.

Outlined below are the engineering costs as a percentage of total project costs for those completed construction projects:

Project Description	Engineering Costs	Total Costs	%
Puslinch Lake Pedestrian Access and Signage	\$2,288	\$12,821	17.8%
Watson Road South - County Road 37 (Arkeil Road) to Maltby Road East	\$80,925	\$759,055	10.7%
Maple Leaf Lane - County Road 46 to End	\$17,361	\$117,810	14.7%
Gore Road - Sideroad 20 South to Valens Road	\$56,190	\$602,212	9.3%
Emergency Twin Culvert Replacement on Darkwood Road due to July 16, 2024 Rain Storm	\$9,859	\$25,567	38.6%
Parking Lot & Associated Enhancements (curbing, entrance, and additional lighting) at the front of the Puslinch Community Centre	\$62,960	\$383,373	16.4%

Proceeds of Disposal

In 2024, the Township did not obtain any proceeds from the sale of equipment as no equipment was sold.

Budgeted Capital Expenditures Compared to the Actual Capital Expenditures incurred in 2024

Schedule A to Report FIN-2025-005 provides a breakdown of the budgeted 2024 capital expenditures compared to the actual 2024 capital expenditures (also shown are project deficits and surpluses).

The 2024 capital expenditures outlined in Schedule A are funded by the following types of funding sources:

- Discretionary Reserves (ie. Administrative Studies, Aggregate Levy, Asset Management, Building Surplus, Capital Carry forward, Corporate Information Technology, etc.)
- Grants (ie. County Business Retention and Expansion, Ontario Community Infrastructure Funding, other County funding, etc.)
- Restricted Reserves (ie. Development Charges, Cash in Lieu of Parkland, Canada Community Building Fund, etc.)

Financial Implications

As discussed throughout this Report.

Applicable Legislation and Requirements

Municipal Act, 2001

Engagement Opportunities

The Township has incorporated a number of engagement opportunities associated with the 2025 budget process as outlined in Report FIN-2025-008.

Attachments

Schedule A: 2024 Total Capital Expenditures

Respectfully submitted:	Contributors:	Reviewed by:
Mary Hasan, Director of Finance/Treasurer	Mike Fowler, Director of Public Works, Parks, and Facilities Justine Brotherston, Interim Municipal Clerk Jamie MacNeil, Fire Chief Andrew Hartholt, Chief Building Official Michelle Cassar, Deputy Treasurer	Courtenay Hoytfox, Interim CAO

Schedule A - 2024 Total Capital Expenditures

Department/Project	Budget	Actual	Diff	
Fire and Rescue				
Fire and Rescue				
Structural Firefighter Gear	\$17,766	<u>\$39,143</u>	-\$21,377	
Community Risk Assessment - Ontario Regulation 378/18	\$10,000	<u>\$8,380</u>	\$1,620	
Community Risk Assessment - Ontario Regulation 378/19	\$15,000	<u>\$12,569</u>	\$2,431	
Security Improvements	\$0	<u>\$1,649</u>	-\$1,649	
Wildland Firefighting Equipment	\$12,500	<u>\$8,240</u>	\$4,260	
Pump 31 Truck	\$96,811	<u>\$96,811</u>	\$0	Capital Carryforward
General Government				
Corporate				
Computer Equipment	\$10,608	<u>\$10,901</u>	-\$293	
County Road Diet through Aberfoyle Peer Review	\$20,000	<u>\$0</u>	\$20,000	Capital Carryforward
401 and Highway 6 Project Review of Hotspots	\$13,537	<u>\$0</u>	\$13,537	Capital Carryforward
Gravel Extraction Study	\$25,000	<u>\$21,969</u>	\$3,031	
Migration to Microsoft 365 Implementation	\$14,500	<u>\$0</u>	\$14,500	
Compensation and Benefits Review	\$25,000	<u>\$25,440</u>	-\$440	
Server and Network Infrastructure Replacement including Sharepoint Migration	\$75,000	<u>\$58,051</u>	\$16,949	Capital Carryforward
Finance				
2024 Development Charges Background Study	\$23,893	<u>\$29,432</u>	-\$5,539	
Parkland Dedication By-law Amendment	\$19,322	<u>\$0</u>	\$19,322	Capital Carryforward
Community Improvement Plan Amendment and Financial Incentives	\$25,000	<u>\$0</u>	\$25,000	Capital Carryforward
Asset Management Plan and Policy Updates	\$67,000	<u>\$33,545</u>	\$33,455	Capital Carryforward
2024 Conservation and Demand Management Plan	\$7,500	<u>\$7,632</u>	-\$132	
Municipal Office				
Convert Lighting to LED and Install Motion Sensors	\$17,420	<u>\$0</u>	\$17,420	Capital Carryforward
Municipal Office HVAC Upgrades	\$199,655	<u>\$0</u>	\$199,655	Capital Carryforward
Accessible Washroom Upgrades	\$100,000	<u>\$0</u>	\$100,000	Capital Carryforward
Window and Door Replacement Program and Air Curtain on Front Doors	\$100,000	<u>\$0</u>	\$100,000	Capital Carryforward
Power Distribution Equipment (feeders, panels, main disconnect switch)	\$20,000	<u>\$0</u>	\$20,000	Capital Carryforward
Gas Fired Infra-Red Heaters in Public Works Area	\$10,000	<u>\$11,499</u>	-\$1,499	
Replacement of UV Pure Water Treatment System	\$20,000	<u>\$0</u>	\$20,000	Capital Carryforward
Parks and Recreation				
Parks				
Puslinch Community Centre Park Renovation and Upgrade	\$327,102	<u>\$82,475</u>	\$244,627	
Parking Lot & Associated Enhancements (curbing, entrance, and additional lighting) at the front of the Puslinch Community Centre	\$416,720	<u>\$350,093</u>	\$66,627	
Boreham Park Safety Study	\$5,393	<u>\$3,203</u>	\$2,191	Capital Carryforward
Puslinch Minor Baseball Club Fencing at Old Morrison & Morrison Meadows	\$9,118	<u>\$9,118</u>	\$0	
PCC				
Window and Door Replacement Program	\$140,000	<u>\$0</u>	\$140,000	Capital Carryforward
Building Condition Assessment, Arc Flash Study, Infra-red Scanning of Equipment	\$5,000	<u>\$0</u>	\$5,000	Capital Carryforward
Roof Inspection	\$5,000	<u>\$0</u>	\$5,000	Capital Carryforward
Replacement of Ceiling Components	\$34,682	<u>\$0</u>	\$34,682	
Replacement of UV Pure Water Treatment System	\$20,000	<u>\$0</u>	\$20,000	Capital Carryforward
ORC				
Building Condition Assessment, Arc Flash Study, Infra-red Scanning of Equipment	\$5,000	<u>\$0</u>	\$5,000	Capital Carryforward
Planning				
Planning				

Schedule A - 2024 Total Capital Expenditures

Department/Project	Budget	Actual	Diff	
Regionally Significant Economic Development Study Area Phase 1 (Employment)	\$100,000	<u>\$68,242</u>	\$31,758	Capital Carryforward
Public Works				
Public Works				
Kerr Crescent - Stormwater Management Facility	\$600,000	<u>\$0</u>	\$600,000	Capital Carryforward
Puslinch Lake Pedestrian Access and Signage	\$7,712	<u>\$10,533</u>	-\$2,821	
Watson Road South - County Road 37 (Arnell Road) to Maltby Road East	\$756,036	<u>\$759,055</u>	-\$3,019	
Maple Leaf Lane - County Road 46 to End	\$104,965	<u>\$117,810</u>	-\$12,845	
Gore Road - Sideroad 20 South to Valens Road	\$659,149	<u>\$602,212</u>	\$56,937	
Emergency Twin Culvert Replacement on Darkwood Road due to July 16, 2024 Rain Storm	\$0	<u>\$25,567</u>	-\$25,567	
Comprehensive Speed Limit Review for Township Roads with a Posted Speed Above 60 km/hr ²	\$30,000	<u>\$29,486</u>	\$514	
Building				
Building				
Computer Equipment	\$3,383	<u>\$3,383</u>	\$0	
Grand Total	\$4,174,772	<u>\$2,426,437</u>	\$1,748,336	



REPORT FIN-2025-007

TO: Mayor and Members of Council

PREPARED BY: Mary Hasan, Director of Finance/Treasurer

PRESENTED BY: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: February 20, 2025

SUBJECT: Ontario Regulation 284/09 – 2025 Budget
File: F05 BUD

RECOMMENDATION

That Report FIN-2025-007 entitled Ontario Regulation 284/09 – 2025 Budget be received; and

That Council adopts Report FIN-2025-007 which meets the requirements of Ontario Regulation 284/09 and outlines the preparation of the 2025 Operating and Capital Budgets to a Public Sector Accounting Board compliant format.

Purpose

Ontario Regulation 284/09 requires municipalities that have excluded expenses in their budgets to prepare a report about those excluded expenses and adopt the report by Council Resolution before approving the Township's budget.

There are no direct financial implications associated with this report. The intent is to describe the conversion of the cash based operating and capital budgets to a Public Sector Accounting Board (PSAB) budget compliant format.

Background

In 2009, accounting standards and financial reporting requirements changed significantly, with the most notable change being that of the requirement to report on tangible capital assets (TCA). However, these new accounting standards do not require budgets to be prepared on the same basis.

The Township, like many municipalities, continues to prepare budgets on the traditional cash basis. These budgets do not include the PSAB requirements of accrual accounting and accounting for non-financial assets such as TCA.

Ontario Regulation 284/09

Allowable excluded expenses as per Ontario Regulation 284/09 can be all or a portion of the following:

- a) Amortization expenses
- b) Post-employment benefit expenses
- c) Solid waste landfill closure and post-closure expenses

The Township excludes amortization expense from its cash based budget. Post-employment benefit expenses (ie. premiums paid for retirees who qualify) are included in the operating budget, therefore no adjustment is required. The Township does not have any landfill expenses and as such, they are not applicable.

The regulation requires the report to contain at a minimum:

- a) An estimate of the change in the accumulated surplus (revenues less expenditures) of the municipality to the end of the year resulting from the exclusion of expenses.
- b) An analysis of the estimated impact of the exclusion of expenses on future TCA funding requirements.

In addition to these excluded expenses, the cash based budgets prepared by the Township include certain types of transactions that need to be excluded for PSAB reporting purposes. These are not covered in Ontario Regulation 284/09.

- a) Debenture principal repayments (ie. Carroll Pond debenture which was fully repaid in 2018)
- b) Transfers to discretionary reserves
- c) Contributions from discretionary reserves
- d) Funds from debenture issuances (no new debentures issued for the Township in the 2025 budget)
- e) Fixed Asset/TCA expenditures

Comments

Table 1 below outlines the changes made to convert the balanced 2025 budget prepared under the cash basis of accounting to increase the Township's accumulated surplus in the amount of \$1,275,682. It is important to note that the accumulated surplus is not cash available to the

Township. The most significant portion of the accumulated surplus is investments in TCA and balances in the Township's discretionary reserves.

<u>Table 1</u>	
2025 Budget – Cash Based	
2025 Operating Budget Tax Levy	\$4,236,333
2025 Operating Budget Revenues	\$2,967,656
2025 Operating Budget Net Contributions to Discretionary Reserves	\$259,910
2025 Operating Budget Expenditures	-\$7,463,899
Surplus/(Deficit)	\$0
2025 Capital Budget Funded	\$6,575,134
2025 Capital Budget Expenditures	-\$6,575,134
Surplus/(Deficit)	\$0
Add Expenditures Excluded from Cash Based Budget	
Amortization Expense – 2023 Audited Financial Statements – Note A	-\$1,555,947
<i>Exclusion Impact on Accumulated Surplus/ (Deficit)</i>	-\$1,555,947
Remove Non PSAB Items from 2025 Cash Based Budget	
Debenture Principal Repayments	\$0
Transfers to Discretionary Reserves (Capital Budget)	\$1,406,625
Transfers to Discretionary Reserves (Operating Budget)	\$24,350
Contribution from Discretionary Reserves (Capital Budget)	-\$3,202,431
Contribution from Discretionary Reserves (Operating Budget)	-\$273,660
Funds from Debenture Issuances	\$0
Budgeted TCA Acquisitions – Note B	\$4,876,745
Total Non PSAB Items Removed from Cash Based Budget	\$2,831,629
<i>Total Impact on 2025 Accumulated Surplus/(Deficit)</i>	\$1,275,682

Note A - Amortization expense of \$1,555,947 has an impact on the 2025 accumulated surplus amount. The amortization expense reduces the surplus amount and also reduces the net book value of the TCA reported on the audited statement of financial position.

Note B – 2025 budgeted TCA purchases of \$4,876,745 is higher than the amortization expense of \$1,555,947. The Township's Asset Management (AM) Program and Capital Budget and Forecast enables the Township to plan effectively for the replacement of current infrastructure. The 2025 Capital Budget and Forecast was prepared taking into consideration the 2019 AM Plan and new and updated information regarding asset conditions and replacement cost estimates (ie. 2024 Development Charges Study and 2024 Energy Conservation and Demand Management

Plan). Report FIN-2025-006 provides information on the estimated balances in the AM Discretionary Reserve from 2024 to 2034.

The Township's projected accumulated surplus at the end of 2025 is as follows:

December 31, 2023 Audited Accumulated Surplus	\$33,757,765
Projected Impact of 2024 Budget as per Report FIN-2024-005 presented to Council at the February 7, 2024 Council Meeting	\$1,019,578
Projected Impact of 2025 Budget	\$1,275,682
2025 Estimated Ending Accumulated Surplus	\$36,053,025

Financial Implications

There are no direct financial implications associated with this report. The intent is to describe the conversion of the cash based operating and capital budgets to a PSAB budget compliant format.

Applicable Legislation and Requirements

Ontario Regulation 284/09 of the Municipal Act, 2001

Engagement Opportunities

The Township has incorporated a number of engagement opportunities associated with the 2025 budget process as outlined in Report FIN-2025-008.

Attachments

None

Respectfully submitted:

Mary Hasan
Director of Finance/Treasurer



REPORT FIN-2025-008

TO: Mayor and Members of Council

PREPARED BY: Mary Hasan, Director of Finance/Treasurer

PRESENTED BY: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: February 20, 2025

SUBJECT: 2025 Budget - Final
File No. F05 BUD

RECOMMENDATIONS

That Report FIN-2025-008 entitled 2025 Budget – Final be received; and

That Council approves the Puslinch Historical Society’s design for the Killean School Bell Cairn and directs staff to proceed with the project accordingly; and,

That Council give 3 readings to By-law No. 2025-033 being a by-law to adopt the Budget for the Corporation of the Township of Puslinch for the year 2025.

Purpose

The purpose of this report is to:

- 1.) Report on the results of the Public Information Meeting (PIM) held on January 22, 2025 as it relates to the 2025 Proposed Budget; and
- 2.) Provide Council with the results of the community engagement survey issued through the Township’s Online Engagement Platform, [EngagePuslinch.ca](https://engagepuslinch.ca); and
- 3.) Seek approval from Council to enact the 2025 Budget By-law.

Background

Council and the Public have received the following reports and presentations to date as part of budget deliberations:

Report	Council Meeting
FIN-2024-024 - 2025 Proposed User Fees and Charges	September 25, 2024 Council Meeting
2025 Proposed User Fees and Charges Public Information Meeting (PIM) Presentation and Draft By-law	October 9, 2024
FIN-2024-027 – 2025 Proposed Capital Budget	October 23, 2024 Council Meeting
FIN-2024-028 - 2025 User Fees and Charges By-law	November 6, 2024 Council Meeting
FIN-2024-032 - 2025 Proposed Cost of Living Adjustment	November 20, 2024 Council Meeting
FIN-2024-029 - 2025 Proposed Operating Budget	November 27, 2024 Council Meeting
FIN-2024-030 - 2025 Grant Application Program	November 27, 2024 Council Meeting
FIN-2024-031 – 2025 Municipal Insurance	December 18, 2024 Council Meeting
FIN-2025-004 - 2025 Capital and Operating Budget Update	January 15, 2025 Council Meeting
2025 Proposed Budget PIM Presentation and Draft By-law	January 22, 2025 PIM
FIN-2025-005 – 2024 Completed Capital Projects	February 20, 2025 Council Meeting
FIN-2025-006 – Balances in Discretionary and Restricted Reserves	February 20, 2025 Council Meeting
FIN-2025-007 – Ontario Regulation 284/09 – 2025 Budget	February 20, 2025 Council Meeting
FIN-2025-008 - 2025 Budget - Final	February 20, 2025 Council Meeting

Public Information Meeting

A PIM was held on January 22, 2025 at 7:00 pm to obtain public input on the 2025 Proposed Budget and Draft By-law.

Public comments received at the PIM were responded to at the PIM. At the time of writing this Report, based on the comments received from the Public to date, Township staff do not recommend updates to the 2025 Proposed Budget and Draft By-law that was presented at the January 22, 2025 PIM. The minutes of the PIM are included in the February 20, 2025 agenda package. Township staff will provide Council with an update should there be any further questions received prior to the Council Meeting scheduled on February 20, 2025.

Community Engagement Survey – Engage Puslinch

Attached as Schedule A to Report FIN-2025-008 are the results of the community engagement survey issued through the Township’s Online Engagement Platform, EngagePuslinch.ca for Council’s information. The survey was open from December 13, 2024 to January 31, 2025 at 12:00 p.m. There were a total of 15 (29 – 2024) completed surveys and 75 (104 – 2024) visits to EngagePuslinch.ca as part of 2025 budget engagement.

Grand River Conservation Authority (GRCA) – Freezing of Fees

Council at its meeting held on January 15, 2025 inquired as to whether the freezing of GRCA fees has impacted the Township’s levy. Attached as Schedule B to Report FIN-2025-008 is the GRCA’s response.

Killean School Bell Cairn

Council at its meeting held on January 15, 2025 directed staff to seek feedback from the Puslinch Historical Society and the donor of the Killean School Bell regarding the design of the cairn. Township staff did not receive any comments regarding the design of the cairn from the donor of the bell. Attached as Schedule C to Report FIN-2025-008 is the feedback and sketch received from the Puslinch Historical Society.

Township staff have received a quote for the construction of the stone cairn of \$10,500 and the bronze plaque of \$3,425. Township staff have not received a quote for the wooden belfry at this time but estimate that the construction will cost approximately \$5,000-\$7,000. This design is in line with the budgeted amount for this project of \$20,550 from the Cash in Lieu of Parkland Restricted Reserve. Township staff recommend that Council approve the Puslinch Historical Society’s cairn design and direct staff to proceed with the construction of the cairn accordingly.

Financial Implications

As part of the Budget PIM held on January 22, 2025, the following table was presented to the Public to summarize the proposed Capital and Operating Budget.

Description	2024 Approved Budget	2025 Proposed Budget	\$ Change from 2024
Total Capital Tax Levy	\$1,334,875	\$1,435,809	\$100,934
Total Operating Tax Levy	\$4,024,046	\$4,236,333	\$212,287
Total Municipal Tax Levy	\$5,358,921	\$5,672,143	\$313,222

The following tables outlines the 2025 budget compared to the 2024 budget:

Description	2024 Budget	2025 Budget	Notes
Operating Budget			
Operating Expenditures	\$6,835,434	\$7,463,899	Note A, Note D
Operating Revenues	-\$2,876,345	-\$2,967,656	Note B, Note D
Net Reserve Transfers	\$64,957	-\$259,910	Note C, Note D
Total Operating Tax Levy	\$4,024,046	\$4,236,333	Note D
Capital Budget by Funding Source			
Capital Tax Levy	\$1,334,875	\$1,435,809	
Canada Community-Building Fund (CCBF)	\$250,000	\$218,596	
Discretionary Reserves	\$1,679,461	\$3,202,431	Note E
Restricted Reserves	\$698,202	\$1,261,937	Note F
Other (grants)	\$463,594	\$456,360	
Total Capital Budget	\$4,426,132	\$6,575,134	
Total Tax Levy	\$5,358,921	\$5,672,143	

Note A – A portion of the operating expenditures increase are offset by reserve withdrawals and increases in revenues/recoveries.

Note B – The operating revenues are noted as a negative which represents a reduction in the total operating tax levy requirement.

Note C - The \$64,957 in 2024 represents a net budgeted contribution to reserves. The \$259,910 in 2025 represents a net budgeted withdrawal from reserves. These amounts are informed based on the balances in each discretionary reserve taking into account contributions and withdrawals as outlined in Report FIN-2025-006 included in the February 20, 2025 Council agenda package.

Note D – The detailed changes in operating expenditures, operating revenues, net reserve transfers, and the operating tax levy were previously reported in the 2025 Proposed Budget PIM Presentation at the January 22, 2025 PIM, in Report FIN-2024-029 at the November 27, 2024 Council Meeting, and within the questions received from Council seeking additional information and the corresponding responses provided by staff regarding the November 27, 2024 Council agenda.

Note E – The increase in the discretionary reserve funding source in the 2025 Capital Budget relates to a higher utilization of the Asset Management (AM) Discretionary Reserve in 2025 compared to 2024 for asset replacement/rehabilitation projects and a higher utilization of the Building Surplus/Capital Carry forward/Corporate Information Technology/AM Discretionary Reserves related to the Municipal Administration and Operations Facility renovation project.

Note F – The increase in the restricted reserve funding source in the 2025 Capital Budget relates to a higher utilization of the Cash in Lieu of Parkland Restricted Reserve for eligible parks and recreation projects and a higher utilization of development charges (DC) for DC eligible projects in 2025 compared to 2024.

The discretionary reserve contributions in the 2025 budget compared to the 2024 budget are outlined below:

Discretionary Reserve	2024 Budget	2025 Budget	Notes
Insurance Contingency	\$0	\$0	The current balance in the reserve is \$113K.
Legal Contingency	\$25,000	\$0	The current balance in the reserve is \$257.2K.
Elections	\$13,750	\$13,750	The current balance in the reserve is \$27.5K prior to any further contributions through the 2025 budget process. The net operating tax levy impact is \$13,750.
Heritage Financial Incentive Program	\$10,600	\$10,600	Please note, of the \$10,600 contribution approved in the 2024 budget, Council at its meeting held on December 13, 2023 authorized that the one-time BBI of \$2,200 for the heritage plaque on the PCC Grounds be funded by this Discretionary Reserve. The current balance in the reserve is \$19K prior to any further contributions through the 2025 budget process. The net operating tax levy impact is \$0 as the expenditure is also budgeted in Administration.
AM	\$949,075	\$1,002,575	See Report FIN-2024-027 presented at the October 23, 2024 Council Meeting and Council’s direction at this meeting.
Information Technology	\$15,000	\$20,000	See Report FIN-2024-027 presented at the October 23, 2024 Council Meeting.
Winter Maintenance	\$25,000	\$0	The current balance in the reserve is \$25K.
Administrative Studies	\$250,000	\$40,000	See Report FIN-2024-027 presented at the October 23, 2024 Council Meeting.
Gravel Roads Improvement	\$320,800	\$344,050	See Report FIN-2024-027 presented at the October 23, 2024 Council Meeting and Council’s direction at this meeting.
Total	\$1,609,225	\$1,430,975	These amounts are informed based on the balances in each discretionary reserve taking into account contributions and withdrawals as outlined in Report FIN-2025-006 included in the February 20, 2025 Council agenda package.

Municipal Property Assessment Corporation (MPAC) 2025 Returned Assessment Roll

Based on the 2025 MPAC returned assessment roll and the current tax levy impact as reported in this Report, approximately each additional \$57,000 of taxes levied results in a 1% tax rate increase for the Township portion of taxes on the Median/Typical Single Family Home.

Similar to previous practice, the 2025 returned assessment roll obtained from MPAC in mid-December is compared to the 2024 returned assessment roll to determine the assessment change for the median/typical properties in the Township. The Township verifies the median/typical property assessment changes to the Ontario Property Tax Analysis tool that was made available to Township staff on December 10, 2024. The assessment change is incorporated in the calculation of the tax rate impact for the median/typical properties as further outlined in the tables below in this Report.

The education tax rates are based on correspondence received from the Ministry of Finance dated November 1, 2024 and remain unchanged from 2024. The County of Wellington (County) adopted its 2025 budget on January 30, 2025. The County tax rate has reduced from what was previously presented at the Budget PIM on January 22, 2025. Both the Township and County tax rates are also subject to change based on the County Tax Policy which will be adopted by County Council in approximately April of 2025.

The 2025 returned assessment roll continues to be based on January 1, 2016 assessed values due to the Province's continued postponement of the 2021 assessment update. Property assessments for the 2025 property tax year will continue to be based on January 1, 2016 assessed values. As a result of the reassessment cycle being postponed again until 2026, the 2021 assessment values are deemed for 2025. There is however new assessment growth (ie. new construction and renovations) as outlined below.

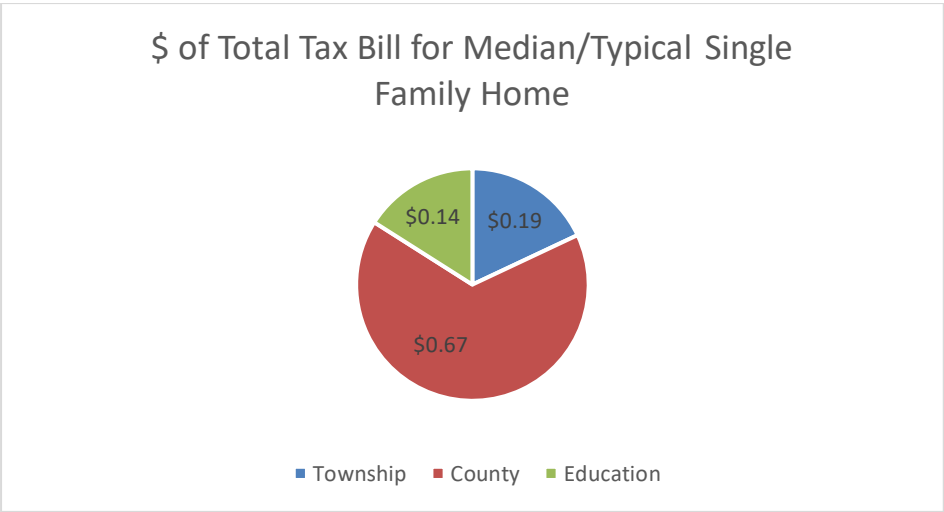
The 2025 returned assessment roll includes a reduction of approximately \$10.2K of Township taxes related to the new aggregate extraction property class announced by the Province. Unfortunately, this Provincial direction results in a Township tax increase of 0.18% and \$3 on the median/typical single family home.

The Township's 2025 new weighted assessment growth is approximately 1.67% or \$46.9M (ie. new construction and renovations). If there had not been any new assessment growth in the Township, the proposed 2025 budget would have resulted in a Township tax increase of 5.84% and \$74 and a blended tax increase of 3.71% and \$253 on the median/typical single family home.

Median/Typical Single Family Home

The following table shows that the proposed 2025 budget results in a Township tax increase of 4.10% and **\$52 (monthly increase of approximately \$4)** and a blended tax increase of 3.38% and \$231 on the median/typical single family home (2024 Assessment - \$661,000; 2025 Assessment - \$661,000).

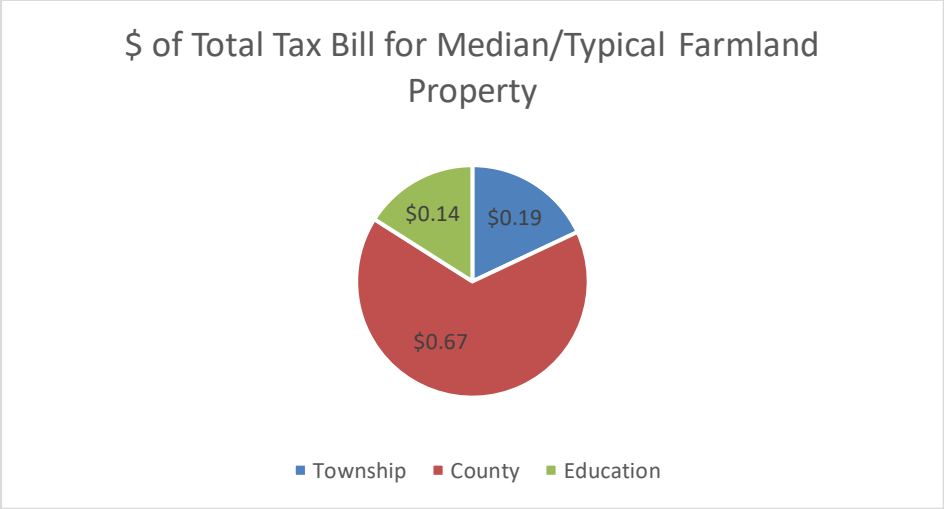
Description	\$ of Total Tax Bill	2024	2025	\$ Change from 2024	% Change from 2024
Median Assessment		\$661,000	\$661,000	\$0	0.00%
Yearly Township Taxes	\$0.19	\$1,264	\$1,316	\$52	4.10%
Yearly County Taxes	\$0.67	\$4,557	\$4,736	\$179	3.94%
Yearly Education Taxes	\$0.14	\$1,011	\$1,011	\$0	0.00%
Yearly Blended Taxes	\$1.00	\$6,832	\$7,063	\$231	3.38%
Yearly Township Taxes per \$100K Assessment		\$191	\$199	\$8	4.10%
Yearly Blended Taxes per \$100K Assessment		\$1,034	\$1,069	\$35	3.38%



Median/Typical Farmland Property

The following table shows that the proposed 2025 budget results in a Township tax increase of 4.10% and **\$14 (monthly increase of approximately \$1)** and a blended tax increase of 3.38% and \$63 on the median/typical farmland property (2024 Assessment - \$719,400; 2025 Assessment - \$719,400).

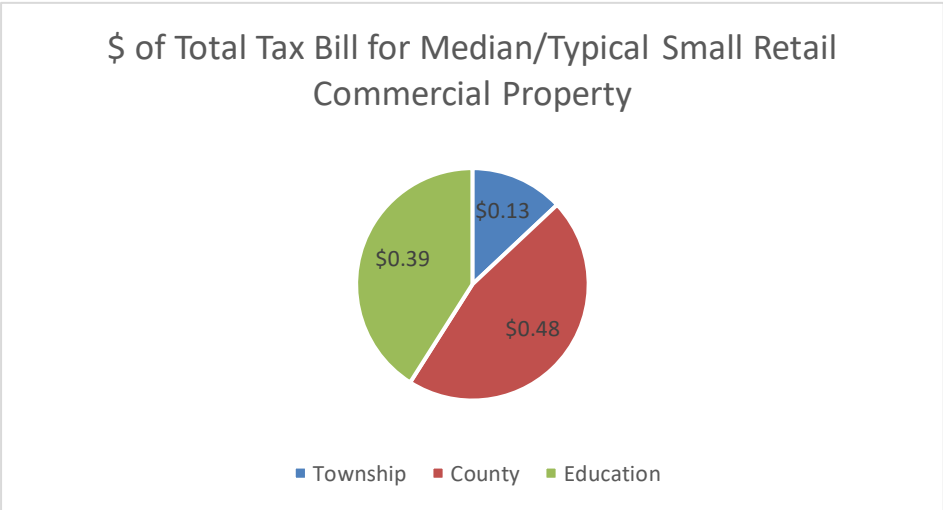
Description	\$ of Total Tax Bill	2024	2025	\$ Change from 2024	% Change from 2024
Median Assessment		\$719,400	\$719,400	\$0	0%
Yearly Township Taxes	\$0.19	\$344	\$358	\$14	4.10%
Yearly County Taxes	\$0.67	\$1,240	\$1,289	\$49	3.94%
Yearly Education Taxes	\$0.14	\$275	\$275	\$0.00	0.00%
Yearly Blended Taxes	\$1.00	\$1,859	\$1,922	\$63	3.38%
Yearly Township Taxes per \$100K Assessment		\$48	\$50	\$2	4.10%
Yearly Blended Taxes per \$100K Assessment		\$258	\$267	\$9	3.38%



Median/Typical Small Retail Commercial Property

The following table shows that the proposed 2025 budget results in a Township tax increase of 4.10% and **\$74 (monthly increase of approximately \$6)** and a blended tax increase of 2.38% and \$332 on the median/typical small retail commercial property (2024 Assessment - \$636,100; 2025 Assessment - \$636,100).

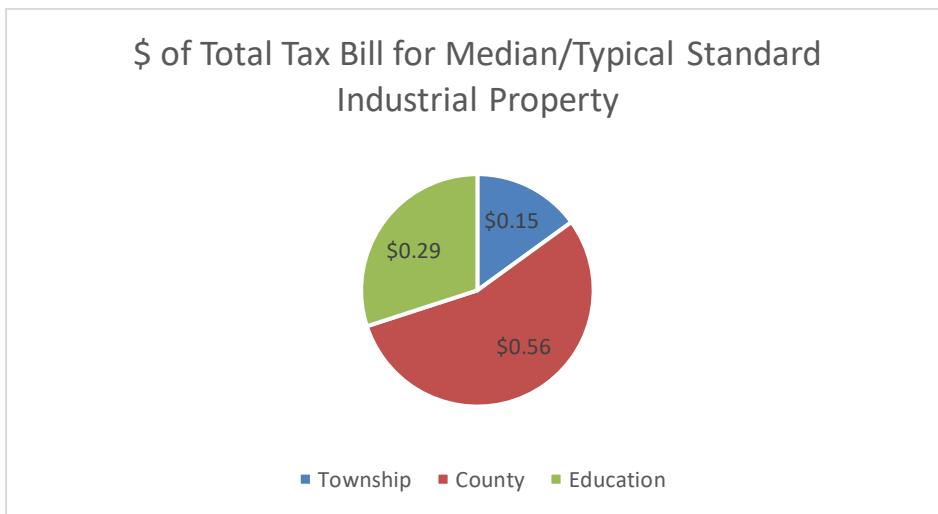
Description	\$ of Total Tax Bill	2024	2025	\$ Change from 2024	% Change from 2024
Median Assessment		\$636,100	\$636,100	\$0	0%
Yearly Township Taxes	\$0.13	\$1,814	\$1,888	\$74	4.10%
Yearly County Taxes	\$0.48	\$6,538	\$6,795	\$257	3.94%
Yearly Education Taxes	\$0.39	\$5,598	\$5,598	\$0.00	0.00%
Yearly Blended Taxes	\$1.00	\$13,949	\$14,281	\$332	2.38%
Yearly Township Taxes per \$100K Assessment		\$285	\$297	\$12	4.10%
Yearly Blended Taxes per \$100K Assessment		\$2,193	\$2,245	\$52	2.38%



Median/Typical Standard Industrial Property

The following table shows that the proposed 2025 budget results in a Township tax increase of 4.10% and **\$311 (monthly increase of approximately \$78)** and a blended tax increase of 2.80% and \$1,385 on the median/typical standard industrial property (2024 Assessment - \$1,649,000; 2025 Assessment - \$1,649,000).

Description	\$ of Total Tax Bill	2024	2025	\$ Change from 2024	% Change from 2024
Median Assessment		\$1,649,000	\$1,649,000	\$0	0%
Yearly Township Taxes	\$0.15	\$7,569	\$7,879	\$311	4.10%
Yearly County Taxes	\$0.56	\$27,281	\$28,355	\$1,074	3.94%
Yearly Education Taxes	\$0.29	\$14,511	\$14,511	\$0	0.00%
Yearly Blended Taxes	\$1.00	\$49,361	\$50,746	\$1,385	2.80%
Yearly Township Taxes per \$100K Assessment		\$459	\$478	\$19	4.10%
Yearly Blended Taxes per \$100K Assessment		\$2,993	\$3,077	\$84	2.80%



Applicable Legislation and Requirements

Municipal Act, 2001

Engagement Opportunities

The Township has incorporated a number of engagement opportunities associated with the 2025 budget process as outlined below:

- Advisory Committee Budget Input

- Social Media Posts and/or Advertisements at Facebook.ca/TownshipofPuslinch and Twitter.com/TwpPuslinchON and Instagram.com/TownshipofPuslinch
- Township Website Banner and Budget Page at puslinch.ca/government/budget/
- Community Engagement Survey at EngagePuslinch.ca open from December 13, 2024 to January 31, 2025 at 12:00 p.m.
- Puslinch Today Advertisement
- Wellington Advertiser Advertisement
- Public Information Meeting on January 22, 2025 at 7:00 p.m.
- Media releases related to EngagePuslinch.ca survey and final budget highlights.
- Community Newsletter regarding final budget highlights which will be sent with the final tax bill in August 2025.

Attachments

Schedule A - Engage Puslinch Community Engagement Survey Results

Schedule B – Grand River Conservation Authority (GRCA) – Freezing of Fees

Schedule C – Puslinch Historical Society Feedback - Killean School Bell Cairn

Respectfully submitted:	Contributors:	Reviewed by:
<p>Mary Hasan, Director of Finance/Treasurer</p>	<p>Mike Fowler, Director of Public Works, Parks, and Facilities</p> <p>Justine Brotherston, Interim Municipal Clerk</p> <p>Jamie MacNeil, Fire Chief</p> <p>Andrew Hartholt, Chief Building Official</p> <p>Michelle Cassar, Deputy Treasurer</p>	<p>Courtenay Hoytfox, Interim CAO</p>

2025 Proposed Budget

SURVEY RESPONSE REPORT

13 December 2024 - 31 January 2025

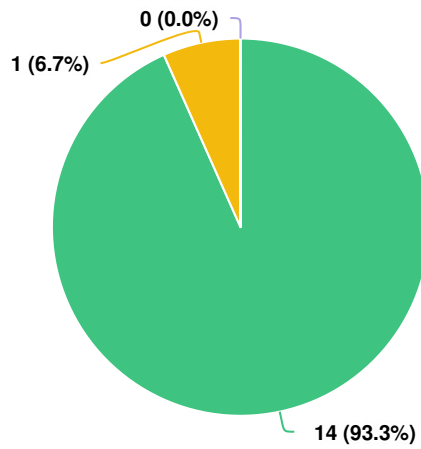
PROJECT NAME:

2025 Proposed Budget



SURVEY QUESTIONS

Q1 What percentage of my 2024 tax bill went towards Township of Puslinch services?



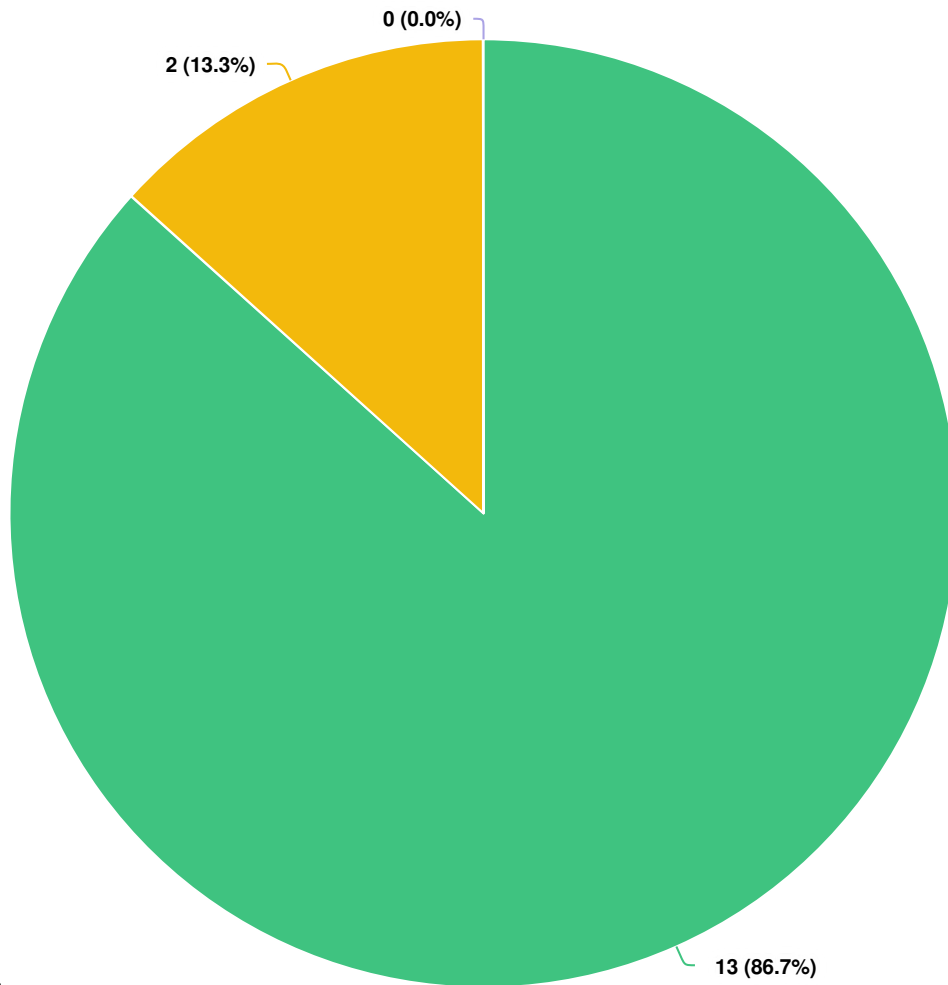
Question options

- 18%
- 15%
- 67%

Mandatory Question (15 response(s))
Question type: Dropdown Question

Question Options	Responses
18%	14
15%	1
67%	0

Q2 In 2024, a typical single family home paid \$6,357 in taxes. Of that \$6,357, how much was applied towards Township of Puslinch services?



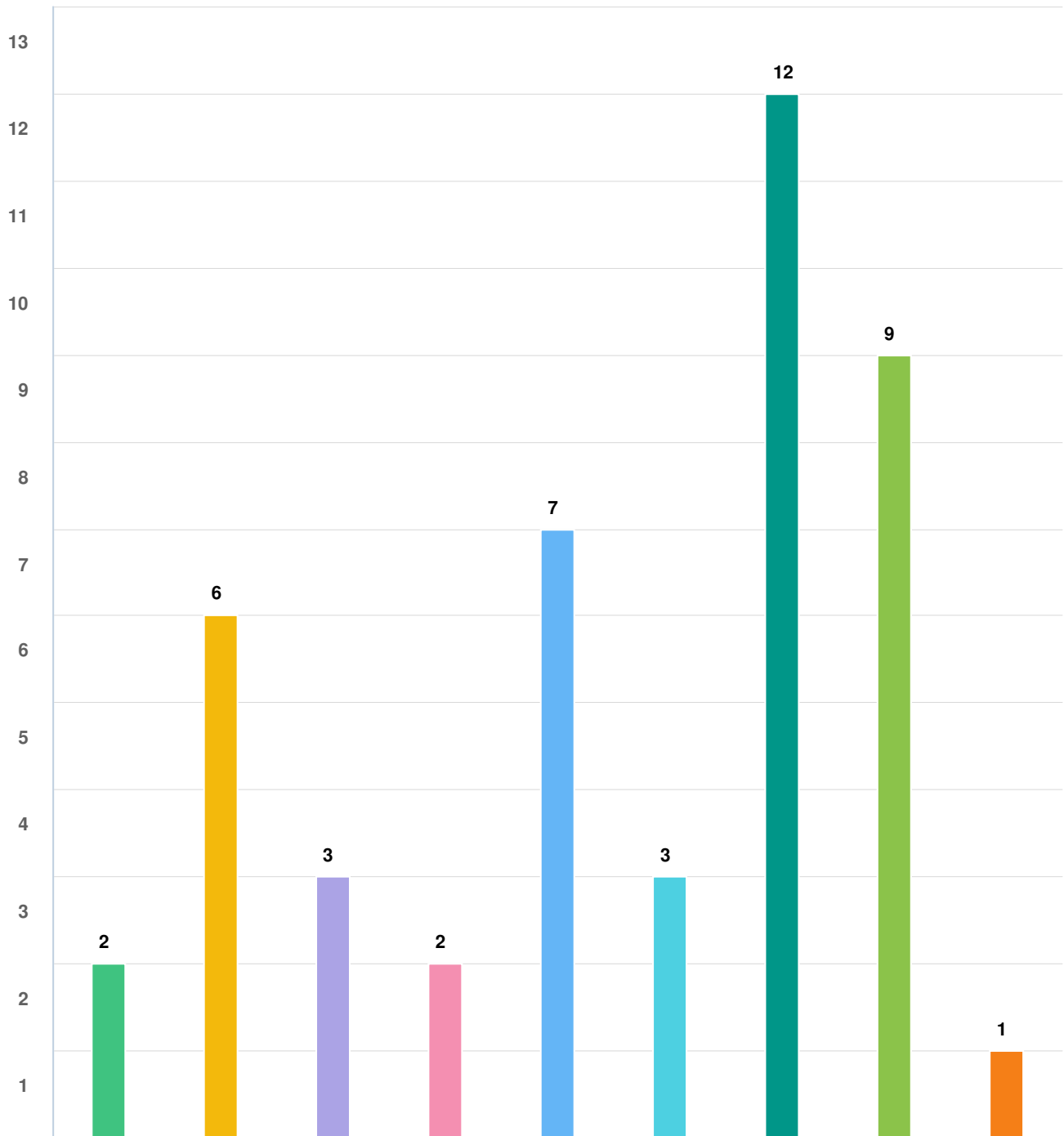
Question options

- \$1,176
- \$941
- \$4,239

Mandatory Question (15 response(s))
 Question type: Dropdown Question

Question Options	Responses
\$1,176	13
\$941	2
\$4,239	0

Q3 The Township strives to balance excellent service delivery while maintaining affordable tax rates. Which of the following Township services are most important to you? (select up to 5)



Question options

- Animal Licensing and Control (Dog Tags, Dogs at Large, etc.)
- Community Centres and Recreation Facilities
- Customer Service
- By-law Enforcement
- Parks
- Planning & Development
- Roads (including Winter Maintenance)
- Fire Services
- Trails

Optional question (13 response(s), 2 skipped)

Question type: Checkbox Question

Q3 The Township strives to balance excellent service delivery while maintaining affordable tax rates. Which of the following Township services are most important to you? (select up to 5)

Question Options	Responses
Animal Licensing and Control (Dog Tags etc)	2
Community Centres and Recreation Facilities	6
Customer Service	3
By-law Enforcement	2
Parks	7
Planning & Development	3
Roads (including Winter Maintenance)	12
Fire Services	9
Trails	1

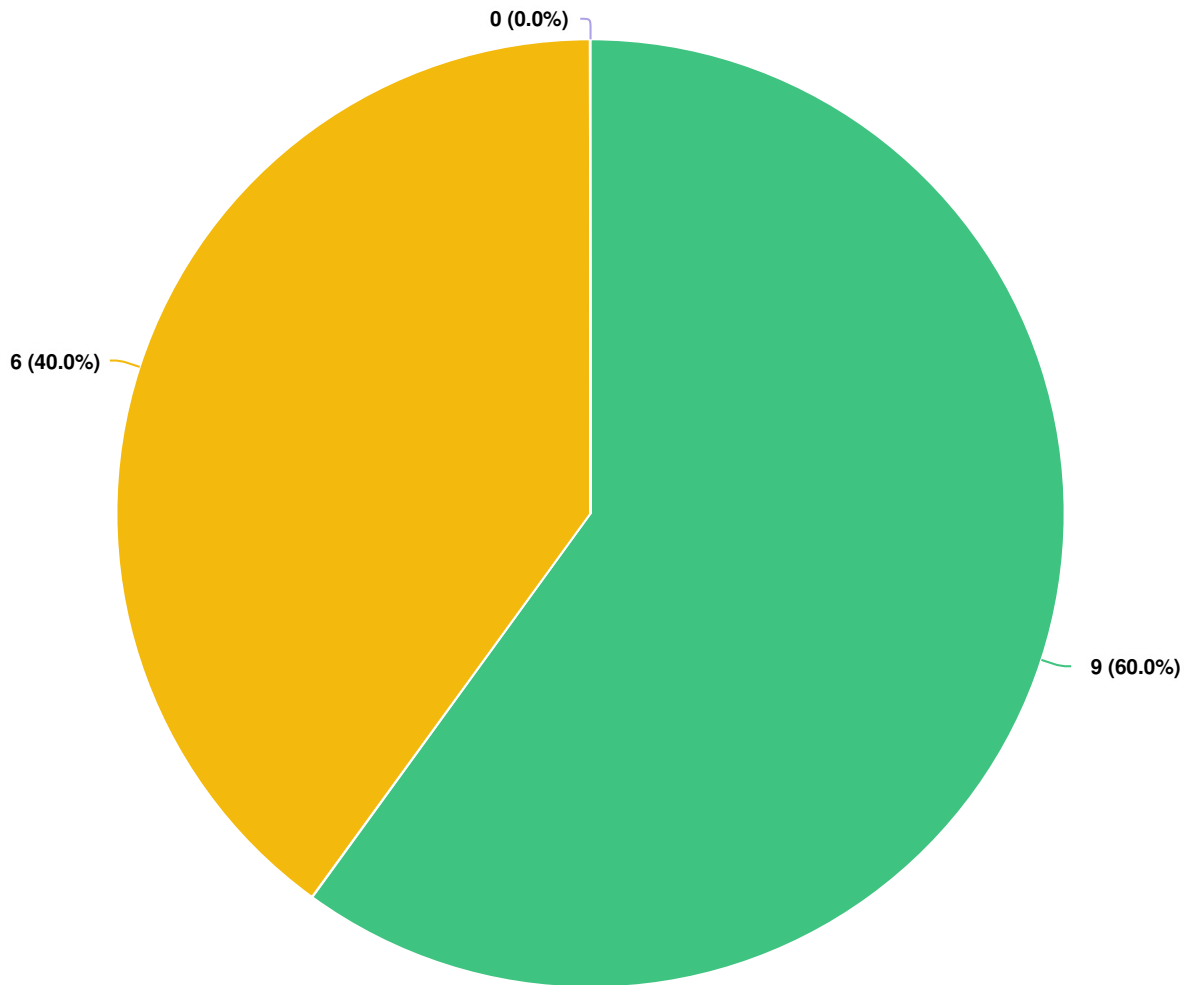
Q4 Which of these action items do you see as the highest overall priorities that you would like Council to consider for Puslinch? Rank in order of priority with 1 being the highest.

OPTIONS	AVG. RANK
Economic Development	3.67
Innovations and Partnerships	4.47
More Paved Roads	4.53
Access to Recreation Programming	4.73
Growth	5.60
Increased Service Levels - Public Works	5.80
Increased Service Levels - Fire	5.93
Additional Recreation Facilities	6.47
Increased Service Levels - Planning	6.47
Increased Service Levels - Building	7.33

Mandatory Question (15 response(s))

Question type: Ranking Question

Q5 | Do you feel that you understand how your tax dollars are used within the Township budget?



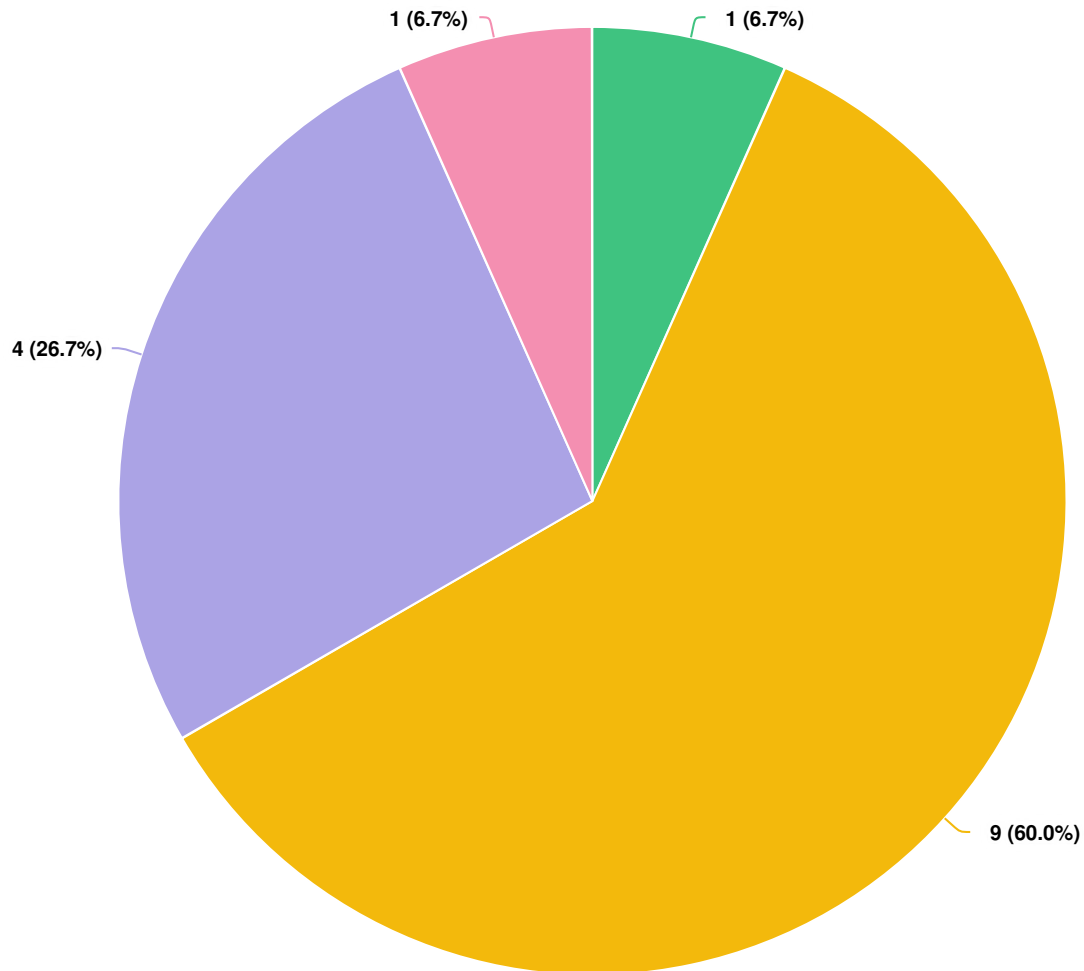
Question options

- Somewhat understand
- Good understanding
- Do not understand

*Mandatory Question (15 response(s))
Question type: Radio Button Question*

Question Options	Responses
Somewhat understand	9
Good understanding	6
Do not understand	0

Q6 Which of the following options would you prefer the Township implement in order to balance the increasing costs of delivering services to Township residents?



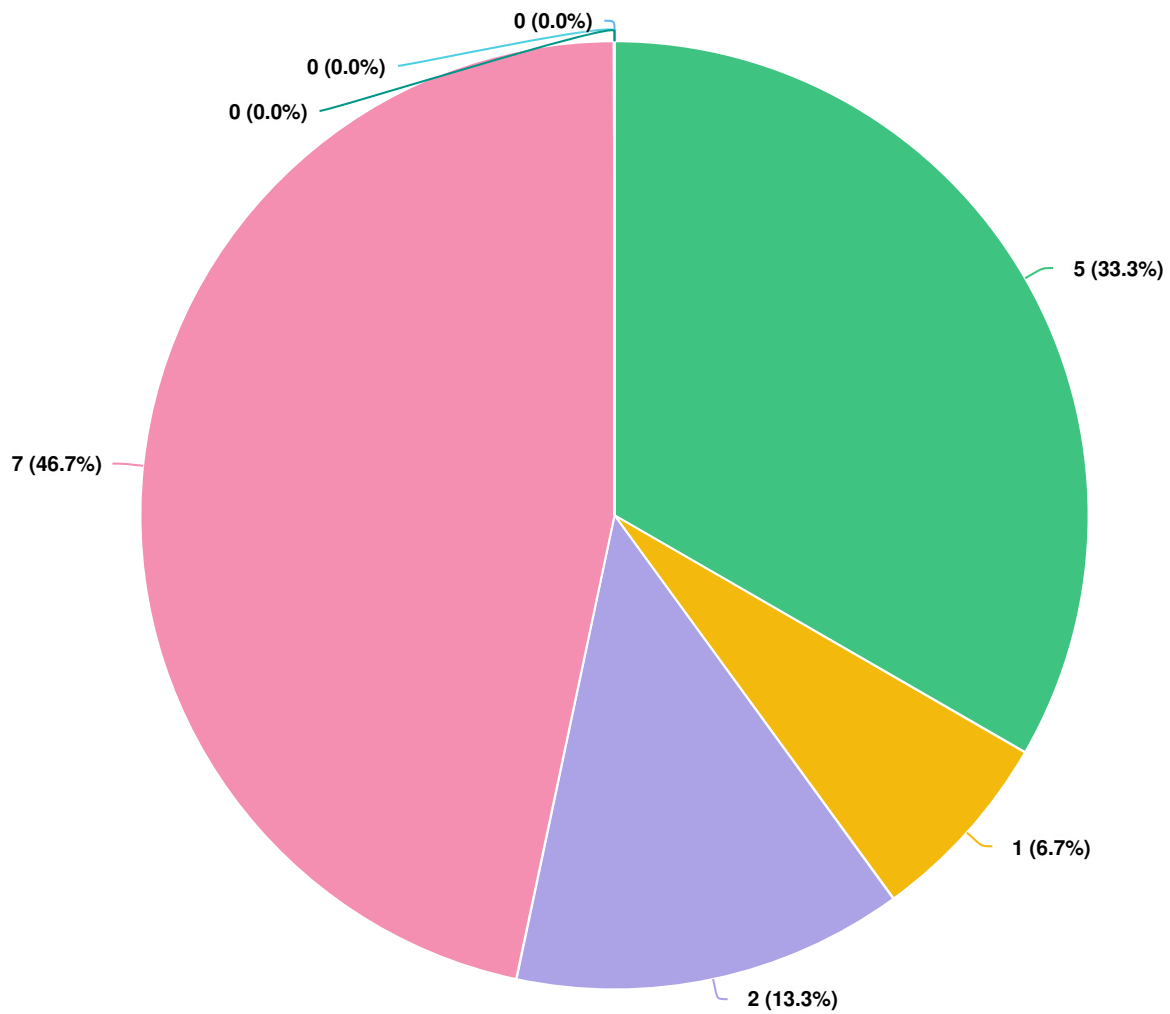
Question options

- Increase taxes a little above the rate of inflation to provide for enhanced service levels such as expanded recreation amenities, without the need to cut services elsewhere to offset.
- Increase taxes by the rate of inflation; if services are enhanced in one area, these should be offset by a reduction to services elsewhere.
- Reduce existing service levels to have a tax increase below the rate of inflation. ● Don't know

Mandatory Question (15 response(s))
 Question type: Radio Button Question

Question Options	Responses
Increase taxes a little above the rate of inflation to provide for enhanced service levels such as expanded recreation amenities, without the need to cut services elsewhere to offset	1
Increase taxes by the rate of inflation; if services are enhanced in one area, these should be offset by the reduction to services elsewhere	9
Reduce existing service levels to have a tax increase below the rate of inflation	4
Don't know	1

Q7 | What is your age?



Question options

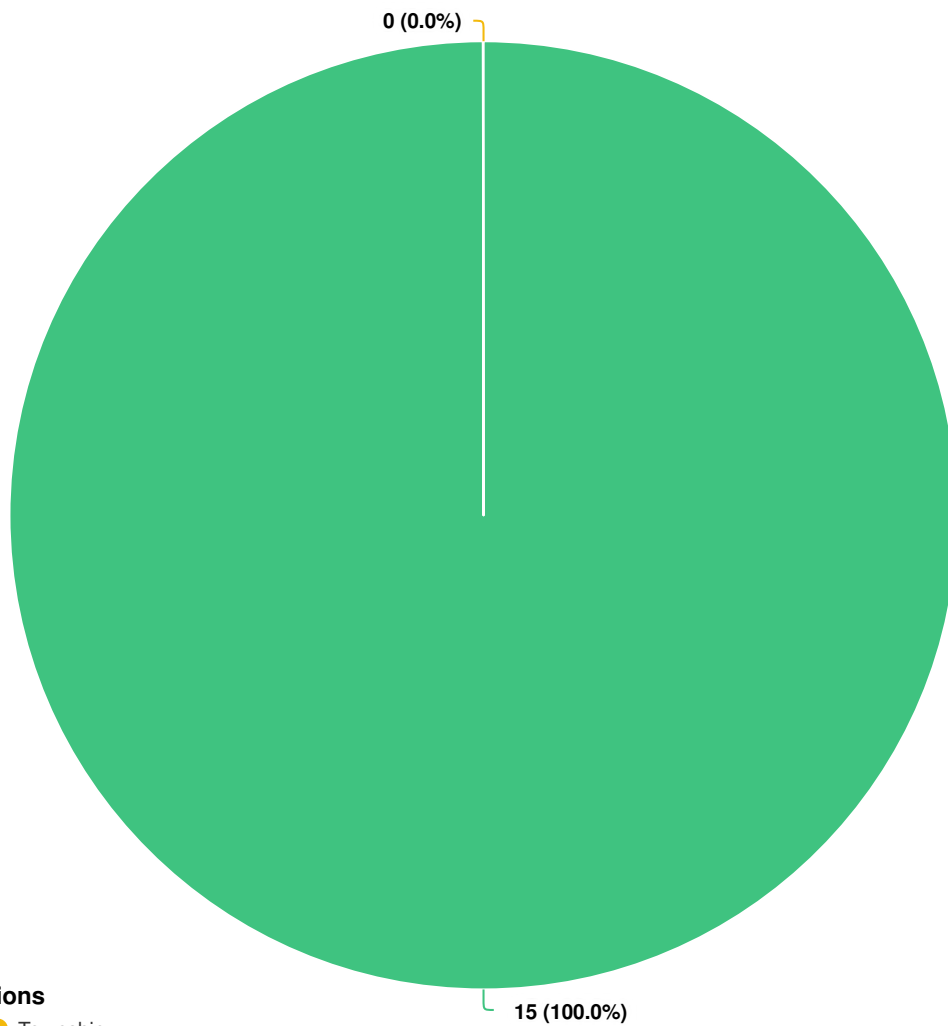
- 35-44
- 45-54
- 55-64
- 65+
- Under 18
- 18-24
- 25-34

Mandatory Question (15 response(s))

Question type: Radio Button Question

Question Options	Responses
Under 18	0
18-24	0
25-34	0
35-44	5
45-54	1
55-64	2
65+	7

Q8 Is garbage and recycling a Township or County service?



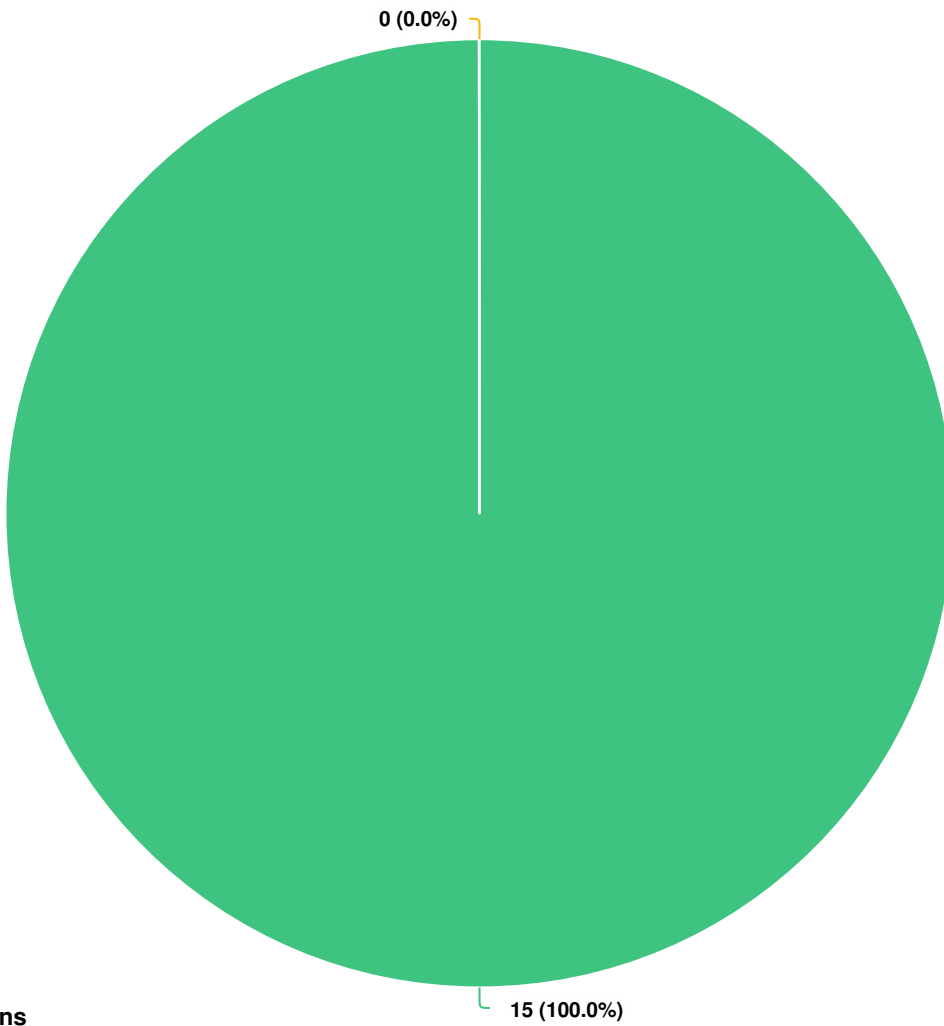
Question options

- County
- Township

Mandatory Question (15 response(s))
Question type: Dropdown Question

Question Options	Responses
County	15
Township	0

Q9 Are building permits a Township or County service?



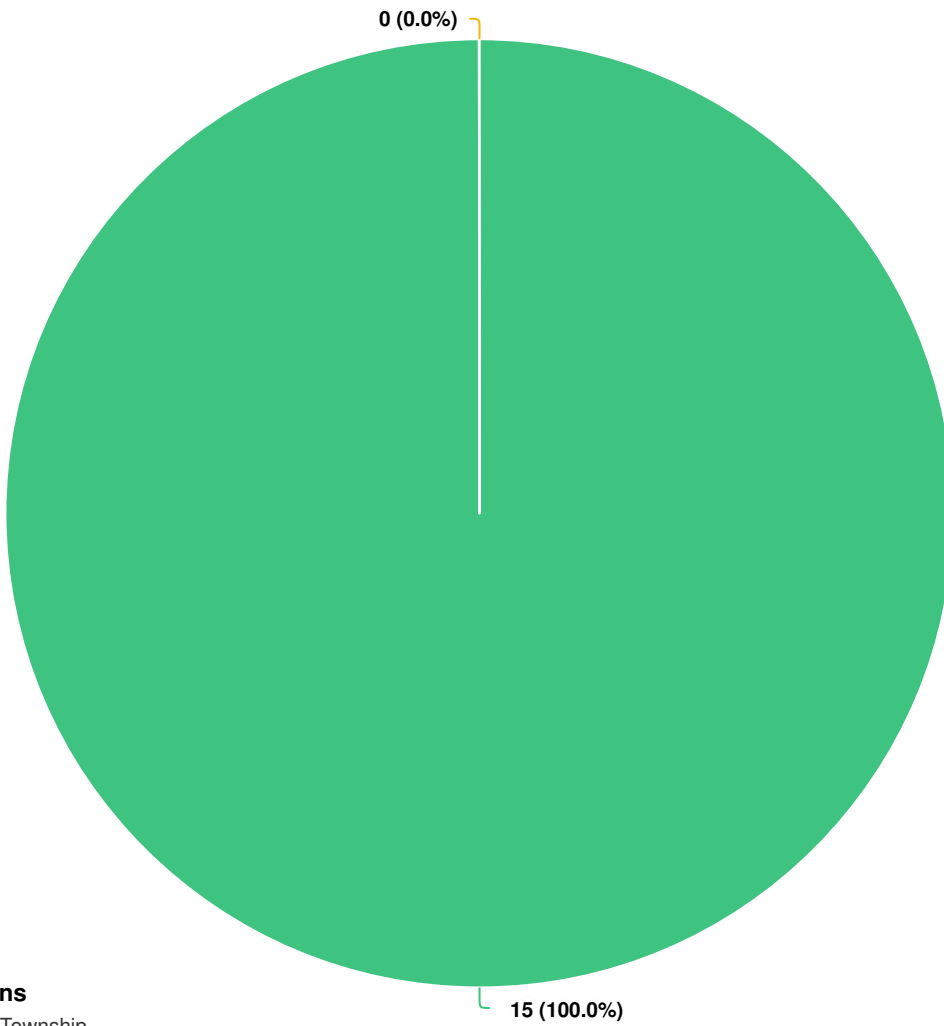
Question options

- Township
- County

Mandatory Question (15 response(s))
 Question type: Dropdown Question

Question Options	Responses
County	0
Township	15

Q10 | Are police services a Township or County service?



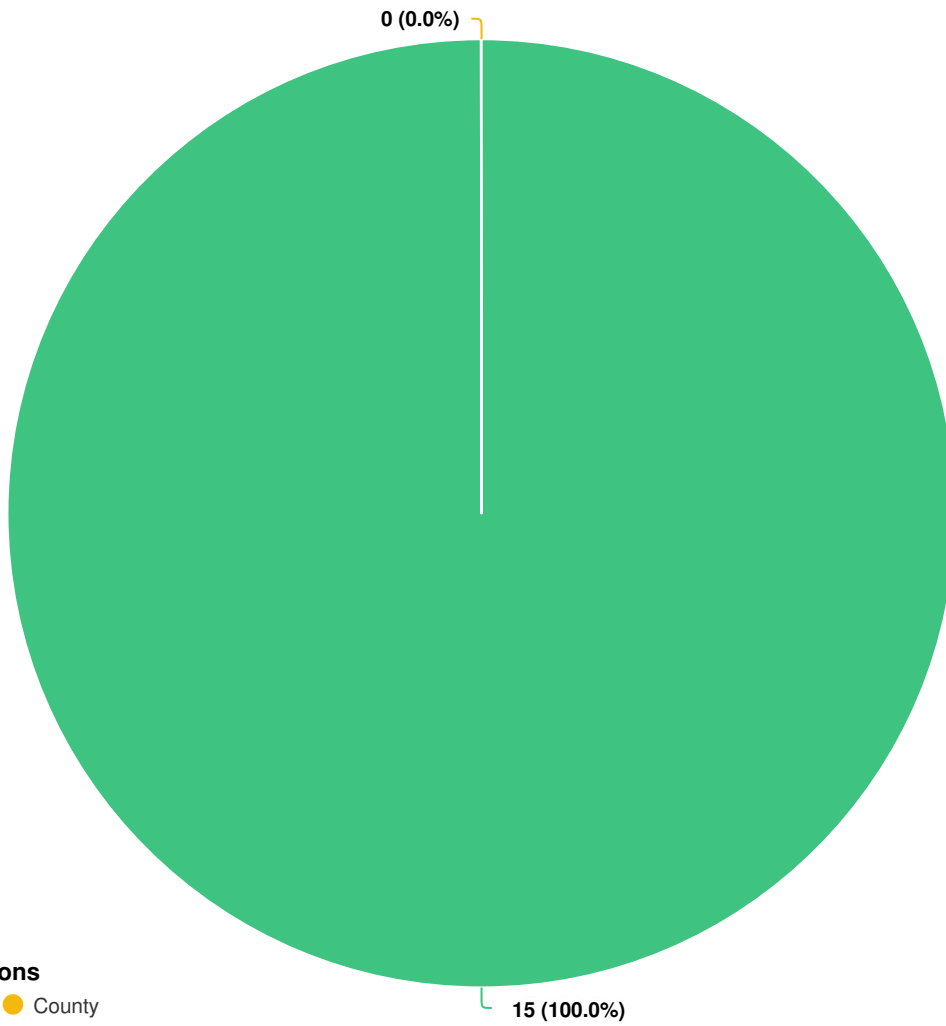
Question options

- County
- Township

Mandatory Question (15 response(s))
Question type: Dropdown Question

Question Options	Responses
County	15
Township	0

Q11 | Is the paving of Township roads a Township or County service?



Question options

- Township
- County

Mandatory Question (15 response(s))
 Question type: Dropdown Question

Question Options	Responses
County	0
Township	15

Q12 | Do you have any comments or feedback that you would like Council to consider on the proposed 2025 Budget?

Anonymous

12/14/2024 12:27 AM

You can make as many lists for awareness of dollars spent as you want however I feel we are constantly left off any priority lists for the county.

Anonymous

12/20/2024 11:48 PM

It's hard not to feel frustrated with the superficial nature of the public surveys conducted regarding the Township's proposed 2025 budget. While the idea of engaging residents sounds great on paper, these surveys seem more like an exercise in optics than a genuine effort to gather meaningful input. The questions are often so general or narrowly framed that they fail to address the real concerns of residents, like how these new fees and charges will impact affordability and accessibility, or how litigious the township has become spending frivolous amounts of tax payers' money on Bay St lawyers fighting against property owners. Worse yet, there's little to no evidence that the Township actually uses the feedback to adjust their plans. It feels like the decisions have already been made, and the survey is just a box-ticking exercise to say, "We consulted the public." This "consultation" process does little to instill confidence that the Township values or even listens to its residents. Instead, it reinforces the perception that they will proceed with their plans regardless of community feedback. When the focus seems more on justifying pre-determined decisions rather than adapting them based on legitimate concerns, it undermines trust and leaves residents feeling unheard. If the Township truly wants to foster transparency and collaboration, they need to take a hard look at how they engage with the public. Start by asking meaningful questions, showing clear evidence of how input shapes decisions, and being willing to revisit plans when the community voices concerns. Otherwise, these surveys remain little more than window dressing for decisions already made behind closed doors. Please do not increase service levels. The QUALITY of service is incredibly poor - gravel roads are horrendous even when graded, general inquiries at the office go unanswered because no one knows anything, permits are non-existent yet you still take residents' money .. ?!. No need to increase frequency or number staff within programs that are poorly executed to begin with. For the love of god, trim the fat: - NO 4%+ raises for staff, despite the mayor wanting to pat everyone on the back as a facade to claim the township has actually accomplished anything for the benefit of residents. -stop the knee jerk litigious reactions. The township is bleeding tax payers money into the hands of greedy lawyers. - No pins. People don't want this garbage, until they can actually feel a sense of pride for where they live. Right now, that's

impossible the way this pitiful place is run. - REDUCE ALL service levels, reduce headcount in the township office. - Prioritize better and do better. Ask yourself, what NEEDS to be done, instead of "how can I waste money today?!" - HIRE people from WITHIN the township. Staff DO NOT care about making the most of every dollar when they aren't the ones footing the bill to pay their own wages. - NO TRAVEL. Why are councillors attending in-person conferences? It's 2024. Find virtual options.

Anonymous

12/27/2024 03:23 PM

Why is this a bloody quiz lol Where is the section to comment on increase or decrease litigation fees? Can we fire some staff that are costing tax payers exorbitant amounts of money on legal fees making mountains out of mole hills, claiming bylaws are "flexible" but then not actually exercising that flexibility where it makes sense to do so? Please run a cost-benefit analysis on this. The selections and rankings above are a joke. Residents get piss poor quality of service, so just reduce everything. Stop taking a "we know best" and actually listen to some god damn feedback from the community.

Anonymous

1/04/2025 10:11 AM

Keep taxes down

Anonymous

1/04/2025 03:12 PM

Our taxes are already to high. Cut backs need to be made so our taxes are reasonable.

Anonymous

1/04/2025 07:20 PM

Thank you for doing this survey. I trust it will help some with understanding where their tax money goes. With careful planning I feel the staff is being careful with spending. Thank you for all the Hard work the staff does.

Anonymous

1/05/2025 02:37 PM

Stop increasing the budget yearly.

Anonymous

1/06/2025 06:32 PM

As a taxpayer, I can read a pie chart. I can also read dollars indicated to make up that percentage however what I don't understand is why certain envelopes of money which seem to be a very big amounts, such as roads, etc.. versus the 67% that goes to the county that I feel we should be keeping a portion of that. Why is it that the county continues to get that much of our tax dollars and yet I continue to see very little benefit such as a daycare here in Puslinch. There is a strong need for such a facility.

2025 Proposed Budget : Survey Report for 13 December 2024 to 31 January 2025

Anonymous

thank you for the public access & inputs to this process

1/08/2025 01:42 PM

Anonymous

Consider efficiencies to reduce overhead.

1/12/2025 06:57 PM

Optional question (10 response(s), 5 skipped)

Question type: Essay Question

Mary Hasan

From: Sonja Radoja <sradoja@grandriver.ca>
Sent: January 17, 2025 12:08 PM
To: Mary Hasan
Subject: RE: Budget Consultation Notification - GRCA Budget 2025 Draft 1

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Hi Mary,

The freezing of fees does not impact GRCA's overall budgeted apportionment (levy) for 2025, therefore does not impact any individual municipality.

A conservative estimate of Resource Planning revenue was incorporated into the 2025 budget, giving consideration to 2024 forecast actual results and trend analysis.

Sonja Radoja

Manager Corporate Services

From: Eowyn Spencer <espencer@grandriver.ca>
Sent: Wednesday, January 15, 2025 11:27 AM
To: Sonja Radoja <sradoja@grandriver.ca>; Karen Armstrong <karmstrong@grandriver.ca>
Cc: Kayleigh Keighan <kkeighan@grandriver.ca>
Subject: FW: Budget Consultation Notification - GRCA Budget 2025 Draft 1

Hi, Please see below. I've let her know I've forwarded to senior staff for response.

From: Mary Hasan <mhasan@puslinch.ca>
Sent: January 15, 2025 11:08 AM
To: Eowyn Spencer <espencer@grandriver.ca>
Subject: FW: Budget Consultation Notification - GRCA Budget 2025 Draft 1

Hi Eowyn,

Council received the attached correspondence from the Grand River Conservation Authority at their meeting held today. Can you please advise how the freezing of fees as noted in the attached document has impacted the Township's levy. For reference, the Township's levy has increased from \$134K to \$139K from 2024 to 2025.

Thanks,

Mary

From: Eowyn Spencer <espencer@grandriver.ca>
Sent: Monday, October 28, 2024 11:03 AM
To: Admin <admin@puslinch.ca>; Courtenay Hoytfox <choytfox@puslinch.ca>
Subject: Budget Consultation Notification - GRCA Budget 2025 Draft 1

Greetings Township of Puslinch

Please be advised that the General Membership of the Grand River Conservation Authority (GRCA) approved Budget 2025 Draft #1 for consultation purposes at their meeting on October 25, 2024. This consultation circulation is required under *Ontario Regulation 402/22: Budget and Apportionment*.

The attached letter provides further information about providing feedback, along with the attached report and draft 2025 budget which 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.

Kind regards,

Eowyn Spencer
Supervisor of Administrative Services
Grand River Conservation Authority
400 Clyde Road, PO Box 729
Cambridge, ON N1R 5W6
Office: 519-621-2763 ext. 2200
Toll-free: 1-866-900-4722

Mary Hasan

From: Marilyn Crow
 Sent: February 4, 2025 9:35 AM
 To: Laura Emery
 Cc: Cheryl McLean
 Subject: PHS response
 Attachments: sketch of bell tower.jpg

Follow Up Flag: Follow up
 Flag Status: Completed

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Good afternoon, Laura:

The members of the Puslinch Historical Society have come to a consensus on the design of the bell tower.

Cheryl has outlined a rough sketch that John Smith has been given to quote on. (attached here) We looked at two designs for the roof over the bell and decided a four-sided roof would be in keeping with the supports of the bell below it.

Specifics:

- Construction of a stone cairn 56" wide X 56" long X 37" high. It will be widest at the base and taper to the platform for the bell to 52"

The front and back faces will be flat (sort of for stone surface) and the side faces will slope out. (our thoughts was to give protection to the plaque on the front) The builder, John Smith, commented that the sloping and the 2 sides and flat on front and back would be attractive.

- The cairn will sit on a 64" wide X 64" long X 6" high cement base
- The cairn, bell base, will be built using natural field stone, Puslinch local, if possible
- The bell will sit on a 3-4" solid stone cap that is 56" wide X 56" long
- A wooden Belfry will be built around the bell, similar to the Badenoch and other schools. This belfry will address concerns of protection for the bell and will display the bell similar to that seen in pictures of the bell on the original school houses - often stone schools with wooden belfries. Builder to advise if posts should be wood, vinyl clad, metal or other. We suggest metal roof. sketch is 4" in 12" pitch.

Rough measurements of the Bell: width 23" x 18" height. With hardware 32" wide x 26" high.

Suggested wording for plaque:

Killean School bell represents the twelve School Sections of Puslinch.

S.S. #1 Arkell

S.S. #2 Brock Road

S.S. # 3 Downey

S.S. #4 Aberfoyle

S.S. #5 Third Concession

S.S. #6 Crieff

S.S. #7 Killean

S.S. #8 Morriston

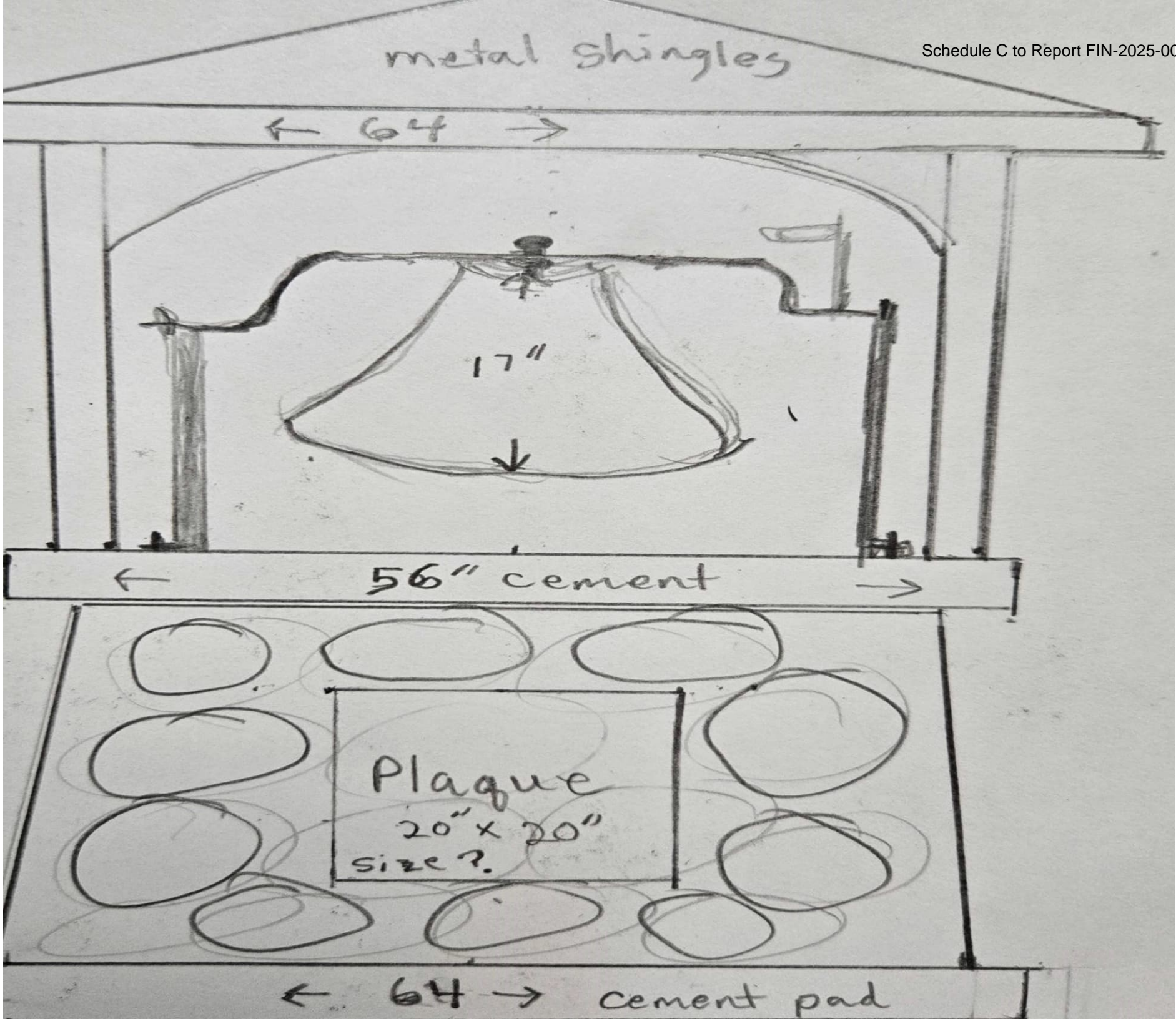
S.S. #9 Badenoch

S.S. # 10 Corwhin

S.S. #11 Puslinch Lake

S.S. #12 Glen Christie

The Historical Society supports the above design. Please let me know if you have any further questions or would like a representative from the PHS to be in attendance at the council meeting. Lynn Crow, PHS





REPORT FIN-2025-009

TO: Mayor and Members of Council

PREPARED BY: Mary Hasan, Director of Finance/Treasurer

PRESENTED BY: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: February 20, 2025

SUBJECT: Community Improvement Plan - Execution of Financial Assistance Agreement with 16596932 CANADA INC. o/a OLD COYOTE AND CO. and Nadya Bismillah-Lang and Gustav Karoly Lang
File No. L04FOL and D18FOL

RECOMMENDATIONS

That Report FIN-2025-009 entitled Community Improvement Plan – Execution of Financial Assistance Agreement with 16596932 CANADA INC. o/a OLD COYOTE AND CO. and Nadya Bismillah-Lang and Gustav Karoly Lang be received; and

That Council gives 3 readings to By-law No. 2025-030 being a By-law authorizing the entering into a Financial Assistance Agreement with 16596932 CANADA INC. o/a OLD COYOTE AND CO. and Nadya Bismillah-Lang and Gustav Karoly Lang under the Township of Puslinch's Community Improvement Plan.

Purpose

The purpose of this report is to recommend that Council enact a By-law authorizing the entering into a Financial Assistance Agreement with 16596932 CANADA INC. o/a OLD COYOTE AND CO. and Nadya Bismillah-Lang and Gustav Karoly Lang under the Township of Puslinch's Community Improvement Plan (CIP).

Background

The Township's Our Corridor CIP was passed by Council on March 16, 2016 through By-law No. 021/16.

The lands and buildings subject to a financial incentive application must be located in the 'Our Corridor' Community Improvement Project Area, as designated by By-law No. 020/16 passed by Council on March 16, 2016.

On June 19, 2019 the Township passed By-law No. 040-2019 to adopt Amendment No. 1 to the Township's CIP with provisions from the County of Wellington (County) Invest Well Community Improvement Programme. These provisions outline how the County will participate financially through grants in local community improvement initiatives within the defined Community Improvement Project area.

In accordance with the Township's CIP, the Township may provide funding for any of the following incentive programs during the term of the CIP, subject to the availability of Township resources:

- Planning and Building Fees Grant;
- Façade, Signage, and Landscape Improvement Grant;
- Building Improvement Grant;
- Building Conversion and Expansion Grant;
- Motor Vehicle and Bicycle Parking Grant; and
- Tax Increment Equivalent Grant Program.

In accordance with the Township's CIP, all projects must contribute to achieving one or more Goals for "Our Corridor":

- Promote beautification and restoration of public and private property.
- Celebrate and restore local built and cultural heritage.
- Attract new business development.
- Support and promote existing businesses.
- Encourage active transportation and enhance recreational opportunities.
- Provide attractive streetscapes, including parking, gateway signage, tree plantings and lighting.
- Provide safe pedestrian and cycling connections between Morriston and Aberfoyle.

In accordance with the Township's CIP, the following eligibility criteria must also be met:

- Unless otherwise specified, only properties that are used for commercial, industrial, and mixed-uses will be eligible (i.e., single detached dwellings and other residential uses will not be eligible). A property that is proposed to be rezoned for eligible uses will also be eligible.
- All proposed projects must result in some level of improvement or rehabilitation over the existing conditions and will not simply represent a life cycle replacement.

- A property may be eligible for multiple grants during the term of the CIP; however, the total combined value of grants approved in any given year shall not exceed \$5,000 per property or the total value of eligible costs, whichever is less.
- The total of all grants, loans and tax assistance made in respect of the eligible lands and/or buildings may not exceed the eligible costs of the CIP with respect to those lands and/or buildings.
- Financial incentives will not be applied retroactively to works started prior to approval of applications.
- The property owner must have no outstanding property tax arrears or any other outstanding Township/County accounts receivable on the subject property at the time of application and for the duration of the grant program.
- The proposed works must conform with all Township, County and Provincial policies, standards, and procedures, including the Official Plan, Zoning By-law, and heritage matters, in addition to being subject to a review and the issuance of necessary planning and development approvals and building permits pursuant to the Ontario Building Code.
- The proposed exterior design of buildings, including signage, must be consistent with any applicable Urban Design Guidelines.

Process and Eligibility Criteria

- The Township received a CIP Financial Incentive Application from 16596932 CANADA INC. o/a OLD COYOTE AND CO. at 38 Queen Street under the Façade, Signage and Landscape Improvement Grant. The owners of 38 Queen Street, Nadya Bismillah-Lang and Gustav Karoly Lang have provided authorization for the CIP Financial Incentive Application.
- The CIP Implementation Committee consisting of the Interim Municipal Clerk, Development and Legislative Coordinator, Communications and Committee Coordinator, Chief Building Official, Interim Deputy Clerk and the Director of Finance/Treasurer reviewed the financial incentive program application forms to the eligibility criteria in the Township's CIP.
- In accordance with the Township's CIP, the Chief Administrative Officer (CAO) provides final approval of financial incentives under the CIP based on the recommendation from the CIP Implementation Committee.
- Based on the CIP Implementation Committee's review and evaluation of the financial incentive application and supporting materials, the recommendation to the CAO was that the financial incentive application be approved and that a financial incentive of \$4,500 (or the total value of eligible costs related to the project, whichever is less) from the Township be provided under the Façade, Signage and Landscape Improvement Grant as the application meets the eligibility requirements in the Township's CIP including the following:
 - Where a proposed project involves the restoration of façades to original materials, and use of original materials or restoration of architectural detailing, the maximum value of a grant may increase to \$4,500 (or the total value of

eligible costs related to the project, whichever is less). In order to be eligible for this increase, applicants may be required to submit historical documentation on the subject property in support of the grant application.

- The County's Economic Development division has provided conditional approval of the application for an estimated amount of up to \$7,500 or 50% of total eligible project costs under the County's Invest WELL Programmes, subject to the local Township Council approval of the Township CIP application. The final County approval including the amount is subject to change upon formal approval at the Township level.
 - The project was conditionally approved as it contributes to the following Invest WELL priorities:
 - Priority #1: Use Land Strategically
 - Priority # 3: Diversify the Economy
 - Priority #5: Promote Tourism
 - Priority #6: Incorporate Sustainability
- In accordance with the Township's CIP, the final step is to execute a Financial Assistance Agreement for the approved financial incentive to be passed by Council.

Other Considerations

- 38 Queen Street is not noted on the heritage register and there is no heritage designation associated with this property and therefore there are no heritage implications associated with this CIP application.
- From a building perspective, the window work does not require a building permit based on the information provided by the applicant in Schedule A to this Report.
- The applicant is working with the building department for the sign/building permit requirements based on the Township's sign by-law.
- Section B5.2 of the Urban Design Guidelines outlines the following regarding wall signage in Aberfoyle and Morriston:
 - *Blend wall or fascia signage with the architectural elements of the building. Externally lit or non-illuminated signage is strongly preferred.*
 - The Township's sign by-law does permit illuminated signs with restrictions. A variance to the sign by-law may be required.

Financial Implications

It is recommended that a financial incentive of \$4,500 from the Township be provided under the Façade, Signage and Landscape Improvement Grant. The amount budgeted for CIP grants in the Township's 2025 operating budget in the Planning Cost Centre is \$5,000.

The County will disburse its approved funds to the Township after the applicant has completed the Community Improvement Works in accordance with the Financial Assistance Agreement. The Township then redistributes these funds to the applicant.

Applicable Legislation and Requirements

Section 28 of the Planning Act, 1990

Engagement Opportunities

Information regarding the Township’s CIP is posted on the Township’s website at Puslinch.ca/CommunityImprovementPlan and the Puslinch Community Guide.

Information regarding the County’s Community Improvement Funding is posted on the County’s website at <https://www.wellington.ca/cip>.

The County and the Township’s CIP financial incentives are also posted via Social Media Posts and/or Advertisements at Facebook.ca/TownshipofPuslinch and Twitter.com/TwpPuslinchON and in the Community Newsletter sent with the interim and/or final tax bill.

Attachments

Schedule A: Township of Puslinch Financial Incentive Application

Respectfully submitted:	Contributors:	Reviewed by:
<p>Mary Hasan, Director of Finance/Treasurer</p>	<p>Laura Emery, Communications and Committee Coordinator</p> <p>Lynne Banks, Development and Legislative Coordinator</p> <p>Sarah Huether, Interim Deputy Clerk</p> <p>Justine Brotherston, Interim Municipal Clerk</p> <p>Andrew Hartholt, Chief Building Official</p>	<p>Courtenay Hoytfox, Interim CAO</p>

From: [Township of Puslinch](#)
To: [Mary Hasan](#)
Subject: New Entry: Facade, Signage, and Landscape Improvement Grant App
Date: Friday, December 20, 2024 2:35:38 PM

Warning! This message was sent from outside your organization and we were unable to verify the sender.

[Block sender](#) | [Report](#)

The Township of Puslinch will be promoting the Planning and Building Permit Fee Grant to other businesses. Successful applicants will be expected to participate in news releases, brochures and other promotional material. Do you agree to participate?

Yes

Property assessment roll number: 2301-000 -
005 11300 0000

Name of Applicant
Nathan Shields

Is applicant a numbered company?
No

Address
38 queen st

Municipality
morrison

Postal Code
N0B2C0

Phone



E-Mail address:

folklore@folklorebarber.com

Name of Agent

N/A

Address

N/A

Municipality

N/A

Postal Code

N/A

Phone

N/A

E-Mail address

folklore@folklorebarber.com

Name of Owner(s)

Gustav Lang, Nadya Bismillah Lang

Address

38 queen st

Municipality

Morrison

Postal Code

N0B2C0

Phone

[REDACTED]

E-Mail address

[REDACTED]

Please specify to whom all communications should be sent.

Applicant

Are your property taxes paid up to date?

Yes

Municipal Address:

38 queen st Morriston Ontario

Are there any easements or restrictive covenants affecting the subject lands?

Yes

Describe the easement or covenant and its effect:

-encroachment agreement. Puslinch township file # L04LAN

-township of puslinch is carried as additional insured with respect to the encroachment agreement.

Are there any other sources of funding being applied for (Provincial, Federal or Municipal)?

No

Please explain what you propose to do on the subject lands/premises, and how the proposed improvements

comply with any applicable Urban Design Guidelines?

-Signage and reader board for business
-much needed window, trim and face of business repairs/upgrade due to excessive highway traffic.

Cost of Proposed Improvements

Approx \$30,000

Upload contractor estimate 1 of 2

[Folklore-Store-Front.PDF](#)

Upload contractor estimate 2 of 2

[Folklore-sign-.pdf](#)

Present zoning

Commercial/residential

If known, enter the date existing buildings or structures were constructed on the subject lands:

approx 1860

Is any existing building designated under the Ontario Heritage Act?

No

Date the subject property was acquired by the current owner

08/30/1989

Present use of the subject property

Barbershop/Cafe

If known, the length of time the existing uses have continued on the subject property

7 years

Proposed use of the subject property, if different from current use

N/A

Is there a time limit that affects the processing of this application?

Yes

Please describe the time limit(s):

Need signage ASAP as to draw people into the business. People passing by do not know our business is here.

Is there any other information that you think may be useful in the review of this application?

Yes

Please provide that information here, or upload a separate page

I have another estimate for a painter that I was not able to upload in the estimate section Approx \$2,300

Upload a separate page with any other information that you think may be useful in the review of this application.

[Folklore-paint-.pdf](#)

Permission is hereby granted to Township of Puslinch staff to enter the premises subject to this application for the purposes of making inspections associated with this application, during normal and reasonable working hours.



Date Signed

12/20/2024

For the purposes of the Municipal Freedom of Information and Protection of Privacy Act, I authorize and consent to the use by or the disclosure to any person or public body any information that is collected for the purposes of processing this application.

[REDACTED]

Date Signed

12/20/2024

Number of Registered Owners

2

I/We am/are the registered owner(s) of the lands that is the subject of this application.

Yes

Name of First Registered Owner

Gustav Lang

I authorize the applicant to make this application on my behalf and to provide any of my personal information necessary for the processing of this application.

[REDACTED]

Date Signed (First Registered Owner)

12/20/2024

Name of Second Registered Owner

Nadya Bismillah Lang

I authorize the applicant to make this application on my behalf and to provide any of my personal information necessary for the processing of this application.

[REDACTED]

Date Signed (Second Registered Owner)

12/20/2024

Sent from [Township of Puslinch](#)

Straus Design

87 Webster Street, Unit 2
 New Hamburg ON N3A 1W8
 +1 5192672470
 adam@strausdesign.com
 Business Number 778987727RT0001



Estimate

ADDRESS
 Nate Shields
 The Folklore Barber and Company

ESTIMATE 1403
 DATE 20/12/2024

ACTIVITY	QTY	RATE	AMOUNT
Design and File Setup	5	80.00	400.00
Custom Sign - double sided - dimensional HDU letters and border - approximately 6' X 4' - painted finish	1	5,400.00	5,400.00
Reader Board - illuminated light box - changeable letters with track - 8.5w'x5'h	1	2,850.00	2,850.00
Custom Sign - dimensional letters - copy 'Folklore Barber and Company' - 3/8" pin mounted acrylic - painted finish	1	850.00	850.00
Installation	1	1,150.00	1,150.00

SUBTOTAL	10,650.00
HST (ON) @ 13%	1,384.50
TOTAL	\$12,034.50

TAX SUMMARY

	RATE	TAX	NET
HST (ON) @ 13%		1,384.50	10,650.00

Accepted By

Accepted Date

INVOICE

Javan Wellum

Blue Spruce Painting Company

BILL TO

Nate
Folklore Barber & Company
38 Queen St. Morriston, ON

INVOICE #

125

INVOICE DATE

16/12/2024

DESCRIPTION	AMOUNT
Trim and wood siding, window frames, and front door cleaned sanded, primed and painted to customer satisfaction	2,300.00
prep 2 days painting 2-3 days \$400/day for 9-10 hours of work	
materials included except paint/primer & caulking/sealant: approx \$300	
TOTAL	\$ 2,300.00

Thank you

TERMS & CONDITIONS

Payment is due upon completion of set task(s), unless an alternative payment schedule is agreed upon.



REPORT FIN-2025-010

TO: Mayor and Members of Council

PREPARED BY: Mary Hasan, Director of Finance/Treasurer
Daniel Hernandez, Asset Management and Capital Co-op Student

PRESENTED BY: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: February 20, 2025

SUBJECT: Community Emergency Preparedness Grant – Execution of Agreement
File No. L04 TRE

RECOMMENDATIONS

That Report FIN-2025-010 entitled Community Emergency Preparedness Grant – Execution of Agreement be received; and

That Council give 3 readings to By-law No. 2025-031 being a By-law authorizing the entering into an Agreement with the Treasury Board for the Community Emergency Preparedness Grant.

Purpose

The purpose of this report is to recommend that Council enact a By-law authorizing entering into an Agreement with the Treasury Board for the Community Emergency Preparedness Grant.

Background

In October 2024, the Township applied for the Community Emergency Preparedness Grant to replace the Puslinch Community Centre generator. The Township was successful in its application and now requires Council authorization to enter into an Agreement with the Treasury Board to proceed with the grant funding.

The Community Emergency Preparedness Grant program was announced in the Ontario government's 2023 Budget and is designed to support emergency preparedness and response

in Ontario. The grant will support Ontario's goal to help ensure Ontarians are safe, practiced and prepared before, during and after emergencies at the local level.

The grant is eligible for funding under the following categories:

1. Equipment
2. Supplies
3. Training
4. Services

The Province has requested the Township to sign the Agreement promptly in order for the funds to be distributed. The effective date of the Agreement is March 3, 2025 and the expiration date is November 28, 2025. All project costs must be spent by the Township by August 29, 2025. The communications requirements with the Community Emergency Preparedness Grant are outlined in Section A8.0 with additional provisions in Schedule B of the Agreement attached as Schedule A to this report.

Financial Implications

The Township has been approved for grant funding of \$50,000 in accordance with the project description and project costs eligible for funding as outlined in Schedule C of this Agreement. This project has been incorporated into the 2025 Capital Budget as presented to Council on October 23, 2024.

Applicable Legislation and Requirements

Municipal Act, 2001

Engagement Opportunities

There are no engagement implications associated with entering into the Community Emergency Preparedness Grant Agreement with the Province.

ATTACHMENTS

Schedule A – Community Emergency Preparedness Grant Agreement

Respectfully submitted:	Contributors:	Reviewed by:
Daniel Hernandez, Asset Management and Capital Co-op Student	Mike Fowler, Director of Public Works, Parks and Facilities	Mary Hasan, Director of Finance/Treasurer



REPORT ADM-2025-004

TO: Mayor and Members of Council

PREPARED BY: Sarah Huether, Interim Deputy Clerk

PRESENTED BY: Sarah Huether, Interim Deputy Clerk

MEETING DATE: February 20, 2025

SUBJECT: 2024 Annual Water Report – Drinking Water System Number 260021034

RECOMMENDATION

That Report ADM-2025-004 regarding the 2024 Annual Water Report – Drinking Water System Number 260021034 be received; and

That the 2024 Annual Water Report be submitted to the Ministry and the applicable agencies as outlined in Report ADM-2025-004.

Background

The Township completes, in accordance with Ontario Regulation 170/03, an annual report for Drinking Water System Number 260021034. A copy of 2024 Annual Report is attached as Schedule A.

Notification and Posting

The Annual Drinking Water System Report is submitted to:

Ministry of Environment, Conservation and Parks
Ontario Government Building
1 Stone Road West, 4th Floor
Guelph ON, N1G 4Y2
Fax: 519-826-4286
Email: Ivanna.Okroukh@ontario.ca

Ministry of Environment, Conservation and Parks
Suite 200
6733 Mississauga Road
Mississauga ON, L5N 6J5
Email: tina.patel@ontario.ca
colleen.watts@ontario.ca

Wellington Dufferin Guelph Public Health
160 Chancellors Way
Guelph ON, N1G 0E1
Fax: 519-836-7215
phi.intake@wdgpublichealth.ca

Whistle Stop Co-operative Pre-School Inc.
Attention: Sandra Gunson
23 Brock Road South
Puslinch ON, NOB 2J0
whistlestopteacher@gmail.com

The Annual Drinking Water System Report is posted on the:

- Township's website
- Township Office Bulletin Board
- Puslinch Community Centre Bulletin Board and Black Binder
- Library Bulletin Board

Financial Implications

None

Applicable Legislation and Requirements

Ontario Regulation 170/03 – Ontario Water Resources Act

Engagement Opportunities

None

Attachments

Schedule "A" 2023 Drinking Water System Number 260021034 Annual Report

Respectfully submitted,

Sarah Huether
Interim Deputy Clerk

Reviewed by:

Justine Brotherston
Interim Municipal Clerk



OPTIONAL ANNUAL REPORT TEMPLATE

Drinking-Water System Number:	260021034
Drinking-Water System Name:	Puslinch Community Centre
Drinking-Water System Owner:	Township of Puslinch
Drinking-Water System Category:	SMNR – Small Municipal Non-Residential
Period being reported:	January 1, 2024 to December 31, 2024

<p><u>Complete if your Category is Large Municipal Residential or Small Municipal Residential</u></p> <p>Does your Drinking-Water System serve more than 10,000 people? Yes [] No []</p> <p>Is your annual report available to the public at no charge on a web site on the Internet? Yes [] No []</p> <p>Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	<p><u>Complete for all other Categories.</u></p> <p>Number of Designated Facilities served: <div style="border: 1px solid black; display: inline-block; padding: 2px 10px;">1</div></p> <p>Did you provide a copy of your annual report to all Designated Facilities you serve? Yes [X] No []</p> <p>Number of Interested Authorities you report to: <div style="border: 1px solid black; display: inline-block; padding: 2px 10px;">3</div></p> <p>(Puslinch Community Centre, Library and Whistlestop Preschool)</p> <p>Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility? Yes [X] No []</p>
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Note: For the following tables below, additional rows or columns may be added or an appendix may be attached to the report

List all Drinking-Water Systems (if any), which receive all of their drinking water from your system:

Drinking Water System Name	Drinking Water System Number
Puslinch Community Centre, Whistlestop Preschool, Library, Concession Booth	260021034



Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all of its drinking water?

Yes [X] No []

Indicate how you notified system users that your annual report is available, and is free of charge.

- Public access/notice via the web
- Public access/notice via Government Office
- Public access/notice via a newspaper
- Public access/notice via Public Request
- Public access/notice via a Public Library
- Public access/notice via other method

Describe your Drinking-Water System

There is a UV System in the Puslinch Branch Wellington County Public Library. There is a Softener and UV System in Puslinch Community Centre that serves the Whistlestop Preschool and The Ontario Early Years Pre-School Group.

List all water treatment chemicals used over this reporting period

N/A

Were any significant expenses incurred to? N/A

- Install required equipment
- Repair required equipment
- Replace required equipment

Please provide a brief description and a breakdown of monetary expenses incurred

Provide details on the notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
n/a					



Microbiological testing done under the Schedule 10, 11 or 12 of Regulation 170/03, during this reporting period.

	Number of Samples	Range of E.Coli Or Fecal Results (min #)-(max #)	Range of Total Coliform Results (min #)-(max #)	Number of HPC Samples	Range of HPC Results (min #)-(max #)
Raw	12	0	0-2	12	0 - 10
Treated	141	0	0-7	105	1 - 40
Distribution	N/A				

Operational testing done under Schedule 7, 8 or 9 of Regulation 170/03 during the period covered by this Annual Report.

	Number of Grab Samples	Range of Results (min #)-(max #)	Unit of Measure
Turbidity	0		
Chlorine	0		
Fluoride (If the DWS provides fluoridation)	0		

NOTE: For continuous monitors use 8760 as the number of samples.

Summary of additional testing and sampling carried out in accordance with the requirement of an approval, order or other legal instrument.

Date of legal instrument issued	Parameter	Date Sampled	Result	Unit of Measure
N/A				

Summary of Inorganic parameters tested during this reporting period or the most recent sample results

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Antimony	Nov. 22/21	0.6	ug/L	
Arsenic	Nov. 22/21	0.2	ug/L	
Barium	Nov. 22/21	0.14	ug/L	
Boron	Nov. 22/21	24	ug/L	
Cadmium	Nov. 22/21	0.003	ug/L	
Chromium	Nov. 22/21	0.13	ug/L	
*Lead	Oct 21/24	4.91/1.54	ug/L	
Mercury	Nov. 22/21	0.01	ug/L	
Selenium	Nov. 22/21	0.04	ug/L	
Sodium	Nov. 22/21	160/0.01	mg/L	
Uranium	Nov. 22/21	0.073	ug/L	
Fluoride	Nov. 22/21	0.36	mg/L	
Nitrite	Oct 10/24	0.003	mg/L	
Nitrate	Oct. 1/24	0.006	mg/L	

*only for drinking water systems testing under Schedule 15.2; this includes large municipal non-residential systems, small municipal non-residential systems, non-municipal seasonal residential systems, large non-municipal non-residential systems, and small non-municipal non-residential systems

Summary of lead testing under Schedule 15.1 during this reporting period

(applicable to the following drinking water systems; large municipal residential systems, small municipal residential systems, and non-municipal year-round residential systems)

Location Type	Number of Samples	Range of Lead Results (min#) – (max #)	Unit of Measure	Number of Exceedances
Plumbing				
Distribution				

Summary of Organic parameters sampled during this reporting period or the most recent sample results

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Alachlor	Nov.22/21	0.02	ug/L	
Atrazine	Nov.22/21	0.01	ug/L	
Atrazine + N-dealkylated metabolites	Nov.22/21	0.01	ug/L	
Azinphos-methyl	Nov.22/21	0.05	ug/L	
Benzene	Nov.22/21	0.32	ug/L	
Benzo(a)pyrene	Nov.22/21	0.004	ug/L	
Bromoxynil	Nov.22/21	0.33	ug/L	
Carbaryl	Nov.22/21	0.05	ug/L	
Carbofuran	Nov.22/21	0.01	ug/L	
Carbon Tetrachloride	Nov.22/21	0.17	ug/L	
Chlorpyrifos	Nov.22/21	0.02	ug/L	
Desethyl Atrazine	Nov.22/21	0.01	ug/L	
Diazinon	Nov.22/21	0.02	ug/L	
Dicamba	Nov.22/21	0.20	ug/L	
1,2-Dichlorobenzene	Nov.22/21	0.41	ug/L	
1,4-Dichlorobenzene	Nov.22/21	0.36	ug/L	
Dichlorodiphenyltrichloroethane (DDT) + metabolites	Nov.22/21	0.01	ug/L	
1,2-Dichloroethane	Nov.22/21	0.35	ug/L	
1,1-Dichloroethylene (vinylidene chloride)	Nov.22/21	0.33	ug/L	
Dichloromethane	Nov.22/21	0.35	ug/L	
2-4 Dichlorophenol	Nov.22/21	0.15	ug/L	
2,4-Dichlorophenoxy acetic acid (2,4-D)	Nov.22/21	0.19	ug/L	
Diclofop-methyl	Nov.22/21	0.40	ug/L	
Dimethoate	Nov.22/21	0.06	ug/L	



Diquat	Nov.22/21	1	ug/L	
Diuron	Nov.22/21	0.03	ug/L	
Glyphosate	Nov.22/21	1	ug/L	
Epoxide	Nov.22/21	0.01	ug/L	
Malathion	Nov.22/21	0.02	ug/L	
MCPA	Nov.22/21	0.00012	ug/L	
Metolachlor	Nov.22/21	0.01	ug/L	
Metribuzin	Nov.22/21	0.02	ug/L	
Monochlorobenzene	Nov.22/21	0.30	ug/L	
Paraquat	Nov.22/21	1	ug/L	
Pentachlorophenol	Nov.22/21	0.15	ug/L	
Phorate	Nov.22/21	0.01	ug/L	
Picloram	Nov.22/21	1	ug/L	
Polychlorinated Biphenyls(PCB)	Nov.22/21	0.04	ug/L	
Prometryne	Nov.22/21	0.03	ug/L	
Simazine	Nov.22/21	0.01	ug/L	
Terbufos	Nov.22/21	0.01	ug/L	
Tetrachloroethylene	Nov.22/21	0.35	ug/L	
2,3,4,6-Tetrachlorophenol	Nov.22/21	0.2	ug/L	
Triallate	Nov.22/21	0.01	ug/L	
Trichloroethylene	Nov.22/21	0.44	ug/L	
2,4,6-Trichlorophenol	Nov.22/21	0.25	ug/L	
Trifluralin	Nov.22/21	0.02	ug/L	
Vinyl Chloride	Nov.22/21	0.17	ug/L	

List any Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards.

Parameter	Result Value	Unit of Measure	Date of Sample



REPORT PD-2025-004

TO: Mayor and Members of Council

PREPARED BY: Justine Brotherston, Interim Director of Corporate Services/
Municipal Clerk

PRESENTED BY: Justine Brotherston, Interim Director of Corporate Services/
Municipal Clerk

MEETING DATE: February 20, 2025

SUBJECT: Zoning By-law Amendment Application Recommendation Report – 4120
Wellington Road 35

RECOMMENDATION

That Report PD-2025-004 entitled Zoning By-law Amendment Application Recommendation Report – 4120 Wellington Road 35; and

Whereas the Township and its expert consultants are satisfied with the application to amend the zoning of the property 4120 Wellington Road 35 through their comprehensive review of the submission materials;

Therefore be it resolved,

That Council approves the Zoning By-law Amendment for the property 4120 Wellington Road 35; and

That Council give three readings to by-law 2025-075 as presented, being a by-law to amend by-law no. 2018-023, as amended, being the Zoning By-law of the Township of Puslinch.

Purpose

The purpose of this report is to provide Council with a recommendation relating to the Zoning By-law Amendment Application for the property 4120 Wellington Road 35. If approved, the zoning by-law amendment would prohibit the following site specific Agricultural use:

- Any accessory buildings and structures existing as of the date of passing of this By-law are not permitted to be used as livestock facilities.
- No dwelling is permitted.

The Draft By-law attached as Schedule “A” further details the site specific provisions for the proposed uses. In accordance with the *Planning Act*, should Council approve the site specific zoning for this property, any further amendment or relief from the zoning by-law would require a *Planning Act* application and the applicable public consultation.

Process

The Township processed the zoning by-law amendment application in accordance with the *Planning Act*. The following are the key dates and associated steps that were completed as part of the process:

- An application including all required documents and the required fee was submitted September 25, 2024;
- Council received the staff report recommending the application to be deemed complete on November 20, 2024;
- The application was presented to the Township Planning and Development Advisory Committee for comments on December 8, 2024;
- The public notices were mailed on November 28, 2024 to all required properties and agencies;
- The statutory public meeting notice was published in the Wellington Advertiser on November 28, 2024 as required by the *Planning Act* to notify those who did not receive direct mailing notice. The property owner also installed the required signage on the subject lands;
- Additionally, the Township includes notice on the Township website under ‘Public Notices’ and on the Township’s Active Planning Application page;
- The statutory public meeting was held on January 22, 2025 at the Municipal Office;
- Final recommendation report and draft by-law is presented to Council for consideration at the February 20, 2025 Council meeting.

In accordance with recent changes to the *Planning Act*, the Township has 90 days to process a zoning by-law amendment application. The Township continues to process applications as close to the stipulated timelines as practical.

Based on the feedback from Township departments and Township consultants, staff are satisfied with the draft by-law as presented as Schedule “A” and recommend that Council approve the zoning by-law amendment application and give three readings to the draft by-law as presented.

Financial Implications

None

Applicable Legislation and Requirements

Planning Act, R.S.O. 1990,

Engagement Opportunities

As outlined throughout the report.

Attachments

Schedule "A" Draft Zoning By-law

Schedule "B" Township Planning Consultant Planning Recommendation Report

Respectfully submitted,

Reviewed by:

**Justine Brotherston,
Interim Director of Corporate
Services/Municipal Clerk**

**Courtenay Hoytfox,
Interim CAO**

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 2025-0XX

**A BYLAW TO AMEND BY-LAW NUMBER 023-18, AS AMENDED,
BEING THE ZONING BY-LAW OF THE TOWNSHIP OF PUSLINCH**

WHEREAS the Council of the Corporation of the Township of Puslinch deems it appropriate and in the public interest to amend By-law Number 023-18 pursuant to Sections 34 of the Planning Act, R.S.O. 1990;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF PUSLINCH ENACTS AS FOLLOWS:

1. **THAT** Schedule “A” to By-law 023-18 is hereby amended by rezoning Part of Lot 15, Concession 1, Township of Puslinch, from **AGRICULTURAL ZONE (A)** to an **AGRICULTURAL SITE-SPECIFIC ZONE (A(sp114))**, as shown in Schedule “A” of this By-law.
2. That Section 14 Site-Specific Special Provisions is amended by adding Special Provision No. 114 as follows:

Exception Number	Parent Zone	By-Law	Additional Permitted uses	Prohibited uses	Site Specific Special Provision
114	A		N/A	Any accessory buildings and structures existing as of the date of passing of this By-law are not permitted to be used as livestock facilities. No dwelling is permitted.	

3. That the subject land as shown on Schedule “A” to this By-law shall be subject to all applicable regulations of the Zoning By-law 023-18, as amended.
4. This By-law shall become effective from the date of passage by council and come into force in accordance with the requirements of the Planning Act, R.S.O. 1990, as amended.

READ A FIRST, SECOND AND THIRD TIME THIS 20TH DAY OF FEBRUARY 2025.

James Seeley, Mayor

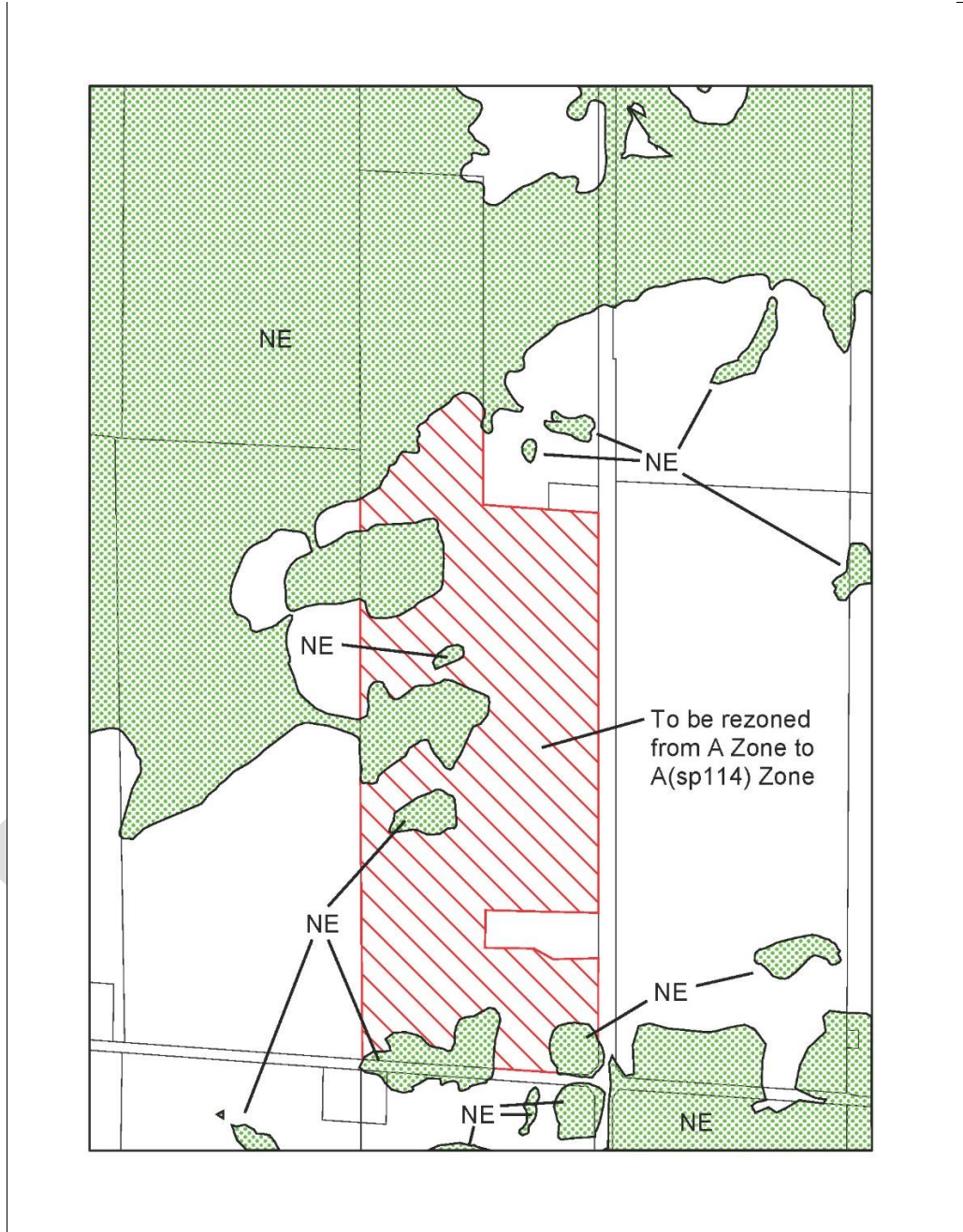
Justine Brotherston, Acting Clerk

DRAFT

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 2025-0XX

SCHEDULE "A"



To be rezoned from **AGRICULTURAL ZONE (A)** to an **AGRICULTURAL SITE-SPECIFIC ZONE (A(sp114))** with a site-specific special provision

This is Schedule "A" to the By-law No. 2025-0XX

Passed this 20th day of February, 2025

James Seeley, Mayor

Justine Brotherston, Acting Clerk

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

EXPLANATION BY-LAW NUMBER 2025-0XX

By-law Number 2025-0XX amends the Township of Puslinch Zoning By-law 023-18 by rezoning the a portion of Part of Lot 15, Concession 1, Township of Puslinch, as shown on Schedule "A" of the By-law, from AGRICULTURAL ZONE (A) to an AGRICULTURAL SITE-SPECIFIC ZONE (A(sp114)), to prohibit livestock facilities in the existing accessory buildings and structures, and to prohibit new dwelling.

DRAFT



Planning Report for the Township of Puslinch
Prepared by NPG Planning Solutions Inc.

To: Courtenay Hoytfox, CAO
Township of Puslinch

From: Jesse Auspitz, Principal Planner
NPG Planning Solutions Inc.

Subject: Brunsveld
Recommendation Report

Zoning By-law Amendment Application D14-BRU
Part of Lot 15, Concession 1
4120 Wellington Road 35, Puslinch

Attachments: 1 – Aerial Map of Subject Lands
2 – Site Plan Drawing Provided by Applicant
3 – Draft Zoning By-law Amendment

SUMMARY

The purpose of the Application for Zoning By-law Amendment (the “Application”) is to rezone a portion of the Subject Lands from Agricultural Zone (A) to Agricultural Site-Specific Zone (A(sp114)).

The Application is required to fulfill conditions of Consent Application B7-24 to sever 1.38-hectare of lands with a farm dwelling (Severed Parcel) from agricultural lands. The Consent Application was approved to facilitate the severance of residence surplus to an agricultural operation resulting from farm consolidation. The Retained Parcel would continue to be used for agricultural purposes. The proposed Zoning By-law Amendment

would apply to the retained parcel of lands and prohibit the construction of a new dwelling and also prohibit existing accessory buildings from being used as livestock facilities.

Condition 6 of the Consent Application required zoning compliance to prohibit livestock in the barn located on the severed parcel. The proposed demolition of this barn will achieve compliance with this condition of approval.

A Public Meeting occurred on January 22, 2025.

This report provides an overview of the proposal, highlights applicable planning policies to be considered, comments received to date and explains the next steps in the planning review process.

This report also provides a recommendation for approval for the Zoning By-law Amendment Application.

RECOMMENDATIONS

It is respectfully recommended:

1. That Council approves the amendment to the Township of Puslinch Comprehensive Zoning By-law No. 023-18 for a portion of the lands municipally known as 4120 Wellington Road 35 as detailed in **Attachment - 3** to this Report; and further
2. That Council directs Staff to submit the necessary By-law.

INTRODUCTION

The Subject Lands are a corner lot located north of Concession 1 Road and west of Wellington Road 35 in the Township of Puslinch. The Subject Lands are approximately 49.05 hectares in size with approximately 385 metres of frontage along Concession 1 Road, and 943 metres of frontage along Wellington Road 35. Environmental and hazard features exist on the Subject Lands including the provincially significant Mill Creek Puslinch Wetland Complex, Floodplains and a Regulated Watercourse. Based on aerial photography, approximately 10.7 hectares of lands appear to be impacted by these features. Approximately 37 hectares of lands would continue to be farmable.

An aerial of the property is included as **Attachment – 1**.

The Subject Lands consist of two parts as shown on **Attachment - 2**, being the site plan drawing provided by the Applicant. The Retained Parcel is approximately 47.7 hectares in size with approximately 385 metres of frontage along Concession 1 Road, and a depth of approximately 1,501 metres. The Retained Parcel is in agricultural production.

Located on the Retained Parcel is one (1) equipment shop building. Three (3) field entrances provide access to the Retained Parcel: two (2) from Wellington Road 35 and one (1) from Concession 1 Road. The Retained Parcel would be used as part of the large-scale farming operation by John and Mary Brunsveld of Lizen Acres Ltd.

The Severed Parcel is approximately 1.38 hectares in size with street frontage of approximately 78 metres along Wellington Road 35, and a depth of approximately 191 metres. Located on the Severed Parcel is a 2-storey dwelling, a barn, two (2) silos, a well and a septic bed. The barn and the silo located closest to it are planned to be removed in the coming months. One driveway provides access to the severed parcel from Wellington Road 35. Of note the severed parcel is located well outside any natural heritage or hazard features.

Surrounding land uses consist primarily of agricultural and rural residential uses. Located east of the Subject Lands is a horse-riding learning and therapeutic centre for individuals with special needs (6920 Concession 1 Road). A horse stable and training centre is located south-east of the Subject Lands (6923 Concession 1 Road).

PURPOSE

The Application is required to fulfill conditions of Consent Application B7-24 to prohibit the construction of a new residence and also prohibit existing accessory buildings from being used as livestock facilities in order to ensure compliance with the Minimum Distance Separation (MDS) formulae on the Retained Parcel.

The Application proposes to amend the Township of Puslinch Comprehensive Zoning By-law Number 023-18 (the “Puslinch Zoning By-law”) by rezoning the portion of the Retained Parcel presently zoned Agricultural Zone (A) to an Agricultural Site-Specific Zone (A(sp114)). The Severed Parcel and the portion of the Retained Parcel zoned Natural Environment Zone (NE) would remain unchanged.

Both the Severed and Retained Parcels meet the minimum lot area and frontage requirements of the Agriculture Zone (A).

REPORTS AND STUDIES SUBMITTED

In support of the Application, the following items were submitted:

- Scoped Planning Justification Report, prepared by Van Harten Surveyors dated September 25, 2024;
- Zone Change Sketch, prepared by Van Harten Surveyors dated September 25, 2024 and amended October 29, 2024;
- Draft Zoning By-law, dated October 18, 2024; and

- Transfer/Deed of Land, dated December 8, 1993.

POLICY AND LEGISLATIVE FRAMEWORK

Planning Act, R.S.O. 1990, c. P.13

Section 2 of the *Planning Act* identifies matters of Provincial interest that Council shall have regard to in carrying out its responsibilities under the *Planning Act*. Subsection 3(5) of the *Planning Act* requires that decisions of Council shall be consistent with provincial policy statements and shall conform with provincial plans that are in effect. Section 34 of the *Planning Act* permits councils of local municipalities to pass and/or amend Zoning By-laws. As per Section 24(1) of the *Planning Act*, By-laws passed by Council shall conform to official plans that are in effect.

Provincial and County Policies

The Subject Lands are within a Rural Area and are considered to be within a Prime Agricultural Area as per the Provincial Planning Statement, 2024 (the “PPS”). The Subject Lands are designated Prime Agricultural, Core Greenlands and Greenlands Systems, with a small portion designated Secondary Agricultural as per Schedule B7 of the County of Wellington Official Plan (“County OP”).

The following is an analysis of applicable policies:

Provincial Planning Statement (2024)

The PPS provides the following policies regarding the Application:

Policies

4.3.2 Permitted Uses

- 1. In prime agricultural areas, permitted uses and activities are: agricultural uses, agriculture-related uses and on-farm diversified uses based on provincial guidance...*
- 2. In prime agricultural areas, all types, sizes and intensities of agricultural uses and normal farm practices shall be promoted and protected in accordance with provincial standards.*
- 3. New land uses in prime agricultural areas, including the creation of lots and new or expanding livestock facilities, shall comply with the minimum distance separation formulae.*
- 4. A principal dwelling associated with an agricultural operation shall be permitted in prime agricultural areas as an agricultural use, in accordance*

with provincial guidance, except where prohibited in accordance with policy 4.3.3.1.c).

4.3.3 Lot Creation and Lot Adjustments

1. *Lot creation in prime agricultural areas is discouraged and may only be permitted in accordance with provincial guidance for:*
 - c) *one new residential lot per farm consolidation for a residence surplus to an agricultural operation, provided that:*
 1. *the new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services; and*
 2. *the planning authority ensures that new dwellings and additional residential units are prohibited on any remnant parcel of farmland created by the severance. The approach used to ensure that no new dwellings or additional residential units are permitted on the remnant parcel may be recommended by the Province, or based on municipal approaches that achieve the same objective...*

Analysis

The County of Wellington Land Division Committee determined that Consent Application B7-24 was consistent with the PPS on the date of decision. The Application is required to implement the decision of the County of Wellington Land Division Committee and to ensure consistency with the Provincial Planning Statement (2024) regarding lot creation and the Minimum Distance Separation (MDS) formulae. The Application is consistent with the PPS.

County of Wellington Official Plan (Last Updated July 2024)

The County of Wellington Official Plan provides the following policies regarding the Application:

Policies

4.3 Farmland Protection

4.3.1 Prime Agricultural Areas

Prime Agricultural Areas will be identified and protected so that normal farming operations are not hindered by conflicting development.

6.3 Planning Approach

Prime agricultural areas will be protected for farming uses.

New land uses, including the creation of lots, and new or expanding livestock facilities shall comply with the minimum distance separation formulae.

10.3 Prime Agricultural Land

10.3.1 New Lots

Lot creation in prime agricultural areas will be restricted to the following:

- c) a residence surplus to a farming operation*

10.3.4 Residence Surplus to a Farming Operation

A severance may be considered for an existing residence that is surplus to a farming operation as a result of farm consolidation, provided that:

- a) the remaining vacant farmland is large enough to function as a significant part of the overall farm unit; and*
- b) the result of removing the surplus dwelling from the farm does not render the remaining farmlands difficult or inefficient to farm; and*
- c) the amount of good farmland retained with the surplus house is kept to a minimum size needed for residential purposes, taking into consideration environmental and topographic features; and*
- d) the surplus residence is habitable and is not expected to be demolished by a future owner; and*
- e) the Minimum Distance Separation formulae will be met, and*
- f) the vacant parcel of farmland is rezoned to prohibit a residential use.*

The intention of this policy is to allow farmers to reduce their costs of acquiring additional farm parcels, where the impact on existing and future farm operations can be kept to a minimum.

10.3.7 Minimum Distance Formula (MDS)

The appropriate provincial minimum distance separation formulae will be applied to all new lot creations.

13.3 Zoning By-laws

Zoning by-laws currently cover all lands in Wellington County. Zoning by-laws will be one of the most important means whereby this Plan is implemented.

Zoning by-laws will be amended to conform with the policies of this Plan. No zoning by-law amendment will be passed that is not in conformity with this Plan.

Where a land use designation in this Plan authorizes a range of uses which may be allowed, the local zoning by-law may allow all or some of those uses based on local needs and circumstances. The by-law also may establish appropriate regulations related to those uses.

Analysis

The County of Wellington Land Division Committee determined that Consent Application B7-24 conformed with the lot creation policies of the County OP on the date of decision. In particular, the Applicant had provided the County of Wellington with an information form including a list of other farm holdings operated by the Applicant. There would also be approximately 37 hectares of lands available for agricultural use, exclusive of natural heritage and natural hazard features.

The proposed Zoning By-law Amendment is necessary to prohibit the construction of a new dwelling to ensure that the Retained Parcel is limited to its intended agricultural use. To comply with the MDS formulae, the Application also seeks to prevent the existing equipment shop from being used for the keeping or housing of livestock.

In summary, the Application conforms with the policies of the County OP.

Township of Puslinch Comprehensive Zoning By-law 023-18

According to Schedule 'A' of the Puslinch Zoning By-law the Subject Lands are zoned Agricultural Zone (A) and Natural Environment Zone (NE) with an Environmental Protection Overlay.

The applicant is proposing to amend the existing Agricultural Zone (A) portion on the Retained Parcel to an Agricultural Site-Specific Zone (A(sp114)).

The draft Zoning By-law Amendment identifies the following prohibited uses:

- Any accessory buildings and structures existing as of the date of passing of this By-law are not permitted to be used as livestock facilities.
- No dwelling is permitted.

Both the County of Wellington Planning and Development Staff and the Township of Puslinch Planning and Development Advisory Committee request that future structures on the Retained Parcel comply with applicable MDS formulae requirements. This

requirement is already captured in Section 4.16.2 of the Township Zoning By-law which states:

4.16.2 MDS II – New or Expanding Livestock Facilities and Manure Storage Facilities

a) Notwithstanding any other yard or setback provisions of this By-law to the contrary, no livestock facility or manure storage facility shall be erected or expanded unless it complies with the Minimum Distance Separation II (MDS II) setback, calculated using the Formulas published by the Province of Ontario, as may be amended from time to time.

Zone requirements for the Agricultural Zone (A) are found in Section 11.3. Zone requirements for Reduced Agricultural Lots are found in Section 11.4. Zone requirements for accessory buildings and structures are covered in Table 4.1. The Retained Parcel, the Severed Parcel as well as the existing buildings and structures thereon all comply with the respective regulations established in these sections.

The Severed Parcel and the areas zoned Natural Environment Zone (NE) on the Retained Parcel will not be impacted by the proposed Zoning By-law Amendment.

REVIEW COMMENTS

Township Comments:

NPG Planning Solutions – No outstanding concerns.

Building – No outstanding concerns.

Fire and Rescue Services – No outstanding concerns.

Public Works, Parks and Facilities – No comments.

By-law enforcement – No comments.

Planning and Development Advisory Committee - The Committee supports the zoning by-law application and has the following comments:

- That no animal storage is to be permitted in the equipment shop.
- That MDS will be required for any future barns on the Retained Parcel.

County Comments:

Overall, the County has no objections to the proposed amendment, however the Township should consider that the final by-law contains wording that explicitly prohibits

residential use within the site-specific agricultural zone (A-xx) to ensure it is clear that residential uses are not permitted on the remanent parcel of farmland. This would be needed to address condition 8 and meet provincial policy and the County Official Plan. Further, the Township should consider possible MDS conflicts with the 'equipment shop' located on the retained lands and the severed lot; planning staff recommend a clause clarifying that no livestock be housed in existing structures on the retained lands and any new structures be required to meet MDS requirements.

Agency Comments:

Grand River Conservation Authority – No outstanding concerns.

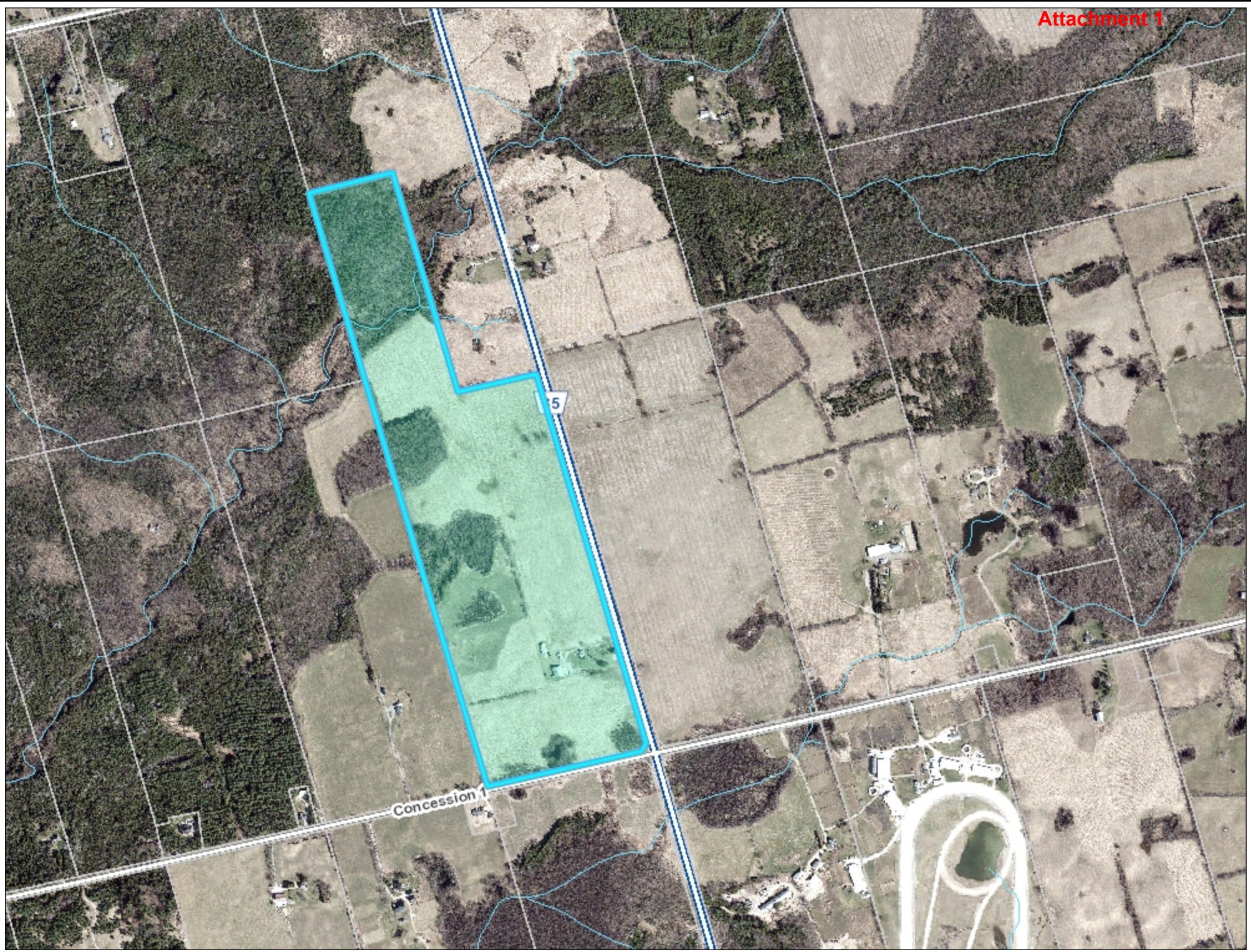
CONCLUSION

The Application for Zoning By-law Amendment D14-BRU is recommended for approval, since the Application meets *Planning Act* requirements, is consistent with the Provincial Planning Statement, and conforms with the County OP. The draft Zoning By-law Amendment is included as **Attachment - 3**.

Respectfully Submitted,



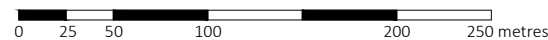
Jesse Auspitz, RPP, MCIP
Principal Planner, Toronto
NPG Planning Solutions Inc.



SHEET 1 OF 2

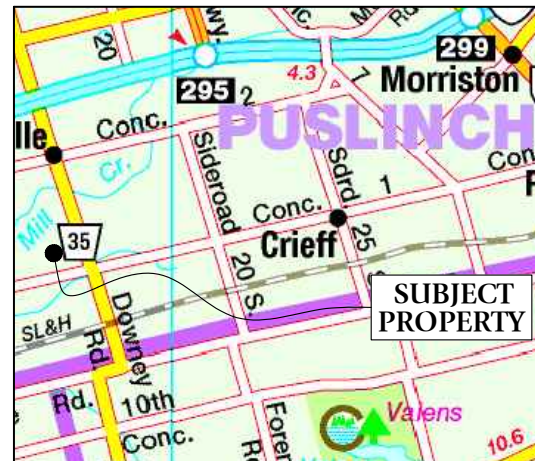
ZONE CHANGE SKETCH
PART OF LOT 15, CONCESSION 1
TOWNSHIP OF PUSLINCH
COUNTY OF WELLINGTON

SCALE 1 : 4000



VAN HARTEN SURVEYING INC.

KEYMAP:



NOTES:

1. THIS IS NOT A PLAN OF SURVEY AND SHOULD NOT BE USED FOR REAL ESTATE TRANSFERS OR MORTGAGES.
2. SUBJECT LANDS ARE ZONED AGRICULTURAL, NATURAL ENVIRONMENT & ENVIRONMENTAL PROTECTION OVERLAY.
3. SUBJECT LANDS HAVE AN OFFICIAL PLAN DESIGNATION OF PRIME AGRICULTURAL, GREENLANDS & CORE GREENLANDS.
4. DISTANCES ON THIS PLAN ARE SHOWN IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.
5. DIMENSIONS ON THIS SKETCH ARE APPROXIMATE AND HAVE NOT BEEN VERIFIED BY SURVEY.
6. PROPERTY OWNERS: MARY & JOHN BRUNSVELD.
7. T.B.R. DENOTES TO BE REMOVED.
8. PROPERTY OWNERS: JOHN & MARY BRUNSVELD.

- O.P. : GREENLANDS
- ZONING: ENVIRONMENTAL PROTECTION OVERLAY
- COUNTY O.P. : CORE GREENLANDS
- ZONING: NATURAL ENVIRONMENT

ZONE CHANGE REQUEST:

- (A)** TO REZONE THE RETAINED PARCEL TO A SPECIALIZED AGRICULTURAL ZONE:
- i) TO PROHIBIT RESIDENTIAL DEVELOPMENT
 - ii) TO PROHIBIT THE HOUSING OF LIVESTOCK IN THE EXISTING ACCESSORY BUILDING
 - iii) TO PROHIBIT LIVESTOCK IN ANY NEW ACCESSORY BUILDING UNLESS MDS II GUIDELINES ARE MET

SURVEYOR'S CERTIFICATE:

THIS SKETCH WAS PREPARED
 ON THE 25th DAY OF SEPTEMBER, 2024
 AND AMENDED ON OCTOBER 29th, 2024

Jeff Buisman
JEFFREY E. BUISMAN
 ONTARIO LAND SURVEYOR



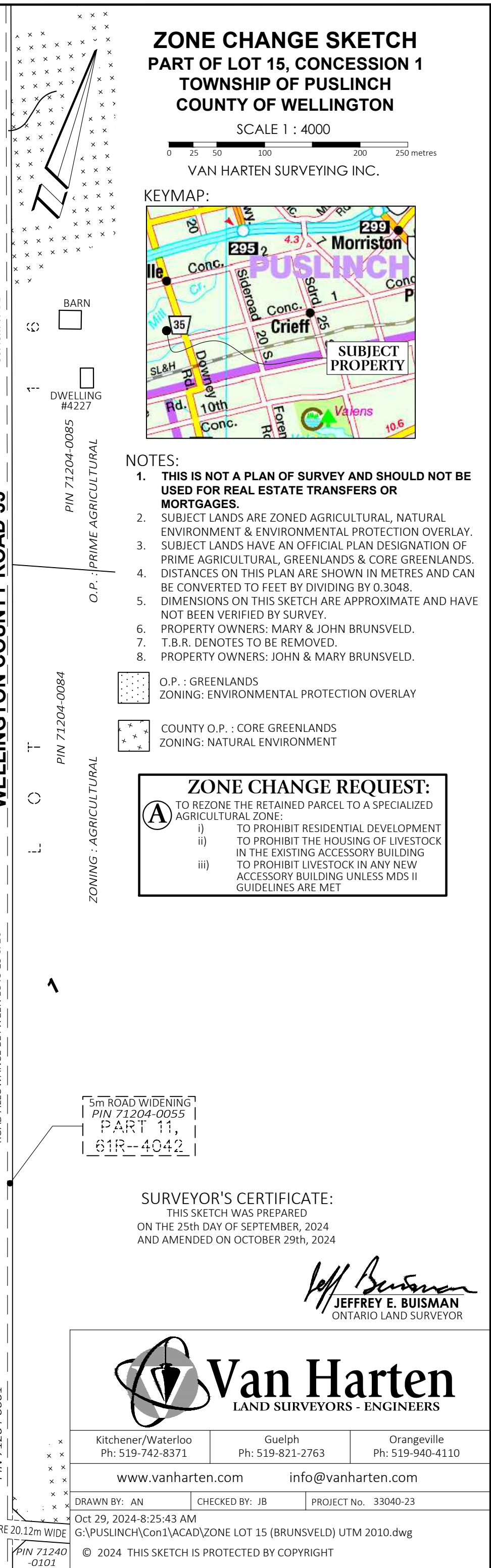
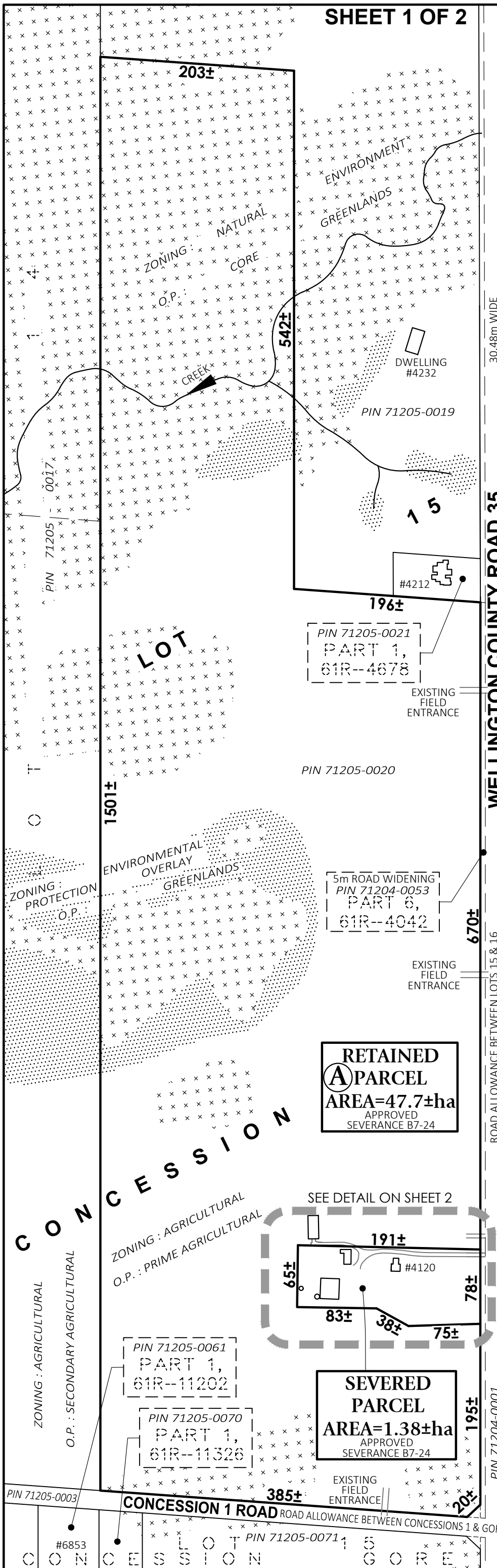
Kitchener/Waterloo Ph: 519-742-8371 Guelph Ph: 519-821-2763 Orangeville Ph: 519-940-4110

www.vanharten.com info@vanharten.com

DRAWN BY: AN CHECKED BY: JB PROJECT No. 33040-23

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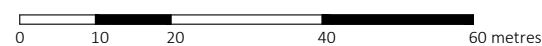
SHEET 2 OF 2

ZONING: AGRICULTURAL (NO DWELLING)		
TABLE 11.2 REGULATIONS	REQUIRED	RETAINED PARCEL
Minimum Lot Area	4.0ha	47.7ha
Minimum Lot Frontage	120m	385m
ACCESSORY BUILDING - EQUIPMENT SHOP		
TABLE 4.1 - REGULATIONS	REQUIRED	RETAINED PARCEL
Maximum Building Lot Coverage (Lot Area more than 4ha)	1,400m ²	266m ²
Maximum Height (Lot Area more than 1ha)	7.0m	5.0m
Minimum Front Yard	10m	Complies
Minimum Side Yard	2.0m	6.8m
Minimum Rear Yard	2.0m	Complies

ZONING: AGRICULTURAL - REDUCED LOT REGULATIONS		
TABLE 11.3 REGULATIONS	REQUIRED	SEVERED PARCEL (DWELLING #4120)
Height of Dwelling	N/A	2 Storeys
Ground Floor Area of Dwelling	N/A	105m ²
Minimum Lot Area	0.4ha	1.38ha
Minimum Lot Frontage (County Road 35)	25.0m	78m
Minimum Front Yard	7.5m	83m
Minimum Interior Side Yard	3.0m	11.2m
Minimum Rear Yard	7.5m	95m
Maximum Lot Coverage (Dwelling)	30%	0.7%
Maximum Permitted Lot Coverage (Accessory Buildings) For Lots Between 1 to 4 ha	500m ²	Silo = 15m ²
Maximum Building Height - Accessory Buildings	7m	Silo = 4.6m
Minimum Rear Yard - Accessory Building	2m	2.0m

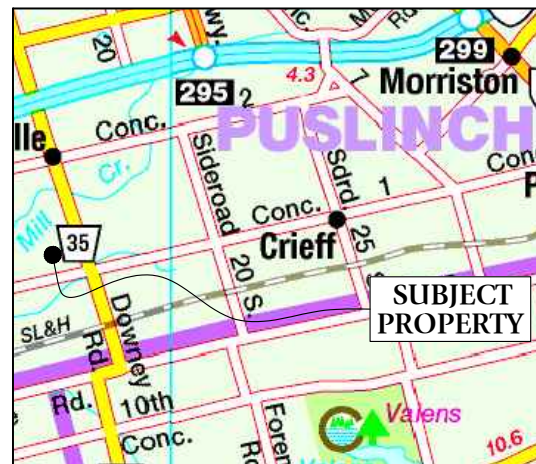
**ZONE CHANGE SKETCH
PART OF LOT 15, CONCESSION 1
TOWNSHIP OF PUSLINCH
COUNTY OF WELLINGTON**

SCALE 1 : 1000



VAN HARTEN SURVEYING INC.

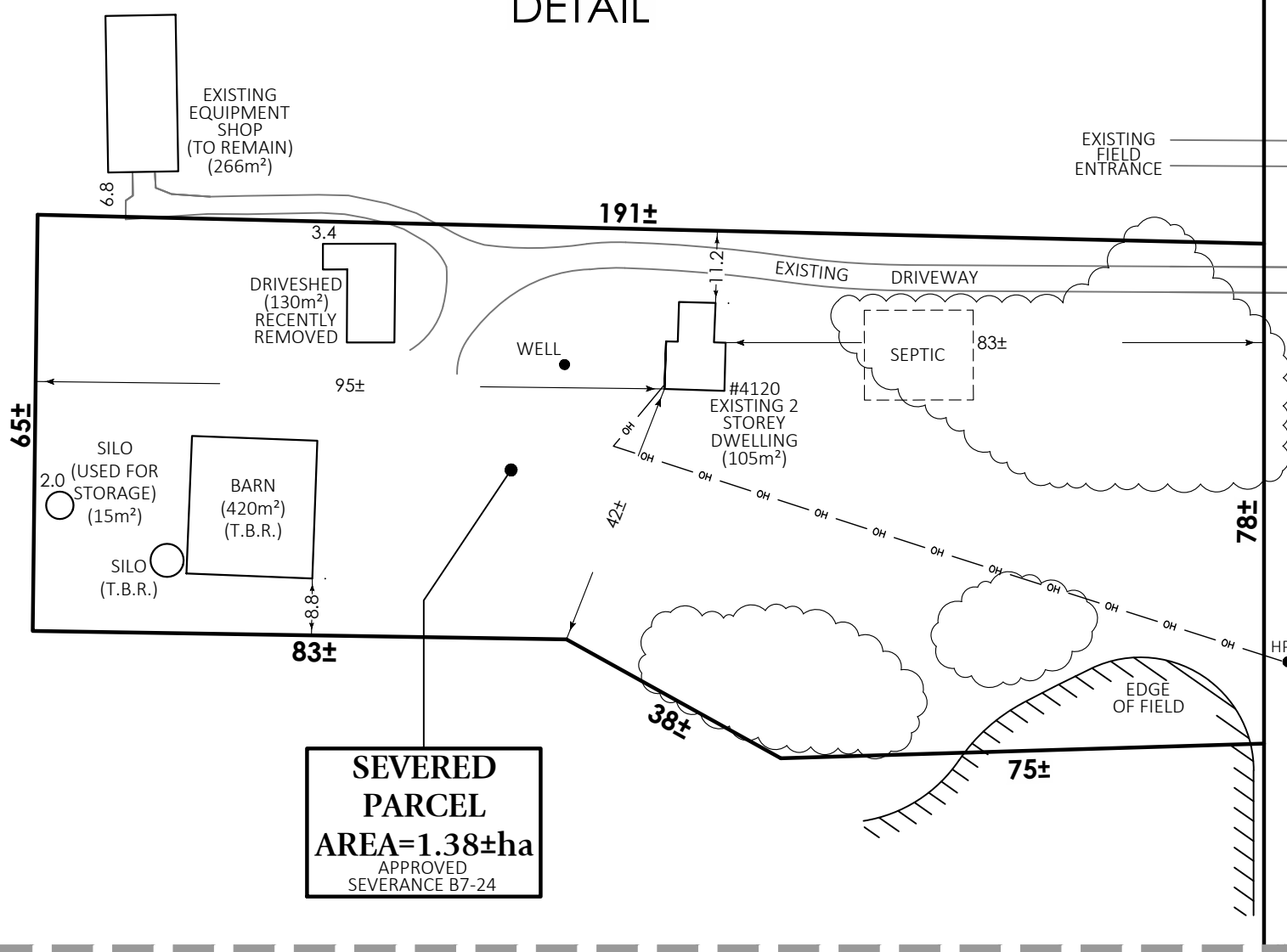
KEYMAP:



NOTES:

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7. T.B.R. DENOTES TO BE REMOVED.
8. PROPERTY OWNERS: JOHN & MARY BRUNSVELD.

DETAIL



SURVEYOR'S CERTIFICATE:
THIS SKETCH WAS PREPARED
ON THE 25th DAY OF SEPTEMBER, 2024
AND AMENDED ON OCTOBER 29th, 2024

Jeff Buisman
JEFFREY E. BUISMAN
ONTARIO LAND SURVEYOR



Kitchener/Waterloo Ph: 519-742-8371 Guelph Ph: 519-821-2763 Orangeville Ph: 519-940-4110

www.vanharten.com info@vanharten.com

DRAWN BY: AN CHECKED BY: JB PROJECT No. 33040-23

Oct 29, 2024-8:25:43 AM
G:\PUSLINCH\Con1\ACAD\ZONE LOT 15 (BRUNSVELD) UTM 2010.dwg

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THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 2025-0XX

**A BYLAW TO AMEND BY-LAW NUMBER 023-18, AS AMENDED,
BEING THE ZONING BY-LAW OF THE TOWNSHIP OF PUSLINCH**

WHEREAS the Council of the Corporation of the Township of Puslinch deems it appropriate and in the public interest to amend By-law Number 023-18 pursuant to Sections 34 of the Planning Act, R.S.O. 1990;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF PUSLINCH ENACTS AS FOLLOWS:

1. **THAT** Schedule "A" to By-law 023-18 is hereby amended by rezoning Part of Lot 15, Concession 1, Township of Puslinch, from **AGRICULTURAL ZONE (A)** to an **AGRICULTURAL SITE-SPECIFIC ZONE (A(sp114))**, as shown in Schedule "A" of this By-law.
2. That Section 14 Site-Specific Special Provisions is amended by adding Special Provision No. 114 as follows:

Exception Number	Parent Zone	By-Law	Additional Permitted uses	Prohibited uses	Site Specific Special Provision
114	A		N/A	Any accessory buildings and structures existing as of the date of passing of this By-law are not permitted to be used as livestock facilities. No dwelling is permitted.	

3. That the subject land as shown on Schedule "A" to this By-law shall be subject to all applicable regulations of the Zoning By-law 023-18, as amended.
4. This By-law shall become effective from the date of passage by council and come into force in accordance with the requirements of the Planning Act, R.S.O. 1990, as amended.

READ A FIRST, SECOND AND THIRD TIME THIS 20TH DAY OF FEBRUARY 2025.

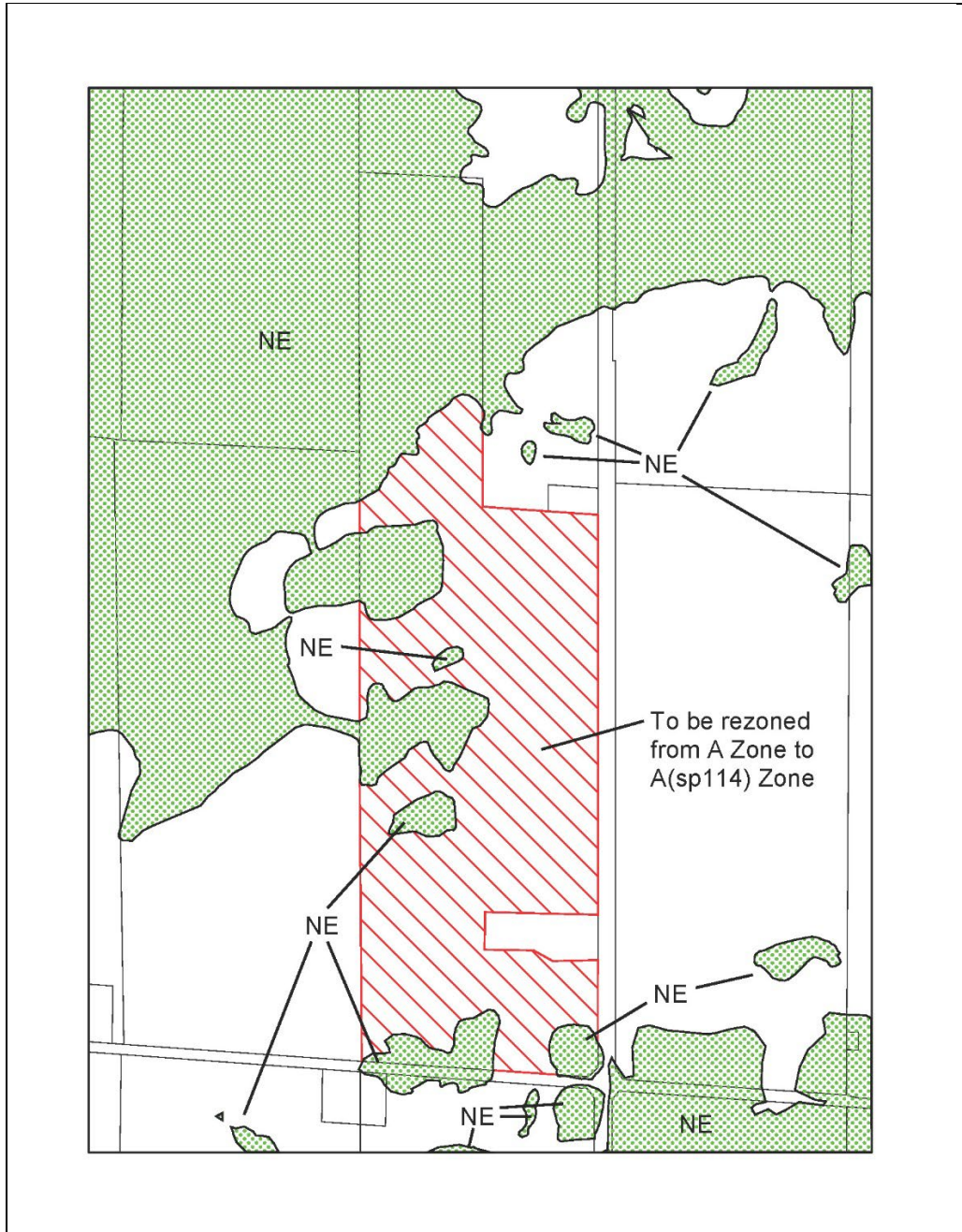
James Seeley, Mayor

Justine Brotherston, Acting Clerk

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 2025-0XX

SCHEDULE "A"



To be rezoned from **AGRICULTURAL ZONE (A)** to an **AGRICULTURAL SITE-SPECIFIC ZONE (A(sp114))** with a site-specific special provision

This is Schedule "A" to the By-law No. 2025-0XX

Passed this 20th day of February, 2025

James Seeley, Mayor

Justine Brotherston, Acting Clerk

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

EXPLANATION BY-LAW NUMBER 2025-0XX

By-law Number 2025-0XX amends the Township of Puslinch Zoning By-law 023-18 by rezoning the a portion of Part of Lot 15, Concession 1, Township of Puslinch, as shown on Schedule "A" of the By-law, from AGRICULTURAL ZONE (A) to an AGRICULTURAL SITE-SPECIFIC ZONE (A(sp114)), to prohibit livestock facilities in the existing accessory buildings and structures, and to prohibit new dwelling.

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 030-2025

Being a by-law to authorize the entering into a Financial Assistance Agreement with 16596932 CANADA INC. o/a OLD COYOTE AND CO. and Nadya Bismillah-Lang and Gustav Karoly Lang under the Township of Puslinch's Community Improvement Plan.

WHEREAS the *Municipal Act*, S.O. 2001, c.25 authorizes a municipality to enter into Agreements;

AND WHEREAS the *Municipal Act*, S.O. 2001, c.25 authorizes a municipality to delegate authority in accordance with the provisions in the *Municipal Act*;

AND WHEREAS the Council for the Corporation of the Township of Puslinch deems it appropriate to enter into a Financial Assistance Agreement with 16596932 CANADA INC. o/a OLD COYOTE AND CO. and Nadya Bismillah-Lang and Gustav Karoly Lang under the Township of Puslinch's Community Improvement Plan;

AND WHEREAS the Council for the Corporation of the Township of Puslinch deems it expedient to delegate authority to the Interim Chief Administrative Officer to execute on behalf of the Township amendments to the Financial Assistance Agreement that have no budgetary impact;

NOW THEREFORE the Corporation of the Township of Puslinch hereby enacts as follows:

1. That the Corporation of the Township of Puslinch enter into a Financial Assistance Agreement with 16596932 CANADA INC. o/a OLD COYOTE AND CO. and Nadya Bismillah-Lang and Gustav Karoly Lang under the Township of Puslinch's Community Improvement Plan.
2. That the Mayor and Interim Municipal Clerk are hereby authorized to execute the Financial Assistance Agreement.
3. That the Interim Chief Administrative Officer be authorized to execute on behalf of the Township amendments to the Financial Assistance Agreement that have no budgetary impact.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 20th DAY OF FEBRUARY 2025.

James Seeley, Mayor

Justine Brotherston, Interim Municipal Clerk

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 2025-031

Being a by-law to authorize the entering into an Agreement with the Treasury Board for the Community Emergency Preparedness Grant.

WHEREAS the *Municipal Act*, S.O. 2001, c.25 authorizes a municipality to enter into Agreements;

AND WHEREAS the *Municipal Act*, S.O. 2001, c.25 authorizes a municipality to delegate authority in accordance with the provisions in the *Municipal Act*;

AND WHEREAS the Council for the Corporation of the Township of Puslinch deems it appropriate to enter into an Agreement with the Treasury Board for the Community Emergency Preparedness Grant;

AND WHEREAS the Council for the Corporation of the Township of Puslinch deems it expedient to delegate authority to the Interim Chief Administrative Officer to execute on behalf of the Township amendments to the Agreement that have no budgetary impact;

NOW THEREFORE the Corporation of the Township of Puslinch hereby enacts as follows:

1. That the Corporation of the Township of Puslinch enter into an Agreement with the Treasury Board for the Community Emergency Preparedness Grant.
2. That the Mayor and Interim Municipal Clerk are hereby authorized to execute the Agreement.
3. That the Interim Chief Administrative Officer be authorized to execute on behalf of the Township amendments to the Agreement that have no budgetary impact.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 20th DAY OF February 2025.

James Seeley, Mayor

Justine Brotherston, Interim Municipal Clerk

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 2025-0032

**A BYLAW TO AMEND BY-LAW NUMBER 023-18, AS AMENDED,
BEING THE ZONING BY-LAW OF THE TOWNSHIP OF PUSLINCH**

WHEREAS the Council of the Corporation of the Township of Puslinch deems it appropriate and in the public interest to amend By-law Number 023-18 pursuant to Sections 34 of the Planning Act, R.S.O. 1990;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF PUSLINCH ENACTS AS FOLLOWS:

1. **THAT** Schedule “A” to By-law 023-18 is hereby amended by rezoning Part of Lot 15, Concession 1, Township of Puslinch, from **AGRICULTURAL ZONE (A)** to an **AGRICULTURAL SITE-SPECIFIC ZONE (A(sp114))**, as shown in Schedule “A” of this By-law.
2. That Section 14 Site-Specific Special Provisions is amended by adding Special Provision No. 114 as follows:

Exception Number	Parent Zone	By-Law	Additional Permitted uses	Prohibited uses	Site Specific Special Provision
114	A		N/A	Any accessory buildings and structures existing as of the date of passing of this By-law are not permitted to be used as livestock facilities. No dwelling is permitted.	

3. That the subject land as shown on Schedule “A” to this By-law shall be subject to all applicable regulations of the Zoning By-law 023-18, as amended.
4. This By-law shall become effective from the date of passage by council and come into force in accordance with the requirements of the Planning Act, R.S.O. 1990, as amended.

READ A FIRST, SECOND AND THIRD TIME THIS 20TH DAY OF FEBRUARY 2025.

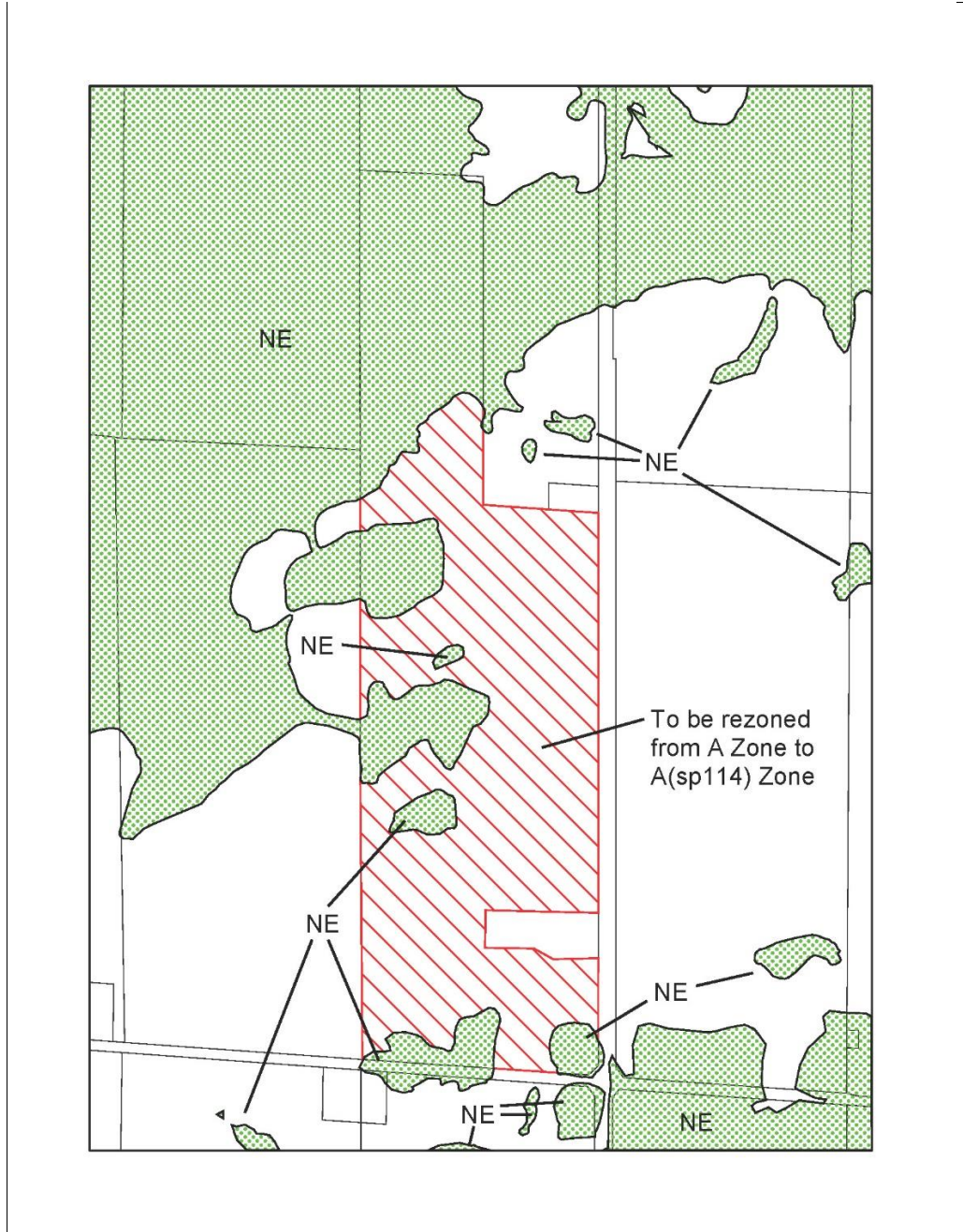
James Seeley, Mayor

Justine Brotherston, Acting Clerk

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 2025-032

SCHEDULE "A"



To be rezoned from **AGRICULTURAL ZONE (A)** to an **AGRICULTURAL SITE-SPECIFIC ZONE (A(sp114))** with a site-specific special provision

This is Schedule "A" to the By-law No. 2025-032

Passed this 20th day of February, 2025

James Seeley, Mayor

Justine Brotherston, Acting Clerk

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

EXPLANATION BY-LAW NUMBER 2025-032

By-law Number 2025-032 amends the Township of Puslinch Zoning By-law 023-18 by rezoning the a portion of Part of Lot 15, Concession 1, Township of Puslinch, as shown on Schedule "A" of the By-law, from AGRICULTURAL ZONE (A) to an AGRICULTURAL SITE-SPECIFIC ZONE (A(sp114)), to prohibit livestock facilities in the existing accessory buildings and structures, and to prohibit new dwelling.

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NO 033-2025

A by-law to adopt the Budget for the Corporation of the Township of Puslinch for the year 2025.

WHEREAS Section 290(1) of the Municipal Act, S.O. 2001, c. 25 as amended provides that a local municipality shall in the year or immediately preceding the year, prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality; and

WHEREAS the budget of the Corporation of the Township of Puslinch for 2025 is described in detail in Schedule "A" and Schedule "B" of this By-law.

NOW THEREFORE the Council of the Corporation of the Township of Puslinch enacts as follows:

1. That the total estimated operating expenditures for the purposes of the Corporation of the Township of Puslinch ("the Township") for the year 2025 be adopted in the amount of \$7,463,899.
2. That the total estimated operating revenues for the purposes of the Township for the year 2025 be adopted in the amount of \$2,967,656.
3. That the total estimated capital expenditures for the purpose of the Township for the year 2025 be adopted in the amount of \$6,575,134.
4. That the general operating taxation levy to be raised on all rateable property in the Township for the year 2025 be adopted in the amount of \$4,236,333.
5. That the general capital taxation levy to be raised on all rateable property in the Township for the year 2025 be adopted in the amount of \$1,435,809.
6. That the Treasurer be authorized to withdraw funds from and contribute funds to the Township's discretionary reserves and restricted reserves as outlined in Schedule "A" and Schedule "B" of this By-law.
7. That any Canada Community Building funds not required for those projects that identify the use of Canada Community Building funds be directed to other qualified projects identified in Schedule "A" of this By-law.
8. That Schedules "A" and "B", annexed hereto, form part of this By-law.
9. If any section or portion of this by-law is found by a court of competent jurisdiction to be invalid, it is the intent of Council for the Township that all remaining sections and portions of this by-law continue in force and effect.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 20th DAY OF FEBRUARY 2025.

James Seeley, Mayor

Justine Brotherston, Interim Municipal Clerk

2025 Capital Plan Summary

Project Cost				Funding				
Service	Department	Capital Project	Classification	Type Grant	Levy	Discretionary_R eserves	Restricted_Re serves	Grand Total
Fire and Rescue								
	Fire and Rescue							
		Fire Master Plan	Study/Plan			\$12,000	\$18,000	\$30,000
		Structural Firefighter Gear	Asset Management	\$8,230		\$31,780		\$40,010
		Pump 31 Truck	Asset Management	\$20,000		\$741,254	\$223,898	\$985,153
		Defibrillators - Fire & Rescue Service Trucks and Municipal Buildings	Asset Management			\$33,270		\$33,270
		Diesel Exhaust System	New Asset		\$17,127		\$51,380	\$68,507
General Government								
	Corporate							
		Asset Management	Reserve Contribution		\$1,002,575			\$1,002,575
		Corporate Information Technology	Reserve Contribution		\$20,000			\$20,000
		Computer Equipment	Information Technology			\$19,636		\$19,636
		Administrative Studies	Reserve Contribution		\$40,000			\$40,000
		Revitalizing the Downtowns in Aberfoyle and Morrison	Study/Plan	\$24,750				\$24,750
		Other Recommendations from 2023 IT Infrastructure and Services Audit	Information Technology			\$3,370		\$3,370
		Tablets and OWL Cameras - Building, Fire and Administration	Information Technology			\$11,698		\$11,698
	Finance							
		Technical Guidelines for the Energy Conservation and Demand Management Plan	Study/Plan			\$4,528	\$472	\$5,000
		Development Charges Study Amendment	Study/Plan				\$15,264	\$15,264
	Municipal Office							
		Building Condition Assessment, Arc Flash Study, Infra-red Scanning of Equipment	Study/Plan			\$5,000		\$5,000
		Municipal Administration and Operations Facility	Asset Management			\$600,000		\$600,000

2025 Capital Plan Summary

Project Cost				Funding Type			
Service	Department Capital Project	Classification	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
Parks and Recreation							
	ORC						
	Rinkboard Replacement (Interior and Exterior)	Asset Management				\$200,000	\$200,000
	Outdoor Rink Curtain Panels (2)	New Asset				\$30,000	\$30,000
	Parks						
	Recreation and Parks Master Plan	Study/Plan			\$12,000	\$18,000	\$30,000
	Small Maintenance Tractor	New Asset				\$40,000	\$40,000
	Puslinch Community Centre Senior Soccer Field Chain Link Fence Backstop	New Asset				\$12,000	\$12,000
	Badenoch Storage Shed Replacement	Asset Management				\$20,000	\$20,000
	PCC						
	Emergency Generator	Asset Management				\$170,000	\$170,000
	Electronic Sign Replacement	Asset Management				\$37,500	\$37,500
	Killean School Bell Cairn	Asset Management				\$20,550	\$20,550
Public Works							
	Public Works						
	Storm Sewer Inspections and Cleaning	Study/Plan			\$10,000		\$10,000
	Street Lights - Pole and Arm Inspections	Study/Plan			\$20,000		\$20,000
	Gravel Roads Improvement	Reserve Contribution		\$344,050			\$344,050
	Storm Water Management Pond Inspections	Study/Plan			\$5,000		\$5,000
	Puslinch-Flamborough Townline - Leslie Road West to Township Limits	Asset Management			\$76,032	\$11,968	\$88,000
	Gore Road - Valens Road to Concession 7	Asset Management			\$384,480	\$60,520	\$445,000
	Gore Road - Concession 7 to Lennon Road	Asset Management			\$241,920	\$38,080	\$280,000

2025 Capital Plan Summary

Project Cost			Funding Type		Discretionary_Reserves	Restricted_Reserves	Grand Total
Service	Department Capital Project	Classification	Grant	Levy			
	Leslie Road West - Victoria Road South to Watson Road South	Asset Management			\$507,168	\$79,832	\$587,000
	Winer Road - McLean Road to Nicholas Beaver Road	Asset Management			\$309,312	\$48,688	\$358,000
	Pickup truck - 3/4 ton - Crew Cab	Asset Management	\$6,000		\$57,194		\$63,194
	Bridge and Culvert Inspections	Study/Plan			\$15,000		\$15,000
	CLI-ECA Application for Municipal Stormwater Management Systems	Study/Plan			\$51,750		\$51,750
	Hard-Surfacing Gravel Roads - Design Costs	Asset Management			\$41,040	\$6,460	\$47,500
	Concession 1/Leslie Road West - Concession 7 to Highway 6	Asset Management	\$372,380			\$311,620	\$684,000
	Radar Speed Signs (2) - Council Direction	New Asset		\$7,000		\$7,000	\$14,000
By-law							
	By-law						
	Decibel Meter and Calibrator	New Asset		\$5,058		\$3,300	\$8,358
Planning							
	Planning						
	Regionally Significant Economic Development Study Area Phase 2 (Residential)	Study/Plan	\$25,000		\$6,000	\$29,000	\$60,000
	Development Standards Guidelines	Study/Plan			\$3,000	\$27,000	\$30,000
Grand Total			\$456,360	\$1,435,809	\$3,202,431	\$1,480,533	\$6,575,134

2026 Capital Plan Summary

Project Cost Service	Department	Capital Project	Classification	Funding Type Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
Fire and Rescue								
	Fire and Rescue							
		Fire Master Plan	Study/Plan			\$12,000	\$18,000	\$30,000
		Structural Firefighter Gear	Asset Management			\$30,180		\$30,180
		Portable Pumps	Asset Management			\$18,000		\$18,000
General Government								
	Corporate							
		Asset Management	Reserve Contribution		\$1,029,325			\$1,029,325
		Corporate Information Technology	Reserve Contribution		\$20,000			\$20,000
		Computer Equipment	Information Technology			\$9,581		\$9,581
		Computer Equipment - New Term of Council	Information Technology			\$8,590		\$8,590
		Administrative Studies	Reserve Contribution		\$40,000			\$40,000
		Website Redesign	Information Technology	\$28,000				\$28,000
		Revitalizing the Downtowns in Aberfoyle and Morriston	Study/Plan	\$24,750				\$24,750
Parks and Recreation								
	Parks							
		Recreation and Parks Master Plan	Study/Plan			\$12,000	\$18,000	\$30,000
		Pickup Truck - Trsfr from Public Works	Asset Management	\$6,000			\$0	\$6,000
		Light Poles Replacement at the Puslinch Community Centre Grounds	Asset Management				\$5,200	\$5,200
		Fencing Replacement at the Badenoch Soccer Field (East Side)	Asset Management				\$14,934	\$14,934
	PCC							
		Bar Counter, Bar Door, Cosmetic Upgrades	Asset Management	\$20,000			\$80,000	\$100,000
Public Works								
	Public Works							

2026 Capital Plan Summary

Project Cost Service	Department	Capital Project	Classification	Funding Type Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total	
		Gravel Roads Improvement	Reserve Contribution		\$394,050			\$394,050	
		Pickup truck - 3/4 ton - Single Cab	Asset Management			\$46,330		\$46,330	
		Concession 1 - Leslie Road West to Highway 6	Asset Management			\$138,240	\$21,760	\$160,000	
		Daymond Drive - Stormwater Management Facility	Asset Management			\$300,000		\$300,000	
		Aberfoyle Business Park Block 6 - Stormwater Management Facility	Asset Management			\$200,000		\$200,000	
		Carroll Pond & Lesic Jassal Municipal Drain - Sediment Survey	Study/Plan			\$7,000		\$7,000	
		Concession 2 Culvert	Asset Management			\$138,240	\$21,760	\$160,000	
		Mason Road - Concession 7 to End	Asset Management			\$56,160	\$8,840	\$65,000	
		Nicholas Beaver Road - Winer Road to Brock Road South	Asset Management			\$376,704	\$59,296	\$436,000	
		Grader - 502	Asset Management			\$70,000		\$70,000	
		Concession 2 - Sideroad 10 South to County Road 35	Asset Management			\$519,264	\$81,736	\$601,000	
		Concession 2 - Country Road 35 to Sideroad 25 South	Asset Management			\$527,040	\$82,960	\$610,000	
		Concession 2 - Sideroad 20 South to Sideroad 25 South	Asset Management	\$372,380		\$173,732	\$386,888	\$933,000	
		Concession 2/2A - Sideroad 25 South to Concession 2	Asset Management			\$251,424	\$39,576	\$291,000	
		Concession 2A - Concession 2 to Concession 7	Asset Management			\$93,312	\$14,688	\$108,000	
		Radar Speed Signs (2) - Council Direction	New Asset		\$7,000		\$7,000	\$14,000	
Planning									
	Planning	Development of a Township Official Plan	Study/Plan			\$32,501	\$67,500	\$100,000	
Grand Total					\$451,130	\$1,490,375	\$3,020,298	\$928,138	\$5,889,940

2027 Capital Plan Summary

Project Cost Service	Department	Capital Project	Classification	Funding Type			Restricted_Reserves	Grand Total
				Grant	Levy	Discretionary_Reserves		
Building								
	Building							
		Pickup Truck - Mid-Size	Asset Management			\$19,813		\$19,813
Fire and Rescue								
	Fire and Rescue							
		Structural Firefighter Gear	Asset Management			\$20,120		\$20,120
		Pickup Truck - Mid-Size	Asset Management			\$0		\$0
		Pickup Truck - Mid-Size	Asset Management	\$3,000				\$3,000
		Washer/Extractor/Dryer	Asset Management			\$24,312		\$24,312
		Thermal Imaging Camera	Asset Management			\$6,576		\$6,576
General Government								
	Corporate							
		Community Based Strategic Plan	Study/Plan			\$3,489	\$21,432	\$24,921
		Asset Management	Reserve Contribution		\$1,056,075			\$1,056,075
		Corporate Information Technology	Reserve Contribution	\$20,000				\$20,000
		Computer Equipment	Information Technology			\$6,056		\$6,056
		Administrative Studies	Reserve Contribution	\$40,000				\$40,000
		Firewall Upgrades	Information Technology			\$3,200		\$3,200
Parks and Recreation								
	PCC							
		Rebalancing of HVAC system	Asset Management				\$5,000	\$5,000
Public Works								
	Public Works							
		Gravel Roads Improvement	Reserve Contribution		\$444,050			\$444,050
		Leslie Road West Culvert	Asset Management			\$95,040	\$14,960	\$110,000
		Cooks Bridge	Asset Management			\$648,000	\$102,000	\$750,000
		Cooks Mill Road - Bridge to County Road 41	Asset Management			\$110,592	\$17,408	\$128,000
		Bridle Path - Bridle Path Split to Brock Road South	Asset Management			\$203,000		\$203,000
		Bridle Path	Asset Management			\$508,000		\$508,000
		Bridge and Culvert Inspections	Study/Plan			\$15,000		\$15,000
		Tandem Dump Truck - 304	Asset Management	\$25,000		\$400,866		\$425,866
		Victoria Road South - County Road 34 to Maltby Road East	Asset Management	\$372,380		\$172,236	\$399,384	\$944,000
		Radar Speed Signs (2) - Council Direction	New Asset		\$7,000		\$7,000	\$14,000
By-law								
	By-law							
		SUV	Asset Management			\$19,813		\$19,813

2027 Capital Plan Summary

Project Cost Service	Department	Capital Project	Classification	Funding Type			Grand Total	
				Grant	Levy	Discretionary_Reserves		Restricted_Reserves
		Comprehensive By-law Enforcement Legislative Review	Study/Plan			\$25,000	\$25,000	\$50,000
Planning								
	Planning	Development of a Township Official Plan	Study/Plan	\$25,000		\$7,501	\$67,500	\$100,000
Grand Total				\$425,380	\$1,567,125	\$2,288,614	\$659,684	\$4,940,803

2028 Capital Plan Summary

Project Cost Service	Department	Capital Project	Classification	Funding Type Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
Building								
	Building							
		Septic Reinspections	Study/Plan		\$18,179			\$18,179
Fire and Rescue								
	Fire and Rescue							
		Structural Firefighter Gear	Asset Management			\$10,060		\$10,060
		Aerial 33 Truck	Asset Management		\$10,000	\$2,290,000		\$2,300,000
General Government								
	Corporate							
		Asset Management	Reserve Contribution		\$1,082,825			\$1,082,825
		Corporate Information Technology	Reserve Contribution		\$20,000			\$20,000
		Compensation and Benefits Review	Study/Plan			\$27,000		\$27,000
		Computer Equipment	Information Technology			\$9,031		\$9,031
		Administrative Studies	Reserve Contribution		\$40,000			\$40,000
		Information Technology Infrastructure Audit	Information Technology			\$11,000		\$11,000
	Municipal Office							
		Emergency Generator	Asset Management			\$170,000		\$170,000
		Replacement of metal roofing panels	Asset Management			\$125,000		\$125,000
		Roads Storage Building Roof Rehabilitation	Asset Management			\$15,000		\$15,000
		Municipal Complex: Parking Lot	Asset Management			\$162,750		\$162,750
Parks and Recreation								
	Parks							

2028 Capital Plan Summary

Project Cost Service	Department	Capital Project	Classification	Funding Type Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
		Replacement of metal roofing panels in Blue Storage Building Behind PCC	Asset Management				\$30,000	\$30,000
		Kabota Lawnmower	Asset Management	\$4,933			\$22,237	\$27,169
		Gravel Road Rehabilitation at Old Morriston Park	Asset Management				\$7,740	\$7,740
	PCC							
		Replacement of metal roofing panels	Asset Management				\$100,000	\$100,000
	Public Works							
	Public Works							
		Gravel Roads Improvement	Reserve Contribution		\$494,050			\$494,050
		Roads Condition Index Updates	Study/Plan			\$34,560	\$5,440	\$40,000
		Storm Water Management Pond Inspections	Study/Plan			\$5,000		\$5,000
		Roadside Safety Allowances - Bridges and Culverts	New Asset		\$176,256		\$27,744	\$204,000
		Concession 4 - County Road 35 to Sideroad 20 North	Asset Management	\$372,380		\$147,748	\$81,872	\$602,000
		Concession 1 - Sideroad 10 South to County Road 35	Asset Management			\$520,128	\$81,872	\$602,000
		Gore Road - County Road 35 to Foreman Road	Asset Management			\$249,128	\$352,872	\$602,000
		Traffic Calming - Streetscaping Morriston - Phase 2	New Asset	\$25,000	\$101,576		\$19,924	\$146,500
		Tandem Roll-Off Dump Truck- 302	Asset Management			\$408,752		\$408,752
		Tandem Roll-Off Dump Truck- 302	Asset Management	\$25,000				\$25,000
		Traffic Count Study	Study/Plan			\$25,920	\$4,080	\$30,000
		Radar Speed Signs (2) - Council Direction	New Asset		\$7,000		\$7,000	\$14,000
	Planning							
	Planning							
		Zoning By-law Update	Study/Plan			\$11,376	\$23,625	\$35,001
Grand Total				\$455,491	\$1,921,707	\$4,222,453	\$764,406	\$7,364,057

2029 Capital Plan Summary

Project Cost Service	Department	Capital Project	Classification	Funding Type Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
Fire and Rescue								
	Fire and Rescue							
		Structural Firefighter Gear	Asset Management			\$20,120		\$20,120
		Thermal Imaging Camera	Asset Management			\$6,803		\$6,803
General Government								
	Corporate							
		Asset Management	Reserve Contribution		\$1,109,575			\$1,109,575
		Corporate Information Technology	Reserve Contribution		\$20,000			\$20,000
		Computer Equipment	Information Technology			\$16,508		\$16,508
		Administrative Studies	Reserve Contribution		\$40,000			\$40,000
		Network Hardware Upgrades	Information Technology			\$6,800		\$6,800
	Finance							
		Energy Conservation and Demand Management Plan	Study/Plan			\$7,603	\$793	\$8,395
	Municipal Office							
		Exterior wall rehabilitation	Asset Management			\$25,000		\$25,000
		Replacement of furnaces - Fire area	Asset Management			\$20,000		\$20,000
		Replacement of fire alarm system (fire extinguishers, panels, bells, pullstations, heat & smoke detectors)	Asset Management			\$15,000		\$15,000
Parks and Recreation								
	ORC							
		Floor Scrubber	Asset Management				\$12,223	\$12,223
	Parks							
		Landscape Trailer	Asset Management	\$2,000			\$8,003	\$10,003

2029 Capital Plan Summary

Project Cost Service	Department	Capital Project	Classification	Funding Type Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
	PCC							
		Exterior wall rehabilitation	Asset Management				\$35,000	\$35,000
		Replacement of fire alarm system (fire extinguishers, panels, bells, pullstations, heat & smoke detectors)	Asset Management				\$5,000	\$5,000
	Public Works							
	Public Works							
		Gravel Roads Improvement	Reserve Contribution		\$544,050			\$544,050
		Concession 1 Culvert	Asset Management			\$17,280	\$2,720	\$20,000
		Sideroad 20 North - County Road 34 to Forestell Road	Asset Management	\$372,380		\$160,140	\$397,480	\$930,000
		Concession 4 - Sideroad 20 North to curve in road	Asset Management			\$113,184	\$17,816	\$131,000
		Concession 1 - Transition to Transition	Asset Management			\$531,360	\$83,640	\$615,000
		Concession 1 - Townline Road to Transition	Asset Management			\$319,680	\$50,320	\$370,000
		Concession 1 - Transition to Sideroad 10 South	Asset Management			\$189,216	\$29,784	\$219,000
		Bridge and Culvert Inspections	Study/Plan			\$15,000		\$15,000
		Tandem Dump Truck- 301	Asset Management	\$25,000		\$416,638		\$441,638
		Radar Speed Signs (2) - Council Direction	New Asset		\$7,000		\$7,000	\$14,000
Grand Total				\$399,380	\$1,720,625	\$1,880,333	\$649,779	\$4,650,116

2030 Capital Plan Summary

Project Cost Service	Department	Capital Project	Classification	Funding Type Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
Fire and Rescue								
	Fire and Rescue							
		Structural Firefighter Gear	Asset Management			\$10,060		\$10,060
		Tanker 37 Truck	Asset Management	\$20,000		\$780,000		\$800,000
General Government								
	Corporate							
		Asset Management	Reserve Contribution		\$1,136,325			\$1,136,325
		Corporate Information Technology	Reserve Contribution		\$20,000			\$20,000
		Computer Equipment	Information Technology			\$19,636		\$19,636
		Computer Equipment - New Term of Council	Information Technology			\$8,590		\$8,590
		Administrative Studies	Reserve Contribution		\$40,000			\$40,000
		Tablets and OWL Cameras - Building, Fire and Administration	Information Technology			\$12,868		\$12,868
		Firewall Upgrades	Information Technology			\$12,800		\$12,800
	Finance							
		Asset Management Plan and Policy Updates	Study/Plan			\$67,957	\$7,083	\$75,040
	Municipal Office							
		Building Condition Assessment, Arc Flash Study, Infra-red Scanning of Equipment	Study/Plan			\$7,500		\$7,500
Parks and Recreation								
	ORC							
		Building Condition Assessment, Arc Flash Study, Infra-red Scanning of Equipment	Study/Plan			\$6,714	\$787	\$7,500
	PCC							
		Building Condition Assessment, Arc Flash Study, Infra-red Scanning of Equipment	Study/Plan			\$6,714	\$787	\$7,500
Public Works								

2030 Capital Plan Summary

Project Cost Service	Department	Capital Project	Classification	Funding Type Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
	Public Works							
		Storm Sewer Inspections and Cleaning	Study/Plan			\$10,000		\$10,000
		Street Lights - Pole and Arm Inspections	Study/Plan			\$20,000		\$20,000
		Gravel Roads Improvement	Reserve Contribution		\$594,050			\$594,050
		Sideroad 10 North - Forestell Road to Laird Road West	Asset Management			\$260,928	\$41,072	\$302,000
		Deer View Ridge - Hammersley Drive to Fox Run Drive	Asset Management				\$303,000	\$303,000
		Ellis Road Culvert Over Puslinch Lake Irish Creek	Asset Management			\$604,800	\$95,200	\$700,000
		Fox Run Drive - Deer View Ridge to Fox Run Drive transition to curb	Asset Management			\$190,000		\$190,000
		Fox Run Drive to Fox Run Drive	Asset Management			\$297,000		\$297,000
		Laird Road West - End to Country Road 32	Asset Management			\$108,000	\$17,000	\$125,000
		Old Brock Road - Cockburn Street to End	Asset Management			\$29,376	\$4,624	\$34,000
		Fox Run Drive - Fox Run Drive transition to median to Fox Run Drive transition to curb	Asset Management			\$92,000		\$92,000
		Fox Run Drive - Brock Road North to Fox Run Drive transition to median	Asset Management			\$74,000		\$74,000
		Ellis Road - County Road 32 to 6725 Ellis Road	Asset Management	\$372,380		\$97,636	\$73,984	\$544,000
		Victoria Street And Church Street - Calfass Road to Queen Street (Highway 6)	Asset Management			\$111,456	\$17,544	\$129,000
		Radar Speed Signs (2) - Council Direction	New Asset		\$7,000		\$7,000	\$14,000
	By-law							
	By-law							
		Decibel Meter and Calibrator	Asset Management			\$9,194		\$9,194
Grand Total				\$392,380	\$1,797,375	\$2,837,228	\$568,080	\$5,595,063

2031 Capital Plan Summary

Project Cost Service	Department	Capital Project	Classification	Funding Type Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
Fire and Rescue								
	Fire and Rescue							
		Structural Firefighter Gear	Asset Management			\$40,240		\$40,240
General Government								
	Corporate							
		Asset Management	Reserve Contribution		\$1,163,075			\$1,163,075
		Corporate Information Technology	Reserve Contribution		\$20,000			\$20,000
		Computer Equipment	Information Technology			\$9,581		\$9,581
		Administrative Studies	Reserve Contribution		\$40,000			\$40,000
		Website Redesign	Information Technology	\$30,500				\$30,500
		Server Upgrades	Information Technology			\$12,000		\$12,000
Parks and Recreation								
	ORC							
		Drinking Fountain	Asset Management				\$5,000	\$5,000
	Parks							
		Pickup Truck - Trsfr from Public Works	Asset Management	\$6,000			\$0	\$6,000
Public Works								
	Public Works							
		Gravel Roads Improvement	Reserve Contribution		\$644,050			\$644,050
		Storm Water Management Pond Inspections	Study/Plan			\$5,000		\$5,000
		Pickup truck - 3/4 ton - Single Cab	Asset Management			\$50,542		\$50,542
		Gilmour Road - County Road 46 (Brock Road) to Subdivision Entrance	Asset Management			\$63,072	\$9,928	\$73,000

2031 Capital Plan Summary

Project Cost Service	Department	Capital Project	Classification	Funding Type			Grand Total	
				Grant	Levy	Discretionary_Reserves		Restricted_Reserves
		Smith Road - Concession 7 to County Road 34	Asset Management			\$83,808	\$13,192	\$97,000
		Boreham Drive - County Road 37 (Arkeil Road) to County Road 41 (Watson Road South)	Asset Management			\$202,000		\$202,000
		Hume Road - Nassagaweya-Puslinch Townline to Watson Road South	Asset Management	\$372,380			\$310,620	\$683,000
		Settler's Road - Calfass Road to Telfer Glen	Asset Management			\$93,000		\$93,000
		Back Street - Main Street to Badenoch Street East	Asset Management			\$87,264	\$13,736	\$101,000
		Bridge and Culvert Inspections	Study/Plan			\$15,000		\$15,000
		Tandem Dump Truck - 306	Asset Management	\$25,000		\$432,411		\$457,411
		Radar Speed Signs (2) - Council Direction	New Asset		\$7,000		\$7,000	\$14,000
Grand Total				\$433,880	\$1,874,125	\$1,093,918	\$359,476	\$3,761,399

2032 Capital Plan Summary

Project Cost Service	Department	Capital Project	Classification	Funding Type		Discretionary_Reserves	Restricted_Reserves	Grand Total
				Grant	Levy			
Building								
	Building	Pickup Truck - Mid-Size	Asset Management			\$21,614		\$21,614
Fire and Rescue								
	Fire and Rescue	Structural Firefighter Gear	Asset Management			\$15,090		\$15,090
		Pickup Truck - Mid-Size	Asset Management	\$3,000		\$0		\$3,000
		Pumper 32 Truck	Asset Management	\$10,000		\$740,000		\$750,000
		Tanker 38 Truck	Asset Management	\$20,000		\$780,000		\$800,000
General Government								
	Corporate	Asset Management	Reserve Contribution		\$1,189,825			\$1,189,825
		Corporate Information Technology	Reserve Contribution		\$20,000			\$20,000
		Compensation and Benefits Review	Study/Plan			\$29,000		\$29,000
		Computer Equipment	Information Technology			\$6,056		\$6,056
		Administrative Studies	Reserve Contribution		\$40,000			\$40,000
Public Works								
	Public Works	Gravel Roads Improvement	Reserve Contribution		\$694,050			\$694,050
		Beiber Road - Nicholas Beaver Road to private property	Asset Management			\$67,392	\$10,608	\$78,000
		Backhoe - 06	Asset Management	\$53,700		\$119,836		\$173,536
		Main Street - Badenoch Street East to Morriston Ball Park	Asset Management			\$64,800	\$10,200	\$75,000
		Telfer Glen - Queen Street (Highway 6) to End	Asset Management	\$318,000				\$318,000
		Watson Road South - bridge to bridge	Asset Management				\$211,000	\$211,000

2032 Capital Plan Summary

Project Cost Service	Department	Capital Project	Classification	Funding Type Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
		Radar Speed Signs (2) - Council Direction	New Asset		\$7,000		\$7,000	\$14,000
By-law								
	By-law							
		Pickup Truck - Mid-Size	Asset Management			\$21,614		\$21,614
		Comprehensive By-law Enforcement Legislative Review	Study/Plan			\$25,000	\$25,000	\$50,000
Grand Total					\$404,700	\$1,950,875	\$1,890,402	\$4,509,785

2033 Capital Plan Summary

Project Cost Service	Department	Capital Project	Classification	Funding Type			Grand Total
				Grant	Levy	Discretionary_Reserves	
Building							
	Building						
		Septic Reinspections	Study/Plan	\$19,831			\$19,831
Fire and Rescue							
	Fire and Rescue						
		Structural Firefighter Gear	Asset Management			\$15,090	\$15,090
		Defibrillators - Fire & Rescue Service Trucks and Municipal Buildings	Asset Management			\$38,593	\$38,593
General Government							
	Corporate						
		Asset Management	Reserve Contribution		\$1,216,575		\$1,216,575
		Corporate Information Technology	Reserve Contribution		\$20,000		\$20,000
		Computer Equipment	Information Technology			\$9,031	\$9,031
		Administrative Studies	Reserve Contribution		\$40,000		\$40,000
		Information Technology Infrastructure Audit	Information Technology			\$12,000	\$12,000
		Firewall Upgrades	Information Technology			\$3,200	\$3,200
Parks and Recreation							
	Parks						
		Kubota Lawn Tractor	Asset Management	\$4,933		\$20,833	\$25,766
		Pickup truck - 1/2 ton - Crew Cab	Asset Management	\$6,000		\$61,072	\$67,072
	PCC						
		Replacement of Sanitary Pumps and Control System	Asset Management			\$5,000	\$5,000
Public Works							
	Public Works						
		Gravel Roads Improvement	Reserve Contribution		\$744,050		\$744,050
		Roads Condition Index Updates	Study/Plan			\$34,560	\$40,000

2034 Capital Plan Summary

Project Cost				Funding Type				Grand Total
Service	Department	Capital Project	Classification	Grant	Levy	Discretionary_ Re serves	Restricted_ Res erves	
Fire and Rescue								
	Fire and Rescue							
		Structural Firefighter Gear	Asset Management			\$45,270		\$45,270
General Government								
	Corporate							
		Asset Management	Reserve Contribution		\$1,243,325			\$1,243,325
		Corporate Information Technology	Reserve Contribution		\$20,000			\$20,000
		Computer Equipment	Information Technology			\$16,508		\$16,508
		Computer Equipment - New Term of Council	Information Technology			\$8,590		\$8,590
		Administrative Studies	Reserve Contribution		\$40,000			\$40,000
		Network Hardware Upgrades	Information Technology			\$10,200		\$10,200
	Finance							
		Development Charges Study	Study/Plan				\$30,000	\$30,000
		Energy Conservation and Demand Management Plan	Study/Plan			\$8,294	\$865	\$9,158
Public Works								
	Public Works							
		Gravel Roads Improvement	Reserve Contribution		\$794,050			\$794,050
		Storm Water Management Pond Inspections	Study/Plan			\$5,000		\$5,000
		Daymond Drive - County Road 46 to End	Asset Management			\$201,000		\$201,000
		Cassin Court - Daymond Drive to End	Asset Management			\$78,000		\$78,000
		Victoria Road South - Leslie Road West to Flamborough Puslinch Townline	Asset Management				\$270,000	\$270,000
		Laing Court - Currie Drive to End	Asset Management			\$34,000		\$34,000
		Puslinch-Flamborough Townline - Victoria Road South to Maddaugh Road	Asset Management	\$280,800			\$44,200	\$325,000
		Radar Speed Signs (2) - Council Direction	New Asset		\$7,000		\$7,000	\$14,000
Grand Total				\$280,800	\$2,104,375	\$406,862	\$352,065	\$3,144,102

[Back to Index](#)

Department	Account Type	Account	Description	2022 Actuals	2023 Actuals	2024 YTD	2024 Budget	2025 Budget
Administration	Expenditures							
		01-0010-4000	FT Wages	\$422,728	\$357,260	\$485,065	\$468,939	\$672,644
		01-0010-4001	PT Wages	\$6,735	\$7,419	\$14,603	\$9,128	\$8,758
		01-0010-4002	OT Wages	\$979	\$4,821	\$2,586	\$500	\$500
		01-0010-4100	FT Wage Related Expenses	\$75,657	\$62,749	\$84,725	\$81,659	\$117,390
		01-0010-4101	PT Wage Related Expenses	\$531	\$599	\$1,340	\$1,755	\$1,681
		01-0010-4102	Group Benefits	\$29,675	\$26,749	\$60,219	\$56,393	\$85,445
		01-0010-4103	WSIB	\$7,871	\$10,814	\$15,505	\$14,303	\$18,494
		01-0010-4200	Office Supplies & Equipment	\$1,310	\$1,066	\$1,124	\$1,750	\$1,300
		01-0010-4302	Communication (phone, fax, internet)	\$1,647	\$1,083	\$793	\$1,574	\$1,716
		01-0010-4303	Professional Fees - Legal	\$84,012	\$251,394	\$150,774	\$53,500	\$68,500
		01-0010-4305	Professional Fees - Engineering	\$44,239	\$37,609	\$49,531	\$23,145	\$18,145
		01-0010-4307	Events and Other	\$11,153	\$8,715	\$10,876	\$12,310	\$13,745
		01-0010-4308	Mileage	\$154	\$33	\$657	\$100	\$500
		01-0010-4309	Professional Development	\$2,674	\$11,557	\$15,866	\$18,621	\$24,781
		01-0010-4311	Membership and Subscription Fees	\$16,348	\$16,571	\$37,225	\$17,282	\$18,390
		01-0010-4312	Meals	\$0	\$0	\$181	\$400	\$400
		01-0010-4313	Travel - Accomodations & Parking	\$0	\$0	\$2,095	\$200	\$2,100
		01-0010-4314	Travel - Air Fare	\$0	\$0	\$0	\$200	\$200
		01-0010-4315	Insurance	\$37,794	\$43,303	\$41,999	\$51,896	\$54,249
		01-0010-4316	Advertising	\$2,032	\$4,144	\$1,862	\$2,715	\$2,215
		01-0010-4317	Professional Fees - Ground Water Monitoring	\$4,803	\$4,908	\$5,472	\$4,000	\$4,751
		01-0010-4320	Contract Services	\$47,709	\$99,547	\$44,805	\$34,394	\$61,491
		01-0010-4321	Clothing, Safety Allowance	\$207	\$0	\$740	\$2,710	\$2,585
		01-0010-4600	Heritage Financial Incentive Program	\$0	\$1,000	\$2,313	\$10,600	\$10,600
	Expenditures Total			\$798,259	\$951,341	\$1,030,358	\$868,072	\$1,190,581
	ReserveTransfers							
		01-0013-3110	Transfer from Heritage Financial Incentive Program	\$0	\$10,600	\$2,200	-\$10,600	-\$10,600
	ReserveTransfers Total			\$0	\$10,600	\$2,200	-\$10,600	-\$10,600
	Revenues							
		01-0015-1110	Agreement, Commissioner, FOI, Photocopy	-\$2,212	-\$1,567	-\$3,728	-\$2,223	-\$3,659
		01-0015-1130	Engineering, Environmental and Legal Fees Recovered	-\$12,535	-\$7,518	-\$13,213	-\$10,000	-\$10,000
		01-0015-1150	Recoveries from Staff Events	-\$995	-\$1,042	-\$1,305	-\$1,000	-\$1,000
		01-0015-1155	Nestle Agreement	-\$500	-\$500	-\$500	-\$500	-\$500
		01-0015-3738	Other recoveries	\$0	-\$100	-\$3,000	-\$500	-\$500
	Revenues Total			-\$16,241	-\$10,727	-\$21,746	-\$14,223	-\$15,659

Department	Account Type	Account	Description	2022 Actuals	2023 Actuals	2024 YTD	2024 Budget	2025 Budget
Administration								
Building								
	Expenditures							
		01-0020-4000	FT Wages	\$305,284	\$319,934	\$398,223	\$407,637	\$463,564
		01-0020-4001	PT Wages	\$0	\$0	\$0	\$0	\$0
		01-0020-4002	OT Wages	\$737	\$0	\$0	\$500	\$500
		01-0020-4100	FT Wage Related Expenses	\$54,684	\$57,742	\$73,225	\$75,242	\$85,241
		01-0020-4101	PT Wage Related Expenses	\$0	\$0	\$0	\$0	\$0
		01-0020-4102	Group Benefits	\$33,637	\$32,755	\$48,570	\$47,039	\$68,870
		01-0020-4103	WSIB	\$6,998	\$9,565	\$12,730	\$12,856	\$13,727
		01-0020-4199	Computer Software & Hardware	\$61	\$511	\$0	\$300	\$200
		01-0020-4200	Office Supplies & Equipment	\$927	\$1,385	\$1,572	\$1,500	\$1,170
		01-0020-4203	Fuel	\$3,780	\$2,060	\$0	\$2,116	\$2,222
		01-0020-4220	Vehicle Maintenance	\$868	\$1,586	\$224	\$1,000	\$1,000
		01-0020-4301	Postage	\$547	\$810	\$1,088	\$850	\$1,000
		01-0020-4302	Communication (phone, fax, internet)	\$3,592	\$2,748	\$3,629	\$4,397	\$4,437
		01-0020-4303	Professional Fees - Legal	\$7,871	\$17,916	\$20,515	\$35,000	\$46,000
		01-0020-4304	Professional Fees - Audit	\$6,374	\$6,405	\$5,446	\$6,600	\$8,385
		01-0020-4305	Professional Fees - Engineering	\$3,730	\$1,593	\$3,687	\$5,000	\$3,000
		01-0020-4308	Mileage	\$186	\$743	\$806	\$750	\$750
		01-0020-4309	Professional Development	\$4,508	\$5,348	\$6,398	\$11,404	\$11,775
		01-0020-4311	Membership and Subscription Fees	\$3,784	\$4,663	\$5,379	\$5,431	\$5,737
		01-0020-4312	Meals	\$0	\$49	\$465	\$100	\$150
		01-0020-4313	Travel - Accomodations & Parking	\$938	\$1,262	\$2,374	\$2,000	\$2,000
		01-0020-4315	Insurance	\$10,541	\$13,391	\$14,606	\$14,509	\$15,383
		01-0020-4316	Advertising	\$418	\$2,240	\$1,083	\$898	\$910
		01-0020-4318	Vehicle Plates	\$125	\$0	\$0	\$125	\$0
		01-0020-4320	Contract Services	\$55,272	\$68,686	\$62,199	\$84,276	\$80,117
		01-0020-4321	Clothing, Safety Allowance	\$519	\$720	\$706	\$980	\$980
		01-0020-4322	Emergency Management	\$508	\$554	\$604	\$566	\$603
		01-0020-4323	Municipal Office Costs Recovered from Building Department	\$21,676	\$22,919	\$22,125	\$20,289	\$21,117
		01-0020-4500	Bank Service Charges	\$5,402	\$4,751	\$6,578	\$5,100	\$5,100
	Expenditures Total			\$532,965	\$580,337	\$692,234	\$746,465	\$843,940
	ReserveTransfers							
		01-0013-3150	Contribution to Building Surplus RF	\$39,059	\$352,061	\$0	\$0	\$0
			Transfer from Building Surplus RF	\$0	\$0	-\$199,651	-\$58,696	-\$135,296
	ReserveTransfers Total			\$39,059	\$352,061	-\$199,651	-\$58,696	-\$135,296
	Revenues							
		01-0015-1185	Online Service Fee	-\$4,447	-\$1,709	-\$3,439	-\$3,000	-\$3,000

Department	Account Type	Account	Description	2022 Actuals	2023 Actuals	2024 YTD	2024 Budget	2025 Budget
By-law								
	Expenditures							
		01-0140-4000	FT Wages	\$33,003	\$61,965	\$78,010	\$83,976	\$125,929
		01-0140-4001	PT Wages	\$0	\$340	\$0	\$700	\$400
		01-0140-4002	OT Wages	\$330	\$1,681	\$0	\$500	\$500
		01-0140-4100	FT Wage Related Expenses	\$6,052	\$11,533	\$14,680	\$15,715	\$23,473
		01-0140-4101	PT Wage Related Expenses	\$0	\$0	\$0	\$0	\$0
		01-0140-4102	Group Benefits	\$1,328	\$5,041	\$7,121	\$7,187	\$12,843
		01-0140-4103	WSIB	\$471	\$1,960	\$2,605	\$2,745	\$3,907
		01-0140-4200	Office Supplies & Equipment	\$107	\$341	\$266	\$150	\$150
		01-0140-4203	Fuel	\$413	\$1,426	\$0	\$2,117	\$1,497
		01-0140-4208	Signage - 911 Signs	\$1,673	\$360	\$628	\$1,200	\$1,000
		01-0140-4220	Vehicle Maintenance	\$107	\$602	\$1,236	\$500	\$700
		01-0140-4302	Communication (phone, fax, internet)	\$1,331	\$665	\$879	\$1,144	\$1,355
		01-0140-4303	Professional Fees - Legal	\$56,189	\$97,757	\$199,040	\$76,000	\$109,500
		01-0140-4305	Professional Fees - Engineering	\$22,194	\$34,375	\$52,665	\$22,000	\$15,000
		01-0140-4308	Mileage	\$784	\$0	\$0	\$250	\$250
		01-0140-4309	Professional Development	\$2,173	\$1,630	\$3,564	\$3,631	\$14,300
		01-0140-4312	Meals	\$120	\$0	\$5	\$100	\$50
		01-0140-4313	Travel - Accomodations & Parking	\$1,577	\$0	\$0	\$250	\$250
		01-0140-4315	Insurance	\$0	\$10,586	\$11,886	\$12,064	\$12,532
		01-0140-4316	Advertising	\$1,351	\$0	\$60	\$1,000	\$1,000
		01-0140-4318	Vehicle Plates	\$0	\$0	\$0	\$125	\$0
		01-0140-4320	Contract Services	\$38,209	\$17,585	\$25,099	\$27,725	\$25,162
		01-0140-4321	Clothing, Safety Allowance	\$1,385	\$150	\$234	\$260	\$2,020
		01-0140-4324	Livestock Loss	\$0	\$0	\$0	\$353	\$353
		01-0140-4311	Membership and Subscription Fees	\$240	\$363	\$534	\$652	\$507
		01-0140-4207	Public Education	\$0	\$0	\$0	\$500	\$500
	Expenditures Total			\$169,034	\$248,361	\$398,513	\$260,843	\$353,178
	Revenues							
		01-0015-1000	Lottery Licences	-\$30	-\$42	-\$245	-\$50	-\$100
		01-0015-1255	Sign Permits	\$0	\$0	\$0	-\$116	-\$1,511
		01-0015-1260	Fence Viewer's Application	\$0	\$0	\$0	\$0	\$0
		01-0015-1270	Engineering, Environmental and Legal Fees Recovered	-\$24,167	-\$38,608	-\$74,978	-\$31,500	-\$40,000
		01-0015-1280	Site Alteration Agreement	-\$2,056	-\$9,947	-\$20,127	-\$20,000	-\$20,600
		01-0015-3744	Other recoveries	-\$400	-\$995	-\$3,000	-\$588	-\$1,465
		01-0015-5240	Ontario Wildlife Damage Compensation	\$0	\$0	\$0	-\$353	-\$353
		01-0017-7220	Dog Tags and Kennel Licences	-\$13,336	-\$14,757	-\$14,072	-\$14,088	-\$14,468
		01-0017-7230	Municipal addressing signs and posts	-\$1,264	-\$522	-\$2,001	-\$1,650	-\$1,700
		01-0017-7270	Septic Compliance Letter	-\$794	-\$770	-\$880	-\$1,000	-\$810
		01-0017-7280	Special Events Permit	\$0	-\$1,074	-\$1,232	-\$1,000	-\$1,170
		01-0017-7281	Swimming Pool Enclosure Permit	-\$7,925	-\$1,221	-\$4,267	-\$6,000	-\$4,644

Department	Account Type	Account	Description	2022 Actuals	2023 Actuals	2024 YTD	2024 Budget	2025 Budget
Corporate								
	Expenditures							
		01-0150-4501	Taxes written off (Twp share only)	\$24,928	\$31,741	\$39,085	\$32,000	\$32,000
		01-0150-4700	Conservation Authorities Levy Payment	\$177,805	\$184,296	\$192,122	\$192,122	\$199,789
		01-0150-4503	Tax write off Accrual	-\$8,315	-\$29,910	\$0	\$0	\$0
	Expenditures Total			\$194,418	\$186,127	\$231,207	\$224,122	\$231,789
	ReserveTransfers							
		01-0013-3090	Transfer from Capital Carry-forward	\$0	-\$27,056	-\$32,966	-\$32,966	\$0
		01-0013-3100	Transfer from Operating Carryforward	-\$41,500	\$49,012	-\$51,531	-\$51,531	-\$81,014
		01-0013-3185	Contribution to Legal Contingency	\$0	\$0	\$0	\$25,000	\$0
			Transfer from Legal Contingency	\$0	\$0	\$0	\$0	-\$26,750
		01-0013-3095	Contribution to Administrative Studies	\$0	\$0	\$200,000	\$200,000	\$0
		01-0013-3195	Transfer from Insurance Contingency	\$0	-\$5,840	\$0	-\$10,000	-\$10,000
			Contribution to Insurance Contingency	\$10,000	\$25,000	\$0	\$0	\$0
	ReserveTransfers Total			-\$31,500	\$41,116	\$115,503	\$130,503	-\$117,764
	Revenues							
		01-0014-1220	Supplemental Billings	-\$180,076	-\$229,277	-\$505,520	-\$366,000	-\$191,032
		01-0015-3743	Donations	\$0	\$0	\$0	\$0	\$0
		01-0017-2310	Mun Tax Assistance	-\$27,717	-\$28,726	-\$29,218	-\$29,066	-\$29,066
		01-0017-2320	Host Kilmer (Service Ontario)	-\$31,771	-\$34,078	-\$36,410	-\$36,410	-\$36,410
		01-0017-2330	Ontario Hydro	-\$12,147	-\$11,950	-\$11,945	-\$11,950	-\$11,945
		01-0017-2340	Metrolinx	-\$11,692	-\$14,249	-\$13,744	-\$13,744	-\$13,744
		01-0017-2360	Hydro One	-\$6,310	-\$6,310	-\$6,310	-\$6,310	-\$6,310
		01-0017-2400	Grant Guelph Junction Railway	-\$824	-\$718	-\$715	-\$718	-\$715
		01-0017-2500	Puslinch Landfill/Wellington County	-\$8,581	-\$8,651	-\$8,732	-\$8,732	-\$8,732
		01-0017-2600	City of Guelph	-\$37,035	-\$37,334	-\$37,684	-\$37,684	-\$37,684
		01-0017-2700	University of Guelph	-\$750	-\$778	-\$1,123	-\$1,123	-\$1,123
		01-0017-2800	CN Railway	-\$356	-\$311	-\$309	-\$311	-\$309
		01-0017-2900	CP Railway	-\$1,206	-\$1,052	-\$1,047	-\$1,052	-\$1,047
		01-0017-5110	OMPF	-\$422,200	-\$423,100	-\$433,800	-\$433,800	-\$465,300
		01-0017-7510	Penalties - Property Taxes	-\$58,816	-\$51,101	-\$56,223	-\$75,000	-\$55,603
		01-0017-7520	Interest - Tax Arrears	-\$157,324	-\$208,522	-\$297,750	-\$155,000	-\$210,373
		01-0017-7672	Interest on General	-\$198,680	-\$477,374	-\$325,660	-\$210,000	-\$329,720
		01-0017-7770	Other Revenues	-\$356	\$0	-\$12,000	\$0	-\$14,000
	Revenues Total			-\$1,155,841	-\$1,533,531	-\$1,778,193	-\$1,386,901	-\$1,413,115

Department	Account Type	Account	Description	2022 Actuals	2023 Actuals	2024 YTD	2024 Budget	2025 Budget
Elections								
	Expenditures							
		01-0120-4001	Per Diems	\$2,640	\$0	\$0	\$0	\$0
		01-0120-4200	Office Supplies & Equipment	\$2,561	\$0	\$0	\$0	\$0
		01-0120-4208	Signage	\$80	\$0	\$0	\$0	\$0
		01-0120-4301	Postage	\$3,109	\$0	\$0	\$0	\$0
		01-0120-4304	Professional Fees - Audit	\$0	\$47	\$0	\$0	\$0
		01-0120-4309	Professional Development	\$948	\$0	\$0	\$0	\$0
		01-0120-4316	Advertising	\$9,593	\$0	\$0	\$0	\$0
		01-0120-4320	Contract Services	\$43,708	\$1,883	\$1,883	\$1,883	\$1,883
	Expenditures Total			\$62,640	\$1,929	\$1,883	\$1,883	\$1,883
	ReserveTransfers							
		01-0013-3115	Contribution to Elections	\$13,750	\$13,750	\$13,750	\$13,750	\$13,750
			Transfer From Elections	-\$55,000	\$0	\$0	\$0	\$0
	ReserveTransfers Total			-\$41,250	\$13,750	\$13,750	\$13,750	\$13,750
	Revenues							
		01-0015-3737	Election - Other Recoveries	\$0	\$0	\$0	\$0	\$0
		01-0120-4306	Nomination Fees	\$0	\$0	\$0	\$0	\$0
	Revenues Total			\$0	\$0	\$0	\$0	\$0

Department	Account Type	Account	Description	2022 Actuals	2023 Actuals	2024 YTD	2024 Budget	2025 Budget
Finance								
	Expenditures							
		01-0100-4000	FT Wages	\$368,500	\$325,728	\$322,788	\$402,467	\$361,722
		01-0100-4001	PT Wages	\$0	\$54,572	\$87,745	\$0	\$0
		01-0100-4002	OT Wages	\$3,235	\$4,216	\$2,233	\$500	\$500
		01-0100-4100	FT Wage Related Expenses	\$63,405	\$60,363	\$59,602	\$74,335	\$66,382
		01-0100-4101	PT Wage Related Expenses	\$0	\$6,578	\$11,534	\$0	\$0
		01-0100-4102	Group Benefits	\$44,498	\$44,661	\$42,094	\$45,908	\$37,467
		01-0100-4103	WSIB	\$7,562	\$11,091	\$12,987	\$12,370	\$10,280
		01-0100-4199	Computer Software & Hardware	\$884	\$1,758	\$0	\$1,000	\$880
		01-0100-4200	Office Supplies & Equipment	\$5,354	\$6,697	\$4,407	\$5,000	\$4,230
		01-0100-4301	Postage	\$13,011	\$14,061	\$13,824	\$13,300	\$14,200
		01-0100-4302	Communication (phone, fax, internet)	\$4,536	\$4,487	\$6,612	\$6,119	\$5,846
		01-0100-4304	Professional Fees - Audit	\$14,873	\$14,944	\$12,708	\$15,400	\$19,565
		01-0100-4308	Mileage	\$151	\$0	\$15	\$100	\$50
		01-0100-4309	Professional Development	\$2,848	\$1,641	\$1,736	\$3,868	\$4,009
		01-0100-4311	Membership and Subscription Fees	\$3,020	\$3,387	\$2,056	\$2,153	\$2,054
		01-0100-4312	Meals	\$62	\$0	\$11	\$100	\$50
		01-0100-4313	Travel - Accomodations & Parking	\$920	\$0	\$8	\$300	\$200
		01-0100-4316	Advertising and Tax Sale Expenses	\$13,887	\$26,353	\$27,887	\$13,994	\$20,145
		01-0100-4320	Contract Services	\$69,521	\$69,043	\$75,573	\$88,438	\$37,533
		01-0100-4322	Emergency Management	\$1,185	\$1,292	\$1,409	\$1,322	\$1,407
		01-0100-4326	Environmental Service - Garbage Bags	\$4,176	\$10,400	\$15,000	\$6,488	\$9,900
		01-0100-4450	COVID-19 Incremental Expenses	\$11,483	\$0	\$0	\$0	\$0
		01-0100-4500	Bank Service Charges	\$12,056	\$11,108	\$15,346	\$11,000	\$11,500
		01-0100-4502	Other written off (non collectible inv's)	\$10,725	\$10,141	\$3,925	\$0	\$0
		01-0100-4600	Community Grants	\$22,029	\$11,982	\$14,870	\$16,870	\$21,870
	Expenditures Total			\$677,923	\$694,501	\$734,369	\$721,031	\$629,790
	Revenues							
		01-0015-1160	Advertising, Legal, and Realtax Fees Recovered	-\$12,175	-\$20,591	-\$23,915	-\$20,000	-\$20,000
		01-0015-1170	NSF Fees	-\$560	-\$1,164	-\$1,230	-\$700	-\$990
		01-0015-1180	Online Service Fee	-\$2,109	-\$2,489	-\$3,362	-\$2,500	-\$2,500
		01-0015-3120	Tax Certificates	-\$8,640	-\$10,209	-\$11,022	-\$9,500	-\$9,656
		01-0015-3739	Other Recoveries	-\$1,191	-\$709	-\$3,180	-\$1,000	-\$1,000
		01-0017-7780	Garbage bags	-\$4,213	-\$9,634	-\$16,913	-\$6,488	-\$9,900
	Revenues Total			-\$28,887	-\$44,796	-\$59,622	-\$40,188	-\$44,046

Department	Account Type	Account	Description	2022 Actuals	2023 Actuals	2024 YTD	2024 Budget	2025 Budget
Fire and Rescue								
	Expenditures							
		01-0040-4001	PT Wages	\$475,836	\$469,191	\$478,045	\$406,850	\$416,016
		01-0040-4101	PT Wage Related Expenses	\$38,417	\$39,602	\$102,625	\$39,019	\$37,223
		01-0040-4102	Group Benefits	\$19,657	\$16,971	\$26,386	\$29,591	\$32,967
		01-0040-4103	WSIB	\$9,759	\$13,046	\$17,986	\$16,665	\$16,470
		01-0040-4200	Office Supplies & Equipment	\$1,039	\$616	\$1,420	\$1,000	\$1,000
		01-0040-4203	Fuel	\$22,055	\$16,443	\$27	\$20,318	\$21,333
		01-0040-4205	Equipment Maintenance & Supplies	\$20,097	\$14,419	\$22,840	\$22,000	\$22,000
		01-0040-4206	Oxygen & Medical Supplies	\$5,375	\$2,402	\$4,965	\$3,100	\$4,200
		01-0040-4207	Public Education	\$816	\$3,000	\$2,380	\$3,000	\$3,000
		01-0040-4220	Vehicle Maintenance	\$63,687	\$52,285	\$39,803	\$52,000	\$48,000
		01-0040-4302	Communication (phone, fax, internet)	\$10,068	\$6,985	\$8,643	\$5,688	\$6,358
		01-0040-4308	Mileage	\$929	\$1,693	\$537	\$1,500	\$1,000
		01-0040-4309	Professional Development	\$13,281	\$17,909	\$19,142	\$18,370	\$23,530
		01-0040-4311	Membership and Subscription Fees	\$2,206	\$2,140	\$1,080	\$3,740	\$2,106
		01-0040-4312	Meals	\$715	\$509	\$666	\$700	\$550
		01-0040-4313	Travel - Accomodations & Parking	\$36	\$942	\$849	\$200	\$600
		01-0040-4315	Insurance	\$37,967	\$52,930	\$59,432	\$60,318	\$62,662
		01-0040-4316	Advertising	\$0	\$901	\$0	\$500	\$500
		01-0040-4318	Vehicle Plates	\$390	\$265	\$265	\$265	\$265
		01-0040-4319	Permits	\$507	\$541	\$565	\$541	\$565
		01-0040-4320	Contract Services	\$142,070	\$206,926	\$138,992	\$164,381	\$151,705
		01-0040-4321	Clothing, Safety Allowance	\$21,046	\$10,733	\$28,390	\$21,252	\$16,252
		01-0040-4000	FT Wages	\$0	\$0	\$83,266	\$105,914	\$123,341
		01-0040-4100	FT Wage Related Expenses	\$0	\$0	\$18,345	\$19,029	\$21,963
		01-0040-4215	Cleaning - Personal Protective Equipment	\$0	\$0	\$0	\$0	\$5,000
	Expenditures Total			\$885,952	\$930,448	\$1,056,647	\$995,940	\$1,018,606
	Revenues							
		01-0015-3210	Information or Fire Reports	-\$714	-\$599	-\$528	-\$616	-\$565
		01-0015-3215	Other recoveries	-\$1,972	-\$1,568	-\$5,980	-\$9,437	-\$9,437
		01-0015-3230	Open Burning Permit and Inspection	-\$13,423	-\$14,813	-\$18,079	-\$15,000	-\$15,792
		01-0015-3235	Burning Permit Violations	\$0	\$0	-\$1,120	-\$543	-\$560
		01-0015-3245	Fire Extinguisher Training	-\$190	\$0	-\$510	-\$264	-\$254
		01-0015-3250	Water Tank Locks	\$0	\$0	\$0	-\$21	-\$22
		01-0015-3260	Fireworks Permits	-\$105	\$0	\$0	-\$116	-\$119
		01-0015-3270	Occupancy Load	\$0	\$0	\$0	\$0	\$0
		01-0015-3280	Fire Safety Plan Review	\$0	-\$133	\$0	-\$140	-\$144
		01-0015-3290	Post Fire Watch	\$0	\$0	\$0	\$0	\$0
		01-0015-3320	Key Boxes	\$0	\$0	\$0	-\$173	-\$178
		01-0015-3330	Inspections	\$0	\$0	\$0	\$0	\$0

Department	Account Type	Account	Description	2022 Actuals	2023 Actuals	2024 YTD	2024 Budget	2025 Budget
Municipal Office								
	Expenditures							
		01-0170-4201	Hydro	\$16,584	\$19,173	\$18,078	\$16,200	\$17,900
		01-0170-4202	Heat	\$13,352	\$14,298	\$14,643	\$12,600	\$13,825
		01-0170-4204	Water Protection	\$1,073	\$1,747	\$1,328	\$1,200	\$1,400
		01-0170-4215	Cleaning, Maintenance & Supplies - Interior	\$25,278	\$27,918	\$26,967	\$22,600	\$24,800
		01-0170-4216	Kitchen Supplies and Equipment	\$5,421	\$5,452	\$3,297	\$5,000	\$4,400
		01-0170-4217	Waste Removal	\$3,035	\$3,799	\$5,057	\$3,000	\$3,650
		01-0170-4222	Outdoor Maintenance of Building	\$238	\$288	\$483	\$1,000	\$500
		01-0170-4320	Contract Services	\$7,275	\$3,722	\$3,897	\$6,030	\$3,916
	Expenditures Total			\$72,255	\$76,396	\$73,749	\$67,630	\$70,391
	Revenues							
		01-0015-3745	Municipal Office Costs Recovered from Building Department	-\$21,676	-\$22,919	-\$22,125	-\$20,289	-\$21,117
	Revenues Total			-\$21,676	-\$22,919	-\$22,125	-\$20,289	-\$21,117

Department	Account Type	Account	Description	2022 Actuals	2023 Actuals	2024 YTD	2024 Budget	2025 Budget
ORC								
	Expenditures							
		01-0080-4000	FT Wages	\$46,971	\$55,068	\$57,016	\$61,277	\$90,316
		01-0080-4001	PT Wages	\$36,406	\$43,442	\$44,223	\$27,274	\$30,400
		01-0080-4002	OT Wages	\$5,045	\$3,118	\$1,493	\$4,000	\$4,000
		01-0080-4100	FT Wage Related Expenses	\$8,909	\$10,579	\$10,757	\$12,189	\$17,499
		01-0080-4101	PT Wage Related Expenses	\$2,156	\$4,824	\$4,953	\$5,243	\$5,836
		01-0080-4102	Group Benefits	\$2,218	\$4,387	\$10,097	\$9,947	\$14,683
		01-0080-4103	WSIB	\$1,973	\$3,155	\$3,441	\$3,008	\$3,854
		01-0080-4200	Office Supplies & Equipment	\$81	\$70	\$83	\$100	\$100
		01-0080-4201	Hydro	\$21,936	\$30,484	\$33,311	\$25,000	\$31,000
		01-0080-4202	Heat	\$6,362	\$5,143	\$5,608	\$5,500	\$5,750
		01-0080-4204	Water Protection	\$1,278	\$958	\$945	\$1,000	\$1,000
		01-0080-4205	Equipment Maintenance & Supplies	\$11,273	\$13,578	\$7,052	\$9,000	\$10,600
		01-0080-4215	Cleaning, Maintenance & Supplies - Interior	\$8,563	\$8,829	\$13,191	\$6,500	\$9,000
		01-0080-4217	Waste Removal	\$2,389	\$3,031	\$4,028	\$2,400	\$2,900
		01-0080-4222	Bldg-Cleaning, Maint,Supplies Exterior	\$19,900	\$7,407	\$4,387	\$8,000	\$8,000
		01-0080-4302	Communication (phone, fax, internet)	\$2,583	\$2,769	\$4,170	\$2,760	\$3,514
		01-0080-4308	Mileage	\$0	\$0	\$0	\$100	\$50
		01-0080-4309	Professional Development	\$0	\$0	\$243	\$0	\$0
		01-0080-4311	Membership and Subscription Fees	\$0	\$0	\$0	\$0	\$0
		01-0080-4312	Meals	\$0	\$0	\$0	\$50	\$50
		01-0080-4315	Insurance	\$8,432	\$10,586	\$11,886	\$12,064	\$12,532
		01-0080-4316	Advertising	\$1,323	\$418	\$0	\$1,000	\$1,000
		01-0080-4320	Contract Services	\$1,118	\$605	\$77	\$1,471	\$563
		01-0080-4321	Clothing, Safety Allowance	\$452	\$813	\$212	\$600	\$600
	Expenditures Total			\$189,366	\$209,265	\$217,174	\$198,482	\$253,246
	Revenues							
		01-0015-2600	Ice Rental - Prime	-\$36,021	-\$23,542	-\$36,225	-\$38,100	-\$38,867
		01-0015-2700	Ice Rental - Non-Prime	-\$583	\$0	-\$99	-\$647	-\$234
		01-0015-2800	Arena Summer Rentals	-\$10,991	-\$6,048	-\$6,462	-\$10,310	-\$7,633
		01-0015-2900	Gymnasium Rental	-\$19,116	-\$27,107	-\$31,446	-\$25,775	-\$26,548
		01-0015-3000	Rink Board and Ball Diamond Advertising	-\$1,518	-\$1,197	-\$1,235	-\$1,235	-\$1,272
		01-0015-3735	Other Recoveries	-\$369	-\$353	-\$478	-\$400	-\$437
	Revenues Total			-\$68,599	-\$58,248	-\$75,945	-\$76,467	-\$74,991

Department	Account Type	Account	Description	2022 Actuals	2023 Actuals	2024 YTD	2024 Budget	2025 Budget
Parks								
	Expenditures							
		01-0110-4000	FT Wages	\$42,624	\$119,103	\$93,613	\$119,359	\$153,448
		01-0110-4001	PT Wages	\$0	\$0	\$42,945	\$0	\$0
		01-0110-4002	OT Wages	\$2,486	\$2,607	\$222	\$1,000	\$1,000
		01-0110-4100	FT Wage Related Expenses	\$8,001	\$22,088	\$17,547	\$22,746	\$29,012
		01-0110-4101	PT Wage Related Expenses	\$0	\$0	\$8,025	\$0	\$0
		01-0110-4102	Group Benefits	\$6,377	\$14,680	\$14,704	\$15,485	\$18,946
		01-0110-4103	WSIB	\$852	\$3,610	\$4,476	\$3,912	\$4,772
		01-0110-4201	Hydro	\$2,843	\$3,650	\$4,549	\$2,800	\$3,300
		01-0110-4203	Fuel	\$5,877	\$6,476	\$0	\$3,711	\$6,485
		01-0110-4204	Water Protection	\$0	\$0	\$0	\$200	\$0
		01-0110-4205	Equipment Maintenance & Supplies	\$1,831	\$4,196	\$2,522	\$2,800	\$2,800
		01-0110-4220	Vehicle Maintenance	\$46	\$350	\$122	\$350	\$350
		01-0110-4222	Maintenance Grounds	\$12,369	\$6,909	\$23,979	\$13,000	\$16,000
		01-0110-4315	Insurance	\$8,432	\$10,586	\$11,886	\$12,064	\$12,532
		01-0110-4316	Advertising	\$1,440	\$0	\$1,412	\$1,000	\$1,000
		01-0110-4320	Contract Services	\$728	\$794	\$2,487	\$2,294	\$1,724
		01-0110-4309	Professional Development	\$0	\$0	\$2,091	\$0	\$1,500
	Expenditures Total			\$93,906	\$195,050	\$230,580	\$200,720	\$252,871
	Revenues							
		01-0015-2200	Horse Paddock Rental	-\$53	-\$91	-\$59	-\$74	-\$61
		01-0015-2300	Picnic Shelter	-\$1,075	-\$1,013	-\$1,069	-\$1,159	-\$1,084
		01-0015-2400	Ball Diamond Rentals	-\$7,879	-\$9,968	-\$12,628	-\$10,277	-\$13,007
		01-0015-2450	Soccer Field Rentals	-\$4,103	-\$2,213	-\$6,102	-\$3,609	-\$6,207
		01-0015-2500	Tennis Courts	\$0	\$0	-\$2,734	-\$800	-\$2,003
		01-0015-3746	Other recoveries	-\$350	\$0	-\$186	\$0	\$0
	Revenues Total			-\$13,459	-\$13,285	-\$22,777	-\$15,919	-\$22,361

Department	Account Type	Account	Description	2022 Actuals	2023 Actuals	2024 YTD	2024 Budget	2025 Budget
PCC								
	Expenditures							
		01-0070-4000	FT Wages	\$65,522	\$70,430	\$117,007	\$132,018	\$95,411
		01-0070-4001	PT Wages	\$0	\$8,486	\$2,673	\$0	\$0
		01-0070-4002	OT Wages	\$1,322	\$3,301	\$2,897	\$500	\$500
		01-0070-4100	FT Wage Related Expenses	\$12,115	\$13,020	\$21,746	\$24,976	\$18,100
		01-0070-4101	PT Wage Related Expenses	\$0	\$362	\$362	\$0	\$0
		01-0070-4102	Group Benefits	\$8,513	\$9,397	\$13,253	\$17,627	\$10,271
		01-0070-4103	WSIB	\$1,545	\$2,486	\$4,065	\$4,307	\$2,964
		01-0070-4200	Office Supplies & Equipment	\$102	\$0	\$10	\$100	\$100
		01-0070-4201	Hydro	\$11,116	\$12,061	\$13,002	\$12,000	\$11,600
		01-0070-4202	Heat	\$3,782	\$6,402	\$6,683	\$4,500	\$5,200
		01-0070-4204	Water Protection	\$3,551	\$3,910	\$4,316	\$3,700	\$3,700
		01-0070-4215	Cleaning, Maintenance & Supplies - Interior	\$6,366	\$6,696	\$4,513	\$6,500	\$6,500
		01-0070-4216	Kitchen Supplies and Equipment	\$1,697	\$317	\$1,492	\$1,500	\$1,500
		01-0070-4217	Waste Removal	\$9,453	\$12,123	\$16,111	\$9,500	\$12,600
		01-0070-4222	Outdoor Maintenance of Building	\$3,753	\$4,040	\$2,246	\$4,400	\$4,000
		01-0070-4302	Communication (phone, fax, internet)	\$2,790	\$2,556	\$3,943	\$2,448	\$2,940
		01-0070-4308	Mileage	\$0	\$0	\$0	\$0	\$50
		01-0070-4309	Professional Development	\$0	\$0	\$486	\$0	\$0
		01-0070-4311	Membership and Subscription Fees	\$0	\$0	\$0	\$500	\$0
		01-0070-4312	Meals	\$0	\$0	\$6	\$0	\$50
		01-0070-4313	Travel - Accomodations & Parking	\$0	\$0	\$0	\$0	\$0
		01-0070-4315	Insurance	\$8,432	\$10,586	\$11,886	\$12,064	\$12,532
		01-0070-4316	Advertising	\$1,507	\$0	\$0	\$1,000	\$1,000
		01-0070-4320	Contract Services	\$3,630	\$3,164	\$4,648	\$5,033	\$5,347
		01-0070-4321	Clothing, Safety Allowance	\$172	\$292	\$266	\$260	\$520
	Expenditures Total			\$145,368	\$169,628	\$231,612	\$242,932	\$194,885
	Revenues							
		01-0015-3110	Hall - Prime	-\$15,587	-\$26,770	-\$19,859	-\$34,739	-\$34,739
		01-0015-3115	Hall - Non-Prime	-\$14,975	-\$20,756	-\$20,682	-\$20,434	-\$21,047
		01-0015-3130	Meeting Room	-\$4,143	-\$11,047	-\$9,009	-\$13,427	-\$11,378
		01-0015-3135	Projector and Microphone Rental Fee	-\$26	\$0	\$0	\$0	\$0
		01-0015-3160	Licensed Events Using Patio	-\$181	-\$126	-\$317	-\$130	-\$346
		01-0015-3170	Hall - Commercial Rentals	\$0	\$0	\$0	-\$1,547	-\$1,016
		01-0015-3180	Bartenders	-\$234	\$0	\$0	\$0	\$0
		01-0015-3200	Kitchen Facilities - Non-Prime	-\$686	-\$2,357	-\$3,886	-\$2,570	-\$3,809
		01-0015-3736	Other Recoveries	-\$2,101	-\$3,081	-\$3,508	-\$5,000	-\$5,000
		01-0015-5250	Recreation Conditional Grants	-\$1,804	-\$4,358	-\$5,171	-\$5,167	-\$5,167
	Revenues Total			-\$39,737	-\$68,495	-\$62,433	-\$83,014	-\$82,502

Department	Account Type	Account	Description	2022 Actuals	2023 Actuals	2024 YTD	2024 Budget	2025 Budget
Planning								
	Expenditures							
		01-0130-4000	FT Wages	\$74,060	\$79,467	\$110,608	\$114,373	\$123,016
		01-0130-4002	OT Wages	\$0	\$1,520	\$1,378	\$500	\$500
		01-0130-4100	FT Wage Related Expenses	\$13,471	\$14,596	\$20,769	\$21,230	\$22,735
		01-0130-4102	Group Benefits	\$5,620	\$5,977	\$6,795	\$9,746	\$8,448
		01-0130-4103	WSIB	\$1,708	\$2,491	\$3,737	\$3,733	\$3,817
		01-0130-4200	Office Supplies & Equipment	\$0	\$0	\$64	\$200	\$200
		01-0130-4302	Communication (phone, fax, internet)	\$0	\$42	\$36	\$100	\$100
		01-0130-4303	Professional Fees - Legal	\$25,843	\$174,889	\$108,082	\$52,000	\$89,250
		01-0130-4305	Professional Fees - Engineering	\$105,542	\$306,883	\$283,386	\$203,536	\$138,600
		01-0130-4308	Mileage	\$0	\$0	\$18	\$100	\$50
		01-0130-4309	Professional Development	\$0	\$182	\$809	\$800	\$2,250
		01-0130-4311	Membership and Subscription Fees	\$305	\$789	\$1,512	\$717	\$1,604
		01-0130-4312	Meals	\$0	\$0	\$0	\$50	\$50
		01-0130-4313	Travel - Accomodations & Parking	\$0	\$0	\$15	\$200	\$200
		01-0130-4316	Advertising	\$7,054	\$7,869	\$5,113	\$5,000	\$5,378
		01-0130-4317	Professional Fees - Water Monitoring	\$1,054	\$5,830	\$4,562	\$3,000	\$3,700
		01-0130-4320	Contract Services	\$74,115	\$24,944	\$119,038	\$42,440	\$121,158
		01-0130-4600	CIP Grants and other Economic Development Programs	\$9,024	\$0	\$13,936	\$19,854	\$19,854
	Expenditures Total			\$317,796	\$625,479	\$679,859	\$477,580	\$540,910
	ReserveTransfers							
		01-0013-3100	Transfer from Operating Carryforward	-\$7,500	\$25,000	-\$25,000	-\$25,000	\$0
	ReserveTransfers Total			-\$7,500	\$25,000	-\$25,000	-\$25,000	\$0
	Revenues							
		01-0015-1190	Engineering, Environmental and Legal Fees Recovered	-\$45,544	-\$492,783	-\$290,144	-\$176,698	-\$100,000
		01-0015-1200	Minor Variance	-\$12,759	-\$23,075	-\$17,042	-\$22,370	-\$22,108
		01-0015-1205	Agreements	-\$769	-\$2,556	-\$584	-\$2,635	-\$2,561
		01-0015-1210	Part Lot Control Exemption By-law	\$0	\$0	\$0	\$0	\$0
		01-0015-1220	Site Plan Control	-\$111,315	\$20,911	-\$7,730	-\$7,730	-\$80,962
		01-0015-1225	Consent Review and Clearance	-\$1,833	-\$3,388	-\$2,791	-\$3,180	-\$3,255
		01-0015-1226	Ownership List Confirmation	-\$1,656	-\$1,155	-\$1,264	-\$1,185	-\$1,215
		01-0015-1227	Pre-Consultation	-\$10,829	-\$19,232	-\$14,728	-\$19,988	-\$5,900
		01-0015-1230	Zoning By-law Amendment	-\$45,261	-\$7,500	-\$10,308	-\$7,731	-\$52,875
		01-0015-1235	Telecommunication Tower Proposals	\$0	\$0	\$0	-\$2,890	-\$1,079
		01-0015-1236	Lifting of Holding Designation Fee (Zoning)	\$0	\$0	\$0	-\$1,472	-\$1,516
		01-0015-1240	Zoning By-law Amendment - Aggregate	\$0	\$0	\$0	-\$17,641	\$0
		01-0015-1241	Garden Suites and Renewals (Zoning)	\$0	\$0	\$0	\$0	\$0
		01-0015-3240	Compliance Letter	-\$2,888	-\$4,337	-\$2,892	-\$4,065	-\$4,116
		01-0015-1228	Application Reactivation	\$0	\$0	\$0	\$0	\$0

Department	Account Type	Account	Description	2022 Actuals	2023 Actuals	2024 YTD	2024 Budget	2025 Budget
Public Works								
	Expenditures							
		01-0030-4000	FT Wages	\$482,710	\$483,051	\$486,888	\$530,974	\$567,062
		01-0030-4001	PT Wages	\$38,487	\$38,493	\$38,812	\$20,835	\$18,564
		01-0030-4002	OT Wages	\$44,563	\$39,982	\$41,747	\$27,795	\$27,795
		01-0030-4100	FT Wage Related Expenses	\$88,111	\$89,529	\$91,598	\$100,146	\$106,430
		01-0030-4101	PT Wage Related Expenses	\$5,697	\$4,931	\$6,352	\$4,005	\$3,563
		01-0030-4102	Group Benefits	\$54,703	\$54,681	\$63,228	\$63,845	\$69,768
		01-0030-4103	WSIB	\$13,197	\$16,995	\$18,394	\$18,072	\$17,994
		01-0030-4200	Office Supplies & Equipment	\$0	\$236	\$827	\$150	\$150
		01-0030-4201	Hydro	\$679	\$771	\$716	\$700	\$700
		01-0030-4203	Fuel	\$135,894	\$116,303	\$144,676	\$98,766	\$103,704
		01-0030-4205	Equipment Maintenance & Supplies	\$2,204	\$355	\$692	\$2,050	\$1,000
		01-0030-4208	Signage	\$12,295	\$14,233	\$11,708	\$14,500	\$14,500
		01-0030-4209	Pavement Markings	\$34,204	\$36,283	\$0	\$35,500	\$35,500
		01-0030-4210	Railway Maintenance and Upgrades	\$1,975	\$0	\$0	\$5,000	\$5,000
		01-0030-4211	Municipal Street Naming	\$5,280	\$0	\$0	\$1,000	\$1,000
		01-0030-4212	Maintenance Gravel	\$79,098	\$63,707	\$91,138	\$75,000	\$75,000
		01-0030-4213	Calcium	\$79,791	\$79,152	\$67,987	\$76,000	\$76,000
		01-0030-4214	Winter Maintenance	\$294,687	\$277,542	\$296,842	\$250,000	\$250,000
		01-0030-4217	Waste Removal	\$1,279	\$0	\$1,913	\$1,300	\$500
		01-0030-4218	Shop Overhead	\$12,206	\$5,704	\$6,478	\$7,400	\$8,700
		01-0030-4219	Road Maintenance supplies	\$30,999	\$33,691	\$37,458	\$35,400	\$35,400
		01-0030-4220	Vehicle Maintenance	\$65,034	\$45,818	\$54,404	\$42,000	\$42,000
		01-0030-4221	Speed Monitor	\$0	\$0	\$0	\$0	\$0
		01-0030-4222	Tree Maintenance Program	\$24,015	\$20,956	\$12,325	\$32,000	\$32,000
		01-0030-4224	Sidewalk Repairs	\$0	\$0	\$0	\$5,000	\$5,000
		01-0030-4302	Communication (phone, fax, internet)	\$3,761	\$2,026	\$2,406	\$2,100	\$2,671
		01-0030-4305	Professional Fees - Engineering	\$877	\$0	\$851	\$1,000	\$1,000
		01-0030-4308	Mileage	\$0	\$0	\$320	\$100	\$100
		01-0030-4309	Professional Development	\$0	\$0	\$2,101	\$1,200	\$6,200
		01-0030-4311	Membership and Subscription Fees	\$559	\$219	\$729	\$709	\$729
		01-0030-4312	Meals	\$0	\$0	\$75	\$350	\$350
		01-0030-4315	Insurance	\$55,369	\$74,102	\$83,204	\$84,446	\$87,727
		01-0030-4316	Advertising	\$3,562	\$212	\$18	\$1,500	\$1,000
		01-0030-4318	Vehicle Plates	\$11,813	\$6,595	\$7,271	\$6,595	\$6,595
		01-0030-4319	Permits	\$111	\$60	\$51	\$100	\$100
		01-0030-4320	Contract Services	\$33,821	\$53,869	\$49,086	\$74,778	\$38,147
		01-0030-4321	Clothing, Safety Allowance	\$2,279	\$2,200	\$2,965	\$2,800	\$3,200
		01-0030-4400	Street Lights: Repairs and Hydro Bills	\$11,999	\$14,082	\$17,637	\$14,850	\$14,850
	Expenditures Total			\$1,631,257	\$1,575,779	\$1,640,898	\$1,637,966	\$1,660,000

Department	Account Type	Account	Description	2022 Actuals	2023 Actuals	2024 YTD	2024 Budget	2025 Budget
Public Works	ReserveTransfers							
		01-0013-3085	Transfer from Asset Management Discretionary Reserve	-\$1,975	\$0	\$0	-\$10,000	-\$10,000
		01-0013-3100	Transfer from Operating Carryforward	\$0	-\$27,110	\$0	\$0	\$0
		01-0013-3205	Contribution from Winter Maintenance	-\$39,257	\$0	\$0	\$0	\$0
			Contribution to Winter Maintenance	\$0	\$0	\$0	\$25,000	\$0
	ReserveTransfers Total			-\$41,232	-\$27,110	\$0	\$15,000	-\$10,000
	Revenues							
		01-0015-1290	Oversize/Haul Route Permits	-\$420	-\$339	-\$928	-\$232	-\$476
		01-0015-2000	Third Party Cost Recovery	-\$1,319	-\$500	-\$100	-\$100	-\$100
		01-0015-3310	Entrance Permit	-\$1,647	-\$1,822	-\$4,692	-\$3,196	-\$3,292
		01-0015-3315	Municipal Street Naming	-\$3,080	\$0	\$0	-\$1,000	-\$1,000
		01-0015-3740	Public Works Other Recoveries	-\$28,516	-\$66,418	-\$105,340	-\$48,516	-\$28,516
	Revenues Total			-\$34,981	-\$69,079	-\$111,060	-\$53,044	-\$33,384

Department	Account Type	Account	Description	2022 Actuals	2023 Actuals	2024 YTD	2024 Budget	2025 Budget
Heritage Advisory Committee								
	Expenditures							
		01-0050-4001	PT Wages	\$8,379	\$8,786	\$11,137	\$10,986	\$11,092
		01-0050-4101	PT Wage Related Expenses	\$600	\$639	\$862	\$1,374	\$1,370
		01-0050-4103	WSIB	-\$13	\$159	\$240	\$232	\$221
		01-0050-4200	Office Supplies & Equipment	\$0	\$1,684	\$0	\$100	\$100
		01-0050-4308	Mileage	\$298	\$109	\$201	\$300	\$300
		01-0050-4309	Professional Development	\$330	\$598	\$275	\$1,000	\$1,000
		01-0050-4311	Membership and Subscription Fees	\$75	\$177	\$202	\$177	\$202
		01-0050-4312	Meals	\$36	\$0	\$20	\$50	\$50
		01-0050-4313	Travel - Accomodations & Parking	\$305	\$328	\$675	\$500	\$500
	Expenditures Total			\$10,008	\$12,479	\$13,612	\$14,719	\$14,835
	Revenues							
		01-0015-5113	Federal Young Canada Works Operating Grant	-\$5,700	-\$6,398	-\$6,200	-\$6,000	-\$6,200
		01-0015-3749	Doors of Puslinch Posters	\$0	\$0	-\$18	-\$4,248	-\$2,400
	Revenues Total			-\$5,700	-\$6,398	-\$6,218	-\$10,248	-\$8,600

Department	Account Type	Account	Description	2022 Actuals	2023 Actuals	2024 YTD	2024 Budget	2025 Budget
Youth Advisory Committee								
	Expenditures							
		01-0190-4200	Office Supplies & Equipment	\$0	\$238	\$274	\$500	\$250
		01-0190-4308	Mileage	\$0	\$0	\$0	\$160	\$50
		01-0190-4309	Professional Development	\$0	\$0	\$408	\$428	\$428
	Expenditures Total			\$0	\$238	\$683	\$1,088	\$728
Grand Total				\$3,484,792	\$3,493,258	\$4,002,091	\$4,024,046	\$4,236,333

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 034-2025

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 February 20, 2025.

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 February 20, 2025 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 20 DAY OF FEBRUARY 2025.

James Seeley, Mayor

Justine Brotherston, Interim Municipal Clerk